UTM
UNIVERSITI TEKNOLOGI MALAYSIA

TAKLIMAT PEGAWAI PENILAI (PPP/PPK) LPPT 2023

Prof. Madya Ir. Ts. Dr. Zaini Ahmad

Pengerusi

Jawatankuasa Penjajaran Penilaian Prestasi dan Kenaikan Pangkat Staf Akademik UTM

8 JANUARI 2024 - 2.30 PM

Innovating Solutions

GARIS PANDUAN PENETAPAN PEGAWAI PENILAI LPPT 2023

JENIS PEGAWAI	AC (PENSYARAH)	AA (PENTADBIR AKADEMIK)
PPP1	PENGAJARAN, PENYELIAAN	PENGAJARAN, PENYELIAAN
PPP2	PENYELIDIKAN, PERUNDINGAN, PENULISAN & PENERBITAN	PENYELIDIKAN, PERUNDINGAN, PENULISAN & PENERBITAN
PPP3	KPI, KHIDMAT PROFESIONAL	KPI, KHIDMAT PROFESIONAL
PPK	KESELURUHAN	KESELURUHAN

PERMARKAHAN BAHARU LPPT 2023

TERAS	KOMPONEN	PENGAJARAN	PENYELIDIKAN	AMALAN PROFESIONAL	KEPIMPINAN	DG/SPACE UTM	LPPT 2023
UTAMA	PENGAJARAN	50	20	20	10	75	NISBAH WAJARAN KOMPONEN **80%**
	PENYELIDIKAN	20	50	10	20	0	
	KEPIMPINAN AKADEMIK	10	10	5	50	10	
	KHIDMAT PROFESIONAL	5	5	50	5	0	
	JUMLAH PENILAIAN	**85**	**85**	**85**	**85**	**85**	
UMUM	PENGLIBATAN DAN LAIN-LAIN PERKHIDMATAN	5	5	5	5	5	**5%**
	KUALITI PERIBADI	10	10	10	10	10	**10%**
	CPD	5	5	5	5	5	**5%**
							100%

RESPONSIBILITY OF APPRAISAL OFFICER (PPP)

1	Verify “New” data (PPP) accordingly for current year
2	Avoid “Bulk Verification” without checking thoroughly the data
3	Evaluation should be done fairly with full integrity (eg. Mark should not be given for ‘No Record’ and without any attachment
4	Actual performance of PYD should be continuously evaluated throughout the year with references to KPI, workmanship, behavior, attitude and other criteria
5	Should not take the evaluation process for granted by giving average quality (mediocre) of evaluation
6	Not influenced by previous year evaluation

RESPONSIBILITY OF APPRAISAL OFFICER (PPP)

7	Discuss with PYD on performance improvement & career advancement
8	Be fair to new appointed staff (Less than 3 years)
9	Minimize request for the amendment of PYD marks during Univ meeting (JKPBPP University)
10	Avoid bias and last-minute evaluation

RESPONSIBILITY OF PPK

Ensure all PPPs have completed their evaluation exercise accordingly

Ensure all components and items (completed by PYD) have been verified and evaluated

Ensure PYD evaluation be done fairly in JKPBPP PTJ

Minimize request for the amendment of PYD marks during Univ meeting (JKPBPP University)

DATA VERIFICATION/ASSESSMENT FOR LPPT 2023

ACTION	7P VERIFICATION	LPPT V2 ASSESSMENT	DATE
PPP1	External Supervision	Submit Only	**8 Jan - 31 Jan 2024**
PPP2	1. Income Generation	Submit Only	**8 Jan - 31 Jan 2024**
PPP3	1. Professional Services 2. Award 3. KAI (PYD with Academic Admin/ Academic Leadership Major/PTJ Appointed)	1. General Assessment (Personal Quality) 2. Academic Leadership Quality (PYD with Academic Leadership Major only - ALTM system)	**8 Jan - 31 Jan 2024**
PPK	KAI (Academic Admin / PTJ Appointed Admin / Academic Leadership Major)	General Assessment (Personal Quality)	**1 Feb - 15 Feb 2024**

PENGESAHAN/PENILAIAN DATA LPPT (PIC SISTEM)

NO.	SYSTEM	DATE	APPROVER/ASSESSOR
1	7P Community Services, Awards, External Supervision, others	**Fasa I : 1 Jan 2023 - 31 Okt 2023 (Data Jan - Okt)** **Fasa II : 1 Nov 2023 - 28 Dis 2023 (Data Nov - Dis)** **Fasa III : 1 Dis 2023 - 7 Jan 2024 (Data Dis)**	PPP1/PP2/PP3
2	RADIS • Research Grant/PI • Publications (Book/Edited Book/Policy) • Publications Q1/Q2 (WOS/Scopus)		RMC UTM Press UTM Library
3	ICESYS	**2 Nov - 26 Dis 2023**	CCIN
4	INNOCOMS • Intellectual Property • Generation (Consultation / Training/ Conference) • Commercialization	**1 Okt 2023 - 31 Dis 2023** **7 Jan 2024**	ICC

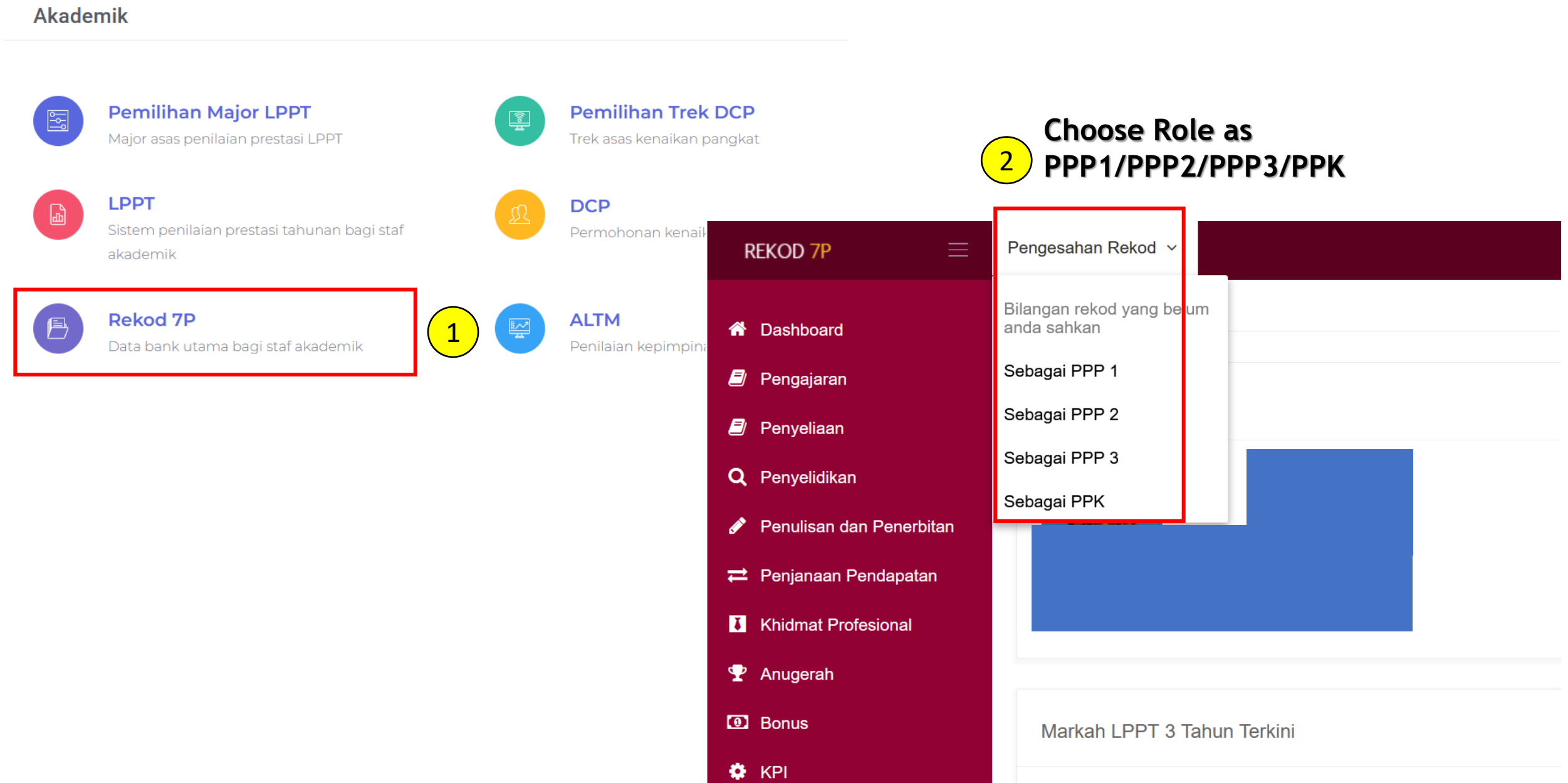
UTM
UNIVERSITI TEKNOLOGI MALAYSIA

7P VERIFICATION & LPPT ASSESSMENT 2023

innovative • entrepreneurial • global

UTM JOHOR BAHRU

DATA VERIFICATION -7P



VERIFICATION OF 7P- PPP1

External Supervision

Pengesahan > Senarai PYD

Rekod 7P yang belum anda sahkan sebagai PPP 1

KEMBALI KE DASHBOARD

Cari

RECORD PER PAGE

No.	No.Pekerja	Nama	Nama Jawatan	Fakulti	Pengajaran	Penyeliaan
1	[redacted]				0	0
2					0	0
3					0	0
4					0	0
5					0	0
6					2	0
7					0	0
8					0	0
9					28	40
10					13	0

1 2 3

VERIFICATION OF 7P- PPP2

1. Income Generation (Others)

Rekod 7P yang belum anda sahkan sebagai PPP 2

KEMBALI KE DASHBOARD

Cari

RECORD PER PAGE

No.	No.Pekerja	Nama	Nama Jawatan	Fakulti	Penjanaan Pendapatan	Harta Intelek	Komersil	Bonus Geran	Bonus Sumbangan
1	[redacted]				[redacted]	0	0	0	0
2					0	0	0	0	0
3					0	0	0	0	0
4					0	0	13	0	0
5					0	0	26	0	0
6					0	0	0	0	0
7					0	15	0	0	0
8					0	0	0	0	0
9					1	2	0	0	0
10					0	0	0	0	0

1 2 3

VERIFICATION OF 7P- PPP3

DATA VERIFICATION -7P

Rekod 7P yang belum anda sahkan sebagai PPP 3

KEMBALI KE DASHBOARD

Cari

RECORD PER PAGE

No.	No.Pekerja	Nama	Nama Jawatan	Fakulti	Khidmat Profesional	Anugerah	KAI
1					0	0	1
2					0	0	18
3					6	1	0
4					14	3	0
5					14	1	5
6					22	10	0
7					60	2	0
8					15	1	1
9					67	14	7
10					85	1	1

