POLITEKNIK
MALAYSIA
UNGKU OMAR

KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

JTMK

SESSION 2 2024/2025

STUDENT'S GUIDE BOOK

Information and Communication Technology Department

ENGLISH VERSION

MD
Premier Digital
Tech Institution

Introduction

Puah Hajah Hamimah Binti Haji Salleh
Ketua Jabatan
Jabatan Teknologi Maklumat & Komunikasi
Politeknik Ungku Omar, Ipoh

Bismillahirrahmanirrahim. Assalamu'alaikum Warahmatullahi Wabarakatuh and Salam Sejahtera

First of all, I would like to congratulate and welcome the new students who successfully got an offer to enter the Department of Information and Communication Technology, Ungku Omar Polytechnic. Congratulations also to you for choosing the Information Technology Diploma Program (DIT) as the field you want to pursue. Congratulations are also extended to the Editorial Board of JTMK and all JTMK members for their cooperation in making the publication of this Student Handbook Latest Edition with success.

This Handbook provides exposure and academic reference to students regarding program information, course lists and professional certificates to help them understand the DIT program throughout their studies. This handbook also helps students know and recognize lecturer information such as names, locations and important units in the department. Hopefully the planning of this student handbook can help students to complete their studies within the specified period.

PENAUNG
Hjh Hamimah binti Hj Salleh

PENASIHAT
Afifah Nailah binti Muhamad

PENYUNTING

KETUA PENYUNTING
Jamaliah Binti Musa

PENYUNTING
Asliza binti Yacob

PENYUNTING
Nur Hafiza Binti Abd Rahman

REKABENTUK

GRAFIK DAN REKABENTUK
Asliza binti Yacob

CONTENTS

JTMK Students' Guidebook Session I: 2024/2025 is prepared for Diploma in Information Technology students'.

This guide book contains brief and concise information regarding DIT programme. The aim of producing the Guide Book is to provide overall details about DIT program; therefore students have an overview about the program and able to plan their studies according to respective intake.

There are 3 tracks offered under DIT programme:

Track 1 – Software and Application Development

Track 2 – Networking Systems

Track 3 – Information Security

Besides that, information of staffs, units and facilities in JTMK are also describe in this guide Book.

Curriculum of Diploma in Information Technology

PROGRAMME AIMS

The programme believes that every individual has potential to foster adaptable and responsible Information and Communication Technology (ICT) Assistant with new technological advancement in supporting the national digital initiative transformation agenda.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Information Technology programme shall produce semi-professionals ICT practitioners who are capable to:

PEO1 — Computer technicians have basic knowledge with numeracy and technical skill to solve well-defined and routine problems in computing in line with the industry requirements.

PEO2 — Computer technicians have the supervisory ability and good interpersonal and communication skills to interact in various environments.

PEO3 — Computer technicians have a commitment to lifelong learning and an entrepreneurial mindset for self and career development.

PEO4 — Computer technicians who are committed to ethical conduct and professional practices in the organization and society.

PROGRAMME LEARNING OUTCOMES (PLO)

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

PLO1   Explain concepts, principles and theories relating to Information Technology.

PLO2   Apply design and architecture to Information Technology solutions using appropriate tools and techniques.

PLO3   Perform support and development tasks on Information Technology solutions related to job functions.

PLO4   Demonstrate effective interaction with stakeholders and society in a work-related environment.

PLO5   Exhibit effective communication with stakeholders and society in a work-related environment.

PLO6   Use appropriate digital tools on computing related to job functions.

PLO7   Apply appropriate numerical skills in computing related to job functions.

PLO8   Demonstrate supervisory skills and responsibility in executing instructions related to job functions.

PLO9   Commit to principles of lifelong learning in academic and career development.

PLO10   Demonstrate an entrepreneurial mindset in performing tasks.

PLO11   Commit to professional and ethical practices in executing instructions related to the job and organizational functions.

- Knowledge & Understanding — CLS1
- Cognitive Skills — CLS2
- Practical Skills — CLS3a
- Interpersonal Skills — CLS3b
- Communication Skills — CLS3c
- Digital Skills — CLS3d
- Numeracy Skills — CLS3e
- Leadership, Autonomy & Responsibility — CLS3f
- Personal Skills — CLS4a
- Entrepreneurial Skills — CLS4b
- Ethics & Professionalism — CLS5

KLUSTER DOMAIN

JOB PROSPECT

Research by Malaysian Digital Economy Corporation (MDEC) shows significant demand in ICT globally. Thus, graduates from this programme are equipped with the knowledge, skills, attitude and abilities that can be applied to a broad range of careers in the ICT industrial worlds and businesses. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market such as:

Computer Application Programmer	Storyboard Artist
Internet Programmer	2D Concept Artist
Web Programmer	3D Artist
Database Programmer	Assistant Security Analysis
System Analysts Assistant	Assistant Information Security Engineer
Software Developer	Assistant Game Developer
Database Administrator	Assistant Data Analysis
Software Tester	Assistant Penetration Tester
System Support Personal	Assistant Data Scientist
System Programmer	Assistant Data Analyst
Network Support Personal	Business Intelligence Analyst
Network Administrator	Junior Data Visualization
Technical Helpdesk/ Support	Junior Statistician
Assistant Game Programmer	Junior Data Insights And Visualization
Game Designer	Web Designer
3D Animator	Web Developer

List of Courses

DIPLOMA IN INFORMATION TECHNOLOGY
3 YEARS SESSION I : 2024/2025 INTAKE

SOFTWARE AND APPLICATION DEVELOPMENT

Software and Application Development (SAD) track is a detailed study of engineering to the design, development and maintenance of software and application. This track provides comprehensive training for the students to endure that the application is built consistently, correctly, on time, on budget and within requirements.

COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT HOURS	PRE REQUISITE
		L	P	T	O		
COMPULSORY							
MPU21072	Penghayatan Etika dan Peradaban	1	0	2		2	-
MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	0	0	2		1	-
MPU22153	English For Digital Technology	2	0	2		3	-
MPU23162/ MPU23272	Pengajian Islam	1	0	2		2	-
	Pendidikan Moral						-
MPU24031	Sukan 1	0	2	0		1	-
MPU24XX1	Unit Beruniform 1						-
MPU24041	Kelab/ Persatuan 1						-
MPU24051	Sukan 2	0	2	0		1	MPU24031
MPU24061	Kelab/ Persatuan 2						MPU24041
MPU24XX1	Unit Beruniform 2						MPU24XX1
		4	4	8		10	
CORE COMPUTING							
DBM10143	Calculus and Algebra	2	0	2		3	-
DFC10263	Computer Architecture	2	2	0		3	-
DFC10273	Operating Systems	2	2	0		3	-
DBM20153	Discrete Mathematics	2	0	2		3	-
DFC20283	Database Fundamentals	2	2	0		3	-
DFC20293	Network and Data Communication	2	3	0		3	-
DFC20303	Programming Fundamentals	2	2	0		3	DFC10252
DFC20313	Cybersecurity Fundamentals	2	3	0		3	-
DFC30323	Statistics and Probability	2	2	0		3	-
DFC30333	Ethics in Computing	2	3	0		3	-
DFC40343	System Analysis and Design Fundamentals	2	2	0		3	-
		22	21	4		33	
DISCIPLINE CORE							
DFC10252	Problem Solving and Program Design	2	1	0		2	-
DFT10173	Introduction to Computer System	2	2	0		3	-
DFT30183	Cyberpreneurship	1	4	0		3	-
DFP30313	Digital Multimedia	1	4	0		3	
DFP30323	Object Oriented Programming	2	3	0		3	DFC20303
DFP40333	Full Stack Web Development	1	4	0		3	DFC20283
DFT40343	Visual Basic Programming	1	4	0		3	-
DFP40353	Mobile Application Development	1	3	0		3	DFP30323
DFP40362	Business Intelligence	1	2	0		2	DFC20283
DFP40373	Database Administration	1	3	0		3	DFC20283
DFP50383	Integrative Programming Technologies	1	4	0		3	DFP30323
DFP50393	Python Programming	2	3	0		3	DFC20303
DFP50403	Java Web Development	1	4	0		3	DFC20283, DFP30323
		17	41	0		37	
PROJECT							
DFT50194	Integrated Project	2	3	0	0	4	ALL CORE COMPUTING COURSES
		2	3	0	0	4	
FREE ELECTIVE							
DUD10012	Design Thinking	1	0	0	1	2	-
DUG30032	Green Technology Compliance	1	2	0	0	2	-
DUT60019	Industrial Training	0	0	0		9	
		0	0	0		9	

Jumlah Jam Kredit 93

INFORMATION SECURITY

Information Security (IS) track is designed to give students an opportunity to study the fundamentals of digital technology, basic network system security concept and skills that emphasizes on information security.

COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT HOURS	PRE REQUISITE
		L	P	T	O		
COMPULSORY							
MPU21072	Penghayatan Etika dan Peradaban	1	0	2	0	2	-
MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	0	0	2	0	1	-
MPU22153	English for Digital Technology	2	0	2	0	3	-
MPU23162/ MPU23272	Pengajian Islam	1	0	2	0	2	-
	Pendidikan Moral						-
MPU24031	Sukan 1	0	2	0	0	1	-
MPU24XX1	Unit Beruniform 1						-
MPU24041	Kelab/ Persatuan 1						-
MPU24051	Sukan 2	0	2	0	0	1	MPU24031
MPU24061	Kelab/ Persatuan 2						MPU24041
MPU24XX1	Unit Beruniform 2						MPU24XX1
		4	4	8	0	10	
CORE COMPUTING							
DBM10143	Calculus and Algebra	2	0	2	0	3	-
DFC10263	Computer Architecture	2	2	0	0	3	-
DFC10273	Operating Systems	2	2	0	0	3	-
DBM20153	Discrete Mathematics	2	0	2	0	3	-
DFC20283	Database Fundamentals	2	2	0	0	3	-
DFC20293	Network and Data Communication	2	3	0	0	3	-
DFC20303	Programming Fundamentals	2	2	0	0	3	DFC10252
DFC20313	Cybersecurity Fundamentals	2	3	0	0	3	-
DFC30323	Statistics and Probability	2	2	0	0	3	-
DFC30333	Ethics in Computing	2	3	0	0	3	-
DFC40343	System Analysis and Design Fundamentals	2	2	0	0	3	-
		22	21	4	0	33	
DISCIPLINE CORE							
DFC10252	Problem Solving and Program Design	2	1	0	0	2	-
DFT10173	Introduction to Computer System	2	2	0	0	3	-
DFT30183	Cyberpreneurship	1	4	0	0	3	-
DFS30263	Cyber Law	2	2	0	0	3	-
DFS30273	Information Security	1	3	0	0	3	-
DFS40283	Server Administration	1	4	0	0	3	-
DFS40293	Ethical Hacking	1	4	0	0	3	-
DFS40303	Information Security Management System	2	2	0	0	3	-
DFS40312	Malware Analysis	1	2	0	0	2	-
DFS40323	Digital Forensic	1	4	0	0	3	-
DFS50333	Computer Network Security	1	4	0	0	3	-
DFS50343	Security Audit	1	4	0	0	3	DFS40293
DFS50353	Incident Response Handling	1	4	0	0	3	-
		17	40	0	0	37	
PROJECT COURSE OF INFORMATION SECURITY TRACK							
DFT50194	Integrated Project	2	3	0	0	4	ALL CORE COMPUTING COURSES
		2	3	0	0	4	
FREE ELECTIVE							
DUD10012	Design Thinking	1	0	0	1	2	-
DUG30032	Green Technology Compliance	1	2	0	0	2	-
DUT60019	Industrial Training	0	0	0	0	9	-
		0	0	0	0	9	

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NETWORKING SYSTEM

Networking System (NS) track introduces the concept and general principles of the underlying networks of the internet. It exposes the students with the structure and components of computer networks, packet switching and layer architecture as well as a variety of applications.

COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT HOURS	PRE REQUISITE
		L	P	T	O		
COMPULSORY							
MPU21072	Penghayatan Etika dan Peradaban	1	0	2	0	2	-
MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	0	0	2	0	1	-
MPU22153	English For Digital Technology	2	0	2	0	3	-
MPU23162/ MPU23272	Pengajian Islam	1	0	2	0	2	-
	Pendidikan Moral				0		-
MPU24031	Sukan 1				0		-
MPU24XX1	Unit Beruniform 1	0	2	0	0	1	-
MPU24041	Kelab/ Persatuan 1				0		-
MPU24051	Sukan 2				0		MPU24031
MPU24061	Kelab/ Persatuan 2	0	2	0	0	1	MPU24041
MPU24XX1	Unit Beruniform 2				0		MPU24XX1
		4	4	8		10	
CORE COMPUTING							
DBM10143	Calculus and Algebra	2	0	2	0	3	-
DFC10263	Computer Architecture	2	2	0	0	3	-
DFC10273	Operating Systems	2	2	0	0	3	-
DBM20153	Discrete Mathematics	2	0	2	0	3	-
DFC20283	Database Fundamentals	2	2	0	0	3	-
DFC20293	Network and Data Communication	2	3	0	0	3	-
DFC20303	Programming Fundamentals	2	2	0	0	3	DFC10252
DFC20313	Cybersecurity Fundamentals	2	3	0	0	3	-
DFC30323	Statistics and Probability	2	2	0	0	3	-
DFC30333	Ethics in Computing	2	3	0	0	3	-
DFC40343	System Analysis and Design Fundamentals	2	2	0	0	3	-
		22	21	4		33	
DISCIPLINE CORE							
DFC10252	Problem Solving and Program Design	2	1	0	0	2	-
DFT10173	Introduction to Computer System	2	2	0	0	3	-
DFT30183	Cyberpreneurship	1	4	0	0	3	-
DFN30373	Switching Essentials	2	3	0	0	3	DFC20293
DFN30383	Open Source Operating System	2	3	0	0	3	DFC10273
DFN40393	Routing Essentials	1	4	0	0	3	DFN30373
DFN40403	Windows Server Administration	1	4	0	0	3	DFC10273
DFN40413	Network Security	1	4	0	0	3	DFC20293
DFN40422	Embedded Internet Of Things (IOT)	1	3	0	0	2	
DFN40433	Structured Cabling In Networking	1	4	0	0	3	
DFN50443	Enterprise Network	1	4	0	0	3	
DFN50453	Open Source Server Administration	1	4	0	0	3	DFN30383
DFN50463	Network Administration Management	1	4	0	0	3	
		17	44	0	0	37	
PROJECT							
DFT50194	Integrated Project	2	3	0	0	4	ALL CORE COMPUTING COURSES
		2	3	0	0	4	
FREE ELECTIVE							
DUD10012	Design Thinking	1	0	0	1	2	-
DUG30032	Green Technology Compliance	1	2	0	0	2	-
INDUSTRIAL TRAINING							
DUT60019	Industrial Training	0	0	0	0	9	
		0	0	0	0	9	

Jumlah Jam Kredit   93

LEGEND

L : Lecture, P : Practical / Lab, T : Tutorial, O : Others

(The numbers indicated under L, P, T & O represent the contact hours per week, to be used as a guide for time table preparation)
*For Muslim Students
**For Non Muslim Students

Notes:

1. ªFree Elective are course which <u>are not included</u> in any programme structure but if taken, will contribute towards students' CGPA, provided that institutions adhere to the Department of Polytechnic & College Community Education (DPCCE) Free Electives Guidelines.

2. ᵇMPU22042 Bahasa Kebangsaan A is <u>COMPULSORY</u> for students who did not attain credit in Bahasa Melayu at Sijil Pelajaran Malaysia (SPM) level and will contribute to students' CGPA.

