

Terms And Conditions For the Placement Of Notices/Posters In Utar Perak Campus

1. All notices/posters must be approved by Department of Students Affairs.
2. Application forms should reach DSA office three (3) days before the placement of the notices/posters.
3. Name of University building must be named correctly.
4. All notices/posters should be pasted on the designated notice board only. Sticking of posters/notices to any wall or other University structure using any medium, ie. Double-sided stickers, glue, or other materials is not allowed.
5. All notices/posters can only be displayed after obtaining DSA approval and must have DSA stamps (i.e. a start date, end date, venue, and serial number). Notices/Posters without the DSA stamps will immediately be removed without prior notice.
6. All notices/posters must be removed within 24 hours after the expiry date stated on the DSA stamp.
7. Students who are not following the guidelines will be subjected to penalties as show in the table below.

No	Description of offences	Penalty
1.	Display of posters without approval	RM20.00 for each display
2.	Display of posters beyond approved duration.	RM10.00 for each display
3.	Sticking of posters to any wall or structure using any medium	RM10.00 for each display

Note: ** DGS-PK shall be the authority to regulate and maintain records of the fine imposed. Upon issuance of notice to pay by DGS, the person concerned shall direct the payment of the fine to DFN and forward a copy of the proof for payment to DGS.

If the fine is paid using society fund, the society's committee will have to record down in the minute of meeting and agree to it;

If the fine is paid by committee members, it is also need to record down in the minute of their weekly / monthly meetings and agree to it.

8. DSA reserved the rights to remove the notices/posters if the contents found to be inappropriate or not following the terms & conditions.
9. The abovementioned offences are by no means exhaustive and the University reserves the rights to add, amend, or modify without prior notice.