



COLLABORATION

COT working together with industries, universities and/or other agencies such as government, private, GLCs, Statutory Bodies, NGOs and communities whereby both parties contribute their knowledge, skills, and able to achieve mutual benefit within the COTs niche area and in any other areas related to or in support of the area



COLLABORATION



BIRO COLLABORATIONS

PENGENALAN

Kolaborasi merujuk kepada kerjasama politeknik dengan pihak industri, university, institusi dan lain-lain agensi seperti kerajaan, swasta, GLC, badan berkanun, NGO dan komuniti di mana kedua-dua pihak dapat menyumbang pengetahuan dan kemahiran untuk mencapai matlamat bersama dalam bidang tujuan politeknik.

PERANCANGAN

- NUKIMA - Mesyuarat Penasihat Industri (March 2021)
- BLACKFOX - Lawatan akademik ke Tapak Projek (April 2021)
- RISM - Taklimat pendaftaran graduate member kepada graduan Ukur Bahan (Jun 2021)
- UTM - Lawatan penanda aras (Julai 2021)

AKTIVITI

Lawatan sambil belajar

Perkongsian Ilmu bersama pelajar QS

Mesyuarat Jalinan kerjasama antara COT, PKB dan RISM

Mesyuarat Jalinan kerjasama Antara COT, PKB

PERANCANGAN AKTIVITI BIRO DAN KOLABORASI

TAHUN 2021

| AKTIVITI | KAEDAH PERLAKSANAAN | PENGLIBATAN | TARIKH | MASA |
|--|--|---|-------------------------|------------------------------|
| Mesyuarat Penasihat Industri | Lawatan sambil belajar | NUKIMA Pelajar 20 orang/trip Pensyarah 20 orang | March 2021 | 8.00 pagi hingga 5.00 petang |
| Lawatan Akademik ke Tapak Projek | Perkongsian ilmu bersama pelajar QS | BLACKFOX sdn bnd Pelajar 20 orang/trip (2trip) Pensyarah 20 orang | 5 hingga 6 April 2021 | 8.00 pagi hingga 5.00 petang |
| Taklimat Pendaftaran Graduate member kepada Graduan Ukur Bahan | Mesyuarat Jalinan kerjasama antara COT, PKB dan RISM | PENGARAH PKB dan RISM Graduan Ukur Bahan Sesi Jun 2020 | 7 hingga 8 Jun 2021 | 8.00 pagi hingga 5.00 petang |
| Lawatan Penanda Aras | Mesyuarat Jalinan Kerjasama antara COT, PKB dan UTM | PENGARAH PKB dan WAKIL UTM Pensyarah 20 orang | 12 hingga 13 Julai 2021 | 8.00 pagi hingga 5.00 petang |





EXPERT SERVICES

RESEARCH & INNOVATIONS

COT research and innovations projects in its niche area and in any other areas related to or in support of the niche area. The research and innovation may be on products, services, and process which has potential to be applied or can be commercialized.

EXPERT SERVICES

COT providing expert services specific to the client's need and demand. It involves providing consultancies should be of acceptable complexity pertaining to its niche area or areas related to it.

PUBLICATIONS

COT encourages academics staffs to contribute articles and papers in the polytechnic's niche area or area related to it. Other publication such as books, digests, bulletins or periodicals are encouraged for knowledge dissemination and sharing.

INDEX JOURNALS

There are various journal publications in COT. Journal paper is article or paper related to niche area authored by academics staffs and published in reputable journal either locals or internationals based. The publication of these papers / articles in recognized journal represents the involvement of COT in research of the niche area as proclaimed.





BIRO PENERBITAN DAN PENGIKTIRAFAN

1. PUAN JAMALIAH MOHAMAD SOPI
2. PUAN NORLIN IBRAHIM
3. PUAN ZUHAIDA IBERAHIM
4. PUAN NORLIZA MAT ZAWI
5. PUAN HAZLINA HASSAN

Intro

Biro penerbitan dan pengiktirafan merupakan platform yang digunakan dalam CQS PKB untuk menggalakkan pelajar dan pensyarah menghasilkan penulisan dan menyertai mana-mana pertandingan bagi mendapatkan pengiktirafan kearah kecemerlangan COT. Penulisan dan artikel yang dihasilkan akan diterbitkan melalui buku, digest dan buletin bertujuan untuk menyebarluas ilmu yang dikaji. Manakala pengiktirafan pula akan mensasarkan pengiktirafan dan anugerah oleh badan bertaraf antarabangsa, kebangsaan atau politeknik melalui penyertaan mana-mana pertandingan hasil daripada penyelidikan, penulisan serta inovasi berteraskan bidang tujuan.

Perancangan

1. Penerbitan buku akademik dan bulletin DITTO
2. Permohonan isbn (Pustaka Negara)
3. Compilation research Centre Of Technology
4. Memasuki pertandingan inovasi

Aktiviti

1. Perjumpaan \ mesyuarat Bersama AJK Biro
2. Penjilidan dan cover handing over
3. Hantar copies ke Pustaka PKB dan PUSTAKA NEGARA
4. Mengambil projek pelajar bagi mengetengahkan ke pertandingan bagi mendapatkan pengiktirafan.

CONFERENCE / SEMINAR PROCEEDINGS

Conference / seminar proceedings also get published through COT niche area refers to papers / articles that are accepted or presented in conference / seminar.



