UNIVERSITI TEKNOLOGI MARA

e-SRR REPORT 2025

UiTM CAWANGAN KEDAH

e-SRR Manual
2025

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e-SRR MANUAL

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e-SRR Manual
2025

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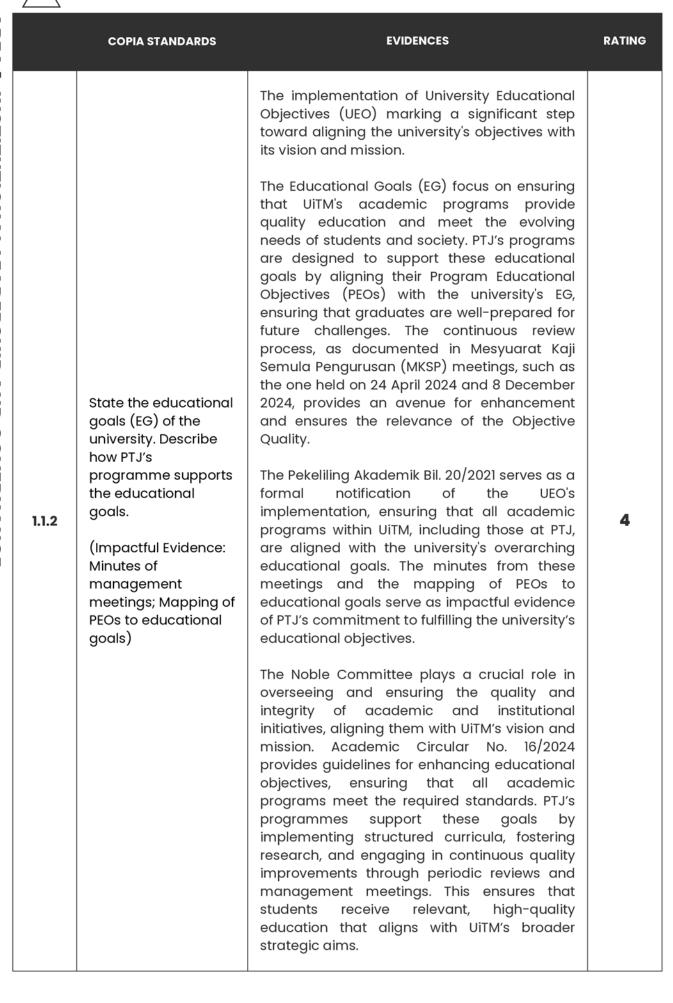Juaini Jamaludin
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INSTITUTIONAL LEADERSHIP
AND GOVERNANCE

1.1 Review of Vision, Mission, and Educational Goals

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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)	UiTM Kedah (UiTMKDH) follows the vision, mission, and educational objectives of UiTM Shah Alam, ensuring alignment with the university's broader goals. The alignment of these objectives with the university's educational vision is reviewed periodically to maintain their relevance to current standards. This review process is conducted by a governing board as outlined in Bahagian Tadbir 1 UiTM: Multisistem 2018. The results of these reviews are documented in various official records, such as the Manual Kualiti (MK.UiTMKDH.01), specifically on page 12/75, and the Pekeliling Akademik Bil. 20 / 2021, which provides guidance on the implementation of University Educational Objectives (UEO) across UiTM. Additionally, these reviews are held in the management meetings, such as the Mesyuarat Kaji Semula Pengurusan Bilangan 1 and Bilangan 2 Tahun 2024, ensuring continuous improvements. These reviews and documents provide the evidence for how UiTM Kedah actively monitors and adjusts its educational approach to support the university's overall vision and mission. The process flow follows a structured and documented method, ensuring that all activities and developments are aligned with the strategic goals of UiTM. **1.1.1 (a)** Bahagian Tadbir 1 UiTM: Multisistem 2018 **1.1.1 (b)** Manual Kualiti (MK.UiTMKDH.01), page 12 **1.1.1 (c)** Pekeliling Akademik Bil. 20 / 2021: Pemakluman Pelaksanaan University Educational Objectives (UEO) Universiti Teknologi MARA **1.1.1 (d)** Petikan Minit Mesyuarat Kaji Semula Pengurusan Bilangan 1 Tahun 2024. **1.1.1 (e)** Petikan Minit Mesyuarat Kaji Semula Pengurusan Bilangan 2 Tahun 2024. **1.1.1 (f)** Prosedur Mesyuarat Kaji Semula Pengurusan (MKSP) **1.1.1 (g)** Petikan Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Ke-10-107 Bilangan 11/2024	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
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 implementation of University Educational Objectives (UEO) marking a significant step toward aligning the university's objectives with its vision and mission. The Educational Goals (EG) focus on ensuring that UiTM's academic programs provide quality education and meet the evolving needs of students and society. PTJ's programs are designed to support these educational goals by aligning their Program Educational Objectives (PEOs) with the university's EG, ensuring that graduates are well-prepared for future challenges. The continuous review process, as documented in Mesyuarat Kaji Semula Pengurusan (MKSP) meetings, such as the one held on 24 April 2024 and 8 December 2024, provides an avenue for enhancement and ensures the relevance of the Objective Quality. The Pekeliling Akademik Bil. 20/2021 serves as a formal notification of the UEO's implementation, ensuring that all academic programs within UiTM, including those at PTJ, are aligned with the university's overarching educational goals. The minutes from these meetings and the mapping of PEOs to educational goals serve as impactful evidence of PTJ's commitment to fulfilling the university's educational objectives. The Noble Committee plays a crucial role in overseeing and ensuring the quality and integrity of academic and institutional initiatives, aligning them with UiTM's vision and mission. Academic Circular No. 16/2024 provides guidelines for enhancing educational objectives, ensuring that all academic programs meet the required standards. PTJ's programmes support these goals by implementing structured curricula, fostering research, and engaging in continuous quality improvements through periodic reviews and management meetings. This ensures that students receive relevant, high-quality education that aligns with UiTM's broader strategic aims.	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
1.1.2		**1.1.2(a)** Pekeliling Akademik Bil. 20 / 2021: Pemakluman Pelaksanaan University Educational Objectives (UEO) Universiti Teknologi MARA **1.1.2(b)** Petikan Minit Mesyuarat Kaji Semula Pengurusan Bilangan 1 Tahun 2024 **1.1.2(c)** Petikan Minit Mesyuarat Kaji Semula Pengurusan Bilangan 2 Tahun 2024. **1.1.2(d)** Petikan Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Ke-10-107 Bilangan 11/2024.pdf **1.1.2(e)** Pekeliling Akademik Bil 16 Tahun 2024	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)	UiTM Kedah (UiTMKDH) ensures the effective dissemination of its vision, mission, and educational goals (EG) to both internal and external stakeholders through multiple platforms and formal communication channels. Internally, these core institutional objectives are communicated to UiTM Kedah staff and students via the official UiTM Kedah website and key university events such as Amanat Rektor and Minggu Destini Siswa (MDS). The enhanced Objective Quality, approved in 2021, was formally conveyed to internal stakeholders through these platforms. Additionally, the Universiti Educational Objectives (UEO) were disseminated specifically to UiTM Kedah staff via Pekeliling Bilangan 20 Tahun 2021, issued on 6 October 2021, ensuring clarity and institutional alignment. For external stakeholders, the university's vision and mission are published on the UiTMKDH profile webpage, while the current Objective Quality is accessible on the main profile section of the UiTM Kedah website, reinforcing transparency and institutional credibility. The UiTMKDH Corporate Unit plays a crucial role in managing corporate activities, external relations, and enhancing service delivery within the Student Affairs Division, ensuring that stakeholders remain well-informed and engaged with UiTM Kedah's strategic direction. **1.1.3(a)** Poster Objective Quality UiTMKDH 2024 **1.1.3(b)** Pekeliling Akademik Bil. 20 / 2021: Pemakluman Pelaksanaan University Educational Objectives (UEO) Universiti Teknologi MARA **1.1.3(c)** Link Profile laman Web UiTMKDH - https://kedah.uitm.edu.my/discover-us/profile2 **1.1.3(d)** Amanat Rektor UiTMKDH 2024 **1.1.3(e)** Slide Program Minggu Destini Siswa (MDS) Sesi Oktober 2024	4

1.2 Formulation and Deployment of Strategic Plans

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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 UiTM Kedah Branch and Bahagian Tranformasi Universiti, UiTM SHAH ALAM. The discussion between them revolved around Strategic Action Plan(SAP) and Performance Indicator (PI) 2024. UiTM Kedah Branch had also organised workshop (Bengkel Pemurnian Pelan Tindakan Strategik 2024) on 6-7 December 2023. This was the most important initiative by UiTM Kedah Branch in efficiently moving the Strategic Plan 2024. **1.2.1(a)** UiTM2025 Strategic Plan. **1.2.1(b)** Bengkel Pemurnian PI & SAP UiTM Cawangan Kedah 6-7 December 2023 **1.2.1(c)** Universiti Teknologi MARA Mail - Jemputan Ke Bengkel Pecutan Q4 PI2023 dan Pemurnian PI & SAP 2024 UiTMKDH **1.2.1(d)** Maklumat Asas PI 2023 dan PI 2024 - UiTMKDH **1.2.1(e)** PI2024_BY LD NO_UiTMKDH2024 **1.2.1(f)** PI2024_BY PI NO_UiTMKDH 2024	**4**
1.2.2	Describe how the PTJ strategic plan is disseminated and deployed.	The Stategic 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 Pemurnian Pelan Tindakan Strategik (SAP) 2024 UiTM Cawangan Kedah that was held on 6-7 December 2023. All PTJs have strategized their Stategic Action Plan (SAP) to drive the given Performance Indicator (PI) in order to ensure the achivement of the said Performance Indicator (PI) every quarterly (Q1, Q2, Q3, Q4).	

