



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

### ADMINISTRATIVE DEVELOPMENT UNIT #BeVisibleBeBold



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY









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# HOW TO REGISTER TRAINING / EVENT IN STEPS





## 1. Create Training / Events

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Title From				То			
Status		<ul> <li>Internal/External</li> </ul>	•	·	Sear	ch	
Learning List		Loorning Nome	Ent	tor Doto	Ptort Data	Status	
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! Important notes: Invariant column. Please contact MSD **{**[ for any corrections required.

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	SITIFATIE - ATEOO1 - T	
	Learning List Lear	arning Information Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List
	– Learning Detail Inf	Iformation
	Learning ID	NOTIFY Training/Event * TRAINING
	Internal/External *	INTERNAL   Internal Type *
	Competency *	
	Service Group	Activities *
	Branch *	KCD * Management Services Division
	Program	
	Class/Event Title *	
	Program Overview	
	Venue	
	State	Country *
-	Date From t	Date To Start Time 08:00 End Time 17:00
Enter o	nce Total Hours*	CTD Point I Max. Participants Tot. Approved 0
	Destisionent Face (DW)	Substitutional Leave? YES No of Days
	Budget Approval Date	Open for online application? Closing Date
	Status	
	Enter By	y Enter Date
	Last Update By	x Last Update Date
	Learning Complet	tion Criteria *
	Evaluation Compulsor	pry? No   Attendance Type NONE  Print Certificate? No
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2. Add **Participants** [participants list] and change the status to approve status

Learr	ning ID 2015-020618 DEVELO	PING ENERGETIC & EXCEPTIONAL	PERFORMANCE CO	add	/ren	love	
Particip	ant List	Emol Addross	BalDa	rtici	oant	S. Assign Data	
242	AHMAD NIZAM B. AMRAN	ahnizam@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
29	ASMADI BIN ABDUL RASHID	asmadi@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
15	AZIMAH NUR BINTI YAHYA	azimahnur@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
50	AHMAD SYAHEER BIN ABD GHAFAR	syaheer@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
26	AUNI BINTI ALIAS	a_auni@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
03	ENGKU NORULIZATI BT. ENGKU AZIZ	nuruliza@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
99	ESHMIR EDIKA BIN ABDUL MAULUD	eshmir@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
47	FARAHWATI BT. RASHIDI	farah@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
15	FAZILAH BT. ZAIHADI	zfazilah@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
64	IZURIA KADZRINA BINTI MANSOR	kadzrina@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
73	JOHAN B. HAJI IBRAHIM	johan@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
3	JUNAIDAH BINTI HASSAN	idah@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
72	KAMARULZAMAN BIN ABDULLAH	karlmanz@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
63	LATIFAH BT. SAID	slatifah@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
50	MD TAHIR BIN BAHARI	tahir@iium.edu.my	PARTICIPANT	APPROVE	4679	09-OCT-2015	
78	MOHD. HAIRULNIZAM BIN MASRI	hnizam@iium.edu.my	PARTICIPANT	(IPPROVE	4679	09-OCT-2015	
			<b>Z.Z</b> Ap	prove	eject S	elect All Unselect All	



#sfma2023



3. Approve training /events

https://ifis.iium.edu.my/forms/frmservlet?config=huris&fo	orm=IMS_HURIS_LOGON	
Carcle Fusion Middleware F X		
HURIS for Management Services Division		
Eile Global Configuration Personnel Payroll Attendance Absence	STEPS Academic Leave Performan	nce Management Staff Contract Staff Exit Window
Ya Main	Administration Applications Participation Evaluation Setup	Parameter Setup Learning External Facilitator Event/Learning Info Approve Learning Setup
HUMAN RESOURCE IN	Competency Need Analysis (CNA) Queries Reports	Edit Approved Learning Setup Learning Calendar Change Venue Annual CTD Points Target





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Approve

Reject

Select All

RIS for Management Services Division

3.1 Saved training/event will appear accordingly



Select?