3. Co-curriculum pathways:
   a. Path 1: Sukan
   b. Path 2: Kelab/Persatuan
   c. Path 3: Unit Beruniform

4. Clusters:

CLS1:	Knowledge & Understanding
CLS2:	Cognitive Skills
CLS3a:	Practical Skills
CLS3b:	Interpersonal Skills
CLS3c:	Communication Skills
CLS3d:	Digital Skills
CLS3e:	Numeracy Skills
CLS3f:	Leadership, Autonomy & Responsibility
CLS4a:	Personal Skills
CLS4b:	Entrepreneurial Skills
CLS5:	Ethics & Professionalism

The curriculum of Information Technology Programmes are integrated with the curriculum of professional certifications such as CCNA and COMPTIA A+, so as to give the opportunities for the students to sit for professional certificate examinations. This will give the students an added value and ensure that the knowledge and skills acquired through the DIT programmes are relevant with the need of the ICT industries. Some of the professional certificate examinations that the students are ready to sit for are as follows:

Computing Technology Industry Association (COMPTIA A+)

Sun Certifiied Java Associate (SCJA)

Microsoft Certified Technology Specialist (MCTS : SQL)

Microsoft Certified Technology Specialist (MCTS : WINDOWS 7)

Cisco Certified Entry Networking Technician (CCENT)

Cisco Certified Network Administrator (CCNA)

EC-Council Network Security Administrator (ENSA)

Novell Certified Linux Administrator (CLA)

Certified Ethical Hacker (CEH)

Units

CO-ORDINATOR

EN. MUHAMMAD FAIZ BIN PAUZI
STAFF ROOM LEVEL 2/3

PUAN ASLIZA BINTI YACOB
STAFF ROOM LEVEL 3/2

INFORMATION

During early of each semester, all students is compulsory to do a course registration through iPUO based on PK01 that already distributed. Students who have a courses **carry** OR **drop** in the previous semester OR **extend semester** OR **detained industrial training** OR **repeat semester** must follow the step below:

1. Students must complete the courses with a priority on **carry** and **drop courses** in the previous semester.

2. Total credit hours for the Compulsory, Common Core, Specialisation and Elective courses must carry between 12 to 20 credits.
   - **Identify** the slot for all courses taken with reference (PK01) to the main timetable and compare class schedules to avoid any overlap of time.
   - **Identify** the slot for **dropped courses** in the **previous semester**. If overlap with the Core/ Specialisation / Elective Courses, the election shall give priority to dropped courses.
   - I**dentify** the slot for **carry courses**. If overlap with the Core/ Specialisation / Elective Courses, the election shall give priority to carry courses.

3. Students are allowed to register more than 20 credit hours with approved by the Head of Department JTMK and fill *"Borang Perakuan Mendaftar melebihi 20 Kredit atau Kurang 12"*. The form need to submitted to the Academic Advisor and Registration Unit JTMK. Students are allowed to drop a course up to Week 4 after consultation with their academic advisor.

References:
* **Carry Courses** = Courses failed during the previous semester and carry in the current semester.
* **Dropped Courses** = Courses dropped of the current semester

CO-ORDINATOR

PUAN MONA BINTI AZIZAN
STAFF ROOM LEVEL 1

INFORMATION

Financial Aid is intended to help you finance your programmed of studies in Politeknik Ungku Omar (PUO) when family and personal resources are not enough to meet your total education costs. Financial aid consists of study loans (aids which must be repaid) and scholarships (funds that does not require repayment).

1. Scholarships and Study Loans
   The government provides a variety of scholarships and study loans such as Other State Loans advertised from time to time.
   - Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)
   - Perak State Loan
   - Pahang State Loan
   - Selangor State Loan
   - Negeri Sembilan State Loan
   - Others

2. Student Funds
There are various types of funds available for students to apply. The type   and amount of funds offered to an applicant will depend on Politeknik Ungku Omar (PUO) resource availability.
   - PUO student funds from Hal Ehwal Pelajar (HEP).
   - Funds from Pusat Zakat PUO (Only for Muslim students)

INFORMATION

HOW TO APPLY STUDENT FUNDS.

a) PUO student funds application must use DPKP 1 Form (fill in 2 copies) which can be getting from:

- Department Welfare Coordinator, **or**
- Department Student Affairs Coordinator, **or**
- Student Affairs Officer (Welfare and Discipline) at Department of Student Affairs Office. **or**
- Student E-portal.

b) Emergency aid funds: from HEP (DPKP 2 form)

Allowable expenses include:

- Cost related to a death or illness in the immediate family (like parents)
- Replacement of essential personal belongings due to fire, theft, burglary
- Extra basic living expenses needed due to fire, destruction, or natural disaster; (not lost due to negligence)

INFORMATION

FROM PUSAT ZAKAT PUO (UZWA)

a) Application "Zakat Sara Hidup"
- This application is for muslim students only. Students who need financial assistance can apply through the online application at www.zakatpuo.com. Before registering and filling out the form, students are advised to read the user manual first to avoid any mistakes in filling out the form.

b) "Kecemasan Zakat"
- Allowable expenses include: Extra basic living expenses needed due to accident, burglary, fire, destruction, or natural disaster; (not lost due to negligence).
- Student can meet or contact the PUO Zakat Officer for advise and assistance related to 'Zakat Kecemasan'.

Zakat Officer JTMK, PUO

Pn Afifah Nailah binti Muhamad (JTMK) – 0139402120

All applications must be supported by valid and convincing supporting documents. The final decision on whether the application succeeds or fails is determined by the Board of Trustees (Ahli Lembaga Pemegang Amanah) DPKP / Pusat Zakat PUO committee.

CO-ORDINATOR

PUAN KAMA HAZIRA BINTI ABDUL KADIR
BILIK STAF ARAS 2/2

INFORMATION

Curriculum Information Document System (CIDOS) is e-learning applications used by lecturers and students as a medium of teaching and learning online.

Function of CIDOS

The functionality based on type of user which is lecturers or students.

Lecturers
-Upload notes, tutorials and assignment.
-Check student assignment.
-Do quizzes and test online.
-Get quizzes and test mark faster.
-Participate in online discussion (forums) and online classroom.

Students
-Download notes, tutorials and assignments.
-Upload assignment and send back to lecturer.
-Take quizzes and test online.
-Participate in online discussion (forums) and online classroom.

How to use CIDOS
-Open CIDOS website http://puo.cidos.edu.my/ .
-For the first time user, please enter IC Number for both username and password to login.
-Student must change the password for security issues.
-Course lecturer will guide you to use CIDOS effectively.

MICROSOFT OFFICE 365 EDUCATION

INFORMATION

MICROSOFT OFFICE 365 EDUCATION

Microsoft Office 365 is a software package that offers services for managing email, calendars, contacts, documents, online meetings, public websites and more. For PUO students, you can enjoy the facilities offered by Microsoft Office 365 for free. There are various facilities offered for the Microsoft 365 education package, including:

- Online file sharing and storage (OneDrive 1TB per student)
- Email business package with a capacity of 50GB for each student equipped with calendar and directory functions – Microsoft Outlook
- 5 licenses to install Office 365 on various devices and suitable for Windows and Mac operating systems
- Online Office Software Package (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, etc.)
- Online learning – Microsoft Teams
- Intranet site between partners in the same institution
- Social sites between friends in the same institution

Office 365 is your complete office in the cloud
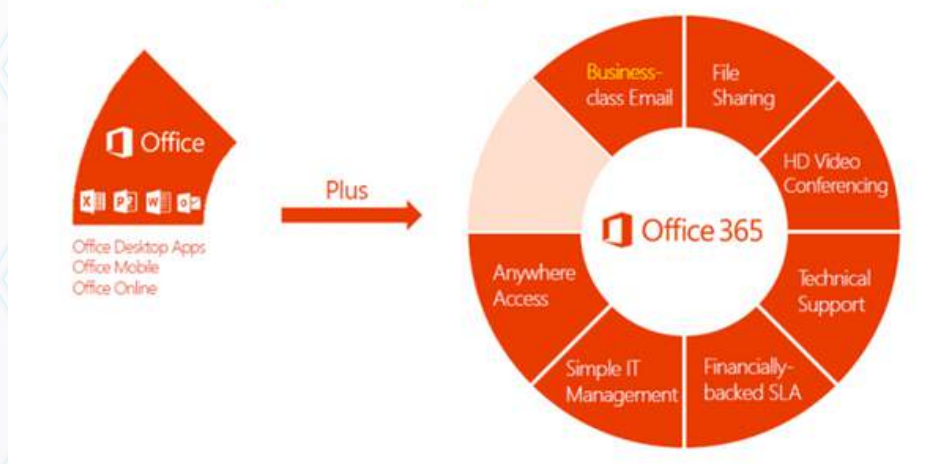
INFORMATION

How to use this service

1. Visit http://office.com
2. Log in using the official email puo [no. registration]@student.puo.edu.my and use the default password as given in ipuo.

