




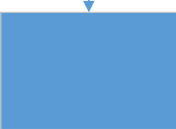
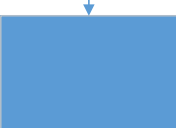







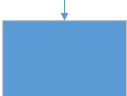






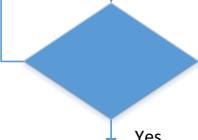




# SOP: Local Conference (Student UTM)

PIC	Flow/ Process	Remarks	Timeline
1. Student/staff	 <p>Start</p>		1. one month to three weeks before conference
2. RO/RA	 <p>1. Prepare necessary documents</p>	<ol style="list-style-type: none"> <li>Documents needed (softcopy are downloadable at RMC portal. Refer attachment 3.2 for sample documents): <ul style="list-style-type: none"> <li>Estimation budget document (refer to Appendix 1)</li> <li>Acceptance letter/email</li> <li>Conference brochure (including name of conference, date, venue, registration fees and organizer)</li> <li>Full paper to be presented (Acknowledgement to funder, VOT number and UTM)</li> <li>Request letter (stating the Grant Vot Number) from Project Leader with verification of Head of iKohza (and Deputy Dean of Research &amp; Innovation)</li> </ul> </li> </ol>	2. one week
3. RO/RA	 <p>2. Document verification from project leader (signature from Project Leader, Head of ikohza)</p> <p>No, need revision</p>		
4. RO/RA, RMC	 <p>3. Register application in Radis</p>	3. Register the application for attending conference in Radis. Get verification from Project Leader before submit.	3. one week
5. Student/staff	 <p>4. Recommendation from Faculty (Deputy Dean R&amp;I) in Radis and approval from RMC</p>	4. <b>Important notes:</b> Letter of Approval to conduct research activity will be generated in the Radis once getting approval from RMC	4. one to two weeks
6. RO/RA, RMC, Bursar Office	 <p>5. Attending conference</p>	5. <b>Important notes:</b> Keep all receipts (hotel, meal, transportation, registration fees) and invoices, boarding pass and itinerary, updated tentative program (if any)	5. refer to conference duration
6. RO/RA, RMC, Bursar Office	 <p>6. Process claim in UTMFin</p>	6. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit.	6. one to two weeks

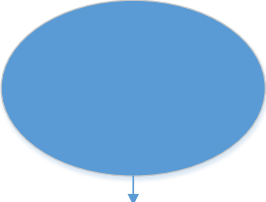
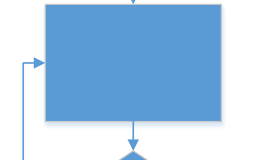




# SOP: Local Conference (Staff UTM)

PIC	Flow/ Process	Remarks	Timeline
1. Student/staff	 <p>Start</p>		
2. RO/RA	 <p>1. Prepare necessary documents</p>	<p>1. Documents needed (downloadable at RMC portal):</p> <ul style="list-style-type: none"> <li>• Estimation budget document (refer to Appendix 1)</li> <li>• Acceptance letter/email</li> <li>• Conference brochure (including name of conference, date, venue, registration fees and organizer)</li> <li>• Full paper to be presented (Acknowledgement to funder, VOT number and UTM)</li> <li>• Approval letter (stating the Grant Vot Number) from Project Leader with verification of Head of iKohza (and Deputy Dean of Research &amp; Innovation)</li> </ul>	1. one month to three weeks before conference
3. RO/RA & Staff	 <p>2. Documents verification from Project Leader (signature from Project Leader, Head of iKohza)</p>		2. one week
4-6. RO/RA, RMC, MJIT	 <p>RMC Approval</p> <p>3. Register application in Radis</p>	<p>3. For MJIT Approval: Applications form should be submitted 2 weeks before the respective date. Please fill up Staff Mobility Form and Borang Permohonan Menghadiri Latihan Di Bawah Program Pembangunan Staf that can be found at MIIT Administrative Office.</p>	3-6. two weeks
	 <p>4. Waiting recommendation from Faculty (Deputy Dean R&amp;I) in Radis</p>	<p>3. Fill up Staff Mobility Form and Borang Permohonan Menghadiri Latihan Di Bawah Program Pembangunan Staf</p>	
	 <p>5. Waiting verification by RMC clerk and approval from RMC</p>	<p>4. Get verification from Head of Department ( Borang Permohonan Menghadiri Latihan Di Bawah Program Pembangunan StafBahagian F) and Staff Mobility Form</p>	
	 <p>6. Receive approval for conduct activity letter from RMC in Radis</p>	<p>5. Submit both forms to Ms Idawaty</p>	
	 <p>7. Attending conference</p>	<p>6. Receive Offer Letter for attending activity from MJIT</p>	
7. Staff	 <p>8. Process claim in UTMFin and Radis</p>	<p>7. <b>Important notes:</b> Keep all receipts (hotel, meal, transportation, registration fees) and invoices, boarding pass and itinerary, updated tentative program (if any)</p>	7. refer to conference duration
8. RO/RA, RMC, Bursar Office	 <p>Complete</p>	<p>8. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit.</p>	8. one to two weeks

