



# ***KEY AMAL INDICATOR (KAI)*** **JABATAN PERPUSTAKAAN UTM** **TAHUN 2025**

## **BAHAGIAN ILMU PENGETAHUAN INSTITUSI**

**SEKSYEN KOLEKSI KHAS DAN REPOSITORI**

**UNIT PEMBANGUNAN KOLEKSI KHAS | UNIT REPOSITORI & DOKUMEN DIGITAL**

**LAPORAN Q4 : OKTOBER – DISEMBER 2025**







**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

# KANDUNGAN LAPORAN

## UNIT PEMBANGUNAN KOLEKSI KHAS

**KAI:** Number of new materials representing institutional knowledge preserved.

**OD:** Increase number of item received in IKLAS (Institutional Knowledge Library Acquisition System)

## UNIT REPOSITORI & DOKUMEN DIGITAL

**KAI:** Number of research data deposited in Research Data Management (RDM) repository.

**OD:** Increase number of research data which meet principles of FAIR (Findable, Accessible, Interoperable, Reusable).

1. Collaborations with postgraduate students conducting research funded by UTM / non UTM grants.
2. Collaboration with UTM Community (RG,CoE)/ Government Bodies/Schools/NGOs: 3 records.

KAI 2025	Action Plan & Target Q1	Action Plan & Target Q2	Action Plan & Target Q3	Action Plan & Target Q4	Achievement 2025 (%)	Status (Pending / In Progress / Achieved)
<p>Number of new materials representing institutional knowledge preserved.</p> <p>OD Increase number of item received in IKLAS (Institutional Knowledge Library Acquisition System)</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Decision to include thesis account in Q3.</li> <li>2. Data from Q1–Q4 has been revised in accordance with the decision made in Q3.</li> </ol>	<p>Collaborations with ‘PTJ’, Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 44 titles @ 176% out of 25 titles.</p> <ul style="list-style-type: none"> <li>▪ Exam paper – 41</li> <li>▪ Archive - Book - 3</li> </ul> <p>(up to 4 March 2025)</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. There will be fluctuations in file delivery through the IKLAS system depending on the availability of digital content produced by PTJs.</li> <li>2. Out of 100 titles (cumulative), current achievement is 44%.</li> </ol>	<p>Collaborations with ‘PTJ’, Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 4% @ 1 title out of 25 titles.</p> <ul style="list-style-type: none"> <li>▪ Poster - 1</li> </ul> <p>Notes: Out of 100 titles (cumulative), current achievement is 45%.</p> <p>Justification: Please refer to slide 6.</p>	<p>Collaborations with ‘PTJ’, Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 1392% @ 348 out of 25 titles</p> <ul style="list-style-type: none"> <li>• Thesis - 255</li> <li>• Examination papers – 67</li> <li>• Report – 1</li> <li>• Annual report – 4</li> <li>• Book – 1</li> <li>• Poster – 20</li> </ul> <p><b>Total - 348 titles</b></p> <p>Notes: Out of 100 titles (cumulative), current achievement is 795%</p> <p>Justification: Please refer to slide 5.</p>	<p>Collaborations with ‘PTJ’, Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 324% @ 81 out of 25 titles.</p> <p>Thesis – 49 Book – 1 Bulletin – 2 Poster – 16 Report – 10 Certificate – 3</p> <p><b>Total – 81 titles</b></p> <p>Justification: Please refer to slide 4.</p>	<p>918% @ 918 titles (up to 21 December 2025)</p>	<p>Achieved</p>

