

PANDUAN UMUM MASUK KAMPUS UTM PASCA PKP
UTM JOHOR BAHRU, PAGOH & KUALA LUMPUR
BAGI STAF, PELAJAR, ORANG AWAM, PELAWAT DAN KONTRAKTOR

1.0 UTM JOHOR BAHRU

Pintu 1 (Pintu Utama), Pintu 2 (Pintu Senai), Pintu 3 (Pintu Jalan Ladang), Pintu 4 (Pintu Desa Bakti) dan Pintu 5 (Pintu Sri Pulai) akan beroperasi sebagaimana jadual di bawah. Semua staf, pelajar, orang awam, pelawat dan kontraktor diminta merujuk kepada Panduan Umum Masuk Kampus UTM Johor Bahru seperti berikut:

NAMA PINTU	MULAI	MASA		DIBENARKAN MASUK
Pintu 1 (Pintu Utama)	Buka 24 Jam			i) Semua Staf UTM (Tetap/Kontrak/Sementara) - Hanya Kenderaan staf berpelekat UTM yang sah sahaja dibenarkan masuk kampus ii) Semua Pelajar UTM- Hanya kenderaan pelajar berpelekat UTM yang sah sahaja dibenarkan masuk kampus iii) PSH/ RO/Post Doctoral Lantikan Geran/ Staf SPACE/ Staf Little Genius/ Staf <i>Brainy Bunch</i> / Staf Taska Hadana/ Staf Tadika Ihsan UTM/ PALAPES/ SUKSIS/ APM iv) Orang Awam/ Pelawat/ Ibu Bapa Pelajar/ Tetamu Khas v) <i>E-Hailing</i> dan <i>Food Delivery</i> (mulai 1 Julai 2020) vi) Syarikat Kurier/Pos Malaysia dibenarkan untuk menghantar surat/bungkusan peribadi ke alamat penerima (mulai 1 Julai 2020)
Pintu 2 (Pintu Senai) Pintu 3 (Pintu Jalan Ladang)	25 JUN 2020	06.00 Pagi	12.00 Malam	
Pintu 4 (Pintu Desa Bakti)	21 JUN 2020	06.00 Pagi	07.00 Petang	i) Pekerja kontraktor Perkhidmatan Perlu (lantikan JHB) ii) Kontraktor Pembekal Perkhidmatan & Bekalan (lantikan PTJ) lain UTM -Hanya kenderaan kontraktor/ pekerja kontraktor yang berpelekat UTM yang sah sahaja dibenarkan masuk kampus
Pintu 5 (Pintu Sri Pulai)	25 JUN 2020	06.00 Pagi	12.00 Malam	i) Semua Staf UTM (Tetap/Kontrak/Sementara) - Hanya kenderaan staf berpelekat UTM yang sah sahaja dibenarkan masuk kampus ii) PSH/ RO/ <i>Post Doctoral</i> Lantikan Geran/ Staf SPACE/ Staf <i>Little Genius</i> / Staf <i>Brainy Bunch</i> / Staf Taska Hadana/ Staf Tadika Ihsan UTM/ PALAPES/ SUKSIS/ APM. - Hanya kenderaan berpelekat UTM yang sah sahaja dibenarkan masuk kampus iii) Semua pelajar UTM (mulai 1 Julai 2020) iv) Hanya Kenderaan pelajar berpelekat UTM yang sah sahaja dibenarkan masuk kampus v) <i>E-Hailing</i> dan <i>Food Delivery</i> (mulai 1 Julai 2020)

