VISI POLITEKNIK KUCHING SARAWAK

Menjadi institusi TVET premier yang diterajui industri

To be the primier industry–led TVET institution

MISI POLITEKNIK MALAYSIA

1. Menyediakan akses kepada program TVET yang berkualiti dan diiktiraf.

To provide access to quality and recognized TVET programme

2. Membangunkan kurikulum yang dipimpin industry dan meningkatkan kesediaan graduan melalui penglibatan industri yang diselaraskan.

To develop industry-led curriculum and enhance graduate readiness through coordinated industry engagement

3. Menghasilkan graduan yang seimbang dan berdaya keushawanan melalui program pengajian yang dinamik dan mampu.

To produce balanced and enterprising graduate through dynamic and sustainable study programme

4. Mendapat pengiktirafan antarabangsa melelui kerjasama dan penyertaan aktif dalam komuniti TVET.

To gain international recognition through collaboration and active participations in TVET community
1.1 BACKGROUND

Electrical Engineering is one of the major departments in Kuching Polytechnic Sarawak. The department offers three year course of Diploma programme in Electronic Engineering (Communication) and Electrical and Electronic Engineering (DEE). The objective of the Electrical Engineering Department is to generate the highly skilled Diploma holders with strong theoretical and practical background in electrical and electronic engineering industry. This is achieved through emphasizing on practical problem solving and laboratory works with team projects. The department has more than 47 full-time knowledgeable lecturers with various background and professional expertise.
2.1 ELECTRICAL ENGINEERING DEPARTMENT ORGANIZATION CHART
3.1 PROGRAMME SYNOPSIS

The Diploma in Electrical and Electronic Engineering programme is designed to cover the broad discipline of electrical and electronic engineering. The broad-based electrical and electronics foundation of which includes electrical and electronic principles, computer fundamental and programming, computer aided design, semiconductor devices, and communication systems, wiring installation, power system, electrical machine and programmable logic controller. The knowledge and skills coverage of both fields would provide graduates with a wider range of employment opportunities. Apart from the technical knowledge and skills, the programme also emphasizes on the development of the individual potential of students in an integrated and holistic manner through courses such as Islamic studies, moral studies, co-curriculum, soft skills and entrepreneurship.

3.2 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Electronics Engineering (Communication) programme shall produce semi professionals who are:

PEO1: Knowledgeable and technically competent in electrical and electronics disciplines and able to adapt themselves with new technological challenges in electrical and electronic.

PEO2: Effective in communication and contribute effectively as a team member with the capability of being a leader.

PEO3: Capable to solve electrical and electronics problems innovatively, creatively, ethically with social responsibility towards developing country and community.

PEO4: Able to demonstrate entrepreneurship skills and recognize the need of lifelong learning for successful career advancement.
3.3 PROGRAMME LEARNING OUTCOMES (PLO)

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

PLO1: Apply technical knowledge and social science / humanities knowledge to well defined electrical and electronic engineering problem and to the personality development of individual respectively.

PLO2: Solve related well-defined electrical and electronic engineering problems systematically using appropriate tools and techniques.

PLO3: Analyze and investigate well-defined electrical and electronic engineering problems.

PLO4: Design well defined engineering solutions for electrical and electronic engineering systems.

PLO5: Demonstrate practical skill in utilizing modern electrical and electronic engineering tools and design packages.

PLO6: Communicate effectively with the engineering community and the society at large.

PLO7: Demonstrate awareness and consideration for societal, health, safety, legal and cultural issues and the consequent responsibilities, taking into account the need for sustainable development.

PLO8: Engage in independent acquisition of new knowledge and skill, and recognize the need for professional development and information management;

PLO9: Demonstrate an awareness for entrepreneurship;

PLO10: Demonstrate an understanding of professional ethics, responsibilities and norms of electrical and electronic engineering practices.

PLO11: Function individually or in teams, effectively, with a capability to be a leader.

3.4 JOB PROSPECT

This programme provides the knowledge and skills in communication engineering that can be applied to a broad range of careers in most electronic communication field. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as:-

- Assistant Engineers / Technical Executive
- Electrical/Electronic Technician
- Electrical Engineering Service Advisor
- Technical Assistant
- Electrical/Electronic Engineering Supervisor
- Assistant Engineer
### 3.5 PROGRAMME STRUCTURE DEE

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>COURSE CODE</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
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<tr>
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<td>Measurement</td>
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<td>Semiconductor devices</td>
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<td>DEC2012</td>
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<td>DEE3061</td>
<td>Computer Aided Design (CAD)</td>
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<td>Electronic Circuits</td>
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<td>Electronic Computer Aided Design (ECAD)</td>
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<td></td>
<td>DEP3273</td>
<td>Communication System Fundamentals</td>
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<td>Power System</td>
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<td>DEC3023</td>
<td>Computer Networking Fundamentals</td>
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<td>DEJ5153</td>
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<td>DEE5081</td>
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### SEMESTER 5

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<td>Komunikasi dan Penyiaran Islam</td>
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<td>COMMON CORE</td>
<td>DPB2012</td>
<td>Entrepreneurship</td>
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<td>DISCIPLINE CORE</td>
<td>DEE6113</td>
<td>CMOS Integrated Circuit Design</td>
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<td>DET3043</td>
<td>Electrical Machine</td>
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<td>DET5073</td>
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#### 3.6 TOTAL CREDIT HOURS

96 credit hours

Note:
Students can refer to their Course Outline for more information about all courses undertaken each semester.

