



**NOTICE ON LIST OF ESSENTIAL SERVICES
FOR UNIVERSITI TEKNOLOGI MALAYSIA DURING THE
COVID-19 MOVEMENT CONTROL ORDER (MCO)**

Under the COVID-19 Movement Control Order, all government premises including Public Universities have been instructed to be closed except for those involving essential services. The essential services listed under the MCO are water, electricity, energy, telecommunications, postal, transportation, broadcasting, finance, banking, health, pharmacy, security, cleaning, research infrastructure, retail and food supply.

Only essential services can continue to operate during the MCO period according to the terms set forth while all non-essential services are to be postponed.

Accordingly, in the context of Universiti Teknologi Malaysia, services categorized as essential are as follows:

1. HEALTH/PHARMACY SERVICES

- Health services involving clinic and pharmacy operations at the University Health Centre and the University Dialysis Centre.
 - Administration on the operation of Health services are allowed to carry out minimal operations, as needed
 - The officer responsible for verifying service:
 - Director of University Health Centre / Head of UTMKL Health Centre.
 - University official for the approval of application:
 - Deputy Vice Chancellor (DVC) (Student Affairs) (JB) / Pro-VC UTMKL(KL)

2. SECURITY/DEFENCE SERVICES

- Services that involve campus security by the Security Division.
 - Administration on the operation of security services are allowed to carry out minimal operations, as needed.
 - Officer responsible for verifying service:

- Security Director (JB), Head of Administration UTMKL, Deputy Registrar UTM Pagoh.
- University official for the approval of application:
 - Registrar/ Pro-VC UTMKL

3. FINANCIAL SERVICES

- Financial Services involving counter services and financial administration are allowed to carry out minimal operations, as needed. In the context of UTM, the essential financial services are:
 - Payment to suppliers, students and staff (important ones only)
 - Advance payment
 - Electronic Fund Transfer / check processing and check signing.
 - Processing Emoluments
 - Preparation of Documents Required by Private Audit Firm / other party
 - Issuance of invoice to student's sponsor
 - Adjustment (including refunds) of student accounts for instruction on fee reduction
- Officer responsible for verifying service:
 - Deputy Bursar, UTMJB, Head of Department, Bursary UTMKL, Deputy Registrar, UTM Pagoh
- University official for the approval of application:
 - Bursar / Pro-VC UTMKL

4. POSTAL AND COURIER SERVICES

- University's postal / courier and mail services administration are allowed to carry out minimal operations, as needed. Refer to the Mail Management Guidelines during the MCO period at https://registrar.utm.my/bpo/sop_pengurusan_mel_pkp2020/
- Officer responsible for verifying service:
 - Deputy Registrar of Organizational Management Division (BPO) UTMJB / Head of Administration UTMKL / Deputy Registrar UTM Pagoh
- University official for the approval of application:
 - Registrar/ Pro-VC UTMKL

5. BROADCASTING AND INFORMATION SERVICES

- Services related to broadcasting and on-campus information administration are allowed to carry out minimal operations, as needed.
- Officer responsible for verifying broadcasting and on-campus information services:
 - Deputy Registrar, Corporate Affairs Department (HEK)
- University official for the approval of application:
 - Director, Corporate Affairs / Pro VC UTMKL

6. ELECTRICITY / ENERGY / WATER SERVICES, CRITICAL CLEANING AND REPAIRS

- Services related to electrical / energy / water and on-campus cleaning services are allowed to carry out minimal operations, as needed. This includes University facility repair work involving occupant safety and property, as required.
- Examples of critical jobs include leaking roof, broken fence, damaged door locks, leaking pipes, power / water supply interruptions, floor-trap clogging, telephone line repairs or other repairs that could otherwise be hazardous.
- Officer responsible for verifying service:
 - Head of the Department, Office of Asset and Development UTMJB, Deputy Director of Works UTMKL,
- University official for the approval of application:
 - Director of Works/ Pro-VC UTMKL

7. TELECOMMUNICATION SERVICES

- Services related to telecommunications services, data centres and call centres services are allowed to carry out minimal operations, as needed.
- Administration on the operations related to telecommunications services, data centres and call centres on campus are allowed to carry out minimal operations, as needed.
- Officer responsible for verifying service
 - Deputy Director UTM Digital UTMJB, Deputy Director UTM Digital UTMKL, Deputy Director UTM Pagoh
- University official for the approval of application:
 - Director UTM Digital / Pro-VC UTMKL

