UTM
UNIVERSITI TEKNOLOGI MALAYSIA
Azman Hashim
International Business School

AZMAN HASHIM
INTERNATIONAL
BUSINESS
SCHOOL

NEW STAFF BRIEFING 2020

https//:business.utm.my

Member AACSB
MQA
Agensi Kelayakan Malaysia
Malaysian Qualifications Agency
THE WORLD UNIVERSITY RANKINGS

PROGRAMME OBJECTIVE

1. To welcome new staff of AHIBS
2. To introduce new staff to AHIBS's mission, values and culture
3. To identify resources for effective teaching & learning & research

AHIBS BACKGROUND

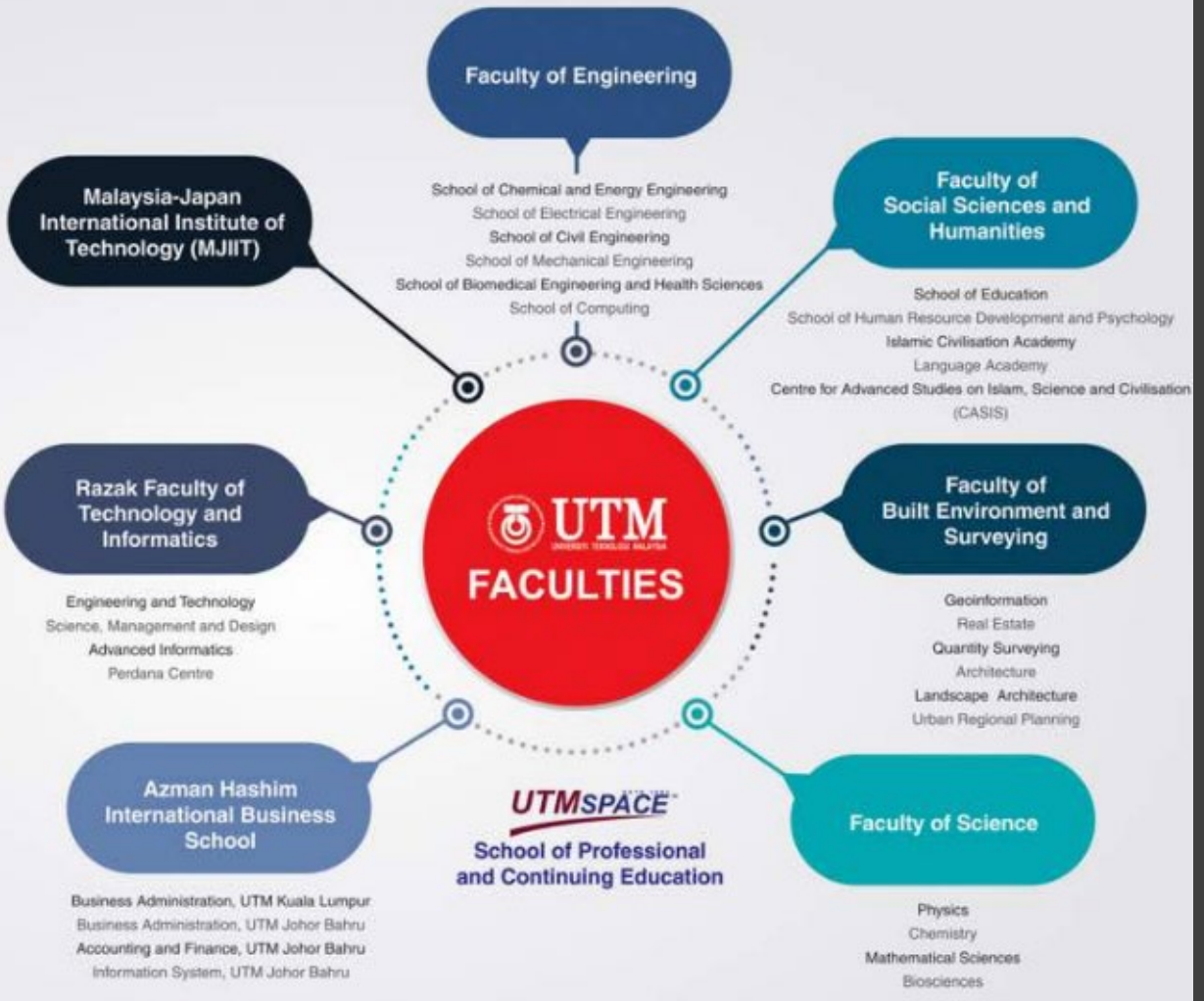
UTM

Synergy 4.0 : A New Synergy Horizon

- Faculty of Engineering
- Faculty of Social Sciences and Humanities
- Faculty of Built Environment and Surveying
- Faculty of Science
- Azman Hashim International Business School
- Razak Faculty of Technology and Informatics
- Malaysia-Japan International Institute of Technology (MJIIT)

*Boxes shown by faculty with the most (top) to the least # of academic staff (bottom)

innovative • entrepreneurial • global



18 Faculties / Schools → 7 Faculties

1972-2018

From July 1st 2018

Heart of Transformation

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

PURPOSE

Embrace UTM Mission, Core Values

Integrity – honesty, respect to enable working in **Synergy** toward **Excellence**

Contribute to universal well-being & prosperity (**Sustainability**) by

Democratising Engineering Education

PEOPLE

- **Eliminate redundant posts**
- **Empower PPP (Support Staff)**
- **Create Critical Enabling Functions**
- **Interdisciplinary T & L; RDC**
  - Synergy Intra & inter-faculty
  - Remove People-Barriers