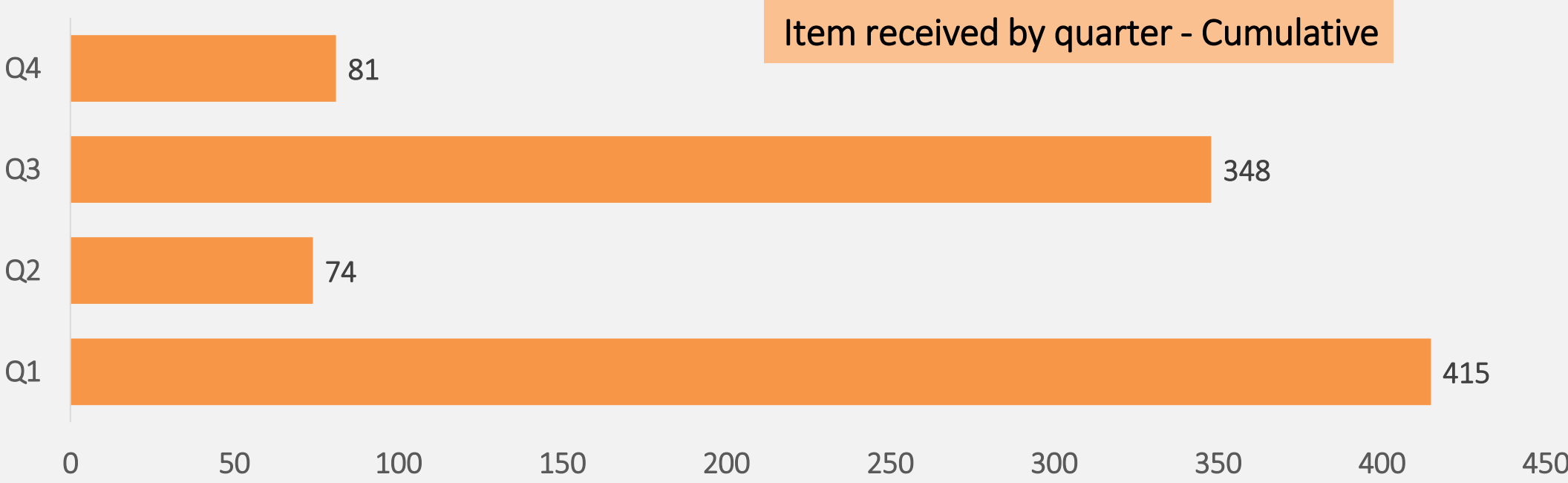
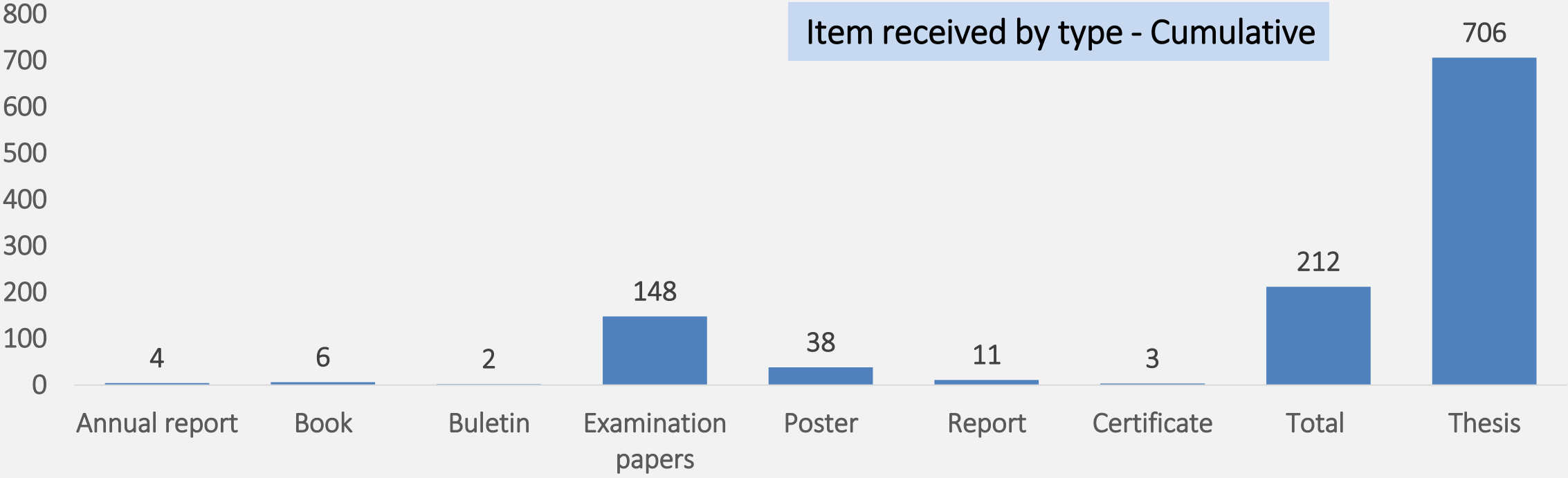
JUSTIFICATION – Q4:

- 1. The cumulative overall performance calculation has been updated following revisions made in Q3 related to thesis submissions in the IKLAS system and a technical error in the submission totals by material type, which was corrected in the final Q4 calculation (as of 21 December 2025).
- 2. The 2026 target will be revised due to changes in the current development of the UTM E-Theses System and revisions to the terms and conditions for item acquisition in the IKLAS system.

Item Type	Q1	Q2	Q3	Q4	TOTAL
Annual report	0	0	4	0	4
Book	4	0	1	1	6
Buletin	0	0	0	2	2
Examination papers	81*	0	67	0	148
Poster	1	1	20	16	38
Report	0	0	1	10	11
Certificate	0	0	0	3	3
Total	86	1	93	32	212
Thesis	329	73	255	49	706
Total	415	74	348	81	918

Notes:  
\* Correction for total item received.

