KEMENTERIAN PENGAJIAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

POLITEKNIK MALAYSIA MERLIMAU

PROGRAMME HANDBOOK

CIVIL ENGINEERING DEPARTMENT

POLITEKNIK
First Quality Environment (5S) Certified Polytechnic
POLITEKNIK MERLIMAU
ISO 9001:2015

DIPLOMA IN ARCHITECTURE

(DSB)

POLITEKNIK MERLIMAU
KB 1031, Pejabat Pos Merlimau
77300 Merlimau, Melaka

https://www.pmm.edu.my

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06 - 263 6678

Seventh Edition

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Preface

Bismillahirrahmanirrahim

Assalamulaikum w.b.t and Salam Sejahtera.

Dear Students,

First and foremost, I would like to welcome you to our beloved Politeknik Merlimau (PMM). As you can see, the atmosphere and the ambience here are very conducive for teaching and learning.

As we are aware, the industry requires graduates who are knowledgeable and have impeccable track records and self-discipline. We in PMM have taken measures to ensure all these requirements are met.

Furthermore, in order to add value to our graduates, we greatly emphasize our students to be involved in co-curricular activities, especially the uniformed bodies.

I believe that with the quality courses offered by the Civil, Electrical and Mechanical Engineering Departments as well as Commerce and Tourism and Hospitality, we would be able to produce high quality of towering personality graduates who would contribute to the development of our nation.

I am looking forward to meeting you and I hope that you would take advantage of all the facilities provided in order for you to attain the best knowledge and become the contributing citizen for our beloved Malaysia.

Thank you.

Sincerely,

Norizam bin Sekak

Director

Politeknik Merlimau

Preface

Assalamualaikum w.b.t and Salam Sejahtera.

Praise to Allah SWT for this great opportunity that had been given to me to have a word in this program handbook. The Civil Engineering Department consists of three main units, namely the Civil Engineering, Geomatic, and Architecture.

Firstly, the Civil Engineering Unit offers Diploma in Civil Engineering that takes 6 semesters to be completed. The Head of Civil Engineering programme is Mrs Azah binti Abas. There are 27 dedicated lecturers of Civil Engineering program who are responsible for preparing the students to excel in civil engineering. The facilities offered in this program are Civil Engineering lab (consists of Concrete, Structure, Highway, Geotechnic and Hydraulic lab), Engineering Workshop (Wood, Pipe and Brick), Draughting and CAD room. This program is open to all SPM and certificate holders who meet the requirements needed.

Next, the Geomatic Unit offers Diploma in Land Survey. The Head of Geomatic Programme is Mrs Azrina binti Zolkifli. The programme is run by the help of 11 dedicated lecturers. The courses of Geomatic take 6 semesters to be completed. This programme will enable students to gain knowledge in the new technology of Land Survey. The facilities offered in this unit are Surveying Lab, Computer lab with GIS requirements, Remote Sensing and Cartography subject. This programme is offered to all SPM and certificate holders who meet the entire requirements needed.

In addition, the Architecture Unit offers Diploma in Architecture that takes 3 years (6 semesters) to be completed. The Head of Architecture Programme is Mrs Noor Aini binti Mistar. The programme is run by 11 dedicated lecturers. The students are prepared with the latest technology and knowledge in architecture. The facilities offered in this programme are Architecture studios, Computer lab, crit and architecture working room. This programme opens to all SPM and certificate holders who meet the requirements needed.

Finally, with the existence of this Programme Handbook, it is hoped that it will give the students an overview of the programmes offered by the Civil Engineering Department, Politeknik Merlimau. All the best and welcome to Civil Engineering Department.

Thank You.

Sincerely,

Ab Razak bin Ahmat
Head of Civil Engineering Department
Politeknik Merlimau

Introduction

Politeknik Merlimau (PMM) is the 14th polytechnic of the Department of Polytechnic Education Ministry of Higher Education. PMM is located in Merlimau, 26 kilometers south of the state capital city, the Historical City of Melaka.

Established in 2002, PMM started in Politeknik Melaka (formerly known as Politeknik Kota Melaka). Moving to its own Merlimau campus in the end of 2002, Politeknik Merlimau since then has risen to the forefront of achievements in various fields, emerging as the catalyst polytechnic in academic, innovation as well as social responsibilities activities.

The PMM campus is spread across an area of 100 acres, which houses seven academic departments, two non-academic departments and twelve supporting service units. Those academic departments consist of five main departments and two ancillary departments. The main departments are the Civil Engineering Department, Electrical Engineering Department, Mechanical Engineering Department, Commerce Department and Hospitality and Tourism Department. The ancillary departments, on the other hand, are the Mathematics, Science & Computer Department and General Studies Department.

PMM believes that learning environments play a critical role in the development of strong learning communities, which is one of the key aims of curriculum evolution at PMM. These communities are supported by the institution, technology and cohort-targeted diploma graduate students. Thus, PMM provides a wide range of facilities and spaces that can be utilized by both the staffs and students, such as the CIDOS e-learning tools that serves as the Learning Management System. It is developed for the purpose of continuous improvement of the teaching and learning processes .

PMM provides a broad-based curriculum that is underscored by the multi-disciplinary courses that are coupled together with the ancillary department's courses that are aligned with the transformative pillars of the Department of Polytechnic Education, Ministry of Higher Education. The classroom lessons and activities are based on sound principles of pedagogy and practice, where lectures are given in English. These measures are in place for the nurturing of well-rounded graduates that are characterised by innovative thinking and relevant skills to thrive in a knowledge economy.

All in all, PMM provides students with an ideal, supportive and innovative environment in which students can find their future direction while making full use of their valuable time. This is further enhanced with the practicality, entrepreneurship, and the pursuit of academic and management excellence aspects in PMM. It is hoped that the well-rounded graduates enveloped with outstanding leadership qualities will enable them to make valuable contributions for the betterment of the society and country as a whole.

Vision & Mission

To be the Leading-Edge
TVET Instituition

VISION

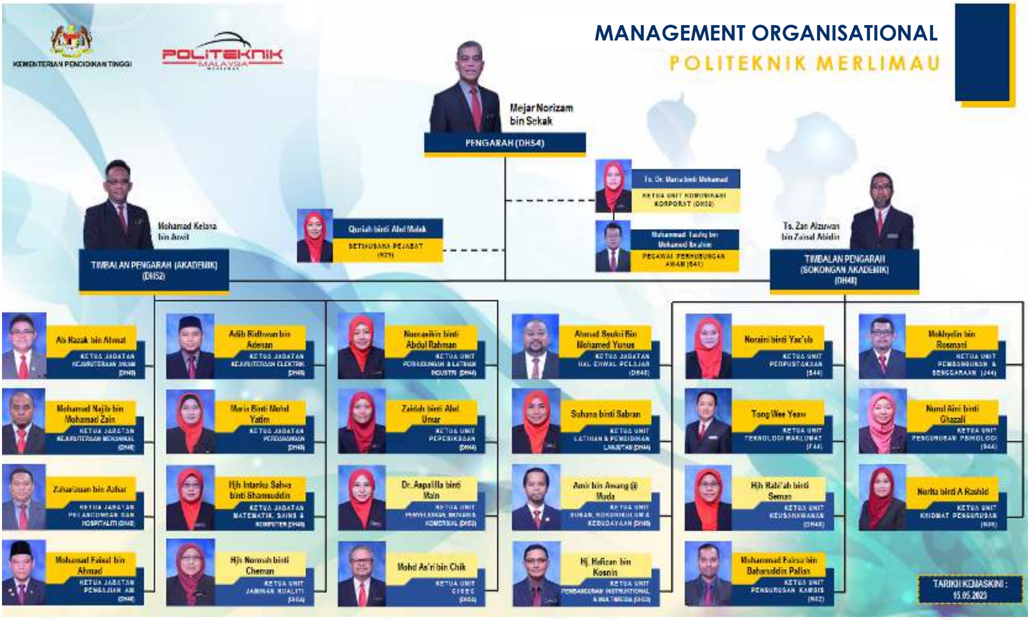
MISSION

1. To develop holistic, entrepreneurial and balanced TVET graduates through dynamic education in-line with the current Industrial Revolution
2. To capitalise on smart partnership with stakeholders
3. To empower communities through life-long learning, research and innovation

TAG LINE

Expertise for
Excellence, X4X

Management Organizational Chart



KEMENTERIAN PENDIDIKAN TINGGI

POLITEKNIK MALAYSIA

MANAGEMENT ORGANISATIONAL

POLITEKNIK MERLIMAU

Mejar Norizam bin Sekak
PENGARAH (DH54)

Ts. Dr. Maria binti Mohamad
KETUA UNIT KOMUNIKASI KORPORAT (DH52)

Muhammad Taufiq bin Mohamed Ibrahim
PEGAWAI PERHUBUNGAN AWAM (S41)

Quriah binti Abd Malek
SETIAUSAHA PEJABAT (N29)

Mohamad Kelana bin Juwit
TIMBALAN PENGARAH (AKADEMIK) (DH52)

Ts. Zan Aizuwan bin Zainal Abidin
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)

Ab Razak bin Ahmat
KETUA JABATAN KEJURUTERAAN AWAM (DH48)

Mohamad Najib bin Mohamad Zain
KETUA JABATAN KEJURUTERAAN MEKANIKAL (DH48)

Zaharizuan bin Azhar
KETUA JABATAN PELANCONGAN DAN HOSPITALITI (DH48)

Mohamad Faisal bin Ahmad
KETUA JABATAN PENGAJIAN AM (DH48)

Adib Ridhwan bin Adenan
KETUA JABATAN KEJURUTERAAN ELEKTRIK (DH48)

Maria Binti Mohd Yatim
KETUA JABATAN PERDAGANGAN (DH48)

Hjh Intanku Salwa binti Shamsuddin
KETUA JABATAN MATEMATIK, SAINS & KOMPUTER (DH48)

Hjh Normah binti Cheman
KETUA UNIT JAMINAN KUALITI (DH54)

Nomasikin binti Abdul Rahman
KETUA UNIT PERHUBUNGAN & LATIHAN INDUSTRI (DH44)

Zaidah binti Abd Umar
KETUA UNIT PEPERIKSAAN (DH44)

Dr. Aspalila binti Main
KETUA UNIT PENYELIDIKAN, INOVASI & KOMERSIAL (DH52)

Mohd As'ri bin Chik
KETUA UNIT CISEC (DH54)

Ahmad Syukri Bin Mohamed Yunus
KETUA JABATAN HAL EHWAL PELAJAR (DH48)

Suhana binti Sabran
KETUA UNIT LATIHAN & PENDIDIKAN LANJUTAN (DH44)

Amir bin Awang @ Muda
KETUA UNIT SUKAN, KOKURIKULUM & KEBUDAYAAN (DH48)

Hj. Hafizan bin Kosnin
KETUA UNIT PEMBANGUNAN INSTRUKTIONAL & MULTIMEDIA (DH52)

Noraini binti Yac'ob
KETUA UNIT PERPUSTAKAAN (S44)

Tong Wee Yeaw
KETUA UNIT TEKNOLOGI MAKLUMAT (F44)

Hjh Rabi'ah binti Seman
KETUA UNIT KEUSAHAWANAN (DH48)

Muhammad Fairuz bin Baharuddin Pallan
KETUA UNIT PENGURUSAN KAMSIS (N52)

Mokhydin bin Rosmani
KETUA UNIT PEMBANGUNAN & SENGGARAAN (J44)

Nurul Aini binti Ghazali
KETUA UNIT PENGURUSAN PSIKOLOGI (S44)

Norita binti A Rashid
KETUA UNIT KHIDMAT PENGURUSAN (N48)

TARIKH KEMASKINI : 15.05.2023

Outcome Based Education (OBE)

The Ministry of Higher Education, Malaysian Qualification Agency (MQA) and related professional bodies require all programs offered by Institutions of Higher Learning to adopt the Outcome Based Educatio (OBE) approach in their teaching and learning activities. This is in line with the paradigm shift mooted by the Ministry of Higher Education to enhance the quality of education in Malaysia.

Outcome-based education (OBE) is an educational approach that focuses on what students are able to do upon completion of a course. All curriculum and teaching decisions are made based on how best to facilitate the desired outcome. The term outcomes in this matter would be a set of values or ‘wish list’ on what the students should acquire upon completion of their educational program. Outcome-based education is designed so that “all students are equipped with the knowledge, skills and qualities needed to be successful after they exit the educational system” (Spady, 1994, p. 9).

In brief, OBE answers the following questions:

- What must the students learn?
- What do the teachers or lecturers want the students to learn?
- How does what the students learn affect the overall educational outcome?
- How do the teachers or lecturers make sure that the students learn what they are intended to learn?

Thus, OBE outlines the guidance for planning, delivering and evaluating teaching and learning activities to achieve the results expressed in terms of individual student learning outcomes as shown in Figure 5.1 below.

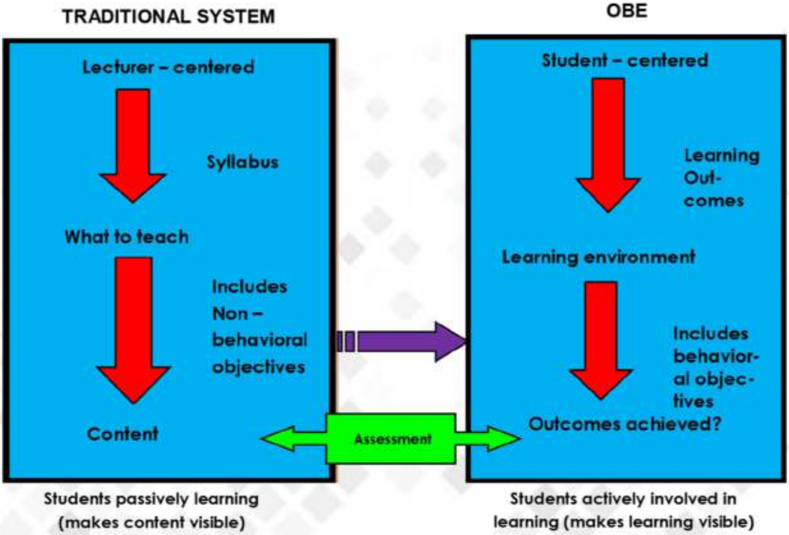
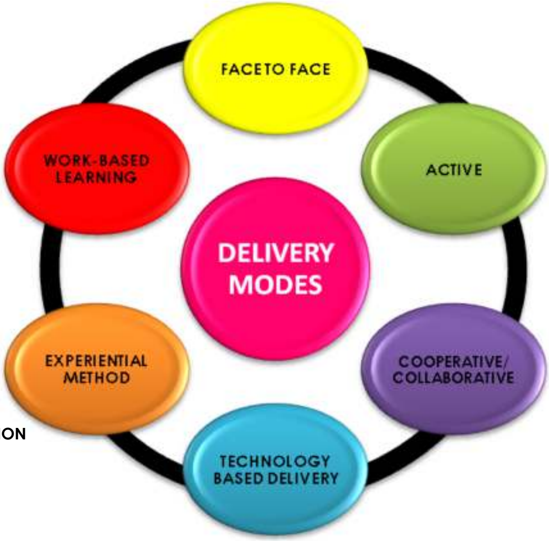

TRADITIONAL SYSTEM
OBE
Lecturer – centered
Syllabus
What to teach
Includes Non – behavioral objectives
Content
Student – centered
Learning Out-comes
Learning environment
Includes behavior-al objec-tives
Outcomes achieved?
Assessment
Students passively learning (makes content visible)
Students actively involved in learning (makes learning visible)

Figure 5.1: A Paradigm Shift for Educational System

DELIVERY MODES

The diversity of teaching and learning methodologies can be adapted by lecturers in order to cater for the heterogeneous or different students' potentials. This is important to ensure that different students are at the maximum level while the less potential ones are not left behind. Figure 5.2 shows that there are many modes of delivery that can be employed to suit various teaching and learning purposes.


