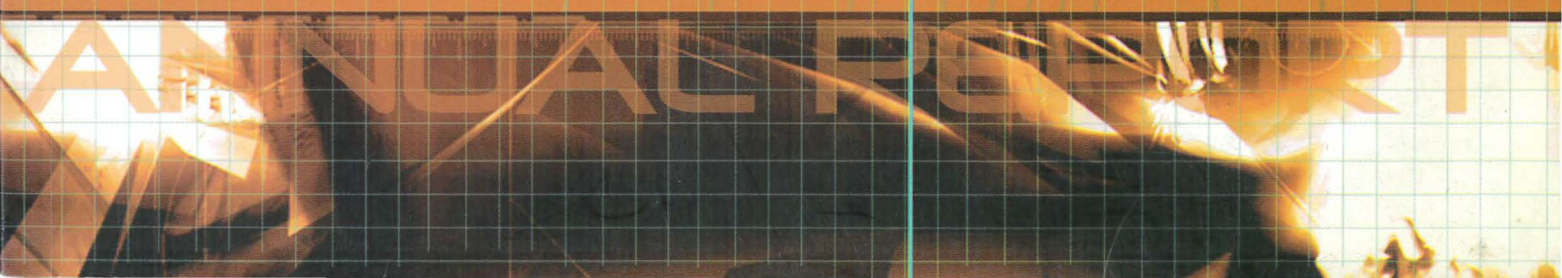


PORT DICKSON POLYTECHNIC

ANNUAL REPORT 2006



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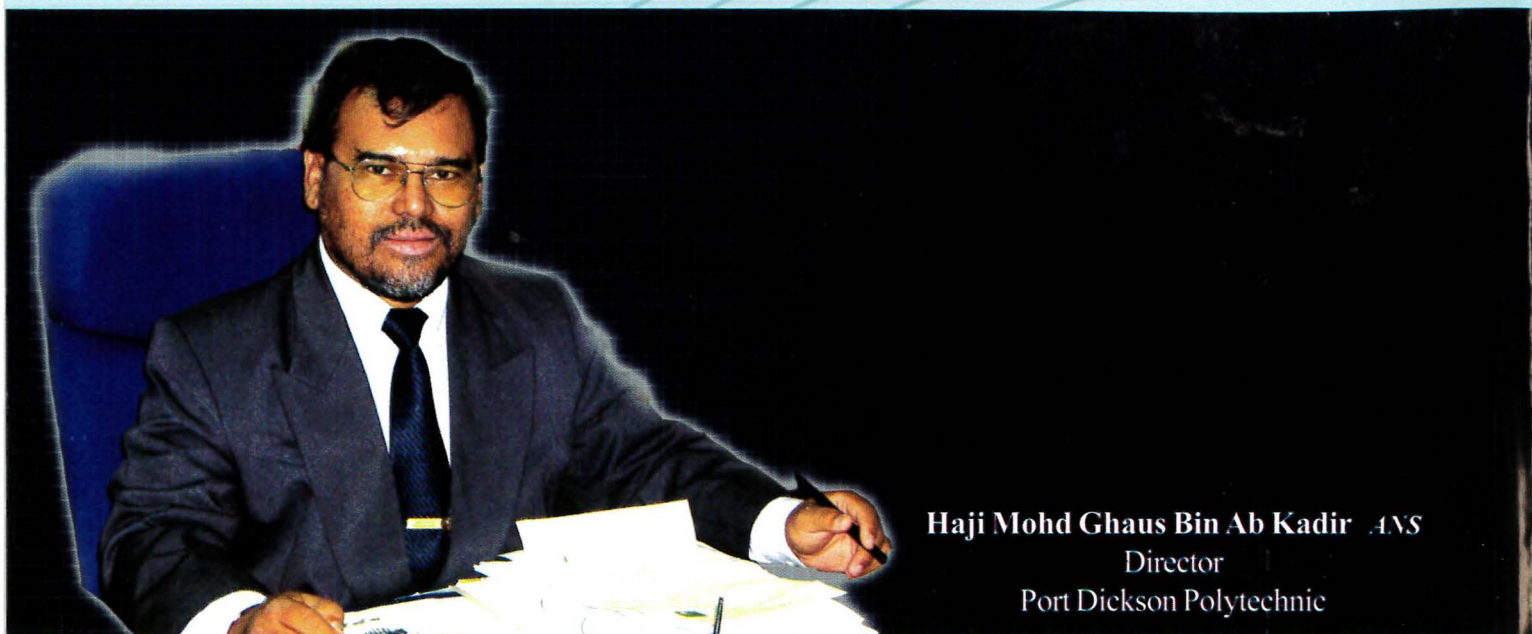
ACTIVITIES IN 2006

INFRASTRUCTURE OF PORT DICKSON POLYTECHNIC

EDITORIAL BOARD

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Haji Mohd Ghaus Bin Ab Kadir ANS
Director
Port Dickson Polytechnic

DIRECTOR'S FOREWORD

First and foremost, I would like to extend my gratitude and appreciation to the Committee Members of Annual Report who have successfully completed the Annual Report for the year 2006.

2006 was a year full of activities and events at Port Dickson Polytechnic. The major activities and events such as Industrial Dialogue with the Minister of Higher Education, Edufest and the 14th and 15th Convocation were successfully conducted by Port Dickson Polytechnic. The Industrial Dialogue with the Minister of Higher Education was held in September, 2006. The dialogue enabled relevant parties to further strengthen the management of all polytechnics in Malaysia. The feedback from the dialogue was useful for both polytechnics and community colleges to enhance their strategic planning.

Port Dickson Polytechnic also participated in events at the international level. We were invited to attend the ARCASIA Students' Jamboree in Beijing which was organized by the Asian Congress of Architects. The invitation shows that Port Dickson Polytechnic receives international recognition. This will inspire the staff of Port Dickson Polytechnic to work together towards excellence and to produce quality graduates to meet the needs of industries.

Last but not least, it is hoped that Port Dickson Polytechnic will continue to strive for the best to produce quality human capital.

Thank you.

"TOGETHER TOWARDS EXCELLENCE"

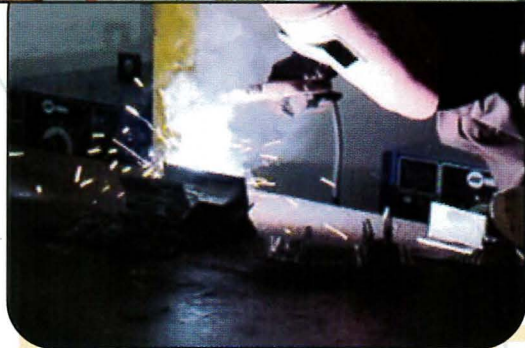
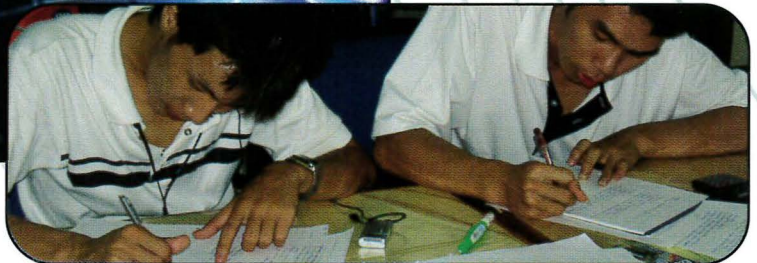
Haji Mohd Ghaus Bin Ab Kadir ANS
Director
Port Dickson Polytechnic

OUR VISION

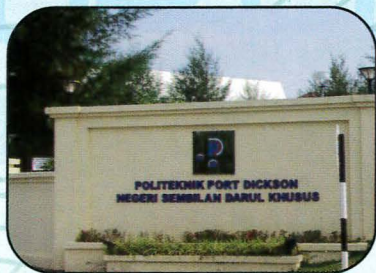
PORT DICKSON POLYTECHNIC aspires to be a centre for educational excellence in the fields of engineering and commerce, and to produce competent graduates who are morally upright and responsible in line with the national education philosophy.

OUR MISSION

PORT DICKSON POLYTECHNIC strives to produce a quality semi-professional workforce to meet the needs of the public and private sectors in Malaysia.



PORT DICKSON POLYTECHNIC



Port Dickson Polytechnic which is located in the District of Si Rusa is the 6th polytechnic built under the Ministry of Education Malaysia. It was constructed under the World Bank fund and was initially designed to accommodate a total of 1200 full-time students. There were only 41 staff and 427 students when it began its operation in July 1990, offering only six courses at the diploma and certificate levels. In 2006, a total of 8404 students has enrolled for various courses.

By the year 2005, there was a tremendous change in the number of students and the physical environment of Port Dickson Polytechnic as RM55 million was granted to the polytechnic to upgrade its facilities and buildings under the 7th Malaysia Plan. New buildings were built to cater the needs of students and staff. These include academic buildings, hostels, labs and workshops, cafeterias and Islamic Centre.

The main objective of the polytechnic is to provide a broad-based education and training to upper secondary school leavers to become skilled personnel in the various engineering fields, commercial and service sectors. Since its inception, Port Dickson Polytechnic has produced **15,746** graduates.

There are six academic departments in this polytechnic: Civil Engineering, Mechanical Engineering, Electrical Engineering, Commerce, General Studies and Mathematics, Science, & Computer. At present, Port Dickson Polytechnic is conducting 11 diploma and 4 certificate courses as follows:

DEPARTMENT	DIPLOMA COURSES	CERTIFICATE COURSES
CIVIL ENGINEERING	▪ Diploma in Civil Engineering ▪ Diploma in Architecture	▪ Certificate in Architecture ▪ Certificate in Civil Engineering
ELECTRICAL ENGINEERING	▪ Diploma in Electronics engineering (Communication) ▪ Diploma in Electrical Engineering (Power) ▪ Diploma in Electronics Engineering (Computer)	▪ Certificate in Electrical & Electronics Engineering
MECHANICAL ENGINEERING	▪ Diploma in Mechanical Engineering ▪ Diploma in Mechanical Engineering (Manufacturing) ▪ Diploma in Mechatronic Engineering	▪ Certificate in Mechanical Engineering (Automotive)
COMMERCE	▪ Diploma in Accountancy ▪ Diploma in Marketing ▪ Diploma in Secretarial Science	

THE MANAGEMENT TEAM



Front Row (From Right):

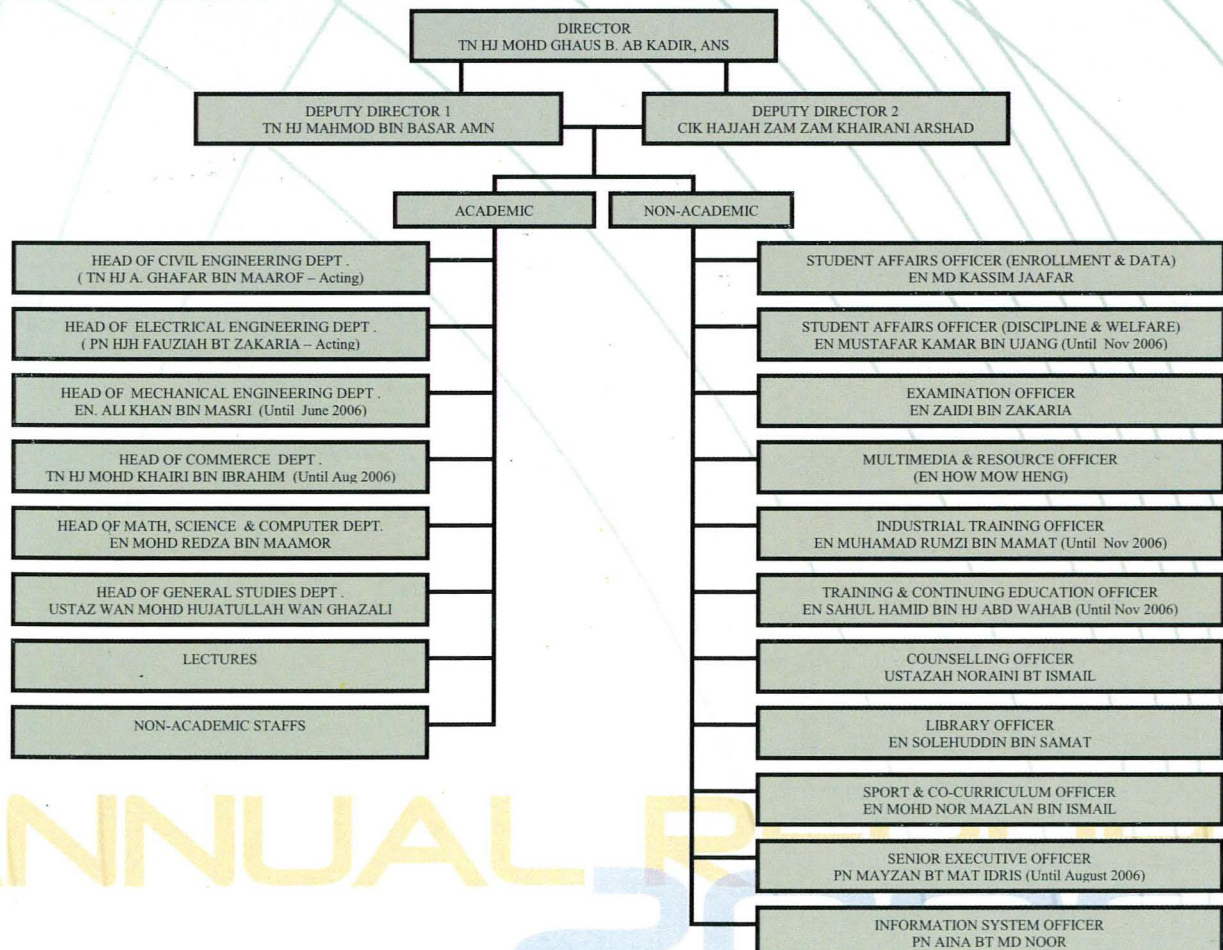
Tn Hj Arshad Mohd Yusof, En Zaidi Zakaria, Tn Hj Ghafar Maarof, En Mustafar Kamar Ujang, Tn Hj Mohd Ghaus Ab Kadir (DIRECTOR), Cik Hjh Zam Zam Khairani Arshad (Deputy Director), En. Mohd Redza Maamor, Pn Hjh Fauziah Zakaria, Pn Mayzan Mat Idris

Second Row (From Right):

En Ali Khan Masri, Tn Hj Wan Hujatullah Wan Ghazali, En Solehudin Samat, En Md Kasim Jaafar, En Shahul Hamid Hj Abd Wahab, Tn Hj Mohd Khairir Mohd Ibrahim, Cik Noraini Ismail, Pn Hjh Zainoton Zainal Abidin.

