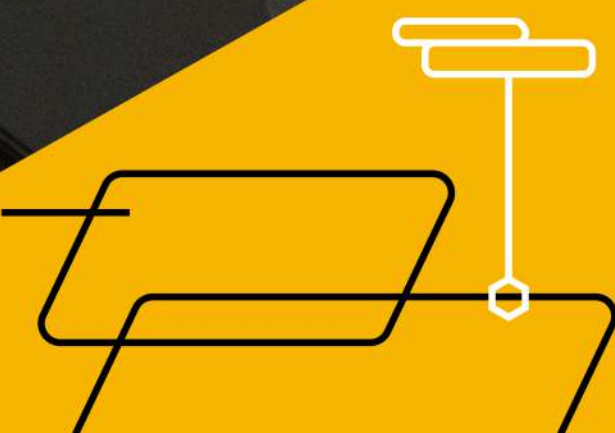




E-GUIDE

for

LECTURER/TRAINER/
INSTRUCTOR/FACILITATOR
(LTIFS)



1. ***Foreword, Director CCC***
2. ***Quality Objective***
3. ***Vision***
4. ***Mission***
5. ***Our Team***
6. ***Job Specifications LTIFs***
7. ***CCC ITD System***
8. ***Contact***



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FOREWORD BY DIRECTOR, CCC

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

It gives me great pleasure to introduce an e-guide for newly appointed LTIFs as well as a refresher to the existing LTIFs.

The e-guide shall delivers crystalline guidelines as how CCC activities are to be dispensed to the students. In order to provide insights to the LTIFs to its teaching and managerial efficiency as well as to expose them on rules and procedures within the institution.

PROF. DR. FAIZAH IDRUS



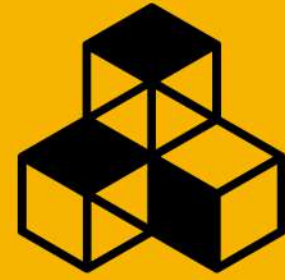
QUALITY OBJECTIVE

CCC is committed :

- To serve students with excellent management of credited co-curricular activities in line with the University's Vision and Mission.
- To implement a Quality Management System based on ISO 9001:2008 in order to enhance our continual improvement and customers satisfaction.



