



KEMENTERIAN PENDIDIKAN TINGGI
AGENCY FOR TECHNICAL AND HIGHER EDUCATION

POLITEKNIK
MALAYSIA
M E R L I M A U

PROGRAMME HANDBOOK

CIVIL ENGINEERING DEPARTMENT



DIPLOMA IN
(DCA)

CIVIL ENGINEERING

POLITEKNIK MERLIMAU
Kementerian Pendidikan Tinggi
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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.

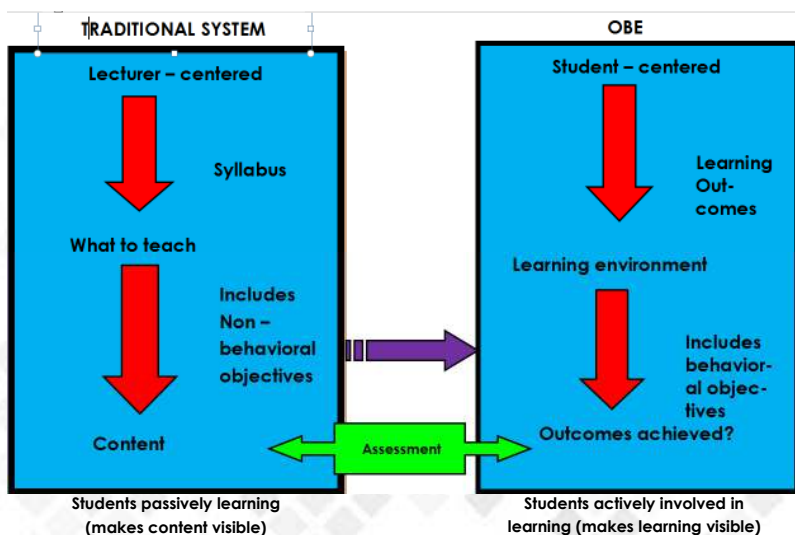
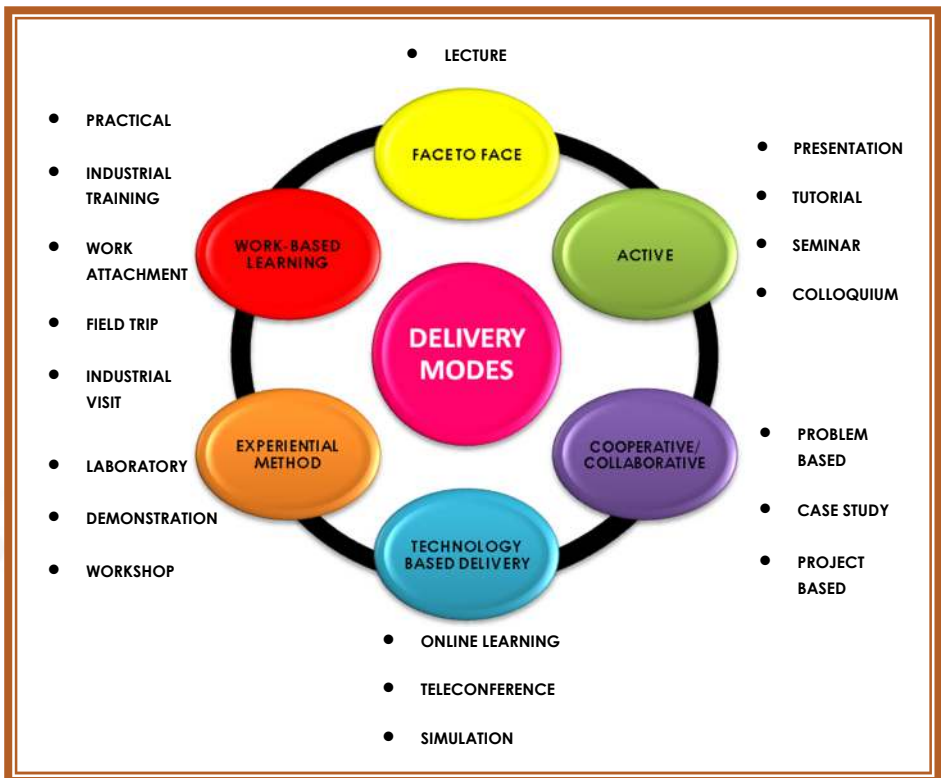


Figure 5.1: A Paradigm Shift for Educational System

Outcome Based Education (OBE)

DELIVERY MODES

The diversity of teaching and learning methodologies can be adapted by lecturers in order to cater to 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 .

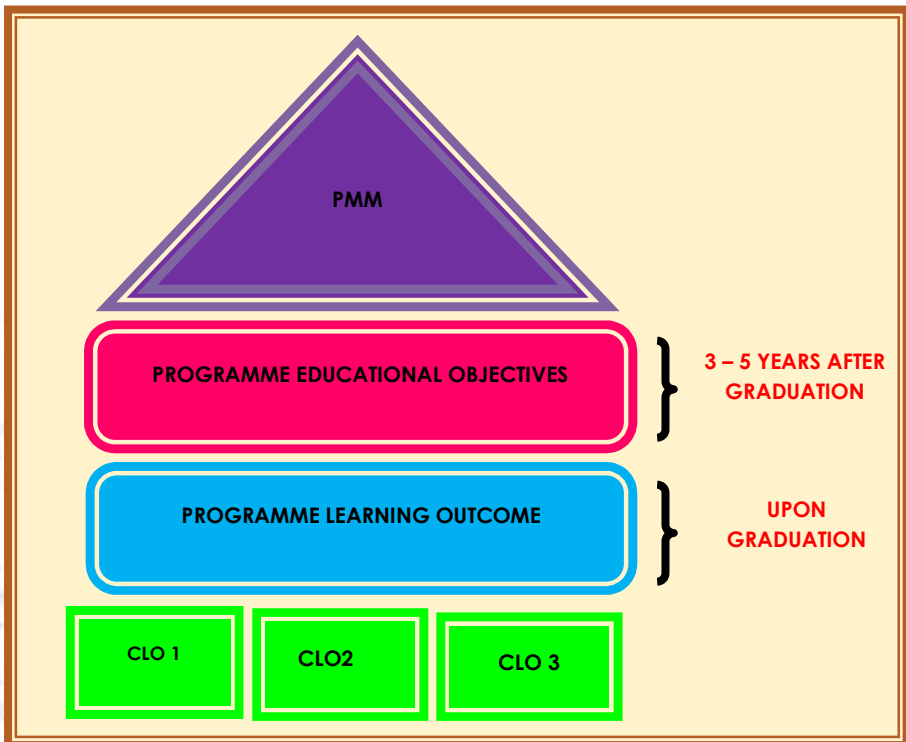


Figure 5.3 : OBE Educational Framework

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 ;