FACE TO FACE
ACTIVE
COOPERATIVE/ COLLABORATIVE
TECHNOLOGY BASED DELIVERY
EXPERIENTIAL METHOD
WORK-BASED LEARNING
DELIVERY MODES

- **LECTURE**

- **PRACTICAL**
- **INDUSTRIAL TRAINING**
- **WORK ATTACHMENT**
- **FIELD TRIP**
- **INDUSTRIAL VISIT**
- **LABORATORY**
- **DEMONSTRATION**
- **WORKSHOP**

- **PRESENTATION**
- **TUTORIAL**
- **SEMINAR**
- **COLLOQUIUM**

- **PROBLEM BASED**
- **CASE STUDY**
- **PROJECT BASED**

- **ONLINE LEARNING**
- **TELECONFERENCE**
- **SIMULATION**

Outcome Based Education (OBE)

OBE EDUCATIONAL FRAMEWORK

Programme Educational Objectives (PEO):

The broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve.

Programme Learning Outcomes (PLO):

The statements that describe what the students are expected to know and able to perform or attain in terms of skills, knowledge and behaviour or attitude by the time of graduation.

Course Learning Outcomes (CLO):

The statements that describe the specification of what a student should learn upon completing a course .

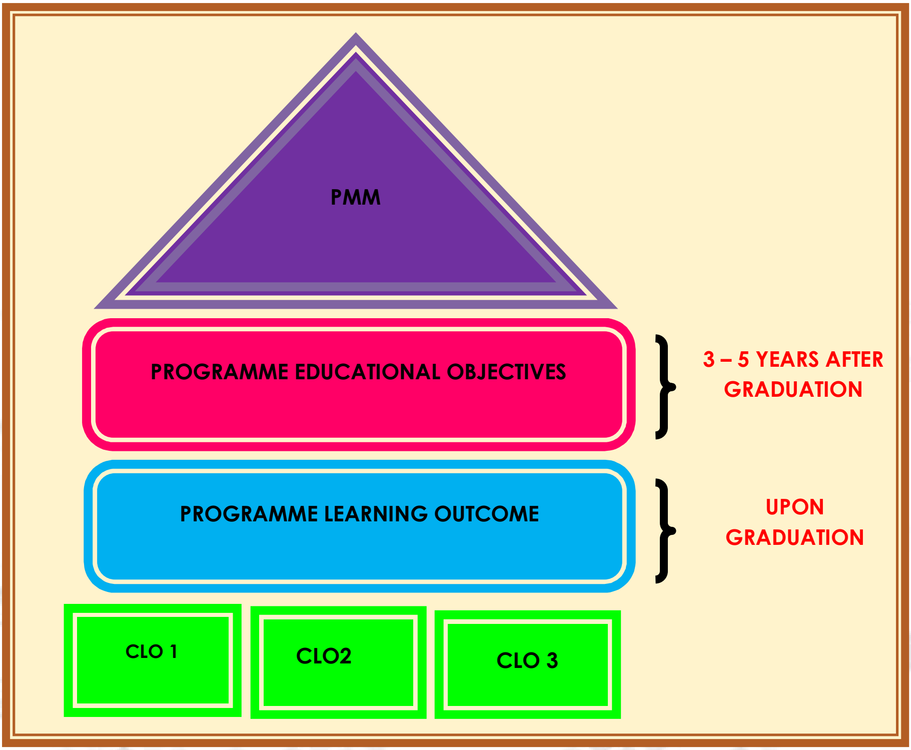
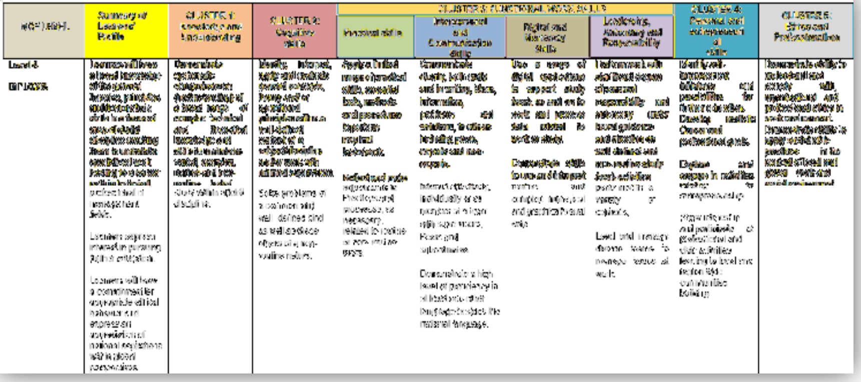

PMM
PROGRAMME EDUCATIONAL OBJECTIVES
3 – 5 YEARS AFTER GRADUATION
PROGRAMME LEARNING OUTCOME
UPON GRADUATION
CLO 1
CLO2
CLO 3

Figure 5.3 : OBE Educational Framework

FORMATION OF LEARNING OUTCOMES

The achievement of students is measured by its Learning Outcomes. These Learning Outcomes should specify the competencies that needs to be acquired by the students upon completion of their studies. The Learning Outcomes consist of 8 domains that have been clustered into 5 clusters. The Malaysian Qualifications Framework 2nd Edition: Level Descriptors diagram below shows the cluster ;



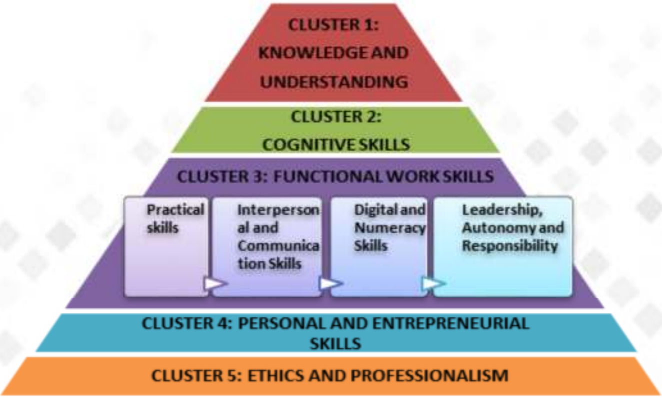

CLUSTER 1: KNOWLEDGE AND UNDERSTANDING
CLUSTER 2: COGNITIVE SKILLS
CLUSTER 3: FUNCTIONAL WORK SKILLS
Practical skills
Interpersonal and Communication Skills
Digital and Numeracy Skills
Leadership, Autonomy and Responsibility
CLUSTER 4: PERSONAL AND ENTREPRENEURIAL SKILLS
CLUSTER 5: ETHICS AND PROFESSIONALISM

Figure 5.4: Competency Domain to be applied in MQA Outcomes (Learning Outcomes, LO)

Outcome Based Education (OBE)

THREE MAIN STAGES IN TEACHING AND LEARNING PROCESS

In general, the OBE concept divides teaching and learning activities into three parts, namely:

i. Planning,
ii. Implementation and
iii. Assessment

At the planning stage, learning outcomes should be determined in advance by taking into account what the students can do after attending a teaching process. At the implementation stage, the teaching and learning activities should be designed to achieve the specified learning outcomes.

Finally, the assessment measures how far the students have achieved the specified learning outcomes. In addition, the assessment also provides input for continuously improving the teaching and learning process.

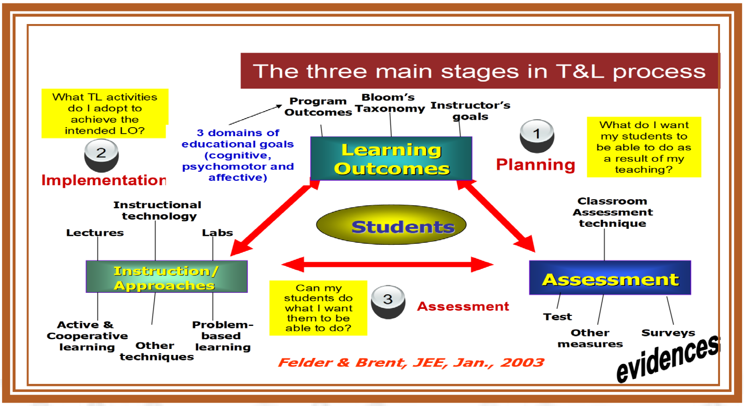

The three main stages in T&L process
What TL activities do I adopt to achieve the intended LO?
2
Implementation
Program Outcomes
Bloom's Taxonomy
Instructor's goals
3 domains of educational goals (cognitive, psychomotor and affective)
Learning Outcomes
1
Planning
What do I want my students to be able to do as a result of my teaching?
Instructional technology
Lectures
Labs
Students
Classroom Assessment technique
Instruction/ Approaches
Assessment
Can my students do what I want them to be able to do?
3
Assessment
Active & Cooperative learning
Other techniques
Problem-based learning
Test
Other measures
Surveys
Felder & Brent, JEE, Jan., 2003
evidences

Figure 5.5 : Three Main Stages in Learning and Teaching Process

Towards the future of OBE:

1. Courses will help the students to want, passionately, to do things, rather than just 'be able to' do things.
2. Assessment will assess whether the students are able to actually and spontaneously achieve the outcomes, rather than just 'being able to'.
3. Outcomes will include values and principles and purposes as well as abilities.

In conclusion, the call for accountability is inevitably one of the reasons that lead to the introduction of OBE in Politeknik Merlimau. All parties need to make the necessary changes, modifications, and improvements in the light of the changes aimed. The roles of curriculum, lecturers or instructors and assessment must gear the students towards the intended outcomes.

E-Learning Unit

Introduction

CeLT (Center for e-Learning & Teaching) is a special name for Digital Learning Unit under the Instructional and Digital Learning Division, Polytechnic Education Department, Ministry of Higher Education Malaysia. CeLT is created to help empower the special National e-Learning agenda for all Malaysian Polytechnic.

VISION

Transforming Politeknik Merlimau towards global competitiveness through e-learning.

MISSION

Build a competitive, creative and sustainable e-learning framework.

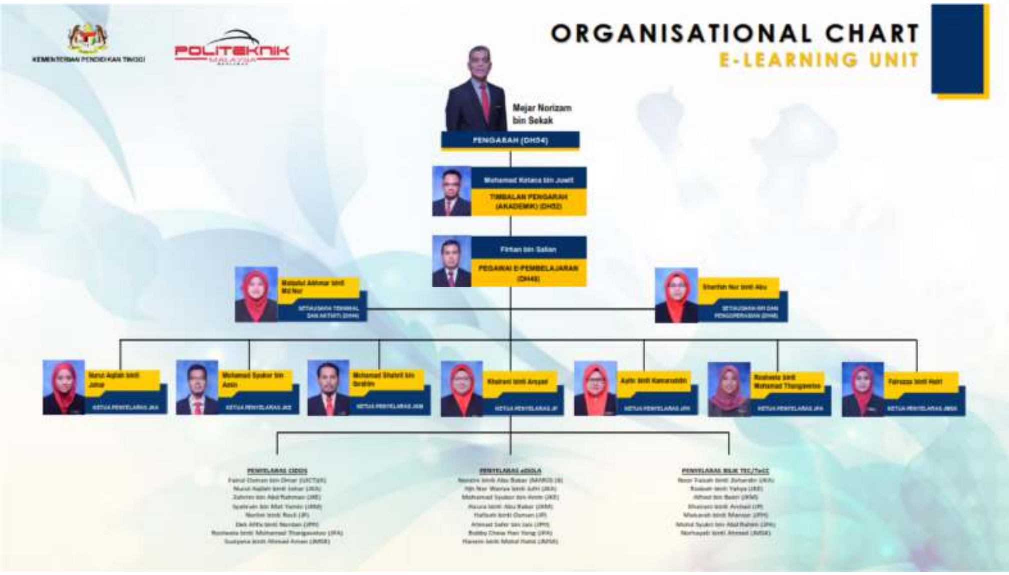
OBJECTIVE

1. Encourage quality, fair and equitable education opportunities through e-learning (open, neutral and active)
2. Provide appropriate infrastructure and e-learning friendly
3. Creating a variety of creativity to strengthen the 21st century learning and teaching process
4. Improve staff and student skills through e-learning in the 21st century

The roles and responsibility of the e-Learning Unit are to :

1. Coordinating, supporting and monitoring the implementation of e-Learning through the CIDOS platform.
2. Developing and improving CIDOS functionality to meet the effective R & D requirements and suit the rapid development of ICT (including Mobile-ready).
3. Improving literacy and training and mentoring on e-Learning.
4. Planning training and mentoring and supporting e-Content development support for academic and student staff.
5. Designing strategies and coordinating the EDOLA competition organized by CELT's Department of Polytechnic Education such as TVET Tunes, Poli TV, EMCC, VR 360 and Augmented Reality (AR).

E-Learning Unit


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
E-LEARNING UNIT
Mejar Norizam bin Sekak
PENGARAH (DH54)
TIMBALAN PENGARAH (AKADEMIK) (DH52)
Firhan bin Salian
PEGAWAI E-PEMBELAJARAN (DH48)
Sharifah Nur binti Abu
Mohamad Syukor bin Amin
Mohamad Shahril bin Ibrahim
PENYELARAS CIDOS
PENYELARAS BILIK TEC/TeCC

E-Learning Unit Staffs

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E-Learning Unit

E-learning Coordinator by Department

CONTACT PERSON	CONTACT NO
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Mohamad Shahril bin Ibrahim (Leader Coordinator) Muhammad Alif Al-Bakri Syahrain bin Mat Yamin Aizura binti Abu Bakar Nor Hisham bin Sulaiman **E-Learning Coordinator of Mechanical Engineering Department**	Ext : 4000 Email: shahril@pmm.edu.my
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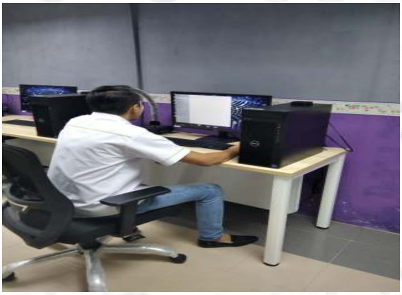
Aylin Binti Kamarudin (Leader Coordinator) Dek Afifa Binti Nordan **E-Learning Coordinator of Tourism and Hospitality Department**	Ext : 6013 Email: ak_aylin@pmm.edu.my
Suziyana binti Ahmad Aman (Leader Coordinator) Hanem binti Mohd Halid Norhayati binti Ahmad **E-Learning Coordinator of Mathematics, Science & Computer Department**	Ext : 7008 Email: suziyana @pmm.edu.my
Rosheela binti Mohamad Thangaveloo (Leader Coordinator) Mohd Syukri bin Abd Rahim Bobby Chew Han Yong Sharifah Nur binti Abu **E-Learning Coordinator of General Studies**	Ext : 8007 Email: rosheela@pmm.edu.my

E-Learning Unit

Facilities



Civil Engineering Department

Introduction

The Department of Civil Engineering, Politeknik Merlimau consists of three (3) units, Civil Engineering Unit, Architecture Unit and Geomatics Unit. This department led by En Ab Razak bin Ahmat as Head Department and assisted by three (3) Head of Programme namely:

1. Azah binti Abas
   Head of Programme, Civil Engineering Unit

2. Noor Aini binti Mistar
   Head of Programme, Architecture Unit

3. Azrina binti Zolkifli
   Head of Programme, Geomatics Unit

With the strength of 51 lecturers consisting of DH54, DH52, DH48, DH44, DH42, DH41, DH34 and DH32 grade lecturers, the Department of Civil Engineering, Politeknik Merlimau offers 3 courses at the Diploma level.