8. TRANSPORTATION SERVICES

- Services related to the maintenance and operation of transport using University's vehicles, are allowed to carry out minimal operations, as needed
- Administration related to maintenance and transportation, are allowed to carry out minimal operations, as needed.
- Officer responsible for verifying service:
 - Chair, Business Development Division, Office of DVC (Development) UTMJB, Director, Office of Business Development & Management UTMKL/ Head of Administration UTMKL, Deputy Registrar, UTM Pagoh
- University official for the approval of application:
 - DVC (Development) / Pro-VC UTMKL

9. RETAIL AND FOOD SUPPLY

- On-campus retail services are allowed to operate on a regular basis from 8am to 8pm only.
- Food preparation / supply services can operate only through the implementation of food delivery or purchase of packaged food only (take-away).
- Food preparation / supply services for local and international students living on and off campus throughout the MCO period are allowed.
- Food supply services to University living assets such as horses, deer or others including taking care of animal's welfare and food and are allowed to be carried as needed
- Officer responsible for verifying service:
 - Retail Services: Deputy Registrar, Office of DVC (Development) UTMJB, or Director, Office of Business Development & Management UTMKL
 - Food preparation and supply services for local students: Senior Deputy Registrar, Office of DVC (Students Affairs) (UTMJB), Director of Student Affairs UTMKL or / Head of Administration UTMKL
 - Food preparation and supply services International student: Deputy Registrar, UTM International (UTMJB), Director of Student Affairs UTMKL or Head of Administration UTMKL

- Life Asset Food Supply Service: Deputy Registrar, Office of DVC (Development) UTMJB, Head of Development and Sustainability, Office of Asset and Development
- University official for the approval of application:
 - Retail Services: DVC (Development) UTMJB, Pro-VC UTMKL
 - Food preparation and supply services for local students: DVC (Students Affair) (UTMJB), Pro-VC UTMKL
 - Food preparation and supply services International student: Pro-VC International
 - Life Asset Food Supply Services: DVC (Development), Director of Works / Pro-VC UTMKL

10. RESEARCH INFRASTRUCTURE

- Services related to the research infrastructure that include the following are allowed based on their critical needs:
 - Maintenance of critical research tools which are carried out regularly and consistently,
 - Maintenance of critical research materials which must be carried out regularly and consistently,
 - Provision of critical research services in addressing issues related to COVID-19 that are based on essential and critical research (healthcare & medical, food supply, water and research related to public health and safety).
 - Viva Management - Administrative operation related to viva management allows a maximum of 2 staff from each faculty to enter the campus for the purpose of preparation, planning and implementation of online viva
- Officer responsible for verifying service:
 - The supervising officer in relation to the research infrastructure – Director, COE or the Chairperson of the School (UTMJB), Director of Administration, Office of DVC(Research and Innovation) UTMKL / Dean
 - The supervising officer in relation to viva management – Chairperson of School of Graduate Studies, Deputy Registrar of School of Graduate Studies (UTMJB), Deputy Registrar of Academic Management Office, UTMKL
- University official for the approval of application:
 - DVC (Research and Innovation)/Pro-VC UTMKL – Research Infrastructure
 - DVC (Academic and International)/Pro-VC UTMKL – Viva Management

Other services not included in this list are non-essential services and their operations need to be postponed and performed from home.

The University will be held solely responsible if any of its staff is arrested by the authorities who acted in the direction of the University during the period of MCO enforcement. **Therefore, all Heads of Departments are reminded not to instruct staff to attend campus during the MCO period. Only staff involved in services are allowed to be in campus during MCO with the approval of the Vice Chancellor.**

Staff need to apply to enter campus through the MyUTM Portal (my.utm.my). Staff must also adhere to the Campus Entry-Exit Guideline, which has been issued within the MCO period.

Your attention is highly appreciated.

**REGISTRAR
UNIVERSITI TEKNOLOGI MALAYSIA
Updated: 14th APRIL 2020**

REFERENCE:

- Letter from Department of Higher Education: Reminder to Obey Directive issued by Government within the Period of Movement Control Order dated 29th March 2020
- Letter from Chief Secretary, Department of Higher Education: Letter of Authorization to attend office for Ministry of Higher Education officials following the Movement Control Order throughout the country from March 18, 2020 to March 31, 2020 and during the extension of the MCO period from April 1, 2020 to April 14, 2020 dated March 31, 2020.