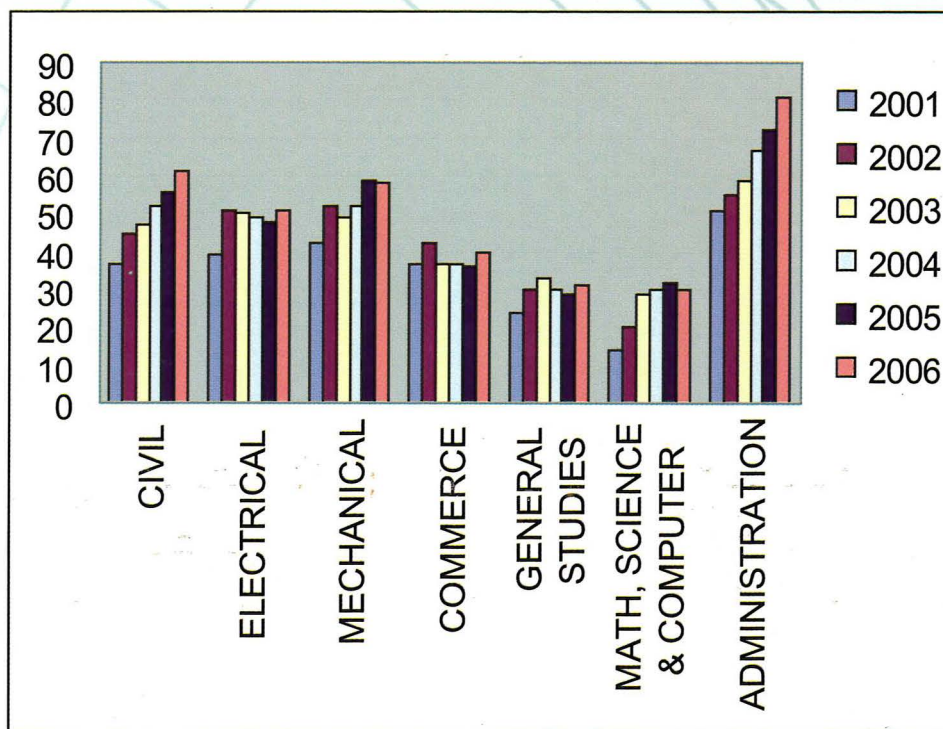
ORGANIZATION CHART

ORGANIZATION CHART



STAFF STATISTICS FROM 2001 - 2006

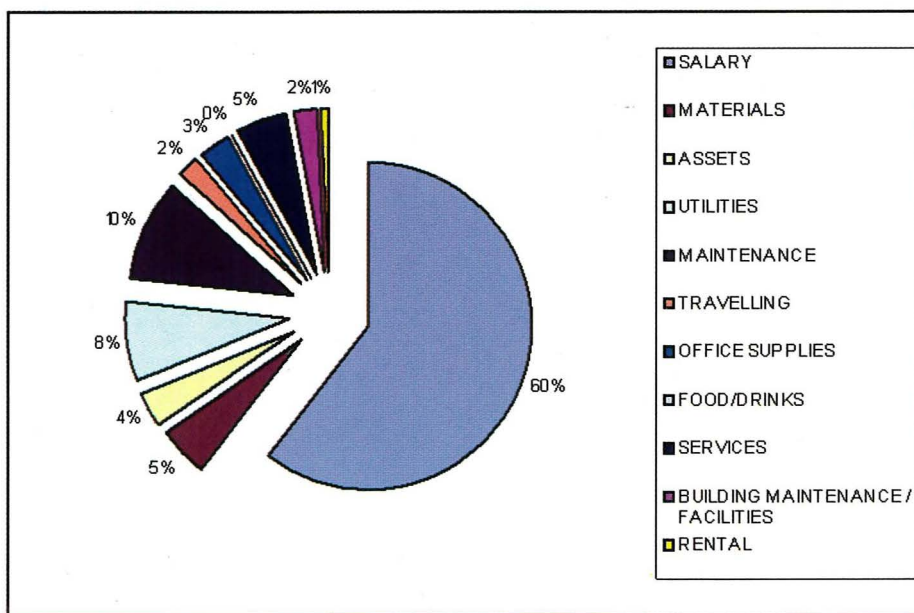
DEPARTMENT / YEAR	2001	2002	2003	2004	2005	2006
CIVIL	37	45	47	52	56	61
ELECTRICAL	39	51	50	49	48	51
MECHANICAL	42	52	49	52	59	58
COMMERCE	37	42	37	37	36	40
GENERAL STUDIES	24	30	33	30	29	31
MATH, SCIENCE & COMPUTER	14	20	29	30	32	30
ADMINISTRATION	51	55	59	67	72	81
TOTAL	244	295	304	317	332	352



FINANCIAL EXPENDITURE FOR 2006

A total of RM 14,067,154.07 was spent in 2006 and the following table shows the breakdown of the expenditures.

ITEM	ALLOCATION (RM)	EXPENDITURE (RM)	%
Salary	7,850,000.00	9,245,376.84	117.8 %
Materials	822,000.00	754,422.46	91.8 %
Assets	550,000.00	542,680.95	98.7 %
Utilities	1,280,000.00	1,196,456.78	93.5 %
Maintenance	1,570,000.00	1,517,435.74	96.7 %
Travelling	360,000.00	337,461.11	93.7 %
Office Supplies	522,000.00	458,327.19	87.8 %
Food/Drinks	15,000.00	14,993.90	99.9 %
Services	792,000.00	752,239.99	94.9 %
Building Maintenance / Facilities	390,000.00	347,485.63	89.1 %
Rental	150,000.00	117,425.78	78.3 %
TOTAL	14,301,000.00	14,067,154.07	98.4 %



OPERATING EXPENDITURE FROM 2001 TO 2006

The following table provides the overall comparative figures of operating expenditure from 2001 to 2006.

ITEM	2001 (RM)	2002 (RM)	2003 (RM)	2004 (RM)	2005 (RM)	2006 (RM)
Emolument	6,555,056.13	8,595,709.96	9,811,014.42	9,773,821.93	11,383,671.20	9,245,376.84
Materials	339,741.03	382,912.17	457,632.97	242,638.29	281,466.41	754,422.46
Assets	372,560.15	383,991.15	320,121.38	54,883.00	385,660.50	542,680.95
Utilities	510,518.90	866,773.78	810,636.14	732,657.51	998,497.73	1,196,456.78
Maintenance	599,917.83	879,727.22	749,068.00	848,641.06	1,033,027.12	1,517,435.74
Travelling	346,736.54	336,077.12	337,865.30	243,988.48	353,569.08	337,461.11
Office Supplies	314,700.94	349,823.08	349,699.64	293,443.93	409,193.10	458,327.19
Food/Drinks	5,995.10	9,999.60	9,982.00	12,499.00	9,915.00	14,993.90
Services	278,973.25	277,948.03	305,201.73	805,002.16	1,158,587.80	752,239.99
Building Maintenance / Facilities	99,920.00	329,882.00	248,780.00	-	259,009.00	347,485.63
Rental	16,982.00	111,389.65	139,450.00	77,990.50	119,248.32	117,425.78
TOTAL	9,441,101.57	12,470,233.76	13,539,451.58	13,085,565.96	16,391,845.26	14,067,154.07



CIVIL ENGINEERING DEPARTMENT

The Civil Engineering Department has 60 academic staff and 1129 students. There are two units in this department, namely Civil Engineering and Architecture.

Courses

Courses	No. of Students	Course Coordinator
Diploma in Civil Engineering	607	Pn. Noor Hasnida Bt. Baharudin
Certificate in Civil Engineering	283	Pn. Noor Hasnida Bt. Baharudin
Diploma in Architecture	131	Tn. Hj. Isham B. Hassan
Certificate in Architecture	108	Tn. Hj. Isham B. Hassan

Facilities

Course	Facilities
Civil Engineering	Soil Mechanics Laboratory Highway Laboratory Structural Laboratory Hydraulics Laboratory Concrete Laboratory Land Survey Laboratory Woodworking Workshop Piping Workshop Bricklaying Workshop Classroom Lecture Hall Autocad Laboratory
Architecture	Design Studio Presentation Room Classroom Autocad Laboratory Woodworking Workshop Piping Workshop Bricklaying Workshop Concrete Laboratory

Excellence Service Award

Recipients of Excellence Service Award:

1. Pn. Noraina Bt. Abd Rahman
2. Pn. Noor Azizah Bt. Ibrahim
3. En. Afizi Bin Abd Fatah
4. En. Fahrurrazi Bin Hj. Mahyun

Staff Movement

Throughout 2006, the movement of Civil Engineering Department staff are as follows:

- | | |
|--------------------------------|--|
| 1. En. Shahrul Kamil Bin Yunus | Reported after futher studies |
| 2. Pn. Suzarina Bt. Hj. Suboh | Transferred from Johor Baharu Polytechnic |
| 3. En. Mohsen Bin Ahmad | Reported after futher studies |
| 4. Pn. Nordina Bt. Mokhtar | Transferred to Sultan Haji Ahmad Shah Polytechnic, Kuantan |
| 5. Pn. Nor Hidayah Bt. Mohamed | Transferred to Putrajaya |

LIST OF ACADEMIC STAFF

No	Name	Qualification
1	A.Ghafar bin Maarof	M. Ed (Texas, USA) Bachelor of Architecture (Texas, USA) Dip Ed (MPRM)
2	Hj.Isham Shah b. Hassan	M. Ed (Information Technology)(UKM); Bachelor of Architecture (Texas Tech Univ)
3	Noor Azizah bt Ibrahim	M.Engineeringc (UTM); B.Sc(Civil Eng.) (Hanyang Univ.Korea); Dip.in Civil Eng (UTM)
4	Noor Hasnida bt Baharudin	M.Eng (Environmental)(UKM); B.Sc(Civil Eng)(USA); Dip.Ed (UTM)
5	Hjh. Nurul Huda bt Mohd Raji	B. Arch (Texas Tech)
6	Noraina bt Abdul Rahman	B.Eng (Hons)(Civil)(UTM); Dip Civ Eng (UTM)
7	Rahimah bt Shahar	B. Eng (Civil)(UTM); Dip. in Civil Eng(UTM)
8	Rohani bte Mohd Noor	M. Tech Ed. (UPM); Bach in Graphic (UiTM)
9	Sazali b Ibrahim	B.Tech Ed(UTM); Diploma Civil Engineering(UTM)
10	Mokhsen b Ahmad	B. Arch (Landscape)(Hons)(UTM); Dip Architecture (UTM)
11	Zainal bin Ab.Rahman	B. Eng. (Civil)(UTM); Dip.Edu (UTM); Cert in Civil Eng (PKB)
12	Rosilawati bt Ahmad Khalil	M. Ed (UTM); B. Eng (Civil) (UTM); Cert in Civil Eng (POLISAS)
13	Baharin bin Ahmad	M. Ed Tech (ITTHO); B. Eng (Civil) (ITTHO); Cert in Architecture (PPD)
14	Asiah bt Ariffin	M.Ed Tech (UTM); B. Eng (Civil) (ITTHO); Cert in Civil Eng (PKB)
15	Norzalina bt Md. Yusop	M.Ed Tech (UTM); B. Arch (Univ.of Sheffiled)
16	Noraziela bt Mokhtar	B. Eng (Civil & Environment)(UKM); Dip. Edu (MPTKL)
17	Nik Hasnira Bt Nik Pa	M. Ed Tech (UTM); B. Arch (UM)
18	Azlan bin Yahya	B.Eng (Hon)(UTM); Dip.(Ukur Tanah (UTM); Cert.Edu (MPKI)
19	Fahrurrazi b. Hj. Mahyun	B. Eng (Hons)(Civil)(KUiTTHO); Cert. Civil Eng (POLIMAS); Cert.Edu.(MPTKL)
21	Noor Hayati bt Ismail	B. Arch (UM)2002; Dip. Arch (UTM)
22	Mohd Nasir bin Ismail	B. Eng (Civil) (UKM) ; Cert Edu
23	Reduan bin Mahat	B. Arch (Hons)(UiTM); Diploma Arch (ITM); Cert. Edu (MPKI)
24	Norleeza bt Muhammad	M.Ed Tech (KUiTTHO); Bach. in Qty Survey (UTM); Dip. in Qty Survey (UTM)
25	Norazizah binti Misduki	M. Ed Tech (KUiTTHO); B. Sc (Building) (UTM); Dip. in Qty Survey (UTM)
26	Sivanandan a/l Balakrishnan	B. Eng (Civil)(Hons) UTM; Dip in Civil Eng with Edu (UTM); Cert in Civil Eng (PPD)
27	Nawawi b Abd Jalil	B. Eng (Civil) ;Dip In Building (ITM); Cert. Edu (IPDA)
28	Muhammad Iskandar bin Abu Tohib	B. Eng (Civil) (UTM)
29	Dazlyna binti Zainal	Dip in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)
30	Tham Yew Chen	B. Eng (Civil) (UTM); Dip.in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)

