



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA
IIMU

VERSION NO: 01

REVISION NO: 00

DOCUMENT TITLE: PROGRAMS ABOVE
RM20,000.00

EFFECTIVE DATE: 30/09/2022


DOCUMENT NO.: IIUM/IIMU/01

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PROGRAMS ABOVE RM20,000.00

Prepared By :-	Approved By :-
Signature: 	Signature: 
Name: Azizah Binti Mohd Yusof	Name: Prof. Dr. Dawood Al-Hidabi
Position: Assistant Administrative Officer International Institute for Muslim Unity (IIMU)	Position: Director International Institute for Muslim Unity (IIMU)
Date: 30/09/2022	Date: 30/09/2022

CONTROLLED COPY NO.:

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1. OBJECTIVE

To ensure that the procedure is in accordance with the IIMU policies.

2. SCOPE


The procedure is used by International Institute for Muslim Unity (IIMU) as a guideline to improve the process.

3. DEFINITION/ABBREVIATION

3.1	R	:	Rector
3.2	DR	:	Deputy Rector
3.3	ED	:	Executive Director (Finance)
3.4	D	:	Director
3.5	DD	:	Deputy Director
3.6	AO	:	Administrative Officer (Assistant Director/Senior Assistant Director/Deputy Director
3.7	SAAO	:	Senior Assistant Administration Officer
3.8	AA	:	Administrative Assistant
3.9	IIMU	:	International Institute for Muslim Unity
3.10	CA	:	Conference Assistant


4 REFERENCES

- 4.1 Proposal
- 4.2 Attendance Form
- 4.3 Poster
- 4.4 Evaluation Form
- 4.5 Invitation Letter
- 4.6 Booking form

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AO	5.1 Prepare proposal for the programs and forward to DD for recommendation.
DD	5.2 Recommend the programs. If yes, proceed to next process. If no, revise the proposal.
AO	5.3 Forward to D for approval. If yes, proceed to next process. If no, revise the proposal.
AA	5.4 Forward to DR for approval
SAAO	5.4 Request for quotation for: <ul style="list-style-type: none"> - Accommodation (if outside University). - Transportation (if outsource). - Souvenir. - Stationeries. - Meals. - Printing.

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA	5.5 Prepare invitation letter to: <ul style="list-style-type: none"> - UMC members - Deans / Directors KCDIO - External Universities - Internal - Organizations - Relevant parties 5.6 Forward to D for signature.
AO	5.7 Arrange for meeting.
AA	5.8 Proceed with booking of University's facilities and equipment and forward to relevant KCDI: <ul style="list-style-type: none"> - Transport - Venue - Audio Visual - Media - Event facilities 5.9 Prepare promotion material (poster, banner, bunting). 6.0 Advertise the program <ul style="list-style-type: none"> - IIUM Announcement (website, email and digital board). - Social Media. 6.1 Prepare conference materials.

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAAO	6.2 Prepare evaluation and resolution form.
AA	6.3 Prepare attendance sheet.
IIMU	6.4 Run the program.
CA	6.5 Distribute evaluation and resolution form.
AA	6.6 Prepare and submit documents to finance division for payment.
	6.7 End of process.

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6. RECORDS

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Proposal	Filing Cabinet	7 years	Quality Manager/ Administrative Assistant
2	Invoices	Filing Cabinet.	7 years	Quality Manager/ Administrative Assistant
3	Evaluation form	Filing Cabinet	7 years	Quality Manager/ Administrative Assistant

7. FLOWCHART : AS PER ATTACHED



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**FLOW CHART
ORGANIZE PROGRAMS ABOVE RM20,000.00**

