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# HANDLING OF USRAH PROGRAMME FOR CFS STUDENTS

<b>Prepared By :-</b> 	<b>Approved By :-</b> 
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Position: Assistant Director Masjid CFS Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date : 01/06/2021	Date : 01/06/2021

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### **1. OBJECTIVE**

To ensure that students of Centre for Foundation Studies IIUM are able to complete two (2) levels of Usrah Programmes (CCUB 1061 and CCUB 1062)

### **2. SCOPE**


This process applies to the appointed Usrah Facilitators, Chief Facilitators and persons in charge of the Usrah Programmes (CCUB 1061 and CCUB 1062)

### **3. DEFINITION/ABBREVIATION**

- |      |       |   |
|------|-------|---|
| 3.1  | DD    | Deputy Director, Masjid CFS IIUM                        |
| 3.2  | AD    | Assistant Director                                      |
| 3.3  | SARO  | Senior Assistant Religious Officer                      |
| 3.4  | ARO   | Assistant Religious Officer                             |
| 3.5  | AA    | Administrative Assistant                                |
| 3.6  | HOD   | Head of Department                                      |
| 3.7  | ODDAI | Office of the Deputy Dean, Academic and Internalisation |
| 3.8  | IRK   | Islamic Revealed Knowledge Department                   |
| 3.9  | QLD   | Quranic Language Department                             |
| 3.10 | ITD   | Information and Technology Department                   |
| 3.11 | CF    | Chief Facilitator                                       |
| 3.12 | UF    | Usrah Facilitator                                       |
| 3.13 | CFS   | Centre for Foundation Studies                           |
| 3.14 | STADD | Student Affairs and Development Division, IIUM Gombak   |
| 3.15 | COE   | Centre of Examination                                   |


### **4. REFERENCES**

- 4.1 Course Outline CCUB 1061 and CCUB 1062
- 4.2 Task Sheet CCUB 1061 and CCUB 1062

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#### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.1 PREPARATION FOR HANDLING USRAH</b>
AD	5.1.1 Prepare proposal papers for Usrah Programme no. 1 (CCUB 1061) and Usrah Programme no. 2 (CCUB 1062) separately. 5.1.2 Submit the proposal paper for Usrah Programme no. 1 (CCUB 1061) to CFS Trust Account Meeting for budget approval. 5.1.3 Submit the proposal paper for Usrah Programme no. 2 (CCUB 1062) to Credited Co-Curricular Department, Student Affairs Development Division, IIUM Gombak for budget approval. 5.1.4 Receive approved proposal
AD/ARO	5.1.5 Conduct Usrah Programme based on the proposal approved
AA	5.1.6 Filing all related documents

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

	<b>5.2 APPOINTMENT OF CHIEF FACILITATOR (ACADEMIC STAFF)</b>
SARO	5.2.1 Identify the total number of Chief Facilitators to be appointed
AD	5.2.2 Request HOD of IRK, QLD and other relevant departments to submit nomination for Chief Facilitators
ARO	5.2.3 Receive the nomination list of Chief Facilitators from HODs 5.2.4 Request candidates to fill up the application form 5.2.5 Receive the application form from candidates
DD/AD	5.2.6 Finalise the list of Chief Facilitators
AD	5.2.7 Issue appointment letter to Chief Facilitators
DD/AD/ARO	5.2.8 Conduct briefing to Chief Facilitators
AA	5.2.9 Filing all related documents

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.3 APPOINTMENT OF USRAH FACILITATORS (STUDENTS)</b>
SARO	5.3.1 Identify the total number of Usrah Facilitators to be appointed  5.3.2 Advertise the vacancy of Usrah Facilitators through CFS official channels  5.3.3 Receive the application form from candidates
AD	5.3.4 Arrange and conduct the interview session
DD/AD	5.3.5 Finalise the list for Usrah Facilitators
AD	5.3.6 Issue appointment letter to Usrah Facilitators
DD/AD/ARO	5.3.7 Conduct briefing to Usrah Facilitators
AA	5.3.8 Filing all related documents

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.4 REGISTRATION OF USRAH PROGRAMME</b>
ARO	5.4.1 Request list of students and relevant information from ITD for registration purpose
SARO	5.4.2 Sorting and grouping the students according to mahallah placement
ARO	5.4.3 Request ODDAI to create slot for Usrah Programme in the Scheduling system 5.4.4 Submit name list and section of Usrah Programme to ITD for auto registration 5.4.5 Inform Chief Facilitators to retrieve student Usrah section through the CFS MY APPS.
AA	5.4.6 Filing all related documents

