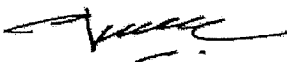
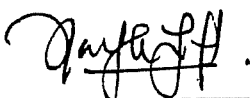

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**TA'ARUF WEEK:
FACE TO
FACE/HYBRID/ONLINE**

PREPARED BY:		APPROVED BY:	
SIGNATURE : 		SIGNATURE : 	
NAME : MOHD SALMEE MOHD SARI		NAME : HAFSAH MOHD YUSOFF	
POSITION : DEPUTY DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION		POSITION : DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION	
DATE : 29/03/2021		DATE : 01/04/2021	
CONTROLLED COPY NO.:			

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1. OBJECTIVES

- 1.1 To ensure the management of registration process and Ta'aruf Week programmes for the new intake students run smoothly and systematically.
- 1.2 To familiarise the new students with the Mission, Vision and aspiration of IIUM
- 1.3 To provide information on rules and regulations as well as procedures of relevant Divisions/Kulliyahs/Centre in the IIUM
- 1.4 To familiarise new students with the physical environment and the facilities available in the campus.
- 1.5 To provide the opportunity for new International students to know Malaysia and other cultures derived from the students of IIUM.
- 1.6 To inculcate the Islamic values and practice amongst students.
- 1.7 To assist new student to assimilate comfortably into the IIUM environment.


2. SCOPE

This procedure is used for Ta'aruf Week programmes for the new intake who will be entering the Kulliyah/Department programme from the registration day.

3. DEFINITION/ABBREVIATION

Definitions: -


- 3.1 Former CFS : Student who registered at the IIUM Main Campus after completing their foundation courses at the Centre for Foundation Studies IIUM
- 3.2 Direct Intake : Student who register at IIUM Main Campus without taking foundation courses at the Centre for Foundation Studies IIUM

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- 3.3 International Students : Student with other Nationality/Non-Malaysian
- 3.4 Bai'ah : Pledge by reciting the IIUM Student's Oath.
- 3.5 Senate Members : Senior academicians and administrative heads of faculties, institutions and academic service centres of the University as mentioned in the Memorandum and Articles of Association of IIUM.


Abbreviations:

- 3.6 STADD : Student Affairs and Development Division
- 3.7 AMAD : Academic Management and Admission Division
- 3.8 SC : Steering Committee
- 3.9 C : Chairman
- 3.10 DC : Deputy Chairman
- 3.11 PM : Programme Manager
- 3.12 ISA : Insan Sejahtera Advisor
- 3.13 APM 1 : Assistant Programme Manager 1
- 3.14 APM 2 : Assistant Programme Manager 2
- 3.15 TRE : Treasurer
- 3.16 ST : Secretary
- 3.17 AS : Assistant Secretary
- 3.18 PC : Programme Coordinator
- 3.19 PP : Protocol and Publicity
- 3.20 OCAP : Office of Communication and Promotion

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4. REFERENCE

- 4.1 Academic Calendar form the Academic Management and Admission Division (AMAD)
- 4.2 Statistics of new intake students from AMAD
- 4.3 IIUM Financial Policies and Procedures

