

**KERTAS KERJA**

**Xxxxxxxxx**

**Xxxxxxxxx**

**TARIKH:**

**XX**

**TEMPAT:**

**XXX**

**ANJURAN:**

**Xxxxxxx**

**Xxxxxxx**

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| **BIL** | **PERKARA** | **Tandakan (√ ) pada ruang yang berkenaan** |
| **1** | Sila tandakan *Generic Students’ Attribute (GSA)* yang terlibat dalam program yang dilaksanakan: |  |
| 1. Kemahiran komunikasi
 |  |
| 1. Pemikiran kritis dan kemahiran menyelesaikan masalah
 |  |
| 1. Kemahiran kerja berpasukan
 |  |
| 1. Pembelajaran berterusan pengurusan maklumat
 |  |
| 1. Kemahiran keusahawanan
 |  |
| 1. Moral dan etika profesional
 |  |
| 1. Kemahiran kepimpinan
 |  |
| **2** | Adakah program ini berbentuk `Corporate Social Responsibility’ (CSR) ? | Ya |  |
| Tidak |  |
| **3** | Adakah progam ini melibatkan *Programme Learning Outcome (PLO)* Jabatan Akademik ?Sekiranya YA, sila tandakan PLO yang terlibat seperti di Lampiran *Programme Learning Outcome (PLO)* Jabatan Akademik. | Ya |  |
| Tidak |  |
|  |  |
|  **4** | Nama Penasihat / Pensyarah : XxxxxxxxxxxxxxxxxxxxxxxNo. HP : Xxxxxxxxxxxxxxx |

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

**PROGRAMME LEARNING OUTCOME (PLO)**

|  |  |  |
| --- | --- | --- |
| ***No*** | ***Programme Learning Outcome (PLO) JKA, JKE & JKM*** | ***Tick (√ ) If Applicable*** |
| 1 | *Apply Knowledge Of Applied Mathematics, Applied Science, 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, Cultural, Societal, And Environmental Considerations (DK5)* |  |
| 4 | *Conduct Investigations Of Well-Defined Problems; Locate And Search Relevant Codes And Catalogues, Conduct Standard Tests And Measurements* |  |
| 5 | *Apply Appropriate Techniques, Resources, And Modern Engineering And IT Tools To Well-Defined Engineering Problems, With An Awareness Of The Limitations (DK6)* |  |
| 6 | *Demonstrate Knowledge Of The Societal, Health, Safety, Legal And Cultural Issues And The Consequent Responsibilities Relevant To Engineering Technician Practice And Solutions To Well-Defined Engineering Problems (DK7)* |  |
| 7 | *Understand And Evaluate The Sustainability And Impact Of Engineering Technician Work In The Solution Of Well-Defined Engineering Problems In Societal And Environmental Contexts (DK7)* |  |
| 8 | *Understand And Commit To Professional Ethics And Responsibilities And Norms Of Technician Practice* |  |
| 9 | *Function Effectively As An Individual, And As A Member In Diverse Technical Teams* |  |
| 10 | *Communicate Effectively 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* |  |
| 11 | *Demonstrate Knowledge And Understanding Of Engineering Management Principles And Apply These To One’s Own Work, As A Member Or Leader In A Technical Team And To Manage Projects In Multidisciplinary Environments* |  |
| 12 | *Recognise The Need For, And Have The Ability To Engage In Independent Updating In The Context Of Specialised Technical Knowledge* |  |
|  |  |  |
| ***No*** | ***Programme Learning Outcome (PLO) JTMK*** | ***Tick (√ ) If Applicable*** |
| 1 | *Practice Information And Communication Technology (ICT) Skill**In Performing Diagnostic And Documenting Processes In ICT Related Fields* |  |
| 2 | *Analyse Issues And Provide Solutions In Information And Communication Technology (ICT) By Implementing Appropriate Scientific Approaches And Reasoning* |  |
| 3 | *Display Information And Communication Technology (ICT) Skill In Performing Diagnostic And Documenting Processes In ICT Related Fields* |  |
| 4 | *Demonstrate Effective Communication Both Orally And In Writing To Others Including Peers, Experts And Non-Experts* |  |
| 5 | *Demonstrate Social Skills And Responsibilities By Taking Alternate Role As A Leader Or Member Of A Diverse Team* |  |
| 6 | *Demonstrate Ability To Use Information And Communication Technology (ICT) In Quantitative Skills To Support Work And Studies* |  |
| 7 | *Demonstrate Entrepreneurial And Good Managerial Skills In Working Environment* |  |
| 8 | *Demonstrate Positive Values, Ethics And Accountability In Engaging With Society* |  |

