



اَوْنُوْرُ سَيِّدِي تَكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA



SELF-REVIEW REPORT

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

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SELF-REVIEW REPORT

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

AREA 1

INSTITUTIONAL LEADERSHIP AND GOVERNANCE

AREA 2

ACADEMIC DEVELOPMENT AND MANAGEMENT

AREA 3

TALENT AND RESOURCES

AREA 4

CONTINUAL QUALITY IMPROVEMENT AND
SUSTAINABILITY

MANAGEMENT UNIT

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Self-Review Report (SRR) is an annual self-evaluation document that must be produced by the Responsible Centre (PTJ) conducting academic programs. SRR serves as the primary reference for the External Review Integrated Quality Management System (ER iQMS) conducted by the Institute of Quality Management and Accreditation (InQKA).

ER iQMS is an institutional audit applied to all PTJ in Universiti Teknologi MARA (UiTM) conducting academic programs. The purpose of ER iQMS is to assess the academic implementation processes within PTJ, identifying strengths and weaknesses for appropriate management action. This exercise is crucial for UiTM to monitor the performance of all PTJ and effectively manage necessary improvements.

ER iQMS serves as a guide for PTJ to continuously enhance a quality culture that promotes academic and organisational excellence. Additionally, the standards and their attainment levels are designed to transform these PTJs into exemplary institutions, setting benchmarks for others. ER iQMS focuses on evaluating the quality of institutions based on four key areas:

1. Institutional Leadership and Governance
2. Academic Development and Management
3. Talent and Resources
4. Continual Quality Improvement and Sustainability

In the subsequent sections, detailed standards for SRR criteria and submission requirements are delineated for each of the four evaluation areas. These standards function as performance indicators for assessing quality.



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INSTITUTIONAL LEADERSHIP AND GOVERNANCE

AREA 1

AREA 1

1.1: REVIEW OF VISION, MISSION AND EDUCATIONAL GOALS

No	SRR Clause	PTJ's Feedback	Evidences	Attainment Level
1.1.1	State the current vision and mission of the university. Describe how PTJ supports the vision and mission. (Impactful Evidence: Minutes of management meetings; Mapping the activities to the vision and mission)	To establish UiTM vision as a globally renowned university in the fields of Science, Technology, Humanities and Entrepreneurship, by fostering a culture of innovation, academic excellence and entrepreneurship that prepares students to meet global challenges and contribute to sustainable development. Meanwhile for the mission, to lead development of agile, professional Bumiputeras by delivering state-of-the-art curricula and conducting impactful research that equips students with the skills, knowledge and mindset to excel in a dynamic global landscape. In alignment with the Malaysian Qualifications Agency (MQA) policies and higher education objectives set by the Ministry of Education, UiTM has adopted and implemented it into vision, mission, values, quality objectives and educational goals as a whole. The quality objectives for 2020-2025 have been developed, with targets for each item set according to the department's potential to achieve them. These objectives have been disseminated through the UiTM Negeri Sembilan Branch's website to ensure transparency and accessibility for all stakeholders. During the Mesyuarat Kaji Semula Pengurusan (MKSP) 2/2024, which was rescheduled to 6th January 2025 were presented and will be implemented starting 2025.	1.1.1 (a) Strategic Planning UiTM 2020-2025 (https://fliphtml5.com/ymxmw/foun/basic) 1.1.1 (b) Final Report of Performance Indicator (PI) Achievement 2024 verified by Rector UiTM CNS on 17 January 2025 1.1.1(c) Mission, Vision and Objective UiTM (https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=56) 1.1.1 (d) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) Bil. 13 UiTM Cawangan Negeri Sembilan dated 29/07/2024 1.1.1 (e) Quality Manual UiTM CNS (Ref No: MK. UiTM.CNS. 01 dated 06/1/2025) 1.1.1 (f) Website profile UiTM Cawangan Negeri Sembilan (https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=50) 1.1.1 (g) Emel jemputan Mesyuarat Kajian Semula Pengurusan kali ke-13 (1/2024) dated 27 June 2024 1.1.1 (h) Emel jemputan Mesyuarat Kajian Semula Pengurusan kali ke-14 (2_2024) dated 23 December 2024	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		The achievement of each quality objective has been thoroughly reviewed within the MKSP twice per year. Furthermore, the vision, mission and quality objectives of UiTM Negeri Sembilan Branch have been formally documented in the Quality Manual, serving as comprehensive references guide. This manual provides clear and structured guidance for the implementation and alignment of the university's goal, ensuring consistency and excellence across all levels of operational.		
1.1.2	State the educational goals (EG) of the university. Describe how PTJ's programme supports the educational goals. (Impactful Evidence: Minutes of management meetings; Mapping of PEOs to educational goals)	Universiti Teknologi MARA (UiTM) Cawangan Negeri Sembilan is dedicated to providing quality education and fostering professional development among Bumiputera students. This commitment aligns with UiTM's overarching mission to lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research. In alignment with this mission and vision: a. The Curriculum Affairs Unit (UHEK) consistently monitors and ensures that every program that is offered at UiTMCNS undergoes a curriculum review at a minimum every three years. b. The Quality Management Unit (UPK) consistently ensures the maintenance of academic quality assurance by ensuring that each PU and PP program completes IQA02 and IQA04 documentation for accreditation purposes. c. The UHEK has organized workshops to introduce and provide guidance on how to fill out and update CLO and PLOa into CDL CQI report before presenting it at Mesyuarat Jawatankuasa Akademik Negeri.	1.1.2 (a) Malaysian Qualifications Framework (MQF) Second Edition 2024 1.1.2 (b) COPPA 2nd Edition Dec 2008 1.1.2 (c) Senarai status Semakan Kurikulum PU UiTMCNS 1.1.2 (d) List of current status on program accreditation in UiTMCNS 2024 1.1.2 (e) List of Accredited Program in UiTMCNS Kampus Kuala Pilah (https://www2.mqa.gov.my/mqr/iptaKPList.cfm?IDAkriPTS=949) 1.1.2 (f) List of Accredited Program in UiTMCNS Rembau (https://www2.mqa.gov.my/mqr/iptaKPList.cfm?IDAkriPTS=956) 1.1.2 (g) List of Accredited Program in UiTMCNS Seremban (https://www2.mqa.gov.my/mqr/iptaKPList.cfm?IDAkriPTS=798) 1.1.2 (h) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) Bil. 13 UiTM Cawangan Negeri Sembilan dated 29/07/2024	4

No	SRR Clause	PTJ's Feedback	Evidences	Attainment Level
		d. The UHEK organized a session to brief the programs on PLOa and PEO, with the official implementation scheduled for 2025. e. The Academic Affairs Division (BHEA) and Students Affairs Division (BHEP) encourage UiTMCNS staff organized international mobility programs that actively involve students and staff. f. Students are encouraged to present their Final Year Project findings at conferences and innovation competitions such as those organized by Research, Industry Networking, Alumni and Community Division (BPJIA&M) which was NSIEx 2024. g. To ensure the internal quality assurance of programs, processes and the management systems for administration and teaching and learning run efficiently, internal audits are conducted once a year. Furthermore, each department involved will have its quality objectives assessed at MKSP that organized twice a year. Besides that, the vision, mission and educational objectives of UiTMCNS remain pertinent and up-to-date, as UiTMCNS have received approval from the relevant governing boards and other authorized entities. All programs offered at UiTMCNS have been sanctioned by the appropriate governing bodies or respective professional organizations and are further endorsed by the MOE, including agencies such as MQA, MQF and MBOT.	1.1.2 (i) Program Accreditation UiTM Kuala Pilah_TTAS_MBOT (http://ttasmbot.org.my/accreditation/index.php? pemberi_pengajian_tinggi=79&category_id=&program=&kod_rujukan=) 1.1.2 (j) Laporan Audit Dalam 2024 received by Rector on 1 Februari 2025 1.1.2 (k) Taklimat Pelaporan PLOa dan PEO dated 25 April 2024 1.1.2 (l) Jemputan ke Mesyuarat ke-2 Draf Pelan Pengajian AS114 Semakan Kurikulum 2024_2025	4

No	SRR Clause	PTJ's Feedback	Evidences	Attainment Level
1.1.3	Describe how PTJ disseminates the vision, mission and educational goals to its internal and external stakeholders. (Impactful Evidence: Poster displayed on the notice board; One of the agenda in the academic meeting JAN, JAF, JAKP; Any activities/platform implemented to disseminate the vision, mission, EG ie Amanat Rektor, MDS, website)	UiTM Cawangan Negeri Sembilan has successfully disseminated its vision, mission and educational goals of UiTM to all stakeholders through various channels such as Mesyuarat Jawatankuasa Akademik Negeri, UiTM CNS website, and poster that displayed on the notice board for all staff. Posters of Quality Objective (A4 size) that were displayed on the notice board: Rembau Campus Bilik mesyuarat utama, level 3 bangunan pentadbiran. Bilik mesyuarat level 1, bangunan pentadbiran. Bilik mesyuarat HEP, bangunan pentadbiran. Bilik mesyuarat HEA, bangunan akademik. Bilik mesyuarat Pusat Islam Kampus Rembau. Seremban Campus Lobi Bangunan Pentadbiran Kuala Pilah Campus Bangunan Pentadbiran	1.1.3 (a) Amanat Rektor UiTM Cawangan Negeri Sembilan 2024 dated 11 March 2024 (https://www.youtube.com/watch?v=kYzKtYe-45A) 1.1.3 (b) Official Website UiTM Cawangan Negeri Sembilan (https://nsembilan.uitm.edu.my/) 1.1.3 (c) Mesyuarat Jawatankuasa Akademik Negeri (JAN) Khas Ke-64 (dated 15 Jun 2023) 1.1.3 (d) Laman sesawang Unit Pengurusan Kualiti (https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=56) 1.1.3 (e) Poster of Objektif Kualiti that displayed on the notice board at Seremban Campus 1.1.3 (f) Poster of Objektif Kualiti that displayed on the notice board at Rembau Campus 1.1.3 (g) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Bil 71 dated 27 February 2024 1.1.3 (h) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Bil 77 dated 14 August 2024	4

AREA 1

1.2: FORMULATION AND DEPLOYMENT OF STRATEGIC PLANS

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.2.1	Describe how PTJ supports the strategic plans of the university. (Impactful Evidence: Minutes of meetings on discussion of strategic planning; Reports on workshops or forums for strategic planning discussion)	UiTM Negeri Sembilan Branch supports the strategic plans of the university by focusing on key areas such as academic excellence, community engagement, and industry collaboration. It works towards delivering high-quality education aligned with UiTM's vision, mission and offering programs that cater to both local and global needs. The branch also actively participates in research and innovation, enhancing the university's reputation. Moreover, UiTM Negeri Sembilan Branch strengthens ties with industries, ensuring that students gain practical experience and relevant skills for the job market. It also contributes to social responsibility by engaging in community development initiatives. Overall, it plays a vital role in achieving UiTM's strategic goals of becoming a world-class institution while addressing national and international needs. a. PJIM&A fosters culture where both students and lecturers are actively encouraged to regularly publish high impact journals, participate in innovation competitions, apply for research funding, engage in community service initiatives, and form collaborative partnerships with industry. b. BHEA encourages collaboration between faculties and departments with international universities, collaborative teaching, and SULAM as well as facilitates students' participation in mobility programs.	1.2.1 (a) Industrial linkage_Mahsuri Dagang sdn. bhd dated 28 November 2024 1.2.1 (b) Industrial linkage_Delonix Esport Club_9 November 2024 1.2.1 (c) Research_FRGS 2024 1.2.1 (d) Research_Strategic Research Fund Mosti 2024 1.2.1 (e) Research_Top UiTM CNS Q1&Q2 Authors 2024 1.2.1 (f) Research_Top UiTM CNS Q3 & Q4 Authors 2024 1.2.1 (g) Research_Top UiTM CNS Scopus Authors 2024 1.2.1 (h) MoU_Western Michigan University_dated 5 September 2024 1.2.1 (i) MoU_Institut Agama Islam Negeri (IAIN) dated 15 July 2024 1.2.1 (j) Kunjungan Hormat Pengerusi Lembaga Pendidikan Tinggi Nahdlatul Ulama dated 9 July 2024 1.2.1 (k) Anugerah Tokoh Agensi Kerajaan_dated 21 June 2024 1.2.1 (l) UiTM Rembau jalin kolaborasi bersama mahasiswa antarabangsa UPM 1.2.1 (n) CSR GLOBAL@UniCARE 2024	5

		c. BHEP consistently organizes programs focused on leadership development, talent cultivation, community service and adding value to students' experiences.		
1.2.2	Describe how the PTJ strategic plan is disseminated and deployed. (Impactful Evidence: Any platforms/methods that have been implemented to disseminate the strategic plan e.g; Booklets, Brochure, Timeline/Gantt chart, Websites, Internet portals; Minutes of meetings e.g: MKSP, Mesyuarat Kakitangan Akademik, Workshop, Townhall)	The distribution of KPI information and data at UiTM Negeri Sembilan Branch was carried out using both a top-down and bottom-up approach. This dual strategy ensured that communication flowed effectively from the rector to staff while encouraging feedback and input from all levels of the organization. A strategic planning workshop was scheduled at the beginning of the year to create an interactive environment where both top management and staff could actively engage with the strategic plan. This included sessions designed to thoroughly review the strategic plan, address any uncertainties, and collect valuable feedback as well as suggestions. Additionally, the workshop served as an effective platform for training and ensuring staff become well-versed in the key components of the plan. 1. Briefing on PI devolution to faculties and departments of UiTM Negeri Sembilan Branch. 2. Strategic Planning Workshop (Top management and team) 3. Strategic Planning Workshop (School/Department level) All PIs were allocated and implemented to the designated parties in accordance with the respective department or unit, ensuring the proper cascading of KPIs to UiTM Negeri Sembilan branch.	1.2.2 (a) Emel persediaan untuk Bengkel Perancangan Strategik UiTM CNS 2024: Merangka Projek Inisiatif Pelan Tindakan Strategik (SAP) Bahagian dated 9 February 2024. 1.2.2 (b) Makluman penggunaan dashboard PI/KPI UiTM Cawangan Negeri Sembilan bagi tujuan pemantauan oleh pasukan projek SAP dated 1 November 2024 1.2.2 (c) Jemputan ke mesyuarat data petunjuk prestasi - projek inisiatif tahun 2024 Bil. 1/2024 UiTMCNS dated 24 July 2024. 1.2.2 (d) Jemputan ke mesyuarat data petunjuk prestasi - projek inisiatif tahun 2024 Bil. 22024 UiTMCNS dated 12 December 2024. 1.2.2 (e) Townhall Akademik Sem Mac-Ogos 2024 1.2.2 (f) Minit Mesyuarat Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) 108 dated 25 October 2024 1.2.2 (g) Bengkel Perancangan Strategik Pusat Pengajian Kimia dan Alam Sekitar 2024 dated 17 Mei 2024 1.2.2 (h) Bengkel Perancangan Strategik Kolej Pengajian Pengkomputeran, Informatik dan Matematik 2024 1.2.2 (i) Projek Inisiatif SAP UiTMCNS 2024 1.2.2 (j) Q1 2024_Carta Alir Proses Pelaporan Pencapaian KPI dan PI Bulanan (01 Jan - 31 Mac 2024) 1.2.2 (k) Timeline SAP 2024	5

