GUIDELINES ON HOW TO UPDATE THE KCDIO FILING CODES

1. The KCDIO Filing Codes are under the purview of the IIUM Records Management Committee (IRMC). Any changes to th7ese KCDIO Filing Codes will be made only by the Management Services Division being the Secretariat for IRMC. Any query may be emailed to idms@iium.edu.my.

2. A new KCDIO Filing Code for a new/split/merged KCDIOs can only be created when the establishment/split/merging of the office (s) has been approved by the IIUM Board of Governors.

3. To avoid confusion due to the various change of status of offices in IIUM, please select the scenario that best fit the situation:

Category	Case example or scenario	Recommendation on the KCDIO File Code Management	Recommendation on the Physical File Management
1. Establishment of new KCDIO.	Office of the President Residential and Service Department (RSD)	Assign new code. Update the establishment record	Open new files.
2. Establishment of Zones i.e restructuring of staff from various KCDIO to an existing offices but working at various places / zones.	All finance officers were retrieved from KCDIO and placed transferred to Finance Division. The staff were then located at different offices in several operational zones under Finance Division.	No change of KCDIO code since the change only involved staffing restructuring and not organisational change.	The new KCDIO code needs to be used in all records and filing management matters. Current physical files relevant to its function may be brought to the new office if it is not shared files in nature. Any closed shared physical files need to be managed by the previous KCDIO until its disposal period is due.

Category	Case example or scenario	Recommendation on the KCDIO File Code Management	Recommendation on the Physical File Management
3. Establishment of a branch office/ expanding the same offices to a different site or campus	Opening a branch office performing similar functions to the main office eg Library, Development Division, Office of Security Management, Mosque etc	Maintain the use of the KCDIO Code of the main office.	Open new physical files and utilise the optional code in the Filing Code section to indicate the records are created by its branch office. IIUM/000/**Branch Code**/C/1/2/3
4. Renaming of existing KCDIO with any change in status.	Public Relation Office (PRO) was changed to Office of Corporate Communication & Marketing (OCCM). Admissions & Records Division (A&R) was changed to Academic Management and Admissions Division (AMAD)	Maintain current code. Update the name, Record the previous name and its end date in the remark column.	The same physical files may continue to be used since the KCDIO filing code has not changed.
5. Closing of a KCDIO	-	Record date of de-establishment. Never re-assign the old code to other offices but the KCDIO Code can be reactivated if the office is re-established.	Send all inactive files to the Archives Unit, Dar-al Hikmah Library for retention and disposal purposes.
6. Re-establishment of a KCDIO that was once closed.	CPD was re-established bearing its previous name.	Re-activate the old code previously used. Update the re-establishment record.	Open new files.
7. Transferring an office to another campus.	Transfer of KLM to Pagoh Campus	Maintain current code.	The same physical files may continue to be used since the KCDIO filing code has not changed.

Category	Case example or scenario	Recommendation on the KCDIO File Code Management	Recommendation on the Physical File Management
8. Upgrading or downgrading of status of an entity, with or without change of KCDIO name or office location.	Change the status of Institute of Education to Kulliyyah of Education (KOED). Institute of Islamic Banking and Finance (II*i*BF) became a kulliyyah level without change of name.	Maintain current code. Update the name, if any. Record the previous name, its end date, previous and current status in the remark column.	The same physical files may continue to be used since the KCDIO filing code has not changed.
9. Splitting of an office into two or more offices.	Splitting of CPD into 2 units. 1 team handling academic related programme was merged with MSD & another team handling AV systems was merged with OCAP. Splitting of Office of Corporate Strategy & Quality Assurance (CSQA) to Office for Strategy & Institutional Change (OSIC) & Office of Knowledge for Change & Advancement (KCA)	Deactivate the code. (Never re-assign the old code to other offices but the KCDIO Code can be reactivated if the office is re-established.)	Each entity takes the physical files relevant to its functions to the respective new offices and start using the new KCDIO codes in all its records and filing management. Other general administrative files may be closed and sent to the Archives Unit, Dar-al Hikmah Library for retention and disposal purposes.
10. Separation of a unit from a KCDIO (to operate independently from the previous office)	Centre for Professional Development (CPD) was separated from Office of Communication, Advocacy and Promotion for Change.	Re-activate previous code (if any) or assign new KCDIO code. Update the establishment record.	The separated unit takes the previous physical files relevant to its functions and starts using the new code. Other files that are shared in nature shall remain at the former office. The new KCDIO is to be allowed to access the file whenever the task required so.

