

UNIVERSITI TEKNOLOGI MARA
Cawangan Negeri Sembilan

2025

Self-Review Report

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

Cawangan Negeri Sembilan

2025
Self-Review Report

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

AREA 1:
INSTITUTIONAL GOVERNANCE AND SUSTAINABILITY

AREA 2:
ACADEMIC DEVELOPMENT AND MANAGEMENT

AREA 3:
STUDENT EXPERIENCE AND SUPPORT

AREA 4:
CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

AREA 5:
QUALITY ASSURANCE AND ENHANCEMENT



All rights reserved. No part of this publication may be reproduced, copied, stored in any retrieval system, or transmitted in any form or by any means; electronic, mechanical, photocopying, recording or otherwise; without prior permission in writing from the Head of Unit Quality Management, Universiti Teknologi MARA, Cawangan Negeri Sembilan, Kampus Kuala Pilah, Pekan Parit Tinggi, 72000 Kuala Pilah, Negeri Sembilan.

©QUALITY MANAGEMENT AND ACCREDITATION UNIT
UITM CAWANGAN NEGERI SEMBILAN 2026

e-ISBN : 978-629-7989-07-5

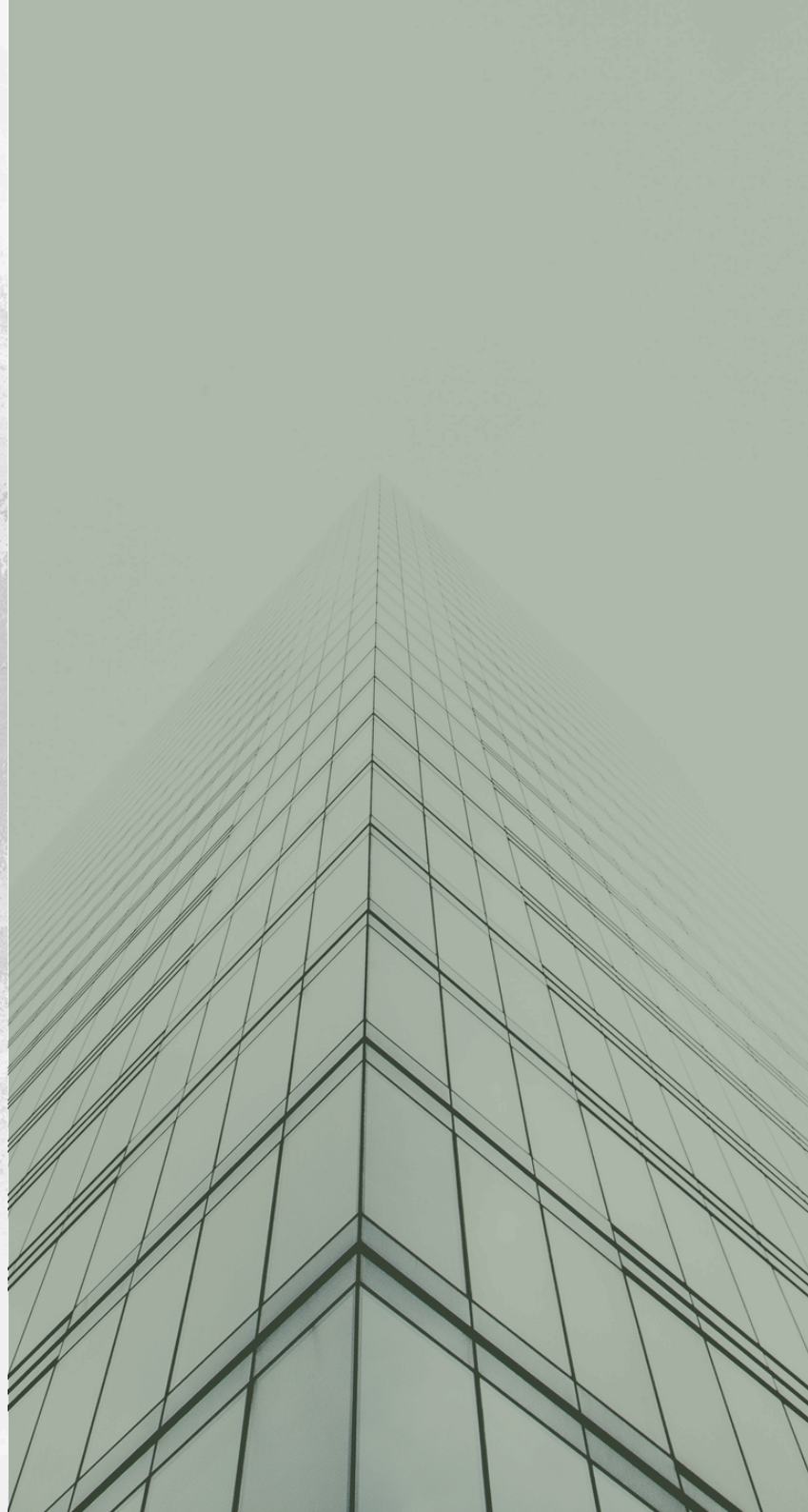
Self-Review Report (SRR) is an annual self-evaluation document that must be produced by the Responsible Centre (PTj) conducting academic programs. SRR serves as the primary reference for the Audit Integrated Quality Management System (Audit iQMS) conducted by the Institute of Quality Management and Accreditation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

Audit iQMS is an institutional audit applied to all PTj in Universiti Teknologi MARA (UiTM) conducting academic programs. The purpose of Audit 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.

Audit 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. Audit iQMS focuses on evaluating the quality of institutions based on five key areas:

1. INSTITUTIONAL GOVERNANCE AND SUSTAINABILITY
2. ACADEMIC DEVELOPMENT AND MANAGEMENT
3. STUDENT EXPERIENCE AND SUPPORT
4. CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY
5. QUALITY ASSURANCE AND ENHANCEMENT

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





THE TEAM

Head of Quality Management Unit
Associate Professor Dr. Nur Nadia Dzulkifli

Chief Editor
Zaidatulhusna Mohd Isnani

List of Authors

Area 1	Associate Professor Dr. Nur Nadia Dzulkifli Ts Dr Aslizah Mohd Aris
Area 2	Norul Fadhilah Ismail Mardiana Ahmad Dr. Intan Shaherra Ramli
Area 3 and Area 4	Zaidatulhusna Mohd Isnani Wan Mardyatul Miza Wan Tahir Dr. Nurul Auni Zainal Abidin Haslinda Noradzan
Area 5	Associate Professor Dr Norwati Hj Roslim Dr Wan Elina Faradilla Wan Khalid Sri Yusmawati Mohd Yunus
Graphics Editor	Haslinda Noradzan

CONTENTS

AREA 1

INSTITUTIONAL GOVERNANCE AND SUSTAINABILITY

1.1 Vision, Mission and Educational Goals page 02
1.2 Strategic Plans page 09
1.3 Institutional and Academic Leadership page 12
1.4 Governance Function and Mechanism page 20
1.5 Management of Information and Records page 25
1.6 Institutional Sustainability page 27

AREA 2

ACADEMIC DEVELOPMENT AND MANAGEMENT

2.1 Learning Outcome page 29
2.2 Programme Development page 31
2.3 Programme Delivery page 36
2.4 Learning Assessment page 38
2.5 Programme Management page 41

AREA 3

STUDENT EXPERIENCE AND SUPPORT

3.1 Student Admission page 46
3.2 Mobility and Credit Transfer page 52
3.3 Student Support Services page 53
3.4 Student Development page 57
3.5 Student Representation and Empowerment page 59
3.6 Alumni page 61

AREA 4

CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

4.1 Academic Staff page 63
4.2 Non-Academic Staff page 67
4.3 Physical Resources page 69
4.4 Technological Resources page 73
4.5 Research Resources page 76
4.6 Financial Resources page 77

AREA 5

QUALITY ASSURANCE AND ENHANCEMENT

5.1 Internal Quality Assurance System page 80
5.2 Programme Monitoring, Review and Evaluation page 82
5.3 Involvement of Stakeholders and Educational Experts page 88
5.4 Quality Improvement and Enhancement page 90

PSRR MONITORING REPORTS page 92

AREA 1

INSTITUTIONAL GOVERNANCE AND SUSTAINABILITY

1.1: VISION, MISSION AND EDUCATIONAL GOALS

No	SRR Clause	PTJ's Feedback	Evidences	Attainment Level
1.1.1	Provide the HEP's vision and mission statements, and describe how the institution's educational goals (or the specific academic outcomes the HEP aims for students to achieve) are directly linked to the vision and mission. Demonstrate consistency and coherence with national development goals and global trends in higher education to foster academic excellence and societal impact.	**Vision 2020-2025** To make UiTM a world-renowned university in the fields of Science, Technology, Humanities, and Entrepreneurship. **Mission 2020-2025** To champion the development of agile Bumiputera professionals through forward-thinking curricula and impactful research. **Program Amanat Naib Canselor UiTM Cawangan Negeri Sembilan 2025** The Amanat Naib Canselor UiTM programme is organised to communicate the university's strategic direction, priorities, and key initiatives, while aligning all staff with the institution's vision and goals. **Program Amanat Pengurusan 2025 UiTM Cawangan Negeri Sembilan 2025** The Program Amanat Pengurusan 2025 UiTM Negeri Sembilan Branch is organised to communicate the university's strategic direction, priorities, and expectations for the year 2025, while strengthening alignment and shared understanding among all staff members. Objectives: 1. To enhance staff awareness and understanding of the university's vision, mission, and core values. 2. To disseminate the latest institutional policies, strategic plans, and key performance targets for 2025. **Unit Strategik Dan Transformasi UiTMCNS** The Strategic and Transformation Unit at UiTMCNS serves as the driving force for institutional direction planning and performance monitoring, in alignment with UiTM's vision and mission.	1.1.1 (a) Emel Jemputan Sesi Perkongsian 2025: Kejayaan Memperoleh Geran Penyelidikan Industri dated 07/05/2025 1.1.1 (b) Emel Jemputan Ke Webinar RMU UiTMCNS 2025 Panduan Memohon Pembiayaan dated 13/05/2025 1.1.1 (c) Laporan Program Novice Writers Let's Start Writing! Siri 1 dated 03/06/2025 & 04/06/2025. 1.1.1 (d) Laporan Program Road To Publish for Novice Researchers Through the Power of AI Tools Siri 2 dated 19/03/2025 & 20/03/20250 1.1.1 (e) Bengkel "Novice Writers, Let's Start Writing!" Siri 3 - From Draft to Index – Practical Writing Workshop for Scopus Journal dated 03/06/2025 & 04/06/2025 1.1.1 (f) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) ke – 14 Bil 01/2025 dated 06/01/2025 1.1.1 (g) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) ke – 15 Bil 02/2025 dated 07/07/2025 1.1.1.(h) Emel Penyediaan Dokumen Maklum Balas Dari Perbincangan Hasil Penilaian Audit Pematuhan Program UiTM Sarjana Muda Sains (Kepujian) Kimia dated 15/04/2025 1.1.1 (i) Emel Jemputan Ke Majlis Pembukaan Dan Penutup Lawatan Audit Akreditasi Program (LAAP) Akreditasi Penuh (IQA09) TVET Conversion Diploma Teknologi Makanan (AS116) dated 06/08/2025 1.1.1 (j) Emel Jemputan Bengkel Perancangan Strategik & Penjanaan Pendapatan Tahun 2025 UiTMCNS dated 10/02/2025 1.1.1 (k) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) ke-83 UiTMCNS dated 04/03/2025 perkara G 1.1.1 (l) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) ke-88 UiTMCNS dated 20/08/2025 perkara G	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		Division of Academic Affairs (BHEA) 1. Student Academic Performance Monitoring The Academic Affairs Division continuously monitors student performance through CGPA tracking, graduation rate analysis, and targeted interventions for at-risk students. Findings are reviewed and discussed in the Mesyuarat Jawatankuasa Akademik Negeri (JAN), Mesyuarat Pengurusan Akademik (MPA) dan Mesyuarat Kaji Semula Pengurusan (MKSP), enabling timely corrective actions. These initiatives directly support the university's mission to produce quality graduates and enhance their employability. 2. Curriculum Review & Enhancement Curriculum review is conducted every 3–5 years to ensure programmes remain relevant, industry-aligned, and outcome-based. Engagement with the Industry Curriculum Advisory Panel (CAP) ensures professional competencies meet market needs, while Outcome-Based Education (OBE) implementation maps course outcomes to programme outcomes for continuous quality improvement. These measures ensure graduates acquire the necessary skills and knowledge to thrive in a competitive global environment. **Division of Research, Industry, Community and Alumni Network (BPJIMA)** To support and align with the vision and mission, PJIM&A has organized several activities in line with UiTM 2020–2025's vision and mission through a series of research grant and publication webinars such as: a. Sesi Perkongsian 2025 : Kejayaan Memperoleh Geran Penyelidikan Industri b. Webinar RMU UiTM Cawangan Negeri Sembilan 2/2025: Panduan Memohon Pembiayaan Penyelidikan Geran: National, Swasta dan Antarabangsa.	1.1.1 (m) Minit Mesyuarat Jawatan Kuasa Kecil Kurikulum Negeri (JKKN), UiTMCNS (Bil.12025) dated 30/10/2025 1.1.1 (n) Emel Jemputan Ke Mesyuarat Pengurusan Akademik (MPA) UiTM Cawangan Negeri Sembilan yang ke-34 dated 05/03/2025 1.1.1 (o) Emel Jemputan Ke Bengkel Pemakaian Kerangka Kelayakan Malaysia (Malaysian Qualifications Framework, MQF) Edisi Kedua (2024) Anjuran Pejabat Rektor Dengan Kerjasama Bahagian Hal Ehwal Akademik UiTMCNS dated 13/06/2025 1.1.1 (p) Prosedur Penghantaran Dokumen Semakan Penjajaran Penilaian dan Pentaksiran MQF 2024 dated 23/05/2025 1.1.1 (q) Emel Perubahan Maklumat Kursus Untuk Sesi Oct 2025- Feb 2026 dated 25/08/2025 1.1.1 (r) Emel Jemputan Ke Mesyuarat Data Petunjuk Prestasi - Projek Inisiatif Tahun 2025 Bil. 1/2025 UiTMCNS: 22 OKT 2025 (Rabu) Menjelang Q3 dated 5/10/2025 1.1.1 (s) Laporan Program Industry Nexus @ UiTMCNS 1.0 1.1.1 (t) Laporan Program Ceramah Motivasi dan Kerjaya bersempena National Training Week (NTW) anjuran HRD Corp dengan kerjasama Negeri Sembilan Industrial Liaison Council (NSILC). 1.1.1 (u) Emel Makluman dan Panduan Pengisian Permohonan Inisiatif Tumpuan Penulisan (ITP) UiTMCNS dated 11/12/2025 1.1.1 (v) Slaid Pembentangan Laporan Objektif Kualiti BHEP Tahun 2025 (Januari – Jun) dated 07/07/2025 1.1.1 (w) Emel Jemputan Menghadiri Program Amanat Rektor 2025 Universiti Teknologi MARA Cawangan Negeri Sembilan dated 05/02/2025 1.1.1 (x) Carta organisasi UiTM Cawangan Negeri Sembilan 1.1.1. (y) Emel Jemputan Warga Universiti Teknologi MARA (UiTM) ke Amanat Naib Canselor 2025 dated 13/01/2025 1.1.1. (z) Emel Muat turun teks dan slaid Amanat Naib Canselor UiTM 2025 dated 15/01/2025	

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		c. Novice Writers: Let's Start Writing! Siri 1 d. Road To Publish for Novice Researchers Through the Power of AI Tools Siri 2 e. Bengkel "Novice Writers, Let's Start Writing!" Siri 3 - "From Draft to Index – Practical Writing Workshop for Scopus Journal" f. The Inisiatif Tumpuan Penulisan (ITP) was established as a strategic initiative to enhance the publication of scholarly articles in high-impact indexed journals such as Scopus and Web of Science. In support of the vision and mission of UiTM Cawangan Negeri Sembilan (UiTMCNS), the Division of PJIM&A has organised several collaborative programmes with industry partners to provide students with industry exposure. These initiatives are intended to enhance graduate employability while fostering networking opportunities between students and industry representatives. a. The Industry Nexus @ UiTM Cawangan Negeri Sembilan 1.0 Programme was organised in collaboration with the Division of Student Affairs (BHEP). b. The Motivation and Career Talk Programme was held in conjunction with National Training Week (NTW), organised by HRD Corp in collaboration with the Negeri Sembilan Industrial Liaison Council (NSILC) **Division of Student Affairs (BHEP)** The BHEP supports student development and graduate employability through various programmes focusing on creativity, leadership, and international exposure. Several initiatives were successfully implemented, including innovation programmes, leadership and value-based activities aligned with ESI-IDART, and international engagement programmes with partner institutions and industries. These initiatives exceeded the targeted performance indicators and provided students with opportunities to enhance their soft skills, global exposure and overall employability.		

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		Quality Management Unit (UPK) 1. The Quality Objectives are also developed and mapped to the vision and mission, serving as a guideline for the UiTMCNS community, where the achievement of the targets set for each unit/department will be presented during the Mesyuarat Kaji Semula Pengurusan (MKSP). 2. Continuously monitor and ensure that all programmes offered at UiTMCNS are accredited by the Malaysian Qualifications Agency (MQA) and maintain high quality standards. UiTMCNS is a UiTM branch campus that continues UiTM's aspiration to implement TVET conversion (IQA09) for the Diploma in Food Technology (AS116) programme.		

No	Standard	PTJ's Feedback	Evidences	Attainment Level
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)	UiTM educational objectives aim to produce graduates who: 1. are talented, possessing competencies that include knowledge, practical skills, and an attitude to meet the needs of the changing world of work. 2. have norms, values, and understanding that facilitate cooperation in the community and industry for nation-building and development, in line with social capital. 3. have talent that will catalyse social mobility in elevating the quality of life. Website: https://uitm.edu.my/index.php/en/discover-uitm/university-educational-objectives-ueo **BHEA** To ensure that domain changes during curriculum review, particularly in relation to the mapping with Programme Educational Objectives (PEO), are properly aligned, the Academic Affairs Division (BHEA) has taken a proactive initiative by establishing a committee meeting known as Jawatankuasan Kecil Kurikulum Negeri (JKKN). The committee serves the following purposes: 1. To discuss and evaluate proposed revisions to existing curricula before they are presented at the Jawatankuasa Induk Kurikulum Universiti (JKIKU) meeting. 2. To review and recommend proposals for the establishment of new academic programmes at UiTM Negeri Sembilan, including the course content for specific programmes. 3. To propose academic curriculum content based on programme standards outlined by the Malaysian Qualifications Agency (MQA) or relevant professional bodies. 4. To ensure that the requirements set by the Ministry of Higher Education (KPT) and the Malaysian Qualifications Agency (MQA) are fulfilled.	1.1.2 (a) Prosedur Penghantaran Dokumen Semakan Penjajaran Penilaian dan Pentaksiran MQF 2024 dated 23/05/2025 1.1.2 (b) Emel Maklum Balas Terkini JKPPP KE-99 BIL. 122025 Analisis Pencapaian PLO Dan PEO Program CDIM260 Untuk Tujuan Kelulusan dated 15/01/2026 1.1.2 (c) Laporan Maklum Balas Jawatankuasa Perakuan Pengiktirafan Program (JKPPP) ke-99 Bil. 122025 Analisis Pencapaian PEO Program CDIM260 Untuk Tujuan Kelulusan 1.1.2 (d) Emel Jemputan Ke Bengkel Pemakaian Kerangka Kelayakan Malaysia (Malaysian Qualifications Framework, MQF) Edisi Kedua (2024) Anjuran Pejabat Rektor Dengan Kerjasama Bahagian Hal Ehwal Akademik UiTMCNS dated 13/06/2025 1.1.2 (e) Minit Mesyuarat Jawatan Kuasa Kecil Kurikulum Negeri (JKKN), UiTMCNS (Bil.12025) dated 30/10/2025	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		UHEK 1. To ensure that every PU programme offered at UiTMCNS complies with the MQF 2024 procedures and is properly mapped to the PEO, UHEK has proactively organized curriculum reviews for the year 2025. 2. Continuously monitor the PEO for every PU and PP programme.: https://docs.google.com/spreadsheets/d/1No7KfnP_gKpAyTc1M0Fwz0I5FHe9UIE92rluH91OIUs/edit?usp=sharing **UPK** 1. The enforcement of PEO achievement measurement for each programme offered at UiTMCNS is conducted through the findings of Compliance Accreditation (IQA04) audits.		
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)	The vision, mission, educational goals, and quality objectives are disseminated through several formal channels to ensure effective communication across the institution: **Official Websites** The information is published on the official UiTMCNS website, including the PJIM&A and UPK webpages, to ensure accessibility to staff, students, and stakeholders. **PJIM&A** https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=22 **UPK** https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/?view=page&id=56	1.1.3 (a) Emel Objektif Kualiti UiTM Cawangan Negeri Sembilan 2025 datedt 03/03/2025 1.1.3 (b) Agenda Mesyuarat Jawatankuasa Akademik Negeri (JAN) dated 20/08/2025 1.1.3 (c) Poster of Objektif Kualiti that displayed on the notice board at Seremban Campus 1.1.3 (d) Poster of Objektif Kualiti that displayed on the notice board at Rembau Campus 1.1.3 (e) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) ke – 14 Bil 01/2025 dated 06/01/2025 1.1.1 (f) Minit Mesyuarat Kaji Semula Pengurusan (MKSP) ke – 15 Bil 02/2025 dated 07/07/2025	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		Campus Display The vision, mission, educational goals, and quality objectives are prominently displayed along key walkways across all three campuses to enhance visibility and awareness among the university community. **Management Meetings** These elements are incorporated as agenda items in official meetings, such as JAN and MKSP, for the purpose of information sharing as well as the presentation and monitoring of quality objective achievements. **Official Email Communication** The Quality Unit (UPK) has disseminated the quality objectives via official email to all UiTMCNS staff to ensure clarity, reference, and institutional alignment.		

