



IIUM/202/4/1

14th September 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 16/2022
MANAGEMENT SERVICES DIVISION

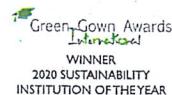
**REVISION OF UTILITY ALLOWANCES FOR PRINCIPAL,
FELLOW AND RESIDENT FELLOW**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the revision of Utility Allowance for Principal, Fellow and Resident Fellow.

2. BACKGROUND

- 2.1 The current policy of Utility Allowances for Principal, Fellow and Resident Officer were stated in the MSD Service Circular No. 5/2017.
- 2.2 Recently, the Student Affairs Committee Meeting No. 1/2022 held on 7th March 2022 had approved the revised Guidelines for Principal, Fellow and Resident Fellow of Mahallah.
- 2.3 Among the revised items are as follows:
 - i) Rate of deduction to those who stay in the house provided by the University;
 - ii) Changes to the rate of covering assignment of Principal and Fellow;
 - iii) Abolishment of appointment of Resident Officers and replaced with Resident Fellow.



3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2022 held on 5th August 2022 approved the revised Guidelines for Principal and Fellow Management as detailed out in *Appendix A*.
- 3.2 The effective date of implementation is 7th March 2022, i.e. the date of Student Affairs Committee Meeting No. 1/2022 which approved the proposal and appointment of Resident Fellow.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 5/2017 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH H.J. BAKHTIAR
Executive Director
Management Services Division

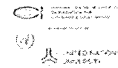
- c.c. :
- : Rector
 - : Deputy Rector (Academic and Internationalisation)
 - : Deputy Rector (Responsible Research and Innovation)
 - : Deputy Rector (Student Development and Community Engagement)
 - : Executive Director (Finance Division)
 - : Executive Director (Development and Planning)
 - : Campus Director, IIUM Kuantan Campus
 - : Legal Advisor

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LEADING THE WAY
KHAUFIAH · AMĀNAH · IQRA' · RAHMATAN UL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

**OFFICE OF THE DEPUTY RECTOR
(STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)**

GUIDELINES FOR PRINCIPAL, FELLOW AND RESIDENT FELLOW MANAGEMENT

1. PURPOSES

The purpose of the guidelines are as follows:

- i. To state the roles and responsibilities of Principal and Fellow of Mahallah in all IIUM Campuses.
- ii. To provide proper working guidelines and job descriptions as reference in ensuring the effectiveness in implementing the management.
- iii. To suit the latest development and needs at Mahallah level.

2. ALLOCATION FOR AN APPOINTMENT OF PRINCIPAL, FELLOW AND RESIDENT FELLOW

2.1 Principal

A principal will be appointed to lead the management of a Mahallah unless decided otherwise by the University.

2.2 Fellow

A fellow will be assigned to assist the Principal at the Mahallah

2.3 Resident Fellow

A resident fellow will be assigned to assist the principal at the Mahallah, in the event where there are insufficient fellows.

3. APPOINTMENTS OF PRINCIPAL, FELLOW AND RESIDENT FELLOW

3.1 Principal

i. Criteria:

- a) A full time academic staff or administrative staff with grade N44 and above and has served the University for not less than three (3) years, except for a new *kulliyah* / campus.

- b) Academic staff who is holding an administrative post (Dean/Deputy Dean/Director/Deputy Director/Head) at any *K/C/D/I/O* is **not eligible to apply or hold the post of Principal of Mahallah.**
- c) Applicant must be free from any disciplinary record.

ii. **Qualities required**

- a) Must be able to communicate well in English. Able to communicate in Arabic is a bonus.
- b) Must have the elements of *Budiman, Sejahtera* in line with *Maqasid Syaria*, and global, international and *ummatic* interest.
- c) Must be able, accessible and interested to work with students, especially in the areas of student welfare, activities, discipline and facilities.
- d) Must have full commitment and be part of the university's system and machinery to develop ideas to achieve its vision and mission.
- e) Willing to work extra hours, e.g. Sundays, after office hours and night time – whenever needed.
- f) Must be able to advise/ supervise and facilitate student activities.
- g) Must be able to coordinate/organise and supervise Mahallah centralized programme.
- h) Must be able to give advice and take prompt action in any disciplinary cases related to Mahallah under IIUM Rules and Regulations.
- i) Must be a role model to the fellows, resident fellows, staff and residents in the Mahallah.
- j) Must be approachable and student friendly i.e. willing to attend to resident matters, willing to spend time and engage with residents.
- k) Must be able to coordinate, manage and monitor every staff member to ensure that they fulfil their functions in the Mahallah as a team.

