IIUM FILE CODING SYSTEM

Updated on 14th August 2024

Please consider the environment before printing

INACTIVE CODE
AMENDED / NEW CODE

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
1	**Personal Files**	1	Staff		C	**Code:** IIUM/000/C/1/1/####* **Title:** Staff's Name Example for MSD's personal file for a staff whose staff no. is 1011 will be **IIUM/202/C/1/1/1011**	
		2	Student		C	**Code:** IIUM/000/C/1/2/####** **Title:** Student's Name Example for Kulliyyah of ICT's personal file for a student whose matric no. is 0313242 will be **IIUM/309/C/1/2/0313242**	
		3	Patient		C	**Code:** IIUM/000/C/1/3/####*** **Title:** Patient's name Example for Health Centre's personal file for a patient whose I.C. or passport no. is 720620-14-5051 will be **IIUM/218/C/1/3/720620-14-5051** or personal file of patient with Running Number (RN No.) is 1000321 will be IIUM/413/C/1/3/1000321	Reviewed wef 16th June 2021
		4	Researcher		C	**Code:** IIUM/000/C/1/4/####**** **Title:** Reseacher's Name Example for Researcher's file whose project no. is ST01 will be **IIUM/218/C/1/4/ST01**	
		5	Client		C	**Code:** IIUM/000/C/1/5/####***** **Title:** Client's Name Example for Client's file whose client no. is 10 will be **IIUM/000/C/1/5/10**	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
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	
				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 **Title:** Info on KCDIO	
				3- Academic Calendar	G	**Contents: University/KCDIO Academic Calendars.** **Code:** IIUM/000/2/1/3 **Title:** Academic Calendar	
		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.** **Code:** IIUM/000/2/3/1 **Title:** Organisational Charts	
				2- Organisational Restructuring	G	**Contents: Minutes, organisation planning and direction, justification.** **Code:** IIUM/000/2/3/2 **Title:** Organisational Restructuring	

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		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 University or KCDIOs.** **Code:** IIUM/000/2/5/1 **Title:** Media Cutting	

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3	**Strategic Planning**	1	IIUM/KCDIO Strategic Planning	1- IIUM/KCDIO Strategic Planning	C	**Contents: All documentations on strategic planning i.e. correspondence, proposal or special programmes.** **Code:** IIUM/000/C/3/1/1 **Title:** IIUM/KCDIO Strategic Planning	
		2	Balanced Scorecard Project (BSC)	1- Balanced Scorecard Project (BSC)	C	**Contents: All documentations on BSC i.e. correspondence, proposal, or special programmes.** **Code:** IIUM/000/C/3/2/1 **Title:** Balance Scorecard Project (BSC)	
		3	IIUM/KCDIO Performance Report	1- IIUM/KCDIO Performance Report	C	**Contents: Strategic planning reports i.e. performance report of the measurable targets.** **Code:** IIUM/000/C/3/3/1 **Title:** IIUM/KCDIO Performance Report	
		4	Rancangan Malaysia (RMK)	1- Rancangan Malaysia (RMK)	C	**Contents: Subject to the Ministry requirements such as staffing requirement, 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	C	**Contents: For both academic and administrative staff.** **Code:** IIUM/000/C/3/5/1 **Title:** Staff Development Plan	
				2- Succession Planning	C	**Contents: Correspondence on succession planning i.e. critical talents, critical 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 recruitment of administrative staff, projection of staff, projection of students, projection of staff study leave.** **Code:** IIUM/000/3/6/1 **Title:** Projections	
				2- Statistics	G	**Contents: Statistics of existing staff, statistics of existing students, statistics of patient.** **Code:** IIUM/000/3/6/2 **Title:** Statistics	Reviewed wef 16th June 2021

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4	**General Administration**	1	Internal Circular	1- Internal Circulars	G	**Contents: General circulars, memos or instructions issued by university or KCDIO.** **Code:** IIUM/000/4/1/1 **Title:** Internal Circulars	
		2	External Circular	1- External Circulars	G	**Contents: Circulars, memos or instructions received from outside IIUM, i.e. government agencies.** **Code:** IIUM/000/4/2/1 **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 **Title:** Mailing Matters	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		4	Customer Complaints/ Suggestion	1- Customer Complaints/Suggestion	C	**Contents: Record of complaints/suggestions received from the customer and action taken.** **Code:** IIUM/000/C/4/4/1 **Title:** Customer Complaints/Suggestion	
		5	Remedial Grievances System	1- Remedial Grievances System	C	**Contents: Complaints registered under RGS and managed by a special 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.** **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.** **Code:** IIUM/000/4/7/1 **Title:** Official Speeches	
				2- Jumaat Sermons	G	**Contents : Jumaat Sermons.** **Code:** IIUM/000/4/7/2 **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	C	**Contents: Response to the ministry/government bodies.** **Code:** IIUM/000/C/4/8/1 **Title:** Parliamentary Question	
		9	Information on Other Institutions	1- Information on Other Institutions	G	**Contents: Information received from other 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 Management Integrity	G	**Contents: CMI and MIP meetings at KCDIO, committee membership.** **Code:** IIUM/000/4/11/2 **Title:** Integrity Management (Committee/Panel for management integrity).	
		12	Visit	1- Visit	G	**Contents: Anything related to official visits.** **Code:** IIUM/000/4/12/1 **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 **Title:** Special Convocation	

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				2- Annual Convocation	G	**Contents: Matters pertaining to the organising of convocation ceremony.** **Code:** IIUM/000/4/13/2 **Title:** Annual Convocation	
		14	Membership	1- University	G	**Contents: IIUM as a member of professional bodies i.e. Yayasan Badan Berkanun, application for and renewal of membership.** **Code:** IIUM/000/4/14/1 **Title:** Membership (University)	
				2- KCDIO	G	**Contents: KCDIO as a member of professional bodies i.e. Malaysian Law Librarian Group, Persatuan Perpustakaan Malaysia, etc.** **Code:** IIUM/000/4/14/2 **Title:** Membership (KCDIO)	
		15	Duty Schedule	1- Duty Schedule	G	**Contents: Matters related to scheduling of staff duties e.g. counter service, technician, security, library staff, etc.** **Code:** IIUM/000/4/15/1 **Title:** Duty Schedule	
		16	Advertisement	1- Advertisement	G	**Contents: Advertisement for academic programmes, job vacancies and/or other announcements e.g. Academic and administrative positions, student intake, tender, condolences, staff promotions, etc.** **Code:** IIUM/000/4/16/1 **Title:** Advertisement	
		17	Souvenir	1-Souvenir	G	**Contents : Souvenir preparation for general use.** **Code:** IIUM/000/4/17/1 **Title:** Souvenir	
		18	Staff Welfare	1- Staff Welfare	G	**Contents: Staff welfare, committee, programmes and activities.** **Code:** IIUM/000/4/18/1 **Title:** Staff Welfare	
				2- Staff Khairat Fund	G	**Contents: Staff khairat fund matters.** **Code:** IIUM/000/4/18/2 **Title:** Staff Khairat Fund	
		19	Contribution/Fund	1- Zakat	G	**Contents: Zakat related programmes.** **Code:** IIUM/000/4/19/1 **Title:** Zakat	
				2-Kafaalah	G	**Contents: Students sponsoring programme** **Code:** IIUM/000/4/19/2 **Title:** Kafaalah	
				3-RM1C	G	**Contents: One Ringgit Contribution.** **Code:** IIUM/000/4/19/3 **Title:** RM1C	
				4- Donations	G	**Contents: Contribution/donation given and received.** **Code:** IIUM/000/4/19/4 **Title:** Donations	
				5- IIUM WAQF Fund	G	**Contents : IIUM WAQF Fund** **Code:** IIUM/000/4/19/5 **Title:** IIUM WAQF Fund	
				6 - IIUM Disability Endowment Fund (IDEF)	G	**Contents : Establishment of IDEF, SOP for IDEF, Payment instructions, financial reports, fund income and payments.** **Code:** IIUM/000/4/19/6 **Title:** IIUM Disability Endowment Fund (IDEF)	Wef 1st October 2019
		20	Majlis Bersama Jabatan	1- Majlis Bersama Jabatan	G	**Contents: Circulars, appointments of members, meetings, programmes, etc.** **Code:** IIUM/000/4/20/1	

