

# Politeknik Shah Alam



**'99**  
**Annual Report**



# Contents

## Page

Vision & Mission...	1	
Principal's Review...	2	
Advisory Committee...	3	
Management Team...	4-5	
Quality...	6-7	
Highlights...	8-9	
Academic Affairs...	10-13	
The Learning Experience...	14-15	
Areas of Excellence...	16-25	<ul style="list-style-type: none"><li>• Management &amp; Leadership</li><li>• Staff Excellence</li><li>• Student Excellence</li><li>• Facilities &amp; Environment</li><li>• Industrial Collaboration</li></ul>
Other Activities – A Quick Glance...	26-27	<ul style="list-style-type: none"><li>• Facts &amp; Statistics</li><li>• PSA In The News</li><li>• Financial Report</li></ul>
Appendices...	32-43	<ul style="list-style-type: none"><li>• Staff Qualifications</li><li>• Courses Attended</li><li>• Partners in Training</li><li>• Sponsorships</li></ul>

## editorial

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Our sincere thanks and appreciation to  
all departments for their contribution.



# Our

## vision

To provide world-class standard education and training for sub - professionals in the fields of engineering and business

## mission

To provide quality education and training, responsive to the ever - changing technological and customer requirements, through teamwork and continuous improvement.

## philosophy

Excellence - Our institution values a job well

done and encourages each individual to strive for excellence. We set high levels of professionalism, competence, and productivity as standards for our employees. We promote responsible participation and high achievement as the standards for our students.

## guiding principles

POLITEKNIK SHAH ALAM

Towards this end, the following principles have been adopted :

- ◆ Provide quality education and conducive learning environment.
- ◆ Produce and provide quality graduates and service, orientated towards customers' needs, through continuous improvement.
- ◆ Being proactive to technological and industrial advancement.
- ◆ Provides quality human, financial and physical resources.
- ◆ Practise total quality management.
- ◆ Instill a sense of urgency.
- ◆ Develop our human resources to the fullest..





# Principal's

## review



*"The polytechnic's commitment to quality is manifested in the achievement of the much coveted MS ISO 9002 certification by SIRIM."*

The year under review has been challenging and memorable, during which, numerous initiatives developed over the past years finally bore fruit. Since PSA's inception in July 1997, the polytechnic has grown from a small student enrolment of 600 to over 3000. Within the short span of two years, staff strength has also grown from a mere 57 to 258.

The year started with the establishment of the Polytechnic Advisory Committee whose role is to provide valuable input for PSA's future development strategies. The Polytechnic Advisory Committee, which comprises reputable industrialists, professionals and businessmen, will definitely be very beneficial in propelling PSA to the forefront of technical education and training. The polytechnic is very appreciative of the magnanimous spirit of its committee members, who despite their very tight schedule, has been willing to contribute their time, expertise and ideas towards promoting this cause. The confidence of the industries towards us is well reflected in the signing of the 1st Memorandum of Understanding between PSA and MECOM, paving the way for the joint training programme in Mechatronics.

The polytechnic's commitment to quality is manifested in the achievement of the much coveted MS ISO 9002 certification by SIRIM. It was only in 1997 that the polytechnic took heed of the challenge of the then Minister of Education, who on the occasion of the Ministry of Education's Quality Day, said, "I would like to see more schools, colleges, polytechnics, universities achieve MS ISO 9002. The polytechnic also won the Technical Education Department's Most Innovative Institution Award" for 1999.

The year also saw the graduation of our pioneer batch of 192 students in a memorable Convocation. We are confident that this pioneer batch of graduates has been well prepared to face the challenges in the working world.

The polytechnic achieved yet another milestone for being the first polytechnic to be fully networked. This is certainly a big boost to the K-economy as envisaged by the nation's leaders. In our quest to achieve world-class excellence, we continue to place great emphasis on the five areas of excellence encompassed in our Quality Model. The polytechnic, now in its third year of operation, has risen up to the challenges in its vision and mission statement and we will continue to do so in the new millennium.

Finally, I would like to take this opportunity to express my heartfelt thanks and appreciation to all the staff and students of PSA for all that has materialised. All these would not have been possible without the support, commitment, dedication and sacrifice of the staff, support from the industries and business and the leadership of the Ministry. TOGETHER WE CAN MAKE IT HAPPEN.

**HJ. YUSOFF BIN HARUN AMN**  
Principal



# Advisory committee

**Dato' Dr. James Alfred**

Chairman

Federation of Malaysian Manufacturers Selangor.....



**Dato' Abu Talib Mohamed**

Chief Executive

Perwaja Steel Sdn. Bhd.....



**Dato' Ir. Lee Yee Cheong**

Chief Executive Officer

KTA Tenaga Sdn. Bhd.....



**Dato' Dr. Ir. Abu Hashim Abdul Ghani**

President

Association of Consulting Engineers Malaysia  
(ACEM).....



**Mr. Yau Di Piyau**

Director General

Human Resource Development Council (HRDC).....



**Tn. Hj. Baharudin Ali**

President

Islamic Chamber of Commerce Malaysia.....



**Mr. Jayakumar S. Joseph**

Executive Director

Matsushita Electronic

Components (M) Sdn. Bhd.....



**En. Amir Abdullah**

General Manager

Construction Industrial

Development Board

(CIDB).....



**Ir. Hj. Mohd Mazlan Hj. Md. Ismail Merican**

(IEM)

The Institution of Engineers.....



**Pn. Mardziah Abdul Aziz**

Deputy Director General II

Malaysian Industrial Development Authority.....



**Ir. Hj. Jaliludin Jamaluddin**

Deputy General Manager

Selangor Economic Development Corporation.....



**Haji Yusoff Bin Harun**

Principal

Politeknik Shah Alam.....



**TERIMA**

05 MAY 2000

PERPUSTAKAAN  
POLITEKNIK SHAH ALAM



# Management team

The day-to-day running of Politeknik Shah Alam is carried out through the management team and a setup of committees. While the management team of Politeknik Shah Alam, comprising the Principal and the Heads of Departments, is the highest decision-making body at the polytechnic level, the setup of committees facilitates inter-department co-operation and the task of working towards a common goal. The stakeholder of this educational venture is the Technical Education Department (TED), in particular, the Polytechnic Management Division of the Ministry of Education.

## PRINCIPAL

The Principal is the person at the helm of Politeknik Shah Alam. He is responsible for managing his team and available resources resulting in the successful realisation of the polytechnic's vision and mission.



**Tuan Haji Yusoff bin Harun AMN**, the first principal of PSA, holds a Civil Engineering Degree from UK, a Masters Degree in Technical Education from USA and a Diploma in Management from the Malaysian Institute of Management (MIM). He has been involved in the field of technical education for the last 27 years. He was the Deputy Director of the Planning & Research Division in TED, Ministry of Education prior to his present appointment.

This exposure has ensured acquisition of a good mix of academic and management skills. His involvement in numerous international conferences, study tours, the National Vocational Training Council and Inter-Agency Planning Group for Manpower Planning has allowed him to keep abreast with changes in global education and technological development. He was awarded the Ahli Mangku Negara (AMN) in 1995 in recognition of his dedication and commitment.

## HEAD OF DEPARTMENTS

All the Heads of Departments are members of the management team. While the Heads of the four main departments are entrusted with the responsibility of the smooth implementation of the academic programmes, the Heads of the Supporting Departments provide the resources and expertise to produce quality graduates with character and the necessary technical know-how.

## MECHANICAL ENGINEERING DEPARTMENT



**En. Kamaruzaman Ismail** has 18 years of educational experience. He was the Principal of the Shah Alam Secondary Vocational School prior to his present position in the polytechnic. Mr. Kamaruzaman graduated with a degree in Mechanical Engineering from the UK, a Diploma in Education from Universiti Malaya and a Masters Degree in Human Resource Development from the USA. His interest and expertise lies in designing curriculum for human resource development and institutional administration. He has attended a Fellowship Programme in Management in the UK and has also undergone an attachment programme in the area of Technology Packaging in the USA. At present, he heads the Steering Committee on Curriculum.

## ELECTRICAL ENGINEERING DEPARTMENT



**En. Abdul Karim Bin Jaafar** became Head of the Electrical Engineering Department in 1999. His 13-year experience has taken him from the lecture room to the Technical Education Department. His first degree, B. Sc. in Electrical Engineering was from the UK. He has served as Head of Unit, Continuing Education as well as Electronic Communication, during his service in Politeknik Sultan Haji Ahmad Shah, Kuantan. He then proceeded to do his Masters in Electronics Engineering (Medical System). He was Assistant Director (Polytechnic Management Division) prior to his appointment in PSA.

## CIVIL ENGINEERING DEPARTMENT



**En. Zulkifli bin Md. Salleh**, Head of the Civil Engineering Department, has 16 years of experience in the field of education. He started his career in Politeknik Ungku Omar but has since then moved on and held various positions, amongst which, are Senior Assistant Director in the Development & Supplies Unit, Technical Education Division. His interest and expertise in the area of counselling well-equipped him for the post of Education Attache at the Malaysian Students Department in Canada. He has been a committee member of the National Skills Accreditation System. He has written two books and has also acted as resource person and translator for two other publications.



## COMMERCE DEPARTMENT



**En. Mohammad Abu Hassan** has 28 years of experience in the field of education. He was the Head of the Economics Course in Ungku Omar Polytechnic prior to joining this polytechnic. He graduated with an Economics Degree from Universiti Kebangsaan and a Masters Degree in International Trade from the UK. He has attended a course in Module Development in Canada. He is in charge of the Co-operative and Entrepreneurship programme of PSA.

## GENERAL STUDIES DEPARTMENT



**Ms Lucia Quek Sai Gearn** has 17 years of teaching experience in the field of English. She graduated with a degree in English, Diploma in Education (TESL) from University Malaya and a Master of Arts (TEFL) from the UK. She was a team leader in the 1994 committee responsible for the revamping of the curriculum for English for Polytechnics. She has also attended numerous courses in materials adaptation and development in ESP (English for Specific Purposes). She is the Head of the committee for Protocol and Official Functions in PSA.

## MATHEMATICS, SCIENCE & COMPUTER DEPARTMENT



**Dr. Ahmad Fadzil Arif** has 14 years of experience in the educational field. He obtained his first degree in Electrical Engineering (Communications) from the USA. He then went to Japan to pursue his Masters in Science and Ph.D in Computer Engineering. He is the man behind the development of the Campus Network for PSA. He sits in the Technical Education Department's (MOE) Committee responsible for advising polytechnics in the current Wide Area Networking Project.

## STUDENT AFFAIRS DEPARTMENT



**Tuan Haji Lin Husin** has 28 years of experience in the educational field. He was an Assistant Director with TED prior to his current position. Both his first and Masters Degree are in the area of Vocational Education. His experience in Vocational Education and the Students Intake Unit in TED is an asset to his present post. He is at present in charge of the Project Tracer Study (a joint project between TED, Ministry of Education and IDP, Australia), which traces the career development of polytechnic graduates.

## TRAINING & CONTINUING EDUCATION DEPARTMENT



**Mr. Tung Chee Kuan's** 21-year service in the educational field encompasses both academic and administrative experience. His last position prior to coming to PSA was as an Assistant Director in TED. He graduated with a first class Honours degree in Building Services Engineering from the UK and a Masters degree in Technical Education from the USA. His interest and expertise lies in the areas of research, programme evaluation and Student Tracer Study. He presently heads the Steering Committee on Staff Development in PSA. He is also the Quality Management Representative and heads the Quality Working Committee for MS ISO 9002.

## HUMAN EDUCATION & DEVELOPMENT DEPARTMENT



**En. Suhaimi Aminullah** has 16 years of teaching experience to his credit. He graduated with a degree in Applied Science from the UK. Mr. Suhaimi has attended a Data Processing course in Canada and a Certificate Course in Data Processing and Management in the USA. His interest in the area of counselling has led to his appointment as the Head of the PERASA project, a peer group counselling programme aimed at further enhancing the spirit of tolerance, understanding and teamwork among the staff of PSA.

## ADMINISTRATION DEPARTMENT



**Pn. Rokimah bt Mohamad**, who heads the Administration Department, possesses a degree in Accountancy from UKM. Her 13-year experience in the field of education, comprises teaching, lecturing as well as administrative work. She held the post of Assistant Director (Curriculum Unit for Commerce) in the Technical Education Department prior to her Masters Degree in Human Resource (Higher Education & Industry).



# Quality

## achieving MS ISO 9002

1999 is a significant year in the history of Politeknik Shah Alam as this is the year PSA achieved MS ISO 9002. PSA, though only 2 years old, became the 1st polytechnic in the country to be awarded this status by SIRIM. It has been the burning desire of the management and staff of PSA to make this newly established institution a centre of academic excellence, offering world-class standard education and training. Hence, achieving MS ISO 9002 signifies the commitment, dedication and team spirit of human resource in PSA.

The groundwork towards achieving quality was laid way back in 1997, shortly after the Technical Education Department, Ministry of Education stressed the importance of instilling quality into the working culture of all polytechnics. This would pave the way for greater accountability, pushing Malaysian polytechnics into the forefront of technical education. This is in line with the MOE mission to make Malaysia a regional centre of education excellence.

Exposure courses on MS ISO 9002 were conducted for the staff as well as the students of PSA to promote understanding and ensure their involvement and participation. Internal Quality Audit courses, briefings on Quality Procedures, organising Quality Campaigns culminating in Quality Day and Quality Badge as well as Quality Logo Competition and Elocution Contest on Quality (for students) were part of the proactive strategies adopted to achieve MS ISO 9002 certification.

