HAL EHWAL PELAJAR

STUDENT AFFAIRS

HAL EHWAL PELAJAR

PENGENALAN

Jabatan Hal Ehwal Pelajar (HEP) diketuai oleh seorang Dekan. Jabatan ini adalah salah satu Jabatan yang penting dalam pentadbiran di universiti ini dan ia beroperasi di kampus yang terletak di Taman JKKK, Kubang Gajah, Arau Perlis. Memang menjadi hasrat dan tanggungjawab Jabatan HEP untuk membantu dan berusaha mewujudkan suasana kondusif dan selesa bagi pembelajaran dan kehidupan di kampus.

Jabatan ini menguruskan hal-hal yang berkaitan dengan biasiswa/pinjaman, persatuan pelajar, tatatertib pelajar, kewangan, sukan & rekreasi, kebudayaan, penempatan pelajar dan latihan serta pembangunan pelajar universiti.

Jabatan ini mempunyai beberapa unit yang beroperasi untuk mengendalikan pelbagai program secara berterusan bagi memberi perkhidmatan yang terbaik kepada pelajar-pelajar. Unit-unit tersebut adalah seperti berikut :-

1. Unit Pentadbiran
2. Unit Kewangan
3. Unit Kebudayaan dan Kesenian
4. Unit Sukan & Rekreasi
5. Unit Pinjaman & Kebajikan Pelajar
6. Unit Latihan & Pembangunan Pelajar
7. Unit Penempatan & Penginapan Pelajar
8. Unit Tugas-Tugas Khas

MISI

Berusaha melahirkan graduan yang berperibadi murni, jati diri, berketrampilan, berdaya saing dan inovatif.

VISI

Menjadi sebuah jabatan yang unggul / cemerlang dalam memberikan perkhidmatan berkualiti kepada pelajar ke arah mencapai matlamat KUKUM sebagai sebuah universiti bertaraf dunia.

MOTTO

Mesra Pelajar

OBJEKTIF JABATAN

1. Menyediakan perkhidmatan dan kemudahan yang berterusan bagi memenuhi kehendak pelanggan iaitu pelajar dan masyarakat
2. Meneroka dan mengembangkan potensi serta memberi bimbingan dari segi keilmuan, keterampilan, sahsiah dan jati diri ke arah melahirkan graduan yang berkualiti.
3. Menganjurkan aktiviti-aktiviti yang bersifat percambahan dan penyatuan fikiran melalui kursus dan bengkel dari masa ke semasa bagi meningkatkan tahap kepimpinan pelajar.
4. Mengawalselia disiplin perilaku pelajar berpandukan akta-akta dan peraturan yang diluluskan oleh Universiti.
5. Bertanggungjawab untuk memberi perkhidmatan tentang kebajikan pelajar berhubungkait dengan penempatan pelajar, kesihatan, kerjaya, kaunseling, biasiswa, sukan, persatuan dan sebagainya.

STUDENT AFFAIRS

INTRODUCTION

Student Affairs Department was led by Dean. It is one of the important Departments in University administration that was operated in campus at Taman JKKK, Kubang Gajah, Arau Perlis. It is the desire and responsibilities of the Student Affairs to help and strive for conducive and comfortable environment in the campus studying and living.

This department manages that related to scholarship/loan, students club, students discipline, financial, sports & recreation, culture, students hostel and training and university students development.

It has several units that operated to handle variety of programmes in continuous way by giving the best services to the students. The units are:

1. Administration Unit
2. Financial Unit
3. Arts and Culture Unit
4. Sports & Recreation Unit
5. Student Loan & Charity Unit
6. Student Training & Development Unit
7. Student Settlement & Accommodation
8. Specialised Jobs Unit

MISSION

To strive in order to produce a graduate with a genteel personality, self- authentic, competent, competitive and innovative.

VISION

To be a superior department in providing a quality service to the students towards achieving the KUKUM'S goal as one of the world class universities.

MOTTO

Students friendly.

DEPARTMENT OBJECTIVES

1. To provide a continuous service and facility in fulfilling customers' needs or which are students and communities.
2. To explore and develop potential and give guidance in the faculty of knowledge, competency,personality and self-authentic towards creating the quality graduates.
3. Organize activities which promote mind dispersion and unification through courses and workshops from time to time towards increasing the students' leadership quality.
4. Monitor the students' discipline and manners in concert with the acts and rules which are approved by the university.
5. Responsible to provide services on student's welfares which revolve students' accommodation, health, career, counseling, scholarship, sports, society and etc.

