



## **IIUM FILE CODING SYSTEM**

Updated on 22nd September 2021

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## INACTIVE CODE AMENDED / NEW CODE

# Subtopic 3 is allowed to be created by individual KCDIO '000' Should be replaced by individual KCDIO Code

1         Personal Files         1         Staff         C         Code: IUM/0000/11/imfatte* Tute: Staff x Rame Example for MSD's personal file for a staff whose staff no. is 1011 will be IUM/0202/11/inf11           2         Student         C         Code: IUM/0000/11/2/Imfatt* Tute: Staff x Rame Example for MSD's personal file for a student whose matric no. is Code: IUM/0000/11/2/Imfatt* Tute: Student x Rame Example for MSD's personal file for a patient whose ILC. or passport no. is 720620-14-5051 will be IUM/0202/11/20313242           3         Patient         C         Code: IUM/0000/11/imfatt* Tute: Student' rame Example for Maily OVIC/13/Imfatt* Tute: Staff x Rame Example for Maily OVIC/13/Imfatt* Tute: Staff x Rame Example for Calends The whose project no. is ST01 will be IUM/0202/14/IMST01           4         Researcher         C         Code: IUM/0000/11/imfatt* Tute: Staff x Rame Example for Calends Tile whose project no. is ST01 will be IUM/0202/11/IMST01         ST01           5         Client         C         Code: IUM/0000/11/imfatt***** Tute: Staff x Rame Example for Calends Tile whose project no. is 10 will be IUM/0000/11/8/Imfatt**** Tute: Staff x Rame Example for Calends Tile whose project no. is 10 will be IUM/0000/11/8/Imfatt**** Tute: Staff x Rame Example for Calends Tile whose girent to is 10 will be IUM/0000/11/8/Imfatt**** Code: IUM/0000/11/8/Imfatt**** Code: IUM/0000/11/8/Imfatt**** Code: IUM/0000/21/1/1 Tute: Info on IUM         G         Code: IUM/0000/21/1/1 Tute: Info on RCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, National Example for Calendars. Code: IUM/0000/21/1/1 Tute: Info on RCDIO         G	CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
CODE         MAIN TOPIO         Cole         IMM 202/L/M 2011         Effective D           2         Student         C         Code: III.MM000C/1/20131242           3         Patient         C         Code: III.MM000C/1/3/3####***           4         Researcher         C         Code: III.MM000C/1/3####***           4         Researcher         C         Code: III.MM000C/1/3####***           4         Researcher         C         Code: III.MM000C/1/3####***           1         Title: Patient         C         Code: III.MM000C/1/3####***           4         Researcher         C         Code: III.MM000C/1/3####***           1         Title: Researchers Name         Example for Name         Example for Name           5         Client         C         Code: III.MM000C/1/3####***         Title: Researchers Name           6         SUB TOPIC 2         CLASS         FILE Convirted Name         Eagenpte for Cole         SUD WOOK/1/5/10           2         Coperate Profile         1         Non FILE Convirted Name         Eagenpte for Cole         Submon/, general statistics, proposal papers for academic programmes and their relevant approvals.           6         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, Micrical back/ground, general statistics, proposal papers for a	1	Personal Files	1	Staff		С	Code: IIUM/000/C/1/1/####*	
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2         Student         C Cdde: IIUM000C/17/J####**           Code: IIUM000C/17/J####***         C Cdde: IIUM000C/17/J####***           3         Patient         C Cdde: IIUM000C/17/J####***           4         Researcher         C Cdde: IIUM000C/17/J####***           4         Researcher         C Cdde: IIUM000C/17/J####****           4         Researcher         C Cdde: IIUM000C/17/J####****           5         Client         C Cdde: IIUM000C/17/J####****           6         Client         C Cdde: IIUM000C/17/J####****           7         Ttitle: Researcher Sile whose project no. is ST01 will be IIUM000C/17/J0           2         Code: IIUM000C/17/J####****         Ttitle: Clears Name           2         Collent         C Cdde: IIUM000C/17/J####****           1         Information on University and KCDIC         CLASS FILE CONTENTS: CodDITIE           2         Corporate Profile         1         1           2         Information on University and Contrel University and Co								
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2         Od13242 will be il/UM/209C/1/2013242           3         Patient         C         Code: IU/UM/00/C/1/3/###***           4         Researcher         C         Code: IU/UM/00/C/1/3/###***           4         Researcher         C         Code: IU/UM/00/C/1/3/###***           5         Client         C         Code: IU/UM/00/C/1/3/###***           5         Client         C         Code: IU/UM/00/C/1/3/##****           6         Client         C         Code: IU/UM/00/C/1/3/###****           7         Title: Researcher's Mane         Example for Researcher's Name           6         Client         C         Code: IU/UM/00/C/1/3/###****           1         Information on         Information on         IU/U/216/C/1/4/3/T0           2         Corporate Profile         1         Information on         II/UM           6         Governments/countristics, proposal papers for academic programmes and their relevant approvals.         Code: IU/UM/00/2/1/1           1         Information on U/U         G         Contents: Establishment, constitutions, vision, missions, objectives, noncept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approval.           2         Corporate Profile         1         Inform KCDIO         G								
3         Patient         C         Code: IIUM000/C/1/3/###***           4         Researcher         C         Code: IIUM000/C/1/3/###***           4         Researcher         C         Code: IIUM000/C/1/3/###***           5         Client         C         Code: IIUM000/C/1/3/###***           11         5         Client         C         Code: IIUM000/C/1/3/###***           11         5         Client         C         Code: IIUM000/C/1/3/###***           11         10/moration on University/KUBya/Centre/ Unite: Into on IUM         G </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Code         MAIN TOPIC         Code         Stable for Researcher         C         Code: III.MM000/C1/J####****           2         Corporate Profile         1         Information on University/KUI/Office         1         Information on University/KUI/Office         EFFECTIVE D/ Code: III.MM000/C1/J####****         EFFECTIVE D/ Example for Researcher's file whose project no. is ST01 will be III.MM218/C1/MST01         EFFECTIVE D/ Example for Researcher's file whose client no. is 0 will be III.MM000/C1/J####****           2         Corporate Profile         1         Information on University/KUI/Value/C1/I/C         Code: III.MM000/C1/J####****         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.MM000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.MM000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.MM000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.MM000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Clients file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Client file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Client file whose client no. is 0 will be III.M000/C1/J5/10         EFFECTIVE D/ Example for Client file whose client no. is 0 will be III.M000/C1/J5/10			3	Patient		C		-
CODE         MAIN TOPIC         Code: IUM000C/1/4####****         C         Code: IUM000C/1/4####***           5         Client         C         Code: IUM000C/1/4####***         C         Code: IUM000C/1/4####***           2         Corporate Profile         1         Information on University/Kullikyah/Centre/ Divisor/Institute/Office         C         Code: IUM000C/1/4####***         EFFECTIVE D           2         Corporate Profile         1         Information on University/Kullikyah/Centre/ Divisor/Institute/Office         1 - Info on IUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         EFFECTIVE D/           6         Contents: Establishment, constitutions, vision, missions, objectives, historical background, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IUM0002/1/1           1         Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IUM0002/1/1           1         Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IUM00			ů			Ŭ		
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CI Addition 10000/21/15/If###****           2         CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CI Addition 10000/21/15/If###****         Title: Researcher's Name Example for Client's Name         Example for Client's Name           2         Corporate Profile         1         Information on University/Kulliwyah/Centre/ (KCDIO)         1- Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         EFFECTIVE D/ Code: IIUM000/21/1/1 Title: Info on IIUM         G           2         Corporate Profile         1         Information on University/KUlliwyah/Centre/ (KCDIO)         1- Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM000/21/1/1 Title: Info on KCDIO         G           4         2- Companies Commission of Malaysia         3- Academic Calendar         G         Contents: University/KCDIO Academic Calendars. Code: IIUM000/21/1/2 Title: Academic Calendar         G           2         Companies Commission of Malaysia         1- Organisational Chart         G         Contents: Nows the collection 6 evolution of the Univ								
4         Researcher         C         Code: IIUM0000/C/1/4/###****           Title: Researcher's file whose project no. is ST01 will be IUM/218/C/1/4/ST01         F         Cient         C         Code: IIUM/000/C/1/5/###****         Cient         Code: IIUM/000/C/1/5/####****         Cient         Code: IIUM/000/C/1/5/####****         Cient         Code: IIUM/000/C/1/5/####****         Cient         Cient <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
CODE         MAIN TOPIC         Code:         SUB TOPIC 1         SUB TOPIC 2         CLIENT Shame Example for Client's file whose project no. is ST01 will be IIUM/218/C/11/4/ST01         EFFECTIVE D/ Example for Client's file whose project no. is 10 will be IIUM/000/C/1/5/10           2         Corporate Profile         1         University/Kulliyah/Centre/ University/Kulliyah/Centre/ (KCDIO)         1 - Information on University/Kulliyah/Centre/ (KCDIO)         1 - Information on University/Kulliyah/Centre/ Division/Institute/Office         1 - Information on University/Kulliyah/Centre/ Division/Institute/Office         1 - Information on University/Kulliyah/Centre/ Division/Institute/Office         1 - Information on University/Kulliyah/Centre/ Division/Institute/Office         2 - Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, nistorical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/1 Title: Info on IIUM           2         Companies Commission of Malaysia         3 - Academic Calendar         G         Contents: University/KCDIO Academic Calendars. Code: IIUM/000/2/1/2 Title: Academic Calendar           3         Organisational Charts         1 - Organisational Chart         G         Contents: Show the collection & evolution of the University and KCDIOs organizational charts.			4	Researcher		C		-
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         FILE CONTENTS/CODE/TITLE         EFFECTIVE D/ EXample for Clearts file whose project no. is ST01 will be IUM/000/C/1/5/10         EFFECTIVE D/ EXample for Clearts file whose client no. is 10 will be IUM/000/C/1/5/10           2         Corporate Profile         1         Information on University/Kullisyah/Centre/ Division/Institute/Office (KCDIO)         1-Info on IUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         Code: IUM/000/2/1/1 Title: Info on IUM         G           4         -         -         -         -         -         -         -           5         Comparises Commission of Malaysia         -         -         -         -         -         -         -           2         Comparises Commission of Malaysia         -<			-	Researcher		Ŭ		
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         Filte CONTENTS/CODE/TITLE         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ Example for Clients file whose client no. is 10 will be IIUM/000/C/1/5/10           2         Corporate Profile         1         Information on University/KUIIIya/ACentre/ Division/Institute/Office (KCDIO)         1- Info on IIUM         G         G         Contents: Establishment, constitutions, vision, missions, objectives, nistorical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/2           4         2- Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, nistorical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.           2         Companies Commission of 1- Companies Commission of Malaysia         1- Organisational Chart         G         Contents: All matters related to the CCM formerly known as ROC and its correspondence.         Code: IIUM/000/2/1/3         Title: Academic Calendar         G								
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         FILE CONTENTS/CODE/TITLE         EFFECTIVE D/ Example for Clent's file whose client no. is 10 will be IIUM/000/C/1/5/10         EFFECTIVE D/ EFFECTIVE D/           2         Corporate Profile         1         Information on University/Kulliyyah/Centre/ Division/Institute/Office (KCDIO)         1-Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         Code: IIUM/000/2/1/1           Title: Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.           Code: IIUM/000/2/1/2         Title: Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.           Code: IIUM/000/2/1/2         Title: Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic regrammes and their relevant approval.           Code: IIUM/000/2/1/2         Title: Info on KCDIO         G         Contents: IIUM/000/2/1/2 Title: Info on KCDIO           2         C								
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         FILE Contents: Establishment, constitutions, vision, missions, objectives, concept Division/Institute/Office (KCDIO)         1- Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         EFFECTIVE D/ Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         EFFECTIVE D/ Code: IIUM/000/2/1/1           1         Information on University/KCDIO         2- Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.           2         Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/2           2         Companies Commission of Malaysia         3- Academic Calendar         G         Contents: Silversity/KCDIO Academic Calendars.           2         Companies Commission of Malaysia         1- Organisational Charts         1- Organisational Chart         G         Contents: Sinows the collection & evolution of the University and KCDIOs orga			-	Olivert		0		-
CODE         MAIN TOPIC         CODE         SUB TOPIC-1         SUB TOPIC 2         CLASS         FILE CONTENTS/CODE/ITLE         EFFECTIVE D/           2         Corporate Profile         1         Information on University/Kullitygah/Centre/ Division/Institute/Office (KCDIO)         1-Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals. (KCDIO)         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval. Code: IIUM/000/2/1/1 Title: Info on IIUM           4         -			5	Client		C		
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         FILE CONTENTS/CODE/TITLE         EFFECTIVE D/           2         Corporate Profile         1         Information on University/Kulliyyah/Centre/ Division/Institute/Office (KCDIO)         1-Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         Code: IIUM/000/2/1/1 Title: Info on IIUM         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/1 Title: Info on IIUM         Code: IIUM/000/2/1/2 Title: Info on KCDIO         G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/2 Title: Info on KCDIO         Code: IIUM/000/2/1/2 Title: Info on KCDIO         G         Contents: Stablishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/2 Title: Info on KCDIO         G           2         Companies Commission of Malaysia         1- Companies Commission of Malaysia         G         Contents: All matters related to the CCM formerly known as ROC and its correspondence.								
2       Corporate Profile       1       Information on University/Kullyyah/Centre/ Division/Institute/Office (KCDIO)       1- Info on IIUM       6       Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.         2       Corporate Profile       1       Information on University/Kullyyah/Centre/ Division/Institute/Office (KCDIO)       6       Contents: Establishment, constitutions, vision, missions, objectives, concept paper, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         2       Information on KCDIO       6       Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         4       -								
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Division/Institute/Office (KCDIO)       Division/Institute/Office (KCDIO)       academic programmes and their relevant approvals. Code: IIU//000/2/1/1 Title: Info on IIUM         Image: Solution of the solution of the solution of the university of the solution of the university and KCDIOs       Code: IIU//000/2/1/2 Title: Info on KCDIO         Image: Solution of the university and KCDIOs       Code: IIU//000/2/1/2 Title: Academic Calendar         Image: Solution of the university and KCDIOs       Code: IIU//000/2/2/1/2 Title: Companies Commission of Malaysia         Image: Solution of the university and KCDIOs       Contents: Shows the collection & evolution of the University and KCDIOs         Image: Solution of the university of the university of the university of the university and KCDIOs       Contents: Shows the collection & evolution of the university and KCDIOs         Image: Solution of the university and KCDIOs       Solution of the university and KCDIOs       Contents: Shows the collection & evolution of the university and KCDIOs	2	Corporate Profile	1		1- Info on IIUM	G		
(KCDIO)       Code: IIUW000/2/1/1         Title: Info on IUM       Title: Info on IUM         2: Info on KCDIO       G         Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUW/000/2/1/2         Title: Info on KCDIO         G       Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUW/000/2/1/2         Title: Info on KCDIO         G       Contents: University/KCDIO Academic Calendars.         Code: IIUW/000/2/1/3         Title: Academic Calendar         Q       Companies Commission of Malaysia         Malaysia       1- Organisational Chart       G         G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.								
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2- Info on KCDIO       G       Contents: Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.         Code: IIUM/000/2/1/2       Code: IIUM/000/2/1/2         Title: Info on KCDIO       G         2       Companies Commission of Malaysia         3       Organisational Charts       1- Organisational Chart         3       Organisational Charts       1- Organisational Chart							Code: IIUM/000/2/1/1	
Amount							Title: Info on IIUM	
2       Companies Commission of Malaysia       1- Companies Commission of Malaysia       3       Organisational Charts       1- Organisational Charts       G       Contents: University/KCDIO Academic Calendars. Code: IIUM/000/2/1/3         3       Organisational Charts       1- Organisational Chart       G       Contents: All matters related to the CCM formerly known as ROC and its correspondence. Code: IIUM/000/2/1/3         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.					2- Info on KCDIO	G	Contents: Establishment, constitutions, vision, missions, objectives,	
1       1							historical background, concept paper, write-up, general statistics, proposal	
1       1							papers for academic programmes and their relevant approval.	
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Image: Content in the image: Conten							Code: IIUM/000/2/1/2	
2       Companies Commission of Malaysia       1- Companies Commission of Malaysia       G       Contents: University/KCDIO Academic Calendars. Code: IIUM/000/2/1/3 Title: Academic Calendar         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.								
2       Companies Commission of Malaysia       1- Companies Commission of Malaysia       G       Contents: All matters related to the CCM formerly known as ROC and its correspondence. Code: IIUM/000/2/1/3         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.					3- Academic Calendar	G		
1       Companies Commission of Malaysia       1- Companies Commission of Malaysia       Contents: All matters related to the CCM formerly known as ROC and its correspondence. Code: IIUM/000/2/2/1         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.						-		
2       Companies Commission of Malaysia       1- Companies Commission of Malaysia       G       Contents: All matters related to the CCM formerly known as ROC and its correspondence. Code: IIUM/000/2/2/1 Title: Companies Commission of Malaysia         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.								
Malaysia       Malaysia       correspondence. Code: IIUM/000/2/2/1 Title: Companies Commission of Malaysia         3       Organisational Charts       1- Organisational Chart       G       Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.			2	Companies Commission of	1- Companies Commission of	G		-
Code:       IUUM/000/2/2/1         Title:       Companies Commission of Malaysia         3       Organisational Charts       1- Organisational Chart       G       Contents:       Shows the collection & evolution of the University and KCDIOs organizational charts.			2			0	-	
Image: Second state     Title: Companies Commission of Malaysia       3     Organisational Charts     1- Organisational Chart     G     Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.				Ivialaysia	ivialaysia		•	
3 Organisational Charts 1- Organisational Chart G Contents: Shows the collection & evolution of the University and KCDIOs organizational charts.								
organizational charts.			2	Organizational Chart-	1. Organizational Chart	<u> </u>		-
			3	Organisational Charts	1- Organisational Chart	G		
Title: Organisational Charts								4
2- Organisational Restructuring G Contents: Minutes, organisation planning and direction, justification.					2- Organisational Restructuring	G	Contents: Minutes, organisation planning and direction, justification.	
Code: IIUM/000/2/3/2							Code: IIUM/000/2/3/2	
Title: Organisational Restructuring	1	1	1				Title: Organisational Restructuring	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	4	Annual Report	1- Annual Report	G	Contents: Compilation of University & KCDIOs annual reports.	
					Code: IIUM/000/2/4/1	
					Title: Annual Report	
	5	Media Cutting	1- Media Cutting	G	Contents: Compilation of electronic and print media cuttings related to	
			, i i i i i i i i i i i i i i i i i i i		University or KCDIOs.	
					Code: IIUM/000/2/5/1	
					Title: Media Cutting	
ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
3 Strategic Planning	1	IIUM/KCDIO Strategic	1- IIUM/KCDIO Strategic	С	Contents: All documentations on strategic planning i.e. correspondence,	
		Planning	Planning		proposal or special programmes.	
					Code: IIUM/000/C/3/1/1	
					Title: IIUM/KCDIO Strategic Planning	
	2	Balanced Scorecard	1- Balanced Scorecard Project	С	Contents: All documentations on BSC i.e. correspondence, proposal, or	
		Project (BSC)	(BSC)		special programmes.	
					Code: IIUM/000/C/3/2/1	
					Title: Balance Scorecard Project (BSC)	
	3	IIUM/KCDIO Performance	1- IIUM/KCDIO Performance	С	Contents: Strategic planning reports i.e. performance report of the	
	-	Report	Report	_	measurable targets.	
					Code: IIUM/000/C/3/3/1	
					Title: IIUM/KCDIO Performance Report	
	4	Rancangan Malaysia	1- Rancangan Malaysia (RMK)	С	Contents: Subject to the Ministry requirements such as staffing requirement,	
		(RMK)	· · · · · · · · · · · · · · · · · · ·		budget, IT, infrastructure and other development plans.	
					Code: IIUM/000/C/3/4/1	
					Title: Rancangan Malaysia (RMK)	
	5	Staff Development Plan	1- Staff Development Plan	С	Contents: For both academic and administrative staff.	
	-		· • • • • • • • • • • • • • • • • • • •	-	Code: IIUM/000/C/3/5/1	
					Title: Staff Development Plan	
			2- Succession Planning	С	Contents: Correspondence on succession planning i.e. critical talents, critica	1
				-	positions, framework, etc.	•
					Code: IIUM/000/C/3/5/2	
					Title: Succession Planning	
	6	Projections and Statistics	1- Projections	G	Contents: Projection on the recruitment of academic staff, projection on the	-
	Ŭ			Ũ	recruitment of administrative staff, projection of staff, projection of students,	
					projection of staff study leave.	
					Code: IIUM/000/3/6/1	
		1		1	Title: Projections	
		<u>†</u>	2- Statistics	G	Contents: Statistics of existing staff, statistics of existing students.	1
			2- 0141131103	0	Code: IIUM/000/3/6/2	
					Title: Statistics	
ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
4 General	1	Internal Circular	1- Internal Circulars	G	Contents: General circulars, memos or instructions issued by university or	
Administration				-	KCDIO.	
					Code: IIUM/000/4/1/1	
		1		1	Title: Internal Circulars	
	2	External Circular	1- External Circulars	G	Contents: Circulars, memos or instructions received from outside IIUM, i.e.	1
	<u> </u>				government agencies.	
					Code: IIUM/000/4/2/1	
	0	Molling Mottors	1 Mailing Matters		Title: External Circulars	-
	3	Mailing Matters	1- Mailing Matters	G	Contents: Mailing related services i.e. Pos Malaysia's contract.	
					Code: IIUM/000/4/3/1	
	1			1	Title: Mailing Matters	1

DDE MAIN TOPIC	CODE		SUB TOPIC 2		FILE CONTENTS/CODE/TITLE
	4	Customer Complaints/	1- Customer	С	Contents: Record of complaints/suggestions received from the customer and
		Suggestion	Complaints/Suggestion		action taken.
					Code: IIUM/000/C/4/4/1
					Title: Customer Complaints/Suggestion
	5	Remedial Grievances	1- Remedial Grievances System	С	Contents: Complaints registered under RGS and managed by a special
		System			committee.
					Code: IIUM/000/C/4/5/1
					Title: Remedial Grievances System
	6	Filing System	1- Filing System	G	Contents : Manuals, master list of files, etc.
		<i>,</i>			Code: IIUM/000/4/6/1
					Title: Filing System
			2- Records Management	G	Contents : Policies related to records management, appointment of
				-	committee members, etc.
					Code: IIUM/000/4/6/2
					Title: IIUM Records Management
	7	Speeches	1- Official Speeches	G	Contents: Collection of speeches.
	'	opecenca	1 Official Opecones	U	Code: IIUM/000/4/7/1
					Title: Official Speeches
			2- Jumaat Sermons	G	Contents : Jumaat Sermons.
			2- Jumaal Semions	G	Code: IIUM/000/4/7/2
			2 Tarkizah	0	Title: Jumaat Sermons
			3- Tazkirah	G	Contents : Tazkirah.
					Code: IIUM/000/4/7/3
				-	Title: Tazkirah
			4- Collections of Doa'/Hadith	G	Contents : Collections of Doa'/Hadith.
					Code: IIUM/000/4/7/4
					Title: Collections of Doa'/Hadith
	8	Parliamentary Question	1- Parliamentary Question	С	Contents: Response to the ministry/government bodies.
					Code: IIUM/000/C/4/8/1
					Title: Parliamentary Question
	9	Information on Other	1- Information on Other	G	Contents: Information received from other institutions.
		Institutions	Institutions		
					Code: IIUM/000/4/9/1
					Title: Information on Other Institutions
	10	Corporatisation	1- Corporatisation	G	Contents: Circulars, proposals and implementation.
	-			-	Code: IIUM/000/4/10/1
					Title: Corporatisation
	11	Integrity Management	1- Integrity Management	G	Contents: Correspondence with ministry and related programmes e.g. SPAI,
				-	risk management, integrity talk, survey.
					Code: IIUM/000/4/11/1
					Title: Integrity Management
			2- Committee/Panel for	G	Contents: CMI and MIP meetings at KCDIO, committee membership.
			Management Integrity	Ũ	
1					Code: IIUM/000/4/11/2
					<b>Title:</b> Integrity Management (Committee/Panel for management integrity).
	12	Visit	1- Visit	G	Contents: Anything related to official visits.
	12	violt	I- VISIL	G	Contents: Anything related to official visits.
	- 10				Title: Visit
	13	Convocation	1- Special Convocation	G	Contents: Matters pertaining to the organising of any special convocation
					ceremony.
					Code: IIUM/000/4/13/1
	1	1			Title: Special Convocation

