UNIVERSITI TEKNOLOGI MARA

2024

e-SRR
REPORT

UiTM CAWANGAN KEDAH

e-SRR Manual
2024

Cover design and layout: Juaini Jamaludin

This manual is intended to guide users for using the SRR template provided. Below are the procedures for completing the SRR template:

1. Accessing the template
The template can be obtained from the Google Drive link that will be provided by the administrator of the sheet. The template can be edited offline or online.

2. Editing the template
There are 4 areas required to be filled by the panel in order to complete the SRR (Area 1, Area 2, Area 3, Area 4 sheets). Please be sure to fill in the required blank space with adequate information.

3. Printing the report
Once all areas have been completed, the report sheet will be automatically generated according to the information filled in each area. Users can download the report sheet by pressing CTRL+P keyboard shortcut or hover the mouse to "File" and select "Download".

To make proper printing of the report, be sure to disable gridlines in the "Formatting" option provided before printing and set custom page breaks to suit the size of the paper on user's own discretion.

e-SRR MANUAL

SELF REVIEW WRITERS

Authors Area 1
Irma Kamarudin
Sarirah Che Rose
Dr. Farahdina Fazial
Salmah Roslim

Authors Area 2
Dr. Siti Norfazlina Yusoff
Dr. Roshidah Safeei
Hanani Ahmad Fuad
Mursyda Mahshar

Authors Area 3
Juaini Jamaludin
Nor Kamariah Chik
Rosnita Sahrani
Asmahani Nayan
Nor Azlina Azmi
Nur Syafizan Sufter

Authors Area 4
Robekhah Harun
Hapiza Omar
Etty Harniza Harun
Siti Mukhlisa Khairul Adilah
Siti Nurul Aini Md Rodzi
Dr Muslimah Mohd Jamil
Dr Mohd Shahid Azim Mohd Saufi

Management Team UiTM Kedah
Prof. Dr. Roshima Haji Said
Dr. Junaida Ismail

Internal Reviewer
Dr. Jamaludin Akbar
Assoc. Prof. Ts. Dr. Azhari Md Hashim
Assoc. Prof. Dr. Abdul Majeed Ahmad

Advisory Board Editor
Dr. Afida Ahmad
Samsiah Bidin
Robekhah Harun
Hapiza Omar
Yusni Yusoff

Language Editors
Sharina Saad
Azrul Shahimy Mohd Yusof
Nur Hidyati Zolhani

Editors
Juaini Jamaludin
Dr. Afida Ahmad

TABLE OF CONTENTS

AREA 1

INSTITUTIONAL LEADERSHIP AND GOVERNANCE

1.1 Review of Vision, Mission, and Educational Goals

	COPIA STANDARDS	EVIDENCES	RATING
1.1.1	State the current vision and mission of the university. Describe how PTJ supports the vision and mission. *(Impactful Evidence: Minutes of management meetings; Mapping the activities to the vision and mission)*	Vision and mission of UiTM are periodically reviewed by UiTM Shah Alam. UiTMKDH's vision and mission is alligned with UiTM Shah Alam. The **Objective Quality** in UiTMKDH is approximately similar to educational goal. The **Objective Quality** is constantly perform reviews to stay current and relevant. It will be reviewed by a governing board through a process which is prescribed by **Bahagian Tadbir 1 UiTM: Multisistem 2018**. The UiTM's vision and mission and **Objective Quality** are available in **UiTMKDH website (Corporate Segment)** and in **Manual Kualiti (MK.UiTMKDH.01) page 12/75**. This **Objective Quality** is in line with UiTM2025 Strategic Plan. It reflects the crucial elements of the processes and outcomes of higher education. **1.1.1(a)** Bahagian Tadbir 1 UiTM: Multisistem **1.1.1(b)** UiTM2025 Strategic Plan **1.1.1(c)** https://kedah.uitm.edu.my/discover-us/profile **1.1.1(d)** Manual Kualiti (MK.UiTMKDH.0.1) **1.1.1(e)** Pekeliling Akademik Bilangan 20 Tahun 2021 Pemakluman Perlaksanaan Universiti Educational Objectives (UEO) Universiti Teknologi MARA	4
1.1.2	State the educational goals (EG) of the university. Describe how PTJ's programme supports the educational goals. *(Impactful Evidence: Minutes of management meetings; Mapping of PEOs to educational goals)*	The **vision, mission, and objective quality was approved by a governing board** or other appropriate body that competent to discharge such duties and responsibilities. On 19 August 2021, University Educational Goal (UEO) UiTM was approved by **Senate Meeting 274** for it to be implemented in UiTM and its branches. The suggestion for enhancement of **Objective Quality** was made in **Mesyuarat Kaji Semula Pengurusan (MKSP)** on 16 April 2023 and **Mesyuarat Kaji Semula Pengurusan (MKSP)** on 10 December 2023. **1.1.2(a)** Pekeliling Akademik Bilangan 20 Tahun 2021 Pemakluman Perlaksanaan Universiti Educational Objectives (UE0) Universiti Teknologi MARA **1.1.2(b)** Minit Mesyuarat Kaji Semula Pengurusan Bil.1/2023 bertarikh 16 April 2023. **1.1.2 (c)** Minit Mesyuarat Kaji Semula Pengurusan Bil.2/2023 bertarikh 10 Disember 2023	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
1.1.3	Describe how PTJ disseminates the vision, mission and educational goals to its internal and external stakeholders. *(Impactful Evidence: Poster displayed on the notice board; One of the agenda in the academic meeting JAN, JAF, JAKP; Any activities/platform implemented to disseminate the vision, mission, EG ie Amanat Rektor, MDS, website)*	UiTMKDH disseminates its vision, mission via UiTM Kedah website and has disseminated the improved **Objective Quality** which was approved in 2021 to its internal stakeholders (UiTM Kedah's staffs and students) **through E-mail, Amanat Rektor, MDS and UiTMKDH website**. For UEO, the dissemination to its internal stakeholder (UiTM's Kedah staffs) was made via ***Pekeliling Bilangan 20 Tahun 2021 Pemakluman Perlaksanaan Universiti Educational Objectives (UEO) Universiti Teknologi MARA*** dated 6 October 2021. On the other hand, the current **Objective Quality** was posted to the Corporate section of the UiTMKDH website for external stakeholders. **1.1.3(a)** UiTMKDH Objective Quality https://kedah.uitm.edu.my/images/2023/05/ObjektifKualiti2023.jpg **1.1.3(b)** Pekeliling Akademik Bilangan 20 Tahun 2021 Pemakluman Perlaksanaan Universiti Educational Objectives (UEO) Universiti Teknologi MARA **1.1.3(c)** UiTM Corporate Video (Version 2022) https://drive.google.com/drive/folders/17Cf5CRewfwP7mljErnRmqE_6t21TclZ	4

1.2 Formulation and Deployment of Strategic Plans

	COPIA STANDARDS	EVIDENCES	RATING
1.2.1	Describe how PTJ supports the strategic plans of the university. *(Impactful Evidence: Minutes of meetings on discussion of strategic planning; Reports on workshops or forums for strategic planning discussion)*	**Strategic Action Plan (SAP)** of each PTJ must be based on UiTM's Strategic Plan 2025 which specifies the strategic thrusts, themes and performance indicators that focus on attaining UiTM strategic goals. The strategic thrusts emphasize on quality education, global excellence and value-driven performance. A series of discussions were held between **Unit Strategik dan Transformasi UiTMKDH** and **Bahagian Tranformasi Universiti, UiTM SHAH ALAM**. The discussion between them revolved around **Strategic Action Plan (SAP)** and **Performance Indicator (PI)** 2023. UiTMKDH had also organised workshop *Bengkel Perancangan Pelan Tindakan Strategik 2023* on **12-13 December 2022**. This was the most important initiative by UiTMKDH in efficiently moving the Strategic Plan 2023. **1.2.1(a)** UiTM2025 Strategic Plan. **1.2.1(b)** Performance Indicator (PI) 2023 UiTMKDH **1.2.1(c)** Surat Jemputan Serahan PI 2023 (25-26 Oktober 2022) **1.2.1(d)** PI Keseluruhan 2023 UiTMKDH by Owner **1.2.1(e)** PI Keseluruhan 2023 UiTMKDH by PI No **1.2.1(f)** PI Keseluruhan 2023 UiTMKDH by Weightage **1.2.1(g)** PI Keseluruhan 2023 UiTMKDH **1.2.1(h)** Bengkel Perancangan Pelan Tindakan Strategik (SAP) 2023 UiTM Cawangan Kedah (12-13 Dec 2022) **1.2.1(i)** Invitation email 'SESI PERJUMPAAN BTU BERSAMA PSTU' Bil.1/2023 @ Tue Jan 17, 2023 10am - 1pm (MYT)	4
1.2.2	Describe how the PTJ strategic plan is disseminated and deployed. (Impactful Evidence: Any platforms/methods that have been implemented to disseminate the strategic plan e.g; Booklets, Brochure, Timeline/Gantt chart, Websites, Internet portals; Minutes of meetings e.g: MKSP, Mesyuarat Kakitangan Akademik, Workshop, Townhall)	The **Strategic Action Plan (SAP)** had discussed on how to strategically deploy it in UiTMKDH and it was **disseminated to Ketua Bahagian/KPP/Ketua Unit/Ahli MPK** during **Bengkel Perancangan Pelan Tindakan Strategik (SAP) 2023** UiTMKDH that was held on 12-13 December 2022. All PTJs have strategized their Strategic Action Plan (SAP) to drive the given Performance Indicator (PI) in order to ensure the achievement of the said Performance Indicator (PI) every quarterly (Q1, Q2, Q3, Q4). Thereafter, the Strategic Action Plan (SAP) and Performance Indicator (PI) were disseminated to staff at divisions and programs level via their internal program's meetings, email to UiTMKDH's staffs dated 11 April 2023 and during *Mesyuarat Kakitangan Akademik ke-75 Bil.1/2023* **1.2.2(a)** Bengkel Perancangan Pelan Tindakan Strategik (SAP) 2023 UiTM Cawangan Kedah (12-13 Dec 2022) **1.2.2(b)** Minit Mesyuarat Fakulti Sains Komputer & Matematik UiTM Cawangan Kedah Bil. 1/2023 (30 Januari 2023) **1.2.2(c)** Minit Mesyuarat Fakulti Sains Pentadbiran dan Pengajian Polisi UiTM Cawangan Kedah Bil. 2/2022 (17 Mac 2022)	4

	COPIA STANDARDS	EVIDENCES	RATING
		1.2.2(d) Minit Mesyuarat ACIS Kedah Bil.1/2023 (12 Jan 2023) **1.2.2(e)** Minit Mesyuarat Jabatan Undang-Undang Bil.04/2022 (5 Okt 2022) **1.2.2(f)** Minit Mesyuarat Akademi Pengajian Bahasa Bil.34 (1-2023) (15 Feb 2023) **1.2.2(g)** Minit Mesyuarat Jabatan Pengurusan Maklumat Bil. 1/2023 (6 Febuari 2023) **1.2.2(h)** Minit mesyuarat Bahagian Penyelidikan dan Jaringan Industri Bil. 1/2022 (7 Febuari 2022) **1.2.2(i)** Minit Mesyuarat Jawatankuasa Tadbir Urus HEA Bil. 1/2023 (8 January 2023) **1.2.2(j)** Minit Mesyuarat Ketua Unit Hal Ehwal Pelajar Bil. 2/2023 (08 Ogosi 2023) **1.2.2(k)** Minit Mesyuarat Bahagian Kewangan Bil. 2/2022 (26 December 2022) **1.2.2(l)** Bengkel Perancangan Strategik (PS) dan Pelan Tindakan Strategik (SAP) PI2023 Fakulti Pengurusan dan Perniagaan, UiTM Cawangan Kedah (1 December 2022) **1.2.2(m)** Minit Mesyuarat Fakulti Perakaunan Bil. 1/2023 (20 Mac 2023) **1.2.2(n)** Minit Mesyuarat Fakulti Seni Lukis dan Seni Reka Bil. 1/2023 (10 November 2022) **1.2.2(o)** Minit Mesyuarat Kakitangan Akademik Universiti Teknologi Mara Cawangan Kedah ke -75 Bil. 1/2023 **1.2.2(p)** Email Maklumat PI 2023 UiTM Cawangan Kedah 11 April 2023	
1.2.3	Describe how PTJ monitors and reviews the strategic plan. Identify the interventions and provide the evidence and provide the evidence of intervention. *(Impactful Evidence: Reports from KPI monitoring system; Minutes of meetings on action and reviewing the KPI; Reports of past achievements of PI e.g: Laporan Pencapaian Skor PI)*	The **Strategic Action Plan (SAP)** and **Performance Indicator Achievement** are being reviewed and monitored periodically. UiTM Shah Alam will monitor it **every quarter (April, June, September, and December)**. At UiTMKDH, **Project Directors, Project Managers and Strategic's representative** have been appointed to manage and ensure the reporting of PI's current data going smoothly as scheduled. Every month, as a routine practiced, Strategic's representative from each faculty and unit will collect recent informations pertaining to their PI's achievement and share the information with PI's Program Managers before the 4th of every month. Then, Program Managers will submit the said report to Lead Director and PSTU between the 5th to 8th of every month. Next, PSTU will update the received information in UEPMO BTU. PI endorsement will be done by PTJ then followed by endorsement by Lead Director between the 18th to 20th of every month. Finally, on the 24th of every month, BTU will update the recent data in the Dashboard. The **result can be extracted from the Power BI BTU dashboard**. The Performance Indicator Achievements were also **presented in MPK and JKEN Meetings** for others' notification.	4