HAL EHWAL PELAJAR

A. UNIT PENTADBIRAN

Mengaturancang, menyelia dan melaksanakan sistem pentadbiran personalia

Jabatan Hal Ehwal Pelajar meliputi:

- » Struktur organisasi
- » Sistem fail & rekod
- » Perkhidmatan cuti, laporan prestasi, kad perakam waktu
- » Pekeliling-pekeliling dan surat arahan
- » Kebajikan kakitangan
- » Setiausaha mesyuarat jabatan

B. UNIT KEWANGAN

- » Merancang dan menyediakan bajet tahunan
- » Merancang, mengurus dan melaksanakan perbelanjaan mengikut belanjawan yang diperuntukkan.
- » Mengawal selia perbelanjaan
- » Menguruskan tabung kebajikan pelajar
- » Menguruskan tabung kesihatan pelajar
- » Menyediakan laporan tahunan belanjawan

Perkhidmatan

- » Memberi khidmat nasihat dan penerangan berhubung dengan kewangan dan perbelanjaan kepada Persatuan Pelajar
- » Memberi perkhidmatan serta memproses permohonan untuk tabung kebajikan pelajar
- » Memproses serta menguruskan pembayaran untuk perkhidmatan klinik-klinik panel.
- » Menguruskan pembelian peralatan untuk pejabat dan persatuan

C. UNIT TUGAS-TUGAS KHAS (Rakan Pendamping Siswa - RPS)

- » Pembahagian Kumpulan RPS mengikut pusat pengajian dan kolej kediaman.
- » Pemantauan ke atas projek-projek yang dilaksanakan oleh pusat-pusat pengajian dan kolej kediaman.
- » Penyediaan Laporan RPS.

D. UNIT KEBUDAYAAN DAN KESENIAN

- » Merancang dan menyediakan kemudahan, perlaksanaan dan pemantauan program kebudayaan serta kesenian bagi memperkembangkan bakat di kalangan pelajar KUKUM.
- » Melatih, mengelola dan menguruskan semua aktiviti kebudayaan dan kesenian antara universiti/IPTA untuk pelajar.
- » Menyelaras hal-hal berkaitan penyediaan, penyelarasan dan pendokumentasian laporan aktiviti/kelab/persatuan untuk sebarang aktiviti kesenian, kebudayaan dan pembangunan pelajar.
- » Menyelia dan menguruskan aktiviti-aktiviti kebudayaan dan kesenian untuk pelajar dan kakitangan.

STUDENT AFFAIRS

A. ADMINISTRATION UNIT

Plan, supervise and implement the personnel administration system of the Student Affairs Department comprises :-

Organization structure

- » File system & record
- » Leaves service, Appraisal report, Punch card
- » Circulars and directive letters
- » Staff welfare
- » Secretary of the department meeting

B. FINANCE

- » Plan and prepare the annual budget
- » Plan, manage and implement the expenses in accordance with the allocated budget
- » Control the expenses
- » Manage the student welfare fund
- » Manage the student health fund
- » Prepare the annual budget report

Service

- » Provide consulting services and information pertaining to finance and budgeting to the Student Association.
- » Provide services and also process applications for the student welfare fund.
- » Process and manage payment for the panel clinics services.
- » Manage equipment procurement for the office and association.

C. SPECIAL DUTIES UNIT (Student's Coaching Fellow SCF)

- » Dividing the SCF groups according to the school and college hostel
- » Monitoring projects which carried out by the schools and college hostels.
- » Preparing the SCF Report.

D. CULTURE AND ART UNIT

- » Plan and provide a facility, implementation and monitoring of the culture and art programmes towards developing the talents among KUKUM's students.
- » Train, organize and manage all the culture and art activities among universities/ IPTA for students.
- » Coordinate matters pertaining to preparation, organization and documentation of the activity/club/association report for any art, culture activities and students' development.
- » Supervise and manage culture and art activities for students and staff.

HAL EHWAL PELAJAR

Perkhidmatan

- Menganjurkan aktiviti berbentuk kesenian, kebudayaan dan pembangunan pelajar KUKUM.
- Menyelaras dan mengendalikan segala aktiviti ataupun program berbentuk kesenian, kebudayaan dan pembangunan pelajar KUKUM.

Kelab-kelab di bawah Unit Kebudayaan dan Pembangunan Pelajar

- Kelab Nasyid
- Kelab Kebudayaan
- Kelab Dikir Barat
- Kelab Poco-Poco
- Kelab Pidato dan Debat
- Kelab Fasilitator

E. UNIT SUKAN DAN REKREASI

- Unit Sukan dan Rekreasi, Jabatan Hal Ehwal Pelajar telah diberi mandat dan bertanggungjawab untuk mengelola, menganjur, mengawalselia program sukan dan rekreasi kepada pelajar dan kakitangan Kolej Universiti Kejuruteraan Utara Malaysia (KUKUM).

- Sebagai satu unit yang berorientasikan kecergasan dan kesihatan minda, beberapa program disusun bagi membolehkan para pelajar sebagai pengguna utama menggunakan kesempatan diluar waktu kuliah untuk memanfaatkan aktiviti sukan dan beriadah.