TERAS 1 **: MENGHASILKAN GRADUAN TVET BERKUALITI**

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

 **HOLISTIK**

OBJEKTIF **: MELAHIRKAN GRADUAN BERCIRI GLOBAL**

STRATEGI

|  |  |  |
| --- | --- | --- |
| 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
 |  |

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| --- | --- |
| **1.0** | **NAMA PROGRAM/ AKTIVITI**Xxxxxxxxxxxxxxxxxxxxxxxxxxx |
| **2.0** | **PENGENALAN**Xxxxxxxxxxxxxxxxxxxxxxxxxxx |
| **3.0** | **TUJUAN** Kertas kerja ini dikemukakan adalah untuk memohon kebenaran dan kelulusan peruntukan daripada PENGARAH PSMZA bagi menjalankan program Xxxxxxxxxxxxxxxxxxxxxxxxxxxyang akan diadakan Xxxxxxxxxxxxxxxxxxxxxxxxxxx |
| **4.0** | **OBJEKTIF PROGRAM** 1. Xxxxxxxxxxxxxxxxxxxxxxxxxxx
2. Xxxxxxxxxxxxxxxxxxxxxxxxxxx
 |
| **5.0** | **TARIKH & TEMPAT** 1. Tarikh: Xxxxxxxxxxxxxxxxxxxxxxxxxxx
2. Tempat: Xxxxxxxxxxxxxxxxxxxxxxxxxxx
 |
| **6.0** | KUMPULAN SASARANCth : 10 pelajar Xxxxxxxxxxxx |
| **7.0** | ANJURANXxxxxxxxxxxxxxxxxxxxxxxxxxx |
| **8.0** | **PELAKSANAAN PROGRAM** (Huraian) XXXXXXXXXXXXXXXXXXX |
| **9.0** | **TENTATIF PROGRAM**

|  |  |
| --- | --- |
| **MASA** | **PERKARA** |
| 8.00 am – 8.30 am |  |
| 8.30 am – 9.00 am |  |
| 9.00 am – 9.30 am |  |
| 9.30 am – 11.00 am |  |

\*\*\* Sekiranya **PANJANG** boleh diletakkan di bahagian LAMPIRANSila rujuk LAMPIRAN 1 |
| **10.0** | **IMPAK PROGRAM** Impak program adalah seperti berikut:1. Xxxxxxxxxxxxxxxxxxxxxxxxxxx
2. Xxxxxxxxxxxxxxxxxxxxxxxxxxx
 |
| **11.0** | **ANGGARAN PERBELANJAAN & SUMBER KEWANGAN** |
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| **Bil** | **Perihal / Butiran**  | **Kenyataan** | **Kuantiti** | **Amaun** | **Jumlah** |
| **(Unit)** | **RM** | **RM** |
| **1** | **Makan Minum Pelajar (Perjalanan)** |  |  |  |  |
|  | Elaun makan minum | pelajar | x | xx | xx |
|   | **Jumlah** |  |  |  | **xx** |
| **2** | **Bahan Luak Kursus** |   |  |  |  |
|   | Wayar 1.5mm | roll | x | xx | xx |
|  | Besi  | batang | x | xx | xx |
|  | Skru 1 inchi | kotak | x | xx | xx |
|   | Simen (50kg) | beg | x | xx | xx |
|   | **Jumlah** |  |  |  | **xx** |
| **3** | **Keperluan Kursus** |  |  |  |  |
|  | Kertas A4 | rim | x | xx | xx |
|  | Bunting  | pcs | x | xx | xx |
|  | Banner (4ft X 8ft) | pcs | x | xx | xx |
|   | **Jumlah** |  |  |  | **xx** |
| **4** | **Hadiah/cenderahati (Hamper)** |  |  |  |  |
|  | Peserta terbaik (Perempuan) | pcs | x | xx | xx |
|   | Peserta terbaik (Lelaki) | pcs | x | xx | xx |
|   | **Jumlah** |  |  |  | **xx** |
| **Jumlah Keseluruhan** | **XX.XX** |