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

COPIA STANDARDS	EVIDENCES	RATING
(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)	Thereafter, the Stategic Action Plan (SAP) and Performance Indicator (PI) were disseminated to staff at divisions and programs level via their internal program's meetings, email to UiTM Kedah's staffs dated 4 April 2024 and during Mesyuarat Kakitangan Akademik ke-77 Bil.1/2024. **1.2.2(a)** Bengkel Pemurnian PI & SAP UiTMKDH 6-7 December 2023 **1.2.2(b)** Petikan Minit Mesyuarat Fakulti Sains Komputer & Matematik UiTMKDH Bil 4_2023 (12 Oktober 2023) **1.2.2 (c)** Petikan Minit Mesyuarat Fakulti Sains Pentadbiran dan Pengajian Polisi UiTMKDH Bil. 3_2023 (3 Disember 2023) **1.2.2(d)** Petikan Minit Mesyuarat ACIS Kedah Bil 1_2024 (19 Febuari 2024) Minit Mesyuarat ACIS Kedah Bil 1_2024 **1.2.2(e)** Petikan Minit Mesyuarat Jabatan Undang-Undang (28 Januari 2024) **1.2.2(f)** Petikan Minit Mesyuarat Akademi Pengajian Bahasa Bil 35 (1-2024) (24 Januari 2024) **1.2.2(g)** Petikan Minit Mesyuarat Jabatan Pengurusan Maklumat Bil 4_2023 (12 Oktober 2023) **1.2.2(h)** Petikan Minit mesyuarat Bahagian Penyelidikan dan Jaringan Industri ke 19 Bil 2_2024 (9 Jun 2024) **1.2.2(i)** Petikan Minit Mesyuarat Jawatankuasa Tadbir Urus HEA Bil 1_2024 (5 Febuari 2024) **1.2.2(j)** Petikan Minit Mesyuarat Ketua Unit Hal Ehwal Pelajar Bil 2/2024 (25 Jun 2024) **1.2.2(k)** Petikan Minit Mesyuarat Bahagian Kewangan Bil 1/2024 (20 Mac 2024) **1.2.2(l)** Petikan Minit Mesyuarat Fakulti Pengurusan dan Perniagaan, UiTM Cawangan Kedah Bil 1_2024 (4 April 2024) **1.2.2(m)** Petikan Minit Mesyuarat Fakulti Perakaunan Bil 1_2024 (22 Januari 2024) **1.2.2(n)** Petikan Minit Mesyuarat Fakulti Seni Lukis dan Seni Reka Bil 27 (1/2024) (23 Januari 2024) **1.2.2(o)** Petikan Minit Mesyuarat Kakitangan Akademik Universiti Teknologi Mara Cawangan Kedah ke -77 Bil 12024 17 Mac 2024 **1.2.2(p)** Email Maklumat PI 2024 UiTM Cawangan Kedah 4 April 2024	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
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 UiTM Kedah, 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. 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)** Petikan Minit Mesyuarat JKEN UiTM Cawangan Kedah ke 104 Bil 8/2024 (19 Ogos 2024) **1.2.3(b)** Petikan Minit Mesyuarat MPK UiTM Cawangan Kedah Bil 3/2024 (8 Disember 2024) **1.2.3(c)** Full Achievement_PI Q4 2024_UiTMKDH **1.2.3(d)** Pencapaian Q1-Q4 2023-2024_UiTMKDH 1.2.3(e) Score PI 2024 Fakulti & Kampus Achievement Power BI UiTMKDH 260225 **1.2.3(f)** Pencapaian Bahagian PD Q1-Q4 2023-2024 UiTMKDH **1.2.3(g)** Summary PI Q4 2024_dashboard POWER BI_LD_PTJ_KEDAH **1.2.3(h)** Summary SAP Q4 2024_dashboard POWER BI_LD_PTJ_KEDAH **1.2.3(i)** Impact Analysis_dashboard POWER BI_Q4 2024_PTJ	**4**

1.3 Institutional and Academic Leadership

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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, which include detailed job descriptions and qualifications, have been formally established and documented for institutional and academic administrators at UiTMKDH. This encompasses key positions such as the Rector and Deputy Rector across the three divisions of Academic Affairs, Student Affairs, Research and Industrial Linkage, and the Ketua Pusat Pengajian (KPP) and Ketua Program (KP). For further details, references can be made to the following documents: ***Pekeliling Akademik Bil 3/2016 Garis Panduan Tugas & Tanggungjawab Pentadbir Akademik, Pekeliling Akademik Bil 6/2016 Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur dan Kuasa Melantik Jawatan Pentadbir Akademik UiTM, Pekeliling Akademik Bil 15/2021 Penambahbaikan Tugas dan Tanggungjawab Pengurusan Akademik di Universiti Teknologi MARA dan Kriteria Penubuhan Jabatan Pengajian di UiTM Cawangan and Pekeliling Akademik Bil 18/2023 Prosedur Lantikan Pentadbir Akademik daripada Pensyarah di UiTM.*** The UiTMKDH has formally initiated an internal advertisement for the institutional and academic administrator positions, which can be referenced in ***"Hebahan Iklan Jawatan Pentadbir Akademik"***. This initiative is designed to identify qualified individuals interested in these important roles. This internal advertisement invites suitable candidates to apply, ensuring that those selected thoroughly understand the university's mission and values. Their contributions will be critical to advancing the ongoing development and success of UiTMKDH.	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

1.3 Institutional and Academic Leadership

	COPIA STANDARDS	EVIDENCES	RATING
		1.3.1(a) Manual Pengurusan Akademik untuk Pentadbir 2013. **1.3.1(b)** Pekeliling Akademik Bil 3/2016 Garis Panduan Tugas & Tanggungjawab Pentadbir Akademik **1.3.1(c)** Pekeliling Akademik Bil 6/2016 Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur dan Kuasa Melantik Jawatan Pentadbir Akademik UiTM **1.3.1(d)** Pekeliling Akademik Bil 15/2021 Penambahbaikan Tugas dan Tanggungjawab Pengurusan Akademik di Universiti Teknologi MARA dan Kriteria Penubuhan Jabatan Pengajian di UiTM Cawangan. **1.3.1(e)** Pekeliling Akademik Bil. 18/2023 Prosedur Lantikan Pentadbir Akademik Daripada Pensyarah di UiTM **1.3.1(f)** Emel Hebahan Iklan Jawatan Pentadbir Akademik **1.3.1(g)** Emel dari Pejabat Naib Canselor bertarikh 23 Januari 2025: Maklumbalas Cadangan Calon Rektor UiTM Cawangan Kedah **1.3.1(h)** Borang Permohonan Jawatan Petadbir Akademik	
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 appointing institutional and academic administrators at UiTMKDH is designed based on a practice endorsed by the higher management of UiTMKDH. The document of succession plan was established. Reference can be made to the agenda from the '*Petikan Minit Mesyuarat Jawatankuasa Negeri (JKEN) Khas*' held on December 30, 2024*.* Proposed candidates for academic and administrative positions, including the Deputy Rectors of the three divisions, Ketua Pusat Pengajian (KPP), and Ketua Program (KP), are endorsed during the *Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN)*.	

1.3 Institutional and Academic Leadership

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

COPIA STANDARDS	EVIDENCES	RATING
	Reference can be made to the *'Petikan Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) ke 101 Bil 5/2024'*. These candidates are subsequently submitted to the TNC of UiTM for final appointment, contingent upon a satisfactory evaluation of their qualifications and consideration of any integrity reports. **1.3.2(a)** Carta Alir Proses Lantikan Pentadbir Akademik **1.3.2(b)** Pekeliling Naib Canselor Bil. 02/2022 Pekeliling Pelaksanaan Tempoh Tidak Layak Dipertimbangkan bagi Pensyarah yang mempunyai rekod Tatatertib untuk dilantik sebagai Pentadbir Akademik. **1.3.2(c)** Pekeliling Naib Canselor Bil. 03/2022 Pekeliling Pelaksanaan Rekod Aduan dan Tatatertib Bagi Pelantikan Pensyarah ke Jawatan Pentadbir Akademik. **1.3.2(d)** Petikan Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Khas bertarikh 30/12/2024 **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)** Petikan Minit Mesyuarat Jawatankuasa Negeri JKEN ke 101 Bil 5/2024 **1.3.2(g)(i)** Surat Lantikan Pentadbir Akademik 2024-Timbalan Rektor PJI **1.3.2(g)(ii)** Surat Lantikan Pentadbir Akademik 2024-Ketua Pusat Pengajian (KPP) **1.3.2(g)(iii)** Surat Lantikan Pentadbir Akademik-Koordinator Pra Siswazah **1.3.2(h)** Contoh Surat Pengesahan Penerimaan Lantikan- KPP	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	COPIA STANDARDS	EVIDENCES	RATING
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)	All appointed and prospective institutional and academic administrators of UiTMKDH are sent to the **Institute of Leadership & Development (ILD)** for leadership training and development programmes. This initiative aims to foster continuous improvement and enhancement of their leadership skills. The leadership training programs begin when the **Institute for Leadership Development (ILD)** sends an invitation to a selected candidate identified as "**talent**". The candidate must seek approval from the Head of Department. Once approval is obtained, the candidate will inform the ILD and complete the 'Borang Permohonan Menjalankan Tugas Rasmi di Luar Pejabat'. The candidate is expected to attend the leadership training on the specified date. All feedback will be communicated through the ILD. Reference can be made to the "***Carta Alir Proses Latihan Kepimpinan***". **1.3.3(a)** Laman Web ILD: https://ild.uitm.edu.my/index.php **1.3.3(b)** Kalendar/Senarai Latihan Kepimpinan-ILD **1.3.3(c)** Carta Alir Proses Latihan Kepimpinan **1.3.3(d)** Senarai Menghadiri Kursus Kepimpinan di ILD Enstek 2024 **1.3.3(e)(i)** Rekod Latihan Kepimpinan-Timbalan Rektor HEA **1.3.3(f)(ii)** Rekod Latihan Kepimpinan-Ketua Unit **1.3.3(g)(iii)** Contoh Surat Jemputan Latihan Kepimpinan-Rektor	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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))	**MYATP** is the evaluation tool for institutional and academic administrators at UITMKDH. The Vice-Chancellor assesses the Rector's performance in this structured evaluation process. Subsequently, the Rector evaluates the Deputy Rectors, who are responsible for assessing the Heads of Units within each Division, including Academic Affairs, Student Affairs, and PJI. This systematic framework ensures a thorough and cohesive approach to performance evaluation across all leadership tiers. **1.3.4(a)** Laman Web MyATP: https://myatp.uitm.edu.my/profile/profile.cfm **1.3.4(b)** Sample MyATP-Self Evaluation bagi Trek Institutional Leaderhip **1.3.4(c)** Pekeliling Akademik Bil 3/2019 Penggunaan Sistem MYATP Sebagai Medium Penyediaan SKT & LNPT **1.3.4(d)** Pekeliling Akademik Bil 8/2019 Amanah Tugas Tanggungjawab Staf Akademik **1.3.4(e)** Pekeliling Akademik Bil 03/2022 Pelaksanaan Pindaan Kerangka Laporan penialaian Prestasi Tahunan di Sistem MyATP Bagi Staf Akademik UiTM bermula tahun 2022. **1.3.4(f)** Sample MyATP-Trek HEA **1.3.4(g)** Sample MyATP-Koordinator **1.3.4(h)** Sample MyATP-Ketua Unit **1.3.4(i)** Markah Penilaian MyATP-Laman Web HR2U - https://hr2u.uitm.edu.my/hr2u/ **1.3.4(j)** Contoh Penilaian MyATP-TREK HEA **1.3.4(k)** Contoh Penilaian MyATP- Ketua Unit **1.3.4(l)** Contoh Penilaian MyATP-Koordinator	4