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)	Three main groups play a critical role in ensuring the annual KPI targets of UiTMCNS are successfully achieved: 1. STU Committee Members The STU Committee is responsible for the coordination, planning, implementation, and monitoring of the KPIs and Performance Indicators (PIs) cascaded by Pejabat Transformasi Universiti (TRU). The committee ensures systematic execution and continuous tracking of performance targets throughout the year. 2. Strategic Planning Committee Members This group comprises the Deputy Rectors of BHEA, BHEP, and BPJIM&A, the Registrar, and the Bursar. The Performance Indicators (PIs) are cascaded to them by the Leader/Owner/Lead Director, namely the Rector. Upon cascading, the PIs automatically become part of their official responsibilities. The administration and execution of the entrusted PIs are subject to their respective leadership approaches and governance practices. 3. Strategic Action Plan (SAP) Project Team - https://uisms.uitm.edu.my/ This team involves the Project Director (typically the Deputy Rectors or PI holder at the branch level) and the Project Manager (usually the officer assigned to assist in matters related to the PI at the PTJ branch level). The SAP team ensures the structured implementation and achievement of strategic project deliverables aligned with institutional KPIs.	1.2.1 (a) Emel Jemputan Bengkel Perancangan Strategik & Penjanaan Pendapatan Tahun 2025 UiTMCNS dated 10/02/2025 1.2.1 (b) Emel Dokumen Rujukan Bengkel Perancangan Strategik & Penjanaan Pendapatan Tahun 2025 UiTM CNS (Project Manager & Project Manager) dated 07/02/2025 1.2.1 (c) Surat pelantikan sebagai penyelaras strategik dan transformasi universiti bagi UiTCNS 1.2.1 (d) UiSMS (UiTM Strategic Management System) 1.2.1 (e) Emel Maklumat Berkaitan Bilangan Dan Sasaran PI UiTMCawangan Negerisembilan Tahun 2025 datedt 27/11/2024 1.2.1 (f) Emel Pemakluman Migrasi Sistem UePMO ke UiSMS dan Perubahan Kaedah Endorsement Performance Indikator (PI) bagi PTJ Cawangan dated 02/07/2025 1.2.1 (g) Tentatif Bengkel Perancangan Strategik & Penjanaan Pendapatan UiTMCNS Tahun 2025	5

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)	**Unit Strategik Dan Transformasi (STU) UiTMCNS** The STU Committee is responsible for the coordination, planning, implementation, and monitoring of the KPIs and Performance Indicators (PIs) cascaded by Pejabat Transformasi Universiti (TRU). The committee ensures systematic execution and continuous tracking of performance targets throughout the year. The Unit Strategik Dan Transformasi (STU) UiTMCNS organised the Bengkel Perancangan Strategik & Penjanaan Pendapatan Tahun 2025 to facilitate brainstorming sessions and the alignment of Strategic Action Plan (SAP) project planning among all relevant divisions. The workshop served as a platform for strategic discussion, coordination and refinement of proposed initiatives to ensure that the planned projects are aligned with the university's strategic goals and key performance indicators. Representatives from various divisions, including the administration, Academic Affairs Division (BHEA), Student Affairs Division (BHEP), the Research, Industry, Community and Alumni Network Division (PJIM&A), as well as Heads of School and programme coordinators, participated in the workshop to collaboratively review, streamline and strengthen their respective SAP initiatives. This collaborative approach supports more effective planning, implementation and monitoring of strategic projects across the campus. **Division of Academic Affairs (BHEA)** a. The monitoring of the Quality Objectives and Performance Indicators (PI) for BHEA was presented during the JAN meeting to inform the committee members of the current progress and achievements. b. The Deputy Rector of Academic Affairs (BHEA) convened a special meeting with Heads of Programme/Department (KPP/KP) to facilitate the allocation of KPIs and responsibilities, taking into consideration rotational arrangements, community size, and the respective capacity of each unit.	1.2.2 (a) Emel Jemputan Bengkel Perancangan Strategik & Penjanaan Pendapatan Tahun 2025 UiTMCNS dated 10/02/2025 1.2.2 (b) Emel Jemputan Ke Mesyuarat Data Petunjuk Prestasi - Projek Inisiatif Tahun 2025 Bil 1/2025 UiTMCNS: 22 Okt 2025 (Rabu) Menjelang Q3 1.2.2 (c) Emel Kemaskini Data Petunjuk Prestasi UiTMCNS & Pengurusan Projek SAP UiTM2025 setakat November 2025 dated 19/12/2025 1.2.2 (d) Pelaporan pencapaian KPI 1 - 30 Jun (For Q2) First Draft UiTMCNS 1.2.2 (e) Emel Pemakluman Sesi Penurunan Dan Pembahagian Sasaran PI PJIMA 2025 Mengikut FakultiAkademi Dan Kampus Di UiTMCNS dated 10/01/2025 1.2.2 (f) Pembahagian Sasaran PI BPJIMA 2025 Mengikut Fakulti/Akademi Dan Kampus Di UiTMCNS dated 20/01/2025 1.2.2 (g) Senarai Pembahagian PI mengikut kampus_PJIMA 2025 1.2.2 (h) Minit Mesyuarat Jawatankuasa Jaringan Negeri (JJN) Bil. 3/2025 dated 26/11/2025 1.2.2 (i) Laporan Bengkel Perancangan Strategik FKPM 2025 dated 20 & 21/02/2025 1.2.2 (j) Slaid Pembentangan Bengkel Perancangan Strategik FKPM 1.2.2 (k) Senarai folder FSG 1.2.2 (l) Minit Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN) KE-31 dated 08/10/2025 1.2.2 (m) Minit Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN) ke-32 dated 26/11/2025 1.2.2 (n) Minit Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN) ke-33 [29/12/2025] 1.2.2 (o) Minit Mesyuarat Penetapan Strategic Action Plan (SAP) Dan Petunjuk Prestasi (PI) BHEP 2025 dated 17/02/2025 1.2.2 (p) Mesyuarat Ketua Unit Bahagian Hal Ehwal Pelajar Bil 1/2025 dated 16/10/2025 perkara B103 1.2.2 (q) Mesyuarat Ketua Unit Bahagian Hal Ehwal Pelajar Bil 2/2025 dated 17/12/2025 B118	5

		Division of Research, Industrial Linkages, Community, and Alumni (PJIM&A) a. A discussion and presentation session was conducted by PJIM&A with all Heads of Schools/Programme Coordinators/Faculty Representatives to deliberate and negotiate the proposed cascading of BPJIM&A Performance Indicator (PI) targets to the respective faculties and centres of studies for the year 2025. b. The monitoring of PI achievements is presented in the Mesyuarat Jawatankuasa Jaringan Negeri (JJN) and Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN). **Division of Student Affairs (BHEP)** The BHEP has disseminated the Performance Indicators (PI) to its respective units through the BHEP Strategic Action Plan (SAP) and Performance Indicator (PI) Determination Meeting, ensuring that all units are aligned with the established targets and strategic objectives. **Head of School (KPP)** Upon receiving the KPI allocation assigned to the faculty for the year 2025, the Head of School convened a meeting with the programme coordinators to discuss and distribute the responsibilities according to their respective centres of study.	1.2.2 (r) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) ke-83 UiTMCNS dated 04/03/2025 1.2.2 (s) Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN) ke-88 UiTMCNS dated 20/08/2025 1.2.2 (t) Jemputan Mesyuarat Agihan Kpi Bhea 2025 Kepada Fakulti /Akademi UiTMCNS dated 31/12/2024	

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)	**Governance Framework, Selection Criteria and Appointment Authority** At UiTMCNS, the appointment of institutional and academic leaders at the PTJ, department, and programme levels is governed through a structured, transparent, and merit-based framework aligned with UiTM's institutional governance system and national higher education standards. The governance of academic leadership appointments is guided by standard documents which standardized nomenclature and appointment authority of academic administrators, and outline the duties and responsibilities of academic administrators at faculty, branch campus, and academic centre levels. This is also supported by the governance manual document, which outlines the governance structure for academic administrative positions applied across the university system. At campus level, these provisions are further operationalised through institutional references such as the Carta Organisasi Pentadbir Akademik UiTMCNS 2024, which defines the leadership structure and guides leadership transition planning within the campus governance system. To sustain leadership continuity, UiTMCNS has also implemented a systematic succession planning mechanism to identify and prepare potential academic leaders within the institution. The succession planning framework enables leadership development and structured transition planning, ensuring the long-term sustainability of academic governance. UiTMCNS adopts a proactive leadership transition approach whereby the identification of potential leadership replacements begins approximately six (6) months prior to the expiry of an incumbent's term. This practice allows sufficient time for candidate identification, evaluation, and leadership transition preparation. Thereby minimising operational disruption and maintains continuity in academic administration.	1.3.1 (a) Prosedur Lantikan Pentadbir Akademik daripada Pensyarah di Universiti Teknologi MARA Bilangan 18 Tahun 2023 dated 13/12/2023. 1.3.1 (b) Pekeliling Akademik Bil. 06 2016 Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur dan Kuasa Melantik Jawatan Pentadbir Akademik Universiti Teknologi MARA (UiTM). 1.3.1 (c) Manual Tadbir Urus UiTM Multisistem. 1.3.1 (d) Manual Pengurusan Sumber Manusia: Pengambilan dan Penempatan Staf Edisi ke 2 2021 dated 01/01/2021. 1.3.1 (e) Carta alir proses penggantian UiTM Cawangan Negeri Sembilan. 1.3.1 (f) Carta Organisasi Pentadbir Akademik UiTM Cawangan Negeri Sembilan 2025. 1.3.1 (g) Email Iklan Jawatan Pentadbir Akademik UiTM Cawangan Negeri Sembilan dated 05/01/2024. 1.3.1 (h) Iklan Jawatan Pentadbir Akademik UiTM Cawangan Negeri Sembilan beserta maklumat dan syarat kelayakan 2024. 1.3.1 (i) Borang Pencalonan Jawatan Pentadbir Akademik UiTMCNS (500-UiTM (TNC(A)23/4/5) (2022)). 1.3.1 (j) Borang penilaian panel temuduga (BPTPTFT/ (10-1)) 1.3.1 (k) Email Ucapan Tahniah Atas Lantikan Sebagai Koordinator Program Biologi UiTMCNS dated 20/05/2025. 1.3.1 (l) Deskripsi dan Skop Tugas Pentadbir Akademik UiTM Cawangan Negeri Sembilan. 1.3.1 (m) Surat lantikan Ketua Pusat Pengajian APB (500-KNS (PT.23/4/5)) dated 08/08/2024. 1.3.1 (n) Surat lantikan Koordinator Kursus (Servicing) ACIS (500-KNS (PT.23/4/5)) dated 08/08/2024.	5

		Leadership positions are filled through an open internal advertisement mechanism to ensure transparency, fairness, and equal opportunity among eligible academic staff. Vacancies are disseminated through official UiTM communication channels, and interested candidates submit applications using the Borang Permohonan Jawatan Pentadbir Akademik. Supporting documentation includes the Iklan Permohonan Jawatan Pentadbir Akademik, as well as internal communications such as the email advertisement for academic and administrative recruitment and the email notification regarding the new appoinment of academic administrators. Each leadership position is supported by a documented job description and appointment criteria that clearly specify the scope of authority, responsibilities, reporting lines, and expected performance outcomes. Candidates are evaluated based on academic qualifications, administrative and professional experience, leadership capability, integrity, and their ability to align leadership responsibilities with UiTM's strategic priorities. These criteria ensure that appointed leaders possess the academic credibility, managerial competence, and strategic capacity required to oversee academic planning, programme delivery, quality assurance processes, staff supervision, student development, and compliance with institutional regulations. Appointments are formalised through official appointment letters issued by the university authority, which specify the job description, reporting structure, responsibilities, and terms of service for the respective leadership positions. Academic leadership appointments are generally made for a two-year term, with the possibility of extension based on performance evaluation and institutional needs. UiTMCNS periodically reviews and enhances its leadership governance framework to ensure alignment with evolving institutional priorities, governance requirements, and higher education quality assurance standards. Through this integrated governance system, the university ensures that leadership appointments remain transparent, accountable, and strategically aligned with institutional objectives.		

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)	**Operational Process of Leadership Appointment** Building upon the governance framework described in Criterion 1.3.1, UiTMCNS implements the appointment of institutional and academic leadership positions through a documented and systematic operational process that ensures consistency, transparency, and leadership effectiveness. The operational process is guided by a standard academic circular, which is supported by institutional guidelines on the duties and responsibilities of academic administrators. Additional guidance is also provided by an academic circular on the academic management responsibilities and on programme ownership and management. The implementation of these provisions is reflected in the UiTMCNS organisational chart approved by the Rector, which defines the institutional leadership structure and reporting relationships within the campus governance system. The appointment process begins with the identification of leadership needs at PTJ, faculty, department, and programme levels. Academic units review their organisational structures and programme requirements to determine positions requiring appointment or replacement based on leadership term completion, programme needs, or organisational restructuring. For programme-level leadership positions such as Ketua Pusat Pengajian (KPP) and Koordinator Program (KP), nominations are documented through the Borang Pencalonan Ketua Pusat Pengajian & Koordinator, ensuring that candidate information and leadership suitability are formally recorded prior to evaluation. Candidates are evaluated based on academic qualifications, leadership capability, administrative experience, and alignment with institutional goals. Supporting documentation such as the Curriculum Vitae of academic leadership of UiTMCNS is used to verify academic credentials and professional experience. Following evaluation, appointments are formalised in an interview session and recorded in the institutional List of Academic Leaders UiTMCNS, which documents the leadership structure across faculties and academic units. This includes positions such as Ketua Pusat Pengajian, Koordinator Program, Penyelaras Program, and Penyelaras BHEA, ensuring transparency and traceability of leadership assignments within the campus governance structure.	1.3.2 (a) Pekeliling Akademik Bilangan 3 Tahun 2016: Garis Panduan Tugas & Tanggungjawab Pentadbir Akademik 1.3.2 (b) Pekeliling Akademik Bilangan 6 Tahun 2016: Penambahbaikan Penyetaraan, Penyeragaman Nomenklatur Dan Kuasa Melantik Jawatan Pentadbir Akademik Universiti Teknologi MARA (UiTM) 1.3.2 (c) 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 (File No: 100-HEA (6/4) dated 13/08/2021. 1.3.2.(d) Pekeliling Akademik UiTM Bil 2 Tahun 2019 - Pemilikan dan Pengurusan Program Akademik Universiti Teknologi MARA (File No: 100-HEA (6/4) dated 13/01/2019. 1.3.2 (e) Carta Organisasi UiTMCNS duly signed Rector dated 31/07/2023. 1.3.2 (f) Borang Pencalonan Ketua Program & Koordinator - koordinator Program IM244 Kampus Rembau. 1.3.2 (g) CV KPP Fakulti Sains Komputer dan Matematik - Pn Nor Aishah Md Noh. 1.3.2 (h) Senarai Lantikan Ketua Pusat Pengajian, Koordinator, Penyelaras Program dan penyelaras BHEA 2025 1.3.2 (i) Emel cadangan pelan penggantian jawatan pentadbir akademik UiTMCS dated 27/12/2024. 1.3.2 (j) Slide Presentation by Rector for Succession Planning Template UiTMCNS 2024 1.3.2 (k) Minit Mesyuarat Kajisemula Pengurusan (MKSP) ke 14 Bil 1/2025 dated 06/01/2025 Perkara B3, B4 dan B5.	4

		Succession Planning, Monitoring and Continuous Improvement Succession planning is integrated into the leadership appointment process to ensure continuity of governance and leadership sustainability. UiTMCNS utilises a Document on Succession Plan UiTMCNS to identify potential successors and prepare future leaders for academic administrative roles. Evidence of this initiative includes the email proposal on succession planning and the succession planning template presentation delivered by the Rector of UiTMCNS, which demonstrate the institution's proactive approach to leadership continuity and organisational preparedness. The effectiveness of appointed leaders is monitored through institutional and unit-level review mechanisms that assess leadership performance in managing academic programmes, supporting staff development, maintaining programme quality, and contributing to UiTMCNS quality objectives. Findings from these reviews inform periodic refinement of appointment procedures and succession planning practices. Through this cyclical governance process, UiTMCNS ensures that leadership appointment remains systematic, transparent, and continuously improved, supporting effective academic governance and long-term institutional sustainability.		

1.3.3	Describe how PTJ plans and develops leadership training and development programmes to continuously improve and enhance the capabilities of current and potential institutional and academic. (Impactful Evidence: List of professional development and leadership training programs; Training needs analysis; Training records; List of Leadership training/development programmes that have been attended by the present and potential academic leaders)	**Leadership Development Planning and Training Needs Identification** Complementing the governance and appointment mechanisms described in Criteria 1.3.1 and 1.3.2, UiTMCNS implements a structured and needs-driven leadership development framework to strengthen the capabilities of current and potential institutional and academic leaders. Leadership development is treated as a strategic governance function. This is to ensure that leadership competencies are systematically enhanced to support institutional resilience, effective academic governance, and long-term organisational sustainability. Leadership development programmes are coordinated through collaboration between the UiTMCNS Administrative Office and partner organizers from internal and external UiTMCNS, and are aligned with UiTM's leadership competency framework. To ensure relevance, UiTMCNS conducts a structured Training Needs Analysis (TNA) through institutional surveys and formal needs assessments. The findings guide the prioritisation of leadership training programmes so that development initiatives address actual competency gaps and organisational requirements. The training needs analysis is implemented systematically, and the results are used to plan training interventions. Where staff have not met the annual training requirement of 42 hours, the administrative training unit undertakes corrective action. Heads of department also prepare staff development plans aligned with annual work targets, ensuring that training programmes contribute directly to staff competency development and organisational performance.	1.3.3 (a) Model Kompetensi UiTM 2021. 1.3.3 (b) Pelan Penggantian Pentadbir Akademik 2025. 1.3.3 (c) Analisa Keperluan Latihan Staf UiTMCNS Tahun 2025. 1.3.3 (d) Senarai Kelulusan PPSM untuk Latihan Staf UiTM Cawangan Negeri Sembilan Tahun 2025 1.3.3 (e) Laporan Bengkel Penyediaan Laporan Analisis Penilaian Akademik UiTM Kampus Kuala Pilah dated 19/08/2025. 1.3.3 (f) Email Invitation for Program Lead To Success 3.0_Keharmonian di Tempat Kerja_Merubah dari Pejabat Toksik ke Pejabat Tonik dated 23/07/2025. 1.3.3 (g) Email invitation for Program Lead to Success 3.0 : Membina Personaliti Staf Idaman Majikan dated 28/11/2025. 1.3.3 (h) Training Lists of Ts Dr Aslizah Mohd Aris (TRPJIM&A) year 2024-2025. 1.3.3 (i) Training Lists of Dr Muhammad Aidil Ibrahim (Koordinator ICAN) year 2024-2025.	5

		Leadership Development Implementation and Succession Readiness Leadership development initiatives are integrated with the institutional succession planning framework described in Criterion 1.3.2, enabling the systematic preparation of future academic leaders. Academic staff identified through succession planning are progressively exposed to leadership development programmes, mentoring sessions, and institutional leadership engagement platforms. At the operational level, Bahagian Hal Ehwal Akademik (BHEA) Kampus Kuala Pilah has organised training workshops for Ketua Pusat Pengajian (KPP) and Programme Coordinators to strengthen their understanding of academic governance procedures and programme management responsibilities. These initiatives ensure that newly appointed academic administrators clearly understand their leadership roles and institutional procedures. UiTMCNS also promotes good leadership practices through institutional platforms such as program Lead to Success 3.0 : Membina Personaliti Staf Idaman Majikan". **Monitoring and Continuous Improvement of Leadership Development** The effectiveness of leadership development initiatives is monitored through training records, participation reports, and succession readiness indicators. These monitoring mechanisms enable UiTMCNS to evaluate the impact of leadership development programmes on institutional leadership capacity. The continuous review process was monitored via training participation data and audit reviews. Findings from the monitoring process is use to refine training strategies and improve leadership competency development.UiTMCNS ensures that leadership development remains systematic, responsive, and aligned with institutional governance objectives.		

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))	**Performance Evaluation System for Academic Leaders** Completing the leadership governance cycle described in Criteria 1.3.1–1.3.3, UiTM Cawangan Negeri Sembilan (UiTMCNS) implements a structured and transparent performance evaluation system for institutional and academic leaders to ensure accountability and alignment with UiTM's strategic objectives. Academic leaders are evaluated annually through UiTM's integrated performance management platform, MyATP, in accordance with UiTM performance management policies and academic circulars. Under the Academic Leadership Track, leaders are assessed using clearly defined Key Performance Indicators (KPIs) that reflect leadership responsibilities, programme management, staff supervision, research contributions, and institutional service. Performance evaluations are conducted by the Immediate Superior, consisting of Pegawai Penilai Pertama (PPP) and Pegawai Penilai Kedua (PPK). This is to ensure that assessments reflect role-specific responsibilities while maintaining objectivity and accountability. **Governance Oversight and Performance Validation** To ensure consistency and governance integrity, performance evaluation results are reviewed and validated through the Mesyuarat Panel Pembangunan Sumber Manusia Negeri (JPPSM) UiTMCNS. This panel functions as an institutional oversight mechanism that verifies fairness, consistency, and compliance with institutional performance management standards. Through this governance review process, UiTMCNS ensures that leadership evaluations are evidence-based and consistently implemented across faculties and academic units. The panel also identifies areas requiring leadership development, institutional support, or strategic intervention.	1.3.4 (a) Pekeliling Akademik Bilangan 3 Tahun 2019: Pelaksanaan Penggunaan Sistem MyATP Sebagai Medium Penyediaan Sasaran Kerja Tahunan Dan Laporan Nilaian Prestasi Tahunan Staf Akademik UiTM. 1.3.4 (b) Pekeliling Akademik Bilangan 21 Tahun 2020: Pindaan Agihan Peratusan Penilaian Kualiti Peribadi Dalam Laporan Nilaian Prestasi Tahunan (LNPT) bagi Pentadbir Akademik Berjawatan Dalam Pengurusan Tinggi / Pengurusan Kanan Universiti. 1.3.4 (c) Pekeliling Akademik Bilangan 3 Tahun 2022: Pelaksanaan Pindaan Kerangka Laporan Penilaian Prestasi Tahunan Di Sistem MyATP Bagi Staf Akademik Universiti Teknologi MARA Bermula Tahun 2022 1.3.4 (d) Manual Penyediaan Laporan Nilaian Prestasi Tahunan (LNPT) bagi Staf UiTM. 1.3.4 (e) Paparan Sistem Penilaian MyATP. 1.3.4 (f) Senarai semak penghantaran minit mesyuarat panel pembangunan sumber manusia dan pencalonan anugerah perkhidmatan cemerlang. 1.3.4 (g) Minit Mesyuarat Panel Pembangunan Sumber Manusia UiTM Cawangan Negeri Sembilan dated 30/12/2025. 1.3.4 (h) Aturcara Majlis Hari Kemuncak Inovasi UiTMCNS 2025. 1.3.4 (i) Emel Jemputan Majlis Kemuncak Inovasi UiTM Cawangan Negeri Sembilan 2025 dated 28/11/2025. 1.3.4 (j) Laporan Penilaian Prestasi Tahunan (LNPT) 2025 PM ChM Dr Nur Nadia Dzulkifli (KUKA). 1.3.4 (k) Laporan Penilaian Prestasi Tahunan (LNPT) 2025 Pn Nor Aishah Md Noh (KPP FSKM). 1.3.4 (l) Laporan Penilaian Prestasi Tahunan (LNPT) 2025 Dr Nur Sofiah Abu Kassim (KP PPKAS). 1.3.4 (m) Emel peringatan akhir bagi melengkapkan proses laporan nilaian prestasi tahunan 2023 dated 06_05_2024	4

		Performance Recognition and Continuous Leadership Improvement UiTMCNS adopts a holistic leadership evaluation approach that considers leadership impact, contribution to institutional effectiveness, and the demonstration of organisational values. Evaluation outcomes are utilised to inform leadership development planning, succession readiness, reappointment decisions, and institutional recognition of high-performing leaders. Outstanding leadership contributions are recognised through institutional platforms such as Majlis Kemuncak Hari Inovasi UiTMCNS and Anugerah Akademik Universiti (AAU) UiTMCNS. These recognition mechanisms reinforce a performance-driven culture and encourage sustained leadership excellence. Through the integration of structured performance appraisal, governance-level validation, recognition mechanisms, and continuous improvement practices. This shows that UiTMCNS demonstrates a mature leadership evaluation ecosystem in which academic leaders are assessed not only for task completion but also for their strategic contribution to institutional performance and academic quality.		

1.4: GOVERNANCE FUNCTION AND MECHANISM

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.4.1	(a) Provide a detailed organisational chart showing the governance structure of the HEP, clearly defining the hierarchical relationships between governing bodies such as the Board of Governors/Directors, Senate/Academic Board/Academic Council and the Executive Management/ University Council, as well as management entities including academic faculties/departments and service/support units. Outline how the principles of authority, accountability and transparency are embedded in the governance structure. (b) Provide governance documents such as the HEP's constitution, statutes, by-laws or charters that formally define the governance framework, powers and responsibilities of the institution's leadership bodies. Describe the lines of authority and decision-making, demonstrating how responsibilities are distributed across different governance levels. (c) Provide examples of how the governance structure and functions are published and communicated to internal and external stakeholders (e.g., the HEP's website in the form of screenshots or links, governance handbook and annual reports). Submit sample meeting minutes from key governance meetings to demonstrate how decisions are made, recorded and shared with relevant stakeholders.	UiTM Cawangan Negeri Sembilan (UiTMCNS) establishes a clearly defined governance structure supported by formal organisational charts, functional charts, and institutional governance policies to ensure transparent decision-making, accountability, and operational effectiveness across its campuses. The governance structure aligns with UiTM's institutional framework and reflects a structured chain of command from the university leadership to operational units at campus level. At the branch level, governance is led by the Rector, who provides strategic leadership and institutional direction. The Rector is supported by several key leadership positions including the Deputy Rector for Academic Affairs (HEA), Deputy Rector for Student Affairs (HEP), and Deputy Rector for Research, Industry, Community and Alumni Network (PJIM&A). Operational coordination across campuses is further strengthened through the roles of Assistant Rectors (Penolong Rektor) and key administrative leaders such as the Registrar, Bursar, and Heads of administrative divisions. This governance structure is operationalised through a network of functional units including Bahagian Hal Ehwal Akademik (BHEA), Bahagian Hal Ehwal Pelajar (BHEP), Bahagian Penyelidikan, Jaringan Industri, Masyarakat dan Alumni (BPJIM&A), Unit Pengurusan Kualiti (UPK), Bahagian Pentadbiran, Pejabat Bendahari, Infostruktur, and other institutional support units. Each unit operates with clearly defined roles and reporting relationships to ensure alignment with institutional objectives and operational efficiency.	1.4.1 (a) Manual Tadbir Urus 1 UiTM MultiSistem 2019. 1.4.1 (b) Watikah Pelaksanaan Autonomi UiTM Cawangan Negeri Sembilan. 1.4.1 (c) UiTMCNS Organizational Chart signed by Rector dated 31/07/2023. 1.4.1 (d) Carta Pengurusan Tertinggi UiTMCNS (2025) displayed in UiTMCNS Website (https://nsembilan.uitm.edu.my/index.php/off-corporate/profile). 1.4.1 (e) Carta Organisasi dan Fungsi UHEK (HEA) UiTM Cawangan Negeri Sembilan. 1.4.1 (f) Agenda Minit Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN). 1.4.1 (g) Minit Mesyuarat Pengurusan Dalaman Khas Kampus Kuala Pilah dated 21/05/2025. 1.4.1 (h) Minit Mesyuarat JK Kecil Kurikulum (JKKN) Bil 1/2025 dated 30/10/2025.	4

		The organisational structure and governance framework are formally documented and endorsed through institutional governance documents such as the Manual Tadbir Urus 1UiTM Multisistem 2019, which defines the limits of authority, reporting relationships, and governance boundaries across all levels of UiTM operations. The organisational and functional charts are approved by the Rector and communicated to stakeholders through institutional documentation and the official UiTMCNS website. Thereby ensuring transparency and accessibility of governance information to internal and external stakeholders. The presence of clearly documented governance structures ensures that responsibilities, authority, and reporting lines are well established, enabling effective coordination across the geographically distributed campuses of Kuala Pilah, Seremban, and Rembau. The effectiveness of the organisational governance framework is reviewed periodically through institutional governance platforms such as the Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) and Management Review Meetings such as Mesyuarat Pengurusan Dalaman (MPD) for all 3 campuses in UiTMCNS. Internal quality audits have also being done and contributed to strengthening governance documentation practices. These review mechanisms ensure that governance structures remain relevant, clearly documented, and aligned with institutional operational requirements.		
1.4.2	(a) Provide a detailed organisational chart showing the governance and management structure across all campuses, highlighting the integration of decision-making, lines of communication and oversight mechanisms to ensure coordination and consistency in policy implementation and governance. (b) Provide reports from periodic cross- campus quality reviews assessing whether academic programmes, departments and student services meet the same standards across all locations.	UiTM Cawangan Negeri Sembilan (UiTMCNS) operates across three geographically separated campuses: Kuala Pilah, Seremban, and Rembau, and has established structured mechanisms to ensure functional integration and consistency in educational quality across all locations. Academic governance and programme coordination are centrally managed through Bahagian Hal Ehwal Akademik (BHEA) and relevant academic committees to ensure consistent academic standards and operational procedures. Key academic processes such as curriculum delivery, assessment preparation, teaching documentation, and programme monitoring are standardised across campuses to maintain comparability of educational quality.	1.4.3 (a) Prosedur Pengurusan Program Akademik di antara Pengurusan Utama (PU) dan Pengurus Pelaksana (PP) 1.4.3 (b) Pekeliling Akademik Bilangan 2 Tahun 2019: Pemilikan Dan Pengurusan Program Akademik Universiti Teknologi MARA 1.4.3 (c) Pekeliling Akademik Bilangan 8 Tahun 2022: Penambahbaikan Proses Lantikan Pengurus Utama Dan Pengurus Pelaksana Program Akademik Universiti Teknologi MARA 1.4.3 (d) Pekeliling Akademik Bil 09/2025 - Pindaan Perkara 2.16 dan Perkara 2.26 Peraturan Akademik Program Diploma dan Sarjana Muda UiTM Pindaan 2021 Bilangan 1 (100 HEA (6/4) dated 14/07/2025.	5

