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|  | **LAPORAN KEMAJUAN BERKALA PROJEK** **SKIM GERAN PEMINDAHAN ILMU (KTGS)** *PROGRESS REPORT FORM FOR PROJECT UNDER KNOWLEDGE TRANSFER GRANT SCHEME (KTGS@PTJ)* |  |

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| Borang ini perlu dikemukakan kepada Pusat Transformasi Komuniti Universiti (UCTC), UPM *This form needs to be submitted to Universiti Community Transformation Centre (UCTC), UPM*

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|  6 bulan/*6 months*  |  12 bulan/*12 months* |  |

 |
| 1. **MAKLUMAT AM PROJEK** *GENERAL PROJECT DETAILS*
 |
| 1. Tajuk Projek

*Project Title:* |  |
| 1. Nombor Kod ID Projek\*

*ID Project Code No.**\*Sistem Histaf* |  |
| 1. Tarikh mula projek *Commencement date:*
 |  | 1. Tarikh tamat projek

 *End date:* |  |
| 1. Tempoh projek (bulan)

*Project duration (month)* |  |
| 1. Bidang Tumpuan Utama mengikut Kluster

*Key Result Area by Cluster:* |  |
| 1. Jenis Program Komuniti

*Type of Programme*  |  |
| 1. Alamat Tempat Projek /

*Postal Address of Project Site* |  |
| 1. Nama Ketua Projek/ *Project Leader’s Name:*
 |  |
| 1. PTJ

*Institution:* |  | 1. Jabatan

*Department:* |  |
| 1. No. Telefon

*Telephone Number:* |  | 1. No Staf

*Staff Number:*  |  |
| 1. E-mel

*E-mail:* |  |
| **Nama Ahli Projek**  *Co-Project’s Name* | **PTJ***Institution* | **Jabatan/Makmal***Department/Laboratory* | **Telefon***Telephone* |
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| 1. **LAPORAN KEMAJUAN** *PROGRESS REPORT*
 |
| 1. Objektif Projek

*Project Objective(s)* |  |
| 1. Ringkasan aktiviti projek dalam tempoh laporan. *Summary of the progress report:*
 |  |
| 1. Bilangan Penglibatan (Jika Ada) *No. of Involvement (If Any)*
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| PENGLIBATAN | KEMAJUAN |
| Pegawai Akademik | Pegawai Bukan Akademik | Pelajar | Pegawai Agensi | Lain-lain (Swasta/NGO/dll) | *Bil. Sasaran (A)* | *Bil.* *Terlibat* *(B)* | *%* *Pencapaian**(B/A x 100)* |
|  |  |  |  |  |  |  |  |

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| 1. Hasil Projek / Project Outcome
 |  |
| 1. Impak Projek / *Project Impact*
 |  |
| 1. Pencapaian *milestone/ Milestone’s achievement*
 |
| **Bil** | **Milestone** | **Tarikh jangkaan selesai**  | **Status****(Selesai / Belum Selesai / sedang dijalankan)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 1. Perlaksanaan dan prestasi projek / *implementation and progress of project:*

|  |  |
| --- | --- |
| Peratus prestasi projek semasa*Current progress of project* |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % |

 |
| 1. Isu dan masalah yang dihadapi. *Issues and problems/constraints forces, if any:*
2. Huraian Isu dan Masalah. Description of issues and problems
3. Cadangan Penyelesaian. *Proposed solution(s)*
 |
| 9. Penarafan Bintang. *Star Rating*Sila tandakan pencapaian projek mengikut penarafan bintang seperti berikut (Rujuk L1):  *Please tick your project achievement by star rating below (Refer to L1):* 1\* (Jaringan Hubungan) 2\*\* (Sokongan dan Penglibatan)3\*\*\* (Perubahan Pengetahuan, Kemahiran, Sikap dan Aspirasi) 4\*\*\*\* (Perubahan Amalan) 5\*\*\*\*\* (Pengehakupayaan) |

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| 1. **BUKTI GAMBAR SEMASA PROGRAM/AKTIVITI DIJALANKAN** (Gambar berserta penerangan ringkas)
 |
|  |
| 1. **ANALISIS MAKLUM BALAS PROJEK** (Analisis pencapaian sebelum dan selepas projek)
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| 1. **PERBELANJAAN SEMASA PROJEK** *PROJECT EXPENDITURE*
 |
| PERUNTUKAN KESELURUHAN (RM)  |  |
| JUMLAH PERBELANJAAN SEMASA (RM) |  |
| PERATUS BELANJA (%)  |   |

*\*Sila lampirkan penyata kewangan terkini daripada Pejabat Bendahari*

*\*please attach the financial transaction slip from Bursar’s office*

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| 1. **PERAKUAN KETUA PROJEK** *DECLARATION OF PROJECT LEADER*
 |
| Saya mengaku bahawa segala maklumat yang diberikan di atas adalah betul dan benar.*I declare that all information given above is correct and true.*Tarikh/*Date:*  Tandatangan Ketua Projek dan Cap Rasmi  *Signature of Project Leader and Official Stamp* |
| **G. PENGESAHAN OLEH KETUA PTJ/KETUA JABATAN**  |
| ***TANDATANGAN KETUA PTJ/KETUA JABATAN DAN CAP RASMI*** *Tandatangan Ketua PTJ/Ketua Jabatan: Tarikh:**Representative of Organisation’ Signature:*  ***…………………………………*** *Date: …………………………………* |
| **F. PENGESAHAN OLEH URUSETIA GERAN KTGS** |
| *Sila tandakan (√ )* *Please tick ( √ )*1. Laporan telah diterima oleh urusetia geran KTGS

Tarikh ……………………………….1. Telah daftar dalam sistem Histaf

*Ulasan:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Cop :**Tarikh :* |