



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

POLITEKNIK
MALAYSIA
KUCHING SARAWAK

STUDENT HANDBOOK



**DEPARTMENT OF
CIVIL
ENGINEERING**

DIPLOMA IN CIVIL ENGINEERING

**Message from
Head of Department**



First and foremost, I would like to congratulate all new students on being accepted to pursue your tertiary education at Politeknik Kuching Sarawak (PKS). Rest assured, you are in the right place—PKS is one of the top polytechnics where outstanding technical and commercial careers begin.

The Students' Handbook serves as a guide to help you navigate your academic journey by providing an overview of the available options and resources that can assist you whenever you face uncertainties during your time at PKS.

This handbook contains important information about the programme overview, structure, lecturer details, student facilities, and other relevant aspects of the Diploma in Civil Engineering Programme. It is our hope that this handbook will help you gain a better understanding of the programme.

Lastly, I wish you every success in your pursuit of knowledge at Politeknik Kuching Sarawak.

Madam Nurazura binti Rali
Head of Department
Civil Engineering Department
Politeknik Kuching Sarawak

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DKA Program Handbook 2025 Edition

Sincere appreciation is extended to all Departments and Units of Politeknik Kuching Sarawak



POLITEKNIK KUCHING SARAWAK

VISION

To be the Leading-Edge TVET Institution

MISSION

To provide wider access to qualified and recognized TVET programmes in order to develop holistic, entrepreneurial, balanced graduates as well as to empower communities through lifelong learning by capitalism smart partnership with stakeholders

GOAL

To Produce Marketable Graduates

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1.0 INTRODUCTION

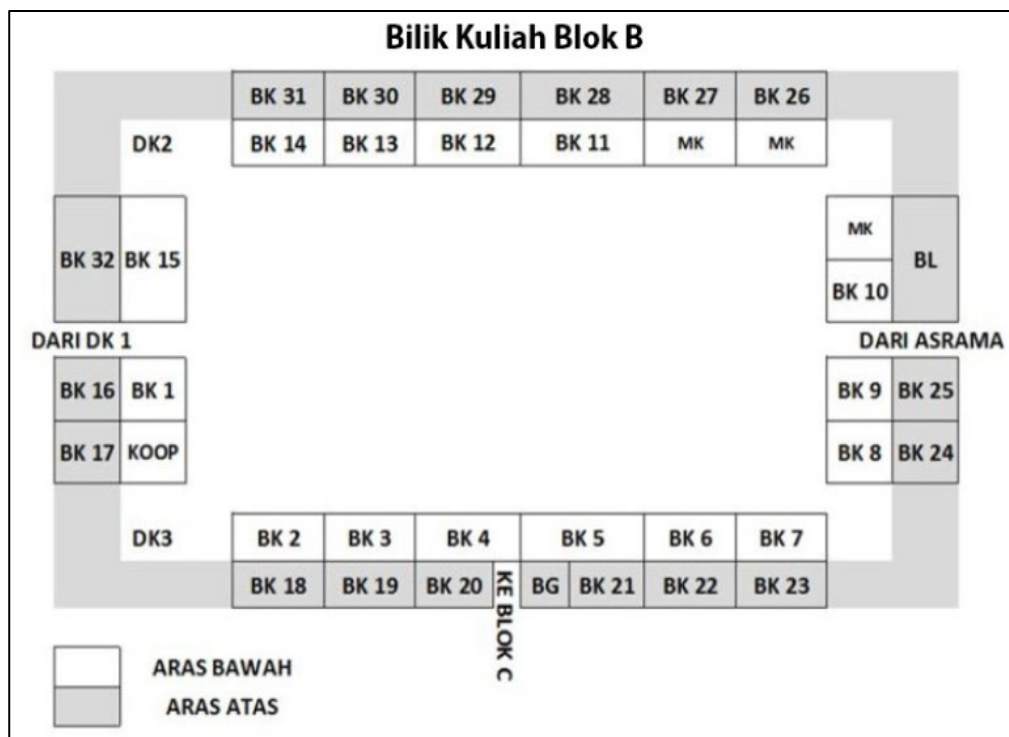
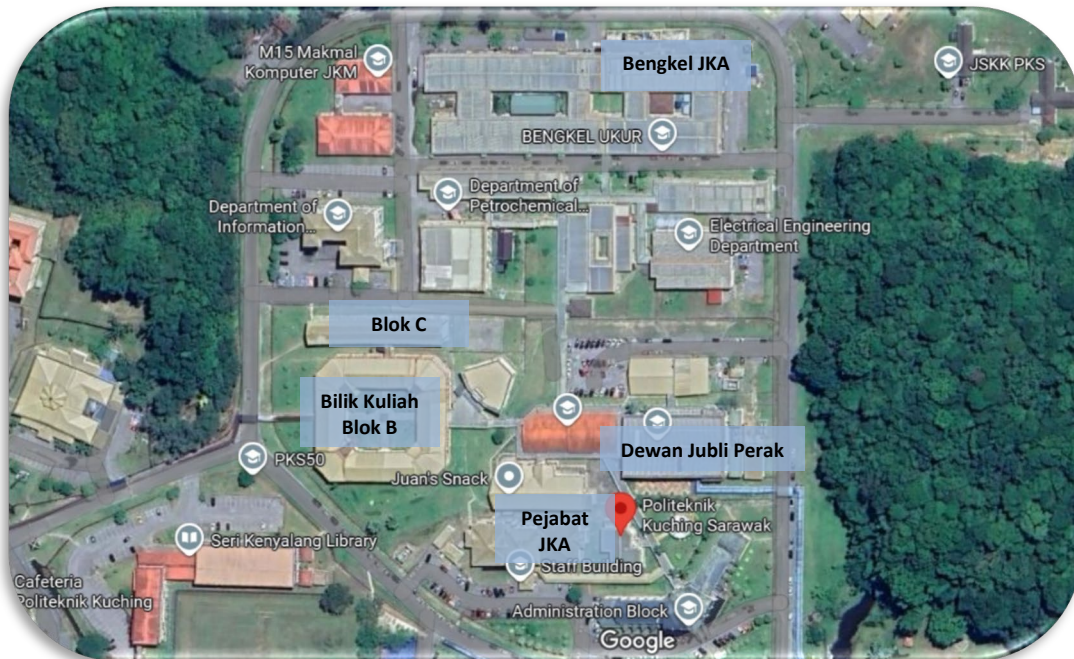
The Diploma in Civil Engineering (DKA) programme is one of the courses offered by the Department of Civil Engineering at Politeknik Kuching Sarawak. The department consists of 30 qualified lecturers who are professionals in their respective fields. These lecturers are well-trained, knowledgeable, and fully committed to producing high-quality graduates to meet the demands of the local workforce. In addition to lectures, hands-on training is conducted in workshops and laboratories to enhance students' understanding and help them master the required skills. The programme also includes courses that cover the latest developments in engineering technologies, such as Building Information Modelling (BIM) course and a graduate employability programme aimed at enhancing students' job readiness and professional development. Graduates of this programme will be equipped to collaborate with engineers, architects, surveyors, and other professionals in the development of infrastructure, buildings, building services, bridges, highways, and sewage systems—with an emphasis on sustainable construction practices. Furthermore, they will have the opportunity to further their studies at local and international institutions of higher learning.