PHYSICAL FACILITY

Synergy of place/facilities
classroom, studio, equipment, labs

Facility & asset management
(ICT, HSE, Sustainability)
Synergise with CoE, Institutes, UTM spin-offs

UTM SYNERGY 4.0 Excellence & Sustainability

PRODUCTS – PROGRAMS

- **Curriculum Innovation & Quality** (CIDU)
- **Future-Ready Educators**
- **21st Century-4IR, Hybrid, Multi disciplinary, flexible, inter-faculty** (UGS, SPS, XCITE, HEP)

PROMOTION & PARTNERSHIP

External & Global Engagement

- 1-Stop Industry, Community & Global Engagement
- Total ambassador program involving all staff

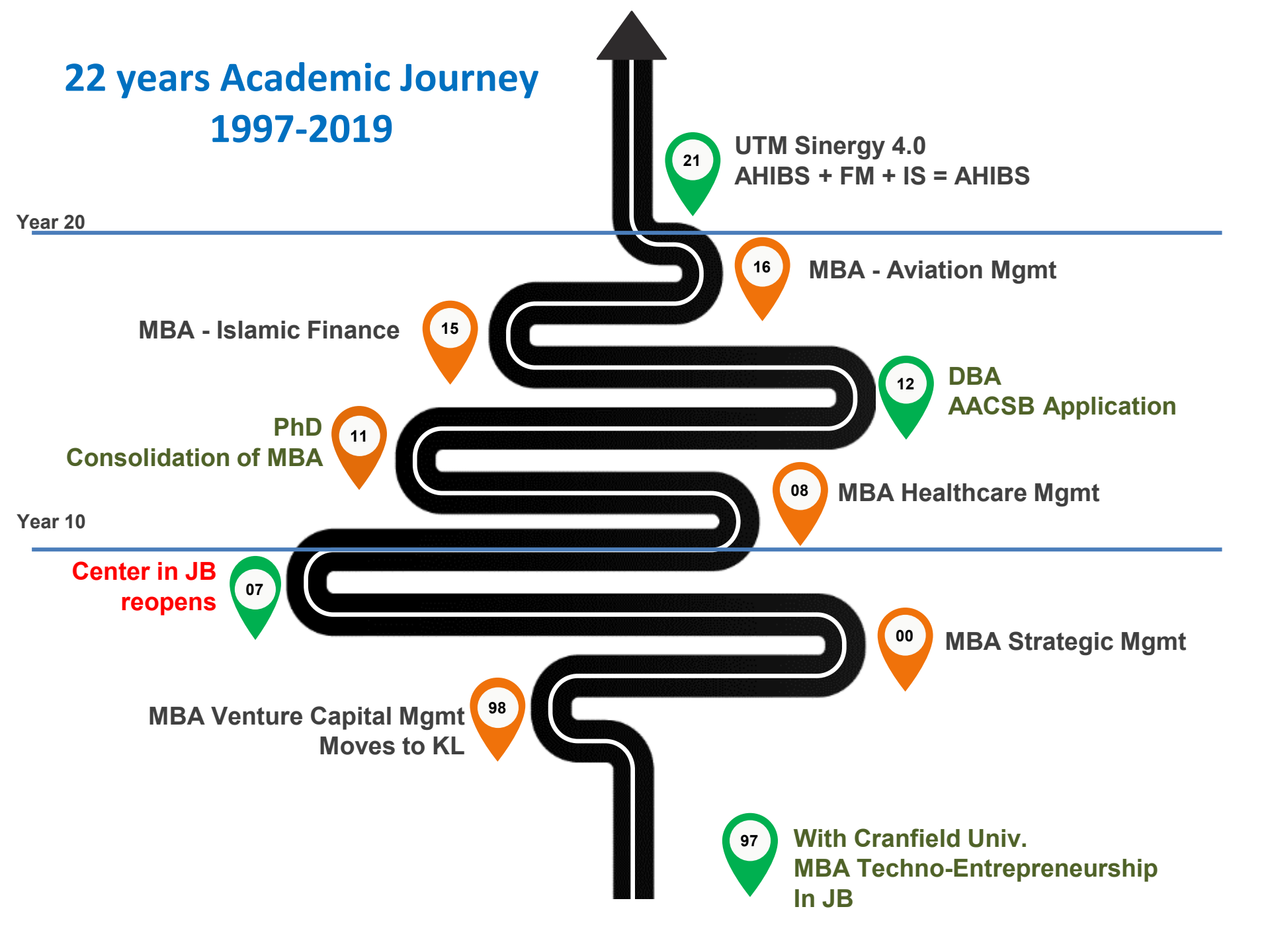
Corporate Marketing & Branding Kit

Extend Faculty Partnership & MoUs across disciplines

PERFORMANCE DELIVERY

- **Lean & Efficient Governance** (e.g. cross cutting functions, remove silo, random practices)
- **Synergise, Integrate, Reduce** (duplication) in T & L
- **Use of digital technology** (e.g. 1-Stop Information System: HR (SHARPS); document control, website, standard academic time-table
- **Academic Autonomy** (in-phases)
- **Financial & Income Generation Autonomy**

innovative entrepreneurial global


22 years Academic Journey
1997-2019
21
UTM Sinergy 4.0
AHIBS + FM + IS = AHIBS
Year 20
16
MBA - Aviation Mgmt
MBA - Islamic Finance
15
12
DBA
AACSB Application
PhD
Consolidation of MBA
11
08
MBA Healthcare Mgmt
Year 10
Center in JB
reopens
07
00
MBA Strategic Mgmt
MBA Venture Capital Mgmt
Moves to KL
98
97
With Cranfield Univ.
MBA Techno-Entrepreneurship
In JB

AHIBS LAUNCHING CEREMONY

- 15 MAC 2018 (KL)
- 18 SEPTEMBER 2018 (JB)

+603-2180 5023/5025 @ JB +607-56 10188 ahibs@utm.my

UTM UNIVERSITI TEKNOLOGI MALAYSIA

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL

https://business.utm.my/

1 VISSION

To be a leading business school in emerging market and contributing to the global wealth.