1.4 Governance Function and Mechanism

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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 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) and Jawatankuasa Akademik Negeri (JAN) with reference to Buku Dokumentasi Struktur Tadbir Urus UiTMKDH and Manual Tadbir Urus 1 UiTM: Multisistem 2018. 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)** Manual Tadbir Urus 1 UiTM:Multisistem 2018 **1.4.2(c)** Petikan Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil. 11 2024 bertarikh 26/11/2024 **1.4.2(d)** Petikan Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Bil. 9 2024 bertarikh 30/10/2024 **1.4.2(e)** Takwim Mesyuarat Pengurusan UiTMKDH 2024	**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.	NA

1.5 Information Management

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

	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.)	UiTMKDH enforces the information management and data protection policy established by the UiTM administration (Bahagian Pentadbiran Kampus). Before gaining access to the Student Information Management System (SIMS), all staff members must complete the "Borang Perakuan Menyimpan Akta Rahsia Rasmi." Access to UiTM systems, including SIMS, AIMs, and eRES, requires a staff ID and password. This policy ensures that confidential information remains secure and is not disclosed. **1.5.1(a)** Laman Web eRES **1.5.1 (b)** Laman Web AIMS **1.5.1(c)** Laman Web SIM **1.5.1(d)** Borang Perakuan Menyimpan Akta Rahsia Rasmi 1972 **1.5.1(e)** Dasar Pengurusan Rekod Universiti Teknologi MARA	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)	The process of amending or correcting data or information in the event of an error follows a structured approach, as outlined in the Minit Mesyuarat Kaji Semula Pengurusan (Bilangan 1/2024). When an error is identified, corrective actions are discussed and documented in the management review meetings. These minutes, specifically in Bahagian F Status Tindakan Pembetulan & Pencegahan, provide evidence of the corrective and preventive actions taken to address the error. In addition, If there is an error in the data or information in the UNITS system, the correction process follows these steps: First, the issue is reported through the ICT Complaint System. The Helpdesk operator reviews and assigns the complaint to the appropriate staff. The assigned staff then contacts the complainant for clarification and checks the error. If the issue can be fixed internally, it is resolved; otherwise, it is escalated to the infrastructure team or an external provider. Once corrected, the system is updated, and the status is verified. A monthly report is prepared to track all complaints and resolutions.	4

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

COPIA STANDARDS	EVIDENCES	RATING
	1.5.2(a) Petikan Minit Mesyuarat Kaji Semula Pengurusan (Bilangan 1/2024) **1.5.2(b)** Carta Alir Proses - Sistem Aduan ICT-UNITS **1.5.2(c)** Dasar ICT Versi 2.0 Teknologi Maklumat dan Komunikasi **1.5.2(d)** Laporan Contoh Aduan ICT dan Tindakan yang telah Diambil	

AREA 2

ACADEMIC DEVELOPMENT
AND MANAGEMENT

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)	**FSPPP** Diploma Pentadbiran Awam (AM110) AM110, as Pengurus Utama (PU), has successfully completed the development and curriculum review for the 1st cycle of 2023. Preparations are underway for the 2nd cycle, which is scheduled to take place in 2027. As part of this process, the appointment of a new external examiner is currently in progress. –Session 1 2023/2024 –Session 2 2026/2027 The PU will conduct curriculum review meetings every 3 to 5 years, involving lecturers from branch campuses when necessary. It ensures that any curriculum amendments proposed by the Resource Person (RP) are effectively communicated to all branch campuses. Furthermore, the review process engages content reviewers who are recognized as experts and specialists within their respective fields or disciplines. FSPPP (AM110) **2.1.1(a)** Surat Pelantikan Pengurus Utama (PU) (600UiTMKS/FSPPP (Akd.3/1) **2.1.1(b)** Surat Penyerahan Pengurus Utama (PU) AM110 Bertarikh 1 Mac 2019 **2.1.1(c)** Laporan Pelaksanaan Proses Semakan Kurikulum AM110 **2.1.1(d)** Surat Pemakluman Pengajian Baru AM110 (600-UiTMKS/FSPPP(Akd.3/2/7 Tarikh 19 September 2023) **2.1.1(e)** Pelan Pengajian AM110 (Pelan ID 8502) **2.1.1(f)** Laporan Pencapaian PEO 2024 AM110 (Semester Bergraduat) i. October-Februari 2024 ii. Mac-Julai 2024 **2.1.1(g)** Laporan Pencapaian PLO 2024 AM110 (30 October 2024) **2.1.1(h)** Petikan Minit Mesyuarat Pelaporan PLO. CDL & CQI AM110 (Bil. 2/2024) **2.1.1(i)** Pemakluman Pemurnian Rubrik AM110 oleh Fakulti (Tarikh 9 Disember 2024) **2.1.1(j)** i Focus Group Discussion Report AM110 (Tarikh 8 Mac 2021)	5

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

	COPIA STANDARDS	EVIDENCES	RATING
		2.1.1(j) ii Laporan Maklum balas pihak industri & Alumni Terhadap Program AM110 **2.1.1(j)** iii Senarai Nama Wakil Industri dan Alumni bagi Program AM110 **2.1.1(k)** Surat Lantikan Pemeriksa Luar AM110 (500-HEA(23/4/3/2 Tarikh 9 Disember 2019) **2.1.1(l)** i Surat Lantikan Resource Person AM110 (2024) **2.1.1(l)** ii Surat Lantikan Resource Person AM110 (2025)	
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)	The faculty has adhered to the guidelines established by the Malaysian Qualifications Framework (MQF). Each Resource Person (RP) will ensure accurate teaching-learning time by completing the Student Learning Time (SLT) document (Table 4). For courses with 3 credit hours, the SLT amounts to 120 hours, distributed across guided learning, independent learning, and assessed learning activities. **2.1.2(a)** Pemetaan Kursus - PLO AM110 **2.1.2(b)** Pemetaan PLO-PEO AM110 (Maping of PEO vs PLO vs Cluster) **2.1.2(c)** Penyataan PEO & PLO AM110 (Mapping OF PEO TO PLO & MQF2.0 LOD) **2.1.2(d)** Sample CAP - PAD350 AM110 **2.1.2(e)** Sample Table 4 - PAD350 AM110 **2.1.2(f)** Summary Table 4 AM110	5

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

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)	The program offered at UiTMKDH meets the standards set by the Malaysian Qualifications Framework (MQF), aligns with our educational goals, adheres to program standards, and supports the Sustainable Development Goals (SDGs). **2.2.1(a)** Mapping of PEO to PLO and MQF AM110 **2.2.1(b)** Sample of Program AM110 - PAD363 JSUB **2.2.1(c)** Sample of Program AM110 - PAD363 JSU **2.2.1(d)** Sample of Program AM110 - PAD363 Syllabus	5

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 periodically reviews the effectiveness of alignment between the curriculum structure, content, delivery and assessment via CDL/CQI, E&E survey, SUFO, and PROPENS. **2.2.2(a)** AM110 syllabus **2.2.2(b)** AM110 Minit Mesyuarat CDL-CQL **2.2.2(c)** AM110 Minit Mesyuarat Semakan Kurikulum **2.2.2(d)** AM110 Propens **2.2.2(e)** AM110 Structured Assessment Mechanism **2.2.2(f)** Peraturan Akademik UiTM Pindaan 2021 **2.2.2(g)** BA111 Mapping of PEO to PLO and MQF **2.2.2(h)** BA111 Pemetaan PLO-PEO **2.2.2(i)** BA111 Curculum Review **2.2.2(j)** BA111 Course Info MGT162 **2.2.2(k)** BA111 CAP MGT162 **2.2.2(l)** BA111 CDL-CQL report **2.2.2(m)** BA111 JSU MKT243 **2.2.2(n)** Pelaksanaan Structured Assessment Mechanism	5

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

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 MARCH–AUGUST 2024 and OKT 2024–FEB 2025 semester, 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) The appeal process Students can appeal for Review of Final examination result and for Continuation of studies. The appeal process is described in Buku Peraturan Akademik Diploma dan Sarjana Muda Pindaan 2021, page 30. Appeal for Review of Final Examination Results Students at Universiti Teknologi MARA (UiTM) who are dissatisfied with their final examination results for a particular course can request a review to re-evaluate the final examination answer script. To initiate this appeal, students must submit a completed appeal form to the respective College, Faculty, Academic Centre, or UiTM Branch Campus within fourteen (14) days following the official announcement of examination results. Each appeal is subject to a processing fee of RM50.00 per course. The outcome of the appeal will be communicated within fourteen (14) working days from the end of the appeal period, and the decision rendered is final. It is important to note that appeals for a review of results are not permitted for Special Examinations and Intersessions.	4

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

	COPIA STANDARDS	EVIDENCES	RATING
		Appeal for Continuation of Studies Students who have been dismissed or assigned a 'Gugur Taraf' (Revocation of Student Status) at UiTM have the opportunity to appeal for the continuation of their studies. Such appeals must be submitted within fourteen (14) days after the official announcement of examination results. The appeal process requires the submission of a complete appeal form to the respective College, Faculty, Academic Centre, or UiTM Branch Campus, and must be supported by the Jawatankuasa Akademik Pusat Pengajian Siswazah (JKAPS). The final decision on the appeal is made by the Faculty Academic Board or the UiTM Branch Campus Academic Committee, and the outcome is considered final. " **2.2.3(a)** Polisi Pentaksiran dan Penilaian Akademik UiTM Pindaan 2021 **2.2.3(b)** Buku Peraturan Akademik Sarjana Muda Dan Diploma - Pindaan 2021 **2.2.3(c)** Prosedur dan Takwim Penghantaran Dokumen Semakan Pentaksiran 2024 **2.2.3(d)** Pelaksanaan Structured Assessment Mechanism (Sam) Bagi Semester Mac-Ogos 2024	4
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,	The department of AM110 is given sufficient autonomy to develop and review assessments criteria and methods, comprising of formative and summative components. Resource Persons are responsible to make any changes in the assessment criteria and methods. these changes will be reviewed and approved by JAF/JAN. This process is stated in Garis Panduan Perubahan Semakan dan Kursus.	4