11. Absorption of an entity into other KCDIO	Strategic Business Units (SBUs) were absorbed to become as centre under Kulliyyah. Food and Facility Unit (FFSU) was absorbed under Residential Services Department (RSD)	De-activate the current KCDIO code. Update the absorption record under the remarks column under their respective offices.	The kulliyyah code need to be used in all of its records and filing management. The retention and disposal of previous files will be under the responsibility of the kulliyyah.
12. Merging of two or more strategic business units (SBU)	Merging of Institute for Language Advancement (IfLA), Harun Hashim Law Centre and Graduate School of Management (GSM) into Centre for Strategic Continuing Education and Training (CRESCENT). **NOTE:** (The merging concept is more likely of "under supervision of" rather than "becoming part of the department") (The nature of businesses of the SBUs are different and there are high possibilities for a separation of the offices in the future).	Assigned new code for the newly established management office for purposed of managing generic or shared records. The SBUs maintain to use their previous KCDIO code **(option 1)** or the SBUs may use the new KCDIO code **(option 2)** Update the merging record under the remarks column under their respective offices.	**Option 1** The same physical file may continue to be used since the KCDIO filing code has not changed. Shared files for administrative purposes shall use the new KCDIO code. **Option 2** All SBUs use the new KCDIO code since the SBUs' status have changed to department level under the new office. Example: Previous code IIUM/**SBU1**/C/1/2/3 IIUM/**SBU2**/C/1/2/3 To be changed to : IIUM/xxx/**SBU1**/C/1/2/3 IIUM/xxx/**SBU2**/C/1/2/3 Where xxx is the new KCDIO code.

KULLIYYAHS / CENTRES / DIVISIONS / INSTITUTES / OFFICES
FILING CODES

1.0	REF. NO.	RECTORY OFFICES	ACRONYM	REMARKS
	101	Office of the President	OP	
	102	Office of the Rector	OR	
	103	Office of the Deputy Rector (Academic & Internationalisation)	DRAIL	Previously known as Office of the Deputy Rector (Academic & Industrial Linkages)
	104	Office of the Deputy Rector (Student Development & Community Engagement)	DRSDCE	Previously known as Office of the Deputy Rector (Student Development & Community Engagement)
	105	Office of the Deputy Rector (Research, Innovation & Development)	DRRID	Effective on 28th October 2024. Previously known as Office of the Deputy Rector (Responsible Research & Innovation)
Inactive	106	Office of the Deputy Rector (Internationalisation & Global Network)	DRIGN	
2.0	**REF. NO.**	**ADMINISTRATION**	**ACRONYM**	**REMARKS**
	201	Office of Communication, Advocacy and Promotion for Change	OCAP	
	202	Management Services Division	MSD	
	203	Academic Management & Admissions Division	AMAD	
	204	IIUM Library	Library	
	205	Finance Division	Finance	
	206	Student Affairs & Development Division	STADD	
	207	Office for Strategy & Institutional Change	OSIC	Formerly known as Office for Corporate Strategy (OCS)
	208	IIUM SHAS Mosque	SHAS Mosque	Under purview of CENTRIS
	209	Information Technology Division	ITD	