2.0 UTM PAGOH

NAMA PINTU	MASA BUKA	MASA TUTUP	DIBENARKAN MASUK
<p>Pintu 1 (Pintu Utama)</p>	<p>Ahad hingga Rabu 7.00 pagi</p> <p>Khamis 7.00 pagi</p> <p>Jumaat – Sabtu TUTUP</p>	<p>Ahad hingga Rabu 7.00 petang</p> <p>Khamis 4.00 petang</p> <p>Jumaat – Sabtu TUTUP</p>	<ul style="list-style-type: none"> i) Semua Staf UTM - Hanya Kenderaan staf berpelekat UTM yang sah sahaja dibenarkan masuk kampus; ii) Staf lantikan <i>Sime Darby Property Selatan 4</i> (SDPS4); iii) Semua Pelajar UTM- Hanya Kenderaan pelajar berpelekat UTM yang sah sahaja dibenarkan masuk kampus; iv) Orang Awam/ Pelawat/ Ibulbapa Pelajar/ Tetamu Khas; v) Kontraktor Pembekal Perkhidmatan & Bekalan (selain dari kontraktor lantikan SDPS4); vi) E-Hailing dan Food Delivery (mulai 1 Julai 2020); dan vii) Penghantar Parcel dan Surat.

3.0 UTM KUALA LUMPUR




NAMA PINTU	MASA BUKA	MASA TUTUP	DIBENARKAN MASUK
Pintu Utama (Pintu Utama)	0600 pagi	1200 malam	<ul style="list-style-type: none"> i) Semua Staf UTM (Tetap/Kontrak/Sementara) kecuali kategori staf yang dinyatakan seperti di Pintu Maktab 1. ii) Pelajar UTM - Pelajar yang berkelayakan seperti yang disenaraikan dalam Pekeliling JHEP & TNC (A&A) iii) PSH/ RO/RA/ Post Doctoral Lantikan Geran/ Staf SPACE/ Staf UTMH/ Staf ISI/ Staf YRZS/ Staf Alumni dan lain – lain staf dari organisasi luar yang mempunyai pejabat di kampus UTMKL iv) Orang Awam/ Pelawat/ Ibu Bapa Pelajar/ Tetamu Khas v) <i>E-Hailing</i> dan <i>Food Delivery</i> (mulai 1 Julai 2020) vi) Syarikat Kurier dan Pos Malaysia (mulai 1 Julai 2020)
Pintu Maktab 1	<u>Isnin Hingga Jumaat</u> a. 0700 pagi b. 1230 tghari b. 1600 petang <u>Sabtu-Ahad</u> Tutup	<u>Isnin Hingga Jumaat</u> 0900 pagi 0230 petang 1800 petang <u>Sabtu-Ahad</u> Tutup	<ul style="list-style-type: none"> i) Staf seperti kategori berikut : <ul style="list-style-type: none"> a. Penghuni bangunan Menara Razak b. Penghuni bangunan Malaysia - Japan International Institute Of Technology (MJIT) c. Staf Jabatan Hal Ehwal Pelajar (HEP) d. Staf Perpustakaan e. Staf UTM Digital f. Staf Pejabat Harta Bina g. Staf Pusat Islam
Pintu Maktab 5	0600 pagi	1000 pagi	<ul style="list-style-type: none"> i) Semua jenis kategori kontraktor seperti pembersihan, pembinaan, pembekal, penyediaan makanan dan yang berkaitan. ii) Semua pelajar UTM (mulai 1 Julai 2020)
Pintu Pejalan Kaki (laluhan ke Residensi UTMKL, depan Tealive)	<u>Isnin – Jumaat</u> a. 1230 tghari <u>Sabtu dan Ahad</u> Tutup	<u>Isnin – Jumaat</u> 0230 petang <u>Sabtu dan Ahad</u> Tutup	<ul style="list-style-type: none"> i) Warga UTM ii) Komuniti Residensi iii) Orang Awam

Nota (i) : Kenderaan tidak berpelekat UTM yang sah akan diberi laluhan kebenaran masuk. Notis untuk membeli pelekat sah semasa UTM akan dikeluarkan.

