

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (38)

20 Mei 2020
28 Ramadan 1441

PEKELILING PENTADBIRAN BIL. 34/2020

PENUTUPAN OPERASI PEJABAT SEMPENA CUTI HARI RAYA AIDILFITRI TAHUN 2020

Cuti Umum bagi Hari Raya Aidilfitri bagi tahun 2020 adalah pada 24 dan 25 Mei 2020 bersamaan dengan 1 dan 2 Syawal 1441H. Sehubungan dengan itu, Universiti telah membuat ketetapan bahawa tempoh penutupan operasi Pusat Tanggungjawab (PTJ) adalah tertakluk kepada penetapan oleh PTJ masing-masing.

2. Penutupan operasi ini tidak boleh menjejaskan penyampaian perkhidmatan Universiti. PTJ adalah diminta untuk menyelaraskan jadual penggiliran bertugas supaya operasi penyampaian perkhidmatan tidak terjejas sepanjang tempoh cuti Hari Raya Aidilfitri.
3. Dalam tempoh penutupan operasi yang ditentukan oleh setiap PTJ, semua staf di PTJ berkenaan adalah dikehendaki memohon cuti rehat. Bagi staf tunggu sedia (*standby*) atau *on-call* serta mana-mana staf lain yang diarah bertugas bagi mana-mana penyampaian perkhidmatan perlu/kritikal tidak perlu memohon cuti rehat.
4. Ketua PTJ diminta memastikan pematuhan kepada Panduan Bekerja Pasca PKP yang telah dimaklumkan melalui Pekeliling Pentadbiran Bil 31 Tahun 2020 bagi staf yang diarah bekerja di pejabat mahupun staf bekerja dari rumah sepanjang tempoh ini.
5. Semua PTJ disarankan utk meletakkan kenderaan rasmi jabatan di parkir Laman Menanti UTM berhampiran Pejabat Bahagian Keselamatan, Jabatan Pendaftar semasa Cuti Umum Hari Raya Aidilfitri 2020.

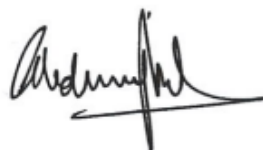
...2/-

6. Sehubungan dengan itu, dilampirkan senarai penutupan operasi PTJ sempena cuti Hari Raya Aidilfitri dan nama pegawai yang boleh dihubungi sekiranya diperlukan untuk tindakan segera.

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

Pendaftar

- s.k.
- Naib Canselor
 - Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

PENUTUPAN OPERASI/PEJABAT MENGIKUT PTJ SEMPENA HARI RAYA AIDILFITRI (UTM JB)

