

# PELAN TINDAKAN FAKULTI KEJURUTERAAN AWAM 2013

## POSTGRADUATE KETUA FOCUS : DR. NAZRI BIN ALI

FOCUS AREA	NO.	PROJECT	NO	TASK	KAI	KETUA TASK FORCE	MEMBERS	
POSTGRADUATE	1.1	Globally Marketing (To increase the number of quality PG intake)	1.1.1	1.1.1.1	<i>TO IMPROVE WEBSITE CONTENTS ON PG</i>	<i>To complete 100% information regarding PG by June 2013</i>	<b>EN. MOHD. NUR ASMAWISHAM BIN ALEL</b>	1) PM Dr. Redzuan Bin Abdullah
				1.1.1.2	<i>TO CONDUCT AN EFFECTIVE MARKETING (BOTH NATIONAL AND INTERNATIONAL)</i>	<i>To conduct at least 5 strategic marketing activities or projects to achieve 50:50 (Research:Coursework)</i>	<b>PM DR. MOHAMAD IBRAHIM BIN HJ. MOHAMAD</b>	

		Competent Academic Programme (To develop proposal on dual/double degree, internship, integrated, PhD Industry, Eng Doc Programme and MOU papers)	1.1.2	1.1.2.1	<i>TO CREATE NEW ATTRACTIVE PROGRAMME</i>	<i>To propose one new PG Programme, two executive programmes and two summer course relevant to stakeholders need</i>	<b>DR. NORHIDAYAH BINTI ABD. HASSAN</b>	1) Puan Nordiana Binti Mashros 2) Dr. Nor Zurairahetty Binti Mohd Yunus 3) Dr. Rini Asnida Binti Abdullah
				1.1.2.2	<i>TO COLLABORATE WITH INDUSTRIES, GOVERNMENT AGENCY (EG JKR) AND OTHER COLLEGES/ INSTITUTIONS. (EG POLYTECHNIC)</i>	<i>1. To develop a Joint Degree Programme with Korean Universities 2. To continue relationship with JKR by re-signing MOU 3. To make strategic relationship with Polytechnique and offer PG programmes</i>	<b>DR. KHAIRULZAN BIN YAHYA</b>	
				1.1.2.3	<i>TO CONDUCT TRAINING PROGRAMMES SO THAT THE STUDENTS ARE GLOBALLY ACCEPTED</i>	<i>50% of the PG students undergone the course</i>	<b>PM IR. DR. RAMLI BIN NAZIR</b>	

				1.1.2.4	<i>TO ENSURE STUDENTS GRADUATE ON TIME (GOT)</i>	<p><i>To achieve 60% of research student Graduate on Time</i></p> <p><i>To monitor staff progress every 6 months on study leave</i></p> <p><i>To ensure Research Coordinator to monitor research student progress every 6 months</i></p> <p><i>*For PhD - GOT is 6 semester. For master, GOT is 2 semester, for master by research GOT is 3 semester</i></p>	<b>HEAD OF DEPARTMENT</b>	
1.2	Excellent PG management (To improve service delivery to PGS)	1.2.1	1.2.1.1	<i>TO UTILISE OF GSMS IN MANAGING PG DUTIES</i>	<i>100% utilisation of the GSMS by students and staff</i>	<b>PM DR. RAMLI BIN ABDULLAH</b>		
			1.2.1.2	<i>TO DEVELOP OF COMPETENCY FOR ADMIN AND SUPPORT STAFF (ACADEMIC OFFICE)</i>	<p><i>1. Two workshops for admin and supporting staff</i></p> <p><i>2. 80% Supporting staf to achieve English competency equivalent to TECS band 3</i></p>	<b>EN. MUHAMAD AFANDI BIN HAMZAH</b>	1) Puan Siti Nor Azrina Binti Noraman	

				1.2.1.3	<i>TO PROVIDE A DOCUMENTATION OF RULES, REGULATIONS AND STANDARD OPERATING PROCEDURES (SOP), ACADEMIC GUIDELINE</i>	<i>All documentations printed by June 2013</i>	<b>DR. HARYATI BINTI YAACOB</b>	1) Puan Ermaniza Binti Abd. Rahman
	Academic Quality improvement (To ensure all programmes in compliance with MQA)	1.2.2	1.2.2.1		<i>TO PROVIDE A DOCUMENTATION TO COMPLY WITH MQA, EXTERNAL BODY (EG. ABET) REQUIREMENT</i>	<i>All FKA PG Programme are accredited and recognized by MQA. IAP</i>	<b>DR. RINI ASNIDA BINTI ABDULLAH</b>	1) Dr. Shazwin Binti Mat Taib 2) Dr. Norhidayah Binti Abd. Hassan 3) Puan Nordiana Binti Mashros
1.3	Outstanding Contribution in Research (To enhance the research skills)	1.3.1	1.3.1.1		<i>TO CONDUCT A RESEARCH METHODOLOGY WORKSHOP</i>	<i>To conduct two research methodology workshop</i>	<b>PROF. DR. AZLAN BIN ADNAN</b>	1) PM Dr. Azmi Bin Aris 2) Prof. Dr. Aminaton Binti Marto

				1.3.1.2	<i>TO CONDUCT A RESEARCH MENTORING TRAINING COURSE FOR SUPERVISORS WITH HRD</i>	<i>All new PhD staff attend one Research mentoring workshop conducted by SPS/Faculty</i>	<b>DR. AZNAH BINTI NOR ANUAR</b>	1) Dr. Mohd. Fadhil Bin Md. Din 2) Dr. Norhisham Bin Bakhary 3) Puan Halinawati Binti Hirol 4) Dr. Airil Yasreen Bin Mohd. Yassin
				1.3.1.3	<i>TO PROVIDE A CAPACITY BUILDING FOR PG STUDENT</i>	1. <i>To conduct Civil Engineering Postgraduate Seminar(SEPKA) with 70% participation from our students</i> 2. <i>To get 30% participation from other Universities</i>	<b>DR. MOHD. BADRUDDIN BIN MOHD. YUSOF</b>	1) Puan Azlizah Binti Suri

				1.3.1.4	<p><i>TO INCULCATE INNOVATION AND ENTREPRENEURIAL SKILLS FOR PG STUDENTS. ENCOURAGE RESEARCH STUDENTS TO INVOLVE IN COMMERCIALIZATION</i></p>	<p><i>1. To conduct innovation and entrepreneurial training programs or courses to all research students</i></p> <p><i>2. To submit 50 IP applications to ICC from research studies or from product based</i></p> <p><i>3. To participate minimum of two international competition related to civil engineering with only 50% support from FKA</i></p>	<p><b>DR. MOHD. FADHIL BIN MD. DIN</b></p>	<p>1) Dr. Aznah Binti Nor Anuar</p> <p>2) Dr. Airil Yasreen Bin Mohd. Yassin</p> <p>3) Puan Halinawati Binti Hirol</p>
				1.3.1.6	<p><i>TO PROVIDE INCENTIVES / REWARDS ONLY FOR STUDENTS</i></p>	<p><i>To organise appreciation awards during the PGSS AGM</i></p> <p>*Kategori : pencapaian akademik, paper, sumbangan kepada persatuan dan masyarakat</p>	<p><b>EN. HAZLAN BIN ABDUL HAMID</b></p>	