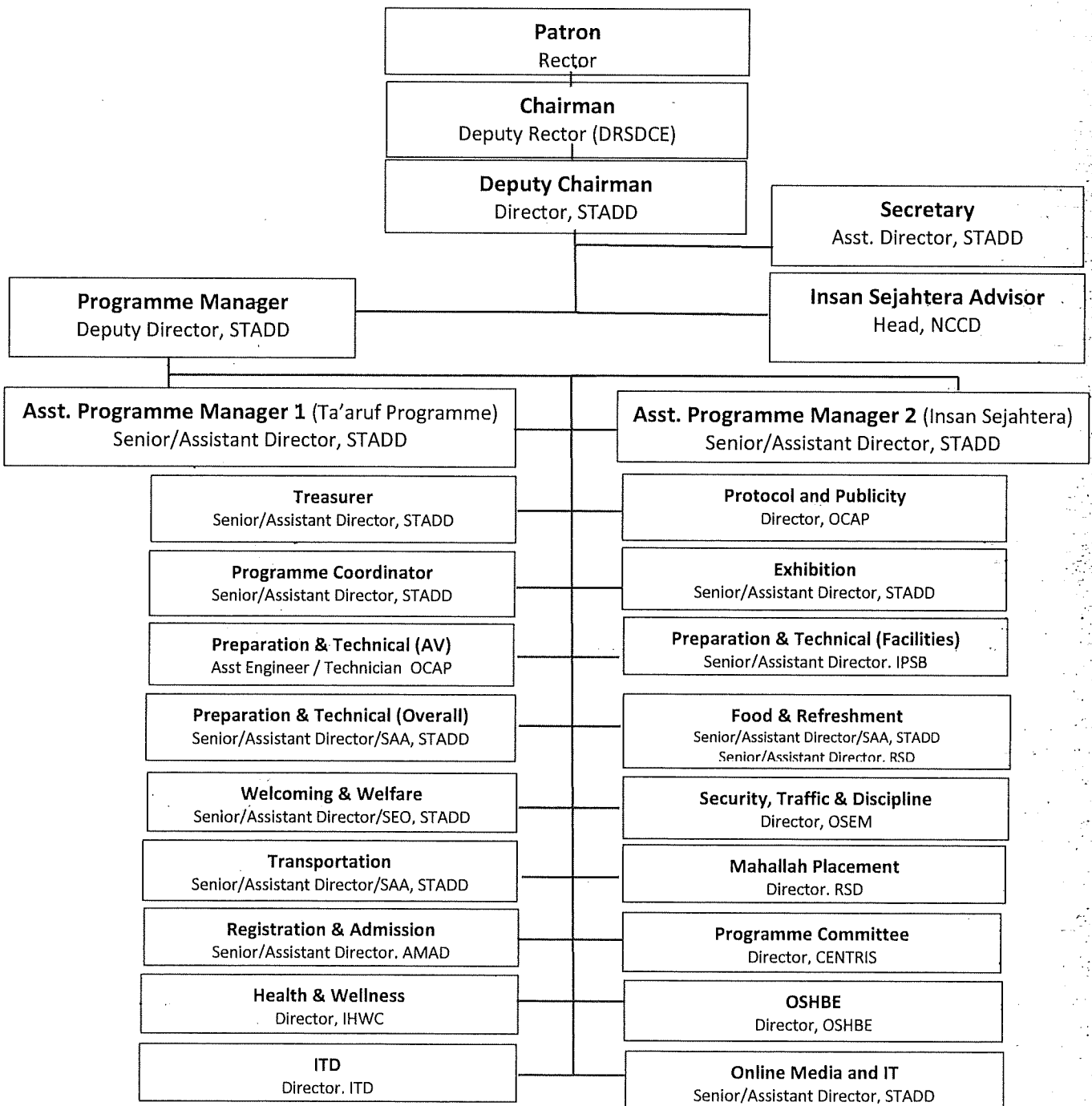
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5. RESPONSIBILITY

RESPONSIBILITY	DETAILED PROCEDURE	
		Before Ta'aruf Week: Face to Face/Hybrid/Online
PM	5.1	Inquire information of the registration date and the expected number of new intake student (Former CFS, international, direct intake) and the ratio between males and females to be offered by the AMAD's office.
PM	5.2	Prepare the budget proposal to be approved by the approving authority. Prepare Ta'aruf Week Proposal to be approved by the approving authority.
TRE	5.3	Request for quotation of Ta'aruf kit from suppliers in accordance with IIUM Financial Policies Procedures.
APM 1	5.4	Received Taaruf kit items at least one week before the registration day of new students and prepare for distribution
APM 2		Coordinate the implementation of the Insan Sejahtera Modules with Kulliyah and Student Committee
ST	5.5	Prepare appointment letters to be distributed to all committees
ST	5.6	Organise SC Meeting which is to be chaired by the Chairman of Ta'aruf Week.
PM	5.7	Identify platform to be use for Taaruf Week
APM	5.8	Coordinate with ITD (internet/network) and OCAP (Audio Visual) (online) and Event management
DC	5.9	The SC will act as advisor to the Working Committee which is consisting of student and staff. Members of the SC are selected from highest rank officers or technical staff, representing various Division/Kulliyahs/ Centres/Units of the University. The key members are as follows: -

