

 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 01</b>
		<b>Tarikh : 12 APRIL 2019</b>
		<b>Mukasurat : 1/6</b>

### SINGKATAN

BIL	SINGKATAN	NAMA PENUH
5.1	<b>DKN</b>	Dekan Fakulti
5.2	<b>KJ</b>	Ketua Jabatan
5.3	<b>PLJR</b>	Pegawai Kadet dan Pelajar Awam
5.4	<b>PNSY</b>	Pensyarah
5.5	<b>Jt / PT(Pent)</b>	Juruteknik/ Pembantu Tadbir (Pentadbiran) Bahagian Akademik
5.6	<b>PAR</b>	Pembantu Tadbir Rendah

### TANGGUNGJAWAB DAN TINDAKAN

Tanggungjawab	Tindakan
<b>PNSY / TUTOR</b>	<b>A. PERSEDIAAN MENGAJAR</b>
	<ol style="list-style-type: none"> <li>1. Ambil silibus daripada DKN atau KJ berkaitan.</li> <li>2. Sedia bahan mengajar (Nota / <i>handouts</i> / carta / transparensi). Jika perlu, cetak bahan pengajaran dengan bantuan PAR</li> <li>3. Sedia, cetak dan edar skim kerja kursus setiap semester kepada PLJR yang mendaftar kursus berkaitan.</li> <li>4. <ol style="list-style-type: none"> <li>a. Maklum kepada Jt supaya menyediakan alat bantu mengajar / alat tulis.</li> <li>b. Maklum kepada Ketua Kelas (PLJR) untuk mengambil perkara (4) daripada Jt dan bawa ke kelas sebelum PNSY tiba.</li> </ol> </li> </ol>

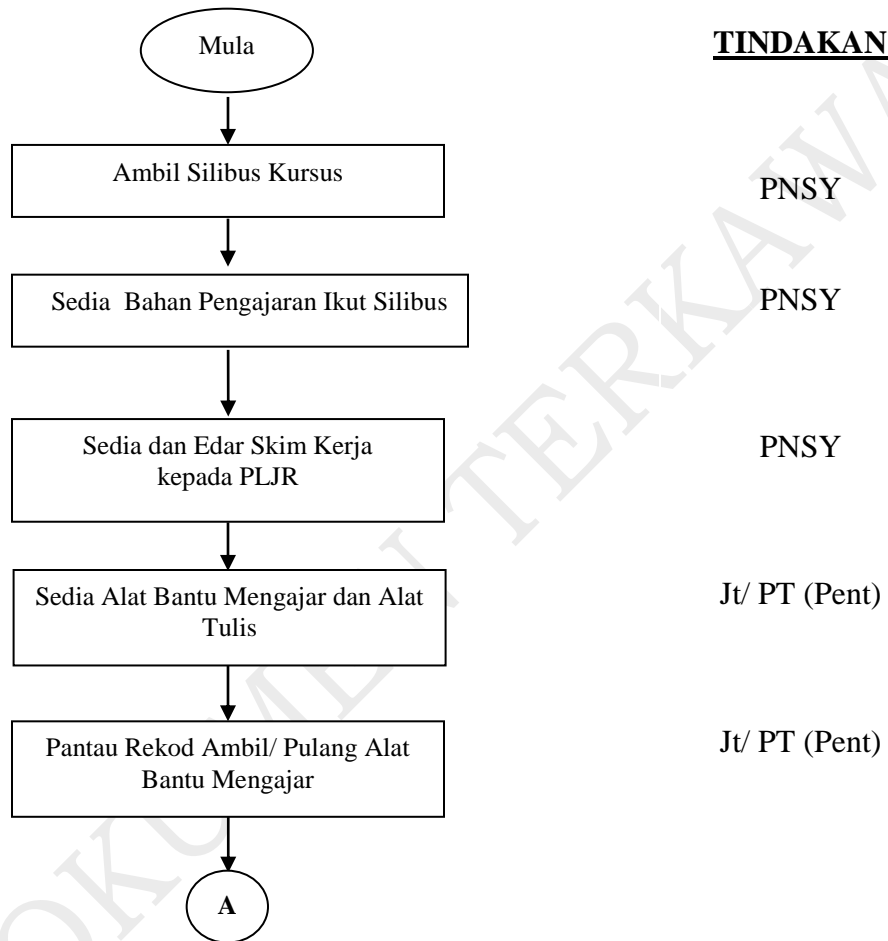
 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
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		<b>Mukasurat : 2/6</b>