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

	COPIA STANDARDS	EVIDENCES	RATING
	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)	**2.2.4(a)** Garis Panduan Perubahan Semakan dan Kursus **2.2.4(b)** JSU PAD363 **2.2.4(c)** JSUB PAD253	
2.2.5	Describe how assessment methods, policy on plagiarism, grading criteria and results are documented and communicated to students. (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.)	In 2024, teaching and learning activities and also assessment were conducted online and offline following the JSUB and CAP by RPs.The course description such as course syllabus, teaching method, and assessment methods are communicated to teh students via Ufuture web site. . In addition, students are bounded to UiTM's policy on plagiarism as stated in Dasar Plagiarisme UiTM dan Pelaksanaannya Versi 20. Students can refer to the document of Avoiding Plagiarism a Guide for Students from the website http://hea.uitm.edu.my. 40% - 50% of the continous assessment results must be disclosed to the students before the final examination. The continous assessment and final examination results must be submitted by lecturers to KF as record. The final examination will be checked by a second examiner to ensure the grading standard. Structured Assessment Mechanism (SAM), the assessments, feedback and marks must be given and communicated within the structured time block.	4

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

	COPIA STANDARDS	EVIDENCES	RATING
		2.2.5(a) JSUB PAD253 **2.2.5(b)** CAP PAD253 **2.2.5(c)** Laporan CDL-CQI UiTM Kedah **2.2.5(d)** Dasar Plagiarisme UiTM dan Perlaksanaannya Versi 20 **2.2.5(e)** Avoiding Plagiarism a Guide for Students **2.2.5(f)** Pelaksanaan Structured Assessment Mechanism (Sam) Bagi Semester Mac-Ogos 2024	
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)	To ensure consistency in evaluation, moderation will be carried out among lecturers to prevent significant discrepancies in grading. All marking processes, rubrics, and assessment criteria will serve as standardized guidelines for each course. A second examiner will review the final examination to verify grading standards. Lecturers also collaborate as academic advisors to foster more effective communication networks for students. Lecturers at UiTMKDH are assigned a group of students to supervise and support, particularly in their academic progress. Communication between academic advisors and students occurs not only through social media platforms like WhatsApp and Telegram but also via the PA Dashboard. The PA Dashboard, accessible at this link https://ikedah.uitm.edu.my/iAkademik/ePA/index.html., is designed to facilitate and streamline communication with students in a more organized and efficient way.	4

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

COPIA STANDARDS	EVIDENCES	RATING
	2.2.6(a) Garis Panduan Pemeriksa Kedua Moderasi – UiTM Cawangan Kedah **2.2.6(b)** Lampiran 1.0 – Carta Alir Pemeriksa Kedua (Moderasi) **2.2.6(c)** Lampiran 2.0 – Borang A Semakan Markah (Moderasi) Pemeriksa Kedua **2.2.6(d)** Lampiran 3.0 – Borang B Senarai Semak RP/LIC **2.2.6(e)** Sample of Program – PAD363 Group Project Rubrics **2.2.6(f)** Sample of Program – PAD363 Group Presentation Rubrics **2.2.6(g)** Pekeliling Akademik - Bil 14 - 2024 - Garis Panduan Penasihat Akademik Pelajar Di Universiti Teknologi MARA **2.2.6(h)** Garis Panduan Penasihat Akademik UiTM 2024 **2.2.6(i)** Email Pemakluman Penasihat Akademik FSPPP **2.2.6 (j)** PA Dashboard Website (https://ikedah.uitm.edu.my/iAkademik/ePA/index.html.)	

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

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 alignment between the curriculum structure, content, delivery and assessment via CDL/CQI, E&E survey, SUFO, and PROPENS. **2.2.7(a)** Pemetaan Kursus – PLO.docx **2.2.7(b)** Pemetaan PLO-PEO AM110 **2.2.7(c)** Penyataan PEO dan PLO AM110 **2.2.7(d)** Minit Mesyuarat Pelaporan PLO, CDL & CQI Peperiksaan Mac-Ogos 2024_Terkini **2.2.7(e)** LAPORAN PERLAKSANAAN PROSES SEMAKAN KURIKULUM AM110 **2.2.7(f)** CAP-PAD370 **2.2.7(g)** CAP- PAD381 **2.2.7(h)** CAP-PAD390 **2.2.7(i)** CAP-PAD350 **2.2.7(j)** CAP-PAD363	4

2.3 Admission and Mobility
a. Student Selection and Admission

AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT

	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 UiTM 2022 **2.3.1(c)** Peraturan Akademik Diploma Dan Sarjana Muda UiTM Pindaan 2021 [Bilangan 1] **2.3.1(d)** Website HEA UiTM **2.3.1(e)** Website Bahagian Pengambilan Pelajar UiTM **2.3.1(f)** Website Portal Kemasukan Pelajar UiTM **2.3.1(g)** Rayuan Kemasukan Bahagian Pengambilan (UiTM) **2.3.1(h)** Kelandar pengambilan pelajar **2.3.1(i)** Program ditawarkan di UiTM **2.3.1(j)** Garis Panduan Pelaksanaan Dasar Inklusif Orang Kurang Upaya di Institusi Pendidikan Tinggi	5

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)	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. In UiTMKDH, HEA processes the applications for credit transfers, credit exemptions, or programme transfers. Information regarding student mobility can be assessed on the website of UiTM Global. 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 **2.3.2(d)** Garis panduan pengecualian kredit Fakulti Pengurusan dan Perniagaan UiTMKDH. **2.3.2(e)** Dasar dan proses pengecualian kredit **2.3.2(f)** Borang permohonan pengecualian kredit **2.3.2(g)** Contoh pengecualian kredit AM238 Sem Oct 2024-Feb 2025 **2.3.2(h)** Website Mobility Student **2.3.2(i)** Garis Panduan Permohonan Tabung Dana Mobiliti Pelajar Universiti Teknologi Mara (UiTM) **2.3.2(j)** UITM Kedah VC TRACKING 2024	5

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 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. The recruitment process is meticulously designed, ensuring that we attract and select the best talent to cater to the diverse needs of our programmes. The number of staff recruits is directly linked to the student population, and their qualifications are tailored to the program levels. All recruitment is conducted in accordance with PSD and UiTM requirements for a systematic appointment. A committee evaluates candidates through an interview process, and they are also subjected to mock teaching evaluation, guaranteeing that only the most qualified individuals become part of our team. The selection and recruitment of new academic staff is a comprehensive process that is carried out at the branch campus level. It is based on the terms and conditions of service of Sistem Saraan Malaysia (SSM) provided by the Public Service Department. This process ensures that the faculty recruits qualified and quality staff. The process starts when Jawatankuasa Pengurusan Pejabat Pendaftar identifies the need for academic staff at a particular time. It is normally based on teaching human resources requirements, budget, and Management Meetings. Advertisements follow this in social media platform and UiTM websites. All qualified applicants are first short-listed and called for mock teaching sessions. The suitable candidates are then called for an interview, after which the successful candidates are given Letters of Intent (LOI) as lecturers for the campus while awaiting the official Letter of Offer from JPbSM. The offer letter based on the Prosedur Perolehan Staf Akademik will mention a report for the duty date.	4

AREA 3: TALENT AND RESOURCES

COPIA STANDARDS	EVIDENCES	RATING
	3.1.1(a) Iklan jawatan kosong di Facebook Rasmi - UiTM Sungai Petani, Merbok, Kedah **3.1.1(b)** Dasar pelantikan staf akademik (kontrak perkhidmatan dan academic staff handbook) **3.1.1(c)** Laporan Kenaikan Pangkat: Data retrieved dari Pentadbiran UiTMDH **3.1.1(d)** Petikan Minit Mesyuarat Laporan Penilaian Prestasi Tahunan LNPT (Akademik & Bukan Akademik) **3.1.1(e)** Pekeliling Akademik Bil. 03 / 2019: Pelaksanaan Penggunaan Sistem MyATP Sebagai Medium Penyediaan Sasaran Kerja Tahunan Dan Laporan Nilaian Prestasi Tahunan Staf Akademik UiTM **3.1.1(f)** Pekeliling Akademik Bil. 08 / 2020: Pemakluman Penggunaan Sistem Permohonan Kenaikan Pangkat Staf Akademik Secara Dalam Talian **3.1.1(g)** Pekeliling Akademik Bil 10 / 2024 : Penambahbaikan Markah Minima Dan Markah Keseluruhan Pada Jadual Kosong (0)/ Specific Requirement (SR) Summary Di Sistem E-Compliance, MyATP Bagi Permohonan Urusan Kenaikan Pangkat Ke Jawatan Pensyarah Kanan Gred DM52 Dengan Kesetaraan PhD **3.1.1(h)** Pekeliling Akademik Bil. 03 / 2022: Pelaksanaan Pindaan Kerangka Laporan Penilaian Prestasi Tahunan Di Sistem MyATP Bagi Staf Akademik Universiti Teknologi MARA Bermula Tahun 2022 **3.1.1(i)** Panduan Tadbir Urus Pengurusan Autonomi and Watikah Penerimaan Autonomi	

AREA 3: TALENT AND RESOURCES

	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)** Pekeliling Akademik Bil. 05 / 2023: Aplikasi ChatGPT Dalam Pengajaran Dan Pembelajaran **3.1.2(b)** Peraturan Akademik Sarjana Muda Dan Diploma- Pindaan 2021 **3.1.2(c)** Academic Rules & Regulations For Postgraduate: PhD & Masters Degree Program By Coursework & Mixed Mode 2022 **3.1.2(d)** Academic Rules & Regulations For Postgraduate: PhD & Masters Degree Program By Research 2022 **3.1.2(e)** Peraturan Pengendalian Bahan Pengajaran Dan Pembelajaran Universiti Teknologi MARA **3.1.2(f)** Avoiding Plagiarism A Guide For Students 2012 **3.1.2(g)** Understanding Plagiarism A Guide For Lecturers 2012 **3.1.2(h)** Understanding Plagiarism A Guide For Lecturers 2012 **3.1.2(i)** 2022 Guidelines Research Ethics Committee REC and Researchers V2 **3.1.2(j)** Sample lantikan REC Kampus UiTM Kedah from PJI UiTMKDH **3.1.2(k)** Sample lantikan JPN Kampus UiTM Kedah from PJI UiTMKDH **3.1.2(l)** Petikan mesyuarat JPN Kampus UiTM Kedah from PJI UiTMKDH	4