1.1 BACKGROUND OF CIVIL ENGINEERING PROGRAMME

The Diploma in Civil Engineering equips students with the knowledge, skills, and attitude needed to adapt to evolving technologies in the field, while also fostering professionalism and strong work ethics in fulfilling their responsibilities to the Creator, clients, and society. This programme is specially designed to include practical, hands-on training alongside theoretical learning in civil engineering. Students are also required to complete industrial training, which prepares them for employment across various sectors of the industry, as the skills and knowledge acquired are applicable throughout the modern construction landscape.

Graduates will be able to apply effective communication and interpersonal skills to perform tasks in diverse situations. They are expected to demonstrate key behavioural traits such as integrity, teamwork, problem-solving, and passion in carrying out responsibilities related to their area of specialization. Additionally, they will possess entrepreneurial skills that contribute to economic growth and national development within the construction industry. With these added competencies, graduates will be more competitive in present's job market.

1.2 MAP OF POLITEKNIK KUCHING SARAWAK (PKS)



Layout for Lecture Room/Hall

2.0 STAF INFORMATION

2.1 ORGANISATIONAL STRUCTURE OF DIPLOMA IN CIVIL ENGINEERING PROGRAMME



KETUA JABATAN

NURAZURA BT RALI



PEN. KETUA JABATAN

MUNIRAH BINTI

DAWI SAIFUDDIN

DIPLOMA KEJURUTERAAN AWAM (DKA)



KETUA PROGRAM DKA

HISYARITA BT.

ABDUL WAHID



**TANG HING
KWONG**



**NURATIKAH BINTI
SEMAN**



**NUR ALWANI
ABDUL LATIF**



**Ts. ZAINAP BINTI HJ
LAMAT**



**AZMAN B.
ABDULLAH**



**HAMIDAH BINTI
MOHAMAD YUNUS**



**AZURAHANI BINTI
BAHARI**



**AZLAN BIN
MOHD ALI**



**MOHD HAZRY
BIN ISMAIL**



**NORHAFIZAH
BINTI MANAP**



**FLORA AK
ALBERT DAUD**



**AZRINA BINTI
MADIHI**



**MOHAMMAD PAUZI
B. MOKHTAR**



**AFHAM ZULHUSMI
BIN AHMAD**



LIM CHE CHIEN



**MIMI MALISA BINTI
DOLHAN**



**NORMAH BINTI
JAINUDIN**



**REMINJUS AK
ANDING**



**SHAHRLNIZAM
BIN BAHARI**



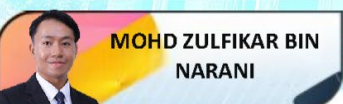
**SITI ROZANA
BINTI ROMALI**



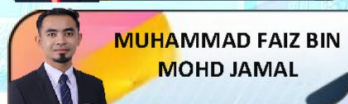
**KHAIRUL AZAM
BIN ELIAS**



**SITI ZUBAIDAH
BT JANUDIN**



**MOHD ZULFIKAR BIN
NARANI**



**MUHAMMAD FAIZ BIN
MOHD JAMAL**



**OLIVIA WONG SIEW
FONG**



**CASSANDRA CAROLINE
SENDY**



**MUNIRAH BINTI
GHAZALI**



JOYNNA CHONG

Organisational Structure of Diploma in Civil Engineering Programme

2.2 ACADEMIC STAFF

No.	Name	Designation
1	Ts. Munirah binti Dawi Saifuddin	<ul style="list-style-type: none"> • Assistant Head of Civil Engineering Department
2	Mdm. Hisyarita binti Abdul Wahid	<ul style="list-style-type: none"> • Head of DKA Programme
3	Mdm. Siti Rozana binti Romali	<ul style="list-style-type: none"> • Assistant Head of DKA Programme • Welfare & Recreation Coordinator • Concrete Laboratory Supervisor
4	Mr. Tang Hing Kwong	<ul style="list-style-type: none"> • Industrial Training Coordinator • Alumni Relations Coordinator • Brick Workshop Supervisor
5	Mdm. Nuratikah binti Seman	<ul style="list-style-type: none"> • OBE Coordinator • E-Learning Coordinator • MyPerformance Coordinator
6	Mdm. Nur Alwani binti Abdul Latif	<ul style="list-style-type: none"> • Accreditation Coordinator • IEEP Coordinator
7	Ts. Zainap binti Haji Lamat	<ul style="list-style-type: none"> • LEAN Management Coordinator • Hydraulic Laboratory Supervisor
8	Mr. Azman bin Abdullah	<ul style="list-style-type: none"> • Development & Maintenance Coordinator • Carpentry Workshop Supervisor • Asset Coordinator
9	Mdm. Hamidah binti Mohammad Yunus	<ul style="list-style-type: none"> • Industrial Training Coordinator • Collaboration & Industry Relations Coordinator
10	Mdm. Azurahani binti Bahari	<ul style="list-style-type: none"> • Internal Audit Coordinator • Examination Coordinator
11	Mr. Azlan bin Mohd Ali	<ul style="list-style-type: none"> • STEM TVET Coordinator • Course Registration Coordinator • Structural Laboratory Supervisor
12	Mr. Mohd Hazry bin Ismail	<ul style="list-style-type: none"> • Head of Co-Curriculum, Sports & Cultural Department
13	Mdm. Norhafizah binti Manap	<ul style="list-style-type: none"> • Registration & Records Coordinator • E-Learning Coordinator • Industrial Training Coordinator
14	Mdm. Flora Anak Albert Daud	<ul style="list-style-type: none"> • Examination Coordinator • 1L5G, Career & Graduate Tracking Study Coordinator • Water & Wastewater Quality Laboratory Supervisor
15	Mdm. Azrina binti Madihi	<ul style="list-style-type: none"> • Head of Entrepreneurial Unit
16	Mr. Mohammad Pauzi bin Mokhtar	<ul style="list-style-type: none"> • Timetable Coordinator • Asset Disposal Coordinator • Soil Mechanics Laboratory Supervisor

