



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR  
KALI KE 105 BIL 31/2023**

**PENDAFTARAN KELUAR BILIK (*CHECK-OUT*) BAGI  
SESI AKADEMIK 2022/2023**

Assalamualaikum dan Salam Sejahtera,

Dengan segala hormatnya saya diarah merujuk perkara di atas.

Merujuk kepada pemakluman ini, para pelajar yang mendiami Residen Pelajar Gambang dan Pekan perlu melakukan pendaftaran keluar bilik (*check out*) dengan sempurna bermula pada **3 Julai 2023 sehingga 19 Julai 2023**.

1.0 Pelajar **WAJIB** melakukan perkara berikut sebelum mendaftar keluar:

BIL	PERKARA		DENDA
1	Mengisi <b>Borang Pendaftaran Keluar Residen Pelajar</b> secara atas talian melalui E-Community atau aplikasi ADAB ( <i>Hostel Check out</i> )	<b>JIKA PELAJAR INGKAR MELAKUKAN</b>	RM50.00
2	Perlu memastikan bilik/rumah dalam keadaan yang bersih. Perabot dan kelengkapan fasiliti yang disediakan berada dalam keadaan asal		RM50.00
3	Mengambil video dalam keadaan bilik/rumah serta kelengkapan perabot dan tandas. <b>(RP2, RP4 &amp; RP5 SAHAJA)</b>	-	-
4	Memulangkan kunci dan borang pendaftaran keluar bilik pada waktu pejabat sahaja	-	-
5	Caj kehilangan: - Kunci - Penanda kunci besi  <b>(Bagi pelajar DHUAM yang kehilangan kunci, pelajar perlu berurusan dengan pengurusan DHUAM bagi mendapatkan kunci baru)</b>	<b>JIKA HILANG</b>	- RM10.00/unit - RM10.00/unit

2.0 Sila pastikan anda mematuhi etika berpakaian ketika hadir ke Pejabat **(mengikut jadual operasi dibawah)** bagi melakukan Proses Pendaftaran Keluar. Sila pameran kad matrik.

HARI	MASA OPERASI
ISNIN - KHAMIS	8.30 Pagi – 12.30 Tengahari 2.30 Petang – 4.30 Petang
JUMAAT	8.30 Pagi – 12.00 Tengahari 3.00 Petang – 4.30 Petang
19 JULAI 2023 (Awal Muharram)	8.30 Pagi – 12.00 tengah hari <i>(kaunter DITUTUP pada sebelah petang)</i>
SABTU/AHAD/CUTI UMUM	TUTUP

Bagi sebarang pertanyaan boleh hadir secara terus ke pejabat Residen Pelajar atau email kepada residen@ump.edu.my.

Sekian untuk makluman dan tindakan pelajar. Terima kasih.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA”**

“Teknologi Untuk Masyarakat”



**MOHD RAIZALHILMY B. MOHD. RAIS**

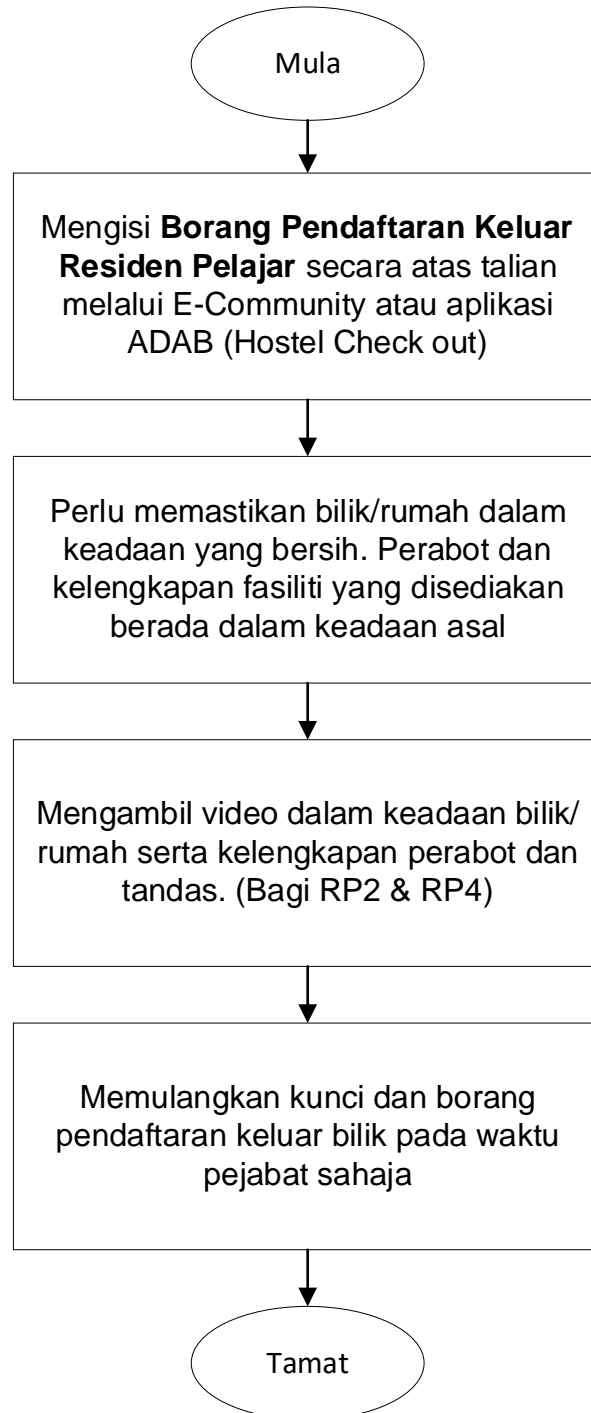
Pengarah Perkhidmatan Pelajar  
Jabatan Hal Ehwal Pelajar & Alumni