AREA 3: TALENT AND RESOURCES

	COPIA STANDARDS	EVIDENCES	RATING
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)** Surat Pematuhan CDL-CQI 100-HEA (UHEK 21/2), 26 Julai 2018, PROF MADYA DR SHARIPAH RUZAINA SYED ARIS, Pengarah Unit Hal Ehwal Kurikulum **3.1.3(b)** Garis Panduan Penghantaran Laporan CDL-CQI from Bahagian Pentaksiran dan Penilaian Akademik (BPPA) **3.1.3(c)** Sample Laporan CDL-CQI dan SUFO UiTM Cawangan Kedah 2024 **3.1.3(d)** Pekeliling Akademik Bil. 10 / 2021: Penambahbaikan Dan Pelaksanaan Pemantauan Profesionalisme Pensyarah (PRO-PENS) Universiti Teknologi MARA **3.1.3(e)** Sample List AM110 PROPENS UiTM Kedah 2024 **3.1.3(f)** Sample External Examiner Report LAPORAN MODERATOR, PENILAIAN AKHIR PELAJAR SEMESTER (05) bagi PROGRAM CAAD111 **3.1.3(g)** Sample Keperluan Tenaga Pensyarah (KTP) **3.1.3(h)** Sample Result SUFO 2024 **3.1.3(i)** Sample Result Pro-pens 2024	**4**

AREA 3: TALENT AND RESOURCES

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)	The department has an adequate and qualified academic staff. The website UiTMKDH also provides information about academic staff. The **portal i-staff** provides summary information on academic staff, including the information on expert staff backgrounds. As of December 2024, there are **322 academic staff from UiTMKDH**. The qualifications of the **full-time academic staff in UiTMKDH** are as follows: **Professor - VK7 - 1** **Prof. Madya DM 54/DS14 - 14** **Pensyarah Kanan DM52/DS13 - 245** **Pensyarah DM45/DS11 - 62** The recruitment process is meticulously designed, ensuring that we attract and select the best talent to cater to the diverse needs of our programmes. The number of staff recruits is directly linked to the student population, and their qualifications are tailored to the program levels. All recruitment is conducted in accordance with PSD and UiTM requirements for a systematic appointment. A committee evaluates candidates through an **interview process**, and they are also subjected to **mock teaching evaluation**, guaranteeing that only the **most qualified individuals** become part of our team. The selection and recruitment of new academic staff is a comprehensive process that is carried out at the branch campus level. It is based on the terms and conditions of service of **Sistem Saraan Malaysia (SSM)** provided by the Public Service Department. This process ensures that the faculty recruits qualified and quality staff. The process starts when **Jawatankuasa Pengurusan Pejabat Pendaftar** identifies the need for academic staff at a particular time. It is normally based on teaching human resources requirements, budget, and management meetings. Advertisements follow this in newspapers and UiTM websites. All qualified applicants are first shortlisted and called for mock teaching sessions.	4

AREA 3: TALENT AND RESOURCES

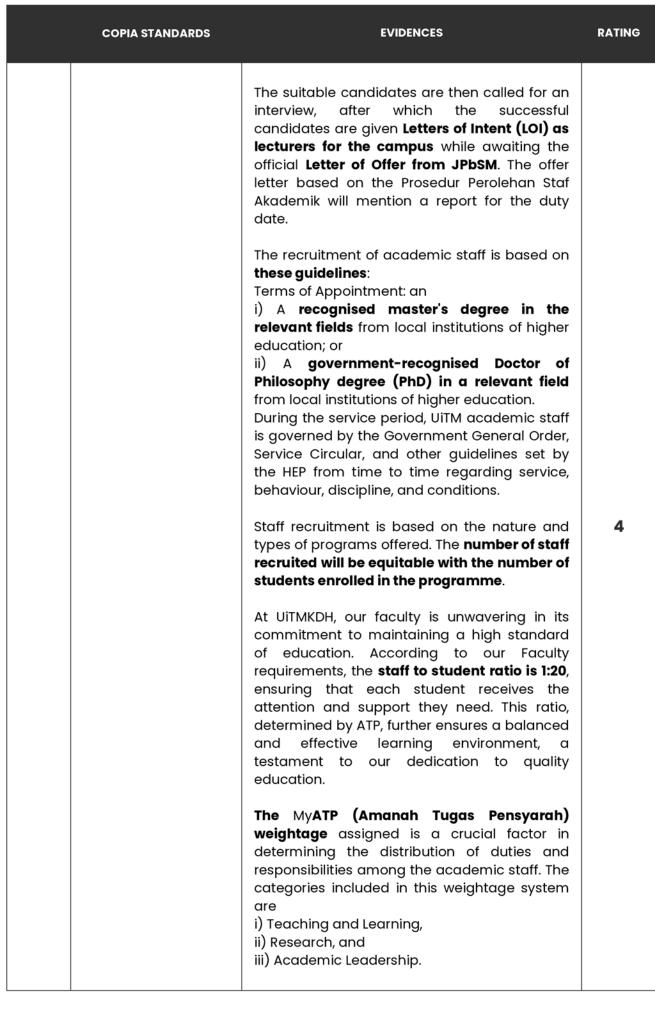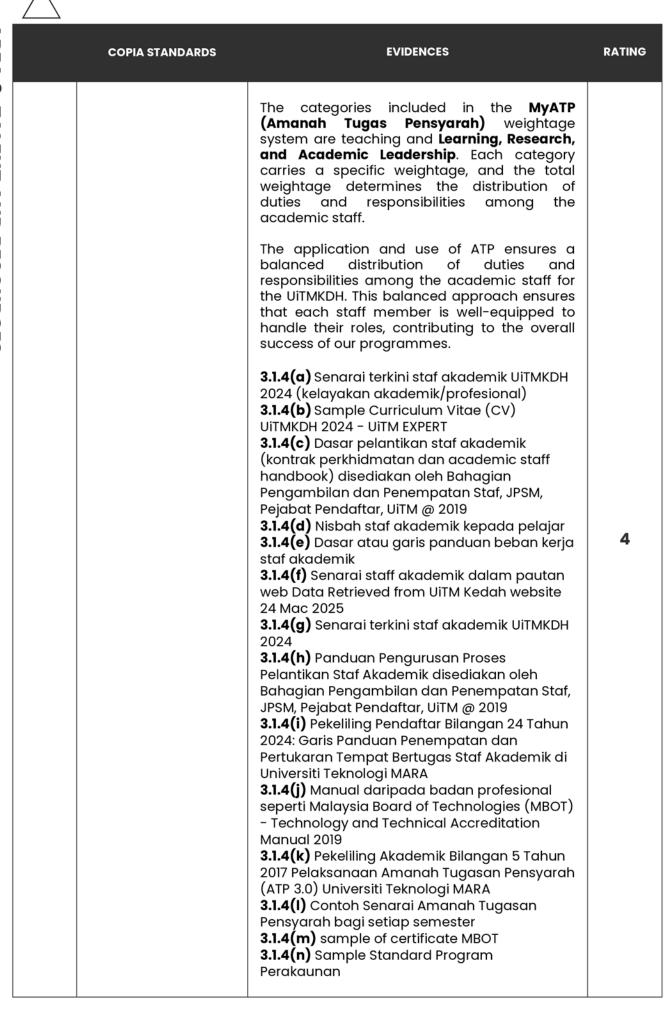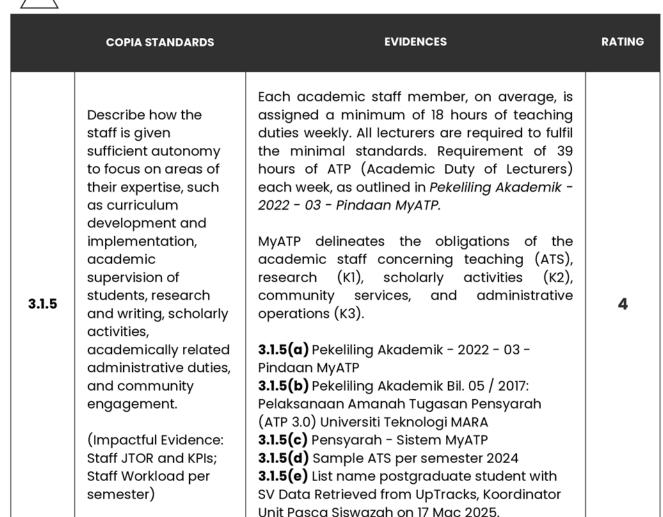| COPIA STANDARDS	EVIDENCES	RATING
	The suitable candidates are then called for an interview, after which the successful candidates are given **Letters of Intent (LOI) as lecturers for the campus** while awaiting the official **Letter of Offer from JPbSM**. The offer letter based on the Prosedur Perolehan Staf Akademik will mention a report for the duty date. The recruitment of academic staff is based on **these guidelines**: Terms of Appointment: an i) A **recognised master's degree in the relevant fields** from local institutions of higher education; or ii) A **government-recognised Doctor of Philosophy degree (PhD) in a relevant field** from local institutions of higher education. During the service period, UiTM academic staff is governed by the Government General Order, Service Circular, and other guidelines set by the HEP from time to time regarding service, behaviour, discipline, and conditions. Staff recruitment is based on the nature and types of programs offered. The **number of staff recruited will be equitable with the number of students enrolled in the programme**. At UiTMKDH, our faculty is unwavering in its commitment to maintaining a high standard of education. According to our Faculty requirements, the **staff to student ratio is 1:20**, ensuring that each student receives the attention and support they need. This ratio, determined by ATP, further ensures a balanced and effective learning environment, a testament to our dedication to quality education. **The** My**ATP (Amanah Tugas Pensyarah) weightage** assigned is a crucial factor in determining the distribution of duties and responsibilities among the academic staff. The categories included in this weightage system are i) Teaching and Learning, ii) Research, and iii) Academic Leadership.	4

