

PRE-REGISTRATION SESSION AND ORIENTATION WEEK JULY 2026 INTAKE

29 May 2026, Friday.

8.30am

Muslihun Meeting Room

IBTE Nakhoda Ragam Campus

SCHOOL OF BUILDING TECHNOLOGY SERVICES

SCHOOL OF ENERGY & ENGINEERING CENTRAL (BRANCH)

IBTE NAKHODA RAGAM CAMPUS

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ الرَّحْمَنِ الرَّحِيمِ

مَالِكِ يَوْمِ الدِّينِ إِيَّاكَ نَعْبُدُ وَإِيَّاكَ

نَسْتَعِينُ اهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ صِرَاطَ

الَّذِينَ أَنْعَمْتَ عَلَيْهِمْ غَيْرِ الْمَغْضُوبِ

عَلَيْهِمْ وَلَا الضَّالِّينَ

AGENDA

1. Student Enrolment for July 2026

2. AJK Tasks & Responsibilities

3. Pre-Registration Sessions

4. Orientation Week Itinerary

5. GL – Reminder, Task & Checklists

4. AOB

STUDENT ENROLLED July 2026 (273 students as of 27th May 2026)

| PROGRAMME | TOTAL STUDENTS |
|--|----------------|
| Diploma in Real Estate Management and Agency | 13 |
| HNTec in Construction and Draughting | 103 |
| HNTec in Geomatics | 25 |
| HNTec in Electrical Engineering | 32 |
| NTec in Building Craft | 100 |
| Total | 273 |

Programmes & Group Leader

| PROGRAMME | GROUP CODE / HOME ROOM | GROUP LEADER |
|--|--|---|
| HNTec in Construction and Draughting | BTS03/H/CND/05 <i>Al-Maziz Room</i> | Pg Mohd Amirul Asnawi Bin Pg Metusin |
| | BTS03/H/CND/06 <i>Studio 1</i> | Abdul Hafiz Haji Ali Yusri |
| | BTS03/H/CND/07 <i>Room EG4</i> | Siti Maziyyah Haji Haris |
| | BTS03/H/CND/08 <i>Studio 4</i> | TBC |
| | BTS03/H/CND/09 <i>Studio 3</i> | Zaila binti Hj Hassan |
| HNTec in Geomatics | BTS03/H/GMT/09 <i>Room EG1</i> | Ameeratul Muti'ah @ Rahmah Hayati binti Md Ramlee |
| Diploma in Real Estate Management and Agency | BTS03/D/RES/01 <i>Room EG2</i> | Lydia binti Erman |

Programmes & Group Leader

| PROGRAMME | GROUP CODE / HOME ROOM | GROUP LEADER |
|------------------------------------|-----------------------------|---|
| NTec in Building Craft | BTS03/N/BCT/43 Room 1 | Rabi'Atul 'Asmaa' @ Fatin Binti Aji |
| | BTS03/N/BCT/44 Room 2 | Edwanna binti Haji Mirussin |
| | BTS03/N/BCT/45 Room 3 | Meslianawati Binti Haji Metussin |
| | BTS03/N/BCT/46 Room 4 | Yong Cheng Fui |
| | BTS03/N/BCT/47 Room 5 | Haji Mohamad Wafiy Haji Rosli |
| HNTec in Electrical Engineering | EEC03/H/ELE/17 Demo Room | Hajah Siti Ratnasari bte Hj Abdul Rahman/Hj Bakar |
| | EEC03/H/ELE/18 Demo Room | Muhamad Ayub Khan Bin Abdul Rauf Khan |

DATES
FROM
STUDENTS
AFFAIR
DIVISION,
HQ

PARENTS BRIEFING, PRE-REGISTRATION DATES (MPH, NRC)

