POLITEKNIK MALAYSIA
TUANKU SYED SIRAJUDDIN

FOUNDATION IN TVET
STUDENT HANDBOOK

MATHEMATIC, SCIENCE AND COMPUTER DEPARTMENT

FIRST EDITION

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1.0 INTRODUCTION

Politeknik Tuanku Syed Sirajuddin is a comprehensive, learner centered higher education institution that serves its local and regional learners and their communities through high-quality and flexible education and training. It is aimed to develop student's employability skills to meet the needs of a more dynamic economy, which values innovation and productivity. Programs include a global perspective that will enable graduates to make a valuable contribution to the wider society as it changes in response to regional and international competition and demand.

PTSS programs include a variety of Outcome-Based Education teaching approaches, adding value to PTSS teaching and learning which cater to students seeking a quality polytechnic education and training.

The PTSS Student Handbook provides students with information on many facets of college life such as policies, procedures, and services. It is written for every student enrolled in one or more courses at PTSS.

This Handbook is aimed to guide students through the various procedural steps that lead to a Diploma study. It also provides graduate program descriptions, the requirements needed to obtain a graduate Diploma, and a clear outline of the procedural steps that students need to follow. Students are also provided with information on matters related to general administration such as student services and facilities, campus disciplinary measures, student organizations and other relevant matters.

This book serves as a preliminary guide and does not purport to completely address every policy, procedure and regulation. In addition, no claim is made that this document covers all the rules and regulations in effect now at PTSS. Students must refer to the relevant PTSS Department programs and services publications and other Departments and Units Policies for further information.

2.0 VISION & MISSION POLYTECHNIC

POLITEKNIK MALAYSIA
TUANKU SYED SIRAJUDDIN

VISION

To become an excellent TVET institution

MISSION

To provide wide access to quality and recognised TVET programmes

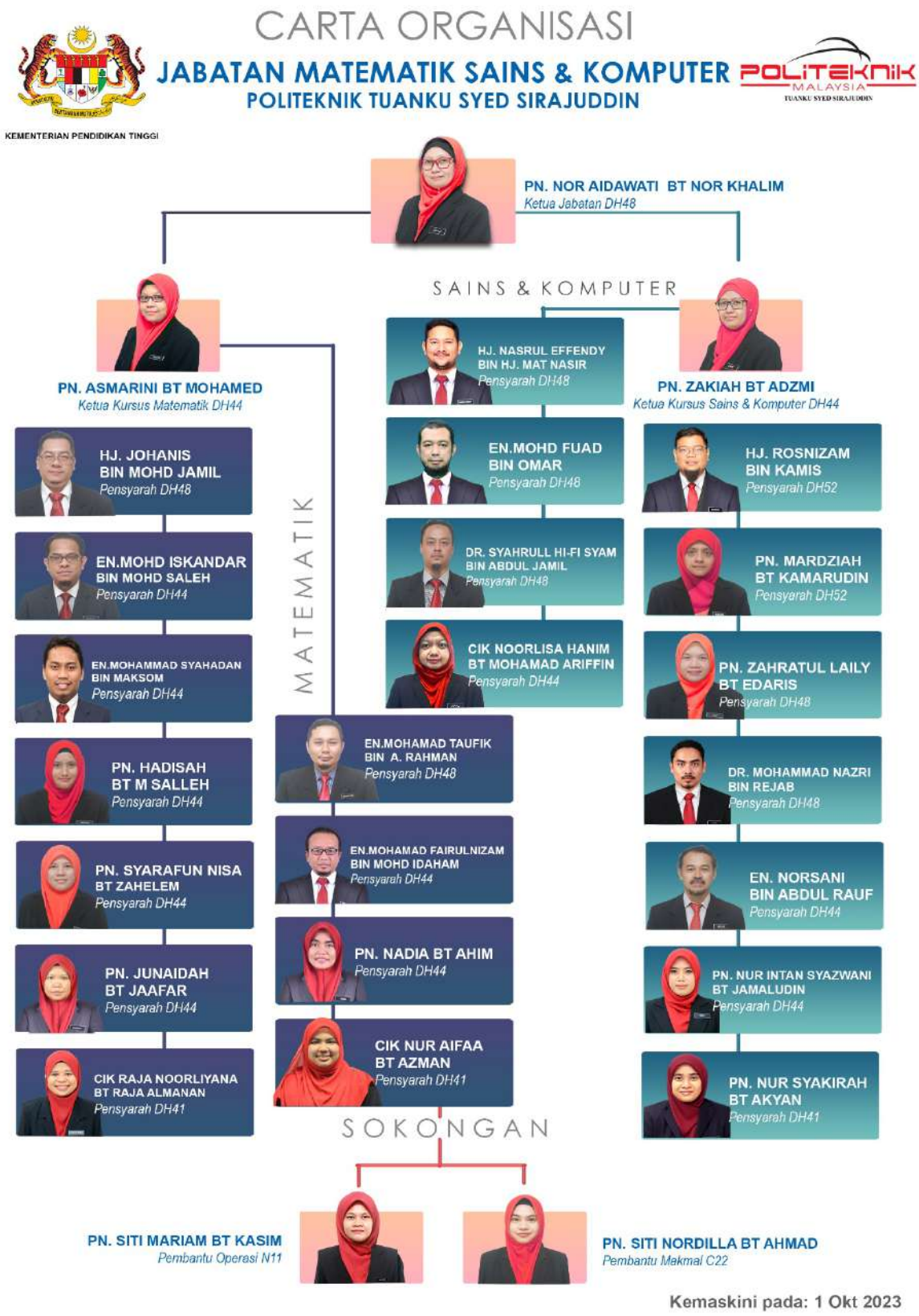
To empower communities through lifelong learning

To develop holistic, entrepreneurial and balanced graduates

To capitalise on smart partnership with stakeholders

3.0 MATHEMATIC, SCIENCE AND COMPUTER DEPARTMENT

3.1 DEPARTMENT ORGANISATION CHART



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28	Siti Mariam binti Kasim	Operational Assistant	04-9886395	sitimariam@ptss.edu.my

3.3 FOUNDATION IN TVET (FTV)

PROGRAM INFORMATION

INTRODUCTION

Foundation in TVET is a full-time programme that is carried out over a period of one year and consist of two semesters. This Foundation Programme is a preparatory programme for engineering technology students before pursuing undergraduate studies. The curriculum programme is designed to provide knowledge, attitude and emphasis on practical elements.