# SOP: Local Workshop/Training (Student & Staff UTM)






PIC	Flow/ Process	Remarks	Timeline
1. Student/staff	 <p>Start</p>		
1. Student/staff	 <p>1. Prepare necessary documents</p>	<p>1. Documents needed (downloadable at RMC portal):</p> <ul style="list-style-type: none"> <li>• Estimation budget document (refer to Appendix 1)</li> <li>• Acceptance letter/email</li> <li>• Brochure (including name of activity, date, venue, registration fees and organizer)</li> <li>• Approval letter (stating the Grant Vot Number) from Project Leader with verification of Head of iKohza (and Deputy Dean of Research &amp; Innovation)</li> </ul>	1. at least one month before workshop/training
2. RO/RA	 <p>No, need revision</p> <p>2. Document verification from project leader (signature from Project Leader, Head of iKohza)</p>		2. one week
3. RO/RA	 <p>Yes</p> <p>3. Register application in Radis</p>	3. Register the application for attending activity in Radis. Get verification from Project Leader before submit.	3. one week
4. RO/RA, RMC	 <p>4. Recommendation from Faculty (Deputy Dean R&amp;I) in Radis and approval from RMC</p>	4. <b>Important notes:</b> Approval to conduct research activity letter will automatically generated in the Radis	4. one to two weeks
5. Student/staff	 <p>5. Attending conference</p>	5. <b>Important notes:</b> Keep all receipts (hotel, meal, transportation, registration fees) and invoices, boarding pass and itinerary, updated tentative program (if any)	5. refer to conference duration
6. RO/RA, RMC, Bursar Office	 <p>6. Process claim in UTMFin</p>	6. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit.	6. one to two weeks

# SOP: Local Sample Analysis/Data Collection/Site Visit (Student & Staff UTM)

PIC	Flow/ Process	Remarks	Timeline
1. Student/staff	 <p>Start</p> <p>1. Prepare necessary documents</p>	<p>1. Documents needed for oversea conference:</p> <ul style="list-style-type: none"> <li>• Acceptance letter/email</li> <li>• Brochure</li> <li>• Estimation budget document (refer to Appendix 1)</li> <li>• Approval letter (stating the Grant Vot Number) from Project Leader with verification of Head of iKohza (and Deputy Dean of Research &amp; Innovation)</li> </ul>	1. at least three weeks before activity
2. RO/RA	 <p>No, need revision</p> <p>2. Document verification from project leader (signature from Project Leader, Head of iKohza)</p> <p>Yes</p>		2. one week
3. RO/RA	 <p>3. Register application in Radis</p>	<p>3. Register the application for attending activity in Radis. Get verification from Project Leader before submit.</p>	3. one week
4. RO/RA, RMC	 <p>4. Approval from Faculty (Deputy Dean R&amp;I) in Radis</p>	<p>4. <b>Important notes:</b> Approval to conduct research activity letter will automatically generated in the Radis</p>	4. one to two weeks
5. Student/staff	 <p>5. Attending activity</p>	<p>5. <b>Important notes:</b> Keep all receipts (hotel, meal, transportation, registration fees) and invoices, boarding pass and itinerary, updated tentative program (if any)</p>	5. refer to conference duration
6. RO/RA, RMC, Bursar Office	 <p>6. Process claim in UTMFin</p>	<p>6. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit.</p>	6. one to two weeks