COPIA STANDARDS		EVIDENCES	RATING
		The University Transformation Division (BTU) held data presentation sessions on key performance indicators (KPI) and university performance indicators (PI) for the quarterly achievement. **1.2.3(a)** Minit Mesyuarat JKEN UiTMKDH Bil. 4/2023 (12 April 2023) **1.2.3(b)** Minit Mesyuarat JKEN UiTMKDH Bil. 7/2023 (12 Julai 2023) **1.2.3(c)** Minit Mesyuarat JKEN UiTMKDH Bil. 10/2023 (17 Oktober 2023) **1.2.3(d)** Minit Mesyuarat MPK UiTMKDH Bil. 1/2023 (2 Januari 2023) **1.2.3(e)** Minit Mesyuarat MPK UiTMKDH Bil. 2/2023 (9 April 2023) **1.2.3(f)** Bengkel Semakan Performance Indicator (PI) Q1 Dan Strategic Action Plan (Sap) 2023 UiTMKDH **1.2.3(g)** Laporan Ringkas Pencapaian Q2 PI Dan SAP 2023 UiTMKDH **1.2.3(h)** Bengkel Semakan Performance Indicator (PI) Q3 Dan Strategic Action Plan (SAP) 2023 UiTMKDH **1.2.3(i)** Bengkel Pecutan Q4 PI2023 UiTMKDH **1.2.3(j)** Proses Dan Garis Masa Pelaporan PI SAP 2023 UiTMKDH **1.2.3(k)** Project Registration Uisms 2023 Kedah With Costing **1.2.3(l)** Senarai LD_PD_PSTU Kampus Kedah 2023 **1.2.3(m)** Power BI_PI 2023 UiTMKDH June 2023 Q2 23072023 Monthly Report **1.2.3(n)** Power BI PI 2023 UiTMKDH Sept 2023 **1.2.3(o)** PI2023 ACHIEVEMENT BY % - UiTMKDH **1.2.3(p)** PI2023 ACHIEVEMENT BY LD - UiTMKDH **1.2.3(q)** PI2023 ACHIEVEMENT BY PI NO - UiTMKDH **1.2.3(r)** Status SAP 2023_UiTM Kedah_Ogos 2023	

1.3 Institutional and Academic Leadership

	COPIA STANDARDS	EVIDENCES	RATING
1.3.1	Describe how the academic leaders PTJs are appointed including the selection criteria, job description, qualifications and experience, and mechanisms for selection of institutional leaders and academic leaders at the department and programme levels. *(Impactful Evidence: Document on job description and appointment criteria; Advertisement for institutional and academic positions)*	The selection criteria, including job description and qualifications of institutional and academic administrators in UiTMKDH such as Rector, Deputy Rectors of the three divisions (Academic, Students' Affairs & PJI), KPP, and KP **have been established and documented**. Up to 2023, there has been **no internal advertisement** implemented for the academic positions at UiTMKDH. Reference can be made to ***Pekeliling Akademik Bil. 18/2023, Pekeliling Akademik Bil. 6/2016*** and ***Manual Pengurusan Akademik Untuk Pentadbir 2013*** which are available on the HEA official website. Trek Kepimpinan shows the job descriptions of Rektor and the deputies of the three divisions. **1.3.1(a)** https://hea.uitm.edu.my/v4/index.php/download **1.3.1(b)** Pekeliling Akademik Bil. 18/2023 (Prosedur Lantikan Pentadbir Akademik Daripada Pensyarah di UiTM) **1.3.1(c)** Pekeliling Akademik Bil. 6/2016 (Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur dan Kuasa melantik Jawatan Pentadbir Akademik UiTM) **1.3.1(d)** Manual Pengurusan Akademik Untuk Pentadbir 2013 **1.3.1(e)** Trek Kepimpinan Rektor **1.3.1(f)** Trek Kepimpinan Timbalan Rektor HEP **1.3.1(g)** Trek Kepimpinan Timbalan Rektor PJI **1.3.1(h)** Trek kepimpinan Timbalan Rektor HEA	4
1.3.2	Describe the process of appointing the institutional and academic positions and support with related evidence. *(Impactful Evidence: Systems, procedures and guidelines; Document on succession plan; List of academic leaders; Curriculum Vitae of academic leadership of PTJs)*	The selection process for the appointment of institutional and academic administrators in UiTMKDH is **based on a practice that was agreed by the higher management level of UiTMKDH** as the best practice to replace succession planning. The proposed candidates of academic administrators such as Deputy Rectors of the three divisions, KPP and KP are endorsed in **Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN)** and submitted to the respective TNC of UiTM for appointment after he is satisfied with the qualification of each candidate by taking into account any reports on integrity. Reference can be made to **Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN)** Bil 10/2023 dated 17/10/2023	4

	COPIA STANDARDS	EVIDENCES	RATING
		1.3.2(a) Carta Alir Proses Lantikan Pentadbir Akademik **1.3.2(b)** Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil. 5/2023 bertarikh 10/5/2023 **1.3.2(c)** Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil. 6/2023 bertarikh 11/6/2023 **1.3.2(d)(i)** Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil. 10/2023 bertarikh 17/10/2023 **1.3.2(d)(ii)** Petikan Minit Mesyuarat **1.3.2(e)(i)** Fail Lantikan Ketua Program/Penamatan [500-UiTMKDH (PT.23/4/2)] Jilid 2 **1.3.2(e)(ii)** Catatan Awal Dalam Fail **1.3.2(e)(iii)** Muka Depan Dalam Fail **1.3.2(f)** Surat Lantikan Pentadbir Akademik 2023 **1.3.2(g)(i)** Surat Pengesahan Penerimaan Lantikan KK **1.3.2(g)(ii)** Surat Pengesahan Penerimaan Lantikan KPP	
1.3.3	Describe how PTJ plans and develops leadership training and development programmes to continuously improve and enhance the capabilities of current and potential institutional and academic. *(Impactful Evidence: List of professional development and leadership training programs; Training needs analysis; Training records; List of Leadership training/development programmes that have been attended by the present and potential academic leaders)*	UiTMKDH **sends the academic administrators for leadership training under ILD-UiTM** to continuously improve and enhance the capabilities of current and future/potential institutional and academic administrators. Nevertheless, for 2023 training needs analysis, training records, and list of leadership training that have been attended by any academic leaders, are not available at UiTMKDH. Therefore, UiTMKDH **should have made available those records (the list of professional development and leadership training programmes, training needs analysis, and training records)** to show that UiTMKDH has properly planned to prepare the appointed academic administrators to have enough capabilities to fulfill their responsibilities. **1.3.3(a)** Carta Alir Proses Latihan Kepimpinan **1.3.3(b)** Rekod Latihan Kepimpinan PM Dr Abdul Majeed **1.3.3(c)** Rekod Latihan Kepimpinan Dr. Nor Azrina (TREK HEP) **1.3.3(d)** Rekod Latihan Kepimpinan Dr. Azhari (TREK PJI) **1.3.3(e)** Rekod Latihan Kepimpinan Dr. Junaida (TREK HEA) **1.3.3(f)** Rekod Latihan Kepimpinan Dr. Mohd Zool Hilmie (KPP) **1.3.3(g)** Rekod Latihan Kepimpinan Dr. Nurul 'Ayn (KPP)	3

	COPIA STANDARDS	EVIDENCES	RATING
1.3.4	Describe how the process of evaluation for academic leaders is implemented. *(Impactful Evidence: Performance appraisal system; Reports on staff performance evaluation; Academic leaders evaluation (at least 3)*	To date, SUFO, Propens, TESA, and MyATP are the evaluation tools widely used in the UiTM system. For MyATP, VC will evaluate the Rector's performance while the Rector will evaluate the Deputy Rectors. The Deputy Rectors will evaluate Head Units specified under each Division (Academic, Students' Affairs & PJI). Meanwhile, **SUFO reflects students' evaluation** of their respective lecturers. **1.3.4(a)** Template SUFO **1.3.4(b)(i)** Minit Mesyuarat Panel Pembangunan Sumber Manusia (PPSM) Bil 11/2023 bertarikh 14/11/2023 **1.3.4(b)(ii)** Petikan Minit Mesyuarat PPSM **1.3.4(c)** Senarai Penerima Anugerah Akademik Universiti (AAU) 2023	4

1.4 Governance Function and Mechanism

	COPIA STANDARDS	EVIDENCES	RATING
1.4.1	Provide PTJ's organisation chart together with its terms of reference. *(Impactful Evidence: Organization chart; Governance chart; Policy on limits of authority)*	**Governance structures and functions** of UiTMKDH's are viewable on UiTMKDH's Official Website with reference to the top management and the organization chart. Offices, departments, divisions, units and faculties also can be easily viewed on UiTMKDH's Official Website with reference to Carta Organisasi UiTMKDH. **1.4.1(a)** Carta Organisasi UiTMKDH (gambar) **1.4.1(b)** Carta Organisasi UiTMKDH **1.4.1(c)** Carta Organisasi UiTM	4
1.4.2	Provide evidence of the agenda discussed in Mesyuarat Pengurusan Eksekutif/JAN/JAF/JAKP and also the list of attendees. *(Impactful Evidence: Online systems for approval and monitoring; Integrity pact for meetings; Minutes of management meeting (JAF, JAN, JAKP etc); Pengisytiharan Kepentingan)*	Meeting decisions which are done in UiTMKDH, are **based on principles of non-conflict, transparency, accountability and authority** with an adequate degree of autonomy such as the meetings of Jawatankuasa Eksekutif Negeri (JKEN), Pengurusan Kanan (MPK), Kaji Semula Pengurusan (MKSP), Panel Pembangunan Sumber Manusia (PPSM), Jawatankuasa Akademik Negeri (JAN) and Jawatankuasa Pengurusan Sumber Manusia Negeri (JPSMN) with reference to Buku Dokumentasi Struktur Tadbir Urus UiTMKDH. The non-conflict, transparency, accountability and authority with adequate degree of autonomy **can be seen from the minutes of all the meetings**. **1.4.2(a)** Buku Dokumentasi Struktur Tadbir Urus UiTMKDH **1.4.2(b)** Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil. 12/2023 bertarikh 12/12/2023 **1.4.2(c)** Minit Mesyuarat Pengurusan Kanan (MPK) Bil. 1/2023 bertarikh 2/1/2023 **1.4.2(d)** Minit Mesyuarat Kaji Semula Pengurusan (MKSP) Bil. 1/2023 bertarikh 16/4/2023 **1.4.2(e)** Minit Mesyuarat Panel Pembangunan Sumber Manusia(PPSM) Bil. 12/2023 bertarikh 12/12/2023 **1.4.2(f)** Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Bil. 3/2023 bertarikh 23/8/2023 **1.4.2(g)** Minit Mesyuarat Jawatankuasa Pengurusan Sumber Manusia Negeri (JPSMN) Bil. 12/2023 bertarikh 12/12/2023 **1.4.2(h)** Takwim Mesyuarat Pengurusan UiTMKDH 2023	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
1.4.3	Provide evidence for the process of functional integration and comparability of educational quality must be established in PTJs which have geographically separated campuses. *(Impactful Evidence: Minutes of Coordination Meeting between Campuses; Minutes of Management Review Meeting; Any evidence demonstrates the existence of coordination and integration between different locations e.g: Pekeliling, Surat Pemakluman, minutes of meeting etc)*	UiTMKDH has no separate campus.	4