		Social Responsibility (To enhance the PG Students profile globally)	1.3.2	1.3.2.1	<i>TO CONDUCT AN OUTREACH, INTERNATIONAL COMPETITION, AUN PROGRAMME AND TECHNICAL VISITS</i>	<i>To conduct an AUN Programme, 2 international competition and 2 technical visits</i>	<b>DR. ROSLLI BIN NOOR MOHAMED</b>	
				1.3.2.1	<i>TO ENSURE PG STUDENTS AS TRANSFORMATION AMBASSADOR/AGENTS</i>	<i>To conduct study circle and other related activites amongst 20% of the Muslim students</i>	<b>PUAN NORALIANI BINTI ALIAS</b>	

**UNDERGRADUATE**  
**KETUA FOCUS : DR. YUSOF BIN AHMAD**

FOCUS AREA	NO.	PROJECT	NO		TASK	KAI	KETUA TASK FORCE	MEMBERS
<b>UNDERGRADUATE</b>	2.1	<b>Strategic Academic Marketing (To increase the number of quality UG intake)</b>		2.1.1	<i>TO IMPROVE WEB SITE CONTENT FOR UG</i>	<p><i>1. 100% complete by June 2013</i></p> <p><i>2. All pages updated on a weekly basis</i></p>	<b>DR. PONSELVI A/P JEEVARAGAGAM</b>	1) Dr. Balqis Binti Omar
				2.1.2	<i>TO INCREASE QUALITY OF STUDENT INTAKE THROUGH STRATEGIC MARKETING ACTIVITIES</i>	<p><i>1. Mean CPA for session 2013/14 and 2014/15 is 3.75 and 3.8 respectively</i></p> <p><i>2. Journal or Conference Paper on marketing strategies</i></p>	<b>DR. ROZANA BINTI ZAKARIA</b>	<p>1) Dr. Tan Cher Siang</p> <p>2) Dr. Rini Asnida Binti Abdullah</p> <p>3) En. Mohd. Yunus Bin Ishak</p>
	2.2	<b>Faculty-industry opportunities (To enhance stakeholders involvement)</b>		2.2.1	<i>TO ORGANISE SITE VISITS FOR ALL STUDENTS</i>	<p><i>1 site visit/student for all third year</i></p>	<b>PM MOHD. FOR BIN MOHD. AMIN</b>	



				2.2.2	<i>TO ORGANISE STUDENT INDUSTRIAL TRAINING (LI) FOR THIRD YEAR STUDENTS</i>	<p>1. All students must go for 3 months industrial training</p> <p>2. 20% students trained at multi national companies</p> <p>3. Journal or Conference Paper on students PO achievement</p>	<b>IR. MOHAMAD SALLEH BIN HJ. YASSIN</b>	<p>1) En. Abdullah Zawawi Bin Awang</p> <p>2) PM Baderul Hisham Bin Ahmad</p>
				2.2.3	<i>TALENT CORP – TO ENSURE GRADUATED STUDENTS WILL BE SECONDED TO INDUSTRY FOR 6 – 12 MONTHS (OIL AND GAS ONLY)</i>	<p>1. Guidelines and SOP on talent corporation project</p> <p>2. 10 students taking up the offer</p>	<b>PM DR. IR. MOHD. HANIM BIN OSMAN</b>	1) Puan Fauziah Binti Kasim
				2.2.4	<i>TO CONDUCT A LECTURE FROM VISITING PROFESSOR OR ENGINEER FROM OUTSIDE TO GIVE 1 OR 2 HRS LECTURE IN SELECTED COURSES (TEAM TEACHING)</i>	5 lectures per semester without budget allocation	<b>HEAD OF DEPARTMENT</b>	
2.3	<b>Efficient UG management (To improve service delivery to UG students)</b>			2.3.1	<i>TO PROVIDE A DOCUMENTATION OF RULES, REGULATIONS, MANUALS AND RECORDS OF ISO</i>	Zero NCR	<b>PM DR. MUSHAIRRY BIN MUSTAFFAR</b>	

				2.3.4	<i>TO ENFORCE AIMS APPLICATION AMONG STAFF</i>		<b>EN. MUHAMAD AFANDI BIN HAMZAH</b>	
				2.3.5	<i>TO REVISE GLOBE SYSTEM AND CONDUCT WORKSHOP FOR NEW AND INTERNATIONAL STAFF</i>	<i>1. Improved version</i>	<b>PM DR. ABDUL KADIR BIN MARSONO</b>	
2.4	<b>Accreditation/ recognition of programmes (To ensure all programmes in compliance with EAC)</b>		2.4.2	<i>1. TO UPDATE MANUAL AND LAB SHEETS</i>  <i>2. TO ENFORCE LABORATORY WORKS, TO APPOINT A LEADER FOR EACH LAB GROUP AND ROTATE THE LEADER AMONG THE STUDENTS, TO PROVIDE OPEN ENDED LAB</i>	<i>1. To update manual and lab sheet to include open ended lab for all departments by June 2013</i>  <i>2. Assessment on teamworking to all student taking the lab cours</i>		<b>DR. NOR ZURAIRAHETTY BINTI MOHD YUNUS</b>	1) Puan Nordiana Binti Mashros  2) Dr. Norhidayah Binti Abd. Hassan
			2.4.3	<i>TO ASSIST IN DEVELOPING AND CONDUCTING EXIT TEST (CIVIL ENGINEERING EXIT TEST)</i>	<i>2 tests/year complete with exit test report</i>		<b>PM DR. IR. AZMAN BIN KASSIM</b>	

