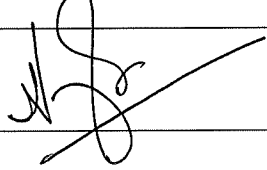
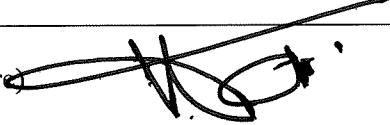




HANDLING OF USRAH PROGRAMME FOR CFS STUDENTS

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Nooradilah binti Mohd Rukon	Name: Hasanul Basri bin Abdullah
Position: Head Spiritual Development Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

To ensure that the implementation of Usrah Programme fulfills the University and Centre for Foundation Studies curriculum requirements.

2.0 SCOPE

This process covers the preparation, appointment of Chief Facilitator, Usrah Facilitators, registration of students, implementation of usrah, processing of results and payment of Usrah Facilitator.

3.0 ACCOUNTABILITY

Head, Spiritual Development Department
 Deputy Dean, Academic and Internationalisation

4.0 ABBREVIATION (If any)

4.1 HSDD	Head of Spiritual Development Department
4.2 SARO	Senior Assistant Religious Officer
4.3 ARO	Assistant Religious Officer
4.4 HOD	Head of Department
4.5 ODDAI	Office of the Deputy Dean, Academic and Internationalisation
4.6 ITD	Information and Technology Department
4.7 CF	Chief Facilitator
4.8 UF	Usrah Facilitator
4.9 CFS	Centre for Foundation Studies
4.10 COE	Committee of Examiners
4.11 Usrah Programme	The compulsory CCUB 1061 Usrah 1 and CCUB 1062 Usrah 2 as stated in the curriculum structure of CFS

5.0 REFERENCE

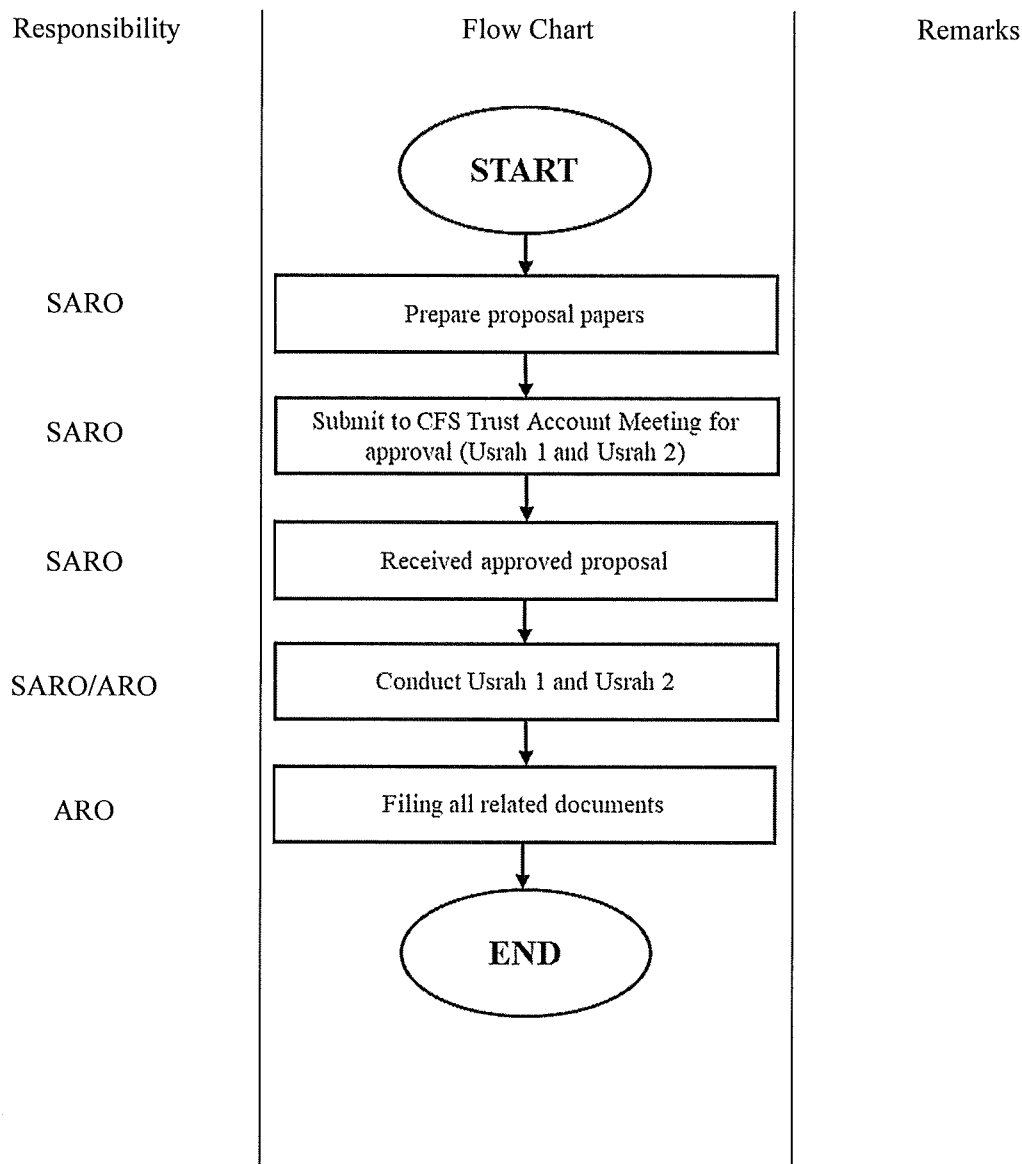
- 5.1 Course Outline CCUB 1061 and CCUB 1062
- 5.2 Task Sheet CCUB 1061 and CCUB 1062

