



LEADING THE WAY
KHALĪFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN
LEADING THE WORLD



x

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

Version No. : 05
Revision No.: 07
Effective Date: 1st April 2023

GUIDELINES AND PROCEDURES ON STUDENT PROGRAM

APPLICABLE TO ALL IIUM CAMPUSES

Table of Contents

1. INTRODUCTION	6
1.1. Definition of Non-Credited Co-Curricular Activities	6
1.2. Type of Student Activities	6
2. STUDENT ORGANISATION	7
2.1. Definition	6
2.2. Nomenclature	6
2.3. Membership	7
2.4. Training	8
2.5. Benefits	8
2.6. Supervising Authorities	11
2.7. Approving Authorities	11
2.8. Collection of Funds	12
3. MANAGEMENT OF A STUDENT ORGANISATION	12
3.1. Establishment	12
3.2. Flowchart – Establishment of Student Organisation (Central Level)	13
3.3. Flowchart – Establishment of Student Organisation (Kulliyah Level)	14
3.4. Organisational Structure	15
3.5. Annual General Meeting (AGM)	15
3.6. Extraordinary General Meeting (EGM)	15
3.7. Appointment of Mahallah Representative Committee (MRCC)	15
3.8. Code of Ethics	15
3.9. Media Release and Publication	15
3.10. Suspension and Dissolution of Student organisation	15
3.11. Advisor for Student organisation	16
3.12. Filing System	17
3.13. Financial Record System	17
3.14. Certification of Establishment	17
3.15. Planning for Activities & Almanac	17
3.16. Almanac	18
3.17. Student organisation's Profile	18
3.18. Student organisation's Bulletin	18
3.19. Brochures	18
3.20. Student organisation Website	18
4. MANAGEMENT OF PROGRAMMES	20
4.1. Types of Programme	20
4.2. Levels of Programme	20
5. HOW TO ORGANISE A PROGRAMME	21
5.1. Introduction	21
5.2. Writing a Proposal	22
5.3. Guidelines on Budgeting	25
5.4. Honorarium for Speakers	28
5.5. Guidelines for Cash Prize for Student Activity	29
5.6. Flow Chart - Submission of Proposal	30

5.7.	Flow Chart - Approval for Sponsorship, Overseas and Community Service Programme	31
5.8.	Guideline on Submission of Working Papers	32
5.9.	Approving Authority	32
5.10.	Masterplan for Programme	33
5.11.	Promotion of Programme	33
5.12.	Engaging other Departments in Student Events	34
5.13.	Opening and Closing Ceremonies	34
5.14.	Memorandum of Understanding (MoU) or any form of Agreement	35
5.15.	Additional Guidelines or Regulations	35
5.16.	Moratorium Dates for Student Programmes	36
5.17.	Postponement/Cancellation of a Programme/Change of venue/date/speaker	36
5.18.	Accompanying Officer	36
5.19.	Letter Writing	39
5.20.	Evaluation of Programme	39
5.21.	Report of Programme	39
6.	EVENT MANAGEMENT	41
6.1.	Things to Do Before an Event	41
6.2.	Protocols	41
7.	ONLINE EVENT MANAGEMENT	50
8.	SPONSORSHIP	51
8.1.	Application of Sponsorship	51
8.2.	The Soliciting of Funds	52
8.3.	Steps for Seeking Sponsorship	52
8.4.	Steps for Seeking Crowdfunding	52
8.5.	TAX Exemption	53
8.6.	Requisition of Sponsorship from IIUM Operating Account	53
9.	STUDENT ACTIVITY RECORD SYSTEM (STARS)	54
9.1.	Introduction	54
9.2.	Entitlement for STARS	54
9.3.	Management of STARS	54
9.4.	Points of STARS	54
10.	WAQAF TIME	58
10.1.	Management of STARS	58
10.2.	Objective	58
10.3.	Contribution from University	58
10.4.	How it Works	58
9.	APPENDIX'S	58

Abbreviations used in this book

· IIUM / University	:	International Islamic University Malaysia
· DRSDCE	:	Deputy Rector of Student Development and Community Engagement
· STADD	:	Student Affairs and Development Division
· IO	:	Office of International Affairs
· MSD	:	Management Services Division
· ITD	:	Information Technology Division
· OCAP	:	Office for Communication, Advocacy and Promotion
· OIC	:	Officer-in-charge
· AGM	:	Annual General Meeting
· EGM	:	Extraordinary General Meeting
· CACP	:	Co-curricular Activity Cumulative Point
· SAC	:	Student Affairs Committee
· SPAC	:	Student Programme Approval Committee
· IIUMSU	:	IIUM Student Union
· MRC	:	Mahallah Representative Committee
· K/C/D/I/O/M	:	Kuliyah/Centre/Division/Institute/Office/Mahallah
· DCDSOSS	:	Deputy Campus Director (Student Development and Support Services)

1. INTRODUCTION

The Office of the Deputy Rector of Student Development and Community Engagement (ODRSDCE) is mandated to help the University to produce graduates with wholesome and *ummatic* personalities. STADD is given the task to develop voluntary and non-voluntary activities through programmes by providing students with guidelines, training, and relevant facilities with the aim that students are able to maximise their potential and talents holistically in various fields.

This guideline serves as a source of reference for all student activities in IIUM. The guideline also provides information about the various students' organisations on campus and the nature of their activities. It is also useful for students who wish to conduct programmes, as this guideline also highlights on how to organise a programme smoothly.

1.1. Definition of Non-Credited Co-Curricular Activities

A non-credited co-curricular activity is referred to as any extra-curricular activity participated or organised by students through students' organisations or by K/C/D/I/O/M for students. These organisations provide a platform for the development of interpersonal, managerial and leadership skills for the members.

1.2. Types of Student Activities

1.2.1. Based on the different interests of IIUM students, the followings are common activities approved by the University

- Uniform-based activities.
- Community service and engagement.
- Cultural and arts. **Refer Appendix A: IIUM Arts and Cultural Performance Guidelines*
- Entrepreneurship
- Leadership and intellect.
- Debating and public speaking.
- Sports and recreation.
- Peer counselling.
- Educational trips.
- Social gatherings.
- Writing and publication.
- Mural Painting: Mural Painting Guidelines *Refer Appendix I*
- Community Garden: IIUM Community Garden Guidelines *Refer Appendix J*

- 1.2.2.** For other types of student activities please refer to the guidelines prepared by relevant offices:

1.3. Other Important References on University Policies that Govern Student Activities

Student organisations must comply with University regulations. The Office bearers should always use the following references for guidelines.

- a. IIUM Constitution;
- b. Constitutions of respective student organisation;
- c. IIUM Student Disciplinary Rules
- d. IIUM Financial Policy and Procedures

The University authorities reserves the right to suspend the activities of any student organisation whose actions are not in line with the IIUM policies.

2. STUDENT ORGANISATION

2.1. Definition

Student organisation is defined as a group of students established for the promotion of a specific objective or interest within the University as endorsed by the Student Affairs Committee (SAC).

2.2. Nomenclature

No.	Nomenclature	Description
1.	Council	Used only by the main student organisation i.e., Students' Representative Council.
2.	Society	Kulliyyah-based student organisation.
3.	Association	Department-based student organisation at the Kulliyyah.
4.	Club/Group/Team	Student organisation initiated by a group of students with specific interests.
5.	Secretariat	A student organisation which is formed and linked to certain government or non-government organisations.
6.	Mahallah Representative Committee	Student organisation established at each <i>Mahallah</i> .

2.3. Membership

- 2.3.1.** All active students automatically become ordinary members of their respective Mahallah Representative Committee, and Kulliyyah-based Society.
- 2.3.2.** Application for membership for another student organisation can be done through the respective student organisation.
- 2.3.3.** Students can get information and advice from the respective office in charge of student organisation. A student can apply to be a member of any student.

organisation by filling in forms available at the respective office in charge of the student organisation or by downloading them from the respective IIUM website. Some student organisations conduct interviews for the applicants. The interviews are conducted by the senior members of the student organisation.

2.4. Training

2.4.1. Training for Student Leaders

a. Induction Course for Student Leaders (*i-LEAD*)

The newly elected presidents and secretaries **or** representatives of student organisation are required to attend leadership and management training organised by the STADD, namely the Induction Course for Student Leaders (*i-LEAD*). The students will be exposed to skills in managing the student organisation, teambuilding, University policies and procedures, protocols, event management, etc.

b. Mahallah Representative Committee Leadership Training (*McLead*)

All newly appointed MRC from all mahallah of all campuses. The training will be organised by the Council of Principal (COPs).

2.4.2. Training for other members

a. All student clubs and societies should organise their own induction courses for all the committee members to familiarise them with the procedures and management of the respective student organisation. The contents of the training are similar to *i-LEAD* but customised according to the nature of the student organisation.

b. All MRC should organise their own training of trainer (TOT) for all the Mahallah committee members to familiarise them with the procedures and management of the student programmes. The contents of the training are similar to *McLead*.

c. Special training courses are also organised for special interest student organisation such as uniform-based, entrepreneurship, culture and community service by the respective unit or department throughout the year.

2.5. Benefits of Joining Student Organisation

Participation in student organisation' activities provide students with experiences that lead to significant /and intellectual development and help them to become holistic students with high social competency. Students who participate in the activities will get the following benefits:

2.5.1. Soft Skills

Through the activities, student can develop the following essential soft skills:

Communication skills

Critical thinking and problem-solving skills

Team building skills

Long-life learning

Entrepreneurship skills

Professional and moral ethics skills

Leadership skills

2.5.2. Cumulative Average Co-Curricular Point (CACP)

a. IIUM has developed a merit point system to reward the students who participate in extracurricular activities. This system is called the Student Activity Record System (STARS). Students will obtain CACP for each activity they participate in. The points will be given based on the followings criteria: -

- i. Level of programme – international, national, state, university, or student organisation
- ii. Level of participation – main committee, committee, participant etc.
- iii. Level of achievement – Gold medallists, Champion, 1st place etc.
- iv. Level of membership – main committee, committee, ordinary member.

b. Convocation Award

There are several awards given to excellent students during the annual convocation. The CACP is part of criteria for the selection of award recipients for all the awards beside the candidates' academic achievements.

2.5.3. Certificates of Appreciation and Participation

- a. Certificate of appreciation is awarded to the office bearers of the student organisation at the end of their tenure by DRSDCE, DDSDC, Director or any other relevant authorities.
- b. Certificate of participation in a programme is given based on the following categories:

Categories	Signed By	
	IUM OFFICIAL	CO-ORGANISER (if any)
International Level Programmes	Deputy Rector (Student Development and Community Engagement)	Same level or higher
National Level Programmes	Deputy Rector (Student Development and Community Engagement)	Same level or higher
State Level Programmes	Deputy Rector (Student Development and Community Engagement)	Same level or higher
University Level Programmes	Deputy Rector (Student Development and Community Engagement) / Dean / Director	Same level or higher
Other programmes	Dean / DCDS/ Deputy Dean / Deputy Director / Principal / Advisor	Same level or higher
Note: The Rector will sign academic scrolls only.		

- c. E-certificate is encouraged to be given to members or participants upon completion of the programme.
- d. Certificates **SHOULD NOT** be given for the following programmes:
 - i. Programmes without approval from the University authority;
 - ii. Leisure programmes; - Family Day / Rehlah
 - iii. Social gathering / dinner;
 - iv. Briefing;
 - v. Attending AGM; or
 - vi. Compulsory programmes

2.6. Supervising Authorities

To ensure proper guidance is given to the student activities, the DRSDCE may delegate his authority in managing and supervising student organisation to the officer in-charge and advisors of student organisations.

2.7. Approving Authorities

A programme can only be organised after obtaining approval from approving authority as follows:

NO.	STUDENT ORGANISATION	CAMPUS	APPROVING AUTHORITY
1	Central based and mahallah	Gombak	SPAC
2	Central based and mahallah	Kuantan	SPAC
3	Central based and mahallah	Pagoh	SPAC
4	Kulliyah based society	Gombak and Kuantan	Dean / Deputy Dean (SDCE)
5	Other registered student organisations	All campuses	Respective Directors

2.8. Collections of Fund

2.8.1. Cash Collection

Student organisation **SHALL NOT** maintain any fund or make any collection of money or property from any source whatsoever unless prior approval is obtained from the relevant University authorities as mentioned in the **Policy 2.1 in Manual of Financial Policy and Procedures 2019 Appendix K**

2.8.2. In-Kind

Any items or goods received more than RM5000 shall be registered under Asset Unit, Finance Division. (*Refer to Appendix L: Asset Management Finance Division*)

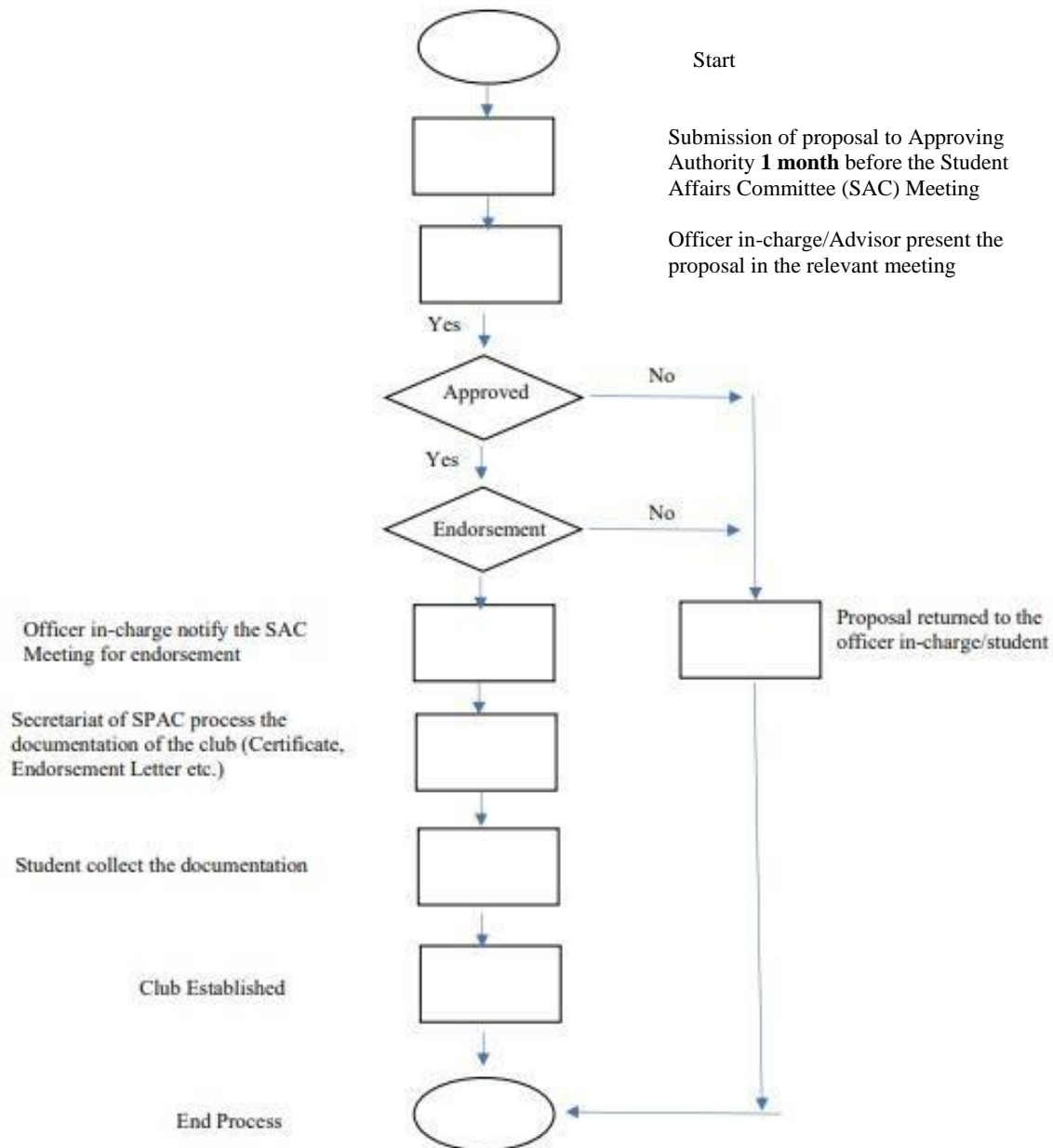
3. MANAGEMENT OF STUDENT ORGANISATION

3.1. Establishment

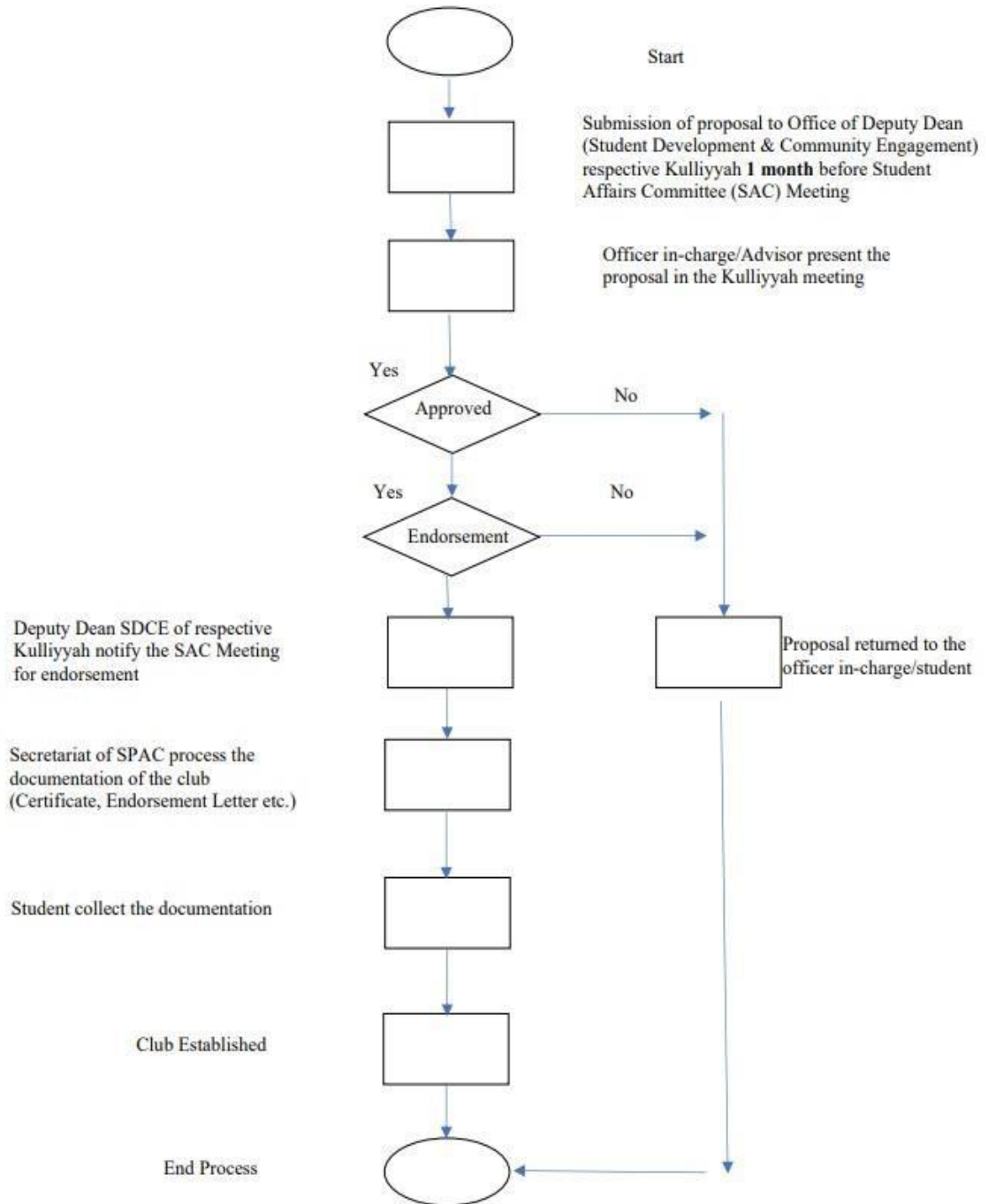
Students **may** request to establish new student organisation to help them achieving the following objectives:

- a. To nurture the spiritual development
- b. To uphold the IIUM Mission and Vision
- c. To develop soft skills and talents in specific areas
- d. To inculcate the spirit of volunteerism
- e. To strengthen integration and *ukhuwwah*
- f. To expose internationalisation and global networking
- g. To help in welfare and needs of students.

