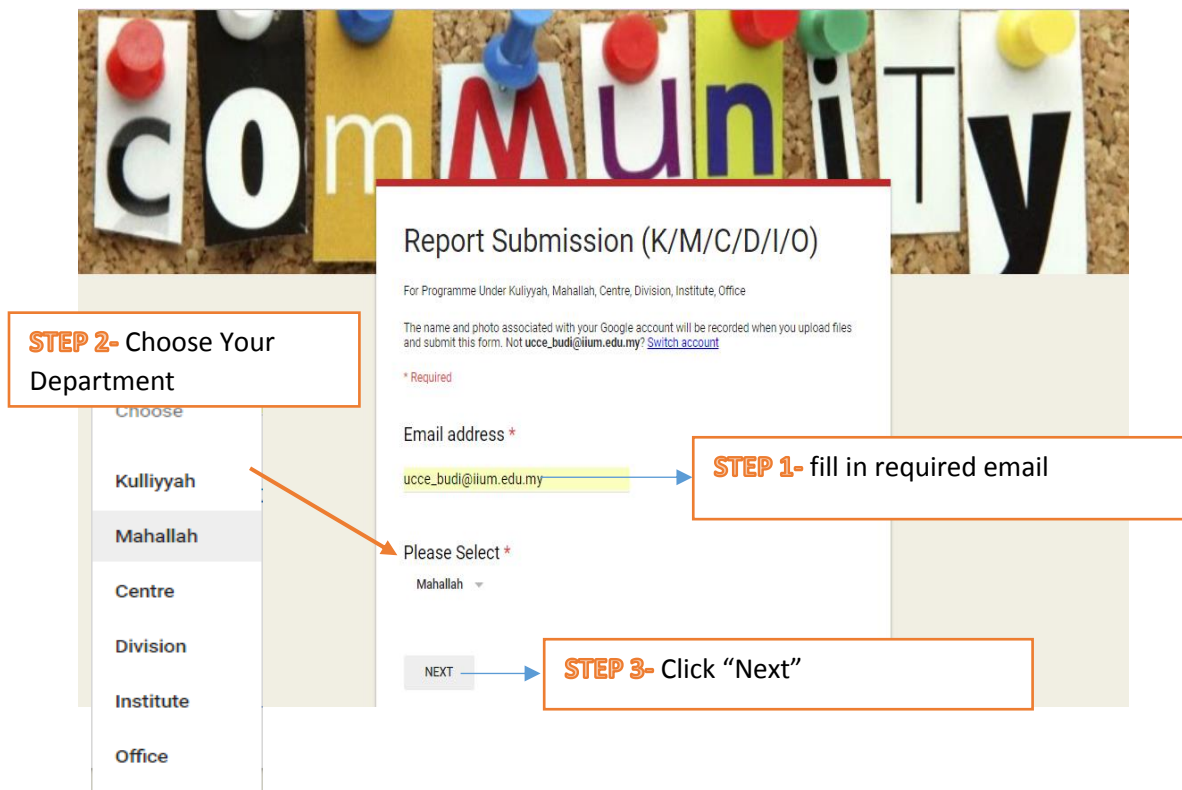


## INSTRUCTIONS FOR FILLING IIUM BUDI ACTIVITIES FORM

These instructions are guidelines for filling the particulars in this **IIUM BUDI ACTIVITIES** Form. In case of any doubt or enquiry, please refer to UCCE-BUDI office by contact directly at ext: 4058 (Sr Marhamah) or send email to [ucce\\_budi@iium.edu.my](mailto:ucce_budi@iium.edu.my)

