



UNIVERSITI  
TEKNOLOGI  
PETRONAS

# **Islamic Studies Project**

# **“Down To Earth”**

**Organized by:**

**Foundation In Civil Engineering 3<sup>rd</sup> Semester 2014  
Students**

**Advice by:**

**Ustazah Siti Hawa Binti Ahmad**

**Venue :**

**Pusat Jagaan Anak Yatim dan Miskin Nurul Iman,  
Manjoi**

**Date :**

**8<sup>th</sup> November 2014**

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## **1.0 INTRODUCTION**

Foundation students who have registered for the Islamic Studies subject (FAH0013) were given few choices of project to work on. “Down To Earth” is the project that will be conducted by Foundation in Civil Engineering 3<sup>rd</sup> Semester 2014 students as a part of our coursework in align to our course outcome. Down To Earth (DTE) is a project that expose students the importance of contributing back to the society. In addition, this project also empower students’ soft skills while handling event.

## **2.0 OBJECTIVES**

- To contribute back to the society.
- To strengthen the relationship among students and orphans.
- To gain experience in handling an event.
- To introduce international students to our local culture.

## **3.0 DETAILS OF PROGRAM**

### **3.1 DATE**

8<sup>TH</sup> November 2014

### **3.2 TIME**

7.30 a.m.to 6.00 p.m.

### **3.3 VENUE**

Pusat Jagaan Anak Yatim dan Miskin Nurul Iman, Manjoi

### **3.4 PARTICIPANT**

Orphans	: 26 persons
Care-taker	: 14 persons
Students	: 53 persons

### 3.5 TENTATIVE

Time	Activities
7.30 a.m.	Assemble of committees
8.00 a.m.	Depart form UTP
9.00 a.m.	Arrive at venue <ul style="list-style-type: none"> <li>• Preparation of event</li> </ul>
9.30 a.m.	Opening ceremony P.I.C : Protocol department and IT&Media department <ul style="list-style-type: none"> <li>• Orphans and students take place</li> <li>• VIPs arrival</li> <li>• Sing national anthem and state anthem</li> <li>• Doa recitation by En Mohd Aslam Bin Zakaria</li> <li>• Opening speech by care-taker of the orphanage Puan Ameena Bee Binti Abd Ghafor</li> <li>• Speech by project manager En Aizat Akmal Bin Mohamad Bedlee</li> <li>• Speech by advisor Ustazah Siti Hawa Ahmad</li> <li>• Speech by VIPs</li> <li>• Giving a token to VIPs</li> <li>• Photo shoot session</li> <li>• Dismiss</li> </ul>
10.00 a.m.	Ice breaking P.I.C : Activities department Objective : To strengthen the ukhwah between the orphans and students Activities : 1. Forming groups 2. Ta'aruf session in groups 3. Create a group logo, tagline and cheers. 4. Consultation (usrah) session in group.
11.00 a.m.	Activity 1 P.I.C : Activities department a) Fashionista Objective : Enhancing creativity Activities : 1. Each group will be provided with a bundle of old newspapers and scissor

	<p>2. Design a costume</p> <p>b) Call Me Maybe</p> <p>Objective : Deliver correct and precise information</p> <p>Activities : 1. One of each group member will be given a text to memories</p> <p>2. Then, text need to be delivered from one to one until the last person.</p> <p>3. Lastly, the last person need to come forward and write the delivered text on a piece paper provided</p>
12.30 p.m.	<p>Lunch and Zohor prayer</p> <p>P.I.C : Food And Beverages department and Welfare department</p> <ul style="list-style-type: none"> <li>• Imam: Mohd Aslam Bin Zakaria</li> <li>• Bilal : Ahmad Amin Akmal Bin Mohd Rafii</li> </ul>
2.00 p.m.	<p>Activity 2</p> <p>P.I.C : Activities department</p> <p>a) Bob the Builder</p> <p>Objective : Promote teamwork and transparency</p> <p>Activities : 1. Each of groups will be provided with packets of straws, old newspaper and cellotape.</p> <p>2. 5 minutes for preparation and 20 minutes to complete the task</p> <p>b) Long Highway</p> <p>Objective : Develop critical thinking</p> <p>Activities : 1. Each groups need to form a long line using anything on their body</p>
3.00 p.m.	<p>Activity 3</p> <p>P.I.C : Activities department</p> <p>a) Flying Spongebob</p> <p>Objective : To flourish the concept of putting others' needs before oneself &amp; develop team building</p> <p>Activities : 1. Each groups will be provide with a sponge, a pail of water and a used bottle.</p> <p>2. The group member need to immerse the sponge in the water and pass the sponge to other member of the group</p> <p>3. The last person need to squeeze the sponge to fill the bottle.</p>

