



INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA

VERSION NO. : 03

REVISION NO. : 00

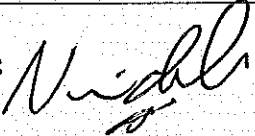
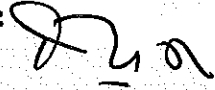
REGISTRATION OF NEW STUDENTS


EFFECTIVE DATE : 01/06/2019

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REGISTRATION OF NEW STUDENTS

PREPARED BY : 	APPROVED BY : 
NAME : NURRAIDAH RAZALI	NAME : SITI THURAIYA ABD RAHMAN
POST : Administrative Officer Residential and Services Department	POST : Director, Residential and Services Department
DATE : 01/06/2019	DATE : 01/06/2019

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1. OBJECTIVE

This procedure is to ensure that new students are registered for a room at assigned Mahallah.

2. SCOPE

This procedure is applicable to all new residents of mahallah except for residents of Executive Unit, Mahallah Ruqayyah.

3. DEFINITION/ABBREVIATION

- 3.1 AA : Administrative Assistant
- 3.2 HM : Hostel Manager
- 3.3 AHM : Assistant Hostel Manager
- 3.4 RnRS : Residential and Room System
- 3.5 New Student : Student who registered for the first time
- 3.6 Mahallah : Student residential accommodation
- 3.7 MO : Mahallah Office
- 3.8 RSD : Residential & Services Department
- 3.9 LOU : Letter of Undertaking
- 4.0 DIM : Direct Intake Malaysia
- 4.1 Ex CFS : Graduated Student form Centre of Foundation Studies
- 4.2 DII : Direct Intake International
- 4.3 AMAD : Academic Management and Admission Division



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4. REFERENCES

- 4.1 Student Discipline Rules 2004 (Amendment 2006) Mahallah Standing Order 2004 Standing Order on Conduct and Attire –
<http://iium.edu.my/office/ola/students-disciplinary-rules>
- 4.2 Accommodation Guidelines.
- 4.3 IIUM Manual Financial Policies and Procedures – Student Related Matters Section (<http://www3.iium.edu.my/finance/myFinancialPortal.php>)
- 4.4 IIUM Student Academic Performance Evaluation (SAPER)
<http://www.iium.edu.my/division/amad/teaching-and-learning-policies>.
- 4.5 Postgraduate Regulations (PGR)
<http://www.iium.edu.my/centre/cps/pg-policies-and-procedures>


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5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility		Detailed Procedure
	5.1	Registration of New Students
AA	5.1.1	Request for : i Enrolment Checklist Form (DII) – Ensure Finance column is stamped. ii Offer Letter (Ex CFS/DIM) –Ensure the student in the list of assigned mahallah. iii LOU
AA/AHM/HM	5.1.2	Check student status: i If matriculated - assign room ii If not matriculated – refer to AMAD
AA/AHM/HM	5.1.3	Register student in RnRs
AA	5.1.4	Handover room key and facilities checklist form.
AA/AHM/HM	5.1.5	Student to submit the facilities checklist form to MO within 5 working days from the registration date. If no submission, the facilities in the room are considered in good condition.
AA	5.1.6	File all documents accordingly. i. IIUM/213/C/4/21/1(LOU) ii. IIUM/213/9/2/1 (Facilities Checklist Form)

