



INTERNATIONAL ISLAMIC
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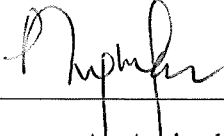
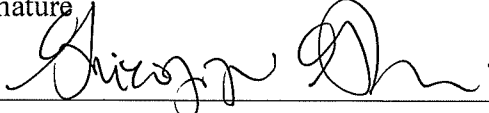
DOCUMENT TITLE :
MONITORING OF STUDENTS'
ATTENDANCE

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MONITORING OF STUDENTS' ATTENDANCE

Prepared by :-	Approved by :-
Signature : 	Signature 
Name : Nuraqmar Az Amiruddin	Name : Assoc. Prof. Dr. Gairuzazmi bin Mat Ghani
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 2/3/2020	Date : 2/3/2020

MONITORING OF STUDENTS' ATTENDANCE V2 (02)

1. OBJECTIVE

The objective of this procedure is to ensure that students' attendance is properly monitored according to the prescribed policies and procedures.

2. SCOPE

The procedures cover methods of monitoring students' attendance for all undergraduate students.

3. DEFINITION / ABBREVIATION

SAPER	Student Academic Performance Evaluation Rules
DD (AA)	Deputy Dean (Academic Affairs)
DD (SA)	Deputy Dean (Student Affairs)
HOD	Head of Department
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
AMAD	Academic Management and Admission Division
COS	Centre of Studies

4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
	MONITORING OF ATTENDANCE	
Course Instructors / Course Coordinators	4.1.1	To monitor students' attendance starting from the first day of class or from the date the student register into the course based on the class list.
HOD	4.1.2	To issue warning letters to students and to submit recommendation letter and barring form to the respective Head of Department according to the Kulliyyah's attendance policy.
Dean	4.1.3	To sign the barring form and forward to the Dean/for approval.
AAO/SAAO/ AO/SAO	4.1.4	To approve and issue barring letters to students.
AA/SAA	4.1.5	To update the barring status as 'Y' grade in the Examination Module. 'Y' grade is equivalent to an 'F' to the particular course (remarks reflected in the examination slip, attendance sheet and mark sheet).

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AA/SAA	4.1.6	To retain the attendance record accordingly (if any).
Course Instructors / Course Coordinators	4.1.7	The course instructor/ coordinator is empowered to monitor and ensure the course learning outcomes are achieved.

5. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Warning Letters/Forms	One Academic Year	COS	AA/SAA
2.	Barring Letters/Forms	One Academic Year	COS	AA/SAA
3.	Attendance records	One Academic Year	COS	AA/SAA