#### 4.0 ELECTIVE COURSES

Any Level 5 and Level 6 electrical and electronic courses not in the programme structure but listed in the Course Inventory can be offered by the respective polytechnic. Students are required to take a minimum of four credits of elective courses.
5.1 STUDENT AFFAIRS DEPARTMENT (JHEPP)

The Student Affairs Department (JHEPP) comprises of two units namely the Student Intake & Data Unit (IDU) and the Welfare & Discipline Unit (WDU). This department assists Politeknik Kuching Sarawak (PKS) in the processing of students’ intakes as well as students’ registrations, keeping and updating the students’ records and monitoring their welfare.

The Student Intake & Data Unit (IDU) helps and facilitates the management of all applications for admission, registration and updating of students’ records whereas the Welfare & Discipline Unit (WDU) is mainly concerned with the welfare of the students such as assisting students’ application for financial aids, monitoring their discipline and obtaining study permit for students from other states. The department is managed by the Head of the Student Affairs Department assists by the Student Intake & Data Unit Head, and the Welfare & Discipline Unit Head. Apart from that, there are three other officers entrusted to three units namely the Students’ Registration unit the Scholarship unit and the Disciplinary unit.

Figure 5.1 Organization Chart of Student Affairs Department
5.1.1 Aims

This department strives to optimize the intakes with high quality students and to implement a more systematic Student Management System.

5.1.2 Objectives / Roles

The objectives of the Student Affair Department are to ensure that the students’ intake and registration process are smoothly implemented and at the same time this department will provide a more systematic management system in line with the aspiration of Politeknik Kuching Sarawak by;

a. assisting the Polytechnic Management Sector (SP Poli) in handling the intake of new students.
b. disseminating information regarding learning and educational opportunities at Polytechnics in the Ministry of Education nationwide.
c. recording the statistics of students’ intake and development.
d. managing the students’ welfare pertaining to procuring of sponsorship.
e. providing information pertaining to students’ welfare and performance.

5.1.3 Activities of the Student Affairs Department

a. Students’ Intake
   • Disseminating information pertaining to admission for the first and second intakes.
   • Receiving the BJT-BPP, the candidates’ acceptance forms, and verifying the consistency of the information provided by the candidates.
   • Mailing the relevant forms to the candidates for registration purposes.

b. Registration
   • Coordinating and managing the registration of new and senior students.
   • Managing the Orientation Week programme for the new students.
   • Managing matters pertaining to courses, referrals and inter polytechnic transfers.

c. Students’ Records
   • Recording and updating students’ records
   • Updating the students’ databases.
   • Preparing and producing students’ statistics.
d. Study Permit
- Assisting students from outside Sarawak to procure the documents.
- Collaborating with the Immigration Department in matters pertaining to application, issuance and renewal of necessary travel documents.

e. Sponsorship, Scholarship and Study Loans
- Collaborating with sponsors by providing relevant sponsorship information to students.
- Assisting students throughout the application processes.
- Facilitating the interview sessions conducted by the sponsors at PKS premise.
- Facilitating the signing of the “Sponsorship Agreement”

f. Students' Discipline & Conduct
- Setting and implementing the rules and the code of conduct of PKS students.
- Overseeing and implementing the Act 174.
- Monitoring and enforcing discipline and the conduct of road users in PKS.

g. Students' Welfare
- Helping students in getting medical attention.
- Helping students in attaining suitable accommodation.
- Assisting students who need assistance.

h. Students' Insurance
- Helping students to acquire group insurance.
- Helping students to file claim(s) in case of accidents.

i. Committee for Students Representatives
- Monitoring the committee activities through the bureau advisors.
- Coordinating the Orientation Week programme for the new students.

