

Procedure to Generate SSM Marks

1. Click on **My KMPORTAL** and then select **Staff Evaluation**

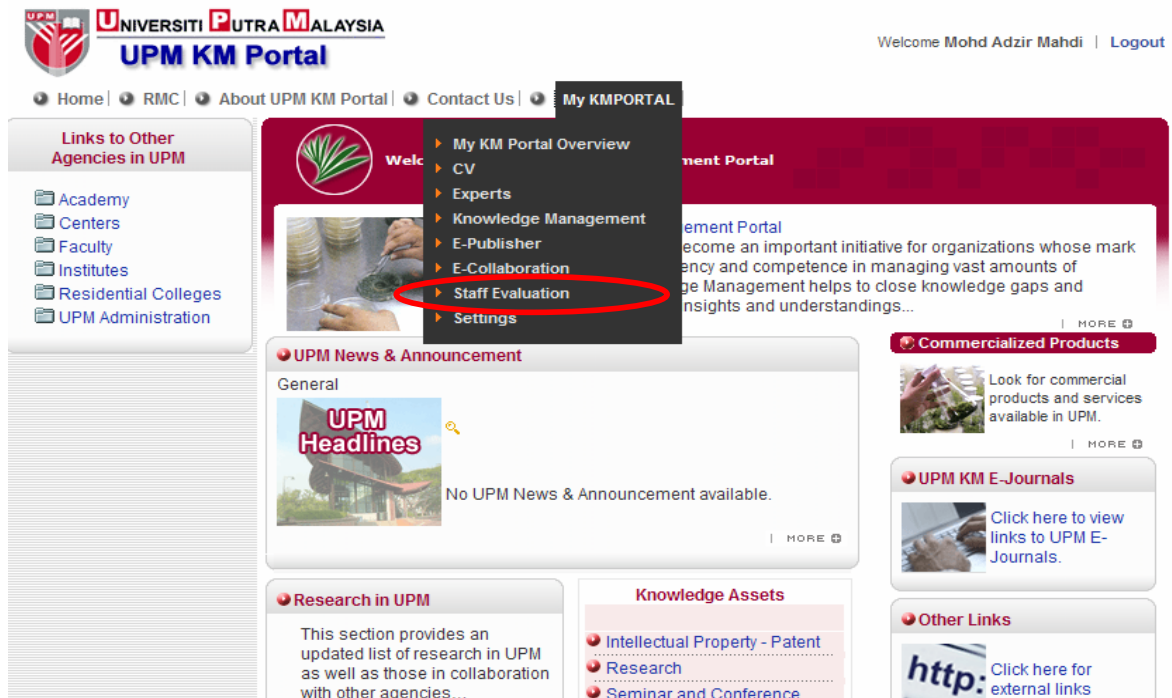


Figure 1 : My KMPortal Menu

2. Click on **Generate Report** from the navigation menu on the left side.

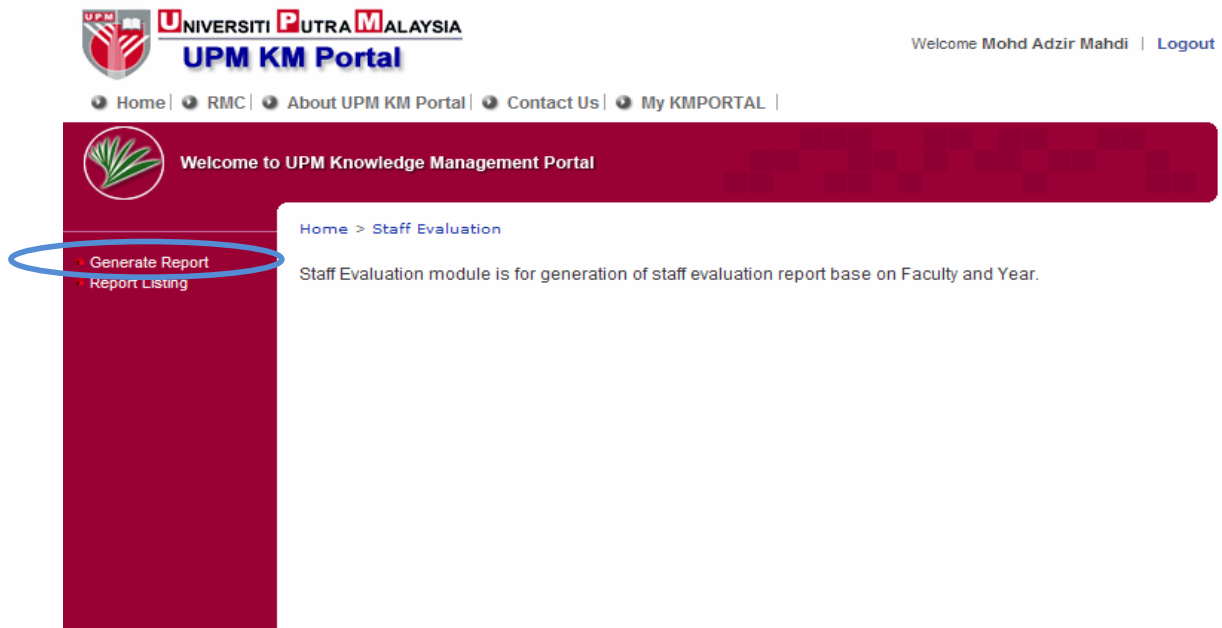


Figure 2 : Staff Evaluation Page

