

**KERTAS KERJA:**

**~~TAJUK~~**

**TARIKH:**

**2025**

**TEMPAT:**

**POLITEKNIK SULTAN MIZAN ZAINAL ABIDIN**

**ANJURAN:**

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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 |  |
| **√** |
| **√** |
| **√** |
| **√** |
|  |
| **√** |
| **√** |
| 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*** | ***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* | √ |

**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)**

|  |  |  |
| --- | --- | --- |
| **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**

1. **OBJEKTIF PROGRAM**
2. **TARIKH & TEMPAT PELAKSANAAN**

**6.0 KUMPULAN SASARAN**

**7.0 ANJURAN**

**8.0 PELAKSANAAN PROGRAM**

**9.0 TENTATIF PROGRAM**

**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** | | | | **10,150.00** |  |
| **Jumlah** | | | |  |  |
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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 |  | |  |  |  |  | |
| **J** | | | | | | |  |
| **JUMLAH** | | | | | | | **5,385.00** | |
| **JUMLAH KESELURUHAN** | | | | | | | **17490.00** |
| **Ulasan Kewangan**  Kedududukan baki terkini OS21000  RM………………………… | | | Disahkan oleh : | | | | |

**16.0 KENDERAAN JABATAN (Jika perlu)**

**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**

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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 : | |
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