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| **SECTOR PROPOSER** | **CATEGORY** | **BUDGET BELOW RM 5K** | **BUDGET**  **ABOVE RM 5K** |
| **SDCL**  \*SAF – Student Fund Activity | WITH SAF |  |  |
| WITHOUT SAF |  |  |



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| **APPROVAL**  (To be filled by secretariat) | **HOMF** |  |
| **DD** |  |
| **DD** |  |

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| TO : **DEAN / HEAD OF CAMPUS** |
| FROM : **SUBJECT (CODE) – GROUP / CLASS** |
| DATE : **(DATE OF PROPOSAL)** |
| SUBJECT : **PROPOSAL FOR WORKSHOP/ TRAINING /EVENT / VISIT** |

**REQUEST FOR DEAN / HEAD OF CAMPUS APPROVAL**

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| 1. **Introduction:**   This paper seeks the approval from the UniKL MIIT Management [to provide a budget for XXXXXX (name of programme)] OR [for (name of programme)] which is to be held on XXXX (date) at XXXX (location/ venue).   1. **Background:**   (State the purpose of the proposal & briefly draft an introduction along with the program background)   1. **Objectives: (USE S.M.A.R.T APPROACH)**   **EXAMPLE**   * 1. To organize (Name of Programme) that will be held on (Date) at (Location) involving (total participants).   2. To participate in (Name of competition) to qualify to the (name of next-level competition).   3. To develop the multimedia editing skill of student through the Adobe Software.   4. To improve the presentation skill through the (name of training) provided by the (name of instructor/company).   5. To improve the fitness level of UniKL MIIT athlete through the cardiovascular training managed by the head coach.   6. To obtain a total of (total number) participant for the (name of programme).  1. **Justifications:**   Justify the purpose / importance of the program.   1. **Organizing Committee (If Any)**   Refer Appendix 1 (back page)   1. **Tentative Program (If Any)**   Refer Appendix 2 (back page)   1. **Program Overview**  |  |  |  | | --- | --- | --- | | **Name of Program** | **:** |  | | **Date** | **:** |  | | **Time** | **:** |  | | **Venue** | **:** |  |  1. **Financial Implication (If Any)**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No** | **Item** | **Price (RM)** | **Quantity** | **Total (RM)** | **Budget from** | | 1. | (Item) | 22.00 | 2 | 44.00 | Student Activity Fund/UniKL MIIT/Others? | |  |  |  |  |  |  | |  | **Total** | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Budget Code** | **Allocation** | **Utilised** | **Balance** | **Remarks** | |  |  |  |  |  |  1. **Conclusion** |

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| Signature  Name:  Position:  Date: | **Prepared By:** | **Supported By:** |
| **NAME**  Project Manager of XXX Programme | **NAME OF LECTURER**  Lecturer of Subject Code (Ex: MPU3182) |
| Signature  Name:  Position:  Date | **Reviewed By:** | **SRC Budget Endorsement:** |
| **DR. SITI SHARIYAH SHAARI**  SD & MPU Coordinator  Student Development Section | **MUHAMMAD FIRAS AZIQ BIN MUHAMMAD FA’AIZAL**  President  Student Representative Committee 2025 |
| Signature  Name:  Position:  Date | **Verified By:** | |
| **ASSOC. PROF. DR. WARDATUL AISHAH MUSA**  Head of Section  Student Development Section | |

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| **HEAD OF MANAGEMENT AND FINANCE ENDORSEMENT** | |
| **RECOMMENDATION** | **DECISION** |
|  | **Not Recommend**  **Recommend** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MR. MUHAMAD NURAZAM ABDUL GHANI**  (Head of Management & Finance)  UniKL MIIT  Date: | |
| **DEPUTY DEAN’S RECOMMENDATION** | |
| **RECOMMENDATION** | **DECISION** |
|  | **Recommend**  **Not Recommend** |
| **COMMENTS (IF ANY):** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MS. WAN SURIYANI CHE WAN AHMAD**  (Deputy Dean, Student Development & Campus Lifestyle)  UniKL MIIT  Date: | |

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| **DEAN’S APPROVAL** | |
| **RECOMMENDATION** | **DECISION** |
|  | **Approved**  **Not Approved** |
| **COMMENTS (IF ANY):** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ASSOC. PROF. TS. DR. MOHD NIZAM HUSEN**  (Dean/Head of Campus)  UniKL MIIT  Date: | |