15 JUNE 2026 & 16 JUNE 2026
(MONDAY & TUESDAY)
8:30AM – 11:30AM & 2:00PM – 4:00PM

IBTE ORIENTATION OPENING DAY

VENUE: DEWAN CHANCELOR, UBD
08 JULY 2026 (WEDNESDAY)
7.30AM – 4.30PM

NRC ORIENTATION WEEK

09 JULY 2026 (THURSDAY), 13 JULY 2026 (MONDAY), 14 JULY 2026 (TUESDAY)
8.00AM – 4.45PM

10 JULY 2026 (FRIDAY) & 17 JULY 2026 (FRIDAY)
8.00AM – 11.15AM & 2.15PM – 4.45PM

Preparation for Pre-Registration

- Estate Team
- Students Council
- AR, FO & WO
- Group Leader

Parents/Guardian Briefing Sessions



- Parents / Guardians Attendance
- Parents / Guardian Consent Form



15 June 2026, Monday
(NBCT & HELE)

16 June 2026, Tuesday
(DRES, HCND & HGMT)



8:30am – 9:00am



NRC MPH

Pre-Registration Sessions



GL Documentations



15 June 2026, Monday
(NBCT & HELE)

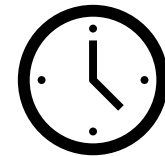


Welfare & Hostels

16 June 2026, Tuesday
(DRES, HCND & HGMT)



Finance



9:00am – 11:30am &
2:00pm – 4:00pm



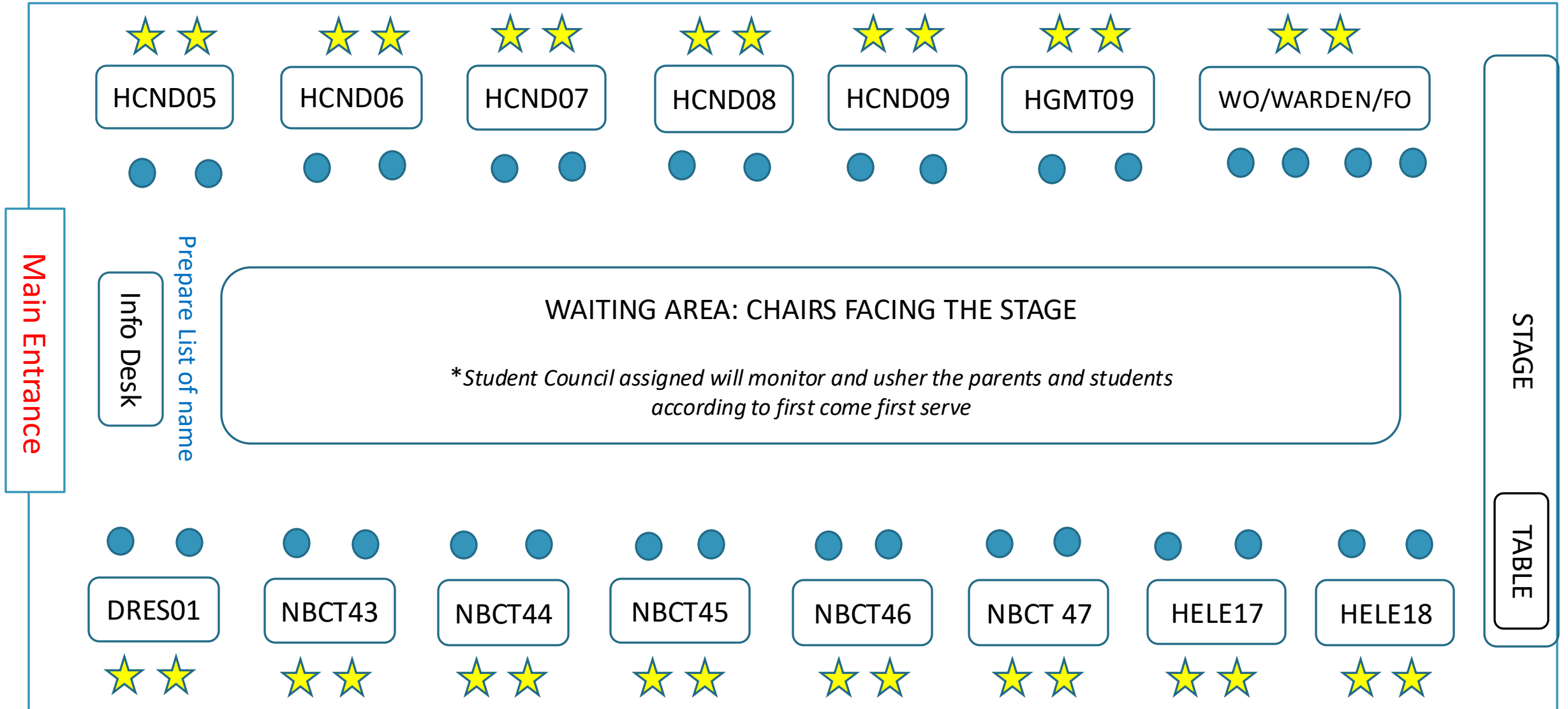
Coverall and Boots
Fitting (Library)



