TAWHIDIC EPISTEMOLOGY LEADING THE WAY UMMATIC EXCELLENCE LEADING THE WORLD
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MAHALLAH REPRESENTATIVE COORDINATION COMMITTEE (MRCC)

PROPOSAL ON IIUM DAPUR SISWA MADANI RULES & REGULATIONS

PREAMBLE

The Dapur Siswa MADANI is a shared facility entrusted to the IIUM student community. Every student who uses this facility carries the responsibility of an amanah (trust) — to treat it with care, honesty, and respect, in the spirit of Islamic values and communal living. We ask that you approach this facility not merely as a kitchen, but as a reflection of your character as a student of IIUM.

These Rules and Regulations govern the use of the Dapur Siswa MADANI at the International Islamic University Malaysia (IIUM), established under the national Dapur Siswa MADANI initiative of the Ministry of Higher Education Malaysia (MOHE). They apply to all students, committee members, volunteers, and any other individuals accessing the Dapur Siswa MADANI facilities.

These rules are to be read alongside the Proposal for the Establishment of the Student Kitchen Operations Committee (MRCC, April 2026) and the MOHE Garis Panduan Pelaksanaan Inisiatif Dapur Siswa Universiti Awam. In the event of any inconsistency, the MOHE guidelines shall prevail.

Ignorance of these rules shall not be accepted as a defence. All users are expected to have read and understood these rules prior to their first use of the facility.

1.0 ELIGIBILITY

1.1 Who May Use the Dapur Siswa MADANI

The Dapur Siswa MADANI is open to:

a) IIUM students (Malaysian citizens) from the B40 group and those identified as being in need, as defined by the Student Affairs and Development Division (STADD); and
b) Appointed committee members and volunteers of the Student Kitchen Operations Committee, in the course of their official duties.

1.2 Gender-Segregated Access

In accordance with Islamic principles and IIUM's commitment to maintaining proper Islamic conduct on campus, the Dapur Siswa MADANI facilities are strictly gender-segregated:

a) The kitchen designated for the male Mahallah area is strictly for the use of male students only. Female students are explicitly prohibited from entering or accessing this kitchen under any circumstances;
b) The kitchen designated for the female Mahallah area is strictly for the use of female students only. Male students are explicitly prohibited from entering or accessing this kitchen under any circumstances; and
c) This prohibition applies to all individuals without exception, including committee members and volunteers. In the event that a committee member of one gender is required to enter the kitchen designated for the opposite gender for official operational purposes, this may only be done under the direct supervision of an appointed officer of the same gender as the designated kitchen, and must be reported to the Vice Chairperson.

2.0 ISLAMIC CONDUCT AND ETIQUETTE

As an Islamic university, IIUM upholds the values of Islam in all aspects of campus life. Students are expected to observe the following Islamic principles while using the Dapur Siswa MADANI:

2.1 Dress Code *(Aurah)*

All students must adhere to IIUM's dress code standards while within the Dapur Siswa MADANI premises. Appropriate covering of *aurah* is required at all times. Students who are not dressed in accordance with IIUM's dress code may be denied entry by the volunteer on duty.

2.2 *Adab* (Islamic Etiquette)

Students are encouraged to observe the following Islamic etiquette while using the Dapur Siswa MADANI:

a) Avoid *israf* (wastefulness) — cook only what is needed and avoid excessive use of ingredients, water, or electricity;
b) Treat the facility and its equipment as an *amanah* (trust) that must be returned in the same or better condition than it was found; and
c) Be courteous and considerate towards other users, committee members, and volunteers at all times.

2.3 Late Evening Use

While there is no mandatory requirement for accompaniment during late evening slots, female students using the kitchen during the later hours of operation (particularly after 9:00 p.m.) are strongly encouraged to do so in the company of a trusted companion, in the interest of personal safety and adherence to Islamic values of caution and modesty.