Participant         Participant         Content:: Matters privations of convocation ceremony.           14         Membership         1- University         G         Content:: Matters privations of convocation ceremony.           14         Membership         1- University         G         Content:: Matters privations of convocation ceremony.           14         Membership         2- KCDIO         G         Content:: Matters privations of convocation ceremony.           15         Duty Schedule         1- Duty Schedule         G         Content:: Matters privations of convocation dispession of bodies (a. Malaysian Law Code:: UNIX0004/14/1           15         Duty Schedule         1- Duty Schedule         G         Content:: Matters related to scheduling of staff duties e.g. counter service, technicity (FG2)           16         Advertisement         1- Advertisement         G         Content:: Matters related to scheduling of staff duties e.g. counter service, technicity (FG2)           17         Sourvenir         1- Advertisement         G         Content:: Sourvenir (FG2)           18         Staff Weitsre         1- Staff Weitsre         G         Content:: Sourvenir (FG2)           18         Staff Weitsre         1- Staff Weitsre         G         Content:: Sourvenir (FG2)           19         Correlition Fund         1- Zakat         G         Content::	CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
14         Membership         1-University         G         Contentis, IUM as a member of professional bodies i.e., Yayasan Badan Berkanun, application for and renewal of membership. Code: IUM00004/14/1           14         Membership         1-University         G         Contentis, IUM as a member of professional bodies i.e., Yayasan Badan Berkanun, application for and renewal of membership. Code: IUM00004/14/2           15         Duly Schedule         1-Duty Schedule         G         Contents: Materia for any fersewal and malaysia, etc. Code: IUM00004/14/2           16         Advertisement         1-Advertisement         G         Contents: Materia for any fersewal and administrative positions, student intake, lender, condences, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, lender, condences, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, st				2- Annual Convocation	G	Contents: Matters pertaining to the organising of convocation ceremony.	
14         Membership         1-University         G         Contentis, IUM as a member of professional bodies i.e., Yayasan Badan Berkanun, application for and renewal of membership. Code: IUM00004/14/1           14         Membership         1-University         G         Contentis, IUM as a member of professional bodies i.e., Yayasan Badan Berkanun, application for and renewal of membership. Code: IUM00004/14/2           15         Duly Schedule         1-Duty Schedule         G         Contents: Materia for any fersewal and malaysia, etc. Code: IUM00004/14/2           16         Advertisement         1-Advertisement         G         Contents: Materia for any fersewal and administrative positions, student intake, lender, condences, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, lender, condences, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, student administrative positions, student intake, st							
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16       Advertisement       1- Advertisement       G       Contents: Advertisement for academic programmes, job vacancies and/or other announcements ag, Academic and administrative positions, student intake, tender, condolences, staff promotions, etc.         17       Souvenir       1-Souvenir       G       Contents: Souvenir preparation for general use.         18       Staff Welfare       1-Staff Welfare       G       Contents: Souvenir       Code: IUM0004/18/1         18       Staff Welfare       1-Staff Welfare       G       Contents: Staff welfare, committee, programmes and activities.         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund       G         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund       G       Contents: Staff Melfare fund         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund       G       Contents: Staff Melfare fund         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund       G       Contents: Staff Melfare fund         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund       G       Contents: Staff Melfare fund         19       Contribution/Fund       1-Zakat       G       Contents: Staff Melfare fund<							
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17       Souvenir       1-Souvenir       Code: IIU/M000/4/1/6/1         17       Souvenir       1-Souvenir       Contents: Souvenir preparation for general use.         18       Staff Welfare       1-Staff Welfare       Contents: Souvenir         18       Staff Welfare       1-Staff Welfare       Contents: Staff Mairat Fund         19       Contribution/Fund       1-Zakat       Code: IIU/M000/41/91         11tite: Zakat       Code: IIU/M000/41/91       Title: Zakat       Code: IIU/M000/41/91         11tite: Zakat       Code: IIU/M000/41/93       Contents: Contribution.						other announcements e.g. Academic and administrative positions, student	
17     Souvenir     1:Souvenir     1       17     Souvenir     1:Souvenir     1:Souvenir       18     Staff Welfare     1:Staff Welfare     1:Staff Welfare       18     Staff Welfare     1:Staff Welfare     1:Staff Welfare       19     Contribution/Fund     1:Zakat     1:Staff Welfare       10     2:Kafaalah     1:Staff Welfare     1:Staff Welfare       19     Contribution/Fund     1:Zakat     1:Staff Welfare       11     1:Staff Welfare     1:Staff Welfare     1:Staff Welfare       19     Contribution/Fund     1:Zakat     1:Staff Welfare       19     Contribution/Fund     1:Zakat     1:Staff Welfare       11     2:Kafaalah     1:Staff Welfare     1:Staff Welfare       11     3:RM1C     1:Staff Welfare     1:Staff Welfare       12     3:RM1C						intake, tender, condolences, staff promotions, etc.	
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18       Staff Welfare       1- Staff Welfare       G       Contents: Staff welfare, committee, programmes and activities.         18       Staff Welfare       -       Code: IIUM000/41/81/ Title: Staff Welfare       Code: IIUM000/41/81/ Code: IIUM000/41/81/ Title: Staff Khairat Fund       G       Contents: Staff welfare         19       Contribution/Fund       1- Zakat       G       Contents: Staff Khairat Fund       G         19       Contribution/Fund       1- Zakat       G       Contents: Staff Khairat Fund       G         19       Contribution/Fund       1- Zakat       G       Contents: Staff Khairat Fund       G         19       Control       2-Kafaalah       G       Contents: Staff Control       Code: IIUM000/41/91         111: Exast       G       Contents: Students sponsoring programmes.       Code: IIUM000/41/91       Code: IIUM000/41/91         111: Exast       G       Contents: Contribution/Constitution.       Code: IIUM000/41/91       Title: Rafaalah       G         111: Exast       G       Contents: Contribution/Valiat       G       Contents: Contribution/Valiat       G         111: Exast       G       Contents: Contribution/Valiat       G       Code: IIUM000/41/91       G         111: Exast       G       Contents: IIIIIIIIII       Code: IIIIV000/41/91 <td></td> <td>47</td> <td></td> <td></td> <td><u>^</u></td> <td></td> <td></td>		47			<u>^</u>		
18       Staff Welfare       1 - Staff Welfare       G       Contents: Staff welfare, committee, programmes and activities. Code: IIU/W000/4/18/3/ Title: Staff Welfare         18       Staff Welfare       1 - Staff Welfare       G       Contents: Staff welfare fund matters. Code: IIU/W000/4/18/2         19       Contribution/Fund       1 - Zakat       G       Contents: Staff welfare fund matters. Code: IIU/W000/4/18/2         19       Contribution/Fund       1 - Zakat       G       Contents: Staff welfare fund Title: Staff Khairat Fund         2       Staff Mairat Fund       G       Contents: Staff welfare fund Code: IIU/W000/4/18/2       Code: IIU/W000/4/18/2         19       Contribution/Fund       1 - Zakat       G       Contents: Students sponsoring programme Code: IIU/W000/4/19/2         11       Z:-Kafaalah       G       Contents: One Ringgit Contribution. Code: IIU/W000/4/19/2       Contents: One Ringgit Contribution. Code: IIU/W000/4/19/3         11       4 - Donations       G       Contents: One Ringgit Contribution/Idonation given and received. Code: IIU/W000/4/19/3       Wel 1st October 2019         11       6 - IIU/M Disability Endowment Fund (IDEF)       G       Contents: Staff Islishment of IDEF, SOP for IDEF, Payment instructions, financial reports, fund income and payments. Code: IIU/W000/4/19/6       Wel 1st October 2019         20       Majlis Bersama Jabatan       1 - Majlis Bersama Jabatan		17	Souvenir	1-Souvenir	G		
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21         Legal Matters         1- Legal Matters         C         Contents: Breach of contract, any legal disputes, legal advisor, all matters related to medico legal, and etc Code: IIUM000(4/22/1)           22         Immigration Matters         1- Staff         G         Contents: Wisa, passport, work permit, etc Code: IIUM000(4/22/1)           24         Immigration Matters         1- Staff         G         Contents: Wisa, passport, special pass, etc Code: IIUM000(4/22/1)           23         Forms         1- Forms         G         Contents: Wisa, passport, special pass, etc Code: IIUM000(4/22/1)           23         Forms         1- Forms         G         Contents: Includes all types of master/original forms. Code: IIUM000(4/22/1)           24         Malaysian General Election         1- Malaysian General Election         G         Contents: Malaysian General Election. Code: IIUM000(4/22/1)           24         Malaysian General Election         1- Policies & Guidelines         G         Contents: Malaysian General Election. Code: IIUM000(4/22/1)           25         Records Management         1-Policies & Guidelines         G         Contents: Breach of consents         Guidelines           26         Management of Classified Documents         G         Contents: Malaysian General Election. Title: Records Management of Classified Documents         G         Contents: Malaysin poneords disposal. Code: IIUM000(4/25/2 Title: Manageme	TIVE DATE
Code     Immigration Matters     1 - Staff     Contents: Visa, passport, work permit, etc.       22     Immigration Matters     1 - Staff     Contents: Visa, passport, work permit, etc.       22     Immigration Matters     2 - Student     Contents: Visa, passport, special pass, etc.       23     Forms     1 - Forms     G     Contents: Visa, passport, special pass, etc.       23     Forms     1 - Forms     G     Contents: Nisa, passport, special pass, etc.       24     Malaysian General Election     G     Contents: Includes all types of master/original forms.       24     Malaysian General Election     G     Contents: Nalaysian General Election.       25     Records Management     1-Policies & Guidelines     G       26     Contents:     Contents: Corde: IIUM000/4/2/41       Title:     Forms     G       25     Records Management     1-Policies & Guidelines       26     Contents:     Contents: Corde: IIUM000/4/2/41       Title:     Records Management     1-Policies & Guidelines       26     Records Management of Classified     G       27     Contents:     Contents: Corde: IIUM000/4/2/41       Title:     Records Disposal     G       26     Records Disposal     G       27     Records Disposal     G	
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Code: IIUM/000/4/23/1       Title: Forms         24       Malaysian General Election       1-Malaysian General Election       G         25       Records Management       1-Policies & Guidelines       G         26       Records Management       1-Policies & Guidelines       G         27       Records Management       1-Policies & Guidelines       G         28       Records Management       1-Policies & Guidelines       G         29       Records Management       1-Policies & Guidelines       G         29       Records Management       1-Policies & Guidelines       G         29       Records Management of Classified       G       Contents: Policies & Guidelines         20       2-Management of Classified       G       Contents: Correspondence, audit report, etc.         20       2-Management of Classified       G       Contents: Matters pertaining to records disposal.         20       3-Records Disposal       G       Contents: Matters pertaining to records disposal.       Code: IIUM/000/4/25/3         20       3-Records Disposal       G       Contents: Matters pertaining to records disposal.       Code: IIUM/000/4/25/3         21       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.	
24       Malaysian General Election       1-Malaysian General Election       G       Contents : Malaysian General Election.         25       Records Management       1-Policies & Guidelines       G       Contents: Policies, procedures & guidelines pertaining to records management. Code: IIUW/000/4/25/1         25       Records Management of Classified Documents       G       Contents: Correspondence, audit report, etc.         26       2-Management of Classified Documents       G       Contents: Correspondence, audit report, etc.         26       2-Management of Classified Documents       G       Contents: Maters pertaining to records disposal.         27       3-Records Disposal       G       Contents: Maters pertaining to records disposal.         20       Sub TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE//IITLE       EFFECI         5       Human Resources       1       HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECI	
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CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       Guidelines       G       Contents: Maters pertaining to records disposal. Code: IIUM/000/4/25/1 Title: Records Management Policies & Guidelines         5       Human Resources       1       HR Policies & Guidelines       C       CLASS       File Contents: Correspondence, audit report, etc.         5       Human Resources       1       HR Policies & Guidelines       C       CLASS       File Contents: Correspondence, audit report.       EFFEC1	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       Guidelines       G       Contents: Maters pertaining to records disposal. Code: IIUM/000/4/25/1 Title: Records Management Policies & Guidelines         5       Human Resources       1       HR Policies & Guidelines       C       CLASS       File Contents: Correspondence, audit report, etc.         5       Human Resources       1       HR Policies & Guidelines       C       CLASS       File Contents: Correspondence, audit report.       EFFEC1	
25       Records Management       1-Policies & Guidelines       G       Contents: Policies, procedures & guidelines pertaining to records management. Code: IIUM/000/4/25/1 Title: Records Management Policies & Guidelines         2-Management of Classified       G       Contents: Correspondence, audit report, etc.         Documents       2-Management of Classified       G       Contents: Correspondence, audit report, etc.         Code: IIUM/000/4/25/2       Title: Management of Classified Documents       G       Contents: Matters pertaining to records disposal.         Code: IIUM/000/4/25/2       3-Records Disposal       G       Contents: Matters pertaining to records disposal.         Code: IIUM/000/4/25/3       Title: Records Disposal       G       Contents: Matters pertaining to records disposal.         Code: IUM/000/4/25/3       Title: Contents: Matters pertaining to records disposal.       EFFECT         5       Human Resources       1       HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.	
Main TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
Image: Code Main topic       Code SUB topic 1       SUB topic 2       CLASS       CLASS       FILE Contents: Correspondence, audit report, etc.       Code: IIUW/000/4/25/2         Title: Management of Classified Documents       3-Records Disposal       G       Contents: Matters pertaining to records disposal.       Code: IIUW/000/4/25/3         Title: Records Disposal       G       Contents: Matters pertaining to records disposal.       Code: IIUW/000/4/25/3         Title: Records Disposal       G       Contents: Matters pertaining to records disposal.       Code: IIUW/000/4/25/3         Title: Records Disposal       G       Contents: Correspondence, audit report, etc.       EFFEG         5       Human Resources       1       HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE//TITLE       EFFECI         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECI	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE       MAIN TOPIC       CODE       SUB TOPIC 1       SUB TOPIC 2       CLASS       FILE CONTENTS/CODE/TITLE       EFFECT         5       Human Resources       1       HR Policies & Guidelines       1- HR Policies & Guidelines       G       Contents: Circulars, scheme of service & others.       EFFECT	
CODE         MAIN TOPIC         CODE         SUB TOPIC 1         SUB TOPIC 2         CLASS         FILE CONTENTS/CODE/TITLE         EFFECT           5         Human Resources         1         HR Policies & Guidelines         1-HR Policies & Guidelines         G         Contents: Circulars, scheme of service & others.         EFFECT	
5 Human Resources 1 HR Policies & Guidelines 1- HR Policies & Guidelines G Contents: Circulars, scheme of service & others.	TIVE DATE
Code: IIUM/000/5/1/1	
Title: HR Policies & Guidelines	
2 HR Planning 1- Staffing Requirements G Contents: Staffing Requirement, human resources planning in IIUM, annual	
human resources agenda, etc.	
Code: IIUM/000/H1333 Title: Staffing Requirements	
2- Post Warrant G Contents: Post warrant from Government.	
Title: Post Warrant	
3- Post Regrading G Contents: Request, justification, papers and approval for Post Regrading.	
Code: IIUM/000/5/2/3	
Title: Post Regrading	
4- Information on Posts G Contents: Record and data on positions in IIUM.	
Code: IIUM/000/5/2/4	
Title: Information on Posts	
Title: Application for Academic Position	
2- Application for Admin. G Contents: Correspondence, application, resume, etc.	
Position	
Code: IIUM/000/5/3/2	
3 Application 1 - Application for Academic 6 G Contents: Correspondence, application, resume, etc. Position Code: IIUM/000/5/3/1	

ODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS		EFFECTIVE DATE
		4	Selection	1- Selection	С	Contents: Special language proficiency test for potential candidate, selection,	
						evaluation, decision, interview, etc.	
						Code: IIUM/000/C/5/4/1	
						Title: Selection	
		5	Appointment	1 - Academic Staff	С	Contents: Any matters related to appointment of full time and contract	
						academic staff, academic fellow.	
						Code: IIUM/000/C/5/5/1/1	
						Title: Appointment (Academic Staff)	
				2 - Administrative Staff	С	Contents: Any matters related to appointment of full time and contract of	
					-	administrative and technical staff.	
						Code: IIUM/000/C/5/5/2	
						Title: Appointment (Administrative Staff)	
				3- External Appointment	С	Contents: Any appointment of IUM staff members to external organizations.	
				3- External Appointment	C	Contents: Any appointment of now start members to external organizations.	
						Code: IIUM/000/C/5/5/3	
						Title: Appointment (External Appointment)	
				4- Academic Administrator	С	Contents: Appointment of academic staff as administrator e.g. Dean, Deputy	
		1	1			Dean, Director, Coordinator, Head of Department, etc.	
						Code: IIUM/000/C/5/5/4	
						Title: Appointment (Academic Administrator)	
				5- Appointment of Principal &	С	Contents: Appointment of academic and administrative staff as Principal and	
				Fellow		Fellows.	
						Code: IIUM/000/C/5/5/5	
						Title: Appointment (Appointment of Principal & Fellow)	
				6- Appointment as Committee	С	Contents: Appointment of academic and administrative staff as committee	wef 1 Feb 2019
				Member Within the University	Ŭ	members of university board / committee, association, programme/events etc.	WOI 1105 2010
						members of university board / committee, association, programme/events etc.	
						Code: IIUM/000/C/5/5/6	
						Title: Appointment (Committee Member Within the University)	
				Z Appointment of Committee	С		wef 1 Eak 2010
				7- Appointment as Committee	C	Contents: Appointment of academic and administrative staff as committee	wef 1 Feb 2019
				Member at External		members of external organisation's board / committee, association,	
				Organisation		programme/events etc.	
						Code: IIUM/000/C/5/5/7	
						Title: Appointment (Committee Member at External Organisation)	
		6	Job Specifications	<ol> <li>Job Specifications</li> </ol>	G	Contents: Duty list, etc.	
						Code: IIUM/000/5/6/1	
						Title: Job Specifications	
		7	Placement/Transfer of	1- Placement/Transfer of Staff	G	Contents: Any matters related to the placement or transfer of staff.	
		1	Staff				
			1			Code: IIUM/000/5/7/1	
		1	1			Title: Placement/Transfer of Staff	
		8	Certification/	1- Certification/	G	Contents: Confirmation/certification letter as IIUM's staff, recommendation	1
		Ĭ	Recommendation Letters	Recommendation Letters	Ĭ	letter, etc.	
		1				,	
			1			Code: IIUM/000/5/8/1	
			1			Title: Certification Letters	
		9	Performance Appraisal	1- Performance Appraisal	С		1
		э	Fenomance Appraisal	1- Fenomance Appraisal	U U	Contents: Any matters related to staff performance appraisal e.g. Annual	
		1	1			performance appraisal.	
			1			Code: IIUM/000/C/5/9/1	
		L				Title: Performance Appraisal	
			Confirmation of Service	1- Confirmation in Service	С	Contents: Any matters related to staff confirmation in service.	
		10	Commander of Service	(Category A & B)	Ŭ		
		10	Commation of Service		Ũ	Code: IIUM/000/C/5/10/1	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Confirmation in Service	С	Contents: Any matters related to staff confirmation in service.	
				(Support Group)			
						Code: IIUM/000/C/5/10/2	
						Title: Confirmation in Service (Support Group)	
				3- Confirmation in Service	С	Contents: Any matters related to staff confirmation in service.	
				(Academic Staff)			
						Code: IIUM/000/C/5/10/3	
			a. " a			Title: Confirmation in Service (Academic Staff)	
		11	Staff Promotion	1- Staff Promotion	С	Contents: Any matters related to staff promotion.	
						Code: IIUM/000/C/5/11/1	
		12	End of Service	1- Academic Staff	G	Title: Staff Promotion	-
		12	End of Service	1- Academic Stan	G	Contents: Termination of service, notice/tender of resignation (academic),	
						etc. Code: IIUM/000/5/12/1	
						Title: End of Service (Academic Staff)	
				2- Administrative Staff	G	Contents: Termination of service, notice/tender of resignation (administrative	1
					Ũ	& technical staff), etc.	
						Code: IIUM/000/5/12/2	
						Title: End of Service (Administrative Staff)	
		13	Staff Affairs	1- International Staff Affairs	G	Contents: Housing matters, children education, flight ticket, freight charges,	
						etc.	
						Code: IIUM/000/5/13/1	
						Title: International Staff Affairs	
				2- Local Staff Affairs	G	Contents: Any matters related to local staff affairs e.g. housing, childcare, etc.	
						Code: IIUM/000/5/13/2	
						Title: Local Staff Affairs	
		14	Leave	1- Leave	G	Contents: Annual leave, substitutional leave, unpaid leave, compassionate	
						leave, etc.	
						Code: IIUM/000/5/14/1	
						Title: Leave	-
		15	Secondment	1- Secondment	G	Contents: Any matters related to secondment of staff.	
						Code: IIUM/000/5/15/1	
		10	A 11	4 40		Title: Secondment	-
		16	Allowance	1- Allowance	С	Contents: Fixed and non-fixed allowances.	
						Code: IIUM/000/C/5/16/1	
		17	Competency Level	1- Academic Staff	R	Title: Allowance Contents: Appointment of exam guestions setters, appointment of examiners	In a still sweet 1, lan 2014
		17	Assessment (CLA)	1- Academic Stan	ĸ	and declaration of secrecy form.	inactive wer 1 Jan 2014
			Assessment (OLA)			Code: IIUM/000/R/5/17/1	
						Title: Competency Level Assessment (CLA) - Academic Staff	
				2- Administrative Staff	R	Contents: Appointment of exam questions setters, appointment of examiners	Inactive wef 1 Jan 2014
						and declaration of secrecy form.	inactive wer i San 2014
						Code: IIUM/000/R/5/17/2	
						Title: Competency Level Assessment (CLA) - Administrative Staff	
				3- CLA (BTN)	G	Contents: Arrangement for Biro Tata Negara (BTN) course.	Inactive wef 1 Jan 2014
						Code: IIUM/000/5/17/3	
						Title: CLA - (BTN)	
				4- CLA (Courses)	R	Contents: Arrangement for CLA Courses for academic and non-academic	Inactive wef 1 Jan 2014
				(		staff.	
						Code: IIUM/000/R/5/17/4	
						Title: CLA - (Courses)	
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CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			5- CLA (Exam)	R	Contents: Arrangement for CLA Exams for academic and non-academic staff.	Inactive wef 1 Jan 2014
					Code: IIUM/000/R/5/17/5	
			6- CLA - (Administration)	G	Title: CLA - (Exam) Contents: Correspondence, Malaysian remuneration system, competency	Inactive wef 1 Jan 2014
			o- CEA - (Administration)	9	level assessment committee and workshop on CLA (evaluation report).	Inactive wer i Jan 2014
					Code: IIUM/000/5/17/6	
					Title: Competency Level Assessment (CLA) - Administration	
	18	Temporary/Part Time Staff	1- Academic Staff	G	Contents: Tutors, graduate assistantship (GRA)/(GTA)/(GAA).	
					Code: IIUM/000/5/18/1	
					Title: Temporary/Part Time Staff (Academic)	
			2- Administrative Staff	G	Contents: Any matters related to hiring of temporary/part time staff.	-
				_	Code: IIUM/000/5/18/2	
					Title: Temporary/Part Time Staff (Administrative)	
	19	Adjunct/Visiting Professors	1- Adjunct/Visiting Professors	G	Contents: Any matters related to appointment of adjunct/visiting professors.	
					Code: IIUM/000/5/19/1	
					Title: Adjunct/Visiting Professors	
	20	Staff Discipline	1- Board of Inquiry	С	Contents: Staff disciplinary rules and regulations, staff disciplinary board,	_
	20			Ŭ	etc.	
					Code: IIUM/000/C/5/20/1	
					Title: Staff Discipline (Board of Inquiry)	
			2- Staff Discipline	С	Contents: Complaints, reminders and show cause letters.	
					Code: IIUM/000/C/5/20/2	
	21	SOCSO	1- SOCSO	G	Title: Staff Discipline Contents: All matters related to SOCSO e.g. claim form, inquiries, etc.	-
	21	30030	1-30630	9	Contents. An matters related to SOCSO e.g. claim form, inquiries, etc.	
					Code: IIUM/000/5/21/1	
					Title: SOCSO	
	22	Letter of Undertaking	1- Letter of Undertaking	G	Contents: Letter of undertaking (LOU)/Aku janji.	
					Code: IIUM/000/5/22/1	
					Title: Letter of Undertaking	
	23	Asset Declaration	1- Asset Declaration	С	Contents: Report on asset declaration.	
					Code: IIUM/000/C/5/23/1	
	24	Attendance Report	1- Attendance Report	G	Title: Asset Declaration Contents: Report on staff attendance.	4
	24	Allendance Report		6	Code: IIUM/000/5/24/1	
					Title: Attendance Report	
	25	Skim Sangkutan	1- Skim Sangkutan Pembantu	G	Contents: Appointment of staff under skim sangkutan pembantu	1
		Pembantu Pengajar/	Pengajar/Latihan (SSPP)/		pengajar/latihan (SSPP)/(SSPL).	
		Latihan (SSPP)/(SSPL)	(SSPL)			
					Code: IIUM/000/5/25/1	
		Compotonov	1. Competency Examinations	С	Title: Skim Sangkutan Pembantu Pengajar/Latihan (SSPP)/(SSPL)	-
	26	Competency Examinations	1- Competency Examinations	U U	Contents: Competency examination/test other than CLA exam e.g. English proficiency test, psychometric test, etc.	
					Code: IIUM/000/C/5/26/1	
					Title: Competency Examinations	
	27	Manual of Work Procedure	1- Manual of Work Procedure	G	Contents: Desk file, standard operating procedure, work instructions, work	1
					guidelines and manual.	
					Code: IIUM/000/5/27/1	
1 1			1		Title: Manual of Work Procedure	J