The stage was finally set in January 1999 with the completion of PSA's Quality Document.

After the pre-compliance audit by PSA's internal auditors from 13-16 April 99, the Adequacy Audit by SIRIM was carried out on 28 April 99.



### Compliance Audit by SIRIM

The long-awaited day dawned at last. The team of auditors comprising Ms. Siti Rahmah (chief auditor) and Mr. Ata A. Muneim ploughed through heaps and heaps of paper and with the help of magnifying glasses, turned most of the departments upside down in search of non-compliance.

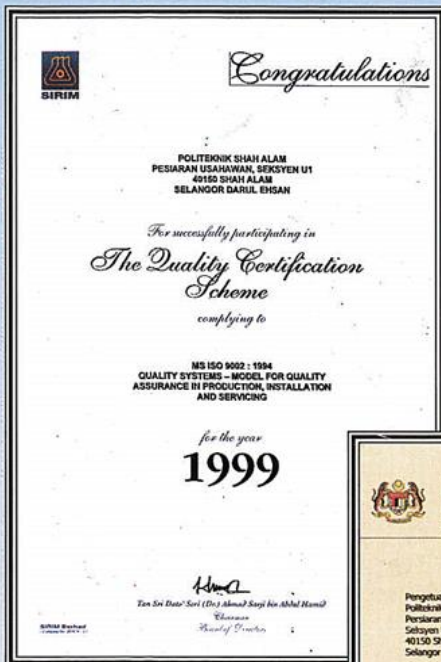
Their 3-day search however, ended in vain as there were only 8 minor ones. So.....the official result is out.....PSA has to rectify these 8 minor areas and then its Hip.....Hip.....Hooray.....PSA..... You've done it!



### *Moments of Truth & Triumph*







The moment we've been waiting.....The Certificate of Recognition from Tan Sri Dato' Seri Dr. Ahmad Sarji bin Abdul Hamid.







▲ PSA sharing moments of glory with other winners of the Qaward in conjunction with the MOE's Quality Day.

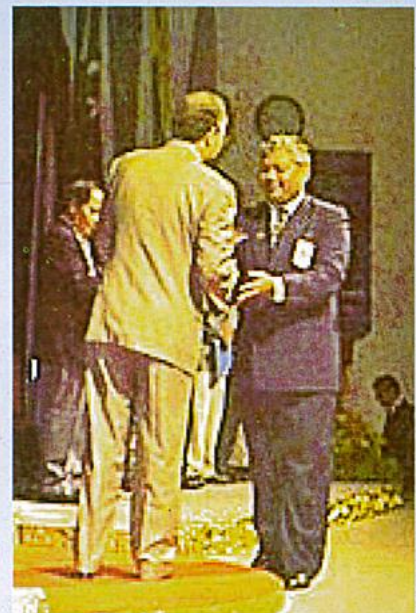


▲ PSA receives most 'Innovative Institution Award' for 1999 from Dato' Dr. Noor Azmi, Deputy Director - Gen of Education.

1999 'Most Innovative Institution Award' from Technical Education Department.



PSA receives Certificate of Appreciation from the Minister of Education, Dato' Seri Najib for having achieved MS ISO 9002 status. ▼



▲ The team from PSA at the dinner hosted by SIRIM for recipients of the MS ISO 9002 award.

▶ Dato' Dr. Noor Azmi, Deputy Director General of Education (Tech) witnessing the handing over of the Accounts software to representatives from all polys.





# Highlights

PSA's moments of triumph

Signing of MoU  
between PSA and  
MEDEM/MECOM.



▲ 1st fruits of its labour – PSA's 1st  
convocation graced by Director-  
General, Datuk Dr. Abdul Shukor  
▼



Visit by Prof. William L. Flinn, President of MUCIA. (Midwest Universities) ▶

▶ PSA's  
Advisory  
Board





# Academic

## affairs

### **MECHANICAL ENGINEERING DEPARTMENT**

PSA's Mechanical Engineering Department has a vision in providing the training ground for semi-professionals in the field of Mechanical Engineering and Packaging Technology courses. The courses are competent and flexible so as to be able to respond to tomorrow's challenges today. Innovative and challenging ways of delivering the curriculum have been adopted to promote and encourage increasing intellectual independence. Flexibility in learning styles obviously needs to be facilitated by a well-equipped and flexible learning environment. All these are evident in the state-of-the-art workshops found in the department. The building has been designed to enable it to accommodate an impressive line-up of laboratories and workshops. The total cost of equipping the workshops with sophisticated and high-tech equipment is approximately RM18.8 million.

Lecturers and students in this department are exposed to sophisticated softwares which include CATIA, Master CAM, Solid Work, Auto Cad, Mechanical Desktop and 3D Studio. Students are also given hands-on experience in the use of CNC milling, CNC lathe and wire cut machines. The department's facilities also include workshops and laboratories for welding, machining, moulding, packaging and CAD & CAM. The availability of these equipment has given students the golden opportunity of experiencing the process of designing and manufacturing. The "virtual factory" is also set up in the department. Provisions have also been made to test facilities. The Universal Tensile Machine, capable of testing steel up to 100 tons, Rockwell, Vickers and Shore and Non-Destructive Testing are also available.

The pool of experienced academicians has undergone intensive training, given by the suppliers, in the operation of these machines and equipment. Training, in fact, is an on-going program to ensure lecturers are competent in operating these machines, thus facilitating the teaching-learning process. The existence of these equipments and technology and the exposure students get, is testimony of the quality of practical training given to the Certificate and Diploma.

To date, the department offers the following courses; Diploma in Mechanical Engineering (General), Diploma in Mechanical Engineering (Packaging), Certificate in Mechanical Engineering (General). The total enrolment consists of 734 students.

The department ensures that the highest quality of training is giving so that its graduates are armed with the necessary technical competence to keep abreast with on-going development in their respective fields of specialization, besides providing greater potential for career development.

### **THE ELECTRICAL ENGINEERING DEPARTMENT**

Today's working environment is characterized by aggressive competition and rapid changes in technology. The electronics and IT industry require high caliber professionals and sub-professional who have the confidence and knowledge to keep abreast of the technological advances and maximise the opportunities which these new development offer.

The Electrical Engineering Department of PSA, armed with staff who possess first and post degree qualifications are determined to play their role in helping to meet the man-power requirements of the nation by producing graduates capable of meeting the challenges ahead. The latest intake of Electrical Engineering students (January / July 1999) comprised a total of 613. It is projected that by the year 2000, the total enrolment of this department would increase to 1545, with an annual intake of approximately 600 students.

The department is presently conducting courses in three areas namely, Electronic Engineering (Telecommunications), Electronic Engineering (Control) and Electronic Engineering (Medical) at both Certificate and Diploma Level. PSA is the only polytechnic in the country offering the Medical Electronics course.

The Electrical Engineering Department has well-equipped laboratories. The telecommunications laboratory is equipped with Computer-Based Trainers (CBT) in Analogue, Digital and Fiber Optics Communication. This vast range of equipment is further enhanced by the availability of trainers in Antenna Modeling, Microwave, Satellite TV, Cellular Telephone, Facsimile, Radar and Pulse Code Switching.

The Data Communication Laboratory is equipped with workstations, complete with network system, capable of running four different operating systems. This laboratory is also equipped with an Integrated Services Digital Network (ISDN) Exchange Trainer. The trainer can be utilized to illustrate and train technicians on how voice and data and image could be transmitted simultaneously over distance. This is in tandem with the latest developments in IT.



The Instrumentation and Control Laboratory is similarly well-equipped with Process Control Plant, PLC Trainers, Servo Trainers, Transducer Trainers and an Industrial Robot Trainer. All these equipment are meant not only for instructional purposes but can also be used by industries for testing, research and development.

The Programming Laboratory is equipped with workstations and servers and is utilized solely for programming languages such as C, Pascal, Assembler and other high level languages. Besides that, this lab is also equipped with electronic work benches to carry out circuit design and to experiment electronic circuits. All the workstations are linked with a complete LAN network. Despite that, the lab has A3 size Laser plotting facility, in addition to the general purposed printing. The programming laboratory is also equipped with facilities for Electronic Computer Aided Design (ECAD).

This state-of-art computer laboratory is used for PCB design and fabrication. In addition to that, thin and thick film design can be produced using Mentorgraphics software and SUN unix workstation.

The hand-on-experience given to students in the state-of-art workshops, the well-planned lectures and tutorials conducted in small classes are part of the Electrical Engineering Department's strategy to provide quality training to its students to enable them to face the challenges in the working world, thus helping Malaysia to achieve its vision to become a fully-industrialized nation by the year 2020.

### **CIVIL ENGINEERING DEPARTMENT**

The vision of the Civil Engineering Department of PSA is to work closely with industries to develop and train an internationally competitive workforce. This is indeed timely as the upturn in the Malaysian economy will give the local construction industry the needed boost, resulting in the demand for a well-trained and quality labour force.

The Department at present is conducting courses in 3 areas namely, Construction, Building Services Engineering and Wood-based Technology. The department which started with a staff strength of 8, 60% of whom possess post-graduate qualifications has since increased to 39 in order to cope with the 305 Diploma and 560 Certificate level students. These students are tutored by a team of experienced and dedicated lecturers. The students also have the added advantage of hands-on experience on RM 6.8 million worth of equipment.

These up-to-date equipment, housed in 14 workshops and laboratories, besides being utilized for instructional purposes, can also be used for manufacturing panel products and timber components.

The Building Services Engineering Laboratory has been designed to be in line with the ever-changing technology, in particular, the emergence of intelligent buildings. The air-conditioning plant, pump sets and the fire protection system in the laboratory are linked to the BAS and the Card Access System. This set-up, which is fast becoming a norm in the industry, is testimony of the Civil Engineering Department's strategic planning. The lighting room, solar energy systems, lift model, sophisticated testing equipment such as light meters, acoustic and vibration testers etc. all reflect the curriculum's emphasis on environmental issues.

The Civil Engineering Department, being a strong believer in skills upgrading, is continuously sending its lecturers on numerous short courses on Construction Management, CNC Woodwork and Air conditioning, in addition to those within the obligations of equipment contract. The department strongly believes that as it grows in strength, its vision of producing an internationally competitive construction workforce would become a reality.

### **THE COMMERCE DEPARTMENT**

Globalisation, deregulation and liberalisation which ushers in a borderless world is laced with implications, particularly in the world of business. The Commerce Department views this transition seriously and is committed to giving the highest standard of education and training to enable its students to face the challenges which lie ahead.

The curriculum of all its courses, namely, Certificate and Diploma in Business Studies, Diploma in Marketing, Insurance and International Trade and Certificate in Tourism Management, allows students to develop a technical understanding of marketing principles, documentation, entrepreneurship, research, investment analysis, insurance policies and international trade. Teaching methodology includes case analysis, presentation and project work. An understanding of the practical aspects of business is made possible by the mandatory six-month industrial attachment to appropriate companies in the public and private sectors. In addition to boosting the students's morale both academically and in co-curriculum activities, a special occasion namely 'Mengenang Jasamu' was organised to award students for their outstanding performance.



The Commerce Department is fully aware that exposing its graduates to developments in IT in every aspect possible will give its students the competitive edge over their peers. The department has excellent computer support facilities in its Accounting Laboratories and Office Simulation rooms.

The present enrolment of 1000 students are being lectured and tutored by a team of highly educated and experienced local lecturers, 65% of whom possess Masters degrees.

The results of the Commerce students have been most encouraging with an overall pass rate of 97.5%. The department will continue in its efforts to produce graduates who can meet the varied demands of customers as society becomes increasingly sophisticated.

### **THE GENERAL STUDIES DEPARTMENT**

The department comprises three units, namely, the English Language Unit, the Islamic Education Unit and the Moral Education Unit. The English Language Unit concentrates on providing all students with a sound command of the language, both in the oral and written skills. The three sophisticated language laboratories give ample opportunities for the students to practise their oral-aural skills.

The Self-Access Learning Centre in the library aims at helping the students become autonomous and independent learners. In line with instilling new ideas and creativity in language learning, a 3-day "Language in Camp" was successfully organised by the English Language lecturers for 50 students from the 4 main departments. Another exciting experience in language learning was the poster advertisement competition, where every participant and lecturer received free pizzas!!

The Islamic and Moral Education Units facilitate the mission of the Polytechnic in producing graduates equipped, not only with the necessary know-how to take on the challenges in the real world, but also graduates with resilient character. Towards achieving this purpose, the two units have successfully organised several activities such as weekly Islamic/Moral talks, Forums, workshops on Quran Reading and Call for Prayer (Azan), "Tamrin", Qiamullaili and "Aqiqah".

This department views staff development as an important aspect in the professional advancement of its lecturers. Hence, various, regular in-house training sessions are held for its lecturers.

The General Studies Department is actively involved in Time-Sector Privatisation (TSP) programmes. It is currently conducting courses in 2 main areas namely English for Communication and Islamic Education.

### **THE MATHEMATICS, SCIENCE & COMPUTER DEPARTMENT**

This department is responsible for providing computer service to the "citizens" of PSA. The mission of the department is to provide quality facilities and training programmes to increase computing competency of the students and staff of PSA. It also runs customized programmes for training, while at the same time, being the channel for the latest innovations in the field of Information Technology.