1.2.3	Describe how PTJ monitors and reviews the strategic plan. Identify the interventions and provide the evidence and provide the evidence of intervention. (Impactful Evidence: Reports from KPI monitoring system; Minutes of meetings on action and reviewing the KPI; Reports of past achievements of PI e.g: Laporan Pencapaian Skor PI)	University Transformation Division (BTU) has provided the Strategic Action Plan (SAP) timeline as a reference for UiTM Negeri Sembilan Branch in the implementation and monitoring of performance across various departments. Progress reports on UiTM's achievements are submitted quarterly. Furthermore, specialized meetings are held between the rector and specific departments that have not met the targeted KPIs during each quarterly review. In addition, BHEA utilizes the Townhall platform to share the KPI information entrusted by BTU to the UiTM Negeri Sembilan Branch. The University Transformation Strategic Unit (STU) has taken an innovative step by creating a PI/KPI Dashboard to facilitate monitoring by the SAP project team at UiTM Negeri Sembilan Branch. The introduction of an interactive and innovative platform enables SAP project members to monitor progress and stay updated on the latest achievements. It also allows for the strategic planning of necessary actions to ensure that PI targets remain on track, with continuous risk control and mitigation measures in place.	1.2.3 (a) Makluman penggunaan dashboard PIKPI UiTM Cawangan Negeri Sembilan bagi tujuan pemantauan oleh pasukan projek SAP 1.2.3 (b) Minit Mesyuarat Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) 108 dated 25 October 2024 1.2.3 (c) Q1 2024_Carta Alir Proses Pelaporan Pencapaian KPI dan PI Bulanan (01 Jan - 31 Mac 2024) 1.2.3 (d) PI Achievement Jan-Mac 2024 1.2.3 (e) PI Achievement Report UiTMCNS Q2 Jan-Jun 2024 1.2.3 (f) PI Achievement Report UiTMCNS Jan_Oct 2024 1.2.3 (g) PI Achievement Report UiTMCNS Dec 2024 1.2.3 (h) Jemputan ke mesyuarat data petunjuk prestasi - projek inisiatif tahun 2024 Bil. 12024 UiTMCNS dated 24 July 2024..pdf 1.2.3 (i) Jemputan ke mesyuarat data petunjuk prestasi - projek inisiatif tahun 2024 Bil. 22024 UiTMCNS dated 12 December 2024.pdf	5
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AREA 1

1.3: INSTITUTIONAL AND ACADEMIC LEADERSHIP

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.3.1	Describe how the academic leaders PTJs are appointed including the selection criteria, job description, qualifications and experience, and mechanisms for selection of institutional leaders and academic leaders at the department and programme levels. (Impactful Evidence: Document on job description and appointment criteria; Advertisement for institutional and academic positions)	UiTM Cawangan Negeri Sembilan (UiTM CNS) adopts a structured and transparent selection process for institutional and academic appointments that adheres to conventional selection criteria while ensuring thorough documentation and public dissemination of the process. Responsibility for documenting and disseminating information about institutional and academic leadership positions rests with a specific unit or department, depending on the type of appointment. Talent recruitment is about engaging current leaders to identify, mentor and develop the next generation of leaders. All academic and institutional positions are openly advertised so that all eligible candidates can apply. The application letter includes a clear job description to provide clarity on the duties and expectations. Interviews are also conducted to assess and select the most suitable candidates. At UiTM CNS, academic positions are generally filled for two years, with the possibility of extension depending on performance and institutional requirements.	1.3.1 (a) Pekeliling Akademik Bil. 06 2016 Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur Dan Kuasa Melantik Jawatan Pentadbir Akademik Universiti Teknologi MARA (UiTM). 1.3.1 (b) Carta alir proses penggantian UiTM Cawangan Negeri Sembilan. 1.3.1 (c) Pekeliling Akademik Bil. 03 2016 Garis Panduan Tugas Dan Tanggungjawab Pentadbir Akademik Dan Perincian Skop Tugas Hal Pentadbiran Akademik Fakulti Cawangan Pusat Akademik 1.3.1 (d) Carta Organisasi Pentadbir Akademik UiTM Cawangan Negeri Sembilan 2024 1.3.1 (e) Appointment letter with job description and appointment criteria for Timbalan Rektor PJIM&A - Ts Dr Aslizah Mohd Aris dated 28/10/2024 (Ref: 500-UiTM(NC 23/4/5/12). 1.3.1 (f) Appointment letter with job description and appointment criteria for KPP FSKM - Puan Nor Aishah Binti Md Noh dated 28/06/2022 (Ref: 500-HEA (23/4/1). 1.3.1 (g) Appointment letter with job description and appointment criteria for KPP FSR - Puan Wahidah Binti Tumijan dated 28/06/2022 (Ref: 500-HEA (23/4/1). 1.3.1 (h) Emel iklan pengambilan staf akademik dan pentadbiran UiTM CNS dated 06/12/2024. 1.3.1 (i) Emel Pemakluman Penstrukturan Semula Pentadbir Akademik UiTM CNS dated 07/08/2024.	4

1.3.2	Describe the process of appointing the institutional and academic positions and support with related evidence. (Impactful Evidence: Systems, procedures and guidelines; Document on succession plan; List of academic leaders; Curriculum Vitae of academic leadership of PTJs)	(UiTMCNS) adheres to established standards to ensure the appointment of the best qualified candidates. Talent management and succession planning involve current leaders identifying, recruiting and recommending suitable successors, whose qualifications are reviewed and approved by the respective department heads. Performance and suitability are monitored on an ongoing basis through department and unit performance. Succession planning at UiTMCNS follows the guidelines set by the Rector. The framework introduced in 2022 describes a structured four-step process for recruiting leaders: (1) position assessment - assessing the need and potential for succession); (2) skills identification - seeking candidates with appropriate qualifications and leadership attributes; (3) development and implementation - providing induction and training; and (4) evaluation of effectiveness - measuring performance against institutional expectations. The selection of academic leaders follows an open system where all eligible staff can apply. The management department has developed a clear succession planning strategy and structured training programs to prepare potential successors. Interviews are also conducted for the position given with the allowance to ensure the selection of the most suitable candidates.	1.3.2 (a) Pekeliling Akademik UiTM Bil 15 Tahun 2021 - Penambahbaik Tugas dan Tanggungjawab Pengurusan Akademik di Universiti Teknologi MARA dan Kriteria Penubuhan Jabatan Pengajian di UiTM Cawangan dated 13/08/2021 (File No: 100-HEA (6/4). 1.3.2.(b) Pekeliling Akademik UiTM Bil 2 Tahun 2019 - Pemilikan dan Pengurusan Program Akademik Universiti Teknologi MARA dated 13/01/2019 (File No: 100-HEA (6/4). 1.3.2 (c) Carta Organisasi UiTMCNS duly signed by Rector dated 31/07/2023. 1.3.2 (d) Borang Pencalonan Ketua Program & Koordinator - koordinator Program IM244 Kampus Rembau. 1.3.2 (e) Senarai Lantikan Ketua Pusat Pengajian, Koordinator, Penyelaras Program dan penyelaras BHEA 1.3.2 (f) Emel cadangan pelan penggantian jawatan pentadbir akademik UiTMCS dated 27/12/2024. 1.3.2 (g) CV KPP Fakulti Sains Sukan dan Rekreasi - Pn Wahidah Tumijan. 1.3.2 (h) CV KPP Fakulti Sains Komputer dan Matematik - Pn Nor Aishah Md Noh. 1.3.2 (i) Slide Presentation for Succession Planning Template UiTMCNS by Rector UiTMCNS	4
1.3.3	Describe how PTJ plans and develops leadership training and development programmes to continuously improve and enhance the capabilities of current and potential institutional and academic.	The planning and execution of leadership development initiatives at UiTM Cawangan Negeri Sembilan (UiTMCNS) adhere to established standards to enhance the capabilities of current and future institutional and academic leaders. Leadership training programs, organized by Pejabat Pentadbiran UiTMCNS and the Institute of Leadership Development (ILD), are provided to equip potential leaders with essential skills and knowledge.	1.3.3 (a) Maklumat Pelan Penggantian Jawatan Pentadbir Akademik UiTM Cawangan Negeri Sembilan 2023-2024. 1.3.3 (b) Emel analisa keperluan latihan tahun 2024 bagi staf UiTMCNS dated 19/04/2024 1.3.3 (c) Emel cadangan Pelan Penggantian Jawatan Pentadbir Akademik UiTMCNS dated 27/12/2024.	4

	Describe how PTJ plans and develops leadership training and development programmes to continuously improve and enhance the capabilities of current and potential institutional and academic.	The planning and execution of leadership development initiatives at UiTM Cawangan Negeri Sembilan (UiTMCNS) adhere to established standards to enhance the capabilities of current and future institutional and academic leaders. Leadership training programs, organized by Pejabat Pentadbiran UiTMCNS and the Institute of Leadership Development (ILD), are provided to equip potential leaders with essential skills and knowledge.	1.3.3 (d) Bukti emel templat pelan penggantian UiTMCNS 1.3.3 (e) Emel Jemputan Program Kolokium UiTM Cawangan Negeri Sembilan: "Kepimpinan Kreatif Penggerak Budaya kerja Inovatif" anjuran Bahagian Pentadbiran, UiTM Cawangan Negeri Sembilan dated 04/11/2024. 1.3.3 (f) Senarai latihan kursus anjuran ILD Januari 2024 1.3.3 (g) Senarai latihan kursus anjuran UiTMCNS Januari 2024	
1.3.4	Describe how the process of evaluation for academic leaders is implemented. (Impactful Evidence: Performance appraisal system; Reports on staff performance evaluation; Academic leaders evaluation (at least 3)	The performance of UiTM Cawangan Negeri Sembilan (UiTMCNS) and its academic leaders will be evaluated in accordance with the standards outlined in Pekeliling Akademik UiTM. The performance of Academic leaders and academic staff are evaluated through the MyATP system. All of staff performance is reviewed and validated in the Mesyuarat Panel Pembangunan Sumber Manusia UiTMCNS. UiTMCNS follows a structured performance appraisal process that utilizes evaluation systems developed by UiTM. In addition, staff excellence is also acknowledged and celebrated through special ceremonies such as Hari Anugerah Kualiti UiTMCNS, Anugerah Apresiasi Rektor (AAR) and Anugerah Akademik Universiti (AAU) at UiTMCNS level annually.	1.3.4 (a) Pekeliling Akademik - 2019 - 03 - Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT dated 01/03/2019 (Bil Fail: 100-HEA (6/4)). 1.3.4 (b) Pekeliling Akademik - 2022 - 03 - Pindaan MyATP dated 15/02/2022 (Bil Fail: 100-HEA (6/4)). 1.3.4 (c) Manual Penyediaan Laporan Nilai Prestasi Tahunan (LNPT) bagi Staf UiTM. 1.3.4 (d) Emel peringatan akhir bagi melengkapkan proses laporan nilai prestasi tahunan 2024 dated 06/05/2024. 1.3.4 (e) Paparan Sistem Penilaian MyATP 1.3.4 (f) Emel Tahniah kepada penerima anugerah perkhidmatan cemerlang UiTMCNS dated 01/08/2024 1.3.4 (g) Emel Tahniah kepada penerima anugerah di Majlis Anugerah Apresiasi Rektor 2023/2024 UiTMCNS dated 20/12/2024 1.3.4 (h) Minit Mesyuarat Panel Pembangunan Sumber Manusia UiTM Cawangan Negeri Sembilan dated 18/12/2023	4

AREA 1

1.4: GOVERNANCE FUNCTION AND MECHANISM

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.4.1	Provide PTJ's organisation chart together with its terms of reference. (Impactful Evidence: Organization chart; Governance chart; Policy on limits of authority)	UiTM Cawangan Negeri Sembilan (UiTM CNS) has clearly defined and published its governance structures and functions, aligning with UiTM's third-level organizational framework for operations and implementation. These governance structures create a transparent relationship between the Board and the Senate as key policy-making bodies. The organizational structure, including the organizational chart for the top management level, is accessible to internal and external stakeholders via the official UiTM CNS website and provides clarity in the chain of command at the three locations. UiTM CNS strictly adheres to the Tadbir Urus 1UiTM Multisistem 2019 manual to define the boundaries of authority. A structured organizational and functional chart is implemented at all operational levels, including the Unit Pengurusan Kualiti (UPK), Bahagian Hal Ehwal Akademik (BHEA), Bahagian Hal Ehwal Pelajar (BHEP) and Bahagian Penyelidikan, Jaringan Industri, Masyarakat & Alumni (BPJIM&A).	1.4.1 (a) Manual Tadbir Urus_1UiTM_Multisistem_2019. 1.4.1 (b) Carta Organisasi UiTM CNS duly signed 31/07/2023 by Rector. 1.4.1 (c) Carta Fungsi Organisasi UiTM CNS as endorsed in JKEN on 2019 1.4.1 (d) Portal rasmi UiTM Cawangan Negeri Sembilan (https://nsembilan.uitm.edu.my/index.php/off-corporate/organisasi), as accessed on 19/04/2024. 1.4.1 (e) Portal rasmi Unit Pengurusan Kualiti UiTM CNS (https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=56), as accessed on 19/04/2024.	4
1.4.2	Provide evidence of the agenda discussed in Mesyuarat Pengurusan Eksekutif/JAN/JAF/JAKP and also the list of attendees. Provide evidence of the agenda discussed in Mesyuarat Pengurusan	The top management of UiTM Cawangan Negeri Sembilan (UiTM CNS) adheres to the principles of transparency, accountability, non-conflict and good governance while maintaining an appropriate level of autonomy in accordance with UiTM standards. All decisions and discussions are documented and made transparent in the relevant	1.4.2 (a) Platform Sistem eMesyuarat JKEN: (https://emesyuarat.uitm.edu.my/warga/skrin-mesyuarat/) 1.4.2 (b) Agenda Mesyuarat JKEN-Bil 109 dated 26/11/2024	4

