



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Pejabat
Hal Ehwal Mahasiswa

UNIVERSITI PENYELIDIKAN

Ruj Kami:UTM.J.06.03.04/10.12/22 (9)

12 Mei 2016

**PEKELILING KEPADA MAHASISWA
BIL. 2/2016**

Semua Mahasiswa

Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor.

Assalamualaikum dan Salam Sejahtera,

**URUSAN PENGINAPAN KOLEJ KEDIAMAN MAHASISWA SEMPENA CUTI
AKHIR SEMESTER II SESI AKADEMIK 2015/2016**

Sukacita dimaklumkan cuti akhir semester II sesi 2015/2016 akan bermula mulai **26 Jun 2016 (Ahad) sehingga 3 September 2016 (Sabtu)** selama sepuluh (10) minggu.

Pihak Pejabat Hal Ehwal Mahasiswa dan Alumni (HEMA) ingin mengucapkan tahniah kepada para mahasiswa atas daya usaha mereka dalam bidang akademik dan aktiviti mahasiswa di peringkat fakulti / kolej kediaman / persatuan mahasiswa dan berterima kasih atas kerjasama yang diberi oleh para mahasiswa kepada pihak universiti sepanjang sesi akademik 2015/2016.

Berikut merupakan garis panduan berkenaan pengurusan penginapan kolej kediaman mahasiswa sempena cuti akhir semester II sesi 2015/2016:

A. Pengosongan Bilik, Kebersihan Bilik dan Keselamatan Hartabenda Persendirian

- i) Semasa proses pengosongan bilik di akhir semester, mahasiswa dinasihatkan agar :-
- Memastikan kebersihan bilik kediaman masing-masing.
 - Menyusun dan mengemas perabot-perabot sedia ada.
 - Mematikan semua suis di bilik.
 - Mengunci tingkap dan pintu bilik masing-masing.
 - Membuang semua sampah sarap yang terdapat di bilik.
- ii) **Caj pembersihan** akan dikenakan sekiranya bilik yang ditinggalkan dalam keadaan kotor dan bersepah.

B. Pemulangan Kunci Bilik

- i) Untuk kemudahan mahasiswa memulangkan kunci bilik, pejabat kolej akan beroperasi pada tarikh-tarikh berikut:

Tarikh	Masa
24 Jun 2016 (Jumaat)	8.00 pg - 12.00 tgh 2.30 ptg - 5.00 ptg
25 Jun 2016 (Sabtu)	8.00 pg - 1.00 ptg 2.00 ptg - 5.00 ptg

- ii) Mahasiswa hendaklah memulangkan kunci bilik ke pejabat kolej selewat-lewatnya pada **26 Jun 2016 (Ahad) sebelum jam 5.00 petang.**
- iii) Mahasiswa yang memulangkan kunci **selepas jam 5.00 petang 26 Jun 2016 (Ahad)** akan dikenakan sewa harian mengikut jenis bilik yang dihuni sehingga kunci dipulangkan.
- iv) Mahasiswa yang **gagal** memulangkan kunci pada tarikh dan masa yang telah ditetapkan akan didenda disamping membayar sewa mengikut jenis bilik sehingga kunci dipulangkan.
- v) Mahasiswa dikehendaki melengkapkan **“Borang Perakuan Mengosongkan Bilik”**. Borang tersebut boleh didapati di pejabat kolej.
- vi) Mahasiswa tidak dibenarkan membuat pemulangan kunci bilik melalui rakan.

- vii) Kehilangan / kerosakan kunci bilik akan dikenakan penalti sebanyak RM25.00.
- viii) Jika terdapat perabot/peralatan yang rosak/hilang disebabkan kecuaiian, denda dengan kadar tertentu akan dikenakan.

C. Jadual Pengambilan Kunci Semester I 2016/2017

- i) Untuk kemudahan mahasiswa mengambil kunci bilik bagi penyewaan semester 1 sesi 2016/2017, pejabat kolej akan beroperasi pada tarikh-tarikh berikut:

Tarikh	Masa
2 September 2016 (Jumaat)	8.00 pg – 12.00 tgh 2.30 ptg – 5.00 ptg
3 September 2016 (Sabtu)	8.00 pg – 1.00 ptg 2.00 ptg – 5.00 ptg

- ii) Semua mahasiswa dikehendaki mengambil kunci bilik masing – masing dalam tempoh 2 minggu selepas semester pengajian bermula. Tindakan tatatertib akan diambil terhadap mahasiswa yang gagal berbuat demikian.

