

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (23)

10 Mei 2021
28 Ramadan 1442

PEKELILING PENTADBIRAN BIL. 19/2021

PENUTUPAN OPERASI PEJABAT SEMPENA CUTI HARI RAYA AIDILFITRI TAHUN 2021

Cuti Umum bagi Hari Raya Aidilfitri bagi tahun 2021 adalah pada 13 dan 14 Mei 2021 bersamaan dengan 1 dan 2 Syawal 1442H. Sehubungan dengan itu, tempoh penutupan operasi Pusat Tanggungjawab (PTJ) adalah tertakluk kepada penetapan PTJ masing-masing.

2. Penutupan operasi ini diharapkan tidak 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. Semua PTJ disarankan untuk meletakkan kenderaan rasmi jabatan di parkir Laman Menanti UTM berhampiran Pejabat Bahagian Keselamatan, Jabatan Pendaftar semasa Cuti Umum Hari Raya Aidilfitri 2021.

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

5. Diharapkan agar semua warga Universiti sentiasa mengamalkan 3W (*wash, wear & warn*) dan mengelakkan 3S (*sesak, sempit & sembang dekat-dekat*) serta patuh kepada Prosedur Operasi Standard (SOP) yang telah ditetapkan oleh Majlis Keselamatan Negara dalam membendung penularan wabak Covid-19.

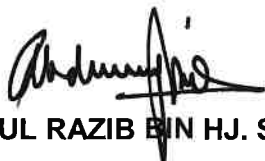
Sekian, terima kasih.

SELAMAT HARI RAYA AIDILFITRI

“Prihatin Rakyat: Darurat Memerangi COVID-19”

“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 – Kampus Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

