

**“KNOWLEDGE TRANSFER PROGRAMME” – (KTP)**

*JABATAN PENGAJIAN TINGGI, KEMENTERIAN PENDIDIKAN MALAYSIA*

**LAPORAN KEMAJUAN BERKALA /** *PERIODIC PROGRESS REPORT*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **NOTA : Jika terdapat sebarang perubahan seperti dalam borang asal, sila pohon kelulusan dari pihak Urusetia.**  *NOTE : If there any changes in the original form, kindly get approval from Secretariat.* | | | | | | | | | |
|  | **3 bulan** / *3 months* | |  |  | **6 bulan** / *6 months* |  |  | **9 bulan** */ 9 months* |  |  | **12 bulan** */ 12 months* |
|  |  | |  |  |  |  |  |  |  |  |  |
|  | **15 bulan** / *15 months* | |  |  | **18 bulan** / *18 months* |  |  | **21 bulan */*** *21 months* |  |  | **24 bulan** */ 24 months* |
|  | | | | | | | | | | | |
| **\****Sila tanda (√) di ruang yang berkenaan / Please tick (√) in the appropriate space.* | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A : MAKLUMAT GERAN */*** *Information of Grant* | | | | |
| **KOD RUJUKAN GERAN:**  *Reference Code of Grant:* |  | | | |
| **B : MAKLUMAT KETUA PROJEK** / *Details of Project Leader* | | | | |
| **NAMA KETUA PROJEK :**  *Name of Project Leader:* |  | | | |
| **NO.KAD PENGENALAN :**  *ID no.:* |  | | | |
| **FAKULTI/JABATAN/:**  *Faculty/School/Centre:*  (**Alamat Penuh/***Full Address):* |  | | | |
| **DIREKTORI :**  *Directory :* | **NO. TELEFON PEJABAT :**  *Office Phone No.:* | **NO. FAKSIMILI :**  *Fax No.:* | **NO. TELEFON BIMBIT:**  *Mobile No.:* | **ALAMAT EMEL:**  *E-mail Address:* |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C : MAKLUMAT PROJEK** / *Details of Project* | | | | | | | |
| **TAJUK PROJEK :**  *Title of Project:* |  | | | | | | |
| **OBJEKTIF PROJEK:**  *Objective(s) of Project:*  **Sila senaraikan objektif asal dan perubahan objektif , sekiranya ada**  *Please list down original and changes objective(s), if any.* | **OBJEKTIF BERDASARKAN PERMOHONAN /**  **Objective(s) based on application:** | | | | | | **SILA TANDAKAN (√) SEKIRANYA MENCAPAI OBJEKTIF**/  *Please tick (√) If objective(s) achieved:* |
| 1.  2.  3.  4.  5. | | | | | |  |
| **PERUBAHAN OBJEKTIF**/ *Changes Objective(s)****:*** | | | | | |
| 1.  2.  3.  4.  5. | | | | | |
| **TEMPOH PROJEK :**  **Tarikh berdasarkan surat kelulusan dari pusat bertanggungjawab IPTA masing-masing.**  *Duration of Project:*  *Date is based on approval letter from IPTAs responsible center* | **TEMPOH :**  *Duration* | |  | **LOKASI PROJEK :**  *Location(s) of Project:* | | | |
| **TARIKH KUAT KUASA :**  *Effective Date:* | |  |  | | | |
| **TARIKH TAMAT :**  *End Date:* | |  |
| **D : MAKLUMAT AKADEMIA BERSAMA** / *Details of Co-Academia* | | | | | | | |
| **JUMLAH AKADEMIA BERSAMA :**  *Numbers of Co-Researcher:* | |  | | | | | |
| **AKADEMIA BERSAMA 1:**  *Co-Researcher 1:* | | **NAMA :**  *Name:* |  | | | | |
| **FAKULTI/JABATAN:**  *Faculty/School/Centre:*  *(***Alamat Penuh/** *Full Address):* |  | | | | |