The programme offers courses that is based on science, technology, engineering and mathematic and equip students with skills in the field of engineering technology. Students of this programme are also expose to skills in collaborative, thinking, communication (written and verbal) and lifelong learning. With these additional skills, the students will be prepared for pursuing their studies.

SYPNOSIS

This programme is designed to equip students with knowledge, skills, attitude and understanding of the science, technology, engineering and mathematics. The knowledge and skills acquired will be useful for success in pursuing undergraduate studies. Students of this programme also are exposed to practical work, presentations, project implementation, as well as soft skills activities that help develop collaborative, communication and thinking skills.

EDUCATION PATHWAY

This programme is preparatory for students to pursue undergraduate study at Malaysian Technical University Network (MTUN) as well as polytechnic institutions.

PROGRAMME AIM

This programme aims to equip students with preliminary competency in science, engineering, technology and mathematic for proceeding to TVET degree in engineering technology programme.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

Upon programme completion, the graduates are able to:

- PEO1 : apply fundamental knowledge and skills in engineering technology when pursuing higher education.
- PEO2 : engage to collaborative conducts, communicating effectively, and displaying good values while pursuing further education
- PEO3 : continue engagement and commitment to continuous learning in engineering and technology.

PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1 : utilise facts to describe and discuss concepts, principles, and processes in a specific field of study;
- PLO2 : apply fundamental principles in the field of study to identify and solve problems;
- PLO3 : conduct academic activities such as collect, analyse, organise, and process data/information to make conclusions individually or in groups;
- PLO4 : communicate effectively in oral and writing;
- PLO5 : utilise basic digital technology applications to seek and process data related to a specific field of study; and
- PLO6 : search, interpret, and use relevant information ethically to pursue lifelong learning independently.

SYNOPSIS AND COURSE LEARNING OUTCOME (FTV)

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	FB10013 BASIC INFORMATION AND COMMUNICATION TECHOLOGY	This course aims to prepare students with sufficient up-to-date Information and Communication Technology (ICT) knowledge and skills that are consistent with current ICT trends. It covers IT literacy, information system, social informatics and network computing. **Credit Value : 3** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : describe concepts and processes related to ICT effectively (C2, PLO1) CLO2 : apply suitable ICT tools to solve ICT related problems (P3, PLO3) CLO3 : solve problems using appropriate ICT tools. (P3, PLO5)
1	FB10023 MATHEMATICS 1	**MATHEMATICS 1** course is designed to equip students with knowledge of mathematics and the ability to solve problems and propose solutions using mathematical terms, notation, principles and methods to pursue education in first semester of TVET foundation. **Credit Value : 3** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain fundamental concepts and theories in Algebra and Calculus (C2, PLO1) CLO2 : solve problems using appropriate mathematical methods or tools in Algebra and Calculus (C3, PLO2) CLO3 : propose solutions for real life problems through group discussion (A3, PLO6)

1	**FB10033 FUNDAMENTAL OF ENGINEERING TECHNOLOGY**	**FUNDAMENTAL OF ENGINEERING TECHNOLOGY** course is designed to equip students with a comprehensive knowledge and skills related engineering technology. This course also focuses on history of engineering technology, calculation and measurement which are the core of the engineering technology field. It will emphasize on fundamental usage of calculator, trigonometry and understanding its relationships with theories learned. **Credit Value : 3** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain the fundamental of engineering technolgy problems (C3, PLO2) CLO2 : demonstrate application of engineering technology using appropriate tools (P3, PLO3) CLO3 : respond to the problems using engineering technology in industry (P3, PLO3)
1	**FB10044 PHYSICS 1**	**PHYSICS 1** course is designed to enable students acquire knowledge, practical skills and problem solving skills in basic Physics **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain basic concepts of physics of motion, force and energy, waves, matter and thermodynamics (C2, PLO1) CLO2 : solve problems related to physics of motion, force and energ (C3, PLO2)y, waves, matter and thermodynamics CLO3 : display manipulative skills during experiments in measurement and uncertainty, free fall and projectile motion, energy, rotational motion of rigid body, simple harmonic motion, and standing waves in laboratory (P3, PLO3)
1	**FB10054 CHEMISTRY 1**	**CHEMISTRY 1** is designed to equip students with basic concepts, principles and correct techniques in handling laboratory apparatus and chemicals and problem solving skills in physical chemistry. **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain basic concepts and principles of physical chemistry in real life situations(C2, PLO1) CLO2 : apply basic concepts and principles of physical chemistry in solving chemistry related problems (C3, PLO2) CLO3 : display the correct techniques in handling laboratory apparatus and chemicals when carrying out experiments (P3, PLO3)

2	**FB20064 PHYSICS 2**	PHYSICS 2 course is designed to help students acquire knowledge, practical skills and problem solving skills in basic physics. **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain basic concepts of electric current, electronics, magnetism, optics, wave properties of particles and nuclear physics (C2, PLO1) CLO2 : solve problems of electric current, electronics, magnetism, optics, wave properties of particles and nuclear physics. (C3, PLO2) CLO3 : display maipulative skills during experiments in capacitor, electric current and direct current circuits, magnetic field and optics (P3, PLO3)
2	**FB20074 CHEMISTRY 2**	CHEMISTRY 2 is designed to equip students with basic concepts and principles, correct techniques in handling laboratory apparatus and chemicals and problem solving skills in physical and organic chemistry. **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain basic concepts and principles of physical and organic chemistry in real life situations (C2, PLO1) CLO2 : apply basic concepts and principles of physical and organic chemistry in solving chemistry related problems CLO3 : display the correct techniques in handling laboratory apparatus and chemicals when carrying out experiments (P3, PLO3)
2	**FB20084 MATHEMATICS 2**	MATHEMATICS 2 course is designed to equip students with knowledge of mathematics and the ability to solve problems and propose solutions using mathematical terms, notation, principles and methods to pursue higher level of education. **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain fundamental concepts and theories in Calculus and Statistics (C2, PLO1) CLO2 : solve problems using appropriate mathematical methods or tools in Calculus and Statistics (C3, PLO2) CLO3 : propose solutions for real life problems through group discussion (A3, PLO6)