2 MISSION

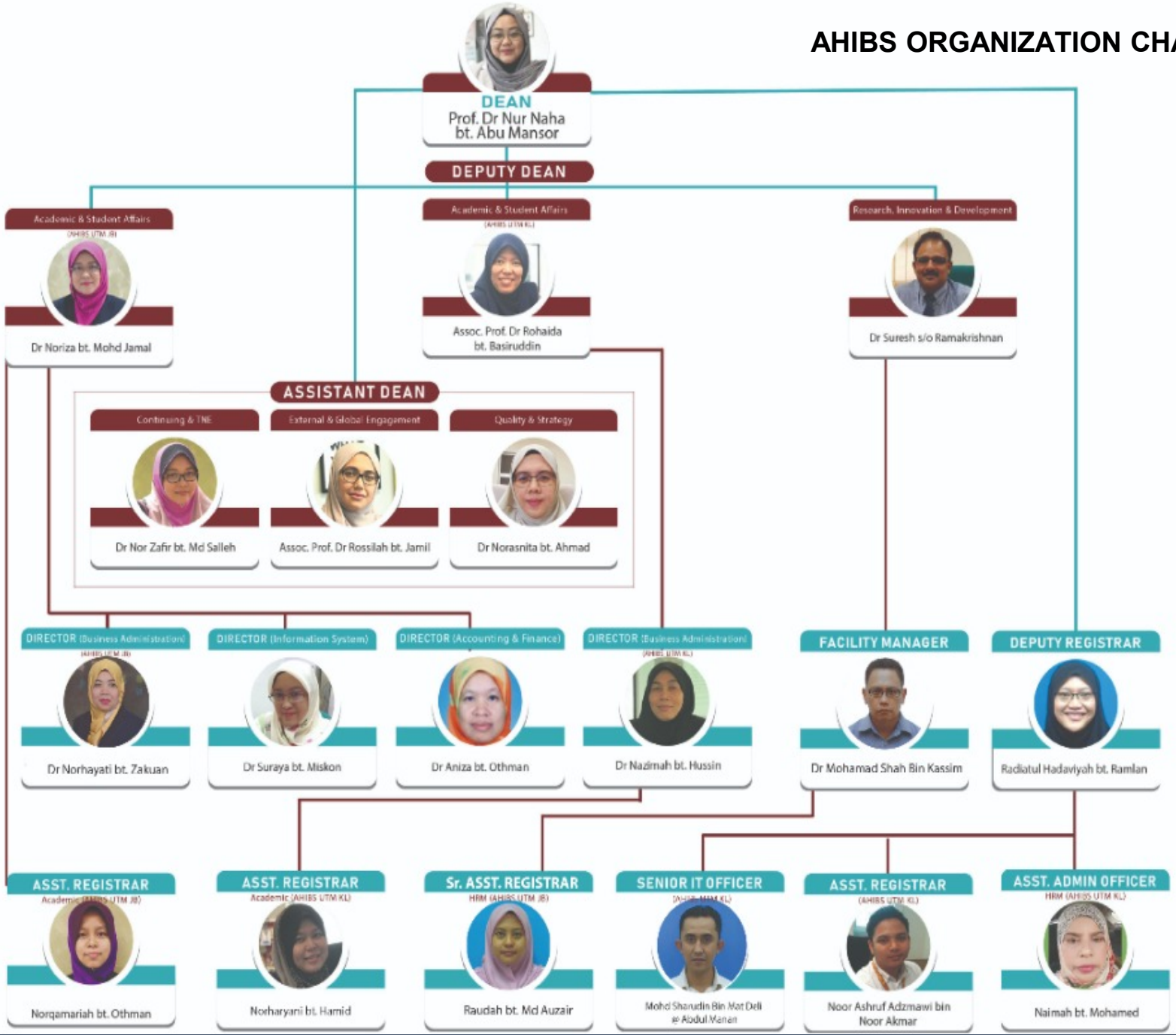
UTM AHIBS is committed to the development of innovative and entrepreneurial leaders for the global markets, who contribute to the advancement of knowledge, and contribute to the societal wealth and well-being.

