



FROM CAMPUS TO COSMOS

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PERPUSTAKAAN TUN ABDUL RAZAK UNIVERSITI TEKNOLOGI MARA CAWANGAN SARAWAK



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ACKNOWLEDGEMENT

First and foremost, we would like to express our most profound appreciation and thank you for the invaluable chance to participate in and finish this e-magazine on the Management of Business Records (IMR652).

Although it was not easy for us to finish this project, which required us to use our writing, knowledge, and creativity abilities to create our first e-magazine, we succeeded. We are indebted to Allah SWT for His mercies, strength, and grace, which enabled us to complete this e-magazine in compliance with the rules.

We want to express our deep gratitude to all alumni who have contributed to this e-magazine about innovation. Your stories and insights have made this publication possible, and we are honored to showcase your achievements.

We would also like to thank the chief editor, who is our lecturer on this subject, Pn Suriani Binti Jack, and editors Nichole Heather Anak Esak, Yonina Sikim, Nurul Afrisya Binti Salim, and Nur Ain Syazwani Binti Karim for their hard work and dedication in curating and editing the content. Your expertise and attention to detail have ensured that this e-magazine is of the highest quality.

Furthermore, we extend our appreciation to the alumni associations and organizations who have supported us in promoting this e-magazine. Your efforts have helped us reach an audience and share the inspiring stories of our alumni innovators.

Lastly, we want to thank our readers for their interest and support. We hope this e-magazine has provided valuable insights and inspiration for those pursuing innovation in their respective fields.



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PN SURIANI BINTI JACK

CHIEF EDITOR'S NOTE



Alhamdulillah, 2023 is a very meaningful year for UiTM Sarawak in which it will celebrate its 50th anniversary. UiTM Sarawak has reached half a century old and it has been proven that the staff are committed to the development of their students. It shows that UiTM has fairly matured as an organization. It started with just being known as a RIDA Training Center and now UiTM is one of the public higher institutions that has produced many graduates as well as in UiTM Sarawak, especially Bumiputeras from Sarawak and Sabah.

I myself seem to have been lulled into a dream because I was given the opportunity to serve the role of Coordinator of Jaringan Alumni under ICAN UiTM Sarawak to drive UiTMCS members, especially its alumni, towards Globally Renowned recognition all over the world. In Syaa Allah, may Allah ease our journey. Aamiin.

This e-magazine is mainly focusing on the Management of Business Records and how it is related to the management of alumni records 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 record and bring us together through strengthening the engagement of the alumni in the university and how to strengthen this relationship so that we can create meaningful values in return to our graduates through projects and programs of the university to reach its achievements which are related to the development of UiTM Sarawak alumni starting from the year 1973 until now. They are part of the history.

One of the best parts 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 the university. "Being willing to share the lessons learned on your journey, strategies for meeting challenges, and finding 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 the least, strike for the best and strive for excellence throughout our most productive year at UiTM Sarawak.

Happy 50th Anniversary, UiTM Sarawak! May God Bless Us All.

Lots of Love,

SURIANI BINTI JACK Chief Editor

Editor's Profile & Note



NICHOLE HEATHER ANAK ESAK

Bachelor of Office Systems Management **Designer**

"Success is not final, and failure is not fatal: what matters is the will to keep going"

YONINA SIKIM

Bachelor of Office Systems Management

Designer

a not how much you have but how much you oni

"It is not how much you have, but how much you enjoy that makes happiness"



NURUL AFRISYA BINTI SALIM

Bachelor of Office Systems Management

Language Editor

"Just one small positive thought in the morning can change your whole day"

NUR AIN SYAZWANI BINTI KARIM

Bachelor of Office Systems Management

Language Editor

"Don't worry about failures, worry about the chances you miss when you don't even try"



PROMINENT ALUMNI



Prof. Dato Dr Hj Jamil Hj Hamali earned a Diploma in Business Studies from MARA Institute of Technology in Shah Alam in 1984 and a Bachelor of Business Administration (majoring in Industrial Marketing) from Western Michigan University in the United States in 1986. In 1988, he received his MBA with honors from the United States International University in San Diego, USA. Before going to the UK for his Ph.D., he was the Deputy Principal (Academic Affairs) at Universiti Teknologi MARA, Kuching (UiTM).