3.2. Flow Chart for Establishment of Student Organisation (Central level)



3.3. Flow Chart for Establishment of Student Organisation (Kulliyah Level)



3.4. Organisational Structure

Every student organisation must have at least the following office bearers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

3.5. Annual General Meeting (AGM)

- 3.5.1.** Each student organisation (except for MRC) shall conduct its AGM before the end of the 1st Semester of an academic year or as announced by the STADD. The AGM may be deferred to a later date with prior written approval from relevant authority.
- 3.5.2.** Kulliyah-based societies / associations, the quorum is double the number of office bearers or one fifth (1/5) of the members of the societies/ associations, whichever is lesser.
- 3.5.3.** Only students with CGPA 2.5 or above are qualified to be nominated and appointed as the office bearers of a student organisation verified by advisors.

3.6. Extraordinary General Meeting (EGM)

It is a meeting of members of the office bearers. EGMs are called where an issue arises which requires the input of the entire membership as recommended by STADD.

3.7. Appointment of Mahallah Representative Committee (MRC)

New MRC of all Mahallah can be proposed by the Mahallah's Management. The appointment letter shall be issued by the ODRSDCE.

3.8. Code of Ethics

IIUM students are expected to be well-mannered by following the rules and regulations of IIUM as stated in **IIUM Student Disciplinary Rules 2021**.

3.9. Media Release and Publication

Students are **NOT ALLOWED** to make any media release and publication without prior approval from the DRSDCE and advised by OCAP. OIC shall advise the student organisation for any statements to be made in the media.

3.10. Suspension and Dissolution of a Student organisation

Clubs or societies which are inactive for **one (1) year OR** fail to submit AGM reports to the relevant approving authority will be automatically dormant. STADD officer will notify in SAC meeting.

3.11. Advisor for Student organisation

3.11.1. Each student organisation should have an advisor to advise, monitor and supervise their activities. The following guidelines apply in the appointment of advisors:

- a. The Deputy Deans (SDCE) are the advisors for the respective Kulliyah-based Societies, or any other personnel as appointed by the Dean of the Kulliyah.
- b. The Mahallah Principals/Fellows are the advisors for the respective Mahallah.
- c. For central student organisation, the advisors can be appointed among IIUM academic or administrative officers.

3.11.2. Roles and Responsibilities of the Advisor

- a. To guide the students on the element of Islamization in line with University mission and vision
- b. To advise the students on the University's policies and procedures that govern student activities (IIUM Constitution, Standing Order, Student Disciplinary Rules);
- c. To recommend any proposal of a student programme before submitting to the relevant authority.
- d. To assist in planning of the programmes including preparing the Almanac.
- e. To supervise student on financial management
- f. To coach the students to achieve the student organisation' objectives.
- g. To monitor and advise based on the IIUM code of ethics and STADD guideline the students on the programme as well as the running of the student organisation.
- h. To be kept informed on the progress of the student organisation.
- i. To ensure AGM to be conducted timely.

3.11.3. Appointment Letter of Advisor

- a. Appointment letter of the club advisors would be issued and signed by the DRSDCE or relevant authority at respective Campuses.
- b. The term of appointment is for a duration of 2 years.

3.12. Filing System

- a. Each student organisation should create an official file to keep all documents properly.
- b. The file must have the following information:
 - i. Name
 - ii. Reference number
 - iii. File minutes: to have columns for Number, Particulars, Sender and Date.

3.12.1. The content of the file should include the following:

- a. Constitution of the student organisation;
- b. Certificate of establishment
- c. Recent student organisation's profile
- d. List of office bearers and members;
- e. Almanac;
- f. Programme and Financial Reports; and Copies of outgoing and incoming letters.

3.12.2. The file shall be kept at the office of the relevant OIC.

3.12.3. The management of the student organisation shall also keep separate files containing photocopies of documents.

3.13. Financial Record

The treasurer of a student organisation shall keep and update the financial record of the student organisation. The file should be checked by the OIC and advisor to ensure the good financial management by the student organisation.

3.14. Certificate of Establishment

After endorsement from SAC, STADD will issue a certificate of establishment to the student organisation.

3.15. Planning for Programmes & Almanac

All student organisations shall plan their activities and programmes annually. The planning of programmes shall be carried out after the AGM with the help of the advisor. The programme shall address the following elements:

- a. Nature of the student organisation;
- b. Functions of the student organisation;
- c. Objectives of the student organisation;
- d. Availability of budget;
- e. Availability of facilities; and
- f. Avoid impermissible / moratorium dates of the University.

3.16. Almanac

- a. An almanac must consist of names of the programmes, proposed dates and estimated budget for one academic year.
- b. The almanac should be submitted to the approving upon completion of Annual General Meeting.
- c. **NO** programme should be conducted before the submission of almanac.

3.17. Student Organisation's Profile

A student organisation's profile is a document that describes the details of the student organisation. The student organisation should review and renew the profile every year. The profile is useful when the club receives visitors from other universities and during promotional drives to get new members. The contents of a student organisation profile:

- a. Introduction and background of the student organisation;
- b. Mission;
- c. Vision;
- d. Objectives;
- e. Nature;
- f. Programmes;
- g. Achievements;
- h. Organisational chart;
- i. Network;
- j. Number of active members; and
- k. Testimonials.

3.18. Student organisation's Bulletin

- 3.19.1.** All bulletins or newsletters produced by a student organisation can only be published and distributed after being approved by the approving authority.
- 3.19.2.** The advisor or OIC should be consulted for advice on the contents of the bulletin. Students are advised to check the grammar with the Centre for Language and Pre-University Academic Development (CELPAD).
- 3.19.3.** To publish the bulletin / newsletter, prepare a proposal and fill the Student Program Form and submit them to the approving authority. The contents of a bulletin must:
 - a. Reflect the good image of the University and students; and
 - b. Follow the IIUM Students' Code of Ethics.

3.19. Brochures

- 3.20.1.** Student organisation brochures summarise information about the student organisation concerned. All central student organisation should have brochures to promote their activities. The contents of the brochure must be checked and approved by the OIC.
- 3.20.2.** Basic contents of the brochure may include:
 - a. Student organisation's logo;

- b. Introduction of the student organisation;
- c. Mission;
- d. Vision;
- e. Objectives;
- f. Nature;
- g. Activities;
- h. Organisational chart;
- i. Office address & contact number; and
- j. Pictures.

3.20. Student organisation's website

3.21.1. Student organisations are allowed to develop official websites to advertise their events. The guidelines supplied by ITD at the following link <http://shorturl.at/dfMOY> should be followed by all websites operated by the central student organisation.

3.21.2. The Kulliyah Based Societies, associations and MRC should get approval from the office of the respective Deputy Dean of Student Development and Community Engagement or Mahallah Principal who are responsible to monitor the contents of the websites.

3.21.3. Procedures in creating websites are as follows: -

- a. A form (available at the respective office) must be filled in.
- b. The recommendation of the OIC of the unit concerned must be obtained.
- c. The layout and contents of the website must be shown to the web administrator at the respective supervising authority for approval.
- d. A web representative must be appointed to access the student organisation's accounts.
- e. The student organisation's representative is responsible for providing information and maintaining the contents of the website.
- f. All web pages must adhere to the University policies and guidelines. The OIC of the student organisation is responsible for monitoring the content of the student organisation's website and has the right to remove anything in violation of the said policies and guidelines.
- g. Basic contents of a website include: -
 - Introduction and background of the student organisation;
 - Mission;
 - Vision;
 - Objectives;
 - Nature;
 - Activities;
 - Achievements;
 - Organisational chart;

- Network;
- Number of active members;
- Club ethics; and
- Testimonials.

4. MANAGEMENT OF PROGRAMMES

4.1. Types of Programmes

4.1.1. Student-Driven Programmes

Programmes initiated by student organisation. The proposal is prepared by the students and recommended by the advisor.

4.1.2. Department-Driven Programmes

Programmes organised by the university authority such as STADD, IO, Kulliyah and Mahallah. The proposal is prepared by the OIC and submitted to the approving authority for approval.

4.1.3. Invitational Programmes

Programmes organised by outside organisations inviting IIUM students to participate in their programmes.

4.1.4. Joint Programmes

Programmes organised by students or departments in collaboration with other agencies.

4.2. Level of Programme

It is important to classify the level of the activity in the PPF as below:

No.	Level of Programme	Definition
1	International	Programmes with participants from outside Malaysia or the venue of the programme is outside Malaysia. Example: International Conferences, Overseas Educational, Trips, International Debating Championship, etc.
2	National / State / District Level	Programmes with participants from Malaysia or Representing organisations or universities within Malaysia. Example: SUKMA, Inter-Varsity <i>Nasyid</i> Competitions, etc.
3	University	Programmes whose participants are from IIUM only.
4	Student Organisation Level	Programmes whose participants are the members of the student organisation only.

4.3. Duration for submission of proposal

Level of Programme	Submission of working papers to the officer in-charge
University/Club level	Not less than 21 days before the date of programme
National level & Programmes that require sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme
Invitational	Not less than 9 days before the date of programme

Failure to comply It MAY affect the following processes:

- a) Issuance of approval letter
- b) Application for advancement
- c) Availability of venues and/or transportation etc

5. HOW TO ORGANISE A PROGRAMME

5.1. Introduction

All programmes should be planned early and recorded in the almanac / calendar. There are four phases in organising a programme, which are:

a. Feasibility study

On what activities should be done. Determine the target group and the target/goals/objectives to be achieved. (Answer the question WHAT? WHO? WHY?)

b. Planning

Identify the resources available such as people, budget, date, time, and venue. Recruit the committee. (Answer the question HOW? WHEN? WHERE?)

c. Implementation

Run the programme according to the planning. Discuss arising problems and troubleshoot immediately. Preparation for the programme should be closely monitored for smooth running of the event.

d. Evaluation and reporting

Prepare an evaluation form and request participants to fill in the form to evaluate the programme. Submit financial and programme reports to OIC within 14 days after the completion of programme.

5.2. Writing A Proposal

5.2.1. A proposal is considered as the foundation of a programme because the facts and figures mentioned would form the basis of how solid the programmes would be. Write correct and concise information in the proposal. The proposal must be written in English. However, the Malay version of the paper may be prepared if needed, as requested by the external collaborators.

5.2.2. A proposal **MUST** include the followings:

- a. Name of programme;
- b. Organiser;
- c. Venue
- d. Date
- e. Objective of programme
- f. Impact of Programme
- g. Speaker's profile (if necessary)
 - Name
 - Position
 - Expertise
 - Education background
 - Latest photo etc
- h. Elaboration of SDG Goals in the programme
- i. Elaboration of *Maqasid Shariah* in the programme
- j. Elaboration of Mission of IIUM in the programme
- k. Organising Committee
- l. Programme Schedule
A complete programme schedule inclusive of time, date, venue, slot(s), proposed topics, and proposed speakers should be included.
- m. Financial requirement details
- n. Conclusion
- o. Other relevant approving authorities based on the nature of programme such as:
 - Development Division – renovation, mural and related
 - Office of Security Management – external speakers/panels

5.2.3. Organising committee

Organising committee may comprise of Patron, Steering Committee and Working Committee.

- i. **Patron** – Student may propose a patron for international, national, or university depending on the level of the programme.
 - Name of the proposed patron, considering the relevance and level of the programme i.e., international, national, or university.
 - The consent from the proposed patron should be sought once the programme has been approved by a letter through the office of the approving authority of the programme. (*Please refer to the guideline on letter writing in this e-book.*)

- The approval of the programme does not mean that the patron is automatically appointed.
 - Please name only one patron for the whole programme; hence sub-programmes are not allowed to have separate patrons.
- ii. **Steering committee** - The steering committee consists of the advisor/s, OIC and programme manager.
- List not more than three (3) advisors, together with their respective posts. You may have only one advisor if the programme does not involve collaboration with other organisations.
 - These advisors are responsible for overseeing the organisation of the programme.
- iii. **Working Committee** – The working committee normally consists of the following posts:
- Ex-officio (one of the office bearers of the organisation)
 - Programme manager
 - Secretary
 - Treasurer
 - Programme Coordinator; and
 - Other relevant committee members
 - List down the full names of the committee, with matric number (compulsory) and contact numbers for easy reference.
 - For simple or small-scale programmes, you can create just the working committee without a steering committee.

5.2.4. Financial requirement details

i. Estimated Expenditure for student programme:

No.	Item	Details
1.	Administration/ Secretariat	<ul style="list-style-type: none"> • Stationery • Telephone • Printing: proposal, invitation letter, programme book • Other related matters
2.	Honorarium	<ul style="list-style-type: none"> • The honorarium depends on the nature of the task such as officiator, speaker, panellist, trainer, or facilitator. <i>(Refer to MSD Guideline Appendix B (https://rb.gy/aur4qy))</i> • For external speaker / celebrity / consultant with quotation (subject to the approval from University authorities)
3.	Souvenir / Token of Appreciation	<ul style="list-style-type: none"> • Only considered for programme without honorarium • Only for external invitees. Internal invitees NOT eligible
4.	Publicity	<ul style="list-style-type: none"> • Publicity would be in the form of printed materials i.e.: banners, posters, backdrops, pamphlets or broadcasts and social media. Please refer to the <i>Prudent Spending Guidelines Appendix F</i>

5.	Transportation	<ul style="list-style-type: none"> • The programme committee may apply for university transportation subject to approval and availability of the transport. • Any travelling cost incurred for the programme should be included in the proposal (i.e.: fuel, toll, parking fare, etc.) • Each student organisation is ONLY allowed to use once per semester, EXCEPT high impact programme
6.	Refreshment	<ul style="list-style-type: none"> • The committee may provide refreshment for speakers, guests, and participants. Please state in detail the rate and the number of meals provided. • Food operators must be registered with IIUM. (except for programmes organised outside the campus). Refer Appendix G
7.	Lodging / Accommodation	<ul style="list-style-type: none"> • Please state the location and the rate of accommodation
8.	Rented Facilities	<ul style="list-style-type: none"> • The committee may request for venues, AV equipment, etc. • Any rented facilities from outside. *Please refer to Appendix K: Policy No. 4, Collection Management Section of Manual of Financial Policies and Procedures. (https://rb.gy/owl45g)
9.	Details Miscellaneous/ Contingency	Not more than 5% of the overall budget.
10.	Total Expenditure	Overall budget.

ii. Expected Income:

No.	Item	Details
1.	Sponsors	Please attach the list of prospective sponsors, and company logos
2.	Crowdfunding	Please follow the process in page 49
2.	Kulliyah / Centre / Division / Institute / Office / Mahallah	Please attach the approval from the relevant authority.
3.	Other source of income	<ul style="list-style-type: none"> • Income raised by the societies e.g., advertising in the souvenir book. • Business Space rental • Registration / commitment fees
4.	Total expected income	Overall expected income.

**** Any funds collected SHALL be deposited into:**

Name : UIAM Operating
Account Number : 14070000004716 (GOMBAK & PAGOH CAMPUS)
: 06010002738719 (KUANTAN CAMPUS)
Bank : Muamalat Malaysia Berhad

iii. Purchasing Proposal:

Purchasing proposal should be prepared and submitted separately.

No.	Item	Details
1.	<ul style="list-style-type: none">● Corporate attire● Sport Equipment● T-shirt● Beautification items (Carpet, paint etc)	The same process imposed as per student programme. Purchasing below 20k, the committee shall request at least 3 quotations from registered vendors. Purchasing more than 20k, the committee shall request at least 5 quotations from registered vendors.

5.3. Guideline for Budgeting

5.3.1. Financial assistance from the University should be construed as an initial operating budget to conduct the programme. Student organisation should plan their activities according to budget availability.

5.3.2. As a guideline, the following list provides the maximum allocation of budget for student programmes:

DETAILS GUIDELINE OF BUDGET FOR STUDENT PROGRAMME INCLUDING DEPARTMENT DRIVEN PROGRAMME:

DESCRIPTION	Breakfast	Lunch	Tea/ supper	Dinner	REFERENCE
<p>i. Refreshment:</p> <ul style="list-style-type: none"> - Seminar / Workshop - Team Building / Induction course <p>It is recommended that the programme is being held internally, except with the approval by the higher authority.</p> <p>* dinner is eligible for programme runs until 10pm and above</p>	5.00	10.00	5.00	10.00	<p><i>Refer Appendix G:</i> Finance Division Circular No. 5/2010 2.3 https://rb.gy/vjfgoc</p>
Opening / Closing Ceremony (Non-VIP)	7.00	10.00	5.00		
Opening / Closing Ceremony (VVIP) - Ministry level and above	Max up to RM50				
Meeting/briefing discussion (internal) for duration 2 hours and above	RM5 Breakfast/lunch/tea break/dinner (either one)				
Meeting/briefing discussion (with external parties)	7.00	10.00	5.00		
Appreciation programmes for office bearers of student organisation should be organised by the respective offices. (eg. Ta'aruf Committee appreciation, ISC Appreciation, MRC appreciation, etc.)	RM 10 per head				2.2 (5)
<p>ii. Daily meals allowance</p> <p>Outside IIUM (including tournament) if meals are NOT provided by the organiser.</p> <p>*for programme without accommodation</p>	Maximum RM 25 per day / per head				
<p>iii. Student Programme outside IIUM</p>	Max: RM120.00 per head/per day (Package including meals & accommodation)				Max rate for activity: to compare several quotations.

iv. Food allowance for selected student representing the University (Oversea programmes)	Overseas: RM 50 per day	
v. Allowance for appointed Student Facilitators / Secretariat (Department-driven programmes only)	RM10 per day/ per head Maximum RM 150	
vi. Student speaker	Max RM60 per hour	
vii. Student emcee	Max RM50 per event	
viii. Photographer	Max RM100 per event	
ix. AGM	Max RM 300.00	
x. Promotion Booth (per semester)	RM 200 maximum per programme	

* Subject to availability of the budget

5.4. Honorarium for Speakers

SERVICE GROUP	PART-TIME LECTURERS/SPEAKERS	PART-TIME FACILITATORS	MAXIMUM PER MONTH
Professional & Management Group (Special Grade)	RM 300.00 per hour	RM 100.00 per hour	Not more than half of monthly basic salary of the officer
Professional & Management Group (Grade 53 & 54)	RM 200.00 per hour	RM 100.00 per hour	
Professional & Management Group (Grade 45 - 52)	RM 150.00 per hour	RM 90.00 per hour	
Professional & Management Group (Grade 41 – 44)	RM 120.00 per hour	RM 80.00 per hour	
Support Group	RM 80.00 per hour	RM 60.00 per hour	
celebrity/external speakers / consultant etc	Based on quotation and subject to approving authorities		

* Government Circular No. 2/2005

* *Refer to Appendix E - MSD Circular No. 8/2006* (<https://rb.gy/aur4qy>)

Additional note: -

Internal speakers are encouraged to request for Waqaf time as substitute for honorarium.