Nota (ii) : Pematuhan Langkah Pencegahan Covid-19: Semua staf, pelajar dan orang awam/ Pelawat/ Ibu Bapa Pelajar/ Tetamu Khas / Kontraktor / Pembekal / Pekerja Syarikat Kurier/Pos Malaysia perlu patuhi SOP Pencegahan Covid-19 dan mematuhi PPE (*Face Mask*, periksa suhu, *hand sanitizer* & penjarakan sosial)

Nota (iii) : Semua staf tetap / kontrak / sementara lantikan UTM dan pelajar UTM dimestikan menunjukkan kad hijau (Deklarasi Kesihatan) UTMSmart, kad matrik staf/ kad matrik pelajar dan memeriksa suhu badan di semua pintu masuk. Kawalan Di Semua Pintu Masuk Kampus.

4.0 SOP MASUK KE DALAM KAMPUS

 <p style="text-align: center;">Staf</p>	<ul style="list-style-type: none"> i) Menunjukkan kad hijau (Deklarasi Kesihatan) UTMSmart, kad matrik staf kepada anggota Bahagian Keselamatan yang bertugas dan memeriksa suhu badan di pintu masuk. ii) Menunjukkan surat kebenaran bertugas dan arahan pergerakan <i>my.utm.my</i> sekiranya memohon untuk bekerja atas permohonan sendiri, kad hijau (Deklarasi Kesihatan) UTMSmart dan kad matrik staf kepada anggota Bahagian Keselamatan yang bertugas serta memeriksa suhu badan di pintu masuk UTM. iii) Bagi PSH/RO/ Post Doctoral lantikan geran perlu menunjukkan surat lantikan dan surat akuan sihat kepada anggota Bahagian Keselamatan yang bertugas serta memeriksa suhu badan dan perlu merekod di dalam “Sistem QR Code Visitor & Contractor” iv) Bagi staf lantikan UTM SPACE perlu merekod di dalam “Sistem QR Code Visitor & Contractor” (kerana tidak boleh menggunakan rekod i-hadir). v) Staf, PSH/RO/Post Doctoral lantikan geran/staf lantikan UTM SPACE tidak dibenarkan membawa anak masuk ke pejabat/premis/kampus UTM.
 <p style="text-align: center;">Pelajar</p>	<ul style="list-style-type: none"> i) Pelajar dari luar kampus/ dari kampung halaman perlu menunjukkan kad matrik pelajar, kad hijau (Deklarasi Kesihatan) UTM Smart (kad merah tidak dibenarkan masuk kampus) di Pintu 1 (Pintu Utama), Pintu 2 (Pintu Senai), Pintu 3 (Jalan Ladang) dan Pintu 5 (Sri Pulai: mulai 1 Julai 2020) UTM kepada anggota Bahagian Keselamatan yang bertugas. ii) Kemasukan pelajar adalah secara permohonan melalui “Sistem UTM Smart (Menu Pergerakan Pelajar)”. iii) Bagi pelajar yang menginap di kolej kediaman, perlu menunjukkan kad ungu (Deklarasi Kesihatan),kad matrik setiap kali urusan keluar/masuk kampus. iv) Manakala pergerakan keluar kampus bagi pelajar yang tinggal di kolej mulai 7.00 pagi hingga 10.00 malam
 <p style="text-align: center;">Orang Awam/Ibu Bapa Pelajar/ Tetamu Khas/ Pelawat & Kontraktor Perkhidmatan Perlu (JHB)/ Kontraktor Pembekal Perkhidmatan (Lantikan PTJ UTM)/Syarikat Kurier/Pos Malaysia</p>	<ul style="list-style-type: none"> i) Menunjukkan surat kebenaran masuk kampus dari PTJ yang ia berurusan kepada anggota Bahagian Keselamatan yang bertugas ii) Merekodkan nama, nombor kad pengenalan dan butiran kenderaan di dalam “Sistem QR Code Visitor & Contractor” bagi Orang Awam,Ibu Bapa Pelajar, Tetamu Khas, Pelawat dan Kontraktor; seperti di muka surat 9 panduan ini. iii) Mengambil Pas Pelawat dan menyerahkannya semula di pintu masuk semasa keluar kampus. iv) Kontraktor dan pekerja kontraktor perlu mendaftar diri / mengambil Pas Kontraktor di pintu masuk yang ditetapkan. v) Pas Kontraktor perlu diserahkan semula di pintu masuk/keluar sebelum meninggalkan kampus UTM (setelah tamat urusan/ kerja harian). vi) Kemasukan Orang Awam/ Ibu Bapa Pelajar/ Tetamu Khas/ Pelawat adalah secara temujanji (<i>by appointment</i>) atau secara jemputan rasmi (<i>by invitation</i>).