In less than three years, Prof. Dato Dr Hj Jamil Hj Hamali earned his Ph.D. in Total Quality Management from the University of Salford in Manchester. Prof. Dato Dr Hj Jamil Hj Hamili is now the Campus Director of UiTM Sarawak. He was previously the Dean of the School of Business at UiTM Shah Alam in Malaysia (the largest business faculty in the country). He was previously the Deputy Director (Student Affairs) at UWM Sarawak. He is heavily involved in conducting various seminars and training specializing in total quality management, marketing, strategic planning, motivation, team building, communication, entrepreneurship, leadership, change management, study skills, problem-solving, and decision-making, in addition to holding administrative positions. Participants who saw him speak highly rate him as a dynamic, interesting, and inspirational speaker.

CELCOM, Bank Utama, Bintulu Development Authority, Dynamic Seminars, Kuching Waterboard, Customs & Excise, teacher training colleges, youth associations, schools, and numerous government agencies and ministries are among his clients. He is also a skilled researcher with a number of publications to his credit. Prof. Dato Dr Hj Jamil Hj Hamali received the Excellence Service Awards (Anugerah Perkhidmatan Cemerlang) in 1995 and 2004 for his achievements and efforts. He is a member of the Institute of Management Sarawak (MASA), Kesatuan Kaunseling Sarawak (KASARA), and the Sarawak Invention and Design Association (IDEAS). Prof. Dato Dr Hj Jamil Hj Hamali received the Pegawai Bintang Kenyalang Award from the Sarawak State Government in 2002 to commemorate his contributions to youth and community activities in the state, as well as his exceptional performance as a government servant. Prof. Dato Dr Hj Jamil Hj Hamali is involved in numerous committees and associations on campus. Prof. Dato Dr Hj Jamil Hj Hamali continues to collaborate with the High-Performance Organization (HPO) Research Group at the University of Salford in Manchester, United Kingdom.



Meaning of From Campus to Cosmos

FROM CAMPUS TO COSMOS: THE JOURNEY OF A LIFETIME

BY: YONINA SIKIM

The phrase "from campus to cosmos" is a powerful one. It represents the journey that we all take as we move from our early years on a college campus to our eventual careers in the world at large. It is a journey of discovery, growth, and transformation.

On campus, we are surrounded by a supportive environment where we can learn and grow. We have the opportunity to pursue our passions, meet new people, and push ourselves. However, as we graduate and enter the workforce, we encounter additional problems. We need to learn how to negotiate the complex world of work and find our position in society.

The journey from campus to cosmos is not always easy. There will be times when we feel lost or alone. But if we stay focused on our goals and never give up on our dreams, we will eventually reach our destination.





SO WHAT DOES IT MEAN TO GO FROM CAMPUS TO COSMOS?

It means to have lofty goals and shoot for the moon. It's a reminder to keep going even when the going gets tough. It involves welcoming change and being receptive to new information. That you are a vital component of something that is much bigger than yourself.

The cosmos has endless depths and mysteries. However, there is also a lot of natural beauty and awe to behold. As we explore the cosmos, we learn more about ourselves and our place in the universe. In the end, we realize that everything is interconnected and that every one of us is important in the greater scheme of things.

THE 5 STAKEHOLDERS IN A BUSINESS

BY: YONINA SIKIM

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Customers

Customers are a company's lifeblood. They are the ones who purchase the company's goods or services. Customers' requirements and desires are continuously changing, thus firms must be ready to adapt in order to remain successful.

Creditors

Creditors are often overlooked as stakeholders in a business, but they play a vital role in its success. They are the people or organizations who have loaned money to the business and are therefore owed repayment. Creditors have a vested interest in the success of the business because if the business fails, they may not be repaid their loans.