				2.4.8	TO CONDUCT CQIS, TO MONITOR ALL THE CQIS FROM COURSE FILES, TO COLLECT ALL INFORMATION OF CQIS FROM OTHER ACTIVITIES	Complete CAR for all courses	HEAD OF DEPT AND HEAD OF PANEL	
				2.4.10	TO UPDATE ALL COURSE OUTLINES TO SUIT WITH NEW EAC 2012 REQUIREMENTS. TO ENSURE ALL SUPPORTING COURSES FOLLOW OUR POS	All core courses and elective courses to be updated by May 2013	DR. SITTI ASMAH BINTI HASSAN	
				2.4.11	TO CHECK THE SIMILARITY OF ALL COURSE OUTLINES IN CIVIL ENGINEERING HANDBOOK WITH THE ONE IN THE COURSE FILES. TO ENSURE THAT THE COMPLEX PROBLEMS EXIST IN EACH COURSE EITHER CONDUCTED IN THE ASSIGNMENT, TEST, PROJECT OR EXAM	All core courses and elective courses to be updated by May 2013	DR. ZAITON BINTI HARON	1) Dr. Nor Zurairahetty Binti Mohd Yunus 2) Dr. Shamila Binti Azman 3) Ir. Mohamad Salleh Bin Hj. Yassin

	2.5	<b>Teaching competencies and skills for Academic and Technical Staff (To enhance staff teaching competencies - JKPM)</b>		2.5.1	<i>TO ENSURE SOFTWARES (ORION, FASTRAK, TEDDS, ABAQUS, STAADPRO, LUSAS) ARE AVAILABLE. SOFTWARE PURCHASING FOR PAP – INFRA APPLICATION (INTEGRATED ALL IN ONE FOR CIVIL) RM 40,000. ROCSCIENCE (RM 1000/YEAR) UTK ROCK, SOIL</i>	<i>To make proposal on the need to have 5 softwares application for Teaching and Learning by March and follow through the purchasing process</i>	<b>PM DR. ABDUL KADIR BIN MARSONO</b>	1) En. Mohd. Nur Asmawisham Bin Alel  2) Puan Halinawati Binti Hirol
				2.5.2	<i>TO CONDUCT OBE WORKSHOP – STAFF, INTERNATIONAL STAFF, STUDENT</i>	<i>4 courses of selected participants</i>	<b>DR. YUSOF BIN AHMAD</b>	
	2.6	<b>Undergraduate Development and Employability (To enhanced Generic Skills amongst students) - JKPP</b>		2.6.1	<i>TO ENHANCE PROGRAMMES AND ACTIVITIES ORGANISED BY PEKA. STUDENTS ACADEMIC AND SOCIAL ACTIVITIES</i>	<i>1 one programmes ant international level  2. one at national level</i>	<b>EN. MOHD HAFIZ BIN PUTEH</b>	
				2.6.2	<i>TO ENHANCE STUDENT'S COMMUNICATION AND READING SKILLS IN ENGLISH</i>	<i>To organized programmes to improve english communication skill for targeted students and achieve equivalent of band 4 TECS</i>	<b>EN. BACHAN SINGH A/L BESAWA JAGAR SINGH</b>	1) Prof. Ir. Dr. Hasan bin Md. Nor

				2.6.3	<i>TO CONDUCT HOW TO GET YOURSELF EMPLOYED (HTGYE)</i>	<i>1. 2 courses per year 2. Journal or conference paper related to HGTYE</i>	<b>PUAN FAUZIAH BINTI KASIM</b>	1) Dr. Hayati Yaacob 2) Dr. Anil Minhans 3) En. Bachan Singh a/1 Besawa Jagar Singh 4) Dr. Sophia C. Alih
				2.6.4	<i>TO CONDUCT STUDENT ACTIVITIES (PEKA), PIC AND PPB, LEADERSHIP CAMP (FYE)</i>	<i>4 activities</i>	<b>PROF. DR. MOHD. RAZMAN BIN SALIM</b>	1) Dr. Aznah Binti Nor Anuar 2) Dr. Airil Yasreen Bin Mohd. Yassin 3) Dr. Mohd. Fadhil Bin Md. Din
				2.6.6	<i>TO CONDUCT JOB CREATION PROGRAM - OUT OF 30, THERE ARE 27 JOBS ON IT BASED</i>	<i>2 registered companies</i>	<b>PM DR. AHMAD MAHIR BIN MAKHTAR</b>	
				2.6.7	<i>CONDUCT SEMINARS ON 1. ENTREPRENEURIAL SKILLS 2. COMPLEX ENGINEERING ACTIVITIES AND PROBLEMS TO ALL STUDENTS</i>	<i>100% students attending seminar with assessment</i>	<b>EN. MUHAMAD AFANDI BIN HAMZAH</b>	

				2.6.9	MAJOR-MINOR	1 Briefing session	<b>DR. MOHAMAD HIDAYAT BIN JAMAL</b>	
				2.6.10	TO ENFORCE FINAL YEAR PROJECT (PSM)	Fair distribution of supervisors (1:3)	<b>DR. SHAMILA BINTI AZMAN</b>	1) JK PROJEK SARJANA MUDA 2) Puan Ramlah Binti Husain
				2.6.11	TO ENFORCE PROJECT OF PROFESIONAL PRACTICES (PAP)/INTEGRATED DESIGN PROJECT	1. PAP report at every JKA meeting 2. Two Journal or conference papers	<b>IR. AZHAR BIN AHMAD</b>	1) En. Muhammad Nassir Bin Hanapi 2) En. Amat Sairin Bin Demun 3) En. Abu Bakar Bin Fadzil @ Zulkifly 4) En. Che Ros Bin Ismail 5) En. Mohd. Nor Bin Othman

			2.6.12	<i>TO ENFORCE E-LEARNING</i>	<i>All lecturers utilise e-learning - 100% at level 1 and 2</i>	<b>EN. CHE ROS BIN ISMAIL</b>	1) PM Baderul Hisham Bin Ahmad
			2.6.13	<i>TO ENFORCE E-PORTFOLIO</i>	<i>100% New students utilise e-portfolio</i>	<b>PM BADERUL HISHAM BIN AHMAD</b>	
			2.6.14	<i>E-PPP monitoring</i>	<i>At least 80% student participation</i>	<b>EN. MUHAMAD AFANDI BIN HAMZAH</b>	1) Puan Ramlah Binti Husain
			2.6.15	<i>TO CONDUCT COLLOQUIUM FOR SUSTAINABILITY AND IMPART AND INCULCATE THE CULTURE OF SUSTAINABILITY IMPLEMENTED IN RELEVANT COURSES</i>	<i>1. Seminar on sustainability to all students 2. Assessment on sustainability in relevant courses</i>	<b>DR. MOHD. BADRUDDIN BIN MOHD. YUSOF</b>	
			2.6.17	<i>TO CONDUCT CIVIL ENGINEERING SEMINAR (SEMKA)</i>	<i>2 seminars</i>	<b>PM DR. JOHAN BIN SOHAILI</b>	1) JK SEMKA 2) Puan Nur Nabila @ Mazilawati Binti Marni

