

**CENTRE FOR FOUNDATION STUDIES**  
**LIST OF CORE AND SUPPORT PROCESSES**  
**EFFECTIVE 15<sup>TH</sup> APRIL 2025**

<b>NO</b>	<b>DOCUMENT</b>	<b>TITLE</b>	<b>OWNER</b>	<b>REMARK</b>
1	IIUM/CFS/CP01	Course Offering and Scheduling	Najwa binti Mohamad Yusof	Revise
2	IIUM/CFS/CP02	Course Registration	Najwa binti Mohamad Yusof	Revise
3	IIUM/CFS/CP03	Monitoring Students' Attendance	Najwa binti Mohamad Yusof	Revise
4	IIUM/CFS/CP04	Preparation of Examination Question Papers	Muhammad Hafiz bin Hashim	Revise
5	IIUM/CFS/CP05	Preparation of the End-Of-Semester Examination Table	Muhammad Hafiz bin Hashim	Revise
6	IIUM/CFS/CP06	Printing of End-Of-Semester Examination Question Papers	Muhammad Hafiz bin Hashim	Revise
7	IIUM/CFS/CP07	Handling of End-Of-Semester Examination	Muhammad Hafiz bin Hashim	Revise
8	IIUM/CFS/CP08	Marking of Answer Script and Grading & Submission of Final Grade	Muhammad Hafiz bin Hashim	Revise
9	IIUM/CFS/CP09	Student Feedback Survey (SFS)	Najwa binti Mohamad Yusof	Revise
10	IIUM/CFS/CP10	Processing and Releasing of Official Course Results	Muhammad Hafiz bin Hashim	Revise
11	IIUM/CFS/CP11	Rechecking of Answer Script	Muhammad Hafiz bin Hashim	Revise
12	IIUM/CFS/CP12	Completion of Foundation Programmes	Muhammad Hafiz bin Hashim	Revise

### SUPPORT PROCESS

NO.	DOCUMENT	TITLE	OWNER	REMARK
1	IIUM/CFS/SP01	Appointment of Part Time Teacher/Lecturer	Zainul Abidin bin Ibrahim	Revise
2	IIUM/CFS/SP02	Application for Part Time (Administrative & Technical Staff)	Zainul Abidin bin Ibrahim	Revise
3	IIUM/CFS/SP03	In-House Training for CFS Staff	Zainul Abidin bin Ibrahim	Revise
4	IIUM/CFS/SP04	Application For Academic Staff to Participate in Local Course/Workshop/Talk/Seminar/Others for Professional Development	Muhammad Ng Chee Hong bin Ng Ban Choi	Revise
5	IIUM/CFS/SP05	Application for Staff Presenting in Local-Research Related Events	Nazirah binti Mat Russ	Revise
6	IIUM/CFS/SP06	Customer Complaint/Enquiry	Naeemah Munirah binti Abdullah	Revise
7	IIUM/CFS/SP07	Monitoring of the Maintenance of Teaching Venues and Facilities	Abu Bakar bin Omar	Revise
8	IIUM/CFS/SP08	Request for Physical Infrastructure Works	Samsul Rohaizad bin Mohd Jemoner	New
9	IIUM/CFS/SP09	Procurement Process of Teaching Equipment	Radhiah bt. Mohamed	Revise
10	IIUM/CFS/SP10	Payment Process	Radhiah bt. Mohamed	Revise
11	IIUM/CFS/SP11	Conduct of Student Activities	Mohd. Sharif bin Hashim	Revise
12	IIUM/CFS/SP12	Appointment of Principal and Fellow	Mohd Sufie bin Abdul Razak	Revise
13	IIUM/CFS/SP13	Distribution of Zakat Assistance to CFS Students	Mohd Sufie bin Abdul Razak	Revise
14	IIUM/CFS/SP14	Handling of Usrah Programme for CFS Students	Nooradilah bt. Mohd. Rukon	Revise

**REMOVED PROCESSES**

<b>NO</b>	<b>DOCUMENT</b>	<b>TITLE</b>	<b>OWNER</b>	<b>REMARK</b>
1	IIUM/CFS/CP01	Preparation of Curriculum of Academic Programmes(A)	Izdihar bin Ishak	Remove
2	IIUM/CFS/CP13	Analysis of Students' Performance	Amir Zahiruddin Kamal Pasha	Remove
3	IIUM/CFS/SP05	Booking of Venue for Teaching and Learning Purposes	Suhaimi Long	Remove