Tarikh: 3 Julai 2023

[hilmy@ump.edu.my](mailto:hilmy@ump.edu.my)

LAMPIRAN

**CARTA ALIR PENDAFTARAN KELUAR BILIK (CHECK-OUT) BAGI SESI  
2022/2023**





## REGISTRATION OF ROOM CHECK-OUT FOR ACADEMIC SESSION 2022/2023

Assalamualaikum / Salam Sejahtera,

With utmost respect, I am directed to refer to the matter above.

Referring to this notification, students residing in Gambang and Pekan Residences are required to complete the room check-out registration from **3<sup>rd</sup> July 2023 until 19<sup>th</sup> July 2023**.

1.0 Students are **COMPULSORY** to take the following actions before checking out:

NO	ITEM		COMPOUND
1	Fill the check out form ( <b>Borang Pendaftaran Keluar Residen Pelajar</b> ) online via E-Community atau aplikasi ADAB ( <i>Hostel Check out</i> )		RM50.00
2	Please ensure that your room/house left in clean condition. All the facilities must be left in proper and original condition	<b>IF FAIL TO COMPLY</b>	RM50.00
3	Record the room/house condition with other equipment and toilet. ( <b>ONLY FOR RP2, RP4 &amp; RP5</b> )	-	-
4	Please return the key and check out form during office hours only.	-	-
5	Charge for any loss: - Key - Key tag  <b>(for students stay at DHUAM who have lost their keys, they are required to liaise with DHUAM management to get the new one)</b>	<b>LOSS / MISPLACE</b>	- RM10.00/unit - RM10.00/unit

2. Please ensure that you adhere to the dress code etiquette during visiting the office (according to the operational schedule below) for the Check-out Registration process. Kindly present your student ID card.

DAY	OPERATIONAL SCHEDULE
MONDAY - THURSDAY	8.30 AM – 12.30 PM 2.30 PM – 4.30 PM
FRIDAY	8.30 AM – 12.00 PM 3.00 PM – 4.30 PM
19 <sup>th</sup> JULY 2023 (1st Muharram – public holiday)	8.30 AM – 12.00 PM (counter opened only HALF DAY)
SATURDAY/SUNDAY/PUBLIC HOLIDAY	CLOSED

For any inquiries, do not hesitate to visit RP Office or send email to [residen@ump.edu.my](mailto:residen@ump.edu.my).

All info above for your notification and action. Thank You.

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**“BERKHIDMAT UNTUK NEGARA”**

“Teknologi Untuk Masyarakat”



**MOHD RAIZALHILMY B. MOHD. RAIS**

Director,  
Centre for Student Services  
Student and Alumni Affair Department (SaffAD)  
Date: 3<sup>rd</sup> July 2023  
[hilmy@ump.edu.my](mailto:hilmy@ump.edu.my)

**FLOW CHART FOR STUDENT CHECK OUT REGISTRATION FOR ACADEMIC SESSION 2022/2023**