				2.6.18	<i>TO CONDUCT CASE STUDIES (CIVIL BASED)</i>	<i>1. Minimum 2 courses per dept</i>	<b>PM DR. ARIZU BIN SULAIMAN</b>	
				2.6.19	<i>TO CONDUCT CASE STUDIES (CIVIL BASED)</i>	<i>Relevant subject: Min 2 every dept</i>	<b>HEAD OF DEPARTMENT</b>	1) Dr. Md. Maniruzzaman B. A. Aziz
				2.6.19	<i>TO CONDUCT SURVERING CAMP</i>	<i>Every student attending the camp is trained to be a leader</i>	<b>EN. RADZUAN BIN SA'ARI</b>	
				2.6.20	<i>TO INVOLVE STUDENTS TO BE FACILITATORS OR ORGANIZING COMMITEE. FOR VISITORS, SEMINARS OR SPORTS ACTIVITIES. THUS, WE CAN INDIRECTLY ASSESS THEIR LEADERSHIP SKILLS</i>	<i>Involvement of students in organising programs that involve visitors and social activities</i>	<b>EN. MUZAFFAR BIN ZAINAL ABIDEEN</b>	JK PEMBANGUNAN PELAJAR



				2.6.21	<i>TO INJECT OF CIVIL ENGINEERING PROBLEMS IN MATHEMATIC COURSES FROM PRINCIPLES</i>	<i>Journal or conference paper on the implementation</i>	<b>DR. AIRIL YASREEN BIN MOHD. YASSIN</b>	1) Puan Fauziah Binti Kasim 2) Dr. Aznah Binti Nor Anuar 3) Dr. Norhisham Bin Bakhary 4) Dr. Mohd. Fadhil Bin Md. Din
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**CONDUSIVE WORKING ENVIRONMENT**  
**KETUA FOCUS : PM DR. ARIZU BIN SULAIMAN**

FOCUS AREA	NO.	PROJECT	NO		TASK	KAI	KETUA TASK FORCE	MEMBERS
<b>CONDUSIVE WORKING ENVIRONMENT</b>	3.1	LIMS - FKA (Laboratory Information Management System)	3.1.1	3.1.1.1	<i>COLLABORATE, ORGANISE AND CONDUCT RESEARCH TRAINING ACTIVITIES</i>	<i>To assist RAs and CoEs so that all staff can write at least two research proposal and two international journal papers</i>	<b>PM DR. AHMAD BAHARUDDIN BIN ABD. RAHMAN</b>	1) Puan Mazlina Binti Ngah 2) Puan Ros Erianti Binti Saidin
		Research Training (Opportunities and collaboration with RA's and CoE's)	3.1.2	3.1.2.1	<i>INCREASE VISIBILITY OF RESEARCH GROUPS AND PRODUCTS</i>	<i>To monitor and ensure updates on research information by all Research Groups (once in every 2 months)</i>	<b>DR. BALQIS BINTI OMAR</b>	1) Dr. Ponselvi a/p Jeevaragagam 2) En. Ahmad Razin Bin Zainal Abidin @ Md. Taib 3) Abdul Khalil Bin Abdollah
	3.2	Knowledge Culture	3.2.1	3.2.1.1	<i>ORGANISE AN ONE-HOUR SESSION ON THE 'EXPANSION OF KNOWLEDGE' TERMED AS KNOWLEDGE HOUR/CRCLE (FROM 10 - 11 AM)</i>	<i>Once a week</i>	<b>DR. IZNI SYAHRIZAL BIN IBRAHIM</b>	

		Training on Teaching & Learning	3.2.2	3.2.2.1	<i>ORGANISE AND CODUCT TNL TRAINING ACTIVITIES</i>	<i>All academic staff participate in TnL training activities at least 2 days per year</i>	<b>PROF. IR. DR. HASANAN BIN MD. NOR</b>	
		Facilities	3.2.3	3.2.3.1	<i>UPGRADE AND IMPROVE INTERNET FACILITIES</i>	<i>To provide internet 100% coverage around FKA</i>	<b>EN. MUHAMMAD NASSIR BIN HANAPI</b>	1) En. Zakaria Bin Othman 2) En. Razale Bin Mohamad
				3.2.3.2	<i>DEVELOP A SELF ASESED WORKLOAD CALCULATION PAD (BALANCED WORKLOAD)</i>	<i>One conference paper on academic load</i>	<b>EN. AMAT SAIRIN BIN DEMUN</b>	1) En. Noor Azlan Bin Aziz
				3.2.3.3	<i>UPGRADE AND IMPROVE TNL FACILITIES AND ENVIRONMENT (E.G LECTURE ROOMS, VENDING MACHINES, EQUIPMENTS, STUDY COMMON AREA) INCLUDING THE ASPECT OF SAFETY</i>	<i>To conduct a customer satisfaction survey in early semester and produce a report on the study</i>	<b>EN. NGATANAN BIN SARMAN</b>	

	3.3	Print Culture	3.3.1	3.3.1.1	<i>ORGANISE AND CONDUCT REGULAR WORKSHOPS (AIMED TO CULTIVATE THE CULTURE OF PUBLICATION)</i>	<p>1. To ensure more than 50% staff to attend 2 days workshop</p> <p>2. To double up number of FKA publication</p>	<b>PROF. DR. MOHAMMAD BIN ISMAIL</b>	<p>1) PM Dr. Azmi Bin Aris</p> <p>2) Dr. Nor Zurairahetty Binti Mohd Yunus</p> <p>3) Dr. Norhidayah Binti Abd. Hassan</p> <p>4) En. Tarmizi bin Ismail</p> <p>5) Ir. Dr. Rosli Bin Mohamad Zin</p> <p>6) Dr. Ahmad Kueh Beng Hong</p>
	3.4	Lab Sweet Lab	3.4.1	3.4.1.1	<i>PERFORM AND CARRY OUT PERIODICALLY SCHEDULED MAINTENANCE OF EQUIPMENTS (MAINTENANCE AND CALIBRATION RECORDS ARE TO BE IN ORDER)</i>	<p>1. To ensure a proper maintainance and calibration records (suit university audit standards)</p> <p>2. No NCR during audit process</p>	<b>EN. TARMIZI BIN ISMAIL</b>	
				3.4.1.2	<i>ORGANISE AND CONDUCT PROGRAMMES ON 'PENGISIAN ROHANI ' (E.G TAZKIRAH, UKHWAH AND OTHER RELATED ACTIVITIES)</i>	Melaksanakan program bulanan setiap hari Jumaat	<b>DR. AHMAD SAFUAN BIN A. RASHID</b>	<p>1) En. Abdullah Zawawi Bin Awang</p> <p>2) Puan Normala Binti Hashim</p> <p>3) Dr. Shaiful Amri Bin Mansur</p>