NRC MPH

IMPORTANT: AFTER REGISTRATION, STUDENTS WILL GO TO THE LIBRARY FOR COVERALL AND SAFETY BOOTS FITTING. WHEN DONE, THEY ARE ADVISED TO GO HOME.

Layout of MPH, IBTE NRC



**New students can check their names at the Notice Board and at Info Desk*

TASKS & RESPONSIBILITIES FOR PRE-REG

Estate Team

- Venue MPH according to layout
- Library for Coverall Sizing (FO Team)
- Allocate Parking Area for Parents / Guardian
- Staff no parking at foyer / entrance at MPH
- Labelling, arrows, signages for all parkings
- Signage for directions to MPH and Library

TASK FOR AR:

1. Prepare Name List on the Noticeboard
2. Prepare Registration Packs for the students
3. QR Code for queue, slides and documents

Student Council

- Standby at info desk for checking namelist
- Scan Queue QR code and record on checklist (manually)
- Ushering parents/guardians and new students to seats
- Ensure new students & parents remain seated at the waiting area while waiting for their queue
- Ushering parents/guardians and new students to respective tables according to numbers after briefing

NOTES FOR SC:

1. Come early before 7:45am for preparation tables, recording candidates queue numbers
2. Cg Wafiy apply for Food Pack

TASKS & RESPONSIBILITIES FOR PRE-REG

Group Leader

Upon registration, with the namelist provided, ensure students check their names and IC number (as stated on their IC).

Proceed with the collection of completed documents.

GLs may assign ONE trustworthy assistant to help verifying documents.

GL distribute pre-registration packs to the new students

Finance Office

Total Amount of fees for this programme is **\$310, \$340 & \$430**

(as stated in TVeCAS)

Payment of Fees **MUST** be done at Finance Office only after the orientation.

Finance team will issue official receipt.

Any issues regarding fee payment to pass to Finance team.

Payment is open every Wednesday and Thursday, 8.30am – 11.00am

Students Welfare

WARDEN / WELFARE OFFICER

To assists on students' allowance, student residential welfare & welfare issues

Allowance & hostel application must be through Welfare Officer

NOTE FOR FO:

2 Days - Food Pack for New Students and Students Council Volunteering

GROUP LEADER INFO Pre-Registration Pack:



TVOCAS

1. *Borang Pelepasan Tanggungjawab / Waiver Form - SAD18*
2. *Borang Permohonan Bagi Mendapatkan Kemudahan Dalam Negeri (Kenderaan, Elaun dan Asrama) - SAD19*
3. *Student Health Declaration form(SAD20)*
4. ~~*Borang Perjanjian Kedatangan dan Disiplin*~~

1. *Borang Maklumat Pelajar (Digital)*
2. *Invitation Letter for Opening Ceremony and Parents/Guardian Briefing*
3. *Orientation Dates and Itinerary (Campus Layout)*
4. *Borang Perjanjian Pelajar – 2 keping*
5. *Borang kad Perpustakaan Pelajar*
6. *Borang Pembayaran Yuran Pelajar*
7. *Senarai semak untuk penghantaran dokumen*

IMPORTANT: AFTER REGISTRATION, STUDENTS WILL GO TO THE LIBRARY FOR COVERALL AND SAFETY BOOTS FITTING. WHEN DONE, THEY ARE ADVISED TO GO HOME – TBC BY STORE KEEPER

Pre-Registration Documents

Borang Perjanjian Bersama Kerajaan

1. Copy of Student Smart Card
2. Copy of smart Card of EACH guarantor (MUST have 2 guarantor(s))
3. Bussiness License (for self-employed guarantor(s))