3 CORE VALUES

- Teamwork
- Integrity
- Professional
- Customer-centric

Icons by Font A

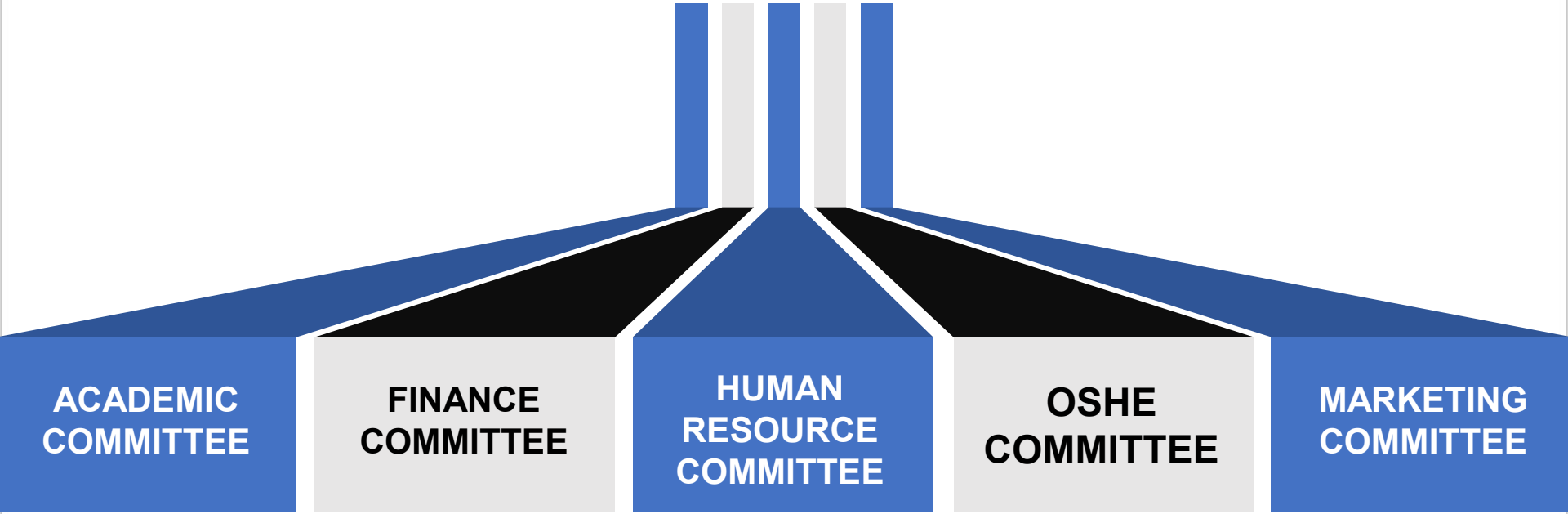
AHIBS ORGANIZATION CHART



GOVERNANCE IN AHIBS

EXECUTIVE COMMITTEE

Top Management of AHIBS



AHIBS EXECUTIVE MEMBER

Prof. Nur Naha Abu Mansor
Dean

AP Dr. Suresh A/L Ramakrishnan
Deputy Dean (Research, Innovation, Development & Alumni)

AP Dr. Rohaida Basiruddin
Deputy Dean
(Academic & Student Affairs) KL

Dr. Noriza Mohd Jamal@Kamar
Deputy Dean
(Academic & Student Affairs) JB

AHIBS EXECUTIVE MEMBER

AP Dr. Rossilah Jamil
Assistant Dean
(External & Global Engagement)

Dr. Nor Zafir Md Saleh
Assistant Dean (Continuing Learning and Transnational Education)

Dr. Norasnita Ahmad
Assistant Dean (Quality & Synergy)

AP DR. NORHAYATI ZAKUAN
Director (Business Administration – JB)

DR. NAZIMAH HUSSIN
Director (Business Administration – KL)

DR. SURAYA MISKON
Director (Information System)

DR. ANIZA OTHMAN
Director (Accounting & Finance)

AHIBS EXECUTIVE MEMBER

RADIATUL HADAVIYAH RAMLAN
Deputy Registrar

RAUDAH MD AUZAIR
Senior Assistant Registrar – HR & Finance JB

MOHD SHARUDIN MAT DELI@ABDUL MANAN
Senior IT Officer
(attachment from UTMDigital)

NOR QAMARIAH OTHMAN
Assistant Registrar (Academic) JB

NORHARYANI HAMID
Assistant Registrar (Academic) KL

NAIMAH MOHAMED
Senior Assistant Admin Officer – HR & Finance KL

ACADEMIC STAFF

102 (75 JB & 27 KL)

ADMINISTRATIVE STAFF

39 (22 JB & 17 KL)

POSTGRADUATE STUDENT

1112 (530 Master & 582 PhD)

UNDERGRADUATE STUDENT

792 (276 accounting, 258 marketing & 258 administration (technology)

KEY AMAL INDICATOR
(KAI)

https://www.utm.my/smo/pelan-global-utm-fasa-iii-2020-pemangkin-ke-arah-en-vision-2025/

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

UTM GLOBAL PLAN 2012-2020
PHASE III: 2018-2020
& enVision UTM 2025

innovative • entrepreneurial • global

CORE VALUES

Excellence towards high performance and delivery will result in outstanding and remarkable achievement in all aspects of teaching, learning, research, innovation, commercialization and provision of services.

Synergy instills team spirit, togetherness, inclusivity, collegiality, respect, humility, cooperation and collaboration. It also breeds selflessness, resulting from care and concern for others above self, while embracing diversity and appreciating differences.

Integrity calls for adherence to sound moral values and strong ethical principles. This noble virtue must be internalised in our heart and soul, and manifested in our loyalty, character, conduct, deeds and action with wisdom and trustworthiness.

Sustainability is reflected in the holistic drive by the campus community in integrating and balancing economic, social and environmental spheres to meet the current needs without compromising the ability to exist and survive continuously.

THE THRUST AREA ENGINEERING, SCIENCE & TECHNOLOGY

UTM DNA

UNIVERSAL WELL BEING & PROSPERITY

Strive for the good of the community, and end state

UTM is committed to developing holistic talent and innovative technologies, and instilling the university's core values for the good of the community, society and the nation as a whole.

