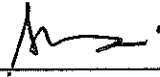
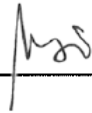

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DISTRIBUTION OF ZAKAT ASSISTANCE TO CFS STUDENTS

Prepared By :- 	Approved By :- 
Name : Abu Bakar bin Omar	Name : Tn. Hj. Murshid B. Kassim
Position : Senior Assistant Director	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/06/2021	Date : 01/06/2021

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1. OBJECTIVE


Managing and handling the process of distribution of zakat assistance to CFS students

2. SCOPE

This procedure applies to the distribution of Zakat to CFS students.


3. DEFINITION/ABBREVIATION

- | | | |
|------|---------|--|
| 3.1 | CFS | Centre for Foundation Studies |
| 3.2 | AD | Assistant Director |
| 3.3 | AA | Administrative Assistant |
| 3.4 | DD SDCE | Deputy Dean (Student Development and Community Engagement) |
| 3.5 | RDW | Residential, Discipline & Welfare Unit |
| 3.6 | AAO | Assistant Administrative Officer |
| 3.7 | IEF | IIUM Endowment Fund Office |
| 3.8 | AHM | Assistant Hostel Manager |
| 3.9 | POM | Principal of Mahallah |
| 3.10 | FD | Finance Department of CFS |
| 3.11 | ISAS | Integrated Student Accounting System |
| 3.12 | CCU | Corporate Communication Unit of CFS |
| 3.13 | ZAM | Zakat Approval Meeting |

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4. REFERENCES

- 4.1 Integrated Student Accounting System (ISAS)
- 4.2 Student Residential Management System (SRMS)
- 4.3 *Had Kifayah* calculation at the website


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5. RESPONSIBILITY AND DETAILED PROCEDURE


RESPONSIBILITY	DETAILED PROCEDURE
AA	5.1 Prepare draft of announcement and submit to AD for approval (at least 3 weeks before semester begins)
AD	5.2 Check the draft of announcement and approve the final version of announcement
AA	5.3 Contact/ e-mail to the Student Unit of Finance Division to activate ISAS to the students
AA	5.4 Prepare the announcement and: i) Send the hard copy to all AHM to be displayed at the notice board. ii) E-mail the announcement to all POM, AHM, DD SDCE and AD. iii) E-mail the announcement to the CCU to be displayed in the CFS website.
AHM	5.5 Display the hard copy of announcement at the notice board of mahallah
AHM	5.6 Receive completed forms and arrange applicants interview session with POM
POM	5.7 Interview all applicants and decide to recommend or not to recommend.

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RESPONSIBILITY	DETAILED PROCEDURES	
POM	5.8	Immediately inform the applicant, recommended or not recommended. Hand over all the application forms to AHM.
AHM	5.9	Compile and arrange all forms. Key-in all the required information into the Microsoft Excel file for zakat, and submit to AA
AA	5.10	Compile and arrange all forms and Microsoft Excel files to be discussed during ZAM
AA	5.11	Set-up ZAM Meeting
DD SDCE	5.12	Chair ZAM Meeting
AA	5.13	Prepare the minutes and decision of ZAM
AA	5.14	Prepare a letter to IEF for zakat recipients list
DD SDCE	5.15	Check and verify the minutes and decision of ZAM, and letter to IEF


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RESPONSIBILITY	DETAILED PROCEDURES
AA	5.16 Send the verified letter and list of recipients to IEF. Keep a record that IEF received those documents.
AA	5.17 Prepare and display list of approved zakat recipients at the notice board of mahallah.
IEF	5.18 Process the list provided by RDW for zakat disbursement
IEF	5.19 Send a letter/ e-mail to FD and AD to inform the release of zakat money from IEF to FD
FD	5.20 Check availability of zakat money in the account, prepare and release the zakat money to students involved
FD	5.21 Inform AD that zakat money already disbursed.
AD	5.22 Notify POM, DD SDCE and AHM regarding the disbursement of zakat
AA	5.23 Keep all records related to zakat disbursement