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						Title: Majlis Bersama Jabatan	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		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:** IIUM/000/C/4/21/1 **Title:** Legal Matters	
		22	Immigration Matters	1- Staff	G	**Contents: Visa, passport, work permit, etc.** **Code:** IIUM/000/4/22/1 **Title:** Immigration Matters (Staff)	
				2- Student	G	**Contents: Visa, passport, special pass, etc.** **Code:** IIUM/000/4/22/2 **Title:** Immigration Matters (Students)	
		23	Forms	1- Forms	G	**Contents: Includes all types of master/original forms.** **Code:** IIUM/000/4/23/1 **Title:** Forms	
		24	Malaysian General Election	1-Malaysian General Election	G	**Contents : Malaysian General Election.** **Code:** IIUM/000/4/24/1 **Title:** Malaysian General Election	
		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 Documents	G	**Contents: Correspondence, audit report, etc.** **Code:** IIUM/000/4/25/2 **Title:** Management of Classified Documents	
				3-Records Disposal	G	**Contents: Matters pertaining to records disposal.** **Code:** IIUM/000/4/25/3 **Title:** Records Disposal	
		26	LHDN MatterS	1-Staff		**Contents: Matters pertaining to Personal Bond Letter Stamping for New Visa Application** **Code:** IIUM/000/4/26/1 **Title:** LHDN Matters - Staff	Effective from 14th August 2024
				2-Student		**Contents: Matters pertaining to Personal Bond Letter Stamping for New Visa Application, Registration of a new student** **Code:** IIUM/000/4/26/2 **Title:** LHDN Matters - Student	Effective from 14th August 2024
CODE	**MAIN TOPIC**	**CODE**	**SUB TOPIC 1**	**SUB TOPIC 2**	**CLASS**	**FILE CONTENTS/CODE/TITLE**	**EFFECTIVE DATE**
5	**Human Resources**	1	HR Policies & Guidelines	1- HR Policies & Guidelines	G	**Contents: Circulars, scheme of service & others.** **Code:** IIUM/000/5/1/1 **Title:** HR Policies & Guidelines	
				2 - Sistem Saraan Perkhidmatan Awam (SSPA)	G	**Contents: Matters pertaining to the Sistem Saraan Perkhidmatan Awam (SSPA)** **Code:** IIUM/000/5/1/2 **Title:** Sistem Saraan Perkhidmatan Awam (SSPA)	
		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.** **Code:** IIUM/000/5/2/2 **Title:** Post Warrant	
				3- Post Regrading	G	**Contents: Request, justification, papers and approval for Post Regrading.**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Code: IIUM/000/5/2/3 **Title:** Post Regrading	Wef 24th February 2022
				4- Information on Posts	G	**Contents: Record and data on positions in IIUM.** **Code:** IIUM/000/5/2/4 **Title:** Information on Posts	
				5- Manpower Audit	G	**Contents: Correspondences, Audit Working Papers (include Audit Schedule, Analysis, Assessment Form) and Audit Report.** **Code:** IIUM/000/5/2/5 **Title:** Manpower Audit	
				6- HRMIS	G	**Contents: All documentations on HRMIS : Letter to MOHE, IIUM correspondence.** **Code:** IIUM/000/5/2/6 **Title: HRMIS**	
		3	Application	1 - Application for Academic Position	G	**Contents: Correspondence, application, resume, etc.** **Code:** IIUM/000/5/3/1 **Title:** Application for Academic Position	
				2- Application for Admin. Position	G	**Contents: Correspondence, application, resume, etc.** **Code:** IIUM/000/5/3/2 **Title:** Application for Admin. Position	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		4	Selection	1- Selection	C	**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	C	**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	C	**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	C	**Contents: Any appointment of IIUM staff members to external organizations.** **Code:** IIUM/000/C/5/5/3 **Title:** Appointment (External Appointment)	
				4- Academic Administrator	C	**Contents: Appointment of academic staff as administrator e.g. Dean, Deputy Dean, Director, Coordinator, Head of Department, etc.** **Code:** IIUM/000/C/5/5/4 **Title:** Appointment (Academic Administrator)	
				5- Appointment of Principal & Fellow	C	**Contents: Appointment of academic and administrative staff as Principal and Fellows.** **Code:** IIUM/000/C/5/5/5 **Title:** Appointment (Appointment of Principal & Fellow)	
				6- Appointment as Committee Member Within the University	C	**Contents: Appointment of academic and administrative staff as committee members of university board / committee, association, programme/events etc.** **Code:** IIUM/000/C/5/5/6 **Title:** Appointment (Committee Member Within the University)	wef 1 Feb 2019
				7- Appointment as Committee Member at External Organisation	C	**Contents: Appointment of academic and administrative staff as committee members of external organisation's board / committee, association, programme/events etc.** **Code:** IIUM/000/C/5/5/7 **Title:** Appointment (Committee Member at External Organisation)	wef 1 Feb 2019
		6	Job Specifications	1- Job Specifications	G	**Contents: Duty list, etc.** **Code:** IIUM/000/5/6/1 **Title:** Job Specifications	
		7	Placement/Transfer of Staff	1- Placement/Transfer of Staff	G	**Contents: Any matters related to the placement or transfer of staff.** **Code:** IIUM/000/5/7/1 **Title:** Placement/Transfer of Staff	
		8	Certification/ Recommendation Letters	1- Certification/ Recommendation Letters	G	**Contents: Confirmation/certification letter as IIUM's staff, recommendation letter, gazettement letter, credentialing letter and etc.** **Code:** IIUM/000/5/8/1 **Title:** Certification Letters	Reviewed wef 16th June 2021
		9	Performance Appraisal	1- Performance Appraisal	C	**Contents: Any matters related to staff performance appraisal e.g. Annual performance appraisal.** **Code:** IIUM/000/C/5/9/1 **Title:** Performance Appraisal	
		10	Confirmation of Service	1- Confirmation in Service (Category A & B)	C	**Contents: Any matters related to staff confirmation in service.** **Code:** IIUM/000/C/5/10/1 **Title:** Confirmation in Service (Category A & B)	

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				2- Confirmation in Service (Support Group)	C	**Contents: Any matters related to staff confirmation in service.** **Code:** IIUM/000/C/5/10/2 **Title:** Confirmation in Service (Support Group)	
				3- Confirmation in Service (Academic Staff)	C	**Contents: Any matters related to staff confirmation in service.** **Code:** IIUM/000/C/5/10/3 **Title:** Confirmation in Service (Academic Staff)	
		11	Staff Promotion	1- Staff Promotion	C	**Contents: Any matters related to staff promotion.** **Code:** IIUM/000/C/5/11/1 **Title:** Staff Promotion	
		12	End of Service	1- Academic Staff	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 & 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 **Title:** Secondment	
		16	Allowance	1- Allowance	C	**Contents: Fixed and non-fixed allowances.** **Code:** IIUM/000/C/5/16/1 **Title:** Allowance	
		17	Competency Level Assessment (CLA)	1- Academic Staff	R	**Contents: Appointment of exam questions setters, appointment of examiners and declaration of secrecy form.** **Code:** IIUM/000/R/5/17/1 **Title:** Competency Level Assessment (CLA) - Academic Staff	Inactive wef 1 Jan 2014
				2- Administrative Staff	R	**Contents: Appointment of exam questions setters, appointment of examiners and declaration of secrecy form.** **Code:** IIUM/000/R/5/17/2 **Title:** Competency Level Assessment (CLA) - Administrative Staff	Inactive wef 1 Jan 2014
				3- CLA (BTN)	G	**Contents: Arrangement for Biro Tata Negara (BTN) course.** **Code:** IIUM/000/5/17/3 **Title:** CLA - (BTN)	Inactive wef 1 Jan 2014
				4- CLA (Courses)	R	**Contents: Arrangement for CLA Courses for academic and non-academic staff.** **Code:** IIUM/000/R/5/17/4 **Title:** CLA - (Courses)	Inactive wef 1 Jan 2014

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.** **Code:** IIUM/000/R/5/17/5 **Title:** CLA - (Exam)	Inactive wef 1 Jan 2014
				6- CLA - (Administration)	G	**Contents: Correspondence, Malaysian remuneration system, competency level assessment committee and workshop on CLA (evaluation report).** **Code:** IIUM/000/5/17/6 **Title:** Competency Level Assessment (CLA) - Administration	Inactive wef 1 Jan 2014
		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	C	**Contents: Staff disciplinary rules and regulations, staff disciplinary board, etc.** **Code:** IIUM/000/C/5/20/1 **Title:** Staff Discipline (Board of Inquiry)	
				2- Staff Discipline	C	**Contents: Complaints, reminders and show cause letters.** **Code:** IIUM/000/C/5/20/2 **Title:** Staff Discipline	
		21	SOCSO	1- SOCSO	G	**Contents: All 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	C	**Contents: Report on asset declaration.** **Code:** IIUM/000/C/5/23/1 **Title:** Asset Declaration	
		24	Attendance Report	1- Attendance Report	G	**Contents: Report on staff attendance.** **Code:** IIUM/000/5/24/1 **Title:** Attendance Report	
		25	Skim Sangkutan Pembantu Pengajar/ Latihan (SSPP)/(SSPL)	1- Skim Sangkutan Pembantu Pengajar/Latihan (SSPP)/ (SSPL)	G	**Contents: Appointment of staff under skim sangkutan pembantu pengajar/latihan (SSPP)/(SSPL).** **Code:** IIUM/000/5/25/1 **Title:** Skim Sangkutan Pembantu Pengajar/Latihan (SSPP)/(SSPL)	
		26	Competency Examinations	1- Competency Examinations	C	**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 guidelines and manual.** **Code:** IIUM/000/5/27/1 **Title:** Manual of Work Procedure	