Title/Level	Statement of Learning Outcome	Knowledge and Understanding	Cognitive Competence	APPLYING FUNCTIONAL WORK SKILLS				Ethics and Professionalism
				Functional Skills	Communication and Collaboration Skills	Digital and Numeracy Skills	Leadership, Autonomy and Responsibility	
Level 5 Diploma	<p>Knowledge of basic concepts and principles of the discipline, including the ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Knowledge of basic concepts and principles of the discipline, including the ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>	<p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p> <p>Ability to identify and describe the components of the discipline.</p> <p>Ability to apply basic concepts and principles of the discipline in the context of the discipline.</p>

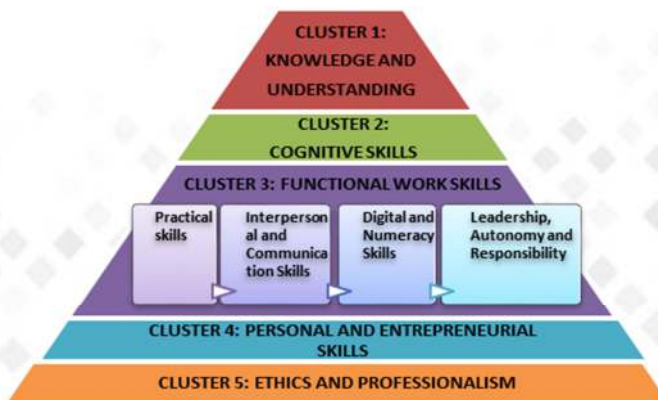


Figure 5.4: Competency Domain to be applied in MQA Outcomes (Learning Outcomes, LO)

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.

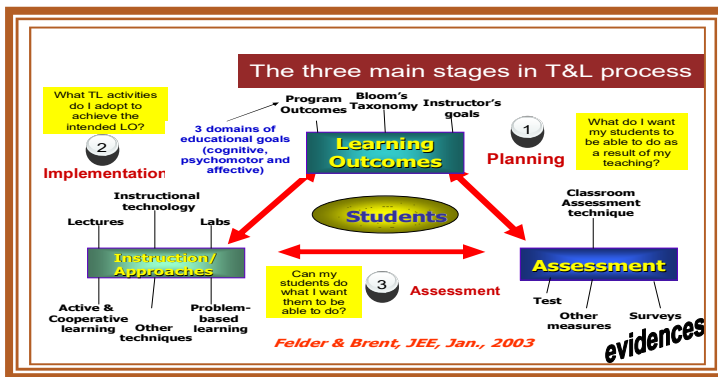


Figure 5.5 : Three Main Stages in Learning and Teaching Process

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 Merlinau. 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 Pol-

VISION

Transforming Politeknik Merlimau towards global competitiveness through e-learning.

MISSION

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

OBJECTIVE

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

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

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

E-Learning Unit

ORGANISATIONAL CHART E-LEARNING UNIT



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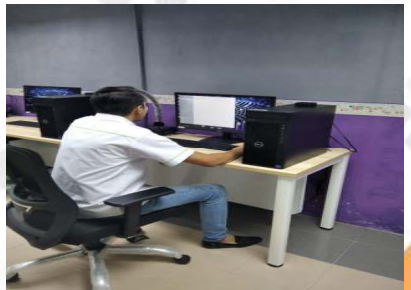
E-Learning Unit

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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. Azah binti Abas
Head of Programme, Civil Engineering Unit
2. Noor Aini binti Mistar
Head of Programme, Architecture Unit
3. Azrina binti Zolkifli
Head of Programme, Geomatics Unit

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

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

Civil Engineering Department

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Civil Engineering Department

Facilities



Architectural Studio



Highway Lab



Structure Lab



Plumbing Workshop



Concrete Lab



Carpentry Workshop

Civil Engineering Department



Geotechnic Lab



Brick Work Lab



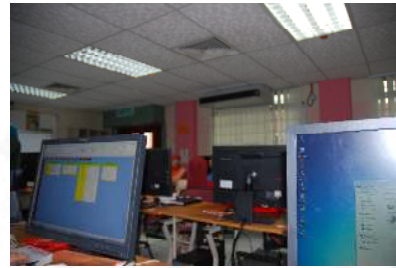
GIS, Remote Sensing & Carthography Lab



Photogrammetry Lab



CADD Lab 1



CADD Lab 2



Lecture Hall



Archaive Room

Civil Engineering Department



AVA Room



Lecturers' Room



Architecture Working Room



Exhibition Room



Hydraulic Lab



Eng. Survey, Cadastral and
Hydrographic Survey Lab



Meeting Room

Diploma in Civil Engineering

PROGRAMME OVERVIEW

Introduction

Diploma in Civil Engineering provides knowledge, skills and attitude to adapt to new technology in civil engineering with the ability to demonstrate professionalism and work ethics in fulfilling responsibilities towards the creator, client and society. This programme provides theory as well as carries out practical work. This programme also offers courses in Civil Engineering area such as Engineering Graphics, Water & Water Resources Engineering, Environment, Strength & Structural Design, Road & Transportation, Engineering Management and Geotechnics. This programme is specially designed with hands-on training in addition to the theoretical learning in civil engineering. They are required to complete the industrial training to prepare graduates for employment in different sectors of the industry because the skills and knowledge acquired are used throughout modern industry. They will be able to use appropriate communication and interpersonal skills to perform tasks in various situations. Graduates will demonstrate desired behavioural traits like integrity, team work, problem solving and passion in performing the tasks related to their area of specialization. They will possess entrepreneurial skills to contribute to the economic growth for the nation's development in the construction industries. With these additional skills, they will be more competitive in the present job market.

