



JADUAL PELAKSANAAN PENILAIAN PRESTASI AKADEMIK (LPPT)

TAHUN 2020

PELAKSANAAN 2020

BIL	PERKARA	TARIKH	TINDAKAN
1.	KEMASUKKAN DATA AKADEMIK	Januari 2020 - 31 Disember 2020 (sila rujuk tarikh kemasukan data berdasarkan jenis data)	PYD
2.	PEMILIHAN MAJOR LPPT Pemilihan major oleh PYD Pengesahan PSM Kelulusan Dekan	19 Julai - 3 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020 19 Julai - 6 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020 19 Julai - 6 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020	PYD PSM Dekan
3.	PENENTUAN KELAYAKAN PENILAIAN Semakan kelayakan penilaian	Telah dibuka. Tarikh akhir 6 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020	PSM
4.	KLASIFIKASI LPPT (V1.0) Penetapan klasifikasi LPPT Semakan klasifikasi oleh PYD Pindaan klasifikasi LPPT	Telah dibuka. Tarikh akhir 6 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020 7 - 14 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020 7 - 19 Ogos 2020 Dilanjutkan sehingga 19 Ogos 2020	PSM PYD PSM
5.	PEGAWAI PENILAI LPPT Penetapan Pegawai Penilai Semakan Pegawai Penilai oleh PYD Pindaan Pegawai Penilai	Telah dibuka. Tarikh akhir 13 Ogos 2020 14 - 21 Ogos 2020 14 - 24 Ogos 2020	PSM PYD PSM
6.	PENGESAHAN DATA	1 September 2020 - 4 Januari 2021 (sila rujuk tarikh pengesahan data berdasarkan jenis data)	PPP1/PPP2/PP3
7.	Tarikh akhir pengemaskinian maklumat Penilaian Prestasi, pencapaian KAI dan kemasukan data bagi 2020	31 Disember 2020	PYD

PELAKSANAAN 2020

BIL	PERKARA	TARIKH	TINDAKAN
8.	TEMPOH PENGESAHAN AKHIR DATA (sila rujuk tarikh pengesahan data berdasarkan jenis data)	1 – 4 Januari 2021	Pegawai Pengesah
9.	TEMPOH PENILAIAN PEGAWAI PENILAI PERTAMA (PPP) <ul style="list-style-type: none"> ▪ Perbincangan prestasi antara PPP dan PYD ▪ Pindaan penilaian PPP selepas perbincangan bersama PYD TEMPOH PENILAIAN OLEH PANEL PENILAI TES (Data Kualiti Pengajaran)	5 – 12 Januari 2021 13 – 15 Januari 2021 5 – 15 Januari 2021	PPP1/PPP2/PPP3 PPP1/PPP2/PPP3 Panel Pengesah TES/UTMLead
10.	TEMPOH PENILAIAN PEGAWAI PENILAI KEDUA (PPK) TEMPOH PENGESAHAN OLEH PANEL PENGESAH TES (Data Kualiti Pengajaran)	16 – 25 Januari 2021	PPK Panel Pengesah TES/UTMLead
11.	<ul style="list-style-type: none"> ▪ Semakan Urusetia dan PSM PTJ ▪ Rayuan Pindaan Markah oleh PYD 	26 Jan – 2 Feb 2021	BSM/PSM PTJ
12.	Mesyuarat PPSM Peringkat PTJ	3 – 15 Februari 2021	PSM PTJ
13.	Penghantaran dokumentasi MPPSM Universiti	18 Februari & 21 Februari 2021	PSM PTJ/BSM
14.	Mesyuarat MPPSM Universiti	24 - 25 Feb 2021	BSM
15.	Semakan Markah Akhir oleh PYD	1 April 2021	PYD

