

Optimizing Innovation in Knowledge, Education and Design

# EXTENDED ABSTRACT





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Assalamualaikum warahmatullahi wabarakatuh,

First and foremost, I would like to express my gratitude to the organizing committee of i-Spike 2023 for their tremendous efforts in bringing this online competition a reality . I must extend my congratulations to the committee for successfully delivering on their promise to make i-Spike 2023 a meaningful event for academics worldwide.

The theme for this event, 'Optimizing Innovation in Knowledge, Education, and Design,' is both timely and highly relevant in today's world, especially at the tertiary level. Innovation plays a central role in our daily lives, offering new solutions for products, processes, and services By adopting a strategic approach to 'Optimizing Innovation in Knowledge, Education, and Design,' we have the potential to enhance support for learners and educators, while also expanding opportunities for learner engagement, interactivity, and access to education.

I am awed by the magnitude and multitude of participants in this competition. I am also confident that all the innovations presented have provided valuable insights into the significance of innovative and advanced teaching materials in promoting sustainable development for the betterment of teaching and learning. Hopefully, this will mark the beginning of a long series of i-Spike events in the future.

It is also my hope that you find i-Spike 2023 to be an excellent platform for learning, sharing, and collaboration. Once again, I want to thank all the committee members of i-Spike 2023 for their hard work in making this event a reality I would also like to extend my congratulations to all the winners, and I hope that each of you will successfully achieve your intended goals through your participation in this competition.

Professor Dr. Roshima Haji Said

RECTOR

**UITM KEDAH BRANCH** 



## **WELCOME MESSAGE (i-SPIKE 2023 CHAIR)**

We are looking forward to welcoming you to the 3<sup>rd</sup> International Exhibition & Symposium on Productivity, Innovation, Knowledge, and Education 2023 (i-SPiKE 2023). Your presence here is a clear, crystal-clear testimony to the importance you place on the research and innovation arena. The theme of this year's Innovation is "Optimizing Innovation in Knowledge, Education, & Design". We believe that the presentations by the distinguished innovators will contribute immensely to a deeper understanding of the current issues in relation to the theme.

i-SPiKE 2023 offers a platform for nurturing the next generation of innovators and fostering cutting-edge innovations at the crossroads of collaboration, creativity, and enthusiasm. We enthusiastically welcome junior and young inventors from schools and universities, as well as local and foreign academicians and industry professionals, to showcase their innovative products and engage in knowledge sharing. All submissions have been rigorously evaluated by expert juries comprising professionals from both industry and academia.

On behalf of the conference organisers, I would like to extend our sincere thanks for your participation, and we hope you enjoy the event. A special note of appreciation goes out to all the committee members of i-SPiKE 2023; your dedication and hard work are greatly appreciated.

Dr. Junaida Ismail

Chair

3<sup>rd</sup>International Exhibition & Symposium Productivity, Innovation, Knowledge, and Education 2023 (i-SPiKE 2023)







## IMTIAZ: MANUAL OF ZAKAT INTERVIEW PANEL

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#### **ABSTRACT**

Unit Zakat, Sedekah dan Wakaf (UZSW) Universiti Teknologi Mara (UiTM) Johor is a unit that manages activities related to zakat, charity and waaf. Usually, zakat distribution fund will be given to the zakat recipients consisting of qualified UiTM students. The students can apply zakat through e-ZAKAT portal within the set date. Then, their application will be processed and interviewed by a zakat interview panel among the selected UiTM staff. However, even though the staff are from academic (lecturers) and administrative staff, most of them have less than five years of experience and one of the chosen lecturers came from non-Islamic studies. This circumstance makes them uncertain what are the best questions that should be asked to the zakat applicant. This is because there is still no specific guideline and reference that can be applied by them related to the interview questions. Therefore, a manual named IMTIAZ-Manual Panel Temu Duga Zakat is created as a guideline to the zakat interview panel. It can assist the panel in addressing the best and relevant questions to the applicant. Besides, IMTIAZ can assist the panel to categorize the right asnaf based on the qualification of the applicant whether they are poor (al-fugara'), needy (al-masakeen), for the sake of Allah (fisabilillah), those inclined towards Islam (muallaf) or others accordingly. In addition, this manual encourages the panel to be more ethical and professional during the interview session. This is to guarantee that the interview process runs smoothly. The manual also can be applied by UiTMbranches, public universities, public and private institutions that manage zakat as well as reference to zakat administrator such as Majlis Agama Islam Negeri (MAIN).

**Keywords:** *IMTIAZ*, zakat, interview panel.





### INTRODUCTION

The term zakat is derived from the word cleaning something which means adding and nourishing. It is also called as *taharah* (cleansing and purification) according to surah asy-Syams, verse 9 (Al-Khin et al, 2016). Zakat also is derived from the word *zakaa*) (which jo

means pure and fertile including clean, blessing, growing, and good for zakat wealth, zakat payer and zakat recipient (asnaf) (Lembaga Zakat Selangor [LZS], n.d.). In terminology, zakat is issuing certain wealth at a certain rate according to certain conditions to be distributed to certain groups (LZS, n.d.).