**GENERAL GUIDELINES FOR ENTRANCE INTO UTM CAMPUS POST-MCO
SECURITY DIVISION, DEPARTMENT OF REGISTRAR UTM JOHOR BAHRU
FOR STAFF, STUDENT, the PUBLIC, VISITORS AND CONTRACTORS**

1.0 UTM JOHOR BAHRU

Gate 1 (Main Entrance), Gate 2 (Senai Entrance), Gate 3 (Jalan Ladang Entrance), Gate 4 (Desa Bakti Entrance) and Gate 5 (Sri Pulai Entrance) will operate as shown in the table below. All Staff, Students, the Public, Visitors and Contractors are requested to refer to the UTM Johor Bahru Campus Entrance Guide as follows:

Name of Entrance	STARTING	TIME		Entrance for
Gate 1 (Main Entrance)	Open 24 Hours			i) All UTM Staff (Permanent/Contract/Temporary) – Only vehicles with a valid UTM vehicle sticker will be allowed entrance into campus ii) All UTM Students - Only students' vehicles with a valid UTM vehicle sticker will be allowed entrance into campus iii) PSH / RO / Post Doctoral Grants Appointment / Staff from UTMSPACE / Little Genius / Brainy Bunch / Hadana Nursery / UTM Ihsan Kindergarten / PALAPES (ROTU) / SUCCIS / APM - Only vehicles with a valid UTM vehicle sticker will be allowed entrance into campus iv) Public / Visitor / Parents / Special Guest v) <i>E-Hailing and Food Delivery (as of July 1, 2020)</i> vi) Courier Companies / Pos Malaysia are allowed to send personal letters / packages to the recipient's address (effective July 1, 2020)
Gate 2 (Senai Entrance) Gate 3 (Jalan Ladang Entrance),	25 JUNE 2020	From 06.00 AM	12.00 Midnight	
Gate 4 (Desa Bakti Entrance)	21 JUNE 2020	From 06.00 AM	07.00 PM	i) Contract workers for Essential Services (appointed by JHB) ii) Other Service & Supply Contractors (appointed by PTJ UTM) -Only vehicles of contractors and contract workers with a valid UTM vehicle sticker will be allowed entrance into campus
Gate 5 (Sri Pulai Entrance).	25 JUNE 2020	From 06.00 AM	12.00 Midnight	i) All UTM Staff (Permanent/Contract/Temporary) – Only vehicles with a valid UTM vehicle sticker will be allowed entrance into campus ii) PSH / RO / Post Doctoral Appointment Grants / Staff from SPACE / Little Genius / Brainy Bunch / Hadana Nursery / UTM Ihsan Kindergarten / PALAPES (ROTU) / SUCCIS / APM - Only vehicles with a valid UTM vehicle sticker will be allowed entrance into campus iii) All UTM Students iv) Only students' vehicles with a valid UTM vehicle sticker will be allowed entrance into campus (as of July 1, 2020) v) <i>E-Hailing and Food Delivery (as of July 1, 2020)</i>