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	28	Covering/Acting	1- Covering/Acting	G	Contents: Correspondence related to covering and acting duties.	
					Code: IIUM/000/5/28/1	
					Title: Covering/Acting	
	29	Post Doctoral	1- Post Doctoral (In)	G	Contents: Policies, Correspondence and other matters related to post	
					doctoral activities done by non-IIUM staff in IIUM.	
					Code: IIUM/000/5/29/1	
					Title: Post Doctoral (In)	
			2- Post Doctoral (Out)	G	Contents: Policies, Correspondence and other matters related to post	
				-	doctoral activities done by IIUM staff other universities/institutions.	
					Code: IIUM/000/5/29/2	
					Title: Post Doctoral (Out)	
	30	Medical Benefits Scheme	1- Medical Benefits Scheme	G	Contents: Policies, correspondence and other matters related to medical	
		(Staff)	(Staff)		benefits for staff.	
					Code: IIUM/000/5/30/1	
					Title: Medical Benefits Scheme (Staff)	
	31	Medical Benefits Scheme	1- Medical Benefits Scheme	G	Contents: Policies, correspondence and other matters related to medical	
		(Students)	(Students)		benefits for students.	
					Code: IIUM/000/5/31/1	
					Title: Medical Benefits Scheme (Students)	
	32	Staff Mobility	1 - Staff Mobility	G	Contents: Policies, correspondence and other matters related to inbound and	
					outbound staff mobility (eg short term attachment less than 3 months,	
					Sabbatical, Teaching, Research & Educational visit)	
					Code: IIUM/000/5/32/1	
					Title: Staff Mobility	
CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
6 Quality	1	Quality Day (University	1- Quality Day (University Level)	G	Contents: Any correspondence, programmes or matters related to Quality Day	r
		Level)			at the university level i.e. Invitation letter to Quality Day.	
					Code: IIUM/000/6/1/1	
					Title: Quality Day (University Level)	
	2	Quality Day (KCDIO Level)	1- Quality Day (KCDIO Level)	G	Contents: Any correspondence, programmes or matters related to Quality Day	r
					at the KCDIO level i.e. Invitation letter to Quality Day.	
					Code: IIUM/000/6/2	
					Title: Quality Day (KCDIO Level)	
	3		1- Council of Quality Culture	G	Contents: Invitation letter to attend the CQC meeting, reports submitted for	
		(CQC)	(CQC)		the CQC meeting, minutes of the CQC meeting.	
					Code: IIUM/000/6/3/1	
					Title: Council of Quality Culture (CQC)	_
	4	Management Review	1- Management Review Meeting	G	Contents: Invitation letter to the meeting, reports brought to the meeting,	
		Meeting			attendance sheet, agenda, minutes of the meeting.	
					Code: IIUM/000/6/4/1	
					Title: Management Review Meeting	_
			4 October 10 D II			
	5	Corrective & Preventive	1- Corrective & Preventive	G	Contents: Programmes and reports on the corrective and preventive actions.	
	5	Corrective & Preventive Actions	1- Corrective & Preventive Actions	G		
	5			G	Code: IIUM/000/6/5/1	
		Actions	Actions		Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions	
	5			G	Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for	-
		Actions	Actions		Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued	-
		Actions	Actions		Code: IIUM/000/6/5/1 <u>Title: Corrective &amp; Preventive Actions</u> Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors).	-
		Actions	Actions		Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors). Code: IIUM/000/6/6/1	-
		Actions	Actions 1- Internal Audit	G	Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors). Code: IIUM/000/6/6/1 Title: Internal Audit	
		Actions	Actions		Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors). Code: IIUM/000/6/6/1 Title: Internal Audit Contents: Family or pre-internal/unofficial audit.	-
		Actions	Actions 1- Internal Audit	G	Code: IIUM/000/6/5/1 Title: Corrective & Preventive Actions Contents: Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors). Code: IIUM/000/6/6/1 Title: Internal Audit	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE I
			3- Compliance	G	Contents: Contents: Audit working papers (include audit schedule, assigned	
					auditors, Audit Planning Memorandum, supporting documents ) and audit	
					reports.	
					Code: IIUM/000/6/6/3	
					Title: Compliance Audit	
			4- Follow up Audit	G	Contents: Audit working papers (include audit schedule, assigned auditors,	
					Audit Planning Memorandum )and audit reports.	
					Code: IIUM/000/6/6/4	
					Title: Follow up Audit	
			5- Special	G	Contents: Audit working papers (include audit schedule, assigned auditors,	-
			o opoolal	Ŭ	Audit Planning Memorandum )and audit reports.	
					Code: IIUM/000/6/6/5	
				<u>^</u>	Title: Special Audit	-
	7	External Audit	1- Adequacy Audit	G	Contents: Internal audit timetable issued by SIRIM, reports from the audits	
					(adequacy audit, compliance, audit, surveillance audit), NCR form (issued by	
					SIRIM auditors).	
					Code: IIUM/000/6/7/1	
					Title: Adequacy Audit	
			2- Compliance Audit	G	Contents: Preparation for compliance audit.	
					Code: IIUM/000/6/7/2	
					Title: Compliance Audit	
			3- Surveillance Audit	G	Contents: Preparation for surveillance audit.	
				_	Code: IIUM/000/6/7/3	
					Title: Surveillance Audit	
	8	Document and Data	1- Document and Data Control	G	Contents: Distribution list, master list of files, procedures, acknowledgement	-
	Ū	Control		Ŭ	of receipt of the procedures.	
		Control			Code: IIUM/000/6/8/1	
	0			<u> </u>	Title: Document and Data Control	-
	9	Measurement & Evaluation	1- Measurement & Evaluation	G	Contents: Questionnaire, survey feedback/results, analysis, complaints.	
					Code: IIUM/000/6/9/1	
					Title: Measurement & Evaluation	
	10	Academic Review	1- Academic Review	G	Contents: Invitation letter for academic review meeting, minutes of the	
					academic review meeting, appointment of BAR members, appointment of	
					internal reviewers, documents for the academic review, reports of the review	
					prepared by the assessors.	
					<b>Code:</b> IIUM/000/6/10/1	
					Title: Academic Review	
	11	Accreditation	1- Accreditation	G	Contents: Reports prepared for accreditation, accreditation reports.	-
		/ leorealization	1 Acciculation	Ŭ	contents. Reports prepared for accreditation, accreditation reports.	
					Code: IIUM/000/6/11/1	
	10	Overlite Annuar en	4. Overlite Assume as Oten dende	0	Title: Accreditation	_
	12	Quality Assurance	1- Quality Assurance Standards	G	Contents: ISO 9000 Standard Requirements.	
1		Standards				
					Code: IIUM/000/6/12	
					Title: Quality Assurance Standards	_
	13	Awards	1- Agency	С	Contents: Quality awards during quality days and awards received from any	
					institutions.	
					Code: IIUM/000/C/6/13/1	
					Title: Awards (Agency)	
		l	2- Staff	С	Contents: Quality awards during quality days and awards received from any	-
					institutions.	
					Code: IIUM/000/C/6/13/2 Title: Awards (Staff)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				3- Student	С	Contents: Awards received during convocation and awards received from any	
						institutions.	
						Code: IIUM/000/C/6/13/3	
						Title: Awards (Student)	
				4- IIUM Award	С	Contents: Special awards conferred to recognise individual contribution for	
						non-IIUM members.	
						Code: IIUM/000/C/6/13/4	
						Title: Awards (IIUM Award)	
				5- State/Federal Awards (Anugerah)	С	Contents: Nomination for state/federal awards e.g. Datukship.	
						Code: IIUM/000/C/6/13/5	
						Title: State/Federal Awards (Anugerah)	
				6- HR Award	С	Contents: Award received from other agencies e.g. MIHRM, etc.	
						Code: IIUM/000/C/6/13/6	
						Title: HR Award	
		14	Quality Control Circle	1- Quality Control Circle	G	Contents: Committee, facilitator, programmes, invitation to attend KMK	
			(QCC)/(KMK)	(QCC)/(KMK)		conventions, etc.	
						Code: IIUM/000/6/14/1	
						Title: Quality Control Circle (QCC)/(KMK)	
		15	Benchmarking Programme	1- Benchmarking Programme	G	Contents: Any benchmarking programmes with other institutions/	
						organizations.	
						Code: IIUM/000/6/15/1	
						Title: Benchmarking Programme	
		16	ISO Certification	1- ISO Certification	G	Contents: Correspondence, ISO certificate, ISO certification for KCDIO such	
						as:	
						1. ISO Certification	
						2. Quality Manual	
						3. Six Mandatory	
						4. SOP Common Core Process of Academic Affairs	
						5. SOP Core Process (Undergraduate)	
						6. SOP Core Process (Postgraduate)	
						7. Core Student Development	
						8. Annex	
						9. Request for Change	
						Code: IIUM/000/6/16/1	
						Title: ISO Certification	
		17	Performance Indicator	1-Performance Indicator (Staff)	G	Contents: Statistics/raw data of staff performance.	
						Code: IIUM/000/6/17/1	
						Title: Performance Indicator (staff)	
				2- Performance Indicator (Service)	G	Contents: Statistics/raw data of KCDIO services or output.	
				· · · /		Code: IIUM/000/6/17/2	
						Title: Performance Indicator (service)	
				3-Key Performance Indicator	G	Contents : Key Performance Indicator.	
					-	Code: IIUM/000/6/17/3	
						Title: Key Performance Indicator	
		18	Service Excellence	1- Service Excellence	G	Contents: Standard people practice (SPP), programme, schedule, evaluation,	
			Programme	Programme	-	meeting, etc.	
				<b>v</b> a		Code: IIUM/000/6/18/1	
						Title: Service Excellence Programme	
	MAIN TOPIC	_	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	Security & Safety	1	Policies & Guidelines	1- Policies & Guidelines	G	Contents: IIUM policy of occupational safety and health, safe policy	
						procedure, emergency response guideline, occupational safety and health act	
						(OSHA), any information which is related to safety and health.	
						Code: IIUM/000/7/1/1	
						Title: Security Policies & Guidelines	
		2	Security Report	1- Security Report	G	Contents: Security reports on criminal cases, staff/students discipline,	
					_	vandalism and traffic summons.	
						Code: IIUM/000/7/2/1	
						Title: Security Report	
		3	Safety Report	1- Safety Report	G	Contents: Accident report at the work place, safety audit and accident	
						investigation.	
						Code: IIUM/000/7/3/1	
						Title: Safety Report	
		4	Safety Administration	1- Safety Administration	G	Contents: Activity/programme organized by safety & health panel committee	
						at KCDIO, appointment of safety & health and panel committee at KCDIO.	
						Code: IIUM/000/7/4/1	
						Title: Safety Administration at KCDIO	
		1		2- Outsourced Security	G	Contents: All matter regarding Outsourced Security Services.	
				Services		Code: IIUM/000/7/4/2	
						Title: Outsourced Security Services	
				3- IIUM Auxiliary Police	G	Contents: All matter regarding Auxiliary Police.	
						Code: IIUM/000/7/4/3	
						Title: IIUM Auxiliary Police	
		5	Security Clearance	1- Security Clearance	С	Contents: Staff/Student clearance for national security purposes.	
						Code: IIUM/000/C/7/5/1	
		6	Security Administration	1- Traffic	G	Title: Security Clearance Contents: Traffic.	
		0	Security Administration	I- Hallic	G	Code: IIUM/000/7/6/1	
						Title: Traffic	
				2- Investigation	G	Contents: Investigation.	
					0	Code: IIUM/000/7/6/2	
						Title: Investigation	
				3- Operation	G	Contents: Operation.	
					Ũ	Code: IIUM/000/7/6/3	
		1			1	Title: Operation	
			1	4- Access Control	G	Contents: Access Control.	
		1			-	Code: IIUM/000/7/6/4	
						Title: Access Control	
ODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
8	Information & Communication Technology	1	ICT Policies & Guidelines	1- ICT Policies & Guidelines	G	Contents: ICT Policies and Guidelines.	
			1			Code: IIUM/000/8/1/1	
		1			1	Title: ICT Policies & Guidelines	
		2	ICT Master	1- ICT Master Plan	G	Contents: ICT Master Plan.	1
			Plan/Requirements			<b>0</b> - d 111 IN /000/0/0/4	
			1			Code: IIUM/000/8/2/1	
		L	l			Title: ICT Master Plan	-
		1		2- ICT Requirements	G	Contents: ICT requirements e.g. Printer, Laptop & Software, PC, etc.	
		1			1	Code: IIUM/000/8/2/2	
		1		1	1	Title: ICT Requirements	1

