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

Impact of the programme

1. **DETAILS OF THE PROGRAMME:**

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

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

 |

1. **ORGANIZING COMMITTEE**

**ADVISOR**

Staff Name
Position

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **NAME / EMAIL** | **STAFF NO. /****MATRIC NO.** | **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  |  |
|  | 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 & StationeriesWrite in details  |  |  |
| 6. | MiscellaneousWrite in details |  |  |
| **Total** |  |  |

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

1. **CONCLUSION**

It is hoped that the approving authority could approve the sum of RM1,000.00 (Ringgit Malaysia One Thousand only**)** toorganize the (name of 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 DeanDate:  |
| Recommended by:……….....................................**DR. RAJA NOOR ASHIKIN RAJA ALIAS** Senior Deputy DirectorKulliyyah of Sustainable Tourism and Contemporary LanguagesDate: | Approved by:……….....................................**ASSOC. PROF. DR. MOHD AZRUL AZLEN ABD HAMID**DeanKulliyyah of Sustainable Tourism and Contemporary LanguagesDate: |