PROGRAMME	DURATION	ACREDITATION NUMBER
Diploma in Civil Engineering	**3 Years (6 Semester)**	**MQA/FA13195**
Diploma in Architecture	**3 Years (6 Semester)**	**MQA/FA3079**
Diploma in Geomatics Previous Name: **- Diploma in Land Surveying**	**3 Years (6 Semester)**	**MQA/FA0987** **MQA/FA0987**

Civil Engineering Department

Civil Engineering Department Staffs

Name: Ab Razak bin Ahmat
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Name: Azah binti Abas
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Name: Azrina binti Zolkifli
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Name: Noor Aini binti Mistar
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Civil Engineering Department

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Majoring: Civil Engineering
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Majoring: Land Survey
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Name: Noor Asmida bt. Abu Bakar
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Majoring: Civil
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Email: hassan@pmm.edu.my

Name: Safhiful Rabbi Bin Mohammad Noor
Position: Senior Lecturer
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Civil Engineering Department

Facilities

Architectural Studio

Highway Lab

Structure Lab

Plumbing Workshop

Concrete Lab

Carpentry Workshop

Civil Engineering Department

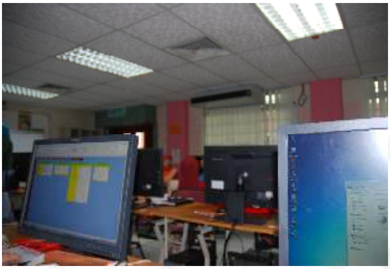
Geotechnic Lab

Brick Work Lab

GIS, Remote Sensing & Carthography Lab

Photogrammetry Lab

CADD Lab 1



CADD Lab 2

Lecture Hall

Archaive Room

Civil Engineering Department

AVA Room

Lecturers' Room

Architecture Working Room

Exhibition Room

Hydraulic Lab

Eng. Survey, Cadastral and
Hydrographic Survey Lab

Meeting Room

Diploma in Architecture

PROGRAMME OVERVIEW

Introduction

The ancient Roman architect Virtuvius mentioned that a building should have Beauty (Venustas), Firmness (Firmitas) and Utility (Utilitas). Hence, Architecture is said to be a balance and coordination among these three elements, with neither overpowering the other. The practice of Architecture in Malaysia also seeks to create this balance. Malaysia's construction industry is in great need for technically Assistant Architects/ Technical Assistants who would be able to deliver the role. The Diploma in Architecture programme is specifically designed to foster graduates who are not only grounded in the tradition of Beauty, Firmness and Utility, but also possess creativity, innovativeness and professional responsibility. This programme is a three-year full-time TVET-driven programme, comprising six semesters of coursework with one full-semester of Industrial Training.

Synopsis

The Diploma in Architecture is promised to produce holistic, balanced and entrepreneurial graduates through its programme's design and delivery. The programme will provide graduates with the technical knowledge and design skills to work in the construction industry or pursue further studies in a related field. The programme is focused on the technical-design discipline, and the courses are studio -based with project-oriented learning approaches. In addition to the discipline core courses, elective courses are offered for the students to explore new interest areas as well as enhance their competencies in the discipline core. To ensure that students possess the interpersonal and communication skills needed to thrive in the industry, teamwork and leadership roles, group discussions, seminars and presentations are embedded in the course delivery and assessments.

Job Prospects

The knowledge and skills that the students acquire from the Diploma in Architecture programme will enable them to participate in careers such as:

a. Architectural Technical Assistant
b. Site Supervisor
c. Inspector of Work
d. BIM Coordinator
e. Entrepreneur in Creative Industry
f. 3D Maker and Illustrator

Diploma in Architecture

Vision

To be the Leading-Edge TVET Institution

Mission

a. To provide wide access to quality and recognised TVET programmes
b. To empower communities through lifelong learning
c. To develop holistic, entrepreneurial and balanced graduates
d. To capitalise on smart partnership with stakeholders

Educational Goal

To produce holistic and competent TVET graduates capable of contributing to the nation development

Programme Aims

This programme believes that every individual has the potential to be creative, innovative and responsible senior architectural technical assistant in supporting the country's aspiration towards efficient, systematic and sustainable construction development

Programme Educational Objectives (PEO)

Diploma in Architecture programme should produce architectural technical assistants that are able to:

PEO1: Demonstrate understanding and solve architecture technical-related problems creatively and innovatively with competency in line with industry requirement
PEO2: Demonstrate effective communication, interpersonal and leadership skills in an organization
PEO3: Demonstrate ethics and professionalism through sustainable approach by making use of digital skills
PEO4: Demonstrate positive character, entrepreneurship skills and lifelong learning skills for career advancement

Programme Learning Outcomes (PLO)

Upon completion of this programme, students should be able to:

PLO1: Apply fundamental knowledge, concept, principles and theories in architecture

PLO2: Evaluate issues and problems systematically through critical and creative thinking within architectural context and recommend appropriate technical strategy and design solutions

PLO3: Display technical skills in using design tools, design manners and numerical skills in delivering architectural idea and solutions

PLO4: Demonstrate interpersonal skills and teamwork with effective communication in delivering services in related discipline

PLO5: Display the ability to use digital technology in architectural design-based task

PLO6: Manage with autonomy and lead with responsibility to improve organizational performance

PLO7: Demonstrate positive personal character, lifelong learning and entrepreneurial skills in preparation of working life

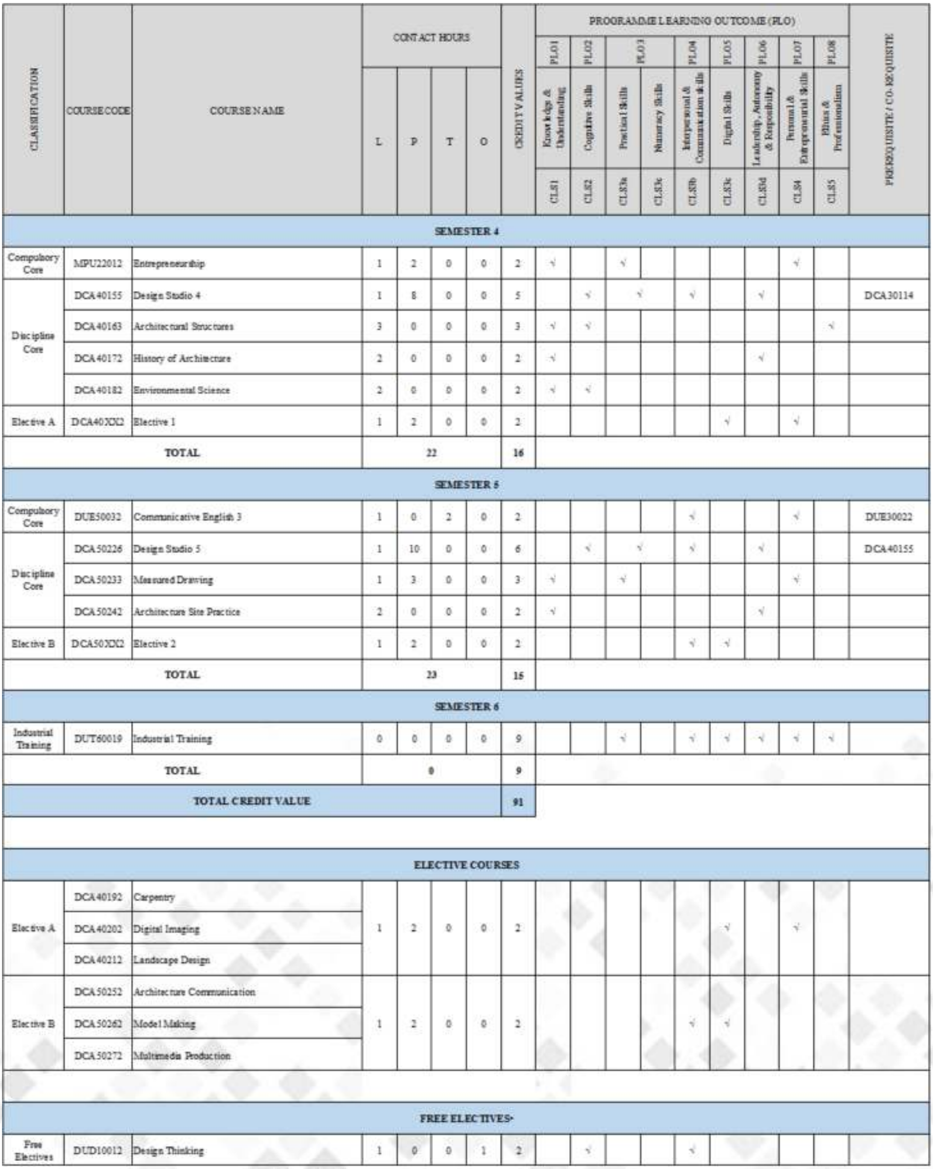
PLO8: Integrate ethical values, integrity and professionalism in performing tasks

Diploma in Architecture

Programme Structure

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)									PREREQUISITE / CO-REQUISITE
								PLO1	PLO2	PLO3		PLO4	PLO5	PLO6	PLO7	PLO8	
			L	P	T	O		Knowledge & Understanding	Cognitive Skills	Practical Skills	Numeracy Skills	Interpersonal & Communication skills	Digital Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
								CLS1	CLS2	CLS3a	CLS3c	CLS3b	CLS3e	CLS3d	CLS4	CLS5	
SEMESTER 1																	
Compulsory Core	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2								√	√	
	DUE10012	Communicative English 1	1	0	2	0	2					√			√		
	MPU24XX1	Sukan	0	2	0	0	1							√	√		
	MPU24XX1	Unit Beruniform 1															
Common Core	DBM10102	Elementary Mathematics	1	0	2	0	2	√			√	√					
	DUW10012	Occupational, Safety & Health	2	0	0	0	2	√				√				√	
Discipline Core	DCA10013	Architectural Graphics Presentation	1	4	0	0	3			√		√		√			
	DCA10022	Architectural Drafting	1	3	0	0	2			√		√				√	
	DCA10032	Design Studio 1	1	2	0	0	2		√	√			√				
	DCA10042	Building Construction and Materials	1	2	0	0	2	√		√					√		
TOTAL			28				18										
SEMESTER 2																	
Compulsory Core	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam*	1	0	2	0	2								√	√	
	MPU23042	Nilai Masyarakat Malaysia**															
	MPU24XX1	Kelab / Persatuan	0	2	0	0	1							√	√		
	MPU24XX1	Unit Beruniform 2															
Discipline Core	DCA20053	Design Studio 2	1	4	0	0	3		√	√		√		√			DCA10032
	DCA20063	Working Drawing 1	1	4	0	0	3	√		√			√				DCA10022
	DCA20072	Basic Engineering Survey	1	3	0	0	2	√		√							
	DCA20082	CADD	1	2	0	0	2			√					√	√	
	DCA20092	Building Services 1	2	0	0	0	2	√	√								
	DCA20102	Building Technology	1	2	0	0	2	√					√				
TOTAL			27				17										
SEMESTER 3																	
Compulsory Core	DUE30022	Communicative English 2	1	0	2	0	2					√			√		DUE10012
Common Core	DUG30023	Green Technology Compliance	2	0	2	0	3		√	√		√					
Discipline Core	DCA30114	Design Studio 3	1	6	0	0	4		√	√					√	√	DCA20053
	DCA30123	Working Drawing 2	0	6	0	0	3			√		√				√	DCA20063
	DCA30132	3D Modelling & Animation	1	2	0	0	2			√					√	√	
	DCA30142	Building Services 2	2	0	0	0	2	√	√								
TOTAL			25				16										

Diploma in Architecture



CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)									PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3		PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Numeracy Skills	Interpersonal & Communication skills	Digital Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
								CLS1	CLS2	CLS3a	CLS3c	CLS3b	CLS3e	CLS3d	CLS4	CLS5	
SEMESTER 4																	
Compulsory Core	MPU22012	Entrepreneurship	1	2	0	0	2	√		√					√		
Discipline Core	DCA40155	Design Studio 4	1	8	0	0	5		√	√		√		√			DCA30114
	DCA40163	Architectural Structures	3	0	0	0	3	√	√							√	
	DCA40172	History of Architecture	2	0	0	0	2	√						√			
	DCA40182	Environmental Science	2	0	0	0	2	√	√								
Elective A	DCA40XX2	Elective 1	1	2	0	0	2						√		√		
TOTAL			22				**16**										
SEMESTER 5																	
Compulsory Core	DUE50032	Communicative English 3	1	0	2	0	2					√			√		DUE30022
Discipline Core	DCA50226	Design Studio 5	1	10	0	0	6		√	√		√		√			DCA40155
	DCA50233	Measured Drawing	1	3	0	0	3	√		√					√		
	DCA50242	Architecture Site Practice	2	0	0	0	2	√						√			
Elective B	DCA50XX2	Elective 2	1	2	0	0	2					√	√				
TOTAL			23				**15**										
SEMESTER 6																	
Industrial Training	DUT60019	Industrial Training	0	0	0	0	9			√		√	√	√	√	√	
TOTAL			0				**9**										
TOTAL CREDIT VALUE							**91**										
ELECTIVE COURSES																	
Elective A	DCA40192	Carpentry	1	2	0	0	2						√		√		
	DCA40202	Digital Imaging															
	DCA40212	Landscape Design															
Elective B	DCA50252	Architecture Communication	1	2	0	0	2					√	√				
	DCA50262	Model Making															
	DCA50272	Multimedia Production															
FREE ELECTIVES*																	
Free Electives	DUD10012	Design Thinking	1	0	0	1	2		√			√					