*Note: For information pertaining to Officer-in-charge of the various activities stated above, kindly refer to the attached Organization Chart of Student Affairs Department.*

5.1.4 Services Provided by the Student Affairs Department (JHEPP)

The Student Affairs Department provides services to all students. When seeking assistance at the service counter of Student Affairs Department, students are advised to comply with the dress code as prescribed in the polytechnic dress code rules and regulations. The
Department uses student’s registration number or student’s matrix card number as a guide to track or extract student’s information when dealing with the following services. The services provided by the department are as follows:

1. Inter Polytechnic Transfer
2. Change of Programme
3. Deferment of Study
4. Discontinuation of Study
5. Student Card
6. Student Personal file
7. Certification of Documents

5.1.6 Application Procedures for the Services provided by JHEPP

a. Inter Polytechnic Transfer

Successful candidates will be offered a place in one of the polytechnics in Malaysia and the decision of placement to that particular polytechnic as stated in the offer letter is **FINAL.** However there is allowance for appeal and candidates should abide to the following procedures:

i. For candidates who have not reported to the Polytechnic. Candidates need to write an official letter of appeal for a transfer to another Polytechnic. The letter should be addressed to the Student Intake Division, Department of Polytechnic Education, Putrajaya.

ii. For candidates who have reported to the Polytechnic. Applications for a transfer to another polytechnic can be made between the fourteenth (14th) week to the sixteenth (16th) week of the academic session. The application must be endorsed by the Director of the polytechnic and the students’ academic interests are to be taken into account. The result of the transfer will be made known by the eighteenth (18th) week of the academic session. For critical cases, applications must be sent immediately and directly to the Student Intake Division, Department of Polytechnic Education, Putrajaya.

iii. Cancellation of application for the Inter Polytechnic Transfer Students must submit their application of cancellation of interpolytechnic transfer directly to the Student Intake Division, Department of Polytechnic Education. However, the approval of the cancellation of transfer is under the jurisdictions of the abovementioned department. Students who are given a transfer to another polytechnic while undergoing their industrial training or during deferment of study can register with their new polytechnic during the coming semester. Students who are involved with police case must make sure that their transfer will not affect the police investigation.
b. Change of Programme

The course offered to student as stated in the letter of offer is **FINAL**. For students who wish to appeal for the change of programme, the following steps should be taken.

- For students who have not yet registered with the Polytechnic All appeals for change of courses programme should be directed to the Student Intake Division, Department of Polytechnic Education, Department of Polytechnic Education.
- For students who have registered with the polytechnic Application for change of programme can be submitted to the Director of the polytechnic within one (1) month from the date of the first registration. Applications can be submitted by students at any semester. Successful applicants will be placed in the first semester of the new programme.

  *Note: Upon approval, the student’s matrix card for the previous programme should be returned to the Student Affairs Department.*

c. Change of Programme mode

Only students who have enrolled for a full-time programme will be allowed to change their programme. They are only permitted to change to a part-time programme that is being offered in the same polytechnic. Application for change of programme should be addressed to the Director of Students In-take Division, Department of Polytechnic Education, through the Director of Polytechnic of the applicant.

  *Note: Students’ Matrix Card should be returned to the Student Affairs Department upon the approval by the Director of Students In-take Division, Department of Polytechnic Education.*

d. Deferment of Study

- For applicants who have not registered with the polytechnic. Applicants who wish to apply for postponement of study should write a letter of appeal to the Director of Students In-take Division, Department of Polytechnic Education. They can apply for readmission in the coming session / semester.
- For applicants who have registered with the polytechnic and Senior Students Applicants who wish to apply for postponement of study should write to the Director of polytechnic for approval. However, application for deferment of study is only given to those who are on medical grounds. Upon approval, the current semester will not be taken into account or considered as waived.

  *Note: The period of postponement of study should not exceed 2(two) semesters except on medical grounds.*
d. Discontinuation of study

i. Students who wish to quit from polytechnic are required to fill in the “Discontinuation Study Form”. The duly completed form must be commented by the Academic Advisor, the Public Relations Officer, the Head of Industrial Training Unit and the Librarian before submitting to the JHEPP for verification. The Director of the polytechnic will make the final decision pertaining to the approval of the application.

ii. An official letter for the result of the appeal will be sent to the applicant and copy to the following:

- Head of Academic Department students
- Examinations Officer
- Librarian
- Head of Industrial Training Department
- Head of Co-curriculum Sports Department
- Student Personal File

The officer in-charge will have to update the student’s data in the database and student’s personal file.

e. Student Card

JHEPP is responsible for preparing the Polytechnic student card. Students who have received their cards must acknowledge receipt.

f. Student Personal files

The officer-in-charge of Student Personal file is PHEP (PD) and is responsible for the following;

i. Prepare and open new Student Personal File for every new student. Each file should include the following:

- Reply for the Letter of Acceptance (BJT-BAP).
- Copies of Certificate of Co-curriculum
- A copy of identity card or My Card
- A copy of the School Leaving Certificate
- Form BHEP1 to BHEP 6 completed and duly signed.