Any problems can be reported via:

Email the following information to m365puo_support@puo.edu.my:
- Full Name:
- Registration No:
- Phone No:
- Problem/Details of Complaint:
- Screenshot:

CO-ORDINATOR

EN. TEO HONG CHUN
STAFF ROOM LEVEL 2/3

ENCIK MOHD HAZRI BIN HASNAN
STAFF ROOM LEVEL 2/1

INFORMATION

Students are subject to rules and regulations as stated in PUO's Students Guidebook.
The following list contain regular disobedience among JTMK students.

- No student card.
- Not wearing student card.
- Wearing an expired student card.
- Modify front appearance of student card.
- Not wearing socks.
- Wearing untucked shirt.
- Not wearing fully covered shoes.
- Wearing any types of jewelry / bracelets / necklaces.
- Wearing collarless / round neck shirt.
- Wearing attire that shows unpleasant picture / graphic.
- Wearing tight / short dress / palazzo pants / Muslimah jubah
- Disobedience of formal attire on Monday.
- Disobedience of corporate dress code / batik dress code / national dress code.
- Disobedience of proper haircut.
- Using/ applying henna.

If you found guilty and been fine, the payment MUST be made to the Director of Politeknik Ungku Omar using postal order or money express

INFORMATION

Student's Car / Motorcycle Sticker

First year students (semester 1 & semester 2) are strictly prohibited to use / register their engined vehicles inside campus.

Eligible students are required to register their vehicles with the Jabatan Hal Ehwal Pelajar (JHEP), Politeknik Ungku Omar (PUO) to obtain the official stickers. Please attach the copy of the following together with the application form at the time of submission.

i.   Road tax
ii. Driving license
iii. Vehicle registration sticker
iv. Insurance cover note
v.   Student's card

Damage / loss sticker need to be renewed immediately by showing evidence of previous purchased, or create a new application.
Please park your vehicle at the parking lot that has been authorized for students inside the campus.

PENALTY

Any students that found out disobeying rules may:
   i. Face action via administration that has decided by politeknik and / or
   ii. Punishment's code according to the ACT 174

ATTIRE CODE

DAY	MALE	FEMALE
MONDAY	• Shirt and tie • Wear socks and covered shoes	• Encouraged national races of their respective races (do not use thin fabrics)

TUESDAY - THURSDAY	• A collared t-shirt matched with slacks
	• JTMK Corporate Shirt (if any)
	• Wear socks and covered shoes
		• Baju kurung / kurung kedah
		• Long and loose kebaya shirt
		• Muslimah T-shirt matched with slacks
		• Long-sleeved and long-sleeved cheongsam
		• A complete Punjabi suit with a scarf
		• Sari that does not reveal body parts
		• The back level blouse is matched with slacks or a long skirt
		• 2 pieces suit
		   -Coats
		   -Long-sleeved shirts are matched with slacks or long skirts
		• JTMK Corporate Shirt (if any)
		• A collared t-shirt matched with slacks
		• Wear socks and covered shoes

FRIDAY	• Baju Melayu complete buttoned / black • songkok / bersamping / shoes • A collared t-shirt matched with slacks • JTMK corporate shirt (if any) • Wear socks and covered shoes	

CO-ORDINATOR

Ts. NOR ANISAH BINTI MOHD SAAD
STAFF ROOM LEVEL 3/1A

INFORMATION

The Academic Advisory System (SPAk) has been introduced at the Polytechnic since 2004. In 2021, SPAk PUO has gone through various reforms and developments in terms of PA File management and eFPA, iPUO system applications in line with the requirements at BIPD, JPPKK. SPAk aims to empower the role of Academic Advisers (PA) to help students' academic and personality development with the support of the Department's Academic Advising Coordinator and several units such as the Counseling Psychology Unit, HEP Unit, CISEC Unit and Information Technology Unit.

The Role of Students:

1. Students **MUST** attend consultation session with Academic Advisor at least 1 hour per week.
2. The Registration Course and Examination Result slip must be submitted to the Academic Advisor for every semester (documents will be generating from iPUO).
3. Academic advisor act as facilitator to help and guide students in academic, career, self-confidence issues and etc.
4. Academic advisory assist in planning and organizing the student's study program structure.
5. Medical certificate (MC) must be attach with MC Form and verifying by Academic Advisor within 7 days before it is uploaded in iPUO.
6. Private Clinic Medical Certificate is limited to **TWO (2)** consecutive days and not more than **EIGHT (8)** days of the semester. (Refer to BUKU ARAHAN PEPERIKSAAN DAN KAEDAH PENILAIAN (DIPLOMA) EDISI 6 JUN 2019, Bahagian 3 Page 11).
7. Students are required to make an evaluation to the Academic Advisor at the end of the semester.

INFORMATION

8. Students are required to prepare a portfolio file to upload all learning documents throughout studies.

9. Students need to cooperate with academic advisors in any activity or instruction given.

ACADEMIC ADVISOR SESSION 1 2024/2025

BIL		SEKSYEN	PENASIHAT AKADEMIK
1	SEM 1	DITP1A	EN. TEO HONG CHUN
2		DITP1B	PN. SITI ZARIDA BINTI SYED NORDIN
3		DITN1A	PN. HAIZAM BINTI MOHAMAD
4		DITN1B	EN. MUHAMMAD FAIZ BIN PAUZI
5		DITS1A	Ts. MAIZATUL AKMAM BINTI ISMAIL
6		DITS1B	EN. NURUL AHMAD NIZAM BIN TAHER
7	SEM 2	DITP2	PN. MUNIRAH BINTI ABDULLAH
8		DITN2	EN. MOHD ASSIDIQ BIN CHE AHMAD
9		DITS2	PN. MAGESWARY A/P MUNIANDI
10	SEM 3	DDTP3A	Ts. NOR ANISAH BINTI MOHD SAAD
11		DDTP3B	PN. ZALINDA BINTI IBRAHIM
12		DDTN3A	PN. NOR HANANI BINTI MOHD YUSOFF
13		DDTN3B	PN. SHARIFAH NUR BINTI SYED ISMAIL
14		DDTN3B (SEM 2)	PN. SHARIFAH NUR BINTI SYED ISMAIL
15		DDTS3	HJ. MOHD HAMZI BIN HJ. MOHD SAFIAN
16	SEM 5	DDTP5A	EN. MOHD NIZAM BIN KAMARULL BAHARIN
17		DDTP5A (SEM 4)	EN. MOHD NIZAM BIN KAMARULL BAHARIN
18		DDTP5B	PN. MONA BINTI AZIZAN
19		DDTS5	PN. SUHAINY BINTI SULAIMAN
20		DDTN5	PN. ROZITA BINTI MOHD. MOKHTAR
21	EXTEND	DDTP6A	PN. NOR AZIDA BINTI MANSOR
22		DDTP6A (SEM 5)	PN. NOR AZIDA BINTI MANSOR
23		DDTP6B	PN. NUR AFNI BINTI ABU HASAN
24		DDTS6A	PN. FARIDAH BINTI JAMIL
25		DDTS6B	PN. NANTINI A/P ANPALAKAN
26		DDTN6	PN. KAMA HAZIRA BINTI ABDUL KADIR
27		DDTP8	EN. SAIFUL BAHARIN BIN HAIRUDDIN
28		DDTS8	PN. NORHASLIZA BINTI MUHAMAD NOR
29		DDTN8	PN. AZRAHAYU BINTI ABDUL AZIZ
30		DDTS9B (SEM 8)	PN. JACEY A/P MARIADASS@MANICKAM
31		DDTN9	EN. KHAIRUL ANUAR BIN MOHD RADZALI