3.0 BOOKING, REGISTRATION, AND ACCESS

3.1 Booking Requirements

All students wishing to use the Dapur Siswa MADANI must adhere to the following booking requirements:

a) Bookings must be made via the official Google Form a minimum of three (3) days in advance of the desired slot;
b) Each slot is thirty (30) minutes in duration — twenty (20) minutes for cooking and ten (10) minutes for self-cleanup;
c) A maximum of three (3) persons is permitted per slot. Groups exceeding this number will not be accommodated in a single slot;
d) Students must scan the QR code upon arrival and complete the required registration before commencing use of the kitchen; and
e) The booking is non-transferable. Only the registered student(s) may use the slot.

3.2 Walk-In Access

Walk-in access to the Dapur Siswa MADANI is permitted during open student sessions on a First Come First Served (FCFS) basis, subject to the following:

a) Walk-in access is only available when stoves are unoccupied at the time of entry;
b) Walk-in students must scan the Check-In QR code and register their details — including full name, matric number, and contact number — upon entry;
c) Walk-in users are subject to the same thirty (30)-minute slot duration and all other rules applicable to pre-booked users; and
d) Walk-in access is not available during rice preparation windows (11:00 a.m. – 1:00 p.m. and 6:00 p.m. – 8:00 p.m.), during which the kitchen is reserved exclusively for the

Bureau of Food Preparation & Distribution.

The kitchen is closed to all student bookings and walk-in access during 11:00 a.m. – 1:00 p.m. and 6:00 p.m. – 8:00 p.m. No exceptions will be made during these periods.

3.3 Prohibition on Credential Sharing

Students are strictly prohibited from sharing their booking credentials, login details, or Google Form access links with any other party for the purpose of making proxy bookings on their behalf. Any such conduct shall be treated as a violation of these Rules and Regulations and will be subject to disciplinary action in accordance with Section 8.0.

3.4 Verification Upon Entry

Upon entering the kitchen, students may be asked by the volunteer on duty or a member of the Bureau of Kitchen Monitoring & Compliance to verify their identity and booking. Students must comply with such requests. Any student found to be using the kitchen without a valid booking, or whose details do not match the booking record, will be required to vacate the premises immediately.

3.5 Booking Conduct

3.5.1 Cancellations

Students who are unable to attend their booked slot must cancel their booking at least twenty-four (24) hours in advance via the official Google Form or by notifying the Bureau of Booking & Registration Management directly. This allows the slot to be reallocated to other students. Failure to cancel within the stipulated window shall be recorded as a no-show.

3.5.2 Late Arrivals

Students who arrive more than ten (10) minutes after the start of their booked slot without prior notice to the Bureau of Booking & Registration Management shall be deemed to have forfeited their slot. The slot may be reallocated to a walk-in student at the discretion of the volunteer on duty. Students who anticipate being late are encouraged to notify the Bureau in advance to avoid forfeiture.

3.5.3 No-Show Policy

A no-show is recorded when a student fails to appear for a booked slot and has not cancelled within the stipulated twenty-four (24) hour window. No-show counts are cumulative and carry over across semesters. The consequences of accumulated no-shows are as follows:

Table 1: No-Show Policy

Accumulated No-Shows	Consequence
1–2 no-shows	Verbal reminder issued by the Bureau of Booking & Registration Management. No further action.
3 or more no-shows	Booking privileges suspended for the remainder of the current semester. No-show count carries over to the following semester and accumulates cumulatively.

Students who have been suspended from booking privileges due to accumulated no-shows and who believe there are extenuating circumstances may submit a written appeal to the Student Kitchen Operations Committee within seven (7) days of the suspension notice. The Committee's decision on any appeal shall be final.

4.0 RULES OF USE

4.1 Equipment and Appliances

Students must observe the following rules with regard to the use of kitchen equipment and appliances:

a) All appliances must be used in accordance with their intended purpose and proper operating procedures. The Dapur Siswa MADANI Management bears no responsibility for injuries resulting from improper use;

b) Students are prohibited from removing any equipment or utensils from the kitchen premises;

c) Students are prohibited from moving, repositioning, or altering the arrangement of fixed equipment without the prior approval of the management;

d) Students must not attempt to repair any damaged or malfunctioning equipment on their own. All faults must be reported to the volunteer on duty immediately; and

e) All electrical appliances must be switched off and returned to their designated positions upon the conclusion of the student's slot.

