



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 01

REVISION NO : 01



CONDUCTING OF SWIMMING CLASS


EFFECTIVE DATE : 15th May 2018

DOCUMENT NO. : IIUM/SDC/04


PAGE : 1/5

CONDUCTING OF SWIMMING CLASS

PREPARED BY :	APPROVED BY :
SIGNATURE : 	SIGNATURE : 
NAME : MOHD RIZAL HASHIM	NAME : ASSOC. PROF.DR. NOOR AZLAN MOHD NOOR
POST : ASSISTANT SPORTS OFFICER	POST : DIRECTOR STADD
DATE : 15/5/2018	DATE :
CONTROLLED COPY NO. :	


 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
CONDUCTING OF SWIMMING CLASS	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/04	PAGE : 2/5

<p>1. OBJECTIVE This document is prepared in order to have an effective and efficient swimming class conducting at IIUM Swimming Pool.</p> <p>2. SCOPE The procedure is to be applied by the staff of the Sports Facilities Management Unit, Sports Development Centre upon conducting official swimming class for the external users.</p> <p>There is one processes in this document:</p> <p>i. Conducting swimming class by external users</p> <p>3. DEFINITION/ABBREVIATION</p> <p>3.1 IIUM : International Islamic University Malaysia 3.2 SDC : Sports Development Centre 3.3 DR : Deputy Rector 3.4 H : Head 3.5 SSO : Senior Sports Officer 3.5 SASO : Senior Assistant Sports Officer 3.6 SA : Sports Assistant 3.7 AAcc : Assistant Accountant 3.8 CPD : Centre for Professional Development 3.9 DBSB : Daya Bersih Sdn. Bhd. 3.10 K/C/D/I/O : Kulliyah/Centre/Division/Institute 3.11 IU : Internal User – IIUM students and staff 3.12 EU : External User – Outsiders 3.13 OSeM : Office of Security Management 3.14 MSC : Male Sports Complex 3.15 FSC : Female Sports Complex 3.16 AFU : Administration and Finance Unit 3.17 SFMU : Sports Facilities Management Unit</p> <p>4. REFERENCES</p> <p>4.1 Proposal paper 4.2 Guidelines a. Proposal paper b. Swimming registration form</p>

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
CONDUCTING SWIMMING CLASS	EFFECTIVE DATE : 15th May 2018
DOCUMENT NO. : IUM/SDC/04	PAGE : 3/5

5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility	Detailed Procedure
	5.1 <u>BOOKING FROM USER</u>
ASO	5.1.1 Receive requisition from the users.
ASO	5.1.2 Check the availability of the instructor.
ASO	5.1.3 If not available, notify the applicant.
ASO	5.1.4 If available request from the user to fill in registration form and proceed with class.
ASO	5.1.5 If application approved, notify the applicant and advise the student to make payment.
ASO	5.1.6 Applicant to settle full payment before the class start.
AFU	5.1.7 Issuance of official receipt by Finance Unit
AFU	5.1.8 Class start
ASO	5.1.9 Class end after 10 session
ASO	5.1.10 Proceed with payment to instructor base on of ratio 70:30
	5.1.11 End process.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
CONDUCTING OF SWIMMING CLASS	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/04	PAGE : 4/5

6. QUALITY RECORDS

NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Swimming Pool User records (IIUM/206/9/6/1/2)	1 year	Filing Cabinet, MSC	SA



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 01

REVISION NO : 01

BOOKING OF SPORTS FACILITIES

EFFECTIVE DATE : 1st December 2017

DOCUMENT NO. : IUM/SDC/04

PAGE : 5/5

APPLICATION FOR CONDUCTING SWIMMING CLASS

