**Senarai semak dan Borang yang diperlukan untuk KPI**

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| --- | --- | --- | --- |
| **Tarikh** | **Aktiviti** | **Tindakan** | **Senarai semak/Borang yang diperlukan** |
| 15/02/2021 (Isnin)-15/03/2021(Isnin) | Jawatankuasa Pengurusan Fakulti membuat audit lokasi sewaktu cuti semester | FQMC | TnL Facilities Audit Report[https://unimas.sharepoint.com/:w:/s/bjka/EX2DKIrk135IsVB2LvvMrREBbMwTkddi3jSMZb6d8BLsqw?e=4ox0M6](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EX2DKIrk135IsVB2LvvMrREBbMwTkddi3jSMZb6d8BLsqw?e=4ox0M6)Bengkel (Fakulti boleh mengadakan bengkel bila-bila masa sehingga 24 Oktober 2021):1. Workshop Best Practices on Academic Quality Assurance: **QR Code and Workshop Report**
2. OBE Workshop: **QR Code and Workshop Report**
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| 10/03/2021(Rabu) | Mesyuarat Senat Peperiksaan | Senat | Nil |
| 11/03/2021 (Khamis)-18/03/2021 (Khamis) | 1. Pensyarah menyediakan Fail Kursus (Sem 1 2020/2021)
2. PP Akademik menyediakan fail bukti pematuhan proses akademik
3. Penyelaras Pascasiswazah Penyelidikan menyediakan senarai status pelajar pascasiswazah secara penyelidikan dan status laporan kemajuan Sem 1 2020/2021
4. PP Akademik menyediakan Minit mesyuarat JK Pascasiswazah Fakulti Sem 1 2020/2021
 | Pensyarah, PP Akademik dan Penyelaras Pascasiswazah Penyelidikan Fakulti | Checklist Coursefile[https://unimas.sharepoint.com/:w:/s/bjka/EXBvdeTmQPRBitoU2HWx7vgB0BqI-m03K42UmIgWrmBYpw?e=6m26Wf](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EXBvdeTmQPRBitoU2HWx7vgB0BqI-m03K42UmIgWrmBYpw?e=6m26Wf)Senarai semak bukti pematuhan proses akademik[https://unimas.sharepoint.com/:b:/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh](https://unimas.sharepoint.com/%3Ab%3A/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh)Status pelajar pasacasiswazah (Nama pelajar, Nombor matrik, status (aktif/ telah mendaftar/ditangguhkan/semester etc)Status laporan kemajuan (Telah menghantar/ Tidak menghantar) |
| 19/03/2021 (Jumaat) -26/03/2021 (Jumaat) | Jawatankuasa Pengurusan Kualiti Akademik Fakulti mengaudit 1. Fail Kursus
2. Pematuhan Proses Akademik
3. Senarai status pelajar pascasiswazah secara penyelidikan dan status laporan kemajuan Sem 1 2020/2021
4. Minit mesyuarat JK Pascasiswazah Fakulti Sem 1 2020/2021
 | FQMC  | Coursefile Audit Report[https://unimas.sharepoint.com/:w:/s/bjka/EX6osFfhuDVKjg6lPNHZy0UBLjA0KBj-V4Ek2sKfeEvyUw?e=7pWKyp](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EX6osFfhuDVKjg6lPNHZy0UBLjA0KBj-V4Ek2sKfeEvyUw?e=7pWKyp)Senarai semak bukti pematuhan proses akademik[https://unimas.sharepoint.com/:b:/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh](https://unimas.sharepoint.com/%3Ab%3A/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh) |
| 06/10/2021 | Mesyuarat Senat Peperiksaan | Senat |  |
| 07/10/2021(Khamis)-14/10/2021 (Khamis) | 1. Pensyarah menyediakan Fail Kursus (Sem 1 2020/2021)
2. PP Akademik menyediakan fail bukti pematuhan proses akademik
3. Penyelaras Pascasiswazah Penyelidikan menyediakan senarai status pelajar pascasiswazah secara penyelidikan dan status laporan kemajuan Sem 1 2020/2021
4. PP Akademik menyediakan Minit mesyuarat JK Pascasiswazah Fakulti Sem 1 2020/2021
5. Mesyuarat Penulisan PSAR peringkat fakulti
 | Pensyarah, PP Akademik, Penyelaras Pascasiswazah Penyelidikan Fakulti, FQMC dan Penyelaras Program secara kerja kursus | Checklist Coursefile[https://unimas.sharepoint.com/:w:/s/bjka/EXBvdeTmQPRBitoU2HWx7vgB0BqI-m03K42UmIgWrmBYpw?e=6m26Wf](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EXBvdeTmQPRBitoU2HWx7vgB0BqI-m03K42UmIgWrmBYpw?e=6m26Wf)Senarai semak bukti pematuhan proses akademik[https://unimas.sharepoint.com/:b:/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh](https://unimas.sharepoint.com/%3Ab%3A/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh)Status pelajar pasacasiswazah (Nama pelajar, Nombor matrik, status (aktif/ telah mendaftar/ditangguhkan/semester etc)Status laporan kemajuan (Telah menghantar/ Tidak menghantar)PSAR[https://unimas.sharepoint.com/:x:/s/bjka/Ed6MnhgWjVFAlxNP2dQmCi8Be2o\_ZZyMNqSiW5-MbUYmwQ?e=M5lx54](https://unimas.sharepoint.com/%3Ax%3A/s/bjka/Ed6MnhgWjVFAlxNP2dQmCi8Be2o_ZZyMNqSiW5-MbUYmwQ?e=M5lx54)If PSAR error occured:[https://unimas.sharepoint.com/:w:/s/bjka/EWJy9KPj\_JtFhDWuaFEPvCYBAS8sqLddnHP5CZ5t-RpdAQ?e=iek2iS](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EWJy9KPj_JtFhDWuaFEPvCYBAS8sqLddnHP5CZ5t-RpdAQ?e=iek2iS)PSAR feedback:[https://unimas.sharepoint.com/:f:/s/bjka/EiUJfXzhgGxHsRK2jIL-B\_QBPwT1lX8Ht1lcLuc4vIUKkQ?e=NKAg8p](https://unimas.sharepoint.com/%3Af%3A/s/bjka/EiUJfXzhgGxHsRK2jIL-B_QBPwT1lX8Ht1lcLuc4vIUKkQ?e=NKAg8p)(perlu juga menyertakan bukti yang berkaitan) |
| 15/10/2021 (Jumaat)-22/10/2021(Jumaat) | Jawatankuasa Pengurusan Kualiti Akademik Fakulti mengaudit 1. Fail Kursus
2. Pematuhan Proses Akademik
3. Senarai status pelajar pascasiswazah secara penyelidikan dan status laporan kemajuan Sem 1 2020/2021
4. Minit mesyuarat JK Pascasiswazah Fakulti Sem 1 2020/2021
 | FQMC | Coursefile Audit Report[https://unimas.sharepoint.com/:w:/s/bjka/EX6osFfhuDVKjg6lPNHZy0UBLjA0KBj-V4Ek2sKfeEvyUw?e=7pWKyp](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/EX6osFfhuDVKjg6lPNHZy0UBLjA0KBj-V4Ek2sKfeEvyUw?e=7pWKyp)Senarai semak bukti pematuhan proses akademik[https://unimas.sharepoint.com/:b:/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh](https://unimas.sharepoint.com/%3Ab%3A/s/bjka/EX6wfASZuzRPkT-LpVJu1YYBFDnsaUJihXcwBdu9LbA-Lg?e=YLygLh) |
| 25/10/2021 (Isnin) | Fakulti memuatnaik semua dokumen yang diperlukan dalam folder yang disediakan oleh BJKA  | FQMC | Laporan Tahunan FQMC:[https://unimas.sharepoint.com/:w:/s/bjka/Eb8QbRC9aqRFrhnuGLNJX2UBBiE8Dm9hKZqRjuyqcOFtqQ?e=iidu2I](https://unimas.sharepoint.com/%3Aw%3A/s/bjka/Eb8QbRC9aqRFrhnuGLNJX2UBBiE8Dm9hKZqRjuyqcOFtqQ?e=iidu2I)Semua dokumen perlu dimuatnaik dalam folder fakulti masing-masing:[https://unimas.sharepoint.com/:f:/s/bjka/EtAmUPoAZmtPqxsFUaVTOHIBznNE9bcge7MubnIsmY-WSg?e=DcdX8O](https://unimas.sharepoint.com/%3Af%3A/s/bjka/EtAmUPoAZmtPqxsFUaVTOHIBznNE9bcge7MubnIsmY-WSg?e=DcdX8O) |