



Policy on Computer and Printer Entitlement

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Policy

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	1 st August 2013	-	-
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Version 3.0	26 th June 2015	3 & 4	Amended Clause 3.1
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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhammad Kamal Najib, ITD	Initial Draft	23/04/2008	23/04/2008
Nuraqmar Az Amiruddin, ITD	Submission to Executive Management Committee Meeting No. 17/2013	24/07/2013	24/07/2013
Mustakim Ahmad, ITD	Submission to the ICT Committee No. 2/2015	10/08/2015	10/08/2015
Syed Mohd Hazrul, ITD	Endorsement by ICT Committee No. 2/2019	09/12/2019	16/12/2019
Siti Zarina Muhamat, ITD	Endorsement by ICT Committee No. 01/2024	19/03/2024	26/03/2024

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1. OBJECTIVE

- 1.1 This policy describes the provision of computer facility and printer entitlement for IIUM staff.

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the “University”
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. Staff on contract does not enjoy certain benefits applicable to permanent staff.
Academic Administrator	An academic staff who is appointed by the Rector to hold an administrative position at the administrative offices or centre of studies.

3. POLICY STATEMENTS

3.1. General

- 3.1.1 This policy is applicable to all permanent and contract staff appointed by the University.

3.2. Computer Entitlement

- 3.2.1 The entitlement for a computer is subject to availability of budget and resources.
- 3.2.2 All IIUM staff is eligible either a computer or computer allowance facility as stated in the Guideline for Computer and Printer Entitlement for IIUM Staff.
- 3.2.3 Staff appointed by the University as Academic Administrator is excluded from having another entitlement.
- 3.2.4 Computer entitlement for academic staff that has completed their study leave and awaiting endorsement by the Senate of their respective University shall be brought to the attention of the Deputy Rector who is in charge of academic affairs for his/her decision.

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3.3 Printer Entitlement

- 3.3.1 Centre of studies and administrative offices are required to use the centralized printing services provided by the University;
- 3.3.2 No printer entitlement for staff;
- 3.3.3 Any exception to the above is subject to the approval from Finance Division.

4. IMPLEMENTATION AND NON-COMPLIANCE

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

5. ENFORCEMENT

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

6. MAINTENANCE OF GUIDELINE

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

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

- 7.1 This policy 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 IIUM Financial Policy
 - 7.1.4 Policy on Procurement of ICT Resources
 - 7.1.5 ICT Security Policy
 - 7.1.6 Guideline for Computer Allowance for IIUM staff
 - 7.1.7 Guideline for Computer and Printer Entitlement for IIUM Staff