**Sumber kewangan:**

|  |  |  |
| --- | --- | --- |
| **Bil** | **Peruntukan** | **RM** |
| 1 | Sumber: 4200/ JPXX - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Peruntukan sebenar: RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Peruntukan yang telah digunakan: RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Baki Semasa: RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | XX.XX |
| 2 | Sumber: OSXXXXX / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Peruntukan sebenar: RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Peruntukan yang telah digunakan: RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Baki Semasa: RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | XX.XX |
| **Jumlah Keseluruhan** | **XX.XX** |

 |
| **12.0** | **JAWATANKUASA PELAKSANA**

|  |  |  |
| --- | --- | --- |
| Penaung  | : | [Nama pengarah] |
| Penasihat 1 | : | [Nama Penasihat 1] |
| Penasihat 2 |  | [Nama Penasihat 2 (Sekiranya ada)] |
| Pengurus Program | : | [Nama Pengurus Program]  |
| Pengarah Program | : | [Nama Pengarah Program (Pensyarah/ Pelajar)] |
| Setiausaha  | : | [Nama Setiausaha (Pelajar)] |
| Bendahari | : | [Nama Bendahari (Pelajar)] |
| AJK  | : | [Nama AJK (Pelajar)] |

 |
| **13.0** | **SENARAI TUGAS JAWATANKUASA**

|  |  |
| --- | --- |
| Penaung | Meluluskan kertas kerja beserta kos perbelanjaan yang diperlukan. |
| Penasihat  | Sumber rujukan terhadap perjalanan program serta peruntukan yang diperlukan.  |
| Pengurus Program  | * Memantau perjalanan program dan memastikan program berjalan lancar.
* Mengurus pengeluaran wang
* Menjaga kebajikan pelajar sepanjang program berlangsung.
 |
| Pengarah Program  | * Membuat permohonan kertas kerja

- Membantu tugas pengurus program * Memantau perjalanan program dan memastikan program berjalan lancar.
* Menjaga kebajikan pelajar sepanjang program berlangsung.
 |
| Setiausaha | -Menyediakan surat pelepasan kuliah pelajar/ aktiviti-Menyediakan laporan keseluruhan program -Menyediakan surat lantikan pegawai pengiring & penceramah-Menjaga kebajikan pelajar sepanjang program berlangsung |
| Bendahari | * Mendapatkan sebut harga serta menguruskan perbelanjaan kewangan
* Menguruskan makanan/ minum peserta
* Menguruskan ‘banner’ program.
* Menjaga kebajikan pelajar sepanjang program berlangsung
 |
| AJK | * Huraian mengikut skop tugas AJK masing - masing
 |

 |
| **14.0** | **PENSYARAH PENGIRING (Jika perlu)**1. **Xxxxx**
2. **Xxxxxx**
 |
| **15.0** | **ANGGARAN TUNTUTAN (T&T) PENSYARAH PENGIRING/ URUSETIA (Jika perlu)** |
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| **Bil** | **Jenis Tuntutan** | **Gred** | **Bil Pengiring/ Urusetia** | **Anggaran (RM)** | **Bil Hari / KM** | **Jumlah (RM)** |
| 1 | Elaun Makan  | DH41 |  |  |  |  |
| DH44 |  |  |  |  |
| 2 | Elaun Harian | DH41 |  |  |  |  |
| DH44 |  |  |  |  |
| 3 | Elaun Sewa Hotel/Lojing | DH41 |  |  |  |  |
| DH44 |  |  |  |  |
| 4 | Elaun Perjalanan  | DH44 |  |  |  |  |
| **Jumlah** | **XXX.XX** |
| **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)** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bil** | **Jenis Tuntutan** | **Bil Pemandu** | **Anggaran (RM)** | **Bil Hari /Jam** | **Jumlah (RM)** |
| 1 | Elaun Lojing |  | 35.00 |  |  |
| 2 | Elaun Makan |  | 35.00 |  |  |
| 3 | Elaun Harian |  | 17.50 |  |  |
| 4 | Elaun Lebih Masa (OT) |  | 12.00 |  |  |
| **Jumlah** |  |
| **Ulasan Kewangan**Kedududukan baki terkini OS14000 RM………………………… | Disahkan oleh: |

 |
| **18.0** | **SENARAI NAMA PELAJAR TERLIBAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bil** | **Nama** | **No pendaftaran** | **Jab / Program** |
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\*\*\* Sekiranya **PANJANG** boleh diletakkan di bahagian LAMPIRANSila rujuk LAMPIRAN 2 |

