

“1HRDP: AS A NEW ADMINISTRATIVE TOOL”

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ABSTRACT

“1 Hour Report Duty Procedure (HRDP)” is a web link that contains report duty procedure with information and document attachments that are needed during the report duty process of new lecturers at UiTM Kedah. The web link aims to shorten the time taken to complete the registration process of new lecturers in UiTM Kedah. With the improved procedure, lecturers are guided to complete the reporting process within an hour. The procedure is designed in the form of an easy-to-understand and navigable via external link. The link also includes necessary documents and forms needed in the registration process. Through this web link, new lecturers are able to access important information to complete report duty process such as reporting procedures, person in charge, and they can also download relevant documents / forms. The target of this link is to ensure that the report duty process can be shortened so that the process will be more organized and systematic. “1 Hour Report Duty Procedure (HRDP)” web link is easily accessible and navigable via external links on computers or smartphones.

Keywords: 1HRDP, report duty, new lecturers, UiTM Kedah, web link

1. INTRODUCTION

1 Hour Report Duty Procedure (HRDP) is a web link which has been initiated and developed by six (6) lecturers from Faculty of Administrative Science and Policy Studies (FSPPP) UiTM Kedah. This web link is viewed as a tool in enhancing and assisting the flow of the report duty process and eventually will impact on the productivity. This paper is attempt to explain on the 1 Hour Report Duty Procedure (HRDP) as an administrative tool and how it is developed, the impact that it brings to the whole Universiti Teknologi MARA (UiTM) Kedah system, and the challenges faced in building and sustaining the system.

2. ADMINISTRATIVE PROCEDURES & ADMINISTRATIVE REFORM

The administrative procedure can be defined as a succession of acts and operations issued or performed by an administrative body on its own motion or upon request, in order to adjudicate on rights, interests, and obligations of parties of the procedure or decide based on the public interest, according to the laws and other regulations in force (Dragos, 2016). In the administration field, the changes to the betterment are called as administrative reform. Many scholars have discussed about the administrative reform in the studies. For examples, Dror, (1976) said that administrative reform is an effort to introduce a purposeful change upon the administrative system at all level of government. Among others are the improvement of public sector productivity, the adoption of a more merit based performance indicator, to reduce red tapes and unnecessary practices or routines, to eliminate bad practices such as wastage whether monetary or non-monetary and to encourage innovation and creativity at the work place. In Universiti Teknologi MARA,

Kedah branch, this is done through the reinventing of the administration function by simplifying the long-winded process to a short and minimal but impactful report duty process.

2.1. Problem Statement

Previous procedures require the staff to go to different departments for completing the registration purpose. From the investigation via an interview with 20 lecturers who have gone through the report duty process since 2014, they said that it was very time consuming. Averagely, it took them 5-7 working days and some of them even up to a month to complete the rigid and slow report duty procedures. This is because they must be physically attending different departments involved in completing the report duty process. Amongst the unit involved are Administrative Department, Information Technology Unit, Facilities Unit, and Academic Affairs Division. On top of that, the different units/departments mentioned are located at different building which have delayed the actual process of registration. By using the web link, the new staff is able to download all the forms involved before arriving at the campus, complete them beforehand and submit only to the Administrative Unit. In this new system, there are only two departments involved in the report duty process – Administrative Unit for report duty purpose and Information Technology Unit for activating email and staff card. All the forms that needed to be completed can be found in the web link including *Borang Perjawatan UiTM 99/1 (Pindaan 2011)*, *Borang Penempatan Bilik Pensyarah PBP1/2014*, and *Borang Pembaikan dan Pemasangan Papan Tanda Nama*. This system simplifies the process as it provides ample time for the new employee to complete the form before arriving at the university.

2.2. Impact

There are two (2) main impacts of 1 Hour Report Duty Procedure (HRDP)”: **First impact is simple flow of report duty process** - it is an effort to reduce or at least to minimize the bureaucracy in report duty process by deregulated unnecessary procedures and regulation named 1 Hour Report Duty Procedure (HRDP). **Second impact is productivity increases** – The procedures are centralised around the Administrative Unit where the time taken to complete the registration process is reduced from 40 hours (5-7 working days) to only an hour, a 97.5% decreased.

3. CONCLUSION

In conclusion, 1 Hour Report Duty Procedure (HRDP) is a simple and structured report duty process will minimize time, effort, and monetary waste and proves to be an excellent administrative tool that improves productivity and efficiency of report duty procedures and critical to ensure a functioning administrative process.

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2. Pihak Perpustakaan ingin memohon kelulusan YBhg. Profesor untuk membuat imbasan (*digitize*) dan memuat naik semua jenis penerbitan di bawah UiTM Cawangan Perak melalui Repositori Institusi UiTM, PTAR.
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