No.	Name	Designation
17	Mr. Afham Zulhusmi bin Ahmad	<ul style="list-style-type: none"> • Research, Innovation & Commercial Coordinator • Smart Green Coordinator
18	Ts. Lim Che Chien	<ul style="list-style-type: none"> • Promotion Coordinator • Academic Advisory System Coordinator
19	Mdm. Mimi Malisa binti Dolhan	<ul style="list-style-type: none"> • Civil Engineering Club Advisor • EKSA Coordinator
20	Mdm. Normah binti Jainudin@Mohamad	<ul style="list-style-type: none"> • Entrepreneurship Coordinator • Examination Coordinator • Concrete Laboratory Supervisor
21	Mr. Reminjus Anak Anding	<ul style="list-style-type: none"> • Industrial Training Coordinator • Lifelong Learning Coordinator • ICT Coordinator
22	Mr. Shahrulnizam bin Bahari	<ul style="list-style-type: none"> • Safety Coordinator • Hydraulic Laboratory Supervisor
23	Ts. Khairul Azam bin Elias@Mayah	<ul style="list-style-type: none"> • Development & Maintenance Coordinator • Highway Workshop Supervisor • Asset Coordinator
24	Mdm. Siti Zubaidah binti Janudin	<ul style="list-style-type: none"> • Student Project Coordinator • Activity Calendar, Preparation of E-Bulletin & Annual Report Coordinator
25	Mdm. Olivia Wong Siew Fong	<ul style="list-style-type: none"> • Student Project Coordinator • Department Quality Coordinator (SPK & SPB) • EKSA Coordinator
26	Mdm. Cassandra Caroline Sendy	<ul style="list-style-type: none"> • Discipline Coordinator • 1L5G, Career & Graduate Tracking Study Coordinator • Highway Workshop Supervisor
27	Mdm. Munirah binti Ghazali	<ul style="list-style-type: none"> • Secretary 2 • Examination Coordinator • Department Quality Coordinator (SPK & SPB)
28	Mdm. Joynna Chong	<ul style="list-style-type: none"> • Welfare & Recreation Coordinator • 1L5G, Career & Graduate Tracking Study Coordinator • Office Supervisor
29	Mr. Mohd Zulfikar bin Narani	<ul style="list-style-type: none"> • Student Sports Coordinator • Carpentry Workshop Supervisor • Student Representative Committee Advisor
30	Mr. Muhammad Faiz bin Mohd Jamal	<ul style="list-style-type: none"> • STEM TVET Coordinator • Development & Maintenance Coordinator • Structural Laboratory Supervisor

3.0 PROGRAMME INFORMATION

3.1 PROGRAMME SYNOPSIS

This programme is designed to equip students with sound knowledge, skills, and attitude and understanding of the environment, construction industries, construction designs and infrastructural development of civil engineering. The knowledge and skills acquired will be useful for success in future or current employment.

3.2 JOB PROSPECT

The knowledge and skills acquired by the students from the program will enable them to participate in the job market such as specified as:

- i. Technical assistant
- ii. Site supervisor
- iii. Clerk of Work
- iv. Assistant Engineer
- v. Contractor
- vi. Health and Safety Officer
- vii. Research Assistant
- viii. Quality Control Assistant engineer
- ix. Material Coordinator
- x. Entrepreneur

3.3 PROGRAMME AIMS

This programme believes that all individuals have potential to be proactive and responsible senior technicians to support national agenda in transforming the construction industry to be highly productive, environmentally sustainable with globally competitive players while focused on safety and quality standards.

3.4 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)



The Diploma in Civil Engineering programme shall produce semi-professionals who are:

PEO1: working in the field of civil engineering

PEO2: lead or a team member to support their role in industries

PEO3: engaged in activities to enhance knowledge or starting/embark their own enterprise

PEO4: fulfill professional and communities responsibilities, conforming to ethical and environmental values

3.5 PROGRAMME LEARNING OUTCOMES (PLO)

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

Curriculum Effective June 2019 (Academic Session June 2019)

- PLO1: 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
- PLO2: identify and analyse well-defined engineering problems reaching substantiated conclusions using codified methods of analysis specific to their field of activity (DK1 to DK4)
- PLO3: 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)
- PLO4: conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements
- PLO5: apply appropriate techniques, resources, and modern engineering and IT tools to well-defined engineering problems, with an awareness of the limitations (DK6)
- PLO6: 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)
- PLO7: 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)
- PLO8: understand and commit to professional ethics and responsibilities and norms of technician practice
- PLO9: function effectively as an individual, and as a member in diverse technical teams
- PLO10: 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
- PLO11: 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
- PLO12: recognize the need for, and have the ability to engage in independent updating in the context of specialized technical knowledge

Curriculum Effective 2024 (Academic Session 1: 2024/2025)

- PLO1: apply knowledge of applied mathematics, applied science, computing and engineering fundamentals and an engineering specialization as specified in DK1 to DK4, respectively, to wide practical procedures and practices.
- PLO2: identify and analyses well-defined engineering problems, reaching substantiated conclusions using codified methods of analysis specific to their field of activity (DK1 to DK4).
- PLO3: 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).
- PLO4: conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements (DK8).
- PLO5: 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).
- PLO6: 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).
- PLO7: 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).
- PLO8: 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).
- PLO9: 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.
- PLO10: demonstrate awareness of engineering management principles as a member or leader in a technical team and manage projects in a multidisciplinary environment.
- PLO11: recognize the need for and have the ability for i) independent and lifelong learning and ii) critical thinking in the face of specialized technical knowledge (DK8).