There are eight categories of zakat recipients or known as *asnaf* who are eligible to receive zakat according to the Quran (Pusat Pungutan Zakat Majlis Agama Islam Wilayah Persekutuan [PPZ MAIWP], n.d.). It can be seen through the table below:

**Table 1.** Category of asnaf

Category	Description		
Al-Fuqara' (poor)	<ol> <li>A person who does not have any property, job or income from the other sources that:</li> <li>Does not reach 50% of his daily needs and the needs of his dependents.</li> <li>Does not reach 50% of the living expenses of a person who lives moderately and his dependents.</li> </ol>		
Al-Masakeen (needy)	A person who has a job or business that only partially meets his basic needs but not enough to cover daily needs and his dependents.		
Fisabilillah (for the sake of Allah)	Any person or party who engages in an activity to uphold, defend and propagate Islam and its virtues.		
Muallaf (those inclined towards Islam)	Those who are inclined to accept Islam or who embraced Islam but the belief of Islam is not strong yet. It is divided into two namely:  1. Muslim  ✓ Newly reverted to Islam.  ✓ Muslim leaders who have a good relationship with non-Muslim leaders who are equivalent or have the same level as them.  ✓ Muslim leaders who are still weak in faith but still obeyed by the people under his leadership.  ✓ Muslim who lives on the border which is close to the enemy country.  2. Non-Muslim		
	<ul><li>✓ Can be persuaded to revert to Islam.</li><li>✓ Can be persuaded not to harm Muslim.</li></ul>		
Al-Amileen (zakat administrator)	Those who are directly involved with zakat institution whether individual or organization to manage and administer zakat affairs including collection, distribution, financial affairs and so on.		





Al-Riqab (slave)	Freeing the Muslim from the grip of slavery and conquest whether in physical or mental grip such as the grip of ignorance and shackled under the control of certain people.
Al-Ghaarimeen (debtor)	Those who are in debt to meet the basic needs of their own welfare, their dependent families or the community who need immediate settlement and are allowed by sharia.
Ibnu Sabil (wayfarer)	Any person traveling from any state or country who needs aid for the purposes that approved by sharia.

In general, most of the public universities in Malaysia have their own zakat institution. As for Universiti Teknologi Mara (UiTM) Johor, it is known as *Unit Zakat, Sedekah dan Wakaf* (UZSW). According to UZSW (n.d), the main function of this unit is managing zakat distribution fund according to the distribution management procedures that has been set. Besides, it is to ensure the effectiveness of distribution management that has been planned and carried out. Most of the zakat distribution fund will be given to the zakat recipients consisting of qualified UiTM students. It is one of the approaches to assist them in minimizing financial strain in facing daily life as a student at the university. They are given the opportunity to apply zakat every semester through e-ZAKAT portal that has been developed by the zakat unit. Prior to being approved as a zakat recipient, they must pass through few stages. One of them is the applicant who meets the requirements will be interviewed by the zakat interview panel on a predetermined date.

However, there are some concerns from the panels. Even though they are from academic (lecturers) and administrative staff, most of them have less than five years of experience (UZSW, 2023) and some of the chosen lecturers came from non-Islamic studies. This circumstance makes them uncertain what are the best questions should be asked to the zakat applicant. This is because there is still no specific guideline and reference that can be applied by them related to the interview questions.

Table 2. Zakat Interview Panel Profile

Position	Number of zakat panel	Less than 5 years	More than 5 years
Academic staff	28	19	17
Administrative staff	8		

Therefore, this research is conducted to study the best approach in the implementation of zakat interview process for the zakat panel. It is to ensure that it will not occur again in a subsequent interview.

#### **METHODOLOGY**

This study uses both qualitative and quantitative method. Qualitative method involves document analysis and observation. Document analysis is made by referring to the authentic and available sources other than authoritative website. Besides, observation is made during Training of Trainers (TOT) of Zakat Interview Panel that was held last June. Meanwhile, quantitative method is carried out in the form of survey through Google Form application. The survey is made at the end of the workshop during Training of Trainers (TOT) of Zakat





Interview Panel where the respondents are from the zakat interview panel of UiTM (Southern Zone).

#### FINDING AND DISCUSSION

The finding indicates that a specific guideline should be created for the zakat interview panel. Therefore, a book named as *IMTIAZ: Manual Panel Temu Duga Zakat* is created.

Generally, *IMTIAZ* has five main sections. There are:

- i Introduction of *Unit Zakat, Sedekah dan Wakaf* (UZSW)
- i Concept of zakat according to Islam
- i Role, communication etiquette and *hikmah* of becoming a zakat interview panel
- i Flow chart of zakat application process
- i Procedure of interview implementation

According to the manual, the most important section that need to be emphasized by the panel is the procedure of interview implementation. This section consists of procedure relating to before, during and after the interview process towards zakat applicant. It can assist the panel in addressing the best and relevant questions to the applicant. It is also to ensure that they do not ask sensitive questions to the applicant.

Besides, *IMTIAZ* can assist the panel to categorize the right *asnaf* according to the qualification of the applicant whether they are poor (*al-fuqara'*), needy (*al-masakeen*), for thesake of Allah (*fisabilillah*), those inclined towards Islam (*muallaf*) or others. This is to make sure that the applicant is indeed qualified to receive zakat according to the *asnaf* category chosen and the amount of zakat received each semester.

In addition, this manual encourages the panel to be more ethical and professional during the interview session. This is to guarantee that the interview process runs smoothly.

Other than that, this manual also has an ISBN and is available in the softcopy form. Therefore, the panel can access the softcopy of this manual by scanning the QR codeprovided.

### **CONCLUSION**

In conclusion, *IMTIAZ* easier for the panel to do the preparation before starting the zakat interview session each semester. The panel that requires a reference before the interview session begins may find this manual beneficial. They can use the manual anytime andanywhere. Also, the result of this study can be applied by UiTM branches, public universities, public and private institutions that manage zakat as well as reference to zakat administrator such as Majlis Agama Islam Negeri (MAIN).





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