Detl

Detl

Detl

Detl

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Unselect All



### 4. Update the attendance [manual entry]







### - Search either Title or From To date

SITIFATIE - ATF00	8 - Enter Training Attendance						
Title		From	T	0		Search	
Learning L	ist						
Learning ID	Learning Title	Learning Description	Attendance Type	Date From	Date To		
2019-031561	Competition	NATIONAL RESERACH & INNOVATION COMPETITION	bicara	22-JUN-2011	25-JUN-2011	Details	
26856	GCP Workshop	GCP Workshop 2011	ONE-TIME	16-DEC-2011	18-DEC-2011	Details	
2016-021284	Technical Expertise	KURSUS ANALISIS KUANTITATIF SIRI 1/2012	ODR	06-MAY-2012	23-MAY-2012	Details	]
2016-021246	Network	HANDS-ON NETWORK FORENSICS & SECURITY PO	ONE-TIME	07-NOV-2012	08-NOV-2012	Details	
48138	Basic Teaching Methodology Course	(CPD) Basic Teaching Methodology Course (1/2013)	DAILY	28-JAN-2013	01-FEB-2013	Details	]•





4.1 Update the attendance [attended/absent with reason/absent /incomplete] Click process.







4.1.1 Update the attendance.Result appears accordingly.

Learning List         Learning D       Learning Title         Learning D       Learning Title         2015-020618       Personal Development         DEVELOPING ENERGETIC & EXCEPTIONAL PERFOF ONE-TIME       07-007-0215         0       Details	Learning List       Learning Title       Learning Description       Attendance Type       Date From       Date To         2015-020618       Personal Development       DEVELOPING ENERGETIC & EXCEPTIONAL PERFOF ONE-TIME       07-OCT-2015       08-OCT-2015       0         Agenda List       Session ID       Date       Start Time       End Time       Description         Participant List       Participant Name       KCDI       Grade       07-OCT-2015       1       Attendance Status       Remarks         703       JUNAIDAH BINTI HASSAN Centre for Foundation Studies       N17       07-OCT-2015       1       ATTENDED       08-OCT-2015	Type Date From Date To 07-OCT-2015 08-OCT-2015 Details Details Details Details Tion	Attendance Type Date From Date To TIONAL PERFOF ONE-TIME 07-OCT-2015 Details Details Details Details Details UDetails UD	Learning List         Learning D       Learning Title         Learning D       Learning Description         Agenda List       OPErational Development         Operation       OPeration         Agenda List       OPeration         Session ID       Date         Start Time       End Time         Operation       Operation         Participant List       Operation         Participant List       Crade         703       UNHADDAH INITI HASSAN Centre for Foundation Studies       N17         6870       NOR HINT HASSAN Centre for Foundation Studies       N17         7883       MARAULZAMAN BIN ARC Management Services Devision Diversion Diversion       N17         78850       MD TAHIR BIN BAHARI, Cacilities, Food and Services D N17       TATENDED       Imagement Services D N17         78850       MD TAHIR BIN BAHARI, Cacilities, Food and Services D N17       S17       Process         7830       NOOR HILLDAWAT BIT, AE UNIty of Economics and MB N17       Process       Mark All Participant as ATENDED       Imagement Services D N17         7830       NOOR HILLDAWAT BIT, AE UNIty of Economics and MB N17       S17       S17       S17         7830       NOOR HILLDAWAT BIT, AE UNIty of Economics and MB N17       S17       S17       S17	Learning List         Learning D       Learning Title         Learning D       Learning Description         Attendance Type       Date From         Date To       Date To         2015-020618       Personal Development         DEVELOPHING ENERGETIC & EXCEPTIONAL PERFOF ONE-TIME       07-0CT-2015         Details       Details         Participant List       Details         Participant List       Date         Participant List       Crade         Participant List       Remarks         Residential and Service Division       F29         S983       LATFAH BT< SAID       Residential and Service Division         S650       MOH-DHAREIN LIXAL BIN ABE/       Residential and Service Division         F278       MOHD, HAREIN LIXAL BIN ABE/       Ford and Services Division         F278       MOHD, HAREIN BIT, ABE (Miliyah of Economics and Mile N17)       Forcess         F300       NOORSHAMRIZA BT, ABD (Miliyah of Economics and Mile N17)       Forcess         F300       NOORSHAMRIZA BT, ABD (Miliyah of Economics and Mile N17)       Forcess         F300       NOORSHAMRIZA BT, ABD (Miliyah of Economics and Mile N17)       Forcess         Matk All Participant as ATTENDED       Mili All Participant as ATTENDED       Mili All Participant as ATTEND	Learning List       Learning Title       Learning Description       Attendance Type       Date From       Date To         2015-020618       Personal Development       DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR ONE-TIME       07-007-2015       Details         2015-020618       Personal Development       DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR ONE-TIME       07-007-2015       Details         2015-020618       Personal Development       Development       Details       Details         Agenda List       Date       Start Time       End Time       Description         Participant List       Non       Attendance Info       V         Participant List       Remarks       07-007-2015       1       Attendance Status       Remarks         703       JUNAIDAH BINTI HASSAN Centre for Foundation Studies       N171       06-007-2015       1       1       TENDED       V         9863       LATIFAH BT. SAID       Residential and Services Diasion F29       N171       06-007-2015       1       1       TENDED       