Synopsis

This programme is designed to equip students with sound knowledge, skills, attitude and understanding of the environment, construction industries, construction designs and infrastructural development of civil engineering. The knowledge and skills acquired will be useful for success in future or current employment.

Job Prospects

The knowledge and skills that the students acquire from the program will enable them to participate in the job market such as specified as:

- a. Technical Assistant
- b. Site Supervisor
- c. Inspector of Work
- d. Assistant Engineer
- e. Contractor
- f. Health and Safety Officer
- g. Research Assistant
- h. Quality Control Assistant Engineer
- i. Material Coordinator
- j. Entrepreneur

Diploma in Civil Engineering

Vision

To be the Leading-Edge TVET Institution

Mission

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

Educational Goal

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

Programme Aims

This programme believes that all individuals have potential to be proactive and responsible senior technicians to support national agenda in transforming construction industry to be highly productive, environmentally sustainable with globally competitive players while focused on safety and quality standards.

Programme Educational Objectives (PEO)

The Diploma in Civil Engineering programme shall produce semi-professionals who are:

PEO1: Working in the field of civil engineering

PEO2: Lead or team member to support their role in industries

PEO3: Engaged in activities to enhance knowledge or starting/embark their own enterprise

PEO4: Fulfill professional and communities responsibilities, conforming to ethical and environment values

Diploma in Civil Engineering

Programme Learning Outcomes (PLO)

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

- PLO1: Apply knowledge of applied mathematics, applied science, engineering fundamentals and an engineering specialisation as specified in DK1 to DK4 respectively to wide practical procedures and practices
- PLO2: Identify and analyse well-defined engineering problems reaching substantiated conclusion using codified methods of analysis specific to their field of activity (DK1 to DK4)
- PLO3: Design solutions for well-defined technical problems and assist with the design of systems, components or processes to meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations (DK5)
- PLO4: Conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements
- PLO5: Apply appropriate techniques, resources, and modern engineering and IT tools to well-defined engineering problems, with an awareness of the limitations (DK6)
- PLO6: Demonstrate knowledge of the societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to engineering technician practice and solutions to well-defined engineering problems (DK7)
- PLO7: Understand and evaluate the sustainability and impact of engineering technician work in the solution of well-defined engineering problems in societal and environmental contexts (DK7)
- PLO8: Understand and commit to professional ethics and responsibilities and norms of technician practice
- PLO9: Function effectively as an individual, and as a member in diverse technical teams
- PLO10: Communicate effectively on well-defined engineering activities with the engineering community and with society at large, by being able to comprehend the work of others, document their own work, and give and receive clear instructions
- PLO11: Demonstrate knowledge and understanding of engineering management principles and apply these to one's own work, as a member or leader in a technical team and to manage projects in multidisciplinary environments
- PLO12: Recognise the need for, and have the ability to engage in independent updating in the context of specialised technical knowledge

Notes:

- DK1: A descriptive, formula-based understanding of the natural sciences applicable in a sub-discipline
- DK2: Procedural mathematics, numerical analysis, statistics applicable in a sub-discipline
- DK3: A coherent procedural formulation of engineering fundamentals required in an accepted sub-discipline
- DK4: Engineering specialist knowledge that provides the body of knowledge for an accepted sub-discipline
- DK5: Knowledge that supports engineering design based on the techniques and procedures of a practice area
- DK6: Codified practical engineering knowledge in recognised practice area
- DK7: Knowledge of issues and approaches in engineering technician practice ethics, financial, cultural, environmental and sustainability impacts

Diploma in Civil Engineering

Programme Structure

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)												PRE REQUISITE / CO-REQUISITE
			L	P	T	O		FLO1	FLO2	FLO3	FLO4	FLO5	FLO6	FLO7	FLO8	FLO9	FLO10	FLO11	FLO12	
SEMESTER 1																				
Compulsory	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2													
	DUE10012	Communicative English 1	1	0	2	0	2													
	MPU24XX1	Unit Serenitiam 1 ***	0	2	0	0	1													
Common Core	DUE10022	Occupational Safety & Health for Engineering	2	0	0	0	2	-												
	DBS10012	Engineering Science	2	1	0	0	2	-	-											
	DBM10013	Engineering Mathematics 1	2	0	2	0	3	-												
Discipline Core	DCC10012	Engineering Drawing and Computer Aided Drafting (CAD)	0	4	0	0	2													
	DCC10022	Brickworks and Concrete Laboratory	0	3	0	0	2													
	DCC10032	Civil Engineering Material	2	0	0	0	2	-												
TOTAL			26				18													
SEMESTER 2																				
Compulsory	MPU23052	Sains, Teknologi dan Kajuatan Dalam Islam	1	0	2	0	2													
	MPU23042	Nilai Masyarakat Malaysia**																		
	MPU24XX1	Unit Serenitiam 2 ***	0	2	0	0	1													MPU24XX1
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3	-												DBM10013
	DCC20042	Plumbing and Carpentry Workshop	0	3	0	0	2													
Discipline Core	DCC20053	Mechanics of Civil Engineering Structure	3	0	1	0	3	-	-											
	DCC20063	Engineering Survey	2	3	0	0	3	-	-											
	DCC20073	Contract and Estimating	3	0	1	0	3	-	-											
TOTAL			25				17													
SEMESTER 3																				
Compulsory	DUE30022	Communicative English 2	1	0	2	0	2													DUE10012
	MPU22012	Entrepreneurship	1	0	2	0	2													
Discipline Core	DCC30082	Industrialised Building System (IBS) in Sustainable Construction	0	4	0	0	2													
	DCC30093	Geotechnical Engineering	3	0	1	0	3	-	-											
	DCC30103	Highway and Traffic Engineering	3	0	1	0	3	-	-											
	DCC30112	Highway Engineering Laboratory	0	3	0	0	2													
	DCC30122	Fluids Mechanics	2	0	1	0	2	-	-											
TOTAL			24				16													

