



25

YEARS OF ITQAN
KAED, IIUM 1996-2021

CORPORATE OFFICE
CORE BUSINESS
KULLIYAH OF ARCHITECTURE
AND ENVIRONMENTAL DESIGN
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA



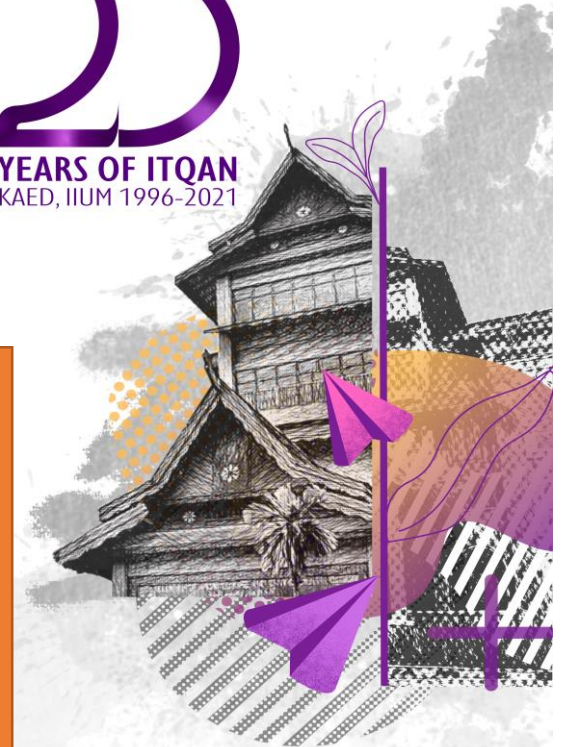
DEPUTY DIRECTOR



ZENY SOFINA MARTIAS

Plan, organise, coordinate and supervise Kulliyyah's general administration, human resources, financial, records, risk management and quality at Kulliyyah.

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STRATEGIC PLANNING & QUALITY ASSURANCE

PERSON IN-CHARGE



ZENY SOFINA MARTIAS

QUALITY MANAGER / RISK COORDINATOR

COORDINATE DATA COLLECTION/MONITOR INITIATIVE OF KULLIYAH

ISO AUDIT MATTERS / KPI REPORT PERFORMANCE

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HUMAN RESOURCES

PERSON IN-CHARGE



NOOR ASMA
HJ. ABD. AZIZ

HURIS LIAISON OFFICER/
STAFFING REQUIREMENT

RECRUITMENT OF
ACADEMIC STAFF AT
KULLIYYAH LEVEL

ALL MATTERS RELATED TO
STUDY LEAVE/
SABBATICAL/RESEARCH
LEAVE ETC.

APAR / PROMOTION /
STAFF DISCIPLINE /
TRAININGS RECORD FOR
NON-ACADEMIC STAFF/
LEAVE APPLICATION

SERVICE MATTERS FOR
CONTRACT STAFF – AIR
TICKET/LEAVE/GRATUITY/
ALLOWANCE ETC.

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الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Garden of Knowledge and Virtue



SAFETY AND HEALTH

PERSON IN-CHARGE



MOHD YUSRI

SAFETY AND HEALTH LIAISON OFFICER

REPORT OF INCIDENT/NEAR MISS ETC TO IIUM OSHB COMMITTEE / IIUM SECURITY

MONITOR MAINTENANCE OF FACILITIES AT LABS / WORKSHOP

MONITOR BUILDING MAINTENANCE/FACILITIES/EQUIPMENT CALIBRATION

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FINANCE

PERSON IN-CHARGE



ZUHANI ZUHRA OSMAN

OPERATING BUDGET
UTILISATION AND
PERFORMANCE

BUDGET PLANNING AND
FINANCE REPORT

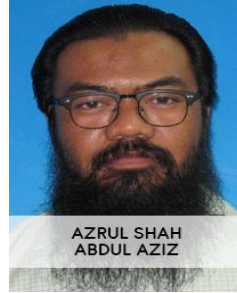
HANDLE MATTERS
PERTAINING TO
PROCUREMENT AND
PURCHASING

PROCESS PAYMENT AND
REIMBURSEMENT TO BE
SUBMITTED TO FINANCE
ZONE 1

PROCESS APPLICATION
FOR ATTENDING
CONFERENCES/TRAINING
AT LOCAL/OVERSEA

BOOKING OF VENUE ,TRANSPORTATION AND KAED SOCIAL MEDIA

PERSON IN-CHARGE



MONITOR BOOKING OF VENUES I.E. KULLIYAH
MEETING ROOMS (ADMIN/ACADEMIC/STAFF LOUNGE)

MONITOR KULLIYAH TRANSPORT

WEBMASTER FOR KAED WEBSITE
KAED SOCIAL MEDIA (FB, IG,TWITTER &YOUTUBE)

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SECRETARIAT FOR KULLIYAH MEETING

KULLIYAH
COMMITTEE MEETING

MANAGEMENT
COMMITTEE MEETING

PROCUREMENT
COMMITTEE / TRUST
FUND COMMITTEE

KULLIYAH
PROMOTION
COMMITTEE

KULLIYAH
MANAGEMENT
REVIEW MEETING