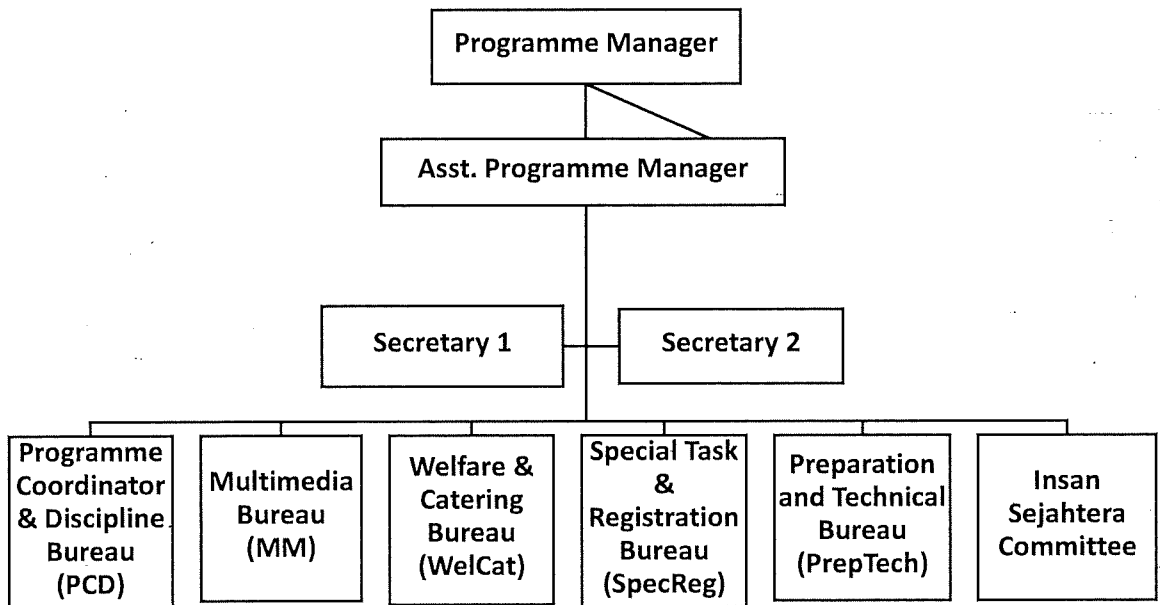
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STRUCTURE OF TA'ARUF WEEK STEERING COMMITTEE




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STRUCTURE OF TA'ARUF WEEK STUDENTS COMMITTEE




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RESPONSIBILITY	DETAILED PROCEDURE	
	Before Ta'aruf Week: Physical/Face to Face/Online	
ST	5.10	Advertise to all undergraduate students who are interested to be the Ta'aruf Working Committee members to apply by filling in the application forms at STADD office/via online application form. (Appendix 1)
PM	5.11	Select the Ta'aruf Working Student Committee members. Priority should be given to students who have at least 2.5 CGPA. However, approval by the Deputy Chairman of the SC for the lower grade will be considered.
ST	5.12	Prepare and send appointment letters to Ta'aruf Working Student committee who has been selected to attend face to face/online Induction Course and to make necessary preparation for Ta'aruf Week. The job scope of Ta'aruf Working Student Committee is used as reference to ensure the smoothness of the programme. (Appendix II)
ST	5.13	Follow up and get feedback from the selected Ta'aruf Working Student Committee members on their acceptance of the appointment and attendance to face to face/online Induction Course.
ST	5.14	Prepare invitation letters to invite speakers and VIPs to be signed by the Chairman and follow up on their attendance.

