PROCESSING IHSAN INDICATORS SUBMISSION FOR IIUM STAFF

(ADMINISTRATIVE AND TECHNICAL STAFF/ACADEMIC FELLOW/RESEARCH FELLOW AND CLINICAL NURSING INSTRUCTOR)

Prepared By:-	Approved By:-
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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

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	: Kulliyyah/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

4. RESPONSIBILITY AND DETAILED PROCEDURE

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

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