5.5. Guidelines for Cash Prize for Student Activity

LEVEL/FIRST PRIZE	INDIVIDUAL	GROUP
International	Max RM500	Max RM1000
National	Max RM300	Max RM600
University	Max RM200	Max RM500
Clubs / Mahallah / Societies	Max RM120	Max RM250

LEVEL/SECOND PRIZE	INDIVIDUAL	GROUP
International	Max RM300	Max RM600
National	Max RM200	Max RM400
University	Max RM100	Max RM200
Clubs / Mahallah / Societies	Max RM80	Max RM160

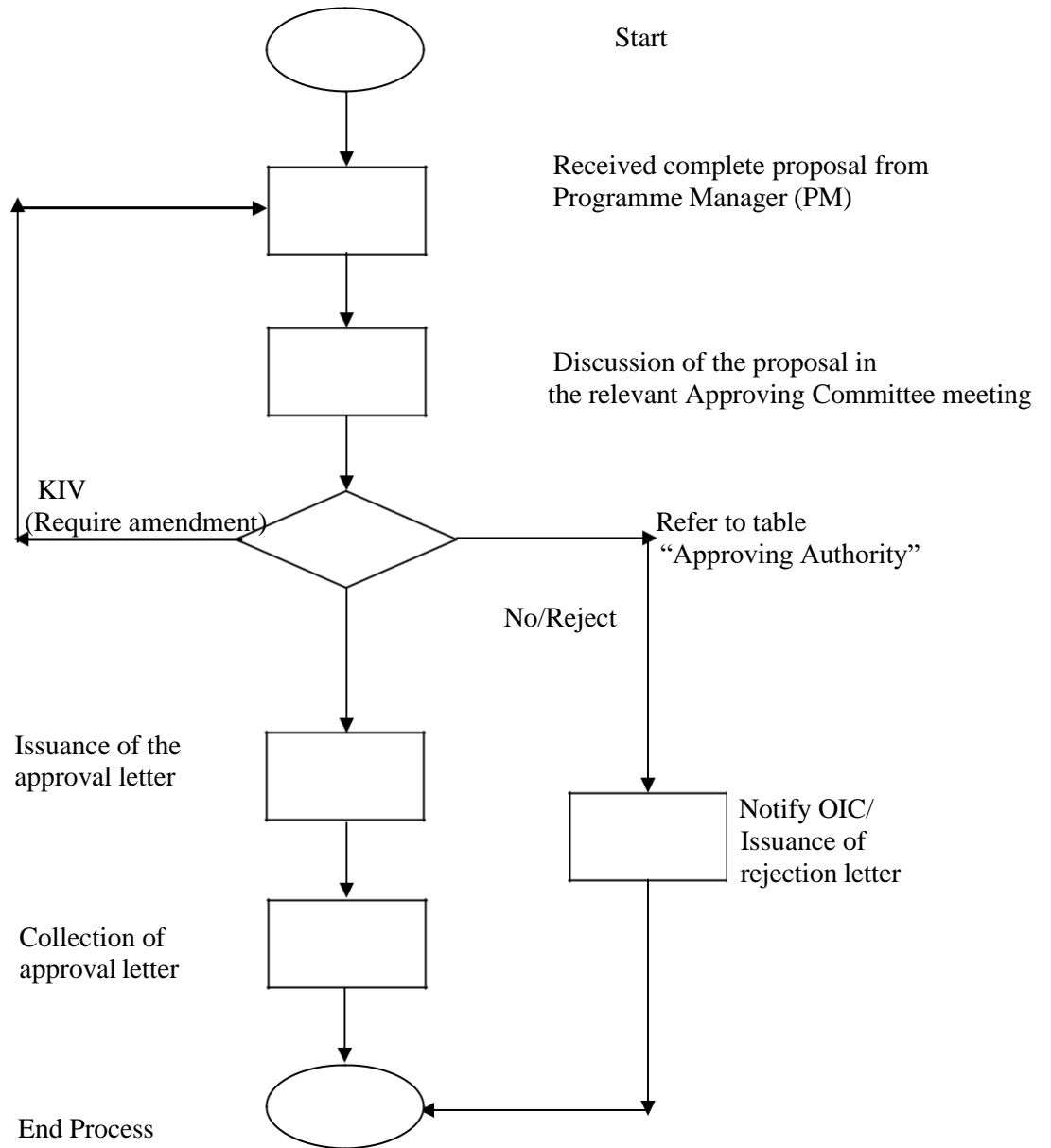
LEVEL/THIRD PRIZE	INDIVIDUAL	GROUP
International	Max RM200	Max RM400
National	Max RM100	Max RM200
University	Max RM80	Max RM160
Clubs / Mahallah / Societies	Max RM60	Max RM120

LEVEL/CONSOLATION	INDIVIDUAL	GROUP
International	Max RM100	Max RM200
National	Max RM80	Max RM160
University	Max RM60	Max RM120
Clubs / Mahallah / Societies	Max RM50	Max RM100

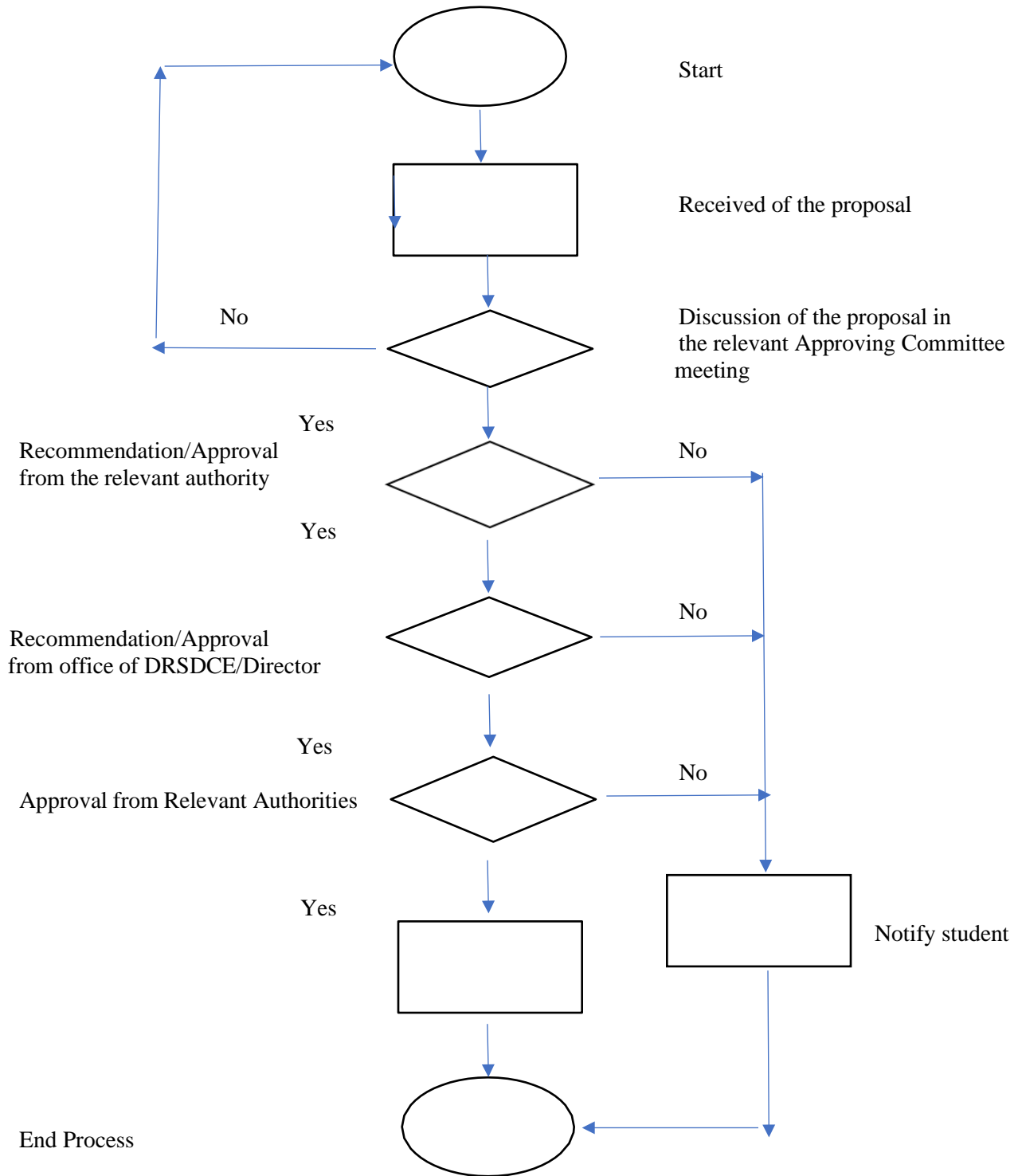
Note:

- * **Prize rates are according to the student activity budget approved by University authority.**
- * **This stipulated rate is not applicable for sponsored programs.**

5.6. Flow Chart – Submission of Proposal for Student Activity



5.7. Flow Chart – Approval for *Sponsorship, Overseas and Community Service Programme*



5.8. Guideline on Submission of Proposal

5.8.1. Students are required to fill :

- a. For students driven programme; Programme Proposal Form (PPF)
- b. For joint programmes: Joint Programme Form (JPF) for approval from each organisation
- c. For change of programme; Change of Programme Form (CPF)
- d. For Selling / Cooking Programme; Student Bazaar Form (SBF)
- e. For Booking: In accordance with relevant forms

5.8.2. Students should discuss with the Advisor **OR** OIC concerning the details of the programme.

5.8.3. Students are encouraged to prepare and submit proposals to the respective authorities early to ensure the smooth process of approval.

5.8.4. All proposals and completed forms must be submitted to the OIC according to the duration stipulated as below :

LEVEL OF PROGRAMME	SUBMISSION OF WORKING PAPER
University / club level	Not less than 21 days before the date of programme
National level	Not less than 3 months before the date of programme
Regional / International level	Not less than 6 months before the date of programme.
Programmes that require sponsorship regardless of level	Not less than 3 months before the date of programme
Invitational	Not less than 9 days before the date of the programme

The approval authority reserves the right to approve applications which are lesser than the stipulated periods.

5.9. Approving Authority (*REFER FINANCIAL PROCEDURES 2019*)

APPROVING AUTHORITY	AMOUNT OF BUDGET	LEVEL OF PROGRAMME / NATURE OF PROGRAMME
HOD / Deputy Director / Principal Mahallah	Activities up to RM 5,000 or below	Student organisation, University and National
Deputy Dean (SDCE) Deputy Campus Director (SDSS)	RM5,0001 - RM10,000	Club, University and National
Dean / Director/Dep Rector (SDCE)	RM10,001 - RM20,000	Club, University and National
Executive Director of Finance and Rector	RM 20,001 and below RM 200,000	Any level of programme if the budget is RM 20,000 and below RM 200,000

		*Subject to recommendation by Deputy Rector (SDCE)
Rector and the Chairman of Standing Finance Committee	Above RM 200,000	All level of programme

5.10. Master Plan for Programme

5.10.1. The Master Plan for each programme should be prepared by the PM as a guideline to ensure all necessary actions will be taken accordingly.

5.10.2. The Master Plan must include details such as action plan, names of persons-in-charge, timing and deadline as well as Gantt Chart.

5.11. Promotion of Programme

Students are allowed to use various means for promotion of programmes such as buntings and banners.

5.11.1. Banners / Buntings / Posters / Flyers

No banners / bunting / posters / notices can be displayed without approval from the office of the approving authority.

- a. Attach the draft of contents as well as the approval letter.
- b. Use English or Arabic only.
- c. Put up posters / advertisements / flyers / banners at appropriate places (notice boards, banner poles and other places approved by the university authority).
- d. Get the approval from the relevant Local Authority (e.g.: *Majlis Perbandaran Selayang*) for putting up banners/buntings outside the University.
- e. Take down posters / advertisements / flyers / banners not later than five days after the permit's expiry date.

- f. Any posters / advertisements / flyers that fail to comply with the University rules & regulations will be taken down without prior notice.
- g. Do not use any materials that might damage the notice boards, walls, poles, glass walls when you paste the posters / advertisements / flyers.
- h. To observe the usage of photo in printed or online materials (shariah compliance)

5.11.2. Media

Students may promote their programmes through various forms of media subject to the followings:

- a. All media statements must be verified by OIC and approved by the Deputy Rector (SDCE)
- b. Get advice from the respective office for any media statement.

5.11.3. IIUM Website / Billboard

Students may request to place an advertisement to promote their programme at the IIUM official website/billboard through the respective offices.

5.12. Engaging Other Departments in Student Events

A programme can be organised by a single organiser or in collaboration with other organisers.

If students need services from other departments, students should fill up the forms provided and subject to the approval from the respective offices.

- a. Co-organisers - If the programme involves other organisations, one or more bodies having major roles in the programme.
- b. Collaboration - One body is the main organiser while the others have minor roles in the programme (terms like 'in cooperation with' are commonly used).
- c. A detailed list of the individual bodies, organisations, and/or companies, which are involved in the programme must be submitted to the relevant authority.
- d. All organisers are required to fill up the **JPF**.

5.13. Opening and Closing Ceremonies

- 5.13.1. The opening and closing ceremony of any programme are optional. For university level programme, students can only hold either an opening or closing ceremony. Provide a specific itinerary for the event.**

Guideline for opening/closing ceremony

- a. Confirm the availability of the VIP at least three days before the event. Reconfirmation of attendance should be done a day before the event.
- b. Confirm the presence of other invited guests.
- c. The programme details or any information to be distributed is checked by the advisor(s) or the OIC.
- d. The programme details or itinerary should be distributed to all guests.
- e. Conduct a rehearsal to ensure the smooth running of the ceremony.
- f. All events must be conducted in English or Arabic. However, when there is a need to use Bahasa Melayu or other languages, students may request for approval from the relevant authority.

5.14. Memorandum of Understanding (MoU) or any form of Agreement

All Memorandum of Understanding or Agreement must be advised and recommended by the Office of Legal Adviser and approved by the Rector only. Students are **NOT** allowed to sign any agreement with any organisation on behalf of the University.

5.15. Additional Guidelines or Regulations

Please take note that certain programmes may have additional guidelines or regulations according to the nature of the programme such as :

a. Community services, entrepreneurship, and cultural activities –

All community services, entrepreneurship and cultural activities should be referred to the respective authorities for consultation, monitoring, and record purposes.

- i. IIUM Arts and Cultural Performance Guidelines : (*Refer Appendix A*)
- ii. CENSERVE
- iii. Entrepreneurship

b. Sports, recreational and high-risk activities

Any sports and recreational activities should be referred to the Sports Development Centre (SDC) and follow the guidelines from the relevant ministry and OSHBE.

c. Publications

All publications such as newsletters should be checked and recommended by the advisor of the student organisation before submission for approval from the relevant authority. Students are advised to have their publications proofread by CELPAD. The cost shall be borne by the student organisation.

5.16. Moratorium Dates for Student Programmes

Announcement on Moratorium will be issued by the ODRSDCE.

No activities shall be conducted during the following major events:

- a. One week before the revision period; and
- b. Any dates instructed by the University authority from time to time.

(The Approving Authorities may consider approving applications for small scale activities which do not affect students in their studies. Such programmes include spiritual activities, academic/intellectual briefings, and AGMs. All programmes directed by the Ministry or the University authorities or any other programmes under the discretion of the authority are exempted).

5.17. Postponement/Cancellation of a Programme/Change of venue/date/speaker

Students are not encouraged to postpone / cancel / change a programme unless with approval from the relevant authority by filing CPF form .

5.18. Accompanying Officer

- a. The university authority may appoint relevant accompanying officer according to the nature of programme such as:
 - i. level of risks;
 - ii. sensitivity of activities;
 - iii. the presence of VIPs or VVIPs.
 - iv. **Ratio for accompanying officer to student**
 - **1:30 (LOCAL)**
 - **1:20 (OVERSEAS)** lead by officers from Grade 41 and above.
- b. The accompanying **officer should be present throughout the programme to:**
 - i. Ensure all students follow IIUM rules and regulations and comply to Syariah code of conduct.
 - ii. Represent IIUM authority if there are any official ceremony (i.e., givingspeech)
 - iii. Take care of students' welfare throughout the programmes.
- c. **Financial considerations:**
 - i. Relevant KCDIO to check the budget availability for accompanying officer
 - ii. **No additional entitlement to claim expenses (food/accommodation) if expenses are already covered within students' programme**

5.19. Letter Writing

a. Guidelines on Letter Writing

- i. Students are not allowed to send any letter unless the programme has been approved.

ii. Letterhead

- Student organisation letterhead is to be used for internal correspondence and external correspondence with the provision “through relevant authority” as stated in the Table below.

- The letterhead is used for the first page of the letter only.

iii. Authorised Signatories.

NO.	DIGNITARIES	SIGNATORIES	THROUGH
i.	Royalties	Rector	
ii.	Prime Minister		
iii.	Head of States		
iv.	Deputy Prime Minister		
v.	Chief Ministers		
vi.	Minister		
vii.	Ambassadors		
viii.	President of IIUM		
i.	Deputy Minister	Director/Dean of Kulliyah	Deputy Rector (SDCE)
ii.	Deputy Chief Minister		
iii.	Deputy Vice Chancellor of a University		
iv.	State or General Secretary of the Ministry		
i.	Deputy General Secretary of the Ministry	Director/Dean of Kulliyah	
ii.	Rector		
iii.	Director General or the Deputy Director General of a government department		
iv.	Dean of Kulliyah		
i.	Middle-rank Government officials	Deputy Director/Deputy Dean/ Principal	
i.	Press	Director of Office of Communication, Advocacy and Promotion for Change	
i.	Director	OIC or advisor	
ii.	Principal		
iii.	Deputy Director		
iv.	Deputy Dean		

- * Check the contents of the letter with the OIC before approval.
- * Checklist form must be attached with the letter.

b. Format of Official Letters

- i. Reference Number / Date (Use appropriate file reference);
- ii. Addressee / Recipient (Verify spellings of name, title, designation and address of the receiver);
- iii. Salutation / Greetings;
- iv. Greet with *Salam* whenever appropriate; and
- v. Use the right salutation such as:

Dear Sir,
Dear Ms,
Dear Madam,
Dear Miss,

Y.Bhg Datuk Seri,
Y.Bhg Dato' Sri

Yang Amat Berhormat
Yang Berhormat
Your Excellency.

- vi. Topic of the letter (Write the topic of the letter in **bold** using CAPITAL LETTERS as a brief description of the purpose of the letter)
- vii. Content
 - The content of the letter must be brief and precise. Use simple sentences and avoid bombastic words.
 - For letters of invitation, state the purpose of the programme.
 - Details of the programme such as the venue, topic of the talk, time and date.
 - End the letter with a brief concluding remark, which is normally to appreciate the cooperation or attention given by the receiver.
- viii. Signature, name and designation of the sender
 - Write the name of the sender who signs the letter in **bold** using CAPITAL LETTERS.
 - Write down the designation of the sender. If the committee who is supposed to sign the letter is not available, another committee can sign it and write his or her own name on behalf of the actual committee.

c. Font, Spacing and alignment

- i. Leave a space of one inch on both left and right margins.
- ii. Use 1.0 line spacing (single spacing).
- iii. Use font size 12.

iv. Align your paragraph in justified form.

d. **Check the content, format, and grammar of the letter with the advisor or the OIC before sending it to the receiver.**

e. **Sample of letter**

- Please refer *Appendix D*

5.20. Evaluation of Programme

The evaluation form shall be distributed to participants at the end of every programme. The analysis of the evaluation should be included in the programme report.

