



IIUM/202/4/1

21<sup>st</sup> October 2024

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 15/2024**

**ESTABLISHMENT OF DEPUTY PRINCIPAL POST FOR MAHALLAH  
AT IIUM Kuantan CAMPUS**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the establishment of Deputy Principal post for Mahallah at IIUM Kuantan Campus.

**2. BACKGROUND**

2.1 The residential college for students at the International Islamic University Malaysia (IIUM) is referred to as Mahallah. Currently, IIUM Kuantan ensures full-time undergraduate students receive 100% accommodation. The Mahallah at IIUM Kuantan Campus with a capacity of 5000 began its occupancy on 26<sup>th</sup> October 2014 and the Private Finance Initiative (PFI) contract agreement is scheduled to conclude on 25<sup>th</sup> October 2034.

2.2 Currently, the administration of the Mahallah Management falls under the leadership of the Principal, which is within the purview of the Deputy Campus Director (Student Development & Support Services), IIUM Kuantan Campus. As of Semester 1, 2023/2024 Session, the Mahallah has a total of 3,560 registered students, comprising of 984 male and 2,576 female.



2.3 The current composition and ratio of Principals and Fellows of Mahallahs at IIUM Kuantan Campus for the Year 2023 are as follows:-

NO.	RATIO		NUMBER OF REGISTERED STUDENTS		
	PRINCIPAL AND MAHALLAH	FELLOW AND STUDENTS	MALE	FEMALE	TOTAL
1.	1:1	1:200	984	2,576	3,560

2.4 In view of the capacities of the three (3) Mahallahs in IIUM Kuantan Campus, the Campus Director has submitted a proposal on the Establishment of New Deputy Principal Post for Mahallah, IIUM Kuantan Campus. The announcement of this decision was made by the Campus Director during a meeting with the Mahallah Management of IIUM Kuantan Campus on Monday, 7<sup>th</sup> December 2023.

2.5 The above proposal was tabled in the University Management Committee (UMC) Meeting No. 2/2024 on 24<sup>th</sup> January 2024. The UMC decided for the proposal to be tabled in the Student Affairs Committee (SAC) meeting prior to submission to SSC for approval. The proposal and its recommendation was further discussed in the SAC Meeting No. 1/2024 held on 8<sup>th</sup> March 2024 prior to submission to the Staff Service Committee (SSC) for approval.

2.6 The justifications for the new Deputy Principal post are as follows:-

- i) The proposed unified structure featuring one (1) Principal and one (1) Deputy Principal overseeing three (3) Mahallahs represents a new structure for IIUM. Currently, each of the three (3) Mahallahs is independently overseen by a respective Principal. Thus, this strategic move aligns with the lean management principles implemented for IIUM Kuantan Campus.
- ii) A comparative survey has been conducted on Hostel Management among Higher Education Institutions (HEIs) in Malaysia and the appointment of Director and Deputy Director of Hostel.
- iii) The new structure for year 2024 would contribute to the cost saving of RM12,960.00 per annum from the University budget per Mahallah for Principal and Deputy Principal post.

2.7 The new composition and ratio are as detailed below:-

NO.	RATIO		NUMBER OF REGISTERED STUDENTS		
	PRINCIPAL AND MAHALLAH	FELLOW AND STUDENTS	MALE	FEMALE	TOTAL
1.	1:3	1:200	984	2,576	3,560




### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 approved the establishment of Deputy Principal post for Mahallah at IIUM Kuantan Campus.
- 3.2 The effective date of implementation of the establishment of Deputy Principal post is **1<sup>st</sup> July 2024.**
- 3.3 The SSC also approved the revised Guidelines for Principal, Deputy Principal, Fellow and Resident Fellow Management as recommended by the SAC, which is provided in *Appendix A*.
- 3.4 Following the above decisions, the MSD Service Circular No. 16/2022 and Staff Service Circular Letter No. 3/2023 are superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"

  
**ZURAJDA HASSAN**  
Executive Director  
Management Services Division  
International Islamic University Malaysia

- 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)
  - : Campus Director, IIUM Kuantan Campus
  - : Legal Adviser

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