Develop holistic personality and vision



Learn leadership and life management skills



Practice discipline, mutual understanding and sense of responsibility

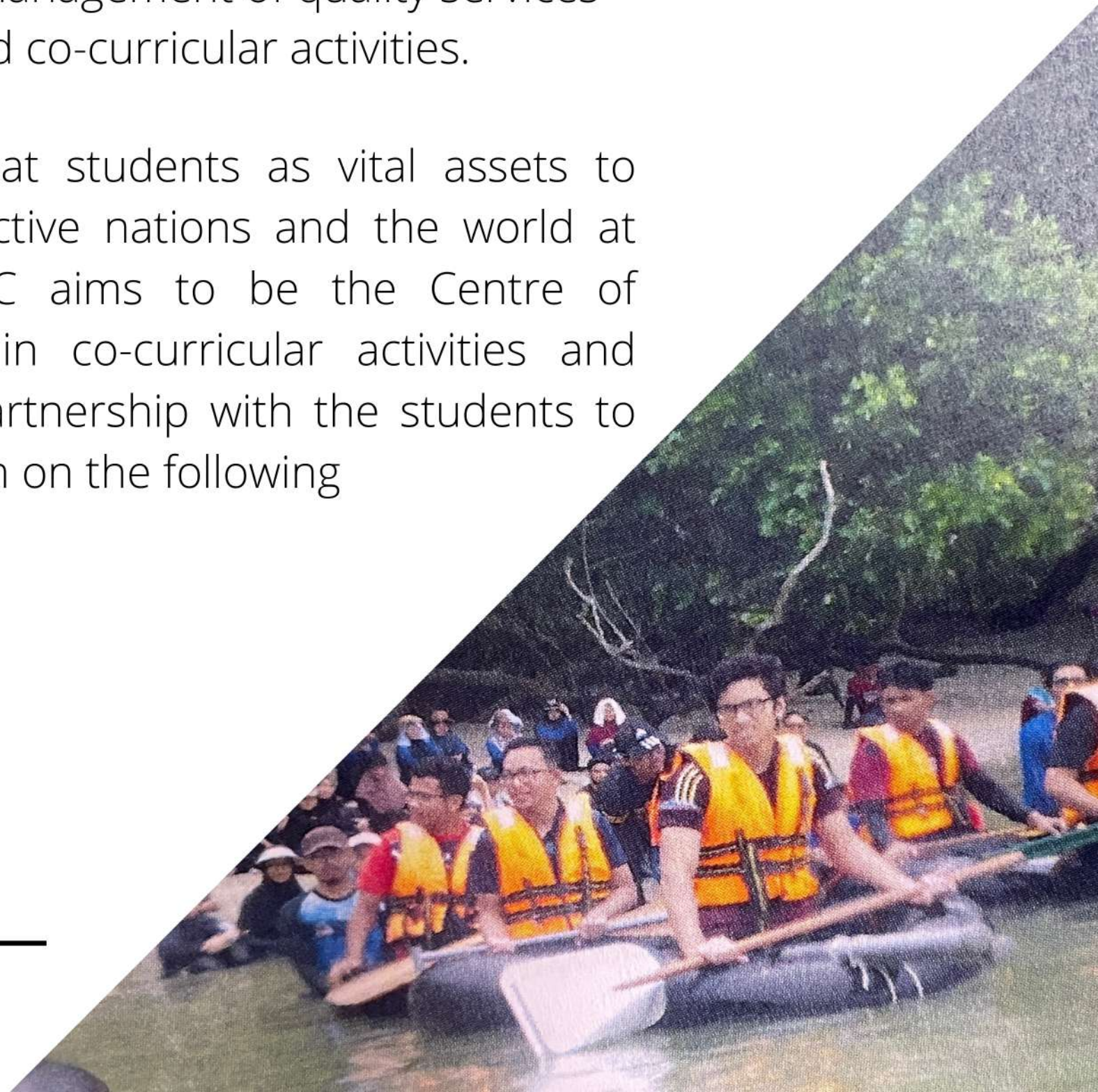
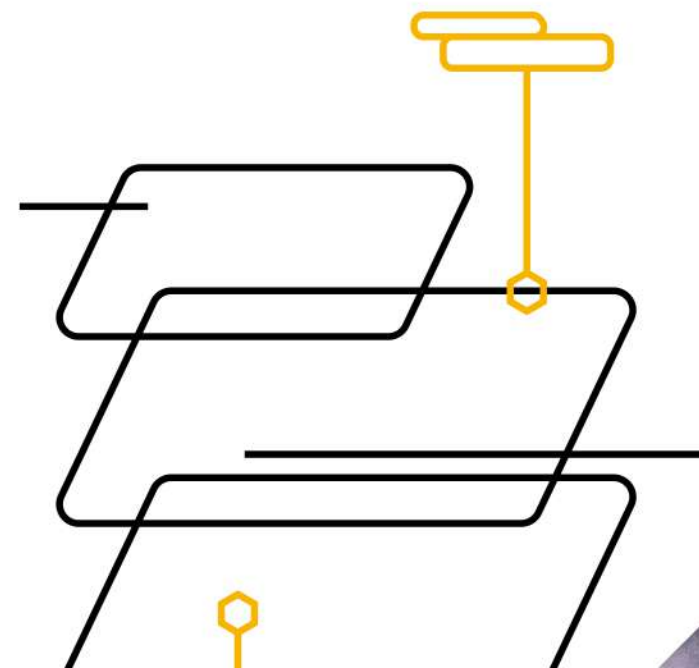


obtain spiritual purity and strength

VISION

Facilitate development of student's abilities through a management of quality services and credited co-curricular activities.

CCC looks at students as vital assets to their respective nations and the world at large . CCC aims to be the Centre of Excellence in co-curricular activities and works in partnership with the students to nature them on the following





MISSION

Leading agency in contributing and nurturing well-rounded personalities through credited subjects and soft skills programmes.

