



Guideline on Computer Allowance for IIUM Staff

IIUM ICT GUIDELINES

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Guidelines

Document Change Log

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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	16 Jan 2020	16 Jan 2020

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1. OBJECTIVE

- 1.1 The Guideline shall apply to all staff of the University as stated in the Policy on Computer and Printer Entitlement.
- 1.2 The Guideline aims to ensure that the reimbursement of computer allowance to staff is properly regulated to uphold transparency and good governance.
- 1.3 The Guideline shall be read together with the IIUM Financial Policy and Procedure and any other related University policies.

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as “the University”
ICT	Information and Communication Technology
ITD	Information Technology Division
Equipment	The equipment refers to either a desktop computer, notebook or tablet.
Software	The scope of the software within this Guideline covers on software that is used for administrative purposes including antivirus software. Highly scientific software that is used to support high end equipment shall be under the purview of the centre of studies and administrative offices.
University Management	The Executive Management Committee which comprises of Rector, Deputy Rectors, Executive Directors, Legal Adviser and Campus Director

3. ELIGIBILITY

- 3.1 Each staff who are entitled for computer allowance are eligible for reimbursement the maximum amount as determined by Finance Division for the purchase of Equipment to perform official duties.
- 3.2 Should the purchase cost of the equipment exceed the maximum entitlement allowance, the excess will be fully borne by the staff.
- 3.3 This facility is entitled to be requested by an eligible staff every five (5) years starting from the date of the most recent reimbursement made.
- 3.4 This facility is accorded to the staff member on reimbursement basis with evidence of payment been made duly certified by the Dean or Director of the respective administrative offices or centre of studies.

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- 3.5 The equipment is owned by the staff and need not be registered in the Fixed Asset Register or Inventory of the University.
- 3.6 By virtue of the conferment of the computer allowance to eligible staff, the University is relieved from an obligation to provide equipment to the staff members unless otherwise decided by the University Management.
- 3.7 In view that the purchase of Equipment is reimbursed by the University, the staff is not entitled to claim for tax deduction under the Income Tax Act 1967.

4. RESPONSIBILITY OF STAFF

- 4.1 Each staff is advised to purchase equipment with the recommended technical specification as provided in the Appendix 1.
- 4.2 It is the responsibility of the staff to ensure that the equipment purchased is compatible with the University ICT infrastructure.
- 4.3 The staff may request software provided by the University. Therefore, ITD shall facilitate in the installation of the software into the equipment. The list of software provided by ITD is as provided in Appendix 2.
- 4.4 In view of the equipment is owned by the staff, it is the responsibility of the staff to bear the hardware, parts and labor cost or replacement cost should the equipment is damaged or lost.
- 4.5 It is the responsibility of the staff to ensure that with the conferment of the computer allowance entitlement, the performance of the staff official duties is sustainable at any point of time.
- 4.6 The staff shall ensure that official University information that resides in the equipment shall be protected from unauthorized disclosure or intelligible interruption and its integrity uphold by safeguarding the accuracy and completeness of information. The University has the rights to monitor, access, review all business information on the equipment and can wipe the device in case it is stolen or lost.

5. IMPLEMENTATION AND NON-COMPLIANCE

- 5.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 5.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

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6. ENFORCEMENT

This guideline is applicable to all staff of the University and any infringement of the guideline may subject to disciplinary actions.

7. MAINTENANCE OF GUIDELINE

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

8. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

8.1 This guideline shall be read together with the following or any documents which recently approved:

8.1.1.1 ICT Regulations

8.1.1.2 IIUM Financial Policy and Procedure

8.1.1.3 IIUM Purchasing Policy and Procedure

8.1.1.4 Policy on Computer and Printer Entitlement

8.1.1.5 Related IIUM ICT Policies