

Version No. : 00

Revision No. : 00

Effective Date : 15th March, 2021

Workstation : KLM

**KULIYYAH OF LANGUAGES AND MANAGEMENT (PAGOH CAMPUS)**

**PROPOSAL TO ORGANIZE:** NAME OF THE PROGRAMME

**ORGANIZED BY:**

OFFICE/ DEPARTMENT/UNIT/FLAGSHIP

The purpose of the proposal is to highlight and seek approval from the KLM’s Approving Authority to organize the above programme.

1. **INTRODUCTION**

Introduction to the programme

1. **OBJECTIVES** (Objective of your programme)
2.
3.
4. **IMPACT OF THE PROGRAMME (based on IIUM Mission and Vision, Sustainable Development Goals (SDG), Maqasid Shariah, and National Education Philosophy,**

Impact of the programme

1. **DETAILS OF THE PROGRAMME:**

|  |  |
| --- | --- |
| **Date/ Day** | 1st – 7th October 2023 / Sunday-Saturday |
| **Time**  | 9:00 am – 12:00 noon |
| **Venue**  | Building / Online Platform (for social media, please state your social media account name) |
| **Participants** | Delete the box if not necessary

|  |  |
| --- | --- |
| **Target participant**  | **No.** |
| Staff/Students | (insert number) |
| VIP |  |
| Speaker |  |
| Trainer  |  |
| Public |  |
| **Total** |  |

 |

1. **ORGANIZING COMMITTEE**

**ADVISOR**

Staff Name
Position

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name/****Email** | **Staff No./ Matric No.** | **Contact** **No.** |
| Programme Manager |  |  |  |
| Assist. Prog. Manager |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Programme Coordinator |  |  |  |
| Preparation, Technical And Logistics |  |  |  |
| Promotion and Information |  |  |  |
| Facilities and Food |  |  |  |

1. **PROGRAMME SCHEDULE** (fill in the details)

|  |  |
| --- | --- |
| **Time** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Note: please attach CV/ Profile of speaker (if any)***

1. **PROPOSED ACTIVITY**

(Please provide before, during and after the programme workflow)

1. **BUDGET IMPLICATION**

**8.1. Source of income:** (Delete the box if not necessary)

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of incomes** | **Amount (RM)** |
|  | KLM Trust Fund  |  |
|  | KLM Operating Budget  |  |
|  | Sponsorship (Attach list of potential companies/ sponsor) |  |
|  | Others (write details) |  |
| **TOTAL** |  |

**8.2. Proposed Expenses** (Delete the box if not necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Details** | **Amount (RM)** | **Source of income** |
| 1. | Transportation Bus/Minibus/Van/MPV/Car |  |  |
| 2. | Honorarium of Speaker(Refer to MSD Circular No. 8/2006: Appendix F) |  |  |
| 3. | Meal (if any) *(Breakfast RM3 / Lunch RM5 / Dinner RM5)*(Ex: RM3 x No. of Pax = RM) |  |  |
| 4. | Preparation & Technical Write in details  |  |  |
| 5. | Printing & StationeriesWrite in details  |  |  |
| 6. | MiscellaneousWrite in details |  |  |
| **Total** |  |  |

***Please note that all purchase of goods or services must be supported by 3 quotations as required by the IIUM Finance Division.***

1. **CONCLUSION**

It is hoped that the approving authority could approve the sum of RM1,000.00 (Ringgit Malaysia One Thousand only**)** toorganize the (name of program) using budget from the following budget. (Elaborate)

1. **APPROVAL**

|  |  |
| --- | --- |
| Prepared by:……….........................................**Name (Compulsory)**Secretary/Program Manager Date: | Recommended by:……….........................................**Name (Compulsory for a programme under a department/office/unit)**Head of Department/Deputy DeanDate:  |
| Recommended by:……….....................................**Name (Compulsory)** Deputy DirectorKulliyyah of Languages and ManagementDate: | Approved by:……….....................................**Name (Compulsory)**DeanKulliyyah of Languages and ManagementDate: |