Self Review Report
2018
Universiti Teknologi MARA
Cawangan Perak
Purpose of the Template

This template was developed to assist Self Review Committees (SRC) undertake a preliminary but systematic institutional self-analysis using the COPIA quality criteria. This Self Review Report (SRR) template should lead the SRC to identify strengths as well as areas that may need attention under each Standard and Criteria for Review.

The External Review Panel will use the SRR prepared by the Responsibility Centres (RC) as the basis to test the quality assurance system in place as reported in the SRR. The SRR and ERR will be used among others for evaluating effectiveness of the QA policy, identifying good practices to be nominated for best practice, and AKNC. Therefore, it is important the self review is serious and accurate.

Explanations:

1. The template includes all 114 benchmark and 65 enhanced standards in COPIA. This is to enable all RCs to evaluate itself using the same requirements and hence become aware of and incorporate them in planning and practice.
2. There are sections and standards that may be not applicable to an RC. State and explain the non-applicability.
3. The review narrative must be direct, concise, more evaluative than descriptive and consistent with the self review rating provided. The report as a general rule should not exceed 100 pages.
4. This self review should be based on and draw from all other reviews (IQA, OBE, Exam, external examiners, accreditation etc.) carried out at or by the RC during the relevant period.
5. RCs can choose to write the SRR in its own preferred format as long as they are guided by the nine (9) areas in COPIA. Take note that the each of the criteria (bullets) under each sub-criteria are connected very much in the form of Approach-Deployment-Results-Improvement (or Learning).
6. In assigning the review ratings, please be guided by the simple descriptors provided. The ratings are meant to assist the RC identify their strengths (rating of 4 or 5) and opportunities for improvement or areas of concern (rating of 1 or 2). The RC may want to rate each bullet individually or collectively as one sub-criteria (eg. one rating for 2.1)
7. The Self Review Report (SRR) must be endorsed by the top management of the RC before submission to InQKA.
8. This report is an internal document and shall be limited in its circulation to required/relevant UiTM members only.
### Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 = Excellent</td>
<td>This level indicates an achievement that has consistently been above all the benchmarked and enhanced standards.</td>
</tr>
<tr>
<td>4 = Good</td>
<td>This level indicates the achievement of all the benchmarked and at least 50% of the enhanced standard has been met and improving for at least the last two reviews.</td>
</tr>
<tr>
<td>3 = Satisfactory</td>
<td>This level indicates the achievement minimally of all the benchmarked standards.</td>
</tr>
<tr>
<td>2 = Less than satisfactory</td>
<td>This level indicates achievement of at least 70% of the benchmarked standard or performance has been declining for at least the last two reviews.</td>
</tr>
<tr>
<td>1 = Unsatisfactory</td>
<td>This level indicates less than a 70% achievement of the benchmarked standards.</td>
</tr>
</tbody>
</table>

The nine areas of evaluation in the code of practice for institutional audit (COPIA) are:

1. Vision, Mission, Educational Goals and Learning Outcomes;
2. Curriculum Design and Delivery;
3. Assessment of Students;
4. Student Selection and Support Services;
5. Academic Staff;
6. Educational Resources;
7. Programme Monitoring and Review;
8. Leadership, Governance and Administration;
GENERAL INFORMATION

1. Name of the Higher Education Provider (HEP):

   UNIVERSITI TEKNOLOGI MARA CAWANGAN PERAK

2. Date of establishment:

   1985

3. Reference no. of the Approval for Establishment: refer to the

   UNIVERSITI TEKNOLOGI MARA ACT 1976

4. Name, title and designation of the Chief Executive Officer:

   CAMPUS RECTOR
   Associate Prof Sr. Dr Md Yusof Hamid, AMP

5. Address:

   Campus Rector Office Administration Building
   Kampus Seri Iskandar
   32610 Bandar Baru Seri Iskandar
   Perak Darul Ridzuan

6. Tel: 05-374-2000

7. Fax: 05 374-2011

8. Email: rektorprk@uitm.edu.my
9. Website: http://perak.uitm.edu.my

10. Names and addresses of Faculties/Schools/Departments/Centres (if located outside the main campus):

   Computer and Mathematical Sciences *(Fakulti Sains Komputer dan Matematik: FSKM)*
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Accountancy *(Fakulti Perakaunan: FP)*
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Applied Science *(Fakulti Sains Gunaan: FSG)*
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

11. Names and addresses of branch campuses (if applicable):

   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Kampus Bandaraya Ipoh
   UiTM Cawangan Perak
   42 Jalan Pengkalan Barat 36
   Station 18
   31650 Ipoh
   Perak Darul Ridzuan
12. List of Faculties/Schools/Departments/Centres in UiTM Cawangan Perak (and its branch campuses) and programmes offered:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Faculties/Schools/Departments/Centres</th>
<th>Name of Programmes</th>
<th>Programme Code</th>
<th>Programme Role (PU/PP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty of Architecture, Planning and Surveying (FSPU)</td>
<td>Bachelor of Science (Architecture) (Hons.)</td>
<td>AP243</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Quantity Surveying (Hons.)</td>
<td>AP224</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Estate Management (Hons.)</td>
<td>AP225</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Building Surveying (Hons.)</td>
<td>AP229</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Science (Hons.) Construction Technology</td>
<td>AP256</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Town and Regional Planning</td>
<td>AP241</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Town and Regional Planning</td>
<td>AP111</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Quantity Surveying</td>
<td>AP114</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Estate Management</td>
<td>AP115</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Building</td>
<td>AP116</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Interior Design</td>
<td>AP117</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Landscape Architecture</td>
<td>AP148</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Building Surveying</td>
<td>AP119</td>
<td>PU</td>
</tr>
<tr>
<td>2</td>
<td>Faculty of Art &amp; Design (FSSR)</td>
<td>Bachelor of Graphic Design (Hons)</td>
<td>AD241</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Art &amp; Design (Hons.) Graphic Design &amp; Digital Media</td>
<td>AD221</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Art &amp; Design (Hons.) Fine Art</td>
<td>AD228</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Graphic Design &amp; Digital Media)</td>
<td>AD111</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Ceramic Design)</td>
<td>AD115</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Fashion Design)</td>
<td>AD116</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Photography and Creative Imaging</td>
<td>AD117</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Fine Art)</td>
<td>AD118</td>
<td>PP</td>
</tr>
<tr>
<td>3</td>
<td>Faculty of Computer &amp; Mathematical Sciences (FSKM)</td>
<td>Bachelor of Computer Science (Hons.)</td>
<td>CS230</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Mathematical Sciences</td>
<td>CS143</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Computer Science</td>
<td>CS110</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Statistics</td>
<td>CS111</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Actuarial Science</td>
<td>CS112</td>
<td>PP</td>
</tr>
<tr>
<td>4</td>
<td>Faculty of Applied Sciences</td>
<td>Diploma in Science</td>
<td>AS120</td>
<td>PU</td>
</tr>
<tr>
<td>5</td>
<td>Faculty of Business Management (FPP)</td>
<td>Pre Commerce (Perdagangan) (MDAB)</td>
<td>BA003</td>
<td>PP</td>
</tr>
<tr>
<td>6</td>
<td>Faculty of Accountancy (FPN)</td>
<td>Diploma in Accountancy of Information System</td>
<td>AC120</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td>Institute of Education Development (InED)</td>
<td>Diploma in Public Administration</td>
<td>AM110</td>
<td>PP</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------------</td>
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<td>----</td>
</tr>
<tr>
<td>7</td>
<td>Institute of Graduate Studies (IPSIS)</td>
<td>Doctor of Business Administration</td>
<td>BM991</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master in Business Administration</td>
<td>BM701</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PhD in Built Environment</td>
<td>AP992</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master of Science in Green Architecture</td>
<td>AP763</td>
<td>PU</td>
</tr>
</tbody>
</table>
13. **INTERNAL REVIEWER**

Ts. Dr Norhafizah Abdul Rahman  
Head of Quality Management Unit  
Senior Lecturer

Jufiza A. Wahab  
Deputy Head of Quality Management Unit  
Senior Lecturer

Ts. Dr Izham Abdul Ghani  
Coordinator of SRR  
Senior Lecturer

Sr Dr Kartina Alauddin  
Head of Audit System  
Senior Lecturer

Assoc. Prof. Dr Thuraiya Mohd  
Senior Lecturer

Dr Wan Abdullah Wan Alwi  
Senior Lecturer

Dr Zainudin Md Nor  
Senior Lecturer

Nor A’aiini Othman  
Senior Lecturer
### 14. SELF REVIEW COMMITTEE - QUALITY MANAGEMENT UNIT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ts. Dr Norhafizah Abdul Rahman</td>
<td>Head of Quality Management Unit</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>Jufiza A. Wahab</td>
<td>Deputy Head of Quality Management Unit</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>Sr Dr Kartina Alauddin</td>
<td>Head of Audit System</td>
</tr>
<tr>
<td>Sr Mohd Nurfaisal Baharuddin</td>
<td>Deputy Coordinator of SRR</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>Sr Dr Karina Meor Zawawi</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Ts. Azira Ibrahim</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Nurul Aimi Zakaria</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Zulkarnian Hassan</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Zulkifli Mohd Ghazali</td>
<td>Senior Lecturer</td>
</tr>
</tbody>
</table>
## AREA 1: VISION, MISSION, EDUCATIONAL GOALS AND LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Statement of Vision, Mission and Educational Goals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.1.1 Benchmarked Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The Faculty/Campus/Division <strong>must</strong> formulate educational goals consistent with its vision and mission.</td>
<td>The educational goals of programmes offered in UiTM Cawangan Perak are consistent with the vision and mission of UiTM as a whole. The philosophy, vision, mission and educational goals of UiTM Cawangan Perak is aligned and in tandem with UiTM, in which it strives to provide educational programs at semi-professional and professional levels in tandem with national manpower needs, particularly in business, and science &amp; technology, besides instilling positive attitude and molding esteemed personality through exposure to knowledge from diverse civilizations, and internalizing Islamic teaching, specifically for less privileged Bumiputera youth so as to better prepare them for the challenges of the working world, be independent and daring to be agents of change in a multiracial society.</td>
<td>5</td>
</tr>
</tbody>
</table>

**Evidences:**

i. Falsafah, Visi, Misi UiTM
ii. Fail lantikan penubuhan program baharu / perubahan kurikulum
iii. JKKN
iv. JAN
v. Program Baharu
vi. SOP penubuhan program baharu dan semakan kurikulum
The mission statement and educational goals must reflect the crucial elements of the processes and outcomes of higher education that is in line with national and global developments.

The mission statement and educational goals of programmes in UiTM Cawangan Perak have fulfilled the requirements of the National Higher Education Strategic Plan (seven objectives of PSPTN) and its 16 related Critical Agenda Projects (CAPs) for the betterment and fulfillment of its aims to be a relevant university (programmes) in the future. The mission and educational goals of programmes in UiTM Cawangan Perak also reflect the requirement of (MQF, MQA and MQE).

Every programme under the Outcome Based Education (OBE) will have the program educational objectives (PEO) and Program Learning Outcomes (PLO) in which each PLO statement will match its PEO and the nine MOHE learning outcomes (LOs). Based on the review, all the related subjects under OBE have documented the relationship of CO-PO-LO-KI (which is the Course Outcome, Programme Outcome, Learning Outcome and Kemahiran Insaniah).

UiTM’s Motto:
Endeavour, Religious, Dignity (Usaha, Taqwa, Mulia)

UiTM’s Philosophy
Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

UiTM’s Vision:
To establish UiTM as a premier university of outstanding scholarship and academic excellence capable of providing leadership to ensure Bumiputeras’ dynamic involvement in all professional fields of world-class standards in order to produce globally competitive graduates of sound ethical standing.

UiTM’s Mission:
To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.

Objectives:
- To provide maximum opportunities for Bumiputera to pursue professionally recognised programmes of study in the field of science, technology, industry, business, arts and humanities.
To provide quality and innovative programmes of study relevant to current market needs and customer demands, and in line with the policies of national development.

To establish a human resource development programme as a tool for the assimilation of a value system within the university community.

To ensure that UiTM graduates are adequately prepared to join the local as well as the global workforce.

To establish UiTM as a centre of excellence that is accountable for the effective and efficient management of its human resources, finances and assets in order to achieve its educational objectives, while playing its role as a catalyst in community development.

**Evidence:**

i. _Falsafah, Visi, Misi UiTM_

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**The vision, mission, and educational goals must be approved by a governing board or other appropriate body whose membership is made up of those competent to deliver such duties and responsibilities.**

All programmes currently offered in UiTM Cawangan Perak have been approved by the related governing boards or respective professional bodies and further endorsed by the MOE through its acceptance of the 5 years’ development and strategic plans.

**Evidences:**

i. Programme Standards, COPPA

ii. Programme Accreditation Report: 100-KPK(HEA/UHEK.30/6/1.

iii. External Examiner’s Reports: 500-KPK(HEA.23/4/3)

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**Every Faculty/Campus/Division must disseminate its vision, mission and educational goals to its internal and external stakeholders.**

UiTM Cawangan Perak has successfully disseminated its vision, mission and educational goals to all its internal and external stakeholders. Throughout the review period, evidence of dissemination is shown in the following tables:

**Table 1.1: Dissemination to internal stakeholders:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VC/ Rector New Year’s Mandate</td>
</tr>
<tr>
<td>2</td>
<td>Mesyuarat Fakulti</td>
</tr>
</tbody>
</table>

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Table 1.2: Dissemination to external stakeholders:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Misi Akademik</td>
</tr>
<tr>
<td>2</td>
<td>Ekspo Selangkah ke UiTM</td>
</tr>
<tr>
<td>3</td>
<td>Mengubah Destini Anak Bangsa (MDAB)</td>
</tr>
<tr>
<td>4</td>
<td>Jom Masuk U</td>
</tr>
<tr>
<td>5</td>
<td>UiTM portals (campus and faculty websites)</td>
</tr>
<tr>
<td>6</td>
<td>Convocation book</td>
</tr>
<tr>
<td>7</td>
<td>Mass Communication</td>
</tr>
</tbody>
</table>

**Evidences:**

i. Screenshots of *Falsafah, Visi, Misi UiTM* on websites
ii. Sample documents with *Falsafah, Visi, Misi UiTM* - Convocation book
iii. Campus and faculty website
iv. *Laporan Aktiviti Misi Akademik*
### 1.1.2 Enhanced Standards

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **The mission and educational goals should encompass leadership qualities in the areas of social responsibility, research and scholarly attainment, community engagement, ethical values, professionalism, and knowledge creation.** | **UiTM Cawangan Perak has initiated efforts to instill the mentioned leadership qualities (social responsibility, research and scholarly attainment, community engagement, ethical values, professionalism, and knowledge creation) in its mission and educational goals. These evidences are documented in the various documents and reports such as UiTM’s Programme Outcomes (PO). The mission and educational goals carried out are consistent with the requirement of the regulating bodies (MOE, MQF, MQA, professional bodies etc) and the expectation of the community. Statements in the mission were derived from Article 153 of the Federal Constitution in which the needs of Bumiputera are catered to, to ensure social and economic balance in the nation. The criteria are in line with the nine MOHE learning outcome domains, namely:  
- Knowledge in specific area  
- Practical skills  
- Thinking and Scientific Skills  
- Communication Skills  
- Social skills, teamwork and responsibilities  
- Values, ethics and professionalism  
- Information Management and Lifelong Learning  
- Management and Entrepreneurship  
- Leadership Skills** |
|   | **The Faculty/Campus/Division should demonstrate that its planning and evaluation processes, educational programmes, educational support services, financial and physical resources, and administrative processes are adequate and appropriate to fulfill its stated goals.** | **The university’s Annual Strategic Planning outlines adequate and appropriate future planning needs of programmes in terms of educational support services, financial and physical resources to ensure it is consistent with the requirement of the regulating bodies. These include physical facilities for teaching and learning as well as staff development and training which are adequate and appropriate to fulfill its stated goals. The short and long term strategic planning has been reviewed to address the issue of human resource. One of the proposed actions is to make adjustments to the university’s annual human resource recruitment target.** |
|   | **Evidences:**  
i. Laporan MKSP Bil 1/2018  
ii. Laporan MKSP Bil 2/2018  
iii. Laporan Pencapaian Key Performance Indicators UiTM Cawangan Perak 2018 |   |
### 1.2 Participation in the Formulation of Vision, Mission and Educational Goals

#### 1.2.1 Benchmarked Standards

- The vision, mission and goals **must** be developed in consultation with principal stakeholders which include departments, schools or faculties, research centres, governing boards, academic staff, student organisations, and administration and management staff.

  **UiTM Cawangan Perak** has formulated its vision, mission and educational goals with inputs and involvement of principal stakeholders which include academic and non-academic staff, representatives from professional bodies, industry and other relevant stakeholders in the respective fields.

  **Evidences:**
  1. UiTM Cawangan Perak website: [www.perak.uitm.edu.my](http://www.perak.uitm.edu.my)
  2. Laporan MKSP Bil. 1/2018
  3. Laporan MKSP Bil. 2/2018

#### 1.2.2 Enhanced Standards

- The vision, mission and goals **should** be periodically reviewed in consultation with a wider range of stakeholders that may include the community, civil society, international peers, alumni, industry, professional bodies, funding agencies, and the government.

  The Vision, Mission and educational goals of UiTM Cawangan Perak follows that of UiTM Shah Alam, and the review of these vision, mission and educational goals is undertaken periodically by UiTM Shah Alam. Such review is then presented and approved by UiTM Senate. The Board of Directors (BoD) of UiTM comprises of members that represent a cross section of key stakeholders.

  UiTM Cawangan Perak will revise its vision, mission and educational goals in accordance to any changes made in UiTM Shah Alam’s vision, mission and educational goals and State Government requirements.

  **Evidences:**
  1. Minutes of Senate Meetings
  2. Falsafah, Visi, Misi UiTM
  3. UiTM's Website
  4. Pelan Strategik UiTM Cawangan Perak 2016-2020
  5. Laporan Rancangan Malaysia Kesebelas (RMK-11)
### 1.3 Academic Autonomy

#### 1.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have sufficient autonomy to design the curriculum of the qualifications that it is conferring and to allocate the resources necessary for their implementation to ensure the achievement of their learning outcomes. *(Where applicable, this provision must also cover programmes and activities conducted in collaboration with others within or outside the country in accordance with national interest and international best practices.)*

The curriculum is developed and designed according to standard process established by the academic office which ensures that all requirements of MQA, MQF and MOE and other applicable bodies are met. The ownership of all programmes currently running in UiTM Cawangan Perak rests with the Dean of each Faculty. However, Anchor Programmes and Sole Programmes have the autonomy to review their curriculum if the need arises. Feedbacks from academicians and the industry are sought during the review. The faculties are also encouraged to develop futuristic programmes incorporating newer pedagogy (e.g. Blended Learning, MOOC). In terms of resource allocations, UiTM Cawangan Perak is in the process of getting full autonomy to distribute resources and facilities for their implementation in order to ensure all learning and teaching outcomes are fulfilled.

UiTM Cawangan Perak have autonomy to design the programme structure and develop the programme delivery. UiTM Cawangan Perak has clear procedure and well structured community which are responsible in designing and approving the new curriculum and evaluate the curriculum.

**Evidences:**

- List of Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2)
- List of Curriculum Review Committee
- List of Programme Chairman for Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2)
- Minutes of Meetings with Industry
- External Examiners' Reports: 500-KPK(HEA/23/4/3)
- Industrial Training Report
- SuFO Report
- CDL- CQI Report

- The academic staff **must** be given sufficient autonomy to focus on areas of his expertise, such as curriculum development and implementation, academic supervision of students, research and

The academic staff have been given sufficient autonomy to focus on areas of their expertise. Within their area of expertise, academic staff selects his or her specialisation or concentration in line with the faculty’s future plans and the staff’s own professional interests. The academic staff has a wide range of autonomy to focus their research
writing, scholarly activities, academically-related administrative duties, and community engagement. Efforts on areas of interest. The involvement required is specified in the *Laporan Nilaian Prestasi Tahunan* (LNPT) consisting of seven categories of evaluation which are as follows:

- Teaching and Supervision
- Research, Publication and Conference
- Consultation and Expertise
- Innovation, Commercialisation/ Entrepreneurship
- University Service
- Academic Award
- Individual Quality and Academic Leadership

The academic staff can choose one of the four career tracks namely *Pengajaran & Pembelajaran, Penyelidikan, Pengamal Industri* and *Kepimpinan Institusi* as they progress in their academic career in UiTM.

**Evidences:**

i. Assessment Report on Lecturer’s Yearly Performance: 500-KPK(PT.13/5), 500-KPK(PT.13/4)

ii. *Garis Panduan Kenaikan Pangkat UiTM 2011*

iii. *Pekeliling Akademik Universiti Teknologi MARA Bil. 5 Tahun 2017: Pelaksanaan Amanah Tugasan Pensyarah (ATP 3.0) Universiti Teknologi MARA*

### 1.3.2 Enhanced Standards

- The Faculty/Campus/Division should strive to expand the boundaries of academic autonomy to reflect the progression of its intellectual maturity.

Currently, all five (5) faculties in UiTM Cawangan Perak have linkages with related industries and professional bodies. Internationally, the university has initiated collaborative arrangements with international universities. UiTM Cawangan Perak encourages academic staff to become a panel in industries, panel of MQA, panel of examiners and fellows of other universities and state agencies.

**Evidences:**

i. List of lecturers seconded to other government agencies/ministries/state governments: 500-KPK(PT.25/2)

ii. List of lecturers appointed as MQA panels, professional bodies, MOSTI, academic curriculum advisors: 500-KPK(PT.4/10/1)

iii. List of lecturers involved with consultations: 100-KPK(PJI.37/7)
## 1.4 Learning Outcomes

<table>
<thead>
<tr>
<th>1.4.1 Benchmarked Standards</th>
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| **● The Faculty/Campus/Division must** formulate learning outcomes and educational goals consistent with its vision and mission. | The learning outcomes and educational goals for every programme offered at UiTM Cawangan Perak are in line and consistent with, the Vision and Mission of UiTM that is to provide leadership qualities to propel Bumiputera’s dynamic involvement in all professional fields of world-class standards and to enhance the knowledge and expertise of Bumiputeras in all fields of study. This is clearly stated in the Programme Outcomes of UiTM Cawangan Perak.  
**Evidence:**  
i. Programme Outcome (PO): Programme curriculum document |
| **● The Faculty/Campus/Division must** define the specific competencies that students should demonstrate upon completion of the period of study. | UiTM Cawangan Perak has ensured that all its programmes are designed with full awareness of expected competencies that students should demonstrate upon completion of their studies as defined in their respective Programme Outcomes (POs). The Programme Outcomes (POs) of all programmes are in line and articulated appropriately with the nine MOHE learning outcomes.  
**Evidence:**  
i. Programme Outcome (PO): Programme curriculum document |

<table>
<thead>
<tr>
<th>1.4.2 Enhanced Standards</th>
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| **● The Faculty/Campus/Division should** specify the link between competencies expected at completion of studies and those required for career undertakings, further studies and good citizenship. | The competencies have been developed among graduates as stipulated in the respective Programme Outcomes (POs) and this reflects the Learning Outcomes (LOs) of MOE, ensures the relevancy to the needs of the industry and the country.  
**Evidence:**  
i. Programme Outcome (PO): Programme curriculum document |
### AREA 2: CURRICULUM DESIGN AND DELIVERY

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence)</th>
<th>Self review rating</th>
</tr>
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<tbody>
<tr>
<td><strong>2.1 Curriculum Design and Teaching-Learning Methods</strong></td>
<td>(eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</td>
<td></td>
</tr>
<tr>
<td><strong>2.1.1 Benchmarked Standards</strong></td>
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</table>

- The Faculty/Campus/Division must have a clearly defined process to establish, review and evaluate the curriculum in which the Faculty/Campus/Division, the administration and the governing board plays an active role.

**UITM Cawangan Perak, Kampus Seri Iskandar**

The curriculum for all programmes in UiTM Cawangan Perak were developed by the main faculties in UiTM Shah Alam except for Bachelor of Building Construction Technology, MSc Green Architecture, PhD in Design and Built Environment and Diploma in Actuarial Science. The curriculum development for all programmes followed the requirement of Academic Affairs, MOHE, MQA, and Professional Accreditation Bodies. The recent curriculum review exercise for all Pengurus Utama (PU) and Pengurus Pelaksana (PP) programmes of UiTM Cawangan Perak showed that all programmes are in accordance with the UiTM curriculum Review Guidelines (http://hea.uitm.edu.my).

**Evidences:**

1. List of Programmes: 600-KPK/TPH(HEA.3/2)
2. List of PU and PP programme in UiTM Cawangan Perak: 600-KPK(HEA/UHEK.12/7/2)

- All programmes must be considered only after their needs assessment has indicated that there is a need for them to be conducted.

All programmes in UiTM Cawangan Perak has conducted the needs assessment required. A market survey and the current state of resources availability has been conducted and assessed. Employers' perceptions are also used for the configuration of market needs and curriculum design. Besides that, commentaries of experts outside the University or captains of industry are obtained to ensure the relevancy of new programmes.
<table>
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<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Programme curriculum document</td>
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</tr>
<tr>
<td>ii. Code of Practice for Program Accreditation (COPPA), MQA 2008</td>
<td></td>
</tr>
<tr>
<td>iii. <em>Prosedur Mengurus Pelaksanaan Kurikulum Akademik Di UiTM</em></td>
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**•** All programmes **must** be considered only after the resources to support them have been identified.

The identified resources are: a) Basic infrastructure such as classrooms, studios, workshops, seminar rooms, laboratories, and computers are provided to facilitate the learning process (Refer to Area 6); b) Support staff is also allowed to facilitate the learning process (Refer to Area 6); c) Qualified lecturers. Their qualifications are in accordance with the MQA requirement; and they are also required to attend training sessions, workshops, and conferences for competency enhancement.

**CQI:**
Some faculties required more lecturers to support the current ratio of students. This resulted in overloading of KS for lecturers and consequently requires appointing more part time lecturers. Some consideration should be given in the number of students' intake enrolment to suit with the current ratio of students to current lecturers.

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<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. List of lecturers and their qualifications: 500-KPK(PT.1/7/5)</td>
<td></td>
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<tr>
<td>ii. List of lecturers who have attended seminars and courses: 500-KPK(PT.5/5/1)</td>
<td></td>
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<tr>
<td>iii. Minutes of Meeting: <em>Pengurusan Dalaman, KeF dan KoF, Mesyuarat Ruang</em></td>
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<tr>
<td>iv. List of teaching and learning infrastructure and facilities</td>
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**•** The aims and objectives of all programmes **must** be consistent with, and supportive of, the Faculty/Campus/Division’s vision and mission.

All aims and objectives of programmes are in line with UiTM’s Vision and Mission as can be seen through Programme Educational Objectives (PEOs), Programme Outcomes (POs) and the Learning Outcomes (LOs) of all programmes offered in UiTM Cawangan Perak. A variety of teaching-learning methods (lectures, mini project, academic visit, demonstration, blended learning, group discussion, group assignment, field work and examination) are being used in the teaching and learning process in order to achieve the nine MOHE domains of the learning outcomes. The implementation of OBE ensures that students gradually take responsibility for their own learning.

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The Faculty/Campus/Division **must** show that the content, approach, and teaching-learning methods of the curricula are consistent with, and supportive of, their learning outcomes.

<table>
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<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Programme Educational Objectives vs UiTM's Vision and Mission matrix: COPPA document</td>
</tr>
<tr>
<td>ii. Programme Outcomes vs UiTM Vision and Mission matrix: COPPA document</td>
</tr>
<tr>
<td>iii. List of teaching and learning infrastructure and facilities</td>
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<tr>
<td>iv. CO-PO matrix of programme (Programme Curriculum document)</td>
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</table>

The course information of all programmes offered in UiTM Cawangan Perak is clearly supporting the learning outcomes. The evidences of student's assessment are made available in each respective lecturer's teaching file. Teaching file is important for lecturers to ensure that they can deliver teaching and learning process efficiently. Meanwhile course file is another important reference to guide lecturers to deliver consistently and it aligns with the learning outcomes.

