



KEMENTERIAN PENDIDIKAN TINGGI  
AGARAN PENGESAHAN POLITEKNIK DAN KOLEJ KOMUNITI

**POLITEKNIK**  
MALAYSIA  
MELAKA

# PROGRAMME HANDBOOK

CIVIL ENGINEERING DEPARTMENT



DIPLOMA IN **GEOMATIC**  
(DGM)

POLITEKNIK MERLIMAU  
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## **Seventh Edition**

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# Preface

Bismillahirrahmanirrahim

Assalamualaikum 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 programme handbook. The Civil Engineering Department consists of three main units, namely the Civil Engineering, Geomatic, and Architecture.



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

Next, the Geomatic Unit offers Diploma in Land Survey. The Head of Geomatic Programme is Mrs Azrina binti Zolkifli. The programme is run by the help of 13 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 10 dedicated lecturers. The students are prepared with the latest technology and knowledge in architecture. The facilities offered in this programme are Architecture studios, Computer lab, crit and architecture working room. This programme opens to all SPM and certificate holders who meet the requirements needed.

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

Thank You.

Sincerely,

**Ab Razak bin Ahmat**

Head of Civil Engineering Department  
Politeknik Merlimau

# Introduction

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

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

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

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

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

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

# Vision & Mission

To be the Leading-Edge  
TVET Institution

## VISION

To develop holistic, entrepreneurial and  
balanced TVET graduates through  
dynamic education in-line with the  
current Industrial Revolution

1



To capitalise on smart  
partnership with  
stakeholders

2



## MISSION

To empower communities  
through life-long learning

3



## TAG LINE

Expertise for  
Excellence, X4X

# Management Organisational Chart





# Outcome Based Education (OBE)

The Ministry of Higher Education, Malaysian Qualification Agency (MQA) and related professional bodies require all programs offered by Institutions of Higher Learning to adopt the Outcome Based Education (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.

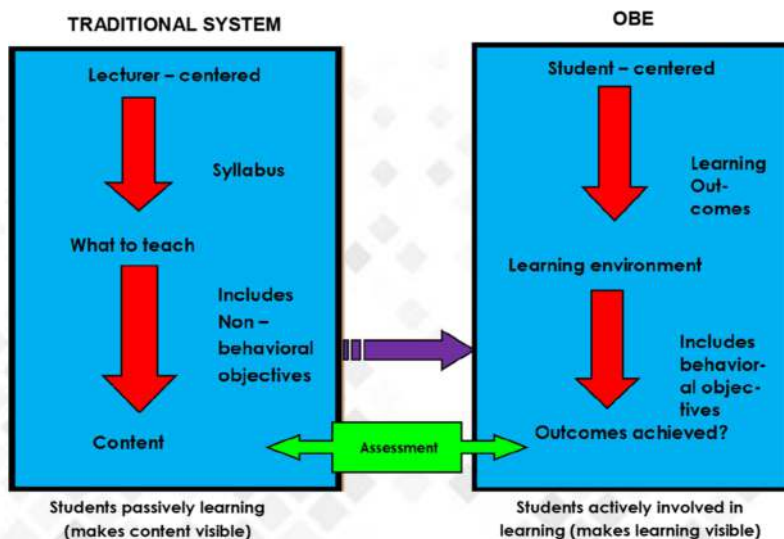
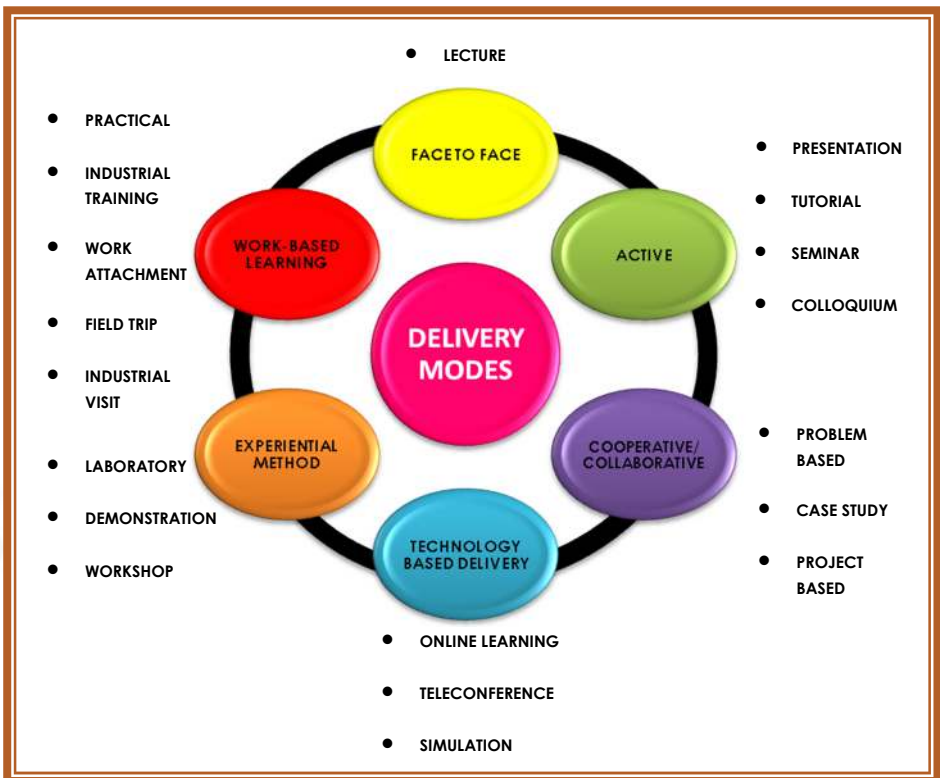


