

LAMPIRAN

DAFTAR GAMBAR

Gambar 1. Bandara Soekarno Hatta



Gambar 2. Anjung Tamu UUM



Gambar 3. Sit In Class Materi “ Principle Of Managemen “



Gambar 4. Sit In Class Materi “ Research Methods “



Gambar 5. Tour to Langkawi



Gambar 6. Muzeum Padi



Gambar 7. Daftar Hadir Sit in Class



**FORM KEGIATAN ACADEMIC VISIT
NEGARA MALAYSIA
UNIVERSITI UTARA MALAYSIA**

NAMA : .. ARIF RIVAN EFFENDY ..
NPM : .. 1612110007 ..
JURUSAN : .. MANAJEMEN ..

NO	HARI/TANGGAL	Jenis Kegiatan	TTD Pemateri
1	15 April 2014	Sit in class Principles OF Management	
2	17 APRIL 2014	Sit in class Research Methods	
3	18 April 2014	Sit in Class Principles OF Management	
4	21 April 2014	Sit in Class Research Methods	
5			
6			

Penanggung Jawab Kegiatan Academic Visit di UUM



Gambar 8. Daftar Kegiatan



Lampiran. Form Daftar Hadir Mahasiswa

**DAFTAR HADIR ACADEMIC VISIT
NEGARA MALAYSIA
UNIVERSITI UTARA MALAYSIA**

Nama : .. ARIF RIVAN EFFENDY ..
NPM : .. 1612110007 ..
Jurusan : .. MANAJEMEN ..

No.	Tanggal	Hari	Keterangan	Ttd mahasiswa	Ttd Dosen Pendamping
1	09 April 2014	Selasa	Menyus bandeda Sookana Hatta		
2	10 April 2014	Rabu	Mony ke Ranang		
3	11 April 2014	kamis	- Welcoming center - Libraris - Welcom Ceramany		
4	12 April 2014	Jumat	TOUR at Langkawi		
5	13 April 2014	Sabtu	TOUR at Alor Setar		

6	14 April 2019	Minggu	Pergi ke UOM Sport Center Bermain GO CART	✗	
7	15 April 2019	Senin	Sit in class	✗	
8	16 April 2019	Selasa	Activities with rekan cas	✗	
9	17 April 2019	Rabu	Sit in class Dkg 2/2 (Research metode)	✗	<u>Samudra</u>
10	18 April 2019	Kamis	Sit in class Day 2/1 Principles of management	✗	<u>Samudra</u>
11	19 April 2019	Jumat	1 day tour to haryaji Thantun	✗	<u>Samudra</u>
12	20 April 2019	Sabtu	- Hutan Sintok - Lake	✗	<u>Samudra</u>
13	21 April 2019	Minggu	Sit in class Research Metode	✗	<u>Samudra</u>
14	22 April 2019	Senin	Closing Ceremony	✗	
15	23 April 2019	Selasa	Flight to Jakarta	✗	

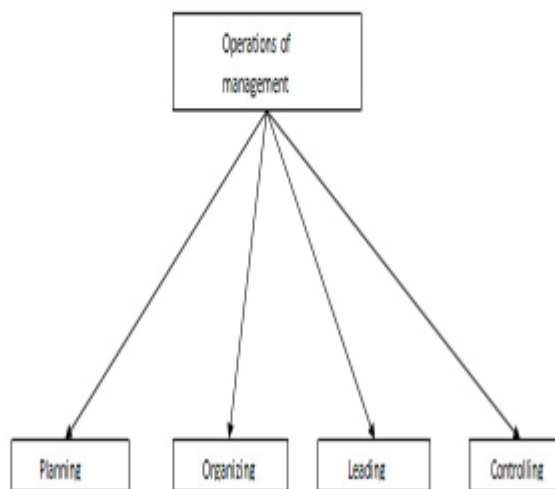
General Principles of Management- Henry Foyal's

- Henry Fayol's 14 principles derive from the circumstance that Fayol's felt that management was not well defined. In his striving to change this circumstance he suggested "some generalized teaching of management" to be a main part of every curriculum at places of higher education and even beginning in "primary schools". Fayol's dedication to this idea is demonstrated by the fact that after retirement he went on to not just write books about management ideas, but more importantly, he found the Centre for Administrative Studies (CAS) in 1917 in Paris. The CAS mainly functioned as a centre of discussion between professionals from a large variety of professions, in order to further the knowledge and understanding of management principles.