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE


<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.5 IMPLEMENTATION OF USRAH</b>
CF	5.5.1 Access the student Usrah section from the CFS MY APPS. 5.5.2 Create communication group of Usrah Facilitators under CF supervision (whats app/telegram)
UF	5.5.3 Request the students Usrah section from CF 5.5.4 Create communication group of Usrah members (whats app/telegram)
CF	5.5.5 Conduct intellectual discourse for Usrah Facilitators weekly
UF	5.5.6 Conduct Usrah Programme according to schedule 5.5.7 Submit attendance of Usrah Programme to CF
CF	5.5.8 Issue warning form to Usrah members who failed to attend Usrah Programme between 10% to 20% 5.5.9 Issue barring form to Usrah members who failed to attend Usrah Programme more than 20%
AA	5.5.10 Filing all related documents

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE


<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	5.6 <b>PROCESS OF USRAH RESULT</b>
UF	5.6.1 Complete the checklist role play, E-portfolio and result forms for Usrah members
CF	5.6.2 Complete the checklist role play, E-portfolio and result forms for Usrah Facilitators 5.6.3 Verify the checklist role play, E-portfolio and result forms for Usrah members. 5.6.4 Key in mark into CFS result entry 5.6.5 Submit official validation sheet (hard copy) and Justification Failure Student form to DD/AD
ARO	5.6.6 Receive official validation sheet (hard copy) and Justification Failure Student form from CF
DD/AD	5.6.7 Verify official validation sheet from CF
AA	5.6.8 Submit the official compilation of validation sheet to ODDAI
COE	5.6.9 Endorse the Usrah Programme result



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#### **5. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AD	5.6.10 Submit name list of students who are not completed Usrah Programmes at CFS level to STADD
AA	5.6.11 Filing all related documents.

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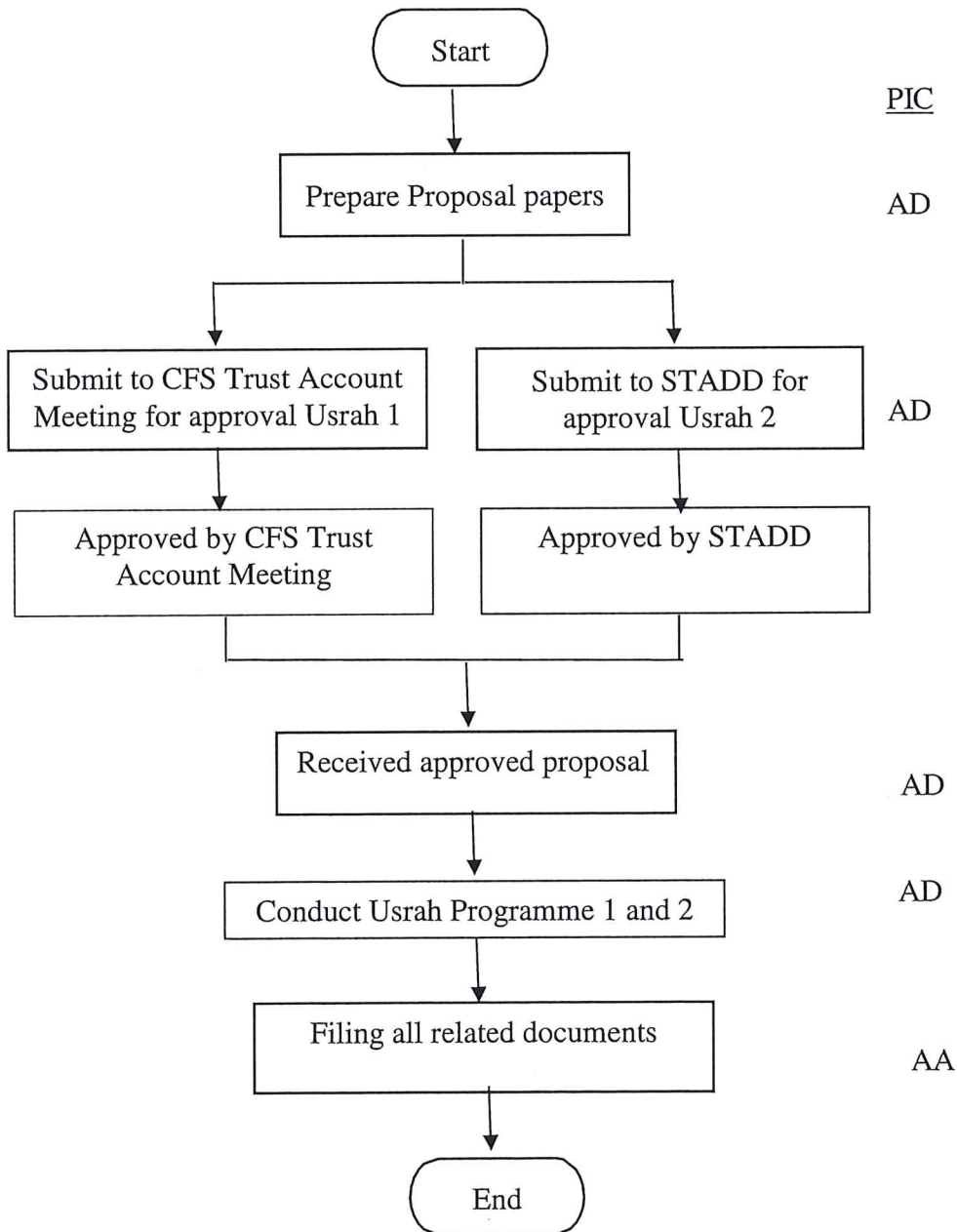
## 6. QUALITY RECORDS