28	Muhammad Iskandar bin Abu Tohib	B. Eng (Civil) (UTM)
29	Dazlyna binti Zainal	Dip in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)
30	Tham Yew Chen	B. Eng (Civil) (UTM); Dip.in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)
31	Ruslinda binti Abdullah	B. Sc (Housing, Building & Planning)(Hons) (Arch) USM
32	Mohamed bin Saim	M. Ed Tech (KUiTTHO); B. Eng (Civil) (KUiTTHO); Dip. in Civil Eng
33	Suhana bt Sanatora	M. Ed Tech (KUiTTHO); B. Eng (Civil) (KUiTTHO)
34	Nurhuda bt Ismail	M. Ed Tech (KUiTTHO); B. Eng (Civil) (KUiTTHO)
35	Nor Hidayah binti Mohamed	M. Ed Tech (KUiTTHO); B. Eng (Civil)(USM)
36	Samsudin bin Mat Amin	Dip.Ukur Tanah(UTM); Cert.Tech (Univ.of Manchester)
37	Roslina bt Abdul Talib	Dip in Civil Engineering (UTM)
38	Yakop b Othman	Cert Education Ref.& Air Cond .(MPTKL)
39	Osman b Maarof	Cert Ed (MPTKL)
40	Zulzana binti Zulkarnain	Dip. In Quantity Surveying (UiTM); Cert Edu (IPDA)
41	Azmi b Abu Bakar	Cert in Civil Eng (POLISAS); Cert Edu (MPT)
42	Nordina binti Mokhtar	Dip. in Civil Eng (ITM); Cert in Building (PBP)
43	Arifin b Harun	Dip Property Management & Valuation (UTM); Cert Edu (IPDA)
44	Asmah bt Jaafar	Dip Arch (UTM) ; Cert Ed (MPKI)
45	Zul Rashidi b Hussin	Dip Tech & Ed (Civil)(ITTHO); Cert Eng.(Civil)(PKB)
46	Shahrul Kamil b Hj. Yunus	B. Arch (UIA); Dip Architecture (UTM); Sijil Guru (KDC)
47	Suriyani binti Jamirin@Jamirell	Dip.in Civil Eng; B. Ed Tech (ITTHO)
48	Zaliha bt Senin	Dip.in Civil Eng & Edu (UTM)
49	Siti Rahayu bt Ab Razak	Dip.in Civil Eng (UTM)
50	Suriyati bt Yunus	Dip.in Civil Eng (ITTHO)
51	Nur Rafidah bt Mohamed	Dip.in Civil Eng & Edu (UTM)
52	Mohd Rozaimi b. Ibrahim	Dip.in Civil Eng (UTM)
53	Afizi Bin Abdul Fatah	Dip. in Civil Eng (UTM)
54	Mohamad Haizal B Ismail	Dip. in Civil Eng & Edu (UTM)
55	Mohd Shahir bin Dzulkapli	Dip. in Civil Eng & Edu (KUiTTHO)
56	Yusra bt Saion	Dip. in Civil Eng & Edu (KUiTTHO); Cert in Civil Eng (Construction) POLISAS
57	Norazah binti Mohd Kassim	Dip.in Civil Eng (PPD); Cert in Civil Eng (Construction)(PPD)
58	Nuratikah bt Seman	M.Ed (KUiTTHO); B. Eng (Civil)(KUiTTHO)
59	Farah Deba bt Ayeop Abdul Khalil	M.Ed (KUiTTHO); B. Eng (Arch)(KUiTTHO)
60	Shamsul Johari bin Shaari	Bac. In Landscap Arch(Hons)(UTM); Dip. in Landscap Arch(UTM)
61	Mohd Azmi bin Hambali	B. Eng (Civil)(KUiTTHO)



ELECTRICAL ENGINEERING DEPARTMENT

Electrical Engineering Department was set up in 1990. According to the latest statistic the number of students has increased tremendously. This shows that the awareness of the society towards the latest technology has increased.

At present, the Electrical Engineering Department offers three Diploma and one Certificate courses in three field Electronic Communication, Electrical (Power) and Computer Technology.

Courses

COURSE	COURSE COORDINATOR
Diploma Electronics Engineering (Communication)	Pn. Zainab Binti Musri
Diploma in Electronics Engineering (Computer)	Pn. Sharifah Noriza Binti Syed Ibrahim
Diploma in Electrical Engineering (Power)	En. Sulaiman Bin Subari
Certificate in Electrical & Electronic	

Facilities

- Telecommunication Laboratory
- Electronic Laboratory
- Principles of Electricity Laboratory
- Measurement Laboratory
- Digital System Laboratory
- Microprocessor Laboratory
- Power Electronics Laboratory
- Electrical Machines Laboratory
- Electronic Repair Laboratory
- Electronic Computer Aided Design (ECAD) Laboratory
- Electrical Installation Workshop
- Electronic Project Workshop
- IT Room

Enrolment of students

COURSE	JAN 2006	JULY 2006
Certificate in Electrical & Electronic	354	341
Diploma Electronics Engineering (Communication)	315	323
Diploma in Electrical Engineering (Power)	96	101
Diploma in Electronics Engineering (Computer)	95	84
KSS	45	14
Total	860	849
Students attached to Industrial Training	152	157
Total	1012	1006

ANNUAL REPORT

ACTIVITIES:**Staff Activities:**

DATE	ACTIVITIES
Every 3 months	Pot Luck
Every semester	Telematch between staff and students
15 September 2006	Monthly Assembly
16 November 2006	Break Fast Ceremony

Students' Activities:

Date	Activities
Beginning of every semester	Assembly for JKE staff and students
Beginning of every semester	"Gotong Royong Perdana"
Every Semester	JKE Sports Week
Every Semester	Polytechnic Sports Week
03 April 2006	Set up stall on convocation day
28 April 2006	Career talk for Semester 4 and 6 students
17 May 2006	"Hari Anugerah Pelajar JKE"
17 August 2006	Motivational Talk for Semester 1
29 September 2006	Motivational Talk for Semester 2,3 and 5
11 October 2006	Orphan Get-together Program
17 November 2006	High Tea -JKE Sports Participants
22 November 2006	Pre-graduation night (Final semester)

Excellence Services Award

Recipients of Excellence Service Award:

1. Cik Nor Juhaliza Binti Md. Nordin
2. Pn. Rozanita Binti Baharudin
3. Pn. Nur Suhana Binti Suhadi
4. En. Shah Rizan Nizam Bin Abd. Manap

Staff Movement

Throughout 2006, the movement of Electrical Engineering Department staff are as follows:

- | | |
|---------------------------------|---|
| 1. Pn. Norhayati Binti Jais | New staff |
| 2. Pn. Noremy Binti Che Azemi | New staff |
| 3. Pn. Alizawati Binti Mat Zim | New staff |
| 4. En. Mohd Azkar Bin Sidik | New staff |
| 5. Fa'izah Bt Ya'acob | Transferred to Politeknik Sultan Salahuddin Abdul Aziz Shah |
| 6. Pn. Merhayati Binti Sipon | Transferred to Putrajaya |
| 7. Farah Asyikin bt Abd. Rahman | Study Leave |

LIST OF ACADEMIC STAFF

NO	NAME	QUALIFICATION
1	Fauziah Bt Zakaria	Bac. in Elect Eng (Hons)(UTM); Dip in Elect. Eng. (Communication) (UTM)
2	Zainab Bt Musri	B. Tech & Ed (Elect Eng)(UTM); Dip in Elect. Eng (Communication) (UTM)
3	Sharifah Noriza binti Syed Ibrahim	MSc. Computer System & Communication(UP)M); B.Sc Electronic Eng(Seoul National Univ.South Korea); Dip.in Elect Comm (UiTM); Cert in Elect & Comm (PUO)
4	Sulaiman Bin Subari	Bac. in Elect Eng (Hons)(UTM); Dip Ed (UTM)
5	Norhayati binti Affandi	M. Electrical & Electronic Eng(UPM);Bac. in Elect Eng (UTM)
6	Abdullah B Hj Morad	B. Tech & Ed (Elect Eng)(UTM); Cert Ed (MPTKL)
7	Murugan a/l Krishnan	MSc. Comm & Computer; B. Tech & Ed (Elect Eng)(UTM); Cert Edu. (MPTKL)
8	Nor Hayati binti Chik	Bac in Elect Eng (Hons)(ITTHO); Dip. in Elect Eng (Comm) (UTM)
9	Hoo Mow Heng	M. Ed (UTM); B. Sc in Elect Eng (Computer Tech))(UTM); Cert in Elect Eng & Comp. Tech (PPD)
10	Norhalidah binti Yunus	M. Ed.(UTM); B. Sc in Elect Eng (Computer Tech)(UTM); Cert in Elect Eng & Comp. Tech (PPD)
11	Merhayati binti Sipon	M.Ed. (UTM); Bac in Elect Eng(UTM; Dip In Elect Eng (PPD); Cert in Elect Eng (PPD)
12	Mohd Zaini Bin Kemon	M.Ed.(UTM); B. Sc in Elect Eng (UTM)1; Dip.in Elect Eng (UiTM); Cert in Elect Eng (PUO)
13	Lee Moi Fong	M. Ed (UTM); B.Sc in Elect Eng (Hons)(UTM); Cert in Electronic Eng (Comm)(PPD)
14	Nur Suhana binti Suhadi	M. Ed. (UTM); B. Sc in Elect Eng(Electronic Comm)(UTM); Cert in Elect Eng(PPD)
15	Ong Seng Keong	M. Ed (UTM); B.Sc in Elect Eng (Comp Tech) (UTM); Cert in Elect Eng (Comp Tech)(POLISAS)
16	Rozanita Bt Baharudin	M.Ed(UTM); B.Sc in Elect Eng (Comp Tech) (UTM); Dip. in Elektronik(UTM); Cert in Elect (POLISAS)
17	Rabindra a/l Gandhi Thangarajoo	M.Ed.Technical UTM'; B.Sc.in Electrical & Telectronic Eng (UK)'; Dip. Associate in Electronics & Comm.Eng(Australia)
18	Raveendran a/l Ramasamy	M.Ed. TechI (UTM); B.Sc Elec Eng (UTM); Dip.in Elect Eng(POLISAS)
19	Fa'izah Bt Ya'acob	M. Ed. Tech(UTM); B.Sc in Elect Eng (Hons)(UTM); Dip in Electronic Comm(POLIMAS); Cert in Electronic Comm(PPD)
20	Rahayu binti Jonit	M.Ed. Tech(ITTHO); Bac in Elect Eng (ITTHO); Dip. in Elect Eng (UTM)
21	Shamsiah Bt Sharaani	Bac in Elect Eng (UTM); Dip. in Elect Power(UTM)
22	Thiruchelve a/p Ramasamy	Bac in Elect Eng(UTM)'; Dip.Ed (MPT KL)
23	Mohd Nor Mazlan bin Ismail	Bac in Elect Eng (Hons)(UTM); Dip in Elect Power (ITM)
24	Fadzliida bt Samsudin	B. Eng (Medical Elect)(UTM)
25	Viswanathan a/l Karuppannan	Cert Ed(MPTKL)

26	Helmi Zakuan Bin M.Haroon Fahmie	Cert Ed(MPTKL)
27	Norbaiti Bt Haris	Dip in Elect Power Eng(UTM)
28	Mostafa B Razali	Cert Ed (MPTKL)
29	Ja'far B. Suradi	Dip in Elect Comm (UTM); Cert Ed (MPT)
30	Maria Bte Mansor	Dip in Elect Eng(Medical Elect)(UTM); Cert in Electronic Comm (PPD)
31	Hamrin B Abu Hasan	Dip in Elect Eng & Ed (UTM)
32	Nor Juhaliza Bt Md.Nordin	Dip in Elect Eng & Ed (UTM)
33	Azlina Bt Pajjan	Dip in Elect Eng & Ed (UTM)
34	Hairol Samsol B.Ithnin	Dip in Elect Eng & Ed (UTM)
35	Mohd Shah Rizan Nizam B.Abd.Manap	Dip in Elect Eng & Ed (UTM)
36	Nurzaimawani Bt Hussin	Dip in Elect Eng & Ed (UTM)
37	Nora Bt Razali	Dip in Elect Eng & Ed (UTM)
38	Azrul Muhairi b. Mohd Kadri	Dip in Elect Eng & Ed (KUiTTHO)
39	Mohd Yuzi b.Abdul Kadir	Dip in Elect Eng & Ed (KUiTTHO)
40	Farah Asyikin bt Abd. Rahman	Dip in Elect Eng & Ed (KUiTTHO)
41	Anisah bte Mohd Noor	Dip in Elect Eng & Ed (KUiTTHO)
42	Latenazuraini binti Saari	M.Ed. Tech(KUiTTHO); Bac in Elect Eng (KUiTTHO); Dip. in Elect Eng (POLIMAS)
43	Mohd Noralimi bin Mohd Ali	M. Ed (KUiTTHO); Bac in Elect Eng (KUiTTHO); Dip. in Electronic Eng (PUO); Cert in Electronic Eng(PPD)
44	Munirah bt Md Nujid	M.Ed. (KUiTTHO); Bac in Elect Eng(KUiTTHO)
45	Razimah bt Abdul Rahim	Bac in Elect Eng(UTM)
46	Zain bt Retas	Bac in Elect Eng (UTM)
47	Marzita bt Mohammad Tazi	B. Sc in Elect Eng(KUiTTHO); Cert in Electronic Eng (PKB)
48	Mohd Izham bin Ahmad	Bac in Elect Eng(KUiTTHO); Dip. in Elect Eng (POLIMAS); Cert in Elect Eng (PPD)
49	Noraziah bte Abu Bakar	Bac in Elect Eng (Hons)(KUiTTHO); Dipl in Elect Eng(PPD); Cert in Elect Power (PPD)
50	Norhayati bt Jais	Bac. In Information Technology (Hons)(UUM)
51	Noremy bt Che Azemi	M.Ed. (KUiTTHO); Bac in Computer Science (UTM); Dip in Computer Science
52	Alizawati bt Mat Zim	Bac in Elect Engr (Hons)(UiTM); Dip in Elect Engr (UiTM)
53	Mohd Azkar bin Sidik	Bac in Engr (Computer & Comm. Sys)(UPM)



MECHANICAL ENGINEERING DEPARTMENT

The Mechanical Engineering Department was established in June 1990 which at that time there were only 7 lecturers and 110 students. The courses offered in 1990, were Certificate in Mechanical Engineering and Certificate in Mechanical Engineering (Automotive). With the flow of time, an increase was seen in the number of laboratories and workshops, courses and the enrolment of students. This has resulted in the increase number of students per intake. Compared to other departments in PPD, this department takes pride that it has the highest enrolment of students. Apart from that, the Department offers Bridging Program for Community College students who wish to obtain diploma qualification. Mechanical Department students have shown great enthusiasm in both curriculum and extra-curricular activities. At present, the Mechanical Engineering Department is headed by Pn. Jamaliah Bt. M. Salleh

