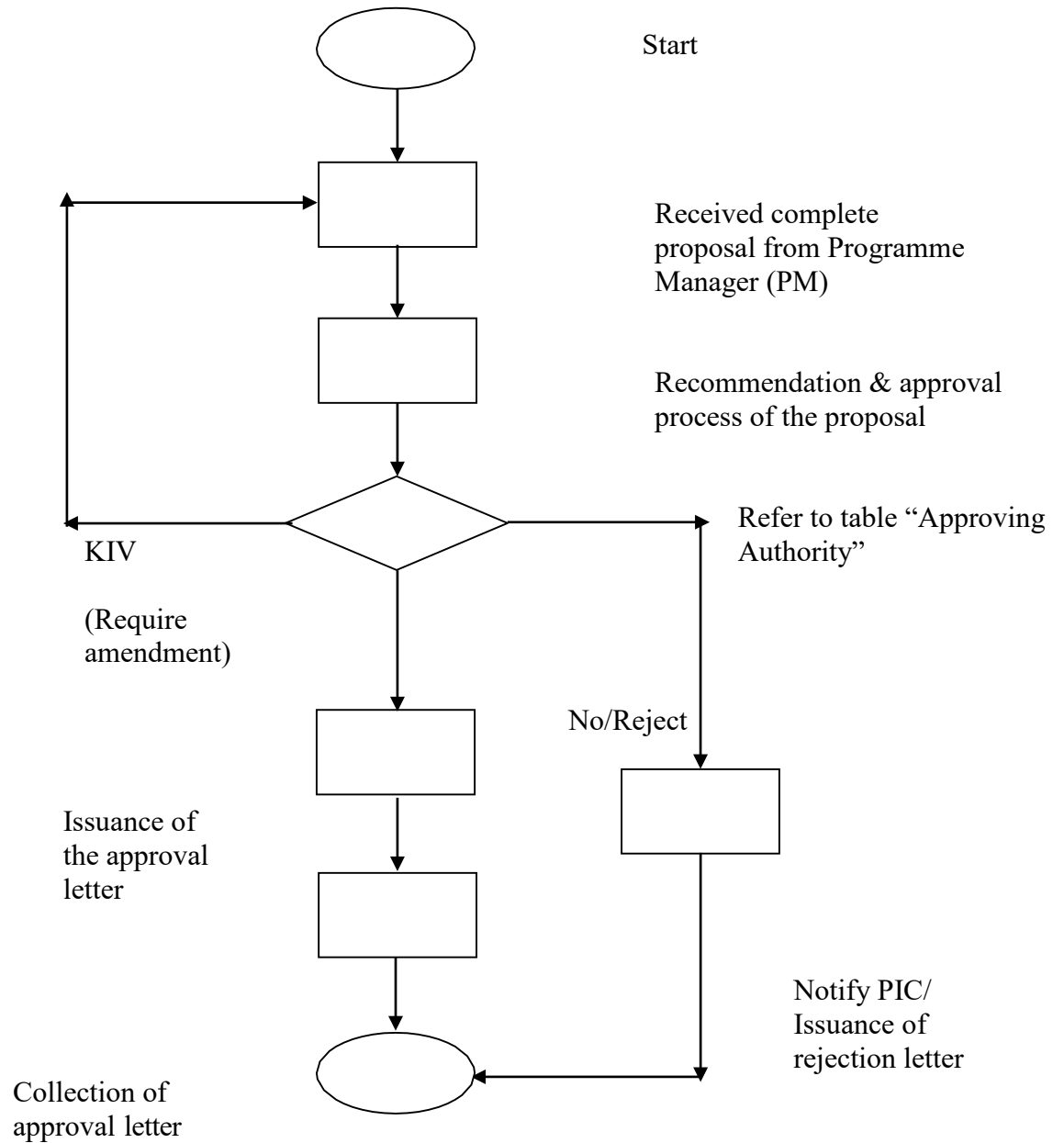


**KULLIYAH OF LANGUAGES AND MANAGEMENT**

**GUIDELINE/PROCEDURE OF SUBMISSION PROPOSAL, PROGRAMME REPORT AND FINANCIAL REPORT (KULLIYAH LEVEL)**

**Flow Chart – Submission of Proposal (Kulliyyah Level)**



Approving Authority:

Recommended by:	Head of Department/Deputy Dean
Recommended by:	Deputy Director
Approved by:	Dean

## 1.0 WRITING A PROPOSAL

- a) You **SHOULD USE** the following guideline to prepare programme proposal:
- Introduction of programme;
  - Objective of programme;
  - Details of programme (Date, day, time, venue, target participant, speakers profile);
  - Organising Committee (job scope, if necessary);
  - Programme Schedule;
  - Budget;
  - Conclusion;
  - Approving authority;
  - Recommended by: Head of Department/Deputy Dean;
  - Recommended by: Deputy Director; and
  - Approved by: Dean.

