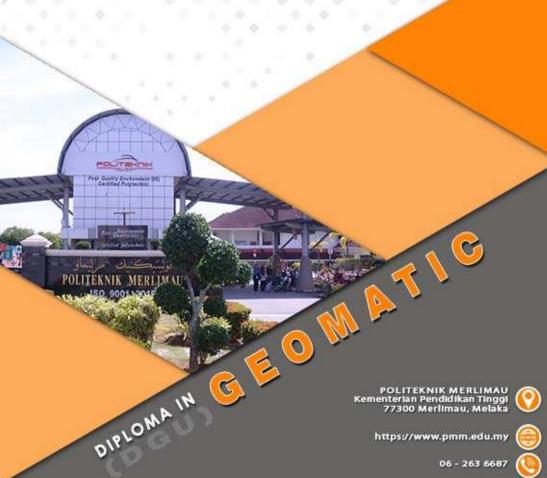




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PROGRAMME HANDBOOK

CIVIL ENGINEERING DEPARTMENT



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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 Noraidawati binti Nordin. There are 27 dedicated lecturers of Civil Engineering program who are responsi-



ble 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 AhmatHead 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



Management Organisation Chart

ORGANIZATIONAL CHART POLITEKNIK MERLIMAU



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.

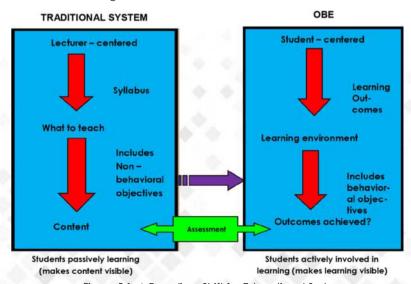
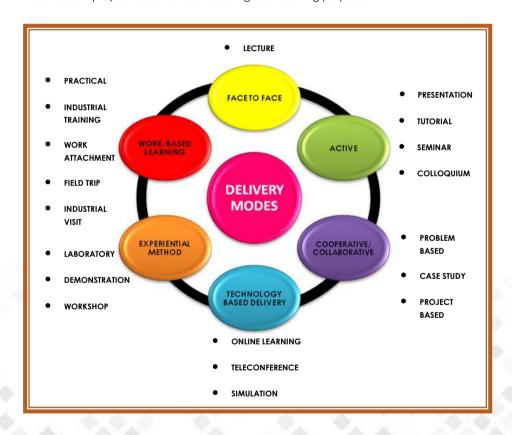


Figure 5.1: A Paradigm Shift for Educational System

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.



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 .

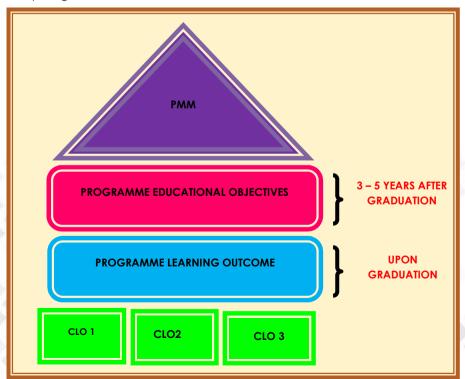


Figure 5.3: OBE Educational Framework

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;

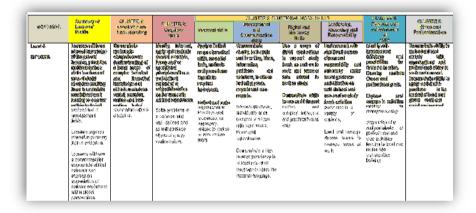




Figure 5.4: Competency Domain to be applied in MQA Outcomes (Learning Outcomes, LO)

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.

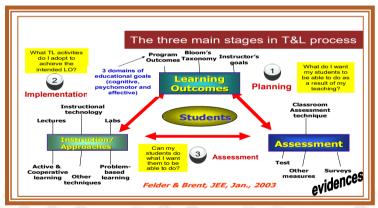


Figure 5.5: Three Main Stages in Learning and Teaching Process

Towards the future of OBE:

- Courses will help the students to want, passionately, to do things, rather than just 'be able to' do things.
- Assessment will assess whether the students are able to actually and spontaneously achieve the outcomes, rather than just 'being able to'.
- 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.

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

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.
- 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 Staffs



Name: Sr. Firhan bin Salian

Position: Head of e-Learning Unit Majoring: Bachelor of Science (Remote Sensing)

Ext: 1220

Email: firhan@pmm.edu.my



Name: Afrezayu binti Johari

Position: Deputy Head of e-Learning Unit Majoring: Bachelor of Electrical Engineering

Ext: 3022

Email: afrezayu@pmm.edu.my



Name: Sharifah Nur binti Abu

Position: KPI and Operations Secretary Majoring: Bachelor of Islamic Studies

Ext: 8008

Email: sharifah_nur@pmm.edu.my



Name: Maizatul Akmar binti Md Nor

Position: Technical and Activities Secretary

Majoring: Bachelor of Information Technology

Ext:3040

Email: maizatulakmar@pmm.edu.my

E-learning Coordinator by Department

CONTACT PERSON	CONTACT NO
Nurul Aqilah binti Johar (Leader Coordinator) Nor Wariza binti Jufri Rohafiza binti Md Darus Azrina binti Zolkifli E-Learning Coordinator of Civil Engineering Department	Ext : 2008 Email: aqilah@pmm.edu.my
Mohamad Shukor bin Amin (Leader Coordinator) Zahrim bin Abd Rahman Rodzah binti Hj. Yahya E-Learning Coordinator of Electrical Engineering Department	Ext: 3006 Email: mohamadshukor @pmm.edu.my
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
Khairani binti Arsyad (Leader Coordinator) E-Learning Coordinator of Commerce Department	Ext : 5006 Email: khairani_arsyad @pmm.edu.my
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

Facilities

















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:

- Noraidawati binti Nordin
 Head of Programme, Civil Engineering Unit
- Noor Aini binti Mistar
 Head of Programme, Architecture Unit
- 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 Staffs



Name: Ab Razak bin Ahmat Position: Head of Department

Majoring: Architecture

Ext: 2000

Email: ab.razak@pmm.edu.my



Name: Noraidawati binti Nordin

Position: Head of Programme (Civil Engineering)

Majoring: Civil Engineering

Ext: 2001

Email: noraidawati@pmm.edu.my



Name: Azrina binti Zolkifli

Position: Head of Programme (Geomatic)

Majoring: Geomatic (GIS)

Ext: 2023

Email: azrina zolkifli@pmm.edu.my



Name: Noor Aini binti Mistar

Position: Head of Programme (Architecture)

Majoring: Architecture

Ext: 2002

Email: noor_aini@pmm.edu.my



Name: Dr. Maria binti Mohammad Position: Senior Lecturer Majoring: Architecture

EXT: -

Email: maria mohammad@pmm.edu.my



Name: Hj Zamali bin Omar Position: Senior Lecturer Majoring: Civil Engineering Ext: 2030 Email: zamali@pmm.edu.my



Name: Siti Marlinna Chu bt Mohd Rizal Chu Position: Senior Lecturer Majoring: Civil Engineering

Ext: 2006

Email: sitimarlina@pmm.edu.my



Name: Suhaila bt Safie Position: Senior Lecturer Majoring: Civil Engineering Ext: 2112

Email: suhaila@pmm.edu.my



Name: Anafiah Bt Hamzah Position: Senior Lecturer Majoring: Civil Engineering Ext: 2125 Email: anafiah@pmm.edu.my



Name: Firhan bin Salian Position: Senior Lecturer Majoring: Land Survey Ext: 2023 Email: firhan@pmm.edu.my



Name: Hasniza bt. Harun Position: Senior Lecturer Majoring: Land Survey Ext: 2005 Email: hasniza@pmm.edu.my



Name: Ayu Wirdawati binti Po'a Position: Lecturer Majoring: Civil Engineering Ext: 2006 Email: wirdawati @pmm.edu.my