		Office	3.4.2	3.4.2.1	<i>ORGANISE AND CONDUCT PROGRAMMES ON 'PENGISIAN ROHANI ' (E.G TAZKIRAH, UKHWAH AND OTHER RELATED ACTIVITIES)</i>	<p>1. Memastikan setiap unit, pejabat dan makmal memulakan kerja harian dengan doa</p> <p>2. Bersama staf di unit, pejabat atau makmal semasa sesi doa dan member 5 minit tazkirah</p>	<b>EN. JALIL BIN OMAR</b>	1) En. Rosli Bin Bohani
	3.5	One Big Happy Family	3.5.1	3.5.1.1	<i>CULTIVATE A HEALTHY LIVING LIVESTYLE (BASED ON HEALTH RELATED ACTIVITIES INCLUDING SPORTS, DIETRY AND PHYSICAL EXERCISES)</i>	<p>1. 90% staff's waist less than 35in</p> <p>2. 90% staff with normal BMI scale</p>	<b>EN. MUHAMAD AFANDI BIN HAMZAH</b>	<p>1) Dr. Roslida Binti Abd. Samat</p> <p>2) PM Dr. Kamarudin Bin Hj. Ahmad</p> <p>3) En. Suhaim Bin Ahmad</p> <p>4) Puan Azmunalisa Binti Adam</p> <p>5) Puan Kamariah Binti Omar</p> <p>6) Puan Nur Nabila @ Mazilawati Binti Marni</p>

				3.5.1.1	<i>HEALTHY LIVING - SPECIFIC ON SPORTS ACTIVITIES</i>	Melaksanakan program healthy living sekurang-kurangnya 4 kali setahun	<b>EN. ABU BAKAR BIN FADZIL @ ZULKIFLY</b>	<p>1) En. Hazlan Bin Abdul Hamid</p> <p>2) PM Dr. Kamarudin Bin Hj. Ahmad</p> <p>3) En. Mohd. Nor Bin Othman</p> <p>4) Dr. Mohamad Hidayat Bin Jamal</p> <p>5) Dr. Zuhilmi Bin Ismail</p> <p>6) En. Suhaime Bin Ahmad</p> <p>7) Puan Azmunalisa Binti Adam</p> <p>8) Puan Kamariah Binti Omar</p>
				3.5.1.2	<i>NURTURE AND MOTIVATE IMPROVEMENT AND DEVELOPMENT OF ONESELF (IN BOTH 'SAHSIAH' AND 'ROHANI')</i>	<p>1. Memantau pelaksanaan 18 kumpulan usrah keluarga yang telah dibentuk</p> <p>2. Memastikan program budaya Al Qur'an dilaksanakan setiap minggu yang tiada program umum yang dibuat secara berkala</p>	<b>DR. SHAIFUL AMRI BIN MANSUR</b>	<p>1) Puan Hamidah Binti Ja'afar</p> <p>2) Puan Azlizah Binti Suri</p>

				3.5.1.3	<i>FLARE UP THE SPIRIT FOR SOCIAL AND SOCIETY RESPONSIBILITIES</i>	Melaksanakan program sosial dan kemasyarakatan sekurang-kurangnya 4 kali setahun (CSR - community engagement bersama mahasiswa dan staf)	<b>EN. AHMADON BIN BAKRI</b>	1) Ir. Mohamad Salleh Bin Hj. Yassin2) En. Rosli Bin Anang 3) En. Ahmad Zaidon Bin Rais
				3.5.1.3	<i>FLARE UP THE SPIRIT FOR SOCIAL AND SOCIETY RESPONSIBILITIES</i>	Melaksanakan program sosial dan kemasyarakatan sekurang-kurangnya 4 kali setahun (CSR - community engagement bersama mahasiswa dan staf)	<b>EN. ZULKEPLI HJ. IBRAHIM</b>	1) En. Zaabah Bin Maarop 2) En. Jafar Bin Ahmad 3) En. Roslee Bin Ishak 4) En. Nawawi Bin Mohd Salleh

**GLOBAL PLAYER**  
**KETUA FOCUS : DR. NORHAZILAN BIN MD. NOOR**

FOCUS AREA	NO.	PROJECT	NO	TASK	KAI	KETUA TASK FORCE	MEMBERS
<b>GLOBAL PLAYER</b>	4.1	<b>Increase Impact of Student/Staff Mobility &amp; and FKA Visibilty Programmes</b>	4.1.1	<i>TO PARTICIPATE IN INTERNATIONAL COMPETITION ACTIVELY</i>	<i>2 competition events and 1 award</i>	<b>DR. NORHISHAM BIN BAKHARY</b>	
			4.1.2	<i>TO ENSURE AN ACTIVE PARTICIPATION OF STUDENT/STAFF IN GOP ACTIVITIES (LEARNING SERVICES)</i>	<i>2 programs in GOP activities</i>	<b>DR. TAN CHER SIANG</b>	1) Dr. Anil Minhans 2) Dr. Rozana Binti Zakaria 3) PM Dr. Mohd. Ismid Bin Mohd. Said
			4.1.3	<i>TO CONDUCT A ONE SEMESTER ABROAD ACTIVITIES TO PROMOTE/ENCOURAGE STUDENTS TO GO ABROAD (STUDENT EXCHANGE PROGRAM / SUMMER SCHOOL)</i>	<i>10 students (exchange) &amp; 10 students (summer school)</i>	<b>PUAN NORMALA BINTI HASHIM</b>	1) Dr. Salmiati Muhd Yunus 2) Dr. Khalida Binti Muda 3) Dr. Yusof Bin Ahmad 4) PM Dr. Mohd. Ismid Bin Mohd. Said



				4.1.5	<i>TO ENSURE AN ACTIVE PARTICIPATION IN AUN - CIVIL AS HOST INSTITUTION</i>	<p>1. 2 professors to take part</p> <p>2. Strategise programmes and activities related to AUN</p>	<b>PROF. DR. AMINATON BINTI MARTO</b>	
				4.1.8	<i>TO ENRICH FKA WEBSITE CONTENTS TO ATTRACT MORE INTERNATIONAL USERS</i>	<i>Inclusion of world expertise directories in civil engineering faculty members and professionals</i>	<b>EN. AHMAD RAZIN BIN ZAINAL ABIDIN @ MD. TAIB</b>	<p>1) PM Dr. Ishtiaque Ahmed</p> <p>2) PM Dr. Shamsuddin Shahid</p>
4.2	<b>Enhancing International Collaboration (Academic Activities)</b>			4.2.2	<i>TO PROMOTE INTERNATIONAL CO - SUPERVISION</i>	<i>5% of total academic staff</i>	<b>PM DR. SARIFFUDDIN BIN SA'AD</b>	<p>1) Dr. Anil Minhans</p> <p>2) PM Dr. Suhaimi Bin Abu Bakar @ Md. Ramli</p> <p>3) PM Dr. Shamsuddin Shahid</p> <p>4) PM Dr. Ishtiaque Ahmed</p>
				4.2.3	<i>TO ENCOURAGE TEACHING IN PARTNER UNIVERSITY THROUGH MOU,AUN &amp; SUMMER SCHOOL PROGRAM</i>	<i>3 lecturers</i>	<b>DR. ROSLIDA BINTI ABD. SAMAT</b>	