Borang Permohonan bagi mendapatkan kemudahan dalam Negeri (Borang B1 - SAD19)

1. Copy of Student Smart Card
2. Copy of parents / guardian's salary slip / Income statement
3. Copy of student's bank account

- Estate Team
- Students Council
- Briefings by AR,
FO, WO, EAC, ILO,
STARS,
Counsellor,
Career Guidance
Discipline Officer,
HSE Officer
- Library & ITS
- Group Leader

IBTE Orientation Week

IBTE 2026 ORIENTATION OPENING CEREMONY



08 July 2026, Wednesday



8.00am – 12.00pm
1.30pm – 4.30pm



Dewan Chancelor, UBD



Attire:

IBTE CCA Shirt / Black Pants
Female Black *Tudong*
Smart Casual Shoes

TETAMU KEHORMAT DAN JEMPUTAN KHAS

Tetamu Kehormat

Yang Mulia Dr. Hj Mohd Zamri bin Sabli, Pengarah Pendidikan Teknik/CEO

Jemputan Khas

- Penceramah Jemputan,
- Pengetua-Pengetua,
- SMT,
- Divisional Directors,
- HOS,
- PL.

ATURCARA PAGI

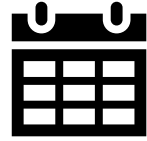
| Jam | Aktiviti |
|---------------------|---|
| 7.00 pagi | Kehadiran AJK |
| 7.30 – 8.15 pagi | Pendaftaran pelajar-pelajar baru |
| 8.15 pagi | Kehadiran parajemputan khas Taklimat HSE |
| 8.30 pagi | Ketibaan Tetamu Kehormat (CEO IBTE) <ul style="list-style-type: none">• Bacaan Surah Al-Fatihah dan Doa selamat• Ucapan alu-aluan dari Timbalan Ketua Pegawai Eksekutif (Akademik)• Nyanyian Lagu Kebangsaan yang diketuai oleh Majlis Pelajar IBTE• Ikrar Pelajar yang diketuai oleh Majlis Pelajar IBTE• Persembahan video korporat IBTE dan mengenai IBTE Two Network of School + Slides on IBTE Management Team |
| 9.45 – 10.15 pagi | Rehat |
| 10.15 pagi | <ul style="list-style-type: none">• Taklimat Motivasi dari Ustaz Fariszal (Unit Kauselling Penjara) |
| 10.50 pagi | <ul style="list-style-type: none">• Taklimat dari organisasi jemputan (Jabatan Pendakwa Syari'e) |
| 11.30 pagi | <ul style="list-style-type: none">• Sesi bergambar ramai* (HOS, AM, OM and new students of each school) |
| 12.00 – 1.15 petang | Rehat |

* Sesi bergambar akan diadakan di kawasan di ruang masuk Dewan Chansellor, UBD

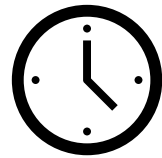
ATURCARA PETANG

| Jam | Aktiviti |
|-------------|--|
| 1.30 petang | Pendaftaran Pelajar-Pelajar Baru |
| 1.45 petang | Taklimat Intellectual Property daripada Legal Unit dan Corporate Affairs |
| 2.15 petang | Taklimat Penjara dan Demo Sebatan |
| | Sesi Aktiviti/Soal Jawab |
| 3.30 petang | Aktiviti dinamik |
| 4.45 Petang | Penutupan Majlis bersurai |

NRC 2026 ORIENTATION WEEK



09 July 2026, Thursday
10 July 2026, Friday
13 July 2026, Monday
14 July 2026, Tuesday
16 July 2026, Friday



8.00am – 4.45pm



MPH, IBTE NRC

TASKS & RESPONSIBILITIES FOR ORIENTATION WEEK

Estate Team

- Friday, 10th July 2026 [Morning with Parents]
- Venue: MPH (Open both doors One way IN / OUT)
- 500+ chairs at MPH for Day Two (parent's Briefing)
- Chairs, PA system, Podium, Laptop, Projector

- 09th July 2026 – 17th July 2026
- Venue: Multi Purpose Hall (MPH)
- 300 chairs at MPH
- Laptop, Mic/Speaker for presenters

- Allocate Parking Area for Parents / Guardian During Day Two Orientation on 10th July 2026 (AM)
- Labelling, arrows, signages for all parking

Student Council

- Ushering parents to MPH
- Ushering students to allocated venues (SC will prepare groupings for Campus Tour)
- Cg Hj Wafiy Apply Food Packs
- Prepare Team-Building Activities (Check Store/Apply \$\$)
- Set timetable for Campus Tour
- Assist GL to distribute food pack to new students.

