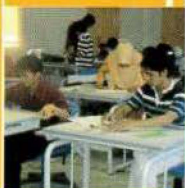


PORT DICKSON POLYTECHNIC



Annual Report 2005



INTRODUCTION

Vision and Mission	02
Brief History of PPD	03
The Management Team	04
Organization Chart	06
Staff Statistics	07
Financial Report 2005	08

ACADEMIC DEPARTMENTS

Civil Engineering Department	09
Electrical Engineering Department	11
Mechanical Engineering Department	14
Commerce Department	17
Mathematics, Science & Computer Department	19
General Studies Department	21

STUDENTS AFFAIRS

Student Affairs Unit	23
----------------------------	----

SUPPORT UNITS

Administration Unit	25
Training and Continuing Education Unit	27
Industrial Liaison and Training Unit	28
Examination Unit	29
Sports and Co-Curriculum Unit	30
Counselling & Career Guidance Unit	31
Multimedia and Resource Unit	32
The Library	33

VISITORS IN 2005

34

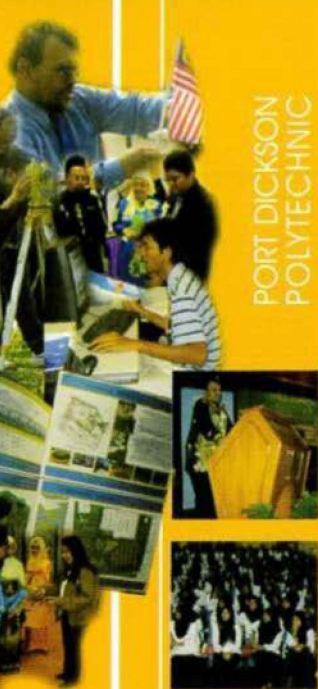
ACTIVITIES IN 2005

35

EDITORIAL BOARD

<i>Advisor</i>	Tn Hj Mohd Ghaus bin Ab Kadir, ANS Cik Hajjah Zam Zam Khairani bt Arshad		
<i>Chief Editor</i>	Tn Hj Mohd Kharir bin Mohd Ibrahim		
<i>Editors</i>	Rosniyati Abd Razak Tham Yew Chen Munirah Mohd Nujid Zahril Harun	Hayati Sharudin Shahariah Mohd Salleh Khor Seow Loon Lee Ming Fong	Intan Hazlina Ayob Mohd Siri Muslimin





OUR VISION

POLITEKNIK PORT DICKSON 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

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





HISTORY TOGETHER TOWARDS EXCELLENCE

PORT DICKSON POLYTECHNIC



Port Dickson Polytechnic is the 6th polytechnic built under the Ministry of Education Malaysia. It is located in the District of Si Rusa, which is known for its tourism attraction, about 14 kilometers from Port Dickson town centre and approximately 120 kilometers from Kuala Lumpur. Its construction was fully funded by the World Bank and was initially designed to accommodate a total of 1200 full-time students. It began its operation in July 1990 offering only six courses with the capacity of 41 staff and 427 students. However, to cater the increasing demand for semi-skilled and technical workforce, it has started gradually increasing its enrollment to reach a target of 5000 students by the year 2005. Under the 7th Malaysia Plan, RM 55 million was granted to the polytechnic to upgrade its facilities and buildings. Sixteen years after its inception, the people of Port Dickson could see a tremendous change in the number of students and the physical environment of Port Dickson Polytechnic.

There are six academic departments in this polytechnic: Civil Engineering, Mechanical Engineering, Electrical Engineering, Commerce, General Studies and Mathematics, Science, & Computer. 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. At present, Port Dickson Polytechnic is conducting 11 diploma and 5 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 - Certificate in Mechanical Engineering (Automotive)
COMMERCE	- Diploma in Accountancy - Diploma in Marketing - Diploma in Secretarial Science	



DIRECTOR

Tuan Haji Mohd Ghaus Bin Ab Kadir, ANS

*M.Sc(Automotive) (Univ. of Southampton) '91; B.Eng (Mechanical Eng) (Univ. Liverpool) '79;
Cert. In Tech. Edu. – (Jordon Hill) '80*



DEPUTY DIRECTOR

Cik Hajah Zam Zam Khairani Binti Arshad

M.Sc Electronic Product Inovation & Mgt (Middlesex Univ.) '96; Cert. In Tech. Educ. And Physics (Jordon Hill College) '82; B.Sc Electrical & Electronic Eng (Manchester Polytechnic) '81; Cert. Of Industrial Training (Manchester Polytechnic) '81



HEAD of CIVIL ENGINEERING DEPARTMENT

Tuan Haji Mahmud Bin Haji Basar, AMN (01.06.05 - transferred to BPK, KPTM)

BSc (Civil Eng)(UK); Dip in Civil Eng (UTM); Dip in Mgt (UK); PGCE (Tech) (UK)

ASSISTANT HEAD OF DEPARTMENT

Haji A. Ghafar Bin Maarof



HEAD OF ELECTRICAL ENGINEERING DEPARTMENT

Ir. Chan Chee Meng (01.06.05 – transferred to BPP, KPTM)

MSc Electrical & Electronics Eng (UPM); BSc Electrical & Electronics Eng (Hons) (Strathclyde);

Dip in Electrical Eng (UTM)

ASSISTANT HEAD OF DEPARTMENT

Fauziah Binti Zakaria



HEAD OF MECHANICAL ENGINEERING DEPARTMENT

Ali Khan Bin Masri

M.Ed (Mgt)(UPM) 2000; B. Mechanical Eng (Manufacturing Technology) (UTM) '90



HEAD OF COMMERCE DEPARTMENT

Tuan Haji Mohd Kharir Bin Mohd Ibrahim

M.Sc (Accounting)(Oklahoma City Univ) '95; Bach. (Accounting & Finance)(Hons)(Lancaster Univ) '81;

Dip. in Educ (UM) '83



HEAD OF MATHEMATICS, SCIENCE & COMPUTER DEPARTMENT

Mohd Redza Bin Maamor

B.Ed(Hons)(VTE)(USA) '85; CTTSO (UK) '81; Dip. Eng (Elect. Communication)(ITK) '73;



HEAD OF GENERAL STUDIES DEPARTMENT

Wan Mohd Hujjatullah Bin Wan Ghazalli

M.Ed (UKM) 2001; BA (Hons)(Islamic Studies)(UKM) '87

STUDENT AFFAIRS OFFICER (WELFARE & DISCIPLINE)

Mustafar Kamar Bin Ujang

M.Sc Construction (Loughborough Univ of Tech) '95; B.Eng Building Services (Hons)(Univ of Liverpool, UK) '89'; Dip in Civil Eng. (UTM) '75

STUDENT AFFAIRS OFFICER (INTAKE & DATA)

Md Kassim Bin Jaafar

B Tech & Edu (Civil Eng)(UTM) '92; Dip in Civil Eng (UTM) '82

EXAMINATION OFFICER

Zaidi Bin Zakaria

Adv Dip(Civil Eng)(ITM) '89; Dip in Civil Eng (ITM) '86; Dip in Edu (UTM) '91

COUNSELLING OFFICER

Nooraini Binti Haji Ismail

Bach (Hons)(Islamic Studies)(UKM) '98; Dip in Edu (MPILP) '90

INDUSTRIAL TRAINING & LIASON OFFICER

Muhamad Rumzi Bin Mamat

M.Sc in Edu in environment(UK) '98; B.Sc (Civil Eng)(Univ of Texas) '87; Dip in Edu (MPIL) '90

TRAINING & CONTINUING EDUCATION OFFICER

Sahul Hamed Bin Haji Abdul Wahab

B Tech & Edu (Electrical Eng)(UTM) '92; Dip Electrical Eng (UTM) '81; Cert Electrical Eng (PUO) '78

SPORT & CO-CURRICULUM OFFICER

Mohd Nor Mazlan Ismail

B. Elect Eng (Hons)(UTM), Dip in Elect Eng (UTM)

MULTIMEDIA & RESOURCE OFFICER

Arshad Bin Md Yusof

MSc Electrical & Electronics (UPM); Beng Electrical (Hons)(UTM); Dip in Elect Eng (UTM)

SYSTEM & INFORMATION TECHNOLOGY OFFICER

Aina Binti Md Noor

B.Sc (Hons) IT(UiTM) 2001

LIBRARY OFFICER

Sollehudin Bin Samat

B.Sc Info Studies (Hons)(Library & Info Mgt) (UiTM)

