



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 02

REVISION NO. : 03

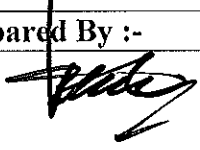
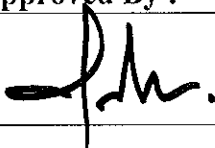
DOCUMENT TITLE:
TA'ARUF/ ORIENTATION WEEK

EFFECTIVE DATE : 15/05/2018


DOCUMENT NO. : IUM/STADD/04

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TA'ARUF/ ORIENTATION WEEK

Prepared By :-		Approved By :-	
Signature :		Signature :	
Name :	Mohd Salmee Mohd Sari	Name :	Assoc. Prof. Dr. Noor Azlan Mohd Noor
Position :	Deputy Director Student Affairs and Development Division	Position :	Director Student Affairs and Development Division
Date :	03/05/2018	Date :	14/05/2018

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1. OBJECTIVES

- 1.1 To ensure that the management of registration process and Ta'aruf Week programmes for the new intake students run smoothly and systematically.
- 1.2 To familiarise the new students with the Mission, Vision and aspiration of IIUM.
- 1.3 To provide information on rules and regulations as well as procedures of relevant Divisions/Kulliyahs/Centres in the IIUM.
- 1.4 To familiarise new students with the physical environment and the facilities available in the campus.
- 1.5 To provide the opportunity for new International students to know Malaysia and other cultures derived from the students of IIUM.
- 1.6 To inculcate the Islamic values and practice amongst students.
- 1.7 To assist new students to assimilate comfortably into the IIUM environment.


2. SCOPE

This procedure is used for Ta'aruf Week programmes for the new intake who will be entering the Kulliyah/Department programme from the registration day.


3. DEFINITION/ABBREVIATION

Definitions :

- 3.1 Ex- CFS : Students who registered at the IIUM Main Campus after completing their foundation courses at the Centre for Foundation Studies IIUM.


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3.2	Direct Intake	: Students who register at IIUM Main Campus without taking foundation courses at the Centre for Foundation Studies IIUM.
3.3	International Students	: Students from outside Malaysia.
3.4	Bai'ah	: Pledge by reciting the IIUM Student's Oath
3.5	Senate Members	: Senior academicians and administrative heads of faculties, institutions and academic service centres of the University as mentioned in the Memorandum and Articles of Association of IIUM.
<u>Abbreviations :</u>		
3.6	STADD	: Student Affairs and Development Division
3.7	AMAD	: Academic Management and Admission Division
3.8	SC	: Steering Committee
3.9	C	: Chairman
3.10	DC	: Deputy Chairman
3.11	ST I	: Secretary I
3.12	ST II	: Secretary II
3.13	AS I	: Assistant Secretary I
3.14	AS II	: Assistant Secretary II
4.	REFERENCE	
4.1	Academic Calendar from the Academic Management and Admission Division (AMAD).	
4.2	Statistics of new intake students from AMAD.	
4.3	IIUM Financial Policies and Procedures	

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
ST I	<p style="text-align: center;"><u>Before Ta'aruf Week</u></p> <p>5.1 Inquire information of the registration date and the expected number of new intake students (Ex-CFS, international, direct intake) and the ratio between males and females to be offered by the AMAD's office.</p> <p>5.2 Request for quotation of Ta'aruf kit from suppliers in accordance with IIUM Financial Policies Procedures.</p> <p>5.3 Prepare the budget to be approved by the approving authority.</p> <p>5.4 Purchase Ta'aruf kit at least one month before the registration day of new students.</p> <p>5.5 Prepare appointment letters to be distributed to all committees.</p> <p>5.6 Organise SC Meeting which is to be chaired by the Chairman of Ta'aruf Week.</p>

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RESPONSIBILITY	DETAILED PROCEDURE
ST II	<p>5.7 The SC will act as advisor to the Working Committee which is consisting of students. Members of the SC are selected from staff, representing various Divisions/Kulliyahs/Centres/Units of the University. The key members are as follows:</p> <ul style="list-style-type: none"> i) Chairman Director of STADD ii) Secretary I & II Senior/Assistant Director of STADD iii) Assistant Secretary I & II Senior/Administrative Assistant of STADD iv) Preparation and Technical <ul style="list-style-type: none"> a) Senior/Admin. Assistant from STADD b) Representative from the service provider appointed by IIUM. c) Representative from the Department in-charge. v) Security, Discipline and Ibadah <ul style="list-style-type: none"> a) Representative from the Security Management b) Representative from the SHAS Mosque vi) Catering Representative from the Facilities, Food and Services Department (FFSD) vii) Registration of Courses Representative from the AMAD