| **JAWATAN /***Designation***:** | **BIDANG KEPAKARAN /***Area of Expertise***:** | | **TAHAP KELAYAKAN AKADEMIK & IPTA/**  *Academic Qualification & IPTA* | | |
|  | |  |  | |  | | |
| **AKADEMIA BERSAMA 2:**  *Co-Researcher 2:* | | **NAMA :**  *Name:* |  | | | | |
| **FAKULTI/JABATAN:**  *Faculty/School/Centre:*  *(***Alamat Penuh/** *Full Address):* |  | | | | |
| **JAWATAN /***Designation***:** | **BIDANG KEPAKARAN /***Area of Expertise***:** | | | **TAHAP KELAYAKAN AKADEMIK & IPTA**  */Academic Qualification & IPTA* | |
|  |  | | |  | |
| **AKADEMIA BERSAMA 3:**  *Co-Researcher 3:* | | **NAMA :**  *Name:* |  | | | | |
| **FAKULTI/JABATAN:**  *Faculty/School/Centre:*  *(***Alamat Penuh/** *Full Address):* |  | | | | |
| **JAWATAN /***Designation***:** | **BIDANG KEPAKARAN /***Area of Expertise***:** | | | **TAHAP KELAYAKAN AKADEMIK & IPTA**  */Academic Qualification & IPTA* | |
|  |  | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **E : MAKLUMAT RAKAN INDUSTRI/KOMUNITI**  / *Details of Partners Industry/Community* | | | | | |
| **NAMA INDUSTRI / KOMUNITI :**  *Name of Industry / Community:* |  | | | | |
| **NAMA KETUA INDUSTRI / KOMUNITI :**  *Name of Industry / Community Leader:* |  | | | **JAWATAN KETUA INDUSTRI / KOMUNITI :**  *Designation of Industry / Community Leader:* | |
|  | |
| **ALAMAT**  **INDUSTRI / KOMUNITI :**  *Address of Industry / Community:* |  | | | | |
| **MAKLUMAT PERHUBUNGAN :**  *Contact Person:* | **NO. TELEFON PEJABAT :**  *Office Phone No.:* | **NO. FAKSIMILI :**  *Fax No.:* | **NO. TELEFON BIMBIT:**  *Mobile No.:* | | **ALAMAT EMEL:**  *E-mail Address:* |
|  |  |  | |  |
| **JENIS PENDAFTARAN SYARIKAT/KOMUNITI :**  *Type of Company Registration/Community:* | **Persendirian Berhad Koperasi Enterprise**  **Masyarakat NGO Organisasi**  **Lain-Lain(Sila Nyatakan) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **BILANGAN PEKERJA/AHLI DALAM KOMUNITI:**  *No. of Employees/:No. of Members in Community:* |
|  |
| *\*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.* | | | | |

|  |  |  |
| --- | --- | --- |
| **PENERIMA MANFAAT :**  **(Sekiranya berlainan dari nama industri/komuniti)**  *Beneficiary:*  *(If different from industry / community name):* |  | |
| **MAKLUMAT PERHUBUNGAN PENERIMA MANFAAT 1:**  *Contact Person of*  *Beneficiary 1:* | **NAMA :**  *Name:* |  |
| **JAWATAN :**  *Designation:* |  |
| **NO. TELEFON PEJABAT:**  *Office Telephone No.:* |  |
| **NO. TELEFON BIMBIT:**  *Mobile Phone No.:* |  |
| **ALAMAT EMEL:**  *E-mail Address:* |  |
| **MAKLUMAT PERHUBUNGAN PENERIMA MANFAAT 2:**  *Contact Person of*  *Beneficiary 2:* | **NAMA :**  *Name:* |  |
| **JAWATAN :**  *Designation:* |  |
| **NO. TELEFON PEJABAT:**  *Office Telephone No.:* |  |
| **NO. TELEFON BIMBIT:**  *Mobile Phone No.:* |  |
| **ALAMAT EMEL:**  *E-mail Address:* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KUMPULAN SASARAN:**  *Targeted Audience :* | 1.  2.  3. | | |
| **F : MAKLUMAT *GRADUATE INTERN*** **(GI)** / *Details of Graduate Intern (GI)* | | | |
