



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

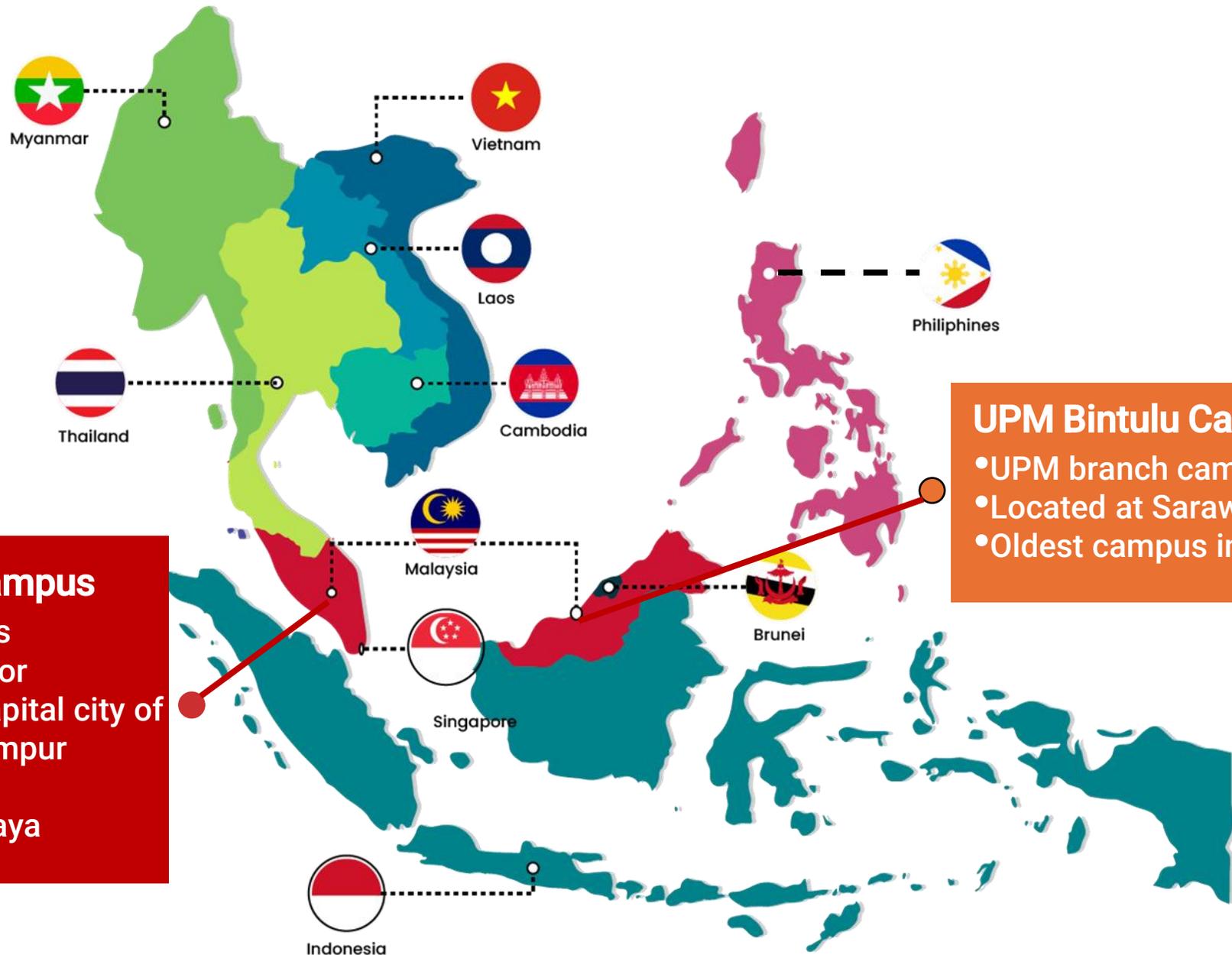
STUDENTS AFFAIRS DIVISION

Date: 16 October 2024
Time: 2.30 P.M



Berilmu Berbakti Pertanian • Inovasi • Kehidupan

Campus of UPM



UPM Serdang Campus

- UPM main campus
- Located at Selangor
- 24 km from the capital city of Malaysia, Kuala Lumpur
- 23.9 Km to KLIA
- 14.5 Km to Putrajaya

UPM Bintulu Campus

- UPM branch campus
- Located at Sarawak
- Oldest campus in Sarawak

Entities of Deputy Vice-Chancellor (Student Affairs and Alumni) Office

The Office of the Deputy Vice Chancellor (Student and Alumni Affairs) has ten (10) main entities including the Student Affairs Division.