SENIOR EXECUTIVE OFFICER

Mayzan Binti Mat Idris

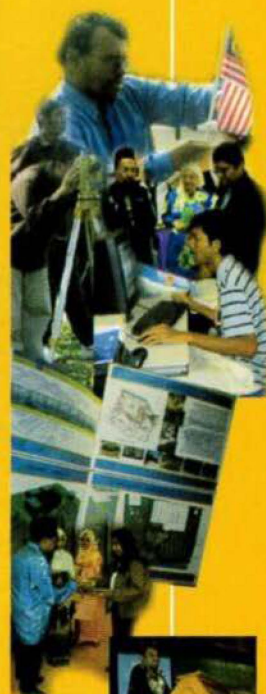
Dip in Business Studies (ITM) '92

ASSISTANT ACCOUNTANT

Azlin Binti Yahya

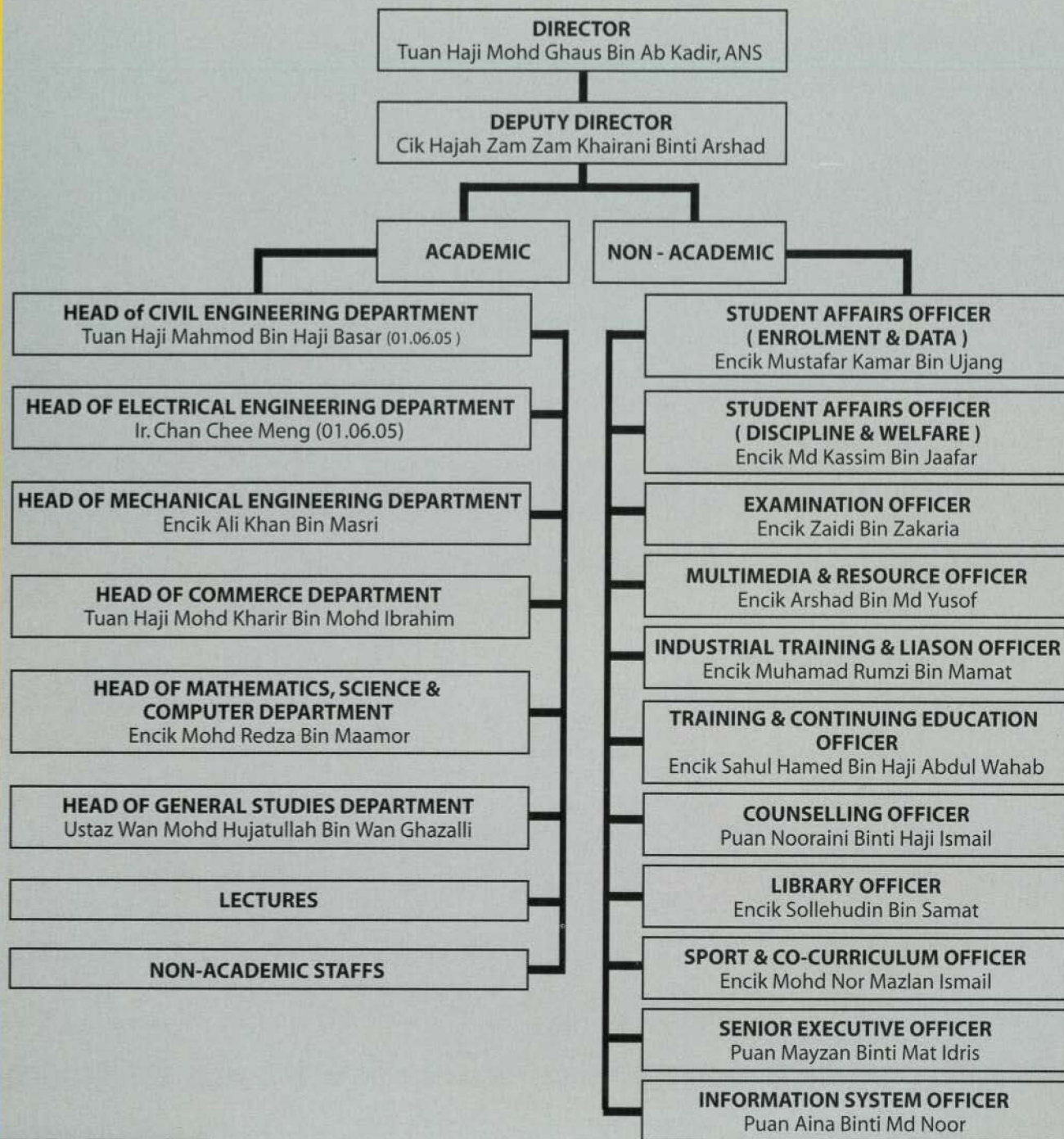
Dip in Accountancy (POLIMAS)

The Management Team



PORT DICKSON
POLYTECHNIC



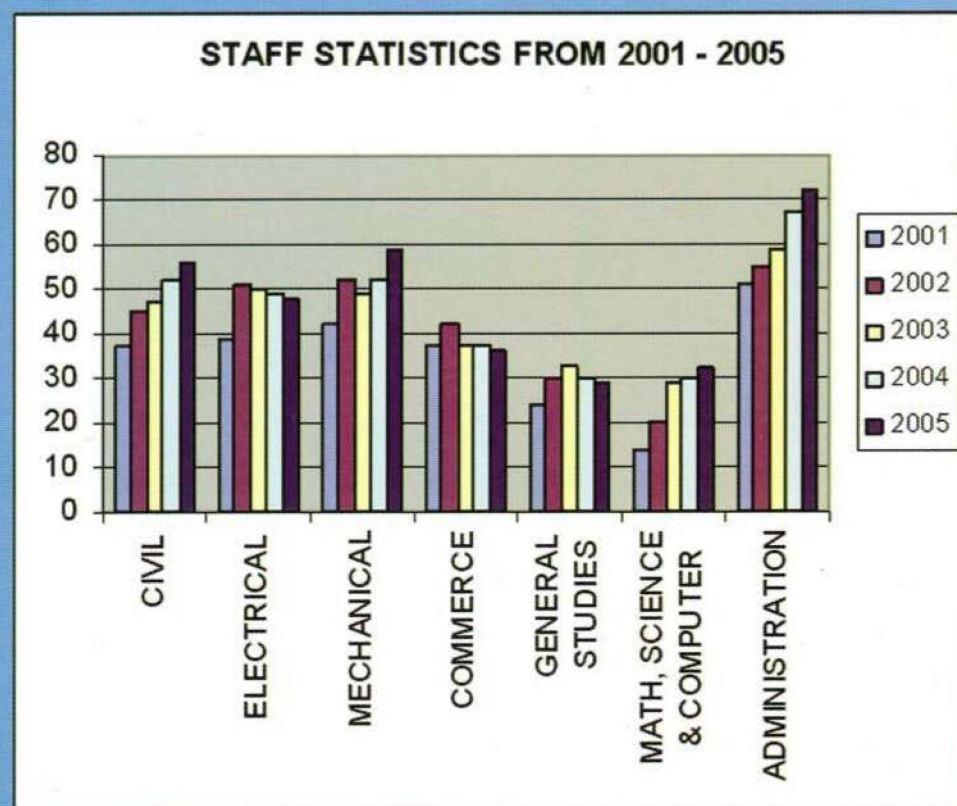


Staff Statistics

STAFF STATISTICS FROM 2001 - 2005

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

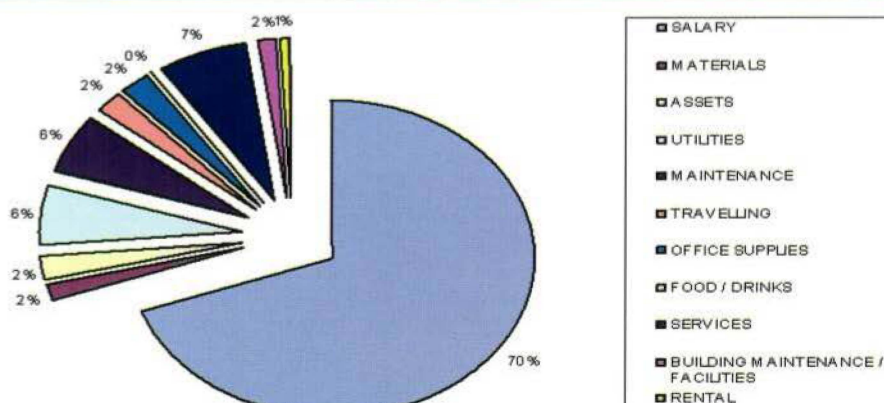
STAFF STATISTICS FROM 2001 - 2005



Financial Report 2005

A total of RM 16,391,845.26 was spent in 2005 and the following table shows the breakdown of the expenditures.

ITEM	ALLOCATION (RM)	EXPENDITURE (RM)	%
Salary	11,883,000.00	11,383,671.20	96.74
Materials	300,000.00	281,466.41	93.82
Assets	395,000.00	385,660.50	97.64
Utilities	1,025,000.00	998,497.73	97.41
Maintenance	1,050,000.00	1,033,027.12	98.38
Travelling	380,000.00	353,569.08	93.04
Office Supplies	410,000.00	409,193.10	99.80
Food/Drinks	10,000.00	9,915.00	99.15
Services	1,168,000.00	1,158,587.80	99.19
Building Maintenance / Facilities	260,000.00	259,009.00	99.62
Rental	122,000.00	119,248.32	97.74
TOTAL	17,003,000.00	16,391,845.26	96.41



The following table provides the overall comparative figures of operating expenditure from 2001 to 2005.

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

Civil Engineering Department

Established in June 1990, the Civil Engineering Department initially started with only 9 staff and 30 students majoring in Certificate in Civil Engineering (Construction). Since then, the number of academic staff and students has increased gradually and currently there are 55 academic staff and 794 students. This department was headed by Tuan Haji Mahmod Bin Basar before he left in June 2005. Since then, the responsibility to lead the department is in the hand of the Assistant Head of Department, Haji A. Ghafar Bin Maarof. There are two support units in this department, namely Civil Engineering and Architecture. Recently, the department has shifted to a new Academic building.

COURSE OFFERED

Course Title	No of Student	Course Coordinator
Diploma in Civil Engineering	403	Pn.Noor Azizah bt Ibrahim
Certificate in Civil Engineering	233	Pn.Noor Azizah bt Ibrahim
Diploma in Architecture	82	Hj. Isham Shah B. Hassan
Certificate in Architecture	76	Hj. Isham Shah B. Hassan

FACILITIES

Courses	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 • Autocadd Laboratory
Architecture	• Design Studios • Presentation room • Classroom • Autocadd Laboratory • Woodworking workshop • Piping workshop • Bricklaying workshop • Concrete Laboratory

ACTIVITIES IN 2005

Programme			
• Telematch	19/2/05, 20/11/05	• CIDB seminar for 6 & 4 semester students	10-16/10/05
• Bowling Tournament	3/3/05, 17/11/05	• Autocadd Level 3 (staff)	15-16/10/05
• Architectural Workshop at UPM	18 - 22/4/05	• Motivational Talk	19/10/05
• JKA Night	4/5/05, 2/12/05	• JKA Product Day	29/11/05 - 1/12/05

Ministry of Higher Education Polytechnic Excellent Service Award 2005

- | | |
|-----------------------------|-----------------------------|
| 1. Hj. A Ghafar B. Maarof | 3. En. Nawawi B. Abd. Jalil |
| 2. Hj. Isham Shah B. Hassan | 4. En. Azlan B. Yahya |

Staff Movement

1. Pn. Norazizah bt. Misduki
2. Pn. Norashikin bt. Samuri
3. Pn. Rahimah bt. Shahar
4. Pn. Zulzana bt. Zulkarnain
5. Pn. Azuin bt. Ramli
6. Hj. Mahmod B. Basar

Transferred from Polytechnic Dungun
First posting
New posting
Transferred from BPP, KPTM
Transferred to Polytechnic Merlimau
Transferred to BPK, KPTM



