

THE CORNERSTONE OF EXCELLENCE:

QUALITY PROCEDURES IN THE FACULTY OF PHARMACY

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Procedures and their compliance serve as a cornerstone of the smooth and effective functioning of an academic institution. At the Faculty of Pharmacy, the *Manual Kualiti* acts as the primary reference for procedures that have been carefully developed to ensure accountability, consistency, and compliance with both university standards and professional requirements. These procedures cover a wide range of administrative and academic matters, providing clear and actionable guidance for all faculty members.

It is pertinent for all faculty members to familiarise themselves with these procedures and to apply them consistently. Compliance with established procedures not only ensures efficiency but also helps minimise errors, avoid miscommunication and prevent unnecessary delays in executing academic or administrative tasks.

Adherence to proper procedures also reflects a commitment to professionalism, transparency, and continuous quality improvement, ensuring that all operations within the faculty meet the expectations of both internal and external stakeholders.

A comprehensive list of official procedures, including relevant details, is readily available for reference. This list can be accessed through the Faculty of Pharmacy website, at the following link:

**CLICK
HERE**

*SENARAI PROSEDUR PENGURUSAN & OPERASI
FAKULTI FARMASI, UiTM PUNCAK ALAM*

By following the aforementioned procedures, faculty members are guided by the most current and approved processes when making decisions or carrying out tasks.

To conclude, adherence to established procedures is a shared responsibility that contributes to the overall effectiveness of our faculty. All members are strongly encouraged to refer to the available documents and to make it a practice to align their actions with the described procedures. For further information or clarification, the respective procedure owner may be contacted directly.



SENARAI PROSEDUR PENGURUSAN & OPERASI FAKULTI FARMASI, UiTM PUNCAK ALAM

Ringkasan Prosedur Pengurusan & Operasi Fakulti Farmasi

Dokumen ini merupakan ringkasan bagi semua Prosedur Pengurusan dan Operasi yang dijalankan di Fakulti Farmasi, UiTM Puncak Alam, untuk rujukan semua warga fakulti. Perincian bagi setiap prosedur boleh didapati di Bilik Mesyuarat Fakulti Farmasi dengan merujuk kepada pemegang prosedur yang berkaitan.

Senarai Prosedur Pengurusan:

KOD	NAMA PROSEDUR	PEMEGANG	BUKA SURAT
P-01	Prosedur Kawalan Dokumen	En Hamzah Aziz	3
P-02	Prosedur Kawalan Rekod		4
P-03	Prosedur Penyediaan Anggaran Belanjawan Dan Pengurusan Perolehan		5
P-04	Proses Kawalan Produk Yang Tidak Memenuhi Spesifikasi		6
P-05	Prosedur Peralatan Makmal Prosedur Penyelenggaraan Peralatan Makmal	En. Mohd Alimukhti Mansor	10
P-06	Prosedur Pengendalian Aduan dan Maklumbalas Pelanggan	En Hamzah Aziz	20
P-07	Prosedur Tindakan Pembetulan	Dr Nur Syamsi Ariffin	21
P-08	Prosedur Tindakan Pencegahan	PM, Dr. Lim Siong Meng	22
P-09	Prosedur Analisis Data		23
P-10	Prosedur Audit Dalam	PM, Dr. Lim Siong Meng	25
P-11	Prosedur Mesyuarat Kaji Semula Pengurusan	En Hamzah Aziz	26
P-12	Prosedur Caji Penggunaan Peralatan dan Fasilitas Fakulti	Pn Norhayati Mohd Zain	28

Ringkasan Prosedur Pengurusan & Operasi Fakulti Farmasi

Senarai Prosedur Operasi:

KOD	NAMA PROSEDUR	PEMEGANG	BUKA SURAT
O-01	Prosedur Pendaftaran Pelajar	Pn. Syahida Fathiah Ahmad Kamal	30
O-02	Prosedur Pendaftaran Kursus Pelajar	Dr. Siti Syairah Mohd Mutalip	32
O-03	Prosedur Penyediaan Jadual Waktu		33
O-04	Prosedur Semakan Kurikulum	Pn. Syahida Fathiah Ahmad Kamal	34
O-05	Prosedur Penyediaan Fail Kursus	Dr. Nur Wahida Zulkifli	35
O-06	Prosedur Pengendalian Kerja Kursus	Dr. Nur Wahida Zulkifli	36
O-07	Prosedur Pengendalian Latihan Praktik	En. Muhammad 'Izzuddin Zamery	37
O-08	Prosedur Pengendalian Projek Penyelidikan dan Manuskrip (Sarjana Muda)	Dr. Ruzianisra Mohamed	40
O-09	Prosedur Penyediaan Kertas Soalan Peperiksaan	Dr. Nur Wahida Zulkifli	41
O-10	Prosedur Pengendalian Peperiksaan Akhir	Dr. Nur Wahida Zulkifli	42
O-11	Prosedur Pengurusan Markah Peperiksaan	Cik Norashikin Jamal	43
O-12	Prosedur Penangguhan dan Menarik Diri Dari Pengajian	Pn. Siti Haida Ab Rahman	45
O-13	Prosedur Pengambilan Staf Tetap Dan Kontrak	Pn Nor Azlana Norli	49
O-14	Prosedur Laporan Diri Staf Baru		50
O-15	Prosedur Pengurusan Latihan	En Hamzah Aziz	51
O-16	Prosedur Pengambilan Pelajar Baharu Secara Temuduga (Ijazah)	Pn. Syahida Fathiah Ahmad Kamal	53
O-17	Prosedur Pengurusan Keputusan Peperiksaan Semester Akhir (Ijazah)		54
O-18	Prosedur Pemantauan Pasca Siswazah	Dr. Norkasih Ibrahim	55
O-19	Prosedur Pengendalian Latihan Praktik Pelajar 'Inbound'	PM Dr. Mohd Shahezwan Abd Wahab	56