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		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 (Staff)	1- Medical Benefits Scheme (Staff)	G	**Contents: Policies, correspondence and other matters related to medical benefits for staff.** **Code: IIUM/000/5/30/1** **Title:** Medical Benefits Scheme (Staff)	
		31	Medical Benefits Scheme (Students)	1- Medical Benefits Scheme (Students)	G	**Contents: Policies, correspondence and other matters related to medical 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 Level)	1- Quality Day (University Level)	G	**Contents: Any correspondence, programmes or matters related to Quality Day 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 at the KCDIO level i.e. Invitation letter to Quality Day.** **Code: IIUM/000/6/2** **Title:** Quality Day (KCDIO Level)	
		3	Council of Quality Culture (CQC)	1- Council of Quality Culture (CQC)	G	**Contents: Invitation letter to attend the CQC meeting, reports submitted for the CQC meeting, minutes of the CQC meeting.** **Code: IIUM/000/6/3/1** **Title:** Council of Quality Culture (CQC)	
		4	Management Review Meeting	1- Management Review Meeting	G	**Contents: Invitation letter to the meeting, reports brought to the meeting, attendance sheet, agenda, minutes of the meeting.** **Code: IIUM/000/6/4/1** **Title:** Management Review Meeting	
		5	Corrective & Preventive Actions	1- Corrective & Preventive Actions	G	**Contents: Programmes and reports on the corrective and preventive actions.** **Code: IIUM/000/6/5/1** **Title:** Corrective & Preventive Actions	
		6	Internal Audit	1- Internal Audit	G	**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	
				2- Mock Audit	G	**Contents: Family or pre-internal/unofficial audit.** **Code: IIUM/000/6/6/2**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Mock Audit (Internal)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				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, Audit Planning Memorandum)and audit reports.** **Code:** IIUM/000/6/6/5 **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 Control	1- Document and Data Control	G	**Contents: Distribution list, master list of files, procedures, acknowledgement of receipt of the procedures.** **Code:** IIUM/000/6/8/1 **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.** **Code:** IIUM/000/6/10/1 **Title:** Academic Review	
		11	Accreditation	1- Accreditation	G	**Contents: Reports prepared for accreditation, accreditation reports.** **Code:** IIUM/000/6/11/1 **Title:** Accreditation	
		12	Quality Assurance Standards	1- Quality Assurance Standards	G	**Contents: ISO 9000 Standard Requirements.** **Code:** IIUM/000/6/12 **Title:** Quality Assurance Standards	
		13	Awards	1- Agency	C	**Contents: Quality awards during quality days and awards received from any institutions.** **Code:** IIUM/000/C/6/13/1 **Title:** Awards (Agency)	
				2- Staff	C	**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	C	**Contents: Awards received during convocation and awards received from any institutions.** **Code:** IIUM/000/C/6/13/3 **Title:** Awards (Student)	
				4- IIUM Award	C	**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)	C	**Contents: Nomination for state/federal awards e.g. Datukship.** **Code:** IIUM/000/C/6/13/5 **Title:** State/Federal Awards (Anugerah)	
				6- HR Award	C	**Contents: Award received from other agencies e.g. MIHRM, etc.** **Code:** IIUM/000/C/6/13/6 **Title:** HR Award	
		14	Quality Control Circle (QCC)/(KMK)	1- Quality Control Circle (QCC)/(KMK)	G	**Contents: Committee, facilitator, programmes, invitation to attend 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 Programme	1- Service Excellence Programme	G	**Contents: Standard people practice (SPP), programme, schedule, evaluation, meeting, etc.** **Code:** IIUM/000/6/18/1 **Title:** Service Excellence Programme	
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
7	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	
				2- Outsourced Security Services	G	**Contents: All matter regarding Outsourced Security 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	C	**Contents: Staff/Student clearance for national security purposes.** **Code:** IIUM/000/C/7/5/1 **Title:** Security Clearance	
		6	Security Administration	1- Traffic	G	**Contents: Traffic.** **Code:** IIUM/000/7/6/1 **Title:** Traffic	
				2- Investigation	G	**Contents: Investigation.** **Code:** IIUM/000/7/6/2 **Title:** Investigation	
				3- Operation	G	**Contents: Operation.** **Code:** IIUM/000/7/6/3 **Title:** Operation	
				4- Access Control	G	**Contents: Access Control.** **Code:** IIUM/000/7/6/4 **Title:** Access Control	
CODE	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.** **Code:** IIUM/000/8/1/1 **Title:** ICT Policies & Guidelines	
		2	ICT Master Plan/Requirements	1- ICT Master Plan	G	**Contents: ICT Master Plan.** **Code:** IIUM/000/8/2/1 **Title:** ICT Master Plan	
				2- ICT Requirements	G	**Contents: ICT requirements e.g. Printer, Laptop & Software, PC, etc.** **Code:** IIUM/000/8/2/2 **Title:** ICT Requirements	

CODE	MAIN 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** **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	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
9	**Property & Facility**	1	Inventory - Fixed Asset	1- Office Assets	G	**Contents: Building, office equipment, furniture, etc.** **Code: IIUM/000/9/1/1** **Title:** Office Assets	
				2- Motor Vehicle	G	**Contents: Car, bus, van, etc.** **Code: IIUM/000/9/1/2** **Title:** Motor Vehicle	
				3- Lab/Studio Assets	G	**Contents: Laboratory equipment, studio equipment, etc.** **Code: IIUM/000/9/1/3** **Title:** Lab/Studio Assets	
				4- Library Books	G	**Contents: Library books, etc.** **Code: IIUM/000/9/1/4** **Title:** Library Books	
				5- Library Serials	G	**Contents: Library magazines, journals, conference proceedings, etc.** **Code: IIUM/000/9/1/5**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Library Serials	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				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 **Title:** Maintenance (Mechanical)	
				4- ICT	G	**Contents: Requests, reports, contract/agreement /licence, etc.** **Code:** IIUM/000/9/4/4 **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.** **Code:** IIUM/000/9/4/6 **Title:** Maintenance (Cleaning)	
				7- Facilities Management Services Monthly Report	G	**Contents: Reports received from IIUM Properties.** **Code:** IIUM/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 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, conference room, computer/teaching lab, lecture room, musolla, CAC, auditorium, stadium, etc.** **Code:** IIUM/000/9/6/1 **Title:** Service Booking	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2 - Parking	G	**Contents: Parking administration.** **Code:** IIUM/000/9/6/2 **Title:** Parking	Reviewed wef 16th June 2021
				3- Business Operator	G	**Contents: Appointment and monitoring of business operator.** **Code:** IIUM/000/9/6/3 **Title:** Business Operator	
		7	Transportation/Logistics	1- Booking	G	**Contents: Booking of IIUM transport.** **Code:** IIUM/000/9/7/1 **Title:** Transportation/Logistics (Booking)	
				2- Schedule	G	**Contents: Scheduling of IIUM transport and logistics** **Code:** IIUM/000/9/7/2 **Title:** Transportation/Logistics (Schedule)	
				3- Uniform	G	**Contents: Uniform staff related to transportation.** **Code:** IIUM/000/9/7/3 **Title:** Transportation/Logistics (Uniform)	
				4- Verification on Vehicle	G	**Contents: Verification of university vehicle.** **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. 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, record of keys movement, etc.** **Code:** IIUM/000/9/8/1 **Title:**Development (Keys Maintenance)	
				2 - Installation	G	**Contents: Installation work.** **Code:** IIUM/000/9/8/2 **Title:** Development (Installation)	
				3- Gombak Campus Project	G	**Contents: Project related to the development of Gombak Campus.** **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.** **Code:** IIUM/000/9/8/6 **Title:** Development (ISTAC Project)	
				7- Langkawi Project	G	**Contents: Project related to the development of Langkawi Campus.** **Code:** IIUM/000/9/8/7 **Title:** Development (Langkawi Project)	
				8- Pagoh Higher Education Hub Project	G	**Contents: Project related to the development of Pagoh Higher Education Hub** **Code:** IIUM/000/9/8/8 **Title:** Development (Pagoh Higher Education Hub Project)	14th October 2020
		9	Staff Housing	1- Staff Housing	G	**Contents: Administration of staff housing facilities.** **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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
10	Finance	1	Financial Policies and Guidelines	1-Financial Policies and Guidelines	G	**Contents: Financial Policies and Guidelines.** **Code: IIUM/000/10/1/1** **Title:** Financial Policies and Guidelines	The whole section 10 was revised wef 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	C	**Contents: Transfer of Fund, Standing Instruction / Stop Payment, Opening Account & Cheque Signatories, Fixed Deposit Placement / Special Investment / 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	C	**Contents: Advancement of ACADEMY, SKF, IEF Salary.** **Code:** IIUM/000/C/10/2/6 **Title:** Accounts (Advancement of ACADEMY, SKF, IEF Salary)	
				7-Account Payable	G	**Contents: Correspondences related to creditors.** **Code:** IIUM/000/10/2/7 **Title:** Account Payable	
		3	Payroll	1-Salary Advice	C	**Contents: Bonus, Special Cash Assistant, Payment / Deductions instructions.** **Code:** IIUM/000/C/10/3/1 **Title:** Payroll (Bonus, Special Cash Assistant, Payment / Deductions instructions)	
				2-Staff Claims	C	**Contents: Locum, On Call, Overtime, Shift Allowance, Telephone Claims etc.** **Code:** IIUM/000/C/10/3/2 **Title:** Payroll (Staff Claims)	
				3-Part Time Claims	C	**Contents: Part Time Claims.** **Code:** IIUM/000/C/10/3/3 **Title:** Payroll (Part Time Claims)	
				4-Honorarium	C	**Contents: Honorarium.** **Code:** IIUM/000/C/10/3/4 **Title:** Payroll (Honorarium)	
				5-Gratuity & Golden Hand Shake	C	**Contents: Gratuity & Golden Hand Shake.** **Code:** IIUM/000/C/10/3/5 **Title:** Payroll (Gratuity & Golden Hand Shake)	
				6-Employee Provident Fund (EPF)	C	**Contents: Employee Provident Fund (EPF).** **Code:** IIUM/000/C/10/3/6 **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	C	**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	C	**Contents: Correspondences with Payroll Creditors, Receipts.** **Code:** IIUM/000/C/10/3/8 **Title:** Payroll Creditors	
				9-Annual Salary Increment (ASI)	C	**Contents: Correspondences with Annual Salary Increment (ASI)** **Code:** IIUM/000/C/10/3/9 **Title**: Annual Salary Increment (ASI)	
				10-Autopay	C	**Contents: Correspondences with Autopay, Receipts.** **Code:** IIUM/000/C/10/3/10 **Title**: Autopay	
		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)	
				3. Reimbursement Claim	G	**Contents: Students Programmes, Bench fees** **Code:** IIUM/000/10/4/3 **Title:** Reimbursement Claim	wef 04th March 2024
		5	**Financing**	1-Housing Financing	C	**Contents: Eligibility Letter, Charge, Power of Attorney, Quit Rent & Assessment Tax Bill, Caveat, Discharge of Charge.** **Code:** IIUM/000/C/10/5/1 **Title:** Housing Financing	
				2-Vehicle Financing	C	**Contents: Eligibility Letter.** **Code:** IIUM/000/C/10/5/2 **Title:** Vehicle Financing	
				3-Computer Financing	C	**Contents: Early Settlement.** **Code:** IIUM/000/C/10/5/3 **Title:** Computer Financing	
		6	**Budget**	1-Operating Budget	C	**Contents: Budget Distribution / Submission / Withdrawal.** **Code:** IIUM/000/C/10/6/1 **Title:** Budget (Operating Budget)	
				2-Supplementary Budget	C	**Contents: Supplementary Budget.** **Code:** IIUM/000/C/10/6/2 **Title:** Budget (Supplementary Budget)	
				3-Virement of Budget	C	**Contents: Virement of Budget.** **Code:** IIUM/000/C/10/6/3 **Title:** Budget (Virement of Budget)	
				4-Development Budget	C	**Contents: Development Budget.** **Code:** IIUM/000/C/10/6/4 **Title:** Budget (Development Budget)	
				5-Budget Performance Report	C	**Contents: Budget Performance Report.** **Code:** IIUM/000/C/10/6/5 **Title:** Budget (Budget Performance Report)	
				6-Staff Computer Allowance	C	**Contents: Staff Computer Allowance.** **Code:** IIUM/000/C/10/6/6 **Title:** Budget (Staff Computer Allowance)	
		7	**Purchasing**	1-Proposal to Purchase	G	**Contents: Proposal to Purchase.**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Code: IIUM/000/10/7/1 **Title:** Purchasing (Proposal to Purchase)	
				2-Letter of Quotation	C	**Contents: Letter of Quotation.** **Code:** IIUM/000/C/10/7/2 **Title:** Purchasing (Letter of Quotation)	
				3-IIUM Suppliers Evaluation	C	**Contents: IIUM Suppliers Evaluation.** **Code:** IIUM/000/C/10/7/3 **Title:** Purchasing (IIUM Suppliers Evaluation)	