- Unit Sukan dan Rekreasi KUKUM juga memberikan tumpuan dan keutamaan kepada program yang berbentuk sukan elit sebagaimana penyertaan di dalam aktiviti anjuran Majlis Sukan Universiti Malaysia (MASUM) dan lain-lain aktiviti diperingkat tertinggi.

Peranan

1. Bertanggungjawab dalam mengurus serta mengelola segala aktiviti sukan dan rekreasi pelajar.
2. Merancang program pembangunan dan penggalakkan sukan untuk menarik lebih ramai penglibatan pelajar dalam aktiviti sukan dan rekreasi.
3. Memberi perkhidmatan dari segi pengelolaan, pengurusan sukan dan khidmat nasihat dalam melaksanakan aktiviti sukan dan rekreasi.
4. Meningkatkan prestasi sukan KUKUM ke peringkat tertinggi.
5. Mengurus serta menyelenggara kemudahan dan peralatan sukan.
6. Memupuk dan membina masyarakat kampus yang sihat, cergas, bertanggungjawab dan berwibawa dari segi fizikal dan mental.
7. Memperkenalkan KUKUM dimata masyarakat melalui aktiviti sukan dan rekreasi.

STUDENT AFFAIRS

Service

- Organize activities that are art, culture and development for KUKUM's students.
- Coordinate and conduct all activities or programmes which are art, culture and development oriented for KUKUM's students.

Clubs under the Student Development and Culture Unit

- Nasyid Club
- Culture Club
- Dikir Barat Club
- Poco-poco Club
- Debate and Oratory Club
- Facilitator Club

E. SPORT AND RECREATION UNIT

- Sport and Recreation Unit of the Student Affairs Department has been given the mandate and responsible to host, organize, supervise the Sport and Recreation Programme for KUKUM's students and staff.

- As a unit of active and healthy mind oriented, several programmes are arranged to enable students as the main user to use the available time after class to benefit the sport activity and recreate.

- KUKUM's Sport and Recreation Unit also gives attention and priority to the programme that promotes the elite sports as the participation in activities organized by the Malaysia's University Sport Council (MUSC) and other activities at higher level.

Role

1. Responsibe in managing and organizing all the student 's sport and recreation activities.
2. Plan a development programme and sport encouragement to attract more student's involvements in the sport and recreation activities.
3. Provide services in the area of organization, sport management and consultancy in implementing the sport and recreation activity.
4. Improve KUKUM's sport performance to the highest level.
5. Manage and maintain the sport facility and equipment.
6. Nurture and build a campus community that is healthy, active, responsible and competent physically and mentally.
7. Introduce KUKUM in the eyes of the community through sport and recreation activities.

AKTIVITI SUKAN & REKREASI PELAJAR

1. **Sukan Berprestasi Tinggi.**
   » Bola Sepak
   » Bola Jaring
   » Ragbi
   » Bola Tampar (L/W)
   » Badminton (L/W)
   » Ping Pong
   » Bowling (L/W)
   » Catur (L/W)

2. **Rekreasi**
   » Sukan Air ~ Kayak
   » Aerobik
   » Lari Ria
   » Aktiviti Lasak

3. **Aktiviti sukan dan rekreasi yang disertai oleh pelajar KUKUM ialah:-**
   » Sukan MASUM (SUKMAS)
   » Liga Sirkit MASUM
   » 'Super Sunday' Peringkat KUKUM

F. UNIT AKTIVITI PELAJAR
Objektif

1. Untuk menyelaras, memantau dan memberi bimbingan dalam aktiviti berpersatuan dan pelaksanaan aktiviti pelajar agar selaras dengan aspirasi KUKUM dan prosedur yang ditetapkan dalam AUKU 1970 dan Perlembagaan KUKUM.

2. Memupuk ciri-ciri kepimpinan dan perasaan tanggungjawab di kalangan pelajar dengan memberi galakan kepada pelajar menganjurkan projek di samping memperolehi pengalaman mentadbir dan mengelola kegiatan-kegiatan berpersatuan.

3. Merancang, menyelaras, melaksana dan memantau program pembangunan pelajar yang menekankan aspek pembangunan diri di kalangan pelajar melalui aktiviti dan kegiatan berpersatuan pelajar.

4. Menyelaras, menyelia, menggerak, membimbing, menyemak dan memberi panduan mengenai kertas kerja permohonan aktiviti berpersatuan, permohonan kewangan dan pelaksanaan aktiviti berpersatuan.

G. UNIT PINJAMAN DAN KEBAJIKAN PELAJAR

» Menyelaras serta mengurus biasiswa dan pinjaman kewangan pelajar dengan pihak penaja.
» Mendapatkan sumber bantuan kewangan bagi pelajar.