	Eksekutif/JAN/JAF/JAKP and also the list of attendees	meetings to ensure effective institutional governance. To avoid conflicts of interest, the appointed chairperson must make a Perisytiharan Kepentingan at each meeting. The Mesyuarat JKEN, for example, is held monthly and the management of the meetings is facilitated by the eMesyuarat System module. This platform allows access to agendas, draft minutes and updates on actions by the relevant staff. Access to eMesyuarat is restricted to authorized employees via their official ID to ensure secure tracking of departmental actions and monitoring of progress.	1.4.2 (c) Perisytiharaan Kepentingan as declared by Rector during Mesyuarat Jawatankuasa Eksekutif (JKEN) dated 26/11/2024. 1.4.2 (d) Minit Mesyuarat JKEN-Bil 109 dated 26/11/2024. 1.4.2 (e) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Khas Ke 76 dated 13/06/2024. 1.4.2 (f) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Khas Ke 77 dated 14/07/2024. 1.4.2 (g) Minit Mesyuarat Pengurusan Dalam Ke – 4 Bil.3/2024 Kampus Kuala Pilah dated 08/10/2024. 1.4.2 (h) Minit Mesyuarat Pengurusan Dalam Ke – 5 Bil.4/2024 Kampus Kuala Pilah dated 17/12/2024	
1.4.3	Provide evidence for the process of functional integration and comparability of educational quality must be established in PTJs which have geographically separated campuses. (Impactful Evidence: Minutes of Coordination Meeting between Campuses; Minutes of Management Review Meeting; Any evidence demonstrates the existence of coordination and integration between different locations e.g: Pekeliling, Surat Pemakluman, minutes of meeting etc)	UiTM Cawangan Negeri Sembilan (UiTMCNS) has developed and implemented various mechanisms to ensure functional integration and maintain the quality of education in its geographically dispersed locations. As part of this effort, UiTMCNS serves as the primary reference for key academic documents, including program standards and AIMS. Each semester, the Unit Hal Ehwal Kurikulum (UHEK) UiTMCNS organizes workshops, such as CDL-CQI, open to all faculty members to improve the quality of teaching. To maintain academic standards, reports such as the OBE CDL-CQI are prepared for each degree program and approved by the Mesyuarat Pengurusan Akademik UiTMCNS. The appointment of Resource Persons (RP) is issued and approved by the Rector, while the appointment of Lecturer-in-	1.4.3 (a) Pekeliling Akademik Bil. 12/2022: Keanggotaan Ketua Unit Kualiti Di Jawatankuasa Akademik Universiti Teknologi MARA 1.4.3 (b) Pekeliling Akademik Bil. 05/2022: Pelaksanaan Pendaftaran Pelajar Baharu Sesi II 2021/2022 Secara Dalam Talian UiTM 1.4.3 (c) Carta Organisasi Pentadbir Akademik UiTMCNS endorsed in Mesy. JKEN UiTMCNS bil. 105 : 23 Julai 2024. 1.4.3 (d) Emel Pemakluman Penstrukturan Semula Pentadbir Akademik UiTMCNS dated 07/08/2024 1.4.3 (e) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) Khas Ke 76 dated 13/06/2024.	4

		Charge (LIC) is formalized through letters signed by the TRHEA UiTMCNS. These functions ensure effective delivery of the curriculum and quality of subjects. UiTMCNS has also standardized essential academic records, including course files, teaching portfolios, and lesson plans. In addition, faculty professionalism is assessed through UiTM-wide feedback mechanisms such as PRO-PENS and online student evaluations (SUFO). For program coordination, Ketua Pusat Pengajian (KPP) or Koordinator Program (KP) facilitate communication between Pengurus Utama (PU) at UiTMCNS and Pengurus Pelaksana (PP) from other campuses. The information is disseminated via email, WhatsApp, meetings and online platforms. UiTMCNS also actively collaborates with key stakeholders including Pejabat TNCAA, Pejabat Program Pra Pendidikan Tinggi UiTM, Bahagian Pengambilan Pelajar, Jabatan Pendidikan Negeri Sembilan, Resource Persons and Lecturers-in-Charge to ensure effective academic coordination.	1.4.2 (f) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) Bil. 13 UiTM Cawangan Negeri Sembilan dated 29/07/2024. 1.4.3 (g) Emel penyediaan kertas soalan dan Skema Jawapan bagi Peperiksaan akhir Feb 2025 dated 07/10/2024 1.4.3 (h) Emel Keputusan Mesyuarat Senat ke 309 - Persediaan Audit Pertimbangan Status Pematuhan Swaakreditasi UiTM dari InQKA dated 11/09/2024. 1.4.3 (i) Emel Keperluan Penyerahan Scheme of Work (SOW) oleh RP/LiC bagi Semester Oktober 2024 (sos44) dated 28/10/2024. 1.4.3 (j) Borang Senarai Semak Fail Pengajaran (Teaching File) (Ref: UiTM/KNS/HEA/(O).08) 1.4.3 (k) Borang Senarai Semak Portfolio Pengajaran (Ref: UiTM/KNS/HEA/(O).08) 1.4.3 (l) Borang Senarai Semak Fail Kursus (Ref: UiTM/KNS/HEA/ (O).07) 1.4.3 (m) Template Lesson Plan: Semester October 2023- Februari 2024. 1.4.3 (n) Surat Lantikan Pensyarah Bertanggungjawab (LIC) Pusat Pengajian Biologi UiTMCNS bertarikh 25/08/2022 (Ref: 500-KNS/S(HEA.23/4). 1.4.3 (o) Surat Lantikan RP CHM011 Chemistry for Pre Diploma I dated 1/04/2022 (Ref: 500-KNS/S(HEA.23/4).	
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AREA 1

1.5: INFORMATION MANAGEMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.5.1	Provide evidence on how data/information pertaining to student and academic records is processed, validated and disseminated with confidentiality and integrity. (Impactful Evidence: Document related to data security, confidentiality e.g: SIM, eRES, AIMS etc.)	In alignment with the Akta Rahsia Rasmi (OSA) 1972, UiTM Cawangan Negeri Sembilan adheres to strict policies that developed by Pejabat Pembangunan Infrastruktur & Infostruktur regarding the accessibility, privacy, confidentiality and security of both students and faculty records. Some of the key guidelines that UiTM Cawangan Negeri Sembilan referred are: - Garis panduan penggunaan emel UiTM Bil 02/2022 - Garis panduan pengurusan pangkalan data Bil 6/2020 - Dasar keselamatan ICT_versi 2.0 - Dasar Pengurusan Rekod UiTM To ensure proper data access, academic staff members are only permitted to access administrative data using their unique login credentials, safeguarding the integrity of the information. The i-Student portal, where student records are housed, requires a user ID and password for access, ensuring that only the individual student can view their own academic records. Similarly, the Student Information Management System (SIMS), which stores student data, is accessible only to authorized academic and administrative staff.	1.5.1 (a) Garis Panduan Penggunaan Emel UiTM_Bil 02_2022 1.5.1 (b) Garis Panduan Pengurusan Pangkalan Data_Bil 6_2020 1.5.1 (c) Dasar Keselamatan ICT_version 2.0 1.5.1 (d) Garis_Panduan_Pentadbir_Sistem_ICT_UiTM_2009 1.5.1 (e) Proses Permohonan Akses Pengguna Student Information Management System (SIMS) Modul Akademik dated 11 September 2013 1.5.1 (f) i-Student Portal (https://simsweb.uitm.edu.my/sportal_app/sportal_login/index.htm) 1.5.1 (g) Poster peringatan keselamatan data peribadi 1.5.1 (h) Poster tips kekal selamat di rangkaian awam 1.5.1 (i) Dasar pengurusan maklumat rasmi universiti (https://online.fliphtml5.com/nwfpq/qicz/)	4

1.5.2	Describe the process of amending/correcting data/information if any error occurs. (Impactful Evidence: Minutes of Management Review Meeting; System UNITS, SIM)	All process of amendments/updates and correcting data/information must go through the unit's system (https://units.uitm.edu.my/) and be categorized as ICT complaints. The head of ICT department will assess the complaints received and determine whether the complaints can be resolved at first level support or second level support. First level support: Issues that can be resolved at the branch or campus level. Second level support: Only the system administrator can perform amendments or updates and corrections. Once the complaints is resolved, the complaint can verify whether the issue has been addressed by rating the service provided with a star rating. The flowchart for all complaints must be referenced according to the respective complaint category. For example, if the complaint involves user's email, the flowchart will refer to the Garis Panduan penggunaan email UiTM 2022.	1.5.2.(a) Aduan Units First Level Support Darvien AL Gunasekaran 1.5.2 (b) Aduan Units Second Level Support Mohamad Izwan Mohd Darus 1.5.2 (c) Aduan Units Second Level Support Mohd Farhan Ahmad Daruan 1.5.2 (d) Garis Panduan Penggunaan E-Mel (Mel Elektronik) Universiti Teknologi MARA Bil. 02/ 2022 1.5.2 (e) Garis Panduan Pengurusan Pangkalan Data Bil. 06 2020 1.5.2 (f) Dasar Keselamatan ICT version 2	4
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ACADEMIC DEVELOPMENT AND MANAGEMENT

AREA 2

AREA 2

2.1: FORMULATION AND LEARNING OUTCOME

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.1.1	Describe how PTJ conducts needs analysis and provide the related evidence for programme development and curriculum review. (Impactful Evidence: Needs analysis e.g: Market survey report, benchmarking report; Analysis of PEO/PLO achievement; Sample of paperwork of new program, and curriculum review; List of stakeholders e.g: academic and industry advisor, external assessor, alumni industry, student etc)	Several programs at UiTMCNS, including AS114, AS122, CS248, CS290, and CS112, are undergoing curriculum review, while new programs are also being developed. PTJ conducts a market survey with at least 30 respondents, comprising 30% alumni and potential students, 30% employers and industry representatives, and 40% current students. The survey assesses curriculum relevance, technology integration, and subject planning. Additionally, a Round Table Discussion (RTD) with industry experts, employers, alumni, and external panels ensures alignment with industry needs. RTD covers PEO, PLO, and curriculum benchmarking with other universities, evaluating study duration, fees, subjects, delivery methods, and industrial training periods. PTJ also conducts PLO analysis and establishes a mechanism for PEO analysis 3-5 years after the students graduated.	2.1.1 (a) Maklumbalas Kajian Pasaran -Alumni CS248. 2.1.1 (b) Laporan Pencapaian PLO-CS112 2.1.1 (c) Laporan Pencapaian PEO-PLO-CS248 2.1.1 (d) Kajian Pasaran Pelajar Semasa - CS122 2.1.1 (e) Pekeliling Akademik -Bil 15- 2024- Analisa Keperluan Pasaran 2.1.1 (f) Analisa Kebolehpasaran Graduan (GE)- CS248 2.1.1 (g) Analisa Dapatan Pemegang Taruh- CS248 2.1.1 (h) Penandaarasan CS248 2.1.1 (i) Template PEO Analysis UiTMCNS 2.1.1 (j) Minit Mesyuarat RTD - AS114	4
2.1.2	Provide the mapping of PEOs, PLOs CLOs with the Malaysian Qualifications Framework (MQF). (Impactful Evidence: Sample of a program mapping; Sample of Course Assessment Plan	The programs offered in UiTMCNS, including AS114, AS116, AS122, AS002, AS007, CS112, CS248 and CS290 are aligned with the Malaysian Qualifications Framework (MQF) through a structured mapping of PEO, PLO, and CLO. This mapping ensures that the curriculum meets the required knowledge, skills, and competencies across all MQF 2.0 learning domains, including knowledge and understanding, cognitive skills, functional work skills, personal and entrepreneurial	2.1.2 (a) Course Assessment Plan AS116-FST209 2.1.2 (b) Course Assessment Plan AS114 2.1.2 (c) Course Assessment Plan AS122-TXL140 2.1.2 (d) Course Assessment Plan CS248-MAT560 2.1.2 (e) Course Assessment Plan AS222-CHM421 2.1.2 (f) Course Assessment Plan CS290-MAT668	4

		skills, and ethics and professionalism. The alignment guarantees that graduates are well-prepared for academic progression and career development while upholding professional and ethical standards.	2.1.2 (g) Course Assessment Plan AS002-CHM083 2.1.2 (h) Course Assessment Plan AS007-MAT086 2.1.2 (i) Course Assessment Plan CS112- ASC399 2.1.2 (j) AS122 Program Mapping 2.1.2 (k) CS112 Program Mapping 2.1.2 (l) IC120 Program Mapping 2.1.2 (m) AS116 Program Mapping 2.1.2 (n) AS114 Program Mapping 2.1.2 (o) AS002 Program Mapping 2.1.2 (p) CS248 Program Mapping 2.1.2 (q) Malaysian Qualification Framework 2nd Edition 2.1.2 (r) Lantikan Pengurus Utama CS112 2.1.2 (s) Lantikan Pengurus Utama UiTMCNS	
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AREA 2

