

ABOUT INTERNATIONAL ISLAMIC COLLEGE

International Islamic College (IIC) is a private higher education institution in Malaysia, wholly owned by International Islamic University Malaysia (IIUM). It is committed in becoming the preferred educational institution distinguished with overall excellence encompassing academic quality as well as spiritual piety.

IIC is recognized by the Ministry of Higher Education of Malaysia and the Malaysian Qualifications Agency, and is proud to be the first private College offering Open Distance Learning academic programmes.

Here at IIC, we put students' success at the heart of our mission, supporting every student from various backgrounds to achieve outstanding outcomes; preparing our students to thrive in their future endeavour.

VISION

To be the Premier, Integrated and Sustainable Higher Education Institution



MISSION

To offer holistic tertiary and vocational education in the region with world-class academic quality.

UNIQUE SELLING PROPOSITION

Nourishing Humanity Through Integrated Knowledge.

VALUES

P	Progressive
R	Responsible
I	Integrity
D	Discipline
E	Excellence

ABOUT FACULTY OF SOCIAL SCIENCES

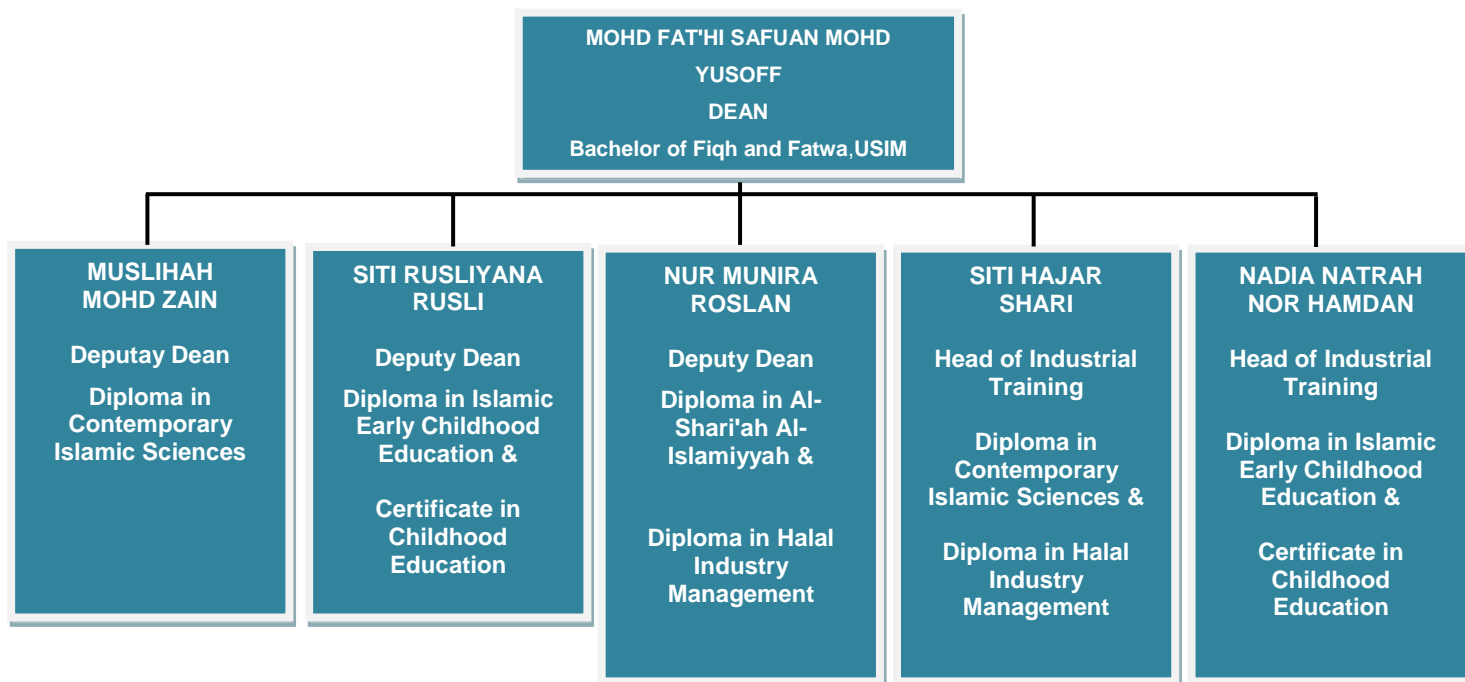
Faculty of Social Sciences (FSS) emphasizes on lifelong learning which integrates between the worldly knowledge and the knowledge of the hereafter. The school consists of highly trained lecturers dedicated towards achieving its mission and vision especially in producing global Islamic professionals. The school has always maintained close relationship between lecturers and students. The students are exposed not only to the theoretical part of the knowledge but also to the practical part of the course throughout their academic years.

