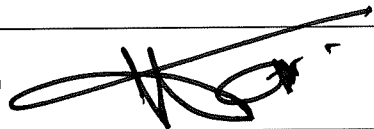| | Title | : Distribution of Zakat Assistance to Students |
	Ref. No.	: IIUM/CFS/SP/13
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	Version No.	: 02
Garden of Knowledge and Virtue	Revision No.	: 00
	Effective Date	: 15th April 2025

DISTRIBUTION OF ZAKAT ASSISTANCE TO CFS STUDENTS

Prepared By:	Approved By:
(Signature)	(Signature)
Name: Mohd Sufie bin Abdul Razak	Name: Hasanul Basri bin Abdullah
Position: Senior Assistant Director Office of the Deputy Dean Student Development & Community Engagement	Position: Dean Centre for Foundation Studies, IIUM
Date: 15th April 2025	Date: 15th April 2025

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1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 ACCOUNTABILITY

3.1 Office of the Deputy Dean Student Development and Community Engagement Principal of Mahallah

3.2 IIUM Endowment Fund (IEF)

4.0 ABBREVIATION (If any)

4.1 CFS   Centre for Foundation Studies
4.2 AO   Administrative Officer
4.3 AA   Administrative Assistant
4.4 DDSDCE   Deputy Dean (Student Development and Community Engagement)
4.5 SDA   Student Development Affairs
4.6 AAO   Assistant Administrative Officer
4.7 IEF   IIUM Endowment Fund Office
4.8 AHM   Assistant Hostel Manager
4.9 Principal   Principal of Mahallah

5.0 REFERENCE

5.1 Integrated Student Accounting System (ISAS)
5.2 Student Residential Management System (SRMS)
5.3 Had Kifayah calculation at the website

6.0 RECORD RETENTION PERIOD

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 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	START	
AAO	Open application for Zakat	
AAO	Arrange interview session with POM	
Principal/ AHM	Recommended or not? — Not Recommended → END	
	↓ Recommended	
AHM	Compile for Zakat Approval Meeting	
AAO	Invite all Members to Zakat Approval Meeting	
AAO	Send approved list of Zakat application to IEF	
AAO	Notify all members regarding the disbursement of zakat	
AAO	Keep all records related to Zakat Disbursement	
	END	