Welcome kit
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On-boarding resource checklist:
☐ **Room key**
☐ **Print room & Pantry key (*same key for both the rooms*)**
☐ **Computer/Laptop**
☐ **IP phone**
☐ **Profile photo for website *(contact Krisna or call 44938 to schedule photo-taking)***
☐ **Network account (PC, printer, wifi and intranet log-on)**
☐ **Authcate account (Email log-on)**
☐ **School shared drive access**
☐ **Printing of business card (support is *only applicable for first submission and approval*)**
☐ **Online stationery order (support is *only applicable for first submission*)**
☐ **Door Plate**
☐ **Security access to specific locations (*if required/upon approval*)**

*If any of the above are not available/submitted within five working days from your commencement date, kindly contact **Leena George** (ext:44936).*

Campus Resources

ITS

- Refer to this [ITS booklet](#) for general IT-related information.
- Any issues faced with IT assets can be reported to the Resource Office executive [Krisna](#) (ext: 44938) or directly to the [ITS Service Desk](#) (ext: 46200).

HR

- Refer to this [link](#) for general HR-related information.
- HR general enquiries: [Access MUM HR](#) , ext: 44475

Facilities/Events

- Any issues faced with facilities can be reported to Resource Office executive [Krisna](#) (ext: 44938) or directly to the Facilities Management Department (FMD). Issues with teaching facilities can be reported directly to FMD, contact details are also available at teaching venues.
- FMD helpdesk email: fmd.helpdesk@monash.edu . FMD will respond with a reference number which you can use to follow up on your issue. You may also call the executives shown below ↓
- FMD executives: [Ming](#) (ext: 59691) or [Azilah](#) (ext: 46146)

- Booking of teaching spaces (Lecture theatre, computer lab, any other teaching space) can be done on WRB 2019. *Note: Booking must be made **at least 1 week prior** to event date.* If less than a week, please email details to Resource Office executive Krisna (ext: 44938).
- Booking of common/open areas (Sports center, car park foyer, exhibition foyer) can be done on the Space Booking System
- Stationery request form Stationery collection every Thursday at the mailroom (beside Maybank). You may also request for a business card/name card here and stamp here. These are to be collected at the mailroom as well.
- To register events: Event Management System . *Note: Internal/small events that are held within the School area need not be registered. Only events that involve campus spaces outside the School should be registered in the system.* For clarification, contact Krisnakumari (ext: 44938)

Finance

- Travel application, reconciliation and reimbursement claims to be made on the Finance Travel & Expense system
- For hardcopy submissions (e.g. student FYP claims), please drop them into the Finance dropbox located beside the School of Engineering pantry 5-4-13 or .
- To make financial reimbursement of foreign currency, staff can use the Finance forex rate . The rates are updated every working day. For further clarification, contact Jennifer Lee (ext: 45618/ Room No: 2-4-33)

Resources & Operations Office

- The School Resources & Operations unit is located at room 5-4-10. The team consists of:
  - Manager: Leena George (ext: 44936)
  - Executive: Krisnakumari (Krisna)
- Purchasing-related PIC: Leena George (ext: 44936)or Krisna (ext: 44938)
- Finance: Jennifer Lee (ext: 45618)
- Website/key/space/resource-related PIC: Krisna (ext: 44938)
- School website: Engineering / IT
- School Intranet: SoE Intranet and SoIT Intranet
- Room booking
  - Staff to email details of booking to Krisna (ext: 44938) for approval. Booking can be made by staff themselves on the School intranet links provided below.
  - School of Engineering meeting rooms 5-4-14, 5-4-15, 5-5-18 (SoE intranet).
  - To book meeting room 5-4-59 and SoIT meeting room 2-4-13, please email details to Krisna.
  - School of IT meeting room 2-4-13 (SoIT intranet).
  - To book Data Science Lab 9-4-04, please contact Technical Officer in charge Bathmanathan (Bathma) (ext: 46265)
- All resources listed below can be obtained from the Resources Office at room 5-4-10. School resources available for loaning/requesting:
  - Laptop (booking can be done on SoE intranet and SoIT intranet) (*for meeting/presentation purposes only*)
  - Laser pointer
  - Teleconferencing set (booking can be done on SoE intranet) *(Note: Teleconferencing can be done using IP phone available in all meeting rooms)*
  - Audio recorder
  - Merchandise (subject to availability and upon approved)