A) Divisions

1. Student Affairs Division (BHEP)
2. Housing and Placement Division (BPP)
3. UPM Counselling Division (BKUPM)

B) Centres

1. Co-Curriculum and Student Development Centre (PKPP)
2. Centre of Entrepreneurial Development and Graduate Marketability (CEM)
3. Alumni Relations Centre (ARUPM)

C) Residential Colleges

1. Tun Dr Ismail College (KTDI)
2. Chancellor College (KC)
3. Sultan Alaeddin Suleiman Shah College (KOSASS)
4. Pendeta Za'ba College (KPZ)
5. Tenth College (K10)
6. Twelfth College (K12)
7. Kolej Tan Sri Aishah Ghani
8. Fourteenth College (K14)
9. Kolej Tan Sri Mustaffa Babjee
10. Sri Rajang College (KSR), UPM Bintulu Campus

D) Uniformed Bodies

1. Reserve Officer Training Unit (PALAPES)
2. Student Police Volunteer Corps (SUKSIS Corps)
3. Civil Defence Student Corps (SISPA Corps)

HEAD OF STUDENT AFFAIRS DIVISION



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT



Head of Division

Pn. Noraihan Noordin

Timbalan Pendaftar

...

☎ 03 9769 3399 | ✉ kb_hep



Secretary

Pn. Zarita Ridzwan

Pembantu Setiausaha Pejabat Kanan

...

☎ 03 9769 6064 | ✉ zarita

MANAGEMENT SERVICE SECTION



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SEKSYEN KHIDMAT
PENGURUSAN



NETUA SEKSYEN

Pn. Wan Rohani Wan Mohamed

Penolong Pendaftar Kanan

03 9789 7451

wrohani

UNIT URUS
TADBIR



PERTELAPAN

**Pn. Wan Rohani
Wan Mohamed**

Penolong Pendaftar Kanan

03 9789 7451

wrohani

UNIT PENGURUSAN
KEMUDAHAN/FASILITI



PERTELAPAN

**En. Syahmi Alsadiqin
Mohamed Bakri**

Pegawai Eksekutif

03 9789 8496

syahmi.alsadiqin



Pn. Syamila Zakaria

Pembantu Tadbir

03 9789 1264

syamila



Pn. Normee Abdul Aziz

Pembantu Tadbir Kanan

03 9789 8056

normee



En. Mohd Razali Osman

Penolong Jurutera

03 9789 8496

morazali



En. Muhamad Amin Atan

Pembantu Khidmat Am

03 9789 8075

amin_atan



**En. Mohd Hafiz
Mohd Yusoff**

Pembantu Tadbir Kanan

03 9789 3275

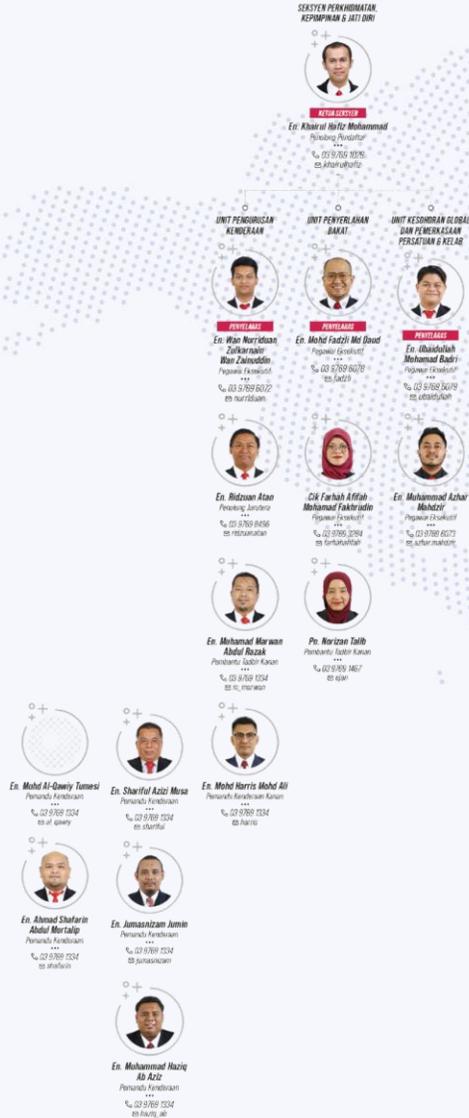
mohd.hafiz

- Manage and coordinate general administration.
- Manage and coordinate matters related to MyPortfolio, KPI, SKT, and risk management.
- Manage human resource development such as staffing, services, training, leave, facilities, and others.
- Manage budget control, procurement, expenditure, and trust accounts.
- Manage staff and student claims.
- Manage asset and inventory records.
- Manage and coordinate matters related to infrastructure and facilities development.
- Manage and coordinate facility maintenance.
- Manage the stationery store and souvenir requests.
- Manage and coordinate activities related to ratings and quality management.

