

LAMPIRAN

Lampiran 1.

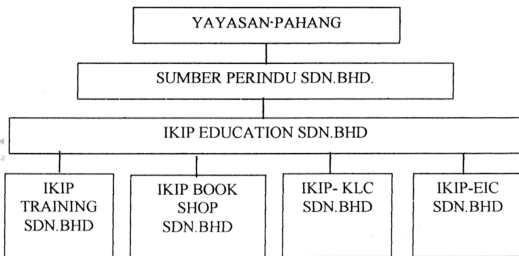
SOALAN WAWANCARA.

1. Sudah berapa tahun anda berkhidmat dengan Kolej IKIP?
2. Apakah anda mengetahui Kolej IKIP telah melaksanakan MS ISO 9002 : 1994?
3. Sudah berapa tahun Kolej IKIP mendapat pengiktirafan MS ISO 9002 : 1994 dari pihak SIRIM?
4. Apakah anda terlibat secara langsung dalam penubuhan MS ISO 9000 di Kolej IKIP?
5. Apa pendapat anda tentang MS ISO 9002 : 1994?
6. Apakah MS ISO 9002 : 1994 perlu dilaksanakan di institusi pendidikan seperti Kolej IKIP?
7. Sejak pelaksanaan MS ISO 9002 : 1994 di Kolej IKIP, secara umumnya apakah perubahan yang paling ketara yang dapat anda lihat?
8. Apakah MS ISO 9002 : 1994 dapat membentuk nilai positif dalam diri setiap individu?
9. Jika ditinjau dari perspektif Islam, manakah nilai-nilai MS ISO yang menepati syariat Islam?
10. Menurut pengamatan anda, kemasukan dan peningkatan jumlah pelajar ke Kolej IKIP kerana MS ISO?

11. Apakah kecekapan dalam pekerjaan dapat ditingkatkan melalui MS ISO 9000?
12. Apakah anda yakin MS ISO 9002 : 1994 dapat membentuk disiplin setiap pekerja?
13. Pelaksanaan MS ISO 9002 : 1994 dapat memberi kebaikan kepada pelajar?
14. Secara keseluruhannya apakah kualiti dapat ditingkatkan melalui MS ISO 9000?

Lampiran 2

Carta Struktur Korporat IKIP.



Sumber: Institut Kemajuan Ikhtisas Pahang 1999.

Lampiran 3

A. Pencapaian Tahun 2002.

[] Pencapaian akademik pelajar pada setiap semester.

- . Mencapai keseluruhan kelulusan pelajar 90% bagi semua program.
- . Mencapai sekurang-kurangnya 5% CGPA di atas 3.50.
- . Mencapai sekurang-kurangnya 20% CGPA di antara 3.00-3.50.

[] Kutipan dan Tajaan

- . Menaikkan peratus sebanyak 80% pelajar yang mendapat tajaan.
- . Mencapai yuran kutipan pelajar sebanyak 12.0 million.

[] Pencapaian pensyarah

- . Untuk mencapai 70% secara keseluruhan pencapaian pensyarah kepada kategori sangat baik. (very good).
- . Untuk menyediakan sekurang-kurangnya dua kursus kepada pensyarah setiap tahun.

[] Pencapaian pekerja/staf

- . Untuk mencapai markah 80% ke atas untuk penilaian yang dibuat bagi pekerja bukan akademik.

[] Pencapaian kewangan

- . Untuk meningkatkan pendapatan syarikat kepada RM 14 juta.
- . Untuk mencapai RM 300,000 keuntungan syarikat.

[] Pencapaian penginapan

- . Boleh menempatkan 60% pelajar di asrama.

[] Pembangunan program

- . Menjalankan Program usahasama dengan sebuah universiti tempatan dan empat universiti luar negara.
- . Untuk mementapkan program akademik.
- . Untuk menambah bilangan kursus Diploma IKIP kepada 30 kursus.

[] Pencapaian bahagian pemasaran.