Figure 5.1: A Paradigm Shift for Educational System

# Outcome Based Education (OBE)

## 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.



# Outcome Based Education (OBE)

## OBE EDUCATIONAL FRAMEWORK

### Programme Educational Objectives (PEO):

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

### Programme Learning Outcomes (PLO):

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

### Course Learning Outcomes (CLO):

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

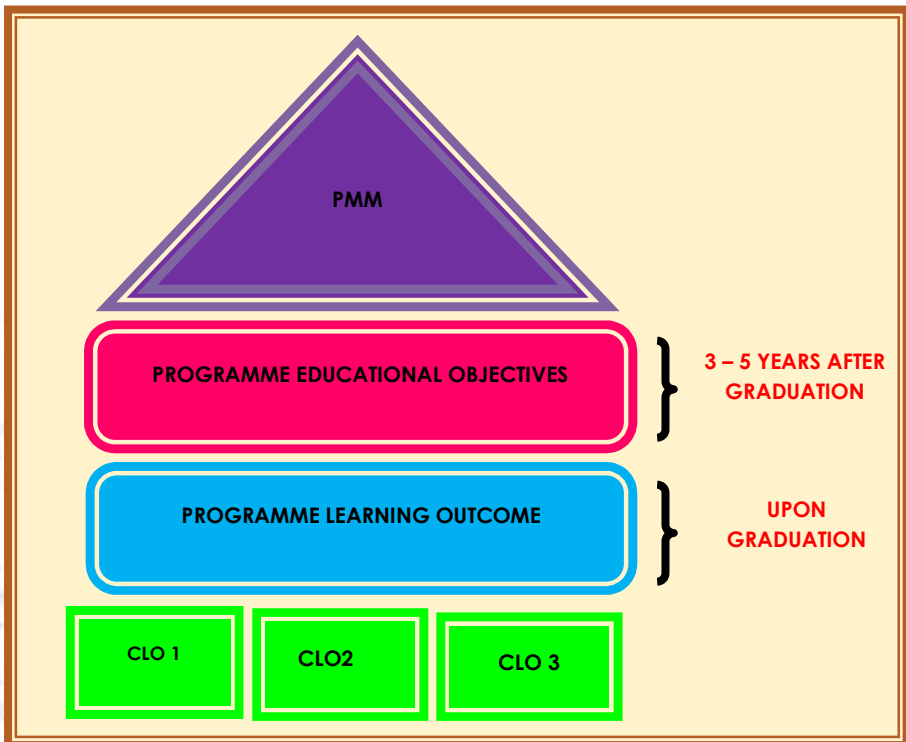


Figure 5.3 : OBE Educational Framework

# Outcome Based Education (OBE)

## 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 ;

LEVEL	Description of Learning Outcomes	ADAPTIVE, TRANSFERABLE AND TRANSFERABLE SKILLS	CULTURAL, REGULATORY AND ETHICAL SKILLS	CLUSTER 3: FUNCTIONAL WORK SKILLS				CLUSTER 4: PERSONAL AND ENTREPRENEURIAL SKILLS	CLUSTER 5: ETHICS AND PROFESSIONALISM
				Interpersonal and Communication Skills	Digital and Numeracy Skills	Leadership, Autonomy and Responsibility	Problem Solving and Decision Making		
Level 6 EMPLOYER	<p>Individuals who are able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students will have a comprehensive understanding of the various aspects of the work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>	<p>Students are expected to be able to identify, analyse and solve complex problems in their work environment. They are able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p> <p>Students are expected to be able to identify, analyse and solve complex problems in their work environment.</p>

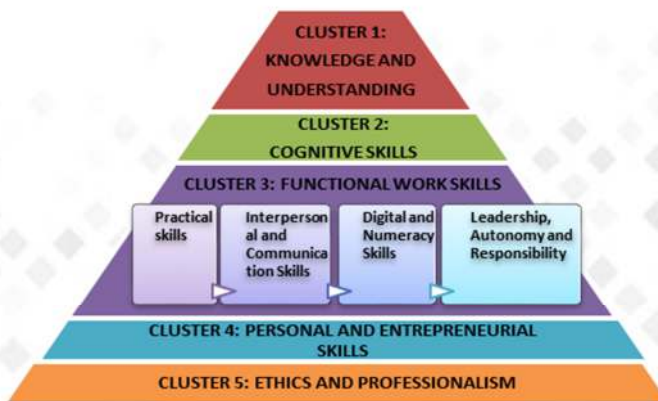


Figure 5.4: Competency Domain to be applied in MQA Outcomes (Learning Outcomes, LO)