<b>NO.</b>	<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Checklist for Roleplay & E-Portfolio and Result form	2 years	Filing Room	AA
2.	Justification of Failure Student form	2 years	Filing Room	AA
3.	Copy of Validation sheet	2 years	Filing Room	AA
4.	Copy of appointment letter of CF and UF	2 years	Filing Room	AA

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**7. FLOW CHART**

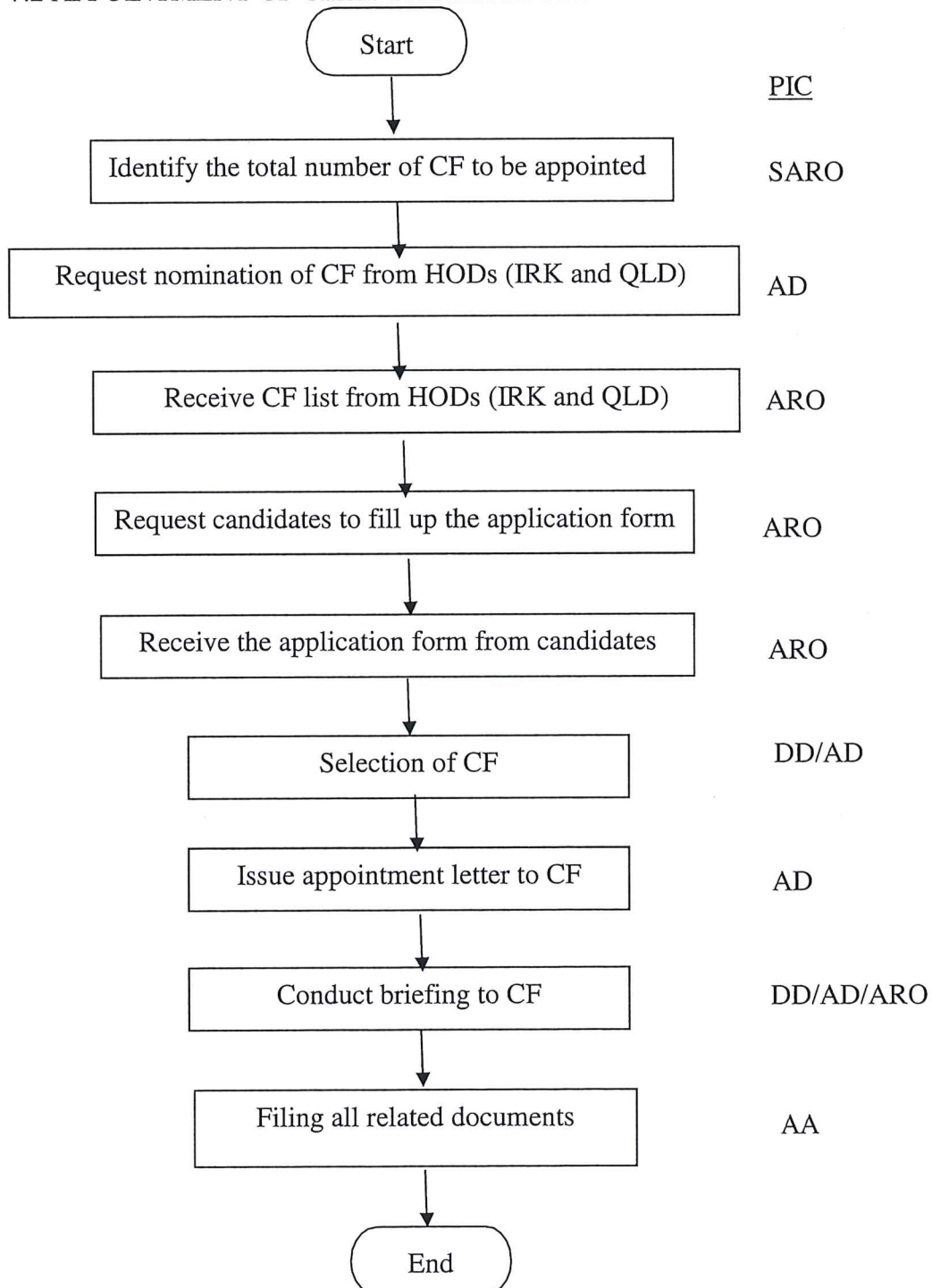
**7.1 PREPARATION OF HANDLING USRAH**




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**7. FLOW CHART**

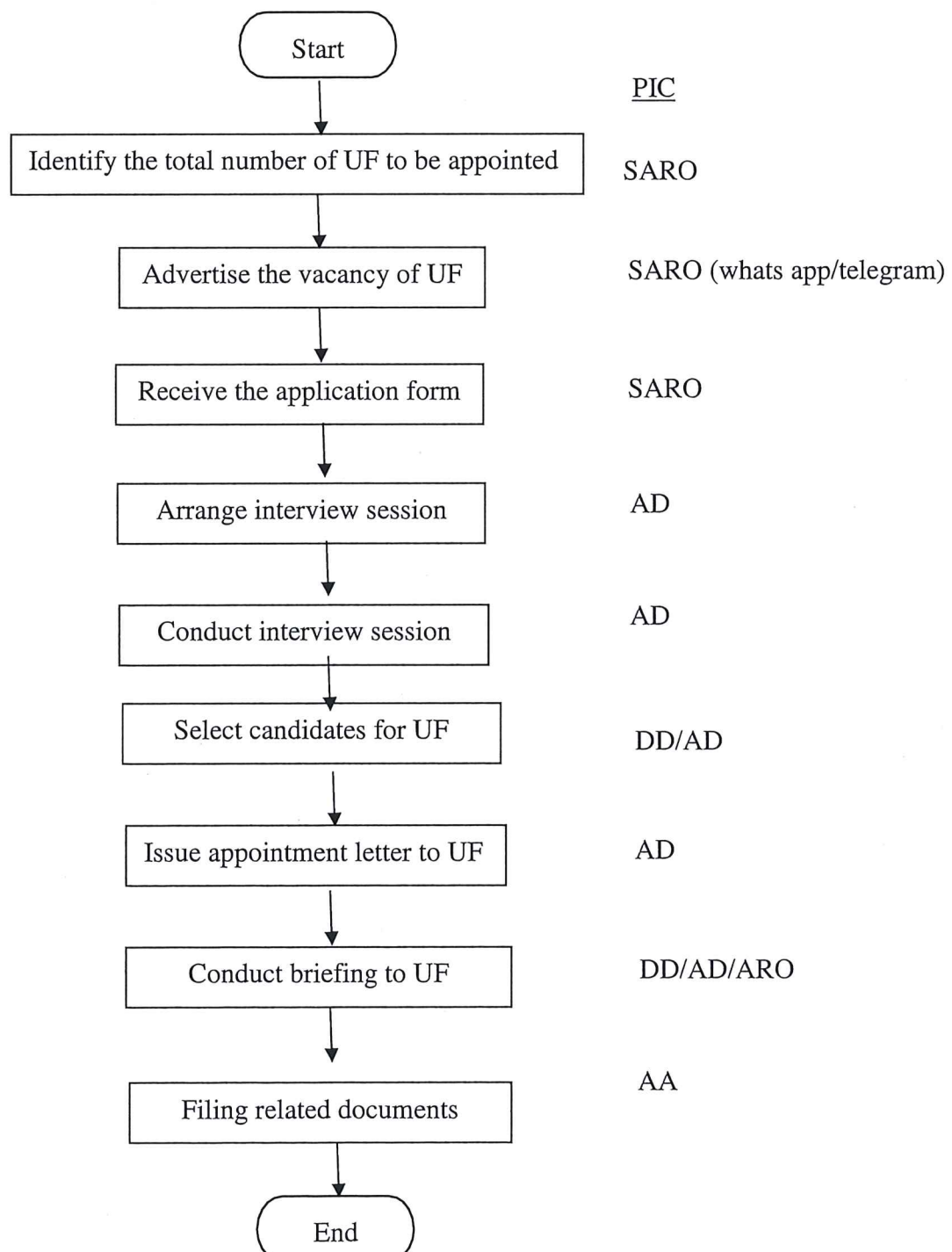
**7.2 APPOINTMENT OF CHIEF FACILITATORS**