2.2: CURRICULUM DESIGN, DELIVERY AND ASSESSMENT

A. Curriculum Structure and Content

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.1	Provide mapping of the program with MQF, educational goals, program standards and SDGs. (Impactful Evidence: Sample of the programme from the various PTJ; Mapping Courses vs EG vs MQF vs SDG)	UiTMCNS have a policy on curriculum design and delivery which is regularly reviewed and improved to ensure it was aligned with the need of stakeholders. Every 3 – 5 years, all PUs programmes must undergo a curriculum reviewed according to the Curriculum Review procedure, MQA program guidelines, and UiTMCNS Quality Objective 2a. For PP's programmes will be carried out by their respected PU. For examples for programmes IC120 were carried out in the Academy of Contemporary Islamic Studies (ACIS) in Shah Alam and programmes in Seremban Campus (5 from FSKM and 4 from FSR) are reviewed by their respective faculties. During the process of curriculum review, all input from academic advisors, industry, external examiners, professional bodies, and relevant stakeholders are taken into consideration. Program outcomes were made align with need of stakeholder and increased the graduate employability. To archive these, content and alignment outcomes were reassessed during the curriculum reviewed.	2.2.1 (a) AS114 MQF 2.0 Mapping 2.2.1 (b) AS116 MQF 2.0 Mapping (Diploma in Food Technology) 2.2.1 (c) IC120 MQF 2.0 Mapping (Diploma in Halal Management) 2.2.1 (d) CS112 MQF 2.0 Mapping(Diploma in Actuarial Science) 2.2.1 (e) AS122 MQF 2.0 Mapping (Diploma in Textile and Clothing Technology). 2.2.1 (f) Cabutan Minit Mesyuarat Jawatankuasa Induk Kurikulum Universiti ke-78, 2/12/2021. Penyusunan Semula Kurikulum AS114,AS116 dan AS122. 2.2.1 (g) Certification of Accrediation for CS112 2.2.1 (h) Pemakluman Dasar Perubahan Kurikulum Dari Agensi Kelayakan Malaysia (MQA), 22/11/2013. 2.2.1 (i) Panduan Semakan Kurikulum, UiTM Negeri Sembilan. 2.2.1 (j) Surat Pemakluman Perakuan Akreditasi Penuh Program FSKM, 7/12/2018. 2.2.1 (k) Surat Lantikan AJK Semakan Kurikulum AS114 2.2.1 (l) CS112 Program Curriculum Review Committee 2.2.1 (m) External Review Feedback for Industrial Training_AS118	5

		UiTMCNS try to incorporate to include pertinent topics of regional, national, and worldwide significance into the academic programs by conducting a market survey (need analysis), collecting advice from a content expert including the alumni (AS114 and IC120), and international academic advisor report (CS112). The process of curriculum review was done according to the Guidelines for Academic and Curriculum, version 2011 which provides a comprehensive guideline for designing, implementing, and evaluating the curriculum. The establishment of Curriculum Review Committee at the Programme level were to ensure all of the processes, procedures and mechanisms for curriculum review adhere to and implemented successfully.	2.2.1 (n) External Review Feedback for Industrial Training_AS116 2.2.1 (o) Assesment Form Industrial Training Feedback_ MC243 (Bachelor of Mass Communication Broadcasting) 2.2.1 (p) Jawatankuasa Semakan Kurikulum AS116 2.2.1 (q) Minit Mesyuarat JAF ke--132 Bil.13/2020 2.2.1 (r) Surat Lantikan Diana Juniza AJK Semakan Kurikulum 2.2.1 (s) Kertas Cadangan Semakan Kurikulum - perkara 17.14,pg 22	
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B. Instructional Method

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.2	Describe how PTJ adopted appropriate instructional methods for the programme in providing a conducive learning environment to improve the student learning experience. (Impactful Evidence: List of instructional methods; Sample of Course file (at least 3 programs); CDL-CQI Report; Student Learning Experience Report)	To make conducive learning environment and improving the student learning experience UiTMCNS adopted several instructional methods such as active learning (group discussion, project-based assignments) and diverse learning strategy (Interactive lectures, multimedia content and online resources). These methods not only promote deeper understanding and critical thinking but cater student with different learning styles. To create conducive learning environment, UiTMCNS implement mentorship (Academic Advisor), Student Feedback Online (SuFO) to give student support and motivation. In order for the students could monitor their own progress and make improvements, Structured Assessment Mechanism (SAM) were implemented. Bahagian Pentaksiran dan Penilaian Akademik will notify all lecturers every semester to make sure SAM were embedded in the lesson plan. In conclusion, these strategies created learning atmosphere where students felt inspired which lead to enhanced their academic achievement and increased participation in classroom.	2.2.2 (a) Course File ENT300 2.2.2 (b) Teaching portfolio ENT300 2.2.2 (c) Course File FST305 2.2.2 (d) Teaching portfolio MAT441 2.2.2 (e) Teaching portfolio COM167 2.2.2 (f) Teaching portfolio FST305 2.2.2 (g) Teaching portfolio ECO415 2.2.2 (h) Pelaksanaan Structure Assessment Mechanism (SAM) bagi semester Oktober 2024 2.2.2 (i) Lesson Plan FST269 2.2.2 (j) Scheme of Work CSC134 2.2.2 (k) SuFO Sample - Aug 2024 2.2.2 (l) Sample Borang Penasihat Akademik (Pemautan Akademik)_Oct2024 2.2.2 (m) Student Learning Experience Report ENT300 2.2.2 (n) Student Learning Experience Report ENT600 2.2.2 (o) Student Learning Experience Report PHY130	5

C. Assessment

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.3	Describe the process of preparing the assessment for the dissemination of the results. Describe the appeal process. (Impactful Evidence: Any document and policy on management and security of assessment documents e.g: Academic Regulation, Polisi Pentaksiran dan Penilaian Akademik Pelajar, Borang Pengakuan Staf, Laporan Audit Peperiksaan etc; Appeal policy for assessment, Minute of meeting related ie JAN/JAF/JAKP)	The process of preparing the assessment for results dissemination The assessment includes quizzes, assignments, tests, projects, presentations, and final examinations, which are designed based on Bloom's Taxonomy and the MQA Program Standard, ensuring alignment with CLOs and PLOs. To maintain validity, reliability, consistency, and fairness, the following methods are practiced across the program: 1. Test Specification Table (JSU) and UiTM's Garis Panduan Kesetaraan Kualiti Penilaian Pelajar These provide guidelines on the appropriate taxonomy level for assessment items and ensure alignment with course learning outcomes. 2. The Use of Assessment Rubrics Standardized rubrics ensure consistency in grading and provide clear evaluation criteria. 3. Standardized Marking and Answer Schemes Helps maintain uniformity in grading across different evaluators. Additionally, lecturers involved in the preparation of final examination questions must complete Borang Pengakuan Staf (Semakan K) to maintain the confidentiality of the examination questions. After assessments are conducted, grading follows the established marking schemes. Results are compiled and moderated before submission to the	2.2.3 (a) Polisi Penilaian Akademik Pelajar Edisi 2 2015 2.2.3 (b) Manual_Peperiksaan_2012_-_Edisi_1 2.2.3 (c) Penambahbaikan Garis Panduan Peperiksaan Akhir Secara Fizikal (Latest) 2.2.3 (d) Peraturan Akademik Pra Diploma UiTM 2.2.3 (e) Peraturan Akademik Diploma dan Sarjana Muda UiTM 2.2.3 (f) Garis Panduan Proses Penyediaan Kertas Soalan Dan Skema Jawapan Pep. UiTM (Penambahbaikan) 2.2.3 (g) JSU FST209 2.2.3 (h) JSU MAT016 2.2.3 (i) JSU MIC341 2.2.3 (j) JSU STA104 2.2.3 (k) JSU CHM083 2.2.3 (l) JSUB CHM083 2.2.3 (m) JSUB CHM207 2.2.3 (n) Rubrics MAT016 - Interpersonal Skills 2.2.3 (o) Rubrics CHM431 - Written Report 2.2.3 (p) Rubrics CHM213 - Video Presentation 2.2.3 (q) Rekod Pelarasan Markah PSPM 2.2.3 (r) Rubrics LCC111 - Speaking 2.2.3 (s) Carta Alir Proses Permohonan Rayuan Penyeragaman Semula Keputusan Peperiksaan Akhir 2.2.3 (t) Borang Pengakuan Staf 2.2.3 (u) Borang Pengakuan Staf 2.2.3 (v) Surat Irian Rektor - Penghantaran Laporan Pemantauan Peperiksaan Akhir Tahun 2024 di UiTM Cawangan 2.2.3 (w) Petikan Minit Mesyuarat JAN	5

		Examination Unit. Once reviewed and approved by the Examination Board, results are disseminated through UiTM student portal. Appeal process The appeal process for final examination results begins with the student submitting the RSS Appeal Form, proof of payment (RM50), and their exam result slip. The examination unit then retrieves the original answer script and appoints a second examiner, who reviews the script based on the provided marking scheme and submits a Review Report Form. The Faculty Academic Committee compiles the appeal documents, prepares a case file, and forwards it to the Examination Board for final review and endorsement. If a grade change is approved, the updated result is recorded in the student system and officially announced through the Student Portal within the academic calendar timeline. This structured process ensures transparency, accuracy, and fairness in result re-evaluation.	2.2.3 (x) Petikan Minit Mesyuarat JAN 2.2.3 (y) Prosedur RSS 2.2.3 (z) Borang Laporan Audit Exam N5 20242 - Pengurusan 2.2.3 (zi) Borang Laporan Audit Exam N5 20242 - Fasilitas 2.2.3 (zii) Borang Laporan Audit Exam N3 20242 - Fasilitas 2.3.2 (ziii) Borang Laporan Audit Exam N3 20242 - Pengurusan 2.2.3 (z iv) Borang Laporan Audit Exam N4 20242 - Fasilitas 2.2.3 (z v) Borang Laporan Audit Exam N4 20242 - Pengurusan	
2.2.4	Describe the process of developing and reviewing assessment criteria and methods conducted by the recourse person. (Impactful Evidence: Policy/procedure that highlights the autonomy for department responsibility on relevant assessment processes e.g: Academic Regulation, Polisi Pentaksiran dan Penilaian Akademik Pelajar; Any document related to the process of developing and reviewing assessment	The resource person develops and reviews assessment criteria using the Course Assessment Plan (CAP), ensuring alignment with Course Learning Outcomes (CLOs), teaching strategies, and appropriate assessment methods such as tests, practical assessments, or projects. Each semester, the resource person analyzes CLO achievement and reviews the Continuous Quality Improvement (CQI) report to assess the effectiveness of the assessment. If changes are needed, the resource person updates the Course Assessment Plan, submits it for review to UHEK, and implements enhancements based on feedback. This must be endorsed in the January meeting before the semester begins.	2.2.4 (a) Prosedur Mengurus Pelaksanaan Kurikulum. 2.2.4 (b) Quick Reference 5 Clusters of Learning Outcome MQF 2.0. 2.2.4 (c) Pelaporan CLO-PLO Analysis CS248 2.2.4 (d) Laporan CQI Semester Mac-August 2024 2.2.4 (e) Petikan JAN Semakan Kursus FST 2.2.4 (f) Petikan JAN Semakan Kursus STA026 2.2.4 (g) Petikan JAN Semakan Kursus FSG349 2.2.4 (h) Carta Alir Perubahan Maklumat Kursus Peringkat JAN UiTM CNS	5

	processes e.g: Academic Regulation, Polisi Pentaksiran dan Penilaian Akademik Pelajar; Any document related to the process of developing and reviewing assessment e.g: minutes of meeting JAN/JAF/JAKP, workshop etc; Sample of description of assessment comprising formative and summative components; Sample JSU/JSUB/JSP)			
2.2.5	Describe how assessment methods, policy on plagiarism, grading criteria and results are documented and communicated to students. (Impactful Evidence: Procedures for the management of student assessment and its records; Any document related to the process documented and communicated e.g: Sample of Assessment Description, Garis Panduan Kesetaraan Kualiti Pelajar UiTM, Laporan CDL-CQI, pekeliling, etc.)	Difference approaches and tools have been used to measure the course's learning outcomes as stated in scheme of work/lesson plan or course information. Each course offered will be ensured to have the appropriate number of assessments as stipulated in the Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021. UiTM CNS using Polisi Plagiarism UiTM and Guidelines on Supervision, Assessment, Evaluation and Format for Student's Project, 3rd Edition, p. 8, guide to the Analysis on Ouriginal Report and Rujukan Berkenaan Turnitin Pensyarah as guidelines and mechanisms to address issues on academic plagiarism among students. Difference approaches and tools have been used to measure the course's learning outcomes as stated in scheme of work/lesson plan or course information. Each course offered will be ensured to have the appropriate number of assessments as stipulated in the Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021. UiTM CNS using Polisi Plagiarism UiTM and Guidelines on Supervision, Assessment, Evaluation and Format for Student's Project, 3rd Edition, p. 8, guide to the Analysis on Ouriginal Report and Rujukan Berkenaan Turnitin Pensyarah as guidelines and mechanisms to address issues on academic plagiarism among students.	2.2.5 (a) Course information- FST254 2.2.5 (b) Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021 2.2.5 (c) Taklimat Migrasi Sistem Plagiarisme UiTM 2024 - https://www.youtube.com/watch?v=7Xo14TWpASQ 2.2.5 (d) Assessment marks- TXL229 2.2.5 (e) Guidelines on Supervision, Assessment, Evaluation, and Format for Student's Project, 3rd Edition 2.2.5 (f) Lesson Plan- FST269 2.2.5 (g) Laporan Turnitin AS750 2.2.5 (h) Sample markah borang C MSP660 2.2.5(i) Sample turnitin Report CS290 2.2.5 (j) Pelaksanaan Structure Assessment Mechanism (SAM) bagi semester Oktober 2024 2.2.5 (k) Rujukan Berkenaan Turnitin pensyarah 2.2.5 (l) Garis panduan kesetaraan kualiti penilaian pelajar UiTM- (https://online.fliphtml5.com/tnke/fxoj/#p=1) 2.2.5 (m) Surat Keputusan JAN berkaitan CDL-CQI_30Sept2024 2.2.5 (n) CDL-CQI Summary 2024_Aug2024 2.2.5 (o) Sample of Turnitin report AS246 2.2.5 (p) Sampel of Assessment Description MAT112	5

2.2.6	Describe how the PTJ ensures the correctness of the student's results, status and records. (Impactful Evidence: Students' achievement reports; Activities report with the students; Student's results; Any document demonstrates the roles of Academic Advisor e.g: Academic Advisor appointment letter, the sample of student list (extract from SIMS), PA meeting/workshop etc)	UiTM CNS ensured the correctness of student's results by implementing second marker system. RP/LiC/Programmes Coordinator/KPP will appoint to be second marker. The second marker need to mark 10% of finished scripts. If the discrepancies more than five marks, the first examiner need to remarks all the scripts. A student who has academic challenges will receive academic support from an academic advisor (PA). For product does not meet specifications, RP/LiC for Course code with usually will organise programmes to help student improve their skill and knowledge.	2.2.6 (a) Sampel Skrip jawapan pelajar BIO615_ISH202 2.2.6 (b) Academic Advisor appointment letter AS114 2.2.6 (c) Senarai pelajar PA_mardiana 2.2.6 (d) Sampel Borang Pemeriksa Kedua_July2024 2.2.6 (e) Laporan TAPA Program Marvel 2.0_June2024 2.2.6 (f) Laporan TAPA_CGCT_30 Mei2024 2.2.6 (g) Sample Borang Pemantauan Penasihat Akademik (Pemantauan Akademik)_Oct2024	4
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D. Constructive Alignments

