

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Muka Surat : 1/ 5

SINGKATAN

BIL	SINGKATAN	NAMA PENUH
5.1	DKN	Dekan-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 / PLS	Pelajar Kadet dan Pelajar Awam / PALAPES
5.7	PT (PO)	Pembantu Tadbir (Perkeranian/ Operasi)
5.8	JW AKAD	Jadual Waktu Akademik Semester Semasa

TANGGUNGJAWAB DAN TINDAKAN

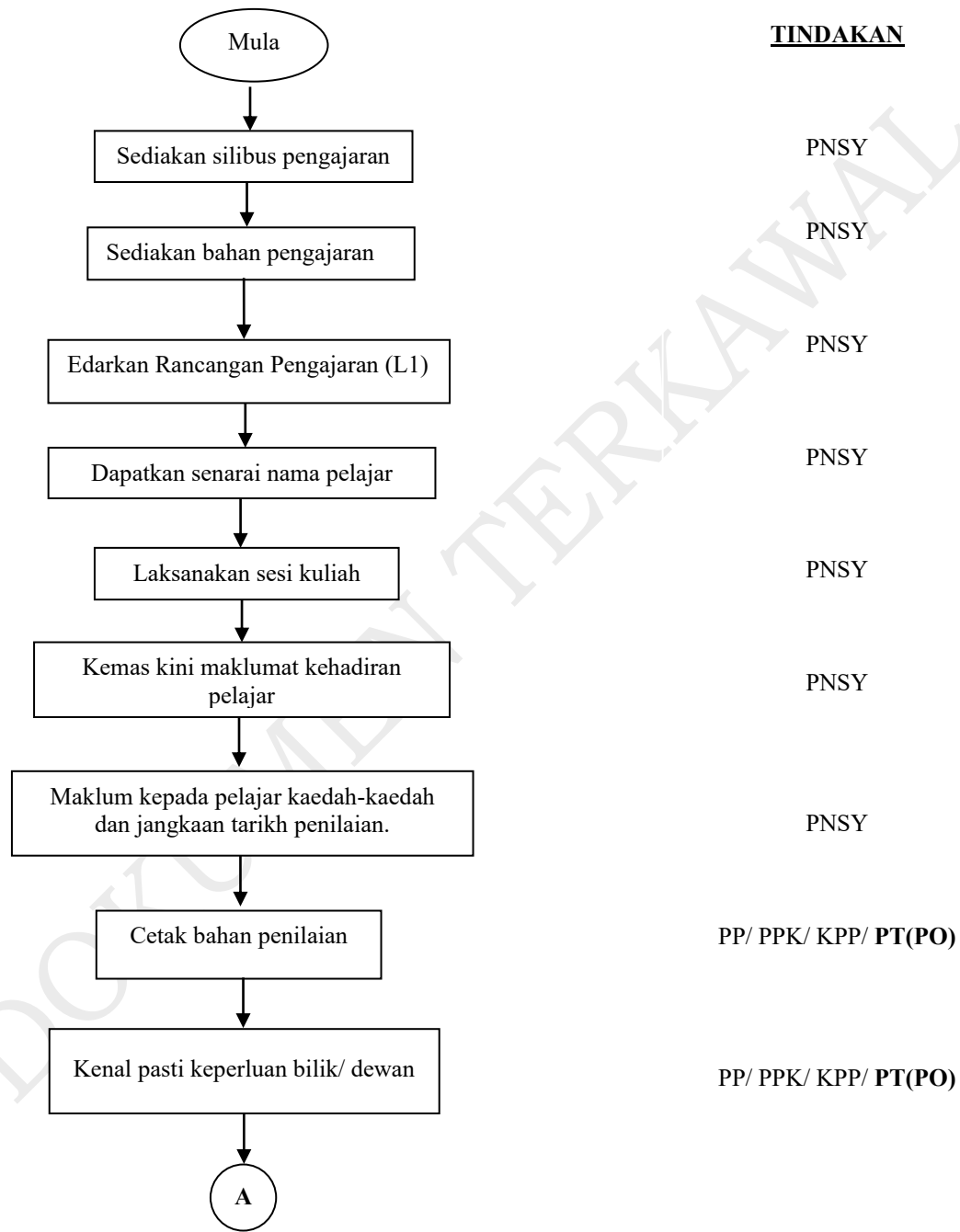
TANGGUNGJAWAB	TINDAKAN	
PNSY	A. PERSEDIAAN MENGAJAR	
	1.	Sediakan silibus pengajaran berdasarkan Rancangan Pengajaran (L1).
	2.	Sediakan bahan pengajaran.
	3.	Edarkan Rancangan Pengajaran (L1) kepada PLJR / PLS yang mendaftar kursus berkaitan.
	4.	Dapatkan senarai nama PLJR / PLS mendaftar kursus daripada fakulti/ pusat pengajian.

