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30 MARCH 2023

ALUMNI FUTURE BUSINESS

ALUMNI STAKEHOLDERS
& WORK CATALYST

YOUNG ENTERPRISE
ALUMNI AS SERIAL
ENTREPRENEURSHIP

RECORDS AS
STRATEGIC BUSINESS

BUSINESS
CONTINUITY PLAN

BUSINESS
OPPORTUNITY
DURING
PANDEMIC

ALUMNI INVESTMENT





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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

First and foremost, praises and thankful to ALLAH S.W.T, the Almighty, for his showers of blessings throughout the completion of this assignment project successfully. We would like to show our sincere appreciation to Ms. Suriani binti Jack, our lecturer for the Management of Business Records (IMR652) course for providing us with the chance to complete this assignments, and for advising us along the way. This assignment also will not be completed without the cooperations of the group members, Siti Nur Syazwanie, Nur Zafika Binti Daniel, Veronica Empang Wan, Arith Syakir Bin Bunsu and Rizwanshah Bin Ramsa. We are grateful that we successfully finished this assignment in the allotted period. Lastly, we would like to thank everyone who has supported and assisted us throughout the completion of this group project.



ACKNOWLEDGEMENT



TABLE OF CONTENTS

1

EDITORS NOTE

3

COPYRIGHT PAGE

4

INTRODUCTION

5

***YOUNG ENTERPRISE ALUMNI AS
SERIAL ENTREPRENEURSHIP***

11

ALUMNI STAKEHOLDERS

14

WORK CATALYST

18

RECORDS AS STRATEGIC BUSINESS

21

BUSINESS CONTINUITY PLAN

24

ALUMNI INVESTMENT

28

***BUSINESS OPPORTUNITIES DURING
PANDEMIC***

31

REFERENCES

EDITOR'S NOTE



First and foremost, I believe it is never too late for me to wish everyone a happy and promising new year 2023. Since we are still threatened by the viruses of post Covid-19 pandemic, we must continue to observe our SOPs and never take this virus for granted.

This e-magazine is mainly focusing on Management of Business Records and how it is related to the Alumni as its core business. The Alumni can help with global admissions and recruitment efforts, career and professional development, local and state advocacy or lobbying and through their generous philanthropic support. All articles and write-ups included in this e-publication are based on research or non academic research of the university.

The purpose of publishing this e-magazine is to strengthen the engagement of the alumni in university and how to strengthen this relationship so that we can create meaningful values in return to our graduates. One of the best parts of being part of an alumni association is the network that comes with it. An alumni network connects you, as a graduate, with a number of professional contacts and other graduates from your university.

"Being willing to share the lessons learned on your journey, strategies for meeting challenges, and find opportunities for growth and connection are a few good moves. It all starts with a question, 'Hello, how can I help you?'"



Last but not least, strike for the best and strive for excellence throughout our most productive year in UiTM.

Have faith!

Lots of Love,
MS Suriani Jack
Chief Editor

EDITOR'S NOTE

ARITH SYAKIR BIN BUNSU

born on 2th October 2002

"SUCCESS USUALLY COMES TO THOSE WHO ARE TOO BUSY LOOKING FOR IT."



RIZWANSHAH BIN RAMSA

born on 26th May 2001

"THE PESSIMIST SEES DIFFICULTY IN EVERY OPPORTUNITY. THE OPTIMIST SEES OPPORTUNITY IN EVERY DIFFICULTY."



NUR ZAFIKA BINTI DANIEL

born on 15th July 2002

"THE ROAD TO SUCCESS AND THE ROAD TO FAILURE ARE ALMOST EXACTLY THE SAME."



SITI NUR SYAZWANIE

born on 18th May 2001

"YOU LEARN MORE FROM FAILURE THAN FROM SUCCESS. DON'T LET IT STOP YOU. FAILURE BUILDS CHARACTER."



VERONICA EMPANG WAN

born on 1st May 2001

"CONCENTRATE ALL YOUR THOUGHTS UPON THE WORK IN HAND. THE SUN'S RAYS DO NOT BURN UNTIL BROUGHT TO A FOCUS. "



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30 MARCH 2023

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INTRODUCTION

WHAT IS ALUMNI?

Former students who attended or graduated in some way from a school, college, or university are known as alumni. For groupings of women, the feminine plural alumnae is occasionally used. The Latin term translates to "one who is (or has been) fed." One can be an alumni without graduating; the word is not identical with that word. The phrase is occasionally used to describe a former worker or member of an organization, a donor, or a convict.



FUTURE BUSINESS

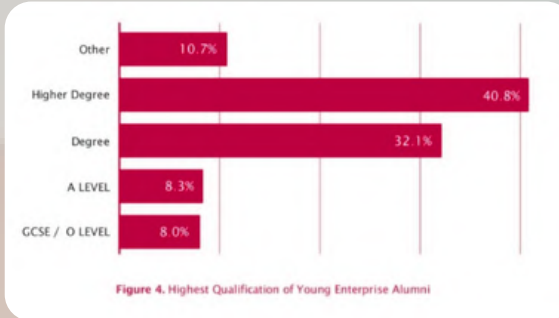


The Future business refers to the operations carried out as of the beginning date by Future and its subsidiaries. If the term "Future Business" is used in the singular, it refers to each business in which the Company acquires an interest starting after the date of this Agreement, and if it is used in the plural, it refers to all businesses in which the Company acquires an interest; provided, however, that nothing in this provision shall authorize the Company to acquire an interest in any Future Business other than as expressly provided for by the applicable terms of this Agreement.

WHO ARE THE YOUNG ENTERPRISE ALUMNI?

Respondents were asked to choose their highest qualification from five categories. They were a highly educated group.

Almost one in three had a first degree (32.1%), while 8.3% had a higher degree. The largest group chose A Levels as their highest qualification (40.8%) (Figure 4). Just one in ten chose GCSEs as their highest qualification.



An alternative view to the importance of educational qualifications was provided via focus groups and interviews with Young Enterprise alumni:

Female Young Enterprise alumnus 2002- “Because it’s like all the smart kids go to university, and then they have to pick up a vocation. But, actually in hindsight they are probably much smarter if they structure their own apprenticeships. Then, they are not going to come out with 18 grand of student debt over their heads and they will start their career much earlier. They are learning on the job.”