<b>K Jt/ PT (Pend)</b>	5.	Laksanakan Arahan (4) dan serah kepada PLJR dan pantau rekod ambil/ pulang alat bantu mengajar.
	<b>B. PENGENDALIAN KULIAH</b>	
<b>PNSY</b>	1.	Masuk kelas ikut jadual waktu kuliah.
	2.	Terima laporan kehadiran PLJR.
	3.	Sampaikan kuliah/ tutorial.
	4.	Setelah kuliah tamat tandatangan buku laporan kehadiran. Guna Borang Salah Laku untuk melapor salah laku PLJR dalam kelas ketidakhadiran kelas tanpa sebab munasabah.
	<b>C. PENILAIAN MATA PELAJARAN</b>	
	1.	Umum tarikh dan bentuk penilaian (Ujian/ Pembentangan/ Kuiz).
	2.	Arahan PP/ PAR mencetak bahan penilaian sebanyak bilangan PLJR yang mendaftar mata pelajaran.
	3.	Tulis keperluan bilik ujian dan tarikh penilaian (di atas papan kenyataan Bilik Ujian/ Dewan Bestari) di Bilik Akademik.
<b>PP / PAR</b>	4.	Terima arahan PNSY dan PAR cetak bahan penilaian.
	5.	Laksanakan arahan PNSY.
	6.	Serahkan bahan penilaian kepada PNSY.
<b>PNSY</b>	7.	Laksanakan penilaian pada tarikh dan tempat yang diumumkan
	8.	Periksa jawapan penilaian. Pulang skrip jawapan kepada PLJR berkaitan. Umum keputusan penilaian.

 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 01</b>
		<b>Tarikh : 12 APRIL 2019</b>
		<b>Mukasurat : 3/6</b>