2	**FB20094** **TVET PROJECT**	TVET Project course is designed to enable students to develop relevant and practical skills that can prepare them for future employment. Students will be able to design a TVET project that incorporates a range of. a vocational skills, electrical work, and other hands-on skills. The project is structured as a hands-on learning experience, with students working on real-world projects that involve problem-solving, critical thinking, and teamwork. This provides an opportunity for students to explore different career paths and industries, as well as to gain practical experience and build a portfolio of work that can be used when applying for jobs. TVET Projects enables students to gain valuable skill that can help them succeed in the workforce and achieve their career goals. TVET project is an excellent addition to any student's education, providing them with the practical skills and experience they need to succeed in their future careers **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : complete projects by using appropriate tools (P4, PLO3) CLO2 : report the project based on project finding (C3, PLO1) CLO3 : form employability skills, such as communication, problem-solving, entrepreneurial and teamwork, that will be valuable in any future career path (A3, PLO6)

PROGRAMME STRUCTURE (FTV)

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
SEMESTER 1							
COMMON CORE	FU10012	Thinking Skills	2	0	0	0	2
	FB10013	Basic Information and Communication Technology (ICT)	2	2	0	0	3
	FU10022	English 1	2	0	0	0	2
	FB10023	Mathematic 1	2	0	2	0	3
	FB10033	Fundamental of Engineering Technology	2	2	0	0	3
CORE	FU10044	Physic 1	2	2	1	0	4
	FU10054	Chemistry 1	2	2	1	0	4
SPECIALIZATION	FB10104	Basic of Engineering Technology	1	5	0	0	4
		TOTAL	**32**				**25**
SEMESTER 2							
COMMON CORE	FU20032	Pendidikan Islam*	2	0	0	0	2
	FU20132	Pendidikan Moral**					
	FU20042	English 2	2	0	0	0	2
	FU20051	Co-Curriculum	0	1	0	0	1
CORE	FB20064	Physic 2	2	2	1	0	4
	FB20074	Chemistry 2	2	2	1	0	4
	FB20084	Mathematic 2	2	0	2	0	4
SPECIALIZATION	FA20014	Civil Engineering Technology	1	5	0	0	4
	FE20014	Electric and Electronic Technology Technology					
	FM20014	Mechanical Engineering Technology					
	FB20094	TVET Project					
		TOTAL	**33**				**25**
						TOTAL CREDIT VALUE	**50**

3.6 LABORATORY FACILITIES

NO	LABORATORY	LABORATORY SUPERVISOR
1	CAD Laboratory 1 (CAD 1)	Dr. Shahrull Hi-Fi Syam bin Ahmad Jamil
2	Makmal Sains Kejuruteraan	Pn. Junaidah Binti Jaafar
3	Bilik Projek	Dr. Mohammad Nazri Bin Rejab

3.5 HIGHER ACADEMIC PATHWAY

This programme is preparatory for students to pursue undergraduate study at Malaysian Technical University Network (MTUN) as well as polytechnic institutions.

3.5.1 UNIVERSITI MALAYSIA PERLIS (UNIMAP)

- Address : Jabatan Pendaftar, Universiti Malaysia Perlis, Aras 1, Bangunan Canselori, Kampus Alam Unimap Pauh Putra, 02600 Arau, Perlis.
- Telephone No : 04-9414224
- Emel : pendaftar@unimap.edu.my
- Web : www.unimap.edu.my

3.5.2 UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM)

- Address : Timbalan Pendaftar Kanan, Pejabat Pengurusan Akademik, Universiti Tun Hussein Onn Malaysia 86400 Parit Raja, Batu Pahat Johor.
- Telephone No : 07-4537681 / 7655 / 7687 /7689 / 7694
- Fax No : 07-4536085
- Emel : pa@uthm.edu.my
- Web : www.uthm.edu.my

3.5.3 UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTEM)

- Address : Bahagian Pengurusan Akademik, Universiti Teknikal Malaysia Melaka, Karung Berkunci 1752, Pejabat Pos Durian Tunggal, 76109 Durian Tunggal, Melaka.
- Telephone No : 06-3316086/ 6078/ 6077/ 6073/ 6076
- Fax No : 06-3316079
- Emel : bpa@utem.edu.my
- Web : www.utem.edu.my