D. Penyimpanan Barang Semasa Cuti

- i) Pejabat HEMA / kolej tidak menyediakan kemudahan menyewa bilik masing-masing untuk menyimpan barang kegunaan sendiri sepanjang tempoh cuti semester akhir sesi 2015/2016.
- ii) Mahasiswa yang ingin menyimpan barang kegunaan sendiri dinasihatkan supaya merujuk kepada prosedur penyimpanan barang di kolej kediaman di bawah.
- iii) Mahasiswa turut dinasihatkan supaya menghubungi kolej masing – masing untuk mengetahui lokasi stor dan jadual penyimpanan barang-barang. Perlu diingatkan bahawa prosedur dan jadual penyimpanan mungkin berbeza mengikut kolej kediaman masing-masing.
- iv) Tiada perkhidmatan penyimpanan barang disediakan kepada mahasiswa yang tamat pengajian atau menjalani praktikal /industri.

- v) Untuk makluman mahasiswa, Stor Penyimpanan Barang akan dibuka pada **4 September 2016 (Ahad)**.

Prosedur penyimpanan:

1. Mahasiswa dinasihatkan supaya menggunakan kotak bagi memudahkan penyusunan barang.
2. Barang-barang boleh disimpan di Stor Penyimpanan Barang yang telah disediakan oleh pihak kolej masing – masing dengan bayaran RM10.00 untuk setiap 3 kotak dan RM3.00 untuk kotak seterusnya.
3. Mahasiswa dikehendaki mendaftarkan nama di pejabat kolej dan setiap kotak yang hendak disimpan terlebih dahulu dilekatkan dengan borang penyimpanan yang telah disediakan oleh pihak pejabat.
4. Pastikan semua kotak disimpan di dalam stor yang telah ditetapkan.
5. Mahasiswa tidak dibenarkan meninggalkan kotak di luar Stor Penyimpanan Barang. Pihak kolej tidak akan bertanggungjawab atas kehilangan kotak yang diletakkan di luar Stor. Penalti sebanyak RM 25.00 akan dikenakan atas mahasiswa yang meletakkan kotak selain kawasan penyimpanan barang yang ditetapkan oleh pihak kolej kediaman.
6. Mahasiswa diingatkan untuk membawa balik kesemua barang/dokumen berharga. Pihak kolej tidak akan melayan sebarang permohonan untuk membuka stor pada sepanjang tempoh cuti tersebut
7. Segala jenis kenderaan yang ditinggalkan hendaklah diletakkan di tempat letak kenderaan yang disediakan. Kenderaan tidak dibenarkan sama sekali disimpan di dalam blok dan bilik mahasiswa.
8. Pihak kolej tidak akan bertanggungjawab ke atas sebarang kehilangan atau kerosakan barang/peralatan yang disimpan dalam Stor Penyimpanan Barang.
9. Pihak kolej menyediakan tempat bagi mahasiswa untuk menyimpan komputer. Lokasi penyimpanan komputer mahasiswa adalah di stor pejabat kolej. Bayaran sebanyak **RM10.00/unit** dikenakan kepada mahasiswa yang ingin menyimpan komputer di stor pejabat kolej.

Mahasiswa dikehendaki mendaftar nama di pejabat kolej beserta dengan bayaran sebelum menyimpan komputer di stor berkenaan.

E. Penyewaan Semasa Cuti

- i) Mahasiswa yang ingin menginap di asrama semasa mengikuti pengajian semester III sesi 2015/2016 boleh membuat penyewaan di semua kolej **kecuali Kolej Tun Hussien Onn kerana kolej ini terlibat dengan proses pertukaran perabot sepanjang cuti semester.** Untuk makluman, semasa cuti pengajian perkhidmatan bas dalam kampus tidak disediakan dan kemudahan makanan hanya boleh diperolehi daripada arked-arked tertentu sahaja.
- ii) Penentuan bilik dan blok semasa penyewaan akan ditetapkan oleh pihak kolej.
- iii) Bayaran untuk penyewaan semasa cuti adalah secara tunai. Bayaran secara **“Debit charge”** adalah tertakluk kepada kelulusan pihak kolej.
- iv) Mahasiswa yang menyewa dikehendaki mengisi Borang Mendiami Kolej Semasa Cuti yang boleh didapati di pejabat kolej. Pas kebenaran akan dikeluarkan kepada mahasiswa semasa mengambil kunci.
- v) Mahasiswa dikehendaki mengosongkan bilik yang telah disewa di mana-mana kolej dalam masa 2 minggu sebelum semester bermula dan dikehendaki berpindah ke kolej masing - masing untuk memudahkan urusan pembersihan dan penyelenggaraan kolej kediaman.

