

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 2(43)

28 April 2014
28 Jamadil Akhir 1435

PEKELILING PENTADBIRAN BIL. 13/2014

PELAKSANAAN PROGRAM PEMBUDAYAAN AL-QURAN SECARA BERPUSAT DI KALANGAN WARGA ISLAM UTM

Dimaklumkan bahawa pihak Universiti akan melaksanakan Program Pembudayaan Al-Quran di kalangan warga Islam UTM. Oleh yang demikian, pihak Universiti telah bersetuju untuk melaksanakan program ini pada setiap hari Khamis, bermula jam 8.15 pagi hingga 9.15 pagi. Manakala, kehadiran staf perlu direkodkan kerana jumlah jam kehadiran tersebut akan diambil kira sebagai sebahagian jumlah jam keperluan latihan staf. Mohon kerjasama pegawai PSM di setiap Fakulti/Jabatan mendaftarkan dan mengemas kini kehadiran staf dalam Sistem Maklumat Latihan (UTMSMILE).

2. Sehubungan dengan itu, Pusat Islam UTM dengan kerjasama Bahagian Pembangunan Modal Insan (HCD), Pejabat Pendaftar akan bekerjasama dalam memastikan pelaksanaan program ini dijayakan mengikut perancangan yang telah ditetapkan. Berikut merupakan rangka pelaksanaan program mengikut zon yang telah ditetapkan:-

BIL.	ZON	PUSAT BACAAN	PTJ/ FAKULTI/ KOLEJ
1.	A	Dewan Senat	Perpustakaan Sultanah Zanariah Pejabat Pendaftar Pejabat Bendahari Canseleri (Pejabat Naib Canselor) Pejabat Hal Ehwal Korporat Pejabat Penasihat Undang-Undang Pejabat Timbalan Naib Canselor (Akademik & Antarabangsa) Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni) Timbalan Naib Canselor (Penyelidikan & Inovasi) Timbalan Naib Canselor (Pembangunan) Penyelidikan Bersekutu (RA) Majlis Profesor

BIL.	ZON	PUSAT BACAAN	PTJ/ FAKULTI/ KOLEJ
2.	B	Pusat Kepimpinan Akademik (UTMLead)	Pejabat Harta Bina Pusat Pengurusan Penyelidikan (RMC) Pusat Kepimpinan Akademik (UTMLead) Pusat Pelajar Antarabangsa (ISC) Sekolah Pengajian Siswazah
3.	C	Pusat Latihan Universiti	Bahagian Pembangunan Modal Insan (HCD) Kolej Dato' Onn Jaafar Kolej Datin Seri Endon Kolej Tun Ghafar Baba
4.	D	Fakulti Alam Bina	Fakulti Alam Bina Fakulti Geoinformasi dan Harta Tanah
5.	E	Fakulti Sains	Fakulti Sains
6.	F	Fakulti Pendidikan	Akademi Bahasa Fakulti Pendidikan
7.	G	Fakulti Kejuruteraan Awam	Fakulti Kejuruteraan Awam
8.	H	Fakulti Komputeran	Fakulti Komputeran Pusat Komputer dan Teknologi Maklumat
9.	I	Fakulti Kejuruteraan Mekanikal	Fakulti Kejuruteraan Mekanikal
10.	J	Fakulti Kejuruteraan Elektrik	Fakulti Kejuruteraan Elektrik
11.	K	Fakulti Kejuruteraan Kimia	Fakulti Kejuruteraan Kimia Fakulti Kejuruteraan Petroleum dan Sumber Tenaga Diperbaharui Institut Pembangunan BioProduk Institut Ibnu Sina Pusat Kemahiran Teknikal & Vokasional
12.	L	Pejabat Penerbit	Pejabat Penerbit Pusat Ekuin

BIL.	ZON	PUSAT BACAAN	PTJ/ FAKULTI/ KOLEJ
13.	M	Fakulti Tamadun Islam (Kluster Baru)	Fakulti Tamadun Islam (Kluster Baru) Fakulti Geoinformasi dan Harta Tanah (Kluster Baru)
14.	N	Fakulti Sains (Kluster Baru)	Perpustakaan Raja Zarith Sofiah (Kluster Baru), Makmal Universiti Penyelidikan Industri (UIRL) (Kluster Baru), Fakulti Sains (Kluster Baru) Fakulti Biosains dan Kejuruteraan Perubatan (Kluster Baru)
15.	O	Fakulti Biosains dan Kejuruteraan Perubatan (Taman Universiti)	Fakulti Biosains dan Kejuruteraan Perubatan (Taman Universiti) Sekolah Pendidikan Profesional & Pendidikan Berterusan (SPACE)
16.	P	Fakulti Pengurusan (Kluster Baru)	Fakulti Pengurusan (Kluster Baru)
17.	Q	Kolej Tun Fatimah	Kolej Rahman Putra Kolej Tun Fatimah Kolej Tun Dr. Ismail Kolej Tun Hussein Onn Kolej Tun Razak Pusat Ko-kurikulum
18.	R	Kolej Perdana	Kolej 9 Kolej 10 Kolej Perdana Kolej Tuanku Canselor Unit Sukan Pusat Kaunseling

3. Oleh yang demikian, setiap wakil Pusat Tanggungjawab, Fakulti dan Kolej diminta untuk menyelaraskan pelaksanaan ini bersama Pegawai Bertanggungjawab yang dilantik bagi setiap zon. Pembahagian masa pelaksanaan program adalah seperti mana di bawah:-

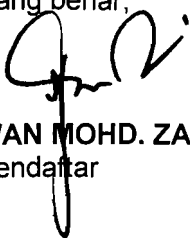
- i) Bacaan & Hukum Bacaan Al-Quran – 30 minit
- ii) Tafsir Al-Quran – 20 minit
- iii) Soal-jawab – 10 minit

4. Ketua Jabatan diminta untuk memastikan pelaksanaan program ini berjalan dengan jayanya di peringkat jabatan masing-masing. Semua staf UTM diminta mengambil maklum dan membuat tindakan selanjutnya. Pelaksanaan ini berkuat kuasa mulai tarikh pekeliling ini dikeluarkan.