- . Untuk menambah bilangan pelajar yang mendaftar di Kolej IKIP seperti berikut:

. UTM	= 200 pelajar
. Diploma IKIP	= 200 pelajar
. Heriot Watt	= 50 pelajar
. UUM	= 50 pelajar
. UiTM	= 200 pelajar
. Business Studies	= 50 pelajar
. Napier	= 50 pelajar
. MKP	= 300 pelajar

. UM = 50 pelajar

. Yarmouk = 50 pelajar.

[I] Aduan pelanggan

. Untuk memastikan setiap aduan pelanggan akan diselesaikan dalam masa tiga hari waktu bekerja.

B. Sasaran Pencapaian Tahun 2002.

1. Prestasi Syarikat

. Meningkatkan jualan syarikat sebanyak RM 3.1 juta.

. Mencapai keuntungan syarikat sebanyak RM 212,000.00

2. Prestasi Pemasaran

. Meningkatkan pengambilan pelajar baru kepada enam ratus enam puluh orang mengikut pecahan berikut:

* Perhotelan : 320 pelajar

* Fesyen : 40 pelajar

*Teknologi Maklumat : 300 pelajar.

3. Pembangunan Program

. Memperkenalkan enam program latihan kemahiran

C. Sasaran Pencapaian Akademik Dan Bukan Akademik Tahun 2003.

AKADEMIK.	TAHUN	
1. Pencapaian Akademik	2002	2003
Kelulusan pelajar secara keseluruhan	91%	94%
Pencapaian berdasarkan kepada CGPA		
3.0 hingga 3.49	7%	10%
3.5 hingga 4.0	17%	20%

2. Pencapaian Pensyarah	TAHUN	
	2002	2003
Prestasi Pensyarah dalam kategori “ sangat baik”	75%	80%
Penyediaan latihan kepada setiap pensyarah	2 kali	3 kali

3. Pembangunan Program	TAHUN	
	2002	2003
Memperkenalkan program baru	2	2
Kursus baru yang ditawarkan oleh IKIP Diploma	11	13

PROGRAM IKIP-DIPLOMA

1. Pencapaian Akademik

	TAHUN	
	2002	2003
Kelulusan keseluruhan	60%	65%
CGPA 3.0 ke atas		
CGPA 3.0 hingga 3.49	21 dari 207 pelajar	10%15%
CGPA 3.5 hingga 4.0	10 dari 207 pelajar	5%5%

2. Penggunaan Bahasa Inggeris

	TAHUN	
	2002	2003
IKIP 3	72%	80%
IKIP 5	32%	40%
Kemahiran Pensyarah		
Peringkat	1 2 3 4	1 2 3 4
Peratus	0 9 36 55	0 0 25 75

3. Komunikasi Dalaman

	TAHUN	
	2002	2003
. Bersama Pensyarah		
Kekerapan mesyuarat	8 kali	12 kali
Isu yang diselesaikan	80%	90%
. Bersama pelajar		
Kekerapan mesyuarat	3 kali	6 kali
Aktiviti pelajar	2 kali	3 kali

4. Pencapaian Pensyarah

Pensyarah dalam kategori “sangat baik”

TAHUN	
2002	2003
70%	85%

PROGRAM IKIP-UiTM (BUSINESS)