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RESPONSIBILITY	DETAILED PROCEDURE	
	During Taaruf Week : Physical/Face to Face /Online	
ST	5.15	Ensure overall programme run smoothly, which include Media & IT, discipline, welfare, food, accommodation and the programme as stated in the Ta'aruf Week programmes.
PM, APM I, APM II	5.16	The Bai'ah Form which include in the Ta'aruf Kit will be collected at the end of the Bai'ah session. (Appendix III)
ST	5.17	Follow up on all invitees, speakers and VIPs to ensure their presence at the respective time and venues for selected slots.
All SC	5.18	Ensure the smooth running of the Ta'aruf Week programmes assisted by the Working committee members.

RESPONSIBILITY	DETAILED PROCEDURE	
	After Taaruf Week	
PM	5.19	Prepare the report for Ta'aruf Week programmes
TRE	5.20	Prepare the Financial Report for the Taaruf Week programmes
ST	5.21	Key in attendance of student in STAR System
ST	5.22	To arrange post mortem meeting

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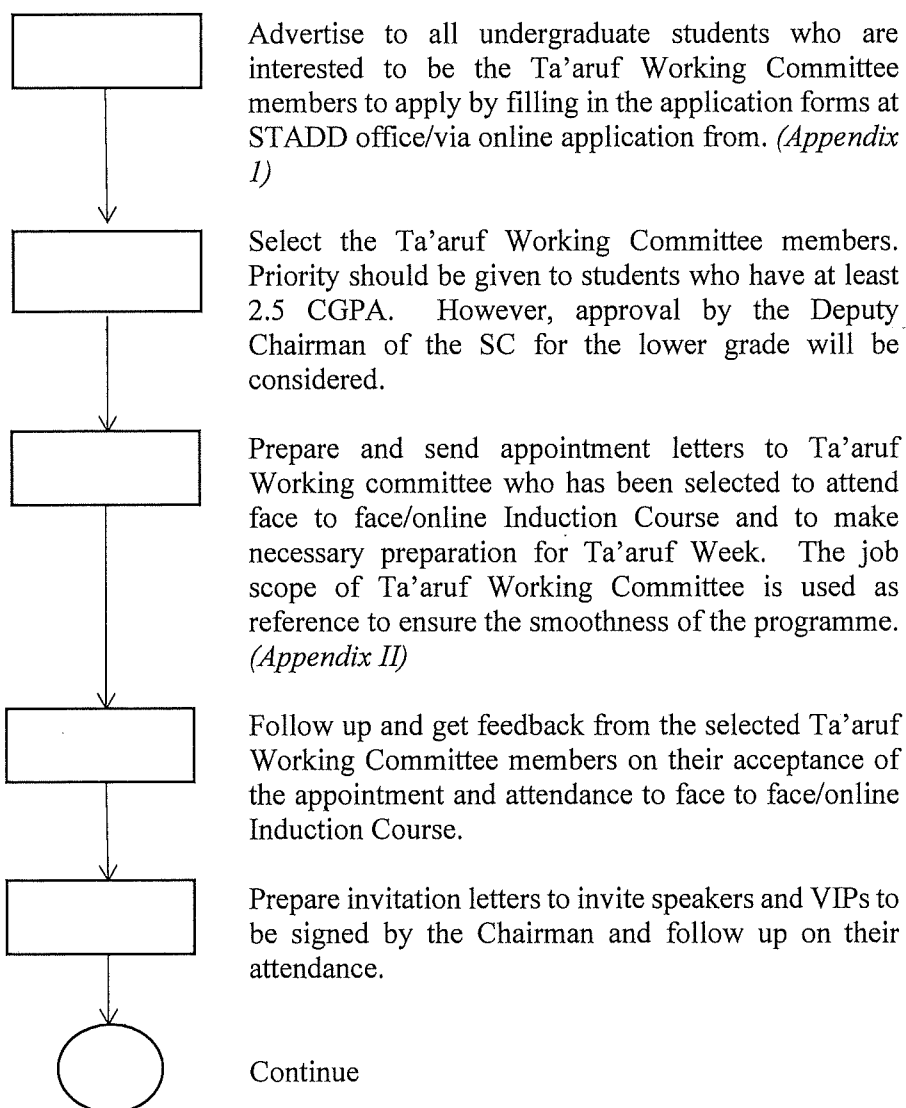
6. QUALITY RECORD


