Akademi/Fakulti/Institut/Pusat dimestikan melengkapkan Laporan Tahunan Program pada setiap akhir sesi akademik.

*Academy/Faculty/Institute/Centre must complete the Programme’s Annual Report at the end of every academic session.*

Laporan Tahunan Program memberi peluang kepada pemilik program untuk menyemak pengurusan serta memantau program pada sesi yang lepas. Laporan ini juga memberi peluang untuk meningkatkan secara berterusan proses pengajaran dan pembelajaran termasuk penaksiran dan penilaian. Laporan ini bukan setakat mekanisme melapor tetapi turut merangkumi langkah penambahbaikan bagi program, contoh amalan positif serta inisiatif baru dalam pengajaran dan pembelajaran yang boleh dikongsi bersama. Semua dapatan dan data yang dilaporkan perlu disertakan dengan dokumen.

*The Programme’s Annual Report provide the opportunity for programme owners to review the management as well as to monitor their programmes during the last session. The report also gives opportunity to continually enhance the teaching and learning process including assessment and evaluation. The report not only serves as a reporting mechanism but also include indications for the improvement of programme, highlighting good practices and new initiatives in teaching & learning which can be shared campus wide. All findings and data reported should be supported with documents.*

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| **Sesi Akademik**  ***Academic Session*** |  | **Jabatan**  ***Department*** |  |
| **Nama Program**  ***Name of Programme*** |  | **Akademi/Fakulti/Institut/Pusat *Academy/Faculty/Institute/Centre*** |  |

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| **1. Maklumat Am / *General Information*** |
| Senaraikan perkara berikut / List the following:   * Ahli Jawatankuasa Kurikulum dan Penyelaras Program / *Members of the Curriculum Committee and Programme Coordinator* * Tarikh mesyuarat (Minit mesyuarat hendaklah disimpan di PTj) / *Dates of meeting (Minutes of meetings must be kept at RC)* |
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| **2. Maklumat berkaitan Program / *Information on Programme*** |
| Bilangan pelajar yang berdaftar *mengikut sesi kemasukan / Number of students enrolled by admission session* |
| Nyatakan sama ada terdapat perubahan/perbezaan kepada yang berikut / *State whether there have been changes to the following:*   * Kursus atau modul (cth:kursus baru/kursus yang tidak ditawarkan dan sebabnya) / *Course or module (eg new courses/courses not offered and the reasons)* * Pensyarah yang mengajar kursus (jika berbeza dengan pensyarah sesi lepas) */ Lecturers teaching the course (if different from the previous session)* * Kaedah baharu pengajaran & pembelajaran */ New techniques in teaching and learning* * Penaksiran/Penilaian pelajar */ Assessment/Evaluation of students* |
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| **3. Penilaian Modul/Kursus / *Module/Course Evaluation*** |
| Nyatakan dengan ringkas perkara berikut: */ Briefly state the following:*   * Jenis penilaian kursus (cth: CTES, temu duga, soal selidik) / *Type of course evaluation (eg: CTES, interviews, questionaires)* * Maklum balas mengenai kurikulum dan pengajaran & pembelajaran / *Feedback concerning curriculum and teaching & learning* * Maklum balas dari pensyarah mengenai kursus/modul / *Feedback from lecturers about the course/module* * Laporan statistik ringkas pencapaian pelajar bagi setiap kursus / *Brief statistical report on student’s achievement for each course* * Lain-lain maklumat yang releven / *Other relevant information* |
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| **4. Sumber Pengajaran & Pembelajaran / *Teaching & Learning Resources*** |
| Maklumbalas berhubung perkara berikut: / *Feedback on the followings*:   * Kemudahan IT / *IT facilities* * Kecukupan dewan kuliah, bilik, makmal dll / *Sufficiency of lecture halls, rooms, labs etc.* * Kemudahan buku, nota kuliah dan sumber rujukan lain / *Availability of books, lecture notes and other source of references* * Bilangan staf yang mengajar / *Number of teaching staff* * Komen pelajar mengenai kemudahan pengajaran & pembelajaran (ringkasan dari Bahagian C:CTES) / *Students’ comments on teaching and learning facilities (summary of Part C:CTES)* |
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| **5. Input dari Pihak Luar / *External Inputs*** |
| Nyatakan dengan ringkas komen dan maklum balas yang diterima daripada pihak luar khususnya mengenai kurikulum, pengajaran & pembelajaran dan kaedah penaksiran, sebagai contoh:  *State briefly any comments and feedback obtained from external sources specifically on matters regarding curriculum, teaching & learning, and assessment techniques; for example:*   * Isu dan komen dari Penilai Luar Program / *Issues and comments raised by External Assessor of Programme* * Laporan dan komen oleh Badan Profesional (jika berkenaan) / *Report and comments by Professional Bodies (if applicable)* * Laporan dari pihak lain seperti majikan, alumni dan agensi kerajaan / *External reports from other sources eg. employers, alumni and goverment agencies* |
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| **6. Kesimpulan dan Cadangan Tindakan Susulan / *Conclusion and Follow-up Plan of Action*** |
| Nyatakan dengan ringkas kesimpulan terhadap semakan program bagi sesi berkenaan untuk menambahbaik program.  *Briefly conclude the programme review for the session to further enhance the programme.*   1. rancangan tindakan jangka pendek / *short term action plan* 2. rancangan tindakan jangka panjang / *long term action plan* |
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Tandatangan / *Signature* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh / *Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nama Penyelaras Program : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Programme Coordinator*

Disahkan oleh / Verified by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Dekan / *Dean*)