NMZ/MSN

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

BIL	PUSAT TANGGUNGJAWAB	BAHAGIAN	PENUTUPAN OPERASI/PEJABAT		NAMA DAN NO TELEFON UNTUK DIHUBUNGI			
			DARI	HINGGA	NAMA PIC 1	NO TELEFON	NAMA PIC 2	NO TELEFON
1	JABATAN CANSELERI	PEJABAT NAIB CANSOLOR	12/5/2021	16/5/2021	PN. NURIN ASYIKA ABD JALEL	013-7470703		
		PEJABAT STRATEGI & HAL EHWAL KORPORAT	13/5/2021	18/5/2021	PN. HALIZA BINTI ABDUL HAMID	019-7718411		
		MAJLIS PROFESOR	11/5/2021	18/5/2021	PN. FAEIZAH BINTI MUHAMAD	019-8188074		
		PUSAT KUALITI & PENGURUSAN RISIKO UTM	13/5/2021	18/5/2021	EN. MOHD SYAZLI BIN MD TAHIR	013-7202594		
		PEJABAT PELESTARIAN KAMPUS	13/5/2021	17/5/2021	MS. TAN HOOI LUANG	012-2973807		
		PUSAT ISLAM	14/5/2021	16/5/2021	EN. MOHD. SHAIFUDDIN BIN MOHAMAD	019-7734026		
		UNIT AUDIT DALAM	12/5/2021	17/5/2021	M. SAHIDI BIN SAIGON	013-7465922		
		UTM INTERNATIONAL	13/5/2021	17/5/2021	MS. PUNITHAVALLI A/P MARIMUTHU	016-7090540		
		PEJABAT PENASIHAT UNDANG-UNDANG	13/5/2021	17/5/2021	PN. RIFHAN ILI BINTI ROSLAN	013-7779954	PN. RAIHAN BINTI ABD KARIM	017-5845512
2	JABATAN PENDAFTAR	BAHAGIAN SUMBER MANUSIA	13/5/2021	17/5/2021	EN. SHAHREL AHMAD BIN SHUHEL AHMAD	010-7095814		
		BAHAGIAN PENGURUSAN ORGANISASI	13/5/2021	17/5/2021	EN. MOHD SUFIAN BIN NOORALAZAM (MEL)	016-7654696	PN. NURNASUHA BINTI ALWI (PERUBATAN)	013-5902366
		BAHAGIAN KESELAMATAN			TALIAN KECEMASAN KESELAMATAN	07-5530014		
3	JABATAN BENDAHARI	JABATAN BENDAHARI	13/5/2021	17/5/2021	PN. NORLIA BINTI ISNIN	012-7955309	EN. HAMSHARIMAN BIN HAMDAN	011-26653566
4	JABATAN PERPUSTAKAAN	JABATAN PERPUSTAKAAN	12/5/2021	17/5/2021	EN. MOHD NASIR BIN IBRAHIM	013-7711001	PN. ZAFARINA BINTI DOL	019-7200031
5	JABATAN HARTA BINA	PEJABAT PENGARAH KERJA	12/5/2021	18/5/2021	PN. NABIHAH BINTI RAMLI	012-7674460	EN. HASHIM BIN AHMAD	017-7966278
		UNIT PENTADBIRAN & PSM	12/5/2021	18/5/2021	PN. SUMI BINTI ISMAN	019-7550158	PN. NOR WATI BINTI HJ. DAUD	010-3554848
		BAHAGIAN SENIBINA	13/5/2021	16/5/2021	EN. SHALAN BIN TALIB	013-7600208	EN. ISMAWI BIN ISMAIL	013-7679672
		BAHAGIAN AWAM	13/5/2021	16/5/2021	EN. MOHD ISHAMUDDIN BIN KUSMIN	019-7758699	EN. KHIR BIN MOHD ALI	012-5600024
		BAHAGIAN MEKANIKAL	12/5/2021	16/5/2021	EN. KAIRUL ELMI BIN MOHAMAD SHARIF	012-7344363	EN. NURUL AZLY BIN MARBAIE	013-7440067
		BAHAGIAN ELEKTRIK	13/5/2021	17/5/2021	EN. AHMAD KHAIRUL NIZAM BIN AHMAD KHAIRUDIN	019-7303373	EN. MUHAMMAD ZULHILMI BIN AHMAD	013-6820661
		BAHAGIAN LANDSKAP & PEMBERSIHAN	13/5/2021	16/5/2021	EN. MOHD AFIZAN BIN ALANG	019-7291833	EN. MUJAR BIN SAJIMIN	019-7272038
		BAHAGIAN KONTRAK & PEROLEHAN	12/5/2021	18/5/2021	EN. AFENDI BIN OSMAN	019-6731405	CIK HAMIDAH BINTI HARIS	013-7035006
6	JABATAN TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR)	JABATAN TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR)	12/5/2021	17/5/2021	EN. ZAIDI BIN HAJI MOHMOD	07-5530025		
		PUSAT KESIHATAN UNIVERSITI	12/5/2021	17/5/2021	TALIAN KECEMASAN PKU	07-5530999		
		PUSAT KAUNSELING	12/5/2021	18/5/2021	DR. ZULFIKAR AHMAD	013-6026403	EN. ABDUL RAZAK BIN ABD WAHAB	012-7396219
7	JABATAN PERKHIDMATAN DIGITAL	PEJABAT UTMDigital	12/5/2021	17/5/2021	PN. NAZLIN BINTI ALI	012-2373943	PN. RUZIAH BINTI ABDUL RAHMAN	019-7700339
8	JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA)	PEJABAT PENTADBIRAN TNC (A&A)	13/5/2021	17/5/2021	PN. HANIFAH BINTI AHMAD	019-7599448		
		BAHAGIAN REKRUTMEN & PENGAMBILAN MAHASISWA (SRAD)	12/5/2021	1:00 PM 17/5/2021	PN. FATIN NABILA BINTI MOHD SHARIF	019-7061748	EN. AMINUL MAZAN BIN RASMAN	017-7004007
		BAHAGIAN PENGURUSAN AKADEMIK (AMD)	12/5/2021	18/5/2021	EN. ABDUL RAZAK ABDUL AZIZ	012-7290988	PN. SAFRIZA SABIAH	013-7807163
		UTM iLeaGue	13/5/2021	18/5/2021	EN. ARDIYANTO ARDA	011-61302785	EN. AHMAD FADLI OTHMAN	011-61301294
9	JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI)	JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI)	13/5/2021	17/5/2021	PN. NUR HAKIMI BINTI KARSONO	011-12788247	PN. SYERAFINA BINTI SARAPOL	013-7656857
		INSTITUT PEMBANGUNAN BIOPRODUK (IBD)	13/5/2021	17/5/2021	EN. MOHD HATTA BIN MD SODARI	019-7504900	EN. SEZALI BIN JAMALUDIN	07-5536465
		PUSAT PENYELIDIKAN FIQH SAINS DAN TEKNOLOGI (CFIRST)	10/5/2021	18/5/2021	PN. NURUL HUSNA BINTI MOHAMMAD SAIRI	019-5734791		
10	SEKOLAH PENGAJIAN SISWAZAH (SPS)	SEKOLAH PENGAJIAN SISWAZAH (SPS)	12/5/2021	18/5/2021	PN. EKA AMIRA BINTI RAHMAT	016-7285734	EN. MOHD ZAIRES BIN MD DARIS	012-7474747
11	PUSAT PENGURUSAN PENYELIDIKAN (RMC)	PUSAT PENGURUSAN PENYELIDIKAN (RMC)	12/5/2021	2:00 PM 17/5/2021	PN. SHARIFAH NURINTAN FAZLINA BINTI SYED MOHAMED	019-6481015	EN. MUHAMAD KHAIRUL FAHMIE BIN ASRI	012-7446025
12	PUSAT KEPIMPINAN AKADEMIK UTM (UTMLEAD)	PUSAT KEPIMPINAN AKADEMIK UTM (UTMLEAD)	12/5/2021	17/5/2021	PN. SABRENA BINTI OMAR	019-7905892		
13	JABATAN TIMBALAN NAIB CANSOLOR (PEMBANGUNAN)	BAHAGIAN PENGURUSAN PERNIAGAAN (BMD)	12/5/2021	17/5/2021	EN. TAHA BIN OTHMAN	019-7444548		
		UNIT ENDOWMEN, BAHAGIAN PEMAJUAN	12/5/2021	17/5/2021	EN. BAHARUDIN BIN MASTARI	019-7270158	PN. AFIFAH SYAFIQAH BINTI NAZIR	019-7503931
		UNIT UTM ALUMNI	12/5/2021	17/5/2021	EN. MOHD FAIZAL BIN HJ ABD JALAL	019-2210685	PN. NORHAIRUNNISA MD NASIR	012-7743591
		UNIT UTM KAMPUS EDUPELANCONGAN	12/5/2021	18/5/2021	EN. ABU NAQUDDIN BIN ABU TALIB	017-7277957	EN. MOHD FUAD BIN JAAFAR	017-7946096
		KLUSTER SUKAN, REKREASI DAN EDUPELANCONGAN	12/5/2021	18/5/2021	PN. NOR FARAHIN BINTI TALIB	014-9321546	EN. MUKHLISIN BIN MOHD NOR	012-3476387
		KLUSTER HOSPITALITI	13/5/2021	18/5/2021	EN. ARIFFIN BIN BASSERANY	019-7177313	EN. MOHAIRIN BIN MOHAMED MOHTAR	011-35458817
		KOLEJ RAHMAN PUTRA	13/5/2021	17/5/2021	EN. MOHD RASDAN BIN JAMIAN@RADUAN	016-7965230	EN. MUHAMAD AZAN BIN MOHMAD SAIRAJI	019-6607668
		KOLEJ TUN FATIMAH	13/5/2021	17/5/2021	PN. NORSIDAH BT. OTHMAN	019-7579949	PN. NORAZILAH BT. MOHD SHAH	018-9860090
		KOLEJ TUN DR ISMAIL	12/5/2021	1:00 PM 16/5/2021	EN. HAMDAN BIN ABD GHANI	011-27346968	PROF. MADYA DR. MOHD NOOR AZLI BIN ALI KHAN	012-7102910
		KOLEJ TUANKU CANSOLOR	12/5/2021	12:00 PM 17/5/2021	PN. RUBIAH BINTI ABD AZZ	019-5212538	EN. MOHD FAUZI BIN SATILAN	019-9526804
		KOLEJ DATIN SERI ENDON	13/5/2021	17/5/2021	PN. EMA RAZRINA BINTI AMBAYAH	018-7732923	CIK NURUL ALIAH BINTI NORSALIM	014-3181602
		KOLEJ DATO' ONN JAAFAR	12/5/2021	17/5/2021	PN. NOR AISHAH BT ABDULLAH	07-5537709		
		KOLEJ 9&10	12/5/2021	17/5/2021	SALMIAH SALLEH	013-7474789		