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.7	Describe how the outcomes of constructive alignment are being deployed in curriculum structure, content, delivery and assessment. (Impactful Evidence: Minutes of meetings on the periodic review of the curriculum structure; The Terms of Reference and the composition of the Program Review Committee; Mapping of assessment with PEO and PLO; Mapping of CLO with PLO; Sample of Course Assessment Plan (CAP at least 5 courses)	The constructive alignment ensuring that learning outcomes, teaching methods, and assessments are cohesively linked and effectively deployed in the curriculum structure, content, delivery, and assessment. Initially, the resource person defines clear learning objectives and selects assessment methods such as written exams, practical assessments, assignment, or project that directly measure the intended learning outcomes. These outcomes are integrated into the curriculum structure, ensuring that courses designed align with MQF 2.0 learning outcome domain . The content is then developed to align with these learning objectives, ensuring relevance to industry needs and academic standards. The delivery methods including lectures, tutorials, hands-on training, and student-centered learning approaches are strategically chosen to facilitate active engagement and deeper understanding. A structured rubric and marking scheme are designed to maintain consistency in assessment. The assessment methods are periodically reviewed through Course Learning Outcome (CLO) analysis, mapping student performance to CLOs to identify learning gaps. Additionally, the Course Assessment Plan (CAP) outlines the structure, weightage, and distribution of assessments across the course for balanced evaluation. The Continuous Quality Improvement (CQI) report is then used to analyze student performance trends, stakeholder feedback, and areas for enhancement.	2.2.7(a) Quick Reference to Learning Outcome MQF 2.0 2.2.7(b) Laporan CLO-PLO Analysis CS248. 2.2.7(c) Laporan CQI Semester Mac-August 2024 2.2.7(d) Course Assessment Plan TXK229 2.2.7 (e) Petikan Keputusan Semakan Kursus di Peringkat JAN	5

AREA 2

2.3: ADMISSION AND MOBILITY

A. Student Selection and Admission

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.3.1	Describe the process of student selection, admission and appeal, including transfer and exchange students as well as those with special needs. (Impactful Evidence: Admission policy; Appeal policy for student admission; Credit Transfer Policy; Student Exchange Policy; Academic Regulation)	Student selection is based on the "Pengiraan Markah Merit Lulusan SPM" published by JPT KPT, with applications submitted through the UPU online system (http://upu.moe.gov.my/web) for October intake, where KPT manages the selection process. Meanwhile, applications for the March intake (Diploma, Bachelor, and equivalent programs) are processed via UiTM's online admission portal (http://online.uitm.edu.my/). Selection is based on program entry requirements set by the faculty and approved by UiTM's Senate, with regular reviews to align with current market demands and academic needs for SPM holders, pre-diploma, diploma, and matriculation graduates. Candidates who are unsuccessful for the October intake may appeal through the UPU website (https://upu.moe.gov.my/), while those who fail to secure admission for the March intake may appeal via the BPP UiTM website (https://online.uitm.edu.my/). Students can refer to the Bahagian Pengambilan website (https://pengambilan.uitm.edu.my/e-syarat) for details on program entry requirements. Once accepted, students may submit appeals for academic-related matters as outlined in the Buku Peraturan Akademik UiTM 2021 and must complete their course registration within the stipulated	2.3.1 (a) Buku Peraturan Akademik 2021 (update 2022) 2.3.1 (b) Pengecualian kredit dan pemindahan kredit 2.3.1 (c) BAB 24 - 26 _Manual Pengurusan Akademik Untuk Pentadbir 2013 2.3.1 (d) FSG Program Book (update 2022) 2.3.1 (e) Postgraduate Education (General Guide) 2.3.1 (f) Garis Panduan Pelaksanaan Program Mobiliti (Inbound) 2.3.1 (g) Kemasukan Pelajar 2.3.1 (h) Student exchange https://uitmglobal.uitm.edu.my/index.php/international-affairs/mobility-programme/inbound/student-exchange	4

		period via the iStudent portal (http://istudent.uitm.edu.my/nsp/home/main.asp).		
2.3.2	Describe processes covering student mobility, articulation, credit transfer and programme transfer within or across institutions recognising formal, informal and non-formal learning. (Impactful Evidence: Any documents related to the discussion of student mobility, and credit transfer ie Minutes of meeting JAN/JAF/JAKP; Buku Garis Panduan Pengecualian Kredit; Academic regulations)	Student Mobility UiTM provides opportunities for students to participate in student mobility programs such as inbound and outbound students, which allow them to study at partner institutions locally and internationally for a specific period while earning credits. These programs include exchange programs, internships, lecture series, summer programs, workshops, corporate social responsibility (CSR) projects, and competitions, enhancing students' academic exposure and global learning experience. Mobility programs follow UiTM's educational policies, ensuring credit recognition upon completion. https://docs.google.com/spreadsheets/d/1hnJM5C413NJ_u_pbnLRhE8fCA2gZWtcWV/edit?usp=sharing&oid=113597388162812912534&rtfpof=true&sd=true Credit Transfer Credit transfer is only permitted for new students who have successfully completed a specific course at UiTM or an equivalent institution and are continuing their studies at the degree level. Additionally, students who have completed the National Service Programme are eligible for exemption from one semester of extra-curricular courses. To apply for a credit transfer, students must submit the HEA/RA/ITC-2007-1 (Pemindahan Kredit Dalam) form, following the university's established guidelines. Furthermore, students may request credit exemptions for courses based on	2.3.2 (a) Student Mobility Tracking Records 2.3.2 (b) Laporan Novice Siri 1 2.3.2 (c) Laporan Novice Siri 2 2.3.2 (d) Laporan Novice Siri 3 2.3.2 (e) Laporan Global Outreach 7.0 2.3.2 (f) Flowchart for Student Exchange Process (inbound) 2.3.2 (g) Borang Permohonan Pengecualian Kredit 2.3.2 (h) Senarai Pengecualian Kredit 20244 2.3.2 (i) Senarai Pengecualian Kredit 20242 2.3.2 (j) Senarai Pengecualian Kredit 20234 2.3.2 (k) Flowchart for Student Exchange Process (outbound) 2.3.2 (l) Pelajar - Sample Borang Pemindahan Kredit Dalam 2.3.2 (m) Pekeliling Akademik - Bil 13 - 2024 - Pindaan Pengecualian Kredit Dalam Peraturan Akademik Diploma Dan Sarjana Muda Pindaan 2021 (Bilangan 1) 2.3.2 (n) Buku Peraturan Akademik 2021 2.3.2 (o) Slip Keputusan Accreditation of Prior Experiential Learning 2.3.2 (p) Buku Panduan APEL C 2.3.2 (q) Peraturan Akademik Pra Diploma UiTM 2.3.2 (r) Peraturan Akademik Diploma dan Sarjana Muda UiTM 2.3.2 (s) Borang Pengakuan Staf.pdf 2.3.2 (t) Borang Pengakuan Staf.pdf 2.3.2 (u) Petikan Minit Mesyuarat JAN.pdf 2.3.2 (v) Petikan Minit Mesyuarat JAN.pdf 2.3.2 (w) Prosedur RSS.pdf	4

		predetermined regulations set by UiTM. Detailed information on credit transfer and exemption policies can be found in Section 2.5 of the Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM, Pindaan 2021 (Bilangan 1). UiTM acknowledges prior learning experiences through the Accreditation of Prior Experiential Learning (APEL) framework established by MQA. This recognition allows students to earn credits based on formal education (previous qualifications), informal learning (work experience), and non-formal learning (certifications, training, and self-directed learning). APEL assessments, including APEL (C) for credit transfer ensure that students' competencies are appropriately recognized for academic progression.		
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TALENT AND RESOURCES

AREA 3

AREA 3

3.1: ACADEMIC STAFF

A. Policies

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.1	Describe procedures and human resource planning to recruit, develop, assess, reward, and promote an academic staff in line with the vision, mission, and institutional goals. (Impactful Evidence: List of Staff recruited in the past 3 years; List of Staff promoted in the last 3 years; Any document related ie Panduan Tadbir Urus Pengurusan Autonomi, Watakah Penerimaan Autonomi, Laporan Kenaikan Pangkat Minit Mesyuarat Laporan Penilaian Prestasi Tahunan LNPT (Akademik & Bukan Akademik), Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT)	UiTMCNS has well-defined policies, criteria, and procedures for academic appointments and promotions, adhering to UiTM's established guidelines and circulars. The selection and recruitment of academic staff are conducted in accordance with the Manual Pengurusan Sumber Manusia - Perjawatan & Sistem and relevant procedures and circulars issued by the Office of the Registrar, UiTM Shah Alam. Decisions regarding academic staff appointments are based on the Dasar dan Panduan set by the Jabatan Pengurusan Sumber Manusia (JPSM), Registrar's Office, UiTM. UiTMCNS carries out human resource planning by following a structured process for recruiting, selecting, interviewing, and documenting new hires, issuing offer letters for permanent staff, as well as full-time and part-time lecturers. All recruitment policies are accessible at the Pejabat Pentadbiran.	3.1.1 (a) List of Academic Staff UiTMCNS recruited in the years 2022, 2023 and 2024 3.1.1 (b) List of Academic Staff UiTMCNS promoted in the last years 2022, 2023 and 2024 3.1.1 (c) (i) Panduan Tadbir Urus Pengurusan Autonomi (m/s 26), 3.1.1 (c) (ii) Tadbir Urus Sumber Manusia UiTM berautonomi (m/s 5) 3.1.1 (d) Watakah Pelaksanaan Autonomi Kampus UiTMCNS, 3.1.1 (e) Minit Mesyuarat Panel pembangunan Sumber Manusia berkaitan Laporan Kenaikan Pangkat dan Penilaian Prestasi Tahunan LNPT 2023 (Akademik & Bukan Akademik), 3.1.1 (f) Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT	5

3.1.2	Describe the process of upholding academic integrity at PTJ. (Impactful Evidence: Policy on academic integrity including plagiarism, and research ethics)	UiTM CNS prioritizes academic integrity and honesty, including the prevention of plagiarism. The policies in place include: (i) Polisi Pentaksiran dan Penilaian Akademik UiTM Pindaan 2021 (ii) The Process and Procedure for Postgraduate Coursework and Mixed Mode Programmes (Amendment 2023) (iii) The Process and Procedure for Postgraduate Research Degree Programmes (Amendment 2021) These policies have been communicated and regularly updated for all academic staff to ensure lecturers remain informed and aware.	3.1.2 (a) (i) Polisi Pentaksiran dan Penilaian Akademik UiTM Pindaan 2021 3.1.2 (a) (ii) The Process and Procedure for Postgraduate Coursework and Mixed Mode Programmes (Amendment 2023) 3.1.2 (a) (iii) The Process and Procedure for Postgraduate Research Degree Programmes (Amendment 2021) 3.1.2 (b) Sample Application Form - Research Ethics 3.1.2 (c) Sample Turnitin - Semester 2024/2	5
3.1.3	Describe the process of addressing the human resources needs. (Impactful Evidence: HR Development and Strategy Plan and Initiatives; Performance analysis report and revised policies/procedures; External Examiner Report; Audit Finding; Sample of KS planning, Keperluan tenaga Pensyarah (KTP))	The Template "Formula Keperluan Pensyarah" serves as a structured tool to streamline the assessment of academic staff requirements based on specific criteria, enabling institutions to effectively allocate human resources for teaching and academic needs. Since 2015, the appointment process for UiTM academic staff at branch campuses has been delegated to UiTM State Campuses, granting them full autonomy in recruitment. To address challenges in the new staff recruitment process, the administration of UiTM Negeri Sembilan Branch, in collaboration with UiTM Infostruktur UiTM CNS, developed and	3.1.3 (a) Slaid Sharing Session ePCNS UiTM CNS dated 14/3/23 3.1.3 (b) MINIT MESYUARAT MKSP 13.2024 29 JULAI 2024 FINAL 3.1.3 (c) Sampel Template Keperluan Pensyarah UiTM CNS Mengikut Bahagian - Tahun 2024 (Sesi 2023/4)	5

		implemented the Sistem ePengambilan Cawangan Negeri Sembilan – ePengambilanCNS (UiTMCNS HR Proactive: Online Recruitment). The system's development began in April 2021 and was officially launched on 24 September 2021. UiTMCNS has since used it for advertising job openings for permanent, contract, and PTFT academic staff.		
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B. Implementation

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.4	Provide an adequate number of qualified academic staff with relevant experience to teach and assess student learning outcomes for each programme. (Impactful Evidence: Data on staff-student ratio per programme/semester; Table of staff qualification levels; Percentage of staff with PhD; Percentage of full-time staff and turnover rate; Manual Proses Pengambilan dan Pelantikan Staf Kumpulan Pengurusan Dan Profesional (Akademik) Panduan Pengurusan Proses Pelantikan Staf Akademik; Sampel Surat Perakuan Pendaftaran Badan Profesional; Pekeliling Akademik)	UiTMCNS ensures that qualified lecturers are selected to teach courses across its programs. The allocation of academic staff is based on subject requirements, with lecturers assigned from their respective departments or other departments as needed (servicing). Additionally, part-time full-time (PTFT) and part-time lecturers are hired as necessary to maintain adequate staffing for each program. Academic staff must also possess relevant teaching experience and hold professional certifications recognized by accredited bodies.	3.1.4 (a) (i) Data on staff-student ratio per programme/semester; (20242, 20244) 3.1.4 (a)(ii) Jumlah Pelajar dan Staf Akademik dan Nisbah 3.1.4 (b) (i) Data on staff professional membership dated 31/3/2024 3.1.4 (b) (ii) SENARAI STAF KELAYAKAN DAN KELAYAKAN PROFESIONAL 3.1.4 (c) LAPORAN PROJECTION PhD UiTMCNS 2025; 3.1.4 (d) DASAR PELANTIKAN STAF DAN PENSYARAH P.U. (A) 1 2012_VERSI LOM 3.1.4 (e) Pekeliling Akademik - 2022 - 03 - Pindaan MyATP 3.1.4 (f)Pengurusan_Pengambilan_dan_Pelantikan_Staf_UiTM_2020	5
3.1.5	Describe how the staff is given sufficient autonomy to focus on areas of their expertise, such as curriculum development and implementation, academic supervision of students, research and writing, scholarly activities, academically related administrative duties, and community engagement. (Impactful Evidence: Staff JTOR and KPIs; Staff Workload per semester)	Academic staff at UiTMCNS are governed by Amanah Tugas Pensyarah (ATP), a system introduced by Universiti Teknologi MARA (UiTM) to define, document, and acknowledge the roles and responsibilities of lecturers. ATP serves as a framework for lecturers to establish their semester and annual work targets, performance evaluations, and career progression, encompassing teaching, academic scholarship, and service contributions. ATP categorizes a lecturer's workload based on the number of hours spent per week across four (4) main tracks:	3.1.5 (a) Staff JTOR - Job Description (JD) (Sample Pensyarah) 3.1.5 (b) Sample Staff Workload per semester 3.1.5 (c) Sampel ATS Pensyarah	5

		i) Teaching and Learning ii) Research ii) Industrial Practitioner iv) Institutional Leadership This system ensures that academic staff have the flexibility to focus on their chosen area of expertise. At UiTMCNS, lecturers typically have a teaching workload of 12-18 hours per week, depending on their grade. Their responsibilities may include lectures, tutorials, laboratory sessions, and supervision of project papers, theses, and fieldwork. Additionally, some staff engage in consultancy, community service, and administrative roles, such as Program Coordinator or Resource Person. The Research Management Institute (RMI), operating under the Research and Industrial Linkages Office (PJI), oversees research, consultancy, intellectual property protection, and commercialization efforts. It facilitates academic and non-academic staff by organizing seminars, workshops, roadshows, and exhibitions related to research, consultancy, innovation, and design. RMI also supports securing research grants, managing research funds, and promoting ethical research publication. To further encourage research and publications, PJI UiTMCNS introduced the Wednesday Writing Hour, encouraging staff to dedicate one hour (2–3 PM) every Wednesday to writing. Additionally, incentives are offered for indexed publications and other scholarly contributions.		
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C. Training and Development