Click on No of Data

VERIFICATION OF 7P- PPP3

DATA VERIFICATION -7P

Pengesahan > Sebagai PPP 3

ANDA SEDANG MENILAI PYD BERIKUT

[redacted]

KEMBALI KE SENARAI PENGESAHAN

Click 'Advanced Search' to find data for any year with New/Verified/Not Verified status

Khidmat Profesional | Anugerah | KPI

Check & Verify data in each tab

SAH SECARA BERKELOMPOK

Cari

ADVANCED SEARCH

REKOD PER SKRIN

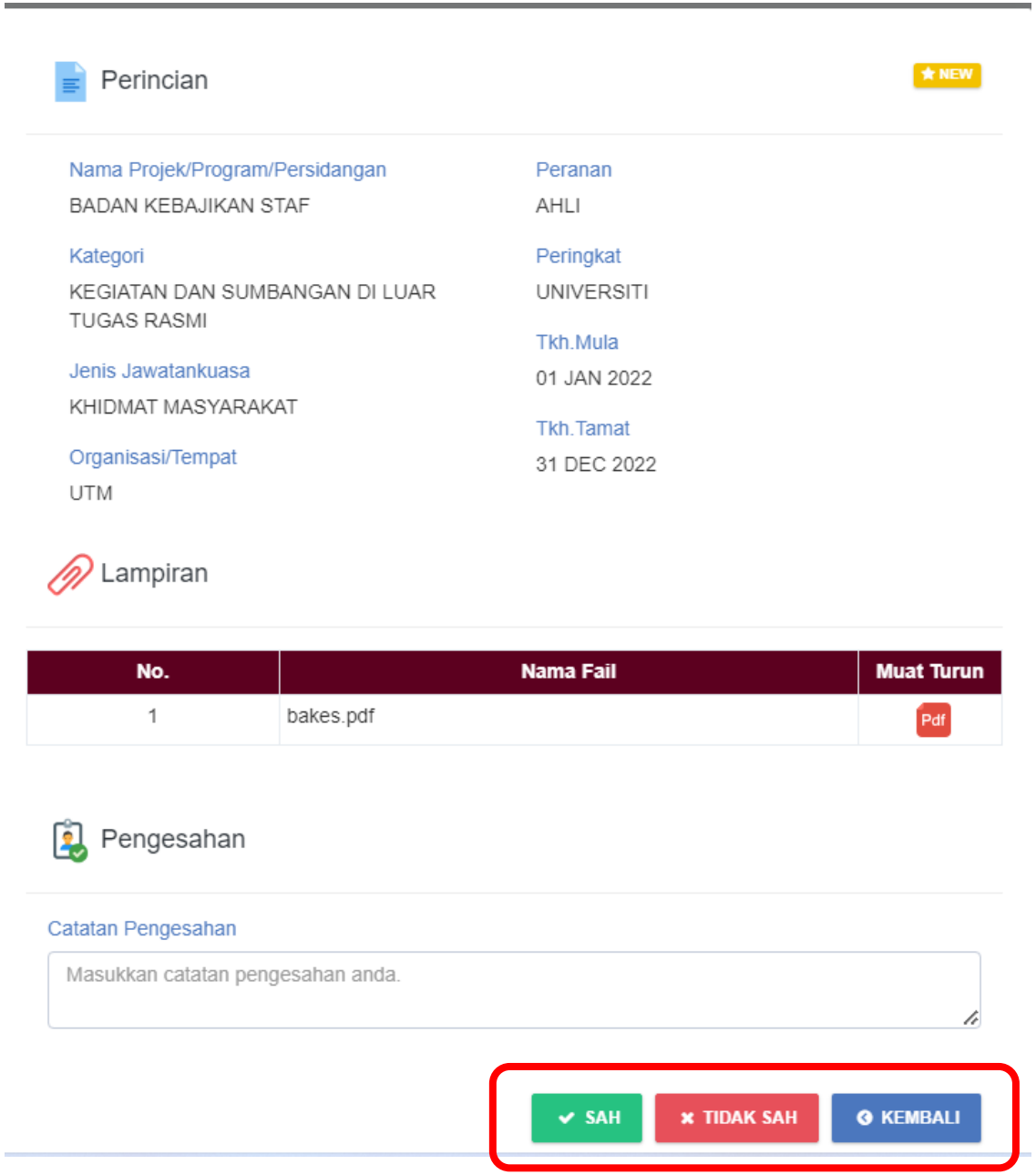
PENTING!! Klik Advanced Search untuk carian rekod yang telah disahkan

No.	No.Rujukan	Nama Projek/Program/Persidangan	Kategori	Peranan	Peringkat	Lampiran	Tahun	Status
1	PK/2022/52384	ORGANIZING COMMITTEE MEMBERS - 3RD INTERNATIONAL SEMINAR ON "CHALLENGES AND OPPORTUNITIES IN OFFSHORE DECOMMISSIONING IN SOUTHEAST ASIA AND BEYOND"	KEANGGOTAAN DALAM TASK FORCE	AHLI JAWATANKUASA	ANTARABANGSA	1	2022	BARU
2	PK/2022/52352	MOU - COLLABORATION TO DEVELOP DESIGN FOR MODERN FISHING VESSELS	MEMORANDUM OF UNDERSTANDING (MoU)	AHLI	KEBANGSAAN	1	2022	BARU
3	PK/2022/52336	MOU ANTARA KERAJAAN MALAYSIA (JABATAN LAUT MALAYSIA) DENGAN UNIVERSITI TEKNOLOGI MALAYSIA DALAM PEMBANGUNAN PENYELIDIKAN SEKTOR MARITIM	MEMORANDUM OF UNDERSTANDING (MoU)	AHLI	KEBANGSAAN	1	2022	BARU

Click on No Rujukan – Data with 'Baru' status

Please ensure each data with Lampiran

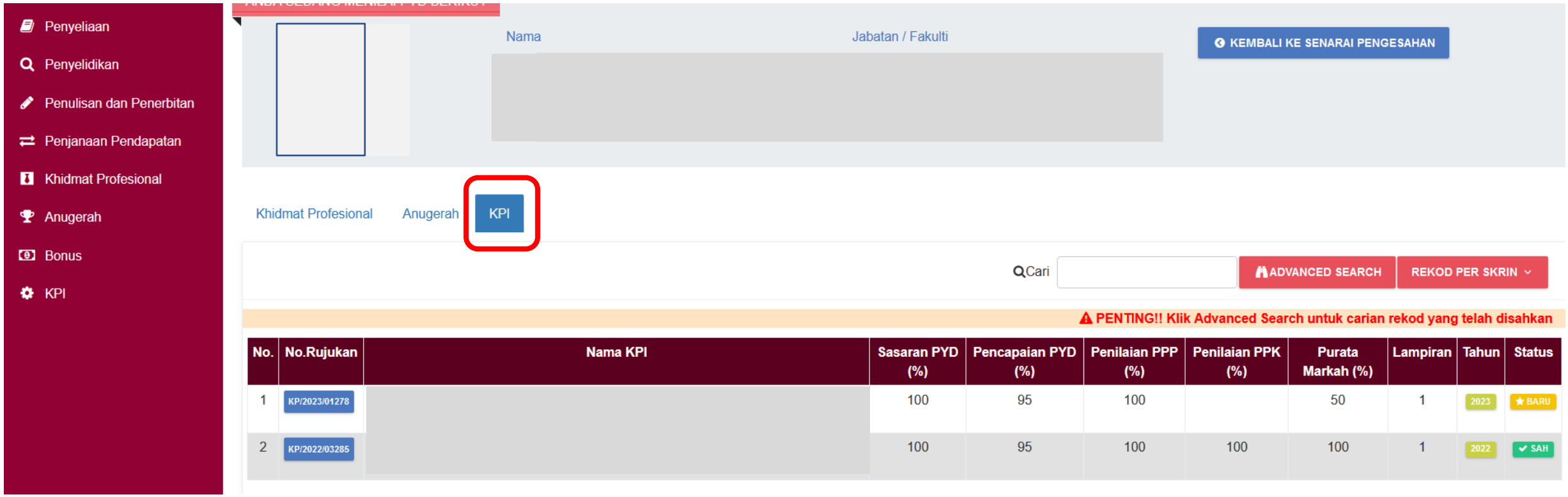
VERIFICATION OF 7P- PPP3



- Data still can be updated and amended if PPP has not yet verified or not verified the data
- PPP may personally contact PYD for any necessary amendment to be made