3.5.4 UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH (UMPSA)

- Address : Bahagian Pengurusan Akademik, Kompleks Perkhidmatan Siswa, Universiti Malaysia Pahang, Karung Berkunci 112, 2500 Kuantan, Pahang Darul Makmur.
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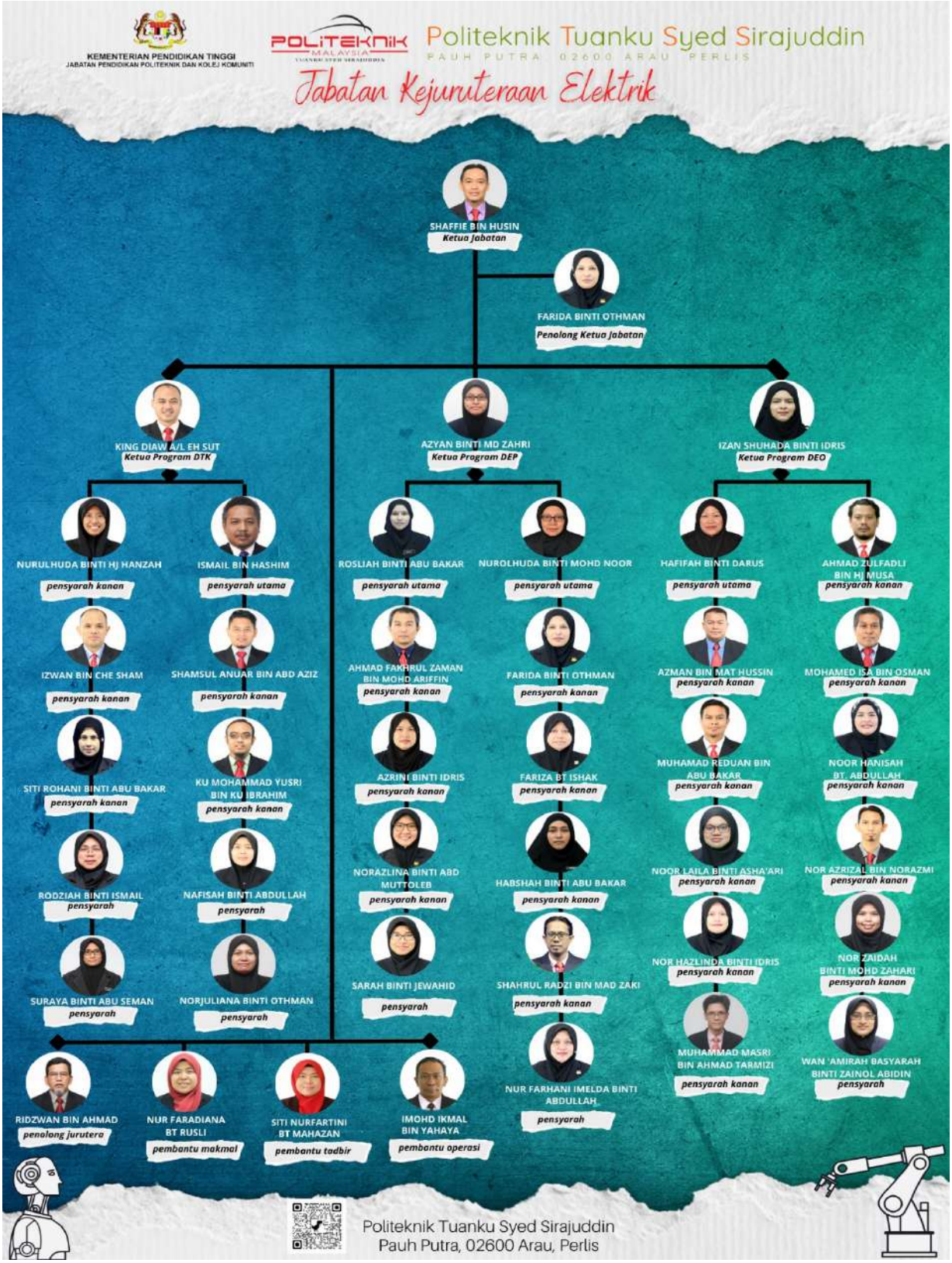
4.0 SUPPORTING DEPARTMENTS AND UNITS

4.1 ELECTRICAL ENGINEERING DEPARTMENT

DEPARTMENT ORGANISATION CHART



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40	Mohd Ikmal bin Yahaya	Operation Assistant	04-9886235	ikmal@ptss.edu.my

SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	**FB10104** **BASIC OF ENGINEERING TECHNOLOGY**	BASIC OF ENGINEERING TECHNOLOGY focuses on the introduction to the role of engineers in the industry. In this course, students will be exposed to safety and health of the public, technology and development in the industry of engineering technology. This course also covers the meaning and impacts of engineering in society, ethical decision making, professional codes of ethics and basic knowledge on Computer Aided Drawing (CAD) and Building Information Building (BIM). The students will be able to display excellent communication skills for working in group projects and organizing the activities of engineering practice in the society **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : apply the principal of engineering in the field of study (C3, PLO2) CLO2 : construct engineering drawing using appropriate tool and equipment correctly (P4, PLO2) CLO3 : engage in continuous learning and acquire essential skill of basic engineering technologies (P3, PLO5)
2	**FE20014** **ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY**	ELECTRICAL AND ELECTRONIC NGINEERING TECHNOLOGY course is designed to equip students with a comprehensive knowledge and skills related to electric and electronic engineering technology. This course also focuses on Direct Current (DC), Alternating Current (AC), capacitance, inductance, semiconductor devices and digital electronics which are the core of the electrical engineering field. It emphasizes on the fundamentals, laboratory work, analysis and understanding its relationships with theories learned **Credit Value : 4** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : solve the fundamental problem in electrical and electronic in engineering technology (C3, PLO1) CLO2 : conduct laboratory activities using appropriate tools (P3, PLO3) CLO3 : explain the process and outcomes of the laboratory (A3, PLO4)