AREA 3: TALENT AND RESOURCES

	COPIA STANDARDS	EVIDENCES	RATING
		The categories included in the **MyATP (Amanah Tugas Pensyarah)** weightage system are teaching and **Learning, Research, and Academic Leadership**. Each category carries a specific weightage, and the total weightage determines the distribution of duties and responsibilities among the academic staff.	
		The application and use of ATP ensures a balanced distribution of duties and responsibilities among the academic staff for the UiTMKDH. This balanced approach ensures that each staff member is well-equipped to handle their roles, contributing to the overall success of our programmes.	
		3.1.4(a) Senarai terkini staf akademik UiTMKDH 2024 (kelayakan akademik/profesional) **3.1.4(b)** Sample Curriculum Vitae (CV) UiTMKDH 2024 - UiTM EXPERT **3.1.4(c)** Dasar pelantikan staf akademik (kontrak perkhidmatan dan academic staff handbook) disediakan oleh Bahagian Pengambilan dan Penempatan Staf, JPSM, Pejabat Pendaftar, UiTM @ 2019 **3.1.4(d)** Nisbah staf akademik kepada pelajar **3.1.4(e)** Dasar atau garis panduan beban kerja staf akademik **3.1.4(f)** Senarai staff akademik dalam pautan web Data Retrieved from UiTM Kedah website 24 Mac 2025 **3.1.4(g)** Senarai terkini staf akademik UiTMKDH 2024 **3.1.4(h)** Panduan Pengurusan Proses Pelantikan Staf Akademik disediakan oleh Bahagian Pengambilan dan Penempatan Staf, JPSM, Pejabat Pendaftar, UiTM @ 2019 **3.1.4(i)** Pekeliling Pendaftar Bilangan 24 Tahun 2024: Garis Panduan Penempatan dan Pertukaran Tempat Bertugas Staf Akademik di Universiti Teknologi MARA **3.1.4(j)** Manual daripada badan profesional seperti Malaysia Board of Technologies (MBOT) - Technology and Technical Accreditation Manual 2019 **3.1.4(k)** Pekeliling Akademik Bilangan 5 Tahun 2017 Pelaksanaan Amanah Tugasan Pensyarah (ATP 3.0) Universiti Teknologi MARA **3.1.4(l)** Contoh Senarai Amanah Tugasan Pensyarah bagi setiap semester **3.1.4(m)** sample of certificate MBOT **3.1.4(n)** Sample Standard Program Perakaunan	4

AREA 3: TALENT AND RESOURCES

	COPIA STANDARDS	EVIDENCES	RATING
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)	Each academic staff member, on average, is assigned a minimum of 18 hours of teaching duties weekly. All lecturers are required to fulfil the minimal standards. Requirement of 39 hours of ATP (Academic Duty of Lecturers) each week, as outlined in *Pekeliling Akademik - 2022 - 03 - Pindaan MyATP*. MyATP delineates the obligations of the academic staff concerning teaching (ATS), research (K1), scholarly activities (K2), community services, and administrative operations (K3). **3.1.5(a)** Pekeliling Akademik - 2022 - 03 - Pindaan MyATP **3.1.5(b)** Pekeliling Akademik Bil. 05 / 2017: Pelaksanaan Amanah Tugasan Pensyarah (ATP 3.0) Universiti Teknologi MARA **3.1.5(c)** Pensyarah - Sistem MyATP **3.1.5(d)** Sample ATS per semester 2024 **3.1.5(e)** List name postgraduate student with SV Data Retrieved from UpTracks, Koordinator Unit Pasca Siswazah on 17 Mac 2025.	4

AREA 3: TALENT AND RESOURCES

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 the PJI UiTMKDH conduct continuous training programs for academic staff. **3.1.6(a)** Senarai Kursus ILD UiTMKDH 2024 **3.1.6(b)** Facebook Rasmi RMU + ICAN UiTM Kedah – https://www.facebook.com/RMUuitmkedah **3.1.6(c)** Senarai Staf Akademik yang Menghadiri Kursus Lebih 42 Jam 2024 (AKADEMIK) **3.1.6(d)** Senarai Staf Akademik yang Menghadiri Kursus Kurang 42 Jam 2024 (AKADEMIK) **3.1.6(e)** Data Staf Akademik aktif dalam Penerbitan 2024 **3.1.6(f)** Data Staf Akademik aktif dalam Geran 2024 **3.1.6(g)** Senarai Program Melibatkan Alumni Tahun 2024 **3.1.6(h)** Postgraduate list of students and supervisors: Data Retrieved from UpTracks, Koordinator Unit Pasca Siswazah on 17 Mac 2025.	4

d. Peformance and Reward

AREA 3: TALENT AND RESOURCES

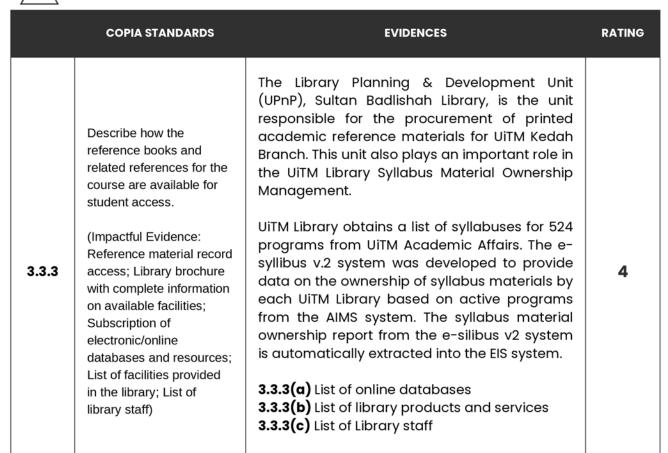| COPIA STANDARDS	EVIDENCES	RATING
3.1.7 Describe how academic staff is evaluated at defined intervals and rewarded for their performance based on their academic responsibilities and scholarly activities. (Impactful Evidence: Staff Awards – research, teaching, publication, etc.; Statistics on staff promotion; 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)	Each academic staff member at UiTMKDH underwent an evaluation to gauge their performance. An online evaluation of Amanah Tugas Pensyarah (ATP) and Sasaran Kerja Tahunan was conducted by two assessors, TRek HEA and KPP, using a platform called MyATP. The **Anugerah Khidmat Cemerlang** is an annual award that denotes recognition and consideration for future promotions. The **Anugerah Akademik UiTMKDH** is presented by the ILD UiTMKDH at the **Majlis Kemuncak Hari Kualiti dan Inovasi**. In addition, the UiTMKDH has **implemented an additional initiative to recognise individuals** who achieve TEX, as well as club advisors and RMU. BPJI&A UiTMKDH successfully organises the **RMU Appreciation Da**y to honour the researchers, authors, and writers who have effectively achieved the KPI university. **3.1.7(a)** Pekeliling Akademik Bilangan 3/2019 Pelaksanaan Penggunaan Sistem MyATP sebagai Medium penyediaan Sasaran Kerja Tahunan dan Laporan Penilaian Prestasi Tahunan Staf Akademik UiTM **3.1.7(b)** Senarai nama penerima RMU Appreciation Day: Scholarly Salute 2024 **3.1.7(c)** Senarai nama Penerima Majlis Kemucak Hari Kualiti dan Inovasi 2024	4

3.2 Non-academic Staff

AREA 3: TALENT AND RESOURCES

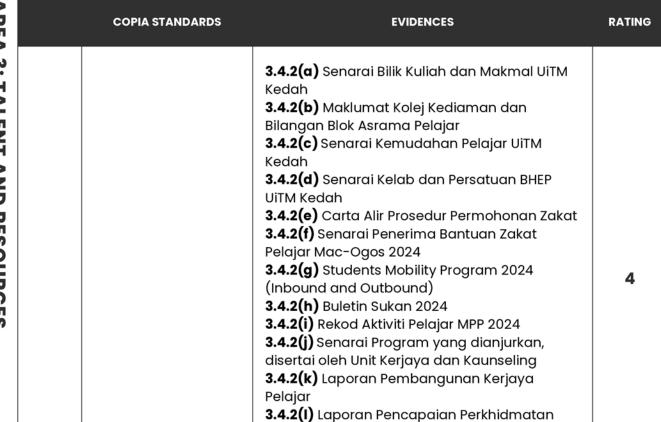|	COPIA STANDARDS	EVIDENCES	RATING
3.2.1	Provide the number of qualified non-academic staff to support the development and implementation of academic programmes and related activities. (Impactful Evidence: Table of staff qualification levels and managerial experience)	UiTMKDH have sufficient qualified non-academic staff. There are 253 non-cademic staff at UiTMKDH by departments with equivalent positions with the qualifications. **3.2.1(a)** Senarai Staf Bukan Akademik dan Kelayakan Akademik UiTMKDH **3.2.1(b)** Pautan atas Talian bagi Direktori Staf Bukan Akademik UiTMKDH mengikut bahagian (https://kedah.uitm.edu.my/discover-us/staff-directory2) : Data Retrieved on 24 Mac 2025	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. (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)	UiTMKDH provide training scheme for the non-academic staff to fulfill the specific needs of academic programmes via The Institute of Leadership & Development (ILD) UiTM, ILD PTJ UiTMKDH, training sponsored by outside organization, and traning sponsored by overseas. UiTMKDH provide additional training for non-academic staff sponsored and collaborations from other organizations. Non-Academic staff UiTMKDH completed training scheme as required. Continuos portfolio change where placement management applied to ensure staff competencies. **3.2.2(a)** Fail Jawatankuasa Panel Pembangunan Sumber Manusia 100-UiTMKDH(PT.9/6)JLD65 **3.2.2(b)** Fail Perancangan Latihan Staf 500-UiTMKDH(PT.15/3) **3.2.2 (c)** myPortfolio-contoh portfolio Pegawai Perubatan UD54 **3.2.2(d)** Manual Penyediaan Laporan Nilaian Prestasi Tahunan (LNPT) bagi Staf UiTM **3.2.2(e)** Senarai Projek Inovasi KIK Staf Bukan Akademik **3.2.2(f)** Senarai Kursus Anjuran PTJ UiTM Kedah 2024 **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 2024 **3.2.2(i)** Senarai Latihan Staf Bukan Akademik - contoh **3.2.2(j)** Senarai Staf Pentadbiran Menghadiri Latihan Melebihi 42 jam 2024	

3.3 Physical and Technological Resources

AREA 3: TALENT AND RESOURCES

	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. **3.3.1(a)** Petikan Mesyuarat Bil2/2024 Bahagian Infostruktur **3.3.1(b)** Survey and feedback on educational resources **3.3.1(c)** Action taken to maintain educational resources **3.3.1(d)** List of training UiTMKDH 2024 related to use and maintaining educational resources **3.3.1(e)** Budget allocation UiTMKDH 2024 for educational resources	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. **3.3.2(a)** List of educational facilities **3.3.2(b)** Classroom maintenance schedule **3.3.2(c)** Survey on customer satisfaction toward educational resources **3.3.2(d)** University complaint and suggestion system	

