





Version No.: 05 Revision No.: 04 Effective Date: 22<sup>nd</sup> Jan 2024 Workstation: OSC

Ref No.:

### OFFICE OF THE DEPUTY CAMPUS DIRECTOR (STUDENT DEVELOPMENT & SUPPORT SERVICES) INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

# **PROGRAMME PROPOSAL FORM (PPF)**

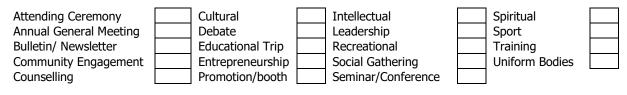
#### **REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.** For Office Use: Please tick (/) if applicable 1. PROGRAMME Community Service i. Name of Programme :\_\_\_\_\_ International Fund Raising Acquiring Sponsorship ii. Organiser/s iii. Venue Other: \_ End Date : \_\_\_\_\_ (Please Specify) iv. Start Date v. Expected No. of Participant (s) : Local :\_\_\_\_\_ International :\_\_\_\_\_ vi. Collaborations

\*(For collaboration programme, signature of the main organiser and collaborators are required in the Joint Programme Form)

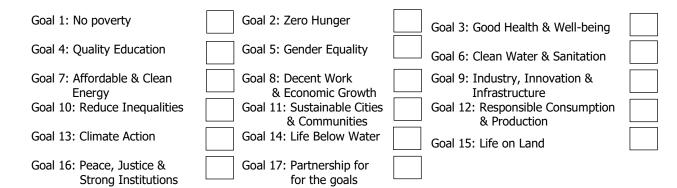
# 2. <u>TYPES OF PROGRAMME</u> (Please tick (/) which relevant)

	Student Driven Department Driven Credited Programme (Not entitled for STAR's Point) Others: Please Specify
3.	K/C/D/I/O/M IN-CHARGE:
4.	SOCIETY/CLUB/ASSOCIATION:
5.	TYPE OF ACTIVITY Participation Competition
6.	LEVEL OF ACTIVITY (Please tick (/) which relevant)
	International National State University Society/Department

### 7. VARIATION OF ACTIVITY (Please tick (/) which relevant)



### 8. <u>SDG GOALS</u> (Please tick (/) which relevant)



### 9. MAQASID SHARIAH (Please tick (/) which relevant)

Faith	Γ
Life	
Intellect	
Lineage	
Wealth	

### 10. <u>MISSION OF IIUM</u> (Please tick (/) which relevant)

Islamisation Internationalization Integration

### 11. STUDENT IN-CHARGE (STUDENT DRIVEN ONLY)

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
President of Societies / Club				
Secretary of Societies / Clubs				
Treasurer of Societies / Club				

### \* PLEASE REFER DISCLAIMER

### 12. UNDERTAKING BY SECRETARY/PROGRAMME MANAGER

I hereby certify that the above information given are true and correct as to the best of my knowledge.

(Signature)

Name :

Date :

### 13. FINANCIAL REQUIREMENT:

13.1	Financial requirement				
	a) Balance Budget : RM (Please re	refer : K/C/D/I/O/M)			
	b) Budget Requested : RM				
	c) Budget from : (please tick (/) which relevant	ıt)			
		EDC SDD CREDITED CO- CURRICULAR			
	Citra Mahallah I	IWON KULLIYYAH			
	Other sources of income (please attach / specify):				
13.2	1. RM	4. RM			
	2. RM	5. RM			
	3. RM	6. RM			
13.3	Total Programme Budget :RM	Transportation : <i>Quantity :</i> <i>Type</i> : BUS / VAN / LORRY / MPV			

# 14. FOR CENTRAL CLUBS:

# A) RECOMMENDATION

### i. CLUB / PROGRAM ADVISOR

Remarks	:
Signature/Stamp	:
Date	:

### ii. OFFICER-IN-CHARGE / ASSISTANT DIRECTOR

Remarks	:
Budget Recommended	:
Signature/Stamp	:
Date	:

