|  | **LAPORAN AKHIR PROJEK SKIM GERAN PEMINDAHAN ILMU (KTGS)***FINAL REPORT FORM FOR PROJECT UNDER KNOWLEDGE TRANSFER GRANT SCHEME (KTGS)* |  |
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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*

| **A. MAKLUMAT AM PROJEK** *GENERAL PROJECT DETAILS* |
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| 1. Tajuk Projek*Project Title:* |  |
| 2. Nombor ID Projek*ID Project No.* |  | 3. No. Pusat Kos*Vote Number:* |  |
| 4. Tarikh mula projek*Commencement date:* |  | 5. Tarikh tamat projek*End date:* |  |
| 6. Tempoh projek (bulan)*Project duration (month)* |  | 7. Pelanjutan projek (jika ada)  *Project extension (if any):* |  |
| 8. Alamat Tempat Projek /*Postal Address of Project**Site* |  |
| 9. Nama Ketua Projek/ *Project Leader’s Name:* |  |
| 10. PTJ*Institution:* |  | 11. Jabatan/Makmal*Department/Laboratory:* |  |
| 12. No. Telefon*Telephone Number:* |  | 13. No. Staf*Staf No.:* |  |
| 14. E-mel*E-mail:* |  |
| **Nama Akademia lain***Co-Project’s Name* | **PTJ***Institution* | **Jabatan/Makmal***Department/Laboratory* | **Telefon***Telephone* |
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| **B. LAPORAN PROJEK** *PROJECT REPORT* |
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| 1. Objektif Projek*Project Objective(s)* |  |
| 2. Perubahan Objektif (jika ada) |  |
| 3. Hasil Projek / *Project Output* |  |
| 4. Impak Projek/ *Project Impact* |  |
| 5. 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)*** |
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| 6. Ringkasan aktiviti projek yang dijalankan. *Summary of the project:*(Komuniti mengamalkan ilmu yang dipindahkan, Ilmu yang berjaya dipindahkan) |
| 7. Penarafan Bintang. *Star Rating*Sila tandakan pencapaian projek mengikut penarafan bintang seperti berikut:*Please tick your project achievement by star rating below:* 1\* (Jaringan Hubungan) 2\*\* (Sokongan dan Penglibatan)3\*\*\* (Perubahan Pengetahuan, Kemahiran, Sikap dan Aspirasi) 4\*\*\*\* (Perubahan Amalan)5\*\*\*\*\* (Penghakupayaan) |

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

|  **D. BUKTI GAMBAR SEMASA PROGRAM/AKTIVITI DIJALANKAN** *PHOTO EVIDENCE OF ACTIVITIES DURING THE PROJECT* |
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| *PENERANGAN GAMBAR* |
| *PENERANGAN GAMBAR* |

| **E. PERAKUAN KETUA PROJEK** *DECLARATION OF PROJECT LEADER* |
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| 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 KETUA PTJ** |
| Tarikh *Date*:  Tandatangan dan Cop  *Signature and Official Stamp* |
| **G. PERAKUAN OLEH ORGANISASI (KOMUNITI/INDUSTRI)** *DECLARATION BY ORGANISATION ( Industry or Community)* |
| 1. Adakah Projek ini memberi manfaat kepada industri/komuniti*Does the project meet the**needs of the industry/community* | **Ya Tidak** |
| 2. Jika YA nyatakan bentuk penerimaan manfaat Cth: Penghasilan produk, khidmat nasihat, pemindahan teknologi dll *If YES list the type of benefits received Example: Product development, advisory service, knowledge**transfer etc* |  |
| 3. Nyatakan Impak projek kepada industry/komuniti Cth: Peningkatan pendapatan, peningkatan bilangan/markah penjimatan kos, sistem yang efisyen dll*State the impact of this project to your industry/community Example: Increase in income, increase in number/marks, cost savings, efficient system etc.* |  |
| ***TANDATANGAN WAKIL ORGANISASI (KOMUNITI/INDUSTRI)*** ***TARIKH:*** *Representative of Organisation’ Signature :****……………………………………..*** *Date: …………………………………* |
| ***NAMA ORGANISASI:****Name of Organisation:* |  |
| ***NAMA PEGAWAI******YANG BERTANGGUNGJAWAB:****Name of Responsible Officer* |  |
| ***NO. UNTUK DIHUBUNGI:****Contact Number* |  |