Name: Noorhaslizah Bt Ahmad Rosli Position: Senior Lecturer Majoring: Civil Engineering Ext: 2005 Email: noorhaslizah_ar@pmm.edu.my



Name: Suriawati bt Jusoh Position: Senior Lecturer Majoring: Land Survey Ext: 2013 Email: suriawati@pmm.edu.my



Name: Noor Asmida bt. Abu Bakar Position: Senior Lecturer Majoring: Land Survey Ext: 2006 Email: noorasmida@pmm.edu.my



Name: Dr Hassan Bin Ismail Position: Senior Lecturer Majoring: Civil Ext: 2021 Email: hassan@pmm.edu.my



Name: Jusmine Hanis binti Abdullah Position: Senior Lecturer Majoring: Civil Engineering Ext: -Email: jusminehanis@pmm.edu.my



Name: Noor Faizah binti Zohardin Position: Senior Lecturer Majoring: Geomatic Ext: 2008 Email: noorfaizah@pmm.edu.my



Name: Ahmad Yusof bin Sahdan Position: Senior Lecturer Majoring: Geomatic Ext: 7022 Email: ahmadyusof@pmm.edu.my



Name: Mohd KhairoInizam bin Yunos Position: Senior Lecturer Majoring: Civil Engineering Ext: 2001 Email: khairoI nizam@pmm.edu.my



Position: Senior Lecturer Majoring: Geomatic Ext: 2008 Email: yeewuichee@pmm.edu.my

Name: Yee Wui Chee



Name: Nor Azilla Wati binti Zamri Position: Senior Lecturer Majoring: Architecture Ext: 2017 Email: norazilla@pmm.edu.my



Name: Hazilah binti Mohamad Position: Senior Lecturer Majoring: Civil Engineering Ext: 2016 Email: hazilah@pmm.edu.my



Name: Amran b. Atan Position: Senior Lecturer Majoring: Architecture Ext: Email: Amran@pmm.edu.my



Name: Juliawati binti Jama'on Position: Senior Lecturer Majoring: Civil Engineering Ext: 2017 Emaîl: juliawati@pmm.edu.my



Name: Hjh. Izalisa bt. Ahmad Position: Senior Lecturer Majoring: Architecture Ext: 2012 Email: izalisa@pmm.edu.my



Name: Fadhillah binti Mohd Nasir Position: Senior Lecturer Majoring: Architecture Fxt:

Email: fadhillah@pmm.edu.my



Name: Rohafiza binti Md Darus Position: Senior Lecturer Majoring: Land Survey Ext: Email: rohafiza@pmm.edu.my



Name: Zariasya binti Jumaat Position: Senior Lecturer Majoring: Civil Engineering Ext: 2007 Email: zariasya@pmm.edu.my



Name: Aidatul Izana binti Mohd Taha Position: Senior Lecturer Majoring: Land Survey Ext: 2017 Email: aidatulizana@pmm.edu.my



Name: Mohd. Nizamuddin bin Mohd. Dawang Position: Lecturer Majoring: Civil Engineering Ext: 2130 Email: mohdnizamuddin@pmm.edu.mv



Name: Nor Shazlyn binti Mohd Alwi Position: Lecturer Majoring: Civil Engineering Ext: 2016 Email: norshazlyn@pmm.edu.my



Name: Syahidah Bt Salleh Position: Lecturer Majoring: Civil Engineering Ext: 2004 Email: syahidah@pmm.edu.my



Name: Hjh. Nor Wariza Bt Jufri Position: Lecturer Majoring: Civil Engineering Ext: 2023 Fmail: norwariza@pmm.edu.my



Name: Mohd Shafrizal Bin Md. Hasan Position: Lecturer Majoring: Architecture Ext: 2014 Email: mohdshafrizal@pmm.edu.my



Name: Siti Zawiyah Bt Hussain Position: Lecturer Majoring: Civil Engineering Ext: 2005

Email: sitizawiyah@pmm.edu.my



Name: Aizaliana Bt. Mohamad Adnan Position: Lecturer Majoring: Architecture Ext: 2017 Email: aizaliana@pmm.edu.my



Name: Azah bt Abas Position: Lecturer Majoring: Civil Engineering Ext: 2021 Email: azah@pmm.edu.my



Name: Saripah Bt Hj. Abdullah Position: Lecturer Majoring: Architecture Ext: 2012 Email: saripah@pmm.edu.my



Name: Nurul Aqillah Bt Johar Position: Lecturer Majoring: Architecture Ext: 2007 Email: aqilah@pmm.edu.my



Name: Nurfazilah binti Mat Salleh Position: Lecturer Majoring: Civil Engineering Ext: 2016 Email: nurfazilahms@pmm.edu.my



Name: Norlydah binti Othman Latpi Position: Lecturer Majoring: Geomatic Ext: -Email: norlydah oc@pmm.edu.my



Name: Hj. Mubin b. Minhaj Position: Lecturer Majoring: Civil Engineering Ext: 2138 Email: mubin@pmm.edu.mv



Name: Siti Noor Asyikin bt Haji Alias Position: Lecturer Majoring: Civil Engineering Ext: 2013 Email: sitinoorasyikin@omm.edu.mv



Name: Rosilawati Binti Ahmad Khalil Position: Lecturer Majoring: Civil Engineering Ext: 2012 Email: rosilawati@pmm.edu.my



Name: Ahmad Faizal bin Aziz Position: Lecturer Majoring: Civil Engineering Ext: 1190 Email: ahmadfaizal@pmm.edu.my



Name: Intan Zuriana bt Bakri Position: Lecturer Majoring: Civil Engineering Ext: 2124 Email: intanzuraini@pmm.edu.my



Name: Hairy b. Omar Position: Lecturer Majoring: Civil Engineering Ext: 2138 Email: hairy@pmm.edu.my



Name: Nur Hidayah Bt Mohamad Position: Lecturer Majoring: Civil Engineering Ext: 2007 Email: nurhidayah@pmm.edu.my



Name: Siti Nurazrin binti Sheikh Ismail Position: Lecturer Majoring: Geomatic Ext: -

Facilities



Architectural Studio



Highway Lab



Structure Lab



Plumbing Workshop



Concrete Lab



Carpentry Workshop



Geotechnic Lab



Brick Work Lab



GIS, Remote Sensing & Carthography Lab



Photogrammetry Lab





CADD Lab 2



Lecture Hall



Archaive Room



AVA Room



Architecture Working Room



Hydraulic Lab



Meeting Room



Lecturers' Room



Exhibition Room



Eng. Survey, Cadastral and Hydrographic Survey Lab

PROGRAMME OVERVIEW

Introduction

Geomatics is an area of technology for three-dimensional measuring, managing, presentation and analyzing the geospatial data relating to earth. Geospatial data are obtained from various sources including observation of satellites orbiting the earth, sensors that are formed in the air, sea and terrestrial instruments. This will give the students some added values which are relevant to the requirement of Land Surveyors Board (LJT), Land Surveyor Board Sarawak, Sabah Surveyor Board, Royal Institution of Surveyors Malaysia (RISM) and Department of Survey and Mapping, Malaysia (JUPEM). The accreditation from the Royal Institution of Surveyor Malaysia (RISM), Licensed Land Surveyors Board (LJT), related universities, government departments and Licensed Land Surveyors Consultant firm is the most important requirement in order to complete the curriculum development process.

Synopsis

The Diploma in Geomatics provides students with knowledge and generates skill in the field of land survey especially on measurement and positioning technique, geospatial data capture, data processing, data analysis and data representation. The graduates from this programme will have the potentials to work in both private and government sectors locally and abroad. In addition, they also have the opportunities to further their studies in other higher learning institutions locally and abroad.

