

APIC
2020



Perpustakaan
Tun Abdul Razak



ANNUAL PRODUCTIVITY & INNOVATION CONFERENCE AND EXPOSITION (APIC) 2020

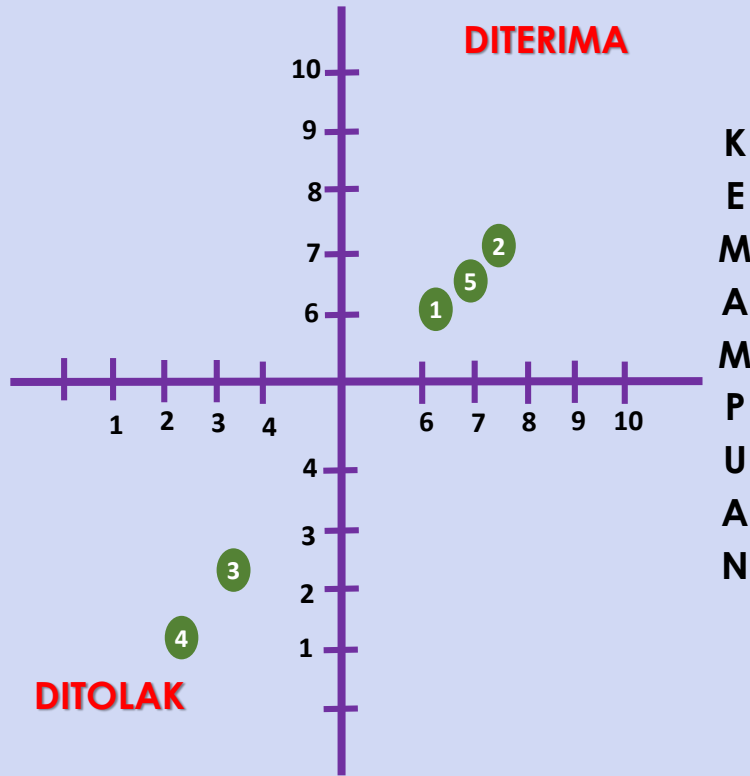
17-19 NOVEMBER 2020



SKALA MATRIKS UNDIAN SENARAI MASALAH

KEPENTINGAN

DITERIMA



DITOLAK

BIL	MASALAH	KEPENTINGAN	KEMAMPUAN
1.	Sistem pinjaman peralatan ICT tidak efisien	$4+8+6+8+6$ $32/5=6.4$	$6+7+6+7+531/5$ $=6.2$
2.	Pengurusan maklumat dan data kehadiran Kelas Kemahiran Maklumat tidak tepat	$7+6+10+7+7$ $37/5=7.4$	$10+8+6+7+7$ $38/5=7.6$
3.	Ketiadaan maklumat pengunjung di Galeri Perpustakaan	$3+2+3+1+4$ $13/5 = 2.6$	$8+2+3+3+1$ $17/5 = 3.4$
4.	Tiada maklumat mengenai bahan muzik di Perpustakaan	$3+2+2+2+1$ $10/5 = 2$	$1+2+2+2+1$ $8/5 = 1.6$
5.	Keahlian luar rendah	$7+7+8+5+7$ $34/5 = 6.8$	$7+9+9+5+5$ $35/5 = 7$

KAEDAH UNDIAN AHLI KUMPULAN

SKALA

SANGAT PENTING	:	8-10
PENTING	:	6-7
KURANG PENTING	:	3-5
TIDAK PENTING	:	0-2

WHAT?

Proses permohonan Kelas Kemahiran Maklumat dilakukan oleh pemohon tidak sistematis



WHAT?