5.21. Report of Programme

The report of the programme shall be submitted to the approving authority 14 days after the completion of the programme. Use the **Programme Report Form (PRF)**.

a. The report should include the following but not limited to:

- Achievement of the objectives;
- Post-mortem on any shortcomings;
- Suggestions to improve similar future programmes;
- Actual number of participants;
- Actual programme schedule (not as given while applying for the approval of programme);
- Name of guest(s);
- Evaluation of the programme;
- Attach pictures of the programme (4R);
- Complete list of working committee and participants with their respective matriculation numbers;
- Conclusion; and/or
- Signature of the programme secretary who prepares the report.

b. Financial Report

The financial report of the programme shall be submitted **within 14 days** after the completion of the programme. **No report is needed to submit if the programme approved without any budget implication from the University.**

The report must include the following:

- State the income (fees/sponsors/tickets) and expenditure of the programme (Please attach the relevant receipts/document)
- All original receipts must be pasted neatly on A4 size paper with a heading on expenses on each page and certified by the advisor/Principal/Fellow/OIC;
- All relevant receipts must be verified by an authorized officer grade 41 and above. The recipient of the **ADVANCEMENT ARE NOT ALLOWED** to verify their own receipt.
- Plain receipts must be stamped by the company/shop;

- v. Expenditure without receipts must be written on a piece of A4 paper with details of purchase and certified by the advisor/Principal/Fellow;
- vi. The approved form together with unspent money must be returned to Finance Division within 14 days via online transfer to the following account according to the campuses:

Bank Muamalat Malaysia Berhad: 1407000004716 (GOMBAK & PAGOH CAMPUS)
: 06010002738719 (KUANTAN CAMPUS)

- vii. If double receipts are obtained, please paste either one;
- viii. The programme approved without commitment from the University
- ix. Items of expenditure must be tally with the items approved on the working proposal; and
- x. The report must be signed by the programme treasurer.

NO reimbursement shall be entertained more than 3 months from the last date of the programme

6. EVENT MANAGENT

6.1. All programmes organised should follow the checklist prepared by OCAP by using this link <https://rb.gy/93s9jh>

6.2. Protocols

For any programme, the following procedures must be followed:

6.2.1. Organising formal functions

- a. The choice of VVIP must suit the occasion.
- b. The arrangement of seating must suit the guest of honour by rank or title that he/she carries.
- c. Backdrop and spelling of the important information such as date, time, guest name and title must be correct.
- d. Please consult the **OCAP** for advice.

6.2.2. The management of invitation of guests of honour is as follows:

- a. Confirmation of attendance (alone, with spouse or with friends) should be confirmed with the guest.
- b. Preparing the guest list and confirming the seating arrangement.

6.2.3. Order of precedence

- a. Time of arrival.
- b. Arrangement of parking.
- c. Seating arrangement.
- d. Order of delivery of speeches; and
- e. Salutation.

6.2.4. Determination of the order of precedence

- a. Relations to the sovereign.
- b. Senior political positions.
- c. Order of awards & decorations.
- d. High judicial, religious, administrative, professional positions; and
- e. Ambassador, High Commissioners, Envoys.

6.2.5. Seating arrangements

- a. Guest of honour will sit in the middle.
- b. If there is an odd number of guests- the seniority of the officials should be from the right of the most senior guest.
- c. If there is an even number of guests, seniority begins from the left of the most senior guest.
- d. All seats must be tagged in the hall and during refreshments.

6.2.6. Dress Code

- a. The dress code is to be specified in the invitation cards/letters (you may remind the guest of honour).
- b. All guests should wear according to what is indicated in the invitation card, or anything that is appropriate for the occasion.

6.2.7. Reception of VIPs

a. Leading the guest

- i. Preferably by the left side of the guest.
- ii. Lead the guest all the way.

b. Ceremonies' reception

- ii. A suitable reception to the occasion such as having *kompang*, *bunga manggar* or *Selawat Nabi*.
- iii. Line reception is encouraged depending on suitability of occasion.
- iv. Avoid something dangerous/risky for reception.
- v. When a royalty or minister is present, the PR Office should be consulted.
- vi. Holding room is required for programmes involving VVIPs.

6.2.8. Checklist of programme

a. Duration of events involving VVIPs or VIPs.

- i. It should not be more than two hours.
- ii. Evening functions should begin after adzan *Isya'* except for *iftar*.

b. Time of arrival

- i. Students must be ready to receive guest/VIPs at least 15 minutes before the arrival of guest/VIPs.
- ii. The arrival of another guest should not be more than 30 minutes before the arrival of the main guest.

c. Du'a / Quran Recitation

- i. The *du'a* should not be more than 5 minutes and the meaning should be related to the programme.
- ii. The script of the *du'a* should be checked beforehand.
- iii. Quran recitation is optional depending on the occasion.

d. Speeches in the programme

- i. There should not be more than three speeches in one programme.
- ii. The most senior in rank/post should be the last to give the speech.
- iii. Opening Speech by the Programme Manager/ Host is approximately 5 to 7 minutes.
- iv. Invited guest (8 – 10 mins).
- v. Officiator (10 – 15 mins).

e. Salutations

- i. Starting with the most senior in rank/ position.
- ii. Not more than three persons mentioned.
- iii. Other guests should be addressed in general.
- iv. Prepare the list of people to be given salutation according to the rank/position. The list should be given to each of the people who are giving a speech. It is advisable to consult with public relations office

f. Gifts and souvenirs for the guests

To be presented after all the speeches have ended but before the MC ends the occasion.

g. Refreshments for guests

- i. Light refreshments may be provided to the guest of honour after the end of the function.
- ii. It is advisable to check the suitable menu for the VVIP's / VIP's.
- iii. Consider guest needs / allergies / sensitivities.

h. Departure of the guests

- i. Usher guests to the car.
- ii. Line reception as in arrival.
- iii. Other guests depart according to seniority.

i. Master of ceremony (Emcee)

- i. Must be presentable & preferably experienced.
- ii. Clarity in speech and proficiency in languages.
- iii. Good health.
- iv. Announcement should adhere to the text and running order.
- v. Text must be prepared by the host.
- vi. MC script should be edited by OIC.
- vii. MC position is preferably not on stage but able to witness what is happening.
- viii. Good knowledge of the function.
- ix. Rehearsal of the MC script and flow of the programme.

j. Hierarchy of VIPs: Outside IIUM:

- i. Royalty;
- ii. Prime Minister;
- iii. Deputy Prime Minister;
- iv. Ministers;
- v. Ambassador;
- vi. Chief Ministers;
- vii. Deputy Ministers;
- viii. Parliamentary Secretary;
- ix. Chief Secretary of Government;
- x. Secretary General of Ministries;

- xi. Director General of Government Departments;
- xii. Chief Executive Officers/Managing Directors of Public-Listed Companies;
- xiii. Other personalities particularly those carrying honorary titles such as Tun, Tan Sri, Dato', or conferred awards such as Ma'al Hijrah, Sasterawan Negara, etc.

VIP's listed from (i) to (v) can be invited for national and international level programmes only.

k. Hierarchy of VIPs: On Campus:

- i. IIUM President
- ii. Rector
- iii. Deputy Rector(s)
- iv. Executive Directors
- v. Campus Director
- vi. Deans/Directors (Kulliyahs/Divisions/Centres)/ Legal Adviser /Chief Librarian;
- vii. Deputy Campus Director;
- viii. Deputy Deans/Principals/Deputy Directors (Kulliyahs/Divisions/Centres);
- ix. Heads (Kulliyahs and Departments);
- x. Administrative Officer (Kulliyahs and Departments)/Fellows of Mahallah.

l. Forms of Salutation

In Malaysian society, there is a need to know the correct forms of salutations. There is always an element of sensitivity if guests are not properly addressed. From a protocol perspective, it is necessary to address guests or any other persons properly.

The list of forms of salutation in Malaysian society is chronologically listed as below:

i. Royalty

Seri Paduka Baginda (SPB) *Yang di-Pertuan Agong* and SPB *Raja Permaisuri Agong* should be addressed as His Majesty or Her Majesty respectively or Your Majesty (second person).

There are nine kings, one each in the states of Perlis, Kedah, Selangor, Pahang, Kelantan, Terengganu, Johor, Perak and Negeri Sembilan.

The Ruler of each state should be addressed as His Royal Highness and Her Royal Highness for the consorts.

Princes or princesses are to be addressed as His Highness or Her Highness.

ii. Yang Di Pertua Negeri

There are four *Yang di-Pertuan Negeri*. They are from the states of Penang, Malacca, Sabah and Sarawak. They should be addressed as *Tuan Yang Terutama* or His Excellency. In conversation, we may address them as *Tun* (*Toh Puan* for the wife) as all of them have been conferred the award that carries the title *Tun*.

iii. Prime Minister, Deputy Prime Minister, *Menteri Besar* and Chief Minister

They should be addressed as *Yang Amat Berhormat* (The Most Honourable) and their wives as *Yang Amat Berbahagia*.

iv. Members of Parliament and Elected Representatives

All members of Parliament (Dewan Negara and Dewan Rakyat) and elected representatives of the people are to be addressed as *Yang Berhormat* (The Honourable) and their wives as *Yang Berbahagia*.

v. Judicial and Legal Services

The correct forms of address are as follows:

<i>Yang Amat Arif</i>	<ul style="list-style-type: none">● The Chief Justice● The President of the Court of Appeal● The two Chief Judges
<i>Yang Arif</i>	<ul style="list-style-type: none">● Other judges of the High Court, Court of Appeal, and the Federal Court and the Shariah Court.● Judicial Commissioners
<i>Tuan Hakim or Puan Hakim</i>	<ul style="list-style-type: none">● Judges of the Session Courts
<i>Tuan Majistret or Puan Majistret</i>	<ul style="list-style-type: none">● Magistrate Courts

vi. **Federal/State Order and Decorations (some Federal awards carry titles as follows) ;**

Titles	Wife	Forms of Address
<i>Tun</i>	<i>Toh Puan Sri</i>	<i>Yang Amat Berbahagia</i>
<i>Tan Sri</i>	<i>Puan Sri</i>	<i>Yang Berbahagia</i>
<i>Datuk</i>	<i>Datin</i>	<i>Yang Berbahagia</i>

(Some State Awards carry the titles)

Titles	Wife	Forms of Address
<i>Dato' / Dato' Seri</i>	<i>Datin / Datin Seri</i>	<i>Yang Berbahagia</i>

If the same person is an elected representative of the people, the form of address *Yang Berhormat* is preferred.

m. **Use of Titles**

i. **Malay Language**

Table 1 - There are seven types of references to respected guests comprising basic words used in Malay:

<i>Yang Mulia</i>	For people with hereditary titles only.
<i>Yang Berhormat</i>	Used for selected executives who administer the country, state and state / country.
<i>Yang Berbahagia</i>	Used for people with special titles conferred either from the government, academic or professional sector.
<i>Yang Terutama</i>	Used for Head of state without "raja"/king, such as governor and also representatives of various foreign countries such as ambassadors, high commissioners and diplomats.
<i>Yang Arif</i>	Used for judges in civil and <i>syariah</i> court
<i>Yang Berusaha</i>	Used for Heads of Departments at federal or state levels and those without titles or conferred with specific titles.

Table 2 : Titles amongst royalty

Honorary Forms of Address	Husband	Wife	Honorary Forms of Address
Seri Paduka Baginda	<i>Yang di-Pertuan Agong</i>	<i>Raja Permaisuri Agong</i>	Seri Paduka Baginda
KDYMM	Sultan Negeri Kedah Darul Aman	Sultanah Negeri Kedah Darul Aman	KDYMM
KDYMM	Sultan Pahang	Sultanah Pahang	DYMM
DYMM	Paduka Seri Sultan Perak Darul Ridzuan	Raja Permaisuri Perak Darul Ridzuan	DYMM
DYMM	Sultan Terengganu	Sultanah Terengganu	DYMM
DYMM	Raja Negeri Perlis	Raja Perempuan Perlis	DYMM
DYMM	Sultan Selangor	Tengku Ampuan Selangor	DYMM
DYMM	Yang di-Pertuan Besar Negeri Sembilan Darul Khusus	Tunku Ampuan Besar Negeri Sembilan Darul Khusus	DYMM
DYMM	Sultan Johor	Sultanah Johor	DYMM
KDYMM	Al-Sultan Kelantan	Raja Perempuan Kelantan	DYMM

Table 3 : Honorary Titles

Position	Honorary Forms of Address	
	Penyandang Jawatan	Spouse
<i>Yang di-Pertua Negeri</i>	TYT	YABhg.
Prime Minister	YAB	YABhg.

Deputy Prime Minister	YAB	YABhg.
Chief Minister	YAB	YABhg.
Minister/ Deputy Minister/ Parliament Secretary	YB	YBhg.
<i>Yang Di-Pertua Dewan Negara Rakyat</i>	YB	YBhg.
Member of <i>Dewan Negara</i>	YB Senator	YBhg.
<i>Member of Dewan Rakyat</i>	YB	YBhg.
National Chief Judge / High Judge/Supreme/ Court Judge/High Court Judge/Sharie	YAA	YBhg.
High Judge/Supreme Court Judge/High Court Judge	YA	YBhg.
National Chief Secretary	YBhg.	YBhg.
National Lawyer	YBhg.	YBhg.
Army general	YBhg.	YBhg.
National Chief Police	YBhg.	YBhg.
Chief Director of the Civil Services	YBhg.	YBhg.
Chief Ministry Secretary	YBhg.	YBhg.
Chief Federal Department / Jusa C (Major General / Deputy Commissioner Police and at par)	YBrS.	YBrS.

Table 4 : Religious Honorary Titles

Honorary Forms of Address	Male	Female	Honorary Forms of Address
<i>Sahibus Samahah (Tuan Yang Berbahagia)</i>	Mufti		
<i>Sahibus Fadillah (Tuan Yang Terhormat)</i>	Kadi / Kadi Besar		

ii. English Language

Address to Government Officials	Addressed as (male) Refer to use of titles in Malay	Addressed as (female) Refer to use of titles in Malay
Ambassadors / Diplomats	His Excellency	Her Excellency
Rector / Deputy Rector	The Honourable	The Honourable
Normal Citizens	Sir / Brother / Gentlemen	Madam / Sister / Ladies

For further information and confirmation, students should seek advice from the respective office.

7. ONLINE EVENT MANAGEMENT

- 7.1. The programme manager should adhere to all Guidelines and Procedures when conducting online program to uphold the good image of the University:
- 7.2. The proposal paper should be approved by the Committee of Approval and Monitoring Programme or the respective Kulliyah Management before the programme is conducted.
- 7.3. The programme manager should seek advice from the Advisor or Officer-In-Charge (OIC) concerning the details and structure of the programme before going online.
- 7.4. Content of the online program should be consistent with the approved working papers.

8. SPONSORSHIP

8.1. Approval of Sponsorship (Refer to Manual of Financial Policies and Procedures Policy No: 2.3 : *Appendix J*)

- a. Type of programmes may require sponsorship/crowdfunding are as follows not limited to:
 - i. Baktisiswa / Community Service;
 - ii. Seminar / Workshop / Motivation Course;
 - iii. Expo / Carnival / Exhibition;
 - iv. Overseas Trip / Educational Trip;
 - v. Newsletter (to be published outside the campus); and
 - vi. Charity Dinner.
- b. The application should be submitted to the OIC based on the duration of respective level of programme.
- c. The collection of sponsorship/donations must be carried out under the supervision of the **approving authorities**.
- d. The name of the Y.B. Minister of Education, the Office of the Minister of Education or the name of the officer who approved the program **CANNOT** be included in the donation drive that has been hereby approved, either directly or indirectly.
- e. Soliciting of fund and seeking of sponsorship activities from the public must follow certain procedures to prevent any intention of obtaining “personal gain” from the activities.
- f. **Students are not allowed to seek donations or sponsorships from any Ministers, Deputy Ministers, and Members of Parliament.**
- g. The sponsorship committee shall be students at the University only. The University’s approval must be sought for involvement of participants from outside the University.
- h. Sponsorship drives can only be done during the specific dates as mentioned in the approval letter.
- i. Students are **STRICTLY PROHIBITED** to seek sponsorship before receiving a letter of approval from the approving authority.

- 8.2.** The soliciting of funds and seeking of sponsorship must not incorporate the elements of **coercion, suspicion, uncertainty, unwillingness, or burden** to any parties so that the solicitation of sponsorship activities would not tarnish the good image of the University.

The soliciting of funds and seeking of sponsorship must not incorporate the elements of:

- a. **Coercion and unwillingness**
- b. **Prejudice**
- c. **Uncertainty**
- d. **Burden**
- e. **Non-Shariah compliance (cigarettes/tobacco/gambling/bribery/liquor)**

8.3. Steps for Seeking Sponsorship

- a. The list below shows the steps to be followed: -
 - i. Submit the details of sponsors (company name and logo address and contact person) to the officer in-charge for checking and approval.
 - ii. All letters must be written in English. However, special exceptions may be given on a case-by-case basis.
 - iii. All types of payments from sponsors must be made payable to the “IUM OPERATING ACCOUNT” according to the respective Campuses account no.
1407000004716 (GOMBAK & PAGOH CAMPUS) : BMMB
06010002738719 (KUANTAN CAMPUS) : BMMB

8.4. Steps for Seeking CROWDFUNDING

- a. Follow the same process of getting approval of seeking for sponsorship
- b. The flow of crowdfunding as follows:

5 HIGHLIGHTS FOR THE DONATION DRIVE ACTIVITIES

Issued by:
Finance Division, IUM



- Get approval from relevant University Authority
- Donation Drive may come from the following sources:
 - a) Government agency
 - b) Private company
 - c) NGO
 - d) Individual

- Adhere to the *IUM Financial Policy No. 2.3 & No. 7.1.2* and *Finance Division Circular No.1 Year 2020*
- Any donation drive which involves a Third Party or other organization, the dealing must come with MOU / MOA and get clearance / consultation from Office of the Legal Adviser

- Notify Account' s Unit / Finance Zone , Finance Division for acknowledgement
- K/C/D/I/O/M need to submit the campaign poster to us for our clearance
- To ensure all deposited money into University bank account are traceable & properly recorded by Finance Division
- To avoid any sanction due to unlawful activities

- K/C/D/I/O/M can start publish poster, flyer and social media after get clearance from Finance Division
- The organizer must make sure all related poster / flyer / social media content to be removed once the campaign is ended

- The Organizer must prepares the financial report of the programme / project (i.e. all collection received & expenses incurred)



8.5. TAX Exemption

A tax exemption receipt must be issued to the donors to acknowledge the receipt of funds and sponsorships. However, the issuance of the tax exemption receipt is restricted to monetary contribution only.

8.6. Requisition of Sponsorship from IIUM Operating Account

- a. If the programme is yet to be organised, the requisition for advancement must include the list of expected expenditure as stated in the original proposal. (Please follow the advancement procedure)
- b. If the programme has been organised, the requisition for reimbursement must include original receipts and bills. Reimbursement will be made according to the amount of expenditure. (Please follow the reimbursement procedure.)
- c. Fill up the “Payment Request Form/Request for Advancement Form” and attach it with the supporting document (Approval Letter and/or Financial Report).
- d. The money will be disbursed to the treasurer of the programme through the OIC.

9. STUDENT ACTIVITY RECORD SYSTEM (STARS)

9.1. Introduction

STARS is a web-based programme owned by Student Affairs and Development Division used to manage societies and clubs such as register a new society and record the activities of societies or club and the participants were given point based on their commitment.

STARS also used as documentation of student activities such as printing the student activities transcript and used as reference to Students' Award.

9.2. Entitlement for STARS point.

All non-credited student activity programmes are entitled for STARS point **EXCEPT** the following:

- i. Compulsory programmes i.e., Credited Co-Curriculum students' activities, Academic requirement etc
- ii. Annual General Meeting (AGM)
- iii. 3 Annual Grand Dinner (AGD)
- iv. Social gathering i.e., Family Day
- v. Illegal programme/Unapproved programme

9.3. Management of STARS

All approved programmes are to be recorded in the STARS by the appointed Liaison Officer from the respective Kulliyah/Centre/Division/Office/Institute/Mahallah.