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCA10013 ARCHITECTURAL GRAPHICS PRESENTATION	3	**ARCHITECTURAL GRAPHICS PRESENTATION** provides knowledge for architectural presentation using suitable methods and composition. It emphasizes the medium and basic tools in architecture drawing language, typography and hand-drawn techniques.	Upon completion of this course, student should be able to: 1. Display suitable techniques and graphic skills for architectural presentation manually (P3, PLO3) 2. Complete a set of written communication skill in architectural presentation drawings to specific requirements (A3, PLO4) 3. Initiate the management and organization of ideas through acquired graphics presentation skills (A3, PLO6)
	DCA10022 ARCHITECTURAL DRAFTING	2	**ARCHITECTURAL DRAFTING** course provides knowledge and drafting skills to produce 2D and 3D architecture drawings manually by using appropriate materials and tools. It emphasizes competency and value of communication skills through architectural drawing composition and presentation.	Upon completion of this course students should be able to: 1. Construct architectural symbols and lettering by using appropriate techniques and drafting tools (P3, PLO3) 2. Form drafting competency and communication skills in architectural drawing (A3, PLO4) 3. Initiate ethics and professionalism during the practical work sessions in the architectural drafting (A3, PLO8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCA10032 DESIGN STUDIO 1	2	**DESIGN STUDIO 1** introduces the use of design tools and design manner in a small-scale non-building architectural project with the understanding of design elements, principles and organizations as well as providing a foundation in two and three dimensional compositions. In addition, this course aims to equip the students with the ability to study human dimension, anthropometry, ergonomic, proportion and circulation elements in architecture through autonomous learning in the design process. This course is a core component in the Body of Knowledge (BoK) of Architectural Studies.	Upon completion of this course, student should be able to: 1. Interpret fundamental architectural design knowledge with understanding of elements, principles and organization in architecture for a non-building project (C5, PLO2) 2. Construct basic design ideas by using design tools and design manner in appropriate scale and proportion for a non-building project (P4, PLO3) 3. Display digital skills in the information retrieval and management of human dimension and circulation in the design process (P3, PLO5)
	DCA10042 BUILDING CONSTRUCTION AND MATERIALS	2	**BUILDING CONSTRUCTION AND MATERIALS** course offers basic knowledge of fundamental building construction. The emphasis of the module is on programs that may expand a student's skills in-term of building materials, building systems and construction method.	Upon completion of this course students should be able to: 1. Apply various building materials which comply to Malaysian Standard (MS) for a specific project (C3, PLO1) 2. Constructs method of construction and other architectural components for building systems (P4, PLO7) 3. Initiates personal skills of independent learning, intellectual and self development in conducting the case study (A3,PLO7)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20053 DESIGN STUDIO 2	3	**DESIGN STUDIO 2** course provides an understanding to the basic process of architectural design. The course consists of application and manipulation of basic design elements and principles to produce architectural design. To comply with the practice of vocabulary and design conventions, the case study and site analysis are introduced in relation to the spatial arrangement. The course emphasizes on the development of creative problem solving skills, the exploration of both abstract and formal analysis, visual literacy, craftsmanship, technical skills and communication skills.	Upon completion of this course, student should be able to: 1. Determine basic architectural design and technical knowledge for an internal space and a shelter (C5, PLO2) 2. Construct basic design skills by using design tools and design manner in appropriate scale and proportion with the fundamental technical requirement (P4, PLO3) 3. Complete the methods of communications to convey the design ideas by using appropriate visual and verbal presentation techniques (A3, PLO4) 4. Form managerial skills through delegation of works in conducting case study and site visit for a shelter project (A4, PLO6)
	DCA 20063 WORKING DRAWING 1	3	**WORKING DRAWING 1** course offers basic skills and knowledge to produce working drawings for building construction which comply to the Uniform Building by Law (UBBL) requirements. This course is a discipline core component in the Body of Knowledge (BoK) of Architecture Studies.	Upon completion of this course students should be able to: 1. Apply technical knowledge in building components from foundation, floor wall and roof in typical construction of single storey detach building (bungalow)(C3,PLO1) 2. Construct a set of working drawing with appropriate scale and dimension using manual technique for building construction (P4,PLO3) 3. Construct a set of working drawing with appropriate scale and dimension using manual technique for building construction (P3, PLO5)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20072 BASIC ENGINEERING SURVEY	2	**BASIC ENGINEERING SURVEY** course aims to provide students with knowledge on matters relating to survey and construction. It assists students to understand how to measure distances and angles using level, theodolite and total station. This course is a core component of the technology and environment in the body of knowledge (BoK) of architecture studies.	Upon completion of this course, student should be able to: 1. Apply the knowledge of the principles, scopes and purposes of basic engineering survey by using level, theodolite and total station for survey computation (C3, PLO1) 2. Display the ability to perform field work by using level, theodolite and electronic total station for survey computation with appropriate procedures and measurements (P3, PLO3)
	DCA20082 CADD	2	**CADD** provides knowledge to produce two-dimensional (2D) and three-dimensional (3D) architectural drawings using CADD (Computer Aided Design & Drafting) software. The course equips the students with CADD commands to set up paper, draw, dimensioning, shading, plotting and produce architectural drawings.	Upon completion of this course students should be able to: 1. Display the use of computer aided drafting tools in producing 2D and 3D drawings of architectural presentation with proper dimension and scale in relation to design-based task (P3, PLO3) 2. Initiate entrepreneurial mind in operating CADD software in 2D and 3D architectural presentation (A3, PLO7) 3. Relate good values and attitude in producing 2D and 3D drawings of architectural presentation within computer generated models (A4, PLO8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20092 BUILDING SERVICES 1	2	**BUILDING SERVICES 1** course introduces to technical services in building that emphasize on the ancillary spaces that keep the building operates such as bathroom and restroom, including their supported facilities such as water supply system, rainwater harvesting system, sanitary drainage system and wastewater disposal system. This course will equip the students with the ability to analyze issues in technical services of the building and apply the knowledge into their design course.	Upon completion of this course, student should be able to: 1. Apply knowledge of building's technical services such as water supply system, rainwater harvesting system, sanitary drainage system and wastewater disposal system into design-based task of residential bathroom, in compliance with the Uniform Building By-Laws (C3, PLO1) 2. Analyze the design of selected public restroom in relations to the principles of Universal Design (C4, PLO2)
	DCA20102 BUILDING TECHNOLOGY	2	**BUILDING TECHNOLOGY** focuses on knowledge of building construction technology used in building construction. The emphasis of the course is on programmes that may expand a student's skills of IBS (Industrialised Building System), BIM (Building Information Modelling) and the fundamental of timber and steel construction.	Upon completion of this course students should be able to: 1. Identify the initial idea and concept of IBS (Industrialised Building System) and BIM (Building Information Modelling) in current building construction management (C3, PLO 1) 2. Organize appropriate information retrieval and management of timber and steel construction (P4, PLO5)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCA30114 DESIGN STUDIO 3	4	**DESIGN STUDIO 3** course emphasizes on the architectural knowledge to design buildings. The content of the course focuses on design process related to site analysis, form and space organization, user needs, function, architectural terminology, aesthetic and technical requirements.	Upon completion of this course students will be able to: 1. Determine design ideas through appropriate presentation techniques for a small scale building (C5, PLO2) 2. Determine design ideas through appropriate presentation techniques for a small scale building (P4, PLO3) 3. Determine design ideas through appropriate presentation techniques for a small scale building (A4, PLO7) 4. Determine design ideas through appropriate presentation techniques for a small scale building (A4, PLO8)
3	DCA30123 WORKING DRAWING 2	3	**WORKING DRAWING 2** course is to emphasize skills, professionalism and communication to construct a set of working drawings incompliance to Uniform Building By Laws (UBBL 1984). This course is a discipline core component in the Body of Knowledge (BoK) in Architecture Studies.	Upon completion of this course, the students should be able to: 1. Construct a set of working drawing using Computer Aided Design and Drafting (CADD) for single storey. timber building and double storey detach building for plan submission to local authority (P4, PLO3) 2. Complete a set of working drawing with complete documentation and suitable format, comply to Uniform Building By Law (UBBL,1984) (A3, PLO4) 3. Adhere to procedure and requirement set by UBBL and authority on producing a set of working drawing (A4, PLO8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	**DCA30142 BUILDING SERVICES 2**	**3**	**BUILDING SERVICES 2** course introduces to technical services in building that emphasize on ancillary spaces such as services area including their supported facilities such as ventilation system, air-conditioning system, fire protection system, electrical supply system and building transportation system. This course will equip the students with the ability to analyze issues in technical services of the building and apply the knowledge into their design course.	Upon completion of this course, the students should be able to: 1. Apply knowledge of building's technical services such as air-conditioning system, mechanical ventilation system, fire protection system, electrical supply system and building transportation system into design-based task of people habitat/ community building, in compliance with the Uniform Building By-Laws and Malaysian Standard (C3,PLO1) 2. 2. Analyze the design of services area, mechanical and electrical (M&E) room for air-conditioning system, mechanical ventilation system, fire protection system, electrical supply system and building transportation system in relation to architectural design (C4, PLO 2) 3. Integrate the ability of numeracy skills in the case study report of technical services in the selected building(A4, PLO5)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	**DCA30132 3D MODELLING & ANIMATION**	**2**	**3D MODELLING & ANIMATION** course expands the knowledge on Computer Aided Design (CAD) in architecture. The course equips the students with enhanced 3D computer aided design commands with building information to model and produce computer generated 3D visualization. Building Information Modelling elements is being introduced in this course up to LOD 200. This course is a core component of Communication in the Body of Knowledge (BoK) in Architecture Studies.	Upon completion of this the course, students should be able to: 1. Display the ability to use digital drawing tools in producing 3D building information modeling and animation in relation to design based task (P4, PLO 3) 2. Initiate entrepreneurial mind in operating 3D building information modelling and animation in relation to design based task (A3, PLO7) 3. Relate good values and attitude during producing 3D building information modelling and animation in relation to design based task(A4, PLO8)
4	**DCA40163 ARCHITECTURAL STRUCTURES**	**3**	**ARCHITECTURAL STRUCTURES** equips students with basic knowledge on behavior of structures for architectural design. It is also provides exposure to building structure system comprising trussed, framed, funicular and shell structural system in building design.	Upon completion of this course, students should be able to: 1. Apply fundamental knowledge of behaviour of structures and structural systems into architectural design task (C3, PLO1) 2. Analyse the suitability of structural systems in relation to architectural design (C4, PLO2) 3. Adhere to social responsibilities and professional ethics while organising community service project related to building structures in respective institutions (A4, PLO 8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	**DCA10155 DESIGN STUDIO 4**	**5**	**DESIGN STUDIO 4** course expands the understanding of architectural design process. In addition to the knowledge and skills attained in Design Studio 4, the course continues to emphasize on Uniform Building by Laws (UBBL), basic principles of site planning, green technology and façade treatment.	Upon completion of this course, student should be able to: 1. Evaluate the design ideas for public and community building based on presentation techniques (C5, PLO2) 2. Display design idea and sustainable design development of the intermediate level of competence in architectural theory, concept and technical requirements in relations to the design project(P5, PLO3) 3. Describe self awareness skills as well as, verbal and visual communication skills on 2D and 3D presentations to fulfill architecture design considerations (A3, PLO4) 4. Initiate teamwork skills during site analysis of public and community building in response to the project's brief(A3, PLO6)
	DCA40172 HISTORY OF ARCHITECTURE	**2**	**HISTORY OF ARCHITECTURE** provides primary knowledge on styles and characteristics of modern architecture style generally, as well as to bring about awareness of how Malaysian Architecture evolves through dynamic cultures and values.	Upon completion of this course, student should be able to: 1. Identify factors influencing style and characteristic of modern architecture during the 20th century (C3 , PLO) 2. Explain Malaysian vernacular architecture through leadership skill and teamwork (A3 , PLO6)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCA40182 ENVIRONMENTAL SCIENCE	2	**ENVIRONMENTAL SCIENCE** course offers basic knowledge of factors in environmental friendly design aspects. It consists of four topics; thermal comfort, ventilation, lighting and acoustic. The course provides general idea of thermal factors, air ventilation principles, combine-usage of natural and artificial lighting and the acoustic consideration into the design process in built environment. This course is a core component of the Technology and Environment in the Body of Knowledge (BoK) in Architecture Studies. The students will be exposed to those topics for the understanding of design concern in certain type of climate and conditions.	Upon completion of this course, the students should be able to: 1. Apply environment design principles to building design in tropical climate (C3, PLO1) 2. Analysis data environmental performance for selected building in tropical climate (C4, PLO2)
	DCA40202 DIGITAL IMAGING	2	**DIGITAL IMAGING** course provides knowledge regarding the use of digital camera and computer graphic application in producing images. This course emphasizes on mode of capturing image, setting of captures image using shooting modes, techniques in composition image, and graphics applications in image production. This course aims to equip the students with the ability to organize the personal and entrepreneurial skills by production of digital imaging.	Upon completion of this course, the students should be able to: 1. Display the digital skills in an editing image production using computer graphics application (P4,PLO5) 2. Justify the personal and entrepreneurial skills by production of digital imaging through the computer graphics application. (A3,PLO7)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	**DCA40212 LANDSCAPE DESIGN**	**2**	**LANDSCAPE DESIGN** provides knowledge on both theoretical and practical aspect in basic landscape design. The course explains softscape and hardscape character in developing the design ideas embedded with digital and entrepreneurial skills.	Upon completion of this course, student should be able to: 1. Organize information to produce a landscape design for a small landscape project using digital design tools (P4, PLO5) 2. Propose a cost estimation of a sustainable landscape design project which include installation and maintenance (A3, PLO7)
5	**DCA50236 DESIGN STUDIO 5**	**6**	**DESIGN STUDIO 5** require students to design and produce presentation and technical drawings of a medium span (scale) building with understanding of site planning and spatial organization in design process, sustainable design, UBBL and local authorities requirements.	Upon completion of this course students should be able to: 1. Evaluate design idea and sustainable design development of the intermediate level of competence in architectural theory, concept and technical requirements in relations to the design project (C5, PLO2) 2. Display the ability to produce presentation drawings for commercial & tourism building on presentation techniques (P5, PLO3) 3. Initiates self awareness skills as well as, verbal and visual communication skills on 2D and 3D presentations for fulfil architecture design considerations (A3, PLO4) 4. Initiates leadership skills and teamwork skills during site analysis of commercial and tourism building in response to the project's brief (A3, PLO6)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCA50252 ARCHITECTURE COMMUNICATION	2	**ARCHITECTURE COMMUNICATION** provides knowledge regarding the importance of presentation in the architectural profession and the management of small organizations. The emphasis of the module is on programs that may expand a student's skills in terms of oral presentation, management and producing an ethical values on the programs carried out.	Upon completion of this course, the students should be able to: 1. Integrate effective communication, social skills and utmost responsibilities in the architectural profession in Malaysia (A3, PLO4) 2. Organize information retrieval and management system in built environment using digital technology (P4, PLO5)
	DCA50262 MODEL MAKING	2	**MODEL MAKING** course provides students the understanding with basic skills to represent their design ideas through spatial form of architectural concept models in three-dimensional using appropriate materials. This course also will introduce the various of essential hand tools for different types of model making techniques that equips student's proficiency towards quality workmanship.	Upon completion of this course, the students should be able to: 1. Initiates the respect, social communication & self awareness skills the respect, social communication & self awareness skills for 3D presentation (A3, PLO4) 2. Organizes documentations by using digital tools in handling equipment with proper techniques and suitable material for model making (P4, PLO5)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCA50233 MEASURED DRAWING	3	**MEASURED DRAWING** course caters knowledge and information regarding methods and techniques in measuring, data recording and documenting valuable buildings. It emphasizes student's attribute in terms of organizing drawing, report and multimedia presentation based on project requirement.	Upon completion of this course, student should be able to: 1. Apply appropriate information of measured drawing for a building in Architecture (C3, PLO1) 2. Display methods and techniques in measuring, recording and documenting building in built environment using latest technology (P4, PLO3) 3. Initiates positive character in measuring activities based on preparation of working life (A3, PLO7)
	DCA50242 ARCHITECTURE SITE PRACTICE	2	**ARCHITECTURE SITE PRACTICE** provides knowledge regarding site organization, roles, responsibilities and scope of works on the construction management. This course also emphasizes on site possession, site preparation and supervision. This course is a core component of the management & law in the Body of Knowledge (BoK) of Architecture Studies.	Upon completion of this course students should be able to: 1. Apply the basic knowledge of site organization, roles, responsibilities and scope of work in construction management. (C3, PLO1) 2. Justify the document and practice of leadership, autonomy and responsibility during site preparation and site supervision in site visit. (A3, PLO6)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCA 50272 MULTIMEDIA PRODUCTION	**2**	**MULTIMEDIA PRODUCTION** course provides basic knowledge on multimedia elements. This module focuses to expand a student's skills in term of multimedia elements and video production.	Upon completion of this course, students should be able to: 1. Initiates the interpersonal skill and teamwork with effective communication in multimedia application (A3, PLO4) 2. Display the ability to use digital technology in video presentation production by using multimedia application (P4, PLO5)

Higher Academic Pathway

CAREER PATHWAYS FOR POLYTECHNIC STUDENTS

Graduates of polytechnics in general are able to advance their studies through these three academic career pathways;

Institution of Higher Learning (Public/Private)

This pathway allows polytechnic students to advance their studies in other public universities, as well as other private learning institutions. Apart from this, students are also able to pursue other non-technical paths, should they desire.