1. Pencapaian Akademik

Lulus keseluruhan

TAHUN	
2002	2003
89.5%	90%

CGPA 3.0 dan ke atas

CGPA 3.0 hingga 3.49 31 dari 235 pelajar

13%	15%
-----	-----

CGPA 3.5 hingga 4.0 12 dari 235 pelajar

5%	5%
----	----

2. Penggunaan Bahasa Inggeris

Mata pelajaran yang diajar dalam Bahasa Inggeris

TAHUN	
2002	2003
84%	90%

Kemahiran pensyarah

Peringkat

1	2	3	4	1	2	3	4
---	---	---	---	---	---	---	---

Peratus

0	0	0	100	0	0	0	100
---	---	---	-----	---	---	---	-----

3. Komunikasi dalaman

Bersama pensyarah

TAHUN	
2002	2003

Mesyuarat bersama pensyarah

2 kali	2 kali
--------	--------

Isu yang diselesaikan

70%	80%
-----	-----

Bersama pelajar

Mesyuarat bersama pelajar

2 kali	4 kali
--------	--------

Aktiviti pelajar

2 kali	2 kali
--------	--------

4. Pencapaian Pensyarah	TAHUN	
	2002	2003
Pensyarah dalam kategori “sangat baik”	90%	90%

PROGAM IKIP-UTM

1. Pencapaian Akademik	TAHUN	
	2002	2003
Lulus keseluruhan	92.5%	95%
CGPA 3.0 dan ke atas		
CGPA 3.0 hingga 3.49	8 dari 432 pelajar	2% 5%
CGPA 3.5 hingga 4.0	1 dari 432 pelajar	0.2% 1%

2. Penggunaan Bahasa Inggeris	TAHUN	
	2002	2003
Mata pelajaran yang diajar dalam Bahasa Inggeris	40%	58%
Kemahiran pensyarah		
Peringkat	1 2 3 4	1 2 3 4
Peratus	0 3 32 65	0 0 20 80

3. Komunikasi dalaman	2002	2003
. Bersama pensyarah		
Mesyuarat bersama pensyarah	6 kali	2 kali
Isu yang diselesaikan	-	-
. Bersama pelajar		
Mesyuarat bersama pelajar	10 kali	10 kali
Aktiviti pelajar	8 kali	8 kali

TAHUN

4. Pencapaian Pensyarah	2002	2003
Pensyarah dalam kategori "sangat baik"	82%	90%

Lampiran 4

A SURVEY ON THE EFFECTS OF ISO AT IKIP

This questionnaire comprising 3 parts. Please answer all items on this answer sheet.

SECTION A

PART A: PERSONAL INFORMATION

Please tick () in the appropriate space for your response.

1. Gender

() Male

() Female

2. Race

() Malay

() Chinese

() Indian

() Others

3. Age Group

() 25 years and below () 26-29 years

() 30-35 years

() 36-39 years

() 40-45 years

() Above 45 years

4. Highest Level of Education

() Diploma

() Bachelors

() Masters

() Ph.D

5. Marital status

() Single

() Married

6. Your service at Ikip College

() 4 years

() 5 - 6 years

() 7 - 8 years

() above 9 years

7. Your previous employer or organization

() Private

() Unemployed

() Government

() Others _____

PART B

Please tick (☒) in the appropriate space for your response

NO	RESPONSES	YES	NO
1	Are you aware of ISO 9002 has been introduced		
2	Do you know your organization Quality Policy		
3	Do you know your organization Quality Objectives		
4	Do you find the training provided is effective		
5	Do you think the feedback systems are effective		
6	Are you aware about all the implemented procedures at your department		
7	Do you consider ISO 9002 program is successful		

PART C

Instructions : Please circle the numerical indicator on how you feel about the following statements

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Since time of implementation of ISO 9002 quality system in Ikip:

1. Our ISO 9002 efforts have been strengthening our competitive position in our industry. 1 2 3 4 5
2. Our students' academic achievement has been improved. 1 2 3 4 5
3. Our management services have been improved. 1 2 3 4 5
4. Working environment at our organization has improved. 1 2 3 4 5
5. Employee satisfaction has increased. 1 2 3 4 5
6. Communication between lecturers and management has improved. 1 2 3 4 5

7. Communication between lecturers and students has improved.	1	2	3	4	5
8. The number of customer complaints has decreased.	1	2	3	4	5
9. Teaching facilities (eg. classrooms, teaching aids, etc.) have improved.	1	2	3	4	5
10. Employee turnover has decreased.	1	2	3	4	5
11. Students absenteeism has decreased.	1	2	3	4	5
12. Lecturers' performances have been improved	1	2	3	4	5
13. Supplier relationships have been strengthened.	1	2	3	4	5
14. Teamwork spirit has increased.	1	2	3	4	5
15. Amount of paperwork has increased.	1	2	3	4	5
16. Description of your job responsibility has been more transparent.	1	2	3	4	5
17. Improved and well documented process.	1	2	3	4	5
18. Excessive work load.	1	2	3	4	5