1.5 Information Management

	COPIA STANDARDS	EVIDENCES	RATING
1.5.1	Provide evidence on how data/information pertaining to student and academic records is processed, validated and disseminated with confidentiality and integrity. *(Impactful Evidence: Document related to data security, confidentiality e.g: SIM, eRES, AIMs etc.)*	The information management and data protection policy that the UiTM administration (Bahagian Pentadbiran Kampus) designed is implemented by UiTMKDH. Before being granted access to the student record system (SIMS), every staff member has to complete the "**Borang Perakuan Menyimpan Akta Rahsia Rasmi**" Staff ID and password are required for all systems, including SIMs, AIMs, and eRES, that provide access to UiTM information. It is intended to make sure that confidential data is kept private and not leaked. **1.5.1(a)** Borang Perakuan Menyimpan Akta Rahsia Rasmi **1.5.1(b)** Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605) **1.5.1(c)** Akta Univeristi Teknologi MARA 1976 (Akta 173) **1.5.1(d)** Peraturan Akademik Diploma dan Sarjana Muda UiTM (Pindaan 2021) **1.5.1(e)** Akta Institusi-Institusi Pelajaran (Tatatertib) 1976 (Akta 174) **1.5.1(f)** UiTMKDH official website https://kedah.uitm.edu.my/discover-us/governance **1.5.1(g)** Web SSO Portal , https://sso.uitm.edu.my/nidp/app/login **1.5.1(h)** UiTM e- Result Exam System https://eres.uitm.edu.my/estaff/eres/login.ht **1.5.1(i)** Aims UiTM https://aims.uitm.edu.my/curriculum/	4
1.5.2	Describe the process of amending/correcting data/information if any error occurs. *(Impactful Evidence: Minutes of Management Review Meeting; System UNITS, SIM)*	UiTMKDH reviews the proses of amending, correcting data and informatian management policies through Jawatankuasa Eksekutif Negeri (JKEN). JKEN needs to ensure that the amendment information is always updated and informed to all UiTMKDH Staff. **1.5.2(a)** Minit Mesyuarat JKEN ke 94-Bil. 10/2023 **1.5.2(b)** Minit Mesyuarat JKEN ke-92-Bil. 8/2023 **1.5.2(c)** Carta Alir Proses Pindaan Maklumat	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

AREA 2

ACADEMIC DEVELOPMENT AND MANAGEMENT

2.1 Formulation of Learning Outcome

	COPIA STANDARDS	EVIDENCES	RATING
2.1.1	Describe how PTJ conducts needs analysis and provide the related evidence for programme development and curriculum review. *(Impactful Evidence: Needs analysis e.g: Market survey report, benchmarking report; Analysis of PEO/PLO achievement; Sample of paperwork of new program, and curriculum review; List of stakeholders e.g: academic and industry advisor, external assessor, alumni industry, student etc)*	**Diploma Pentadbiran Awam (AM110)** The new curriculum has been used for the semesters of October 2023–February 2024. **FSPPP (AM110)** **2.1.1(a)** Surat Pelantikan Pengurus Utama (PU) (600UiTMKS/FSPPP (Akd.3/1). **2.1.1(b)** Surat Pelantikan JK PU FSPPP 2021-2023 **2.1.1(c)** Laporan pelaksanaan proses semakan kurikulum AM110 **2.1.1(d)** Surat Pemakluman Pengajian Baru AM110 **2.1.1(e)** Pelan Pengajian AM110 (Pelan ID 8502) **Diploma Pengajian Perniagaan FPP (BA111)** The new curriculum has been used for the year 2023. **FPP (BA111)** **2.1.1(a)** Surat Pelantikan Sebagai Pengurus Utama (PU) Hak Milik Program Akademik Universiti Teknologi MARA (600-HEA (UHEK 3/13)) 1 March 2016. **2.1.1(b)** Program Curriculum Review Commitee **2.1.1(c)** Pelan Pengajian BA111 (Pelan ID 7645) **2.1.1(d)** Surat Lantikan Jawatankuasa Kurikulum BA111 **Diploma Informatik Perpustakaan FPM (CDIM144)** IM120 has been renamed to CDIM144 and it has started for semester 1, session 2021/2022. **FPM (CDIM144)** **2.1.1(a)** Surat Pemakluman Keputusan Mesyuarat JKPT Bil.4 - 2021 UiTM **2.1.1(b)** MQR Listing IM144 **2.1.1(c)** Pelan Pengajian IM144 (Pelan ID 8537) **2.1.1(d)** Sijil IM144	4
2.1.2	Provide the mapping of PEOs, PLOs CLOs with the Malaysian Qualifications Framework (MQF). *(Impactful Evidence: Sample of a program mapping; Sample of Course Assessment Plan)*	UiTMKDH programs are aligned with the Malaysian Qualification Framework (MQF). It is consistent and supportive to the current curriculum learning outcomes (LO), course outcomes (CO), and program outcomes (PO). These include: i) Syllabus ii) Scheme of Work/Lesson Plan/ Course Outline **2.1.2(a)** AIMS (https://aims.uitm.edu.my/curriculum/) **2.1.2(b)** Alignment of PEO PLO CLO (http://aims.uitm.edu.my/curriculum/) **2.1.2(c)** Alignment of PLO MOHE LO SS (http://aims.uitm.edu.my/curriculum/)	5

COPIA STANDARDS		EVIDENCES	RATING
		FSPPP (AM110) **2.1.2(a)** Syllabus PAD101 **2.1.2(b)** Syllabus PAD381 **2.1.2(c)** SOW PAD101 **2.1.2(d)** SOW PAD381 **2.1.2(e)** Table 1 Matrix of PLO against PEO **2.1.2(f)** PLO vs. MQF 2.0 - AM110 **FPP (BA111)** **2.1.2(a)** Syllabus MGT334 **2.1.2(b)** Syllabus ECO261 **2.1.2(c)** SOW MGT334 **2.1.2(d)** SOW ECO261 **2.1.2(e)** BA111 Mapping PEO PLO MQF 2.0 **2.1.2(f)** Mapping Course vs PLO **FPM (CDIM144)** **2.1.2(a)** Syllabus IMC113 **2.1.2(b)** Syllabus IMC111 **2.1.2(c)** SOW IMC113 **2.1.2(d)** SOW IMC111 **2.1.2(e)** IM144 PEO PLO MQF MOHE Taxonomy **2.1.2(f)** Table Matrix PLO against PEO			

2.2 Curriculum Design, Delivery and Assessment
a. Curriculum structure and content

	COPIA STANDARDS	EVIDENCES	RATING
2.2.1	Provide mapping of the program with MQF, educational goals, program standards and SDGs. *(Impactful Evidence: Sample of the programme from the various PTJ; Mapping Courses vs EG vs MQF vs SDG)*	Each programme offered in UiTMKDH aligns with MQF, educational goals, programme standards and SDGs. **2.2.1(a)** Mapping of PEO to PLO and MQF AM110 **2.2.1(b)** Mapping of PEO to PLO and MQF BA111 **2.2.1(c)** Mapping of PEO to PLO and MQF CDIM144	**4**

b. Instructional Method

	COPIA STANDARDS	EVIDENCES	RATING
2.2.2	Describe how PTJ adopted appropriate instructional methods for the programme in providing a conducive learning environment to improve the student learning experience. *(Impactful Evidence: List of instructional methods; Sample of Course file (at least 3 programs); CDL-CQI Report; Student Learning Experience Report)*	UiTMKDH has benefitted from various facilities provided to the students in order to create a conducive learning environment, as well as nurturing a scholarly and creative achievers among them. Teaching and Learning activities in 2023 were implemented via a mix of online and face to face as stipulated in ***Pekeliling Akademik Bilangan 16 Tahun 2022*** and ***Pekeliling Akademik -2022-02-Pelan Tindakan ODL (ODL 5.0)***. Meanwhile ***Pekeliling Akademik Bilangan 4 Tahun 2023*** highlighted on **Self-Instructional Materials** for development of teaching and learning materials via open and distance learning (ODL), which offered flexible learning opportunities. To improve the students learning, teaching and learning, **resources were uploaded and optimized through platforms and applications** such as MyStudent, iStudent, uFuture, ICReSS V2.1 and others.	**4**

	COPIA STANDARDS	EVIDENCES	RATING
		2.2.2(a) Pekeliling Akademik Bilangan 16 Tahun 2022 **2.2.2(b)** Pekeliling Akademik -2022-02-Pelan Tindakan ODL (ODL 5.0) **2.2.2(c)** Pekeliling Akademik Bilangan 4 Tahun 2023 **2.2.2(d)** Laporan CDL_CQI UiTMKDH Mac-Ogos 2023 **2.2.2(e)** Course File PAD363 (AM110) **2.2.2(f)** Course File MGT334 (BA111)	

c. Assessment

	COPIA STANDARDS	EVIDENCES	RATING
2.2.3	Describe the process of preparing the assessment for the dissemination of the results. Describe the appeal process. *(Impactful Evidence: Any document and policy on management and security of assessment documents e.g: Academic Regulation, Polisi Pentaksiran dan Penilaian Akademik Pelajar, Borang Pengakuan Staf, Laporan Audit Peperiksaan etc; Appeal policy for assessment, Minute of meeting related ie JAN/JAF/JAKP)*	UiTMKDH has followed the policy on management and security assessment as in **Polisi Penilaian Akademik UiTM Pindaan 2021**, **Buku Peraturan Akademik Sarjana Muda Dan Diploma - Pindaan 2021**, and few circulars on confidentiality such as **Prosedur Penghantaran Dokumen Pentaksiran dan Penilaian**. UiTM implemented the **Structured Assessment Mechanism (SAM)** for **OKT 2023-FEB 2024** semester. **Bahagian Pentaksiran dan Penilaian Akademik (BPPA)** introduced this new mechanism to narrow the communication gap between lecturers and students. Assessments were **divided into 3 to 4 structured time blocks** and must be executed while feedback and marks were given within the period assigned. The **final examination questions were generated within the Question Bank System (QBS)** through the **Academic Information Management System (AIMS).** **2.2.3(a)** Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2021 Bil. 1 **2.2.3(b)** Polisi Penilaian Akademik UiTM Pindaan 2021 **2.2.3(c)** Prosedur Penghantaran Dokumen Pentaksiran dan Penilaian **2.2.3(d)** Pelaksanaan SAM bagi Semester OKT 2023-FEB 2024 **2.2.3(e)** Pengurangan 50% Kod Kursus dan Pelaksanaan QBS Berfasa **2.2.3(f)** Kelulusan Menaikkan Markah **2.2.3(g)** Manual QBS **2.2.3(h)** Borang Pengakuan Staf (Semakan L) **2.2.3(i)** Borang Penyerahan Kertas Soalan (Produk Pelanggan) (Semakan K)	4

	COPIA STANDARDS	EVIDENCES	RATING
2.2.4	Describe the process of developing and reviewing assessment criteria and methods conducted by the recourse person. *(Impactful Evidence: Policy/procedure that highlights the autonomy for department responsibility on relevant assessment processes e.g: Academic Regulation, Polisi Pentaksiran dan Penilaian Akademik Pelajar; Any document related to the process of developing and reviewing assessment e.g: minutes of meeting JAN/JAF/JAKP, workshop etc; Sample of description of assessment comprising formative and summative components; Sample JSU/JSUB/JSP)*	The departments of AM110, BA111, and CDIM144 are given **sufficient autonomy to develop and review assessments criteria and methods, comprising of formative and summative components**. The assessments are based on special **JSUB (Jadual Spesifikasi Ujian Berterusan)** and **CAP (Course Assessment Plan)** reviewed by Resource Person (RP) and approved by the Dean. **2.2.4(a)** Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2021 Bil. 1 **2.2.4(b)** Polisi Penilaian Akademik UiTM Pindaan 2021 **2.2.4(c)** Surat Lantikan Resource Persons **2.2.4(d)** JSU PAD363 **2.2.4(e)** CAP PAD363 **2.2.4(f)** JSU ECO162 **2.2.4(g)** CAP ECO162 **2.2.4(h)** JSU IML202	4
2.2.5	Describe how assessment methods, policy on plagiarism, grading criteria and results are documented and communicated to students.	UiTMKDH has **comply with methods of student's assessment, policy on plagiarism, grading criteria and results management**. These assessments have been documented and communicated to student's aligning to course plan by the Resource Person (RP) / Lecturer in Charge (LIC). Assessment methods are reviewed periodically during the curriculum review process. The departments of AM110, BA111, and IM120 are given sufficient autonomy to develop and review assessments criteria and methods, comprising of formative and summative components.	4