V         2016       MOHD. HAILULINIZAM BIN Library       S171       N00RSH-MARIZA BT. ABIK Multifyah of Economics and Hai N17       For Cees       Mark All Participant as ATTENDED       V         4300       NOOR HAHAZIVAL BINAT, Kuikiwah of Achintedgine and Effortion       For C	Learning List       Learning Title       Learning Description       Attendance Type       Date From       Date To         2015-020618       Description       Detector       Detector       Detector       Detector         Agenda List       Date       Start Time       End Time       Description       Details         Agenda List       Session ID       Date       Start Time       End Time       Description         Participant List       Date       Start Time       End Time       Description       Image: Too Too Too Too Too Too Too Too Too To	Learning LISt Laarning ID Learning I	Learning List Learning List Learning Dist Dist Dist Dist Dist Dist Dist Dist	Learning List         Learning ID       Learning Title       Learning Description       Attendance Type       Date From       Date To         2015-020618       Personal Development       DEVELOPING ENERGETIC & EXCEPTIONAL PERFOF       ONE-TIME       07-0CT-2015       Details         Details       Details       Details       Details       Details       Details
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Agenda List       Details         Session ID       Date         Start Time       End Time         Details       Details         Participant List       Participant Name         KCDI       Crade         Oracid Control       Crade         Participant List       Date         Participant List       Date         Participant List       Crade         F03       JUNAIDAH BINT HASSAN Centre for Foundation Studies         F04       Oto Crade         F05       MOHD. HARKULZMAN BIN ABL Management Services Dation         F05       MOHD. KAMIL BIN ABHARI         F0605       MUH-MAND AHNAF BIN IEI Library         F07       F07         F07       F07         F0805       MUH-MAND AHNAF BIN IEI Library         F07       F07         F0805       MUH-MAND AHNAF BIN IEI Library         F07       F07         F0805       MUH-MAND AHNAF BIN IEI KAB         F0805       MUH-MAND AHNAF BIN IEI Library         F07 <td>Agenda List         Session ID       Date         Start Time       End Time         Description             Participant List             Participant List             Participant List             Participant List             Participant ID             Participant ID             Attendance Info             Date             Attendance Status             07-OCT-2015             08-OCT-2015             08-OCT-2015             08-OCT-2015             08-OCT-2015             08-OCT-2015             08-OCT-2015             08-OCT-2015</td> <td>tion</td> <td>Description  Description  dance Info  Attendance Status  Remarks  015  1 ATTENDED</td> <td>Agenda List         Session ID       Date         Start Time       End Time         Description         Participant List         Remarks         CorCor2:015<!--</td--><td>Agenda List Session ID Date Start Time End Time Description Participant List Participant List Participant List Participant List Participant Name KCDI Grade 703 JUNAIDAH BINT HASSAN Centre for Foundation Studies N17 68722 KAMARULZAMAN BIN AB Management Services Division F29 39833 LATIFAH BT SAID Residential and Service Dep N17 5850 MD TAHIR BIN BAHARI Facilities, Food and Services D N17 5850 MD TAHIR BIN BAHARI Facilities, Food and Services D N17 1244 MOHD, KAMIL BIN AB BIN IBE Library 517 1244 MOHD, KAMIL BIN AB BIN IBE Library 517 68055 MUDHAMAD AHNAF BIN IBE Library 617 6933 NOORSHILDAWATI BT. AB Kullityah of Economics and M3 N17 4933 NOORSHAMRIZA BT. ABE Kullityah of Nursing N17</td><td>Agenda List       Details         Session ID       Date         Start Time       End Time         Description       Participant List         Participant List       Date         Participant List       Remarks         Participant List       Date         Participant List       Remarks         Participant List       Date         Add Date       Attendance Info         Date       Attendance Status         Remarks       Octor-2015         I ATTENDED       I ATTENDED         08-0CT-2015       I ATTENDED         08-0CT-2015       I ATTENDED         1244       MOHD. KAWIL BIN ABD/L Library         1244       MOHD, KAWIL BIN ABD Kullivyah of Economics and Ma N17         1243       MOORSHAMRIZA BT. ABD Kullivyah of Nursing         14933       NOORSHAMRIZA BT. ABC Kullivyah of Economics and Ma N17         1933       NORSHAMRIZA BT. 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AB Kullityah of Economics and M3 N17 4933 NOORSHAMRIZA BT. ABE Kullityah of Nursing N17</td> <td>Agenda List       Details         Session ID       Date         Start Time       End Time         Description       Participant List         Participant List       Date         Participant List       Remarks         Participant List       Date         Participant List       Remarks         Participant List       Date         Add Date       Attendance Info         Date       Attendance Status         Remarks       Octor-2015         I ATTENDED       I ATTENDED         08-0CT-2015       I ATTENDED         08-0CT-2015       I ATTENDED         1244       MOHD. KAWIL BIN ABD/L Library         1244       MOHD, KAWIL BIN ABD Kullivyah of Economics and Ma N17         1243       MOORSHAMRIZA BT. ABD Kullivyah of Nursing         14933       NOORSHAMRIZA BT. ABC Kullivyah of Economics and Ma N17         1933       NORSHAMRIZA BT. 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4.2 To