BOOK / JOURNAL / DIGEST / BULLETIN / PERIODICAL WITH ISSN / ISSN PUBLISHED

A compilation of academic articles or papers within the niche area and related areas. Subsequently, Book/ Journal / Digest / Bulletin and Periodical is a brief report on matters related to the polytechnic's niche area and issued on a regular basis. Other issues such as the frequency of publication should be decided by COT.



Penerbitan buku-buku ilmiah

1.Ekonomi Binaan (Revisi)

By:-Asmawi,Jamaliah,Haryati,M.Subki

2.Building Measurement 5 By:-

Jamaliah,Zuhaida,Ross Saliha Safura



TRIBUTE PRAISE GRATITUDE HIGH REGARD HONOR THANKS RECOGNITION RESPECT APPRECIATION ACKNOWLEDGMENT

COT receiving acknowledgement from various bodies and agencies for its achievements, abilities contributions, works and exceptional performance in the niche area or other others area related to it.

The recognition received are categorized as follows:

INTERNATIONAL LEVEL

- Recognition by international bodies.
- Achievement in international events.



NATIONAL LEVEL

- Recognition by national bodies.
- Achievement in national events.



POLYTECHNIC LEVEL

- Recognition by Department of Polytechnic.
- Education or by peer Polytechnic



TEACHING AND

COT developing and utilizing of teaching & learning or training materials for teaching, learning sessions or training programmes conducted in support of the niche area. COT can produce two types of teaching and learning or training materials which is electronic based (e-Based) and non-electronic based (non e-Based). It may be encouraged students to use our Center Of Technology in learning, teaching and training materials which is the state of the art technology center for student learning, coursework and more.

- i. The eBased teaching and learning or training materials are any product that is finally produced and can be downloaded in a digital format. It can be categorized into three forms:
 - e-Documents (which can consist of e-Notes / e-Modules / e-Labsheets, etc)
 - Videos (which can consist of either demonstrative or conceptual videos)
 - SCORM Learning Object, or other relevant technologies.
- ii. The non-e-Based teaching and learning or training materilas must be tangible. The final form of teaching and learning or training materials is not only compulsory in digital format. It may also consist of training kits / mock up models / products / prototypes OR any creative work. These materials however must be submitted with a manual guideline and handout as evidences.

TEACHING AND LEARNING SESSION OR TRAINING CONDUCTED

Teaching and learning or training materials refers to the COT activities in the development that is related to the niche area. Evidences of positive impact or outcome of teaching and learning session or training programme will further strengthen the effectiveness of the teaching and learning or training offered by the COT.

The teaching and learning session or training programmes are to be offered by the COT to the relevant industries and communities. COT must produce teaching and learning or training materials such as the handouts, modules and lab sheets to support the teaching and learning or training programme. Proof of conduct of the programmes includes invitation letter, attendance list, programme evaluation (pre-test and post-test) etc.



BIRO TEACHING AND LEARNING

T&L Pembangunan bahan / modul pengajaran dan pembelajaran atau khidmat latihan bagi memantapkan penyampaian yang kreatif dalam proses pengajaran dan pembelajaran selaras dengan bidang tujuan politeknik(Ukur Bahan). Strategi dan pelan tindakan yang boleh dilaksanakan oleh pengurusan COT politeknik bagi elemen ini adalah:

| STRATEGI | TINDAKAN |
|--|--|
| 1. Membangunkan bahan/modul pengajaran dan pembelajaran atau latihan yang sesuai untuk politknik atau program latihan | Menghasilkan bahan pengajaran dan pembelajaran atau latihan dalam bentuk ebased/ber teknologi terkini dan non ebased (model berskala,produk,prototaip) |
| 2. Menghasilkan dan menawarkan sesi pengajaran atau program latihan yang berkaitan dengan bidang tujuan politeknik kepada pihak dalaman atau luaran. | Melaksanakan sesi pengajaran dan latihan pembelajaran atau program latihan. |

PERANCANGAN BIRO PENGAJARAN DAN PEMBELAJARAN (TEACHING AND LEARNING)

TAHUN 2021

| AKTIVITI | TARIKH |
|---|----------------------|
| Menghasilkan modul dan latihan Anggaran Kos | Bulan Mei 2021 |
| Menghasilkan Modul dan Latihan CPM | Bulan Jun 2021 |
| Menghasilkan modul dan latihan Pengurusan Kontrak | Bulan September 2021 |



For this purpose, income is divided into: Generated Income, Grants, Endowment contribution. Income refers to the COT's ability to generate income and / or secure funds from / for its activities.

GENERATED INCOME

- An activity carried out to generate revenues used to ensure the financial sustainability of the organization. Income generated through activities in collaborations research and innovation (R&I), expert services (ES) and also through Training Services (TS), publications and recognitions.

GRANTS

- Grants are funding received from government agencies or private sectors for COT's activities and projects. Grants are often given by governments, foundations, trusts, or corporations to a recipient, which is often an individual, business, educational facility, or non-profit organisation. It is essentially a monetary gift.

ENDOWMENT CONTRIBUTION

- Endowment and contribution is defined as monetary and non-monetary contributions to polytechnics as an outcome of collaboration activities including any kind of scholarship. Non-monetary contributions need to be converted to monetary form (to have proof of value)
- Endowments provide a consistent flow of support to students and allow the polytechnics to plan into the future. Minimum gift levels to create various types of endowments have been set to guarantee that income will be adequate to achieve the benefactor's vision, both now and in the future.

ACCUMULATED GENERATED INCOME AND GRANTS SECURED (TARGET: RM100,000)