3.2 **Fellow**

i. **Criteria**

- a) **Academician or Administrator** of Grade 29 - 41 and above and has served the University for at least two (2) *years and has been confirmed in service.*
- b) Applicant must be free from any disciplinary record.

ii. Qualities required

- a) Must be able, accessible, and interested to work with residents, especially in the areas of welfare, activities and disciplines.
- b) Must be willing to work extra hours, e.g. Sundays, after office hours and night-time – whenever needed.
- c) Able to supervise and facilitate in activities organised by Mahallah.
- d) Must be approachable and resident friendly i.e. willing to attend to resident matters, willing to spend time and engage with residents.
- e) Must be an exemplary model to the residents in the Mahallah.

3.3 Resident Fellow

i. Criteria

- a) Any post graduate student doing full research, preferably staying on campus and has own transport.
- b) The post of Resident fellow will only be considered if there is a shortage of applicants/candidates for the post of fellows.
- c) Applicant must be free from any disciplinary record.

ii. Qualities required

- a) Must be able and interested to work with fellow students, especially in student welfare, Mahallah activities, discipline, and facilities.
- b) Must be willing to work extra hours, e.g. Sundays, after office hours and night-time – whenever needed.
- c) Must be approachable and resident friendly with good communication skills, i.e., willing to attend to residents' matters, willing to spend time and mingle with all residents (both local and international).
- d) Must be an exemplary model to the residents in the Mahallah.
- e) A non-supporter of anti-government politics.

4. SELECTION COMMITTEE

All candidates will be interviewed prior to the appointment.

4.1 Panel of Selection Committee

i. Gombak and Pagoh Campuses

Chairman :

Deputy Rector (Student Development and Community Engagement)

Members :

- Director, Management Services Division
- Director, Finance Division
- Director, Student Affairs and Development Division

Secretary :

Special Officer to the Deputy Rector (Student Development and Community Engagement)

ii. Kuantan Campus

Chairman :

Deputy Campus Director (Student Development and Support Services)

Members:

- Director (Administration), Kuantan campus
- Head, One Stop Centre, IIUM Kuantan campus

Secretary :

Assistant Director, Student Services Department

iii. Centre for Foundation Studies (CFS)

Chairman :

Dean, Centre of Foundation Studies

Members :

- Director (Administration) of CFS
- Deputy Dean (SDCE)
- Principal of Mahallah

Secretary :

Assistant Director, Residential, Discipline and Welfare Unit

4.2 Guidelines On Appointment

- i. The Selection Committee will recommend the list of successful candidates to the Rector of IIUM for endorsement and appointment.
- ii. A letter of appointment for principal and fellow will be issued by the Rector.
- iii. The letter of appointment will be issued at the latest, two weeks prior to the appointment date.

5. TERMS OF APPOINTMENT

5.1 Principal

- a) The terms of appointment for principal of Mahallah is for two years, subject to renewal of their appointment by the selection committee and (2) as long as the appointment is recommended by the Dean of the respective Kuliyyah and the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan campus.
- b) The performance will be evaluated at the end of every appointment term before considering for re-appointment. Principals who are not recommended for re-appointment will be given two months' notice to surrender the housekey.
- c) The appointed principal is required to report duty to the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan.
- d) The appointed principal is required to stay in the house provided by the university unless with prior written permission from the Deputy Rector (Student Development and Community Engagement).

