

Title

: PUBLICATION

Ref. No.

Ref. No. : IIUM/OCAP/06 Version No: : 03

Revision No : 00

Effective Date: 14/8/2024

PROMOTION & **PUBLICATION UNIT**

Prepared By:-	Approved By:-
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Date : 14/8/2024	Date : 14/8/2024



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1.0 OBJECTIVE

The purpose of this document is to ensure that the publication processes are effectively and efficiently managed.

2.0 SCOPE

The procedure covers the following activities:

- 2.1 Annual Report
- 2.2 Diary, Calendar and Planner
- 2.3 Greeting Cards

3.0 ACCOUNTABILITY

4.0 ABBREVIATION

3.1	DMR	: Deputy Management Representative
3.2	DD	: Deputy Director
3.3	AA	: Administrative Assistant
3.4	GD	: Graphic Designer
3.5	FR	: Finance Division Representative
3.6	EDF	: Executive Director of Finance
3.7	OCAP	: Office for Communication, Advocacy and Promotion

5.0 REFERENCE

-NA-

6.0 RECORD RETENTION PERIOD



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7.0 PROCESS FLOW

Responsibility Flow Chart Start To plan publication materials DD based on schedule Discuss on the concept, DMR / AO / GD content & design Call for quotation at least 5 printing DD/AA companies Receive quotation in 10 working days AA from the date of the quotation letter Open quotation and recommendation DD / FR / DMR by committee members Prepare proposal paper DD and AA Approval from the Executive Director DD of Finance and Rector Issue purchasing order AA/FR Continue



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Continue Discussion with the appointed DMR / DD / GD company on improvement of content, design & concept Approval on dummy/mock up DD / DMR or sample Final proof read **DMR** AA Proceed for printing process Received the printing material AA Prepare the mailing list AA Distribution of product with cover AA letter (internal and external) End