
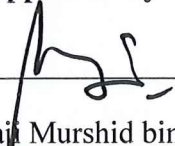


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
MONITORING STUDENTS' ATTENDANCE	EFFECTIVE DATE : 01/07/2020
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MONITORING STUDENTS' ATTENDANCE

Prepared By :- 	Approved By :- 
Name : Mohd Sufie Abdul Razak	Name : Tuan Haji Murshid bin Kassim
Position : Assistant Director Academic and Industrial Linkages	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/07/2020	Date : 01/07/2020


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<p>1. OBJECTIVE</p> <p>The objective of this procedure is to ensure that students' attendance is properly monitored according to the prescribed policies and procedures.</p>
<p>2. SCOPE</p> <p>The procedures cover methods of monitoring students' attendance for all students at the Centre for Foundation Studies.</p>
<p>3. ABBREVIATION/DEFINITION</p> <p>3.1 D : Dean</p> <p>3.2 DDAIL : Deputy Dean of Academic and Industrial Linkages</p> <p>3.3 AD : Assistant Director</p> <p>3.4 AAO : Assistant Administrative Officer</p> <p>3.5 AA : Administrative Assistant</p> <p>3.6 ODDAIL : Office of the Deputy Dean Academic and Industrial Linkages</p> <p>3.7 HOD : Head of Department</p> <p>3.8 SAPER : Student Academic Performance Evaluation Rules Student</p>
<p>4. REFERENCES</p> <p>4.1 Student Academic Performance Evaluation (CFS) Regulations 2016 - SAPER (CFS)</p>


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5. RESPONSIBILITY AND DETAILED PROCEDURE


RESPONSIBILITY	DETAILED PROCEDURE
	5.1 MONITORING OF ATTENDANCE
DDAIL	5.1.1 Issue notification to all lecturers/teachers on the procedure and policies on the monitoring of students' attendance and barring from final examination.
Lecturer/Teacher	5.1.2 Monitoring students' attendance as per guideline (refer to 5.1.1).
AD	5.1.3 Issue general reminder to all students reminding them on the attendance policies through Notices/student's portal.

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RESPONSIBILITY	DETAILED PROCEDURE
	5.2 WARNING AND BARRING PROCESS
Lecturer/Teacher	5.2.1 Fill up form of warning for student who are absent more than 10% and below 20%. 5.2.2 Send recommendation forms for barring to DDAA through Head of Department for students who are absent more than 20% of classes.
AA (Academic Department)	5.2.3 Send copy of warning form to students to ODDAIL, and lecturer/teacher.
AA (Academic Department)	5.2.4 Notify the parents/guardian regarding students attendance and copy to: i) Dean ii) Deputy Dean of ODDAIL iii) Deputy Dean of ODDSDCE iv) Respective HOD v) Counselling Unit


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RESPONSIBILITY	DETAILED PROCEDURE
HOD	5.2.5 Sign the barring form and forward to ODDAIL.
AA	5.2.6 Process the recommendation to be barred and sending letter to parents and students. 5.2.7 Prepare the list of students recommended to be barred and notify the effected students.
Dean and Barring Committee	5.2.8 Receive appeal letter from students (if any). 5.2.9 Conduct meeting. Deliberate and decide the appeals.
AD	5.2.10 Announce the result of the Barring Meeting.
AAO/AA	5.2.11 Submit the finalized list to Examination Unit for updating purposes