19. Employee morale has been increased.	1	2	3	4	5
20. Customer complaints are given highly priority by the management.	1	2	3	4	5
21. Corrective and preventive action is better than previous system.	1	2	3	4	5
22. Overall performance of the organization has been improved.	1	2	3	4	5
23. Money spent on the ISO 9002 certificate has been worthy.	1	2	3	4	5

E L A P A R I C A T I
I N V E S T I M E N T S





Effective date : 27 July 1998

QFAC08E

REV : 02

PROGRAMME	:	_____	SUBJECT	:	_____
SESSION	:	_____	SUBJECT CODE	:	_____
SEMESTER	:	_____	DATE/DAY	:	_____
COURSE	:	_____	COURSE CODE	:	_____
LECTURER	:	_____	TIME	:	_____

[illegible]

PREPARED BY

Signature : _____ Signature : _____

Name : _____ Name : _____

Date : _____ Date : _____

DURING EXAMINATION (Checked by)



LECTURER'S PERFORMANCE EVALUATION BY PD

Effective date : 15 March 2003

QFAC07G

REV : 03

NAME OF LECTURER : _____
PROGRAMME : _____
SESSION : _____

STATUS OF LECTURER : FT / PT / SHARED
SUBJECT : _____

1. Teaching Commitment (50 marks)

Very Poor 1 2 3 4 5 Very Good

1.1 Appearance (Grooming, Clothes & Personality) Very Poor 1 2 3 4 5 Very Good

1.2 Clear presentation with appropriate pitch and intonation of voice Very Poor 1 2 3 4 5 Very Good

1.3 Lesson carefully planned and organized using appropriate teaching materials and related ISO forms Very Poor 1 2 3 4 5 Very Good

1.4 Interactive and demonstrated equal concern for all student Very Poor 1 2 3 4 5 Very Good

1.5 Welcomed all suggestions, opinions and criticism made by students Very Poor 1 2 3 4 5 Very Good

1.6 Showed confidence and enthusiasm in teaching Very Poor 1 2 3 4 5 Very Good

1.7 Major points of the lesson was effectively transferred Very Poor 1 2 3 4 5 Very Good

1.8 Lecturer was able to identify the mood of students and change the mode of teaching accordingly Very Poor 1 2 3 4 5 Very Good

1.9 Language and vocabulary used was appropriate Very Poor 1 2 3 4 5 Very Good

1.10 Lecturer was able to solve any problems faced by students effectively Very Poor 1 2 3 4 5 Very Good

2. ISO Procedures (10 marks)

2.1 ISO records updated and organized Rarely 1 2 3 4 5 Often

2.2 Knowledge on related ISO procedures Very Poor 1 2 3 4 5 Very Good

3. Relationship With Superiors (10 marks)

3.1 Able to take directives clearly Rarely 1 2 3 4 5 Often

3.2 Able to meet datelines Rarely 1 2 3 4 5 Often

4. Obligation to IKIP (10 marks)

4.1 Involvement in student activities Very Poor 1 2 3 4 5 Very Good

4.2 Involvement in IKIP activities Very Poor 1 2 3 4 5 Very Good

5. Creativity (10 marks)

5.1 Innovation (introduction of new ideas) Very Rare 1 2 3 4 5 Very Frequent

5.2 Training facilitator Very Rare 1 2 3 4 5 Very Frequent

6. Attendance (10 marks)

6.1 Attendance to class Very Poor 1 2 3 4 5 Very Good

6.2 Absenteeism / Emergency Leave Very Frequent 1 2 3 4 5 Very Rare

TOTAL MARKS = _____ %

Photo
Passport Size

IKIP COLLEGE at KUANTAN

Campus 3, Jalan Datu' Abdullah, Taman Gelora, 25050 Kuantan, Pahang Darul Makmur
Tel : 09-5678999 Fax : 09-5677999

