

Ref No.: _____

**OFFICE OF THE DEPUTY CAMPUS DIRECTOR
 (STUDENT DEVELOPMENT & SUPPORT SERVICES)
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

PROGRAMME PROPOSAL FORM (PPF)

REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.

For Office Use:
Please tick (/) if applicable

1. PROGRAMME

- i. Name of Programme : _____

- ii. Organiser/s : _____
- iii. Venue : _____
- iv. Start Date : _____ End Date : _____
- v. Expected No. of Participant (s) : Local : _____
 International : _____
- vi. Collaborations : _____

- Community Service
 International
 Fund Raising
 Acquiring Sponsorship
 Other: _____
 (Please Specify)

2. TYPES OF PROGRAMME (Please tick (/) which relevant)

- Student Driven
 Department Driven
 Credited Programme (Not entitled for STAR's Point)
 Others: Please Specify : _____

3. KULL./DEPT./UNIT IN-CHARGE:

4. SOCIETY/CLUB/ASSOCIATION:

5. TYPE OF ACTIVITY : Participation Competition

6. LEVEL OF ACTIVITY (Please tick (/) which relevant)

- International
 National
 State
 University
 Society/Department

7. VARIATION OF ACTIVITY (Please tick (/) which relevant)

Attending Ceremony	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Annual General Meeting	<input type="checkbox"/>	Debate	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Bulletin/ Newsletter	<input type="checkbox"/>	Educational Trip	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Training	<input type="checkbox"/>
Community Service	<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>	Uniform Bodies	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Promotion/booth	<input type="checkbox"/>	Seminar/Conference	<input type="checkbox"/>		

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

Goal 1: No poverty	<input type="checkbox"/>	Goal 2: Zero Hunger	<input type="checkbox"/>	Goal 3: Good Health & Well-being	<input type="checkbox"/>
Goal 4: Quality Education	<input type="checkbox"/>	Goal 5: Gender Equality	<input type="checkbox"/>	Goal 6: Clean Water & Sanitation	<input type="checkbox"/>
Goal 7: Affordable & Clean Energy	<input type="checkbox"/>	Goal 8: Decent Work & Economic Growth	<input type="checkbox"/>	Goal 9: Industry, Innovation & Infrastructure	<input type="checkbox"/>
Goal 10: Reduce Inequalities	<input type="checkbox"/>	Goal 11: Sustainable Cities & Communities	<input type="checkbox"/>	Goal 12: Responsible Consumption & Production	<input type="checkbox"/>
Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
Goal 16: Peace, Justice & Strong Institutions	<input type="checkbox"/>	Goal 17: Partnership for the goals	<input type="checkbox"/>		

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

Faith	<input type="checkbox"/>
Life	<input type="checkbox"/>
Intellect	<input type="checkbox"/>
Lineage	<input type="checkbox"/>
Wealth	<input type="checkbox"/>

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

Islamisation	<input type="checkbox"/>
Internationalization	<input type="checkbox"/>
Integration	<input type="checkbox"/>

11. STUDENT IN-CHARGE (STUDENT DRIVEN ONLY)

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

*** PLEASE REFER DISCLAIMER**

12. UNDERTAKING BY SECRETARY/PROGRAMME MANAGER

I hereby certify that the above information given are true and correct as to the best of my knowledge.

 Name :
 Date :

13. FINANCIAL REQUIREMENT:

13.1	Financial requirement :-				
	a) Balance Budget : RM _____				
	b) Budget Requested: RM _____				
	c) Budget from:				
	<input type="checkbox"/> SDEV	<input type="checkbox"/> CCSD	<input type="checkbox"/> EDC	<input type="checkbox"/> SDD	
	<input type="checkbox"/> CITRA	<input type="checkbox"/> MAHALLAH	<input type="checkbox"/> IWON	<input type="checkbox"/> KULLIYYAH	
13.2	Other sources of income (please attach):-				
	1.	RM	4.	RM	
	2.	RM	5.	RM	
	3.	RM	6.	RM	
13.3	Total Budget :RM _____			Transportation : <i>Quantity</i> : _____ <i>Type</i> : BUS / MINIBUS / VAN / LORRY / 4WD / MPV	