| **BILANGAN GI 1 :**  *Details of GI 1:* | **NAMA :**  *Name:* |  | |
| **DIREKTORI:**  *Directory:* | **NO. TELEFON BIMBIT:**  *Mobile No.:* | **ALAMAT EMEL:**  *E-mail Address:* |
|  |  |
| **STATUS BERKHIDMAT :**  *Period of Internship:* | **MULA /** *Start* | **TAMAT /** *End* |
|  |  |
| **AKADEMIK:**  *Academic:* | **STATUS/***Status:* | **KELAYAKAN/***Qualification:* |
| **Masih Belajar**  *Student*  **Telah Berijazah**  *Graduated* | **Ijazah Sarjana Muda**  *Bachelor Degree*  **Ijazah Sarjana**  *Master*  **PhD** |
| *\*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.* | |
| **JUMLAH GAJI/ELAUN/ SAGUHATI *(Bulanan)* :**  *Total of Wage/Allowance/ Consolation (Per Month):* |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BILANGAN GI 2 :**  *Details of GI 2:*  *\*Sila gunakan lampiran*  *tambahan jika perlu/*  *Kindly use additional sheet if necessary* | **NAMA :**  *Name:* | |  | | | | | | | |
| **DIREKTORI:**  *Directory:* | | **NO. TELEFON BIMBIT:**  *Mobile No.:* | | | | **ALAMAT EMEL:**  *E-mail Address:* | | | |
|  | | | |  | | | |
| **STATUS BERKHIDMAT :**  *Period of Internship:* | | **MULA /** *Start* | | | | **TAMAT /** *End* | | | |
|  | | | |  | | | |
| **AKADEMIK:**  *Academic:* | | **STATUS/***Status:* | | | | **KELAYAKAN/***Qualification:* | | | |
| **Masih Belajar**  *Student*  **Telah Berijazah**  *Graduated* | | | | **Ijazah Sarjana Muda**  *Bachelor Degree*  **Ijazah Sarjana**  *Master*  **PhD** | | | |
| *\*Sila tanda(√) di ruang yang berkenaan / Please tick (√) in the appropriate space.* | | | | | | | |
| **JUMLAH GAJI/ELAUN/ SAGUHATI *(Bulanan)* :**  *Total of Wage/Allowance/ Consolation (Per Month):* | |  | | | | | | | |
| **G : MAKLUMAT *KEWANGAN (GERAN, PERBELANJAAN DAN SUMBANGAN*** /  *Details of Financial (Grant, Expenses and Contribution )* | | | | | | | | | | |
| **JUMLAH GERAN KTP:**  *Amount of KTP Grant :* | **RM** | **PECAHAN VOT/***VOT Breakdown* | | | | | | | | |
| **11000** | | **21000** | **23000** | **24000** | | **27000** | **29000** | **35000** |
|  |  | |  |  |  | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BAKI GERAN DAN JUMLAH PECAHAN MENGIKUT VOT:**  *\*****Sila sertakan slip bayaran dari bendahari.***  *Balance of Approved Grant and Total Fractions According to VOT :*  *\*Please attach payment slip from bursary* | **RM** | **PECAHAN VOT/***VOT Breakdown* | | | | | | | |
| **11000** | **21000** | **23000** | **24000** | **27000** | **29000** | | **35000** |
|  |  |  |  |  |  |  | |  |
| **Peratus Belanja**:  *Percentage of Expenses:* | ( ) % | ( ) % | ( ) % | ( ) % | ( ) % | ( ) % | ( ) % | | ( ) % |
| **JUMLAH SUMBANGAN KEWANGAN DARIPADA RAKAN INDUSTRI / KOMUNITI KEPADA PROJEK SEHINGGA KINI:**  *Amount of Monetary Contribution from Industry / Community Partner to Project According to Progress:* | **RM** | **PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA**/  Details of Monetary Contribution or Equivalent to: | | | | | | **NILAI ANGGARAN/**  Estimated Value  **(RM)** | | |