Note: Copies of the above documents must be certified.
ii. Updating Student Personal File

iii. Students are required to replace any missing, incomplete or damaged documents.

iv. This file will be stamped with the words “for use in Polytechnic only” or used as “Crossed file”.

g. Certification of Documents

Officers who are eligible to certify the certificates and documents are as follows:

- Government Officer Management and Professional / Group A
- Judicial and Legal Officer, Chief Judge, Lawyer, Magistrate / Justice
- Peace and All Doctors Working in Central Government Health only.
- Principal / Headmaster
- Police Officer of the rank of ASP and above
- Staff of the Army rank of Captain and above
- Superintendent of Prisons, Fire Authority, the Superintendent of Customs
- MP / Senator
- Felda Manager or Felcra Manager
- Headman / Warden / Pemanca / Community Leaders (Sabah and Sarawak).

Office Opening Hours

Monday to Thursday: 0800 - 1230 & 1400 - 1700
Friday: 0800 - 1130 & 1415 - 1700
Closed on Public holidays
5.2 EXAMINATION UNIT

5.2.1 Roles and Duties of Examination Unit:
   a. Preparing Final Examination Timetable
   b. Distributing latest examination related information by means of notice boards and PKS website
   c. Handling Final Examination at the end of each semester
   d. Preparing the Invigilation Timetable for lecturers
   e. Managing the process of receiving and delivering examination papers
   f. Receiving the answer scripts and preparing them for moderation by appointed moderators or answer script markers
   g. Preparing examination results master sheets for endorsement purposes during the PKS Examination Committee Meeting.
   h. To be the Secretarial for the PKS Examination Committee Meeting
   i. To keep record of student examination marks
   j. To prepare certificates and awards for qualified students
   k. To prepare supporting documents pertaining to student’s appealing letters to be used during the PKS Examination Appeal Meeting
   l. To play the role as Secretarial for the PKS Examination Appeal Meeting
   m. To act as the Certification Committee during PKS Convocation

5.2.2 Services for Students:
   a. To provide the latest information regarding Final Examinations
   b. To receive and handle feedback from students/clients and respond within 14 days
   c. To reproduce lost or damaged certificates upon request
   d. To manage students Final Examination’s appeal letters
   e. To dispatch student’s certificates, exam related documents as well as gifts for those who are not able to attend the convocation
   f. To safe keep student’s certificates which are either not received or cannot be contacted
   g. To prepare Letter of Confirmation for student who has just successfully completed their study
   h. To verify and endorsed Final Exam Result Slip for the purpose of application for Study Loan, Scholarship or admission to Polytechnic Hostel (KAMSIS)
   i. To prepare alternative Final Exam timetable for student in case of clashes in the original timetable
   j. To assist the Academic Departments in making a join decision should there be exam related cases.
**Officers in Charge:**

Hyriel Farithz Bin Ahmad - Head of Examination Unit  
Fatimah Binti Leman - Assessment Management Examination Officer  
Chen Hong Liung - Record and Certification examination Officer  
Imelda Binti Biding - Assistant Administrative  
Edwin Joseph Toh - Assistant Operation

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**Figure 5.1 Organization Chart of Examination Unit**

### 5.2.3 Workflow

Student who has any enquiries pertaining to examination unit, or anything related with examination should first approach our Assistant Administrative Officer at the Examination Unit Counter which is located to the left of the main entrance of Examination Unit.

Enquiries that need further action or clarification will be forwarded to the appropriate officer(s). According to our policy, any enquiries received must be responded and action taken within twenty one (21) days. However, should the enquiries require further investigation such as involvement of other units or departments, then the handling process may exceed twenty one (21) days and students will be informed about it.

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**Operating Hours:**

Monday to Thursday : 8.30 am – 12.30 pm, 2.00 pm – 4.30 pm  
Friday : 8.30 am – 11.30 am, 2.30 pm – 4.30 pm  
Closed on Public Holidays
5.3 DEPARTMENT OF SPORTS, CO-CURRICULUM & CULTURE (JSKK)

5.3.1 Introduction

The role of this department is to organize as well as to supervise all co-curricular and co-curriculum activities in Politeknik Kuching Sarawak (PKS). Its main objective is to enhance the soft skills of PKS students especially in areas of social interaction, leadership, discipline and levels of confidence.

![Figure 5.1 Department Of Sports, Co-Curriculum & Culture (JSKK)](image)

The structure of JSKK, Politeknik Kuching Sarawak is as followed:

i. Sports Unit
ii. Co-curriculum Unit
iii. Culture & Heritage Unit

JSKK is responsible for all matters related to sports, co-curriculum and culture in the polytechnic. This includes planning, organizing, implementing, coordinating, supervising and monitoring the overall activities of sports, cultural as well as managing the equipment. This department also ensures that all facilities are in tip-top conditions and at the same time provides quality and excellence services to all our customers.
JSKK also ensures that all sports activities, co-curriculum and culture are progressing according to schedule and complied with the Polytechnic Calendar. It is also actively involved with outside activities related to sports, culture and co-curriculum. Apart from that, JSKK always plans in advance to ensure that lecturers performing the following courses are given opportunity to equip themselves with the required knowledge and ample training to enable them to be qualified trainers in the areas of sports, co-curriculum and culture.