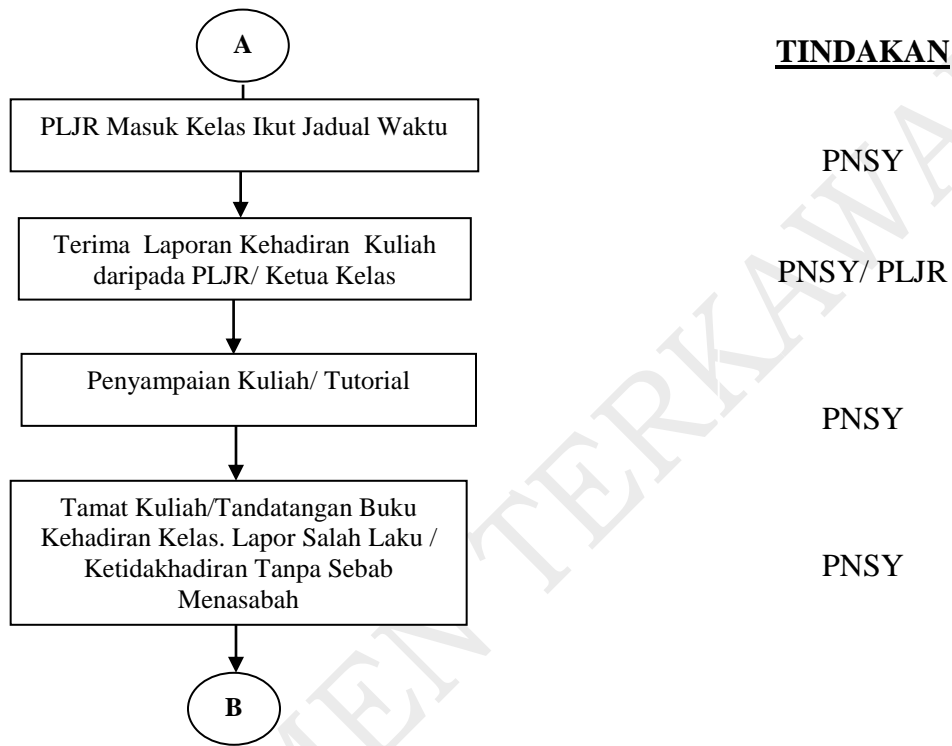
## CARTA ALIR

### 1. Persediaan Mengajar



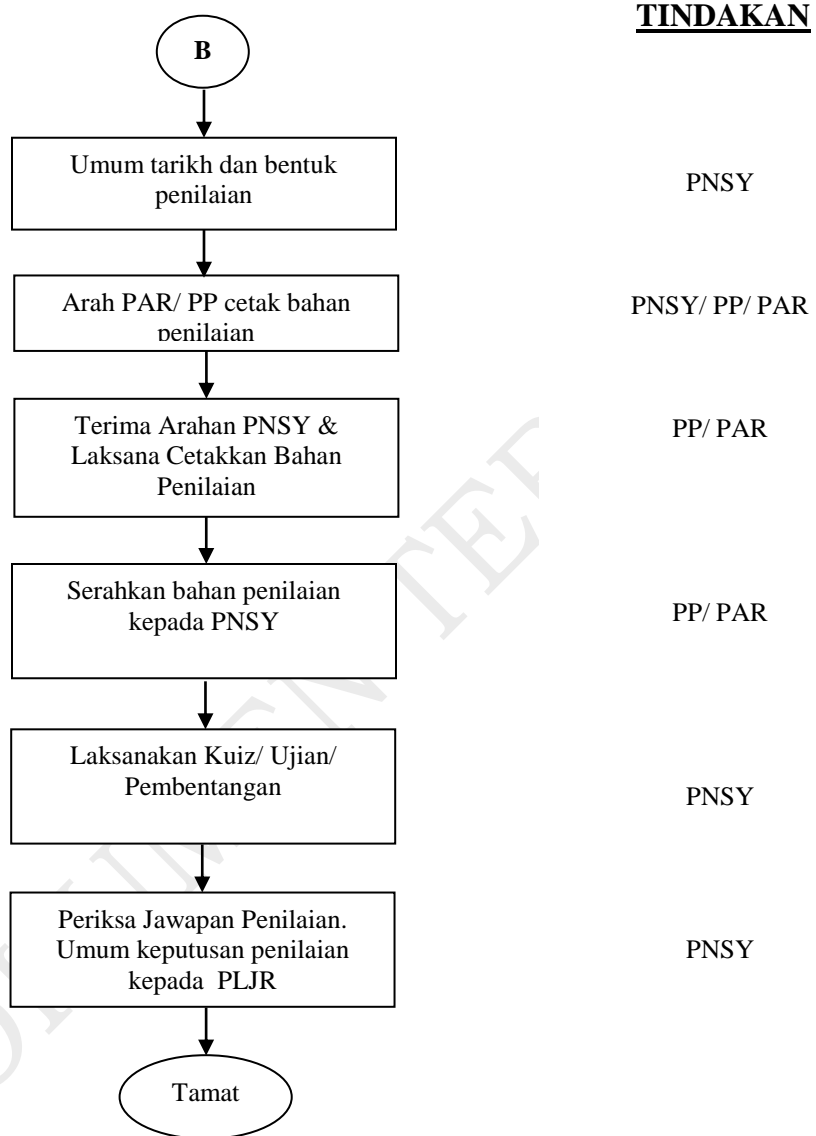
 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 01</b>
		<b>Tarikh : 12 APRIL 2019</b>
		<b>Mukasurat : 4/6</b>

## 2. Pengendalian Kuliah



 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 01</b>
		<b>Tarikh : 12 APRIL 2019</b>
		<b>Mukasurat : 5/6</b>

**3. Penilaian Mata Pelajaran (Ujian / Kuiz / Pembentangan Tugas)**



 <b>UPNM</b>	<b>ARAHAN KERJA</b>  <b>PENGENDALIAN</b> <b>PENGAJARAN</b>	<b>No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1</b>
		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 01</b>
		<b>Tarikh : 12 APRIL 2019</b>
		<b>Mukasurat : 6/6</b>

## REKOD KUALITI

BIL	NAMA REKOD	LOKASI	TEMPOH PENYIMPANAN
1	Borang Salah Laku	Pejabat Akademik/ ALK / Fail PLJR	7 Tahun
2	Jadual Waktu Kuliah	Pejabat Akademik	2 Semester
3	Senarai PLJR Mengikut Kelas	Pejabat Jabatan	7 Tahun
4	Silibus Kursus/ Semester	Pejabat Jabatan	7 Tahun
5	Bahan Pengajaran	Bilik PNSY	2 Semester
6	Buku Kehadiran Kuliah/ Kelas	Ketua Kelas/ Pejabat ALK	2 Semester

## LAMPIRAN

- LAMPIRAN 1** - Rancangan Pengajaran/ Silibus [UPNM.PK(P).AKAD.01.01]
- LAMPIRAN 2** - Contoh Jadual Waktu Kuliah [UPNM.PK(P).AKAD.01.02]



**FACULTY OF MANAGEMENT AND DEFENCE STUDIES  
DEFENCE HUMAN RESOURCE DEPARTMENT**

1.	<b>Name of Subject</b>	Defence Logistic						
2.	<b>Code of Subject</b>	<b>DRM 2043</b>						
3.	<b>Name (s) of Teaching Staff</b>	Lt Kol Prof. Madya Ariffin bin Ismail Mejar Wong Wai Loong						
4.	<b>Rationale for the inclusion of the subject in the program</b> It is increasingly important that organisations need to be competent in managing its resources. Hence, most organisations have undertaken major reviews in their logistic management to remain competitive. Logistic management can be applied at all business and defence environment to create an organisation with effective and efficient way of managing its resources. In order to achieve this, the application of logistics theories and methods within defence environment greatly contributed to the effectiveness and efficiency in military operations. Defence logistic is indeed most important in military organisation in order to achieve economy of effort during deployment.							
5.	<b>Semester and Year Offered</b>	Semester 1 Year 2						
6.	Total Student Learning Time : L= lecture, T=tutorial, P=practical, O=others							
	<b>Guided Learning</b>				<b>Independent Learning</b>			<b>Total Guided &amp; Independent Learning</b>
	L	T	P	O	SCL	Preparation	Assessment	
	24	12	-	6	79		7	128
7.	<b>Credit Value</b> - 3 (2+1) - 2 Lecturer Hours + 1 Hour Tutorial							
8.	<b>Prerequisite (if any) – Nil</b>							
9.	<b>Course Objectives:</b> The objectives of this course are as follow:  1. Able to understand the basic concepts of defence logistics. 2. Identify the elements of defence logistics procedures and practices. 3. Apply the logistics interrelation functions towards organization’s strategy and effectiveness.							

10.	<p><b>Course Learning Outcome (CLO):</b> At the end of the course, the student should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the main features of basic logistic principles and concepts for defence environment. <b>(C1, A4, PLO 1, PLO 2, PLO 3)</b></li> <li>2. Explain the key elements of logistic in order to improve defence organisation performance. <b>(C2, A4, PLO 2, PLO 3, PLO 4)</b></li> <li>3. Demonstrate the application of logistic practices in defence environment. <b>(C3, A3, PLO 2, PLO 6, PLO 7, PLO 8)</b></li> </ol>				
11.	<p><b>Transferable Skills</b> From this course, students will acquire additional transferable skills namely:</p> <ol style="list-style-type: none"> <li>1. Thinking and scientific skills.</li> <li>2. Communication skills.</li> <li>3. Social skills, teamwork and responsibility.</li> <li>4. Leadership skill.</li> </ol>				
12.	<p><b>Teaching learning and assessment strategy:</b></p> <table border="1" data-bbox="212 768 1437 873"> <thead> <tr> <th data-bbox="212 768 842 816">Teaching &amp; Learning Methods</th> <th data-bbox="842 768 1437 816">Assessment</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 816 842 873">Lectures, Tutorials, Group Work, Case Study</td> <td data-bbox="842 816 1437 873">Written Test, Presentation</td> </tr> </tbody> </table>	Teaching & Learning Methods	Assessment	Lectures, Tutorials, Group Work, Case Study	Written Test, Presentation
Teaching & Learning Methods	Assessment				
Lectures, Tutorials, Group Work, Case Study	Written Test, Presentation				
13.	<p><b>Synopsis</b></p> <p>The course aims at enabling the students to understand the process of logistics management system military environment. Student will be taught the process and procedures involved in logistics management covering areas such as inventory management, transport management, distribution management and system requirement. They will also be taught in the military context, the concept of service to customers.</p>				
14.	<p><b>Mode of delivery :</b></p> <ul style="list-style-type: none"> <li>- Lectures</li> <li>- Tutorial</li> <li>- Group Work</li> <li>- Case study</li> </ul>				
15.	<p><b>Assessment Method and Types</b></p> <p>a. On- Going Assessment = <b>60%</b></p> <ul style="list-style-type: none"> <li>- <i>Quiz = 10%</i></li> <li>- <i>Midterm Test = 20%</i></li> <li>- <i>Case Study/Assignment = 20%</i></li> <li>- <i>Presentation = 10%</i></li> </ul> <p>b. Final Examination = <b>40%</b></p> <p><b>TOTAL = 100%</b></p>				
16.	<p><b>Mapping of the Course/Module to the Program Aims</b></p> <table border="1" data-bbox="181 1854 1481 1892"> <thead> <tr> <th data-bbox="181 1854 526 1892">Course</th> <th data-bbox="526 1854 1481 1892">Programme Aims</th> </tr> </thead> </table>	Course	Programme Aims		
Course	Programme Aims				



