



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**Universiti
Putra
Malaysia**



PUTRA GRADUATE ASSOCIATION

PRODUCTIVE, COLLABORATIVE, INNOVATIVE



OUR LOGO



**PUTRA GRADUATE
ASSOCIATION**

UNIVERSITI PUTRA MALAYSIA
PRODUCTIVE, COLLABORATIVE, INNOVATIVE

PGA VISION AND MISSION

VISION

PGA is the main platform to unite all local and international Postgraduate students at Universiti Putra Malaysia.

MISSION

To produce an excellent Postgraduate students in the areas of management, academic, research and others. In addition, to form a strong personality among Postgraduate students at Universiti Putra Malaysia. So that, UPM Postgraduate students will be respected by others.

OBJECTIVES OF ESTABLISHMENT



As a platform to channel the aspirations of UPM Postgraduate students,



As a coordinator of related events and programs in academic matters, research, welfare and programs related to Postgraduate students,



As a facilitator to equip a leadership knowledge, organizational skills, and create a spirit of teamwork among UPM Postgraduate students,



As the main platform to unite local and international Postgraduate students of UPM.

PUTRA GRADUATE ASSOCIATION (PGA) SUPREME COMMITTEE EXECUTIVE COUNCIL SESSION 2022/2023

Nama Penuh / Full Name	Jawatan / Position	Jabatan / Department
Muhammad Firdaus Azizi Bin Abdul Aziz	Presiden/President	Top Board
Siti Nabilah Datuk Mohd Rosdi	Timbalan Presiden 1/Deputy President 1	Top Board
Rindu Parulian Simanjuntak	Timbalan Presiden 2/Deputy President 2	Top Board
Siti Noor Haslina Md Latip	Setiausaha Agung/General Secretary	Top Board
Nur Syafiqah Hussin	Penolong Setiausaha Agung/ Deputy General Secretary	Top Board
Muhammad Azri Bin Hulam Rasol	Bendahari Kehormat/Treasurer	Top Board

PUTRA GRADUATE ASSOCIATION (PGA) SUPREME COMMITTEE EXECUTIVE COUNCIL SESSION 2022/2023

Sina Abdipoor	Ketua Exco/Chief Exco Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni	Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni
Usama Altaf	Exco Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni	Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni
Lee Kian Lie	Exco Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni	Perhubungan Luar Antarabangsa & Alumni/International Relations Affair & Alumni
Nur Farihin Binti Abd Hadi Khan	Ketua Exco/Chief Exco Media & Penerbitan/Media & Publication	Media & Penerbitan/Media & Publication
Munther Mohammad Qasem Alqsairi	Exco Media & Penerbitan/Media & Publication	Media & Penerbitan/Media & Publication
Mohd Saufi bin Hamzah	Exco Media & Penerbitan/Media & Publication	Media & Penerbitan/Media & Publication
Muhammad Rizal Bin Dato' Mohd Nor Zainal Abidin	Exco Media & Penerbitan/Media & Publication	Media & Penerbitan/Media & Publication
Nur Suhaila Binti Zulkifli	Ketua Exco Kebudayaan & Acara/Cultural & Event	Kebudayaan & Acara/Cultural & Event
Hanadi Mohammed Alobaidan	Exco Kebudayaan & Acara/Cultural & Event	Kebudayaan & Acara/Cultural & Event
Rabia Alam	Exco Kebudayaan & Acara/Cultural & Event	Kebudayaan & Acara/Cultural & Event
Ma Xin	Exco Kebudayaan & Acara/Cultural & Event	Kebudayaan & Acara/Cultural & Event
Liu Yu	Exco Kebudayaan & Acara/Cultural & Event	Kebudayaan & Acara/Cultural & Event

PUTRA GRADUATE ASSOCIATION (PGA) SUPREME COMMITTEE EXECUTIVE COUNCIL SESSION 2022/2023

Muhammad Ikhmal Shaffiq N. Sherap	Ketua Exco/Chief Exco Kebajikan & Hal Ehwal Siswazah/Welfare & Graduate Affair	Kebajikan & Hal Ehwal Siswazah/Welfare & Graduate Affair
Nalini Balakrishnan	Exco Kebajikan & Hal Ehwal Siswazah/Welfare & Graduate Affair	Kebajikan & Hal Ehwal Siswazah/Welfare & Graduate Affair
Sikder Mohammad Fazlul Karim	Ketua Exco Akademik & Penyelidikan/Academic & Research	Akademik & Penyelidikan/Academic & Research
Saeed Sheikh	Exco Akademik & Penyelidikan/Academic & Research	Akademik & Penyelidikan/Academic & Research