6.0 RECORD RETENTION PERIOD

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Checklist for Roleplay & E-Portfolio and Result form	2 years	Filing Room	ARO
2.	Justification of Failure form	2 years	Filing Room	ARO
3.	Copy of Validation sheet	2 years	Filing Room	ARO
4.	Copy of appointment letter of CF and UF	2 years	Filing Room	ARO

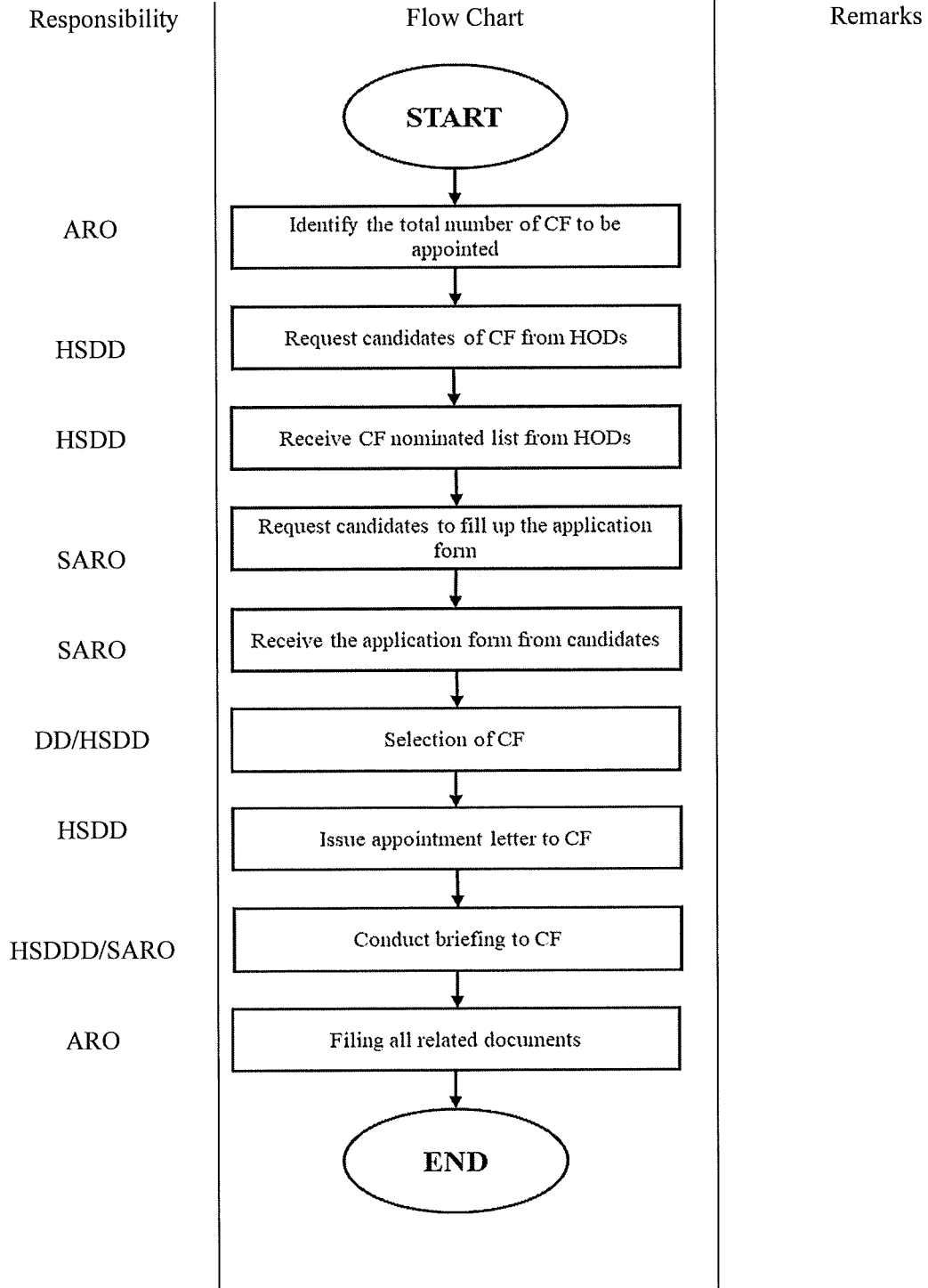