	<p>b) Baker Shop</p> <p>Objective : To unfold the imaginative side</p> <p>Activities : 1. Each group need to decorate a cake with their own creativity with things provided.</p>
4.30 p.m.	<p>Tea break and Asar Prayer</p> <p>P.I.C : Food And Beverages department and Welfare department</p> <ul style="list-style-type: none"> <li>• Imam : Muhammad Yusoff Bin Mohd Nasir</li> <li>• Bilal : Abdul Rahim Bin Abdul Razak</li> </ul> <p>Preparation of closing ceremony</p> <p>P.I.C : Protocol department and IT&amp;Media department</p>
5.00 p.m.	<p>Closing ceremony</p> <p>P.I.C : Protocol department and IT&amp;Media department</p> <ul style="list-style-type: none"> <li>•</li> </ul>
5.30 p.m.	<p>Cleaning</p> <p>P.I.C : All committees</p>
6.00 p.m.	Dismiss and departing of committees

## 4.0 ORGANIZATION CHART

### 1. Project Advisor

Ustazah Siti Hawa Binti Ahmad (0136789301)

### 2. Project Manager

Aizat Akmal Bin A.Mohamad Beddelee (0142953752)

### 3. Assistant Project Manager

Nur Hazimah Binti Azalan (01115040901)

### 4. Secretary

Nurul Suhayla Binti Razali (0136200850)

Ahmad Nasrullah Bin Ahmad Zafrullah (01123614212)

## 5. Finance

Nasrizal Haris (0182666879)

Nur Nasyihah Syakinah Binti Zulizuddin (0125713020)

## 6. Sponsorship Department

Head of department :Muhammad Latifi Amir Bin Zainal Akmar  
Ass. Haed of department :Nur Anis Syazwina Binti Ahmad Junaidi  
Committee : 1. Muhammad Amirul Asyraf Bin Roslan  
2. Nur Alia Binti Ahmad Saifi

## 7. Activities Department

Head of department :Anaqi Ratna Bin Narong  
Ass. Head of department :Eirdina Filzaty Binti Muzakir  
Committee : 1. Nur Eileena Syahirah Binti Kamarul Azhar  
2. Hamidah Binti Mohd Hazarudin  
3. Lyn Kauthar Sabrina Binti Ali Sabri Sani  
4. Nor Aliah Binti Ismail  
5. Ahmad Solihin Bin Abu Bakar  
6. Muhammad Nur Aiman Bin Roslan

## 8. Logistic Department

Head of department :Mohammad Haziq Bin Muhamad Dun  
Ass. Head of Department :Suhaidah Binti Sabtu  
Committee : 1. Mohd Al Imran Bin Ros  
2. Abdul Rahim Binabdul Razak  
3. Nur Aizeti Biti Abd Halim  
4. Adzyatul Adira Binti Noor Adzman

5. Umira Ayub
6. Aina Fatra Binti Zamri

## 9. Food And Beverages Department

Head of department	:Puteri Nur Adilla Binti Wan Ahmad Syazli
Ass. Head of department	:Mohd. Ashraf Huzairie Bin Yusof
Committee	:1. Ahmad Amin Akmal Bin Mohd Rafii 2. Firas Muntasir Bin Marzuki 3. Anis Arisa Binti Roslan 4. Siti Syafiqah Binti Sabri

## 10. Souvenirs Department

Head of department	: Muhammad Kahirul Muzammil Bin Abdul Kahar
Ass. Head of department	:Ernie Amira Kamil
Committee	:1. Ahmad Syahin Adri Bin Azman 2. Muhammad Yusoff Bin Mohd Nasir

## 11. Transport And Placement Department

Head of department	:Mohamad Aslam Bin Zakaria
Ass. Head of department	:Nurul Hanani Binti Azuddin

## 12. Welfare Department

Head of department	:Muhammad Nursyafiq Bin Yahya
Ass. Head of department	:Nursabrina Binti Khairil Anuar
Committee	:1. Muhammad Nurzahin Bin Norizan 2. Muhammad Shukril Naim 3. Nur Aquilah Binti Zubir



### 13. Protocol Department

Head of department	:Nik Muhd Rashdan Bin Ilias
Ass. Head of department	:Siti Najihah Binti Zainal Rashid
Committee	:1. Zulaika Binti Laini 2. Amirul Ashraf Bin Mohamad Asri 3. Ezzaddin Abdullah Ali Al-Atesh

### 14. It And Media Department

Head of department	:Muhammad Alif Haikal Bin Mohd Hasnan
Ass. Head of department	:Nuraziany Binti Mohd Azmi
Committee	:1. Sarah Syamimi Binti Rozali 2. Nur Ainina Nabilah Binti Abdul Jalil 3. Muhammad Lutfil Hadi Bin Mohd Ariff