NO.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of Steering and Student Committees	4 years	Deputy Director' Filing Cabinet	Secretary of Steering Committee
2.	Minutes of Steering Committee Meeting	4 years	Deputy Director's Filing Cabinet	Secretary of Steering Committee

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7. FLOWCHART

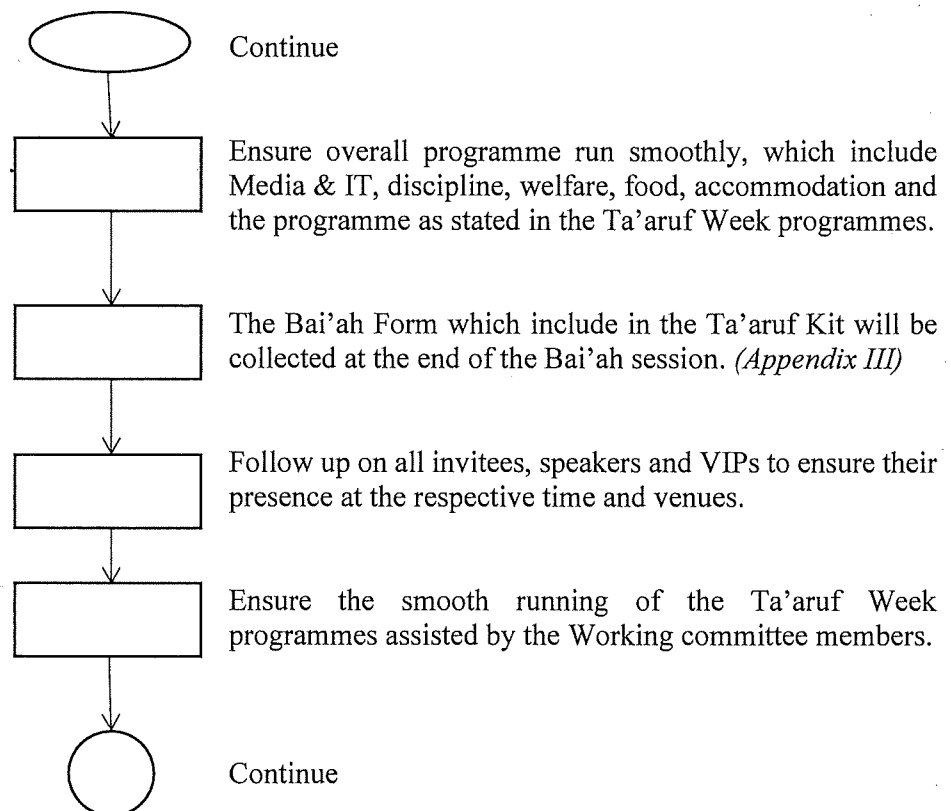
Before Ta'aruf Week: Physical/Face to Face/Online




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FLOWCHART (CONTINUE)