3.6 PROGRAMME STRUCTURE

Commencement June 2019:

CLASSIFICATION	COURSE CODE	CORSE NAME	CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)												PRE REQUISITE / CO-REQUISITE		
				PLO1	PLO2	PLO3	PLO4	PLO5		PLO6	PLO7	PLO8	PLO9	PLO10	PLO11		PLO12	
				Knowledge	Problem Analysis	Design / Development of Solutions	Investigesion	Modern Tool Usage		The Engineer and Society	Enviroment & Sustainability	Ethics	Individual and Team Work	Communications	Project Management and Finance		Life Long Learning	
CLS1	CLS2	CLS2	CLS2	CLS3a	CLS3c	CLS3b	CLS5	CLS5	CLS3d	CLS3b	CLS4	CLS4						
SEMESTER 1																		
Compulsory	MPU21032	Penghayatan Etika dan Peradaban	2									√				√		
	DUE10012	Communicative English 1	2											√		√		
	MPU24XX1	Sukan ***	1										√			√		
	MPU24XX1	Unit Beruniform 1 ***																
Common Core	DUW10022	Occupational, Safety & Health for Engineering	2	√								√		√				
	DBS10012	Engineering Science	2	√				√										
	DBM10013	Engineering Mathematics 1	3	√					√					√				
Displine Core	DCC10012	Engineering Drawing and Computer Aided Drafting (CAD)	2					√						√				
	DCC10022	Brickworks and Concrete Laboratory	2					√					√					
	DCC10032	Civil Engineering Materials	2	√										√		√		
TOTAL			18															
SEMESTER 2																		
Compulsory	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam*	2									√				√		
	MPU23042	Nilai Masyarakat Malaysia**																
	MPU24XX1	Kelab/Persatuan ***	1										√			√	MPU24XX1	
	MPU24XX1	Unit Beruniform 2																
Common Core	DBM20023	Engineering Mathematics 2	3	√					√					√			DBM10013	
Displine Core	DCC20042	Plumbing and Carpentry Workshop	2					√					√					
	DCC20053	Mechanics of Civil Engineering Structure	3	√	√									√				
	DCC20063	Engineering Survey	3	√				√					√					
	DCC20073	Contract and Estimating	3	√	√							√			√			
TOTAL			17															
SEMESTER 3																		
Compulsory	DUE30022	Communicative English 2	2												√		√	DUE10012
	MPU22012	Entrepreneurship	2												√	√		
Displine Core	DCC30082	Industrialised Building System (IBS) in Sustainable Construction	2					√				√			√			
	DCC30093	Geotechnical Engineering	3	√	√		√								√			
	DCC30103	Highway and Traffic Engineering	3	√		√									√			
	DCC30112	Geotechnical and Highway Engineering Laboratory	2				√	√		√								
	DCC30122	Fluids Mechanics	2	√	√										√			
TOTAL			16															

Programme Structure (Curriculum Starting June 2019)

SEMESTER 4																		
Compulsory	DUE50032	Communicative English 3	2												√		√	DUE30022
Displine Core	DCC40132	Project Management and Practices	2	√				√								√		
	DCC40142	Steel Structure Design	2			√		√				√						DCC20053
	DCC40152	Water Supply and Waste Water Engineering	2	√							√				√			
	DCC40163	Theory of Structures	3	√	√													DCC20053
	DCC40172	Structure, Hydraulics and Water Quality Laboratory	2				√	√		√								
	DCC40181	Final Year Project 1	1				√								√	√	√	
Electives		Electives 1	2															
TOTAL			16															
SEMESTER 5																		
Displine Core	DCC50194	Final Year Project 2	4				√	√							√			DCC40181
	DCC50203	Reinforced Concrete Design	3			√		√				√						
	DCC50212	Hydrology	2	√	√						√							
	DCC50222	Hydraulics	2	√	√								√					DCC30122
	DCC50232	Engineering in Society	2							√		√					√	
Electives		Electives 2	2															
TOTAL			15															
SEMESTER 6																		
Industrial Training	DUT600610	Industrial Training	10					√		√		√	√	√		√		
TOTAL			10															
TOTAL CREDIT VALUE			92															
ELECTIVES COURSES																		
1	DCC50242	Building Information Modeling (BIM)	2					√				√				√		
2	DCC50252	Building Services	2				√				√		√					
3	DCC50262	Environmental Polution and Control	2				√				√		√					
FREE ELECTIVES																		
1	DUD10012	Design Thinking	2		√													

Programme Structure (Curriculum Starting June 2019) (cont.)

Commencement 2024:

COURSE TYPE	COURSE CODE	COURSE NAME	CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)											PREREQUISITE
				PLO 1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	
				Engineering Knowledge	Problem Analysis	Design/Development of Solutions	Investigation	Tool Usage	The Engineer and the World	Ethics	Individual and Collaborative Teamwork	Communications	Project Management and	Life Long Learning	
SEMESTER 1															
Compulsory	DUE10062	Technical English 1	2									A3,A3		A2	
	MPU24031	Sukan 1	1												
	MPU24041	Kelab/ Persatuan 1					P2				A3				
	MPU24XX1	Unit Beruniform 1													
Common Core	DUW10042	Occupational Safety and Health for Engineering	2	C2			A3		A3						
Common Core	DBM10163	Engineering Mathematics 1	3	C3	C3						A3				
Common Core	DBS10042	Engineering Science	2	C3			P3		A3						
Discipline Core	DCC10273	Building Construction Workshop	3				P4	P4			A3				
Discipline Core	DCC10283	Civil Engineering Drawing	3				P4	P4						A3	
Discipline Core	DCC10292	Construction Materials	2	C3					A3			A2			
		TOTAL	18												
SEMESTER 2															
Compulsory	MPU21072	Penghayatan Etika dan Peradaban	2							A2	A2		A3		
	MPU24051	Sukan 2	1												MPU 24031
	MPU24061	Kelab/Persatuan 2					P2				A3			MPU 24041	
	MPU24XX1	Unit Beruniform 2												MPU 24XX1	
Common Core	DBM20173	Engineering Mathematics 2	3	C3	C3						A3				DBM 10163
Discipline Core	DCC20303	Civil Engineering Survey	3	C3				P4					A3		
Discipline Core	DCC20312	Pavement Engineering	2	C3		C4					A3				
Discipline Core	DCC20322	Estimating and Quantity Measurement	2		C4					A4			A3		
Discipline Core	DCC20332	Soil Mechanics	2	C3	C3									A3	
Discipline Core	DCC20342	Soil Mechanic and Pavement Engineering Laboratory	2				C4	P4		A4					
Discipline Core	DCC20391	Technician and Sustainable Development	1						A4	C3					
		TOTAL	18												