				4.3.1	<i>TO INCREASE NO. OF JOINT PUBLICATION IN JOURNALS &amp; BOOK CHAPTER</i>	<i>50 % of total publication has international co-authors</i>	<b>DR. KHALIDA BINTI MUDA</b>	1) PM Dr. Shamsuddin Shahid 2) Dr. Anil Minhans
				4.3.2	<i>TO PROMOTE INTERNATIONAL ADVISORY PANEL</i>	<i>5 members</i>	<b>PM DR. JAMALUDIN BIN MOHAMAD YATIM</b>	1) PM Dr. A.S.M Abdul Awal
	4.3	<b>Enhancing International Collaboration (Research &amp; Publication)</b>		4.3.3	<i>TO INITIATE JOINT CONFERENCE/SEMINAR ACTIVITIES</i>	<i>1 event</i>	<b>PM DR. SOBRI BIN HARUN</b>	1) Dr. Sophia C. Alih 2) En. Zulkiflee Bin Ibrahim 3) En. Zafril Sofian Bin Zulkiple 4) En. Muhammad Anwarrasyid Bin Mohd Alwi
				4.3.4	<i>TO INCREASE INTERNATIONAL RESEARCH COLLABORATION (RESEARCH PROJECT)</i>	<i>3 projects</i>	<b>PM DR. SUHAIMI BIN ABU BAKAR @ MD. RAMLI</b>	1) Sarifudin Saad 2) PM Dr. A.S.M Abdul Awal

				4.4.1	<i>TO PUBLISH AN ANNUAL REPORT</i>	<p>1. Publish by February</p> <p>2. Proper documentation for 2013 annual report</p>	<b>DR. SOPHIA C. ALIH</b>	<p>1) Dr. Anil Minhans</p> <p>2) En. Jamaluddin Bin Kamisan</p> <p>3) En. Mohd Izwan Bin Mohd Nazari</p>
	4.4			4.4.2	<i>TO ENHANCE A CORPORATE AFFAIR IN FACULTY - PROPER MANAGEMENT OF SIGN MOU</i>	<p>1. To compile database on all MOUs (refer to HEA)</p> <p>2. To reproduce FKA corporate video by June</p> <p>3. To develop standard presentation kid for FKA (marketing, visitors etc)</p> <p>4. Top 3 webometric in UTM</p>	<b>DR. SHAZWIN BINTI MAT TAIB</b>	1) Dr. Rini Asnida Binti Abdullah
				4.4.3	<i>TO PUBLISH A BULLETIN AND PRODUCE CORPERATE VIDEO</i>	3 buletins	<b>EN. MUHAMMAD AZRIL BIN HEZMI</b>	
				4.4.4	<i>TO INCREASE MJCE GLOBAL VISIBILTY</i>	2 index database	<b>DR. AHMAD KUEH BENG HONG</b>	1) PM Dr. A.S.M Abdul Awal

**INCOME GENERATION**  
**KETUA FOCUS : PROF. DR. MOHD ROSLI BIN HAININ**

FOCUS AREA	NO.	PROJECT	NO		TASK	KAI	KETUA TASK FORCE	MEMBERS
<b>INCOME GENERATION</b>	5.1	<b>FKA Alumni Corporate Dinner</b>	5.1.1	5.1.1.1	<i>TO INITIATE GALA DINNER</i>	<i>3 Zones (@RM15,000 each = RM45,000)</i>	<b>DR. MOHD. YUNUS BIN ISHAK</b>	1) En. Mohd Hafiz Bin Puteh
				5.1.1.2	<i>TO INITIATE ANUGERAH DEKAN MEDAL CEREMONY (USING A HI-TEA CONCEPT) IN PULAI SPRINGS RESORT</i>	<i>1 time (@RM3000)</i>		
		<b>SPACE Students gathering and dinner</b>	5.1.2	5.1.2.1	<i>TO INITIATE DINNER DURING SEMKA (SPACE)</i>	<i>1 time (@RM2000)</i>	<b>DR. MOHAMAD HIDAYAT BIN JAMAL</b>	1) En. Afif Bin Ab Rahman
				5.1.2.2	<i>TO CONDUCT DINNER DURING LABORATORY SESSION (SPACE)</i>	<i>1 time (@RM3000)</i>		<b>DR. AHMAD SAFUAN BIN A. RASHID</b>
							1) En. Mohd Rafique Bin Nordin 2) Puan Maziah Binti Ibrahim 3) En. Muhamad Hatta Bin Baharum	

				5.1.2.3	<i>TO INITIATE DINNER AFTER PSM PRESENTATION (SPACE)</i>	<i>2 times (@RM 3000 each = RM 6000)</i>	<b>DR. IZNI SYAHRIZAL BIN IBRAHIM</b>	1) Puan Maziah Binti Ibrahim 2) En. Zul Bin Ismail 3) En. Mohamad Hazry Bin Haron 4) Mohd Suhaimi Bin Abdul Rahman
5.2	<b>Consultancy &amp; Laboratory work</b>	5.2.1	5.2.1.1	<i>TO ESTABLISH SPECIAL UNIT (PEMUDAHRUNG) TO FACILITATE ON CONSULTANCY ACTIVITIES (ISSUES OF GTIM/UTSB/PERSONAL ETC.)</i>	<i>Marketing on lab and expert services</i> <i>Create and simplify policy/procedure</i> <i>Provide management and clerical support to consultants</i> <i>Monitor services and fees paid (RM30,000)</i>	<b>PM DR. EDY TONNIZAM BIN MOHAMAD</b>	1) PM Mohd. For Bin Mohd. Amin 2) En. Mohd. Nur Asmawisham Bin Alel 3) En. Nawawi Bin Mohd Salleh	
	<b>Professional Training and Seminar / Courses</b>	5.2.2	5.2.2.1	<i>TO CONDUCT SHORT COURSES/WORKSHOP</i>	<i>20 courses (@RM 5000 each = RM100,000)</i>	<b>PM DR. REDZUAN BIN ABDULLAH</b>	1) Dr. Rozana Binti Zakaria 2) Ir. Azhar Bin Ahmad	