6. QUALITY RECORD

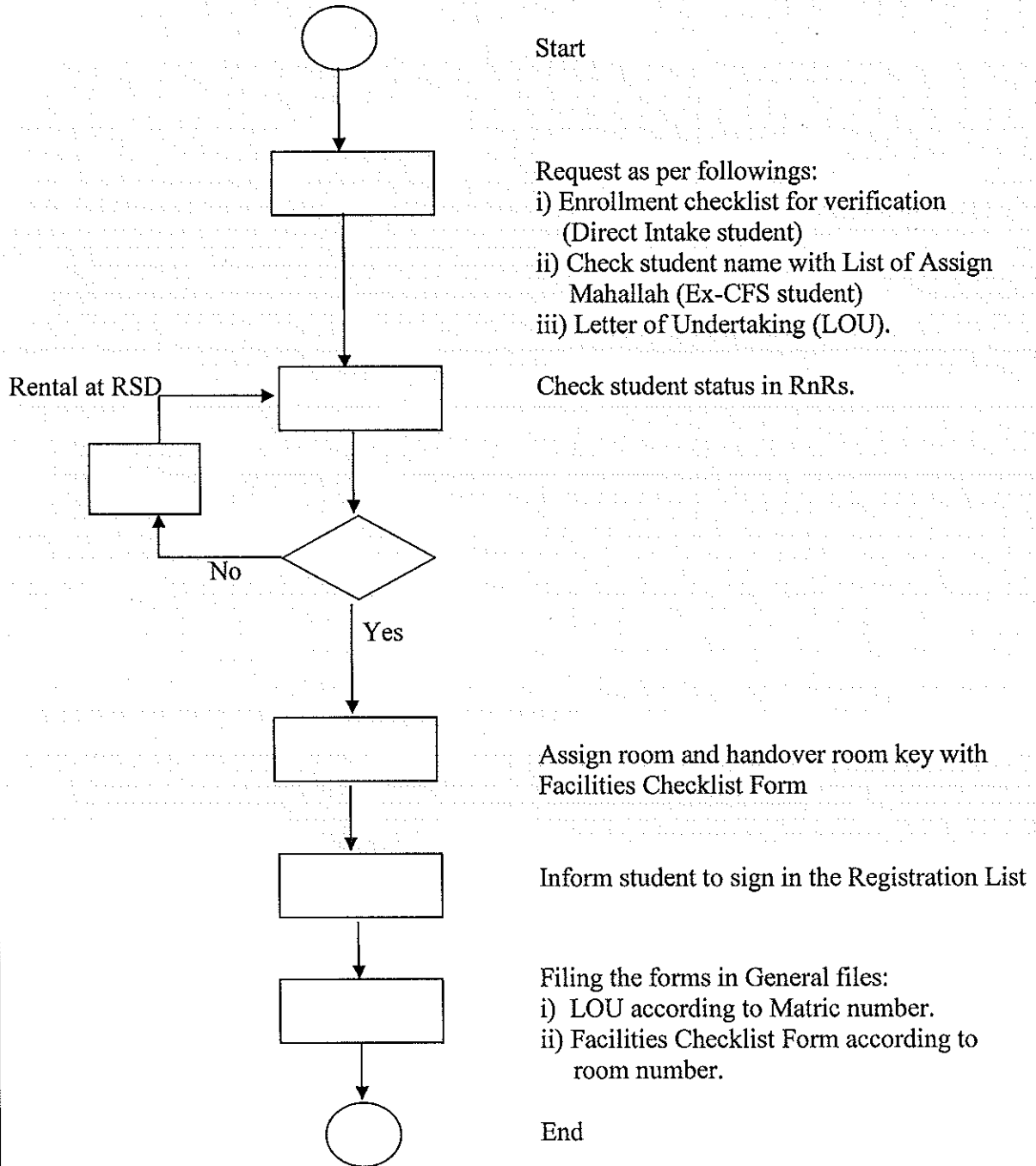
No.	Record	Retention Period	Location	Responsibility
1	Facilities Checklist Form IIUM/213/9/2/1	6 Year	Respective Mahallah	AA
2	Letter of Undertaking IIUM/213/C/4/21/1	6 Years	Respective Mahallah	AA
3	Residential and Room System (RnRs)	-	Database	SAD

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7. FLOWCHART

As per attached

FLOW CHART
MAHALLAH REGISTRATION FOR NEW STUDENTS





Version :03
Revision No :00
Effective Date :1st June 2019

RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

FACILITIES CHECKLIST FORM

Name : _____
Matric No. : _____ Room No. : _____
Mahallah : _____ Telephone No. : _____
Year of Study : _____ Kull/Prog : _____

Please check the facilities in your room as listed below and return the form to the Mahallah Office immediately after checking.

Failure to submit the form, we will assume that the facilities provided in your room are in good order. Any lost or damage item(s) will be your responsibility thereafter.

NO.	ITEM	AVAILABILITY Please (✓)	DEFECT (Please Specify)	FOR OFFICE USE	
				Date Report & W/O NO.	Job Done (Date)
1	Bed:				
	- Drawer				
	- Bed plank				
	- Mattress				
2	Study Table:				
	- Drawer				
3	Wardrobe:				
	- Hasp (Hook For Pad lock)				
	- Hanger Rod				
	- Drawer				
	- Mirror				
4	Study Chair				
5	Soft Board				
6	Bookshelf				
7	Window:				
	- Window Handle				
	- Curtain Railing				
	- Curtain				
8	Fan				
9	Study Lamp				
10	Bedroom Lamp				
11	Wall				
12	Floor				
13	Cleanliness				

Common Area					
14	Door Handle				
15	Mirror				
16	Shoe Rack				
17	Lamp				
18	Cleanliness				
Others : Please specify(if any)					
19					
20					

DECLARATION

I hereby acknowledge that all facilities in my room are in good order. Any loss or damage item(s) found thereafter will be my responsibility.

Signature

Date



RESIDENTIAL AND SERVICES DEPARTMENT

FINANCE DIVISION, INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

LETTER OF UNDERTAKING

I, _____

Matric No. _____ Programme: _____

hereby agree to occupy the room that is assigned to me in accordance with the offer letter for admission as student of the International Islamic University Malaysia. I shall comply with the relevant policies, rules, regulations and direction on occupation of residential room including—

- (a) provision relating to use of electrical appliances;
- (b) provision relating to evacuation and reshuffling;
- (c) provision relating to usage, parking of vehicle etc.;
- (d) provision relating to payment rental fees;

I also understand and aware that the University reserves the right to—

- (a) transfer me to a different room and/or premises on reasonable notice, except in the case of emergency for the interest of the student as well as the University;
- (b) suspend or remove me from staying in the University residential should I breached any regulations of the University not limited to the University Disciplinary Rules or should I failed to comply any directions pertaining to residential;
- (c) remove any of my belongings and material left in the assigned room should I failed to comply with any evacuation or reshuffling policy or directive issued by the University and the University shall not be held responsible for any lost or damage to such belongings and materials; and
- (e) impose charges for packing, removal of my belongings for the purpose mentioned under item (c) above; and
- (f) to exercise any other right or remedy available to the University including recovery of the outstanding rental payment in relation to this Letter of Undertaking.

Signature of Resident

Name :

Date :

Signature of University's officer

Name :

Designation:

Date :