At the moment, the school is focusing on four diplomas and one certificate programme which are Diploma in Islamic Early Childhood Education, are Diploma in Islamic Early Childhood Education OLD, Diploma in Contemporary Islamic Sciences, Diploma in Al-Shari'ah Al-Islamiyyah, Diploma in Halal Industry Management, Diploma in Halal Industry Management ODL, and Certificate in Early Childhood Education as its stepping stone for the future development of other programs. The school also offers the MPU required courses and elective courses prepared for all certificate and diploma levels programs.

Besides that, the school is seriously concern about the current issues in the Muslim world. In facing the globalization challenges, our new generations are easily exposed towards negative influences. Some say that moral degradation is due to globalization but we beg to differ. In upholding the objective of college towards creating Islamic professionals, we want our students to move forward in line with globalization. Our strategy is by providing the students with strong foundation in understanding the teachings of Islam. The purpose of our education is to ensure that the students understand the contents of teaching and to enable them to internalize the values practically. In order to achieve this objective, FSS takes effort by organizing Usrah and Ibadah Camp or Intercultural programs.

These programs are considered as graduation requirement for the students. We believe that by organizing such programs, we are able to promote awareness to the students on the beauty of Islam and its role as the way of life; a path toward success. With firm basis in understanding the teachings of Islam, Insyallah our students could hinder themselves from immoral activities.

ORGANIZATION CHART



ABOUT DIPLOMA IN SHARI'AH AL-ISLAMIYYAH PROGRAMME

Diploma in Shari'ah al-Islamiyyah (DSI) is a programme offers the acquisition and dissemination of knowledge. It is not to grow for professionals with qualifications for working in industry only, even to prepare human beings for holistic life. Diploma in Shari'ah al-Islamiyyah equips graduates to learn experiences with increasingly challenging religious issues in various fields due to its comprehensiveness attribute that takes into consideration all aspects of the human life. It is applicable anywhere and anytime from past to the present and the future.

The Modules you will study

You will normally study five to six modules in each year. Each course is worth 3 credits and requires you to engage with at least 92 hours of learning time. This time will be spent in class contact (about 42 to 56 hours), private study and assignment preparation.

Each module is assessed through a mixture of written assignments, report, presentations and examinations.

ENTRY REQUIREMENTS

- i. Pass in Sijil Pelajaran Malaysia (SPM) or its equivalent with at least THREE credits AND a pass in ONE (1) of Arabic Language subjects OR ONE of Islamic Studies subjects; OR
- ii. A pass in O' Level with at least grade C in 3 subjects AND a pass in ONE (1) of Arabic Language subjects OR ONE of Islamic Studies subjects; OR
- iii. A pass in SKM Level 3 in Islamic Studies or its equivalent with a minimum CGPA 2.00;OR
- iv. A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.0) in any subject, or any equivalent qualification; AND a pass in ONE (1) of Arabic Language subjects OR ONE of Islamic Studies subjects; OR
- v. A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul; OR
- vi. Other relevant equivalent qualifications recognised by Malaysian Government.