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5. To reject approved participants.
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Participan	nt List			Data				
Participant IL	Participant Name	Emel Address	KCD	Role	Status	Assign By	Assign Date	
2268	Abd. Fatah Bin Sharani	abdfatah@iium.edu.my	KOE	PARAICIP	REJECT	7504	26-SEP-2019	Detl .
273	Abd. Nasir Bin Amat	labdnasir@iium.edu.my	CFS	PARTICIP	ASSIGN	<u>7504</u>	26-SEP-2019	Detl 🗆 .
213	Abd. Rashid Bin Mohamad	abrashid@iium.edu.my	LIB	PARTICIP.	ASSIGN	7504	26-SEP-2019	Detl .
110	Abd. Razak Bin Abd. Rahman	a.razak@iium.edu.my	LIB	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
6812	Abdul Aliff Bin Mohamad	aliff@iium.edu.my	CFS	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl
BC6224	Abdul Azim Bin Abd Razak	azim@iium.edu.my	KOS	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
47	Abdul Fattah Bin Ibrahim	iafattah@iium.edu.my	KAHS	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl
6165	Abdul Ghani Bin Abdullah	aghani@iium.edu.my	ITD	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
8178	Abdul Hafiz Bin Dzulkafli	hafizdzulkafli@iium.edu.my	IIUMMC	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
6523	Abdul Hafiz Bin Tajul Hasnan	abdhafiz@iium.edu.my	KOE	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
366	Abdul Hakim Bin Ahmad	ahakim@iium.edu.my	KENMS	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
4360	Abdul Halim Bin Ab Ghani	abdul_halim@iium.edu.my	STADD	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
9042	Abdul Halim Bin Ghazali	abdulhalim@iium.edu.my	OSeM	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
6426	Abdul Halim Bin Ihsan	halim@iium.edu.my	KOS	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
6161	Abdul Hamid Orakzai S/O Niaz Gul Orak	hamid@iium.edu.my	HWC	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
CF00061	Abdul Hannaan Khairy	hannaankhairy@iium.edu.my	MSD	PARTICIP	ASSIGN	7504	26-SEP-2019	Detl .
Download	d Selected			Ap	prove	Reject	Select All U	Inselect All