| BIL | PTJ/FAKULTI | BAHAGIAN | TARIKH CADANGAN PENUTUPAN OPERASI/PEJABAT | | NAMA DAN NOMBOR UNTUK DIHUBUNGI | | | |
|-----|--|---|---|-------------|---|------------|-------------------------------|------------|
| | | | DARI | HINGGA | NAMA PIC 1 | NO TELEFON | NAMA PIC 2 | NO TELEFON |
| 1 | JABATAN CANSELERI | PEJABAT NAIB CANSOLOR | 26 MEI 2020 | 28 MEI 2020 | JAFFREY BIN SAMSUL BAHRIN | 0197727007 | SITI NORAZIAH BINTI SATAPAH | 0177351114 |
| | | PEJABAT HAL EHWAL KORPORAT (HEK) | 26 MEI 2020 | 28 MEI 2020 | HALIZA BINTI ABDUL HAMID | 0197718411 | MOHAMAD REDHA BIN MD DALI | 0127667385 |
| | | PUSAT KUALITI & PENGURUSAN RISIKO UTM (UTM QRIM) | 26 MEI 2020 | 26 MEI 2020 | MOHD SYAZLI BIN MD TAHIR | 0137202594 | CHE NOORLIA BINTI SHAARI | 0127541956 |
| | | PUSAT ISLAM | - | - | MOHD. SHAFUDDIN BIN MOHAMAD | 0197734026 | NAEMAH BINTI HAMZAH | 0197464620 |
| | | UNIT AUDIT DALAM | 26 MEI 2020 | 26 MEI 2020 | M SAHIDI BIN SAIGON | 0137465922 | ROSMANIZA BINTI HARON | 0197744163 |
| | | UTM INTERNATIONAL | 21 MEI 2020 | 26 MEI 2020 | PUNITHAVALLI A/P MARIMUTHU | 0167090540 | KHAIRANY BINTI MOHD. KASSIM | 0197061779 |
| | | UTMCS | 26 MEI 2020 | 26 MEI 2020 | TAN HOOI LUANG | 0122973807 | MUHAMAD HAIRULNIZAM BIN ISHAK | 0177587030 |
| | | PEJABAT PENASIHAT UNDANG-UNDANG | 26 MEI 2020 | 28 MEI 2020 | IDA SHAZREEN BTE OMAR | 0127769646 | RAIHAN BINTI ABD KARIM | 0175845512 |
| 2 | JABATAN PENDAFTAR | BAHAGIAN SUMBER MANUSIA (BSM) | 26 MEI 2020 | 28 MEI 2020 | SAIDATUL AKMAR BINTI MOHD SAZALI | 0126096892 | HARIYANI BINTI KHALID | 0192708870 |
| | | PEJABAT PENDAFTAR | 26 MEI 2020 | 28 MEI 2020 | NORHAFIZAH BINTI MOHD HANAPIAH | 0197788343 | | |
| | | SEKSYEN GOVERNAN | 26 MEI 2020 | 28 MEI 2020 | MOHAMAD HAIRUDIN BIN SHAHARI | 0137772427 | | |
| | | BAHAGIAN PENGURUSAN ORGANISASI (BPO) | 26 MEI 2020 | 28 MEI 2020 | NORAZLINA BINTI MD ZAID | 0177330636 | MOHD SUFIAN BIN NOORALAZAM | 0167654696 |
| 3 | JABATAN BENDAHARI | JABATAN BENDAHARI (BENDAHARI) | - | - | NORLIA BINTI ISNIN | 0127955309 | | |
| 4 | JABATAN PERPUSTAKAAN UTM | JABATAN PERPUSTAKAAN UTM | - | - | GANESAN A/L ANDIMUTHU | 0127673016 | | |
| 5 | JABATAN HARTA BINA | JABATAN HARTA BINA | - | - | SUMI BINTI ISMAN | 0199720158 | | |
| 6 | JABATAN TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR) | JABATAN TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR) | 27 MEI 2020 | 28 MEI 2020 | NURAZLIN BINTI MASIR | 0137184397 | ARMAN BIN MD YASIN | 0177897025 |
| | | PUSAT KESIHATAN UNIVERSITI | - | - | RAJAMBAL A/P SINNASAMY | 075530999 | | |
| | | PUSAT KAUNSELING | - | - | DR. ZULFIKAR BIN AHMAD | 075536660 | | |