DESIRED STATE BY 2025

Excellence & Distinction

Empowered
Student's learning and teaching experience (flexible, personalised, student centered)

QS World University Rankings
Global Top 100 and Global Top 20 (Engineering and Technology)

Value-Driven High Performance
5 star rating (MAMPU)

Total Unified Effort toward Universal Prosperity and Well-Being

Widened and Democratised Access
Intensified TNE, flexible education, increased and diversified financial support, equity

Holistic, Entrepreneurial and Balanced Graduates
95% graduates being employed or become entrepreneurs

Driving Industry and Community
Well-being and prosperity via teaching and learning, research and services

Translational Research University
Beyond MyRA, high impact, beyond borders

University 4.0
Humanising 4IR using 21st century curriculum to empower people via digital economy

Institutional Sustainability
People, governance, financial and reputation

KEY FOCUS AREAS OF PGU3 (2018-2020)

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

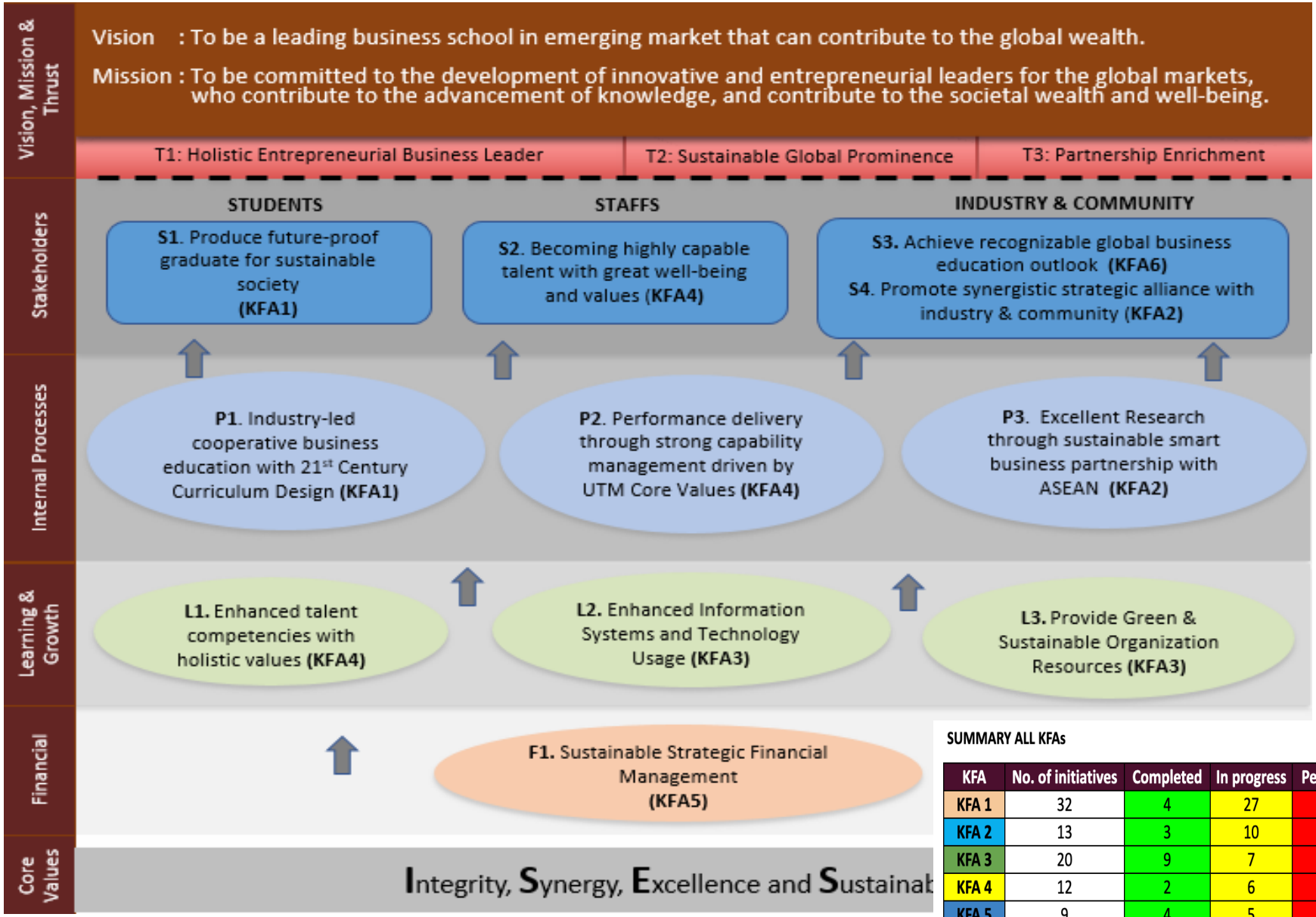
PGU I → PGU II → PGU III

2012 | 2015 | 2018 | 2020

- **KFA1** Excellence in Learning and Teaching, and Transformative Campus Experience
- **KFA2** Research Excellence, Industry and Community Engagement
- **KFA3** Sustainable Campus, Infrastructure, Information and Communication Technology (ICT) System
- **KFA4** Talent Transformation, Governance and High Performance Delivery
- **KFA5** Advancement and Business Development for Financial Sustainability
- **KFA6** Global Prominence and Branding

+ Lifestyle @UTMKL by 2025

AHIBS BALANCE SCORECARD 2020



SUMMARY ALL KFAs

KFA	No. of initiatives	Completed	In progress	Pending
KFA 1	32	4	27	1
KFA 2	13	3	10	0
KFA 3	20	9	7	4
KFA 4	12	2	6	4
KFA 5	9	4	5	0
KFA 6	32	5	12	15

HUMAN RESOURCE MANAGEMENT

Kehadiran Staf

http://ihadir.utm.my/SPW_Home.aspx

Isu-isu kehadiran staf :

a. **Datang lewat tanpa memberi penjelasan kepada ketua bahagian/unit.**

b. **Tidak berada di tempat bertugas dalam waktu bekerja tanpa sebab yang munasabah.**

c. **Status 'TIADA REKOD' pada senarai kehadiran dalam system perakam waktu**

Kesan :

a. Tidak disahkan jawatan

b. Merumitkan proses Kenaikan pangkat

Bagi staf akademik diwajibkan merakam rekod kehadiran bekerja sekurang-kurangnya sekali dalam sehari.