### 6. To generate CTD report



6.1 Report can be sorted and downloaded by Staff No individually

Full report generated by MSD. Please email to us; <u>msd\_admindev@iium.edu.my/</u> sitifatie@iium.edu.my for further information.

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ATR010 : Statistic of Sta	aff Attend Learning By KCD	
Date From *		Generate Report
- ATR005 : Statistical of S	taff Attended and Not Attended Learning	
Date From *		Generate Report
ATR0006 : Learning List	l By Staff	
Date From *		2. Generate Report
ATR019 : List of staff to	attend Learning based on Competency Required	
KCD *		Generate Report
ATR018 : List of Staff no	of Complete Attend Learning	
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# STEPS USER MANUAL DONE





### **IMPORTANT INFORMATION**

Dear All Participants,

#### Assalamu'alaikum wrt. wbt.

We are constantly looking for ways to improve the quality of our services. To measure the level of satisfaction of our staff, we would really appreciate if you could take just a few minutes to participate in our satisfaction training/programme survey.

Thank you very much for your attention and support.

It is compulsory for all participants to complete the evaluation forms.
 CTD points will only be awarded to those who have completed the evaluation form.
 The evaluation form shall be completed within 24 hours.
 Your cooperation is highly appreciated



#### 1. HOW WOULD YOU RATE THE SERVICE PROVIDED? TICK WHERE APPROPRIATE \*

	Poor	Fair	Satisfactory	Very good	Excellent
Delivery of Training	0	0	0	0	0
Quality of Service/Training	0	0	0	0	0



LEADING THE WAY

QR CODE [via link or QR] Attendance Morning & Afternoon or by session according to Training/Program











### ATTENDING IIUM INTERNAL TRAINING



### l. HURIS LEAVE [Training or Annual Camp]

To be applied and approved by supervisor before attending any training course.

#### 2. SELECTED PARTICIPANTS

Confirmation email will be sent to selected participants prior to training programme.

#### **3. ATTENDANCE**

Training attendees have to scan the i-attend QR code for each session respectively.

#### 4. ABSENCE DURING TRAINING PROGRAMME

Should staff need to step out during the training, official email is to be sent to MSD with copy to HOD.