BIL	PUSAT TANGGUNGJAWAB	BAHAGIAN	PENUTUPAN OPERASI/PEJABAT		NAMA DAN NO TELEFON UNTUK DIHUBUNGI				
			DARI	HINGGA	NAMA PIC 1	NO TELEFON	NAMA PIC 2	NO TELEFON	
14	FAKULTI KEJURUTERAAN (FK)	FAKULTI KEJURUTERAAN	13/5/2021	17/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	EN. ZAIMI BIN SHAHARANI	019-7164948	
		SEKOLAH KEJURUTERAAN ELEKTRIK	12/5/2021	17/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	PN. MAWAR BINTI ADAN	013-7241175	
		SEKOLAH KEJURUTERAAN BIOPERUBATAN DAN SAINS KESIHATAN	12/5/2021	18/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	PN. NUR ASHIKIN BINTI HADI	014-2161765	
		SEKOLAH KEJURUTERAAN KIMIA & KEJURUTERAAN TENAGA	13/5/2021	17/5/2021	EN. MOHAMMAD NAZMI B. MOHAMMAD NASIR	017-7767437	PN. MARINA BT. MUKHTAR DAHLAN	012-3783286	
		SEKOLAH KOMPUTERAN	12/5/2021	17/5/2021	EN. MOHD HUZA BIN GONO	013-7526967	EN. SHOKRI BIN ABD MAJID	017-7516146	
		PEJABAT PENTADBIRAN, SEKOLAH KEJURUTERAAN AWAM	5/12/2021	5/18/2021	PN. NORAIHA HJ. MOHD. SALLEH	013-7035393	EN. ABU BAKAR BIN SA'AN	019-7861416	
		PEJABAT PENTADBIRAN, SEKOLAH KOMPUTERAN	12/5/2021	17/5/2021	PN. NOREHA BINTI MAT ISA @ ABDUL RAHMAN	012-7638506			
15	FAKULTI ALAM BINA & UKUR (FABU)	FAKULTI ALAM BINA & UKUR (FABU)	12/5/2021	1:00 PM	17/5/2021	PN. ZULAIKA BINTI MD KHALID	014-7741810	PN. FADILLAH ABDUL HAMID	013-3888616
16	FAKULTI SAINS SOSIAL DAN KEMANUSIAAN (FSSK)	FAKULTI SAINS SOSIAL DAN KEMANUSIAAN (FSSK)	13/5/2021		17/5/2021	EN. HEMNARTH A/L TANAKARAN	017-4820600	EN. KHAIRULL AZMI BIN ISHAK	012-7275589
17	FAKULTI SAINS (FS)	PEJABAT PENTADBIRAN FAKULTI SAINS	12/5/2021		17/5/2021	PN. HJH. NOR AZLINDA BINTI ABU BAKAR	019-7203725	EN. MOHD AZAHARI BIN AYOB	017-7955795
18	SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM (AHIBS)	SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM (AHIBS)	12/5/2021		18/5/2021	PN. RAUDAH MD AUZAIR	013-7838339	PN. FASIAH MOHD JASLAN	013-7015697