(rujuk : http://registrar.utm.my/bpo/publication/panduan-staf-utm/waktu-bekerja/

a) **Cuti Separuh Gaji** – menjaga sanak-saudara yang mempunyai masalah kesihatan. 30 hari bagi setiap genap setahun perkhidmatan. Tidak melebihi 180 hari

b) **Cuti Tanpa Gaji –**

i) Urusan persendirian - 30 hari bagi setiap genap setahun perkhidmatan. Tidak melebihi 360 hari

ii) Cuti Tanpa Gaji (Menjaga Anak) – Kadar 1825 hari (5 tahun)

iii) Cuti Tanpa Gaji (Mengikut Pasangan) – Kadar cuti berdasarkan tempoh pasangan pegawai bertugas

Rujukan : Perintah Am 14 Bab C/ PP29/2009 & 5/2016

Cuti Haji : 40 hari sepanjang tempoh perkhidmatan. i) Beragama Islam. ii) Berjawatan tetap 7 disahkan jawatan. (*rujukan : Perintah Am 55 Bab C, Pekeliling Perkhidmatan 9/1991)*

Cuti Umrah : 7 hari sepanjang tempoh perkhidmatan. Tidak termasuk hari cuti mingguan/cuti umum (rujukan : *Pekeliling Perkhidmatan Bil.3 Tahun 2017*

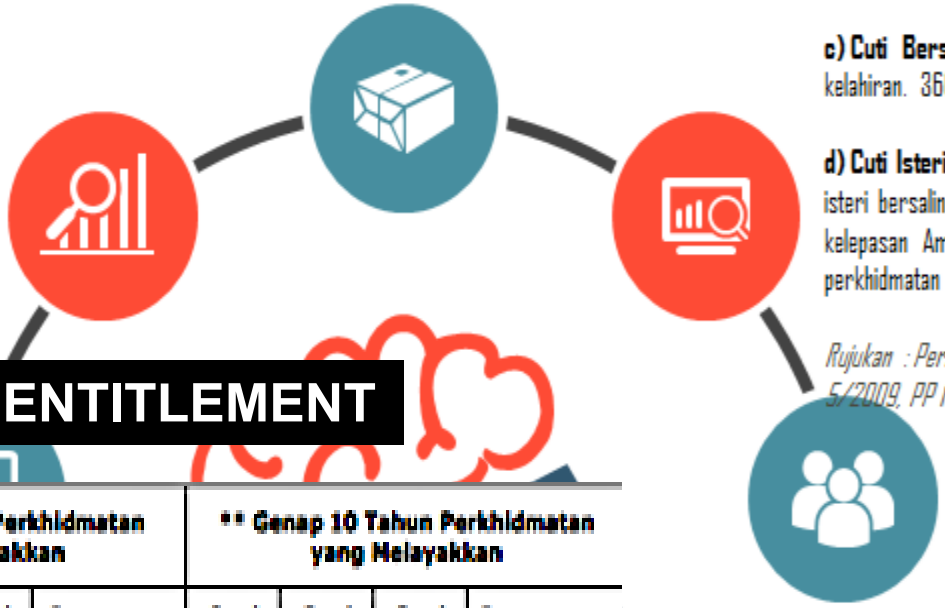
a) Cuti Sakit

b) Cuti Kuarantin – Anak pegawai yang menghidap penyakit berjangkit. HFMD, Denggi, Campak, Chicken Pox, Difteria, Malaria . Kadar 5 hari @ yang mana-mana lebih rendah berdasarkan perakuan pegawai perubatan.

c) Cuti Bersalin – 60 hari – 90 hari baig setiap kelahiran. 360 hari sepanjang tempoh perkhidmatan.

d) Cuti Isteri Bersalin – kadar 7 hari setiap kali isteri bersalin termasuk hari minggu dan hari kelepasan Am. 5 kali sepanjang tempoh perkhidmatan

Rujukan : Perintah Am 25-26 Bab C, PP 2/1998, SPP 5/2009, PP 14/2010



ANNUAL LEAVE ENTITLEMENT

Tarikh Lantikan Pertama/ Baharu	Kurang 10 Tahun Perkhidmatan yang Melayakkan				** Genap 10 Tahun Perkhidmatan yang Melayakkan			
	Gred 1-20	Gred 21-30	Gred 31-54	Pengurusan Tertinggi	Gred 1-20	Gred 21-30	Gred 31-54	Pengurusan Tertinggi
Sebelum 1 September 2005	20 hari	25 hari	30 hari	30 hari	25 hari	30 hari	35 hari	35 hari
Mulai September 2005 hingga 31 Disember 2008	20 hari	25 hari	30 hari	30 hari	25 hari	30 hari	30 hari	30 hari
Mulai 1 Januari 2009	20 hari	25 hari	25 hari	25 hari	25 hari	25 hari	25 hari	25 hari

HOW TO APPLY YOUR LEAVE?