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RESPONSIBILITY	DETAILED PROCEDURE
	<p>viii) New Intake Registration Representative from the Admission Unit, AMAD</p> <p>ix) Residential Representative from the Residential Services Department</p> <p>x) Other officers which in the opinion of the Chairman should be included in the SC</p>
AS I	5.8 Advertise to all undergraduate students who are interested to be the Ta'aruf Working Committee members to apply by filling in the application forms at STADD office. (Appendix I)
ST I & ST II	5.9 Select the Ta'aruf Working Committee members. Priority should be given to students who have at least 2.5 CGPA. However, approval by the Chairman of the SC for the lower grade will be considered.
AS I	5.10 Prepare and send appointment letters to Ta'aruf Working Committee who has been selected to attend the Induction Course and to make necessary preparation for Ta'aruf Week. The job scope of Ta'aruf Working Committee is used as reference to ensure the smoothness of the programme. (Appendix II)



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RESPONSIBILITY	DETAILED PROCEDURE
AS II	5.11 Follow up and get feedback from the selected Ta'aruf Working Committee members on their acceptance of the appointment and attendance to Induction Course.
AS I & AS II	5.12 Prepare invitation letters to invite speakers and VIPs to be signed by the Chairman and follow up on their attendance.
ST I, ST II, AS I & AS II	<p><u>During Ta'aruf Week</u></p> <p>5.13 Ensure overall programme run smoothly, which include discipline, welfare, food, accommodation and the programme as stated in the Ta'aruf Week programmes.</p> <p>5.14 The Bai'ah Form which include in the Taaruf Kit will be collected at the end of the Bai'ah session. (Appendix III)</p>
AS I & AS II	5.15 Follow up on all invitees, speakers and VIPs to ensure their presence at the respective time and venues.



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RESPONSIBILITY

DETAILED PROCEDURE

All SC

5.16 Ensure the smooth running of the Ta'aruf Week programmes assisted by the Working Committee members.


ST I

After Ta'aruf Week

5.17 Prepare the report of the Ta'aruf Week programmes including Financial Report.


5.18 Check with Finance Unit to ensure that all billing statements (invoices) were paid accordingly.

5.19 Key in attendance of students in STAR System and submit the Ba'iah Form to AMAD

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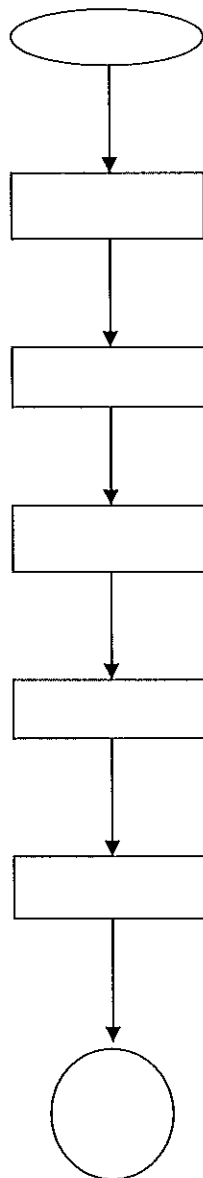
6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	List of Working Committee	4 years	Senior Assistant Director's Filing Cabinet, Media and Student Relation Unit (MESRA)	Secretary of Steering Committee
2.	Minutes of Steering Committee Meeting	4 years	Senior Assistant Director's Filing Cabinet, Media and Student Relation Unit (MESRA)	Secretary of Steering Committee

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7. FLOWCHART

Before registration



Received the Academic Calendar and statistics of new intake students from the Academic Management and Admission Division

Get the quotation of Ta'aruf kit from at least 5 suppliers.


