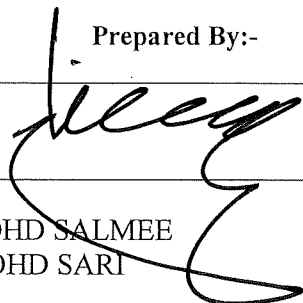
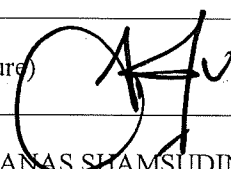


TA'ARUF WEEK: **FACE TO** **FACE/HYBRID/ONLINE**

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : MOHD SALMEE MOHD SARI	Name : ANAS SHAMSUDIN
Position : DEPUTY DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION	Position : DIRECTOR STUDENT AFFAIRS AND DEVELOPMENT DIVISION
Date : 11/10/2023	Date : 27/10/2023

1.0 OBJECTIVE

- 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/Kulliyyahs/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.

2.0 SCOPE

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

3.0 ACCOUNTABILITY

Student Affairs and Development Division (STADD)

4.0 ABBREVIATION (If any)

Definitions: -

- | | | | |
|-----|------------------------|---|--|
| 4.1 | Former CFS | : | Student who registered at the IIUM Main Campus after completing their foundation courses at the Centre for Foundation Studies IIUM |
| 4.2 | Direct Intake | : | Student who register at IIUM Main Campus without taking foundation courses at the Centre for Foundation Studies IIUM |
| 4.3 | International Students | : | Student with other Nationality/Non-Malaysian |
| 4.4 | Bai'ah | : | Pledge by reciting the IIUM Student's Oath. |
| 4.5 | 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:

- | | | | |
|------|-------|---|--|
| 4.6 | STADD | : | Student Affairs and Development Division |
| 4.7 | AMAD | : | Academic Management and Admission Division |
| 4.8 | SC | : | Steering Committee |
| 4.9 | C | : | Chairman |
| 4.10 | DC | : | Deputy Chairman |
| 4.11 | PM | : | Programme Manager |
| 4.12 | ISA | : | Insan Sejahtera Advisor |

- 4.13 APM 1 : Assistant Programme Manager 1
- 4.14 APM 2 : Assistant Programme Manager 2
- 4.15 TRE : Treasurer
- 4.16 ST : Secretary
- 4.17 AS : Assistant Secretary
- 4.18 PC : Programme Coordinator
- 4.19 PP : Protocol and Publicity
- 4.20 OCAP : Office of Communication and Promotion

5.0 REFERENCE

- 5.1 Academic Calendar form the Academic Management and Admission Division (AMAD)
- 5.2 Statistics of new intake students from AMAD
- 5.3 IIUM Financial Policies and Procedures

6.0 RECORD RETENTION PERIOD

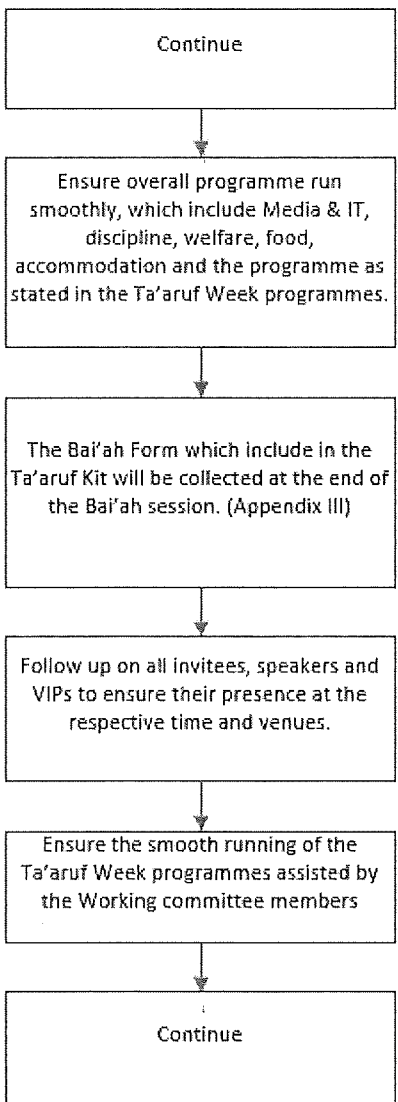
NO.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of Steering and Student Committees	4 years	Deputy Director' Filing Cabinet	Secretary of Steering Committee
2.	Minutes of Steering Committee Meeting	4 years	Deputy Director's Filing Cabinet	Secretary of Steering Committee

7.0 PROCESS FLOW

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

Responsibility	Flow Chart	Remarks
AS	<p>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 from. (Appendix 1)</p>	Website, STADD Social Media
DC, PM, ST, AS	<p>Select the Ta'aruf Working 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.</p>	Application Forms
AS	<p>Prepare and send appointment letters to Ta'aruf Working 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 Committee is used as reference to ensure the smoothness of the programme. (Appendix II)</p>	Appointment Letter/ Job Scope of Student working committee - Induction Booklet
AS	<p>Follow up and get feedback from the selected Ta'aruf Working Committee members on their acceptance of the appointment and attendance to face to face/online Induction Course.</p>	Google Form
ST, AS	<p>Prepare invitation letters to invite speakers and VIPs to be signed by the Chairman and follow up on their attendance.</p>	Google Calendar, Invitation Letter
	Continue	

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

Responsibility	Flow Chart	Remarks
DC, PM, ST, All Committees include students committees	 <pre> graph TD A[Continue] --> B[Ensure overall programme run smoothly, which include Media & IT, discipline, welfare, food, accommodation and the programme as stated in the Ta'aruf Week programmes.] B --> C[The Bai'ah Form which include in the Ta'aruf Kit will be collected at the end of the Bai'ah session. (Appendix III)] C --> D[Follow up on all invitees, speakers and VIPs to ensure their presence at the respective time and venues.] D --> E[Ensure the smooth running of the Ta'aruf Week programmes assisted by the Working committee members] E --> F[Continue] </pre>	Steering and working committee Meeting
ST, AS		Bai'ah Form
ST, AS		Call and reply slip
DC, PM, ST, All Committees include students committees		Conduct Rehearsal, Conduct postmortem among student committee

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

Responsibility	Flow Chart	Remarks
	Continue 2	
PM, ST, Student AS	Prepare the report for Ta'aruf Week programmes	Report/ File
TRE	Prepare the Financial Report for the Taaruf Week programmes	Report/ File
AS	Key in attendance of student in STAR System	Star System
ST, AS	To arrange post mortem meeting	Email, Google Calendar
ST, AS	Filing	File
	End Process	

