



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO: 00

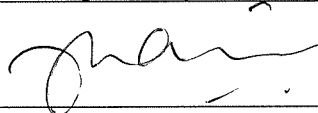
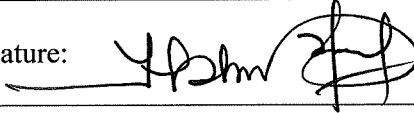
PROCESSING IHSAN INDICATORS  
SUBMISSION FOR IIUM STAFF

EFFECTIVE DATE:  
1/4/2019

DOCUMENT NO: IIUM/MSD/18

PAGE: 1/4

**PROCESSING IHSAN INDICATORS  
SUBMISSION FOR IIUM STAFF  
(ADMINISTRATIVE AND TECHNICAL  
STAFF/ACADEMIC  
FELLOW/RESEARCH FELLOW AND  
CLINICAL NURSING INSTRUCTOR)**

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Juaini Zana Bt. Mohamed Ramly	Name: Dato' Abdul Rahim Ahmad
Position: Assistant Director Performance Management Unit Management Services Division	Position: Executive Director Management Services Division
Date: 17/8/2020	Date: 1/9/2020



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PAGE: 2/4

<b>1.</b>	<b>OBJECTIVE</b>  To ensure good and systematic conduct on processing Ihsan Indicators Submission.																						
<b>2.</b>	<b>SCOPE</b>  This procedure is implemented by the Performance Management Unit, Management Services Division of IIUM.																						
<b>3.</b>	<b>ABBREVIATION/DEFINITION</b> <table border="1" style="width: 100%;"><tr><td>APAR</td><td>: Annual Performance Appraisal Report</td></tr><tr><td>HOD</td><td>: Head of Department</td></tr><tr><td>II</td><td>: Ihsan Indicators</td></tr><tr><td>MSD</td><td>: Management Services Division</td></tr><tr><td>PMU</td><td>: Performance Management Unit</td></tr><tr><td>K/C/D/I/O</td><td>: Kulliyah/Centre/Division/Institute/Office</td></tr><tr><td>AA</td><td>: Administrative Assistant</td></tr><tr><td>EO</td><td>: Executive Officer</td></tr><tr><td>AD</td><td>: Assistant Director</td></tr><tr><td>STAFF</td><td>: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor</td></tr><tr><td>ASSESSOR</td><td>: Immediate evaluating officer</td></tr></table>	APAR	: Annual Performance Appraisal Report	HOD	: Head of Department	II	: Ihsan Indicators	MSD	: Management Services Division	PMU	: Performance Management Unit	K/C/D/I/O	: Kulliyah/Centre/Division/Institute/Office	AA	: Administrative Assistant	EO	: Executive Officer	AD	: Assistant Director	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor	ASSESSOR	: Immediate evaluating officer
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<b>DOCUMENT NO: IIUM/MSD/18</b>	<b>PAGE: 3/4</b>

#### 4. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
AA/EO/AD, PMU	<p><b>4.1 Opening of Ihsan Indicators (IIs) session</b></p> <p>4.1.1 MSD open Ihsan Indicators (IIs) session for Administrative and Technical staff / Academic Fellow / Research Fellow and Clinical Nursing Instructor IIUM staff and announce the opening in IIUM Announcement.</p> <p>4.1.2 During the submission period, PMU will send reminder email to the staff to complete IIs within the stipulated time given.</p>
<p>Staff</p> <p>Assessor</p> <p>AD, PMU</p>	<p><b>4.2 Completion of Ihsan Indicators (IIs)</b></p> <p>4.2.1 Staff key in IIs in APAR Online and submit the annual targeted achievement for assessor's approval.</p> <p>4.2.2 Assessor to approve or reject subordinate's IIs.</p> <p>4.2.3 If the IIs is rejected, staff need to amend and resubmit the IIs to the assessor.</p> <p>4.2.4 Once the session closed, PMU will do auto approve for all the submitted IIs.</p>

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<b>DOCUMENT NO: IIUM/MSD/18</b>	<b>PAGE: 4/4</b>

## 5. QUALITY RECORDS

No.	Quality Record
1.	Staff II Records
2.	Staff APAR Records

## 6. LINK TO II ONLINE

<http://hrservice.iium.edu.my/apar/logon.jsp>