	COPIA STANDARDS	EVIDENCES	RATING
2.2.5	*(Impactful Evidence: Procedures for the management of student assessment and its records; Any document related to the process documented and communicated e.g: Sample of Assessment Description, Garis Panduan Kesetaraan Kualiti Pelajar UiTM, Laporan CDL-CQI, pekeliling, etc.)*	The assessment criteria and methods in designing the assessment followed the policy on management and security assessment as in **Polisi Penilaian Akademik UiTM Pindaan 2021, Buku Peraturan Akademik Sarjana Muda Dan Diploma - Pindaan 2021**, and few circulars on confidentiality such as **Garis Panduan Kesetaraan Kualiti Pelajar UiTM**, The assessments are based on special **JSUB (Jadual Spesifikasi Ujian Berterusan)** and **CAP (Course Assessment Plan)** review by Resource Person (RP) and approved by the Dean. Students **must fill in the declaration form** to declare the originality of their work on assignments and final assessments. Students **have to submit their work to a plagiarism test** (Turnitin) to check the originality of their report, since they are bound to UiTM's policy on plagiarism as stated in **Dasar Plagiarisme UiTM dan Pelaksanaannya Versi 20.** UiTMKDH implemented the **Structured Assessment Mechanism (SAM)** for OKT 2023–FEB 2024 semester. **Bahagian Pentaksiran dan Penilaian Akademik (BPPA)** introduced this mechanism to narrow the communication gap between lecturers and students. Assessments were divided into 3 to 4 structured time blocks and must be executed while feedback and marks were given within the period assigned. **2.2.5(a)** Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2021 **2.2.5(b)** Polisi Pentaksiran dan Penilaian Akademik UiTM Pindaan 2021 **2.2.5(c)** Garis Panduan Kesetaraan Kualiti Pelajar UiTM **2.2.5(d)** Dasar Plagiarisme UiTM Dan Pelaksanaannya Versi 20 **2.2.5(e)** Pelaksanaan SAM bagi Semester OKT 2023-FEB 2024 **2.2.5(f)** CAP MGT340 (MARCH 2023) **2.2.5(g)** JSUB MGT340 (MARCH 2023) **2.2.5(h)** CAP ECO162 **2.2.5(i)** JSUB ECO162 **2.2.5(j)** CAP PAD363 **2.2.5(k)** JSUB PAD363 **2.2.5(l)** CAP IML208 **2.2.5(m)** JSU IML202 **2.2.5(n)** Laporan CDL-CQI UiTM Cawangan Kedah Mac – Ogos 2023 **2.2.5(o)** Understanding Plagiarism A Guide For Lecturers Website :(http://hea.uitm.edu.my)	4

	COPIA STANDARDS	EVIDENCES	RATING
2.2.6	Describe how the PTJ ensures the correctness of the student's results, status and records. *(Impactful Evidence: Students' achievement reports; Activities report with the students; Student's results; Any document demonstrates the roles of Academic Advisor e.g: Academic Advisor appointment letter, the sample of student list (extract from SIMS), PA meeting/workshop etc)*	In the year 2023, teaching and learning activities and assessment **were conducted online and offline following the JSUB and CAP by RPs**. 40% - 50% of the continuous assessment results must be disclosed to the students before the final examination. Structured Assessment Mechanism (SAM), the assessments, **feedback and marks must be given** and communicated within the structured time block. The continuous assessments and final examination results must be submitted by lecturers to KF as record. All **final exam results must go through a strict verification** and verification process at the State Academic Committee (JAN) before being approved. To avoid disparities in evaluation, moderation will be done among the lecturers to ensure that there are no large differences between grades. All marking/ assessment processes, rubrics or assessment criteria will be used as a measured guide for each course. The **final examination will be checked by a second examiner** to ensure the grading standard. Lecturers play a role through academic advisors to create a more effective communication network for students. UiTMKDH lecturers are given a number of students under supervision to monitor and help students especially in the academic field. Communication between academic advisors and students is not only subject to social media groups such as **WhatsApp/Telegram but also through the PA Dashboard**. PA Dashboard can be accessed through the link https://ikedah.uitm.edu.my/iAkademik/ePA/index.html. This PA Dashboard is empowered to monitor communication with students in a more organized and effective manner. **2.2.6(a)** Garis Panduan Pemeriksa Kedua **2.2.6(b)** Borang Pemeriksa Kedua **2.2.6(c)** Rubrik ECO162 Group Report MARCH-AUG 2023 **2.2.6(d)** Rubrik ECO162 Group Presentation MARCH-AUG 2023 **2.2.6(e)** Rubrik MGT340 Rubric Written Report (30%) **2.2.6(f)** Rubrik MGT340 Rubric Presentation (20%) **2.2.6(g)** Rubrik PAD363 Continous Assessment **2.2.6(h)** Rubrik IML208 Group Project **2.2.6(i)** Rubrik IML208 Individual Project **2.2.6(j)** Skema Jawapan MGT345 **2.2.6(k)** Skema Jawapan PAD240 **2.2.6(l)** Skema Jawapan IMC113 **2.2.6(m)** Borang Pemeriksa Kedua MGT345 **2.2.6(n)** Borang Pemeriksa Kedua PAD240 **2.2.6(o)** Borang Pemeriksa Kedua IMC113 **2.2.6(p)** Manual Penasihat Akademik **2.2.6(q)** Email Bengkel Penasihat Akademik **2.2.6(r)** Pemerkasaan Penasihat Akademik **2.2.6(s)** PA Dashboard Website	4

d. Constructive Alignments

	COPIA STANDARDS	EVIDENCES	RATING
2.2.7	Describe how the outcomes of constructive alignment are being deployed in curriculum structure, content, delivery and assessment. *(Impactful Evidence: Minutes of meetings on the periodic review of the curriculum structure; The Terms of Reference and the composition of the Program Review Committee; Mapping of assessment with PEO and PLO; Mapping of CLO with PLO; Sample of Course Assessment Plan (CAP at least 5 courses)*	UiTMKDH periodically reviews the effectiveness of alllignment between the curriculum structure, content, delivery and assessment via CDL/CQI, E&E survey, SUFO, and PROPENS. **2.2.7(a)** Mapping of PEO to PLO and MQF AM110 **2.2.7(b)** Mapping of PEO to PLO and MQF BA111 **2.2.7(c)** Mapping of PEO to PLO and MQF CDIM144 **2.2.7(d)** Semakan Kurikulum BA111 **2.2.7(e)** Laporan Perlaksanaan Proses Semakan Kurikulum AM110 **2.2.7(f)** Surat Makluman Keputusan Mesyuarat JKPT Semakan Kurikulum CDIM144 **2.2.7(g)** CAP MKT341 **2.2.7(h)** CAP ECO162 **2.2.7(i)** CAP PAD363 **2.2.7(j)** CAP PAD102 **2.2.7(k)** CAP IML208	4

2.3 Admission and Mobility
a. Student Selection and Admission

	COPIA STANDARDS	EVIDENCES	RATING
2.3.1	Describe the process of student selection, admission and appeal, including transfer and exchange students as well as those with special needs. *(Impactful Evidence: Admission policy; Appeal policy for student admission; Credit Transfer Policy; Student Exchange Policy; Academic Regulation)*	Admission and appeal criteria and processes come under the jurisdiction of UiTM Shah Alam for all programmes. UiTMKDH is involved in promoting and disseminating information about the programmes. The selection of students comes under the jurisdiction of UiTM Shah Alam. UiTMKDH received only the expected number of students for every semester. The criteria and processes of selection of students are published, disseminated and publicly accessible in website UiTM Kedah, HEA UiTM, faculties websites, website Bahagian Pengambilan, website Portal Kemasukan Pelajar UiTM. **Visiting, exchange and transfer students are not applicable** to UiTMKDH as the processes are handled by UiTM Shah Alam. **2.3.1(a)** Manual Tadbir Urus Akademik Untuk Pentadbir **2.3.1(b)** Buku Syarat Kelayakan Program Pengajian UiTM2022 **2.3.1(c)** Peraturan Akademik Diploma Dan Sarjana Muda UiTM Pindaan 2021 [Bilangan 1] https://hea.uitm.edu.my/v4/index.php/download **2.3.1(d)** Website HEA UiTM https://hea.uitm.edu.my/ **2.3.1(e)** Website Fakulti Pengurusan dan Perniagaan https://fbm.uitm.edu.my/index.php/academic/programmes **2.3.1(f)** Syarat kelayakan BA111 **2.3.1(g)** Website Bahagian Pengambilan Pelajar UiTM http://pengambilan.uitm.edu.my **2.3.1(h)** Website Portal Kemasukan Pelajar UiTM https://online.uitm.edu.my/permohonan.cfm **2.3.1(i)** Rayuan Kemasukan Bahagian Pengambilan (UiTM) https://online.uitm.edu.my/keputusan.cfm **2.3.1(j)** Enrolmen Pelajar Mengikut Program_Sepenuh Masa 2023 **2.3.1(k)** Iklan kemasukan program di Website https://kedah.uitm.edu.my/component/content/article/17-student/student-information/524-program-kemasukan-sesi-2-2021-2022-ke-uitm?Itemid=140 **2.3.1(l)** Kelandar pengambilan pelajar https://pengambilan.uitm.edu.my/kalendar-pengambilan **2.3.1(m)** Program ditawarkan https://kedah.uitm.edu.my/academics/programme-offered **2.3.1(n)** Student offer letter for CDIM114 **2.3.1(o)** Garis Panduan Pelaksanaan Dasar Inklusif Orang Kurang Upaya di Institusi Pendidikan Tinggi	4

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

COPIA STANDARDS	EVIDENCES	RATING
2.3.2	Describe processes covering student mobility, articulation, credit transfer and programme transfer within or across institutions recognising formal, informal and non-formal learning. *(Impactful Evidence: Any documents related to the discussion of student mobility, and credit transfer ie Minutes of meeting JAN/JAF/JAKP; Buku Garis Panduan Pengecualian Kredit; Academic regulations)*	1. The policies, regulations, and processes concerning articulation practices, credit transfers, and credit exemptions are regularly reviewed by UiTM Shah Alam for all programmes according to **Buku Syarat Kelayakan 2022, Peraturan Akademik Diploma Dan Sarjana Muda UiTM Pindaan 2021 (Bilangan 1),** and **Manual Tadbir Urus Akademik**. In UiTMKDH, the information has been published on the website. 2. In UiTMKDH, HEA processes the applications for credit transfers, credit exemptions, or programme transfers. 3. Information regarding student mobility can be assessed on the website of UiTM Global. 4. For UiTMKDH, the list of mobility students can be assessed by quarter in a Microsoft Excel file. **2.3.2(a)** Buku Syarat Kelayakan 2022 **2.3.2(b)** Peraturan Akademik Diploma Dan Sarjana Muda UiTM Pindaan 2021(Bilangan 1) **2.3.2(c)** Manual Tadbir Urus Akademik Untuk Pentadbir https://bppa.uitm.edu.my/images/2021/downloadadmin/bahagian_3_-_tadbir_urus_akademik_2019_f.pdf **2.3.2(d)** Website Mobility Student https://uitmglobal.uitm.edu.my/index.php/international-affairs/mobility-programme **2.3.2(e)** Garis Panduan Permohonan Tabung Dana Mobiliti Pelajar Universiti Teknologi Mara (UiTM) **2.3.2(f)** Minit mesyuarat Jawatankuasa Takbir Urus bilangan 4/2023 bertarikh 26 Julai 2023. **2.3.2(g)** DIA VC Tracking Report **2.3.2(h)(i)** Programme Transfer **2.3.2 (h)(ii)** Credit Transfer **2.3.2 (h)(iii)** Briefing for credit transfer **2.3.2 (h)(iv)** Garis panduan pengecualian kredit Fakulti Pengurusan dan Perniagaan UiTMKDH.	4

AREA 3

TALENT AND RESOURCES

AREA 3: TALENT AND RESOURCES

3.1 Academic Staff
a. Policies

	COPIA STANDARDS	EVIDENCES	RATING
3.1.1	Describe procedures and human resource planning to recruit, develop, assess, reward, and promote an academic staff in line with the vision, mission, and institutional goals. *(Impactful Evidence: List of Staff recruited in the past 3 years; List of Staff promoted in the last 3 years; Any document related ie Panduan Tadbir Urus Pengurusan Autonomi, Watikah Penerimaan Autonomi, Laporan Kenaikan Pangkat Minit Mesyuarat Laporan Penilaian Prestasi Tahunan LNPT (Akademik & Bukan Akademik), Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT)*	UiTMKDH should establish a clearly defined and documented policy for recruiting academic personnel, with a primary focus on academic excellence as the selection criteria. The selection and recruitment of academic staff at UiTM Shah Alam are carried out according to the **guidelines provided by the Office of the Registrar**. These guidelines include the **Manual Proses Pengambilan Staff Kumpulan Pengurusan dan Profesional (Akademik)** and the **Panduan Pengurusan Proses Pelantikan Staf Akademik.** Additionally, the process is also governed by **Pekeliling Akademik Bil. 08/2020, Pekeliling Akademik Bil. 5/2019, and Pekeliling Akademik Bil. 04/2018**. The **Jabatan Pembangunan Sumber Manusia (JPbSM)**, the registrar office of UiTM, sets the guidelines for the appointment of academic faculty. Academic staff members who have dedicated 20, 25, or 30 years of service to the institution are eligible to receive recognition and honours for their long-term commitment. All honours are presented during the **Majlis Kemuncak Hari Kualiti dan Inovasi**. Individuals who achieved a performance assessment score of above 50% were entitled to a wage increase, while those who scored 85% or higher were eligible for the **Excellent Award**. **3.1.1(a)** Manual Tadbir Urus 1 UiTM: Multisistem Tadbir Urus Sumber Manusia, Universiti Teknologi MARA **3.1.1(b)** Garis Panduan Kenaikan Pangkat Staf Akademik Pindaan Tahun 2020 **3.1.1(c)** Pekeliling Akademik Bil. 08 / 2020: Pemakluman Penggunaan Sistem Permohonan Kenaikan Pangkat Staf Akademik Secara Dalam Talian **3.1.1(d)** Pekeliling Akademik 2019 Bilangan 5 Pindaan Syarat Kenaikan Pangkat Pensyarah Gred 45/46 ke Jawatan Pensyarah Kanan Gred 52 **3.1.1(e)** Pekeliling Akademik Bil 04/ 2018: Penambahbaikan Garis Panduan Kenaikan Pangkat Staf Akademik Universiti Teknologi MARA (UiTM) 2018 **3.1.1(f)** Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT	**4**