2.0 UTM PAGOH

Name of Entrance	Open	Close	Entrance For
<p align="center">Gate 1 (Main Entrance)</p>	<p align="center">Sunday to Wednesday From 7.00 AM</p> <p align="center">Thursday From 7.00 AM</p> <p align="center">Friday to Saturday CLOSED</p>	<p align="center">Sunday to Wednesday 7.00PM</p> <p align="center">Thursday 4.00 PM</p> <p align="center">Friday to Saturday CLOSED</p>	<ul style="list-style-type: none"> i) All UTM Staff (Permanent/Contract/Temporary) – Only vehicles with a valid UTM vehicle sticker will be allowed entrance into campus ii) Staffs appointed by <i>Sime Darby Property South 4</i> (SDPS4); iii) All UTM Students - Only students' vehicles with a valid UTM vehicle sticker will be allowed entrance into campus iv) Public / Visitor / Parent / Special Guest v) Other Service & Supply Contractor (other than contractors appointed by SDPS4) vi) E-Hailing dan Food Delivery (as of July 1, 2020); and vii) Courier Companies / Pos Malaysia are allowed to send personal letters / packages to the recipient's address.

3.0 UTM KUALA LUMPUR




Name of Entrance	Open	Close	Entrance For
Main Entrance (Main Entrance)	From 6.00 AM	11.59 PM	<ul style="list-style-type: none"> i) All UTM Staff (Permanent/Contract/Temporary) except for the staffs stated in Maktab Gate 1. vehicles with a valid UTM vehicle sticker will be allowed entrance into campus ii) UTM students - Eligible students as stated in the circular letter by JHEP & TNC (A&A) iii) Public / Visitor / Parent / Special Guest iv) E-Hailing dan Food Delivery (as of July 1, 2020); and v) Courier Companies / Pos Malaysia are allowed to send personal letters / packages to the recipient's address.
Maktab Gate 1	Monday to Friday a. 7.00 AM b. 12.30 PM c. . 4.00PM Saturday to Sunday CLOSE	Monday to Friday a. 9.00 AM b. 2.30 PM c. 6.00 PM Saturday to Sunday CLOSE	<ul style="list-style-type: none"> i) Staffs from these categories: <ul style="list-style-type: none"> a. Occupants of Razak Tower building b. Occupants of Malaysia - Japan International Institute Of Technology (MJIT) c. Staffs of Student Affairs Department d. Library staffs e. UTM Digital staffs f. Department of Assets and Development staffs g. Staff from the Islamic Centre
Maktab Gate 5	From 6.00 AM	10.00 PM	<ul style="list-style-type: none"> i) All types of contractors such as cleaning, construction, supply, food supply related. ii) All UTM students (as of July 1, 2020)
Pedestrian Door (walkway to UTMKL Residence, in front of Tealive)	Monday to Friday a. 12.30 PM Saturday to Sunday CLOSE	Monday to Friday a. 2.30 PM Saturday to Sunday CLOSE	<ul style="list-style-type: none"> i) UTM staffs and Students ii) Residence community iii) Public

Note (i) : Vehicles without a valid UTM vehicle sticker is allowed access for entrance. A notice to purchase a valid UTM vehicle sticker will be issued.

Note (ii) : Compliance with the COVID-19 Preventive Measures: All staff, students, the public/ Visitors/ parents / Special Guest / Contractors / Suppliers / Employee of Courier Company / Pos Malaysia are required to comply to the Covid-19 SOP and PPE (Face Mask, Body Temperature Check, Hand Sanitizer & Social Distance 1 meter)

Note (iii) : All permanent staff / contract / UTM appointments and UTM students are required to show UTMSmart green card (Health Declaration), staff / student matric card and check body temperature as Control measures at all Campus Entrance (Gate 1, Gate 2, Gate 3 and Gate 5) .

