

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 04
		Tarikh : 27 SEPTEMBER 2023
		Muka Surat : 1/ 5

SINGKATAN

BIL	SINGKATAN	NAMA PENUH
5.1	DKN	Dekan Fakulti
5.2	PGRH	Pengarah Pusat Pengajian
5.3	KJ	Ketua Jabatan
5.4	PNSY	Pensyarah
5.5	PP/ PPK/ KPP	Penolong Pendaftar/ Penolong Pendaftar Kanan/ Ketua Penolong Pendaftar
5.6	PLJR	Pegawai Kadet/ PALAPES dan Pelajar Awam
5.7	Jt	Juruteknik
5.8	PT(PO)	Pembantu Tadbir (Operasi)
5.9	ALK	Akademik Latihan Ketenteraan
5.10	JWK	Jadual Waktu Kuliah

TANGGUNGJAWAB DAN TINDAKAN

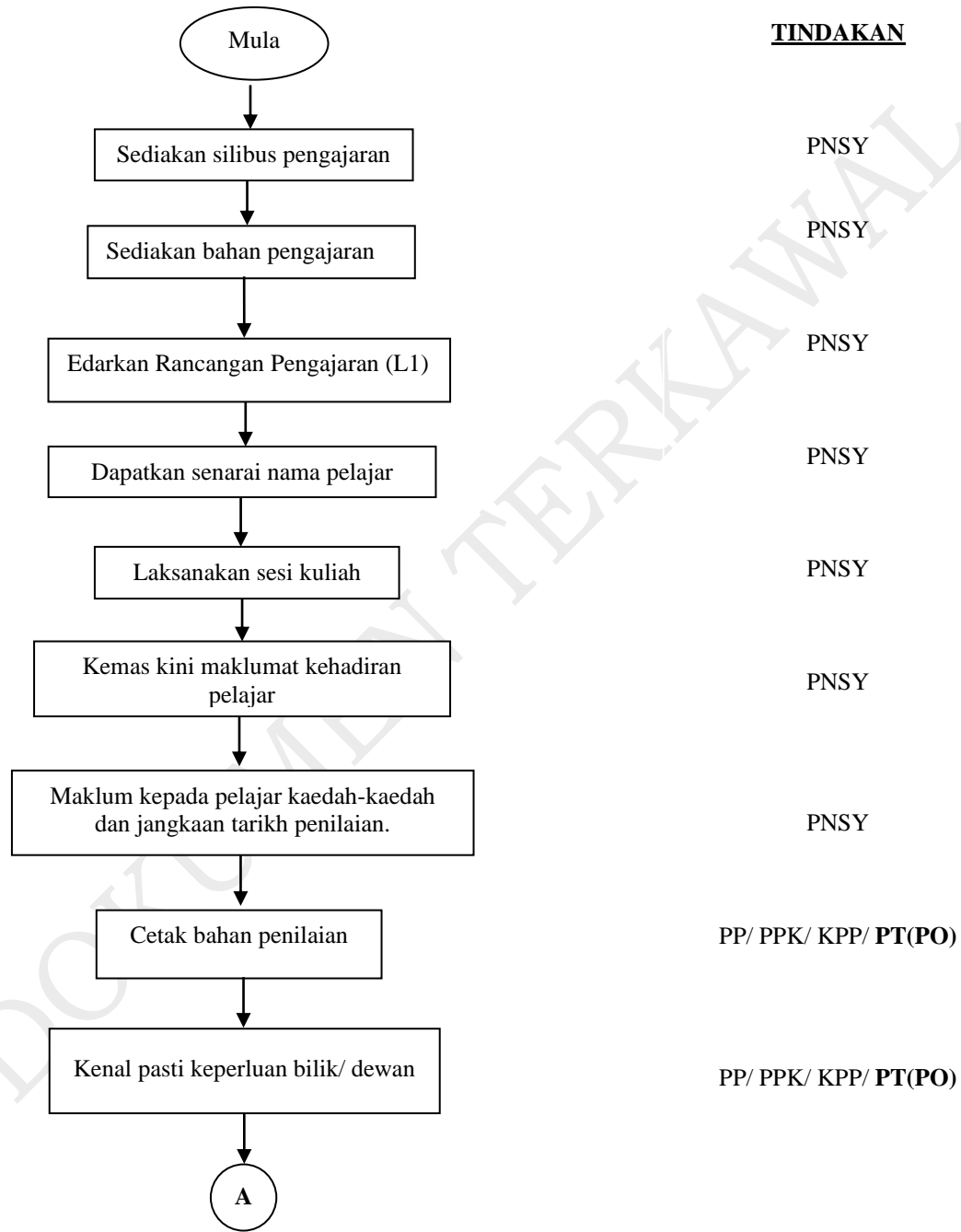
TANGGUNGJAWAB	TINDAKAN
PNSY	A. PERSEDIAAN MENGAJAR
	1. Sediakan silibus pengajaran berdasarkan Rancangan Pengajaran (L1).
	2. Sediakan bahan pengajaran.
	3. Edarkan Rancangan Pengajaran (L1) kepada PLJR yang mendaftar kursus berkaitan.

