



MEMORANDUM
ACADEMIC DEVELOPMENT
DIVISION
ICYM / ADD / 2026(011)

INDUSTRY-BASED COLLEGE Employment Assurance

To : All Students and Lecturers

Cc : File

Date : 01 April 2026

Subject : **PROGRAMME PROPOSAL SUBMISSION AND APPROVAL
PROCEDURE**

Respectfully the above matter refers.

2. Please be informed that effective 1st April 2026, all programme proposal papers are required to follow the process below before approval and implementation. The mandatory recommendation flow is as follows:

1. Prepared by:

Head of Department / Head of Programme / Student Representative / Head of Unit /
Programme Chairperson

2. Verified by:

Dean / Programme Manager / Head of Department (DGS)

3. Supported by:

Head of Academic Division

4. Approved by:

Chief Executive Officer (CEO)

3. All proposal papers must be properly prepared, verified, and supported at each level before being submitted for final approval by the CEO. Any proposal that does not follow this process may not be considered for approval.

4. No programme may be carried out without prior approval from the CEO.

5. This memorandum supersedes any previous circulars or instructions related to programme proposal submissions.

Thank you.

Yours sincerely,

 4/4/26
FARIDAN BINTI JOHAR
Head of Division, Academic