“YOU CAN’T SWIM BY READING A BOOK, YOU HAVE TO AT LEAST PADDLE AROUND A BIT WHILE DOING IT AND YOUNG ENTERPRISE GIVES YOU THAT, THE CHANCE TO PADDLE.”

-Female YE Alumnus 2005

BUSINESSES RUN BY YOUNG ENTERPRISE ALUMNI

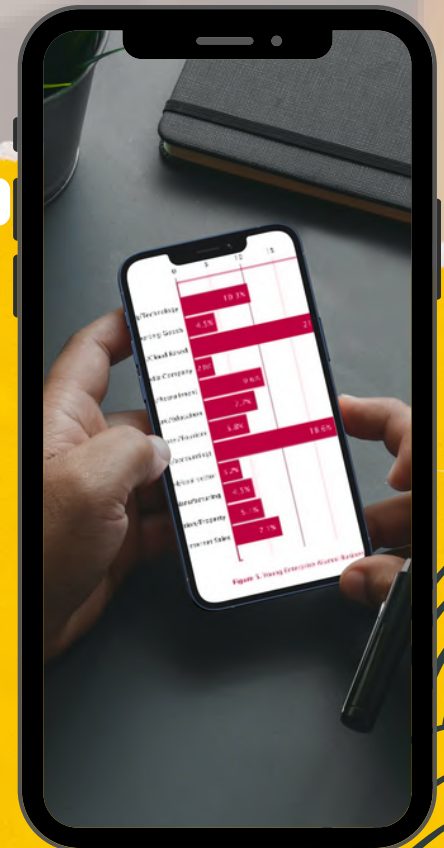
This contrasts strongly with the typical British small firm. Latest national statistics show that the largest proportion of small firms are in construction (19.3%)¹⁰. This is followed by professional, scientific and technical areas (13.3%). The third largest sector, based on national statistics, is the wholesale, retail and repair sector (10.7%).

One alumni firm provides mathematical modelling and bespoke application development. The second largest category of Young Enterprise alumni businesses is professional, scientific, technological, legal and accounting consultancy (18.6%).

“There is no doubt that I owe both my place at University and my career to my Young Enterprise experience.” Andrew Dodds, Sales Support Manager - Cumberland Building Society. Took part: 2000


A significant proportion of firms run by Young Enterprise alumni, are digital and ‘cloud’ computing-based businesses (21.2%). These include cloud infrastructure services and platforms, storage, and service-oriented architecture.

Next comes engineering and technology design (10.3%), with their owners saying their firms provided advanced engineering and product development; engineering solutions, high pressure engineering and environmental technologies.



YOUNG ENTERPRISE ALUMNI AS SERIAL ENTREPRENEURS

Previous research has looked at the concept of serial entrepreneurs; and at the relatively negative perception business failure has in the UK compared to the US. In particular, research in the UK has identified the existence of serial entrepreneurs, that is the tendency of some people to set up and close businesses, and go on to establish new businesses (Rosa 1998). Stokes and Blackburn (2002) investigated the concept of business closure and what actually happens to both the business and the owner as well as the motivations behind these closures. So we asked Young Enterprise alumni business owners about their previous experience of business ownership and also whether they were involved in setting up additional businesses.



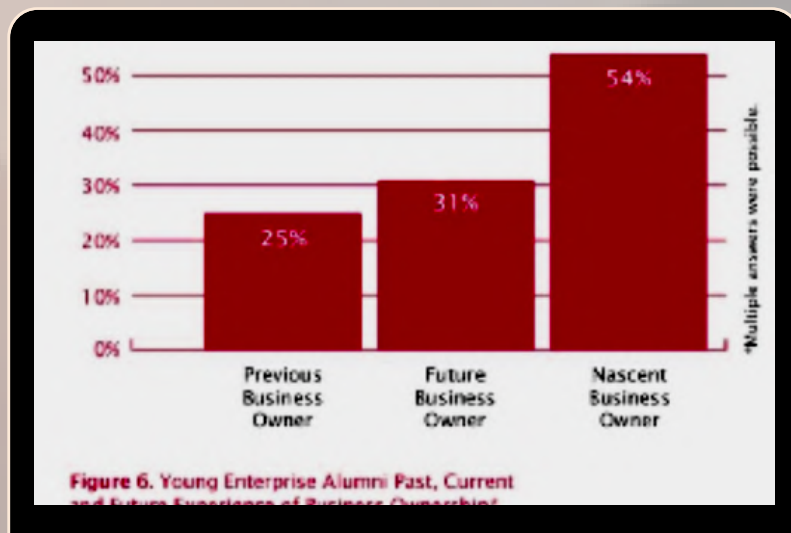
“...the culture is different in America because they encourage you to do it and if it fails then they give you a pat on the back and say ‘well done for trying. Get up and do it again.’ In the UK people are just sort of sat there waiting to see if there are any cracks. Then if you fail it’s like “well you really should go back to the drawing board.”

Male: young Enterprise alumnus 2005

“So many people said ‘that was a real risk you took. That was brave, very courageous.’ But not really, a real risk would be to re-mortgage your house when you are 45 and you’ve got a family. To actually do it in your 20s...if it all goes wrong, the lessons that you learn are much more worthwhile than what you would have been learning as an employee.”

Male Young Enterprise Alumnus 2002

A remarkably high proportion of one in four Young Enterprise alumni said they had been a business owner in the past; nearly one in three reported that they would like to set up an additional business in the future. Interestingly, over half were setting up another business in addition to their current firm. People who are at the beginning stages of setting up a business are described by the Global Entrepreneurship Monitor as nascent entrepreneurs. But, in the case of the Young Enterprise alumni, they are not nascent entrepreneurs, but rather experienced business owners starting nascent businesses.



