



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

# APSeC

PUSAT POLIS BANTUAN  
DAN KESELAMATAN UNIVERSITI

**AUXILIARY POLICE  
& SECURITY CENTER**



# SCOPE OF BRIEFING

- POLICY AND REGULATION
- REGISTRATION OF VEHICLE
- TRAFFIC AND PARKING FACILITIES
- SAFETY OF PERSONAL BELONGINGS
- IMPORTANT CONTACT NUMBERS





# Security Policys and Regulations



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# Student Card (PUTRA VID)

## WHAT IS PUTRA<sup>®</sup>VID?

- Replaces the staff/student card who is working/studying at Universiti Putra Malaysia.
- Contains Name and No Staff / No Matrix, QR Code and Bar Code.
- Allows access to systems using Putra<sup>®</sup>VID.
- Embended with Verified Apps (Module) for identification purposes using QR Code.
- Only the Putra<sup>®</sup>VID scanner is allowed.



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# TO BRING/ KEEP VEHICLE INSIDE CAMPUS

- MUST GOT APPROVAL FROM APSeC.
- MUST SHOW THE APPROVAL (CAR/ MOTORCYCLE STICKER)



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# Car Sticker Policy

## VEHICLE STICKER - CAR

- a) Masters and PhD students; or
- b) Final year students ; or
- c) Not final year students but doing practical / projects. (Required to attach a confirmation letter from the supervisor and send it to the Director of Security to obtain approval) ; or
- d) Students outside of the campus ; or
- e) Students who hold positions in the Student Representation Council (MPP) and Graduate Supreme Council (MTM). (Should send the list of names of every college's MPP and MTM to the Director of Security).

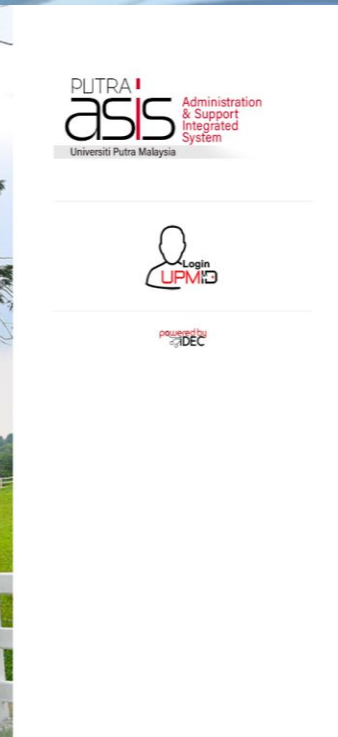
## VEHICLE STICKER - MOTORCYCLE

- a) Masters and PhD students; or
- b) Diploma and Bachelor (Year two and above); or



# HOW TO APPLY FOR CAR/ MOTORCYCLE STICKER

- Applications through [Putra ASIS](#).
- Applicants are required to fill in every details and upload docement needed



# AUTHORITY AND TERMS OF REFERENCE

- UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971, UNIVERSITY PUTRA MALAYSIA (DISIPLINE OF STUDENTS) RULES 2005



## SIARAN UNDANG-UNDANG UNIVERSITI PUTRA MALAYSIA

1hb Januari 2016

S.UU(B)0001/16

### PERWAKILAN FUNGSI, KUASA DAN KEWAJIPAN PIHAK BERKUASA TATATERTIB DI BAWAH SEKSYEN 16B(3) AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

Pada menjalankan kuasa yang diberikan oleh seksyen 16B(3) Akta Universiti dan Kolej Universiti 1971, Naib Canselor selaku Pihak Berkuasa Tatatertib berkenaan dengan pelajar Universiti mewakilkan fungsi, kuasa dan kewajipan tatatertibnya berhubung dengan tatatertib pelajar tersebut, setakat fungsi, kuasa dan kewajipan itu berkaitan dengan tatatertib lalu lintas di bawah Bahagian IV, Kaedah-Kaedah Universiti Putra Malaysia (Tatatertib Pelajar-Pelajar) 2005, dan terutamanya berhubung dengan hukuman tatatertib terus dalam Kaedah 48 Kaedah-Kaedah yang sama, kepada pekerja Universiti yang diperihalkan dalam ruangan (1), berkuat kuasa mengikut tarikh yang dinyatakan dalam ruangan (2), dalam Jadual di bawah—