3. Click on the drop-down button and you can view the list of year. For example select 2008.

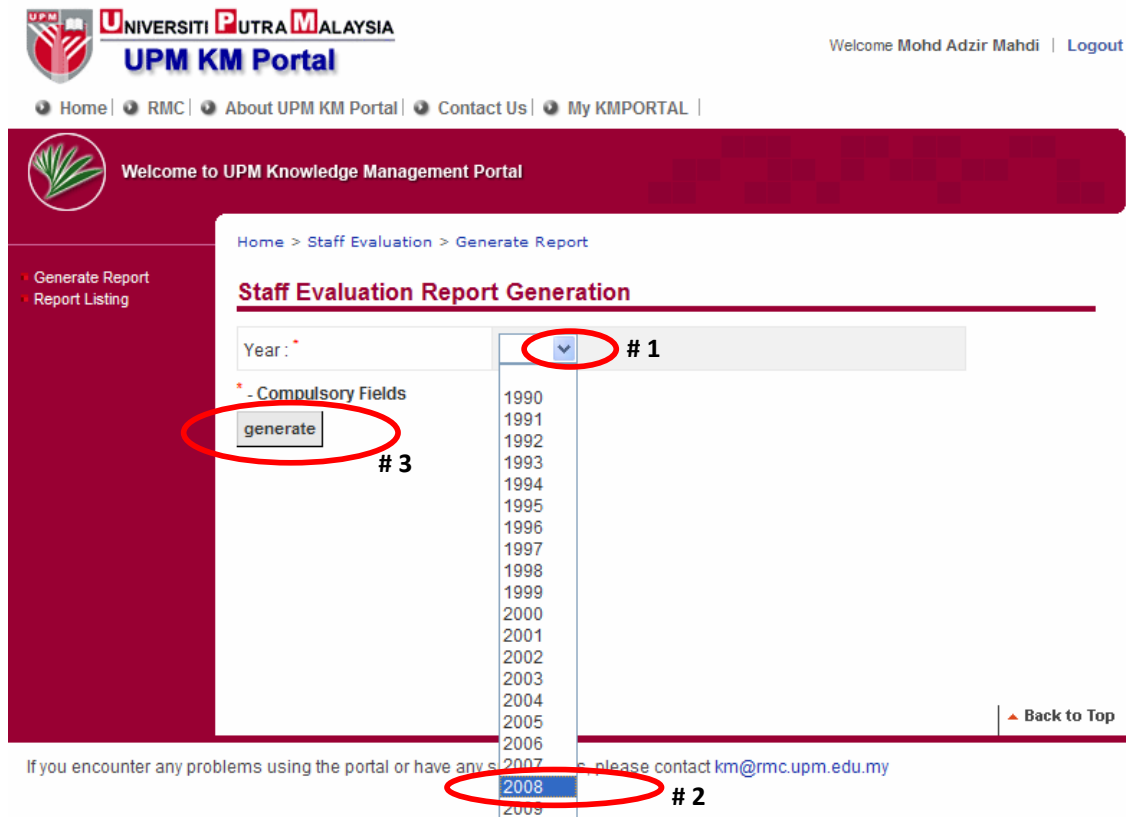


Figure 3 : Staff Evaluation Report Generation Page

4. Then click on **Generate** button. Message box will be displayed and click on **OK** button

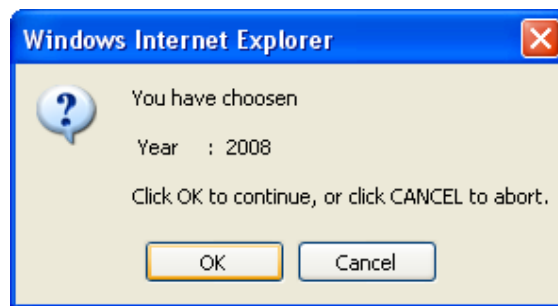