# Outcome Based Education (OBE)

## THREE MAIN STAGES IN TEACHING AND LEARNING PROCESS

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

- i. Planning,
- ii. Implementation and
- iii. Assessment

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

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

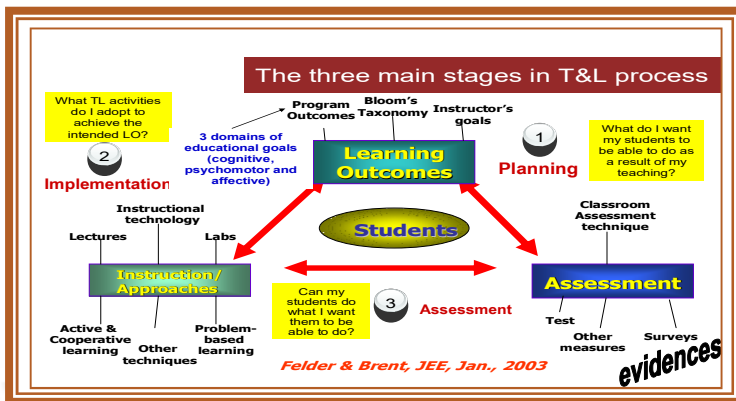


Figure 5.5 : Three Main Stages in Learning and Teaching Process

Towards the future of OBE:

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

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

# E-Learning Unit

## Introduction

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

## VISION

Transforming Politeknik Merlimau towards global competitiveness through e-learning.

## MISSION

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

## OBJECTIVE

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

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

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

# E-Learning Unit

## ORGANISATIONAL CHART E-LEARNING UNIT



## E-Learning Unit Staffs



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# E-Learning Unit

## E-learning Coordinator by Department

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# E-Learning Unit

## Facilities



# Civil Engineering Department

## Introduction

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

1. Noraidawati binti Nordin  
Head of Programme, Civil Engineering Unit
2. Noor Aini binti Mistar  
Head of Programme, Architecture Unit
3. Azrina binti Zolkifli  
Head of Programme, Geomatics Unit

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

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

# Civil Engineering Department

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# Civil Engineering Department



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# Civil Engineering Department

## Facilities



Architectural Studio



Highway Lab



Structure Lab



Plumbing Workshop



Concrete Lab



Carpentry Workshop

# Civil Engineering Department



**Geotechnic Lab**



**Brick Work Lab**



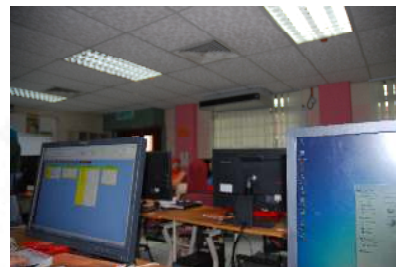
**GIS, Remote Sensing & Cartography Lab**



**Photogrammetry Lab**



**CADD Lab 1**



**CADD Lab 2**



**Lecture Hall**



**Archaive Room**



# Civil Engineering Department



AVA Room



Lecturers' Room



Architecture Working Room



Exhibition Room



Hydraulic Lab



Eng. Survey, Cadastral and  
Hydrographic Survey Lab



Meeting Room

# Diploma in Geomatics

## 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)
- i. Entrepreneur

# Diploma in Geomatics

## 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

# Diploma in Geomatics

## Programme Learning Outcomes (PLO)

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

PLO1: Apply knowledge in geomatics discipline that fulfills standard terms requirement

PLO2: Analyze field problems critically and creatively

PLO3: Construct practical skills by using appropriate technique and surveying instrument 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

# Diploma in Geomatics

## Programme Structure

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
<b>SEMESTER 1</b>																
Compulsory	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2								√	√
	DUE10012	Communicative English 1	1	0	2	0	2				√				√	
	MPU24XX1	Unit Beruniform 1	0	2	0	0	1							√	√	
	MPU174XX1	Sukan														
Common Core	DUW10012	Occupational, Safety and Health	2	0	0	0	2	√			√					√
	DBS10012	Engineering Science	2	1	0	0	2	√		√						
	DBM10013	Engineering Mathematics 1	2	0	2	0	3	√		√	√					
Discipline Core	DCG10013	Basic Surveying	2	3	0	0	3	√		√				√		
	DCG10022	Surveying Computation	1	0	2	0	2	√	√			√				
<b>TOTAL</b>			<b>25</b>				<b>17</b>									
<b>SEMESTER 2</b>																
Compulsory	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam	1	0	2	0	2							√	√	
	MPU23042	Nilai Masyarakat Malaysia														
	MPU243X1	Kelab/Persatuan	0	2	0	0	1						√	√		
	MPU247X1	Unit Beruniform 2														
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3	√			√	√				DBM10013
Discipline Core	DCG20033	Cadastral Surveying 1	2	3	0	0	3	√		√	√					
	DCG20042	CADD For Surveyors	0	3	0	0	2		√			√			√	
	DCG20053	Engineering Surveying 1	2	3	0	0	3	√		√	√					
	DCG20063	Field Astronomy	2	2	0	0	3	√	√	√						
<b>TOTAL</b>			<b>26</b>				<b>17</b>									
<b>SEMESTER 3</b>																
Compulsory	MPU22012	Entrepreneurship	1	0	2	0	2				√			√		
	DUE30022	Communicative English 2	1	0	2	0	2				√			√		DUE10012
Common Core	DUG30023	Green Technology Compliance	2	0	2	0	3	√	√	√						
Discipline Core	DCG30072	Cartography	1	2	0	0	2	√		√		√				
	DCG30083	Engineering Surveying 2	2	3	0	0	3	√	√				√			DCG20053
	DCG30092	Land Laws & Regulations	1	0	1	0	2	√					√			
	DCG30103	Photogrammetry	2	3	0	0	3	√		√		√				
<b>TOTAL</b>			<b>25</b>				<b>17</b>									
<b>SEMESTER 4</b>																
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2				√			√		DUE30022
Discipline Core	DCG40113	Cadastral Surveying 2	2	3	0	0	3		√	√				√		DCG20033
	DCG40123	Engineering Surveying 3	2	3	0	0	3		√	√			√			DCG30083
	DCG40132	Geodesy 1	2	0	0	0	2	√					√			
	DCG40143	Geographical Information System	1	3	0	0	3		√		√	√				
	DCG40152	Hydrographic Surveying	2	0	0	0	2	√					√			
	DCG40163	Remote Sensing	1	3	0	0	3		√	√			√			
<b>TOTAL</b>			<b>25</b>				<b>18</b>									