Owners

They are the individuals who own the company. They are the ones who take on the financial risk of the company and receive the benefits of its success. Owners have a vested stake in the company's success and are ultimately accountable for its performance.

Suppliers

Suppliers are the businesses that provide the goods or services that the business needs to operate. They are an important source of revenue for the business, and they can also have a significant impact on its costs. Suppliers have a vested interest in the success of the business, as they want to ensure that they continue to receive orders.

Employers

Employers are those who work for the company. They are the ones who produce the products and services that the company sells, and they are also an important source of revenue for the company. Employers have a strong interest in the success of the firm because they want to keep their jobs.























FIVE HABITS OF

SUCCESSFUL PEOPLE

BY: NICHOLE HEATHER ANAK ESAK

1Organization

Many successful individuals have good organizational skills. These successful individuals plan everything and create priorities so they know what to accomplish in their lives, including the objective they want to reach.



2Taking Action

Successful individuals will never lose an opportunity and will always take action to ensure that their plans, priorities, and objectives are carried out as intended.

4 Networking

Successful people will enjoy the concept of collaborating and working in a team because they will be able to communicate ideas, information and create a network all along.

3 Positive Attitude

Having a positive attitude is one of the factors at the root of success. Even when things do not go as planned, it is important to practice appreciation and positive self-talk instead of being negative.

5 Reading

Reading is not merely a pastime for successful people; it is also a way for them to acquire new insight or knowledge in specific areas where they wish to develop. Not only do they acquire new information, but it also benefits them in certain aspects of their lives.







Anda alumni UiTM?

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www.alumni.uitm.edu.my

ANC alumni network centre energise alumni engagements









office of industry, community & alumni network

SPECIAL ANNIVERSARY

CELEBRATION OF 50 YEARS

AMANAT REKTOR UITM SARAWAK

HISTORY OF UITM

UITM ACHIEVEMENT AND AWARDS

UITM ACTIVITIES



AMANAT DATO REKTOR UITM SARAWAK

BY: SURIANI BT JACK

On 12 April 2023 (Wednesday), the Amanat Rektor ceremony took place at the Samarahan Campus Jubilee Hall Jubli). This ceremony conducted concurrently at Samarahan Campus, Samarahan 2 and Mukah Campus via Webex application at all three Sarawak campuses. 700 members administrative of the and academic staff attended the ceremony.

Ybhg Dato Rektor presented the accomplishments and milestones of UiTM Sarawak throughout last year's event in this ceremony. The good news is lifted again with the signing of the MOU and MOA, which were of the most accumulated in 2022.



The 50th anniversary of UiTM Sarawak was also announced by Ybhg Dato, along with a number of events to mark the start of the anniversary, which would take place later.

Dato' also shared information regarding the 'Profiling Asset' plan, which aims to make the UiTM Sarawak staff's competence known throughout the world.

Dato also discussed the success of the Erasmus Project, MyRA, the UITM (BiTCOM) publication, and a number of other successes, including the Drone Piloting Programme, the Certificate of Drafting Plans for the People of Sarawak, the collaboration with the JAKIM. sports skills certificates, the Halal Executive Certificates, commercial projects, the networking community, and the international mobility programme for each faculty.

Ybhg Dato Rektor also provided information about the list of lecturers who had earned Professional Technologists (MBOT) certifications as well as about sports accomplishments both domestically and abroad.

Last but not the least, Ybhg Dato also discussed the six (6) pillars necessary to accomplish Malaysia Madani:

1. Increase the marketability of students on a global scale. Making UiTM Sarawak a desirable institution of higher learning for international students (Roziah Janor., 2023) In order to reach the global market, we need to collaborate.



- 2. Increasing the marketability of non-academic staff at the world level.
- 3. Increasing the global marketability of executive staff.
- 4. Forming world class academic staff.
- 5. Increase the university's active engagement with industry and the community
- 6. Improvement in terms of alumni participation.