Website : http://smis.utm.my/

UTM APPS – UTM SMART

1. Klik “”cuti & perakam waktu”
2. Masukkan “User id & password”
3. Klik “sistem cuti”
4. Klik “permohonan cuti”
5. Klik “cuti rehat”
6. Lengkapkan borang permohonan
7. Klik “submit”

Syarat Pengesahan Jawatan Staf Akademik

Syarat Pengesahan	Senarai Semak	Borang dan Jadual Perakuan

Permohonan pengesahan dalam perkhidmatan staf akademik boleh dikemukakan ke BSM sekiranya staf telah memenuhi syarat berikut:-

i) Memenuhi tempoh percubaan 1 hingga 3 tahun;

ii) Hadir dengan jayanya Program Transformasi Minda (PTM);

iii) Lulus Sijil Pengajaran dan Pembelajaran (SPPT); dan

iv) Diperakukan oleh Ketua Jabatan.

Staf juga perlu memenuhi syarat tambahan yang telah ditetapkan oleh Universiti Teknologi Malaysia seperti berikut:

i) Pengesahan Perisytiharan Harta (setiap 5 tahun atau jika berlaku perubahan pada rekod harta);

ii) Rekod Kehadiran yang cemerlang mulai tarikh lantikan tetap;

iii) Syarat tambahan yang diberikan bersama surat tawaran pelantikan Jika Ada (contohnya melepasi syarat Bahasa Inggeris dengan minimum skor IELTS 6.5 atau TOEFL 6.00);

iv) Bagi markah prestasi kurang daripada 80% dalam tahun semasa hendaklah dikemukakan bersama ulasan dan justifikasi ketua jabatan

Syarat Pengesahan Jawatan Staf PPP

Syarat Pengesahan	Senarai Semak	Borang dan Jadual Perakuan

Pengesahan dalam perkhidmatan staf bukan akademik boleh dikemukakan ke BSM sekiranya staf telah memenuhi syarat yang ditetapkan. Berikut adalah syarat pengesahan tersebut:-

i. Menamatkan tempoh percubaan dengan memuaskan;
ii. Lulus peperiksaan perkhidmatan yang disyaratkan;
iii. Hadir dengan jayanya Program Transformasi Minda; dan
iv. Diperakukan oleh Ketua Jabatan

Syarat tambahan yang ditetapkan oleh Universiti Teknologi Malaysia adalah seperti berikut:

i. Perisytiharan Harta
ii. Rekod Kehadiran yang cemerlang mulai tarikh lantikan tetap
iii. Lulus dengan jayanya Prorgram Sijil Eksekutif Pendidikan Tinggi (SEPT) – bagi Gred 41 ke atas

PROMOTION

ACADEMIC STAFF

Differentiated Career Path (DCP)

1) Terhasil daripada University Transformation Programme Orange Book – Strengthening Academic Career Pathways & Leadership Development

2) Menyediakan 4 trek laluan kerjaya :

i)Trek Pengajaran

ii)Trek Penyelidikan

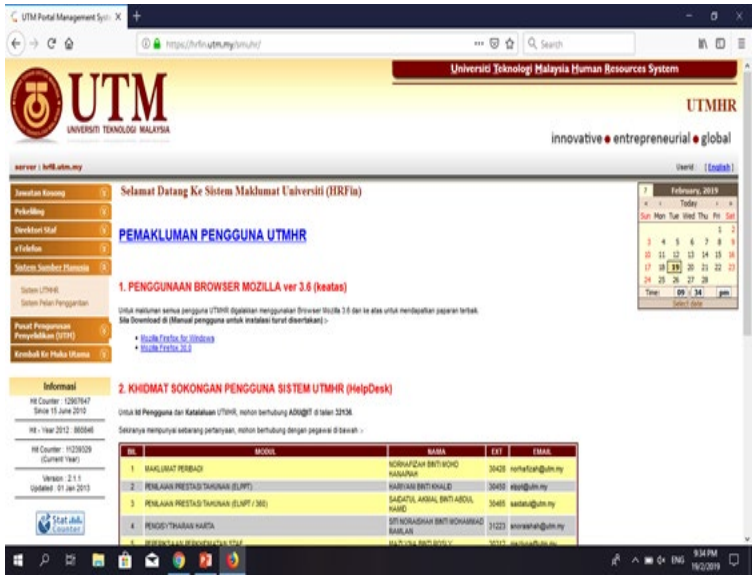
iii)Trek Amalan Profesional

iv)Trek Kepimpinan

ADMIN STAFF

1. Berdasarkan kekosongan jawatan kekanan semasa
2. Calon perlu mengisi borang permohonan
3. Diperakukan oleh Ketua Jabatan
4. Tidak dikenakan sebarang tindakan tatatertib
5. Telah disahkan perkhidmatan
6. Telah lulus pengisytiharan harta
7. Markah penilaian - sekurang 85% setiap tahun
8. Lain-lain syarat yang ditetapkan oleh skim perkhidmatan berkenaan

OVERSEAS TRIP



Website : https://hrfin.utm.my

1. Login using userID and password
2. Click “lain-lain modul”
3. Click “overseas trip”
4. Click ” New application”
5. Choose type of application
   - Form A – official trip
   - Form C – personal trip
5. Complete the application form
6. Click “submit”

All application must be submitted at least one (1) month for the trip date.

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS) PROFESSIONAL & PERSONAL DEVELOPMENT FUND GUIDELINE

Endorsed in AHIBS Executive Meeting No. 6/20182019 dated 31 July 2019

Azman Hashim International Business School (AHIBS) committed to providing opportunities for its **members (academic and administrative staff)** to grow both **professionally and personally** and with that thought, AHIBS agreed to establish the AHIBS Professional and Personal Development Fund to support faculty and staff professional development in alignment with UTM Global Plan Phase III (2018 – 2020) and enVision UTM 2025. Focus of this fund are :

1. **RESEARCH DEVELOPMENT**
2. **PRESENTER**
3. **EDUCATIONAL/SELF DEVELOPMENT**

Funds are allotted annually as available and may vary from year to year depending on the budget given by the University. The amount of funds will be recommended and approved for distribution by the AHIBS Executive Committee.