No	Name	Qualification
1	A.Ghifar 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	Zainal bin Ab.Rahman	B. Eng. (Civil)(UTM); Dip.Edu (UTM); Cert in Civil Eng (PKB)
11	Rosilawati bt Ahmad Khalil	M. Ed (UTM); B. Eng (Civil) (UTM); Cert in Civil Eng (POLISAS)
12	Baharin bin Ahmad	M. Ed Tech (ITTHO); B. Eng (Civil) (ITTHO); Cert in Architecture (PPD)
13	Asiah bt Ariffin	B. Ed Tech (UTM); B. Eng (Civil) (ITTHO); Cert in Civil Eng (PKB)
14	Norzalina bt Md. Yusop	M.Ed Tech (UTM); B. Arch (Univ.of Sheffield)
15	Noraziela bt Mokhtar	B. Eng (Civil & Environment)(UKM); Dip. Edu (MPTKL)
16	Nik Hasnira Bt Nik Pa	M. Ed Tech (UTM); B. Arch (UM)
17	Azlan bin Yahya	B.Eng (Hon)(UTM); Dip.(Ukur Tanah (UTM); Cert.Edu (MPKI)
18	Fahrurrazi b. Hj. Mahyun	B. Eng (Hons)(Civil)(KUITTHO); Cert. Civil Eng (POLIMAS); Cert.Edu.(MPTKL)
19	Noor Hayati bt Ismail	B. Arch (UM)2002; Dip. Arch (UTM)
20	Mohd Nasir bin Ismail	B. Eng (Civil) (UKM) ; Cert Edu
21	Reduan bin Mahat	B. Arch (Hons)(UITM); Diploma Arch (ITM); Cert. Edu (MPKI)
22	Norleeza bt Muhammad	M.Ed Tech (KUITTHO); Bach. in Qty Survey (UTM); Dip. in Qty Survey (UTM)
23	Norazizah binti Misduki	M. Ed Tech (KUITTHO); B. Sc (Building) (UTM); Dip. in Qty Survey (UTM)
24	Sivanandan a/l Balakrishnan	B. Eng (Civil)(Hons) UTM; Dip in Civil Eng with Edu (UTM); Cert in Civil Eng (PPD)
25	Nawawi b Abd Jalil	B. Eng (Civil) ;Dip In Building (ITM); Cert. Edu (IPDA)
26	Muhammad Iskandar bin Abu Tohib	B. Eng (Civil) (UTM)
27	Dazlyna binti Zainal	Dip in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)
28	Tham Yew Chen	B. Eng (Civil) (UTM); Dip.in Civil Eng (PPD); Cert in Civil Eng (Construction) (PPD)
29	Ruslinda binti Abdullah	B. Sc (Housing, Building & Planning)(Hons) (Arch) USM
30	Mohamed bin Saim	M. Ed Tech (KUITTHO); B. Eng (Civil) (KUITTHO); Dip. in Civil Eng
31	Suhana bt Sanatora	M. Ed Tech (KUITTHO); B. Eng (Civil) (KUITTHO)
32	Nurhuda bt Ismail	M. Ed Tech (KUITTHO); B. Eng (Civil) (KUITTHO)
33	Nor Hidayah binti Mohamed	M. Ed Tech (KUITTHO); B. Eng (Civil)(USM)
34	Samsudin bin Mat Amin	Dip.Ukur Tanah(UTM); Cert.Tech (Univ.of Manchester)
35	Roslina bt Abdul Talib	Dipl in Civil Engineering (UTM)
36	Yakop b Othman	Cert Education Ref.& Air Cond .(MPTKL)
37	Osman b Maarof	Cert Ed (MPTKL)
38	Zulzana binti Zulkarnain	Dip. In Quantity Surveying (UITM); Cert Edu (IPDA)
39	Azmi b Abu Bakar	Cert in Civil Eng(cPOLISAS); Cert Edu (MPT)
40	Nordina binti Mokhtar	Dip. in Civil Eng (ITM); Cert in Building (PBP)
41	Arifin b Harun	Dip Property Management & Valuation (UTM); Cert Edu (IPDA)
42	Asmah bt Jaafar	Dip Arch (UTM) ; Cert Ed (MPKI)
43	Zul Rashidi b Hussin	Dip Tech & Ed (Civil)(ITTHO); Cert Eng.(Civil)(PKB)
44	Suriyani binti Jamirin@Jamirell	Dip.in Civil Eng; B. Ed Tech (ITTHO)
45	Zaliha bt Senin	Dip.in Civil Eng & Edu (UTM)
46	Nur Rafidah bt Mohamed	Dip.in Civil Eng & Edu (UTM)
47	Mohd Rozaimi b. Ibrahim	Dip.in Civil Eng (UTM)
48	Afizi Bin Abdul Fatah	Dip. in Civil Eng (UTM)
49	Mohamad Haizal B Ismail	Dip. in Civil Eng & Edu (UTM)
50	Saifulbahari bin Mohd Rasid	Dip. in Civil Eng & Edu (KUITTHO)
51	Mohd Shahir bin Dzulkapli	Dip. in Civil Eng & Edu (KUITTHO)
52	Norazah binti Mohd Kassim	Dip.in Civil Eng (PPD); Cert in Civil Eng (Construction)(PPD)
53	Norashikin binti Hj. Samsuri	M. Ed Tech (KUITTHO); B. Eng (Civil) (KUITTHO)
54	Shamsul Johari bin Shaari	Bach. In Landscap Arch(Hons)(UTM); Dip. in Landscap Arch(UTM)
55	Mohd Azmi bin Hambali	B. Eng (Civil)(KUITTHO)

Electrical Engineering Department was set up in 1990. According to the latest statistic, the number of the students has increased tremendously. This shows that the awareness of the society towards latest technology has increase. At present, the department is headed by Assistant Head of Department , Puan Hajah Fauziah Binti Zakaria.

COURSE OFFERED

- Diploma in Electronics Engineering (Communication) (DKE)
- Diploma in Electrical Engineering (Power) (DET)
- Diploma in Electronics Engineering (Computer) (DTK)
- Certificate in Electrical & Electronic (SKE)

STAFF STRENGTH

There are 48 lectures teaching three courses:

Course Title	Course Coordinator
Electronic Engineering (Communication)	Pn. Zainab Binti Musri
Electronic Engineering (Computer)	Pn. Sharifah Noriza Binti Syed Ibrahim
Electrical Engineering (Power)	En. Sulaiman Bin Subari

STATISTICS of STUDENTS IN 2005

JANUARY INTAKE		JULY INTAKE	
COURSE	TOTAL	COURSE	TOTAL
SKE	468	SKE	438
DKE	266	DKE	316
DET	89	DET	89
DTK	86	DTK	89

Total Number of Students in Electrical Department	1841
Students In Industrial Training	223
Total Number of Students in Campus PPD	1618

FACILITIES

1	Telecommunication Laboratory	DKE & SKE
2	Electronic Laboratory	SKE & DKE
3	Principles of Electricity Laboratory	SKE & DKE
4	Measurement Laboratory	SKE, DKE & DET
5	Digital System Laboratory	SKE, DKE & DTK
6	Microprocessor Laboratory	DTK & SKE
7	Power Electronics Laboratory	DET
8	Electrical Machines Laboratory	DET
9	Electronic Repair Laboratory	SKE, DKE & DTK
10	Electronic Computer Aided Design (ECAD) Laboratory	DTK, DKE, DET & SKE
11	Electrical Installation Workshop	SKE & DKE
12	Electronic Project Workshop	DKE, DET, DTK & SKE
13	IT Room	DTK & SKE

STAFF MOVEMENT

The Department welcomed 2 new lecturers:

- En. Mohd Noralimi b. Mohd Ali
- Cik Munirah bt. Md. Nujid

STAFF ACTIVITIES

Activities	Venue	Date
1 Break Fast Ceremony	Ristec, Port Dicson	25 October 2005
2 Pot Luck	Electrical Department	Every 3 month
3 Telematch between staff and students	Politeknik Port Dickson	Every semester
4 Open House - Hari Raya Aidifitri	Every Staff	Month of Syawal



STUDENT ACTIVITIES

Date	Activities
• 27 August 2005	• DET6 student's educational trip to KTM Berhad.
• 3 October 2006	• DET6 student's educational trip to Tuanku Jaafar Power Station, Port Dickson.
• 26 October 2005	• Final Semester student's career briefing.
•	• Semester one student's motivational Seminar.
• 0 September 2005	• Neighborly trip to Seri Kembangan, Seremban.
• 29-30 September 2005	• Student Project Exhibition and Competition.
• 5-6 May 2005	• Robotcon Competition inter university at PWTC.
• Every semester	• Telematch between staff and students
• 30 September 2005	• Appreciation Day for all staff and students

Ministry of Higher Education Polytechnic Excellent Service Award 2005

- | | |
|---|---|
| 1. Pn. Sharifah Noriza Binti Syed Ibrahim | 3. Tn. Hj. Helmi Zakuan b Haroon Fahmie |
| 2. En. Murugan a/l Krishan | 4. En Viswanathan a/l Karuppannan |

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(UPM); 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)



No	Name	Qualification
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	Fadzlida bt Samsudin	B. Eng (Medical Elect)(UTM)
25	Viswanathan a/I 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 Paijan	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) Bac in Elect Eng(KUITTHO); Dip. in Elect Eng (POLIMAS); Cert in Elect Eng (PPD)
48	Mohd Izham bin Ahmad	Bac in Elect Eng (Hons)(KUITTHO); Dipl in Elect Eng(PPD); Cert in Elect Power (PPD)
49	Noraziah bte Abu Bakar	



The Mechanical Engineering Department is headed by En. Ali Khan b Masri and assisted by Pn. Jamaliah bt M. Salleh. The department was established in June 1990 which at that time there were only 7 lecturers. A total of 110 students were pursuing the two certificate courses that were being offered at that time. The courses offered 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, types of courses and the enrolment of students. The expansion of its courses, classrooms and laboratories has resulted in the ability to increase the number of students per intake. In comparison to other departments in PPD, this department has the highest student enrolment. Lecturers and students have shown great enthusiasm both in curriculum and extra-curricular activities. For example, in the National Robot Competition (Robocon 2005), out of the 42 teams from IPTAs in Malaysia, Politeknik Port Dickson was the only polytechnic qualified for the top 16 knock-out round. Both autonomous and manual robot from the Department of Mechanical Engineering were selected to represent PPD in this annual competition. Congratulations to those students and lecturers who were involved in this challenging artificial intelligence competition.

MOTTO Together Towards Success

COURSES OFFERED

Course	Course Coordinator
• Mohd Asri b Sarbun • Khor Seow Loon • Abd Malek b A. Manap • Halim b Hj. Razali	• Diploma in Mechanical Engineering • Certificate in Mechanical Engineering • Diploma in Mechanical Engineering Manufacturing • Diploma in Mechatronic Engineering • Certificate in Mechanical Engineering (Automotive)

FACILITIES:

- Diesel Automotive Workshop
- Machining Workshop
- Fitting Workshop
- Welding Workshop
- Sheet Metal Workshop
- Foundry Workshop
- Plastic Workshop
- Plant Laboratory
- Air. Cond. Laboratory
- Electric Principle Laboratory
- Measurement Laboratory
- Pneumatic & Hydraulic Laboratory
- Metallurgy Laboratory
- Metrology Laboratory
- Cad/Cam Laboratory
- Autocad Laboratory
- CNC Laboratory
- Strength & Materials Laboratory
- Heat & Fluid Laboratory
- Microprocessor Laboratory
- Instrumentation & Control Laboratory

STUDENTS' INTAKE

Course	Jan. 2005	July 2005
Diploma in Mechanical Engineering	204	262
Certificate in Mechanical Engineering	236	231
Diploma in Mechanical Engineering Manufacturing	168	241
Diploma in Mechatronic Engineering	88	131
Certificate in Mechanical Engineering (Automotive)	124	93
Total Number of Students in Campus	820	958
Students attached to Industrial Training	154	152
TOTAL	974	1110

ACTIVITIES IN 2005

• Robocon 2005 • Robot Piala Datuk Abdul Rafie Mahat 2005 • Department Sports Week • Final Project Presentation	22- 24 April 2005 3 - 8 Sept 2005 Feb 2005 & Sept 2005 11 May 200530 & 30 Nov.2005	• Motivational Course for first semester students • Polibridged Self Esteem • Hari Raya Gathering	25 - 27 Sept. 2005 25-27 Feb 2005; 4-6 March 2005 & 18 - 20 Nov.2005 25 Nov 2005
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Ministry of Higher Education Polytechnic Excellent Service Award 2005