NOTES FOR SC:

1. *Prepare emcee for the Orientation Week.*
2. *To come before 7:45am for on duty and preparation.*
3. *During orientation days, lunch packs will be given to all new student and students council.*

DAY 1 ITINERARY : THURSDAY, 09 JULY 2026

| TIME | EVENT/ACTIVITY - VENUE: MPH |
|------------------------|--|
| 08.00 – 08.15am | Students Attendance by GL |
| 08.15 – 10.30am | <ul style="list-style-type: none">• Nyanyian Lagu Kebangsaan• Doa Selamat oleh Ustaz Haji Mohamad Huzaimi bin Haji Tengah• Ucapan Aluan-Aluan Ketua Sekolah• Ikrar Pelajar di ketuai oleh Students Council• Briefing by AM, AR, FO, WO & EAC |
| 10.30 – 11.00am | BREAK |
| 11.00 – 12.15pm | <ul style="list-style-type: none">• Motivational Talk by External Speaker (Invited by Counsellor) |
| 12.15 – 1.45pm | LUNCH BREAK |
| 1.45 – 2.00pm | Students Attendance by GL |
| 2.00 – 3:00pm | <ul style="list-style-type: none">• IT Briefing by IT Asst. Manager• CTEL Briefing by CTEL Manager |
| 3.00 – 4.00pm | <ul style="list-style-type: none">• HSSE Induction Briefing by CHSEO |
| 4.00 – 4.45pm | <ul style="list-style-type: none">• Asar Prayers & Yaasin/Tahlil [Back at MPH] |

DAY 2: ITINERARY FOR NRC ORIENTATION BRIEFING – PARENTS / GUARDIANS ONLY

| TIME | DAY / DATE: FRIDAY, 10 JULY 2026 VENUE: MPH, IBTE NRC |
|------------------|---|
| 8.00am – 8.15am | <ul style="list-style-type: none">• Arrival of Parents / Guardian |
| 8.15am – 11.15am | <ul style="list-style-type: none">• National Anthem• Doa Selamat by Ustaz Hj Mohamad Huzaimi bin Haji Tengah• Welcoming Speech by HOS SoBTS• Briefing by AM, AR, WO, FO, EAC & ILO• Q&A Session• End |

DAY 2 ITINERARY : FRIDAY, 10 JULY 2026

| TIME | ACTIVITIES |
|---|--|
| 8.00am – 8.15am | <ul style="list-style-type: none">• SC standby to take students to their homeroom [GL to inform via WhatsApp]• Students Attendance by GL (Homeroom) |
| 8.15am – 11.15am | <ul style="list-style-type: none">• Campus Tour by SC in groups• Homeroom Activities |
| JUMAAT PRAYER BREAK 11.15 – 2.15PM | |
| 2.15pm – 2.30pm 2.30pm – 4.45pm | <ul style="list-style-type: none">• Students Attendance by GL (MPH)• Disciplinary Talk by Discipline Officer (Cg Ronnie) |

DAY 3 ITINERARY : MONDAY, 13 JULY 2026

| TIME | ACTIVITIES - VENUE: MPH NRC |
|--------------------------|--|
| 8.00am – 8.15am | Students Attendance by GL (MPH) |
| 8.15am – 9.15am | Taklimat Biro Mencegah Rasuah (Invited by WO) |
| 9.15am - 10.00am | Introduction to Career Service Support (CGC Cg Hafiz) |
| 10.00am - 10.30am | BREAK |
| 10.30am - 12.15pm | Taklimat Biro Kawalan Narkotik + Exhibition (Cg Ronnie) |
| 12.15 – 1.45PM | LUNCH BREAK |
| 1.45 – 2.00pm | Students Attendance by GL (MPH) |
| 2:00 – 4.30pm | TEAM BUILDING ACTIVITIES <ul style="list-style-type: none">• Students will be assigned activities organised by Student Council |

