



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 00

BOOKING OF VENUES FOR TEACHING
AND LEARNING PURPOSES

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/SP/05

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BOOKING OF VENUES FOR TEACHING AND LEARNING PURPOSES

Prepared By :-

Name : Suhaimi Long

Position : Senior Assistant Director
Central Amenities Unit
CFSIIUM

Date : 01/07/2020

Approved By :-

Name : Tuan Haji Murshid bin Kassim

Position : Dean
Centre for Foundation Studies IIUM

Date : 01/07/2020



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1. OBJECTIVE


This procedure is prepared to ensure the booking of Classrooms, Lecture Halls, Multipurpose Room, Training Room, Examination Hall and Khawarizmi Hall can be implemented effectively. This is to ensure that the booking of venues for teaching and learning purposes to be managed efficiently.

2. SCOPE

This procedure is used for booking to all Classrooms, Lecture Halls Multipurpose Room, Training Room, Examination Hall and Khawarizmi the Centre for Foundation Studies IIUM.

DEFINITION


- 3.1 Classroom is specially designed for teaching purposes.
- 3.2 Al Khawarizmi Hall is designed for seminar, examination, University Official Programme, etc.
- 3.3 Equipments available in the facilities are as follows:
 - Classroom : Teacher's tables, teacher's chair, flip chairs and white board.
 - Hall : Audio Visual, Banquet tables and chairs.
- 3.4 Teaching Equipments is LCD Projector, White Screen and P.A System.
- 3.5 AE Assistant Engineer
- 3.6 SAA Senior Administrative Assistant
- 3.7 SAT Senior Audio Technician
- 3.8 IT TECH Information Technology Technician
- 3.9 SGA Senior General Assistant
- 3.10 ODDAIL Office of Deputy Dean, Academic and Industrial Linkages
- 3.11 SPAC

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4.	REFERENCES
	<p>4.1 Rules and regulations for booking of venues; i.e. Classrooms, Lecture Hall Multipurpose Room, Training Room, Examination Hall and Khawarizmi Hall. (as per attached)</p> <ul style="list-style-type: none"> - ODDAIL : Booking venue-End of Semester Examination - Students Society : Booking Venue / Proposal Approved by SPAC

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	-
ST/SGA AE	5.1 Receive completed form from user. 5.2 Approve the requisition
AE/ST	5.3 Verified and key in the booking in to the system.

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Booking of Venue Form (IIUM/501/CAU/9/6/1)	1 year	Filing Cabinet (Maintenance Unit)	



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7. FLOW CHART