4.1.1 LABORATARY FACILITIES IN ELECTRICAL ENGINEERING DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
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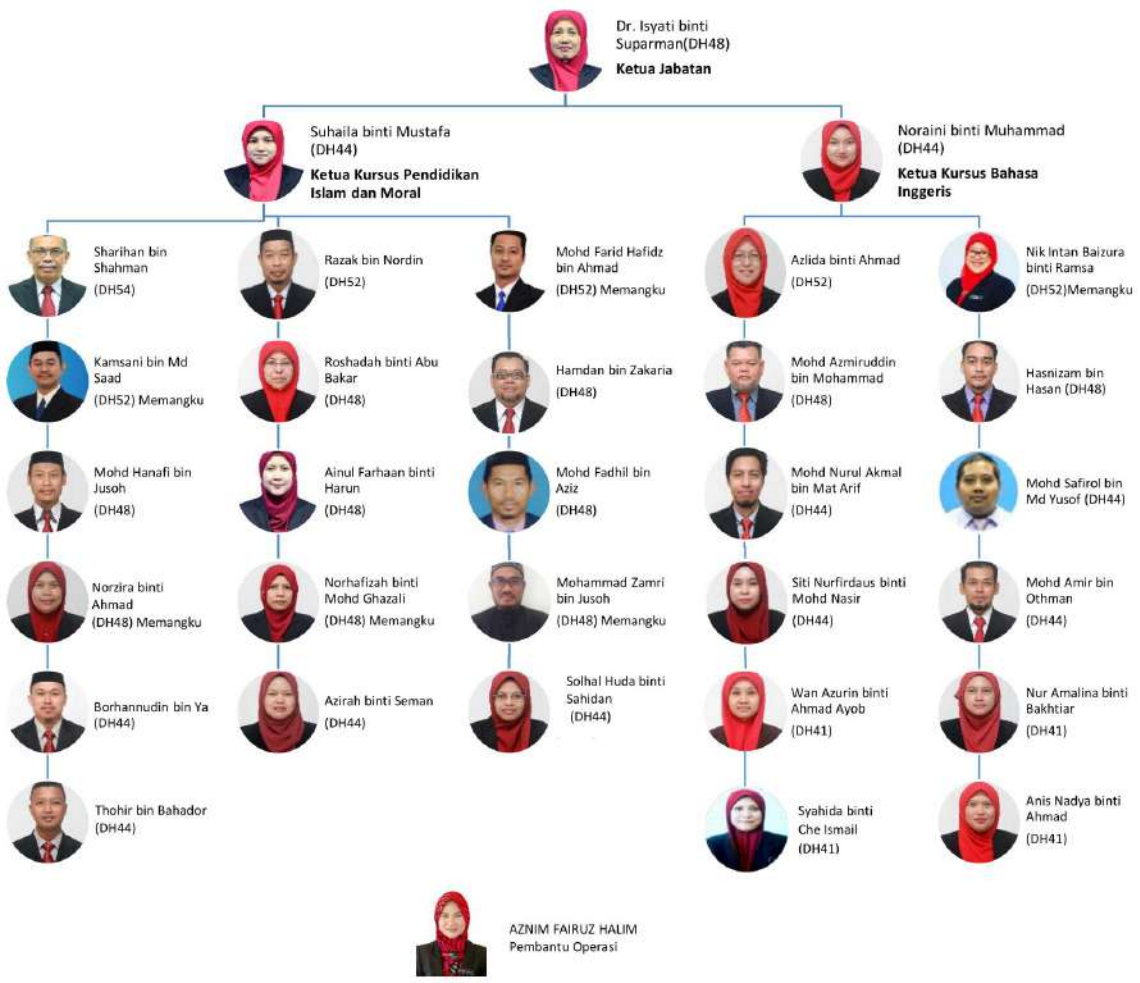
2	Electronic Equipment Repair Laboratory (EBE)	Mohamed Isa Bin Osman
3	Computer Repair Laboratory (EBK)	Nurulhuda Bt Hanzah
4	Measurement Laboratory (EMU)	Azrini Bt Idris
5	Electrical Technology Laboratory (ETE)	Nur Farhani Imelda Bt Abdullah
6	Electrical Principle Laboratory (EPE)	Sarah Bt Jewahid
7	Project Laboratory (EPR)	Ahmad Fakhrul Zaman Bin Ariffin
8	Installation and Wiring Workshop (EPP)	Izwan Bin Che Sham
9	Computer Programming Laboratory 1 (PRG 1)	Azyan Binti Md Zahri
10	Computer Programming Laboratory 2 (PRG 2)	Siti Rohani Bt Abu Bakar
11	ECAD Laboratory 1 (ECAD 1)	Noor Hanisah Bt Abdullah
12	ECAD Laboratory 2 (ECAD 2)	Norazlina Bt Abdul Mutolleb
13	Telecommunication Laboratory (ETL)	Nor Zaidah Bt Mohd Zahari
14	Data Communication Laboratory (EPD)	Nurolhuda Bt Mohd Noor
15	Computer Hardware Laboratory 1 (EPK 1)	Shamsul Anuar Bin Abdul Aziz
16	Computer Hardware Laboratory 2 (EPK 2)	Nafisah Bt Abdullah
17	Optoelectronic Laboratory (OPTO)	Hafifah Binti Darus

4.2 GENERAL STUDIES DEPARTMENT

DEPARTMENT ORGANISATION CHART



GENERAL STUDIES DEPARTMENT LECTURERS

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
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18	Mohd Amir bin Othman	Lecturer	04-9881666	mohdamir@ptss.edu.my
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26	Nur Amalina binti Bahtiar	Lecturer	04-9881657	amalinabahtiar@ptss.edu.my

SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	FU10012 THINKING SKILLS	THINKING SKILLS Course encourages students to reflect on the processes of thinking, as well as developing and practising thinking skills. It involves the ability to process critically, actively and skillfully conceiving, applying, analysing, and evaluating information gathered from observation, experience, reflection, reasoning or communication as a guide to belief and action. This course helps the students to develop and support their beliefs and evaluate the strength of arguments made by others in real-life situations. **Credit Value : 2** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : explain the concept of critical and creative thinking (C2, PLO1) CLO2 : discuss the attributes of being critical, creative and innovative in learning and life (A2, PLO6) CLO3 : find better decisions through critical thinking and creative problem solving (C3, PLO2)
1	FU10022 ENGLISH 1	ENGLISH 1 focuses on Productive Skills which includes Speaking Skills and Writing Skills as well as Receptive Skills which refers to Listening Skills and Reading Skills. These skills enable students to produce language in written and spoken forms; other than to be able to create and communicate new ideas. This course is designed to prepare foundation students to become a progressive B1 independent user (refer to CEFR level) to be proficient English language users in both academic and social contexts. **Credit Value : 2** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : select various information from range of listening tasks independently (A2, PLO6) CLO2 : practice effective communication and social skills in exchanging information and expressing opinions (A2, PLO4) CLO3 : outline relevant information by interpreting and responding to basic language functions to demonstrate the ability to select and articulate information from references (C2, PLO1)

2	**FU20032** **PENDIDIKAN ISLAM**	Kursus PENDIDIKAN ISLAM disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugasan, tunjukcara, pengalaman pembelajaran atau pembelajaran berasaskan masalah. **Credit Value : 2** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : menunjukkan dengan yakin amalan sistem Islam dalam kehidupan seharian seorang muslim. (A2, PLO6) CLO2 : menerangkan etika dan profesionalisme dalam institusi keluarga kearah pembentukan ummah yang mapan. (A3, PLO4) CLO3 : mencadangkan inisiatif yang signifikan dalam mendepani cabaran semasa masyarakat Islam di Malaysia. (A3, PLO6)
2	**FU20132** **PENDIDIKAN MORAL**	Nilai dan etika masyarakat Malaysia sering diperkatakan sejak kebelakangan ini. Kehidupan yang penuh cabaran memerlukan individu yang mempunyai asas pegangan agama dan moral yang kukuh. Modul Pendidikan Moral akan melahirkan warganegara yang mempunyai moral yang terpuji dalam menghayati warisan dan budaya masyarakat Malaysia. **Credit Value : 2** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : membincangkan konsep moral dan etika dalam konteks kepelbagaian kaum di Malaysia (A2, PLO6) CLO2 : menerangkan etika dan profesionalisme dalam menghadapi isu-isu moral masyarakat di Malaysia (A3, PLO4) CLO3 : mencadangkan inisiatif yang signifikan dalam mendepani cabaran isu-isu moral masyarakat Malaysia (A3, PLO6)