An innovation Center, 'The Link' serves as a center for the staff to equip themselves with the latest developments in Information Technology. The knowledge gained will form the development of instructional materials.

The Authorized Autodesk Training Center at PSA is located and managed by this department. The objective of the Autodesk Training Center is to conduct training in the field of drafting and designing for individuals in technical and architectural disciplines.

There are five laboratories each with 45 Pentium-based multimedia computers, multimedia capable, running under Windows NT 4.0 network operating systems.

PSA is linked to the Internet via 256KBps leased line which is connected to TMnet. The campus network backbone is 1.55MBps ATM. 3 3COM CoreBuilder 7000. This is used in order to have some degree of resiliency.

In order to complement the Campus Network System, Total Campus Management System (TCMS) applications is also being used to facilitate the day-to-day operations of PSA. TCMS automates admissions processes, academic records, students billing, students services, library management and hostel management. The Campus Network System together with the TCMS forms the Digital Network System for PSA.



### **THE TRAINING & CONTINUING EDUCATION DEPARTMENT (TACED)**

This department can be likened to a bridge that connects Politeknik Shah Alam to the world of work. TACED has been entrusted with the responsibility of managing training programmes for its 200 over staff. TACED has successfully placed 5 lecturers in reputable firms throughout Malaysia on industrial attachment programmes. This has enabled the lecturers to be updated in the practical aspects of the requirements of the job market.

It also supervises students' industrial attachments. To-date it has successfully found places for approximately 1000 students for the mandatory six-month Industrial Attachment.

TACED has also been instrumental in successfully negotiating a number of collaborative courses between PSA and companies in the private sectors under the banner of Time-Sector Privatisation (TSP). The TSP programme represents a smart partnership where outside agencies can utilize the polytechnic's existing facilities and expertise.

This department is also the public relations department of PSA. TACED hopes to advertise, publicise and promote PSA to outside agencies via publication of its monthly bulletin and the Annual Report plus taking part in joint exhibitions.

### **THE STUDENTS AFFAIRS DEPARTMENT**

This department is divided into 4 main sections namely the Data and Student Intake Section, the Student Management Section, the Student Development Section and the Scholarship Sections. This is done to ensure the smooth running of the whole organisation. The department plans, implements and monitors all programmes involving PSA students from the very first day they set foot on the campus. Some of their duties include managing the sales of registration forms for entry into PSA, intake of students, students' counseling and career guidance, orientation week programme, co-curricular activities, mentor-mentee programme, students' welfare and scholarships. In short, the department is responsible for ensuring that graduates of PSA bloom into respectful, responsible citizens, able to carry themselves well in the outside world.

### **HUMAN EDUCATION AND DEVELOPMENT DEPARTMENT**

This department has just been formed early this year in order to undertake the planning, organising and implementation of human development programmes. The primary purpose of this department is to design human development courses to fulfil the needs of developing human potential of each and every staff member, as well as student population in Politeknik Shah Alam. The management realises that personal quality in terms of human potential development is critical to the quality of any organisation. Organisational excellence means excellence in each individual member in the true sense of the word, ie, physical, mental, social and spiritual development.

The courses designed are meant to cultivate and nourish the growth of this vital human dimension. The courses are meant to sharpen the intellect, promote social relationships and enhance the growth of spirituality in a balanced and holistic manner. Examples of such courses currently run are language communication skills, like English, Mandarin and Arab, and courses of a religious nature, like Perumian Ibadah and Tawhid.

### **THE ADMINISTRATION DEPARTMENT**

The Administration Department is the pulse of PSA as it provides the framework to ensure the smooth running of the whole organisation. Besides general office administration, issues related to money, staffing and terms of service, purchase of equipment and scholarships/loans come under the jurisdiction of this department. The staff has been beefed up to a total of 25 in order to cope with the increase in the overall staff and student population of PSA. Motivation courses and a Family Day get-together have been organised as part of the department's strategic plans to instill and promote team-spirit.





▲ CNC lathe which costs RM500,000



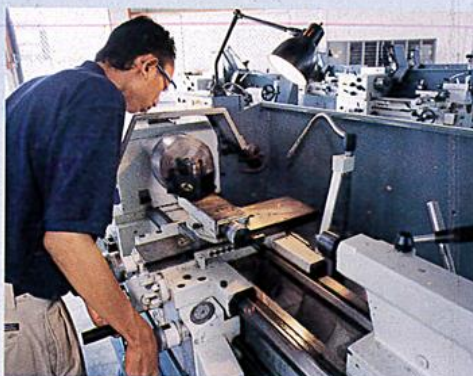
▲ Arc Welding set worth RM20,000



▲ CNC Milling worth RM550,000



▲ Master CAM software



◀ Lathe machine



▲ Satellite receiver



▲ Robotic Arm at the Control Lab.



# The learning experience at PSA

an experience of a life-time



▲ Universal testing machine



▲ Hydraulics Lab



▲ Presentation



▲ Office Simulation



▲ CNC Wood Technology



▲ Photometric Lab



▲ Data Communication Lab



▲ Satellite weather receiver



## Support from top officials in the Technical Education Department, MOE



▲ Director of Technical & Vocational Curriculum Division, Tn. Hj. Imran.

▲ Director of Polytechnic Management Division, Tn. Hj. Ibrahim bin Samad



▲ Arrival of Deputy-Director General of Education Dato' Dr. Noor Azmi



## Sharing our Management Experiences with visitors

▼ Selangor State Education Department.



▲ Selangor Vocational Secondary School (Special Education)





# Management & leadership

the anchor for PSA's development

Input from Management  
for Future Planning  
Needs



▲ Real food for thought - discussions continuing into break-time



▲ John Foyster presenting findings of Tracer Study - a Joint Project between Technical Education Dept. & IDP - Australia



▲ Sharing the ISO experience at Malaysian Polytechnic Heads of Depts' Meeting in PD



▲ Management Representative deliberating on issues pertaining to Quality

On the Move.....



.....People are clear about what they're supposed to do..... Teamwork is clearly evident.

Azizi B. Lin is now Principal of Technical Secondary School, Seremban



.....very challenging working environment.

Zulkarnainis now Principal of Politeknik Kuching



.....the management is firm.....PSA's goals can be achieved with the strategic planning.

Puan Saadijah is now with the Police HQ, Trengganu



## Social Activities



▲ PSA's Annual Dinner sees some of its staff displaying hidden talents.



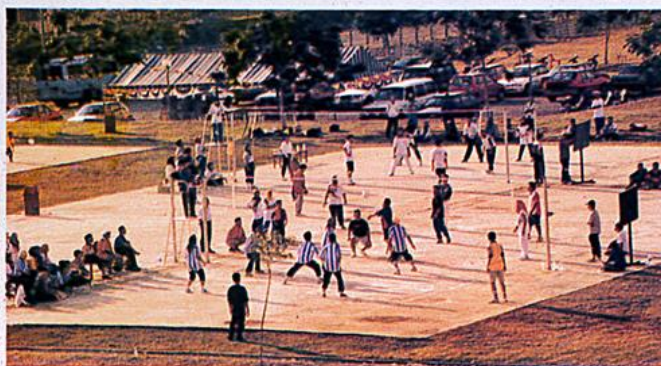
▲ Staff – in lighter mood.



## Sports



▲ PSA joins officers from MOE in the Annual Ministry of Education Sports & Cultural Association (MESCA) ▼





# Staff Excellence

through working and playing together



Staff Development Courses



▲ Participants hard at work.



Family Day @ department level is part & parcel of life @ PSA to promote togetherness



Welfare



▲ Welfare of PSA's staff is in good hands – PSA's nursery is a stone's throw away enabling "mums & dads" to concentrate fully on productivity in the classroom.







▲ The orientation committee leaves no ground unturned in their task to help the freshies "settle down" ▼

SELAMAT DATANG  
KE KAMIS  
POLITEKNIK SHAH ALA



▲ Presentation Skills



◀ Survival skills for the new breed

▼ Extra-curricular Activities



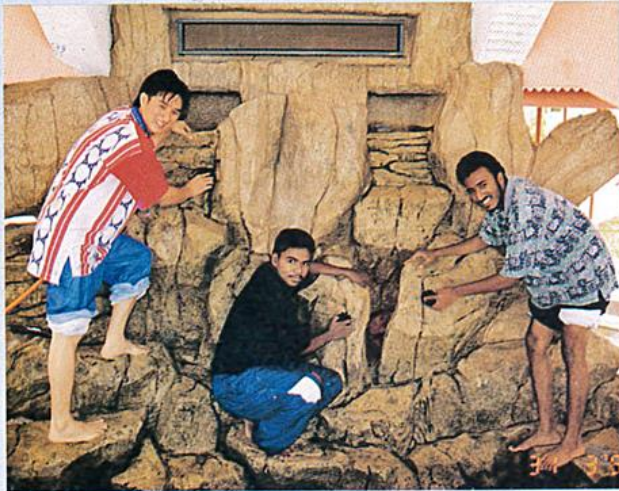


# Student excellence

the result of PSA's holistic approach to education & training via accessibility to a spectrum of activities



▲ PSA's students giving a helping hand both inside & outside PSA ▼



▲ Cultural Performance by PSA's Budding Performers





◀ Lake view – a place of peace & tranquility

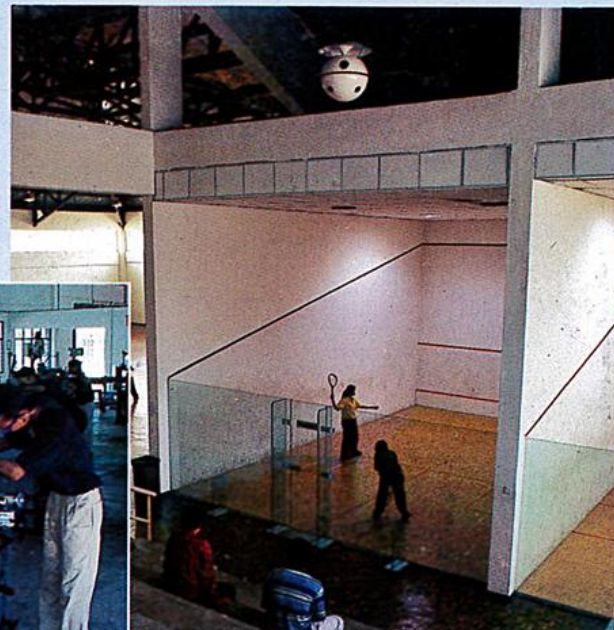
▼ The Main Lecture Theatre, with a seating capacity for 300



◀ Hostel which can accommodate 1272 students



◀ The Islamic centre



▲ The Sports Center which houses the squash & badminton courts.

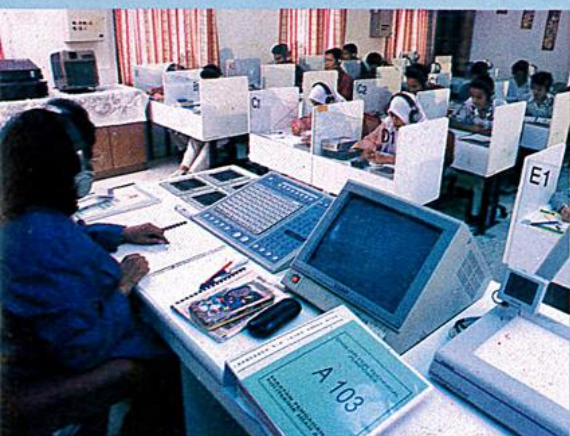


◀ Well-equipped, spacious workshops



# Facilities & Environment

at PSA – enriches student's learning experiences



▲ Oral-Aural session in one of the three language Labs, installed at a cost of approximately RM380,000



▲ PSA's Mini Market – The Students' Co-Op



▲ PSA's library which stocks millions worth of information & second home to many students



◀ Clean cafeteria



▲ PSA's lodge – offers 32 single bedrooms with attached bathrooms (twin-sharing)

◀ The space at the bottom of the stairway offers a conducive environment for discussion





## Advisory Board

▼ Tn. Hj. Baharudin stressing a point



▼ Dato' Abu Talib addressing an issue



▲ In lighter mood...taking time off to celebrate the Chairman, Ir. Hj. Mohd. Mazlan Hj. Md. Ismail Merican's birthday



◀ PSA's Advisory Board meets for the 2nd time.



# Industrial Collaboration

PSA's gateway to golden frontiers



▲ MEDEM/MECOM trainees



▲ Top Guns from Matsushita, the Director of Polytechnics Management Division and the Principal of PSA during a Press Conference



MECOM – PSA Collaboration



▲ Matsushita sends its 1st batch of 19 students for the Dip. in Mechatronics

Officials from the National Accreditation Board (LAN) visit PSA.





# Other activities

## a quick glance

### **INDUSTRIAL COLLABORATION**

The concept of industrial collaboration was conceived as a result of a government policy which decreed that future skills training would be demand-driven, that is based upon demands of employers rather than labour supply. The implications of this reform is that employers will be playing a very significant role in determining the curriculum.

PSA has responded to this paradigm shift by successfully forming an Advisory Board. PSA's Advisory Board comprises a line-up of impressive personalities, made up of CEOs and senior management staff from both the public and private sectors. Two meetings have been held to-date.

PSA's industrial collaboration has resulted in the signing of an MoU with a well-known giant in the electronic industry. The PSA - MEDEM/MECOM partnership which was sealed by the signing of the MoU on 19 May 1999 resulted in Matsushita sending its first batch of 19 students to PSA for a 15-month Mechatronics Diploma Course.