Job Prospects

This program provides the knowledge and skills in geomatics and geospatial industry. This program can also be applied to a broad range of careers available. The knowledge and skills that the students acquire from the program will enable them to participate in the job market as:

- a. Geomatician
- b. Assistant Surveyor
- c. Assistant Land Officer
- d. Land Survey Site Supervisor
- e. Land Survey Draughtsman
- f. Assistant Hydrographic Surveyor
- g. Assistant Information System Officer (GIS)
- h. Assistant Information System Officer (Remote Sensing)
- Entrepreneur

Vision

To be the Leading-Edge TVET Institution

Mission

- a. To provide wide access to quality and recognized 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 program believes that every individuals has the potential to be possess skilled in survey and mapping Geomatician in supporting the country's aspiration toward new technological advancement and challenges in geomatics fields

Programme Educational Objectives (PEO)

Diploma in Geomatics programme should produce Geomatician that able to:

PEO1: adapt themselves with new technological advancement and challenges in the field of geomatics

PEO2: become a leader and work as a team

PEO3: promote good morality and behavior that will continuously enhance their knowledge and skills

PEO4: solve managerial and field problems and possess entrepreneur skills to prepare themselves for future challenges as lifelong learning

Programme Learning Outcomes (PLO)

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

- PLO1: Apply knowledge in geomatics discipline that fulfills standard terms re quirement
- PLO2: Analyze field problems critically and creatively
- PLO3: Construct practical skills by using appropriate technic and surveying in strument in geomatics discipline
- PLO4: Integrated communication skills and collaborative skills in networking and culture issues
- PLO5: Organize information and pursue knowledge relating to digital and numerical skills
- PLO6: Organize leadership and responsibilities of team work in geomatics field
- PLO7: Organize personal skills and entrepreneurial mind set for career path development
- PLO8: Organize high ethical standards and professionalism pertaining to the surveying practices

Programme Structure

								PRO)GRA	MME	LEAR	NING	OUTC	OME	(PLO)	
				ON HO				5	23	8	オ	*	9	2	8	
					UIC	,		PLOI	PL02	PL03	PLO4	PLO5	PL06	PL.07	PL08	3118
CLASSIFICATION	COURSE CODE		L	P	т	o	CREDIT VALUES	Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Resposibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	PREREQUISITE / CO-REQUISITE
								CLSI	CLS2	CLS3a	CLS3b	CLS3e	CLS3d	CLS4	CLS5	
			SI	ЕМІ	ST	ER	i									
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C	DUE10012	Communicative English 1	1	0	2	0	2				4			4		
Compulsory	MPU24XX1	Unit Beruniform 1	_	2	_		1						· V	√		
	MPU24XXI	Sukan	0	2	0	0	1						1 "	٧		
	DUW10012	Occupational, Safety and Health	2	0	0	0	2	-√			Ą				√	
Common Core	DBS10012	Engineering Science	2	1	0	0	2	4		√						
	DBM10013	Engineering Mathematics 1	2	0	2	0	3	4			√	4				
Discipline	DCG10013	Basic Surveying	2	3	0	0	3	4		√			√			
Core	DCG10022	Surveying Computation	1	0	2	0	2	√	√			4				
		TOTAL			5		17									
			SI	ЕМІ	EST	ER :	2									
	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam	Г	Г	Г								П	Π.		
	MPU23042	Nilai Masyarakat Malaysia	11	0	2	0	2							√	V	
Compulsory		Kelah/Persatuan			Ĺ									<u> </u>		
	MPU247X1	Unit Beruniform 2	0	2	0	0	1						√	√		MPU24XX1
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3	√			√	V				DBM10013
	DCG20033	Cadastral Surveying 1	2	3	0	0	3	4		√	V					
Discipline		CADD For Surveyors	0	3	0	0	2		V			√			√	
Core		Engineering Surveying 1	2	3	0	0	3	V		1	√					
		Field Astronomy	2	2	0	0	3	V	V	1						
		TOTAL	Ē	_	6		17			_						
			Si	_	_	ER:										
8 8	MPU22012	Entrepreneurship	1	0	2	0	2	$\overline{}$			1			N		The second
Compulsory	DUE30022	Communicative English 2	1	0	2	0	2				V			1		DUE10012
Common Core	DUG30023	Green Technology Compliance	2	0	2	0	3	٧	V	7	4				-4	
	DCG30072	Cartography	1	2	0	0	2	V		V		V	100		Α.	
Discipline	DCG30083	Engineering Surveying 2	2	3	0	0	3		V	1		17		V		DCG20053
Core		Land Laws & Regulations	1	0	1	0	2	V	-	-			1			
		Photogrammetry	2	3	0	0	3	V		V		V				
		TOTAL		_	5	-	17		_			-				
		2.50.50	SI	-	-	ER.		_								
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2				I /			1		DUE30022
		Cadastral Surveying 2	2	3	0	0	3		1	V		-		1		DCG20033
		Engineering Surveying 3	2	3	0	0	3		V	V			1			DCG30083
Discipline	DCG40132		2	0	0	0	2	V		-	-		V			
Core		Geographical Information System	1	3	0	0	3	0	V	7	1	4	7		. 4	7
		Hydrographic Surveying	2	0	0	0	2	1					1	- 1		
		Remote Sensing	1	3	0	0	3		V	V			1		-	
	_	TOTAL			5	-	18						_	_	_	

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					URS			PLOI	PL02	PL03	PL04	PLOS	PLO6	PLO7	PL08	SITE
CLASSIFICATION	COURSE CODE	COURSE NAME	L	Р	Т	o	CREDIT VALUES	Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Resposibility	Personal & Entrepreneurial Skills	Ethies & Professionalism	PREREQUISITE / CO-REQUISITE
								CLS1	CLS2	CLS3a	CLS3b	CLS3e	CLS3d	CLS4	CLS5	
			5	EM	EST	TER	.5									
	DCG50232	Topical Studies	1	2	0	0	2					4		√		
	DCG50173	Geodesy 2	1	4	0	0	3		4	4			V			DCG40132
	DCG50182	Land Management & Development	2	0	0	0	2	1						V		
Discipline	DCG50192	Survey Adjustment	1	0	1	0	2		1		1					
Core	DCG50201	Survey Camp	0	0	0	0	1			٧			٧			DCG40113 DCG40123 DCG40152
	DCG50213	Utility Mapping	1	3	0	0	3		4	4					4	
Electives		Elective 1	1	2	0	0	2									
		TOTAL		1	9		15									
			9	EM	EST	TER	. 6									
Industrial Training	DUT60019	Industrial Training	0	0	0	0	9			4	4	4	4	4	4	
		TOTAL			0		9									
		TOTAL CREDIT VALUE					93	I								
				ELE	CT	IVE	s									
1		Cadastral Surveying in Sabah & Sarawak	1	2	0	0	2		1	1						
2		Town and Country Planning	2	0	0	0	2		√		√					
3	DCG50252	Visual Basic Programming	1	2	0	0	2		4			4				
			FRE	E F	LE	CTI	VES*									
1	DUD10012	Design Thinking	1	0	0	1	2		√		√					

	Total Credit	%
i. (a) Compulsory	14	15%
(b) Compulsory (Bahasa Kebangsaan A) ^b	25	0%
ii. Common Core	13	14%
iii. Discipline Core	55	59%
iv. Specialization	0	0%
Total Credit	82	
v. (a) Electives	2	2%
(b) Free Electives ^a	2°	0%
vi. Industrial Training	9	10%
Grand Total Credit	93	100%

		Total Hours	%
i. Lecture	VAV V	31	41%
ii. Practical	0.00	41	54%
iii. Tutorial	V.A	4	5%
	Total Contact Hours	76	100%

EMESTER	COURSE	CREDIT	SYNOPSIS	cto
1	DCG10013 BASIC SURVEYING	3	BASIC SURVEYING provides basic knowledge in surveying, map and plan, datum determination and the usage of survey equipment. It also provides early exposure to students about land survey professional bodies. The course emphasizes on conducting a closed traverse based on standard procedure during practical fieldwork. Students are also exposed with the knowledge of booking for a closed traverse.	Upon completion of this course, student should be able to: 1.explain the fundamental of surveying concept, survey equipment, datum selection and functions of surveying agencies and government department.(C3, PLO1) 2.measure surveying works base on standard procedure and using appropriate instruments. (P3, PLO3) 3.initiate good leadership and teamwork by contributing actively in groups during fieldwork. (A3, PLO6)
	DCG10022 SURVEYING COMPUTATION	2	SURVEYING COMPUTATION equips students with knowledge and understanding in problem solving related to the calculations of traverse. It also provides early exposure to students about concept of bearing and angle, trigonometry and three point problems. The course emphasizes on calculation for surveying works. Students are also exposed with the knowledge of area division for a closed traverse	Upon completion of this course students should be able to: 1.indicate the angle measurement calculation in a close traverse by using related methods. (C2, PLO1) 2.apply the concept traverse adjustment to generate final coordinates and solve the sub-division problem by using related formula. (C3, PLO2) 3.propose the solutions of computation base on given task. (A3, PLO5)