The implementation of OBE showed that the teaching and learning activities are consistent with the curriculum. This can clearly be seen in the course information of each subject that is kept and recorded in the course file and teaching file of the lecturer.

Resource Person and Lecturer-in Charge are required to prepare a course file for the course they are responsible according to the checklist as a reference for other lecturers who are teaching the same course. All the lecturers, on the other hand, are required to prepare a Teaching File according to the Teaching File checklist to ensure that they are consistent with the curriculum. Each programme spells out its learning outcomes clearly and all evidence of a student’s assessment are made available.

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<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Co-Po Matrix of all programmes Programme Curriculum Document: (600-KPK(HEA/UHEK.3/10)</td>
</tr>
<tr>
<td>ii. AIMS (<a href="https://aims.uitm.edu.my/curriculum">https://aims.uitm.edu.my/curriculum</a>)</td>
</tr>
</tbody>
</table>

**There must** be a variety of teaching-learning methods in order to achieve the eight domains of the learning outcomes and to ensure that students take responsibility for their own learning.

A variety of teaching-learning methods (lectures, project work, academic visit, demonstration, e-learning, Online Distance Learning, group discussion, group assignments, field work, research project, examination, desk-side supervision, industrial training and directed reading) are being used in the teaching and learning process in order to achieve the eight domains of the learning outcomes. The
### 2.1.1 OBE Implementation and CQI

The implementation of OBE ensures that students gradually take responsibility for their own learning.

**CQI:**
More funds needed to be supported by the top management as lecturers need to self fund their own initiative to develop innovative teaching methods.

**Evidences:**
1. Programme Curriculum Document: (600-KPK(HEA/UHEK.3/10)
2. Course files
3. Teaching files
4. AIMS (https://aims.uitm.edu.my/curriculum)

<table>
<thead>
<tr>
<th>The teaching and learning activities <strong>must</strong> be consistent with the curriculum.</th>
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<tbody>
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<td>The implementation of OBE showed that the teaching and learning activities are consistent with the curriculum. This can clearly be seen in the course information of each subject that is kept and recorded in the course file and teaching file of the lecturer.</td>
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</table>

**Evidences:**
1. Course Files
2. Teaching Files
3. Co-Po Matrix of all programmes Programme Curriculum Document: (600-KPK(HEA/UHEK.3/10)
4. AIMS (https://aims.uitm.edu.my/curriculum)

### 2.1.2 Enhanced Standards

- **The curriculum should** encourage multi-disciplinary approaches to enhance personal development through electives, study pathways and other means which should be monitored and appraised.

  The curriculum in UiTM Cawangan Perak encourages a multi-disciplinary approach through minor and elective packages offered in a programme which are either across faculties or inter-faculty. Students are also required to pass several university courses such as English, Islamic Studies, Entrepreneurship, Mathematics and Computer Science. The study plan of all programmes showed that students are required to pass general university courses of English, Islamic Studies, Entrepreneurship and a third language.
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<thead>
<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Study Plan of programmes (Programmes Curriculum Document): (600 KPK(HEA/UHEK.3/10)</td>
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</table>

- The needs analysis for all programmes **should** involve feedback from external sources including the market, students, alumni, peers, and international experts whose commentaries are utilised for purposes of curriculum improvement.

- All programmes obtained feedback from external sources through the following mechanisms.
  - Market feedback: through employers’ appraisals, market surveys, professional bodies and benchmarking by other higher institutions.
  - Students’ feedback: through Course and Programmes Entrance and Exit Surveys.
  - Alumni feedback: through market surveys and tracer studies.
  - Peer feedback: through CDL-CQI exercises.
  - Local & International expert feedback through external examiner’s visits.

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<thead>
<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Programme Curriculum documents</td>
<td></td>
</tr>
<tr>
<td>ii. External Examiner’s Reports: 500-KPK(HEA.23/4/3)</td>
<td></td>
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<tr>
<td>iii. Industrial Training Reports</td>
<td></td>
</tr>
<tr>
<td>iv. Programme Accreditation Report: 100-KPK(HEA/UHEK.30/6/1)</td>
<td></td>
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<tr>
<td>v. Tracer Study Data: Refer to <a href="http://www.alumni.uitm.edu.my/ican">www.alumni.uitm.edu.my/ican</a></td>
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<tr>
<td>vi. CDL-CQI Report</td>
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</table>

- There **should** be co-curricular activities that will enrich students’ experiences, and foster personal development and responsibility.

- Students are required to pass three semester co-curricular courses during their term of study. Students Affairs Division of UiTM Cawangan Perak is also responsible for the implementation of extra-curricular activities planned by UiTM such as *Program Pembangunan Pelajar* (PPP Module). Students are also encouraged to participate in several societies and activities. UiTM Cawangan Perak provides funding to support the students’ activities.

<table>
<thead>
<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. List of co-curricular courses: 600-KPK (HEP/KO.4/1)</td>
<td></td>
</tr>
<tr>
<td>ii. List of extra-curricular courses, societies and clubs: 100-KPK(HEP.35/1)</td>
<td></td>
</tr>
<tr>
<td>iii. <em>Tabung Amanah Pembangunan Akademik</em> (TAPA) reports</td>
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</tbody>
</table>
## 2.2 Curriculum Content and Structure

<table>
<thead>
<tr>
<th>2.2.1 Benchmarked Standards</th>
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</table>
| ● All academic programmes **must** incorporate the core content of the discipline that is essential for understanding the concepts, principles and methods that support the programme outcomes. | All academic programmes in UiTM Cawangan Perak have incorporated the core content of the discipline that support the programme outcomes. These programmes have gone through the required processes and procedures in curriculum development and review. They have been designed, reviewed and implemented according to all the guidelines furnished by MOHE, MQA and Professional Accreditation Bodies. However, for BCT604: Innovation Project I (AP256), the supervision was not included as one of the teaching activities for the subject.  

**CQI:**  
Need to include supervision as one of the teaching activities for BCT604: Innovation Project I (AP256).  

**Evidences:**  
1. Programme Curriculum Document  
2. Course Files  
3. Teaching Files  
4. AIMS (https://aims.uitm.edu.my/curriculum) |
| ● All academic programmes **must** fulfil the requirements of the discipline and incorporate topics of local, national and international importance, taking into account the appropriate discipline standards and international best practices for the field, as well as changes in them. | All programmes in UiTM Cawangan Perak have fulfilled the requirements of the discipline, and adheres to the discipline standards. Professional programmes offered in UiTM Cawangan Perak have received Professional Bodies Accreditation from local and abroad.  

**Evidences:**  
1. Curriculum Review Reports  
2. Programme Accreditation Reports: 100-KPK(HEA/UHEK.30/6/1)  
3. External Examiner’s Reports: 500-KPK(HEA.23/4/3) | 3  
5 |
## 2.2.2 Enhanced Standards

| The Faculty/Campus/Division **should** establish mechanisms -- through the use of the latest technology and through global networking -- to access real time information and to identify up-to-date topics of importance for inclusion in the curriculum and its delivery. |
| A variety of teaching-learning methods have incorporated the latest technologies and global networking such as e-learning (MOOC) and Online Distance Learning are being used in the teaching and learning process to access real time information and to identify up-to-date topics of importance for inclusion in the curriculum and its delivery. However, there are still some issues related to the use of i-learn portal during e-learning such as loss of data and record access, student’s result does not appear in the lecturer’s record and sometimes the internet line disconnects while accessing the online quizzes or tests. |

**CQI:**
The internet speed and bandwidth should be increased in line with the increment of internet users in the campus to support e-learning for example Blended Learning and MOOC implementation.

**Evidences:**
- Internet facilities: 300-KPK(BTM 3/5/2)
- TEC facilities: 600-KPK(BTM 21/6)
- List of Blended Learning Courses
- List of MOOC Courses
- Teaching Files

## 2.3 Management of Programmes

### 2.3.1 Benchmarked Standards

| Students **must** be provided with the most current written information about the aims, outline, learning outcomes, and methods of assessment of programmes offered by the Faculty/Campus/Division. |
| The most current written information about the aims, outline, learning outcomes, and methods of assessment of programmes being disseminated to students through hardcopy and/or softcopy by the respective lecturer. For the online access, the students can view the course information which related for the current semester at Academic Information Management System (AIMS) and i-Learn. |

**Evidences:**
- Teaching Files
ii. Course Files  
iii. Programme Curriculum Document  
iv. AIMS (https://aims.uitm.edu.my)  
v. i-learn (https://i-learn.uitm.edu.my)

- All programmes must have a coordinator and a team of appropriate academic staff (e.g., programme committee or team) that is responsible for the planning, implementation, evaluation and improvement of the programme.

All faculties are headed by the Head of Faculty (KeF) and KPP (Ketua Pusat Pengajian) who is responsible to manage the programme in terms of staffing, students, and providing teaching and learning facilities. Meanwhile the responsibility in planning, implementation, evaluation and improvement of the programmes are undertaken by the Programmes Coordinator.

All programmes are headed by the Programme Coordinators according to their discipline as required by MQA. He/she is responsible for managing the programme in terms of providing teaching and learning requirements. In order to monitor the quality of standards of each programme, the Curriculum Programme Committee, State Curriculum Committee (JAN) and Internal Audit Team were set up.

In handling the programmes, the Programme Coordinators are assisted by the OBE representatives of Programmes, Resource Persons (RP) and Lecturer in Charge (LiC).

However, there are programmes that KPP also act as the Programme Coordinators that causes some issues in the level of concentration due to the overlapping of positions. In addition, the massive number of students in certain programmes caused the overloading of responsibilities.

CQI:
Each programme should have its own designated Programme Coordinators not acting as KPP.

Evidences:
I. List of Faculty Coordinators and their scope of work: 600-KPK(HEA/UHEK.3/1/1)  
ii. List of Curriculum Programme Committee: All Programmes  
iii. List of the State Curriculum Committee: 600-KPK(HEA/UHEK.3/1/1)  
iv. List of Internal Auditors: 600-KPK(U.K.12/7)  
v. List of Department Resource Persons  
vi. List of appointment letters: Coordinator(100-KPK(PT.19/2/5), Resource Person 500-KPK(HEA/UHEK.23/1) and OBE Representative (Programme)
### All programme teams must have authority and established procedures for programme planning and monitoring.

The Curriculum Committee in each *PU* and *PP* programme is responsible in planning and monitoring all procedures of the programme with the reference guidelines set by HEA accordingly to the requirements of MQA and MOHE for Sole Programmes. These committees will then report to the State Curriculum Committee (*Jawatankuasa Kecil Kurikulum Negeri: JKKN*) and the State Academic Committee (*Jawatankuasa Akademik Negeri: JAN*).

All programmes in UiTM Cawangan Perak are assisted by the Programme Curriculum Committees which comprises of Resource Persons or Lecturer in Charge (LiC) from various campuses. They are responsible in ensuring the program’s CDL-CQI are undertaken every end of the semester. This committee also reports to JKA, JKKN and JAN as mentioned above for all campuses.

**Evidences:**

1. [UiTM Academic Management Organisational Chart](http://www.perak.uitm.edu.my)
2. List of Faculty Coordinators and their scope of work: 600-KPK(HEA/UHEK.3/1/1)
3. List of Curriculum Programme Committee: All Programmes
4. List of the State Curriculum Committee: 600-KPK(HEA/UHEK.3/1/1)
5. List of JKA Committee
6. List of JKKN Committee
7. List of appointment letters: Coordinator(100-KPK(PT.19/2/5), Resource Person 500-KPK(HEA/UHEK.23/1) and OBE Representative (Programme)

### All programme teams must be given resources to implement the teaching-learning activities, and to conduct programme evaluation for quality improvement.

Generally, all programmes are able to implement teaching-learning activities and are able to conduct programme evaluation for quality improvement based on the given resources. However, there are facilities that need to be improved in order to enhance the quality of teaching and learning. Resources are also available in the form of internet connectivity throughout the campus.

In 2018, Wifi in Kampus Seri Iskandar have been connected not only using UiTM network but also with Unifi Wifi. The bandwidth has been increased from 160 Mbps to 330 Mbps since September 2018 which is adequate for students and lecturers research activities. However, some areas still need to be improved for quality improvement in teaching-learning activities.
Currently, UiTM Cawangan Perak, Kampus Tapah has upgraded its server from 60 MB to 110 MB in order to improve the internet access, hence encouraging the usage of the latest technology in teaching, as well as global networking in the academic field. The internet bandwidth has been improved from 110 Mbps to 300 Mbps (July 2018) and will be upgraded to 2 Gbps by end of April 2019.

Furthermore, UiTM Cawangan Perak provides and improves the provision of internet access for its staff and students. Through these facilities lecturers as well as students are able to access the real time information.

However, there are still some problems related to the use of i-Learn portal during Blended Learning such as loss of data and record access, student’s result does not appear in the lecturer’s record and sometimes the internet line disconnects while accessing the online quizzes or tests.

CQI: UiTM Cawangan Perak should consider improving the following facilities:

a) ICT Facilities

The internet speed should be increased in line with the increment of internet users in the campus to support e-learning for example Blended Learning and MOOC implementation.

ICT facilities and the maintenance of broken facilities (such as air-conditioning units) should be improved or replaced in order to provide a continuous conducive classroom/studio environment to support teaching and learning activities. The connectivity of the internet/ Wifi facilities at some areas of the campus should be improved further since the existing connectivity of the area is way below satisfactory.

Other problem includes PC breakdown, insufficient server, software license expired, and problem associated with maintenance (air-conditioning malfunction, etc).

b) Studio/Classroom/Spaces

The furniture especially in studios needs to be replaced and improved further. Proper model making space with equipment/tools is very much needed.
c) Equipment

Learning equipment such as surveying equipment is to be upgraded to enhance the teaching and learning activities.

d) Support Staff

A trained technician should be employed to be in charge of the machines. This person should be familiar with the equipment and he/she will be the only authorised person to work with the machine.

e) Laboratory

Glass windows need to be tinted with glare film to avoid glare that will jeopardize the teaching and learning activities. Lab needs to be properly ventilated (especially those areas that involve chemical usage) to avoid possible health hazard. In addition, the person in charge at laboratory such as laboratory staff or lecturer should enforce the Lab Regulation to the students regarding safety measures. The compliance on Lab Regulation such as wearing personal protective equipment (PPE) as to prevent any major incidents during T&L activities is vital and mandatory.

f) Computer Lab

The non-compliance of lecturer to student ratio per group (1:30) has resulted to insufficient facilities to accommodate conducive and holistic learning. The most critical space concerns the computer lab facilities, presently faced by subject DID202-Computer Aided Design (AP117) in Semester September 2018 - January 2019.

However, lack of computer lab facilities and internet access interrupted the smooth flow and effectiveness of teaching and learning that requires specific software application. Improvement of internet access especially on the wifi coverage to ensure smooth conduct of studio works when students have to do immediate search for data during studio hours.

Improve the capability of the PC, too slow and always cannot be used. Improve the preparation of software such as GIS version 12. Should be installed before the semester begin. Improve the LCD to ensure smooth teaching and learning session. Provide more computer lab. Provide more and suitable drafting table for student.
The total of 10 nos of the reduced labs have been converted to BYOD (Bring Your Own Device) labs where students and lecturers need to bring their own devices such as notebook or smartphone. Even when the number of labs has been reduced, lecturers and students are able to adapt to this new situation. However, most of FSPU Programmes are facing the issues of original software supplies, which incur a significant cost to the students. For some courses in FSPU, students need to install their own software to fulfil the syllabus requirement. This usually occurs in BYOD computer labs where students need to bring their own laptops. Bahagian Infrastruktur would only provide software installation for staffs and lecturers only according to the current software titles which may not include those in the syllabus. There are computer labs provided with all the software titles but still insufficient to cater for the capacity of students at Kampus Seri Iskandar.

g) Examination Hall

For Kampus Tapah, it was triggered that examination hall for academic purposes are vital since it was catered for at least 4000-5000 number of students for the current semester. This problem affected throughout the examination and common test session, which involved university courses.

Evidences:

i. UiTM Cawangan Perak Strategic Planning Report 2018
ii. Minutes of meeting - MKSP
iii. Minutes of meeting - Mesyuarat Koordinator
iv. SUFO record
v. List of teaching and learning infrastructure and facilities: 200-KPK(BPPF.1/1)
vi. List of teaching and learning infrastructure and facilities
vii. Annual Report of Department Activities
viii. File: Penempatan Pelajar Latihan Industri
ix. TAPA record
x. Permohonan Pemasangan Rangkaian Internet: 100-KPK(B-INF0.11/3)
xi. Internet facilities: 300-KPK(BTM 3/5/2)
XII. Blended Learning Courses
xiii. TEC facilities: 600-KPK(BTM 21/6)
xiv. Network equipment active: UiTM/PER/T/2/8/13
xv. Maklumat Software FSPU UiTM Perak (Bahagian Infrastruktur)
All programmes -- in particular their content and delivery -- must be regularly reviewed and evaluated and the results utilised to assure quality. (At level 6 and above of the MQF, the review must involve external examiners.)

All programmes have been reviewed periodically. At the end of every semester, all lecturers concerned are required to conduct Closing the Loop and Continual Quality Improvement (CDL & CQI) for each course that related to them. The result of the CDL & CQI is discussed at the programme level. The report of CDL & CQI for every program will be forwarded to the Curriculum Affairs Unit which is later consolidated and submitted to the Curriculum Affairs Unit in Shah Alam. Once completion of one cohort of students is achieved, the syllabus will then be reviewed.

For Post-Graduate program which is MSc. in Green Architecture, the process has been strengthened by appointing three (3) professional architects and highly qualified external examiners within 5 years duration as to ensure quality assurance in academic matters.

Evidences:
  i. CDL & CQI: 100-KPK(HEA/UHEK.36/5/23/3)
  ii. Main OBE Committee: File 100-KPK(HEA/UHEK.36/5/23/2)
  iii. Programme Accreditation Reports
  iv. AP763 External Examiners Appointment letters

The Faculty/Campus/Division must provide a conducive learning environment for its students in which scholarly and creative achievements are nurtured.

UITM Cawangan Perak, Kampus Seri Iskandar offers a variety of ways to nurture scholarly and creative achievements of the students in a conducive learning environment. To do this, the lecturers regularly organised seminars, academic visits, workshops and Professional talks for the students. Some of the programmes, integrate the final year student critique session with the industrial players and alumnis. Apart from that, the lecturers also encourage students to gain information and experience from the relevant industries as well as encourage them to adapt themselves to the learning environment. These include encouraging students to participate in international and local competitions which have been organized by a number of various agencies.

At UTM Cawangan Perak, Kampus Tapah fully air-conditioned classrooms and labs were provided with complete learning facilities to enhance students’ learning environment. Various programmes have been organized by the university to acknowledge student’s achievement such as the Majlis Anugerah Dekan, High Achievers Club, Anugerah Kecemerlangan Pelajar and Anugerah Graduan Terbaik.
| CQI: | Uitm Cawangan Perak should consider improving the following facilities:  
- Main Hall for final examination (Kampus Tapah)  
- Air conditioned classroom (in Kampus Seri Iskandar)  
- The number of lecture hall (mass lecture)  
- Transportation (Bus)  
- Conducive and ergonomic postgraduate center need to be established.  

| Evidences: | i. List of teaching and learning infrastructure and facilities: 200-KPK(BPPF.1/1)  
ii. Annual Report of Department Activities  
iii. TAPA record  
iv. File: Penempatan Pelajar Latihan Industri  
v. External Reviewer’s Report  
vi. List of teaching and learning infrastructure and facilities |

- The Faculty/Campus/Division **must** have effective structures and processes when fulfilling the necessary criteria and standards of qualifications awarded.

| In order to assess the students’ achievement, there are a few standards that have been established to measure the criteria. Among the tools used is Course Assessment Rubric for every course which is the standard from *Peraturan Akademik UiTM*. There are specific criteria and detail guidelines for all qualifications awarded to the students. The candidates must comply with all the criteria and guidelines as stipulated in *Perkara 1.6.1 Pengurniaan Akademik* before qualification is awarded. The awards of qualification which is held every semester is handled by *Jawatankuasa Istiadat Konvokesyen UiTM Cawangan Perak*. Students have to fulfil all the requirements with reference to the Academic Regulation UiTM.  

ii. *Jawatankuasa Istiadat Konvokesyen UiTM Cawangan Perak*: 500-KPK(PT.23/1/1)  
iii. *Anugerah Sijil Dekan*: All Programmes  
iv. *Anugerah Graduan Terbaik*: All Programmes  
v. *Fail Laporan AKNC*: 600-KPK(U.K.12/8/2/1) |
2.3.2 Enhanced Standards

- Innovations to improve teaching and learning **should** be continuously developed, adequately supported, and critically evaluated, in consultation with principal stakeholders and experts, internally and externally.

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Details</th>
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<tbody>
<tr>
<td>i. UiTM Cawangan Perak i-Learn activities</td>
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<tr>
<td>ii. Industrial training report: All Relevant Programmes</td>
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</tr>
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<td>iii. External Examiner's Reports: 100-KPK(HEA.19/2/2)</td>
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<td>iv. List of ILQaM activities</td>
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<td>v. PJ Teaching and Learning Innovation File</td>
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<td>vii. SuFO</td>
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<tr>
<td>ix. UiTM Cawangan Perak, Kampus Tapah i-Learn activities</td>
<td></td>
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<tr>
<td>x. Industrial Training Report</td>
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- The review and evaluation of programmes **should** involve external expertise nationally and internationally.

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<th>Evidence</th>
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UITM Cawangan Perak always encourages innovation to improve teaching and learning. In order to achieve that, Institute of Leadership and Development (ILD) UiTM Cawangan Perak in collaboration with the i-Learn unit organizes courses on innovation in teaching and learning such as conducted workshops to help the lecturer develop Massive Open Online Courses (MOOC), e-contents including Prezi, i-Spring, OER and others. Blended learning (BL) programme that has been implemented in all UiTM campuses is one of the innovations to improve teaching and learning activities. Apart from that by introducing BL activities the use of the classes can be minimised.

Addition to that, feedback from external examiners, academic experts, industries and other stakeholders are also being considered to improve the teaching and learning activities. Lecturers also participate in Teaching and Learning Innovation competition.

Feedbacks from students through SuFO are also taken into consideration. In addition, PROPENS is also conducted for every academic session to ensure quality improvement is made on the teaching and learning process.

**Evidences:**
- UiTM Cawangan Perak i-Learn activities
- Industrial training report: All Relevant Programmes
- External Examiner's Reports: 100-KPK(HEA.19/2/2)
- List of ILQaM activities
- PJ Teaching and Learning Innovation File
- SuFO
- Moderator's Report: 500-KPK(HEA.23/4/3
- UiTM Cawangan Perak, Kampus Tapah i-Learn activities
- Industrial Training Report

All programs offered in UiTM Cawangan Perak comply with MQA and Programme Standards. It is proven by the Accreditation Reports and External Examiners Reports by respective professional bodies for certain programmes. Lists of the programme with accreditation bodies can be obtained from the HEA's website.
The accreditation bodies such as the Royal Institute of British Architects (RIBA) and Royal Institute of Chartered Surveyor (RICS) are periodically engaged with several programmes in UiTM Cawangan Perak. Feedback from internal and external examiner has always been an important agenda in UiTM Cawangan Perak to ensure the quality of UiTM Cawangan Perak graduates is at par with those of other international and local universities. External expertise is selected from the industry with notable experience inclusive for MSc Green Architecture programme. It has appointed three External Reviewers/Examiners from national experts with international reputation.

In the process of reviewing and evaluating programmes, UiTM Cawangan Perak, Kampus Tapah engages with national and international experts. For the Diploma Programmes, national experts from the industries, professional bodies and board are always referred. Employers' appraisals, during industrial training are also used in the process.

**Evidences:**

- List of External Examiners (Local and International): 100-KPK(HEA.19/2/2) 700-KPK(HEA/FSPU.1/18/4)
- Industrial Training report (All relevant programmes)
- Surat Jemputan Panel Industri:700-KPK(HEA/FSPU.1/15/1)
- Minit Mesyuarat Semakan Silibus
- Fail Koordinator Latihan Industri
- Compilation of current feedback from the practitioners
- External and Internal Reviewer’s Report
- AP763 External Examiners Appointment letters

### 2.4 Linkages with External Stakeholders

#### 2.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have linkages with all external stakeholders at the local, national, regional or global levels for the purposes of planning, implementing and reviewing its programmes.

Most programmes in UiTM Cawangan Perak have linkages with other external stakeholders at the local, national, regional or global levels for the purpose of planning, implementing and reviewing its programmes. Programmes such as AP243 (Bachelor of Science Architecture) has several MoU’s developed between the Department of Architecture in UiTM Cawangan Perak, Kampus Seri Iskandar with the Department of...
Architecture, Politeknik Brunei and with Universitas Syiah Kuala, Banda Aceh, Indonesia. In stimulating linkages with external stakeholders, initiatives were undertaken such as Alumni network, Professional Talk, Career Talk program by the UiTM Counselling Unit, industries visit and invitation to competition held by the industry in achieving the KPI’s for inbound and outbound linkages.

There are feedbacks and reports from external stakeholders and industry regarding student’s performance from industrial training. Furthermore, programmes are periodically reviewed by external examiners as well as selected examination of students’ work. As an example, for AP119 and AP229 programmes which monitored by RISM, the teaching and learning processes involve participation with the professional body (RISM), where all of the processes followed the RISM Standard scope of practice which is related to the current industrial needs, demands and issues in Malaysia.

AP111/AP221 have linkages to the relevant professional bodies (LPBM) and external stakeholders at the local for the purpose of planning, implementing and reviewing its programmes. The professional board are also invited to evaluate the programme for the accreditation. In addition, there are also participation from appointed industry advisors during the core subject evaluation to ensure the students' work are according to the standard set by the professional bodies. Other than formal evaluation implemented, the programme is also engaged with the professional bodies through joint activities such as international conferences, jamborees, academic carnivals and many more.

In AP117 programme, students are encouraged to participate in international and local competitions such the organisation and participation in national MIID Saturday Designers Day competition 2018, Student Mobility-Mini Library for Panti Asuhan Sinar Melati Al Hakim, Yogyakarta, Indonesia.