HISTORY OF UITM

UiTM Samarahan Campus is one of the three campuses of Universiti Teknologi MARA Sarawak Branch. The campus may be found in Kota Samarahan, which is situated approximately 20 kilometres away from Kuching City. The Samarahan campus of the Universiti Teknologi MARA is the institution's second branch campus, and it can be found in the Malaysian state of Sarawak. Approximately around 1973 or 1974, this campus was created in the Batu Lintang neighbourhood of Kuching. The Agricultural Training Institute at Semenggok in Sarawak became the new home of the ITM Sarawak Campus in 1987 and remained there until 1989. Following its time in Semenggok, the campus then moved to Samariang, where it remained until 1997. Since it first opened in 1997, the campus has always been located in the same location which is in Kota Samarahan. The third campus in Mukah started operation in 2002. UiTM Sarawak marked the opening of its second campus in Kota Samarahan in the year 2013. Each of these campuses is dedicated to its very own Perpustakaan Tun Abdul Razak, which was initially formed in 2013.





MOU/MOAPROJECTS









MOU/MOA PROJECTS





DARIPADA: REKTOR DAN SELURUH WARGA UITM CAWANGAN SARAWAK



Pensijilan Profesional Penyelaras Keselamatan & Kesihatan Pekerjaan (OSH-C)

DARIPADA: REKTOR DAN SELURUH WARGA UITM CAWANGAN SARAWAK

leashing Potentials
Shaping the Future



#70









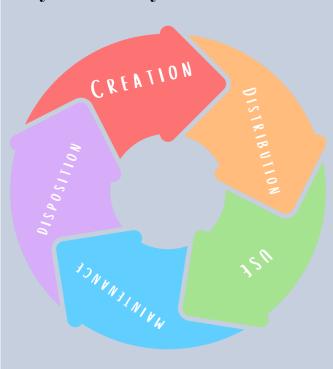


Record Management Process

The International Organisation for (ISO) Standardisation defines records as an information created. received and maintained evidence and information by an organisation or a person, pursuance of legal obligations or in the transaction of business. Records can be found in form of paper, digital data, photographs, audio the recordings or videos. ΑII information must contain something that relates legal, financial, historical and dayto-day operations.



INVESTMENTS



By: Nurul Afrisya

- 1.Creation record lifecycle begin with creation where it involves in determining the record's necessity and generating the required data or documents.
- 2. **Distribution** records must be appropriately classified once the record is created. Its involve assigning relevant metadata like document type, subject, author and more.
- 3.**Use** in this phase, records will be used and distributed by employees.
- 4. **Maintenance** records need to be updated to maintain it accuracy, relevance and integrity.
- 5. **Disposition** at the end of it lifecycle, the records may be destroyed for permanent preservation.



BUSINESS CONTINUITY

PLAN

BY: NUR AIN SYAZWANI

Business Continuity Plan (BCP) is a mechanism for protecting against and recovering from a potential risks to a business. This is needed to ensures all the personnel and assets are protected and still function very well even in the important disaster. **BCP** is organizations it of as organization's risk management strategy. Risk can come in many ways including a natural disasters like, fire, flood or weather.





HOW TO CREATE BUSINESS CONTINUITY PLAN?

There are 4 steps that company can follow to develop a BCP which are:

- **1. Business Impact Analysis -** the company will list timesensitive tasks and resources
- **2. Recovery -** the business must identify and put into action strategies to recover crucial business functions
- **3. Organization -** create a continuity team and they will create a strategy to manage the disruption
- **4. Training -** continuity team need to go through testing and training.





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 / AISYAH). 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.