**OFFICERS RESPONSIBLE FOR THE VERIFICATION AND APPROVAL
OF APPLICATION TO ATTEND TO ESSENTIAL SERVICES
IN THE UNIVERSITY DURING MCO PERIOD**

NO	ESSENTIAL SERVICES	VERIFYING OFFICER	APPROVING OFFICER
1.	Health Services / Pharmacies / Dialysis Centres	<ul style="list-style-type: none"> ● Director of University Health Centre UTMJB ● Head of Health Centre UTMKL 	<ul style="list-style-type: none"> ● DVC (Student Affairs) (JB) ● Pro-VC UTMKL(KL)
2.	Security Services	<ul style="list-style-type: none"> ● Security Director (JB) ● Head of Administration UTMKL, ● Deputy Registrar UTM Pagoh 	<ul style="list-style-type: none"> ● Registrar ● Pro-VC UTMKL
3.	Financial Services	<ul style="list-style-type: none"> ● Deputy Bursar, UTMJB ● Head of Department Bursary UTMKL ● Deputy Registrar, UTM Pagoh 	<ul style="list-style-type: none"> ● Bursar ● Pro-VC UTMKL
4.	Postal and Courier Services	<ul style="list-style-type: none"> ● Deputy Registrar of Organizational Management Division (BPO) UTMJB ● Head of Administration UTMKL ● Deputy Registrar UTM Pagoh 	<ul style="list-style-type: none"> ● Registrar ● Pro-VC UTMKL
5.	Broadcasting and information services	<ul style="list-style-type: none"> ● Deputy Registrar, Corporate Affairs Department 	<ul style="list-style-type: none"> ● Director, Corporate Affairs ● Pro VC UTMKL
6.	Electricity / energy / water services, critical cleaning and repairs	<ul style="list-style-type: none"> ● Head of Department, office of Asset and Development UTMJB ● Deputy Director of Works, UTMKL 	<ul style="list-style-type: none"> ● Director of Works ● Pro-VC UTMKL
7.	Telecommunications, data centres and call centres	<ul style="list-style-type: none"> ● Deputy Director UTM Digital UTMJB, ● Deputy Director UTM Digital UTMKL, ● Deputy Director UTM Pagoh 	<ul style="list-style-type: none"> ● Director UTM Digital ● Pro-VC UTMKL
8.	Maintenance and transportation services of University vehicles	<ul style="list-style-type: none"> ● Chair, Business Development Division, Office of DVC (Development) UTMJB, ● Director, Office of Business Development & Management UTMKL ● Head of Administration UTMKL ● Deputy Registrar, UTM Pagoh 	<ul style="list-style-type: none"> ● DVC (Development) / Pro-VC UTMKL

NO	ESSENTIAL SERVICES	VERIFYING OFFICER	APPROVING OFFICER
9.	On-campus retail service	<ul style="list-style-type: none"> Deputy Registrar, Office of DVC (Development) UTMJB, Director, Office of Business Development & Management UTMKL 	<ul style="list-style-type: none"> DVC (Development) UTMJB, Pro-VC UTMKL
10.	Food preparation / supply service for local students	<ul style="list-style-type: none"> Senior Deputy Registrar, Office of DVC (Students Affair) (UTMJB), Director of Student Affairs UTMKL or / Head of Administration UTMKL 	<ul style="list-style-type: none"> DVC (Students Affair) (UTMJB), Pro-VC UTMKL
11.	Food preparation / supply service for international students	<ul style="list-style-type: none"> Deputy Registrar, UTM International (UTMJB), Director of Student Affairs UTMKL or Head of Administration UTMKL 	<ul style="list-style-type: none"> Pro-VC International, Pro-VC UTMKL
12.	Food supply services for University's living assets	<ul style="list-style-type: none"> Deputy Registrar, Office of DVC (Development) UTMJB, Head of Development and Sustainability, Office of Asset and Development UTMJB 	<ul style="list-style-type: none"> DVC (Development), Director for Works
13.	Maintenance of critical research tools and materials, provision of critical research services in dealing with COVID-19 issues and viva management	<ul style="list-style-type: none"> The supervising officer in relation to the research infrastructure – Director, COE or the Chairperson of the School (UTMJB), Director of Administration, Office of DVC(Research and Innovation) / Dean UTMKL <p>Viva Management:</p> <ul style="list-style-type: none"> Chairperson of School of Graduate Studies, Deputy Registrar of School of Graduate Studies (UTMJB) Deputy Registrar of Academic Management Office, UTMKL 	<ul style="list-style-type: none"> DVC (Research and Innovation) Pro-VC UTMKL <p>Viva Management:</p> <ul style="list-style-type: none"> DVC (Academic and International) Pro-VC UTMKL

Updated: 14th April 2020