JSKK also manages the development and promotion of sports for students and staff. This department is also engaging experts from within and outside the Polytechnic in promoting sports training programs, co-curriculum and cultural activities.

5.3.2 Sports Unit

This unit is responsible for managing and coordinating all sports programs in polytechnics. Under this unit, there are several student sports clubs managed by lecturers who are very keen, committed and qualified as a coach in this field. Kejohanan Sukan Politeknik Kuching Sarawak or also known as KESUPKU is one of the internal activities which involved sports competition among the students between the academic departments. KESUPKU also gets the staff to get involved with the competition. The involvement and achievement in sports by Polytechnic Kuching Students is very encouraging.

Students are provided with the chances to join tournaments such as Sports Carnival organized by Majlis Sukan Politeknik Malaysia (MSPM), Kejohanan Sukan Jemputan from IPTA and IPTS, Kejohanan Sukan Jemputan from Sports Association and Organization. Students also can join sports tournament on a higher level which is Sukan Institusi Pengajian Tinggi (SUKIPT). SUKIPT is actually organized by Sports Department of Ministry of Higher Education, held once in two years’ time since it was introduced for the first time in 2012. The students who are excellent in sports might have the chances to represent Sarawak in Sukan Malaysia (SUKMA) in which the practices would be handled by Majlis Sukan Negeri Sarawak.

5.3.3 Co-curriculum Unit

The Co-curriculum Unit is responsible for ensuring that all co-curricular programs can be implemented smoothly and effectively. All these modules will expose students to the various aspects of the basic skills of individuals as well as groups. Continuous assessment is made through the course in the form of student practical work and theory. Students would be given choices just like in Figure 5.3 for Co-curriculum Course. This course is actually compulsory for Semester 2 and Semester 3 students.

“Laluan 1” is a choice where it involves sports in semester 2 (1 credit) and club/society in semester 3 (2 credits). “Laluan 2” is a uniformed unit choice which starts in semester 1 (0
credit), semester 2 (1 credit), semester 3 (2 credits) and students can get a chance to get "pentauliahan Pangkat" in this uniformed unit when they managed to get through the courses in semester 4 (0 credit) and semester 5 (0 credit). There are 4 uniformed units offered which are:

i. Askar Wataniah
ii. PLAS Tldm
iii. Pispa
iv. Relasis

![Diagram of course curriculum](image)

**Figure 5.3 Pilihan Kursus Co-Curriculum**

### 5.3.4 Culture & Heritage Unit

Under this unit, there are several activities planned to be implemented and a number of activities organized by JSKK and lead by Culture Officer with a group of students from Kebudayaan dan Warisan (KEWARIS). Among the activities involved KEWARIS are Majlis Konvokesyen Politeknik Kuching Sarawak, Sambutan Hari Perayaan, as well as performances inside and outside of Politeknik Kuching Sarawak.

At the level of Politeknik Malaysia, Seketeriat Kebudayaan Politeknik Malaysia or SEKEW was established in 2016. The main purpose of SEKEW is to plan, coordinate and organize cultural events for polytechnics. SEKEW is also responsible in planning festivals, seminars, explorations and various courses on cultures to help the polytechnic students and staff develop their skills, knowledge and expertise in various areas. The council also acts as a resource centre to assist the polytechnics in various matters pertaining cultures towards achieving excellence in cultures and heritage.
5.4 INDUSTRIAL LIAISON & TRAINING UNIT (UPLI)

The industrial training has played an important role in providing polytechnic students with opportunities for hands-on experience and exposes students to related workplace competencies demanded by the industries. This training provides exposure to students in term of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with the real work experience, thus helping students to perform as novice workers.

The duration of each training session is one semester, that is, approximately 20 weeks. Students are required to undergo industrial training in their field of studies with participating organisations. Before the students are eligible for training, they have to fulfill all the following requirements as stated in part 5 of the “Arahan-arahan Peperiksaan dan Kaedah Penilaian” dated 12th February, 2009.

The placement of training venue will be made known to the students before the commencement of training. Students will be attached to an organisation based on their respective fields of study. During their internship, they will be guided by supervisors appointed by the organization. Students are constantly advised to maintain a high level of discipline. At the end of internship, students will be evaluated by organization supervisors based on their overall performance.

In Kuching Polytechnics, the Industrial Liaison & Training Unit (UPLI) is situated at 1st floor of the Cisec’s building that is next to the PKS library. This unit is headed by a unit head, two officers and an administration clerk that is responsible for managing students’ industrial training affairs. Apart from that, this unit is assisted by lecturers from other academic department who will be the training coordinators to the students.