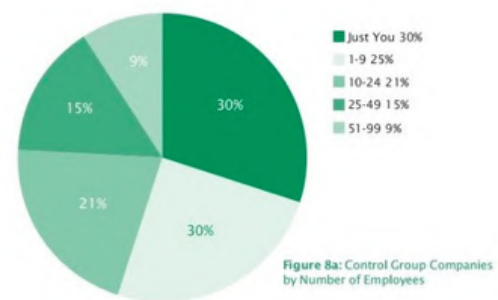
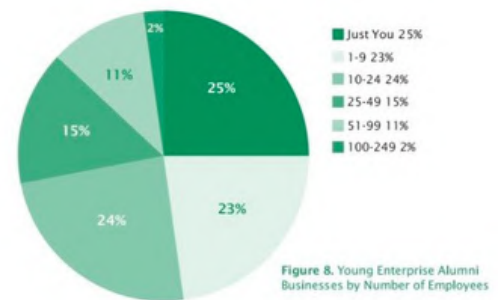
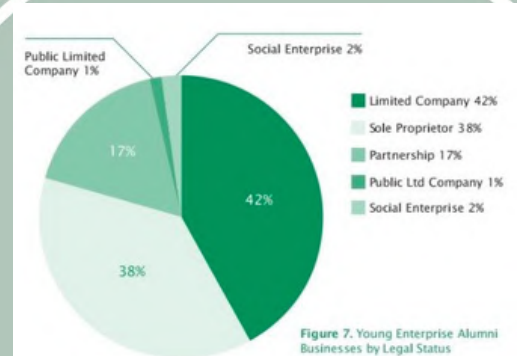
The results are perhaps surprising but they confirm the prevalence of serial entrepreneurs in the UK and that Young Enterprise alumni may be less deterred by the prospect of failing than others as they have previous experience of running an enterprise on a Young Enterprise program. Businesses may close for a wide variety of reasons, not just because of the ‘failure’ of the business. Other explanations include: mergers; closure to set up an improved business model; succession issues in family firms resulting in new firms; employee buy-outs, to name but a few.

CHARACTERISTICS OF YOUNG ENTERPRISE ALUMNI BUSINESS

Businesses run by Young Enterprise alumni are different from the average in a number of ways, notably legal status. Most UK small firms are sole proprietors (62.4%), limited companies only make up 27.7%, and partnerships account for 9.8% of the small business stock. A limited company is one where the owners are liable to lose only what they have invested or promised to the company if something goes wrong.

By comparison, far more businesses run by this sample of Young Enterprise alumni are limited companies (42%). One third of alumni run businesses were sole proprietors concentrated particularly in internet sales, consultancies, and importing goods. Partnerships made up just 17% of the total and included digital businesses, advertising agencies and restaurants. Some of the health and education businesses described themselves as social enterprises (2%), and 1% of businesses were public limited companies.

The popularity of limited company status among alumni may reflect the fact they operate in resource-intensive areas, such as engineering, technology and manufacturing, or the relative size of these businesses. But it may also be that Young Enterprise alumni have a greater understanding of risk, and of the need to safeguard themselves by limiting their exposure.





AA 22

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Dec 16
2022

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1. UiTM Sarawak Alumni Entrepreneur
(Graduation Year 2021 & 2022 Only)
2. UiTM Sarawak Students with:
 - A. Business Idea + Own Business, or
 - B. Business Idea only

Video's Requirements

1. 3 - 5 minutes in length
2. In English
3. Must upload to YouTube chanel & copy the link in the video submission form.
4. Must include the following elements:
 - A. Business Purpose
 - B. Prospect of Business
 - C. Commercialization Value
 - D. Marketing Strategy
 - E. Creativity

Important Dates

10 Oct- 13 Nov	Registration and Video Submission
02 Dec	Announcement of Shortlisted Participants
05 - 09 Dec	Presentation Day (Virtual) (Pyob 2022)
16 Dec	Announcement of Winners

Event Highlights

Potential Winners stand a chance to participate in Borneo Startup Accelerator organized by Serba DigitalX



Register now

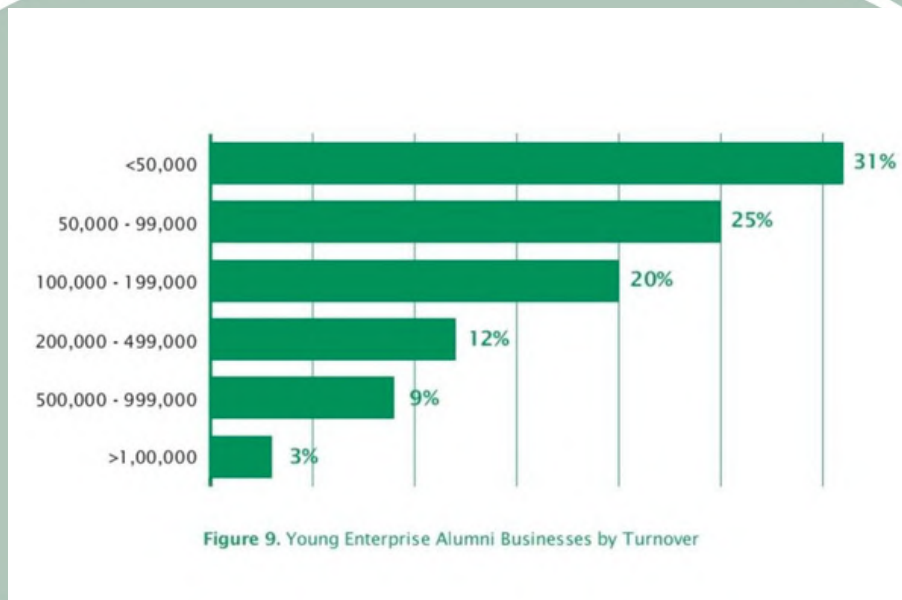


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Registration

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CHARACTERISTICS OF YOUNG ENTERPRISE ALUMNI BUSINESS



Given the diversity of the firms that Young Enterprise alumni ran it may not be surprising that their turnovers also varied widely. Nearly one third had an annual turnover of less than £50,000 (31%) (Figure 9).

But it is remarkable that one in eight (12%) turned over between £200,000 and £499,000; while 9% scored £500,000 to £999,000. Three in every 100 businesses had a turnover of over £1m, a level none of the control group businesses had reached.