		Several mechanisms are implemented to ensure academic and operational integration: **Standardised Academic Governance** Academic quality is maintained through formal documentation and quality assurance processes such as teaching files, course files, teaching portfolios, and lesson plans. Standardised templates and checklists are utilised across campuses to ensure consistency in course delivery and documentation. **Curriculum Coordination and Academic Oversight** The appointment of Resource Persons (RP) and Lecturer-in-Charge (LIC) for courses ensures that academic content, assessment design, and course delivery remain consistent across campuses. RP and LIC appointments are formalised through official letters approved by UiTMCNS leadership, ensuring clear academic responsibility for course coordination. **Quality Assurance and Teaching Evaluation** Academic quality is continuously monitored through institutional evaluation mechanisms including SUFO (Student Feedback Online) and PRO-PENS, which provide systematic feedback on teaching effectiveness and course delivery across campuses. **Academic Coordination and Communication** Coordination between campuses is facilitated through Ketua Pusat Pengajian (KPP) and Program Coordinators, who serve as academic focal points linking programme management across locations. Communication and coordination occur through meetings, official correspondence, digital platforms, and collaborative workshops organised by UiTMCNS academic units. Institution-wide academic development initiatives such as Bengkel Semakan Kurikulum AS114, organised by the Unit Hal Ehwal Kurikulum (UHEK) further strengthen curriculum implementation and continuous quality improvement across all campuses.	1.4.3 (e) Email Jemputan ke Bengkel Penyediaan Laporan Analisis Penilaian Akademik UiTM Cawangan Negeri Sembilan Kampus Kuala Pilah dated 12/08/2025. 1.4.3 (f) Laporan Bengkel Penyediaan Laporan Analisis Penilaian Akademik UiTM Cawangan Negeri Sembilan Kampus Kuala Pilah (2025). 1.4.3 (g) Laporan PRO-PENS UiTMCNS 2025. 1.4.3 (h) Laporan CDL-CQI Program Diploma Mikrobiologi Semester 20252 dated 10/03/2025. 1.4.3 (i) Surat Lantikan RP MIC102 Cell Biology - Dr Ida Muryany Md Yasin (500-KNS. HEA 23/4) dated 01/10/2025. 1.4.3 (j) Borang Senarai Semak Fail Pengajaran (Teaching File) (Ref_ UiTM_KNS_HEA_(O). 1.4.3 (k) Borang Senarai Semak Portfolio Pengajaran (Ref_ UiTM_KNS_HEA_(O). 1.4.3 (l) Borang Senarai Semak Fail Kursus (Ref_ UiTM_KNS_HEA_ (O). 1.4.3 (m) Minit Mesyuarat JK Kecil Kurikulum (JKKN) Bil 1 2025 dated 30/10/2025. 1.4.3 (n) Email Keperluan Penyerahan Scheme of Work (Sow) Kod Kursus oleh Resource Person (RP)_ Lecturer in Charge (LIC) Di UiTM Kampus Kuala Pilah Bagi Semester Oktober 2025 - Februari 2026 (Sesi 20254)) dated 07/10/2025.	

		Functional integration mechanisms are reviewed through institutional governance platforms including Jawatankuasa Eksekutif Negeri (JKEN), Mesyuarat Jawatankuasa Akademik Negeri (JAN) and Mesyuarat Kaji Semula Pengurusan (MKSP). Internal audit findings also provide insights to improve coordination mechanisms across campuses. The Internal Audit 2025 was also identified opportunities to strengthen communication and documentation related to strategic programme implementation and inter-campus coordination mechanisms. These findings have informed ongoing improvements in documentation practices, communication channels, and governance alignment across campuses. These structured review processes ensure that UiTMCNS maintains consistent academic quality and operational alignment across all campuses.	1.4.2 (f) Email Jemputan Taklimat Proses Penilaian Bagi Semakan kurikulum dated 13/10/2025. 1.4.2 (g) Email Pemakluman Penyediaan Laporan Tindakan dan Bukti Berkaitan Pengemaskinian Syarat Khusus dan Syarat Umum Provisional Accreditation and Full Accrediatation dated 09/09/2025. 1.4.2 (h) Email Semakan Maklumat Program Di Daftar Kelayakan Malaysia (MQR) Portal Swaakrediatasi (PSA) dan Sistem i-Accredit dated 16/04/2025. 1.4.2 (i) Paparan sistem ePPSM UiTMCNS (https://cns.uitm.edu.my/eppsm/home)	
1.4.3	(a) Provide a formal documentation outlining how authority is delegated within the institution, ensuring that the governing board and the senate maintain sufficient autonomy. (b) Present evidence of independent or external audits of the Governing Board's and the senate's operations to ensure compliance with governance principles, along with examples of conflict-of-interest declaration documents.	UiTM Cawangan Negeri Sembilan (UiTMCNS) implements structured governance mechanisms through a series of institutional committees and management meetings to ensure transparent decision-making, accountability, and systematic monitoring of institutional performance. Governance effectiveness is continuously monitored through meeting follow-ups, action tracking via the eMesyuarat system, and periodic internal quality audits. The Internal Audit 2025 highlighted the importance of maintaining clear documentation of governance decisions and committee functions. This is to avoid role overlap and ensure clarity of responsibility. These review mechanisms contribute to strengthening governance practices and institutional accountability.	1.4.2 (a) Surat Edaran Naib Canselor: Pemakluman Pengemaskinian Tanggungjawab Urusetia ketika Pengisytiharan Kepentingan (100-BPD(PT. 1/1) dated 24/06/2024. 1.4.2 (b) Integrity Pact Statement in Mesyuarat Kaji Semula Pengurusan (MKSP) Bil 1/2025 dated 06/01/2025. 1.4.2 (c) Laporan Audit Dalam UiTM Cawangan Negeri Sembilan 2025. 1.4.2 (d) Manual Kualiti UiTM Cawangan Negeri Sembilan (MK. UiTM. CNS.01) dated 06/01/2025. 1.4.2 (e) Surat Keputusan Mesyuarat PPSM Bengkel Pemantapan Auditor (100-UiTMKNS/S(PT.36/3) dated 25/05/2025. 1.4.2 (f) Email Jemputan Taklimat Proses Penilaian Bagi Semakan kurikulum dated 13/10/2025. 1.4.2 (g) Email Pemakluman Penyediaan Laporan Tindakan dan Bukti Berkaitan Pengemaskinian Syarat Khusus dan Syarat Umum Provisional Accreditation and Full Accrediatation dated 09/09/2025.	5

		Strategic and operational matters are deliberated through formal governance platforms including: Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN), Mesyuarat Pengurusan Dalaman (MPD), Mesyuarat Kaji Semula Pengurusan (MKSP), Mesyuarat Jawatankuasa Akademik Negeri (JAN), Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN), Mesyuarat Jawatankuasa Jaringan Negeri (JKJN), Mesyuarat Panel Pembangunan Sumber Manusia (PPSM) and Mesyuarat Jawatankuasa Tabung Amanah. These meetings serve as formal decision-making bodies where policies, academic matters, strategic initiatives, and institutional performance are discussed, validated, and monitored. Agendas, meeting papers, and minutes are systematically documented to ensure traceability and institutional accountability. The governance process is further supported by the UiTM eMesyuarat system, an integrated digital platform that manages meeting documentation, agenda dissemination, action tracking, and progress monitoring. Access to the system is restricted to authorised personnel using official institutional credentials, ensuring secure documentation management and controlled access to governance information. There are also few of the meetings was operated via traditional manual process too. To maintain ethical governance and avoid conflicts of interest, members participating in institutional meetings are required to declare any potential conflict through Perisytiharan Kepentingan before deliberation. This practice reinforces transparency, integrity, and compliance with institutional governance policies. Through these governance mechanisms, UiTMCNS ensures that institutional decisions are systematically documented, reviewed, and implemented through clearly assigned responsibilities across relevant units and campuses. UiTMCNS also successfully developed the ePSSM system for paperwork submission for programme endorsement that can be used by all UiTMCNS staff.	1.4.2 (h) Email Semakan Maklumat Program Di Daftar Kelayakan Malaysia (MQR) Portal Swaakrediatasi (PSA) dan Sistem i-Accredit dated 16/04/2025. 1.4.2 (i) Paparan sistem ePPSM UiTMCNS (https://cns.uitm.edu.my/eppsm/home)	5

1.5: MANAGEMENT OF INFORMATION AND RECORDS

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.)	**Process of Recording, Verification and Approval of Academic Results** Lecturers enter continuous assessment and final examination marks into the official eRES system. Upon completion, the LE15 report is generated and retained as an official record for verification and reference purposes. https://eres.uitm.edu.my/estaff/eres/login.cfm The Examination Unit subsequently generates the first running of the LE13 report via the SIMS system. This report reflects the compiled final results and is prepared for reporting to the Head of Programme (KP) and Programme Coordinator (KPP) prior to the Academic Assessment Results Meeting at the Programme/Department level (February 2026 session). In cases where mark amendments are required for specific courses, the Examination Unit updates the revised marks in the SIMS system and regenerates the updated LE13 report to ensure accuracy and data integrity. https://sims-academic.uitm.edu.my/sims/login_form.cfm?id=1 The final academic results for all programmes are formally presented by the KPP during the JAN meeting for deliberation and endorsement. This structured process ensures systematic validation, controlled amendments, and proper authorization prior to final approval. The Academic Information Management System (AIMS) UiTM is the central platform used to manage academic and curriculum-related information across the university. Through the Curriculum Management Module, AIMS enables the specification and management of all aspects of courses and programmes offered at UiTM, including programme structures, course details, and the alignment of Course Learning Outcomes (CLOs) with Programme Learning Outcomes (PLOs). https://aims.uitm.edu.my/curriculum/	1.5.1 (a) Proses Permohonan Akses Pengguna Student Information Management System (SIMS) Modul Akademik dated 11/09/2013 1.5.1 (b) Dasar Keselamatan ICT_version 2.0 1.5.1 (c) Garis Panduan Pengurusan Pangkalan Data_Bil 6_2020 1.5.1 (d) Personal Data Protection Act 2010 (Act 709) 1.5.1 (e) Polisi Keselamatan Siber UiTM 1.5.1 (f) Poster UiTM Student Portal	5

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)	Any amendments to student information must be formally submitted by the student to the relevant unit for processing. The Infotech Unit will then escalate the request to the Academic Affairs Division (BHEA) for official updates to be made in the SIMS system. https://sims-academic.uitm.edu.my/sims/login_form.cfm?id=1 In addition, students are permitted to update certain personal details independently through the official Student Portal system, subject to system access controls and institutional policies. https://simsweb.uitm.edu.my/SPORTAL_APP/SPORTAL_LOGIN/index_login.htm **Amending/correcting process** All amendments, updates, and corrections of data or information must be submitted through the official UiTM Units System (https://units.uitm.edu.my/) and categorized as ICT complaints. Upon submission, the Head of the ICT Department will review and assess the complaint to determine the appropriate level of support required, either first-level support or second-level support. First-level support refers to issues that can be resolved at the branch or campus level by the local ICT team. Second-level support involves cases that require intervention from the system administrator, who is authorized to perform amendments, updates, or corrections within the system. Once the complaint has been resolved, the complainant is required to verify that the issue has been addressed by providing feedback through a star-rating evaluation of the service received.	1.5.2.(a) Aduan Units First Level Support Darvien AL Gunasekaran 1.5.2 (b) Aduan ICT Kampus Kuala Pilah 2025 1.5.2 (c) Aduan ICT Kampus Rembau 2025 1.5.2 (d) Contoh aduan pembetulan maklumat peribadi pelajar 1.5.2 (e) Contoh aduan pembetulan maklumat lantikan RP dalam AIMS 1.5.2 (f) Carta Alir Proses Pengemaskinian Markah Bagi Peperiksaan Khas, Rayuan Semak Semula, Pembetulan Dan Pengemaskinian Keputusan Peperiksaan Akhir 1.5.2 (g) Contoh Borang Perubahan Markah (Mesyuarat Program)_Kampus Seremban 1.5.2 (h) Contoh Borang Perubahan Markah (Mesyuarat Program)_Kampus Kuala Pilah	4

1.6: INSTITUTIONAL SUSTAINABILITY

No	Standard	PTJ's Feedback	Evidences	Attainment Level
1.6.1	(a) Describe the strategies for sustainability institutionalised and implemented by the HEP, encompassing governance, capacity building, quality assurance and risk assessment, supported by adequate resources. (b) Explain the agendas and activities implemented by the HEP that demonstrate adherence to sustainable principles and practices, and how these have resulted in direct and indirect benefits to the HEP, such as enhanced reputation and branding.	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 2025 4.4.2 (c) Keputusan Mesyuarat Jawatankuasa Tabung Amanah Am UiTMCNS, Kampus Kuala Pilah Bil 29 Tahun 2025 dated 28/2/2025 4.4.2 (d) Email Keputusan Mesyuarat Panel Pembangunan Sumber Manusia UiTMCNS Bil. 125 bagi Penganjuran Bengkel Pemantapan Auditor dated 23/5/2025 4.4.2 (e) Surat Kelulusan Peruntukan bagi Penganjuran Majlis Kemuncak Inovasi UiTMCNS Tahun 2025 dated 9/5/2025 4.4.2 (f) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2025 bagi Kampus	4

AREA 2

ACADEMIC DEVELOPMENT AND MANAGEMENT

2.1: LEARNING OUTCOME

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.1.1	(a) Describe the process of formulating programme learning outcomes and explain how these statements support the educational goals of the HEP. (b) Describe the process of aligning the programme learning outcomes with the MQF clusters of learning outcomes. Explain how this alignment is implemented in curriculum design and delivery.	The programs offered in UiTMCNS, including AS114, SR243 and SI110 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 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 (a) Course Assessment Plan AS114 2.1.2 (b) Course Assessment Plan SR243_SMG402 2.1.2 (c) Course Assessment Plan SR243_SPS459 2.1.2 (d) Course Assessment Plan SR243_SPS505 2.1.2 (e) Course Assessment Plan (CAP) Revision CDIM110 (2025) 2.1.2 (f) AS114 Program mapping 2.1.2 (g) Bukti Pemetaan PLO-PEO semakan kurikulum	5
2.1.2	(a) Describe the process of formulating programme educational objectives and explain how these statements are linked to the programme learning outcomes and the HEP's educational goals. (b) Specify the competencies and attributes expected of students upon completion of their studies and explain how these competencies and attributes relate to those required for graduates' career undertakings, further study opportunities and good citizenship.	a) The draft list of Programme Educational Objectives (PEOs) was reviewed by the Programme Review Committee and endorsed at the committee level. Upon endorsement by the Chair of the Review Committee, the document was submitted to the Unit Hal Ehwal Kurikulum (UHEK) for quality assurance review and further scrutinised by the NOBLE committee. Subsequently, the PEOs were deliberated in a round-table discussion involving both internal and external panel members. Following this, the endorsed PEOs were tabled for approval through the institutional governance structure, including the Jawatankuasa Kecil Kurikulum Negeri (JKKN), Jawatankuasa Akademik Negeri (JAN), Jawatankuasa Akademik Fakulti (JAF), and ultimately the Jawatankuasa Induk Kurikulum Universiti (JKIKU). The UEOs, PEOs, and PLOs are systematically mapped and aligned with the National Education Philosophy (NEP) and the university's vision and mission to ensure a coherent educational framework. In addition, course assessments are mapped to the relevant competencies and PLOs to ensure that students' learning achievements are appropriately measured. This alignment supports the development of holistic, competent, and well-balanced graduates.	2.1.2 (a) Minit mesyuarat JKKN bil.1/2025 2.1.2 (b) JAN Khas 87 Perkara F1488_Pengesahan dokumen penjajaran pentaksiran dan penilaian kursus MQF2024 2.1.2 (c) JAN 90 Perkara F1539_Pengesahan cadangan permohonan semakan (IQA03) Program AS114, AS122, CS112 2.1.2 (d) Pekeliling akademik bil.10 Tahun 2025_ Kerangka pemantauan pencapaian Objektif Pendidikan Universiti (UEO) 2.1.2 (e) Pernyataan UEO 2.1.2 (f) pembangunan item soalan bagi pencapaian UEO-PEO 2.2.1 (g) Garis Panduan Pembangunan Program Akademik Universiti Awam 2.2.1 (h) Carta Alir Proses Pembangunan Program Baru	4

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		b) The programme defines graduate competencies and attributes are aligned with the MQF 2024 learning domains, including disciplinary knowledge, cognitive and analytical skills, practical and digital competencies, communication, leadership, ethics, and lifelong learning. These competencies are embedded across the curriculum through systematic mapping of Course Learning Outcomes (CLOs) to Programme Learning Outcomes (PLOs), ensuring progressive development throughout the programme. Each PLO, covering domains such as knowledge, cognitive and practical skills, interpersonal and communication skills, as well as ethics and professionalism, is systematically mapped to the corresponding PEO and University Educational Objectives (UEO). Evidence of implementation includes approved programme specifications, course syllabi, CLO–PLO–MQF domain mapping matrices, and teaching plans. Resource person (RP) identifies the relevant competencies addressed in each course and design aligned assessment tasks and rubrics to evaluate student performance that equipped with competencies required for employability, readiness for further studies and career development.		5

2.2: PROGRAM DEVELOPMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.1	(a) Describe the policies and processes for developing new curricula and reviewing existing curricula. (b) Describe the involvement of all relevant parties, including academic staff, programme management and related units at departmental and institutional levels. (c) Provide evidence that needs assessments are conducted, including the evaluation of resources required to offer the programme.	a) Programme development at UiTMCNS is guided by the Garis Panduan Pembangunan Program Akademik Universiti Awam issued by the Ministry of Higher Education, which includes requirements such as market analysis, benchmarking and consultation with experts. At the UiTM level, programme development and curriculum review follow a formal governance structure beginning with the preparation of programme proposals and progressing through several levels of approval including Jawatankuasa Kecil Kurikulum Negeri (JKKN), Jawatankuasa Akademik Negeri (JAN) and Jawatankuasa Kurikulum Induk Universiti (JKIKU) before endorsement by the University Senate. Curriculum review is conducted in accordance with Pekeliling Akademik Bil. 2/2026 to ensure alignment with the latest MQA policies. At UiTMCNS, Program Pengurus Utama (PU) such as AS114, AS116, CS248, CS112 and CS290 manage curriculum reviews, supported by Unit Hal Ehwal Kurikulum (UHEK) through the Carta Alir Proses Penghantaran Dokumen Penilaian dan Pentaksiran Program PU. For Program Pelaksana (PP), curriculum review is led by the respective PU campus, while UiTMCNS should participate to ensure alignment with updated curricula.	2.2.1 (a)Garis Panduan Pembangunan Program Akademik Universiti Awam 2.2.1 (b) Carta Alir Proses Pembangunan Program Baru 2.2.1 (c) Pekeliling Akademik Bil. 2/2026: Pelarasan Prosedur Semakan Kurikulum di Universiti Teknologi MARA mengikut Ketetapan Dasar Perubahan Kurikulum Agensi Kelayakan Malaysia (MQA) 2.2.1 (d) Carta Alir Proses Penghantaran Dokumen Penilaian dan Pentaksiran Program Pengurus Utama (PU), UiTM Cawangan Negeri Sembilan 2.2.1(e) Surat lantikan AJK Semakan Kurikulum AS114 2.2.1 (f) Garis Masa Semakan Kurikulum AS114 2.2.1 (g) Pekliling Akademik Bil.15/2024: Analisis Keperluan Pasaran Bagi Pembangunan Program Baharu dan Semakan Kurikulum Program Akademik Universiti Teknologi Mara 2.2.1 (h) Analisis Kajian Pasaran AS114 2.2.1 (i) Minit Mesyuarat RTD AS114 2.2.1 (j) Minit Mesyuarat Penandaaras AS114 2.2.1 (k) Laporan penandaarasan AS114_UniKL Mestech.pdf 2.2.1 (l) Laporan penandaarasan AS114_UPM 2.2.1 (m) Rekod Penyelenggaraan Alat Unit Makmal Sains UiTMCNS Kampus Kuala Pilah 2.2.1 (n) Unjuran Keperluan Pensyarah PP Biologi.xlsx - ANALISA KEPERLUAN 2.2.1 (o) Senarai Bahan Rujukan Terkini Semakan Kurikulum 2025 AS114 2.2.1 (p) Minit Mesyuarat Laporan Analisa Kajian Pasaran AS114	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		b) At the departmental level, academic staff, curriculum review commitee and programme coordinators are responsible for preparing new curriculum and reviewing the existing curricula proposals, reviewing course content, and ensuring alignment of learning outcomes and assessment methods. Programme management teams coordinate discussions and revisions through faculty or programme committees. Unit Hal Ehwal Kurikulum (UHEK) facilitates the coordination, documentation and submission of curriculum and assessment materials to ensure compliance with institutional procedures and national quality assurance requirements. At the institutional level, curriculum proposals are reviewed through several academic governance bodies including JKKN, JAN and JKIKU, which evaluate the academic structure, compliance with policies and programme feasibility before submission to the Senate for final approval. c) Needs assessments are conducted during the development of new programmes and curriculum revisions to ensure programme relevance and feasibility. In accordance with the Garis Panduan Pembangunan Program Akademik Universiti Awam, programme proposals include evidence such as market demand analysis, benchmarking with similar programmes, consultation with industry experts and stakeholders, and review of relevant national policies and professional requirements. This is further supported by Pekeliling Akademik Bil. 15/2024, which requires market surveys to involve 30% alumni and potential students, 30% industry representatives and 40% current students, with a minimum of 90 respondents for new programme development and 30 respondents for curriculum review. In addition, resource evaluation is conducted to ensure the institution has adequate capacity to offer the programme. This includes assessment of qualified academic staff, teaching and learning facilities, laboratories, learning resources and financial support. The findings are documented in the programme proposal and reviewed through the institutional approval process before endorsement by the relevant university committees and the Senate.		