Data kehadiran Kelas Kemahiran Maklumat yang diambil tidak tepat

SEKOLAH KEHADIRAN
ATTENDANCE LIST

No	Nama/Name	No. Matric/ Matric No.	Tandatangan Signature
1	Jenny Dzulkefly Jansen	201822112	
2	MIRAFI DULU RAHMATI SAHEH	201822112	
3	ANISA BINTI BUNTI ZAKARIA	201822112	
4	SHARIFA SUZUKI BINTI KINCA	201822112	
5	LIYAN HANIS BINTI ENDANG NURDIAN	201822112	
6	WATIYATIYATI BINTI MOHA RIZA	201822112	
7	MUHAMMAD FATHI BIN HARIZAN	201822112	
8	MUHAMMAD FATHI BIN HARIZAN	201822112	
9	ALI HARIZAN BIN HARIZAN	201822112	
10	Muhammad Azzam bin Daud	201822112	
11	ALI HARIZAN BIN HARIZAN	201822112	
12	MUHAMMAD FATHI BIN HARIZAN	201822112	
13	MUHAMMAD ALY BIN YUSOF	201822112	
14	MUHAMMAD FATEH BIN HARIZAN	201822112	
15	MUHAMMAD FATEH BIN HARIZAN	201822112	
16	MUHAMMAD FATEH BIN HARIZAN	201822112	
17	MUHAMMAD FATEH BIN HARIZAN	201822112	
18	MUHAMMAD FATEH BIN HARIZAN	201822112	
19	MUHAMMAD FATEH BIN HARIZAN	201822112	
20	MUHAMMAD FATEH BIN HARIZAN	201822112	
21	MUHAMMAD FATEH BIN HARIZAN	201822112	
22	MUHAMMAD FATEH BIN HARIZAN	201822112	
23	MUHAMMAD FATEH BIN HARIZAN	201822112	
24	MUHAMMAD FATEH BIN HARIZAN	201822112	
25	MUHAMMAD FATEH BIN HARIZAN	201822112	
26	MUHAMMAD FATEH BIN HARIZAN	201822112	
27	MUHAMMAD FATEH BIN HARIZAN	201822112	
28	MUHAMMAD FATEH BIN HARIZAN	201822112	
29	MUHAMMAD FATEH BIN HARIZAN	201822112	
30	MUHAMMAD FATEH BIN HARIZAN	201822112	

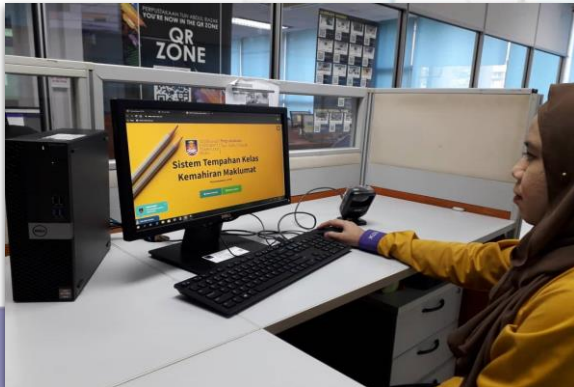
WHAT?

Proses penyediaan pelaporan Kelas Kemahiran Maklumat tidak efisien



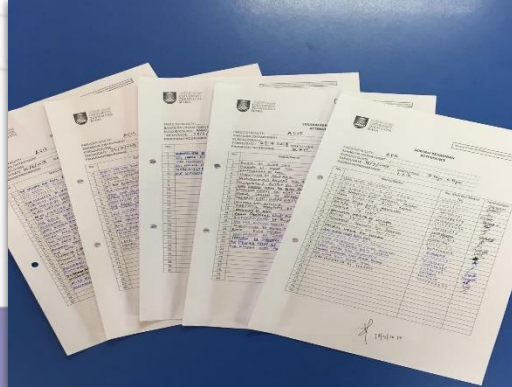
WHERE?

Di Meja/Sudut
Pendaftaran Kelas
Kemahiran Maklumat,
Perpustakaan Tun Abdul
Razak, UiTM Shah Alam



WHY?

