

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (23)

17 November 2015
5 Safar 1437

PEKELILING PENTADBIRAN BIL. 28/2015

PELAKSANAAN SISTEM PENGUMPULAN MATA MYCPD PENGURUSAN PROFESIONAL DAN PELAKSANA (PPP) UTM

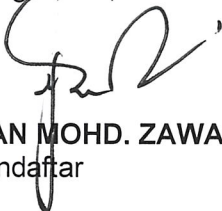
Pihak Universiti melalui Mesyuarat Jawatankuasa Pengurusan UTM BIL. 22/2015 pada 2 November 2015 bersetuju melaksanakan Sistem Pengumpulan Mata MyCPD Pengurusan Profesional dan Pelaksana (PPP) di Universiti Teknologi Malaysia.

2. MyCPD PPP UTM diwujudkan bertujuan untuk mengumpul data kursus staf melalui pengumpulan mata bagi menggantikan kaedah pengiraan kehadiran tujuh (7) hari latihan atau bersamaan 42 jam setahun. Melalui kaedah ini, staf PPP bukan sahaja digalakkan mempertingkatkan pengetahuan dan kemahiran professional, malah nilai dan amalan profesional melalui budaya pembelajaran berterusan turut ditekankan. Selain itu, ia juga memberi pengiktirafan kepada staf PPP yang memberi sumbangan dan menaikkan imej Universiti.
3. Jumlah mata minimum MyCPD PPP UTM adalah 42 mata setahun. Pelaksanaan sistem pengumpulan mata MyCPD PPP UTM berkuat kuasa pada tahun 2015. Sebanyak lima (5) peratus daripada jumlah mata MyCPD yang dikumpul oleh staf PPP akan diambil kira untuk Laporan Penilaian Prestasi Tahunan (e-LNPT) bermula tahun 2016.
4. MyCPD PPP UTM adalah untuk staf Kumpulan Pengurusan Profesional dan Pelaksana yang berstatus tetap dan kontrak (lantikan UTM) sahaja. Sehubungan itu, semua staf Kumpulan Pengurusan Profesional dan Pelaksana diminta mengambil perhatian dan tindakan sewajarnya.

Sekian dimaklumkan. Terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k.
- YBhg. Datuk Naib Canselor
 - YBhg. Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - YBhg. Timbalan Naib Canselor (Akademik & Antarabangsa)
 - YBhg. Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
 - YBhg. Timbalan Naib Canselor (Pembangunan)
 - Pengarah Kampus UTM Kuala Lumpur
 - Bendahari
 - Pengarah Kerja, Pejabat Harta Bina
 - Pegawai-Pegawai Kanan/ Dekan/ Pengarah

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ADMINISTRATIVE CIRCULAR NO. 28/2015

IMPLEMENTATION OF THE MYCPD ACCUMULATION POINT SYSTEM FOR THE PROFESSIONAL AND EXECUTIVE MANAGEMENT GROUP (PPP) OF UTM

The University, through the UTM Management Committee Meeting No. 22/2005 on 2 November 2015, has endorsed the implementation of the MyCPD accumulation point system for the Professional and Executive Management Group (PPP) at Universiti Teknologi Malaysia.

2. MyCPD PPP UTM has been formulated to collect data on staff training through the accumulation of points that will replace the current calculation for attending training for a duration of seven (7) days, which is equivalent to 42 hours of training a year. Through this method, the PPP staff will be encouraged to not only improve their respective knowledge and professional skills, but also to enhance their professional values and practices through lifelong learning. In addition, it also acknowledges and gives recognition to PPP staff who has contributed towards enhancing the image of the University.

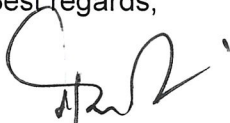
3. The minimum MyCPD point per annum is 42 points. Implementation of the MyCPD PPP UTM accumulation point system is enforced in 2015. A total of five (5) per cent from the total MyCPD points accumulated by the PPP staff will be taken into account for their respective Annual Performance Appraisal Report (e-LNPT) commencing 2016.

4. MyCPD PPP UTM is applicable to permanent and contract (UTM appointment) staff under the Professional and Executive Management Group. Hence all members of staff under the Professional and Executive Management Group are to take note of this information and act accordingly.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c.
- Vice-Chancellor
 - Deputy Vice-Chancellor (Research & Innovation)
 - Deputy Vice-Chancellor (Academic & International)
 - Deputy Vice-Chancellor (Student Affairs & Alumni)
 - Deputy Vice-Chancellor (Development)
 - Director, UTM Kuala Lumpur Campus
 - Bursar
 - Director of Works, Office of Asset & Development
 - Senior Officers/Deans/Directors