7.0 PROCESS FLOW

7.1 PREPARATION FOR HANDLING USRAH

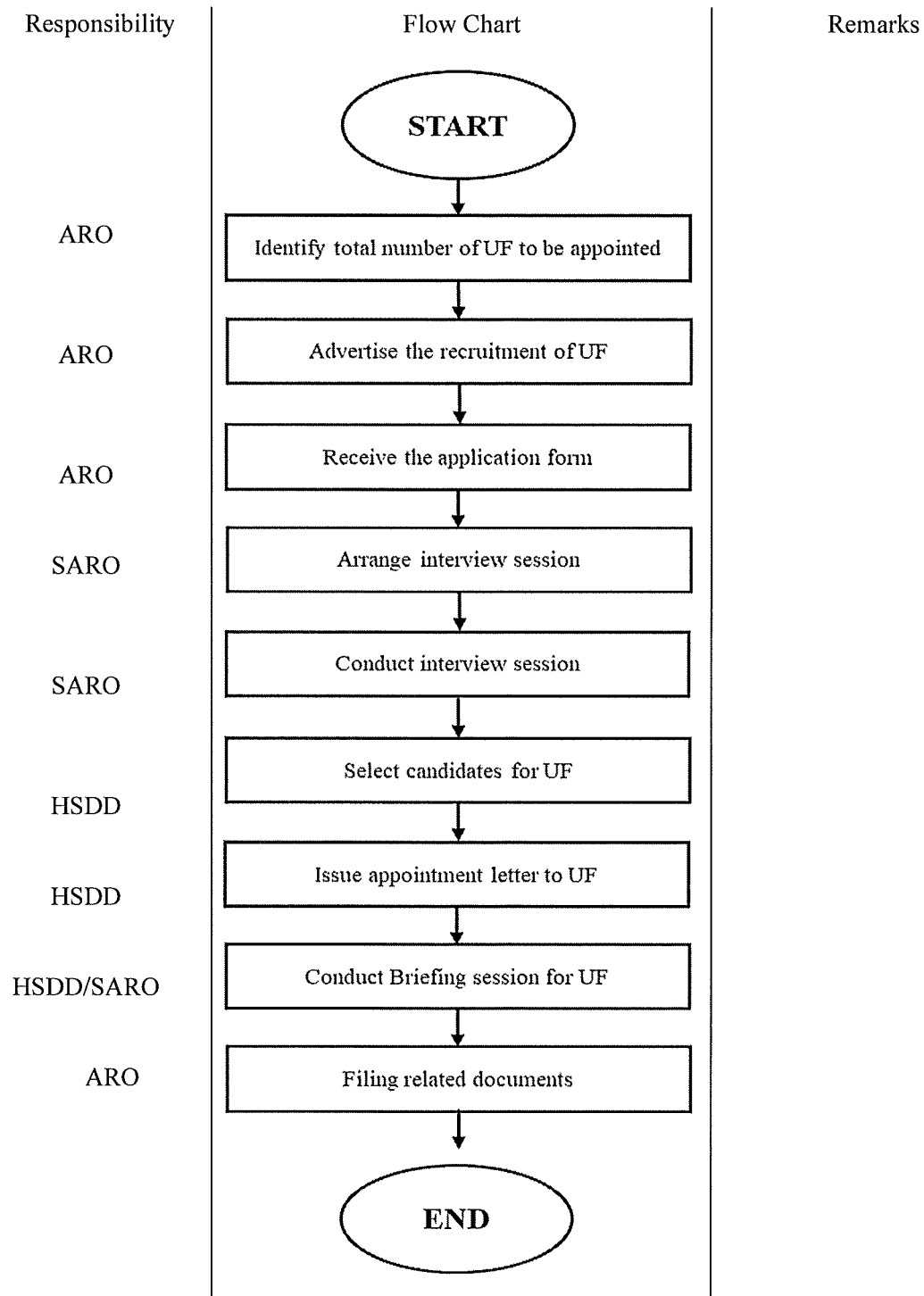




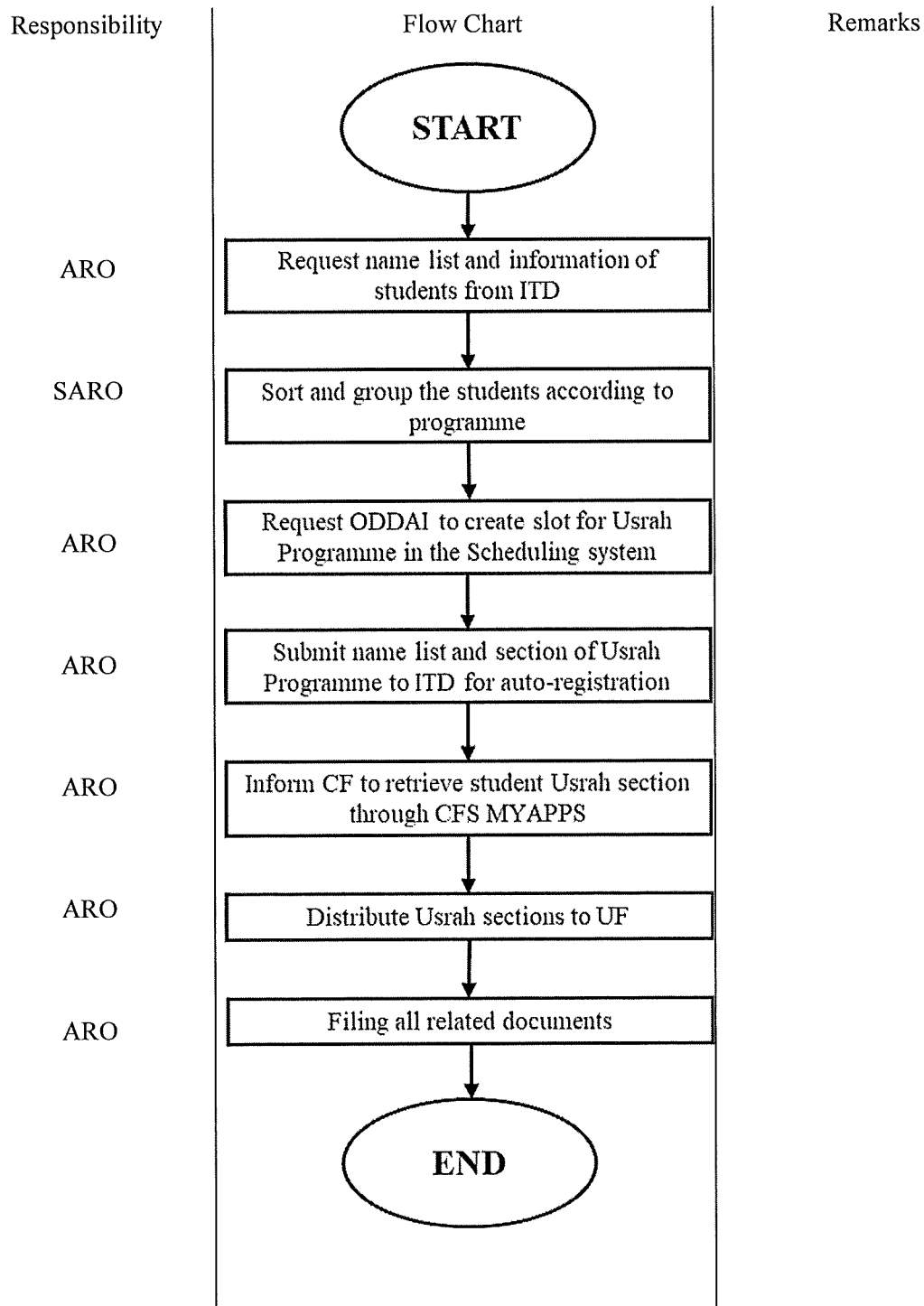
7.2 APPOINTMENT OF CHIEF FACILITATOR (ACADEMIC STAFF)