AREA 3: TALENT AND RESOURCES

	COPIA STANDARDS	EVIDENCES	RATING
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 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. **3.3.3(a)** List of online databases **3.3.3(b)** List of library products and services **3.3.3(c)** List of Library staff	4

3.4 Student Support Services

AREA 3: TALENT AND RESOURCES

		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. The total number of clubs in UiTM Kedah is 109; 62 clubs are still active, while 45 are inactive and 2 have been dissolved. 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 2024 **3.4.1(c)** MPP Structure **3.4.1(d)** Student Activity Report	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 Resident 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)** Senarai Kelab dan Persatuan BHEP UiTM Kedah **3.4.2(e)** Carta Alir Prosedur Permohonan Zakat **3.4.2(f)** Senarai Penerima Bantuan Zakat Pelajar Mac-Ogos 2024 **3.4.2(g)** Students Mobility Program 2024 (Inbound and Outbound) **3.4.2(h)** Buletin Sukan 2024 **3.4.2(i)** Rekod Aktiviti Pelajar MPP 2024 **3.4.2(j)** Senarai Program yang dianjurkan, disertai oleh Unit Kerjaya dan Kaunseling **3.4.2(k)** Laporan Pembangunan Kerjaya Pelajar **3.4.2(l)** Laporan Pencapaian Perkhidmatan Kaunseling dan Psikologi Pelajar **3.4.2(m)** Senarai Kemudahan Unit Kesihatan **3.4.2(n)** Laporan Pemeriksaan Kelas **3.4.2(o)** Laporan E- Aduan Fasiliti	**4**

3.5 Financial Resources

AREA 3: TALENT AND 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, ensuring that each department's financial resource allocation is tailored to its specific needs. The operational budget allocated by UiTM Shah Alam is disbursed to all faculties, departments, and units in UiTMKDH in January each year, enabling them to carry out their respective programs and activities. The budget is allocated based on prioritized activities that align with UiTMKDH's objectives. The budget allocation policy, which emphasizes academic programs, innovation, research, consultancy, and students' extracurricular activities, is applied to existing programs to ensure the continuation of the previous year's functions. The budget allocation for UiTMKDH for the year 2024 is RM 7,921,600.00, as stated in the Surat Kelulusan Peruntukan Perbelanjaan Mengurus Tahun 2024. To achieve financial sustainability, UiTMKDH generates its own income through initiatives such as the Pineapple Plant Project, Batik Merbok, and conferences, as reported in the financial report from the FAIS system. UiTMKDH has achieved the Performance Indicators (PI), specifically PI128: Income Generation from Kumpulan Wang Pengurusan and PI129: Income Generation from Kumpulan Wang Amanah, for the year 2024. The evidence is documented in the UiTM Strategic Plan Performance Indicator (PI) Achievement Report for December 2024, as recorded in the University Electronic Programme Management Office System (UePMO v3) and the Full Achievement Report for PI Q4 2024 by Unit Strategik Transformasi (STU). **3.5.1(a)** Surat Kelulusan Peruntukan Perbelanjaan Mengurus Tahun 2024 **3.5.1(b)** Financial Report from FAIS system **3.5.1(c)**(i) Strategic Plan Performance Indicator (PI) Achievement Report 2024 **3.5.1(c)**(ii) Full Achievement Report for PI Q4 2024 by Unit Strategik Transformasi (STU)	**4**

AREA 3: TALENT AND RESOURCES

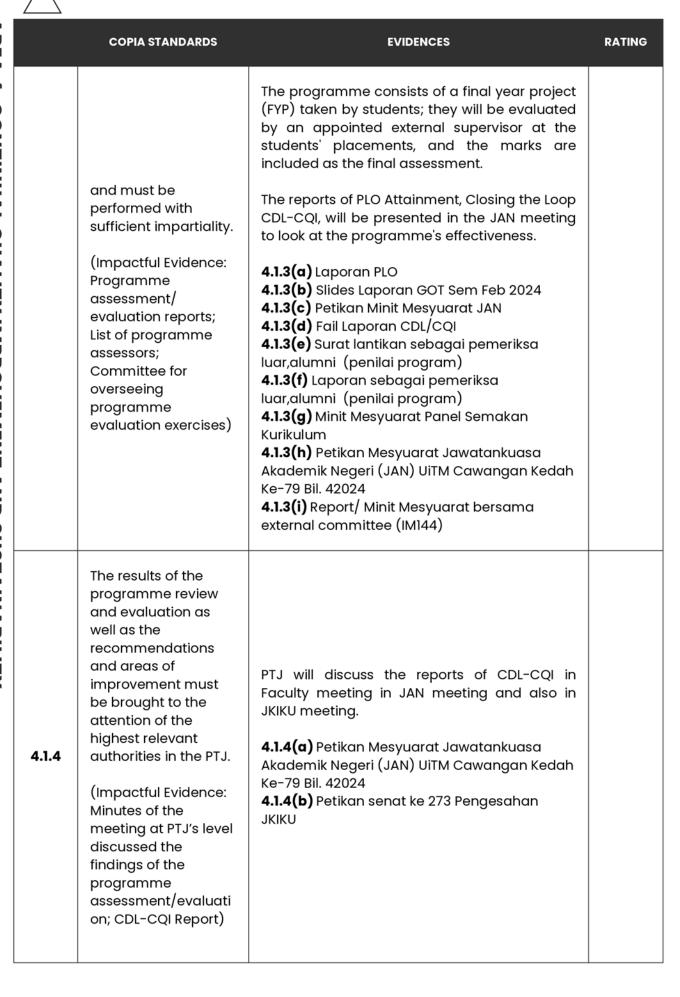|	COPIA STANDARDS	EVIDENCES	RATING
3.5.2	Describe how the resources are deployed in achieving the programme goals and maintaining high educational standards. (Impactful Evidence: Samples of allocated and expenditure for selected academic programmes; New infrastructure or equipment acquired to improve existing or introduce programmes)	At UiTMKDH, resources are strategically deployed to achieve programme goals and maintain high educational standards. These resources are efficiently allocated across key areas, including well-equipped learning spaces such as smart classrooms and computer labs, which enhance the teaching and learning experience. Additionally, comprehensive learning materials and robust infrastructure contribute to an optimal educational environment. To ensure effective resource utilization, continuous performance monitoring and strategic adjustments are conducted. UiTMKDH employs Performance Indicators (PIs) to assess the efficiency and effectiveness of academic and administrative operations, ensuring sustained quality and excellence. The deployment and impact of these resources are documented in the Strategic Plan Performance Indicator (PI) Achievement Report 2024, the Full Achievement Report for PI Q4 2024 by Unit Strategik Transformasi (STU), and Pecahan Bajet 2024. The budget allocation for educational resources designated for Pengajaran dan Pembelajaran (P&P) at UiTMKDH is RM 941,925.53. Furthermore, the budget allocated for educational resources under the Hal Ehwal Pelajar (HEP) department amounts to RM 568,682.64. This allocation is documented in the Laporan Prestasi Perbelanjaan P&P and the Laporan Prestasi Perbelanjaan HEP (Aktiviti Pelajar). **3.5.2(a)** Minit Mesyuarat TAPA 2024 **3.5.2(b)** Pekeliling Bendahari Bilangan 02/2023 **3.5.2(c)** Laporan Tabung Kebajikan dan Kecemasan Pelajar 2024 **3.5.2(d)** Senarai Bilik Kuliah & Kemudahan di UiTM Kedah **3.5.2(e)** Strategic Plan Performance Indicator (PI) Achievement Report 2024 **3.5.2(f)** Full Achievement Report for PI Q4 2024 by Unit Strategik Transformasi (STU) **3.5.2(g)** Pecahan Bajet 2024 **3.5.2(h)** Laporan Prestasi Perbelanjaan P&P **3.5.2(i)** Laporan Prestasi Perbelanjaan HEP (Aktiviti Pelajar)	4

AREA 4

CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

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

AREA 4: CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

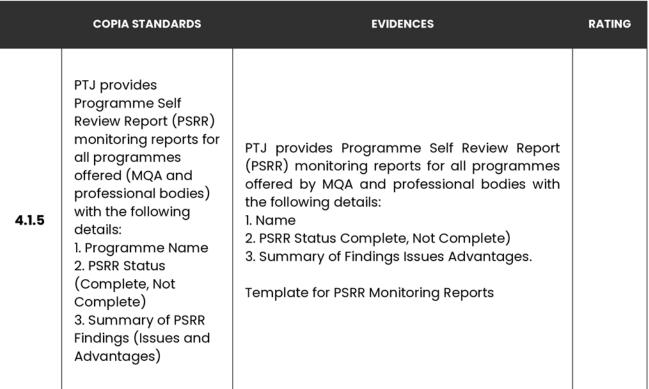|	COPIA STANDARDS	EVIDENCES	RATING
4.1.1	Describe the monitoring, reviewing, and evaluation process of the programs, including those offered at different locations (PU/PP). (Impactful Evidence: Policies, criteria, guidelines and standards procedure on Programme Monitoring, Review and Evaluation; Systems and procedures for Programme Monitoring, Review and Evaluation; Minutes meeting (campuses and senate approval))	UiTMKDH follows the guideline and standard procedure on programme monitoring, review and evaluation prepared by the MQF. Policy of Curriculum Review Process Pengurus Utama (PU) will set up the curriculum review committee as established by the policy of the curriculum review process within 3-5 years, while PP will follow PU. Polisi/prosedur pemantauan dan semakan semula program is scheduled gradually and presented during PU meeting in campuses and will be approve by the Senate After Senate approval, appointment letter as PU will be given, and PU has to follow the Polisi Pemilikan dan Pengurusan Program Akademik UiTM 2019 Every result by PU/PP is required to be presented in CDL-CQI at the faculty level and will be minuted in the Jawatankuasa Akademik Negeri (JAN) meeting. **4.1.1(a)** Curriculum Review Process Policy **4.1.1(b)** Guideline and Standard Procedure on programme monitoring, review and evaluation **4.1.1(c)** System and Procedures for programme monitoring, review and evaluation **4.1.1(d)** Policies and curriculum design and delivery **4.1.1(e)** Surat lantikan Pengurus Utama (PU) **4.1.1(f)** Polisi Pemilikan dan Pengurusan Program Akademik UiTM 2019 **4.1.1(g)** Surat Pematuhan CDL-CQI **4.1.1(h)** Garis Panduan Penghantaran Laporan CDL-CQI **4.1.1(i)** Petikan Mesyuarat Jawatankuasa Akademik Negeri (JAN) UiTM Cawangan Kedah Ke-79 Bil. 4/2024 **4.1.1(j)** Laporan Mesyuarat Fakulti CDL-CQI	**4**