SURAT KELULUSAN



UPM
UNIVERSITI PUTRA MALAYSIA



PEJABAT TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR DAN ALUMNI)
THE DEPUTY VICE CHANCELLOR'S OFFICE (STUDENT AFFAIRS & ALUMNI)

Ruj. Kami : UPM.TNC.HEPA-100-1/3/1
Tarikh : 16 Mac 2022
13 Sya'ban 1443H

Saudara Muhammad Firdaus Azizi Abdul Aziz
Presiden
Persatuan Siswazah Putra
Sekolah Pengajian Siswazah
Universiti Putra Malaysia

Saudara,

PENUBUHAN PERSATUAN SISWAZAH UNIVERSITI PUTRA MALAYSIA

Dengan hormatnya saya merujuk kepada perkara di atas.

Sukacitanya dimaklumkan bahawa permohonan saudara untuk mendaftarkan dan menubuhkan Persatuan Siswazah Universiti Putra Malaysia adalah **DILULUSKAN**.

Adalah dimaklumkan, Persatuan Siswazah UPM adalah tertakluk kepada Garis Panduan Pengurusan Persatuan / Kelab UPM di bawah penyelarasan Seksyen Pengurusan Aktiviti, Bahagian Hal Ehwal Pelajar, UPM serta perlu mematuhi Akta Universiti dan Kolej Universiti 1971 (termasuk pindaan-pindaan di bawahnya), Perlembagaan, Statut, Kaedah-Kaedah dan Peraturan-Peraturan yang berkuat kuasa di universiti ini.

Semoga dengan adanya kelab ini, mahasiswa yang menjadi ahli akan dapat bergiat aktif dalam aktiviti kokurikulum di samping dapat melahirkan graduan yang berkualiti serta berdaya saing.

Sekian, terima kasih.

'WAWASAN KEMAKMURAN BERSAMA 2030'

'BERILMU BERBAKTI'

Saya yang menjalankan amanah,

PROF. DR. ARIFIN BIN ABDU
Timbalan Naib Canselor (Hal Ehwal Pelajar dan Alumni)
Universiti Putra Malaysia

s.k
1. Ketua Pentadbiran Pej. TNC HEPA
2. Ketua BHEP
3. Ketua Seksyen Pengurusan Aktiviti, BHEP

President



Muhammad Firdaus Azizi Bin Abdul Aziz

- Provides leadership and direction to the PGA organisation;
- Presides at meetings of the club and oversees the activities of the executive committee and board of director;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors;
- Has overall financial responsibility for the PGA;
- Approves all PGA communications
- Ensures the completion of the PGA annual report each year and submits it to BHEPA by the stated deadline;
- Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces;
- Supervise the functioning of the elected excos;
- Develop the agenda for and preside over the meetings of the PGA.



Siti Nabilah Datuk Mohd Rosdi

Deputy President 1

- Presides at meetings in the absence of the president;
- Plans, coordinates, and recruits' committees to manage a series of meetings and programs;
- Coordinates programs with the president and the executive committee and the board of directors;
- Represent the PGA at events and other meetings as requested by the president;
- Coordinate the work of committees;
- Preside over PGA meetings in the absence of the president.



Rindu Parulian Simanjuntak

Deputy President 2

- Ensures strong leadership succession by identifying and recruiting new club volunteers;
- Provides mentorship to new PGA members;
- Coordinates programs with the president, Deputy President 1 and the executive committee and board of excos;
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meetings, notices or newsletters.



Siti Noor Haslina Md Latip

General Secretary

- Handles the correspondence of the PGA and keeps records of it;
- Maintains official records of meetings;
- Informs Executive Committee of deadlines for reports, mailings, and future commitments;
- Coordinates mailing of notices/newsletters to ;
- Maintains an information of the Executive Committee and other board members current address, including email, and telephone information;
- Distributes this roster to board members and the excos;
- Informs the Office of Alumni Relations of plans and activities by forwarding copies of all mailings and special reports;
- Maintains complete and up-to-date copies of the PGA by laws and other organizational documents.

Deputy General Secretary



Nur Syafiqah Hussin

Assisting General Secretary:

- Handles the correspondence of the PGA and keeps records of it;
- Maintains official records of meetings;
- Informs Executive Committee of deadlines for reports, mailings, and future commitments;
- Coordinates mailing of notices/newsletters to ;
- Maintains an information of the Executive Committee and other board members current address, including email, and telephone information;
- Distributes this roster to board members and the excos;
- Informs the Office of Alumni Relations of plans and activities by forwarding copies of all mailings and special reports;
- Maintains complete and up-to-date copies of the PGA by laws and other organizational documents.