Perhidmatan
1. Mengurus proses permohonan biasiswa atau pinjaman pelajar.
2. Memberi khidmat nasihat mengenai peluang untuk mendapatkan biasiswa atau pinjaman.

STUDENT's SPORT AND RECREATION ACTIVITY

1. **High prestige sport**
   » Soccer
   » Netball
   » Rugby
   » Volleyball (L/W)
   » Badminton (L/W)
   » Table tennis
   » Bowling
   » Chess (L/W)

2. **Recreation**
   » Water sport Kayak
   » Aerobics
   » Jogathon
   » Rough Activity

3. **Sport and Recreation activities participated by KUKUM's students:**
   » MASUM Sport (SUKMAS)
   » MASUM Circuit League
   » Super Sunday Inter KUKUM

F. STUDENT ACTIVITY UNIT
Objective

1. To coordinate, monitor and give guidance in society activity and the implementation of student's activity so that it will be in line with the KUKUM's aspiration and procedures which stipulated in the AUKU 1970 and the KUKUM's Constitution.

2. To inculcate the leadership characters and a feeling of responsibility among students by encouraging them to organize a project besides acquiring administrative experience and organize society activity.

3. Plan, coordinate, implement and monitor student's development programmes which emphasize the self development aspect among students through activites and participations.

4. Coordinate, supervise, activate, guide, review and provide guidelines on the society activity application paperwork, financial application and the implementation of society activity.

G. STUDENT LOAN AND WELFARE UNIT

» Handle and manage students' scholarships and financial loans with the financiers.
» To find sources of financial assistance for students.

Service
1. Manage the process of students' scholarships and loans application.
2. Provide consultation on scholarships and loans opportunities.
3. Give guidance on matters pertaining to scholarships and loans application.
4. Advertise and assist in the offering process of scholarships or loans application.

3. Memberi bimbingan urusan permohonan biasiswa atau pinjaman.
4. Mengiklankan serta membantu proses tawaran permohonan biasiswa atau pinjaman.
5. Membantu pelajar untuk menguruskan biasiswa atau pinjaman dalam kes-kes seperti pertukaran program penangguhan pengajian dan semester tambahan.
6. Membantu pelajar-pelajar yang menghadapi kesulitan kewangan semasa pengajian.
7. Memberi perkhidmatan dan penyelarasan dengan Jabatan Bendahari terutamanya yang berkaitan dengan pembayaran yuran.

Perkara-Perkara Am

Bantuan Kewangan
Pelajar hanya layak menerima satu tawaran bantuan kewangan sahaja. Pelajar hendaklah memaklumkan kepada Unit Perkhidmatan Biasiswa dan Pinjaman Pelajar Jabatan Hal Ehwal Pelajar dan penaja, tawaran yang diterima.

Senarai penaja/ agensi biasiswa pinjaman adalah seperti berikut;

A. **Kerajaan Persekutuan**
- » PTPTN
- » Kementerian Pengajian Tinggi

B. **Kerajaan Negeri**
- » Yayasan Kerajaan Negeri Kedah
- » Yayasan Melaka
- » Yayasan Pelajaran Johor
- » Yayasan Negeri Sembilan
- » SUK Selangor
- » Yayasan Pahang
- » Yayasan Terengganu
- » SUK Perak
- » Yayasan Sarawak
- » SUK Sarawak
- » Yayasan Sabah
- » SUK Sabah
- » Yayasan Kelantan
- » Majlis Agama Islam dan Adat Melayu Perak

C. **Swasta**
- » Biasiswa Shell
- » British American Tobacco Malaysia
- » Golden Hope Plantations Berhad
- » Telekom Malaysia
- » Yayasan Tenaga Nasional Berhad

5. Assist students to handle scholarships or loans in cases like changing programme, study's postponement and semester extension.
6. Assist students who are having financial difficulty during the studies.
7. Provide service and coordination with the Bursary especially that relates to the tuition fees.

General

Financial Assistance
Students just qualify to receive one financial assistance offer only. Students must inform the Student's Scholarship and Loan Service Unit of Student Affairs Department and financiers about the accepted offer.

A List of financiers/scholarships, loans agency are as follows :

A. **Federal Government**
- » PTPTN
- » Education Ministry

B. **State Government**
- » Kedah State Foundation
- » Malacca Foundation
- » Johor Education Foundation
- » SUK Selangor
- » Pahang Foundation
- » Terengganu Foundation
- » SUK Perak
- » Sarawak Foundation
- » SUK Sarawak
- » Sabah Foundation
- » SUK Sabah
- » Kelantan Foundation
- » Perak Islamic Council and Malay Custom

C. **Private**
- » Shell scholarship
- » British American Tobacco Malaysia
- » Golden Hope Plantations Limited
- » Telekom Malaysia
- » Tenaga Nasional Foundation Limited

HAL EHWAL PELAJAR

H. UNIT LATIHAN DAN PEMBANGUNAN SAHSIAH PELAJAR

Pengenalan
Unit Latihan Dan Pembangunan Pelajar (ULPP) Kolej Universiti Kejuruteraan Utara Malaysia (KUKUM) merupakan salah satu unit di bawah Jabatan Hal Ehwal Pelajar yang secara umumnya :

a. Bertanggungjawab merancang, menyelaras, melaksana dan memantau dasar serta program latihan pelajar dari aspek kepimpinan, sahsiah, mental, fizikal dan akademik pelajar.
b. Bertanggungjawab merancang , melaksana dan mewujudkan mekanisme aduan serta tindakan menangani aspek pembangunan pelajar.

