



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



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

3 bulan/3 months    
  6 bulan/6 months    
  9 bulan/9 months    
  12 bulan/12 months

*Sila tanda (/) di ruang yang berkenaan (Please tick (/) in the appropriate space.)*

<b>A. MAKLUMAT AM PROJEK</b> <i>GENERAL PROJECT DETAILS</i>			
1. Tajuk Projek <i>Project Title:</i>			
2. Nombor Kod ID Projek <i>ID Project Code No.</i>		3. No. Pusat Kos <i>Vote Number:</i>	
4. Tarikh mula projek <i>Commencement date:</i>		5. Tarikh tamat projek <i>End date:</i>	
6. Tempoh projek (bulan) <i>Project duration (month)</i>			
7. Kluster (Rujuk L1): <i>Cluster (Refer to L1):</i>			
8. Jenis Program (Sila Rujuk L1): <i>Type of Programme (Refer to L1)</i>			
9. Alamat Tempat Projek / <i>Postal Address of Project Site</i>			
10. Nama Ketua Projek/ <i>Project Leader's Name:</i>			
11. PTJ <i>Institution:</i>		12. Jabatan/Makmal <i>Department/Laboratory:</i>	
13. No. Telefon <i>Telephone Number:</i>		14. No. Faks <i>Fax Number:</i>	
15. E-mel <i>E-mail:</i>			
<b>Nama Akademia lain</b> <i>Co-Project's Name</i>	<b>PTJ</b> <i>Institution</i>	<b>Jabatan/Makmal</b> <i>Department/Laboratory</i>	<b>Telefon</b> <i>Telephone</i>

B. LAPORAN KEMAJUAN <i>PROGRESS REPORT</i>								
1. Objektif Projek <i>Project Objective(s)</i>								
2. Hasil Projek / <i>Project Output</i>								
3. Bilangan Penglibatan (Jika Ada) <i>No. of Involvement (If Any)</i>	<b>PENGLIBATAN</b>				<b>KEMAJUAN</b>			
	Pegawai Akademik	Pegawai Bukan Akademik	Pelajar	Pegawai Agensi	Lain-lain (Swasta/ NGO/dll)	<i>Bil. Sasaran (A)</i>	<i>Bil. Terlibat (B)</i>	<i>% Pencapaian (B/A x 100)</i>
4. Impak Projek / <i>Project Impact</i>								
5. Pencapaian milestone/ <i>Milestone's achievement</i>								
<b>Bil</b>	<b>Milestone</b>	<b>Tarikh asal pencapaian <i>Milestone date</i></b>	<b>Pencapaian (Ya/Tidak) <i>Achievement (Yes/No)</i></b>	<b>Tarikh sebenar/ <i>Actual completion date</i></b>				
1.								
2.								
3.								
4.								
6. Pelaksanaan dan prestasi projek / <i>implementation and progress of project:</i>								
Peratus prestasi projek semasa <i>Current progress of project</i>					_____ %			
7. Perancangan kerja hingga akhir projek. <i>Work planning until the end of project</i>								
8. Isu dan masalah yang dihadapi. <i>Issues and problems/constraints forces, if any:</i>								
a) Huraian Isu dan Masalah. <i>Description of issues and problems</i>								
b) Cadangan Penyelesaian. <i>Proposed solution(s)</i>								
9. Penarafan Bintang. <i>Star Rating</i> Sila tandakan pencapaian projek mengikut penarafan bintang seperti berikut (Rujuk L1): <i>Please tick your project achievement by star rating below (Refer to L1):</i>								
<input type="checkbox"/> 1* (Jaringan Hubungan) <input type="checkbox"/> 2** (Sokongan dan Penglibatan) <input type="checkbox"/> 3*** (Perubahan Pengetahuan, Kemahiran, Sikap dan Aspirasi) <input type="checkbox"/> 4**** (Perubahan Amalan) <input type="checkbox"/> 5***** (Pengehakupayaan)								

NO. SEMAKAN : 01

NO. ISU : 02

TARIKH KUATKUASA : 2 Okt. 2014 2 drp. 4

10. Ringkasan aktiviti projek dalam tempoh laporan. *Summary of the progress report:*

C.		D. LAPORAN KEWANGAN (Isi yang berkaitan sahaja)* <i>FINANCIAL REPORT (Kindly fill in the relevant details only)</i>			
Skop Pembiayaan <i>Scope of funding</i>		Sumber Kewangan Setara / Tajaan Luar (RM) <i>Source of In Kind (RM)</i>	Peruntukan Yang Diluluskan (RM) <i>Approved Budget (RM)</i>	Jumlah Perbelanjaan (RM) <i>Total Expenses(RM)</i>	Jumlah Baki (RM) <i>Total Balance (RM)</i>
1.	<b>V11000</b> Gaji dan upahan. <i>Salary and wages for contract personnel</i>				
2.	<b>V21000</b> Belanja Perjalanan dan sara diri. <i>Traveling expenses and subsistence (domestic only)</i>				
3.	<b>V23000</b> Perhubungan dan Utiliti <i>Communications and utilities</i>				
4.	<b>V24000</b> Sewaan <i>Rental and Hire</i>				
5.	<b>V27000</b> Bahan-bahan penyelidikan dan bekalan (termasuk haiwan, tumbuhan dll) <i>Research Materials &amp; Supplies (Including Animals, Disposables, etc)</i>				
6.	<b>V29000</b> Perkhidmatan profesional, hospitaliti dll. <i>Professional services, hospitality, and other services</i>				
7.	<b>V35000</b> Peralatan kecil dan aksesori. <i>Small Equipment and Accessories</i>				
<b>JUMLAH KESELURUHAN (RM)</b> GRAND <i>TOTAL (RM)</i>					
<b>JUMLAH YANG DITERIMA (RM)</b> <i>TOTAL RECEIVED (RM)</i>					
<b>PERATUS BELANJA PERCENTAGE EXPENDITURE</b>					

\*Sila lampirkan penyata kewangan terkini daripada Pejabat Bendahari

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

**E. 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*

**F. PERAKUAN OLEH ORGANISASI / DECLARATION BY ORGANISATION ( Industry or Community)**

**TANDATANGAN WAKIL ORGANISASI**

*Representative of Organisation' Signature :* .....

**TARIKH:**

*Date:* .....

**NAMA ORGANISASI:**  
*Name of Organisation:*

**NAMA PEGAWAI  
YANG BERTANGGUNGJAWAB:**  
*Name of Responsible Officer*