**Reference No:**

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Effective Date : 3rd June, 2019

Workstation: STADD

**OFFICE OF DEPUTY RECTOR**

**(STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

PROGRAMME REPORT FORM (PRF)

(*Please use additional attachment for detailed report*)

1. Name of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Programme

1. Organiser : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Venue : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. No. of

Participants : Local : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ International : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Outsider : \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Accompanying Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Budget spent : RM \_\_\_\_\_\_\_\_ Outside Sponsorship: RM \_\_\_\_\_\_\_\_\_\_\_
3. Collaborations : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. VIP’ Attended : i. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please mention*

 *the session*) ii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9. SDG GOALS (Please tick (/) which relevant)

Goal 1: No Poverty Goal 2: Zero Hunger Goal 3: Good Health &

 Wellbeing

Goal 4: Quality Education Goal 5: Gender Equality Goal 6: Clean Water

 & Sanitation

 Goal 7: Affordable & Goal 8: Decent Work & Goal 9: Industry,

Clean Energy Economic Growth Innovation &

 Infrastructure

Goal 10: Reduce Goal 11: Sustainable Goal 12: Responsible

 Cities & Consumption

 Communities & Production

Goal 13: Climate Action Goal 14: Life Below Water Goal 15: Life on Land

Goal 16: Peace, Justice Goal 17: Partnership for

 & Strong Institutions for the goals

 10. MAQASID SHARIAH (Please tick (/) which relevant)

Faith

Life

Intellect

Lineage

Wealth

 11. MISSION OF IIUM (Please tick (/) which relevant)

Islamisation

Internationalization

Integration

 12. Achievements/observation :

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 13. Shortcomings

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 14. Conclusion

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 15. Suggestions

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

16. Please attach the following documents:

* 1. At least 3 pieces of pictures.
	2. Programme Schedule
	3. Organising Committee (Name/ Post/ Matric no.)
	4. Lists of participants (Name/ Matric no.)
	5. Programme book, magazine, bulletin (*if any*)
	6. Approval letter of programme

**PREPARED BY**: **CHECKED BY**:

……………………….. ……………………………...

Secretary of Programme Programme Manager

Date: Date:

**CHECKED BY: ENDORSED BY:**

……………………….. ……………………………...

President of the Club Advisor

Date: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(FOR OFFICE USE)**

DATA ENTRY IN “STARS” BY : …………………………………..

(Name)

 ……………………………………

(Signature and stamp)

 Date: …………………………

Name of programme : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organizer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **NO** | **NAME** | **MATRIC NUMBER** | **KULLIYYAH** | **EMAIL** | **PARTICIPATED** **AS** | **SIGNATURE** |
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