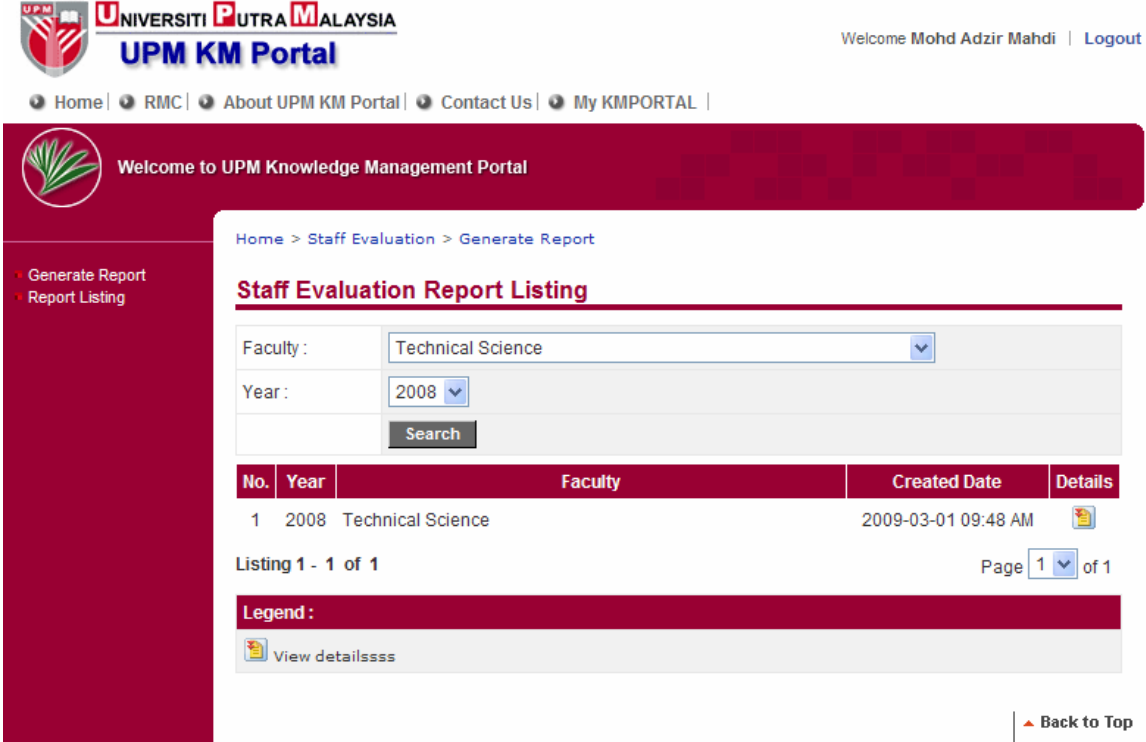


Figure 4 : Message Box

5. **System will automatically generate SSM mark and this process will take a few minutes.**

6. Once the calculation process is completed, Staff Evaluation Report Listing page will be displayed. Then click on the  icon to view the report.