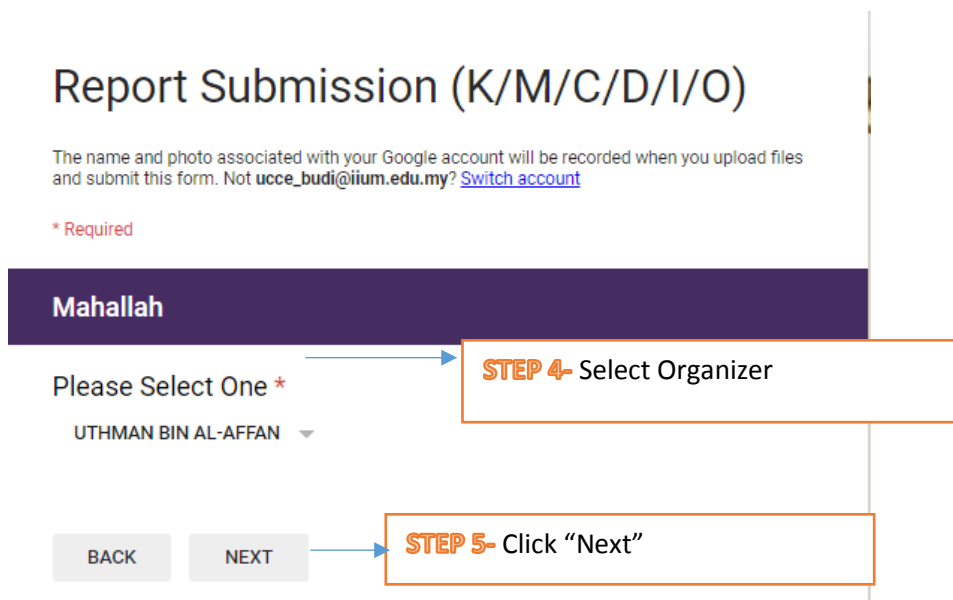
NOTE: This is official form managed by Office of University Centre for Community Engagement

### Section “Report Submission ( K/C/D/I/O)”



The screenshot shows the 'Report Submission (K/M/C/D/I/O)' form. The background features the word 'Community' spelled out with colorful letters on a corkboard. The form includes a dropdown menu for selecting a department, an email address field, and a 'Please Select' dropdown. Annotations with arrows point to these elements:

- STEP 2- Choose Your Department**: Points to the department selection dropdown menu.
- STEP 1- fill in required email**: Points to the email address field containing 'ucce\_budi@iium.edu.my'.
- STEP 3- Click “Next”**: Points to the 'NEXT' button.



The screenshot shows the 'Report Submission (K/M/C/D/I/O)' form at a later stage. The 'Mahallah' dropdown is highlighted in purple. The 'Please Select One' dropdown is set to 'UTHMAN BIN AL-AFFAN'. Annotations with arrows point to these elements:

- STEP 4- Select Organizer**: Points to the 'Please Select One' dropdown menu.
- STEP 5- Click “Next”**: Points to the 'NEXT' button.

## REPORT PROGRAMME

Please Enter Detail of Programme

Name of Programme \*

Bersama Dunia Remaja

**STEP 6-** FILL IN NAME OF PROGRAMME

Approval Reference Number \*

Eg : IIUM/511/12/2/1-BUDI-122/4/18

IIUM/511/12/2/1-BUDI-122/4/18

**STEP 7-** Write Reference  
Number of Approval Letter

Date (Start)

Date

03/01/2018

**STEP 8-** SELECT DATE OF PROGRAMME  
START

Date (End)

Date

03/05/2018

**STEP 9-** SELECT DATE OF PROGRAMME END

(Note : Please ignore this section if programme only one day)

Venue \*

Kodiang,Kedah

**STEP 10-** SPECIFY VENUE OF PROGRAMME

(Note : If venue more than one, please using comma to separate it )

Budget Approved (RM) \*

Budget Approved From IIUM/Department

1000

**STEP 11-** SPECIFY TOTAL BUDGET APPROVED  
FROM IIUM

Total Sponsorship, Fundraising (RM) \*

Please State Total Fund Which Go Through To Finance Division

10,000

**STEP 12-** Specify Total  
Sponsorship Obtained

Total Expenditure (RM) \*

Total Financial Implementation including Sponsor,Commitment

11000

**STEP 13-** Specify Total  
Expenditure Utilized

**STEP 14- SPECIFY TYPE OF PROGRAMME**

Type of Programme

(Note : You may select more than one)