DSI PROGRAMME STRUCTURE AND MODULE OVERVIEW



FACULTY OF SOCIAL SCIENCES

MPU COMPULSORY COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MPU2163 OR	MALAYSIAN STUDIES ((To be taken by local student)	3	3	SOSS	
	MPU2133	BAHASA MELAYU KOMUNIKASI 1 (To be taken by International student)			CEL	
2	MPU2213 OR	BAHASA KEBANGSAAN A (To be taken by local student who do not earn credit in Bahasa Mel)	3	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS				
	*MPU2253 OR	PROCESS WRITING				
	*MPU2263	IT ESSENTIAL				SICT
3	MPU2323 OR	POLITICAL SCIENCE	3	3	SOSS	
	MPU2343 OR	HUMAN RELATIONS			SBLS	
	MPU2333	MEDIA AND SOCIETY			SICT	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	2		SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)				
TOTAL CREDIT HOURS FOR MPU COMPULSORY COURSES = 11						
COLLEGE COMPULSORY COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	EIS1231	ENGLISH FOR ISLAMIC STUDIES 1	3	3	CEL	
2	EIS1232	ENGLISH FOR ISLAMIC STUDIES 2	3	3	CEL	EIS1231
3	EIS2233	ENGLISH FOR ISLAMIC STUDIES 3	3	3	CEL	EIS1232
4	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	EIS2233
TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12						
CORE COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DIS1231	INTRODUCTION TO ISLAMIC 'AQIDAH	3	3	SOSS	
2	DIS1232	INTRODUCTION TO SCIENCE OF AL-QUR'AN	3	3	SOSS	
3	DIS1233	INTRODUCTION TO SCIENCE OF HADITH	3	3	SOSS	
4	DCI1234	INTRODUCTION TO FIQH	3	3	SOSS	
5	DSI1231	TARIKH TASHRI' AL-ISLAMI	3	3	SOSS	
6	DCI2231	INTRODUCTION TO USUL AL-FIQH	3	3	SOSS	
7	DIS2231	QURANIC RECITATION AND MEMORIZATION	3	3	SOSS	
8	DIS2232	FIQH AL- 'IBADAH	3	3	SOSS	DCI1234 & DCI2231
9	DIS2233	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	3	SOSS	
10	DIS2234	ISLAMIC ETHICS	3	3	SOSS	
11	DIS2235	LEGAL TEXT OF AL-QUR'AN	3	3	SOSS	DIS1232
12	DIS2236	LEGAL TEXT OF HADITH	3	3	SOSS	DIS1233
13	DIS2237	FIQH AL-MU'AMALAT	3	3	SOSS	DCI1234 & DCI2231
14	DSI2231	FIQH AL-MAWARITH	3	3	SOSS	DCI1234 & DCI2231
15	DSI2232	FIQH AL- MUNAKAHAT	3	3	SOSS	DCI1234 & DCI2231
16	DSI2233	AL-QAWA'ID AL-FIQHIYYAH	3	3	SOSS	DCI1234 & DCI2231
17	DIS3231	METHODOLOGY OF DA'WAH	3	3	SOSS	DIS2231, DIS2232, DIS2233
18	DSI3231	QADHAYA MU'ASARAH	3	3	SOSS	DIS2232, DIS2237, DIS2233
19	DSI3232	FIQH AL-JINAYAT	3	3	SOSS	DIS2232, DIS2237, DIS2233
20	ALS1231	ARABIC LANGUAGE LEVEL 1	3	3	CEL	
21	ALS1232	ARABIC LANGUAGE LEVEL 2	3	3	CEL	ALS1231
TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63						
ELECTIVE COURSES - TO COMPLETE ONLY TWO (2) COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DEM1233	INTRODUCTION TO LAW	3	3	SBLS	
2	DBF2233	PRINCIPLES & PRACTICES OF ISLAMIC BANKING AND FINANCE	3	3	SBLS	
3	DBF2238	INTRODUCTION TO TAKAFUL	3	3	SBLS	
4	DCT1231	COMPUTER APPLICATION	3	3	SICT	
5	DHM1232	INTRODUCTION TO HALAL MARKET AND VALUE-BASED MANAGEMENT	3	3	SOSS	
6	DHM1233	HALAL ETHICS AND TAYYIBAN CONCEPTS IN PRODUCTS AND SERVICES	3	3	SOSS	
TOTAL CREDIT HOURS FOR ELECTIVE COURSES = 6						
TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92						