PENASIHAT AKADEMIK SESI I 2024/2025

BIL	SEKSYEN		PENASIHAT AKADEMIK
32		DDTP6A LISA	PN. NOR AZIDA BINTI MANSOR
33		DDTP6B LISA	PN. NUR AFNI BINTI ABU HASAN
34		DDTS6A LISA	PN. FARIDAH BINTI JAMIL
35		DDTS6B LISA	PN. NANTINI A/P ANPALAKAN
36		DDTN6 LISA	PN. KAMA HAZIRA BINTI ABDUL KADIR
37	LISA	DDTP8 LISA	EN. SAIFUL BAHARIN BIN HAIRUDDIN
38		DDTS8 LISA	PN. NORHASLIZA BINTI MUHAMAD NOR
39		DDTN8 LISA	PN. AZRAHAYU BINTI ABDUL AZIZ
40		DDTP9A LISA	PN. NUR HAFIZA BINTI ABD RAHMAN
41		DDTP9A (SEM 8)	PN. NUR HAFIZA BINTI ABD RAHMAN
42		DDTP9B LISA	PN. ASLIZA BINTI YACOB

UNIT	CO ORDINATOR
STUDENT'S CLUB UNIT	• EN. SAIFUL BAHARIN BIN HAIRUDDIN (DIGITAL TECHNOLOGY CLUB) • PN. NURIZAH BINTI MAHMOR (ROBOTIC CLUB) • EN. NURUL AHMAD NIZAM BIN TAHER (ROBOTIC CLUB) • SUHAINY BINTI SULAIMAN (BYTEBOT CLUB)
STUDENT AWARD UNIT	• PN. NUR AFNI BINTI ABU HASAN
COUNSELING & CAREER UNIT	• EN KHAIRUL ANUAR BIN MOHD RADZALI (PHYCHOLOGY) • PN. ROZITA BINTI MOHD MOKHTAR (CAREER & MARKETABILITY) • PN. NOR HANANI BINTI MOHD YUSOFF (1L5G/TRACER STUDY) • PN. NANTINI A/P ANPALAKAN *(ALUMNI)*
TIMETABLE UNIT	• PN. SHARIFAH NUR BINTI SYED ISMAIL
STUDENT PROJECT UNIT	• TS. MARLINA BINTI ABD MANAF
INDUSTRIAL TRAINING UNIT	• PN. HAIZAM BINTI MOHAMAD
EXAMINATION UNIT	• PN. FARIDAH BINTI JAMIL • EN. SAIFUL BAHARIN BIN HAIRUDDIN (FA COORDINATOR)

Facilities

CO-ORDINATOR

ENCIK MOHD ASSIDIQ BIN CHE AHMAD
STAFF ROOM LEVEL 2/1

INFORMATION

Politeknik Ungku Omar (PUO) provides numerous laboratories for teaching and learning of offered programmes. Students of Diploma in Information Technology programme will normally use the following laboratories.

Laboratory Rules :

- No food or drinks are allowed in laboratories.
- Not allowed to enter the laboratories without the presence of lecturer or laboratory technician.
- Students **MUST** fill out a "*Rekod Penggunaan dan Laporan Kerosakan Komputer*" every time they start using a computer in the lab. Here is the procedure to fill out the record.

"REKOD PENGGUNAAN DAN LAPORAN KEROSAKAN KOMPUTER"

USE PROCEDURE
QRCode 'Rekod Penggunaan dan Laporan Kerosakan Komputer'
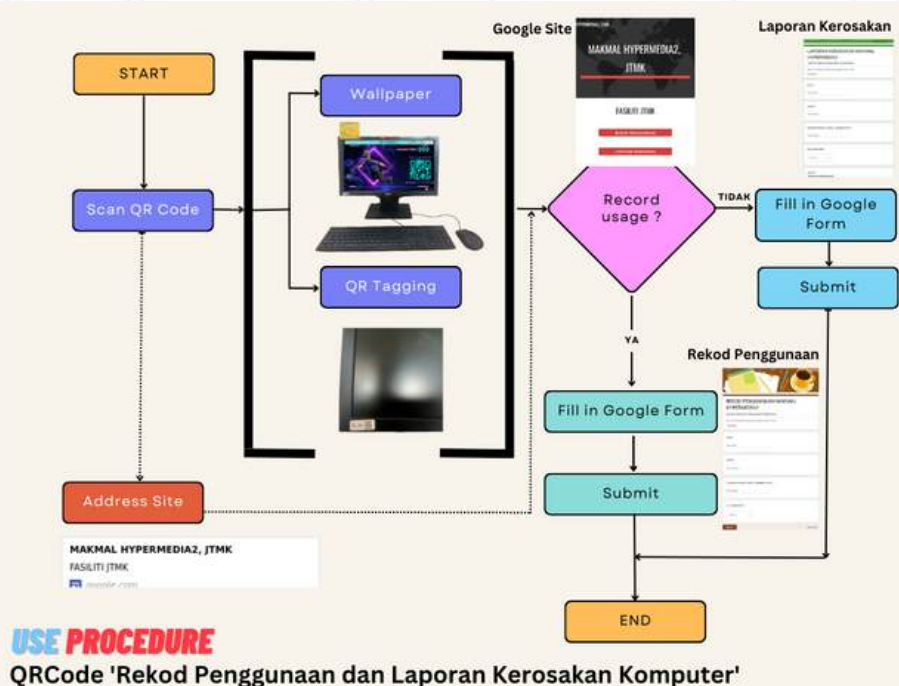
LAB & ROOM LOCATION : JTMK'S BUILDING

LEVEL 1

- CNW 1 LAB
- MCT HUB LAB
- FOYER
- CSD LAB
- STUDENT CLUB
- DEWAN KULIAH
- STAFF ROOM LEVEL 1
- DATARAN JTMK

LEVEL 2

- HYPER 1 LAB
- EXAM UNIT
- STAFF ROOM LEVEL 2/2
- STAFF ROOM LEVEL 2/1
- CNW 2 LAB
- STAFF ROOM LEVEL 2/3
- DATARAN JTMK

LEVEL 3

- HYPER 2 LAB
- KETUA JABATAN
- OFFICE
- STAFF ROOM LEVEL 3/1A
- STAFF ROOM LEVEL 3/1B
- PROJECT LAB
- STAFF ROOM LEVEL 3/2
- STAFF ROOM LEVEL 3/3
- SEMINAR ROOM
- DATARAN JTMK
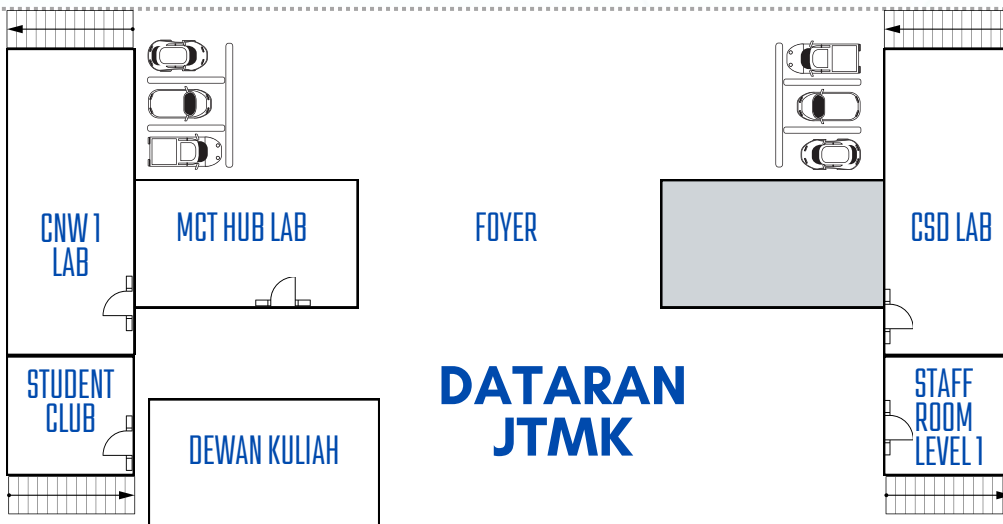
Legend :

