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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*   |  |  |  | | --- | --- | --- | | 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)* | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 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)* | |  |  |  |  |  |  |  |  | | | | | | |
| 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. |  |  | | | |  | | |
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| 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) |
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| 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 :* |