Diploma in Civil Engineering

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)												PRE REQUISITE / CO-REQUISITE	
			L	P	T	O		Knowledge	Problem Analysis	Design / Development of Solutions	Investigation	Modern Tool Usage	The Engineer and Society	Environment & Sustainability	Ethics	Individual and Team Work	Communications	Project Management and Finance	Life Long Learning		
																					CLS1
SEMESTER 4																					
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2													DUE30022	
Discipline Core	DCC40132	Project Management and Practices	2	1	0	0	2	√				√							√		
	DCC40142	Steel Structure Design	2	0	1	0	2			√		√								DCC20053	
	DCC40152	Water Supply and Waste Water Engineering	2	0	1	0	2	√					√						√		
	DCC40163	Theory of Structures	3	0	1	0	3	√	√											DCC20053	
	DCC40172	Structure, Hydraulics and Water Quality Laboratory	0	3	0	0	2			√	√		√								
	DCC40181	Civil Engineering Project 1	0	2	0	0	1					√							√	√	√
Electives		Electives 1	0	4	0	0	2														
TOTAL			25				14														
SEMESTER 5																					
Discipline Core	DCC50194	Civil Engineering Project 2	0	8	0	0	4					√	√						√	DCC40181	
	DCC50203	Reinforced Concrete Design	3	0	1	0	3				√		√								
	DCC50212	Hydrology	2	0	1	0	2	√	√												
	DCC50222	Hydraulics	2	0	1	0	2	√	√										√	DCC30122	
	DCC50232	Engineering in Society	2	0	0	0	2							√		√				√	
Electives		Electives 2	2	0	0	0	2														
TOTAL			22				15														
SEMESTER 6																					
Industrial Training	DUT40110	Industrial Training	0	0	0	0	10														
TOTAL			0				10														
TOTAL CREDIT VALUE			92																		
ELECTIVES COURSES																					
1	DCC50242	Building Information Modeling (BIM)	0	4	0	0	2					√							√		
2	DCC50252	Building Services	2	0	0	0	2				√			√					√		
3	DCC50262	Environmental Pollution and Control	2	0	0	0	2				√				√				√		
FREE ELECTIVES ^a																					
1	DUD10012	Design Thinking	1	0	0	1	2				√										

