

**PEKELILING PENTADBIRAN UTM KUALA LUMPUR BIL.1/2020****PENGOPERASIAN UTM KUALA LUMPUR SEMASA PERINTAH KAWALAN  
PERGERAKAN BERSYARAT (PKPB)**

Merujuk kepada sidang media oleh YB Datuk Seri Ismail Sabri bin Yaakob, Menteri Kanan Pertahanan dan keputusan Sidang Khas Majlis Keselamatan Negara pada 12 Oktober 2020 telah menetapkan pelaksanaan Perintah Kawalan Pergerakan Bersyarat (PKPB) di Selangor, WP Kuala Lumpur dan Putrajaya berkuat kuasa pada 14 Oktober hingga 27 Oktober 2020. Selaras dengan itu, pihak pengurusan UTM Kuala Lumpur (UTMKL) telah menetapkan bahawa:

**(1) Urusan Perkhidmatan dan Operasi Pejabat**

- (a) Staf UTMKL diarahkan untuk Bekerja Dari Rumah atau *Work From Home* (WFH) sepenuhnya mulai 14 Oktober 2020 hingga 27 Oktober 2020 kecuali mereka yang terlibat dalam perkhidmatan perlu (*Essential Services*) Universiti. Staf UTMKL adalah merujuk kepada staf lantikan tetap, kontrak, sambilan harian, penyelidik, dan pelajar latihan industri;
- (b) Namun demikian, bermula pada 19 Oktober 2020, staf UTMKL dibenarkan untuk hadir bekerja di kampus secara penggiliran mengikut waktu bekerja harian staf. Kebenaran ini adalah tertakluk kepada had maksimum 25% daripada jumlah keseluruhan staf di PTJ tanpa menjejaskan operasi jabatan;
- (c) Permohonan hadir bekerja boleh dibuat melalui pautan [my.utm.my](http://my.utm.my) atau aplikasi *UTMSmart*. Manakala staf yang bekerja dari rumah perlu merekodkan kehadiran menggunakan kaedah *GPS Check In/Out* dalam *UTMSmart* sebagaimana pelaksanaan sebelum ini; dan
- (d) Mesyuarat dalaman dan dengan pihak luar hendaklah dilaksanakan secara dalam talian atau medium elektronik yang bersesuaian.

**(2) Urusan berkaitan Pelajar**

- (a) Kesemua aktiviti pengajaran dan pembelajaran (P&P) akan dilaksanakan secara dalam talian sepenuhnya dan semua aktiviti melibatkan makmal dibatalkan sepanjang tempoh PKPB;
- (b) Semua aktiviti fizikal pelajar dibatalkan serta-merta;
- (c) Proses keluar masuk pelajar ke kolej kediaman adalah tertakluk kepada peraturan semasa daripada pihak pengurusan Kolej Siswa Jaya (KSJ);
- (d) Semua pelajar yang mendiami KSJ digalakkan untuk pulang ke kediaman keluarga masing-masing. Namun bagi kediaman keluarga yang berada dalam zon merah, pelajar boleh untuk terus berada di KSJ atau mencari alternatif lain; dan
- (e) Segala perbelanjaan adalah dibawah tanggungjawab pelajar.



### **(3) Urusan berkaitan Penyelidikan**

- (a) Ketua PTJ dan Penyelidik Utama hendaklah menjadualkan penggiliran penyelidik bagi aktiviti penyelidikan kritikal yang memerlukan pemantauan berterusan;
- (b) Semua aktiviti penyelidikan di lapangan ditangguhkan; dan
- (c) Sebarang urusan penyelidikan di dalam kampus perlu mendapat kelulusan Dekan fakulti masing-masing.

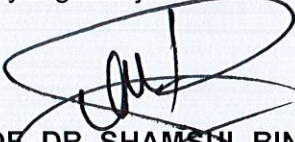
### **(4) Kawalan Laluan Keluar Masuk Kampus dan Perkhidmatan Lain**

- (a) Hanya Pintu Masuk Utama Kampus dan Pintu B, KSJ sahaja yang dibuka sepanjang tempoh PKPB ini;
- (b) Pengangkutan awam seperti teksi dan perkhidmatan *e-hailing* dibenarkan masuk ke lokasi yang ditetapkan sahaja;
- (c) Semua fasiliti utama kampus seperti masjid, perpustakaan, gimnasium dan fasiliti-fasiliti lain adalah ditutup sepanjang tempoh PKPB ini; dan
- (d) Kontraktor dan pembekal adalah dibenarkan masuk ke dalam kampus dengan kelulusan Ketua PTJ serta mematuhi Prosedur Operasi Standard (SOP) yang sedang berkuatkuasa.