The harmonious relationship which exists has also laid the foundation for 5 of PSA's lecturers to be sent on industrial attachment to a number of companies. The invaluable input obtained as a result of this attachment will definitely be of use for curriculum design, review of existing courses and PSA's formulation of policies and developmental strategies.

### **STAFF EXCELLENCE**

Staff development programmes are a continuous effort to ensure staff excellence is at its optimum. Throughout 1999 the staff of PSA attended numerous courses, both outside and within Politeknik Shah Alam. The number of in-house courses conducted which totalled 19, involved 501 lecturers and staff. Hence, it can be concluded that each staff in PSA has attended at least one course in 1999.

INTAN, the Technical Education Department and a host of private agencies, such as Berkeley, Feedbackis and W & N Development Sdn. Bhd., have been instrumental in the drive for excellence among the staff of PSA.

The year 1999 also saw 5 lecturers from the Engineering and Computer Departments being sent on a 3-month attachment programme to industries which includes Matsushita Electronic Components, SME Aerospace, Kumpulan Perunding DPI Consult and BIMB Institute of Research.

The top management realises that human resource is a vital aspect of an institution, and thus, encourages and supports the staff to fully develop their potential in the various fields of engineering, computer, commerce, communication, management and other related areas.

### **OFFICIAL FUNCTIONS AND PROTOCOL COMMITTEE**

This committee was set up in 1998. The main objective of setting up this committee is to receive visitors and handle official functions held at the polytechnic. The list of visitors and official functions which Politeknik Shah Alam has been involved in is long and impressive. One of the main and very important duties is to oversee the planning and successful outcome of PSA's 1st Convocation.



## THE TRACER STUDY

The general aim of the Tracer Study is to investigate and trace the career development of all polytechnic graduates. This study represents a joint project between the Planning & Research Division (PRD), Technical Education Department, Ministry of Education and IDP, Australia. The 1999 survey done by Politeknik Shah Alam Polytechnic is actually a continuation of the Tracer Study Project which commenced in June 1997.

The objective of the survey conducted on Politeknik Shah Alam's first batch of graduates (1999) is to ascertain the perceptions of this pioneer batch of graduates with regards to the content of the existing curriculum, quality of instruction and career counseling available, the relevance of the curriculum versus employers' needs and opportunities for employment.

The findings indicated that the graduates were highly satisfied with the curriculum content, lectures as well as their interaction with lecturers. This study provides valuable input to further upgrade students standard of education as well as their welfare.

## CO-CURRICULUM

To gear students in cultivating team spirit and instilling self-discipline, the polytechnic has 25 societies/clubs which are as follows:

Askar Wataniah	Tentera Laut	Pertahanan Awam (JPA3)
Firebrigade cadet	Kelana Siswa	Polybrigade
Tae Kwan Do	Silat Gayung Malaysia	Silat Gayung Fatani
Silat Cekak	Red Crescent Society	Mesra Alam
Cultural Club	Audio Visual Club	Japanes Language Club
English language Club	Kompang	Maintenance Club
Helwanis	Library	Counseling Club
Computer Club	Khai	Nasyid
Quality Club		

## THE MENTOR-MENTEE PROGRAMME

The programme was launched in 1997 and serves as an important linking element between students and lecturers. Every lecturer is given a maximum of 20 mentees to nurture until the students graduate. Painsstaking effort on the part of the mentors has enabled a warm and caring relationship to be built over the years. As a result, students are able to vocalise their problems as well as share their achievements with their respective mentors.

## SCHOLARSHIPS

A total of 65 % PSA students are granted scholarships by both governmental as well as private agencies. (The figure does not include the newly registered semester 1 students). The major sponsor is the Public Services Department (33%). This Department only sponsors Diploma Course students. Next, is the Ministry of Education, responsible for sponsoring 22% of its students.

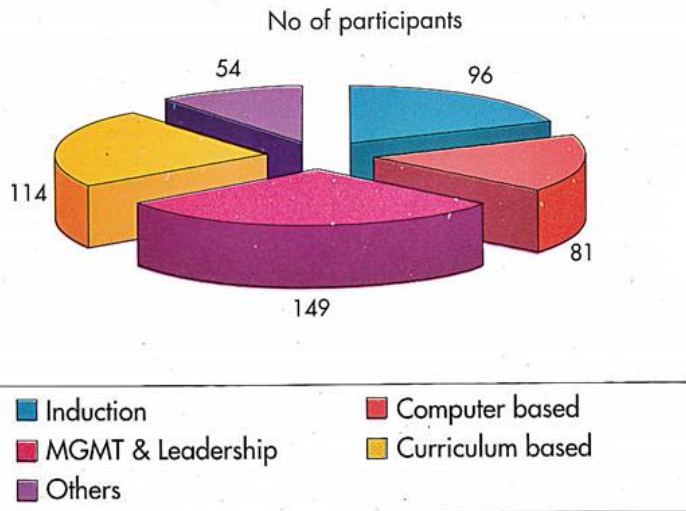
PSA hopes that more sponsors will come forward to provide monetary assistance so as to enable a larger number of deserving students to realize their ambition.



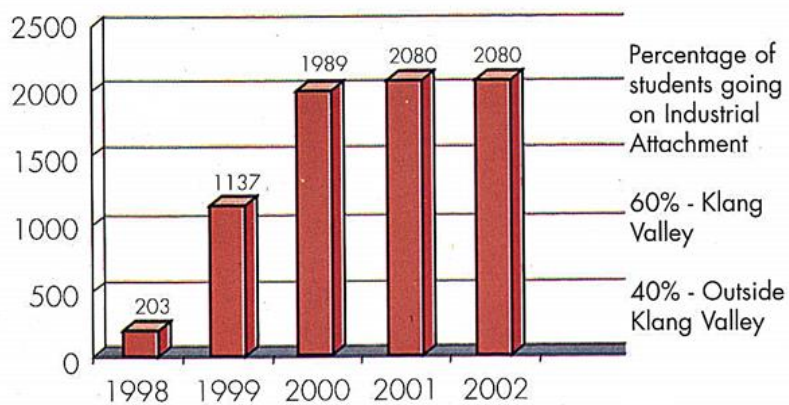
# Statistics

## & facts

### Staff development programmes



### Industrial Attachments



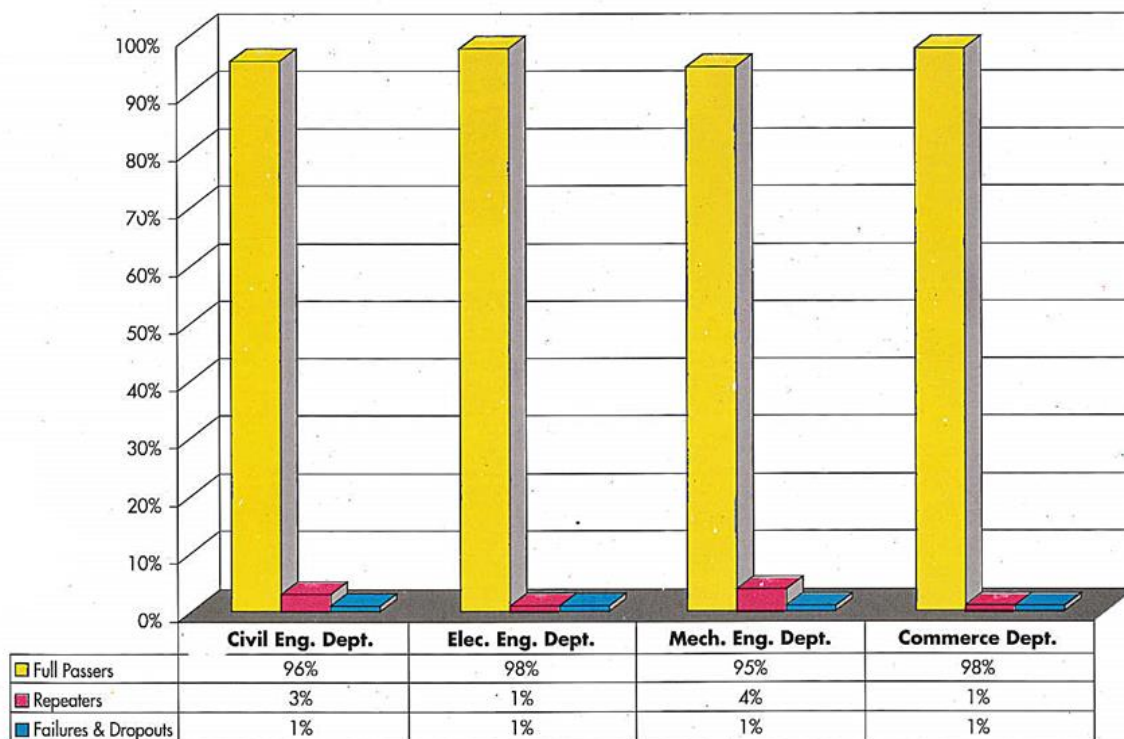
- Employers assessment of trainees - 3.41  
4 excellent      3 good      2 average      1 Weak
- Supervisory visits cover 96% of trainees



## Budget Allocation

	1997	1998	1999
Students	539	1693	3693
Staff	52	147	257
Budget	RM1.7 million	RM4.92 million	RM8.4 million

## Examination Results According to Departments (July Session, 1999)









# Financial report

Prudent fiscal and monetary policies are vital in the management of the finances of any organisation. The same golden rule applies to PSA.

The information below shows the income and expenditure for PSA for the financial year 1998.

• Government Allocation /Warrants	RM 8,365,164.00
• Expenditure	RM 8,272,384.64
• Warrants for Development Expenditure	RM 336,279.00
• Expenditure	RM 286,233.33
• <i>Direct delivery of general equipment and furniture from the Ministry of Education</i>	RM 2,400,000.00

## INCOME

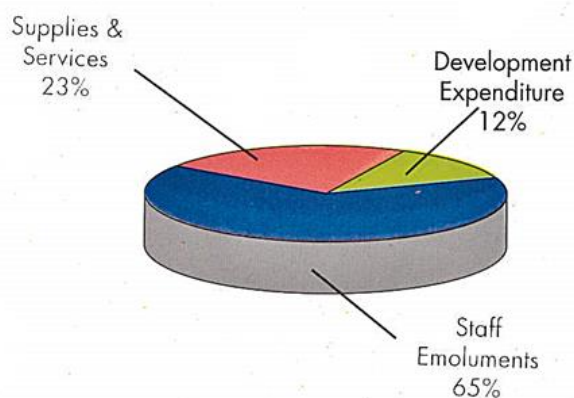
Academic Fees	*962,400.00
Hostel Fees	*139,860.00
Time Sector Privatisation	**128,055.0
<b>Total Income</b>	<b>1,230.315.00</b>

\* Fees collected from students are credited into Bank Negara and accounted as government revenue.

\*\* Income through facilities rented and staff services to outside agencies and credited into 'Trust Account'.

## BREAKDOWN ANNUAL EXPENDITURE 1999

Development Expenditure	1,136,233.33
Staff Emoluments	6,042,709.95
Supplies and Services	2,107,675.59





# Appendix

## staff qualifications

### Electrical Engineering Department

Abdul Karim Jaafar  
M. Sc. ( Med Electronic Eng.), B.Sc. Elec. Eng.

Rahmat Jamil  
B. Sc. Elec. & Electronic Eng., Dip. Elec. Eng. (Comm)

Annamalay A/L Munusamy  
M. Sc. (RF Comm. ), B. Eng. (Elec & Electronic)

Jameliah Mohd. Alias  
B.Sc. Elec. Eng.

Zarinah Awang  
B.Sc. Elec. Eng., Dip. Elec. Eng.

Norsham Hassan  
B.Sc. Elec. Eng. (Digital)

Roziah Abdul Latiff  
B.Sc. Tech. & Ed., Dip. Elec. Eng. (Comm.)

Kenneth Michael Pereira  
M. Ed., B.Sc.(Hons) Med. Elec, Dip. Elec. Eng. (Comm)

Siti Saifah Marzuki  
B.Sc. Tech. & Ed., Elec. Eng., Dip. Elec Eng (Power)

Zailawati Othman  
B.Sc. Tech. & Ed., Elec. Eng., Dip. Elec Eng. (Comm.)

Roshidi Zakaria  
M.Ed., B. Sc. (Hons) Med. Elec., Dip. Elec. Mech. Eng.

Zakiah Mustafa  
B. Sc. Eng (Hons) Elec. Eng., Dip., Elec Eng (Power)

Ahmad Aftas Azman  
M.Ed., B.Sc. (Hons) Elec. Eng. (Inst. Ctrl)

Ibrahim Burhan  
M.Ed., B.Sc. (Hons) Elec. Eng. (Inst. Ctrl)

Zarina Md. Amin  
M.Ed., B.Sc. (Hons) Electronic Eng. (Comm.)

Aishah Saim  
M.Ed, B.Sc (Hons) Elec Eng (Inst Ctrl), Dip Elec Eng

Lee Ten Ten  
M.Ed, B.Sc. (Hons) Elec Eng (Comp.)

Nor Rofizah Abdul Mutalib  
M.Ed, B.Sc. (Hons) Electronic Eng (Comm.)

Sargunan A/L Ainal  
M.Ed, B.Sc. (Hons) Electronic Eng (Comm.)

Zunuwanas Mohammad  
M.Ed, B.Sc. (Hons) Electronic Eng (Med.)