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCC10012 ENGINEERING DRAWING AND COMPUTER AIDED DRAFTING (CAD)	2	ENGINEERING DRAWING & COMPUTER AIDED DRAFTING (CAD) covers the basic manual drafting of technical drawing to enhance engineering student ability to communicate ideas in modern technology industry. It provides a platform for student to interpret engineering drawings, use CAD and develop their skills in technical sketching. Student should be able to produce engineering drawing using manual graphics sketching and CAD software related to IR4.0.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> display ability to produce basic engineering drawing using appropriate tool and equipment correctly (P3, PLO5) build 2D plan in engineering drawing appropriately (P4, PLO5) present an understanding of drawing process in mini project presentation verbally (A3, PLO10)
	DCC10022 BRICKWORKS AND CONCRETE LABORATORY	2	BRICKWORKS AND CONCRETE LABORATORY covers a basic concept of practical works and principles regarding the brickworks and concrete works including the safety exposure in workshop. This course emphasizes the related brick laying using mortar mixing 1:3 and student needed to complete a selected mini project. As for concrete works the method of statement for concrete which referred is BS1881. The cement to be used throughout the work shall be Portland cement obtained from an approved manufacturers that comply with MS 522. Fine and coarse aggregates shall comply with MS 29. All testing specification were referred by MS EN 206. This course also need students to participate actively in teamwork during the practical activities.	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> perform practical activities using appropriate tools and techniques for concrete works with safety awareness (P3, PLO5) complete a selected mini project on brickworks through group participation (P5, PLO5) participate actively in a teamwork during practical activities (A3, PLO9)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCC10032 CIVIL ENGINEERING MATERIALS	2	<p>CIVIL ENGINEERING MATERIALS course is designed to equipments with a comprehensive knowledge and skills related to construction materials used in civil engineering . It will emphasize on types and function of cement, the function of aggregates in concrete, water, admixtures, properties of fresh and hardened concrete on site. This course also focuses on the properties of timber, types and concrete block, steel and nonsteel, the types and function of building finishes materials and the introduction to building elements.</p>	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. apply fundamental concept and behaviour of different types of material in civil engineering construction (C3, PLO1) 2. present orally the use of construction materials in a particular project using visual aids appropriately (A2, PLO10) 3. display the ability to search various resources about current construction materials to the assigned topics (C2, PLO12)
2	DCC20042 PLUMBING AND CARPENTRY	3	<p>PLUMBING AND CARPENTRY WORK-SHOP covers basic practical works of plumbing and carpentry works. This course emphasizes the related materials used and active participation of student to produce simple project.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. assemble appropriate tools and techniques for plumbing works with safety awareness (P3, PLO5) 2. complete a mini project for carpentry works within a given time frame (P5, PLO5) 3. participate actively in a team work during practical activities (A3, PLO9)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCC20053 MECHANICS OF CIVIL ENGINEERING STRUCTURES	3	<p>MECHANICS OF CIVIL ENGINEERING STRUCTURES covers knowledge of facts and basic principles of types of forces, strength of materials and behavior of loaded structures. This course provides exposure to the impact of loaded structures on direct and shear stresses, slope and deflection. This exposure will be the pre requisite to understand other courses in Civil Engineering.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. apply the fundamental knowledge and principles in mechanic structure clearly (C3, PLO1) 2. analyze structure behavior in determinate structure precisely (C4, PLO2) 3. construct the diagram related to bending stress and deflection of determinate beam (P3, PLO10)
	DCC20063 ENGINEERING SURVEY	3	<p>ENGINEERING SURVEY focus on the basic principles of levelling and total station traverse survey. This course emphasizes the basic distance measurement, bearing and angle in order to get the shape of terrain and the position on the field. It also gives knowledge and practical skills to students in operating and handling survey instruments, control survey, detail survey, data collection or acquisition, calculation and plotting of survey works. The course emphasis on the method used to carry out surveying works especially data collection or acquisition to produce plan based on the scope of work. It also gives exposure to the need for accurate data to be used for other surveying work.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. apply correctly the fundamental principles and practices of surveying work (C3, PLO1) 2. perform Civil Engineering Survey works using appropriate instrument based on standard procedure and current surveying instrument (P3, PLO5) 3. initiate positive leadership and team work by contributing actively in groups during fieldwork that yield valid results (A3, PLO9)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCC20073 CONTRACT ESTIMATING	3	<p>CONTRACT AND ESTIMATING is a study of construction industry in general, tender procedure, contract procedure, preliminary estimating method, build-up rate and quantity measurement. The module emphasizes on contract condition and provide exposure to the students regarding the procedures and standard practice in the construction field based on Standard Form of Contract (P.W.D. Form 203/ 203A).</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. explain the fundamental concepts of construction industry in general, tender procedure and contract procedure in Malaysia (C3, PLO1) 2. estimate the cost of construction project by using preliminary estimating method, build-up rate method and quantity measurement (C4, PLO2) 3. describe the understanding of the professional engineering ethics and practice based on Standard Form of Contract (P.W.D Form 203/203A) efficiently (A3, PLO8) 4. perform efficient management of time and resources through quantity measurement and buildup rate in accordance with Public Work Department Practice (A5, PLO11)
3	DCC30093 GEOTECHNICAL ENGINEERING	3	<p>GEOTECHNICAL ENGINEERING covers basic knowledge of the process of soils and rock formation and the characteristics of soil. It also covers soil improvement works such as compaction, shear strength, seepage, slope stability, earth pressure and foundation.</p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> 1. apply fundamental of engineering properties of soils in civil engineering works (C3, PLO1) 2. analyze geotechnical engineering problems using appropriate method in determination of safety, stable earthworks and geotechnical structures (C4, PLO2) 3. analyze data to reach conclusion in case study on assigned topic (C4, PLO4) 4. explain verbally in formal presentation based on case study (A3, PLO10)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCC30082 INDUSTRIALISED BUILDING SYSTEM (IBS) IN SUSTAINABLE CONSTRUCTION	2	IBS IN SUSTAINABLE CONSTRUCTION is designed to equip student the concept of Industrialised Building System (IBS) in conjunction with sustainability of the construction industry. This course teaches on elements such as Modular Coordination and IBS Score, site management and supervision and installation of IBS components. This course will also include practical work in assembling green system, supervision and quality checking in IBS construction and also installation of IBS in a small scale project pertaining to sustainable construction.	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> 1. assemble suitable green materials and Industrialised Building System (IBS) components with supervision (P3, PLO5) 2. Construct green system and IBS components with compliance to measurement of Modular Coordination and IBS Score (P4, PLO5) 3. Demonstrate punctuality and responsibility in completing task of assembling green system and IBS (A3, PLO8) 4. Organize time and resources efficiently in site management (A5, PLO11)
	DCC30103 HIGHWAY AND TRAFFIC ENGINEERING	3	HIGHWAY AND TRAFFIC ENGINEERING is a study on history of highway construction and the organization involved in Malaysia. This course also provides the students with the knowledge regarding the method and design involved in traffic engineering. This course emphasizes on introduction to highway and traffic, transportation planning, pavement materials, construction of flexible pavement, construction of rigid pavement, traffic control equipment and road furniture, flexible pavement design, junction design, traffic management and highway maintenance.	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. apply appropriate model to solve problem in highway and traffic engineering (C3, PLO1) 2. assesses design performance for highway and traffic engineering based on appropriate specification with consideration of public safety, society and environment (C5, PLO3) 3. explain the findings of a case study in a formal presentation (A3, PLO10)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCC30112 GEOTECHNICAL AND HIGHWAY ENGINEERING LABORATORY	2	GEOTECHNICAL AND HIGHWAY LABORATORY covers knowledge in the form of practical through the experiments which are carried out based on the concepts and the theories learned in the class. The emphasis of the course is on the method of conducting experiments, analysis and understanding its relationship with theories learned. The course also focused on the geotechnical and highway which are the core of the civil engineering field.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. construct appropriate instrumentation/measurement techniques/models/ simulation in geotechnical and highway engineering using standard procedure and equipment (P3, PLO5) 2. practices the importance of achieving safety in geotechnical and highway according to OSH standard (A4, PLO6) 3. analyse laboratory result in achieving objective of geotechnical and highway using engineering report standard. (C4, PLO4)