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
UTM UNIVERSITI TEKNOLOGI MALAYSIA	• Bachelor of Engineering (Geomatic) • Bachelor of Science (Geoinformatics) • Bachelor of Civil Engineering • Bachelor of Science in Architecture	**Universiti Teknologi Malaysia,** UTM Skudai, 81310 Johor, Malaysia. Tel : (6)07 - 553 0370 Fax : (6)07 - 553 0388 www.utm.my
UNIVERSITI TEKNOLOGI MARA	• Bachelor of Science Geomatic • Bachelor of Architecture • Bachelor's Degree In Civil Engineering	**Universiti Teknologi MARA (UiTM)** 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel : (6)03 - 5544 2000 www.uitm.edu.my
UPM UNIVERSITI PUTRA MALAYSIA	• Bachelor of Design (Architecture) • Bacelor Kejuruteraan (Awam)	**Universiti Putra Malaysia** 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel : (6)03 - 8946 6000 Fax : (6)03 - 8948 7273 www.upm.edu.my

Higher Academic Pathway

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UNIVERSITI KEBANGSAAN MALAYSIA National University of Malaysia	- Bachelor of Science Architecture with Hons. - Bachelor of Civil Engineering (Environment) with Honours - Bachelor of Civil Engineering (Structural) with Honours	**Universiti Kebangsaan** Malaysia, 43600 UKM, Bangi Selangor, Malaysia l Tel : (6)03 8921 5555 l Fax : (6)03 8921 5555 www.ukm.my
USM UNIVERSITI SAINS MALAYSIA	- Bachelor of Science (Housing, Building & Planning)(Hons.)	**Universiti Sains Malaysia,** 11800 USM Pulau Pinang Malaysia Tel : (6)04-653 3888 Fax : (6)04-658 9666 www.usm.my
UNIVERSITI MALAYA KUALA LUMPUR	- Bachelor of Science Architecture	**University of Malaya,** 50603 Kuala Lumpur, MALAYSIA Tel : (6) 03-7967 7022/3273 Fax : (6)03-7956 0027 www.um.edu.my
الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	- Bachelor of Science in Architectural Studies (Hons)	**International Islamic University Malaysia,** P.O. Box 10, 50728 Kuala Lumpur Tel : (6) 036196 4000 Fax: (6) 036196 4053 www.iium.edu.my

Mathematics, Science & Computer Department

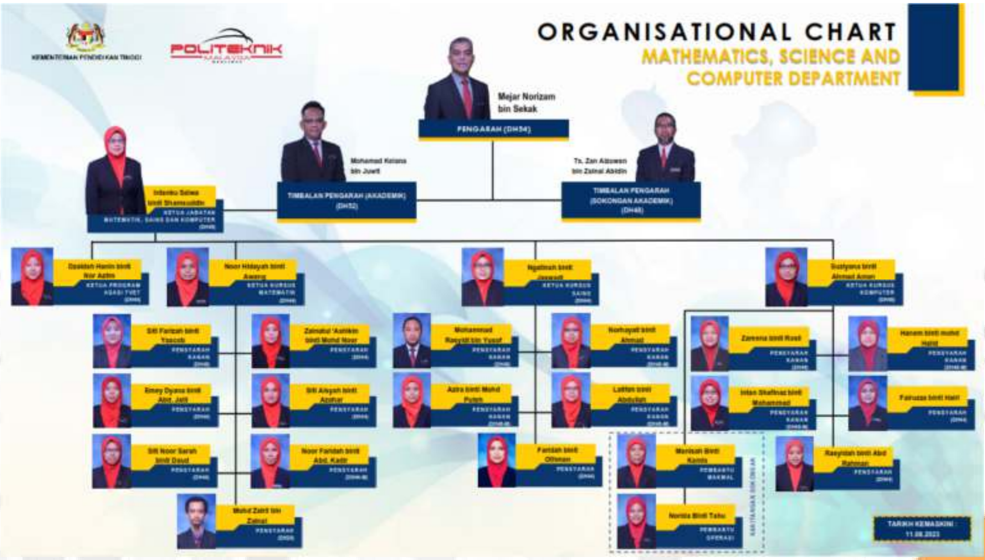
Introduction

The Mathematics, Science & Computer Department, which is also known as JMSK is an ancillary academic department. It is responsible for the B code courses in three different fields, namely Mathematics, Science and Computer. Besides, it also performs the academic supporting tasks (administration) in PMM.

This department was set up in November 2002 and is currently running with 31 lecturers, one laboratory assistant, one computer technician and one operational assistant.

JMSK is managed by the head of department and supported by three (3) heads of course of Mathematics, Science and Computer. These heads of course are responsible in monitoring staffs under their supervisions in order to ensure the learning and teaching implementations are run effectively. Besides, JMSK also managed a Pre Diploma Science programme that is supervised by a Head of Programme.

This department is equipped with computer laboratories, science laboratories, Technology Enabled Collaborative Classroom (TECC), meeting room, discussion room, prayer room and R & R corner.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Mathematics, Science & Computer Department

Facilities

TECC

Computer Laboratory

Classroom

Science Laboratory

Discussion Room

Lecturer Meeting Room

Prayer Room

Gazebo

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DBM 10013 ENGINEERING MATHEMATICS 1	3	**ENGINEERING MATHEMATICS 1** exposes students to the basic algebra including resolve partial fractions. This course also covers the concept of trigonometry and the method to solve trigonometry problems by using basic identities, compound angle and double angle formulae. Students will be introduced to the theory of complex number and concept of vector and scalar. Students will explore advanced matrices involving 3x3 matrix.	Upon completion of this course, students should be able to: CLO1: Use mathematical statement to describe relationship between various physical phenomena (C3, CLS1) CLO2: Show mathematical solutions using the appropriate techniques in mathematics (C3, CLS3c) CLO3: Use mathematical expression in describing real engineering problems precisely, concisely and logically (A3, CLS3b)
1	DBM10102 ELEMENTARY MATHEMATICS	2	**ELEMENTARY MATHEMATICS** exposes students to basic algebra which focuses on expressions and fraction used in solving linear and quadratic equations. This course also covers the concept of measurement and geometry which focuses on calculating areas and properties of angles in a circle including angular problems. Students will be introduced to the basic concept of trigonometric and its functions in solving problems.	Upon completion of this course, students should be able to: CLO1 : Use mathematical statement to describe relationship between various physical phenomena (C3, CLS1) CLO2 : Show mathematical solutions using the appropriate techniques in mathematics (C3, CLS3c) CLO3: Demonstrate awareness to social needs and active learning through geometrical approaches (A3, CLS3b)

General Studies Department

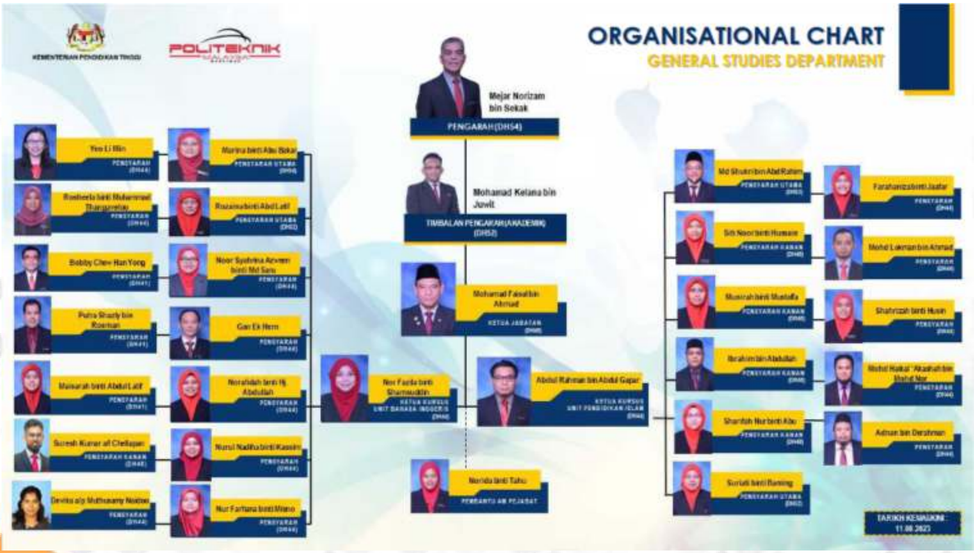
Introduction

The General Studies Department strives to produce excellent students in both cognitive and spiritual faculties. For that end, the department provides courses that complement the programmes offered by the main departments.

The English courses prepare the students with the essential knowledge and skills in communication to meet the challenges in their future workplace. Apart from that, students are also nurtured with the teachings of Islam, moral values and the knowledge of Islamic civilization.

This department comprises the Head of Department, together with two Heads of Course and also lecturers from the English Language Unit and the Islamic Education and Moral Studies Unit. The English Language Unit consists of 12 lecturers while the Islamic Education and Moral Studies unit has a total number of 12 lecturers. Furthermore, the department has two language laboratories and one technology enable classroom (TEC) that are equipped with the necessary peripherals to enhance the languages learning and teaching sessions.

Lastly, it is with high expectation that this Programme Handbook will enlighten the students regarding the courses offered by the General Studies Department, Politeknik Merlimau.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Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	**MPU21032** **PENGHAYATAN ETIKA DAN PERADABAN**	**2**	**PENGHAYATAN ETIKA DAN PERADABAN** ini menjelaskan tentang konsep etika daripada perspektif peradaban yang berbeza. Ia bertujuan bagi mengenal pasti sistem, tahap perkembangan, kemajuan dan kebudayaan merentas bangsa dalam mengukuhkan kesepaduan sosial. Selain itu, perbincangan dan perbahasan berkaitan isu-isu kontemporari dalam aspek ekonomi, politik, sosial, budaya dan alam sekitar daripada perspektif etika dan peradaban dapat melahirkan pelajar yang bermoral dan profesional. Penerapan amalan pendidikan berimpak tinggi (HIEPs) yang bersesuaian digunakan dalam penyampaian kursus ini.	CLO1 : membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun. (A2 , CLS 5) CLO2 : menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2 , CLS 5) CLO3 : mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3 , CLS 4)
	DUE10012 **COMMUNICATIVE ENGLISH 1**	**2**	**COMMUNICATIVE ENGLISH 1** focuses on developing students' speaking skills to enable them to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. The students are equipped with effective presentation skills as a preparation for academic and work purposes.	CLO1 : Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3 , CLS 3b) CLO2 : Demonstrate awareness of values and opinions embedded in texts on current issues (A3 , CLS 3b) CLO3 : Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2 , CLS 4)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	MPU23052 SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM*	2	**SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM** memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep sains, teknologi dan kejuruteraan dalam Islam serta impaknya, pencapaiannya dalam tamadun Islam, prinsip serta peranan syariah dan etika Islam, peranan kaedah fiqh serta aplikasinya.	CLO1: Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2, CLS4) CLO2: Menerangkan etika dan profesionalisme berkaitan sains teknologi dan kejuruteraan dalam Islam (A3, CLS 5) CLO3: Menghubungkait minda ingin tahu dengan prinsip syariah, etika dan kaedah fiqh dalam bidang sains, teknologi dan kejuruteraan menurut perspektif Islam (A4, CLS 4)
	MPU23042 NILAI MASYARAKAT MALAYSIA**	2	**NILAI MASYARAKAT MALAYSIA** membincangkan aspek sejarah pembentukan masyarakat, nilai-nilai agama, adat resam dan budaya masyarakat di Malaysia. Selain itu, pelajar dapat mempelajari tanggungjawab sebagai individu dan nilai perpaduan dalam kehidupan di samping cabaran-cabaran dalam membentuk masyarakat Malaysia.	CLO1: Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2, CLS4) CLO2: Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3, CLS5) CLO3: Menghubungkait minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4, CLS4)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	**DUE30022** **COMMUNICATIVE ENGLISH 2**	**2**	**COMMUNICATIVE ENGLISH 2** emphasises the skills required at the workplace to describe products or services as well as processes or procedures. This course will also enable students to make and reply to enquiries and complaints.	CLO1: Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3, CLS3b) CLO2: Describe processes, procedures and instructions clearly by highlighting information of concern (A3, CLS4) CLO3: Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3, CLS3b)
4	**DUE50032** **COMMUNICATIVE ENGLISH 3**	**2**	**COMMUNICATIVE ENGLISH 3** aims to develop the necessary skills in students to analyse and interpret graphs and charts from data collected as well as to apply the job hunting mechanics effectively in their related fields. Students will learn to gather data and present them through the use of graphs and charts. Students will also learn basics of job hunting mechanics which include using various job search strategies, making enquiries, and preparing relevant resumes and cover letters. The students will develop communication skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.	CLO1: Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2, CLS3b) CLO2: Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations (A4, CLS4) CLO3: Demonstrate effective communication and social skills in handling job interviews confidently (A3, CLS3b)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	**MPU22042** **BAHASA KEANGSAAN A**	**2**	**BAHASA KEBANGSAAN A** menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar, serta meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi.	CLO1 : Menunjukkan cara berinteraksi yang baik dalam pelbagai situasi (A3, CLS3b) CLO2: Menulis pelbagai jenis bentuk penulisan dengan jelas dan bersistematik (A2, CLS3b) CLO3: Menunjukkan kaedah bertutur dalam komunikasi lisan dengan sebutan dan intonasi yang betul (A3, CLS4)

Sports, Co-Curriculum & Cultural Unit

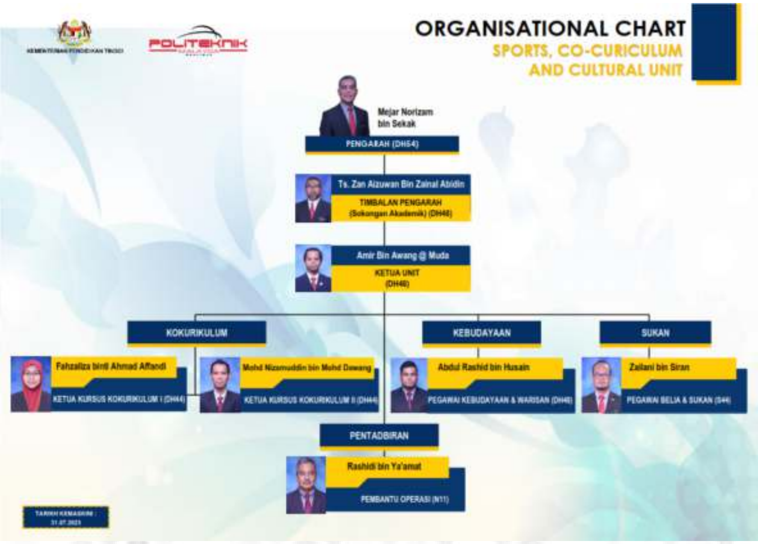
Introduction

Sports, Co-curriculum and Cultural Unit (USKK) Politeknik Merlimau is responsible for the planning, management and implementation of all activities regarding sports, co curriculum and cultural events in PMM. This unit comprises of three sub-units: the sports, co-curriculum and also cultural. The activities are designed for every semester based on given schedule and academic calendar.

The sports sub-unit is responsible for planning the implementation of sports activities for PMM students. The sports sub-unit is directly involved with the Polytechnic Sports Council (MSP) in conducting sports competitions among polytechnics students in other polytechnics in Malaysia.

For the learning and teaching activities, the Co-curriculum sub-unit plays an important role in coordinating, supervising, and monitoring the co-curriculum courses. The co-curriculum sub-unit offers 2 types of courses, the MPU24011 (Sports) and MPU24651-24701 (Uniformed Unit 1) for Semester 1 and MPU24021 (Club's) and MPU24751-24801 (Uniformed Unit 2) for Semester 2 that is compulsory for every student to enrol.

The cultural and heritage sub-unit is responsible for the management and organization of the implementation of arts and cultural programmes in PMM. This sub-unit also helps students and polytechnics in handling of protocol and etiquette such as convocation ceremony.