Wan Rosemehah Wan Omar  
M.Ed, B.Sc. (Hons) Electronic Eng (Med.)

Siri Maryam Sharun  
M.Ed, B.Sc. (Hons) Elec. Eng (Comp.)

Soon Chin Phong  
B.Sc. (Hons) Electronic Eng (Med.), Dip. Ed.

Mohd Safari Jaafar  
B.Sc. (Hons) Elec. Eng (Comp.)

Roziyani Zaidon  
B.Sc. (Hons) Elec Eng (Comm), Dip. Elec. Eng (Comm)

Mahmud Selamat  
B.Sc. (Hons) Elec. Eng (Inst. & Ctrl)

Manickam Praslad A/L M. Sambasivam  
M. Ed., B. Sc. (Hons) Elec. Eng (Inst. & Ctrl)

Halifah Darus  
M. Ed., B. Sc. (Hons) Elec. Eng (Inst. & Ctrl)

Sharizan Mat Saat  
M. Ed., B. Sc. (Hons) Elec. Eng (Comp.)

Robiah Udin  
M. Ed., B. Sc. (Hons) Elec. Eng

Zuraidah Omar  
M. Ed., B. Sc. (Hons) Elec. Eng, Dip. Electronic Eng

Noraida Yusoff  
M. Ed., B. Sc. (Hons) Elec. Eng, Dip. Electronic Eng

### Mechanical Engineering Department

Kamaruzaman Hj. Ismail  
Msc (HRM) Bsc (Mech. Eng).

Mohd. Shuhaimi Bin Zahari  
B. Mech. Eng. (Mfg.) (Hons) M. Ed.

Norkamal Bin Jaafar  
B. Eng (Agricultural)

Abd. Razak Senan  
B. Mech. Eng. (Hons)

Zalaida Binti Talib  
B. Mech. Eng. (Mfg.) (Hons)

Sulaini Bin Besar  
B. Sc. Mech. Eng. (Mfg.)

A. Azman Bin Arshad  
B. Sc. Mech Eng. (Textile) (Hons)

Mohd. Fuaad Bin Fesul  
B. Sc. Ind. Prod. Dsgn (Hons) M. Ed (Tech)

Rudy Adrie Bin Idris  
B. Sc. Mech. Eng. (Mfg.)

Mohamad Hassif B. Abu Hassan  
B. Sc. Mech. Eng. (Mfg.), M. Ed (Tech)

Mad Rodzi Bin Abas  
B. Sc. Mech. Eng. (Mfg.), M. Ed (Tech)

Razali Bin Bakri  
B. Sc. Mech. Eng. (Packaging)

Mohd. Elias Bin Daud  
B. Sc. Mech. Eng. (Electro.), M. Ed (Tech)

Muhamad Sani Bin Buang  
B. Sc. Mech. Eng. (Mfg.), M. Ed (Tech)



Arman Bin Hashim  
B. Sc. Mech. Eng. (Pkg), M. Ed (Tech)  
Ngai Chooi Hoong  
B. Sc. Mech. Eng. (Pkg) M. Ed (Tech)  
Rahizal Bin Mohd. Khir  
B. Sc. Mech. Eng. (Pkg), M. Ed (Tech)  
Sharnol Bin Mustafa  
B. Sc. Mech. Eng. (Pkg), M. Ed (Tech)  
Hafiz Reza Bin Haron  
B. Sc. Mech. Eng. (Pkg), M. Ed (Tech)  
Asri Bin Mat Desa  
B. Sc. Mech. Eng. (Mfg.) M. Ed (Tech)  
Faridah Binti Suboh  
B. Mech. Eng. (Materials) (Hons)  
Jamalludin Bin Karim  
Tech Cert. Ed.  
Halimah Binti Ismail  
Dip. Mech Eng.  
Taufek Bin Omar  
Dip. Mech Eng.  
Kok Siew Min  
Tech Cert. Ed.  
Kamaruddin Bin Tamin  
Special Teaching Dip. (Mech.)  
Abdul Haris Bin Ismail  
Cert. Mech. Eng. (Air Cond.)  
Mohd. Fahmi Bin Hamid  
Dip. Mech. Eng. (Metallurgy) with Ed.  
Asmira Bin Ashari  
Dip. Mech. Eng. with Ed.  
Roslan Bin Kamaruddin  
Dip. Mech. Eng. (Packaging) with Ed.  
Norihiko Sugihara (JOCV)  
B. Sc. Mech. Eng.

### **Civil Engineering Department**

Zulkifli Bin. Md. Salleh  
B. Sc (Hons) Civil Eng. (PGCE)  
Zulkeply Bin Samad  
M. Sc. Env. Studies, B. Eng Buld. Serv.  
Zaleha Binti Abdullah  
M. Mgmt., B. Sc. Civil Eng.  
Zanariah Binti Ahmad  
M. Mgmt. Tech., B. Sc. Civil Eng.  
Norhayati Binti Zakaria  
B. Sc. Civil Eng., Dip. Ed.  
Rosnani Binti Hj. Ahmad  
B. Sc. Civil Eng.

Hajjah Azlin Bt. Ismail Effendi  
B. Ed. Tech (Civ. Eng), Dip. Arch.  
Ghafar Bin Maarof  
M. Ed. (Curri & Instruction), B. Arch.  
Mohd. Nasir Bin Ahmad Aziz  
M. Str. Eng., B. Sc. Civil Eng.  
Rozimah Binti Tahir  
B. Sc. (Arch), Dip. Ed.  
Roslina Binti Muda  
B. Sc. (Arch), Dip. Ed.  
Suzana Binti Husin  
B. Ed. Tech (Civ. Eng), Dip. Civ. Eng.  
Ishamuddin Bin Ishak  
B. Sc. Civil Eng., Cert Buld. Serv.  
Suliahiti Binti Hashim  
B. Sc. Hons (Qty. Surv.), Dip. Qty Surv.  
Azizi Bin Ahmad  
M. Ed., B. Sc. Forest Prod. Tech.  
Nordini Binti Ramli  
B. Sc. (Hons) Civil Eng., Dip. Ed.  
Roseman B. Mat Jidin  
B. Sc. Civil Eng., Cert. Civil Eng.  
Norani Binti Abdul Karim  
B. Sc. (Hons) Furn. Tech., Cert. Ed.  
Rahimah Binti Ramli  
M. Ed., B. Sc. Civil Eng.  
David Yeoh Eng Chuan  
M. Eng. (Str.) B. Sc. Civil Eng.  
Jefri Bin Jusoh  
M. Ed., B. Sc. Civil Eng.  
Tuan Yusmadi Bin Tuan Soh  
M. Ed., B. Sc. Civil Eng.  
Ibrahim Bin Hamzah  
M. Ed., B. Sc. Civil Eng.  
Jasni Bin Mohd. Nor  
M. Ed., B. Sc. Civil Eng.  
Mazlan Bin Che Mat Jusoh  
M. Ed., B. Sc. Civil Eng.  
Shafwan Bin Ismail  
M. Ed., B. Sc. Civil Eng.  
Zarinah Binti Zaini  
M. Ed., B. Sc. Civil Eng.  
Rohaza Binti Majid  
M. Ed., B. Sc. Civil Eng.  
Wan Khazlina Bt. Wan Mohd.  
M. Ed., B. Sc. Civil Eng.  
Jamilah Bt. Abbas  
M. Ed., B. Sc. Civil Eng.



Abdul Samad B. Abdul Rahman  
B. Sc. Civil Eng. Dip. Wood Base

Manesah Bt. Md. Dali  
M. Ed., B. Sc. Bldg. Surveying

Teoh Eng Hiew  
M. Ed., B. Sc. Civil Eng.

Norshila Bt. Abu Bakar  
M. Ed., B. Sc. Civil Eng.

Mohamad Bin Yunus  
Dip. iZimmereñ, Cert. Tech. Ed.

Faridah Akmal Bt. Mohd. Tahir  
Dip. Civil Eng.

Zulzana Bt. Zulkarnain  
Dip. Qty. Surv., Skills Teaching Cert.

Fawi bin Samad  
Dip Civ. Eng, Cert Highway & Hydrology

Norhayati Bt. Palil  
Dip. Civil Eng., Cert Qty Surv.

Norbaya Bt. Hj. Sidek  
Dip. Civil Eng., Cert Civil Eng.

Arduniwati Bt. Hj. Ahmad  
Dip Civ. Eng, Cert Highway & Hydrology

Siti Salbiah Bt. Ahmad Shariff  
Dip Civ. Eng, Cert. Buld. Serv.

Rahayu Bt. Ali  
Dip Civil Eng, Cert Civil Eng.

Shuran Takahashi (JOVC)  
M.Sc (Civil Eng)

### Commerce Department

Encik Mohammad Abu Hassan  
M.Sc (Intl. Mktg), B. Econs (Hons), Cert. Ed.

Puan Rubiah Ismail  
B. BA (Econs), Cert. Ed.

Puan Wan Chik Nurida Ismail  
B: Sc (Hons) (Stat, Econs), Dip. Ed

Puan Aziyah Abdul Azizi  
MBA, B.BA (Hons) (Mktg & Mgt), Dip. TESL, DHCM

Puan Norlia Ismail  
B.BA (Mgt & Mktg), DBS, Cert. Ed.

Puan Aziam Mustafa  
B.BA (Hons), Cert Ed.

Puan Salwuan Abd. Halim  
B.BA (Hons), Cert. Ed.

Puan Hamidah Zaaba  
B.BA (Hons), Cert. Ed.

Puan Rahana Ismail  
B.BA (Hons), Dip. Ed.

Puan Yusmina Yusoff  
B.A (Hons) (Econs), Cert. Ed.

En. Sulaiman Aris  
B. Acct (Hons), Cert. Ed.

Puan Arfah Kassim  
M.Ed, B.Sc.(Hons) Tourism, DBS

En. Muhammad Fauzi Mokhtar  
M.Ed, B.Sc. (Hospitality Mgt)

Puan Haliza Udin  
M.Ed, B.Sc. (Hosp. Mgt), Dip Inst. Cat. Mgt

Puan Zalina Ismail  
M.Ed, B.BA (Hons) (Mktg), DBS

Encik Salehan Marsim  
M.Ed, Adv. Dip (Mktg & Mgt)

Puan Hanita Adnan  
M.Ed, B.BA (Fin.), Dip in Banking

Puan Mazilah Abdullah  
M.Ed, B. Acct. (Hons), DAT

Puan Nurul Huda Md. Saad  
M.Ed, B. Acct. (Hons), DIA

Puan Hasniza Abdullah  
M.Ed, BSc. (Hosp. Mgt), Dip. Hotel Mgt.

Puan Norhayati Othman  
M.Ed, B.BA (Hons) (Ins.), Cert Bookkeeping

En. Nazar Maulud  
B.A (Int. Fin & Trade), Cert. Ed.

Puan Mazura Mansur  
M.Ed. B. Acct (Hons)

Puan Khuzaimah Baharuddin  
M.Ed., B.Acct (Hons)

Cik Saabiah Abd. Manaf  
M.Ed, B.Sc (Bus. Admin. Fin & Ins.)

En. Shanusi Ahmad  
M.Ed, B.BA (Hons) (Mktg HRM & Mgt)

Puan Zainatulliza Zainal Abidin  
M.Ed, B.Acct (Hons), Cert Bookkeeping

Puan Nor Azlinda Alan  
M.Ed, B.BA (Hons) (Mktg), Dip in Mktg)

Puan Azura Mohammad  
M.Ed, B.Acct (Hons), DAT

Puan Maziahtusima Ishak  
M.Ed, B.Acct (Hons)

Puan Siti Masliza Mohd Nawi  
M.Ed, B.Acct (Hons)

Puan Hasmiza Taib  
M.Ed, B.BA (Hons) (Mktg), Dip Mktg.

Puan Siti Zaiton Yahya  
M.Ed, B.BA (Hons) (Mktg), Dip Mktg.



Puan Lilis Seri Yana Sirun @ Siron  
M.Ed, B.BA (Hons) (Mktg & Mgt), Cert. Bus. Mgt  
Puan Suzana Zainol Abidin  
M.Ed, B.BA (Hons) (Mgt.), Dip. Agr Bus.  
Puan Haniza Baharom  
M.Ed, B.BA (Hons), Dip. Insurance  
Puan Zainah Othman  
M.Ed, B.A (Hons) (Tourism), Dip Tourism Admin.  
En. Watanabe  
B. Econ.  
En. Shirakami Yoshihisa  
B. Econ.  
En. Kiyohito Ishiwata  
B. Econ.  
En. Dzulkarnain Musa  
M.Ed, B.BA (Hons), DBS  
Puan Azura On  
M. Mgt, B.BA, Dip. Ed.  
Puan Umi Kalsom  
M.Ed, B.BA, DBS

### **General Studies Department**

Lucia Quek Sai Gearn  
M.A.(TEFL), B.A.(Hons) Eng, Dip. Ed (TESL)  
Susila Devi A/P Gnanasagaram  
B. Ed (TESL)  
Sharifah Sheha Syed Aziz  
M.A. (Eng)  
Mohammad Shikri Draman  
B.A. (hons) Leadership & Missionary, Dip Ed.  
Nor Azza Ibrahim  
B.A. (Hons) Islamic Law, Dip. Ed.  
Suriati Abdullah  
M.Ed (Edu. Mgt), B.A. (Hons) Dip. Ed (TESL)  
Wan Atiyah Wan Din  
B.A. (Hons) Eng, Dip. Ed.  
Rosiah Abu Bakar  
M.A. (Eng), B.A. (Eng)  
Wan Nooraini Wan Kamaruddin  
M.Ed (Cur), B.Sc (Econs), Dip Ed. (Eng).  
Ahmad Zam Zam Johar  
B.A. (Hons) ESP, Dip. ESL  
Rosana Ahmad Nordin  
B. Ed (TESL)  
Khasniyati Salehudin  
B. Ed (Eng)  
Noreen Kamarudin  
B. Ed (TESL)  
Nik Asma  
M. Lib & Inf Sc., B.Ed (ERT) Dip. Sc.