2	**FU20042 PENDIDIKAN MORAL**	ENGLISH 2 aims to enable foundation students to become more proficient in English language by focusing deeper on Productive Skills (speaking skills and writing skills) as well as Receptive skills (listening and reading skills). Hence, this course is designed to help them in delivering information and viewpoint effectively, able to use relevant information by analyzing and responding to language functions appropriately. Foundation students are aimed to be an independent English language user or a progressive B1 user based on the Common European Framework of Reference (CEFR). **Credit Value : 2** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : work on various information from range of listening tasks independently (A3, PLO6) CLO2 : demonstrate effective communication and social skills in delivering information and viewpoints (A3, PLO4) CLO3 : use relevant information by analyzing and responding to language functions to compose different types of essay using appropriate writing conventions (C3, PLO1)

4.2.1 LABORATARY FACILITIES IN GENERAL STUDIES DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
1	MAKMAL BAHASA 1	MOHD AMIR BIN OTHMAN
2	MAKMAL BAHASA 2	MOHD AMIR BIN OTHMAN
3	MAKMAL BAHASA 3	MOHD AMIR BIN OTHMAN

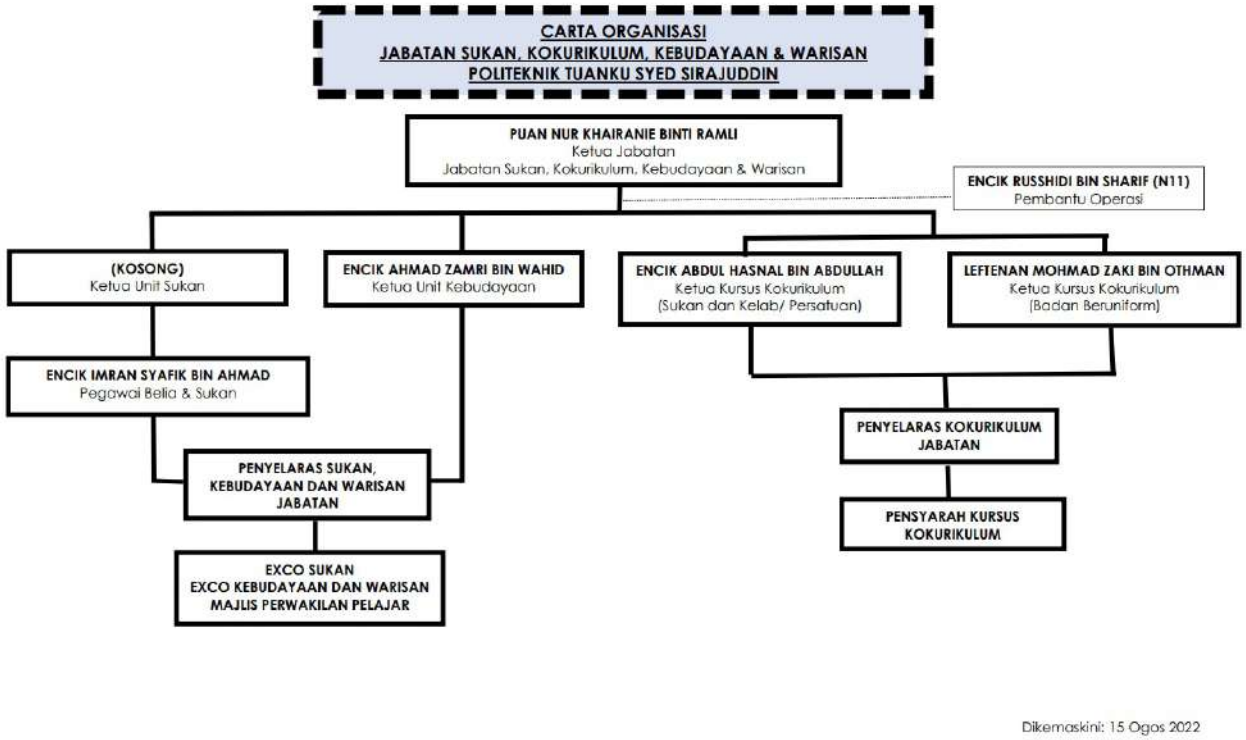
4.3 SPORTS, CO-CURICULUM, CULTURE AND HERITAGE DEPARTMENT

The involvement in co-curriculum creates opportunities for students to develop their talents and interests. To achieve these require commitment, innovation and creativity from both educators and students. It also includes outdoor activities such as sports, uniform units, clubs and societies. The activities should consist of elements that support the physical, emotional, spiritual and intellectual aspects in line with the National Philosophy of Education.