CODE N	IAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		3	System Development	1- System	G	Contents: Any ready made system or software used by KCDIO i.e. Horizon,	
				-		HRMIS, LMS, RFID etc.	
						Code: IIUM/000/8/3/1	
						Title: System Development (System)	
				2- Database	G	Contents: Any activity related to developing and maintaining a database	
						system e.g. office automation system, security system, ICT inventory system,	
						automated booking, clinic system, college system, discipline system, usrah	
						database system, job placement system, resource centre system, student	
						achievement, database, e-mail & society database, etc.	
						Code: IIUM/000/8/3/2	
						Title: System Development (Database)	
		4	Networking	1- Networking	G	Contents: Request for network equipment & point, etc.	
						Code: IIUM/000/8/4/1	
						Title: Networking	_
		5	PABX/Communication	1- PABX/Communication	G	Contents: PABX/Communication operational, telephone request,	
						PABX/Communication project, etc.	
						Code: IIUM/000/8/5	
						Title: PABX/Communication	
		6	Websites/Homepage	1- Websites/Homepage	G	Contents: Develop and maintain websites, intranet/internet & portal, etc.	
						Code: IIUM/000/8/6/1	
						Title: Websites/Homepage	
		7	Integrated System	1- System	G	Contents: Any integrated system used by KCDIO i.e. IIUM computing system	
						(ICS) etc.	
						Code: IIUM/000/8/7/1	
						Title: Integrated System (System)	
				2- Database	G	Contents: Any ready made system or software used by KCDIO i.e. Horizon,	
						HRMIS, LMS, RFID, etc.	
						Code: IIUM/000/8/7/2	
						Title: Integrated System (Database)	
		8	ICT Budget	1- ICT Budget	G	Contents: ICT Budget.	
						Code: IIUM/000/8/8/1	
		0	IOT Desert	4 IOT Day ant	0	Title: ICT Budget	
		9	ICT Report	1- ICT Report	G	Contents: Report related to ICT activities.	
						Code: IIUM/000/8/9/1 Title: ICT Report	
	IAIN TOPIC	CODE	SUB TOPIC 1		CLASS	FILE CONTENTS/CODE/TITLE	
	roperty & Facility	1	Inventory - Fixed Asset	SUB TOPIC 2 1- Office Assets	G	Contents: Building, office equipment, furniture, etc.	EFFECTIVE DATE
эг	roperty & raciiity	1	Inventory - Fixed Asset	1- Office Assets	G	Contents: Building, once equipment, furniture, etc.	
						Code: IIUM/000/9/1/1	
				2- Motor Vehicle	G	Title: Office Assets Contents: Car, bus, van, etc.	-
					G	Contents: Car, bus, van, etc. Code: IIUM/000/9/1/2	
				2 Lob/Studio Acceto	-	Title: Motor Vehicle	4
				3- Lab/Studio Assets	G	Contents: Laboratory equipment, studio equipment, etc.	
						Code: IIUM/000/9/1/3	
				A. Library Daala	-	Title: Lab/Studio Assets	4
				4- Library Books	G	Contents: Library books, etc.	
						Code: IIUM/000/9/1/4	
					<u> </u>	Title: Library Books	4
				5- Library Serials	G	Contents: Library magazines, journals, conference proceedings, etc.	
							1
						Code: IIUM/000/9/1/5	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DAT
			6- Class/Seminar Room	G	Contents: Fixed asset in class or seminar room.	
					Code: IIUM/000/9/1/6	
					Title: Class/Seminar Room	
			7- Resource Room	G	Contents: Fixed asset in resource room.	
					Code: IIUM/000/9/1/7	
					Title: Resource Room	
			8- Lecturer's Room	G	Contents: Fixed asset in lecturer's room.	
					Code: IIUM/000/9/1/8	
					Title: Lecturer's Room	
	2	Inventory - Non Fixed Asset	1- Inventory - Non Fixed Asset	G	Contents: Stationeries, books, magazines, etc.	
					Code: IIUM/000/9/2/1	
					Title: Inventory - Non Fixed Asset	_
	3	Renovation	1- Renovation	G	Contents: Office renovation, etc.	
					Code: IIUM/000/9/3/1	
				-	Title: Renovation	
	4	Maintenance	1- Civil	G	Contents: Requests, reports, contract/agreement/licence, etc.	
					Code: IIUM/000/9/4/1	
					Title: Maintenance (Civil)	_
			2- Electrical	G	Contents: Requests, reports, contract/agreement /licence, etc.	
					Code: IIUM/000/9/4/2	
				-	Title: Maintenance (Electrical)	_
			3- Mechanical	G	Contents: Requests, reports, contract/agreement /licence, etc.	
					Code: IIUM/000/9/4/3	
			4.107	0	Title: Maintenance (Mechanical)	_
			4- ICT	G	Contents: Requests, reports, contract/agreement /licence, etc.	
					Code: IIUM/000/9/4/4	
			E Landagana	G	Title: Maintenance (ICT)	_
			5- Landscape	G	Contents: Requests, reports, contract/agreement /licence, etc. Code: IIUM/000/9/4/5	
					Title: Maintenance (Landscape)	
			6- Cleaning	G	Contents: Requests, reports, contract/agreement /licence, etc.	-
			o- Cleaning	G	Code: IIUM/000/9/4/6	
					Title: Maintenance (Cleaning)	
			7- Facilities Management	G	Contents: Reports received from IIUM Properties.	-
			Services Monthly Report	0	Code: IIUW/000/9/4/7	
					Title: Maintenance (Facilities Management Services Monthly Report)	
	5	Disposal	1- Disposal (General)	G	Contents: Disposal of property such as equipment and furniture, proposal	1
	-		-1	-	paper for disposal.	
					Code: IIUM/000/9/5/1	
					Title: Disposal (General)	
			2- Disposal (Chemical)	G	Contents: Disposal of hazardous materials such as chemical or other liquid	
			,		materials, proposal paper for disposal.	
					Code: IIUM/000/9/5/2	
					Title: Disposal (Chemical)	
	6	Service	1- Booking	G	Contents: Booking of IIUM facilities e.g. stalls, kull. resource centre,	
	-		- 5	-	conference room, computer/teaching lab, lecture room, musolla, CAC,	
					auditorium, stadium, etc.	
					Code: IIUM/000/9/6/1	
					Title: Service Booking	
I		1	1		The control booking	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	-	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2 - Parking	G	Contents: Parking administration.	
						Code: IIUM/000/9/6/2	
						Title: Parking	
				3- Business Operator	G	Contents: Appointment of business operator.	
						Code: IIUM/000/9/6/3	
						Title: Business Operator	
		7	Transportation/Logistics	1- Booking	G	Contents: Booking of IIUM transport.	
				3	-	Code: IIUM/000/9/7/1	
						Title: Transportation/Logistics (Booking)	
				2- Schedule	G	Contents: Scheduling of IUM transport and logistics	
				2 001104410	Ŭ	Code: IIUM/000/9/7/2	
						Title: Transportation/Logistics (Schedule)	
				3- Uniform	G	Contents: Uniform staff related to transportation.	
					Ŭ	Code: IIUM/000/9/7/3	
						Title: Transportation/Logistics (Uniform)	
				4- Verification on Vehicle	G	Contents: Verification of university vehicle.	
					Ũ	Code: IIUM/000/9/7/4	
						Title: Transportation/Logistics (Verification on Vehicle)	
				5- Maintenance on Vehicle	G	Contents: Activities related to maintenance of university vehicles e.g.	
					Ŭ	inspection, repair, etc.	
						Code: IIUM/000/9/7/5	
						Title: Transportation/Logistics (Maintenance on Vehicle)	
		8	Development	1- Keys maintenance	G	Contents: Activities related to keys management e.g. duplicating, master key,	
		Ŭ	Development	1 Reys maintenance	Ũ	record of keys movement, etc.	
						Code: IIUM/000/9/8/1	
						Title:Development (Keys Maintenance)	
				2 - Installation	G	Contents: Installation work.	
					Ŭ	Code: IIUM/000/9/8/2	
						Title: Development (Installation)	
				3- Gombak Campus Project	G	Contents: Project related to the development of Gombak Campus.	
					Ũ	Code: IIUM/000/9/8/3	
						Title: Development (Gombak Campus Project)	
				4- Kuantan Campus Project	G	Contents: Project related to the development of Kuantan Campus.	
				· · · · · · · · · · · · · · · · · · ·	-	Code: IIUM/000/9/8/4	
						Title: Development (Kuantan Campus Project)	
				5- Matriculation Centre Project	G	Contents: Project related to the development of Matriculation Centre Campus.	
					-		
						Code: IIUM/000/9/8/5	
						Title: Development (Matriculation Centre Project)	
				6- ISTAC Campus Project	G	Contents: Project related to the development of ISTAC Campus.	1
					-	Code: IIUM/000/9/8/6	
						Title: Development (ISTAC Project)	
				7- Langkawi Project	G	Contents: Project related to the development of Langkawi Campus.	1
					Ŭ	Code: IIUM/000/9/8/7	
						Title: Development (Langkawi Project)	
				8- Pagoh Higher Education Hub	G	Contents: Project related to the development of Pagoh Higher Education Hub	14th October 2020
				Project			
						Code: IIUM/000/9/8/8	
						Title: Development (Pagoh Higher Education Hub Project)	
		9	Staff Housing	1- Staff Housing	G	Contents: Administration of staff housing facilities.	
		, j		. etain riodoling	Ĭ	Code: IIUM/000/9/9/1	
						Title: Staff Housing	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
10	Finance	1	Financial Policies and	1-Financial Policies and	G	Contents: Financial Policies and Guidelines.	The whole section 10
			Guidelines	Guidelines			
						Code: IIUM/000/10/1/1	was revised wef
						Title: Financial Policies and Guidelines	1-Feb-19
		2	Accounts	1-Invoice	G	Contents: Issued Invoice, reminder letter, SLAB & SLAI, Billing sponsors for	
						local & international.	
						Code: IIUM/000/10/2/1	
						Title: Invoice	
				2-Income Collection	G	Contents: Receipt of Grant.	
						Code: IIUM/000/10/2/2	
						Title: Income Collection	
				3-Bank Matters	С	Contents: Transfer of Fund, Standing Instruction / Stop Payment, Opening	
						Account & Cheque Signatories, Fixed Deposit Placement / Special Investment	t
						/REPO.	
						Code: IIUM/000/C/10/2/3	
						Title: Bank Account Matters	
				4-Hire Purchase	G	Contents: Leasing or Hire Purchase.	
						Code: IIUM/000/10/2/4	
						Title: Accounts (Hire Purchase)	
				5-Petty Cash	G	Contents: IIUM Petty Cash Confirmation & Approval.	
						Code: IIUM/000/10/2/5	
						Title: Accounts (IIUM Petty Cash)	
				6-Personnel Cost	С	Contents: Advancement of ACADEMY, SKF, IEF Salary.	
1					Ŭ	Code: IIUM/000/C/10/2/6	
						Title: Accounts (Advancement of ACADEMY, SKF, IEF Salary)	
				7-Account Payable	G	Contents: Correspondences related to creditors.	
				i noodalii rayabio	Ŭ	Code: IIUM/000/10/2/7	
						Title: Account Payable	
		3	Payroll	1-Salary Advice	С	Contents: Bonus, Special Cash Assistant, Payment / Deductions instructions.	-
		Ŭ	T ayron	T Galary Advice	Ŭ	contents. Donus, opecial cash Assistant, i ayment / Deductions instructions.	
						Code: IIUM/000/C/10/3/1	
						Title: Payroll (Bonus, Special Cash Assistant, Payment / Deductions instructions)	
						The. Payroli (Bonus, Special Cash Assistant, Payment / Deductions instructions)	
				2-Staff Claims	С	Contents: Locum, On Call, Overtime, Shift Allowance, Telephone Claims etc.	-
					U U	Contents. Locum, on Can, Overtime, Shint Allowance, Telephone Claims etc.	
						Code: IIUM/000/C/10/3/2	
						Title: Payroll (Staff Claims)	
				3-Part Time Claims	С	Contents: Part Time Claims.	-
				S-Part Time Claims	C	Code: IIUM/000/C/10/3/3	
				A Llan and river	С	Title: Payroll (Part Time Claims)	_
				4-Honorarium	C	Contents: Honorarium.	
						Code: IIUM/000/C/10/3/4	
						Title: Payroll (Honorarium)	_
				5-Gratuity & Golden Hand	С	Contents: Gratuity & Golden Hand Shake.	
				Shake			
						Code: IIUM/000/C/10/3/5	
						Title: Payroll (Gratuity & Golden Hand Shake)	_
				6-Employee Provident Fund	С	Contents: Employee Provident Fund (EPF).	
				(EPF)			
						Code: IIUM/000/C/10/3/6	
1						Title: Payroll (Employee Provident Fund (EPF)	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			7-Income Tax	С	Contents: Correspondence, CP38, EA Form, Tax Borne Letter, CP22A, CP21,	
					EC Statement/ CP8D Form, TP1, TP3.	
					Code: IIUM/000/C/10/3/7	
					Title: Payroll (Income Tax)	
			8-Payroll Creditors	С	Contents: Correspondences with Payroll Creditors, Receipts.	
					Code: IIUM/000/C/10/3/8	
					Title: Payroll Creditors	
	4	Students	1- Sponsorship	G	Contents: Application Forms, Correspondences on sponsorships with IIUM	
					Endowment Fund, Local & International Sponsorships, Letter of refund to	
					sponsors.	
					Code: IIUM/000/10/4/1	
					Title: Students (Sponsorship)	
			2. Tuition Fees	G	Contents: Tuition fees correspondences.	
					Code: IIUM/000/10/4/2	
					Title: Students (Tuition Fees)	
	5	Financing	1-Housing Financing	С	Contents: Eligibility Letter, Charge, Power of Attorney, Quit Rent &	
					Assessment Tax Bill, Caveat, Discharge of Charge.	
					Code: IIUM/000/C/10/5/1	
			2-Vehicle Financing	С	Title: Housing Financing Contents: Eligibility Letter.	_
				C	Code: IIUM/000/C/10/5/2	
					Title: Vehicle Financing	
			3-Computer Financing	С	Contents: Early Settlement.	-
			o computer r maneing	Ŭ	Code: IIUM/000/C/10/5/3	
					Title: Computer Financing	
	6	Budget	1-Operating Budget	С	Contents: Budget Distribution / Submission / Withdrawal.	-
	Ŭ	Budgot		Ŭ	Code: IIUM/000/C/10/6/1	
					Title: Budget (Operating Budget)	
			2-Supplementary Budget	С	Contents: Supplementary Budget.	
					Code: IIUM/000/C/10/6/2	
					Title: Budget (Supplementary Budget)	
			3-Virement of Budget	С	Contents: Virement of Budget.	
					Code: IIUM/000/C/10/6/3	
					Title: Budget (Virement of Budget)	
			4-Development Budget	С	Contents: Development Budget.	
					Code: IIUM/000/C/10/6/4	
					Title: Budget (Development Budget)	
			5-Budget Performance Report	С	Contents: Budget Performance Report.	
					Code: IIUM/000/C/10/6/5	
				0	Title: Budget (Budget Performance Report)	_
			6-Staff Computer Allowance	С	Contents: Staff Computer Allowance. Code: IIUW/000/C/10/6/6	
	7	Purchasing	1-Proposal to Purchase	G	Title: Budget (Staff Computer Allowance) Contents: Proposal to Purchase.	-
		Furchasing	1-1 loposario Futchase	0	Contents: Proposal to Purchase.	
					Title: Purchasing (Proposal to Purchase)	
			2-Letter of Quotation	С	Contents: Letter of Quotation.	-
				Ŭ	Code: IIUM/000/C/10/7/2	
					Title: Purchasing (Letter of Quotation)	
			3-IIUM Suppliers Evaluation	С	Contents: IIUM Suppliers Evaluation.	
				Ť	Code: IIUM/000/C/10/7/3	
					Title: Purchasing (IIUM Suppliers Evaluation)	
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CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				4-Variation Order	G	Contents: Variation Order.	
						Code: IIUM/000/10/7/4	
						Title: Purchasing (Variation Order)	
				5-Release Bank Guarantee	С	Contents: Release Bank Guarantee.	
						Code: IIUM/000/C/10/7/5	
						Title: Purchasing (Release Bank Guarantee)	
				6-Fuel Card	G	Contents: Fuel Card.	
						Code: IIUM/000/10/7/6	
						Title: Purchasing (Fuel Card)	_
				7-Factoring Letter	G	Contents: Factoring Letter.	
						Code: IIUM/000/10/7/7	
						Title: Purchasing (Factoring Letter)	-
				8-Correspondence with Ministry	G	Contents: Correspondence with Ministry.	
						Code: IIUM/000/10/7/8	
					G	Title: Purchasing (Correspondence with Ministry) Contents: Emergency Procurement.	-
				9Emergency Procurement	G		
						Code: IIUM/000/10/7/9 Title: Purchasing (Emergency Procurement)	
				10-Smart Card Project	G	Contents: Smart Card Project.	-
				To-Smart Card Project	G	Code: IIUM/000/10/7/10	
						Title: Purchasing (Smart Card Project)	
		8	Investment	1-Fund Management	С	Contents: Appointment of Fund Manager, Portfolio Manager, Unit Trust, Gold,	
		0	investment	1-Fund Management	U	Proposal on Investment.	•
						Code: IIUM/000/C/10/8/1	
						Title: Fund Management	
		9	Trust Account	1-KCDIO Trust Accounts	С	Contents: Trust Fund Correspondences.	-
		Ŭ	Trust Account	Management	Ŭ	oonents. Hust Fund oonespondences.	
						Code: IIUM/000/C/10/9/1	
						Title: KCDIO Trust Accounts Management	
				2-Chairs Trust Accounts	С	Contents: Trust Account (Chair of Ibn Khaldun (KIRKHS, Chair of Al-Bukhari	
						(KAED) Trust Account, Chair In Islamic Management (KENMS) Trust Account,	
						Tun Mahathir Chair for Global Peace (AIKOL) Trust Account).	
						Code: IIUM/000/C/10/9/2	
						Title: Chairs Trust Accounts	
		10	Corporate Tax	1-Goods & Service Tax	С	Contents: Goods & Service Tax.	
						Code: IIUM/000/C/10/10/1	
						Title: Corporate Taxation (Goods & Service Tax)	
				2-Tax Relief Letter	С	Contents: corporate Tax Relief Letter.	
				and the second		Code: IIUM/000/C/10/10/2	
						Title: Corporate Taxation (Tax Relief Letter)	
				3-General Letter	С	Contents: Corporate Tax General Letter.	
				and the second		Code: IIUM/000/C/10/10/3	
					-	Title: Corporate Taxation (General Letter )	-
		11	Insurance	1-General Insurance	G	Contents: General insurance.	
						Code: IIUM/000/10/11/1	
				2-Group Personal Accident	<u> </u>	Title: Insurance (General Insurance)	-
				2-Group Personal Accident	G	Contents: Group personal accident.	
						Code: IIUM/000/10/11/2 Title: Insurance (Group Personal Accident)	
				3-Group Hospitalization &	G	Contents: Group hospitalization & surgical insurance.	-
				Surgical Insurance	0	contents. Group nospitalization a surgical insurance.	
				ourgicar insurance		Code: IIUM/000/10/11/3	
						Title: Insurance (Group Hospitalization & Surgical Insurance)	
•	I					- nor nouranoo (oroup roophanzanon a ourgioar mouranoo)	-

## IIUM Filing Code wef 22 Sept 2021 website

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				4-Principal Controlled Insurance (Contractor All Risk)		Contents: Principal controlled insurance - contractor all risk.	
						Code: IIUM/000/10/11/4	
						Title: Insurance (Principal Controlled Insurance - Contractor All Risk)	
		12	Tender	1-Tender	С	Contents : Tender.	
						Code: IIUM/000/C/10/12/1	
	-				0	Title: Tender Contents: Tender General Letter.	
				2-General Letter	С	Contents: Tender General Letter.	
						Title: Tender (General Letter )	
		13	Financial Audit	1-Internal Audit Report	С	Contents: Financial & Management Process.	
		10		i internari tudit rtoport	Ŭ	Code: IIUM/000/C/10/13/1	
						Title: Finance Audit (Internal Audit Report)	
				2-Compliance Audit	С	Contents: Financial & Management Process.	
						Code: IIUM/000/C/10/13/2	
						Title: Financial Audit (Compliance Audit)	
				3-External Audit	С	Contents: Financial & Management Process.	
						Code: IIUM/000/C/10/13/3	
	-					Title: Financial Audit (External Audit)	
		14	Financial Report	1-Financial Statement	С	Contents: Submission of Financial Statement to Relevant Agencies.	
						Code: IIUM/000/C/10/14/1 Title: Financial Statement	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	Collaboration		International Level	1. International Level		Contents: Collaboration established between IIUM and other international	
						organization e.g. OIC, WAMY, JUST and etc, Arrangement of MOU/MOA,	
						signing ceremony.	
						Code: IIUM/000/11/1/1	
						Title: Collaboration (International Level)	
		2	National Level	1. National Level		Contents: Collaboration established between IIUM and other organizations in	
						Malaysia e.g. CELCOM. Arrangement of MOU/MOA, signing ceremony.	
						Code: IIUM/000/11/2/1	
	-					Title: Collaboration (National Level)	
		3	University Level	1. University Level		Contents: Collaboration established between KCDIO in IIUM. Arrangement of	
						MOU/MOA, signing ceremony.	
						Code: IIUM/000/11/3/1	
					0	Title: Collaboration (University Level)	-
		4	KCDIO Level	1- KCDIOLevel	G	Contents: Collaboration established between departments in KCDIO.	
						Arrangement of MOU/MOA, signing ceremony. Code: IIUM/000/11/4/1	
						Title: Collaboration (KCDIO Level)	
		5	MOU/MOA	1- MOU/MOA	G	Contents: Compilation of completed MOU/MOA.	1
		•			-		1
						Code: IIUM/000/11/5/1	
						Code: IIUM/000/11/5/1 Title: MOU/MOA	

	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	-	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
12	Student Affairs	1	Policies & Guidelines	1- Undergraduate	G	Contents: Policies & Guidelines for undergraduate students. Code: IIUM/000/12/1/1	
						Title: Policies & Guidelines (Undergraduate)	
				2- Postgraduate	G	Contents: Policies & Guidelines for postgraduate students.	
						Code: IIUM/000/12/1/2	
						Title: Policies & Guidelines (Postgraduate)	
				3- Matriculation	G	Contents: Policies & Guidelines for matriculation students.	
						Code: IIUM/000/12/1/3	
						Title: Policies & Guidelines (Matriculation)	
				4- Students' Union, Association	G	Contents: Policies & Guidelines for students' union, association or society	25th June 2020
				or Society		i.e. establishment, constitution, standard of procedures, and etc.	
						Code: IIUM/000/12/1/4	
			Other disease Data surgery and an	4. Underson due te		Title: Policies & Guidelines (Students' Union, Association or Society)	
		2	Student Programmes	1- Undergraduate	G	Contents: Non-credited programmes which are arranged by students or	
						KCDIO. Programme proposals will be approved by the division e.g. Student	
						driven programme, department driven programme, approval of programmes, appointment of judges/advisors/trainers/facilitators/coaches/part-timers,	
						students' programmes and certification.	
						students programmes and certification.	
						Code: IIUM/000/12/2/1	
						Title: Student Programmes (Undergraduate)	
				2- Postgraduate	G	Contents: Non-credited programmes which are arranged by postgraduate	
				U U		students or KCDIO e.g. visit.	
						Code: IIUM/000/12/2/2	
						Title: Student Programmes (Postgraduate)	
				3- Matriculation	G	Contents: Non-credited programmes which are arranged by matriculation	
						students or Matriculation Centre.	
						Code: IIUM/000/12/2/3	
						Title: Student Programmes (Matriculation)	_
		3	Mahallah Management	1- Accommodation - Special	G	Contents: Information pertaining to the students' accommodation e.g.	
				Placement		Accommodation, Mahallah Issue Based, Application to stay in during	
						vacation, and stay off Campus. Code: IIUM/000/12/3/1	
						Title: Mahallah Management (Accommodation - Special Placement)	
				2- Room Rental	G	Contents: Application to rent room, room rates, approval, rules and	-
					0	regulations, etc.	
						Code: IIUM/000/12/3/2	
						Title: Mahallah Management (Room Rental)	
				3- Income Report	G	Contents : Income Report.	
		1				Code: IIUM/000/12/3/3	
		1				Title: Mahallah Management (Income Report)	
		4	Counselling	1- Counselling	С	Contents: Counselling sessions are normally arranged by the student affairs	1
		1				development division for students with academic and personal problems e.g.	
		1				Counselling sessions for students.	
		1				Code: IIUM/000/C/12/4/1	
						Title: Student Affairs (Counselling)	4
		5	Student Disciplines	1-Discipline (Academic Matters)	С	Contents: Students disciplinary matters related to academic offences	
		1				including details of students involved, types of offences and evidences e.g.	
		1				cheating in exam, plagiarism, etc.	
		1				Code: IIUM/000/C/12/5/1	
			1			Title: Student Disciplines (Discipline - Academic Matters)	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE
			2-Discipline (Non-Academic	С	Contents: Students disciplinary matters including details of students	
			Matters)		involved, types of offences and evidences e.g. violation of traffic rules,	
					squatting, compoundable offences.	
					Code: IIUM/000/C/12/5/2	
					Title: Student Disciplines (Discipline – Non-Academic Matters)	
			3-Discipline (Administration)	С	Contents: Correspondence, warning, guidelines, rules, etc.	
					Code: IIUM/000/C/12/5/3	
					Title: Student Disciplines (Discipline – Administration)	
	6	Election	1-General Election	С	Contents: Conduct of student election.	
					Code: IIUM/000/C/12/6/1	
					Title: Election (General)	
			2- Matriculation	С	Contents: Conduct of matriculation student election.	
					Code: IIUM/000/C/12/6/2	
					Title: Election (Matriculation)	
	7	Society	1- Undergraduate	G	Contents: The societies are managed by students where their proposals are	
					approved by Student Affairs and Development Division e.g. Establishment of	f
					society, student representative council (SRC), law society, TOSFOR, PSYFOR	<b>ξ</b> ,
					econs & management student society.	
					Code: IIUM/000/12/7/1	
					Title: Society (Undergraduate)	
			2- Postgraduate	G	Contents: The societies are managed by students where their proposals are	
					approved by Student Affairs and Development Division e.g. PG society.	
					Code: IIUM/000/12/7/2	
					Title: Society (Postgraduate)	
			3- Matriculation	G	Contents: The societies are managed by students where their proposals are	
					approved by Student Affairs and Development Division e.g. Matriculation	
					student society.	
					Code: IIUM/000/12/7/3	
					Title: Society (Matriculation)	
	8	Career Guidance	1- Undergraduate	G	Contents: Files on trainings, courses, talks and any other programmes	
					tailored towards students career path. e.g. Student motivation and career talk	κ,
					alumni career.	
					Code: IIUM/000/12/8/1	
					Title: Career Guidance (Undergraduate)	
			2- Postgraduate	G	Contents : Postgraduate.	
					Code: IIUM/000/12/8/2	
					Title: Career Guidance (Postgraduate)	
			3- Matriculation	G	Contents : Matriculation.	
					Code: IIUM/000/12/8/3	
					Title: Career Guidance (Matriculation)	
	9	Convocation Fiesta	1- Convocation Fiesta	G	Contents: Matters pertaining to the programmes for the convocation fiesta	
				1	such as names and types of programmes organised programme details at	
				1	Code: IIUM/000/12/9/1	
				<u> </u>	Title: Convocation Fiesta	_
	10	Student Scholarship	1- Undergraduate	С	Contents: Scholarship matters for students e.g. IIUM financial loan	
					(undergraduate), payment of financial loan, recommendation letter:	
				1	undergraduate - international, local, sponsors for local students, sponsors for	or
					international student, IIUM Waqf (Endowment fund), etc.	
				1	Code: IIUM/000/C/12/10/1	
				1	Title: Student Scholarship (Undergraduate)	
I		1	1	L		