	COPIA STANDARDS	EVIDENCES	RATING
3.1.2	Describe the process of upholding academic integrity at PTJ. *(Impactful Evidence: Policy on academic integrity including plagiarism, and research ethics)*	UiTMKDH, as a branch campus, has implemented the same policy as the main campus in upholding academic integrity across many domains, including teaching, research and publication, consultancy, and community engagement. UiTM emphasises the importance of academic integrity and strongly condemns plagiarism. The awareness poster, e-book on comprehending plagiarism, and plagiarism policy serve as guidelines and tools to tackle plagiarism among students and academics. **3.1.2(a)** Peraturan Akademik Sarjana Muda Dan Diploma - Pindaan 2021 **3.1.2(b)** Academic Rules & Regulations For Postgraduate: PhD & Masters Degree Program By Coursework & Mixed Mode 2022 **3.1.2(c)** Peraturan Akademik Pra Diploma UiTM Pindaan 2022 [Bilangan 1] **3.1.2(d)** Academic Rules & Regulations For Postgraduate: PhD & Masters Degree Program By Research 2022 **3.1.2(e)** Avoiding Plagiarism A Guide For Students 2012 **3.1.2(f)** Understanding Plagiarism A Guide For Lecturers 2012 **3.1.2(g)** Pemakluman Migrasi Sistem Plagiarisme UiTM **3.1.2(h)** Ouriginal Guide (UiTM Staff) **3.1.2(i)** Ouriginal Guide (UiTM Students) **3.1.2(j)** Guide to the Analysis Report (Original)	4
3.1.3	Describe the process of addressing the human resources needs. *(Impactful Evidence: HR Development and Strategy Plan and Initiatives; Performance analysis report and revised policies/procedures; External Examiner Report; Audit Finding; Sample of KS planning, Keperluan tenaga Pensyarah (KTP))*	Because UiTMKDH is a branch campus, it has implemented an identical policy to the main campus for the evaluation of policies, procedures, and human resource strategies. UiTMKDH aims to attain and uphold the expected benchmarks of excellence for a Higher Education Provider (HEP). So far, the existing policies and procedures have only been examined and revised when deemed necessary. Typically, the process of reviewing and updating will occur in order to comply with new regulations or satisfy the resolutions established during the management review (MKSP) meeting. CQI reports, SUFO analysis, and PRO-PENS reports are utilised to assess performance and implement necessary corrective measures for ongoing enhancement. **3.1.3(a)** Pekeliling Akademik - 2021 - 10 - Penambahbaikan PRO-PENS UiTM **3.1.3(b)** Pemantauan PROPENS UiTM Kedah **3.1.3(c)** Pekeliling Akademik - 2022 - 18 - Garis Panduan Pengajaran Kolaboratif Di Universiti Teknologi MARA **3.1.3(d)** Pekeliling Akademik - 2022 - 19 - Model A.D.A.B Dalam Pengajaran Dan Pembelajaran	4

b. Implementation

	COPIA STANDARDS	EVIDENCES	RATING
3.1.4	Provide an adequate number of qualified academic staff with relevant experience to teach and assess student learning outcomes for each programme. *(Impactful Evidence: Data on staff-student ratio per programme/semester; Table of staff qualification levels; Percentage of staff with PhD; Percentage of full-time staff and turnover rate; Manual Proses Pengambilan dan Pelantikan Staf Kumpulan Pengurusan Dan Profesional (Akademik) Panduan Pengurusan Proses Pelantikan Staf Akademik; Sampel Surat Perakuan Pendaftaran Badan Profesional; Pekeliling Akademik)*	At present, UiTMKDH employs a combined total of 325 lecturers, both full-time and part-time. Nevertheless, the current quantity of full-time academic personnel is insufficient in light of the growing enrolment of students each semester. As in **MQA Program Standard Teaching Qualification**: Please refer **Nisbah Pensyarah kepada pelajar berdasarkan MQA**. Here is the list of Undergraduates programmes at UiTMKDH. **Diploma Programmes in UiTMKDH** 1. AC110 - Diploma Accountancy 2. CAAD111/AD111 - Diploma in Art and Design (Graphic Design and Digital Media) 3. CAAD114/AD114 - Diploma in Art and Design (Industrial Design) 4. AM110 - Diploma in Public Administration 5. BA111 - Diploma in Business Studies 6. BA132/BA118 - Diploma in Office Management and Technology 7. BA119 - Diploma in Banking Studies 8. CDCS110/CS110 - Diploma in Computer Science 9. CDIM110/IM110 - Diploma in Information Managament 10. CDIM144/IM120 - Diploma in Library Management **Bachelors Degree Programmes in UiTMKDH** 1. AC220 - Bachelor of Accountancy (Hons.) 2. CAAD244/AD244 - Bachelor of Industrial Design (Hons.) 3. AM228 - Bachelor of Administrative Science (Hons.) 4. BA240 - Bachelor of Business Administration (Hons.) Marketing 5. BA242 - Bachelor of Business Administration (Hons.) Finance 6. BA243 - Bachelor of Business Administration (Hons.) Human Resource Management 7. BA244 - Bachelor of Business Administration (Hons.) Operations Management 8. BA246 - Bachelor of Business Administration (Hons.) International Business9. BA24 9 - Bachelor of Business Administration (Hons.) Islamic Banking 10. BA250 - Bachelor of Business Administration (Hons.) Business Economics 11. CDIM244/IM244 - Bachelor of Business Administration (Hons.) Library Management	4

	COPIA STANDARDS	EVIDENCES	RATING
		Postgraduate Programmes in UiTMKDH 1. AA701 - Executive Master of Business Administration (EMBA) 2. AA901 - Doctor of Business Administration 3. AM770 - Executive Master of Administrative Science 4. BA750 - Master of Science (Business Management) 5. BA950 - Doctor of Philosophy (Business Management) 6. BA992 - Doctor of Philosophy (Office Systems Management) 7. IC780 - Master in Contemporary Islamic Studies 8. IM750/CDIM750 - Master of Science (Information Management) 9. IM950/CDIM950 - Doctor of Philosophy (Information Management) 10. LG750 - Master in Applied Language Studies 11. LG950 - Doctor of Philosophy Applied Language Studies 12. AD750/CAAD750 - Master (Arts & Design) **3.1.4(a)** Data Staff Akademik UiTMKDH 2023 - https://ikedah.uitm.edu.my/iPelanggan/eData/ **3.1.4(b)** Garis Panduan Beban Staf Akademik **3.1.4(c)** Nisbah Pensyarah kepada pelajar berdasarkan MQA	
3.1.5	Describe how the staff is given sufficient autonomy to focus on areas of their expertise, such as curriculum development and implementation, academic supervision of students, research and writing, scholarly activities, academically related administrative duties, and community engagement. *(Impactful Evidence: Staff JTOR and KPIs; Staff Workload per semester)*	On average, each **academic staff member receives a minimum of 18 hours of teaching responsibilities** each **week**. Every lecturer **must meet the minimum requirement of 39 hours of ATP** (Academic Duty of Lecturers) each week, as stated in the Academic Circular 2022-003 - Amendment MyATP. MyATP is used to delineate the responsibilities of the academic faculty in regards to teaching (ATS), **research (K1), scholarly activities (K2), community services, and administrative functions (K3)**. **3.1.5(a)** Pekeliling Akademik - 2022 - 03 - Pindaan MyATP **3.1.5(b)** Pensyarah - Amanah Tugasan Pensyarah **3.1.5 (c)** Pensyarah - Sistem MyATP	4

c. Training and Development

	COPIA STANDARDS	EVIDENCES	RATING
3.1.6	Provide a list of appropriate and effective training and academic staff development programmes including leadership skills through participation in professional activities, research and industry linkages and other relevant activities. *(Impactful Evidence: List of trainings attended by the staff based on Leadership, Area of expertise, Supervisor/research-related; Data on staff active in research grant, publication, PG students, collaboration/linkages with other institutions/industry; Data on staff professional membership and external engagement)*	The ILD UiTMKDH and PJI UiTMKDH organise ongoing training sessions for academic staff. **3.1.6(a)** Facebook Rasmi ILD UiTM Kedah - ILD UiTM Kedah Youtube Channel - ILD UiTM Kedah @ILDUiTMKedah **3.1.6(b)** Facebook Rasmi RMU UiTM Kedah - https://www.facebook.com/RMUuitmkedah **3.1.6(c)** SENARAI STAF AKADEMIK YANG MENGHADIRI KURSUS LEBIH 42 JAM PADA TAHUN 2023 (AKADEMIK) **3.1.6(d)** LATIHAN TAHUN 2023	4

d. Peformance and Reward

	COPIA STANDARDS	EVIDENCES	RATING
3.1.7	Describe how academic staff is evaluated at defined intervals and rewarded for their performance based on their academic responsibilities and scholarly activities. *(Impactful Evidence: Staff Awards – research, teaching, publication, etc.; Statistics on staff promotion; Any document related to the process evaluated academic staff e.g: sample of Penilaian Prestasi Tahunan, Minute of meeting PPSM Laporan Penilaian Prestasi Tahunan LNPT, Statistik kenaikan pangkat; List of names AAU, APC awarded)*	An evaluation was conducted to analyse the performance of every academic staff member at UiTMKDH. Two assessors, TRek HEA and KPP, conducted an **online evaluation of Amanah Tugas Pensyarah (ATP)** and **Sasaran Kerja Tahunan** using a platform named MyATP. **Anugerah Khidmat Cemerlang** is an annual award that serves as recognition and consideration for future promotions. The ILD UiTMKDH presents the **Anugerah Akademik UiTMKDH** during the **Majlis Kemuncak Hari Kualiti dan Inovasi.** Other than that, another initiative by the **UiTMKDH is to give an award to those who achieve TEX, club advisors, and RMU, BPJI&A UiTMKDH** manages to organise **RMU Appreciation Day** to appreciate the researcher, author, and writer who manage to achieve the KPI university. **3.1.7(a)** Garis Panduan Anugerah Akademik UiTM 2012 **3.1.7(b)** Manual MyATP 2018 **3.1.7(c)** Pelaksanaan Penggunaan Sistem MyATP sebagai Medium penyediaan Sasaran Kerja Tahunan dan Laporan Penilaian Prestasi Tahunan Staf Akademik UiTM **3.1.7(d)** Majlis Kemuncak Hari Inovasi & Kualiti 2023 **3.1.7(e)** Facebook Page RMU: https://www.facebook.com/RMUuitmkedah	4