Programme Structure (Curriculum Starting August 2024)

COURSE TYPE	COURSE CODE	COURSE NAME	CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)											PREREQUISITE
				PLO 1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	
				Engineering Knowledge	Problem Analysis	Design/Development of Solutions	Investigation	Tool Usage	The Engineer and the World	Ethics	Individual and Collaborative Teamwork	Communications	Project Management and	Life Long Learning	
SEMESTER 3															
Compulsory	DUE30072	Technical English 2	2									A2,A3		A3	
Compulsory	MPU23182	Sains Teknologi dan Kejuruteraan Islam*	2								A3	A2		A4	
	MPU23172	Nilai Masyarakat Malaysia**													
Common Core	DUU10072	Entrepreneurship	2					P5				A3	A3		
Discipline Core	DCC30352	Fluids Mechanics	2	C3	C3							A3			
Discipline Core	DCC30362	Geotechnical Engineering	2		C4		C4					A3			DCC 20332
Discipline Core	DCC30373	Structural Mechanic	3	C3	C4			C3							
Discipline Core	DCC30382	Traffic Engineering	2			C4		P4					A3		
		TOTAL	15												
SEMESTER 4															
Compulsory	DUE50082	Technical English 3	2									A4,A4		A3	
Discipline Core	DCC40402	Structure, Hydraulics and Water Quality Laboratory	2				C4	P4		A4					
Discipline Core	DCC40412	Hydraulics	2	C3	C4						A3				DCC 30352
Discipline Core	DCC40423	Structural Analysis	3	C3	C4			C3							DCC 30373
Discipline Core	DCC40433	Reinforced Concrete Design	3			C3		C5	A4						DCC 30373
Discipline Core	DCC40441	Final Year Project 1	1		C4		C3					A5		A4	
Discipline Core	DCC40452	Water Supply & Sewerage System	2	C3	C4							A5			
Electives	DCC4XXX	Electives 1	2				C4	P4			A3				
		TOTAL	17												
SEMESTER 5															
Compulsory	MPU22071	Kursus Integriti dan Antirasuah	1								A2		A3		
Discipline Core	DCC50492	Environmental Pollution & Control	2				C4		C3					A4	
Discipline Core	DCC50502	Steel Structure Design	2			C4		C5	A4						DCC 30373
Discipline Core	DCC50513	Final Year Project 2	3			C5		P4	A4			A4	A4		DCC 40441
Discipline Core	DCC50522	Engineering Hydrology	2	C3	C4				C3						
Discipline Core	DCC50532	Project Management and Practices	2				C4	C3					A3		
Electives	DCC5XXX	Electives 2	2					P4		A3				A4	
		TOTAL	14												

Programme Structure (Curriculum Starting August 2024) (cont.)

COURSE TYPE	COURSE CODE	COURSE NAME	CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)											PREREQUISITE
				PLO 1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	
				Engineering Knowledge	Problem Analysis	Design/Development of Solutions	Investigation	Tool Usage	The Engineer and the World	Ethics	Individual and Collaborative Teamwork	Communications	Project Management and	Life Long Learning	
SEMESTER 6															
Industrial Training	DUT600910	Engineering Industrial Training	10		C3			P4	A3	A5	P4	A4		P4	
		TOTAL	10												

Programme Structure (Curriculum Starting August 2024) (cont.)

4.0 SUPPORTING DEPARTMENTS AND UNITS IN POLITEKNIK KUCHING SARAWAK

4.1 STUDENT AFFAIRS DEPARTMENT OF (JHEP)

Department of Student Affairs (JHEP) 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 permits for students from other states. The department is managed by the Head of Department, assisted by the Heads of the Student Intake & Data Unit and the Welfare & Discipline Unit. In addition, there are three other officers assigned to oversee the following units: the Student Registration Unit, the Scholarship Unit, and the Disciplinary Unit.



Organisational Chart of Student Affairs Department

4.1.1 Objectives / Roles

The objectives of the Student Affairs 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;

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

4.1.2 Activities of the Student Affairs Department

- i. 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.
- ii. 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.
- iii. Study Permit
 - Assisting students from outside Sarawak to procure the documents.
 - Collaborating with the Immigration Department on matters pertaining to application, issuance and renewal of necessary travel documents.
- iv. 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 premises.
 - Facilitating the signing of the "Sponsorship Agreement"
- v. Students' Discipline & Conduct
 - Setting and implementing the rules and the code of conduct of PKS students.
 - Overseeing and implementing Act 174.
 - Monitoring and enforcing discipline and the conduct of road users in PKS.
- vi. Students' Welfare
 - Assisting students in getting medical attention.
 - Assisting students in attaining suitable accommodation.
 - Assisting students who need assistance.
- vii. Students' Insurance
 - Assisting students to acquire group insurance.
 - Assisting students to file claim(s) in case of accidents.
- xi. 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 Organizational Chart of Student Affairs & Development Department.

4.1.3 Services Provided by the Student Affairs Department (JHEP)

The Student Affairs Department provides services to all students. When seeking assistance at the service counter, students are advised to adhere to the dress code as outlined in the polytechnic's rules and regulations. The department uses the student's registration number or matric card number to track and retrieve student information when handling the following services. The services provided by the department are as follows:

i. Inter Polytechnic Transfer

In principle, students are not allowed to change their place of study. However, consideration may be given to special and critical cases (such as the student's personal health issues [chronic illness], personal safety, and matters of national/polytechnic interest).

- Applications may be submitted from Week 3 to Week 12 based on the current academic calendar. The outcome of the application will be communicated through an official letter.
- if the transfer application is approved, the student may only transfer to the requested polytechnic in the following semester.
- if a student wishes to apply to a Premier Polytechnic, they are advised to check the admission requirements of the respective institution through the official polytechnic & community college student admission portal:<http://ambilan.mypolycc.edu.my>
- students must ensure that the requested polytechnic also offers the same programme as their current programme to avoid issues with credit transfer (CTCE).
- For senior students, it is advised to contact the Head of Department (HoD) / Academic Advisor (PA) in their respective academic department directly to obtain information related to Credit Transfer and Course Exemptions (CTCE).

ii. Change of Programme

The course offered to students as stated in the letter of offer is FINAL. For students who wish to appeal for the change of programme, an 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

iii. Deferment of Study

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 considered or considered as waived.