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.2	(a) Identify all parties, both internal and external, involved and engaged in preparing the needs assessments. (b) Provide the results and analyses of the needs assessments for individual programmes, incorporating feedback from internal and external sources — including market demands, stakeholders and aspects of the Global Sustainability Agenda — and explain how these analyses were used to determine the introduction of new programmes and continuation of existing ones.	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 2.1.1 (k) Pekeliling Akademik Bil 10 - 2025 - Kerangka Pemantauan UEO dan Penggunaan Sistem MyUEO di UiTM 2.2.1(l) Analisa UEO-PEO AS116	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.2.3	(a) Describe how the programmes are aligned with the HEP's vision and mission, addressing industry and stakeholder needs, as well as topics of national and international importance. (b) Describe how the academic programmes fulfil stakeholder requirements and take into account relevant standards.	UiTMCNS implemented a policy on curriculum design and delivery, which is regularly reviewed and improved to ensure it is aligned with the needs of stakeholders. As stated by UiTMCNS Quality Objective 2(a), every 3 – 5 years, all PUs' programmes must undergo a curriculum review according to the Curriculum Review procedure and MQA program guidelines. For PP's programmes, the curriculum reviews were carried out by their respective PU campus. For examples for programme SR243 curriculum review was carried out in the Faculty of Sports Science and Recreation at UiTM Campus Shah Alam. During the curriculum review process, all input from academic advisors, industry, external examiners, professional bodies, and relevant stakeholders is taken into consideration. Programme outcomes were aligned with the needs of stakeholders and increased graduate employability. To achieve this, content and alignment outcomes were reassessed during the curriculum review. UiTMCNS tries to incorporate pertinent topics of regional, national, and worldwide significance into the academic programmes by conducting a market survey (need analysis), collecting advice from a content expert, including the alumni (AS114). The process of curriculum review was done according to the 'Garis Panduan Semakan Kurikulum dan Peringkat Kelulusan' which provides a comprehensive guideline for designing, implementing, and evaluating the curriculum. The establishment of the Curriculum Review Committee at the Programme level was to ensure that all of the processes, procedures and mechanisms for curriculum review adhere to and are implemented successfully.	2.2.1 (a) Garis_Panduan_Perubahan_Semakan_dan_Kursus 2.2.1 (b) AS114 MQF 2.0 Mapping 2.2.1 (c) AS116 MQF 2.0 Mapping (Diploma in Food Technology) 2.2.1 (d) CS112 MQF 2.0 Mapping (Diploma in Actuarial Science) 2.2.1 (e) AS122 MQF 2.0_Mapping 2021 Latest Version 2.2.1 (f) C1026 Semakan Kurikulum Diploma Mikrobiologi (AS114) dan Diploma Teknologi Tekstil dan Pakaian (AS122) 2.2.1 (g) Certification of Accrediation for AS114 2.2.1 (h) Pekeliling Akademik Bil 07 - 2025 - Pelaksanaan Pematuhan Kepada Malaysian Qualifications Framework (MQF) Edisi Kedua (2024) Bagi Program Akademik Di Universiti Teknologi MARA 2.2.1 (i) Panduan Semakan Kurikulum, UiTM Negeri Sembilan. 2.2.1 (j) Surat Pemakluman Perakuan Akreditasi Penuh Program FSKM dated 7/12/2018. 2.2.1 (k) PPBIO_Lantikan Sebagai AJK Semakan Kurikulum AS114 2.2.1 (l) Assesment Form Industrial Training Feedback For MC243 2.2.1 (m) Minit Mesyuarat Jawatan Kuasa Kecil Kurikulum Negeri (JKKN), UiTMCNS Yang Pertama (Bil.1/2025) dated 30/10/2025 2.2.1 (n) Kertas Cadangan Semakan Kurikulum AS114 - perkara 17.14,pg 22-24 2.2.1 (o) Surat Keputusan Senat 326 - B5351 - BHEK JKIKU ke 124	5

2.2.4	Describe how the academic programmes incorporate the core content of the discipline that is essential to support the programme learning outcomes and reflect current concepts, principles and methods.	At UiTMCNS, the Diploma in Microbiology (AS114) programme incorporates essential disciplinary core content that supports the achievement of Programme Learning Outcomes (PLOs) and aligns with the Programme Standards: Biotechnology (2nd Edition). The curriculum provides a strong scientific foundation through core courses such as Cell Biology, General Microbiology, General Biochemistry, Systematic Bacteriology, Molecular Biology, and Medical Microbiology, which develop students' understanding of microbial structure, function, genetics, and metabolism. These are complemented by applied courses, laboratory-based learning, and industrial training to strengthen practical competencies. The programme also integrates current scientific methods and digital tools to ensure alignment with contemporary concepts and practices in microbiology. Other programmes offered at UiTMCNS comply with the Undergraduate Programme Standards 2025.	2.2.4 (a) Table 1.0 Struktur Kurikulum (CLO-PLO) AS114 2.2.4 (b) Table 4.0 AS114 2.2.4 (c) Program Standards: Biotechnology (2nd Edition) 2.2.4 (d) Undergraduate Programme Standards 2025 2.2.4 (e) Minit Mesyuarat Semakan Kurikulum AS114 Bersama KP/Pensyarah Kod Servicing	4

2.3: PROGRAMME DELIVERY

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.3.1	(a) Provide evidence that the alignment process in curriculum delivery is embedded within the policy for programme development. (b) Describe how the teaching and learning methods and activities are selected, and how these methods, activities and curriculum delivery cover all clusters of learning outcomes and are aligned to support their attainment. (c) Describe how the teaching and learning methods promote student-centred learning and nurture holistic student development. (d) Describe how the teaching and learning activities incorporate a variety of approaches and continuous innovation to promote student-centred learning and holistic student development.	UiTMCNS adopts several instructional approaches to create a conducive learning environment and enhance the student learning experience. These include active learning methods such as group discussions and project-based assignments, as well as diverse learning strategies like interactive lectures, multimedia materials, and online resources. These approaches not only encourage deeper understanding and critical thinking but also accommodate students with different learning styles. To create conducive learning environment, UiTMCNS implement mentorship (Academic Advisor) 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) 20254_ Portfolio Pengajaran MIC254 2.2.2 (b) 20262_ Fail Kursus MIC254 2.2.2 (c) Fail Kursus SPS523 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) Fail Kursus MIC272 2.2.2 (i) BIO511_Lesson Plan_Okt2025-Feb2526 2.2.2 (j) Pelaksanaan Structure Assessment Mechanism (SAM) 20254 2.2.2 (k) Sample SUFO SPS625_20252_NSR2435B 2.2.2 (l) Borang Pemantauan PA 2.2.2 (m) Sample suforeport_SPS652_NSR2436D 2.2.2 (n) Petikan Minit CDL CQI FSR Bil 1 2025_Final 2.2.2 (o) SOW SPS523 Mac - Jul 2025 2.2.2 (p) Course Assessment Plan SR243_SPS505 2.2.2 (q) Course Assessment Plan MIC102 2.2.2 (r) Course Assessment Plan (CAP) Revision CDIM110 (2025)	5
2.3.2	(a) Specify the co-curricular activities offered to students on campus and their participation rates. (b) Describe how the co-curricular activities enrich student experiences and foster personal development and responsibility.	a) UiTM CNS offer several courses for co-curricular activities for the students to choose according to their preferences. More than 20 co-curriculum courses offer per semester. The example of co-curriculum courses offer in UiTM CNS are Kesatria Negara (HBU111), Brass band (HBU126) and Bola Sepak (HGK117). All the students whose register for the co-curricular courses need to give full participation to be able to pass the subject.	2.3.2 (a) Jadual Kokurikulum Mac- Ogos 2025 _Rembau 2.3.2 (b) Kursus Kokurikulum Mac-Ogos 2025_Kuala Pilah 2.3.2(c) Mapping PEO vs PLO AS114 2.3.2(d) Laporan Program Kurikulum Kesatria Kembara 'Trek Rimba' 2.3.2 (e) Course Integrity And Anti-Corruption 2.3.2 (f) Course Outward Bound Kesatria I 2.3.2 (g) Garisan Panduan Pelaksanaan Kokurikulum Kursus KIAR UiTM (2)	4

		b) All co-curricular activities plan in co-curriculum courses syllabus offer by kokurikulum unit play an important role in fostering soft skill development in students. These courses are map to teamwork, communication skill and leadership skill in the programme learning outcome (PLO). Through participation in the activities, the students are able to develop these soft skills through learning experiences outside classroom such as program 'Trek Rimba' organize by student registered for Kesatria Kembara. The activity cultivates personal values such as team works, critical thinking abilities and discipline. Furthermore, these activities also provide opportunities for students to apply theoretical knowledge in practical situations.	Not used in IQAF	5

2.4: LEARNING ASSESSMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.4.1	(a) Describe the policies and mechanisms established by the HEP to address validity, reliability, transparency and fairness of student assessments. (b) Explain how the HEP monitors the reliability and validity of assessments over time and across sites. (c) Explain how the HEP ensures that student assessments are consistent	The preparation and dissemination of assessment results follow established institutional academic regulations to ensure accuracy, transparency, and fairness. Resource persons are responsible for designing and administering assessments in accordance with the approved course outline and assessment plan. Student performance is evaluated using appropriate marking schemes and rubrics, and the results are verified through internal moderation and review processes before submission to the faculty. Upon approval by the relevant academic committees, the final results are released to students through the university's official student information system. Evidence of this process includes course outlines, marking schemes, rubrics, moderated scripts, and course reports. **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 (a) Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021 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) JSUB MIC341 2.2.3 (h) JSUB MIC220 2.2.3 (i) JSU MIC220 2.2.3 (j) JSU MIC341 2.2.3 (k) JSU SPS411 2.2.3 (l) JSUB SPS500 2.2.3 (m) JAN 85 Perkara H1461_Rayuan meneruskan pengajian 2.2.3 (n) JAN89 Perkara H1522_Pengesahan keputusan rayuan semak semula penilaian akademik Julai 2025 2.2.3 (o) JAN 89 Perkara H1523_Pengesahan keputusan rayuan meneruskan pengajian 2.2.3 (p) Prosedur rayuan semak semula 2.2.3 (q) Borang Pengakuan Staf bagi Tahun 2025 (pensampelan) UiTMKP 2.2.3 (r) Sampel permohonan pelajar bagi semakan semula keputusan peperiksaan Tahun 2025 2.2.3 (s) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N3 (Fasiliti) 2.2.3 (t) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N3 (Pengurusan) 2.2.3 (u) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N4 (Fasiliti) 2.2.3 (v) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N4 (Pengurusan)	5

			2.2.3 (w) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N5 (Fasiliti) 2.2.3 (x) N - Laporan Pemantauan Peperiksaan Akhir UiTM Cawangan 2025 - N5 (Pengurusan)	
2.4.2	(a) Describe the practices employed by departments in exercising their autonomy to develop and review student assessments, including assessment methodologies and criteria. (b) Describe how the HEP monitors the implementation of student assessments across departments, comprising formative and summative components and incorporating of good practices.	The resource person develops and reviews assessment criteria using the Course Assessment Plan (CAP) and Table 4, 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 CAP and Table 4, 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 & Takwim Penghantaran Dokumen Semakan Pentaksiran 2024 2.2.4 (b) Carta Alir Proses Penghantaran Dokumen Penilaian dan Pentaksiran Program Pengurus Utama (PU) UiTMCNS 2.2.4 (c) Pelaporan CLO-PLO Analysis CS248 2.2.4 (d) Minit Mesyuarat Pelaporan CDL-CQI 20244 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) Quick Reference 5 Clusters of Learning Outcome MQF 2.0. 2.2.4 (i) Table 4 FST209 2.2.4 (j) Maklum Balas Semakan Dokumen Penilaian dan Pentaksiran UiTMCNS 2.2.4 (k) CLO-PLO Analysis MIC254 2.2.4 (l) Laporan CDL-CQI 2024_UiTMCNS_MACAUGUST2024	5
2.4.3	(a) Explain how the HEP ensures that student assessment methods, plagiarism policies, grading criteria and assessment results are documented and communicated to students at appropriate schedules. (b) Provide the examination regulations and other document regulating student assessments.	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. Every course offered will be ensured to have the appropriate number of assessments as stipulated in the Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021. Every lecturer will explain lesson plan/ scheme of work which consist of syllabus and assessment components to the students during first class session. The example of assessment are quizzes, test, assignment, presentation and final exam. To address issues related to academic plagiarism among UiTMCNS students, Dasar Plagarism UiTM dan Pelaksanaanya (version 2) used. Thesis produced by students must undergone 'TURNITIN' screening to make sure the level of plagiarism is under 30%.	2.2.5 (a) Course Digital Reference Services 2.2.5 (b) Polisi Pentaksiran & Penilaian Akademik UiTM Pindaan 2021 2.2.5 (c) eRES system 2.2.5 (d) FSG471 Lesson Plan Sem 20252 (Mac 2025) 2.2.5 (e) Guidelines on Supervision, Assessment, Evaluation, and Format for Student's Project, 3rd Edition 2.2.5 (f) 20252 FST269 Lesson Plan 2.2.5 (g) sample turnitin report 2.2.5 (h) Sample markah Borang C MSP660 2.2.5 (i) Sample Turnitin 2.2.5 (j) i. Pekeliling Akademik Bil 21 - 2025 - Pelaksanaan Structured Assessment Mechanism (SAM) Sebagai Mekanisma Pengurusan Pentaksiran dan Penilaian Universiti Teknologi MARA (UiTM)	5

		Most of continuous assessment result were communicate with the students before final examination week start. These results are recorded and uploaded in e-RES system. At the end of the process, students are able to access their results through student portal. In order to help students enhance their learning performance, feedback on the ongoing evaluation is given to them. The 'Structured Assessment Mechanism' (SAM) are implemented to strengthen the alignment of academic assessment, evaluate the courses learning outcomes and manage the potential continuous (CA) failure students. Bahagian Pentaksiran dan Penilaian Akademik were sending the email to remind for lecturer about the implement the mechanism.	2.2.5 (j) ii. Pelaksanaan Structured Assessment Mechanism (SAM) Bagi Semester Oktober 2024 2.2.5 (k) Rujukan Berkenaan Turnitin pensyarah 2.2.5 (l) CDL CQI Report AS114 MAC2025 2.2.5 (m) Keputusan Mesy JAN 85 - B 1449 dated 10/4/2025 2.2.5 (n) Sampel of Assessment Description MAT112 2.2.5 (o) Dasar_Plagiarisme_UiTM_Dan_Pelaksanaannya_Versi_2.0 2.2.5 (p) CDL-CQI Summary 2024_UiTMCNS_MACAUGUST2024	
2.4.4	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 their academic advisor (PA). For product does not meet specifications, RP/LiC for Course code involve will plan/organise programmes to help student improve their skill and knowledge	2.2.6 (a) Sample Skrip Jawapan Pelajar 2.2.6 (b) Academic Advisor appoinment letter AS114 2.2.6 (c) Senarai_PA_Zulqarnain_Mohd_Nasir 2.2.6 (d) Sample Borang Pemeriksa Kedua bagi Peperiksaan Sesi Julai 2025 2.2.6 (e) Laporan TAPA Mathmarel 3.0 2.2.6 (f) Laporan TAPA_Marvel 4.0 2.2.6 (g) 20252 Borang Laporan Penasihat Akademik- Wahidah Tumijan 2.2.6 (h) Lantikan Penasihat Akademik FSR 20252	5

2.5: PROGRAMME MANAGEMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
2.5.1	(a) Describe the policies established by the HEP to provide students with current and comprehensive information on: • programme educational objectives; • programme learning outcomes; • curriculum structure and content; • assessment methods and results; • appeal processes; • other programme-related changes; (b) Provide samples of the student study guide, student handbook and student project handbook, where applicable.	a) The Higher Education Provider (HEP) has established structured mechanisms to ensure students receive current and comprehensive programme information. Information on Programme Educational Objectives (PEOs) and career pathway after graduation can be found through faculty website. But it is recommended for the KPP to include the PEO of the program during KPP briefing on Minggu Destini Siswa (MDS) together with curriculum structure and content. Details on Programme Learning Outcomes (PLOs) and assessment methods are communicated at the course level during the first week of teaching by course lecturers, while assessment results are disseminated incrementally;Block 2 and Block 3 follow the Structured Assessment Mechanism (SAM), where 20%–50% of the continuous assessment marks are completed. Students also can always refer to the Student Portal, uFuture and UiTM website to get current information about their related courses. The information on academic appeal processes, it is disseminated to the students through briefings conducted by the Bahagian Hal Ehwal Akadmik (HEA) in accordance with institutional academic policies. Other programme-related changes are communicated through official channels and academic advising mechanisms, where student need to maintain regular communication with their Academic Advisors (Penasihat Akademik) to ensure timely dissemination of updates. b) Students currently refer to the Buku Peraturan Akademik UiTM as the main guide for academic policies and regulations. They may also refer to the Student Guide for Industrial Training for guidelines related to industrial training requirements and procedures and students need to complete their logbook during their internship. As part of programme enhancement, the faculty should develop a Programme Student Handbook that consolidates key programme information, including curriculum structure, assessment, and project guidelines.	2.5.1 (a) Taklimat pelajar baru FSM 2.5.1 (b) Taklimat pelajar baru SR243 2.5.1 (c) Taklimat pelajar baru AS114 2.5.1 (d) Pekeliling Akademik Bil 21 - 2025 - Pelaksanaan Structured Assessment Mechanism (SAM) Sebagai Mekanisma Pengurusan Pentaksiran dan Penilaian Universiti Teknologi MARA (UiTM) 2.5.1 (e) Pelaksanaan Structured Assessment Mechanism (SAM) 20252 2.5.1 (f) Buku Peraturan Akademik 2021 (update 2022) 2.5.1 (g) Slaid Taklimat Peperiksaan Akhir Julai 2025 2.5.1 (h) Guide IMD310 - Version 1 (updated November 2025) 2.5.1 (i) Employer Guideline 2.5.1 (j) Logbook Industrial Training	4

2.5.2	(a) Elaborate on the mechanisms for allocating the necessary support and resources for teaching, learning and assessment activities. (b) Explain how resources are allocated to programmes based on their specific requirements in implementing teaching, learning and assessment activities.	a)The allocation of support and resources for teaching, learning, and assessment activities is managed through Tabung Amanah Pembangunan Akademik. Requests for the procurement of assets, inventory, furniture, as well as building renovation or facility upgrading must be submitted through the JBPNP system (Jawatankuasa Bajet Peralatan dan Naik Taraf Prasarana.This process is implemented in accordance with the Vice-Chancellor's Circular on the University Budget Guidelines, which outlines the procedures for budget planning and approval to ensure that academic facilities remain adequate to support teaching and learning activities. In addition, curriculum review also serves as a mechanism to identify potential financial implications, particularly when new equipment, resources, or learning activities are required to meet the needs of the programme syllabus. b) Budget requirements for teaching and learning activities, including subject-related field trips, SULAM programmes, and the purchase of consumable materials and laboratory apparatus, are requested through the Tabung Pengurusan Kampus, Tabung Amanah Am or Tabung Kumpulan Pelajar, depending on the nature of the activity.	2.5.2 (a) Surat Kelulusan Bajet 2025 (Penyelenggaraan & Bekalan) 2.5.2 (b) Program Sentuhan Komuniti Bestari 2025 (Komuniti) 2.5.2 (c) Academic visit & industrial lecture 2.5.2 (d) Exploring the nature of Tanjung Tuan Forest Eco Park 2.5.2 (e) Pekeliling Naib Canselor Bil.2 Tahun 2023 Garis Panduan Strategi Bajet UiTM Tahun 2024 2.5.2 (f) IQA03-Perkara 27_Kertas Cadangan (Semakan Kurikulum 2025 AS114) 2.5.2 (g) SOP for Budget Application and Allocation Pejabat Bendahari UiTMCNS. 2.5.2 (h) Guidelines for HOD on Budget Utilization 2.5.2 (i) Budget allocation for educational resources	4
2.5.3	(a) Provide the designation, responsibilities and authority of the programme leader and committees responsible for the programme. (b) Provide the terms of reference of the programme committees. (c) Explain how the HEP ensures that adequate resources are allocated and provided for implementing teaching, learning and assessment activities, as well as for managing programme planning, implementation, monitoring, self--review and continual quality improvement.	a) All programme in UiTMCNS are led by Ketua Pusat Pengajian (KPP). KPP are responsible in planning, coordinating and delivery of the programme to ensure that teaching, learning, and assessment activities are carried out effectively. KPP also monitor students' academic progress, ensures proper documentation and reporting, and leads programme review and improvement initiatives to maintain academic quality. Course Coordinator/ Head of Department establish such as curriculum review committee to support KPP in managing, monitoring and reviewing the programme. The committee assists in the planning, implementation, and evaluation of the programme to ensure that it meets the required academic and quality standards. It reviews teaching, learning, and assessment practices and monitors programme performance. Unit Hal Ehwal Akademik (UHEK) also play important role in assisting programme committee to review implementation of programme and corrective action being implemented.	2.5.3 (a) 2024 - Lantikan KPP FSG UiTM Negeri Sembilan 2.5.3 (b) Surat Lantikan Koordinator Program Biologi 2.5.3 (c) Lantikan Jawatankuasa PPBio SU 2.5.3 (d) Deskripsi Tugas JK Semakan Kurikulum AS114 2.5.3 (e) Carta Organisasi PP BIO_Ogos2025_P.jpg 2.5.3 (f) Kertas Kerja Permohonan Bajet Bagi Penggantian Peralatan Usang Dewan Kuliah UiTM Seremban 2.5.3 (g) Surat Kelulusan Bajet 2025 (Penyelenggaraan & Bekalan) (1) 2.5.3 (h) Perancangan Penyelenggaraan & Pembangunan Fasiliti Unit Makmal Sains 2025-2035 2.5.3 (i) Kemudahan Tambahan OKU 2.5.3 (j) Petikan Minit_Status Permohonan Bajet Dari Pengurusan Unit Makmal Sains Dan Jumlah Peruntukan Diterima Tahun 2025 Bagi Keperluan Pengajaran & Pembelajaran Di Makmal	4

		b) The Curriculum review Committee is responsible for overseeing the planning and reviewing of the academic programme. The committee ensures that the programme structure, curriculum content, teaching and learning activities, and assessment methods are aligned with the programme learning outcomes, institutional policies, and relevant accreditation requirements. All information is documented and reported by the committee to the faculty for approval before presented to Jawatankuasa Kurikulum Univesiti (JKIKU) for approval. c) UiTMCNS allocates financial resources through an annual budgeting process where the Timbalan Rektor HEA/coordinator/ KPP/ Pegawai Sains will identify the required resources for teaching and learning activities. This includes funding for teaching materials, laboratory equipment and materials, learning technologies, library resources, and staff development. The proposed budget is reviewed and approved by the management to ensure that sufficient resources are available to support programme delivery and student learning outcomes. In term of facility, UiTMCNS have adequate resources which consist of classroom, computer laboratory, sciences laboratory seminar room to support physical classes. Each classroom equips with smart TV or Projector and screen to support diverse teaching and learning approaches such as interactive lectures, group discussions, and technology-enhanced learning.	2.5.4)(a) Minit Mesyuarat Laporan CDL-CQI UiTMCNS Oct-Feb 2025 2.5.4 (b) Minit Mesyuarat Laporan CDL-CQI UiTMCNS Mac-Aug 2026 2.5.4 (c) Minit Mesyuarat Laporan PLOa 2.5.4 (d) Laporan Penasihat Program Akademik AS114 2.5.4 (e) Maklum Balas Alumni Laporan PEO 2.5.4 (f) Laporan Penuh Analisa Keperluan Pasaran Untuk Semakan Kurikulum AS114 2024.pdf 2.5.4 (g) Garis Panduan Penghantaran Laporan CDL-CQI	5

2.5.4	Describe the review and evaluation processes for programmes, incorporating feedback from academic staff, students and educational experts, which may include programme advisors and examiners, regardless of department or qualification level.	The review and evaluation of academic programmes at UiTM Cawangan Negeri Sembilan (UiTMCNS) are conducted periodically through a structured Continuous Quality Improvement (CQI) process to ensure the relevance, quality, and effectiveness of the curriculum. The review process incorporates feedback from multiple stakeholders, including academic staff, students, alumni, industry representatives, and educational experts such as programme advisors and external examiners. Feedback from academic staff is gathered through programme meetings, course review discussions, and curriculum workshops to evaluate the effectiveness of course delivery and assessment methods. Student feedback is obtained through course evaluation surveys(SuFO), student representation in academic committees, and reflection on learning experiences. In addition, external examiners and programme advisors provide professional input on curriculum relevance, assessment standards, and alignment with current disciplinary practices and industry needs.The collected feedback is analysed and discussed at the programme and faculty levels, and the findings are used to inform curriculum improvements, course revisions, and teaching and learning enhancements. These review outcomes are documented through CQI reports and curriculum review proposals to ensure that the programme remains aligned with institutional goals, programme standards, and current developments in the discipline.	2.5.4)(a) Minit Mesyuarat Laporan CDL-CQI UiTMCNS Oct-Feb 2025 2.5.4 (b) Minit Mesyuarat Laporan CDL-CQI UiTMCNS Mac-Aug 2026 2.5.4 (c) Minit Mesyuarat Laporan PLOa 2.5.4 (d) Laporan Penasihat Program Akademik AS114 2.5.4 (e) Maklum Balas Alumni Laporan PEO 2.5.4 (f) Laporan Penuh Analisa Keperluan Pasaran Untuk Semakan Kurikulum AS114 2024.pdf 2.5.4 (g) Garis Panduan Penghantaran Laporan CDL-CQI	5

AREA 3

STUDENT EXPERIENCE AND SUPPORT

3.1: STUDENT ADMISSION

A. Student Admission Policies

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.1	(a) Describe the HEP's policies and processes for student admission, including admission criteria, appeal mechanisms and processes for transfer and exchange students. (b) Explain how the admission policies and processes are made publicly accessible and regularly updated in accordance with regulatory requirements and relevant standards.	(a) UiTM's Policies and Processes for Student Admission: 1. **Admission Policies and Criteria** UiTM adopts a transparent and merit-based admission policy aligned with national higher education regulations under the Ministry of Higher Education (KPT). (i) October Intake (National Intake via UPU - http://upu.moe.gov.my/web) Selection is based on the Pengiraan Markah Merit Lepasan SPM issued by JPT/KPT. The Ministry manages and finalises the selection process. (ii) March Intake (UiTM Direct Intake - http://online.uitm.edu.my/) Applications are processed through UiTM's official online admission portal managed by Bahagian Pengambilan Pelajar (BPP). All programme entry requirements are determined by faculties and approved by the UiTM Senate. These requirements are reviewed periodically to ensure alignment with academic standards and industry demands. 2**. Appeal Mechanisms** UiTM provides formal appeal channels to ensure fairness and transparency: (i) October Intake: Appeals are submitted through the UPU system within the stipulated timeline. (ii) March Intake: Appeals are submitted via UiTM's online admission portal under BPP. For enrolled students, academic-related appeals (e.g., course registration, examination matters) are governed by the Buku Peraturan Akademik UiTM 2021 and processed according to established procedures.	3.1.1 (a) Buku Peraturan Akademik 2021 (update 2022) 3.1.1 (b) Peraturan Akademik - Pengecualian kredit dan pemindahan kredit 3.1.1 (c) (i) Peraturan Akademik - Kemasukan Pelajar 3.1.1 (c) (ii) BAB 24 - 26 _Manual Pengurusan Akademik Untuk Pentadbir 2013 3.1.1 (c) (iii) Sampel Unjur Tawar Daftar Pengambilan dan Data Rayuan (UPU) Program Sarjana Muda AS211 2023-2025 3.1.1 (c) (iv) Sampel Unjur Tawar Daftar Pengambilan dan Daftar Rayuan Program (UPU) Diploma AS114 (2023-2025) 3.1.1 (d) Sample Program Book - FSG (updated 2022) 3.1.1 (e) Postgraduate Education (General Guide) 3.1.1 (f) Garis Panduan Pelaksanaan Program Mobiliti (Inbound) 3.1.1 (g) Inbound Outbound SOP Flowchart 3.1.1 (h) Poster Ekspo Selangkah ke UiTM 2025 di UiTMCNS 3.1.1 (h) (ii) Contoh Hebahan di Facebook Program Selangkah Ke UiTMCNS Kampus Seremban 3.1.1 (i) Petikan Minit Mesyuarat JAN Bil 90 14/11/2025 Bahagian D 1538 - Data Enrolment Pelajar Oktober 2025 3.1.1 (j) Senarai Pelajar inbound dan outbound 2025 MOU MOA (PI152,153,154)	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		3. **Transfer and Exchange Student Processes** (i) Credit Transfer (Internal/External): Students applying for credit transfer must submit academic transcripts and course syllabi. Applications are evaluated by the faculty based on course equivalency and learning outcomes. Approval is granted according to Senate-approved credit transfer guidelines. (ii) Exchange Students (Inbound/Outbound): Managed through UiTM's International Office. Inbound students must meet academic standing and English proficiency requirements. Credit mapping and approval are conducted before the mobility period to ensure recognition. (b) UiTM ensures that admission policies and procedures are publicly accessible and regularly updated through the following mechanisms: 1. **Official Websites and Online Portals** Admission requirements and application guidelines are published on the UiTM official website and Bahagian Pengambilan portal. Detailed programme entry requirements are available through the e-Syarat system (https://pengambilan.uitm.edu.my/index.php/eaplikasi/e-syarat). Information on appeals, deadlines, and registration procedures is clearly stated online. 2. **Digital Application Systems** The UPU system (for October intake) and UiTM's online admission portal (for March intake) provide structured guidance throughout the application process. 3. **Official Publications and Academic Regulations** The Buku Peraturan Akademik UiTM is published online and accessible to students. Senate-approved changes to admission criteria are formally documented and disseminated.		

