

**AREA 7: PROGRAMME MONITORING AND REVIEW**

<b>ISSUE</b>	<b>ACTION</b>
<b>Strengths of the HEP in meeting its goals</b>	<ol style="list-style-type: none"> <li>1. UTeM has established the mechanism of programme monitoring and review that is standardised through ISO Quality Manual.</li> <li>2. Programme monitoring and review performed at least once a year for minor improvement and every 4 years (complete cycle) for major improvement.</li> <li>3. Monitoring and review processes engage all stakeholders, including students, lecturers, visiting professors, industries as well as external examiners.</li> <li>4. Student performance and progression are evaluated continuously through integrated and computerized system (SMP) and closely monitored by the JK Penasihat Akademik.</li> <li>5. Programmes accredited by Professional Bodies (e.g. BEM).</li> </ol>
<b>Areas of concern that need to be addressed</b>	<ol style="list-style-type: none"> <li>1. Government policies that may change anytime in term of programme adjustment such as curriculum structure and duration.</li> <li>2. Comprehensive inputs from all stakeholders are crucial to be collected (example: parents views are not properly collected).</li> <li>3. Slow action taken by external examiner regarding feedbacks on final exam papers and</li> </ol>

ISSUE	ACTION
	<p>programme review.</p> <p>4. Misunderstanding of technical education concept to professionals.</p> <p>5. Industry panels mostly concern on the soft skills of graduates especially on communication skills and teamwork.</p>
<b>Strategies for maintaining and enhancing its strengths</b>	<p>1. Continual Quality Improvement (CQI) of the programme monitoring and review process with continuous improvement of ISO documents.</p> <p>2. Encourage more engagement from industries and professionals in the advisory board panels especially captains of industries.</p> <p>3. To update the programme contents with current and future trends of technology advancement.</p> <p>4. Organizing CQI process of programme review periodically to maintain the accreditation and relevancy of the programme.</p>
<b>Steps that have been taken to address the problems areas</b>	<p>1. Time frame must be set up to take action to whatever problem raised by the stakeholders and appoint the Person-in-Charge for action.</p> <p>2. Establish more comprehensive mechanism for data collection from stakeholders by organizing</p>

ISSUE	ACTION
	<p>special events to attract involvement of stakeholders such as Faculty Open Day and Dinner with Industries and industrial talks.</p> <p>3. University have organized motivation courses for students to improve their academic performance and employability programmes to increase their generic skills quality.</p>