Objektif dan Peranan
Secara keseluruhannya adalah seperti berikut ;

» Membangunkan sahsiah dan akhlak pelajar.
» Membina peribadi dan kepimpinan pelajar.
» Mencungkil dan mengetengahkan bakat/potensi.
» Membentuk hala tuju dan pemikiran berteraskan patriotisme.
» Meningkatkan motivasi ke arah kecemerlangan akademik.
» Mewujudkan keharmonian dan intergrasi sesama rakan pelajar merentasi batasan kaum dan agama.
» Mengenalpasti aspek pembangunan pelajar untuk tindakan dan pembaikan.
» Mewujudkan mekanisme J/kuasa Pembangunan Pelajar di peringkat HEP, Pusat pengajian dan MPP.

Dasar Umum Kegiatan Latihan Pelajar
(Panduan Penubuhan Badan Pelajar)

Penyertaan pelajar dalam kegiatan berpersatuan adalah satu daripada matlamat KUKUM ke arah melahirkan pelajar yang berpengetahuan dalam bidang kepimpinan dan perkembangan sahsiah.

Sebagai dasar dan jaminan pembentukan " budaya pelajar " selaras dengan kehendak dan inspirasi negara serta bangsa, maka badan pelajar yang diizinkan penubuhannya haruslah berdasarkan kepada perkara-perkara berikut ;

» Mentaliti dan orientasi sikap yang menjurus kepada pembinaan diri yang mampu `berdikari' dan menuju ke arah visi, misi dan matlamat KUKUM.
» Mencerminkan nilai dan sikap jati diri serta kekitaan ke arah memperjitukan kaliber, maruah, prestasi, kecemerlangan dan sumbangan KUKUM sebagai sebuah institusi pendidikan tinggi yang bertaraf nasional dan ke peringkat antarabangsa.
» Menonjolkan asas-asas yang kukuh dan pemantapan ke arah keilmuan, kesantunan, kebijaksanaan, kecemerlangan dan patriotisme.

Syarat dan kriteria untuk menubuhkan Badan-Badan Pelajar (Persatuan / Kelab) haruslah berteraskan visi, misi dan matlamat KUKUM, di antaranya ;

STUDENT AFFAIRS

H. STUDENT'S BEHAVIOURAL TRAINING AND DEVELOPMENT UNIT

Introduction
KUKUM's Student Training and Development Unit is one of the units in the Student Affairs Department which generally ;

1. Responsible in planning, organize, implement and monitor the policy and student's training program from the aspects of leadership, behaviour, mental, physical, academic and student body.
2. Responsible in planning, implementing and creating a reporting mechanism and actions to handle the student's aspect of development.

Objectives And Roles
Generally are as follows :-

» Develop students' moral and behaviour.
» Build students' personality and leadership.
» Identify and expose the talent/potential.
» Shape the direction and thinking which are patriotism oriented.
» Increase the motivation towards academic excellence.
» Create harmony and integration among fellow students beyond racial and religious constraint.
» Identify students' development aspects for action and improvement.
» Establish the mechanism of Student Development Committee at the Student Affairs, schools and Student Association levels.

General Policy Of Students' Training Activity
(Student Body's Set Up Guidelines)

Students' participation in society activity is one of the KUKUM's goals towards generating students which are knowledgeable in the areas of leadership and behavioural development.

As a policy and guarantee of a 'student culture' creation which is in line with the country's and people's need and inspiration, thus the Student Body which it's set up is approved, should be based on the followings :-

» Mentality and attitude orientations which are fostered towards self-building that is capable of being independent and moving towards KUKUM's vision, mission and goals.
» Mirroring the value and attitude of self-authentic and oneness towards fostering KUKUM's caliber, dignity, performance and contribution as a national higher learning institution towards the international level.
» Projecting strong basics and fostering towards knowledgeability, gentility, wisdom, excellence and patriotism.

Conditions and criteria to set up Student Bodies (Society / Club) should be based on KUKUM's vision, mission and goals such as :-

» Membership must be multiracial.
» Membership must be characterized by regional integration.
» The formation which is based on knowledge and academic excellence.