* Student with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2253 Process Writing or MPU2263 IT Essential

STUDY PLAN OF DIPLOMA IN AL-SHARIAH AL-ISLAMIYAH (DSI)

YEAR 1			YEAR 2			YEAR 3			
Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2		
LIST OF SUBJECTS	ENGLISH FOR ISLAMIC STUDIES 1 EIS1231 College Course 3 credit hours	ENGLISH FOR ISLAMIC STUDIES 2 EIS1232 College Course 3 credit hours PreReq EIS1231	ENGLISH FOR ISLAMIC STUDIES 3 EIS2233 College Course 3 credit hours PreReq EIS1232	QURANIC RECITATION AND MEMORIZATION DIS2231 Core Course 3 credit hours	BIOGRAPHY OF PROPHET MUHAMMAD S. A. W DIS2233 Core Course 3 credit hours	FIQH AL-MU'AMALAT DIS2237 Core Course 3 credit hours PreReq DCI1234 & DCI2231	BUSINESS COMMUNICATION CEL3231 College Course 3 credit hours PreReq EIS2233	FIQH AL-JINAYAT DSI3232 Core Course 3 credit hours PreReq DIS2231, DIS2232 & DIS2237	TOTAL CREDIT HOURS COMPLETED :
	ARABIC LANGUAGE LEVEL 1 ALS1231 Core Course 3 credit hours	ARABIC LANGUAGE LEVEL 2 ALS1232 Core Course 3 credit hours PreReq ALS1231	INTRODUCTION TO USUL AL-FIQH DCI2231 Core Course 3 credit hours	FIQH AL-IBADAH DIS2232 Core Course 3 credit hours PreReq DCI1234 & DCI2231	LEGAL TEXT OF HADITH DSI2236 Core Course 3 credit hours PreReq DCI1234 & DCI2231	AL-QAWA'ID AL-FIQHIYAH DSI2233 Core Course 3 credit hours PreReq DCI1234 & DCI2231	QADHAYA MU'ASARAH DSI3231 Core Course 3 credit hours PreReq DIS2231, DIS2232 & DIS2237	IBADAH CAMP INTERCULTURAL PROGRAM MPU2412 / MPU2422 MPU Courses 2 credit hours	
	INTRODUCTION TO SCIENCE OF AL-QUR'AN DIS1232 Core Course 3 credit hours	INTRODUCTION TO SCIENCE OF HADITH DIS1233 Core Course 3 credit hours	6	ISLAMIC ETHICS DIS2234 Core Course 3 credit hours	FIQH AL-MAWARITH DSI2231 Core Course 3 credit hours PreReq DCI1234 & DCI2231	6	METHODOLOGY OF DA'WAH DIS3231 Core Course 3 credit hours PreReq DIS2231, DIS2232 & DIS2233	5	
	INTRODUCTION TO ISLAMIC 'AQIDAH DIS1231 Core Course 3 credit hours	INTRODUCTION TO FIQH DCI1234 Core Course 3 credit hours		LEGAL TEXT OF AL-QUR'AN DIS2235 Core Course 3 credit hours	FIQH AL-MUNAKAHAT DSI2232 Core Course 3 credit hours PreReq DCI1234 &		ELECTIVE 2 Elective Course 3 credit hours		
	MALAYSIAN STUDIES / BAHASA MELAYU KOMUNIKASI 1 MPU2163 / MPU2133 MPU Courses 3 credit hours	TARIKH TASHRI' AL-ISLAMI DSI1231 Core Course 3 credit hours		BAHASA KEBANGSAAN A / PRESENTATION SKILLS / PROCESS WRITING/ IT ESSENTIAL MPU2213/ MPU2233 / MPU2253 / MPU2263 MPU Courses	ELECTIVE 1 Elective Course 3 credit hours		POLITICAL SCIENCE / HUMAN RELATIONS/ MEDIA AND SOCIETY MPU2323/ MPU2343 / MPU2333 MPU Courses 3 credit hours		
CH	15	15	6	15	15	6	15	5	92

ACADEMIC YEAR

The Academic Calendar

LONG SEMESTER	DURATION (Week)
Study Week	14
End of Semester Examination	1-2

The Programme Academic Year is divided into two semesters which are long and short semester.

