

**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 :**   |  |  | | --- | --- | |  | **J01.Sokongan akademik** | |  | **J02. Kepemimpinan** | |  | **J03. Kebajikan & Kemasyarakatan** | |  | **J04. Aktiviti Fizikal & Mental** | | | | | | | | | | | |
| **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 :**   |  |  |  | | --- | --- | --- | | **NAMA** | **ORGANISASI** | **JAWATAN** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **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  Tidak  Jika 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]** |