



# INTERNAL MEMORANDUM

## ACADEMIC SERVICES SECTION

### UNIVERSITI KUALA LUMPUR

#### MALYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY

To	: ALL STUDENTS - UNIVERSITI KUALA LUMPUR - MITEC
From	: MANAGER, ACADEMIC SERVICES SECTION (AcSS)
C.C.	: DEAN/HEAD OF CAMPUS - UNIVERSITI KUALA LUMPUR - MITEC DEPUTY DEANS - UNIVERSITI KUALA LUMPUR - MITEC HEAD OF SECTIONS - UNIVERSITI KUALA LUMPUR - MITEC ALL ACADEMICIANS - UNIVERSITI KUALA LUMPUR - MITEC
Date	: 11 MARCH 2024 (30 SYA'BAN 1445H)
Subject	: UNIKL MITEC ADJUSTED CLASS SCHEDULES AND TEACHING AND LEARNING ACTIVITIES DURING FASTING MONTH 2024

Assalamualaikum and Salam Sejahtera,

Dear all Students and Academicians,

Please be informed that in conjunction with Awal Ramadhan 1445H which falls on 12<sup>th</sup> March 2024 (Tuesday) and has been declared as Public Holiday in Johor state, we would like to inform that the lesson for March Semester 2024 will begin on 13<sup>th</sup> March 2024 (Wednesday) with few adjustments.

In conjunction with the Aidil Fitri celebration which falls approximately from 10<sup>th</sup> and 11<sup>th</sup> April 2024 (Wednesday and Thursday during Mid Semester Break), the Management of UniKL MITEC has decided that the adjusted Class Schedules and Teaching and Learning Activities during Fasting Month are as below.

#### 1.0 Decision of Institute Academic Meeting No. 3 / 2024.

- 1.1 The adjusted class schedules will take effect from 13<sup>th</sup> March 2024 Until 18<sup>th</sup> April 2024.
- 1.2 It was agreed on the reducing of five (5) minutes for every one hour of lectures, and all classes at night session will start at 8.30 pm.
- 1.3 It was agreed that all Teaching and Learning Activities on 25<sup>th</sup> March 2024 (Monday) afternoon session (2.00pm – 10.00pm) to be shifted to 27<sup>th</sup> March 2024 (Wednesday) afternoon session (2.00pm – 10.00pm) for Grand Iftar, Grand 'Bubur lambuk', Majlis Khatam Al Qur'an and other Ihya' Ramadhan activities.
- 1.4 It was agreed that all Teaching and Learning Activities in week 4 and week 5 to be conducted via Online class mode. This is to ease students to arrange their transportation and movement before and after the Hariraya Idilfitri celebration, and at the same time to maintain the Teaching and Learning activities.
- 1.5 It was agreed that all Teaching and Learning Activities will resume back to Face to Face mode effective 21<sup>st</sup> April 2024 (Sunday).

1.6 The details adjusted class schedules and the mode of teaching and learning delivery are as in Attachment 1, Attachment 2 and Attachment 3:

2.0 The timetable will remain unchanged as per stated in the UniKL ECITIE portal.

For any enquiries, please do not hesitate to contact your course lecturer(s) or reach us at Academic Services Section via [acssmitec-group@unikl.edu.my](mailto:acssmitec-group@unikl.edu.my).

Wishing all Muslim staff and students “Selamat Berpuasa”

Thank you and stay safe.

Regards,

**UNIVERSITI KUALA LUMPUR**



**HAWA BINTI TAMAT**  
Manager  
Academic Services Section (AcSS)  
Universiti Kuala Lumpur MITEC

Malaysian Institute of Industrial Technology (UniKL MITEC)

Attachment 1:

**ADJUSTED CLASS SCHEDULES DURING FASTING MONTH 2024  
FOR UNIKL MITEC  
(13<sup>th</sup> MARCH 2024 UNTIL 6<sup>th</sup> APRIL 2024)**

<b>CURRENT SCHEDULE</b>	<b><i>ADJUSTED SCHEDULE</i></b>
8.00 am – 9.00 am 9.00 am – 10.00 am 10.00 am – 11.00 am 11.00 am – 12.00 pm 12.00 pm – 1.00 pm	<b>8.00am – 8.55am</b> <b>8.55am – 9.50am</b> <b>9.50am – 10.45am</b> <b>10.45am – 11.40am</b> <b>11.40am – 12.35pm</b>
<b>Break (1.00 pm – 2.00 pm)</b>	<b><i>Break (12.35 pm – 2.00 pm)</i></b>
2.00pm – 3.00pm 3.00pm – 4.00pm 4.00pm – 5.00pm 5.00pm – 6.00pm 6.00pm – 7.00pm	<b>2.00pm – 2.55pm</b> <b>2.55pm – 3.50pm</b> <b>3.50pm – 4.45pm</b> <b>4.45pm – 5.40pm</b> <b>5.40pm – 6.35pm</b>
<b>Break</b>	<b><i>Break</i></b>
8.00 pm – 9.00 pm 9.00 pm – 10.00 pm 10.00 pm – 11.00pm	<b>8.30 pm – 9.25 pm</b> <b>9.25 pm – 10.20 pm</b> <b>10.20pm – 11.15pm</b>

*Based on: Jabatan Kemajuan Islam Malaysia:  
Islamic Prayer time during fasting month for Pasir Gudang: Dhuhr at 1.19pm – 1.17 pm, Maghrib at 7.16 pm -7.10pm.*

Attachment 2:

**ADJUSTED MODE OF TEACHING AND LEARNING ACTIVITIES  
DURING FASTING MONTH AND IDIL FITRI 2024  
FOR UNIKL MITEC  
(31<sup>st</sup> MARCH 2024 UNTIL 18<sup>th</sup> APRIL 2024)**

Date	Academic week	Mode of Study
13 <sup>th</sup> March – 30 <sup>th</sup> March 2024	Week 1 - 3	Face to Face (F2F)
31 <sup>st</sup> March – 6 <sup>th</sup> April 2024	Week 4	Online classes
7 <sup>th</sup> April – 13 April 2024	Mid Semester Break	
14 <sup>th</sup> April – 18 <sup>th</sup> April 2024	Week 5	Online classes
21 <sup>st</sup> April – 20 <sup>th</sup> June 2024	Week 6- week 14	Resume Face to Face (F2F)

Attachment 3

**ADJUSTED TEACHING AND LEARNING ACTIVITIES ON 25TH MARCH 2024  
(MONDAY) AFTERNOON SESSION (2.00PM – 10.00PM)**

Activity/Date	Original Date/Activity	Shifted to Date/Activity
25 <sup>th</sup> March 2024(Monday) Time: 2.00pm – 10.00pm Venue: Main Hall Activity:  Grand Iftar, Grand 'Bubur lambuk', Majlis Khatam Al Qur'an and other Ihya' Ramadhan activities	25 <sup>th</sup> March 2024(Monday)  8.00 am – All Lesson  <b>2.00pm – All Lessons will be postponed to 27<sup>th</sup> March 2024</b>	27 <sup>th</sup> March 2024 (Wednesday)  8.00 am – All Lesson as per time- table.  <b>2.00pm - All Lessons on 25<sup>th</sup> March 2024 will be conducted on 27<sup>th</sup> March 2024.</b>