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| **19.0** | **PENUTUP**Harapan PENGANJUR agar permohonan untuk melaksanakan program XXXXXXXXXXXXXXXX dengan peruntukan sebanyak RM**xxx.xx** mendapat kelulusan daripada Pengarah PSMZA dan mencapai objektifnya. |
| Disediakan:……………………………………..…(**XXXXXXXXXXXXXXXXXX**)Pelajar/ pengarah program,Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh: | Disemak:…………………………….………(**XXXXXXXXXXXXXXXXXX**)Penasihat/Pensyarah,Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh: |
| Disokong oleh: …………………………….………(**XXXXXXXXXXXXXXXXXX**)Ketua Jabatan XXX / Ketua Unit,Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh: | Disokong oleh:…………………………….………(ISAMUDIN BIN MAMAD)Ketua Jabatan Hal Ehwal Pelajar,Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh: |
| Disahkan oleh:…………………………….………(ABDUL HADI BIN ABDULLAH) Timbalan Pengarah (Sokongan Akademik)Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh : | Disahkan oleh:…………………………….………(Ts. Dr. MOHD HAFIZIL BIN MAT YASIN) Timbalan Pengarah (Akademik)Politeknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh : |
| **DILULUSKAN OLEH:**……………………………..….…….(HAJAH ZAMRA BINTI DERAHMAN)PengarahPoliteknik Sultan Mizan Zainal AbidinDungun, TerengganuTarikh : |

**Lampiran 1**

**CONTOH TENTATIF PROGRAM XXXXXXXXXXXXXXXXXXXXX**

|  |  |  |
| --- | --- | --- |
| **HARI** | **MASA** | **PROGRAM** |
| **Tarikh****Hari 1**  | 8.00 pg – 8.30 pg | Sarapan pagi dan persiapan barang-barang |
| 8.30 pg – 3.30 ptg | Bertolak dari PSMZA  |
| 3.30 ptg – 4.00 ptg  | Pendaftaran |
| 4.00 ptg – 6.00 ptg | Slot 1 - XXXXXXXXXXXXX |
| 8.30 mlm – 12 mlm | Slot 2 - XXXXXXXXXXXXX |
| **Tarikh****Hari 2** | 6.00 pg – 8.00 pg  | Solat subuh /makan pagi |
| 8.00 pg – 9.00 pg | Senaman pagi  |
| 9.00 pg – 11.00 pg | Slot 3 - XXXXXXXXXXXXX |
| 11.00 pg – 11.30 pg | Minum pagi |
| 11.30 pg – 1 ptg  | Slot 4 - XXXXXXXXXXXXX |
| 1 ptg – 2.30 ptg | Solat / Makan tgh hari |
| 2.30 ptg – 5.30 ptg | Slot 5 - XXXXXXXXXXXXX |
| 5.30 ptg – 6.00 ptg | Minum petang |
| 6.00 ptg - 7.30 ptg | Persiapan diri |
| 7.30 ptg - 9.00 mlm | Solat Maghrib dan Isyak |
| 9.00 mlm - 12.00 mlm | Slot 6 - XXXXXXXXXXXXX |
| **Tarikh****Hari 3** | 6.00 pg - 7.30 pg | Solat Subuh / Makan pagi |
| 7.30 pg -9.30 pg | Slot 7 - XXXXXXXXXXXXX |
| 9.30 pg -10.30pg | Persiapan diri dan minum pagi |
| 11.00 pg -12.30 t/hr | Slot 8 - XXXXXXXXXXXXX |
| 12.30 t/hr -1.30 ptg | Perasmian Penutup  |
| 1.30 ptg – 6.00 ptg | Bertolak pulang ke PSMZA |

**Lampiran 2**

**SENARAI NAMA PELAJAR YANG MENYERTAI PROGRAM XXXXXXXXXXXX**

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| --- | --- | --- | --- |
| **Bil** | **Nama** | **No pendaftaran** | **Jab / Program** |
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