QUARTER	TOTAL
Q1	415*
Q2	74
Q3	348
Q4	81
Total	918





## JUSTIFICATION – Q3:

- i. TKPIP and KKR have agreed to include the calculation of digital theses as items received through IKLAS, since UTM has yet to launch the e-thesis system after two years of development. Without including these digital theses, the number of digital contents recorded as received by the library will appear lower than it actually is.

Therefore, to adjust the total receipts for 2025 from Q1 to Q3, the number of items received through the IKLAS system has been updated and listed by material type for reference.

### Thesis only: Q1-Q3

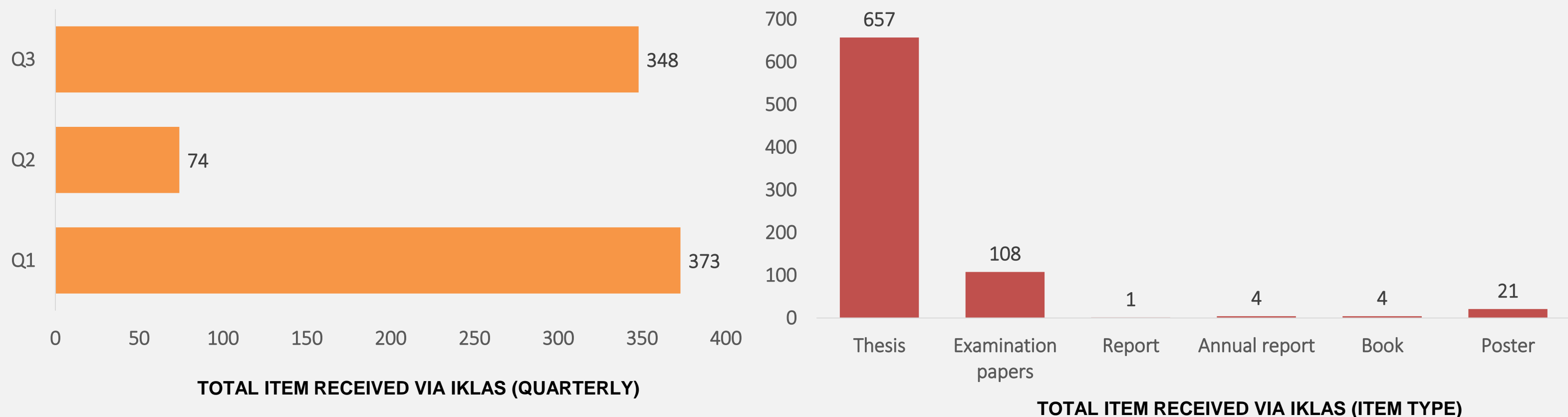
- Q1 - 329 titles
- Q2 - 73 titles
- Q3 - 255 titles

**Total - 657 titles**

### Achievements for Q3

- Thesis - 255
- Examination papers – 67
- Report – 1
- Annual report – 4
- Book – 1
- Poster – 20

**Total - 348 titles**



- ii. Total item received up to Q3 = 795 titles.

- ii. The target for 2026 will be revised due to changes in the current situation of the UTM E-Theses System development.

## JUSTIFICATION - Q2:

- i. The faculty/department (PTJ) is still unaware of the process for submitting archival materials through IKLAS. UGK will implement promotional efforts to raise awareness and increase the volume of materials received.
  - a. The promotional session with FKT, initially scheduled for March 2025, was postponed by the Deputy Dean (Academic) due to her involvement in examination mark entries and meetings related to the examination process. A follow-up was conducted by P(GK) in May 2025, but a response is still pending as they are awaiting the appointment of a new officer to replace the current Deputy Dean (Academic), who is retiring soon. P(GK) remains in contact with FKT to arrange a briefing on the submission of materials through IKLAS.
  - b. P(GK) contacted the Undergraduate Coordinator of FABU in May 2025 to offer a briefing on the submission of materials through IKLAS. However, discussions are still ongoing as the person-in-charge has yet to respond. A follow-up on this matter is currently under consideration.
  - c. In June 2025, P(GK) approached representatives of the Student Representative Council (Majlis Perwakilan Pelajar) to arrange a briefing on the submission of materials through IKLAS. UGK is still awaiting feedback from them to confirm a suitable date for the session.

## CURRENT EFFORTS TO HELP INCREASE SUBMISSIONS VIA IKLAS

- i. Any digital documents found on social media will be considered for posting via IKLAS through the efforts of P(GK) to increase the submission of digital documents.
- ii. Internal staff of UTM Library are encouraged to submit any digital documents they have created—such as slides for the Anugerah Kualiti Perkhidmatan, Anugerah Inovasi Perkhidmatan, Kumpulan Inovatif & Kreatif, Department/Section Annual Reports, etc.—as best examples to help develop the UTM Archive collections.
- iii. UGK is interested in participating in library-led events, such as roadshows to faculties or departments (PTJs), to further enhance the promotion and visibility of IKLAS.

