



# BOOKING OF CAMPUS BAZAAR (SHORT TERM RENTAL)

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Najmi Saifuddin bin Zulkefli Maroswaty binti Bakri	Name : Mazlina binti Mustafa
Position : Administrative Assistant Residential and Services Department	Position : Director Residential and Services Department
Date : 01/02/2024	Date : 01/02/2024

## 1.0 OBJECTIVE

This procedure is to ensure effective and efficient system of appointment for Campus Bazaar Operators.

## 2.0 SCOPE

The procedure is to be applied for selection of operators (public and IIUM student) for short term rental.

## 3.0 ACCOUNTABILITY

Accountability	Detailed Procedure	
	3.1	BOOKING OF CAMPUS BAZAAR
AA/AAO	3.1.1	Receive completed application form from applicant (Application Form: Campus Bazaar Student / Public) <ul style="list-style-type: none"> <li>• Student application shall obtain recommendation from EDC</li> <li>• Copy of applicant NRIC / passport and Matric card</li> <li>• Copy of SSM (public only)</li> <li>• Detail / sample of product</li> </ul>
AA	3.1.2	Compile all application to be obtained in the CBC meeting <ul style="list-style-type: none"> <li>• Key in application in database.</li> </ul>
AAO	3.1.3	CBC meeting <ul style="list-style-type: none"> <li>• Invite members for meeting (Guidelines of Campus Bazaar)</li> </ul>
AAO/AA	3.1.4	Notify applicants on the result within 14 working days after the CBC meeting through: <ol style="list-style-type: none"> <li>1. Offer letter</li> </ol>

		2. Announcement through phone call / whatsapp
AAO/AA	3.1.5	Issue offer letter together with the acceptance notice and Term & Condition
AD/AAO/AA	3.1.6	Conduct briefing session for successful applicant
AAcc/AccA	3.1.7	Received payment and issue receipt <ul style="list-style-type: none"> <li>One-month deposit + one-month rental</li> </ul>
AA	5.1.8	File all document accordingly (IIUM/213/9/6/1/4) – CBC Public (IIUM/213/9/6/1/4) – CBC Student

#### 4.0 DEFINITION / ABBREVIATION

3.1	IIUM	:	International Islamic University Malaysia
3.2	FIN	:	Finance Division
3.3	RSD	:	Residential and Services Department
3.4	DD	:	Deputy Director
3.5	AD	:	Assistant Director
3.6	AAO	:	Assistant Administrative Officer
3.7	AAcc	:	Assistant Accountant
3.8	AccA	:	Accounting Assistant
3.9	AA	:	Administrative Assistant
3.10	FASMC	:	Food and Auxiliary Services Management Committee
3.11	Stadd	:	Student Affairs and Development Division
3.12	EDC	:	Entrepreneurship Development Centre
3.13	CBC	:	Campus Bazaar Committee
3.14	K/C/D/I/O	:	Kulliyyah/ Centre/ Division/Institute/Office
3.15	NRIC	:	National Registration Identity Card
3.16	Campus Bazaar	:	Area for small business activities i.e. push carts
3.17	Short Term	:	Rental within 3 to 6 months period
3.18	Public	:	Outsiders / Non IIUM

#### 5.0 REFERENCES

5.1 Guidelines of Campus Bazaar

5.2 Application forms: -

- i) Campus Bazaar (Public)
- ii) Campus Bazaar (Student)

5.3 CBC Minutes of meeting

## 6.0 RECORD RETENTION PERIOD

No.	Record	Retention Period	Location	Responsibility
1	Campus Bazaar Meeting (IIUM/213/20/5/3/)	6 Years	File Cabinet	AA
2	Campus Bazaar Public (IIUM/213/9/6/1/4)  Campus Bazaar student (IIUM/213/9/6/1/4)	6 Years	File Cabinet	AA

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graph TD
    START([START]) --> CHECK[CHECK APPLICATION FORM]
    CHECK --> COMPLETED{COMPLETED?}
    COMPLETED -- NO --> START
    COMPLETED -- YES --> TABLE[TABLE IN CBC MEETING]
    TABLE --> APPROVED{APPROVED?}
    APPROVED -- NO --> START
    APPROVED -- YES --> INFORM[INFORM SUCCESSFUL APPLICANT]
    INFORM --> PAYMENT[PAYMENT]
    PAYMENT --> END([END])
    END --> START
  
```

**APPLICANT / AA /AAO /AD**

**AA/AAO**

**AA/AAO**

**AD /AA /AAO**

**DD/AAO**

**AD/AAO /AA**

**APPLICANT /AAcc**

**AA**

**Applicant submit the application form**

**Check the application form**  
 (Application Form: Campus Bazaar Student/ Public)  
 - Copy of applicant NRC / passport and Matric Card  
 - Copy of SSM (public only)  
 - Detail / sample of product  
 - Student application shall obtain recommendation from EDC.

**- All completed submission will be tabled in the CBC Meeting.**

**CBC Meeting**  
 - Invite committee members for meeting (Guidelines of Campus Bazaar)  
 - CBC committee members should evaluate all the applications (Guidelines of Campus Bazaar)  
 - Decision of successful applicants.

**Approval CBC Meeting**  
 - Notify applicant the result within 14 working days after the meeting (Approved/Not Approved)  
 - Issue offer letter together with acceptance notice and term & condition

**To conduct the briefing session for successful applicants**

**Receive payment and issue receipt**  
 - One month deposit + one month rental

**File all document accordingly**