Prepare the budget to be approved by the Executive Director of Finance Division and the Rector of IIUM

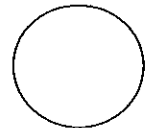
Prepare procurement for the Ta'aruf kit one month before the registration day of new students

Prepare the invitation letter to be distributed to all Steering Committee members

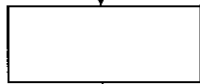
Organize Steering Committee meeting to be chaired by the Chairman of Ta'aruf Week
Determine the contents for Ta'aruf kit

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Continue 1



Prepare the proposed programme schedule to be discussed and finalized in the meeting



Distribute the endorsed programme schedule to all members of the Steering Committee

During the programme



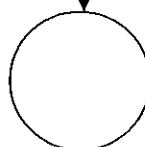
Follow up on all invitees, speakers and VIPs to ensure their presence at the respective time and venue




Asst. Secretary I and Asst. Secretary II to follow-up all invitees, speakers and VIPs to ensure their presence at the respective times and venues

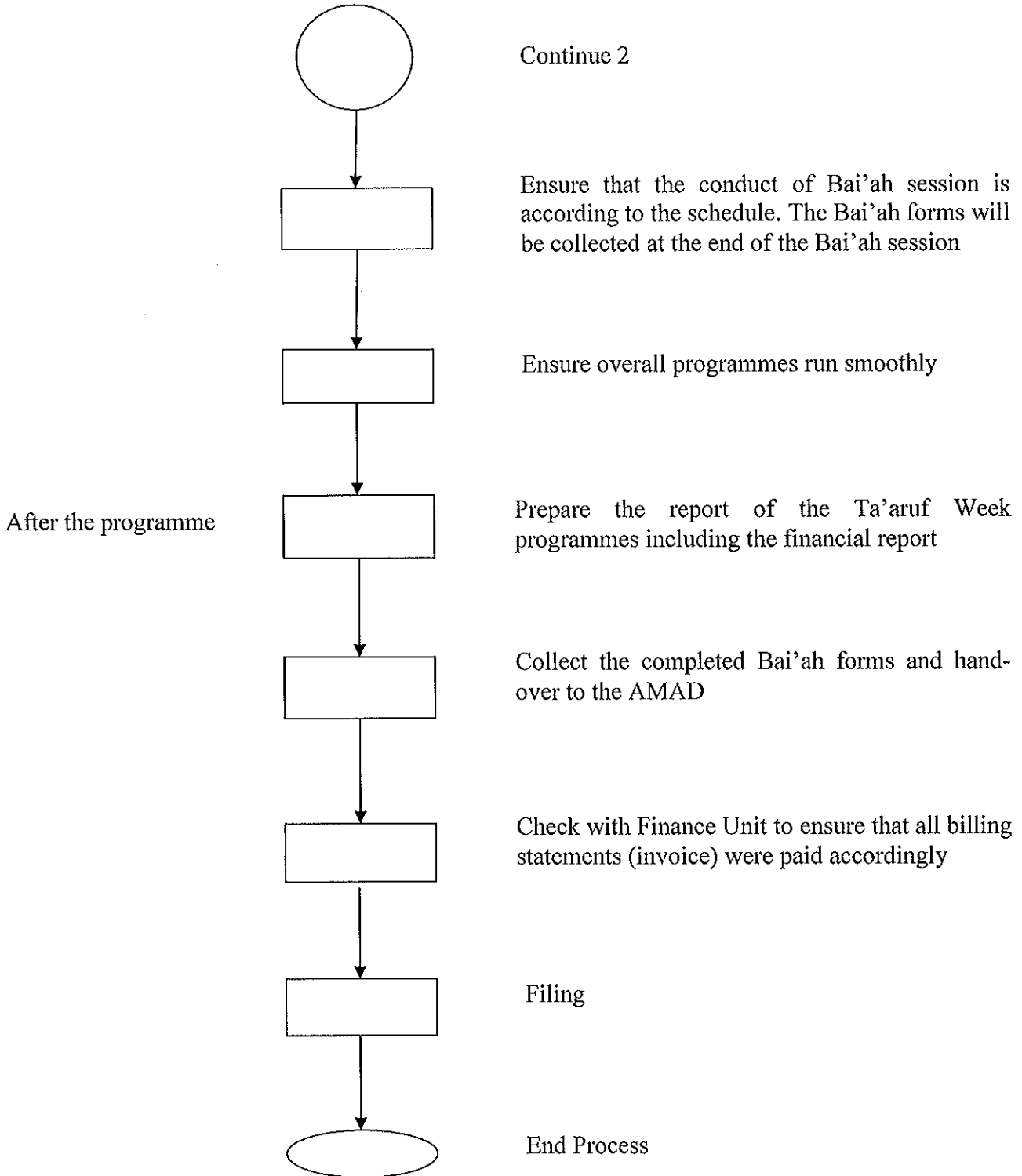


Monitor the running of the Ta'aruf Week programme assisted by the Working Committee members i.e. students



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**STUDENT AFFAIRS AND DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA****APPLICATION FORM FOR STUDENTS' COMMITTEE
TA'ARUF WEEK ACADEMIC SESSION _____ / _____
SEMESTER _____**PASSPORT SIZE
PHOTO
(COMPULSORY)Have you experienced Ta'aruf Week as Committee Member at Main
Campus? YES / NO
Year/Session? _____

Committee/ Position : _____

A. PERSONAL PARTICULARS

Name (In Capital Letters):		
I.C. No:	Matric No:	Gender:
Date & Place of Birth:	Ethnic Origin:	Physical Disabilities (if any) or Medical Problem:
Course:	Shirt Size:	Current CGPA: (Please attach the latest result slip)
Home Address:		Mahallah Address:
Telephone No:		Handphone No:
Account Bank No:		

For Office Use:**Approved****Rejected****Reserved
List****Remarks** : _____**Signature** : _____
(Chairman of Ta'aruf Week)

B. ADDITIONAL INFORMATIONS

1. Reasons for Applying

- a)
- b)
- c)

2. Involvement/ Position held in students' association/ society/club (if any)

No	Club/Society/ Association	Involvement/ Position
1		
2		
3		
4		
5		

3. If you are given the opportunity to become a Ta'aruf Committee member, please choose **5 preferable bureaus** (Please rank them according to your reference):

Programme Manager		Welfare & Welcoming	
Assistant Programme Manager		Programme Coordinator	
Secretary		Discipline & Ibadah	
Preparation & Technical		Registration	
Catering		Special Task	
Multimedia			