- Pn. Jamaliah bt. M. Salleh
- En. Mohd Asri b Sarbun
- En. Ali b Sies
- En. Hanim b Saib

STAFF MOVEMENT

- 1 Abdul Malek b A. Manap
- 2 Marliyana bt Ya'acob
- 3 Abd Ghani Abd Malek
- 4 Rozila b Rawi
- 5 Agus bin Dollah
- 6 Isa b Kasim
- 7 Abdul Rahim b Ibrahim
- 8 Siti Zahara bt Mohd Ariff
- 9 Dr Abd Latif bin Kasim

Transferred from Politeknik Tanjong Malim

First posting

First posting

Transferred from BPP, KPTM

Transferred from Kolej Komuniti Hulu Langat

Transferred from Kolej Komuniti Hulu Langat

First posting

First posting

Transferred to Bhg Perancangan & Penyelidikan, KPTM

LIST OF ACADEMIC STAFF

No Name

- 1 Ali Khan bin Masri
- 2 Jamaliah binti M.Salleh
- 3 Ishak bin Sarip
- 4 Kalsom binti Sailan
- 5 Abd Malek bin A. Manap
- 6 Mohd Asri bin Sarbun
- 7 Ahmad Afandi bin Abd. Khalil
- 8 Khor Seow Loon
- 9 Lim Tian Pau
- 10 Zulfaka bin Zainal
- 11 Ahmad Zailani bin Ahmad
- 12 Ramli bin Ngatniman
- 13 Halim bin Hj. Razali
- 14 Mohd Omar bin Othman
- 15 Sharifah Aznee binti Said Ali @ Syed Ali
- 16 Noor Hafidzan bin Abu Bakar
- 17 Hazman Bin Abu Hassan
- 18 Rosliza binti Hassan
- 19 Norhazlina binti Amon
- 20 Haspirudin bin Basiron
- 21 Mohd Radzuan Hairi bin Mat Din
- 22 Khairuhisyam bin Ramly
- 23 Melor binti Abd Manaf
- 24 Ali bin Sies
- 25 Hj. Mt. Kamil bin Hj. Faiman
- 26 Rozila bin Rawi
- 27 Mohammed bin Amin Khan
- 28 Halimah Bin Kamarudin
- 29 Wan Mohd Ridzuan bin Wan Husin
- 30 Mohd Zawawi bin Ismail Dip. Eng

Qualification

- M.Ed (Management), B.Eng (Hons) (Mech)
M.Eng (Mech), B.Eng (Hons) (Mech)
B.Eng (Agr)
B.Eng (Agr)
Msc (Mechatronic), B. Eng (Agr), Dip.Eng. (Mech)
M.Ed, B.Tek & Edu, Cert.MPT
M.Ed, B.Sc.Eng. (Mech), Cert.Eng. (Mech)
M.Ed, B.Sc.Eng. (Mech), Cert. Eng. (Mech)
M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Mech)
M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Mech)
M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Mech)
M.Ed, B.Sc.Eng. (Mech), Cert Eng. (Auto)
B.Sc.Eng. (Mech), Cert Eng. (Mech)
B.Eng. (Mech), Dip.Ed
B.Eng. (Mech), Dip.Ed
B.Sc.Eng. (Mech), Dip.Ed, Cert. Eng. (Auto)
B.Eng. (Mech & Material), Dip.Ed
B.Eng.(Hons) (Polimer), Dip.Ed
B.Tech. (Quality Ctrl & inst.), Dip.Ed
B.Eng. (Mech), Dip. Eng (Mech), Dip. Weld
Bsc.(Kej.Mekanikal)Sains Bahan.
Dip. Eng (Mech)
Cert. Ed (Auto & Diesel)
Cert. Ed (Welding)
Cert. Ed. (Automotif)
Cert. Ed (Ref Aircond), Cert. Eng (Ref Aircond)
Dip. Electric (Electronic)
Dip. Eng (Mech), Cert. Eng. (Mech)
(Mech), Cert. Eng. (Mech)





No	Name	Qualification
31	Mohd Fakuruddin bin Abdul Manaf	Dip. Eng (Mech) & Ed, Cert. (Auto & Diesel)
32	Mustaffa Kamal bin Mohamad	Dip. Eng (Mech) & Ed, Cert. (Auto)
33	Hanim bin Saib @ Saif	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
34	Abd Ghani bin Abd Malek B.Eng	(Mech), Dip. Eng (Mech), Cert. Eng. (Mech)
35	Mashudi bin Hj. Nahrawi	Dip. Eng (Mech) & Ed, Cert. Eng (Agr)
36	Md Ikram Nawawi bin Abdul Aziz	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
37	Azizan bin Saad Dip. Eng	(Mech) & Ed, Cert. Eng. (Mech)
38	Mohd Afdzal bin Mohd Rafle	Dip. Eng (Mech) & Ed
39	Zuhaila bin Mohammad	Dip. Eng (Mech) & Ed
40	Muhamad Asri bin Muhamad @ Omar	Dip. Eng (Mech) & Ed
41	Mohammad Mokhtar bin Padel	Dip. Eng (Mech) & Ed
42	Yusnizar binti Bohari	Dip. Eng (Mech) & Ed
43	Azizul Izham bin Abdul Rahim	Dip. Eng (Mech) & Ed
44	Mohd Nafizi bin Nosri	Dip. Eng (Mech) & Ed
45	Mohd Reza Fadhlán bin Daud	Dip. Eng (Mech) & Ed
46	Noor Assiffa binti Jamaluddin	Dip. Eng (Mech) & Ed
47	Abdul Ajib bin Mohd Zen	Dip. Eng (Mech) & Ed
48	Mohamad Nazri bin Mokhtar	Dip. Eng (Mech) & Ed
49	Isa bin Kasim	B.Eng.(Hons) (Plant Eng.), Dip.Kej.Mekanikal
50	Agus bin Dollah	B.Ed.& Technology, Dip.Mekanikal
51	Marliyana binti Ya'acob	M.Ed, B. Eng (Hons) (Mech)
52	Siti Zahara binti Mohd Ariff	M.Ed, B. Eng (Hons) (Mech)
53	Abdul Rahim bin Ibrahim	M.Ed, B. Eng (Hons) (Mechatronic)
54	Suhaila binti Mohd Sharif	B. Eng (Hons) (Mech)
55	Izuan bin Dato' Ishak	B. Eng (Mech), Dip. Eng (Mech), Cert. Eng. (Mech)
56	Norliza binti Idris B	. Eng (Hons) (Mech)
57	Shaifatulna'm binti Shamsuddin	B. Eng (Hons) (Mech)
58	Azmi bin Hj. Udi	Dip. Eng (Mech) & Ed, Cert. Eng. (Mech)
59	Hasrin bin Hussin	Dip. Eng (Mech)



The Department of Commerce was established in June 1990. In 1990, the Commerce Department offered two diploma courses namely: Diploma In Accountancy and Diploma In Secretarial Science. The objective of the department is to provide training to the students to become executives. 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, making the Department of Commerce the only department that offers solely diploma courses at Port Dickson Polytechnic. At present, its academic strength has increased to 40 staff, headed by Tuan Hj Mohd Kharir Bin Ibrahim and Pn. Hj Rohana Bt Hassan Basri as the Assistant Head of Department. The total enrolment of students is 854 who occupy 24 classes overall. 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 as accountants, sales managers, entrepreneurs and stenographers.

COURSES OFFERED

COURSES	COURSE COORDINATOR
• DIPLOMA IN ACCOUNTANCY	PN. HINDON BT SULAIMAN
• DIPLOMA IN MARKETING	PN. ROSNIYATI BT ABD RAZAK
• DIPLOMA IN SECRETARIAL SCIENCE	PN. LIZA BT MOHD SALLEH

FACILITIES

- Secretarial Lab
- Stenography Lab
- Classroom

STUDENT'S INTAKE

CLASS	JAN 2005 TOTAL	JULY 2005
Diploma in Secretarial Science	185	173
Diploma in Marketing	238	236
Diploma in Accountancy	422	445
Total	845	854
Students attached to Industrial Training	205	114
Total Students in Campus	640	740

ACTIVITIES IN 2005:

Staff Activities In 2005:

12/01/05	Meeting with new Commerce Department students
14/01/05	Commerce Department staff Meeting (1st meeting)
21/01/2005	Hari Raya Aidiladha celebration
09/02/05	Chinese New Year Celebration
10/03/05	Commerce Department Day was organized twice in 2005: The first one was held on 10/03/05 and the other one was on 15/09/05
31/03/05	Convocation Port Dickson Polytechnic
21/04/05	Maulidur Rasul Celebration
11/05/05	Assembly for students/Commerce Night
14/05/05	Family Day For Commerce Department
22-26/08/05	Commerce Department Sports Fest/ Ten Pin Bowling Championship
01/11/05	Deepavali Celebration
03/11/05	Hari Raya Celebration
25/12/05	Christmas Celebration

Student Activities In 2005:

09/02/05	Self Motivation Camp
14/02/05 – 18/02/05	Commerce Department Sport Festival
23/02/05	Assembly for students
25/02/05	Jati Diri Camp (Counseling Unit)
04/03/05	Ten Pin Bowling Championship
10/03/05	Commerce Department Day was organized twice in 2005: The first one was held on 10/03/05 and the other one was on 15/09/05
31/03/05	Convocation Exhibition & Stall
11/05/05	Pre-graduation Night was organized twice in 2005: The first one was held on 11/05/05 and the other one was on 01/12/05
17/05/05	Interview Workshop (Counselling unit)



18-20/08/05
24/08/05
24-28/10/05
10/11//05
24/11/05
30/11/05

Independence Celebration
Excellent Mind Seminar (Caunselling unit)
Hari Raya Request (Baulu Dedication)
Hari Raya Celebration
Career Development Seminar
Personality Seminar

EXCELLENT SERVICE AWARD

Ministry of Higher Education Polytechnic Excellent Service Award :

1. En. Shamsuri Bin Abdullah
2. En. Zulkifli Bin Ibrahim
3. Pn. Sofiah Bt Sobi

STAFF MOVEMENT

Throughout 2005, the Commerce Department took in 1 new staff, and 3 staff transferred to other polytechnic:

1. Pn. Intan Hazlina Bt Ayob
2. Cik Siti Nurfaizah Bt Abu
3. En. Zulkifli Bin Ibrahim
3. Pn. Sofiah Bt Sobi

New staff

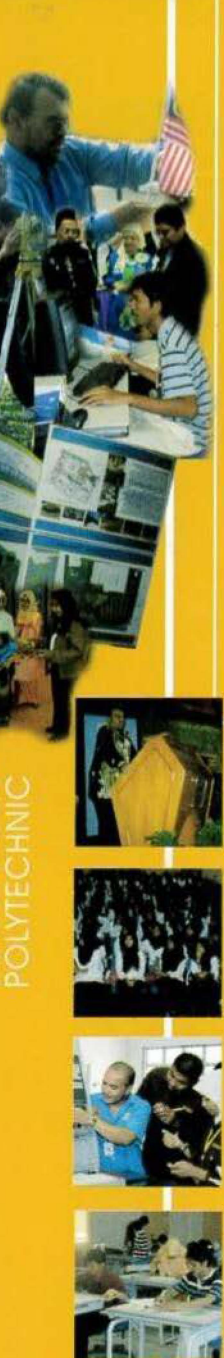
Transferred to Kuching Polytechnic

Transferred to Tanjung Malim Polytechnic

Further Studies

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 HJH. ROHANA BT HASSAN BASRI	MBA, BBA (Hons), Dip. Ed.
3	PN. HINDON BT SULAIMAN	B. Acc (Hons), Dip Acc, Dip. Ed
4	PN. ROSNIYATI BT ABD RAZAK	MBA (Mktg), BSBA (Mgt), Cert. Ed.
5	PN LIZA BT MOHD SALLEH	Dip. Stenography, Cert. Ed.
6	EN. ZULKIFLI IBRAHIM	MBA (Acc), B. Acc
7	EN. ABD. JALIL BIN MD. ZAIN	MBA (Accounting & Finance) B. Acc (Hons), CA (MIA), ICA(G)
8	PN. AMIMAH BT TALIB	M. Ed, BBA (Hons), Dip. Business
9	EN. ASHRI BIN TAIB	Dip. Business, Cert. Ed
10	PN. DAMAISARI BT MOHD NAWI	M. Ed, BBA (Hons) Marketing, Dip In Banking
11	PN DAYANG DIJAH BT AWANG WENG	Dip. Acc, Cert Ed
12	PN. HANIZA BT KANDAR	M.Ed, BBA (Hons), Dip. In Banking
13	PN. HARZIAH BT AHMAD HANIF	BBA (Hons), Dip. Ed
14	PN. HAYATI BT HJ SHARUDIN	M. Ed, BBA (Hons) International Business, Dip In Marketing
15	CIK HARLINA BT NORDIN	M. Ed, B.Sc (Hons) Acc, Dip In Banking
16	PN INTAN HAZLINA BT AYOB	M.Ed, BBA (Hons) Retail Management
17	PN. JAMILAH BT HUSSAIN	M Ed, BBA (Hons), Dip In Banking
18	EN. KAMAR BIN MUSA	B. Acc (Hons), Dip Ed
19	PN. DEVAKI A/P KANAPATHI	M. Ed, BBA (Hons)
20	PN. KUAHMISUHAITI BT KU AHMAD	B. Acc (Hons), Dip Ed
21	EN. MOHAMMAD SIRI BIN MUSLIMIN	M. Ed, BBA (Hons)
22	EN. MOHD SALIHIN BIN JAMIAN	BBA(Hons), Dip Acc
23	EN. MUHAMMAD BIN MAT SHAH	M. Ed, BBA (Hons), Dip In Marketing
24	CIK NASIBAH BT OMAR	M. Ed, B. Acc (Hons)
25	PN NORAINI BT KAMARUDIN	M. Ed, BBA (Hons), Dip Business
26	PN. HJH NORIDAH BT OTHMAN	B. Acc (Hons), Dip Arg. Eng
27	CIK NOR ZARINA BT PITDIN	M. Ed, BBA (Hons), Dip Business
28	PN. NURUL HAYATI BT SHAMSURI	M. Ed, B. Acc (Hons), Dip Acc
29	CIK NURULYASMIN BT JU@JU AHMAD	M. Ed, B.Sc (Hons) Acc
30	CIK RAHAYU BT HASSAN	M. Ed, B. Sc (Hons) Acc
31	PN SAZALIANA BT SHAIRALI	B. Econ (Hons), Dip Ed
32	EN. SHAMSURI BIN ABDULLAH	M.Sc , B. Sc , Dip Training, Cert. Ed
33	EN. SHUKERI BIN MOHAMAD ROS	M. Ed, BBA (Hons), Dip Business
34	PN. SOFIAH BT SOBI	BBA (Hons), Cert. Ed
35	PN. ZUBIDAH BT IBRAHIM	BBA (Hons), Dip Business, Cert. Ed
36	CIK ZURIANA BT HJ MOHAMED	M. Ed, B. Sc (Hons), Dip Acc
37	PN ZURAINI BT ABDUL HADI	M. Ed, B. Acc (Hons)
38	CIK ZURIANA BT HJ MOHAMED	M. Ed, B. Sc (Hons), Dip Acc



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 Technician and Computer related subjects. In addition, the department coordinates the use of classrooms, science laboratories and computer laboratories to ensure a systematic use of the facilities by all departments. The department is responsible for maintaining and running of the computer laboratories (5 General Lab. & 2 AutoCad Lab.) and 2 engineering science laboratories.

Presently, the Department has 32 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.

The department is located in the Mathematics, Science and Computer building which was completed in June 2002. The building consists of 6 computer laboratories, 3 staff rooms and a server room for the Polytechnic Management Information System.

STAFF MOVEMENT

- | | |
|--|---|
| 1. Salina bt Kassim (Laboratory Assistant) | <i>Transferred From SMK Pasir Panjang</i> |
| 2. Halimaton Sa'adiyah bt Saadon | <i>New Posting</i> |
| 3. Yusra bt Saion | <i>Transferred to Civil Dept, PPD</i> |
| 4. Khairuhisham b Ramly | <i>Transferred to Mechanical Department</i> |
| 5. Fara Nur Asma bt Mohd. Basri | <i>New Posting</i> |
| 6. Hirul Hikma b Abu Bakar | <i>Study Leave</i> |

Ministry of Higher Education Polytechnics Excellent Service Award:

- | | |
|-------------------------|------------------------------|
| 1. KHAIRUHISHAM B RAMLY | 2. RUSLAWATI BTE ABDUL WAHAB |
|-------------------------|------------------------------|

STUDENT'S ACTIVITIES

Session January 2005 Activities

Mathematics Unit		
Date	Activity	Note
The Whole Semester	1. Mathematics Clinic	All Modules of Maths Semester 1 Students
02 February 2005	2. Workshop – How to use a Calculator	
02 Mac 2005	3. Workshop – Trigonometry	Semester 2 Students All Modules of Maths All Students
17 Mac 2005	4. Mathematics Quiz	
21 – 25 Mac 2005	5. Maths. Comp. Fest	
Science Unit		
Date	Activity	Note
The Whole Semester	B1004	Semester 1 Students
18 February 2005	1. Mini Project : Scrap Book	
19 February 2005	2. Science Quiz	
	3. Motivational Talk for the subject of Science	
Computer Unit		
Date	Activity	Note
During January Session	B1003	Semester 1 Students
	1. Scrap Book Competition	
	2. Pamphlet Competition	
	3. Powerpoint Competition	
	4. Web Page Competition	
	5. The Best Powerpoint Assignment	



Session July 2005 Activities

Mathematics Unit		
Date	Activity	Note
The Whole Semester August 2005	1. Mathematics Clinic 2. Workshop – How to use a Calculator 3. Mathematics Quiz	All Modules of Maths. Semester 1 Students
26 October 2005	a. B4001	
21 November 2005	b. B5001	
25 November 2005	4. Workshop – Final Examination B1001	Semester 1 Students
Science Unit		
Date	Activity	Note
28 September 2005	B1004	Semester 1 Students
21 November 2005	1. Science Workshop 2. Science Quiz	
Computer Unit		
Date	Activity	Note
The Whole Semester	B1003	Semester 1 Students
26 – 28 August 2005	1. Scrap Book Competition 2. Wedding Invitation Card Competition 3. Open Source and Hacking Competition 2005 UITM Shah Alam	

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	Quyrul 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	Norlana bt Bakar	B. Civil Eng (KUITTHO)
31	Halimaton Sa'adiah bt Sa'don	B. in Info. Tech (UKM)



The department 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 30, comprised of 16 from the English Language Unit and 14 from the Islamic Studies Unit. This department is headed by Tuan Haji Wan Mohd Hujatullah bin Wan Ghazali.

ISLAMIC STUDIES UNIT

The Islamic Studies Unit coordinates all religious subjects such as Islamic Education, Islamic Civilization and Moral Education. 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.

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.

ACTIVITIES IN 2005

- MUET classes
- MUET Examination centre
- English Language Fest
- Inter-Polytechnic Elocution Competition
- Seminar to Enhance Professionalism among JPA Staff
- Oral Communication Courses (in English) for Academic Staff
- Seminar in Islamic Leadership
- Islamic Appreciation Week
- "Ibadat" Camp

AWARD

Excellent Service Award in 2005

- Megat Ahmad Murad bin Megat Baharuddin (English Unit)
- Hasni bin Hassan (Islamic Unit)

STAFF MOVEMENT

1. Kamarazaman bin Md Said
2. Malathi a/p Palanisamy
3. Shammine a/p Dharmalingan
4. Gouri a/p Ponnusamy
5. Loh Yoke Len
6. Mariani bt Mat Idris

Transferred from Kota Kinabalu Polytechnic
Transferred from Muadzam Shah Polytechnic
Transferred from Johor Bahru Polytechnic
Transferred to Kota Kinabalu Polytechnic
Transferred to Kota Kinabalu Polytechnic
Transferred to Kota Bharu Polytechnic