HAL EHWAL PELAJAR

- Keangotaan mestilah terdiri dari berbilang kaum.
- Keanggotaan mestilah bercirikan intergrasi daerah.
- Penubuhan yang berasaskan keilmuan dan kecemrlangan akademik.
- Keutamaan kepada matlamat melahirkan pemikiran yang progresif, dinamik dan rasional.
- Mengelakkan sebarang pertindihan atau persamaan aktiviti pelajar antara satu badan dengan badan yang lain.

Mana-mana Badan Pelajar (Persatuan / Kelab) yang berasaskan kepada ciri-ciri yang berikut adalah dilarang dan pendaftarannya boleh digantung atau dibatalkan oleh pihak Jabatan Hal Ehwal Pelajar KUKUM.

Di antaranya termasuklah :

i. **Kedaerahan / Kenegerian :**
Iaitu keanggotaan terbuka kepada anak sesuatu negeri atau daerah sahaja (Aktiviti hanya boleh diadakan secara `ad-hoc' dengan dikendalikan oleh Jabatan Hal Ehwal Pelajar seandainya sesuai dan diluluskan oleh Jabatan Hal Ehwal Pelajar).

ii. **Monopoli Kaum :**
Iaitu keanggotaan dimonopoli oleh sesuatu kaum tertentu sahaja dan lebih bercorak pengasingan kaum.

iii. **Persatuan Bahasa :**
Iaitu sebarang Persatuan / Kelab yang berteraskan bahasa ibunda tertentu adalah dilarang kecuali yang berasaskan kepada Persatuan Bahasa Malaysia dan Bahasa-bahasa di bawah Pusat Pengajian (konsep akademik).

iv. **Persatuan Agama :**
Iaitu Badan Pelajar (Persatuan/Kelab) yang berteraskan keagamaan masing-masing dan berkemungkinan boleh membawa kepada unsur berpuak-puak, taksub, jumud dan berfikiran tertutup.(Kegiatan bercorak keagamaan akan dikendalikan oleh Jabatan Hal Ehwal Pelajar dan Biro Kerohanian Majlis Perwakilan Pelajar).

Perancangan Latihan Dan Pembangunan Pelajar

Bagi memastikan pembangunan pelajar secara dalaman dan luaran maka beberapa program dan aktiviti yang berkonsepkan bidang berikut akan dilaksanakan:

Patriotisme Dan Kenegaraan :
- Kursus Bina Negara (Bersama Biro Tatanegara)
- Kursus Kepimpinan Pemimpin Pelajar
- Seminar Wawasan 2020 / Seminar Patriotisme
- Majlis Kunjungan Hormat Bersama Pemimpin / Tokoh
- Ceramah Kenegaraan
- Forum Kemerdekaan Negara
- Lawatan Ke Dewan Undangan Negeri dan Parlimen
- Diskusi Dasar-Dasar Kerajaan

STUDENT AFFAIRS

- Priority over the goal of generating progressive thinking, dynamic and rational.
- Prevent any redundancy or commonality of student activity between one body and another.

Any Student Body (Association / Club) which is based on the following criteria is prohibited and it's registration can be suspended or invalidated by KUKUM's Student Affairs Department. Among these include :-

i. **Regionalism / Ethnocentrism**
Where membership is opened to one who born in the state or region only. (Activity can only be held on ' ad hoc' basis which is conducted by Student Affairs Department if applicable and approved by the department itself)

ii. **Racial Monopoly**
Where membership is monopolized by a certain ethnic group only and more towards ethnocentrism.

iii. **Language Society**
Where any association / club which is based on a certain mother tongue is prohibited except those founded on the Malay Language Society and languages conducted by the schools (academic concept).

iv. **Religious Society**
Where a Student Body (Association / Club) founded on any religious belief and having a tendency of projecting the elements of ethnocentricity, extremism, parochialism and bigoted mind (Religious activity will be conducted by the Student Affairs Department and the Spiritual Bureau of the Student Association).

Training Plan And Student Development

Towards ensuring the student development internally and externally, a number of programmes and activities of the following concepts are implemented :-

Patriotism and Nationalism
- National Building Course (with National Conduct Bureau)
- Student Representative Leadership Course
- Vision 2020 Seminar / Patriotism Seminar
- Official visit by Leaders / Officials occasion
- Nationalism Talk
- National Independence Forum
- A visit to the State Council* and Parliament
- Government Policies Discussion

Academic

- Student Motivation Course
- Academic Excellence Seminar
- Student Academic Achievement Motivation
- With the Academic Figure
- Schools / Academic Programme

HAL EHWAL PELAJAR

Akademik

- Kursus Motivasi Pelajar
- Seminar Kecemerlangan Akademik
- Program Kemahiran Belajar
- Motivasi Pencapaian Akademik Pelajar
- Bersama Tokoh Akademik
- Program Pusat Pengajian / Akademik

