

Form No. :

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BOOKING OF EQUIPMENT AND FACILITIES FORM

OFFICE OF STUDENT AFFAIRS (OSA)
KULLIYAH LANGUAGES AND MANAGEMENT, INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA,
KM1, JALAN PANCHOR, 84600 PAGOH, MUAR, JOHOR
TEL: 06-9742651 FAX : 06-9742791
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RULES AND REGULATIONS

1. Requisition of equipment and facilities are exclusively for credited programmes only. However, other student's programmes would also have the opportunity to utilise the equipments and facilities when it is available.
2. All applications should be submitted to Office of Student Affairs (OSA) **at least seven (5) days** prior to the date of programme.
3. Please ensure that the equipments and facilities received are in good condition. The equipments and facilities must be returned as how it is initially taken.
4. Applicant is liable for any loss or damage caused to the equipments and facilities. Any damage or loss of equipments and facilities must be repaired or replaced at requestor's expenses.
5. All equipments must be returned to the Office of Student Affairs (OSA) immediately after the programme is over. Any dirty equipment must be cleaned before return to the office. Do not transfer the equipments to other person.
6. Please sign the form upon taking and returning the equipment. (The signator is the person in charge and would face the possibilities of having academic transcript blocked by the university should the above rules and regulations are not observed accordingly).

APPLICANT'S INFORMATION

Name		Matric No.	
Contact No.		Kuliyah/Dept./ Etc.	

PROGRAMME DETAILS

Programme's Name / CLAV Course	1) CLAV Course <input style="width:50px; height:20px;" type="text"/> 2) Other Programme <input style="width:50px; height:20px;" type="text"/>	Date & Day	
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Venue		Time	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">START</td> <td style="width:50%;">END</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	START	END		
START	END						

NO	ITEM	QTY	DATE TAKEN	SIGN	DATE RETURN	SIGN

<p>I hereby agree to undertake that I will ensure that the equipment (s) is/are in good condition. I agree to pay in cash in the event for any lost or damage.</p> <p>.....</p> <p align="center">(Signature)</p> <p>Name:</p> <p>Date: Time:</p>	<p>I hereby APPROVED / DISAPPROVED this application. (Please delete whichever is not applicable)</p> <p>.....</p> <p align="center">OFFICER'S SIGNATURE & STAMP</p> <p>Name:</p> <p>Date: Time:</p>
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