No	Name	Qualification
1	Wan Mohd Hujatullah b. Wan Ghazali	M. Ed (UKM); BA (Hons) (Islamic Studies)(UKM); Dip. Ed (MPKT)
2	Elaine Lee	B. Sc. (Plant Sc) (Waikato); Dip Ed (UM)
3	Hamdan bin Sulaiman	BA (Islamic Studies) (Al Quran & Sunnah) (UKM), Dip Ed (MPI)
4	Omar bin Abdul Rahman	BA (Hons)(Islamic Studies)(Usuludin & Falsafah)(UKM); Dip Ed (UIA)
5	Alias bin Mat Saad	M. Ed (Mgt) (UTM); BA (Usuluddin & Falsafah) (UKM); Dip Ed (UKM)
6	Hamidah bt Baharum	BA (Hons) ELT (Birmingham), Cert. Ed (MPSI)
7	Megat Ahmad Murad bin Megat Baharuddin	BA (Hons) ELT (Birmingham)
8	Lee Ming Fong	MESL (UM); BA (Hons) ELT (Birmingham), Cert. Ed (MPIK)
9	Fuziah Mustakim	MESL (UM); B. Ed (Hons) TESOL (UK); Cert. Ed (MPIK)
10	Ting Lee Fah	B. Ed (Hons) (TESL) (UM), Dip. Ed (MPIK)
11	Abdul Latiff bin Hydros	B. Ed (Hons) (TESL) (UM), Dip. Ed (MPIK)
12	Suhaimi bin Samad	BA (Peng Dakwah & Kepimpinan) (UKM); Dip. Ed (Peng Islam) (MPTAA)
13	Darmila bt Ali	BA (Hons) (Peng Islam) (Al-Quran & Sunnah) (UKM), Dip. Ed (UKM)
14	Rosnah bt Tahar	BA (Hons) (Peng Islam) (Dakwah & Kepimpinan) (UKM); Dip Ed (UKM)
15	Hasni bin Hassan	BA (Hons) Jurisprudence & Legislation (Jordan); Dip Ed (MPKT)
16	Muhamad Ramle bin Salleh	BA (Usuluddin) IAIN (Medan); Dip Ed (UTM)
17	Zamri bin Ibrahim	BA (Syariah Islamiah) (Al- Azhar); Dip Ed (MPKT)
18	Che Kamarudin bin Che Pa	BA(Hadith) (Al-Azhar); Dip Ed (UTM)
19	Zaleha bt Sulong	BA (Syariah)(Hons) (UM); Dip Ed (UM)
20	Yusnizam bin Yahya	BA (Usuluddin) (Madinah); Dip Ed (UKM)
21	Juhana bt Simarani	M. Ed Tech (UTM); BA (Hons) (Mass Comm) (UITM)
22	Siti Zaharah bt Setapa	BA (Peng Islam) (UM)
23	Norzihan bt Husain	BA (B. Arab & Tamadun Islam) (UKM); Dip Ed (UKM)
24	Masniza bt Mansor	B. Ed (Hons) TESL (UITM)
25	Freda E. Lijawa	B. Ed (Hons) TESL (UITM)
26	Isdawati bt Ismail	B. Ed (Hons) TESL (UKM)
27	Sarojini a/p Poobalan	M. Sc (UPM); BA (Hons) (USM)
28	Kamarazaman bin Md Said	BSc. (Finance) (Michigan); Dip Ed (TESL), IPBA
29	Malathi a/p Palanisamy	BA (Hons) English, UPM; Dip Ed (TESL) IPBA
30	Shammine a/p Dharmalingam	BA (Hons) English, UPM; Dip Ed (TESL)(MPIK)

STUDENT AFFAIRS UNIT

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 includes matters pertaining to students' sports activities, societies, clubs and Student Council. There exist 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 & Data) and En. Mustapar Kamar Ujang, the Students' Affairs Officer (Welfare & 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 2005. The second intake was in July 2005, known as the 2nd Session Intake. The total number of student intake in 2005 was 1,934, majoring in 5 certificate courses and 12 diploma courses.

A total of 3,459 enrolled in various courses during the 1st Session while 3,863 students enrolled in the 2nd Session of 2005.

The figures below indicate the total number of student enrollment and intake for the year 2005.

STUDENT INTAKE IN 2005			
Department	1st Session2005 Intake	2nd Session2005 Intake	Total
Civil Engineering			
• Certificate	103	117	220
• Diploma	106	136	242
Electrical Engineering			
• Certificate	118	117	235
• Diploma	81	182	263
Mechanical Engineering			
• Certificate	116	127	243
• Diploma	134	244	378
Commerce			
• Diploma	166	187	353
Total Number of Students	824	1110	1934

STUDENT ENROLLMENT IN 2005		
Department	1st Session2005 Intake	2nd Session2005 Intake
Civil Engineering		
• Certificate	357	403
• Diploma	518	537
TOTAL	875	940
Electrical Engineering		
• Certificate	441	465
• Diploma	411	470
TOTAL	852	935
Mechanical Engineering		
• Certificate	432	481
• Diploma	496	647
TOTAL	928	1128
Commerce		
• Diploma	804	860
TOTAL	804	860
Total Number of Students enrolled in 2005 according to session intake	3459	3863



SCHOLARSHIP & 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 Student Affairs.

In 2005, each student received financial assistance in their studies of which the the Higher Education National Corporation Fund has been the major sponsor.

SCHOLARSHIP STATISTIC REPORT FOR JANUARY SESSION 2005

NO.	SPONSOR	Civil Eng Dept		Electrical Eng Dept		Mechanical Eng Dept		Commerce Dept		TOTAL	%
		DIP	CERT	DIP	CERT	DIP	CERT	DIP	CERT		
1	KUOK FOUNDATION BERHAD	1	4	1	5	3	1	3	0	18	1.31
2	GOLDEN HOPE PLANTATION BHD	0	0	1	0	0	0	0	0	1	0.07
3	PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL	214	114	205	95	308	123	205	90	1354	98.62
	TOTAL	215	118	207	100	311	124	208	90	1373	100

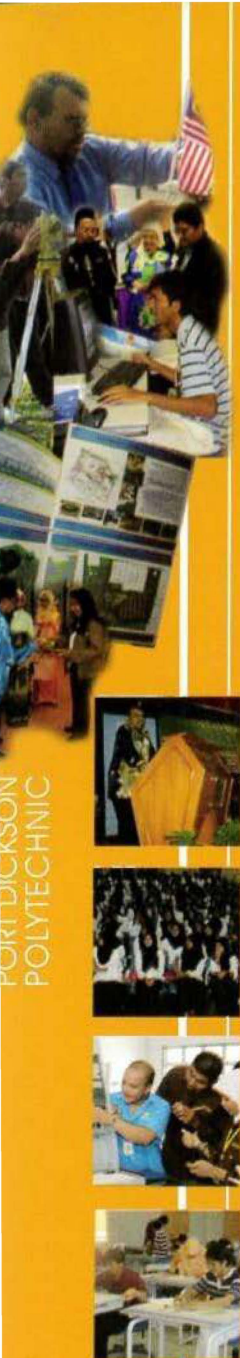
Total number of students for January Session = 1860 students
 Total number of students being sponsored for January Session = 1373 students
 Total number of students not sponsored for January Session = 487 students

SCHOLARSHIP STATISTIC REPORT FOR JULY SESSION 2005

NO.	SPONSOR	Civil Eng Dept		Electrical Eng Dept		Mechanical Eng Dept		Commerce Dept		TOTAL	%
		DIP	CERT	DIP	CERT	DIP	CERT	DIP	CERT		
1	KEMENTERIAN PENGAJIAN TINGGI MALAYSIA	0	78	0	88	0	84	0	0	250	10.87
2	LEMBAGA BIASISWA NEGERI KEDAH	0	1	0	3	0	0	0	0	4	0.17
3	KUOK FOUNDATION BERHAD	1	4	1	5	3	1	4	0	19	0.83
4	GOLDEN HOPE PLANTATION BHD	0	0	1	0	0	0	0	0	1	0.04
5	KEMENTERIAN PENDIDIKAN MALAYSIA	0	0	0	0	0	1	0	0	1	0.04
6	PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL	341	115	356	95	519	123	333	142	2024	88.04
	TOTAL	342	197	359	188	525	209	337	142	2299	100

Total number of students for July Session = 2399 students
 Total number of students being sponsored for July Session = 229 students
 Total number of students not sponsored for July Session = 100 students

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 providing the necessary facilities for all staff. This Unit is headed by a Senior Executive Officer, Puan Mayzan Mat Idris and supported by 72 staff. There are eight portfolios in this unit – Service/General, Finance, Maintenance, Security, Driver, Hostel, Cleanliness and Library.

Under the Administrative Club several activities were conducted throughout 2005. These include talks during the month of Ramadhan, Hari Raya Gathering, and also Birthday Celebrations. These activities help to create a better understanding amongst staff and foster a better working environment.

STAFF MOVEMENT

1. Rosli bin Mohamed Ali	<i>Transferred from POLISAS</i>
2. Mayzan bt Mat Idris	<i>Transferred from Jab. Pendaftaran Pertubuhan, NS</i>
3. Sarimah bt Nordin	<i>Transferred from SMT Port Dickson</i>
4. Maimunah bt Mohd Nordin	<i>Transferred from SM Teknik Port Dickson</i>
5. Salinah bt Kasim	<i>Transferred from SMK Pasir Panjang</i>
6. Syed Abu Bakar Syed Hashim	<i>Transferred to POLISAS</i>
7. Mohd Fauzey bin Idris	<i>Transferred to Jab. Pendaftaran Pertubuhan, Kelantan</i>
8. Noraznalida bt Abu Bakar	<i>Transferred to PKG, Rembau</i>
9. Zawayah bt Abdullah	<i>Transferred to SK Tunku Besar</i>
10. Hasanah bt Abdul Rahman	<i>Transferred to Pej. Pelajaran Daerah, PD</i>
11. Nursakhinah bt Anuar	<i>Transferred to PKG, Seberang Perak</i>

Receivers of Excellent Service Award 2005 from the Ministry of Higher Education Polytechnics:

1. Halimah bt Sulaiman	4. Zahari bin Kassim
2. Masaini bt Rosley	5. Syed Abu Bakar bin Syed Hashin
3. Suhairi bin Husin	

NON-ACADEMIC STAFF LIST

No	Name	Position
1	Aina bt Md. Noor	Information Technology and Systems Officer
2	Sollehudin bin Samat	Library Officer
3	Mayzan bt Mat Idris	Senior Executive Officer
4	Shalia Hazriyanti bt Mohd Sahar	Assitant Information Systems Officer
5	Mawardi bin Yusoff	Technical Assistant
6	Azlin bt Yahya	Assistant Accountant
7	Faridzah bt Ismail	Technician
8	Umar bin Abd Majid	Technician
9	Rosli bin Mohamed Ali	Technician
10	Maimunah bt Nordin	Administrative Assistant
11	Roziah bt Mohd Shariff	Hostel Supervisor
12	Aznusahanu bt Awang	Laboratory Assistant
13	Salinah bt Kasim	Laboratory Assistant
14	Mohd Noor bin Khalid	Computer Technician
15	Zulhazmi bin Mohamad Yazit	Computer Technician
16	Mohd Hafizi bin Redzwan	Computer Technician
17	Alina bt Jamal	Technician
18	Jurawati bt Jantan	Technician
19	Mazlein Aziem bin Mat Daud	Technician
20	Kamal Baharin bin Jab	Technician



