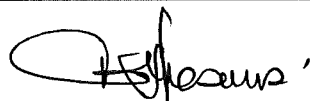


REGISTRATION OF NEW STUDENTS

Prepared By: -	Approved By: -
Signature: 	Signature: 
Name : Nur Farah Hidayah bt Azhar	Name : Mazlina bt. Mustafa
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 new students are registered for a room at the assigned Mahallah.

2.0 SCOPE

This procedure is applicable to all new residents of Mahallah except for residents of the Executive Unit, Mahallah Ruqayyah & The Premium Room, Mahallah Aminah.

3.0 ACCOUNTABILITY

Accountability	Detailed Procedure	
	3.1	REGISTRATION OF NEW STUDENTS
AA	3.1.1	Refer to the RnRS report to confirm the assigned mahallah.
AA	3.1.2	Check student status in the RnRS: - i) If matriculated – registered room. ii) If not matriculated – refer to AMAD.
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)

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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

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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 Facilities Checklist Form
- 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