	210	Development & Planning Division	DPD	Development Division & OSHBE are under its purview
	211	IIUM Endowment Fund	IEF	Under purview of Finance
	212	International Institute for Muslim Unity	IIMU	Under purview of ISTAC
	213	Residential Services Department	RSD	Formerly known as FFSU & under purview of Finance Division
	214	Credited Co-Curricular Centre	CCC	Effective on 28th February 2023. Previously known as Centre for Credited Leadership and Virtues. Placed under STADD.
	215	Office of International Affairs	IO	
Inactive	216	International Cooperation And Exchange Office	ICEO	Placed under STADD
Inactive	217	Student Smart Learning and Research Training Unit	SMART	Formerly known as Student Learning Enhancement Unit (SLEU). Functions absorbed by ODRAI and Kulliyahs.
	218	IIUM Health & Wellness Centre	HWC	
	219	Office of Security Management	OSEM	Formely known as Office of Security Management.
	220	Office of Campus Director (Kuantan)	OCD	
	221	Alumni Relations Division	ARD	
	222	Office of Industrial Links	OIL	Under the Purview of ODRAI.
	223	Office of Legal Adviser	OLA	
	224	Office of Internal Audit	OIA	
	225	Office of Knowledge for Change & Advancement	KCA	Formerly known as Office of Institutional & Academic Quality Management (OQM)
Inactive	226	Office of Integrity	OI	Duplicate to code 600
	227	IIUM Press	IP	
activate	228	Promotion and Student Recruitment Office	PSRO	Unit under OCAP. Re-activate and change name to Promotion and Student Recruitment Office (PSRO). Reporting under ODDRAI. Effective date 12th December 2023
activate	229	IIUM Leadership Centre	ILC	Effective on 28th May 2024 by BOG no. 72.
3.0	**REF. NO.**	**CENTRE OF STUDIES**	**ACRONYM**	**REMARKS**

	301	Kulliyyah of Islamic Revealed Knowledge & Human Sciences	KIRKHS	
	302	Kulliyyah of Economics and Management Sciences	KENMS	
	303	Ahmad Ibrahim Kulliyyah of Laws	AIKOL	
	304	Kulliyyah of Engineering	KOE	
	305	Kulliyyah of Medicine	KOM	
	306	Kulliyyah of Architecture and Environmental Design	KAED	
	307	Kulliyyah of Science	KOS	
	308	Kulliyyah of Pharmacy	KOP	
	309	Kulliyyah of Information & Communication Technology	KICT	
	310	Kulliyyah of Allied Health Sciences	KAHS	
	311	International Institute of Islamic Thought & Civilisation	ISTAC	Return to previous establishment name. Last name recorded was International Institute of Islamic Civilization and Malays World.
	312	Kulliyyah of Education	KOED	
	313	Kulliyyah of Nursing	KON	
	314	Kulliyyah of Dentistry	KOD	
	315	International Institute of Islamic Banking and Finance	IIiBF	Were assigned different code number based on its status: 506 (Institute) & 409 (SBU).
	316	Kulliyyah of Sustainable Tourism and Contemporary Language (KSTCL)	KSTCL	Previously known as Kulliyyah of Languages and Management
4.0	**REF. NO.**	**STRATEGIC BUSINESS UNIT**	**ACRONYM**	**REMARKS**
Inactive	401	Bureau of Consultancy & Entrepreneurship	BCE	
	402	Graduate School of Management	GSM	Placed under KENMS
	403	Harun M. Hashim Law Centre	-	Placed under AIKOL
Inactive	404	Advanced Engineering & Innovation Centre	AEIC	Placed under KOE
Inactive	405	Centre for Built Environment	CBE	Placed under KAED
Inactive	406	Applied Psychology Centre	APC	Placed under KIRKHS
	407	Institute For Language Advancement	IFLA	Placed under CELPAD

Inactive	408	IIUM Breast Centre	IBC	Placed under KOM
Inactive	409	Centre for Islamic Banking and Islamic Economic	CIBIE	Renamed and upgraded to a Kulliyyah level.
Inactive	410	Centre for Information Technology Advancement	CITA	Placed under KICT
Inactive	411	Natural Medical Product Centre	NMPC	Placed under KAHS
Inactive	412	IIUM Fertility Centre	IFC	Placed under KOM
	413	Sultan Ahmad Shah Medical Centre	SASMEC @IIUM	Formerly known as IIUM Teaching Hospital / IIUM Medical Centre (IIUMMC).
Inactive	414	Pilot Plant	-	Placed under KOP
	415	IIUM Academy of Graduate and Professional Studies	ACADEMY	Formerly known as CRESCENT.