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

BIL	PUSAT TANGGUNGJAWAB	BAHAGIAN	PENUTUPAN OPERASI/PEJABAT		NAMA DAN NO TELEFON UNTUK DIHUBUNGI				
			DARI	HINGGA	NAMA PIC 1	NO TELEFON	NAMA PIC 2	NO TELEFON	
1	PEJABAT NAIB CANSOLOR, UTMKL	PEJABAT CANSELERI (ARAS 17)	5/12/2021	5/17/2021	EN. HASANUDDIN BIN OTHMAN	019-6529846	PN. SYARIFAH SYALIANA BINTI SYED ALI	016-3298684	
		PEJABAT STRATEGI DAN HAL EHWAL KORPORAT	5/12/2021	5/17/2021	PN. NORFAZLIANA BINTI JAAFAR	017-6851766			
		PUSAT KUALITI & PENGURUSAN RISIKO UTM	5/12/2021	5/17/2021	PN. HANISAH BINTI NORDIN	017-2878029	PN. NORAZWA BINTI MOHD SOBERI	012-6854001	
		PUSAT ISLAM	5/12/2021	5/17/2021	PN. SHAHARINA BINTI SHAHARUDDIN	019-6743954			
		UTM INTERNATIONAL	5/12/2021	5/17/2021	EN. NOOR AZAM BIN SAMSUDIN	017-7376024	PN. SU ZALPHA BINTI MOHAMED	012-2399837	
		PEJABAT PELESTARIAN KAMPUS	5/13/2021	5/17/2021	EN. ZAINAL AFFANDI BIN ZAINAL ABIDIN	011-23115025			
2	JABATAN PENDAFTAR	BAHAGIAN PENDAFTAR KUALA LUMPUR (BPKL)	5/12/2021	1:00 PM	5/17/2021	PN. NURULHASLINDA BINTI MUHD SIDEK	012-6620515	PN. NOORHAFIZA BINTI NOORDIN	010-2782808
3	JABATAN BENDAHARI	PEJABAT BENDAHARI	5/13/2021		5/17/2021	PN. NURULNIZAR ADHA BINTI MOKTAR	019-3490254		
4	JABATAN PERPUSTAKAAN	PERPUSTAKAAN UTM	12/5/2021		17/5/2021	PN. SARASYIMA BINTI MD SALLEH	012-3840248		
5	JABATAN HAL EHWAL MAHASISWA DAN ALUMNI	PEJABAT HAL EHWAL PELAJAR	5/13/2021	5/17/2021	PN. NURUL AIN BINTI MOHD YUNOS	012-7501969			
		PUSAT KAUNSELING	5/12/2021	5/19/2021	PN. NURZIMAZAIHAN BINTI PI'I	012-3092917			
		PUSAT KESIHATAN UNIVERSITI UTMKL	5/12/2021	2:00 PM	5/17/2021	DR. IZZAT HAZMIR BIN ISMAAL	013-3001549	EN. MOHD SYAFIQ BIN SAMSUDIN	012-9216569
6	JABATAN PERKHIDMATAN DIGITAL	UTM DIGITAL	5/12/2021	1:00 PM	5/17/2021	EN. MOHD SHARUDIN BIN MAT DELI	019-6416417		
7	JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA)	PEJABAT TNC (AA)	5/12/2021		5/17/2021	PN. KHAIRANI BINTI IBRAHIM	012-7520087		
8	JABATAN TIMBALAN NAIB CANSOLOR (PENYELIDIKAN DAN INOVASI) TNC (P&I)	PEJABAT TIMBALAN NAIB CANSOLOR (PENYELIDIKAN & INOVASI)	12/5/2021	1:00 PM	18/5/2021	DATIN HUZAIMAH BINTI YAHYA	016-4449706		
9	SEKOLAH PENGAJIAN SISWAZAH (SPS)	SEKOLAH PENGAJIAN SISWAZAH	5/12/2021		5/17/2021	PN. KHAIRANI BINTI IBRAHIM	012-7520087		
10	SEKOLAH PENDDIKAN PROFESIONAL & PENDIDIKAN BERTERUSAN (SPACE)	PPD SPACE	5/17/2021		5/18/2021	PN. NURUL NAZIHAN BINTI AHMAD	013-3394770	PN. RAHAIDA	019-2054303
11	MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY (MJIIT)	PEJABAT PENTADBIRAN MJIIT	10/5/2021		17/5/2021	EN. ZURIK AZAHAM BIN ARIS	013-3825670	PN. SITI NABIHAH BINTI JOHARI	019-7020160
12	FAKULTI SAINS SOSIAL & KEMANUSIAAN	FAKULTI SAINS SOSIAL & KEMANUSIAAN	5/12/2021	5/17/2021	EN. SHAHNIZAM BIN SAMAN	017-8771617	PUAN HAZLEN	012-7072435	
		RZS-CENTRE FOR ADVANCED STUDIES ON ISLAM, SCIENCE AND CIVILISATION (CASIS)	5/13/2021	5/17/2021	CIK NURFAZREENA BINTI MOHD SAH	013-7457295			
13	SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM	SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM	12/5/2021		18/5/2021	PN. RADIATUL HADAVIYAH BINTI RAMLAN	012-3514774	PN. NAIMAH BINTI MOHAMED	019-2759684
14	FAKULTI TEKNOLOGI & INFORMATIK RAZAK	PENGURUSAN SUMBER MANUSIA DAN PENTADBIRAN	5/12/2021		5/12/2021	EN. NASIR BIN OSMAN	013-6332478	EN. MUHAMMAD FADZLY BIN JAMALUDIN	013-7101700

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

BIL	PUSAT TANGGUNGJAWAB	BAHAGIAN	PENUTUPAN OPERASI/PEJABAT		NAMA DAN NO TELEFON UNTUK DIHUBUNGI				
			DARI	HINGGA	NAMA PIC 1	NO TELEFON	NAMA PIC 2	NO TELEFON	
1	PEJABAT TIMBALAN NAIB CANSOLOR (PENYELIDIKAN & INOVASI)	PEJABAT PENTADBIRAN & SOKONGAN UTM KAMPUS PAGOH	11/5/2021		18/5/2021	PN. SITI NORSALIHIN BINTI HJ MD RADZI	06-9742806	EN. MOHD FARID BIN RAHMAT	06-9742803

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (23)

10 May 2021
28 Ramadan 1442

ADMINISTRATIVE CIRCULAR NO. 19/2021

CLOSURE OF OFFICE OPERATIONS IN CONJUNCTION WITH THE AIDILFITRI HOLIDAY IN 2021

The Public Holiday for Hari Raya Aidilfitri for the year 2021 is on 13 and 14 May 2021 equivalent to 1 and 2 Syawal 1442H. Accordingly, the period of closure of the operation of the Responsibility Center (PTJ) is subject to the determination of the respective PTJ.