- Social-Welfare (Eg:Building Construction, Donation, Humanitarian Mission)
- Education (Eg: Mentoring, Facilitating, School Engagement)
- Dakwah (Eg: Islamization, Programme on spreading Values of Quran and Sunnah)
- Training (Eg : Leadership )

Level of Programme \*

Please Specify Level Of Programme

**STEP 15- SELECT LEVEL OF PROGRAMME**

- International
- National
- State
- University

Programme Manager \*

Full Name of Programme Manager

**STEP 16- FILL IN FULL NAME OF PROGRAMME MANAGER**

Muhamad Faris Mazida

Contact Number ( Without "-" ) \*

Eg:0145003486

**STEP 17- FILL IN CONTACT NUMBER OF PROGRAMME MANAGER**

01125628656

Remarks (Invitation/Sponsor/Joint) \*

( Please List All Collaborator and Expected Sponsor in 'Other' Section below)

**STEP 18- SELECT REMARKS OF PROGRAMME**

(Note: Please select one either invitation, sponsor or Joint Venture and specify the collaborator and Sponsor in 'other' section. Also please use comma to separate company.

- Invitation
- Sponsor (Please List All Expected Sponsor Below)
- Joint Venture ( Please List All Collaborator below)
- Other: UMW Oil and Gas

**STEP 19- UPLOAD SOFTCOPY OF SUBMITTED PROPOSAL**

(Note: Upload only one file in format of docx or pdf.

Proposal Softcopy (Pdf/Doc) \*

Upload One File in Format of Doc or Pdf

[ADD FILE](#)

Evidence of Programme/ Pictures \*

Upload Five Picture or Video Not Exceed 100MB in size

**STEP 20- Upload Picture or Video of Programme**

(Max 5 or 100Mb)

[ADD FILE](#)

BACK

NEXT

**STEP 21** Click "Next"

## Committee and Participant

This section required information on total number of participant and committee involved

**Number of Committee and Facilitator \***

Total number of Committee and Facilitator involved (IIUM STUDENT)

Your answer

**STEP 28-** SPECIFY TOTAL NUMBER OF COMMITTEES, FACILITATORS AND PARTICIPANTS INVOLVED

**Number of IIUM Staff \***

Total number of IIUM Staff involved

Your answer

**STEP 29-** SPECIFY TOTAL NUMBER OF IIUM STAFF INVOLVED

**Number of IIUM Student : Year 1 \***

Total number of First Year IIUM Student involved in programme

Your answer

**STEP 30-** SPECIFY TOTAL NUMBER FIRST YEAR IIUM STUDENT INVOLVED

**Number of IIUM Student : Year 2 \***

Total number of Second Year IIUM Student involved in programme

Your answer

**STEP 31-** SPECIFY TOTAL NUMBER SECOND YEAR IIUM STUDENT INVOLVED

**Number of IIUM Student : Year 3 \***

Total number of Third Year IIUM Student involved in programme

Your answer

**STEP 32-** SPECIFY TOTAL NUMBER THIRD YEAR IIUM STUDENT INVOLVED

**Number of IIUM Student : Final Year Student \***

Total number of Final Year IIUM Student involved in programme

Your answer

**STEP 33-** SPECIFY TOTAL NUMBER FINAL YEAR IIUM STUDENT INVOLVED

**Number of External Participant \***

Eg: Total Number of School's Student, Total number of Villagers

Your answer

**STEP 34-** SPECIFY TOTAL NUMBER EXTERNAL PARTICIPANTS INVOLVED

A copy of your responses will be emailed to the address you provided.

BACK

SUBMIT

**STEP 35-** CLICK SUBMIT