CSD
Computer System and Digital

CNW
Communication and Network

HYPER
Hypermedia

jtmkpuoOfficial   jtmk_puo   jtmkpuo.official   jtmk puo
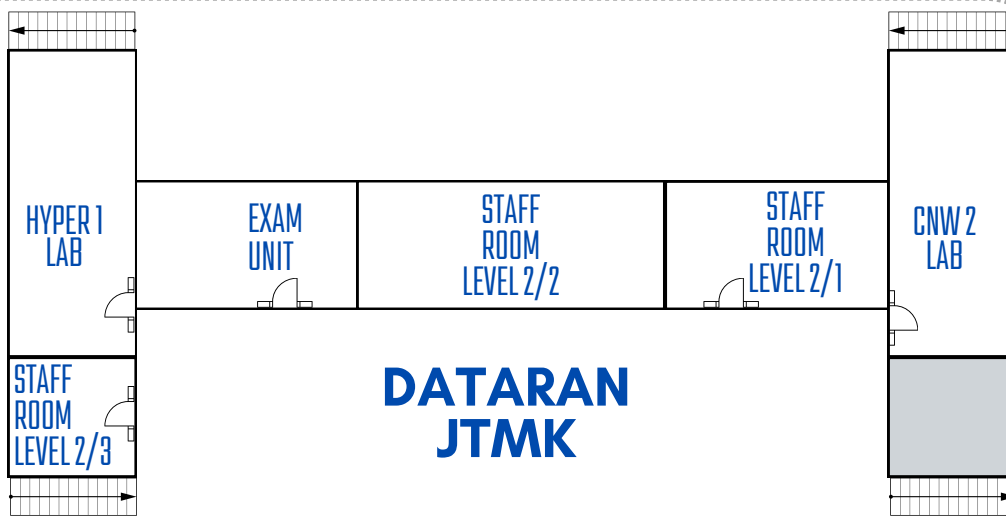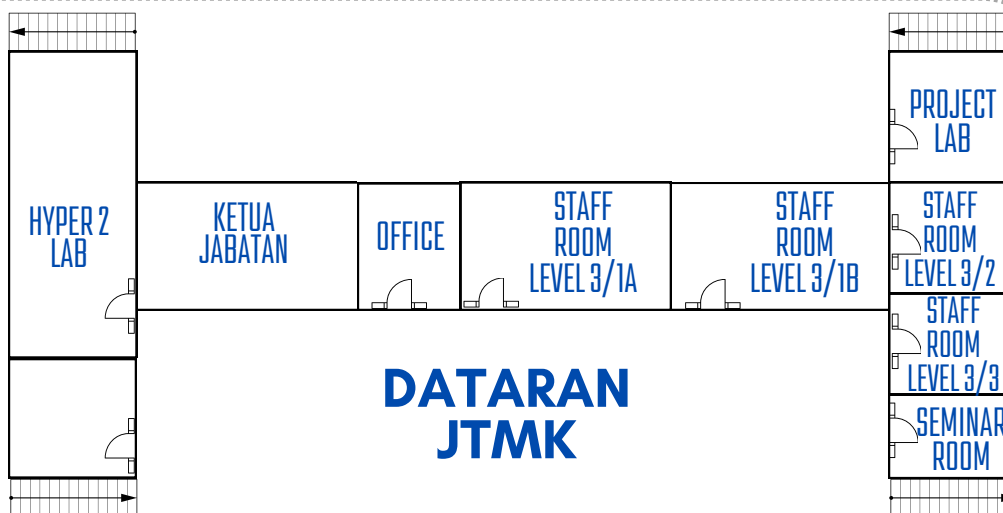
LABS & ROOMS LOCATION : INFORMATION TECH. UNIT BUILDING

Legend :

BK
BILIK KULIAH

APDV
APPLICATION DEVELOPMENT

LEVEL 1
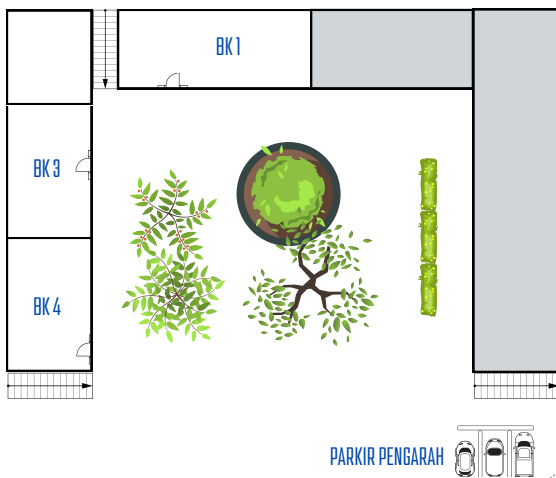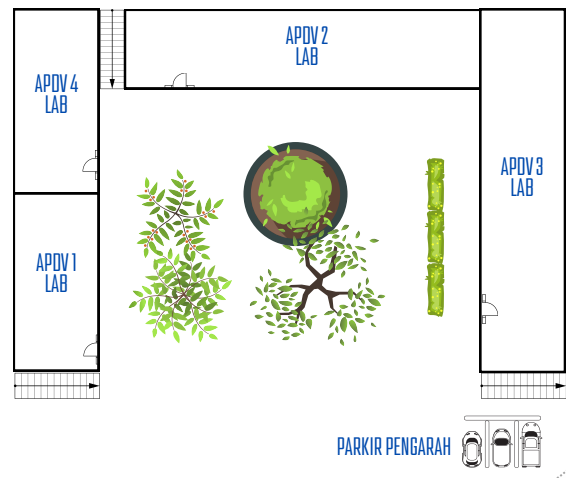
BK 1

BK 3

BK 4

PARKIR PENGARAH

LEVEL 2

APDV 4
LAB

APDV 2
LAB

APDV 1
LAB

APDV 3
LAB

PARKIR PENGARAH

24. Apps Labs

27. Dewan Sri Kinta,
Kampus B

10. Labs at
Info. Tech.
Unit Building

12. Dewan Jubli Perak

20. JTMK's Building

LABS & ROOMS LOCATION : INFORMATION TECH. UNIT BUILDING

Legend :