Other information is available at STARS manual.

9.4. Points of STARS

The total points gained by the student will be converted to **Cumulative Average Co-Curricular Point (CACP)**. The maximum CACP a student can get is 4.0. The system will record details of student activities throughout their study in IIUM. Upon graduation, they may request for their co-curricular activity transcript from STADD.

9.4.1. Marking Scheme for Student's Activities

LEVEL OF PARTICIPATION:

	COMMUNITY SERVICES/INTELLECTUAL/SPIRITUAL SPORTS/CULTURAL/RECREATIONAL/UNIFORM			TRIP/ATTENDING INVITATION		
	MAIN COMMITTEE	COMMITTEE/ SUB-COMMITTEE MEMBER	PARTICIPANT	MAIN COMMITTEE	COMMITTEE/ SUB-COMMITTEE MEMBER	PARTICIPANT
INTERNATIONAL	100	75	50	30	25	20
NATIONAL/ INTERVARSITY	75	65	40	25	20	15
UNIVERSITY	65	55	30	20	15	10
CLUB/MRC/TEAM/ KULLIYYAH	55	45	20	15	10	No points
BLOCK/HISBAH	35	20	5	No points		
COMPULSORY PROGRAMME	35	20	No points			

MEMBERSHIP:

POSITION	INTERNATIONAL	NATIONAL	UNIVERSITY	CLUB/MRC/SOCIETY/TEAM
MAIN COMMITTEE (President, Vice President, Treasurer, Secretary)	100	85	70	55
COMMITTEE	85	70	55	40
SUB-COMMITTEE	70	55	40	25
ORDINARY MEMBER (Membership for the Kulliyah, Department, Mahallah shall not be counted)	55	40	25	10

PARTICIPATION IN COMPETITION

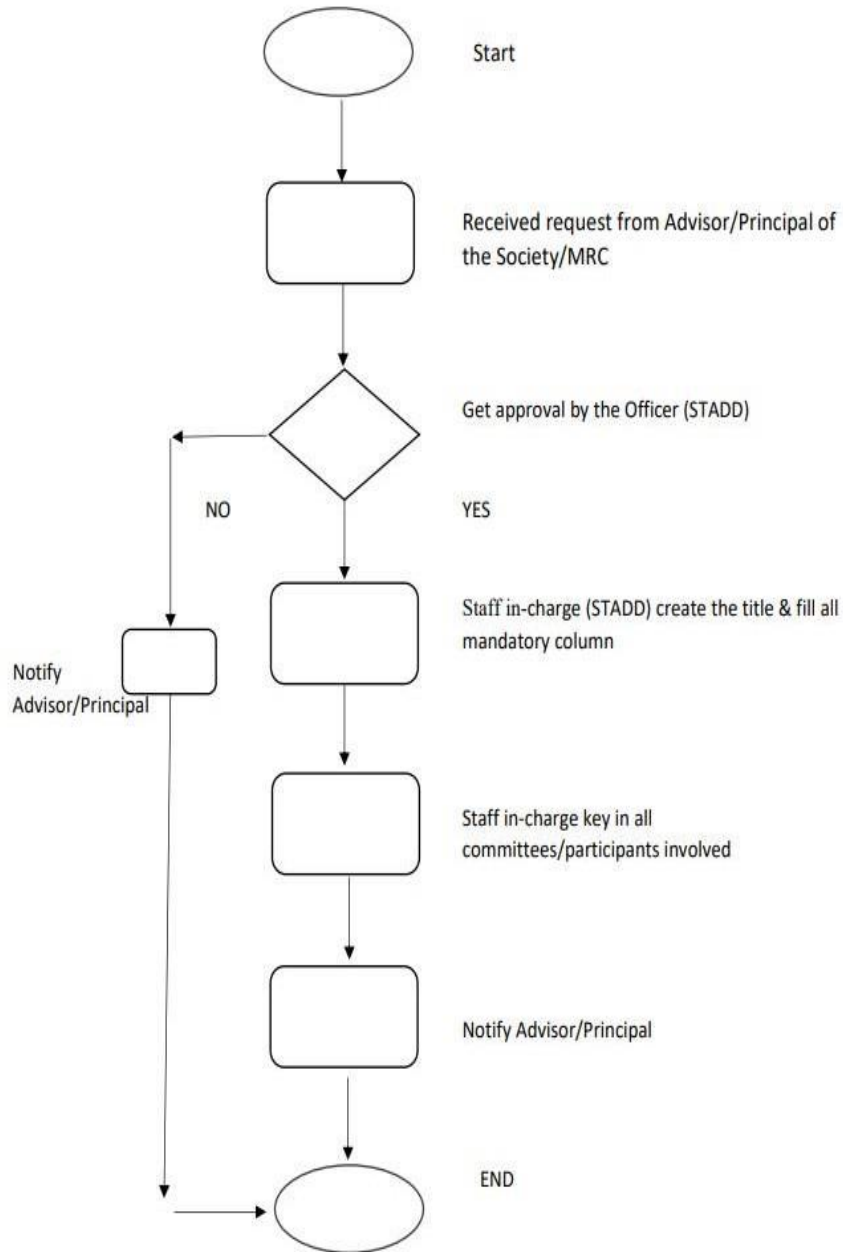
ACHIEVEMENTS LEVEL	SPECIAL AWARD (Best Overall)	1 ST PLACE (Gold Medallist)	2 ND PLACE (Silver Medallist)	3 RD PLACE (Bronze Medallist)	WITHOUT AWARD / PARTICIPANT
INTERNATIONAL	100	90	80	70	60
NATIONAL/INTERVARSITY	90	80	70	60	50
UNIVERSITY	80	70	60	50	40
CLUBS/MAHALLAH/TEAM	70	60	50	40	30

CURRICULUM CUMULATIVE AVERAGE POINTS:

QUALITY POINTS EQUIVALENT	REMARK
3.67 – 4.00	Exceptional
3.33 – 3.36	Excellent
3.00 – 3.32	Very Good
2.67 – 2.99	Good
2.33 – 2.66	Fairly Good
2.00 – 2.32	Satisfactory
1.67 – 1.99	Quite Satisfactory
1.33 – 1.66	Poor
1.00 – 1.32	Very Poor
0.00 – 0.99	Extremely Poor

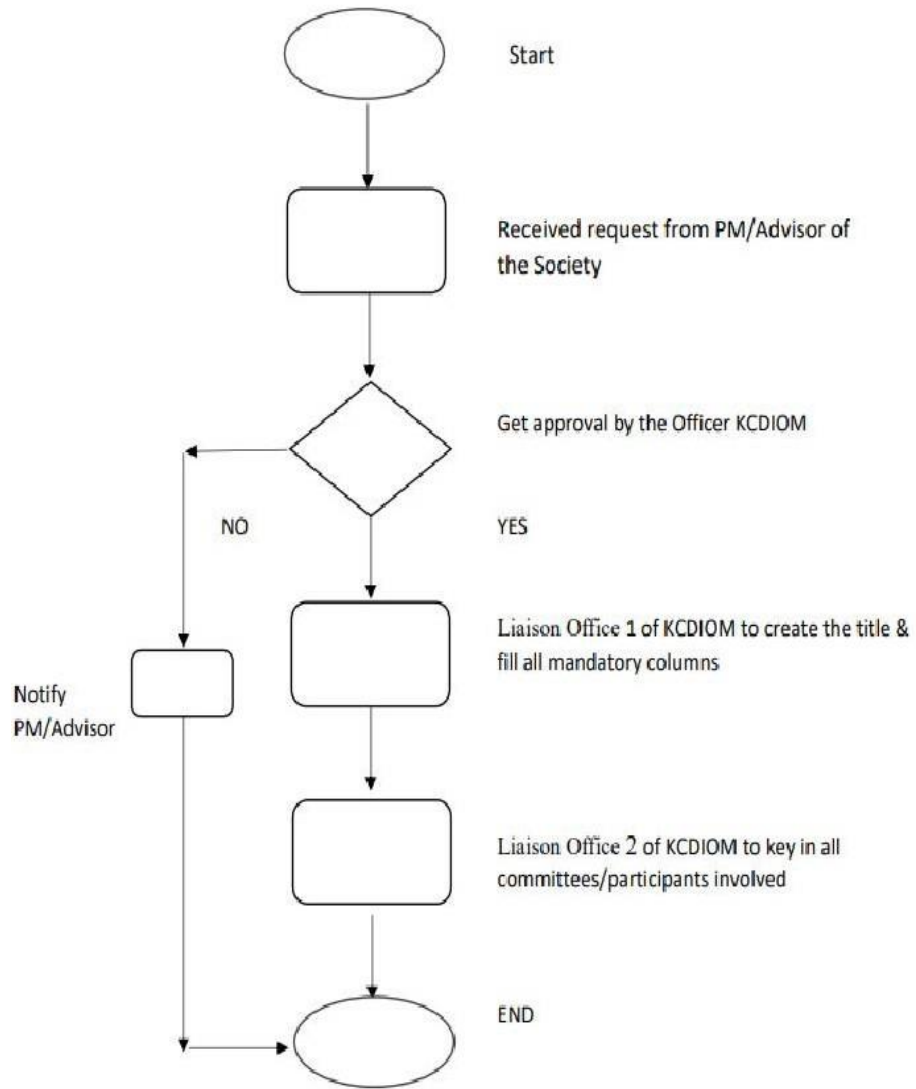
9.4.2. STARS FLOW CHART – STUDENT OR OFFICE ORGANISATION OFFICE BEARER

Flow Chart – Request for STARS POINT (OFFICE BEARERS)



9.4.3. STARS FLOW CHART: KEY IN FOR PROGRAMME

Flow Chart – Request for STAR POINT (Programme)



10. WAQAF TIME

The University is offering students who want to work without payment. The programme is called “Waqaf Time”, working on voluntary basis.

BUT the University will give contributions by calculating the total number of hours students have worked and accumulated throughout their study period in IIUM.

10.1. OBJECTIVES

- To inculcate within IIUM students the concept of Budi (virtue) for ummatic vision
- To inculcate the culture of ‘waqaf’ among our students. Not only ‘waqaf’ in terms of material but also ‘waqaf’ in terms of time, energy, and expertise
- To produce IIUM students with holistic or versatile personality

10.2. CONTRIBUTION FROM UNIVERSITY

Contributions will be calculated according to the total number of hours accumulated throughout the study period in IIUM.

Below 500 hours : certification by the Head of Department

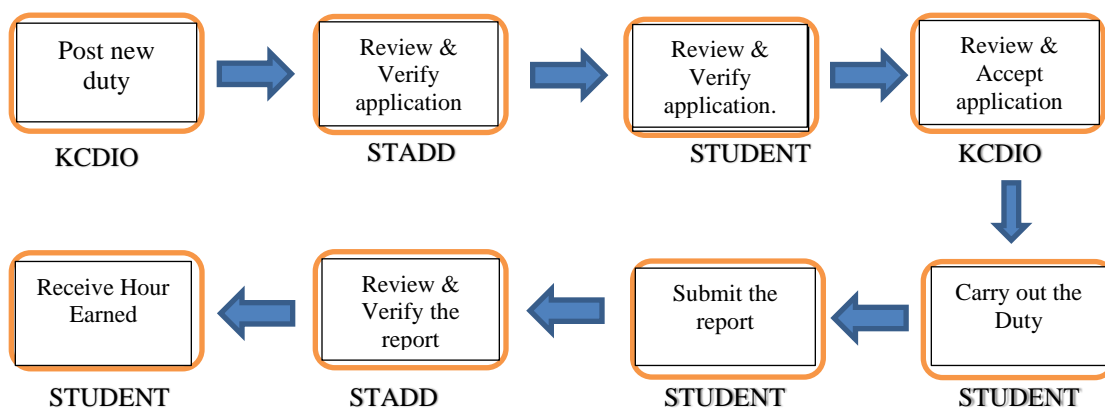
500 hours accumulated : certification by the Director, STADD

800 hours accumulated : certification by the DRSDCE.

1000 hours accumulated : certification by the Rector.

1500 hours accumulated : certification by the IIUM President

10.3. HOW IT WORKS



11. APPENDIX'S

IIUM ARTS AND CULTURAL PERFORMANCE GUIDELINES (IACPG)

The line that separates whether the form of entertainment is permissible or otherwise according to Islam is how far the entertainment achieves the aim and principle in Islam which focus on the well-being of the people and rejects any form of destruction. Elements that promote the thinking or understanding other than the teaching of Islam has to be avoided in entertainment programmes with Islamic perspectives.

1. **Artiste**
2. **Personality**
 - 2.1. Good personality and character have to be constantly maintained even when not performing on stage, in line with the image portrayed and
 - 2.2. Has never been:
 - 2.3. Involved or subjected to disciplinary offences/action
 - 2.4. convicted (for invited guests)
3. **Appearance**
 - 3.1. Decent and well-mannered appearance have to be constantly maintained even when not performing on stage.
 - 3.2. Dressed covering the Aurat, neat, decent, and not wearing clothes that are revealing so as to avoid from being exploited by the audience and not going against Islamic requirements.
 - 3.3. Dressing conduct, facial and hair grooming that are moderate and do not resemble the opposite sex. Exception is for make-up that is applied to ensure a uniform appearance before the camera or on stage. As a creative art, make-up enables the actor or performer to take on the appearance of almost any type of character and be in character. It is important that make-up is applied skillfully, delicately and subtly so that facial expression will have natural freedom.
 - 3.4. Ornaments and grooming have to be appropriate and modest, suitable to the custom of the community.
 - 3.5. Cross-dressing in character performance must be taken as a case by case and is subject to discretion of the ICPG if necessary. Absolutely no cross-dressing outside of performance
4. **Performance**
 - 4.1. Performing arts
 - 4.2. Utterances, movements et cetera should not contain symbols that could be interpreted implicitly or explicitly as in contradiction with Islamic beliefs, laws and values.
 - 4.3. The sensitivity of other religions, culture, race and ethnicity must always be taken into consideration.
 - 4.4. Situations have to be appropriate to avoid feelings of uneasiness from the audience listening or watching.
 - 4.5. Plot narration not based on reality, but fantasy is permitted, if used to impart a worthy message.
 - 4.6. Humorous jokes must not be too extreme and go beyond the limit leading to fits of laughter or hysterics. Any comedy must be based on promotion of good virtues and values.
 - 4.7. Humorous jokes must not be on serious matters, matters that are mourned upon and matters that degrade others.
 - 4.8. Does not contain elements that are misleading or lies pertaining to certain facts, the use of harsh or obscene words, or slander.
 - 4.9. Does not contain elements of insult on any individual or organisation.
 - 4.10. Does not feature violence.
 - 4.11. Does not cause trauma or emotional stress.

5. *Singing*

- a) Movements, singing, utterances et cetera must not contain symbols or anything that could be interpreted implicitly or explicitly which go against the teaching and values of Islam.
- b) Polite interaction with the audience whether through words or action.
- c) Possess good physical, mental and emotional state of being as well as not under the influence of harmful/abusive substances.
- d) Well controlled performance on stage.
- e) Does not show extreme behaviour or go beyond the limit.
- f) Solo female singer to perform only in front of an all female audience.
- g) Female choir singers can be placed in the background behind male singers. This will also be under the discretion of the ICPG.

6. *Dance*

- a) Dance movements must not symbolise or portray implicit or explicit meanings that go against Islamic beliefs, laws and values.
- b) Any form of worship whether directly or indirectly to a being or person is prohibited.
- c) In accordance with Islamic laws and norms of the local community.
- d) Appearance should not be opened to audience exploitation and against Islamic requirements.
- e) Dance movements must not bring about slander or incite lust, even though performance is with a legitimate partner or mahram.
- f) No mixing between the opposite sex in a performance that may bring about fitnah or controversy.
- g) Does not offend the religion or culture of a certain community.
- h) Depending on the theme of the dance, e.g. Patriotism, it will be under the discretion of the ICPG for female dancers.

7. *Song*

7.1 *Lyrics*

- a. Contain goodness and moral values.
- b. To give awareness and lead to realisation.
- c. In keeping with being courteous.
- d. The sensitivity of other religions, race and country has to be observed.
- e. Permissible to use translations from al-Qur'an and Hadith ensuring that it regulates with Islamic law.
- f. The sacred text of the Qur'an cannot be used as lyrics unless the Iqtibas method is used.
- g. Nasyid in the form of invocation (Do'a) is permitted.
- h. It is not encouraged to use original or non-translated texts (matan) from the Qur'an or Hadith as it may result in the wrongful use of pronunciation leading to difference in meaning.
- i. Does not contain imperfect words of the Syahadah.
- j. Does not contain phrases from Al-Qur'an translations and hadith that are manipulated for wrongful purposes.
- k. Does not contain phrases of holy words in Islam that are manipulated for wrongful purposes.
- l. Does not contain phrases that condemn one's fate and question the Will of Allah.
- m. Does not contain the worshipping of a being or a person.
- n. Does not contain elements of obscenity, inciting lust or symbolic words portraying vulgarity.

8. Musical Instruments

- a. Musical instruments used in performances must be in accordance with the shari'ah.
- b. Not to be used in accompaniment with the reciting of al-Quran.
- c. Not to be used in any programmes held in the prayer hall of a mosque and surau or the area surrounding it.

9. Musical Elements

- a. Generate a positive environment.
- b. Evoke peacefulness.
- c. Promote the feeling of good spiritedness.
- d. Do (shall?) not symbolise or represent any form of worship or sacredness to other religions.
- e. Do (shall?) not lead to disruptive or unintelligible thinking that may lead to one neglecting in the remembrance of Allah.
- f. Do (shall?) not evoke negative emotions that go against the teaching of Islam.
- g. Do (shall?) not disturb the peace of the community.
- h. Do (shall?) not lead to any form of vice.

10. Organisation of Entertainment Programmes

- a. Entertainment programmes organised have to take into account the following aspects:
- b. Benefit and welfare of the community.
- c. Suitable venue.
- d. Suitable day and time that do not touch upon the sensitivity of Islamic teaching and community. For example, the observance of the five prayers during training, practice, meetings and rehearsal. To stop playing musical instruments, perform on stage etc. at the onset of the azan, and to respect and observe prayers on time.
- e. Getting approval from the relevant authorities before the programme is organised and also preparations for the performance.

11. Programmes organised do not contain the following factors:

- a. Elements of ritual, sign or symbol that are against the teaching of Islam whether directly or indirectly.
- b. Actions that are forbidden in Islam or any form of vice and circumstances that may lead to certain undesirable, objectionable or questionable situations.
- c. Situations that may lead to disruption or disturbance to public order.
- d. Events that are provocative and lead to prejudice and animosity.
- e. Free social interaction between males and females during training or rehearsal.
- f. Free mixing of the male and female audience.
- g. Wastage in programme organisation and execution.

12 Video Clips

12.1 Videos and video clips recordings should consider the following aspects:

- a) Video clip recording is done with good intention.
- b) In compliance with the guidelines on:
 - Artiste
 - Performance
 - Song and
 - Organisation of Entertainment Programme.
- c) Visual displays should contain good morals and develop the mind as well as instil good behaviour.
- d) Visual displays are respectful, well arranged and accepted.
- e) Vetting and approval of ICPG for release.

