
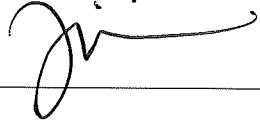


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
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**PROMOTION &
PUBLICATION UNIT**


Prepared By :-	Approved By :-
	
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Position : Administrative Officer Promotion & Publication Section	Position : Director Office for Communication, Advocacy and Promotion
Date : 01/01/2019	Date : 01/01/2019

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<p>1. -OBJECTIVE</p> <p>The purpose of this document is to ensure that the publication processes are effectively and efficiently managed.</p>	
<p>2. SCOPE</p> <p>The procedure covers the following publication activities:</p> <ul style="list-style-type: none"> i) Annual Report ii) Diary, Calendar and Planner iii) Greeting Cards 	
<p>3. DEFINITION/ABBREVIATION</p>	
3.1	DMR : Deputy Management Representative
3.2	AO : Sen. Assistant Director
3.3	AA : Administrative Assistant
3.4	GD : Graphic Designer
3.5	FR : Finance Division Representative
3.6	EDF : Executive Director of Finance
3.7	OCAP : Office for Communication, Advocacy and Promotion
<p>4. REFERENCES -NA-</p>	

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	PUBLICATION PROCESS (ANNUAL REPORT, DIARY, CALENDAR, PLANNER AND GREETING CARD)
AD	To plan publication material based on schedule
DMR/AO/GD	Discuss on the concept ,content & design
AO/AA	Call for quotation at least 5 printing companies
AA	Received quotation in 10 working days from the date of the quotation letter
AO/FR/DMR	Open quotation and recommendation by committee members
AO and AA	Prepare proposal paper
AO	Approval from Executive Director of Finance and Rector
AA/FR	Issues Purchasing Order
DMR/AO/GD	Discussion with the appointed company on improvement of content and design
AO/DMR	Approval on dummy/mock up or sample
DMR	Final proof read
AA	Proceed for printing process
AA	Received the printing material
AA	Prepare the mailing list
AA	Distribution of product with cover letter (internal and external)
AA	Keep all document in the relevant file End

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7. QUALITY RECORDS

No.	Records	Location	Duration	Person in-charge
1.	Call for Quotations letter and Receive Quotation	Filing Cabinet	3 years	AA
2.	Proposal Paper	Filing Cabinet	3 years	AA
4.	Final mock-up	Filing Cabinet	3 years	GD
5.	Cover letter of distribution	Filing Cabinet	3 years	AA

PUBLICATION PROCESS (ANNUAL REPORT, GREETING CARD, DIARY,
CALENDAR AND PLANNER)

FLOWCHART