Ko Kurikulum

- Bengkel Pengurusan Dan Kepimpinan Badan Pelajar
- Kem Semangat Kontigen Sukan MASUM
- Unit Fasilitator
- Mentor-Mentee Siswa/i

Sosio-Budaya

- Khidmat Bakti / Gotong Royong Masyarakat
- Program Jalan Lasak 10 KM
- Seminar / Forum Kebudayaan Kebangsaan

Kerohanian

- Seminar Kefahaman Islam
- Kolokium Kefahaman Islam
- Dialog Antara Agama

Pembangunan

- Penubuhan J/Kuasa Pembangunan Pelajar
- Pusat Aduan dan Tindakan Pembangunan Pelajar
- Laporan Pembangunan Pelajar

I. UNIT PENEMPATAN DAN PENGINAPAN PELAJAR

1. Merancang keperluan & kemudahan penginapan pelajar dan kakitangan di kolej-kolej kediaman yang baru dibangunkan dengan kerjasama Jabatan Pembangunan.
2. Menyelaras urusan penginapan pelajar dan kakitangan di kolej-kolej kediaman.
3. Memantau perkhidmatan kafetaria di kolej-kolej kediaman.
4. Memastikan rekod penginapan pelajar dikemaskini.

Perkhidmatan

1. Menerima dan mengambil tindakan sewajarnya terhadap aduan perkhidmatan penginapan di kolej kediaman.
2. Menerima dan mengambil tindakan sewajarnya terhadap perkhidmatan kafetaria di kolej-kolej kediaman.

STUDENT AFFAIRS

Co- Curriculum

- Student Body Management and Leadership Workshop
- MASUM Sport Contingent Moral Camp
- Facalitator Unit
- Undergraduates Mentor / Mentee

Socio Culture

- Social Service / Community Work
- 10 km Walk Programme
- National Seminar / Culture Forum

Spirituality

- Islamic Understanding Seminar
- Islamic Understanding Colloquium
- Student Development Report

I. STUDENT SETTLEMENT AND ACCOMODATION UNIT

1. Plan the students' and staff's requirement and accommodation at the hostel colleges which are newly built with the cooperation of the Department of Development.
2. Co ordinate the matters of students and staff accommodation at the hostel colleges.
3. Monitor the cafeteria service at the hostel colleges.
4. Ensure the student accommodation record is updated.

Service

1. Receive and take possible action over complaints against the accommodation service at the hostel college.
2. Receive and take possible action over cafeteria service at the hostel colleges.

HAL EHWAL PELAJAR

Maklumat Umum Kemudahan Di Asrama

Kolej Kediaman A
- Surau
- Kafe Siber
- Kafetaria
- Gimnasium
- Pasar Mini

Kolej Kediaman B
- Kafetaria
- Rumah rehat
- Rumah Staf
- Rumah Tetamu
- Kafe Siber
- Gimnasium
- Pasar Mini
- Bilik persatuan
- Surau
- Rumah tetamu pelajar

KEGIATAN PELAJAR

FEBRUARI

- 4-8/02/2004
  Pertandingan Debat Inter-Varsiti Sains & Teknologi (DIVSAT)
- 20/02/2004
  Majlis Anugerah Sukan & Kesenian KUKUM 2003

MAC

- 14-18/03/2004
  Kursus Patriotisme & Jatidiri Pelajar KUKUM Siri 1/2004

MEI

- 10-12/05/2004
  Kursus Kepimpinan & Pengurusan Persatuan Berasaskan Sosio & Budaya

JUN

- 3-5/06/2004
  Kursus Motivasi Pembantu Pelajar Minggu Suaikenal Fasa 1
- 7-8/06/2004
  Kursus Motivasi Pembantu Pelajar Minggu Suaikenal Fasa 2
- 12/06/2004
  Pertandingan Melukis Banner Sempena Pesta Pemasyhuran Canselor
- 16/06/2004
  Pertandingan Nyanyian KUKUM IDOL
- 21/06/2004
  Ringgit Collecting

STUDENT AFFAIRS

General Information about the Hostel Facility

Residential College A
- Prayer House
- Cyber Café
- Cafeteria
- Mini Gymnasium
- Mini market

Residential College B
- Cafeteria
- Rest House
- Staff House
- Guest House
- Cyber Café
- Gymnasium
- Mini market
- Society Room
- Boarding house
- Prayer House
- Student Guest Room

STUDENT ACTIVITY

FEBRUARY

- 4-8/02/2004
  Science & Technology Debate Competition Inter Varsity
- 20/02/2004
  KUKUM Sports & Art Award 2003 Occasion

MARCH

- 14-18/03/2004
  KUKUM's Student Patriotism & Self- authentic Course 1/2004 Series