Kaedah merekod
permohonan dan
mengira data kehadiran
peserta Kelas
Kemahiran
Maklumat dilakukan
secara manual



WHO?

STAF

Pustakawan dan pembantu
pustakawan yang mengurus
data kehadiran peserta setiap
kali kelas dijalankan

PESERTA

Peserta yang hadir sesi Kelas
Kemahiran Maklumat



WHEN?

Setiap kali pengurusan maklumat dan data kehadiran Kelas Kemahiran Maklumat disediakan. Pelaporan ini diserahkan kepada Bahagian Perancangan Strategik, PTAR setiap bulan atau atas permintaan

HOW?

Tiada kaedah merekodkan dan mengira data kehadiran peserta Kelas Kemahiran Maklumat yang lebih mudah dan tepat

UNIVERSITI TEKNOLOGI MARA
 SENARAI KEHADIRAN ATTENDANCE LIST

FAKULTY/FACULTY: Perak
 BAGIAN/DEPARTMENT: _____
 KURSUS/COURSE: _____
 TARIKH/DATE: 4/11/2018 WAKTU/TIME: 3pm - 4.30pm
 PROGRAM/PROGRAMME: K. F. M.

No.	Nama/Name	No. Matrik/ Matric No.	Tandatangan/Signature
1	Jenny Felicia Juchel	201841612	[Signature]
2	LABU AN BINTI RAMDAN SALEH	201821328	[Signature]
3	MIMI BIRAH BINTI ZAKARIA	201821398	[Signature]
4	SALWANAH AMANAH BINTI MOHA	2018206766	[Signature]
5	YUSUF BIRAH BINTI RAMDAN SALEH	201821328	[Signature]
6	MUHAMMAD LULUWALY BIN MOHA BIRAH	2018201505	[Signature]
7	MUHAMMAD FAHIM BIN HARABI	2018276312	[Signature]
8	MUHAMMAD BILAL BIN HISHAM	2018274782	[Signature]
9	Amir Azzah Bin Yusoff	2018201734	[Signature]
10	Muhammad AEE Daniel bin Danice	201820972	[Signature]
11	PALE BINA EZZI B. JAWHARA	201826824	[Signature]
12	MUHAMMAD HANIFA BIN MUHAMMAD HANIFAH	2018201734	[Signature]
13	MUHAMMAD ALIF BIN YUSOFF	2018201625	[Signature]
14	MUHAMMAD FAREZ BIN KHALIL AEFIN	2018204064	[Signature]
15	NOOR ANISA BINTI AYOZ AZHAR	2018201742	[Signature]
16	MUHAMMAD HANIM BIN ZAKARIA	2018201734	[Signature]
17	MUHAMMAD KAMIL BIN LILAHIRAH	2018201734	[Signature]
18	MUHAMMAD NAZEL HIRAL BIN ABDAL GHAFFAR	2018201734	[Signature]
19	SEBAH ELISA BINTI KHAIRUL FAWZI	2018201734	[Signature]
20	NOOR LUBAIDA ANINI BINTI MOHD SHAMSUDDIN	2018201734	[Signature]
21	ROSYITA ROSYITA BT ROSLI	2018201734	[Signature]
22	FATIN NAJWA BINTI MOHD NAZAR	2018201734	[Signature]
23	NURAN AYY NURDALIS BT ABIDAN	2018201734	[Signature]
24	WAZAN NURUL FATHMA BT ZAMRUD	2018201734	[Signature]
25	MARIA ADRIANAH BT ADRIAN	2018201734	[Signature]
26	MUHAMMAD AMIRUL HANAN BIN ZAMRUD	2018201734	[Signature]
27	AFIZUL AZIZ BIN JASRI	2018201734	[Signature]
28	Muhammad Amirul Hanan bin Zamrud	2018201734	[Signature]
29	MUHAMMAD AL SYAFIE BIL MOHD WAZPI	2018201734	[Signature]
30			