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		4. **Periodic Policy Review and Regulatory Compliance** Admission requirements are reviewed by faculties and approved by the Senate. Policies are aligned with guidelines from the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (KPT). Updates are implemented before each intake cycle to reflect regulatory changes and market needs. 5**. Outreach and Communication Channels** Program 'Selangkah ke UiTM', education fairs, and official social media platforms disseminate updated admission information. Enquiry counters and email helpdesks provide clarification to prospective applicants.		
3.1.2	Based on the data on student intake numbers provided in Part B of the HEP's documentation (including visiting, exchange and transfer students), provide evidence that these numbers are determined based on the HEP's resource capacity to deliver programmes effectively.	UiTMCNS demonstrates that enrolment decisions are closely aligned with the resource capacity to deliver programmes effectively. This reflects a deliberate balance between available teaching staff, classroom facilities, and support services, ensuring that the institution is able to maintain quality standards, although the number of students from the Seremban and Rembau campuses exceeds the capacity.	3.1.2 (a) Petikan Minit Mesyuarat Ketua Unit BHEP BIL. 1 2025 Bahagian B 104 - Penempatan Pelajar 3.1.2 (b) Surat Kelulusan Rektor UiTMCNS dated 29/4/2025 3.1.2 (c) MoA UiTM - Student Exchange Programme 3.1.2 (d) Sampel Bukti Senarai kemudahan, peralatan dan sumber pendidikan khusus yang diperlukan untuk program AS114 3.1.2 (e) Sampel Surat kelulusan berkaitan peralatan dan bahan kimia di makmal mikrobiologi	4

B. Student Admission Process

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.3	a) Describe the mechanisms for communicating entry prerequisites to prospective, transfer and exchange students, including academic qualifications, language proficiency levels and other relevant experience. b) Provide evidence of how the HEP communicates entry prerequisites to prospective students.	In UiTMCNS, the communication of entry prerequisites to prospective, transfer, and exchange students is governed by formal admission policies under the Academic Affairs Division, in collaboration with Hal Ehwal Pelajar (HEP) and relevant faculties. The mechanisms include: (i) Official University Website and Online Portals - Detailed admission requirements are published on UiTM's official website and faculty webpages. (ii) Admission Guidelines and Official Circulars - UiTM issues official admission guidelines each academic session. (iii) Faculty-Level Communication - Faculties provide programme-specific brochures and briefing sessions. Academic advisors and programme coordinators respond to enquiries via email, phone, or official communication channels. (iv) Education Fairs and Outreach Programmes - UiTM participates in education fairs, school outreach programmes, and open days such as 'Selangkah ke UiTM'. Entry prerequisites are explained directly to prospective students and parents. (v) International Office for Exchange Students - For inbound exchange students, entry requirements (academic standing, English proficiency, nomination procedures) are communicated through official partnership agreements and the International Office website. (vi) Direct Communication Channels - Email notifications, SMS, and official social media announcements. Helpdesks and enquiry counters at campuses.	3.1.3 (a) Buku Peraturan Akademik 2021 (update 2022) 3.1.3 (b) Buku Panduan Program 3.1.3 (c) Sampel Program Book (update 2022) - FSG 3.1.3 (d) Sampel Brosur Program by Faculty - AS201 3.1.3 (e) Garis Panduan Pelaksanaan Program Mobiliti (Inbound) available on website - https://jpt.mohe.gov.my/portal/index.php/doclink/garis-panduan-pelaksanaan-program-mobiliti-inbound-di-ipt-malaysia-bmbi-jan-2023/ 3.1.3 (f) Mobility Programme UiTM Website - https://uitmglobal.uitm.edu.my/index.php/international-affairs/mobility-programme 3.1.3 (g) Sampel MoA UiTMCNS 2025 - Student exchange programme 3.1.3 (h) Program Selangkah Ke UiTM website - https://selangkah.uitm.edu.my/ 3.1.3 (i) Website UiTMCNS - https://nsembilan.uitm.edu.my/index.php/off-acedemics/program-ditawarkan	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.4	Describe the student admission process and explain how the HEP maintains the principles of fairness and transparency throughout, including in the selection of students with special needs.	Student selection is based on the "Pengiraan Markah Merit Lepasan 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.mohe.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 period via the iStudent portal (http://istudent.uitm.edu.my/nsp/home/main.asp). UiTM also facilitates student exchange programmes that allow students to study at partner universities locally and internationally, promoting global exposure while ensuring credit transfer upon completion. The details about the programmes such as requirement and eligibilty, course offered, fee, etc can be found through https://uitmglobal.uitm.edu.my/index.php/international-affairs/mobilityprogramme/inbound/student-exchange UiTM also supports inclusive education through the Polisi Pengajian Pelajar Kurang Upaya 2018, which provides special academic accommodations for OKU students, including flexible study duration, exemption from SML/D6 status if their study period is extended, and exclusion from on-time graduation statistics. These measures ensure equitable learning opportunities for students with special needs.	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 Flyer 2.3.1 (i) Polisi pengajian OKU UiTM 2.3.1 (j) Inbound_Application_Form_V20_edited_Oct2022	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.1.5	a) Describe the provisions made to offer necessary developmental or remedial support for students requiring additional assistance. b) Explain the mechanisms in place to review and continually improve these provisions.	a) In the context of the admission process in Universiti Teknologi MARA (UiTM), developmental and remedial support is provided to ensure equitable access to higher education, especially for students from diverse academic and socio-economic backgrounds. UiTM's admission system goes beyond academic merit by incorporating social equity, inclusivity, and talent recognition. Special pathways for B40, OKU, and athletes ensure that: i) Students from low-income families (Website - https://online.uitm.edu.my/pra/) ii) Disabled students and special needs students receive equal educational opportunities (Website - https://u-dserved.uitm.edu.my/index.php/ms/sumber-pautan/maklumat-tambahan) iii) Talented athletes can pursue both education and sports careers iv) Alternative pathways: pre-diploma, foundation (b) UiTMCNS adopts systematic monitoring and quality assurance mechanisms to review and enhance its developmental and remedial support provisions. (i) Academic Performance Monitoring (ii) Student Feedback Mechanisms (iii) Management and Faculty Review Meetings (iv) Quality Assurance and Internal Audit (v) Continuous Quality Improvement (CQI)	3.1.5 (a) (i) Sample Agihan Penasihat Akademik Mengikut Bahagian - PPBio 3.1.5 (a) (ii) Sampel Surat Lantikan Penasihat Akademik 2025 3.1.5 (a) (iii) Sampel Senarai Pelajar Penasihat Akademik dalam sistem 3.1.5 (a) (iv) Sampel Borang Laporan Penasihat Akademik 2025 3.1.5 (b) Laman sesawang UiTM CNS - https://nsembilan.uitm.edu.my/index.php/component/sppagebuilder/page/109 3.1.5 (c) Slide Laporan BHEP UiTMCNS Jan - Jun 2025 slide nombor 8 - 9 3.1.5 (d) Laporan Kemudahan Tambahan OKU UiTM CNS Kampus Seremban 3.1.5 (e) Keratan Minit Mesyuarat Bahagian - HEP BIL. 1 2025 dated 16/10/2025 Bahagian B 104 3.1.5 (f) Keratan Minit Mesyuarat Jabatan/Fakulti - PPBio BIL.31 2025 dated 20/3/2025 Bahagian B.253 3.1.5 (g) Laporan Audit Dalam 2025_signed 3.1.5 (h) Sampel Kompilasi Laporan CDL CQI AS201 2024-2025 3.1.5 (i) Sample students' feedback (SuFo) 2025 - SPS625_20252_NSR2435A	5

3.2: MOBILITY AND CREDIT TRANSFER

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.2.1	(a) Describe the policies and mechanisms that support mobility and transfer students, including articulation and credit transfer arrangements, to enable students to integrate and progress in their programmes. (b) Provide evidence on how the policies and mechanisms supporting mobility and transfer students are regularly updated.	UiTM provides opportunities for students to participate in student mobility programmes, including both inbound and outbound mobility, which enable students to study at partner institutions locally and internationally for a specified period while earning transferable academic credits. These initiatives include student exchange programmes, academic visits and MoU collaborations, summer courses, Cross-Culture Benchmarking Network programmes, research mobility, as well as UCSR and global outreach programmes. Participation in these activities enhances students' academic exposure, intercultural competencies, and global learning experience. All mobility programmes are implemented in accordance with UiTM's academic and educational policies, ensuring proper credit transfer and recognition upon completion.	2.3.2 (a) Inbound Outbound SOP Flowchart 2.3.2 (b) Inbound_offerletter_UNHAS 2.3.2 (c) Laporan BATAM Society Outreach Program 2.3.2 (d) MoU and academic visit at Heilongjiang University of Finance and Economics 2.3.2 (e) Summer courses at Universitas Brawijaya 2025 2.3.2 (f) Cross-Culture Benchmarking Network with UGM 2.3.2 (g) Student, research mobility & UCSR 2.3.2 (h) Global Outreach Programme 8.0 2.3.2 (i) Carta_Alir_Proses_MoU_Agreement_LoI 2.3.2 (j) Pekeliling Akademik Bil. 11 - 2023 - Pelaksanaan Dasar Outbound Scholar Bagi Staf Akademik UiTM	5

3.3: STUDENT SUPPORT SERVICE

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.3.1	(a) Provide the policies for student support and experience, outlining how these policies contribute to a total learning experience. (b) Explain how the HEP manages and delivers these support services effectively. (c) Describe the mechanisms for monitoring and reviewing the policies on student support services, and explain how these are continually improved.	a) UiTMCNS implements a range of student support and experience policies designed to ensure academic success, personal growth, and holistic development. 1) Academic Advisor - 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. 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) Library (PTAR) - supports students' learning by providing access to a wide range of academic resources, study spaces, and information services that facilitate research, independent study, and the development of information literacy skills. 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.	3.3.1 (a) (i) Sampel Agihan Penasihat Akademik Mengikut Bahagian - PPBio 3.3.1 (a) (ii) Sampel Surat Lantikan Penasihat Akademik 2025 3.3.1 (a) (iii) Sampel Senarai Pelajar Penasihat Akademik dalam sistem 3.3.1 (a) (iv) Sampel Borang Laporan Penasihat Akademik 2025 3.3.1 (b) (i) Dasar ICT UiTM Versi20 3.3.1 (b) (ii) Polisi Keselamatan Siber UiTM 3.3.1 (c) Unit Residensi dan Hospitaliti Pelajar UiTMCNS 3.3.1 (d) Slide Kemudahan Pelajar UiTMCNS Kampus Rembau 3.3.1 (e) Template Rancangan Perolehan Infostructure 2026 UiTMCNS Kampus Seremban 3.3.1 (f) Senarai Bahan Rujukan Mengikut Program PTAR UiTMCNS 3.3.1 (g) Laporan BHEP UiTMCNS Jan - Jun 2025 3.3.1 (h) Laporan Audit Dalam 2025_signed 3.3.1 (i) Kabinet MPP UiTMCNS 2025 3.3.1 (j) (i) Petikan Minit Mesyuarat Ketua Unit BHEP BIL. 1 2025 Bahagian B & C 3.3.1 (j) (ii) Petikan Minit Mesyuarat Ketua Unit BHEP BIL 2 2025 Bahagian B & C	4

		(b) In UiTMCNS, student support services are primarily coordinated by Hal Ehwal Pelajar (HEP) in collaboration with faculties and central units. (i) Structured Governance Framework - Clear division of responsibilities between HEP, faculties, residential colleges, and central administrative units. (ii) Centralised and Digital Platforms - Use of integrated systems for academic monitoring and communication (e.g., student portals). Online appointment systems for counselling and advisory services. (iii) Qualified and Trained Personnel - Certified counsellors, academic advisors, and career officers.Continuous staff training to improve service quality. (iv) Collaboration Across Units - Coordination between HEP, academic faculties, library, and industry partners. Joint organization of student development programs and outreach activities. (v) Student Representation Mechanism - Majlis Perwakilan Pelajar (MPP) acts as a communication bridge between management and students. (c) UiTMCNS adopts systematic quality assurance mechanisms to monitor and enhance student support services: (i) Student Feedback and Surveys - Course evaluations and service satisfaction surveys. Feedback channels through MPP and online platforms. (ii) Key Performance Indicators (KPIs) - Monitoring academic performance trends (GPA, retention rates).Graduate Employability (GE) statistics. (iii) Internal Audits and Quality Reviews - Periodic audits by Quality Assurance units. Compliance checks aligned with Malaysian Qualifications Agency (MQA) standards. (iv) Management Review Meetings - Regular meetings at faculty and university levels to review performance data. Action plans developed based on findings. (v) Continuous Improvement (CQI) Practices - Implementation of corrective and preventive actions. Policy updates based on emerging student needs (e.g., enhanced mental health initiatives, digital learning support).		

3.3.2	(a) Describe the range and adequacy of student support services, including physical, social, financial, recreational, counselling and health facilities available to students. (b) Provide evidence of the mechanisms for collecting and addressing student feedback and grievances regarding support services.	UiTMCNS offers a wide range of support services for students, including: 1) Physical Support Services – UiTMCNS provides a dedicated Sports Unit responsible for managing and executing sports events for students and staff. This unit is essential in maintaining physical fitness and building strong character across the campus community. The unit provides comprehensive physical support and infrastructure, including sports and recreational facilities and sports equipments. 2) Student's Welfare Fund In UiTMCNS, Student Welfare Funds has been provided for students in need who meet specific criteria. Students can receive financial assistance for study expenditures through this fund scheme.This fund is one of the incentives available to candidates who have a financial background of less than RM1500. Students must maintain a good disciplinary record during their study time to improve their application for this aid. Under the Financial and Recreational Support Service, the UiTMCNS has prepared several financial support services to be referred to by students who experience financial issues. These funds include: i) Student's Contingency Fund (Tabung Kecemasan Pelajar (TKP) ii) Student's Trust Fund (Tabung Amanah Pelajar (TAPA) iii) e-Insentif Makanan iv) Students Zakat and Sadaqah Fund (Bantuan Zakat Pelajar) 3)Counseling Services – Students can access counseling services by scheduling appointments with a counselor. 4) 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) Laporan BHEP Januari - Jun 2025 3.4.2 (b) Senarai Kemudahan Fizikal Pelajar UiTMCNS Kampus Kuala Pilah 3.4.2 (c) Senarai Kemudahan Fizikal Pelajar UiTMCNS Kampus Rembau 3.4.2 (d) Progress Report on the Campus Network Upgrade Project 3.4.2 (e) ICT Complaint Report 2025 3.4.2 (f) Q1 to Q4 2025 Penyelengaraan Rangkaian Kuala Pilah 3.4.2 (g) Aduan Fasiliti 2025	5

		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.		

3.4: STUDENT DEVELOPMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.4.1	Provide the policies on student development, including activities that contribute to a total learning experience and prepare students for the workplace.	UiTMCNS adopts a holistic education philosophy, ensuring that student development extends beyond academic excellence. Student development policies are coordinated by Hal Ehwal Pelajar (HEP), academic faculties, and relevant central units. The main policies on student development are as follows: (1) Ensure student participation in creative and innovation-based programmes that integrate educational elements. (2) Number of programmes organised to foster patriotism and instil ESI-IDART values among UiTM students, both locally and internationally, conducted either physically or online. (2) Number of students participating in international programmes organised by universities, industries, or collaborative partner institutions, conducted either physically or online. Below is a list number of activities at UiTMCNS related to student development and total learning experience in 2025: (1) Academic/Scientific - 141 (2) Volunteerism/Community Service - 61 (3) Spiritual/Religious - 29 (4) Sports/Recreation - 89 (5) Culture/Heritage/Arts - 30 (6) Entrepreneurship - 102 (7) Science/Technology/Innovation - 3 (8) Intellectual Discourse - 11 (9) Public Speaking - 6 (10) Leadership - 11 (11) Career/Counselling - 6 (12) Internationalisation - 2 (13) Others - 9 TOTAL = 500 activities	3.4.1 (a) Slide Laporan BHEP Jan - Jun 2025 3.4.1 (b) Slide Objektif Kualiti BHEP Jun 2025 3.4.1 (c) Data Aktiviti Pelajar UiTMCNS 2025 3.4.1 (d) Senarai Kelab & Persatuan UITMCNS Kampus Rembau 2025 3.4.1 (e) Senarai Kelab & Persatuan UiTMCNS Kampus Seremban 2025 3.4.1 (f) Sampel Laporan Aktiviti Pelajar UiTMCNS 2025 2.4.1 (g) Kabinet MPP UiTMCNS 25_26	4

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.4.2	Provide details of student development activities and other extracurricular activities that promote character building, a sense of belonging and responsibility, active citizenship and an entrepreneurial mindset.	Student co-curricular activities recognize achievements in key areas such as communication, leadership, teamwork, strategic thinking, and integrity.It involves experiential learning in training and interaction sessions and activities outside the classroom. Apart from that, students also will participate in a student's society and several activities available to enrich student learning experience and foster personal development and responsibility. In addition, UiTMCNS Curriculum Unit offers several extra-curricular courses which is mandatory to be taken by the students. Evidence of student involvement in extracurricular activities such as Larian Patriotisme:Patriot Run Kampus Rembau is documented through participation in the UiTMCNS Curriculum Unit.These records act as primary evidence of the UiTMCNS's commitment to holistic personal development and student responsibility.	3.4.1 (a) Kabinet Majlis Perwakilan Pelajar UiTMCNS 2025 3.4.1 (b) Data Aktiviti Pelajar UiTMCNS Kampus Kuala Pilah 2025 3.4.1 (c) Data Aktiviti Pelajar UiTMCNS Kampus Seremban 2025 3.4.1 (d) Data Aktiviti Pelajar UiTMCNS Kampus Rembau 2025 3.4.1 (e) Laporan Program Red Ribbon Campus Talk 2025 3.4.1 (f) Laporan Program HANAHOU 2025 3.4.1 (g) Laporan Keseluruhan BHEP Jan-Jun 2025 3.4.1 (h) Laporan Larian Patriotisme: Patriot Run Kampus Rembau dated 10 Januari 2025 3.4.1 (i) Senarai Kelab dan Persatuan UiTMCNS Kampus Rembau 2025	5
3.4.3	Describe the mechanisms for monitoring and reviewing the policies and activities for student development, and explain how these are continually improved.	UiTMCNS conduct periodic review meetings to assess effectiveness of leadership, co-curricular, and career programmes, review student participation trends and outcomes, discuss issues related to student welfare and engagement and action plans are formulated based on meeting outcomes.	3.4.2 (a) Keratan Minit Mesyuarat Ketua Unit BHEP BIL 1 2025 Bahagian B & C 3.4.2 (b) Keratan Minit Mesyuarat Ketua Unit BHEP BIL 2 2025 Bahagian B & C 3.4.2 (c) Laporan Audit Dalam 2025_signed	5

3.5: STUDENT REPRESENTATION AND EMPOWERMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.5.1	(a) Describe the policies in place to ensure adequate student representation and participation in institutional and departmental governance. (b) Explain how these policies define students' rights and responsibilities within their representative roles. (c) Describe the avenues available for student engagement in academic, non-academic and welfare-related matters.	a) UiTMCNS is committed to fostering a culture of student empowerment by ensuring that students are not merely recipients of education but active stakeholders in university governance. This is achieved through formal policies and representation bodies that bridge the gap between the student body and the university management. c) UiTMCNS provides a multi-layered approach to engagement, ensuring that students can contribute to all aspects of campus life. i) Academic - International relations between the Al-Chemist Club Student Association under Pusat Pengajian Kimia dan Alam Sekitar, UiTMCNS and the Universitas Negeri Malang (UM), Indonesia establishing international collaboration and networking between UiTMCNS and UM, particularly in the fields of teaching and learning as well as research ii) Non-academic - (a)Co-curricular Activities: Managed through the Bahagian Hal Ehwal Pelajar (HEP), involving sports, arts, and uniform bodies (b) Volunteerism: Programs like Misi Sukarelawan and community service outreach. iii) Welfare - Aduan Pelajar (e-Aduan): Formal digital channels for reporting facility issues.	3.5.1 (a) Kabinet Majlis Perwakilan Pelajar UiTMCNS 2025 3.5.1 (b) SOP for Budget Application and Allocation Pejabat Bendahari UiTMCNS 3.5.1 (c) Guidelines for HOD on Budget Utilization 3.5.1 (d) Slide Mesyuarat antara Kelab Al-Chemist, UiTMCNS dan Universitas Negeri Malang Indonesia dated 13 Ogos 2025 3.5.1 (e) Laporan Larian Patriotisme: Patriot Run Kampus Rembau dated 10/1/2025	5
3.5.2	(a) Provide the code of conduct governing student engagement in community, national and global activities. (b) Describe the HEP's initiatives to promote student empowerment for engagement in community, national and global activities.	UiTMCNS maintains a rigorous code of conduct to ensure that student participation in community, national, and global activities reflects the university's core values. i) Akta 174 (Universiti Teknologi MARA Act 1976) - All student engagements are strictly bound by the UiTM Student Disciplinary Rules. This act serves as the legal foundation for student behavior. ii) SULAM (Service Learning Malaysia-University for Society) - For community engagement, students follow the SULAM Guidelines integrated into their curriculum. This code emphasizes Ethical Engagement, Social Responsibility, and Safety and Risk Management.	3.5.2 (b) Akta 174 (Universiti Teknologi MARA Act 1976) 3.5.2 (b) Garis Panduan Pelaksanaan SULAM UiTM 3.5.2 (c) Polisi Keselamatan Siber UiTM	5

No	Standard	PTJ's Feedback	Evidences	Attainment Level
		iii) Digital Conduct and Social Media Policy - In the era of global connectivity, the code of conduct extends to digital platforms. Students are briefed on the Polisi Keselamatan Siber UiTM, which prohibits the dissemination of misinformation or any content that breaches national harmony while participating in global digital forums.		