## 5.0 BUDGET

### 5.1 Expenditure

Bil.	Item	Quantity	Price per unit (RM)	Total (RM)
1	<b>Activities Department</b>			
	1. Ice breaking			
	- Mahjong paper	1	RM 5.00	RM 5.00
	- Marker pen( mutlicolor)	6	RM 4.90	RM 29.40
	- Sticker	1	RM 4.50	RM 4.50
	2. Activity 1			
	- Scissors	3	RM 2.50	RM 7.50
	3. Activity 2			
	- Straw	12	RM 4.50	RM 54.00
	- Cellotape	2	RM 6.00	RM 12.00
4. Activity 3				
- Sponge	6	RM 3.00	RM 18.00	

	- Cake	6	RM	4.00	RM	24.00
	- Icing Sugar	3	RM	3.00	RM	9.00
	- Food colouring	4	RM	3.00	RM	12.00
	- Butter	12	RM	3.00	RM	36.00
	- rainbow rice	3	RM	2.50	RM	7.50
	Total				RM	218.90
	<b>Logistic department</b>					
	- Button badge	53	RM	3.00	RM	159.00
	- Poster A4 size	20	RM	1.00	RM	20.00
	- Shirt	53	RM	30.00	RM	1,590.00
2	- Banner (3ft x 4ft)	1	RM	150.00	RM	150.00
	- Certificate	53	RM	2.00	RM	106.00
	- Photo Frame	1	RM	250.00	RM	250.00
	- Rented tent	2	RM	100.00	RM	200.00
	Total				RM	2,475.00
	<b>Souvenir department</b>					
	- Fruits	5(sets)	RM	35.00	RM	175.00
	- Basket	5	RM	20.00	RM	100.00
	- Majalah Jom!	40	RM	6.00	RM	240.00
3	- Food Hamper	6(sets)	RM	30.00	RM	180.00
	- Plastic basket	6	RM	5.00	RM	30.00
	- Goodies bag	40	RM	1.50	RM	60.00
	-Notebook/stationery/bookmark	40	RM	4.00	RM	160.00
	- Plaque	5	RM	30.00	RM	150.00
	Total				RM	1,095.00
	<b>Food and Beverages department</b>					
	1. Breakfast					
	- Bihun+kuih	55	RM	1.50	RM	82.50
	- Drinks	55	RM	1.00	RM	55.00
	2. Lunch					
	- rice+chicken+fish+daging	58	RM	2.50	RM	145.00
	- Drinks	58	RM	1.00	RM	58.00
4	3. Tea break					
	- Kuih	58	RM	1.00	RM	58.00
	- Drinks	58	RM	0.50	RM	29.00
	4. Drink along the event					
	- Cordial	7	RM	4.00	RM	28.00
	- Ice cube	5	RM	3.80	RM	19.00
	- Sugar	5	RM	3.00	RM	15.00
	Total				RM	489.50
5	<b>Welfare department</b>					

	- First aid kit	1	RM	30.00	RM	30.00
	- Ice cube	4	RM	3.80	RM	15.20
	- Garbage bag	5	RM	5.00	RM	25.00
	- 100 plus	5	RM	5.50	RM	27.50
	Total				RM	97.70
6	<b>Protocol department</b>					
	-Bottled water	5	RM	1.00	RM	5.00
	-Napkin	1 Packet	RM	2.50	RM	2.50
	-Glass	5	RM	-	RM	-
	-A4 Paper 80gsm	1 Packet	RM	4.20	RM	4.20
	Total				RM	11.70
Grand Total					RM	4,397

## 5.2 Income

No	Income	Person	One unit (RM)	Total (RM)
1	Student	53	RM 10.00	RM 530.00
2	Sponsor	0	RM 3,684.00	RM 3,867.00
Grand Total				RM 4,397.00

## 6.0 CONCLUSION

Through this program, the life of the orphanage will be more meaningful with our presence. We hope the orphanage will get useful input and this can encourages them to achieve their goals in life. We also hope that this program would be approved and your cooperation is highly appreciated and we would like to thanks for your commitment in making this event successful.

Prepared by,



.....  
**(NURUL SUHAYLA BINTI RAZALI)**

**013-6200850**

Secretary 1,

Down to earth project,

Foundation in civil engineering 3<sup>rd</sup> semester 2014,

Universiti Teknologi PETRONAS.

Revised by,



.....  
**(AIZAT AKMAL BIN A.MOHAMAD BEDDELEE)**

**014-2953752**

Project Manager,

Down to earth project,

Foundation in civil engineering 3<sup>rd</sup> semester 2014,

Universiti Teknologi PETRONAS.

Approved by,



.....  
**(USTAZAH SITI HAWA AHMAD)**

**013-6789301**

Advisor,

Down to earth project,

Universiti Teknologi PETRONAS.

## 7.0 ATTACHMENT

1. Engagement with care taker Pusat Jagaan Anak Yatim dan Miskin  
Nurul Iman, Manjoi



2. Administration Building





3. Hostel Area





#### 4. Kitchen And Dining Hall



