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Richard

Position : Admin Officer, Centre for Quality Assurance, UTS

P.

Position : Director, Centre for Quality Assurance, UTS

No.	Date	Remarks	Revision No.	Approved by
1	19/07/24	Establishment	00	Director, CQA
2	23/09/24	Adding "Google Drive Folder" and "Email" in the Document column of Clause 7.0.	01	Director, CQA

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the digital course file is conducted every semester in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to schools that involve in filing and record the documentation which related to academic wise.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Quality Management System
- 3.2 Control of Record (UTS/CQA/P09)

4.0 DEFINITIONS / ABBREVIATIONS


CQA	:	Centre for Quality Assurance
HoP	:	Head of Programme
SA	:	School Administrator
SOP	:	Standard Operating Procedure
SBX	:	School Board of Examination
UTS	:	University of Technology Sarawak

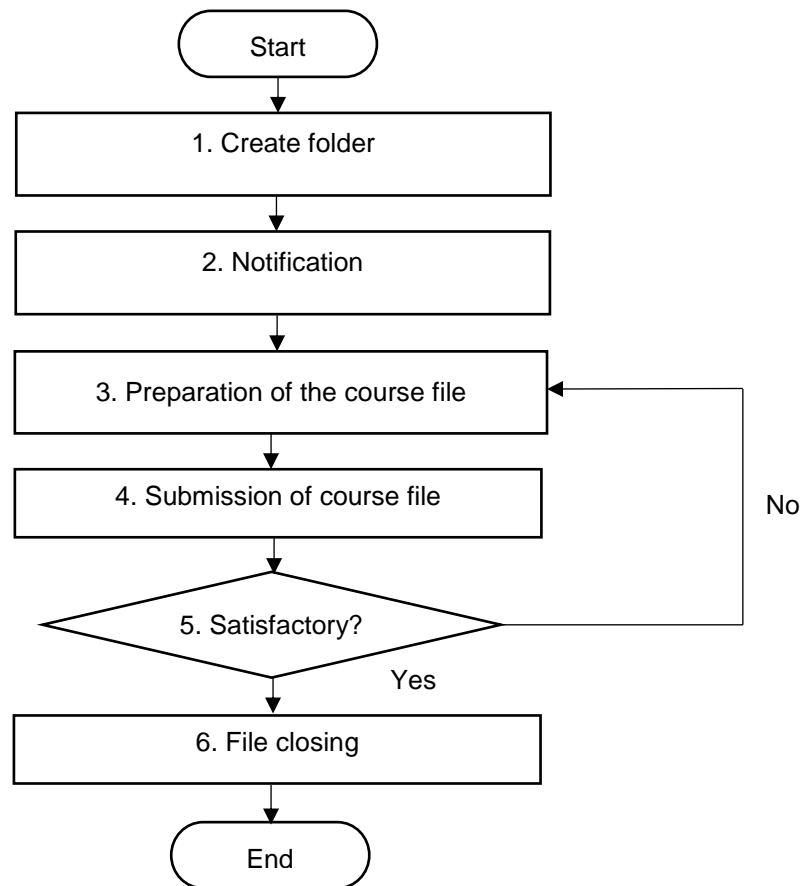
5.0 RESPONSIBILITY


- 5.1 The CQA is responsible to ensure that this SOP is adhered to.
- 5.2 Dean of School is responsible to follow and adhere to this SOP.
- 5.3 Academic staff and SA are responsible to follow and adhere to this SOP.
- 5.4 SA is responsible in uploading and monitoring the documentation.

6.0 PROCEDURE

- 6.1 Refer to the process flow chart.


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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Create folder. 1.1 SA to create folder using <i>Google Drive</i> . 1.2 SA to create course file folder for each programmes. 1.3 SA to create sub-folder based on course offered for every semester (1 week before semester start).	SA	Google Drive Folder
2	Notification. 2.1 SA send notification to all academic staff on the preparation of digital course file on week 1 of the semester.	SA School	Email
3	Preparation of the course file. 3.1 Academic staff to prepare and scan the course file (soft copy) based on the checklist. 3.2 SA need to send reminder to all academic staff on week 14.	Academic staff	Checklist of Course File (UTS-CQA-P19-CCF) Email
4	Submission of the course files 4.1 Academic staff to upload the complete document in the Google Drive after SBX meeting take place.	Academic Staff SA Dean	Checklist of Course File (UTS-CQA-P19-CCF) Course files Google Drive Folder
5	Satisfactory? SA to review and make sure all the documents are in order based on the checklist. 5.1 If yes, proceed to No. 6. 5.2 If no, proceed to No. 3.	Academic Staff SA Dean	Checklist of Course File (UTS-CQA-P19-CCF) Course files Google Drive Folder
6	File closing. 6.1 SA to close the files on week 20 of the semester.	Academic Staff SA Dean	Checklist of Course File (UTS-CQA-P19-CCF) Course files Google Drive Folder

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Checklist of Course File (UTS-CQA-P19-CCF)	Google Drive School SA Academic staff	5 years
2	Course files	Google Drive School SA Academic staff	5 years