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

iv. Discontinuation of Study

Students who wish to withdraw from the polytechnic are required to complete the "Borang Permohonan Berhenti Pengajian". The completed form must be reviewed and endorsed by the Academic Advisor, Public Relations Officer, Head of the Industrial Training Unit, and the Librarian before being submitted to the Student Affairs Department (JHEP) for verification. The final decision regarding the application will be made by the Director of the Polytechnic. An official letter informing the applicant of the outcome will be issued accordingly.

4.2 DEPARTMENT OF SPORTS, CO-CURRICULUM & CULTURE (JSKK)

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.



Organisational Chart of Department of Sports, Co-Curriculum & Culture

JSKK is responsible for all matters related to sports, co-curriculum, and culture at the polytechnic. This includes planning, organizing, implementing, coordinating, supervising, and monitoring all activities related to sports and culture, as well as managing the associated equipment. The department also ensures that all facilities are maintained in excellent condition while providing high-quality services to all customers.

JSKK ensures that all sports, co-curricular, and cultural activities progress according to schedule and comply with the Polytechnic Calendar. It is also actively involved in external activities related to sports, culture, and co-curricular programs. Additionally, JSKK regularly plans to provide lecturers involved in these courses with opportunities to acquire the necessary knowledge and training, enabling them to become qualified trainers in the fields of sports, co-curriculum, and culture.

i. Sports Unit

This unit manages and coordinates all sports programs at the polytechnic, including student sports clubs led by dedicated lecturers and qualified coaches. Its key activity is the annual Politeknik Kuching Sarawak Sports Championship (KESUPKU), which involves both students and staff. Students also have opportunities to join national-level tournaments such as MSPM Sports Carnival, invitational championships with IPTA/IPTS, and SUKIPT, held once in two years by the Ministry of Higher Education. Outstanding athletes may even represent Sarawak at SUKMA, under the training of Majlis Sukan Negeri Sarawak

ii. Co-curriculum Unit

The Co-curriculum Unit is responsible for ensuring that all co-curricular programs are implemented smoothly and effectively. These modules expose students to various basic skills, both at the individual and group levels. Continuous assessment is conducted throughout the course, comprising practical work and theory. Students are given choices for the Co-curriculum Course. This course is compulsory for students in Semester 2 and Semester 3.

“Laluan 1” involves sports in Semester 2 (1 credit) and club/society activities in Semester 3 (2 credits). “Laluan 2” is the uniformed unit option, starting from Semester 1 (0 credit), continuing in Semester 2 (1 credit) and Semester 3 (2 credits). Students may also have the opportunity to earn the “Pentauliahah Pangkat” rank in their uniformed unit by completing courses in Semester 4 (0 credit) and Semester 5 (0 credit). There are four uniformed units offered: Askar Wataniah, PLAS TLDM, PISPA, and RELASIS.

iii. Culture & Heritage Unit

This unit organizes various activities led by the Culture Officer and students from the Kebudayaan dan Warisan (KEWARIS) group, including the Politeknik Kuching Sarawak Convocation, cultural festival celebrations, and performances both on and off campus.

At the national level, the Sekretariat Kebudayaan Politeknik Malaysia (SEKEW), established in 2016, coordinates cultural events across polytechnics. SEKEW plans festivals, seminars, explorations, and cultural courses to enhance the skills and knowledge of students and staff. It also serves as a resource center to support polytechnics in promoting cultural excellence and heritage.

4.3 EXAMINATION UNIT

The Examination Unit is responsible for coordinating, implementing, and monitoring the management of matters related to examinations and assessments at the institutional level. In addition, this unit is also responsible for coordinating matters related to examination results and certification for graduates.

The Examination Unit of Politeknik Kuching Sarawak is led by the Head of the Examination Unit, assisted by two (2) Examination Officers, and supported by Departmental Examination Coordinators appointed by the Heads of Academic Departments in each academic department.

At the institutional level, the Examination Officers are responsible for managing and

overseeing the overall conduct of examinations and student result data at the institution. Meanwhile, at the academic department level, the Departmental Examination Coordinators are responsible for managing matters related to examinations and student result data within their respective academic departments.



Organization Chart of Examination Unit

i. Grade Point System

The evaluation system in polytechnics and community colleges is based on a quantitative assessment of student performance in a program, known as the Grade Point System (GPS).

Under the Grade Point System, student performance in a course is measured using the Grading System, which evaluates achievement through two (2) indicators:

Student Performance Evaluation (Grade Point System)

1. Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total Credit Points obtained in the current semester}}{\text{Total Credit Hours taken in the current semester}}$$

2. Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{Total Credit Points obtained up to date}}{\text{Total Credit Hours taken up to date}}$$

4.4 INDUSTRIAL LIAISON & TRAINING UNIT (UPLI)

Industrial training provides polytechnic students with practical workplace experience and essential competencies such as technology literacy, communication, teamwork, social skills, professional ethics, and adherence to workplace regulations. The program lasts one semester (about 20 weeks) and must be completed in the student's field of study with approved organizations. Eligibility requires fulfilling all conditions stated in Section 6 of the "Arahan Peperiksaan dan Kaedah Penilaian Politeknik dan Kolej Komuniti Edisi 1 2025".

At PKS, the Industrial Liaison & Training Unit (UPLI) is located on the first floor of the CISEC building, adjacent to the PKS Seri Kenyalang Library. The unit is led by a Head of Unit, supported by two officers and an administrative clerk, and is responsible for managing students' industrial training affairs. For further information regarding industrial training, students are welcome to seek advice and assistance from any staff member of the Industrial Training Unit.



Organisational Chart of Industrial Liaison & Training Unit

4.5 PSYCHOLOGY MANAGEMENT UNIT (UPPsi)

The Psychology Management Unit (UPPsi) of Politeknik Kuching Sarawak operates as a key entity dedicated to providing comprehensive psychological services to its primary stakeholders, namely students. In addition, UPPsi plays a facilitative role in promoting personal development and soft skills enhancement among both students and staff.

