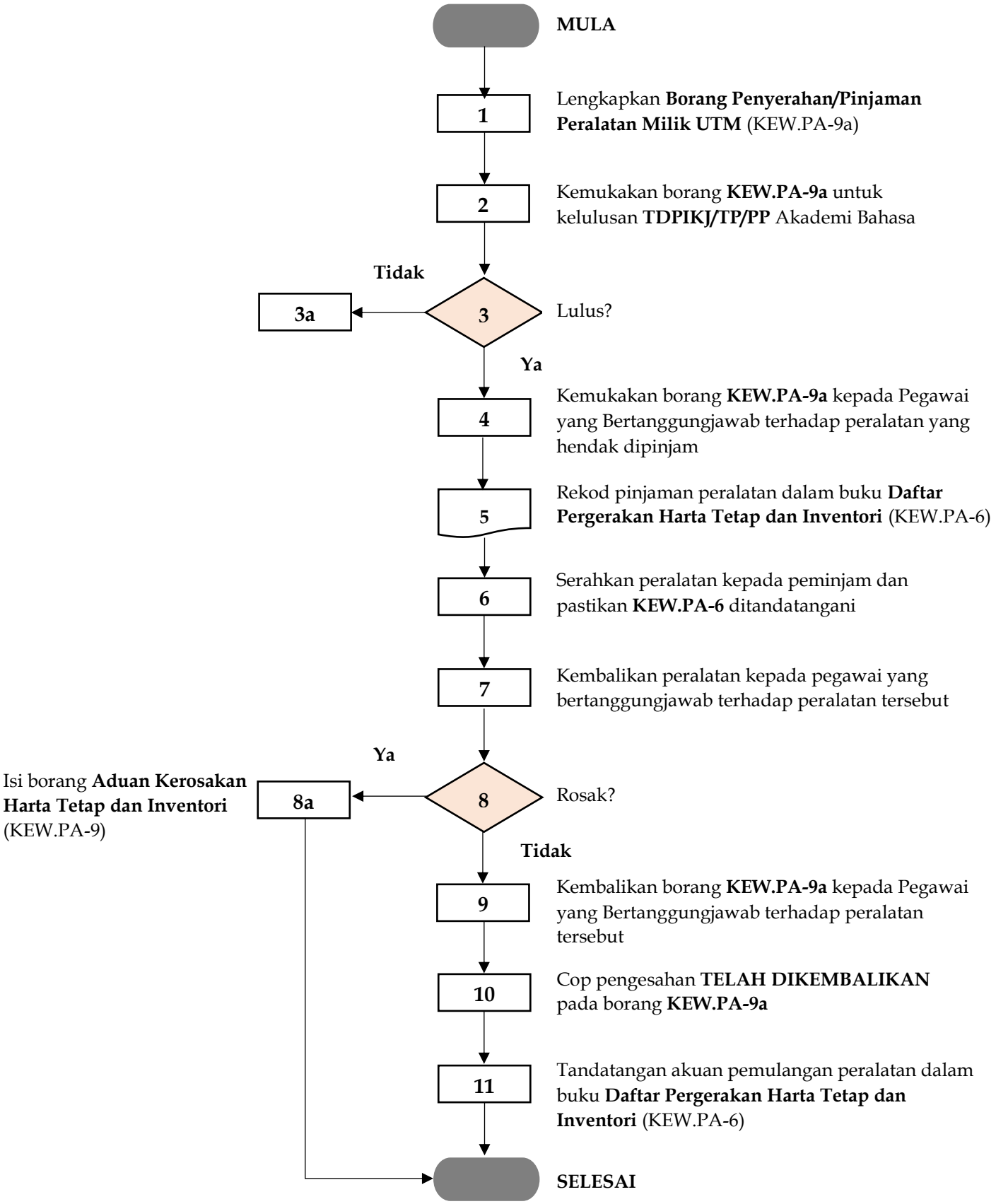CARTA ALIR PROSEDUR PINJAMAN PERALATAN MILIK AKADEMI BAHASA, UTM JOHOR BAHRU