SHORT SEMESTER	DURATION (Week)
Study Week	7
End of Semester Examination	1-2

CORE COURSE SYNOPSIS

DIS1231- INTRODUCTION TO ISLAMIC AQIDAH

The course aims to develop the students' understanding about the concept of Islamic 'Aqidah and its characteristics. It also highlights the fundamental principles in different Muslim sects, other religions' belief system and Western ideologies. Both practical and theoretical approaches are applied.

DIS1232- INTRODUCTION TO SCIENCE OF AL-QUR'AN

This course provides detail information about the stages of Qur'anic revelation and the history of its documentation, the *Makki* and *Madani* verses, *Asbab al-Nuzul*, *Qira'at*, *Muhkam* and *Mutashabih*, *Nasikh* and *Mansukh*, *I'jaz al-Qur'an* and *Tafsir*. It also highlights the relationship between the Qur'an and other branches of knowledge such as *Aqidah*, *Fiqh* and Modern Science throughout the discussion of relevant chapters. This course also highlights the perspective of Orientalists upon the Holy Qur'an. Both practical and theoretical approaches are applied.

DIS1233 - INTRODUCTION TO SCIENCE OF HADITH

The course aims to develop the students' understanding in sciences of *Hadith* and its development, status, compilation, preservation and also its classifications. The course will deal with the famous *Hadith* treatises, especially the Six *Hadith* Canonical Collections (*al-Kutub al-Sittah*), *al-Muwatta'* of Imam Malik Sunan al-Darimi and *Musnad* Imam Ahmad ibn Hanbal. Both practical and theoretical approaches applied.

DCI1234- INTRODUCTION TO FIQH

The course offered is for year one diploma student. It aims to give exposure to students of the concept of *Fiqh* and *Shar'iah* and the roles of *Maqasid al-Shari'ah* in Islamic ruling. This course also develops students to have better understanding about the utilization of sources of Islamic law and the importance of Islamic Legal Maxims. Both practical and theoretical approaches applied.

DCI2231- INTRODUCTION TO USUL AL-FIQH

This course offers for year two students. It provides general knowledge of the meaning and function of *Usul Fiqh* in regulating the process of *ijtihad*. This course is to help students to have better understanding some of the major methodological problems and issues debated in *Usul Fiqh* and

highlight the possibilities of practical application of *usul* methodologies to their respective fields of specialization.

DIS2231- QURANIC RECITATION AND MEMORISATION

This course aims at exposing the students about the recitation of the Qur'an. This course is to help the students to have better skills on reciting and memorizing al-Qur'an.

DIS2232 – FIQH AL-'IBADAH

This course covers topics such as the meaning of *Ibadah*, its requirements and obligations of the *Fardhu 'Ain* and *Fardhu Kifayah*. It includes both theoretical and practical methods of study.

DIS2233– BIOGRAPHY OF PROPHET MUHAMMAD S.A.W

This course covers topics of the Prophet Muhammad's life before and after Prophet hood and also his life in Mecca and Madinah. It includes both theoretical and practical methods of study.

DIS2234 – ISLAMIC ETHICS

The course provides student with general understanding on Islamic ethics which focuses on Al-Ghazali's exposition in human psyche and also illustrates the Islamic concepts of virtues and vices with the highlights of practicing Islamic ethics in business. Both theoretical and practical approaches are applied.

DBF1232 – AL-QAWA'ID AL-FIQHIYYAH

This course offered for diploma students which aim to expose student about the concept of Islamic legal maxims (*al-qawa'id al-fiqhiyyah*). This course is designed to provide students with general understanding on the concept of *Shari'ah* generally and legal maxims (*qawa'id fiqhiyyah*) specifically. It discusses in details five major maxims that give major consequences in the Muslim life. It also provides an opportunity to the student on how to settle some of the *fiqh* issues in their life in accordance of what being affirmed in the maxims.