No	Name	Position
21	Hairul Hikma bt Shamsuddin	Technician
22	Tengku Mohd Haizee bin Tengku Abdullah	Technician
23	Mohd Ridzuan bin Mat Nor	Technician
24	Aidi Fazli bin Mamat	Technician
25	Juliah bt Aman	Administrative Assistant
26	Roslizar bt Hj Mansor	Administrative Assistant
27	Halimah bt Hj Sulaiman	Administrative Assistant
28	Raba'iyah bt Hashim	Administrative Assistant
29	Murshidi bin Mohamad	Administrative Assistant
30	Norliza bt Mohd Piah	Administrative Assistant
31	Abdullah bin Tamam	Administrative Assistant
32	Suzana bt Mohd Ali	Administrative Assistant
33	Mohamed Hanif bin Mohamed Nor	Administrative Assistant
34	Nur Bazlina bt Bazin	Administrative Assistant
35	Roslinwati binti Abd Ragak	Administrative Assistant
36	Sarimah bt Nordin	Administrative Assistant
37	Hafiz bin A'ala	Administrative Assistant
38	Jamieah bt Ahmad	Administrative Assistant
39	Zulkefli bin Abd Aziz	Administrative Assistant (Finance)
40	Rosliza bt Mat Nayan	Administrative Assistant (Finance)
41	Masaini bt Rosley	Administrative Assistant (Finance)
42	Noor Azizah bt Yeop	Hostel Supervisor
43	Azlifa Azla bt Abdul Aziz	Hostel Supervisor
44	Arshad bin Hamzah	Library Assistant
45	Fadzillag bt Mohd Yusoff	Library Assistant
46	Mohd Fairous bin Mohd Shis	Library Assistant
47	Norlilawati bt Mohd Nor	Library Assistant
48	Maswati bt Ahmad	Accounts Assistant
49	Abd Malek bin Hj Ab Hamid	Junior Administrative Assistant
50	Normala bt Abu Bakar	Junior Administrative Assistant
51	Zahari bin Kassim	Plant Operator
52	Johan bin Bachek	Motorised Vehicle Driver
53	Mazli bin Mohamad Nazari	Motorised Vehicle Driver
54	Mohd Nizamri bin Jaapar	Motorised Vehicle Driver
55	Mohd Amim bin Mat	Motorised Vehicle Driver
56	Muhammad Asrul Asfandi bin Mujar	Motorised Vehicle Driver
57	Rashidi bin Ramli @ Che Pudin	Motorised Vehicle Driver
58	Paidi bin Yusoff	Motorised Vehicle Driver
59	Md Rodzi bin Saidin	Motorised Vehicle Driver
60	Norazlin bt Ujud	Junior General Assistant
61	Khairul Nahar bin Abd Malek	Junior General Assistant
62	Ahmad Humaizi bin Manap	Junior General Assistant
63	Anita bt Ahmad	Junior General Assistant
64	Nazrul Anuar bin Mohd Kadri	Junior General Assistant
65	Suhairi bin Husin	Junior General Assistant
66	Sarudin bin Adanan	Junior General Assistant
67	Hairul Anuar bin Alwi	Junior General Assistant
68	Norhairi bin Zainal Abidin	Junior General Assistant
69	Norliza bt Abd Razak	Junior General Assistant
70	Ibrahim bin Daud	Junior General Assistant
71	Azrin Noor bt Abdul Aziz	Junior General Assistant
72	Aziefah Adilah bt Abdul Azam	Junior General Assistant

TRAINING & CONTINUING EDUCATION UNIT



The Training and Continuing Education Unit is headed by Sahul Hamed Abdul Wahab. The unit was set up in May 2000 and assisted by a representative from each department. 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 the industries
- Carrying out the Time Sector Privatization programmes
- Assisting IPTA students in teaching practicum
- Assisting the Staff Training and Development Division of Technical Education Department in carrying out relevant activities

COURSES CONDUCTED IN THE YEAR 2005

No	Date	Course Title	Organiser
1	18.02.05	Asset and Store Management	ULPL
2	13.04.05	Desktop Productivity: Spreadsheets	INTAN
3	27.04.05	Oral Communication	ULPL
4	16.05.05	Database : 2/2005 Series	INTAN, Sarawak
5	27.05.05	Financial Management Training for Procurement and Assets	Ministry of Finance
6			MMU
7	28.05.05	Internet and the Language Classroom Workshop	BPP & Sirim Training Service
8	15.06.05	ISO 9001:2000 Internal Auditing	EIVC Secretariat
9	16.06.05	Best Practice of E-Government & E-City	Pusat Pembangunan
10	25.06.05	Seminar Membangun Dengan Nilai-nilai Murni	
11	30.06.05	Incorporating Handheld Technology For University Colleges	KUTKM
12	13.07.05	Pembimbing Rakan Sekerja Peringkat Pengurusan	ULPL
13	21.07.05	Course for Health and Safety Committee	ULPL
14	22.07.05	Induksi Asas Fasilitator Latihan Khas (FALAK)	Unique Strategies Training Consultant
15	30.07.05	Issues in Sex Education	Family Development Centre, UM
16	18.08.05	Basic Protocol and Social Etiquette: 2/2005	INTAN
17	19.08.05	Certificate Programme for Safety & Health Officer	NIOSH
18	20.08.05	AutoCad 2004	BLK
19	24.08.05	The development of Technology & Technical, Vocational Education & Training in an Era of Globalization	JPPKK & PSA
20	03.09.05	Peningkatan Profesionalisme Pensyarah Jabatan Pengajian Am	ULPL
21	06.09.05	Wireless Communication Technology	UTM
22	09.09.05	Occupational Safety & Health Practise	BLK
23	10.09.05	CNC Machining (Drilling and Milling Machine)	BLK
24	16.09.05	Pembimbing Rakan Sekerja Fasa ke 3	ULPL
25	25.09.05	Protocol	PSB
26	29.09.05	HIRARC 2	ULPL
27	30.09.05	Pementoran Pensyarah Pembimbing Politeknik dan Kolej Komuniti	BPG KPM
28	16.10.05	AUTOCAD 3	ULPL
29	20.10.05	PROGRAMING & MYSQL DATABASE (INTERMEDIATE LEVEL)	MAMPU
30	14.11.05	AUTOCAD 2005	Bhg Latihan Kerjaya Politeknik dan Kolej Komuniti
31	23.11.05	Internal Auditing	SIRIM
32	28.11.05	Effective Financial Management	ULPL
33	16.12.05	Library Materials Documentation Workshop	Dept. of National Library Malaysia



This unit is responsible for coordinating students' industrial training program. It is headed by the Industrial Liaison & Training Officer, Encik Muhamad Rumzi Bin Mamat and assisted by Industrial Training Coordinator from every 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 begins in January and July.

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

Starting July 2005 session, the Industrial Training Module will be used by the industry as a guide in providing training to students undergoing industrial training.

The Industrial Training Module emphasized on these five aspects:

- Building positive individual personality
- Communication skills
- Adopting good working procedures and ethics
- Exposure to working environment
- Producing industrial reports

As a preparation for students before leaving for industrial training, the Industrial Training Softskills Module will be taught to students in the semester two (certificate and DSK students) and in semester three (diploma students).

<i>Students achievement</i>	<i>Jan 2005</i>	<i>Julai 2005</i>
No. of students	712	558
No. of firms	462	346
% student supervision	96.4	99.0
% firms supervision	95.7	99.43

ACTIVITIES

• Industrial Training Briefing 1: Placement Application	20 Feb 2005	19 Ogos 2005
• Industrial Training Briefing 2: Industrial Training Discipline & Procedures: given by department Industrial Training Coordinator	28 April 2005	8 November 2005
• Industrial Training supervision visit : done in 2 phases:	14 – 19 Mac 2005	4 – 9 April 2005
	5 – 9 Sep 2005	12 – 16 Sep 2005
• Industrial Training Report Valuation & Interview	5 Ogos – 5 Sep 2005	25 Feb – 30 Mac 2006



Students Undergoing Industrial Training and Firms Statistics (According to Firms Location) January Session 2005

No	State	No of Students	Students %	No of Firms	Firms %
1	Negeri Sembilan	244	34.2	133	28.7
2	Johor	150	21.0	113	24.4
3	Melaka	113	15.8	70	15.1
4	Selangor	105	14.7	60	12.9
5	Kuala Lumpur	33	4.6	27	5.8
6	Pahang	23	3.2	20	4.3
7	Kelantan	11	1.5	9	1.9
8	Kedah	9	1.3	9	1.9
9	Pulau Pinang	9	1.3	9	1.9
10	Terengganu	7	1.0	5	1.1
11	Perak	6	0.8	5	1.1
12	Sarawak	1	0.1	1	0.2
13	Perlis	1	0.1	1	0.2
TOTAL		712		462	

Students Undergoing Industrial Training and Firms Statistics (According to Firms Location) July Session 2005

No	State	No of Students	Students %	No of Firms	Firms %
1	Negeri Sembilan	291	52.2	156	45.1
2	Johor	96	17.2	69	19.9
3	Melaka	57	10.2	43	12.4
4	Selangor	61	10.9	37	10.7
5	Kuala Lumpur	43	7.7	35	10.1
6	Pahang	1	0.2	1	0.3
7	Kelantan	1	0.2	1	0.3
8	Kedah	2	0.4	2	0.6
9	Pulau Pinang	2	0.4	2	0.6
10	Terengganu	1	0.2	1	0.3
11	Perak	2	0.4	2	0.6
12	Sarawak	1	0.2	1	0.3
13	Perlis	0	0	0	0
TOTAL		558		346	



Non-academic activities such as sports, clubs & organizations, uniform clubs or other activities are compulsory activities for polytechnic students. These activities focus on the psychomotor, cognitive & affective skills of students. Sports & Co-Curriculum Unit for Port Dickson Polytechnic is headed by Encik Mohd Nor Mazlan bin Ismail.

PPD CO-CURRICULUM ACTIVITIES

SPORTS	1 Silat	6 Bola Keranjang	11 Badminton
	2 Tennis	7 Bolasepak	12 Softball
	3 Ragbi	8 Taekwon-Do (GTF)	13 Ping Pong (B)
	4 Hoki	9 Bola Jaring	14 Silat
	5 Sepak Takraw	10 Ping Pong (A)	15 Bola Tampar
CLUBS & ORGANIZATIONS	1 Kesenian & Kebudayaan	5 Bahasa Inggeris	
	2 Komputer (A)	6 Kaunseling & Kerjaya	
	3 Komputer (B)	7 Keusahawanan	
	4 Penggunaan		
UNIFORMS	1 PBSM (A)	5 JPA 3 (B)	
	2 PBSM (A)	6 PBSM (B)	
	3 Wataniah	7 Puteri Islam	
	4 JPA 3 (A)	8 POLIBRIGED	

ACTIVITIES IN 2005

Date	Activities
Feb 28 – March 20, 2005	Organized 28th Sports Festival
April 18 – April 24, 2005	Participated in 7th MSP Sport Carnival in Kota Bharu Polytechnic
August 31, 2005	Participated in Independence Day Marching in Putrajaya
September 5 – September 11, 2005	Participated in Echo Challenge held by KPTM Polytechnic
September 19 – October 02, 2005	Organized 29th Sports Festival
September 2005	Participated in Malaysia Higher Educational Sports



The Counselling and Career Guidance Unit is headed by Cik HjH Nooraini Bt Hj Ismail. The vision of the unit is to provide counseling & career guidance services based on psychological principles for the students of Polytechnic Port Dickson

SERVICE OBJECTIVES :

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

INTERVIEWS CONDUCTED IN 2005

No	In House Job Interviews
1	Schlumberger Oilfield Support Sdn. Bhd, Kuala Lumpur
2	UMW TOYOTA MOTOR SDN. BHD, Shah Alam
3	National Semiconductor Sdn. Bhd, Batu Berendam, Melaka
4	Ramadhan Consultancy Services, Ayer Keroh, Melaka.
5	BPB Malaysia Gypsum Sdn. Bhd, Port Klang, Selangor
6	FLEXTRONICS Sdn. Bhd (Mallaca
7	ON Semiconductor Sdn. Bhd, Seremban, Negeri Sembilan
8	Universiti Sains Malaysia, Pulau Pinang.
9	Noraiza Marketing Sdn. Bhd, Seremban, Negeri Sembilan
10	Binary University College, Bandar Puchong Jaya, Selangor
11	MARA, Ibu Pejabat Kuala Lumpur