SEMESTER	COURSE	CREDIT	SYNOPSIS	cro
2	DCG20033 CADASTRAL SURVEYING 1	3	CADASTRAL SURVEYING 1 provides students with the knowledge on title survey, land development process and exposure to conduct cadastral works according to the latest regulations. It also emphasizes on problem solving and techniques of collecting data manually and Field To Finish (F2F) concept until the production of Certified Plan (CP).	Upon completion of this course, student should be able to: 1.apply the concept of cadastral survey works and land developments according to Cadastral Survey Regulation and National Land Code. (C3, PLO1) 2.measure cadastral work with F2F concept according to the Department of Survey and Mapping Malaysia (JUPEM) or Department of Land and Survey Sarawak (JTSS) or Department of Land and Survey Sabah (JTUS) format. (P4, PLO3) 3.propose a good communication skill in presentation individually or in group within stipulate time frame. (A3, PLO4)
	DCG 20042 CADD FOR SURVEYORS	2	CADD (Computer Aided Design and Drafting) FOR SURVEYORS provides students with knowledge and skill in producing cadastral and engineering survey plans with relevant survey software according to a standard format.	Upon completion of this course, students should be able to: 1.relate the technical knowledge and specific command in CADD software. (P1, PLO2) 2.perform processing skills to process cadastral and engineering survey data according to standard procedure. (P4, PLO5) 3.complete the production of cadastral and engineering plans according to standard format. (A3, PLO8)

SEMESTER	COURSE	CREDIT	SYNOPSIS	cro
	DC 20053 ENGINEERING SURVEYING 1	3	ENGINEERING SURVEYING 1 provides basic knowledge in engineering surveying. The course emphasizes on bearing and distance measurement, levelling, area and volume works. It also provides early exposure to students in practical work.	Upon completion of this course, student should be able to: 1.apply basic knowledge and calculations of engineering surveying. (C3, PLO1) 2.measure perimeter survey and leveling works using equipment according to survey regulation. (P3, PLO3) 3.propose a good presentation either individually or in group within a stipulated time frame. (A3, PLO4)
2	DCG20063 FIELD ASTRONOMY	3	FIELD ASTRONOMY equips students with knowledge on the position of celestial bodies such as moon, sun, stars and planets with reference to earth. This study is important to land surveyors in field works such as determining the azimuth in land boundaries, checking angles in long traverse and determining geodetic positions or geographic points on earth.	Upon completion of this course, students should be able to: 1.apply astronomical concept according to Department of Survey and Mapping Malaysia (JUPEM) and Department of Islamic Development Malaysia (JAKIM) using related formula. (C3, PLO1) 2.measure the horizontal angle and altitude of the sun to determine the azimuth using extra meridian method. (P3, PLO2) 3.share the idea to solve qiblah direction and prayer time using related formula in group presentation. (A3, PLO3)