For AP148 programme, the linkages with Alumni network through Professional talk event, organising local and national events including Prelude ALAM, ALAMI ALAM9 Program (national and international level), and Student mobility Program – 10 Landscape Architecture Trends 2018 at Bogor and Bandung, Indonesia (international level) and FLORIA 2018. For MSc Programme, linkages and collaboration with Malaysian Green Building Confederation (MGBC), Ui Green Campus initiatives, Ministry.
### Evidences:

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<tbody>
<tr>
<td>i.</td>
<td><em>Kerjasama Perhubungan Bahagian Fakulti/Kampus dengan Lain-lain Badan</em></td>
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<td><em>Luar: File 100-KPK(PJI.14/3)</em></td>
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<td>ii.</td>
<td><em>Fail Am Perjanjian: 100-KPK(PJI.32/2/1)</em></td>
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<td>iii.</td>
<td><em>Fail Pusat Keusahawanan: 100-KPK(PJI.37/8)</em></td>
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<td>iv.</td>
<td>Academic Visit Reports</td>
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<tr>
<td>v.</td>
<td>External and Internal Reviewer’s Reports</td>
</tr>
<tr>
<td>vi.</td>
<td>CDL-CQI: 100-KPK(HEA/UHEK.36/5/23/3)</td>
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<td>vii.</td>
<td><em>Kerjasama Perhubungan Bahagian Fakulti/Kampus dengan Lain-lain Badan</em></td>
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<td><em>Luar: 100-KPK(PJI.14/3)</em></td>
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<tr>
<td>xi.</td>
<td>External and Internal Reviewer’s Reports</td>
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<td>xii.</td>
<td><em>Kertas Cadangan Semakan Kurikulum Program Akademik- Sarjana Sains</em></td>
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<td><em>Senibina Hijau AP763</em></td>
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<td>xiii.</td>
<td><em>Minit Mesyuarat bersama LPBM</em></td>
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<td>xiv.</td>
<td><em>Surat Akreditasi AP221 &amp; Laporan Penilaian Penuh Akreditasi</em></td>
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<td>xv.</td>
<td>List of MGBC Members</td>
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<td>xvi.</td>
<td>List of Green Building Facilitator</td>
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<td>xvii.</td>
<td>Annual Report of AP117 Programme</td>
</tr>
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<td>xviii.</td>
<td>TAPA record</td>
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<tr>
<td>xix.</td>
<td>Report of The Mini Library for Panti Asuhan Sinar Melati Al Hakim, Yogyakarta, Indonesia</td>
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<td>xx.</td>
<td><em>Pelaporan Penganjuran Kursus bagi Program AP117 bagi semester:</em></td>
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<td>• Semester March-July 2018</td>
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<td>• Semester September 2018-January 2019</td>
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<td>2018 at Bogor &amp; Bandung, Indonesia</td>
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<td>xxii.</td>
<td>Annual Report of AP148 Programme</td>
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<tr>
<td>xxiii.</td>
<td><em>Pelaporan Penganjuran Kursus bagi Program AP148 bagi semester:</em></td>
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<td>• Semester March-July 2018</td>
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<td>• Semester September 2018-January 2019</td>
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<td>xxiv.</td>
<td>MoU between UiTM and Politeknik Brunei (PB): 26th April 2018 – 25th April 2023</td>
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<td>xxv.</td>
<td>MoU between UiTM and Universitas Syiah Kuala (Unsyiah) Indonesia: 24th May 2017 – 23rd May 2022</td>
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<td></td>
<td>2018 at Bogor &amp; Bandung, Indonesia</td>
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</table>
### 2.4.2 Enhanced Standards

| **● The Faculty/Campus/Division should** obtain feedback from employers and utilise the information for curriculum improvement as well as for purposes of student placement, training and workplace exposure. | Feedsbacks from employers are obtained through employers’ appraisal during industrial training. This information is being used for curriculum improvement as well as for the purpose of student placement, training and workplace exposure.  

In some program feedback from External Examiners are obtained through External Examiners visit to validate students’ performance and quality of the examination questions that portray the overall content of syllabus. This information is being used for curriculum improvement as well as for the purpose of student placement, training and workplace exposure.  

**Evidences:**  
1. Industrial Training Reports (All Relevant Programmes)  
2. External Examiner Reports | 4 |
| --- | --- |

| **● The Faculty/Campus/Division should** facilitate students to develop linkages with external stakeholders. | UiTM Cawangan Perak facilitates students to develop linkages with external stakeholders through external reviewer visit, practical training, professional talk, academic visits, special courses, student event. Cooperation and engagement with various potential employers has been carried out. Through these linkages, students have the chance to interact directly with the industries.  

For examples, Faculty of Accountancy has been cooperated with various potential employers and professional bodies such as Malaysia Institute of Accountants (MIA), The Association of Chartered Certified Accountants (ACCA) and Internship Programme.  

**Evidences:**  
1. Fail Latihan Industri  
2. Fail Jaringan Industri  
3. Fail MASMED  
4. Laporan Aktiviti Pelajar  
5. UCTC Grant – Majlis Bandaraya Ipoh & Community  
6. Laporan lawatan akademik  
7. Laporan Program ‘Professional Talk’  
8. List of Professional Talk Approval Letter: 700-KPK/TPH(FP.1/3/5) | 4 |
### AREA 3: ASSESSMENT OF STUDENTS

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence)</th>
<th>Self review rating</th>
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<tr>
<td></td>
<td>(eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</td>
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3.1 Relationship Between Assessment and Learning

3.1.1 Benchmarked Standards

- The principles, methods and practices of student assessment must be aligned with learning outcomes and the curricula.

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<tr>
<td>The principles, methods and practices of student’s assessment of all programmes in UiTM Cawangan Perak are aligned with the learning outcomes and the curricular through:</td>
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<tr>
<td>- Planning assessment task. Mostly all the programmes in UiTM Cawangan Perak had conducted constructive alignment (CA) during curriculum review. The CA is approaches to curriculum design in which the teaching and learning activities and assessment task of the courses are aligned with learning outcomes.</td>
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<tr>
<td>- CA of the course is translated through the Course Assessment Plan for each programme. It can be referred to in the curriculum review and course file, through the Table of Course Assessment Plan (CAP).</td>
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<tr>
<td>- All assessments are aligned with the course outcomes as stipulated in the OBE documents. The attainment of outcomes in the cognitive, affective and psychomotor domains can be directly assessed through of variety methods covering both summative and formative assessments. The attainment of outcomes in the cognitive and psychomotor domains include tests, quizzes, academic visits, projects, tutorials, reports, visual assessments, critic session, lab reports and field works. Meanwhile, attainment of outcomes in the affective domains can be assessed through the usage of rubric in each of the related learning outcomes (LO). The rubric of each of the LO has been develop based on the guidance from Rubrik PNGK Bersepadu iCGPA - Panduan Pentaksiran Hasil Pembelajaran from MOHE. Students’ assessment in the three domains of learning or learning taxonomies is guided by hierarchical levels in each of the domains. These levels are typically used to define the minimum performance attainment on completion of a course and a programme. The most common classifications for the cognitive domains is the Bloom’s taxonomy while</td>
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<tr>
<td><strong>Assessment must</strong> be consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards.</td>
<td>Assessment must be consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards. All questions for summative and formative assessments are based on <em>Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM</em>. Assessments in the OBE documents are consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards. Students’ assessment in the three domains of learning or learning taxonomies is guided by hierarchical levels in each of the domains. These levels are typically used to define the minimum performance attainment on completion of a course and a programme. The most common classifications for the cognitive domains is referred to the Bloom’s taxonomy while taxonomies for psychomotor and affective are by Simpson (1972) and Dave (1970); and Krathwohl (1973) respectively.</td>
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<tr>
<td>3.1.2 Enhanced Standards</td>
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<tr>
<td>● The link between assessment and programme learning outcomes <strong>should</strong> be reviewed periodically to ensure its effectiveness.</td>
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<tr>
<td>CDL and CQI is the outcome indicators (OI) assessment tools to collect evidence of students’ performance and attainment. It is composed of the data collection from direct and indirect evidence of the performance of assessment and programme learning outcomes. The direct evidence comes from the result performance of each of the courses while indirect measurement comes from the entrance and exit survey of each course. At the end of every semester, CDL and CQI are conducted to analyze the implementation of OBE-SCL curriculum. At the end of every semester, CDL and CQI are conducted to analyze the effectiveness of the implementation of OBE-SCL curriculum. However, some attainment for CDL report such as Entrance-Exit Survey (EES) and Students' Feedback Online (SUFO) are not been rated properly by the students because they have misunderstood the survey questions. This has affected the PLO report score.</td>
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</table>

For final examination questions and marking schemes are being reviewed by examination vetting faculty committee at the early week of every semester. Assessment methods are also being reviewed by the department's committee at each programme during the curriculum review that is done periodically. Curriculum is reviewed upon suggestion from academic advisors, industry, external examiners, professional bodies, and (where applicable) relevant stakeholders.

**CQI:**
The PEO evaluation should be conducted within first five years following their graduation. The collection evidences for the attainment of the program educational objectives can be done by using indirect outcome indicator such as employer survey, alumni survey, alumni interviews, stakeholder survey, job offer, starting salaries.

Besides that, in order to assessing the PEO, programme or other responsible department should develop a system that can track the alumni.

**Evidences:**

i. Samples of assessment questions: teaching files  
ii. CDL and CQI reports  
iii. PO Analysis report  
iv. Minutes of meeting: CQI/CDL  
v. List of Vetting Committee  
### 3.2 Assessment Methods

#### 3.2.1 Benchmarked Standards

- A variety of methods and tools **must** be used appropriately to assess learning outcomes and competencies.

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<tr>
<td><strong>A variety of methods and tools must be used appropriately to assess learning outcomes and competencies.</strong></td>
<td>All programme in UiTM Cawangan Perak use a variety of methods and tools to assess learning outcomes and competencies. These include tests, quizzes, laboratory, academic/site visits, projects, tutorials, studio project, critic session, field works and final exam. Some courses also use blended learning method via i-learn. All the assessments are aligned with the course outcomes as stipulated in the OBE documents. The use of summative and formative assessments based on <em>Polisi Penilaian Akademik Pelajar Edisi Kedua 2015, UiTM</em> and <em>Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM, Edisi Kedua, 2012</em>. Assessments in the OBE documents are consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards. The assessment for the programme were structured and implemented in all programme in UiTM Cawangan Perak. It measured the cognitive, affective and psychomotor domains by aligned the CLO of each course with PLO.</td>
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**CQI:**
Lecturers are able to use virtual tools and open source software which enables students to perform supporting academic task anytime and anywhere. However, internet connectivity need to be enhanced to conduct formative assessments using 21st century teaching and learning tools such as *Kahoot*, *Quizizz*, *Quizlet* using mobile phones.

**Evidences:**
1. JSU/JSP of courses: Programme OBE documents
2. Sample of assessment questions: Teaching files
3. Course files
4. *Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM*
5. Teaching File
### Assessment must be summative and formative.

All programmes practices summative and formative assessments based on *Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM*. Assessments are consistent with the OBE documents as defined in the MQF.

On-going formative assessments are conducted throughout a course, embedded and linked directly to the current learning and teaching activities. Through observation and interaction in the classroom, laboratory and studio, the assessment helps the academics staff gain feedback on the students’ progress. In-class tasks such as quizzes and direct observations provide feedback to students on their understanding and performance during the learning process.

Meanwhile the summative assessments are used to measure what students have learned at the end of the learning. The example of summative assessment such as written test, laboratory report, final examination, Defend Research Proposal, Viva-voce, etc.

**CQI:**
As for AP763, the initiatives to encourage the student to graduate on time should be introduced. As for beginning it is proposed that the only internal assessors will be used for formative assessment (viva voce).

**Evidences:**
- JSU/JSP of courses: Programme OBE documents
- Sample of assessment questions: Teaching files
- Course files
- *Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM.*
- AP763 Syllabus
- DRP Evaluation/Comment checklist

### There must be mechanisms to ensure the validity, reliability, consistency, currency and fairness of the student assessment system.

In order to ensure validity, reliability, consistency, currency and fairness of the students’ assessments, all programme in UiTM Cawangan Perak are practicing one or more of the following:

- Resource persons are appointed as the guardian of the course subjects, continuously updating information in the course file whilst working closely with the lecturers delivering the subject, programme syllabus caretaker and the Head of Academic Affairs.

| 3 | |
|  | Type of questions asked in final examination, reviewed by the vetting committee. |
|  | The use of assessment rubric for marking of subjective assessments. |
|  | The use of standardized marking and answer schemes. |
|  | The practice of syndicated marking for final examination papers that are taught by more than one lecturer. |
|  | The use of moderator system in ensuring consistency in marking between campuses. |
|  | Implementation of common test for university courses. |
|  | Currency of the course content are assessed through industry practitioners and external examiners that ensures standards parallel to the industry and global standards. |
|  | Exam based courses are subjected to examination vetting both at the department and university level and being closely monitored by the Academic Affairs, Examination Unit. |

In terms of integrity, all programme applied:
- Understanding Plagiarism A Guide For Lecturers
- Peraturan Akademik Program Diploma & Sarjana Muda UiTM Pindaan 2017 (Bilangan 1)

For AP763 the assessment for final thesis and viva voce were carried by reliable and capable examiners. This is why the team teaching assessment has been introduced to ensure the consistency and cross validation/fairness for student assessment. It is suggested that the list and performance record for all potential examiners and expert panellist need to be established.

CQI:
1. Time period gap between the last day of the examination with the last day of the uploading of marks is very short. This is particularly true if the last paper involved a huge number of students. On such constraints, during the draft final examination timetable issued by BPA, KPP or RP may propose that the examination date for the course code to be change ahead.
| ii. RP should create or update test specification table (JSUB) for the continuous assessment such as test and quiz to ensure the equivalence of assessment conducted by different lecturers. | Evidences:  
- Assessment information and description: Course files  
- JSU/JSP of courses: Programme OBE documents  
- Common test time table  
- Minutes of Meeting: Common Test  
- First and Second Examiners List  
- AP763 Thesis Evaluation Examiners Form  
- Final examination timetable |
|---|---|
| ● The assessment methods **must** be reviewed at appropriate scheduled intervals to ensure currency. | Assessment methods are reviewed during the curriculum review that is done periodically. For certain programmes the final examination questions, answers scripts and marking schemes are being reviewed by external examiner(s).  
Current practice for AP763, Research Proposal was reviewed by external examiners periodically. However, it is suggested that the reviewing exercise should be done twice a year.  
Evidences:  
- External Examiner's Report: 100-KPK(HEA.19/2/2)  
- Curriculum Review Document  
- AP763 External Examiner Appointment Letter |
| ● The methods of student assessment -- including the grading criteria -- **must** be documented and communicated to students on commencement of a programme. | For every course that a student enrolls in, the following documents will be provided by the respective lecturer at the beginning of the semester:  
- Course Information which includes methods of assessments and allocation of marks.  
- The scheme of work which shows the dates of lecture by topic, test/quiz, assignment submissions and other continuous assessments;  
- Assessment rubrics.  
- Grading criteria. |
Students will be informed of all coursework marks. The marks will be displayed to the students one week before the final examination.

**Evidences:**
- Course information and scheme of work: Course File
- *Polisi Penilaian Akademik* ([http://hea.uitm.edu.my](http://hea.uitm.edu.my))

### 3.2.2 Enhanced Standards

- The methods of assessing **should** be comparable to international best practices.

Programmes which are part of professional bodies carry out their respective programs based on curriculum approved by the relevant professional body which is based on international standards. For programmes which are not related to professional body, external academic experts from other local universities are involved in the curriculum review and overall quality improvement. There are also feedbacks from industry for diploma programme in certain faculty to ensure that the curriculum is aligning with the needs from industry. Some of courses has developed the Massive Open Online Course (MOOC).

**CQI:**
For programmes which are not related to professional body, external academic experts from international universities should be considered to be involved in the curriculum review. In addition, for master programme (AP763), the assessment, comments and feedback should be done by external examiners which internationally recognised and acknowledge their expertise. It is proposed that the appointment of international visiting professor or industry panelist should be done.

**Evidences:**
- External Examiner’s Report of all programmes: 100-KPK(HEA.19/2/2)
- List of programmes with external examiners: 100-KPK(HEA.19/2/2)
- Minutes of Meetings: Industry
- List of UiTM Perak MOOC Development Project 2018
- AP763 External Examiner appointment Letter
● The review of the assessment methods **should** incorporate current global developments and best practices in the discipline.

National or international expert(s) are involved in the review of the assessment system. Furthermore, faculties gain feedback from the industries through students’ attachment programmes during industrial training and from internal reviewer for the assessment of the students’ learning outcomes of final year students. For AP763, the comments and feedback by external examiners which locally and internationally recognised and acknowledge in green buildings. So the appointment of International Visiting Professor or Industry Panellist shall be appointed. Thus, some of the programme such as AD115 involving the moderators from the same faculty (PU) and gave the feedback to align in the assessment system.

**Evidences:**

- i. External Examiner’s Report: 100-KPK(HEA.19/2/2)
- ii. List of programmes with external examiners: 100-KPK(HEA.19/2/2)
- iii. List of moderator report: 700-KPK(HEA/FSSR.1/18/2)
- iv. Curriculum review file: 700-KPK/TPH(FSG.1/6)
- v. List of curriculum review committee: 700-KPK/TPH(FSG.1/6)
- viii. TAPA record
- ix. AP763 External Examiner Appointment Letter

● The review of the assessment system **should** be done in consultation with external experts, both locally and internationally.

National or international expert(s) are involved in the review of the assessment system. Furthermore, faculties gain feedback from the industries through students’ attachment programmes during industrial training and from external reviewer presentation for final year students.

The review process for AP763 of External Examiner should be done two to three days. The process conducted face to face interviews with Resource Person, lecturers and together with the students. Thus, an external expert from Prasarana Bhd and local university which is UPSI were involved as a panel for CSP650 course.

**Evidences:**

- i. External Examiner’s Report: 100-KPK(HEA.19/2/2), 100-KPK/TPH(FSKM.19/2/2)
- ii. List of programmes with external examiners: 100-KPK(HEA.19/2/2)
### 3.3 Management of Student Assessment

#### 3.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** provide sufficient autonomy to the relevant departments in the management of student assessment.

| iii. List of moderator report: 700-KPK(HEA/FSSR.1/18/2) | 5 |
| iv. Curriculum review file: 700-KPK/TPH(FSG.1/6) |  |
| v. List of curriculum review committee: 700-KPK/TPH(FSG.1/6) |  |
| vi. Report and minutes of meeting of External Review & Exhibition for Final Semester |  |
| ix. TAPA record |  |
| x. AP763 External Examiner Visiting Itinerary and Schedule |  |
| Evidences: |
| i. Curriculum Review Files  
ii. LIC Appointment Letters  
iii. Assessment Description & Outcomes: Course File  
iv. RP Appointment Letters |
|---|

- **Student assessment results must** be communicated to the student within reasonable time.

Lecturers will return the students’ continuous assessment within one to two weeks after the assessment. The total formative mark for the exam-based courses should be made available for students at least one week before the final examination date. This is based on *Peraturan Akademik Program Diploma & Sarjana Muda UiTM Pindaan 2017 (Bilangan 1)* students will be informed of all coursework marks. The marks will be displayed to the students one week before the final examination. Student assessment results are very efficiently communicated to the student within a reasonable time. However, there are still a few lecturers who do not release their ongoing marks during the designated duration.

**CQI:**
HEA should consider finding suitable mechanism to ensure all lecturers disseminate ongoing marks before the end of the semester.

**Evidences:**
- Formative assessment marks: Teaching Files
- Programme CDL-CQI minutes of meeting: All Programmes
- *Peraturan Akademik Program Diploma & Sarjana Muda UiTM Pindaan 2017 (Bilangan 1)* ([http://hea.uitm.edu.my](http://hea.uitm.edu.my))

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- **Changes to student assessment methods must** adhere to established procedures and regulations and communicated to students prior to their implementation.

Changes in assessment type will be presented at JKKN, JAN and then, JKIKU. Any changes to the types of assessment method, for example, final exam based to non-final exam must be approved by JAN and declared to *Bahagian Penilaian Akademik* (BPA), who manages University exams. At the beginning of the semester, lecturer will refer to AIMS for any updates and will explain to the students during the first day of the class. No changes in the middle of the semester are allowed. Changes to student assessment methods follow established procedures and regulations and are communicated to the students prior to their implementation.

[4]
<table>
<thead>
<tr>
<th>CQI:</th>
<th>Any changes regarding assessment methods should be minuted in the relevant meetings.</th>
</tr>
</thead>
</table>
| **Evidences:** | i. Dean’s Circulars  
ii. Minutes of Meeting of the Curriculum Review Committee  
iii. Curriculum Review File: All programmes Student Portal Website.  
iv. Minutes of Meeting: JAN  
v. Surat Pekeliling Timbalan Naib Canselor (Akademik & Antarabangsa) Bil 1 Tahun 2017  
vi. https://aims.uitm.edu.my |

- The programme grading, assessment and appeal policies **must** be publicised.

- Assessment and grading are prepared by the respective lecturers and the final examination results are published in the UiTM student portal. Appeal policies are published in the University’s Academic Regulation Handbook or Buku Peraturan Akademik UiTM as well as in the UiTM website.
  - Students can appeal against course results. Rechecking can only be done for courses with final examination and the process of rechecking involves reassessing student’s final examination answer script for that particular course.
  - Appeal has to be submitted to JAN by using Borang Semakan Semula Keputusan Peperiksaan within 14 days after examination result has been announced officially.
  - Each application costs RM50.00 per course as a processing fee.
  - The appealed result will be announced within 14 days of working period.
  - Students’ appeal against course result for Special Examination and Inter session is not permitted.

**Evidence:**
- Buku Peraturan Akademik Program Diploma dan Ijazah Sarjana Muda Pindaan 2017 (Bilangan 1) (http://hea.uitm.edu.my)
- There **must** be mechanisms to ensure the security of assessment documents and records.

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<thead>
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</thead>
<tbody>
<tr>
<td>For summative assessment such as test, quiz, assignment, etc., the respective lecturers will return the assessment to students with their respective marks. The cumulative marks are documented and kept by the lecturers until the final exam.</td>
<td></td>
</tr>
<tr>
<td>As for the final examination papers, they are handled by the Examination Unit in the Academic Affairs Division. All staff is required to take an oath of secrecy in fulfilment of the Red Code System. All examination question papers and answer scripts are kept safely in a vault in the examination unit office. During the final examination week, all examination halls and rooms are locked at all times except during examination time.</td>
<td></td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i. <em>Borang Akuan Staf</em></td>
<td></td>
</tr>
<tr>
<td>ii. Internal Auditor’s Report: 600-KPK(U.K.12/7)</td>
<td></td>
</tr>
<tr>
<td>iii. <em>Borang Kebenaran Membawa Skrip Jawapan Peperiksaan Keluar dari Fakulti/Kampus cawangan (UiTM.KPK-HEA-KMSJK/216 Pindaan 02)</em></td>
<td></td>
</tr>
<tr>
<td>iv. <em>Borang Penyerahan Kertas Surat/Produk Pelanggan BHEP</em></td>
<td></td>
</tr>
<tr>
<td>v. Results Examination System (RES)</td>
<td></td>
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</tbody>
</table>

### 3.3.2 Enhanced Standards

- There **should** be an independent external scrutiny to evaluate and improve the management of student assessment, including formal certification of the processes.

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Review of assessment management methodologies and currency with development in best practices includes the external assessors of programmes, Professional Bodies (related programme) reports on or analysis of the achievement of LOs (CDL &amp; CQI reports and meetings), vetting committees at department or faculty level, students’ feedback, employers feedback and from academic staff’s feedback.</td>
<td></td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i. List of Programmes with Professional Bodies.600-KPK(HEA/UHEK.3/1/1)</td>
<td></td>
</tr>
<tr>
<td>ii. List of Programmes with External Assessor/Reviewer: 500-KPK(HEA.23/4/3)</td>
<td></td>
</tr>
<tr>
<td>iii. CDL &amp; CQI Reports: 100-KPK(HEA/UHEK.36/5/23/3)</td>
<td></td>
</tr>
<tr>
<td>iv. Minutes of meeting: CDL &amp; CQI 100-KPK(HEA/UHEK.36/5/23/3)</td>
<td></td>
</tr>
<tr>
<td>v. Final Examination Code of Conduct and Practice</td>
<td></td>
</tr>
<tr>
<td>Quality Criteria and Standards</td>
<td>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>4.1 Admission and Selection</td>
<td>4.1.1 Benchmarked Standards</td>
</tr>
</tbody>
</table>

- The Faculty/Campus/Division **must** have clear criteria and processes of student admission -- including those affecting transfer and exchange students -- and select students whose capabilities are consistent with these criteria and processes.

**Criteria and processes of student admission:**
Academic programmes, Out-Campus Programmes, Distance Education Programmes, Collaborative Education Programmes; and Continuing Education Programmes are endorsed by the respective faculties and institutes in Shah Alam.

**Postgraduate (Master and PhD):**
Postgraduate students will apply for related program under IPSIS. The online application can be done at http://ipsis.uitm.edu.my/v2/. For example, the programme AP763 (Master of Science in Green Architecture) is offered to all FSPU final year students in Perak Campus.

**e-PJJ:**
The e-PJJ programmes (AM110 - Diploma in Public Administration only offered in UiTM Cawangan Perak, Kampus Tapah) students will apply online at http://www.ined.uitm.edu.my/. Student intake is managed by the Institute of Neo Education (INED).

**Diploma and Bachelor's Degree (September intake):**
Intake applications are done online through UPU (Unit Pusat Universiti), Higher Learning Student’s Admission Division (Bahagian Pengurusan Kemasukan Pelajar) at Kementerian Pengajian Tinggi Malaysia. The application announcement can be accessed at http://upu.mohe.gov.my/web.

**Diploma and Bachelor's Degree (March intake):**
Intake applications are forwarded online directly to the Student Intake Division (BPP – Bahagian Pengambilan Pelajar) UiTM Shah Alam at http://online.uitm.edu.my.
All the entry requirements can be referred to *Buku Syarat Kelayakan Program Pengajian UiTM 2016* or at [http://pengambilan.uitm.edu.my/e-syarat](http://pengambilan.uitm.edu.my/e-syarat).

**Mengubah Destini Anak Bangsa (MDAB) UiTM Cawangan Perak**

Pre-Diploma programme promotion is done under academic mission by the MDAB committee, Program Selangkah ke UiTM, Misi Akademik, and through the Penghulu or Ketua Kampung and schools. The candidates must fill in the MDAB application form and the Academic Division at branch campus will go through the application and key in the details of qualified candidates in the system at [http://online.uitm.edu.my](http://online.uitm.edu.my). Admission is done by the Student Intake Division, UiTM Shah Alam.

However, in some cases in UiTM Cawangan Perak is facing space problem (FSSR), which is quite significant and students-lecturers ration problem.

**CQI:**

Students intake should depend on the capacity and capability of the resources available.

**Evidences:**

i. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil.1*

ii. *Buku Peraturan Akademik Pra-Diploma UiTM Pindaan 2017 Bilangan 1*

iii. *Buku Syarat Kelayakan Program Pengajian 2017 UiTM*

iv. Brochures from IPSIS

v. File 700-KPK(HEA,1/7/2)

vi. [http://ipsis.uitm.edu.my/v2](http://ipsis.uitm.edu.my/v2)

vii. MDAB brochures

- The criteria and processes of selection must be published, disseminated and publicly accessible especially to students.

The criteria and processes of selection are published and disseminated through the following:

- Newspaper advertisement
- UiTM website

However, UiTM Cawangan Perak does not fully involve in the process of students’ selection and admission. UiTM Cawangan Perak, Kampus Seri Iskandar helps with the process of student selection admission for several courses, especially courses that involve studio work by conducting interviews. For example: FSSR and FSPU. The selection of students for Diploma (March and September intake) and Bachelor Degree (March and September intake) is done through interviews.
September intake) is conducted by the Higher Learning Student’s Admission Division (Bahagian Pengurusan Kemasukan Pelajar) at Kementerian Pengajian Tinggi Malaysia. The result can be viewed online at [http://upu.mohe.gov.my/web](http://upu.mohe.gov.my/web). The selection for Diploma (December) and Bachelor Degree (March) is conducted by the Student Intake Division (BPP – Bahagian Pengambilan Pelajar) UiTM. The result can be viewed online at [https://online.uitm.edu.my/permohonan.cfm](https://online.uitm.edu.my/permohonan.cfm).

**Evidences:**
1. *Fail temuduga pelajar baru FSPU: 700-KPK(HEA/FSPU.1/8/1*
2. *Fail temuduga pelajar baru FSSR: 700-KPK(HEA/FSSR.1/8/1*
3. [https://online.uitm.edu.my/permohonan.cfm](https://online.uitm.edu.my/permohonan.cfm)

- **Prerequisite knowledge and skills for purposes of student entry into each programme must be appropriate and clearly stated.**

Some programmes in UiTM Cawangan Perak expect prospective students to have prerequisite knowledge and skills requirement. A number of studio based programmes from the Faculty of Art & Design (FSSR) and the Faculty of Architecture, Planning and Survey (FSPU) require prospective students to have drawing and creative abilities. These have been clearly stated in the students’ entry requirement.

**Evidences:**
1. [http://online.uitm.edu.my/](http://online.uitm.edu.my/)
2. *Buku Syarat Kelayakan Program Pengajian 2017 UiTM*

- **If a selection interview is utilised, the process must be structured, objective and fair.**

For FSPU and FSSR candidates, interviews are carried out at all branch campuses. Interviewers comprise of lecturers from UiTM Cawangan Perak and UiTM Shah Alam. Before the interview, candidates need to sit for a drawing and colour blind test. These have been clearly stated in the student entry requirement.

