UNIVERSITI TEKNOLOGI MARA — Institut Kualiti dan Pengembangan Ilmu

AUDIT PLAN
INTEGRATED QUALITY MANAGEMENT SYSTEM (iQMS)

DATE   :   **30 November 2021 - 2 Disember 2021**

VENUE   :   **Arshad Ayub Graduate Business School (AAGBS)**

PANEL ASSESSOR   :

i.   **Prof. Madya Sr Dr. Thuraya Mohd, Ketua Unit Pengurusan Kualiti, UiTM Cawangan Perak (Lead Assessor)**

ii.   **Ir. Dr. Nurulhuda Abd Rahman, Pensyarah Kanan, Fakulti Perakaunan**

iii.   **Prof. Madya Ts. Ir. Dr. Bulan Abdullah, Pensyarah, Kolej Pengajian Kejuruteraan (Bidang Mekanikal)**

TIME	DAY 1	AUDITEE	DAY 2	DAY 3
8.30 am	Panel of Assessors discussion		Interview with Auditees/ Site visit/ Demonstration/ Observation/ Review Documents	Interview with Auditees/ Site visit/ Demonstration/ Observation/ Review Documents
9:00 am	**Opening meeting** • Presentation by the Dean / Rector • Briefing of audit by the Auditor.	Dean / Rector Top Management Heads of Departments Administrators		
9:30 am	Review of previous audit findings (ER Cycle 4).	Dean / Rector Top Management Heads of Departments		
10.30 am	Break			

1

10:45 am	Review of previous audit findings (ER Cycle 4).	Dean / Rector Top Management Heads of Departments	Interview with Auditees/ Site visit/ Demonstration/ Observation/ Review Documents	• Panel of Assessors' Discussion • Preparation Report for Exit Meeting
1.00 pm	**Lunch Break**			
2:00 pm	***Area 1: Institutional Leadership and Governance*** • Review Documents • Analysis Evidences Interview with Auditees	Dean / Rector Top Management Heads of Departments	Interview with Auditees/ Site visit/ Demonstration/ Observation/ Review Documents	• Panel of Assessors' Discussion • Preparation Report for Exit Meeting
	Area 2: Academic Development and Management • Review Documents • Analysis Evidences Interview with Auditees	Deputy Dean / Rector Heads of Departments Academic Staff		
	Area 3: Talent and Resources • Review Documents • Analysis Evidences Interview with Auditees	Heads of Departments Administrator Academic Staff Students		
3:00 pm	***Area 4: Continual Quality Improvement and Sustainability*** • Review Documents • Analysis Evidences Interview with Auditees	Dean / Rector Top Management Heads of Departments Administrator		Exit Meeting
5:00 pm	**End of Day 1**		**End of Day 2**	**End of Day 3**

COPIA AREA	PERSON IN CHARGE
AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE AREA 4: CONTINUAL QUALITY IMPROVEMENT AND SUSTAINABILITY	PANEL 1 (LEAD ASSESSOR)
AREA 2: ACADEMIC DEVELOPMENT AND MANAGEMENT	PANEL 2
AREA 3: TALENT AND RESOURCES	PANEL 3

*Interview sessions and auditee will be confirmed by the secretariat before the audit sessions in advance.