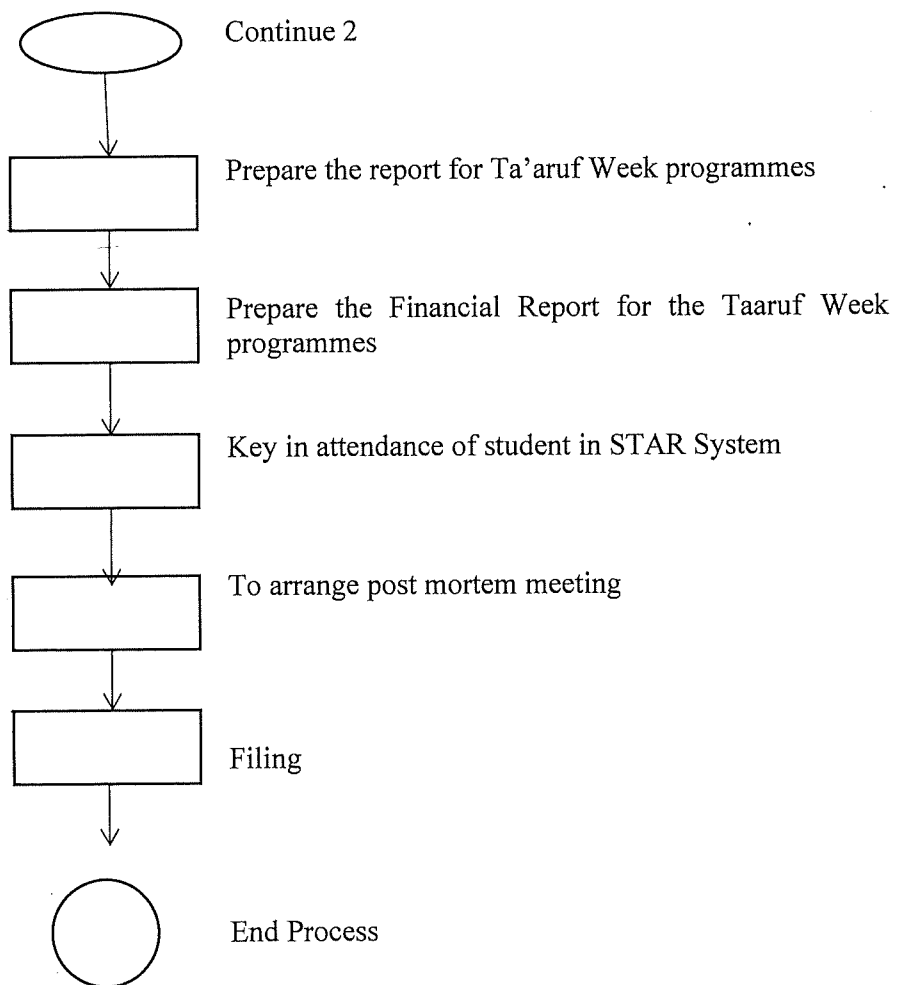
**During Taaruf Week :
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FLOWCHART (CONTINUE)

After Taaruf Week





LEADING THE WAY
KHAUFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



**STUDENT AFFAIRS AND DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**APPLICATION FORM FOR STUDENTS' COMMITTEE
TA'ARUF WEEK ACADEMIC SESSION _____ / _____
SEMESTER _____**

Have you experienced Ta'aruf Week as Committee Member at Main Campus? YES / NO
Year/Session? _____

PASSPORT SIZE
PHOTO
(COMPULSORY)

A. PERSONAL PARTICULARS

Name (In Capital Letters):						
I.C. No:	Matric No:	Gender:				
Date & Place of Birth:	Ethnic Origin:	Physical Disabilities (if any) or Medical Problem:				
Course:	Shirt Size:	Current CGPA: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> (Please attach the latest result slip)				
Home Address:		Mahallah Address:				
Telephone No:		Handphone No:				
Account Bank No:						

For Office Use:

Approved

Rejected

Reserved
List

Remarks : _____

Signature : _____

(Deputy Chairman/Programme Manager of Ta'aruf Week)

B. ADDITIONAL INFORMATIONS

1. Reasons for Applying

- a)
- b)
- c)

2. Involvement/ Position held in students' association/ society/club (if any)

No	Club/Society/ Association	Involvement/ Position
1		
2		
3		
4		
5		

3. If you are given the opportunity to become a Ta'aruf Committee member, please choose **5 preferable bureaus** (Please rank them according to your reference):

Programme Manager		Multimedia Bureau (MM)	
Assistant Programme Manager		Preparation and Technical Bureau (PrepTech)	
Secretary 1		Welfare & Catering Bureau (WelCat)	
Secretary 2		Special Task & Registration Bureau (SpecReg)	
Programme Coordinator & Discipline Bureau (PCD)		Insan Sejahtera Committee	

I sincerely declare that the above information is true and STADD has the right to post me in any bureau as per stated above.