# Diploma in Geomatics

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE	
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8		
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism		
<b>SEMESTER 5</b>																	
Discipline Core	DCG50232	Topical Studies	1	2	0	0	2						√		√		
	DCG50173	Geodesy 2	1	4	0	0	3		√	√				√			DCG40132
	DCG50182	Land Management & Development	2	0	0	0	2	√							√		
	DCG50192	Survey Adjustment	1	0	1	0	2		√		√						
	DCG50201	Survey Camp	0	0	0	0	1			√				√			DCG40113 DCG40123 DCG40152
	DCG50213	Utility Mapping	1	3	0	0	3		√	√							√
Electives		Elective 1	1	2	0	0	2										
<b>TOTAL</b>			<b>19</b>				<b>15</b>										
<b>SEMESTER 6</b>																	
Industrial Training	DUT60019	Industrial Training	0	0	0	0	9			√	√	√	√	√	√	√	
<b>TOTAL</b>			<b>0</b>				<b>9</b>										
<b>TOTAL CREDIT VALUE</b>			<b>93</b>														
<b>ELECTIVES</b>																	
1	DCG50222	Cadastral Surveying in Sabah & Sarawak	1	2	0	0	2		√	√							
2	DCG50242	Town and Country Planning	2	0	0	0	2		√		√						
3	DCG50252	Visual Basic Programming	1	2	0	0	2		√				√				
<b>FREE ELECTIVES*</b>																	
1	DUD10012	Design Thinking	1	0	0	1	2		√		√						

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

	Total Hours	%
i. Lecture	31	41%
ii. Practical	41	54%
iii. Tutorial	4	5%
<b>Total Contact Hours</b>		<b>76</b>
		<b>100%</b>

# Synopsis & Course Learning Outcomes (CLO)

EMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCCG10013 BASIC SURVEYING	3	<p><b>BASIC SURVEYING</b> 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.</p>	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> <li>1.explain the fundamental of surveying concept, survey equipment, datum selection and functions of surveying agencies and government department.(C3, PLO1)</li> <li>2.measure surveying works base on standard procedure and using appropriate instruments. (P3, PLO3)</li> <li>3.initiate good leadership and teamwork by contributing actively in groups during fieldwork. (A3, PLO6)</li> </ol>
	DCCG10022 SURVEYING COMPUTATION	2	<p><b>SURVEYING COMPUTATION</b> 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</p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1.indicate the angle measurement calculation in a close traverse by using related methods. (C2, PLO1)</li> <li>2.apply the concept traverse adjustment to generate final coordinates and solve the sub-division problem by using related formula. (C3, PLO2)</li> <li>3.propose the solutions of computation base on given task. (A3, PLO5)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCG20033 CADASTRAL SURVEYING 1	3	<p><b>CADASTRAL SURVEYING 1</b> 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).</p>	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> <li>1. apply the concept of cadastral survey works and land developments according to Cadastral Survey Regulation and National Land Code. (C3, PLO1)</li> <li>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)</li> <li>3. propose a good communication skill in presentation individually or in group within stipulate time frame. (A3, PLO4)</li> </ol>
	DCG 20042 CADD FOR SURVEYORS	2	<p><b>CADD (Computer Aided Design and Drafting) FOR SURVEYORS</b> provides students with knowledge and skill in producing cadastral and engineering survey plans with relevant survey software according to a standard format.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. relate the technical knowledge and specific command in CADD software. (P1, PLO2)</li> <li>2. perform processing skills to process cadastral and engineering survey data according to standard procedure. (P4, PLO5)</li> <li>3. complete the production of cadastral and engineering plans according to standard format. (A3, PLO8)</li> </ol>



# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DC 20053 ENGINEERING SURVEYING 1	3	<p><b>ENGINEERING SURVEYING 1</b> 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.</p>	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> <li>1.apply basic knowledge and calculations of engineering surveying. (C3, PLO1)</li> <li>2.measure perimeter survey and leveling works using equipment according to survey regulation. (P3, PLO3)</li> <li>3.propose a good presentation either individually or in group within a stipulated time frame. (A3, PLO4)</li> </ol>
	DCG20063 FIELD ASTRONOMY	3	<p><b>FIELD ASTRONOMY</b> 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.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>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)</li> <li>2.measure the horizontal angle and altitude of the sun to determine the azimuth using extra meridian method. (P3, PLO2)</li> <li>3.share the idea to solve qiblah direction and prayer time using related formula in group presentation. (A3, PLO3)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCG30072 CARTOGRAPHY	2	<p><b>CARTOGRAPHY</b> 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.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.apply cartography concept and technique according to elements of cartography.(C3, PLO1)</li> <li>2.construct digital mapping by using digital cartography techniques to produce map. (P4, PL03)</li> <li>3.studies cartographic related problems with appropriate equipment and software by using standard procedure. (A3, PLO5)</li> </ol>
	DCG30083 ENGINEERING SURVEYING 2	3	<p><b>ENGINEERING SURVEYING 2</b> 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.</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> <li>1.apply the concept of topographic surveys. automation survey, positioning and earthwork volume. (C4, PLO2)</li> <li>2.measure topographic and positioning survey work by using Total Station and Global Navigation Satellite System (GNSS) equipment. (P3, PLO3)</li> <li>3.propose management skills using knowledge gained related to engineering survey services. (A3, PLO7)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCG30092 LAND LAWS & REGULATIONS	2	<p><b>LAND LAWS AND REGULATIONS</b> 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.</p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1.interpret the National Land Code in Peninsular Malaysia and land administration in Sabah and Sarawak. (C3, PLO1)</li> <li>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)</li> <li>3.propose a good communication skills in presentation as individually or in group, on assigned topic. (A3, PLO6)</li> </ol>
	DCG30103 PHOTOGRAMMETRY	3	<p><b>PHOTOGRAMMETRY</b> 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.</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>1.apply basic principles and concept in photogrammetry elements. (C3, PLO1)</li> <li>2.display appropriate techniques to conduct the stereoscopic viewing and digital photogrammetry. (P3, PLO3)</li> <li>3.follow the specifications to practice flight planning for capture aerial photo. (A3, PLO5)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG40113 CADASTRAL SURVEYING 2	3	<b>CADASTRAL SURVEYING 2</b> 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.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.analyze concept of cadastral modules related to cadastral works according to Cadastral Survey Regulation. (C4, PLO2)</li> <li>2.calibrate the GNSS equipment to carry out cadastral survey work according to Cadastral Survey Regulation. (P4, PLO 3)</li> <li>3.initiate a business plan using knowledge gained related to cadastral surveying. (A3, PLO 7)</li> </ol>
	DCG40123 ENGINEERING SURVEYING 3	3	<b>ENGINEERING SURVEYING 3</b> 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.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.correlate the principles of engineering survey in construction projects. ( C4 , PLO 2 )</li> <li>2.display engineering survey works for construction projects (P3 ,PLO 3)</li> <li>3.share the ability to lead and work as a team in presenting final reports on dimensional survey. ( A3 ,PLO 6)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG40132 GEODESY 1	2	<b>GEODESY 1</b> 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.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.explain the basic concept and knowledge of geodesy in the field of geomatic. (C2,PLO1)</li> <li>2.apply the calculation to obtain the required data in Geodesy (C3,PLO1)</li> <li>3.share good communication skill in oral presentation in group on assigned topic within as stipulated time frame. (A3, PLO6)</li> </ol>
	DCG40143 GEOGRAPHICAL INFORMATION SYSTEM	3	<b>GEOGRAPHICAL INFORMATION SYSTEM (GIS)</b> 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.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.illustrate the concepts of Geographic Information System (GIS) to develop GIS database. (C4,PLO2)</li> <li>2.display the ability to manipulate the spatial data analysis. (P4,PLO5)</li> <li>3.share the idea of GIS application in group by using appropriate technique. (A3,PLO4)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG40152 HYDROGRAPHIC SURVEYING	2	<p><b>HYDROGRAPHIC SURVEYING</b> 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.</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> <li>1.explain the concept of hydrographic survey, function of hydrographic agencies, planning procedures and plans production process. (C3, PLO 1)</li> <li>2.apply the concept of tidal observation, datum transfer, positioning and sounding according to standard for hydrographic survey. (C3, PLO 1)</li> <li>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)</li> </ol>
	DCG40153 REMOTE SENSING	3	<p><b>REMOTE SENSING</b> 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.</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> <li>1.list appropriate principles and theories of remote sensing in solving relevant problems. (C4, PLO 2)</li> <li>2.display a result of geometric correction, image enhancement, image classification and map annotation using remote sensing image processing software. (C3, PLO 3)</li> <li>3.describe applications of remote sensing in various area with a good communication skills. (A3, PLO 6)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCG50232 TOPICAL STUDIES	2	<p><b>TOPICAL STUDY</b> 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.</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> <li>1.demonstrate the ability to pursue independent study and illustrate the awareness for lifelong learning. (C2 , PLO 5)</li> <li>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)</li> <li>3.proceed to explore entrepreneurial business and management principles for a successful commercial application of research and innovation. ( P2 , PLO 7 )</li> </ol>
	DCG50173 GEODESY 2	3	<p><b>GEODESY 2</b> 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.</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>1.classify the physical and Geodetic Survey (C4,PLO2)</li> <li>2.display the practical skills in Geodetic Control Survey. (P5, PLO3)</li> <li>3.perform the ability to work in team to complete assigned tasks during practical work sessions. (A5, PLO6)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DGG50182 LAND MANAGEMENT & DEVELOPMENT	2	<b>LAND MANAGEMENT AND DEVELOPMENT</b> provides students with the exposure and knowledge related to various Act regarding land management and development in Malaysia. Students are exposes to Strata Title, Underground and Mining Land Development, Group Settlement Area (GSA) and Town and Country Planning	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> <li>1.explain definition, concept and process of vertical development (strata) and underground land development (stratum).</li> <li>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)</li> <li>3.demonstrate good communication skills during individual presentation or in group on assign topic. (A3,PLO7)</li> </ol>
	DGG50192 SURVEY ADJUSTMENT	2	<b>SURVEY ADJUSTMENTS</b> 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.	<p>At the end of the course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.evaluate the surveying data using statistical analysis and programming of least square adjustment. (C5, PLO2)</li> <li>2.generalize good critical thinking skills and problem solving skills individually in class during discussion sessions. (A4, PLO4)</li> </ol>



# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCG50201 SURVEY CAMP	1	<p><b>SURVEY CAMP</b> provides students with knowledge and generate skills in the field of land and hydro-graphic 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.</p>	<p>Upon completing this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. measures the survey task during the engineering survey camp successfully and presenting engineering survey camp report satisfactorily. (P3, PLO 3)</li> <li>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)</li> <li>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)</li> </ol>
	DCG50213 UTILITY MAPPING	3	<p><b>UTILITY MAPPING</b> 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.</p>	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> <li>1.distinguish the method of utility mapping by various instrument. (C4, PLO2)</li> <li>2.measure utility detection survey for mapping purposes. (P4, PLO3)</li> <li>3.demonstrate good ethics and professionalism in utility mapping field. (A3, PLO8)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCG50222 CADASTRAL SURVEYING IN SABAH AND SARAWAK	2	<p><b>CADASTRAL SURVEYING IN SABAH AND SARAWAK</b> 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</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>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)</li> <li>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)</li> <li>3.demonstrate the ability to lead a team and utilize the sources to complete assigned practical work within a stipulated time frame. (A3, PLO6)</li> </ol>
	DCG50242 TOWN AND COUNTRY PLANNING	2	<p><b>TOWN AND COUNTRY PLANNING</b> 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.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1.analyze the concept of town and country planning as practiced in Malaysia accurately. (C4, PLO2)</li> <li>2.analyze the type of development plan and the principles of housing planning concept correctly. (C4, PLO2)</li> <li>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)</li> </ol>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCG50252 VISUAL BASIC PROGRAMMING	2	<p><b>VISUAL BASIC PROGRAMMING</b> 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.</p>	<p>Upon completion of this the course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.explain concepts of Visual Basic programming to develop a standalone application programmes. (C3, PLO1)</li> <li>2.build a programme to solve problems using Visual Basic language. (P3, PLO3)</li> <li>3.demonstrate related programme design in Visual Basic language. (A3, PLO3)</li> </ol>
	DUT60019 INDUSTRIAL TRAINING	9	<p><b>INDUSTRIAL TRAINING</b> 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 workplace.</p>	<p>Upon completion of this the course, students should be able to:</p> <ol style="list-style-type: none"> <li>1.perform duties in accordance with job requirements at the workplace (P4, CLS3a)</li> <li>2.display effective communication and social skills at the workplace (A5, CLS3b)</li> <li>3.integrate values, attitudes and professionalism effectively at the workplace (A4, CLS5)</li> <li>4.Develop responsibility of leadership and teamwork at the workplace (A4, CLS3d)</li> <li>5.organize information management appropriately at the workplace (P4, CLS3c)</li> <li>6.integrate lifelong learning skills and entrepreneurial mind at the workplace (A4, CLS4)</li> </ol>




# 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
	<ul style="list-style-type: none"> <li>• Bachelor of Engineering (Geomatic)</li> <li>• Bachelor of Science (Geoinformatics)</li> <li>• Bachelor of Civil Engineering</li> </ul>	<p><b>Universiti Teknologi Malaysia,</b> UTM Skudai, 81310 Johor, Malaysia.</p> <p>Tel : (6)07 - 553 3333 Fax : (6)07 - 553 0388</p> <p>Email:corporate@utm.my www.utm.my</p>
	<ul style="list-style-type: none"> <li>• Bachelor of Science Geomatic</li> <li>• Bachelor's Degree In Civil Engineering</li> </ul>	<p><b>Universiti Teknologi MARA (UiTM)</b> 40450 Shah Alam, Selangor Darul Ehsan, Malaysia</p> <p>Tel : (6)03-5544 2000 Fax : (6)03-5544 3999</p>
	<ul style="list-style-type: none"> <li>• Bachelor Civil Engineering</li> </ul>	<p><b>Universiti Putra Malaysia</b> 43400 UPM Serdang Selangor Darul Ehsan Malaysia</p> <p>Tel : (6)603-9769 1000 Fax : (6)603 8948 7273 www.upm.edu.my</p>

