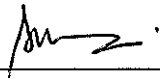
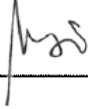

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IIUM/CFS/SP/12</b>	<b>PAGE : 1/7</b>

## APPOINTMENT OF PRINCIPAL AND FELLOW

<b>Prepared By :-</b> 	<b>Approved By :-</b> 
Name : Abu Bakar bin Omar	Name : Tn. Hj. Murshid B. Kassim
Position : Senior Assistant Director	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/06/2021	Date : 01/06/2021

--	--

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IIUM/CFS/SP/12</b>	<b>PAGE : 2/7</b>

### 1. OBJECTIVE

Managing the process of appointment of principal and fellow at the Centre for Foundation Studies, IIUM.

### 2. SCOPE


This procedure applies to new appointment of principal and fellow.

### 3. DEFINITION/ABBREVIATION

- |     |         |  |
|-----|---------|--|
| 3.1 | CFS     | Centre for Foundation Studies                              |
| 3.2 | AD      | Assistant Director   |
| 3.3 | DD SDCE | Deputy Dean (Student Development and Community Engagement) |
| 3.4 | AHM     | Assistant Hostel Manager                                   |
| 3.5 | RDW     | Residential, Discipline & Welfare Unit                     |
| 3.6 | AAO     | Assistant Administrative Officer                           |
| 3.7 | POM     | Principal of Mahallah                                      |
| 3.8 | POI     | Panel of Interviewer                                       |
| 3.9 | T&C     | Terms and conditions                                       |


### 4. REFERENCES

- 4.1 Job Scope and KPI of Principal and Fellow
- 4.2 Student Residential Management System (SRMS)
- 4.3 List of Hisbah and Mahallah in CFS IIUM


 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IIUM/CFS/SP/12</b>	<b>PAGE : 3/7</b>

### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AD	5.1 Check on the need for new appointment of principal or fellow if any Principal or Fellow: i) Resigned ii) End of Term iii) Any other reason, which DD SDCE think, new appointment should be made.
AAO	5.2 Prepare draft of announcement and submit to AD for verification.
AD	5.3 Check the draft of announcement and verify
AAO	5.4 Announce the available vacancy of principal/ fellow via official e-mail to all CFS staff
AAO	5.5 Compile all the application forms received from applicants and check that the forms are complete/ in order and eligible to apply. If not fulfilled, contact the applicants.
AAO	5.6 Prepare the shortlisted candidates and submit to DD SDCE for verification
DD SDCE	5.7 Verify the shortlisted candidates and instruct AAO to arrange for interview session.

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IIUM/CFS/SP/12</b>	<b>PAGE : 4/7</b>


<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>	
AAO	5.8	Set the time for interview session and prepare invitation e-mail to the POI as follows: i) Dean of CFS (Chairman) ii) Director of CFS iii) DD SDCE iv) POM v) AD
AAO	5.9	Call for interview to shortlisted applicants and notify those not shortlisted via official e-mail
AAO	5.10	Prepare the venue and marking sheets to be fill-up by the POI during interview
AD	5.11	Brief POI for the available vacancy and terms and conditions of appointment.
POI	5.12	Interview and select the eligible candidates
AAO	5.13	Compile all the mark sheets and take action to the decision of the POI

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IUM/CFS/SP/12</b>	<b>PAGE : 5/7</b>

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
AAO	5.14 Notify all the successful and unsuccessful applicants of the decision of POI and prepare the draft of appointment letter to all successful applicants through official e-mail and submit to the Office of the Rector for signature
AAO	5.15 Send the official appointment letter to all the successful candidates once received from the Office of the Rector.
AAO	5.16 Draft list of payment of allowance for verification by AD
AD	5.17 AD to verify the list and sign the letter
AAO	5.18 Send a letter for payment of allowance for new principal and fellows to the Payroll Unit, MSD
AD	5.19 Notify via e-mail the latest list of principals and fellows to the Dean, Director, HR Unit, DD SDCE, Finance, OSEM, IHWC and AHM.

#### **6. QUALITY RECORDS**

<b>NO.</b>	<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	PRINCIPALS AND FELLOWS FILE	2 years	Filing cabinet, RDW	AAO

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO : 01</b>
	<b>REVISION NO : 00</b>
<b>APPOINTMENT OF PRINCIPAL AND FELLOW</b>	<b>EFFECTIVE DATE : 01/06/2021</b>
<b>DOCUMENT NO. : IUM/CFS/SP/12</b>	<b>PAGE : 6/7</b>

**7. FLOW CHART**