Signature :

Date :

**JOB SCOPE OF WORKING COMMITTEE FOR TA'ARUF WEEK
MANAGEMENT BOARD**

PROGRAMME MANAGER

1. To monitor the workflow of the whole programme
2. To accompany the guest of honour
3. As the decision maker during the programme
4. As the supervisor for the Programme Coordinator & Discipline Bureau (PCD), Multimedia Bureau (MM), Preparation and Technical Bureau (PrepTech), Welfare & Catering Bureau (WelCat), Special Task & Registration Bureau (SpecReg), Insan Sejahtera Committee
5. Responsible for the whole programme

ASSISTANT PROGRAMME MANAGER

1. To assist and facilitate the Programme Manager.
2. To succeed the Programme Manager when needed
3. To accompany the guest of honour during the programme
4. As the assistant supervisor for the Programme Coordinator & Discipline Bureau (PCD), Multimedia Bureau (MM), Preparation and Technical Bureau (PrepTech), Welfare & Catering Bureau (WelCat), Special Task & Registration Bureau (SpecReg), Insan Sejahtera Committee
5. Responsible for the Bai'ah Session

SECRETARY 1

1. Responsible for the secretarial works i.e. preparation of letter, memo, notice, document etc.
2. To provide the full report of the programme
3. To assist the Programme Manager and Assistant Programme Manager when needed
4. To accompany guest of honour during the programme
5. To set relevant meetings and monitor attendance.

SECRETARY 2

1. To assist the Secretary on the secretarial works
2. To succeed the Secretary when needed
3. To accompany guest of honour during programme

BUREAU

PROGRAMME COORDINATOR & DISCIPLINE BUREAU (PCD)

1. To coordinate the programme and ensure the smoothness of the programme flow.
2. To provide the details of the programme such as workflow, monster plan, contingency plan, MC, VIPs, etc.
3. Responsible for the full knowledge towards the programme i.e. knows every detail –main board, VIPs, MCs, etc.
4. Responsible for any announcement from the organizing committees.
5. Conduct coordination meeting and final touch.
6. Recheck Bai'ah scripts and protocol with OCAP.
7. Emcee-selection, training and script.
8. Collect masterplan from other bureaus and transform them to monster plan.
9. Simulation and line-up rehearsal.
10. To supervise committees' discipline during the programme.
11. To issue the rules and regulation of the programmes.
12. To take and monitor students' attendance during the programme.
13. To determine the routes for student movement (map-sketch) and conduct simulation. (for Taaruf Kit collection)

WELFARE & CATERING BUREAU (WELCAT)

1. To cater the food for VIPs, students and committees during the programme (menu, punctuality and cleanliness).
2. Provide allergic form (committee and students).
3. Briefing on protocol for serving VIPs, with Medical Assistant and First Aiders.
4. To accommodate the welfare of students on the registration day.
5. To set up the Sick Bay and Emergency Room complete with the first aid kit during the programme for committees and VIPs.
6. To accommodate the welfare of committee & VIPs during the programme.
7. Prepare the SOP for students and committees in line with Ministry of Health and provide adequate Covid-19 kit (face masks, hand sanitizer, temperature etc).
8. To ensure the VIPs and students adhere the SOP.
9. Provide important contact number of K/D/C/I/O such as IIUM Clinic, OSEM, Daya Bersih, Mahallah Office, MRC (President).
10. Contact the clinic if necessary.

SPECIAL TASK & REGISTRATION BUREAU (SPECREG)

1. To be responsible for the arrangement of EPT, APT & TPT with CELPAD Coordinator.
2. Responsible in dealing with Koperasi UIAM for Matric Card and conduct photo shoot session (if any) during registration day.
3. Responsible to seek information on registration from STADD and AMAD.
4. Responsible for students' registration on the registration day.
5. Responsible for the adequacy of students' materials – files, Ta'aruf kit, etc. (Online materials).
6. To facilitate students during the registration process and collection matric cards.
7. Responsible for the registration course during the course registration process.
8. Responsible for the VIP's robe during programme.
9. Prepare and distribute online materials (slides) during department briefing.
10. Brainstorm for Taaruf Kit and Matric Card Collection session.
11. To conduct any ad-hoc and additional task (if any).