				5.2.2.2	<i>TO CONDUCT SEMINAR/ CONFERENCE (GEOTROPIKA- ICON BUILD)</i>	1 Seminar (RM20,000)	<b>ABDULLAH ZAWAWI BIN AWANG</b>	1) Dr. Norhidayah Binti Abd. Hassan  2) Dr. Rini Asnida Binti Abdullah  3) Dr. Nor Zurairahetty Binti Mohd Yunus
5.3	<b>MyUTM Staff Contribution</b>	5.3.1	5.3.1.1	<i>TO ENCOURAGE SYAWAL/RAMADAN ENDOWMEN DRIVE</i>	RM 5,000	<b>EN. ABDUL RAHIM BIN ABDUL HAMID</b>	1) Puan Azura Binti Abu Bakar	
			5.3.1.2	<i>TO ENCOURAGE MONTHLY SALARY CONTRIBUTION</i>	RM 10,000			
	<b>Alumni Contribution (inclu. International)</b>	5.3.2	5.3.2.1	<i>TO ENCOURAGE ALUMNI CONTRIBUTION FOR ENDOWMENT</i>	RM 5000	<b>PUAN ZAINAB BINTI MOHAMED YUSOF</b>	1) Dr. Shamila Binti Azman	
			5.3.2.2	<i>TO ENGAGE THE PHILANTHROPIES</i>	RM 20,000	<b>DR. ZULHILMI BIN ISMAIL</b>	1) Dr. Roslli Bin Noor Mohamed  2) Dr. Mohamad Hidayat Bin Jamal  3) Dr. Nazri Bin Ali	

**GOVERNANCE**  
**KETUA FOCUS : EN. MUHAMAD AFANDI BIN HAMZAH**

FOCUS AREA	NO.	PROJECT	NO	TASK	KAI	KETUA TASK FORCE	MEMBERS
<b>GOVERNANCE</b>	6.1	A culture of 5S	6.1.1.1	<i>TO CARRY OUT 5S INTERNAL AUDIT IN EACH OFFICE/LAB/UNIT</i>	<i>4 times per year</i>	<b>PUAN SAIDATUL AKMAR BINTI MOHD SAZALI</b>	1) Puan Rosmawati Binti Ahmad
			6.1.1.2	<i>TO PRESENT THE AUDIT REPORT IN JKP'S MEETING</i>	<i>4 times per year</i>		2) Puan Nurulhasanah Binti Ismail
			6.1.1.3	<i>TO CONDUCT A 5S COMPETITION</i>	<i>A 5S competition in December 2013</i>		3) Puan Azlizah Binti Suri
			6.1.1.4	<i>TO ACCOMPLISH ON 5S PER YEAR</i>	<i>3 trainings on 5S per year</i>		4) Tuan Noor Hani Binti Tuan Yunus
			6.1.1.5	<i>TO EXECUTE A 5S CAMPAIGN</i>	<i>2 times per year</i>		5) Puan Ramlah Binti Husain
			6.1.1.6	<i>TO ACCOMPLISH 5S VISIT</i>	<i>2 times per year</i>		6) En. Sharizan Bin Ibrahim
							7) Puan Nur Nabila @ Mazilawati Binti Marni
							8) Puan Kamariah Binti Omar
							9) Azmunalisa Binti Adam

	6.2	An effective and efficient Electronic Management System		6.2.1.1	<i>TO ENSURE ADMIN OFFICE AND ACADEMIC OFFICE USE ELECTRONIC MANAGEMENT SYSTEM (EMS) FOR EFFICIENT AND EFFECTIVE DOCUMENT MANAGEMENT</i>	<i>100% apply on all files</i>	<b>PUAN SITI AISHAH RAHMAN</b>	1) Puan Azura Binti Abu Bakar 2) Sharizan Bin Ibrahim 3) Puan Ermaniza Binti Abd. Rahman 4) Puan Noorshimah Binti A. Iahad 5) Puan Ramlah Binti Husain
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	An effective and efficient Quality Management System		6.2.1.2	<p><i>TO SUPPORT 'UNDERGRADUATE FOCUS AREA' REGARDING A DOCUMENTATION OF RULES, REGULATIONS, MANUAL AND RECORDS OF ISO.</i></p>	<p><i>1 workshop on reviewing ISO document and record</i></p> <p><i>2 session per year for ISO process owner review own procedure if there is any amendments</i></p> <p><i>1 Course File Day for each semester</i></p> <p><i>100% non academic staff are provide 'Fail Meja'</i></p> <p><i>1 workshop on reviewing the work process related to admin office and academic office</i></p> <p><i>1 work procedure manual for each office/unit/lab</i></p>	<p><b>PUAN SITI AISHAH BINTI MD JOHARI</b></p>	<p>1) Puan Saidatul Akmar Binti Mohd Sazali</p> <p>2) Puan Nur Azniza Binti Ahmad</p> <p>3) Puan Nur Nabila @ Mazilawati Binti Marni</p> <p>4) Puan Kamariah Binti Omar</p> <p>5) Azmunalisa Binti Adam</p> <p>6) En. Rosli Bin Bohani</p> <p>7) Puan Nora Binti Othman</p> <p>8) Puan Azura Binti Abu Bakar</p> <p>9) Puan S. Farahdila Binti Zubira @ Muhamad</p>
6.3	An effective and efficient Maintenance and Calibration Record System		6.3.1.1	<p><i>TO SUPPORT 'CONDUSIVE FOCUS AREA' REGARDING MAINTENANCE AND CALIBRATION RECORD IN ALL LABS</i></p>	<p><i>100% labs using Laboratory Information Management System (LIMS).</i></p>	<p><b>PM DR. KAMARUDIN BIN AHMAD</b></p>	<p>1) En. Muhamad Hatta Bin Baharum</p>

				6.3.1.2	<i>TO RECORD EQUIPMENT LENDING VIA BARCODE SYSTEM</i>	<i>100% equipment attached with barcode</i>	<b>EN. ROSLEE BIN ISHAK</b>	<p>1) YM Raja Ezar Ishamuddin Bin Raja Abdul Latif</p> <p>2) Puan Norhayati @ Indok Attak Binti Abd. Hamid</p> <p>3) Tuan Noor Hani Binti Tuan Yunus</p> <p>4) En. Jamaluddin Bin Kamisan</p>
6.4	An effective and efficient Asset Management			6.4.1.1	<i>TO ENSURE A PROPER MANAGEMENT OF ASSET IN LAB</i>	<p><i>2 times internal asset audit per year</i></p> <p><i>4 times Faculty's asset meeting</i></p>	<b>PUAN NORHAYATI AB HAMID</b>	1) Puan Noriyati Binti Abd. Shukor
6.5	Well-equipped manpower			6.5.1.1	<i>TO ENSURE MANPOWER FOR LAB ARE FULLY UTILISED</i>	<p><i>100% lab staff are fill in online logbook</i></p> <p><i>100% fully utilised the semester break with conducting the courses on enhancing the skill of multitasking among lab staff</i></p> <p><i>1 KIK group to compete at Univeristy level</i></p>	<b>EN. AZMAN BIN RAJAB</b>	<p>1) En. Razale Bin Mohamad</p> <p>2) Puan Nurulhasanah Binti Ismail</p> <p>3) En. Roslee bin Ishak</p>