The Sports Unit is responsible for :

- managing sports activities inside and outside PTSS compound
- planning and ensuring sports activities are carried out accordingly
- monitoring and keeping record of PTSS athletes
- managing and maintaining the sports facilities
- developing individuality in spiritual, physical and intellectual

DEPARTMENT ORGANISATION CHART



SPORTS, CO-CURICULUM, CULTURE AND HERITAGE DEPARTMENT STAFS

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Nur Khairanie Binti Ramlis	Head of Department	04-988 1378	khairanie@ptss.edu.my
2	Imran Syafik Bin Ahmad	Youth and Sports Officer	04-988 6340	imran@ptss.edu.my
3	Russhidi bin Sharif	Operation Assistant	04-988 6344	russhidi@ptss.edu.my

SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
2	**FU20051 THINKING SKILLS**	O-CURRICULUM course is offered to all TVET foundation students in preparing them with attributes that develop their interpersonal and leadership skills. This course require students to participate in outside-the-classroom activity/project and to acquire specific skills in sports or clubs. **Credit Value : 1** **Prerequisite : None**	Upon completion of this course, students should be able to: CLO1 : present acquired skills in co-curricular activities (P2, PLO3) CLO2 : demonstrate leadership and teamwork skills in organizing club/ sports/ community service (A3, PLO6)

5.0 SUPPORTING SERVICES

5.1 STUDENT AFFAIRS DEPARTMENT (HEP)

Our role is to contribute to the mission of Politeknik Tuanku Syed Sirajuddin (PTSS) by partnering with other academic and administrative units to provide professional, creative, accessible, and high-quality services. To fulfill this role, Student Affairs Department seeks to create an environment that is caring and positive for students; practice champion cultural sensitivity and inclusiveness; provide coordinated services to ensure the student-focused and technologically up to date; and respond positively to change.

Our vision is to eliminate barriers and create opportunities that enable all students to experience success. Our actions are guided by these values:

- the well-being of all students
- innovation in problem solving
- the positive affirmation of student achievement
- professionalism and ethical behavior
- cooperative and collaborative efforts that include enthusiasm, respect, and humor

To accomplish our mission, Student Affairs Department has established the following goals:

- increase retention and completion rates of students
- develop capacity to deliver services to all campus sites
- institute data-driven analysis for planning and decision-making
- improve attitudes toward and participation in student activities and services
- increase new student enrollment at class, overall and in specified programs

The Student Affairs Department is responsible for managing :

- student admission and registration
- scholarships
- residential college
- discipline and student behavior
- registration of students' vehicle

- student's activities through club / society
- alumni
- Student Representatives Committee (MPP)
- student insurance

STUDENT AFFAIRS DEPARTMENT ORGANISATION CHART

STUDENT AFFAIRS DEPARTMENT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Mahirah binti Rafie	Head Of Department	04-9886202	mahirah@ptss.edu.my
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6	Nurul Hayati Binti Muda	Administrative Assistant	04-9886202	hayatimuda@ptss.edu.my
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5.2 EXAMINATION UNIT

Every Polytechnic under the Ministry of Higher Education responsible for providing guidance on learning, assessment, control and conduct of the examination. Conferment of Certificate and Diploma to each student is subject to approval and confirmation of Board of Examination and Certificate / Diploma Polytechnic after students have passed all examinations and meet all the requirements of the course. Polytechnic Examination Unit is the unit where responsible for planning, managing and implementing all activities related to student assessment based on the guidelines and evaluation set.

EXAMINATION UNIT ORGANISATION CHART

EXAMINATION UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Mohd Khairudin bin Saidina Omar	Head of Unit	04-9886388	khairudin@ptss.edu.my
2	Nor Azuana Binti Taib	Examination Officer	04-9881030	azuana@ptss.edu.my
3	Nurisah binti Wahab @ Abd Wahab	Examination Officer	04-9881037	nurisah@ptss.edu.my
4	Ros Mina binti Bahari	Admin Assistant	04-9881033	rosmina@ptss.edu.my

5.3 LIBRARY UNIT

The library provides quality and up-to-date information to everyone in terms of managing and providing access to information resources. Taking the role as a centre of knowledge, the library acts as a catalyst and assists in the teaching and learning and research in the process of producing creative and innovative semiprofessional.

The Library Unit is also an instrument in inculcating the reading culture among PTSS and the local communities through an ongoing reading campaign. Among the many objectives of the library unit are:

- to acquire relevant and current information for reference
- to manage a collection of information using a standard system for easy access.
- to provide quality information service and cultivate interest in reading
- to support the organization's objectives in teaching, learning and research.

LIBRARY UNIT ORGANISATION CHART

CARTA ORGANISASI PUSAT SUMBER

POLITEKNIK TUANKU SYED SIRAJUDDIN

LIBRARY UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Norhamiza binti Mohamad Hanopiah	Librarian	04-9886377	norhamiza@ptss.edu.my
2	Mohamad Fadhli bin Mustafa	Assistant Librarian	04-9886378	mfadhlimustafa@ptss.edu.my
3	Mazita binti Rahman	Assistant Librarian	04-9881672	Mazitarahman@ptss.edu.my
4	Nor Hafiza binti Zakaria	Assistant Librarian	04-9881672	Hafiza@ptss.edu.my
5	Nur Dalila binti Azhari	Assistant Librarian	04-9881672	dalilaazhari@ptss.edu.my
6	Nur Salizah Ng Abdullah	Assistant Librarian	04-9881672	nursalizah@ptss.edu.my
7	Zafilah binti Ismail	Assistant Librarian	04-9881672	zafilah@ptss.edu.my

5.4 LIAISON & INDUSTRIAL TRAINING UNIT

The Liaison & Industrial Training Unit (UPLI) is responsible for managing students' industrial training affairs. Students will be assigned to a particular organization during their training period based on their respective fields of study.

The placement process is finalised before training commences. Students are constantly advised to maintain a high level of discipline. They should abide by the rules and regulations of both the polytechnic and organization. Organizations are advised to consult the polytechnic immediately if there are any disciplinary problems.

The objectives of this programme can be summarized as follows:

- to foster a positive character and traits among students
- to develop better communication skills
- to practise good work ethics and conform to rules and regulations
- to expose students to the working environment
- to produce daily report on the training