Vikinesvara Devi A/P Sabaratnam  
B.A. (Hons) ESP, Dip ESL  
Bala Saras Pathi A/P Ponnoman  
M.Ed (Cur.) B.Ed (TESL), Dip ESL  
Fuziah Ibrahim  
B.Ed (TESL)  
Siti Zahara Taib  
B.A. (Hons) Arabic Studies, Dip Ed.  
Wan Zamilah Wan Ibrahim  
B.A. (Hons) Usuluddin & Phil, Dip. Ed.  
Ruzita Ngah  
B.A. (Hons) Islamic Law, Dip. Ed.  
Dra Wista Ahmad  
M.Ed (Islamic Education), Dip. Ed  
Norzila Abdul Razak  
B. Ed (Math), Dip Ed (Eng)  
Norsaadah Zakaria  
M.Ed (Tech), B. Sc (Human Eco), Dip Textile.  
Zulkifli Abd. Rahaman  
B.A (Hons) Usuluddin & Phil, Cert Ed.  
Kamaruddin Mohd. Nor  
B.A (Hons) Islamic Hist. & Civ., Cert. Ed.  
Baharuddin Abdul Jabar  
B.A. (Hons) Leadership & Missionary, Cert Ed.  
Quah Chun Hong  
Malaysian Cert of Ed.  
Mardiah Mohd. Mastol.  
Lower Cert of Ed.  
Siti Farah Haryati Kamarudin  
Malaysian Cert of Ed.  
Siti Rafidah Sharif  
Lower Cert of Ed.

### **Maths, Science & Computer Department**

Ahmad Fadzil Bin Arif  
Phd (Comp Sci), Msc(Comp Sci), Bsc (Elec). Cert Edu.  
Amidah Bt. Mohd. Ujang  
B. Sc (Hons) Civil Eng.  
Jarah Bt. Sulaiman  
B.Sc (Combined Science)  
Mohd. Noor Bin Din  
MBA (Edu. Mgt)  
Rosmawati Bt. Ismail  
B.Sc (Industrial Eng)  
Jailani B. Mohideen  
B. Acct  
Sahalani B. Basar  
BOM (Management)



Siti Noridah Bt. Ali  
M. Ed, B.Sc

Lee Soo Leng  
M.Ed., B. Sc. (Eng- IT)

Muhammad Fauzi Bin Abdullah  
M.Ed, B. Sc.

Bryan Hee Tze Keon  
M.Ed, B Sc. (CADD)

Mohd Rizuan Bin Mat Ramli  
M.Ed, B.A (Art)

Yuhanis Bt. Omar  
B. IT

Zulkifli Bin Ismail  
B.SC

Zaini Bin Miswan  
Dip. Land Survey

Siti Rosminah Bt. Md Derus  
M. Ed, B. Sc (Elec. Eng - Comp. Tech)

Siti Noorhani Bt. Mohd. Kardi  
M. Ed, B. Sc (Elec. Eng - Comp. Tech)

### **Student Affairs Department**

Tn. Hj. Lin Bin Husin  
M. Ed, B. Ed (Voc. Ed)

Nazri Bin Idris  
B. Econ (Hons) Dip. Ed.

Salizahanim Binti Leman  
B. Elec Eng ( Hons)

Sharoni Bin Ismail  
M.Ed (Mgt & Admin), B.A (Hons) Islamic Studies

Badariah Binti Mohd Saad  
M. Ed (Econ Ed), B. Econ (Hons)

Nor Aidah Binti Hassan  
B. Econ (Hons), Post Grad Dip. Econ.

Mohamad Yaakop Bin Md. Napiah  
B. Ed (Hons) Career Guidance Counseling

Hasnida Binti Ismail  
M. Ed, Adv. Dip (Bus. Studies), Dip. Banking

Azlida Binti Abdullah  
M. Ed, BBA (Hons), Fin. Dip. Invest. Analysis

Suhaini Binti Hj Hassan  
M.Ed, B. Sc. Civil Eng (Hons), Dip. In Civil Eng.

Jasni Bin Mohd Yusof  
M. Ed, B. Sc. Elec Eng (Hons), Dip Elec. Eng

Aishah Binti Abd Razak  
B.A. Islamic Studies, Dip. Ed.

### **Training and Continuing Education Department**

Tung Chee Kuan  
M.Sc Ind Ed & Tech, B.E.(Hons) Bldg Serv Eng, Dip Civ Eng

Zainah Rujihan  
M. Mgmt, B. Sc. (Hons) Ind Eng, Dip. Ed.

Chan Siew Meng  
M. Sc. HRD, B. Tech with Ed. (Hons) in Civil Eng.

Salmah Jopri  
M.Ed.(Mgmt & Admin), B. Pub. Adm (Hons), DPA, Dip. Ed.

Ong Tit Suen  
B. A. (Hons) E.L.T. E.S.P

Norzuwana Sumarjan  
M. Tech. Ed, B Sc(Hons) Hotel & Rest. Mgmt, Dip Inst & Cat.

Khairulnizam Kasim  
M. Tech. Ed., B. Sc (Hons) Mech. Eng (Mfg. Tech)

Saharuddin Talib  
M. Tech. Ed., B. Sc (Hons) Elec. Eng (Inst. & Ctrl)

Chemah Tamby Chik  
M. Ed., B. Sc. (Hons) Food Tech & Mgmt, Dip Human Dev

Sarimah Mohd. Yunus  
Dip. Arch.

Nor Azizan Azrin  
M. Tech. Ed., B.A. (Hons) Bus. Adm (Mktg)

Ku Lee Chin  
M. Ed. B. Sc (Hons) Elec. Eng ( Medical)

Muhizam Mustafa  
M. Tech Ed, B.A. (Hons) Comm. Media (Arch)

Lim See Ming  
M. Ed., B. Sc. (Hons) Mech. Meng (Packaging)

Norhayati Ibrahim  
M. Mgmt., B. Sc. Agr. Eng.

Puah Sew Leng  
B. Sc. (Hons) Elec. Eng (Electronic Comm.)

### **Human Education and Development Department**

Mohammed Suhaimi Aminullah  
B.Sc (Hons) (App. Sc)

Abdul Aziz Omar  
B.A. Usuluddin

### **Administration Department**

Tn. Hj. Yusoff Bin Harun  
M.Ed., B. Sc. Civil Eng., Dip Civil Eng, Dip. Mgmt.



Rokimah Bt. Mohamad  
M. Sc. HR, B. Accountancy

Zyerullida Bt. Saharuddin  
Diploma in Accountancy

Zainal B. Khamis  
Malaysian Certificate of Education

Hj. Yaacob B. Husain  
Malaysian Certificate of Education

Mohd Noor B. Ahmad Jusoh  
Malaysian Certificate of Education

Saruddin B. Rohseli  
Diploma in Electronic Engineering

Roslina Bt. Abdul Aziz  
Diploma in Electronic Engineering

Norazlina Bt. Abdul Manan  
Dip. In Civil Construction

Ku Azmi B. Ku Ishak  
Diploma in Mech. Engineering

Rozmi B. Idrus  
Certificate in Mech. Engineering

Ramnah Bt. Rahmat  
Certificate in Mech. Engineering

Rokiah' Bt. Hassan  
Certificate in Elec. Engineering

Haslin Bt. Abdul Halim  
Certificate in Computer Engineering

Ahmad Fadzil B. Ali  
Certificate in Mech. Engineering

Abdul Razak B. Zainuddin  
Higher Certificate of Education

Norismina Bt. Ismail  
Malaysian Certificate of Education

Nooraini Bt., Mohd. Shariff  
Higher Certificate of Education

Fariza Bt. Abd. Rahman  
Malaysian Certificate of Education

Faridah Bt. Mustafa  
Malaysian Certificate of Education

Rohana Bt. Hashim  
Malaysian Certificate of Education

Norhafidah Bt. Abd Ghani  
Malaysian Certificate of Education

Mohd Nidzom B. Saad  
Higher Certificate of Education

Nor Azimah Bt. Md. Yan  
Malaysian Certificate of Education

Norasma Bt. Arifin  
Malaysian Certificate of Education

Hafizah Bt. Mohd Yusoff  
Malaysian Certificate of Education

Mohd Yasin B. Surip  
Malaysian Certificate of Education

Zaleha Bt. Abd Karim  
Malaysian Certificate of Education

Ab. Azizi B. Mohamad  
Lower Certificate of Education

Rosli B. Abdul  
Malaysian Certificate of Education

Ahmad Murad B. Md Shariff  
Lower Certificate of Education

Samsur Kamal B. Othman  
Malaysian Certificate of Education

Nor Isham B. Manap  
Malaysian Certificate of Education

Siti Rodiah Bt. Mohd. Noor  
Form 2

Rohaya Arniza Bt. Hassan  
Malaysian Certificate of Education

Noor Azizan Bt. Hailani  
Malaysian Certificate of Education

Ahmad Ramdzan B. Mohamad  
Malaysian Certificate of Education

Nik Hazani B. Nik Mohammad  
Malaysian Certificate of Education

St. Farah Haryati Bt. Kamaruddin  
Malaysian Certificate of Education

Maszlina Bt. Kamaruzzaman  
Malaysian Certificate of Education

Tg. Asmarul Hafize B. Tn Hassan  
Malaysian Certificate of Education

Siti Rafidah Bt. Mohd Shariff  
Malaysian Certificate of Education



# Appendix

## Partners in training

Politeknik Shah Alam wishes to thank the following companies and government bodies for their support and close co-operation in providing training places to our students during the year 1999.

### a

ABE CONSULTING GROUP SDN BHD  
ADVANCED MICRO DEVICES EXPORT S/BHD  
AERO PRECISION RESOURCES SDN BHD  
AETNA CENTRE  
AFIQAH WIRA CONSTRUCTION (M) SDN BHD  
AIPQM (M) SDN. BHD.  
ALJEFFRY & CO, PUBLIC ACCOUNTANTS  
ALLIED HPM SDN BHD  
AL-NAMAL CORPORATION SDN BHD  
AMAL ASSURANCE BHD  
AMERICAN INT. ASSURANCE CO. LTD  
AMIM HOLDING SDN BHD  
AMRONIX SDN. BHD.  
ANGKASA JURUTERA PERUNDING  
ARAB MALAYSIAN ASSURANCE BERHAD  
ASJOYS SDN. BHD.  
AV TIMURAN SDN BHD

### b

B PLUS Q SDN BHD  
BANDA RAYA DEVELOPMENTS BHD  
BANK BUMIPUTERA (M) - BUTTERWORTH  
BANK BUMIPUTERA (M) BHD - A.SETAR  
BANK BUMIPUTERA (M) BHD n KOTA TINGGI  
BANK ISLAM (M) BHD - ALOR SETAR  
BANK ISLAM (M) BHD n BATU PAHAT  
BANK ISLAM (M) BHD n KOTA BHARU  
BANK PERTANIAN MALAYSIA  
BARUSUDI SDN. BHD.  
BATU TIGA TRADING SDN BHD  
BATUTA TRAVEL & TOURS SDN BHD  
BBN DEVELOPMENT SDN BHD  
BENAIR FREIGHT (M) SDN. BHD.  
BERJAYA AIR SDN BHD  
BERNAS PERDANA SDN BHD  
BERNAS UTAMA SDN. BHD.  
BINA PURI CONSTRUCTION SDN BHD  
BINAAN DESJAYA SDN BHD  
BINADARA SDN BHD  
BINARAYA PKINK SDN BHD  
BI-TECHNOLOGIES CORPORATION SDN BHD  
BMG MUSIC (M) SDN BHD  
BOUSTED HOLDINGS BERHAD  
BRISDALE ASSETS SDN BHD  
BSL ASSEMBLY

### c

C.T.K. ENTERPRISE SDN BHD  
CAHAYA KELANG CONSTRUCTION SDN BHD  
CAHAYA LETRIK KOMPENI  
CANING DEVELOPMENT CORP. SDN. BHD.  
CANTUMAN WAWASAN SDN BHD  
CARRIER INTERNATIONAL SDN BHD  
CASUARINA PARKROYAL  
CELCOM SDN BHD n CENTRAL  
CENTRAL MARKET DEVELOPMENT SDN BHD  
CERMIN MAKMUR SDN BHD  
CGE CONSTRUCTION SDN BHD  
CHE RAHIM B SEMAN @ OTHMAN  
CHUGOKU PAINTS (M) SDN. BHD.  
CM PLASTIC SDN. BHD.  
CNLT (FAR EAST) BHD.  
CNO TELEKOM MALAYSIA BHD  
COLD ROLLING INDUSTRY (M) SDN BHD  
COOLINE ENGINEERING SDN BHD  
COPAL PRECISION (M) SDN BHD  
CRYSTAL CROWN HOTEL HARBAOUR VIEW  
CURIO PACK SDN BHD