3.2 Non-academic Staff

	COPIA STANDARDS	EVIDENCES	RATING
3.2.1	Provide the number of qualified non-academic staff to support the development and implementation of academic programmes and related activities. *(Impactful Evidence: Table of staff qualification levels and managerial experience)*	UiTMKDH possesses a sufficient number of competent non-academic personnel to assist in the advancement and execution of academic programmes. The inclusion of departments in the UiTM Kedah Administration Staff Directory **(https://kedah.uitm.edu.my/discover-us/directory)** is intended to provide qualified support for the development and implementation of academic programmes and related activities. Below is a list of non-academic staff members categorised by department. 1. Rector Office: 2 2. Corporate Communication & Public Relation: 2 3. Quality Unit:2 4. Islamic Affairs Unit: 4 5. Infostructure: 15 6. Research Industrial Linkages: 3 7. Administration: 32 8. Bursary: 17 9. Library: 22 10. Academic Affairs: 27 11. Student Affairs: 53 12. Facility Management: 35 13. Police: 36 **3.2.1(a)**Table of Non-Academic Staff (Head of Unit Department) Academic Qualification **3.2.1(b)** UiTM Kedah Administration Staff Directory (https://kedah.uitm.edu.my/discover-us/directory) **3.2.1(c)** Senarai staf Non-akademik mengikut bahagian	4
3.2.2	Provide the training scheme for the non-academic staff to fulfil the specific needs of academic programmes, for example, safety and risk management, maintenance of specialised equipment, and additional technical skills.	UiTMKDH has created and executed multiple training programmes and talent management strategies for its non-academic employees. These initiatives aimed to assist in the development and implementation of academic programmes and related activities offered by ILD UiTM (**Senarai Kursus Anjuran ILD 2022**), as well as provide specific training required for non-academic staff (refer to **Senarai latihan bagi staf bukan akademik anjuran pihak luar**). Two official directives mandate the training requirements for non-academic workers. **Pekeliling Naib Canselor Bilangan 04 Tahun 2017 Penguatkuasaan semula pelaksanaan dasar latihan 42 jam bagi staf UiTM**, and **Pekeliling Naib Canselor Bilangan 15 Tahun 2020 (Muka Surat 7**) Latihan. All staff members have undergone recruiting, placement management (portfolio change), and training to guarantee that non-academic workers are capable of meeting the unique requirements of academic programmes.	4

	COPIA STANDARDS	EVIDENCES	RATING
	(Impactful Evidence: Staff development plan and training scheme based on needs analysis; Annual appraisal exercise records; Record on innovative contributions by staff; Personal file; File Skop Tugas; Sample of jam Latihan (non-academic); Need Analysis Report)	**3.2.2(a)** Fail latihan staf: 500-UITMKDH(PT.16/1) Jld 8. Latihan Am **3.2.2(b)** Fail Perancangan Latihan Staf: 500-UITMKDH(PT.16/1) Program Latihan Tahunan **3.2.2(c)** myPortfolio Pegawai Perubatan **3.2.2(d)** Manual Penyediaan Nilaian Prestasi Tahunan (LNPT) **3.2.2(e)** Pencapaian Staf dalam Inovasi - KONVENSYEN KIK PERINGKAT ZON UTARA 2021 **3.2.2(f)** Pekeliling Naib Canselor Bilangan 15 Tahun 2020 **3.2.2(g)** Pekeliling Naib Canselor Bilangan 04 Tahun 2017 Penguatkuasaan semula pelaksanaan dasar latihan 42 jam bagi staf UiTM **3.2.2(h)** Peringatan keperluan mencukupkan 42 jam latihan staf Akademik dan Pentadbiran melalui email oleh Penyelaras latihan **3.2.2(i)** Rumusan kursus ILD 2021 **3.2.2(j)** Senarai staf pentadbiran menghadiri latihan 2023 **3.2.2(k)** Senarai staf pentadbiran menghadiri latihan kurang 42 jam **3.2.2(l)** Fail latihan ILD 500-UiTMKDH (HEA.ILD 16_2_5) JILID 13 **3.2.2(m)** Maklum Balas Keberkesanan Program	

3.3 Physical and Technological Resource

	COPIA STANDARDS	EVIDENCES	RATING
3.3.1	Describe the process for managing educational resources such as classrooms, labs, laptops, computers, projectors, reference books etc. *(Impactful Evidence: Minutes of meetings related to managing educational resources; Survey and feedback on educational resources from relevant stakeholders; Action/improvement plan to maintain and upgrade physical and IT facilities; List of training related to using, maintaining, and upgrading physical and IT facilities; Budget allocation for educational resources)*	The UiTMKDH has well-defined policies for managing educational resources. The policies undergo regular evaluation and enhancement to facilitate the attainment of the programme's learning outcomes and institutional objectives. The policies cover facilities, infrastructure, capacity, and ICT management guidelines. The policies and guidelines are regularly evaluated **based on the most recent revisions published in UiTM Circulars**. **3.3.1(a)** Dasar Pengurusan Fasiliti **3.3.1(b)** Dasar Pengurusan Infrastruktur **3.3.1(c)** Dasar Pengurusan Ruang **3.3.1(d)** Garis Panduan Pengurusan ICT	**4**
3.3.2	Provide maintenance schedule for all the education resources. *(Impactful Evidence: List of facilities; Maintenance schedule; Surveys on customer satisfaction towards educational resources of the university; University Complaints and Suggestions System; Audit Report on physical campus)*	UiTMKDH conducts regular assessments and enhancements of its physical and technological assets, such as facilities, libraries, equipment, and information and communication technology facilities. UiTM Circulars outline the educational and institutional requirements for the allocation and scheduling of these resources. To meet educational and institutional needs, the 2023 budget mandates regular maintenance of physical and technological resources.The facility department has responsibility for managing the physical facilities, including the infrastructure, library, laboratory, classrooms, and smart classrooms. The infrastructure department is responsible for managing the equipment and information technology facilities. Every semester, the infrastructure department conducts regular maintenance to ensure that satisfactory amenities are provided under optimal conditions.	

	COPIA STANDARDS	EVIDENCES	RATING
		3.3.2(a) Laporan BPF 2023 **3.3.2(b)** Slides training smart classroom **3.3.2(c)** Laporan Aduan ICT 2023 **3.3.2(d)** Produk dan Perkhidmatan PSB 2023 **3.3.2(e)** Borang Maklum Balas Pelanggan (https://ikedah.uitm.edu.my/iPelanggan/eamp/pages/pengguna/borang1.php) **3.3.2(f)** Minit Menyuarat JKEN ke-85 Bil 1 2023 – Januari 2023 **3.3.2(g)** Minit Menyuarat JKEN ke-86 Bil 2 2023 – Februari 2023 **3.3.2(h)** Minit Menyuarat JKEN ke-88 Bil 4 2023 – April 2023 **3.3.2(i)** Minit Menyuarat JKEN ke-89 Bil 5 2023 – Mei 2023 **3.3.2(j)** Minit Menyuarat JKEN ke-90 Bil 6 2023 – Jun 2023 **3.3.2(k)** Minit Menyuarat JKEN ke-91 Bil 7 2023 – Julai 2023 **3.3.2(l)** Minit Menyuarat JKEN ke-92 Bil 8 2023 – Ogos 2023 **3.3.2(m)** Minit Menyuarat JKEN ke-93 Bil 9 2023 – September 2023 **3.3.2(n)** Minit Menyuarat JKEN ke-94 Bil 10 2023 – Oktober 2023 **3.3.2(o)** Minit Menyuarat JKEN ke-95 Bil 11 2023 – November 2023 **3.3.2(p)** Minit Menyuarat JKEN ke-96 Bil 12 2023 – Disember 2023 **3.3.2(q)** Minit Mesyuarat JITEN 6-2023 **3.3.2(r)** Minit Mesyuarat JITEN 8-2023 **3.3.2(s)** Minit Mesyuarat JITEN 9-2023	4
3.3.3	Describe how the reference books and related references for the course are available for student access. *(Impactful Evidence: Reference material record access; Library brochure with complete information on available facilities; Subscription of electronic/online databases and resources; List of facilities provided in the library; List of library staff)*	The development of university reference resources is the basis for the development of academic library collections. For that, the possession of syllabus materials is highly emphasized and it is the library's responsibility to provide the necessary titles. The Library Planning & Development Unit (UPnP), Sultan Badlishah Library is the unit responsible for the procurement of printed academic reference materials for UiTM Kedah Branch. This unit also plays an important role in the UiTM Library Syllabus Material Ownership Management.UiTM Library obtains a list of syllabuses for 524 programs from UiTM Academic Affairs. The e-syllibus v.2 system was developed to provide data on the ownership of syllabus materials by each UiTM Library based on active programs from the AIMS system. The syllabus material ownership report from the e-silibus v2 system is automatically extracted into the EIS system.	4

COPIA STANDARDS		EVIDENCES	RATING
		3.3.3(a) Polisi Pembangunan Sumber Rujukan Bercetak Perpustakaan Sultan Badlishah **3.3.3(b)** Laporan Pemilikan Bahan Silibus Perpustakaan Sultan Badlishah 2023 **3.3.3(c)** List of Products and Services at PSB 2023 **3.3.3(d)** List of Library staff	

3.4 Student Support Services

COPIA STANDARDS		EVIDENCES	RATING
3.4.1	Provide evidence of student extracurricular activities with the list of attendance. *(Impactful Evidence: List of student extracurricular activities; List of attendance; Customer/stakeholder feedback; MPP Structure; Student Activity Report)*	UiTMKDH offers a wide range of resources to support students, including physical, social, financial, and recreational facilities, as well as counselling and health services. Additionally, the university provides opportunities for extracurricular activities and encourages student representation and engagement, all aimed at providing a full learning experience. UiTMKDH provides a diverse range of services to students, aimed at facilitating their academic success and enhancing their daily lives. Total clubs in UiTM Kedah are 105, 64 clubs are still active meanwhile 41 unactive. Example clubs are active: 1. Business club 2. Taekwondo club 3. Majlis Perwakilan Pelajar 4. Peers club 5. Computer Science club 6. Bachelor in Accounting club **3.4.1(a)** Penawaran Kokurikulum Kampus Kedah **3.4.1(b)** List of attendance; - Senarai Kelab dan Persatuan BHEP UiTM Cawangan Kedah 2023 **3.4.1(c)** MPP Structure - https://www.facebook.com/photo.php?fbid=819582729974082&set=pb.100057670860826.-2207520000&type=3 **3.4.1(d)** Student Activity Report - https://ikedah.uitm.edu.my/iAktiviti/eXtvt/	4
3.4.2	Provide a list of resources supporting student's total learning experience and provide a maintenance schedule for the resources. *(Impactful Evidence: List of resources; Maintenance schedule)*	UiTMKDH adheres to the guidelines set out by UiTM, while several departments make adjustments to align with the specific needs of UiTMKDH in terms of overseeing student support services, extracurricular activities, and student representation and engagement. 1. Unit Kerjaya dan Kaunseling 2. Unit Sukan 3. Unit Kesihatan 4. Unit Kebudayaan 5. Unit Pengurusan Kebajikan Pelajar (UPKP) 6. Unit Kokurikulum 7. Unit Kegiatan Pelajar 8. Unit Pengurusan Kolej dan Non Residen 9. Perpustakaan Sultan Badlishah	4

AREA 3: TALENT AND RESOURCES

	COPIA STANDARDS	EVIDENCES	RATING
		3.4.2(a) Senarai Bilik Kuliah dan Makmal UiTM Kedah **3.4.2(b)** Maklumat Kolej Kediaman dan Bilangan Blok Asrama Pelajar **3.4.2(c)** Senarai Kemudahan Pelajar UiTM Kedah **3.4.2(d)** Penawaran Kokurikulum Kampus Kedah **3.4.2(e)** Senarai Kelab dan Persatuan BHEP UiTM Cawangan Kedah 2023 **3.4.2(f)** Carta Alir Prosedur Permohonan Zakat **3.4.2(g)** Senarai Penerima Bantuan Zakat Pelajar Mac-Ogos 2023 **3.4.2(h)** Students Mobility Program 2023 (Inbound and Outbound) **3.4.2(i)** Buletin Sukan 2023 **3.4.2(j)** Rekod Aktiviti Pelajar MPP 2023 **3.4.2(k)** Senarai Program Tahun 2023 yang Dianjurkan, Disertai oleh Unit Kerjaya dan Kaunseling **3.4.2(l)** Laporan Pencapaian Pembangunan Kerjaya Pelajar Tahun 2023 **3.4.2(m)** Laporan Pencapaian Perkhidmatan Kaunseling dan Psikologi Pelajar **3.4.2(n)** Senarai Kemudahan Unit Kesihatan **3.4.2(o)** Laporan Pemeriksaan kelas **3.4.2(p)** Laporan e aduan fasiliti	