| 7 | JABATAN PERKHIDMATAN DIGITAL (UTMDigital) | PEJABAT UTMDigital | - | - | PROF MADYA DR. MOHD SHAHIZAN BIN OTHMAN | 0127363269 | | |
| 8 | JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) | PEJABAT PENTADBIRAN TNC (A&A) | 26 MEI 2020 | 28 MEI 2020 | HANIFAH BINTI AHMAD | 0197599448 | | |
| | | BAHAGIAN REKRUTMEN & PENGAMBILAN MAHASISWA (SRAD) | 26 MEI 2020 | 28 MEI 2020 | FATIN NABILA MOHD SHARIF | 0103601748 | INTAN SHAHNAZ ZULKIFLI | 0177261926 |
| | | BAHAGIAN PENGURUSAN AKADEMIK (AMD) | 26 MEI 2020 | 28 MEI 2020 | DZULHELMI MOHD RAZALI | 0126180852 | SAFRIZA SABJAH | 0137807163 |
| 9 | JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN & INOVASI) | JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI) | 26 MEI 2020 | 28 MEI 2020 | CHEW TEONG HAN | 0124738239 | | |
| | | INSTITUT PEMBANGUNAN BIOPRODUK (IBD) | - | - | MOHD HATTA MD SODARI | 075536479 | | |
| | | PENGURUSAN MAKMAL UNIVERSITI | 26 MEI 2020 | 28 MEI 2020 | SHAMSUL AZLI BIN SHAMSURAY | 0177523803 | | |
| | | PEJABAT PENERBIT | 26 MEI 2020 | 28 MEI 2020 | UNGKU HALIZA BINTI UNGKU ZAHAR | 0127213567 | | |
| 10 | SEKOLAH PENGAJIAN SISWAZAH | SEKOLAH PENGAJIAN SISWAZAH (SPS) | 26 MEI 2020 | 28 MEI 2020 | MOHD ZAIRES MD DARIS | 0127474747 | NOR KAMSIAH MANAN | 0197912142 |
| 11 | PUSAT PENGURUSAN PENYELIDIKAN (RMC) | PUSAT PENGURUSAN PENYELIDIKAN (RMC) | 26 MEI 2020 | 28 MEI 2020 | HARTINI BINTI DARSONO | 0123540031 | | |
| 12 | PUSAT INOVASI DAN PENGKOMERSILAN | PUSAT INOVASI DAN PENGKOMERSILAN (ICC) | 26 MEI 2020 | 28 MEI 2020 | ZULKEFLEE BIN SARMAN | 0197756119 | SHAHIZAN BINTI SARMIJAN | 0136332048 |
| 13 | PUSAT KEPIMPINAN AKADEMIK UTM | PUSAT KEPIMPINAN AKADEMIK UTM (UTMLEAD) | 26 MEI 2020 | 28 MEI 2020 | SABRENA BT OMAR | 0197905892 | NUR HANIN BT AHMAD | 0126763987 |
| 14 | JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN) | JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN) | 26 MEI 2020 | 28 MEI 2020 | NURULHUDA BINTI ABU TALIB | 0127746944 | ABDAH BINTI ISHAK | 0197753165 |
| 15 | FAKULTI KEJURUTERAAN (FK) | FAKULTI KEJURUTERAAN (FK) | 26 MEI 2020 | 28 MEI 2020 | HALIZA BINTI RAHMAT | 0127133137 | ABD BASID BIN ABD RAHMAN | 0197297235 |
| 16 | FAKULTI ALAM BINA & UKUR (FABU) | FAKULTI ALAM BINA & UKUR (FABU) | 26 MEI 2020 | 28 MEI 2020 | ABDUL JALIL BIN MAULANI | 0167727374 | | |
| 17 | FAKULTI SAINS SOSIAL DAN KEMANUSIAAN (FSSK) | FAKULTI SAINS SOSIAL DAN KEMANUSIAAN (FSSK) | 26 MEI 2020 | 28 MEI 2020 | KHAIRULL AZMI BIN ISHAK | 0127275589 | MASNIZAH BINTI OSMAN | 0197713026 |
| 18 | FAKULTI SAINS (FS) | FAKULTI SAINS (FS) | 26 MEI 2020 | 28 MEI 2020 | NORAZLINDA BINTI ABU BAKAR | 0197203725 | | |