PREPARATION AND TECHNICAL BUREAU (PREPTECH)

1. To be responsible for the technical aspects of the programme – venue, audio-visual, backdrop, etc.
2. To set up a welcoming banner on behalf of the organising committees.
3. Act as middleman between Daya Bersih and Ta'aruf Week for equipment, electricity supply, air conditioner and furniture.
4. To ensure the functionality of the operation room for the organising committees during the programme and sound system together with CPD officer, prepare walkie talkie is adequate and well-functioned.
5. To prepare opening gimmick for Welcoming session.
6. To be responsible for seating arrangement floor plan (include disable students & VIP) and checking the store.
7. To prepare skirting, goblet and table flowers, adequate number of batteries for slots.
8. Prepare online platform for students' attendance during session.
9. To prepare equipment such as mineral water, glass, etc.
10. To prepare the requested items from the other bureaus.

MULTIMEDIA BUREAU (MM)

1. Provide virtual tour campus.
2. Responsible for the audio-visual, backdrop and multimedia presentation, etc.
3. Responsible for any designs related to programme – certificates, banner, programme book, vehicle stickers.
4. To provide the nametags for organising committees and staffs.
5. To ensure the security of the operation room for organising committee during the programme.
6. To update information related to programme on Social Medias (E-announcement).
7. To prepare opening gimmick with PrepTech.
8. To liaise with OCAP for any updates and information.

INSAN SEJAHTERA COMMITTEE

1. To inculcate the element of KhAIR (Khalifah, Amanah, Iqra', Rahmatan lil-alamin) and IIUM core values of TAAJ (Taqwa, Amanah, Accountability, Justice) in the Insan Sejahtera module.
2. To internalise new intake students with IIUM's aspiration via its vision and mission as well as roadmap.
3. To instil the sense of love and belongings for the new intake students to the IIUM as their home.
4. To develop the personalities of new intake students with quality leadership (khalifah), appropriate adab, humility and attitude.
5. To facilitate the Insan Sejahtera program by assisting the academics, administrative and technical staff of the Kulliyah in guiding new intake students.
6. To form several groups of new intake students during Insan Sejahtera by dividing them according to their Kulliyah.
7. To disseminate the information and updates regarding Insan Sejahtera such as the flow and mechanism of Insan Sejahtera with all Ta'aruf Week Committee members.
8. To expose the new intake students about the important matters of Kulliyah such as Kulliyah organization structures, academic matters, important contacts of Kulliyah for student to reach and etc.
9. To expose the new intake students with Kulliyah Based Society (KBS) for them to keep updates with important notice from Kulliyah and as the platform for students to reach the leaders of KBS for them voice out their concern and feedback.



STUDENT'S OATH

Bismillahhirrohmanirrohim

Under oath in the name of Allah, the Creator, Master and Sustainer of the Universe,
I.....

(NAME IN CAPITAL LETTERS)

as a student of the International Islamic University Malaysia, solemnly pledge that I shall:

1. At all-time uphold the good name, Philosophy, Vision and Mission of the University and obey the Laws of Malaysia, University's Rules, Regulations and Code of Ethics, Code of Conduct on Political Activities and any other obligations as a student of the University;
2. Perform my religious duties that are obligatory upon me, and observe the code of conduct as required by the University's Rules and Regulations.
3. Promote the spirit of brotherhood and curb ethnic polarisation, conflict, animosity, hatred and slander among students and in the University community.
4. Apply the knowledge that I have acquired, and the profession that I am trained for, in accordance with the principles of truth and justice for the sake of universal welfare, peace and harmony among mankind, irrespective of race, colour, religion or country.

I HEREBY acknowledge and understand that if I fail to comply with any of the provisions in any laws of the University, including the Constitution of the University rules, regulations, order; action can be taken against me according to the said laws of the University.

I acknowledge that I shall desist from participation or involvement in political party activities on campus and also shall be subject to proceedings in the university in the case of any breach of the Code of Conduct on Political Activities. The signing of this pledge shall constitute a contract between me and the University.

Signature :
Name :
Matric No. :
Kulliyah :
Date :
Country :

Witnessed by:

.....
DEPUTY RECTOR (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
DATE :