F. Hal-hal Lain

- i) Tarikh perpindahan untuk mahasiswa antarabangsa yang telah berjaya mendapatkan penempatan baru ke kolej masing - masing adalah mulai **24 Julai 2016 (Ahad)** **kecuali kolej yang terlibat dengan pertukaran perabot.** Mahasiswa yang ingin bercuti ke negara asal atau menjalani latihan praktikal adalah dinasihatkan untuk menempatkan barangan mereka di stor yang disediakan oleh pihak kolej.

- ii) Mahasiswa antarabangsa yang tidak memohon asrama secara “online” adalah dikehendaki untuk mengosongkan bilik mereka sebelum **21 Julai 2016 (Khamis)**.
- iii) Pihak Universiti akan mengeluarkan barang-barang milik mahasiswa yang tinggal di asrama tanpa kebenaran. Tindakan disiplin akan diambil terhadap mahasiswa yang gagal untuk mengosongkan bilik mereka apabila diarahkan berbuat demikian oleh pentadbiran kolej.
- iv) Mahasiswa yang mendiami asrama semasa cuti tertakluk kepada Akta Universiti dan Kolej Universiti 1971, Kaedah-kaedah UTM (Tatatertib Mahasiswa) 1999 dan segala peraturan yang dikeluarkan oleh pihak Universiti.

Akhir kata, selamat bercuti dan selamat sampai ke destinasi bagi mahasiswa yang bakal memulakan perjalanan balik ke kampung halaman masing-masing bagi mahasiswa yang bakal menjalani praktikal / industri, semoga berjaya dengan cemerlang dalam tanggungjawab yang diberi.

Salam Penuh Kemesraan.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Yang benar,



PROF. DATO'. DR. MOHD ISMAIL BIN ABD AZIZ
Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
Universiti Teknologi Malaysia
UTM Johor Bahru
Johor
☎ 07-5530500

- s.k - Pengarah Keselamatan UTM
- Timbalan Pendaftar Kanan
- Pengetua Kolej
- Pengurus Asrama Kanan UPKK



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Office of
Deputy Vice-Chancellor
(Student Affairs & Alumni)

REF. NO : UTM.J.06.03.04/10.12/22 (9)

12 May 2016

**CIRCULAR TO STUDENTS
NO. 2 /2016**

All Students

Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor.

Assalamualaikum and Salam Sejahtera,

**MANAGEMENT OF RESIDENTIAL COLLEGE ACCOMMODATION IN
CONJUNCTION WITH FINAL SEMESTER BREAK FOR 2015/2016
ACADEMIC SESSION**

With reference to the above matter, please be informed that the final semester break for Semester II Session 2015/2016 will start from **26 June 2016 (Sunday) until 3 September 2016 (Saturday)** for a period of ten (10) weeks.

The Office of Student Affairs and Alumni would like to congratulate the students for the effort expended in their studies and student activities at faculty / residential college / student organization levels and wish to thank them for their support to the University throughout the 2015/2016 academic session.

The following are guidelines concerning management of residential college accommodation in conjunction with the final semester break:

A. Room Vacancy, Room Cleanliness and Safety of Personal Belongings

- i) When vacating rooms at the end of the semester students should:
 - Ensure the cleanliness of their rooms
 - Arrange existing furniture
 - Switch off all power sources
 - Lock all windows and doors
 - Discard off all rubbish in the room
- ii) Housekeeping charges apply should a room is found to be dirty and messy.

B. Returning of Room Key

- i) For the students' convenience in returning their room keys, the residential college offices will operate according to the following schedule:

Date	Time
24 June 2016 (Friday)	8.00 am - 12.00 pm
	2.30 pm - 5.00 pm
25 June 2016 (Saturday)	8.00 am - 1.00 pm
	2.00 pm - 5.00 pm

- ii) Students should return their room keys to the to the college office latest by **26 June 2016 (Sunday) before 5.00 pm.**
- iii) Students who return their keys **after 5.00 pm 26 June 2016 (Sunday)** will be charged according to the daily rate of their rooms until the keys are returned.
- iv) Any student who **fail** to return the key at the stipulated date and time will be fined and daily rental will be charged until the key is returned to the college office
- v) Students are required to complete the **"Hostel Check-Out Declaration Form."** The form can be obtained from the respective college offices.
- vi) Students are not allowed to return their keys by proxy.

- vii) Any loss / damage of room keys will be subjected to a penalty of RM25.00.
- viii) If any of the property is damaged or lost due to negligence, the students shall bear the cost of repair/replacements.