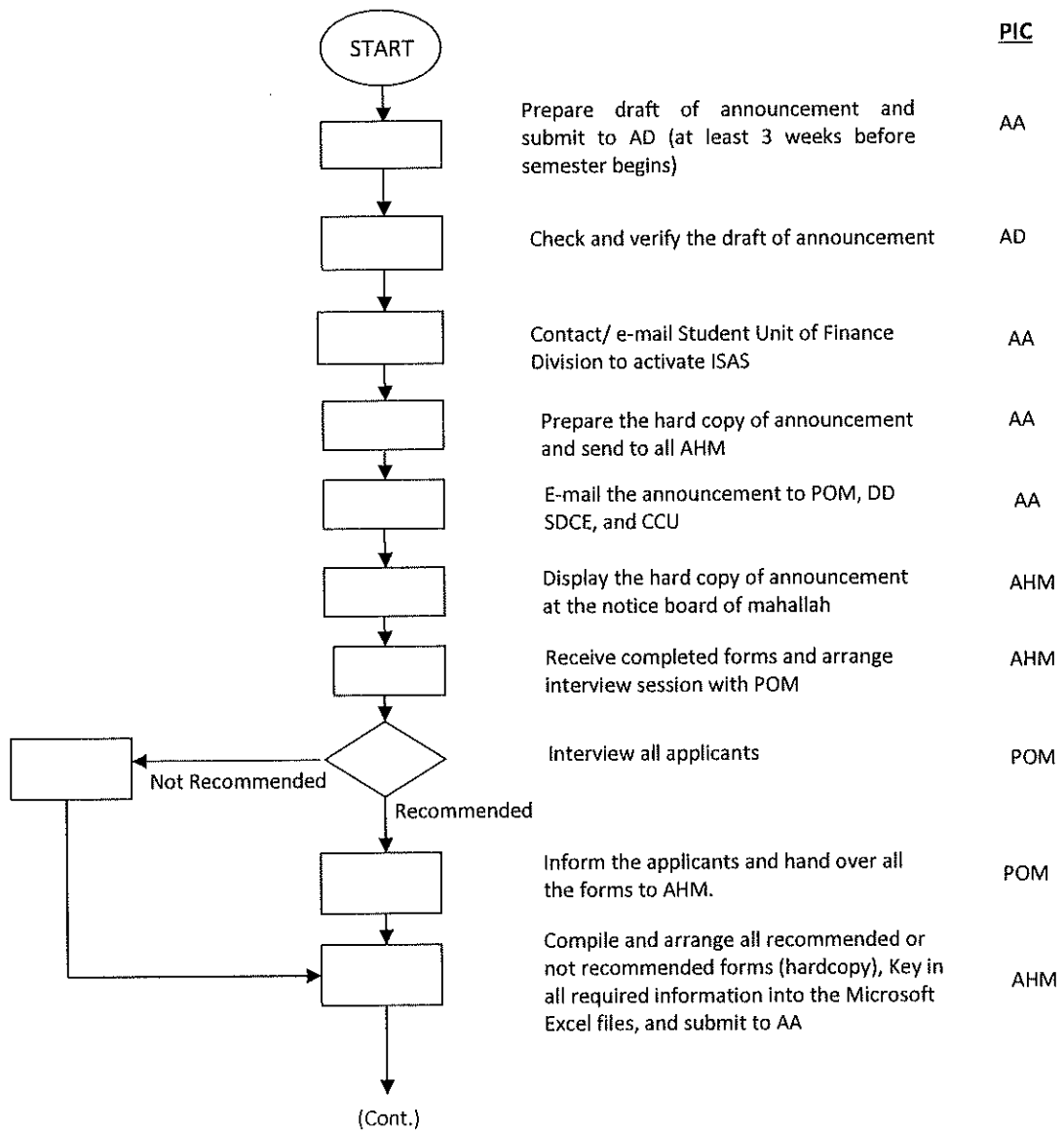
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6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	CFS ZAKAT APPLICATION FORMS	2 years	Filing Rack, RDW	AA
2.	CFS ZAKAT FILE	2 years	Filing cabinet, RDW	AA

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7.0 FLOW CHART



(Cont.)