### iii. DEPUTY DIRECTOR (OSC) / HEAD OF DEPARTMENT

Remarks	:
Budget Recommended	:
Signature/Stamp	:
Date	:

### 15. FOR MAHALLAH:

A) RECOMMENDATION

i. PROGRAM ADVISOR / FELLOW		ii. MAHALLAH PRINCIPAL	
Remarks	:	Remarks	:
Signature/Stamp	:	Budget Recommended	:
Date	:	Signature/Stamp	:
		Date	:

### 16. FOR KULLIYYAH:

A) RECOMMENDATION

i. PROGRAM ADVISO	R	ii. DEPUTY DEAN (SDCE	)
Remarks	:	Remarks	:
Signature/Stamp	:	Budget Recommended	:
Date	:	Signature/Stamp	:
		Date	:

### iii. DEAN

Remarks	:
Budget Recommended	:
Signature/Stamp	:
Date	:

Notes:

1) Programme Proposal may be approved up to RM 10,000 by respective Deputy Dean SDCE

2) Programme Proposal may be approved up to RM 20,000 by respective Deans / DCD SDSS

3) Trust Funds Committee approval is required if the programme request budget from trust fund budget (please refer IIUM policy)

4) For kulliyyah programme, DCD SDSS approval is required if the budget is requested from OSC allocation

### 17. DEPUTY CAMPUS DIRECTOR (STUDENT DEVELOPMENT & SUPPORT SERVICES)

Approved	Resubmission / KIV	Rejected
Remarks	:	
Budget Approved (RM)	:	
Transport	IIUM Budget (RM	)
Signature	:	
Stamp/Date	:	

### 18. APPROVAL

i. HEAD, FINANCE DEPARTMENT, IIUM KUANTAN CAMPUS		ii. CAMPUS DIRECTOR, IIUM KUANTAN CAMPUS	
Remarks	:	Remarks	:
Budget Approved	:	Budget Approved	:
Signature/Stamp	:	Signature/Stamp	:
Date	:	Date	:

19. APPROVAL FOR PROGRAMME REQUIRING SPONSORSHIP ONLY :

RECOMMENDATION

# i. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (*if applicable*)

Remarks	:
Budget Recommended	:
Signature/Stamp	:
Date	:

APPROVAL

### iv. EXECUTIVE DIRECTOR OF FINANCE

Remarks	:	Remarks	:
Signature/Stamp	:	Signature/Stamp	:
Date	:	Date	:

v. RECTOR

# GUIDELINES:

- 1. Please submit **1 original PPF** and **1 proposal paper** (please refer to the guideline/checklist below for submission of the proposal) with the completed form to the staff in-charge.
- 2. Duration for Submission of Proposal are as follows:-

No.	Level of Programme	Submission of working papers to the officer in-
		charge
1.	University/Club level	Not less than 21 days before the date of programme
2.	National level & Programmes that require Sponsorship	Not less than 3 months before the date of programme
	from outside, regardless of level	
3.	Regional/International level	Not less than 6 months before the date of programme
4.	Invitational	Not less than 9 days before the date of programme

- 3. All banners, buntings, media statements and official letters must be approved by the relevant offices.
- 4. *The Programme Report* and *Financial Report* forms must be submitted to the staff in-charge not more than **14 days** after the programme.
- 5. Please refer to the relevant Kulliyyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities for detailed guidelines.
- 6. All selling/cooking activities must seek recommendation from Facilities, Food & Services Department (FFSD) and must be attached with programme proposal before submitting for approval.
- 7. **\* DISCLAIMER**: The University's Authority shall not be held responsible for any insufficient of sponsorship fund or overspend of approved budget. The programme organizer/s shall be fully accountable to the third parties or any other expenses declared under sponsorship allocation and any additional expenditure of approved budget.
- 8. All programmes profits must be maintain by the University Account.