For further information pertaining to industrial training, students are welcomed to seek advice and assistance from any staff of the Industrial Training Unit.
5.5 LIBRARY

5.5.1 PKS Library Services:

a. Loan Services  
   e. Interlibrary Loan
b. Web OPAC (Online Public Access Catalog)& Facebook  
   f. User Education Service
c. References and Information Search Services  
   g. Repository Dspace@Politeknik Kuching Sarawak
d. Media Services  
   h. What's App

5.5.2 Officer-in-charge:

- For general customer services such as returning of loan, requesting for reference and retrieval of information, users can seek the assistance of the Library assistants.
- For Media services, users too can request assistance from the Library assistants.

5.5.3 Library service procedure:

a. Loan services is provided to all registered users and they are eligible to borrow library materials. All loan items are computerised. Borrowers are responsible for returning books on or before the due date. Fine will be imposed for items that are overdue.

b. Web OPAC is accessible to all users via internet. Users can visit the library website at www.library.poliku.edu.my to check on any titles or materials that are available.

c. The Reference and Information Search Service is available at the reference / loan counter. This service helps users to solve problems pertaining to library usage. It also provides guidance and information through the OPAC service.

d. Users can also make enquiries by using phone, email or letter through the internet. The Media Service is located at first floor of library PKS. This service provides the usage of materials such as audio and video cassettes, compact discs, DVDs, multimedia CD-ROMS, slides, and diskette and internet service. Users should fill in the form first before using the media service. Internet usage is limited to 30 minutes per session.

e. Interlibrary Loan is a service that applies resource-sharing concept with other libraries or resource centers. This service is the first point of call if the material needed is not available in PKS collection. It is a cooperative service among libraries in Malaysia. Interloan includes acquiring of journal articles and loaning of books, etc. The delivery of the materials requested depends on their availability.

f. The library has been providing User Education Service for new intake students PKS. They will be able to know how to search and retrieve documents of their interest. through this service.
g. Dspace @ Polytechnic Kuching is a digital repository system that collects, stores, preserves and disseminates materials owned by/related to Politeknik Kuching, Sarawak (PKS) in digital form. Users will be able to have a quick access to the information in the system. Stored materials include PKS's archive, examination papers, research papers, conference papers and staff's publications.

5.5.4 Operating Hours

**Monday to Friday:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>During Semester</td>
<td>8.00 a.m - 4.50 p.m</td>
</tr>
<tr>
<td>Inter Semester Break</td>
<td>8.00 a.m – 1.00 p.m</td>
</tr>
<tr>
<td></td>
<td>2.00 p.m – 4.00 p.m</td>
</tr>
<tr>
<td>Closed</td>
<td>Saturday, Sunday and Public Holidays</td>
</tr>
</tbody>
</table>
5.6 PSYCHOLOGY AND CAREER UNIT (UPK)

5.6.1 Services Offered

i. Counselling Session

For Individual or Group counselling pertaining to the following:
- Career
- Communication
- Academic
- Relationship
- Emotion etc.

ii. Psychology Test

For staff and students:
- Personality
- Interest and Career
- Attitude (anger management, time management, financial management)

iii. Career Guidance

Operating Career Consultation Clinic which includes career path, resume writing, and interview techniques

iv. Academic Advisor Clinic

Assisting students in academic matters.

v. Motivation and Learning Clinic

Providing motivation and counselling services to students who find difficulties in their studies.

- Coordination of Pembimbing Rakan Siswa Politeknik Programmes

5.6.2 Procedures of UPK

PKS students are welcome to seek services from any Psychology Officers during office hours by first making an appointment at the UPK office. Referral cases from the following parties will be given appointments too.

- Referrals from Academic Advisors
• Referrals from the coordinator of Consultation and Counselling
• Referrals from PKS Pembimbing Rakan Siswa

There are currently 3 Psychology Officers (Registred Counselor) attached to the unit.

OPERATION HOURS

Monday to Thursday:
8.00am to 1.00 pm
2.00pm to 5.00 pm

Friday:
8.00am to 11.30am
2.30pm to 5.00pm

Saturday:
By appointment only
5.7 HOSTEL (“KAMSIS DESA SERAPI”)

5.7.1 Introduction

Politeknik Kuching Sarawak provides students’ hostels which is known as “Kamsis Desa Serapi”. These hostels are situated beneath the beautiful mountain known as “Gunung Serapi”. These hostels - “Kamsis Desa Serapi” can accommodate about 2258 students. Out of this, 1200 places are allocated for girls and 1058 places are reserved for boys. Currently 6 blocks of the boys hostels are serviceable. Current capacity for the boys' hostels & the girls' hostels are shown in the table below.

