

### PART III

#### MAHALLAH DISCIPLINE

- Entering or remaining in a resident student's room 36. (1) No person shall enter or remain in a room occupied by a resident student except the resident student:

Provided that this sub-rule shall not apply to an officer, employee or agent of the University who enters such room for the purpose of carrying out his functions, duties or responsibilities, or to a person who enters or remains there in accordance with any permission given by or on behalf of the Principal;

And provided further that this sub-rule shall not be deemed to prohibit a student from entering the room of a resident student of the same gender for a visit for a normal social purpose during the visiting hours and subject to Principal's orders and directions.

- (2) It shall be the duty and responsibility of a resident student to ensure that the restrictions in sub-rule (1) are strictly observed in respect of the room occupied by him.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

- Obstructing, etc. to entry and carrying out of functions by officers, etc. 37. A resident student shall not do anything to obstruct, impede or prevent an officer, staff of the University from entering the resident student's room and carrying out his functions, duties or responsibilities therein.

- Remaining outside *mahallah* at night 38. A resident student shall not, after midnight, remain outside his *mahallah* except with permission given by or on behalf of the Principal.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Remaining within  
*mahallah* premises after  
midnight

39. After midnight, except for resident students in their respective *mahallahs*, no other student shall remain within the *mahallah* premises except with the permission given by or on behalf of the Principal.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Care in the use of  
*mahallah* premises  
and prohibition of  
nuisance

40. (1) A resident student shall use the *mahallah* premises with proper care and shall not do anything that disfigures, defaces or causes any other damage to any part of the grounds or buildings or to any article or fixture therein.
- (2) A resident student shall in using the *mahallah* premises and the facilities therein, take all care to ensure that he does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Student not to change room  
without prior permission

41. Where the University allots a student a room for his residence, he shall not change his residence to any other room without the prior permission in writing given by or on behalf of the Principal

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Student not to rent room  
allotted to him

42. Where the University allots a student a room for his residence, he shall not rent the room to any other student or person.

Evacuation and  
reshuffling

43. (1) A resident student resides in a *mahallah* at the absolute discretion of the University.

- (2) The University may require a resident student to vacate his residence or transfer him to a different accommodation provided by the University at any time without assigning any reason thereof.
- (3) Where a resident student is required to move under sub-rule (2), he shall do so within the time set by the University and shall within that time remove all his belongings from the accommodation which is to be vacated or from which he is to transfer his residence.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**MAHALLAH STANDING ORDER 2004**

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Meeting of Board of Student Affairs

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This Standing Order of the International Islamic University Malaysia (the University) is derived from the Students' Discipline Rules 2004 and all preceding Standing Orders relating to the *Mahallah* Discipline Procedures are rescinded.

In exercise of the powers conferred by Rule 31 of the Students' Discipline Rules 2004 the Executive Personnel hereby makes the following Orders: -

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
MAHALLAH STANDING ORDER 2004**

Meeting of Board of Student Affairs

Date: 21 October 2004

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**PART I**

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| Name       | 1. | This Standing Order is called the International Islamic University Malaysia, <i>Mahallah</i> Standing Order 2004 – hereinafter referred to as the Standing Order.  |
| Definition | 2. | “members” means members of the <i>Mahallah</i> , consisting of Principal, Fellows, Staff, Resident Students, Non-Reside Students who are affiliated to the <i>Mahallah</i> , and persons admitted as honorary members of the <i>Mahallah</i> .<br><br>“Principal” means the Principal of the <i>Mahallah</i> , who is Executive Personnel of the University appointed by the person responsible for the administration and management of <i>Mahallah</i> and welfare and discipline of the Resident Students<br><br>“affiliate resident” means a student of the University who registered with the <i>Mahallah</i> by virtue of being a registered student but obtains written approval from the University to reside off-campus (live off-campus) and who for the purpose of this Standing Order is also referred to as resident. |

“vacation” means all vacations as scheduled by the same system of the University, including the mid-semester vacat and end of academic year vacation.

“Students’ Discipline Rules” means the Students’ Discipline Rules 2004 as assented to by the Constitutional Head of University.

”*Mahallah* Authority” means the Principal, or his representative consisting of the Fellows and the Officer.

## **PART II ENFORCEMENT AUTHORITY**

### Enforcement of Rules

3. University empowers the Executive Personnel and Officeenforce the above Orders under Rule 84 of the Student Discipline Rules.
4. This Standing Order is enforceable within the buildingpremises of the *Mahallah*.

**PART III  
CLEANLINESS**

Cleanliness

5. Resident Students are required to keep their individual room and the premises of the *Mahallah* clean, neat and tidy at all times. It is an offence to neglect the cleanliness and neatness of individual rooms and to litter or cause uncleanness or untidiness on the premises of the *Mahallah*.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 3 the Students' Discipline Rules.