NON CONFORMING STUDENT HISTORY RECORD



Rev. No. : 2004/04
Revisi : 01/2004/04

Q/FAC10C

REV : 02

Effective Date : 15.10.2000

Name of Student : _____

I/C No. / Matric No. : _____

Course/Course Code : _____

Sponsor : _____

Group (if applicable) : _____

Intake / Session : _____

Semester No.	Date / Time	Matter / Cause	Action Taken	Initial Subject Lecturer/Programme Director/Counselor (where applicable)

Semester	No.	Date/Time	Matter / Cause	Action Taken	Initial Academic Advisor/Counselor (where applicable)



POST PROGRAM APPRAISAL REPORT

Effective date : 1 May 2003

QFAC13A

REV : 04

PROGRAMME : _____

COURSE : _____

SESSION / SEM / YEAR : _____

FINDINGS : _____

RECOMMENDED ACTIONS :

* TARGETTED
IMPLEMENTATION DATE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* TYPE OF CHANGES : MINOR / MAJOR

Reported by
(PD)

Signature : _____

Name : _____

Date : _____

Verified / Approved by
(CEO/VPA)

Signature : _____

Name : _____

Date : _____

* If applicable



CONTINUOUS ASSESSMENT AND FINAL EXAMINATION MARKS

Effective date : 1 August 2003

QFAC08H

REV : 02

1. PROGRAMME	:	2. COURSE	:
3. SESSION/INTAKE	:	4. SEMESTER / YEAR	:
5. SUBJECT	:	6. SUBJECT CODE	:
7. LECTURER	:	8. TOTAL NUMBER OF STUDENTS :	:
9. WEIGHTAGE	:	% CONTINUOUS ASSESSMENT AND	:
	:	% FINAL EXAMINATION	:

[illegible]

Prepared by (Subject Lecturer)

Signature _____

Date _____

Examiner

Signature

Date _____

Verify by

(PD/appointed person)

Signature

**APPROVAL FORM FOR SHARED AND PART-TIME LECTURER**

Effective date : 1 Dec. 2001

QFAC06A

REV : 05

☐

SHARED

☐

PART-TIME

NAME OF LECTURER : _____

NAME OF OWN PROGRAM : _____

PROGRAMME SHARED : _____

COURSE : _____

SUBJECT TAUGHT : _____

SEMESTER/SESSION : _____

FROM (DATE) : _____ to _____

CONTACT HOURS : _____

(with the shared programme)

TOTAL CONTACT HOURS : _____

JUSTIFICATION : _____

RATE PER HOUR : _____

Prepared by :

Approval :

Approval :

Programme Director / Appointed Person_____
Related Programme Director_____
D.O.S (if applicable)

Date : _____

Date : _____

Date : _____



SUBJECT CODING

Effective date : 15 May 2001
OFAC04A
REV : 04

Programme (XXXXXX) : _____

Course (YYYYYY) : _____

SUBJECT CODE	NAME OF SUBJECTS	Z	CREDIT / CONTACT HOURS	A
		SEMESTER		YEAR

PREPARED BY : (PD)

APPROVED BY : (DOS)

Name :



SYLLABUS REVISION

Effective date : 13 March 2003

OFAC058

REV : 01

SUBJECT : _____
COURSE : _____

SUBJECT CODE : _____
REVISION DATE : _____

CHANGE FROM REV. NO :

CHANGE TO REV. NO :

REASON FOR CHANGE :

Prepared by: Name: _____ Post: _____ Date: _____	Checked by (if applicable): Name: _____ Post: Internal Advisor Date: _____	Checked By (if applicable): Name: _____ Post: External Advisor Date: _____	Reviewed by: Name: _____ Post: Programme Director Date: _____	Approved by: Name: _____ Post: Committee Chairman Date: _____
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IKIP COLLEGE at KUANTAN

Campus 2, A 1505, Jalan Tanjong Api, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur.
Tel: 09-5552888 Fax: 09-5552253