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	C	**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 **Title:** Purchasing (Correspondence with Ministry)	
				9.-Emergency Procurement	G	**Contents: Emergency Procurement.** **Code:** IIUM/000/10/7/9 **Title:** Purchasing (Emergency Procurement)	
				10-Smart Card Project	G	**Contents: Smart Card Project.** **Code:** IIUM/000/10/7/10 **Title:** Purchasing (Smart Card Project)	
				11-Payment	C	**Contents: Purchase order** **Code:** IIUM/000/10/7/11 **Title:** Payment	wef 04th March 2024
		8	**Investment**	1-Fund Management	C	**Contents: Appointment of Fund Manager, Portfolio Manager, Unit Trust, Gold, Proposal on Investment.** **Code:** IIUM/000/C/10/8/1 **Title:** Fund Management	
		9	**Trust Account**	1-KCDIO Trust Accounts Management	C	**Contents: Trust Fund Correspondences.** **Code:** IIUM/000/C/10/9/1 **Title:** KCDIO Trust Accounts Management	
				2-Chairs Trust Accounts	C	**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	C	**Contents: Goods & Service Tax.** **Code:** IIUM/000/C/10/10/1 **Title:** Corporate Taxation (Goods & Service Tax)	
				2-Tax Relief Letter	C	**Contents: corporate Tax Relief Letter.** **Code:** IIUM/000/C/10/10/2 **Title:** Corporate Taxation (Tax Relief Letter)	
				3-General Letter	C	**Contents: Corporate Tax General Letter.** **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 **Title:** Insurance (General Insurance)	
				2-Group Personal Accident	G	**Contents: Group personal accident.** **Code:** IIUM/000/10/11/2	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Insurance (Group Personal Accident)	
				3-Group Hospitalization & Surgical Insurance	G	**Contents: Group hospitalization & surgical insurance.** **Code:** IIUM/000/10/11/3 **Title:** Insurance (Group Hospitalization & Surgical Insurance)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				4-Principal Controlled Insurance (Contractor All Risk)	G	**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	C	**Contents : Tender.** **Code: IIUM/000/C/10/12/1** **Title:** Tender	
				2-General Letter	C	**Contents: Tender General Letter.** **Code: IIUM/000/C/10/12/2** **Title: Tender (General Letter)**	
		13	**Financial Audit**	1-Internal Audit Report	C	**Contents: Financial & Management Process.** **Code: IIUM/000/C/10/13/1** **Title:** Finance Audit (Internal Audit Report)	
				2-Compliance Audit	C	**Contents: Financial & Management Process.** **Code: IIUM/000/C/10/13/2** **Title:** Financial Audit (Compliance Audit)	
				3-External Audit	C	**Contents: Financial & Management Process.** **Code: IIUM/000/C/10/13/3** **Title:** Financial Audit (External Audit)	
		14	**Financial Report**	1-Financial Statement	C	**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	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
11	Collaboration	1	International Level	1. International Level	G	**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	G	**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	G	**Contents: Collaboration established between KCDIO in IIUM. Arrangement of MOU/MOA, signing ceremony.** **Code:** IIUM/000/11/3/1 **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.** **Code:** IIUM/000/11/5/1 **Title:** MOU/MOA	

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
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 or Society	G	**Contents: Policies & Guidelines for students' union, association or society i.e. establishment, constitution, standard of procedures, and etc.** **Code:** IIUM/000/12/1/4 **Title:** Policies & Guidelines (Students' Union, Association or Society)	25th June 2020
		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.** **Code:** IIUM/000/12/2/1 **Title:** Student Programmes (Undergraduate)	
				2- Postgraduate	G	**Contents: Non-credited programmes which are arranged by postgraduate 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 Placement	G	**Contents: Information pertaining to the students' accommodation e.g. 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 regulations, etc.** **Code:** IIUM/000/12/3/2 **Title:** Mahallah Management (Room Rental)	
				3- Income Report	G	**Contents : Income Report.** **Code:** IIUM/000/12/3/3 **Title:** Mahallah Management (Income Report)	
		4	Counselling	1- Counselling	C	**Contents: Counselling sessions are normally arranged by the student affairs development division for students with academic and personal problems e.g. Counselling sessions for students.** **Code:** IIUM/000/C/12/4/1 **Title:** Student Affairs (Counselling)	
		5	Student Disciplines	1-Discipline (Academic Matters)	C	**Contents: Students disciplinary matters related to academic offences including details of students involved, types of offences and evidences e.g. cheating in exam, plagiarism, etc.** **Code:** IIUM/000/C/12/5/1 **Title:** Student Disciplines (Discipline - Academic Matters)	

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CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2-Discipline (Non-Academic Matters)	C	**Contents: Students disciplinary matters including details of students 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)	C	**Contents: Correspondence, warning, guidelines, rules, etc.** **Code:** IIUM/000/C/12/5/3 **Title:** Student Disciplines (Discipline – Administration)	
		6	Election	1-General Election	C	**Contents: Conduct of student election.** **Code:** IIUM/000/C/12/6/1 **Title:** Election (General)	
				2- Matriculation	C	**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 society, student representative council (SRC), law society, TOSFOR, PSYFOR, 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, 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 such as names and types of programmes organised, programme details, etc.** **Code:** IIUM/000/12/9/1 **Title:** Convocation Fiesta	
		10	Student Scholarship	1- Undergraduate	C	**Contents: Scholarship matters for students e.g. IIUM financial loan (undergraduate), payment of financial loan, recommendation letter: undergraduate - international, local, sponsors for local students, sponsors for international student, IIUM Waqf (Endowment fund), etc.**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Code: IIUM/000/C/12/10/1	
						Title: Student Scholarship (Undergraduate)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Postgraduate	C	**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	C	**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.** **Code:** IIUM/000/12/11/3 **Title:** Student Affairs (Credited Co-curricular Activity - Third Package)	
				4- Compulsory Programme	G	**Contents : Compulsory Programme.** **Code:** IIUM/000/12/11/4 **Title:** Student Affairs (Credited Co-curricular Activity - Compulsory Programme)	
				5- Credit Awardance	G	**Contents :** Credit awardance for student's representative in University / National / International Competition / Tournament / Events **Code:** IIUM/000/12/11/5 **Title:** Student Affairs (Credited Co-curricular Activity - Credit Awardance)	Wef 25th October 2023
		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 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)	Wef 1st October 2019
				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.** **Code:** IIUM/000/12/13/3 **Title:** Student Welfare (Financial Advance Loan)	
				4- Insurance	G	**Contents : Insurance.** **Code:** IIUM/000/12/13/4 **Title:** Student Welfare (Insurance)	
		14	Student (Programmes Sponsorships)	1- Student (Programme Sponsors)	G	**Contents: Request of sponsorship for student programmes/activities.**	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						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 **Title:** Academic Policies & Guidelines (Undergraduate)	
				2- Postgraduate	G	**Contents: Full credit hour system, student exceeding, workload, change of 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 **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, 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 **Title:** Application (Postgraduate)	
				3 -Matriculation	G	**Contents: Local admission, admission to double degree, programme, rejection of application, appeal for admission.** **Code:** IIUM/000/13/3/3 **Title:** Application (Matriculation)	
		4	Student Admission	1 University Committee for Post Graduate Studies (UCPS)/ Student Admission Committee	G	**Contents : University Committee for Post Graduate Studies (UCPS)/ Student Admission Committee.** **Code:** IIUM/000/13/4/1 **Title:** Student Admission (University Committee for Post Graduate Studies (UCPS)/Student Admission Committee)	
				2 Admissions Criteria	G	**Contents : Admissions Criteria.** **Code:** IIUM/000/13/4/2 **Title:** Student Admission (Admissions Criteria)	
				3 Evaluation (Undergraduate)	G	**Contents : Evaluation (Undergraduate).** **Code:** IIUM/000/13/4/3 **Title:** Student Admission (Evaluation (Undergraduate)	
				4 Evaluation (Postgraduate)	G	**Contents : Evaluation (Postgraduate).** **Code:** IIUM/000/13/4/4 **Title:** Student Admission (Evaluation (Postgraduate)	

