

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (7)

13 Mei 2015
24 Rejab 1436

PEKELILING PENTADBIRAN BIL. 12/2015

PENUBUHAN UNIT INTEGRITI

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 18/2013 bertarikh 23 September 2013 telah meluluskan cadangan penubuhan Unit Integriti dan diletakkan di bawah Unit Audit Dalam. Sehubungan dengan itu, Unit Audit Dalam ditukar nama kepada **Bahagian Audit Dalam dan Integriti**.

2. Tujuan penubuhan Unit Integriti adalah untuk meningkatkan integriti staf di UTM dan memantau serta mengesan pelanggaran integriti dan kod etika, penyelewengan dan mencegah gejala rasuah.
3. Peranan dan tanggungjawab utama Unit Integriti adalah:
 - a. Menyelaras dan memantau program integriti
 - b. Melapor sebarang pelanggaran integriti
 - c. Menyelaras tindakan ke atas pelanggaran integriti
 - d. Melaksana program pemulihan integriti
 - e. Menasihati pengurusan dalam aspek integriti
 - f. Memastikan pematuhan kepada arahan/peraturan organisasi.
4. Universiti juga telah bersetuju melantik **Puan Raihan Binti Abd Karim** sebagai Pegawai Integriti Bertauliah (*Certified Integrity Officer (CeIO)*) mulai 14 April, 2015. Alamat surat-menyurat dan lokasi Unit Integriti adalah seperti berikut:

**Unit Integriti UTM,
Bahagian Audit Dalam dan Integriti,
Aras 4, Bangunan Canseleri Sultan Ibrahim,
UTM Johor Bahru, Johor.
Telefon : 07 - 5530278 / Faks : 07 - 5530400**

...2/-

5. Sehubungan dengan itu, semua staf diminta mengambil maklum mengenai penubuhan Unit Integriti dan segala urusan berkaitan hendaklah dimajukan ke Unit Integriti berkuat kuasa dari tarikh pekeliling ini dikeluarkan.
Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,


WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k. - YBhg. Datuk 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
- Bendahari
- Pengarah Kerja, Pejabat Harta Bina
- Pegawai-Pegawai Kanan/ Dekan/ Pengarah

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ADMINISTRATIVE CIRCULAR NO. 12/2015

ESTABLISHMENT OF THE INTEGRITY UNIT

Please be informed that the University Management Committee Meeting No. 18/2013 dated 23 September 2013, has endorsed the proposal for the establishment of the Integrity Unit under the Internal Audit Unit. Hence, the Internal Audit Unit is renamed as the **Internal and Integrity Audit Division**.

2. The aim of establishing the Integrity Unit is to enhance the integrity of UTM staff as well as monitor and detect violations of integrity and code of ethics, fraudulent activities and prevent corruption.

3. The role and responsibilities of the Integrity Unit are as follows:

- a. Coordinate and monitor integrity programmes
- b. Report any violation of integrity
- c. Coordinate action on breaches of integrity
- d. Implement integrity rehabilitation programmes
- e. Advise on aspects of integrity management
- f. Ensure compliance with directives/regulations of the organization.

4. The University has also made the decision to appoint **Puan Raihan Binti Abd Karim** as a Certified Integrity Officer (CeIO) commencing April 14, 2015. Details of the Integrity Unit's correspondence address and location are as follows:

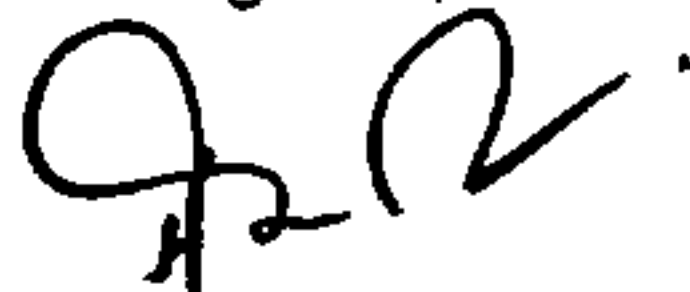
**UTM Integrity Unit,
Internal Audit and Integrity Division,
Level 4, Sultan Ibrahim Chancellery Building,
UTM Johor Bahru, Johor.
Telephone: 07-5530278 / Fax: 07-5530400**

5. Thus, all staff members are to take note of the establishment of the Integrity Unit and all related matters shall be forwarded to the Integrity Unit with effect from the date of this circular.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



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 Campus
- Bursar
- Director of Works, Office of Asset and Development
- Senior Officers/ Deans/ Directors