LIASON & INDUSTRIAL TRAINING UNIT ORGANISATION CHART

LIAISON & INDUSTRIAL TRAINING UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Hafiz Reza bin Haron	Head of Unit	04-9886244	hafizreza@ptss.edu.my
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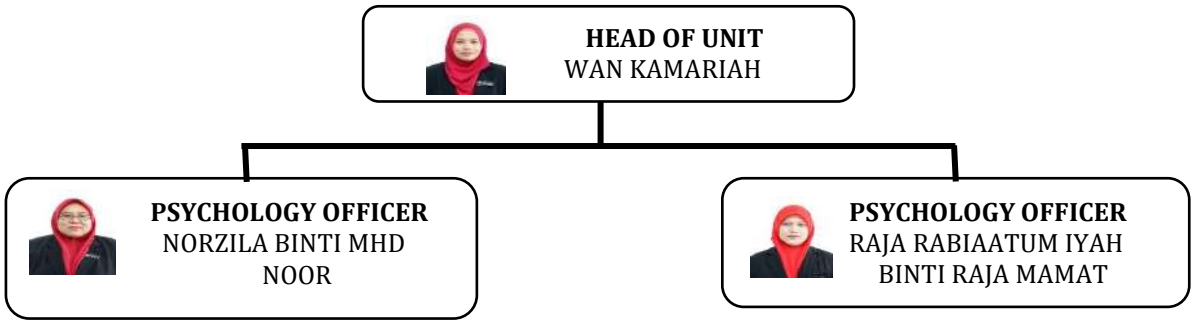
4	Nur Fateaha binti Fazil	Admin Assistant	04-9886243	nurfateaha@ptss.edu.my

5.5 PSYCHOLOGY MANAGEMENT UNIT

The Psychology Management Unit works on implementing the Human Capital Development program based on psychological approaches which include aspects of development, prevention, rehabilitation and intervention. In addition, this unit also provides counseling and professional guidance to ensure semiprofessional work force is well balanced mentally and physically. The Psychology Management Unit is responsible for:

- raising self-awareness and surroundings
- highlighting ones' potential
- developing multi skills
- promoting studies opportunities
- assessing student's interests, personality, values and skills, and helps them to explore career options

PSYCHOLOGY MANAGEMENT UNIT ORGANISATION CHART



PSYCHOLOGY MANAGEMENT UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Wan Kamariah Binti Wan Mat	Head of Unit	04-9886208	kamariah@ptss.edu.my
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3	Raja Rabiaatum Adawiyah Bt Raja Mamat	Psychology Officer	04-9881100	rabiaatum@ptss.edu.my

5.6 INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT

The Instructional Development and Multimedia Unit (UIDM) is one of the support unit for Academic and Administration in PTSS. The main functions are :

- Advising and guiding in Instructional Development for the purpose of Learning and Teaching.
- Provide sufficient skill and Audio Visual equipment for any activities (on campus/outside of campus) based on frequent application.
- Supervise in-term of skill and facilities/equipment for any activities by students/lecturers.
- UIDM as Audio Visual Committee for any major events on campus such as Convocation, Students Registration Day, major celebrations and assembly.
- Documentation Record any events on/off campus through video and photo for the purpose of archives.
- As committee for Design & Printing for most of the major events on campus.

INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT ORGANISATION CHART

INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
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3	Ahmad Norhaizam Bin Ahmad Rosli	Photographer	04-9881693	norhaizam@ptss.edu.my
4	Muhamad Fadzwan Bin Amir Roslan	Designer	04-9881690	fadzwan@ptss.edu.my
5	Muhammad Husaini bin Harun	Juruaudio Visual	04-9881690	husaini@ptss.edu.my

5.7 INFORMATION TECHNOLOGY AND DATA CENTER

The Information Technology and Data Center (ITDC) is one of the support unit for Academic and Administration in PTSS that provides ICT services for management, teaching and learning activities.

Among the scope of duties and responsibilities of ITDC are:

- Management of Campus Network System
- Management of ICT Equipment Maintenance
- Management of Polytechnic Information Management System (SPMP)
- Management of Staff Attendance System (Net-AIMS)
- Management of ICT Helpdesk System (UTMK2U)
- Management of PTSS Official Website
- Management of Staff Official Email (MyGovUC)
- Management of Server Room
- Management of ICT Asset
- Management of ICT Procurement
- Management of Government Public Key Infrastructure (GPKI)
- Management of Video Conference
- Management of ICT Projects
- Management of Technical Support for Other Systems

INFORMATION TECHNOLOGY AND DATA CENTER ORGANISATION CHART

INFORMATION TECHNOLOGY DATA CENTRE CONTACT PERSONNEL

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9	Mohamad Khairul Fazmi Bin Jamaludin	Assistant Information Technology Officer	04-9881503	fazmi@ptss.edu.my
10	Nurul Fara Binti Noor Azman Raman	Assistant Information Technology Officer	04-9881508	fara@ptss.edu.my
11	Ridzuan Bin Yaakob	Assistant Information Technology Officer	04-9881508	ewan@ptss.edu.my
12	Zuraidah Binti Ghazali	Assistant Information Technology Officer	04-9886348	zuraidahghazali@ptss.edu.my
13	Mohd Rifaiz Bin Mohd Razali	Computer Technician	04-9886348	rifaiz@ptss.edu.my

5.8 RESIDENTAL COLLEGE

The uniquely modern PTSS hostel can easily accommodate a total of 3600 students. Students in semester one have the opportunity to enjoy the facilities provided on campus in addition to a comfortable and conducive living environment. Students are placed in the hostel to instill good learning habit, moral values, integration and friendship among students of different race, religion and culture.

RESIDENTAL COLLEGE ORGANISATION CHART

RESIDENTIAL COLLEGE CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Johanis bin Mohd Jamil	Principle of Residential College	04-9886356	johanis@ptss.edu.my
2	Nazimah binti Saad	Residential College Manager	04-9886355	nazimah@ptss.edu.my
3	Muhammad Fauzee bin Asuar	Assistant Medical Officer	04-9886359	fauzee@ptss.edu.my
4	Mawarni binti Khalid	Assistant Administrative Officer	04-9881771	mawarni.khalid@ptss.edu.my
5	Mohamad Yazair bin Ab Manan	Assistant Engineer	04-9881771	yazair@ptss.edu.my
6	Syed Mohd Hafzal bin Syed Z Azim Khilmi	Assistant Engineer	04-9881771	syedhafzal@ptss.edu.my
7	Shaidi bin Ramli	Residential College Supervisor	04-9881771	shaidi@ptss.edu.my
8	Azhar bin Ali	Residential College Supervisor	04-9881771	azharali@ptss.edu.my
9	Adi Shafiq bin Salehhudin	Technical Assistant	04-9881772	adishafiq@ptss.edu.my

POLITEKNIK
MALAYSIA
TUANKU SYED SIRAJUDDIN

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