Jadual

Ruangan (1)	Ruangan (2)
(a) Pengarah Keselamatan*	} Terikh kuat kuasa mulai dari tarikh surat perwakilkan ini
(b) Pegawai Keselamatan*	
(c) Penolong Pegawai Keselamatan*	
(d) Pembantu Keselamatan*	
(e) Pengawal Keselamatan*	

\*mengikut grad jawatan yang ditetapkan oleh Pejabat Pendaftar dari semasa ke semasa

Diwakilkan pada 1 Januari 2016  
[UPM/PPUU/600-1/1/1/WAKIL.KUASA/BKU;UPM/BKU/100-6/1/3]

  
PROFESOR DATIN PADUKA DR. AINI IDERIS  
Naib Canselor/Pihak Berkuasa Tatatertib Pelajar

Disiarkan oleh Pejabat Penasihat Undang-Undang, UPM



# ROAD TRAFFIC DISCIPLINE

## PART IV

### ROAD TRAFFIC DISCIPLINE

#### **Written authorization for students keeping, possessing or owning motor vehicles on Campus**

37. (1) A student intending to keep, have in his possession or own any motor vehicle in the Campus shall, in the first instance, apply for and obtain from the Vice-Chancellor a written authorization in respect thereof; the application and the written authorization shall be in such form as the Vice-Chancellor may, subject to subrule (2), determine.

(2) The application for such permission shall be made by the student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle licence and the current third party risks insurance policy in respect of the motor vehicle and a valid driving licence in respect of the applicant.

(3) The authorization of the Vice-Chancellor shall at all times be displayed conspicuously on the motor vehicle.

(4) The authorization shall be renewed annually and the provisions of subrules (1) and (2) shall apply *mutatis mutandis* to an application for such renewal.

(5) The Vice-Chancellor may refuse to grant the authorization or revoke any authorization granted if he is satisfied that it would not be in the interest of the University for the student to hold such authorization.

#### **Register of students' motor vehicles**

38. The Vice-Chancellor shall cause to be maintained a register of all motor vehicles kept, possessed or owned by the students in the Campus in such form as the Vice-Chancellor may deem fit.

#### **Speed limit**

39. No student shall drive a motor vehicle in the Campus at a speed in excess of that indicated by a traffic sign.

#### **Motor vehicles to be driven only on carriageway of road**

40. No student shall drive a motor vehicle on any place other than on that part of the road which is used as a carriageway for the passage of motor vehicles; in particular, no motor vehicle shall be driven by a student on the pavement, side-table, grass verge, footpath, corridor, verandah, five-foot way, courtyard or in any part of any building or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.

# ROAD TRAFFIC DISCIPLINE

## **Obstructive parking**

41. No student shall park any vehicle at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person or motor vehicle.

## **Use of allotted parking bays**

42. Where a parking bay is allotted for a particular motor vehicle, no student shall park a different motor vehicle in such parking bay.

## **Pillion riding**

43. (1) A student driving a two-wheeled motorcycle shall not carry more than one person on such motorcycle.

(2) No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle.

(3) A student shall not allow himself to be carried on a two-wheeled motorcycle driven by any person, whether a student or not, in contravention of subrule (1) or (2).

## **Traffic directions and signs**

44. A student shall comply with all traffic directions and traffic signs.

## **Production of driving licence and matriculation card**

45. Any student who is driving or is in charge or control of a motor vehicle shall carry with him a valid driving licence issued to him under the Road Transport Act 1987 [Act 333] and his matriculation card and shall produce the driving licence or matriculation card for inspection by an authorized person whenever required to do so.

## **Obstruction of traffic flow**

46. A student shall not conduct himself in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the Campus.

## **Acts within Campus which are offences under the Road Transport Act 1987 to be disciplinary offences**

47. (1) A student commits a disciplinary offence under these Rules if he commits any act within the Campus which is an offence under the Road Transport Act 1987 [Act 333] or any subsidiary legislation made under the Act.

