



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Razak Faculty of Technology  
and Informatics

## ACADEMIC OFFICE CONTACT PERSON

| NO. | NAME   | POSITION                                   | CONTACT NO.  | EMAIL               |
|-----|--|--|--------------|---------------------|
| 1.  | Assoc. Prof. Ts. Dr. Khairur Rijal bin Jamaludin | Deputy Dean (Academic and Student Affairs) | 03-21805130  | khairur.kl@utm.my   |
| 2.  | Assoc. Prof. Dr. Samira Albati bt Kamaruddin     | Director (Engineering and Technology)      | 03-21805134  | samira.kl@utm.my    |
| 3.  | Dr. Nor Raihana binti Mohd Ali                   | Director (Science, Management and Design)  | 03-21805136  | raihana.kl@utm.my   |
| 4.  | Ts. Dr. Azri bin Azmi                            | Director (Advanced Informatics)            | 03-21805289  | azriazmi@utm.my     |
| 5.  | Assoc. Prof. Datin Dr. Nooraini binti Othman     | Director (Perdana Centre)                  | 03-21805137  | p-noraini@utm.my    |
| 6.  | Nasir bin Osman                                  | Deputy Registrar                           | 03-2180 5262 | nasir.kl@utm.my     |
| 7.  | Hafizah binti Ahmad Pua'at                       | Senior Assistant Registrar                 | 03-2180 5154 | hafizahahmad@utm.my |

| NO. | NAME                        | POSITION                 | CONTACT NO.  | JOB SCOPE   | EMAIL                 |
|-----|-----------------------------|--------------------------|--------------|---|-----------------------|
| 8.  | Rasyidah binti Roslan       | Administrative Assistant | 03-2180 5146 | <b>Research Programmes (PhD, MPhil, Doctor of Engineering)</b><br>- Department of Engineering and Technology<br>- Department of Science, Management and Design<br><ul style="list-style-type: none"> <li>• Registration (Research Code)</li> <li>• Viva-Voce</li> <li>• Proposal Defense</li> <li>• Colloquium</li> </ul> | rasyidahroslan@utm.my |
| 9.  | Aina Dalilah binti Zolkafly | Administrative Assistant | 03-2180 5217 | <b>Research Programmes (PhD, MPhil, Doctor of Software Engineering)</b><br>-Department of Advanced Informatics<br>- Perdana Centre<br><ul style="list-style-type: none"> <li>• Registration (Research Code)</li> <li>• Viva-Voce</li> <li>• Proposal Defense</li> <li>• Student Activities</li> </ul>                     | ainadalilah@utm.my    |
| 10. | Mardiana binti Abdul Azis   | Administrative Assistant | 03-2180 5143 | <ul style="list-style-type: none"> <li>• Students Intake, Statistics of Students</li> <li>• Students Registration (Active not Register Course)</li> <li>• Notice Submission of Thesis (NHT)</li> <li>• Preparation for JAPSU, JKA, JKTS (Examination) Meeting</li> <li>• Academic Award</li> </ul>                        | mardiana@utm.my       |

| NO. | NAME                                 | POSITION                 | CONTACT NO.  | JOB SCOPE  | EMAIL                 |
|-----|--------------------------------------|--------------------------|--------------|--|-----------------------|
| 11. | Nurul Atikah binti Iskandar @ Mansor | Administrative Assistant | 03-2180 5217 | <b>Taught Course Programmes</b><br>-Department of Advanced Informatics<br>-Perdana Centre <ul style="list-style-type: none"> <li>• Course Offer, Course Registration</li> <li>• Class Schedule, Class Preparation</li> <li>• Master Projects</li> </ul>  | nurulatikah.im@utm.my |
| 12. | Hanis Annasieha binti Zulzaman       | Administrative Assistant | 03-2180 5146 | <b>Taught Course Programmes</b><br>-Department of Engineering and Technology<br>-Department of Science, Management and Design <ul style="list-style-type: none"> <li>• Course Offer, Course Registration</li> <li>• Class Schedule, Class Preparation</li> <li>• Master Projects</li> </ul>          | annasieha@utm.my      |
| 13. | Nurul Liyana binti Mohd Ramly        | Administrative Assistant | 03-2180 5193 | <ul style="list-style-type: none"> <li>• Students Verification Letter</li> <li>• Transnational Education (TNE) Programme (Doctor of Engineering &amp; MSc. Engineering Business Management)</li> <li>• Course Registration, Course Offer, Class Schedule</li> <li>• Progress Report</li> </ul>       | nliyana@utm.my        |
| 14. | Siti Zaleha binti Mustapa            | Administrative Assistant | 03-2180 5143 | <b>Undergraduate Programme</b><br>(Bachelor of Science Industrial Design) <ul style="list-style-type: none"> <li>• Course Registration, Course Offer, Class Schedule, Class Preparation</li> <li>• Examination for Undergraduate and Postgraduate Programme</li> <li>• Student Activities</li> </ul> | zaleham.kl@utm.my     |