5.2 Fellow

- a) The term of appointment for fellow of Mahallah is two years subject to renewal of their appointment by the selection committee and (2) as long as the appointment is recommended by the Dean of the respective Kuliyyah/Director of K/D/C/I/O.
- b) The performance will be evaluated at the end of every appointment term before considering for re-appointment. Fellows who are not recommended for re-appointment will be given two months' notice to surrender the house key.

- c) The appointed fellow of Mahallah is required to report duty to the Principal of Mahallah within seven (7) days from the appointment date.
- d) The appointed fellow is required to stay in the house provided by the university unless the unit is no longer available or with prior written permission from the Deputy Rector (Student Development and Community Engagement).

5.3 Resident Fellow

- a) The appointment of a resident fellow is based on semester basis and subject to the availability of the post.
- b) The interested resident may apply for the renewal of appointment for the incoming semester and will be considered based on his/her performance of duty at the respective Mahallah and his/her performance of study at the Kulliyah and availability of the post.
- c) The appointed resident fellow is required to report duty to the Principal of Mahallah within seven (7) days from the appointment date.
- d) The application of a resident fellow is to be recommended by the Dean of Kulliyah and his/her supervisor, and endorsed by the Deputy Rector (Student Development and Community Engagement).

6. PRINCIPAL, FELLOW AND RESIDENT FELLOW'S ALLOWANCES

6.1 Allowances

All principals, fellows and resident fellow of Mahallah will receive the following allowances:

i. Principal of Mahallah

- a) Principal's Allowance – RM 800.00 per month
- b) Handphone Allowance – RM 80.00 per month.

Note: Deduction of RM400.00 for those who stay in the house provided by the university.

ii. Fellow of Mahallah

- a) Fellow's Allowance – RM 330.00 per month
- b) Handphone Allowance – RM 80.00 per month

Note: Deduction of RM330.00 for those who stay in the apartment provided by the university.

iii. Resident Fellow

- a) Resident Fellow's Allowance - RM 300.00 per month
- b) Handphone Allowance - RM 80.00 per month

Note: *The allowance of RM300.00 will be given in the form of waiver hostel fee.*

6.2 Covering Allowance

- a) A Mahallah principal or a fellow who covers the duties of other principals for more than 28 days would be entitled for a covering allowance amounting to $\frac{1}{4}$ of principal's allowance per month.
- b) A Mahallah fellow who covers the duties of another fellow, or avacant post for more than 28 days would be entitled for a covering allowance amounting to $\frac{1}{4}$ of fellow's allowance per month.
- c) A resident is not eligible to do covering duties for both Principal and Fellow. As such, no covering allowance will incur.

6.3 Suspension of Allowance

The allowances will be suspended if the principal or fellow or resident fellow is unable to perform his/her duties for more than 28 days (e.g: Medical leave/training/secondment/annual leave/examination leave). The payment will resume once he/she reports for duty.

7. APPLICATION OF LEAVE

7.1 Annual Leave

A principal, or fellow who intends to take annual leave at the *K/C/D/I/O* should notify as follows :

- a) Mahallah principal should notify the Deputy Rector, (Student Development and Community Engagement)) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan at least 3 working days before the leave date.
- b) Mahallah fellow should notify the respective principal of Mahallah at least 3 working days before the leave date.
- c) Principal and fellow who intend to take leave for more than 28 days for any reasons should notify the Deputy Rector, (Student Development and Community Engagement)) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan at least three weeks before the leave date.
- d) Mahallah resident fellow who intend to take leave will have to get approval from the respective Mahallah principal.

7.2 Attending Conferences/Seminars/Training Courses outside University

A principal, fellow and resident fellow of Mahallah who is sent by the University to attend any conferences, seminars or training courses outside the university for a few days, is required to do the following :

- a) Mahallah principal is to inform the Deputy Rector, (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan at least 3 days before the event date together with supporting documents.
- b) Mahallah fellow and resident fellow are to inform the respective principal of Mahallah at least 3 days before the event date together with supporting documents.