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
SPORTS, CO-CURICULUM
AND CULTURAL UNIT
Mejar Norizam bin Sekak
PENGARAH (DH54)
Ts. Zan Aizuwan Bin Zainal Abidin
TIMBALAN PENGARAH (Sokongan Akademik) (DH48)
Amir Bin Awang @ Muda
KETUA UNIT (DH48)
KOKURIKULUM
KEBUDAYAAN
SUKAN
Fahzaliza binti Ahmad Affandi
KETUA KURSUS KOKURIKULUM I (DH44)
Mohd Nizamuddin bin Mohd Dawang
KETUA KURSUS KOKURIKULUM II (DH44)
Abdul Rashid bin Husain
PEGAWAI KEBUDAYAAN & WARISAN (DH48)
Zailani bin Siran
PEGAWAI BELIA & SUKAN (S44)
PENTADBIRAN
Rashidi bin Ya'amat
PEMBANTU OPERASI (N11)
TARIKH KEMASKINI : 31.07.2023

Sports, Co-Curriculum & Cultural Unit

Sports, Co-Curriculum & Cultural Unit Staffs

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Sports, Co-Curriculum & Cultural Unit

Facilities

Basketball Court

Takraw Court

Tennis Court

Futsal Court

Rugby Field

Football Field

Petanque Field

Volleyball Court

Sports, Co-Curriculum & Cultural Unit

Music Studio

Music set

GELANGGANG SQUASH A

Squash Court

Table Tennis

Multi Purpose Court (Indoor)

Golf Green

UNIT SUKAN
&
KO-KURIKULUM

Sport Centre

Multipurpose Court

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	MPU24011 SPORT	1	**SPORT** are activities that contain recreationally useful skill training and certain rules in the pursuit of excellence for holistic mastery and skills to strengthen the formation of positive student soft skills.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	MPU24651 PISPA 1	1	**PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 1** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	MPU24701 PANDU PUTERI 1	1	**PANDU PUTERI 1** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	**MPU24611** **ASKAR WATANIAH 1**	**1**	**ASKAR WATANIAH 1** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	**MPU24661** **PENGAKAP KELANA 1**	**1**	**PENGAKAP KELANA 1** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	**MPU24691** **RELASIS 1**	**1**	**BRIGED RELA SISWA SISWI (RELASIS) 1** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	**MPU24021** **KELAB / PERSATUAN**	**1**	**KELAB / PERSATUAN** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
2	**MPU24651** **PISPA 2**	**1**	**PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 2** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
2	**MPU24801** **PANDU PUTERI 2**	**1**	**PANDU PUTERI 2** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	**MPU24711** **ASKAR WATANIAH 2**	**1**	**ASKAR WATANIAH 2** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
2	**MPU24761** **PENGAKAP KELANA 2**	**1**	**PENGAKAP KELANA 2** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
2	**MPU24791** **RELASIS 2**	**1**	**BRIGED RELA SISWA SISWI (RELASIS) 2** focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)

Student Affair and Development Department

Introduction

The Student Affair and Development Department is entrusted for the students' activities and governance under two main sub-officers pertaining to Recruitment & Data and Welfare & Discipline. Thus, this department deals with managing students' registration, updating students' records, managing financial support for students, and also monitoring students' discipline and welfare.

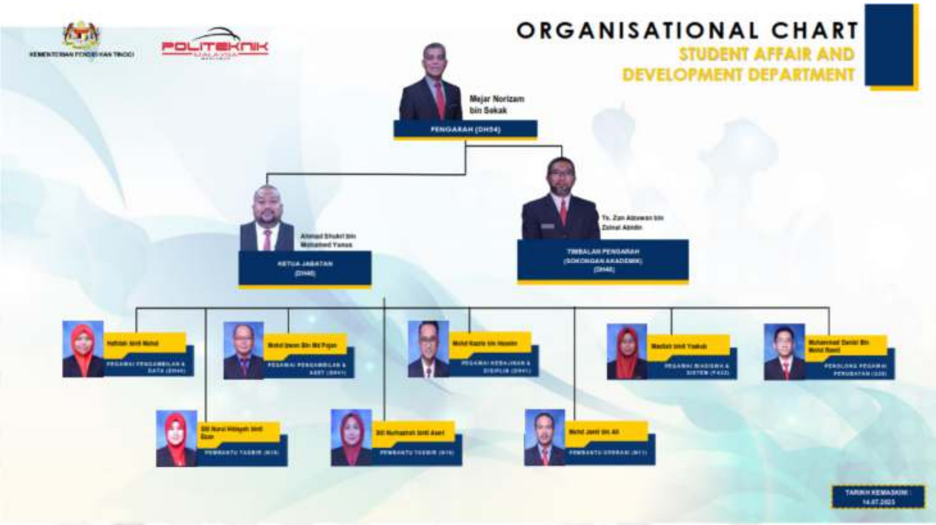
Services Offered

Recruitment & Data :

- Student registration
- Student ID card (smartcard)
- Student record and statistics
- For recruitment, please visit http://ambilan.mypolycc.edu.my/

Welfare & Discipline :

- Student welfare
- Student sponsorship and financial loan
- Student vehicle pass
- Student discipline monitoring and enforcement
- Student Representative Body (MPP)


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
STUDENT AFFAIR AND DEVELOPMENT DEPARTMENT
Mejar Norizam bin Sekak
PENGARAH (DH54)
Ahmad Shukri bin Mohamed Yunus
KETUA JABATAN (DH48)
Ts. Zan Aizuwan bin Zainal Abidin
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)
PEGAWAI PENGAMBILAN & DATA (DH44)
Mohd Izwan Bin Md Pojan
PEGAWAI PENGAMBILAN & ASET (DH41)
PEGAWAI KEBAJIKAN & DISIPLIN (DH41)
Masliza binti Yaakub
PEGAWAI BIASISWA & SISTEM (FA32)
Muhammad Danial Bin Mohd Ramli
PENOLONG PEGAWAI PERUBATAN (U32)
PEMBANTU TADBIR (N19)
PEMBANTU TADBIR (N19)
Mohd Jamil bin Ali
PEMBANTU OPERASI (N11)
TARIKH KEMASKINI : 14.07.2023

Student Affair and Development Department

Student Affair and Development Department Staffs

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Name: Masitah bin Yaakub
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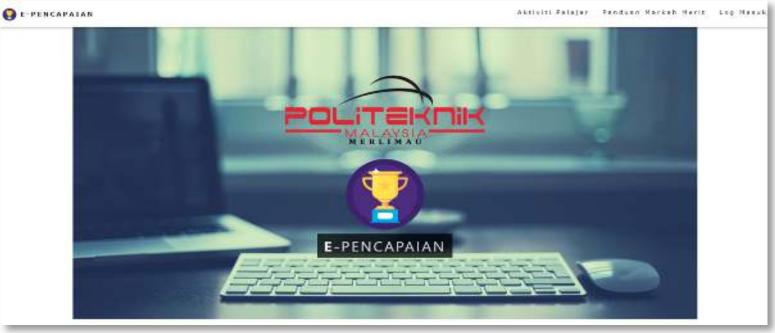
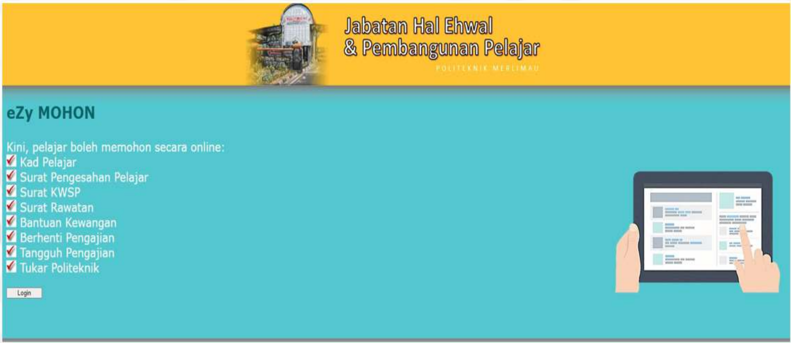
Student Affair and Development Department

Facilities


E-PENCAPAIAN
Aktiviti Pelajar
Panduan Markah Merit
Log Masuk
POLITEKNIK MALAYSIA MERLIMAU
E-PENCAPAIAN

FOOD BANK SISWA
POLITEKNIK MERLIMAU
PROGRAM FOOD BANK SISWA
POLITEKNIK MERLIMAU
21 FEBRUARI 2020
JUMAAT
PROGRAM
FOOD BANK SISWA


Jabatan Hal Ehwal
& Pembangunan Pelajar
POLITEKNIK MERLIMAU

eZy MOHON

Kini, pelajar boleh memohon secara online:
- ☑ Kad Pelajar
- ☑ Surat Pengesahan Pelajar
- ☑ Surat KWSP
- ☑ Surat Rawatan
- ☑ Bantuan Kewangan
- ☑ Berhenti Pengajian
- ☑ Tangguh Pengajian
- ☑ Tukar Politeknik

Login

Examination Unit

Introduction

The Examination Unit is responsible for coordinating and handling activities pertaining to final examination and certification. The unit is fully supported by all departments to fulfil the responsibilities given. The Examination Officer is responsible to monitor the whole examination process of polytechnic while the Examination Coordinator is to manage things regarding examination for their respective departments. Other than that, Examination Unit also cooperated in organising workshops related to examination such as Assessments and Vetting Workshop that is organised every semester in order to, produce high quality examination questions to be applied in the Final Examination of Politeknik KPT.

The unit is led by the Head of Unit who is responsible to coordinate and facilitate the management of the process of assessment and examination. The Head of Unit is supported by two Examination Officers whom one is in charge of the Records, Data and Certifications and the other is in charge in Management, Assessment and Bank Rate question :-

Activities carried out by the Examination Unit
- Preparing examination papers
- Conducting the final examination
- Processing the results of assessments
- Certification and Student Excellence Award
- Enforcing the assessment rules and regulations
- Administrating the Examination Unit

Facilities

Examination Unit

Examination Unit Staffs

Name: Zaidah binti Abd Umar
Position: Head of Unit
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Name: Dewi Muhiani binti Tumiran
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Name: Norarsaliana bt Arbain
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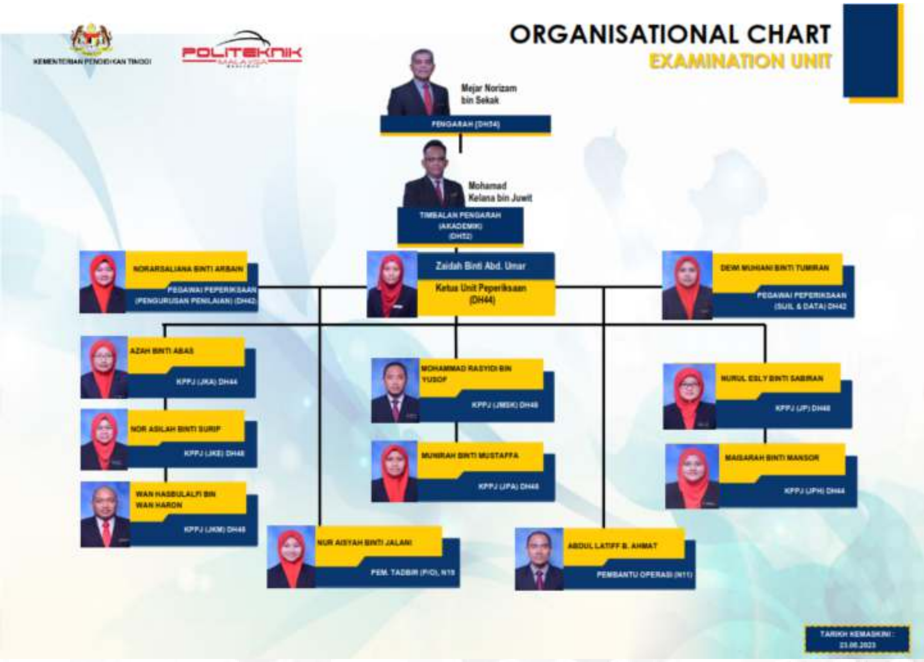
Ext :1042
Email : norarsaliana@pmm.edu.my


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
EXAMINATION UNIT
Mejar Norizam bin Sekak
PENGARAH (DH54)
Mohamad Kelana bin Juwit
TIMBALAN PENGARAH (AKADEMIK) (DH52)
Zaidah Binti Abd. Umar
Ketua Unit Peperiksaan (DH44)
NORARSALIANA BINTI ARBAIN
PEGAWAI PEPERIKSAAN (PENGURUSAN PENILAIAN) (DH42)
DEWI MUHIANI BINTI TUMIRAN
PEGAWAI PEPERIKSAAN (SIJIL & DATA) DH42
AZAH BINTI ABAS
KPPJ (JKA) DH44
NOR ASILAH BINTI SURIP
KPPJ (JKE) DH48
WAN HASBULALFI BIN WAN HARON
KPPJ (JKM) DH48
MOHAMMAD RASYIDI BIN YUSOF
KPPJ (JMSK) DH48
MUNIRAH BINTI MUSTAFFA
KPPJ (JPA) DH48
NURUL ESLY BINTI SABIRAN
KPPJ (JP) DH48
MAISARAH BINTI MANSOR
KPPJ (JPH) DH44
NUR AISYAH BINTI JALANI
PEM. TADBIR (P/O), N19
ABDUL LATIFF B. AHMAT
PEMBANTU OPERASI (N11)
TARIKH KEMASKINI : 23.06.2023

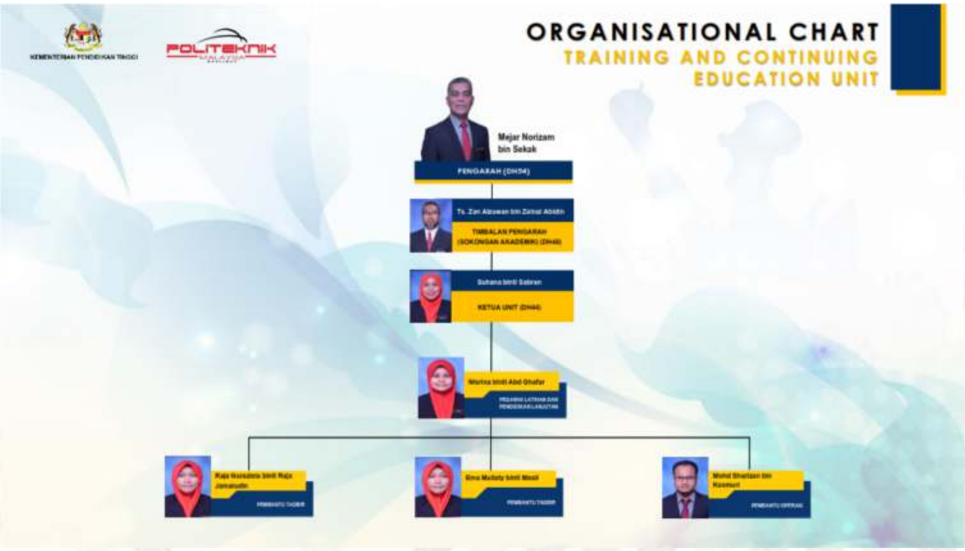
Training & Continuing Educational Unit

Introduction

The Training and Continuing Educational Unit (ULPL) is a unit under the office of Deputy Director of Academic Support, Politeknik Merlimau. The unit is responsible for the re-skilling and up-skilling of human capital in Politeknik Merlimau and also for private sector or other government departments / agencies.

The main activities of this unit are to:

1. manage training or courses for staffs.
2. manage part-time programme (*Kursus Secara Sambilan — KSS*) as to provide opportunities for those who want to pursue their diploma whilst working.
3. implement lifelong training program. The program offers opportunities for private sector or other government departments / agencies to develop their human capital through training and education resources in polytechnic with affordable rates.
4. manage and coordinate the use of polytechnic training facilities for private sector or other government departments / agencies.