I sincerely declare that the above information is true and STADD has the right to post me in any bureau as per stated above.

Signature :

Date :

JOB SCOPE OF WORKING COMMITTEE FOR TA'ARUF WEEK

MANAGEMENT BOARD

Programme Manager

1. To monitor the workflow of the whole programme
2. To accompany the guest of honour
3. As the decision maker during the programme
4. As the supervisor for the Programme Coordinator, Multimedia, Preparation & Technical and Discipline & Ibadah Bureau
5. Responsible for the whole programme

Assistant Programme Manager

1. To assist and facilitate the Programme Manager
2. To succeed the Programme Manager when needed
3. To accompany the guest of honour during the programme
4. As the supervisor for the Registration, Catering, Special Task and Welfare & Welcoming Bureau
5. Responsible for the Bai'ah Session

Secretary

1. Responsible for the secretarial works i.e. preparation of letter, memo, notice, document etc.
2. To provide the full report of the programme
3. To assist the Programme Manager and Assistant Programme Manager when needed
4. To accompany guest of honour during the programme

Assistant Secretary

1. To assist the Secretary on the secretarial works
2. To succeed the Secretary when needed
3. To accompany guest of honour during programme

BUREAU

Programme Coordinator

1. To coordinate the programme and ensure the smooth running of the programme
2. To provide the details of the programme i.e. workflow, master plan, contingency planning, MC, VIPs, etc.
3. To forecast problems that may occur during the programme and prepare contingency plan
4. To appoint the 'Programme Coordinator of the Day' during the programme
5. To appoint a Programme Coordinator representative for each bureau to monitor the respective bureau
6. Responsible for the full information of the programme
7. Responsible for the confirmation of facilities, equipments, VIPs etc.
8. Responsible for any announcement from the Steering Committee
9. To conduct the recitation of Asma'ul Husna every morning and at the end of programme
10. To assist other bureau when needed

Welcoming and Welfare

1. To welcome the arrival of students, parents and families
2. To accommodate the welfare of students, parents and families on the registration day
3. To set up the Rest Bay complete with the first aid kit during the programme for students and committee members
4. To accommodate the welfare of students during the programme e.g. make announcement for possible sickness of students everyday in the morning
5. To ensure the accommodation of students and committee members are in good condition
6. To assist other bureau when needed.