ACTIVITIES IN THE YEAR OF 2005

No	Date	Activities
1	4 -7 Jan 05/ 26 – 30 July 05	Orientation Week (Counselling Talk)
2	4 – 6 Feb 05/ 6 Aug 05	Kem Jati Diri
3	5 Feb 05/ 28 Aug 05	Leadership Seminar
4	5 Feb 05	Mathematics Seminar
5	18 – 20 Feb 05/ 12 – 14 Aug 05	Counselling Unit Trip
6	19 Feb 05/ 17 Sept 05	Self Motivation Talk
7	24 Feb 05	Personality Development Seminar
8	5 Mac 05	Career Seminar
9	31 – 31 Mac 05	Career Exhibition
10	27 Apr 05	Drug & HIV Prevention Talk
11	17 May 05/ 15 Oct 05/ 29 Nov	Career Visit
12	18 May 05/ 7 Dec 05	Interviews Preparation Workshop
13	Whole Semester	Guidance, Enrichment, Batch Counselling Session
14	Whole Semester(3 times monthly)	PRS members meeting
15	24 Aug 05	Seminar Minda Cemerlang Sahsia Gemilang
16	25 Aug 05	Seminar Pembentukan Sahsia Mahasiswa
17	12 Nov 05	A Day With Counselling Unit



*M*ultimedia and resource centre (MRC) was formerly known as The Polytechnic Resource Centre. The changes were made after the post of a Multimedia and Resource officer was created in every Polytechnic of the Ministry of Education in Malaysia. This post was established at the beginning of 2002 and for Port Dickson Polytechnic its first officer was appointed in January 2002.

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.

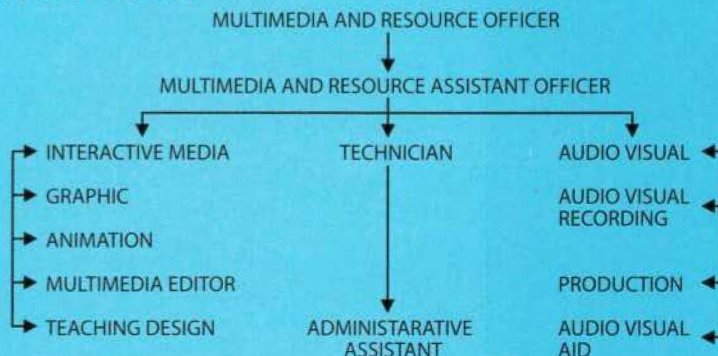
VISION

To establish a culture which utilizes multimedia and technology facilities so as to enhance the quality of technical education within the Malaysian Education of Polytechnics.

MISSION

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

ORGANIZATION CHART



EQUIPMENT

Equipment prepared by MRC

- Liquid Crystal Display (LCD) projector
- Digital Multimedia Projector
- Desktop and Portable Overhead Projector
- Visualizer / Video Projector
- Slide Projector
- Personal Presenter
- Video Imager
- PC to TV Converter
- Television
- CD / VCD / DVD / MP3 Player
- Video Cassette Player
- Stereo Radio / Cassette Player
- Digital Camera
- Mini DV Handy Cam
- Portable PA System
- Megaphone / Hailer

SERVICES

Services provided by MRC:

- Photo and audio video shooting
- Photo and audio video Editing
- Poster, backdrop, certificate and internal production graphic design
- Video Showing

INFRASTRUCTURE

There are viewing rooms for curriculum, co-curricular activities and for seminars.

- Equip with OHP, Visualizer, LCD Projector, PA System, Radio, TV, CD, VCD, DVD player.
- Can accommodate about 50 people.
- Can be used by staffs and students for courses / seminars / workshop.
- Can be used for student's presentation project
- Can be used for meetings and discussions
- Can be used for talks (from within or outside campus)

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 conducive environment so as to develop interests in appreciating knowledge. In other words, it functions 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
- Internet Services
- Photocopy Services
- Daily Newspapers

COLLECTION

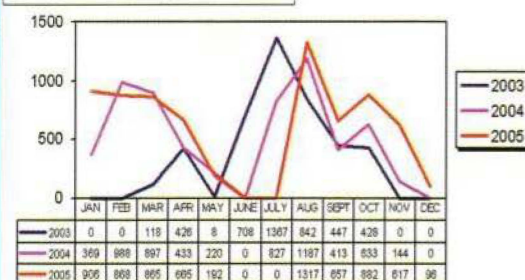
Some of the materials available in the library include monographs, AV & Multimedia, special collection (Industrial Training Report Books) and published materials. The library offers a total of 20,817 monograph copies exclusive the non-printed materials. These monograph materials covered wide topics which include engineering, sports, fictions, religion, business, language, general books, etc.

OPERATION HOURS:

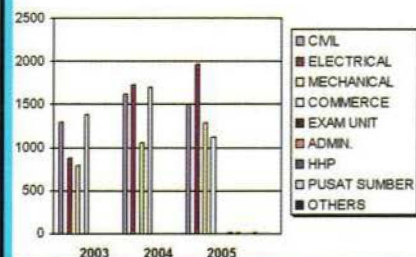
DAY	TIME (SEMESTER SESSION)	TIME (BREAK SESSION)
Monday – Thursday	8:30 am – 4:30 pm	8:30 am – 1:00 pm 2:00 pm – 4:30 pm
Friday	8:30 am – 12:15 pm 2:45 pm – 4:30 pm	8:30 am – 12:15 pm 2:45 pm – 4:30 pm
Saturday, Sunday & Public Holidays	CLOSED	

STATISTICS

Monthly Books Borrowed from 2003 to 2005



Books Borrowed by Department / Unit (2003 – 2005)



NUMBER OF VISITORS (2003 - 2005)

Year	2003	2004	2005
Total Visitors	88264	131848	102552

VISITORS IN 2005



NAME

Datin Rodiah Meor Sulaiman
Munawira Saharani
Harwati Hashim
Masimawati Abdul Latif
Nor Syahila Ab Rashid
Mohd Arif Hj Ahmad Shah
Zulkifli Shamsudin
Nordin Mohamad
Mustafa Omar
Hj Kamarudin Hamzah
Md Nor Yusof
Khamsan Anas
Abdul Hamid Husain
Khairul Anuar Ishak
Hjh Satimah Hj Abd Samad
Syed Shikh Syed A. Kadir
Noriah Maksin
Haji Abu Bakar Zakaria
Noor Aziah Abd Aziz
Zolkarnain Hj Jobshi
Mohamad Jayus
Prof. Madya Zainon Ismail
Hjh Siti Zaleha mahadi
Abdul Karim Jaafar
Ismail Hashim
Hj Hamzah Hj Abu
Chan Chee Meng
A. Razak Satim
Mohd Ridzuan
Aishah Seman
Jamil Hj Mohd Tahir
Mohd Nazari Ahmad

DESIGNATION / INSTITUTION

Timbalan Ketua Setiausaha (Pengurusan), KPTM
PMM
PMM
JKA, PMM
JKA, PMM
Walsha Collection
Pejabat Daerah Port Dickson
Politeknik Kota, K. Terengganu
Politeknik Kota Kinabalu
Politeknik Tanjung Malim
Politeknik Perlis
POLISAS
Kolej Komuniti Jempol
Politeknik Seberang Perai
S.K. Si Rusa
Politeknik Johor Bahru
Politeknik Kota, Melaka
Politeknik Dungun, Terengganu
Kolej Komuniti Jelebu
Politeknik Ungku Omar
Politeknik Sabak Bernam
UiTM, Negeri Sembilan
Timbalan Pengarah, JPNS
Timbalan Pengarah, PSA
Lembaga Tabung Haji
Pengetua STPD
Pen. Pengarah BPP
Politeknik Johor Bahru
Kolej PTPL
Kolej Jururawat Port Dickson
PPD, Port Dickson
Politeknik Muadzam Shah



ACTIVITIES in 2005

PORT DICKSON POLYTECHNIC



↑ Activities in the Automotive workshop



↑ Practical Activities with the CNC Machine



↑ Civil Engineering Department - Product Day

Product exhibition by the Civil Engineering students



Activities in the workshop ↑



Exhibition by Civil Engineering students



ACTIVITIES in 2005

PORT DICKSON POLYTECHNIC



↑ Project Presentation by the final semester students

↓ Blood Donation Day



Electrical Engineering Week



Educational Talk by Private Agency



Project Exhibition & Presentation



Club Discussion





Project Exhibition by Architecture students



Students' activities in the workshop

Civil Engineering students



Health Examination by PD



Polibridged Activities at Hutan Ulu Bendul, Kuala Pilah



Blood Donation Day



ACTIVITIES in 2005

PORT DICKSON POLYTECHNIC



Students' activities in the Automotive workshop



Students' activities in the Computer Lab



Students in the Library



Electrical Engineering students



Students' activities in the Electrical Workshop



Civil Engineering Students





ACTIVITIES in 2005

PORT DICKSON POLYTECHNIC



Orientation Week for New Students



Visit by PLKN students



Seminar at Dusun Eco Resort, Bentong Pahang



Kem Membina Keyakinan Diri



Hari Bersama Pelanggan



"Kepimpinan Perdana" Camp



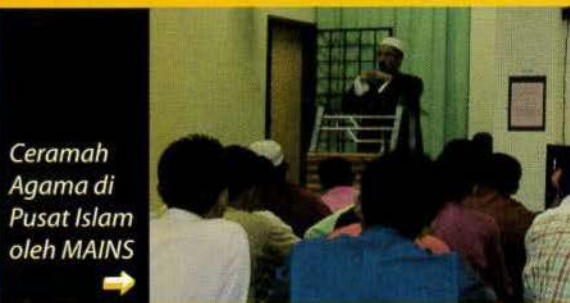
Kempen Pengibaran Jalur Gemilang peringkat Politeknik Port Dickson



Kembara Jalur Gemilang peringkat Politeknik Port Dickson



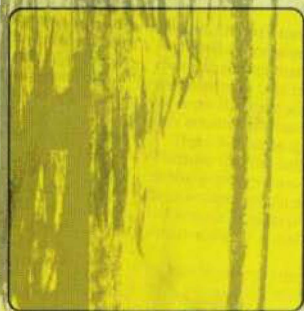
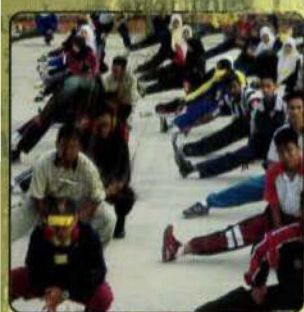
Activities by Polibridged students



Ceramah Agama di Pusat Islam oleh MAINS



Hockey Tournament



PORT DICKSON POLYTECHNIC

KM 14, JALAN PANTAI, 71050 SI RUSA,
NEGERI SEMBILAN DARUL KHUSUS.

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