14. FOR CENTRAL CLUBS:

A) RECOMMENDATION

i. CLUB / PROGRAM ADVISOR

Remarks : _____
 Signature/Stamp : _____
 Date : _____

ii. OFFICER-IN-CHARGE / ASSISTANT DIRECTOR

Remarks : _____
 Budget Recommended : _____
 Signature/Stamp : _____
 Date : _____

iii. DEPUTY DIRECTOR (OSC)

Remarks : _____
 Budget Recommended : _____
 Signature/Stamp : _____
 Date : _____

**(for joint/collaboration programme, signature of the main organiser is required in the Joint Programme Form)*

15. FOR MAHALLAH:

A) RECOMMENDATION

i. PROGRAM ADVISOR

Remarks : _____
Signature/Stamp : _____
Date : _____

ii. PRINCIPAL (MAHALLAH)

Remarks : _____
Budget Recommended : _____
Signature/Stamp : _____
Date : _____

16. FOR KULLIYAH:

A) RECOMMENDATION

i. PROGRAM ADVISOR

Remarks : _____
Signature/Stamp : _____
Date : _____

ii. DEPUTY DEAN (SDCE)

Remarks : _____
Budget Recommended : _____
Signature/Stamp : _____
Date : _____

B) APPROVAL

iii. DEAN

Remarks : _____
Budget Approved : _____
Signature/Stamp : _____
Date : _____

17. DEPUTY CAMPUS DIRECTOR (STUDENT DEVELOPMENT & SUPPORT SERVICES)

A) RECOMMENDATION

Remarks : _____
Budget Approved (RM) : _____
Transport IIUM Budget (RM _____)
Signature : _____
Stamp/Date : _____

***For kulliyah programme, DCD SDSS approval is required if the budget is requested from OSC allocation**

Notes:

- 1) Programme Proposal can be approved up to RM 10,000 by respective Deputy Dean SDCE**
- 2) Programme Proposal can be approved up to RM 20, 000 by respective Deans**
- 3) Trust Funds Committee approval is required if the programme request budget from kulliyah trust fund (please refer iium policy)**

18. CAMPUS DIRECTOR, IIUM Kuantan Campus

B)

APPROVAL

Remarks : _____

Signature/Stamp : _____

Date : _____

** Programme Proposal up to RM 20,000 shall be approved by Campus Director for Central Clubs/Mahallah/SDD/CCSD/CITRA*

FOR PROGRAMME REQUIRING SPONSORSHIP ONLY :

19. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (if applicable)

Remarks : _____

Signature/Stamp : _____

Date : _____

GUIDELINES:

1. Please submit **1 original PPF** and **1 proposal paper** (please refer to the guideline/checklist below for submission of the proposal) with the completed form to the staff in-charge.
2. Duration for Submission of Proposal are as follows:-

No.	Level of Programme	Submission of working papers to the officer in-charge
1.	University/Club level	Not less than 21 days before the date of programme
2.	National level & Programmes that require Sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
3.	Regional/International level	Not less than 6 months before the date of programme
4.	Invitational	Not less than 9 days before the date of programme

3. All banners, buntings, media statements and official letters must be approved by the relevant offices.
4. **The Programme Report** and **Financial Report** forms must be submitted to the staff in-charge not more than **14 days** after the programme.
5. Please refer to the relevant **Kulliyyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities** for detailed guidelines.
6. **All selling/cooking activities must seek recommendation from Facilities, Food & Services Department (FFSD) and must be attached with programme proposal before submitting for approval.**
7. * **DISCLAIMER:** The University's Authority shall not be held responsible for any insufficient of sponsorship fund or overspend of approved budget. The programme organizer/s shall be fully accountable to the third parties or any other expenses declared under sponsorship allocation and any additional expenditure of approved budget.
8. All programmes profits must be maintain by the University Account.