12.2 Video clips should not contain the following aspects:

- a) Humiliation towards an individual or the beliefs of a certain community, religion, nation, and country.
- b) Shot display (photos or pictures) that are obscene or indecent or shots that are against
- c) Cause disturbance to the state of emotion, mind, and certain parts of the sensory system.
- d) Implicit or explicit visual symbols or anything that contradict Islamic beliefs, laws and ethical values.
- e) Negative displays whether in the form of movement or language that may lead to imitating a certain questionable group

MSD CIRCULAR NO. 8/2006
(HONORARIUM FOR SPEAKERS / TRAINERS / FACILITATOR)



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
 يونيسكو إسلام أنبارا بحسباً ملدينا



SIRIM
 CERTIFIED TO MS, ISO 9001:2000
 Registration No. AR 4007

OFFICE OF THE EXECUTIVE DIRECTOR
 MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

18 Oct 2006

Our Reference:
 (Rujukan Kami)

Date:
 (Tarikh)

All Deans/Directors/Chief Librarian
 Kulliyahs/Divisions/Centres/Library
 International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr./Sir/Madam

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 8/2006
MANAGEMENT SERVICES DIVISION

ADOPTION OF GOVERNMENT TREASURY CIRCULAR NO. 2 YEAR 2005
ON THE REVISION OF HONORARIUM TO PART-TIME
LECTURERS/SPEAKERS/FACILITATORS OF GOVERNMENT OFFICIALS

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors/Chief Librarian of the Kulliyahs/Divisions/Centres/Library on the decision of the University pertaining to the adoption of the above Government Service Circular on the revision of honorarium to part-time Lecturers/Speakers/Facilitators of Government officials.

2. BACKGROUND

2.1 The University has been conducting various in-house courses such as Induction Course, TIDE programmes, Trainings, Ibadah Camp, Official events, etc. In most of the occasions, the invited lecturers/speakers/facilitators are the IIUM staff members who are appointed as speakers for the programmes based on their expertise in the related topic.

ce Address: Management Services Division, Level 3, Administration Block, International Islamic University Malaysia, Gombak, Selangor Darul Ehsan, Malaysia.
 Tel: 03-6196 5556 / 6196 4000 Fax: 03-6196 4998 / 6196 4997

Correspondence Address: Management Services Division, International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur, Malaysia.

- 2.2 The University, at present, is adopting the Government Treasury Circular Letter No. 1 Year 1996 as approved by the Staff Service Board No. 1/2002 on 29th January 2002 in paying the honorarium to the University officials invited to be part-time lecturers/speakers/facilitators to conduct course/workshop/official events.
- 2.3 The Government, through its Treasury Circular No. 2 of Year 2005 has agreed to revise the honorarium to government officials invited to be part-time lecturers/speakers/facilitators as follows:-

Amount of Honorarium			
Service Group	Part-time Lecturers/Speakers	Part-time Facilitators	Maximum per month
Professional & Management Group (Special Grade)	RM300.00 per hour	RM100.00 per hour	Not more than half of monthly basic salary of the officer
Professional & Management Group (Grade 53 & 54)	RM200.00 per hour	RM100.00 per hour	
Professional & Management Group (Grade 45 - 52)	RM150.00 per hour	RM90.00 per hour	
Professional & Management Group (Grade 41 - 44)	RM120.00 per hour	RM80.00 per hour	
Support Group	RM80.00 per hour	RM60.00 per hour	

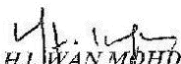
- 2.4 The implementation of the above circular is subject to the following conditions:-
- the appointment as lecturers/speakers/facilitators must be approved by the respective Head of Department;
 - the duty as speakers/facilitators is not part of their substantive duty;
 - officials of a training/learning unit/institute, teaching/school institution where delivering lecture/talk is part of their substantive duties, they may be paid with the honorarium if the program/workshop/official event is not conducted by and not part of their department/institute/organisation;
 - the secretariat who is delivering lecture/talk or being a facilitator in the programme organized, is not eligible for the payment of honorarium under this circular;
 - the honorarium could be given for the completed half-an hour duration if the course is more than one hour; and
 - the part-time lecturer/speaker/facilitator who is given a gift by the organiser is not eligible for the honorarium.

3. **DECISION AND IMPLEMENTATION**

3.1 The Majlis Meeting No. 72 held on 29th June 2006 had approved the recommendations of the Staff Service Board (SSB) Meeting No. 2/2006 held on 26th June 2006 as follows:-

- i) To adopt the revised rate of honorarium as stated in the Government Treasury Circular No. 2 of Year 2005.
- ii) The circular is applicable to any staff members appointed as part-time lecturer/speaker/facilitator for short training courses/programmes such as Induction Course, TIDE, CLA, IEP, etc., but not academic programmes.
- iii) The effective date of its implementation is 1st January 2006.

Thank you. *Wassalam.*


H.J. WAN MOHD. HILMI BIN WAN KAMAL
Executive Director
Management Services Division

- c.c. :
- : Y. Bhg. Prof. Dato' Dr. Syed Arabi Idid
Rector
 - : Prof. Dr. Mohd. Azmi bin Omar
Deputy Rector (Academic and Research)
 - : Prof. Dr. Sano Koutoub Moustapha
Deputy Rector (Internationalisation and Innovation)
 - : Ustaz Hamidon bin Abdul Hamid
Deputy Rector (Student Affairs and Alumni)
 - : Tn. Hj. Ahmad Zailan bin Shaari
Executive Director, Finance Division

MANUAL OF FINANCIAL POLICIES AND PROCEDURES (RENTAL SPACE & FACILITIES)



Policy No: 2.4

Version No: 02

Revision No: 00

**RENTAL OF SPACE
AND FACILITIES**

OBJECTIVE

The purpose of this policy is to describe the details of rental of space and facilities in IIUM.

POLICY STATEMENT

The University may offer available spaces and facilities to public for rent. This will include spaces for events, advertisement, laboratory facilities and sport facilities. The rent charge is to cater for usage of utilities, facility management and security services.

2.4.1 APPROVING AUTHORITY FOR RENTAL RATE

Approving authority to approve fees/rates related to business ventures/activities is the University Management Committee. The rate may be revised from time to time.

All proposals of rental rate must be submitted through the Finance Division for consideration and recommendation.

2.4.2 VENUE MANAGEMENT

The respective venue will be managed by the following agencies:

NO	VENUE	DEPARTMENT
1.	Mahallah	Residential and Services Department
2.	Food and Beverages	Residential and Services Department
3.	Business Outlets	Residential and Services Department
4.	Media Advertisement	Residential and Services Department
5.	University External Properties	Residential and Services Department
6.	Sport Facilities	Sport Development Centre
7.	Lab Facilities	Respective K/C/D/I/O
8.	Spaces at K/C/D/I/O	Respective K/C/D/I/O

The respective department will be responsible on collection management including follow up on outstanding rental and legal matters.

☞ **SAMPLE OF APPROVAL LETTER**



STUDENT AFFAIRS AND DEVELOPMENT DIVISION (STADD)

Reference No. : IIUM/206/12/2/1- SPM(P)08/02/2021

Date : 8/2/2021

Sr. Atiqah (60173206009)
Mahallah AMINAH
International Islamic University Malaysia

Assalamualaikum Wrt. Wbt.

Dear Sister,

APPROVAL OF STUDENT'S PROGRAMME – SPM(P)08/02/2021

May I draw your attention to the above matter.

We are pleased to inform you that the Division has approved your proposal to organise the following programme:

Name of programme:	AMINAH'S ISLAND OF TRADITIONAL GAME
Date	: 27-Feb-21 to 13-Mar-21
Organiser	: MAHALLAH AMINAH
Venue	: MAHALLAH AMINAH
Reports due date	: 27-Mar-21

Please be informed that this approval is subject to the following conditions:

- a) Any correspondence (s) should quote the above reference no. SPM(P)08/02/2021
- b) Appointment of STADD officer and/or a staff from either Mahallahs or Kulliyahs as advisor.
- c) **RM400.00/- from MAHALLAH AMINAH (S-136-0035). Payment payable to DR. NOOR AZIZAH MOHAMADALI**
- d) Any correspondence (letters) to outsiders must be through STADD office.
- e) A report (financial & programme) must be submitted to the STADD office within two (2) weeks after completion of the programme. In the absence of the reports, the SPAC has decided to **hold on the approval of all activities proposed by your clubs/association** in the near future.
- f) No fund will be maintained and no collecting any money or property from any source conducted.
- g) All programmes must be conducted in English or Arabic only except for programmes organised by clubs that are based on Bahasa Melayu, programmes involving school children outside campus and programmes which are to be broadcasted via television or radio.
- h) **The officer in-charge is empowered to supervise and stop the programme in the event it deviates from the original proposal submitted to the relevant authorities or if the programme becomes detrimental to the image of the University.**

Thank you. *Wassalam.*


HAFSAN MOHD YUSOFF
Director
Student Affairs & Development Division

c.c : Manager in-charge (*Please ensure that organizer to comply with all the conditions stated above and the report of the programme should be submitted within the period mentioned*)



**RESIDENTIAL AND SERVICES DEPARTMENT (RSD)
FINANCE DIVISION**

GUIDELINES ON BAZAAR ACTIVITIES

1. OBJECTIVE

The objective of this document is to define guidelines for all KCDIO and students' clubs / societies on conducting bazaar activities at IUM.

2. TERMS AND DEFINITIONS

University	International Islamic University Malaysia
RSD	Residential and Services Department
OSHB	Occupational Safety Health & Built Environment
University Authority	Directors / Deans / Head of Department of the KCDIO for staff, While, Student Affairs And Development Division (STADD), Deputy Dean (Respective Kulliyyah), Entrepreneurship Development Centre (EDC), etc for student.
KCDIO	Kulliyyah, Centre, Division, Institute, Office
Dry Products	Any dry products that do not contain liquid including but not limited to IT gadgets, souvenirs, books, apparels, dry food (cakes and confectioneries, tithits, snacks, <i>kath-muth</i>) and etc.
Designated Area	Convast Hill and Junction 8 (junction to Mahallah Aminah and Mahallah Hafsa).
Organiser	Any staff or student who organise and in charge of the bazaar activities.
Food Selling	Any cooking activities including food truck, and packaged food other than Dry Products.
Cooking Activities	Any activities involving food preparation including but not limited to frying, baking, grilling, beating, steaming and boiling.

3. GUIDELINES

3.1 Any bazaar activities conducted within the campus of IUM Gombak shall obtain recommendation from OSHB and RSD.

3.2 For the purpose of recommendation, the Organiser shall comply with procedures as stated in the following attachments;

- i) Attachment A : Work Flow Staff and Student's Bazaar Activities;
- ii) Attachment B : Guidelines for Food Trucks;
- iii) Attachment C : Guidelines for Physical Safety and Hazardous Material;
- iv) Attachment D : Guidelines on Waste Disposal; and
- v) Attachment E : Guidelines for Vendor (Syarat-Syarat Perniagaan).

3.3 The organiser shall submit the following documents to OSHBE and RSD within thirty-one (31) days prior to the commencement of the bazaar activities:

- (i) Student Bazaar Form;
- (ii) proposal paper;
- (iii) the list of potential vendor and its documents i.e. business license, Typhoid immunisation record and Food Handling Course; and
- (iv) the floor layout of the event.

3.4 Any bazaar activities organised within the area of KCDIO shall only be restricted to Dry Products only.

3.5 Any bazaar activities of Food Selling shall only be organised at the Designated Area except for IIUM Convocation week and IIUM Global Ummatic week. However, no bazaar activities of Food Selling are allowed within the area of KCDIO.

3.6 The Organiser shall allocate at least 30% of spaces for students' participation on entrepreneurship programme.

3.7 The Organiser must comply the following duration of bazaar activities:

- i. Maximum of 5 days for Dry Products; and
- ii. Maximum of 3 days for Food Selling.

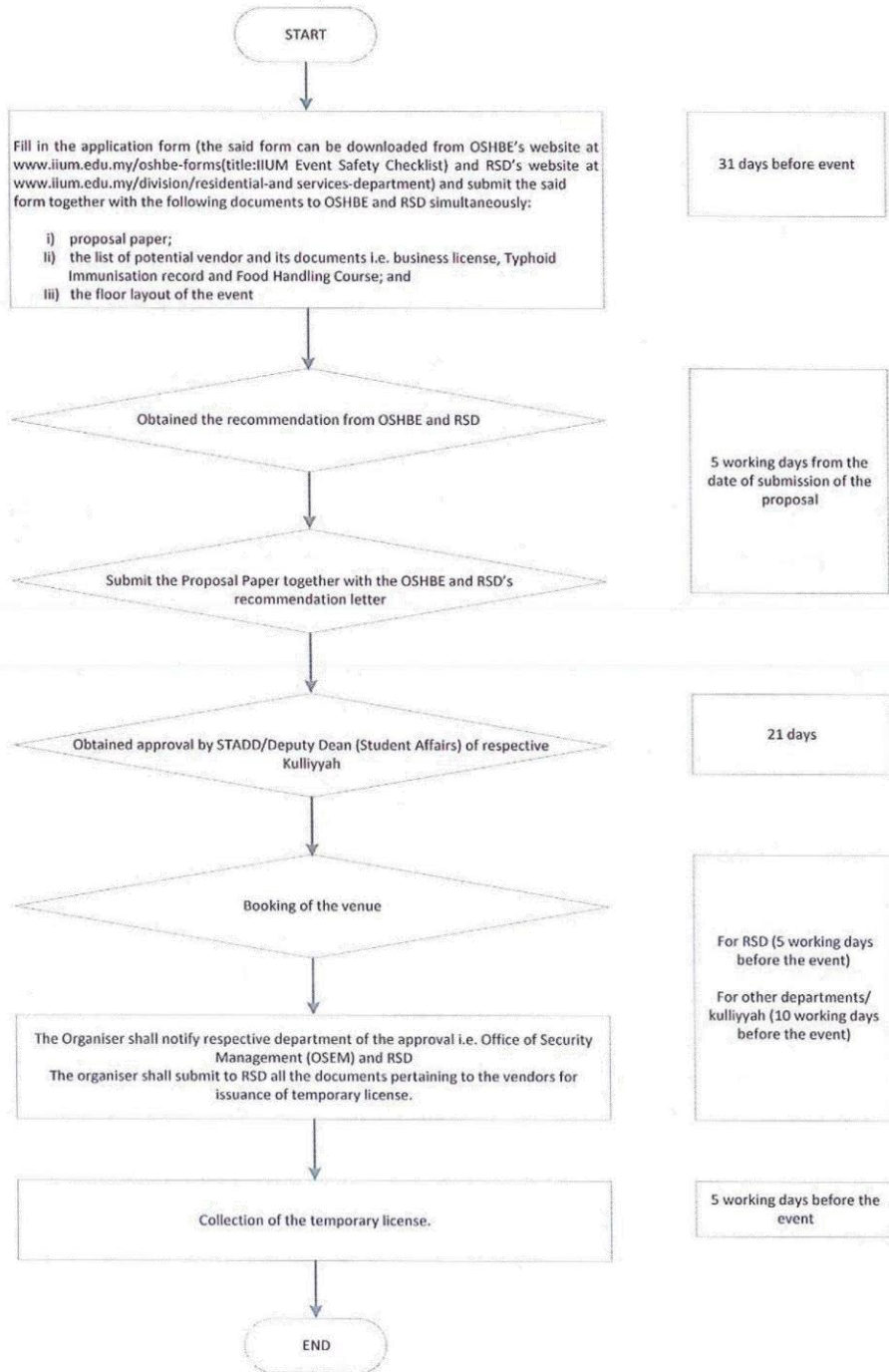
3.8 The Organiser shall be imposed the following fees by the University to cover the cost of utilities, facilities and maintenance:

- i. Food truck : RM300.00 per 3 days.
- ii. Canopy : RM500.00 per 5 days for 10 canopies.

3.9 The Organiser may impose the following minimum rate to the vendors:

- i. Food truck : RM150.00 - RM200.00 per truck/day;

WORK FLOW FOR BAZAAR ACTIVITIES



ATTACHMENT B

GUIDELINES FOR FOOD TRUCKS

1. Food truck load shall not be more than 1 ton only unless with the approval of the RSD.
2. Food truck shall be equipped with generator, fire extinguisher, first aid kit, water filter.
3. The vendors must comply with Food Regulation 1985.
4. The vendors must have a valid business license and it must be displayed together with the temporary license issued by the RSD.
5. The vendors are not allowed to use single-use plastic for food and drinks packaging including plastic fork and spoon.
6. The vendors are not allowed to add extension of the areas i.e. tent, seating [tables and chairs] etc.

GUIDELINES FOR PHYSICAL SAFETY AND HAZARDOUS MATERIAL

The Organizer shall submit the following items with the proposal paper to OSHBE Department:

- i. Organisational Chart - detailing allocation of responsibilities; event organiser, program manager, health officer, fire safety officer etc.
- ii. Details of event - including schedule of activities, details of acts/entertainers, time(s), location(s) etc.
- iii. First Aid Plan- including location of first aid base, details of staff, liaison with local doctor's/health centre/hospital.
- iv. Site Map - a map or site plan of the event showing the location of the event and key facilities and arrangements for the event and described in the details of the event.
- v. Hazardous Material – requirements relating to fire, structural, electrical, gas and chemical safety may apply.
- vi. Communications Plan - showing allocation of radios, mobile phone details of key personnel.
- vii. Committee List- showing adequate numbers of staff/student.
- viii. Duties list- showing details of tasks, locations, and times.
- ix. Crowd Control/Traffic Issues- including crush barriers - numbers and locations
- x. Emergency Plan- evacuation procedures, crowd control arrangements, assembly points.
- xi. Document Management - event files, permit/licences by professional bodies, insurance, HIRARC document, event management structure.

For more information, you may refer to IIUM Event Safety Checklist that can be downloaded via this link <http://www.iium.edu.my/division/oshbe/oshbe-forms> or contact OSHBE Department.

ATTACHMENT D

GUIDELINES OF WASTE DISPOSAL

1. The Organiser shall provide sufficient bins for waste disposal including separated bins for food waste and recycle waste related to the bazaar activities. The Organiser may engage the Facilities Management Services Provider (FMSP) for the cleaning and disposal services at the Organiser's own cost.
2. The Organiser shall ensure waste bins being manage properly.
3. The waste shall be disposed daily and cannot be left overnight at the bazaar site.
4. Recycle waste to be disposed at the Campus Recycling Buy-Back Centre; and the food waste must be taken out from the campus for disposal.

* The scope of the current cleaning services provider excludes cleaning and waste collection related to bazaar activities.

SYARAT-SYARAT PERNIAGAAN BAZAAR DAN TRAK MAKANAN DI IIUM

Peniaga dikehendaki mematuhi peraturan berikut;

1. **WAJIB** berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM).
2. Lesen perniagaan penaja hendaklah sentiasa dipamerkan di gerai atau di trak masing-masing dan lesen tidak boleh diniaga atau digunakan oleh orang lain.
3. **MEROKOK ADALAH DILARANG DI KAWASAN UNIVERSITI.**
4. Mengumpul, mengasing dan mengikat dengan kuat serta menghantar sisa pepejal ke pusat kitar semula IIUM Recycling Buy-Bag Centre.
5. Menjaga keterampilan dan adab berpakaian mengikut Kod Etika Berpakaian IIUM. Sila rujuk lampiran.
6. Peniaga dilarang meletakkan kenderaan yang boleh menyebabkan gangguan/halangan ruang tapak perniagaan dan lalulintas.
7. Peniaga dikehendaki memantau setiap aktiviti pekerja dibawah seliaan.
8. Penambahan struktur binaan sementara seperti tambahan kanvas di tempat perniagaan adalah tidak dibenarkan.
9. Para peniaga bertanggungjawab di atas kebersihan tapak perniagaan; menjual makanan yang selamat dan memastikan tiada unsur-unsur keracunan makanan.
10. Para peniaga wajib menggunakan plastik biodegradasi dan tidak menggunakan plastik pakai buang.
11. Memastikan barangan jualan adalah dari sumber yang HALAL.
12. Bertanggungjawab sepenuhnya atas risiko barangan jualan dan memastikan barang jualan selamat untuk dimakan atau digunakan serta menjaga mutu barangan jualan.
13. Ruang tapak jualan terhad kepada tapak yang diluluskan oleh pihak Universiti sahaja. Penggunaan ruang meletak kereta tidak boleh digunakan sebagai tapak jualan kerana ia menghalang laluan.
14. Pemunggahan barang perniagaan di tempat yang disediakan hendaklah tidak melebihi 15 minit.
15. Peniaga tidak dibenarkan membawa kanak-kanak di tempat perniagaan.
16. Peniaga tidak dibenarkan membuat penyambungan pendawaian elektrik sewenang-wenangnya.
17. Peniaga dikehendaki memberhentikan operasi jualan untuk sementara pada waktu solat dan solat jumaat.