# Higher Academic Pathway

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
 <p>UNIVERSITI KEBANGSAAN MALAYSIA <small>National University of Malaysia</small></p>	<ul style="list-style-type: none"> <li>• Bachelor of Science Architecture with Hons.</li> <li>• Bachelor of Civil Engineering (Environment) with Honours</li> <li>• Bachelor of Civil Engineering (Structural) with Honours</li> </ul>	<p><b>Universiti Kebangsaan Malaysia,</b> 43600 UKM, Bangi Selangor, Malaysia   Tel : (6)03 8921 5555   Fax : (6)03 8921 5555 <a href="http://www.ukm.my">www.ukm.my</a></p>
 <p>USM UNIVERSITI SAINS MALAYSIA</p>	<ul style="list-style-type: none"> <li>• Bachelor of Science (Housing, Building &amp; Planning)(Hons.)</li> </ul>	<p><b>Universiti Sains Malaysia,</b> 11800 USM Pulau Pinang Malaysia Tel : (6)04-653 3888 Fax : (6)04-658 9666 <a href="http://www.usm.my">www.usm.my</a></p>
 <p>UNIVERSITI MALAYA <small>KUALA LUMPUR</small></p>	<ul style="list-style-type: none"> <li>• Bachelor of Science Architecture</li> </ul>	<p><b>University of Malaya,</b> 50603 Kuala Lumpur, MALAYSIA Tel : (6) 03-7967 7022/3273 Fax : (6)03-7956 0027 <a href="http://www.um.edu.my">www.um.edu.my</a></p>
 <p>الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA جامعة إسلامية دولية ماليزيا</p>	<ul style="list-style-type: none"> <li>• Bachelor of Science in Architectural Studies (Hons)</li> </ul>	<p><b>International Islamic University Malaysia,</b> P.O. Box 10, 50728 Kuala Lumpur Tel : (6) 036196 4000 Fax: (6) 036196 4053 <a href="http://www.iium.edu.my">www.iium.edu.my</a></p>

# Mathematics, Science & Computer Department

## Introduction

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

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

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

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



# Mathematics, Science & Computer Department

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# Mathematics, Science & Computer Department

## Facilities



TECC



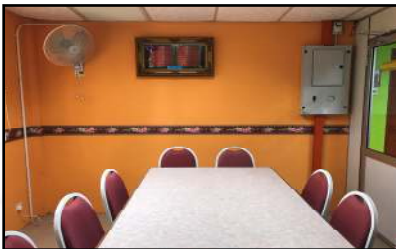
Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DBM 10013 Engineering Mathematics 1	3	<p><b>ENGINEERING MATHEMATICS 1</b> 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.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Use mathematical statement to describe relationship between various physical phenomena. (C3,CLS1)</p> <p>CLO2 : Show mathematical solutions using the appropriate techniques in mathematics. (C3, CLS3c)</p> <p>CLO3 : Use mathematical expression in describing real engineering problems precisely, concisely and logically. (A3, CLS3b)</p>
1	DBS10012 Engineering Science	2	<p><b>ENGINEERING SCIENCE</b> 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.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Use basic physics concept to solve engineering physics problems (C3, CLS1)</p> <p>CLO2 : Apply knowledge of fundamental physics in activities to mastery physics concept. (C3, CLS1)</p> <p>CLO3 : Perform appropriate activities related to physics concept (P3, CLS3a)</p>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DBM20023 Engineering Mathematics 2	3	<p><b>ENGINEERING MATHEMATICS 2</b> 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.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Use algebra and calculus knowledge to describe relationship between various physical phenomena. (C3, CLS1)</p> <p>CLO2 : Solve the mathematical problems by using appropriate and relevant fundamental calculus techniques. (C3, CLS3c)</p> <p>CLO3 : Use mathematical language to express mathematical ideas and arguments precisely, concisely and logically in calculus. (A3, CLS3b)</p>

# 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



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# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	PENGHAYATAN ETIKA DAN PERADABAN MPU21032	2	<p><b>PENGHAYATAN ETIKA DAN PERADABAN</b> 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.</p>	<p>CLO1 : membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun. (A2, CLS5)</p> <p>CLO2 : menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2, CLS5)</p> <p>CLO3 : mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3, CLS4)</p>
	COMMUNICATIVE ENGLISH 1 DUE10012	2	<p><b>COMMUNICATIVE ENGLISH 1</b> 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.</p>	<p>CLO1 : Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3, CLS3b)</p> <p>CLO2 : Demonstrate awareness of values and opinions embedded in texts on current issues (A3, CLS3b)</p> <p>CLO3 : Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2, CLS4)</p>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM* MPU23052	2	<b>SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM</b> 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.	<p>CLO1: Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2, CLS4)</p> <p>CLO2: Menerangkan etika dan profesionalisme berkaitan sains teknologi dan kejuruteraan dalam Islam (A3, CLS 5)</p> <p>CLO3: Menghubungkait minda ingin tahu dengan prinsip syariah, etika dan kaedah fiqh dalam bidang sains, teknologi dan kejuruteraan menurut perspektif Islam (A4, CLS 4)</p>
	NILAI MASYARAKAT MALAYSIA MPU23042	2	<b>NILAI MASYARAKAT MALAYSIA</b> 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.	<p>CLO1: Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2, CLS4)</p> <p>CLO2: Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3, CLS5)</p> <p>CLO3: Menghubungkait minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4, CLS4)</p>



# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	COMMUNICATIVE ENGLISH 2 DUE30022	2	<p><b>COMMUNICATIVE ENGLISH 2</b> 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.</p>	<p>CLO1: Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3, CLS3b)</p> <p>CLO2: Describe processes, procedures and instructions clearly by highlighting information of concern (A3, CLS4)</p> <p>CLO3: Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3, CLS3b)</p>
4	COMMUNICATIVE ENGLISH 3 DUE50032	2	<p><b>COMMUNICATIVE ENGLISH 3</b> 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.</p>	<p>CLO1: Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2, CLS3b)</p> <p>CLO2: Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations (A4, CLS4)</p> <p>CLO3: Demonstrate effective communication and social skills in handling job interviews confidently (A3, CLS3b)</p>

