

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

OFFICE OF THE DEPUTY DEAN (ACADEMIC AND INTERNATIONALISATION)

PROPOSAL TO ORGANIZE: NAME OF THE PROGRAMME
ORGANIZED BY:
COURSE NAME, COURSE CODE, (SECTION NO.)

The purpose of the proposal is to highlight and seek approval from the Academic Programme Approval Committee (APAC) members to organize the above programme.

1. INTRODUCTION

Introduction to the programme

2. OBJECTIVES (Objective of your programme)

- a.
- b.

3. IMPACT OF THE PROGRAMME (based on the Course Learning Outcomes)

4. DETAILS OF THE PROGRAMME:

Date/ Day	1 st – 7 th October 2020 / Sunday-Saturday															
Venue	Building / Online Platform (For social media, please state your scal media account name)															
Participants	Delete the box if not necessary															
	<table><tr><th>Target participant</th><th>No.</th></tr><tr><td>Students</td><td>(insert number)</td></tr><tr><td>VIP</td><td></td></tr><tr><td>Speaker</td><td></td></tr><tr><td>Trainer</td><td></td></tr><tr><td>Public</td><td></td></tr><tr><td>Total</td><td></td></tr></table>		Target participant	No.	Students	(insert number)	VIP		Speaker		Trainer		Public		Total	
Target participant	No.															
Students	(insert number)															
VIP																
Speaker																
Trainer																
Public																
Total																

5. ORGANIZING COMMITTEE

LECTURER / ADVISOR

NAME (must be a lecturer/ staff)

POSITION

POSITION	NAME/ EMAIL	MATRIC NO	PHONE NO
PROG. MANAGER			
ASSIST. PROG. MANAGER			
SECRETARY			
TREASURER			
PROG. COORDINATOR			
PREPARATION, TECHNICAL AND LOGISTICS			
PROMOTION AND INFORMATION			
FACILITIES AND FOOD			

6. PROGRAMME SCHEDULE (fill in the details)

TIME	ACTIVITY

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

7. PROPOSED ACTIVITY

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

8. BUDGET IMPLICATION

9.1. Source of income:

No.	Source of income	Amount (RM)
1.	Student Activities Miscellaneous Trust (SMT)	
2.	Student Activities Trust (SAT)	
3.	College Activities Trust (CAT)	
4.	Operating Budget (CLAV)	
5.	Sponsorship (Attach list of potential companies/ sponsor)	
6.	Others (write details)	
TOTAL		

9.2. Proposed Expenses (Delete the box if not necessary)

No.	Detail	Amount (RM)	Source of income
1.	Transportation <i>Bus/Minibus/Van/MPV/Car</i>		Transportation Trust -PG
2.	Meal (if any) <i>(Breakfast RM3 / Lunch RM5 / Dinner RM5)</i> <i>(Ex: RM3 x No. of Pax = RM)</i>		
3.	Preparation & Technical <i>Write in details</i>		
4.	Printing & Stationeries <i>Write in details</i>		
5.	Miscellaneous <i>Write in details</i>		
Total			

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

9. CONCLUSION

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

10. APPROVAL

<p>Prepared by:</p> <p>.....</p> <p>Name (Compulsory) Secretary / Programme Manager</p> <p>Date:</p>	<p>Checked by:</p> <p>.....</p> <p>Name (Compulsory) Advisor</p> <p>Date:</p>
<p>Verified by:</p> <p>.....</p> <p>Name (Compulsory) Head of Department</p> <p>Date:</p>	<p>Approved by:</p> <p>.....</p> <p>Dr. Shahrul Nizam Mohd Basari Chairman APAC</p> <p>Date:</p>