5.0	REF. NO.	ACADEMIC CENTRE / INSTITUTE	ACRONYM	REMARKS
	501	Centre For Foundation Studies	CFS	
	502	Centre for Languages & Pre-University Academic Development	CELPAD	
	503	Centre for Postgraduate Studies	CPS	
	504	Research Management Centre	RMC	
	505	Centre for Professional Development	CPD	Code reactivated.
Inactive	506	International Institute of Islamic Banking & Finance	II*i*BF	Deactivated when its status was changed to Kulliyyah level using code 315.
	507	Sports & Development Centre	SDC	Under purview of STADD
Inactive	508	Centre for Collaborative Technology	CCT	Placed under KICT
Inactive	509	IIUM Clinical Consultancy Centre	ICCC	Placed under KOM
	510	Counseling & Career Services Centre	CCSC	Under purview of STADD. Formerly known as Counseling Unit until it absorbed the function related to career which previously under the Office of Alumni.
	511	Centre for Community Engagement and Services	CENSERVE	Formerly known as University Centre for Community Engagement (BUDI)
	512	Entrepreneurship Development Centre	EDC	

	513	Centre for Arts and Cultural Sustainable Development	CiTRA	Under purview of STADD Formerly known as International Cultural Centre (ICC) then International Islamic Cultural Centre.
	514	Centre for Islamisation	CENTRIS	SHAH Mosque is under its purview.
Inactive	515	Institute of Oceanography and Maritime Studies	INOCEM	Placed under KOS
	516	International Institute for Halal Research & Training	INHaRT	
Inactive	517	International Centre for the Alliance of Civilisation	INTAC	Placed under CENTRIS
Inactive	518	International Institute of Wasatiyyah	IIW	Placed under CENTRIS
Inactive	519	Central Research & Animal Facility Management (CREAM)	CREAM	Formerly known as The Integrated Centre for Research Animal Care & Use (ICRACU), and placed under KOS

	520	IIUM World Debate & Oratory Centre	IWON	
	521	Disability Services Unit	DSU	Under the purview of ODRSDCE
	522	Occupational Safety, Health and Built Environment Department	OSHBE	Under purview of Dev. & Planning Div.
	523	The Centre for Teaching & Learning	CTL	Under the purview of ODRAIL
Inactive	524	International Student Admission Unit	INSAN	Placed under International Office
	525	IIUM Endowment Fund	IEF	Under purview of Finance Division. Formerly known as IIUM Waqf Fund.
	526	Institute of Planetry Survival for Sustainable Well-being	PLANETIIUM	Effective from 5th October 2022
	527	Institute of International and Asean Studies (IINTAS)	IINTAS	Effective from 29th May 2025
	528	International Institute of Futures Studies (IIFS)	IIFS	Effective from 27th February 2025
6.0	**REF.NO.**	**Formatted on 16th June 2021**	**ACRONYM**	**REMARKS**
	600	Office of Ombudsman and Integrity	Ombuds	Established w.e.f.25th Feb. 2020 BOG Mtg No. 56 dated 25th Feb.2020 Under purview of BOG, organizationalstructure is shown as under Office of the Rector.
	601	Sejahtera Centre forSustainability and Humanity	Sejahtera	Established w.e.f.18th March 2019

				BOG Mtg No. 52 dated 18th March2019 BOG 53 dated 17th May 2019 changed its name Formerly known as IIUM Campus Sustainability Centre18th March 2018 - 16th May 2019 Under purview of Development & Planning.
	602	Risk Management Office	RMO	Effective on 1st April 2021
7.0	**REF.NO.**	**ASSOCIATION**	**ACRONYM**	**REMARKS**
	701	Professional and Management Association	PMA	Effective from 19th December 2022
	702	Academic Staff Association	ASA	Effective from 19th December 2022
	703	Kesatuan Kakitangan Am Universiti	KURNIA	Effective from 19th December 2022
	704	Kesatuan Kakitangan Sokongan Satu	KESATU	Effective from 19th December 2022

- END OF CODE -