PENUTUPAN OPERASI/PEJABAT MENGIKUT PTJ SEMPENA HARI RAYA AIDILFITRI (UTM JB)

| BIL | PTJ/FAKULTI | BAHAGIAN | TARIKH CADANGAN PENUTUPAN OPERASI/PEJABAT | | NAMA DAN NOMBOR UNTUK DIHUBUNGI | | | |
|-----|--|--|---|--------|--|------------|-----------------------------------|------------|
| | | | DARI | HINGGA | NAMA PIC 1 | NO TELEFON | NAMA PIC 2 | NO TELEFON |
| 19 | SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM (AHIBS) | SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM (AHIBS) | - | - | PROF. MADYA DR. SURESH AL RAMAKRISHNAN | 0167730564 | | |
| 20 | PUSAT PENYELIDIKAN UTM PAGOH | PUSAT PENYELIDIKAN UTM PAGOH | - | - | MOHD FARID BIN RAHMAT | 0149501833 | SITI NORSALIHIN BINTI HJ MD RADZI | 0134929677 |

**24 & 25 MAY 2020

CUTI UMUM HARI RAYA AIDILFITRI

-

PEJABAT DIBUKA MULAI 26 MEI 2020

kemaskini 23/05/2020, 12:00am

PENUTUPAN OPERASI/PEJABAT MENGIKUT PTJ SEMPENA HARI RAYA AIDILFITRI (UTM KL)