C. Timetable for Collecting Room Key Semester I Session 2016/2017

- i) For the students' convenience in claiming for their room keys for the first semester of 2016/2017 academic session, the residential college offices will operate according to the following schedule:

Date	Time
2 September 2016 (Friday)	8.00 am - 12.00 pm 2.30 pm - 5.00 pm
3 September 2016 (Saturday)	8.00 am - 1.00 pm 2.00 pm - 5.00 pm

- ii) All students are required to take their room keys in 2 weeks after the semester begins. Disciplinary actions will be taken for students who fail to take their room key within this time.

D. Storage of Personal Belongings during the Semester Break

- i) The Office of Student Affairs / Residential colleges do not provide services for students to rent their rooms for storage of personal belongings throughout the final semester break for the 2015/2016 academic session.
- ii) Students who wish to store their personal belongings at the residential colleges are advised to refer to the procedure outlined on the subsequent page for more information.
- iii) The students are also advised to contact the offices of respective colleges to obtain information concerning the location of the store room and the timetable for storage arrangements. It should be reminded that the procedures and the timetable might differ from one residential college to another.

- iv) There will be no storage facilities offered to students who have completed their studies or are undergoing practical/industrial training.
- v) The storerooms for respective colleges will open on **4 September 2016 (Sunday)**.

Procedure for storing personal belongings in college storerooms

1. Students are advised to store their belongings in boxes to facilitate storage and arrangement of belongings.
2. The students' belongings can be stored at designated storerooms in respective residential colleges for a payment of RM10.00 for the first three boxes and RM3.00 for each subsequent box.
3. The students are required to register their names at the college office. Each box has to be labeled with the stickers prepared by the office.
4. All boxes have to be stored in the designated storerooms.
5. Students are not allowed to leave their boxes outside the storerooms. The college office will not be liable for any loss of boxes put outside of the storerooms. A penalty of RM25.00 will be charged to students who place their boxes outside of the storage areas allocated by college offices.
6. Students are reminded to bring all valuable items/documents home. Any request to open the storeroom during the semester break will not be entertained.
7. All vehicles should be left in designated parking areas at residential colleges. Students are not allowed to leave their vehicles in college rooms.
8. The residential college will not hold responsible for any loss or damage caused for items/equipment stored in the storerooms.
9. The residential colleges provide storage facilities for students to store their personal computers. The storage facilities are located at storerooms of respective residential colleges. Students are charged **RM10.00/unit** for the personal computer(s) stored at the storerooms.

Students are required to register their names at the college office before storing their computers at the storerooms.

E. Room Rental During Semester Break

- i) Students wishing to stay in residential college during semester III 2015/2016 session may apply to stay at any college **except Kolej Tun Hussein Onn as this college will undergo maintenance works throughout the semester break.** It should be noted that there will be no on-campus bus services available in UTM during the semester break and food will only be available at selected arcades only.
- ii) The location of college block and room for rental during the semester holidays will be determined by the college administration.
- iii) Payment for rental will be made in cash only. Payment in "Debit charge" is subject to the approval by the college.
- iv) Students renting college accommodation during the semester holidays are required to fill in specified forms made available at the college office. Access Pass will be issued to students during the collection of room keys.
- v) Students are required to vacate their rented rooms two (2) weeks prior to the start of the new semester and move to the registered residential college for 2016/2017 academic sessions to facilitate cleaning and maintenance of residential colleges.

F. Other matters

- i) International students are allowed to move the registered residential college for 2016/2017 academic sessions from **24 July 2016 (Sunday)** onwards **except college were involved with maintenance works** . Students who wish to return to their home countries or undergo practical training are advised to store their

personal belongings at the designated storerooms in respective colleges.

- ii) International students who do not apply to stay in residential colleges online are required to vacate their rooms **before 21 July 2016 (Thursday)**.
- iii) The University will remove personal belongings of students who stayed in colleges during the semester holidays without permission. Disciplinary actions will be taken for students who fail to vacate their rooms after instructions from the college administration are given to the students.
- iv) Students who are staying in residential colleges during the semester break are subjected to the University and College University Act 1971, UTM Rules (Student Conduct) 1999 and all regulations issued by the University.

Last but not least, for students who are heading back to their hometowns during the semester break, happy holidays and have a safe journey ahead; as for the students who will be undergoing their practical / industrial training, may you strive for excellence in the upcoming responsibilities assigned.

Thank you,

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”



PROF. DATO' DR. MOHD ISMAIL BIN ABD AZIZ
Deputy Vice Chancellor (Student Affairs & Alumni)
Universiti Teknologi Malaysia
UTM Johor Bahru
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- c.c. - Director of Security, UTM
- Senior Deputy Registrar
- Hostel Warden of College
- Senior Residential Manager