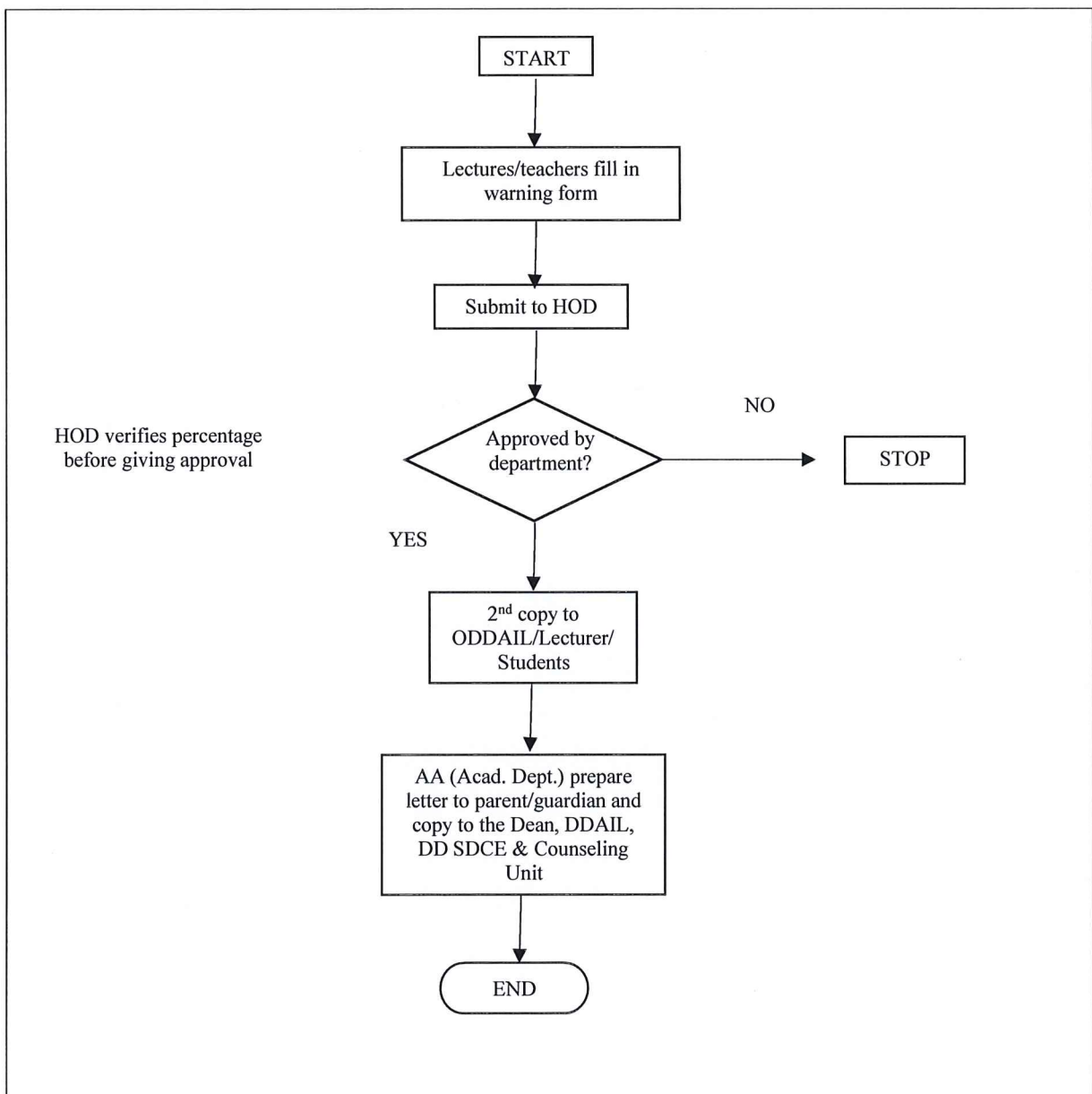
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6. RECORDS (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Warning form/Letters IIUM/501/DAIL/C/13/15/3/1	Filing Cabinet At ODDAIL and at respective departments	One Year	AAO/AA
2	Recommendation to be barred form/Letters/List of Barring IIUM/501/DAIL/C/13/15/3/1	Filing cabinet at ODDAIL and at respective departments	One Year	AAO/AA

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7a. FLOWCHART (WARNING PROCESS):



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7b. FLOWCHART (BARRING PROCESS):