| BIL | PTJ | TARIKH CADANGAN PENUTUPAN OPERASI/PEJABAT | | NAMA DAN NOMBOR UNTUK DIHUBUNGI | | | |
|-----|---|---|-------------|--------------------------------------|------------|--------------------------------------|------------|
| | | DARI | HINGGA | NAMA PIC 1 | NO TELEFON | NAMA PIC 2 | NO TELEFON |
| 1 | PEJABAT HARTA BINA UTMKL | 27 MEI 2020 | 29 MEI 2020 | ZAHARAH BINTI AHMAD | 0165538161 | AISHAH BINTI ABD LATIF | 0196550192 |
| 2 | PEJABAT HAL EHWAL PELAJAR : PUSAT PENTADBIRAN, PUSAT SINERGI PELAJAR, PUSAT KECEMERLANGAN SUKAN & PUSAT KESEJAHTERAAN / KEMUDAHAN PELAJAR | 27 MEI 2020 | 28 MEI 2020 | NOR HASRINA BINTI MOHAMAD @ SULAIMAN | 0179702414 | NUR ATIQAH BINTI ZAINAL ABIDIN | 0172639011 |
| 3 | PEJABAT HAL EHWAL PELAJAR : PUSAT KAUNSELING | 27 MEI 2020 | 28 MEI 2020 | NURZIMAZAIHAN BINTI PI'I | 0123092917 | NOR HASRINA BINTI MOHAMAD @ SULAIMAN | 0105056771 |
| 4 | PEJABAT TIMBALAN NAIB CANSELOR PEMBANGUNAN : PUSAT PEMAJUAN DAN PENGURUSAN PERNIAGAAN | 27 MEI 2020 | 29 MEI 2020 | MUNIRA BINTI MOHAMED ROZANAN | 0122774348 | MUHAMAD HAZWAN BIN ZAKRIA | 0137957822 |
| 5 | PEJABAT TIMBALAN NAIB CANSELOR PEMBANGUNAN : UNIT DANA WAKAF PENDIDIKAN | 27 MEI 2020 | 29 MEI 2020 | WAN ALI BIN WAN JUSOH | 0192189078 | KHAIRUDIN BIN RAMLI | 0132731594 |
| 6 | PEJABAT TIMBALAN NAIB CANSELOR PEMBANGUNAN : UNIT PERSEKITARAN, KESELAMATAN DAN KESIHATAN PEKERJAAN UTMKL (OSHE) | 27 MEI 2020 | 29 MEI 2020 | IZZUAN BIN MOHD YUNOS | 0133990108 | MUHAMMAD ADLAN BIN ABDUL HALIM | 0174664619 |

**24 & 25 MAY 2020 - CUTI UMUM (HARI RAYA AIDILFITRI)



PEJABAT DIBUKA MULAI 27 MEI 2020

**26 MAY 2020 - CUTI GANTIAN (HARI RAYA AIDILFITRI) UNTUK KL SAHAJA

kemaskini 22/05/2020, 8:00 mlm

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (38)

20 May 2020
28 Ramadan 1441

ADMINISTRATIVE CIRCULAR NO. 34/2020

CLOSURE OF OFFICE OPERATION IN CONJUNCTION WITH HARI RAYA AIDILFITRI 2020

The Public Holidays for Aidilfitri 2020 are on the 24th and 25th May 2020 in conjunction with 1st and 2nd Syawal 1441H. In this regard, the University has decided that the period of closure of the Responsible Centres (PTJ) is to be determined by each PTJ.

2. The closure of operation shall not affect the service delivery of the University. PTJ is requested to adjust the duty rotation schedule so that service delivery operations are not affected during the Hari Raya Aidilfitri holidays.

3. During the closing period as determined by each PTJ, all staff at the PTJ are required to apply for leave. Staff on standby, or on-call, and any staff assigned to any necessary / critical service delivery are not required to apply for leave.

4. The head of the PTJ is requested to ensure compliance with the Post-MCO Working Guidelines announced through the Administrative Circular No. 31 of 2020 for staff who are directed to work in the office or work from home during this period.

5. All PTJs are advised to park official vehicles in the parking lot of the UTM Site near the Office of the Security Division, Registry Department during the Hari Raya Aidilfitri Public Holidays 2020.

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6. In this regard, a list of PTJs operations closures in conjunction with the Hari Raya Aidilfitri holidays and the names of officers to be contacted, if necessary, for immediate action.