7.3 Medical Leave

- a) A principal who will be on medical leave for more than 3 days, should inform the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan and appoint a fellow from his/her Mahallah to cover his/her duties during the said period.
- b) A fellow or resident fellow who will be on medical leave for more than 3 days, should inform the respective principal of Mahallah and recommend for another fellow to be appointed to cover his/her responsibility during the said period.
- c) A principal or fellow or resident fellow who will be on maternity leave, should inform the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan at least **ONE** month before the leave date.

8. APPOINTMENT OF COVERING PRINCIPAL, FELLOW AND RESIDENT FELLOW

8.1 Covering Principal of Mahallah

- a) Mahallah principal who will be on leave or will not be available (attending conference, seminar and etc.) for less than 7 days is required to delegate his responsibilities in writing to one of the fellows of Mahallah during his absence and inform the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan pertaining to the matter.
- b) Mahallah principal who will be on leave or will not be available (attending conference, seminar and etc.) for more than 7 days and less than 28 days is required to recommend in writing preferably an academician or a senior Fellow to cover his/her duties during his/her absence to the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan for approval.

- c) In case where the post of Principal is vacant at the Mahallah, or when the principal is on leave for more than 28 days, the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan has the right to appoint any academicians or senior Fellow to cover the duties for a specified period.

8.2 Covering Fellow of Mahallah

- a) Mahallah fellow who will be on leave or not be available (attending conference, seminar etc.) for less than 28 days is required to recommend for an appointment of another fellow of the same Mahallah to cover his/her duties to their respective principal.
- b) In the case where a fellow is on leave for more than 28 days, the principal of Mahallah may suggest any academicians with the qualities required as a Fellow, to the Deputy Rector, (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan to be appointed as a Covering Fellow to cover the duties for a specified period.
- c) If there is no suitable candidate, the Deputy Rector, (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan has the right to appoint any academicians or officers of the university who has the qualities required to be a Fellow of Mahallah to cover the duties for a specified period.

8.3 Covering Resident Fellow of Mahallah

A resident fellow is **not eligible** to do any covering duties.

8.4 Covering Assignment

A Principal/Fellow can only be assigned to perform duties of **only one other Principal/Fellow at any one time.**

9. RE-APPOINTMENT

9.1 Re- Appointment Exercise

- a) Any Principal who has completed his/her term may apply for the renewal of his/her appointment. The evaluation and selection committee will make recommendations for re-appointment based on his/her performance and recommendation from the respective Dean of the Kulliyah.
- b) Any Fellow who has completed his/her one-year term may apply for the renewal of his/her appointment. The renewal of the appointment is considered based on his/her performance and recommendation from the respective K/C/D/I/O.

- c) Any Resident Fellow who has completed his/her one semester term may apply for the renewal of his/her appointment. The renewal of the appointment is considered based on his/her performance and recommendation from the Deputy Dean, Supervisor (with reference to Guideline 5.3) and Mahallah Principal.
- d) If matters arise (low evaluation marks, unsatisfactory performance etc), the principal or fellow may be called for a short interview for the purpose of evaluation and clarification before recommending re-appointment.

9.2 Panel for Evaluation and Selection for Re-Appointment

i. Combak and Pagoh Campus

Chairman:

Deputy Rector (Student Development and Community Engagement)

Members :

- Director, Management Services Division
- Deputy Director, Finance Division
- Director, Student Affairs and Development Division

Secretary :

Special Officer to the Deputy Rector (Student Development and Community Engagement)

ii. Kuantan Campus

Chairman :

Deputy Campus Director (Student Development and Support Services)

Members :

- Director (Administration), Kuantan Campus
- Head, One Stop Centre, IIUM Kuantan

Secretary :

Assistant Director, Student Services Department

iii. Centre for Foundation Studies (CFS)

Chairman :

Dean, Centre of Foundation Studies

Members :

- Director (Administration) of CFS
- Deputy Dean (Student Development and Community Engagement)
- Principal of Mahallah

Secretary :

Assistant Director, Residential, Discipline and Welfare Unit.