CODE	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).** **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).** **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.** **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 **Title:** Twinning Programme (Undergraduate)	
				2 Postgraduate	G	**Contents: Twinning programme postgraduate.** **Code:** IIUM/000/13/6/2 **Title:** Twinning Programme (Postgraduate)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				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.** **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 Requirement/Entry/Pre-requisite Course	1 Undergraduate	G	**Contents : Undergraduate matters.** **Code:** IIUM/000/13/8/1 **Title:** Programme Requirement/Entry/Pre-requisite Course (Undergraduate)	
				2 Postgraduate	G	**Contents : Postgraduate matters.** **Code:** IIUM/000/13/8/2 **Title:** Programme Requirement/Entry/Pre-requisite Course (Postgraduate)	
				3 Matriculation	G	**Contents : Matriculation matters.** **Code:** IIUM/000/13/8/3 **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 **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 **Title:** Registration (Matriculation)	
		10	Course Scheduling	1- Undergraduate	G	**Contents : Undergraduate.** **Code:** IIUM/000/13/10/1 **Title:** Course Scheduling (Undergraduate)	
				2- Postgraduate	G	**Contents : Postgraduate.** **Code:** IIUM/000/13/10/2 **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 advisors/supervisors.** **Code:** IIUM/000/13/11/2 **Title:** Academic Advising (Postgraduate)	

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Student Practical Training (ASSESS PRESENT)	

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				8- APT/EPT/Tilawah	C	**Contents: Examination of APT/EPT/tilawah.** **Code:** IIUM/000/C/13/16/8 **Title:** Examination (APT/EPT/Tilawah)	
				9- Change of Grades	C	**Contents: Change of grades.** **Code:** IIUM/000/C/13/16/9 **Title:** Examination (Change of Grades)	
				10- Results	C	**Contents: Result of examinations.** **Code:** IIUM/000/C/13/16/10 **Title:** Examination (Results)	
				11- MUET	C	**Contents: Examination of MUET.** **Code:** IIUM/000/C/13/16/11 **Title:** Examination (MUET)	
		17	Board of Examiners	1- Board of Examiners	C	**Contents: Appointment of BOE.** **Code:** IIUM/000/C/13/17/1 **Title:** Board of Examiners	
		18	Appeals	1 - Appeal for Re-checking of Answer Scripts	C	**Contents: Appeal 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	C	**Contents: Appeal for admissions.** **Code:** IIUM/000/C/13/18/2 **Title:** Appeal for Admissions	
				3 - Appeal for Re-admissions	C	**Contents: Appeal for re-admissions.** **Code:** IIUM/000/C/13/18/3 **Title:** Appeal for Re-admissions	
				4- Deferment of Study	C	**Contents: Deferment of study.** **Code:** IIUM/000/C/13/18/4 **Title:** Deferment of Study	
		19	Student Status	1- Undergraduate	C	**Contents: Dismissals, terminations and withdrawals.** **Code:** IIUM/000/C/13/19/1 **Title:** Student Status (Undergraduate)	
				2- Postgraduate	C	**Contents: Dismissals, terminations and withdrawals.** **Code:** IIUM/000/C/13/19/2 **Title:** Student Status (Postgraduate)	
		20	Examiners (Internal/External)	1- Master	G	**Contents: Internal examiners and external examiners, appointment/ appreciation letters.** **Code:** IIUM/000/13/20/1 **Title:** Examiners (Internal/External) - Master	
				2- PhD	G	**Contents: Internal examiners and external examiners, 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.** **Code:** IIUM/000/13/20/3 **Title:** Examiners (Internal/External) - Examiner's Report.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
		21	Independent Study	1 -Undergraduate	C	**Contents: Graduating student can register a course required by the programme which is not offer in the current semester.** **Code:** IIUM/000/C/13/21/1 **Title:** Independent Study (Undergraduate)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				2- Postgraduate	C	**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 -Undergradate	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.** **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:** IIUM/000/13/23/1 **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 **Title:** Student Academic Performance Report Postgraduate	
				3 -Matriculation	G	**Contents: Student academic performance report matriculation.** **Code:** IIUM/000/13/24/3 **Title:** Student Academic Performance Report Matriculation	
		25	Student Exchange Programme	1- Student Exchange Programme	G	**Contents: Student exchange programme.** **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 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 **Title:** Recognition of Matriculation Programmes	
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
14	Research & Publications	1	Research Policies and Guidelines	1- Research Policies and Guidelines	G	**Contents: General matters/policies i.e. IRPA.** **Code:** IIUM/000/14/1/1 **Title:** Research Policies and Guidelines	
		2	Research Planning & Budget	1- Research Planning & Budget	G	**Contents: Research planning and 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.** **Code:** IIUM/000/14/3/1 **Title:** Research Grant (University Grant)	
				2- Ministry of Higher Education (MOHE)	G	**Contents: All research grants given by MOHE.** **Code:** IIUM/000/14/3/2 **Title:** Research Grant (Ministry of Higher Education (MOHE))	
				3- Ministry of Science Technology and Innovation (MOSTI)	G	**Contents: All research grants given by 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 **Title:** Research Grant (Others)	
		4	Intellect Property Management	1. Intellect Property Management	G	**Contents: Copyright, Patern & Trademark.** **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 **Title:** Sponsored Research (local)	
				2- International	G	**Contents : International.** **Code:** IIUM/000/14/7/2 **Title:** Sponsored Research (International)	
		8	Publications	1- Journals	G	**Contents: Journals.** **Code:** IIUM/000/14/8/1 **Title:** Publications (Journals)	
				2- Articles	G	**Contents: Articles.** **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.** **Code:** IIUM/000/14/9/1 **Title:** Distribution (Sales Report)	

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/ Institute	1- General	G	**Contents : General** **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 **Title:** Research Unit/Centre/Institute (Monitoring)	
		12	Research Finding	1- Research Finding	G	**Contents : Research Finding** **Code:** IIUM/000/14/12/1 **Title:**Research Finding	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
15	**Consultancy**	1	Policies and Guidelines	1- Policies and Guidelines	G	**Contents: Policies and guidelines for consultancy service.** **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.** **Code:** IIUM/000/15/3/1 **Title:** Entrepreneurship	
		4	Consultancy Report	1- Consultancy Report	G	**Contents: Report on consultancy matters.** **Code:** IIUM/000/15/4/1 **Title:** Consultancy Report	
		5	Translation/ Transliteration Works	1- Translation/Transliteration Works	G	**Contents: Translation/Transliteration works or services.** **Code:** IIUM/000/15/5/1 **Title:** Translation/Transliteration Works	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	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	
		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 **Title:** Printed Media	
		3	Non-printed Media	1- Non-printed Media	G	**Contents: Information or announcement for tv/radio/internet.** **Code:** IIUM/000/16/3/1 **Title:** Non-printed Media	
		4	Media Release	1- Media Release	G	**Contents: Press release by University/KCDIO.** **Code:** IIUM/000/16/4/1 **Title:** Media Release	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	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 & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO in Matriculation Campus.** **Code:** IIUM/000/16/5/2 **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, 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, 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 Material/Publication	1- Printed Material/Publication	G	**Contents: Non-academic materials of publication.** **Code:** IIUM/000/16/8/1 **Title:** Printed Material/Publication	
		9	Corporate Video/VCD	1- Corporate Video/VCD	G	**Contents: Information about university/KCDIO.** **Code:** IIUM/000/16/9/1 **Title:** Corporate Video/VCD	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	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	
		2	Administrative & Technical Staff Training & Development (ASTD) Technical Staff Training & Development (ASTD)	1- Administrative & Technical Staff Training & Development (ASTD) Technical Staff Training & Development (ASTD)	G	**Contents: Meeting, workshop held in order to develop staff e.g : study loan.** **Code:** IIUM/000/17/2/1 **Title:** Administrative & Technical Staff Training & Development (ASTD)	
		3	Study Leave (Academic)	1- Study Leave (Academic)	G	**Contents: Any matters related to staff study leave for academic staff.** **Code:** IIUM/000/17/3/1 **Title:** Study Leave (Academic)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				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) Technical Staff Training Requirement (ATSTR)	1- Administrative & Technical Staff Training Requirement (ATSTR) Technical Staff Training Requirement (ATSTR)	G	**Contents: Training Budget for KCDIO.** **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 university.** **Code:** IIUM/000/17/13/1 **Title:** University Level	
				2- Department Level	G	**Contents: Conducting or attending courses which are conducted by department.** **Code:** IUM/000/17/13/2 **Title:** Department Level	
		14	External Training	1- Local	G	**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	