SEMESTER	COURSE	CREDIT	synopsis	CTO
	DCG30072 CARTOGRAPHY	2	CARTOGRAPHY provides students with knowledge and basic principle of data collection and arranging graphic information to produce a map. This course exposes students to the knowledge of how maps are published using digital techniques.	Upon completion of this course, students should be able to: 1.apply cartography concept and technique according to elements of cartography.(C3, PLO1) 2.construct digital mapping by using digital cartography techniques to produce map. (P4, PL03) 3.studies cartographic related problems with appropriate equipment and software by using standard procedure. (A3, PLO5)
3	DCG30083 ENGINEERING SURVEYING 2	3	ENGINEERING SURVEYING 2 provides knowledge on Topographic survey, automation survey, calculation of volume using Mass Haul Diagram and concept Global Positioning System (GPS). It also emphasizes on detail surveying and GPS field work.	Upon completion of this course students should be able to:- 1.apply the concept of topographic surveys. automation survey, positioning and earthwork volume. (C4, PLO2) 2.measure topographic and positioning survey work by using Total Station and Global Navigation Satellite System (GNSS) equipment. (P3, PLO3) 3.propose management skills using knowledge gained related to engineering survey services. (A3, PLO7)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CIO
3	DCG30092 LAND LAWS & REGULATIONS	2	LAND LAWS AND REGULATIONS provides exposure and knowledge related to the legislative system which are used in land administration in Peninsular Malaysia before and after the introduction of the National Land Code and also the land administration system for Sabah and Sarawak. This course also explains about land disposals, land dealing and transactions, Malay Reserve, Sabah and Sarawak Land Reserve and land acquisition by the state Authorities. This knowledge is important in order to solve problems related to land administration and management.	Upon completion of this course students should be able to: 1.interpret the National Land Code in Peninsular Malaysia and land administration in Sabah and Sarawak. (C3, PLO1) 2.apply the concept of Malay reserve in Peninsular Malaysia, land reserve in Sabah and Sarawak and land acquisition under Land Acquisition Act 1960 (Act 486). (C3, PLO1) 3.propose a good communication skills in presentation as individually or in group, on assigned topic. (A3, PLO6)
	DCG30103 PHOTOGRAMMETRY	3	PHOTOGRAMMETRY equips student with knowledge regarding the principles, methods and equipment for aerial survey works. It is important for a surveyor to solve problems related to aerial surveys. It also explains the principles and methods in conducting digital stereo mapping.	Upon completion of this course students will be able to: 1.apply basic principles and concept in photogrammetry elements. (C3, PLO1) 2.display appropriate techniques to conduct the stereoscopic viewing and digital photogrammetry. (P3, PLO3) 3.follow the specifications to practice flight planning for capture aerial photo. (A3, PLO5)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG40113 CADASTRAL SURVEYING 2	3	cadastral surveying 2 provides students with the knowledge on cadastral system and cadastral electronic services. It emphasizes on the usage of Global Navigation Satellites System (GNSS) equipment for cadastral work via post processing and MyRTKnet environment. Besides, students are also exposed to strata, stratum title and information to develop housing layout plan.	Upon completion of this course, students should be able to: 1.analyze concept of cadastral modules related to cadastral works according to Cadastral Survey Regulation. (C4, PLO2) 2.calibrate the GNSS equipment to carry out cadastral survey work according to Cadastral Survey Regulation. (P4, PLO3) 3.initiate a business plan using knowledge gained related to cadastral surveying. (A3, PLO7)
	DCG40123 ENGINEERING SURVEYING 3	3	ENGINEERING SURVEYING 3 provides knowledge on principles of engineering survey. The course emphasizes on the construction survey work, setting out in construction, curve alignment, monitoring survey and dimensional survey. It also exposes students to field works.	Upon completion of this course, students should be able to: 1.correlate the principles of engineering survey in construction projects. (C4, PLO2) 2.display engineering survey works for construction projects (P3, PLO3) 3.share the ability to lead and work as a team in presenting final reports on dimensional survey. (A3, PLO6)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
	DCG40132 GEODESY 1	2	GEODESY 1 introduces students to the field related to geodesy and provides knowledge of the reference surface in geodesy, ellipsoidal geometry characteristics, datum in geodesy, geodesy coordinate system and computation on an ellipsoid. This course also emphasize on calculation on geodetic coordinate.	Upon completion of this course, students should be able to: 1.explain the basic concept and knowledge of geodesy in the field of geomatic. (C2,PLO1) 2.apply the calculation to obtain the required data in Geodesy (C3,PLO1) 3.share good communication skill in oral presentation in group on assigned topic within as stipulated time frame. (A3, PLO6)
4	DCG40143 GEOGRAPHICAL INFORMATION SYTEM	3	GEOGRAPHICAL INFORMATION SYSTEM (GIS) emphasizes the utilization of computer software, databases, and survey technology via hands-on exercises in field data collection, input, conversion, analysis, map output and multimedia presentation. Students are exposed with the knowledge and skills gained in these studies can be applied to work in various industrial sectors, including surveying, mapping, local and regional government, forestry, agriculture, town planning, military, health, business, education and the environment.	Upon completion of this course, students should be able to: 1.illustrate the concepts of Geographic Information System (GIS) to develop GIS database. (C4,PLO2) 2.display the ability to manipulate the spatial data analysis. (P4,PLO5) 3.share the idea of GIS application in group by using appropriate technique. (A3,PLO4)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CIO
4	DCG40152 HYDROGRAPHIC SURVEYING	2	HYDROGRAPHIC SURVEYING provide students with the fundamental knowledge in hydrographic survey including the theory of tides, hydrographic survey planning, and techniques for positioning, sounding and charts production process. The knowledge and skills gained from this study can be applied to work in various industrial sectors, including surveying, oil and gas, regional government and hydrographer.	Upon completion of this course students should be able to: 1.explain the concept of hydrographic survey, function of hydrographic agencies, planning procedures and plans production process. (C3, PLO 1) 2.apply the concept of tidal observation, datum transfer, positioning and sounding according to standard for hydrographic survey. (C3, PLO 1) 3.demonstrate the ability to lead and work as a team in applying the most appropriate methods of positioning and sounding in hydrographic survey complying to the requirements of the clients and survey planning. (A3, PLO 6)
	DCG40163 REMOTE SENSING	3	REMOTE SENSING equips students with the knowledge of imagery concept. This course explains the concept of data capture from electromagnetic energy recorded, by sensors brought by airplane or satellite. This course also develops student's skills in using software for digital image processing, digital image enhancement and image classification.	Upon completion of this course students should be able to: 1. list appropriate principles and theories of remote sensing in solving relevant problems. (C4, PLO 2) 2. display a result of geometric correction, image enhancement, image classification and map annotation using remote sensing image processing software. (C3, PLO 3) 3. describe applications of remote sensing in various area with a good communication skills. (A3, PLO 6)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG50232 TOPICAL STUDIES	2	TOPICAL STUDY equips the students with the ability to apply theories of land survey that they have learned throughout the semester. This course trains the students in developing their skills in communication, team work, work planning and decision making. They are also trained to make recommendation and use all the resources that are available creatively.	Upon completion of this course students should be able to:- 1.demonstrate the ability to pursue independent study and illustrate the awareness for lifelong learning. (C2, PLO 5) 2.organize data gathered from various sources such as laboratory, field work, industry, government agency and community according to technical research standard. (C4, PLO 5) 3.proceed to explore entrepreneurial business and management principles for a successful commercial application of research and innovation. (P2, PLO 7)
	DCG50173 GEODESY 2	3	GEODESY 2 introduces students to earth's gravity and its measurement, height system in geodesy, vertical and horizontal control network, development of Malaysia Geodetic Network and positioning with GNSS. Establishing of horizontal and vertical network control are part of the practical work.	Upon completion of this course students will be able to: 1.classify the physical and Geodetic Survey (C4,PLO2) 2.display the practical skills in Geodetic Control Survey. (P5, PLO3) 3.perform the ability to work in team to complete assigned tasks during practical work sessions. (A5, PLO6)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CIO
5	DCG50182 LAND MANAGEMENT & DEVELOPMENT	2	LAND MANAGEMENT AND DEVELOPMENT provides students with the exposure and knowledge related to various Act regarding land management and develop- ment in Malaysia. Students are exposes to Strata Title, Under- ground and Mining Land Development, Group Settlement Area (GSA) and Town and Country Planning	Upon completion of this course, students should be able to:- 1.explain definition, concept and process of vertical development (strata) and underground land development (stratath). 2.relate land development based on Mineral Development Act 1994 and State Mineral Enactment, Group Settlement Area Act 1960, National Land Code 1965 and Town and Town and Country Planning Act 1976. (C3, PLO1) 3.demonstrate good communication skills during individual presentation or in group on assign topic. (A3,PLO7)
	DCG50192 SURVEY ADJUSTMENT	2	SURVEY ADJUSTMENTS provides the students with knowledge on adjustment. The course emphasizes the calculation of adjustment using the least square adjustment method through observation and condition equations in solving surveyed data. Besides, it is also provides students with knowledge and practical skills to calculate and adjust surveyed data.	At the end of the course, students should be able to: 1.evaluate the surveying data using statistical analysis and programming of least square adjustment. (C5, PLO2) 2.generalize good critical thinking skills and problem solving skills individually in class during discussion sessions. (A4, PLO4)

SEMESTER	COURSE	CREDIT	synopsis	CIO
5	DCG50201 SURVEY CAMP	1	survey CAMP provides students with knowledge and generate skills in the field of land and hydrographic surveys especially on measurement and positioning technique, data processing and plan presentation. This course emphasizes on the cadastral survey, engineering survey, GPS survey and hydrographic survey. It also exposes the students with team work in completing the tasks assigned during the survey camp.	Upon completing this course students should be able to: 1. measures the survey task during the engineering survey camp successfully and presenting engineering survey camp report satisfactorily. (P3, PLO 3) 2. complete control survey, cadastral survey works, Global Positioning System (GPS) survey, hydrographic survey, and automation survey appropriately according to Department of Survey and Mapping Malaysia (JUPEM) and license surveyor. (P4, PLO 3) 3. demonstrate the ability to lead and work as a team to complete the task given according to JUPEM and License Surveyor standard. (A3, PLO6)
	DCG50213 UTILITY MAPPING	3	UTILITY MAPPING exposes the students to introduction, instrument, method of survey, occupational safety and health, processing and mapping utility data of underground utility mapping. This course also emphasized the field work knowledge such as determining the positions of underground materials on earth surface.	Upon completion of this course, students should be able to: 1.distinguish the method of utility mapping by various instrument. (C4, PLO2) 2.measure utility detection survey for mapping purposes. (P4, PLO3) 3.demonstrate good ethics and professionalism in utility mapping field. (A3, PLO8)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CIO
5	DCG50222 CADASTRAL SURVEYING IN SABAH AND SARA- WAK	2	CADASTRAL SURVEYING IN SABAH AND SARAWAK focuses on the structure and functions of Land and Survey Department in Sabah and Sarawak. It also exposes students with the establishment of Land Surveyors Board of Sabah and Sarawak according to Land Surveyors Ordinance 1960 and The Surveyors Ordinance 2001. Apart from this, students will be provided with the knowledge and skills to execute cadastral field works practice according to Sabah and Sarawak cadastral law and regulation. Students are also evaluated on their soft skills in leadership and interpersonal during the completion of the given task	Upon completion of this course students will be able to: 1.explain the structure and function of Land and Survey Department and Land Surveyors Board of Sabah and Sarawak related to Assistant Surveyors. (C3, PLO2) 2.organize cadastral survey works which includes field practices, data recording and processing, produce final plan according to Sabah and Sarawak cadastral survey regulation. (P4, PLO3) 3.demonstrate the ability to lead a team and utilize the sources to complete assigned practical work within a stipulated time frame. (A3, PLO6)
	DCG50242 TOWN AND COUNTRY PLANNING	2	TOWN AND COUNTRY PLANNING provides students with knowledge of town and regional planning field. This course focuses on theory of planning, functions of Town and Country Planning Act (ACT 172) and development plans. It also provides knowledge on the preparation of housing layout plans.	Upon completion of this course, the students should be able to: 1.analyze the concept of town and country planning as practiced in Malaysia accurately. (C4, PLO2) 2.analyze the type of development plan and the principles of housing planning concept correctly. (C4, PLO2) 3.Propose continuous learning and information management skill while engaging in independent acquisition of new knowledge and skills to develop housing layout plan project. (A3, PLO4)

