INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

POLICY ON KNOWLEDGE MANAGEMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Secretariat of Knowledge Management Sub-Committee

Policy on Knowledge Management

Release Version	Date	Pages Affected	Remarks/Change Reference

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Hana Imam Supa'at	Reviewed by OLA	11th Nov 2019	NA
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Policy on Knowledge Management

1. OBJECTIVE

The objective of this policy is to provide the platform to govern the management of IIUM organizational knowledge for the provision of the knowledge required for informed decision-making and enhanced productivity.

2. SCOPE

This policy covers the responsibilities outlined to the relevant entities of the University, for the management of organizational knowledge at IIUM.

3. TERMS AND DEFINITIONS

IIUM	The International Islamic University Malaysia, otherwise known as the "University".
KM	Knowledge Management The creation and subsequent management of an environment which encourages knowledge to be created, shared, learnt, enhanced, organized and utilized for the benefit of the organization and its customers (British Standards). KM is managing the corporation's knowledge through a systematically and organizationally specified process for acquiring, organizing, sustaining, applying, sharing and renewing both the tacit and explicit knowledge of employees to enhance organizational performance and create value (Davenport & Prusak, 2000).
Organizational Knowledge	All the knowledge resources within an organization, which reside in individuals and groups, or exist at the organizational level, that can be realistically tapped by the organization.
CoS	Centre of Studies
AO	Administrative Offices

KM Secretariat	The assigned staff of the Dar al-Hikmah Library, where the Chief Librarian is currently the Secretary of the KM Sub-Committee meeting which oversees the KM strategy of the University.

4. POLICY STATEMENTS

4.1 The KM secretariat shall ensure that the roles defined for KM shall be appointed officially by the Chief Information Officer.

4.2 The KM secretariat and the relevant knowledge owners shall educate and train knowledge users on available knowledge, access to knowledge and use of knowledge access tools.

4.3 The KM secretariat and the relevant CoS and AO shall collaborate for the planning and implementation of appropriate activities to nurture and facilitate a knowledge-sharing culture in the University.

4.4 The respective CoS and AO shall :

(i) follow the standard processes for determining, collecting and making available meaningful organizational knowledge for appropriate sharing with others.

(ii) follow the standard processes for reviewing its current organizational knowledge to align with the changing needs and trends.

(iii) follow the standard processes for the retirement of its organizational knowledge.

(iv) participate and contribute in the appropriate KM activities towards a culture of knowledge sharing and organizational learning in the University.

(v)   manage and share the generated organizational knowledge according to the standard operating procedures in managing and sharing the organizational knowledge. This is to ensure that the confidentiality, integrity and availability of the organizational knowledge is maintained.

4.5   The knowledge users shall use the organizational knowledge according to the standard operating procedures determined by the KM secretariat and/or the knowledge owners.

5.   IMPLEMENTATION AND NON-COMPLIANCE

The Chief Librarian of Dar al-Hikmah Library holds the responsibility of the implementation of this policy and shall take necessary actions in the event of violation of this policy.

6.   ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all staff of the University. Any infringement of the policy may subject to disciplinary actions.

7.   MAINTENANCE OF POLICY

The Dar al-Hikmah Library is responsible for the formulation and maintenance of this policy.

8.   RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

This policy shall be read together with the following or any other documents which were recently approved:

8.1.1. ICT Regulations.
8.1.2. Guideline: Types of Knowledge, Format, Method and Technology Platforms for Capturing and Sharing of Knowledge.
8.1.3. Guideline: Roles Associated with KM.
8.1.4. Guideline: Incentives to Encourage Knowledge Sharing.