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 Programme (Academic)	1- English Improvement Programme (Academic)	G	**Contents: Any matters related to english improvement for academic staff.** **Code:** IIUM/000/17/15/1 **Title:** English Improvement Programme (Academic)	
		16	English Improvement Programme (Non-Academic)	1- English Improvement Programme (Non-Academic)	G	**Contents: Any matters related to english improvement for non-academic staff.** **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.** **Code:** IIUM/000/17/17/1 **Title:** ICT Training	
		18	Training Assessment & Report	1- Training Assessment & Report	G	**Contents: Training programme analysis and reports.** **Code:** IIUM/000/17/18/1 **Title:** Training Assessment & Report	
		19	Academic staff Enhancement Programme	1- Academic staff Enhancement Programme	G	**Contents: Teaching methodology course.** **Code:** IIUM/000/17/19/1 **Title:** Academic Staff Enhancement Programme	
		20	Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia (JALUMA)	1- Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia (JALUMA)	G	**Contents : Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia (JALUMA).** **Code**: IIUM/000/17/20/1 **Title:** Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia (JALUMA)	
		21	Practical Training/ Attachment	1- Practical Training/ Attachment	G	**Contents: Staff/student who are doing outside practical.** **Code:** IIUM/000/17/21/1 **Title:** Practical Training	
		22	Occupational Safety & Health Programme	1- Occupational Safety & Health Programme	G	**Contents: Any matters related to programme occupational safety & health.** **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 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-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**

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
18	Activity/ Programme	1	Islamic Enhancement Programme (IEP)	1- Islamic Enhancement Programme (IEP)	G	**Contents: Activities related to islamic enhancement 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.** **Code:** IIUM/000/18/2/1 **Title:** Family Day	
		3	IIUM Staff Appreciation Ceremony	1- IIUM Staff Appreciation Ceremony	G	**Contents: Arragement of IIUM staff appreciation ceremony.** **Code:** IIUM/000/18/3/1 **Title:** IIUM Staff Appreciation Ceremony	
		4	Dynamic Programme	1- Dynamic Programme	G	**Contents: Arrangement of dynamic programme.** **Code:** IIUM/000/18/4/1 **Title:** Dynamic Programme	
		5	Spiritual Enhancement Programme	1- Qiyamullalail	G	**Contents: Qiyam al-Layl, usrah, etc.** **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 **Title:** Executive Talk	
				2- Public Lecture	G	**Contents : Public Lecture.** **Code:** IIUM/000/18/6/2 **Title:** Public Lecture	
		7	Workshops	1- University Level	G	**Contents: Workshop organized by IIUM.** **Code:** IIUM/000/18/7/1 **Title:** Workshops (University Level)	
				2- KCDIO Level	G	**Contents: Workshop organized by KCDIO.** **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, 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.** **Code:** IIUM/000/18/9/3 **Title:** Gotong-royong (Internal & External)	

CODE	MAIN TOPIC	CODE	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 **Title:** Special Community Service	
				5- Medical Social Services	G	**Contents: All matters related to Medical Social Services.** **Code:** IIUM/000/18/9/5 **Title:** Medical Social Services	wef 1 Jun 2019
		10	Special Programmes	1- National Day Celebration	G	**Contents: Any matters related to special programmes e.g. National day 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.** **Code:** IIUM/000/18/10/3 **Title:** Khatam Al-Quran	
				4- Launching Ceremony	G	**Contents: Launching ceremony, launching of product, etc.** **Code:** IIUM/000/18/10/4 **Title:** Launching Ceremony	
				5- Welcoming/Farewell/ Appreciation	G	**Contents : Welcoming/Farewell/ 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/ University/Private/NGO.** **Code:** IIUM/000/18/10/8 **Title:** Special Programmes	
		11	Professorial & Memorial Lecture Series	1- Professorial & Memorial Lecture Series	G	**Contents: Lectures given by newly appointed Professors or given to commemorate the late distinguished Professors.** **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.** **Code:** IIUM/000/18/11/2 **Title:** IIUM Council of Professors	
		12	Activity Report	1- Activity Report	G	**Contents: Any report related to KCDIO activities or programme required by the university or government.** **Code:** IIUM/000/18/12/1 **Title:** Activity Report	
		13	Fund Raising Activity	1- Fund Raising Activity	G	**Contents: Creative fund raising activity, bazaar cart activity, bazaar ramadhan activity.** **Code:** IIUM/000/18/13/1 **Title:** Fund Raising Activity	
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
19	Conference / Seminar	1	Policies and Guidelines	1- Policies and Guidelines	G	**Contents: Policies and guidelines on organizing or attending seminars and conferences.** **Code:** IIUM/000/19/1/1 **Title:** Conference/Seminars (Policies and Guidelines)	
		2	International Conference/Seminar	1- International Conference/ Seminar	G	**Contents: Attending, presenting papers, participating in international conferences and seminars.** **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 and seminars.** **Code:** IIUM/000/19/3/2 **Title:** Local Conference/Seminar (Administrative Staff)	
		4	Organised Seminar/ Conference Seminar/Conference	1- Local	G	**Contents: Matters related to organizing local seminars and conferences.** **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 Report Seminar Report	1- Conference/Seminar Report	G	**Contents: Reports for attending seminars/conferences (Local/International).** **Code:** IIUM/000/19/5/1 **Title:** Conference/Seminar Report	
		6	Conference/Seminar Information	1- Conference/Seminar Information	G	**Contents: Brochures and flyers on conferences/seminars.** **Code:** IIUM/000/19/6/1 **Title:** Conference/Seminar Information	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
20	Meeting	1	International Level	1-CONSAL	G	**Contents: International level meeting attended or organized by IIUM Staff involving other organizations outside Malaysia.** **Code:** IIUM/000/20/1/1 **Title:** CONSAL	
		2	National Level	1- Meeting with Jabatan Pendidikan Tinggi	G	**Contents: Meetings attended or organized by IIUM Staff which involve other organizations outside IIUM.** **Code**: IIUM/000/20/2/1 **Title:** Meeting with Jabatan Pendidikan Tinggi	
				2- Meeting with Unit Pusat Universiti (UPU)	G	**Contents: Meetings attended or organized by IIUM Staff which involve other organizations outside IIUM.** **Code**: IIUM/000/20/2/2 **Title:** Meeting with Unit Pusat Universiti (UPU)	
				3- Board of Management Committee METEOR	G	**Contents : Board of Management Committee METEOR.** **Code**: IIUM/000/20/2/3 **Title:** Board of Management Committee METEOR	
				4- Board of Director Meeting METEOR	G	**Contents : Board of Director Meeting METEOR.** **Code**: IIUM/000/20/2/4	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Board of Director Meeting METEOR	

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Code: IIUM/000/20/2/15 **Title:** PERPUN	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				16- Meeting with Ministry of Science & Innovation (MOSTI)	G	**Contents : Meeting with Ministry of Science & Innovation (MOSTI).** **Code:** IIUM/000/20/2/16 **Title:** Meeting with Ministry of Science & Innovation (MOSTI)	
				17- Meeting on IPTA Postgraduate Management Meeting	G	**Contents : Meeting on IPTA postgraduate management meeting.** **Code:** IIUM/000/20/2/17 **Title:** Meeting on IPTA Postgraduate Management Meeting	
				18- Mesyuarat Majlis Perumahan Universiti Malaysia (MAPUM)	G	**Contents : Mesyuarat Majlis Perumahan Universiti Malaysia (MAPUM).** **Code:** IIUM/000/20/2/18 **Title:** Mesyuarat Majlis Perumahan Universiti Malaysia	
				19- Mesyuarat Tatatertib Universiti Malaysia (MATDUM)	G	**Contents : Mesyuarat Tatatertib Universiti Malaysia (MATDUM).** **Code:** IIUM/000/20/2/19 **Title:** Mesyuarat Tatatertib Universiti Malaysia (MATDUM)	
				20- Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	G	**Contents : Mesyuarat Timbalan-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 Kebudayaan Universiti Malaysia (MAKUM)	G	**Contents : Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM).** **Code:** IIUM/000/20/2/22 **Title:** Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM)	
				23- Mesyuarat Majlis Debat Universiti Malaysia (MADUM)	G	**Contents : Mesyuarat Majlis Debat Universiti Malaysia (MADUM).** **Code:** IIUM/000/20/2/23 **Title:** Mesyuarat Majlis Debat Universiti Malaysia (MADUM)	
				24- Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM)	G	**Contents : Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM).** **Code:** IIUM/000/20/2/24 **Title:** Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM)	
				25- Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA)	G	**Contents : Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA).** **Code:** IIUM/000/20/2/25 **Title:** Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA)	