**Evidences:**
2. *Buku Syarat Kelayakan Program Pengajian 2017 UiTM*
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>● <strong>Student selection must be fair and transparent.</strong></td>
<td>The admission policy and mechanism is fair and transparent. The students are selected based on merits. The results of their application can be viewed at <a href="http://www.mohe.gov.my">http://www.mohe.gov.my</a>.</td>
</tr>
<tr>
<td>● <strong>There must be a clear policy on, and appropriate mechanism for, appeal.</strong></td>
<td><strong>The appeal mechanism in UiTM:</strong> This is regulated by the Student Admission Division. However, those admitted via an interview process are not eligible for appeal. For the June (Diploma) and September (Degree) intakes, an appeal can be made via <a href="http://www.mohe.gov.my">http://www.mohe.gov.my</a>. Each candidate is given 10 days to appeal after UPU announced the admission results. For the December (Diploma) and March (Degree) intakes, candidates must also appeal within the duration of 10 days after the admission announcement. It must be made through the Student Admission Division in UiTM Shah Alam. The appeal can be made via <a href="http://istudent.uitm.edu.my/intake/home/main.asp?pg=frontpg">http://istudent.uitm.edu.my/intake/home/main.asp?pg=frontpg</a>. Candidates can only choose 2 new selected programmes in the appeal application. Candidates can also appeal through UiTM’s Student Admission Division in Shah Alam online system and submitting his or her copy of e-rayuan document, academic result, and other credentials. Further enquiries can be made via <a href="http://pengambilan.uitm.edu.my/hubungi-kami">http://pengambilan.uitm.edu.my/hubungi-kami</a>.</td>
</tr>
<tr>
<td>● <strong>The Faculty/Campus/Division must offer appropriate developmental or remedial support to assist students who need such support.</strong></td>
<td><strong>Development or remedial assistance:</strong> Every student has an Academic Advisor (<em>Penasihat Akademik</em>) to assist him/her in terms of academic matters. For students with a probation status (with CGPA below 1.99) and those who are weak in their academic performance (CGPA below 2.30), the programme coordinators are advised to give these students special attention and plan a program to enhance their academic performance. Examples of programmes organized by faculties are Professional Talks, Academic Excellence Programmes and others. UiTM Cawangan Perak also has counselling units to help students who have problems in academic or non-academic matters. Furthermore, ACIS programmes are conducted to help students in terms of religious-based matters. Under HEP there is a Welfare Committee to help students who need financial assistance such as <em>Zakat</em>. <strong>Evidences:</strong> i. Academic Excellence Programs: All Programs conducted by Faculty</td>
</tr>
</tbody>
</table>
The number for each student intake must be related to the resources, capacity and capability of the Faculty/Campus/Division to effectively deliver its programmes.

**UiTM Cawangan Perak, Kampus Seri Iskandar**

UiTM Cawangan Perak always takes into consideration the resources, capacity and capability of the university to run its programmes effectively. UiTM Cawangan Perak is continuously expanding its facilities by constructing new buildings, besides hiring more staff to provide the best education environment for students.

**Table 4.1:** Student Enrolment in 2018 by Clusters of Academic Disciplines in UiTM Cawangan Perak, Kampus Seri Iskandar

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Faculty</th>
<th>Year 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Technology</td>
<td>Architecture, Planning &amp; Surveying</td>
<td>7518</td>
</tr>
<tr>
<td>Management &amp; Business</td>
<td>PD002/003</td>
<td>149</td>
</tr>
<tr>
<td>Social Science &amp; Humanities</td>
<td>Art &amp; Design</td>
<td>1697</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9364</strong></td>
</tr>
</tbody>
</table>

**Table 4.2:** Ratio between Academic and Non-Academic Staff and Student in 2018 UiTM Cawangan Perak, Kampus Seri Iskandar:

<table>
<thead>
<tr>
<th>No</th>
<th>Department/Unit</th>
<th>No. of Staff</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective No. of Staf</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Academic Staff</td>
<td>411</td>
<td>1 : 15</td>
<td>1 : 22</td>
<td>624</td>
</tr>
<tr>
<td></td>
<td>(Staff : Student)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Faculty</td>
<td>Current No. of Staff</td>
<td>Current No. of Student</td>
<td>Effective Ratio</td>
<td>Current Ratio</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>---------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>1</td>
<td>Senibina Perancangan dan Ukur (Staff : Student)</td>
<td>255</td>
<td>7518</td>
<td>1 : 10</td>
<td>1 : 29</td>
</tr>
<tr>
<td>2</td>
<td>Seni Lukis dan Seni Reka (Staff : Student)</td>
<td>88</td>
<td>1697</td>
<td>1 : 10</td>
<td>1 : 19</td>
</tr>
</tbody>
</table>

**Table 4.3:** Ratio between Academic Staff and Student in 2018 by Faculty in UiTM Cawangan Perak, Kampus Seri Iskandar

<table>
<thead>
<tr>
<th>No.</th>
<th>Department / Unit</th>
<th>Current Number of Bed/Counsellor/Doctor</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective Number of Bed/Counsellor/Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Pengurusan Kolej (Student : Bed)</td>
<td>7582 beds</td>
<td>1 : 1</td>
<td>1 : 1</td>
<td>7582</td>
</tr>
<tr>
<td>2</td>
<td>Unit Kerjaya dan Kaunseling (Counselor : Student)</td>
<td>3 Counsellors</td>
<td>1 : 3000</td>
<td>1 : 3121</td>
<td>3 Counsellors</td>
</tr>
</tbody>
</table>

**Table 4.4:** Ratio between Student and Support Service Unit 2018 in UiTM Cawangan Perak, Kampus Seri Iskandar
### UITM Cawangan Perak, Kampus Tapah

**Table 4.5:** Student Enrolment in 2018 by Clusters of Academic Disciplines in UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Faculty</th>
<th>Year 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Technology</td>
<td>Computer Science and Mathematic</td>
<td>1470</td>
</tr>
<tr>
<td></td>
<td>Applied Science</td>
<td>1708</td>
</tr>
<tr>
<td>Management &amp; Business</td>
<td>Accountancy</td>
<td>1916</td>
</tr>
<tr>
<td></td>
<td>Business Management</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>5094</strong></td>
</tr>
</tbody>
</table>

**Table 4.6:** Ratio between Academic and Non-Academic Staff and Student in 2018 UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>No</th>
<th>Department/Unit</th>
<th>No. of Staff</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective No. of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Staff (Staff : Student)</td>
<td>220</td>
<td>1 : 15</td>
<td>1 : 23</td>
<td>339</td>
</tr>
<tr>
<td>2</td>
<td>Non-Academic (Staff : Student)</td>
<td>122</td>
<td>1 : 19</td>
<td>1 : 42</td>
<td>268</td>
</tr>
</tbody>
</table>
Table 4.7: Ratio between Academic Staff and Student in 2018 by Faculty in UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty</th>
<th>Current No. of Staff</th>
<th>Current No. of Student</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective No. of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sains Komputer dan Matematik (Staff : Student)</td>
<td>67</td>
<td>1470</td>
<td>1 : 10</td>
<td>1 : 22</td>
<td>147</td>
</tr>
<tr>
<td>2</td>
<td>Sains Gunaan (Staff : Student)</td>
<td>64</td>
<td>1708</td>
<td>1 : 10</td>
<td>1 : 27</td>
<td>171</td>
</tr>
<tr>
<td>3</td>
<td>Perakaunan</td>
<td>44</td>
<td>1916</td>
<td>1 : 10</td>
<td>1 : 44</td>
<td>192</td>
</tr>
</tbody>
</table>

Table 4.8: Ratio between Student and Support Service Unit 2018 in UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>No.</th>
<th>Department / Unit</th>
<th>Current Number of Bed /Counsellor/ Doctor</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective Number of Bed /Counsellor/ Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Pengurusan Kolej (Student : Bed)</td>
<td>2474 beds</td>
<td>1 : 1</td>
<td>1 : 2</td>
<td>5094</td>
</tr>
<tr>
<td>2</td>
<td>Unit Kerjaya dan Kaunseling (Counselor : Student)</td>
<td>2 Counsellors</td>
<td>1 : 3000</td>
<td>1 : 2547</td>
<td>2 Counsellors</td>
</tr>
</tbody>
</table>
CQI:
UiTM Cawangan Perak should ensure the ratio of Academic and Non-Academic Staff and Student, Academic Staff and Student, and Student and Support Service are conforming to the required effective ratio.

Improvements should be made regarding the ratio of instructors to the students, especially for the conduct of the studios in line with the Panduan Standard Program Alam Bina Peringkat Sarjana Muda provided by the Ministry of Higher Education. Studio supervision ratio is 1:10

There is a need to hire new lecturers due to the fact that few of the permanent lecturers are given responsibility to hold management positions and some of them are in the research track. As a result, the teaching loading are covered by PT or PTFT lecturers.

Evidences:
1. Fail Perjawatan Kumpulan Pengurusan dan Profesional (Akademik) 500-KPK(PT. 2/5/1)
2. Fail Perjawatan Kumpulan Pengurusan dan Profesional (Pentadbiran) 500-KPK(PT. 2/5/1/1)
3. Fail enrolmen pelajar: 100-KPK(HEA/FSPU.5/2/1)
4. Fail enrolmen pelajar: 100-KPK(HEA/FSSR.5/2/1)

Visiting, exchange and transfer students must be accounted for to ensure the adequacy of the Faculty/Campus/Division’s resources to accommodate them.

UiTM Cawangan Perak have organised and hosted programs which involved visiting students from other institutions.

Evidences:
1. Buku Peraturan Akademik UiTM Pindaan 2017 (Bil.1)
2. Fail Pertukaran Pelajar:500-KPK/TPH(HEA.2/7/4)
<table>
<thead>
<tr>
<th>4.1.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>●</strong> The admission policy <strong>must</strong> be monitored and reviewed periodically to continuously improve the selection processes.</td>
</tr>
<tr>
<td>The review of the admission policy and processes are managed by UiTM Shah Alam. However, UiTM Cawangan Perak involved in providing input for admission policy monitoring and review. (Bachelor in Construction Technology, Master in Green Architecture and PhD in Built Environment).</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>4.1.2 Enhanced Standards</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>●</strong> Student performance <strong>should</strong> be monitored as a feedback mechanism to assist in improving selection processes.</td>
</tr>
<tr>
<td>Examination reports are presented by the respective coordinators of faculty to the State Academic Committee (JAN). Students' performance will be tabled in the validation meeting at faculty level conducted after every examination at the end of each semester. The percentage of failure for every subject is set not to exceed 25% in each subject, depending on the respective faculties. A report needs to be prepared to explain the reason(s) why a course has a percentage failure rate exceeding 25% in each subject before the results are presented to JAN. A report also needs to be prepared if the percentage of A student is more than 80% in each subject.</td>
</tr>
<tr>
<td>The examination report is then presented to the Examination Council for endorsement. The result will then be presented at the Examination Council by the Rector. In terms of examination affairs, the Examination Council plays the role of the University’s Senate. Continuous analysis of examination results will be used as a basis for student’s entrance requirement which will be conducted by the faculty at the main campus (Shah Alam).</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>4.1.2 Enhanced Standards</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>●</strong> The review of the admission policy and processes <strong>should</strong> be in consultation with relevant stakeholders, nationally and internationally.</td>
</tr>
<tr>
<td>The review of the admission policy and processes are managed by UiTM Shah Alam. UiTM Cawangan Perak also contributed in this process by obtaining outputs from consultation with relevant stakeholders, nationally and internationally.</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
- **Student intake** should incorporate social responsibility by privileged consideration for people with special needs.

  Student intake incorporates social responsibility by privileged consideration for people with special needs. Currently, there are four (4) students with disabilities in UiTM Cawangan Perak.

  **Evidence:**
  i. List of facilities for disabled students and special needs
  ii. List of students with special needs

- **There should** be a relationship between student selection, programmes, and the desired learning outcomes.

  Only qualified students with specific merit will be chosen for certain programmes. For programmes with professional accreditation, entry requirements will take into account the relevant professional bodies' requirements. This is to ensure that the students can cope with the learning environments and achieve the learning outcomes.

  **Evidences:**
  i. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bilangan 1*
  ii. [http://online.uitm.edu.my/](http://online.uitm.edu.my/)
  iii. *Buku Syarat Kelayakan Program Pengajian 2017 UiTM*
    [http://pengambilan.uitm.edu.my](http://pengambilan.uitm.edu.my)

### 4.2 Articulation Regulations, Credit Transfer and Credit Exemption

#### 4.2.1 Benchmarked Standards

- **Faculty/Campus/Division must** have well defined and effectively disseminated policies, regulations and processes concerning articulation practices, credit transfers and credit exemptions.

  The policies, regulations, and processes of credit transfer, credit exemption, and articulation practices are outlined in the booklet *Buku Garis Panduan Pengecualian Kredit*. The applications are processed by the Faculty Coordinators who will table his or her decisions. The information on credit transfer and exemption is disseminated through Academic Affairs notice boards, Academic Regulations Booklet (2017), and student portal website.

  A credit transfer is only allowed for new students who possess a Diploma certification from UiTM or equivalent and are continuing their studies to a Bachelor-level programme.
Students can apply for credit transfer by filling in the HEA/RA/ITC-2007-1 (*Pemindahan Kredit Dalaman*) form. Students can apply for credit exemption for a course under predetermined rules set by the university.

**Evidences:**
1. *Fail Perpindahan dan Pengecualian Kredit :700-KPK(HEA/FSPU.1/13/8)*
3. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1*

### 4.2.2 Enhanced Standards

- The Faculty/Campus/Division **should** be in touch with the latest development and thinking about the processes of articulation, credit transfers and credit exemptions including cross-border collaborative provisions.

All articulation, credit transfer, credit exemption, and cross-border provisions are determined by the Academic Affairs Division, UiTM Shah Alam. The Deputy Rector of Academic Affairs and the Assistant Registrar are involved with META (twice yearly) to discuss the management issues.

**Evidences:**
1. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil 1*

### 4.3 Transfer of Students

#### 4.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a well-disseminated policy with clear criteria, mechanisms and processes, both academic and non-academic, to enable qualified students to

Students are not allowed to transfer to another programme, within it or in another Faculty/Campus/Division. Students are not allowed to change to another UiTM campus for whatever reason. This is clear in Section 2.32 and 2.33, page 37 of the Academic Regulation Booklet (2017).
transfer to another programme, within it or in another Faculty/Campus/Division.  

<table>
<thead>
<tr>
<th>Evidence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. <em>Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bilangan 1</em></td>
</tr>
<tr>
<td>ii. <em>Pekeliling Akademik Bil. 10 Tahun 2016 - Penurunan Kuasa Pengoperasian Hal Pertukaran Program Atau Kampus Oleh Pelajar</em></td>
</tr>
</tbody>
</table>

- Incoming transfer students **must** have comparable achievement in their previous institution of study.

| UiTM Cawangan Perak have comparable achievement for incoming transfer students’ previous institution of study. However, in 2018, there are no incoming transfer students to the campus. |

4.3.2 Enhanced Standards

- The Faculty/Campus/Division **should** have in place policies and mechanisms that facilitate student mobility between programmes and institutions, within the country or cross-border, through articulation arrangements, joint degrees, exchange semesters, advanced standing arrangements, and the like.

| UiTM Cawangan Perak have policies and mechanisms that facilitate student mobility between programmes and institutions, within the country or cross-border, through articulation arrangements, joint degrees, exchange semesters, advanced standing arrangements and others. |

<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. <em>Laporan Aktiviti Pengantarabangsaan 2017</em></td>
</tr>
<tr>
<td>ii. <em>Pekeliling Akademik Bil. 10 Tahun 2016 - Penurunan Kuasa Pengoperasian Hal Pertukaran Program Atau Kampus Oleh Pelajar</em></td>
</tr>
</tbody>
</table>

4.4 Student Support Services and Co-Curricular Activities

4.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** make available, appropriate and adequate support services such as physical, social, financial and recreational facilities, and counselling and health services.

<table>
<thead>
<tr>
<th>UiTM Cawangan Perak has provided students with the following support services:</th>
</tr>
</thead>
</table>

5
| i. University Student Centre (Pusat Mahasiswa)  
| ● Career & Counselling Unit  
| ● Arts and Cultural Unit  
| ● Co-Curriculum Unit  
| ii. Sports Unit  
| iii. College Management Unit  
| ● Residential Colleges  
| ● Non-Resident One-stop centre  
| iv. Students Leadership Centre  
| v. Campus Clinic  
| vi. Students’ Welfare Fund  
| vii. Students’ Zakat and Sadaqah Fund (managed by ACIS)  
| viii. Students’ Contingency Fund  
| ● Death (managed by Pentadbiran Am, HEP)  
| ● Treatment and Accidents (managed by Unit Kesihatan)  
| ix. Students’ Health Fund  

**Evidences:**

i. Minutes of Students' Welfare Fund Meeting: 100-KPK(HEP.6/1/13)  
ii. Minutes of Students' Trust Fund Meeting: 100-KPK(HEP.6/1/20)  
iii. Minutes of Students' Zakat and Sadaqah Fund Meeting: 800-KPK(ACIS/ZKT.9/3/4)  
iv. *Fail Rawatan Perubatan ke Hospital: 800-KPK(HEP/PERB.7/1/1)*

- **Student support services must** be evaluated regularly to ensure their adequacy, effectiveness and safety.

**UITM Cawangan Perak student support services are constantly evaluated through Unit Komunikasi Korporat (UKK) procedures using inventory system and customer feedback mechanism.**

**Evidences:**

i. *Fail Aduan Maklumbalas Pelanggan: (100-KPK(PT/UKK.2/3/1)*  
ii. *Fail Maklumbalas Pelanggan HEP. 100-KPK(HEP.2/3/5)*  
iii. OSCHo Report: 100-KPK(UK.9/10/1)
• There **must** be a mechanism for students to air grievances and make appeals relating to student support services.

Students can voice complaints and suggestions via the suggestion boxes provided by each support unit. Furthermore, students have their opportunity to issue any complaints or suggestions directly to Rector at Dialogue Session with Students that have been held throughout the year. The mechanism shows a two-way communication between students and management to overcome any problem and pressing issues.

**Evidences:**

i. *Fail Surat-surat Aduan/Pertanyaan/Kritikan dan lain-lain: 100-KPK(HEP.2/3/1)*

ii. *Fail Maklum Balas Pelanggan Bahagian HEP: 100-KPK(HEP.2/3/5)*

iii. *Fail Perjumpaan Pengurusan Bersama MPP/Pelajar: 800-KPK(HEP.4/1/4)*

• The Faculty/Campus/Division **must** designate an administrative unit responsible for planning and implementing student support services, staffed by individuals who have appropriate experience consistent with their assignments.

The Deputy Rector for Student’s Affairs is supported by the Student Leadership Centre (UKP) which has qualified staff for planning and implementing student support service. The divisions and staff play a very significant role to ensure the smooth running of the student affairs and development.

Hence, UKP has planned all the modules and training courses to be attended by selected students during every semester as follows:

i. *Program Kepimpinan Pewaris Bangsa*

   - *Modul Tanah Airku*
   - *Modul UiTM Di Hatiku*
   - *Modul Akhlak & Keperibadian*
   - *Modul Kepimpinan Survival Bangsa*
   - *Modul Kepimpinan Profesional*
   - *Modul Kepimpinan Ikon*
   - *Modul Kepimpinan Pembangunan Kerjaya*
   - *Modul Kenegaraan*

ii. *Kursus Kepimpinan*

   - *Pengurusan Tertinggi*
   - *Pengurusan Eksekutif*
   - *Pengurusan Acara dan Imej Korporat*
   - *Pengurusan Ibadah*
<table>
<thead>
<tr>
<th>Academic and career counselling must be provided to students by adequate and qualified staff.</th>
<th>The Career and Counselling Unit offers expert counselling and consultation services. Qualified counsellors are provided and accredited by The Counselling Board of Malaysia (Persatuan Kaunseling Malaysia). This unit provides the services for individual/ group and career counselling.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidences:</strong></td>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. Fail Modul Pembangunan Pelajar: 800-KPK(HEP/UKP.2/1/1) - Merujuk Pekeliling Timbalan Naib Canselor Bahagian Hal Ehwal Pelajar Bil. 2 Tahun 2016</td>
<td>i. Fail Kelab Kaunseling Rakan Sebaya: 800-KPK(HEP/UKK.4/7/2)</td>
</tr>
<tr>
<td>ii. Fail Program Kepimpinan Pewaris Bangsa: 800-KPK(HEP/UKP.2/1/2/1)</td>
<td>ii. Fail Kaunseling Individu: 800-KPK(HEP/UKK.8/1)</td>
</tr>
<tr>
<td>iii. Fail Kursus Kepimpinan: 800-KPK(HEP/UKP.2/1/2/2)</td>
<td>iii. Fail Kaunseling Kelompok: 600-KPK(HEP/UKK/8/2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Induction programmes must be made available to students and evaluated regularly with special attention given to out of state and international students as well as students with special needs.</th>
<th>Induction programmes are carried out during Minggu Destini Siswa (MDS). During the induction programme, surveys are carried out by the Corporate Communication Unit among parents and students to gauge their satisfaction level in terms of the registration process and induction programme. Special attention is given to special needs students.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidences:</strong></td>
<td><strong>Evidence:</strong></td>
</tr>
<tr>
<td>i. The Survey Reports on Minggu Destini Siswa: 100-KPK(PT.UKKPA.2/3/5)</td>
<td>i. The Survey Reports on Minggu Destini Siswa: 100-KPK(PT.UKKPA.2/3/5)</td>
</tr>
</tbody>
</table>

4.4.2 Enhanced Standards

<table>
<thead>
<tr>
<th>Student support services should be given prominent organisational status in the</th>
<th>UITM Cawangan Perak has set up the University Students Centre (Pusat Mahasiswa Universiti) which comprises of three units such as Co-Curriculum Unit, Career and Counselling Unit and Arts and Cultural Unit. All the support units have their own strategies</th>
</tr>
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<tbody>
<tr>
<td><strong>Evidences:</strong></td>
<td><strong>Evidences:</strong></td>
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<tr>
<td>i.</td>
<td>i.</td>
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</table>
Faculty/Campus/Division and a dominant role in supplementing programme learning outcomes.

<table>
<thead>
<tr>
<th>Evidences:</th>
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</thead>
<tbody>
<tr>
<td>i.  <strong>Fail Kelab Kaunseling Rakan Sebaya</strong>: 800-KPK(HEP/UKK.4/7/2)</td>
</tr>
<tr>
<td>ii. <strong>Fail Kaunseling Individu</strong>: 800-KPK(HEP/UKK.8/1)</td>
</tr>
<tr>
<td>iii. <strong>Fail Kaunseling Kelompok</strong>: 600-KPK(HEP/UKK.8/2)</td>
</tr>
<tr>
<td>iv. <strong>Fail e-Kaunseling</strong>: 800-KPK(HEP/UKK.8/1/4)</td>
</tr>
<tr>
<td>v. <strong>Fail Perkhidmatan Ujian/Inventori Psikologi/Individu</strong>: 800-KPK(HEP/UKK.8/1/3)</td>
</tr>
</tbody>
</table>

- An equipped and adequately staffed unit dedicated to academic and non-academic counselling **should** be established.

This career counselling unit has qualified professional counsellors who provide clinical or career counselling services for individuals and groups. Due to the increasing number of students, the ratio of counselor to students is inadequate.

**CQI:**
Due to the high ratio of 1:2500 between counsellors to students, the unit requires an additional counsellor. Current numbers in UiTM Cawangan Perak is 5 counselors.

<table>
<thead>
<tr>
<th>Evidences:</th>
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</thead>
<tbody>
<tr>
<td>i. <strong>Fail Perjawatan Kumpulan Pengurusan dan Profesional (Pentadbiran)</strong>: 500-KPK(PT.2/5/1/1)</td>
</tr>
<tr>
<td>ii. <strong>Fail Enrolmen Pelajar</strong></td>
</tr>
</tbody>
</table>

- Student academic and non-academic counselling **should** include ongoing monitoring of the student’s progress to measure the effectiveness of, and to improve, the counselling services.

Students are encouraged to get involved with counselling services by becoming members of the Peer Group Counselling (**Kelab Kaunselor Rakan Sebaya**), as well as helping the Career and Counselling Unit (**Unit Kerjaya dan Kaunseling**) in conducting its programmes and activities. This has indirectly improved the performance of the unit in delivering its services to students.

<table>
<thead>
<tr>
<th>Evidences:</th>
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</thead>
<tbody>
<tr>
<td>i. <strong>Fail Kelab Kaunseling Rakan Sebaya</strong>: 800-KPK(HEP/UKK.4/7/2)</td>
</tr>
<tr>
<td>ii. <strong>Fail Kaunseling Individu</strong>: 800-KPK(HEP/UKK.8/1)</td>
</tr>
<tr>
<td>iii. <strong>Fail Kaunseling Kelompok</strong>: 600-KPK(HEP/UKK.8/2)</td>
</tr>
<tr>
<td>iv. <strong>Fail e-Kaunseling</strong>: 800-KPK(HEP/UKK.8/1/4)</td>
</tr>
<tr>
<td>v. <strong>Fail Perkhidmatan Ujian/Inventori Psikologi/Individu</strong>: 800-KPK(HEP/UKK.8/1/3)</td>
</tr>
</tbody>
</table>
- **There should** be a structured training and development plan to enhance the skills and professionalism of the academic and non-academic counsellors.  

Counsellors are provided with the following personal development training session organized by the Career and Counselling Centre in order to improve their professional expertise and experience:

**Evidences:**  
i. *Fail Ceramah dan Taklimat*: 500-KPK(HEP/UKK.5/6)  
ii. *Fail Seminar dan Persidangan*: 500-KPK(HEP/UKK.5/5)  
iii. *Fail Kursus Dalam Negeri*: 500-KPK(HEP/UKK.5/1)

<table>
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<tr>
<th>4.5 Student Representation and Participation</th>
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<table>
<thead>
<tr>
<th>4.5.1 Benchmarked Standards</th>
</tr>
</thead>
</table>

- **The Faculty/Campus/Division must** have a widely disseminated policy on student representation and participation in line with national policies and laws.

A widely disseminated policy has been implemented which can reflect student representation and participation in ensuring the quality of students' work is upheld. The policy is kept in line with the national policies and laws to ensure that works are streamlined with the current regulations. This has increased students' exposure to real job situations. Student representations are done by the students' society and Students’ Representative Council (MPP).

**Evidences:**  
i. Educational Institutions (Discipline) Act 1976, Act 174 (Amendment 2012)  
ii. *Fail Pemilihan Jawatankuasa Perwakilan Pelajar*: 800-KPK(HEP.4/1/3)  
iii. *Fail Mesyuarat Majlis Perwakilan Pelajar*: 800-KPK(HEP.4/1)

- **The Faculty/Campus/Division must** publish a statement of student rights and responsibilities and make it available to the campus community.

Students’ rights and responsibilities that prevail in the campus through published statements are considered as evidence of their obligation as students. Students’ rights and responsibilities in UiTM are protected by *Undang-Undang Mahasiswa Akta 174* and *Akta Institusi Pelajaran (Tatatertib)* 1976. It is compulsory for students to take the student’s oaths (*Ikran Pelajar*) during their orientation week (MDS) and to perform the student’s pledge (*Aku Janji*).