Thank you

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur)
 - Director Research Centre – UTM Pagoh
 - Senior Officers / Deans / Directors

CLOSURE OF OFFICE OPERATION IN CONJUNCTION WITH HARI RAYA AIDILFITRI 2020 (UTM JB)

| NO | PTJ/FACULTY | DEPARTMENT | SUGGESTED DATE FOR CLOSURE OF OPERATIONS/OFFICE | | NAME DAN CONTACT NUMBER | | | |
|----|---|--|---|-------------|---|--------------|-------------------------------|--------------|
| | | | FROM | TO | NAME OF PIC 1 | TELEPHONE NO | NAME OF PIC 2 | TELEPHONE NO |
| | DEPARTMENT OF CHANCELLERY | OFFICE OF VICE CHANCELLOR | 26 MAY 2020 | 28 MAY 2020 | JAFFREY BIN SAMSUL BAHRIN | 0197727007 | SITI NORAZIAH BINTI SATAPAH | 0177351114 |
| | | OFFICE OF CORPORATE AFFAIRS | 26 MAY 2020 | 28 MAY 2020 | HALIZA BINTI ABDUL HAMID | 0197718411 | MOHAMAD REDHA BIN MD DALI | 0127667385 |
| | | QUALITY AND RISK MANAGEMENT CENTRE (UTM QRIM) | 26 MAY 2020 | 26 MAY 2020 | MOHD SYAZLI BIN MD TAHIR | 0137202594 | CHE NOORLIA BINTI SHAARI | 0127541956 |
| | | ISLAMIC CENTRE | - | - | MOHD. SHAIFUDDIN BIN MOHAMAD | 0197734026 | NAEMAH BINTI HAMZAH | 0197464620 |
| | | INTERNAL AUDIT UNIT | 26 MAY 2020 | 26 MAY 2020 | M SAHIDI BIN SAIGON | 0137465922 | ROSMANIZA BINTI HARON | 0197744163 |
| | | UTM INTERNATIONAL | 21 MAY 2020 | 26 MAY 2020 | PUNITHAVALLI A/P MARIMUTHU | 0167090540 | KHAIRANY BINTI MOHD. KASSIM | 0197061779 |
| | | UTMCS | 26 MAY 2020 | 26 MAY 2020 | TAN HOOI LUANG | 0122973807 | MUHAMAD HAIRULNIZAM BIN ISHAK | 0177587030 |
| | | OFFICE OF LEGAL ADVISOR | 26 MAY 2020 | 28 MAY 2020 | IDA SHAZREEN BTE OMAR | 0127769646 | RAIHAN BINTI ABD KARIM | 0175845512 |
| 2 | DEPARTMENT OF REGISTRAR | HUMAN RESOURCE DIVISION | 26 MAY 2020 | 28 MAY 2020 | SAIDATUL AKMAR BINTI MOHD SAZALI | 0126096892 | HARIYANI BINTI KHALID | 0192708870 |
| | | OFFICE OF THE REGISTRAR | 26 MAY 2020 | 28 MAY 2020 | NORHAFIZAH BINTI MOHD HANAPIAH | 0197788343 | | |
| | | GOVERNANCE SECTION | 26 MAY 2020 | 28 MAY 2020 | MOHAMAD HAIRUDIN BIN SHAHARI | 0137772427 | | |
| | | ORGANIZATION MANAGEMENT DIVISION | 26 MAY 2020 | 28 MAY 2020 | NORAZLINA BINTI MD ZAID | 0177330636 | MOHD SUFIAN BIN NOORALAZAM | 0167654696 |
| 3 | BURSARY | DEPARTMENT OF BURSARY | - | - | NORLIA BINTI ISNIN | 0127955309 | | |
| 4 | LIBRARY UTM | DEPARTMENT OF LIBRARY UTM | - | - | GANESAN A/L ANDIMUTHU | 0127673016 | | |
| 5 | ASSET AND DEVELOPMENT | DEPARTMENT OF ASSET AND DEVELOPMENT | - | - | SUMI BINTI ISMAN | 0199720158 | | |
| 6 | DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS) | DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS) | 27 MEI 2020 | 28 MEI 2020 | NURAZLIN BINTI MASIR | 0137184397 | ARMAN BIN MD YASIN | 0177897025 |
| | | UNIVERSITY HEALTH CENTRE | - | - | RAJAMBAL A/P SINNASAMY | 075530999 | | |
| | | COUNSELLING CENTRE | - | - | DR. ZULFIKAR BIN AHMAD | 075536660 | | |
| 7 | UTMDIGITAL | OFFICE OF DIRECTOR | - | - | PROF MADYA DR. MOHD SHAHIZAN BIN OTHMAN | 0127363269 | | |
| 8 | DEPARTMENT OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL) | ADMINISTRATIVE OFFICE TNC (A&A) | 26 MAY 2020 | 28 MAY 2020 | HANIFAH BINTI AHMAD | 0197599448 | | |
| | | STUDENT RECRUITMENT & ADMISSION (SRAD) | 26 MAY 2020 | 28 MAY 2020 | FATIN NABILA MOHD SHARIF | 0103601748 | INTAN SHAHNAZ ZULKIFLI | 0177261926 |
| | | ACADEMIC MANAGEMENT DIVISION (AMD) | 26 MAY 2020 | 28 MAY 2020 | DZULHELMI MOHD RAZALI | 0126180852 | SAFRIZA SABJAH | 0137807163 |
| 9 | DEPARTMENT OF THE DEPUTY VICE-CHANCELLOR (RESEARCH & INNOVATION) | OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH & INNOVATION) | 26 MAY 2020 | 28 MAY 2020 | CHEW TEONG HAN | 0124738239 | | |
| | | BUSINESS DEVELOPMENT INSTITUTE (IBD) | - | - | MOHD HATTA MD SODARI | 075536479 | | |
| | | UNIVERSITY LABORATORY MANAGEMENT CENTRE | 26 MAY 2020 | 28 MAY 2020 | SHAMSUL AZLI BIN SHAMSURAY | 0177523803 | | |
| | | OFFICE OF PUBLICATION | 26 MAY 2020 | 28 MAY 2020 | UNGKU HALIZA BINTI UNGKU ZAHAR | 0127213567 | | |
| 10 | SCHOOL OF GRADUATE STUDIES | SCHOOL OF GRADUATE STUDIES | 26 MAY 2020 | 28 MAY 2020 | MOHD ZAIRES MD DARIS | 0127474747 | NOR KAMSI AH MANAN | 0197912142 |
| 11 | RESEARCH MANAGEMENT CENTRE (RMC) | RESEARCH MANAGEMENT CENTRE (RMC) | 26 MAY 2020 | 28 MAY 2020 | HARTINI BINTI DARSONO | 0123540031 | | |
| 12 | INNOVATION & COMMERCIALISATION CENTRE (ICC) | CENTER OF INNOVATION AND COMMERCIALIZATION (ICC) | 26 MAY 2020 | 28 MAY 2020 | ZULKEFLEE BIN SARMAN | 0197756119 | SHAHIZAN BINTI SARMIJAN | 0136332048 |
| 13 | UTM ACADEMIC & LEADERSHIP (UTMLead) | UTM ACADEMIC & LEADERSHIP (UTMLead) | 26 MAY 2020 | 28 MAY 2020 | SABRENA BT OMAR | 0197905892 | NUR HANIN BT AHMAD | 0126763987 |
| 14 | DEPARTMENT OF THE DEPUTY VICE-CHANCELLOR (DEVELOPMENT) | OFFICE OF THE DEPUTY VICE-CHANCELLOR (DEVELOPMENT) | 26 MAY 2020 | 28 MAY 2020 | NURULHUDA BINTI ABU TALIB | 0127746944 | ABDAH BINTI ISHAK | 0197753165 |
| 15 | ENGINEERING FACULTY (FK) | ENGINEERING FACULTY (FK) | 26 MAY 2020 | 28 MAY 2020 | HALIZA BINTI RAHMAT | 0127133137 | ABD BASID BIN ABD RAHMAN | 0197297235 |