**PART IV**

**IBADAH AND RELIGION**

Negligence of prayers

6. It is an offence for Resident Students to neglect their obligation *Ibadah* including prayers, except for Non-Muslims.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 3 the Students' Discipline Rules.

Respect for *Ibadah*  
(*solat*, fasting, alms,  
etc.)

7. Resident students shall observe all forms of obligatory *Iba* and shall respect others in the performance of their *Ibadah*, shall not hinder those who seek to advise others with respect to the performance of *Ibadah*. Non-Muslims are required to respect the Islamic code of conduct as specified in the Student Discipline Rules.

*Ramadhan*

8. It is an offence for any Resident student to consume food or drinks in public during the days of fasting in the month *Ramadhan*.

Abuse of Religion

9. No Resident Student shall abuse any religion or any system of belief (*Aqidah*) of a religion, which he professes to believe.

**PART V  
USRAH AND MAHALLAH ACTIVITIES**

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| Attendance in <i>Usrah</i> and <i>Mahallah</i> Activities | 10. | Every Resident Student shall attend <i>Usrah</i> group meetings; participate in <i>Usrah</i> group activities and <i>Mahallah</i> activities.   |
| Congregation prayers by <i>Usrah</i>                      | 11. | Each <i>Usrah</i> group shall duly observe and perform at least three of the given obligatory daily prayers in congregation, and all members of the group are required to perform congregational prayers together. The group may join general congregational prayers in the mosque. |

**PART VI  
DRESS REGULATIONS AND PERSONAL APPEARANCE**

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| Proper dress | 12. | (i) Resident Students shall be properly dressed at all times in the <i>Mahallah</i> whenever they appear in public. Dress shall be as in the Standing Order On Conduct University Dress Code. |
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An offence under this order is a Compoundable Offence and shall be dealt with in accordance with procedures in Rule 34 of the Students' Discipline Rule

**PART VII  
GENERAL PROHIBITIONS**

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| Keeping animal as domestic pets | 13. | Resident Students shall not keep animals in the <i>Mahallah</i> whether such animals are kept as pets or for personal interest |
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Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 3 of the Students' Discipline Rules.

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| Settlement of dispute | 14. | (i) No unilateral action to settle a dispute is allowed in <i>Mahallah</i> .   |
|                       |     | (ii) No Resident Student shall take any unilateral action against any Member of the <i>Mahallah</i> or against <i>Mahallah</i> Authorities; a Resident Student who is dissatisfied with the actions of any member of <i>Mahallah</i> or <i>Mahallah</i> Authority shall refer the matter to the Principal who shall act to settle the grievance in the manner he considers appropriate, without prejudice to the disciplinary provisions of this Standing Order. |

Restriction on certain personal entertainment equipment.

15. (i) No television, VCR, Laser Disc player, VCD player, DVD player or other form of musical or phonographic or entertainment equipment shall be played in the *Mahallah* except in the designated areas provided by the University or with the written permission of the Principal; this equipment may be played only during periods allowed by the Principal, which shall normally be from 7.00 a.m. to 12.00am. The volume of such radios, radiograms, TVs or musical or entertainment equipment must be moderate so as to enable other Resident Students to study peacefully and quietly.

An offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (ii) Radios, radiograms, TVs or musical instruments may be confiscated from residents if, in the opinion of the Principal, they are abused in such a manner as to cause discomfort in the *Mahallah*.

Any offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

Spitting

16. It is an offence for Resident Students to spit in the *Mahallah* areas other than in the appropriate places in the toilets or in designated areas.

An offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

#### **PART VIII SOCIAL ACTIVITIES**

Talks by outside speakers

17. (i) All forms of seminars, classes, or *ceramah* involving speaker or speakers from outside the University and participation by non-Residents are prohibited unless until permission in writing is obtained from University.
- (ii) If the seminars, classes or *ceramah* are in the form religious talks or instruction, the speakers must recognized by the University.
- (a) Speakers shall have sufficient qualifications to religious instruction recognized by the University
- (b) Speakers shall obtain written permission from



University to give such religious instruction with the written recommendation of the Principal.

- (c) Speakers shall obtain permission from the Principal to use the *Mahallah* as a venue.
- (d) The contents of the talk or *ceramah* shall not be slanderous or in any manner be provocative so as to cause disunity among the *ummah*, or in any manner, raise issues mentioned under Article II of the Malaysian Federal Constitution.

*Ta`ruf* and Orientation activities

18. (i) *Ta`ruf* and Orientation activities for new Resident Students shall be confined to official programmes organised by the University, or by permission of the *Mahallah* authorities. Any form of *ta`ruf* and orientation activity for new Resident Students outside the official programmes is illegal and strictly forbidden.