2. The closure of these operations is expected not to affect the delivery of University services. Each PTJ is requested to coordinate a duty rotation schedule so that service delivery operations will not be affected during the Hari Raya Aidilfitri holiday period.
3. All PTJs are advised to park the department's official vehicles in the Laman Menanti UTM parking lot near the Security Division Office, Registrar's Department during the Hari Raya Aidilfitri 2021 Public Holiday.
4. In relation to that, attached is a list of PTJ operation closures in conjunction with the Hari Raya Aidilfitri holiday and the names of officers who can be contacted if needed for immediate action.
5. It is hoped that all University residents always practice 3W (wash, wear & warn) and avoid 3S (*crowded, narrow & chatting closey*) as well as to adhere to the Standard Operating Procedures (SOP) set by the National Security Council in curbing the spread of Covid- 19.

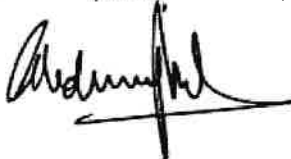
Thank you.

SELAMAT HARI RAYA AIDILFITRI

"Prihatin Rakyat: Darurat Memerangi COVID-19"

"Berkhidmat untuk Negara kerana Allah"

I, who uphold the 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 Campus)
 - Director of Research Centre - UTM Pagoh
 - Senior Officers/Dean/Director

NMZ/MSN

CLOSURE OF OPERATIONS/OFFICES ACCORDING TO PTJ IN CONJUNCTION WITH HARI RAYA AIDILFITRI (UTM JB)