SERVICE, LEADERSHIP & IDENTITY SECTION



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



- Monitor the Student Union in the process of approving student activities.
- Coordinate the affairs of the Student Union Parliament Committee.
- Coordinate campus election affairs (JPMPP).
- Manage student participation in external programs (government/private agencies and ad-hoc programs).
- Manage ongoing programs related to activities such as the Student Union Parliament, Campus Elections, MPP Induction Courses, Student Podcast slots, and others.
- Manage the approval of student activities.
- Manage the e-merit system.
- Handle student financial claims.

ARTS, CULTURE & HERITAGE EMPOWERMENT SECTION



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT



- Plan and implement the publication of documentation, articles, or journals related to arts and culture among students.
- Plan the development of students' soft skills through Arts, Culture, and Heritage activities.
- Plan high-impact activities for the university and students in collaboration with the Sultan Salahuddin Abdul Aziz Shah Cultural Centre.
- Plan and monitor the development of campus cultural heritage according to current policies and regulations.
- Manage courses and learning in arts workshops.
- Manage cultural and arts performances both on and off-campus.
- Coordinate collaborations with Faculties or Colleges to organized programs related to culture and the arts.

STUDENT WELFARE SECTION



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SEKSYEN KESEJAHTERAAN
MAHASISWA



KETUA SEKSYEN

Cik Ummi Husna Abdullah

Pendatang Pendaftaran

☎ 03 9769 1326
✉ ummihusna

UNIT KEBAJIKAN
PELAJAR



PENYELARAS

**En. Muhammad Ayob
Ibrahim**

Pegawai Eksekutif
☎ 03 9769 6067
✉ muhammadayob

UNIT PENGURUSAN PENAJAAN
& BIASISWA PELAJAR



PENYELARAS

**Cik Nurul Farhan
Zainorkamarul Basahidin**

Pegawai Eksekutif
☎ 03 9769 6965
✉ nurulfarhan

UNIT PERKHIDMATAN
& SOKONGAN OKU



PENYELARAS

Pn. Marlinah Muslim

Pegawai Eksekutif
☎ 03 9769 6066
✉ Marlinah



En. Zulkifli Ibrahim

Pembantu Tadbir
☎ 03 9769 6074
✉ zbi



Pn. Wahida Abdul Wahab

Pembantu Tadbir Kanan
☎ 03 9769 8055
✉ wahida_upm

- Provide services and facilities for student welfare assistance.
- Manage applications for the Welfare Fund for undergraduate and postgraduate students.
- Manage student welfare initiatives and programs.
- Manage applications and matters related to scholarships, sponsorships, and student loans, as well as arrange meetings between students and sponsors.
- Coordinate and manage the SULUNG Program.
- Provide services and facilities for students with disabilities (OKU).

CHARACTERISTIC AND INTEGRITY DEVELOPEMENT



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

SEKSYEN PEMBANGUNAN
SAHSIAH & INTEGRITI



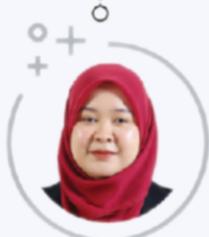
KETUA SEKSYEN

Pn. Wan Fatim Fashilin Wan Adeli

Pegawai Eksekutif

☎ 03 9769 7363

✉ fatinfashilin



Cik Nureedayu Mohd
Zapuri

Pegawai Eksekutif

☎ 03 9769 1336

✉ nureedayu

- Manage all matters related to student discipline.
- Provide recommendations on actions to be taken regarding any disciplinary complaints received about students.
- Receive investigation reports related to student disciplinary actions from any Investigation Committee appointed by the University Vice-Chancellor.
- Conduct investigations and implement disciplinary actions.
- Ensure all student disciplinary procedures comply with the provisions of Universities and University Colleges Act 1971 and Universiti Putra Malaysia (Student Discipline) Regulations 2005.
- Conduct awareness campaigns on discipline.
- Member of the University of Malaysia Disciplinary and Discipline Council (MATDUM).