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: MAPIM	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				39 -Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA)	G	**Contents: Matters related to Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA).** **Code**: IIUM/000/20/2/39 **Title: Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA)**	Wef 1 Feb 2019
				40 - Mesyuarat Majlis Bendahari- Bendahari Universiti Awam	G	**Contents: Matters related to Mesyuarat Majlis Bendahari- Bendahari Universiti Awam.** **Code**: IIUM/000/20/2/40 **Title**: Mesyuarat Majlis Bendahari- Bendahari Universiti Awam	Wef 1 Feb 2019
				41 - Majlis Dekan Undang-Undang Universiti Awam	G	**Contents: Historical background on its establishment, constitution, appointment letters, terms of reference, paper of meetings, statistics, programmes conducted.** **Code:** IIUM/000/20/2/41 **Title:** Majlis Dekan Undang-Undang Universiti Awam	Wef 12 July 2023
				42 - Mesyuarat Majlis Kokurikulum Universiti Awam Malaysia (UNICC)	G	**Contents: Matter related to Majlis Kokurikulum Universiti Awam Malaysia (UNICC).** **Code:** IIUM/000/20/2/42 **Title:** Mesyuarat Majlis Kokurikulum Universiti Awam Malaysia (UNICC)	
				43 - Integrity and Governance Committee Meeting (IGC)	G	**Contents: Matter related to Integrity and Governance Committee Meeting (IGC).** **Code:** IIUM/000/20/2/43 **Title:** Integriy and Governance Committee (UNICC)	
		3	University Level	1-Majlis Meeting	C	**Contents: Meetings attended or organized by IIUM staff which are chaired by KSU/President/Rector/ Deputy Rectors/Executive Directors.** **Code:** IIUM/000/C/20/3/1 **Title:** Majlis Meeting	
				2- Senate Meeting	C	**Contents : Senate Meeting.** **Code:** IIUM/000/C/20/3/2 **Title:** Senate Meeting	
				3- Deans' Council Meeting	C	**Contents : Deans' Council Meeting.** **Code:** IIUM/000/C/20/3/3 **Title:** Deans' Council Meeting	
				4-Meeting with Board of Matriculation	C	**Contents : Meeting with Board of Matriculation.** **Code:** IIUM/000/C/20/3/4 **Title:** Meeting with Board of Matriculation	
				5-Board of Governor (BOG)	C	**Contents : Board of Governor (BOG).** **Code:** IIUM/000/C/20/3/5 **Title:** Board of Governor (BOG)	
				6-Board of Staff Disciplinary	C	**Contents : Board of Staff Disciplinary.** **Code:** IIUM/000/C/20/3/6 **Title:** Board of Staffs Disciplinary	
				7-Board of Trustees	C	**Contents : Board of Trustees.** **Code:** IIUM/000/C/20/3/7 **Title:** Board of Trustees	
				8-Board of Tender, etc.	C	**Contents : Board of Tender, etc.** **Code:** IIUM/000/C/20/3/8	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
						Title: Board of Tender, etc.	
				9-Board of Quality Culture	C	**Contents : Board of Quality Culture.** **Code:** IIUM/000/C/20/3/9 **Title:** Board of Quality Culture	
				10-Board of Student Affairs (BOSA)	C	**Contents : Board of Student Affairs (BOSA).** **Code:** IIUM/000/C/20/3/10 **Title:** Board of Student Affairs (BOSA)	
				11- Student Affairs Meeting	C	**Contents : Student Affairs Meeting.** **Code:** IIUM/000/C/20/3/11 **Title:** Student Affairs Meeting	
				12-Standing Finance Committee	C	**Contents : Standing Finance Committee.** **Code:** IIUM/000/C/20/3/12 **Title:** Standing Finance Committee	
				13-Staff Service Board	C	**Contents : Staff Service Board.** **Code:** IIUM/000/C/20/3/13 **Title:** Staff Service Board	

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

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				28- Bazaar Ramadhan Steering Committee	G	**Contents : Bazaar Ramadhan Steering Committee.** **Code:** IIUM/000/20/3/28 **Title:** Bazaar Ramadhan Steering Committee	
				29- Research Steering Committee Meeting	G	**Contents : Research Steering Committee Meeting.** **Code:** IIUM/000/20/3/29 **Title:** Research Steering Committee Meeting	
				30- Postgraduate Research Grant Committee Meeting	C	**Contents : Postgraduate Research Grant Committee Meeting.** **Code:** IIUM/000/C/20/3/30 **Title:** Postgraduate Research Grant Committee Meeting	
				31-Campus Development Council	C	**Contents : Campus Development Council.** **Code:** IIUM/000/C/20/3/31 **Title:** Campus Development Council	
				32-Strategic Business Units	C	**Contents : Strategic Business Units.** **Code:** IIUM/000/C/20/3/32 **Title:** Strategic Business Units	
				33- Administrators' Coordination (AC)	G	**Contents : Administrators' Coordination (AC).** **Code:** IIUM/000/20/3/33 **Title:** Administrators' Coordination (AC)	
				34- UTICTEC Meeting	C	**Contents : UTICTEC Meeting.** **Code:** IIUM/000/C/20/3/34 **Title:** UTICTEC Meeting	
				35- University Doctoral Examination Committee	C	**Contents : University Doctoral Examination Committee.** **Code:** IIUM/000/C/20/3/35 **Title:** University Doctoral Examination Committee	
				36- Council of Principals Meeting	G	**Contents : Council of Principals Meeting.** **Code:** IIUM/000/20/3/36 **Title:** Council of Principals Meeting	
				37- Board of IIUM Financial Loan Meeting	C	**Contents : Board of IIUM Financial Loan Meeting.** **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.** **Code:** IIUM/000/20/3/38 **Title:** Scholarship & Study Leave Committee Meeting	
				39- CAMSIS	G	**Contents : Campus Community information services.** **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 for Professional & Management (Admin. & Technical)	G	**Contents : Meeting of Interview Panel for Professional & Management (Admin. & Technical).** **Code:** IIUM/000/20/3/41 **Title:** Meeting of Interview Panel for Professional & Management (Admin. & Technical)	

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 Council	G	**Contents : Student Representative Council.** **Code:** IIUM/000/20/3/43 **Title:** Student Representative Council	
				44- Board of Co-Curricular Activity Centre	G	**Contents : Board of Co-Curricular Activity Centre.** **Code:** IIUM/000/20/3/44 **Title:** Board of Co-Curricular Activity Centre	
				45- Postgraduate Committee Meeting	G	**Contents : Postgraduate Committee Meeting.** **Code:** IIUM/000/20/3/45 **Title:** Postgraduate Committee Meeting	
				46- Admin. Staff Training & Development Meeting	G	**Contents : Admin. Staff Training & Development Meeting.** **Code:** IIUM/000/20/3/46 **Title:** Admin. Staff Training & Development Meeting	
				47- Campus Development Meeting	G	**Contents : Campus Development Meeting.** **Code:** IIUM/000/20/3/47 **Title:** Campus Development Meeting	
				48- University Constitutional	C	**Contents : University Constitutional.** **Code:** IIUM/000/C/20/3/48 **Title:** University Constitutional	
				49- Security & Safety Committee Meeting	G	**Contents : Security & Safety Committee Meeting.** **Code:** IIUM/000/20/3/49 **Title:** Security & Safety Committee Meeting	
				50- Centre for Educational Technology Board Meeting	G	**Contents : Centre for Educational Technology Board Meeting.** **Code:** IIUM/000/20/3/50 **Title:** Centre for Educational Technology Board Meeting	
				51- Postmortem on Examination	C	**Contents : Postmortem on Examination.** **Code:** IIUM/000/C/20/3/51 **Title:** Postmortem on Examination	
				52- Meeting on Examination / Registration	C	**Contents : Meeting on Examination / Registration.** **Code:** IIUM/000/C/20/3/52 **Title:** Meeting on Examination / Registration	
				53- Annual General Meeting	C	**Contents : Annual General Meeting.** **Code:** IIUM/000/C/20/3/53 **Title:** Annual General Meeting	
				54- PACM	G	**Contents: Publications Approval Committee Meeting.** **Code:** IIUM/000/20/3/54 **Title:** Publications Approval Committee Meeting	
				55- Journal Editors Meeting	G	**Contents: Journal Editors Meeting.** **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 **Title:** Meeting on Council of Ambassador	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				57- University Internationalisation Committee	G	**Contents: University Internationalisation Committee.** **Code:** IIUM/000/20/3/57 **Title:** University Internationalisation Committee	
				58- Business Advisory Board Meeting - CRESCENT	G	**Contents: Business Advisory Board Meeting.** **Code:** IIUM/000/20/3/58 **Title:** Business Advisory Board Meeting	
				59. Quotation Committee	C	**Contents: Matters related to the meeting.** **Code:** IIUM/000/C/20/3/59 **Title:** Quotation Committee	wef 1 Feb 2019
				60. Budget Committee	C	**Contents: Matters related to the meeting.** **Code:** IIUM/000/C/20/3/60 **Title:** Budget Committee	wef 1 Feb 2019
				61. Investment Committee	C	**Contents: Matters related to the meeting.** **Code:** IIUM/000/C/20/3/61 **Title:** Investment Committee	wef 1 Feb 2019
				62. Asset Management Committee	C	**Contents: Matters related to the meeting.** **Code:** IIUM/000/C/20/3/62 **Title:** Asset Management Committee	wef 1 Feb 2019
				63. Trust Account Committee	C	**Contents: Matters related to the meeting.** **Code:** IIUM/000/C/20/3/63 **Title:** Trust Account Committee	wef 1 Feb 2019
				64. Academic Quality Assurance Committee	G	**Contents: Academic accreditation related matters. Academic Quality 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 **Title:** Academic Quality Assurance Committee	wef 22 Sept 2021
		4	KCDIO Level	1- Kulliyyah Board Meeting	C	**Contents: Meetings attended or organized by IIUM staff which are chaired by Deans/ Directors.** **Code:** IIUM/000/C/20/4/1 **Title:** Kulliyyah Board Meeting	
				2- Kulliyyah Board of Examiners Meeting	C	**Contents : Kulliyyah Board of Examiners Meeting.** **Code:** IIUM/000/C/20/4/2 **Title:** Kulliyyah Board of Examiners Meeting	
				3- Kulliyyah Board of Appeal Meeting	C	**Contents : Kulliyyah Board of Appeal Meeting.** **Code:** IIUM/000/C/20/4/3 **Title:** Kulliyyah Board of Appeal Meeting	
				4- IT Coordination Meeting	G	**Contents : IT Coordination Meeting.** **Code:** IIUM/000/20/4/4 **Title:** IT Coordination Meeting	
				5- Coordination Meeting	G	**Contents : Coordination Meeting.** **Code:** IIUM/000/20/4/5 **Title:** Coordination Meeting	
				6- Mosque Management Meeting	G	**Contents : Mosque Management Meeting.** **Code:** IIUM/000/20/4/6 **Title:** Mosque Management Meeting	