IT
INFORMATION TECHNOLOGY

CNW
COMMUNICATION AND NETWORK

LEVEL 3

- IT 3 LAB
- IT 2 LAB
- IT 1 LAB

PARKIR PENGARAH

LEVEL 4

- CNW 3 LAB

PARKIR PENGARAH

24. Apps Labs

27. Dewan Sri Kinta, Kampus B

10. Labs at Info. Tech. Unit Building

12. Dewan Jubli Perak
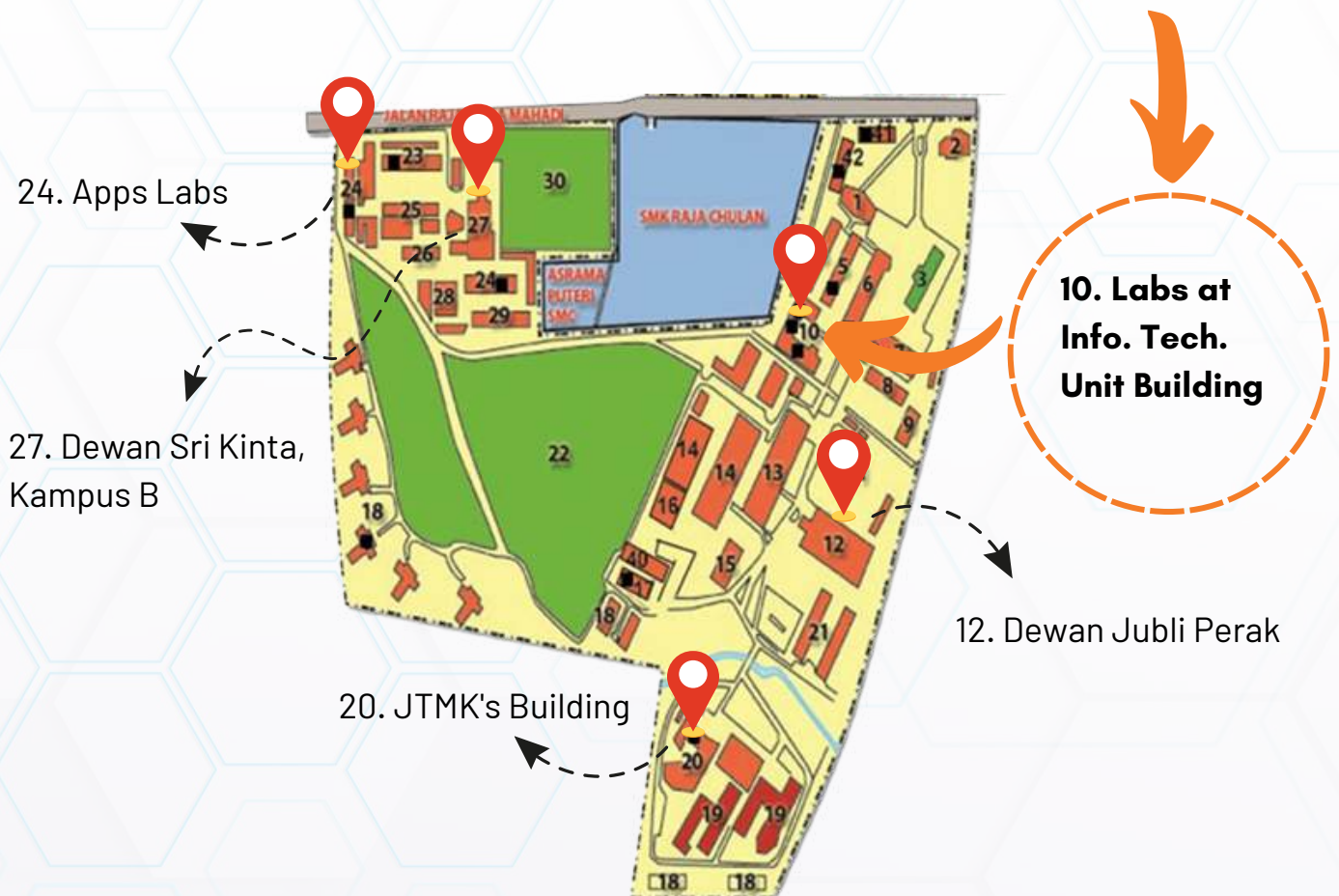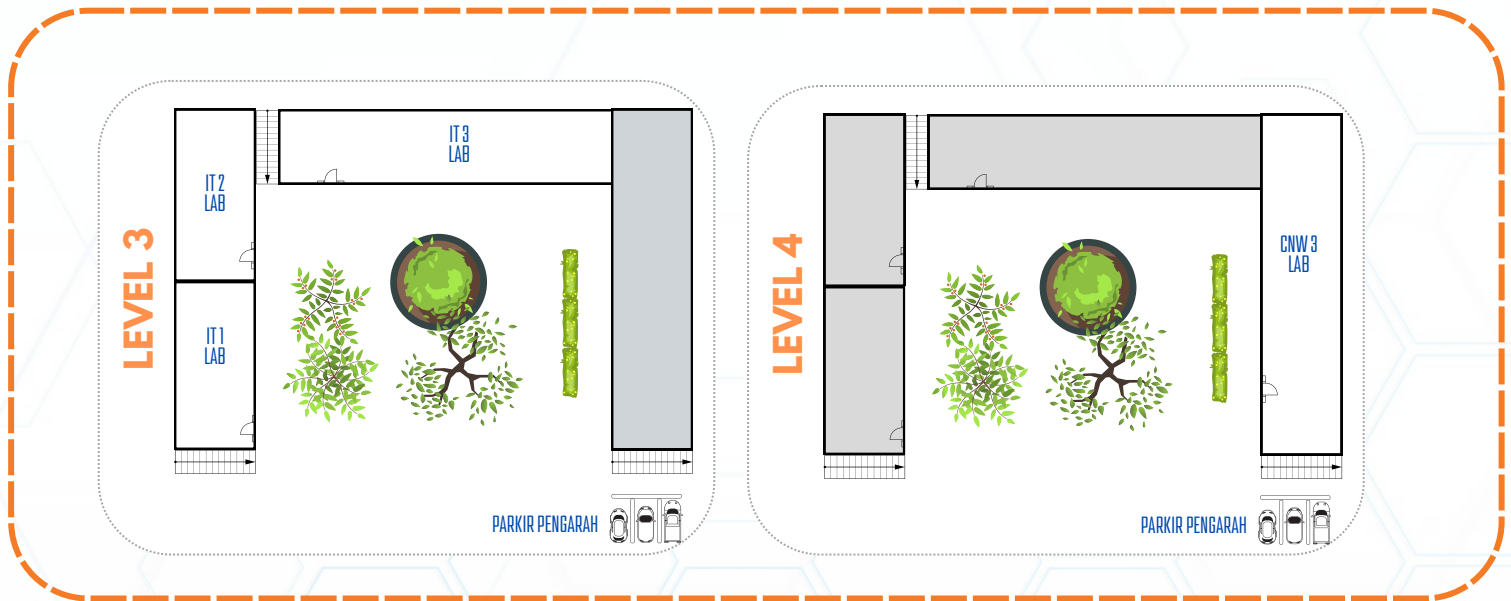
20. JTMK's Building

LABS & ROOMS LOCATION : CAMPUS B (APPS LAB)

LEVEL 1

DREAM MART & DREAM CAFE PUO

LEVEL 2

APPS 2 LAB

APPS 1 LAB

Legend :

APPS
APPLICATIONS
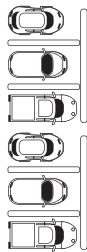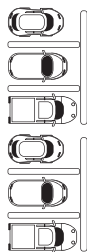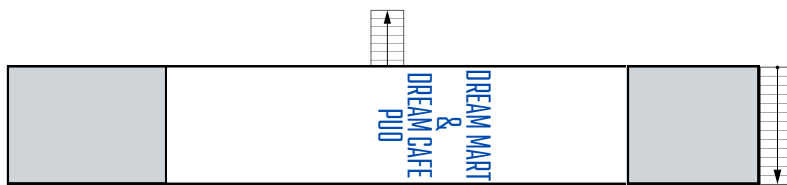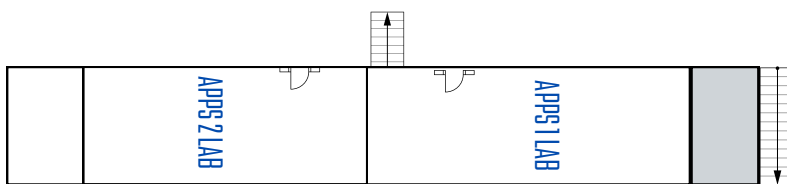
24. Apps Labs