DIS2237 – FIQH AL-MU'AMALAT

This course offers for second year diploma students This course covers areas of *Fiqh Muamalat* compressing them with the relevant and useful knowledge of Islamic transaction for the student's basic understanding in facing the present days. This course also incorporates to some certain extent comparison to the contemporary conventional business practices. It includes both theoretical and practical methods of study.

DSI2231- FIQH AL-MAWARITH

This course provides explanation on the basic concepts of *fiqh al-mawarith* including its ruling, pillars, conditions, causes, impediments to inheritance, rights associated or related to the estate, heirs, calculation of the entitlement of shares and relevant cases. The course covers both theoretical and practical approaches.

DSI2232- FIQH AL-MUNAKAHAT

This course provides explanation on the basic concepts of *fiqh al-munakahat* including the pre-marriage stage, the pillars and conditions of *nikah*, the rights of the spouses, *nusyuz* and various types of divorce. The course covers both theoretical and practical approaches.

DIS3231 – METHODOLOGY OF DA'WAH

The course focuses on the importance of *Da'wah* towards the individual Muslim and the society. In fact this course aims in different approaches of *Da'wah* which can be implemented in the current situation with the references to the *Qur'an* and *Sunnah* of the Prophet Muhammad (p.b.u.h) Both practical and theoretical approaches are applied.

DSI3231 - QADHAYA MU'ASARAH

This course provides explanation on the basic concepts of current issues (*qadhaya mu'asarah*) including its ruling (*hukum*) or *fatwa*, the view of *shariah* on differences among various schools and contemporary issues in *fiqh*. The course covers both theoretical and practical approaches.

DSI3232 – FIQH AL-JINAYAT

This course covers several aspects of Islamic criminal law and punishment its concept, elements, objectives and main branches of hudud, qisas and diyat as well as ta'zir.

ARB1231 – ARABIC LANGUAGE (LEVEL 1)

This course is all about the basic concepts of Arabic language, which include basic words, phrases and sentences, introduction to Arabic syntax and morphology, reading, writing, speaking and comprehension.

ARB1232 - ARABIC LANGUAGE (LEVEL 2)

This course is all about the concepts of Arabic language through Arabic text and Islamic culture, which includes phrases and sentences, Arabic syntax and morphology, reading, writing, speaking and comprehension.

DCT1231 – COMPUTER APPLICATION

The course begins by introducing the basic of computer system and all the selected applications. The students start using the word processor application which covers creating and editing document, formatting and applying additional features to the word document. Spreadsheet application covers creating spreadsheet document, formatting, editing worksheet, creating charts and formatting the chart. Presentation application covers creating new presentation, formatting slide content and applying slide animations and transitions. The students will be assessed by several tests, labtests and written examination. At the end of the semester they have to present their presentation document as part of the assessment in order to improve their communication skills.

PTD3261 - PRACTICAL TRAINING

The students will be exposed to the real working environment where they are allowed to practically apply the knowledge gained in all the courses that they have learned in this college. This will ensure that the students have achieved the targets and objectives of the programme.

STUDENT COURSE ADVICE ASSISTANCE – DEPUTY DEAN

Student of Diploma In Al-Shariah Al-Islamiyyah (DSI) and IIC in general shall consult Head of Program should they have enquiries of required assistance in choosing and registering new courses for respective semester.

Head of Programme also responsible to:

- explain and advice on the course structure
- education Counseling in addition to college counselor
- listen any comment related to programme or courses
- Inform the postponement of classes

Assessment Plan on Core Subjects

A range of assessments are used including portfolios of work, case studies, reports, essays, open-book and closed-book examinations and presentations to assess the performance of students. They ensure that you experience a wide range of assessment methods. A number of modules make use of both in-course assessments and some form of examination. This helps to ensure that you develop information gathering skills, knowledge and understanding, application, analysis and evaluation of knowledge, presentation and writing skills, as well as ensuring the validity of the assessment process. This variety of assessment methods also allows the programme and module learning outcomes to be assessed in a systematic and appropriate way.