○ Visualizer

Research Office

- The School Research Office unit is located at room 5-4-03. The team consists of:
  - Manager: Wan Nurul Rukiah (location: 5-4-03B, ext: 46224)
  - Executives:
    - Lam Mun Heng (location: 5-4-03, ext: 45893)
    - Mastura Wanchik (location: 5-4-03, ext: 46225)
    - Wan Adleen (location: 5-4-03, ext: 59757)
- The School Research Office is responsible for managing research related matters for the School, managing Graduate Research Students (GRS) and managing SRO related coursework units.
- Functions of the Research Office include:

  1.   Graduate Research Student (GRS) Management
  i.   Handle enquiries regarding to GRS (pre-enrolment and post-enrolment)
  ii.   Manage online admission application, admission and enrolment
  iii.   Process the administration of GRS scholarships
  iv.   Coordinate the administration for GRS milestone reviews
  v.   Manage GRS administrative work (stipend list, GRS variation forms, international student attendance, letters related to GRS)
  vi.   English Writing Support for GRS

  2.   School Research Management
  i.   Provide high level advice, input and info related to SRO to stakeholders
  ii.   Administrative support for School funded research initiatives
  iii.   Secretarial support to School Research Committees
  iv.   Manage School Research administrative work
  v.   Prepares documentation for research program accreditation and review, audit, workflow and SOP
  vi.   Manage School of Engineering research events
  vii.   Monitor internal grants
  viii.   Manage research related databases, including research outputs such as publications
  ix.   Facilitate and manage the development of collaborative arrangements between School and external agencies, industry and institutions
  x.   Management of RA and research internship
  xi.   Manage and monitor research operating budget for all research activities in the school

  3.   SRO Coursework Management
  i.   Development and coordination of coursework units for GRS under SRO
  ii.   Manage documentation for audit purposes.

- The research office manager, Wan Nurul provides high level advice to stakeholders on Research and Development related matters.
- The executives, Mun Heng, Mastura and Wan Adleen manages GRS and SRO administrative work and supports School related research activities.

- [Research office website](#)

Education Management Office

- The Education Management unit is located at room 5-4-10. The team consists of:
  - Manager: [Tang Wai Mun](#) (location: 5-4-10C, ext: 45640)
  - Administrative Executives (SoE):
    - [Ng Mei Ching](#) (ext: 46226)
    - [Nor Simaa](#) (ext: 59608)
  - Administrative Executives (SoIT):
    - [Nurul Amirah](#) (ext: 59711)
- Functions of EMO include:
  - Manage educational resources to achieve the goals and priorities of the teaching and learning for the academic programmes for the Schools.
  - Provide support to the Deputy Head of School (Education) and senior academics with the development and delivery of educational-related/programmes to promote high quality teaching and learning practices across the Schools.
  - Provide substantial input in the preparation of documents for programme approval and accreditation.
  - Collaborate closely with Central Administration, particularly the Campus Education Office, Quality Assurance and Compliance units and Education Excellence Unit.
  - Engage with the Board of Engineers, Malaysia (BEM), and Engineering Accreditation Council (EAC), Malaysia for matters pertaining to programme accreditation and registration.
- Website links:
  - Education Excellence Unit (intranet) [link](#) for information pertaining to unit enhancement.
  - Campus Education Office (intranet) [link](#) for information pertaining to academic programmes accreditation.
  - School shared drive: Accessing Unit Box to upload teaching materials and assessments/examination materials of respective units. Follow the step-by-step [guide](#).

Course Management Office

- The Course Management unit is located at room 5-4-03. The team consists of:
  - Manager (SoE & SoIT): [Azizun Sallehudin](#) (location: 5-4-01, ext: 44447)
  - Assistant Manager (SoIT): [Suhaila Jumat](#) (ext: 45632)
  - Course Executives (SoE):
    - [Rohaya Ishak](#) (ext: 46228)
    - [Mageswari](#) (ext: 46219)
    - [Cheong Pau Lin](#) (ext: 59708)
    - [Amal Rusyda](#) (ext: 46185)
    - [Poonggavanam](#) (ext: 46227) *(SoE & SIT timetabling)*
    - [Prabagaran](#) (ext: 46375) *(SoE & SIT timetabling)*
  - Course Executives (SoIT):

- - - Norliza (Liza) (ext: 44994)
  - CMO staff are mostly responsible for course administration. Their job scope includes:
    - Providing course advice and counselling to current and prospective students
    - Processing applications including credit transfer in consultation with the Head of Discipline/Course Coordinators
    - Processing course transfers and course completions
    - Monitoring student progress
    - Handling course progression matters
    - Managing timetable for academic staff and students
    - Maintaining student management database system (Callista)
  - If you experience any issues with the international student attendance code, kindly contact Mr. Yap Sing Nian (Ext: 44975)
  - Website links on course information:
    - Commencing undergraduates
    - Current undergraduates
    - Undergraduate October intake

Laboratory Management Office

- The School Laboratory Management Office is responsible for managing laboratory facilities of the School, purchasing of laboratory consumables, maintaining the equipment and supporting laboratory classes.
- The Laboratory Management unit is spread across Building 2, 4 and 5. The unit is led by Lab Manager Daniel Wong (ext: 46183). The unit members are shown below according to discipline:

Discipline	Name	Position	Ext no.	Room no.
Overall	Daniel Wong	Lab manager	46183	5-2-13
Chemical	Nurul Hidayah	Senior Tech. Officer	44462	5-5-39
	Sharon Wong	Senior Tech. Officer	59785	5-5-37A
	Mohd. Isha	Technical Officer	46260	5-5-35
	Nur Azreen	Technical Officer	46260	5-5-35
	Azarudin	Senior Tech. Officer	45649	5-1-06
	Afiq Anwar	Technical Officer	45649	5-1-06
Civil	Nur Liyana	Technical Officer	44464	5-2-15
	Afiq Fadhly	Technical Officer	44482	5-2-20
	Amir Syafiq	Technical Officer	44489	5-3-12

ECSE	Suresh	Principal Tech. Officer	46262	5-2-02
	Paremanan (Manan)	Senior Tech. Officer	46268	5-2-12
	Rozidah	Technical Officer	59639	5-2-12
	Ku Nurul Fatiah	Senior Tech. Officer	46182	5-2-04
Mechanical	Mohd. Nasrun	Senior Tech. Officer	45824	5-3-09
	Azlan	Technical Officer	46263	5-1-03
	Khalid	Technical Officer	46263	5-1-03
	Hanif	Technical Officer	59600	4-1-09A
Mechatronics	Panneerselvam (Panneer)	Principal Tech. Officer	46267	5-3-02
	Tharmaa	Technical Officer	59687	5-6-07
	Khilal Bin Othman	Senior Tech. Officer	59674	5-3-05
Lab helper	Ashraff	Lab Assistant	46268	5-2-06
	Saroja	Lab Assistant	46268	5-2-06
	Venilla	Lab Assistant	46268	5-5-35
School of Information Technology	Bathmanathan (Bathma)	Senior Tech. Officer	46265	2-4-03

- Functions of the Laboratory Management Office include:
    - Managing the operation of engineering laboratories and facilities, planning their utilization and determine future needs
    - Maintaining safety of all activities in the laboratory
    - Sourcing for quotation, preparing purchase requisitions and order consumables, materials and equipment needed in the laboratory
    - Performing maintenance on equipment and perform regular checks on equipment for functionality
    - Planning and providing advice on the upgrading of equipment and laboratory facilities
    - Maintaining the laboratory inventory list
    - Supporting learning classes and research activities in the laboratory
    - Supporting campus Open Day, lab tours and accreditation visits