MAY

- 10-12/05/2004
  Society Leadership & Management Course Based on Socio & Culture

JUNE

- 3-5/06/2004
  Student Assistant Motivation Course for the Orientation Week Phase 1
- 7-8/06/2004
  Student Assistant Motivation Course for the Orientation Week Phase 2
- 12/06/2004
  Banner Drawing Competition in conjunction with the Chancellor Proclamation Fair.
- 16/06/2004
  KUKUM IDOL Singing Competition
- 21/06/2004
  Ringgit Collecting

HAL EHWAL PELAJAR

JULAI

- 26/07/2004
  Lawatan Pelajar ke Dewan Negara (mengikuti sidang dewan)
- 15/07/2004
  Persembahan Kebudayaan Sempena Pemasyhuran Canselor KUKUM
- 30/07/2004-3/08/2004
  Pertandingan Debat Alam Sekitar Antara IPTA 2004

OGOS

- 8-10/08/2004
  Kursus Patriotisme & Jatidiri Pelajar KUKUM Siri 2/2004
- 8-14/08/2004
  Kursus Bina Negara Pemimpin Mahasiswa Indonesia Malaysia
- 12-14/08/2004
  Kursus Kepimpinan Pelajar Fasa Pertama
- 21/08/2004
  Bengkel 'Study Skill Excellence'
- 17-29/08/2004
  Kursus Kepimpinan Pelajar Fasa Kedua

SEPTEMBER

- 10-12/09/2004
  Kursus Patriotisme & Jatidiri Pelajar KUKUM Siri 3/2004
- 18-19/09/2004
  Bengkel Kepimpinan MPP Sidang 2004/2005
- 24-26/09/2004
  Kursus Patriotisme & Jatidiri Pelajar KUKUM Siri 4/2004
- 4 -7/09/2004
  Pertandingan Debat Piala Rektor KUKUM
- 16/09/2004
  Pertandingan Nasyid IPTA 2004

NOVEMBER

- 25-28/11/2004
  Kursus Patriotisme & Jatidiri Pelajar KUKUM Siri 5/2004
- 25-28/11/2004
  Program Jelajah Ilmu

DISEMBER

- 2-5/12/2004
  KursusPatriotisme & Jatidiri Pelajar KUKUM Siri 6/2004
- 4-5/12/2004
  Bengkel Pengurusan Organisasi Pelajar
- 10-12/12/2004
  Bengkel Anjakan Minda

STUDENT AFFAIRS

JULY

- 26/07/2004
  A student visit to the House of Parliament (Follow the Parliamentary session)
- 15/07/2004
  Culture Show in conjunction with the KUKUM Chancellor Proclamation
- 30/07/2004 3/08/2004
  Environment Debate Competition Inter IPTA 2004

AUGUST

- 8-10/08/2004
  KUKUM's Student Patriotism & Self- authentic Course 2/2004 Series
- 8-14/08/2004
  National Building Course for Malaysia-Indonesia Undergraduate Representative
- 12-14/08/2004
  Student Leadership Course Phase One
- 21/08/2004
  Study Skill Excellence Workshop
- 17-29/08/2004
  Student Leadership Course Phase Two

SEPTEMBER

- 10-12/09/2004
  KUKUM's Student Patriotism & Self- authentic Course 3/2004 Series
- 18-19/09/2004
  Student Association Leadership Workshop 2004/2005 Session
- 24-26/09/2004
  KUKUM's Student Patriotism & Self- authentic Course 4/2004 Series
- 4-7/09/2004
  KUKUM Rector Trophy Debate Competition
- 16/09/2004
  Religious Song (Nasyid) Competition 2004

NOVEMBER

- 25-28/11/2004
  KUKUM's Student Patriotism & Self- authentic Course 5/2004 Series
- 25-28/11/2004
  Knowledge Explorer Programme

DECEMBER

- 2-5/12/2004
  KUKUM's Student Patriotism & Self- authentic Course 6/2004 Series
- 4-5/12/2004
  Student Organization Management Workshop
- 10-12/12/2004
  Mind Shift Workshop

Statistik Penginapan Pelajar 2004 / Statistics of the Student Accomodation 2004

KOLEJ KEDIAMAN / RESIDENTIAL COLLEGE	LELAKI / MAN	PEREMPUAN / WOMEN	JUMLAH / TOTAL
(A) Kolej Kediaman / Residential College Tunku Abdul Rahman	54	55	109
(B) Kolej Kediaman / Residential College Tun Abdul Razak	107	244	351
(C) Kolej Kediaman / Residential College Tun Hussien Onn	253	149	402
(D) Kolej Kediaman / Residential College Tun Dr. Mahathir	322	-	322
(E) Kolej Kediaman / Residential College Tun Dr. Ismail	62	29	91
JUMLAH KESELURUHAN / TOTAL OVERALL	798	477	1275