PENGENDALI MAKANAN

18. Muatan trak makanan yang dibenarkan adalah 1 tan sahaja dan wajib mendapat kelulusan pejabat Residential and Services Department.
19. Trak makanan wajib mempunyai penjana tenaga elektrik, alat pemadam api, kit pertolongan cemas dan penapis air.
20. Peniaga dan pekerja **WAJIB** mempunyai suntikan tifoid yang diiktiraf oleh Kementerian Kesihatan Malaysia dan sentiasa memakai kad pengendalian makanan semasa waktu perniagaan.
21. Peniaga wajib mematuhi Peraturan Makanan 1985 dan Akta Makanan 1983.
22. Pengendali makanan hendaklah memakai topi, apron, sarung tangan plastik dan memakai kasut bertutup.
23. Peniaga dikehendaki memberhentikan operasi jualan untuk sementara pada waktu solat dan solat jumaat.
24. Menjaga keterampilan dan adab berpakaian mengikut Kod Etika Berpakaian IIUM. Sila rujuk lempira
25. Penyediaan makanan adalah dihadkan di dalam trak makanan sahaja.
26. Kebersihan diri hendaklah sentiasa dijaga. Kuku hendaklah sentiasa pendek dan bersih.
27. **AKTIVITI MEMASAK DI KAWASAN TERBUKA ADALAH TIDAK DIBENARKAN.**
28. Penggunaan bekas makanan POLISTERIN adalah **TIDAK DIBENARKAN DI DALAM UNIVERSITI.**

29. Peniaga wajib menggunakan bekas plastik dan plastik pembungkus makanan biodegradasi (plastik sekali guna adalah tidak dibenarkan sama sekali).
30. Peniaga tidak dibenarkan menggunakan plastik pakai buang untuk membungkus makanan dan minuman termasuk sudu dan garpu plastik.
31. Peniaga tidak dibenarkan membuat penambahan di ruang perniagaan yang telah diluluskan contoh; kanopi, kerusi dan meja dan lain-lain.
32. Peniaga dikehendaki menyediakan tong dan plastik sampah serta mengasingkan sisa makanan dan sisa pepejal. Sisa makanan hendaklah dibawa keluar dari kawasan kampus manakala sisa pepejal boleh dihantar ke pusat kitar semula IUM Recycling Buy-Bag Centre.
33. Peniaga trak makanan dikehendaki menggunakan penjana tenaga elektrik (*generator*) sendiri. Penggunaan sumber elektrik dari Universiti adalah tidak dibenarkan.
34. Peniaga minuman tidak dibenarkan menggunakan bekas minuman dan pembungkus plastik pakai buang. Pengguna dikehendaki membawa bekas minuman sendiri. Walaubagaimanapun peniaga dibenarkan menjual bekas minuman.

KEGAGALAN MEMATUHI SYARAT-SYARAT DI ATAS PIHAK UNIVERSITI BERHAK MENUTUP OPERASI
TUAN/PUAN SECARA SERTA MERTA ATAU MENGENAKAN PENALTI

Diterima Oleh;

Disahkan Oleh;

Nama:
Tarikh:

Nama:
Tarikh:

PANDUAN/ ADAB BERPAKAIAN

 <p>KESALAHAN GAMBAR A</p> <ul style="list-style-type: none"> ● Kain yang dipakai terlalu singkat. <p>Menurut riwayat Imam Tarmizi dan Nasa'i, dari Ummu Salamah r.a. "Ya Rasulullah, bagaimana perempuan akan berbuat kain-kain mereka yang sebelah bawah?" Sabda Rasulullah S.A.W: "hendaklah mereka memanjangkan barang sejenak dan janganlah menambahkan lagi keatasnya".</p>	 <p>KESALAHAN GAMBAR C</p> <ul style="list-style-type: none"> ● Tudung tidak menutupi dada. ● Lengan blaus pendek. ● Tidak bersarung kaki. ● Kain yang dipakai terlalu singkat. <p>"Sesungguhnya, sebilangan ahli neraka ialah perempuan-perempuan yang berpakaian yang berpakaian tetapi yang telanjang yang condong pada maksiat dan menarik orang lain untuk melakukan makiat. Mereka tidak akan masuk syurga dan tidak akan mencium baunya". Riwayat Bukhari Dan Muslim</p>	 <p>KESALAHAN GAMBAR E</p> <ul style="list-style-type: none"> ● Tudung tidak menutupi dada. ● Tidak bersarung kaki. ● Pakaian ketat menampakkan susuk tubuh. ● Blaus yang dipakai singkat. <p>"Katakanlah kepada perempuan-perempuan yang beriman; hendaklah mereka merendahkan pandangan mereka dan menjaga kehormatan mereka..." Surah An Nur, ayat 31</p>
<p>KESALAHAN GAMBAR B</p> <ul style="list-style-type: none"> ● Tudung tidak menutupi dada. <p>Allah S.W.T. berfirman dalam Surah An Nur, ayat 31 bermaksud: "...hendaklah mereka tutupkan tudung (selendang) mereka ke leher dan ke dada mereka..."</p> 	<p>KESALAHAN GAMBAR D</p> <ul style="list-style-type: none"> ● Pakaian ketat dan menampakkan susuk tubuh. <p>Rasulullah bersabda; yang bermaksud: "...hendaklah kamu meminjamkan dia baju yang panjang dan longgar itu."</p> <ul style="list-style-type: none"> ● Solokan yang jelas dijahat (lipstik) <p>Allah S.W.T. berfirman dalam Surah Al 'Araf; ayat 31, bermaksud: "...pakailah perhiasamu pada setiap waktu sembahyang, Makanlah dan minumlah dan jangan melampaui batasan."</p> 	<p>KESALAHAN GAMBAR F</p> <ul style="list-style-type: none"> ● Lengan blaus pendek. ● Tidak bersarung kaki. ● Kain yang dipakai berbelah di depan (Silit) <p>"Barang siapa yang memakai pakaian yang menjolok mata, maka Allah S.W.T. akan memberikan pakaian kehinaan di hari akhirat nanti." Riwayat Ahmad, Abu Daud, An Nasa'i dan Ibn Majah</p> 



RESIDENTIAL AND SERVICES DEPARTMENT
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

STUDENT BAZAAR FORM

(Please fill in the form)

1. PROGRAMME

- i. Name of Programme :
- ii. Name of Organiser/s :
- iii. Date of Programme :
- iv. Operation Time :
- v. Programme Manager : Matric No.:
- vi. Contact No. : Email.....

2. TYPE OF BUSINESS

- i. Proposed Venue : (Please tick (✓))

Convest Hill

Junction 8 (parking)
(Junction to Mahallah Aminah & Hafsa)

Others: specify.....

ii. List of business:

Tick (✓)	Type of Business	Details product	Total Unit
	Food Truck		
	IT Gadgets		
	Apparels		
	Souvenir		
	Cakes & Confectioneries		
	Titbits/Snack		
	Drink bottled/canned		
	Others:		

**Convst Hill: 10 non food stalls and 10 food trucks ONLY*

**Junction 8: Maximum 8 food trucks ONLY*

3. **RECOMMENDATION**

i. **ADVISOR/ COORDINATOR**

Remarks:

Signature and stamp :

Date :

ii. **DIRECTOR/ DEPUTY DIRECTOR OF RESIDENTIAL AND SERVICES DEPARTMENT**

Remarks:

Signature and stamp :

Date :

Notes:

**** Recommendation of Student Bazaar shall be obtained prior to the submission of programme proposal.**

**** Payment shall be made seven (7) days to IIUM Operating Account (Bank Muamalat Malaysia Berhad 1407-0000004-714-6) prior to the programe.**



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بُونْدُوكُومَلِيْمَا
Center of Knowledge and Values

LEADING THE WAY
KUALITI - AMANAH - IZZA - FAUZHATI EL-ILAMIN

SUSTAINABILITY INSTITUTION OF THE YEAR

Our reference IIUM 205/10/4/1
Date: 22 July 2022

All Deans/ Directors
Kulliyahs/Centre/Division/Institute/Mahallah
International Islamic University Malaysia

Dear YBhg Dato'/Prof./Dr/ Sir/Madam

Assalamualaikum wrt wbt

FINANCE CIRCULAR NO 1/2022

**ADOPTION OF TREASURY CIRCULAR PB3.1
GUIDELINES ON PUBLIC EXPENDITURE SAVINGS**

1.0 OBJECTIVE

This circular is to inform all Deans / Directors and all staff on the adoption of Treasury Circular PB3.1 pertaining to Guidelines on Public Expenditure Savings.

2.0 GUIDELINES

2.1 The Ministry of Finance has issued a Treasury Circular PB3.1 effective 15th July 2022 pertaining to measures to save on public expenditure to be applied by all government agencies including companies limited by guarantee (CLBG). Among others, the measures include the following:

	Expenditure	Measures
1	Operating Expenditure	<p>Ministry of Finance will make a budget sanction of at least 5% from the remaining balance of the 2022 operating budget allocation to all Government agencies.</p> <p>Any new program or activities will be funded from the existing allocation or through "trade-off" or abolishment of programs that do not bring significant impact to the Government</p>
2	Human Resource Management	<p>Human resource management must be creative and innovative to achieve high productivity in order to optimize public expenditure.</p> <p>New posts are not allowed except through trade-off or redeployment with no additional financial implications.</p>

	Expenditure	Measures
		<p>Creation of new posts for critical positions such as in education, health, safety, enforcement and revenue collection will be done under strict control.</p> <p>Vacant posts which are unfilled for more than 2 years will be abolished.</p> <p>Appointment of new contract officer under Code OS29000 is disallowed except for replacement or renewal of contract.</p>
3	Restructuring of Organisation	<p>Organizational restructuring is permissible if it improves service delivery and is done without any additional posts or financial implications</p> <p>Restructuring of organization should focus on reducing duplication of functions.</p> <p>Establishment of a new entity is prohibited.</p>
4	Overtime claim	<p>Overtime expenses should be strictly controlled.</p> <p>Overtime assignment must be issued in writing prior to its execution, after the supervisor is satisfied that such assignment is necessary.</p>
5	Official Travel	<p>Official local travel is only allowed in situation where it is really necessary with minimal number of staff and most economical travelling means.</p> <p>Officers are permitted to purchase their own airtickets from airlines or travel agents which offers lowest in price and high savings.</p> <p>All officers irrespective of salary grades are to travel using economy class</p>
6	Overseas Travel	<p>Overseas travel is only permitted for scheduled meetings/negotiations or conferences that have already been budgetted for and that will give significant impact to national interest.</p> <p>Meetings or conferences are encouraged to be conducted online.</p> <p>Number of officers allowed for official overseas travel:</p> <ul style="list-style-type: none"> i. 2 officers for countries that have Malaysian consulates / representative office ii. 3 officers for countries that do not have Malaysian representative office.

	Expenditure	Measures
		<p>Maximum frequency of overseas travel for official duty:</p> <ul style="list-style-type: none"> i. 3 times for Head of Agency ii. 2 times for other officers <p>Attending trainings/courses abroad should be through online unless:</p> <ul style="list-style-type: none"> i. Technical / specialty trainings limited to 1 officer once in a year ii. Training is fully sponsored by the organiser iii. No financial implication to the government. An officer is not allowed to claim any differences between his/her eligibility and facilities provided by organiser. <p>Officer should make online reservation for accommodation abroad at the most economical cost.</p>
7	Consumable and utility expenses	<p>All departments must make efforts to conserve water and energy and to ensure consumable item are used optimally.</p> <p>Shared services such as photocopy and printing are encouraged among departments.</p>
8	Rental for Office Space/ Equipment	Rental for new spaces, additional spaces or office renovations including adding on new office equipment are prohibited. Only extensions of rental for office equipment are allowed provided that there are no additional items.
9	Procurement of New Asset	To withhold all purchases of new assets such as furniture, car and other fittings unless special approval is obtained by Ministry of Finance.
10	Organising Official Events / Meetings / Seminars / Conferences	<p>To limit organizing of official events / meetings/ seminars/ conferences.</p> <p>Launching gimmicks are to be sourced internally.</p> <p>Gifts / souvenirs to guests are limited to local crafts or local products or University own products.</p>
11	Promotions and Campaigns	<p>Departments are encouraged to conduct promotions and campaigns via online.</p> <p>Campaigns and promotions must bring impact and returns to the Government.</p>
12	Capital Expenditure	<p>To postpone and review projects that have yet to commence.</p> <p>Departments must closely monitor projects to avoid variation orders (VO). If variation order has to be incurred, the VO will be covered using the savings of IIUM.</p>

	Expenditure	Measures
		Purchase of new and imported goods are not allowed unless they are not available locally and have obtained approval from Ministry of Finance.


3.0 In relation to the above cost savings measures, we would also like to refer to our letter on Approved Operating Budget Distribution for Year 2022 dated 28th December 2021 where we have also outlined measures on prudent spending.

We seek your understanding and cooperation to observe and implement the above austerity measures to enable our University to tide over our current budget constraints and sustain financially.

Thank you. *Wassalam*.

"LEADING THE WAY"

Yours sincerely,



NAAIMAN AHMAD RADZI
Executive Director
Finance Division
International Islamic University Malaysia

FINANCE DIVISION CIRCULAR NO. 5/2010 (RATE FOR REFRESHMENT)



(Company No. 101067-P)

IIUM/205/BDGT/G/4/1/1

18 November 2019

All Deans / Directors / Chief Librarian
Kulliyahs / Centres / Divisions / Institutes / Library / Office
International Islamic University Malaysia

FINANCE DIVISION CIRCULAR NO. 2 YEAR 2019

NEW GUIDELINES ON STANDARD RATE FOR REFRESHMENT
(MEETING/WORKSHOP/OTHER FUNCTIONS)

1.0 OBJECTIVE

- 1.1 The objective of this Circular is to inform all Deans / Directors / Chief Librarian and all staff of the International Islamic University Malaysia on the decision made by the Budget Committee No.03/2019 dated 6th November 2019 pertaining to the revision of Guideline on Standard Rate for Refreshment.

2.0 BACKGROUND

- 2.1 The Finance Division had issued its circular no.5 year 2010 on "Guideline on Standard Rate for Refreshment" dated 20th October 2010 as follows:

Description	Breakfast	Lunch	Tea
Internal Meeting (within IIUM Community)	3.00	5.00	3.00
External Meeting (with outsider/guest)	5.00	10.00	5.00

Description	Breakfast	Lunch	Tea
Seminar/Workshop/Course (Internal)	5.00	10.00	5.00
Seminar/Workshop/Course (External)	It is recommended that the programme is being held internally, except with the approval by the higher authority.		
Opening Ceremony (Non-VIP)	7.00	10.00	7.00
Opening Ceremony (VIP)	RM50 (Including Breakfast & Lunch)		
Exam Assistance	RM7.00 per day		
Other function deems required due to occasion. eg. Retirement of staff, appreciation lunch etc.	RM15 per head		

- 2.2 Based on the analysis of current expenditure and due to rising cost from the food provider, the existing rate is no longer able to cover charges by the food operators for meetings and other occasion. Therefore, the Budget Committee no.03/2019 has decided on the new rates as follows:

No.	Type of Function	Rate (RM)	Remarks
1	Meetings/Briefing/Discussion (Internal) * For duration of 2 Hours and above	5.00	Breakfast/Lunch/Tea Break (either one)
2	Meeting with External Parties	7.00 10.00 5.00	Breakfast Lunch/Dinner Tea Break
3	Workshop	20.00	Lunch & 2 Tea Break
4	Other Functions	Rate will be based on proposal approved by the University Authorities	
5	Staff Retirement	RM15.00 per head	

3.0 IMPLEMENTATION

- 3.1 The effective date of the implementation of new Guideline on Standard Rate for Refreshment is on 1st January 2020.

3.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the Circular and extend the information to all staff members at the respective Kulliyahs / Centres / Divisions / Institutes / Library / Office

Your cooperation in the implementation of the Guideline on Standard Rate for Refreshment is highly appreciated.

Thank you.



DATO' HJ. AHMAD ZAILAN BIN SHAARI
Executive Director
Finance Division

c.c. Prof. Emeritus Tan Sri Dato' Dzulkifli Abdul Razak
Rector

Prof. Dr. Isarji Haji Sarudin
Deputy Rector (Academic & Industrial Linkages)

Prof. Dr. Ahmad Hafiz Zulkifly
Deputy Rector (Research and Innovation)

Assoc. Prof. Dr. Zulkifli Hasan
Deputy Rector (Student Affairs & Alumni)

Prof. Dr. Nor Faridah Abdul Manaf
Deputy Rector (Internationalisation & Global Network)

Dato' Abdul Rahim Ahmad
Executive Director, Management Services Division

Dato' Haji Wan Mohd Hilmi Wan Kamal
Executive Director, Development Division & Planning

YM. Raja Badrol Hisham Raja Mohd. Ali
Legal Adviser, Office of Legal Adviser

Prof. Dr. Kamaruzzaman Yunus
Campus Director, HUM Kuantan

☐
☐



GUIDELINES ON MURAL PAINTING

A. PRELIMINARY CONDITIONS

1. Proposal for Mural Painting to be submitted to the Development Division for preliminary approval. The proposal shall include the followings:
 - a) Recommendation from the Dean/Director/Principal of Mahallah and RSD (whichever relevant)
 - b) Written permission from the relevant building owner (K/C/D/I/O)
 - c) Proposed artwork design
 - d) Proposed location
 - e) Work programme
 - f) Method of statement
 - g) List of team members
2. For prominent area, the artwork design must be approved by the University Management Committee.

B. GUIDELINES

1. This guideline shall be read together with the Guidelines for Repainting Works outlined by the Development Division, IIUM.

B1. Location

1. The location where murals to be painted/displayed should:
 - i) Enhance the overall environment and pedestrian streetscape experience
 - ii) Create a place of congregation and activity
 - iii) Not become a visual distraction
 - iv) Not disrupts the site's landscaping
 - v) Save and free from potential maintenance problems
 - vi) Free from any water seepage from roof or ground level
 - vii) Should not overwhelm the adjacent architecture or become a visual distraction

B2. Theme / Design Criteria

1. Should have artistic and aesthetic value, creative and quality
2. Designs must be scaled to fit the proportions of the location
3. The mural concept must be appropriate for the location
4. Colours should be complimentary and harmonious with the exterior colours of the building structure as well as consistent with the chosen theme
5. Neon, fluorescent, or reflective type colours are prohibited

6. No logos or slogans link to advertisements
7. Should not touch on sensitive issues like race and religion
8. No overly complicated designs that may confuse the community
9. Should not destroy the building walls or structure
10. Should not involve structure / sculpture and any art in the form of 3 dimensions (3D)
11. Materials used must be long-lasting and graffiti resistant to the greatest extent possible
12. Maintain safety aspects at all times

C. UPON COMPLETION

1. All paint marks left on other surfaces shall be removed and cleaned by the applicants.
2. Any stain or marking on finished paintwork shall be removed and touched up by the applicants.
3. The Development Division to be notified upon completion for inspection and all works carried out shall be to the satisfaction of the Development Division.

Development Division
International Islamic University Malaysia
9th February 2021



IIUM COMMUNITY GARDEN GUIDELINES

INTRODUCTION:

This IIUM Community Garden Guidelines were created to serve as a reference for IIUM communities to plan and propose any type of community garden activity to be carried out on IIUM campuses. This document outlines the basic technical requirements for community gardens to be operated or operating on IIUM campuses. It is also intended to inform and assist IIUM community to better understand design considerations for the development of a community garden. It outlines the minimum requirements for community garden as well as provide other considerations that would further support the operation of community garden activities on IIUM campuses.

This document outlines site selection, garden types, plant types, infrastructure components and garden management considerations.

This document is a basis for Development Division to evaluate community garden proposals submitted for approval. Other components that are not specified in this document are subject to interpretation and discretion of the Development Division.

DEFINITION OF COMMUNITY GARDEN

A community garden is a shared, semi-public space where people get together to share the effort of cultivating a garden for the purpose of growing fruits, vegetables, or flowers, among other things. There can be major variations in the way each community garden is set up and maintained. The gardens give a variety of benefits to the surrounding community as well as the environment. They provide opportunities for engaging with healthy outdoor activities and healthier food choices to the communities.

Community gardening is a benefit-sharing activity through collaborative engagement. The following are among the benefits that can be derived from the activity:

a. Beautifying the University

Vacant area could be utilised to create a community garden. A well-planned community garden has the potential to transform formerly vacant ground into a lush green plant-filled environment. It may transform an area into an attractive garden that may enhance and improve the university's ambiance.

b. Fresh and Healthy Produce

Through healthy and responsible gardening practices, the community garden can provide healthy, fresh, and nutritious produce to the IIUM community.

c. Cleaner Environment

A community garden may integrate composting activities, converting plant waste such as leaves and tree trimmings into valuable fertiliser that can contribute to a cleaner environment.

d. Healthy Lifestyle

Community gardening provides an opportunity for the IIUM community to get some fresh air and healthy outdoor exercise. Additionally, they provide an enjoyable retreat and aid in stress relief after a long day at work.

e. Stronger Sense of Community

Sharing a community garden offers the IIUM community a chance to communicate with each other. People who participate frequently feel more personally connected to their communities, developing a sense of ownership and community spirit.

f. Educational Opportunities

Participating in a community garden provides an essential introduction to environmental issues, work skills, and business principles for the IIUM community.

CATEGORY OF COMMUNITY GARDEN AREA

There are several categories of areas that might be considered for community gardens activities.

a. Building Courtyard

A building courtyard or court is a circumscribed space open to the sky, and the area is often enclosed with a building or complex.

b. Building Perimeter

Building perimeter refers to the green spaces surrounding the building.

c. Building Corridor

A building corridor refers to a corridor or hallway of the building.

d. IIUM Green Space

Any other green areas that are deemed suitable to be used for community garden activities.

TYPE OF GARDEN

There are several types of garden that could be considered to be carried out. Each type has its own significance, characteristics, and approach.

a. Hydroponic

Hydroponics is defined as "the cultivation of plants in water." It is a method of growing plants in the absence of soil. The roots acquire balanced nutrients dissolved in water that meet all of the plant's developmental requirements with this method. It also referred to as soilless plant cultivation.

b. Potted Garden

Pots come in a range of materials. Terracotta or plastic pots would work equally well. Alternatively, a bushel basket, a wooden box, or a recycled container can be used. Potted gardens have commonly opted for paved areas.

c. Raise Ground Bedding

Raise ground bedding is the term used to describe the temporary planting of fast-growing plants in flower beds to produce vibrant, seasonal displays. Annuals, biennials, delicate perennials, and succulents are the most often planted plants in beds. It is easily constructed by producing flap-topped mounds that are typically six to eight inches high.

d. Framed Bedding/Supported Raise Bedding

Frame bedding refers to freestanding beds constructed above the natural ground. The planting area is raised above the existing soil level and usually enclosed within a structure to form a planting bed. A framework of wood, stone, brick, or plastic can be used to make this elevated bed.

e. Polly Bag

Polly bags are adaptable, simple to manage, and appropriate for use in a variety of settings.

f. Trellis and Support

There are different types of trellises or support that can be used to grow vegetables vertically such as bamboo, timber, metal, wire mesh, wire rope, or other suitable materials.

g. Green House

A green house is a structure with walls and a roof made of transparent materials such as plastic or glass which houses plants that require regulated climate conditions to grow.

h. Aquaponic

Aquaponics is a method of cultivating fish and vegetables that is both sustainable and environmentally friendly. This method of agriculture is capable of producing significantly more food with significantly less water, land, and labour than traditional agriculture.

i. Fishpond

A fishpond is a controlled pond that has been stocked with fish for the purpose of aquaculture and fish farming.

j. Bees Farming

Bee farming or apiculture is the practice of maintaining bee colonies, most typically in man-made hives. This farming is done to raise bees for the purpose of collecting honey and other goods produced by the hive such as beeswax, propolis, flower pollen, bee pollen, royal jelly, and pollinating crops.

IMPLEMENTATION GUIDELINES

This section discusses the implementation guidelines for the IIUM community garden.

PROPOSED SITE LOCATION

The proposed site location refers to the area selected for gardening activity on IIUM campuses. Applicants shall submit the proposal for the selected area to the Development Division for approval at least one month before the gardening activity is targeted to begin. Areas within IIUM campuses shall not be used for community garden without the Development Division's approval.

The submission of the proposed site area shall include, but not limited to, the following items:

- a. Key plan showing the proposed site's location on a printed IIUM master plan or GoogleMap of IIUM.
- b. Demarcation of the gardening area at 1:100 scale
- c. Category of the garden area

COMMUNITY GARDEN ACTIVITIES

The community garden refers to gardening activities conducted by a group of IIUM staff or students or by any organisation or communities approved by the University. The community garden's activities include propagating appropriate vegetables and herbs, maintaining the plants, harvesting and selling the produce, and clearing and rehabilitating the areas. Community gardening activities shall not be undertaken without the Development Division's approval.

SELECTION OF PLANTS

Plant selection for gardening activities is limited to vegetables and herbs that are suitable for the proposed gardening areas described above. However, any species deemed suitable for the location may be proposed for approval from the Development Division.

SOURCE OF WATER

There are three sources of water that could be used to irrigate the gardens.

a. Natural Resources

Streams, rivers, lakes, and ponds are natural water resources that are dependent on runoff from surrounding land. Electrical or engine water pumps can be used to transfer water to the gardening area for irrigation.

b. Rainwater Harvesting

Rainwater can be collected directly from building roofs or open areas and stored in a concrete cistern, fiberglass or polyethylene tank, water silo, or other holding tanks. Harvested rainwater can be utilised only for irrigation and gardening purposes.

c. Municipal Water

Municipal water refers to the current water supply to IIUM's facilities. Rubber hoses or other suitable materials can be used to transfer water to gardening areas for irrigation. Permanent water piping tapping shall not be permitted without the Development Division's consent.

IRRIGATION SYSTEM

There are three types of irrigation systems that can be considered for the IIUM community garden.

a. Water Tap

Water tap refers to any existing water tap point located within the buildings, or to any water tap located within the IIUM green area. Water can be transported to planting areas using a rubber hose or any other suitable material. The extension of a new water tap shall not be permitted without the Development Division's approval.

b. Drip

Water drip irrigation systems can be used by using water from the building's water supply, water harvesting, or natural resources. An electrical pumping system for water drip irrigation system is allowed to be used at the gardening areas within the building courtyards and building perimeters. Engine pumping system can be used at other IIUM green areas.

c. Sprinkler

A sprinkler irrigation system can be used in a suitable IIUM green area. The water spreading radius of the sprinkler shall not exceed beyond gardening areas. Sprinkler systems are not allowed to be used for gardening areas within building courtyards and building perimeters.

FERTILISER

Three types of fertiliser are recommended to be used for the community garden.

a. Organic

Organic fertilisers can be used for gardening activities within a suitable amount. The application of organic fertiliser at the building courtyard and building perimeter areas shall be controlled to avoid unpleasant odour to the areas.

b. Inorganic

Inorganic fertilisers include urea, ammonium sulphate, calcium ammonium nitrate, phosphate rock, superphosphates, ammonium phosphate, potassium chloride, potassium sulphate, and compound fertilisers such as NPK, NP, and PK. The use of inorganic fertilisers should be kept to a minimum and according to proper usage to avoid runoff that could pollute the environment. Gardening activities conducted in areas other than building courtyards and perimeters are encouraged to use organic fertiliser whenever possible.

c. Compost Waste

Gardening activities are encouraged to use organic waste compost from natural or mechanical composting processes, such as leaves and vegetable scraps, in order to move ahead toward more natural and healthy food production methods.

GARDEN BUILT STRUCTURE

Garden-built structure refers to any new structures that are being built for gardening reasons. No structure of any kind shall be erected without the Development Division's prior approval. Among the structures that are frequently used for gardening purposes are the following:

- a. Water tank
- b. Storage building
- c. Green house.

GARDEN MANAGEMENT

Gardening activities shall be conducted and managed by a group of IIUM staff or students, or by any organisation or communities, or a combination of groups, approved by the University. This group shall be referred to as Garden Development Team. Individuals are not allowed to engage in any gardening activity on the IIUM campuses.

Garden Development Team approved by the University is responsible for its gardening activities such as site preparation, plant propagation, harvesting produce, maintaining the area in the best possible condition, replanting, and rehabilitating the area if the group decided to discontinue the activities.

Prior to the initiation of any gardening activity on IIUM campuses, proposals for gardening activities shall be submitted to the Development Division for approval. At all times, Garden Development Team shall ensure that its activities will not have a negative impact on the IIUM campus's environment or community. Garden Development Team shall take all reasonable measures to ensure that gardening activities are kept tidy and will not degrade the areas' aesthetic views.

The Development Division may at any time issue a Stop Work Order should the gardening operations do not adhere to the approved proposal or for any other reason stated by the University. Every six months, the gardening group shall submit an activity report to the Development Division for record-keeping and monitoring purposes.

COST IMPLICATION

All the cost of developing and constructing the garden including all services and infrastructures in conformance with the approved proposal shall be borne by the Garden Development Team. The cost shall include labour, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution, completion, and operation of the garden, whether temporary or permanent and whether or not incorporated or to be incorporated in the garden project.

PROCEDURE FOR COMMUNITY GARDEN DEVELOPMENT

All community garden activities shall obtain approval from the Development Division prior to commencement on site. Proposed activities shall be submitted to the Development Division at least one month before the activities targeted to take place.

A proposal for approval shall be submitted by a group of at least five members from the staff or students of the IIUM, or from any organisation or communities approved by the University.

The IIUM Community Garden Evaluation Team will evaluate applications based on the following criteria:

- a. Site selection
- b. Type of garden
- c. Type of plants
- d. Built structure (if any)
- e. Watering/irrigation method
- f. Fertilising
- g. Garden management and maintenance strategy
- h. Rehabilitation strategy

Once the applications have been reviewed and evaluated, the Development Division will notify and provide feedback to the proposed community garden applicants. The Development Division will grant permission to operate the community garden, which will be reviewed annually.

All applications will be reviewed and evaluated, and decisions and feedbacks will be conveyed to applicants within a month from the date of the applications received by Development Division.

SOLICIT FUNDS AND SPONSORSHIP FROM PUBLIC

Policy No: 2.3

Version No: 01
Revision No: 01

**PROCEDURE TO
SOLICIT FUNDS AND
SPONSORSHIP FROM
PUBLIC**

OBJECTIVE

The purpose of this policy is to describe procedure to solicit funds and sponsorship from the public.

POLICY STATEMENT

It is the University intention to encourage and finance programs and activities organized by staff and students, provided these activities have secured approval from the relevant University's authorities prior to their implementation.

Some of the programs and activities would require additional fund in addition to the fund allocated by the University. Under normal circumstances, the additional fund is obtainable in the form of monetary and in kind from external parties.

PROCEDURES TO SOLICIT FUND

Soliciting of fund and seeking of sponsorship activities from the public must follow certain procedures to prevent any intention of obtaining "personal gain" from the activities.

The solicitation letters of funds and sponsorships for different approved programs and activities must be authorized as follows

No	Program Organizer	Solicitation Letter's Signatories
1.	University	Rector/ Deputy Rectors
2.	Kulliyyah/ Centre/ Division	Executive Director/ Dean/ Director
3.	Student Societies/ Mahallah	Respective Director under the Office of Deputy Rector (Student Affairs & Alumni)

No	Program Organizer	Solicitation Letter's Signatories
4	Student Societies- under Kulliyah/ Centre	Dean/ Director/ Deputy Dean Student Affairs

The soliciting of fund and seeking of sponsorship activities must not incorporate elements of coercion, suspicion, unwillingness or burden to any parties so that such activities would tarnish the good image of the University. In addition, the monetary amount of contribution and the frequency of contribution received from the public should also be taken into account as they may indirectly invite negative perceptions among the public.

During the process of soliciting of funds and sponsorships, the program organizers are strictly prohibited to direct such request of funds to individuals, companies, organizations or any parties that are in the process of bidding for the IIUM tenders, quotations and contracts.

A tax exemption receipt must be issued to the donors to acknowledge the receipt of funds and sponsorships. However, the issuance of the tax exemption receipt is restricted to monetary contribution only.

All donations and sponsorships for approved programs and activities must be in the form of crossed cheque/ banker's draft/ postal order/ money order made payable to "Finance Director International Islamic University Malaysia" which thereafter will be deposited into the University's bank account. The amount received will be recorded in the respective cost centre's trust accounts.

The donations and sponsorships received must be utilized solely for the approved programs and activities and it is the responsibility of the respective Kulliyah's/ Centres/ Divisions to prepare a proper financial report for the purpose of keeping track of cash inflow and cash outflow of the trust funds.

In order to ensure the good "Islamic" image of the University, the soliciting of fund and seeking of sponsorship activities must not be channeled to controversial companies and organizations such as gambling or liquor industries.

3) General

- i. Acquired for normal business operations and not for resale
- ii. It is long term in nature
- iii. Have useful lives extending beyond a year and are intended to be used on a continuing basis

(a) **PURCHASE OF FIXED ASSETS**

- Asset may be acquired through a purchase transaction, an exchange transaction and a trade-in transaction
- The cost of fixed assets would normally consist of two components:
 1. Initial Cost
 - The term '*initial cost*' comprise of the '*purchase price*' and any '*directly attributable costs*' of bringing the assets to working condition for its intended use.
 2. Subsequent Expenditure on Assets
 - Subsequent Expenditure on Assets should be capitalized only if they "...increase the future benefits from the existing assets beyond its previously assessed standard of performance"
 - Examples of what constitute "an increase (in) the future benefits" are:
 - An extension in the assets estimated useful life
 - An increase capacity
 - A substantial improvement in the quality of output
 - A reduction in the previously assessed operating costs
- Expenditure for repairs, maintenance or replacement of component part, which merely put the vehicle in the working condition and do not increase the future benefit should be treated as revenue expenditure and charged to operating cost as and when it is incurred

- Renovations and repairs of buildings and facilities, which will prolong the useful life of the asset and is worth RM200,000 and above, will be capitalized.

(b) DETERMINATION OF COST OF FIXED ASSET

- Where the purchase price is not quoted or payable in cash or where there is some difficulty in determining the amount to be treated as cost of the fixed assets purchased, the “cash price equivalent” of the purchase price would be relevant.

10.1.2 INVENTORY

To qualify as inventory, the item must possess the following major characteristics:

1. Purchase value of RM500 and above but less than RM 5,000 with economic life of more than one year is termed as inventory
2. Acquired for normal business operations and not for resale
3. It is long term in nature
4. Have useful lives beyond a year and are intended to be used on a continuing basis
5. It possesses physical substance
6. Any procurement of IT inventory shall be read together with IIUM ICT Policy

All expenditures on inventory should be charged directly to the appropriate expense accounts and will be written off as direct expenditure at the end of the year in the Income and Expenditure Statement

10.1.3 SUPPLIES

Supplies are defined as follows:

- Purchases of an item or items which is meant for office consumption or administrative purposes
- Consumable items for a limited period of time
- Possess estimated useful lives of less than one year
- Do not possess the characteristics of fixed assets and inventories as stipulated above

All expenditures on supplies should be charged directly to the appropriate expense accounts and will be written off as direct expenditures at the end of the year in the Income and Expenditure Statement.

This policy shall be read together with the IIUM Asset Management Policy.



Policy No: 2.1

**COLLECTION
MANAGEMENT**

Version No: 01
Revision No: 01

OBJECTIVE

The purpose of this policy is to describe the collection management system of IIUM.

POLICY STATEMENT

This policy consists of the administrative responsibilities associated with collection management system of IIUM. This includes issuance of invoices and cash collection.

2.1.1 ISSUANCE OF INVOICE

- a. Invoices are to be issued for services rendered and for use of facilities in accordance to the agreed rates and charges upon request made by K/C/D/I/O.
- b. Official receipt must be issued for all collection received at Finance Division or authorized collection centres.
- c. The University may accept the payment by way of cash payment or cheque, Internet Banking Facilities (including credit card/ FPX merchant), Debit Card Machine Collection Terminal and payment at specified bank or any other mode of payment acceptable by the University.

2.1.2 CASH COLLECTION PROCEDURES

- a. Approval For Cash Collection

The centre that necessitate cash collection shall get approval from the Executive Director, Finance Division as follows

- (i) Approval for the centre to collect cash
 - (ii) Approval for the specific personnel who are entrusted to handle cash collection. The Finance Division shall keep record on the approved centre and personnel to collect cash. The Finance Officers are responsible for receipts of monies. Any delegation to other officers must be made in writing.
- b. Record
- (i) Collections will be recorded via receipts issued by centre and kept in custody at the centre. The collection centre must use online receipting system to generate the receipt.
 - (ii) In certain circumstances, the issuance of IIUM manual receipts are allowed. Manual receipts book must be properly kept and can only be used after proper documentation and authorization is given by the Account Unit, Finance Division.
 - (iii) For Online receipting system, the receipt must be printed in a sequence numbering with official logo of International Islamic University Malaysia. Copy of the receipt must be kept for reference.
 - (iv) Official receipts must be issued immediately at the time of transactions as proof of money received. As for non-cash collection received via postal or by courier, the receipts should be issued and sent on the same day. Specific receipts bearing the reference of Income Tax exemption under Section 44(6) must be issued to the donors for cash donation received.
 - (v) No amendments can be made on receipts. Cancelled or damaged receipts must be kept for audit purposes.
 - (vi) Manual receipts must be signed by the authorized officer assigned by Director, Finance Division.

(vii) A Statement of Daily Collection detailing the recipient's name, amount and date received and cheque/ document number must be recorded and the total amount must be reconciled with collections at the end of the day. The statement will be verified by an authorized officer.

c. Custody of receipts

The authorized officer is responsible for the safekeeping of receipts. The loss of receipts must be reported in writing to Director, Finance Division.

d. Custody and deposit of collection

- (i) Cash collections are to be banked in within three (3) working days into IIUM account.
- (ii) All receipts through cheques (i.e. non-cash collections) must be credited to the bank within a week from the date of their receipt.
- (iii) Amounts collected and not banked in into the bank (including cheque/ postal order/ money order), must be kept in a safe cabinet.
- (iv) Any cash collected at collection centre cannot be used or expended for any purpose and no officer is allowed to borrow, advance or change the money received on behalf of the University.