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	BAHASA KEANGSAAN A MPU22042	2	<p><b>BAHASA KEBANGSAAN A</b> 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.</p>	<p>CLO1 : Menunjukkan cara berinteraksi yang baik dalam pelbagai situasi (A3, CLS3b)</p> <p>CLO2: Menulis pelbagai jenis bentuk penulisan dengan jelas dan ber-sistematik (A2, CLS3b)</p> <p>CLO3: Menunjukkan kaedah bertutur dalam komunikasi lisan dengan sebutan dan intonasi yang betul (A3, CLS4)</p>

# 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



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# Sports, Co-Curriculum & Cultural Unit

## Facilities



**Basketball Court**



**Takraw Court**



**Tennis Court**



**Futsal Court**



**Rugby Field**



**Football Field**



**Petanque Field**



**Volleyball Court**

# Sports, Co-Curriculum & Cultural Unit



Music Studio



Music set



Squash Court



Table Tennis



Multi Purpose Court (Indoor)



Golf Green



Sport Centre



Multipurpose Court

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	MPU24011 SPORT	1	<b>SPORT</b> 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	<b>PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 1</b> 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	<b>PANDU PUTERI 1</b> focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to:  CLO1: demonstrate specific skills for related courses (P2, CLS4)  CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3d)

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	ASKAR WATANIAH 1 MPU24611	1	<b>ASKAR WATANIAH 1</b> 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	PENGAKAP KELANA 1 MPU24661	1	<b>PENGAKAP KELANA 1</b> 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	RELASIS 1 MPU24691	1	<b>BRIGED RELA SISWA SISWI (RELASIS) 1</b> focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to:  CLO1: demonstrate specific skills for related courses (P2, CLS4)  CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3d)



# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	KELAB / PERSATUAN MPU24021	1	<b>KELAB / PERSATUAN</b> 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	PISPA 2 MPU24651	1	<b>PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 2</b> 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	PANDU PUTERI 2 MPU24801	1	<b>PANDU PUTERI 2</b> focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to:  CLO1: demonstrate specific skills for related courses (P2, CLS4)  CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3d)

# Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	ASKAR WATANIAH 2 MPU24711	1	<b>ASKAR WATANIAH 2</b> 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	PENGAKAP KELANA 2 MPU24761	1	<b>PENGAKAP KELANA 2</b> 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	RELASIS 2 MPU24791	1	<b>BRIGED RELA SISWA SISWI (RELASIS) 2</b> 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



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# Student Affair and Development Department

## Facilities



 **Jabatan Hal Ehwal & Pembangunan Pelajar**  
POLITEKNIK MELLI MAU

**eZy MOHON**

Kini, pelajar boleh memohon secara online:

- ✓ Kadi Pelajar
- ✓ Surat Pengesahan Pelajar
- ✓ Surat KWSP
- ✓ Surat Rawatan
- ✓ Bantuan Kewangan
- ✓ Berhenti Pengajian
- ✓ Tangguh Pengajian
- ✓ Tukar Politeknik



# 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



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# Training & Continuing Educational Unit

## Introduction

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

The main activities of this unit are to:

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





# Training & Continuing Educational Unit

## Training & Continuing Educational Unit Staffs



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## Facilities



Seminar Room



Meeting Room



Lecture Hall



Tun Teja Suite

# Library Unit

## Introduction

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

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

## Facilities



# Library Unit



## Library Unit Staffs



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# Psychology Management Unit

## Introduction

The Psychology Management Unit, Politeknik Melimau, 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



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## Facilities





# Research and Innovation Unit

## Research and Innovation Unit Staffs



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# Industrial Liaison & Training Unit

## Introduction

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

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

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

## Facilities





# Industrial Liaison & Training Unit



## Industrial Liaison Training Unit Staffs



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# Quality Assurance Unit

## Introduction

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

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

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



# Quality Assurance Unit

## Quality Assurance Unit Staffs



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# Corporate, Industrial Services & Employability Centre Unit

## Introduction

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

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



# Corporate, Industrial Services & Employability Centre Unit

## Corporate, Industrial Services & Employability Centre Unit Staffs



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# Corporate, Industrial Services & Employability Centre Unit



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## Introduction

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

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

### FACILITIES PROVIDED

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

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

### APPLICATION FOR KAMSIS REGISTRATION

- 1) Applications can be made online via the Student Information Management System (SPMP) in PMM portal.
- 2) Completed forms that have been submitted online must also be printed and sent to the Kamsis Office of Management before the closing date, together with other supporting documents such as:
  - i. salary slip/income verification letter that was approved by the village headman or any government officer of the Management and Professional Group;
  - ii. health report that was confirmed by a physician for students who have serious health problems; and
  - iii. Death Certificate for orphans.

# Kamsis Unit

## Selection Criteria for Students of Kamsis Politeknik Merlimau

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

- Salary and dependencies of parents / guardians;
- Orphans;
- Discipline;
- Activities participated in Kamsis / Department;
- Distance home to the Polytechnic;
- Health problems;
- Form complete and the information is correct; and
- On availability





# Kamsis Unit

## Kamsis Unit Staffs



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# Kamsis Unit

## Facilities



# 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 Entrepreneurial 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 entrepreneurial 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.



# Entrepreneurial Unit



# Entrepreneurial Unit

## Entrepreneurial Unit Staff



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## Facilities



# Editorial Board

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Hjh Asmah binti Hussain

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