This is a Strict Liability Offence and any breach of this order shall be dealt with in accordance with the procedures in Rule 61 of the Students' Discipline Rules.

- (ii) No Resident Student shall conduct or be involved in any activity that may be interpreted as illegal orientation, whether such an activity is physical, psychological or verbal and regardless of whether it is with or without the consent of the new Resident Student.

This is a Strict Liability Offence and a breach of this order shall be dealt with in accordance with the procedure in Rule 61 of the Students' Discipline Rules.

## **PART IX RESIDENTIAL PROCEDURES**

Staying Overnight Outside University

19. Resident Students who wish to leave the *Mahallah* for one or more shall first obtain written permission from the Principal Officer.

Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of Students' Discipline Rules.

Leaving *Mahallah*  
after 12.00 am

20. Resident Students shall not leave the Hostel after 12.00 am except with written permission from the Principal.

This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

Affiliate Member

21. (i) A Resident Student, who was a permanent resident of the *Mahallah* but has subsequently left to stay outside the campus (live off-campus) with written permission from the Principal, shall continue as an affiliate resident of the *Mahallah* unless expressly prohibited by the Principal for reasons given in writing to the student concerned.

This is a Compoundable Offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- (ii) An Affiliate Resident Student shall participate in *Mahallah* activities and use the *Mahallah* facilities except bedrooms for residents, rooms for fellows and other rooms declared private by the Principal.
- (iii) An Affiliate Resident Student shall renew his registration on semester basis or any period as determined by the University Authority.

This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (iv) All the provisions of this Standing Order and all rules and regulations made by the *Mahallah* shall bind Affiliate Resident Students.
- (v) A Resident Student who has been dismissed from the *Mahallah* on disciplinary charges shall lose his status as affiliate resident of the *Mahallah* and shall not be readmitted unless permitted by the Principal.

Honorary Member

22. A Resident Student who leaves the *Mahallah* after graduation from the University may be admitted as an honorary Member of the *Mahallah* by invitation of the Principal on terms and condition to be decided by a committee.

## PART X

### FEES, DEPOSITS AND FINES

Settlement of Fees and Registration

23. (i) Every Resident Student shall register at the beginning each semester within the prescribed period fixed by University.

Failure to do so is a Compoundable Offence and s be dealt with in accordance with the procedures in R 34 of the Students' Discipline Rules.

- (ii) Every Resident Student shall settle his fees at beginning of each semester to the Finance Division Officer appointed to collect such fees. Receipts for spayments must be presented to the PrincipalManager at any time upon request.

- (ii) The Principal may take any action consider appropriate against any Resident Student who fail register, to settle his or her fees or debts with *Mahallah*.

Deposits

24. Resident Students must settle all deposits required by *Mahallah*, including deposits for keys to the rooms, at beginning of a semester. Any of these deposits may be for fewhen they do not comply with any appropriate instruction gi by the Principal.

## PART XI

### OCCUPANCY OF ROOMS

Locks and keys

25. (i) Resident Students shall not fix any lock to the doortheir room.
- (ii) Before leaving the *Mahallah* for a vacation, Resid Students shall hand over the keys to the doors of t rooms to the Principal or Officer on or before a date shall be determined by the Principal.

Failure to do so is a Compoundable Offence and s be dealt with in accordance with the procedures in R 34 of the Students' Discipline Rules.

Cleanliness of rooms 26. Resident Students shall individually and collectively be responsible for the cleanliness, and neatness of their respective rooms; they shall not stick any poster, notices or pictures on the walls or anywhere in their rooms except on a soft board generally provided by the *Mahallah*.

An offence under this Regulation is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

Safety of personal property 27. Resident Students shall be always on guard and take great care of the custody and safety of their own belongings and property in their rooms; valuables shall always be kept under lock and key or be carried on their persons. It is not possible for the *Mahallah* to ensure security at all times. Nevertheless, every case of theft shall be immediately reported to the University.

Empty rooms for vacations 28. During the one-week vacation within a semester, Resident Students may keep their belongings and property inside their rooms, except when otherwise directed by the Principal, upon which instance the *Mahallah* authorities reserve the right to remove all belongings and materials left by Resident Students in their rooms, and shall not be held responsible for any loss or damage to such belongings and property.

Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

Right of entry into rooms 29. The Principal, Officers and whosoever is given authority by the University may enter any room for purposes of inspection at any time.

*Mahallah* facilities in rooms 30. (i) Resident Students who require any repairs and/or services to the *Mahallah* facilities in their rooms shall make an appropriate report to the *Mahallah*.  
(ii) *Mahallah* facilities provided in rooms shall not be removed, modified or exchanged without the prior written permission of the Principal.  
(iii) Resident Students shall be responsible for the safety of all facilities provided in their rooms, and shall be required to pay compensation if such facilities are damaged or missing due to negligence or misuse.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

**PART XII  
USE OF ELECTRICAL FITTINGS**

Use of electricity

31. No electrical appliances or facilities involving the use electricity shall be used or kept in the rooms, except by wri permission of the Principal.

