



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO: 00

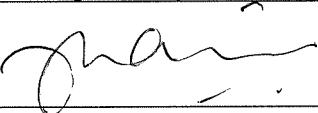
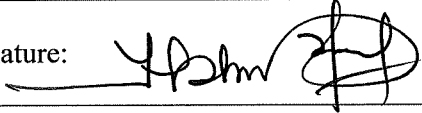
PROCESSING IHSAN INDICATORS
SUBMISSION FOR IIUM STAFF

EFFECTIVE DATE:
1/4/2019

DOCUMENT NO: IIUM/MSD/18


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**PROCESSING IHSAN INDICATORS
SUBMISSION FOR IIUM STAFF
(ADMINISTRATIVE AND TECHNICAL
STAFF/ACADEMIC
FELLOW/RESEARCH FELLOW AND
CLINICAL NURSING INSTRUCTOR)**

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Juaini Zana Bt. Mohamed Ramly	Name: Dato' Abdul Rahim Ahmad
Position: Assistant Director Performance Management Unit Management Services Division	Position: Executive Director Management Services Division
Date: 17/8/2020	Date: 1/9/2020




1.	OBJECTIVE To ensure good and systematic conduct on processing Ihsan Indicators Submission.																						
2.	SCOPE This procedure is implemented by the Performance Management Unit, Management Services Division of IIUM.																						
3.	ABBREVIATION/DEFINITION <table border="1" style="width: 100%;"><tr><td>APAR</td><td>: Annual Performance Appraisal Report</td></tr><tr><td>HOD</td><td>: Head of Department</td></tr><tr><td>II</td><td>: Ihsan Indicators</td></tr><tr><td>MSD</td><td>: Management Services Division</td></tr><tr><td>PMU</td><td>: Performance Management Unit</td></tr><tr><td>K/C/D/I/O</td><td>: Kulliyah/Centre/Division/Institute/Office</td></tr><tr><td>AA</td><td>: Administrative Assistant</td></tr><tr><td>EO</td><td>: Executive Officer</td></tr><tr><td>AD</td><td>: Assistant Director</td></tr><tr><td>STAFF</td><td>: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor</td></tr><tr><td>ASSESSOR</td><td>: Immediate evaluating officer</td></tr></table>	APAR	: Annual Performance Appraisal Report	HOD	: Head of Department	II	: Ihsan Indicators	MSD	: Management Services Division	PMU	: Performance Management Unit	K/C/D/I/O	: Kulliyah/Centre/Division/Institute/Office	AA	: Administrative Assistant	EO	: Executive Officer	AD	: Assistant Director	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor	ASSESSOR	: Immediate evaluating officer
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4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
AA/EO/AD, PMU	<p>4.1 Opening of Ihsan Indicators (IIs) session</p> <p>4.1.1 MSD open Ihsan Indicators (IIs) session for Administrative and Technical staff / Academic Fellow / Research Fellow and Clinical Nursing Instructor IIUM staff and announce the opening in IIUM Announcement.</p> <p>4.1.2 During the submission period, PMU will send reminder email to the staff to complete IIs within the stipulated time given.</p>
<p>Staff</p> <p>Assessor</p> <p>AD, PMU</p>	<p>4.2 Completion of Ihsan Indicators (IIs)</p> <p>4.2.1 Staff key in IIs in APAR Online and submit the annual targeted achievement for assessor's approval.</p> <p>4.2.2 Assessor to approve or reject subordinate's IIs.</p> <p>4.2.3 If the IIs is rejected, staff need to amend and resubmit the IIs to the assessor.</p> <p>4.2.4 Once the session closed, PMU will do auto approve for all the submitted IIs.</p>

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5. QUALITY RECORDS

No.	Quality Record
1.	Staff II Records
2.	Staff APAR Records

6. LINK TO II ONLINE

<http://hrservice.iium.edu.my/apar/logon.jsp>