KAI 2025	Action Plan & Target Q1	Action Plan & Target Q2	Action Plan & Target Q3	Action Plan & Target Q4	Achievement 2025 (%)	Status (Pending / In Progress / Achieved)
<p>Number of research data deposited in Research Data Management (RDM) repository.</p> <p>OD</p> <p>Increase number of research data which meet principles of FAIR (Findable, Accessible, Interoperable, Reusable).</p> <p>1. Collaborations with postgraduate students conducting research funded by UTM / non UTM grants.</p> <p>2. Collaboration with UTM Community (RG,CoE)/ Government Bodies/Schools/NGOs: 3 records.</p>	<p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target</p> <p>0 titles</p> <p>Achievement</p> <p>No achievement</p> <p>Justification:</p> <p>1. UTM-RDM underwent significant system platform migration, which included data verification, metadata structuring, and confirmation of completed data migration.</p> <p>2. The requirements for the Temporary Daily Staff application related to data deposition have been submitted to the HR department for further action, as discussed in the Mesyuarat Jawatankuasa Pembangunan Bakat dan Pelan Penggantian (PBPP) of the UTM Library Department, Bil. 1/2025, dated 31st January 2025.</p>	<p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target</p> <p>0 titles</p> <p>Achievement</p> <p>No achievement</p> <p>Justification:</p> <p>Please refer to slide 8.</p>	<p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target</p> <p>0 titles</p> <p>Achievement</p> <p>No achievement</p> <p>Justification:</p> <p>Please refer to slide 8.</p>	<p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target</p> <p>0 titles</p> <p>Achievement</p> <p>No achievement</p> <p>Justification:</p> <p>Please refer to slide 8.</p>	No achievement	Pending

## JUSTIFICATION – Q4:

1. No research data deposition was recorded in the Research Data Management (RDM) repository during Quarter 4 (Q4). This was due to the limited implementation period following the official go-live of the UTMik system on 3 November 2025. Consequently, the focus during this reporting period was on preparatory activities, coordination, and implementation planning prior to the commencement of active research data deposition.
2. In addition, initial planning to implement a pilot test for research data deposition was agreed upon on 10 November 2025 with Research Data Development Committee (Raw Data) . However, the pilot implementation had to be postponed to allow for more structured implementation coordination and alignment with the current planning priorities.
3. For information, a discussion on Open Science guidelines was held on 17 November 2025 with the relevant responsible parties. During the discussion, preliminary planning for research data deposition targeted for implementation in 2026 was addressed, including the need for further alignment in terms of workflows, implementation coordination, and readiness before comprehensive data deposition can be carried out.

## JUSTIFICATION – Q3:

1. As of Quarter 3 (Q3) 2025, the UTM Institutional Knowledge (UTMIK) system is still not operational and has yet to be officially launched for the research data deposit process.
1. For information, during Quarter 3 (Q3) 2025, the development of the research data deposit template in UTMik system is still in progress. The template is currently under review to evaluate its functionality and usability within the system, and is undergoing vendor-level refinements to resolve existing errors and ensure system stability prior to the official launch.
1. The Library has successfully completed a series of workshops on the Bengkel Pembangunan Garis Panduan Sains Terbuka UTM Peringkat Perpustakaan, conducted in five sessions held on 18 July 2025, 24 July 2025, 28 July 2025, 4 August 2025, and 8 August 2025. The workshops aimed to establish a structured and practical framework to support the implementation of the UTM Open Science initiative.

## JUSTIFICATION - Q2:

1. As of June, the target has not been achieved because the UTM Institutional Knowledge (UTMIK) system has not been officially launched for the data deposit process. The deposition of open research data is planned to be done through self-deposit by academic staff and UTM researchers once the system is fully operational. Only raw research data will be deposited into the system at this stage.
2. The Library has just finished the Data Management Plan (DMP) template and is now preparing to send it to the appointed team for review before it can be used by all UTM researchers.
3. A discussion on Open Science data development was held with a research group from the Faculty of Computing, led by Prof. Dr. Siti Zaiton Mohd. Hashim. The group has agreed to collaborate and serve as the pioneer group for this initiative.
4. Following the discussion, a committee has been established to support and implement the initiative effectively.
5. Target for Q3 and Q4 will be revised from current target to 50 records for each quarter.





# TERIMA KASIH

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## DISEDIKAN OLEH:

**Hamizah Sumin    Mohamad Fahiezan Md. Zan**  
Pustakawan Kanan    Pustakawan Kanan  
Unit Pembangunan Koleksi Khas    Unit Repositori & Dokumen Digital

## DISEMAK OLEH:

**Haslina Hussin**  
Ketua | Seksyen Koleksi Khas & Repositori