Any breach of this order is a Compoundable Offence and s be dealt with in accordance with the procedures in Rule 3 the Students' Discipline Rules.

Electrical extensions

32. (i) No Resident Student shall connect or attempt to connor make extensions to electrical wiring from electrical point.
- (ii) Resident Students shall not use or attempt to multiple plugs and are absolutely forbidden to suelectricity to a number of appliances from one electrpoint.

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with procedures in Rule 34 of the Students' Discipline Rule

Conservation of energy

33. Resident Students shall not waste electrical energy, and s switch off lights and other appliances when such items are longer necessary.

Any breach of this order is a Compoundable Offence and s be dealt with in accordance with the procedures in Rule 3 the Students' Discipline Rules.

**PART XIII  
PANTRY, BATHROOMS AND TOILETS**

Maintenance of  
Cleanliness

34. Resident Students shall ensure the cleanliness of pantry bathrooms or toilets and shall not allow any form of misuse will cause general inconvenience to others and ca maintenance problems to the *Mahallah*.

This is a Compoundable Offence and shall be dealt with accordance with the procedures in Rule 34 of the Student Discipline Rules.

Restrictions of pantry facilities as determined by the respective Principal

35. (i) Any act of cooking is strictly forbidden in every part of the *Mahallah* including, but not limited to, the pantry.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- (ii) The ironing of clothes is permitted only in the pantry and restricted to the ironing board or bench specially provided for that purpose.

This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (iii) All facilities provided in the pantry shall not be exchanged or removed from the pantry, and after use, they shall be properly cleaned and returned to the place where they are normally kept.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (iv) The cleaning of shoes and clothes is prohibited in the pantry; such activities may be carried out in other places appropriate for the purpose.

This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (v) Pantry facilities are provided for common use, and residents shall be collectively responsible for their safekeeping against misuse or theft of such facilities.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

No water wastage

36. Resident Students shall take the responsibility to properly turn off all taps after use.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

Proper use of toilets

37. (i) Toilets shall be properly used and flushed after use.

- (ii) There shall be no squatting on toilets seats, except insquat toilets.

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

#### **PART XV GENERAL**

- Illness and emergency
- 38. (i) All cases of illness and injuries shall be promptly immediately reported to the Principal of representatives for further action.
  - (ii) Resident Students with contagious diseases shall no allowed to stay in the *Mahallah*, except with permission of the Principal or the University Clinic. Principal reserves the right to isolate the infect individuals from other Resident Students.
  - (iii) First aid boxes shall be used only for emergency illness and injuries. Such facilities shall not be remove misplaced or misused.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with procedures in Rule 34 of the Students' Discipline Rule

- Illegal Business and Hawkers
- 39. (i) Resident Students are prohibited from engaging in kind of business without the written permission of Principal.
  - (ii) Hawkers are not permitted in the *Mahallah*, Resident Students shall not make purchases at any tfrom hawkers or any illegal businesses in the *Mahalla*

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with procedures in Rule 34 of the Students' Discipline Rule

- Use of University telephone
- 40. The University telephone facilities are provided solely for purpose of emergency calls and official purposes by Resident Students engaged in approved Students' activities. Such c shall always be short.

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|-------------------------------------|---|
| Restriction to visitors             | <p>41. (i) Resident Students shall cooperate by guiding visitors to the visitors' reception halls and not beyond, except with the permission of the Principal.</p> <p>(ii) Residents who receive visitors shall ensure the visitors comply with and observe the visiting hours prescribed by the University. Visitors are not allowed to be on the <i>Mahallah</i> premises after 9.00 p.m.</p> <p style="padding-left: 40px;">Failure comply with this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.</p> |
| Motor Vehicles                      | <p>42. Resident Students who own Motor Vehicles must observe RoadTraffic Discipline including Standing Order and shall only park their motor vehicles in the designated parking spaces.</p>   |
| Compensation for damage to property | <p>43. Any Resident Student who by his action causes damage to the University's property or causes the said property to be missing notwithstanding any other penalty, the said Resident Student shall compensate the University for the cost of repairs and/or replacement of the said property pursuant to Rule 74 of the Students' Discipline Rules.</p>  |
| Abuse of facilities                 | <p>44. Resident Students shall not abuse or misuse any of the facilities provided by the <i>Mahallah</i>.</p> <p style="padding-left: 40px;">Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.</p>   |

## PART XVI AMENDMENTS

45. The Principal may make amendments or additions to Standing Order from time to time. Such amendments additions shall be subject to confirmation by the University.