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Postgraduate	С	Contents: Scholarship matters for students e.g. IIUM financial loan	
				-		(postgraduate), payment of financial loan, recommendation letter;	
						postgraduate - international; local, sponsors for local students, sponsors for	
						international student, IIUM Waqf (Endowment fund), etc.	
						Code: IIUM/000/C/12/10/2	
						Title: Student Scholarship (Postgraduate)	
				3- Matriculation	С	Contents: Scholarship matters for students.	
						Code: IIUM/000/C/12/10/3	
						Title: Student Scholarship (Matriculation)	
		11	Credited Co-curricular Activity	1- First Package	G	Contents: Compulsory credited co-curricular activities which are parts of the graduation requirements e.g. Tahfiz, Wataniah, Leadership and Management.	
						Code: IIUM/000/12/11/1	
						Title: Student Affairs (Credited Co-curricular Activity - First Package)	
				2- Second Package	G	Contents : Second Package.	
						Code: IIUM/000/12/11/2	
						Title: Student Affairs (Credited Co-curricular Activity - Second Package)	
				3- Third Package	G	Contents : Third Package.	
				5		Code: IIUM/000/12/11/3	
						Title: Student Affairs (Credited Co-curricular Activity - Third Package)	
				4- Compulsory Programme	G	Contents : Compulsory Programme.	-
				111, 13	_	Code: IIUM/000/12/11/4	
						<b>Title:</b> Student Affairs (Credited Co-curricular Activity - Compulsory Programme)	
		12	Student Ta'aruf	1- Student Ta'aruf	G	Contents: Ta'aruf activities during the Ta'aruf week (beginning of the	
						semester) e.g. Student Ta'aruf.	
						Code: IIUM/000/12/12/1	
						Title: Student Affairs (Student Ta'aruf)	
		13	Student Welfare	1- Welfare Correspondence	G	Contents: Any request and requirements from disabled students during their	Wef 1st October 201
						year of studies in IIUM. All correspondence/reports /statistics on student	
						welfare services i.e. Khairat fund, financial advance loan, student insurance	
						(claim & coverage), donation from government & non-government bodies.	
						Code: IIUM/000/12/13/1	
						Title: Student Welfare (Welfare Correspondence)	
				2- Khairat Fund	G	Contents : Khairat Fund.	
						Code: IIUM/000/12/13/2	
						Title: Student Welfare (Khairat Fund)	
				3- Financial Advance Loan	G	Contents : Financial Advance Loan.	
		1				Code: IIUM/000/12/13/3	
						Title: Student Welfare (Financial Advance Loan)	
				4- Insurance	G	Contents : Insurance.	
		1				Code: IIUM/000/12/13/4	
						Title: Student Welfare (Insurance)	1
		14	Student (Programmes Sponsorships)	1- Student (Programme Sponsors)	G	Contents: Request of sponsorship for student programmes/activities.	
			,	. ,		Code: IIUM/000/12/14/1	
						Title: Student (Programme Sponsorships)	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
13	Academic Affairs	1	Policies & Guidelines	1- Undergraduate	G	Contents: Full credit hour system, student exceeding, workload, change of	
						grades, grading system.	
						Code: IIUM/000/13/1/1	
				2- Postgraduate	G	Title: Academic Policies & Guidelines (Undergraduate) Contents: Full credit hour system, student exceeding, workload, change of	_
				2- Posigraduale	G	grades, grading system.	
						Code: IIUM/000/13/1/2	
						Title: Academic Policies & Guidelines (Postgraduate)	
				3- Matriculation	G	Contents: Full credit hour system, student exceeding, workload, change of	
						grades, grading system.	
						Code: IIUM/000/13/1/3	
						Title: Academic Policies & Guidelines (Matriculation)	
		2	Curriculum	1 -Undergraduate	G	Contents: Revise of courses, course offering, course outline	
						Code: IIUM/000/13/2/1	
						Title: Curriculum (Undergraduate)	_
				2 -Postgraduate	G	Contents: Revise of courses, course offering, course outline	
						Code: IIUM/000/13/2/2	
				O Mateinulation	G	Title: Curriculum (Postgraduate)	_
				3 -Matriculation	G	Contents: Revise of courses, course offering, course outline Code: IIUM/000/13/2/3	
						Title: Curriculum (Matriculation)	
		3	Application	1- Undergraduate	G	Contents: Local admission, admission to double degree, programme,	_
		Ŭ	ripplication		Ŭ	international admission, rejection of application, appeal for admission.	
						Code: IIUM/000/13/3/1	
						Title: Application (Undergraduate)	
				2- Postgraduate	G	Contents: Local admission, admission to double degree, programme,	
						international admission, rejection of application, appeal for admission.	
						Code: IIUM/000/13/3/2	
				3 -Matriculation	G	Title: Application (Postgraduate) Contents: Local admission, admission to double degree, programme,	-
				5 -Matriculation	9	rejection of application, appeal for admission.	
						Code: IIUM/000/13/3/3	
						Title: Application (Matriculation)	
		4	Student Admission	1 University Committee for Post	G	Contents : University Committee for Post Graduate Studies (UCPS)/ Student	
				Graduate Studies (UCPS)/		Admission Committee.	
				Student Admission Committee			
						Code: IIUM/000/13/4/1	
						Title: Student Admission (University Committee for Post Graduate Studies	
				2 Admissions Criteria	G	(UCPS)/Student Admission Committee) Contents : Admissions Criteria.	-
						Code: IIUM/000/13/4/2	
						Title: Student Admission (Admissions Criteria)	
				3 Evaluation (Undergraduate)	G	Contents : Evaluation (Undergraduate).	7
1		1				Code: IIUM/000/13/4/3	
						Title: Student Admission (Evaluation (Undergraduate)	
				4 Evaluation (Postgraduate)	G	Contents : Evaluation (Postgraduate).	
						Code: IIUM/000/13/4/4	
1	1	1			1	Title: Student Admission (Evaluation (Postgraduate)	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			5 Evaluation (Matriculation)	G	Contents : Evaluation (Matriculation).	
					Code: IIUM/000/13/4/5	
					Title: Student Admission (Evaluation (Matriculation)	
			6-Verification (Undergraduate)	G	Contents : Verification (Undergraduate).	
					Code: IIUM/000/13/4/6	
					Title: Student Admission (Verification (Undergraduate)	
			7-Verification (Postgraduate)	G	Contents : Verification (Postgraduate).	
			(	-	Code: IIUM/000/13/4/7	
					Title: Student Admission (Verification (Postgraduate)	
			8-Verification (Matriculation)	G	Contents : Verification (Matriculation).	
					Code: IIUM/000/13/4/8	
					Title: Student Admission (Verification (Matriculation)	
			9- Accreditation (Undergraduate)	G	Contents : Accreditation (Undergraduate).	
			(1 1 3 1 1 1 1 )		Code: IIUM/000/13/4/9	
					Title: Student Admission (Accreditation (Undergraduate)	
			10- Accreditation (Postgraduate)	G	Contents : Accreditation (Postgraduate).	
					Code: IIUM/000/13/4/10	
					Title: Student Admission (Accreditation (Postgraduate)	
			11-Accreditation (Matriculation)	G	Contents : Accreditation (Matriculation).	
				Ŭ		
					Code: IIUM/000/13/4/11	
					Title: Student Admission (Accreditation (Matriculation)	
			12-Recognition (Undergraduate)	G	Contents : Recognition (Undergraduate).	
					Code: IIUM/000/13/4/12	
					Title: Student Admission (Recognition (Undergraduate)	
			13-Recognition (Postgraduate)	G	Contents : Recognition (Postgraduate).	
					Code: IIUM/000/13/4/13	
					Title: Student Admission (Recognition (Postgraduate)	
			14-Recognition (Matriculation)	G	Contents : Recognition (Matriculation).	
					Code: IIUM/000/13/4/14	
					Title: Student Admission (Recognition (Matriculation)	
	5	Change of Programme	1 Undergraduate	G	Contents: Change of programme undergraduate.	
	-	gg		-	Code: IIUM/000/13/5/1	
					Title: Change of Programme (Undergraduate)	
			2 Postgraduate	G	Contents: Change of programme postgraduate.	
					Code: IIUM/000/13/5/2	
					Title: Change of Programme (Postgraduate)	
			3 Matriculation	G	Contents: Change of programme matriculation.	
					Code: IIUM/000/13/5/3	
					Title: Change of Programme (Matriculation)	
	6	Twinning Programme	1 Undergraduate	G	Contents: Twinning programme undergraduate.	
					Code: IIUM/000/13/6/1	
			2 Destareducto	<u>^</u>	Title: Twinning Programme (Undergraduate)	
			2 Postgraduate	G	Contents: Twinning programme postgraduate.	
					Code: IIUM/000/13/6/2 Title: Twinning Programme (Postgraduate)	
	1	1			The. Twinning Programme (Postgraduate)	

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			3 Matriculation	G	Contents: Twinning programme matriculation.	
					Code: IIUM/000/13/6/3	
					Title: Twinning Programme (Matriculation)	
	7	Transfer Credit	1 Undergraduate	G	Contents: Transfer credit undergraduate.	1
					Code: IIUM/000/13/7/1	
					Title: Transfer Credit (Undergraduate)	
			2 Postgraduate	G	Contents: Transfer credit postgraduate.	
			-		Code: IIUM/000/13/7/2	
					Title: Transfer Credit (Postgraduate)	
			3 Matriculation	G	Contents: Transfer credit matriculation.	
					Code: IIUM/000/13/7/3	
					Title: Transfer Credit (Matriculation)	
	8	Programme	1 Undergraduate	G	Contents : Undergraduate matters.	
	U	Requirement/Entry/Pre-	1 ondorgraduato	Ű	Soments : ondergraduate matters.	
		requisite Course				
					Code: IIUM/000/13/8/1	
					Title: Programme Requirement/Entry/Pre-requisite Course (Undergraduate)	
			2 Postgraduate	G	Contents : Postgraduate matters.	
			2 i oolgiadado	Ű	Code: IIUM/000/13/8/2	
					Title: Programme Requirement/Entry/Pre-requisite Course (Postgraduate)	
			3 Matriculation	G	Contents : Matriculation matters.	
			5 Matriculation	9	Code: IIUM/000/13/8/3	
	9	Desistration	1 Lindorgroducto	G	Title: Programme Requirement/Entry/Pre-requisite Course (Matriculation)	
	9	Registration	1 Undergraduate	G	Contents: Pre-registration, course registration, add/drop, adjustment.	
					Code: IIUM/000/13/9/1	
		-	2 Destare duets	G	Title: Registration (Undergraduate)	
			2 Postgraduate	G	Contents: Pre-registration, course registration, add/drop, adjustment.	
					Code: IIUM/000/13/9/2	
					Title: Registration (Postgraduate)	
			3 Matriculation	G	Contents: Pre-registration, course registration, add/drop, adjustment.	
					Code: IIUM/000/13/9/3	
	- 10				Title: Registration (Matriculation)	
	10	Course Scheduling	1- Undergraduate	G	Contents : Undergraduate.	1
					Code: IIUM/000/13/10/1	1
		l			Title: Course Scheduling (Undergraduate)	
			2- Postgraduate	G	Contents : Postgraduate.	1
					Code: IIUM/000/13/10/2	1
		L			Title: Course Scheduling (Postgraduate)	_
			3- Matriculation	G	Contents : Matriculation.	
					Code: IIUM/000/13/10/3	
					Title: Course Scheduling (Matriculation)	
	11	Academic Advising	1- Undergraduate	G	Contents: Academic advising by programmes, study plan, appointment of	
					advisors.	
					Code: IIUM/000/13/11/1	
					Title: Academic Advising (Undergraduate)	
			2- Postgraduate	G	Contents: Academic advising by programmes, appointment of	1
				1		1
					advisors/supervisors.	
					advisors/supervisors. Code: IIUM/000/13/11/2	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS		EFFECTIVE DATE
			3- Matriculation	G	Contents : Matriculation.	
					Code: IIUM/000/13/11/3	
					Title: Academic Advising (Matriculation)	
	12	Student Project	1- Thesis (Undergraduate)	С	Contents: Thesis report of undergraduate student.	
					Code: IIUM/000/C/13/12/1	
					Title: Thesis (Undergraduate)	
			2 - Thesis (Postgraduate)	С	Contents: Thesis report of postgraduate student.	
					Code: IIUM/000/C/13/12/2	
					Title: Thesis (Postgraduate)	
			3 - Thesis (Matriculation)	С	Contents: Thesis report of matriculation student.	
					Code: IIUM/000/C/13/12/3	
					Title: Thesis (Matriculation)	
			4- Dissertation (Undergraduate)	С	Contents: Dissertation report of undergraduate student.	
					Code: IIUM/000/C/13/12/4	
					Title: Dissertation (Undergraduate)	
			5- Dissertation (Postgraduate)	С	Contents: Dissertation report of postgraduate student.	
					Code: IIUM/000/C/13/12/5	
					Title: Dissertation (Postgraduate)	
			6- Dissertation (Matriculation)	С	Contents: Dissertation report of matriculation student.	
					Code: IIUM/000/C/13/12/6	
					Title: Dissertation (Matriculation)	
			7- Research Paper	С	Contents: Research paper of undergraduate student.	
			(Undergraduate)			
					Code: IIUM/000/C/13/12/7	
			0. Deservels Deserve	0	Title: Research Paper (Undergraduate)	
			8- Research Paper (Postgraduate)	С	Contents: Research paper of postgraduate student.	
					Code: IIUM/000/C/13/12/8	
					Title: Research Paper (Postgraduate)	
			9 - Portfolio	С	Contents: Student's portfolio report.	
					Code: IIUM/000/C/13/12/9	
					Title: Portfolio	
			10 - Crit	С	Contents: Student's Crit report.	
					Code: IIUM/000/C/13/12/10	
					Title: Crit	
	13	Student Practical Training	1- Student Practical Training	С	Contents: Progress Report, Practical Training & Project paper, acceptance letters, placement.	
					Code: IIUM/000/C/13/13/1	
			2. Otudanta Info	С	Title: Student Practical Training (Student Practical Training)	
			2- Students Info	C	Contents : Students Info .	
					Code: IIUM/000/C/13/13/2	
			2. Assessment Depart	С	Title: Student Practical Training (Students Info)	-
			3- Assesment Report	U U	Contents : Assesment Report.	
					Code: IIUM/000/C/13/13/3	
					Title: Student Practical Training (Assessment Report)	_
			4- ASSESS FINAL REP	С	Contents : ASSESS FINAL REP.	
					Code: IIUM/000/C/13/13/4	
				С	Title: Student Practical Training (ASSESS FINAL REP)	_
			5- ASSESS PRESENT	U U	Contents : ASSESS PRESENT.	
					Code: IIUM/000/C/13/13/5	
	1	1		1	Title: Student Practical Training (ASSESS PRESENT)	

E MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE
			6- Visiting Lecturer Report	С	Contents : Visiting Lecturer Report.	
					Code: IIUM/000/C/13/13/6	
					Title: Student Practical Training (Visiting Lecturer Report)	
			7- Interview with Student	С	Contents : Interview with Student.	
					Code: IIUM/000/C/13/13/7	
					Title: Student Practical Training (Interview with Student)	
			8- Student Feedback	С	Contents : Student Feedback.	
					Code: IIUM/000/C/13/13/8	
					Title: Student Practical Training (Student Feedback)	
			9- Insurance Coverage	С	Contents : Insurance Coverage.	
			5 insurance obverage	Ŭ	Code: IIUM/000/C/13/13/9	
					Title: Student Practical Training (Insurance Coverage)	
	1.1	Taaphing Efficiency Poting	1 Teaching Efficiency Poting	<u> </u>		
	14	(TER)	1- Teaching Efficiency Rating (TER)	С	Contents: Form, report, evaluation, scheduling and analysis.	
					Code: IIUM/000/C/13/14/1	
					Title: Teaching Efficiency Rating (TER)	
	15	Student Attendance	1- Undergraduate	С	Contents: Warning, barring from final exam, revocation of barring, excuse	1
					from classes & study leaves.	
					Code: IIUM/000/C/13/15/1	
					Title: Student Attendance (Undergraduate)	
			2 - Postgraduate	С	Contents: Warning, barring from final exam, revocation of barring, excuse	
			2 - Fosigladuale	C	from classes & study leaves.	
					Code: IIUM/000/C/13/15/2	
				-	Title: Student Attendance (Postgraduate)	
			3 - Matriculation	С	Contents: Warning, barring from final exam, revocation of barring, excuse	
					from classes & study leaves.	
					Code: IIUM/000/C/13/15/3	
		L			Title: Student Attendance (Matriculation)	
	16	Examination	<ol> <li>Preparation/Submission of Question papers</li> </ol>	С	Contents: Preparation/submission of question papers for examination.	
					Code: IIUM/000/C/13/16/1	
					Title: Preparation/Submission of Question Papers	
			2 - Cover Page/Secrecy and Examination Requirement	С	Contents: Cover page/secrecy and examination requirement forms.	
			Forms		Code: IIUM/000/C/13/16/2	
					Title: Cover Page/Secrecy and Examination Requirement Forms	
		1	3 - Decentralized Exams	С	Contents: Course without final examination.	
				Ŭ	Code: IIUM/000/C/13/16/3	1
					Title: Decentralized Exams	
1			4- Special Re-sit Exams	С	Contents: Special re-sit exams.	-
				Ŭ	Code: IIUM/000/C/13/16/4	1
			1			1
		1	5 - Examination Time-table	С	Title: Special Re-sit Exams	
			5 - Examination Time-table	U U	Contents: Examination Time-table.	1
			1		Code: IIUM/000/C/13/16/5	1
					Title: Examination Time-table	
			6 - Invigilation Duties	С	Contents: Invigilation duties for examination.	1
			1		Code: IIUM/000/C/13/16/6	1
					Title: Invigilation Duties	
			7- Validation	С	Contents: Validation.	
					Code: IIUM/000/C/13/16/7	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE D/
			8- APT/EPT/Tilawah	С	Contents: Examination of APT/EPT/tilawah.	
					Code: IIUM/000/C/13/16/8	
					Title: Examination (APT/EPT/Tilawah)	
			9- Change of Grades	С	Contents: Change of grades.	
					Code: IIUM/000/C/13/16/9	
					Title: Examination (Change of Grades)	
			10- Results	С	Contents: Result of examinations.	
					Code: IIUM/000/C/13/16/10	
					Title: Examination (Results)	
			11- MUET	С	Contents: Examination of MUET.	
					Code: IIUM/000/C/13/16/11	
					Title: Examination (MUET)	
	17	Board of Examiners	1- Board of Examiners	С	Contents: Appointment of BOE.	
				-	Code: IIUM/000/C/13/17/1	
					Title: Board of Examiners	
	18	Appeals	1 - Appeal for Re-checking of	С	Contents: Appeal for re-checking of answer script.	
	10	rippeals	Answer Scripts	Ŭ	Contents. Appear for re-checking of answer script.	
					Code: IIUM/000/C/13/18/1	
					Title: Appeal for Re-checking of Answer Scripts	
			2 - Appeal for Admissions	С	Contents: Appeal for admissions.	
			2 - Appear for Admissions	C		
					Code: IIUM/000/C/13/18/2	
					Title: Appeal for Admissions	
			3 - Appeal for Re-admissions	С	Contents: Appeal for re-admissions.	
					Code: IIUM/000/C/13/18/3	
					Title: Appeal for Re-admissions	
			4- Deferment of Study	С	Contents: Deferment of study.	
				-	Code: IIUM/000/C/13/18/4	
					Title: Deferment of Study	
	19	Student Status	1- Undergraduate	С	Contents: Dismissals, terminations and withdrawals.	
	10	olucent olatus	1 Ondergraddate	Ŭ	Code: IIUM/000/C/13/19/1	
					Title: Student Status (Undergraduate)	
			2- Postgraduate	С	Contents: Dismissals, terminations and withdrawals.	
			2 1 03191404410	Ŭ	Code: IIUM/000/C/13/19/2	
					Title: Student Status (Postgraduate)	
	20	Examiners	1- Master	G	Contents: Internal examiners and external examiners, appointment/	
	20	(Internal/External)	1º IVIASIEI	G	appreciation letters.	
		(Internal/External)			Code: IIUM/000/13/20/1	
					Title: Examiners (Internal/External) - Master	
			2- PhD	G	Contents: Internal examiners and external examiners,	
			2- FIID	9	appointment/appreciation letters.	
					Code: IIUM/000/13/20/2	
				-	Title: Examiners (Internal/External) - PhD	
			3- Examiner's Report	G	Contents: Internal and external examiner's report.	
				1	Code: IIUM/000/13/20/3	
					Title: Examiners (Internal/External) - Examiner's Report.	
	21	Independent Study	1 -Undergraduate	С	Contents: Graduating student can register a course required by the	
				1	programme which is not offer in the current semester.	
					Code: IIUM/000/C/13/21/1	
		1		1	Title: Independent Study (Undergraduate)	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			2- Postgraduate	С	Contents: Graduating student can register a course required by the	
					programme which is not offer in the current semester.	
					Code: IIUM/000/C/13/21/2	
					Title: Independent Study (Postgraduate)	
	22	Graduation	1 -Undergraduate	G	Contents: List of graduating student and student clearance for graduation.	
					Code: IIUM/000/13/22/1	
					Title: Graduation (Undergraduate)	
			2- Postgraduate	G	Contents: List of graduating student and student clearance for graduation.	
					Code: IIUM/000/13/22/2 Title: Graduation (Postgraduate)	
			3 -Matriculation	G	Contents : Matriculation.	
			5 -Matheulation	9	Code: IIUM/000/13/22/3	
					Title: Graduation (Matriculation)	
	23	Board of Studies	1- Board of Studies	G	Contents: Appointment of Board of studies.	-
					Code: 111 (M/000/42/22/4	
					Code: IIUM/000/13/23/1	
	0.4	Otuals at Assadams's	d. Lindenne duete	0	Title: Board of Studies	_
	24	Student Academic Performance Report	1 -Undergraduate	G	Contents: Student academic performance report undergraduate.	
					Code: IIUM/000/13/24/1	
					Title: Student Academic Performance Report Undergraduate	_
			2 -Postgraduate	G	Contents: Student academic performance report postgraduate.	
					Code: IIUM/000/13/24/2	
			2 Matriaulation	G	Title: Student Academic Performance Report Postgraduate	_
			3 -Matriculation	G	Contents: Student academic performance report matriculation. Code: IIUM/000/13/24/3	
	25	Student Exchange	1- Student Exchange	G	Title: Student Academic Performance Report Matriculation	
	25	Programme	Programme	G	Contents: Student exchange programme.	
		Tiogramme	riogramme		Code: IIUM/000/13/25/1	
					Title: Student Exchange Programme	
	26	Student Attachment	1- Student Attachment	G	Contents: Elective posting attachment for science based students.	
				-	Code: IIUM/000/13/26/1	
					Title: Student Attachment	
	27	Recognition	1 - Undergraduate	G	Contents: Proposal paper for academic programmes for Undergraduate	1
			Ū.		programmes to be recognized by institution/agency.	
					Code: IIUM/000/13/27/1	
					Title: Recognition of Undergraduate Programmes	
			2 - Postgraduate	G	Contents: Proposal paper for academic programmes for Postgraduate	
					programmes to be recognized by institution/agency.	
					Code: IIUM/000/13/27/2	
					Title: Recognition of Postgraduate Programmes	
			3 - Matriculation	G	Contents: Proposal paper for academic programmes for Matriculation	
					programmes to be recognized by institution/agency.	
					Code: IIUM/000/13/27/3	
		1			Title: Recognition of Matriculation Programmes	1

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
14	Research &	1	Research Policies and	1- Research Policies and	G	Contents: General matters/policies i.e. IRPA.	
	Publications		Guidelines	Guidelines			
						Code: IIUM/000/14/1/1	
		0	Desearch Discusion 0	4. Deservel: Disaria e 9. Dudast		Title: Research Policies and Guidelines	
		2	Research Planning & Budget	1- Research Planning & Budget	G	Contents: Research planning and budget.	
			Budget			Code: IIUM/000/14/2/1	
						Title: Research Planning & Budget	
		3	Research Grant	1- University Grant	G	Contents: All research grants given by university.	
		Ű	Research Grant		Ŭ	Code: IIUM/000/14/3/1	
						Title: Research Grant (University Grant)	
				2- Ministry of Higher Education	G	Contents: All research grants given by MOHE.	
				(MOHE)	Ũ		
				( - )		Code: IIUM/000/14/3/2	
						Title: Research Grant (Ministry of Higher Education (MOHE))	
				3- Ministry of Science	G	Contents: All research grants given by MOSTI.	
				Technology and Innovation			
				(MOSTI)			
						Code: IIUM/000/14/3/3	
						Title: Research Grant (Ministry of Science Technology and Innovation (MOSTI))	
				4- Others	G	Contents: Research grants given by other than stated by 1, 2, or 3.	
						Code: IIUM/000/14/3/4	
		4	Intellect Property	1. Intellect Property	G	Title: Research Grant (Others) Contents: Copyright, Patern & Trademark.	
		-	Management	Management	0	Contents: Copyright, Fatern & Trademark.	
			managomont	Management		Code: IIUM/000/14/4/1	
						Title: Intellect Property Management	
		5	Research Report	1- Research Report	G	Contents : Research Report.	
						Code: IIUM/000/14/5/1	
						Title: Research Report	
		6	Research Funds	1- Research Funds	G	Contents: Incentive for Phd students & staff on study leave.	
						Code: IIUM/000/14/6/1	
						Title: Research Funds	
		7	Sponsored Research	1- Local	G	Contents : Local.	
						Code: IIUM/000/14/7/1	
				2- International	G	Title: Sponsored Research (local) Contents : International.	
				2- International	9	Code: IIUM/000/14/7/2	
						Title: Sponsored Research (International)	
		8	Publications	1- Journals	G	Contents: Journals.	
		Ũ			Ũ	Code: IIUM/000/14/8/1	
						Title: Publications (Journals)	
				2- Articles	G	Contents: Articles.	7
						Code: IIUM/000/14/8/2	
						Title: Publications (Articles)	
				3- Books	G	Contents: Books.	
						Code: IIUM/000/14/8/3	
						Title: Publications (Books)	_
		9	Distribution	1- Sales	G	Contents: Sales report from book sales.	
l						Code: IIUM/000/14/9/1	
1		1	1	1		Title: Distribution (Sales Report)	I