Young Enterprise alumni firms tend to be larger than the average small business in the UK based on national statistics for 2011. Only one in four have just the owner working in the business. Approximately one quarter have between 10 and 24 employees, and 15% have between 25 and 99 employees. Just over one in ten employs between 51 and 99 employees, and 2% employ 100 to 249 employees. By contrast the average small business in the UK is most likely to be a sole proprietor with no employees.

“WHEN YOU LOOK BACK IT REALLY WAS GREAT PRACTICE.”
REBECCA WELHAM,
WELHAM JONES FUNERAL DIRECTORS. TOOK PART: 2002.

SUMMARIZE

The main finding is that Young Enterprise alumni are significantly more likely to be running their own business than average. Many Young Enterprise alumni are 'serial entrepreneurs', and have run their own business in the past, or are currently setting up additional businesses. Some run several businesses already.

This sample of Young Enterprise firms by contrast are likely to be a digital business; consultancies; engineering and technology design along with several other sectors.

For instance 12% of Young Enterprise businesses have a turnover of greater than £500,000k compared with 3% of businesses in the control group.



**"WITHOUT YOUNG ENTERPRISE NONE OF THIS WOULD HAVE HAPPENED."
MARTIN BILLING, BRINGING THE OUTSIDE IN. TOOK PART: 2004.**



Finally, the evidence presented in this report demonstrates that Young Enterprise has made a contribution to society and potentially to the economy as well. This is through the activities of Young Enterprise alumni, like those in this research, who are more likely than average to run their own business; be serial entrepreneurs and show resilience in developing strategies.

"The evidence presented in this report demonstrates that Young Enterprise has made a contribution to society and potentially to the economy as well. This is through the activities of Young Enterprise alumni, like those in this research, who are more likely than average to run their own business; be serial entrepreneurs and show resilience in developing strategies." - **Kingston University Business School**

ALUMNI STAKEHOLDERS

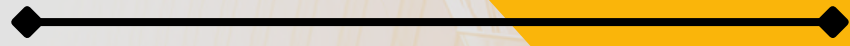
Several foreign universities in various parts of the world have been actively engaging with their alumni. Alumni involvement activities at institutions in the United States are widely recognized as the most successful on a global scale. Several major 'best practices' with worldwide ramifications have developed from these experiences, which enhance alumni participation with their old university. The key stakeholders of a university, as is generally known, are the founders, the administration, the faculty and staff, the students, and the alumni. The finest practices recognize that alumni are possibly the most important stakeholder for sustaining a university's and its students' long-term growth. Higher Education Institutions (HEIs) should include alumni associations as part of their organisational hierarchy to achieve this. Universities and colleges should have a formally established governance structure for their alumni association that clearly defines the role of stakeholders.

Former students or graduates of an institution can play an enormously helpful role in the reform of higher education. Alumni have significant fundraising potential. Equally impressive is its capacity to construct a network for the exchange of talents and information. It is consequently important for institutions of higher education to create and maintain strong contacts with their alumni by allowing them to participate in decision-making, network building, and institutional growth processes.

EVERY JOURNEY STARTS FROM
A SINGLE STEP



It might be helpful to have access to alumni who are former students at the institution and who are familiar with the requirements and deficiencies of the students who are now enrolled there. These days, most colleges are managed by graduates of the school who seized the opportunity to become active in the organization and assist in guiding it toward ever-increasing levels of excellence.



In order to do this, institutions must develop open and direct channels of contact with alumni and guarantee that alumni representatives give strong support to the institution's governing body. In addition to alumni donations, the alumni association can serve a variety of other purposes, such as serving as the institution's ambassadors, recruiting prospective students and mentoring current ones, assisting students with career advancement, and allowing alumni to maintain contact with one another and provide valuable feedback to the institution. An effective alumni network with external stakeholders aids in the institution's reputation-building.



Stakeholder
[ˈstɑːk-hoʊ-der]
A party that has an interest in a company and can either affect or be affected by the business.

Investopedia

ALUMNI STAKEHOLDERS

The institution is indelibly bolstered by the contributions of its illustrious former students. An active Alumni Association has the potential to make contributions in the areas of academics, student support, and the mobilisation of resources, both financial and non-financial. However, in order to accomplish this, the education system in India must first become independent of political forces and politicians. Second, former students need to be assured that the money they worked so hard to save won't be misappropriated and will instead be used in a way that contributes to the institution's development and improvement.



SUMMARY

Alumni are important stakeholders in the future administration and development of businesses, and it is anticipated that they will play an increasingly important role in these areas. The fact that alumni have the opportunity to develop a network that promotes the sharing of talents and knowledge is one of the contributing factors that make this situation the way it is. Students quickly acknowledge alumni as positive role models, and alumni also have the possibility of building a network. Students readily embrace alumni as positive role models. For this reason, it is absolutely necessary for establishments of higher education to establish and maintain strong ties with those who have graduated from their programs. It is possible to achieve this goal by incorporating graduates in the decision-making processes of institutions, construction processes, and the development of networks. Because of this, graduates will be able to contribute to the general advancement of the institution, despite the fact that the institution may be physically located in a different location.



WORK CATALYST

alumni are a group that can help accelerate present company opportunities, and they are one of those groups. Because of the careers that they have chosen or will choose in the future, alumni are in a special position to be able to make constructive contributions to the institutions that they attended in the past. The vast majority of today's graduates join a job market in which they have few or no possibilities for immediate work, which contributes to the already substantial number of unemployed people in the country. As a direct consequence of this crisis, the contributions made by young people to the expansion of the national economy plummeted, and the situation never improved.



Alumni become a catalyst that is very advantageous for all parties because alumni who have had successful jobs and experience can be used to drive the career growth of graduates. This is because graduates may learn from alumni who have had successful careers. Alumni who own enterprises and career training locations are in a position to provide graduates with the opportunity to demonstrate that they have mastered all of the information that they have acquired during their academic careers. For instance, students with experience in accounting, engineering, and coding are in high demand in the modern business world and are needed by every firm in order for them to be able to build their businesses successfully.