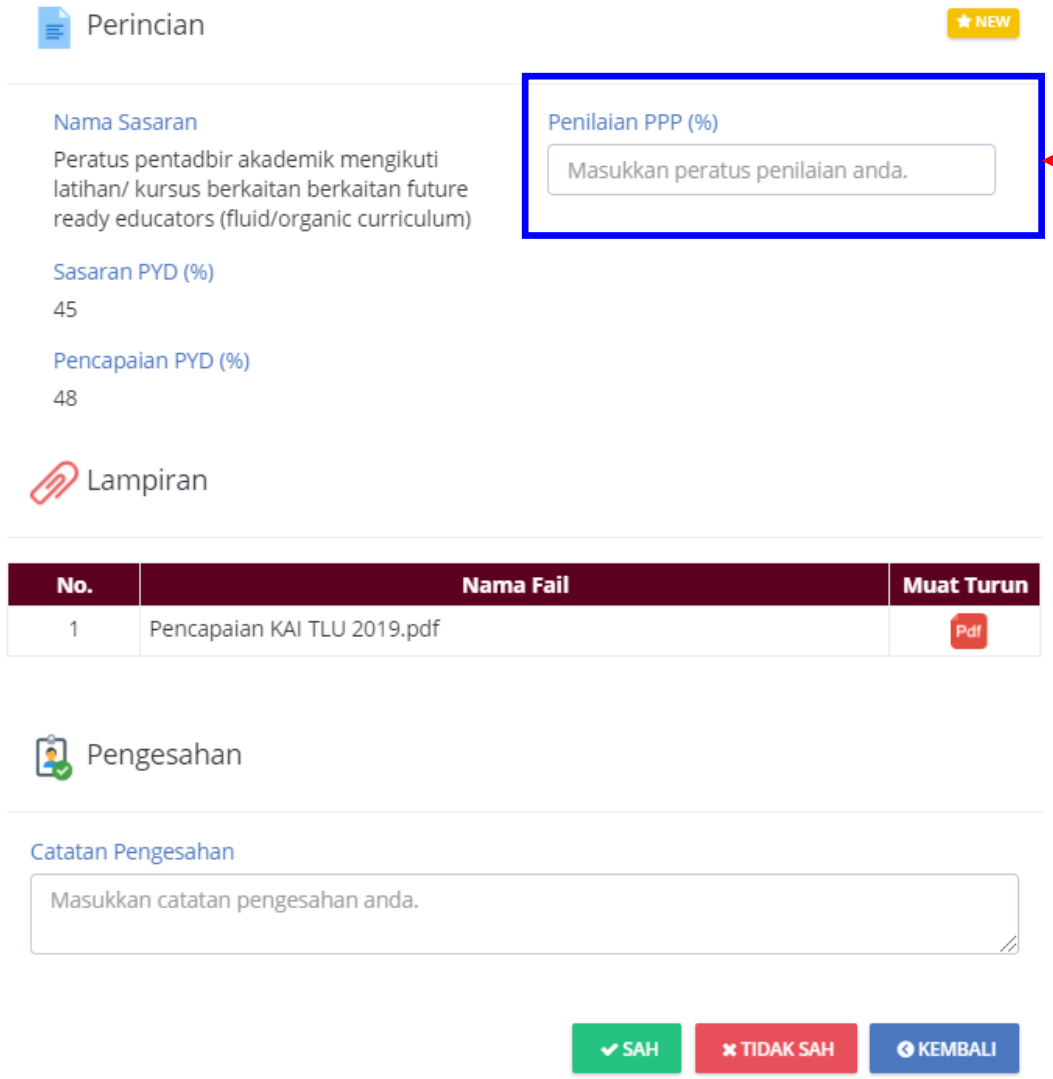
VERIFICATION OF 7P – PPP3

KPI



No.	No.Rujukan	Nama KPI	Sasaran PYD (%)	Pencapaian PYD (%)	Penilaian PPP (%)	Penilaian PPK (%)	Purata Markah (%)	Lampiran	Tahun	Status
1	KP/2023/01278		100	95	100		50	1	2023	BARU
2	KP/2022/03285		100	95	100	100	100	1	2022	SAH

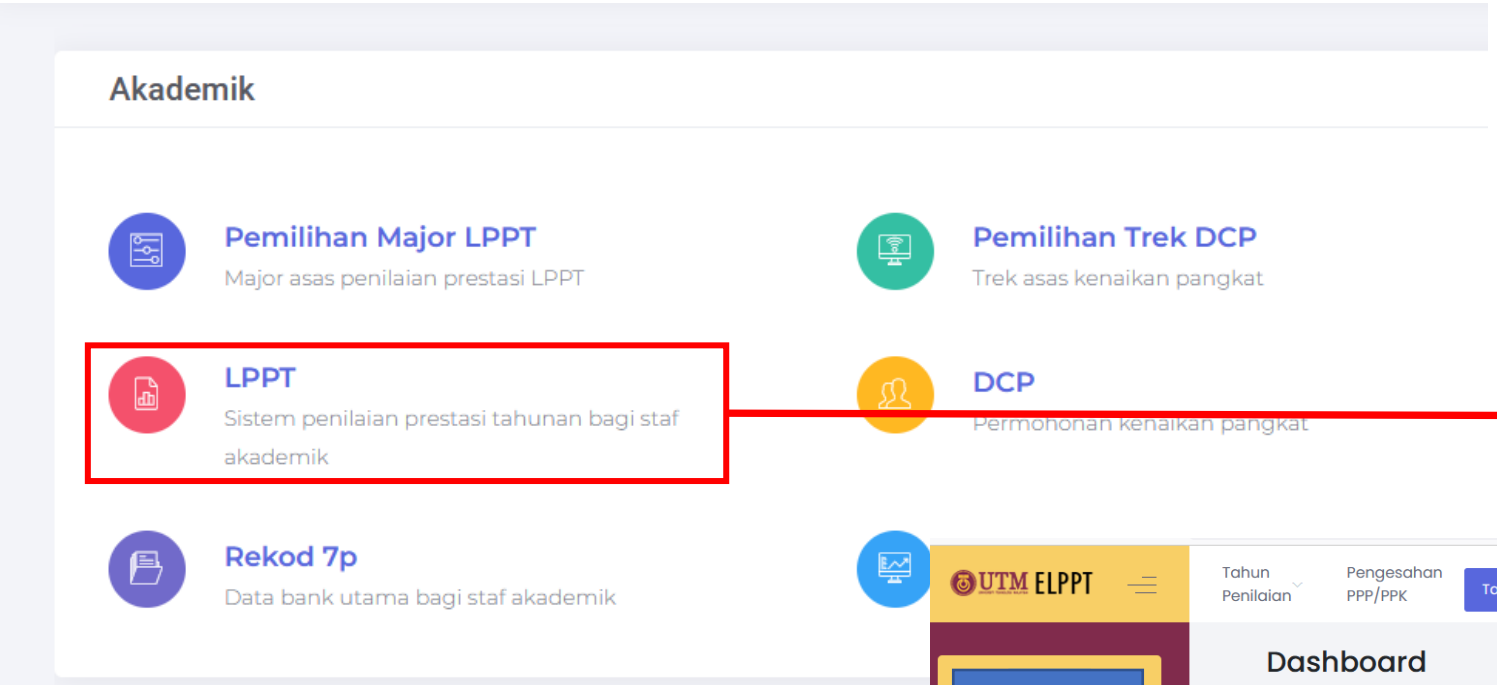
KPI VERIFICATION - 7P BY PPP3 & PPK

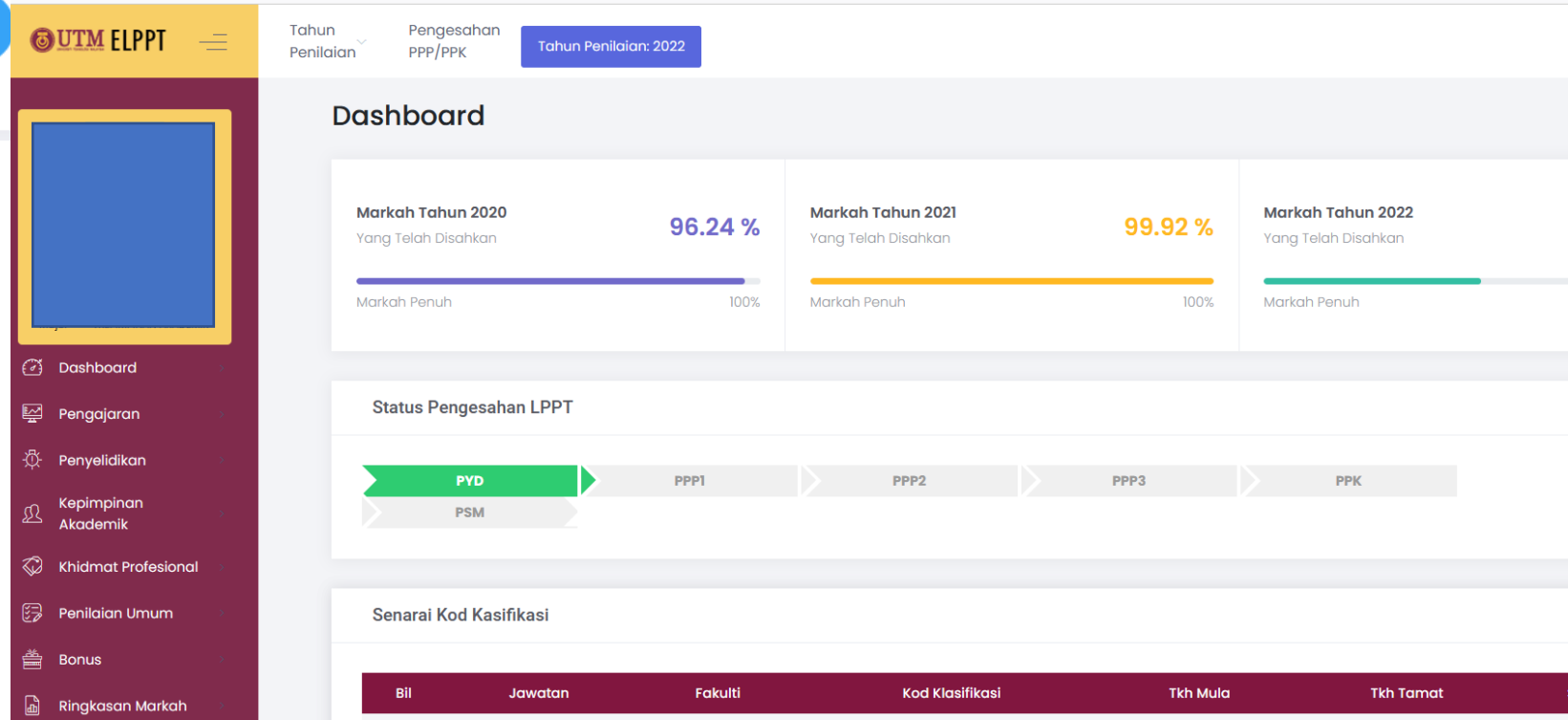


Insert KPI mark

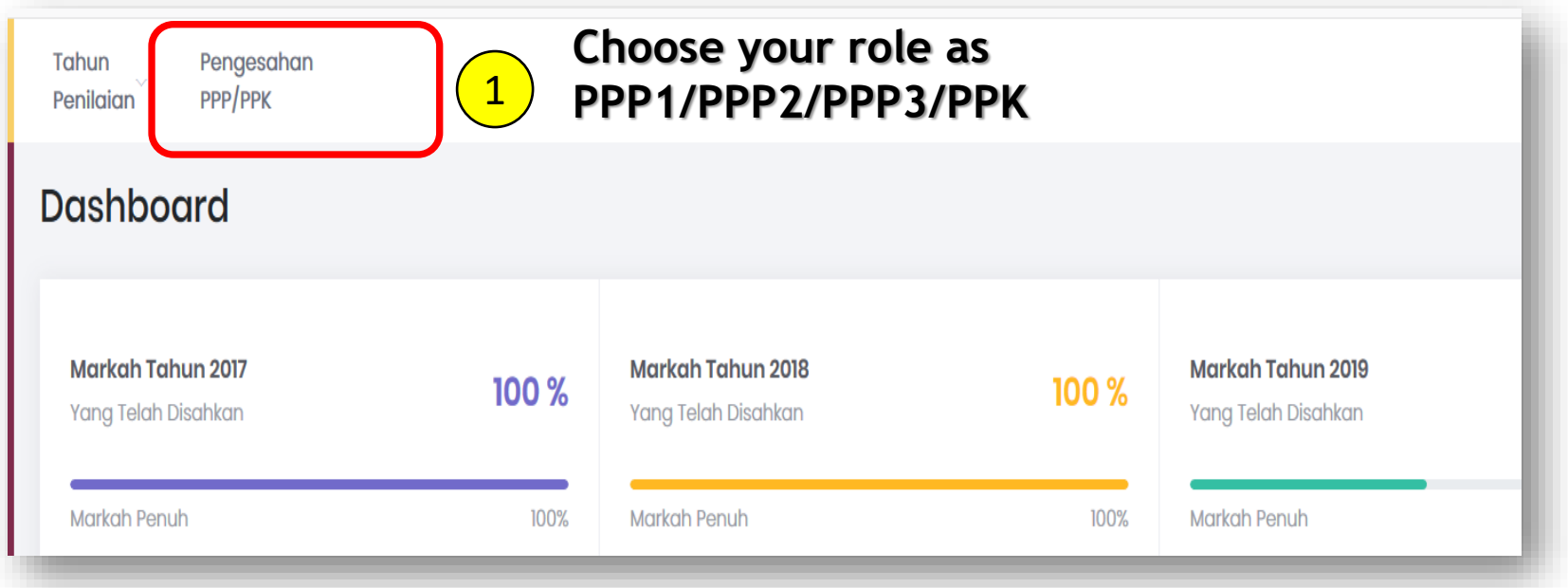
- **KPI Verification by PPP3**
- **KPI Assessment by PPP3 & PPK**