|  | 1.  2.  3. | | | | | | 1.  2.  3. | | |
| **JUMLAH SUMBANGAN BUKAN KEWANGAN DARIPADA RAKAN INDUSTRI / KOMUNITI KEPADA PROJEK SEHINGGA KINI:**  *Amount of Non-Monetary Contribution from Industry / Community Partner to Project According to Progress:* | **RM** | **PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA**/  Details of Monetary Contribution or Equivalent to: | | | | | | **NILAI ANGGARAN/**  Estimated Value  **(RM)** | | |
|  | 1.  2.  3. | | | | | | 1.  2.  3. | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LAIN-LAIN SUMBANGAN KEPADA PROJEK SEHINGGA KINI**:  *Others Contribution According to Progress:* | **RM** | | **PERINCIAN SUMBANGAN KEWANGAN ATAU SETARA**/  Details of Monetary Contribution or Equivalent to: | | | **NILAI ANGGARAN/**  Estimated Value  **(RM)** |
|  | | 1.  2.  3. | | | 1.  2.  3. |
| **H : STATUS PROJEK /** *Status of Project* | | | | | | | |
| **ILMU YANG DIPINDAHKAN SEHINGGA KINI:**  *Knowledge Transferred According to Progress:* | | **ISU/ MASALAH/ CABARAN:**  *Issues/ Problems/ Challenges:* | | **TINDAKAN YANG DIAMBIL UNTUK MENANGANI ISU/ MASALAH/ CABARAN:**  *Action Taken to Overcome/Issues/ Problems/ Challenges:* | **TEMPOH MASA MENANGANI ISU/MASALAH/CABARAN:**  *Duration to Overcome Obstacles:* | | |
| 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | | |
| *Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary* | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I : HASIL DAN IMPAK BERDASARKAN ‘MILESTONE’ /**  *Outcome and Impact based on Milestone* | | | | | |
| **PENCAPAIAN MENGIKUT ‘MILESTONE’ BERDASARKAN PROGRES BESERTA PERATUS:**  *Achievement(s) based on Milestone According to Progress and Percentage :* | **‘MILESTONE’ /**  *Milestone* | | **HASIL/**  Outcome | | **IMPAK/**  Impact |
| 1.  2.  3.  4.  5. | **( )%**  **( )%**  **( )%**  **( )%**  **( )%** | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. |
| **J : PENCAPAIAN PROJEK BERDASARKAN PROGRES /**  *Project Achievement Based on Progress* | | | | | |
| **HASIL KEPADA INDUSTRI / KOMUNITI SASARAN BERDASARKAN PROGRES:**  *Outcome(s) to Targeted Industry / Community According to Progress :* | **HASIL/**  Outcome | | | **IMPAK/**  Impact | |
| 1.  2.  3. | | | 1.  2.  3. | |

|  |  |  |
| --- | --- | --- |
| **PULANGAN KEPADA IPTA:**  *Return(s) to IPTA :* | **HASIL/** Outcome | **IMPAK/** Impact |
|  | 1.  2.  3. | 1.  2.  3. |
| **SUMBANGAN KEPADA PEMBANGUNAN MODAL INSAN:**  *Contribution(s) to Human Capital Development:* | **HASIL/** Outcome | **IMPAK/** Impact |
| 1.  2.  3. | 1.  2.  3. |
| **HASIL TIDAK LANGSUNG YANG DITERIMA OLEH INDUSTRI / KOMUNITI (SASARAN):**  *Indirect Outcome received by recipient Industry / Community (Targeted):* | 1.  2.  3. | |
| *\*Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary.* | |

|  |  |  |
| --- | --- | --- |
| **HASIL TIDAK LANGSUNG YANG DITERIMA OLEH PIHAK KETIGA(BUKAN SASARAN):**  *Indirect Outcome received by third party:* | 1.  2.  3. | |