7.3 APPOINTMENT OF USRAH FACILITATORS (STUDENTS)



7.4 REGISTRATION OF USRAH PROGRAMME

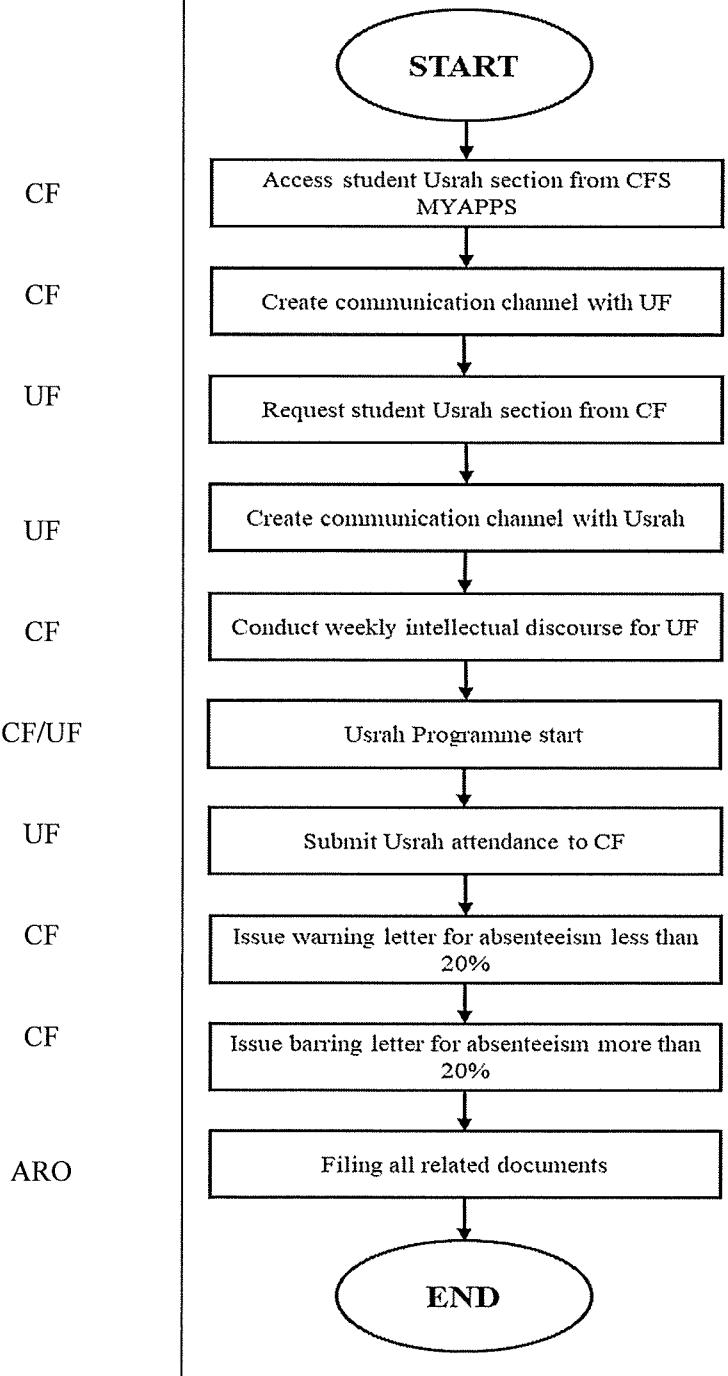


7.5 IMPLEMENTATION OF USRAH