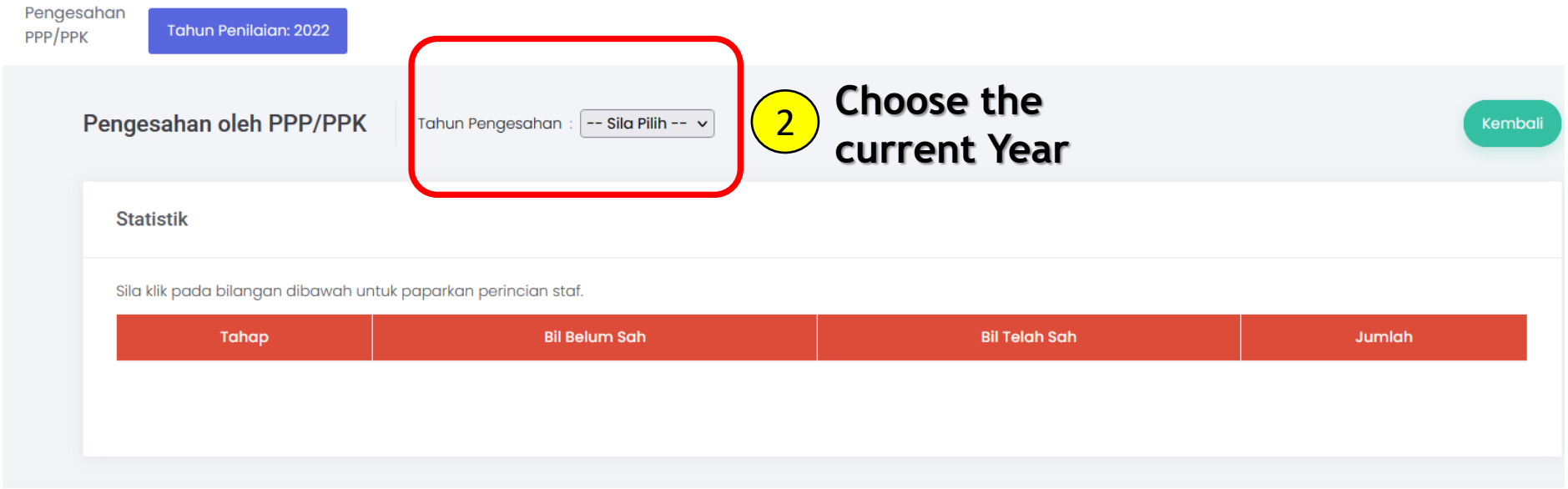
PYD ASSESSMENT





LPPT ASSESSMENT PPP1/PPP2/PPP3/PPK





Pengesahan oleh PPP/PPK

Tahun Pengesahan : 2022

Statistik

Sila klik pada bilangan dibawah untuk paparkan perincian staf.

Tahap	Bil Belum Sah	Bil Telah Sah	Jumlah
PPP3	7	0	7
PPK	76	0	76

3

Click on 'Bil Belum Sah' (Bil PYD)

Senarai Staf Belum Sah

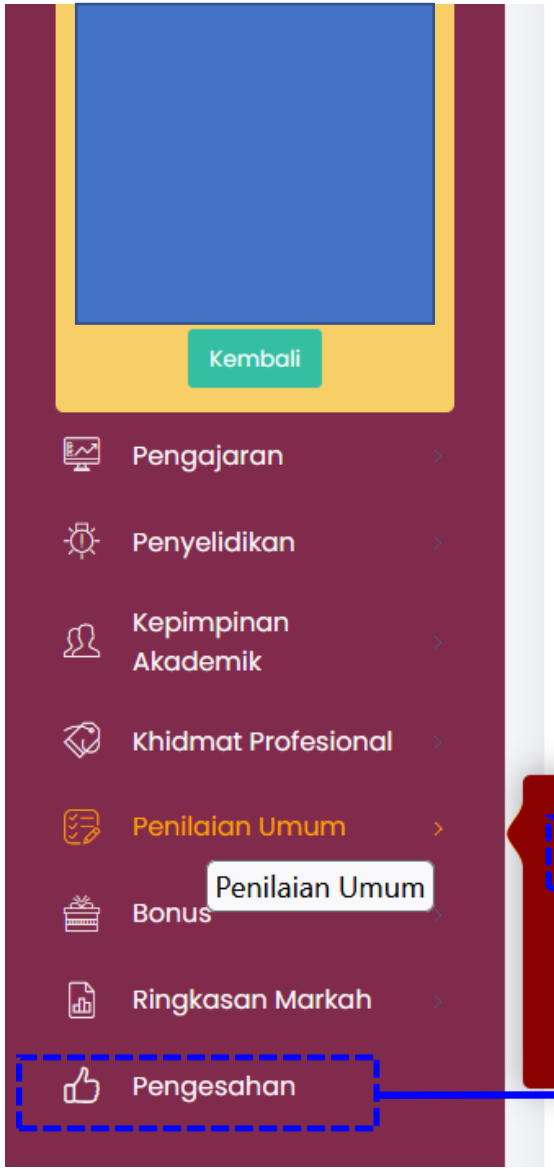
Nota : Bagi PYD yang tiada hyperlink dan Pengesahan PYD adalah YA, sila buat penilaian di eLPPT V1.

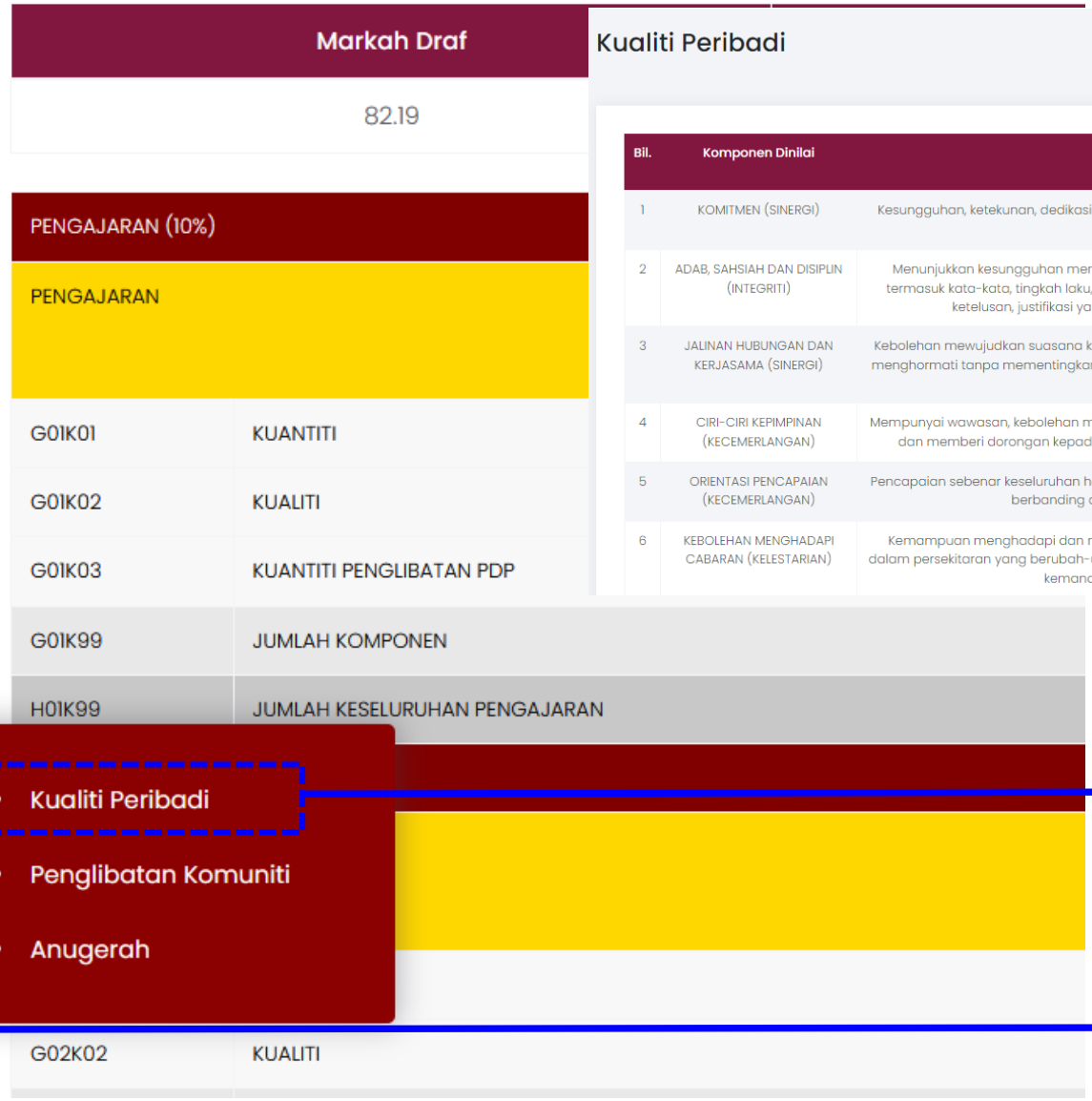
No.	No. Pekerja	Nama	Fakulti	Jawatan	Major LPPT	Pengesahan PYD	Pengesahan PPP3
1	10172					YA	TIDAK
2	8294					YA	TIDAK
3	16507					TIDAK	TIDAK
4	5243					YA	TIDAK
5	9903					YA	TIDAK
6	9138					YA	TIDAK
7	8529					YA	TIDAK