| *\* Sila gunakan lampiran tambahan jika perlu/ Kindly use additional sheet if necessary.* | |
| **K : AKUAN KETUA PROJEK /** *Declaration by Project Leader* | | |
| **TANDATANGAN KETUA PROJEK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TARIKH :**  *Project Leader’s Signature :* **(Tandatangan Elektronik)** *Tarikh:*  *(Electronic Signature)* | | |
| **L : AKUAN TIMBALAN NAIB CANSELOR/ PENGARAH YANG BERTANGGUNGJAWAB /**  *Declaration by responsible Deputy Vice Chancellor/ Director* | | |
| **NAMA PUSAT BERTANGGUNGJAWAB:**  *Name of Responsible Center :* | | **PENGARAH,**  **PUSAT TRANSFORMASI KOMUNITI UNIVERSITI**  **UNIVERSITI PUTRA MALAYSIA**  **43400 UPM SERDANG, SELANGOR** |
| **NAMA TIMBALAN CANSELOR YANG BERTANGGUNGJAWAB:**  *Name of Responsible Deputy Vice Chancellor :* | | **PROF. DR. –ING. IR. RENUGANTH VARATHARAJOO**  **TIMBALAN NAIB CANSELOR (JARINGAN INDUSTRI DAN MASYARAKAT)**  **UNIVERSITI PUTRA MALAYSIA**  **43400 UPM SERDANG, SELANGOR** |
| **TANDATANGAN TNC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TARIKH :**  *DVC’s Signature :* **(Tandatangan Elektronik)** *Tarikh:*  *(Electronic Signature)* | | |
| **M : RESPON DARI SEKRETARIAT/***Response By Secretariat* | | |
| **UNTUK KEGUNAAN SEKRETARIAT SAHAJA/ *For Secretariat Use Only***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **NO.** | **BAHAGIAN /** *PART* | | | **LENGKAP /** *Complete* | | **TIDAK LENGKAP /** *Incomplete* | | 1 | **A :** | **MAKLUMAT GERAN */*** *Information of Grant* | |  | |  | | 2 | **B :** | **MAKLUMAT KETUA PROJEK** / *Details of Project Leader* | |  | |  | | 3 | **C :** | **MAKLUMAT PROJEK** / *Details of Project* | |  | |  | | 4 | **D :** | **MAKLUMAT AKADEMIA BERSAMA /** *Details of Co-Academia* | |  | |  | | 5 | **E :** | **MAKLUMAT RAKAN INDUSTRI/KOMUNITI**  /  *Details of Partners Industry/Community* | |  | |  | | 6 | **F :** | **MAKLUMAT *GRADUATE INTERN*** **(GI)** /  *Details of Graduate Intern (GI)* | |  | |  | | 7 | **G :** | **MAKLUMAT *KEWANGAN (GERAN, PERBELANJAAN DAN SUMBANGAN*** )  *Details of Financial (Grant, Expenses and Contribution )* | |  | |  | | 8 | **H :** | **STATUS PROJEK /** *Status of Project* | |  | |  | | 9 | **I :** | **HASIL DAN IMPAK BERDASARKAN ‘MILESTONE’ /**  *Outcome and Impact based on Milestone* | |  | |  | | 10 | **J :** | **PENCAPAIAN PROJEK BERDASARKAN PROGRES /**  *Project Achievement Based on Progress* | |  | |  | | 11 | **K :** | **AKUAN KETUA PROJEK /** *Declaration by Project Leader* | |  | |  | | 12 | **L :** | **AKUAN TIMBALAN NAIB CANSELOR/ PENGARAH YANG BERTANGGUNGJAWAB /**  *Declaration by responsible Deputy Vice Chancellor/ Director* | |  | |  | |  |  |  | | **TERIMA/** Received | | **DIKEMBALIKAN**/Returned | | **C:\Users\End User\Desktop\logo_mohe.jpg** | | | **SEKRETARIAT KNOWLEDGE TRANSFER PROGRAMME – (KTP)** | **ULASAN** / Comments: |  | | | SUITE 125, KOMPLEKS EUREKA | | UNIVERSITI SAINS MALAYSIA | | 11800 PULAU PINANG |  |  | | | **TEL :** 04-657 8870 **FAKS:** 04-657 5444 |  |  | | | | |