### d

D.T DIGIMATIC TECHNOLOGY  
DALIMAS VENTURES SDN. BHD.  
DARUL AMAN REALTY SDN. BHD.  
DARUL KARISMA (M) SDN BHD  
DAYA URUS SDN. BHD.  
DELTA PARADISE LAGOON HOTEL  
DESARU IMPIAN RESORT  
DEWAN BANDARAYA KUCHING UTARA  
DIAMOND PUTERI HOTEL  
DIESEL ENGINEERING SERVICE  
DIPERDANA KONTENA SDN BHD  
DORSETT REGENCY KUALA LUMPUR  
DUTA NILAI DEVELOPMENT SDN. BHD  
DYNASTY HOTEL KUALA LUMPUR

### e

EIKO ELECTRONICS PRODUCTION (M) SDN ELKAT  
ELECTRONICS (M) SDN BHD EPIC ENKEI (M) SDN BHD  
VALLEY DEV SDN. BHD.  
EPSON PRECISION (M) SDN. BHD.  
ER MEKATRON SDN. BHD.  
ERA LIMPAPAN SDN BHD  
ERICSSON MOBILE COM. SDN. BHD.  
EUPE KEMAJUAN SDN. BHD.  
EXTRA BUILT (M) SDN. BHD.  
EZINCO SDN BHD



**f**

F & C IMPORT EXPORT SDN. BHD.  
 FAMA NEGERI PERAK  
 FAMA PAHANG  
 FD ASSOCIATES SDN. BHD.  
 FELCRA BERHAD IPOH  
 FELCRA SEBERANG PERAK BHD  
 FELDA KILANG SAWIT JERANGAU BARAT  
 FELDA KILANG SAWIT KAHANG  
 FIMA INSTANCO SDN BHD  
 FIRE SHIELD EQUIPMENT SDN BHD  
 FRELANC COPORATION

**g**

G.A. TAYAR BATERI SERVICE  
 GAIRSPIRE SDN BHD  
 GENERAL MICRISYSTEMS SDN. BHD.  
 GENTING SANYEN POWER SDN BHD  
 GOLD BRIDGE ENGINEERING & CONST  
 GOLDEN ACHES RESTAURANTS  
 GOLDEN ANCHOR SHOES (M) SDN BHD  
 GOLDEN CLAY INDUSTRIES SDN BHD  
 GOLDEN HOPE PLANTATION BERHAD  
 GOODYEAR (M) BHD  
 GOPS EQUIPMENT DESIGNER (M) SDN BHD  
 GRAND FRONTIER TECHNOLOGY KEDAH  
 GREAT EASTEN LIFE ASSURANCE  
 G-TEK ELEKTRONICS SDN BHD  
 GUAN HUAT TAPIOCA FACTORY  
 GUAN JOO HIN CONSTRUCTION  
 GUILD OF BUMIPUTRA CONTRACTORS  
 GULF INDUSTRIES (M) SDN BHD  
 GUMI ASLI ELEKTRIKAL SDN BHD

**h**

HAJI DAUD BIN CHE AMAT SDN BHD  
 HAJI EMBONG SDN BHD  
 HALAMAN GEMILANG SDN BHD  
 HARA ELECTRICAL CONSTRUCTIONS  
 HARIS BAKAR MANAGEMENT SDN BHD  
 HARRIS ADVANCED TECH (M) SDN BHD  
 HARTA CONSULT SDN BHD  
 HASA TECH SDN BHD  
 HASANI MANAGEMENT SDN BHD  
 HASU INDUSTRIES SDN BHD  
 HEMAT JAYA ENTERPRISE  
 HEWLETT- PACKARD (M) SDN BHD  
 HIJRAH UNIT TRUST MANAGEMENT  
 HILTON KUALA LUMPUR  
 HOLIDAY INN CROWNE PLAZA J. BAHRU

HOLIDAY INN SHAH ALAM  
 HONG LEE COMPUTER  
 HONG LEONG ASSURANCE  
 HOTEL ANSAR  
 HOTEL BRISDALE CELEBRITY  
 HOTEL EQUATORIAL KUALA LUMPUR  
 HOTEL GRAND CONTINENTAL KEDAH  
 HOTEL GRAND CONTINENTAL TERENGGANU  
 HOTEL PERDANA SDN BHD  
 HYATT REGENCY JOHOR BAHRU

**i**

IMEJ MEWAH ENTERPRISE  
 INDKOM ENGINEERING SDN BHD  
 INST. PENGURUSAN LADANG  
 INTELIGENCE TECH SERVICES SDN BHD  
 ISOLECTRA MALAYSIA SDN BHD  
 ISYODA (M) SDN BHD  
 IT BASE PARIT BUNTAR

**i**

JAB PERUMAHAN NEGARA WILAYAH TIMUR  
 JAB. PENGAIRAN DAN SALIRAN  
 JABATAN HAL-HAL PELAJAR  
 JABATAN KASTAM & EKAIS DIRAJA  
 JABATAN PENYIARAN KAWASAN TIMUR  
 JABATAN PENYIARAN-RTM-  
 JAMIL GHANI CONSTRUCTION SDN BHD  
 JASMIN FOOD JOHOR BAHRU SDN BHD  
 JB KULIM DEVELOPMENT SDN BHD  
 JKR AIR TENGAH KEDAH  
 JKR BALING  
 JKR BATU PAHAT  
 JKR BESUT  
 JKR CAW KEJ MEKANIKAL KEDAH  
 JKR GOMBAK  
 JKR HULU LANGAT  
 JKR KEDAH  
 JKR KELANG  
 JKR KELANTAN  
 JKR KENINGAU  
 JKR KERIAN  
 JKR KOTA SETAR/PADANG TERAP  
 JKR KOTA TINGGI  
 JKR KUALA KUBU BHARU  
 JKR KUALA LANGAT  
 JKR KUALA SELANGOR  
 JKR KUBANG PASU  
 JKR KUCHING  
 JKR KULIM  
 JKR LARUT, MATANG & SELAMA  
 JKR LIPIS  
 JKR MUAR



JKR PERLIS  
 JKR PETALING  
 JKR SEBERANG PRAI UTARA  
 JKR SEPANG  
 JKR SEREMBAN  
 JKR TELUK DATUK  
 JKR TEMERLOH  
 JOHAWAKI SDN BHD  
 JOHOR PORT BERHAD  
 JURU UKUR BAHAN MALAYSIA  
 JURUTERA TEKNIK & RAKAN-RAKAN

# **k**

KAMUNTING TEXTILE INDUSTRIES S/B  
 KASTAM & EKSAS DIRAJA  
 KAUSAR CORPORATION SDN BHD  
 KEDAI TELEKOM KUALA SELANGOR  
 KEE HIN INDUSTRIES SDN BHD  
 KEJ. PAKATAN JAYA (KB) SDN BHD  
 KEJURUTERAAN PESONA MAJU SDN BHD  
 KELKON SDN BHD  
 KL HILTON  
 KLANG PORT MANAGEMENT SDN BHD  
 KOPERASI POLITEKNIK SHAH ALAM  
 KOOP SERBAGUNA (B. DATOH) PERAK BHD  
 KOSIJAYA DIDATIC SDN BHD  
 KTA (SARAWAK) SDN. BHD.  
 KUANTAN DIDATIC SDN BHD  
 KUBANG BATANG PUSPA-SARI SDN BHD  
 KUMARASAMY & CO  
 KURNIA INSURANS (M) BHD

# **l**

LAPANGAN TERBANG SULTAN ABDUL AZIZ  
 LARGEWISE SDN BHD  
 LAYANG ADVENTURE  
 LEAD ACADEMY  
 LEMB KEMAJUAN IKAN MALAYSIA  
 LEMB PERTUBUHAN PELADANG  
 LEMBAGA TABUNG HAJI  
 LEMBAGA TABUNG HAJI (JASIN)  
 LEMBAGA TABUNG HAJI (JEMPOL)  
 LEMBAGA TABUNG HAJI (JOHOR)  
 LEMBAGA TABUNG HAJI (KUALA SELANGOR)  
 LENG KA NYAM AGENCY  
 LHK LAMPS SDN BHD  
 LIANG & CO  
 LONDON & PACIFIC INSURANCE COMPANY  
 LURAH PANTAS SDN BHD

# **m**

M.S GARDEN HOTEL  
 M.SMM ELECTRONICS SDN BHD  
 MA, DR R.A. MALEK ARCHITECT

MAJLIS DAERAH KINTA BARAT  
 MAJLIS PERBANDARAN KELANG  
 MAJLIS PERBANDARAN KOTA SETAR  
 MAJLIS PERBANDARAN KUANTAN  
 MAJLIS PERBANDARAN MELAKA  
 MAJLIS PERBANDARAN PETALING JAYA  
 MAJLIS PERBANDARAN SEBERANG PERAI  
 MAJLIS PERBANDARAN TEMERLOH  
 MAJOR BUSINESS SALES PERAK  
 MALAYSIA AIRPORTS BERHAD  
 MALAYSIA ASSURANCE SALES PERAK  
 MALAYSIA BRITISH ASSURANCE BHD KL  
 MALAYSIA BRITISH ASSURANCE BHD KT  
 MALYSIAN NATIONAL INSURANCE BHD  
 MALYSIAN TRANSFORMER MFG SDN BHD  
 MAPHILINDO BROCKLEHURSTS SDN BHD  
 MARIMAS SDN BHD  
 MAS AEROTECHNOLOGIES  
 MATSUSHITA COMPRESSOR & MOTOR S/B  
 MATSUSHITA ELECT. DEVICES (M) SDN BHD  
 MATSUSHITA ELECTRONIC COMP (M) S/BHD  
 MATSUSHITA ELECTRONIC MOTOR (M) S/B  
 MATSUSHITA TELEVISION CO. (M) SDN BHD  
 MAZ AGENCY  
 MCIS SDN BHD  
 MEIDEN QUARTZ (M) SDN BHD  
 MENANG INTAN SDN BHD  
 MEWAH KOTA SDN BHD  
 MICH COMPUTING SDN BHD  
 MINA MANAGEMENT INSTITUTE  
 MINDA KANCIL SDN BHD  
 MINGCOURT VISTA HOTEL K.L.  
 MINOLTA (M) SDN BHD  
 MITSUI-SOKO (M) SDN BHD  
 MITSUMI (SEGAMAT) SDN BHD  
 MINI CAW. KOTA BHARU  
 MINI TAKAFUL SDN BHD KUANTAN  
 MOHD LATIP ASSOCIATES  
 MSS AGENCY MAA ASSURANCE BHD  
 MULTIMODAL FREIGHT (BUTTERWORTH)  
 MULTIMODAL FREIGHT (IPOH)  
 MULTIMODAL FREIGHT (PORT KLANG)  
 MULTISKIL SDN BHD  
 MUTIARA MUKARA SDN BHD  
 MY FURNITURE EXPORT SDN BHD  
 MYDIN MOHAMED & SONS SDN BHD  
 MYDIN WHOLESALE EMPOREIUM

# **n**

NADA CEKAL SDN BHD  
 NAFAS ABADI HOLDINGS SDN BHD  
 NALFIN TRADING SDN BHD  
 NAM THYE (KAMPAR) SDN BHD  
 NATIONAL SEMINCONDUCTOR SDN BHD



NEC SEMICONDUCTORS (M) SDN BHD  
 NIAZ ENTERPRISES SDN BHD  
 NICE SKYLINE SDBN BHD  
 NISHIMATSU-CORPOR CONST (M) SDN BHD  
 NOVA LIGHTING INDUSTRIES (M) SDN BHD  
 NS CONSTRUCTIONS (M) SDN BHD  
 NUSAJAYA (M) SDN BHD  
 NUSANTARA WORLDWIDE INS (M) BHD

## P

PADI BERAS NASIONAL BHD  
 PAN EAST WIND FORWARDES (M) SDN BHD  
 PAN PACIFIC GLENMARIE  
 PASDEC CORP. SDN BHD  
 PASIR PUTEH DEV. CORP SDN BHD  
 PATANI JAYA SDN BHD  
 PBC COMP & ENTERPRISE  
 PEJABAT DAERAH DAN TANAH  
 PEJABAT PERTANIAN BATU PAHAT  
 PEMBANGUNAN MESRA SDN BHD  
 PEMBINAAN AIDID SDN BHD  
 PEMBINAAN ANZ SDNBHD  
 PEMBINAAN DOLLAH AWANG SDN BHD  
 PEMBINAAN PUNCA CERGAS SDN BHD  
 PENANG PORT SDN BHD  
 PENGURUS BISNES DAERAH MELAWATI  
 PENTA MASTER TECHNOLOGY SDN BHD  
 PERBADANAN KEMAJUAN NEGERI KEDAH  
 PERBADANAN PEMBANGUNAN P. PINANG  
 PERCETAKAN NASIONAL (M) BHD  
 PERMBINAAN PUNCA CERGAS SDN BHD  
 PERMODALAN NEGERI SELANGOR BHD  
 PERNAMA KELANG  
 PERNIAGAAN MOHD SAPAK SDN BHD  
 PERPEL TRAVEL AND TOURS SDN BHD  
 PERTAM PROPERTIES SDN BHD  
 PERTUBUHAN PELADANG PULAU PINANG  
 PERUNDING AJZ SDN BHD  
 PERUNDING AMANAH CONSTRUCTION  
 PERUNDING IKATAN  
 PERWAJA STEEL SDN BHD  
 PERWIRA AL-SHURA CONSULTING ENG SB  
 PERWIRA NIAGA  
 PESAKABUMI CONSTRUCTION SDN BHD  
 PETRONAS DAGANGAN BHD  
 PETRONAS GAS BHD.  
 PIZ DEVELOPMENT CORPORATION  
 PKNS INFRA SDN BHD  
 PLUSMORE SDN BHD  
 POLYTRON RESOURCES SDN BHD  
 POS MALAYSIA BERHAD MELAKA  
 POS MALAYSIA BHD.  
 PRINSIP MUTIARA (M) SDN BHD  
 PRODRABENA SDN BHD  
 PROGRESSIVE INSURANCE BHD