M msd admindev.edu.mv

"Sesiapa yang melepaskan satu kesusahan seorang mukmin, pasti Allah akan melepaskan daripadanya satu kesusahan pada hari kiamat. Sesiapa yang menjadikan urusan orang lain mudah, pasti Allah akan memudahkan urusannya di dunia dan di akhirat." (Hadis riwayat Muslim)



🚾 IUM MSD Competency Development

Management Services Division



#### **Review of CTD Grading Format**



#### Appendix B

No.	СТД Туре	Description	Weightage
1.	By Event	*Mid/Long Term Courses, e.g:- - Executive Management Programme - Bridging Programme - Attachment - Professional/ Specialised courses (request for CTD points is necessary) *Mid-term – more than 2 weeks	Maximum 42 points
		Long-term – more than 1 month Compulsory Courses/programme - Ibadah Camp - Induction/Orientation - Al Liqa' Al Shahri - Dynamic Programme	5 points per event/session 2 points per event/session 2 points per event/session 2 points per event/session
••• ••••••••••••••••••••••••••••••••••		Periodic Courses organized by IFLA - Arabic, Mandarin, English, KUTAQ	0.5 x total credit hours/contact hours (with certificate)
		Periodic Spiritual Courses organized by SHAH's Mosque	5 points after completion (with certificate)
2.	By Hour	<ul> <li>Short Term Courses</li> <li>Centralised Training</li> <li>External Training</li> <li>Courses/programme organized by K/C/D/I/Os</li> </ul>	1 hour = 1 point (Maximum 6 points per day)
		<ul> <li>*Islamic Enhancement (Spiritual Talk)</li> <li>Tazkirah, Usrah, Ramadhan Programme, Spiritual Enhancement Programme (SEP).</li> </ul>	1 hour = 1 point
		*Participating as a Guest Speaker in Course/Seminar/Conference/Workshop	1 hour = 2 points (local) 1 hour = 4 points (oversea)
	-	* Attending Conference/ Seminar/ Colloquium/ Knowledge Sharing Session /Forum /Workshop/ Talks/Public Lecture/Intellectual Discourse/ Dialogue	1 hour = 1 point (Maximum 6 points perday)

\*Additional/revised CTD points.

**Note:** Staff members who participated in the above training programmes/activities would be automatically awarded the CTD points as specified. Staff may request for CTD points for other related training programmes/activities, if applicable.





### **PROCESS FLOW OF MSD CENTRALIZED TRAINING**

prior recommendations by the supervisor. Final approval shall be by MSD. ATS to attend 7 days of Training based on identified IMPROVE training need[s] and to achieve PIC : Sr. Siti Fatimah Mohd Amin ATS is required minimum of 42 to complete CTD points in a sitifatie@iium.edu.my year. ( Dell und Virtual Ext 3971 **Evaluation Form** msd admindev@iium.edu.my within the time given. Training attendees scan the

Selection of ATS for

centralized training

shall be based on

training needs with

وأمعقال بالميقالعالمية مالين

HURIS LEAVE [Training or Annual AN INTERNATIONAL AWARD WINNING INSTITUTION FOR SUSTAINABILIT Mode of Camp] To be applied and approved INITIATE by supervisor before attending learning will any training course. be stated MSD will announce the Training Calendar on training offered basis via APPLY MONITOR Email/STEPS N Administrative and POST-**Technical Staff** EVALUATION to [ATS] to apply and confirm attendance be sent through email filled via prior to approval Microsoft Forms by Supervisor. IVI ••••• INVITE MSD will send invitations with detailed information of the raining programme to selected GATHER participants. ATS will then attend the training -attend QR code for each session mandatory. programme. The summer second Should staff need to step out during the training, official show cause via email is to be sent to MSD with copy to HOD/Director/Dean.







Join "Liaison Officers STEPS " WhatsApp group





AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

### **OUR TEAM**

5789

3974

3971

2413

Mdm. Nurul Atira Hamdani		
Sr. Zainiah Md Sood		
Sr. Siti Fatimah Mohd Amin		
Br. Mohd Marzuki Yasak		



natira@iium.edu.my zainiah@iium.edu.my sitifatie@iium.edu.my myzuki@iium.edu.my

msd\_admindev@iium.edu.my





















May Allah s.w.t ease our work and helps us to serve better to the University. آمِيْنُ يَا رَبَّ الْعَالَمِيْن