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

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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)	At the moment, UITMKDH serves as the Pegurus Utama (PU) for IM144, Consequently, the responsibility for overseeing, assessing, and evaluating these programs falls under the faculty of CDIM (College of Computing, Informatics and Mathematics) This programme is run by a competent and reliable Resource Person (RP), and Head of the Programs (KPP). JK Semakan Kurikulum has also been assigned by each PU to oversee the program monitoring and review procedure. The curriculum review committee is in charge of organising, carrying out, assessing, and enhancing the program. This appointment aids in the program's proper administration and alignment with the mission and vision of the faculty and campus. However, there is no Curriculum Review in 2024. **4.1.2(a)** i) Surat lantikan Pengurus Utama (PU) IM144 **4.1.2(a)** ii) Surat Sebagai Pengurus Utama (PU) **4.1.2(a)** iii) Surat Arahan Semakan Semula Kurikulum **4.1.2(b)** Surat Lantikan Resource Person (RP) **4.1.2(c)** Surat Lantikan Ketua Pusat Pengajian (KPP) **4.1.2(d)** Fail Laporan CDL/CQI **4.1.2(e)** Pelaksanaan SAM **4.1.2(f)** Semakan Kurikulum IM120 **4.1.2(g)** Pelan Pengajian IM144 **4.1.2(h)** Surat lantikan sebagai pemeriksa luar (penilai program) **4.1.2(i)** Petikan senat ke 273 Pengesahan JKIKU **4.1.2(j)** Kajian Pengesanan Graduan	4
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	Programme external advisers must conduct student progression performance analysis, covering passing and attrition employability rates, as part of the assessment and evaluation processes for programmes in order to ensure that learning outcomes are met with adequate impartiality. An external advisor is appointed to oversee the employability rates and suitable subjects for the programme in order to meet the market demands.	4

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	and must be performed with sufficient impartiality. (Impactful Evidence: Programme assessment/ evaluation reports; List of programme assessors; Committee for overseeing programme evaluation exercises)	The programme consists of a final year project (FYP) taken by students; they will be evaluated by an appointed external supervisor at the students' placements, and the marks are included as the final assessment. The reports of PLO Attainment, Closing the Loop CDL-CQI, will be presented in the JAN meeting to look at the programme's effectiveness. **4.1.3(a)** Laporan PLO **4.1.3(b)** Slides Laporan GOT Sem Feb 2024 **4.1.3(c)** Petikan Minit Mesyuarat JAN **4.1.3(d)** Fail Laporan CDL/CQI **4.1.3(e)** Surat lantikan sebagai pemeriksa luar,alumni (penilai program) **4.1.3(f)** Laporan sebagai pemeriksa luar,alumni (penilai program) **4.1.3(g)** Minit Mesyuarat Panel Semakan Kurikulum **4.1.3(h)** Petikan Mesyuarat Jawatankuasa Akademik Negeri (JAN) UiTM Cawangan Kedah Ke-79 Bil. 42024 **4.1.3(i)** Report/ Minit Mesyuarat bersama external committee (IM144)	
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)	PTJ will discuss the reports of CDL-CQI in Faculty meeting in JAN meeting and also in JKIKU meeting. **4.1.4(a)** Petikan Mesyuarat Jawatankuasa Akademik Negeri (JAN) UiTM Cawangan Kedah Ke-79 Bil. 42024 **4.1.4(b)** Petikan senat ke 273 Pengesahan JKIKU	

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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 Name 2. 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 by MQA and professional bodies with the following details: 1. Name 2. PSRR Status Complete, Not Complete) 3. Summary of Findings Issues Advantages. Template for PSRR Monitoring Reports	

4.2 Involvement of Stakeholders

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	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 established local connections with external stakeholders/industry/alumni solely for the purpose of program evaluation. **4.2.1(a)** Report External Advisor with Industry **4.2.1(b)** Report Survey Alumni & Employee (ICAN) **4.2.1(c)** Feedback latihan industri (majikan)	

4.3 Quality Improvement and Enhancement

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	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)	Quality Assurance Unit (UPK) of UiTMKDH is the unit responsible for quality assurance at UiTMKDH. The unit manages and catalyses all quality-related activities conducted at campus level to ensure compliance with the Code of Practice for Institutional Audit (COPIA), Code of Practice for Program Accreditation (COPPA) and ISO 9001. UPK UiTMKDH oversees the quality management of the campus that works hand in hand with the Institute of Quality and Knowledge Advancement (InQKA). InQKA is invested with the responsibility for setting directions and quality policies that bring the university into compliance with national standards and expectations and promote good practices towards academic excellence. UPK UiTMKDH is headed by trained quality management representatives that work closely with InQKA. UiTMKDH follows the policies and standard operations issued by InQKA, Shah Alam. It monitors continuous improvement to ensure quality programmes through curriculum development and review. The position of Head of Quality Assurance Unit in UiTMKDH is given some prominence, and the person is expected to attend some of the executive meetings. **4.3.1(a)** Manual Kualiti **4.3.1(b)** Surat Lantikan Ketua Unit Kualiti dan Akreditasi **4.3.1(c)** Surat Lantikan Ketua Sistem Audit (KSA) **4.3.1(d)** Organization Chart showing the position of the IQA unit	

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	COPIA STANDARDS	EVIDENCES	RATING
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. (Impactful Evidence: Quality manuals, documentation and procedures for PTJ's internal processes)	To guarantee that its internal quality assurance system is routinely promoted, observed and evaluated, UiTMKDH has established its own Internal Audit Committee. The unit is responsible for conducting internal audits twice a year. The functions of the Internal Audit Committee among others are to: 1. Ensure the quality management system is in place. 2. Confirm through internal audit that teaching and learning activities are carried out according to "Peraturan dan Prosedur" BHEA, in addition to MQA Standards. 3. Confirm the good practice of the faculty 4. Advise the management on the correction action needed through Mesyuarat Kaji Semula Pengurusan (MKSP) In ensuring quality is practiced at all levels in delivering services, UiTMKDH has also encouraged departments or units which do not have any specific manual or guidelines to come up with Prosedur Kerja (Pengurusan) or Prosedur Kerja (Operasi) as their main reference in carrying out their tasks. In promoting quality culture, UPK regularly emails information related to quality assurance. UPK UiTMKDH has also initiated Cakna-Q as a platform to educate and instil awareness about quality assurance among the staff. **4.3.2(a)** Manual Kualiti(MK.UiTMKDH.01).pdf **4.3.2(b)** Cakna Q (Bil. 39/2024: Amalan EKSA) **4.3.2(c)** Petikan email Ketua Unit Kualiti (EKSA,CaknaQ,hebahan audit) **4.3.2(d)** Petikan email PJI (buletin eRMU) **4.3.2(e)** Hebahan pekeliling (website UiTM Kedah) **4.3.2(f)** Petikan email hebahan TRHEA **4.3.2(g)** Lantikan Ketua Sistem Audit (KSA) **4.3.2(h)** Senarai PK(P) & PK(O) **4.3.2(i)** Prosedur Audit Dalam (PK. UiTMKDH.(P). 03)	

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	COPIA STANDARDS	EVIDENCES	RATING
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 systems in place to carry out suggestions for plans for quality enhancement and improvement. At MKSP meetings, suggestions for quality enhancement are deliberated. The results of internal audits are submitted to MKSP for management's review and feedback. **4.3.3(a)** Takwim UPK **4.3.3(b)** Unit Pengurusan Risiko **4.3.3(c)** Lead assessor certificate **4.3.3(d)** i) Minit Mesyuarat MKSP Bil. 1 2024 **4.3.3(d)** ii) Minit Mesyuarat MKSP Bil. 2 2024 **4.3.3(e)** KPI Monitoring System	**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 employs a number of strategies to guarantee the sustainability of governance, capacity building, quality assurance initiatives, and risk management. In accordance with the UiTM 2024 strategic plan, UiTMKDH offers physical facilities to guarantee the accomplishment of the programme learning outcomes and the institutional goals. The facilities serve all active students from all faculties and are shared by all programmes. One of the newest features is the "Smart Classroom", which uses an HDMI connection to connect a computer to a touchscreen TV to support the teaching and learning process. UPKP is responsible for maintaining the Smart Classrooms and training the lecturers prior to the start of each semester. To make sure every facility is in good condition, other facilities were also periodically checked. Nevertheless, UiTMKDH has insufficient classrooms to accommodate the growing number of students it admits each semester. Another academic building is desperately needed at UiTMKDH in order to better serve its clients, which consist of students. Additionally, some courses, like Art & Design, require new, modern hardware and software in order to keep up with the curriculum and emerging technologies. The majority of the equipment is currently in dire condition. Budget allocation is essential to guarantee that all facilities can be offered. UiTMKDH has established a Risk Management Committee to collect data on risk factors and report to upper management to guarantee that sustainable measures are implemented and that all facilities are in good condition.	

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		4.4.1(a) Polisi Pengurusan Risiko **4.4.1(b)** Laporan Daftar Risiko Tahun 2024 **4.4.1(c)** Pemakluman Terma dan rujukan jawatankuasa Pemilik Risiko **4.4.1(d)** Carta Alir Pengurusan Risiko.pdf **4.4.1(e)** Petikan Minit Mesyuarat EKSA **4.4.1(f)** Laporan agihan budget penyelenggaraan 2024 **4.4.1(g)** i) Surat kelulusan peruntukan perbelanjaan mengurus tahun 2024 **4.4.1(g)** ii) Agihan 2024 seperti kelulusan **4.4.1(h)** Senarai Bilik Kuliah dan Makmal UiTM Cawangan Kedah **4.4.1(i)** Maklumat Kolej Kediaman dan Bilangan Blok Asrama Pelajar **4.4.1(j)** KEMUDAHAN PELAJAR **4.4.1(k)** Senarai Kemudahan Unit Kesihatan **4.4.1(l)** Laporan Pemeriksaan Kelas.pdf **4.4.1(m)** E- Aduan	4
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 enough resources to create and preserve the institution's quality culture. **4.4.2(a)** Laporan agihan budget penyelenggaraan 2024 **4.4.2(b)** Surat kelulusan peruntukan perbelanjaan mengurus tahun 2024 **4.4.2(c)** Petikan Minit mesyuarat JKEN (Perbelanjaan penyelenggaraan)	4

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