ITINERARY : TUESDAY, 14 JULY 2026 & FRIDAY, 17 JULY 2026

Date: Tuesday,
14 July 2026

Library Briefing

Time: TBC
set timetable

Venue: NRC Library

Date: Tuesday,
14 July 2026

Group Photo with GL +
Individual Photo
(Boys Attire: formal not polo shirt)

Time: TBC
set timetable

Venue:
Lecture Theatre

Date: Friday,
17 July 2026

Financial Literacy
Briefing (BIBD)
Time: 8.45am

ILO Briefing
Time: 10.00am

Venue: MPH

Date: Friday,
17 July 2026

Student Council Briefing
for New Members
Time: 2.15pm

STARS Briefing &
CCA Club Registration
Time: 3.00pm

Venue: MPH



SCANNING OF IC



Date: 14 July 2026



GLs are to gather their students's IC and submit them to the IT Manager. Please bring USB PENDRIVE.

Important Dates

1

Attendance of students should be recorded starting

Tuesday
08 July 2026

2

Attendance officially on TVESIS will be on

TBC
*check TVESIS

3

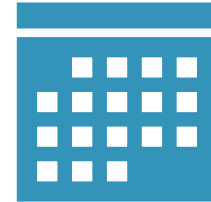
Commencement of classes for July 2026 intake will be on

Wednesday
16 July 2026

STUDENTS RESIDENTIAL WELFARE



Preparation of rooms & cleanliness for new students



When will be the date to move-in?
8th July **2026**, evening (but after UBD orientation due to no buses provided to UBD)

Checklist for GL

| Documents | Action by GL | Submit to |
|---|---|---|
| 1. Borang Perjanjian Kedatangan dan Disiplin | Any amendment should be done before submitting the hardcopy. | AR |
| 2. QPF-IRB02 Endorsed Student List (softcopy) | <p>Check name list prepared by AR against your students' IC. Please ensure all informations, i.e. Name and IC Number are correct. Follow exactly according to the details in the IC. (Be alert on all the titles: Haji, Hj, Awangku, Ak, Muhammad, Muhamad, Mohammad, Gap in the name spelling, special characters with -, ' as well as arrangement of the namelist)</p> <p>Arrangement of name of students' list in QPF-IRB01 should be in alphabetical order.</p> | <p>Submission date:</p> <p>No.1, 2, & 6 (15th August 2026)</p> <p>No. 2, 3, 4 & 5 (31st July 2026)</p> |
| 3. QPF-IRB03 Student Profile Photo (softcopy) | Arrangement following IRB02 | |
| 4. QPF-REG02 Student Smart Card (softcopy) | Ensure all smartcard are NOT expired (Temporary IC need be attached if renew) | |

Checklist for GL

| No. | Documents | Action by GL | Submit to |
|-----|--|--|---|
| 5. | <p>Borang Maklumat Pelajar (Link will be shared to GL & QR code during pre registration)</p> | <ul style="list-style-type: none"> Please ensure all students fill in Borang Maklumat Pelajar before submission deadline. All the information entered are correct – refer to the Enrollment form. This details will be used for administrative purposes. | <p>AR</p> |
| 6. | <p>Borang Perjanjian Bersama Kerajaan (Refer to guide and sample given)</p> <p>*Complete the form using BLUE ink and BLOCK LETTER</p> <p>Any mistake made when filling out the form must be crossed out with ONE (1) line only.</p> | <p>Please advise the students to read the instruction and sample given carefully before completing the form.</p> <p>Please ensure the following:</p> <ol style="list-style-type: none"> 2 original copies. Penjamin 1 & 2 should be employed (regardless govt/non-govt). Both guarantors must be Yellow / Red IC holder ONLY. Pensioner or Bankrupt individual cannot be the guarantors. Self employed is allowed to be a guarantor. Guarantor is either ONE of the parent NOT both parents. <p>Digital Declaration Form for GL - Borang Penyerahan Borang Perjanjian Pelajar IBTE Nakhoda Ragam Campus</p> | <p>Submission date:</p> <p>No.1, 2, & 6 (15th August 2026)</p> <p>No. 2, 3, 4 & 5 (31st July 2026)</p> |