Sekian dimaklumkan. Terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k. - YBhg Naib Canselor
- YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
- YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
- YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
- YBhg Timbalan Naib Canselor (Pembangunan)
- Pengarah Kampus UTM Kuala Lumpur
- Pegawai-pegawai Kanan/ Dekan / Pengarah

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ADMINISTRATIVE CIRCULAR NO. 13/2014

IMPLEMENTATION OF CENTRALISED QURAN ACCULTURATION PROGRAMME AMONG UTM MUSLIM COMMUNITY

Please be informed that the University will implement a Quran Acculturation Programme among the UTM Muslim community. Accordingly, the University has made the decision to implement the programme on every Thursday, from 8:15 a.m. to 9:15 a.m. Attendance of staff will be recorded as a training requirement needs, calculated in terms of training hours. PSM officers are thus requested to record and update the attendance of staff members at the respective faculties/departments using the online Training Information System (UTMSMILE).

2. The UTM Islamic Centre in collaboration with the Human Capital Development Division (HCD), Office of the Registrar, will collaborate to ensure the successful implementation of the stipulated programme. Following is the outline of the programme implementation according to zones: -

NO.	ZONE	RECITATION CENTRE	PTJ/ FACULTY/ COLLEGE
1.	A	Senat Hall	Sultanah Zanariah Library Office of the Registrar Office of the Bursar Chancellery (Office of the Vice-Chancellor) Office of Corporate Affairs Office of the Legal Advisor Office of Deputy Vice-Chancellor (Academic & International) Office of Deputy Vice-Chancellor (Student Affairs and Alumni) Office of Deputy Vice Chancellor (Research and Innovation) Office of Deputy Vice-Chancellor (Development) Research Alliance (RA) Council of Professors

NO.	ZONE	RECITATION CENTRE	PTJ/ FACULTY/ COLLEGE
2.	B	UTM Academic Leadership Centre (UTMLead)	Office Asset and Development Research Management Centre (RMC) UTM Academic Leadership Centre (UTMLead) International Student Centre (ISC) School of Graduate Studies
3.	C	University Training Centre	Human Capital Development Division (HCD) Dato' Onn Jaafar Residential College Datin Seri Endon Residential College Tun Ghafar Baba Residential College
4.	D	Faculty of Built Environment	Faculty of Built Environment Faculty of Geoinformation and Real Estate
5.	E	Faculty of Science	Faculty of Science
6.	F	Faculty of Education	Language Academy Faculty of Education
7.	G	Faculty of Civil Engineering	Faculty of Civil Engineering
8.	H	Faculty of Computing	Faculty of Computing Centre for Information Communication and Technology
9.	I	Faculty of Mechanical Engineering	Faculty of Mechanical Engineering
10.	J	Faculty of Electrical Engineering	Faculty of Electrical Engineering
11.	K	Faculty of Chemical Engineering	Faculty of Chemical Engineering Faculty of Petroleum and Renewable Energy Engineering Institute of BioProduct Development Institute of Ibnu Sina Technical & Vocational Skills Centre
12.	L	Publication Office (Pejabat Penerbit)	Publication Office Equine Centre

NO.	ZONE	RECITATION CENTRE	PTJ/ FACULTY/ COLLEGE
13.	M	Faculty of Islamic Civilization (New Cluster)	Faculty of Islamic Civilization (New Cluster) Faculty of Geoinformation and Real Estate (New Cluster)
14.	N	Faculty of Science (New Cluster)	Raja Zarith Sofiah Library (New Cluster), University Industry Research Laboratory (UIRL) (New Cluster) Faculty of Science (New Cluster) Faculty of Bioscience and Medical Engineering (New Cluster)
15.	O	Faculty of Bioscience and Medical Engineering (Taman U)	Faculty of Bioscience and Medical Engineering (Taman Universiti) School of Professional and Continuing Education (SPACE)
16.	P	Faculty of Management (New Cluster)	Faculty of Management (New Cluster)
17.	Q	Tun Fatimah Residential College	Rahman Putra Residential College Tun Fatimah Residential College Tun Dr. Ismail Residential College Tun Hussein Onn Residential College Tun Razak Residential College Co-curricular Centre
18.	R	Perdana Residential College	9th Residential College 10th Residential College Perdana Residential College Tuanku Canselor Residential College Sports Unit Counselling Centre

3. Thus, each PTJ and Faculty representative is requested to coordinate the programme's implementation with the relevant appointed Officer In-Charge for each zone. The division of time for the programme implementation is as follows:-

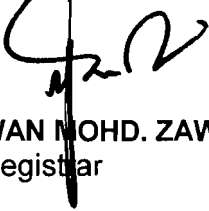
- i) Recitation & Rules of Quran Recitation – 30 minutes
- ii) Quran Interpretation – 20 minutes
- iii) Question & Answer – 10 minutes

4. Heads of Department are requested to ensure the successful running of this programme at their respective departments. All UTM staff members are to take note and take the necessary action. The implementation of this programme takes effect from the date of this circular.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Sincerely,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c.
- Vice Chancellor
 - Deputy Vice Chancellor (Research & Innovation)
 - Deputy Vice Chancellor (Academic & International)
 - Deputy Vice Chancellor (Student Affairs & Alumni)
 - Deputy Vice Chancellor (Development)
 - Director of UTM Kuala Lumpur
 - Senior Officers / Deans / Directors