KEMASUKAN DATA LPPT 2020

BIL	PERKARA	TEMPOH KEMASUKAN DATA		TINDAKAN
1.	7P	FASA I FASA II FASA III	1 April – 31 Ogos 2020 (Data Jan-Ogos) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 Disember 2020 (Data Disember sahaja)	PYD
2.	Penyelidikan dan Penerbitan (RADIS)	FASA I FASA II FASA III	1 April – 31 Ogos 2020 (Data Jan-Ogos) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 Disember 2020 (Data Disember sahaja)	PYD
3.	INNOCOMMS	IP	Januari – 30 September 2020	PYD
		Perundingan/ Penjanaaan	Januari – 31 Disember 2020	
4.	TES (Kualiti Pengajaran)	SEM 1/2/3 2019/2020	1 Jun – 31 Disember 2020	PYD
5.	KAI (Sistem 7P)	1 Januari 2020 - 31 Disember 2020		PYD - Pentadbir Akademik & Pentadbir Lantikan PTJ (V1.0 dan V2.0)
6.	ALTM (Kualiti Kepimpinan)	Tiada kemasukan data		-
7.	AIMS/BTSA/GSMS	Kemasukan data oleh Pejabat Akademik Fakulti		TP/PP Akademik Fakulti

PENGESAHAN/PENILAIAN DATA LPPT 2020

BIL	PERKARA	TARIKH		PEGAWAI PENGESAH/PENILAI
1.	7P (Urus setia: BSM)	FASA I FASA II	1 September – 30 November 2020 (Data Jan – Nov) 1 - 31 Disember 2020 (Data Disember sahaja)	PPP1/PPP2/PPP3
2.	RADIS Penyelidikan (Urus setia: RMC) Penerbitan (Urus setia: Perpustakaan)	FASA I FASA II FASA III	1 - 30 September 2020 (Data Jan – Ogos) 1 - 31 Disember (Data September – November) 1 Dis 2020 - 4 Januari 2021 (Data Disember)	RMC Perpustakaan UTM
3.	INNOCOMMS (Urus setia: ICC)	IP	1 Oktober – 31 Disember 2020	ICC
		Perundingan/Penjanaan	Telah dibuka. Tarikh akhir: 4 Jan 2021	
4.	TES (Urus setia: UTMLead)	Panel Penilai Panel Pengesah	5 – 15 Januari 2021 16 – 25 Januari 2021	UTMLead/TP-PP Akademik Fakulti
5.	KAI 7P (Urus setia: BSM)	1 – 15 Januari 2021 16 - 25 Januari 2021		PPP3 PPK
6.	ALTM (Urus setia: UTMLead)	1 – 15 Januari 2021		PPP1/PPP3
7.	BONUS WEBO 7P (Urus setia: HEK)	1 – 7 Januari 2021		HEK
8.	BONUS Knowledge Transfer Project (Urus setia: CCIN)	1 – 7 Januari 2021		CCIN
9.	BONUS e-content (Urus setia: UTMLead)	1 – 7 Januari 2021		PIT UTMLead



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**ACADEMIC STAFF PERFORMANCE
APPRAISAL (LPPT) SCHEDULE**

FOR THE YEAR 2020

LPPT 2020

NO	ITEM	DATE	ACTION
1.	ACADEMIC DATA ENTRY	January 2020 - 31 December 2020 (Please refer to data entry timeline schedule for details)	PYD
2.	LPPT MAJOR SELECTION Major selection by PYD Verification by PSM Approval by Dean	19 July - 3 August 2020 . Extended until 19 August 2020 19 July - 6 August 2020 . Extended until 19 August 2020 19 July - 6 August 2020 . Extended until 19 August 2020	PYD PSM Dean
3.	DETERMINATION OF EVALUATION QUALIFICATION Evaluation eligibility review	Opened until 6 August 2020 . Extended until 19 August 2020	PSM
4.	LPPT (V1.0) CLASSIFICATION Determination of LPPT Classification Classification Review by PYD Classification Amendment	Opened until 6 August 2020 . Extended until 19 August 2020 7 - 14 August 2020 . Extended until 19 August 2020 7 - 19 August 2020 . Extended until 19 August 2020	PSM PYD PSM
5.	LPPT APPRAISAL OFFICER Appointment of Appraisal Officer Appraisal Officer Review by PYD Appraisal Officer Amendment	Opened until 13 August 2020 14 - 21 August 2020 14 - 24 August 2020	PSM PYD PSM
6.	DATA VERIFICATION	1 September 2020 - 4 January 2021 (Please refer to the data verification date based on the data type)	PPP1/PPP2/PPP3
7.	Deadline for updating Performance Evaluation information, KAI achievement and data entry for 2020	31 December 2020	PYD