QFAM06A

REV : 01

Effective Date : 31/5/98

PERMOHONAN PENYEDIAAN MAKANAN & MINUMAN

NAMA : _____
JAWATAN : _____ JABATAN : _____
PEJABAT : _____ DI KAMPUS : _____

Saya seperti nama di atas ingin memohon untuk penyediaan makanan dan minuman seperti berikut :

MAKLUMAT TEMPAHAN (SILA TANDAKAN ✓)	CATATAN
PENYEDIAAN MAKANAN ☐ Sarapan pagi Masa _____ ☐ Minum pagi Masa _____ ☐ Makan tengahari Masa _____ ☐ Minum petang Masa _____ ☐ Makan Malam Masa _____ ☐ Minum Malam Masa _____	
PROGRAM : _____	
BILANGAN : _____ orang	
TARIKH : Dari _____ TEMPAT : _____	
CARA PENGHIDANGAN ☐ Buffet ☐ Hidang	
CADANGAN MENU _____ _____ _____ _____	
TANDATANGAN PEMOHON : _____	

SOKONGAN KETUA JABATAN

KELULUSAN BAHAGIAN PENGURUSAN MAKANAN & MINUMAN

Permohonan ini adalah disokong / tidak disokong

Permohonan ini adalah diluluskan / tidak diluluskan

T/Tangan : _____

T/Tangan : _____

Nama : _____

Nama : _____

Tarikh : _____

Tarikh : _____

IKIP COLLEGE^{at} KUANTAN

Campus 2, A 1505, Jalan Tanjong Api, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur.
Tel: 09-5552888 Fax: 09-5552253



Roc. No. : 235349-P
KP(JPS)1519S/410/A/(10)

QFAM07F

REV : 01

Effective Date : 1.6.2003

NOTIS KOMPAUN PELAJAR ASRAMA

kh : _____
ama Kampus : 1 / 2 / 5 / 7 / SPS*
Bilik / Dorm : _____
Katil : _____
na : _____ **

am satu pemeriksaan oleh pegawai IKIP pada _____ jam _____ didapati
a melakukan kesalahan berikut yang boleh membawa kepada sejumlah kompaun yang
datakan.

- ☐ Tiada Kad Asrama
- ☐ Menginap ditempat yang tidak sah
- ☐ Merosakkan harta benda IKIP
- ☐ Tidak mengikut peraturan R & R Bil. Mac/01/2002
Perkara 3 : Salah Laku Sahsia Kod : 401 hingga 921
Kod Kesalahan : _____ ***

hlah kompaun yang dikenakan :

☐ RM30

☐ RM50

☐ RM70

☐ RM90

a jelaskan bayaran kompaun seminggu daripada tarikh ini di **Kampus 3, Jalan Dato'**
dullah, Taman Gelora pada waktu pejabat.

ng benar,
LEJ IKIP di KUANTAN

SSAN MOHD. NOOR

ngurus Hal Ehwal Pelajar

- * Potong yang tidak berkenaan
- ** Jika diketahui pada masa tersebut
- *** Perkara 3 : Salah Laku Sahsia Kod : 401 hingga 921

IKIP COLLEGE at KUANTAN

Campus 2, A 1505 Jalan Tanjong Api, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur.
Tel: 09-5552888 Fax: 09-5552253



REF No. 23544-P
KIPJ031004104/101
QFAM08B

REV : 03
Effective Date: 8/9/00

TEMPAHAN KELAS

NAMA PEMOHON :	_____	PROGRAM :	_____	PERALATAN TAMBAHAN	1. _____
TANDATANGAN :	_____	KELAS / DEWAN	_____		2. _____
TARIKH :	_____	YANG DIPOHON	_____		3. _____
		KAMPUS	_____		
		BILANGAN PELAJAR :	_____		

CATATAN

MASA / HARI	8 - 9am	9 - 10am	10 - 11am	11 - 12am	12 - 1pm	1 - 2pm	2 - 3pm	3 - 4pm	4 - 5pm	5 - 6pm	6 - 7pm	7 - 8pm	8 - 9pm	9 - 10pm
ISNIN														
SELASA														
RABU														
KHAMIS														
JUMAAT														
SABTU														
AHAD														