Treasurer



Muhammad Azri Bin Hulam Rasol

- Oversees PGA finances, collects dues and receives other monies;
- Prepares and submits financial statements to the president and the executive committee every month;
- Collaborates with Event Exco to find sponsorship;
- Follows best financial practices as determined by BHEPA;
- Completes and submits the annual financial report to the PGA Committee members each year by the stated deadline;
- Assists the president and other officers in preparing program budgets and financial controls;
- Maintains and supervises PGA bank account (Trust Fund- *Tabung Amanah*);
- Ensures that adequate budget and financial controls are maintained;
- Pays all PGA bills on time.

Exco of International Relations Affair & Alumni



Sina Abdipoor
Chief Exco



Usama Altaf
Exco



Lee Kian Lie
Exco

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Exco of International Relations Affair & Alumni

- Organises programs related to international postgraduate students and postgraduate alumni;
- Responsible to collaborate with other Postgraduate club(s)/organisation(s) and Postgraduate student country representative domestically and internationally;
- Gathers and records information related to postgraduate alumni UPM;
- Establishes strong relationship with iPutra and EMGS
- KPI:
 - At least 2 events related to international relations affair (i.e. immigration, visa)
 - Meeting with iPutra and EMGS at least three times in a year

Exco of Media & Publication



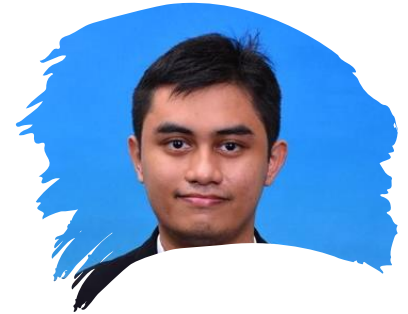
**Nur Farihin Binti
Abd Hadi Khan
Chief Exco**




**Munther Mohammad
Qasem Alqsairi
Exco**



**Mohd Saufi bin
Hamzah
Exco**



**Muhammad Rizal Bin
Dato' Mohd Nor Zainal
Abidin
Exco**

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Exco of Media & Publication

- Responsible to update and actively posted PGA Instagram, PGA Facebook, PGA Telegram info;
- Collaborate and promote PGA through all SGS social media platforms
- KPI:
 - Design and display PGA Exco members poster in **all** faculty boards
 - Design corporate video for PGA
 - Press release of all PGA events
 - Standardisation of PGA corporate image
 - Design and prepare any events which requires video or online

Exco of Cultural & Event



**Nur Suhaila Binti
Zulkifli
Chief Exco**



**Hanadi Mohammed
Alobaidan
Exco**



**Rabia Alam
Exco**



**Ma Xin
Exco**



**Liu Yu
Exco**

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Exco of Cultural & Event

- Oversees the development and coordination of PGA events;
- Manages online registration through the online for all PGA events;
- Delegates responsibilities for event management to PGA exco members;
- Oversees program committees that are created for a program;
- KPI:
 - At least 2 events to promote PGA & UPM
 - At least 1 event to promote international culture
 - Communicates to board on program status during planning and post-event stages.

Exco of Welfare & Graduate Affair



Muhammad Ikhmal Shaffiq N. Sherap

Chief Exco



Nalini Balakrishnan

Exco

A large, irregular pink brushstroke graphic that serves as a background for the title text.

Exco of Welfare & Graduate Affairs

- Ensures the welfare of postgraduate students' affairs;
- Prepares and distributes forms for postgraduate students welfare and issues;
- KPI:
 - Distributes the welfare form to **all** faculties and analyse it;
 - Reports the findings to Executive Board every month in the Exco meeting.

Exco of Academic & Research



Sikder Mohammad Fazlul Karim

Chief Exco



Saeed Sheikh

Exco

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Exco of Academic & Research

- Manages and organise events related to academic scholars;
- Organise collaborations regarding academic related with other faculties;
- KPI:
 - At least 1 international academic event within a year (i.e. mobility, academic forum, webinar)
 - At least 2 UPM Postgraduate academic event within a year

COMING TOGETHER
IS A BEGINNING;
KEEPING TOGETHER
IS PROGRESS;
WORKING TOGETHER IS
SUCCESS.

HENRY FORD

Thank you