

BORANG TEMPAHAN BILIK MESYUARAT (MEETING ROOM RESERVATION FORM)

PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA)

Syarat-syarat:

1. Permohonan hendaklah dibuat selewat-lewatnya 3 hari sebelum Mesyuarat / Program dijalankan dan tempoh maksimum penggunaan bilik mesyuarat adalah terhad kepada 2 jam sahaja.
2. Borang permohonan hendaklah dikemukakan kepada Pejabat TNCAA dan permohonan melalui telefon tidak akan dilayan.
3. Permohonan tempahan bilik mesyuarat akan disediakan atas dasar:
 - Keutamaan kepada Yang Berbahagia Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Kekosongan
 - Kepentingan tugas
 - *First come first serve*
4. Pembatalan tempahan bilik mesyuarat perlu dilakukan bagi permohonan yang telah diluluskan sekiranya berlaku perubahan tarikh mesyuarat.
5. Pemohon bertanggungjawab di atas keselamatan, kerosakan, kehilangan dan kebersihan bilik mesyuarat.
6. Sila pastikan suis lampu, projector, TV dan pintu ditutup sebelum meninggalkan bilik mesyuarat.

Terms:

1. Applications must be made no later than 3 days before the Meeting / Program is conducted and the maximum period of use of the meeting room is limited to 2 hours only.
2. The application form must be submitted to the TNCAA Office and applications by phone will not be entertained.
3. Meeting room reservation applications will be prepared on the basis of:
 - Preference to the Deputy Vice Chancellor (Academic and International)
 - Vacancy
 - The importance of the task
 - First come first served
4. Cancellation of meeting room reservations must be done for applications that have been approved in the event of a change in the meeting date.
5. The applicant is responsible for the safety, damage, loss and cleanliness of the meeting room.
6. Please make sure the light switch, projector, TV and door are closed before leaving the meeting room.

MAKLUMAT TEMPAHAN (Reservation Details)

FPJB (*Faculty / Department*) : _____

Tujuan (*Purpose*) : _____

Bilangan Pengguna (*Number of user*) : _____

Tarikh (*Date*) : _____

Masa (*Time*) : _____ hingga _____

AKUAN PEMOHON

Saya bersetuju dan menerima **SYARAT-SYARAT** seperti di atas dan akan bertanggungjawab di atas keselamatan, kerosakan, kehilangan dan kebersihan Bilik Mesyuarat Pejabat TNCAA. (*I agree and accept the TERMS as above and will be responsible for the security, damage, loss and cleanliness of TNCAA Meeting Room*)

Nama (*Name*) : _____

Jawatan (*Position*) : _____

ID Staf (*Staff ID*) : _____

No. Tel. (*Phone Number*) : _____

Tandatangan Pemohon & Cop (*Applicant Signature & Stamps*) : _____

Tarikh (*Date*) : _____

KEGUNAAN PEJABAT (For Office Use)	
Disemak oleh (<i>Checked by</i>)	: _____
Tandatangan & cop (<i>Signature & stamps</i>)	:
Tarikh (<i>Date</i>)	: _____
[] Diluluskan (<i>Approved</i>)	[] Tidak Diluluskan (<i>Not approved</i>)
Diluluskan oleh (<i>Approved by</i>)	: _____
Tandatangan & cop (<i>Signature & stamps</i>)	:
Tarikh (<i>Date</i>)	: _____