

**KERTAS KERJA:**

**TAJUK**

**TARIKH:**

**xxxxxxxxx**

**TEMPAT:**

**DEWAN DAGANG POLITEKNIK SULTAN MIZAN ZAINAL ABIDIN**

**ANJURAN:**

**xxxxxxxxxxxx**

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| **BIL** | **PERKARA** | **Tandakan (√ ) pada ruang yang berkenaan** |
| 1 | Sila tandakan *Generic Students’ Attribute (GSA)* yang terlibat dalam program:   1. Kemahiran komunikasi 2. Pemikiran kritis dan kemahiran menyelesaikan masalah 3. Kemahiran kerja berpasukan 4. Pembelajaran berterusan pengurusan maklumat 5. Kemahiran keusahawanan 6. Moral dan etika professional 7. Kemahiran kepimpinan |  |
| **√** |
| **√** |
| **√** |
| **√** |
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| **√** |
| **√** |
| 2 | Adakah program ini berbentuk *Corporate Social Responsibility (CSR) ?* | Ya Tidak   |  |  | | --- | --- | |  | **√** | |
| 3 | Nama Penasihat / Pensyarah :  No. HP : | |

***\*\*\*Kertas kerja hendaklah dihantar 2 minggu sebelum tarikh program/aktiviti dilaksanakan.***

***PROGRAMME LEARNING OUTCOME (PLO)***

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| ***No*** | ***Programme Learning Outcome (PLO) JKA, JKE & JKM***  ***Upon completion of the programme, students should be able to:*** | ***Tick (√ ) If Applicable*** |
| 1 | *Apply knowledge of applied mathematics, applied science, computing and engineering fundamentals and an engineering specialisation as specified in DK1 to DK4 respectively to wide practical procedures and practices.* |  |
| 2 | *Identify and analyse well defined engineering problems reaching substantiated conclusions using codified methods of analysis specific to their field of activity (DK1 to DK4).* |  |
| 3 | *Design solutions for well-defined technical problems and assist with the design of systems, components, or processes to meet specified needs with appropriate consideration for public health and safety as well as, cultural, societal, and environmental considerations as required (DK5).* |  |
| 4 | *Conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements (DK8).* |  |
| 5 | *Apply appropriate techniques, resources, and modern engineering computing and IT tools to well defined engineering problems, with an awareness of the limitations (DK2 and DK6).* |  |
| 6 | *Consider sustainable development impacts\* to: society, the economy, sustainability, health and safety, legal frameworks, and the environment, in solving well-defined engineering problems (DK1, DK5, and DK7).* |  |
| 7 | *Understand and commit to professional ethics and responsibilities and norms of technician practice and including compliance with national and international laws. Demonstrate an understanding of the need for diversity and inclusion (DK9).* |  |
| 8 | *Function effectively as an individual, and as a member in diverse and inclusive teams in multi-disciplinary, face to face, remote and distributed settings (DK9).* |  |
| 9 | *Communicate effectively and inclusively on well-defined engineering activities with the engineering community and with society at large, by being able to comprehend the work of others, document their own work, and give and receive clear instructions.* |  |
| 10 | *Demonstrate awareness of engineering management principles as a member or leader in a technical team and to manage projects in multidisciplinary environments.* |  |
| 11 | *Recognize the need for and have the ability for i) independent and lifelong learning and ii) critical thinking in the face of specialised technical knowledge (DK8).* |  |

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| ***No*** | ***Programme Learning Outcome (PLO) JTMK***  ***Upon completion of the programme, students should be able to:*** | ***Tick (√ ) If Applicable*** |
| 1 | *Explain concepts, principles and theories relating to Information Technology.* |  |
| 2 | *Apply design and architecture to Information Technology solutions using appropriate tools and techniques.* |  |
| 3 | *Perform support and development tasks on Information Technology solutions related to job functions.* |  |
| 4 | *Demonstrate effective interaction with stakeholders and society in a work-related environment.* |  |
| 5 | *Exhibit effective communication with stakeholders and society in a work-related environment.* |  |
| 6 | *Use appropriate digital tools on computing related to job functions.* |  |
| 7 | *Apply appropriate numerical skills in computing related to job functions.* |  |
| 8 | *Demonstrate supervisory skills and responsibility in executing instructions related to job functions.* |  |
| 9 | *Commit to principles of lifelong learning in academic and career development.* |  |
| 10 | *Demonstrate an entrepreneurial mindset in performing tasks.* |  |
| 11 | *Commit to professional and ethical practices in executing instructions related to the job and organizational functions.* |  |

