



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA
IIMU

VERSION NO: 01

REVISION NO: 00

DOCUMENT TITLE : PROGRAMS BELOW
RM20,000.00


EFFECTIVE DATE: 30/09/2022

DOCUMENT NO.: IUM/IIMU/02


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PROGRAMS BELOW 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


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<p>1. OBJECTIVE To ensure that the procedure is in accordance with the IIUM policies.</p> <p>2. SCOPE The procedure is used by International Institute for Muslim Unity (IIMU) as a guideline to improve the process.</p> <p>3. DEFINITION/ABBREVIATION</p>	<table border="1"> <tr> <td>3.1</td> <td>D</td> <td>:</td> <td>Director</td> </tr> <tr> <td>3.2</td> <td>DD</td> <td>:</td> <td>Deputy Director</td> </tr> <tr> <td>3.3</td> <td>AO</td> <td>:</td> <td>Administrative Officer (Assistant Director / Senior Assistant Director / Deputy Director)</td> </tr> <tr> <td>3.4</td> <td>SAAO</td> <td>:</td> <td>Senior Assistant Administration Officer</td> </tr> <tr> <td>3.5</td> <td>AA</td> <td>:</td> <td>Administrative Assistant</td> </tr> <tr> <td>3.6</td> <td>IIMU</td> <td>:</td> <td>International Institute for Muslim Unity</td> </tr> <tr> <td>3.7</td> <td>CA</td> <td>:</td> <td>Conference Assistant</td> </tr> </table>	3.1	D	:	Director	3.2	DD	:	Deputy Director	3.3	AO	:	Administrative Officer (Assistant Director / Senior Assistant Director / Deputy Director)	3.4	SAAO	:	Senior Assistant Administration Officer	3.5	AA	:	Administrative Assistant	3.6	IIMU	:	International Institute for Muslim Unity	3.7	CA	:	Conference Assistant
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<p>4. REFERENCES</p> <p>4.1 Proposal 4.2 Attendance Form 4.3 Poster 4.4 Evaluation Form 4.5 Invitation Letter 4.6 Booking form</p>																													

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AO	5.1 Prepare proposal for the program and forward to DD for recommendation
DD	5.2 Recommend the program If yes, proceed to next process If no, revise the proposal
D	5.3 Approve the program If yes, proceed to next process If no, end of process
SAAO	5.4 Request 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"> - IUM 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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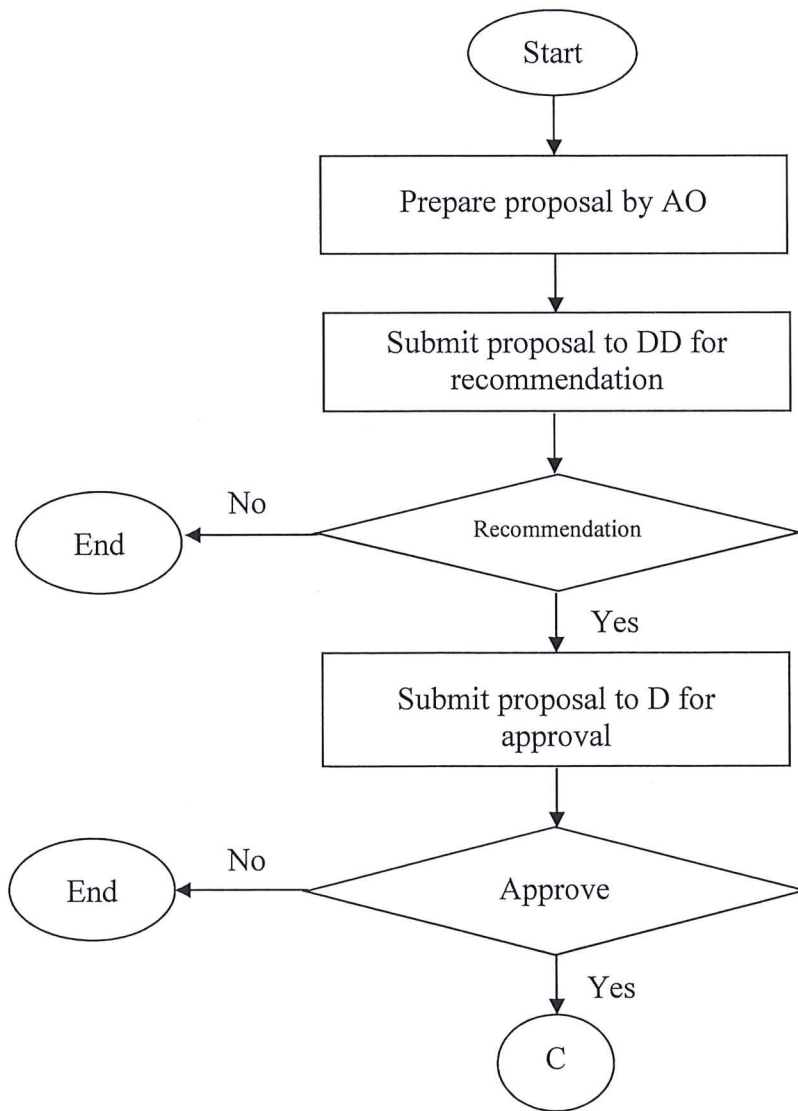
6. RECORDS


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 BELOW RM20,000.00



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