UPPsi PKS is staffed by three (3) appointed Psychology Officers whereas each officer is a Registered Counsellor with the Board of Counsellors Malaysia, thereby adhering strictly to confidentiality principles and professional ethics as stipulated under the Counsellors Act 1998 (Act 580). All programmes and services are strategically designed to support students' holistic development, encompassing academic achievement, personal growth, career preparedness, and overall psychological well-being.

Students can access psychological services voluntarily through appointments or referrals. These services aim to support career planning, personal growth, and mental well-being by developing emotional, cognitive, and behavioural balance.



Organization Chart of Psychology Management Unit

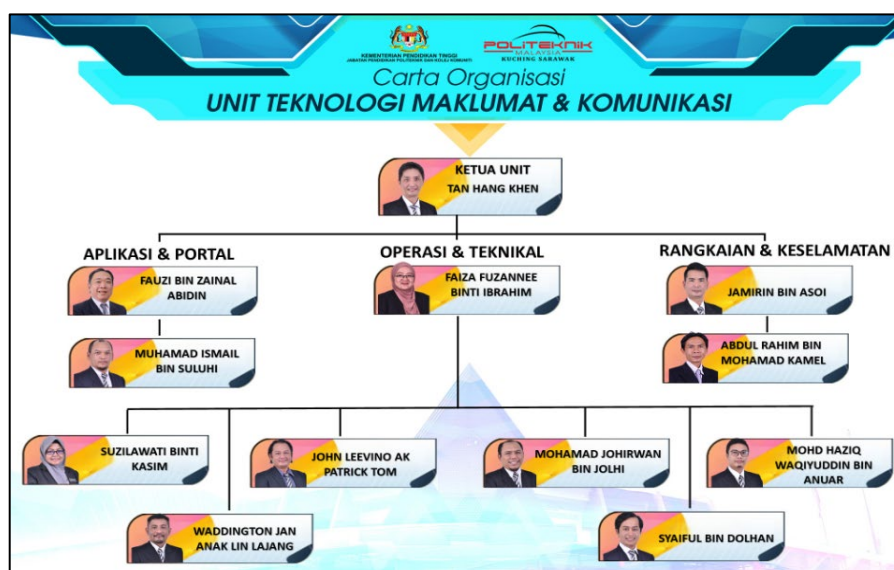
Services Offered by UPPSi:

- i. **Counselling Session**
For individual or group counselling pertaining to career, communication, academic, relationship and 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. **Motivation and Learning Clinic**
Providing motivation and counselling services to students who find difficulties in their studies.
- v. **Coordination of Pembimbing Rakan Siswa Politeknik Programmes**

4.6 INFORMATION & COMMUNICATION TECHNOLOGY UNIT (UICT)

PKS provides free Wi-Fi services for students within the campus, namely PKS-WIFI. PKS-WIFI is an open WIFI, and the student can access the WIFI using the username & password which had been registered by the network team at UICT. Free WiFi service (eduroam) is provided to all students throughout the PKS campus, including both male and female hostels.

All students are also provided with a Microsoft M365 account to access online applications and 1TB of free OneDrive storage. In addition, each student is given an official email account (poliku.mypolycc.edu.my). Apart from Wi-Fi facilities, JKA Computer Laboratory is also equipped with 41 computers with internet access, available for all students to use.



Organization Chart of Information Technology & Communication Unit

5.0 FACILITIES

5.1 HEALTH CLINIC

Politeknik Kuching Sarawak Health Clinic is managed by a Medical Assistant (Mr. Delvino anak Anthony) that provides basic healthcare services and minor emergency treatment for both students and staff. Conveniently located within the student residence, the clinic operates from Monday to Friday, 8.00am to 5.00pm and remains closed on weekends and public holidays. Services offered include treatment for common illnesses such as fever, flu and first aid for minor injuries.

Monday to Thursday	8.00am to 1.00 pm 2.00pm to 5.00 pm
Friday	8.00am to 11.45am 2.15pm to 5.00pm
Saturday, Sunday and Public Holidays	Closed

Health Clinic Operating Hours

In the event of emergency, students will be referred to Klinik Kesihatan Telaga Air, Petrajaya Health Clinic during office hours and Hospital Umum Sarawak after working hours. PKS Health Clinic is responsible to coordinate movement of sicked students to the following locations:

No.	Health Care Centre	Distance	Operation Hour
1.	Hospital Umum Sarawak (A&E)	23km	24 hours
2.	Klinik Kesihatan Telaga Air	11km	8am – 5pm
3.	Poliklinik Jalan Masjid	24km	8am – 5pm
4.	Klinik Kesihatan Petrajaya	21km	8am – 5pm

Registration Procedure for Treatment

- Students must present matric card or identity card (I/C) for verification.
- Only the Medical Assistant is authorised to prescribe medication.
- Non-emergency cases are treated during office hours only.
- For emergencies after office hours, students must contact the duty warden before arrangement for ambulance be made to the nearest healthcare location.
- Female students must be accompanied by another female student, and after office hours, also by a female warden.
- “Surat Pengecualian Kuliah” (Class Exemption Letter) is issued only after examination by the Medical Assistant and cannot be requested in advance.

Note of Reference for Class Exemption Letter

- The letter will only be issued if the student is confirmed medically unfit to attend class.
- Requests for the letter without medical examination are not permitted.
- The letter will be issued at the time of treatment only.
- No letters will be issued outside operation hours.
- Each student may receive the letter a maximum of three times per semester, not exceeding a total of 15 days.



PKS Health Clinic

5.2 SERI KENYALANG LIBRARY, PKS

The library at Politeknik Kuching Sarawak is known as the Seri Kenyalang Library. This library is committed to providing quality services and resources to support students' academic needs. Services provided by Seri Kenyalang Library are as follows:

Library Services

- i. Borrowing and Returning – circulation of books, reference materials & novels. Up to a duration of two weeks. Overdue items are subject to fines.
- ii. Reference & Information – assistance at the reference desk and guidance in using OPAC and online databases.
- iii. Electronic Resources – access to OPAC, eBook PolyCC, Emerald Insight, IEEE Xplore, U-Pustaka, and Institutional Repository (DSpace).
- iv. Facilities – reading areas, individual and group study spaces, discussion rooms, computers, and internet access.
- v. Programmes & Activities – book exhibitions, reading campaigns, and promotions of new resources.



