

Title

: Appointment of Principal & Fellow : IIUM/CFS/SP/12

Ref. No.

Version No. : 02

Revision No. : 00

Effective Date : 15th April 2025

APPOINTMENT OF PRINCIPAL AND FELLOW

Prepared By:	Approved By:	
(Signature) My	(Signature)	
Name: Mohd Sufie bin Abdul Razak	Name: Hasanul Basri bin Abdullah	
Position: Senior Assistant Director Office of the Deputy Dean Student Development & Community Engagement	Position: Dean Centre for Foundation Studies, IIUM	
Date: 15 th April 2025	Date: 15 th April 2025	



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1.0 OBJECTIVE

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

2.0 SCOPE

This procedure applies to new appointment of principal and fellow.

3.0 ACCOUNTABILITY

- 3.1 Office of The Deputy Dean, Student Development and Community Engagement
- 3.2 Principal of Mahallah

4.0 ABBREVIATION (If any)

4.1	CFS	Centre for Foundation Studies
4.2	AD	Assistant Director
4.3	DDSDCE	Deputy Dean (Student Development and Community Engagement)
4.4	AHM	Assistant Hostel Manager
4.5	SDA	Student Development Affairs
4.6	AAO	Assistant Administrative Officer
4.7	Principal	Principal of Mahallah
4.8	POI	Panel of Interviewer
4.9	T&C	Terms and conditions



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5.0 REFERENCE

5.1 Job Scope and KPI of Principal and Fellow

5.2 Student Residential Management System (SRMS)

5.3 List of Hisbah and Mahallah in CFS IIUM

6.0 RECORD RETENTION PERIOD

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	PRINCIPALS AND FELLOWS FILE	5 years	Filing cabinet, SDA	AAO



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7.0 PROCESS FLOW