3.5 Financial Resources

	COPIA STANDARDS	EVIDENCES	RATING
3.5.1	Describe how financial resources are allocated for the programmes. *(Impactful Evidence: Financial Governance Structure; SOP for budget application and budget allocation; Guidelines for HOD on budget utilisation)*	UiTMKDH maintains a well-defined structure of responsibility and authority that carefully considers the unique requirements of individual departments when managing budgeting and resource allocation. The operational budget provided by UiTM Shah Alam is distributed to all faculties, departments, and units within UiTMKDH every January, facilitating the execution of their respective programmes and activities. The budget is allocated based on prioritized activities aligned with the objectives of UiTMKDH. The budget allocation policy prioritizes academic programs, innovation, research, consultancy, and student extracurricular activities. These funds are disbursed to existing programmes to ensure the continuity of functions from the previous year. Budget allocation for UiTMKDH for the year 2023 is RM11,100,000.00 and this is shown in the **Surat Kelulusan Peruntukan Perbelanjaan Mengurus Tahun 2023**. To achieve financial sustainability, UiTMKDH generates its own income through initiatives such as the **Pineapple Plant Project, Batik Merbok, and Conferences**, as documented in the Financial Report from the FAIS system. UiTMKDH has achieved the the **PI128: Income Generation from Kumpulan Wang Pengurusan** and **PI129: Income Generation from Kumpulan Wang Amanah** during the year 2023. **3.5.1(a)** Surat Kelulusan Peruntukan Perbelanjaan Mengurus Tahun 2023 **3.5.1(b)** Financial Report from FAIS system **3.5.1(c)(i)** PI128 Income Generation from Kumpulan Wang Pengurusan **3.5.1(c)(ii)** PI129 Income Generation from Kumpulan Wang Amanah	4

	COPIA STANDARDS	EVIDENCES	RATING
3.5.2	*Describe how the resources are deployed in achieving the programme goals and maintaining high educational standards.* *(Impactful Evidence: Samples of allocated and expenditure for selected academic programmes; New infrastructure or equipment acquired to improve existing or introduce programmes)*	All academic activities and programmes approvals are centralized under the **Academic Affairs Committee**. The total budget allocation for academic programmes and activities in the year 2023, referred to as **TAPA (Total Academic Programme Allocation)**, is RM200,000.00, as documented in the Minutes of Meeting for TAPA 2023. Allocations have been made in **Kumpulan Wang Pengurusan** in line with **Pekeliling Bendahari Bilangan 03/2021.** UiTMKDH has effectively allocated resources to manage student activities and programs, (as evidenced by the reports provided in the **Laporan Kebajikan dan Kecemasan Pelajar 2023**) and to allocate expenditure to faculties for conferences (based on the report provided in the 'Bayaran seminar dan konferens'). UiTMKDH has leveraged the various facilities and classrooms available to students to cultivate an environment conducive to learning and foster scholarly and creative achievements. This evidence is outlined in the **Senarai Bilik Kuliah & Infrastruktur** and List of Services & Facilities documents. UiTMKDH currently serves as the **"Pengurus Utama" (PU)** for the BA111, AM110, and IM144 programmes.Thus, the three faculties—FPP, FSPPP, and FPM should be given sufficient autonomy to appropriately allocate resources to achieve the programme goals and to maintain high educational standards. **FSPPP (AM110)** UiTMKDH was appointed as **Pengurus Utama (PU)** for the Program of Diploma of Public Administration (AM110) on March 4, 2019. There are multiple stages to the AM110 curriculum review process, which begins in September 2020 until March 2023.FPP (BA111) UiTMKDH was appointed as **Pengurus Utama (PU)** for the Programme of Diploma in Business Study (BA111) in March 1, 2016. The latest Curriculum review for BA111 has been completed on April 2021. FPM (IM144) The appointment of FPM as Pengurus Utama (PU) IM144 for a two-year period beginning March 1, 2021 has been accepted by **Mesyuarat Pengurusan Eksekutif (MPE)** FPM Ke-44 (February 5, 2021). **3.5.2(a)** Minit Mesyuarat TAPA 2023 **3.5.2(b)** Pekeliling Bendahari Bilangan 03/2021 **3.5.2(c)** Laporan Tabung Kebajikan dan Kecemasan Pelajar 2023 **3.5.2(d)(i)** Bayaran seminar dan konferens **3.5.2(d)(ii)** Bayaran seminar dan konferens **3.5.2(e)** Senarai Bilik Kuliah & Infrastruktur **3.5.2(f)** List of Facilities & Services: https://kedah.uitm.edu.my/facilities-and-services	4

COPIA STANDARDS		EVIDENCES	RATING
		Diploma in Public Administration (AM110) **3.5.2(g)(i)** Surat Perlantikan PU AM110 **3.5.2(g)(ii)** Surat Pelantikan Pengerusi Jawatankuasa PU AM110 2021-2023 **3.5.2(g)(iii)** Laporan Perlaksanaan Proses Semakan Kurikulum AM110 **3.5.2(g)(iv)** Pelan Pengajian AM110 **Diploma in Business Studies (BA111)** **3.5.2(h)(i)** Surat Perlantikan PU BA111 **3.5.2(h)(ii)** Jawatankuasa Semakan Kurikulum Program BA111 **3.5.2(h)(iii)** Pelan Pengajian BA111 **3.5.2(h)(iv)** Kelulusan Semakan Kurikulum **3.5.2(h)(v)** Petikan Minit Mesyuarat Senat **Diploma in Library Informatics (CDIM144)** **3.5.2(i)(i)** Sijil Perakuan Akreditasi IM144 **3.5.2(i)(ii)** Keputusan Mesyuarat JKPT_Semakan Kurikulum Perubahan Maklumat Program Akademik IM120 kepada IM144 **3.5.2(i)(iii)** Surat Panggilan Bengkel Vetting dan Senarai RP IM144 **3.5.2(i)(iv)** Contoh Surat Lantikan RP IM144	

AREA 4

CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

4.1 Mechanism for Programme Monitoring, Review and Evaluation
a. Policy on Programme Monitoring, Review and Evaluation

COPIA STANDARDS		EVIDENCES	RATING
4.1.1	Describe the monitoring, reviewing, and evaluation process of the programs, including those offered at different locations (PU/PP). *(Impactful Evidence: Policies, criteria, guidelines and standards procedure on Programme Monitoring, Review and Evaluation; Systems and procedures for Programme Monitoring, Review and Evaluation; Minutes meeting (campuses and senate approval))*	UiTMKDH follows the policy stipulated by UiTM on monitoring, reviewing and evaluations of its programmes. The Quality Unit (QU) of UiTMKDH is responsible for implementing the Internal Quality Management System (IQMS) of the campus and making sure that it complies with the policy to support monitoring, reviewing and evaluation process. The QU under the supervision of **Ketua Unit Kualiti (KUK)** and supported by a team of **Felos and Coordinators (JK Unit Pengurusan Kualiti)** will monitor that IQMS is done efficiently, accurately and effectively throughout the system. The main reference to monitor the IQMS are the Quality Manual and Guides to Good Practice Manual, In addition, EKSA, QEAP manuals and UiTM Self Review Portfolio are also used as a guide to implement better management. QU also had planned and established scheduled activities (**Takwim Unit Pengurusan Kualiti 2023**) throughout the year to ensure that quality and monitoring activities can be carried out well. UITMKDH also uses letters of compliance, measurement, assessment and evaluation and policies related to curriculum design and delivery as reference materials to ensure effective delivery in terms of teaching and learning. In addition, all teaching-learning activities, student assessment, management and related activities are monitored periodically through internal audit and external audit activities. This is to ensure that all activities become better and further meet the objectives that have been outlined. **4.1.1(a)** Manual Kualiti **4.1.1(b)** Cara fungsi Pengurusan Unit Kualiti UiTMKDH **4.1.1(c)** Objektif Kualiti **4.1.1(d)** Ikrar Kualiti **4.1.1(e)** Guides to good practices **4.1.1(f)** Panduan Pelaksana EKSA **4.1.1(g)** Quality Assurance and Enhancement Policy **4.1.1(h)** Self Review Portfolio UiTM 2022 **4.1.1(i)** Takwim Unit Pengurusan Kualiti 2023 **4.1.1(j)** Surat Pematuhan Pengukuran, Pentaksiran dan Penilaian Program Akademik edited 260619 **4.1.1(k)** Surat Makluman MQA Bil. 8 2023_Guidelines to good practices_Programme Development and Delivery **4.1.1 (l)** Laporan Eksekutif Audit Dalam Siri 1 2023 **4.1.1(m)** Laporan Eksekutif Audit Dalam Siri 2 2023 **4.1.1(n)** UiTM Cawangan Kedah Final PI 2023 **4.1.1(o)** Laporan pelaksanaan proses semakan kurikulum Diploma Pentadbiran Awam AM110, UiTM KDH	5

b. Processes and Outcomes of Programme Monitoring, Review and Evaluation

	COPIA STANDARDS	EVIDENCES	RATING
4.1.2	Provide evidence together with the committee list of programme monitoring, review and evaluation exercises. *(Impactful Evidence: Appointment letters and terms of reference for coordinators and committee for program monitoring, review and evaluation process; Surveys or studies need analysis; Programme benchmarking reports; Programme performance/ review reports; Academic Engagement Sessions)*	Currently, UiTMKDH is the **"Pengurus Utama" (PU)** for 4 Programmes which are **BA111, AM110, IM120 and CAAD114**. Therefore, the four faculties **FPP, FSPPP, KPPIM and KPSK** are incharged of monitoring, reviewing and evaluating these programmes. These programmes are headed by capable and credible Head of the Programmes (KPP), Resource Person (RP) and Person in Charge (LIC). Each of the PU also has appointed **JK Semakan Kurikulum** to monitor the process of monitoring and reviewing of the programmes. The curriculum review committee is responsible for planning, implementating, evaluating and improving the programme. This appointment does help the programme to administered in an appropriate way and consistent with the Faculty/Campus vision and mission **FSPPP (AM110)** UiTMKDH was appointed as **Pengurus Utama (PU)** for the Programme of Diploma of Public Administration (AM110) on March 4, 2019. **FPP (BA111)** UiTMKDH was appointed as **Pengurus Utama (PU)** for the Programme of Diploma in Business Study (BA111) on March 1, 2016. The latest Curriculum review for BA111 has been completed on April 2021. **KPPIM (IM120)** Mesyuarat Pengurusan Eksekutif (MPE) FPM Ke-44 (February 5, 2021) has approved the appointment of FBM as Pengurus Utama (PU) - IM120 for a period of two years starting March 1, 2021 - February 28, 2023. To fullfill the requirement as PU, FBM has taken initiative: • Graduate Employbility Survey • Webinar Sesssion with Expertise (Datuk Dr. Anis Yusal Yusoff) • External Examiner Visit (Profesor Dr Shigeo Sugimoto) • IQA-02 Full Accreditation Programme Assessment Report **CAAD (CAAD114)** UiTMKDH was appointed as **Pengurus Utama (PU)** for the Programme of Diploma of Diploma Seni Lukis & Seni Reka (Seni Reka Perindustrian) (CAAD144) on August 1, 2022.	**4**

COPIA STANDARDS		EVIDENCES	RATING
		FSPPP (AM110) **4.1.2.1(a)** SURAT LANTIKAN PU AM110 **4.1.2.1(b)** LANTIKAN JK PU FSPPP 2021-2023 **4.1.2.1(c)** LAPORAN PERLAKSANAAN PROSES SEMAKAN KURIKULUM AM110 **4.1.2.1(d)** PELAN PENGAJIAN AM110 **4.1.2.1(e)** SURAT PELANTIKAN SEBAGAI PEMERIKSA LUAR (PENILAI PROGRAM) FSPPP UiTM (500-HEA (23/4/3/2). **4.1.2.1(f)** ACADEMIC ADVISOR REPORT AM110 **4.1.2.1(g)** FOCUS GROUP DISCUSSION (LAPORAN) **FPP (BA111)** **4.1.2.2(a)** SURAT PELANTIKAN SEBAGAI PU BA111 **4.1.2.2(b)** PEMBENTANGAN SEMAKAN KURIKULUM BA111 **4.1.2.2(c)** SURAT KELULUSAN SEMAKAN KURIKULUM **4.1.2.2(d)** PETIKAN SENAT KE-273 PENGESAHAN JKIKU **4.1.2.2(e)** PELAN PENGAJIAN BA111 **4.1.2.2(f)** PROGRAM CURRUCULUM REVIEW COMMITTEE **4.1.2.2(g)** KERTAS KERJA PENTAKSIRAN DAN PENILAIAN MQF2.0 BA111 **FPM (IM120)** **4.1.2.3(a)** SURAT PELANTIKAN PU IM120 **4.1.2.3(b)** IQA-02 FULL ACCREDITATION PROGRAMME **4.1.2.3(c)** KAJIAN PENGESANAN GRADUAN **4.1.2.3(d)** MINIT MESYUARAT PERBINCANGAN BERSAMA INDUSTRI **4.1.2.3(e)** NOTICE OF MEETING PROGRAM STRUCTURE FACULTY LEVEL **4.1.2.3(f)** PELAN PENNGAJIAN IM120 **4.1.2.3(g)** SURAT LAWATAN PROF SUGIMOTO **4.1.2.3(h)** WEBINAR SESSION WITH DATUK ANIS **CAAD (CAAD114)** **4.1.2.4(a)** PU - 2022 - 10 - Surat Pelantikan CAAD114 Diploma Seni Lukis dan Seni Reka (Seni Reka Perindustrian) **4.1.2.4(b)** SIJIL PU CAAD114	4

