



KOLEJ ASA

KOLEJ ASA SOP

**RETURNING OF FULL TIME STUDENTS - AUGUST 2020
SEMESTER**

Revised : 5th August 2020

STUDENTS – BEFORE ENTERING

1

- Entrance to classrooms will only be open 30 minutes before classes.
- Must wear mask all times at ASA.
- If temperature is higher than 37.5C, feverish, coughing, flu or any related symptoms will be barred from entering premise.
- PUI/PUS are also not allowed to enter premises till complete quarantine.
- Must register manually/ MySejahtera App before entering classes/library/labs/meeting rooms.



STUDENTS – BEFORE ENTERING

2

- Classes are divided into two session:
 - Session 1 – 9.30am – 11.00am
 - Session 2 – 11.30am – 1.00pm
- Door to classroom will be closed at 10.00am for Session 1 and 12.00pm for Session 2.
- Students whom have classes on Session 2 will only be allowed to enter at 11.00am onwards and not earlier.
- Students must place orders for notes via the Subject Whatsapp Group. One appointed student will collect at the library before commencement of class.



STUDENTS – DURING CLASS

3

- Attendance will be taken by lecturer.
- Notes will be distributed in classes if had been ordered.
- Please bring small change to purchase your notes.
- No sharing of stationeries and moving from designated seats.



STUDENTS – AFTER CLASS

4

- Dispose your rubbish in the nearest dustbin.
- If there is a next class in the same lecture room, please remain seated in the same table.
- If there is a next class in the next lecture room, please proceed to the classroom.
- If there is no classes, please leave the premise.



- Please make appointment with the relevant lecturer a day before.
- Must wear mask all times at ASA.
- Must check temperature
- Make sure to register your name, hp number and temperature in the office manually.
- Spaced seating.
- Dispose your rubbish in the nearest dustbin.
- When leaving the lab, please notify your subject lecturer personally.



STUDENTS – COMMON AREA

6

- Must wear mask all times at ASA.
- One person is allowed one table.
- Please sanitize table/chairs before leaving the area.
- Dispose your rubbish in the nearest dustbin.



STUDENTS – RECEPTION

7

- Must wear mask all times at ASA.
- Must check temperature
- Make sure to register your name, hp number and temperature in the office manually.
- Only one student is allowed per time.



- Must wear mask all times at ASA.
- Must check temperature.
- Must register manually/ MySejahtera App before entering library.
- Minimum 4 pax is allowed per time with maximum time 2 hours per entry.
- Dispose your rubbish in the nearest dustbin.
- Operation hours :
 - Mondays – Thursdays 9.00am – 2.00pm



We welcome your feedbacks
and complaints.

Whatsapp us at 03-60925254.