	DCC30122 FLUID MECHANICS	2	FLUID MECHANICS covers the behaviour and characteristics of engineering fluids and their application in hydrostatic and hydrodynamic fluids. This course involves discussion on fluid properties, fluid flow concept and basic equations, moving fluid forces, dimensional analysis, flow in closed conduits and pipe network, and momentum equations.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. explain the fundamental and principles in fluid mechanics engineering (C2, PLO1) 2. determine the principles of fluid mechanics engineering in pipe flow appropriately (C4, PLO2) 3. describe verbally the fundamental and principles in fluid mechanics engineering (A3, PLO10)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCC40132 PROJECT MANAGEMENT AND PRACTICES	2	<p>PROJECT MANAGEMENT AND PRACTICES focuses on the basic knowledge and understanding of project management. Students will be introduced to the definition and basic concept of project management and practices. Every aspect in project management is explained starting from the overview of project management, the influences of organizational structures in project management, project lifecycle, resources in project management, planning and scheduling, project control and monitoring, safety control, environmental management plan and quality assurance in project management. The application of common software such as Microsoft Project for planning and scheduling also will be exposed to the student.</p>	<p>Upon completing this course students should be able to:</p> <ol style="list-style-type: none"> 1. apply correctly the fundamental engineering concepts of project management (C3, PLO1) 2. manipulate appropriate techniques and software tool for planning and scheduling related to civil engineering activities (P3, PLO5) 3. perform efficient management of time and resources in civil engineering field (A2, PLO11)
	DCC40142 STEEL STRUCTURE DESIGN	2	<p>STEEL STRUCTURE DESIGN covers the fundamental concepts and basic principles required to design steel structures including beam, column, roof truss and connections. This course enables student to develop understanding basic knowledge related to the theoretical background for the design of steel structures and the practical expertise to translate this background knowledge into successfully performing actual design calculations according to Eurocode 3 (EC3) for a single storey steel building.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. design single storey building for steel structure correctly according to Eurocode 3 (C6, PLO3) 2. create the design output drawing for single storey steel structure design according to Eurocode 3 using current software (P5, PLO5) 3. adhere to the engineering ethic through presentation (A4, PLO8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCC40152 WATER SUPPLY AND WASTEWATER ENGINEERING	2	<p>WATER & WASTEWATER ENGINEERING is a study of water resources, water characteristics, usage and demand of water supply, raw water treatment process and water distribution system. This course also includes the information on the process in sewage treatment plant, sludge treatment and disposal. It also emphasize on the parameter of drinking water and effluent from sewage treatment plant.</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. apply the concept of water supply and wastewater treatment according to related and current standard (C3, PLO1) 2. explain verbally in formal presentation based on given task (A5, PLO10) 3. determine the sustainability and impact of environmental issues regarding to water and wastewater treatment (C5, PLO7)
	DCC40163 THEORY OF STRUCTURE	3	<p>THEORY OF STRUCTURE covers basic knowledge of facts and principles in calculate the reactions, bending moments and shear forces for statically indeterminate beams and portal frame using the slope deflection method and moment distribution method. It also includes basic principles in calculation the forces in truss members using the equilibrium joint method and section method for the statically determinate and using unit load method for the statically indeterminate trusses.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. calculate statically indeterminate beams and portal frame using appropriate method (C3, PLO1) 2. analyze joint displacement in statically determinate trusses and internal forces for statically indeterminate trusses correctly (C4, PLO2) 3. evaluate the influence lines for statically determinate beams correctly (C5, PLO2)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCC40172 STRUCTURE, HYDRAULICS AND WATER QUALITY LABORATORY	2	<p>STRUCTURE, HYDRAULICS AND WATER QUALITY LABORATORY covers knowledge in the form of practical through the experiments which are carried out based on the concepts and the theories learned in the class. The emphasis of the course is on the method of conducting experiments, analysis and understanding its relationship with theories learned. The course also focused on the structure, hydraulics and water quality which are the core of the civil engineering field.</p>	<p>Upon completion of this the course, students should be able to:</p> <ol style="list-style-type: none"> 1. construct appropriate instrumentation/ measurement techniques/ models/ simulation in structure, hydraulics and water quality engineering using standard procedure and equipment (P3, PLO5) 2. practice the importance of achieving safety in structure, hydraulics and water quality according to OSH standard (A4, PLO6) 3. analyse laboratory result in achieving objective of structure, hydraulics and water quality using engineering report standard (C4, PLO4)
	DCC40181 CIVIL ENGINEERING PROJECT 1	1	<p>CIVIL ENGINEERING PROJECT 1 covers the knowledge and displays practice skills in civil engineering. The students are exposed to communication skills, group works, work planning, decision making and creativity using available facilities.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. develop the investigation process in civil engineering based in a clear and concise manner (C3, PLO4) 2. complete a presentation for project proposal using an engineering appropriate standard (A3, PLO10) 3. propose appropriate methodology in management and resources based on civil engineering project (A3, PLO11) 4. display self-education skills in gathering technical information from various resources (P3, PLO12)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCC50252 BUILDING SERVICES	2	BUILDING SERVICES focuses on the basic concepts and the principles of the systems in a building. The course emphasizes on the electrical installation system, fire prevention system, building transportation system, air conditioning system, maintenance works and the demolition works.	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. choose appropriate building services system with consideration of safety procedures, rules and regulations by the authority (C5, PLO4) 2. identify building services system with consideration of the environmental impact (A4, PLO7) 3. display teamwork in completing a case study of a building services system (A5, PLO9)
	DCC50262 ENVIRONMENTAL POLLUTION AND CONTROL	2	ENVIRONMENTAL POLLUTION AND CONTROL is a study on types and effects of communicable and non-communicable diseases to public health. It also emphasizes on the control and monitoring of pollution from water, air and noise and the effects to general health and environment. It also covers the knowledge on management of municipal solid waste and hazardous waste. The students are exposed to the Environmental Quality Act 1974 as the guidelines and procedures in managing environmental pollution	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. analyze technical concept of environmental pollution problems within environmental sustainability (C4, PLO4) 2. determine the integration of sustainable environment element in solving solid waste and hazardous waste management (C5, PLO7) 3. display teamwork in solving environmental problem effectively within community (A5, PLO9)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCC50194 CIVIL ENGINEERING PROJECT 2	4	<p>CIVIL ENGINEERING PROJECT 2 covers knowledge and skills in civil engineering practices. The students will be exposed to communication skills, group works, work planning, decision making, recommendation and gain creativity by using related facilities to a design of a system. This course also covers conducting experiments in the laboratory/ workshop, field works, and academic researches, designing product or method of civil engineering related fields. The students will be learn the method to analyze data, prepare presentation and report writing.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. organize the project tasks based on research methodology by using appropriate tools (P4, PLO5) 2. analyze the project results in achieving objective based on relevant standard and regulation (C4, PLO4) 3. write the project report based on project finding using appropriate format (C3, PLO10) 4. complete the project presentation confidently and effectively (A5, PLO10)
	DCC50203 REINFORCED CONCRETE DESIGN	3	<p>REINFORCED CONCRETE DESIGN covers concepts and methods of design for reinforced concrete structures comprising beam and slab. This course emphasizes on knowledge and practice of producing double storey reinforced concrete building design starting from the layout plan, action analysis, structural design and detailing according to Eurocode 2 (EC2).</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. design double storey building for reinforced concrete structure correctly according to Eurocode 2 (C6, PLO3) 2. display a safe design for double storey reinforced concrete structure according to Eurocode 2 (P5, PLO5) 3. adhere to the engineering ethic to complete the design task (A4, PLO8)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCC50212 ENGINEERING HYDROLOGY	2	<p>ENGINEERING HYDROLOGY introduces students to the concepts of engineering hydrology including hydrologic cycle and rainfall-runoff processes. It covers the quantification of rainfall and runoff processes for engineering design, including computation of design rainfalls, peak discharges and hydrographs. The basic concept of Urban Drainage Design and compliance with local guideline of Urban Storm Water Management Manual for Malaysia (MSMA) are discuss and employ in considering sustainability environmental value.</p>	<p>Upon completing of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. apply basic concept of applied hydrology in civil engineering (C3, PLO1) 2. solve quantification of rainfall-runoff processes for engineering design purposes (C4, PLO2) 3. construct peak flow rate and runoff hydrograph in watershed system (A3, PLO7)
	DCC50222 HYDRAULICS	2	<p>HYDRAULICS covers the application in hydrostatic and hydrodynamic fluids. This course involves discussion on hydrostatics concept and basic equations of stability and buoyancy. This course also emphasize on the application of constituents of pumps and open channel flow concept appropriately in solving hydraulics problem</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. explain the fundamental and principles in hydraulic engineering (C3, PLO1) 2. determine the principles of hydraulic engineering in pumps and fluid flow (C3, PLO2) 3. demonstrate the ability to work in team to solve problems on uniform and non-uniform open channel flow (A3, PLO9)