9.3 General Guidelines on the Re- Appointment

- a) The re-appointment of Mahallah Principals and Fellows will be based on the evaluation done and marks received. Those with the achievement of **BELOW 80%** will be called for an interview by the selection committee for justification
- b) The interview session for the reappointment process should be arranged at least **ONE MONTH** before the present appointment expires.
- c) Letter of appointment for the new appointment should be issued at least **ONE WEEK** before the new appointment date

10. END OF SERVICE

The term of service as a principal or fellow of Mahallah is considered finished once the following take place:

i. Notice of Resignation

Any Mahallah Principal, Fellow and Resident Fellow who wishes to resign from the post before the terms of appointment expires is required to give ONE month notice to the Deputy Rector (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan.

ii. Termination of Service

The Deputy Rector, (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan has the right to terminate the service of Mahallah Principal, Fellow and Resident Fellow with immediate effect due to disciplinary case or poor performance or any other reasons that may deem fit.

iii. End of Appointment Term

- a) The term of service is considered to have ended once the term of appointment ends.
- b) Upon end of service, all those who are occupying the university accommodation unit provided on campus are required to vacate the unit within two (2) months from the end of service date.
- c) Any extension of stay in the unit would be subject to prior permission (in writing) from the Deputy Rector, (Student Development and Community Engagement) for Gombak and Pagoh, and Deputy Campus Director (Student Development and Support Services) for Kuantan. If the approval is granted, the monthly rental for the unit from there on would be subjected to the rate determined for On-campus Staff Accommodation Guidelines.

11. ROLES AND RESPONSIBILITIES

11.1 Duties and Responsibilities

i. Principal of Mahallah

The Mahallah Principal is the chief executive of the respective Mahallah. He/She is responsible for the planning and monitoring all Mahallah affairs relating to:

- a. Administration
- b. Students Discipline
- c. Students Development (Activities and mentoring)
- d. Students Facilities and Services
- e. Students Welfare
- f. Students Safety and Security
- g. Fellow and Resident Fellow (Mahallah staff for Kuantan)

ii. Fellow of Mahallah

The duties of Fellow and Resident Fellow of Mahallah are to assist the Principal of Mahallah in matters relating to:

- a. Students Development (activities and mentoring)
- b. Students Discipline
- c. Student Facilities and Services
- d. Students Welfare

iii. Resident Fellow

- a. Students Development (activities and monitoring)
- b. Student Discipline
- c. Student Facilities and Services
- d. Students Welfare

Note:

- a) *The Mahallah Principal will be in charge of student Development & Community Engagement (activities and mentoring) for the blocks assigned.*
- b) *Since the Resident Fellow is not a full-fledged staff, he/she is not eligible to access to the office of Mahallah and utilise office facilities.*
- c) *Resident Fellow is **not allowed** to send residents to any destinations outside of the campus or to fetch any of the residents from hospitals or anywhere from outside of the campus. Sending and fetching of resident within the campus is permitted.*

11.2 Working Schedule

i. Principal of *Mahallah*

- a. To be available or be on call at all times, 7 days a week. The contact numbers should be made available to all Fellows, staff, and students of the respective Mahallah.
- b. To be in the office for administrative work and consultation hours with students at least 2 hours a day (5 days a week).
- c. To schedule time for consultation hours with students at the Mahallah or Kulliyah.

ii. Fellow and Resident Fellow of Mahallah

- a. To be available or be on call at all times, 7 days a week especially to the block/s assigned. The contact numbers should be made available to the Principal of Mahallah, other Fellow, staff, and students of the respective Mahallah.
- b. To be on duty at the Mahallah at least once a week for a minimum of 3 hours, preferably between 8.00 p.m. to 11.00 p.m. The once-a-week duty does not include attending students' programmes and conducting spot check or any other special assignment.

Approved by SSC Meeting No. 3/2022, 05.08.2022
3rd revision – SAC Meeting No. 1/2022, 7th March 2022
Executive Management Committee, 2nd April 2013
2nd revision – BOSA 15th July 2007
1st revision – BOSA 15th June 2006
Endorsed by BOSA on 6th February 2005