<table>
<thead>
<tr>
<th>The Boys’ Hostels</th>
<th>The Girls’ Hostels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Capacity</td>
</tr>
<tr>
<td>A</td>
<td>232</td>
</tr>
<tr>
<td>B</td>
<td>232</td>
</tr>
<tr>
<td>C</td>
<td>232</td>
</tr>
<tr>
<td>D</td>
<td>190</td>
</tr>
<tr>
<td>E</td>
<td>86</td>
</tr>
<tr>
<td>F</td>
<td>86</td>
</tr>
<tr>
<td>Total</td>
<td>1058</td>
</tr>
</tbody>
</table>

The student hostel’s room is based on twin-sharing basis. Each room is equipped with the following facilities such as two single beds, two study tables, two student cabinets, two mattresses, two chairs and two shelved cabinets. The hostels are equipped with the following amenities. There is a television room, a study room, a recreation room, a pray room, few water dispensers and pantries. There is also a multi-purpose common room for students and a meeting room for the student’s bodies known as “Jawatankuasa Pewakilan Pelajar (JPP)” and “Jawatankuasa Pelajar Kamsis (JPK)”
Apart from that, the polytechnic information technology centre provides free Wi-Fi services for all students in the hostels. These services will be updated to meet the capacity of the students from time to time. Besides, the polytechnic cooperative “Koperasi - PKS” also provides a cyber café, washing machines as well as smart machine.

Within hostel campus, there is a cafeteria operating from 6.30 am to 11.00 pm daily. There is a canteen which provides services from 7.00 am to 5.00 pm (weekdays only) and a “G-Mart” providing basic necessities for the students.

5.7.2 Hostel Supervisor’s Duties

a. To assist students who require medical attention and treatment to a clinic or hospital.

b. To manage the student’s application for hostel accommodation.

c. To manage the student’s check in and checkout process.

d. To provide approval for student’s application for the required hostel facilities.

Hostel Supervisor’s Office Hours

Monday – Thursday: 8.00 am – 12.45 pm

Friday: 2.15 pm – 5.00 pm

(Except weekend, public holiday and semester break)

5.7.3 Warden’s Duties

a. To assist students who require medical attention and treatment to a clinic or hospital.

b. To oversee student’s discipline, safety and health.

c. To provide emergency treatment where able necessary.
Figure 5.3 Organization Chart of Kuching Polytechnic Kamsis
5.8 ASRAMA 805, POLITEKNIK KUCHING SARAWAK, 8TH MILE MATANG ROAD

Asrama 805, also referred to as Residence 805, is an off-campus hostel of Politeknik Kuching Sarawak. It is located at 8th Mile of Matang Road. The hostel is approximately 15 minutes from Politeknik Kuching Sarawak.

Asrama 805 started its operation in June 2016. Currently, the hostel has 256 rooms. All rooms are provided with basic facilities such as beds with mattresses, study tables, chairs, ceiling fan and wardrobe.

5.8.1 Facilities:

- Car park
- Shuttle services
- Supermarket
- Café (halal)
- Laundry services (24 hours)
- Security (24 hours)
- Finger print door access
- Separate building for male and female hostel
- Supervision by hostel warden
- Shared bathroom
- Students are advised to bring bedsheet, pillow, pillowcase and blanket

5.8.2 Charges (per person, per semester):

- Single room – RM85
- Double room (with window) – RM85
- Double room (without window) – RM75
- Quadruple room (with window) – (RM85)
- Quadruple room (without window) – (RM75)

*All price show excluding GST 6%

Contact:
Mr. Robert [014-3993685]
Miss Fiona [016-8903275]
Email: asrama805kopoliku@gmail.com
5.9 INFORMATION & COMMUNICATION TECHNOLOGY UNIT (UICT)

5.9.1 PKS-WIFI

PKS provides free Wi-Fi services for students within the campus namely as **PKS-WIFI**. PKS-WIFI is an open WIFI and the student can accessed the wifi using the username & password which had been registered by the network team at UICT.

The wifi coverage are expected mostly at the lecture room area not including all the boy & girl hostels. But they can used Sunner wifi kiosks which is very cheap to subscribe to use per hour.

5.9.2 Officer in Charge

If there be any problems accessing the PKS-WIFI service, student may contact the officer in charge at ICT Unit. We will provide reference services and solve your problem related this matter.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Gracie Soo</td>
<td>155</td>
</tr>
<tr>
<td>Mr Jamirin Asoi</td>
<td>310</td>
</tr>
</tbody>
</table>
5.10 CLINIC

6.10.1 Introduction

PKS Clinic is under KAMSIS Unit and it is situated in the middle of the male hostel building. It has
started to operate since 1st August 2013 and it gives the facilities of basic medical treatment for all of
PKS members especially the students. It is managed by one Medical Assistant, helped by one
pekerja sambilan harian (PSH). However, starting from April 2015, the position had been managed
under JHEP.

The existence of this clinic is a need since its distance from the other health care centres is
quite far from one another.