SEMESTER	COURSE	CREDIT	SYNOPSIS	cro
	DCG50252 VISUAL BASIC PROGRAMMING	2	VISUAL BASIC PROGRAMMING provides students with knowledge of the programming concepts using the Visual Basic programming language. The course emphasizes on design of the programme which includes examining code, looping statement and also creates and document naming standard.	Upon completion of this the course, students should be able to: 1.explain concepts of Visual Basic programming to develop a standalone application programmes. (C3, PLO1) 2.build a programme to solve problems using Visual Basic language. (P3, PLO3) 3.demonstrate related programme design in Visual Basic language. (A3, PLO3)
5	DUT60019 INDUSTRIAL TRAINING	9	INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual working environment. This course allows students to experience the work culture of the workplace as well as provides a platform for students to put into practice the skills and knowledge learnt. The desired attributes include organizational orientation and professional ethics, effective communication, leadership and teamwork, continuous learning and information management, as well as self-management and entrepreneurial mind at the work-place.	Upon completion of this the course, students should be able to: 1.perform duties in accordance with job requirements at the workplace (P4, CLS3a) 2.display effective communication and social skills at the workplace (A5, CLS3b) 3.integrate values, attitudes and professionalism effectively at the workplace (A4, CLS5) 4.Develop responsibility of leadership and teamwork at the workplace (A4, CLS3d) 5.organize information management appropriately at the workplace (P4, CLS3c) 6.integrate lifelong learning skills and entrepreneurial mind at the workplace (A4, CLS4)

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 TERROLOGI NALAYSIA	Bachelor of Engineering (Geomatic) Bachelor of Science (Geoinformatics) Bachelor of Civil Engineering	Universiti Teknologi Malaysia, UTM Skudai, 81310 Johor, Malaysia. Tel: (6)07 - 553 3333 Fax: (6)07 - 553 0388 Email:corporate@utm.my www.utm.my
Universiti Teknologi Mara	 Bachelor of Science Geomatic Bachelor's Degree In Civil Engineering 	Universiti Teknologi MARA (UITM) 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel: (6)03-5544 2000 Fax: (6)03-5544 3999
UPM UP M UNKERTIFFUTA MAAYEA EXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Bacelor Civil Engineering	Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: (6)603-9769 1000 Fax: (6)603 8948 7273 www.upm.edu.my

Higher Academic Pathway

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
Universiti KEBANCSAAN MALAYSIA Manuse Luturing 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 I Tel: (6)03 8921 5555 I Fax: (6)03 8921 5555 www.ukm.my
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 SUALA LIPETUI	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
الربيال غيالها عبالها على الربيال المساهية العالمية المساهية المس	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

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.



Mathematics, Science & Computer Department Staffs



Name: Hajjah Intanku Salwa binti Shamsuddin

Position: Head of Department Majoring: Mathematics Education

Ext: 7000

Email: intankusalwa@pmm.edu.my



Name: Noor Hidayah binti Awang Position: Head of Course (Mathematics)

Majoring: Science Mathematics

Ext: 7002

Email: noorhidayah@pmm.edu.my



Name: Ngatinah binti Jaswadi Position: Head of Course (Science)

Majoring: Civil Engineering

Ext: 7001

Email: ngatinah@pmm.edu.my



Name: Suziyana binti Ahmad Aman Position: Head of Course (Computer)

Majoring: Science Computer

Ext: 7003

Email: suziyana@pmm.edu.my



Name: Noor Faridah Binti Abd Kadir Position: Lecturer Majoring: Mechanical Engineering Ext: 7008 Email: noorfaridah@pmm.edu.my

Name: Zinatul 'Ashiqin Binti Mohd Noor Position: Lecturer Majoring: Civil Engineering Ext: 7006 Email: zinatulashiqin@pmm.edu.my



Name: Emey Dyana Binti Abd Jalil Position: Lecturer Majoring: Civil Engineering Ext: 7008 Email: emeydyana @pmm.edu.my



Name: Azira Binti Mohd Puteh Position: Senior Lecturer Majoring: Physics Ext: 7006 Fmail: azira@pmm.edu.my



Name: Asmarizan Binti Mat Esa Position: Senior Lecturer Majoring: Science Computer Ext: 7008 Email: asmarizan@pmm.edu.my



Name: Zareena Binti Rosli Position: Senior Lecturer Majoring: Computer Science Ext: 7006 Email: zareenarosli@pmm.edu.my



Name: Dzaidah Hanin Binti Nor Azlim Position: Lecturer Majoring: Mathematics Ext: 7004 Email: dzaidah@pmm.edu.my



Name: Mohammad Rasyidi Bin Yusof Position: Senior Lecturer Majoring: Mechanical Engineering Ext: 7008 Email: mohammadrasyidi@pmm.edu.my



Name: Siti Aisyah Binti Azahar Position: Lecturer Majoring: Mathematics Ext: 7008 Email: sitiaisyah@pmm.edu.my



Name: Latifah Binti Abdullah Position: Senior Lecturer Majoring: Mechanical Engineering Ext: 7006 Email: latifah@pmm.edu.my



Name: Hanem Binti Mohd Halid Position: Senior Lecturer Majoring: Electronic (Computer) Ext: 7008 Email: hanem@pmm.edu.my



Name: Faridah Binti Othman Position: Lecturer Majoring: Electrical Engineering Ext: 7008 Email: faridahothman@pmm.edu.my



Name: Siti Noor Sarah Binti Daud Position: Lecturer Majoring: Mathematics Ext: 7008 Email: sitinoorsarah@pmm.edu.my



Name: Intan Shafinaz Binti Mohammad Position: Senior Lecturer Majoring: Computer Engineering Ext: 7004 Email: Intan_shafinaz@pmm.edu.my



Name: Norhayati Binti Ahmad Position: Senior Lecturer Majoring: Mechanical Engineering Ext: 7008 Email: norhayati@pmm.edu.my



Name: Syamimi Binti Muhamad Position: Lecturer Majoring: Industrial Physics Ext: 7008 Email: syamimi@pmm.edu.my



Name: Manisah Binti Khamis Position: Lab Assistant Ext: 7009 Email: manisah@pmm.edu.my



Name: Nur Hanis Binti Nor Awal Position: Operation Assistant Ext: 7009 Email: nurhanis@pmm.edu.my

Facilities



TECC



Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

SEMESTER	COURSE	CREDIT	SYNOPSIS	ClO
1	DBM 10013 Engineering Mathematics 1	3	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	DBS10012 Engineering Science	2	ENGINEERING SCIENCE course introduces the physical concepts required in engineering disciplines. Students will learn the knowledge of fundamental physics in order to identify and solve engineering physics problems. Students will be able to perform experiments and activities to mastery physics concepts.	Upon completion of this course, students should be able to: CLO1: Use basic physics concept to solve engineering physics problems (C3, CLS1) CLO2: Apply knowledge of fundamental physics in activities to mastery physics concept. (C3, CLS1) CLO3: Perform appropriate activities related to physics concept (P3, CLS3a)

SEMESTER	COURSE	COLLEGE	CREDIT	SYNOPSIS	CIO
2	Engineering Mathematics 2	DBW20023	o	exposes students to the basic laws of indices and logarithms. This course introduces the basic rules of differentiation concepts to solve problems that relates maximum, minimum and calculate the rates of changes. This course discusses integration concepts in order to strengthen student's knowledge for solving area and volume bounded region problems. In addition, students will learn application of both techniques of differentiation and integration.	Upon completion of this course, students should be able to: CLO1: Use algebra and calculus knowledge to describe relationship between various physical phenomena. (C3, CLS1) CLO2: Solve the mathematical problems by using appropriate and relevant fundamental calculus techniques. (C3, CLS3c) CLO3: Use mathematical language to express mathematical ideas and arguments precisely, concisely and logically in calculus. (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 Department of General Studies, Politeknik Merlimau.