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
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		Muka Surat : 2/ 5

	4.	Dapatkan senarai nama PLJR mendaftar kursus daripada fakulti/ pusat pengajian.
	B. PENGENDALIAN KULIAH	
PNSY	1.	Laksanakan sesi kuliah mengikut JWK yang telah ditetapkan.
	2.	Kemas kini maklumat kehadiran pelajar.
PP/ PPK/ KPP/ PT(PO)	C. PENILAIAN KURSUS	
	1.	Maklum kepada pelajar kaedah-kaedah dan jangkaan tarikh penilaian.
	2.	Arahkan PP/ PPK/ KPP/ PT(PO) untuk cetak bahan penilaian mengikut bilangan PLJR yang mendaftar kursus (jika perlu).
	3.	Kenal pasti keperluan bilik/ dewan untuk laksanakan pentaksiran. Jika perlu, tempahkan bilik/ dewan.
PNSY	4.	Laksanakan penilaian pada tarikh dan tempat yang diumumkan.
	5.	Nilai dan kembalikan skrip jawapan kepada PLJR.
	6.	Umum keputusan penilaian.

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 04
		Tarikh : 27 SEPTEMBER 2023
		Muka Surat : 3/ 5

CARTA ALIR





ARAHAN KERJA

**PENGENDALIAN
PENGAJARAN**

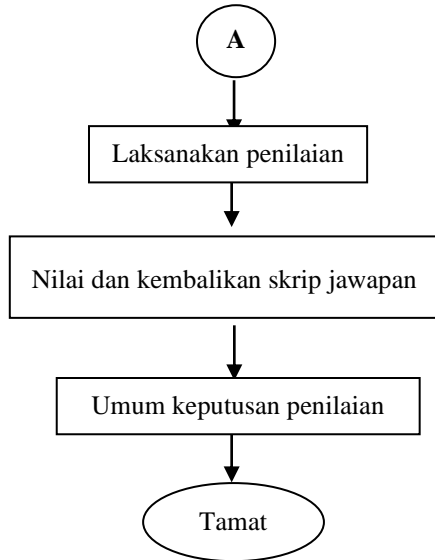
No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1

No. Keluaran : 02

No. Pindaan : 04

Tarikh : 27 SEPTEMBER 2023

Muka Surat : 4/ 5



TINDAKAN

PNSY

PNSY

PNSY

DOKUMEN TERKAWAL

 UPNM <small>Universiti Pendidikan Nasional Mara</small>	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P).UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 04
		Tarikh : 27 SEPTEMBER 2023
		Muka Surat : 5/ 5