Semua warga UTMKL adalah sentiasa diingatkan untuk mematuhi semua SOP yang telah ditetapkan dan peka terhadap sebarang pemakluman rasmi Majlis Keselamatan Negara (MKN). Sama-sama kita putuskan rantaian COVID-19.

Sekian, harap maklum dan terima kasih.

Saya yang menjalankan amanah,

  
**(PROF. DR. SHAMSUL BIN SAHIBUDDIN)**  
Pro-Naib Canselor (Kampus UTM Kuala Lumpur)

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)  
Pendaftar  
Ketua Pentadbiran UTM Kuala Lumpur

**UTM KUALA LUMPUR ADMINISTRATIVE CIRCULAR NO.1/2020**

**UTM KUALA LUMPUR OPERATION DURING CONDITIONAL MOVEMENT  
CONTROL ORDER (CMCO)**

Referring to the press conference by YB Datuk Seri Ismail Sabri bin Yaakob, Senior Minister of Defense and the decision made by the Special Session of the National Security Council on 12 October 2020 which has announced the implementation of the Conditional Movement Control Order (CMCO) in Selangor, WP Kuala Lumpur and Putrajaya effective 14 October to 27 October 2020, the management of UTM Kuala Lumpur (UTMKL) has decided as follows:

**(1) Office Services and Operations**

- a) UTMKL staff are instructed to fully Work From Home (WFH) from 14 October 2020 to 27 October 2020 except those involved in Essential Services of the University. UTMKL staff refers to permanent, contract and part-time staff, researchers, and industrial training students;
- b) However, effective from 19 October 2020, UTMKL staff are allowed to work on campus in rotation according to staff daily working hours. This permission is subjected to a maximum limit of 25% of the total number of staff at PTJ without affecting the operations of the department;
- c) Applications for work can be made through my.utm.my link or the UTMSmart application. Meanwhile, staff working from home need to record attendance using the GPS Check-In / Out method in UTMSmart as the previous implementation; and
- d) Internal meetings with external parties should be conducted online or via any appropriate electronic medium.

**(2) Student Related Matters**

- a) All teaching and learning (T&L) activities will be fully implemented online and all activities involving laboratories will be canceled during the CMCO period;
- b) All student physical activities are canceled immediately;
- c) The process of entry and exit of students to residential college is subjected to current regulations from the management of Kolej Siswa Jaya (KSJ);
- d) All students living in KSJ are encouraged to return to their respective hometowns. However, for any hometowns that are in the red zone, students can stay in KSJ or look for other alternatives; and
- e) All expenses are under the responsibility of the students.



**(3) Research Related Matters**

- a) Head of PTJ and Principal Researcher should schedule the rotation of researchers for critical research activities that require continuous monitoring;
- b) All field research activities are postponed; and
- c) Any research on campus must be approved by the Dean of the respective faculty.

**(4) Campus Entrance, Exit Control and Other Services**

- a) Only the Main Campus Entrance and Door B, KSJ are opened during this CMCO period;
- b) Public transport such as taxis and e-hailing services are allowed in to designated locations only;
- c) All major campus facilities such as mosque, libraries, gyms and other facilities are closed during this CMCO period; and
- d) Contractors and suppliers are allowed to enter the campus with the approval of the Head of PTJ and comply with the Standard Operating Procedures (SOP) in force.

All UTMKL staff are reminded to comply with all SOPs that have been set and be aware of any official announcement of the National Security Council (MKN). Together we break the COVID-19 chain.

Thank you.

I, who uphold the trust



**(PROF. DR. SHAMSUL BIN SAHIBUDDIN)**

Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)

- c.c. Deputy Vice-Chancellor (Development)
- Deputy Vice-Chancellor (Research & Innovation)
- Deputy Vice-Chancellor (Academic & International)
- Deputy Vice-Chancellor (Student Affairs)
- Registrar
- Chief of Administration, UTM Kuala Lumpur