Courses

COURSE	COURSE COORDINATOR
DIPLOMA IN MECHANICAL ENGINEERING	En. Mohd Asri b Sarbun
CERTIFICATE IN MECHANICAL ENGINEERING	
DIPLOMA IN MECHANICAL ENGINEERING (MANUFACTURING)	En. Khor Seow Loon
DIPLOMA IN MECHATRONIC ENGINEERING	En. Abd Malek b A. Manap
CERTIFICATE IN MECHANICAL ENGINEERING (AUTOMOTIVE)	En. Halim b Hj. Razali

Facilities

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Diesel Automotive Workshop ■ Machining Workshop ■ Fitting Workshop ■ Welding Workshop ■ Sheet Metal Workshop ■ Foundry Workshop ■ Plastic Workshop ■ Air. Cond. Laboratory ■ Microprocessor Laboratory ■ Electric Principle Laboratory | <ul style="list-style-type: none"> ■ Instrumentation & Control Laboratory ■ Measurement Laboratory ■ Pneumatic & Hydraulic Laboratory ■ Metallurgy Laboratory ■ Metrology Laboratory ■ Cad/Cam Laboratory ■ Autocad Laboratory ■ CNC Laboratory ■ Strength & Materials Laboratory ■ Heat & Fluid Laboratory ■ Plant Laboratory |
|---|---|

Enrolment Of Students

COURSE	JAN 2006	JULY 2006
Diploma in Mechanical Engineering	239	203
Certificate in Mechanical Engineering	248	245
Diploma in Mechanical Engineering Manufacturing	244	362
Diploma in Mechatronic Engineering	116	162
Certificate in Mechanical Engineering (Automotive)	119	124
Total Number of Students in Campus	966	1096
Students attached to Industrial Training	179	232
TOTAL	1145	1328

ACTIVITIES IN 2006

DATE	ACTIVITIES
04- 07 May 2006	Robocon 2006
22 – 24 Sept 2006	InterPolytechnics 2006 ROBOCOM
27 Feb. – 03 March 2006 & 04 -10 Sept 2006	Department Sports Week
24 May 2006 & 22 Nov.2006	Final Semester Students' Project Presentation
11 Oct. 2006	A talk on J5012 Project Implementation & Demonstration to staff and students of Politeknik Merlimau
02 – 04 March 2006 & 01 - 03 Sept.2006	- Motivational Course for first semester students - Polibridged Self Esteem
18 – 19 May 2006 & 06 Dec 2006	Job interview
01 Nov 2006	Hari Raya Gathering
08 Nov. 2006	Fire Drill Demonstration

Achievement

In ROBOCON 2006, which was held at PWTC , Kuala Lumpur from 4th – 7th May 2006, Mech. Eng. Dept of PPD and more than 20 IPTA/IPTS all over Malaysia joined this competition. Two of the robots designed by the Mech. Eng. Dept PPD were fully autonomous which used microcontroller. This shows the students' skills and abilities in designing an artificial intelligent machine.

From the 22nd – 24th Sept 2006, Mech. Eng Dept. again has contributed their technology in the Inter-Polytechnics 2006 ROBOCOM at Politeknik Kulim, Kedah. Even though we were not the champion in this match, the students felt that they had gained valuable experience in taking part in this competition.

Excellence Service Award

Recipients of Excellence Service Award :

1. En. Ali Khan b Masri
2. En. Khor Seow Loon
3. En. Hazman b Abu Hassan
4. Pn. Sharifah Aznee bt. Said Ali

Staff Movement

Throughout 2006, the movement of Mechanical Engineering Department staff are as follows:

- | | |
|--------------------------------|---|
| 1. Mohd Amirudin b Mustajab | Transferred to Politeknik Sultan Azlan Shah |
| 2. Uda Zahli b Omar | Retired |
| 3. Khairuhisham b Ramly (JMSK) | Transferred from JMSK, PPD. |
| 4. Shah Rizal b Zainal | First posting |
| 5. Ali Khan bin Masri | Transferred to Politeknik Muadzam Shah |
| 6. Siti Meriam bt Ibrahim | Transferred from Politeknik Kota Bharu |
| 7. Mohd Asyraf b Md Junos | First posting |
| 8. Isa b Kasim | Transferred to SMT Melaka, Bkt Piatu. |
| 9. Rozila b Rawi | Passed away |

LIST OF ACADEMIC STAFF

NO	NAME	QUALIFICATION
1	Jamaliah binti M.Salleh	M.Eng (Mech), B.Eng (Hons) (Mech)
2	Ishak bin Sarip	B.Eng (Agr)
3	Kalsom binti Sailan	B.Eng (Agr)
4	Abd Malek bin A. Manap	M.Sc.(Mechatronic), B. Eng (Agr), Dip.Eng. (Mech)
5	Mohd Asri bin Sarbun	M.Ed, B.Tech & Edu, Cert.MPT
6	Ahmad Afandi bin Abd. Khalil	M.Ed, B.Sc.Eng. (Mech), Cert.Eng. (Mech)
7	Khor Seow Loon	M.Ed, B.Sc.Eng. (Mech), Cert. Eng. (Mech)
8	Lim Tian Pau	M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Mech)
9	Zulfaka bin Zainal	M.Ed, B.Sc.Eng. (Mech), Cert. Eng. (Mech)
10	Ahmad Zailani bin Ahmad	M.Ed, B.Sc.Eng. (Mech), Cert. Eng. (Mech)
11	Ramli bin Ngatniman	M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Mech)
12	Halim bin Hj. Razali	M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Auto)
13	Mohd Omar bin Othman	B.Sc.Eng. (Mech), Cert Eng. (Mech)
14	Sharifah Aznee binti Said Ali @ Syed Ali	B.Eng. (Mech), Dip.Ed
15	Noor Hafidzan bin Abu Bakar	B.Eng. (Mech), Dip.Ed
16	Hazman Bin Abu Hassan	B.Sc.Eng. (Mech), Dip.Ed, Cert. Eng. (Auto)
17	Rosliza binti Hassan	B.Eng. (Mech & Material), Dip.Ed
18	Norhazlina binti Amon	B.Eng.(Hons) (Polimer), Dip.Ed
19	Haspirudin bin Basiron	B.Tech. (Quality Ctrl & Inst.), Dip.Ed
20	Mohd Radzuan Hairi bin Mat Din	B.Eng. (Mech), Dip. Eng (Mech), Dip. Weld
21	Khairuhisyam bin Ramly	M.Ed, Bsc.(Mech Eng.) Material Science.
22	Melor binti Abd Manaf	B.Ed (Hons) (Mech Eng.), Dip. Eng (Mech)
23	Ali bin Sies	Cert. Ed (Auto & Diesel)
24	Hj. Mt. Kamil bin Hj. Faiman	Cert. Ed (Welding)
25	Siti Meriam bt Ibrahim	B.Eng (Hons) Mech., Dip.Eng (Mech), Dip Edu.
26	Mohammed bin Amin Khan	Cert. Ed (Ref Aircond), Cert. Eng (Ref Aircond)
27	Halimah Bin Kamarudin	B.Ed (Hons) (Electrical), Dip. Electric (Electronic)
28	Wan Mohd Ridzuan bin Wan Husin	B.Ed (Hons) (Mech Eng.), Dip. Eng (Mech), Cert. Eng. (Mech)
29	Mohd Zawawi bin Ismail	B.Ed (Hons) (Mech Eng.), Dip. Eng (Mech), Cert. Eng. (Mech)
30	Mohd Fakuruddin bin Abdul Manaf	B.Ed (Hons) (Mech Eng.), Dip. Eng (Mech) & Ed, Cert. (Auto & Diesel)
31	Mustaffa Kamal bin Mohamad	B.Ed (Hons) (Mech Eng.), Dip. Eng (Mech) & Ed, Cert. (Auto)
32	Hanim bin Saib @ Saif	Dip. Eng (Mech) & Ed, Cert.Eng. (Mech)
33	Abd Ghani bin Abd Malek	B.Eng (Mech), Dip. Eng (Mech), Cert. Eng. (Mech)
34	Mashudi bin Hj. Nahrawi	B.Ed (Hons) (Math.), Dip. Eng (Mech) & Ed, Cert. Eng (Agr)
35	Md Ikram Nawawi bin Abdul Aziz	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
36	Azizan bin Saad	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
37	Mohd Afdzal bin Mohd Rafle	Dip. Eng (Mech) & Ed
38	Zuhaila bin Mohammad	Dip. Eng (Mech) & Ed
39	Muhamad Asri bin Muhamad @ Omar	Dip. Eng (Mech) & Ed
40	Mohammad Mokhtar bin Padeli	Dip. Eng (Mech) & Ed
41	Yusnizar binti Bohari	Dip. Eng (Mech) & Ed

42	Azizul Izham bin Abdul Rahim	Dip. Eng (Mech) & Ed
43	Mohd Nafizi bin Nosri	Dip. Eng (Mech) & Ed
44	Mohd Reza Fadhlán bin Daud	Dip. Eng (Mech) & Ed
45	Noor Assiffa binti Jamaluddin	Dip. Eng (Mech) & Ed
46	Abdul Ajib bin Mohd Zen	Dip. Eng (Mech) & Ed
47	Mohamad Nazri bin Mokhtar	Dip. Eng (Mech) & Ed
48	Isa bin Kasim	B.Eng.(Hons) (Plant Eng.), Dip. Eng (Mech)
49	Agus bin Dollah	B.Ed.& Technology, Dip. Eng (Mech)
50	Marliyana binti Ya'acob	M.Ed, B. Eng (Hons) (Mech)
51	Siti Zahara binti Mohd Ariff	M.Ed, B. Eng (Hons) (Mech)
52	Abdul Rahim bin Ibrahim	M.Ed, B. Eng (Hons) (Electrical) Dip.Eng (Mechatronic)
53	Suhaila binti Mohd Sharif	B. Eng (Hons) (Mech)
54	Izuan bin Dato' Ishak	B. Eng (Mech), Dip. Eng (Mech), Cert. Eng. (Mech)
55	Norliza binti Idris	B. Eng (Hons) (Mech)
56	Shaifulna'm binti Shamsuddin	B. Eng (Hons) (Mech)
57	Azmi bin Hj. Udi	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
58	Hasrin bin Hussin	Dip. Eng (Mech)
59	Mohd Asyraf bin Md Junos	B.Sc (Textile Eng.)
60	Shah Rizal bin Zainal	M.Ed, B.Eng (Hons) (Plant)



ANNUAL REPORT

COMMERCE DEPARTMENT

The Commerce Department was set up in June, 1990. In 1990, there were only two courses offered namely: Diploma in Accountancy and Diploma in Secretarial Science. The objective of the department is to provide training to students to become executives in the Accounting and Secretarial fields. Initially, there were only 6 staff to teach a total of 55 students. However, after one year in operation, the number of courses increased with the introduction of the Certificate in Marketing course. Two years later, the Certificate in Marketing course was upgraded to Diploma in Marketing, and this makes the Department of Commerce the only department that offers solely diploma courses in Port Dickson Polytechnic. Since its inception, the Department of Commerce has produced many graduates in the field of Accountancy, Marketing and Stenography. The graduates have managed to secure good positions such as accountants, sales managers, entrepreneurs and stenographers.

Courses

COURSE	COURSE COORDINATOR
DIPLOMA IN ACCOUNTANCY	PN. HINDON BT SULAIMAN
DIPLOMA IN MARKETING	PN. ROSNIYATI BT ABD RAZAK
DIPLOMA IN SECRETARIAL SCIENCE	PN. HJH ROHANA BT HASSAN BASRI

Facilities

- Secretarial Lab
- Stenography Lab
- Classroom

Enrolment of Students

COURSE	JAN 2006	JULY 2006
Diploma in Secretarial Science	173	239
Diploma in Marketing	207	268
Diploma in Accountancy	471	457
Total	851	964
Students attached to Industrial Training	153	158
Total	1004	806

ACTIVITIES:

Staff Activities:

DATE	ACTIVITIES
16/01/2006	January 2006 Session starts
25/01/2006	Commerce Department assembly
29/01/2006	Chinese New Year Celebration
31/01/2006	Awal Muharram
24/02/2006	Commerce Department staff Meeting (1 st meeting)
08/03/2006	PPD Staff Monthly Assembly
06/03 – 10/03/2006	Commerce Department Sports Carnival
30/03/2006	Commerce Department Day

05/04 – 06/04/2006	14 th Port Dickson Polytechnic Convocation
07/04/2006	Commerce Department staff Meeting (2 nd meeting)
11/04/2006	Maulidur Rasul Celebration
19/05/2006	Commerce Department staff Meeting (3 rd meeting)
24/05/2006	Commerce Department Assembly Commerce Pre Graduation Night
26/07/2006	Commerce Department Assembly
17/07/2006	July 2006 Session starts
26/07/2006	Commerce Department assembly
28/07/2006	Commerce Department staff Meeting (1 st meeting)
14/08 – 18/08/06	Commerce Department Sports Carnival
18/08/2006	Merdeka Day Celebration
06/09/2006	PPD Staff Monthly Assembly
08/09/2006	Commerce Department staff Meeting (2 nd meeting)
04/10/2006	PPD Staff Monthly Assembly
13/10/2006	Commerce Department staff Meeting (3 rd meeting)
21/10/2006	Deepavali Celebration
24/10/2006	Hari Raya Celebration
31/10/2006	Commerce Department Day
16/11/2006	15 th Port Dickson Polytechnic Convocation
29/11/2006	Commerce Pre Graduation Night
06/12/2006	PPD Staff Monthly Assembly
25/12/2006	Christmas Celebration

Students' Activities:

DATE	ACTIVITIES
16/01/2006	January 2006 Session starts
17/01 – 20/01/2006	Orientation Week (New students)
25/01/2006	Commerce Department assembly
29/01/2006	Chinese New Year Celebration
06/03 – 10/03/2006	Commerce Department Sports Carnival
30/03/2006	Commerce Department Day
05/04 – 06/04/2006	14 th Port Dickson Polytechnic Convocation
17/04 – 23/04/2006	Mid Semester Exam Week
24/05/2006	Commerce Department Assembly Commerce Pre Graduation Night
05/06 – 18/06/2006	Final Exam Week
17/07/2006	July 2006 Session starts
18/07 – 21/07/2006	Orientation Week (New students)
26/07/2006	Commerce Department Assembly
14/08 – 18/08/06	Commerce Department Sports Carnival
15/08/2006	Israk & Mikraj Celebration
18/08/2006	Merdeka Day Celebration
08/09 – 11/09/2006	English Language Camp
11/09/2006 – 15/09/2006	English Language Fest

21/10/2006	Deepavali Celebration
24/10/2006	Hari Raya Celebration
31/10/2006	Commerce Department Day
15/11/2006	Commerce Department Assembly
16/11 – 18/11/2006	Cabaran Pergau 2006
17/11/2006	MaPPAC (Malaysia Polytechnic Polybrigade Annual Camp)
24/11 – 26/11/2006	Program Anak Angkat DSK
16/11/2006	15 th Port Dickson Polytechnic Convocation
29/11/2006	Commerce Pre Graduation Night
04/12 – 17/12/2006	Final Exam Week

Excellence Service Award

Recipients of Excellence Service Award:

1. Pn. Noraini Bt Kamarudin
2. Pn. Liza Bt Salleh
3. Cik Rahayu Bt Hassan
4. Cik Zuriana Bt Hj Mohamed

Staff Movement

Throughout 2006, the movement of Commerce Department staff are as follows:

- | | |
|-----------------------------------|--|
| 1. Pn. Hjh Norhayati Bt Tamam | Tranferred from Sabak Bernam Polytechnic |
| 2. Pn. Faizatul Amla Bt Abd Hamid | Transferred from Ungku Omar Polytechnic |
| 3. Pn. Shahariah Bt Mohd Salleh | Reported after further studies |
| 4. En Muhammad Bin Mat Shah | Transferred to Sultan Azlan Shah Polytechnic |
| 5. Pn. Nurul Hayati Bt Shamsuri | Transferred to Community College Banting |
| 6. En. Mohd Hafidz B. | New Staff |
| 7. Pn. Hasnawinee Bt Nawi | New Staff |
| 8. Tuan Hj Khairir B Ibrahim | Transferred to Kuching Polytechnic |

LIST OF ACADEMIC STAFF

NO	NAME	QUALIFICATION
1.	TN. HJ MOHD KHARIR BIN MOHD IBRAHIM	Msc(Acc), B(Account&Financial)(Hons) Dip. Ed
2.	PN. HINDON BT SULAIMAN	B. Acc (Hons), Dip Acc, Dip. Ed
3.	PN HJH. ROHANA BT HASSAN BASRI	MBA, BBA (Hons), Dip. Ed.
4.	PN. ROSNIYATI BT ABD RAZAK	MBA (Mktg), BSBA (Mgt), Cert. Ed.
5.	EN. ABD. JALIL BIN MD. ZAIN	MBA (Accounting & Finance) B. Acc (Hons), CA (MIA), ICA(G)
6.	PN. AMIMAH BT TALIB	M. Ed, BBA (Hons), Dip. Business
7.	EN. ASHRI BIN TAIB	Dip. Business, Cert. Ed
8.	PN. DAMAISARI BT MOHD NAWI	M. Ed, BBA (Hons) Marketing, Dip In Banking
9.	PN DAYANG DIJAH BT AWANG WENG	Dip. Acc, Cert Ed
10.	PN. DEVAKI A/P KANAPATHI	M. Ed, BBA (Hons)
11.	PN. FAIZATUL AMLA BT ABDUL HAMID	BBA (Hons), Dip Public Admin

12.	PN. HANIZA BT KANDAR	M.Ed, BBA (Hons), Dip. In Banking
13.	PN. HASNAWINEE BT NAWI	B.Acc (Hons)
14.	PN. HARZIAH BT AHMAD HANIF	BBA (Hons), Dip. Ed
15.	PN. HAYATI BT HJ SHARUDIN	M. Ed, BBA (Hons) International Business, Dip In Marketing
16.	CIK HARLINA BT NORDIN	M. Ed, B.Sc (Hons) Acc, Dip In Banking
17.	PN INTAN HAZLINA BT AYOB	M.Ed, BBA (Hons) Retail Management
18.	PN. JAMILAH BT HUSSAIN	M Ed, BBA (Hons), Dip In Banking
19.	EN. KAMAR BIN MUSA	B. Acc (Hons), Dip Ed
20.	PN. KUAHMISUHAI BT KU AHMAD	B. Acc (Hons), Dip Ed
21.	PN LIZA BT MOHD SALLEH	Dip. Stenography, Cert. Ed.
22.	EN. MOHAMMAD SIRI BIN MUSLIMIN	M. Ed, BBA (Hons)
23.	EN. MOHD SALIHIN BIN JAMIAN	BBA(Hons), Dip Acc
22.	EN. MUHAMMAD BIN MAT SHAH	M. Ed, BBA (Hons), Dip In Marketing
23.	EN. MUHAMMAD HAFIDZ BIN HAIDZIR	B.Acc (Hons), Dip Acc
24.	CIK NASIBAH BT OMAR	M. Ed, B. Acc (Hons)
25.	PN NORAINI BT KAMARUDIN	M. Ed, BBA (Hons), Dip Business
26.	PN. HJH NORHAYATI BT TAMAM	BBA (Hons), Dip
27.	PN. HJH NORIDAH BT OTHMAN	B. Acc (Hons), Dip Arg. Eng
28.	CIK NOR ZARINA BT PITDIN	M. Ed, BBA (Hons), Dip Business
29.	PN. NURUL HAYATI BT SHAMSURI	M. Ed, B. Acc (Hons), Dip Acc
30.	CIK NURULYASMIN BT JU@JU AHMAD	M. Ed, B.Sc (Hons) Acc
31.	CIK RAHAYU BT HASSAN	M. Ed, B. Sc (Hons) Acc
32.	PN SAZALIANA BT SHAIRALI	B. Econ (Hons), Dip Ed
33.	PN. SHAHARIAH BT MOHD SALLEH	M. Ed, Adv Dip In Acc, Dip Acc
34.	EN. SHAMSURI BIN ABDULLAH	M.Sc , B. Sc , Dip Training, Cert. Ed
35.	EN. SHUKERI BIN MOHAMAD ROS	M. Ed, BBA (Hons), Dip Business
37.	PN. ZUBIDAH BT IBRAHIM	BBA (Hons), Dip Business, Cert. Ed
38.	CIK ZURIANA BT HJ MOHAMED	M. Ed, B. Sc (Hons), Dip Acc
39.	PN ZURAINI BT ABDUL HADI	M. Ed, B. Acc (Hons)




DEPARTMENT OF MATHEMATICS, SCIENCE AND COMPUTER

This department was formerly known as the Mathematics and Science Unit and was established in 1993. The unit was then transformed into the Department of Mathematics, Science and Computer. The department plays an important role in coordinating the teaching of Mathematics, Science for Technical and Computer related subjects. In addition, the department coordinates the availability of classrooms, science laboratories and computer laboratories to ensure a systematic use of the facilities by all departments. The department is responsible for the maintaining and running of the computer laboratories (5 General Lab. & 2 AutoCad Lab.) and 2 engineering science laboratories.

At present, the department has 30 academic staff who are qualified in various disciplines, such as Mechanical Engineering, Electrical Engineering, Civil Engineering, Computer Engineering and Information Technology. The department is currently headed by Mr. Mohd Redza Bin Ma'amor.

Mathematics, Science and Computer Department has its own building which was built in June 2002. The building consists of 6 computer laboratories, 3 staff rooms and a server room for the Polytechnic Management Information System.

Excellence Service Award

Recipient of Excellence Service Award:

1. SHAMSUL BIN MAZALAN

Staff Movement:

Throughout 2006, the movement of Mathematics, Science and Computer Department staff are as follows:

- | | |
|------------------------------|-------------------------------|
| 1. Pn. Saerah bt Abd Rahim | Transferred to BPP, Putrajaya |
| 2. Shamsul Bin Mazalan | Unpaid Leave |
| 3. Zuraidah Binti Ahmad | Study Leave |
| 4. Ruslawati Binti Abd Wahab | Study Leave |

STAFF AND STUDENTS' ACTIVITIES

Date	Activities
January Session	<i>Mathematics Unit:</i> 1. Mathematics Clinic 2. Prize Giving Ceremony :- a. Highest mark for test 1 and 2 b. Best Student (in continuous Assessment) 3. Workshop – Final Examination B2001 <i>Science Unit:</i> 1. Mini Project : Scrap Book 2. Science Quiz 3. Motivational Talk <i>Computer Unit:</i> 1. Scrap Book Competition 2. Pamphlet Competition

July Session	<i>Mathematics Unit:</i> 1. Mathematics Clinic 2. Prize presentation to student with :- a. Highest mark for test 1 and 2 3. Best Student (in continuous Assessment) <i>Science Unit:</i> 1. Workshop - Techniques of Answering Questions (Force) 2. Motivational Talk for Science & Mathematics 3. Workshop - Techniques of Answering Questions (Work in mechanic system) 4. Workshop – Convert formula subject 5. Workshop - Techniques of Answering Questions a. Resistance and rate b. Work in electric and liquid system. 6. Workshop - Techniques of Answering Questions (Energy) <i>Computer Unit:</i> 1. Scrap Book Competition 2. Pamphlet Competition } for B1003 module <i>MathsComp Club:</i> 1. Telematch 2. Adobe Photoshop Course 3. Excursion to Petrosains KLCC
22/09/2006	
29/09/2006	
13/10/2006	
03/11/2006	
10/11/2006	
01/12/2006	
09/09/2006	
06/09/2006	
04/11/2006	

LIST OF ACADEMIC STAFF

No	Name	Qualification
1	Mohd Redza bin Maamor	B. Ed (Hons) VTEC, USA; CTTSO, UK; Dip Eng Electrical (Communication), ITK
2	Saerah bt Abdul Rahim	M. Eng (Elect) (UTM); B. Eng Elect & Electronic (Computer & Communication), USM
3	Zuraidah Ahmad	M. Sc. HRD (UNIMAS); B. Eng (Hons) Civil & Structural, UK
4	Zainaton Zainal Abidin	B. Sc. Computer; Dip in Computer Science (ITM); Cert. Edu.
5	Zahril bin Harun	B. Sc. (Civil) (UTM); Dip in Civil Eng (PPD); Dip Ed. (UTM); Cert in Civil Eng (PUO)
6	Wong Kee Meng	M. Ed Tech (UTM); B. Sc (Mechatronic Eng) (UTM)
7	Siti Morni Abdul Rahman	M. Ed Tech (UTM); B. Sc (Chem/Math); Dip in Science (ITM)
8	Azalinda Mat Saad	M. Ed. Tech (UTM); B. Info System (UUM)
9	Ruslawati Abdul Wahab	B. Sc. In Civil Eng (UTM); Dip. Ed. (MPTKL); Cert in Civil Eng (Const) (POLIMAS)
10	Shamsul bin Mazalan	M. Ed. Tech (UTM); B. Sc in Chem Eng (UTM); Dip in Chem Eng (UTM)
11	Khairul Anuar Abdul Manap	M. Ed. Tech (UTM); BSc in Civil Eng (Hons) (UTM); Cert in Civil Eng (PUO)
12	Mohd Niza bin Abdul Gani	B. Civil Eng (UTM); Dip. Edu (MPT)
13	Syarifah Noor Anita Syed Jaafar	M. Ed. Tech (KUiTTHO); B. Elect Eng (KUiTTHO); Dip in Elect Eng

14	Quyul Zeta Ishak	M. Ed. Tech (KUiTTHO), B. IT (Hons)(UKM)
15	Suhana bt Ramli	M. Ed. Tech (KUiTTHO); B. In Civil Eng (UTM)
16	Suriah bt Mohamad	M. Ed. Tech (KUiTTHO), B. in Civil Eng (UTM), Dip in Civil Eng (PUO)
17	A.Azman bin Ahmad	M. Ed. Tech (KUiTTHO), B. in Mech Eng (UKM)
18	Junaliza Ishak	M. Ed. Tech (KUiTTHO), B. IT (Hons)(UUM)
19	Rosmayati Ismail	B. IT (UKM); Dip. Edu (MPPP)
20	Suhana Baharuddin	B. IT (UKM); Dip Edu (MPPP)
21	Lee Kim Thor	Dip in Elect Eng (IT & Edu.) (UTM)
22	Roslina Abdul Rahim	Dip in Civil Eng & Edu (UTM)
23	Noormala Ramli	Dip in Civil Eng & Edu (UTM)
24	Norhafiz Kanafi	Dip in Elect. Eng & Edu (UTM)
25	Aznul Rafizul Ramli	Dip in Civil & Edu (UTM)
26	Zamzarina Daud	Dip in Civil & Edu (UTM)
27	Mohd Jazlan Man Sort	Dip in Elect Eng & Edu (UTM)
28	Fara Nur Asma bt Mohd Basri	M.Ed. Tech (KUiTTHO), B. Civil Eng (KUiTTHO)
29	Mohd Fadli bin Osman	B. Civil Eng (UPM)
30	Norliana bt Bakar	B. Civil Eng (KUiTTHO)
31	Halimatun Saádiah bt Sa'don	B. in Info. Tech (UKM)





GENERAL STUDIES DEPARTMENT

The General Studies Department of Port Dickson Polytechnic consists of two separate units namely the English Language Unit and the Islamic Studies Unit. Both serve different purposes as the first coordinates Technical and Commercial English subjects whereas the latter coordinates Islamic Education, Islamic Civilization and Moral Education subjects. The total staff in this department is 29, comprised of 12 from the English Language Unit and 16 from the Islamic Studies Unit. This department is headed by Tuan Haji Wan Mohd Hujjatullah Bin Wan Ghazali.

English Language Unit

All English Language subjects are taught by lecturers from this unit, which comprises of highly dedicated and well-trained workforce. Since there are two main streams of courses of study at the polytechnic, the English language is divided into Technical English for Engineering students and Commercial English for Commerce students. The English Language Unit is headed by Miss Lee Ming Fong.