- **Division of work:** This is the specialization that economists consider necessary for efficiency in the use of labor. Fayol's applies the principle to all kinds of work, managerial as well as technical.
- **Authority & responsibility:** Here Fayol finds authority and responsibility to be related, with the later arising from the former. He sees authority as a combination of official factors, deriving from the manager' position and personal factors.
- **Discipline:** Seeing discipline as "respect for agreements which are directed at achieving obedience, application, energy, and the outward marks of respect. Fayol declares that discipline requires good superiors at all levels.
- **Unity of command:** This means that employees should receive orders from one superior only.
- **Unity of direction:** According to this principle, each group of actives with the same objective must have one head and one plan.

- **Subordination of individual to general interest:** This is self explanatory when the two are found to differ, management must reconcile them.
- **Remuneration and methods:** of payment should be fair and afford the maximum possible satisfaction to employees and employer.
- **Centralization:** Without using the term “Centralization of authority.”Fayol's refers to the extent to which authority is concentrated or dispersed. Individual circumstances will determine the degree that will give the best overall yield.
- **Scalar chain:** Fayol thinks of this as a chain of superiors from the highest to the lowest ranks, which, while not to be departed from need lessly, should be short circuited when to follow it scrupulously would be detrimental.
- **Order:** Breaking this into material and social order, Fayol's follows the simple adage of a place for everything and everything in its place.
- **Equity:** Loyalty and devotion should be elicited from personnel by a combination of kindness and justice on the part of managers when dealing with subordinators.
- **Stability of tenure:** Finding unnecessary turnover to be both the cause and the effect Of bad management, Fayol points out its dangers and costs.

Management is defined as an organ that aids in managing business, managers, work and workers. The vital tasks of management are marketing and also innovation.



What is Research?

- Research is something we all do in various capacities.
- We analyze a problem in hand and come up with a conclusion or workable solution to address the issue.
- Research is simply the processes undertaken to find solutions to problems which we are facing.
- The word problem does not necessarily mean that there is an issue at hand. A problem here is used to indicate that there is a phenomenon which is worthy of attention for analysis.
- A series of steps carried out in an organized, inquisitive and critical manner in order to investigate a phenomenon.

Research Design

- Is a blueprint for the collection, measurement, and analysis of data, based on the research questions of the study.
- More sophisticated and rigorous the research design is, the greater the time, costs, and other resources expended on it will be.
- It is therefore relevant to ask oneself at every choice point whether the benefits that result from a more sophisticated design to ensure accuracy, confidence, generalizability, and so on, are commensurate with the larger investment of resources.

Sources of Data

- **Primary data:** information obtained first hand by the researcher on the variables of interest for the specific purpose of the study.
 - Examples: individuals, focus groups, panels
- **Secondary data:** information gathered from sources already existing.
 - Examples: company records or archives, government publications, industry analyses offered by the media, web sites, the Internet, and so on.

Personal interview

- **Advantages**
 - Can clarify doubts about questionnaire
 - Can pick up non-verbal cues
 - Relatively high response/cooperation
 - Special visual aids and scoring devices can be used
- **Disadvantages**
 - High costs and time intensive
 - Geographical limitations
 - Response bias / Confidentiality difficult to be assured
 - Some respondents are unwilling to talk to strangers
 - Trained interviewers

DAFTAR TABEL

Tabel 1. Kegiatan 14 Hari di UUM

Day	Date	Proposed activities	Meals Provided	Self-paid meals by participants
1.	10April (Wednesday)	<ul style="list-style-type: none"> - Arrival of delegates - Welcoming ceremony - Activity 1 : UUM Campus Tour with RAKAN CAS 	1. Meals for welcoming ceremony (80 Person)	Dinner
2.	11 April (Thursday)	<ul style="list-style-type: none"> - Activities at School Of Computing, UUM(school tour, dialogue, sit in class) 	N/A	Breakfast Lunch Dinner
3.	12 April (Friday)	<ul style="list-style-type: none"> - One day tour & sightseeing to Langkawi 	N/A	Breakfast Lunch Dinner
4.	13 April (Saturday)	<ul style="list-style-type: none"> - Tour to Alor Setar 	Lunch	Breakfast Dinner
5.	14 April	<ul style="list-style-type: none"> - Tour campus 	N/A	Breakfast