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCC50232 ENGINEERING IN SOCIETY	2	<p>ENGINEERING IN SOCIETY focuses on the introduction to the role of engineers in the context of their employment in industry and their interaction with the wider community. In this course, students will be exposed to safety and health of the public, technology and development in industry of civil engineering. This course also covers the meaning and impacts of engineering in society, ethical decision making, professional codes of ethics and sustainable development in the context of science and engineering application locally and globally. The students will be able to display excellent teamwork skills for working in group projects and organizing the activities of engineering practice in the society.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. discuss the roles of engineering in society and the duties of maintaining health and safety in the workplace (A2, PLO6) 2. justify the importance of ethical issues and rules of conduct for the profession in civil engineering associated with contemporary technology and environmental protection in civil engineering (A3, PLO8) 3. display skills of self-education and communication techniques in organizing the activities of engineering practice (P4, PLO12)
	DCC50242 BUILDING INFORMATION MODELING (BIM)	2	<p>BUILDING INFORMATION MODELLING (BIM) focuses on the designing and analysing building models using techniques, resources and BIM tools. Students will be introduced to building models using BIM process for architectural, structural and plumbing. It covers BIM coordination, clash detection and construction scheduling. This course is a project-based where students gain knowledge and skills on the implementation of BIM concepts from planning to design stage.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. construct building models using techniques, resources and BIM tools for basic modelling correctly (P3, PLO5) 2. build building models using techniques, resources and BIM tools of 3D model in architecture, structure and plumbing appropriately (P4, PLO5) 3. propose BIM coordination of 3D model consistent with engineering ethics appropriately (A3, PLO8) 4. perform 5D (costing) in project management efficiently (A5, PLO11)