**Evidences:**  
i. Educational Institutions (Discipline) Act 1976, Act 174 (Amendment 2012)  
ii. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1*
<table>
<thead>
<tr>
<th>iii. Buku Panduan Sahsiah Pelajar dan Peraturan-Peraturan UiTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>The jurisdiction of judicial bodies and all disciplinary are very transparent. It is to ensure that judicial bodies can identify their limitation of the responsibilities as well as their power in carrying out their task. This must be published internally so that everyone will be alerted. All five (5) faculties, Academic Affairs (HEA) and Student Affairs Divisions (HEP) are responsible for taking care of every academic and non-academic disciplinary matter.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. Fail Laporan Penyiasatan: 500-KPK(HEP.2/15/5)</td>
</tr>
<tr>
<td>ii. Fail Tindakan Tatatertib: 500-KPK(HEP.2/15/1/1)</td>
</tr>
<tr>
<td>iii. Fail Disiplin / Tatatertib Pelajar: 500-KPK(HEP.2/15/4)</td>
</tr>
<tr>
<td>iv. Buku Peraturan Sahsiah Pelajar dan Peraturan-Peraturan UiTM</td>
</tr>
<tr>
<td>vi. Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1</td>
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</tbody>
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| 5 |

<table>
<thead>
<tr>
<th>4.5.2 Enhanced Standards</th>
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</thead>
<tbody>
<tr>
<td>The Student Affair Division have played an important role in providing leadership and managerial skills to the students by organising training courses led by UKP for Student Representative Council (Majlis Perwakilan Pelajar), College Representatives Committee (Jawatankuasa Perwakilan Kolej), presidents and vice president of the students’ Internal Clubs and Societies (Persatuan Dalaman). Six modules have been developed to sustain the ability of leadership and managerial skills among student leaders as follows:</td>
</tr>
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<p>| 4 |</p>
<table>
<thead>
<tr>
<th>Evidence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Fail Modul Pembangunan Pelajar: 800-KPK(HEP/UKP.2/1/1)</td>
</tr>
<tr>
<td>ii. Fail Kursus Kepimpinan: 800-KPK(HEP/UKP.2/1/2/2)</td>
</tr>
</tbody>
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- **Pengurusan Tertinggi**
- **Pengurusan Acara dan Imej Korporat**
- **Pengurusan Eksekutif**
- **Pengurusan Akademik**
- **Pengurusan Ibadah**
- **Perancangan Strategik**

**Evidences:**

1. *Fail Modul Pembangunan Pelajar: 800-KPK(HEP/UKP.2/1/1)*
   - Merujuk Pekeliling Timbalan Naib Canselor Bahagian Hal Ehwal Pelajar Bil. 2 Tahun 2016
2. *Fail Kursus Kepimpinan: 800-KPK(HEP/UKP.2/1/2/2)*

Where student publications or other media exist, the Faculty/Campus/Division **should** provide a clear, formal and well-publicised policy regarding such publications.

**Evidences:**

1. SuFO record: 100-KPK(HEA.2/3/3), 100-KPK/TPH(HEA.2/3/3)
2. Entrance-Exit Survey

There **should** be appropriate channels to allow student participation in the formulation, management and evaluation of the curriculum, and in academic matters relevant to them.

**Evidences:**

1. SuFO record: 100-KPK(HEA.2/3/3), 100-KPK/TPH(HEA.2/3/3)
2. Entrance-Exit Survey

The Faculty/Campus/Division **should** have adequate facilities to encourage students to be involved in publication activities.

**Evidences:**

UITM Cawangan Perak has provided adequate facilities and learning spaces to encourage students' publication activities. Some of the facilities provided at both Kampus Seri Iskandar and Kampus Tapah are:
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<tbody>
<tr>
<td><strong>4.6 Alumni</strong></td>
<td></td>
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<tr>
<td><strong>4.6.1 Benchmarked Standards</strong></td>
<td></td>
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<tr>
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</tr>
</tbody>
</table>
| **i.** The University Student Center (*Pusat Mahasiswa*): Provide students with meeting room and room to conduct any publication activities.  
**ii.** *Ujana Ilmu*: Dedicated space for meetings and discussions  
**iii.** Library  
**Evidences:**  
<i><i>**Garis Panduan Aktiviti Pelajar (Persatuan/kelab)**</i>  
**ii.** *Rekod Laporan Aktiviti Persatuan HEP: 800-KPK(HEP.4/3)*  
**iii.** *Laporan Tabung Amanah Pembangunan Akademik (TAPA): 700-KPK(HEA.1/3/5)* |   |
|   |   |
| **● The Faculty/Campus/Division must** encourage active linkages and continuous relationship between it and its alumni. | **UITM Cawangan Perak always supports and encourages efforts to enhance continuously alumni network between the management and the alumni. Strategies that have been taken are:**  
**●** Setting up Persatuan Alumni Universiti Teknologi MARA Cawangan Perak registered with The Registry of Societies of Malaysia (RoS)  
**●** Conducting activities with alumni such as recognising alumni icons  
**●** Promoting UiTM Cawangan Perak to alumni through social media platforms  
**●** Visiting related companies through industrial training  
**●** Inviting alumni for career talks and motivation programmes  
**●** Inviting alumni for professional talks related to their area of expertise  
**●** Encourage endowments and donations from alumni  
**Evidences:**  
<i><i>**Alumni UiTM Cawangan Perak file: 100-KPK(PJI.8/1/1)**</i>  
**ii.** Facebook – @AlumniUiTMPerak  
**iii.** *Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)*  
**iv.** *Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)*  
**v.** *Laporan Tabung Amanah Pembangunan Akademik (TAPA): 400-KPK(HEA. 1/9/6), 400-KPK(HEA/FSPU.1/9/8), 400-KPK(HEA/FSSR. 1/9/7)* | 5 |
### 4.6.2 Enhanced Standards

- **The views of the alumni **should** be incorporated in curriculum development, the achievement of the learning outcomes and the future direction of the Faculty/Campus/Division.**

  Alumni involvement in programmes such as Design Critics, Fashion Shows, Professional Talks and *Program Kecemerlangan Akademik* enables them to recommend improvements for curriculum development and learning outcomes. The curriculum review process greatly involves various stakeholders, alumni, employers, and professional bodies. Their feedback on relevancy of the content and structure programmes is also formally recorded. There are in existence the entry survey, exit survey, market survey, employability survey, alumni survey, and tracer study survey to serve this purpose. Faculties make use of these data in reviewing their curriculum and learning outcomes.

  **Evidences:**
  i. Appointment of external reviewer: 700-KPK(HEA.1/6/3)
  ii. Curriculum Review Reports

- **The Faculty/Campus/Division **should** encourage the alumni to play a role in preparing students for their professional future, and to provide linkages with industry and the professions.**

  Faculties identified prominent alumni and invited them to participate in their students' project recognition. These programmes provide exposure to the students and motivate them to work in their related industrial areas in future. There are in existence strong relationships with industries and external stakeholders through internships for students in their industries.

  **Evidences:**
  i. *Rekod Laporan Aktiviti Persatuan*: 800-KPK(HEP.4/3)
  ii. *Laporan Jawatankuasa Akaun Amanah*: 400-KPK(HEP.1/9/5)
## AREA 5: ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1 Recruitment and Management</strong></td>
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### 5.1.1 Benchmarked Standards

- **UiTM Cawangan Perak must** have a clear and documented academic staff recruitment policy where the criteria for selection are based on academic merit.

  UiTM Cawangan Perak follows the policy and procedures stipulated by UiTM Shah Alam. The process of selection and recruitment of academic staff is based on *Manual Proses Pengambilan Staff Kumpulan Pengurusan dan Profesional (Akademik)* and *Panduan Pengurusan Proses Pelantikan Staf Akademik* provided by the Office of the Registrar, UiTM Shah Alam. Decision on the appointment of academic staff is based upon *Dasar dan Panduan* specified by Jabatan Pembangunan Sumber Manusia (JPbSM), registrar office UiTM. Faculty will ensure that qualified lecturers are selected to teach the course in the program offered by the faculty.

  **Evidences:**
  
i. *Panduan Pengurusan Autonomi UiTM Cawangan Perak*: UiTM.KPK/PT.PTA/60 (Pindaan00)
ii. *Rekod Temuduga Kumpulan Pengurusan dan Profesional*: 500-KPK (PT.2/5/1)

- The staff to student ratio for each programme **must** be appropriate to the teaching-learning methods and comply with the programme discipline standards.

  The existing number of full time academic staff is inadequate. This is due to the increasing number of students enrolled each semester and *limited warrant issued by JPA*. Overall, the current ratio of academic staff to student is 1:19.

  **CQI:**
  
  UiTM Cawangan Perak has to find initiative to ensure the number of full time academic staff for all faculties is adequate as per programme requirements.

<p>| | 5 | 3 |</p>
<table>
<thead>
<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. Kumpulan Pengurusan dan Profesional (Staf Akademik): 500-KPK(PT.2/5/1)</td>
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<td>ii. Pengisian Jawatan (Akademik): 500-KPK(PT.1/5/3)</td>
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<td>iii. Perancangan Tenaga Manusia: 500-KPK(PT.1/3)</td>
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<td>iv. Waran Perjawatan: 500-KPK(PT.1/2)</td>
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<tr>
<td>v. Senarai Kakitangan (Am)/Statistik: 500-KPU(PT.1/7/5), 500-KPK/TPH(PT.1/5/2)</td>
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<tr>
<td>vi. Senarai Perjawatan/Pengambilan: 500- KPK/TPH(PT.1/5/1)</td>
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- **UiTM Cawangan Perak must** have adequate number of full-time academic staff for each programme.

  Currently UiTM Cawangan Perak has a total of 642 full time and part-time lecturers. However, the existing number of full time academic staff is inadequate due to the increasing number of students enrolled each semester and limited warrant issued by JPA.

  **CQI:**
  UiTM Cawangan Perak has to ensure the number of full-time academic staff for all faculties are adequate.

  **Evidence:**
  i. Rekod Senarai Kakitangan Am/Statistik: 500-KPK/(PT.1/7/5), 500-KPK/TPH(PT.1/5/2)

- **UiTM Cawangan Perak must** clarify the roles of the academic staff in teaching, research and scholarly activities, consultancy, community services and administrative functions to show a balance of functions and responsibilities in line with academic conventions.

  On average, each academic staff is given a minimum of 18 hours of teaching workload per week. Each lecturer is required to fulfil the minimum 39 hours of ATP (Amanah Tugas Pensyarah) per week based on the *Pekeliling Akademik Bil 20/2011* and *Pekeliling 8/2013*. ATP is used to clarify the roles of the academic staff in teaching (ATS), research (K1) and scholarly activities (K2), consultancy (K2), community services and administrative functions (K3).

  **Evidences:**
  i. *Pekeliling Akademik Bil 20/2011*
  ii. *Pekeliling Akademik Bil 8/2013*
  iii. PI CSPI
  iv. *Objektif Kualiti UiTM Cawangan Perak*
  v. HR2U

- **UiTM Cawangan Perak policy must** reflect an equitable distribution of responsibilities among the academic staff.

- **Recognition and reward through promotion, salary increment or other remuneration must** be based on equitable work distribution and

  UiTM Cawangan Perak has set up a Career Development and Performance Management Division under the Registrar's Office to establish a system of recognition and reward for academic staff through teaching, research and service contributions. The process of
meritorious academic roles using clear and transparent policies and procedures.


Recognition and award for long service are awarded to academic staff who have served the University for a term of 20 years, 25 years and 30 years. As an improvement to appreciate the outstanding lecturers in various aspects, UiTM Cawangan Perak has introduced new recognitions such as UiTM Academic Award and Special Rektor Special Award. All awards are given during Majlis Kemuncak Sambutan Bulan Inovasi. Based on the Performance Assessment score, those who scored more than 50% are eligible for a salary increment and those who scored 85% and above are eligible for the Excellence Award.

Evidences:

iii. Kenaikan Pangkat Kumpulan Pengurusan dan Profesional (Akademik): 500-KPK/TPH(PT.2/10/1)
iv. Kumpulan Pengurusan dan Profesional (Staf Akademik): 500-KPK(PT.2/10/1)
v. Kumpulan Pengurusan dan Profesional (Staf Pentadbiran): 500-KPK(PT.2/10/1/1
vi. Anugerah Akademik UiTM Cawangan Perak (AAU)
vii. Majlis Sambutan Inovasi

- UiTM Cawangan Perak must have clear policies, criteria and processes in academic appointment and promotion exercise -- for example, that of Professors and Associate Professors -- guided by considerations which are in line with national policy and international best practices.

UiTM Cawangan Perak has clear policies, criteria and processes in academic appointment and promotion exercise which follows the required guidelines and circulars by UiTM.

Evidences:

5.1.2 Enhanced Standards

The recruitment policy should seek a balance between senior and junior academic staff, between academic and non-academic staff, between academic staff with different approaches to the subject, and between local and international academic staff with multi-disciplinary backgrounds.

The ratio between academic and non-academic staff has yet to be improved. The current ratio of academic to non-academic staff in UiTM Cawangan Perak, Kampus Seri Iskandar is 1:0.8 whereas in UiTM Cawangan Perak, Kampus Tapah, the ratio is 1:0.6.

CQI: UiTM Cawangan Perak should increase the number of senior academic staff and non-academic staff.

Evidences:

i. Rekod Temuduga Kumpulan Pelaksana: 500-KPK(PT.1/5/4)
ii. Rekod Permohonan Tambahan Jawatan dan Pengisian Jawatan – Kumpulan P&P (Staf Akademik): 500-KPK(PTd-500-KPK(PT.2/5/1/1)
iii. Senarai Perjawatan/Pengambilan: 500-KPK/TPH(PT.1/5/1)
iv. Statistik Kakitangan: 500-KPK/TPH(PT.1/5/2)
- **UiTM Cawangan Perak should** have national and international linkages to provide for the involvement of renowned academics and professionals to enhance its scholarly activities.

  **Evidences:**
  i. *Kerjasama lain-lain universiti dari luar Negara:* 100-KPK(PJI. 17/7)
  ii. *Kerjasama Universiti Indonesia:* 100-KPK(PJI. 17/7/1)
  iii. *Laporan Aktiviti Pengantarabangsaan 2017*

<table>
<thead>
<tr>
<th>5.2 Service and Development</th>
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<table>
<thead>
<tr>
<th>5.2.1 Benchmarked Standards</th>
</tr>
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</table>

- **UiTM must** provide for an effective academic staff development programme.

  **Evidences:**
  i. *Fail Kursus Anjuran iLQAM 100-KPK (HEA/iLQAM. 36/1)*
  ii. *File Staff Training & Competencies 500-KPK (HEA/iLQAM. 5/1/9)*

| 5 |

- **The policy on the academic staff must address** matters related to service, development and appraisal.

  **Evidences:**
  i. *Fail Kursus Anjuran iLQAM 100-KPK (HEA/iLQAM. 36/1)*
  iii. *Kumpulan P&P: 500-KPK(PT.2/10/1), 500-KPK(PT.2/10/1/1)*
  vi. *Rekod Permohonan Biasiswa: 500-KPK(PT. 14/3)*
  vii. *Kenaikan Pangkat Kumpulan Pengurusan dan Profesional: 500-KPK/TPH(PT.2/10/1)*

Each academic staff is required to complete the *Laporan Nilaiian Prestasi Tahunan* (LNPT) each year, which details the academic staff’s yearly work performance, and to be submitted to the head of faculty. As guidance for academicians, UiTM Cawangan Perak has prepared KPI according to their track and designation as a guideline.
UITM Cawangan Perak **must** provide mentoring and formative guidance for new academic staff as part of its staff development programme.

UITM Cawangan Perak practise the Structured Mentoring Programme, a Mentor-Mentee system as a formative guidance to new academic staff (below 5 years of service) since 2014. In addition, all new academic staff is required to attend *Kursus Asas Pengajaran* and *Kursus Pemantapan Kerjaya Pensyarah Baru* UiTM conducted by ILD Shah Alam and UiTM Cawangan Perak respectively.

**Evidences:**

i. *Fail Kursus Asas Pengajaran*: 100-KPK(HEA/iLQAM.5/1/9)
ii. *Fail Kursus Pemantapan Pensyarah*: 100-KPK(HEA/iLQAM.36/1/13)
iii. Manual Structured Mentoring Program UiTM Cawangan Perak
iv. *Fail Structured Mentoring Program UiTM Cawangan Perak*: 500-KPK (HEA 7/1/10)
v. Website: [http://perak.uitm.edu.my/pementoran](http://perak.uitm.edu.my/pementoran)
vi. Staff Training and Competencies: 100-KPK/TPH(HEA/iLQAM.5/1/9)

The academic staff **must** be provided with the necessary training, tools and technology for self-learning, access to information and for communication.

Academic staff training is provided as stated in the circular on employment: *Pekeliling Perkhidmatan Bil 2/2005- Latihan Sektor Awam Sumber Manusia Pelan Pelaksanaan (Pekeliling Naib Canselor 1/2010)* which prescribes an annual total of 42 hours of staff training, 15 hours of general competency, 15 hours of special competency and 12 hours of ICT training. Percentage of lecturers who complied with the ratio of 15:15:12 Competencies is as follows:

**Table 5.1: UITM Cawangan Perak Staff Competency**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Seri Iskandar (%)</th>
<th>Tapah (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &gt; 15 hours</td>
<td>98</td>
<td>99.5</td>
</tr>
<tr>
<td>Special &gt; 15 hours</td>
<td>24</td>
<td>51</td>
</tr>
<tr>
<td>ICT &gt; 12 hours</td>
<td>61</td>
<td>24</td>
</tr>
</tbody>
</table>

**Evidence:**

i. *Staff Training and Competencies*: 100-KPK/TPH(HEA/iLQAM.5/1/9)
**5.2.2 Enhanced Standards**

- **UiTM Cawangan Perak** must provide for a suitable environment for the student appraisal of the academic staff.

  Students are required to evaluate their lecturers through online student portal. Student Feedback Online (SuFO) forms need to be completed by every student. The students will not be given access to their final examination results if they failed to complete SuFO.

- **UiTM Cawangan Perak** should provide opportunities -- including funding -- for academic staff participation in professional, academic and other relevant activities, national and international. It should appraise this participation and demonstrate that it utilises the results of this appraisal for improvement of student experience.

  The Research Management Unit (RMU) provides opportunities and facilitates applications for internal, external, national and international grants for UiTM Cawangan Perak academic staff who participate in research, consultations, innovations and publications. RMU also conducts seminars and workshops to encourage, motivate and train the academic staff on research, consultation, innovation, securing research grants and projects, managing their finances and publishing research work in a manner that is responsible and ethical.

  UiTM Cawangan Perak through the Faculties and RMU has organised national & international seminars and conferences which provide participations to professionals, academic staff and students. Participation of academic staff in academic activities is accounted for their promotions and rewards on research & publications. The benefit will be filtered down to the students through more quality inputs for T&L.

  **Evidences:**
  i. List of grant recipients: 900-KPK(PJI.1/4/2)
  ii. List of registered consultations: 900-KPK(PJI.5/1)
  iii. List of registered publications: 900-KPK(PJI.1/4/2)
  iv. List of registered innovation projects: 100-KPK(PJI.13/5)
  v. List of seminars, conferences and workshops: 500-KPK(PT.7/1/8)
  vi. List of academic award recipients: 500-KPK(HEA.4/2/12)
  vii. List of program iLQAM: 100-KPK/TPH(HEA/iLQAM.5/1/9)

- **UiTM Cawangan Perak** should have appropriate provision to allow for advanced enhancement for its academic staff through research leave, sabbatical, and sponsored participation in, and organisation of, conferences.

  UiTM Cawangan Perak provides ample opportunities to academic staff for career advancement through research leave, sabbatical leave, and participation in conferences related to their fields. Currently UiTM Cawangan Perak has 74 staff pursuing their PhD respectively.
<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Cuti Belajar: 500-KPK(PT.3/4/6)</td>
</tr>
<tr>
<td>v. Melanjutkan Pengajian Secara Sambilan: 500-KPK/TPH(PT.7/1/9/1)</td>
</tr>
<tr>
<td>vi. Menghadiri/Membentang Kertas Kerja Dalam Negara: 500-KPK/TPH(PT.5/5/1)</td>
</tr>
<tr>
<td>vii. Menghadiri/Membentang Kertas Kerja Luar Negara: 500-KPK/TPH(PT.5/5/2)</td>
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<tr>
<td>viii. Statistik Kakitangan: 500-KPK/TPH(PT.1/5/2)</td>
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</tbody>
</table>
### AREA 6: EDUCATIONAL RESOURCES

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Physical Facilities</td>
<td></td>
<td></td>
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<tr>
<td>6.1.1 Benchmarked Standards</td>
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- The Faculty/Campus/Division **must** have sufficient and appropriate resources, including equipment and facilities for training, to ensure effective delivery of the curriculum.

**UITM Cawangan Perak, Kampus Seri Iskandar**

Currently UiTM Cawangan Perak has sufficient number of educational resources and facilities to run the teaching and learning process. UiTM Cawangan Perak is always taking positive measures to improve its educational resources to cater to the increasing number of students and programmes.

**CQI:**

However, there is not enough studio and workshop to cater to the increment of total number of students. Besides that, the location of existing workshop is not suitable and not following the health and safety requirements. The budget to construct a new workshop for both FSPU and FSSR has been proposed in Budget KY for 2017 and 2018. The application has been approved, but the money has not been released yet. Several facilities are also in progress and some of the projects are already completed to ensure effectiveness of delivery of the curriculum.

**Evidences:**

1. *Fail Ruang: 200-KPK(BPPF.3/3)*
2. *Cadangan Kerja-kerja Menaiktaraf Lantai Dewan Badminton Di Pusat Sukan Universiti Teknologi MARA Cawangan Perak, Kampus Seri Iskandar, Perak Darul Ridzuan: SH/PB/PRK/K12/5117*
3. *Cadangan Kerja-kerja Membina Surau Dan Ruang Serbaguna Di Pusat Sukan Universiti Teknologi MARA Cawangan Perak, Kampus Seri Iskandar, Perak Darul Ridzuan: SH/PB/PRK/K04/0918*
4. *Cadangan Merekabentuk, Membina, Menyiapkan, Membekal, Mengujilari, Mentauliah Dan Menyelenggara Sebuah Bengkel Gunasama Ruang Pengajaran Dan Pembelajaran Untuk Fakulti Senibina, Perancangan dan Ukor (FSPU) dan Fakulti Seni Lukis dan Seni Reka (FSSR) di Universiti Teknologi MARA Cawangan Perak, Kampus Seri Iskandar, Perak Darul Ridzuan: UiTM/PER/T/7/2/18*
UiTM Cawangan Perak, Kampus Tapah

UiTM Cawangan Perak, Kampus Tapah has sufficient number of educational resources and facilities such as computer laboratories and classes to run the teaching and learning process. The teaching and learning process of most of the programme requires a face-to-face communication between the lecturers and the students. Therefore, the physical facilities, such as the lecture halls, and tutorial rooms, provided at UiTM Cawangan Perak, Kampus Tapah are adequate to facilitate the teaching and learning process. In the year 2017, the ‘Laluan berbumbung pelajar’ from the first phase to second phase has been completed and this will facilitate the students commuting between the two phases. The Stor Gas Terpusat for the Faculty of Applied Science has also been completed in the same year.

However, with the increasing number of students’ enrolment would increase the needs of main hall for a common test that can be used after office hours and weekends, as well as to cater final examination and other activities. Currently, the existing hall (Green House) has been used for teaching and learning. UiTM Cawangan Perak, Kampus Tapah will always take positive measures to improve its educational resources to cater the increasing number of students and programmes.

There is a proposed Dewan Serbaguna costing RM20.25 million which could cater the needs of 1,500 audiences with 4,500-meter square. This would encourage the conduct of final examination as well as any programmes related to the university.

Evidences:

i. Kerja-kerja Menurap Dan Menyiapkan Parkir Pelajar ‘Non Resident’ di UiTM Cawangan Perak, Kampus Tapah: SH/PB/PRK/K14/5417
ii. Kerja-kerja Menaiiktaraf Bilik ‘Common Zone’ kepada ‘Smart Classroom’ di Fasa 1 (Zeta) UiTM Cawangan Perak, Kampus Tapah: SH/PB/PRK/K15/5817
iii. Cadangan Kerja-kerja Membaiki Kebocoran Bumbung Rata Auditorium Zeta Bangunan Zeta UiTM Cawangan Perak, Kampus Tapah: PT/PRK2/BPPF/14/2018
- Educational resources, including infrastructure and resources in support of academic staff development programmes, must be distributed according to the educational needs.

<table>
<thead>
<tr>
<th>UITM Cawangan Perak, Kampus Seri Iskandar</th>
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</thead>
<tbody>
<tr>
<td>UITM Cawangan Perak has sufficient number of educational resources and facilities such as computer laboratories and classes to run the teaching and learning process. UITM Cawangan Perak will always take positive measures to improve its educational resources to cater to the increasing number of students and programmes.</td>
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</table>

Currently UITM Cawangan Perak, Kampus Seri Iskandar have enough resources such as computer labs. Even when the number of labs has been reduced, lecturers and students are able to adapt to this new situation. Actually they have already bringing their own device since before the BYOD (Bring Your Own Device) lab have been created.

There are ten (10) of the reduced labs have been converted to BYOD labs where students and lecturers need to bring their own devices such as notebooks or smartphones. When students use their own notebook in the BYOD class, that means they can continue their work everywhere such as at the café and room in the college. Preventive maintenance in the labs have been done by support staff to ensure that computer labs are functioning properly. Repair jobs are done by the vendor after report forms are filled online. Vendors are given three days to do the repair job. If not, payment cut will be done based on certain calculation. Wifi in Kampus Seri Iskandar are now connected not only using UiTM network but also with Unifi Wifi. The bandwidth is 1.5 Gbps in the campus but for the library the dedicated bandwidth is 300 Mbps.

The ratio for computer labs to support staff is 18:7 which is not so sufficient. However, support staff have good cooperation in managing all the labs. Lecturers are given the RM2,000.00 grant to purchase a notebook to be used for academic purposes. However, it is suggested that the value to be increased because for lecturers, they need good notebook that has the price higher than RM2,000.00. Maybe RM3,000.00 is a more suitable value. Rental PC which is used in the labs are not sufficient enough to be used because the specifications are not so high. It is suggested that UiTM buy PC with higher specifications. Starting July 2018, Computer Labs have been reduced 14 labs from 32 to 18 including 1 in Kampus Bandaraya Ipoh. The need to reduce the amount of computer labs is because UiTM campuses was given the ratio for computer: students is 1:15. Bahagian Infrastruktur have qualified staff to support students in the computer labs or administration staff and lecturers. Training are provided to ICT staff from time to time.

**Evidences:**

1. Fail Permohonan Pemasangan Rangkaian Internet: 100-KPK(B-INF.11/3)
2. Fail Kemudahan (Fasiliti) Makmal Komputer dan Kemudahan (Peralatan) P&P & Tempahan/Penggunaan Premis: 100- KPK(B-INFO. 7/1)
3. Fail Pembelian Komputer: 400-PK(B-INF.10/1/2)
4. Fail Sewaan Peralatan dan Perkakasan ICT : 400-KPK(B-INF.3/9/3)
Currently UiTM Cawangan Perak, Kampus Seri Iskandar has sufficient number of educational infrastructure resources to support academic staff development programmes. The educational resources available are fairly distributed. Currently, 32 computer labs are available, including one Computer Lab in UiTM Kampus Bandaraya Ipoh. All computing resources are shared fairly among users. The number of students in each computer lab fits well with the size and capacity of the physical structure of the computer labs. The specific-subject software is also available.

Currently the ratio of 11:32 in terms of the number of support staff to the number of computer laboratories available is not sufficient. However, good cooperation among technical staff has helped so much in providing good services to our customers. Preventive maintenance of all computers is managed by the technical staff, whereas all maintenance and repair jobs are done by the vendor. This effectively frees the technical staff from spending too much time fixing maintenance problems, hence focusing more on other aspects of their jobs. Positive measures always taken to improve the educational resources to cater to the increasing number of staff development programmes such as:

- Lecture rooms are equipped with visual technologies such as LCD Projectors. It is still in the process of changing from using LCD technologies to LED technologies which are more advanced in power consumption and longer life cycle.
- The internet bandwidth for now is 160Mbps (Kampus Seri Iskandar) and will be 1Gbps in June 2018 to allow teaching and learning web-based resources (e-learning). In Kampus Bandaraya Ipoh, the internet speed is 100Mbps using TM Unifi.
- Majority of the lecturers are provided with Internet port in their room, class and computer lab. Majority of the lecturers also have their own notebook bought using UiTM Notebook Grant Scheme with the value of RM1,500 and upgraded to RM2,000 in January 2017.
- The software available is Office applications, subject specific software, multimedia authoring and video/audio productions, Web tools and Academic/Student Information System.