UPM INTERNATIONAL STUDENTS' ASSOCIATION



SUCCESS WILL
BE ACHIEVED
TOGETHER



- The International Students' Association at UPM (UPMISA) was founded in 2005 as the official association for all international students studying at Universiti Putra Malaysia. Officially approved by the Deputy Vice Chancellor (Student Affairs and Alumni), Prof. Datuk Dr. Mohd Fauzi bin Hj Ramlan, in 2010 under the DVC office, and all activities under the student affairs division.
- UPMISA represents over 87 countries international students at meetings with management and looks out for the interest of UPM students anywhere.
- Exco members govern the association and together with country representatives.
- UPMISA is the umbrella of all the clubs and societies of the countries at UPM.
- Mission is to support UPM's desire of becoming a university of international repute through increasing the visibility globally. To cater for the needs of *prospective, new* and *returning* UPM students from around the world, and to create an avenue of building friendships among international students at UPM.



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERSAKTI

PUTRA
PERTANIAN UNTUK RAKYAT



VISION

PGA is the main platform to unite all local and international Postgraduate students at Universiti Putra Malaysia.

MISSION

To produce an excellent Postgraduate students in the areas of management, academic, research and others. In addition, to form a strong personality among Postgraduate students at Universiti Putra Malaysia. So that, UPM Postgraduate students will be respected by others.

OBJECTIVE

- As a platform to channel the aspirations of UPM Postgraduate students
- As a coordinator of related events and programs in academic matters, research, welfare and programs related to Postgraduate students,
- As a facilitator to equip a leadership knowledge, organizational skills, and create a spirit of teamwork among UPM Postgraduate students,
- As the main platform to unite local and international Postgraduate students of UPM.

GRADUATE & INTERNATIONAL STUDENT WELFARE FUND



This fund is established to alleviate the burden of students who are facing financial and emergency-related issues.

Types of assistance provided:

- Emergency – RM200
- Tuition fees – Maximum RM1000
- Self-sustenance – RM300
- Accident/Illness – RM200
- Students/ parent death contribution – RM400
- Other disasters – Maximum RM1000



How to Apply?

1. Download the Student Welfare Application Form from the website or collect the form Student Affairs Division Office
2. Fill out and submit the form to the Student Affairs Division Office



MYSISWA CARD



UPM
UNIVERSITI PUTRA MALAYSIA
BERSAMA SAMA BERKUALITI



MYSISWA CARD is an initiative by the Ministry of Higher Education (KPT) together with Public Universities in Malaysia and RHB Bank to implement financial savings initiatives, cashless campus, smart campus, student identity, and create a better financial ecosystem for students, university management, the National Higher Education Fund Corporation (PTPTN) and the Ministry of Higher Education (KPT).

ATTENTION!!

In line with the implementation of MySiswa Card in all public universities, **all students (both local & international) are required** to open an I-Pro RHB Savings account at any RHB Bank branch or through online.

!!!Please bring the following documents:

International Students (student:

- i. Original Passport (Validity period > 6 month)
- ii. Valid student visa/ pass

Local Students:

- i. MyKad/ MyTentera





UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PUTRA
PERTANIAN UNTUK RAKYAT

STUDENT ATTIRE ETIQUETTE

1. As university students, they should always present themselves in a neat, cheerful, and respectful manner while on campus

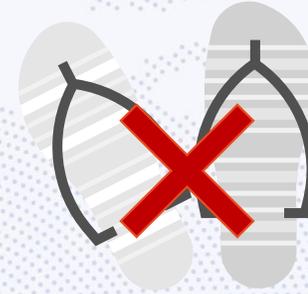


ETIKA PENAMPILAN PELAJAR *Student Attire Etiquette*



Students are not allowed to:

- Wear slippers
- Wear T-shirts without collars
- Wear sleeveless tops
- Wear tight pants or skirts
- Wear skirts above the knee or shorts
- Wear a burqa
- Wear worn-out jeans
- Have piercings or long hair for males
- Dye their hair for male students



- Male students are not allowed to dress in a manner resembling that of females, and female students are not allowed to dress in a manner resembling that of males.
- Students are prohibited from displaying tattoos on any part of their bodies.





UPM
UNIVERSITI PUTRA MALAYSIA
BERSILMU BERBAKTI

PUTRA[®]
PERTANIAN UNTUK RAKYAT

Pertanian • Inovasi • Kehidupan
Berilmu Berbakti

Terima Kasih
Thank You