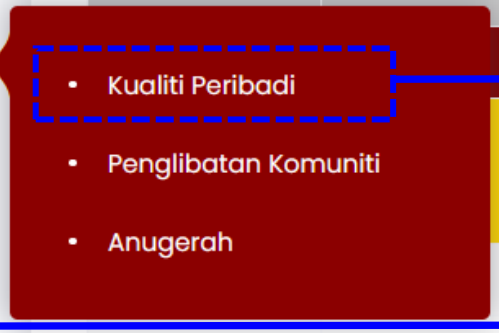
4

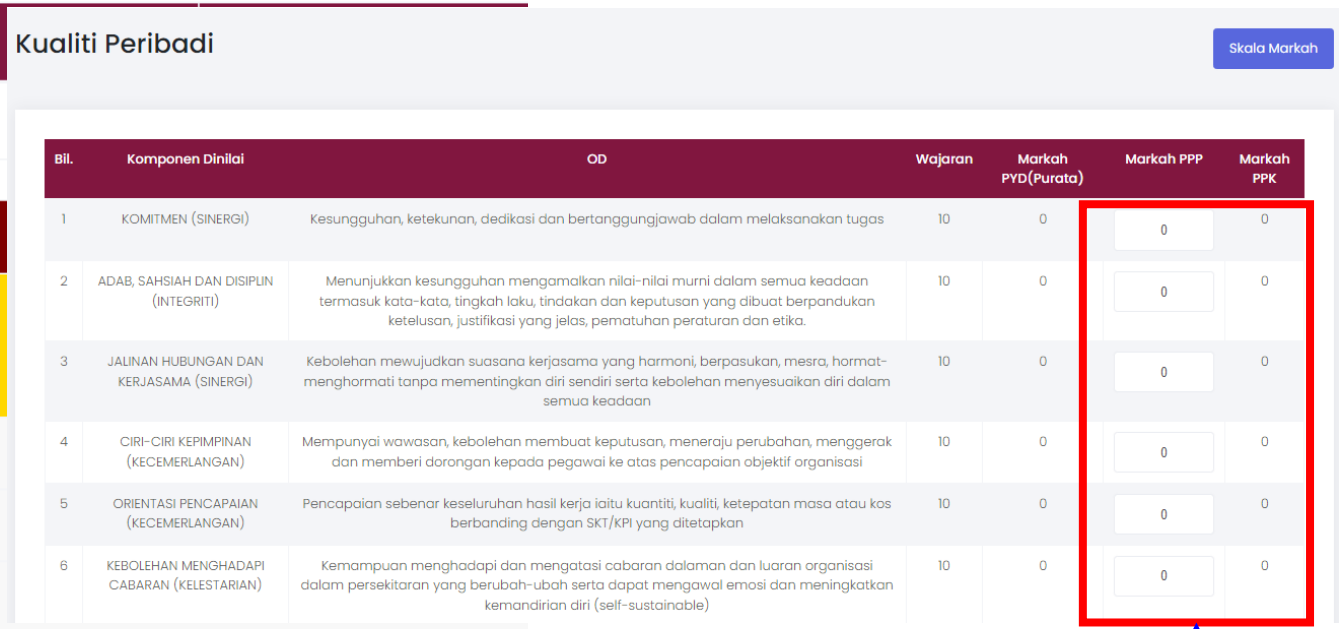
Click on PYD 'No Pekerja'

PYD ASSESSMENT & VERIFICATION





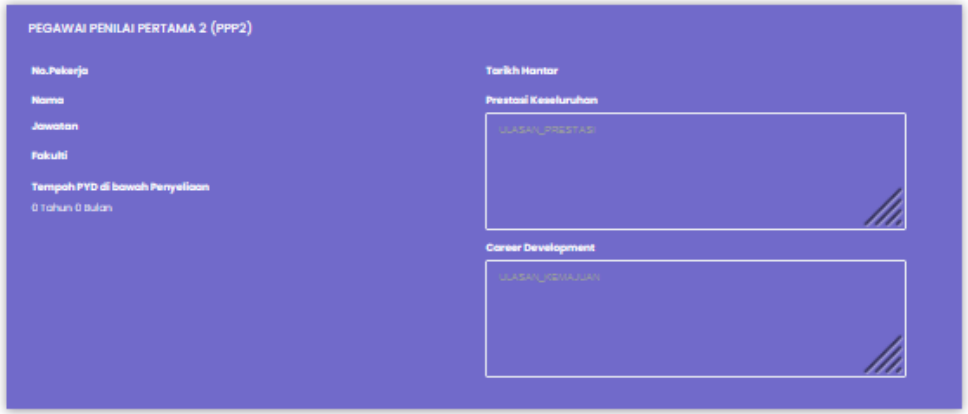


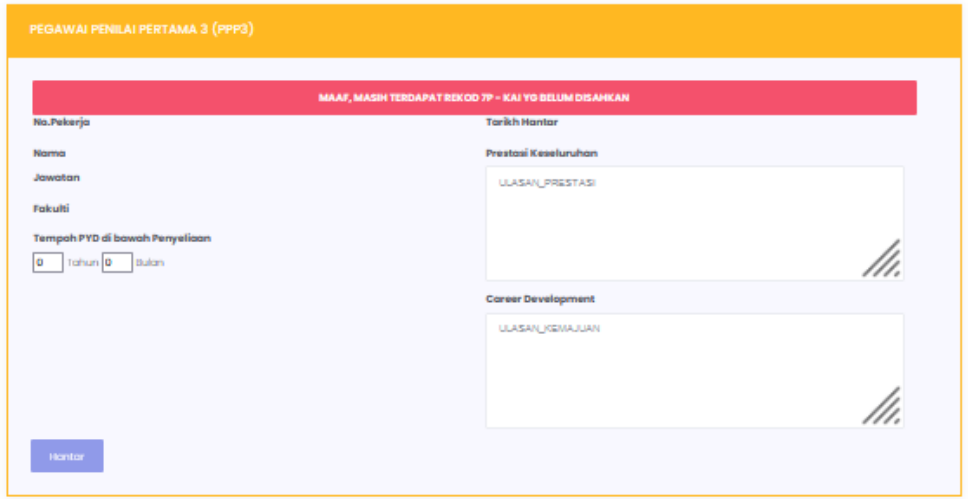


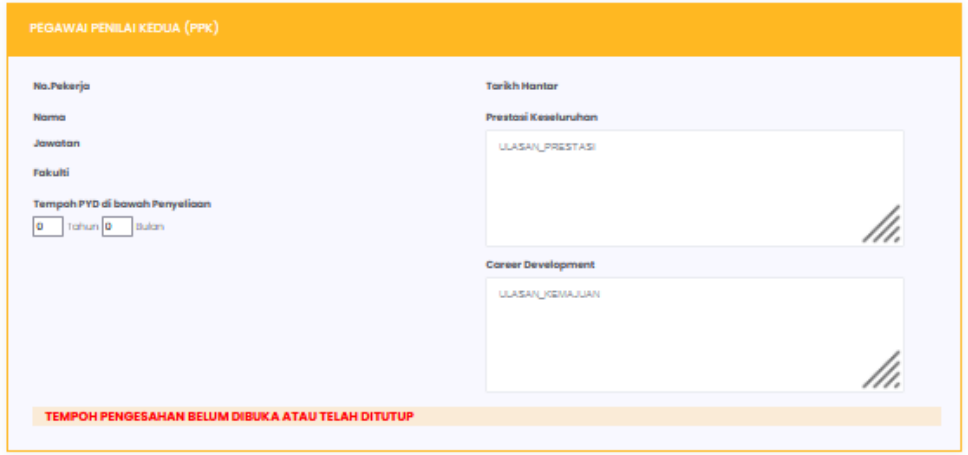
PPP3 & PPK - Assessment for 'Kualiti Peribadi'

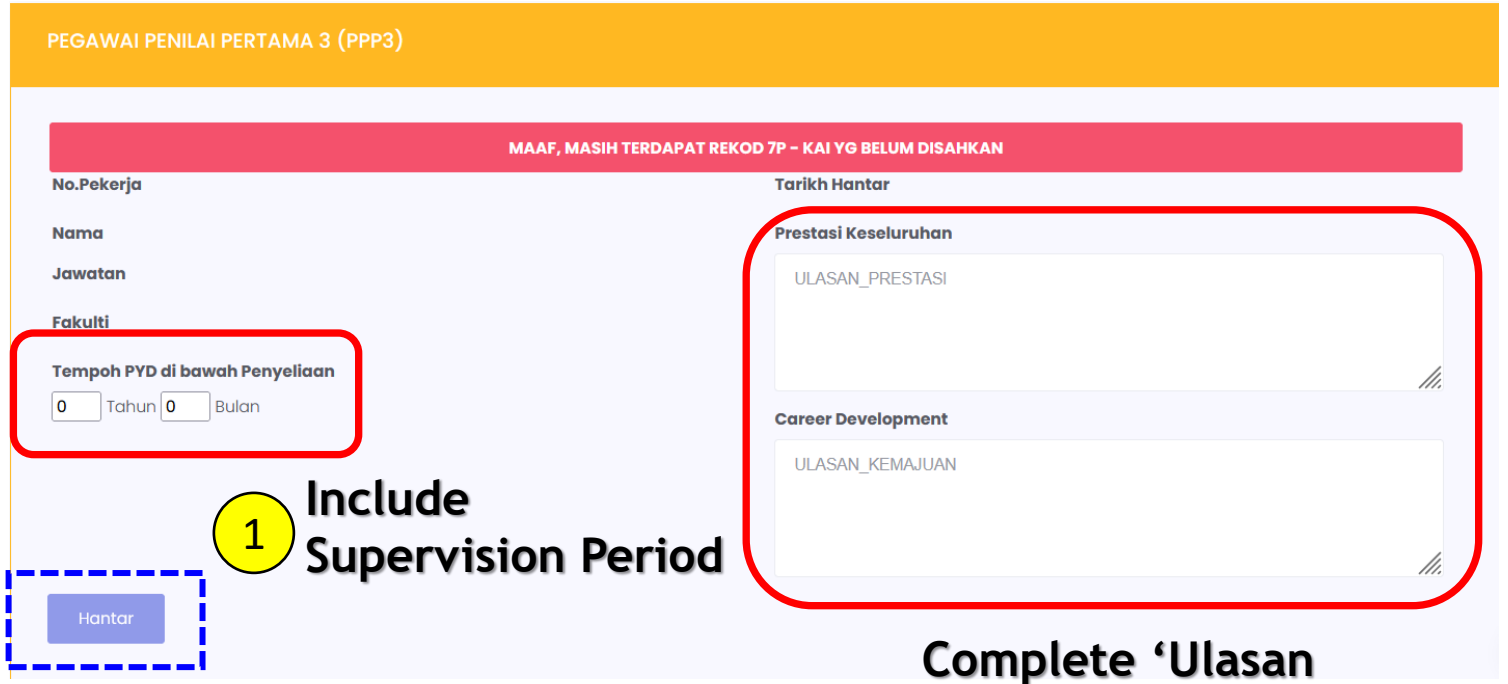
PPP1, PPP2, PPP3 & PPK - Pengesahan Akhir (SUBMIT)