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Complimentary Materials	G	Contents: Complimentary Materials.	
					_	Code: IIUM/000/14/9/2	
						Title: Distribution (Complimentary Materials)	
		10	Survey / Research	1- Survey / Research	G	Contents : Survey/Research	
						Code: IIUM/000/14/13/1	
						Title: Survey / Research	
		11	Research Unit/Centre/	1- General	G	Contents : General	
			Institute				
						Code: IIUM/000/14/11/1	
						Title: Research Unit/Centre/Institute (General)	_
				2- Application	G	Contents : Application	
						Code: IIUM/000/14/11/2	
						Title: Research Unit/Centre/Institute (Application)	-
				3- Monitoring	G	Contents : Monitoring	
						Code: IIUM/000/14/11/3	
		12	Research Finding	1- Research Finding	G	Title: Research Unit/Centre/Institute (Monitoring) Contents : Research Finding	-1
		12	Research Finding	r- Research Finding	G	Code: IIUM/000/14/12/1	1
				1		Title:Research Finding	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	Consultancy	1	Policies and Guidelines	1- Policies and Guidelines	G	Contents: Policies and guidelines for consultancy service.	
10	concultancy				Ũ	Code: IIUM/000/15/1/1	
						Title: Consultancy (Policies and Guidelines)	
		2	Consultancy Works	1- Consultancy Works	G	Contents: Consultancy project, registration, appointment, agreement,	-
		_			-	termination, joint venture, programmes/activities, paper work etc.	
						Code: IIUM/000/15/2/1	
						Title: Consultancy Works	
		3	Entrepreneurship	1- Entrepreneurship	G	Contents: Project, programme, report, etc.	7
						Code: IIUM/000/15/3/1	
						Title: Entrepreneurship	
		4	Consultancy Report	1- Consultancy Report	G	Contents: Report on consultancy matters.	7
						Code: IIUM/000/15/4/1	
						Title: Consultancy Report	
		5		1- Translation/Transliteration	G	Contents: Translation/Transliteration works or services.	1
			Works	Works			1
				1		Code: IIUM/000/15/5/1	
						Title: Translation/Transliteration Works	
	MAIN TOPIC		SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
16	Publicity	1	Brochure/Pamphlet	1- Brochure/Pamphlet	G	Contents: Information about university/KCDIO.	
						Code: IIUM/000/16/1/1	
						Title: Brochure / Pamphlet	4
		2	Printed Media	1- Printed Media	G	Contents: Advertisement (incl. salutation) in newspaper, press kit, note to	
						editor, etc.	
						Code: IIUM/000/16/2/1	
			New weighted Newlin	A New write d Mardia		Title: Printed Media	4
		3	Non-printed Media	1- Non-printed Media	G	Contents: Information or announcement for tv/radio/internet.	
						Code: IIUM/000/16/3/1	
		4	Madia Balanca	1 Madia Palanca	G	Title: Non-printed Media	4
		4	Media Release	1- Media Release	G	Contents: Press release by University/KCDIO.	1
				1		Code: IIUM/000/16/4/1	1
		1	1	1	I	Title: Media Release	1

CODE MAIN TOPIC	CODE		SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
	5	Exhibition & Promotion	1- Gombak Campus	G	Contents: Correspondence and activities related to exhibition, exposition &	
					promotion, booking of venue, nomination of staff, related purchases,	
					arranged by KCDIO in Gombak Campus.	
					Code: IIUM/000/16/5/1	
					Title: Exhibition & Promotion (Gombak Campus)	
			2- Matriculation Campus	G	Contents: Correspondence and activities related to exhibition, exposition &	
				Ũ	promotion, booking of venue, nomination of staff, related purchases,	
					arranged by KCDIO in Matriculation Campus.	
					Code: IIUM/000/16/5/2	
			A Kusatan Gammus	0	Title: Exhibition & Promotion (Matriculation Campus)	-
			3- Kuantan Campus	G	Contents: Correspondence and activities related to exhibition, exposition &	
					promotion, booking of venue, nomination of staff, related purchases,	
					arranged by KCDIO in Kuantan Campus.	
					Code: IIUM/000/16/5/3	
					Title: Exhibition & Promotion (Kuantan Campus)	
			4- ISTAC Campus	G	Contents: Correspondence and activities related to exhibition, exposition &	
					promotion, booking of venue, nomination of staff, related purchases,	
			1		arranged by KCDIO in ISTAC Campus.	
					Code: IIUM/000/16/5/4	
					Title: Exhibition & Promotion (ISTAC Campus)	
			5- Research Exhibition	G	Contents: Correspondence and activities related to research exhibition,	1
			5- Research Exhibition	U	exposition & promotion, booking of venue, nomination of staff, related	
					purchases, arranged by KCDIO.	
					Code: IIUM/000/16/5/5	
					Title: Exhibition & Promotion (Research Exhibition)	_
	6	Protocol	1- Protocol	G	Contents: Correspondence, entertaining university guests include those from	
					school, private government.	
					Code: IIUM/000/16/6/1	
					Title: Protocol	
	7	Bulletin	1- Bulletin	G	Contents: Periodical issue of a department in a booklet form.	
					Code: IIUM/000/16/7/1	
					Title: Bulletin	
			2- Magazine	G	Contents : Magazine.	
				_	Code: IIUM/000/16/7/2	
					Title: Megazine	
	8	Printed	1- Printed	G	Contents: Non-academic materials of publication.	_
	0	Material/Publication	Material/Publication	Ŭ	Code: IIUM/000/16/8/1	
		material/Fublication	Material/F ublication			
	-		1 Corporate Mid MOD		Title: Printed Material/Publication	-
	9	Corporate Video/VCD	1- Corporate Video/VCD	G	Contents: Information about university/KCDIO.	
			1		Code: IIUM/000/16/9/1	
				01.400	Title: Corporate Video/VCD	
	CODE		SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
17 Training	1	Training Policy	1- Training Policy	G	Contents: Any matters related to training policy.	
					Code: IIUM/000/17/1/1	
					Title: Training Policy	
1	2	Administrative & Technical	1- Administrative & Technical	G	Contents: Meeting, workshop held in order to develop staff e.g : study loan.	
		Staff Training &	Staff Training & Development			
		Development (ASTD)	(ASTD)			
		Technical Staff Training &	Technical Staff Training &		Code: IIUM/000/17/2/1	
		Development (ASTD)	Development (ASTD)			
1					Title: Administrative & Technical Staff Training & Development (ASTD)	
	3	Study Loove (Acadomia)	1. Study Loove (Acadomic)	G		-
	3	Study Leave (Academic)	1- Study Leave (Academic)	G	Contents: Any matters related to staff study leave for academic staff.	
					<b>0</b> 1 11111/000/47/0/4	
1	1			1	Code: IIUM/000/17/3/1	
					Title: Study Leave (Academic)	

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE D
			2- Study Leave (Non-Academic)	G	Contents: Any matters related to staff study leave for administrative and	
					technical staff.	
					Code: IIUM/000/17/3/2	
					Title: Study Leave (Non-Academic)	
	4	Skim Latihan Akademik Bumiputera (SLAB)	1- Skim Latihan Akademik Bumiputera (SLAB)	G	Contents: Any matters related to Skim Latihan Akademik Bumiputera (SLAB).	
					Code: IIUM/000/17/4/1	
					Title: Skim Latihan Akademik Bumiputera (SLAB)	
	5	Administrative & Technical Staff Training Requirement (ATSTR)	1- Administrative & Technical Staff Training Requirement (ATSTR)	G	Contents: Training Budget for KCDIO.	
		Technical Staff Training Requirement (ATSTR)	Technical Staff Training Requirement (ATSTR)		Code: IIUM/000/17/5/1	
					Title: Administrative & Technical Staff Training Requirement (ATSTR)	
	6	Staff Scholarship	1- Academic	G	Contents: Any matters related to staff scholarship for academic. Code: IIUM/000/17/6/1	
					Title: Staff Scholarship (Academic)	
			2- Administrative	G	Contents: Any matters related to staff scholarship for academic. Code: IIUM/000/17/6/2	
					Title: Staff Scholarship (Administrative)	
	7	Research Methodology	1- Research Methodology	G	Contents: Any matters related to research methodology. Code: IIUM/000/17/7/1	
					Title: Research Methodology	
	8	Biro Tata Negara (BTN)	1- Biro Tata Negara (BTN)	G	Contents: Any matters related to Biro Tata Negara (BTN). Code: IIUM/000/17/8/1	
					Title: Biro Tata Negara (BTN)	
	9	Ta'aruf/Intelectual Discourse	1- Ta'aruf/Intelectual Discourse	G	Contents: Any matters related to ta'aruf/intelectual discourse.	
					Code: IIUM/000/17/9/1	
					Title: Ta'aruf/Intelectual Discourse	
	10	Diploma in IS/IRK/HS	1- Diploma in IS/IRK/HS	G	Contents: Any matters related to diploma in IS/IRK/HS. Code: IIUM/000/17/10/1	
					Title: Diploma in IS/IRK/HS	
	11	Ibadah Camp	1- Ibadah Camp	G	Contents: Any matters related to Ibadah camp. Code: IIUM/000/17/11/1	
					Title: Ibadah Camp	
	12	Induction Course	1- Induction Course	G	Contents: Any matters related to Induction course. Code: IIUM/000/17/12/1 Title: Induction Course	
	13	In-House Training	1- University Level	G	Contents: Conducting or attending courses which are conducted by	-
	15	In-House Haining		9	university. Code: IIUW/000/17/13/1	
					Title: University Level	
		1	2- Department Level	G	Contents: Conducting or attending courses which are conducted by	-
				U	department. Code: IUM/000/17/13/2	
					Title: Department Level	
	14	External Training	1- Local	G		1
	14	LAGHIAI HAIHIIY	1- LUCAI	9	Contents: Any documents related to registration or attending training courses which are conducted by external organizations including information on the external training programmes.	
					Code: IIUM/000/17/14/1 Title: Local	
I	I				Inter Local	1

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Overseas	G	Contents : Overseas.	
					-	Code: IIUM/000/17/14/2	
						Title: Overseas	
		15	English Improvement	1- English Improvement	G	Contents: Any matters related to english improvement for academic staff.	
			0	Programme (Academic)	-		
						Code: IIUM/000/17/15/1	
						Title: English Improvement Programme (Academic)	
		16	English Improvement	1- English Improvement	G	Contents: Any matters related to english improvement for non-academic staff.	
		-		Programme (Non-Academic)	-		
			Academic)	č (			
						Code: IIUM/000/17/16/1	
						Title: English Improvement Programme (Non-Academic)	
		17	ICT Training	1- ICT Training	G	Contents: Any matters related to ICT training.	
			Ū	Ū		Code: IIUM/000/17/17/1	
						Title: ICT Training	
		18	Training Assessment &	1- Training Assessment &	G	Contents: Training programme analysis and reports.	1
			Report	Report			
						Code: IIUM/000/17/18/1	
						Title: Training Assessment & Report	
		19	Academic staff	1- Academic staff Enhancement	G	Contents: Teaching methodology course.	
			Enhancement Programme	Programme			
						Code: IIUM/000/17/19/1	
						Title: Academic Staff Enhancement Programme	
		20		1- Jawatankuasa Program	G	Contents : Jawatankuasa Program Latihan Bersama Universiti-Universiti	
			Latihan Bersama Universiti-			Malaysia (JALUMA).	
				Universiti Malaysia (JALUMA)			
			(JALUMA)			0 1 10 10 20 14 7 10 2 14	
						Code: IIUM/000/17/20/1	
						Title: Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia	
		21	Practical Training/	1- Practical Training/	G	(JALUMA) Contents: Staff/student who are doing outside practical.	-
		21		Attachment	9	coments. Stan/student who are doing outside practical.	
						Code: IIUM/000/17/21/1	
						Title: Practical Training	
		22	Occupational Safety &	1- Occupational Safety & Health	G	Contents: Any matters related to programme occupational safety & health.	4
		~~		Programme	0	sentence, sury matters related to programme occupational safety & fieldin.	
			. iou			Code: IIUM/000/17/22/1	
						Title: Occupational Safety & Health Programme	
		23	Sabbatical Leave	1-Sabbatical Leave	G	Contents: Correspondence, rules and regulations, etc on related to sabbatical	1
			20070		Ũ	leave.	
						Code: IIUM/000/17/23/1	
						Title: Sabbatical Leave	
		24	Sub-Specialty Training	1- Sub-Specialty Training	G	Contents: Correspondence, rules and regulations, etc on related to sub-	1
				5		specialty training.	
						Code: IIUM/000/17/24/1	
						Title: Sub-Specialty Training	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE

ODE MAIN TOPIC		SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE D
18 Activity/ Programme	1	Islamic Enhancement	1- Islamic Enhancement	G	Contents: Activities related to islamic enhancement programme (IEP).	
		Programme (IEP)	Programme (IEP)		Code: IIUM/000/18/1/1	
					Title: Islamic Enhancement Programme (IEP)	
	2	Family Day	1- Family Day	G	Contents: Arrangement of family day for KCDIO.	
	-	Taniny Day	1 Tanniy Day	Ŭ	Code: IIUM/000/18/2/1	
					Title: Family Day	
	3	IIUM Staff Appreciation	1- IIUM Staff Appreciation	G	Contents: Arragement of IIUM staff appreciation ceremony.	
		Ceremony	Ceremony		Code: IIUM/000/18/3/1	
					Title: IIUM Staff Appreciation Ceremony	
	4	Dynamic Programme	1- Dynamic Programme	G	Contents: Arrangement of dynamic programme.	_
	-	Dynamie i rogramme	1 Dynamie i Togramme	Ŭ	Code: IIUM/000/18/4/1	
					Title: Dynamic Programme	
	5	Spiritual Enhancement	1- Qiyamullalail	G	Contents: Qiyam al-Layl, usrah, etc.	
		Programme		-		
					Code: IIUM/000/18/5/1	
					Title: Qiyamullalail	
			2 -Kuliah/Solat/Usrah	G	Contents : Kuliah/Solat/Usrah.	
					Code: IIUM/000/18/5/2	
					Title: Kuliah/Solat/Usrah	
	6	Talks	1- Executive Talk	G	Contents: Talk organized for professional and management staff.	
					Code: IIUM/000/18/6/1	
			0. Dublic Lesture	0	Title: Executive Talk	_
			2- Public Lecture	G	Contents : Public Lecture.	
					Code: IIUM/000/18/6/2	
	7	Workshops	1- University Level	G	Title: Public Lecture Contents: Workshop organized by IIUM.	
	1	workshops	1- University Level	G	Code: IIUM/000/18/7/1	
					Title: Workshops (University Level)	
		-	2- KCDIO Level	G	Contents: Workshop organized by KCDIO.	_
				0	Code: IIUM/000/18/7/2	
					Title: Workshops (KCDIO Level)	
	8	Sports Programme	1- University Level	G	Contents: Sport programme organized by IIUM e.g. jogathon, power walk,	
	Ŭ	openeriogramme		Ũ	inter-varsity sports carnival, sport committee (Univ. level) & (KCDIO level),	
					etc.	
					Code: IIUM/000/18/8/1	
					Title: Sports Programme (University Level)	
			2- KCDIO Level	G	Contents: Sport programme organized by KCDIO.	
					Code: IIUM/000/18/8/2	
					Title: Sports Programme (KCDIO Level)	
	9	Community Service	1- Program Anak Angkat	G	Contents: Any matters related to community service e.g. Program anak	
					angkat.	
					Code: IIUM/000/18/9/1	
					Title: Program Anak Angkat	
			2- Program Kampung Angkat	G	Contents: Any matters related to community service e.g. Program kampung	
					angkat.	
					Code: IIUM/000/18/9/2	
					Title: Program Kampung Angkat	
			3- Gotong-royong (Internal & External)	G	Contents: Gotong-royong project.	
			Exerial		Code: IIUM/000/18/9/3	
	1				Title: Gotong-royong (Internal & External)	
I	I	I	I	L	Inde. Oolong-loyong (internal & External)	I

	MAIN TOPIC	OODL	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				4- Special Community Service	G	Contents: Other community services.	
						Code: IIUM/000/18/9/4	
					0	Title: Special Community Service	(
				5- Medical Social Services	G	Contents: All matters related to Medical Social Services.	wef 1 Jun 2019
						Code: IIUM/000/18/9/5 Title: Medical Social Services	
		10	Special Programmes	1- National Day Celebration	G	Contents: Any matters related to special programmes e.g. National day	
		10	opecial rogiannes	1 National Day Ociebration	Ŭ	celebration.	
						Code: IIUM/000/18/10/1	
						Title: National Day Celebration	
				2- Iftar/ Eid Gathering	G	Contents: Any matters related to special programmes e.g. Iftar / eid gathering.	
						Code: IIUM/000/18/10/2	
						Title: Iftar/Eid Gathering	
				3- Khatam Al-Quran	G	Contents: Any matters related to special programmes e.g. Khatam al quran.	
				1			
				1		Code: IIUM/000/18/10/3 Title: Khatam Al-Quran	
				4- Launching Ceremony	G	Contents: Launching ceremony, launching of product, etc.	4
				4- Launching Ceremony	0	Code: IIUM/000/18/10/4	
						Title: Launching Ceremony	
				5- Welcoming/Farewell/	G	Contents : Welcoming/Farewell/ Appreciation.	
				Appreciation			
						Code: IIUM/000/18/10/5	
						Title: Welcoming/Farewell/Appreciation	
				6- Islam Hadhari	G	Contents: Programmes, attendance, speakers, etc.	
						Code: IIUM/000/18/10/6	
						Title: Islam Hadhari	-
				7-Labour Day	G	Contents: Programmes.	
						Code: IIUM/000/18/10/7 Title: Labour Day	
				8-Special Programmes	G	Contents: Any programmes conducted by Government/	
				o-opecial i logrammes	0	University/Private/NGO.	
						Code: IIUM/000/18/10/8	
						Title: Special Programmes	
		11	Professorial & Memorial	1- Professorial & Memorial	G	Contents: Lectures given by newly appointed Professors or given to	
			Lecture Series	Lecture Series		commemorate the late distinguished Professors.	
				1		Code: IIUM/000/18/11/1	
						Title: Professorial & Memorial Lecture Series	
				2- IIUM Council of Professors	G	Contents: Professorial dialogue, meetings, programmes for IIUM professors.	
				1			
				1		Code: IIUM/000/18/11/2	
				l		Title: IIUM Council of Professors	4
		12	Activity Report	1- Activity Report	G	Contents: Any report related to KCDIO activities or programme required by	
				1		the university or government.	
				1		Code: IIUM/000/18/12/1	
		12	Fund Paising Activity	1- Fund Raising Activity	G	Title: Activity Report Contents: Creative fund raising activity, bazaar cart activity, bazaar ramadhan	4
		13	Fund Raising Activity	- Fund Raising Activity	G	activity.	
						Code: IIUM/000/18/13/1	
				1		Title: Fund Raising Activity	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE

ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
19 Conference /	1	Policies and Guidelines	1- Policies and Guidelines	G	Contents: Policies and guidelines on organizing or attending seminars and	
Seminar					conferences.	
					Code: IIUM/000/19/1/1	
					Title: Conference/Seminars (Policies and Guidelines)	
	2	International	1- International Conference/	G	Contents: Attending, presenting papers, participating in international	
	-	Conference/Seminar	Seminar	Ŭ	conferences and seminars.	
		Conterence/Seminar	Seminar			
					Code: IIUM/000/19/2/1	
					Title: International Conference/ Seminar	
	3	Local Conference/ Seminar	1- Academic Staff	G	Contents: Attending, presenting papers, participating in local conferences	
					and seminars.	
					Code: IIUM/000/19/3/1	
					Title: Local Conference/Seminar (Academic Staff)	
			2 - Administrative Staff	G	Contents: Attending, presenting papers, participating in local conferences	
				Ŭ	and seminars.	
					Code: IIUM/000/19/3/2	
					Title: Local Conference/Seminar (Administrative Staff)	4
	4	Organised Seminar/	1- Local	G	Contents: Matters related to organizing local seminars and conferences.	
		Conference				
		Seminar/Conference			Code: IIUM/000/19/4/1	
					Title: Organised Seminar/Conference (Local)	
			2- International	G	Contents: Matters related to organizing international seminars and	
				_	conferences.	
					Code: IIUM/000/19/4/2	
					Title: Organised Seminar/Conference (International)	
	5	Conference/Seminar	1- Conference/Seminar Report	G	Contents: Reports for attending seminars/conferences (Local/International).	
	э		1- Conference/Seminar Report	G	Contents: Reports for attending seminars/conferences (Local/International).	
		Report				
		Seminar Report			Code: IIUM/000/19/5/1	
					Title: Conference/Seminar Report	
	6	Conference/Seminar	1- Conference/Seminar	G	Contents: Brochures and flyers on conferences/seminars.	
		Information	Information			
					Code: IIUM/000/19/6/1	
					Title: Conference/Seminar Information	
DE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
0 Meeting	1	International Level	1-CONSAL	G	Contents: International level meeting attended or organized by IIUM Staff	
meeting			1 OONONE	Ũ	involving other organizations outside Malaysia.	
					Code: IIUM/000/20/1/1	
				<u> </u>	Title: CONSAL	4
	2	National Level	1- Meeting with Jabatan	G	Contents: Meetings attended or organized by IIUM Staff which involve other	
	1		Pendidikan Tinggi		organizations outside IIUM.	
					Code: IIUM/000/20/2/1	
	1				Title: Meeting with Jabatan Pendidikan Tinggi	
		T	2- Meeting with Unit Pusat	G	Contents: Meetings attended or organized by IIUM Staff which involve other	
	1		Universiti (UPU)	Ŭ	organizations outside IIUM.	
					Code: IIUM/000/20/2/2	
						1
					Titles Mesting with their Disest their sensition (LDLI)	
					Title: Meeting with Unit Pusat Universiti (UPU)	_
			3- Board of Management	G	Title: Meeting with Unit Pusat Universiti (UPU) Contents : Board of Management Committee METEOR.	-
			3- Board of Management Committee METEOR	G	Contents : Board of Management Committee METEOR.	-
				G		-
				G	Contents : Board of Management Committee METEOR. Code: IIUM/000/20/2/3	
			Committee METEOR		Contents : Board of Management Committee METEOR. Code: IIUM/000/20/2/3 Title: Board of Management Committee METEOR	
			Committee METEOR 4- Board of Director Meeting	G	Contents : Board of Management Committee METEOR. Code: IIUM/000/20/2/3	-
			Committee METEOR		Contents : Board of Management Committee METEOR. Code: IIUM/000/20/2/3 Title: Board of Management Committee METEOR Contents : Board of Director Meeting METEOR.	-
			Committee METEOR 4- Board of Director Meeting		Contents : Board of Management Committee METEOR. Code: IIUM/000/20/2/3 Title: Board of Management Committee METEOR	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				5- Jawatankuasa Pemandu	G	Contents : Jawatankuasa Pemandu Kajian Mengenai Kemasukan Pelajar	
				Kajian Mengenai Kemasukan Pelajar Aliran Agama ke IPTA		Aliran Agama ke IPTA.	
						Code: IIUM/000/20/2/5	
						Title: Jawatankuasa Pemandu Kajian Mengenai Kemasukan Pelajar Aliran Agama	
						ke IPTA	
				6- Jawatankuasa Kecil	G	Contents : Jawatankuasa Kecil Memperkasa Pencapaian Akademik Pelajar	
				Memperkasa Pencapaian Akademik Pelajar		Bumiputra–Kemiskinan & Pendidikan.	
				Bumiputra–Kemiskinan &			
				Pendidikan			
						Code: IIUM/000/20/2/6	
						Title: Jawatankuasa Kecil Memperkasa Pencapaian Akademik Pelajar	
					0	Bumiputra–Kemiskinan & Pendidikan	-
				7- Jawatankuasa Kecil Perkongsian Pintar sistem	G	Contents : Jawatankuasa Kecil Perkongsian Pintar sistem Maklumat Bersepadu IPTA	
				Maklumat Bersepadu IPTA		Bersepadu IPTA	
						Code: IIUM/000/20/2/7	
						Title: Jawatankuasa Kecil Perkongsian Pintar sistem Maklumat Bersepadu IPTA	
					-		_
				8- Meeting Between Minister of Education & Vice Chancellor	G	Contents : Meeting Between Minister of Education & Vice Chancellor.	
				Education & vice chancellor			
						Code: IIUM/000/20/2/8	
						Title: Meeting Between Minister of Education & Vice Chancellor	
				9- Mesyuarat Perunding Ulama	G	Contents : Mesyuarat Perunding Ulama Negara.	
				Negara		Code: IIUM/000/20/2/9	
						Title: Mesyuarat Perunding Ulama Negara	
				10- Mesyuarat Jawatankuasa	G	Contents : Mesyuarat Jawatankuasa Majlis Agama Islam Selangor.	-
				Majlis Agama Islam Selangor			
						Code: IIUM/000/20/2/10	
						Title: Mesyuarat Jawatankuasa Majlis Agama Islam Selangor	
				11- Lembaga Pengarah Universiti Terbuka Malaysia	G	Contents : Lembaga Pengarah Universiti Terbuka Malaysia '(UNITEM).	
				'(UNITEM)			
						Code: IIUM/000/20/2/11	
						Title: Lembaga Pengarah Universiti Terbuka Malaysia '(UNITEM)	
				12- Mesyuarat J/Kuasa	G	Contents : Mesyuarat J/Kuasa Pengurusan ICT IPTA.	
				Pengurusan ICT IPTA			
						Code: IIUM/000/20/2/12 Title: Mesyuarat J/Kuasa Pengurusan ICT IPTA	
				13- Mesyuarat J/Kuasa Tetap	G	Contents : Mesyuarat J/Kuasa Pengurusan ICT IPTA	1
				Multimedia	Ŭ		
						Code: IIUM/000/20/2/13	
						Title: Mesyuarat J/Kuasa Tetap Multimedia	1
				14- Mesyuarat J/Kuasa	G	Contents : Mesyuarat J/Kuasa Pemandu Open Source Software.	
				Pemandu Open Source Software			
				Soliwale		Code: IIUM/000/20/2/14	
						Title: Mesyuarat J/Kuasa Pemandu Open Source Software	
				15- PERPUN	G	Contents : PERPUN.	1
						Code: IIUM/000/20/2/15	
	1	1			1	Title: PERPUN	1