Islamic Studies Unit

The Islamic Studies Unit coordinates all religious subjects such as Islamic Education, Islamic Civilization and Moral Education. All Muslim students are required to take up Islamic Education and Islamic Civilization subjects while non-Muslim students must take both Islamic Civilization and Moral Education. The Islamic Studies Unit is headed by Ustaz Suhaimi Bin Samad.

FACILITIES

- Language Labs
- Lecture Hall

ACTIVITIES IN 2006

- | | |
|--|-----------------------------------|
| ■ English Language Fest | ■ Seminar Pembinaan Item |
| ■ English Language Camp | ■ Seminar in Islamic Leadership |
| ■ English Language Proficiency Course for Academic Staff | ■ Seminar in 'Pengurusan Jenazah' |
| ■ MUET Classes | ■ Islamic Appreciation Week |
| ■ MUET Examination Centre | ■ "Ibadat" Camp |
| ■ PPSMTI Course for Academic Staff | |

Excellence Service Award

Recipients of the Excellence Service Award:

- | | |
|------------------------------|-------------------------|
| 1. Encik Abdul Latiff Hydros | (English Language Unit) |
| 2. Ustaz Zamri Ibrahim | (Islamic Studies Unit) |

Staff Movement

Throughout 2006, the movement of General Studies Department staff are as follows:

- | | |
|----------------------------------|---|
| 1. Fazlina Bt. Fadzil | Transferred from Merlimau Polytechnic, Malacca |
| 2. Nur Azmah Bt. Mohamad Saleh | Transferred from Kota Bharu Polytechnic, Kelantan |
| 3. Nor Wahida Bt. Dzalihi'zzabir | First posting |
| 4. Nurul Azidah Bt. Jaafar | First posting |
| 5. Darmila Bt. Ali | Transferred to Kota Polytechnic, Kuala Terengganu |
| 6. Zaleha Bt. Sulong | Transferred to Kota Bharu Polytechnic, Kelantan |
| 7. Juhana Bt. Simarani | Transferred to Commerce Department, Port Di Polytechnic |
| 8. Megat Ahmad Murad | Study Leave (Master) |

LIST OF ACADEMIC STAFF

No	Name	Qualification
1	Wan Mohd Hujjatullah Bin Wan Ghazali	M. Education (UKM); BA(Hons) Pengajian Islam (UKM); Dip. Ed (MPKT)
2	Elaine Lee	B. Sc. (Plant Sc.) (Waikato); Dip. Ed (UM)
3	Hamdan Bin Sulaiman	Sarjana Muda Pengajian Islam (Al-Quran & Sunnah)(UKM); Diploma Pendidikan (MPI)
4	Omar Bin Abdul Rahman	BA. (Hons) (Peng. Islam) (Usuluddin & Falsafah) (UKM); Diploma in Education(UIA)
5	Alias Bin Mat Saad	M. Ed (Pengurusan & Pentadbiran) (UTM); BA (Usuluddin & Falsafah) (UKM); Dip Pend (UKM)
6	Hamidah Bt Baharum	BA (Hons) ELT (Birmingham); Sijil Guru (MPSI)
7	Lee Ming Fong	MESL (UM); BA(Hons) (ELT) (Birmingham); Sijil Perguruan Khas (MPIK)*93
8	Fuziah Bt Mustakim	MESL (UM); B. Ed(Hons) TESOL (UK); Sijil Perguruan Khas (MPIK)
9	Ting Lee Fah	B. Ed(Hons) (TESL) (UM); Diploma Perguruan Khas (MPIK)
10	Abdul Latiff Bin Hydros	B. Ed(Hons) (TESL) (UM); Diploma Perguruan Khas (MPIK)
11	Suhaimi Bin Samad	BA(Peng Dakwah & Kepimpinan) (UKM) Diploma Pendidikan (Pengajian Islam) (MPTAA)
12	Rosnah Bt Tahar	BA(Hons)(Peng Islam) (Dakwah & Kepimpinan)(UKM); Diploma Pendidikan (UKM)
13	Hasni Bin Hassan	BA (Hons) Jurisprudence & Legislation (Jordan); Diploma Pendidikan (MPKT)
14	Muhamad Ramle Bin Salleh	Sarjana Muda (Usuluddin) IAIN (Medan); Diploma Pendidikan (UTM)
15	Zamri Bin Ibrahim	Sarjana Muda (Syariah Islamiah)(Al-Azhar); Diploma Pendidikan (MPKT)
16	Che Kamarudin Bin Che Pa	BA(Hadith)(Al-Azhar); Diploma Pendidikan (UTM)
17	Yusnizam Bin Yahya	BA(Usuluddin)(Madinah); Diploma Pendidikan (UKM)
18	Siti Zaharah Bt Setapa	Sarjana Muda Pendidikan Islam (UM)
19	Norzihan Bt Husain	Sarjana Muda (B. Arab & Tamadun Islam)(UKM); Diploma Pendidikan (UKM)
20	Masniza Bt Mansor	B. Ed (Hons)TESL (UiTM)
21	Freda E. Lijawa	B. Ed (Hons)TESL (UiTM)
22	Isdawati Bt Ismail	B.Ed. TESL (Hons) (UKM)
23	Sarojini a/p Poobalan	M.Sc (UPM); BA(Hons)(USM)
24	Kamarazaman Bin Md Said	BSc (Finance)(Michigan); Diploma in Education (TESL) (IPBA)
25	Malathi a/p Palanisamy	BA(Hons) English (UPM); Diploma in Education (TESL) (IPBA)
26	Shammine a/p Dharmalingam	BA (Hons) English (UPM); Diploma Pendidikan (MPIK)
27	Fazlina Bt Fadzil	Ijazah Sarjana Muda Pengajian Islam (Usuluddin & Falsafah) (UKM)
28	Nur Azmah Bt Mohamad Saleh	Ijazah Sarjana Muda Sains Kemanusiaan (Bahasa Arab & Sastera) (UIA)
29	Nor Wahida Bt Dzalihi'zzabir	Ijazah Sarjan Muda Pendidikan Islam (UM)
30	Nurul Azidah Bt Jaafar	Ijazah Sarjan Muda Pendidikan Islam (UM)

STUDENT AFFAIRS UNITS

The student affairs unit was established in June 1990. Its main role is to coordinate the various academic and non-academic activities across the polytechnic. This include matters pertaining to students' sports activities, societies, clubs and student Council. There are several smaller units under the department namely the Students' Admission Unit, Students' Scholarship and Loan unit and Students' Welfare and Discipline Unit. Currently, there are two Student Affairs Officers appointed namely, En Mohd Kassim Jaafar, the Students' Affairs Officer(Intake and Data) and En. Mustapar Kamar Ujang, the Students' Affairs Officer (Welfare and Discipline)

ADMISSION OF STUDENTS

Each year, the polytechnic conducts two intakes of students. The first intake known as the 1st Session was conducted in January 2006. the second intake was in July 2006, known as 2nd Session Intake. The total number of students in 2006 was 2,455 majoring in 5 certificate courses and 12 diploma courses.

A total of 4,014 enrolled in various courses during the 1st Session while 4,390 students enrolled in the 2nd Session of 2006.

STUDENT INTAKE IN 2006

Department	1 st Session 2006	2 nd Session 2006	Total
Civil Engineering			
• Certificate	124	58	182
• Diploma	233	227	460
Electrical Engineering			
• Certificate	146	68	214
• Diploma	175	178	353
Mechanical Engineering			
• Certificate	133	83	216
• Diploma	265	199	464
Commerce			
• Diploma	308	258	566
Total number of Students	1,384	1,071	2,455

ENROLLMENT OF STUDENTS IN 2006

Department	1 st Session 2006	2 nd Session 2006
Civil Engineering		
• Certificate	415	433
• Diploma	577	616
TOTAL	992	1,049
Electrical Engineering		
• Certificate	470	501
• Diploma	512	535
TOTAL	982	1,036
Mechanical Engineering		
• Certificate	457	490
• Diploma	711	842
TOTAL	1,168	1,332
Commerce		
• Diploma	872	973
TOTAL	872	973
Total number of Students	4,014	4,390

SCHOLARSHIP AND STUDY LOAN FACILITIES

The polytechnic does not provide financial assistance for the students. Nevertheless, this unit plays an important role in assisting the students to obtain financial assistance from various sponsors and agencies. The financial aid is in the form of scholarship and educational loans. Each student is eligible to apply for the scholarship and educational loan and the application form for the scholarship and educational loan from various sponsors could be obtained from the Department of Students Affairs.

In 2006, each student received financial assistance in their studies of which the Higher Education National Corporation Fund has been the major sponsor.

SCHOLARSHIP STATISTIC REPORT FOR JANUARY SESSION 2006

No	SPONSOR	CIVIL		ELECTRICAL		MECHANICAL		COMMERCE	TOTAL	%
		DIP	CERT	DIP	CERT	DIP	CERT	DIP		
1	KEMENTERIAN PENGAJIAN TINGGI MALAYSIA	0	152	0	161	0	146	0	459	16.41
2	LEMBAGA BIASISWA NEGERI KEDAH	1	0	1	0	4	0	0	6	0.21
3	KUOK FOUNDATION BERHAD	7	4	1	5	3	1	8	29	1.04
4	JABATAN PERKHIDMATAN AWAM	0	0	0	0	4	0	0	4	0.14
5	KEMENTERIAN PENDIDIKAN MALAYSIA	0	0	0	1	0	1	0	2	0.07
6	PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL	390	115	397	97	593	123	582	2297	82.12
TOTAL		398	271	399	264	604	271	590	2797	100

SCHOLARSHIP STATISTIC REPORT FOR JULY SESSION 2006

No	SPONSOR	CIVIL		ELECTRICAL		MECHANICAL		COMMERCE	TOTAL	%
		DIP	CERT	DIP	CERT	DIP	CERT	DIP		
1	KEMENTERIAN PENGAJIAN TINGGI MALAYSIA	0	197	0	221	0	205	0	623	16.98
2	LEMBAGA BIASISWA NEGERI KEDAH	1	0	1	0	4	0	0	6	0.16
3	MAJLIS AMANAH RAKYAT	1	0	0	0	1	0	1	3	0.08
4	KUOK FOUNDATION BERHAD	9	5	2	6	6	1	12	41	1.12
5	JABATAN PERKHIDMATAN AWAM	0	0	0	0	4	0	0	4	0.11
6	KEMENTERIAN PENDIDIKAN MALAYSIA	0	0	0	2	0	1	0	3	0.08
7	PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL	548	114	466	97	786	123	855	2989	81.47
TOTAL		559	316	469	326	801	330	868	3669	100

ADMINISTRATION UNIT

The Administration Unit plays an important role in providing general services to the academic departments. The general services provided are service records, finance, welfare of the staff and the necessary facilities for all staff. There is 78 staff in the Administration Unit. This unit is headed by Puan Mayzan Mat Idris. Puan Mayzan Mat Idris was transferred to the Road Safety Department, Seremban in August 2006. Hence, the chief clerk, Puan Maimunah Mohd Nordin has taken over the duties of Puan Mayzan. Administration Unit conducts an activity which is Family Day. This activity is carried out to reinforce relationship among staff in the unit.

Administration Unit is sub-divided into another eight units – Administration, Finance, Student Affairs, Hostel, Maintenance, Library, Multimedia & Resource and Information Technology.

Excellence Service Award

Recipients Of Excellence Service Award:

1. Faridzah bt Ismail
2. Alina bt Jamal
3. Raba'iyah bt Hashim
4. Masmawati bt Ahmad
5. Norazlin bt Ujud
6. Khairul Nahar bin Abd Malek

Staff Movement

Throughout 2006, the movement of Administration Department staff are as follows:

- | | |
|-------------------------------------|--|
| 1. Mohd Ardeenizam Bin Abdullah | New staff |
| 2. Mohd Firdaus Bin Ab Hamid | New staff |
| 3. Nor Hazalina Bt Mohamad Jaini | New staff |
| 4. Siti Nurasikin Bt Mohd Zolkifle | New staff |
| 5. Jasidi Bin Amat | New staff |
| 6. Mohd Fadhlan Bin Md Radzi | New staff |
| 7. Nur Suzieliana Bt Abd Ghani | New staff |
| 8. Anis Bt Mat Saad | New staff |
| 9. Salimahaman Bt Othman | Transferred from SMK Miharja, Cheras |
| 10. Nor Laila Bt Yamin | Transferred from SM Teknik Port Dickson |
| 11. Armizana Bt Md Sahlan | Transferred from Pusat Sumber N. Sembilan |
| 12. Marina Bt Ibrahim | Transferred from Jab. Mineral & Geosains Malaysia, Sarawak |
| 13. Ahmad Bin Abdullah | Transferred from Perpustakaan Awam, NS |
| 14. Rashidi Bin Ramli | Transferred to PSMZA |
| 15. Mayzan Bt Mat Idris | Transferred to Jab. Keselamatan Jalan Raya, Seremban |
| 16. Roslinwati Bt Ragak | Transferred to JPNS, Seremban |
| 17. Shalia Hazriyanti Bt Mohd Sahar | Transferred to Suruhanjaya Pilihanraya, Seremban |
| 18. Arshad Bin Hamzah | Transferred to Pej. Tenaga Manusia, Putrajaya |
| 19. Sollehudin Bin Samat | Transferred to Bah. Sumber Manusia, JPM, Putrajaya |