PYD ASSESSMENT & VERIFICATION









1 Include Supervision Period

2 Complete ‘Ulasan Prestasi’ & ‘Ulasan Kemajuan’

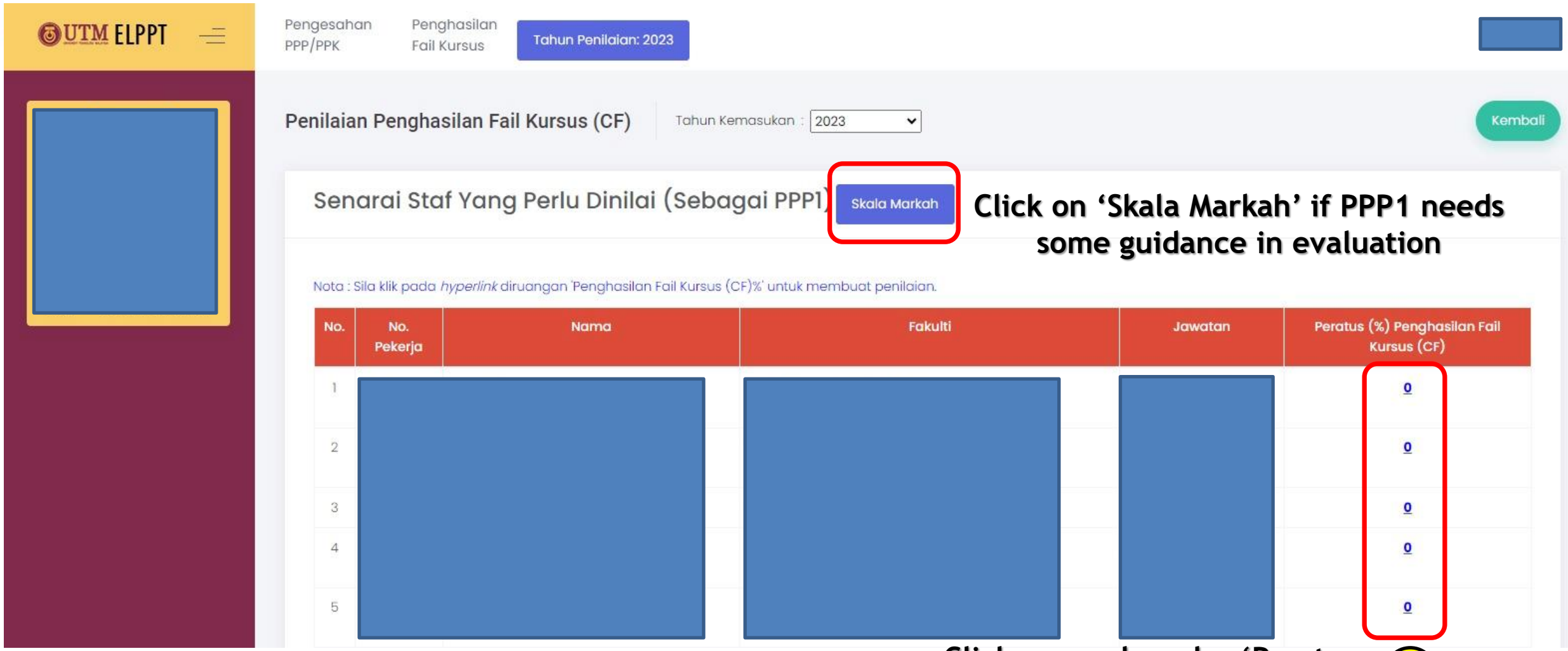
3 Click on ‘Hantar’ - Submission DONE for PPP/PPK

COURSE FILE ASSESSMENT

1 Click 'Penghasilan Fail Kursus'

** Penilaian Kualiti Pengajaran tahun 2023 - Semester 2, Sesi 2022/2023; kecuali bagi staf yang tidak mengajar pada Sem 2 boleh merujuk kepada CF bagi Semester 1, Sesi 2022/2023*

COURSE FILE ASSESSMENT

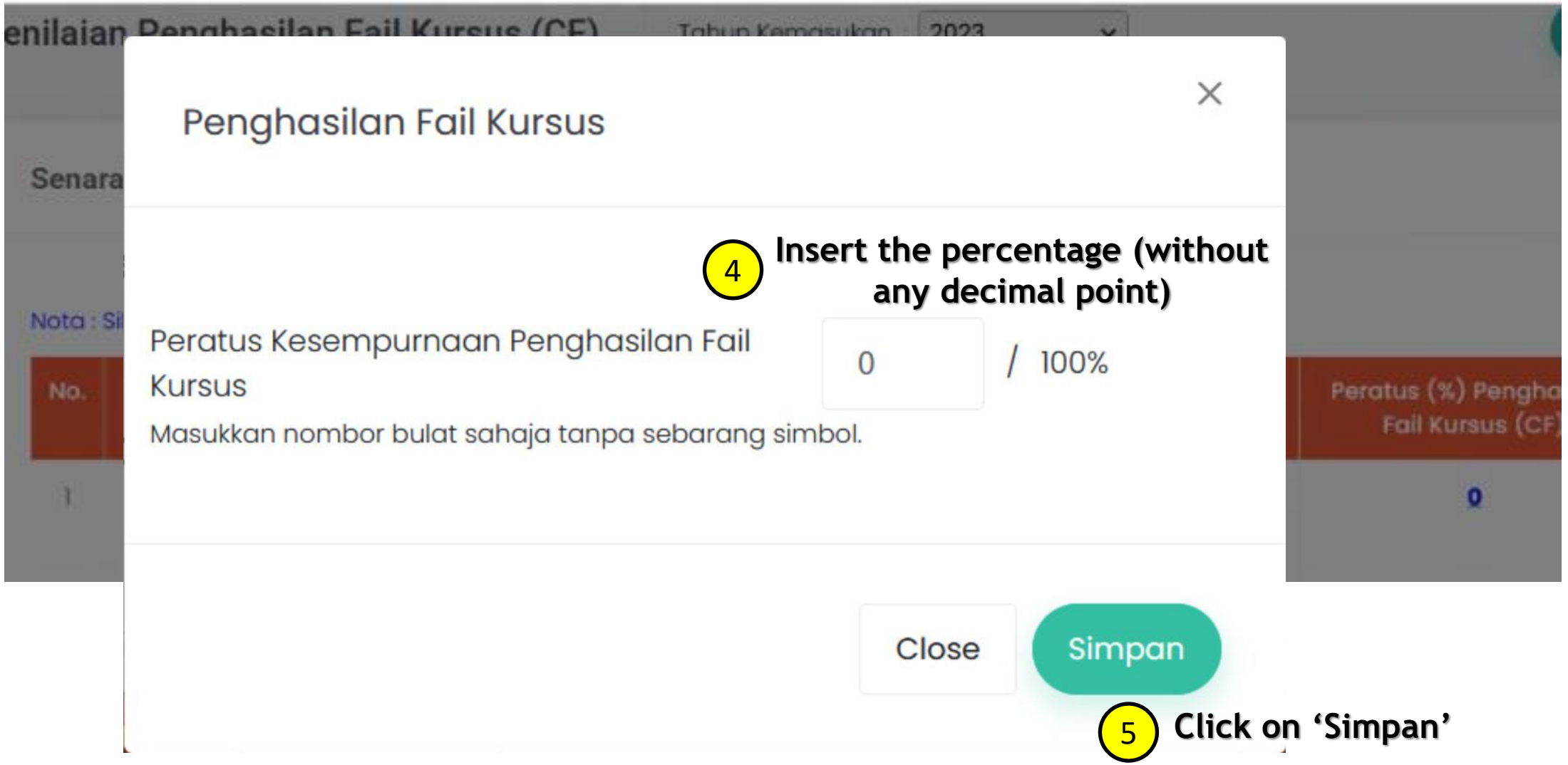


Click on 'Skala Markah' if PPP1 needs some guidance in evaluation

Click on mark under 'Peratus (%) Penghasilan Fail Kursus (CF)'

3

COURSE FILE ASSESSMENT



COURSE FILE RUBRIC - CURRENT YEAR ASSESSMENT

OVERALL ASSESSMENT	
Completion Percentage (%)	**Status**
90-100	Outstanding
80-89	Excellence
70-79	Very Good
50-69	Good
1-49	Need improvement
0	No Course File Submission

COURSE FILE RUBRIC - CURRENT YEAR ASSESSMENT

DETAILED ASSESSMENT		
Category	**Definition**	**Score Range**
Content Relevance (40%)	Incomplete or irrelevant content	0-10
	Partially relevant content	11-20
	Mostly relevant content	21-30
	Highly relevant and comprehensive content	31-40
Completeness of Sections (45%)	Incomplete sections	0-10
	Partially complete sections	11-20
	Most sections complete	21-35
	All sections are thoroughly completed	36-45
Adherence to Guidelines (15%)	Little adherence to guidelines by faculty/university	0-3
	Partial adherence to guidelines by faculty/university	4-8
	Mostly adherent to guidelines by faculty/university	9-12
	Strict adherence to all guidelines by faculty/university	13-15