CLOSURE OF OFFICE OPERATION IN CONJUNCTION WITH HARI RAYA AIDILFITRI 2020 (UTM JB)

| NO | PTJ/FACULTY | DEPARTMENT | SUGGESTED DATE FOR CLOSURE OF OPERATIONS/OFFICE | | NAME DAN CONTACT NUMBER | | | |
|----|--|--|---|-------------|--|--------------|-----------------------------------|--------------|
| | | | FROM | TO | NAME OF PIC 1 | TELEPHONE NO | NAME OF PIC 2 | TELEPHONE NO |
| 16 | FACULTY OF BUILT ENVIRONMENT AND SURVEYING (FABU) | FACULTY OF BUILT ENVIRONMENT AND SURVEYING (FABU) | 26 MAY 2020 | 28 MAY 2020 | ABDUL JALIL BIN MAULANI | 0167727374 | | |
| 17 | FACULTY OF SOCIAL SCIENCE AND HUMANITIES (FSSK) | FACULTY OF SOCIAL SCIENCE AND HUMANITIES (FSSK) | 26 MAY 2020 | 28 MAY 2020 | KHAIRULL AZMI BIN ISHAK | 0127275589 | MASNIZAH BINTI OSMAN | 0197713026 |
| 18 | FACULTY OF SCIENCE (FS) | FACULTY OF SCIENCE (FS) | 26 MAY 2020 | 28 MAY 2020 | NORAZLINDA BINTI ABU BAKAR | 0197203725 | | |
| 19 | AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS) | AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS) | - | - | PROF. MADYA DR. SURESH AL RAMAKRISHNAN | 0167730564 | | |
| 20 | UTM PAGOHO RESEARCH CENTRE | UTM PAGOHO RESEARCH CENTRE | - | - | MOHD FARID BIN RAHMAT | 0149501833 | SITI NORSALIHIN BINTI HJ MD RADZI | 0134929677 |

**24 & 25 MAY 2020

PUBLIC HOLIDAYS

- RESUME OPERATION FROM 26 MAY 2020

last updated on 23/05/2020, 12:00am

CLOSURE OF OFFICE OPERATION IN CONJUNCTION WITH HARI RAYA AIDILFITRI 2020 (UTM KL)

| NO | PTJ | SUGGESTED DATE FOR CLOSURE OF OPERATIONS/OFFICE | | NAME DAN CONTACT NUMBER | | | |
|----|--|---|-------------|--------------------------------------|--------------|--------------------------------------|--------------|
| | | FROM | TO | NAME OF PIC 1 | TELEPHONE NO | NAME OF PIC 2 | TELEPHONE NO |
| 1 | OFFICE OF ASSET AND DEVELOPMENT UTMKL | 27 MAY 2020 | 29 MAY 2020 | ZAHARAH BINTI AHMAD | 0165538161 | AISHAH BINTI ABD LATIF | 0196550192 |
| 2 | OFFICE OF STUDENT AFFAIRS : ADMINISTRATION CENTER, STUDENT SYNERGY CENTER, CENTER OF SPORTS EXCELLENCE & STUDENTS WELLBEING & SUPPORT CENTER | 27 MAY 2020 | 28 MAY 2020 | NOR HASRINA BINTI MOHAMAD @ SULAIMAN | 0179702414 | NUR ATIQAH BINTI ZAINAL ABIDIN | 0172639011 |
| 3 | OFFICE OF STUDENT AFFAIRS : COUNSELLING CENTRE | 27 MAY 2020 | 28 MAY 2020 | NURZIMAZAIHAN BINTI PI'I | 0123092917 | NOR HASRINA BINTI MOHAMAD @ SULAIMAN | 0105056771 |
| 4 | OFFICE OF THE DEPUTY VICE-CHANCELLOR (DEVELOPMENT) : CENTER FOR BUSINESS DEVELOPMENT AND MANAGEMENT | 27 MAY 2020 | 29 MAY 2020 | MUNIRA BINTI MOHAMED ROZNAN | 0122774348 | MUHAMAD HAZWAN BIN ZAKRIA | 0137957822 |
| 5 | OFFICE OF THE DEPUTY VICE-CHANCELLOR (DEVELOPMENT) : WAQAF AND EDUCATIONAL FUNDS UNIT | 27 MAY 2020 | 29 MAY 2020 | WAN ALI BIN WAN JUSOH | 0192189078 | KHAIRUDIN BIN RAMLI | 0132731594 |
| 6 | OFFICE OF THE DEPUTY VICE-CHANCELLOR (DEVELOPMENT) : OCCUPATIONAL SAFETY & HEALTH UNIT (OSHE) | 27 MAY 2020 | 29 MAY 2020 | IZZUAN BIN MOHD YUNOS | 0133990108 | MUHAMMAD ADLAN BIN ABDUL HALIM | 0174664619 |

**24 & 25 MAY 2020 - PUBLIC HOLIDAYS (HARI RAYA AIDILFITRI)

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RESUME OPERATION FROM 27 MAY 2020

**26 MAY 2020 - REPLACEMENT OF PUBLIC HOLIDAY (HARI RAYA AIDILFITRI) FOR KL ONLY

last updated on 22/05/2020, 8:00 pm