**BE NOT AFRAID TO TAKE
RISKS. EMBRACE THE
EXCITEMENT AND
CHALLENGE OF PURSUING
YOUR DREAMS AND
FORGING A NEW PATH**

ALUMNI BECOME THE WORK CATALYST

ALUMNI IS THE BEST

PERSON TO BE THAT

WORK CATALYST

Catalyst
Fuelling
Opportunity

Graduates who join a company in which they same university alumni owned bring a plethora of expertise and experience to the table. Companies are looking for strategies to maximize the return on their investment in new hires as attrition rates and associated costs rise. According to research conducted by Gracechurch Consulting, over 30% of respondents are open to the idea of hiring recent college grads who possess the level of expertise that is necessary in the modern workplace. Companies gain a lot when they hire people who graduated from their institution due to:

- Cost about 50% less to train and get up to speed
- Are more likely to be loyal, long-term employees
- Are familiar with the organization's working culture and environment.

The impression a company makes on a potential employee, current worker, or former member of staff is crucial. Successful businesses are realizing that their former employees make for great advocates, and are therefore reducing their spending on promotional activities in favour of reaching out to these people directly. Feedback from former employees is more credible since it is more likely to be objective than feedback from current employees. Participating alums serve as unpaid brand advocates who

- Lead generation in the business world is accomplished by acting as a go-to resource for other organisations.
- Increase an organization's visibility and standing in the global community by introducing them to a wide range of new contacts.



SUMMARY



A large fraction of the most affluent firms in the world is in the process of putting into place technology that will facilitate the engagement of their corporate alumni. These technologies will make it easier for their corporate alumni to contribute to the success of their companies. They are aware of the significance of maintaining a one-step lead over their competitors and are cognizant of the fact that the possession of a formal alumni platform provides them with a competitive advantage. In addition, they are aware of the fact that they have an advantage over their competitors. In addition, they are conscious of the fact that they have an advantage over their rivals as a result of the fact that they have an alumni network.

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9th JANUARY 2023 (MONDAY) | 9:00 AM - 5:00 PM

PERPUSTAKAAN TUN ABDUL RAZAK, UiTM SEREMBAN CAMPUS

SDG FORUM



SDG EXHIBITION



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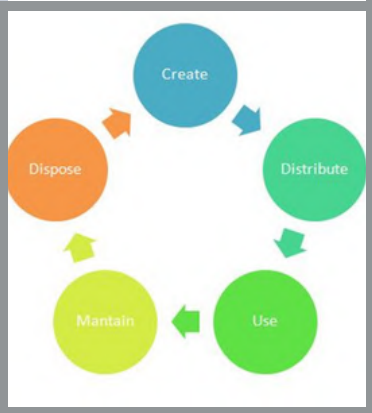
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RECORD AS STRATEGIC BUSSINESS.



INTRODUCTION >

Even while the majority of organizations can identify records, only a small percentage may be familiar with record management procedures. Record management is the systematic management of records and document data over their entire life cycle, starting at the point at which they are created by the originator.



Then the stage is distributed, the information is made available, and it is accessible. After then, records can be accessed and used. The records must be kept by an authorised person throughout the maintain stage in order to be used in the future. When it comes to the dispose stage, the records must first be appraised before being delivered to an archive or records centre. There are three stages in a record's life cycle: active, semi-active, and inactive. The value of the record itself is represented by these stages. The evidence of every transaction is crucial in the business sector because failure risk can be reduced by reviewing the evidence of every transaction. The live records required for day-to-day operations in our company are dispersed, and I would assume that this is true for the majority of large businesses. Each departmental manager must decide how to proceed with the records, according to S.A. Tasker in 1958. The records should be monitored day by day because they are a record of every transaction, as demonstrated by the definition in the previous sentence. Lesley A. King, however, argued in 1997 that "good records management has a vital role to play in assuring the competitiveness, efficiency, and continuity of an organization's business, regardless of the domain or sector it happens to be in. Records are available in a variety of formats, including audiovisual and electronic as well as paper-based and other forms. However, it functions similarly to a record in protecting the accuracy of the data. The paper will explore record management and business system analysis. The significance of maintaining records as a strategic resource and record management professional training.

BUSINESS SYSTEM ANALYSIS AND RECORDS MANAGEMENT >

Business analysis is the art of allowing change in an organisational setting by defining needs and offering solutions that deliver value to stakeholders, says the International Institute of Business Analysis (2016). Understanding the fundamentals of business is essential for success in the field of commerce. The organization's business objectives should be understood or known by every employee. "And the administration of the records here is to supply information to the business system through the records that have been kept. Among various competing approaches, including six sigma, company "restructuring, core process redesign, business process improvement, and continuous improvement," it is a well-liked process improvement approach (Zellner, 2011). But even so, Tsubosaka Tatsuya, however, stated in 1991 that "all walks of business and government agencies have come to consider management information and indispensable "management resource," along with those resources of people, money, and things, and there has come to be a demand for efficient management of it." This shows how crucial it is to define an organization's business; organisational information displays the true goals and tactics of the organisation. International Record Management Trust, however, notes that this is an analytical framework that entails analysing organisations as systems or the procedure of methodically and objectively acquiring information about business systems and subjecting that information to formal analysis. Broad organisational goals, supporting business areas and procedures, and the definition and deconstruction of business processes are all included in this.



One of the challenging tasks is the record management profession; it requires certain education and expertise. The record centre has been developed as the primary source of information agencies in the majority of modern nations. As a result, the staff at this records centre are highly skilled in the field of record management, and some universities have made a field available to students who are interested in and qualify for enrollment in the subject. However, the majority of organisations who hired record management employees experienced issues with workers that had a poor grasp of record management and were required to send them to training. The training will be split into two halves, the first covering the concepts and practice of record administration and the second covering the tools of the trade, according to C.H. Thompson in 1961. The fundamentals of record management should provide our trainees a comprehensive understanding of record management's role in administration and the benefit it provides for doing business. The trainees must understand their place in the larger picture; in this way, they develop a feeling of purpose and appreciate their significance. The variety of tools available for record-keeping and registration work comprise the equipment utilized in the task. Instead of hearing from swayed equipment sellers, staff discover the benefits and drawbacks of each in the objective setting of the training room.

By evaluating an organization's management history, one may determine how good it is. How does maintaining records function in one company. The organization's transactions go more smoothly when records are managed properly. In 2009, according to Zawiyah Mohammad Yusof, he was surveying the functions of record management.

