
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 01
	REVISION NO. : 00
PRIORITY PROJECTS	EFFECTIVE DATE : 20/8/2021
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PRIORITY PROJECTS

Prepared By :-	Approved By :-
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Position : Deputy Director (QS)	Position : Director Development Division
Date : 20/8/2021	Date : 20/8/2021

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1. OBJECTIVE

This procedure is prepared to describe the process involved for Priority Projects in order to ensure projects are implemented in accordance to the policies and procedures.

2. SCOPE

This procedure covers all the IIUM Priority Projects managed by the Development Division.


3. DEFINITION/ABBREVIATION

Definition :

- 3.1 President : President of the IIUM
- 3.2 Rector : Rector of the IIUM
- 3.3 Priority Project : The necessary upgrading works to cater the needs/comments of the Rector and the President.


Abbreviation :

- 3.4 IIUM : International Islamic University Malaysia

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4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p data-bbox="651 741 1094 772">Note : Refer to the attached S.O.P.</p>

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5. RECORDS (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Procurement Approval Form	Filing Cabinet	5 Years	Accounting Assistant

6. FLOWCHART : As per attached.

7. APPENDICES : NIL

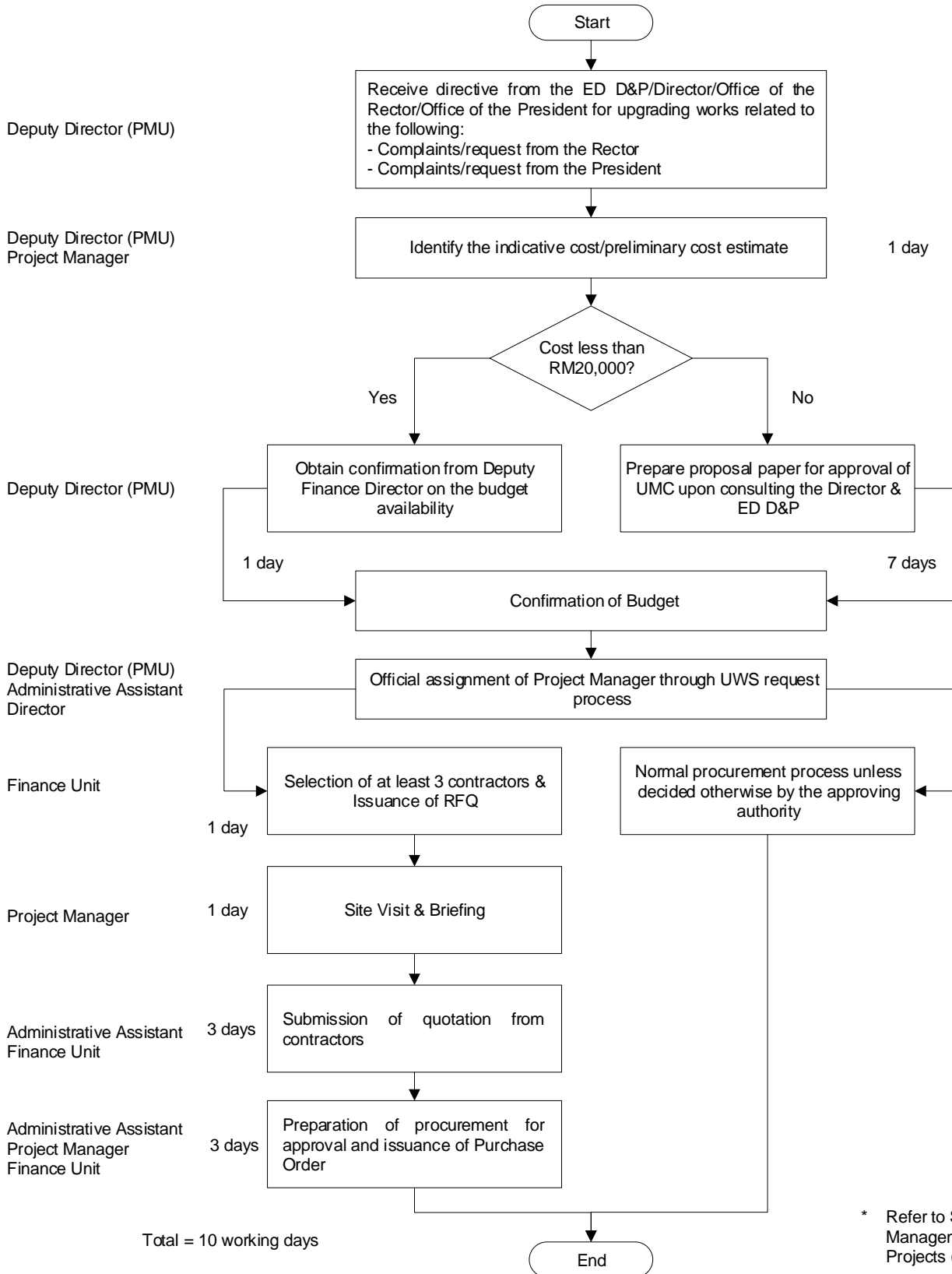
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S.O.P. for Priority Projects

Responsibility

Process



* Refer to SOP for Management of Upgrading Projects (Post Contract)