4.2 Cleanliness and Kitchen Condition

Every student is personally responsible for maintaining the cleanliness of the kitchen during and after their slot. The following are required:

a) All countertops, sinks, stovetops, and surfaces used must be cleaned before leaving;
b) All utensils, pots, and equipment used must be washed, dried, and returned to their proper place;
c) All food waste must be disposed of in the covered waste bin. Waste must not be disposed of directly into the sink;
d) Any spillage of oil, water, or food must be cleaned up immediately to prevent safety hazards; and
e) Students who fail to leave the kitchen in a satisfactory condition upon inspection by the volunteer on duty may be subject to disciplinary action in accordance with Section 8.0.

4.3 Food Storage

All food items stored in the Dapur Siswa MADANI's shared refrigerator or freezer must adhere to the First-In, First-Out (FIFO) principle. This means older items must always be used or retrieved before newer ones:

a) Newly stored items must be placed behind existing items in the refrigerator or freezer;
b) All stored items must be clearly labelled with the student's full name, matric number, contact number, date of storage, and expected expiry date;
c) Students may store food items for a maximum of twenty-four (24) hours. Items remaining beyond this grace period will be disposed of without prior notice;
d) Students must scan the Refrigerator / Freezer Storage QR code when placing items in storage, registering the required details; and
e) Any food items remaining in the refrigerator beyond the twenty-four (24) hour grace period will be moved to the *Waqf* section of the refrigerator for public use; and
f) Raw and cooked food must be stored separately to prevent cross-contamination.

4.4 Noise and Conduct

Students must be mindful that the Dapur Siswa MADANI is located within a residential area. The following conduct is required:

a) Excessive noise, shouting, or any behaviour that disturbs the peace and order of the surrounding residential area is strictly prohibited;
b) Students must be respectful towards other residents, committee members, volunteers, and fellow users of the kitchen at all times; and
c) Running, horseplay, or any behaviour that poses a safety risk within the kitchen

premises is prohibited.

4.5 Prohibited Activities

The following activities are strictly prohibited within the Dapur Siswa MADANI:

a) Using the kitchen or any of its facilities for any commercial purpose, including but not limited to the preparation of food for sale, business ventures, or side income activities;
b) Bringing or consuming food or beverages that are *haram* (prohibited under Islamic law) within the Dapur Siswa MADANI premises;
c) Cooking or reheating food that emits strong or pungent odours that may be disruptive to other users or residents;
d) Using the kitchen outside of the stipulated operating hours (11:00 a.m. – 11:00 p.m.); and
e) Loitering within or around the kitchen premises beyond the duration of the booked slot.

4.6 Health and Hygiene

In order to protect the health and safety of all users, the following health-related rules shall apply:

a) Students who are experiencing symptoms of contagious illness — including but not limited to fever, persistent cough, vomiting, or diarrhoea — are strongly advised not to use the Dapur Siswa MADANI until they have recovered, as shared equipment and surfaces may facilitate the transmission of illness to other users;
b) Students must wash their hands thoroughly with soap and water before handling any food, ingredients, or kitchen equipment; and
c) Students are reminded that the Dapur Siswa MADANI Management bears no liability for any illness contracted through the use of the shared facility, as outlined in Section 9.0.

4.7 Kitchen Capacity and Visitor Restriction

a) Only students with a valid booking or walk-in registration may be inside the kitchen at any time. The maximum occupancy is eight (8) persons per slot;
b) Friends, companions, or any other unregistered persons are not permitted inside the kitchen. Such individuals must wait outside the premises; and
c) The volunteer on duty is authorised to request any unregistered person to leave. Failure to comply is a violation under Section 8.0.