REKOD KUALITI

BIL	NAMA REKOD	LOKASI	TEMPOH PENYIMPANAN
1	Jadual Waktu Kuliah	Pejabat Akademik	1 Tahun
2	Senarai PLJR Mengikut Kelas	Pejabat Jabatan	5 Tahun
3	Silibus Kursus	Pejabat Jabatan	5 Tahun
4	Bahan Pengajaran	Pejabat Jabatan/ Bilik PNSY	1 Tahun

LAMPIRAN

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



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

1.	Name of Subject	Defence Logistic						
2.	Code of Subject	DRM 2043						
3.	Name (s) of Teaching Staff	Lt Kol Prof. Madya Ariffin bin Ismail Mejar Wong Wai Loong						
4.	Rationale for the inclusion of the subject in the program 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.	Semester and Year Offered	Semester 1 Year 2						
6.	Total Student Learning Time : L= lecture, T=tutorial, P=practical, O=others							
	Guided Learning				Independent Learning			Total Guided & Independent Learning
	L	T	P	O	SCL	Preparation	Assessment	
	24	12	-	6	79		7	128
7.	Credit Value - 3 (2+1) - 2 Lecturer Hours + 1 Hour Tutorial							
8.	Prerequisite (if any) – Nil							
9.	Course Objectives: 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>Course Learning Outcome (CLO): At the end of the course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Identify the main features of basic logistic principles and concepts for defence environment. (C1, A4, PLO 1, PLO 2, PLO 3) 2. Explain the key elements of logistic in order to improve defence organisation performance. (C2, A4, PLO 2, PLO 3, PLO 4) 3. Demonstrate the application of logistic practices in defence environment. (C3, A3, PLO 2, PLO 6, PLO 7, PLO 8) 				
11.	<p>Transferable Skills From this course, students will acquire additional transferable skills namely:</p> <ol style="list-style-type: none"> 1. Thinking and scientific skills. 2. Communication skills. 3. Social skills, teamwork and responsibility. 4. Leadership skill. 				
12.	<p>Teaching learning and assessment strategy:</p> <table border="1" data-bbox="212 768 1437 873"> <thead> <tr> <th data-bbox="212 768 842 816">Teaching & 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>Synopsis</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>Mode of delivery :</p> <ul style="list-style-type: none"> - Lectures - Tutorial - Group Work - Case study 				
15.	<p>Assessment Method and Types</p> <p>a. On- Going Assessment = 60%</p> <ul style="list-style-type: none"> - <i>Quiz = 10%</i> - <i>Midterm Test = 20%</i> - <i>Case Study/Assignment = 20%</i> - <i>Presentation = 10%</i> <p>b. Final Examination = 40%</p> <p>TOTAL = 100%</p>				
16.	<p>Mapping of the Course/Module to the Program Aims</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				
	Defence Logistic	√	√	√				

17.	Mapping of the course/module to the Programme Learning Outcomes											
	COURSE LEARNING OUTCOME (CLOs) At the end of the course, the student should be able to:	PLO									DELIVERY METHOD	ASSESSMENT
		1	2	3	4	5	6	7	8	9		
	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.	Content outline of the course/module and the SLT per topic											
	TOPIC (S)	CLO	Lecture/Tutorial (2+1)	SCL Activities	Independent Study	Assessment	Student Learning Time (SLT)					
	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 HARI	Mula	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
ISNIN		P.NC			UZP 2092 BK 14 (3SZB/M)		R E H A T	DRM 1013 BK 14 (1 ZP 45)					
SELASA			PENYELIAAN PSM					PENASIHATAN AKADEMIK					
RABU			PERSEDIAAN PENGAJARAN		PENYELIAAN PSM					SZR 3303 BK 03-3 (3SZR)			
KHAMIS			PERSEDIAAN PENGAJARAN			DRM 1013 BK 14 (1ZP45)		SZR 3303 (3 SZR)					
JUMAAT								LATIHAN KETENTERAAN					
SABTU		LATIHAN KETENTERAAN											

Pejabat Penolong Pendaftar

Bahagian Pengurusan Akademik
UPNM
Tarikh:

Disahkan Oleh :

_____ Dekan Fakulti