<table>
<thead>
<tr>
<th>No.</th>
<th>Health Care Centre</th>
<th>Distance</th>
<th>Operation Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hospital Umum Sarawak (A&amp;E)</td>
<td>23 KM</td>
<td>24 hours</td>
</tr>
<tr>
<td>2.</td>
<td>Klinik Kesihatan Telaga Air</td>
<td>10 KM</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>3.</td>
<td>Klinik 1 Malaysia Taman Malihah</td>
<td>15 KM</td>
<td>9 am – 9 pm</td>
</tr>
<tr>
<td>4.</td>
<td>Poliklinik Jalan Masjid</td>
<td>23 KM</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>5.</td>
<td>Klinik 1 Malaysia Matang</td>
<td>16 KM</td>
<td>9 am – 9 pm</td>
</tr>
<tr>
<td>6.</td>
<td>Klinik Kesihatan Petrajaya</td>
<td>20 KM</td>
<td>8 am – 5 pm</td>
</tr>
</tbody>
</table>

The total number of students who are staying at the hostel every semester is more than 2000 and this
Polytechnic needs to have a certified officer to handle all the medical issues and treatments. Apart
from that, the existence of this clinic can actually lessen the work done in hospitals and other health
care centres since it helps with all the mild cases. It also can decide whether those cases are in need
of reference to the next level or not.

6.10.2 Objective

- To help by giving basic medical treatment to all the community members so that they can
do their daily works productively.
- It can be achieved by preparing services that will accommodate the steps to avoid, treat
  as well as basic recovery.
6.10.3 Services

To give early medical treatment in emergency cases and non-emergency cases.

Operation Hour:

<table>
<thead>
<tr>
<th>Day</th>
<th>Operation Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8.00 a.m.– 1.00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8.00 a.m.– 11.45 a.m.</td>
</tr>
<tr>
<td>Saturday, Sunday &amp; Public Holidays</td>
<td>Close</td>
</tr>
</tbody>
</table>

Emergency Cases– 24 hours (on-call)

PKS Clinic provides outside-patient-treatment to the students, staffs, and the family members who are entitled to get the treatment. For the part-timed workers, the treatment is for themselves only.

6.10.4 Medical Services

- Outside-patient-treatment to adults only.
- Early medical treatment to emergency cases and accidents.
- Reference cases to medical clinics and Sarawak General Hospital (if necessary)
- Observation Room
- Medical treatment fee is free for students and staffs of Politeknik Kuching Sarawak only.
6.10.5 General Medical Services

- One-to-one counselling service while treatment is given.
- Displaying related posters at the Health Corner near to the clinic.
- Health talk (the speakers would be invited)

6.10.6 Urgent Treatment

- Injuries from accidents
- Breathing problem like asthma/panic attack etc.
- Intolerable pain such as stomach ache
- Unconsciousness like fainted for more than 10-15 minutes.
- Epilepsy
- Massive bleeding due to any reasons.

6.10.7 Examples of Non-Emergency Case

- Cough and fever
- Skin problems – scabies, lice infection
- Non-serious ache on the body.
- Sprained ankles
- Sore throat
- Headache
- Small wound or bruise
- Daily dressing
- Non-serious insects bites
- Contagious diseases
- Bleeding faeces
- Tolerable pain when urinate
- Ulcer
- No appetite

6.10.8 Out-of-control Cases (emergency)

Early treatment would be given by me and if in need of reference, it would be:

- Office hour : Clinic/ hostel warden
- After office hour : Warden on duty
- Usually, these cases would be sent to Klinik Kesihatan Telaga Air, Klinik Kesihatan Batu Kawa, Klinik Kesihatan Petrajaya, Klinik Kesihatan Jalan Masjid or Sarawak General Hospital.
6.10.9 Getting Treatment Ethics

1. Students have to bring their matrix card or identity card (I.C.) to get the confirmation whether they are PKS students or not.
2. For non-emergency cases, please get the treatment during office hour only.
3. For emergency cases (after office hour), please do contact the warden on duty first before heading to the PKS Clinic.
4. Please follow the attire acknowledged by Politeknik.
5. Female students who are in need of treatment need to be accompanied by at least another one female student and a female warden (in case of after office hour).
6. Only Medical Assistant can prescribe medicines to the patients.
7. “Surat Pengecualian Kuliah” would only be given after the check-ups are done by the Medical Assistant and any request for the letter is not allowed. Only those who are in need of it, will get it.

6.10.10 Exception Letter:

1. Exception letter would only be given after it is confirmed that the patients are not fit to go to class.
2. Any request for the letter is not allowed.
3. The letter would only be issued at the time when the patients come to get the treatment.
4. The letter is not going to be issued after the working hours (office hour) which is (Monday-Friday) after 5 p.m., Saturday, Sunday and Public Holidays.
5. This letter needs to be approved by the lecturers, Academic Advisors or the Head of Departments.
6. This letter can only be given to the same student 3 times and it must not exceed 15 days in total or both of them in one semester.