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I HOURRD SURVIVALMA

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INTRODUCTION

Systematic, specific and expedite report duty process is pertinent in producing productive worker and supporting organizational resource savvy initiatives. Hence, 1 HOUR RD Survival MAP has been created in leveraging the report duty process. This external websites link has been initiated by lecturers from the Faculty of Administrative Science and Policy Studies (FSPPP), UiTM Kedah Branch. It is a web based application assessable via internet connectivity containing information and attachment systematic guidance for the academic staff on the process, sequence and unit involved in completing the report duty process within the timeframe of 1 hour. It is designed in the form of an easy-to-understand and navigable external link.

since 2014 found that the existing report duty process was lack of coordination, disorganized and time consuming.

 Apart from this, survey on other UiTM branches also found there was no specific procedure for reporting duty available for academic staff.

NOVELTY

Websites link is made available and it is assured that this link is more organized and promising. Hence, new lecturers will be able to access essential information for the reporting process such as reporting procedures, contact of officers in charged, time taken to complete each procedure and also downloading the relevant documents or forms.

3) Enhance productivity of the lecturers & Administrative 4) Bring good image to Administrative Department &

- organization
- 5) Build a very systematic, efficient and effective RD procedure
- 6) Aligned with the organizational Client Charter: "To serve with quality, integrity and accountability at all times".

OBJECTIVES

How to access:

- . To organize & improvise the existing report duty
- To enhance productivity of new lecturers · Toenhance productivity of administrative staff

PROBLEM STATEMENT

- · There was no systematic report duty procedure available.
- A structured interview conducted among 20 newly appointed and transferred lecturers from other branches

COMMERCIALIZATION

This websites link has been developed in UiTM Kedah and it is potentially commercialized to be applied to Universiti Teknologi MARA (UiTM) nationwide.

USEFULNESS

The websites link innovation has brought the monetary and non-monetary benefits including:

1) Reduce RD period: 40 hours to only 1 hour (97.5%)

- reduction oftime).
- 2) Reduce the organizational wastage. The productivity
- +RM512/staff
- + RM10,240 (according to survey done among 20

PUBLICATIONS

- 1) Buku Program Mini Konvensyen Kumpulan Inovatif Dan Kreatif (KIK) Zon Utara 2017
- 2) Abstract Book in 6th International Invention, Innovation & Design Competition (INDES 2017)

AWARDS

- 1) Mini Konvensyen Kumpulan Inovatif Dan Kreatif (KIK) Zon Utara 2017:
- Silver Award
- Best Performance Award
- Best Poster Award
- 2) 6th International Invention, Innovation & Design Competition (INDES 2017):
 Silver Award
- 3) Mini Konvensyen Kumpulan Inovatif Dan Kreatif (KIK) Horizon Baharu UiTM Cawangan Kedah 2018:
- Naib Johan
- 4) Invention, Innovation and Design Exposition 2018
- Silver Award

UiTM Kedah → Info for Staff → Link → Circular and Procedures → Procedures Website