3.6: ALUMNI

No	Standard	PTJ's Feedback	Evidences	Attainment Level
3.6.1	a) Describe the HEP's strategies and initiatives to foster active and continuous engagement with its alumni. b) Explain how engagement with alumni supports student professional growth and strengthens linkages with relevant stakeholders.	In UiTMCNS, alumni engagement is centralised under the Pejabat Jaringan Industri, Komuniti, Alumni & Penyelidikan (PJIM&A). The appointment of the Alumni Affairs Coordinator is a strategic move to centralise and professionalise alumni relations.UiTMCNS actively integrates alumni into the curriculum review process to ensure that academic programs remain aligned with rapidly evolving industry trends. The university organizes periodic Round-Table Discussions (RTD), inviting distinguished alumni to provide critical feedback on the relevance of current syllabus.	3.6.1 (a) Surat Jemputan En. Afif Sani Sebagai Penilai Luar bagi Perbincangan Meja Bulat Penawaran Semula Diploma Sains (AS120) 2025/2026 di Fakulti Sains Gunaan, UiTM Cawangan Negeri Sembilan, Kampus Kuala Pilah dated 7 Mac 2025 3.6.1 (b) Surat Jemputan Puan Azuarni Abd Adzis Sebagai Penilai Luar bagi Perbincangan Meja Bulat Penawaran Semula Diploma Sains (AS120) 2025/2026 di Fakulti Sains Gunaan, UiTM Cawangan Negeri Sembilan, Kampus Kuala Pilah	5
3.6.2	(a) Describe the platforms and avenues available for alumni to contribute back to the institution. (b) Explain how alumni contributions help enhance the HEP's national and global reputation.	UiTMCNS provides several structured channels for alumni to give back, ranging from financial support to knowledge transfer: i) Financial Giving & Endowment (Giving@UiTM) through Tabung Alumni Prihatin and Waqf & Endowment. ii) Knowledge Transfer & Expertise Sharing such as Alumni Guest Speaker Series (Industry Nexus @ UiTMCNS 1.0, Insight Out, Pentas Media, Aksi Sukan: Peranan Wartawan dalam Mencorak Imej Organisasi, Vibesphere 2025 and Program Bersama KPP dan Alumni Sharing) and Mentorship Programs (Internship Grooming 4.0: Leadership Empowerment Training & Alumni Sharing Session and Statistic in Action: Quality Control for Future Engineer) iii) Industry Advisory Panel where senior alumni are appointed to faculty boards to assist in curriculum mapping and ensuring program accreditation. iv) The MyAlumni UiTM Virtual Card: A digital platform that allows alumni to stay connected with the Alumni Network Centre (ANC), offering them a way to register as volunteers for campus events or industry-linkage programs	3.6.2 (a) Emel Jemputan Menghadiri Sesi Perbincangan Semakan Kurikulum Program Matematik (CDCS248) sebagai Panel Penilai Luar (Alumni) 3.6.2 (b) Surat Jemputan En. Afif Sani Sebagai Penilai Luar bagi Perbincangan Meja Bulat Penawaran Semula Diploma Sains (AS120) 2025/2026 di Fakulti Sains Gunaan, UiTM Cawangan Negeri Sembilan, Kampus Kuala Pilah dated 7 Mac 2025 3.6.2 (c) Surat Jemputan Puan Azuarni Abd Adzis Sebagai Penilai Luar bagi Perbincangan Meja Bulat Penawaran Semula Diploma Sains (AS120) 2025/2026 di Fakulti Sains Gunaan, UiTM Cawangan Negeri Sembilan, Kampus Kuala Pilah 3.6.2 (d) Panduan Pendaftaran Kad Maya MyAlumni 3.6.2 (e) Alumni Contributions _Industry Nexus dated 09 Oktober 2025 3.6.2 (f) Alumni Contributions _Insight Out dated 26 September 2025 3.6.2 (g) Alumni Contributions _Internship Grooming 4.0 dated 12 Disember 2025 3.6.2 (h) Alumni Contributions _Program Bersama KPP dan Alumni Sharing dated 26 June 2025 3.6.2 (i) Alumni Contributions _Statistic in Action: Quality Control for Future Engineer dated 10 July 2025 3.6.2 (j) Alumni Contributions _Vibespere 2025 dated 24 June 2025	5

AREA 4

CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY

4.1: ACADEMIC STAFF

A. Human Resource Policies

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.1.1	(a) Describe the HEP's human resource (HR) policies on academic staff planning, recruitment, development, assessment, rewards and promotion. (b) Describe the mentoring and guidance system for new academic staff. (c) Provide the HR or staff handbook, or equivalent documents, that details the HR policies, practices and related matters.	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 2023, 2024 and 2025 3.1.1 (b) List of Academic Staff UiTMCNS promoted in the last years 2023, 2024 and 2025 3.1.1 (c) (i)Tadbir Urus Sumber Manusia UiTM berautonomi (m/s 5) 3.1.1 (c) (ii) Pelan Strategik Perancangan Sumber Manusia UiTM 2021-2025 3.1.1 (d) Watikah Pelaksanaan Autonomi Kampus UiTMCNS 3.1.1 (e) Minit Mesyuarat Panel pembangunan Sumber Manusia berkaitan Laporan Kenaikan Pangkat dan Penilaian Prestasi Tahunan LNPT 2025 (Akademik & Bukan Akademik) UiTMCNS Perkara 2.0. 3.1.1 (f) Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT 3.1.1 (g) Warta Kerajaan Persekutuan - Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat Dan Penamatan Perkhidmatan) 2012	5
4.1.2	(a) Describe the HR plans in place to ensure an adequate number of academic staff with an appropriate staff-to-student ratio to teach, supervise and assess learning outcomes for each programme in accordance with relevant standards. (b) Provide relevant standards related to academic staff requirements, where applicable (e.g., MQA documents or those issued by national or international	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 tahun 2025 3.1.4 (b) Senarai Staf Akademik dan Kelayakan Akademik di UiTM CNS (data sehingga 29 Oktober 2025) 3.1.4 (c) Laporan Pembentangan MKSP Sasaran Pensyarah Berkelayakan PhD UiTMCNS 14.12.2025 3.1.4 (d) Dasar Perlantikan Staf dan Pensyarah P.U. (A) 1 2012_VERSI LOM 3.1.4 (e) Pekeliling Akademik - 2022 - 03 - Pindaan MyATP 3.1.4 (f) Data & Sample staf with professional qualifications tahun 2025 (aktif) 3.1.4 (g) Data Staf dan Peratusan Turnover 2025 3.1.4 (h) Sampel Surat/Sijil Perakuan Pendaftaran Badan Profesional	5

B. Talent Management

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.1.3	(a) Provide staff profile documents describing their responsibilities in teaching, research and service. (b) Describe the autonomy granted to academic staff to focus on areas of expertise related to education, research and service.	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: 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.	3.1.5 (a) (i) Staff JTOR - Job Description - Akademik 3.1.5 (a) (ii) Staff JTOR - Job Description - Bukan akademik 3.1.5 (b) Sample ATS Pensyarah 2025 3.1.5 (c) Sampel Jadual Waktu Pensyarah 2025	5

		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.		
4.1.4	(a) Describe the HEP's policy to ensure transparency in evaluating performance, recognising and rewarding academic staff (e.g., promotions and salary increments) to foster a conducive work environment. (b) Provide information regarding meritorious academic roles and equitable workload distribution among academic staff.	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 Penghargaan Jasamu Dikenang - Majlis Hari Inovasi UiTM Cawangan Negeri Sembilan 2025 (18 Disember 2025) 3.1.7 (b) Slide Anugerah AKRAB - Majlis Hari Inovasi UiTM Cawangan Negeri Sembilan 2025 (18 Disember 2025) 3.1.7 (c) Anugerah EKSA - Majlis Hari Inovasi UiTM Cawangan Negeri Sembilan 2025 (18 Disember 2025) 3.1.7 (d) Slide Anugerah Akademik - Majlis Hari Inovasi UiTM Cawangan Negeri Sembilan 2025 (18 Disember 2025) 3.1.7 (e) Slide Anugerah KIK OE - Majlis Hari Inovasi UiTM Cawangan Negeri Sembilan 2025 (18 Disember 2025) 3.1.7 (f) Senarai Kenaikan Pangkat Staf Akademik UiTMCNS Tahun 2023,2024 & 2025 3.1.7 (g) Pekeliling Akademik 2019 Penggunaan Sistem MyATP Sebagai Medium Penyediaan SKT & LNPT 3.1.7 (h) Petikan Minit Mesyuarat Penilaian Prestasi LNPT 2025 - Bahagian 2.0 3.1.7 (i) Warta Kerajaan Persekutuan - Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat Dan Penamatan Perkhidmatan) 2012 Bahagian 39 3.1.7 (j) APC Pentadbir Akademik Tahun 2023 & 2024	5

4.1.5	(a) Explain the training and development programmes for academic staff, including leadership skills development through participation in professional activities, research, industry linkages and other relevant activities. (b) Provide evidence of the adequacy, appropriateness and effectiveness of the training and development programmes for academic staff.	List of trainings attended by the staff based on Supervisor/research-related Unit Penerbitan dan Penulisan - Sesi Perkongsian 2025 : Kejayaan Memperoleh Geran Penyelidikan Industri - Webinar RMU UiTM Cawangan Negeri Sembilan 2/2025: Panduan Memohon Pembiayaan Penyelidikan Geran: National, Swasta dan Antarabangsa - Road to Publish for Novice Researchers: Lets Start Writing! - Novice Writers, Let's Start Writing! Siri 3 - "From Draft to Index – Practical Writing Workshop for Scopus Journal" - Novice Writers, Let's Start Writing!" Siri 1	3.1.6 (a) Senarai Latihan PPSM 2023 - 2025 3.1.6 (b) Bengkel Penyelidikan dan Penulisan anjuran PJIM&A UiTMCNS tahun 2025 3.1.6 (c) (i) Collaboration/linkages with other institutions/industry - Non-Government Organization (NGO) Pertubuhan Kebajikan Ikhlas Al Mawaddah 3.1.6 (c) (ii) Collaboration/linkages with other institutions/industry - PERKESO Negeri Sembilan 3.1.6 (c) (iii) Collaboration/linkages with other institutions/industry - HRD Corp dengan kerjasama Negeri Sembilan Industrial Liaison Council (NSILC) 3.1.6 (d) (i) Petikan Minit Mesyuarat JJN Bil 3 2025 - 26.11.2025 Bahagian G68 3.1.6 (d) (ii) Petikan Minit Mesyuarat JPN ke-31 - 8.10.2025 Bahagian B.1 229, B.4 231 & B.8 234 3.1.6 (d) (iii) Petikan Minit Mesyuarat JPN ke-32 - 26.11. 2025 Bahagian B.2 238 & B.2 239 3.1.6 (d) (iv) Petikan Minit Mesyuarat JPN ke-33 - 29.12.2025 Bahagian B.4 247 & B.9 3.1.6 (e) Bilangan Pelajar PG UiTMCNS Mengikut Program 2020-2026	4

4.2: NON-ACADEMIC STAFF

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.2.1	(a) Describe the HEP's HR policies on non-academic staff planning, recruitment, development, assessment, rewards and promotion. (b) Describe the mentoring and guidance system for new non-academic staff. (c) Provide the HR or staff handbook or equivalent document that details the HR policies, practices and related matters.	UiTMCNS provides an adequate number of qualified non-academic staff across administrative, technical, and support units to support the development and implementation of academic programmes and related activities. Staff deployment is aligned with functional requirements, ensuring consistent operational support and compliance with effectively support teaching and learning activities, academic programme implementation, and related functions beyond routine operational roles.	3.2.1 (a) Pengurusan Pengambilan dan Pelantikan Staf UiTM 2020 3.2.1 (b) Manual BPD2021PengambilanDan PenempatanStaf_V2 3.2.1 (c) Data Staf Dan Peratusan Turnover 2025 3.2.1 (d) Pelan Strategik Perancangan Sumber Manusia 2021-2025 3.2.1 (e) Senarai kelayakan staf non-akademik mengikut jawatan sehingga 2025 bagi kampus Kuala Pilah, Seremban dan Rembau	5
4.2.2	Describe the mechanisms for conducting regular performance reviews for non-academic staff, including recognition and reward systems that support institutional operations.	UiTMCNS conducts regular performance reviews for non-academic staff through the Laporan Nilaian Prestasi Tahunan (LNPT), which assesses work performance, competencies, and contribution to institutional operations. Performance monitoring is supported by continuous supervision, task-based evaluations, and periodic discussions between supervisors and staff. Recognition and reward mechanisms such as Anugerah Perkhidmatan Cemerlang (APC), opportunities for career development, and access to training programmes are implemented to motivate staff and enhance operational effectiveness.	4.2.2 (a) Minit Mesyuarat Panel Pembangunan Sumber Manusia dan Pencalonan Anugerah Perkhidmatan Cemerlang 2025 dated 30/12/2025 perkara 4.0, 5.0, 6.0 4.2.2 (b) Minit Mesyuarat Panel Pembangunan Sumber Manusia dan Pencalonan Anugerah Perkhidmatan Cemerlang 2025 dated 30/12/ 2025 Perkara Lampiran 1 Senarai nama calon penerima APC 4.2.2 (c) Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat dan Penamatan Perkhidmatan) 2012 4.2.2 (d) Manual Tadbir Urus 1 UiTM: Multisistem_8 Tadbir Urus Sumber Manusia	5

4.2.3	Explain the mechanisms for providing adequate and appropriate training and career advancement opportunities for non-academic staff to support institutional activities and agendas.	UiTMCNS has established a training program to equip non-academic staff with essential skills and knowledge to effectively support academic programs.UiTMCNS has systematically conducted Training Needs Analysis (TNA) for all non-academic staff, incorporating inputs from respective unit heads. conducted a comprehensive Training Needs Analysis (TNA) for all non-academic staff, and the outcomes were directly translated into targeted training initiatives, including focused participation in unit-organised programmes for staff who had not met the minimum 42 training hours, resulting in improved competency levels and stronger operational support.The TNA outcomes have directly informed the implementation of targeted training programmes with high staff participation, resulting in measurable improvements in job-related competencies, work efficiency, and the quality of institutional support services.	3.2.2 (a) Sample JD TPK Bukan Akademik UiTMCNS 3.2.2 (b) Sample Senarai Latihan PPSM 2023 Hingga 2025 UiTMCNS 3.2.2 (c) Rekod penyertaan staf non-akademik UiTMCNS dalam aktiviti innovatif termasuk KIK atau OE 3.2.2 (d) Petikan Minit Mesyuarat Jawatankuasa kecil Kesepakaran Kampus UiTMCNS Ke-30/2025 Bil. 40 Perkara C162, D163 dan E164 3.2.2 (e) i Sample rekod penyertaan staf bukan akademik dalam latihan profesional_NURFITRAH QUSAIRAH 3.2.2 (f) ii Sample rekod penyertaan staf bukan akademik dalam latihan profesional_AINUL FADZILAH 3.2.2 (g) Senarai jam latihan yang disertai oleh non-akademik staf sepanjang 2025 3.2.2 (h) Slide Pembentangan Mesyuarat Kaji Semula Pengurusan (MKSP) dated 19 Dis 2025 _Slide 12 dan 13 _Perancangan pembangunan staf (staff developement) bagi non-akademik 3.2.2 (i) Email Jemputan Training Final Acceptance Test (FAT) MRF coreswitch 3.2.2 (j) Sample Training Final Acceptance Test (FAT) - Coreswitch 3.2.2.(k) Analisa Keperluan Latihan Bagi Tahun 2025 Bagi Staf Uitm Cawangan Negeri Sembilan 2025 3.2.2 (l) Senarai kelayakan staf non-akademik mengikut jawatan sehingga 2025 bagi kampus Kuala Pilah, Seremban dan Rembau	5

4.3: PHYSICAL RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.3.1	(a) Describe the policies related to the provision, management, and maintenance of the HEP's physical resources, ensuring their availability, quality and relevance to programme's delivery, the achievement of institutional goals, and other educational and institutional needs. (b) Provide a list of all physical resources, including physical facilities, equipment, and library or resource centres, relevant to supporting the attainment of programme learning outcomes, achieving institutional goals and meeting other educational and institutional needs. (c) Provide evidence of resource utilisation, such as library borrowing data, digital resource	UiTMCNS implements structured processes for managing educational resources, including classrooms, laboratories, laptops, computers, projectors, and reference materials. Resource management is coordinated through academic, facilities, and ICT units to ensure proper scheduling, availability, maintenance, and functionality in support of teaching, learning, and academic activities. Regular monitoring, reporting, and maintenance processes are in place to ensure resources are utilised efficiently and remain fit for purpose.	3.3.1 (a) Bukti Senarai kemudahan, peralatan dan sumber pendidikan khusus yang diperlukan untuk program ini - AS114 3.3.1 (b) Peruntukan bajet sumber pendidikan_ Surat Kelulusan berkaitan peralatan dan bahan kimia di makmal mikrobiologi _AS114 3.3.1 (c) Senarai Perisian Berlesen UiTM Kampus Kuala Pilah _AS114 3.3.1 (d) Senarai_Pemeriksaan_Berkala_Bilik_Seminar,_Bilik 3.3.1 (e) Petikan minit mesyurat berkaitan yang membincangkan isu sumber Pendidikan bagi pengendalian program_Minit PPBio BIL.30 2024 Bahagian C.234 3.3.1 (f) Petikan minit mesyurat berkaitan yang membincangkan isu sumber Pendidikan bagi pengendalian program_Minit PPBio BIL.31 2025 Bahagian C.255	4
4.3.2	(a) Provide evidence of compliance with relevant laws and health and safety regulations, including inspection certificates, safety audit reports, fire safety records and environmental health assessments related to physical resources. (b) Provide emergency preparedness plans, risk assessments, records of health and safety incidents, and corrective actions taken to address safety	UiTMCNS demonstrates compliance with health and safety regulations through complete and valid documentation, including inspection certificates, fire safety records, safety audit reports, and environmental health assessments. Continuous monitoring and corrective actions are implemented to ensure physical resources remain safe, functional, and compliant with statutory requirements. UiTMCNS maintains documented emergency preparedness plans, risk assessments, and health and safety incident records to support a safe learning environment. Identified risks and incidents are addressed through timely corrective and preventive actions, contributing to continuous improvement in health and safety practices.	4.3.2 (a) Minit Mesyuarat Jawatankuasa Pentadbiran Projek Negeri (JPePN) bagi tahun 2025 4.3.2 (b) Minit Mesyuarat Jawatankuasa Pembangunan Dan Pengurusan Fasiliti Negeri (JPPFN) BIL.16 dated 28 Nov 2025 4.3.2 (c) Laporan dan Jadual Penyelenggaraan Kampus Kuala Pilah 4.3.2 (d) Bomba Fire Certifications UiTMCNS Kampus Seremban 4.3.2 (e) Laporan Latihan Kebakaran di Kolej Kediaman UiTMCNS Kampus Seremban 4.3.2 (f) Laporan Penyelenggaraan UiTMCNS Kampus Seremban Tahun 2025 4.3.2 (g) Minit Mesyuarat Jawatankuasa Pengesahan Bayaran dan Tuntutan Negeri (JPBTN) ke-140 Perkara D2404 4.3.2 (h) Laporan Audit Bangunan 2018 disediakan oleh INOVATIF MEWAH SDN BHD	5

			4.3.2 (i) Laporan HIRARC untuk Tahun 2025 bagi UiTMCNS Kampus Seremban 4.3.2 (j) Senarai Daftar Risiko 2025 Kuala Pilah 4.3.2 (k) Minit Mesyuarat Jawatankuasa Pembangunan Dan Pengurusan Fasiliti Negeri Bil.16 dated 28 Nov 2025 petikan C 181,C 182, C184, C186 4.3.2 (l) Minit Mesyuarat Jawatankuasa Pentadbiran Projek Negeri (JPePN) Ke 57 BIL 13/2025 Perkara G87 4.3.2 (m) Minit Mesyuarat Jawatankuasa Pentadbiran Projek Negeri (JPePN) Ke 49 BIL 5/2025 Perkara C19 4.3.2 (n) Slide Pelan Tindakan Menghadapi Kebakaran zon A_1 JANUARI 2025 UiTMCNS Kampus Kuala Pilah 4.3.2 (o) Mesyuarat Jawatankuasa Pembangunan Dan Pengurusan Fasiliti Negeri (JPPFN) BIL.12 dated 10 Julai 2025 Perkara C162 4.3.2 (p) Sijil Pemeriksaan JKKP 4.3.2 (q) Inisiatif Penambahbaikan Kualiti Pengurusan Fasiliti Kampus Seremban 4.3.2 (r) Laporan Penyelenggaraan UiTMCNS Kampus RembauTahun 2025 4.3.2 (s) Naiktaraf Tingkap Kolej UiTMCNS Kampus Kuala Pilah 4.3.2 (t) Naiktaraf Sistem Penggera Kebakaran di Zon A UiTMCNS Kampus Kuala Pilah 4.3.2 (u) Laporan Gred Audit OSHWA UiTMCNS Kampus Kuala Pilah 2023 4.3.2 (v) Laporan Bertulis Penemuan OSHWA UiTMCNS Kampus Kuala Pilah 2023 4.3.2 (w) Manual Keselamatan Dan Kesihatan Pekerjaan UiTM Semakan Ke 2 2020 4.3.2 (x) Slide Pembentangan Mesyuarat JKEN JKKPUCNS 2026 Rev 1 Semakan JKEN Bil. 123	
4.3.3	(a) Provide information on the availability of physical resources accessible to staff and students, including persons with special needs. (b) Provide evidence of feedback received from staff and students, including persons with special needs (e.g., surveys, interviews or focus group discussions), on the accessibility of physical resources.	UiTMCNS ensures that physical resources are accessible to staff and students, including persons with special needs, through the provision of basic accessibility facilities and barrier-free infrastructure.	4.3.3 (a) Laporan Lawatan Tapak Bagi Mengenalpasti Kemudahan Dan Fasiliti Mahasiswa OKU UiTMCNS Kampus Seremban Pada 22/1/ 2024 4.3.3(b) Laporan Perbincangan Bagi Mengenalpasti Kemudahan Dan Fasiliti Mahasiswa OKU UiTMCNS Kampus Seremban 4.3.3 (c) Laporan Penambahan Kemudahan OKU UiTMCNS Kampus Seremban.	4

		Key facilities such as lecture halls, tutorial rooms, offices, libraries, laboratories, and common areas are equipped with appropriate accessibility features. These include ramps, designated parking spaces, accessible toilets, handrails, lifts (where applicable), clear signage, and barrier-free walkways to support mobility-impaired users. Learning and administrative spaces are arranged to allow ease of movement and safe access. UiTMCNS was continuously monitored, improved and maintenance conducted to ensure functionality and safety. UiTMCNS recognises the need for ongoing enhancements to further strengthen inclusivity and accessibility across facilities. Actions have been initiated to address the identified needs, particularly in preparing and improving OKU-friendly facilities.	4.3.3 (d) List of physical facilities required for the programme AS114 UiTM Negeri Sembilan Kampus Kuala Pilah 4.3.3 (e) Slide Laporan Pengurusan Fasiliti UiTMCNS Kampus Seremban Tahun 2025 4.3.3 (f) Senarai Aduan Fasiliti UiTMCNS Kampus Seremban Tahun 2025 4.3.3 (g) Surat Permohoan dan Kertas Kerja Permohonan Peruntukan RMK-13 4.3.3 (h) Senarai Projek dalam perancangan dan tindakan bagi UiTMCNS Kampus Kuala Pilah, Seremban dan Rembau 4.3.3 (i) Laporan Kajian Kepuasan Pelanggan UiTMCNS Kampus Seremban bagi Tahun 2025 4.3.3 (j) Naiktaraf Sistem Penggera Kebakaran di Zon A UiTMCNS Kampus Kuala Pilah 4.3.3 (k) Minit Mesyuarat Jawatankuasa Pengesahan Bayaran dan Tuntutan Negeri (JPBTN) Ke-84 dated 20/1/2025Perkara A1112 4.3.3 (l) Laporan Status Aduan Keseluruhan BPF2025 4.3.3 (m) Laporan Pengurusan Fasiliti Uitmcns Kampus Seremban Tahun 2025_Jumlah Aduan 4.3.3 (n) Laporan Pencapaian Pengurusan Aduan Fasiliti Dan Pengurusan Prestasi Kontrak Semua Kampus UiTM Bagi Tempoh Januari - Jun 2025	
4.3.4	(a) Provide data from reviews of relevant policies and physical facilities, such as maintenance logs, facility inspection reports, condition assessments and stakeholder feedback, aligned with the HEP's educational and institutional needs. (b) Provide evidence of ongoing improvement efforts, such as renovation plans, equipment upgrades, resource acquisitions and action plans to address gaps or deficiencies identified through reviews. (c) Provide data on user feedback and utilisation of physical resources, such as surveys, usage statistics and suggestions for enhancement, to inform continual improvement efforts.	UiTMCNS maintains a documented maintenance schedule covering all educational resources to ensure their functionality and safety. The report of preventive is implemented and monitored by the relevant units to support continuous teaching and learning activities in compliance with institutional requirements.	3.3.2 (a) Mesyuarat Jawatankuasa Pentadbiran Projek Negeri (JPePN) KE 48 BIL 4 Tahun 2025 Perkara E 24 3.3.2 (b) Laporan dan Jadual Penyelenggaraan Kampus Kuala Pilah 2025 3.3.2 (c) Laporan Penyelenggaraan Bulanan UiTMCNS Kampus Seremban tahun 2025 3.3.2 (d) Laporan Kajian Kepuasan Pelanggan bagi tahun 2025 UiTMCNS Kampus Seremban 3.3.2 (e) Senarai arahan kerja PPM bagi perkhidmatan pengurusan fasiliti UiTMCNS Kampus Seremban dari Jan hingga Disember 2025 3.3.2 (f) Laporan Pengurusan Fasiliti UiTMCNS Kampus Seremban Tahun 2025- Jumlah Project Preventive Maintenance	4

4.3.5	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)	Students are provided with comprehensive access to course reference materials through the Perpustakaan Tun Abdul Razak UiTMCNS, including physical collections and a wide range of subscribed electronic databases such as Scopus, Emerald Insight, and ScienceDirect. These resources enable students to obtain authoritative and current academic references that directly support course learning outcomes and research-based learning. Access to these resources is systematically managed and supported by library staff to ensure continuous availability of relevant academic references for teaching and learning.	3.3.3 (a) POLISI PEMBANGUNAN SUMBER BERCETAK UiTM (KEMASKINI 2024) 3.3.3 (b) Rekod Langganan Pangkalan Data Elektronik dan Sumber Dalam Talian_Senarai eBooks 3.3.3 (c) Rekod Langganan Pangkalan Data Elektronik dan Sumber Dalam Talian_Senarai PDAT (Online Database) 3.3.3 (d) Senarai Kemudahan Perpustakaan UiTMCNS Kampus Kuala Pilah, Seremban dan Rembau 3.3.3 (e) Senarai Staf PTAR UiTMCNS Kampus Kuala Pilah, Seremban dan Rembau 3.3.3 (f) Senarai Sumber Rujukan bagi setiap program yang ditawarkan di UiTMCNS - Rujuk senarai program 3.3.3 (g) Senarai serta Jumlah Koleksi Buku Muamalat (OPAC PTAR UiTM) 3.3.3 (h) Minit Mesyuarat jawatankuasa Perolehan Bahan Rujukan Universiti (JPBRU) PTAR UiTMCNS Bil. 1/2025 dated 5/6/2025 3.3.3 (i) Minit Mesyuarat jawatankuasa Perolehan Bahan Rujukan Universiti (JPBRU) PTAR UiTMCNS Bil. 2 2025 dated 8/8/2025 3.3.3 (j) Analisa Resources Supporting the Programme_PN9S_Sumber PTAR UiTMCNS 3.3.3 (k) Maklumat Ruang Perkhidmatan dan Fasiliti PTAR UiTMCNS 3.3.3 (l) Maklumat PTAR mengikut Kampus UiTMCNS Seremban dan Rembau	5