4.0 CAMPUS ENTRY CONTROL

 <p>Staff</p>	<ul style="list-style-type: none"> i) Present the UTMSmart green card (health declaration), Staff Card to a member of the Security Division on duty and check the body temperature at the entrance. ii) Display the work permit and movement instructions from my.utm.my when applying for personal work application, UTMSmart green card (Health Declaration) and staff matrix card to the member of the Security Division on duty and check body temperature at UTM entrance. iii) PSH / RO / Post Doctoral Grants Appointment need to show their letter of appointment and health declaration to a member of the Security Division on duty, and check body temperature and record in the QR Code Visitor & Contractor System. iv) For SPACE appointments, they need to record in the QR <i>Code Visitor & Contractor System</i>” (as they cannot record using the i-hadir). v) Staff, PSH / RO / Post Doctoral Grant Appointment / Staff from UTMSPACE are not allowed to bring children to the UTM office / premises / campus.
 <p>Students</p>	<ul style="list-style-type: none"> i) Students living off-campus and at home must present their Student Matric Card and Green Card (Health Declaration) from UTMSMART (red card is not allowed access into campus), at Gate 1 (Main Gate), Gate 2 (Senai Gate), Gate 3 (Jalan Ladang) and Gate 5 (Sri Pulai: beginning July 1, 2020) to a member of the Security Division on duty. ii) Application for students' entrance into campus can be made through the UTMSMART System (Student Movement Menu)”. <ul style="list-style-type: none"> iv) For college residential students, they will need to show the Purple Card (Health Declaration) and Matric Card every time they go in / out of campus. v) Off-campus movement for college residential students is from 7.00 am to 10.00 pm
 <p>Public / Visitors / Parents / Special Guest & Contractors for Essential Services (JHB) / Contractors for Service & Supply (appointed by PTJ UTM) / Courier Companies / Pos Malaysia</p>	<ul style="list-style-type: none"> i) Displays a campus entrance permission from the PTJ to be dealt with to a member of the Security Division on duty. ii) Record the name, identification card number and details of the vehicle in QR <i>Code Visitor & Contractor</i>” system for public, parents, Special Guests, Visitors and contractors; as stated in page 9 in this Guideline. iii) Take a Visitor Pass and Return it at the entrance when exiting the campus. iv) Contractors and contract workers must register / obtain Contractor Pass at designated entrances. v) Contractor Pass must be returned at the entrance / exit before leaving UTM campus (upon completion of business / daily work) vi) Entrance of the Public / Parents / Special Guests / Visitors is by appointment or through official invitation only.

“QR CODE VISITOR & CONTRACTOR” SYSTEM

Scan Your QR Code for
Visitor / Contractor
Registration



<http://pergerakan.utm.my/visitor>



QR Code Scanner

Security Division, Registrar Department, UTM Johor Bahru, Johor

VISITOR PERMISSION STEPS

- 1** **Scan QR CODE**
Visitor need to scan qr code
- 2** **Create your id**
Enter your IC/passport number and phone number
- 3** **Enter personal info**
Name, address, email
- 4** **Purpose of visiting**
official business or others
- 5** **Body temperature**
Updated information

Digital Care, Digital Services Department (UTMDigital), Universiti Teknologi Malaysia
CONTACT US : Email : digitalcare@utm.my | Phone No (9.00 a.m-5.00pm) : 013-3885462/013-7706248/017-3016662



Perlu menggunakan “Sistem QR Code *Visitor & Contractor*” sebelum masuk kampus.

SCAN YOUR QR CODE FOR *VISITOR / CONTRACTOR*
<http://pergerakan.utm.my/visitor>



- Semua Orang Awam
- Ibu Bapa Pelajar
- Pelawat/Tetamu Khas
- Staf SPACE
- PSH/RO Geran
- Post Doc.*Geran
- Staf *Little Genius*
- Staf *Brainy Bunch*
- Staf Taska Hadana
- Staf Tadika Ihsan UTM
- PALAPES
- SUKSIS
- APM
- Kontraktor Perkhidmatan Perlu (JHB)/Kontraktor Pembekal Perkhidmatan & Bekalan (PTJ lain UTM)
- E-Hailing* dan *Food Delivery* (mulai 1 Julai 2020)
- Kurier dan Pos Malaysia (mulai 1 Julai 2020)