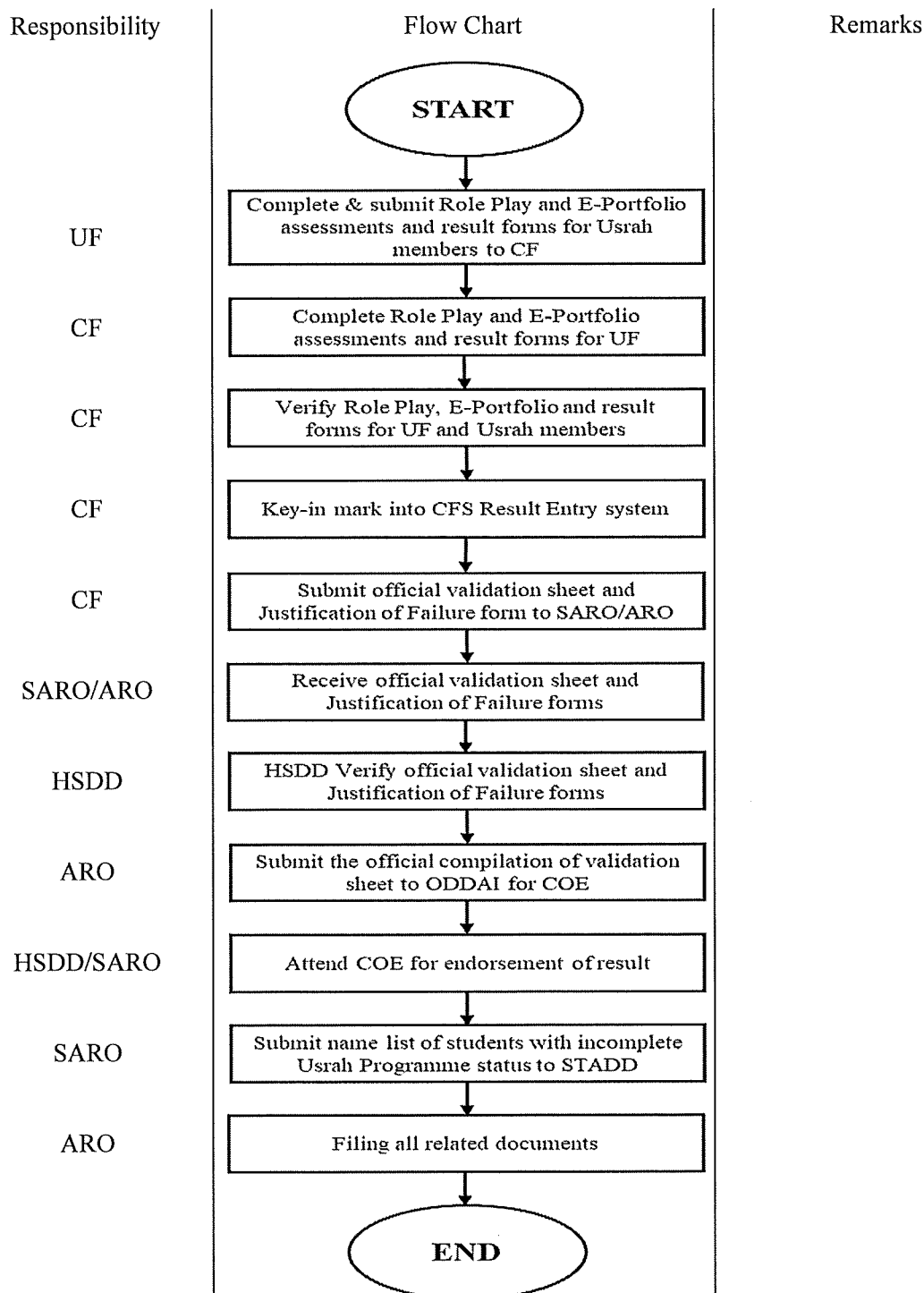
Responsibility

Flow Chart

Remarks



7.6 PROCESS OF USRAH RESULT



7.7 PAYMENT OF USRAH FACILITATOR