4.4: TECHNOLOGICAL RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.4.1	(a) Provide the policies outlining the provision and management of technological resources, including ICT facilities and e-learning platforms, to support programme implementation and other educational and institutional needs. (b) Provide a list of all technological resources, including hardware, software, network infrastructure and e-learning platforms, that support programme implementation and other educational and institutional needs.	(a) UiTM has established formal ICT policies and gazetted guidelines, including the UiTM ICT Policy (Version 2.0), to govern the management and utilisation of technological resources. These policies are consistently implemented across campuses to support teaching, learning, academic, administrative, and e-learning activities. (b) UiTMCNS provides and continuously enhances a range of technological resources to support academic delivery and institutional operations. These resources are maintained through systematic scheduling, technical support, and regular monitoring. Furthermore, these technological resources support blended learning, online teaching, assessments, communication, and administrative efficiency across campuses.	4.4.1 (a) Garis Panduan Penggunaan Perisian ICT 2018 4.4.1 (b) Pekeliling TNCP Bil 5 Tahun 2022 Pelaksanaan Garis Panduan Pengurusan ICT di UiTM 4.4.1 (c) Pekeliling TNCP BIL3 2021 Pelaksanaan Tadbir Urus Pembangunan Yang Baharu Bagi Hal Ehwal ICT Elektronik dan Sistem 4.4.1 (d) Pekeliling TNC BIL2 2021 Pelaksanaan_DICT_v20 4.4.1 (e) Senarai Perisian Berlesen UiTM Kampus Kuala Pilah 4.4.1 (f) Senarai bilangan komputer dan perisian Kampus Rembau 4.4.1 (g) Bilangan Makmal Komputer Uitm Kampus Kuala Pilah 4.4.1 (h) Email Permohonan Penambahan Port Internet di Bilik Pegawai Sains 4.4.1 (i) Salinan Pesanan Tempatan Membekal Menghantar Memasang Dan Mengujilari Node Internet End To End Bagi Kegunaan Bilik Pegawai Sains UTMCNS 4.4.1 (j) Nota Penghantaran Unshielded Twisted Pair (UTP) Cabling Node End-to-End 4.4.1 (k) Rekod Penyelenggaraan Komputer Kampus Rembau	4
4.4.2	Provide the policies and evidence of compliance with laws and regulations on cybersecurity, data protection and digital accessibility, including regular audits, updates and measures that promote secure, ethical and responsible ICT use, while maintaining a safe and supportive learning and working environment.	UiTMCNS complies with university-gazetted policies, laws, and regulations related to cybersecurity, data protection, and digital accessibility. The implementation of these policies includes adherence to established ICT security measures, data protection practices, and responsible ICT usage guidelines to ensure a secure, ethical, and supportive learning and working environment. Compliance is supported through periodic system monitoring, updates, and institutional-level audits conducted in accordance with university requirements.	4.4.2 (a) Polisi Keselamatan Siber UiTM 4.4.2 (b) Garis Panduan Penggunaan Rangkaian UiTM Bil 04 Tahun 2025 4.4.2 (c) Garis Panduan Pengurusan ICT - Integrasi Sistem Bil. 03/2021 4.4.2 (d) Dasar ICT Versi 2.0 Teknologi Maklumat & Komunikasi	5

4.4.3	(a) Provide information on the availability of technological resources accessible to staff and students, including persons with special needs. (b) Provide evidence of feedback received from staff and students, including persons with special needs (e.g., surveys, interviews and focus group discussions), on the accessibility of technological resources.	a) Technological resources at UiTCNS are made available and accessible to staff and students, including persons with special needs, to support teaching, learning, and administrative activities. UiTMCNS has gazzatte to following the Polisi Pengajian bagi Pelajar UiTM kategori Orang Kurang upaya Bil. 6 Tahun 2018. Specifically ICT equipment designed such as software or applications to support persons with special needs has not yet been provided at UiTMCNS. However, at UiTMCNS, the provision of technological resources for students with special needs is currently facilitated based on students' own initiative and individual requirements. Nevertheless, the institution ensures that appropriate support mechanisms are in place through the Bahagian Hal Ehwal Akademik (BHEA). Upon formal application and assessment of the students' specific needs, various support services may be provided, including assistance such as scribes and typists to support their learning and assessment processes. b) E-learning platforms are systematically managed, supported by technical assistance, appropriate accessibility features, and continuous improvements to ensure inclusive and effective use. However, no survey conducted by Bahagian Infostruktur UiTMCNS on the accessibilty of technological resources provided specifally for students with special needs.	4.4.3 (a) Aduan ICT UiTMCNS Kampus Kuala Pilah 2025 4.4.3 (b) Penyelenggaraan Rangkaian - Laporan Preventive Maintenance 2025 UiTMCNS Kampus Kuala Pilah 4.4.3 (c) Senarai Bilangan Makmal Komputer UiTM Kuala Pilah 4.4.3 (d) Senarai bilangan komputer dan perisian Kampus Rembau 4.4.3 (e) Keputusan Mesyuarat Jawatakuasa Akademik Negeri Ke-90 UiTMCNS dated 20/11/2025 perkara G 1543 4.4.3 (f) Email Panggilan Mesyuarat Bersama Bahagian Perkhidmatan Dan Pembangunan Oku Uitm Shah Alam Berhubung Perkongsian Mahasiswa OKU BIL.2 4.4.3 (g) Pekeliling Akademik - 2018 - 06 - Polisi Pengajian Bagi Pelajar UiTM Kategori Orang Kurang Upaya 4.4.3 (h) Senarai Nama Pelajar OKU berdaftar UiTMCNS	2
4.4.4	(a) Provide data from reviews of technological resources in supporting programme implementation and meeting other educational and institutional needs. (b) Provide evidence of policy reviews and ongoing improvement efforts, such as system upgrade plans, equipment upgrades, new software acquisitions, ICT service expansion and action plans to address gaps or deficiencies identified through reviews. (c) Provide data on user feedback and utilisation of technological resources, such as surveys, usage statistics and suggestions for enhancement, for continual improvement.	a) Review data, usage statistics, and user feedback clearly demonstrate that technological resources at UiTMCS effectively and consistently support programme implementation and institutional operations. High utilisation of e-learning platforms, reliable system uptime, and positive user feedback reflect the robustness of ICT facilities. b) UiTMCNS through Infotech Units was continuously upgrades, plan for structured training, and prompt improvement actions have significantly strengthened teaching delivery, learning engagement, and administrative efficiency. Infotech UiTMCNS has follows policy and pekeliling from Jabatan Digital UiTM on reviewing and ongoing improvement in ICT resources. Furthermore, UiTMCNS has upgrade several technological resources based on needs to support the teaching and learning as well as adminstrative tasks.	4.4.4 (a) Kertas kerja menggunakan Tabung Amanah - Laptop IT 2025 - 5k 4.4.4 (b) Surat Kelulusan Permohonan Peruntukan Tabung Amanah Fakulti UiTM Kuala Pilah - Penggantian Komputer Riba dated 22/8/2025 4.4.4 (c) Email Permohonan Penambahan Port Internet Bilik Pegawai Sains UiTMCN Kampus Kuala Pilah dated 16/4/2025 4.4.4 (d) Nota Penghantaran - Membekal Menghantar Memasang Dan Mengujilari Node Internet End To End Bagi Kegunaan Bilik Pegawai Sains UITMCNS Kampus Kuala Pilah 4.4.4 (e) Kelulusan Perolehan bagi Peralatan ICT UiTMCNS Kampus Kuala Pilah 4.4.4 (f) Perancangan Perolehan Tahun 2025 @ INFOtech 4.4.4 (g) Sample Paparan Screen aduan ICT - Status Aduan dan Star Rating	5

		c) Infotech units UITMCNS has conducted user survey & feedback and utilisation of technological resources for further continual improvement based on the needs of user.	4.4.4 (h) Minit Mesyuarat JITEN Bil 8 dated 14/08/2025 4.4.4 (i) Aduan ICT UiTMCNS Kampus Kuala Pilah 2025 4.4.4 (j) Borang Maklumbalas Pelanggan terhadap ICT Fasiliti UiTMCNS 2025 4.4.4 (k) Analisa maklumbalas pelanggan terhadap ICT Fasiliti UiTMCNS 2025 4.4.4 (l) Borang maklumbalas Pelanggan (Google form) terhadap pengalaman perkhidmatan bahagian infostruktur UiTMCNS	5

4.5: RESEARCH RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.5.1	a) Provide the policies on research and innovation that specify the institutional approaches to creating a conducive research environment. b) Provide evidence of ongoing reviews of research policies and resources, including improvements made to meet changing institutional goals and researcher needs.	a) UiTMCNS fosters a conducive research environment by adopting the Dasar Penyelidikan dan Inovasi UiTM 2025 as its primary framework, managed locally by the Office of Research, Industrial Linkages, and Alumni (PJIMA). The policy shifts focus from "research for the sake of publication" to impactful research. UiTMCNS encourages projects that solve community problems or have intellectual property (IP) potential, supported by the Business Innovation & Technology Commercialization Centre (BITCOM). In line with the "Globally Renowned" objective, UiTMCNS incentivizes publications in high-impact journals (Q1/Q2) and rewards international research collaborations through the Skim Insentif Penerbitan. b) The Office of Research, Industrial Linkages, and Alumni (PJIMA) at UiTMCNS conducts quarterly performance reviews. These reviews monitor research output against the Malaysia Research Assessment (MyRA) elements and the GRU 2025 roadmap	4.5.1 (a) Dasar Penyelidikan dan Inovasi 2025 UiTM 4.5.1 (b) Glosari MyRA 4.5.1 (c) E-Book UiTM 2025 Strategic Plan	5
4.5.2	(a) Provide a list of all research resources available to students, such as laboratories, databases, specialised equipment and funding sources. (b) Provide information on research support mechanisms, such as mentoring programmes, research training, funding and access to research facilities, which enable programmes with research components to attain their learning outcomes.	a) UiTMCNS provides an extensive array of research resources designed to support both undergraduate and postgraduate students in achieving high-impact outcomes. Physical infrastructure includes advanced specialized laboratories particularly at the UiTMCNS Kampus Kuala Pilah with instrumentation such as HPLC, GC-MS, UV-Vis and AAS. For social science and media students in Seremban 3 and Rembau, resources include specialized computing labs and broadcasting studios. These are complemented by robust digital resources, including institutional access to global databases such as Scopus, Web of Science, ScienceDirect, and IEEE via the Tun Abdul Razak Library (PTAR). Furthermore, students are supported by diverse funding sources, ranging from internal grants like xxx to external national funds such as FRGS-EC and FRGS, as well as specialized financial assistance from the Tabung Amanah Kegiatan Pelajar (HEP) for research-related activities and competitions.	4.5.2 (a) Senarai Penerima Geran bagi Tahun 2023-2025 4.5.2 (b) Senarai Pelajar Pascasiswazah 20254-FSG (N9) 4.5.2 (c) List of Licensed Software 4.5.2 (d) The Resourses and Reference Materials Available in UiTMCNS Library 2025 4.5.2 (e) List of Online Databases 2025 4.5.2 (f) List of eBooks 2025 4.5.2 (g) Approval for Laboratory Supplies and Equipment Maintenance Budget 2025	5

4.6: FINANCIAL RESOURCES

No	Standard	PTJ's Feedback	Evidences	Attainment Level
4.6.1	(a) Describe budgetary and procurement procedures and their review processes. Elaborate on how resources are efficiently utilised in accordance with institutional goals. (b) Provide evidence of financial sustainability and efficient resource management, such as annual budgets, audits and expenditure records.	a) UiTMCNS operates under a decentralized budgetary system where annual allocations are disbursed by the UiTM Bursary (Shah Alam) and managed locally by the UiTMCNS Treasurer's Office. The budget is categorised into specific funds, such as Kumpulan Wang Pengurusan for operations and various Kumpulan Wang Amanah (TAPA for academics and HEP for student activities)	4.6.1 (a) Pekeliling Naib Canselor Bil.10 Tahun 2024 - Strategi Bajet 2025 (Final) 4.6.1 (b) Laporan Agihan Bajet UiTMCNS 2025 4.6.1 (c) Laporan Draf Audit Pengurusan Kewangan Kampus Kuala Pilah 4.6.1 (d) Laporan Prestasi Perbelanjaan UiTMCNS Tahun 2025 bagi Kampus Kuala Pilah 4.6.1 (e) Laporan Prestasi Perbelanjaan UiTMCNS Tahun 2025 bagi Kampus Rembau	4
4.6.2	(a) Describe the budget allocation processes and provide supporting records (e.g., approval documents, allocation frameworks and meeting minutes) indicating the distribution of resources to departments. (b) Provide information on the lines of duty and authority in budget management and resource allocation.	The allocated budget received from UiTM Shah Alam is disbursed to all faculties and units across UiTMCNS. The campus allocates its budget based on prioritized activities that align with UiTMCNS policy, emphasizing academic programs, innovation, research, consultancy, and student extra-curricular activities. This distribution ensures the continuation of essential functions and existing programs from the previous year. Under the UiTM Bursary account, several funds have been established to manage and allocate the acquired budget, namely: i) Tabung Pengurusan (Management Fund) ii) Tabung Amanah Program Akademik (TAPA) (Academic Program Trust Fund) iii) Tabung Amanah Kegiatan Pelajar (HEP) (Student Activity Trust Fund) iv) Tabung Amanah Kecemerlangan Pelajar (TAKP)	3.5.1 (a) Pekeliling Naib Canselor Bil.10 Tahun 2024 - Strategi Bajet 2025 (Final) 3.5.1 (b) SOP for Budget Application and Allocation Pejabat Bendahari UiTMCNS 3.5.1 (c) Guidelines for HOD on Budget Utilization 3.5.1 (d) Mesyuarat Jawatankuasa Eksekutif Negeri (JKEN) Bil 1.2025 dated 21 Jan 2025 3.5.1 (e) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2025 bagi Kampus Kuala Pilah dated 24 Disember 2024 3.5.1 (f) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2025 bagi Kampus Seremban dated 24 Disember 2024 3.5.1 (g) Laporan Prestasi Perbelanjaan UiTMCNS Tahun 2025 bagi Kampus Kuala Pilah 3.5.1 (h) Laporan Prestasi Perbelanjaan UiTMCNS Tahun 2025 bagi Kampus Rembau 3.5.1 (i) Laporan Agihan Bajet UiTMCNS 2025	4

4.6.3	Provide the policies, guidelines and records that enable departments to manage resources to attain programme learning outcomes and maintain high educational standards.	UiTMCNS operates under a robust and transparent budgeting system. Financial matters are managed through a collaborative framework involving all departments, where budget approvals are obtained via a systematic process requiring multiple levels of verification to ensure accountability. This structured process ensures that financial allocations are sufficient to meet the operational and academic needs of each semester. The operational budget, provided by UiTM Shah Alam, is allocated annually and typically disbursed by 1st January. This timely disbursement enables all programmes and units within UiTMCNS to effectively implement their planned activities. Budget prioritization is aligned with the campus's academic objectives, focusing on core academic delivery, student development, and non-recurring expenses such as equipment procurement, infrastructure maintenance, and facility enhancements. The primary budget allocations for UiTMCNS consist of: i) Kumpulan Wang Pengurusan (Operating Fund) ii) Kumpulan Wang Amanah (Trust Funds), which includes: iii)Tabung Amanah Am iv) Tabung Sewa Ruang/Kemudahan/Peralatan v) Tabung Sinking Fund (Penyelenggaraan UiTM) vi)Tabung Kegiatan Pelajar (HEP) v) Tabung Amanah Zakat / Tabung Sedekah In compliance with Pekeliling Naib Canselor Bil. 10: Strategic Budget 2025 Guidelines, allocations under the Kumpulan Wang Pengurusan grant the Head of Faculty/Centres of Studies the authority to plan, coordinate, and execute departmental activities. Additionally, UiTMCNS ensures the provision of consumable items for faculty operations, while the remainder of the budget is strategically channeled toward critical operational expenses such as utilities, medical claims, maintenance, and quit rent.	3.5.2 (a) Pekeliling Naib Canselor Bil.10 Tahun 2024 - Strategi Bajet 2025 (Final) 3.5.2 (b) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2025 bagi Kampus Kuala Pilah 3.5.2 (c) Surat Peruntukan Perbelanjaan Mengurus UiTMCNS Tahun 2025 bagi Kampus Seremban 3.5.2 (d) Laporan Agihan Bajet UiTMCNS 2025 3.5.2 (e) Data Aktiviti Pelajar UiTMCNS Kampus Kuala Pilah 2025 3.5.2 (f) Data Aktiviti Pelajar UiTMCNS Kampus Seremban 2025 3.5.2 (g) Data Aktiviti Pelajar UiTMCNS Kampus Rembau 2025	4

AREA 5

QUALITY ASSURANCE AND ENHANCEMENT

5.1: INTERNAL QUALITY ASSURANCE SYSTEM

No	Standard	PTJ's Feedback	Evidences	Attainment Level
5.1.1	(a) Based on an organisation chart or equivalent diagram showing lines of authority and reporting, explain the structure and position of the department (or equivalent unit) within the HEP that is responsible for the internal quality assurance (IQA) system, as well as the qualifications and competencies of its head. (b) Describe the terms of reference and resource capacity (including HR) of the department or unit responsible for the HEP's IQA system and its reporting lines. Explain how independent and prominent it is in implementing the system within the HEP. (Note: An IQA system may form part of the HEP's overall Quality Management System or operate in coordination with it.)	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. KUKA is also the Timbalan Wakil Pengurusan (TWP), assisting the Wakil Pengurusan (WP). Under KUKA, there are four sections: Syeksyen Sistem Audit, Syeksyen Akreditasi, Syeksyen Pengurusan Kualiti, and Syeksyen Pentadbiran Am dan Pegawai Dokumen. Syeksyen Sistem Audit is led by the Ketua Sistem Audit and supported by two Timbalan Ketua Sistem Audit from the Seremban and Rembau Campuses. Syeksyen Akreditasi is led by one Koordinator Akreditasi, whose appointment began in December 2024. Under Syeksyen 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 4.3.1 (i) Keputusan Mesyuarat Jawatankuasa Penyelidikan Negeri (JPN) UiTM Cawangan Negeri Sembilan Bil. 31 Tahun 2025 dated 22/10/2025	5

5.1.2	(a) Describe the policies and procedures for the regular review of the IQA system and processes to maintain quality assurance and continual quality improvement within the institution. (b) Explain the mechanisms through which the current IQA system keeps abreast of national and global developments in quality assurance, and how good and best practices are incorporated to promote continual quality improvement.	a) The Internal Quality Assurance (IQA) system and its processes are regularly reviewed through Internal Audits and iQMS Audits to ensure effectiveness and continuous quality improvement. Furthermore, the Jawatankuasa Kecil Kurikulum Negeri (JKKN), established on 13 October 2025, oversees academic curriculum matters for programmes offered in UiTM Branch. The committee is responsible for curriculum review, the development of new programmes, and the monitoring of student assessment to ensure alignment with academic and quality standards. The Internal Audit Report 2025 was presented during the Mesyuarat Kaji Semula Pengurusan (MKSP) as part of the institutional mechanism to monitor and improve the Internal Quality Assurance (IQA) system. b) The institution also keeps abreast of national quality assurance developments through updates from relevant regulatory bodies, participation in quality assurance workshops, and continuous review of policies and procedures.	5.1.2 (a) Quality Manual 5.1.2 (b) Prosedur Audit Dalam (PK.UiTM.CNS(P).03 5.1.2 (c) Slide Mesyuarat Penutup Audit Dalam 2025 dated 10/10/2025 5.1.2 (d) Laporan Audit Dalam 2025 5.1.2 (e) Minit Mesyuarat MKSP ke 14 (1/2025) dated 6/1/2025 5.1.2 (f) Minit Mesyuarat MKSP ke 15 (2/2025) dated 7/7/2025 5.1.2 (g) Laporan Pemantauan Peperiksaan Sesi Mac-Julai 2025 UiTMCNS (Pengurusan & Fasiliti) 5.1.2 (h) Minit Mesyuarat Unit Pengurusan Kualiti Bil. 6/2025 dated 11/3/2025 5.1.2 (i) Slide Penemuan Hasil Audit & Audit Susulan MKSP Bil. 15 5.1.2 (j) Slide Penemuan Hasil Audit & Audit Susulan MKSP Bil. 16 5.1.2 (k) Senarai Keahlian, Fungsi & Bidang Kuasa JKKN UiTMCNS dated 13/10/ 2025 5.1.2 (l) Minit Mesyuarat JKKN UiTMCNS yang Pertama dated 30/10/2025 5.1.2.(m) Email Jemputan Taklimat Proses Penilaian bagi Semakan Kurikulum dated 10/11/2025 5.1.2 (n) Surat Semakan Maklumat Program di Daftar Kelayakan Malaysia (MQR)/Portal Swaakreditasi (PSA) dan Sistem i-ACCREDIT dated 16/4/2025 5.1.2 (o) Email Pemakluman Penyediaan Laporan Tindakan dan Bukti Berkaitan Pengemaskinian Syarat Khusus dan Syarat Umum Provisional Accreditation (PA) Dan Full Accreditation (FA) 5.1.2 (p) Email Jemputan Menghadiri Bengkel OPS Verifikasi Data i-ACCREDIT (Peringkat UiTM Cawangan) dated 10/9/2025 5.1.2 (q) Pemakluman Penggunaan Sistem iACCREDIT bagi Penyediaan Dokumen IQA01 dated 10/11/2025	4

5.2 PROGRAMME MONITORING, REVIEW AND EVALUATION

No	Standard	PTJ's Feedback	Evidences	Attainment Level
5.2.1	(a) Describe the policies and procedures for monitoring, reviewing and evaluating the HEP's curricula and programmes, covering needs assessment and benchmarking analysis, as well as aspects of teaching and learning activities, student assessment, administration and related educational and support services. (b) Explain the mechanisms in place for periodical programme monitoring, review and evaluation, and their implementation to cover all programmes within the institution.	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 (PP) Sarjana Muda Sains Sukan (Kepujian) (SR243) c) Rembau Campus (PP) Diploma Pengurusan Maklumat (SI110) 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) Stage 4: Senate - Curriculum Review with changes of less than 30% implemented after approval	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)	5

		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		5
5.2.2	Explain the mechanisms and processes through which the policies and procedures for programme monitoring, review and evaluation are regularly reviewed, updated and continually improved.	The programme maintains a continuous improvement approach for monitoring, review, and evaluation through: a) Policies and SOPs that are regularly reviewed and updated to align with regulatory requirements. b) Programme and faculty meeting, where performance data, student feedback, and stakeholder input are evaluated, and improvements are recommended. c) "Closing the Loop – Continuous Quality Improvement (CDL–CQI) cycles, which monitor the implementation of corrective actions and review outcomes. d) Stakeholder engagement, including students, alumni, employers, and advisory panels, is conducted to ensure that their feedback is used to improve the programmes. e) External reviews where the examiners and panels provide recommendations to improve the processes.	5.2.2 (a) UHEK curriculum review process https://hea.uitm.edu.my/v4/index.php/service/curriculum/curriculum-review 5.2.2 (b) Proses dan Panduan Semakan Kurikulum UiTMCNS 5.2.2 (c) Garis Panduan Penghantaran Laporan "Closing The Loop – Continuous Quality Improvement (CDL-CQI) 5.2.2 (d) Pekeliling Bilangan 10 Tahun 2025: Kerangka Pemantauan Pencapaian Objektif Pendidikan Universiti (University Educational Objectives – UEO) dan Penggunaan Sistem MyUEO di Universiti Teknologi MARA 5.2.2 (e) Pekeliling Akademik - Bil 09 -2024 - Prosedur Pelaporan Pencapaian PLO 5.2.2 (f) Pekeliling Akademik - Bil 15 - 2024 - Analisis Keperluan Pasaran Bagi Pembangunan Program Baharu Dan Semakan Kurikulum Program Akademik Universiti Teknologi MARA	5
5.2.3	If there is any programme offered together with one or more collaborative partners, describe all general and specific arrangements of responsibilities with the collaborative partners in the aspects of programme management, including programme design and delivery, as well as programme monitoring, review and evaluation processes.	Collaborative initiatives such as student exchange programmes with collaborative partner are implemented to enhance students' learning experiences, promote academic mobility, and facilitate knowledge sharing. Besides that, the programme curriculum and structure are developed and reviewed with input from Academic Advisors and relevant experts to ensure alignment with academic standards, industry needs, and institutional requirements.	5.2.3 (a) Inbound Outbound SOP Flowchart 5.2.3 (b) Inbound Informations 5.2.3 (c) Inbound Application Form 5.2.3 (d) Health Declaration Form 5.2.3 (e) Information on Student Exchange Programme	4