NO	RESPONSIBILITY CENTRE	DEPARTMENT	CLOSURE OF OPERATION/OFFICE		NAME AND PHONE NUMBER OF PIC				
			FROM	UNTIL	NAME OF PIC 1	PHONE NO	NAME OF PIC 2	PHONE NO	
1	CHANCELLORY DEPARTMENT	OFFICE OF THE VICE -CHANCELLOR	12/5/2021	16/5/2021	PN. NURIN ASYIKA ABD JALEL	013-7470703			
		OFFICE OF STRATEGY & CORPORATE AFFAIRS	13/5/2021	18/5/2021	PN. HALIZA BINTI ABDUL HAMID	019-7718411			
		PROFESSOR COUNCIL	11/5/2021	18/5/2021	PN. FAEIZAH BINTI MUHAMAD	019-8188074			
		UTM QUALITY & RISK MANAGEMENT CENTER	13/5/2021	18/5/2021	EN. MOHD SYAZLI BIN MD TAHIR	013-7202594			
		CAMPUS SUSTAINABILITY OFFICE	13/5/2021	17/5/2021	MS. TAN HOOI LUANG	012-2973807			
		ISLAMIC CENTRE	14/5/2021	16/5/2021	EN. MOHD. SHAIFUDDIN BIN MOHAMAD	019-7734026			
		INTERNAL AUDIT UNIT	12/5/2021	17/5/2021	M. SAHIDI BIN SAIGON	013-7465922			
		UTM INTERNATIONAL	13/5/2021	17/5/2021	MS. PUNITHAVALLI A/P MARIMUTHU	016-7090540			
		OFFICE OF THE LEGAL ADVISOR	13/5/2021	17/5/2021	PN. RIFHAN ILI BINTI ROSLAN	013-7779954	PN. RAIHAN BINTI ABD KARIM	017-5845512	
2	REGISTRAR'S DEPARTMENT	BAHAGIAN SUMBER MANUSIA	13/5/2021	17/5/2021	EN. SHAHREL AHMAD BIN SHUHEL AHMAD	010-7095814			
		HUMAN RESOURCES DEPARTMENT	13/5/2021	17/5/2021	EN. MOHD SUFIAN BIN NOORALAZAM (MEL)	016-7654696	PN. NURNASUHA BINTI ALWI (PERUBATAN)	013-5902366	
		SECURITY DEPARTMENT			TALIAN KECEMASAN KESELAMATAN	07-5530014			
3	TREASURER'S DEPARTMENT	TREASURER'S DEPARTMENT	13/5/2021	17/5/2021	PN. NORLIA BINTI ISNIN	012-7955309	EN. HAMSHARIMAN BIN HAMDAN	011-26653566	
4	LIBRARY DEPARTMENT	LIBRARY DEPARTMENT	12/5/2021	17/5/2021	EN. MOHD NASIR BIN IBRAHIM	013-7711001	PN. ZAFARINA BINTI DOL	019-7200031	
5	DEPARTMENT OF BUILT PROPERTY	OFFICE OF THE DIRECTOR OF WORKS	12/5/2021	18/5/2021	PN. NABIHAH BINTI RAMLI	012-7674460	EN. HASHIM BIN AHMAD	017-7966278	
		ADMINISTRATION UNIT & PSM	12/5/2021	18/5/2021	PN. SUMI BINTI ISMAN	019-7550158	PN. NOR WATI BINTI HJ. DAUD	010-3554848	
		ARCHITECTURE DIVISION	13/5/2021	16/5/2021	EN. SHALAN BIN TALIB	013-7600208	EN. ISMAWI BIN ISMAIL	013-7679672	
		CIVIL DEPARTMENT	13/5/2021	16/5/2021	EN. MOHD ISHAMUDDIN BIN KUSMIN	019-7758699	EN. KHIR BIN MOHD ALI	012-5600024	
		MECHANICAL DEPARTMENT	12/5/2021	16/5/2021	EN. KAIRUL ELMI BIN MOHAMAD SHARIF	012-7344363	EN. NURUL AZLY BIN MARBAIE	013-7440067	
		ELECTRICAL DEPARTMENT	13/5/2021	17/5/2021	EN. AHMAD KHAIRUL NIZAM BIN AHMAD KHAIRUDIN	019-7303373	EN. MUHAMMAD ZULHILMI BIN AHMAD	013-6820661	
		LANDSCAPE & CLEANING DIVISION	13/5/2021	16/5/2021	EN. MOHD AFIZAN BIN ALANG	019-7291833	EN. MUJAR BIN SAJIMIN	019-7272038	
		CONTRACTS & PROCUREMENT DIVISION	12/5/2021	18/5/2021	EN. AFENDI BIN OSMAN	019-6731405	CIK HAMIDAH BINTI HARIS	013-7035006	
6	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)	12/5/2021	17/5/2021	EN. ZAIDI BIN HAJI MOHMOD	07-5530025			
		UNIVERSITY HEALTH CENTRE	12/5/2021	17/5/2021	TALIAN KECEMASAN PKU	07-5530999			
		COUNSELING CENTER	12/5/2021	18/5/2021	DR. ZULFIKAR AHMAD	013-6026403	EN. ABDUL RAZAK BIN ABD WAHAB	012-7396219	
7	DIGITAL SERVICES DEPARTMENT	UTMDigital OFFICE	12/5/2021	17/5/2021	PN. NAZLIN BINTI ALI	012-2373943	PN. RUZIAH BINTI ABDUL RAHMAN	019-7700339	
8	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONALIZATION)	DVC ADMINISTRATION OFFICE (A&A)	13/5/2021	17/5/2021	PN. HANIFAH BINTI AHMAD	019-7599448			
		STUDENT INTAKE & RECRUITMENT DIVISION (SRAD)	12/5/2021	1:00 PM	17/5/2021	PN. FATIN NABILA BINTI MOHD SHARIF	019-7061748	EN. AMINUL MAZAN BIN RASMAN	017-7004007
		ACADEMIC MANAGEMENT DIVISION (AMD)	12/5/2021	18/5/2021	EN. ABDUL RAZAK ABDUL AZIZ	012-7290988	PN. SAFRIZA SABJAH	013-7807163	
		UTM iLeaGue	13/5/2021	17/5/2021	EN. ARDIYANTO ARDA	011-61302785	EN. AHMAD FADLI OTHMAN	011-61301294	
9	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)	13/5/2021	17/5/2021	PN. NUR HAKIMI BINTI KARSONO	011-12788247	PN. SYERAFINA BINTI SARAPOL	013-7656857	
		INSTITUTE OF BIOPRODUCT DEVELOPMENT (IBD)	13/5/2021	17/5/2021	EN. MOHD HATTA BIN MD SODARI	019-7504900	EN. SEZALI BIN JAMALUDIN	07-5536465	
		FIQH SCIENCE AND TECHNOLOGY RESEARCH CENTER(CFIRST)	10/5/2021	18/5/2021	PN. NURUL HUSNA BINTI MOHAMMAD SAIRI	019-5734791			
10	SCHOOL OF GRADUATE STUDIES (SPS)	SCHOOL OF GRADUATE STUDIES (SPS)	12/5/2021	18/5/2021	PN. EKA AMIRA BINTI RAHIM	016-7285734	EN. MOHD ZAIRES BIN MD DARIS	012-7474747	
11	RESEARCH MANAGEMENT CENTER (RMC)	RESEARCH MANAGEMENT CENTER (RMC)	12/5/2021	2:00 PM	17/5/2021	PN. SHARIFAH NURINTAN FAZLINA BINTI SYED MOHAMED	019-6481015	EN. MUHAMAD KHAIRUL FAHMIE BIN ASRI	012-7446025
12	UTM ACADEMIC LEADERSHIP CENTER (UTMLEAD)	UTM ACADEMIC LEADERSHIP CENTER (UTMLEAD)	12/5/2021	17/5/2021	PN. SABRENA BINTI OMAR	019-7905892			
13	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (DEVELOPMENT)	BUSINESS MANAGEMENT DIVISION (BMD)	12/5/2021	17/5/2021	EN. TAHA BIN OTHMAN	019-7444548			
		ENDOWMENT UNIT, DEVELOPMENT DIVISION	12/5/2021	17/5/2021	EN. BAHARUDIN BIN MASTARI	019-7270158	PN. AFIFAH SYAFIQAH BINTI NAZIR	019-7503931	
		UTM ALUMNI UNIT	12/5/2021	17/5/2021	EN. MOHD FAIZAL BIN HJ ABD JALAL	019-2210685	PN. NORHAIRUNNISA MD NASIR	012-7743591	
		UTM CAMPUS EDUTOURISM UNIT	12/5/2021	18/5/2021	EN. ABU NAQUIDDIN BIN ABU TALIB	017-7277957	EN. MOHD FUAD BIN JAAFAR	017-7946096	
		SPORTS, RECREATION CLUSTER DAN EDUTOURISM UNIT	12/5/2021	18/5/2021	PN. NOR FARAHIN BINTI TALIB	014-9321546	EN. MUKHLISIN BIN MOHD NOR	012-3476387	
		HOSPITALITY CLUSTER	13/5/2021	18/5/2021	EN. ARIFFIN BIN BASSERANY	019-7177313	EN. MOHAIRIN BIN MOHAMED MOHTAR	011-35458817	
		KOLEJ RAHMAN PUTRA	13/5/2021	17/5/2021	EN. MOHD RASDAN BIN JAMIAN@RADUAN	016-7965230	EN. MUHAMAD AZAN BIN MOHMAD SAIRAJI	019-6607668	
		KOLEJ TUN FATIMAH	13/5/2021	17/5/2021	PN. NORSIDAH BT. OTHMAN	019-7579949	PN. NORAZILAH BT. MOHD SHAH	018-9860090	
		KOLEJ TUN DR ISMAIL	12/5/2021	1:00 PM	16/5/2021	EN. HAMDAN BIN ABD GHANI	011-27346968	PROF. MADYA DR. MOHD NOOR AZLI BIN ALI KHAN	012-7102910
		KOLEJ TUANKU CANSELOR	12/5/2021	12:00 PM	17/5/2021	PN. RUBIAH BINTI ABD AZZ	019-5212538	EN. MOHD FAUZI BIN SATILAN	019-9526804
		KOLEJ DATIN SERI ENDON	13/5/2021	17/5/2021	PN. EMA RAZRINA BINTI AMBAYAH	018-7732923	CIK NURUL ALIAH BINTI NORSALIM	014-3181602	
		KOLEJ DATO' ONN JAAFAR	12/5/2021	17/5/2021	PN. NOR AISHAH BT ABDULLAH	07-5537709			
		KOLEJ 9&10	12/5/2021	17/5/2021	SALMIAH SALLEH	013-7474789			