All AHIBS staff (permanent and contract) with at least one year of service with UTM are eligible to apply for AHIBS Professional and Personal Development Fund.

CATEGORY	WORKING ELIGIBILITY	*ALLOCATION
Academic Staff	More than 2 years with UTM	RM 4000
	Less than 2 years with UTM	RM 2500
Admin Staff	More than 2 years with UTM	RM 1500
	Less than 2 years with UTM	RM 1000
Executive Members	All academic members inclusive of Deputy Registrar	RM 6000
Academics Holding Administrative Roles	All members **	RM 4000

* Monies for the Fund are allotted annually as available and may vary from year to year depending on the budget given by the University.

** Priorities will be given to those holding positions to aid research and development and academic related roles.

OUTCOME EXPECTATIONS

CATEGORY	WORKING ELIGIBILITY	OUTCOME EXPECTATION		
Academic Staff	More than 2 years with UTM	Publication in Scopus index journal OR	Produced karya asli OR	Project Leader in Research Project
	Less than 2 years with UTM	Publication in Scopus index journal		
Admin Staff	More than 2 years with UTM	Conduct a short course for AHIBS staff	Become a key person/expert for AHIBS HR/Academic/any relevant field	
	Less than 2 years with UTM	Conduct a sharing session with AHIBS staff		
Executive Members	All academic members including Deputy Registrar	Conduct a sharing session with AHIBS staff		
Academics Holding Administrative Roles	All members **	Publication in Scopus index journal		

APPLICATION PROCESS

1. Complete the Application using UTM Training Application Form – UTM.P(L)19.10&12 (Pin 06) – 1.
2. Attach all required documents (refer Annexe 1).
3. Obtain Head of Department/Director/Deputy Dean recommendation based on Annexe 2.
4. Submit the application form and all required documentation (Annexe 1 and 2) to the AHIBS Human Resources Department.
5. After completed the program, staff need to submit Training Verification Form - UTM.02.03/12.12 (Pin. 05) and UTM.P(L)19.10&12(Pin. 05)-1

PORTAL FOR UTM STAFF

Website : https://my.utm.my/

Login ACID

(userID : email, password : ic.no.)

- Salary slip
- Annual leave balance/ leave appliucation
- Dental medical balance
- Vehicle sticker application
- E-Parcel
- Performance evaluation (e-LPPT/e-LNPT)

FINANCE

Perbelanjaan Berhemat
Pekeliling Bendahari Bil 2/2014

Penerbangan domestik

1	JUSA/Khas B dan ke atas	Perniagaan
2	JUSA/Khas C dan ke bawah	Ekonomi

Penerbangan Antarabangsa

1	NC & TNC	Perniagaan
2	Lain-lain	Ekonomi

1	Lawatan Menteri/Timbalan	RM150
2	Lawatan Tetamu Luar Negara	RM100
3	Lain-lain upacara Rasmi UTM	RM50

01 Elaun keraian/imbuhan Tetap Keraian – dikurangkan di antara 5%-10% (Jusa A dan ke atas sahaja)

02 Kelayakan tiket kapalterbang – dihadkan 4 kali setahun

03 Elaun pakaian panas - dimansuhkan

04 Pengubahsuaian/naiktaraf ruang pejabat ditangguhkan

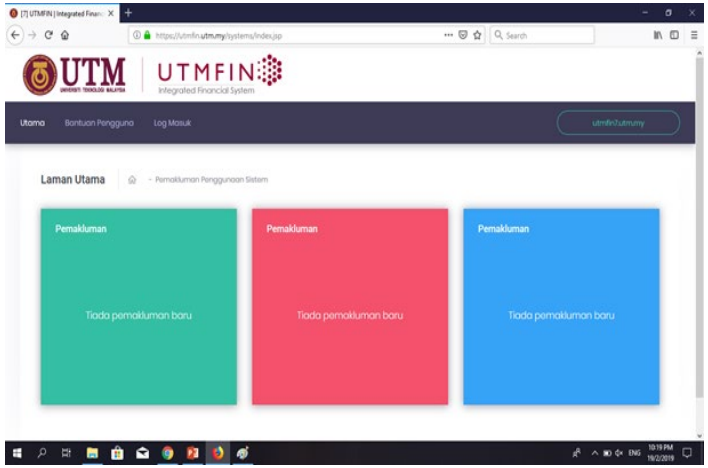
05 Pembelian cenderamata : hanya untuk tetamu lasing/luar daripada UTM.

06 Makan & Minum – Mesyuarat bermula jam 9 pagi – tiada sarapan disediakan. Kadar Jamuan RM4/RM8/RM4

07 Penginapan di Scholar's Inn JB/KL – Diwajibkan untuk menginap sekiranya bertugas atas urusan rasmi

Kewangan – Tuntutan Bayaran/ Perjalanan

WEBSITE : HTTPS://UTMFIN.UTM.MY



1. Login using userID and password
2. Click “Bayaran”
3. Click “Tuntutan”
4. Click the Green Button
5. Choose type of payment :
   - Tuntutan Dalam Negara (tunggal)
   - Tuntutan Dalam Negara (terkumpul)
   - Tuntutan Luar Negara
   - Bayaran Balik Wang
6. Compete the application *(kindly refer to Finance Unit for “No. Vot. Pembayar”)*
7. Click “save”
8. Click folder “terbuka”
9. Click “tuntutan”
10. Click ”Submit”

Thank you