Table VIII.

Perception about records

Description	Yes	No	No answer	Total
Records management is necessary but not crucial	10	90	0	100
Records play roles in the success or failure of organisation	100	0	0	100
Knowledge on vital/strategic records	70	30	0	100
Changed in perception towards record after completing questionnaire	100	0	0	100
Needs to take action toward records	80	20	0	100

Table IX.

Records retained to meet audit requirements

Description	Yes	No	No answer	Total
Informed by top management	30	70	0	100
Informed by senior	30	70	0	100
Informed by institution's policy and procedure	80	20	0	100
Informed by one of the four Acts in question 1	10	90	0	100
Self impulsiveness	0	100	0	100

All respondents asserted that they are knowledgeable about record keeping, its uses, and its impact on institutions. These tables are based on data that Zawiyah Mohammad Yusof collected for his essay. According to data gathering, the majority of the public was aware that records existed and that they may influence an organization's success or failure.

These may be seen economically for the impact of maintaining records. Through effective record management, one may undoubtedly cut operational costs, and an orderly file system can reduce the amount of time spent processing records. For financial management, accountability, and transparency, a strong records management system is crucial (Palmer, 2000). Others exchange a decrease in time needed. An effective filing system may speed up the retrieval and transmission of information to consumers.

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Supporting improved management goes beyond the impact of managing records as strategic resources. Implementing records management will undoubtedly lead to efficient resource management. The function of a records management system, according to Palmer (2000), is to operate as a control system that supports other control systems, such as internal and external audits. Records can give a trail for investigators to follow the source of corruption. The record environment that provides possibilities for fraud, once fraud, once fraud is identified.

However, records must be available for access in order for them to serve this purpose. However, in order to create a strategic strategy,



Thompson, C.H. In 1961, filing and vocabulary training were highlighted as courses that professionals in record administration should do. This is due to the fact that records administration at the time required this kind of training heavily. As a result, the filing required skills like indexing, categorization, and storage. However, for the modern era of record management, certain training should be added, such as assisting in the construction of file systems and retention and disposal schedules and maintaining them to fulfil administrative, legal, and financial needs.

SUMMARY >

The four topics that were discussed are now being noted as strategic resources. By identifying the three key components, it can be demonstrated that the record serves as one organization's strategic resource. Records are the beating heart of any organisation, and by understanding their distinct, static, contextual, organic, and official characteristics, one can describe their significance. Records serve as proof of individual transactions and safeguard an organization's value, particularly in business majors. Effective business analysis, legal requirements, training for records management specialists, and the effects of record management all helped the organisation get closer to being able to call itself successful since positive record managing represents good transactions in the company.



BUSINESS CONTINUITY PLAN (BCP)



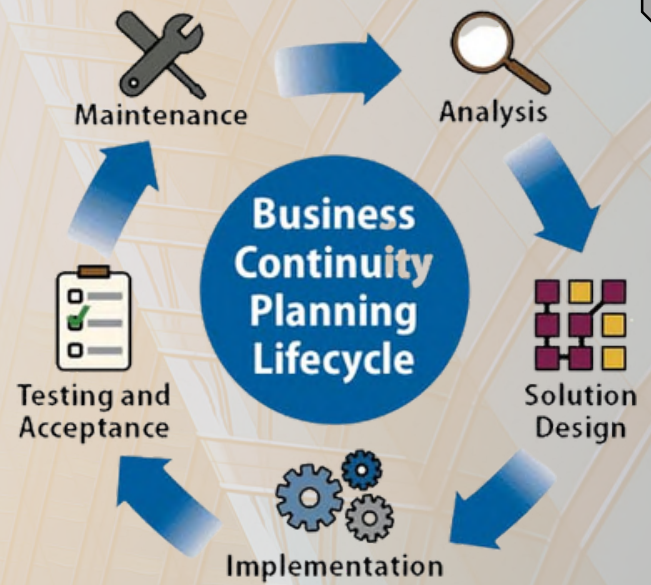
Business continuity planning (BCP) is about identifying the critical functions and services your business delivers and planning for how you would maintain or resume them in any disruptive event or emergency (such as a power outage, fire, flood or earthquake).

After all, if you can't deliver your critical functions and services:

- Clients, staff and suppliers could be adversely affected
- Customers might look elsewhere and turn to your competitors
- You may fail to meet contractual or legislated obligations
- There may be financial repercussions
- Your organisation's reputation could be adversely affected

If any of these things are important to you or your business, then you should have business continuity arrangements in place. There are many reasons to plan which is to protect your investment, protect your livelihood, legal obligations, fulfil essential services, stakeholder obligations, satisfy financial partners, take care of business reputation and meet increased demand.

BCP process involves determining a range of threat scenarios and then creating a plan and documentation for how to maintain business continuity through those incidents. Often business continuity means retrenching back to core services and letting less important activities go until we can fully recover the situation. The plan for recovering from a major incidents and returning to normal operations is usually referred to as a disaster recovery plan.



5 Steps to Developing a Business Continuity Plan

1. Business impact analysis to identify the critical business operations, processes and the resources that support.
2. Identify the principal classes of threat and the impacts that they may have on our organizations. We often collate these into a small number of archetypal scenarios to assist us with later training and testing of our business continuity plan.
3. Create readiness plans to maintain continuity in the face of the threats that we identified. Typically, these are threats to people, to physical infrastructure, and to technology and data.
4. Identify a core team of leaders that will be the business continuity team. We need to conduct training to make tests and exercises that will allow us to evaluate our plans and to increase preparedness.
5. Maintain the plan and keep it under review.



BCP

Business Continuity Plan

5 Reasons to Prepare Your Business Continuity Plan

The last thing you want is to go out of business in the event of an unforeseen circumstance. A business continuity plan is essential for modern businesses in any industry. Regardless of what kind of technology you use, think of this plan as a blueprint for keeping your business running in the event of a major disaster. Disasters come in many forms, including natural disasters, human error, cyber attacks, and insider threats. The worst disasters always have the same effect: stopping your business dead in its tracks. Sometimes, it's hard to really conceptualize the importance of a continuity plan without looking at what happens if you don't have one.