		PEO1	PEO2	PEO3				
	<b>Defence Logistic</b>	√	√	√				

17.	<b>Mapping of the course/module to the Programme Learning Outcomes</b>											
	<b>COURSE LEARNING OUTCOME (CLOs)</b>  <b>At the end of the course, the student should be able to:</b>	<b>PLO</b>									<b>DELIVERY METHOD</b>	<b>ASSESSMENT</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>		
	1. Identify the main features of basic logistic principles and concepts for defence environment. (C1, A4, PLO 1, PLO 2, PLO 3).	√	√	√							Lecture, Tutorials	Written Test, Presentation
	2. Explain the key elements of logistic in order to improve defence organisation performance. (C2, A4, PLO 2, PLO 3, PLO 4).		√	√	√						Lecture, Tutorials, Case Study, Group Work	Written Tests, Presentation,
	3. Demonstrate the application of logistic practices in defence environment. (C3, A3, PLO 6, PLO 7, PLO 8)						√	√	√		Case study, Group work,	Assignment, Presentation
18.	<b>Content outline of the course/module and the SLT per topic</b>											
	<b>TOPIC (S)</b>	<b>CLO</b>	<b>Lecture/Tutorial (2+1)</b>	<b>SCL Activities</b>	<b>Independent Study</b>	<b>Assessment</b>	<b>Student Learning Time (SLT)</b>					
	1. Logistics' Role in Economy and the Organisation.	1, 2	3		5		8					
	2. Supply Chain Management	1, 2	3		5		8					
	3. Information System	1, 2	3		5		8					
	4. Inventory Management	1, 2	3		5		8					
	5. Transportation	1, 2	3		5		8					
	6. Warehousing	1, 2	3		5		8					
	7. Global Logistic Strategies	1, 2	3		5		8					
	8. Organizing for Effective Logistics	2	3		5		8					
	9. Financial Control of Logistics Performance	2	3		5		8					





**CONTOH JADUAL WAKTU (AKADEMIK) SEMESTER ....., SESI .....**  
**UNIVERSITI PERTAHANAN NASIONAL MALAYSIA**

**LAMPIRAN 2**  
[UPNM.PK(P).AKAD.01.02]

PENSYARAH :  
Mata Pelajaran:

**8 JAM**

WAKTU Mula HARI	MASA 1	MASA 2	MASA 3	MASA 4	MASA 5		MASA 6	MASA 7	MASA 8		MASA 9	MASA 10	
	8.00 PAGI	9.00 PAGI	10.00 PAGI	11.00 PAGI	12.00 T/HARI		2.00 PETANG	3.00 PETANG	4.00 PETANG		8.00 MALAM	9.00 MALAM	
<b>ISNIN</b>	<b>P.NC</b>			<b>UZP 2092 BK 14 (3SZB/M)</b>		<b>R E H A T</b>	<b>DRM 1013 BK 14 (1 ZP 45)</b>						
<b>SELASA</b>			<b>PENYELIAAN PSM</b>				<b>PENASIHATAN AKADEMIK</b>						
<b>RABU</b>		<b>PERSEDIAAN PENGAJARAN</b>		<b>PENYELIAAN PSM</b>					<b>SZR 3303 BK 03-3 (3SZR)</b>				
<b>KHAMIS</b>		<b>PERSEDIAAN PENGAJARAN</b>			<b>DRM 1013 BK 14 (1ZP45)</b>		<b>SZR 3303 (3 SZR)</b>						
<b>JUMAAT</b>								<b>LATIHAN KETENTERAAN</b>					
<b>SABTU</b>	<b>LATIHAN KETENTERAAN</b>												

Pejabat Penolong Pendaftar

Bahagian Pengurusan Akademik  
UPNM  
Tarikh:

Disahkan Oleh :

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Dekan Fakulti