Higher Academic Pathway

CAREER PATHWAYS FOR POLYTECHNIC STUDENTS.






Graduates of polytechnics in general are able to advance their studies through these 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.

LIST OF INSTITUTION	PROGRAMME	INFORMATION
	<ul style="list-style-type: none"> • Bachelor of Civil Engineering Technology (Hons.) 	<p>Politeknik Ungku Omar, Jalan Raja Musa Mahadi 31400 Ipoh Perak. Tel : (6)05 - 545 7622/7656 Fax : (6)05 - 547 1162 www.puo.edu.my</p>
	<ul style="list-style-type: none"> • Bachelor of Civil Engineering • Bachelor of Civil Engineering (Environment) • Bachelor of Civil Engineering (Project Management) 	<p>Universiti Teknologi Malaysia, 81310 Skudai, Johor, Malaysia Tel : (6)07 - 553 3333 Fax : (6)07 - 5561722 www.utm.my</p>
	<ul style="list-style-type: none"> • Bachelor of Civil Engineering (Hons) 	<p>Universiti Putra Malaysia, 43400 Serdang, Selangor Darul Ehsan, Malaysia Tel : (6)03-9769 1000 Fax : - www.upm.edu.my</p>
	<ul style="list-style-type: none"> • Bachelor of Civil Engineering (Hons) 	<p>Universiti Malaysia Pahang, Lebuhraya Tun Razak 26300 Gambang, Kuantan Pahang. Tel : (6)09-431 5000 Fax : (6)09-431 5555 www.ump.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"> • Bachelor of Engineering (Hons) (Civil and (Environment) • Bachelor of Engineering (Hons) (Civil and (Structural) 	<p>Universiti Kebangsaan Malaysia, 43600, Bangi, Selangor, Malaysia Tel : (6)03-8921 4902 Fax : (6)03-89213552 www.ukm.my</p>
 <p>USM UNIVERSITI SAINS MALAYSIA</p>	<ul style="list-style-type: none"> • Bachelor of Civil Engineering (Hons) • Bachelor of Engineering Material (Hons) 	<p>Universiti Sains Malaysia, Kampus Kejuruteraan 14300 Nibong Tebal Pulau Pinang. Tel : (6)04-653 3453 Fax : (6)04-6566 227 www.usm.my</p>
 <p>UNIVERSITI MALAYA <small>KUALA LUMPUR</small></p>	<ul style="list-style-type: none"> • Bachelor of Civil Engineering (ENV.) • Bachelor of Engineering Material (Hons) 	<p>Universiti Malaya, Lembah Pantai, 50603 Kuala Lumpur, Malaysia Tel : (6) 03-7967 6596 Fax : (6)03-7967 3562 www.um.edu.my</p>
 <p>SWINBURNE UNIVERSITY OF TECHNOLOGY</p>	<ul style="list-style-type: none"> • Bachelor of Civil Engineering (Hons) 	<p>Swinburne University of Technology Sarawak Campus Jalan Simpang Tiga 93350 Kuching Sarawak. Tel : (6) 082-416 353 Fax: (6) 082-426 353 www.swinburne.edu.my</p>
 <p>UTHM Universiti Tun Hussein Onn Malaysia</p>	<ul style="list-style-type: none"> • Bachelor of Civil Engineering with Hons 	<p>Universiti Tun Hussein Onn Malaysia, Beg Berkunci 101, 86400 Parit Raja, Batu Pahat, Johor, Malaysia Tel : (6) 07-4537025 Fax : (6)07-4536177 www.uthm.edu.my</p>

Higher Academic Pathway

LIST OF INSTITUTION	PROGRAMME	INFORMATION
 <p>UNIVERSITI TEKNOLOGI MARA</p>	<ul style="list-style-type: none">• Bachelor's of Civil Engineering (Hons)	<p>Universiti Teknologi MARA, 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel : (6)03-5522 2650 Fax : (6)03-55442668 www.uitm.edu.my</p>

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Mathematics, Science & Computer Department

Facilities



TECC



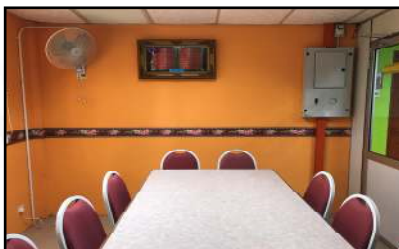
Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	ENGINEERING MATHEMATICS 1 DBM10013	3	<p>ENGINEERING MATHEMATICS 1 exposes students to the basic algebra including resolve partial fractions. This course also covers the concept of trigonometry and the method to solve trigonometry problems by using basic identities, compound angle and double angle formulae. Students will be introduced to the theory of complex number and concept of vector and scalar. Students will explore advanced matrices involving 3x3 matrix.</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	ELEMENTARY MATHEMATICS DBM10102	2	<p>ELEMENTARY MATHEMATICS exposes students to basic algebra which focuses on expressions and fraction used in solving linear and quadratic equations. This course also covers the concept of measurement and geometry which focuses on calculating areas and properties of angles in a circle including angular problems. Students will be introduced to the basic concept of trigonometric and its functions in solving problems.</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: Demonstrate awareness to social needs and active learning through geometrical approaches (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 General Studies Department, Politeknik Merlimau.

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Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	PENGHAYATAN ETIKA DAN PERADABAN MPU21032	2	<p>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 perbincangan 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 berseesuaian 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>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.</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	SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep sains teknologi dan kejuruteraan dalam Islam serta impaknya, pencapaiannya dalam tamadun Islam, prinsip serta peranan syariah dan etika Islam, peranan kaedah fiqh serta aplikasinya.	<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, CLS5)</p> <p>CLO3: Menghubunkait minda ingin tahu dengan prinsip syariah, etika dan kaedah fiqh dalam bidang sains, teknologi dan kejuruteraan menurut perspektif Islam (A4, CLS4)</p>
	NILAI MASYARAKAT MALAYSIA MPU23042	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.	<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: Menghubunkait 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	COMMUNICATIVE ENGLISH 2 emphasises the skills required at the workplace to describe products or services as well as processes or procedures. This course will also enable students to make and reply to enquiries and complaints.	<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	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.	<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>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.</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	SPORT are activities that contain recreationally useful skill training and certain rules in the pursuit of excellence for holistic mastery and skills to strengthen the formation of positive student soft skills.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	MPU24651 PISPA 1	1	PASUKAN INSTITUSI PERTAHANAN AWAM (PISPA) 1 focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)
1	MPU24701 PANDU PUTERI 1	1	PANDU PUTERI 1 focuses on mastering specific knowledge and skills holistically to strengthen the formation of positive soft skills of students.	Upon completion of this course, students should be able to: CLO1: demonstrate specific skills for related courses (P2, CLS4) CLO2: demonstrate leadership and teamwork based on mastery of skills and positive practices (A3, CLS3D)

Synopsis & Course Learning Outcomes (CLO)

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

Synopsis & Course Learning Outcomes (CLO)

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

Synopsis & Course Learning Outcomes (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	ASKAR WATANIAH 2 MPU24711	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	PENGAKAP KELANA 2 MPU24761	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	RELASIS 2 MPU24791	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



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Student Affair and Development Department

Facilities



 **Jabatan Hal Ehwal & Pembangunan Pelajar**
POLITEKNIK MELILMAU

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 fulfill 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



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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



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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

Introduction

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

The objectives of the unit are:

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



Research and Innovation Unit

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Industrial Liaison & Training Unit

Introduction

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

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

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

Facilities



Industrial Liaison & Training Unit



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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.



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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

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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

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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.



Entrepreneurship Unit



Entrepreneurship Unit

Entrepreneurship Unit Staff



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Facilities



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