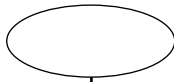
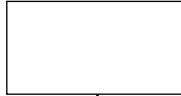
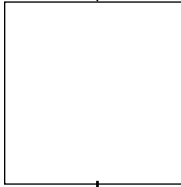
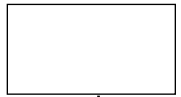
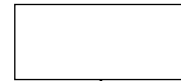



PROSES KERJA TUNTUTAN - Penilaian Video (Bahan Digital)

Tanggungjawab	Aliran Kerja	Proses Kerja
		MULA
Staf Akademik		<ul style="list-style-type: none"> • Bangunkan 2 video (bahan digital) merujuk kepada senarai semak di Lampiran 2. • Hantar dokumen tuntutan & hasil akhir video kepada fakulti/pusat.
Fakulti		<ul style="list-style-type: none"> • Terima dokumen tuntutan dan membuat pengesahan hasil akhir video mengikut senarai semak di Lampiran 2 • Hantar dokumen tuntutan kepada pihak bendahari • Hantar salinan video yang telah disahkan kepada PSPe untuk tujuan rekod
Bendahari		<ul style="list-style-type: none"> • Terima dokumen tuntutan yang disahkan dari fakulti/pusat • Proses pembayaran insentif kepada staf.
PSPe		<ul style="list-style-type: none"> • Terima hasil akhir video yang telah disahkan oleh fakulti/pusat dan rekod
		TAMAT

CHECKLIST ONLINE TEACHING & LEARNING FOR DIGITAL CONTENT DEVELOPMENT

(All criteria in the checklist must be fulfilled)

Name		
Staff ID		
Faculty/College/Centre		
1. Welcoming Video		
Please circle the answer		
Concept	1	2
Criteria		
Please tick (/) the following criteria		
Indication	Yes	No
Introduction to the course		
UMP name & logo		
Course title		
Course learning outcomes		
Course synopsis		
Course syllabus		
Instructor's information		
Duration of the course		
Duration of the video (approximately 3 minutes)		
Resolution 1080p (Full HD)		
Intro & Outro		
2. Content Video		
Please circle the answer		
Concept	1	2
Criteria		
Please tick (/) the following criteria		
Indication	Yes	No
Instructor's information		
Introduction to the chapter/topic		
Chapter/Topic outcome		
Learning material		
Duration of the video (approximately 5-10 minutes)		
Resolution 1080p (Full HD)		
Intro & Outro		
List of hardware/item		
List of hardware/item purchased for digital content development		

Verified by

Signature & Official stamp

TDA/HOP

Date :

Approved by

Signature & Official stamp

DEAN

Date :