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Home > Staff Evaluation > Generate Report

Staff Evaluation Report Listing


Faculty:

Year:

| No. | Year | Faculty | Created Date | Details |
|-----|------|-------------------|---------------------|---|
| 1 | 2008 | Technical Science | 2009-03-01 09:48 AM |  |

Listing 1 - 1 of 1 Page of 1

Legend :

 View detailssss

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If you encounter any problems using the portal or have any suggestions, please contact km@rmc.upm.edu.my

Figure 5 : Staff Evaluation Report Listing Page

7. Your SSM mark will be displayed as shown in Figure 6. All the generated reports are archived in the Report Listing (left hand side menu) for future reference. For every new addition and modification of data, the same procedure (from Step #1 to Step #6) must be performed. Otherwise, the displayed SSM mark is based on the previous calculation. **This process is very critical because the final generated SSM mark will be transferred to the iDEC eSSM system for the subsequent process of staff evaluation (similar to SSM 2007 process).**















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- [Generate Report](#)
- [Report Listing](#)


[Home](#) > [Staff Evaluation](#) > [Generate Report](#)

Staff Score

| Bahagian | Full Marks | Marks | PDF |
|---|------------|-------|---|
| Bahagian 3 - Pengajaran (Teaching) | | | |
| 3.1: Kuantiti Pengajaran (Quantity of Teaching) | 10 | 10.0 | |
| 3.2: Kualiti Pengajaran (Quality of Teaching) | 10 | 9.0 |  |
| 3.3: Inovasi dalam Pengajaran (Innovation in Teaching) | 10 | 20.0 |  |
| 3.4: Portfolio Pengajaran (Teaching Portfolio) | 5 | 5.0 | |
| Bahagian 4 - Penyeliaan (Supervision) (Bahagian ini diisi oleh PYD yang telah berkhidmat 3 tahun dan ke atas) (For services 3 years and above) | | | |
| 4.1: Kuantiti Penyeliaan (Quantity of Supervision) | 10 | 15.0 |  |
| 4.2: Kualiti Penyeliaan (Quality of Supervision) | 10 | 9.0 | |
| Bahagian 4 - Penyeliaan (Supervision) (Bahagian ini diisi oleh PYD yang telah berkhidmat kurang 3 tahun) (For services less than 3 years) | | | |
| 4.3: Penyeliaan (Supervision) | 10 | -1.0 | |
| Bahagian 5 - Penyelidikan - Input (Research - Input) | | | |
| 5.1: Kuantiti Penyelidikan (Quantity of Research) | 10 | 10.0 |  |
| Bahagian 6 - Penyelidikan - Output (Research - Output) | | | |
| 6.1: Kuantiti Penerbitan (Quantity of Publication) | 10 | 10.0 |  |
| 6.2: Kualiti Penerbitan (Quality of Publication) | 10 | 83.0 | |
| Bahagian 7 - Khidmat Profesional (Professional Services) | | | |
| 7.1: Penglibatan (Involvement) | 10 | 57.0 |  |
| 7.2: Persidangan (Conference) | 10 | 20.0 |  |
| 7.3: Keanggotaan dalam Jawatankuasa (Committee Membership) | 10 | 23.0 |  |
| 7.4: Pengiktirafan (Awards) | 10 | 28.0 |  |
| 7.5: Pembangunan Sahsiah Pelajar (Development of Student Personality) | 10 | 15.0 |  |
| Bahagian 9 - Kepemimpinan (Leadership) | | | |
| 9.1: Ciri-ciri Pemimpin (Leader Characteristics) | 10 | 9.0 |  |
| Bahagian 10 - Kegiatan dan Sumbangan di Luar Tugas Rasmi (Activity And Contribution Outside Official Duty) | | | |
| 10.1: Peringkat Antarabangsa/Kebangsaan/Negeri/Daerah/Jabatan/Komuniti (International/ National/ State/Department/Community Level) | 10 | 24.0 |  |

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Figure 6 : Staff Score Page

8. To view attachment, click on the  icon. System will automatically download a PDF file as shown in Figure 7.
9. To view supporting document; firstly, you need to click on the number under Order No/ Asset ID column as depicted in Figure 7.