B. Implementation of Programme Review and Evaluation

No	Standard	PTJ's Feedback	Evidences	Attainment Level
5.2.4	Describe the structure and functioning of the designated committees responsible for planning, managing and coordinating the programme review and evaluation process implemented by the HEP. Include details of the implementation timeframe, specific interactions between departmental-level and institutional-level units, and any special provisions made to manage particular programmes or unconventional situations.	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
5.2.5	(a) Describe the mechanisms and processes used by the HEP, at either the programme level or institutional level, to verify and validate the curriculum and its constructive alignment in order to ascertain the attainment of programme learning outcomes based on students' academic performance. (b) Describe the mechanisms and explain how the HEP determines the achievement of its educational goals, whether through students' academic performance or by other means.	a) A continuous monitoring process is systematically implemented through "Closing the Loop – Continuous Quality Improvement (CDL–CQI)" reporting to evaluate programme achievements and ensure the attainment of learning outcomes. The CDL–CQI analysis identifies areas where achievement levels do not meet the established standards, and appropriate corrective and continuous improvement (CQI) actions are implemented to enhance student performance. At the programme level, the CDL–CQI report is presented, discussed, and approved at the Mesyuarat Jawatankuasa Akademik Negeri (JAN), after which the agreed CQI actions are executed at the programme or departmental level. In addition, Programme Learning Outcomes (PLO) attainment is analysed at the end of students' studies to monitor overall achievement and inform further quality enhancement initiatives. The findings from the CDL–CQI reports serve as key inputs for the curriculum review process and are utilised by the Pengurus Utama (PU). To strengthen the implementation of Outcome-Based Education (OBE) and CQI practices, UHEK recommends that Heads of School (KPP) and Programme Coordinators (KP) disseminate PLO attainment summaries to academic staff within their respective schools. This sharing ensures a consistent understanding among lecturers and supports more effective, aligned, and high-impact teaching, assessment, and CQI practices, as guided by the CDL–CQI reporting guidelines. Issues identified during CDL–CQI meetings are further deliberated at departmental meetings, where follow-up actions are assigned to designated lecturers to ensure systematic implementation.	5.2.5 (a) Surat Pemakluman Penghantaran Laporan CDL-CQI Semester Mac-Ogos 2025 5.2.5 (b) Email Jemputan Menyertai Bengkel Jom Isi CDL-CQI (Oktober 2024-Februari 2025) dated 10/3/2025 5.2.5 (c) Laporan CDL-CQI AS114 Mac 2025 5.2.5 (d) Laporan CDL-CQI AS114 Oktober 2025 5.2.5 (e) Email Jemputan Mesyuarat PLOA dan CDL-CQI Program AS222 dated 14/5/2025 5.2.5 (f) Slaid Laporan Pencapaian PLO Semester 20244 PLOa AS222 OktFeb2025 5.2.5 (g) Slaid Pembentangan CDL-CQI Semester Mac - Ogos 2025 Kampus Seremban 5.2.2 (h) Minit Mesyuarat Pelaporan CDL-CQI Semester Oktober 2024 – Februari 2025, UiTMCNS dated 8/4/2025 5.2.5 (i) Email Edaran Minit Mesyuarat Pelaporan CDL-CQI Semester Oktober 2024 - Februari 2025 dated 17/4/2025 5.2.5 (j) Cabutan Minit Mesyuarat Jawatankuasa Akademik Negeri Ke-85 UiTMCNS dated 9/4/2025 5.2.5 (k) Petikan Minit Mesyuarat CDL CQI Fakulti Sains Sukan & Rekreasi (FSR) Bil 2/2024 dated 27/2/2025 5.2.5 (l) Sampel Laporan CGCT bagi Program SR243 Kod Kursus SPS270 Semester Mac-Julai 2025 5.2.5 (m) Sampel Dokumen Latihan Industri bagi Program SR243 Kod Kursus SPS270 Semester Mac-Julai 2025	5

		Besides that, the PLO achievement reports each semester for each academic program offered were prepared after the final examination results are announced. The HEP must ensure that the minimum target for PLO outcome achievement is 50% or according to the requirements of the program standards or program professional bodies. b) The University Educational Objectives (UEO) is a statement that explains the university's goal of producing graduates who are in line with the requirements of the National Education Philosophy. It encompasses the university's vision and mission in providing quality education, promoting research, and contributing to community development. UiTM educational objectives aim to produce graduates who: 1. are talented, possessing competencies that include knowledge, practical skills, and an attitude to meet the needs of the changing world of work. 2. have norms, values, and understanding that facilitate cooperation in the community and industry for nation-building and development, in line with social capital. 3. have talent that will catalyse social mobility in elevating the quality of life. UEO – PEO – PLO Alignment Each PLO which encompasses domains such as knowledge, cognitive and practical skills, interpersonal and communication skills, and ethics and professionalism is systematically mapped to the corresponding PEO and UEO. The alignment of UEO – PEO – PLO – CLO is important to ensure the consistency and effectiveness of program offerings at UiTM where assessing course learning outcomes (CLO) ensures the achievement of PLO and subsequently PEO, supporting the overall UEO.	5.2.5 (n) Laporan Program Outbound International Cross-Cultural Sport Education Exchange (ICCSEE) & ISPESH 2025 5.2.5 (o) Sampel Collaborative Teaching bagi Program AS 222/AS242 5.2.5 (p) Sampel Program Outbound/Inbound bagi Program AS222/AS242 5.2.5 (q) Sampel Dokumen Latihan Industri bagi Program AS222/AS242 5.2.5 (r) Sampel Laporan CGCT bagi Program AS114 Semester Oktober 2024-Februari 2025 5.2.5 (s) Laporan Penuh Program Tech Trec MIC344 5.2.5 (t) Laporan Pengukuran dan Pencapaian CLO dan PLO bagi Program AS114 5.2.5 (u) Laporan Kebolehpasaran Graduan AS114	

		Besides that, the HEP determines the achievement of its educational objectives through multiple evaluation mechanisms, including students' academic performance, industry engagement, graduate employability, and community involvement. Students' academic achievement is measured through continuous and summative assessments such as assignments, examinations, projects, and industrial training. These assessments evaluate students' mastery of knowledge, practical skills, and professional attitudes, ensuring graduates possess the competencies required to meet the demands of the evolving workforce. In addition, the HEP evaluates graduate readiness through industrial training, employer feedback, and graduate tracer studies, which provide insights into graduates' employability, professional competencies, and adaptability in the workplace. The institution also promotes inbound and outbound mobility programmes, industry collaborations, and community engagement initiatives to enhance students' global exposure, social responsibility, and collaborative skills. These activities support the development of graduates who possess strong values, teamwork abilities, and the capacity to contribute to community and national development. The effectiveness of these initiatives is continuously monitored through programme review processes and stakeholder feedback, ensuring that the educational objectives remain relevant and aligned with industry and societal needs.		
5.2.6	(a) Describe the factors considered when analysing student progression and performance for the purpose of programme review and evaluation, including but not limited to passing, graduation, attrition and employment rates. (b) Explain how these analyses are discussed and deliberated during the programme review and evaluation processes, and how they are used to support continual quality improvement.	The review and evaluation processes for programmes must include student progression and performance analysis, covering 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)	4.1.3 (a) Graduate Employability Report 2022 4.1.3 (b) Industrial Training Assessment Report _AS118 4.1.3 (c) Industrial Training Assessment Report _AS116 4.1.3 (d) Dokumen Semakan Kurikulum AS114 4.1.3 (e) Dokumen Semakan Kurikulum AS116	5

5.2.7	(a) Describe the mechanisms for presenting the results of the programme review and evaluation, including areas of concern and areas for improvement, to the highest relevant authorities in the HEP. (b) Explain the types of decisions that may be made by these authorities for the purpose of maintaining continual quality improvement of the programmes under review and assuring the overall quality of the HEP's programmes. (c) If a programme falls under the purview of a statutory professional body that regulates a separate accreditation process, explain how continual quality improvement and other IQA processes are managed and maintained within the HEP to complement the accreditation process conducted by the relevant professional body.	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 (b) 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
5.2.8	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-09 reports and ePSRR reports for all programs across its three campuses. Out of the 24 programs offered at UiTMCNS, 2 programs have not completed the PSRR with clear evidence, missing evidence (no evidence provided) and some of the evidence were outdated. The comment has been reported and returned to the programmes for correction.	Template for PSRR Monitoring Reports	4

5.3: INVOLVEMENT OF STAKEHOLDERS AND EDUCATIONAL EXPERTS

No	Standard	PTJ's Feedback	Evidences	Attainment Level
5.3.1	(a) Describe the platforms and processes provided by the HEP to engage with relevant stakeholders, such as alumni, employers and professional bodies and other related associations, in order to maintain the currency and relevance of its programmes. (b) State the existing mechanisms utilised at the programme level to obtain feedback from stakeholders, including alumni and employers, for use.	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
5.3.2	(a) Describe the platforms and processes provided by the HEP to engage with educational experts, which may include programme assessors, to gather their feedback and recommendations for programme improvement. (b) Explain how this feedback and these recommendations are considered for the purpose of quality assurance and continual quality	a) The HEP may engage with stakeholders by conducting a market needs analysis to ensure that the programme remains relevant and meets current needs. The market needs analysis must include a Roundtable Discussion (RTD) involving panels comprising representatives from industry or relevant agencies, employers, and potential students or alumni. This engagement is intended to gather feedback and insights on industry needs and programme relevance. For the purpose of curriculum review, the market needs analysis must obtain a minimum of 30 respondents to ensure adequate stakeholder representation. The market need analysis must adhere to the following respondent composition: 30% alumni and potential students, 30% industry representatives and employers, and 40% current students. In addition, HEP engages educational experts through RTD to gather feedback and recommendations for improving program quality. HEP also engage with programme assessors through Audit Pematuhan IQA04 to ensure compliance with quality assurance standards. These efforts help enhance curriculum effectiveness and support continuous program improvement.	5.3.2 (a) Emel Jemputan Penilai Luar ke Perbincangan Semakan Kurikulum Program PRA Diploma Sains (AS007 008 DAN AS002 003) 2024 2025 dated 19/5/2025 5.3.2 (b) Laporan Audit Pematuhan Program Negeri Sembilan AS222 (IQA04) 5.3.2 (c) Laporan Audit Pematuhan Program Sarjana Muda Sains Sukan SR243 UiTMCNS (IQA04) 5.3.2 (d) Laporan IQA09, AS116 Conversion TVET September 2025 5.3.2 (e) Alumni Survey bagi Program SR243 5.3.2 (f) Industry Survey bagi Program SR243 5.3.2 (g) Minit Mesyuarat Semakan Kurikulum AS114 (Jawatankuasa Analisa Data) 5.3.2 (h) Laporan Penuh Analisa Keperluan Pasaran Untuk Semakan Kurikulum AS114 2024	5

		b) The feedback and recommendations obtained from stakeholders and educational experts are reviewed and analysed by the HEP. The findings are discussed during RTD to identify areas for improvement. In this session, stakeholder representatives shared their views on industry needs, skills that graduates need to master, and potential collaboration between institutions and industry. The main objective of this session was to obtain the latest feedback and discuss improvement to ensure the curriculum remains relevant and able to meet current market needs.		
5.3.3	Describe the mechanisms for systematically analysing and documenting stakeholder feedback during the programme review and evaluation processes, and explain how the resulting changes to the programmes are disseminated to stakeholders.	Input from stakeholders was taken into account to ensure that the programme remains relevant. The stakeholders such as alumni, industry and external examiners are systematically engaged through RTD, and external examiner reports. Feedback from RTD is analysed to detect strengths and areas for improvement. All findings are documented in curriculum review reports. This structured feedback ensures that curriculum updates are aligned with industry and academic standards, and stakeholder expectations. The resulting changes to the programmes are disseminated to stakeholders through RTD.	5.3.3 (a) Surat Jemputan sebagai Penilai Luar AS007 (En. Amirulnizar-Alumni) dated 28/4/2025 5.3.3 (b) Slide Analisa Dapatan Round Table Discussion (RTD) Semakan Kurikulum Diploma Mikrobiologi (AS114) dated 3/2/2025 5.3.3 (c) Minit Perbincangan Meja Bulat (RTD) Program AS114 Semakan Kurikulum 2024/2025 UiTMCNS dated 20/1/2025 5.3.3 (d) Gambar Sesi RTD Program AS114 dated 20/1/2025 5.3.3 (e) Sampel Borang Maklum Balas Pelaksanaan Kurikulum Program Diploma Mikrobiologi (AS114)	4

5.4: QUALITY IMPROVEMENT AND ENHANCEMENT

No	Standard	PTJ's Feedback	Evidences	Attainment Level
5.4.1	(a) Describe how the HEP, through the department or unit responsible for the IQA system, promotes a quality culture to assure quality in education, research, service and institutional management. (b) Explain the extent to which this quality culture promotion involves participatory and cooperative processes across all levels within the HEP.	The quality culture is promoted by organizing Mini OE and KIK competitions to ensure that the staff of UiTMCNS 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 UiTMCNS 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 UiTMCNS 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 Maklum Balas Pelanggan - PK.UiTM.CNS(P).09 4.3.2 (f) Prosedur Audit Dalam - PK.UiTM.KNS.(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 (i) Email Pertandingan Mini Kumpulan Inovatif dan Kreatif (KIK) dan Kecemerlangan Operasi (OE) Tahun 2025 dated 27/10/2025 4.3.2 (j) Email Jom Budayakan EKSA dated 16/5/2025 4.3.2 (k) Email Bengkel Penulisan dan Penyelarasan Laporan AKNC 2025 dated 7/3/2025 4.3.2 (l) Surat Lantikan Sebagai Auditor bagi Audit Dalam 2025 dated 25/8/2025 4.3.2 (m) Email Jemputan ke Bengkel Pemantapan Auditor Audit Dalam Siri 1/2025 UiTMCNS dated 7/7/2025 4.3.2 (n) Email Hebahan EKSA: Jom Cipta Ruang Kerja yang Bersih dan Menyenangkan dated 2/7/2025	5

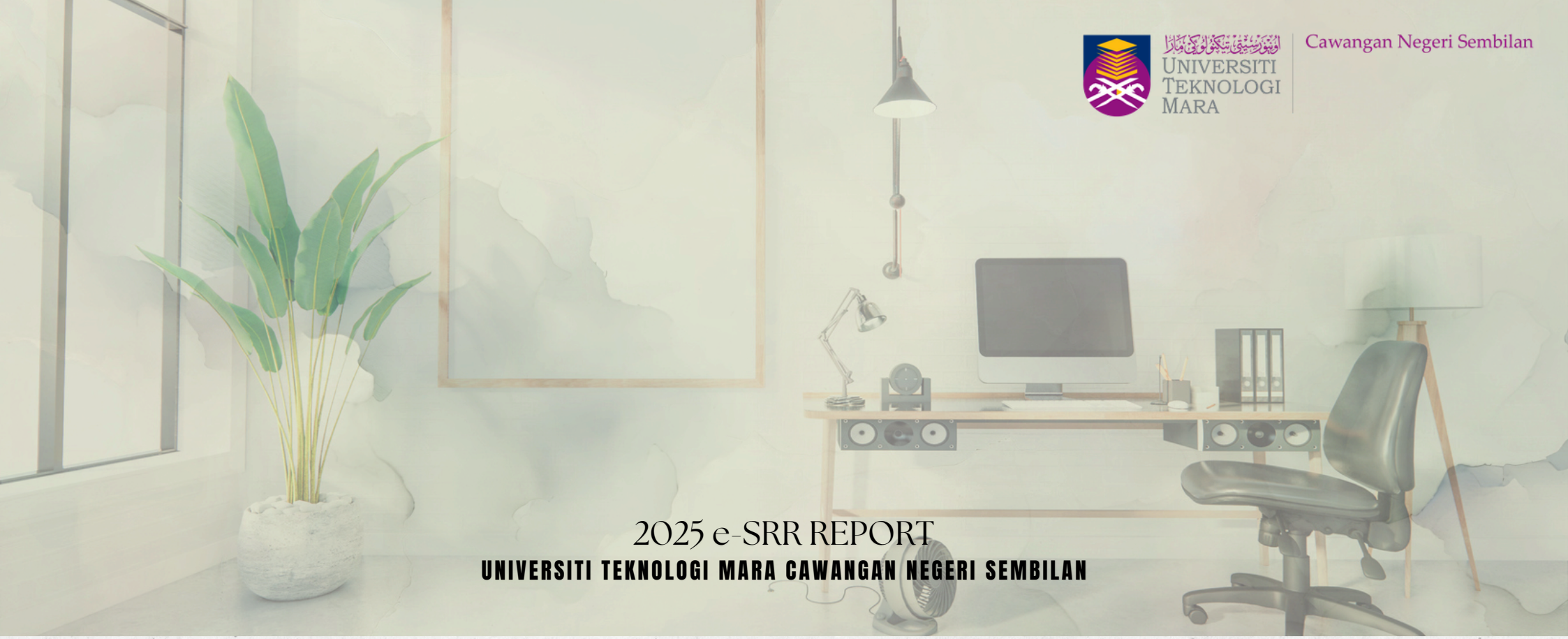
No	Standard	PTJ's Feedback	Evidences	Attainment Level
			4.3.2 (o) Email Hebahan Pertandingan Ekosistem Kondusif Sektor Awam (EKSA 2024) "Pembudayaan EKSA, Pemacu Kualiti dan Produktiviti" dated 8/9/2025 4.3.2 (p) Email Hebahan berkenaan Testimoni Peserta KIK UiTMCNS dated 28/5/2025 4.3.2 (q) Email Pemakluman Tarikh Akhir Penghantaran Laporan Anugerah Kualiti Rektor Antara Bahagian (AKRAB) 2025 dated 31/10/2025 4.3.2 (r) Email pencarian penulis bagi Laporan Anugerah Kualiti Naib Canselor (AKNC) 2025 dated 2/1/2025 4.3.2 (s) Poster Kemenangan Kumpulan Thrive Squad dalam Konvensyen KIK Peringkat UiTM 2025	5
5.4.2	(a) Describe the mechanisms used by the HEP to implement recommendations for quality improvement and to formulate plans for quality enhancement. (b) Explain how these recommendations and plans are linked to the HEP's institutional goals and strategic objectives.	Unit Pengurusan Kualiti (UPK) has begun organizing various quality assurance activities, including OE competition and KIK competition, Hari Kemuncak Inovasi, and Audit Dalam 2025 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. UiTMCNS 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, UiTMCNS 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) Laporan Audit Dalam 2025 4.3.3 (b) Minit Mesyuarat MKSP ke 14 (1/2025) dated 6/1/2025 4.3.3 (c) Minit Mesyuarat MKSP ke 15 (2/2025) dated 7/7/2025 4.3.3 (d) Laporan Pemantauan Peperiksaan Sesi Mac-Julai 2025 UiTMCNS (Pengurusan & Fasiliti) 4.3.3 (e) Minit Mesyuarat Unit Pengurusan Kualiti Bil. 6/2025 dated 11/3/2025 4.3.3 (f) Takwim Unit Pengurusan Kualiti 2025 4.3.3 (g) Slide Laporan Data Pencapaian PI SAP 2025 UiTMCNS 4.3.3 (h) Email Hebahan Pertandingan Mini Kumpulan Inovatif dan Kreatif (KIK) dan Kecemerlangan Operasi (OE) Tahun 2025 4.3.3 (i) Email Jemputan ke Majlis Hari Inovasi 2025 UiTMCNS 4.3.3 (j) Template Projek Inisiatif SAP UiTMCNS 2025	5

PSRR MONITORING REPORTS

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
1	DIPLOMA MIKROBIOLOGI	AS114	Complete	1. Clear explanation on the feedback 2. Current evidences were provided to support the programme feedback
2	DIPLOMA TEKNOLOGI MAKANAN	AS116	Complete	Laporan IQA09 (TVET)
3	DIPLOMA TEKNOLOGI TEKSTIL DAN PAKAIAN	AS122	Complete	1. Wrong calculation for lecturer students ratio (must include servicing and PTFT lecturers)
4	DIPLOMA PENGURUSAN HALAL	IC120	Not Complete	1. Some of the evidences link are not supported. 2. No evidence on the flow of curriculum review. 3. Most of the evidences are outdated - not the current data 4. Most of the clauses - no marks on rating scale 5. No evidences that support OBE for this program 6. Not attach current ATS
5	SARJANA MUDA SAINS BIOLOGI (KEPUJIAN)	AS201/AS211	Complete	1. Clear explanation on the feedback 2. Some of the evidences are outdated 3. Need to stadardized the evidence format
6	SARJANA MUDA SAINS KIMIA (KEPUJIAN)	AS222/AS242	Complete	1. Provides more samples on subject information 2. Provides the lecturer students ratio
7	SARJANA MUDA SAINS DAN TEKNOLOGI MAKANAN DENGAN KEPUJIAN	AS246/AS266	Complete	1. Provides the lecturer students ratio 2. Fill in the evidence list in the template 3. Missing evidence for clause 1.1d 4. Need to attach the OBE training attended by the academic staffs
8	PRA DIPLOMA SAINS (STEM C DAN SASTERA)	AS002/AS003	Not Complete	1. Program need to standardized the numbering in list of evidence
9	PRA DIPLOMA SAINS	AS007/AS008	Complete	1. Program need to standardized the numbering in list of evidence
10	PRA DIPLOMA PENGAJIAN ISLAM	IC001/IC002	Not Complete	1. Program need to standardized the numbering in list of evidence 2. Some of the evidence are missing - clause 1.2 & 3.4

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
11	DIPLOMA SAINS AKTUARI	CS112/CDCS112	Complete	1. Clear explanation on PTJ feedback. Complete evidences attach for area 5 and 6. 2. Clause 1.1: no current reports on EES (attach EES report for Oct2023-Feb2024) 3. Clause 1.2: no evidences supported except clause 1.2.5 , but still attach EES report for Oct2023-Feb2024 4. No document on on-going curriculum review (the flow of the process) 5. No current PLOa report (attach for year 2024) 6. No endorsement on validation minutes of meeting, program reports 7. Clause 1.4: wrong numbering on evidences 8. Clause 2.3.4: no evidence for year 2025 9. Clause 3.3: attach 2024 JAN minutes of meeting 10. Clause 3.4: attach laporan kaji selidik graduan alumni for year 2023 11. Clause 4.4: attach peruntukan latihan for year 2021-2023
12	SARJANA MUDA SAINS (KEPUJIAN) STATISTIK	CS241/CDCS241/ CS261	Complete	1. Clause 1.3,1.4 and 2.1: no reporting on this programme for CDL-CQI report for Mac-Ogos 2025 session 2. Clause 1.3 and 1.4: no endorsement on minit mesyuarat validasi
13	SARJANA MUDA SAINS (KEPUJIAN) MATEMATIK PENGURUSAN	CS248/CDCS248	Not Complete	1. Clear explanation. Complete evidences on area 2 2. Clause 1.2: attach minit mesyuarat semakan kurikulum bil.4/2023 3. Clause 2.1: CDL-CQI report and PLOA report for Okt2024-Feb2025 session - wrong faculty and program name 4. Clause 2.3: not attach the latest surat jemputan semakan kurikulum 5. Need to recheck the evidence list and evidence in folder
14	SARJANA MUDA SAINS (KEPUJIAN) MATEMATIK	CS249/CDCS249	Complete	1. No supporting document on curriculum review process. e.g: RTD discussion 2. 1.2 (e) any files in this folder? 3. Evidence arangement and rename of the file in the template is not equivalent with GD folder. 4.Curriculum review process is not included
15	DIPLOMA PENGURUSAN SUKAN DAN REKREASI	SR111	Complete	1. Need to update the evidence name (evidence name in template must equivalent evidence in GD). 2. Wrong calculation for lecturer students ratio
16	DIPLOMA PENGAJIAN SUKAN	SR113	Complete	1. Need to update the evidence name (evidence name in template must equivalent evidence in GD). 2. Wrong calculation for lecturer students ratio 3. Program need to standardized the numbering in list of evidence

No	Programme Name	Programme Code	PSRR Status	Summary of PSRR Findings (Issues and Advantages)
17	SARJANA MUDA PENGURUSAN SUKAN (KEPUJIAN)	SR241	Complete	1. Need to update the evidence name (evidence name in template must equivalent evidence in GD). 2. Wrong calculation for lecturer students ratio 3. Program need to standardized the numbering in list of evidence 4. Minutes of meeting provided were outdated.
18	SARJANA MUDA SAINS SUKAN (KEPUJIAN)	SR243	Complete	1. Need to update the evidence name (evidence name in template must equivalent evidence in GD). 2. Wrong calculation for lecturer students ratio 3. Program need to standardized the numbering in list of evidence 4. Minutes of meeting provided were outdated.
19	DIPLOMA PENGAJIAN PERNIAGAAN	BA111	Complete	1. No CDL CQI report for session 20244, 20252 & 20254 2. Need to update the current evidence and rearrange the formating of the report 3. No lecturer student ratio 20252 session and the calculation includes BA119 program (for 20254 session)
20	DIPLOMA PENGAJIAN PERBANKAN	BA119	Complete	1. Need to update the current evidence and rearrange the formating of the report 2. Clause 2.3 - attach RSS form, recheck process or flowchart , any monitoring process 3. No lecturer student ratio 20252 session and the calculation includes BA111 program (for 20254 session)
21	DIPLOMA PENGURUSAN MAKLUMAT	CDIM110 /SI110	Complete	Clear explanation and supported by the evidences. However, certain evidence need to be update and add on the samples number of the evidence.
22	SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN PERPUSTAKAAN	CDIM260 /SI260	Complete	Clear explanation and supported by the evidences. However, certain evidence need to be update and add on the samples number of the evidence.
23	DIPLOMA KOMUNIKASI DAN MEDIA	MC110	Complete	1. Most of the clauses - no marks on rating scale 2. List of evidence and evidence in folder are not parallel 3. No external examiner report on curriculum review 4. No student enrolment data for year 2025 5. Some of the evidence folder are empty
24	SARJANA MUDA KOMUNIKASI MASSA (KEPUJIAN) PENYIARAN	MC243	Complete	1. Most of the clauses - no marks on rating scale 2. No document on curriculum review 3. Evidence is not well organized



Cawangan Negeri Sembilan

2025 e-SRR REPORT

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

2025 Self-Review Report UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

eISBN 978-629-7989-07-5

9 786297 989075

UiTM Cawangan N. Sembilan, Kampus Seremban

(online)