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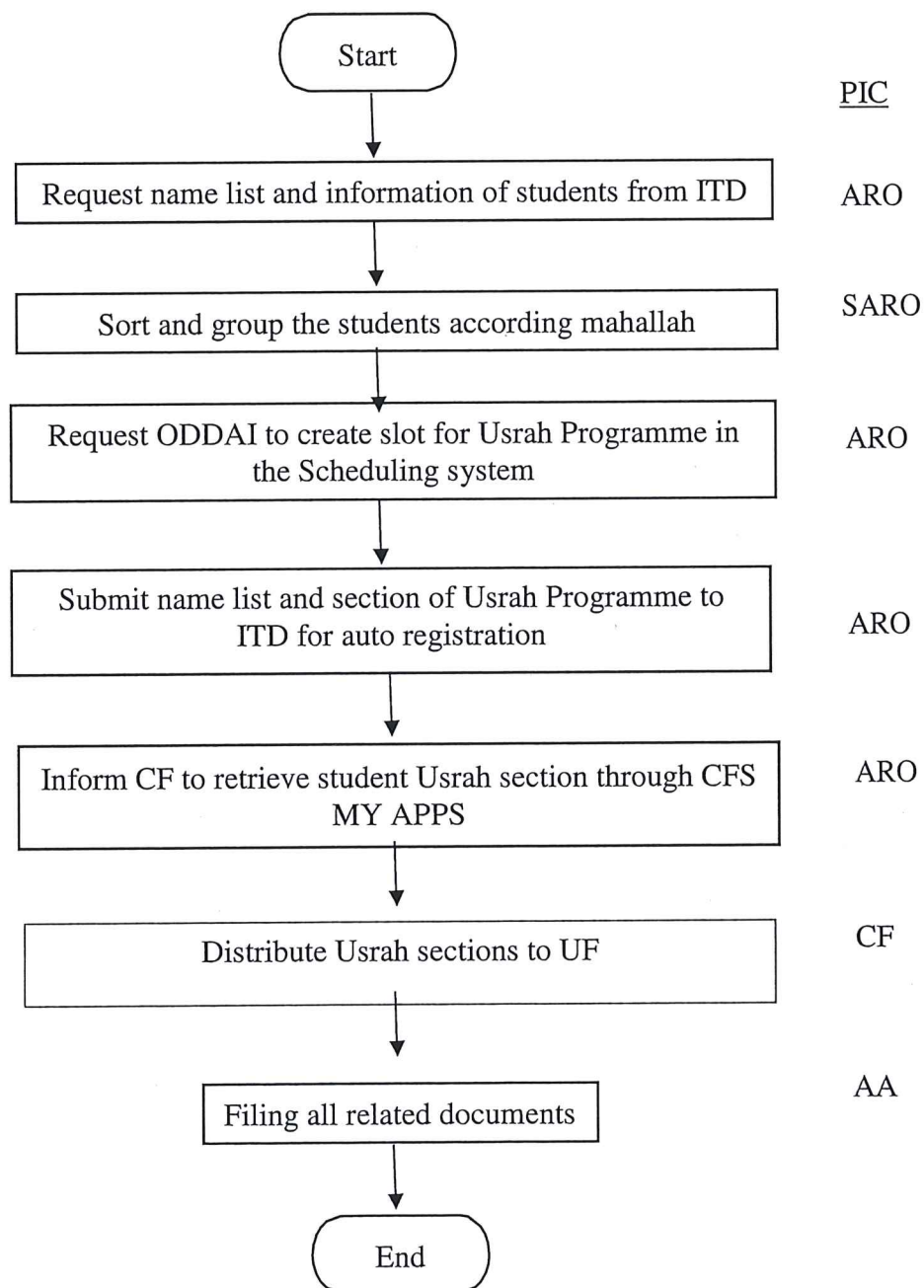
**7.3 APPOINTMENT OF USRAH FACILITATORS**