Take, for instance, the Great Chicago Fire of 1871. Urban legend has it that the conflagration started when Mrs. O'Leary's cow kicked over a lantern in the family barn. The fire's origin is debatable. The aftermath, however, is well documented and devastating by any standards.

The Great Chicago fire completely destroyed 3.2 miles in the heart of Chicago, rapidly consuming homes and businesses. The inferno resulted in the death of 300 citizens, the destruction of 17,500 buildings, Of the 300,000 residents of Chicago, 100,000 were left homeless.

The 185 firefighters employed within Chicago were ill-equipped to handle the ferocious spread of the fire, which was attributed to a drought as well as the mostly wooden construction of the city's buildings, roads, and sidewalks. The total cost of the fire was estimated at \$222 million, or roughly \$4.6 billion today.

“

When a disaster this large happens, the only way for a business to survive is to have an understanding of what needs to be protected, how you want to respond, and which practices to follow to continue operations. Here are the 5 most important things to focus on when putting together a continuity plan.

”

1. Minimizing Downtime

The primary reason for a business continuity plan is to eliminate downtime. 75% of businesses don't have any sort of business continuity plan or disaster recovery plan. Skipping out on a continuity plan is not only reckless, but extremely expensive. ITIC's latest survey data finds that 98% of organizations say a single hour of downtime costs over \$100,000. Those aren't numbers to be ignored. Whether you suffer a natural disaster or a cyber attack, the only way to stay in business is to continue your work as soon as possible. Otherwise, you may very well go out of business.

2. Protecting What's Important

A business continuity plan should detail the necessary components and data that will keep your business running. This involves inventory of backup devices and cloud services, as well as an outline of your data backup specifics (when and where) and an overview of how company assets will be handled when disaster strikes.

3. Communicating with Confidence

One of the primary benefits of creating a business continuity plan is to establish a state of order amid the chaos. Your plan should focus on a chain-of-command delegation of responsibility, and should include reliable communication channels prioritized for contacting employees, partners and customers to minimize breakdowns in collaboration and service.

4. Resuming Operations

The goal of any business continuity plan is to get you back in business as soon as possible. Many companies have taken the extra precaution of utilizing backup and recovery sites. These are off-campus facilities where your business can be relocated to continue operations regardless of any damage or limited access you may experience. These sites run the gamut from "cold sites", which are bare-boned facilities without any installed operations, to "hot sites", which are exact duplicates of your current operations.

5. Ensuring Your Recovery

A recent report finds that 60% of small businesses close within 6 months of a significant cyber attack. But this doesn't have to be you. Implementing a business continuity plan to your current backup and data recovery solutions will allow you the peace of mind that even if disaster strikes, you don't have to become a statistic.

Disaster Recovery Plan





ALUMNI INVESTMENT

We all know that information affects market behaviour.....

Less is known, however, about how information circulates in the market and ultimately influences stock prices. We discovered one method that information spreads and enhances investing success after examining more than 15 years' worth of investment data: through alumni networks.

We looked at a sizable data set...

of mutual fund portfolio managers' trading choices between 1990 and 2006. We contrasted the performance of managers' investments in "connected firms"—companies where at least one senior official attended the same college as the investor—with performance investing in "nonconnected" firms—companies where there were no college connections between the investor and senior ranks

In terms of stock ownership and returns...

our findings show a clear pattern: U.S. mutual fund portfolio managers made more concentrated bets on businesses with whom they had connections through their educational institutions. Additionally, the fund managers outperformed themselves by 7.8% annually on those connected holdings compared to nonconnected ones.

Additionally...

as the strength of the link increases, so do the magnitude of their bets and returns. For example, the effect would be larger if the CEO of the firm and the mutual fund manager were both Wharton MBA Class of 1970 grads than if the manager graduated in 1970 and the executive in 1980.



Investors were precisely

selecting the firms inside their alumni network that were the better investment options, not only betting against companies to which they had no college links. By 6.8% annually, connected equities that managers decided to hold beat connected stocks that they decided not to hold. When we looked at sell-side analyst activity, the same result occurred.

Cynics...

will view these findings as proof of an old-boy network or, in the worst case scenario, insider trading. Indeed, once the SEC's Regulation FD (Fair Disclosure) went into force and required widespread rather than selective contact between CEOs and analysts, the alumni network effect for stock analysts in the United States drastically diminished about 2001. (In the UK, there was no equivalent rule, therefore the impact remained unabated.)

Another factor...

is the ability of social networks—human ones, not those on internet platforms—to convey important information. Alumni networks seem to be a particularly successful type of social network. This is partially due to the fact that people frequently self-select into undergraduate and graduate programs that include social groups with closely related interests to their own, leading to both a higher amount of engagement and connections with a longer lifespan.



College networks...

are extensive and persistent, so fund managers and analysts can get information on other grads both accidentally and on purpose. They are more likely to have already met or share friends. They are aware of what it signifies if someone participated in a certain study programme or club. They could know those who have previously employed them. so on. All of this enables them to more accurately evaluate the capacity of CEOs to manage and run businesses.



Tahniah
semua
Graduan UiTM



KAJIAN PENGESANAN GRADUAN (SKPG 1)

Bagi Graduan

ISTIADAT KONVOKESYEN UiTM KE-97

Tamat Sesi 1 2021/2022

Imbas kod
QR bagi
mengisi
SKPG 1:



<https://graduan.mohe.gov.my/SKPG/>

Sistem Kajian telah dibuka
pada 9 Disember 2022 dan
akan ditutup pada tarikh akhir

28 Februari 2023

Pertanyaan lanjut sila hubungi :

Urusetia Kajian Pengesanan Graduan
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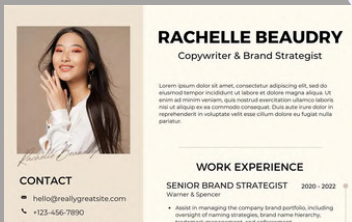
BUSINESS OPPOTUNITIES DURING PANDEMIC COVID - 19 FOR ALUMNI

WHAT AS AN ALUMNI CAN DO?