LIST OF NON-ACADEMIC STAFF

1. Marina bt Ibrahim	Information Technology & System Officer
2. Aina bt Md Noor	Information Technology & System Officer
3. Anis bt Mat Saad	Library Officer
4. Mawardi b Yusoff	Technical Assistant
5. Azlin bt Yahya	Assistant Accountant
6. Mohd Fadhlan b Md Radzi	Assistant Information System Officer
7. Faridzah bt Ismail	Technician
8. Umar b Abd Majid	Technician
9. Rosli b Mohamed Ali	Technician
10. Maimunah bt Nordin	Administrative Assistant
11. Roziah bt Mohd Shariff	Hostel Supervisor
12. Salinah bt Kasim	Laboratory Assistant
13. Aznusahanu bt Awang	Laboratory Assistant
14. Salimahamanim bt Othman	Laboratory Assistant
15. Mohd Firdaus b Ab Hamid	Laboratory Assistant
16. Mohd Noor b Khalid	Computer Technician
17. Zulhazmi b Mohamad Yazit	Computer Technician
18. Mohd Hafizi b Redzwan	Computer Technician
19. Nur Suzieliana bt Abd Ghani	Computer Technician
20. Alina bt Jamal	Technician
21. Jurawati bt Jantan	Technician
22. Tengku Mohd Haizee b Tengku Abdullah	Technician
23. Hairul Hikma bt Shamsuddin	Technician
24. Kamal Baharin b Jab	Technician
25. Mazlein Aziem b Mat Daud	Technician
26. Aidi Fazli b Mamat	Technician
27. Mohd Ridzuan b Mat Nor	Technician
28. Mohd Ardeenizam b Abdullah	Technician
29. Juliaht bt Aman	Administrative Assistant (Secretary)
30. Roslizar bt Hj Mansor	Administrative Assistant
31. Halimah bt Sulaiman	Administrative Assistant
32. Murshidi b Mohamad	Administrative Assistant
33. Abdullah b Tamam	Administrative Assistant
34. Norliza bt Mohd Piah	Administrative Assistant
35. Suzana bt Mohd Ali	Administrative Assistant
36. Mohamed Hanif b Mohamed Nor	Administrative Assistant
37. Nur Bazlina bt Bazin	Administrative Assistant
38. Raba'iyah bt Hashim	Administrative Assistant
39. Sarimah bt Nordin	Administrative Assistant
40. Hafiz b A'ala	Administrative Assistant
41. Jamieah bt Ahmad	Administrative Assistant
42. Siti Nurasikin bt Mohd Zolkifle	Administrative Assistant
43. Nor Hazalina bt Mohamad Jaini	Administrative Assistant
44. Masmawati bt Ahmad	Account Assistant
45. Zulkefli b Aziz	Administrative Assistant (Finance)
46. Rosliza bt Mat Nayan	Administrative Assistant (Finance)
47. Masaini bt Rosley	Administrative Assistant (Finance)
48. Nor Laila bt Yamin	Hostel Supervisor
49. Noor Azizah bt Yeop	Hostel Supervisor
50. Azlifa Azla bt Abd Aziz	Hostel Supervisor
51. Armizana bt Md Sahlan	Hostel Supervisor
52. Fairous b Shis	Library Assistant
53. Fadzillah bt Mohd Yusof	Library Assistant
54. Norlilawati bt Mohd Nor	Library Assistant
55. Abd Malek b Hj Ab Hamid	Junior Administrative Assistant
56. Normala bt Abu Bakar	Junior Administrative Assistant
57. Norazlin bt Ujud	Junior General Assistant
58. Khairul Nahar b Abd Malek	Junior General Assistant
59. Ahmad Humaizi b Manap	Junior General Assistant
60. Anita bt Ahmad	Junior General Assistant
61. Nazrul Anuar b Mohd Kadri	Junior General Assistant
62. Sarudin b Adanan	Junior General Assistant
63. Suhairi b Husin	Junior General Assistant
64. Ibrahim b Daud	Junior General Assistant
65. Hairul Anuar b Alwi	Junior General Assistant
66. Norliza bt Abdul Razak	Junior General Assistant
67. Norhairi b Zainal Abidin	Junior General Assistant
68. Azrin Noor bt Abdul Aziz	Junior General Assistant
69. Zahari b Kassim	Plant Operator
70. Johan b Bacheck	Driver
71. Mazli b Mohamad Nazari	Driver
72. Mohd Nizamri b Jaapar	Driver
73. Mohd Amin b Mat	Driver
74. Muhammad Asrul Asfandi b Mujaar	Driver
75. Paidi b Yusoff	Driver
76. Md Rodzi b Saidin	Driver
77. Jasidi b Amat	Driver
78. Ahmad b Abdullah	Driver

‘TRAINING & CONTINUING EDUCATION UNIT

The training and Continuing Education Unit is headed by En. Sahul Hameed Abdul Wahab. The unit was set up in May 2000 and assisted by a representative from each department. In November 2006 En Sahul Hameed Abdul Wahab was transferred to Bahagian Latihan Kerjaya BPKK at Putrajaya. At the moment the post was replaced by Pn. Sharifah Noriza bt Syed Ibrahim.

This unit plays an important role in staff development in which it aims at;

- Coordinating the training and development of PPD staff
- Coordinating the Staff Attachment Program to Industries
- Carrying out the Time Sector Privatization programmes
- Assisting IPTA students in teaching practice
- Assisting the Staff Training and Development Division of Technical Education Department in carrying out relevant activities.

INTERNAL COURSES CONDUCTED IN 2006

No	Date	Course Title	Duration
1.	18 – 19 Feb	Problem Based Learning	2 days
2.	1-2 March	Internal Induction	2 days
3.	16-17 March	Organization KMK	2 days
4.	22 March	English Competency	1 day
5.	27-28 Apr	CNC Milling	2 days
6.	25-26 May	Excellent Personal Assistant and Secretary	2 days
7.	30 May-1 June	Autocad 3 & 4	3 days
8.	31 May – 1 June	Student’s Discipline Enforcement	3 days
9.	19 -20 June	Building a Web Page	2 days
10.	21-22 June	Wiring	2 days
11.	10-13 July	Pembentukan Item Penilaian	4 days
12.	31 July-1 Aug	Emergency Response Plan	2 days
13.	8-9 Aug	Sist. Peng Akauntabiliti & Integriti Sektor Awam	2 days
14.	28 Aug – 2 Sept	English Language	5 days
15.	11-13 Sept	Management of Co-curriculum	3 days
16.	21 Sept	HIRAC	1 day
17.	22 Sept	Mathematics	1 day
18.	7-8 Nov	MS ISO Appreciation	2 days
19.	22-23 Nov	MS ISO Documentation	2 days
20.	20-21 Nov	JKM Micro Controller	2 days
21.	28-29 Nov	JKA Structure Analysis	2 days
22.	5-7 Dec	Key Performance Indicator	4 days
23.	17 -21 Dec	PERASA	5 days
24.	3 Apr -1 July	Staff Attachment Program At ADM Seremban	92 days
25.	17 July-14 Oct	Staff Attachment Program At TNB Seremban	92 days

EXTERNAL COURSES ATTENDED BY STAFF IN 2006

No	Date	Course Title	Duration
1.	13- 15 Feb	Documentation of Electronic and Media Sources	3 days
2.	18 -22 Feb	Effective Observation	4 days
3.	26-28 Feb	Pengurusan Akaun Amanah	3 days
4.	5-13 Feb	TOT PERASA	3 days
5.	14 Feb	Audit Convention	1 day
6.	13 -16 Feb	Speaking English Confidently	4 days
7.	2-6 Feb	Kenegaraan	5 days
8.	27 Feb – 2 Mac	English Tech Purpose	4 days
9.	15- 16 Feb	PNP BI	2 days
10	20-23 March	Stock Verification	4 days
11	15-16 March	Islamic Studies	2 days
12	13-15 March	Web Page Maker	3 days
13	5-8 March	Counter Service	4 days
14	27 -30 March	Public Relations	4 days
15	27 – 30 March	Inventory Procedure	4 days
16	20-21 Apr	VTEC Symposium	2 days
17	25-27 Apr	Library Management	3 days
18	22-25 May	LI Soft skill	4 days
19	29 May - 2 June	Material Development	5 days
20	22 May	Schedule Wasted	1 day
21	5-8 June	Basic of Technician	4 days
22	26-28 June	Fail Meja dan MPK	3 days
23	26 June	Quality Management System	1 day
24	12-15 June	Programming and MYSOL	4 days
25	27 – 28 June	Health and Safety Committee	2 days
26	12-14 June	Adobe Photoshop	3 days
27	19 June -11 Aug	Staff to Germany Attachment	36 days
28	27 -29 June	Protocol	3 days
29	27-30 June	Mental Management	4 days

INDUSTRIAL LIAISON AND TRAINING UNIT

This unit is responsible for coordinating students' industrial training program. It is headed by the Industrial Liaison and Training Officer, Encik Muhammad Rumzi Bin Mamat and assisted by an Industrial Training Coordinators from each academic department.

Its main function is to coordinate industrial training activities and to liaise with firms regarding the applications for industrial training placement, students' attachment to firms, supervision of training programs and the process of evaluation of students' training. To date there are more than 2,200 firms involved in offering industrial training programs to students.

Every student is required to undergo industrial training before being awarded with a certificate or diploma. The training duration is for one semester (20 weeks) and each year there are two training sessions which begin in January and July.

Students attending certificate courses and Diploma in Secretarial Science students will undergo industrial training during semester three and as for other diploma students will undergo training during their fourth semester.

In order to prepare students for industrial training, the Industrial Training Softskills Module will be taught to Semester Two students (Certificate and DSK students) and Semester Three students (diploma students).

The Industrial Training Module emphasized on these five aspects :

- Build up positive individual personalities
- Communication skills
- Adopt good working procedures and ethics
- Give exposure to working environment
- Produce industrial reports

STUDENTS UNDERGOING INDUSTRIAL TRAINING AND FIRMS STATISTICS

According to Firms Location

January Session 2006

NO.	State	No. Of students	Students %	No. Of Firms	Firms %
1	Negeri Sembilan	345	49.78	208	46.22
2	Johor	111	16.02	84	18.67
3	Melaka	76	10.97	54	12
4	Selangor/KL	106	15.30	70	15.56
5	Pahang	36	5.19	18	4
6	Kelantan	3	0.43	2	0.44
7	Kedah	6	0.87	5	1.11
8	Pulau Pinang	3	0.43	3	0.67
9	Terengganu	3	0.43	2	0.44
10	Perak	3	0.43	3	0.67
11	Sarawak	0	0	0	0
12	Perlis	1	0.14	1	0.22
		693		450	

STUDENTS UNDERGOING INDUSTRIAL TRAINING AND FIRMS STATISTICS
According to Firms Location
July Session 2006

NO.	State	No. Of students	Students %	No. Of Firms	Firms %
1	Negeri Sembilan	190	42.04	154	39.69
2	Johor	84	18.58	74	19.07
3	Melaka	43	9.51	40	10.31
4	Selangor/KL	88	19.47	73	18.81
5	Pahang	36	7.96	36	9.28
6	Kelantan	3	0.66	3	0.77
7	Kedah	0	0	0	0
8	Pulau Pinang	1	0.22	1	0.26
9	Terengganu	2	0.44	2	0.52
10	Perak	4	1.76	4	1.03
11	Sarawak	1	0.22	1	0.26
12	Perlis	0	0	0	0
		452		388	

EXAMINATION UNIT

The unit is headed by Encik Mohd Zaidi bin Zakaria, and assisted by representatives from each academic department. The primary responsibility of the Examination Unit is to ensure that all activities pertaining to assessment and examination are being implemented in accordance with the rules and guidelines of assessment.

The roles of this unit are:

- handle all activities regarding examination and evaluation of all departments.
- prepare and select of examination questions,
- determine date of examination,
- prepare examination schedule,
- ensure the process of examination is carried out smoothly,
- conduct evaluation,
- produce the examination result slips.

EXAMINATION RESULTS – JANUARY SESSION 2006

DEPARTMENT	PASS				FAIL				TOTAL
	GOOD		CONDITIONAL PASS		REPEAT SEMESTER		TERMINATED		
	NO	%	NO	%	NO	%	NO	%	
CIVIL ENG. DEPT.	902	98.7%	1	0.1%	3	0.3%	8	0.9%	914
ELECTRICAL ENG. DEPT.	864	97.2%	5	0.6%	7	0.8%	13	1.5%	889
MECHANICAL ENG. DEPT.	946	96.4%	6	0.6%	16	1.6%	13	1.3%	981
COMMERCE DEPT.	702	99.3%	3	0.4%	2	0.3%	0	0.0%	707
TOTAL	3414	97.8%	15	0.4%	28	0.8%	34	1.0%	3491
Percentage of Pass =		98.2%							

EXAMINATION RESULTS – JULY SESSION 2006

DEPARTMENT	PASS				FAIL				TOTAL
	GOOD		CONDITIONAL PASS		REPEAT SEMESTER		TERMINATED		
	NO	%	NO	%	NO	%	NO	%	
CIVIL ENG. DEPT	951	99.0%	1	0.1%	1	0.1%	8	0.8%	961
ELECTRICAL ENG. DEPT.	849	94.6%	19	2.1%	12	1.3%	17	1.9%	897
MECHANICAL ENG. DEPT.	1075	95.6%	7	0.6%	17	1.5%	26	2.3%	1125
COMMERCE DEPT.	809	99.6%	0	0.0%	1	0.1%	2	0.2%	812
TOTAL	3684	97.1%	27	0.7%	31	0.8%	53	1.4%	3795
Percentage of Pass	97.8%								

COUNSELLING AND CAREER GUIDANCE UNIT

The Counseling and Career Guidance Unit is headed by Cik Hajah Nooraini Bt Haji Ismail. The vision of the unit is to provide counselling and career guidance services to students of Port Dickson Polytechnic based on the psychological principles for the students of Polytechnics Port Dickson.

OBJECTIVES :

To provide -

- nurture and enrichment services which cover all aspects of students self development through available opportunities, facilities and experience in line with students' potential and abilities
- prevention services so as to hinder students from getting involve in misconduct behaviour such as drug abuse, smoking, gangsterism and social ills.
- remedial services, re-orientation of students with personal problems, studies, career and social so as to help them to overcome their problems
- crisis counselling services to students in need
- information regarding further education opportunities
- information regarding students career planning
- assistance in various development and enhancement efforts and and activities.

