



# Guideline for Computer and Printer Entitlement for IIUM Staff

## *IIUM ICT GUIDELINES*

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Guidelines

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### **Document Change Log**

<b>Release Version</b>	<b>Date</b>	<b>Pages Affected</b>	<b>Remarks/Change Reference</b>
Version 1.0	Jan 2020	-	Endorsement from ITD Management
Version 2.0	March 2024	4 & 5	Amended Clause 3.2, 3.3 & 7.1

## IIUM ICT Guidelines

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### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement by ITD Management	16 <sup>th</sup> January 2020	16 <sup>th</sup> January 2020
Siti Zarina binti Muhamat	Endorsement by ITD Management	19 <sup>th</sup> March 2024	26 <sup>th</sup> March 2024

# IIUM ICT Guidelines

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## 1. OBJECTIVE

The objective of this document is to define the guidelines on computer and printer entitlement for IIUM staff.

## 2. TERMS AND DEFINITIONS

Term	Definition
ITD	Information Technology Division
IIUM Staff	Permanent Staff and Contract Staff of IIUM
Permanent Staff	Permanent staff appointed to fill vacant positions and retire at the compulsory retirement age. Only Malaysians are eligible to be appointed as permanent staff.
Contract Staff	Contract staff appointed to fill in vacant positions and serve for a minimum 12 months with the University.

## 3. GUIDELINES

### 3.1 Eligibility of computer allowance facility

3.1.1 All permanent staff and contract staff (with JPA warrant) as the followings (but not limited to) are eligible for computer allowance facility:

- Administrative and Technical Staff (Grade 41 and above)
- Academic Staff (Academic Fellow, Research Fellow, Lecturers with Ph.D., equivalent to Ph.D and higher)
- Teachers and Lecturers (CELPAD and CFS)

### 3.2 Eligibility of Computer

3.2.1 All permanent staff and contract staff (with JPA warrant) as the followings (but not limited to) are eligible for a computer:

- Administrative and technical staff with grade lower than 41;

3.2.2 However, staff entitlement to the facility is subject to the job requirements and recommendations from ITD and the Kulliyahs/Centres/Divisions.

3.3 The eligibility for computer allowance facility or computer of any other staff appointments other than listed in Section 3.1 and 3.2 above shall be based on the terms of appointment for these staff.

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- 3.4 Should the staff have resigned, dismissed, terminated or discontinued from service from the University the University shall:
- i. repossess the equipment, or
  - ii. the staff shall pay back the University according to the value determined by the University.

### **4. IMPLEMENTATION AND NON-COMPLIANCE**

- 4.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 4.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

### **5. ENFORCEMENT**

This guideline is applicable to all staff of the University and any infringement of the guideline may subject to disciplinary actions.

### **6. MAINTENANCE OF GUIDELINE**

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

### **7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

- 7.1 This guideline shall be read together with the following or any documents which recently approved:
- 7.1.1 ICT Regulations
  - 7.1.2 IIUM ICT Policy
  - 7.1.3 Policy on Computer and Printer Entitlement
  - 7.1.4 Guideline for Computer Allowance for IIUM Staff