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.6	Provide a list of appropriate and effective training and academic staff development programmes including leadership skills through participation in professional activities, research and industry linkages and other relevant activities. (Impactful Evidence: List of trainings attended by the staff based on Leadership, Area of expertise, Supervisor/research-related; Data on staff active in research grant, publication, PG students, collaboration/linkages with other institutions/industry; Data on staff professional membership and external engagement)	1) List of trainings attended by the staff based on Supervisor/research-related Unit Penerbitan dan Penulisan i. Bengkel Penerbitan Artikel Q1/Q2 ii. Social Media for Research Impact iii. Bengkel Road to Publish 2024 2) Data on staff active in research grant, publication, PG students, collaboration/linkages with other institutions/industry. List collaboration/linkages with other institutions/industry in 2024: 1. LEMBAGA WAKAF DARUL HIKAM INDONESIA - (MoU) 2. HIKMAH JAYA WISATA TOUR & TRAVEL SERVICE - (MoU) 3. BAITUL MAAL WA TAMWIL USAHA GABUNGAN TERPADU NUSANTARA - (MoU) 4. TRANSFORM BUSINESS PERFORMANCE CONSULTANT SDN. BHD. - (LoI) 5. FAKULTI PENGAJIAN ISLAM, UNIVERSITI KEBANGSAAN MALAYSIA - (LoI) 6. UNIVERSITAS NAHDLATUL ULAMA YOGYAKARTA - (LoI) 7. INSTITUT ILMU KESEHATAN NAHDLATUL ULAMA TUBAN - (LoI) 8. UNIVERSITAS NAHDLATUL ULAMA SUNAN GIRI BOJONEGORO - (LoI) 9. UNIVERSITAS NAHDLATUL ULAMA SUMATERA UTARA MEDAN - (LoI) 10. UNIVERSITAS NAHDLATUL ULAMA SULAWESI TENGGARA - (LoI)	3.1.6 (a) Sample Staff Professional membership 2024 3.1.6 (b) Sampel collaboration/linkages with other institutions/industry 2024 3.1.6 (c) IPSIS 3.1.6 (c) (i) Senarai Supervisor 3.1.6 (c) (ii) 20242-PhD-senarai nama pelajar aktif 3.1.6 (c) (iii) 20242 - Master- senarai nama pelajar 3.1.6 (d) Data kelayakan akademik dah keahlian professional UiTMCNS 31/3/2024 3.1.6 (e) Sampel Senarai Latihan Staf 2024 3.1.6 (f) Data on staff active in research grant, publication, PG students, collaboration/linkages with other institutions/industry 2024; 3.1.6 (g) Top Authors and Top Q1 Authors 2024	5

		11. LEMBAGA WAKAF DARUL HIKAM INDONESIA - (MoU) 12. HIKMAH JAYA WISATA TOUR & TRAVEL SERVICE - (MoU) 13. BAITUL MAAL WA TAMWIL USAHA GABUNGAN TERPADU NUSANTARA - (MoU) 14. TRANSFORM BUSINESS PERFORMANCE CONSULTANT SDN. BHD. - (LoI) 15. FAKULTI PENGAJIAN ISLAM, UNIVERSITI KEBANGSAAN MALAYSIA - (LoI) 16. UNIVERSITAS NAHDLATUL ULAMA YOGYAKARTA - (LoI) 17. INSTITUT ILMU KESEHATAN NAHDLATUL ULAMA TUBAN - (LoI) 18. UNIVERSITAS NAHDLATUL ULAMA SUNAN GIRI BOJONEGORO - (LoI) 19. UNIVERSITAS NAHDLATUL ULAMA SUMATERA UTARA MEDAN - (LoI) 20. UNIVERSITAS NAHDLATUL ULAMA SULAWESI TENGGARA - (LoI) Data staff active in publication 2024 (total staff: 438) 1. Number of indexed publication: Conference proceedings in SCOPUS/WoS and Journal in SCOPUS/WoS/ERA. (190/438 & 43.38%) 2. Number of high impact publications. (39/20 & 100) 3. Number of indexed publication: Journal in MyCite. (107/85 & 100) 4. Staff Awards – research, publication, etc – Top Authors		
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D. Performance and Rewards

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.7	Describe how academic staff is evaluated at defined intervals and rewarded for their performance based on their academic responsibilities and scholarly activities. (Impactful Evidence: Staff Awards – research, teaching, publication, etc.; Statistics on staff promotion; Any document related to the process evaluated academic staff e.g: sample of Penilaian Prestasi Tahunan, Minute of meeting PPSM Laporan Penilaian Prestasi Tahunan LNPT, Statistik kenaikan pangkat; List of names AAU, APC awarded)	Academic staff is evaluated using three mechanisms: 1. PROPENS – (Lecturers' Professionalism Monitoring) to obtain peer evaluation 2. SuFO – (Students' Feedback Online) for student evaluation and 3. TESA – (Teaching Self-Assessment) a self-rated instrument is a tool for lecturers to reflect on teaching effectiveness and professionalism. Every year, UiTMCNS organized academic awards for quality improvements by rewarding among academic staff who fulfilled criteria under Anugerah Akademik categories. The campus also awards Anugerah Perkhidmatan Cemerlang based on lecturers' performance appraisal.	3.1.7 (a) Slide Pemenang Majlis INOVASI UiTMCNS 2024 3.1.7 (b) Top Authors and Top Q1 Authors 2024 3.1.7 (c) Pemenang AKRAB 2024 3.1.7 (d) Anugerah Akademik (Kategori Utama) UiTM Negeri Sembilan 2024	5

AREA 3

3.2: NON-ACADEMIC STAFF

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.2.1	Provide the number of qualified non-academic staff to support the development and implementation of academic programmes and related activities. (Impactful Evidence: Table of staff qualification levels and managerial experience)	UiTMCNS have adequate qualified non-academic staff to support the development and implementation of academic programmes and related activities in UiTMCNS. . As at March 2024, the non-academic staff comprises 301 number of staffs representing 41% of the total staff in UiTMCNS.	3.2.1 (a) Amanat Rektor 2024 3.2.1 (b) Senarai Kelayakan staf Pentadbiran mengikut jawatan UiTM Kampus Seremban 22/4/2024 3.2.1 (c) Senarai Kelayakan staf Pentadbiran mengikut jawatan UiTM Kampus Kuala Pilah	4
3.2.2	Provide the training scheme for the non-academic staff to fulfil the specific needs of academic programmes, for example, safety and risk management, maintenance of specialised equipment, and additional technical skills. (Impactful Evidence: Staff development plan and training scheme based on needs analysis; Annual appraisal exercise records; Record on innovative contributions by staff; Personal file; File Skop Tugas; Sample of jam Latihan (non-academic); Need Analysis Report)	UiTMCNS has established a training program to equip non-academic staff with essential skills and knowledge to effectively support academic programs. This includes training in safety and risk management, maintenance of specialized equipment, and other technical competencies. However, some departments do not receive training programs as required.	3.2.2 (a) AUDIT OSHWA dated 10/10/2023 3.2.2 (b) Perancangan Penyelenggaraan Peralatan Makmal 2024 3.2.2 (c) Sampel Rekod Penyelenggaraan Alat_2024 3.2.2 (d) Takwim Unit Makmal Sains 2024 3.2.2 (e) Minit Mesyuarat Pengurusan Unit Makmal Sains Bersaman TRHEA UiTMCNS Kali ke-6 Bil. 1/2024 dated 5/3/2024	5

AREA 3

3.3: PHYSICAL AND TECHNOLOGICAL RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.3.1	Describe the process for managing educational resources such as classrooms, labs, laptops, computers, projectors, reference books etc. (Impactful Evidence: Minutes of meetings related to managing educational resources; Survey and feedback on educational resources from relevant stakeholders; Action/improvement plan to maintain and upgrade physical and IT facilities; List of training related to using, maintaining, and upgrading physical and IT facilities; Budget allocation for educational resources)	The management of educational resources at UiTM CNS is overseen by the Jawatankuasa Audit Ruang. Regular maintenance is carried out to prevent malfunctions in facilities such as projectors, classroom computers, laboratory equipment, hostel infrastructure, and overall campus cleanliness. Teaching and learning facilities at UiTM CNS include laboratories, workshops, lecture theatres, classrooms, and resource centers such as libraries, computer labs, and language labs. UiTM CNS remains committed to continuously reviewing and enhancing its physical and technological resources across Kampus Kuala Pilah, Kampus Seremban, and Kampus Rembau.	3.3.1 (a) Minit mesyuarat Infostruktur Negeri Sembilan Bil 1 2024 dated 15/2/2024 3.3.1 (b) Sampel Hasil Kajian Maklum Balas Pelanggan 2024	3
3.3.2	Provide maintenance schedule for all the education resources. (Impactful Evidence: List of facilities; Maintenance schedule; Surveys on customer satisfaction towards educational resources of the university; University Complaints and Suggestions System; Audit Report on physical campus)	The facilities which used for teaching and learning in UiTM CNS include laboratories, workshops, lecture theatres, and classrooms, as well as resource centres such as libraries, computer laboratories and also language laboratories	3.3.2 (a) Memo Bahagian Infostruktur - 2024 3.3.2 (b) Perancangan Penyelenggaraan Peralatan Makmal 2024 3.3.2 (c) Email Pemakluman Pembersihan Dewan Peperiksaan dated 9/9/2024 3.3.2 (d) Laporan Audit Dalam 2024 3.3.2 (e) Pemakluman Persiapan Kelas-Kampus Seremban dated 22/2/2025 3.3.2 (f) Pemakluman Kelas Intersesi Kampus Seremban dated 15/8/2024 3.3.2 (g) Pemakluman Persediaan Peperiksaan Akhir-Kampus Seremban dated 25/6/2024 3.3.2 (h) Penyelenggaraan dan maklum balas pelanggan bagi MAKMAL/STUDIO	3

		Number Physical resources Faculty/Campus: 1. Big Data Lab FSKM, Seremban 2. Smart Classroom Kuala Pilah and Rembau 3. TV Studio FKMM, Rembau 4. Makmal Bibliografi FPM, Rembau 5. Experimental Library FPM, Rembau 6. Preservation Lab FPM, Rembau 7. News Studio FKMM, Rembau 8. Radio Studio FKMM, Rembau The Campus has the following high-end instruments: 1. High Performance Liquid Chromatography 2. Gas Chromatography 3. Fourier Transform Infrared Spectroscopy 4. Ultraviolet-Visible Spectroscopy 5. Atomic Absorption Spectroscopy		
3.3.3	Describe how the reference books and related references for the course are available for student access. (Impactful Evidence: Reference material record access; Library brochure with complete information on available facilities; Subscription of electronic/online databases and resources; List of facilities provided in the library; List of library staff)	UiTMCNS library is ready to assist and guide users in aspects of teaching, learning, and research at the university in line with digital transformation. As such, all the reference books and related reference for the course are available for students access in the library whether physical and digital form. Subscription of electronic/online databases and resources based on UiTM Shah Alam and the access normally based on concurrent user. (Website: https://nsembilan.library.uitm.edu.my/)	3.3.3 (a) Senarai Nama Staf PTAR UiTMCNS 3.3.3 (b) Maklumat bahan rujukan PTAR UiTMCNS bagi tahun 2024	5

AREA 3

3.4: STUDENT SUPPORT SERVICES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.4.1	Provide evidence of student extracurricular activities with the list of attendance. (Impactful Evidence: List of student extracurricular activities; List of attendance; Customer/stakeholder feedback; MPP Structure; Student Activity Report)	UiTMCNS has established clear policies regarding student participation in extracurricular activities, including clubs, societies, and student representation. The Student Affairs and Academic Affairs divisions at UiTMCNS fully support these activities by providing various funding options, such as TAPA, the Club/Society Fund, the Emergency Fund, and others.	3.4.1 (a) ISI BUKU PANDUAN CALON JPP Sesi 2023/2024 3.4.1 (b) KABINET MPP SESI 2023 & 2024 3.4.1 (c) DATA AKTIVITI PELAJAR Kampus Seremban 2024 3.4.1 (d) Sample Laporan aktiviti Persatuan pelajar 2024	5
3.4.2	Provide a list of resources supporting student's total learning experience and provide a maintenance schedule for the resources. (Impactful Evidence: List of resources; Maintenance schedule)	UiTMCNS offers a wide range of support services for students, including: 1) Academic Advising – Meetings are conducted by the Coordinator to outline the role of academic advisors. Advisors for program associations must ensure at least two events are organized per semester, subject to approval from HEA or HEP. 2) Counseling Services – Students can access counseling services by scheduling appointments with a counselor. 3) Internet Connectivity – The ICT unit at UiTMCNS maintains WiFi Hotspot Streamyx servers twice daily and periodically to ensure effective internet access.	3.4.2 (a) Sample PC Maintenance Checklist Form 3.4.2 (b) Sample e-Aduan Fasilitas dan PC Maintenance checklist tahun 2024	3