# TRAFFIC AND PARKING FACILITIES

## • TRAFFIC

- ROAD TRAFFIC DISCIPLINE, UNIVERSITY PUTRA MALAYSIA (DISCIPLINE OF STUDENTS) 2005
- ALL VEHICLES MUST REGISTERED AT THE SECURITY OFFICE
- SPEED LIMIT – 35 KMH
- MOTOR VEHICLES TO BE DRIVEN ONLY CARRIAGE OF ROAD
- PARK ONLY AT THE ALLOTTED PARKING BAYS
- NO OBSTRUCTIVE PARKING
- COMPLY TRAFFIC DIRECTIONS AND SIGNS

## • PARKING FACILITIES

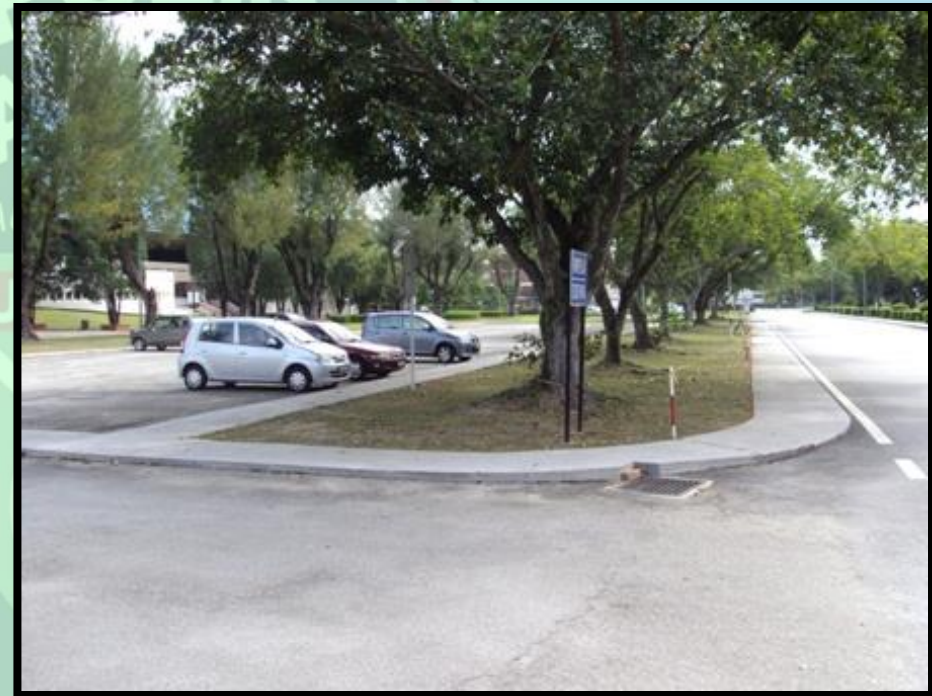
- CENTRAL PARKING
- DEWAN BESAR
- GAZEBO
- CENTRAL LECTURE HALL



# CENTRAL PARKING



# DEWAN BESAR



## GAZEBO/ INTERNATIONAL OFFICE



## CENTRAL LECTURE HALL



# **SAFETY OF PERSONAL BELONGINGS**

- **MOBILE COMPUTERS MUST NOT BE LEFT UNATTENDED IN A CAR or AT ANY PLACE**
- **ALL PERSONAL BELONGINGS AND IMPORTANT DOCUMENTS MUST BE KEPT IN A SAFE PLACE**







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# **BILIK GERAKAN PUSAT POLIS BANTUAN & KESELAMATAN UNIVERSITI (APSeC)**

*AUXILIARY POLICE & SECURITY CENTER (APSeC)  
CONTROL CENTER*

**24**  
JAM / HOURS

03-9769 7990 

03-9769 7470

03-9769 1999



[apsec@upm.edu.my](mailto:apsec@upm.edu.my)



[apsec.upm.edu.my](http://apsec.upm.edu.my)



APSeC / Polis Bantuan UPM



[apsec\\_polisbantuanupm](https://www.instagram.com/apsec_polisbantuanupm)