CCC TEAM



PROF. DR. FAIZAH IDRUS

Director, Centre for Credited Co-Curricula (CCC)



**ASST. PROF. DR. SUZANA
SUHAILAWATY MD. SIDEK**

Head, Module Development



**MDM. RUZAI SYARILILI
AIYU ABD RASHID**

Head , Management and Training



VACANT

Head, Administrative and Finance



NORAINI GHAZALI

Deputy Director
Academic Development Unit
ADU



JULIANA HANIM KAMARULZAMAN

Sen. Assistant Director
Recruitment , Training & Student Activities Unit
RETSA



SITI AMIRAH HASBULLAH

Assistant Administrative Officer
AFU



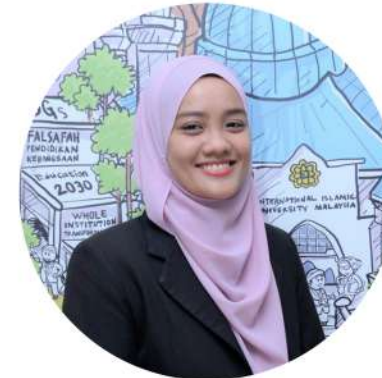
AHMAD FARIS

Administrative Assistant C/O
ADU



FARAH HANA

Administrative Assistant C/O
ADU



NURUL HUSNA ARIFFIN

Administrative Assistant C/O
RETSA



VACANT

Administrative Assistant C/O
AFU

JOB SPECIFICATION

LECTURER/TRAINER/INSTRUCTOR



1. Teach and improve the quality of subject
2. Contribute to the development of the course and its assessments
3. Impart main skills and generate interest to students
4. Imbued Islamic Values and virtues in the personality
5. Ensure smooth running of 10 classes and monitor attendance and final results of students
6. Attend meetings and programme organized by CCC

FACILITATOR



1. Inculcate Akhlaq and Islamic Virtue to students
2. Disseminate culture of brotherhood and team work among students
3. Monitor the session and its efficient implementation
4. Provide objective and genuine assessment of students under the group
5. Attend meetings and programme organized by CCC



TEACHING HOURS PER SEMESTER

Lecturer / Trainer / Instructor / Facilitator

CCFM / CCLM / SKILLS



HOURS/ 10 CLASSES

USRAH



HOURS/ 7 CLASSES

UNIFORM BODIES (SISPA ONLY)



HOURS / 20 CLASSES

CCC ITD SYSTEM

Academic Management &
Admission Division

<https://myapps.iium.edu.my/>

CLICK HERE



for Manual

SIS Academic Login -

*Username & Password will be provided by RETSA Team
1 week upon Acceptance of Appointment*

SIS system is used for :

- i. Print Class List
- ii. Carry Marks (CAM) Entry
- iii. Result Entry



COURSE PLAN FOR SKILL COURSES



Preparation

RETSA will share Course Outline along with Letter of Appointment to Newly Appointed Trainers and Re-Appointed LTIFs



Planning

Trainers to come out with Course Plan in line with the Course Outline



Submission

LTIFs to submit Course Plan to ADU, CCC one week before semester starts

ONLINE FORMS

CLICK HERE



**Forms for Students Academic
Related Matters**



**Forms for Students Activity
Programme (Credited)**



Forms for LTIFs



01 e-Mail : 

ltifcreditedcocu@iium.edu.my
creditedcocu@live.iium.edu.my

02 Mail :

Recruitment, Training and Student Activities Unit (RETSA)
Centre for Credited Co-Curricula (CCC)
International Islamic University Malaysia
Level 2 Muhammad Abdul Rauf Building
Gombak, Selangor Darul Ehsan

03 Phone : 

+603-6421 ext 3632/ 4118/ 5479/ 5472 (RETSA)

CONTACT

Acknowledgement -

Juliana Hanim Kamarulzaman Ruzai Syarilili Abd Rashid
Siti Amirah Hasbullan Nurul Husna Ariffin

As of 31st August 2023