LPPT 2020

NO	ITEM	DATE	ACTION
8.	FINAL PERIOD OF DATA VERIFICATION (Please refer to the data verification timeline for details)	1 – 4 January 2021	Verification Officer
9.	ASSESSMENT PERIOD FOR FIRST APPRAISAL OFFICER (PPP) <ul style="list-style-type: none"> ▪ Performance discussion between PPP and PYD ▪ Assessment Amendment by PPP ASSESSMENT PERIOD - TES REVIEW PANEL (Teaching Quality Data)	5 – 12 January 2021 13 – 15 January 2021 5 – 15 January 2021	PPP1/PPP2/PPP3 PPP1/PPP2/PPP3 TES Review Panel /UTMLead
10.	ASSESSMENT PERIOD FOR SECOND APPRAISAL OFFICER (PPK) VERIFICATION PERIOD - TES VERIFICATION PANEL (Teaching Quality Data)	16 – 25 January 2021	PPK TES Verification Panel/UTMLead
11.	<ul style="list-style-type: none"> ▪ Review period by Secretariat and PSM PTJ ▪ Appeal period for amendment by PYD 	26 Jan – 2 Feb 2021	BSM/PSM PTJ
12.	PPSM PTJ Meeting	3 – 15 February 2021	PSM PTJ
13.	Submission of PPSM University document	18 & 21 Feb 2021	PSM PTJ/BSM
14.	PPSM University Meeting	24 - 25 Feb 2021	BSM
15.	Final Mark Review by PYD	1 April 2021	PYD

DATA ENTRY TIMELINE FOR 2020

NO	ITEM	DATA ENTRY PERIOD		ACTION
1.	7P	FASA I FASA II FASA III	1 April – 31 Ogos 2020 (Data Jan-August) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 December 2020 (Data December only)	PYD
2.	Research and Publication (RADIS)	FASA I FASA II FASA III	1 April – 31 August 2020 (Data Jan-August) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 December 2020 (Data December only)	PYD
3.	INNOCOMMS	IP	January – 30 September 2020	PYD
		Consultation/Generation	January – 31 December 2020	
4.	TES (Teaching Quality)	SEM 1/2/3 2019/2020	1 Jun – 31 December 2020	PYD
5.	KAI (7P System)	1 January 2020 - 31 December 2020		PYD - Academic Admin & PTJ Appointed Admin (V1.0 dan V2.0)
6.	ALTM (Leadership Quality)	No data entry		-
7.	AIMS/BTSA/GSMS	Data entry by Academic Office		TP/PP Academic Office

DATA VERIFICATION/ASSESSMENT FOR 2020

NO	ITEM	DATE		VERIFICATION/ APPRAISAL OFFICER
1.	7P (Secretariat: BSM)	FASA I FASA II	1 September – 30 November 2020 (Data Jan – Nov) 1 - 31 December 2020 (December Data only)	PPP1/PPP2/PPP3
2.	RADIS Research (Secretariat: RMC) Publication (Secretariat: Library)	FASA I FASA II FASA III	1 - 30 September 2020 (Jan – August Data) 1 - 31 December (September – November Data) 1 Dec 2020 - 4 January 2021 (December Data)	RMC UTM Library
3.	INNOCOMMS (Secretariat: ICC)	IP	1 October – 31 December 2020	ICC
		Consultation/Generation	Opened until 4 Jan 2021	
4.	TES (Secretariat : UTMLead)	Review Panel Verification Panel	5 – 15 January 2021 16 – 25 January 2021	UTMLead/TP-PP Faculty Academic Office
5.	KAI 7P (Secretariat : BSM)	1 – 15 January 2021 16 - 25 January 2021		PPP3 PPK
6.	ALTM (Secretariat : UTMLead)	1 – 15 January 2021		PPP1/PPP3
7.	BONUS WEBO 7P (Secretariat : HEK)	1 – 7 January 2021		HEK
8.	BONUS Knowledge Transfer Project (Secretariat: CCIN)	1 – 7 January 2021		CCIN
9.	BONUS e-content (Secretariat : UTMLead)	1 – 7 January 2021		PIT UTMLead



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