

≤ RM 1,000/-

Version No.: 03
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Effective Date: 3rd June 2019
Workstation: STADD



Ref No.: _____

**OFFICE OF DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

PROGRAMME PROPOSAL FORM (PPF)

REMINDER: PLEASE FILL UP THE FORMS COMPLETELY.

1. PROGRAMME

- i. Name of Programme : _____

- ii. Organiser/s : _____
- iii. Venue : _____
- iv. Start Date : _____ End Date : _____
- v. Expected No. of Participant (s) : International : _____
Local : _____
- vi. Collaborations : _____

For Office Use:
Please tick (/) if applicable

- Community Service
- International
- Fund Raising
- Acquiring Sponsorship
- Other : _____
(Please Specify)

2. TYPES OF PROGRAMME (Please tick (/) which relevant)

- Student Driven Department Driven Invitational Programme Joint Programme Credited Programme
(not entitled for STAR's Point)
- Others (Please Specify) _____

3. KULL./DEPT./UNIT IN-CHARGE:

4. SOCIETY/CLUB/ASSOCIATION:

5. TYPE OF ACTIVITY : Participation Competition

6. LEVEL OF ACTIVITY (Please tick (/) which relevant)

- University National International Society/Department Compulsory Programme
(not entitled for STAR's Point)

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

Attending Ceremony	<input type="checkbox"/>	Cultural	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Bulletin/ Newsletter	<input type="checkbox"/>	Debate	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Community Service	<input type="checkbox"/>	Educational Trip	<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Training	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social Gathering	<input type="checkbox"/>	Uniform Bodies	<input type="checkbox"/>
Annual General Meeting	<input type="checkbox"/>	Promotion/booth	<input type="checkbox"/>	Seminar/Conference	<input type="checkbox"/>		

8. SDG GOALS (Please tick (/) which relevant)

Goal 1: No Poverty	<input type="checkbox"/>	Goal 2: Zero Hunger	<input type="checkbox"/>	Goal 3: Good Health & Well-being	<input type="checkbox"/>
Goal 4: Quality Education	<input type="checkbox"/>	Goal 5: Gender Equality	<input type="checkbox"/>	Goal 6: Clean Water & Sanitation	<input type="checkbox"/>
Goal 7: Affordable & Clean Energy	<input type="checkbox"/>	Goal 8: Decent Work & Economic Growth	<input type="checkbox"/>	Goal 9: Industry, Innovation & Infrastructure	<input type="checkbox"/>
Goal 10: Reduce Inequalities	<input type="checkbox"/>	Goal 11: Sustainable Cities & Communities	<input type="checkbox"/>	Goal 12: Responsible Consumption & Production	<input type="checkbox"/>
Goal 13: Climate Action	<input type="checkbox"/>	Goal 14: Life Below Water	<input type="checkbox"/>	Goal 15: Life on Land	<input type="checkbox"/>
Goal 16: Peace, Justice & Strong Institutions	<input type="checkbox"/>	Goal 17: Partnership for the goals	<input type="checkbox"/>		

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

Faith	<input type="checkbox"/>
Life	<input type="checkbox"/>
Intellect	<input type="checkbox"/>
Lineage	<input type="checkbox"/>
Wealth	<input type="checkbox"/>

10. MISSION OF IIUM (Please tick (/) which relevant)

Islamisation	<input type="checkbox"/>
Internationalization	<input type="checkbox"/>
Integration	<input type="checkbox"/>

11. STUDENT IN-CHARGE

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

*** PLEASE REFER DISCLAIMER**

12. UNDERTAKING

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

 Name :
 Date :

13. FINANCIAL REQUIREMENT: Balance of budget available: _____

9.1	Budget requested from :-	
	i. STADD/CCSC/EDC/SDC: RM _____ CENSERVE/IWON/CITRA/ _____	ii. Mahallah : RM _____
	iii. Kulliyah : RM _____	iv. Sponsors : RM _____ (please attached list of potential sponsors – if any)
9.2	Total Budget :RM _____	Transportation : <i>Quantity</i> : _____ <i>Type</i> :BUS /MINIBUS / VAN/ LORRY /4WD / MPV
9.3	Other sources of income (please attach):-	
	1.	RM _____
	2.	RM _____

14. RECOMMENDATION

i. ADVISOR/COORDINATOR

Remarks : _____
 Signature and stamp : _____
 Date : _____

**ii. OFFICER-IN-CHARGE (K/C/D)/ASSISTANT DIRECTOR/
 FELLOW (MAHALLAH)
 (for joint/collaboration programme, signature of the main
 organiser is required in the Joint Programme Form)**

Remarks : _____
 Budget recommended : RM _____
 Transport : _____
 Signature and stamp : _____
 Date : _____

**iii. HEAD OF DEPARTMENT/DEPUTY DIRECTOR/
 DEPUTY DEAN/ PRINCIPAL**

Remarks : _____
 Budget recommended/Approved :RM _____
 Transport: _____
 Signature and stamp : _____
 Date: _____

iv. DEAN/DIRECTOR/HEAD OF STADD

Remarks : _____
 Budget recommended/Approved :RM _____
 Transport: _____
 Signature and stamp : _____
 Date: _____

v. DEPUTY RECTOR (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT) (if applicable)

Remarks : _____

Signature and stamp : _____

Date: _____

15. APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM (if applicable)

i. EXECUTIVE DIRECTOR, FINANCE DIVISION

ii. RECTOR

Remarks : _____

Remarks : _____

Signature and stamp : _____

Signature and stamp : _____

Date : _____

Date : _____

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:-

Level of Programme	Submission of working papers to the officer in-charge
University/Club level	Not less than 21 days before the date of programme
National level & Programmes that require sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme
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 **Kulliyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities** for detailed guidelines.
6. **All selling/cooking activities must get recommendation from Facilities, Food & Services Department (FFSD) before submitting programme proposal 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.