Evidences:

i. **Fail Permohonan Pemasangan Rangkaian Internet: 100-KPK(IFTC.11/3)**
ii. **Fail Kemudahan (Fasiliti) Makmal Komputer dan Kemudahan (Peralatan) P&P Tempahan/Penggunaan Premis: 100-KPK(IFTC. 7/1)**
iii. **Fail Pembelian Komputer: 400-KPK(IFTC.10/1/2)**
iv. **Fail Sewaan Peralatan dan Perkakasan ICT : 400-KPK(BTM.3/9/3)**
v. **Fail Penyelenggaraan Alat-alat Komputer: 300-KPK(IFTC.2/5/3)**
vi. **Pekellwing ICT Bil 01/2017: Pembelian perkakasan ICT secara geran UiTM**
UI TM Cawangan Perak, Kampus Tapah

There are currently 26 computer labs in UI TM Cawangan Perak, Kampus Tapah with ratio 1:4 in terms of the number of support staff to the number of computer labs. All computing resources are shared fairly among users. The number of students in each computer lab fits well with the size and capacity of the physical structure of the computer labs. The specific-subject softwares are also available. Preventive maintenance of leasing computer and repair jobs are done by the vendor with monitoring done by PTJ.

Evidences:
1. Fail Sewaan Peralatan dan Perkakasan ICT: 400-KPK/TPH (BTM. 3/9/3)
2. Fail Penempatan Aset Alih: 300-KPK/TPH (BTM. 2/3/2)
3. Perjanjian dan Syarat-syarat Kontrak Penyewaan Komputer UiTM
UiTM/B2/PER/T/P/0916/002

There are a total of eleven (11) support staff for Bahagian Infrastruktur which includes nine (9) Assistant Analysts (FA29) dan two (2) technicians (FA19). The lecture rooms are equipped with display screen technologies such as LED TVs and Projectors and same goes to all lecture hall has equipped with the Projector and Audio Visual Equipment. Majority of the lecturers are provided with Internet port in their room, class and computer lab and also have their own notebook bought using UiTM Notebook Grant Scheme with the value of RM1,500 and upgraded to RM2,000. There are currently no System Analyst (F41) to lead the Bahagian Infrastruktur in making decision. The internet bandwidth has been improved from 110Mbps to 300 Mbps (July 2018) and will be upgraded to 2Gbps by end of April 2019.

Evidences:
i. Fail Sewaan Peralatan dan Perkakasan ICT: 400-KPK/TPH (BTM. 3/9/3)
ii. Fail Penempatan Aset Alih: 300-KPK/TPH (BTM. 2/3/2)

Currently UI TM Cawangan Perak, Kampus Tapah has enough educational infrastructure resources to support academic staff development programmes. The educational resources available are fairly distributed. There are currently 26 computer laboratories in UI TM Cawangan Perak, Kampus Tapah. All computing resources are shared fairly among users. The number of students in each computer lab fits well with the size and capacity of the physical structure of the computer labs. The specific-subject software is also available.
Currently the ratio of 1:4 in terms of the number of support staff to the number of laboratories and workshops available is sufficient since preventive maintenance of all computers is managed by the technicians whereas all maintenance and repair jobs are done by the vendor. This effectively frees the Assistant Analyst and Technicians from spending too much time fixing maintenance problems hence focusing more on other aspects of their jobs. Total number of support Staff for ICT Department is 11 staff which includes 9 of Assistant Analyst (FA29) and 2 Technicians (FA19). Currently there is no System Analyst (F41) to lead the ICT Department and to make decisions.

UiTM Cawangan Perak, Kampus Tapah is always taking positive measures to improve the educational resources to cater to the increasing number of staff development programmes such as:

- Lecture rooms are equipped with display screen technologies such as LED TV and Projectors.
- Majority of the lecturers are provided with Internet port in their room, class and computer lab and also have their own notebook bought using UiTM Notebook Grant Scheme with the value of RM1,500 and upgraded to RM2,000 in December 2016.
- The internet bandwidth has been improved from 70Mbps to 110Mbps to allow teaching and learning from web-based resources (e-learning).
- The software available is Office applications, subject specific software, multimedia authoring and video/audio productions, Web tools and Academic/Student Information System.
- The students also have been provided spaces or rooms for any discussion outside the class hour around the academic building. There are Bilik Simulasi, Bilik Perbincangan, and Bilik Kecemerlangan to be used by the students at their discretion.

UiTM Cawangan Perak, Kampus Tapah is proud of its library which continually improving and upgrading their books, journals, articles, magazines and even online databases to be used by the lecturers and the students. The library also offers 24-hour room to be used by the students at any time, and Research Garden for the lecturers. UiTM Cawangan Perak, Kampus Tapah will always take positive measures to improve its educational resources to cater the increasing number of students and programmes.

**Evidences:**

i. *Fail Sewaan Peralatan dan Perkakasan ICT: 400-KPK/TPH (BTM. 3/9/3)*
ii. *Fail Penempatan Aset Alih: 300-KPK/TPH (BTM. 2/3/2)*
iii. *Fail Projek: 200-KPK/TPH (BPPF.7/2/2)*

- The physical facilities **must** comply with the relevant laws, and with health and safety regulations.

UiTM Cawangan Perak prepares all physical facilities according to the requirements of the relevant laws and regulations. Bahagian Pengurusan dan Pembangunan Fasiliti (BPPF) acts as the unit responsible to provide all these facilities; and OSHCo UiTM Cawangan Perak conducts...
internal audits to ensure that these facilities adhere to all legal requirements. The relevant laws and regulations are:

- University and University College Act 1971 (amended 2009)
- Occupational Safety and Health Act (OSHA) 1994
- Energy Commission Act 2001
- Uniform Building By-Laws 1984
- Strata Management Act 2013
- Standard Design of University Facilities

**Evidence:**

1. Internal Audit Record: 600-KPK(U.K. 12/7)

- The library and resource centre **must** have adequate and current references, qualified staff and other facilities -- including appropriate information and communication technology-mediated reference materials -- to support academic programmes and research activities.

<table>
<thead>
<tr>
<th>Internal Audit Record: 600-KPK(U.K. 12/7)</th>
</tr>
</thead>
</table>

**Perpustakaan Tun Abdul Razak (PTAR) UiTM Cawangan Perak, Kampus Seri Iskandar**

**Library Report**

The library UiTM Perak Campus provides adequate facilities for the students and lecturers with easy access through 34 online databases subscribed for the whole UiTM branches. These online databases could cater all programs offered by the university. Details of the library collections according to the faculties are shown in Table 6.1 and 6.2 for PTAR Seri Iskandar.

**Library Collections**

The library various collections have its own distinguished criteria. Some of the collections are permissible to be borrowed and some can only be referred to in the library premises. Students can get access to the library collections, through Library WebOPAC using the new library web-based system known as (WILS) that is link to the Library Portal.

Below are the types of collections available in the library:

1. **Open Shelf Collection (OS)**

The books of this collection consist of various subjects and areas. It can be borrowed according to the user’s qualification and located at Level 1 & 2.
ii. Syllabus Collection (SLR)

The syllabus collection can only be accessed in the library. However, there are copies that are located at the open shelf collection (OSS) section and can be borrowed.

iii. Law Collection

This collection specifically contains of law related materials, including (A) Acts (including amendment) and statutes, books and report.

iv. Special Collection (Information Services Unit)

The Special Collection is located at level 1 and generally can be borrowed only for 2 hours through the Information Services Counter. Basically, the collection is divided into several other collections as follows:

- Red Spot Collection (KBR / KAT)
- Thesis & Research Report (students, staff)
- Map / Topographic Map Collection
- Annual Report Collection
- Bulletin / Pamphlet
- Retrospective Newspaper Collection
- University Prospectus

v. Multimedia Collection

The Multimedia Collection can be borrowed at the Information Services Counter. A large selection of materials is offered in a variety of formats, such as CD-ROM, DVD, cassette, kit, and diskette. Most of the CD collection are accompanied with books that can be borrowed by the library users.

vi. Reference Collection

This collection can be found at Level 2. It consists of encyclopedias, dictionaries, thesaurus, bibliographies, statistics, handbooks, yearbooks and others. Materials of this collection can only be referred within the library.

vii. Serials Collection (Current & Bound)

This collection is located at Level 2 located in the Serial Room and consists of current and latest scholarly journals and magazines that can only be referred to in the library. However, the bound
collection is basically derived from Serial Collection (Current). Completed volumes of periodicals will be bound and shelf at the Serial Collection (Bound) at Level 2 as well.

**UiTM Cawangan Perak, Kampus Seri Iskandar Library Statistics**

**Table 6.1: Staff and qualification for UiTM Cawangan Perak, Kampus Seri Iskandar**

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Academic Qualification</th>
<th>Number Of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Chief Librarian</td>
<td>MSc. Lib Science &amp; BSc. Library &amp; Info. Sc</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Senior Librarian</td>
<td>MSc. Info. Mgt. &amp; BSc. Library &amp; Info. Sc</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>Assistant Librarian</td>
<td>SRP / SPM / STPM / Diploma / Degree</td>
<td>16</td>
</tr>
<tr>
<td>5.</td>
<td>Binder</td>
<td>SPM</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>Clerk</td>
<td>SPM / Diploma</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td>Operational Assistant</td>
<td>SRP</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Number of Staff</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

Currently, there are 33 library staffs located in two main campuses (PTAR Kampus Tapah) including one librarian from Seri Iskandar on temporary basis.

**Table 6.2: UiTM Cawangan Perak Library Collection**

<table>
<thead>
<tr>
<th>UiTM Cawangan Perak</th>
<th>Books</th>
<th>Online Database</th>
<th>Ebook</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Titles</td>
<td>Copies</td>
<td>Title</td>
<td>Database</td>
</tr>
<tr>
<td>Seri Iskandar</td>
<td>47,424</td>
<td>79,823</td>
<td>37</td>
<td>27</td>
</tr>
<tr>
<td>Tapah</td>
<td>8,830</td>
<td>13,920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>56,254</td>
<td>93,743</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 6.3: Reference materials supporting the library patron.

<table>
<thead>
<tr>
<th>Field Of Specialisation Faculty/Academy/ Centre</th>
<th>Resources Supporting The Programmes</th>
<th>Number of Journals</th>
<th>Other Reference Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Titles</td>
<td>Number of Collection</td>
<td>Number of Titles</td>
</tr>
<tr>
<td>Fakulti Senibina, Perancangan dan Ukur Peta Topo/ Kadaster</td>
<td>15,621</td>
<td>32,181</td>
<td>24</td>
</tr>
<tr>
<td>Fakulti Seni Lukis dan Seni Reka</td>
<td>6,799</td>
<td>15,219</td>
<td>14</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan (PJJ / PLK)</td>
<td>8,213</td>
<td>15,357</td>
<td>3</td>
</tr>
<tr>
<td>Akademi Pengajian Bahasa (APB)</td>
<td>3,364</td>
<td>8,731</td>
<td>4</td>
</tr>
<tr>
<td>Akademi Pengajian Islam Kontemporari</td>
<td>4,356</td>
<td>9,329</td>
<td>1</td>
</tr>
<tr>
<td>Undang-Undang</td>
<td>2,259</td>
<td>3,359</td>
<td>-</td>
</tr>
<tr>
<td>Koleksi Umum</td>
<td>3,289</td>
<td>8,702</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 6.4: Library facilities - PTAR UiTM Seri Iskandar

<table>
<thead>
<tr>
<th>No.</th>
<th>Facilities</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Seating Capacity</td>
<td>672 seats</td>
</tr>
<tr>
<td>2.</td>
<td>Study Carrel</td>
<td>25 seats</td>
</tr>
<tr>
<td>3.</td>
<td>Open Study Table</td>
<td>120 tables</td>
</tr>
</tbody>
</table>
6.5 Library Facilities

To enhance the library online service, the library offers Unifi with 300Mbps coverage for the library users to access online database through the library website. The, students can perform book renewal and reservation online through the UiTM Perak library website (URL: http://library.perak.uitm.edu.my/v1/) or Library Portal (http://opac.library.uitm.edu.my/opac/myaccount/myAccount.html).

Starting 2018, students can borrow books using the self-check machines (DIY) on the Ground Floor using the university student card without using the library main counter service. If the library closed, students can always return books using the Book-Drop Machine located outside of the library building 24/7 with a receipt, listing all returned items and late charges if any.

6.6 Interlibrary Loan Service (ILL) / Document Delivery Service

We offer Interlibrary Loan and Document Delivery Service to facilitate the students and academic staff. If the items are not available in the library collection, the library will endeavor to obtain this item from another library. Request can be made through the Customer Service Counter (for books) and the Serials Unit (for journal article) and no fee is imposed by the library. You will be notified by the library staff by phone or email to collect the book by two weeks. However, the normal
guarantee by the borrowing library for replacing items lost or not returned to the library is required. The students could also borrow books from Tapah Campus Library vice versa through the main library counter.

Evidences:
- UiTM Cawangan Perak Library Portal (URL: https://perak.uitm.edu.my/library/v1)
- Laporan Tahunan Perpustakaan : 100-KPK(PRP.UPT.10/2/1)
- Laporan Statistik Bahagian Perpustakaan : 100-KPK(PRP.UPT.10/2/2)
- Laporan Statistik Unit Perolehan : 100-KPK(PR.P.UP.1010/2/5)

UiTM Cawangan Perak, Kampus Tapah

The library UiTM Cawangan Perak, Kampus Tapah provides adequate facilities for the students and lecturers with easy access through 34 online databases subscribed for the whole UiTM Branches. These online databases could cater all programs offered by the university. Details of the library collections according to the faculties are shown in Table 6.1 and 6.2.

6.0 Library Collections

The library various collections have its own distinguished criteria. Some of the collections are permissible to be borrowed and some can only be referred to in the library premises. Students can get access to the library collections, through Library Web OPAC that is link to the Library Portal. Below are the types of collections available in the library:

Open Shelf Collection (OS)

The books of this collection consist of various subjects and areas. It can be borrowed according to the user’s loan eligibility and located at Level 1 and 2.

Syllabus Collection (SLR)

The syllabus collection can only be accessed in the library. However, there are copies that are located at the open shelf collection (OSs) section and can be borrowed according to the user’s loan eligibility.
Special Collection (Information Services Unit)

The Special Collection is located at Level 2 and generally can be borrowed only for 2 hours through the Information Services Counter. Basically, the collection is divided into several other collections as follows:
- Red Spot Collection (KBR / KAT)
- Thesis & Research Collection (Students & Staff)
- Annual Report Collection
- Retrospective Newspaper Collection

Multimedia Collection

The Multimedia Collection can be borrowed at the Information Services Counter. A large selection of materials is offered in a variety of formats, such as CD-ROM and DVD.

Reference Collection

This collection can be found at Level 1. It consists of encyclopedias, dictionaries, thesaurus, bibliographies, statistics, indexes, almanacs and others. Materials of this collection can only be referred to in the library.

Serials Collection (Current and Bound)

This collection is located at Level 2 located in the Serial Room and consists of current and latest magazines that can only be referred to in the library. However, the bound collection is basically derived from Serial Collection (Current). When all volumes of particular periodicals were completed, they will be bound and shelf at Serial Collection (Bound) at Level 2 as well.

Table 6.5: UiTM Cawangan Perak, Kampus Tapah Library Collection (Year 2018)

<table>
<thead>
<tr>
<th>UiTM Cawangan Perak</th>
<th>Books</th>
<th>Online Database</th>
<th>Ebook</th>
<th>Magazines / Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Titles</td>
<td>Copies</td>
<td>Title</td>
<td>Database</td>
</tr>
<tr>
<td>Tapah</td>
<td>8,866</td>
<td>13,320</td>
<td>33</td>
<td>24</td>
</tr>
</tbody>
</table>
### Table 6.6: Staff and qualification UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>No</th>
<th>Position</th>
<th>Academic Qualification</th>
<th>Number Of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Librarian</td>
<td>BSc. Library &amp; Info. Sc</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Librarian (Temporary)</td>
<td>MSc Library &amp; Info Sc and MSc Knowledge Management</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Senior Librarian Assistant</td>
<td>SPM/STPM</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Librarian Assistant</td>
<td>SPM / STPM</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Binder</td>
<td>SPM / STPM</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Number of Staff</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

Currently, there are 8 library staff located in PTAR Kampus Tapah.

### Table 6.7: Reference Materials Supporting the Programs UiTM Cawangan Perak, Kampus Tapah

<table>
<thead>
<tr>
<th>Field of Specialisation Faculty / Academy / Centre</th>
<th>Resources Supporting The Programmes</th>
<th>Number Of Journals</th>
<th>Other Reference Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Titles</td>
<td>Number of Collection</td>
<td>Number of Titles</td>
</tr>
<tr>
<td>Fakulti Perakaunan</td>
<td>2,136</td>
<td>9,935</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Sains Gunaan</td>
<td>543</td>
<td>1,475</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Sains Komputer dan Matematik</td>
<td>4,494</td>
<td>13,811</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan</td>
<td>105</td>
<td>299</td>
<td>-</td>
</tr>
<tr>
<td>Akademi Pengajian Bahasa (APB)</td>
<td>207</td>
<td>471</td>
<td>-</td>
</tr>
<tr>
<td>Akademi Pengajian Islam Kontemporari</td>
<td>534</td>
<td>1,166</td>
<td>-</td>
</tr>
</tbody>
</table>

CD, ROM, DVD, E-Books, E-Journals, Online Database, UiTM Institutional Repository (IR)
6.1 Library Facilities

To enhance the library online service, library offers WIFI coverage for users. Moreover, for book renewal and reservation, the students can perform it online through the library website (http://library.perak.uitm.edu.my/v1/) or library portal (http://opac.library.uitm.edu.my/opac/myaccount/myAccount.html).

**Table 6.4: Library facilities - PTAR UiTM Tapah**

<table>
<thead>
<tr>
<th>No.</th>
<th>Facilities</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reading area</td>
<td>228 seats</td>
</tr>
<tr>
<td>2.</td>
<td>Leisure reading area</td>
<td>134 seats</td>
</tr>
<tr>
<td>3.</td>
<td>IT centre</td>
<td>40 seats</td>
</tr>
<tr>
<td>4.</td>
<td>24 hours room</td>
<td>50 seats</td>
</tr>
<tr>
<td>5.</td>
<td>Scanner</td>
<td>1 unit</td>
</tr>
<tr>
<td>6.</td>
<td>Photocopy machine</td>
<td>1 (B&amp;W / Color)</td>
</tr>
<tr>
<td>7.</td>
<td>CCTV</td>
<td>16 cameras</td>
</tr>
<tr>
<td>8.</td>
<td>PC OPAC</td>
<td>16 terminal</td>
</tr>
<tr>
<td>9.</td>
<td>Discussion room</td>
<td>3 Rooms (30 seats)</td>
</tr>
<tr>
<td>10.</td>
<td>Student locker</td>
<td>447 units</td>
</tr>
<tr>
<td>11.</td>
<td>Prayer room</td>
<td>2 units</td>
</tr>
<tr>
<td>12.</td>
<td>AV rooms</td>
<td>84 seats</td>
</tr>
<tr>
<td>13.</td>
<td>Meeting rooms</td>
<td>15 seats</td>
</tr>
</tbody>
</table>
6.1 Interlibrary Loan Service (ILL) / Document Delivery Service (DDS)

Library offer Interlibrary Loan Service and Document Delivery Service to facilitate the students and academic staff. If the items are not available in the library collection, the library will make an effort to obtain this item from another library. Request can be made through the Customer Service Counter (for books) and the Serials Unit (for journal article) and no fee is imposed by the library. You will be notified by the library staff by phone or email to collect the book by two weeks. However, the normal guarantee by the borrowing library for replacing items lost or not returned to the library is required.

Evidences:

i. UiTM Cawangan Perak Library Portal (URL: http://library.perak.uitm.edu.my/v1/)
ii. Laporan Tahunan Perpustakaan: 100-KPK/TPH(UPU.T.10/2/1)
iii. Laporan Statistik Bahagian Perpustakaan: 100-KPK/TPH(UPU.T.10/2/2)
iv. Laporan Statistik Unit Perolehan: 100-KPK/TPH(UPU.T.10/2/5)
v. Maklumat Staf / Pengemaskinian: 500-KPK/TPH(UPU.T.1/7)

• The Faculty/Campus/Division must provide adequate and suitable facilities to promote research activities.

Research activities are fully supported and facilitated by UiTM Cawangan Perak. The supporting body for research is Research Management Unit (RMU). In branch campuses RMU is responsible to achieve RMI objectives such as Research Interest Group (RIG) - Centre for Knowledge & Understanding of Tropical Architecture & Interior (KUTAI), Special Interest Group (SIG) and sources of grants such as FRGS (MOHE), E-Sciences (MOSTI), JPBD (MoU between UiTM, department and JPBD). The bandwidth for internet have been increased from 160 Mbps to 330 Mbps since September 2018 which is adequate for students and lecturers research activities.

Evidences:

i. List of RMU activities 2016 - 500-KPK(PJI.5/4)
ii. Website KUTAI: http://perak.uitm.edu.my/kutai/
### The Faculty/Campus/Division must have a policy regarding access to information and external linkages for effective teaching and learning.

- There is a policy regarding access to information and external linkages for effective teaching and learning. The policy is aligned with UiTM’s vision, mission, *Pengurusan Pengukuhan, Kecemerlangan Universiti, 21 Strategi Abad 21, Dasar ICT Negara, RRJP3, RKMKc-11, k-Ekonomi, Plan Strategi Maklumat MAMPU, Jabatan Perdana Menteri* and global aspiration.

In the Quality Objectives of UiTM Cawangan Perak, the effectiveness of ICT facilities and equipment are measured through customer satisfaction feedback to meet the standards and policy of UiTM.

### 6.1.2 Enhanced Standards

- **The physical learning environment should be periodically reviewed to assess its quality and appropriateness for current education and training, and regularly improved through renovations, building new facilities and the acquisition of the latest and appropriate equipment to keep up with the development in educational practices and changes.**

UiTM Cawangan Perak has set up *Jawatankuasa Audit Ruang* to periodically review its education and training facilities. Any additional space requirement will be directed to BPPF. BPPF is responsible in building new facilities, renovating existing buildings to keep up with the development in educational practice and changes. In previous reviews, it has been highlighted that there were insufficient lecturers’ rooms, and follow-up actions were taken to convert the former extra-curriculum/co-curriculum office into lecturers’ rooms. The committee has now developed an e-ruang database system to store information on existing infrastructure and to do such periodic reviews.

**Evidences:**

- **Fail Jawatankuasa Ruang: 100-KPK(BPPF.9/11/1)**
- **Fail Ruang, Fail Kerusi Meja & Peralatan: 200-KPK (BPPF.3/3)**
- **Fail Agihan Ruang (Pelan Bangunan): 100-KPK/TPH (BPPF.13/3/1)**

- **Students and faculty should be provided with adequate and continual support to learn how to utilise new equipment and to access information in the various and ever changing mediums and formats.**

UiTM Cawangan Perak students and faculties are provided with opportunities to learn various and most current methods to access information through training and user education activities provided by the library. The Library Education Programme are also conducted for the following categories:

- Library orientation programmes for new students
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
|   | Information skills programmes for staff and students.  
   | Reference consultation (in person, via email, phone or fax)  

**Evidences:**  
  i. UiTM Cawangan Perak Library Annual Report: 100-KPK(PRP.UPT.10/2/1)  
  ii. *Laporan Statistik Bahagian Perpustakaan:* 100-KPK(PPR.UPT.10/2/2)  
  iii. Library Outreach Program: 100-KPK/TPH(PRPU.PRM.3/1)  
  iv. *Kelas Kemahiran Maklumat:* 600-KPK/TPH(PRPU.PRM.6/5/3/2)  
  v. *Taklimat Orientasi dan Lawatan Berpandu:* 600-KPK/TPH(PRPU.6/4/17/13)  
  vi. Statistic Number of Reference Queries: 100-KPK/TPH(PRPU.UPT.10/2/2)  

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
|   | The facilities **should** be user friendly to those with special needs.  
   | UiTM Cawangan Perak is in the process of upgrading its facilities to cater for students with special needs. These include disabled-friendly pedestrian walkways and student activity centre.  
   | **CQI:**  
   | More facilities for disabled students should be provided for example toilets, ramps and railings.  
   | **Evidence:**  
   | i. *Fail Senarai Kemudahan Pelajar:* 200-KPK(BPPF.3/3)  

6.2 Research and Development *(These standards are largely directed to universities and university colleges)*

6.2.1 Benchmarked Standards

<p>| | |</p>
<table>
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</table>
|   | The Faculty/Campus/Division **must** have a policy and planning that identifies the priorities, facilities and development in research and commercialisation.  
   | State Research Committee (JPN) is responsible for managing and monitoring the research and encouraging commercialization based on guidelines outlined by Research Management Centre (RMC) starting from research grant applications up to commercialize research results. This committee also strategies, plans, promotes, prioritises, facilitates and supports research development, publication, consultation, innovation development and commercialization.  
   | There are policies and planning regarding research and commercialisation. UiTM Cawangan Perak has set up the Research Management Unit (RMU), linked to the Research Management Institute (RMI) and set up under UiTM Shah Alam. RMU is responsible to manage, monitor and implement science and technology research, social science and management research,
consultancy, financing for consultancy, innovation, publication and INFOREC (Information for Research and Consultancy) at state campus level. The establishment will strategise, plan, promote, prioritize, facilitate and support research development, publication and innovation development and commercialisation. The appointment of Coordinator of Innovation, and Publication for Publication Repository Information System Management (PRISMa) and Coordinator of Malaysia Research Assessment (MyRA) under RMU is to facilitate and monitor publication activities in UiTM Cawangan Perak.

UiTM Cawangan Perak has also taken an initiative to appoint Research Champion in each faculty to coordinate research and publication achievements.

Evidences:

i. Jawatankuasa Penyelidikan Negeri: 700-KPK(PJI.1/3/4)
ii. Pelantikan: 500-KPK(PJI. 2/4)

The Faculty/Campus/Division must facilitate and provide incentives for the academic staff and the departments to conduct research.

UiTM Cawangan Perak supports and encourages academic staff to conduct research by facilitating applications for funds from internal, national and international grant. Research grants obtained are Fundamental Research Grant Scheme (FRGS), Research Acculturation Grant Scheme (RAGS), Research Acculturation Collaborative Effort (RACE), Science Fund (MOSTI), University Community Transformation Centre (UCTC), National Real Estate Research Coordinator (NAPREC), Accounting Research Institute (ARI) and Academic & Research Assimilation (ARAS). UiTM Cawangan Perak also initiated Geran Khas Insentif Penyeliaan Perak (GKIPP) for academic staff to encourage research culture among supervisors and their postgraduate students.

UiTM Cawangan Perak also provides incentives to researchers and innovators by providing awards through conferences, seminars, workshops and innovation competitions. RMU has also provided incentives to researchers and innovators by organising various programmes such as Entrepreneurship programmes (MASMED projects in collaboration with the Academic Development Trust Fund (TAPA) under the Academic Affairs Division).