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ALTM ASSESSMENT

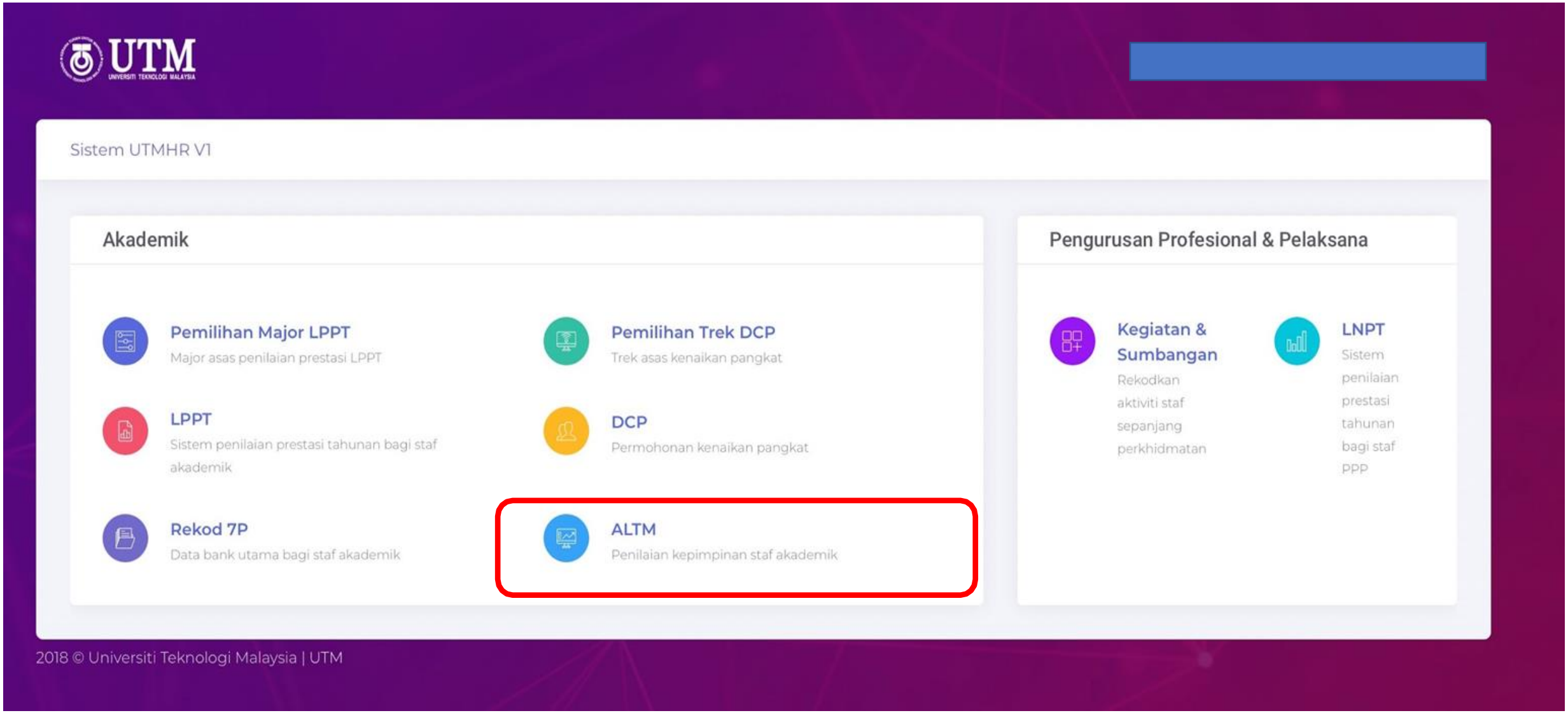
ALTM System

LPPT - View mark only

UTM JOHOR BAHRU

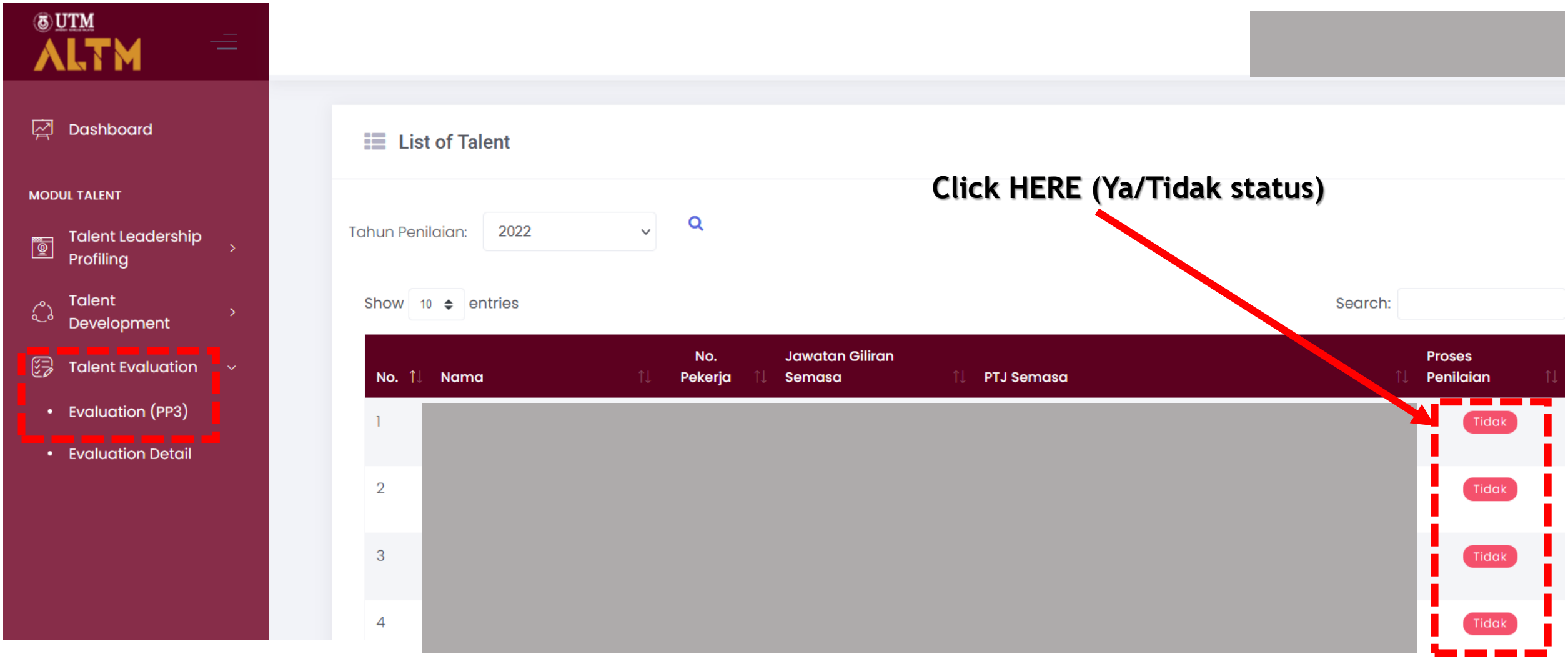
Innovating Solutions

***ALTM (Acad. Leadership only)**

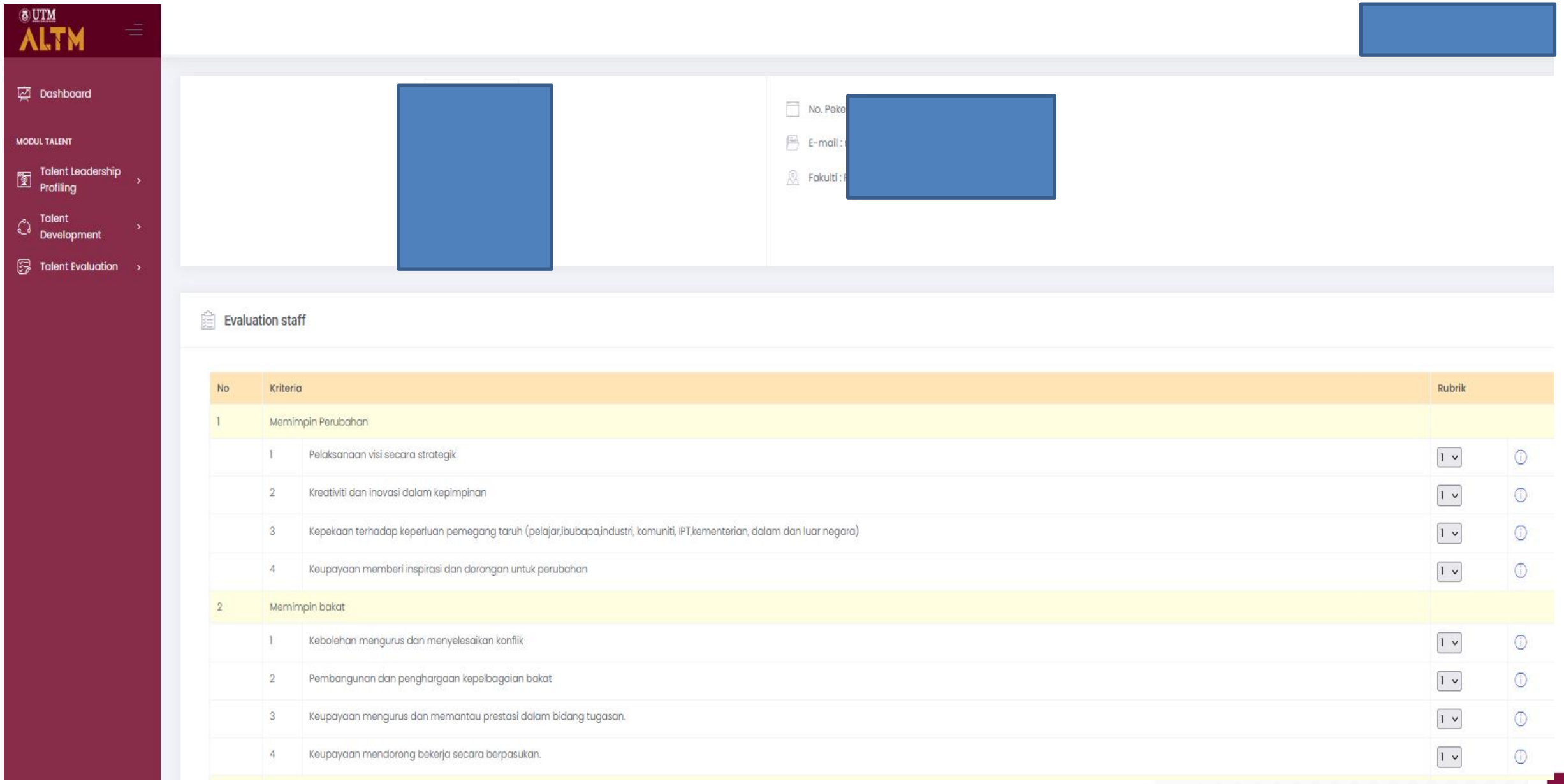


ALTM ASSESSMENT

ALTM > Talent Evaluation > Evaluation (PP3)



KOMPONEN KEPIMPINAN AKADEMIK (Major Academic Leadership ONLY)



No	Kriteria		Rubrik
1	Memimpin Perubahan		
	1	Pelaksanaan visi secara strategik	1
	2	Kreativiti dan inovasi dalam kepimpinan	1
	3	Kepekaan terhadap keperluan pemegang taruh (pelajar,ibubapa,industri, komuniti, IPT,kementerian, dalam dan luar negara)	1
	4	Keupayaan memberi inspirasi dan dorongan untuk perubahan	1
2	Memimpin bakat		
	1	Kebolehan mengurus dan menyelesaikan konflik	1
	2	Pembangunan dan penghargaan kepelbagaian bakat	1
	3	Keupayaan mengurus dan memantau prestasi dalam bidang tugasan.	1
	4	Keupayaan mendorong bekerja secara berpasukan.	1