# SOP: Oversea Conference/Workshop/Training (Staff UTM)







PIC	Flow/ Process	Remarks	Timeline
<p>1. Staff</p> <p>2. RO/RA</p> <p>3. RO/RA</p> <p>4-7. RO/RA and Respective PIC</p>	<pre> graph TD     Start([Start]) --&gt; Step1[1. Prepare necessary documents]     Step1 --&gt; Dec1{2. Document verification from project leader (signature from Project Leader, Head of ikohza)}     Dec1 -- No, need revision --&gt; Step1     Dec1 -- Yes --&gt; Step2[3. Register application to attend overseas activity in UTMHRFin System (Fill in Form A and attach the verified documents in 2.)]     Step2 --&gt; Dec2{4. Waiting verification and recommendation from PTJ (Faculty MJIT)}     Dec2 -- No, Need revision --&gt; Step2     Dec2 -- Yes --&gt; Dec3{5. Waiting verification and recommendation from RMC}     Dec3 -- No, Need revision --&gt; Dec2     Dec3 -- Yes --&gt; Dec4{6. Waiting recommendation from TNC}     Dec4 -- No, Need revision --&gt; Dec3     Dec4 -- Yes --&gt; Dec5{7. Waiting approval from NC}     Dec5 -- No, Need revision --&gt; Dec4     Dec5 -- Yes --&gt; End([End])     </pre>	<p>1. Documents needed (refer attachment 1.2 for sample documents):</p> <ul style="list-style-type: none"> <li>• Acceptance letter/email</li> <li>• Conference brochure (including name of conference, date, venue, registration fees and organizer)</li> <li>• Full paper to be presented (Acknowledgement to funder, VOT number and UTM)</li> <li>• Rerquest letter (stating the Grant Vot Number) from applicant to Deputy Dean of R&amp;I with verification from Project Leader and Head of ikohza</li> <li>• Paperwork (with estimation budget)</li> </ul> <p><b>Important notes:</b></p> <ul style="list-style-type: none"> <li>- Mobility form need to be send to Ms Idawaty before depart</li> <li>- staff can apply insurance for free (refer Mrs. Halimah)</li> </ul> <p>3. Register the application for attending activity in UTM HRFin (Form A).</p> <p>4-7. <b>Important notes:</b> Keep following up the status of the application.</p>	<p>1. at least two months before conference day</p> <p>2. one week</p> <p>3. one to two days</p> <p>4-7. one months</p>

PIC	Flow/ Process	Remarks	Timeline
8. Staff	 <p>8. Receive Surat Tawaran/Offer Letter</p>	<p>8. <b>Important notes:</b> Make sure to get Surat Tawaran/Offer letter before depart.</p>	
9. Staff	 <p>9. Attending conference</p>	<p>9. <b>Important notes:</b> Keep all receipts (hotel, meal, transportation, registration fees) and invoices, boarding pass and itinerary, updated tentative program (if any)</p>	9. Refer conference duration
10. Staff	 <p>10. Prepare post-attending conference report</p>	<p>10. Refer appendix 1.2.1</p>	10. one to two days
11. RO/RA, RMC, Bursar Office	 <p>11. Process claim</p>	<p>11. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit. Refer attachment 1.2 for sample claim documents.</p>	11. one to two weeks
	 <p>12. Complete</p>		