**TERAS 2 : MENGHASILKAN GRADUAN TVET BERKUALITI**

**KPI 3 : BILANGAN PROGRAM PEMBANGUNAN PELAJAR BERCIRI**

**HOLISTIK**

**OBJEKTIF : MELAHIRKAN GRADUAN BERCIRI GLOBAL**

**STRATEGIK**

|  |  |  |
| --- | --- | --- |
| **BIL** | **JENIS PROGRAM** | **TANDA ( *√* )** |
| 1 | Program Sukarelawan |  |
| 2 | Program Pembangunan Pelajar | |
|  | 1. Patriotisme |  |
|  | 1. Perpaduan |  |
|  | 1. Kepimpinan |  |
|  | 1. Komunikasi (Bahasa Melayu/ Bahasa Inggeris) |  |
|  | 1. Kebudayaan, Kesenian Dan Warisan |  |
|  | 1. Kerohanian |  |
|  | 1. Psikologi |  |
|  | 1. Sukan |  |
|  | 1. Kesihatan |  |
|  | 1. Kemahiran Dan Inovasi |  |
|  | 1. Kelab Dan Persatuan |  |

**17 MATLAMAT PEMBANGUNAN MAMPAN (SUSTAINABLE DEVELOPMENT GOALS)**

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| **BIL** | **MATLAMAT** | **TANDA ( *√* )** |
| 1 | Tiada Kemiskinan (*No poverty*) |  |
| 2 | Sifar Kebuluran (*Zero hunger*) |  |
| 3 | Kesihatan yang baik dan sejahtera (*Good health and well-being*) |  |
| 4 | Pendidikan berkualiti (*Quality education*) |  |
| 5 | Kesaksamaan jantina (*Gender equality*) |  |
| 6 | Air bersih dan sanitasi (*Clean water and sanitation*) |  |
| 7 | Tenaga bersih dan berpatutan (*Affordable and clean energy*) |  |
| 8 | Pekerjaan yang baik dan pertumbuhan ekonomi (*Decent work and economic growth*) |  |
| 9 | Industri, inovasi dan infrastruktur (*Industry, innovation and infrastructure*) |  |
| 10 | Mengurangkan ketidaksamarataan (*Reduced inequalities*) |  |
| 11 | Bandar dan komuniti mampan (*Sustainable cities and communities*) |  |
| 12 | Penggunaan dan pengeluaran bertanggungjawab (*Responsible consumption and production*) |  |
| 13 | Tindakan memerangi perubahan iklim (*Climate action*) |  |
| 14 | Kehidupan di bawah air (*Life below water*) |  |
| 15 | Kehidupan darat (*Life on land*) |  |
| 16 | Keamanan, keadilan dan institusi yang kuat (*Peace, justice and strong institutions*) |  |
| 17 | Perkongsian untuk matlamat (*Partnershipes for the goals*) |  |

1. **NAMA PROGRAM**

***TAJUK***

**2.0 PENGENALAN**

**XXXXXXXXXX**

**3.0 TUJUAN**

**XXXXXXXXXX**

1. **OBJEKTIF PROGRAM**
2. **TARIKH & TEMPAT PELAKSANAAN**
3. **TARIKH:**
4. **TEMPAT:**

**6.0 KUMPULAN SASARAN**

**CTH 10 RANG PELAJAR**

**7.0 ANJURAN**

**XXXXXXXXXX**

**8.0 PELAKSANAAN PROGRAM**

**XXXXXXXXXX**

**9.0 TENTATIF PROGRAM**

**XXXXXXXXXX**

**10.0 IMPAK PROGRAM**

1. **ANGGARAN PERBELANJAAN DAN SUMBER KEWANGAN**

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| **Bil** | **Perihal / Butiran** | **Kenyataan** | **Kuantiti** | **Amaun** | **Jumlah** | **Pecahan OS** |
| **(Unit)** | **RM** | **RM** |
| **A.** | | | | | | |
| **1** |  | | | | | |
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| **Jumlah** | | | |  |  |
| **2** |  | | | | | |
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| **Jumlah** | | | |  |  |
| **Jumlah** | | | |  |  |
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| **1** |  | | | | | |
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| **Jumlah** | | | |  |  |
| **JUMLAH KESELURUHAN** | | | | |  | |