BERKUATKUSA DARI : ____ / ____ / ____ HINGGA ____ / ____ / ____
DILULUSKAN OLEH : _____

IKIP COLLEGE at KUANTAN

Campus 2, A 1505, Jalan Tanjong Api, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur.
Tel: 09-5552888 Fax: 09-5552253



Reg. No.: 235349-P
XKC/PJ/1824/10/A/10

QFAM09A

REV: 04

Effective Date: 12/10/06

ASSET TRANSFER (Temporary)

E APPLIED : From _____ To _____
CATION : _____

ITEMS	QUANTITY REQUESTED	QUANTITY APPROVED	QUANTITY RETURNED

REQUESTED BY :

APPROVED / DISAPPROVED BY :

Signature : _____
Name : _____
Campus : _____
Date : _____

Signature : _____
Name : _____
Campus : _____
Date : _____

Received all the items above in good condition

Borrower : _____
Campus : _____
Signature : _____
Date : _____

Checked By : _____
Campus : _____
Signature : _____
Date : _____

All items above are returned in good condition

Borrower : _____
Campus : _____
Signature : _____
Date : _____

Checked By : _____
Campus : _____
Signature : _____
Date : _____

KOLEJ IKIP Kuantan

Kampus 2, A-1505 Jalan Jangsong Aji, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur

Tel : 09-5552889 Fax : 09-5552253



MAJLIS KEPERSTASIAN DIARAF

QFAM06B

REV 03

TEMPAHAN MAKANAN DAN MINUMAN

ONTRAKTOR	
ROGRAM	
EMPAT	

NO. TEMPAHAN	
MENU	LAMPIRAN

TARIKH	PERKARA	MASA	BIL	HARGA SEUNIT	JUMLAH
ISNIN 26/8/02	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
SELASA	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
RABU	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
KHAMIS	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
JUMAAT	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
SABTU	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				
AHAD	Sarapan Pagi				
	Minum Pagi				
	Makan Tengahari				
	Minum Petang				
	Makan Malam				
	Minum Malam				

PENGURUS

TARIKH

IKIP COLLEGE_{at} KUANTAN

Campus 2, A 1505, Jalan Tanjong Api, Padang Lalang, 25050 Kuantan, Pahang Darul Makmur.
Tel: 09-5552888 Fax: 09-5552253



Doc. No. : 235349-P
KPIJPSJ519S/410/A(10)

QFAM06F

REV: 02

Effective Date : 31/5/98

FOOD AND BEVERAGE CHECKLIST

Line of Organization : _____

programme / Function : _____

ation : _____

e : _____

of Pax : _____

: B/fast / Morning T/Break / Lunch / Afternoon T/Break / Dinner / BBQ / Supper

[illegible]

KIP EDUCATION SDN. BHD.

CATERER

Checked by : _____

Checked by : _____

Date : _____

Date : _____

Time : _____

Time : _____

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Doc. No. 235349-P
KPI/PS/5195419/A/1(10)

QFAM07E

REV : 01

Effective Date : 1.6.2003

COMPENSATION CLAIMS HOSTEL EQUIPMENT DAMAGES

Reference :

Date :

/Ms,

COMPENSATION CLAIMS HOSTEL EQUIPMENT DAMAGES

Name of student : _____ I.C No. : _____
Room No. : _____ Bed No.: _____ Campus : _____
Program : _____ Sem/Year : _____

Based on the records obtained by the Student Affairs Department, you are found to have violated the rules in your pledge. You have damaged the equipment(s) as follows :

Item	Quantity	Compensation value (RM)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please forward your payment of RM _____ before your next student/academic registration _____ (if applicable). If you fail to do so, you will not be allowed to continue your course/semester and all documents or academic transcripts will be withheld.

Yours sincerely,

IKIP COLLEGE at KUANTAN

ASSAN MOHD. NOOR

Student Affair Manager

c : Registrar