STUDENT CODE OF CONDUCT

The purpose of the code is to monitor student's discipline. The code divide the offences into two categories, Minor offences and Major Offence

Minor Offences

- Smoking
- Illegal assemblies
- Breaching traffic rules
- Purposely missing lectures/activities
- Cleanliness
- Contempt of college authority
- Disrupting class, administrative work or activities

Penalty for Minor Offences

A student who is found guilty for a minor disciplinary offence shall adhere to the following disciplinary procedure.

- a) A written first warning shall be issued and a fine of RM10 shall be imposed by the Disciplinary Unit to the student informing the student of his or her offence and for the students to attend a meeting with the Disciplinary Unit within three days from the date of issuance of the first warning and the fine.
- b) If the student fails to meet with the Disciplinary Unit, a written second warning shall be issued to the student informing the student to meet with the Disciplinary Unit within three days from the date of issuance of the second warning and a fine of RM25 shall be imposed by the Disciplinary Unit.
- c) If the student fails to meet with the Disciplinary Unit for the second time, his or her failure to do so shall be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.

- d) If the student commits the same offence for the third time on separate occasion, a fine of RM50 shall be imposed and a warning in writing shall be issued by the Disciplinary Unit to the student informing the student of his or her offence and for the student to attend a meeting with the Disciplinary Unit within three days from the date of issuance such warning and fine. If the student fails to meet with the Disciplinary Unit, his or her failure to do so shall be considered as a major disciplinary offence and the student is subjected to the punishment under rule 29.
- e) If the student commits the same offence for the third time on separate occasion, the offence shall then be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.

Major Offences

- Reproduction of College Materials
- Indecent Behaviors (*Married couples please inform College)
- Vandalism
- Gaming
- Theft
- Drugs
- Drunk & Disorderly Behavior

Disciplinary Punishment for Major Offences

A student who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of two or more of the following punishment:

- Reprimand (stern warning)
- A fine not exceeding RM200
- Suspension from study for a specified period
- Suspension from any or all of the facilities of the College for a specified period
- Exclusion from any part of the College for a specified period
- Exclusion from the College
- Undergoing counseling session(s)

STUDENT LEARNING SUPPORT SERVICES AND FACILITIES

ACADEMIC SERVICES

The Academic services of the International Islamic College comprises of three main departments, headed by the Director of Academic. The main objective of these departments is to assist students in academic matters, especially in the relation to academic performance. These departments are actively involved in planning, implementing and monitoring academic policies and procedure to create a conducive, efficient and effective administrative environment for students in the process of learning. These departments are:

- **Scheduling and Examination Department (SED)**

The main function of this department is to coordinate and conduct the centre examination including placement test, processing the results and facilitating appeals for the re-check of answers scripts and re-admission.

- **Admission & Students Records Department (ARD)**

The main function is to manage, select and evaluate applications for admission, while maintaining and updating student's personal files.

- **Academic and Accreditation Department (AAD)**

The main function is to introduce an effective quality assurance management into the college processes and operations including preparing the MQA documentation.

Service Hours	:	8.30am – 5.30 pm
Venue	:	Level 1, West Wing, Academic Division – SED & ASR Level 2, West Wing, Academic Division - AMQC

TAN SRI DATO' SERI SANUSI JUNID LIBRARY

The library in IIC is known as Tan Sri Dato' Seri Sanusi Junid Library. The TSDSSJ Library that provides resources, services, and other related facilities include the discussion room, carrel desk, reading area, locker and etc to meet the teaching and learning. The services provided include as below:

- Circulation & Information Counter
- Discussion Room
- Reading Area
- Carrel Tables
- Activity Room
- Computer Lab and Internet Wireless
- Past Year Exam Paper Collection (PYEP)
- Online Public Access Catalogue (OPAC)
- Lockers

Operating Hours:

DAY	TIME
Monday - Friday	8.30am – 5.30pm
Monday – Friday (Ramadan)	8.30am – 4.30pm
Saturday, Sunday	CLOSED
Public Holiday	CLOSED

Venue: Level 1, West Wing, Tan Sri Dato' Seri Sanusi Junid Library

IT DEPARTMENT

Consultation Service: Service desk:

- Helping user solve problem and providing phone or direct consultation
- Creating user account, changing password, data request
- Troubleshooting all computer and network issue

Operation Hours:

Day	School Hour	Holiday
Monday to Friday	8:30am – 5.30pm	Closed
Saturday	Closed (*standby mode as per request)	Closed
Sunday	Closed (*standby mode as per request)	Closed

Internet Services

Operation hour: 24 hours

Regulation of Internet surfing

- College shall not be held accountable for user's misconduct on Internet surfing.
- Internet users shall not arbitrarily changes computer IP address, without permission from computer center network administrator or residential advisor.
- Internet users shall not develop their own website, which may be misused
- Slow down the speed of the network.

Venue: Ground Floor, East Wing, IT Department

STUDENTS AFFAIRS AND DEVELOPMENT DEPARTMENT (STADD)

The main objective of this division is to create awareness among the students on their role and functions as future leaders. It comprises of the following departments:

Counseling Service (Student Counseling Office)

Objectives:

- a. To enhance students' self-understanding, problem-solving ability, social relationship, self-discovery to become independent.
- b. To assist students in searching a job according to their strengths and interests to achieve their own goals in career development.
- c. To ensure the welfare and the wellbeing of the student is well taken care off.

Venue: Level 3, East Wing, Students Affairs and Discipline Division

Student Service Categories:**a. Individual and group counselling services**

Provide individual and group counseling to facilitate students to achieve self-understanding and self-growth in both life and work.

b. Job searching/hunting

Assist students in searching jobs based on their strengths and interests.

c. Job searching information websites & notice boards

Provide information of job vacancies and recruitments in the community.

d. Seminars & workshops

Invite guest speakers or specialists to give talks and share their experiences with students.

Student Off-campus Accommodation:

Current IIC accommodation is provided by RG Hostel Management (RGHM) which also IIC's strategic business partner. IIC and RGHM work very closely to ensure students' accommodation, and welfare off campus is well taken care off. The current locations of RGHM accommodations service are as follows:

NO	HOSTEL
1.	M3 Mall Apartment
2.	Hostel Meranti
3.	Sentul Junction Residency

Transportation buses service is provided for students. Bus trips are based on the schedule of their respective classes.

Student Development Assistance

IIC offers various short courses or additional classes to build students' skills in various fields. Some courses are offered for free. The courses and extra classes are including:

- a. Workshops learning techniques
- b. Academic skills workshops such as writing skills, a study and the like.
- c. Personal development workshops such as Public Speaking, Grooming and Development, time management and etc.
- d. Technical assistance using the computer
- e. Seminars, Forums and Workshops organized from time to time on issues about their area of specialization, education and other issues.

Besides that, students can get academic advice through a variety of ways. IIC will provides an opportunity for students and open a discussion with students through individual and group meetings with the lecturer, course coordinator or Dean, who are scheduled each semester. These meetings aimed to get students respond directly and discuss the progress of students on academic matters. Apart from meetings, any student can make an appointment with the lecturer, course coordinator or Dean to discuss any problem

FINANCIAL SERVICES BY PTPTN

Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) has listed IIC as Grade 'A' college since 2004. This is due to the fact that IIC has fulfilled and met the PTPTN requirements in terms of application, distribution of offer letters, confirmation of status as well as confirmation of payment to the students' accounts.

OTHER FACILITIES

- i. Cafeteria
- ii. Futsal Court
- iii. Badminton Court
- iv. Netball
- v. Music Lounge
- vi. Gym
- vii. Wireless Point / Computer Lab
- viii. Matric Card
- ix. Musolla
- x. IIC Great Hall

STUDENT RECEIVED

NAME:

DATE: