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Version No. : 01

Revision No. : 01

Effective Date : 24 Jan, 2024

Workstation : KSTCL

**KULLIYYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES (PAGOH CAMPUS)**

**PROPOSAL TO ORGANIZE:**

NAME OF THE PROGRAMME

**ORGANIZED BY:**

OFFICE / DEPARTMENT / UNIT / FLAGSHIP

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

1. **INTRODUCTION**

Introduction to the programme

1. **OBJECTIVES** (Objective of your programme)

4. **IMPACT OF THE PROGRAMME (based on IIUM Mission and Vision, Sustainable Development Goals (SDG), Maqasid Shariah, and National Education Philosophy,**

Impact of the programme

1. **DETAILS OF THE PROGRAMME:**

|  |  |
| --- | --- |
| **Date/ Day** | 1st – 7th October 2023 / Sunday-Saturday |
| **Time** | 9:00 am – 12:00 noon |
| **Venue** | Building / Online Platform (for social media, please state your social media account name) |
| **Participants** | Delete the box if not necessary   |  |  | | --- | --- | | **Target participant** | **No.** | | Staff/Students | (insert number) | | VIP |  | | Speaker |  | | Trainer |  | | Public |  | | **Total** |  | |

1. **ORGANIZING COMMITTEE**

**ADVISOR**

Staff Name  
Position

(i.e. Head of Department/Deputy Dean)

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **NAME / EMAIL** | **STAFF NO. /**  **MATRIC NO.** | **PHONE NO.** |
| Programme Manager |  |  |  |
| Assist. Prog. Manager |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Prog. Coordinator |  |  |  |
| Preparation, Technical and Logistics |  |  |  |
| Promotion and Information |  |  |  |
| Facilities and Food |  |  |  |

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

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

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

1. **PROPOSED ACTIVITY**

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

1. **BUDGET IMPLICATION**

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of income** | **Amount (RM)** |
|  | KSTCL Trust Fund (i.e. General/Department/Flagship) |  |
|  | KSTCL Operating Budget |  |
|  | Sponsorship (Attach list of potential companies/ sponsor) |  |
|  | Others (write details) |  |
| **TOTAL** | |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Details** | **Amount (RM)** | **Source of income** |
| 1. | Transportation  Bus/Minibus/Van/MPV/Car |  |  |
| 2. | Honorarium of Speaker  (Refer to MSD Staff Service Circular No. 25/2023: Point 2.3) |  |  |
| 3. | Meal (if any)  *(Breakfast RM5 / Lunch RM8 / Dinner RM8)*  (i.e: RM5 x No. of pax = RM?) |  |  |
| 4. | Preparation & Technical  Write in details |  |  |
| 5. | Printing & Stationeries  Write in details |  |  |
| 6. | Miscellaneous  Write in details |  |  |
| **Total** | |  |  |

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

1. **CONCLUSION**

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

1. **APPROVAL**

|  |  |
| --- | --- |
| Prepared by:  ……….........................................  **Name (Compulsory)**  Secretary/Programme Manager  Date: | Verified by:  ……….........................................  **Name (Compulsory)**  Head of Department/Deputy Dean  Date: |
| Recommended by:  ……….....................................  **DR. RAJA NOOR ASHIKIN RAJA ALIAS**  Senior Deputy Director  Kulliyyah of Sustainable Tourism and Contemporary Languages  Date: | Approved by:  ……….....................................  **ASSOC. PROF. DR. MOHD AZRUL AZLEN ABD HAMID**  Dean  Kulliyyah of Sustainable Tourism and Contemporary Languages  Date: |