NO	RESPONSIBILITY CENTRE	DEPARTMENT	CLOSURE OF OPERATION/OFFICE		NAME AND PHONE NUMBER OF PIC				
			FROM	UNTIL	NAME OF PIC 1	PHONE NO	NAME OF PIC 2	PHONE NO	
14	FACULTY OF ENGINEERING (FK)	FACULTY OF ENGINEERING	13/5/2021	17/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	EN. ZAIMI BIN SHAHARANI	019-7164948	
		SCHOOL OF ELECTRICAL ENGINEERING	12/5/2021	17/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	PN. MAWAR BINTI ADAN	013-7241175	
		SCHOOL OF BIOMEDICAL ENGINEERING AND HEALTH SCIENCES	12/5/2021	18/5/2021	PN. NORLIZA BINTI ABD RAHIM	017-7030481	PN. NUR ASHIKIN BINTI HADI	014-2161765	
		SCHOOL OF CHEMICAL ENGINEERING & ENERGY ENGINEERING	13/5/2021	17/5/2021	EN. MOHAMMAD NAZMI B. MOHAMMAD NASIR	017-7767437	PN. MARINA BT. MUKHTAR DAHLAN	012-3783286	
		SCHOOL OF COMPUTING	12/5/2021	17/5/2021	EN. MOHD HUZA BIN GONO	013-7526967	EN. SHOKRI BIN ABD MAJID	017-7516146	
		OFFICE OF ADMINISTRATION, SCHOOL OF CIVIL ENGINEERING	5/12/2021	5/18/2021	PN. NORAIDAH HJ. MOHD. SALLEH	013-7035393	EN. ABU BAKAR BIN SA'AN	019-7861416	
		ADMINISTRATION OFFICE, SCHOOL OF COMPUTING	12/5/2021	17/5/2021	PN. NOREHA BINTI MAT ISA @ ABDUL RAHMAN	012-7638506			
15	FACULTY OF BUILT ENVIRONMENT & SURVEY (FABU)	FACULTY OF BUILT ENVIRONMENT & SURVEY (FABU)	12/5/2021	1:00 PM	17/5/2021	PN. ZULAIKA BINTI MD KHALID	014-7741810	PN. FADILLAH ABDUL HAMID	013-3888616
16	FACULTY OF SOCIAL SCIENCES AND HUMANITIES (FSSH)	FACULTY OF SOCIAL SCIENCES AND HUMANITIES (FSSH)	13/5/2021		17/5/2021	EN. HEMNAARTH A/L TANAKARAN	017-4820600	EN. KHAIRULL AZMI BIN ISHAK	012-7275589
17	FACULTY OF SCIENCE (FS)	FACULTY OF SCIENCE ADMINISTRATION OFFICE	12/5/2021		17/5/2021	PN. HJH. NOR AZLINDA BINTI ABU BAKAR	019-7203725	EN. MOHD AZAHARI BIN AYOB	017-7955795
18	AZMAN HASHIM INTERNATIONAL SCHOOL OF BUSINESS (AHIBS)	AZMAN HASHIM INTERNATIONAL SCHOOL OF BUSINESS (AHIBS)	12/5/2021		18/5/2021	PN. RAUDAH MD AUZAIR	013-7838339	PN. FASIAH MOHD JASLAN	013-7015697

CLOSURE OF OPERATIONS/OFFICES ACCORDING TO PTJ IN CONJUNCTION WITH HARI RAYA AIDILFITRI (UTM KL)