- All filing **should also be arranged** according to their names on QPF-IRB01

Checklist for GL

| No. | Documents | Action by GL | Submit to |
|-----|--|---|----------------|
| 7. | Borang Permohonan bagi mendapatkan kemudahan dalam Negeri (kenderaan, Elaun dan Asrama) | All entries on the forms should be verified and all attachment are attached. Submission date: 31st of July 2026 | WO |
| 8. | Borang Perpustakaan IBTE NRC | Please direct any queries to Head of Librarian. GL to gather the library form before sending to the Librarian. Submission date: 31st of July 2026 | LIBRARY |
| 9. | Registration Payment Form | Ensure all informations are correct especially student names and IC number are according to the details in IC. Submission date: 31st of July 2026 Payment will start on TBC 30th June 2026: Last day for menarik diri (TBC for payment on how much needed to pay due to orientation fee and IBTE shirt) 2 weeks grace period? Opening Times: Finance Office will announce. | FINANCE |

- All filing **should also be arranged** according to their names on QPF-IRB01 and please submitted once no.3, 4 & 5 are verified and endorsed by AR)

| TYPE OF DOC | PURPOSE | WHEN |
|-------------|--|-------------------------------------|
| QPF-REG04 | Monthly Attendance Form to be verified by PL prior to submission. Derived from QPF-REG03. | By 4th of following month |
| QPF-IIL02 | Monthly Attendance Form for Industrial Attachment & OJT. | By 4th of following month |
| QPF-REG08 | Absence Report Form to be verified by PL prior to submission for any students who did not achieve 85% in attendance for the month (95% for IA & 100% for IP). | By 4th of following month |
| QPF-REG09 | Application to Leave Programme for personal reason, further studies, employment or others (evidence must be attached) | Throughout programme |
| QPF-REG10 | Student Request Form for Surat Pengesahan, Computer Loan, Loss of certificate, others | Throughout programme |
| QPF-REG11A | Student Clearance Form & Leaving Certificate Form for students who completed/left the programme. Must get verified from NRC officers, with AR being final verification. GL to complete, verify and submit. | Throughout programme |
| QPF-REG11B | Student Testimonial/Progress Report Form to be completed by GL for students to further studies, or find employment. This shows the modules taught in the programme A document showing the PASS/FAIL according to semester completed. Only issued upon request by employee/institution. | Throughout programme |
| ROA | Record of Achievement for students who have completed the programme but awaiting convocation. An alternative to the official Academic Transcript. Must be after ABM and issue by RO HQ | 2 months after programme completion |

**All documents stated in this presentation can be found in IBTE OneDrive link accessible by all*

YURAN TERTUNGGAK BAGI PELAJAR IBTE



Memo Pengarah Pendidikan Teknik

Rujukan:

IBTE/BKW/F1/1.11(14)(TK23)

pada 21 Zulkaedah 1444H bersama
an 10 June 2023



Tindakan penyelarasan
perlaksanaan **berkuatkuasa**
mulai tahun akademik
2023/2024
(bulan Ogos 2023)

PENALTI:

1. Keputusan peperiksaan hujung semester akan ditahan.
2. Pelajar tidak akan dapat membuat pendaftaran modul pada semester seterusnya.



PERINGATAN: Penalti tidak akan dikenakan kepada pelajar yang telah membuat urusan pembayaran secara ansuran dan menepati tarikh-tarikh pembayaran ansuran.

A.O.B.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَالْعَصْرِ ①
إِذَا الْإِنْسَانَ كَذَّبَ ②
خُسْرًا ③ إِلَّا الَّذِينَ ءَامَنُوا

وَعَمِلُوا الصَّالِحَاتِ ④
وَتَوَّصُوا بِالْحَقِّ ⑤
وَتَوَّصُوا بِالصَّبْرِ ⑥