Reading area



Computers with internet access

Online Databases and Resources

The Seri Kenyalang Library, PKS provides access to the following online databases and resources:

- i. Online Public Access Catalogue (OPAC) – <https://pks-lib.mypolycc.edu.my/>
- ii. U-Pustaka – <https://www.pnm.gov.my/index.php/pages/view/1228>
- iii. Library Website – <http://library.poliku.edu.my/>
- iv. Institutional Repository – <http://dspace.poliku.edu.my/xmlui/>
- v. Emerald Insight – <https://www.emerald.com/insight/>
- vi. IEEE Xplore – <https://ieeexplore.ieee.org/Xplore/home.jsp>
- vii. eBook PolyCC – <http://celt.edu.my/PAGE-EBOOK-POLYCC>

Interlibrary Loan (ILL)

Collaborating libraries include:

- i. National Library of Malaysia (PNM) – <https://opac.pnm.gov.my/search/query?theme=PNM2>
- ii. Universiti Malaysia Sarawak (UNIMAS) – <https://caisils.unimas.my/>
- iii. Sarawak State Library (Pustaka Negeri Sarawak) – <https://pustaka.librarynet.com.my/>
- iv. Swinburne University of Technology Sarawak – <https://caisils.unimas.my/>
- v. Curtin University Malaysia, Miri – <https://library.curtin.edu.my/>
- vi. Polytechnic and Community College Libraries, Malaysia
- vii. Sarawak Matriculation College
- viii. i-CATS University College Sarawak



Organizational Chart of Library Unit

Monday to Friday	8.00am-4.50pm
Monday to Thursday (only during Revision & Examination Week)	8.00am – 9.00pm
Saturday, Sunday and Public Holidays	Closed

Seri Kenyalang Library Operating Hours

5.3 STUDENT RESIDENTIAL BLOCK-KAMSIS DESA SERAPI

PKS Student Residential Block also known as Kamsis Desa Serapi is located at the foothill of the scenic Gunung Serapi. Accommodation is provided on a twin-sharing basis, with each room equipped with two single beds, study tables and student cabinets. This residence can accommodate up to 2,258 students each semester, with 1,058 male students housed in six blocks and 1,200 female students in two blocks. The residence aims to provide safe and comfortable accommodation that supports student development and learning.

New Students	Semester 1	Accommodation is offered to all first-semester students.
Senior Students	Semester 2 and above	Applications are required. Selection is based on socio-economic background, special needs, disabilities, and active participation in sports or extracurricular activities.



Residential Block for Female Students

The students residential also offer shared amenities including television and study rooms, a recreation room, prayer room, water dispensers, pantries, a multi-purpose common room, and a meeting room for student bodies such as the Jawatankuasa Pengurusan Asrama.

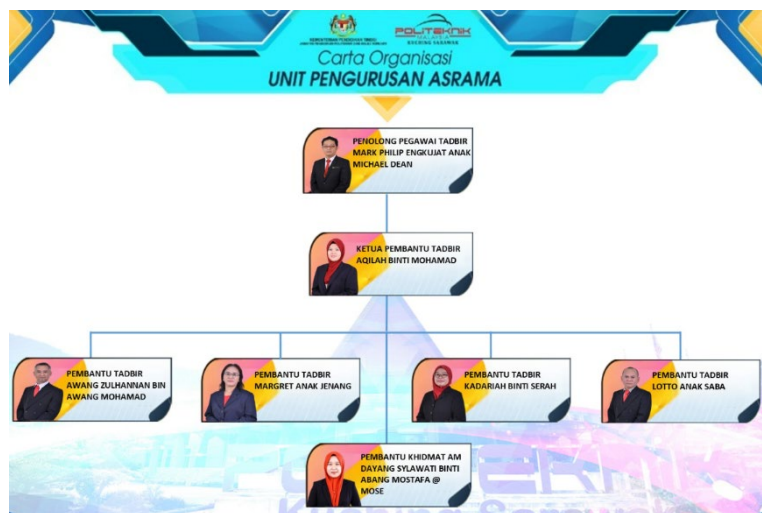
Apart from that, the Information Technology Centre (UICT) provides free Wi-Fi services for all residents, with capacity upgraded from time to time to meet students' needs. Within the residential compound, there is washing machine, vending machine, a cafeteria operating daily from 6.30am to 11.00 pm, a canteen open on weekdays from 7.00 am. to 5.00 pm and a convenience mart that offers basic necessities for students.

Administration and Hostel Services for Residents

- Processing hostel applications online.
- Registering hostel residents upon check-in.
- Managing check-out of hostel residents.
- Providing a duplicate key loan counter.
- Providing a student postal service counter.
- Preparing rooms equipped with facilities and furniture.
- Providing recreational rooms for students.

Monitoring Safety and Welfare of Hostel Residents

- i. Assisting sick students in the absence of the Medical Assistant.
- ii. Handling all types of complaints from hostel residents.
- iii. Contacting the Development and Maintenance Unit in the event of water or electricity disruptions.



Organizational Chart of Hostel Management Unit

5.4 SPORTS AND RECREATIONAL FACILITIES

The Department of Sports and Co-Curriculum is responsible for managing student activities related to sports, co-curricular programs, and student development. It provides facilities, organizes training, and coordinates various activities to encourage student participation in sports, clubs, and societies.

The list of Sport and Recreational Facilities available in PKS are as follows:

No.	Infrastructure
1	Football/Rugby field
2	Hockey/softball field
3	Petanque court
4	Netball court
5	Basketball Court
6	Volleyball Court
7	Sepak Takraw Court
8	Open Futsal court
9	Badminton court (indoor)
10	Archery park
11	Cultural centre
12	Outdoor park
13	Bilik gerakan badan beruniform

No.	Facilities
1	Kayak
2	Mountain bike
3	Golf sets
4	Music equipment
5	Outdoor fitness equipment
6	Field sport
7	Archery set



Sport Facilities in PKS

Editorial and Publication Committee

Role	Name & Position
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Advisor	Nurazura Binti Rali Head of Department, Department of Civil Engineering, Politeknik Kuching Sarawak
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Thanks to all Department & Unit, Politeknik Kuching Sarawak

