



SURAT PEKELILING PENTADBIRAN
BILANGAN 1 TAHUN 2020

**PEMAKLUMAN PELAKSANAAN PENGAJARAN DAN
PEMBELAJARAN SECARA ONLINE SERTA PROGRAM
DAN AKTIVITI YANG MELIBATKAN PERHIMPUNAN
RAMAI BERIKUTAN PENULARAN WABAK COVID-19
DI
UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

Pejabat Pendaftar

16 Mac 2020 | 21 Rejab 1441H

Disalinkan kepada:

Naib Canselor

Timbalan Naib Canselor (Akademik dan Antarabangsa)

Timbalan Naib Canselor (Penyelidikan dan Inovasi)

Timbalan Naib Canselor (Hal Ehwal Pelajar)

Penolong Naib Canselor (Jaringan Industri dan Masyarakat)

Penolong Naib Canselor (Pembangunan dan Pengurusan Fasiliti)

Pegawai-Pegawai Kanan

YDP Majlis Perwakilan Pelajar

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM.02.14.03/100-3/2/2 (5)

16 MAC 2020
21 REJAB 1441H

SURAT PEKELILING PENTADBIRAN BIL. 1/2020

PEMAKLUMAN PELAKSANAAN PENGAJARAN DAN PEMBELAJARAN SECARA ONLINE SERTA PROGRAM DAN AKTIVITI YANG MELIBATKAN PERHIMPUNAN RAMAI BERIKUTAN PENULARAN WABAK COVID-19 DI UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Berikutan situasi terkini penularan wabak COVID-19 seperti yang dilaporkan oleh Kementerian Kesihatan Malaysia (KKM), Universiti Teknikal Malaysia Melaka (UTeM) sangat mengambil berat tentang kesihatan dan keselamatan warga UTeM keseluruhannya dan telah mengeluarkan Pekeliling Pentadbiran Bil. 18/2020.

Dengan mengambil kira saranan dari KKM berkaitan perhimpunan yang melibatkan jumlah peserta yang ramai (*mass gathering*) serta saranan dari Jabatan Pengajian Tinggi (JPT) melalui Surat Edaran bernombor rujukan PT(UKP)1000/02/01 Jld.3(8) bertarikh 14 Mac 2020, semua warga UTeM perlu mematuhi arahan berikut:-

1. Semua aktiviti pengajaran dan pembelajaran seperti kuliah / tutorial / makmal / praktikal / ko-kurikulum **AKAN DILAKSANAKAN SECARA ATAS TALIAN (ONLINE)**, menggantikan kaedah pengajaran dan pembelajaran secara bersemuka sepanjang tempoh **16 Mac 2020 hingga 27 Mac 2020**.
2. Fakulti / Pusat akan memberi pemakluman kepada para pelajar tentang kaedah-kaedah pengajaran dan pembelajaran secara atas talian (*online*) yang akan digunakan.
3. Universiti mempunyai tanggungjawab untuk meminimumkan penularan wabak COVID-19 terhadap warganya. Justeru itu, Universiti memutuskan agar pelajar berada di dalam kampus dan tidak dibenarkan pulang ke kampung halaman masing-masing di sepanjang tempoh **16 Mac 2020 hingga 27 Mac 2020**.
4. Semua program dan aktiviti yang melibatkan perhimpunan ramai seperti program sukan dan latihan ditangguhkan. Universiti juga menetapkan

sebarang aktiviti pelajar berkumpul yang melebihi sepuluh (10) orang adalah dilarang.

Pihak UTeM akan terus memantau perkembangan wabak ini dan menyalurkan maklumat terkini dari semasa ke semasa. Warga UTeM juga diingatkan agar mendapatkan berita yang sahih mengenai wabak COVID-19 daripada sumber-sumber yang boleh dipercayai.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

“KOMPETENSI TERAS KEGEMILANGAN”

Saya yang menjalankan amanah,



MASDZARIF BIN MAHAT
Ketua Pegawai Operasi
Universiti Teknikal Malaysia Melaka

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM.02.14.03/100-3/2/2 (5)

16 MAC 2020
21 REJAB 1441H

ADMINISTRATIVE CIRCULAR LETTER NO. 1/2020

NOTICE OF ACTIVATION OF VIRTUAL CLASS (E-LEARNING MODE) AND PROGRAMMES AND ACTIVITIES INVOLVING MASS GATHERING IN LIGHT OF COVID-19 AT UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Due to the current COVID-19 pandemic announced by the Ministry of Health Malaysia (MOH), Universiti Teknikal Malaysia Melaka (UTeM) is committed in ensuring the safety and wellbeing of all its staff and students, thereby issuing the release of the Administrative Circular No. 1/2020.

Pursuant to the statements released by the MOH and Higher Education Department, MOHE regarding mass gathering, in a circular dated 14 March 2020, all staff and students of UTeM are required to abide by the following regulations:-

1. All teaching and learning activities such as lectures/tutorials/labs/practical/co-curricular **WILL BE CONDUCTED VIA ONLINE MODE**, effective from **16 March 2020 to 27 March 2020**.
2. Faculties /Centres will provide substantial information to all students regarding the Online teaching and learning methods to be adopted. Students are advised to refer to their respective lecturers for details of their virtual classes.
3. The University is committed in curtailing the spread of the COVID-19 among its campus members. Thus, the University has stipulated that all students **MUST** stay within the campus throughout the period of 16 March – 27 March 2020 and are **NOT ALLOWED** to return to their hometown.
4. All programmes and activities involving mass gathering such as sports and trainings are suspended. The University has also imposed that any group activities involving more than ten (10) members are strictly prohibited.

UTeM will continue to monitor and share the latest updates on the COVID-19 pandemic. All campus members are advised to obtain accurate information on COVID-19 from **verified sources**.