

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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REGISTRATION OF SENIOR STUDENTS	EFFECTIVE DATE : 01/10/2022
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY		DETAILED PROCEDURE
	5.1	Registration of Senior Students
AA	5.1.1	Request matric card and checks student status in RnRs. <ul style="list-style-type: none"> i. If active – Register student base on MORR/MOA ii. If inactive – Advise the student to do rental until the status change to active.
AA	5.1.2	Request student to sign in the registration list.
AA	5.1.3	Handover room key and facilities checklist QR code/link. -share the QR code/link in Mahallah group or give the code/link upon registration. https://forms.office.com/Pages/ResponsePage.aspx?id=9nbOGP-SZf0WfYqzWXZuXd8ob59tG319Jq7VcYVP-6SdUN1U0T0hURFIDVVZBRIQ3ST1ZN1AwSIVUMC4u
AA/AHM/HM	5.1.4	Student to fill in the QR code of the facilities checklist to MO. If no submission, the facilities in the room are considered in good condition.
AA	5.1.5	File all documents accordingly IIUM/213/XXX/2/3/2/3 (Facilities Checklist Report)

6. QUALITY RECORD

No.	Record	Retention Period	Location	Responsibility
6.1	Facilities Check List IIUM/213/XXX/12/3/2/3	6 Years	Respective Mahallah	AA
6.2	Residential and Room System (RnRs)	-	Database	SAD