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
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		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Muka Surat : 2/ 5

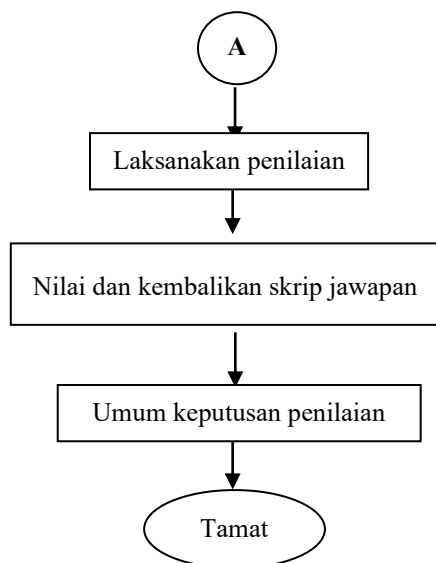
	B. PENGENDALIAN KULIAH	
PNSY	1.	Laksanakan sesi kuliah mengikut JW AKAD yang telah ditetapkan.
	2.	Kemas kini maklumat kehadiran pelajar.
	C. PENILAIAN KURSUS	
PP/ PPK/ KPP/ PT(PO)	1.	Maklum kepada pelajar kaedah-kaedah dan jangkaan tarikh penilaian.
	2.	Arahkan PP/ PPK/ KPP/ PT(PO) untuk cetak bahan 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 / PLS .
	6.	Umum keputusan penilaian.

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Muka Surat : 3/ 5

CARTA ALIR



	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P). UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Muka Surat : 4/ 5



TINDAKAN

PNSY

PNSY

PNSY

	ARAHAN KERJA PENGENDALIAN PENGAJARAN	No. Ruj. Dokumen : PK(P).UPNM. AKAD. 01 - AK1
		No. Keluaran : 02
		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Muka Surat : 5/ 5

REKOD KUALITI

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

LAMPIRAN

- LAMPIRAN 1** - Rancangan Pengajaran/ Silibus [UPNM.PK(P).AKAD.01.01]
- LAMPIRAN 2** - Contoh Jadual Waktu Akademik Semester Semasa [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	
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.	Course Learning Outcome (CLO): At the end of the course, the student should be able to: 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, PL0 4) 3. Demonstrate the application of logistic practices in defence environment. (C3, A3, PLO 2, PLO 6, PLO 7, PLO 8)					
11.	Transferable Skills From this course, students will acquire additional transferable skills namely: 1. Thinking and scientific skills. 2. Communication skills. 3. Social skills, teamwork and responsibility. 4. Leadership skill.					
12.	Teaching learning and assessment strategy: <table><tr><th>Teaching & Learning Methods</th><th>Assessment</th></tr><tr><td>Lectures, Tutorials, Group Work, Case Study</td><td>Written Test, Presentation</td></tr></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.	Synopsis 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.					
14.	Mode of delivery : - Lectures - Tutorial - Group Work - Case study					
15.	Assessment Method and Types a. On- Going Assessment = 60% - Quiz = 10% - Midterm Test = 20% - Case Study/Assignment = 20% - Presentation = 10% b. Final Examination = 40% TOTAL = 100%					
16.	Mapping of the Course/Module to the Program Aims <table><tr><th>Course</th><th>Programme Aims</th></tr></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)	PLO										
	At the end of the course, the student should be able to:	1	2	3	4	5	6	7	8	9	DELIVERY METHOD	ASSESSMENT
	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 Mula HARI	MASA 1 8.00 PAGI	MASA 2 9.00 PAGI	MASA 3 10.00 PAGI	MASA 4 11.00 PAGI	MASA 5 12.00 T/HARI		MASA 6 2.00 PETANG	MASA 7 3.00 PETANG	MASA 8 4.00 PETANG		MASA 9 8.00 MALAM	MASA 10 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