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 Programme Committee Meeting	G	**Contents : Establishment of New Programme Committee Meeeting.** **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 **Title:** Academic Library Committee	
				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 Advisers (BOA)	C	**Contents : Breast Centre Board of 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 Meeting	G	**Contents : KCDIO Management Meeting.** **Code:** IIUM/000/20/4/13 **Title:** KCDIO Management Meeting	
				14- Kulliyyah Postgraduate Committee Meeting	G	**Contents : Kulliyyah Postgraduate Committee Meeting.** **Code:** IIUM/000/20/4/14 **Title:** Kulliyyah Postgraduate Committee Meeting	
				15- Student's Activities Approval Committee (SAAC)	G	**Contents : Student's Activities Approval Committee (SAAC).** **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 **Title:** Breast Centre Meeting	
				19- Management Committee Meeting	G	**Contents : Management Committee Meeting.** **Code:** IIUM/000/20/4/19 **Title:** Management Committee Meeting	
				20- Task Force Meeting (English Profiency)	G	**Contents : Task Force Meeting (English Profiency).** **Code:** IIUM/000/20/4/20 **Title:** Task Force Meeting (English Profiency)	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
				21- Programme Committee Meeting (MOM/MBA)	C	**Contents : Programme Committee Meeting (MOM/MBA).** **Code:** IIUM/000/C/20/4/21 **Title:** Programme Committee Meeting (MOM/MBA)	
				22- Thesis Examination Committee (PhD)	G	**Contents : Thesis Examination Committee (PhD).** **Code:** IIUM/000/20/4/22 **Title:** Thesis Examination Committee (PhD)	
				23- Doctoral Examination	C	**Contents : Doctoral Examination.** **Code:** IIUM/000/C/20/4/23 **Title:** Doctoral Examination	
				24- Academic Staff Selection Board	C	**Contents : Academic Staff Selection Board.** **Code:** IIUM/000/C/20/4/24 **Title:** Academic Staff Selection Board	
				25- Meeting with Development Division on Physical Facility	G	**Contents : Meeting with Development Division on Physical Facility.** **Code:** IIUM/000/20/4/25 **Title:** Meeting with Development Division on Physical Facility	
				26- Meeting with CET on Classroom Facility	G	**Contents : Meeting with CET on Classroom Facility.** **Code:** IIUM/000/20/4/26 **Title:** Meeting with CET on Classroom Facility	
				27- KCDIO Budget Meeting	G	**Contents : KCDIO Budget Meeting.** **Code:** IIUM/000/20/4/27 **Title:** K/C/D Budget Meeting	
				28- Board of Matriculation Centre	G	**Contents : Board of Matriculation Centre.** **Code:** IIUM/000/20/4/28 **Title:** Board of Matriculation Centre	
				29- Administrators Coordination Meeting	G	**Contents : Administrators Coordination Meeting.** **Code:** IIUM/000/20/4/29 **Title:** Administrators Coordination Meeting	
				30- Kulliyyah Committee for Postgraduate Studies (KCPS)	G	**Contents : Kulliyyah Committee for Postgraduate Studies (KCPS).** **Code:** IIUM/000/20/4/30 **Title:** Kulliyyah Committee for Postgraduate Studies (KCPS)	
				31- Safety, Health & Environment Committee Meeting	C	**Contents : Agenda, Papers of Meeting, Minutes of Meeting, Extract of Minutes, Meeting Attendance Sheet.** **Code:** IIUM/000/C/20/4/31 **Title:** Safety, Health & Environment Committee Meeting	wef 1 Jun 2019
				32- Micro-Credential Unit Meeting	G	**Contents : Meeting to coordinate micro-credential modules, improved management, quality control and assessment.** **Code:** IIUM/000/G/20/4/32 **Title:** Micro-Credential Unit Meeting	wef 22 July 2021
		5	Department Level	1- Department Meeting	G	**Contents: Meetings attended or organized by IIUM Staff which are chaired by HODs e.g. Department meeting and etc.** **Code:** IIUM/000/20/5/1 **Title:** Department Meeting	

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 **Title:** Unit Meeting	
				2- Staff Meeting	G	**Contents : Staff Meeting.** **Code:** IIUM/000/20/6/2 **Title:** Staff Meeting	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
21	**Association**	1	IIUM Academic Staff Association (ASA)	1- IIUM Academic Staff Association (ASA)	G	**Contents: Academic staff association (ASA) activities, membership, meeting, fees, etc.** **Code:** IIUM/000/21/1/1 **Title:** IIUM Academic Staff Association (ASA)	
		2	Professional & Management Staff Association (PMA)	1- Professional & Management Staff Association (PMA)	G	**Contents: Professional and management staff association(PMA) activities, membership, meeting, fees, etc.** **Code:** IIUM/000/21/2/1 **Title:** Professional & Management Staff Association (PMA)	
		3	Kesatuan Kakitangan IIUM (KURNIA)	1- Kesatuan Kakitangan IIUM (KURNIA)	G	**Contents: Kesatuan kakitangan IIUM (KURNIA) activities, membership, 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.** **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, 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.** **Code:** IIUM/000/21/6/1 **Title:** Library Staff Club	
		7	Kesatuan Badan-Badan Berkanun	1- Kesatuan Badan-Badan Berkanun	G	**Contents: Programmes, activities, meeting, conference, seminar and etc.** **Code:** IIUM/000/21/7/1 **Title:** Kesatuan Badan-Badan Berkanun	
		8	Other Associations/ Clubs **at KCDIO level**	1- Other Associations / Clubs **at KCDIO level**	G	**Contents : Activities, membership, meeting, fees, etc. at other Associations/Clubs at KCDIO level** **Code:** IIUM/000/21/8/1 **Title:** Other Associations/ Clubs **at KCDIO level**	wef 1st October 2019
		9	Kesatuan Kakitangan Sokongan Satu (KESATU)	1- IIUM KESATU	G	**Contents: Kesatuan Kakitangan Sokongan Satu (KESATU)'s activities, membership, meeting, fees, etc.** **Code:** IIUM/000/21/9/1 **Title: IIUM KESATU**	wef 1st October 2019
		10	IIUM PUSPANITA (NUR EL-SHAMS)	1- IIUM PUSPANITA (NUR EL-SHAMS)	G	**Contents: Persatuan Kebajikan Wanita Universiti Islam Antarabangsa Malaysia (NUR EL-SHAMS)'s club activities, membership, meeting, fees, etc.** **Code:** IIUM/000/21/10/1 **Title: IIUM PUSPANITA (NUR EL-SHAMS)**	wef 1st October 2019
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
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 **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	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	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 **Title:** Administration (Panel Clinic)	
				2. General Medical Requirement	G	**Contents: Medical treatments for temparory foreigner & local student(e.g. 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 **Title:** Administration (Dental)	
				7. X-Ray	G	**Contents: Filem dosimetri personel / kawasan, laporan jaminan kualiti, safety 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 DATE
				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.** **Code:** IIUM/000/23/1/9 **Title:** Policies and Guidelines	
		2	Clinic	1. Medical Certificate	G	**Contents: MC for students & staff.** **Code:** IIUM/000/23/2/1 **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 **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 **Title:** Clinic (Medical Items on Loan)	
				6. Non-IIUM Students	G	**Contents: List of non-IIUM students - ref for those seeking for treatment in clinic etc., i.e. not matriculated, IIS students.** **Code:** IIUM/000/23/2/6 **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 **Title:** Hospital (Medical Certificate)	

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 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. denque, measles.** **Code:** IIUM/000/23/3/4 **Title:** Clinic (Disease)	
				5. Patient Referral Letter	G	**Contents: Patient referral letter to other clinic/hospital/institutions.** **Code:** IIUM/000/23/3/5 **Title:** Patient Referral Letter	
				6. Patient Medical Report	G	**Contents: Medical report request from individual.** **Code:** IIUM/000/23/3/6/1 **Title:** Patient Medical Report (Individual)	
					G	**Contents: Medical report request from external agencies, i.e. Law firms, insurance companies, government agencies.** **Code:** IIUM/000/23/3/6/2 **Title:** Patient Medical Report (External Agencies)	
				7. Access for patient medical records or Electronic Medical Records (EMR)	G	**Contents: Request from external to access patient medical records or Electronic Medical Records (EMR) for research purposes.** **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.** **Code:** IIUM/000/23/3/9 **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	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	SUB TOPIC 2	CLASS	FILE CONTENTS/CODE/TITLE	EFFECTIVE DATE
24	**Shariah**	1	Shariah Related Matters	1. Shariah Related Matters	G	**Contents: All matters related to Shariah.** **Code:** IIUM/000/24/1/1 **Title:** Shariah (Shariah Related Matters)	wef 16 June 2021
		2	Monitoring / Inspection	1. Food Services	G	**Contents: All matters related to monitor food services.** **Code:** IIUM/000/24/2/1 **Title:** Monitoring / Inspection (Food Services)	wef 16 June 2021
				2. Agreement	C	**Contents: All matters related to monitor agreement.** **Code:** IIUM/000/24/2/2 **Title:** Monitoring / Inspection (Agreement)	wef 16 June 2021
				3. Monitoring on Program / Activities	G	**Contents: All matters related to monitor on program / activities.** **Code:** IIUM/000/24/2/3 **Title:** Monitoring / Inspection (Monitoring on Program / Activities)	wef 16 June 2021

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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