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			16- Meeting with Ministry of	G	Contents : Meeting with Ministry of Science & Innovation (MOSTI).	
			Science & Innovation (MOSTI)			
					Code: IIUM/000/20/2/16	
			17- Meeting on IPTA	G	Title: Meeting with Ministry of Science & Innovation (MOSTI) Contents : Meeting on IPTA postgraduate management meeting.	
			Postgraduate Management	G	Contents : meeting on IPTA postgraduate management meeting.	
			Meeting			
			mooung		Code: IIUM/000/20/2/17	
					Title: Meeting on IPTA Postgraduate Management Meeting	
			18- Mesyuarat Majlis	G	Contents : Mesyuarat Majlis Perumahan Universiti Malaysia (MAPUM).	
			Perumahan Universiti Malaysia			
			(MAPUM)			
					Code: IIUM/000/20/2/18	
				<u> </u>	Title: Mesyuarat Majlis Perumahan Universiti Malaysia	
			19- Mesyuarat Tatatertib Universiti Malaysia (MATDUM)	G	Contents : Mesyuarat Tatatertib Universiti Malaysia (MATDUM).	
	1					
	1				Code: IIUM/000/20/2/19	
					Title: Mesyuarat Tatatertib Universiti Malaysia (MATDUM)	
	-		20- Mesyuarat Timbalan-	G	Contents : Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	
			Timbalan Naib	-		
			Canselor/Timbalan Rektor			
					Code: IIUM/000/20/2/20	
					Title: Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	
			21- Mesyuarat Majlis Sukan Universiti Malaysia (MASUM)	G	Contents : Mesyuarat Majlis Sukan Universiti Malaysia (MASUM).	
					Code: IIUM/000/20/2/21	
					Title: Mesyuarat Majlis Sukan University Malaysia (MASUM)	
			22- Mesyuarat Majlis	G	Contents : Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM).	
			Kebudayaan Universiti Malaysia	Ŭ		
			(MAKUM)			
					Code: IIUM/000/20/2/22	
					Title: Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM)	
			23- Mesyuarat Majlis Debat	G	Contents : Mesyuarat Majlis Debat Universiti Malaysia (MADUM).	
	1		Universiti Malaysia (MADUM)			
					Code: IIUM/000/20/2/23	
					Title: Mesyuarat Majlis Debat Universiti Malaysia (MADUM)	_
			24- Mesyuarat Majlis	G	Contents : Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia	
			Kepimpinan dan Latihan		(MAKLUM).	
			Universiti Malaysia (MAKLUM)			
	1				Code: IIUM/000/20/2/24 Title: Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM)	
					Ince. Mesyuarat Majns Repiripinan uan Latinan Universiti Malaysia (MARLUM)	
			25- Mesyuarat Majlis Kaunseling	G	Contents : Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia	-1
			dan Kerjaya Universiti Malaysia	Ŭ	(MAKUMA).	
	1		(MAKUMA)			
	1				Code: IIUM/000/20/2/25	
					Title: Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA)	
	1	1		1	Inde. Mesyuarat Majis Raunsenny uan Reijaya Universiti Malaysia (MARUMA)	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			26- Mesyuarat Majlis	G	Contents : Mesyuarat Majlis Keusahawanan Universiti Malaysia (MAKMUM).	
			Keusahawanan Universiti			
			Malaysia (MAKMUM)			
					Code: IIUM/000/20/2/26	
					Title: Mesyuarat Majlis Keusahawanan Universiti Malaysia (MAKMUM)	
			27- Mesyuarat Dekan-Dekan	G	Contents : Meeting on Majlis Dekan-Dekan Fakulti Farmasi.	
			Fakulti Farmasi			
					Code: IIUM/000/20/2/27	
					Title: Mesyuarat Dekan-Dekan Fakulti Farmasi	
			28- Mesyuarat Dekan-Dekan	G	Contents: Mesyuarat Dekan-Dekan Fakulti Perubatan.	
			Fakulti Perubatan		Code: IIUM/000/20/2/28	
					Title: Mesyuarat Dekan-Dekan Fakulti Perubatan	
			29- Mesyuarat Dekan-Dekan	G	Contents: Mesyuarat Dekan-Dekan Fakulti Sains Kesihatan.	-
			Fakulti Sains Kesihatan	9	Contents. Mesyuarat Dekan-Dekan Fakulti Sains Kesinalan.	
					Code: IIUM/000/20/2/29	
					Title: Mesyuarat Dekan-Dekan Fakulti Sains Kesihatan	
			30- Mesyuarat Dekan-Dekan	G	Contents: Mesyuarat Jemaah Dekan-Dekan Fakulti Kejururawatan.	1
			Fakulti Kejururawatan	-		
					Code: IIUM/000/20/2/30	
					Title: Mesyuarat Dekan-Dekan Fakulti Kejururawatan	
			31- Board of Director of	G	Contents : Board of Director of Commerce Tijari Bank.	
			Commerce Tijari Bank			
					Code: IIUM/000/20/2/31	
					Title: Board of Director of Commerce Tijari Bank	
			32- Jawatankuasa Tetap	G	Contents : Jawatankuasa Tetap Penilaian & Pengiktirafan Kelayakan.	
			Penilaian & Pengiktirafan			
			Kelayakan			
					Code: IIUM/000/20/2/32	
			33- Jawatankuasa Naib	G	Title: Jawatankuasa Tetap Penilaian & Pengiktirafan Kelayakan	-
			33- Jawatankuasa Naib Canselor / Rektor IPTA	G	Contents : Jawatankuasa Naib Canselor/Rektor IPTA.	
			Caliseion / Rektor IFTA		Code: IIUM/000/20/2/33	
					Title: Jawatankuasa Naib Canselor/Rektor IPTA	
			34- Meeting Organized by Other	G	Contents : Meeting Organized by Other Ministry/Organization.	-
			Ministry / Organization	Ĭ	Contention in the second of the second	
					Code: IIUM/000/20/2/34	
					Title: Meeting Organized by Other Ministry/Organization	
			35- Mesyuarat Jawatankuasa	G	Contents : Mesyuarat Jawatankuasa Kerja Pendidikan.	7
			Kerja Pendidikan			
					Code: IIUM/000/20/2/35	
					Title: Mesyuarat Jawatankuasa Kerja Pendidikan	4
			36- Mesyuarat Lembaga	G	Contents : Lembaga Pengarah Kolej Islam Darul Ridzuan.	
			Pengarah Kolej Islam Darul			
			Ridzuan			
					Code: IIUM/000/20/2/36	
			07 Malla Dan 1 (1)		Title: Lembaga Pengarah Kolej Islam Darul Ridzuan	4
			37 -Majlis Penasihat Undang	G	Contents : Majlis Penasihat Undang (IPTA).	
			(IPTA)			
					Code: IIUM/000/20/2/37	
			38- MAPIM	G	Title: Majlis Penasihat Undang (IPTA)	4
				G	Contents: Majlis Penerbitan Ilmiah Malaysia. Code: IIUM/000/20/2/38	

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ODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS		EFFECTIVE DATE
			39 -Mesyuarat Jawatankuasa	G	Contents: Matters related to Mesyuarat Jawatankuasa Pengurusan Kewangan	Wef 1 Feb 2019
			Pengurusan Kewangan dan		dan Akaun (JPKA).	
			Akaun (JPKA)		0	
					Code: IIUM/000/20/2/39 Title: Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA)	
					nile. Mesyuarai Jawalankuasa Pengurusan Kewangan dan Akadin (JPKA)	
			40 - Mesyuarat Majlis Bendahari-	G	Contents: Matters related to Mesyuarat Majlis Bendahari- Bendahari Universiti	Wef 1 Feb 2019
			Bendahari Universiti Awam		Awam.	
					Code: IIUM/000/20/2/40	
	3	University Level	1 Mailia Maating	С	Title: Mesyuarat Majlis Bendahari- Bendahari Universiti Awam Contents: Meetings attended or organized by IIUM staff which are chaired by	-
	3	University Level	1-Majlis Meeting	C	KSU/President/Rector/ Deputy Rectors/Executive Directors.	
					NSO/Fiesideni/Rector/ Deputy Rectors/Executive Directors.	
					Code: IIUM/000/C/20/3/1	
					Title: Majlis Meeting	
			2- Senate Meeting	С	Contents : Senate Meeting.	1
					Code: IIUM/000/C/20/3/2	
					Title: Senate Meeting	
			3- Deans' Council Meeting	С	Contents : Deans' Council Meeting.	
					Code: IIUM/000/C/20/3/3	
				-	Title: Deans' Council Meeting	-
			4-Meeting with Board of Matriculation	С	Contents : Meeting with Board of Matriculation.	
					Code: IIUM/000/C/20/3/4	
					Title: Meeting with Board of Matriculation	4
			5-Board of Governor (BOG)	С	Contents : Board of Governor (BOG).	
					Code: IIUM/000/C/20/3/5	
			6-Board of Staff Disciplinary	С	Title: Board of Governor (BOG) Contents : Board of Staff Disciplinary.	-
			6-Board of Stall Disciplinary	C	Code: IIUM/000/C/20/3/6	
					Title: Board of Staffs Disciplinary	
			7-Board of Trustees	С	Contents : Board of Trustees.	
				-	Code: IIUM/000/C/20/3/7	
					Title: Board of Trustees	
			8-Board of Tender, etc.	С	Contents : Board of Tender, etc.	
					Code: IIUM/000/C/20/3/8	
					Title: Board of Tender, etc.	
			9-Board of Quality Culture	С	Contents : Board of Quality Culture.	
					Code: IIUM/000/C/20/3/9	
					Title: Board of Quality Culture	-
			10-Board of Student Affairs (BOSA)	С	Contents : Board of Student Affairs (BOSA).	
					Code: IIUM/000/C/20/3/10	
			11- Student Affairs Meeting	С	Title: Board of Student Affairs (BOSA)	4
			11- Sludent Attairs Meeting	C	Contents : Student Affairs Meeting. Code: IIUM/000/C/20/3/11	
					Title: Student Affairs Meeting	
			12-Standing Finance Committee	С	Contents : Standing Finance Committee.	
					Code: IIUM/000/C/20/3/12	
					Title: Standing Finance Committee	
		1	13-Staff Service Board	С	Contents : Staff Service Board.	1
					Code: IIUM/000/C/20/3/13	
					Title: Staff Service Board	

CODE MAIN TOP	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			14-Medical Board	С	Contents : Medical Board.	
					Code: IIUM/000/C/20/3/14	
					Title: Medical Board	
			15-Board of Continuing	С	Contents : Board of Continuing Education & Distance Learning.	
			Education & Distance Learning			
					Code: IIUM/000/C/20/3/15	
					Title: Board of Continuing Education & Distance Learning	
			16- Endowment WAQF Board	С	Contents : Endowment WAQF Board Meeting.	
			Meeting			
					Code: IIUM/000/C/20/3/16	
			17 Administrative Staff	<u> </u>	Title: Endowment WAQF Board Meeting Contents : Administrative Staff Selection Committee.	
			17- Administrative Staff Selection Committee	С	Contents : Administrative Staff Selection Committee.	
			Selection Committee			
					Code: IIUM/000/C/20/3/17 Title: Administrative Staff Selection Committee	
			18- University Development	С	Contents : University Development Committee.	
			Committee	Ŭ	Contents . Onversity Development Committee.	
			Committee		Code: IIUM/000/C/20/3/18	
					Title: University Development Committee	
			19- University Facilities	С	Contents : University Facilities Committee.	
			Committee	Ŭ	Contents : Oniversity Facilities Committee.	
			Committee		Code: IIUM/000/C/20/3/19	
					Title: University Facilities Committee	
			20- IIUM Convocation Steering	С	Contents : IIUM Convocation Steering Committee.	
			Committee	Ŭ		
					Code: IIUM/000/C/20/3/20	
					Title: IIUM Convocation Steering Committee	
			21- Executive Management	С	Contents : Executive Management Board.	
			Board			
					Code: IIUM/000/C/20/3/21	
					Title: Executive Management Board	
			22-OSHA Meeting	С	Contents : OSHA Meeting.	
					Code: IIUM/000/C/20/3/22	
					Title: OSHA Meeting	
			23- Audit Committee	С	Contents : Audit Committee.	
					Code: IIUM/000/C/20/3/23	
					Title: Audit Committee	
			24-ICT Council Meeting	С	Contents : ICT Council Meeting.	
					Code: IIUM/000/C/20/3/24	
				-	Title: ICT Council Meeting	
			25-Research Board Meeting	С	Contents : Research Board Meeting.	
					Code: IIUM/000/C/20/3/25	
			26- Senate Appeal Sub-	С	Title: Research Board Meeting Contents : Senate Appeal Sub-Committee (SASC).	———————————————————————————————————————
			Committee (SASC)		Contento . Senale Appear Sub-Continitie (SASC).	
					Code: IIUM/000/C/20/3/26	
					Title: Senate Appeal Sub-Committee (SASC)	
			27- Retirement Benefit Board	С	Contents : Retirement Benefit Board.	———————————————————————————————————————
				Ŭ		
					Code: IIUM/000/C/20/3/27	
					Title: Retirement Benefit Board	
1 1	I	I	•	L		•

ODE MAIN TOPIC	CODE SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE D
		28- Bazaar Ramadhan Steering	G	Contents : Bazaar Ramadhan Steering Committee.	
		Committee			
				Code: IIUM/000/20/3/28	
				Title: Bazaar Ramadhan Steering Committee	
		29- Research Steering Committee Meeting	G	Contents : Research Steering Committee Meeting.	
		C C		Code: IIUM/000/20/3/29	
				Title: Research Steering Committee Meeting	
		30- Postgraduate Research Grant Committee Meeting	С	Contents : Postgraduate Research Grant Committee Meeting.	
		3		Code: IIUM/000/C/20/3/30	
				Title: Postgraduate Research Grant Committee Meeting	
		31-Campus Development Council	С	Contents : Campus Development Council.	
		Council		Code: IIUM/000/C/20/3/31	
				Title: Campus Development Council	
		32-Strategic Business Units	С	Contents : Strategic Business Units.	
			Ť	Code: IIUM/000/C/20/3/32	
				Title: Strategic Business Units	
		33- Administrators' Coordination (AC)	G	Contents : Administrators' Coordination (AC).	_
		(AC)		Code: IIUM/000/20/3/33	
				Title: Administrators' Coordination (AC)	
		34- UTICTEC Meeting	С	Contents : UTICTEC Meeting.	
		of onoreo meening	Ŭ	Code: IIUM/000/C/20/3/34	
				Title: UTICTEC Meeting	
		35- University Doctoral Examination Committee	С	Contents : University Doctoral Examination Committee.	
				Code: IIUM/000/C/20/3/35	
				Title: University Doctoral Examination Committee	
		36- Council of Principals	G	Contents : Council of Principals Meeting.	
		Meeting	Ũ	ernenne i eennen er i merpane meening.	
		_		Code: IIUM/000/20/3/36	
				Title: Council of Principals Meeting	
		37- Board of IIUM Financial Loan Meeting	С	Contents : Board of IIUM Financial Loan Meeting.	
		Loan mooning		Code: IIUM/000/C/20/3/37	
				Title: Board of IIUM Financial Loan Meeting	
		38- Scholarship & Study Leave Committee Meeting	G	Contents : Scholarship & Study Leave Committee Meeting.	
		Commute Meeting		Code: IIUM/000/20/3/38	
				Title: Scholarship & Study Leave Committee Meeting	
		39- CAMSIS	G	Contents : Campus Community information services.	1
			Ŭ	Code: IIUM/000/20/3/39	
				Title: CAMSIS	
		40- IIUM Holding Meeting	G	Contents : IIUM Holding Meeting.	
			-	Code: IIUM/000/20/3/40	
				Title: IIUM Holding Meeting	
		41- Meeting of Interview Panel	G	Contents : Meeting of Interview Panel for Professional & Management (Admin	۱.
		for Professional & Management (Admin. & Technical)		& Technical).	
				Code: IIUM/000/20/3/41	
				Title: Meeting of Interview Panel for Professional & Management (Admin. &	
					1

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				42- IRPA Committee Meeting	G	Contents : IRPA Committee Meeting.	
				_			
						Code: IIUM/000/20/3/42	
						Title: IRPA Committee Meeting	
				43 Student Representative	G	Contents : Student Representative Council.	
				Council			
						Code: IIUM/000/20/3/43	
			<u> </u>	44- Board of Co-Curricular	G	Title: Student Representative Council Contents : Board of Co-Curricular Activity Centre.	
				Activity Centre	0	Contents : Doard of Co-Curricular Activity Centre.	
						Code: IIUM/000/20/3/44	
						Title: Board of Co-Curricular Activity Centre	
				45- Postgraduate Committee	G	Contents : Postgraduate Committee Meeting.	
				Meeting			
						Code: IIUM/000/20/3/45	
						Title: Postgraduate Committee Meeting	
				46- Admin. Staff Training &	G	Contents : Admin. Staff Training & Development Meeting.	
				Development Meeting			
						Code: IIUM/000/20/3/46	
			<u> </u>	47- Campus Development	G	Title: Admin. Staff Training & Development Meeting Contents : Campus Development Meeting.	<u> </u>
				Meeting	G	Contents : Campus Development Meeting.	
				weeting		Code: IIUM/000/20/3/47	
						Title: Campus Development Meeting	
				48- University Constitutional	С	Contents : University Constitutional.	—
						Code: IIUM/000/C/20/3/48	
						Title: University Constitutional	
				49- Security & Safety	G	Contents : Security & Safety Committee Meeting.	
				Committee Meeting			
						Code: IIUM/000/20/3/49	
			<b></b>			Title: Security & Safety Committee Meeting	
				50- Centre for Educational	G	Contents : Centre for Educational Technology Board Meeting.	
				Technology Board Meeting			
						Code: IIUM/000/20/3/50 Title: Centre for Educational Technology Board Meeting	
			<b>+</b>	51- Postmortem on Examination	С	Contents : Postmortem on Examination.	—
					Ŭ		
						Code: IIUM/000/C/20/3/51	
						Title: Postmortem on Examination	
				52- Meeting on Examination /	С	Contents : Meeting on Examination / Registration.	
				Registration			
						Code: IIUM/000/C/20/3/52	
			<b> </b>			Title: Meeting on Examination / Registration	_
				53- Annual General Meeting	С	Contents : Annual General Meeting.	
						Code: IIUM/000/C/20/3/53	
		┣───	ł	54- PACM	G	Title: Annual General Meeting Contents: Publications Approval Committee Meeting.	
					9	Contents: Publications Approval Committee Meeting.	
						Title: Publications Approval Committee Meeting	
			<u>†</u>	55- Journal Editors Meeting	G	Contents: Journal Editors Meeting.	
				Le Le anal Latoro mooning		Code: IIUM/000/20/3/55	
						Title: Journal Editors Meeting	
				56- Council of Ambassador	G	Contents: Meeting on Council of Ambassador.	
						Code: IIUM/000/20/3/56	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			57- University	G	Contents: University Internationalisation Committee.	
			Internationalisation Committee		Code: IIUM/000/20/3/57	
					Title: University Internationalisation Committee	
			58- Business Advisory	G	Contents: Business Advisory Board Meeting.	
			Board Meeting - CRESCENT		Code: IIUM/000/20/3/58	
			59. Quotation Committee	С	Title: Business Advisory Board Meeting	wef 1 Feb 2019
			59. Quotation Committee	C	Contents: Matters related to the meeting. Code: IIUM/000/C/20/3/59	wei i Feb 2019
					Title: Quotation Committee	
			60. Budget Committee	С	Contents: Matters related to the meeting.	wef 1 Feb 2019
			oo. Dudget ooninnittee	Ŭ	Code: IIUM/000/C/20/3/60	Weillieb 2013
					Title: Budget Committee	
			61. Investment Committee	С	Contents: Matters related to the meeting.	wef 1 Feb 2019
				Ŭ	Code: IIUM/000/C/20/3/61	
					Title: Investment Committee	
			62. Asset Management	С	Contents: Matters related to the meeting.	wef 1 Feb 2019
			Committee		<b>.</b>	
					Code: IIUM/000/C/20/3/62	
					Title: Asset Management Committee	
			63. Trust Account Committee	С	Contents: Matters related to the meeting.	wef 1 Feb 2019
					Code: IIUM/000/C/20/3/63	
					Title: Trust Account Committee	
			64. Academic Quality Assurance	G	Contents: Academic accreditation related matters. Academic Quality	wef 22 Sept 2021
			Committee		Assurance Committee will be responsible to oversee academic quality	
					assurance policies and the identification and dissemination of good practices	
					related to academic programs and eco-system.	
					Code: IIUM/000/G/20/3/64	
				<u> </u>	Title: Academic Quality Assurance Committee	-
	4	KCDIO Level	1- Kulliyyah Board Meeting	С	Contents: Meetings attended or organized by IIUM staff which are chaired by	
					Deans/ Directors.	
					Code: IIUM/000/C/20/4/1	
			0. Kullingsh Degad of Evension	0	Title: Kulliyyah Board Meeting	-
			2- Kulliyyah Board of Examiners	С	Contents : Kulliyyah Board of Examiners Meeting.	
			Meeting		<b>O</b> = 1 = 111 (M/000/0/001/4/0	
					Code: IIUM/000/C/20/4/2 Title: Kulliyyah Board of Examiners Meeting	
			3- Kulliyyah Board of Appeal	С	Contents : Kulliyyah Board of Appeal Meeting.	-
			Meeting	U U	Contents . Rumyyan Doard of Appear Meeting.	
			meeting		Code: IIUM/000/C/20/4/3	
					Title: Kulliyyah Board of Appeal Meeting	
			4- IT Coordination Meeting	G	Contents : IT Coordination Meeting.	-
			+ Theooramation Meeting	Ŭ	Code: IIUM/000/20/4/4	
					Title: IT Coordination Meeting	
		1	5- Coordination Meeting	G	Contents : Coordination Meeting.	1
			e coordination mooting	Ŭ	Code: IIUM/000/20/4/5	
					Title: Coordination Meeting	
		1	6- Mosque Management	G	Contents : Mosque Management Meeting.	1
			Meeting	-		
				_	Code: IIUM/000/20/4/6	