PROJEK LRT  
 PROKEL MANAGEMENT SDN BHD  
 PSC NAVAL DOCKYARD SDN BHD  
 PUNCAK NIAGA (M) SDN BHD  
 PUSAT PERKHID. PERTANIAN TUN RAZAK  
 PUSAT PERUBATAN SELANGOR (SMC) S/B  
 PUSAT ZAKAT SELANGOR

## Q

QUALITY HOTEL CITY CENTRE

## R

RAIAZTA ADVERTISING & CONSULTANTS  
 RADISSON HOTEL & CONVENTION CTR S.A.  
 RAMLI CONSTRUCTION SDN BHD  
 RAMPAI BIDANG SDN BHD  
 RENAISSANCE PALM GARDEN HOTEL  
 RESEARCH & SOLUTION MASTERS  
 RESIDENCE INN CHERATING  
 RESIDENCE RESORT PAKA  
 RIFA INSTITUTE OF ENGINEERING TECH  
 RISDA SMALL HOLDERS PLANTATION S/BHD  
 RME HOLDINGS SDN BHD

## S

S.F. WONG & ASSOCIATE  
 S.S. LEONG & ASSOCIATES  
 S.T. OOI AND ASSOCIATES  
 S.T. TOH & CO  
 SABAH ELECTRICITY SDN BHD  
 SAMSUNG ELECT DEVICES (M) SDN BHD  
 SAPURA HOLDINGS SDN BHD  
 SBB RESOURCES SDN BHD  
 SBBU SDN BHD  
 SBJ BINJAYA DEV. SDN BHD  
 SCIENTEX WONPONG SDN BHD  
 SELANGOR MEDICAL CENTRE  
 SENTOSA JAYA DEV. SDN BHD  
 SENTOSA REGENCY HOTEL  
 SEPEKAN SDN BHD  
 SERI MERAGA CONSTRUCTION SDN BHD  
 SERVICE MASTER SDN BHD  
 SETIAKAWAN ELECTRIC  
 SEWALQJI SDN BHD  
 SHARP ROXY ELECTRONICS CORP (M) S/B  
 SHAZALIS CONST UTARA (M) SDN BHD  
 SHELL REFINING CO. (FOM BHD)  
 SHERMONT BUSINESS ACADEMIC SDN BHD  
 SHINGKO PAPER CARTONS  
 SIEMENS COMPONENTS (ADV TECH) S/BHD  
 SIGN EXPRESS (M) SDN BHD  
 SIME AXA ASSURANCE BERHAD  
 SIME INAX SDN BHD  
 SIRIM BERHAD



SISMATECH (M) SDN BHD  
 SOFI AGENSI (ELA) MCIS IND. BHD  
 SONY ELECTRONICS (M) SDN BHD  
 SONY TV INDUSTRIES SDN BHD  
 SRI AMERA HOLIDAYS (M) SDN BHD  
 SSA CONSULTANT & MGT S/B  
 SUGA ELECTRON (M) SDN BHD  
 SUNGAI HARMONI SDN BHD  
 SUNGAI WAY CONSTRUCTION BHD  
 SUTERA INN SDN BHD  
 SYA. AIR JOHOR SDN BHD  
 SYARIKAT BINA & KUARI KEDAH SDN BHD  
 SYARIKAT MAT HUSIN HASAN  
 SYARIKAT SETIA KAWAN  
 SYARIKAT SHARIFF DIN SDN. BHD.  
 SYARIKAT SULAIMAN DAUD SDN BHD  
 SYARIKAT TAKAFUL (M) BHD BUTTERWORTH  
 SYARIKAT TAKAFUL (M) BHD JB.  
 SYARIKAT TAKAFUL (M) BHD KELANG  
 SYARIKAT TAKAFUL (M) BHD SHAH ALAM  
 SYARIKAT TAKAFUL (M) BHD SUNGAI PETANI  
 SYARIKAT TAKAFUL (M) TAIPING  
 SYARIKAT YUSOF YASIN SDN BHD  
 SYKT MEGAT AHMAD SHARANI SDN BHD  
 SYSTEM CONSULTANCY SERVICES S/ BHD  
 SYT. KENDERAAN MELAYU KELANTAN BHD  
 SYUEN HOTEL

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T&K AUTOPART SDN BHD  
 T.A.E ENGINEERING WORKS SDN BHD  
 T.C. LIEW & CO  
 T/A RGN ENTERPRISE  
 TABAH MAS SDN BHD  
 TACTECH INDUSTRIES (M) SDN BHD  
 TAG MARKETING SDN BHD  
 TAKAFUL (M) BHD - SEREMBAN  
 TAKAFUL (M) BHD (CWG. JOHOR BAHRU)  
 TAKAFUL (M) BHD SG. PETANI  
 TAKAFUL (M) CAWANGAN MELAKA  
 TAKAFUL NASIONAL SDN BHD  
 TAN CHONG EXPRESS AUTO SERV S/BHD  
 TAN RADIO/TV SERVICES  
 TECHNIP GEOPRODUCTION (M) SDN BHD  
 TELEKOM (M) BHD  
 TELEKOM (M), KEDAI TELEKOM SABAK BERNAM  
 TELEKOM MALAYSIA BHD  
 TELEKOM MALAYSIA BHD CAVV. MELAKA  
 TELEKOM (M) BHD JOHOR BAHRU  
 TELEKOM (M) BHD TAIPING  
 TELEKOM (M) BHD TERENGGANU  
 TELEKOM MULTIMEDIA  
 TENAGA NASIONAL BERHAD  
 TERAS JENANG HOLDING BERHAD  
 TERAS KHIDMAT NIAGA SDN BHD  
 TERAS MAJU ENTERPRISE SDN BHD

THE BAY VIEW BEACH HOTEL  
 THE FERINGGHI BEACH HOTEL I/NASIONAL  
 THE KULIM BALING RD TRANSPORT CO S/B  
 THE LEGEND HOTEL AND APARTMENTS  
 THE PAN PACIFIC GLENMARIE RESORT  
 THE PAN PACIFIC HOTEL K.L.  
 THE SOUTHERN HOSPITAL MELAKA  
 TIAN SIANG HOLDINGS SDN BHD  
 TIME COMMERCIAL SDN BHD  
 TIME REACH SDN BHD  
 TNB NEGERI SEMBILAN  
 TNB PASIR MAS  
 TNB PULAU PINANG  
 TONGKAH MEDIVEST SDN BHD  
 TOPTHEMO MFG (M) SDN BHD  
 TORSKO BERHAD  
 TOSHIBA ELECTRONICS (M) S/B K.LANGAT  
 TRAFMATE CORP. SDN BHD  
 TRENOLO RESOURCES SDN. BHD.  
 TUBULAR METAL FORMS SDN BHD

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UB USAHABINA SDN BHD  
 UNIQUE WIRE CUT SDN BHD  
 UNITATA BERHAD  
 UNITED MAL-JAP AIR COND SDN BHD  
 UNIVERSAL ENGINEERING WORKS  
 URUSAN SINAR SDN BHD. TTDI JAYA  
 USAMA BINA NIAGA  
 UTUSAN MELAYU (M) BHD

# v

V-BUILD CORP. SDN BHD  
 VISI TRADING (M) SDN BHD  
 VISION COURIER SERVICE SDN BHD

# w

WINLE FONG SDN BHD  
 WYT TAX ADVISORY SDN BHD

# y

Y.K. HOH ENTERPRISE  
 Y.T. CHOONG & CO. PUBLIC ACCOUNTANTS  
 YAMAHA ELECTRONICS MFG (M) SDN BHD  
 YEOH OON HOR & CO  
 YUNILETRIK SDN BHD

# z

ZANNEA CONSTRUCTIONS  
 ZENBES SDN BHD  
 ZIMA PROPERTIES SDN BHD  
 ZM CONSTRUCTIONS (M) SDN BHDZNA  
 ENGINEERING SDN BHD



# Appendix

## Staff development

### List of Internal Courses attended by staff in 1999

No	Name of Course	Number of Participants	No	Name of Course	Number of Participants
1	Induction Course, 1999 January session	29	13	Issues and Approaches in ESP	32
2	Microsoft Word 97	12	14	Memo and letter writing	32
3	Self access	14	15	Sharing and Enrichment session Enhancing Industry-Institution Linkages	11
4	Internal Quality Audit	31	16	Sharing and Enrichment session ñ Multimedia in teaching	22
5	Language camp	32	17	Sharing and Enrichment session ñ Introduction to the use of SIMSTAT	18
6	iMesra Insani workshop	72	18	Producing effective learning and teaching environment	32
7	Multimedia in Teaching	21	19	Team Building	29
8	Pneumatic course	10			
9	Staff Self improvement course	16			
10	Hydraulic course	10			
11	Autocad R. 14	11			
12	Induction Course, 1999 July session	67			
				<b>Total</b>	<b>501</b>

### List of External Courses attended in 1999

No	Sponsor	Name of Course	Participants	No	Sponsor	Name of Course	Participants
1	Autodesk	Mechanical Desktop 3.0 Training	1	23	INTAN	Object oriented programming	1
2	Berkeley	Administering Microsoft windows NT 4.0	1	24	INTAN	Human resource Management	1
3	Berkeley	Administering MS System Mgmt Server 2.0	3	25	ITTHO	Industrial Electronics	1
4	Berkeley	Eastman software education services	2	26	ITTHO	Programmable logic devices application	1
5	Berkeley	MS Exchange server 5.5 concepts	3	27	ITTHO	Enhancing an effective learning-teaching environment	2
6	Berkeley	WMX Automation Interface-DMX, WEX	1	28	James PUN	System admin. MS Sql server 7.0	2
7	Berkeley	Administering Microsoft Windows NT 4.0	2	29	JMTI & JTR	Occupational Hazards	3
8	TED	Career and Guidance counselling Pt 1	3	30	TED	Contact relay circuit maintenance & repair	1
9	TED	Career and Guidance counselling Pt 2	3	31	TED	Material testing	1
10	CPSC	Data Analysis in TVET Using SPSS	3	32	TED	CAD CAM Robotics	1
11	CPSC	Dev on Entrepreneurship for Trainers	1	33	TED	CADD in Architecture & surveying	2
12	CPSC	Enhancing Industry-Institution Linkages	1	34	TEDI	Effective teaching	1
13	Feedback	Feedback equipment	1	35	TED	C language Programming	2
14	INTAN	ëGateway to Mandarin	1	36	TED	Concrete structure design	1
15	INTAN	Human Resources Management in Public Sector	2	37	TED	Road and pavement design	1
16	INTAN	Intensive English	1	38	TED	3 phase wiring	1
17	INTAN	Konichiwa ñ Japanese Language	3	39	MOE	Education Act & Examination Regulation	2
18	INTAN	Curriculum development	2	40	MOE	Text book writing	2
19	INTAN	Islamic Management	2	41	MOE	Management and Leadership	1
20	INTAN	Proposal writing	2	42	MOE	Computer software development	2
21	INTAN	Negotiation and conflict resolution	2	43	SEAMEO-VOCTECH	Image Building	1
22	INTAN	Values and Ethics	2	44	Sybiz Co.	Hogia Accounting software package	2
				45	W & N Dev	CAD/CAM & CAE	1
							<b>Total</b>
							<b>73</b>

#### Key

TED Technical Education Department

MOE Ministry Of Education



# Appendix

## Sponsors

### **Federal Government**

Jabatan Perkhidmatan Awam (Public Services Department)  
Kementerian Pendidikan Malaysia (Ministry of Education)  
Jabatan Hal Ehwal Orang Asli  
Felda (Federal Land Development Authority)  
Pencen Terbitan, JPA

### **State Government**

Lembaga Amanah Pinjaman P.Pinang  
Yayasan Negeri Sembilan  
Yayasan Perak  
Yayasan Melaka  
Yayasan Terengganu  
Yayasan Pelajaran Johor  
Yayasan Selangor  
Yayasan Pahang  
Yayasan Kelantan  
Kerajaan Negeri Perak  
Lembaga Biasiswa Negeri Perak  
Yayasan Wilayah Persekutuan  
Yayasan Sabah

### **Private Sector**

Yayasan Kuok  
PERKESO  
Koperasi Kebangsaan Permodalan Tanah Berhad  
Golden Hope Plantations  
System Consultancy Services



# Rationale

cover



...Together we can  
...make it...

## HAPPEN

- The Five Rings represent the Five Areas of Excellence in PSA's Quality Model.
- The Beam of Yellow Light shining on the globe represents PSA's 1st breakthrough in its Journey towards Excellence – The MS ISO 9002 certification.
- The Images on the globe is PSA – the manifestation of the management's strategic plans into PSA's day-to-day operations.





**UNIT PENERBITAN**

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