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Guideline No: 03

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**EXECUTIVE UNIT,
MAHALLAH RUQAYYAH**

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1.0 OBJECTIVE

The purpose of this guideline is to manage student who is staying at Executive Unit, Mahallah Ruqayyah

2.0 GUIDELINE(S) ON EXECUTIVE UNIT, MAHALLAH RUQAYYAH

2.1 Application

- 2.1.1 Student is required to apply at the Residential Services Department (RSD) and subject to the room availability.
- 2.1.2 The accommodation fee of one (1) semester shall be paid in advance upon approval.
- 2.1.3 Student shall pay for electrical fee according to the usage. The initial payment of RM50 is required to activate the electrical card.

2.2 Room Registration (Check-in)

- 2.2.1 Room registration is compulsory at every first week of semester vacation. Failing which, the University Authority may impose any one or combination of the followings:
 - i. Issuance of compound.
 - ii. Denial of electricity top up.
 - iii. Sealed the room door.
- 2.2.2 Advance payment for one (1) semester accommodation fee.

2.3 Change of room

- 2.3.1 The University Authority reserves its right to impose administrative fee for any changes of room requested by resident, based on personal reasons.

2.4 Electric Meter

- 2.4.1 Student is prohibited to tamper the electric meter inside the room.
- 2.4.2 Any defects to the electric meter are to be reported to the Mahallah Office immediately.
- 2.4.3 Irregular reading of electric meter will be investigated and further action will be taken accordingly.
- 2.4.4 Replacement of electric card will be charged RM50.00.
- 2.4.5 Student who tamper the electric meter may be expelled from the Executive Unit immediately and the case shall be referred for disciplinary action.

2.5 Cleanliness

- 2.5.1 Resident has to maintain the cleanliness of the room including attached bathroom.
- 2.5.2 Resident has to ventilate the room regularly to avoid mold or fungus in the room. Any issue of mold or fungus is to be reported for maintenance.
- 2.5.4 Any request for room cleaning services shall be charged RM50.00 per service. The cost shall be borne by the student.

2.6 Personal items left outside student's room.

- 2.6.1 Disposal notice will be issued for any personal items left by student outside the room. Resident has to collect the items within five (5) working days after disposal notice issued.
- 2.6.2 Compoundable offences shall be issued under misuse of facilities.

2.7 Room Inspection

- 2.7.1 The room inspection will be done every semester without prior written notice.

3.0 REFERENCE

- 3.1 IIUM Accommodations Policy
- 3.2 Student Discipline Rules 2004 (Amendment 2006)
- 3.3 Dos and Don'ts of Executive Mahallah Ruqayyah