INTERVIEWS CONDUCTED IN 2006

No In House Job Interviews

1. Perniagaan BIZ, KVM Ventures, Pulau Pinang
2. ADM Engineering Sdn Bhd, N. Sembilan
3. Rekaan Jurutera Perunding Sdn Bhd, Johor
4. Tenaga Nasional Berhad, Kuala Lumpur
5. Dewan Bandaraya Kuala Lumpur, Kuala Lumpur
6. Bumihighway Selia Senggara Sdn Bhd, Melaka
7. Sony Precision Engineering(M) Sdn Bhd, Selangor
8. Better Power Engineering Sdn Bhd, N. Sembilan
9. Lembaga Getah Malaysia, Kuala Lumpur
10. Kapar Energy Ventures Sdn Bhd, Selangor
11. Might Meteor Advanced Manufacturing Sdn Bhd, Selangor
12. Millenium Consultants(M) Sdn Bhd, Kuala Lumpur
13. Defence & Commercial Autobody, Kuala Lumpur
14. Power Kinetics Technology Sdn Bhd, Seremban
15. Jimah O & M Sdn Bhd, Kuala Lumpur
16. Tai Kwong Yokohama Battery Industries Sdn Bhd, Selangor
17. Arteesee Industries sdn Bhd, Melaka
18. Samsung Group Malaysia berhad, N. Sembilan
19. Malaysia Franchise & Association , Kuala Lumpur
20. Sumber Manusia dan Pentadbiran, Bahagian Penjanaan, TNB

ACTIVITIES IN 2006

No.	Date	Activities
1.	17-20 Jan 06/ 17-23 July 06	Orientation Week(Counselling Talk)
2.	8-9 Feb 06	Campus Life Style (CALIS)
3.	17-19 Feb 06/18-20 August 06	Kem Jati Diri
4.	18 Feb 06/ 19 August 06	Leadership Seminar
5.	24-26 Feb 06	Personality Development Seminar
6.	8 March 06	Self Motivation Talk
7.	26 April 06	Career Seminar
8.	6 May 06	Mathematics Seminar
9.	30 May 06/ 28 Nov 06	Counselling Unit Trip
10.	Whole Semester(3 times monthly)	PRS members meeting
11.	Whole Semester	Guidance, Enrichment, Batch Counselling Session
12.	30 May 06/ 12 August 06	Career Trip
13.	11-12 August	PRS Course
14.	9 Sept 06	Mathematics and Science Seminar
15.	4 October 06	Seminar Kecemerlangan Diri Ke Arah Kerjaya

SPORT AND CO-CURRICULUM UNIT

Non-academic activities such as sports, clubs & organizations, uniform bodies are compulsory for polytechnic students. These activities focus on the psychomotor, cognitive & affective skills of the students. These activities are in modules R1001 and R2001 for semester one and semester two polytechnic students.

Besides that Sport and Co-Curriculum Unit also conducts in-campus and out-campus activities such as tournament, sports festivals, friendly match and others. Sports and Co-Curriculum Unit for Port Dickson Polytechnic is headed by En. Mohd Noor Mazlan bin Ismail.

PPD CO-CURRICULUM FOR MODULE R1001 AND R2001

SPORTS	CLUBS & ORGANIZATION	UNIFORM BODIES
Table Tennis	Computer	PBSM
Basketball	Cultural & Heritage	POLIBRIGED
Tennis	English	Wataniah
Silat	Consumer	JPA
Rugby	Counseling	Puteri Islam
Bowling	Entrepreneur	
Badminton		
Taekwon-Do (GTF)		
Hockey		
Football		
Softball		
Sepak Takraw		
Netball		
Volleyball		

ACTIVITIES

Date	Activities
Jan – Dis	Organizer of the 29 th and 30 th PPD Sports Festival
30/03/06	Friendly Match – ILP Pedas vs PPD
March 2006	Open Netball Tournament - PPD 14 th Convocation Day
23/06/06 – 25/06/06	Polytechnic KPTM Inter Zone Football League 2006
28/07/06 – 30/07/06	Sport Carnival at Tuanku Syed Sirajudddin Polytechnic
17/08/06	Program Pelancaran Bulan Kemerdekaan dan Kempen Kibar Jalur Gemilang KPTM 2006, Putrajaya
22/08/06 – 25/08/06	Participated in 8 th MSP Sport Carnival (Athletics and Taekwon-Do GTF) at Ungku Omar Polytechnic.
22/08/06 – 02/09/06	Participated in MaPPAC (Malaysia Polytechnic Polibridged Annual Camp) at Agricultural Park, Kuantan
27/08/06	Bowling & Football Friendly Match – PPD vs Keck Seng Johor Football Club
Sept 2006	Varsity Boat Race 2006 at Presint 8, Putrajaya

Sept 2006	Varsity Boat Race 2006 at Presint 8, Putrajaya
10/09/06	Friendly Match – PPD vs UiTM Shah Alam
08/11/06	Volleyball Friendly Match – PPD vs PSA
16/11/06 – 19/11/06	Participated in Pergau Challenge at Tasik Pergau Sanctuary Pa Kelantan
17/11/06	Bowling Invitation Tournament, PPD 15 th Convocation Day
24/11/06 – 26/11/06	Polytechnic KPTM Softbol Tournament 2006 at Sungai Udar Malacca



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MULTIMEDIA AND RESOURCE CENTRE

MULTIMEDIA AND RESOURCE CENTRE (MRC) functions as a supporting unit in providing teaching and learning aids. Besides that, MRC also provides audio, video, photo and graphics facilities for PPD staff to enable them to conduct curricular activities as well as official and other programmes within or outside the campus.

Vision

Establish a culture which utilizes multimedia and technology facilities; and to enhance the quality of technical education within the Malaysian Education of Polytechnics.

Mission

- i. To integrate multimedia technology with teaching and learning.
- ii. To guide lecturers in using multimedia technology in producing a more effective teaching and learning environment.
- iii. To upgrade multimedia aided teaching (MAT) resources.

Equipment

Equipment prepared by MRC:-

1. Liquid Crystal Display (LCD) projector
2. Digital Multimedia Projector
3. Desktop and Portable Overhead Projector
4. Visualizer / Video Projector
5. Slide Projector
6. Personal Presenter
7. Video Imager
8. PC to TV Converter
9. Television
10. CD / VCD / DVD / MP3 Player
11. Video Cassette Player
12. Stereo Radio / Cassette Player
13. Digital Camera
14. Mini DV Handy Cam
15. Portable PA System
16. Megaphone / Hailer



Services

Services provided by MRC:

1. Photo and audio video shooting
2. Photo and audio video editing
3. Poster, backdrop, certificate and internal production graphic design
4. Video showing

Infrastructure

There are viewing rooms for curriculum, co-curricular activities and seminars. These rooms can accommodate about 50 people. The rooms can be used by staff and students for courses, seminars, workshops, meetings and talks. These rooms are well-equipped with OHP, visualizer, LCD projector, PA system, radio, televisyen, CD player, VCD player and DVD player.

THE LIBRARY

The library provides book loan, references, internet facilities to both students and staff of Port Dickson Polytechnic. As a resource centre, the library tries to create a words, it function as a source of acquiring, gathering, providing and disseminating relevant, quality and latest information to the users.

Library Facilities

- * Open-Shelf Collection
- * Reference Collection
- * Magazine Collection
- * Past Years Examination Samples Collection
- * Photocopy Services
- * Daily Newspapers

Collection

Some of the materials available in the library include monographs, AV & Multimedia, special collection (Industrial Training Report Books) and published materials. The library offers a total of 23,100 monograph copies exclusive the non-printed materials. These monograph materials covered wide topics which include engineering, sports, fictions, religion, business, language, general books, etc.

Operation Hours

DAY	TIME (SEMESTER SESSION)	TIME (BREAK SESSION)
Monday – Thursday	8:30 am – 4:30 pm	8:30 am – 1:00 pm 2:00 pm – 4:30 pm
Friday	8:30 am – 12:15 pm 2:45 pm – 4:30 pm	8:30 am – 12:15 pm 2:45 pm – 4:30 pm
Saturday, Sunday & Public Holidays	CLOSED	

Number Of Visitors (2004 – 2006)

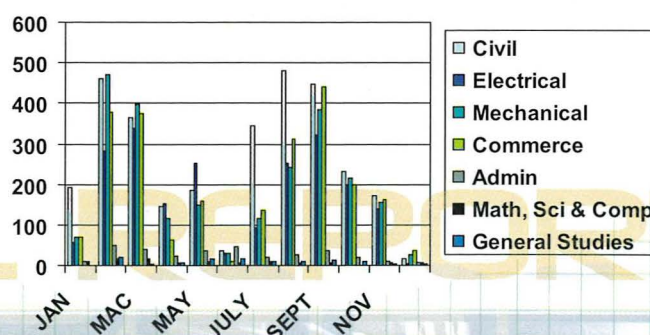
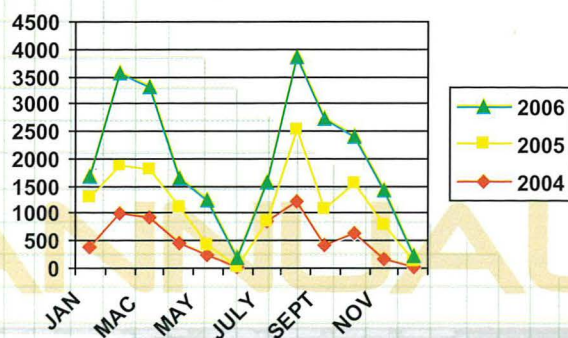
Year	2004	2005	2006
Total Visitors	131848	102552	96837

Statistics

Monthly Books Borrowed from 2004 to 2006

	JAN	FEB	MAC	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2004	369	988	897	433	220	0	827	1187	413	633	144	0
2005	906	868	865	665	192	0	1317	657	882	617	96	
2006	411	1685	1536	522	805	178	734	1327	1651	877	650	137

Monthly Books Borrowed by Department / Unit in 2006



PORT DICKSON POLYTECHNIC HOSTELS

This unit is responsible for coordinating and managing the facilities of hostels and placement of students in the hostels. It is headed by the Head of Warden Ustaz Wan Mohd Hujjatullah bin Wan Ghazali. Its main function is to coordinate placement of students in the hostels and to arrange activities for students.

FACILITIES

- Capacity of Hostels – 1,500 place for students, 692 – boys and 888-girls
- Cafeteria – 2 cafeterias located at Kamsis A and Kamsis B
- Pusat Islam and Surau
- Recreation Facilities - television and cybercafe

No.	Event	Date
1.	Assembly and Briefing	22 Jan 2006
2.	Orientation Week	22 -24 Jan 2006
3.	Cleanliness and Safety Campaign	every semester
4.	Aerobics	6 May 2006
5.	Fire Drill	16 -17 Oct 2006
6.	A visit to Sultan Azlan Shah Polytechnic, Tanjung Malim.	18 Nov 2006
7.	"Persinggahan Peserta Kayuhan Kehidupan UTM Skudai, Johor"	29 Nov2006



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PRS AND COUNSELLING - JANUARY 2006



PAMERAN RENTETAN BANGSA – FEBRUARY 2006



MINGGU PENGHAYATAN ISLAM – MARCH 2006



ENGLISH LANGUAGE FEST – MARCH 2006



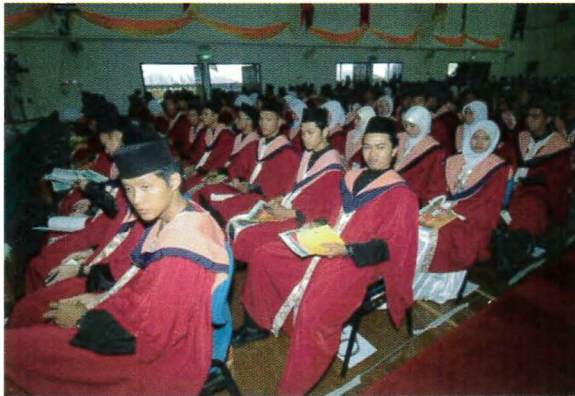
BULAN BUDI BAHASA – MARCH 2006



NET BALL TOURNAMENT - 14TH CONVOCATION (APRIL 2006)



14TH CONVOCATION – APRIL 2006



HEALTH EXHIBITION – APRIL 2006



JPP APPRECIATION NIGHT – MAY 2006



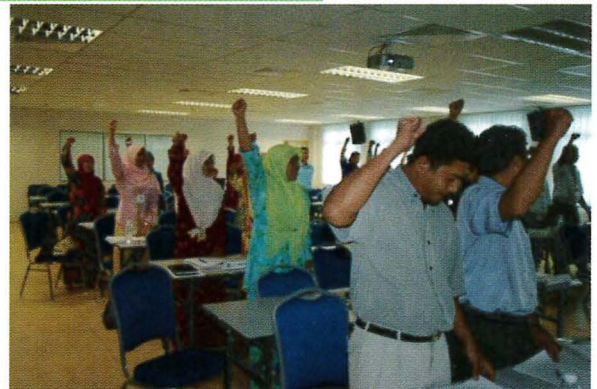
NEW STUDENTS REGISTRATION AND ORIENTATION WEEK – JULY SESSION



CELEBRATION OF INDEPENDENCE MONTH - AUGUST



ERT COURSE - AUGUST 2006



ARCASIA Students Jamboree (Beijing) - SEPTEMBER 2006



PERASA – CAMERON HIGHLANDS – SEPTEMBER 2006



DIALOGUE SESSION WITH MINISTER OF HIGHER EDUCATION – SEPTEMBER 2006



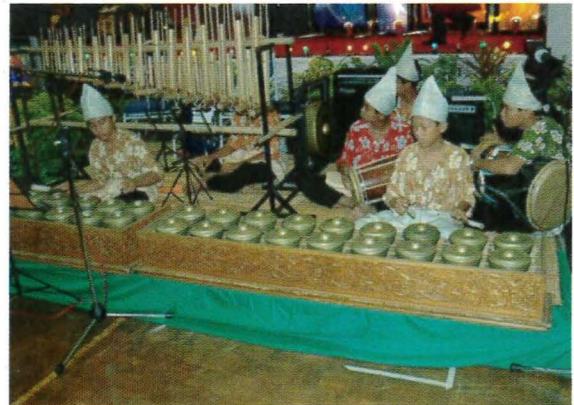
CULTURAL NIGHT – SEPTEMBER 2006



ENGLISH LANGUAGE CAMP- SEPTEMBER 2006



15TH CONVOCATION – NOVEMBER 2006



ISO DOCUMENTATION COURSE – NOVEMBER 2006



INFRASTRUCTURE OF PORT DICKSON POLYTECHNIC

INFRASTRUCTURE OF PORT DICKSON POLYTECHNIC



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