Evidences:

i. List of grant recipients: 900-KPK(PJI.1/4/2)
ii. List of registered consultations: 900-KPK(PJI.5/1)
iii. List of registered publications: 900-KPK(PJI.1/4/2)
iv. List of registered innovation projects: 100-KPK(PJI.13/5)
v. List of seminars, conferences and workshops: 500-KPK(PT.7/1/8)
<p>| | |</p>
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<tbody>
<tr>
<td><strong>vi.</strong> List of academic award recipients: 500-KPK(HEA.4/2/12)</td>
<td></td>
</tr>
<tr>
<td><strong>vii.</strong> List of RMU activities 2015 – 500-KPK(PJI.5/4)</td>
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<tr>
<td></td>
<td>The following are the methods used by UiTM Cawangan Perak to encourage interactions between research and learning.</td>
</tr>
<tr>
<td></td>
<td>- The interaction between research and education must be reflected in the curriculum, inform current teaching, and encourage and prepare students for engagement in research, scholarship and development.</td>
</tr>
<tr>
<td></td>
<td>The following are the methods used by UiTM Cawangan Perak to encourage interactions between research and learning.</td>
</tr>
<tr>
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<td>- Subjects such as Research Methodology are being taught in most faculties.</td>
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<td>- Students are required to take project-based courses that require preparation of dissertation papers.</td>
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<tr>
<td></td>
<td>- Appointment of post-graduate students as Research Assistants</td>
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<tr>
<td></td>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td></td>
<td>i. Course file: All relevant programmes</td>
</tr>
<tr>
<td></td>
<td>ii. Appointment of Research Assistant: 900-KPK(PJI.1/4/2)</td>
</tr>
<tr>
<td><strong>6.2.2 Enhanced Standards</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td></td>
<td>i. List of registered consultations: 900-KPK(PJI.5/1)</td>
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<tr>
<td></td>
<td>ii. Copyright application: 900-KPK(PJI.1/4/2)</td>
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<tr>
<td><strong>RMU UiTM Cawangan Perak continuously reviews and sets annual targets for research and strives to materialize these goals through Strategic planning, Skor i-UiTm, MyRA score and Objektif Kualiti UiTM Cawangan Perak. Performance is reviewed during top management meetings such as Jawatankuasa Penyelidikan Negeri (JPN), MKSP, Mesyuarat Analisis Pencapaian Skor i-UiTm for continuous improvement and garner inputs from senior management. One of the initiatives is ensuring all lecturers to update their MyRA score to enable the university to keep track of their research achievements.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The Faculty/Campus/Division should periodically review research resources and facilities and take appropriate action to enhance its research capabilities and to keep up with latest technology.</strong></td>
<td></td>
</tr>
</tbody>
</table>

100
**Evidences:**

i. List of RMU activities 2018: 500-KPK(PJI.5/4)
ii. List of grant recipients 2018: 900-KPK(PJI.1/4/2)
iii. List of registered consultation works 2018: 900-KPK(PJI.5/1)
iv. List of registered publications 2018: 900-KPK(PJI.1/3/1)
v. List of registered innovation works 2018: 100-KPK(PJI.13/5)

- The Faculty/Campus/Division **should** provide incentives, including funding, to academic staff to engage in publication, including in reputable refereed journals.

UITM Cawangan Perak provides incentives in the form of:
- Promotions
- Confirmation to their posts as incentives for paper presentation
- Merit for scholarship to further studies, sabbatical leaves, and industrial training
- Academic Awards
- Financial incentives for indexed journal publications
- Financial incentives for innovation competitions

**Evidences:**

i. *Mesyuarat Panel Pembangunan Sumber Manusia: 500-KPK(PT. 4/2/12)*

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### 6.3 Educational Expertise

#### 6.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a policy on the use of educational expertise in planning educational programmes and in the development of new teaching and assessment methods.

UITM Cawangan Perak has a clear policy on the use of educational expertise in planning educational programmes and in the development of new teaching and assessment methods. This has been clearly monitored by the Academic Affairs Division while Blended Learning modules are monitored by UiTM’s i-Learn Centre. The development of new teaching and assessment methods is based on the guidelines contained in the appointment of UiTM academicians, and stated in the Curriculum Document. These guidelines become reference points for the Registrar’s office in managing the process of appointment of new lecturers. For the appointment of DM45 lecturers holding Master’s degrees as their highest qualification, the incumbent’s Master’s degree must be in the same field as his/her first degree. UITM Cawangan Perak will ensure that only qualified lecturers are selected to teach the courses in the programmes offered by the various faculties.

**Evidences:**


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<td>5</td>
<td></td>
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<tr>
<td>ii. Panduan Pengurusan Proses Pelantikan Staf Akademik</td>
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<tr>
<td>iii. Programme Curriculum Document</td>
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<tr>
<td>iv. i-Learn Portal of UiTM Cawangan Perak</td>
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</tbody>
</table>

### 6.3.2 Enhanced Standards

- The Faculty/Campus/Division **should** have access to educational experts whose expertise can be utilised for staff development and educational research in the various disciplines.

- Access to educational expertise in UiTM Cawangan Perak, both internal and external as well as its utilization for staff development and research is obtained through:
  - National and international appointment of reviewers, conferences, seminars and exhibitions.
  - Networking and collaborative research between UiTM Cawangan Perak and other HEPs, as well as the industry, government, and non-government bodies.
  - National and international conferences, seminars and exhibitions.
  - Professional and Executive Talks.
  - Courses conducted by UiTM Cawangan Perak.

**Evidences:**

1. *Mesyuarat Panel Pembangunan Sumber Manusia:* 500-KPK(PT.4/2/12)
2. Appointment of staff expertise referred: 100-KPK(PJI.13/5)

### 6.4 Educational Exchanges

#### 6.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a policy on exchange of students, academic staff and educational resources, and disseminate it to students and faculty.

- UiTM Cawangan Perak follows the policy set out by UiTM Shah Alam with regards to student exchange programmes, academic staff and educational resources. UiTM Cawangan Perak, under Academia-Industry Policy (Strategic Planning 2010, 6.4 under *Laporan Rancangan Malaysia ke-11*), includes collaboration with industries with respect to research and development, commercialisation, consultation, and teaching and learning monitored by JAN and JKJN.

**Evidences:**

1. *Laporan Rancangan Malaysia Kesebelas* (RMK-11)
2. Office of Industrial Linkages (PJI) file: 100-KPK(PJI.3/3/2)
3. Office of Industrial Linkages (PJI) General Agreement file: 100-KPK(PJI.1/4/1)
4. Office of Industrial Linkages (PJI) Entrepreneur Centre file: 100-KPK(PJI.8/1/1/4)
<table>
<thead>
<tr>
<th>6.4.2 Enhanced Standards</th>
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<th></th>
</tr>
</thead>
</table>
| The Faculty/Campus/Division **should** have a clear policy and future planning on educational collaboration with relevant international institutions. | **Evidences:**

i. Office of Industrial Linkages (PJI) file: 100-KPK(PJI.3/3/2)
ii. Office of Industrial Linkages (PJI) Entrepreneur Centre file: 100-KPK(PJI.8/1/1/4)
iii. Office of Industrial Linkages (PJI) General Agreement file: 100-KPK(PJI.1/4/1) | 5 |

| The Faculty/Campus/Division **should** provide appropriate facilities and adequate financial allocation for exchange of academic staff, students, and resources. | Currently UiTM Cawangan Perak does not have adequate financial allocation for exchange of academic staff, students, and resources. The appropriate facilities and financial support depends on the respective exchange programme. | 4 |

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<tr>
<th>6.5 Financial Allocation</th>
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<tbody>
<tr>
<td>6.5.1 Benchmarked Standards</td>
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</table>
| The Faculty/Campus/Division **must** have budgetary and procurement procedures to ensure that its resources are sufficient and that it is capable of utilising its finances efficiently and responsibly to achieve its objectives and maintain high standards of quality. | **Evidences:**

UiTM Cawangan Perak has budget and procurement procedures to ensure efficient allocation of financial resources. The operational budget allocated by UiTM Shah Alam is disbursed to all faculties/departments/units in UiTM Cawangan Perak, Kampus Seri Iskandar by January of each year to enable them to carry out their respective programmes and activities. The budget is allocated according to the prioritised activities which are in line with UiTM Cawangan Perak, Kampus Seri Iskandar policies which emphasise on academic programmes, innovation, research and consultancy, as well as the students’ extra-curricular activities. The budget allocation is divided into three categories, namely: | 5 |
● Existing Programmes – the budget allocated for the continuation of the previous year’s
functions.
● New programmes – the budget allocated for new programmes, recruitments, expansion of
programmes and the opening of a new branch campus in the states
● One-off – the budget allocated for non-recurring expenditures such as purchasing of
equipment, upgrading of infrastructure and facilities.

UiTM Cawangan Perak is governed by the Treasurer Instruction, Treasurer, Vice Chancellor's
Circular as well as the Bursar’s Circular, to monitor the sufficiency of its resources. There are three
(3) main modes of procurement in UiTM Cawangan Perak, Kampus Tapah:

● Direct Purchase, which allows supplies of goods and services up to the value of RM50,000.
● Quotation, which allows supplies and goods above the value of RM50,000 / the value of
RM20,000 for works, up to a maximum of RM500,000. This process involved advertisements,
analysis and decisions made by the respective board of UiTM Cawangan Perak.
● Tender value is above RM500,000. The process of tendering is similar as the Quotation mode
except, the decision is made by the Board at UiTM Shah Alam.

As a practice of good governance, UiTM Cawangan Perak has introduced a new structure in the
procurement process, i.e. Jawatankuasa Kewangan Perolehan, also known as JKP UiTM
Cawangan Perak. JKP is formed to review and approve every faculty/department's purchases
including applications from UiTM Cawangan Perak, Kampus Seri Iskandar. Every
faculty/department has to present and justify their purchasing activities. It is up to the members to
decide value added to the University.

Currently the usage of e-Procurement will expedite procurement procedure. More participation
and shared responsibilities are believe to be enhanced since the system is being in placed.
However adequate training should be provided for those who are new in the environment.

UiTM Cawangan Perak financial standing for the year is presented below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Allocation by UiTM Shah Alam</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Kampus Seri Iskandar</td>
</tr>
<tr>
<td>2011</td>
<td>RM 25,388,851.00</td>
</tr>
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<td>2012</td>
<td>RM 26,000,000.00</td>
</tr>
<tr>
<td>Year</td>
<td>Revenue (RM)</td>
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<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>2013</td>
<td>26,000,000.00</td>
</tr>
<tr>
<td>2014</td>
<td>25,500,000.00</td>
</tr>
<tr>
<td>2015</td>
<td>24,000,000.00</td>
</tr>
<tr>
<td>2016</td>
<td>16,260,000.00</td>
</tr>
<tr>
<td>2017</td>
<td>17,814,000.00</td>
</tr>
</tbody>
</table>

**Evidences:**

i. *Buku Arah Perbendaharaan* – Update until 1st March 2014
ii. Vice Chancellor's Circulars (100-KPK/TPH(BBI.6/2)
iii. Bursary's Circulars (100-KPK/TPH(BBI.6/6)
iv. Rector's Circulars (100-KPK/TPH(BBI.6/7)
   - *Prosedur Kualiti PK.PBUiTM.PPK(P) 1 – 11 (Fail 1)
   - *Prosedur Kualiti PK.PBUiTM.PPK(O) 1 - 17 (Fail 2)
vi. *Fail Jawatankuasa Kewangan dan Pembangunan* (100-KPK/TPH(BBI.9/4)
vii. *Fail Jawatankuasa Kewangan Perolehan* (100-KPK/TPH(BBI.9/3)
viii. *Fail Belanjawan*
ix. UiTM’s Financial Portal

- The Faculty/Campus/Division must have a clear line of responsibility and authority for budgeting and resource allocation that considers the specific needs of each department.

UiTM Cawangan Perak has a clear line of responsibility and authority for budgeting and resource allocation. Currently, the university is using cluster concept for its budgeting system. All financial matters related to UiTM Cawangan Perak are managed by Timbalan Bendahari Kanan. The process of budgeting and resource allocation must go through UiTM Cawangan Perak Executive Committee (JKE), lead by the Rector. This is to ensure that the financial allocation is sufficient for the current year. All financial processes are conducted using the Financial Accounting Integrated System (FAIS) and in accordance with the Standard Operation Procedure (SOP) prepared, managed and executed by the Bursary Office at UiTM Cawangan Perak.

All the information are disseminated through circulars to create shared responsibilities among the personnel. However, caution has to be reminded so that the budget won’t be overspend.
The allocation of budget between Cost Centres in UiTM Cawangan Perak, Kampus Seri Iskandar for 2018 is as follows:

<table>
<thead>
<tr>
<th>Cost Centres</th>
<th>Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Cost Centre</td>
<td>RM 17,814,000.00</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan</td>
<td>RM 10,000.00</td>
</tr>
<tr>
<td>Fakulti Seni Lukis &amp; Seni Reka</td>
<td>RM 250,000.00</td>
</tr>
<tr>
<td>Fakulti Seni Bina Perancangan &amp; Ukur</td>
<td>RM 400,000.00</td>
</tr>
</tbody>
</table>

Evidences:

i. Financial Accounting Integrated System (FAIS)
iii. Fail Belanjawan
iv. Pekeliling Naib Canselor Bl. 7 Tahun 2018

- The Faculty/Campus/Division must have a written and well-disseminated policy on tuition fees, refunds and other related payments.

UiTM Cawangan Perak, Kampus Seri Iskandar policy on tuition fees, refunds and other related payments are well-documented and disseminated. The tuition fee policy and other payments are clearly mentioned in the UiTM Student Portal, which is accessible to all registered students of UiTM.

- Students are encouraged to pay their tuition fees before the official registration. Those who fail to pay will be dismissed from UiTM.
- If students have financial problems, they were advised to go to the Students Affairs Department for assistance.
- Students who withdraw or who are dismissed, within 30 days of the official registration are eligible to claim an 80% refund of the tuition fees and related services.

According to Peraturan Akademik Edisi 2017, the students are encouraged to be more responsible to pay their fees. However, at times they could fail to settle the fees on time.
### 6.5.2 Enhanced Standards

- Those responsible for an academic programme **should** be given sufficient autonomy to appropriately allocate resources to achieve the programme objectives and to maintain high educational standards.

<table>
<thead>
<tr>
<th>Evidence:</th>
<th>4</th>
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<tbody>
<tr>
<td>i. Pekeliling Jawatankuasa Kewangan &amp; Pembangunan JKP Bil 178, 27 June 2012</td>
<td></td>
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<tr>
<td>ii. Academic Guidelines (Peraturan Akademik 2017)</td>
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</tbody>
</table>

The Head of Faculty is given the authority to plan faculty's own programme. Each faculty is given an allocation of budget every year since year 2014. Budget is being prepared in the beginning of June before it is being presented to the Rector for approval in September every year. Hence, they are given ample time to prepare the budget and financial allocation to achieve the objective prepared by each department or unit.
### AREA 7: PROGRAMME MONITORING AND REVIEW

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Mechanisms for Programme Monitoring and Review</td>
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<tr>
<td>7.1.1 Benchmarked Standards</td>
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</tbody>
</table>
| ● The Faculty/Campus/Division **must** have a policy on the reviewing, monitoring and evaluation of all programmes offered that utilises proper mechanisms and resources, including benchmark data, teaching-learning methods and technologies, administration and related educational services, as well as feedback from principal stakeholders. | UiTM Cawangan Perak conforms to all policies set up by UHEK and HEA in UiTM Shah Alam.  
**Evidences:**  
*i.* Curriculum Review flowchart: http://hea.uitm.edu.my  
*ii.* UHEK website: http://hea.uitm.edu.my  
*iii.* Industrial Training reports  
*iv.* External examiners' reports  
*v.* Fail semakan kurikulum  
*vi.* CDL-CQI reports: 100-KPK(HEA/UHEK.36/5/23/3), 100-KPK/TPH(FSG.6/1/11)  
*vii.* PRO-PENs reports: 700-KPK/TPH(HEA.1/4/9)  
*viii.* Course File  
*ix.* Teaching File  
*x.* Laporan Bengkel Panel Penilai Luar Semakan Silibus  
*xi.* Laporan Penilai Projek Akhir -Penilai Panel Luar  
*xii.* Minutes of JAN meetings: 100-KPK(HEA.9/2/1) | 5 |
| ● There **must** be a programme review committee for each department headed by a designated coordinator. | The programme review committee comprised of all Resource Person and headed by Coordinator for the respective Pengurus Utama (PU). For Pengurus Pelaksana (PP), the programme review committee comprises of all Resource Person from various campuses, headed by the PU. Feedback from various campuses through Lecturer in Charge (LiC) will be considered in the programme review. The curriculum that has been reviewed will be presented in the Jawatankuasa Kecil Kurikulum Negeri (JKKN) meeting and then to the Jawatankuasa Akademik Negeri (JAN) meeting. | 5 |
● In collaborative arrangements, the partners involved must share the responsibility of programme monitoring and review.

The responsibility of programme monitoring and review shared by all partners involved for programmes running in multiple campuses. Representatives from each campus discussed these matters. Practitioners from industry, MQA, professional body, and experts from other institutions are invited to discuss on programme monitoring and review especially for the professional programmes.

**Evidences:**

i. Appointment letter of Resource Person (RP) and Lecturer in Charge (LIC) 500-KPK (HEA.UHEK.23/1)

ii. List of Curriculum Review Committee

iii. Minutes of review meetings

iv. Draft Document of Review Syllabus

v. Academic Quality Audit Schedule 2017/2018

vi. External Examiner appointment letter

vii. Curriculum Review Committee

viii. Minutes of review meetings

ix. List of Resource Person (RP) and Lecturer in Charge (LIC)

x. List of Jawatankuasa Akademik Negeri (JAN) 700-KPK(HEA.1/3/4)

xi. Report of Curriculum Review Constructive Alignment

xii. External Examiner Report

xiii. External Reviewer appointment letter

xiv. Report from Industrial Visit
- The areas of concern and ways to improve programmes are identified through the Faculty/Campus/Division self-review processes must be brought up to the attention of the highest management level to ensure further appropriate measures can be taken.

CDL and CQI analysis is presented at department level each semester to raise up if there are any issues that need attention. Next, CDL and CQI analysis will be presented at the faculty level, attended by all the OBE Committee, Programme Coordinator and Head of Faculty so that appropriate measures can be taken. The analysis will be submitted to the Coordinator of Academic Development and Management and later it will be presented by Head of Faculty in the JAN meeting chaired by the Rector. Actions taken will be minuted and the tasks need to be completed by the respective department/faculty. The analysis is also presented in the faculty meeting. If there are matters which need further attention, especially when it concerns programmes that are running in multiple campuses, these matters will be brought up in the OBE Main Committee meeting in UiTM Shah Alam, chaired by UHEK Director. The summary of CDL-CQI of UiTM Cawangan Perak is submitted to UHEK UiTM Shah Alam every semester.

**Evidences:**
1. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)
2. Minutes of JAN meetings: 100-KPK(HEA.9/2/1)
3. Minit mesyuarat CDL-CQI
4. Course File
5. Teaching File

- Student performance and progression must be analysed to ascertain the achievement of the learning outcomes of each programme.

UiTM Final Examination Key Performance Indicator (KPI) and assessment used to evaluate the student’s performance for each programme. Furthermore, student academic performance and progression is analysed using the CDL and CQI report.

**Evidences:**
1. MKSP Bil. 1/2018 and MKSP Bil. 2/2018
2. Minutes of meetings JAN: 100-KPK(HEA.9/2/1)
3. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)
4. Course File
5. Teaching File
6. Minutes of meetings Exam Validation
### 7.1.2 Enhanced Standards

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<tr>
<td><strong>● Student performance and progression analysis</strong> <strong>should</strong> be utilised to provide feedback to committees responsible for student selection, curriculum planning and student counselling.</td>
<td>Student performance and progression analysis are utilised to provide feedback to committees responsible for curriculum planning and student counselling. CQI from the OBE Committee Meeting has been distributed to the PTJ concerned. Based on the outputs on the students’ performance, there are several programs conducted on certain subject based on high failure rate in order to improve students’ performance as well as enhanced curriculum contents. Students with poor performances are referred to Academic Advisor (PA), Counselor (Career and Counseling Unit) and Programme Coordinators (KPP). The counseling unit also organizes programmes Finishing School and Career &amp; Industrial Relation Expo (CaIREx) to guide and facilitate students’ future career. For postgraduate students, extra activities were carried out for example Research Camp, Research Boost Camp and other support initiative shall be plan for students to a significant progression of study.</td>
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<tr>
<td><strong>Evidences:</strong></td>
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<tr>
<td>i. Counselor Activity Record</td>
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<td>ii. <em>MKSP Bil. 1/2018</em> and <em>MKSP Bil. 2/2018</em></td>
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<td></td>
</tr>
<tr>
<td>iii. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)</td>
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</tr>
<tr>
<td>iv. <em>Laporan Program Kecemerlangan Akademik</em></td>
<td></td>
<td></td>
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<tr>
<td>v. Course File</td>
<td></td>
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<tr>
<td>vi. Teaching File</td>
<td></td>
<td></td>
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<tr>
<td>vii. Minute of Meeting JKAPSN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii. TAPA Report (HEA) 100-KPK/TPH/(HEA19/2/3)</td>
<td></td>
<td></td>
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<tr>
<td>ix. TAPA Report (HEP) 800-KPK/TPH/(HEP.4/7/2)</td>
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</tr>
</tbody>
</table>

### 7.2 Involvement of Stakeholders

#### 7.2.1 Benchmarked Standards

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>● The evaluation and review of programmes</strong> <strong>must</strong> involve the relevant stakeholders.</td>
<td>The relevant stakeholders such as industry advisors, external examiners, feedbacks and inputs from students and alumni are taken into consideration in the evaluation and review of programmes. The processes involved are:</td>
<td>5</td>
</tr>
</tbody>
</table>
- Periodical meetings and return feedbacks from the panel of the industrial advisors;
- Meeting and return feedbacks from Professional Bodies and the External Examiner;
- Regular meetings between top management and students’ representatives;
- Feedback from the industry on the students’ quality are obtained via practical training
- Feedback from alumni.

**Evidences:**

i. Curriculum Review Minutes of meeting: 600-KPK(HEA/UHEK.3/10)
ii. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)
iii. Alumni Feedback Survey
iv. Internal & External Review Report 2018
v. Laporan Pihak Industri dan Alumni
vi. Industrial Linkage Reports
vii. Industrial Training Reports
viii. Kertas Cadangan Semakan Kurikulum Program Akademik
ix. Minutes of meeting JKAPSN
x. Minute of Syllabus Review Meeting

### 7.2.2 Enhanced Standards

- Stakeholder feedback -- particularly that of the alumni and employers -- **should** be incorporated into a programme review exercise.

Stakeholders’ feedback, particularly from the alumni and employers are incorporated into a programme review exercise through students practical training, staffs industrial attachment, and expert panel visits such as Board Committee (AP111, AP114, AP224, AP119, AP229, AP148, AP213/ AP243) and industry representatives including government agencies, professional practitioner and delegates from other universities.

In addition, feedback is also obtained from students’ parent. The feedback information will be used to strengthen the programme syllabus during curriculum review.

**Evidences:**

i. Curriculum Review minutes of meeting
ii. Curriculum Review Reports
iii. Stakeholder Feedback Document
iv. Minutes of Department Meetings
v. Minutes of Syllabus Review Meeting
vi. Industrial Training Report
vii. Internal & External Review Report 2018
For a professional programme, the Faculty/Campus/Division should engage the relevant professional bodies and associations in its programme evaluation exercise.

FSPU engages the relevant professional bodies in programme evaluation through programme accreditation exercises for FSPU professional programmes (refer Table 7.1). The Board are invited to evaluate the programme for the accreditation.

In addition, there are also participations from appointed industry advisors during the core subject evaluation to ensure the students’ work are according to the standard set by the professional bodies. Other than formal evaluation implemented, the programme is also engaged with the professional bodies through joint activities such as international conferences, jamborees, academic carnivals and many more.

Table 7.1: Professional Bodies and Association for FSPU Programme

<table>
<thead>
<tr>
<th>Professional Body &amp; Association</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lembaga Perancang Bandar Malaysia (LPBM)</td>
<td>AP111 &amp; AP 241</td>
</tr>
<tr>
<td>Royal Institute of Surveyor Malaysia (RISM)</td>
<td>AP119 &amp; AP229</td>
</tr>
<tr>
<td>Royal Institute of Chartered Surveyor (RICS)</td>
<td>AP119 &amp; AP229</td>
</tr>
<tr>
<td>Board of Quantity Surveyors Malaysia (BQSM)</td>
<td>AP114 &amp; AP224</td>
</tr>
<tr>
<td>Institute of Landscape Architects Malaysia (ILAM)</td>
<td>AP148</td>
</tr>
<tr>
<td>Lembaga Arkitek Malaysia (LAM)</td>
<td>AP213/243</td>
</tr>
</tbody>
</table>

Evidences:

i. Accreditation Files
ii. Internal & External Review Report 2018
iii. List of Professional (Professional Practice Track)
AREA 8: LEADERSHIP, GOVERNANCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Governance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1.1 Benchmarked Standards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ● The policies and practices of the Faculty/Campus/Division must be consistent with its statement of purpose. | The policies and practices of UiTM Cawangan Perak are consistent with its statement of purpose. The policies and practices are based on the vision and mission of UiTM Cawangan Perak which are aligned with the main university statement of purpose. The statement of purpose of UiTM Cawangan Perak includes vision and mission of central government, state government and other stakeholders. The dissemination of information and policies are evidenced by circulars from the Rector, Deputy Rectors, Senior Deputy Registrar and Senior deputy bursary. **Evidences:**  
  i. Vision and mission of UiTM  
  ii. Fail Pekeliling UiTM  
  iii. Buku Tadbir Urus UiTM | 5 |
| ● The Faculty/Campus/Division must clarify its governance structures and functions, and the relationships within them, and these must be communicated to the involved parties based on principles of transparency, accountability and authority. | UiTM Cawangan Perak clarifies its governance structures and functions through the following mediums:  
  ● Organisation charts (functional duties, authority and committees).  
  ● Briefings, intranet, meetings, circulars, websites, office bulletins and official email / lotus notes.  
  Relationship between governance structure and its functions have been informed to parties involved. **Evidences:**  
  i. Fail Carta Organisasi/Penstrukturuan | 5 |
The governing board of the Faculty/Campus/Division must be an active policy-making body with an adequate degree of autonomy.

The autonomy of UiTM Cawangan Perak started when the branch was given an autonomy campus status since 12 February 2011. It was then awarded with a full autonomy university status on 11 April 2015. The ‘1UiTM Multisistem’ governance was then launched by the Ministry of Education in 21st October 2015.

There are 13 processes that have been empowered to UiTM Cawangan Perak since the autonomy status was awarded.

**Evidences:**

i. Watikah Perlantikan. File No: 100-KPK (PT. 1/1)
ii. Panduan Pengurusan Autonomi UiTM Cawangan Perak. File No: 100-KPK (PT. 1/1)
iii. Jawatankuasa Kecil Kurikulum Negeri (JKKN). File No: 100-KPK (HEA/UHEK,9/10/11)
iv. Program Baru. File No: 700-KPK (HEA.1/6/3)
vii. Pekeliling Naib Canselor Jun 2017
vii. Buku Tadbir Urus UiTM

Mechanisms to ensure functional integration and comparability of educational quality must be established in Faculty/Campus/Divisions which have geographically separated campuses.

Some of programmes in UiTM Cawangan Perak have been given the empowerment and the responsibility in managing various academic related activities such as preparation of examination questions, syllabus reviews and organizing academic meetings with regards to curriculums of the related programs. The curriculums are standardised across all campuses and they are based on the sole references provided by UHEK. The coordination meetings are conducted at the Faculty and Programme levels and they also serve as a platform of discussion.

Generally, all faculties in UiTM Cawangan Perak still practice the use of common examination questions for the university and faculty courses which align with the requirements provided by Bahagian Penilaian Akademik (BPA) in UiTM Shah Alam. UiTM Cawangan Perak enhances the common examination approach for all tests to be made common in all faculties.

**Evidences:**

i. Minit Mesyuarat Pelarasan: All programmes

| ii. Pekeliling VC Jun 2017 |
| iii. Buku Tadbir Urus UiTM |

| 5 |

| 5 |
The Faculty/Campus/Division **must** have a department or unit dedicated to, and responsible for, the internal quality assurance system.

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Quality Assurance Enhancement Policy (QAEP)</td>
</tr>
<tr>
<td>ii. Unit Pengurusan Kualiti Organisational Chart</td>
</tr>
<tr>
<td>iii. Academic Quality Assurance Committee minutes of meeting</td>
</tr>
</tbody>
</table>

UiTM Cawangan Perak is very committed towards quality assurance. Quality Management Unit (QMU) is a unit that is directly under the supervision of UiTM Cawangan Perak Rector. QMU is responsible to plan, develop, coordinate and manage all activities in order to ensure the quality assurance of the whole campus. In addition, each department and unit is responsible in implementing relevant quality assurance activities. UiTM Cawangan Perak has an Academic Quality Assurance Committee to assist in academic quality performance for the whole campus.