NO	RESPONSIBILITY CENTRE	DEPARTMENT	CLOSURE OF OPERATION/OFFICE		NAME AND PHONE NUMBER OF PIC				
			FROM	UNTIL	NAME OF PIC 1	PHONE NO	NAME OF PIC 2	PHONE NO	
1	VICE CHANCELLOR OFFICE, UTMKL	CHANCELLOR'S OFFICE (ARAS 17)	5/12/2021		5/17/2021	EN. HASANUDDIN BIN OTHMAN	019-6529846	PN. SYARIFAH SYALIANA BINTI SYED ALI	016-3298684
		OFFICE OF STRATEGY AND CORPORATE AFFAIRS	5/12/2021		5/17/2021	PN. NORFAZLIANA BINTI JAAFAR	017-6851766		
		UTM QUALITY & RISK MANAGEMENT CENTER	5/12/2021		5/17/2021	PN. HANISAH BINTI NORDIN	017-2878029	PN. NORAZWA BINTI MOHD SOBERI	012-6854001
		ISLAMIC CENTRE	5/12/2021		5/17/2021	PN. SHAHARINA BINTI SHAHARUDDIN	019-6743954		
		UTM INTERNATIONAL	5/12/2021		5/17/2021	EN. NOOR AZAM BIN SAMSUDIN	017-7376024	PN. SU ZALPHA BINTI MOHAMED	012-2399837
		CAMPUS SUSTAINABILITY OFFICE	5/13/2021		5/17/2021	EN. ZAINAL AFFANDI BIN ZAINAL ABIDIN	011-23115025		
2	REGISTRAR'S DEPARTMENT	REGISTRAR'S DEPARTMENT KUALA LUMPUR (BPKL)	5/12/2021	1:00 PM	5/17/2021	PN. NURULHASLINDA BINTI MUHD SIDEK	012-6620515	PN. NOORHAFIZA BINTI NOORDIN	010-2782808
3	TREASURER'S DEPARTMENT	TREASURER'S DEPARTMENT	5/13/2021		5/17/2021	PN. NURULNIZAR ADHA BINTI MOKTAR	019-3490254		
4	LIBRARY DEPARTMENT	LIBRARY DEPARTMENT	12/5/2021		17/5/2021	PN. SARASYIMA BINTI MD SALLEH	012-3840248		
5	DEPARTMENT OF STUDENT AFFAIRS AND ALUMNI	OFFICE OF STUDENT AFFAIRS	5/13/2021		5/17/2021	PN. NURUL AIN BINTI MOHD YUNOS	012-7501969		
		COUNSELLING CENTRE	5/12/2021		5/19/2021	PN. NURZIMAZAIHAN BINTI PI'I	012-3092917		
		UNIVERSITY HEALTH CENTRE UTMKL	5/12/2021	2:00 PM	5/17/2021	DR. IZZAT HAZMIR BIN ISMAAL	013-3001549	EN. MOHD SYAFIQ BIN SAMSUDIN	012-9216569
6	DIGITAL SERVICES DEPARTMENT	UTM DIGITAL	5/12/2021	1:00 PM	5/17/2021	EN. MOHD SHARUDIN BIN MAT DELI	019-6416417		
7	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONALIZATION)	DVC OFFICE (AA)	5/12/2021		5/17/2021	PN. KHAIRANI BINTI IBRAHIM	012-7520087		
8	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)	DEPARTMENT OF DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)	12/5/2021	1:00 PM	18/5/2021	DATIN HUZAIMAH BINTI YAHYA	016-4449706		
9	SCHOOL OF GRADUATE STUDIES (SPS)	SCHOOL OF GRADUATE STUDIES	5/12/2021		5/17/2021	PN. KHAIRANI BINTI IBRAHIM	012-7520087		
10	SCHOOL OF PROFESSIONAL EDUCATION & CONTINUING EDUCATION (SPACE)	PPD SPACE	5/17/2021		5/18/2021	PN. NURUL NAZIHAN BINTI AHMAD	013-3394770	PN. RAHAIDA	019-2054303
11	MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY (MJIIT)	MJIIT ADMINISTRATIVE OFFICE	10/5/2021		17/5/2021	EN. ZURIK AZAHAM BIN ARIS	013-3825670	PN. SITI NABIHAH BINTI JOHARI	019-7020160
12	FACULTY OF SOCIAL SCIENCES & HUMANITIES	FACULTY OF SOCIAL SCIENCES & HUMANITIES	5/12/2021		5/17/2021	EN. SHAHNIZAM BIN SAMAN	017-8771617	PUAN HAZLEN	012-7072435
		RZS-CENTRE FOR ADVANCED STUDIES ON ISLAM, SCIENCE AND CIVILISATION (CASIS)	5/13/2021		5/17/2021	CIK NURFAZREENA BINTI MOHD SAH	013-7457295		
13	AZMAN HASHIM INTERNATIONAL SCHOOL OF BUSINESS	AZMAN HASHIM INTERNATIONAL SCHOOL OF BUSINESS	12/5/2021		18/5/2021	PN. RADIATUL HADAVIYAH BINTI RAMLAN	012-3514774	PN. NAIMAH BINTI MOHAMED	019-2759684
14	FACULTY OF TECHNOLOGY & INFORMATICS RAZAK	HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION	5/12/2021		5/12/2021	EN. NASIR BIN OSMAN	013-6332478	EN. MUHAMMAD FADZLY BIN JAMALUDIN	013-7101700

CLOSURE OF OPERATIONS/OFFICES ACCORDING TO PTJ IN CONJUNCTION WITH HARI RAYA AIDILFITRI (UTM PAGOH)

NO	RESPONSIBILITY CENTRE	DEPARTMENT	CLOSURE OF OPERATION/OFFICE		NAME AND PHONE NUMBER OF PIC				
			FROM	UNTIL	NAME OF PIC 1	PHONE NO	NAME OF PIC 2	PHONE NO	
1	OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH & INNOVATION)	UTM PAGOH CAMPUS ADMINISTRATION & SUPPORT OFFICE	11/5/2021		18/5/2021	PN. SITI NORSALIHIN BINTI HJ MD RADZI	06-9742806	EN. MOHD FARID BIN RAHMAT	06-9742803