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
TRAINING AND CONTINUING EDUCATION UNIT
Mejar Norizam bin Sekak
PENGARAH (DH54)
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)
Suhana binti Sabran
KETUA UNIT (DH44)
Marina binti Abd Ghafar
PEGAWAI LATIHAN DAN PENDIDIKAN LANJUTAN
PEMBANTU TADBIR
PEMBANTU TADBIR
PEMBANTU OPERASI

Training & Continuing Educational Unit

Training & Continuing Educational Unit Staffs

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Facilities

Seminar Room

Meeting Room

Lecture Hall

Tun Teja Suite

Library Unit

Introduction

The Library Unit has been established since 2002. The objectives are to:

1. Become the centre of excellence for information and referral centre
2. Supports PMM in producing semi-professional, knowledgeable workforce
3. Develop, document and maintain the information sources for the requirements of teaching and learning by:
    a. using the world standard cataloguing classification (Library of Congress Classification Outlines)
    b. using the new technology of cataloguing system (WEBOPAC) and electronic resources
    c. digitizing the documents related to learning such as examination paper, bulletin etc.
4. Provide and manage information services and conducive library facilities such as:
    a. Open shelf Collection
    b. Reference Collection
    c. Serial Collections
    d. Examination paper Collection
    e. Audiovisual Collection
5. Provide IT Corners and Wi-Fi Zone
6. Collaborate with agencies such as:
    a. Perpustakaan Negara Malaysia *(Pinjaman Berkelompok)*
    b. Interlibrary Loan
    c. UiTM Melaka Kampus Bandaraya
    d. Politeknik Melaka
    e. Kolej Vokasional Muar

Facilities

PERPUSTAKAAN

Library Unit

Library Unit Staffs

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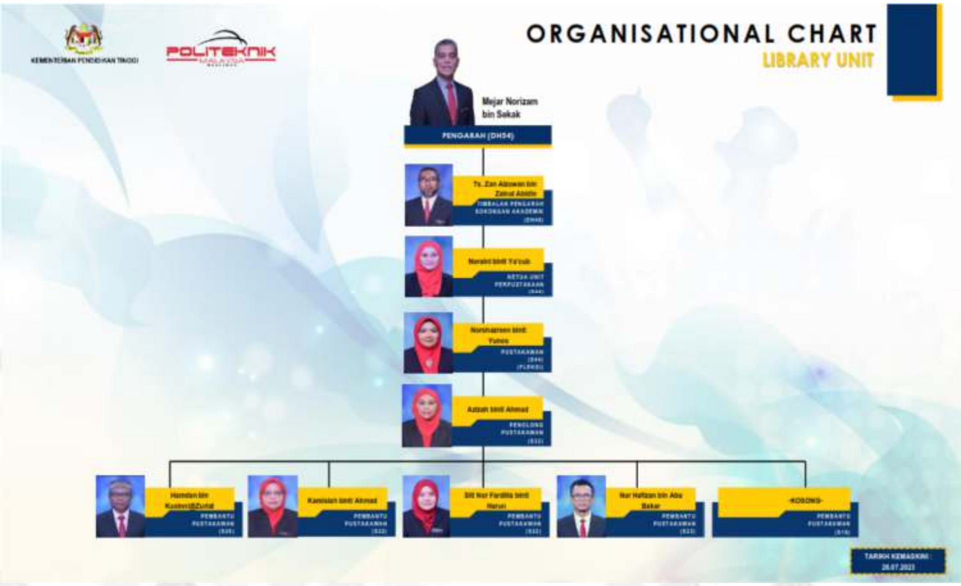
Email : norshazreen@pmm.edu.my


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
LIBRARY UNIT
Mejar Norizam bin Sakak
PENGARAH (DH54)
Ts. Zan Aizuwan bin Zainal Abidin
TIMBALAN PENGARAH SOKONGAN AKADEMIK (DH48)
Noraini binti Ya'cub
KETUA UNIT PERPUSTAKAAN (S44)
Norshazreen binti Yunos
PUSTAKAWAN (S44) (FLEKSI)
Azizah binti Ahmad
PENOLONG PUSTAKAWAN (S32)
Hamdan bin Kasimin@Zurial
PEMBANTU PUSTAKAWAN (S26)
Kamisiah binti Ahmad
PEMBANTU PUSTAKAWAN (S22)
Siti Nor Fardila binti Harun
PEMBANTU PUSTAKAWAN (S22)
Nur Hafizan bin Abu Bakar
PEMBANTU PUSTAKAWAN (S22)
-KOSONG-
PEMBANTU PUSTAKAWAN (S19)
TARIKH KEMASKINI : 26.07.2023

Psychology Management Unit

Introduction

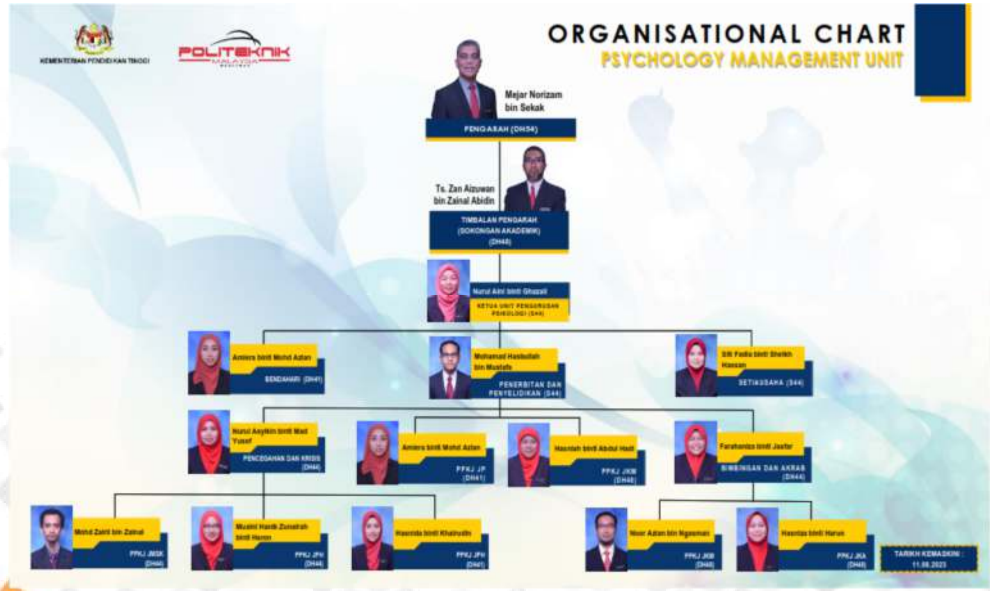
The Psychology Management Unit, Politeknik Merlimau, Melaka is an academic support unit that works in character development and soft skills for both students and staffs.

Currently, the unit consists of 3 Psychology Officers and is one unit under the purview of both the Head of the Student Affairs Department and the Deputy Director (Academic Support).

The goal of this unit is to help the students to progress towards academic excellence, social, personal, spiritual and career. Towards these ends, the unit will be planning, implementing, evaluating and controlling the Psychology and Counselling Services Program effectively at the Polytechnic.

What Is Counselling? Counselling is a face to face relationship session between normal individuals to understand themselves and their situation, using potential by utilising the self, family, society and religion. In addition, the individual also learn how to deal with problems in meeting with their needs today and tomorrow.

The Counselling Ethics Code is to respect client's privacy and confidentiality of information. This is done by maintaining physical and psychological well-being of clients and perform professional skills, while allowing self-determination and respecting the decision made by the client.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POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
PSYCHOLOGY MANAGEMENT UNIT
Mejar Norizam bin Sekak
PENGARAH (DH54)
Ts. Zan Aizuwan bin Zainal Abidin
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)
Nurul Aini binti Ghazali
KETUA UNIT PENGURUSAN PSIKOLOGI (S44)
Amiera binti Mohd Azlan
BENDAHARI (DH41)
Mohamad Hasbullah bin Mustafa
PENERBITAN DAN PENYELIDIKAN (S44)
Siti Fadia binti Sheikh Hassan
SETIAUSAHA (S44)
Nurul Asyikin binti Mad Yusof
PENCEGAHAN DAN KRISIS (DH44)
Amiera binti Mohd Azlan
PPKJ JP (DH41)
Hasnah binti Abdul Hadi
PPKJ JKM (DH48)
Farahaniza binti Jaafar
BIMBINGAN DAN AKRAB (DH44)
Mohd Zahit bin Zainal
PPKJ JMSK (DH44)
Musimi Hanik Zunairah binti Harun
PPKJ JPH (DH44)
Hasrida binti Khairudin
PPKJ JPH (DH41)
Noor Azlan bin Ngasman
PPKJ JKE (DH48)
Hasnita binti Harun
PPKJ JKA (DH48)
TARIKH KEMASKINI : 11.08.2023

Psychology Management Unit

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Facilities

PENGURUSAN PSIKOLOGI

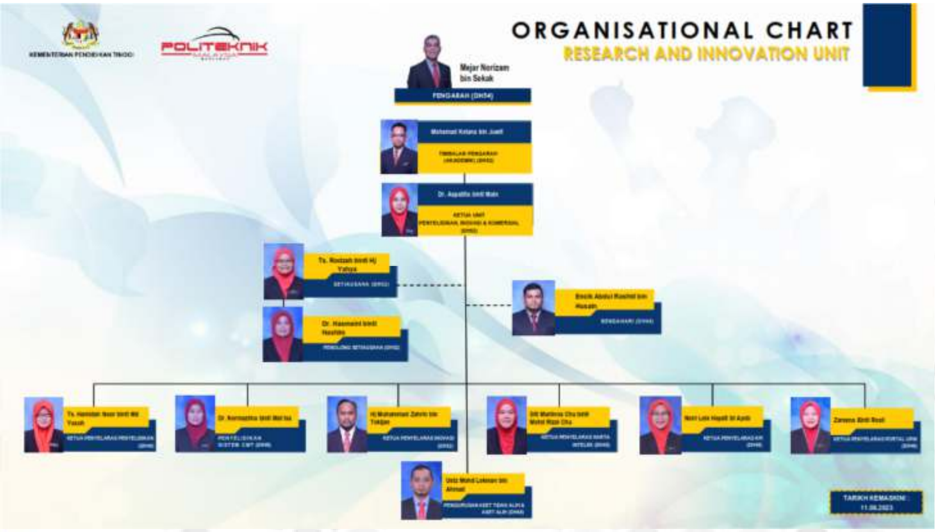
Research and Innovation Unit

Introduction

The Research, Innovation and Commercial Unit (UPIK) is created by the Polytechnic Education Department, Ministry of Higher Education system to inculcate the culture of research at the polytechnic. UPIK plays an important role as a centre of coordination of research, innovation and commercialisation among the academic staffs. UPIK also serves as a central collection for scientific writing reference material, material innovations and research, in which it will be presented for submission as research paper or presentation at institutional, zonal, national and international levels.

The objectives of the unit are:

1. becoming the centre of research, innovation and commercialisation activities.
2. coordinating and collaborating with industries and agencies on the affairs pertaining to Research & Development (R&D), commercialization and innovation.
3. becoming the centre of information and data management related to the students' as well as lecturers' products/projects, innovations and commercialisation at polytechnic level.
4. planning, managing and monitoring the implementation and data gathering with regards to R&D, educational research and publication.



Research and Innovation Unit

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Industrial Liaison & Training Unit

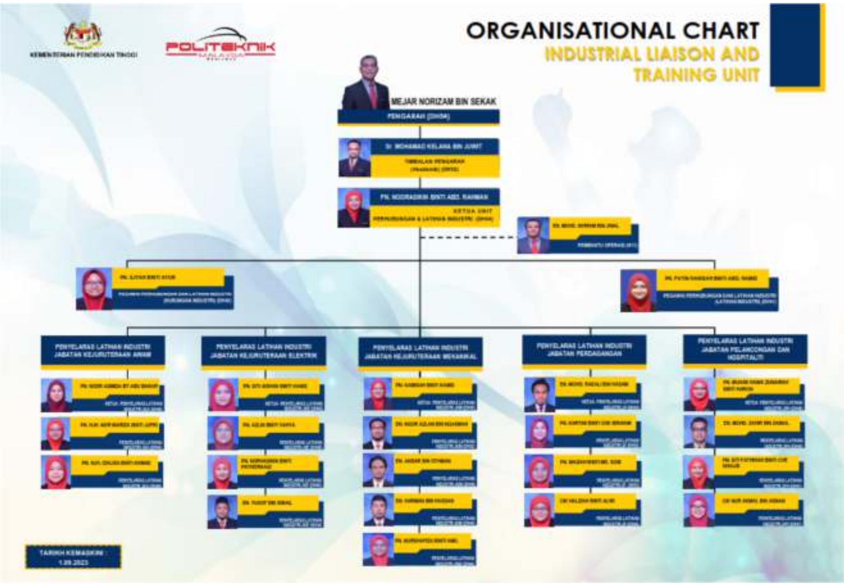
Introduction

Industrial Training is a major component of the learning curriculum in the polytechnic system. The diploma level students must undergo 20 weeks of internship training prior to graduation. The course covers a total of 10 credit hours inclusive of hands-on work, presentation, oral feedback session and report writing. During the training, students will have the opportunity to gain knowledge and experience on multiple discipline that includes engineering, management, account and safety procedure.

Industrial training provides an avenue for students to practice and apply both their knowledge and skills in real working environment. Thus for the internship, students should be able to achieve the following objectives;

- Perform hands-on task, usage of tools and equipment, adapt a variety of technologies, apply the knowledge gained to perform task, show development in knowledge and skills and think creatively and critically.
- Ability to acquire and understand information, carry out instruction, analyse linear and non-linear information, show appropriate non-verbal communication, communicate with employees at all levels and have basic negotiation skills.
- Show positive personality traits, participate actively as a member of the team, carry out tasks in appropriate situation and build and maintain good relationship.
- Comply with the policies and rules of the organization, job procedures and safety and health regulations.
- The report is submitted on time and verified by the supervisor, work independent with minimum supervision, attendance, punctuality and solve problem by taking the right action.
- Present ideas and views and task reporting.

Industrial Liaison & Training Unit


KEMENTERIAN PENDIDIKAN TINGGI
POLITEKNIK MALAYSIA
ORGANISATIONAL CHART
INDUSTRIAL LIAISON AND TRAINING UNIT
MEJAR NORIZAM BIN SEKAK
PENGARAH
PENYELARAS LATIHAN INDUSTRI JABATAN KEJURUTERAAN AWAM
PENYELARAS LATIHAN INDUSTRI JABATAN KEJURUTERAAN ELEKTRIK
PENYELARAS LATIHAN INDUSTRI JABATAN KEJURUTERAAN MEKANIKAL
PENYELARAS LATIHAN INDUSTRI JABATAN PERDAGANGAN
PENYELARAS LATIHAN INDUSTRI JABATAN PELANCONGAN DAN HOSPITALITI
TARIKH KEMASKINI
1.09.2023

Industrial Liaison Training Unit Staffs

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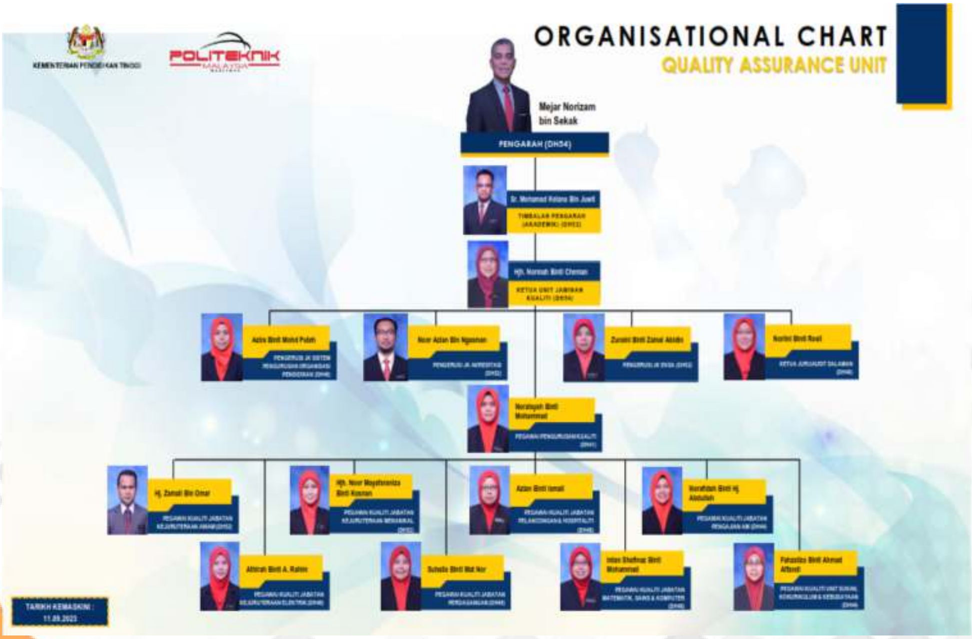
Quality Assurance Unit

Introduction

Quality Assurance Unit is responsible for planning, implementing and monitoring the effectiveness of the programs related to the quality management system, in addition of being a coordinator (the coordinator) to officials in the department and the quality of the unit. This unit is under the responsibility of the Quality Manager and Deputy Director (Academic).