		4) Student Activity Fund (TAPA) – Managed by the HEP executive officer to ensure fair allocation of funds for events and programs across all 30 student societies and clubs. 5) Healthcare Services – The health center operates from Monday to Friday, 8 AM to 5 PM. It also collaborates with various organizations to conduct programs, such as blood donation drives (four times per year with HTAN), mobile dental clinics (klinik gigi bergerak) with Klinik Kesihatan Kuala Pilah, and HPV awareness programs with LPPKN Kuala Pilah. 6) College Facilities – TVs and reading rooms in residential colleges are monitored by residence staff. 7) Water Coolers – Monthly maintenance of water coolers dispenser is carried out by SK Magic under college facilities. 8) Additional Support Programs – Career talks, Finishing School sessions, and engagements with alumni are organized to guide and motivate students in their academic and professional development.		
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AREA 3

3.5: FINANCIAL RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.5.1	Describe how financial resources are allocated for the programmes. (Impactful Evidence: Financial Governance Structure; SOP for budget application and budget allocation; Guidelines for HOD on budget utilisation)	UiTMCNS 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 UiTMCNS Kampus Kuala Pilah 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 UiTMCNS policies which emphasise on academic programmes, innovation, research, and consultancy, as well as the students' extra-curricular activities.	3.5.1 (a) SOP for budget application and allocation - Pejabat Bendahari UiTMCNS 3.5.1 (b) Guidelines for HOD on budget utilization 3.5.1 (c) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Seremban dated 21/11/2023 3.5.1 (d) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Kuala Pilah dated 21/11/2023 3.5.1 (e) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Rembau dated 21/11/2023	4
3.5.2	Describe how the resources are deployed in achieving the programme goals and maintaining high educational standards. (Impactful Evidence: Samples of allocated and expenditure for selected academic programmes; New infrastructure or equipment acquired to improve existing or introduce programmes)	UiTMCNS has implemented financial governance reforms to ensure accountability in all expenditures. To enhance operational efficiency, UiTMCNS practices prudent and effective financial management. The institution's commitment to its Strategic Planning initiatives is evident through the allocation of funds toward student development activities. Financial matters at UiTMCNS are overseen by the Penolong Bendahari, while budgeting and resource allocation follow a structured approval process managed by the Executive Committee (Jawatankuasa Eksekutif - JKEN), led by the Campus Rector.	3.5.2 (a) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Seremban dated 21/11/2023 3.5.2 (b) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Kuala Pilah dated 21/11/2023 3.5.2 (c) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Rembau dated 21/11/2023 3.5.2 (d) Sample Laporan Bendahari 2024 - Budget Allocation-Kampus Seremban 3.5.2 (e) Data Aktiviti 2024 yang diluluskan - Hal Ehwal Pelajar (HEP) UiTM Kampus Seremban	3

		UiTMCNS has also established a clear organizational structure outlining the personnel responsible for budgeting and resource allocation, as detailed on its official website. Qualified staff have been appointed to ensure each department's specific financial needs are effectively managed.		
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CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

AREA 4

AREA 4

4.1: MECHANISM FOR PROGRAMME MONITORING, REVIEW, AND EVALUATION

A. Policy on Programme Monitoring, Review and Evaluation

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.1.1	Describe the monitoring, reviewing, and evaluation process of the programs, including those offered at different locations (PU/PP). (Impactful Evidence: Policies, criteria, guidelines and standards procedure on Programme Monitoring, Review and Evaluation; Systems and procedures for Programme Monitoring, Review and Evaluation; Minutes meeting (campuses and senate approval))	The curriculum review process is conducted following the procedures set by the Unit Hal Ehwal Kurikulum (UHEK). 1. List of PU and PP. a) Kuala Pilah Campus (PU) - Diploma Mikrobiologi (AS114) - Diploma Teknologi Makanan (AS116) b) Seremban Campus (PU) - Diploma Sains Aktuari (CS112) - Sarjana Muda Sains (Kepujian) Matematik Pegurusan dan Sarjana Muda Pentadbiran Perniagaan (Kepujian) Ekonomi (CS290) c) Rembau Campus (PU) - Not available d) Kuala Pilah Campus (PP) - Diploma Teknologi Tekstil dan Pakaian (AS118/122) - Diploma Pengurusan Halal (IC120) - Sarjana Muda Sains (Kepujian) Biologi (AS201) - Sarjana Muda Sains (Kepujian) Kimia Dengan Pengurusan (AS222) - Sarjana Muda Sains (Kepujian) Teknologi Makanan (AS246) - Pra Diploma Sains (AS007/008)	4.1.1 (a) UHEK curriculum review process (https://hea.uitm.edu.my/v4/index.php/service/curriculum/curriculum-review) 4.1.1 (b) Proses dan panduan semakan kurikulum UiTMCNS 4.1.1 (c) Minutes of JKIKU BIL. 78 dated 2/12/2021 4.1.1 (d) Surat kelulusan Mesyuarat Jawatankuasa Pengajian Tinggi (JKPT) Bil 1/2022 dated 3/3/2022 4.1.1 (e) New course information MIC341 (AIMS approved) 4.1.1 (f) New course information CHM207 (AIMS approved) 4.4.1 (g) SURAT LANTIKAN PENYELARAS RISIKO 4.4.1 (h) Minit Mesyuarat MKSP ke 13 (1/2024)-29 Julai 2024	5

		e) Seremban Campus (PP) • Sarjana Muda Sains (Kepujian) Statistik (CS241) • Sarjana Muda Sains (Kepujian) Matematik Pengurusan (CS248) • Sarjana Muda Sains (Kepujian) Matematik (CS249) • Diploma Pengurusan Sukan dan Rekreasi (SR111) • Diploma Pengajian Sukan (SR113) • Sarjana Muda Pengurusan Sukan (Kepujian) (SR241) • Sarjana Muda Sains Sukan (Kepujian) (SR243) f) Rembau Campus (PP) • Diploma Pengajian Perniagaan (BA111) • Diploma Pengajian Perbankan (BA119) • Diploma Pengurusan Maklumat (IM110) • Sarjana Muda Sains Maklumat (Kepujian) Pengurusan Perpustakaan (IM244/260) • Diploma Komunikasi Dan Media (MC110) • Sarjana Muda Komunikasi Massa (Kepujian) Penyiaran (MC243) 2. Curriculum review process The Faculties/Branch Campuses are committed to following the stages of the Curriculum Review Process as outlined below: Stage 1: Faculties/Campuses - Approval from JKKF, JAF, and JAN Stage 2: UHEK & BPPA - Review of Curriculum Review Documents (CS290) Stage 3: JKIKU - Approval from JKIKU AS116, AS122, AS114, and CS248 received JKIKU approval on 2 December 2021 (Bil. 78)		
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		Stage 4: Senate - Curriculum Review with changes of less than 30% implemented after approval Stage 5: JKPT - Approval for changes to academic programme basic information Stage 6: IQA - Curriculum review with changes of more than 30% implemented after approval Stage 7: MQA - Notification of changes to academic programme basic information Stage 8: MQR - Update of changes to academic programme basic information		
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B. Processes and Outcomes of Programme Monitoring, Review and Evaluation

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.1.2	Provide evidence together with the committee list of programme monitoring, review and evaluation exercises. (Impactful Evidence: Appointment letters and terms of reference for coordinators and committee for program monitoring, review and evaluation process; Surveys or studies need analysis; Programme benchmarking reports; Programme performance/ review reports; Academic Engagement Sessions)	Each program has formed its own curriculum review committee, led by a designated chairperson. The committee members include resource persons and lecturers from the programme.	4.1.2 (a) Curriculum review committee CS112 4.1.2 (b) Lantikan Pengerusi Semakan Kurikulum AS122 4.1.2 (c) Jawatankuasa Penggerak Program Semakan Kurikulum AS116 4.1.2 (d) Senarai AJK Semakan Kurikulum AS114 4.1.2 (e) Dokumen semakan kurikulum peringkat JKPT AS114 4.1.2 (f) Dokumen Semakan Kurikulum Peringkat JKPT AS116	5
4.1.3	The review and evaluation processes for programmes must include student progression and performance analysis, covering the passing, attrition and employability rates, and review by the programme external advisors to ascertain attainment of the learning outcomes and must be performed with sufficient impartiality. (Impactful Evidence: Programme assessment/ evaluation reports; List of programme assessors; Committee for overseeing programme evaluation exercises)	During the curriculum review process, the committee will prepare a working paper outlining the program review and provide justifications based on past performance CQI reports, the Graduate Employability (GE) Index, and stakeholder feedback. Additionally, the committee will also revise the curriculum structure, taking into account input and recommendations from external examiners, the requirements of professional institutions and accreditation bodies, the industrial advisory panel, and recent developments or trends in the relevant field.	4.1.3 (a) Graduate Employability Report 2022 4.1.3 (b) External Review Feedback for Industrial Training _AS118 4.1.3 (c) External Review Feedback for Industrial Training _AS116 4.1.3 (d) Dokumen Semakan Kurikulum AS114 4.1.3 (e) Dokumen Semakan Kurikulum AS116 4.1.3 (f) Dokumen Semakan Kurikulum CS112	5

4.1.4	The results of the programme review and evaluation as well as the recommendations and areas of improvement must be brought to the attention of the highest relevant authorities in the PTJ. (Impactful Evidence: Minutes of the meeting at PTJ's level discussed the findings of the programme assessment/evaluation; CDL-CQI Report)	The curriculum review plan was presented at both the faculty and campus levels during the Jawatankuasa Akademik Negeri (JAN) meeting. The curriculum review documents were reviewed at the UHEK and BPPA levels before receiving approval from the JKIKU	4.1.4 (a) Dokumen semakan kurikulum AS114 4.1.4 (a) Dokumen semakan kurikulum AS116 4.1.4 (c) Dokumen Semakan Kurikulum AS118 dan AS122 4.1.4 (d) Dokumen Semakan Kurikulum CS112 4.1.4 (e) Minit Mesyuarat JKIKU ke 63 dated 2/7/2020 4.4.1 (f) Laporan CDL-CQI 2022 4.1.4 (g) Laporan CDL-CQI 2023 4.1.4 (h) Minutes of JKIKU Bil 78 dated 2/12/2021 4.1.4 (i) Laporan CDL-CQI Semester Mac-Ogos 2024 4.1.4 (j) Laporan CDL-CQI Semester Oct 2023-Feb 2024	5
4.1.5	PTJ provides Programme Self Review Report (PSRR) monitoring reports for all programmes offered (MQA and Professional Bodies) with the following details: 1. Programme Name 2. PSRR Status (Complete, Not Complete) 3. Summary of PSRR Findings (Issues and Advantages)	UiTMCNS provides the the IQA-04 reports and ePSRR reports for all programs across its three campuses. Out of the 25 programs offered at UiTMCNS, 3 programmes have not completed the PSRR with clear evidence. and still in progress in updating the report.	<u>Template for PSRR Monitoring Reports</u>	4

AREA 4

4.2: INVOLVEMENT OF STAKEHOLDERS

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.2.1	Provide a list of relevant stakeholders, including alumni, employers and external experts involved with the programme reviewing process. (Impactful Evidence: Systems, procedures and guidelines for engaging stakeholders, including alumni and employers; List of programme external advisors; Alumni and employer surveys; Minutes of meeting with programme external advisors; Minutes of meeting of programme review committee related to stakeholders' feedback; External advisor report)	The evaluation and review of programmes take into account the input from relevant stakeholders, such as industry advisors, external examiners, students, and alumni. The processes involved include: - Regular meetings and feedback from the panel of industry advisors. - Industry feedback on the quality of students through practical training. - Alumni feedback.	4.2.1 (a) Industry Alumni Feedback Survey AS114 4.2.1 (b) Employer Feedback Survey AS114 4.2.1 (c) External Review Feedback for Industrial Training 4.2.1 (d) Kertas Cadangan Semakan Kurikulum CS112	5

AREA 4

4.3: QUALITY IMPROVEMENT AND ENHANCEMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.3.1	Describe an independent department or unit dedicated to, and responsible for, the internal quality assurance system given a prominent status with the direct line of reporting to the head of the institution or the governing board. (Impactful Evidence: Terms of reference for the department/unit for PTJ's IQA system; PTJ's organisation chart shows the position of the IQA department/unit; Appointment criteria and terms of reference for the head of the IQA department/unit)	UiTMCNS has a clear Unit Pengurusan Kualiti (UPK) organizational structure. The UPK is directly under the Rector's office and is led by the Ketua Unit Kualiti dan Akreditasi (KUKA). KUKA's appointment letter is issued by the Deputy Vice Chancellor (Academic), highlighting KUKA's significant role on campus. Additionally, KUKA serves as the Deputy Chair of the Jawatankuasa Pengurusan Jaminan Kualiti (JPJQ), which is primarily responsible for overseeing the quality of teaching and learning processes. Furthermore, KUKA is also the Timbalan Wakil Pengurusan (TWP), assisting the Wakil Pengurusan (WP). Under KUKA, there are four sections: Seksyen Sistem Audit, Seksyen Akreditasi, Seksyen Pengurusan Kualiti, and Seksyen Pentadbiran Am dan Pegawai Dokumen. Seksyen Sistem Audit is led by the Ketua Sistem Audit and supported by two Timbalan Ketua Sistem Audit from the Seremban and Rembau Campuses. Seksyen Akreditasi is led by one Koordinator Akreditasi, whose appointment begin in December 2024. Under Seksyen Pengurusan Kualiti, there are Penyelaras Campus (Seremban and Rembau), Kumpulan Kreatif & Inovatif (KIK), Anugerah Kualiti Rektor antara Bahagian (AKRAB), Ekosistem Kondusif Sektor Awam (EKSA), Anugerah Kualiti Naib Canselor (AKNC), data analysis, website, and Operational Excellence (OE).	4.3.1 (a) Website Unit Pengurusan Kualiti https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=566 4.3.1 (b) Manual Kualiti UiTMCNS dated 28/1/2025 4.3.1 (c) Surat Lantikan KUKA dated 27/3/2024 4.3.1 (d) Skop Kerja KUKA 4.3.1 (e) Surat lantikan Koordinator Akreditasi UiTMCNS dated 10/12/2024 4.3.1 (f) Carta organisasi Unit Pengurusan Kualiti 4.3.1 (g) Carta fungsi Unit Pengurusan Kualiti 4.3.1 (h) Surat lantikan Ketua Sistem Audit dated 30/9/2024	5