27. Dewan Sri Kinta, Kampus B

10. Labs at Info. Tech. Unit Building

12. Dewan Jubli Perak

20. JTMK's Building

WIRELESS ACCESS POINT LOCATION

WIRELESS ACCESS POINT LOCATION IN
POLITEKNIK UNGKU OMAR (PUO)

Legends

1. Dewan Kuliah
2. Surau/Pusat Islam
3. Jabatan Hal Ehwal Pelajar
4. Bilik Kuliah JKA
5. Bilik Kuliah JKM
6. Pentadbiran
7. Dewan Warisan
8. Kantin A
9. Garaj Bas
10. Unit Teknologi Maklumat
11. Perpustakaan
12. Dewan Jubli Perak
13. Bengkel JKA
14. Bengkel JKM
15. Makmal Struktur
16. Stor
17. Makmal Foundri
18. Kolej Kediaman Pelajar
19. Jabatan Kejuruteraan Elektrik (JKE)
20. Jabatan Teknologi Maklumat & Komunikasi (JTMK)
21. Jabatan Kejuruteraan Perkapalan (JKP)
22. Padang PUO (Kampus A)
23. Jabatan Perdagangan
24. Jabatan Sukan, Kokurikulum & Kebudayaan (JSKK)
25. Jabatan Pengajian Am (JPA)
26. Pusat Sumber
27. Dewan Sri Kinta
28. Kantin B
29. Unit Kenderaan
30. Padang PUO(Kampus B)
31. Blok A
32. Blok B
33. Blok C
34. Blok D
35. Blok E
36. Blok F
37. Blok G
38. Blok H
39. Kafeteria
40. Jabatan Matematik, Sains & Komputer (JTMK) & Jabatan Kejuruteraan Mekanikal (JKM)
41. Anjung Premier
42. CiSEC

Staff

OFFICE, LEVEL 3

PUAN HAJAH HAMIMAH BINTI HAJI SALLEH

Head Of Department

STAFF ROOM LEVEL 3/1B

ENCIK SAIFUL BAHARIN BIN HAIRUDDIN

Head Of Program
Software and Application Development

PUAN AZRAHAYU BINTI ABDUL AZIZ

Head of Program
Information Security

PUAN NUR SYUHADA BINTI MOHAMAD

Head of Program
Networking System

NAME	LOCATION
PUAN MAZNITA BINTI MOHAMED FIKRI *HEAD OF STUDENT AFFAIRS MANAGEMENT*	STAFF ROOM LEVEL 3/1A
EN. MOHD FARIZ BIN CHE AMAT *HEAD DEPARTMENT OF FACILITY MANAGEMENT*	STAFF ROOM LEVEL 2/1
PUAN NOR AZIDA BINTI MANSOR *HEAD OF TEACHING & LEARNING MANAGEMENT*	STAFF ROOM LEVEL 3/1A
Ts. MAZLINA BINTI MD MUSTAFFA *HEAD OF COT MANAGEMENT*	STAFF ROOM LEVEL 3/1A
PUAN AFIFAH NAILAH BINTI MUHAMAD *HEAD OF INFORMATION MANAGEMENT*	STAFF ROOM LEVEL 3/1A
Ts. NOR ANISAH BINTI MOHD SAAD	STAFF ROOM LEVEL 3/1A
PUAN SUHAINY BINTI SULAIMAN	STAFF ROOM LEVEL 3/1A
PUAN NORHASLINDA BINTI ABDUL KARIM	STAFF ROOM LEVEL 3/1A

NAME	LOCATION
PUAN SITI ZARIDA BINTI SYED NORDIN	STAFF ROOM LEVEL 3/1A
PUAN MARLINA BINTI ABDUL MANAF	STAFF ROOM LEVEL 3/1A
PUAN NURIZAH BINTI MAHMOR	STAFF ROOM LEVEL 3/2
PUAN MAGESWARY A/P MUNIANDI	STAFF ROOM LEVEL 3/2
PUAN ASLIZA BINTI YACOB	STAFF ROOM LEVEL 3/2
PUAN NUR HAFIZA BINTI ABD RAHMAN	STAFF ROOM LEVEL 3/2
PUAN NOR HANANI BINTI MOHD YUSOFF	STAFF ROOM LEVEL 3/2
PUAN MAIZATUL AKMAM BINTI ISMAIL	STAFF ROOM LEVEL 3/2

NAME	LOCATION
PUAN AMINAH BIBI BINTI BAWAMOHIDDIN	STAFF ROOM LEVEL 3/2
PUAN ZALINDA BINTI IBRAHIM	STAFF ROOM LEVEL 3/3
PUAN MUNIRAH BINTI ABDULLAH	STAFF ROOM LEVEL 3/3
PUAN KAMA HAZIRA BINTI ABDUL KADIR	STAFF ROOM LEVEL 2/2
PUAN JACEY A/P MARIADASS @ MANICKAM	STAFF ROOM LEVEL 2/2
PUAN SHARIFAH NUR BINTI SYED ISMAIL	STAFF ROOM LEVEL 2/2
CIK NURAINAH BINTI ABU BAKAR	STAFF ROOM LEVEL 2/2
PUAN ROZITA BINTI MOHD MOKHTAR	STAFF ROOM LEVEL 2/2

NAME	LOCATION
PUAN NUR AFNI BINTI ABU HASAN	STAFF ROOM LEVEL 2/2
ENCIK MOHD HAZRI BIN HASNAN	STAFF ROOM LEVEL 2/1
TUAN HJ. MOHD HAMZI BIN HJ MOHD SAFIAN	STAFF ROOM LEVEL 2/1
ENCIK MOHD NIZAM BIN KAMARULL BAHARIN	STAFF ROOM LEVEL 2/1
ENCIK MOHD ASSIDIQ BIN CHE AHMAD	STAFF ROOM LEVEL 2/1
ENCIK KHAIRUL ANUAR BIN MOHD RADZALI	STAFF ROOM LEVEL 2/1
ENCIK MOHAMAD AKHYAR BIN MOHD NOOR	STAFF ROOM LEVEL 2/1
PUAN FARIDAH BINTI JAMIL	EXAM UNIT L2

NAME	LOCATION
ENCIK IKMAL HISYAM BIN MOHAMAD PARIS	EXAM UNIT L2
ENCIK SAIFUL BAHARIN BIN HAIRUDDIN	EXAM UNIT L2
ENCIK NURUL AHMAD NIZAM BIN TAHER	EXAM UNIT L2
PUAN NORHASLIZA BINTI MUHAMAD NOR	EXAM UNIT L2
PUAN NANTINI A/P ANPALAKAN	EXAM UNIT L2
PUAN HAIZAM BINTI MOHAMAD	STAFF ROOM LEVEL 1
PUAN MONA BINTI AZIZAN	STAFF ROOM LEVEL 1
DR. MAY ASLIZA BINTI TAN ZALILAH	JAB. SUKAN DAN KOKURIKULUM (JSKK)

NAME	LOCATION
ENCIK AZRUL JUNAIDI BIN ABD AZIZ	STUDENT AFFAIR PUO
PN. PUTERI ROSHDAH BINTI MEGAT IBNU RASHAD	CQARM
DR. SITI SALMAH BINTI MD KASSIM	UIDM
PUAN NUR SHIDATUL NISA BINTI HASSAN	ADMINISTRATION OFFICE LEVEL 3
PUAN NOORHIDAYAH BINTI HUSIN	COMMUNICATION AND NETWORK LAB 2
PUAN ZARINA BINTI ZAMIN	COMMUNICATION AND NETWORK LAB 1
PUAN JAMILAH BINTI JASIN	APDV 2 LAB
PUAN SURI JUNITA BINTI ZULLKEPLE	IT3 LAB

SOCIAL MEDIA AND PUBLICITY UNIT

Jabatan Teknologi Maklumat dan Komunikasi
Politeknik Ungku Omar
Jalan Raja Musa Mahadi
31400 Ipoh
Perak