Registration

1. Responsible to seek information on registration from STADD and AMAD
2. Responsible for students registration on the Registration Day
3. Responsible for the adequacy of students' materials i.e. files, Ta'aruf kit etc.
4. To facilitate students during the registration process
5. Responsible for the registration course during the course registration process
6. To assist other bureau when needed

Multimedia

1. Responsible for the audio-visual, backdrop, multimedia presentation etc.
2. To provide the name tags for Steering and Working Committee members
3. To ensure the security of the Operation Room for Working Committee during the programme
4. To ensure the cleanliness of the Operation Room
5. To assist other bureau when needed

Discipline and Ibadah

1. To monitor students discipline during the programme
2. To provide security during the programme e.g. take care of students' belonging etc.
3. To issue the rules and regulation of the programmes
4. To monitor students attendance during the programme
5. To usher students from the programme venue to the college and vice versa
6. To take corrective actions for any misbehaviour and misconduct by students
7. Responsible for congregational prayer and Qiamullail session
8. To provide tazkirah after congregational prayer
9. To fill waiting time before programme commence with nasyid, zikr etc.
10. Responsible for the grouping of the students
11. To assist other bureau when needed

Catering

1. To cater the food and beverage for VIPs, students and committee members during the programme
2. To cater the programme needs such as mineral water, glass etc.
3. Responsible for the punctuality of food and beverage delivery from the operator
4. Responsible for the cleanliness of venue, food and beverage
5. Responsible for the preparation and distribution of food and beverage
6. To assist other bureau when needed

Preparation and Technical

1. Responsible for the technical aspects of the programme i.e. venue, audio-visual, backdrop etc.
2. To provide a welcoming banner on behalf of the committee members
3. To create and maintain good communication with the Programme Coordinator
4. To prepare posters and road signage
5. To set up the Operation Room for the committee members during the programme
6. To assist other bureau when needed

Special Task

1. To be responsible for the arrangement of EPT, APT and TPT with CELPAD Coordinator
2. To conduct and lead the sports and cultural activities if necessary
3. To assist Discipline and Ibadah Bureau in monitoring students movement
4. To perform new task assigned by the Steering Committee members from time to time
5. To assist other bureau when needed

Note:

1. All committee members are encourage to provide and offer assistance to other committee when needed during the programme
2. STADD has the right to form a new bureau if it deem necessary



STUDENT'S OATH

Bismillahirrohmanirrohim

Under oath in the name of Allah, the Creator, Master and Sustainer of the Universe,

I.....

(NAME IN CAPITAL LETTERS)

as a student of the International Islamic University Malaysia, solemnly pledge that I shall:

1. At all time uphold the good name, Philosophy, Vision and Mission of the University and obey the Laws of Malaysia, University's Rules, Regulations and Code of Ethics, Code of Conduct on Political Activities and any other obligations as a student of the University;
2. Perform my religious duties that are obligatory upon me, and observe the code of conduct as required by the University's Rules and Regulations.
3. Promote the spirit of brotherhood and curb ethnic polarisation, conflict, animosity, hatred and slander among students and in the University community.
4. Apply the knowledge that I have acquired, and the profession that I am trained for, in accordance with the principles of truth and justice for the sake of universal welfare, peace and harmony among mankind, irrespective of race, colour, religion or country.

I HEREBY acknowledge and understand that if I fail to comply with any of the provisions in any laws of the University, including the Constitution of the University rules, regulations, order; action can be taken against me according to the said laws of the University.

I acknowledge that I shall desist from participation or involvement in political party activities on campus and also shall be subject to proceedings in the university in the case of any breach of the Code of Conduct on Political Activities. The signing of this pledge shall constitute a contract between me and the University.

Signature :

Name :

Matric No. :

Kulliyah :

Date :

Country :

Witnessed by:

.....
DEPUTY RECTOR (STUDENT AFFAIRS)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
DATE :