Kindly refer to **Proposal Template (Kulliyah Level)** in KLM website at General Office's section.

### b) Budget

- i) Estimated Expenditure:

No.	Item	Details
1.	Administration/Secretariat	<ul style="list-style-type: none"><li>Stationery</li><li>Telephone/stamp/fax</li><li>Printing: working paper, invitation, souvenir / programme book</li><li>Other related matters</li></ul>
2.	Honorarium/Souvenir for Speakers and VIPs	<ul style="list-style-type: none"><li>The honorarium depends on the nature of the task such as officiator, speaker, panelist, trainer, or facilitator.</li><li>For honorarium to speaker, panelist, trainer, facilitator and moderator, please refer to MSD guideline.</li></ul>
3.	Publicity	<ul style="list-style-type: none"><li>Publicity would be in the form of printed materials i.e.: banners, posters, backdrops, pamphlets or broadcast and social media</li></ul>
4.	Transportation	<ul style="list-style-type: none"><li>The programme committee may apply for university transportation subject to approval and availability of the transport.</li><li>Any travelling cost incurred for the programme should be included in the proposal (ie: fuel, toll, parking fare, etc).</li></ul>

5.	Refreshment	<ul style="list-style-type: none"> <li>• The committee may provide refreshment for speakers, guests and participants. Please state in detail the rate and the number of meals provided. (Refer to Appendix C - Finance Division Circular No. 5/2010)</li> <li>• Food operator must be registered with IIUM. (except for programme organised outside the campus).</li> </ul>
6.	Lodging/Accommodation	<ul style="list-style-type: none"> <li>• Please state the location and the rate of accommodation.</li> </ul>
7.	Rented Facilities	<ul style="list-style-type: none"> <li>• The committee may request for venues, AV equipment, etc.</li> <li>• Any rented facilities from outside. (Please refer to Appendix D – Policy No. 4, Collection Management Section of 8.Manual of Financial Policies and Procedures).</li> </ul>
8.	Miscellaneous/Contingency	Not more than 5% of overall budget.
9.	Total Expenditure	Overall budget.

ii) Expected Income:

No.	Item	Details
1.	Sponsors	Please attach the list of prospective sponsors.
2.	Registration fees/Ticket	Please indicate the amount charged to the participants.
3.	Kulliyah/	Please attach the approval from the relevant authority.
4.	Other related matters	Income raised by the societies e.g. advertising in the souvenir book.
5.	Total expected income	Overall expected budget.

c) **Conclusion**

Provide a summary on why the programme should be considered for approval in the conclusion.

## **2.0 ISSUANCE OF INVITATION LETTER TO SPEAKER**

The invitation letter for speakers should be issued by the respective Department/Office/Unit and signed by the Dean.

## **3.0 REPORT OF PROGRAMME**

The report of the programme must be submitted to the approving authority 14 days after the completion of the programme. Use the **Programme Report Form (Kulliyyah Level)** in KLM website at General Office's section.

## **4.0 FINANCIAL REPORT**

The financial report of the programme should be submitted within 14 days after the completion of the programme. The report must include the following:

- a) State the income (fees/sponsors/tickets) and expenditure of the programme (Please attach the relevant receipts/document)
- b) All original receipts must be pasted neatly on A4 size paper with a heading on expenses on each page and certified by the HOD/Deputy Dean
- c) Plain receipts must be stamped by the company/shop;
- d) Expenditure without receipts must be written on a piece of A4 paper with details of purchase and certified by the HOD/Deputy Dean;
- e) If double receipts are obtained, please paste either one;
- f) The treasurer of the programme must submit a copy of the financial report to the approving authority even though the programme is self- sponsored;
- g) Items of expenditure must be tally with the items approved on the working paper/proposal; and
- h) The report must be signed by the programme treasurer.

**NO** reimbursement shall be entertained more than **3 months** from the last date of the programme.

Use the **Financial Report Form (Kulliyyah Level)** in KLM website at General Office's section.