

**PUSAT KEBUDAYAAN DAN KESENIAN**

**JABATAN HAL EHWAL PELAJAR DAN ALUMNI**

**UNIVERSITI PERTAHANAN NASIONAL MALAYSIA**

**KEM SUNGAI BESI**

**57000 KUALA LUMPUR**

**TEL: 03-9051 3400 (*ext.*: 4656) FAKS: 03-9056 5911**

**BORANG LAPORAN AKTIVITI PELAJAR**

**BUTIRAN AKTIVITI**

 **AKTIVITI :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **TARIKH :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **TEMPAT :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ANJURAN :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PEGAWAI PEMANTAU :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **KELULUSAN JABATAN HAL EHWAL PELAJAR DAN ALUMNI** |
| **Kewangan** | **Kenderaan** |

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| RM | Ada Tiada |

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| **Disediakan oleh** | **Disahkan oleh****(Pegawai Penyelaras)** |
| Nama :No. Matrik :Jawatan :Tarikh Laporan : | Tandatangan, Cap Rasmi & Tarikh Pengesahan |

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| **BAHAGIAN 1 : JENIS AKTIVITI (Sila tandakan (x) pada petak berkenaan)** |
| **Jenis Aktiviti :**

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|  | **J01.Sokongan akademik** |
|  | **J02. Kepemimpinan** |
|  | **J03. Kebajikan & Kemasyarakatan** |
|  | **J04. Aktiviti Fizikal & Mental** |

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| **BAHAGIAN 2 : PENYERTAAN** |
| **Penyertaan (nyatakan kumpulan sasaran yang terlibat) :** | **Jumlah Peserta Yang Hadir** |
| **Maklumat Peserta Mengikut (Jantina Dan Bangsa (hanya yang melibatkan pelajar UPNM)** |
| **LELAKI** | **PEREMPUAN** | **JUMLAH KESELURUHAN** |
| **MELAYU** | **CINA** | **INDIA** | **LAIN-LAIN** | **MELAYU**  | **CINA** | **INDIA** | **LAIN-LAIN** |
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| **BAHAGIAN 3 : MAKLUMAT AM *(Sekiranya Berkaitan)*** |
| 1. | **Majlis Pembukaan/Perasmian**Oleh : Jawatan : |
| 2. | **Majlis Penutup**Oleh : Jawatan : |

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| **Jika Terdapat Pengisian Forum/Ceramah, Sila isi ruangan di bawah** |
| **3.** | **Tajuk :****Nama Pengerusi Panel :****Nama Ahli-Ahli Panel/Penceramah Yang Diundang :**

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| **NAMA** | **ORGANISASI** | **JAWATAN** |
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**Ulasan terhadap Panel/Penceramah :****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\* *Sila sertakan lampiran jika ruang tidak mencukupi*** |
|  | **BAHAGIAN 4 : KOS AKTIVITI** |
| **1.** | **Sumber Kewangan**1. **Persatuan/Kelab Sendiri = RM iv. JHEPA = RM**
2. **Derma/Tajaan Luar = RM v. Sumbangan Daripada Ahli = RM**
3. **Lain-lain (nyatakan) = RM**

 **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **2.** | **Jika sumber kewangan diperolehi daripada derma/tajaan luar, nyatakan pihak yang memberikan sumbangan.**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [RM : ]**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [RM : ]**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [RM : ]**

 ***\* Sila sertakan lampiran jika ruang tidak mencukupi*** |
| **3.** | **Bantuan kemudahan yang diterima selain daripada BHEP (nyatakan jenis dan pihak yang memberikan bantuan).** |
| **4.** | **Adakah jumlah sumber kewangan yang di perolehi itu menepati perbelanjaan, kurang atau melebihi daripada yang dirancangkan ?** Menepati Perbelanjaan Kurang Melebihi  |
| **5.** | **Berapakah jumlah perbelanjaan sebenar? [RM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| **6.** | **Berapakah jumlah perbezaan dengan pendapatan yang di perolehi? [RM :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| **7.** | **Nyatakan apakah langkah yang dibuat bagi menampung kekurangan pendapatan untuk melaksanakan aktiviti tersebut?** |
| **BAHAGIAN 5 : PENILAIAN AKTIVITI** |
| 1. | Adakah aktiviti telah mencapai objektif?Ya TidakJika tidak, sila nyatakan sebab :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 2. | Apakah masalah yang dihadapi ketika menguruskan aktiviti ini?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **3.** | Berikan cadangan ringkas untuk memperbaiki aktiviti, jika ia ingin dilaksanakan di masa-masa akan datang.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **BAHAGIAN 6 : JAWATANKUASA PELAKSANA** |
| **JAWATAN** | **NAMA** | **NO.MATRIK** | **NO.TELEFON** |
| **PENGARAH** |  |  |  |
| **TIMB.PENGARAH** |  |  |  |
| **SETIAUSAHA** |  |  |  |
| **BENDAHARI** |  |  |  |
| **AHLI JAWATANKUASA** |
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***\* Sila sertakan lampiran jika ruang tidak mencukupi***

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| **BAHAGIAN 7 GAMBAR-GAMBAR AKTIVITI****[Lekatkan sekurang-kurangnya empat (4) keping gambar aktiviti]** |