KOMPONEN KEPIMPINAN AKADEMIK (Academic Leadership Major ONLY)

KEPIMPINAN AKADEMIK (50%)								
KEPIMPINAN AKADEMIK		Markah Max	Markah Draf			Markah Sah		
			Markah	Lebihan	Limpahan	Markah	Lebihan	Limpahan
G05K01	KUANTITI	10						
G05K02	KUALITI	10						
G05K03	KAI	30						
G05K99	JUMLAH KOMPONEN	50						
H03K99	JUMLAH KESELURUHAN KEPIMPINAN AKADEMIK	50						

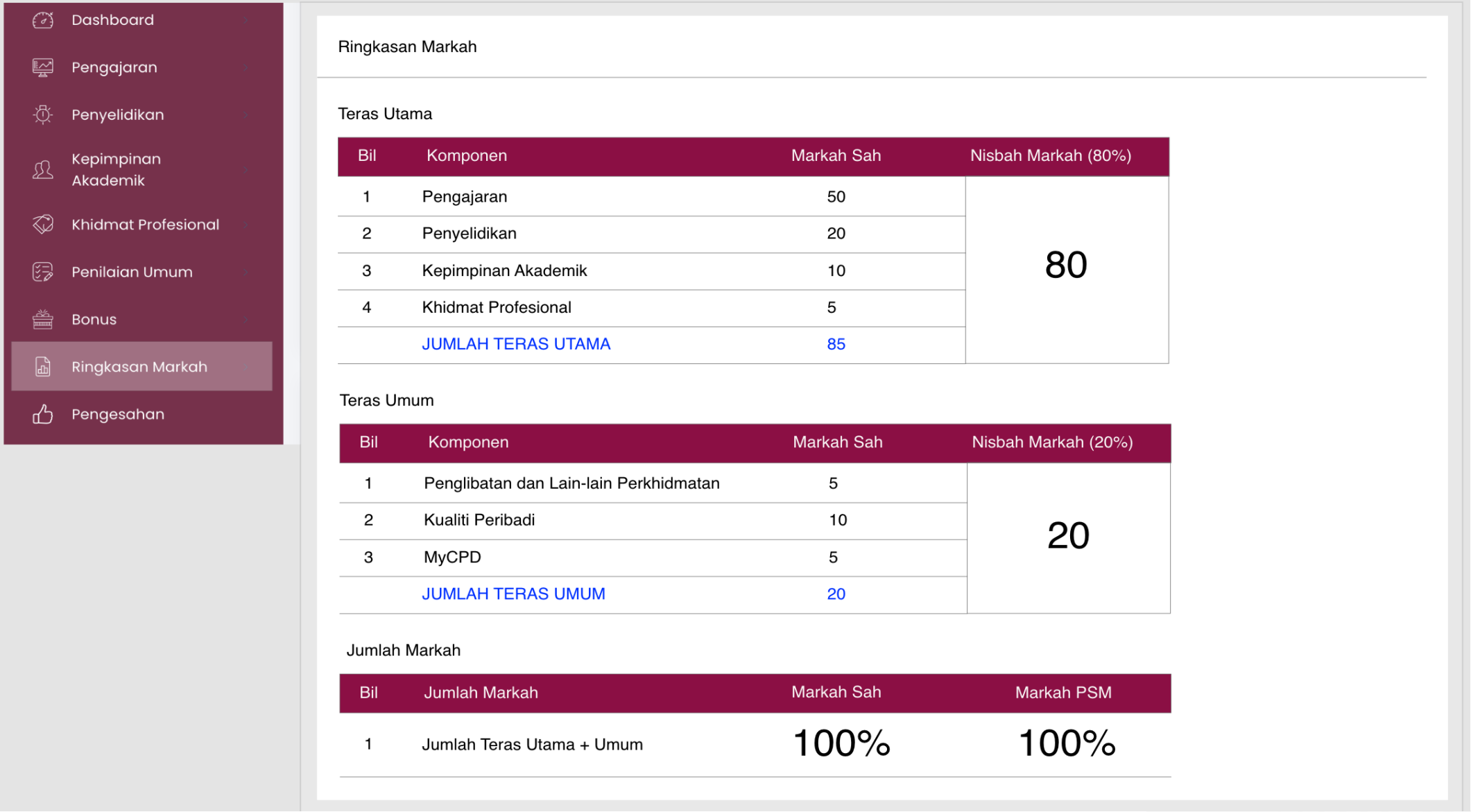
Data - 7P

ALTM system

Data - 7P

Summary
PPP/PPK

PYD - LPPT MARKS SUMMARY



Ringkasan Markah

Teras Utama

Bil	Komponen	Markah Sah	Nisbah Markah (80%)
1	Pengajaran	50	80
2	Penyelidikan	20	
3	Kepimpinan Akademik	10	
4	Khidmat Profesional	5	
	JUMLAH TERAS UTAMA	85	

Teras Umum

Bil	Komponen	Markah Sah	Nisbah Markah (20%)
1	Penglibatan dan Lain-lain Perkhidmatan	5	20
2	Kualiti Peribadi	10	
3	MyCPD	5	
	JUMLAH TERAS UMUM	20	

Jumlah Markah

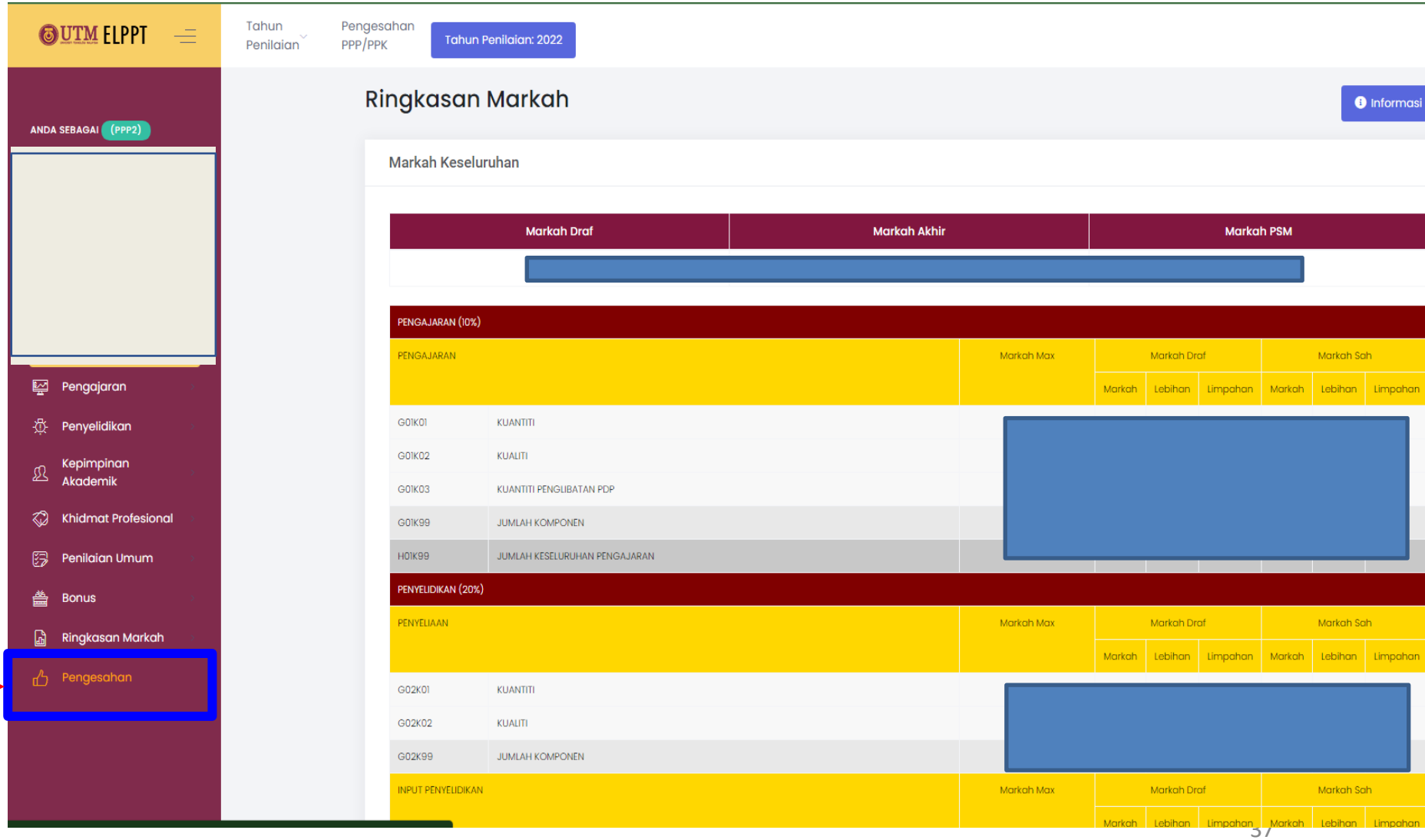
Bil	Jumlah Markah	Markah Sah	Markah PSM
1	Jumlah Teras Utama + Umum	100%	100%

REMEMBER!

1. ALL PPP/PPK must enter SUBMIT button
2. PPP3 must assess PYD (under Academic Leadership Major) via ALTM

Submission

PPP/PPK



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

PERHATIAN UNTUK PPR, PPS, PPP, PPK

MENILAI PRESTASI DENGAN BERINTEGRITI

1. Teliti dan Semak
2. Nilai Mengikut Prestasi Sebenar
3. Berikan Markah Sewajarnya
4. PPP Berbincang dengan PYD

MARKAH	TARAF / KATEGORI
90-100	Cemerlang (Prestasi Tinggi)
80 – 89.99	Baik (Mencapai Prestasi)
60 – 79.99	Sederhana (Prestasi Rendah)
1 - 59.99	Lemah (Tidak Mencapai Prestasi yang ditetapkan)

PENILAIAN BERINTEGRITI MENCORAK BUDAYA KECEMERLANGAN UNIVERSITI

#KERANA TUHAN UNTUK MANUSIA

Sumber:
BAHAGIAN SUMBER MANUSIA, JABATAN PENDAFTAR, UTM

KERANA TUHAN UNTUK MANUSIA
UNIVERSITI TEKNOLOGI MALAYSIA
UTM
UNIVERSITI TEKNOLOGI MALAYSIA
Thank You
Innovating Solutions