4.8 Reporting of Misconduct or Suspicious Behaviour

All users of the Dapur Siswa MADANI have a shared responsibility to uphold the integrity and safety of the facility. Students who witness or become aware of any of the following are strongly encouraged to report it to the volunteer on duty or any member of the Student Kitchen Operations Committee as soon as possible:

a) Misuse of the kitchen or its equipment, including use for commercial purposes or unauthorised activities;
b) Theft of or damage to any equipment, supplies, or personal belongings within the kitchen premises;
c) Violation of the gender-segregation rules or other rules pertaining to Islamic conduct;
d) Any behaviour that poses a safety risk to other users; and
e) Any suspected misuse of the booking system or data.

Reports may be made directly to the volunteer on duty, or confidentially to the Vice Chairperson of the Student Kitchen Operations Committee. All reports will be treated with discretion and investigated accordingly. Students who make reports in good faith shall be protected from any form of retaliation.

5.0 KITCHEN CLOSURE DURING FOOD PREPARATION SESSIONS

The Dapur Siswa MADANI is closed to all student access — including both pre-booked slots and walk-in users — during the following designated rice preparation windows:

a) Lunch Session: 11:00 a.m. – 1:00 p.m.; and
b) Dinner Session: 6:00 p.m. – 8:00 p.m.

During these periods, the kitchen is reserved exclusively for the Bureau of Food Preparation & Distribution to prepare government-provided rice in large quantities for distribution to eligible students. No student may enter or remain in the kitchen during these windows, regardless of any prior booking or walk-in intent. Any student found within the kitchen during these closure periods will be required to vacate immediately and may be subject to disciplinary action under Section 8.0.

Note: Rice prepared by the Bureau of Food Preparation & Distribution is distributed free of charge to eligible B40 students. Students are notified of its availability via the WhatsApp channel 'IIUM Dapur Siswa MADANI'.

6.0 EQUIPMENT DAMAGE AND LIABILITY

Every student is liable for any damage caused to the equipment, appliances, or facilities of the Dapur Siswa MADANI during the course of their use. The following process shall apply in the event of damage:

Table 2: Equipment Damage Reporting and Compensation Process

Step	Action	Details
1	Report to Committee	The student responsible must immediately report the damage to the volunteer on duty or any member of the Bureau of Kitchen Monitoring & Compliance.
2	Assessment by STADD	The damage is assessed and documented by STADD to determine the extent and cost of repair or replacement.
3	Billing and Compensation	The student responsible shall be billed accordingly for the cost of repair or replacement. Payment is to be made within the timeframe stipulated by STADD.
4	Disciplinary Follow-up	If the damage is assessed to be deliberate or due to gross negligence, the matter shall be escalated in accordance with the Disciplinary Escalation Ladder in Section 8.0.

Students are reminded that deliberately concealing or failing to report damage constitutes a violation of the *amanah* placed in them as users of this facility, and will result in a more serious disciplinary response under Section 8.0.

7.0 SAFETY REQUIREMENTS

The following safety requirements must be observed by all users of the Dapur Siswa MADANI at all times:

7.1 General Safety

a) Ensure that all electrical appliances are switched off after use;
b) Do not leave any cooking appliance unattended while in operation;
c) Keep all flammable materials — including cloth, paper, and plastic — away from heat sources;
d) If any appliance overheats or emits a burning smell, cease use immediately and notify the volunteer on duty; and
e) All appliances used must carry SIRIM approval.

7.2 Fire Safety

a) Familiarise yourself with the location of the fire extinguisher and smoke or heat detector within the kitchen upon entry;
b) In the event of a cooking fire, do not use water. Use the fire extinguisher provided or smother the fire with a fire blanket if available;
c) In the event of an emergency, vacate the premises immediately and contact the volunteer on duty or the relevant emergency services; and
d) Do not tamper with, obstruct, or remove any fire safety equipment.

7.3 Electrical Safety

a) Do not overload electrical sockets;
b) Do not handle electrical appliances with wet hands; and
c) Do not use appliances with visibly damaged cords or plugs. Report such faults to the volunteer on duty immediately.