The Covid-19 pandemic has caused a profound and damaging impact on the global economy, including the rise in unemployment. One of the significant trends that emerged from the pandemic is the decline of graduate recruitment volumes due to the closure of several business activities among employers. As a result, more graduates are likely difficult to enter the labour market and not able to earn a living.

VIRTUAL RESUME EDITING AND CONSULTING

1



For entrepreneurs with a vested interest in professional coaching and consulting, starting a virtual resume editing and consulting business enables those with the knowledge of professional etiquette and a passion for helping others to monetize their skills and purpose. Advances in the digital space also make sharing and editing pieces easy. Between Zoom and collaborative digital tools like Google Docs, very little startup funding is needed.

Computer- or device-cleaning business



2

Entrepreneurs interested in the technology industry don't have to travel to Silicon Valley to be a part of the magic. Instead, they can work from their home or a brick-and-mortar shop while making the most important asset to many—a laptop or phone—work like new.

TRANSCRIPTION SERVICE

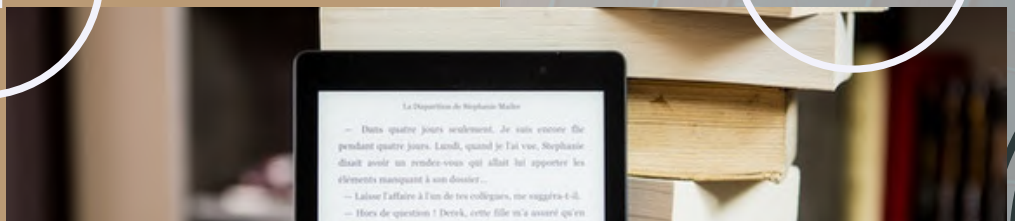
3



Transcription services—listening to voice recordings and documenting them into written word—have been and continue to be a unique business suited for filling the needs of many industries. Most notably used in the medical field, transcription services are an interesting remote business.

WRITE A BOOK OR DOWNLOADABLE GUIDE

4



Take a lesson you've learned in your life, the failures and successes you've collected in your career or a list of mottos you live your life by and turn them into a narrative—or a downloadable guide. You can publish independently, work with a publishing house or sell copies of your "how-to" online through social media or a website.



TABUNG SERI KENYALANG


Tabung Seri Kenyalang (TSK) merupakan tabung khas bertujuan untuk membantu pelajar yang kurang berkemampuan dari segi kewangan sepanjang tempoh pembelajaran di Universiti Teknologi MARA Cawangan Sarawak. Sumbangan TSK meliputi bantuan kepada pelajar yang memerlukan kewangan membayar yuran, sara hidup, dan bantuan bencana alam. Semenjak penubuhan TSK pada tahun 2018, ia telah digunakan untuk:


- Membantu pelajar Bumiputera (B40) membayar yuran pelajaran, atau latihan atau kursus bagi tujuan pembangunan diri dan akademik;
- Membantu pelajar Bumiputera (B40) yang layak tetapi kurang berkemampuan untuk menjalankan latihan industri/praktikal;
- Membantu pelajar Bumiputera (B40) yang layak tetapi kurang berkemampuan menjalani program mobiliti (dalam dan luar negara);
- Memberi bantuan kepada pelajar yang ditimpa musibah seperti kemalangan, kematian ibu/bapa, bencana alam (banjir, ribut, kebakaran, dan tanah/bangunan runtuh).

Semua bakal graduan dipohon untuk menyumbang sebanyak RM10 sahaja kepada Tabung Seri Kenyalang bagi memastikan objektif penubuhan tabung dapat diteruskan.

Bayaran boleh dibuat melalui kod QR yang tertera. Sila isikan nombor pelajar dan nama graduan di ruang student/staff/participant ID (contoh: 20126422319 / SERAH). Resit pembayaran perlu dicetak dan ditunjuk kepada petugas di Kaunter 1 (Alumni). Kaunter akan dibuka dari jam 08.00 pagi sehingga 02.00 petang semasa sesi pengambilan jubah.

Semoga sumbangan semua graduan ini mendapat ganjaran yang sewajarnya dan seterusnya menyumbang dalam melonjakkan prestasi dan reputasi UiTM Cawangan Sarawak ke persada dunia.

 Pn Suriani bt Jack
Koordinator Jaringan Alumni
019-888 4422

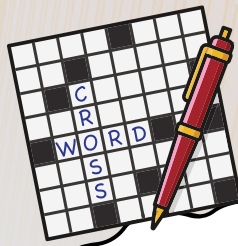
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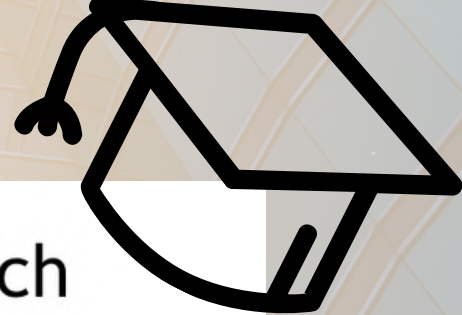
PUZZLER



ALUMNI

GRADUATE

INSTITUTE



Graduation Wordsearch

C J Y V L G N O I T A R B E L E C E U T S N P H
 F I E E S C O Q N A I R O T C I D E L A V M R T
 Y P W P S A T M Q M X Y X P S J I O V T J N O W
 V W B G P I M H M P B Z B N U S G F N P Q J J O
 M P U Y F N D O H J P B O K E V I T A B I S E T
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 X F F T U E C N A I G E L L A F O E G D E L P I
 P S E M E P Y I U Y D O T T T F M R A N K I N G
 L O W F L O O H C S H G I H E L L I V E D N A M

Classmates
 Invitations
 Pledge of Allegiance
 Faculty
 Congratulations
 Skippers
 Valedictorian
 Two Thousand Nineteen

Families
 Celebration
 Robes
 Project Graduation
 Ceremony
 Mandeville High School
 Diploma
 Tassle

Pictures
 Education
 Ranking
 Seniors
 Applause
 Academics
 Commencement
 Graduation



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E - M A G A Z I N E

"A brand for a company is like a reputation for a person. You earn reputation by trying to do hard things well." – Jeff Bezos

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