Info Lanjut

019-8884422

Pn Suriani bt Jack, Koordinator Jaringan Alumni

019-6422319

En Muhammad Nazmi b Nazarudin, Penolong Pendaftar PJI

Link:

Https://uitmpay.uitm.edu.my/otherservices/products/ AAW1/02/2009

ALUMNI CROSSWORD GAME

UiTM Sarawak Alumni

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

Advisor

Campus

Degree

Graduation

Major

Professor

Semester

University

Alumni

Classroom

Diploma

Hall

Major

Record

Student

Business

Cosmos

Faculty

Honors

Management

Scholarships

Study



96TH UITM CONVOCATION

The 96th Convocation Ceremony was presided over by Ybhg. Tan Sri Dato Zarinah Anwar, Pro-Chancellor of UiTM, and took place in the Jubilee Hall on the Samarahan Campus. This session recognized 279 graduates from the Faculty of Accountancy, Faculty of Administrative Science and Policy Studies, Faculty of Hotel and Tourism Management, and Faculty of Information Management. Following that, Ybhg. Tan Sri Dato Zarinah Anwar, the Pro-Chancellor of UiTM, resumed the 96th Convocation Ceremony, session 2, in which 315 graduates from the Faculty of Business Management were honored.



The 96th UiTM Convocation ceremony of the UiTM Sarawak branch was further animated by the presence of the Pesta Konvokesyen (PESKO), which took place in the parking lot of the student administrative center building on the Samarahan campus. Visitors will find that a wide variety of booths, including those offering food and beverages, flower bouquets, and other items, have been set up and are open for visitors.



The 96th Convocation Ceremony, Session 3, was held successfully under the command of Ybhg. Tan Sri Dato Zarinah Anwar, UiTM's Pro-Chancellor. This session recognized 287 graduates from the Faculty of Architecture, Planning, and Surveying, the Faculty of Civil Engineering, the Faculty of Chemical Engineering, the Faculty of Electrical Engineering, and the Faculty of Art and Design.

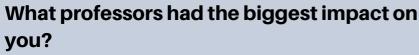
The 96th Convocation Ceremony finished with Session 4, which was officiated by Ybhg. Tan Sri Dato Zarinah Anwar, the Pro-Chancellor of UiTM. This session recognized 270 graduates from the Faculty of Applied Sciences, the Faculty of Plantation and Agrotechnology, the Faculty of Sports Science and Recreation, the Faculty of Computer and Mathematical Sciences, the Faculty of Health Sciences, and the Academy of Contemporary Islamic Studies.



The 96th UiTM Convocation Ceremony of the Sarawak branch of UiTM was enhanced by an Acoustic Night at the PESKO site with special guest which is Amir Jahari, a musician, who was born in Bumi Kenyalang, Sarawak. He has sung numerous well-known songs, including "Hasrat", "Tanpamu", and "Aku Juga Manusia".

What were your favorite classes?

Informative speech class where I can speak some content that are valueble to many peoples. Everyone is aware that an informative speech is a type of public speaking intended to inform an audience about a specific subject. Instead of presenting the audience with viewpoints or arguments, this sort of speech is typically concerned on providing facts and data. An instructive speech aims to provide the listener a thorough comprehension of the subject being covered.



Pn Susana William Jalil



UITM ALUMNI

How did your major prepare you for your career?

Major Office System gave its employees resources and possibilities for professional development, which helped me prepare for a career. This includes training courses, seminars, conferences, and webinars on how to create a career and find employment. They also provided tools for careers, like advise on how to write a CV and cover letter, suggestions for conducting a job search, and networking ideas.









Imbas kod QR bagi mengisi SKPG 1:



https://graduan.mohe.gov.my/SKPG2023/

Sistem Kajian telah dibuka pada 15 Mei 2023 dan akan ditutup pada tarikh akhir

31 Ogos 2023



KAJIAN PENGESANAN GRADUAN (SKPG 1)

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Tamat Sesi 2 2021/2022

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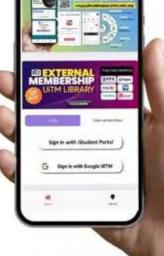
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GUSSARY

accuracy - the closeness of the measured value to a standard or true value

alumni - a person who has attended or has graduated from a particular school, college or university

cosmos - often simply means "universe"

integrity - a person's commitment to honesty and a willingness
to do what's right

interconnect - to connect with each other

metadata - a set of data that describes and gives information about other data

negotiate - to confer with another so as to settle some matter

relevant - having something to do with the matter being considered

workforce - the total number of workers in specific undertaking



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