## SOP: Purchasing order <RM5k (Payment by Invoice Bill)


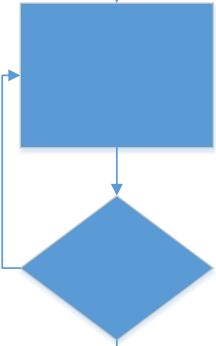



PIC	Flow/ Process	Remarks	Timeline
<p>1. RO/RA</p> <p>2. RO/RA</p> <p>3. RO/RA</p> <p>4. RO/RA and Company</p> <p>5. RO/RA</p> <p>6. RO/RA, RMC, Bursar Office</p>	<pre> graph TD     Start([Start]) --&gt; Step1[1. Prepare quotation and justification for purchase form]     Step1 --&gt; Step2{2. Document verification from Project Leader and Head of iKohza}     Step2 -- "No, need revision" --&gt; Step1     Step2 -- Yes --&gt; Step3[3. Proceed order with supplier accordingly]     Step3 --&gt; Step4[4. Delivery of Order]     Step4 --&gt; Step5[5. Process claim in UTMFin and Radis]     Step5 --&gt; Complete([Complete])         </pre>	<p>1. Documents needed (refer attachment for sample documents)</p> <ul style="list-style-type: none"> <li>- copy of Quotation (company must be registered with UTM)</li> <li>- Justification for Purchase Form</li> </ul> <p>3. Call and email the company to proceed order. <b>Important notes:</b> CC Project Leader in the email</p> <p>4. <b>Important notes:</b> Make sure to get original copy of invoice tax and delivery order upon delivery from the company</p> <p>6. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit. (refer attachment for sample claim's documents)</p>	


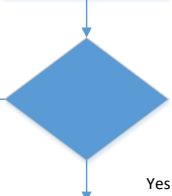






## SOP: Purchasing order <RM5k (Payment Method: Pay in advance using own money or Invoice Bill)

PIC	Flow/ Process	Remarks	Timeline
1. RO/RA	 <p>Start</p> <p>1. Prepare quotation and Justification for Purchase Form</p>	1. Documents needed (refer attachment for sample documents)	
2. RO/RA	 <p>2. Document verification from Project Leader and Head of iKohza</p>	<ul style="list-style-type: none"> <li>- copy of Quotation/price survey</li> <li>- Justification for Purchase Form</li> </ul>	
3. RO/RA	 <p>3. Proceed order with supplier accordingly (advancing owh money)</p>	3. Proceed order with supplier accordingly	
4. RO/RA and Company	 <p>4. Receive Order</p>	4. Receive Order	4. <b>Important notes:</b> Make sure to get original copy of invoice tax and delivery order upon delivery from the company.
5. RO/RA	 <p>5. Process claim in UTMFin and Radis (Reimbursement Of Money)</p>	5. Process claim in UTMFin and Radis (Invoice Bill)	5. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit. (refer attachment for sample claim's documents)
6. RO/RA, RMC, Bursar Office	 <p>Complete</p>		



# SOP: Procurement (>RM5k) NOT SOLE DISTRIBUTOR

PIC	Flow/ Process	Remarks	Timeline
1. RO/RA	 <p>Start</p> <p>1. Prepare Procurement Justification Form and Quotation</p>	<p>1. Documents needed (refer attachment for sample documents)</p> <ul style="list-style-type: none"> <li>- Procurement Justification Form</li> <li>- Quotation</li> </ul> <p>Important notes: The company should be registered with UTM</p>	
2. RO/RA	 <p>No, need revision</p> <p>2. Request permission for procurement from Project Leader and Head of iKohza</p>		
3. RO/RA	 <p>3. Register procurement's application in UTMFin</p>	<p>3. Refer attachment for UTMFin Manual</p>	
4. RO/RA	 <p>4. Prepare documents</p>	<p>4. Documents needed (refer attachment for sample documents):</p> <ul style="list-style-type: none"> <li>- 3 Original copy of quotation from 3 different company</li> <li>- Procurement Justification Form (verified)</li> </ul>	
5. RO/RA	 <p>5. Get verification from Project Leader and Head of iKohza</p>		

PIC	Flow/ Process	Remarks	Timeline
6. RO/RA		6. Submit application to RMC KL	6. Submit (hardcopy) the verified documents in 5 to RMC KL
7. RO/RA, RMC		7. Documents' verification by RMC KL	
8. RO/RA, RMC		8. Waiting for Local Order (Pesanan Tempatan)	
9. RO/RA		9. Receive LO	9. RMC KL will inform Project Leader once the Local Order is ready.
10. RO/RA		10. Process order with company	
11. RO/RA		11. Receive Order	11. <b>Important notes:</b> Make sure to get original copy of invoice tax and delivery order upon delivery from the company.
12. RO/RA		12. Process payment	12. Register claim in UTMFin and Radis. Get verification from Project Leader and Head of iKohza before submit. (refer attachment for sample claim's documents)
6. RO/RA, RMC, Bursar Office		Complete	Within 1 week