General Studies Department



Name: Mohamad Faisal bin Ahmad Position: Head of Department

Majoring: Pendidikan Islaam & Moral

Ext: 8009

Email: mfaisal@pmm.edu.my



Name: Nor Fazila binti Shamsuddin Position: Head of Course (English)

Majoring: English

Ext: 8002

Email: norfazila@pmm.edu.my



Name: Abdul Rahman bin Abdul Gapar

Position: Head of Course (Pendidikan Islam & Moral)

Majoring: Pendidikan Islam & Moral

Ext: 8001

Email: abdrahman@pmm.edu.my



Name: Rozaina binti Abdul Latif Position: Senior Lecturer Majoring: English Ext: 8003 Email: rozaina@pmm.edu.my



Name: Md.Shukri bin Abd. Rahim Position: Senior Lecturer Majoring: Pendidikan Islam & Moral Ext: 8008

Email: mdshukri@pmm.edu.my



Name: Marina binti Abu Bakar Position: Senior Lecturer Majoring: English Fxt: 8008

Email: marina@pmm.edu.mv



Name: Gan Ek Hern Position: Lecturer Majoring: English Ext: 8004

Email: gan@pmm.edu.my



Name: Nurul Nadiha binti Kassim

Position: Lecturer Majoring: English

Ext: 8003

Email: nurulnadiha@pmm.edu.my



Name: Norafidah binti Hj Abdullah

Position: Lecturer Majoring: English Ext: 8006

Email: norafidah@pmm.edu.my



Name: Noor Syahrina Azween binti Md Saru

Position: Lecturer Majoring: English

Ext: 8006

Email: noorsyahrinaazween@pmm.edu.my



Name: Yeo Li Min Position: Lecturer Majoring: English Ext: 8006

Email: yeolimin@pmm.edu.my

General Studies Department



Name: Nur Farhana binti Misno Position: Lecturer Majoring: English Ext: 8008

Email: nurfarhana@pmm.edu.mv



Name: Rosheela binti Muhammad Thanaaveloo

Position: Lecturer
Majoring: English



Name: Putra Shazly bin Rosman Position: Lecturer Maiorina: Enalish

Ext: 8004

Email: putra_shazly@pmm.edu.my



Name: Bobby Chew Han Yong Position: Lecturer

Majoring: English Ext: 8009

Email: bobby_chew@pmm.edu.my



Name: Maisarah binti Abdul Latif Position: Lecturer Majoring: English

Majoring: Er Ext: 8008

Email: maisarah latif@pmm.edu.my



Name: Ibrahim bin Abdullah

Position: Lecturer

Majoring: Pend.Islam & Moral

Ext: 8009

Email: ibrahim@pmm.edu.my



Name: Siti Noor binti Hussain Position: Lecturer

Position: Lecturer

Majoring: Pend.Islam & Moral Ext: 8003

Email: sitinoor@pmm.edu.my

Name: Munirah binti Mustaffa

Position: Lecturer

Majoring: Pend.Islam & Moral Ext: 8006

LXI. 0000

Email: munirah_m@pmm.edu.my



Name: Sharifah Nur binti Abu Position: Lecturer Majoring: Pend.Islam & Moral

Ext: 8009

Email: sharifah_nur@pmm.edu.my



Name: Mohd Haikal Akashah bin Md Nor

Position: Lecturer

Maiorina: Pend.Islam & Moral

Ext: 8004

Email: mohdhaikal@pmm.edu.my



Name: Adnan bin Derahman Position: Lecturer

Majoring: Pend.Islam & Moral

Email: adnan@pmm.edu.mv



Name: Mohd Lokman bin Ahmad Position: Lecturer

i Osinori. Leci

Majoring: Eend.Islam & Moral

Ext: 8004

Email: mohdlokman@pmm.edu.my



Name: Farahaniza binti Jaafar Position: Lecturer Majoring: Pend.Islam & Moral

Ext: 8006

Email: farahaniza@pmm.edu.my



Name: Shahrizah binti Husin Position: Lecturer

Majoring: Eend.Islam & Moral

Ext: 8009

Email: shahrizah@pmm.edu.my



Name: Radhiyah binti Sagap Position: Office Assisstant

Majoring: -Fxt: 8004

Email: radhiyah@pmm.edu.my



SEMESTER	COURSE	CREDIT	SYNOPSIS	CIO
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, CLS5) CLO2: menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2, CLS5) CLO3: mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3, CLS4)
	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, CLS3b) CLO2: Demonstrate awareness of values and opinions embedded in texts on current issues (A3, CLS3b) CLO3: Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2, CLS4)

SEMESTER	COURSE	CREDIT	SYNOPSIS	cro
2	MPU23052 SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM*	2	SAINS, TEKNOLOGI DAN KEJURU- TERAAN 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)

SEMESTER	COURSE	CREDIT	synopsis	cro
3	DUE30022 COMMUNICATIVE ENGLISH 2	2	COMMUNICATIVE ENGLISH 2 emphasizes 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)

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.



Sports, Co-Curriculum & Cultural Unit

Sports, Co-Curriculum & Cultural Unit Staffs



Name: Amir bin Awang @ Muda

Position: Head of Unit

Majoring: Bachelor in Electrical Engineering

Ext: 1220

Email: amir_awang@pmm.edu.my



Name: Fahzaliza binti Ahmad Affandi Position: Head of Co-curriculum Course 1 Majoring: Bachelor in Mechanical Engineering

Ext: 1221

Email: fahzaliza@pmm.edu.my



Name: Mohd Nizamuddin bin Mohd Dawang Position: Head of Co-curriculum Course 2 Majoring: Bachelor in Civil Engineering

Ext: 1222

Email: mohdnizamuddin@pmm.edu.my



Name: Abdul Rashid bin Husain Position: Senior Lecturer

Majoring: Accounting Education

Ext: 5011

Email: abdrashid@pmm.edu.my



Name: Zailani bin Siran Position: Sports Officer

Majoring: Bachelor of Sports Science

Ext:1222

Email: zailani@pmm.edu.my



Name: Rashidi bin Ya'amat Position: Operation Assistant

Ext: 1223

Email: rashidi@pmm.edu.my

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



Squash Court



Table Tennis



Multi Purpose Court (Indoor)





Sport Centre



Multipurpose Court

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)

SEMESTER	COURSE	CREDIT	synopsis	CIO
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)

SEMESTER	COURSE	CREDIT	SYNOPSIS	сю
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)

SEMESTER	COURSE	CREDIT	synopsis	cro
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)



Student Affair and Development Department

Student Affair and Development Department Staffs



Name: Ts. Zan Aizuwan bin Zainal Abidin

Position: Head of Unit

Majoring: Electronic Engineering

Ext: 1180

Email: zanaizuwan@pmm.edu.my



Name: Hafidah binti Mahat

Position: Students Affair Officer (Recruitment & Data) Majoring: Computer Science (Software Engineering)

Fxt: 1181

Email: hafidah@pmm.edu.my



Name: Mohd Nazrie bin Hassim

Position: Students Affair Officer (Welfare & Discpline)

Majoring: English

Ext: 1184

Email: mohdnazrie@pmm.edu.my



Name: Mohd Izwan bin Md. Pojan

Position: Students Affair Officer (Registration)

Majoring: Civil Engineering

Ext: 1183

Email: mohdizwan@pmm.edu.my



Name: Masitah bin Yaakub Position: Scholarship Officer

Ext: 1187

Email: mashitah@pmm.edu.my



Name: Siti Nurul Hidayah binti Ezan

Position: Assistant Officer

Ext: 1186

Email: sitinurulhidayah@pmm.edu.my

Student Affair and Development Department

Facilities









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

Ext:1040

Email: zaidah@pmm.edu.my



Name: Dewi Muhiani binti Tumiran

Position: Examination Officer (Certificates & Data)

Ext:1041

Email: dewimuhiani@pmm.edu.my



Name: Norarsaliana bt Arbain

Position: Examination Officer (Assessment Management)

Ext:1042

Email: norarsaliana@pmm.edu.my

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.
- 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.



