REGISTRATION OF SENIOR STUDENTS

Prepared By:	Approved By:
Signature:	Signature:
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Position : Assistant Hostel Manager Residential and Services Department	Position : Director Residential and Services Department
Date : 01/02/2024	Date : 01/02/2024

1.0 OBJECTIVE

This procedure is to ensure that the senior students register for a room at the beginning of every semester.

2.0 SCOPE

This procedure is applicable to all senior residents of Mahallah except for residents of the Executive Unit, Mahallah Ruqayyah.

3.0 ACCOUNTABILITY

Accountability	Detailed Procedure	
	3.1	**REGISTRATION OF SENIOR STUDENTS**
AA	3.1.1	Request matric card and checks student status in RnRs: - i) If active – Register student based on MyMahallah/MOA ii) If inactive – Advise the student to do rental until the status change to active
AA	3.1.2	Request students to sign in the registration list.
AA	3.1.3	Handover room key and facilities checklist QR code/link. Share the QR code/link in Mahallah group or give the code/link upon registration.
AA/AHM/HM	3.1.4	Student to fill in the QR code of the facilities checklist to MO. If no submission, the facilities in the room are considered in good condition.
AA	3.1.5	File the Facilities Checklist Form report in the general file IIUM/213/XXX/9/2/1/1 (Inventory - Non-Fixed Asset)

4.0 ABBREVIATION

4.1	AA	:	Administrative Assistant
4.2	HM	:	Hostel Manager
4.3	AHM	:	Assistant Hostel Manager
4.4	AD	:	Assistant Director
4.5	RnRS	:	Residential and Room Rental System
4.6	New Student	:	Student who is matriculated in the current semester
4.7	MORR	:	Mahallah Online Room Registration
4.8	MOA	:	Mahallah Online Application
4.9	MO	:	Mahallah Office
4.10	AMAD	:	Academic and Management Affairs Division
4.11	RSD	:	Residential & Services Department
4.12	FD	:	Finance Division
4.13	EX- CFS	:	Graduated students from Centre for Foundation Studies
4.14	QR code/Link	:	Quick Response code/link
4.15	MMU	:	Mahallah Management Unit
4.16	LOU	:	Letter of Undertaking
4.17	DIM	:	Direct Intake Malaysia

5.0 REFERENCE

5.1 Students Discipline Rules 2004(Amendment 2006) Mahallah Standing Order 2004 Standing Order on Conduct and Attire

Students Disciplinary Rules

5.2 Mahallah compoundable offenses

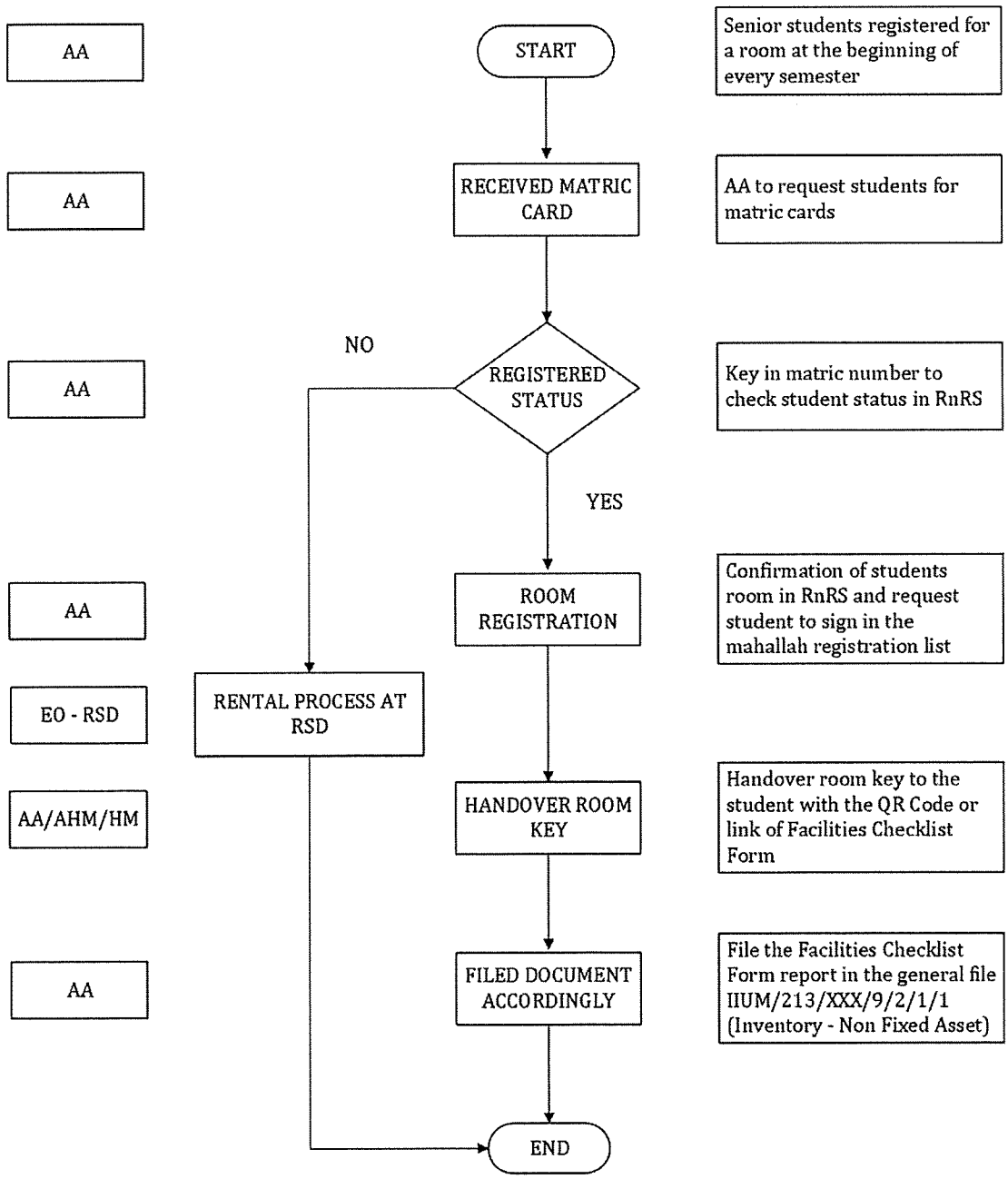
https://division.iium.edu.my/rsd/mahallah-compoundable-offences/

5.3 Residential and Room Rental System https://stash.iium.edu.my/rnrs/

5.4 https://bit.ly/mahallah-facilities-checklist

5.5 Registration List

6.0 RECORD RETENTION PERIOD

No.	Record	Retention Period	Location	Responsibility
6.1	Inventory - Non-Fixed Asset IIUM/213/XXX/9/2/1/1	6 years	Respective mahallah	AA
6.2	Residential and Room System (RnRs)	-	Database	AD

7.0 PROCESS FLOW