COPIA STANDARDS		EVIDENCES	RATING
4.1.3	The review and evaluation processes for programmes must include student progression and performance analysis, covering the passing, attrition and employability rates, and review by the programme external advisors to ascertain attainment of the learning outcomes and must be performed with sufficient impartiality. *(Impactful Evidence: Programme assessment/ evaluation reports; List of programme assessors; Committee for overseeing programme evaluation exercises)*	At the end of each semester, UiTMKDH holds an exam meeting for all programmes. The Course Coordinator (KK) will present the academic performance reports for both programmes to all academic staffs. Students' academic performance will be discussed and verified during this meeting. The attached CDL-CQI report is from the FPM Faculty for Session 20222 for Degree and Diploma students that has been presented by UHEK. **4.1.3(a)** STATUS KEBOLEHPASARAN GRADUAN TAHUN 2023 **4.1.3(b)** KAEDAH KAJIAN PENGESANAN GRADUAN **4.1.3(c)** Pelaporan CDL CQI Oct 2022 - Feb 2023 **4.1.3(d)** Pelaporan CDL CQI Mac 2023 - Oct 2023 **4.1.3(e)** Petikan Surat Keputusan JAN 2023	4

AREA 4: CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

	COPIA STANDARDS	EVIDENCES	RATING
4.1.4	The results of the programme review and evaluation as well as the recommendations and areas of improvement must be brought to the attention of the highest relevant authorities in the PTJ. *(Impactful Evidence: Minutes of the meeting at PTJ's level discussed the findings of the programme assessment/evaluation; CDL-CQI Report)*	At the end of each semester, the KPPs will submit the exam reports including a detailed analysis of the exam results to the **Academic Division (HEA)** of UiTM Kedah. As for the academic staff, they need to prepare CDL and CQI reports and submit them to UHEK. Based on the CDL&CQI reports, the Faculties and RPs will then design relevant activities to improve their students' academic performance. As for the CQI reports, the KPPs/KKs will forward the analysis to UHEK Kedah. The analysis will then be presented by UHEK Kedah to the top management during the JAN meeting. **4.1.4(a)** Pelaporan CDL CQI UiTM Kedah Oct 2022 - Feb 2023 **4.1.4(b)** Pelaporan CDL CQI UiTM Kedah Mac 2023 - Oct 2023	4
4.1.5	PTJ provides Programme Self Review Report (PSRR) monitoring reports for all programmes offered (MQA and Professional Bodies) with the following details:1. Programme Name2. PSRR Status (Complete, Not Complete)3. Summary of PSRR Findings (Issues and Advantages) .	PTJ provides Programme Self Review Report (PSRR) monitoring reports for all programmes offered (MQA and Professional Bodies) with the following details provided in the template for PSRR monitoring. The programs with completed PSRR report are: 1. AC110 2. CDSC 110/CS110 3. AC220 4. CS259 5.BA243/BA273 The programs completed PSRR report with minor issues are: 1. BA111 2. BA132/BA118 3. BA240/BA270 4. BA242/BA272 5. BA250/BA280	3

COPIA STANDARDS		EVIDENCES	RATING
		The programs completed PSRR report with major issues are: 1. BA119 2. BA246/BA276 3. BA249/BA279 4. BA244/BA274 The programs PSRR report not completed. 1. AM110 2. CAAD111/AD111 3. CAAD134/CAAD114/AD114 4. CDIM144/1M12O 5. CAAD244/AD244 6. AM228 7. AM228 8. CDIM244/IM244 9. AA701 10. AA901 **4.1.5(a)** Template for PSRR monitoring	

4.2 Involvement of Stakeholders

	COPIA STANDARDS	EVIDENCES	RATING
4.2.1	Provide a list of relevant stakeholders, including alumni, employers and external experts involved with the programme reviewing process. *(Impactful Evidence: Systems, procedures and guidelines for engaging stakeholders, including alumni and employers; List of programme external advisors; Alumni and employer surveys; Minutes of meeting with programme external advisors; Minutes of meeting of programme review committee related to stakeholders' feedback; External advisor report)*	UiTMKDH has developed linkages with external stakeholders at the local level only for the purpose of reviewing its programmes. **4.2.1(a)** Alumni - Bilangan Perkhidmatan Kepakaran Alumni 2023 –2019 **4.2.1(b)** STATUS KEBOLEHPASARAN GRADUAN **4.2.1(c)** KAJIAN SKPG 2023 - UiTM KEDAH **4.2.1(d)** Kedah KAJIAN PENGESANAN GRADUAN (2)	4

4.3 Quality Improvement and Enhancement

	COPIA STANDARDS	EVIDENCES	RATING
4.3.1	Describe an independent department or unit dedicated to, and responsible for, the internal quality assurance system given a prominent status with the direct line of reporting to the head of the institution or the governing board. *(Impactful Evidence: Terms of reference for the department/unit for PTJ's IQA system; PTJ's organisation chart shows the position of the IQA department/unit; Appointment criteria and terms of reference for the head of the IQA department/unit)*	To ensure continual quality improvement and policies and procedures required for regular reviewing and updating the internal quality assurance system is done in UiTMKDH, UQ has prepared standard procedures to be followed by the overall system. **4.3.1(a)** Manual Kualiti **4.3.1(b)** TAKWIM UPK 2023 **4.3.1(c)** Laporan Eksekutif Audit Dalam Siri 1 2023 **4.3.1(d)** Laporan Eksekutif Audit Dalam Siri 2 2023 **4.3.1(e)** Prosedur Audit Dalam **4.3.1(f)** Prosedur Mesyuarat kaji Semula Pengurusan (MKSP) 2019 **4.3.1(g)** Prosedur Audit Dalam ISO Pindaan 2023 **4.3.1(h)** Prosedur Kawalan Rekod **4.3.1(i)** Prosedur Kawalan Dokumen Selepas Pindaan **4.3.1(j)** Prosedur Kawalan Produk yang Tidak Memenuhi Spesifikasi **4.3.1(k)** Prosedur Tindakan Pencegahan dan Pembetulan **4.3.1(l)** Risk List UiTM 2025 **4.3.1(m)** Laporan PROPENS 2023 **4.3.1(n)** Laporan Aktiviti Team SRR 2023 **4.3.1(o)** Carta Fungsi Unit Pengurusan Kualiti	4
4.3.2	Describe how quality culture is promoted through participatory and cooperative processes across all levels in order to assure quality in education, research, service and management of the institution.	UiTMKDH has appointed its own internal quality committee to ensure its internal quality assurance system is being regularly monitored and reviewed. The Internal Audit is done twice a year and the results are then presented to the top management in MSKP meeting.	4

	COPIA STANDARDS	EVIDENCES	RATING
	(Impactful Evidence: Quality manuals, documentation and procedures for PTJ's internal processes)	**4.3.2(a)** Lantikan Ketua Sistem Audit **4.3.2(b)** Lantikan Timbalan Ketua Sistem Audit **4.3.2(c)** Lantikan Juruaudit Dalam 2023 **4.3.2(d)** Lantikan Juruaudit Dalam 2023 **4.3.2(e)** Lantikan Juruaudit Dalam 2023 **4.3.2(f)** Lantikan Juruaudit Dalam 2023 **4.3.2(g)** Lantikan Juruaudit Dalam 2023 **4.3.2(h)** Sijil kursus audit IQMS **4.3.2(i)** Lantikan penyelaras AKNC **4.3.2(j)** Lantikan Penyelaras eSRR **4.3.2(k)** Lantikan Penyelaras JK Jaminan Kualiti Akademik **4.3.2(l)** Lantikan Ahli Jawatankuasa Jaminan Kualiti Akademik **4.3.2(m)** Lantikan Ahli Jawatankuasa Jaminan Kualiti Akademik **4.3.2(n)** Lantikan Ahli Jawatankuasa Jaminan Kualiti Akademik **4.3.2(o)** Minit Mesyuarat Kaji Semula Pengurusan (MKSP) Bil. 1 2023	
4.3.3	Describe mechanisms to implement recommendations for quality improvement and quality enhancement plans, which must be linked with the institutional goals. *(Impactful Evidence: Quality plans, including action plans and risk treatment plans for quality improvement/enhancement; Certificates for quality management systems; Minutes of PTJ's senate and/or management regarding quality plans and CQI of IQA processes; KPI monitoring system)*	UiTMKDH has the mechanisms to implement recommendations for quality improvement and enhancement plans.Recommendations for quality improvement are discussed in JAN meetings. Internal audit findings are reported in MKSP for management to review and provide feedback. **4.3.3(a)** Minit Mesyuarat Kaji Semula Pengurusan (MKSP) 2023 **4.3.3(b)** Laporan AMP UiTM Kedah 2023 **4.3.3(c)** Takwim Unit Kualiti 2023 **4.3.3(d)** Laporan Eksekutif Audit Dalam Siri 1_2023 **4.3.3(e)** Laporan Eksekutif Audit Dalam Siri 2_2023	**4**

4.4 Institutional Sustainability

	COPIA STANDARDS	EVIDENCES	RATING
4.4.1	PTJ's strategic and internal processes, including governance, capacity building, quality assurance activities and risk management, must be institutionalised and supported by the highest authority in PTJ to ensure effective implementation and sustainability. *(Impactful Evidence: Policies, guidelines and procedures related to institutional autonomy, and sustainability; Documents related to risk management)*	UiTMKDH has several strategies to ensure governance, capacity building, quality assurance activities and risk management are sustainabled. UiTMKDH provides physical facilities to ensure the achievement of the programme learning outcomes and the institutional goals based on UiTM 2025 strategic plan. The facilities are shared among all the programmes and cater for all active students from all faculties. Among the latest facilities is the 'Smart Classroom' where the computer is linked with touch screen TVs via HDMI connection to assist teaching and learning process. The Smart Classrooms are maintained by UPKP and it also provide trainings for the lecturers before each semester begins. Other facilities were also monitored from time to time to ensure all facilities are in good conditions. However, UiTMKDH does not have sufficient classrooms to cater to the increasing number of students that it received each semester. UiTMKDH urgently needs another academic building to better serve the clients which are the students. In addition, for some courses eg. Art & Design, requires new equipment and softwares that are up to date so that they will be paralleled with the syllabus and current technology. At present most of the equipment are in dire state. In order to ensure that all facilities can be provided, budget allocation is very necessary.To ensure all facilities are in good conditions the HEP has appointed a Risk Management Committee to gather information regarding the risks factors and report to the highest management to ensure effective implementation and sustainability actions are to be taken. **4.4.1(a)** Kapasiti Bilik Kuliah 2023 **4.4.1(b)** Senarai Bilik Kuliah dan Makmal UiTM Kedah **4.4.1(c)** Senarai Bilik Kuliah dan Infrstruktur **4.4.1(d)** List of Facilities & Services **4.4.1(e)** Senarai Kemudahan Pelajar UiTM Kedah **4.4.1(f)** Slides training smart classroom **4.4.1(g)** UiTM2025 Strategic Plan **4.4.1(h)** Laporan Eksekutif Audit Dalam Siri 01 2023 **4.4.1(i)** Laporan Eksekutif Audit Dalam Siri 02 2023 **4.4.1(j)** Laporan Pemeriksaan Kelas **4.4.1(k)** Borang Penyelenggaraan Berkala Komputer Makmal Komputer Sesi Mac-Ogos 2023 **4.4.1(l)** Pemakluman Terma dan Rujukan JKuasa Pemilik Risiko **4.4.1(m)** LAPORAN DAFTAR RISIKO TAHUN 2023 **4.4.1(n)** Surat Agihan 2023 Kampus Sungai Petani **4.4.1(o)** Borang maklumat JWPR 2023 **4.4.1(p)** Lampiran 1-JWPR 2023 **4.4.1(q)** Panduan Pengurusan Risiko.docx	4

	COPIA STANDARDS	EVIDENCES	RATING
4.4.2	Sufficient resources for establishing and maintaining an effective and sustainable quality culture within the institution must be provided. *(Impactful Evidence: Resource allocation plan and fund disbursement for all departments/units; Reports on income/wealth generation; Minutes of the meeting of PTJ's management of governance on matters of institutional sustainability)*	UiTM Kedah has sufficient resources for establishing and maintaining the quality culture within the institution. **4.4.2(a)** Surat Kelulusan Peruntukan Perbelanjaan Mengurus Tahun 2023 **4.4.2(b)** Penjanaan di Kumpulan Wang Amanah **4.4.2(c)** Income generation for Kumpulan Wang Pengurusan Dec 2023	4

AREA 4: CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

e-SRR
REPORT
UiTM CAWANGAN KEDAH