To further enhance the quality management system in PMM, the unit is run on two fronts of the Working Committee on Quality (JKKQ); the first one is the Quality Manager and comprises all Heads of Department and Heads of Unit, while the Quality Secretariat (UQ) is chaired by the Chief Executive Officer quality acting as the coordinator of the quality Officer and Administration Department. Both of the operators are responsible for applying the values of quality to all PMM citizens through activities that have been planned.

The objective of this unit is to coordinate and implement a quality management system to strengthen the role of PMM citizens to be more committed to the continuation of organizational excellence. In that respect, the main task of the unit is to plan, implement and monitor the effectiveness of programs related to quality management for the an excellent work culture and for the implementation of continuous improvement practices toward realising the vision, mission and quality policy of PMM. In addition, it is also responsible for coordinating the implementation of quality systems in PMM.



Quality Assurance Unit

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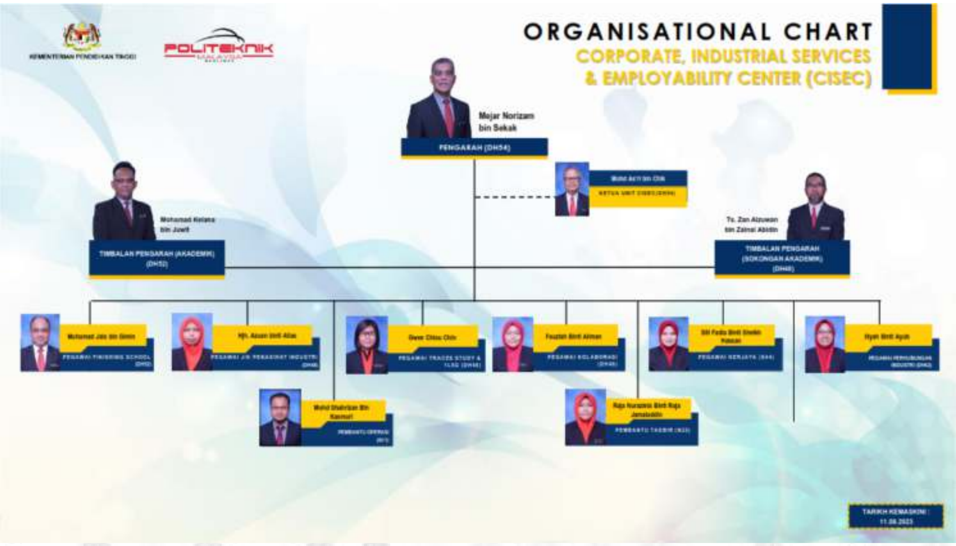
Corporate, Industrial Services & Employability Centre Unit

Introduction

The establishment of the Corporate Industrial Services & Employability Center (CISEC) in polytechnics as an initiative towards stronger polytechnic and industrial relations. CISEC will be the one-stop center in meeting the needs of the industry interested in working with Polytechnic especially for commercialisation projects and the management of facilities or consultancy services. Through CISEC, the process of matching workforce needs in the industry with the job search of polytechnic graduates is expected to be implemented more efficiently and systematically.

The CISEC was set up in July 2010 to support one of the Polytechnic Transformation agenda that enhances the marketability of polytechnic graduates. Therefore, CISEC will be the intermediary of polytechnics and industry in coordinating career development and graduate marketing programs through joint ownership and accountability, governance, student industrial training or training needs.


ORGANISATIONAL CHART
CORPORATE, INDUSTRIAL SERVICES & EMPLOYABILITY CENTER (CISEC)
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PENGARAH (DH54)
TIMBALAN PENGARAH (AKADEMIK) (DH52)
Ts. Zan Aizuwan bin Zainal Abidin
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)
TARIKH KEMASKINI : 11.08.2023

Corporate, Industrial Services & Employability Centre Unit

Corporate, Industrial Services & Employability Centre Unit Staffs

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Kamsis Unit

Introduction

The Kamsis Unit role is to manage the placement of students. This unit is placed under the Student Affairs Department. It is headed by a Assistant Hostel Manager, Senior Supervisor, five Hostel Supervisor and thirteen Wardens (the total number of wardens should be twenty eight).

The Politeknik Merlimau Hostel has six blocks of four-storeyed buildings that can accommodate a total of 1404 students, with each building around 234 students. The capacity of each blocks for male and female student may change subject to the application for each sessions.

FACILITIES PROVIDED

Kamsis provides complete facilities such as mattresses, pillows, beds, wardrobes, tables and chairs, curtains, bookshelves and so on. Other facilities include:

a) Study room;
b) Common Room is equipped with television broadcasts Njoi;
c) In-room ironing;
d) Washing machine in every level;
e) Field and playground;
f) The cafeteria operates from 7.00 am to 11.00 pm;
g) Islamic Centre;
h) Internet (Wi-Fi); and
i) Hot / cold water filter machine in every block.

APPLICATION FOR KAMSIS REGISTRATION

1) Applications can be made online via the Student Information Management System (SPMP) in PMM portal.

2) Completed forms that have been submitted online must also be printed and sent to the Kamsis Office of Management before the closing date, together with other supporting documents such as:

   i. salary slip / income verification letter that was approved by the village headman or any government officer of the Management and Professional Group;

   ii. health report that was confirmed by a physician for students who have serious health problems; and

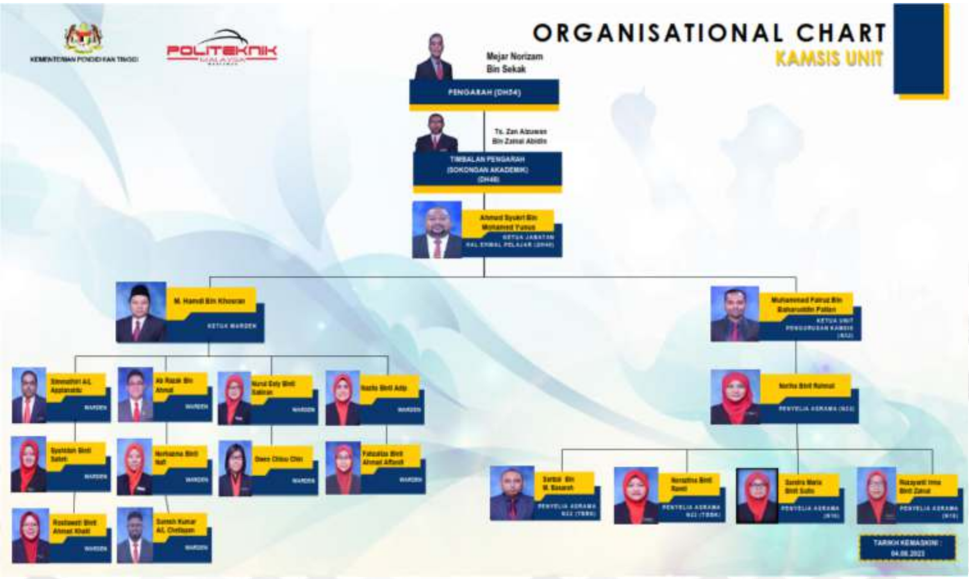
   iii. Death Certificate for orphans.

Kamsis Unit

Selection Criteria for Students of Kamsis Politeknik Merlimau

Here are the selection criteria's for the Kamsis application:

- Salary and dependencies of parents / guardians;
- Orphans;
- Discipline;
- Activities participated in Kamsis / Department;
- Distance home to the Polytechnic;
- Health problems;
- Form complete and the information is correct; and
- On availability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MALAYSIA
ORGANISATIONAL CHART
KAMSIS UNIT
Mejar Norizam Bin Sekak
PENGARAH (DH54)
Ts. Zan Aizuwan Bin Zainal Abidin
TIMBALAN PENGARAH (SOKONGAN AKADEMIK) (DH48)
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KETUA JABATAN HAL EHWAL PELAJAR
M. Hamdi Bin Khusran
KETUA WARDEN
Ab Razak Bin Ahmad
WARDEN
Suresh Kumar A/L
Muhammad Fairuz Bin Baharuddin Pailan
KETUA UNIT PENGURUSAN KAMSIS (N32)
Norlia Binti Rahmat
PENYELIA ASRAMA (N22)
Sarbini Bin M. Basarah
PENYELIA ASRAMA N22 (TBBK)
PENYELIA ASRAMA N22 (TBBK)
Sandra Maria Binti Sulin
PENYELIA ASRAMA (N19)
Ruzayanti Irma Binti Zainal
PENYELIA ASRAMA (N19)
TARIKH KEMASKINI :
04.06.2023

Kamsis Unit

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Kamsis Unit

Facilities

UNIT PENGURUSAN KAMSIS
POLITEKNIK MERLIMAU MELAKA

UNIT PENGURUSAN KAMSIS
POLITEKNIK MERLIMAU

Entrepreneurial Unit

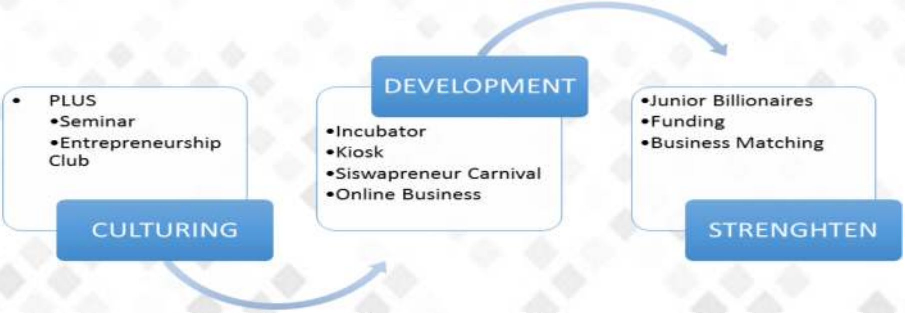
Introduction

The Entrepreneurship Unit supports students, alumni, small business and researchers to promote the creation of new businesses in industrial, technological, and social services.

The unit aims to promote the created businesses to be innovative, technology-based, with capacity to grow and commitment to create high-quality jobs in the region. It also promotes self-employment of young graduates and educate them in starting a new business with a proper management.

The Entrepreneurship Unit of Politeknik Merlimau is located at Ground Floor of Commerce Department and is open to public on working days from 8.30am to 5.30pm. The main objectives of the entrepreneurship unit are:

- Cultivating entrepreneurial attitudes and skills among students from any field of education;
- Organising entrepreneurship activities among students accordingly;
- Coordinating the creation of start-up business among students;
- Providing entrepreneurship facilities for students;
- Building networking with industries and agencies for student's business matching; and
- Involving professionals, entrepreneurs and agencies in the transmission of the entrepreneurial experience and as sponsors of activities that take place.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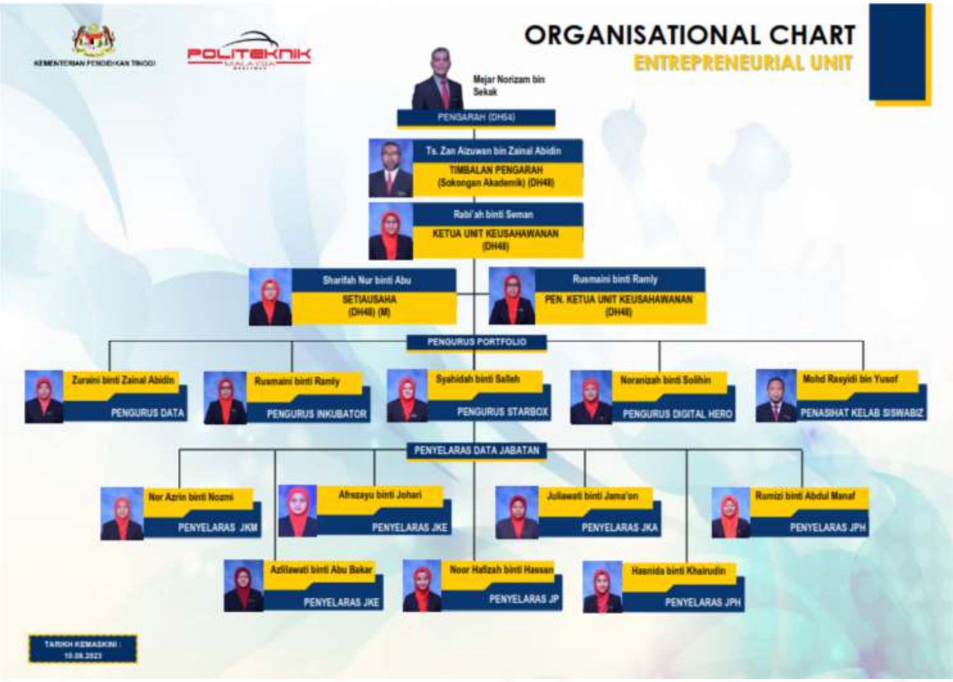
•Entrepreneurship Club
CULTURING
DEVELOPMENT
•Incubator
•Kiosk
•Siswapreneur Carnival
•Online Business
•Junior Billionaires
•Funding
•Business Matching
STRENGHTEN

Entrepreneurial Unit



KEMENTERIAN PENDIDIKAN TINGGI

POLITEKNIK MALAYSIA

ORGANISATIONAL CHART

ENTREPRENEURIAL UNIT

Mejar Norizam bin Sekak
PENGARAH (DH54)

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TIMBALAN PENGARAH
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Rabi'ah binti Seman
KETUA UNIT KEUSAHAWANAN
(DH48)

Sharifah Nur binti Abu
SETIAUSAHA
(DH48) (M)

Rusmaini binti Ramly
PEN. KETUA UNIT KEUSAHAWANAN
(DH48)

PENGURUS PORTFOLIO

Zuraini binti Zainal Abidin
PENGURUS DATA

Rusmaini binti Ramly
PENGURUS INKUBATOR

Syahidah binti Salleh
PENGURUS STARBOX

Noranizah binti Solihin
PENGURUS DIGITAL HERO

Mohd Rasyidi bin Yusof
PENASIHAT KELAB SISWABIZ

PENYELARAS DATA JABATAN

Nor Azrin binti Nozmi
PENYELARAS JKM

Afrezayu binti Johari
PENYELARAS JKE

Juliawati binti Jama'on
PENYELARAS JKA

Rumizi binti Abdul Manaf
PENYELARAS JPH

Azlilawati binti Abu Bakar
PENYELARAS JKE

Noor Hafizah binti Hassan
PENYELARAS JP

Hasnida binti Khairudin
PENYELARAS JPH

TARIKH KEMASKINI :
10.08.2023

Entrepreneurial Unit

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Facilities

Selamat Datang Ke
UNIT KEUSAHAWANAN
Politeknik Merlimau

UNIT KEUSAHAWANAN

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JAWATANKUASA AKREDITASI POLITEKNIK MERLIMAU