4.3.2	Describe how quality culture is promoted through participatory and cooperative processes across all levels in order to assure quality in education, research, service and management of the institution. (Impactful Evidence: Quality manuals, documentation and procedures for PTJ's internal processes)	The quality culture is promoted by organizing Mini OE and KIK competitions to ensure that the staff of UiTM CNS are continuously provided with knowledge and information related to OE and KIK, as well as to ensure there are successors for OE and KIK participation each year, as required by the KPIs. Additionally, a Bengkel Pemantapan Auditor was conducted for all internal auditors of UiTM CNS to enhance their auditing knowledge and improve the quality of internal audits. Information on the quality system documents, including the Quality Manual, Prosedur Operasi, and Prosedur Pengurusan, is shared via the UPK website. Furthermore, the implementation of Laporan AKRAB and AKNC is also among the programs and activities carried out to promote the quality culture.	4.3.2 (a) Website Unit Pengurusan Kualiti https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=566 4.3.2 (b) Manual Kualiti UiTM CNS dated 28/1/2025 4.3.2 (c) Prosedur Tindakan Pembetulan - PK.UiTM.CNS.P.05 4.3.2 (d) Prosedur Kaji Semula Pengurusan - PK.UiTM.CNS.(P).07 4.3.2 (e) Prosedur Pengendalian Aduan dan Maklumbalas Pelanggan - PK.UiTM.CNS(P).09 4.3.2 (f) Prosedur Audit Dalam - PK.UiTM.CNS.(P).03 4.3.2 (g) Prosedur Kawalan Produk yang Tidak Memenuhi Spesifikasi 4.3.2 (h) Prosedur Pengurusan Risiko - PK.UiTM.CNS.(P).06 4.3.2 (k) Email Pertandingan Ekosistem Kondusif Sektor Awam (EKSA) 2024 dated 21/11/2024 4.3.2 (l) Email Pemakluman berkenaan Keperluan Kelulusan Etika dari Jawatankuasa Etika Penyelidikan UiTM bagi Pengumpulan data di dalam UiTM dated 29/7/2024 4.3.2 (l) Email jemputan Pertandingan Mini Kumpulan Inovatif dan Kreatif (KIK) dan Kecemerlangan Operasi (OE) dated 8/11/2024 4.3.2 (m) Surat lantikan Auditor bagi Audit Dalam 2024 dated 30/9/2024 4.3.2 (n) Poster Bengkel Pemantapan Auditor 4.3.2 (o) Email pemakluman tarikh akhir penghantaran Laporan Anugerah Kualiti Rektor Antara Bahagian (AKRAB) 2024 dated 10/10/2024 4.3.3 (p) Email pencarian penulis bagi Laporan Anugerah Kualiti Naib Canselor (AKNC) 2024 dated 9/1/2024	5
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4.3.3	Describe mechanisms to implement recommendations for quality improvement and quality enhancement plans, which must be linked with the institutional goals. (Impactful Evidence: Quality plans, including action plans and risk treatment plans for quality improvement/enhancement; Certificates for quality management systems; Minutes of PTJ's senate and/or management regarding quality plans and CQI of IQA processes; KPI monitoring system)	Unit Pengurusan Kualiti (UPK) has begun organizing various quality assurance activities, including OE competition and KIK competition, Hari Kemuncak Inovasi, and Audit Dalam 2024 to implement recommendations aimed at fostering a quality culture. In addition, Mesyuarat Kaji Semula Pengurusan (MKSP) is held biannually starting in 2023 to assess the effectiveness of the organization's quality management system. UiTM CNS has achieved significant success through its participation in various quality competition such as OE and KIK. These initiatives are aligned with the institution's goals as reflected in KPIs. In addition, UiTM CNS has also achieved an A grade for the Integrated Quality Management System (iQMS) Audit Cycle 7/2024 which took place on 15-17 October 2024.	4.3.3 (a) UiTM2025 Strategic Plan - Performance Indicator (PI) Achievement July 2024 daripada Sistem UiTM electronic Programme Management Office (UePMO) 4.3.3 (b) UiTM2025 Strategic Plan - Performance Indicator (PI) Achievement Disember 2024 daripada Sistem UiTM electronic Programme Management Office (UePMO) 4.3.3 (c) Takwim Unit Pengurusan Kualiti 2024 4.3.3 (d) Poster Pertandingan Mini KIK dan OE 2024 4.3.3 (e) Slide Pemenang Majlis Kemuncak Inovasi 2024 4.3.3 (f) Audit Dalam 2024 4.3.3 (g) Minit Mesyuarat MKSP ke 13 (1/2024) dated 29/7/2024 4.3.3 (h) Laporan Pemantauan Peperiksaan Sesi Mac-Julai 2024 4.3.3 (i) Minit Mesyuarat Unit Pengurusan Kualiti Bil. 5/2024 dated 22/3/2024	5
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AREA 4

4.4: INSTITUTIONAL SUSTAINABILITY

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.4.1	PTJ's strategic and internal processes, including governance, capacity building, quality assurance activities and risk management, must be institutionalised and supported by the highest authority in PTJ to ensure effective implementation and sustainability. (Impactful Evidence: Policies, guidelines and procedures related to institutional autonomy, and sustainability; Documents related to risk management)	The Head of the UPK is a member of the Mesyuarat Pengurusan Akademik (MPA), Jawatankuasa Eksekutif Negeri (JKEN), and Mesyuarat Kaji Semula Pengurusan (MKSP). As a result, they attend MPA, MKSP, and JKEN meetings where quality-related issues can be discussed promptly. Numerous activities related to quality assurance have been implemented by the Unit Pengurusan Kualiti. However, according to the QAEP, the Head of Quality "SHALL be included at least as an ex-officio member in the JAN, management committee, curriculum committee, OBE committee, and program accreditation committee." Risk management activities are carried out by the Unit Pengurusan Risiko (UPR). UPR has taken steps to identify potential risks and control measures by requiring all Heads of Department to complete the Risk Register Template. The overall Risk Register for UiTMCNS has been appointed, and the KPP and Coordinator have been designated to identify and submit entries to the UiTMCNS Risk Register.	4.4.1 (a) 4.4.1 Manual Tadbir Urus 1UiTM:Multisistem: Dipingkat Operasi (Negeri) 4.4.1 (b) Panduan Pengurusan Risiko Universiti Teknologi MARA 4.4.1 (c) Prosedur Pengurusan Risiko - PK.UITM.CNS.(P).06 4.4.2 (d) Laporan eRMS 2024 4.4.1 (e) Minit Mesyuarat Jawatatankuasa Pemilik Risiko Bil. 7 dated 23/4/2024 4.4.1 (f) Minit Mesyuarat Jawatatankuasa Pemilik Risiko Bil. 8 dated 26/11/2024 4.4.1 (g) Surat Lantikan Penyelaras Risiko Bahagian/Unit UiTM Cawangan Negeri Sembilan dated 29/9/2022 4.4.1 (h) Minit Mesyuarat MKSP ke 13 (1/2024) dated 29/7/2024	5

4.4.2	Sufficient resources for establishing and maintaining an effective and sustainable quality culture within the institution must be provided. (Impactful Evidence: Resource allocation plan and fund disbursement for all departments/units; Reports on income/wealth generation; Minutes of the meeting of PTJ's management of governance on matters of institutional sustainability)	There are sufficient resources available to establish and maintain an effective and sustainable quality culture within the UiTMCNS. Most of the quality assurance activities conducted by the UPK are funded through PPSM. The appointed program chair prepares a working paper with the necessary resources and budget, then applies for funding through PPSM. The UPK management system is supported by one administrative staff member located in Kuala Pilah to assist with the UPK work across the three campuses. This staff allocation is insufficient to manage all administrative tasks related to the UPK.	4.4.2 (a) Quality Assurance and Enhancement Policy (QAEP) 4.4.2 (b) Takwim Unit Kualiti 2024 4.4.2 (c) Kertas Kerja Majlis Kemuncak Hari Inovasi 2024 4.4.2 (d) Surat Kelulusan Jawatankuasa Tabung Amanah Am UiTMCNS Kampus Rembau Bil. 8 Tahun 2025 dated 15/1/2025 untuk Majlis Kemuncak Hari Inovasi 2024 4.4.2(e) Email Kelulusan PPSM for OE and KIK Activities 2024 dated 21/3/2024 4.4.2 (f) Surat Kelulusan PPSM Audit Dalam 2024 dated 26/7/2024 4.4.2 (g) Email on winning of OE (Kumpulan Purebacti) dated 24/12/2024 4.4.2 (h) Email on winning of KIK (Kumpulan INFOFAST) dated 12/11/2024 4.4.2 (i) Slaid Pemenang Hari Kemuncak Inovasi 2024 4.4.2 (j) Kertas Kerja Penganjuran Aktiviti OE dan KIK 2024 dated 8/1/2024 4.4.2 (k) Email Pertandingan Mini Kumpulan Inovatif dan Kreatif (KIK) dan Kecemerlangan Operasi (OE) Tahun 2024 dated 8/11/2024 4.4.2 (l) Minit Mesyuarat Unit Pengurusan Kualiti Bil. 5/2024 dated 22/3/2024 4.4.2 (m) Surat kelulusan bajet Penganjuran KIK Zon Selatan 2024 dated 24/7/2024 4.4.2 (n) Surat Kelulusan Pertandingan EKSA sempena Bulan Inovasi 2024 dated 27/11/2024 4.4.2 (o) Kelulusan bajet bagi Penganjuran Aktiviti berkaitan AKNC dated 21/3/2024 4.4.2 (p) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Seremban 4.4.2 (q) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Kuala Pilah 4.4.2 (r) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2024 bagi Kampus Rembau	5
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TEMPLATE FOR PSRR MONITORING REPORTS

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
1	DIPLOMA MIKROBIOLOGI	AS114	Complete	Clear explanation and programme supported with complete evidences
2	DIPLOMA TEKNOLOGI MAKANAN	AS116	Complete	Clear explanation and programme supported with complete evidences
3	DIPLOMA TEKNOLOGI TEKSTIL DAN PAKAIAN	AS118/AS122	Complete	Clear explanation and programme supported with complete evidences
4	DIPLOMA PENGURUSAN HALAL	IC120	Complete	Clear explanation and programme supported with complete evidences
5	SARJANA MUDA SAINS (KEPUJIAN) BIOLOGI	AS201	Complete	Clear explanation and programme supported with complete evidences
6	SARJANA MUDA SAINS (KEPUJIAN) KIMIA DENGAN PENGURUSAN	AS222	Complete	Clear explanation and programme supported with complete evidences
7	SARJANA MUDA SAINS (KEPUJIAN) TEKNOLOGI MAKANAN	AS246	Complete	Clear explanation and programme supported with complete evidences
8	PRA DIPLOMA SAINS (STEM C DAN SASTERA)	AS002/AS003	Not Complete	In progress
9	PRA DIPLOMA SAINS	AS007/AS008	Complete	Clear explanation and programme supported with complete evidences
10	PRA DIPLOMA PENGAJIAN ISLAM	IC001/IC002	Not Complete	In progress
11	DIPLOMA SAINS AKTUARI	CS112/CDCS112	Complete	Clear explanation and programme supported with complete evidences
12	SARJANA MUDA SAINS (KEPUJIAN) STATISTIK	CS241/CDCS241	Complete	Clear explanation and programme supported with complete evidences

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
13	SARJANA MUSA SAINS (KEPUJIAN) MATEMATIK PENGURUSAN	CS248/CDCS248	Complete	Clear explanation and programme supported with complete evidences
14	SARJANA MUDA SAINS (KEPUJIAN) MATEMATIK	CS249/CDCS249	Complete	Clear explanation and programme supported with complete evidences
15	SARJANA MUDA SAINS (KEPUJIAN) MATEMATIK PEGURUSAN DAN SARJANA MUDA PENTADBIRAN PERNIAGAAN (KEPUJIAN) EKONOM	CS290/CDCS290	Not Complete	Clause 1.3 - add PROPENS mechanism. Clause 1.4 - need to explain the improvement action taken on the results of the analysis of student achievement and progress, the dropout rate. Clause 2.1 - need to explain the method that has been used for monitoring by LIC and RP. Clause 2.3 - no evidence on report on the monitoring and review of the student assessment process, JAN Minutes of Meetings and flowchart on answer script review appeal. Clause 3.2 - no evidence on process of student enrollment at the beginning of the semester that has been prepared by the coordinator and evidence on number of enrollments in the last three years. Clause 4.1 - no evidence on list of academic staff (based on qualifications and subjects that have been taught), lecturers' CV, offer letter of academic staff ,latest organizational chart and ratio of student vs academic staff. Clause 4.2 - no evidence on list of RP and LiC and appointment letter. Clause 6.1 - no evidence on Job Description of Head/Coordinator/Penyelaras Clause 7.1 - no evidence that showed monitoring report of this programme in JAN and report on improvement actions resulting from the monitoring report.
16	DIPLOMA PENGURUSAN SUKAN DAN REKREASI	SR111	Complete	Clear explanation and programme supported with complete evidences
17	DIPLOMA PENGAJIAN SUKAN	SR113	Complete	Clear explanation and programme supported with complete evidences
18	SARJANA MUDA PENGURUSAN SUKAN (KEPUJIAN)	SR241	Complete	Clear explanation and programme supported with complete evidences

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
19	SARJANA MUDA SAINS SUKAN (KEPUJIAN)	SR243	Complete	Clear explanation and programme supported with complete evidences
20	DIPLOMA PENGAJIAN PERNIAGAAN	BA111	Complete	Clear explanation and programme supported with complete evidences
21	DIPLOMA PENGAJIAN PERBANKAN	BA119	Complete	Clear explanation and programme supported with complete evidences
22	DIPLOMA PENGURUSAN MAKLUMAT	IM110/CDIM110	Complete	Clear explanation and programme supported with complete evidences
23	SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN PERPUSTAKAAN	IM244/CDIM244/CDI M260	Complete	Clear explanation and programme supported with complete evidences
24	DIPLOMA KOMUNIKASI DAN MEDIA	MC110	Complete	Clear explanation and programme supported with complete evidences
25	SARJANA MUDA KOMUNIKASI MASSA (KEPUJIAN) PENYIARAN	MC243	Complete	Clear explanation and programme supported with complete evidences



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2024 E-SRR REPORT

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QUALITY MANAGEMENT UNIT
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