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**7. FLOW CHART**

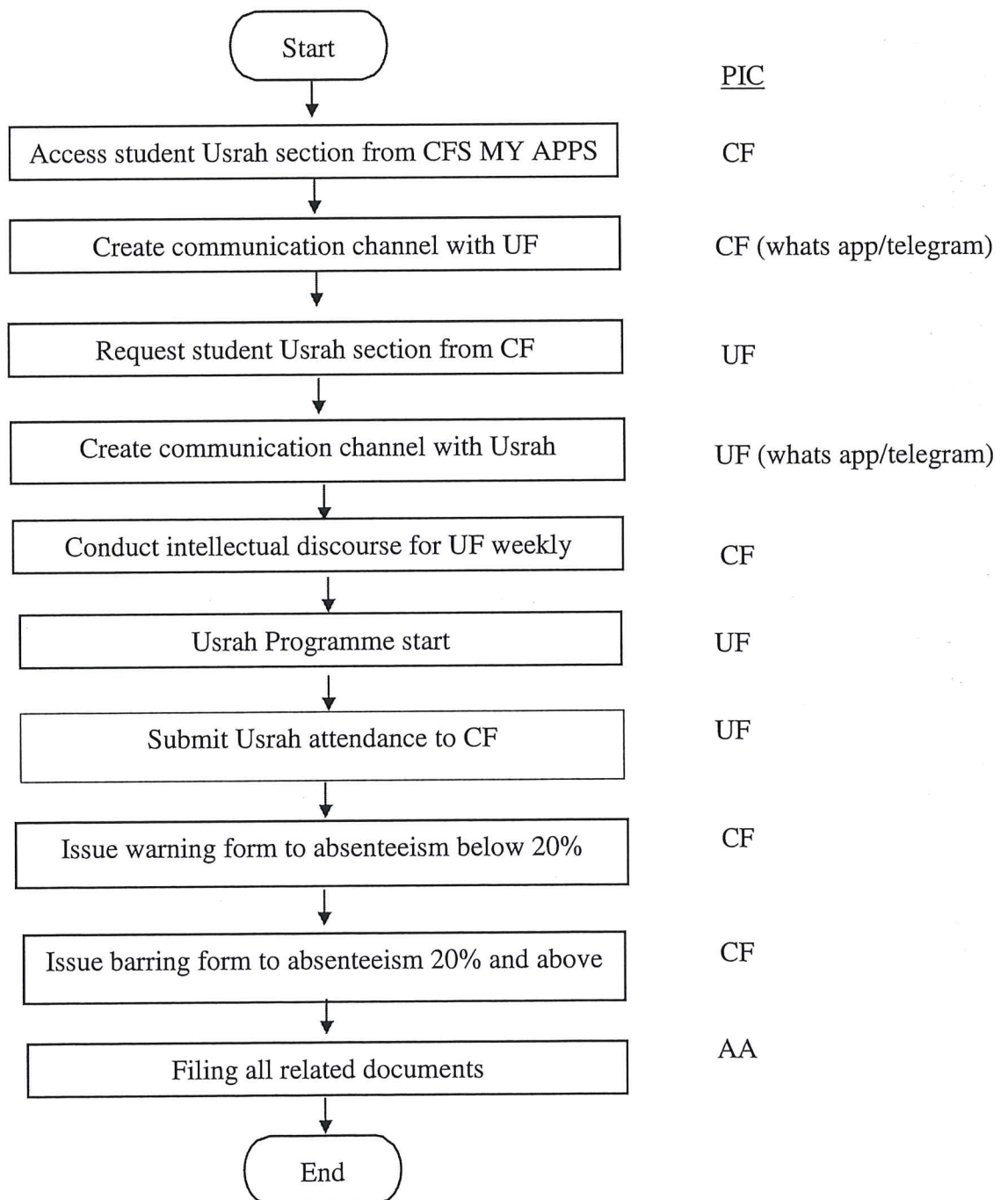
**7.4 REGISTRATION OF USRAH**




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## 7. FLOW CHART

### 7.5 IMPLEMENTATION OF USRAH



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**7. FLOW CHART**

**7.6 USRAH RESULT**