Evidences:

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. University Community Transformation Centre: 100-KPK(PJI.3/2/1)</td>
</tr>
<tr>
<td>ii. Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)</td>
</tr>
<tr>
<td>iii. Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)</td>
</tr>
</tbody>
</table>

The Faculty/Campus/Division **should** encourage a profound social connectivity of its staff and students with the nearby local community, including through cultural, social and community service activities.

<table>
<thead>
<tr>
<th>Cluster Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health, sports and recreation</td>
</tr>
<tr>
<td>Social welfare</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>ICT and technology</td>
</tr>
<tr>
<td>Environment</td>
</tr>
<tr>
<td>Risk management and disaster relief</td>
</tr>
<tr>
<td>Heritage and culture</td>
</tr>
</tbody>
</table>

UiTM Cawangan Perak through Industry, Community and Alumni Network Unit (ICAN) of UiTM Cawangan Perak highly encourages the staff and students to connect with the local community around, including through cultural, social and community service activities. Cluster activities are:

Evidences:

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. University Community Transformation Centre: 100-KPK(PJI.3/2/1)</td>
</tr>
<tr>
<td>ii. Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)</td>
</tr>
<tr>
<td>iii. Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)</td>
</tr>
</tbody>
</table>
iv. *Laporan Tabung Amanah Pembangunan Akademik (TAPA):*

v. *Unit Jaringan Industri dan Masyarakat PJIMA UiTM Cawangan Perak, File No: 100-KPK (PJI.3/3/2)*

vi. *Program Kesukarelawan (Chase Your Dream), No: 800-KPK (HEP.2/1/4)*

vii. *Program S2A Science to Action (HEA)*

viii. *Laporan Tahunan 2018 Fakulti/ Unit/Bahagian*

<table>
<thead>
<tr>
<th>8.1.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>●</strong> The Faculty/Campus/Division <strong>should</strong> have a comprehensive, interconnected and institutionalised committee system responsible for academic programmes that takes into consideration, among others, internal and external consultation, feedback, market needs analysis and employability projections. Academic Affairs Division monitors the progress of UiTM Cawangan Perak academic programmes while Unit Jaringan Industri dan Masyarakat is responsible for academic and industrial linkages matters.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. Graduate Employability Report</td>
</tr>
<tr>
<td>ii. Tracer study: <a href="http://www.alumni.uitm.edu.my/ican">www.alumni.uitm.edu.my/ican</a></td>
</tr>
<tr>
<td>iii. e-Alumni (UITM Alumni Integrated Database System) - <a href="http://www.alumni.uitm.edu.my/ican">www.alumni.uitm.edu.my/ican</a></td>
</tr>
</tbody>
</table>

| **●** The governance principles **should** reflect the representation of academic staff, students and other stakeholders. The governance principles of UiTM Cawangan Perak reflect the representation of its academic staff, students and other stakeholders. |
| **Evidences:** |
| i. *Akta 173 – Penubuhan Universiti* |
| ii. Website: [Pejabat Pendaftar UiTM](http://PejabatPendaftar UiTM) |
| iii. Quality Objectives |
| iv. Strategic Planning of UiTM Cawangan Perak |

| **●** The Chair of the governing board **should** exercise non-executive powers of the Faculty/Campus/Division. The Chair of the governing board has exercised non-executive powers of UiTM Cawangan Perak through its appointment by Minister of Higher Education effective on 12 February 2011. |
| **Evidences:** |
| i. *Watikah Perlantikan*, File No: 100-KPK (PT. 1/1) |
| ii. *Buku Autonomi*, File No: 100-KPK (PT.1/1) |
1. **The governing board** *should* be free from undue external pressures.  

The governing board of UiTM Cawangan Perak is free from undue external pressures. The functions of the Board, the Executive and the Management are well separated and delegated.  

**Evidence:**  
i. *Pekeliling Pendaftar Bilangan 02 Tahun 2013 – Larangan Membawa Pengaruh Luar* effective on 10th January 2013. File No: 100-KPK (PT.1/7/4)

2. **The Faculty/Campus/Division** *should* have a clearly stated policy on conflict of interest, particularly in relation to private practice and part-time employment of its employees.  

To avoid any conflict of interest regarding the private practice and part time employment of UiTM Cawangan Perak staff, the management had utilized one of the Registrar’s Circulars to ensure that the number of unregistered staff with part time work can be controlled. *Pekeliling Pendaftar Bil. 2 tahun 2013 on Garis Panduan Melakukan Pekerjaan Luar* had been circulated and enforced since on 21st January 2013. This guideline had clearly stated that an approval on part time employment of Branch staff needs to be granted from the Branch’s Rector. The authority is given to the Rector of UiTM Cawangan Perak to make decisions.  

All staffs UiTM Cawangan Perak are also required to sign declaration of conflict of interest such as *Ikrar Bebas Rasuah, Akta Rahsia Rasmi* and *Aku Janji*.

**Evidences:**  
i. Pekeliling Pendaftar. File No: 100-KPK (PT. 1/7/9)  
ii. *Garis Panduan Melakukan Pekerjaan Luar Bil. 02 Tahun 2013*  
iii. Official Secret Act 1971

3. **The Faculty/Campus/Division** *should* actively participate in socio-economic activities of the community in which it is located.  

UiTM Cawangan Perak has actively participated in organizing or participating in socio-economic activities carried out with various communities either within their areas or campus areas.  

**Evidences:**  
i. Malaysian Academy of SME & Entrepreneurship (MASMED) : 100-KPK(PJI.8/1/1/4)  
ii. Tunas Mekar: 100-KPK(PJI.8/1/1/5)  
iii. KoSiswa: 100-KPK(PJI.8/1/1/6)  
iv. MyAgrosis: 100-KPK(PJI.8/1/1/7)  
v. University Community Transformation Centre (UCTC): 100-KPK(PJI.3/2/1)  
vi. *Rekod Laporan Aktiviti Persatuan*: 800-KPK(HEP.4/3)
vii. *Laporan Jawatankuasa Akaun Amanah*: 400-KPK(HEP.1/9/5)
viii. *Laporan Tabung Amanah Pembangunan Akademik (TAPA)*
ix. IM4U Outreach Centre. File No: 800-KPK (HEP.2/1/4)
x. *Fail MASMED: 100-KPK (PJ1 8/1/1/4)*
xi. *Fail Inovasi: 100-KPK (PJ1 13/5)*

<table>
<thead>
<tr>
<th>8.2 Institutional and Academic Leadership</th>
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</thead>
<tbody>
<tr>
<td>8.2.1 Benchmarked Standards</td>
<td></td>
</tr>
<tr>
<td>● The selection criteria, selection process, job description, and the qualification and experience required of members of the institutional executive management team of the Faculty/Campus/Division (i.e., the Faculty/Campus/Division leadership) <strong>must</strong> be clearly stated.</td>
<td>5</td>
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<tr>
<td></td>
<td>Rector of UiTM Cawangan Perak is appointed by the Ministry of Higher Education based on recommendations from the Vice Chancellor. The Deputy Rectors are appointed by the Vice Chancellor based on recommendation from the campus’s Rector. The Senior Deputy Registrar and Senior Deputy Bursary are appointed by the Vice Chancellor through interviews.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i. <em>Fail Lain-lain Lantikan /Tawaran (Jawatan Utama): 500-KPK (PT.19/2/5)</em></td>
<td></td>
</tr>
<tr>
<td>ii. <em>Fail Kenaikan Pangkat: 500-KPK (PT. 2/10/1), 500-KPK(PT.2/10/1/1)</em></td>
<td></td>
</tr>
<tr>
<td>● The leadership of academic programmes and departments (i.e., the academic leadership) <strong>must</strong> be held by those with appropriate qualifications and experience, and sufficiently knowledgeable on issues of curriculum design, delivery and review.</td>
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</tr>
<tr>
<td></td>
<td>The appointment of academic leadership is conducted by recommendation of the Deputy Rector of Academic Affairs and endorsed by the Rector. These individuals are highly qualified in their respective field, experience and knowledge in the curriculum design, delivery and curriculum review. In addition, they have to be competent in managing staff, students and academic procedures.</td>
</tr>
<tr>
<td><strong>Evidence:</strong></td>
<td></td>
</tr>
<tr>
<td>i. <em>Fail Lain-lain Lantikan /Tawaran (Jawatan Utama): 500-KPK (PT. 19/2/5)</em></td>
<td></td>
</tr>
<tr>
<td>● Mechanisms and processes <strong>must</strong> be in place to allow for communication between the Faculty/Campus/Division leadership and the academic leadership of departments and programmes in matters such as faculty recruitment and training, student admission,</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Communication between UiTM Cawangan Perak leaders of departments and programme is conducted through regular meetings, emails and circulars and the Rector’s briefings to Faculties and staffs.</td>
</tr>
</tbody>
</table>
allocation of resources, and decision-making processes. Social Media mechanism (*Whatsapp* group) is created among head of department to expedite the flow of information towards staff under their supervision to minimize the communication breakdown.

**Evidences:**

i. Minutes of meeting: *Mesyuarat Eksekutif*: 100-KPK (PT. 6/1/3)
ii. Minutes of meeting: *Mesyuarat KeF & KoF*
iii. PPSM– Training: 500-KPK (PT. 7/1/8)
iv. JKKN – Recruitment: 100-KPK (PT. 6/3/1)

- The academic leadership at the department and programme levels **must** be evaluated at defined intervals with respect to performance and in relation to the achievement of the mission and goals of the Faculty/Campus/Division.

The academic leadership of UiTM Cawangan Perak is chosen and appointed by the Rector for a term between one to two years. Their performance will be reviewed annually using the standard evaluation methods for civil servants and based on the overall performance from the Rector’s and the Executive Members’ discretion. Those who are unfit to carry out their responsibilities will be replaced by others. Usually, the Rector will apply collective decision making by getting all the Executive members to be involved with the selection process.

**Evidence:**

i. Minutes of meeting: *Mesyuarat Eksekutif*: 100-KPK (PT. 6/1/3)

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### 8.2.2 Enhanced Standards

- The Faculty/Campus/Division leadership and the academic leadership **should** take on the responsibility of creating a conducive environment to generate innovation and creativity.

The management provides adequate opportunities in creating a conducive environment to generate innovation and creativity by providing facilities and avenues for staff to involve in activities which are related to innovation and creativity. This includes approval and monetary support to encourage innovation and creativity. Among the programs conducted are International Invention, Innovation and Design (INDES) and Innovative and Creative Circle (ICC) or *Kumpulan Inovatif dan Kreatif* (KIK).

**CQI:**

UiTM Cawangan Perak should encourage lecturers to be actively involved in more activities related to innovation and creativity primarily in teaching and learning by facilitating budget, official time off, facilities for example space, classroom, etc.
### 8.3 Administrative and Management Staff

#### 8.3.1 Benchmarked Standards

- **The administrative staff of the Faculty/Campus/Division must** be appropriate and sufficient to support the implementation of the educational programmes and related activities, and to ensure good management and deployment of the resources.

  - **Evidences:**
    i. **Fail Perjawatan (Staf Bukan Akademik)** File No: 500-KPK(PT.2/5/1/1)
    ii. **Fail Tawaran Jawatan Kakitangan (Staf Akademik)** File No: 500-KPK (PT.1/5/13)
    iii. **Fail Skop Tugas (Staf Bukan Akademik)** File No: 500-KPK (PT.2/13)

- **The Faculty/Campus/Division must have mechanisms for training and career**

  - **Evidences:**
    i. **Fail Perjawaatan (Staf Bukan Akademik)** File No: 500-KPK(PT.2/5/1/1)
    ii. **Fail Tawaran Jawatan Kakitangan (Staf Akademik)** File No: 500-KPK (PT.1/5/13)
    iii. **Fail Skop Tugas (Staf Bukan Akademik)** File No: 500-KPK (PT.2/13)

  - **The Faculty/Campus/Division leadership and the academic leadership should undergo periodic training and staff development programme to enhance their leadership capabilities.**

    - **Evidences:**
      i. **International Invention, Innovation and Design (INDES) – 100-KPK (PJI.13/5)**
      ii. **Kumpulan Inovatif dan Kreatif (KIK) – 100-KPK (U.K.13/5/3)**
      iii. **Pertandingan Inovasi Keusahawanan. File No: 100-KPK (PJI. 8/1/1/4)**

    - **UiTM Cawangan Perak organises periodic training and staff development programmes to enhance the leadership and capabilities of the leaders such as attending seminars, industrial linkages, and joint research at local and international levels as well as participating in training programmes organized by iLQAM.**

      - **Evidences:**
        i. iLQAM, UiTM Cawangan Perak
        ii. **Fail Latihan. File No: 500-KPK (PT 5/1/8)**
        iii. **Sistem e-Latihan Star v3.0**

- **The Faculty/Campus/Division must** have mechanisms for training and career

  - **The Administration Department of UiTM Cawangan Perak has clearly stated the mechanisms in providing trainings and career development for staff of UiTM Cawangan Perak i.e. Training Needs Analysis (TNA) and the planning of training for the duration of one year.**
| advancement for its administrative and management staff. | In 2018, the percentage of UiTM Cawangan Perak Staff fulfilling the 42 hours training are as below:  
- Training > 42 hours for academic staff: 93%  
- Training > 42 hours for administration staff: 98%  

**Evidences:**  
1. *Fail Latihan*. File No: 500-KPK (PT. 16/1)  
2. Minutes of meeting: *Fail PPSM*. File No: 500-KPK (PT.7/1/8)  
3. Sistem e-Latihan Star v3.0  
5. *Menghadiri Seminar/Persidangan/Forum (Staf Bukan Akademik)* |
| --- | --- |
| The Faculty/Campus/Division must conduct regular performance review of its administrative and management staff. | Staff performance review has been conducted on a yearly basis based on the *Laporan Nilaian Prestasi Tahunan* (LNPT), through the process of midyear evaluation and performance appraisal at the end of the year.  

**Evidences:**  
2. *Pekeliling Timbalan Pendaftar Kanan Bil 1/2015 100-KPK (PT.1/7/4), 100-KPK/TPH(PT.1/7/5/4)* |
| 8.3.2 Enhanced Standards |  
| The Faculty/Campus/Division should have an advanced training scheme for the administrative and management staff to fulfil the specific needs of educational programmes, for example, risks management, maintenance of specialised equipment, and additional technical skills. | To fulfill educational programmes, specific needs, especially on aspects that require specialized and skillful staff, the administrative and management staff need to attend some external courses and trainings.  

**Evidences:**  
1. *Fail Latihan*. File No: 500 KPK (PT 5/1/8)  
2. Minutes of meeting: *Fail PPSM* File No: 500-KPK (PT. 7/1/8) |
## 8.4 Academic Records

### 8.4.1 Benchmarked Standards

- **The Faculty/Campus/Division must** have policies concerning the accessibility and security of student and academic staff records.

  UTMA Cawangan Perak respects the policies concerning the accessibility and security of student and academic staff record in compliance with the OSA 1971. Each and every staff must sign the *Borang Perakuan Untuk Ditandatangani oleh Penjawat Awam Berkenaan dengan Akta Rahsia Rasmi 1972* to ensure the confidentiality of the data and to make sure that they do not misuse it.

  **Evidences:**
  1. Official Secret Act 1971

- **The Faculty/Campus/Division must** establish and disseminate policies that respect the rights of individual privacy and the confidentiality of records.

  UTMA Cawangan Perak has its own filing system which is colour coded, in line with the quality control system based on the Official Secrets Act (OSA) standard. Lecturers and administrative staff have limited access to the Student Information Management Student (SIMS). For students, they can only access their own records and this is controlled by a user ID and password through i-Student Portal.

  **Evidences:**
  1. Official Secret Act 1971
  2. SIMS Record

### 8.4.2 Enhanced Standards

- **The Faculty/Campus/Division should** continuously review policies on security of records including increased use of electronic technologies and its safety systems.

  UTMA Cawangan Perak continuously reviews its policies on security of records, including the inspection by *Pejabat Ketua Pegawai Keselamatan Kerajaan Kerajaan Malaysia* on 17 August 2015. The objective of the inspection is to assess and measure the performance of management system protection in UTMA Cawangan Perak. Criteria were audited are physical, documentation, personal dan ICT.
Based on the inspection made, *Pejabat Pegawai Keselamatan Dalam Negeri* had shortlisted UiTM Cawangan Perak as one of the 10 agencies that was awarded with *Anugerah Khas Keselamatan Pelindungan* (2017). Based on the report dated 30th November 2017, UiTM Cawangan Perak, Kampus Tapah has achieved ‘Excellent Category’ with 97.81 marks in *Lawatan Inspektorat Keselamatan Perlindungan Khas*. Such policies on security records are an ongoing process and UiTM Cawangan Perak will continue to get the cooperation and involvement of InfoTech, UiTM Shah Alam.

**Evidences:**
- Report on Security of Record. File no: 410-KPK (PT 12/2)
- *Laporan Eksekutif Penemuan Audit Dalam*
- *Laporan Audit Keselamatan Perlindungan*: File 100-KPK/TPH(PT.24/2/5)
- *Laporan Pengurusan Kewangan Indeks Akauntabiliti*

### 8.5 Interaction with External Sectors

#### 8.5.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a constructive mechanism for cooperation with external sectors, including with its external stakeholders.

UiTM Cawangan Perak has a constructive mechanism in order to collaborate with the external sectors including with its external stakeholders. The mechanism includes:

**Industry – Mutual Cooperation**
- Student’s industrial attachment
- Academic visit
- Professional talks
- Panel of industries

**Professional Bodies**
*Jawatankuasa Jaminan Kualiti Akademik* is in charge of accreditation, recognition and visits by the professional bodies/boards. These activities are being coordinated so that the professional bodies/boards/MQA requirement can be fulfilled.
Parents
Any problems regarding students will be communicated to the parents through letters or telephone calls. Their parents are encouraged to discuss any issues or problems regarding their children (students) with the UiTM Cawangan Perak management.

Evidences:
- *Latihan Industri*: 700-KPK(PJI.1/9)
- Students’ Industrial Attachment Reports
- Academic Visits Reports
- Professional Talks Reports

<table>
<thead>
<tr>
<th>8.5.2 Enhanced Standards</th>
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<tbody>
<tr>
<td>The collaboration with external sectors <strong>should</strong> be institutionalised through formalised agreements.</td>
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<tr>
<td>UiTM Cawangan Perak has formalized agreements in collaborating with external sectors through various Memorandum of Understanding (MoU) such as:</td>
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<tr>
<td>Memorandum of Understanding</td>
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<tr>
<td>- MoU between UiTM and Institut Tanah dan Ukur Negara (INSTUN): 5th September 2016 - 5th September 2019</td>
</tr>
<tr>
<td>- MoU between UiTM and Institut Seni Budaya Indonesia (ISBI): 24th March 2017 - 24th March January 2020</td>
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<tr>
<td>- MoU between UiTM and Universitas Syiah Kuala (Unsyiah) Indonesia: 24th March 2017 - 23rd May 2022</td>
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<tr>
<td>- MoU between UiTM and Istana Budaya (IB): 13th December 2017 - 12th December 2020</td>
</tr>
<tr>
<td>Memorandum of Agreement</td>
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<tr>
<td>- MoA between UiTM and <em>Jabatan Agama Islam Perak (JAIP)</em>: 15th August 2017-14th August 2018</td>
</tr>
<tr>
<td>Evidences:</td>
</tr>
<tr>
<td>- <em>Memorandum Persefahaman</em>: 100-KPK(PJI.1/4/1)</td>
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<tr>
<td>- <em>Institut Tanah dan Ukur Negara</em>: 100-KPK(PJI.3/3/1)</td>
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<tr>
<td>- <em>Institut Seni Budaya Indonesia</em>: 100-KPK(PJI.3/3/5)</td>
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<tr>
<td>- <em>Universitas Syiah Kuala (Unsyiah)</em>: 100-KPK(PJI.3/3/6)</td>
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<tr>
<td>- <em>Istana Budaya</em>: 100-KPK(PJI.3/3/4)</td>
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<td>- <em>Jabatan Agama Islam Perak</em>: 100-KPK(PJI.3/3/9)</td>
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</table>
## AREA 9: CONTINUOUS QUALITY IMPROVEMENT

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
<th></th>
</tr>
</thead>
</table>

### 9.1 Quality Improvement

#### 9.1.1 Benchmarked Standards

- The Faculty/Campus/Division must establish policies and procedures for regular reviewing and updating of its internal quality assurance activities to ensure continuous quality improvement.

UiTM Cawangan Perak has its long-term (5 years) and short-term (1 year) strategic planning as the primary vehicle to review its strategic plan. In 2018, UiTM Cawangan Perak managed to conduct a Strategic Planning workshop to review and strengthen the strategic objectives and map them with the university’s outcomes. *Mesyuarat Kaji Semula Pengurusan (MKSP)* (twice a year), *Mesyuarat Jawatankuasa Eksekutif Negeri* (weekly), *Mesyuarat Jaminan Kualiti Akademik*, Academic Meetings and Programme Meetings have also been conducted to ensure continuous quality improvement. *e-Pelaporan (SePADU)* was implemented in reporting audit findings in 2018. In 2018, continuous quality assurance in UiTM Cawangan Perak is executed through its external and internal audits as follows:

- Internal audits on the adherence to the COPPA, COPIA and ISO 9001:2015 requirements
- External Audit INQKA
- Full Accreditation Audit
- Professional Body Audit
- EKSA audits
- *Audit Pengurusan Peperiksaan*
- Occupational Safety and Health Committee (OSHCo) inspections
- Lecturer’s Professionalism (PRO-PENS)

**Evidences:**

1. Internal Audit’s Reports UiTM Cawangan Perak 2018: 600-KPK/TPH (U.K 12/7 Jilid 5)
2. Scheduled audit 2018: 600-KPK(U.K.12/7 Jilid 5)
3. OSHCo Safety Report 2018
4. CDL-CQI Reports 2018
5. Minutes of meeting and Action Log (*MKSP, JKA, Executive meeting*)
- The unit or department dedicated to the internal quality assurance system of the Faculty/Campus/Division **must** take continuous efforts to keep abreast with the changes and best practices in quality assurance.

| 5 |

| Unit Pengurusan Kualiti (UPK) UiTM Cawangan Perak is responsible for regular audits at least twice a year to ensure continuous quality improvement. A total of five (5) audits was conducted in 2018 as directed to be executed. Internal audit findings were presented at the following scheduled meetings:

- **Mesyuarat Jaminan Kualiti Akademik** (quarterly)
- **Mesyuarat Kaji Semula Pengurusan** (twice a year)

Non-compliance issues encountered are resolved by corrective actions.

In 2018, Workshop for Internal Audit & ISO 9001: 2015 has been conducted in UiTM Cawangan Perak at 5 and 6 March 2018. This workshop was held to give the latest information on the method of conduction audit and reporting audit findings to the auditors and the implementation of ISO 9001: 2015 starting in 2018.

**Evidences:**

i. Minutes of the respective meetings: 100-KPK(P.T. 36/5/10);100-KPK(P.T.36/5/1)
ii. **Laporan Tahunan Unit Pengurusan Kualiti UiTM Cawangan Perak 2018**
iii. **Mesyuarat Jaminan Kualiti Akademik** JKA 700-KPK(U.K. 1/3/7)
iv. **Mesyuarat Kaji Semula Pengurusan**: MKSP Bil. 1/2018 & MKSP Bil. 2/2018

- The Faculty/Campus/Division **must** have dynamic mechanisms to implement recommendations for quality improvement and record the achievements of such implementations.

| 5 |

| The mechanism for implementing CQI of UiTM Cawangan Perak is stipulated in the Manual Kualiti. This manual is prepared by UiTM Cawangan Perak and adheres to the guidelines from InQKA. The implementation of the Quality Management system is governed. UiTM Cawangan Perak has the dynamic mechanisms to implement recommendations for quality improvement and record the achievements of such implementations through audits activities such as Audit InQKA, Audit Tadbir Urus, Audit Keselamatan, Audit Prosedur JKKP Kampus Tapah and Audit Penjanaan Pendapatan.

Actions or records of achievements are discussed in the meeting and have been registered in Log Tindakan of each meeting session. All audit findings and recommendations by auditors are being considered for quality improvement.

**Evidences:**

i. Manual Kualiti
ii. **Laporan Tahunan Unit Pengurusan Kualiti UiTM Cawangan Perak 2018**
iii. **Log tindakan audit InQKA**
v. *Mesyuarat JAN* (monthly): 700-KPK(HEA. 1/3/4)
vi. *Mesyuarat Kaji Semula Pengurusan* (MKSP) (twice a year): MKSP Bil. 1/2018, MKSP Bil. 2/2018

- There **must** be a link between quality assurance processes and the achievement of the institutional goals.

UiTM Cawangan Perak goals are translated in the university’s quality objectives. *MKSP* is used as a platform to present the achievement of these objectives.

*Bengkel Perancangan Strategik* was conducted annually in order to review and strengthen the strategic objectives and planning all activities and initiatives to ensure it is parallel with the university’s goals. Output from the workshop will be documented as *Dokumen Perancangan Strategik* and disseminated to all HOD for execution.

**Evidences:**
1. MKSP Bil. 1/2018 & MKSP, Bil 2/2018

### 9.1.2 Enhanced Standards

- The internal quality assurance unit of the Faculty/Campus/Division **should** be given a prominent organisational status in the Faculty/Campus/Division.

UiTM Cawangan Perak is very committed towards quality assurance. *Unit Pengurusan Kualiti* (UPK) is a unit that is directly report to the Rector. UPK is responsible to plan, develop, manage, coordinate and monitor all activities related with QMS in order to ensure quality assurance to the whole campus is in place. All department and units are responsible to implement all the activities in order to achieve all the KPIs given. Therefore, UPK is given prominent organisational status in this campus. Thus, amongst the activities carried out to ensure quality assurance are:

- Internal audits on the adherence to the COPIA dan ISO 9001:2015 requirements.
- EKSA audits.
- *Jawatankuasa Jaminan Kualiti Akademik*
- *Sistem Pengurusan Kualiti*
- *Kumpulan Inovatif Kreatif (KIK)*
- Self Review Report (SRR)
- *Anugerah Kualiti Naib Canselor* (AKNC)
- Audit Tadbir Urus
- Audit Keselamatan

**Evidences:**
1. *Fail Audit Dalam: 600-KPK(U.K. 12/7)* Jilid 4 and 5
2. *EKSA Files*
### The Faculty/Campus/Division should

embrace the spirit of continual quality improvement based on prospective studies and analyses that leads to the revisions of its current policies and practices, taking into consideration past experiences, present conditions, and future possibilities.

- The continuous quality improvement of UiTM Cawangan Perak is transpired in both its short-term (1 year) and long-term (5 years) strategic planning to achieve its institutional goals. The MKSP is used as a platform to ensure that planning and implementation are always on track. In 2018, continuous quality assurance in UiTM Cawangan Perak is executed through its external and internal audits as follows:
  - Internal audits on the adherence to the COPPA, COPIA dan ISO 9001:2015 requirements
  - External Audit INQKA
  - Full Accreditation Audit
  - Professional Body Audit
  - EKSA audits
  - Audit Pengurusan Peperiksaan
  - Occupational Safety and Health Committee (OSHCo) inspections
  - Lecturer’s Professionalism (PRO-PENS)

Based on External Audit INQKA report 2018, UiTM Cawangan Perak has shown a very good compliance to COPIA standards with a score of 4. All the continuous improvement has been discussed in JKA meeting prior to JAN endorsement.

**Evidences:**
- MKSP Bil. 1/2018 & MKSP Bil. 2/2018
- External Review Exit Report 2018
- Minutes of JAN meeting
- Minutes of JKA meeting

### The Faculty/Campus/Division should

strive to get its internal quality assurance system accredited by a relevant, external and authoritative accreditation body.

UiTM Cawangan Perak is very committed in striving to get its internal quality assurance system accredited by a relevant, external and authoritative accreditation body. The internal quality assurance system of UiTM Cawangan Perak is in accordance with the guidelines laid down by the MOE and the implementation is based on the needs of the MQA and National and International Professional Bodies.

**Evidence:**
- Professional bodies report