	6.6	An efficient and effective Financial Management		6.6.1.1	<i>TO ENHANCE FACULTY'S FINANCIAL MANAGEMENT</i>	<i>1 Digital General Vot Ledger</i>	<b>PM DR. ABDUL KADIR BIN MARSONO</b>	1) Puan Noriyati Binti Abd. Shukor 2) Puan Norhayati @ Indok Attak Binti Abd. Hamid
	6.7	An efficient and effective Human Capital Development		6.7.1.1	<i>TO ASSIST UNDERGRADUATE FOCUS AREA', ' CONDUSIVE FOCUS AREA' AND 'INCOME GENERATION FOCUS AREA' ON CONDUCTING RELATED COURSES/SEMINARS</i>	<i>100% staff are well equipped with OBE knowledge and skill via attending training</i> <i>100% staff attend Healthy Living Programme</i> <i>100% staff attend monthly religious programme on Friday</i> <i>100% analyse the effectiveness of related courses/seminars</i>	<b>EN. SHARIZAN BIN IBRAHIM</b>	1) Puan Saerah Binti Othman 2) Puan Rahimah Binti Abdullah 3) Puan Hamidah Binti Ja'afar

				6.7.1.2	<p><i>TO ENHANCE NON-ACADEMIC STAFF DEVELOPMENT</i></p>	<p><i>100% career path for all non-academic staff</i></p> <p><i>2 times official visit to the institute which is related to the entrepreneurial thinking</i></p> <p><i>2 seminars on how to enhance work ethics among government servant</i></p>	<p><b>PUAN SAIDATUL AKMAR BINTI MOHD SAZALI</b></p>	<p>1) Puan S.Farahdila binti Zubira @ Muhammad</p> <p>2) Puan Nur Nabila @ Mazilawati Binti Marni</p> <p>3) Puan Kamariah Binti Omar</p> <p>4) Azmunalisa Binti Adam</p> <p>5) En. Sallehan Bin Alias</p> <p>6) En. Sharizan Bin Ibrahim</p> <p>7) YM Raja Ezar Ishamuddin Bin Raja Abdul Latif</p> <p>8) Puan Siti Halijah Binti Muhamad</p> <p>9) Puan Nor Azah Binti Mohd. Johan</p> <p>10) Puan Nur Azniza Binti Ahmad</p> <p>11) En. Jafar Bin Ahmad</p> <p>12) En. Nawawi Bin Mohd Salleh</p>
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	6.8	An effective and efficient OSHE Management		6.8.1.1	<i>TO ENSURE ALL LAB STAFF ARE COMMITTED TO OSHE PROCEDURES</i>	<p><i>4 times OSHE internal audit per year</i></p> <p><i>4 times presentation on OSHE internal audit to JKP</i></p> <p><i>4 times HIRARC internal audit per year</i></p> <p><i>1 safety procedure manual for each lab/unit</i></p>	<b>EN. NGATANAN BIN SARMAN</b>	1) En. Zulkifly Bin Abd Wahid
			6.8.1.2	<i>TO ENFORCE THE SAFETY REGULATION</i>	<i>1 handbook for Safety Regulation and A Proper Action To Be Taken to prevent carelessness among staff</i>			2) En. Jafar Bin Ahmad 3) Puan Nora Binti Othman
	6.9	A culture of Sustainability		6.9.1.1	<i>TO REDUCE THE A4 PAPER USAGE IN FACULTY</i>	<i>50% decreased for the usage cost of A4 paper</i>	<b>EN. SALLEHAN BIN ALIAS</b>	1) Puan Siti Nor Azrina Binti Noraman
			6.9.1.2	<i>TO INSTILL THE CULTURE OF RECYCLE PAPER USAGE</i>	<i>1 recycle paper bin located at each office/unit/lab</i>			2) Puan Jazmawati Binti Jaapar
			6.9.1.3	<i>TO FULLY UTILISED THE RECYCLE ITEM</i>	<i>3 times 'Minggu Pelupusan Bahan Terpakai' per year</i>			
			6.9.1.4	<i>TO INSTILL THE CULTURE OF SUSTAINABILITY</i>	<i>1 seminar on Sustainability</i>			
	6.10	A culture of Sustainability		6.10.1.1	<i>TO DECREASE THE ELECTRICITY USAGE</i>	<p><i>1 campaign on awareness of electricity cost saving</i></p> <p><i>30% decreased from last</i></p>	<b>EN. NAWAWI BIN MOHD SALLEH</b>	1) En. Ngatanan Bin Sarman 2) Puan Mazlina

				6.10.1.2	<i>A PRESENTATION ON THE EFFECTIVENESS OF ELECTRICITY COST TO THE FACULTY'S ADMIN</i>	<i>year for electricity usage</i>  <i>100% main air-cond and lamp are switched off during lunch hour</i>  <i>1 photosensor for each lamp in foyer</i>  <i>4 times per year</i>		Binti Ngah  3) En. Afif Bin Ab Rahman  4) YM Raja Ezar Ishamuddin Bin Raja Abdul Latif  5) En. Jafar Bin Ahmad  6) En. Nawawi Bin Mohd Salleh  7) En. Zulkifly Bin Abd Wahid  8) En. Azman Bin Rajab  9) En. Azlan Bin Dato' Abd. Aziz  10) En. Azren Azrey Bin Mohd Hashim  11) En. Zakaria Bin Othman  12) En. Kamarudin bin Abd.Wahab  13) En. Razale Bin Mohamad
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	6.11	An integrity Human Capital Managemnet		6.11.1.1	<i>A TRANSPARENT ELPPT/ELNPT</i>	<i>100% ensure all Head of Department conduct a two-way communication session regarding eLPPT/eLNPT marks for each staff</i>	<b>PUAN SAIDATUL AKMAR BINTI MOHD SAZALI</b>	1) Puan Siti Halijah Binti Muhamad
				6.11.1.2	<i>AN EFFECTIVE AND EFFICIENT DELIVERY SYSTEM</i>	<i>2 times meeting between TP/PP and non academic staff</i>  <i>2 times Faculty meeting between Faculty's administrator and academicians</i>		2) Puan Nor Azah Binti Mohd. Johan  3) Puan Nur Azniza Binti Ahmad