Training & Continuing Educational Unit

Training & Continuing Educational Unit Staffs



Name: Suhana binti Sabran Position: Head of Unit

Ext:1150

Email: suhanasabran@pmm.edu.my



Name: Nisrina binti Abd Ghaffar

Position: Training and Continuing Education

Ext:1151

Email: nisrina@pmm.edu.my



Name: Raja Nuraziela binti Raja Jamaludin

Position: Clerk Ext: 1152

Email: nuraziela@pmm.edu.my



Name: Mohd Sharizan bin Kasmuri Position: Operation Assistant

Ext: 1152

Email: msharizan@pmm.edu.my

Facilities





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
 - 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





Library Unit



Library Unit Staffs



Name: Noraini Binti Ya'cub Position: Head of Unit

Ext:1120

Email: norainiyacub@pmm.edu.my



Name: Norshazreen Binti Yunos

Position: Librarian

Ext:1121

Email: norshazreen@pmm.edu.my



Name: Azizah Binti Ahmad Position: Assistant Librarian

Ext:1122

Email: norshazreen@pmm.edu.my

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.



Psychology Management Unit

Psychology Management Unit Staffs



Name: Siti Fadia binti Sheikh Hassan

Position: Head of Unit

Ext:1200

Email: sitifadia@pmm.edu.my



Name: Mohammad Hasbullah bin Mustafa

Position: Psychology Officer

Ext:1201

Email: hasbullah@pmm.edu.my



Name: Nurul Aini binti Ghazali Position: Psychology Officer

Ext:1200

Email: nurulaini@pmm.edu.my













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.
- 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

Research and Innovation Unit Staffs



DR. KAMARUDDIN BIN MD TAHIR

Head of Research, Innovation &

Commercial (DH54)

Email: kamarudintahir@pmm.edu.my



DR. ASPALILLA BINTI MAIN

Deputy Head of Research, Innovation &

Commercial, Coordinator of Grant Fund &

System SYRi (DH52)

Email: aspalilla@pmm.edu.my



Ts. RODZAH BINTI YAHYA

Secretary (DH52)

Email: rodzah@pmm.edu.my



MOHD RAZALI BIN HASAM *Treasurer (DH48)*

Email: mohd_razali@pmm.edu.my



TN. HJ. MUHAMMAD ZAHRIN BIN TOKIJAN Coordinator of Innovation (DH48) Email: muhammadzahrin@pmm.edu.my



SITI MARLINNA CHU BINTI MOHD RIZAL CHU

Coordinator of Intellectual Property,

Commercialization & Risk management (DH48)

Email: sitimarlinna@pmm.edu.my



Ts. HAMIDAH NOOR BINTI MD YUSOH

Coordinator of Research (DH48)

Email: hamidahnoor@pmm.edu.my



NONI LELA HAYATI BINTI AYOB **Coordinator of KPI & Quality (DH48)** Email: noni@pmm.edu.my



MOHD LOKMAN BIN AHMAD

Coordinator of Asset (DH48)

Email: lokman ahmad@pmm.edu.my



ZAREENA BINTI ROSLI
PORTAL & TURNITIN
Email: zareenarosli@pmm.edu.my

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



Industrial Liaison Training Unit Staffs



Name: Noorasikin binti Abdul Rahman

Position: Head of Industrial Liason & Trainina Unit

Ext: 1050

Email: noorasikin@pmm.edu.my



Name: Iliyah binti Ayub

Position: Liaison and Industrial Training Officer (Industrial Relations)

Ext: 1052

Email: ilyah@pmm.edu.my



Name: Fatin Hanisah binti Abd Hamid

Position: Liaison and Industrial Training Officer (Industrial Training)

Ext: 1051

Email: fatin_h@pmm.edu.my



Name: Mohd Ikhram Bin Jinal Position: Operation Assistant

Ext: 1051

Email: mohdikram@pmm.edu.my

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

Quality Assurance Unit Staffs



Name: Normah Binti Cheman

Position: Head of Unit

Ext: 1140

Email: normah.cheman@pmm.edu.my



Name: Noraisyah binti Mohammad
Position: Quality Management Officer

Ext: 1141

Email: noraisyah@pmm.edu.my



Name: Azira binti Mohd Puteh

Position: Chairperson of Educational Organisation

Management System (EOMS) Committee

Ext: 7006

Email: azira@pmm.edu.my



Name: Noor Azlan bin Ngasman
Position: Chairperson of Accreditation

Ext: 4006

Email: noorazlan@pmm.edu.my



Name: Zuraini binti Zainal Abidin

Position: Chairperson of Conducive Ecosystem for Public

Sector (EKSA)

Ext: 5006

Email: zuraini_za@pmm.edu.my



Name: Norlini binti Rosli

Position: Head of Internal Audit

Ext: 5009

Email: norlini@pmm.edu.my

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.



Corporate, Industrial Services & Employability Centre Unit

Corporate, Industrial Services & Employability Centre Unit Staffs



Name: Mohd As'ri bin Chik Position: Head of Unit CISEC

Majoring: Bachelor in Electrical Engineering

Ext: 1160

Email: mohdasri@pmm.edu.mv



Name: Muhamad Jais bin Gimin Position: Finishing School Officer(Dh52) Majoring: Bachelor in Mechanical Engineering

Ext: 1152

Email: jais@pmm.edu.my



Name: Azuan binti Alias

Position: Media Officer and Industrial Advisory Committee (Dh48)

Majoring: Bachelor in Hotel Management

Ext: 6007

Email: azuan@pmm.edu.my



Name: Fauziah bin Aliman

Position: Collabration Officer (Dh48)

Majoring: Bachelor in Ellectronic Engineering (Communication)

Ext: 3046

Email: fauziah aliman@pmm.edu.my



Name: Gwee Chiou Chin

Position: Tracer Study Officer and 1L5G (DH 48)
Majoring: Bachelor in Manufacturing Engineering

Ext: 4013

Email: gwee@pmm.edu.my



Name: Nurul Aini binti Ghazali

Position: Career Pathway Officer (\$44)

Majoring: Bachelor in counseling

Ext: 1220

Email: nurulaini@pmm.edu.my

Corporate, Industrial Services & Employability Centre Unit



Name: Iliyah Binti Ayub

Position: Industrial Relation Officer (DH42) Majoring: Bachelor in Civil engineering

Ext: 1052

Email: iliyah@pmm.edu.my



Name: Raja Nuraziela Binti Raja Jamaluddin Position: Administration Assistant (N22)

Ext: 1152

Email: nuraziela@pmm.edu.my



Name: Mohd Shahrizan Bin Kasmuri Position: Operational Assistant(N11)

Ext: 1152

Email: msharizan@pmm.edu.my

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 ironina:
- d) Washina 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:
 - 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.

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



Kamsis Unit Staffs



Name: Muhammad Fairuz bin Baharuddin Pallan

Position: Head of Unit

Ext: 1210

Email: mfairuzbp@pmm.edu.my



Name: Noriha binti Rahmat Position: Hostel Supervisor

Ext: 1211

Email: noriha@pmm.edu.my



Name: Sarizal bin M. Basarah Position: Hostel Supervisor

Ext: 1212

Email: sarizal@pmm.edu.my



Name: Norazlina binti Ramli Position: Hostel Supervisor

Ext: 1214

Email: alin@pmm.edu.my



Name: Sandra Maria binti Suito Position: Hostel Supervisor

Ext: 1214

Email: sandra@pmm.edu.my



Name: Rozayanti Irma binti Zainal

Position: Hostel Supervisor

Ext: 1212

Email: rozayanti@pmm.edu.my



Name: Muhammad Danial bin Mohd Ramli

Position: Assistant Medical Officer

Fxt: 1214

Email: danial@pmm.edu.my











Entrepreneurial Unit

Introduction

The Entrepreneurial 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.



Entrepreneurship Unit



Entrepreneurship Unit

Entrepreneurial Unit Staff



Name: Rabi'ah Binti Seman

Position: Head of Unit

Majoring: Bachelor of Business Studies

Ext: 1250

Email: rabiah@pmm.edu.my





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