**Sumber kewangan:**

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| **BIL** | **PERUNTUKAN** | **JUMLAH (RM)** | **CATATAN** |
| 1 | OS 24 |  |  |
| 2 | OS 25 |  |  |
| 3 | OS 26 |  |  |
| 4 | OS 27 |  |  |
| 5 | OS29 |  |  |
| 6 | OS42 |  |  |
| **JUMLAH KESELURUHAN** | |  |  |

**12.0 JAWATANKUASA INDUK**

Sila rujuk LAMPIRAN

**13.0 SENARAI TUGAS JAWATANKUASA**

Sila rujuk LAMPIRAN

**14.0 PENSYARAH PENGIRING**

Sila rujuk LAMPIRAN

**15.0 ANGGARAN TUNTUTAN (T&T) PENSYARAH PENGIRING/ URUSETIA**

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| **BIL** | **JENIS TUNTUTAN** | **GRED** | | **BIL PENGIRING / URUSETIA** | **ANNGARAN (RM)** | **BIL HARI / KM** | **JUMLAH (RM)** |
| 1. **Persiapan - Pengujian Jentera FSM 2024** | | | | | | | |
| 1 | Elaun Makan | DH52/48 | |  |  |  |  |
| DH44/41 | |  |  |  |  |
| DH29/32 | |  |  |  |  |
| 2 | Elaun Harian | DH52/48 | |  |  |  |  |
| DH44/41 | |  |  |  |  |
| DH29/32 | |  |  |  |  |
| 3 | Elaun Sewa Hotel/Lojing | DH52/52 | |  |  |  |  |
| DH44/41 | |  |  |  |  |
| DH29/32 | |  |  |  |  |
| 4 | Elaun Perjalanan |  | |  |  |  |  |
| **JUMLAH** | | | | | | |  |
| **JUMLAH KESELURUHAN** | | | | | | |  |
| **Ulasan Kewangan**  Kedududukan baki terkini OS21000  RM………………………… | | | Disahkan oleh : | | | | |

**16.0 KENDERAAN JABATAN (Jika perlu)**

1. Bil dan jenis kenderaan :
2. Bil Pemandu:

**17.0 ANGGARAN TUNTUTAN PEMANDU (Jika perlu)**

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| **Bil** | **Jenis Tuntutan** | **Bil Pemandu** | | **Anggaran (RM)** | **Bil Hari /Jam** | **Jumlah (RM)** |
|  | | | | | | |
| 1 | Elaun Lojing |  | |  |  |  |
| 2 | Elaun Makan |  | |  |  |  |
| 3 | Elaun Harian |  | |  |  |  |
| 4 | Elaun Lebih Masa (OT) |  | |  |  |  |
| **JUMLAH** | | | | | |  |
| **JUMLAH KESELURUHAN** | | | | | |  |
| **Ulasan Kewangan** | | | Disahkan oleh : | | | |
| Kedududukan baki terkini OS14000 | | |
| RM………………………… | | |
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**18.0 SENARAI NAMA PELAJAR TERLIBAT**

Sila rujuk LAMPIRAN

**19.0 PENUTUP**

Harapan penganjur agar permohonan untuk melaksanakan program XXXXXXXXXXX dengan peruntukan sebanyak RM **xxx.xx** mendapat kelulusan daripada Pengarah PSMZA dan mencapai objektifnya.

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| **Disediakan oleh:**  …………………………….………..................  **( )**  Pengarah Program  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | **Disemak oleh:**  …………………………….  **( )**  Ketua Jabatan Kejuruteraan  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | |
| **Disokong oleh:**  …………………………….  **(ISAMUDIN BIN MAMAD)**  Ketua Jabatan Hal Ehwal Pelajar  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | **Disahkan oleh:**  ……………………………………....  **(ABDUL HADI ABDULLAH)**  Timbalan Pengarah (Sokongan Akademik)  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | |
| **Disahkan oleh:**  …………………………….……  **(Ts. Dr. MOHD HAFIZIL BIN MAT YASIN)**  Timbalan Pengarah (Akademik)  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | **Diluluskan Oleh:**  ……………………………..….…….  **(HAJAH ZAMRA BINTI DERAHMAN)**  Pengarah  Politeknik Sultan Mizan Zainal Abidin  Dungun, Terengganu  Tarikh : | |
|  | |  | |