CODE MAIN TOPIC	CODE SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		7- Post Senate Meeting	G	Contents : Post Senate Meeting.	
				Code: IIUM/000/20/4/7	
				Title: Post Senate Meeting	
		8- Establishment of New	G	Contents : Establishment of New Programme Committee Meeeting.	
		Programme Committee Meeting			
				Code: IIUM/000/20/4/8	
				Title: Establishment of New Programme Committee Meeting	
		9- Academic Library Committee	G	Contents : Academic Library Committee.	
				Code: IIUM/000/20/4/9	
		10- Ethical Committee Meeting	С	Title: Academic Library Committee Contents : Ethical Committee Meeting.	
		10- Ethical Committee Meeting	C	Contents : Ethical Committee Meeting.	
				Code: IIUM/000/C/20/4/10	
				Title: Ethical Committee Mtg	
		11- Breast Centre Board of	С	Contents : Breast Centre Board of Advisers (BOA).	
		Advisers (BOA)	-		
		· · · ·		Code: IIUM/000/C/20/4/11	
				Title: Breast Centre Board of Advisers (BOA)	
		12- Shura	G	Contents : Shura.	
				Code: IIUM/000/20/4/12	
				Title: Shura	
		13- KCDIO Management	G	Contents : KCDIO Management Meeting.	
		Meeting			
				Code: IIUM/000/20/4/13	
		14- Kulliyyah Postgraduate	G	Title: KCDIO Management Meeting	
		Committee Meeting	G	Contents : Kulliyyah Postgraduate Committee Meeting.	
		Commutee Meeting		Code: IIUM/000/20/4/14	
				Title: Kulliyyah Postgraduate Committee Meeting	
		15- Student's Activities Approval	G	Contents : Student's Activities Approval Committee (SAAC).	
		Committee (SAAC)	Ŭ		
				Code: IIUM/000/20/4/15	
				Title: Student's Activities Approval Committee (SAAC)	
		16- Board of Reviewers	G	Contents : Board of Reviewers.	
				Code: IIUM/000/20/4/16	
				Title: Board of Reviewers	
		17- Kulliyyah Admin. Meeting	G	Contents : Kulliyyah Admin. Meeting.	
				Code: IIUM/000/20/4/17	
				Title: Kulliyyah Admin. Meeting	
		18- Breast Centre Meeting	G	Contents : Breast Centre Meeting.	
				Code: IIUM/000/20/4/18	
		19- Management Committee	G	Title: Breast Centre Meeting	
		Meeting	G	Contents : Management Committee Meeting.	
		mooting		Code: IIUM/000/20/4/19	
				Title: Management Committee Meeting	
		20- Task Force Meeting (English	G	Contents : Task Force Meeting (English Profiency).	
		Profiency)	-		
				Code: IIUM/000/20/4/20	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
			21- Programme Committee	С	Contents : Programme Committee Meeting (MOM/MBA).	
			Meeting (MOM/MBA)			
					Code: IIUM/000/C/20/4/21	
				-	Title: Programme Committee Meeting (MOM/MBA)	-
			22- Thesis Examination	G	Contents : Thesis Examination Committee (PhD).	
			Committee (PhD)			
					Code: IIUM/000/20/4/22	
			00. De starel Evensie stier	0	Title: Thesis Examination Committee (PhD)	-
			23- Doctoral Examination	С	Contents : Doctoral Examination. Code: IIUW/000/C/20/4/23	
					Title: Doctoral Examination	
			24- Academic Staff Selection	С	Contents : Academic Staff Selection Board.	-
			Board	U	Contents : Academic Stan Selection Board.	
			Board		Code: IIUM/000/C/20/4/24	
					Title: Academic Staff Selection Board	
	-		25- Meeting with Development	G	Contents : Meeting with Development Division on Physical Facility.	
			Division on Physical Facility	Ũ		
			,,		Code: IIUM/000/20/4/25	
					Title: Meeting with Development Division on Physical Facility	
			26- Meeting with CET on	G	Contents : Meeting with CET on Classroom Facility.	
			Classroom Facility	0	Contents . Meeting with CLT on classroom racinty.	
			Chacoroonn'r donity		Code: IIUM/000/20/4/26	
					Title: Meeting with CET on Classroom Facility	
			27- KCDIO Budget Meeting	G	Contents : KCDIO Budget Meeting.	1
				-	Code: IIUM/000/20/4/27	
					Title: K/C/D Budget Meeting	
			28- Board of Matriculation	G	Contents : Board of Matriculation Centre.	
			Centre			
					Code: IIUM/000/20/4/28	
					Title: Board of Matriculation Centre	
			29- Administrators Coordination	G	Contents : Administrators Coordination Meeting.	
			Meeting			
					Code: IIUM/000/20/4/29	
					Title: Administrators Coordination Meeting	4
			30- Kulliyyah Committee for	G	Contents : Kulliyyah Committee for Postgraduate Studies (KCPS).	
			Postgraduate Studies (KCPS)			
					Code: IIUM/000/20/4/30	
			24. Cofety Llooth 9	С	Title: Kulliyyah Committee for Postgraduate Studies (KCPS)	wof 1, hup 2010
			31- Safety, Health & Environment Committee	C	Contents : Agenda, Papers of Meeting, Minutes of Meeting, Extract of	wef 1 Jun 2019
			Meeting		Minutes, Meeting Attendance Sheet.	
			Meeting		Code: IIUM/000/C/20/4/31	
					Title: Safety, Health & Environment Committee Meeting	
			32- Micro-Credential Unit	G	Contents : Meeting to coordinate micro-credential modules, improved	wef 22 July 2021
			Meeting	Ŭ	management, quality control and assessment.	
					Code: IIUM/000/G/20/4/32	
					Title: Micro-Credential Unit Meeting	
	5	Department Level	1- Department Meeting	G	Contents: Meetings attended or organized by IIUM Staff which are chaired by	,
	Ť		opanion mooning	Ŭ	HODs e.g. Department meeting and etc.	
					Code: IIUM/000/20/5/1	
					Title: Department Meeting	
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CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		6	Unit Level	1- Unit Level	G	Contents: Meetings attended by administrative staff or organized by IIUM	
						Staff which are chaired by Head of Units/ ADs e.g. Unit meeting and etc.	
						Code: IIUM/000/20/6/1	
				0. Ota# Maatia a	G	Title: Unit Meeting	-
				2- Staff Meeting	G	Contents : Staff Meeting.	
						Code: IIUM/000/20/6/2	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	Title: Staff Meeting FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
21	Association	1	IIUM Academic Staff	1- IIUM Academic Staff	GLASS	Contents: Academic staff association (ASA) activities, membership, meeting,	EFFECTIVE DATE
21	ASSociation		Association (ASA)	Association (ASA)	0	fees, etc.	
						Code: IIUM/000/21/1/1	
						Title: IIUM Academic Staff Association (ASA)	
		2	Professional &	1- Professional & Management	G	Contents: Professional and management staff association(PMA) activities,	
		-	Management Staff	Staff Association (PMA)	Ŭ	membership, meeting, fees, etc.	
			Association (PMA)			membership, meeting, rees, etc.	
						Code: IIUM/000/21/2/1	
						Title: Professional & Management Staff Association (PMA)	
		3	Kesatuan Kakitangan III IM	1- Kesatuan Kakitangan IIUM	G	Contents: Kesatuan kakitangan IIUM (KURNIA) activities, membership,	-
		5	(KURNIA)	(KURNIA)	0	meeting, fees, etc.	
						Code: IIUM/000/21/3/1	
						Title: Kesatuan Kakitangan IIUM (KURNIA)	
		4	IIUM Staff Cooperative	1- IIUM Staff Cooperative	G	Contents: IIUM staff cooperative activities, membership, meeting, fees, etc.	-
		-			Ŭ	contents: now star cooperative activities, membership, meeting, rees, etc.	
						Code: IIUM/000/21/4/1	
						Title: IIUM Staff Cooperative	
		5	IIUM ALUMNI	1- IIUM ALUMNI	G	Contents: IIUM Alumni activities, membership, meeting, magazine,chapter,	
		Ű			Ŭ	fees, etc.	
						Code: IIUM/000/21/5/1	
						Title: IIUM ALUMNI	
		6	Library Staff Club	1- Library Staff Club	G	Contents: Library staff club activities, membership, meeting, fees, etc.	
		ů			Ŭ		
						Code: IIUM/000/21/6/1	
						Title: Library Staff Club	
		7	Kesatuan Badan-Badan	1- Kesatuan Badan-Badan	G	Contents: Programmes, activities, meeting, conference, seminar and etc.	
		-	Berkanun	Berkanun	Ŭ		
						Code: IIUM/000/21/7/1	
						Title: Kesatuan Badan-Badan Berkanun	
		8	Other Associations/ Clubs	1- Other Associations / Clubs at	G	Contents : Activities, membership, meeting, fees, etc. at other	wef 1st October 2019
		Ŭ	at KCDIO level	KCDIO level	Ŭ	Associations/Clubs at KCDIO level	
						Code: IIUM/000/21/8/1	
						Title: Other Associations/ Clubs at KCDIO level	
		9	Kesatuan Kakitangan	1- IIUM KESATU	G	Contents: Kesatuan Kakitangan Sokongan Satu (KESATU)'s activities,	wef 1st October 2019
		Ŭ	Sokongan Satu (KESATU)		Ŭ	membership, meeting, fees, etc.	
						Code: IIUM/000/21/9/1	
							1
		10				Title: IIUM KESATU	wof 1at Oatshar 2010
		10	IIUM PUSPANITA (NUR EL-SHAMS)	1- IIUM PUSPANITA (NUR EL- SHAMS)	G		wef 1st October 2019
		10			G	Title: IIUM KESATU Contents: Persatuan Kebajikan Wanita Universiti Islam Antarabangsa Malaysia (NUR EL-SHAMS)'s club activities, membership, meeting, fees, etc.	wef 1st October 2019
		10			G	Title: IIUM KESATU Contents: Persatuan Kebajikan Wanita Universiti Islam Antarabangsa	wef 1st October 2019

CODE MAIN TO	OPIC COL	DE SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
22 Library	1	Library Policies & Guidelines	1-Library Policies & Guidelines	G	Contents: Library policies and guidelines.	
					Code: IIUM/000/22/1/1	
					Title: Library Policies & Guidelines	
	2	Collection Development	1- Monographs & AV	G	Contents: Monographs & AV.	
					Code: IIUM/000/22/2/1	
					Title: Monographs & AV	
			2- Serials	G	Contents: Serials.	
					Code: IIUM/000/22/2/2	
					Title: Serials	
			3- Special Collections	G	Contents: Special collections.	
					Code: IIUM/000/22/2/3	
				-	Title: Special Collections	
	3	Bib. Database Management	1- Record Creation	G	Contents: Bib. database management of record creation.	
					Code: IIUM/000/22/3/1	
					Title: Bib. Database Management (Record Creation)	
			2- Catalog & Authority Maintenance	G	Contents: Bib. database management of catalog & authority maintenance.	
					Code: IIUM/000/22/3/2	
		-			Title: Bib. Database Management (Catalog & Authority Maintenance)	
	4	Cataloguing	1-Cataloguing by Format/ Publication Type	G	Contents: Cataloguing by format/ publication type.	
					Code: IIUM/000/22/4/1	
					Title: Cataloguing by Format/ Publication Type	
			2- Cataloguing by Process Type	G	Contents: Cataloguing by process type.	
					Code: IIUM/000/22/4/2	
					Title: Cataloguing by Process Type	
			3-Descriptive Cataloguing	G	Contents: Descriptive cataloguing.	
					Code: IIUM/000/22/4/3	
					Title: Descriptive Cataloguing	
			4-Subject Cataloguing	G	Contents: Subject cataloguing.	
					Code: IIUM/000/22/4/4	
					Title: Subject Cataloguing	
			5-Authority Control	G	Contents: Authority control.	
					Code: IIUM/000/22/4/5	
					Title: Authority Control	
			6- End Processing	G	Contents: End processing.	
					Code: IIUM/000/22/4/6	
					Title: End Processing	
	5	Collection Management	1- Stack Maintenance	G	Contents: Stack maintenance.	
					Code: IIUM/000/22/5/1	
					Title: Stack Maintenance	
			2- Material Transfer	G	Contents: Material transfer.	
					Code: IIUM/000/22/5/2	
					Title: Material Transfer	
			3- Replacement Copy	G	Contents: Replacement copy.	
					Code: IIUM/000/22/5/3	
					Title: Replacement Copy	
			4-Preservation	G	Contents: Preservation.	
					Code: IIUM/000/22/5/4	
1	I				Title: Preservation	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				5-Weeding	G	Contents: Weeding of collection.	
						Code: IIUM/000/22/5/5	
						Title: Weeding	
				6- Handling of Special Collection	G	Contents: Handling of special collection.	
						Code: IIUM/000/22/5/6	
						Title: Handling of Special Collection	
		6	Circulation Service	1-Membership	G	Contents: Membership of circulation services. Code: IIUM/000/22/6/1	
						Title: Circulation Service (Membership)	
				2-Loans	G	Contents: Loans for circulation services.	
						Code: IIUM/000/22/6/2	
						Title: Circulation Service (Loans)	
		7	Information Services	1-Liaison Activities	G	Contents: Liaison activities for information services.	
						Code: IIUM/000/22/7/1	
						Title: Liaison Activities	
				2-Alert Services	G	Contents: Alert services of information.	
						Code: IIUM/000/22/7/2	
						Title: Alert Services	
				3- User Education	G	Contents: User education for information services.	
						Code: IIUM/000/22/7/3	
						Title: User Education	
	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
23	Medical Matters	1	Administration	1. Panel Clinic	G	Contents: Appointment - panel clinic, staff registration for panel clinic, staff	
						that received medical treatment card , application for medical treatment book.	
						Code: IIUM/000/23/1/1	
				2. General Medical Requirement	G	Title: Administration (Panel Clinic) Contents: Medical treatments for temparory foreigner & local student(e.g.	-
				2. General Medical Requirement	9	Riseap, Ifla), Malaysian medical council, request for ambulance, first aid kit,	
						strecher, clinic foyer.	
						Code: IIUM/000/23/1/2	
						Title: Administration (General Medical Requirement)	
				3. Guarantee Letter	G	Contents: Guarantee letter for staff, dependant and maternity.	
					-	Code: IIUM/000/23/1/3	
						Title: Administration (Guarantee Letter)	
				4. Medical Report	G	Contents: Medical report for staff & dependant and student & dependant.	
						Code: IIUM/000/23/1/4	
						Title: Administration (Medical Report)	
				5. Clinical Waste Disposal	G	Contents: Injections, bottles for urine & blood test.	
						Code: IIUM/000/23/1/5	
						Title: Administration (Clinical Waste Disposal)	-
				6. Dental	G	Contents: Referral letter.	
						Code: IIUM/000/23/1/6	
				7 X Davi	G	Title: Administration (Dental)	4
				7. X-Ray	G	Contents: Filem dosimetri personel / kawasan, laporan jaminan kualiti, safety	
1	1		1		I	report for general x-ray facilities licence, preventive maintanence agreement.	
						Code: IIUM/000/23/1/7 Title: Administration (X-Ray)	

CODE MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DAT
			8. Health Centre Laboratory	G	Contents: Machine calibration spotchem - dry chemistry analyzer / serum	
					electrolites, reflotron - dry chemistry analyzer, ABX pentra 60 - heamotology	
					counter, lab request. specimen send to outsource laboratory (PATHLAB), lab	
					results. specimen results from outsource lab (PATHLAB).	
					Code: IIUM/000/23/1/8	
					Title: Health Centre Laboratory	
			9. Policies and Guidelines	G	Contents: Medical benefits for staff and students.	
			9. Policies and Guidelines	G		
					Code: IIUM/000/23/1/9	
		Olivia	4 Mardinal Oratificate	G	Title: Policies and Guidelines	_
	2	Clinic	1. Medical Certificate	G	Contents: MC for students & staff.	
					Code: IIUM/000/23/2/1	
				<u> </u>	Title: Clinic (Medical Certificate)	
			2. Student Guarantee Letter	G	Contents: Student guarantee letter.	
					Code: IIUM/000/23/2/2	
					Title: Clinic (Student Guarantee Letter)	_
			3. Consent for Minor Surgery	G	Contents: Consent for minor surgery.	
					Code: IIUM/000/23/2/3	
					Title: Clinic (Consent for Minor Surgery)	
			4. Hospital Admissions	G	Contents: Copies of information of students admitted to hospitals to STADD.	
					Code: IIUM/000/23/2/4	
			5. Medical Items on Loan	G	Title: Clinic (Hospital Admissions)	_
			5. Medical items on Loan	G	Contents: Letter from students - regarding any medical items on loan to	
					students e.g. wheel chair.	
					Code: IIUM/000/23/2/5	
			C. New III INA Obudanta	G	Title: Clinic (Medical Items on Loan) Contents: List of non-IIUM students - ref for those seeking for treatment in	_
			6. Non-IIUM Students	G		
					clinic etc., i.e. not matriculated, IIS students.	
					Code: IIUM/000/23/2/6	
			7	<u> </u>	Title: Clinic (Non-IIUM Students)	
			7. Non-IIUM Staff	G	Contents: Letter from non-IIUM staff seeking for treatment in IIUM Health	
					Centre, etc. i.e. Educare, IIC staff.	
					Code: IIUM/000/23/2/7	
				-	Title: Clinic (Non-IIUM Staff)	_
			8. Medical Check-up	G	Contents: List of staff name for renewal of contract.	
					Code: IIUM/000/23/2/8	
					Title: Clinic (Medical Check-up)	_
			9. Disease	G	Contents: Notification list of diseases to Gombak Health Centre, i.e. Denque,	
					measles.	
					Code: IIUM/000/23/2/9	
					Title: Clinic (Disease)	_
			10. Periodical Screening	G	Contents: Any activity related to scheduled or periodical health screening e.g	•
					HPV injections, age above 40.	
					Code: IIUM/000/23/2/10	
					Title: Periodical Screening	_
			11. Pharmacy	G	Contents: All matters related to pharmacy.	
					Code: IIUM/000/23/2/11	
					Title: Pharmacy	
	3	Hospital	1. Medical Certificate	G	Contents: MC for patients.	
					Code: IIUM/000/23/3/1	
	1	1		1	Title: Hospital (Medical Certificate)	1

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2. Patient Category	G	Contents: Guarantee letter, OKU card, staff card, pensioner card, or any	
				<i>.</i>		supporting documents for patient category.	
						Code: IIUM/000/23/3/2	
						Title: Hospital (Patient Category)	
				3. Consent for Procedure	G	Contents: Consent for all type of procedures.	
						Code: IIUM/000/23/3/3	
						Title: Hospital (Consent for all type of procedure)	
				4. Disease	G	Contents: Notification list of diseases to any related agency, i.e. dengue,	
						measles.	
						Code: IIUM/000/23/3/4	
						Title: Clinic (Disease)	
				5. Patient Referral Letter	G	Contents: Patient referral letter to other clinic/hospital/institutions.	
					Ũ	Code: IIUM/000/23/3/5	
						Title: Patient Referral Letter	
				6. Patient Medical Report	G	Contents: Medical report request from individual.	
				o. I alient medical report	U	Code: IIUM/000/23/3/6/1	
						Title: Patient Medical Report (Individual)	
			1	+	G	Contents: Medical report (individual)	-
					G		
						insurance companies, government agencies.	
						Code: IIUM/000/23/3/6/2	
					-	Title: Patient Medical Report (External Agencies)	
				7. Access for patient medical	G	Contents: Request from external to access patient medical records or	
				records or Electronic Medical		Electronic Medical Records (EMR) for research purposes.	
				Records (EMR)		Code: IIUM/000/23/3/7	
						Title: Access for Patient Medical Records or Electronic Medical Records (EMR)	
				8. Notification Letter/Memo	G	Contents: Notification letter / memo of patient's condition and ilness to external, i.e. school, employer.	
						Code: IIUM/000/23/3/8	
						Title: Notification Letter/Memo (External)	
				9. Pathology	G	Contents: All matters related to pahtology.	
				9. Fathology	9	Code: IIUM/000/23/3/9	
				10 Dhormoour	0	Title: Pathology	_
				10. Pharmacy	G	Contents: All matters related to pharmacy.	
						Code: IIUM/000/23/2/10	
					-	Title: Pharmacy	_
				11. Medico Legal	G	Contents: All matters related to medico legal.	
						Code: IIUM/000/23/2/11	
						Title: Medico Legal	· · · · · · · · · · · · · · · · · · ·
	MAIN TOPIC		SUB TOPIC 1	SUB TOPIC 2		FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
24	Shariah	1	Shariah Related Matters	1. Shariah Related Matters	G	Contents: All matters related to Shariah.	wef 16 June 2021
						Code: IIUM/000/24/1/1	
						Title: Shariah (Shariah Related Matters)	
		2	Monitoring / Inspection	1. Food Services	G	Contents: All matters related to monitor food services.	wef 16 June 2021
						Code: IIUM/000/24/2/1	
						Title: Monitoring / Inspection (Food Services)	
				2. Agreement	С	Contents: All matters related to monitor agreement.	wef 16 June 2021
						Code: IIUM/000/24/2/2	
						Title: Monitoring / Inspection (Agreement)	
				3. Monitoring on Program /	G	Contents: All matters related to monitor on program / activities.	wef 16 June 2021
				Activities	Ŭ		
						Code: IIUM/000/24/2/3	
						Title: Monitoring / Inspection (Monitoring on Program / Activities)	

IIUM Filing Code wef 22 Sept 2021 website

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		3	Shariah Services	1. Spiritual Care Service	G	Contents: Any matters related to Shariah service e.g Spiritual Care Service Code: IIUM/000/24/3/1 Title: Shariah Services (Spiritual Care Service)	wef 16 June 2021
				2. Ibadah Friendly Hospital	G	Contents: Any matters related to Shariah service e.g Ibadah Friendly Hospital Code: IIUM/000/24/3/2 Title: Shariah Services (Ibadah Friendly Hospital)	wef 16 June 2021
				3. Ziyarah	G	Contents: Any matters related to Shariah service e.g Ziyarah Code: IIUM/000/24/3/3 Title: Shariah Services (Ziyarah)	wef 16 June 2021
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
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