BUTIRAN PENCAPAIAN BAGI TAHUN 2008

NAMA PEGAWAI : Mohd Adzir Mahdi

DEPARTMENT: Computer and Communication System Engineering
FACULTY : Engineering
POSITION: Assoc. Professor (DS53/DS54)
CATEGORY: Technical Science

Bahagian 7.1: Khidmat Profesional (Penglibatan)


| Bil. | Jenis Tugas | Peringkat | Tajuk Citation Index/Jurnal Berwasiat/Buku/Bab Buku/Polisi/Harta Intelek/Penulisan Popular/Penerbitan Makalah Akademik atau Profesional | Organisasi/Sponsor | Order No/ Asset ID |
|------|-------------|------------|---|--|--------------------|
| 1 | 3 | National | xpert Review Panel Diaspora Innovation Partnership under Brain Gain Malaysia Program | Ministry of Science, Technology and Innovation (MOSTI) | <u>18829</u> |
| 2 | 3 | National | Interview Panel, Post-doctoral Fellowship | Ministry of Science, Technology and Innovation (MOSTI) | <u>18830</u> |
| 3 | 3 | National | Expert Review Panel, Research Proposal for Post-doctoral Fellowship | Ministry of Science, Technology and Innovation (MOSTI) | <u>18831</u> |
| 4 | 3 | National | Interview Panel, National Science Fellowship | Ministry of Science, Technology and Innovation (MOSTI) | <u>18832</u> |
| 5 | 20 | University | CMOS Variable Gain Low Noise Amplifier | Universiti Putra Malaysia (UPM) | <u>6368</u> |
| 6 | 20 | University | Energy Optimization in MAC Layer Design for Wireless Sensor Networks | Universiti Putra Malaysia (UPM) | <u>6369</u> |

¹ Nyatakan 0, 1, 2, 3, 4, 9, 16, 17 atau 20 mengikut pilihan

| | |
|---|--|
| <ul style="list-style-type: none"> 0. Consultancy 1. Extension 2. Project Advisor 3. Expert Reference | <ul style="list-style-type: none"> 4. Research Proposal Evaluation 9. Conference Reviewer 16. Master Student Viva 17. PhD Student Viva 20. Internal Examiner (Thesis) |
|---|--|

Figure 7 : Attachment

10. Then KM Portal Page will be displayed. Click on the item for the Supporting Documents field.



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Home > CV > Contributions to Society and Nation Details

Contributions to Society and Nation Details

| | |
|----------------------------------|--|
| Level | National |
| Organization/Institution/Company | Ministry of Science, Technology and Innovation (MOSTI) |
| Description | xpert Review Panel – Diaspora Innovation Partnership under Brain Gain Malaysia Program |
| Position | Expert Panel |
| Year | 2008 |
| Supporting Document | MOSTI - Brain Gain - Expert Review Panel Letter.pdf |

Figure 8 : UPM KM Portal Page

11. Confirmation message will be displayed. Click on the **Open** button.

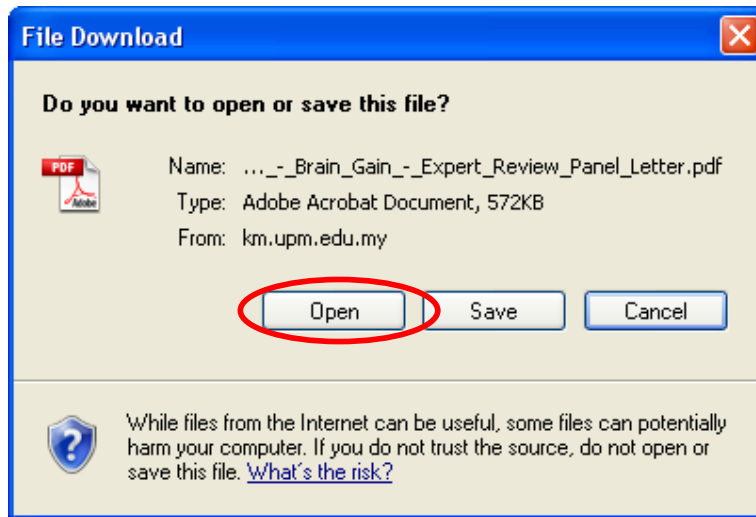


Figure 9 : Confirmation message

12. Your supporting document will be automatically downloaded as shown in Figure 10.



Figure 10 : Supporting Document