



IIUM ICT POLICY

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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	14/02/2023	-	Initial Submission

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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Siti Zarina binti Muhamat	Submission to ITD Management	14/02/2023	15/02/2023
Nurmaliza binti Jumaat	Submission to ICT Committee Meeting Submission to Special ICT Committee Meeting	21/02/2023 18/07/2023	18/07/2023
Nurmaliza binti Jumaat	Submission to BOG	11/10/2023	12/12/2023



1. OBJECTIVE

This ICT policy sets the direction of Information and Communication Technology (ICT) of the University. It defines the role and responsibilities of the users in protecting ICT assets of the University and guarantees the confidentiality, integrity and availability of information through the usage of ICT facilities and minimising the impact of ICT security threats.

2. SCOPE

- 2.1 This policy describes the management, and use of ICT resources and services in IIUM, including but not limited to the development, procurement, subscriptions, maintenance, and use of infrastructure, application software development, technical support and ICT security;
- 2.2 This policy is applicable to all users and stakeholders using the ICT resources and services of the University, which includes the Centre of Studies, administrative offices, Strategic Business Unit, staff and students, partners and vendors, and the public.

3. POLICY STATEMENTS

- 3.1 The direction of ICT and digitalisation at the University shall be guided by IIUM philosophy, vision and mission;
- 3.2 The University is obligated to provide ICT environment, and essential applications and software in supporting the functions and operations of the University;
- 3.3 The University shall foster a robust and reliable campus-wide communication network which shall serve as a vital link that enables seamless communication and collaboration among the stakeholders;
- 3.4 The University is dedicated to safeguard crucial information while establishing, implementing, maintaining, and continuously enhancing ICT security measures within the institution;
- 3.5 The University is responsible to establish an effective engagement and communication channel that facilitates digitalisation amongst users and stakeholders;
- 3.6 The University is responsible to establish an effective engagement and communication channel that facilitates understanding and expectations on ICT and digitalisation amongst users and stakeholders.

4. IMPLEMENTATION

- 4.1 The Chief Digital/ Information Officer holds the responsibility for the implementation of this Policy;
- 4.2 This policy shall be read together with Information Management Policy, ICT Regulation and IT Rules, Procedures and Guidelines of the University.

IIUM reserves the right to amend or update this policy from time to time.

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Appendix 1 List of Application System Profile and System Owner

Bil.	Application System Profile	System Owner
1.	Academic Management	<ol style="list-style-type: none"> 1. Undergraduate: Academic Management and Admission Division 2. Postgraduate: Centre for Postgraduate Studies 3. Executive Programme: IIUM Academy
2.	Human Resource Management	Management Services Division
3.	Financial Management	Finance Division
4.	Research and Innovation	Research Management Centre
5.	Student Development	Student Affairs and Development Division
6.	Facilities & Service Management	<ol style="list-style-type: none"> 1. Venue Management: Residential Services Department 2. Mahallah Management: Residential Services Department 3. Document Management: Management Services Division 4. Transport Management: Student Affairs and Development Division 5. Student Insurance: Student Affairs and Development Division 6. Counselling: Counselling & Career Services 7. Disciplinary: Office of Legal Adviser 8. Visa Management: Office of Internal Affairs 9. Security Management: Office of Security Management 10. Space Management: Development Division
7.	Hospital Management	SASMEC@ IIUM
8.	Healthcare	IIUM Sejahtera Clinic
9.	Strategic and Quality Management	<ol style="list-style-type: none"> 1. Performance Management: Office of Strategic and Institutional Change 2. Audit Management: Office of Knowledge for Change and Advancement
10.	Library Management	Dar al Hikmah Library
11.	Collaborative Management	<ol style="list-style-type: none"> 1. IIUM Website: Office for Communication, Advocacy and Promotion for Change 2. IIUM Portal: Information Technology Division 3. IIUM e-Meeting: Information Technology Division 4. Journals & eBook Shop: IIUM Press