	(Sunday)	Universiti Utara Malaysia		Lunch Dinner
6.	15 April (Monday)	- Sit in Class / Visiting lecture	N/A	Breakfast Lunch Dinner
7.	16 April (Tuesday)	- Activity 3 : Activities with RAKAN CAS ○ Mountai n Hiking	1. Breakfast 2. Lunch	Dinner
8.	17 April (Wednesday)	- Sit in Class / Visiting lecture	N/A	Breakfast Lunch Dinner
9.	18 April (Thursday)	- Activity 4: Activities with RAKAN CAS ○ Go-cart	N/A	Breakfast Lunch Dinner
10.	19 April (Friday)	- One day tour & sightseeing to Hatyai	N/A	Breakfast Lunch Dinner
11.	20 April (Saturday)	- Activity 5: Activities with RAKAN CAS ○ Hut an Sint ok/	1. Breakfast 2. Lunch	Breakfast Lunch Dinner

			Hidden Lake Exploration	
12.	21 April (Sunday)	- sit in class/ forum	N/A	Breakfast Lunch Dinner
13.	22 April (Monday)	- Closing ceremony <ul style="list-style-type: none"> o Presenting of certificates 	Meals for closing ceremony	Breakfast Lunch Dinner
14.	23 April (Tuesday)	- Depart to Sultan Abdul Halim Airport		

Tabel 2. Jadwal Sit in Class SBM-1

No.	Name	Date	Time	Time	Subject	Lecturer
1	Al Fahrur Razi	15 (Mon) &18 (Thurs) April 2019	10 AM - 1130 AM DKG 2/7 GROUP H	NIL	PRINCIP LES OF MANAGE MENT	DR MOHD RASHDAN SALLEHU DIN
2	Rian Efendi					
3	Errig Nandha Setiawan					
4	Reksi Alfarisi					
5	Herdi Saputra					
6	Ardin Maliyus	17 (Wed) &21 (Sun) April 2019	NIL	230 PM - 4 PM DKG 1/2 GROU P G	RESEAR CH METHOD S	DR OUSSAM A SAOULA
7	Ramadhoni					
8	R.M Alfathan Nadianto					
9	Muhammad Miswanto					
10	Ricky Pauzi Rahmadi					

Tabel 3. Jadwal Sit in Class Manajemen SBM-2

No.	Name	Date	Time	Time	Subject	Lecturer
1	Arham Bima Sakti	15 (Mon) &18 (Thurs) April 2019	NIL	4 PM - 530 PM DKG 2/3 GROUP C	PRINCIP LES OF MANAGE MENT	PM DR ALI YUSOB MOHD ZAIN
2	Ariyanto					
3	Arif Rivian Efendy					
4	Ervis Riza Fauzi					
5	Reza Putra Bela					
6	Tomy Chandra	17 (Wed) &21 (Sun) April 2019	1130 AM - 1 PM DKG 2/1 GROU P F	NIL	RESEAR CH METHOD S	PM DR ABD SHUKOR SHAMSU DIN
7	Alvin Nurcholic					
8	Tomy Chandra					
9	Harisca Crismonita					
10	Ajeng Puspita Hidayat					

Tabel 4. Jadwal Sit in Manajemen Class SBM-3

No	Name	Date	Time	Time	Subject	Lecturer
1	Novia Arma Anggraini	15 (Mon) &18 (Thurs) April 2019	10 AM - 1130 AM DKG 1/6 GROUP B	NIL	PRINCIPL ES OF MANAGE MENT	DR MAHA MOHAME D YUSR OTHMAN
2	Eka Fitria Nur Muslimah					
3	Aditya Pratiwi					
4	Lidiana Supratman					
5	Dita Fitrilian					
6	Sherin Tania Putri	17 (Wed) &21 (Sun) April 2019	NIL	4 PM - 530 PM DKG 2/2 GROU P P	RESEARC H METHODS	PM DR THILIP SAM
7	Andini lulu Oktavia					
8	Andini lulu Oktavia					
9	Mia Zefanya					
10	Nindri Bella Prilian					
11	Joza Yolanda					