8.0 DISCIPLINARY ACTION

Any student found to be in violation of these Rules and Regulations shall be subject to disciplinary action in accordance with the following escalation ladder. The appropriate stage of action shall be determined by the severity and frequency of the violation.

Table 3: Disciplinary Escalation Ladder

Stage	Action	Description	Authorised By
1	Verbal Warning	The student is verbally reminded of the relevant rule(s) violated. Documented by the volunteer on duty.	Volunteer / Bureau of Kitchen Monitoring & Compliance
2	Written Warning	A formal written warning is issued to the student. The student is required to submit a written show-cause letter to the Committee.	Student Kitchen Operations Committee
3	Suspension from Kitchen Access	The student is suspended from accessing or being in the vicinity of the Dapur Siswa MADANI for a specified period, as determined by the Committee.	Student Kitchen Operations Committee / STADD
4	Formal Disciplinary Referral	The matter is referred to the relevant University authority for formal disciplinary proceedings under the Akta Syarikat (UIAM) or such other applicable regulations.	STADD / University Disciplinary Authority

8.1 Notes on Disciplinary Action

a) A student who has been issued a written warning (Stage 2) and commits a subsequent violation may proceed directly to Stage 3 (Suspension) at the discretion of the Committee;

b) In cases of serious or gross violations — including but not limited to deliberate damage to equipment, violations of gender-segregation rules, or use of the kitchen for commercial purposes — the Committee reserves the right to proceed directly to Stage 3 or higher without prior warning;

c) A student who has been suspended from the kitchen (Stage 3) and commits a further violation upon reinstatement shall be referred directly to Stage 4 (Formal Disciplinary Referral); and

d) All disciplinary actions shall be documented and maintained on record by the Student Kitchen Operations Committee and STADD.

8.2 Applicable Regulations

Formal disciplinary proceedings (Stage 5) shall be conducted in accordance with:

a) The Akta Syarikat (UIAM), or such other applicable University regulations as may be in force; and
b) The Mahallah Compoundable Offences of the student's respective Mahallah, where applicable.

9.0 DISCLAIMER

The Dapur Siswa MADANI Management, the Student Kitchen Operations Committee, the Mahallah Representative Coordination Committee (MRCC), and the Student Affairs and Development Division (STADD) shall not be held responsible or liable for any of the following:

a) Any injury, illness, accident, or harm sustained by a student or any other person within the Dapur Siswa MADANI premises, whether arising from improper use of equipment, failure to follow safety guidelines, or any other cause;
b) Any allergic reaction, foodborne illness, or adverse health effect arising from the consumption of food prepared within the Dapur Siswa MADANI, including reactions caused by the shared use of equipment, utensils, or surfaces that may have come into contact with allergens. Students with known food allergies or dietary restrictions are advised to exercise their own due diligence;
c) Any loss, theft, or damage to personal belongings brought into the Dapur Siswa MADANI premises; and
d) Any disputes between users arising from the use of the facility, which shall be referred to the Committee for resolution.

Additionally, the daily audit conducted by the Bureau of Kitchen Monitoring & Compliance serves as an internal monitoring mechanism. Students should be aware that their usage — including check-in and check-out times, appliance usage, and food storage — is logged and may be reviewed as part of operational audits or disciplinary investigations.

By proceeding with the booking and use of the Dapur Siswa MADANI, students are deemed to have read, understood, and accepted these Rules and Regulations in full, as well as the disclaimer set out above.

10.0 AMENDMENTS AND UPDATES

These Rules and Regulations may be reviewed, amended, or updated at any time by the Student Kitchen Operations Committee in consultation with STADD, subject to the approval of the Dapur Siswa MADANI Trust Account Committee. Students will be notified of any amendments via the official WhatsApp channel 'IIUM Dapur Siswa MADANI by MRCC' and through notices posted at the Dapur Siswa MADANI premises.

The most current version of these Rules and Regulations shall at all times be made available at the Dapur Siswa MADANI notice board and via the QR code registration system.