



Always A Pioneer, Always Ahead

# File course maintenance for ISO 9000 and Accreditation (MQA-EAC-ETAC)

13<sup>th</sup> August 2020

By,  
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Faculty of Manufacturing Engineering, UTeM.

Organised by,  
CAES, UTeM.



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# UTeM

UNIVERSITI TEKNIKAL MALAYSIA MELAKA



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## Learning Outcomes

1

Understanding UTeM's Quality Management System (QMS – ISO 9001:2015) in the aspect of Teaching and Learning.

2

Providing a complete file course that compliance for audits (ISO 9000 and accreditation).



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OUTLINES

- INTRODUCTION – ISO 9000 QMS; MQA; EAC; ETAC
- Procedures of Teaching and Learning (ISO 9001:2015)
- Contents of Course File
- Hot spots by ISO auditor; Accreditation auditor.
- Q&A



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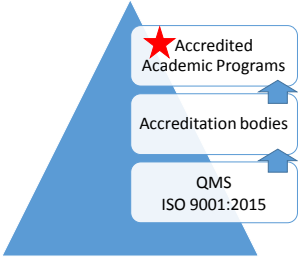
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INTRODUCTION





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INTRODUCTION





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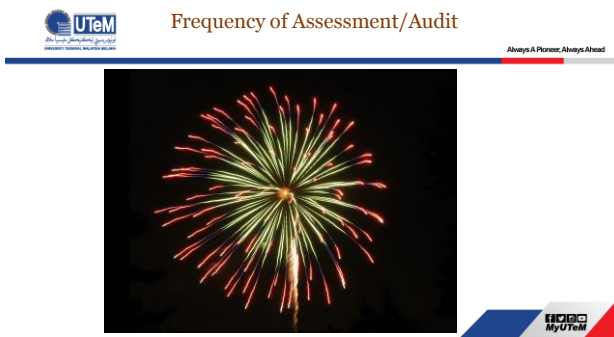
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PROCEDURES OF TEACHING AND LEARNING  
QMS ISO 9001:2015

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UTeM logo and header information.

Header: **Proses Kerja / Kegiatan dan Perencanaan**  
Nama: **UTeM**  
No. Dokumen: **ST/001/01/001**

Section: **PROSEDUR KERJA**  
Nama: **DR. MUHAMMAD NUR**  
Jabatan: **MANAJER PEMBELAJARAN**  
Tgl. Revisi: **01**

Section: **REVISI / PERUBAHAN**  
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TEACHING PLAN/e-TEACHING PLAN

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Update Teaching Plan!!!  
At least:  
- Session.  
- Semester.  
- Continuous Quality Improvement, CQI.  
- Detail schedule for 14 weeks or 7 weeks.



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TEACHING PLAN/e-TEACHING PLAN

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**Audit Interest**

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QMS ISO 9001:2015	ACCREDITATION
1- CQI	1- CQI
2- Approval processes (before Week 1, in Week 8, and in Week 16)	2- CLO and its mapping to Program outcomes, POs.
	3- Syllabus
	4- Updated references
	4- Course works details
	5- SLT

**REMARK:**  
Approval at faculty level is **COMPULSORY**.



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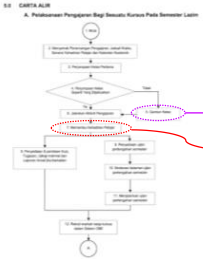
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**IMPLEMENTATION OF TEACHING AND LEARNING**


UTeM's Procedure [QMS ISO 9001:2015]

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**Replacement class!!!**  
- Notice to students is **COMPULSORY**.  
**Method:**  
- U-learn under Announcement activity.  
**Details:**  
1- Which class to be replace (Date & Time)  
2- Replacement details (Date, Time, Venue)

**Monitoring students attendance!!!**  
- **COMPULSORY!!!**  
**REMARKS:**  
1- Print attendance list (Week 1, Week 4/5)  
2- Absence without acceptable reason is counted as absent.  
3- Issue warning letter for **THREE TIMES** absence.  
4- **BAR** student from **FINAL EXAM** for attendance less than **80%**



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**IMPLEMENTATION OF TEACHING AND LEARNING**

UTeM's Procedure [QMS ISO 9001:2015]


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**WARNING**

**LETTER**



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### IMPLEMENTATION OF TEACHING AND LEARNING

UTeM's Procedure [QMS ISO 9001:2015]

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Submit to Administration Office in Week  
12  
W1-----W8----W12--W15-W16--W18



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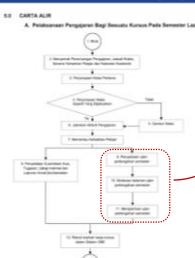
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### IMPLEMENTATION OF TEACHING AND LEARNING

UTeM's Procedure [QMS ISO 9001:2015]

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**Mid-Semester Exam**  
Moderation/vetting process is **COMPULSORY**.

**When?**  
W1-----W8-W9-W10

**List of Evidences;**

- 1- Draft of exam paper.
- 2- Answer scheme and scheme marks.
- 3- Vetting forms
  - a. Peer vetting
  - b. Faculty vetting
- 4- Taxonomy bloom



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### IMPLEMENTATION OF TEACHING AND LEARNING

UTeM's Procedure [QMS ISO 9001:2015]


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**Key-in course works mark.**

W1-----W8---W13

To allow students make decision either to proceed or drop the course.



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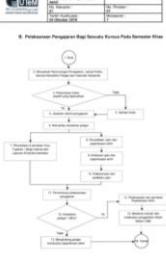
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IMPLEMENTATION OF TEACHING AND  
LEARNING  
- UTeM's Procedure [QMS ISO 9001:2015]


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Similar procedures for Short Semester or Semester 3

W1---W4---W7-W8(Final exam)

July and August



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Contents of Course File  
- The checklist -

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Audit Interest

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QMS ISO 9001:2015	ACCREDITATION
1- Availability of documents	1- Availability of documents.
2- Validity of documents	2- How the process has been conducted.
	3- Actions taken for improvements.
	4- Fulfillment to accreditation standards.



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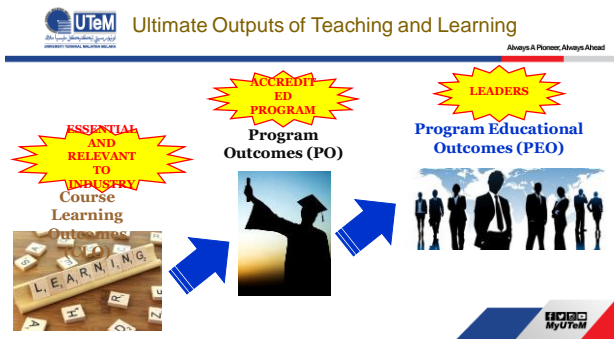
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