**PUSAT KOKURIKULUM DAN PEMBANGUNAN PELAJAR**

**UNIVERSITI PUTRA MALAYSIA**

**43400 UPM SERDANG**

**No.Tel: 03 – 8946 7279/8559 No. Faks: 03 – 8946 7280**

**Website:** [**www.pkk.upm.edu.my**](http://www.pkk.upm.edu.my)

**LAPORAN AKTIVITI PELAJAR**

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| **1.** | **NAMA PROGRAM** | | **:** |  |
|  |  | | **:** |  |
| **2.** | **RINGKASAN PROGRAM** | | **:** |  |
|  |  | | **:** |  |
| **3.** | **OBJEKTIF PROGRAM** | | **:** |  |
| **4.** | **IMPAK PROGRAM** | | **:** |  |
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| **5.** | **MAKLUMAT PROGRAM** | | | |
|  | **a.** | **Tarikh** | **:** |  |
|  | **b.** | **Tempat** | **:** |  |
|  | **c.** | **Fasilitator (Kumpulan)** | **:** |  |
|  | **:** |  |
|  | **d.** | **Bilangan Pelajar (Kumpulan)** | **:** | Lampiran A |
|  | **e.** | **Penganjur Bersama** | **:** |  |
|  | **f.** | **Pegawai Pemantau** | **:** |  |
|  | **g.** | **Jawatankuasa Pelaksana** | **:** | Lampiran B |
|  | **h.** | **Agensi & NGO Bersama** | **:** | 1.  2.  3.  4.  5. |
|  |  | **IPTA/IPTS Bersama** | **:** |  |
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| **6.** | **TENTATIF PROGRAM (Lampiran C)** | | | |
|  |  | | | |
| **7.** | **PENGISIAN PROGRAM** | | | |
|  | **a.** | **MAJLIS PERASMIAN** | | |
|  | **Perasmi** | | **:** |  |
|  | **Tetamu Kehormat** | | **:** |  |
|  | | | | |
|  | **b.** | **AKTIVITI 1: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
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|  | **c.** | **AKTIVITI 2: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
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|  | **d.** | **AKTIVITI 3: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
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|  | **e.** | **AKTIVITI 4: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
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|  | **f.** | **AKTIVITI 5: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **g.** | **AKTIVITI AGENSI/NGO 1: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **h.** | **AKTIVITI AGENSI/NGO 2: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **i.** | **AKTIVITI AGENSI/NGO 3: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **j.** | **AKTIVITI AGENSI/NGO 4: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **k.** | **AKTIVITI AGENSI/NGO 5: (Nama Aktiviti)** | | |
|  | **Sasaran Peserta** | | **:** |  |
|  | **Bilangan Peserta** | | **:** |  |
|  | **Sinopsis Aktiviti** | | **:** |  |
|  | **Hasil Pembelajaran** | | **:** |  |
|  | **Rumusan** | | **:** |  |
|  | **Cadangan Penambahbaikan** | | **:** |  |
|  | **l.** | **MAJLIS PENUTUP** | | |
|  | **Perasmi** | | **:** |  |
| **8.** | **SUMBER KEWANGAN** | | | |
|  | **a.** | **UPM** | **:** |  |
|  | **b.** | **IM4U** | **:** |  |
|  | **c.** | **Sumbangan Lain** | **:** |  |
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| **9.** | **PENYATA PERBELANJAAN AKTIVITI** | | **:** | Lampiran E |
| **10.** | **LAPORAN KEWANGAN AKTIVITI** | | **:** | Lampiran F |
|  | | | | |
| **11.** | **CADANGAN PENAMBAHBAIKAN PROGRAM** | | | |
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| **12.** | **LAMPIRAN-LAMPIRAN** | | | |
|  | **Lampiran A** | | **:** | SENARAI PELAJAR |
|  | **Lampiran B** | | **:** | JAWATANKUASA PELAKSANA |
|  | **Lampiran C** | | **:** | TENTATIF PROGRAM |
|  | **Lampiran D (a)** | | **:** | MAJLIS PERASMIAN (gambar)- 6 keping |
|  | **Lampiran D (b)** | | **:** | AKTIVITI 1 : (gambar) 6 keping |
|  | **Lampiran D (c)** | | **:** | AKTIVITI 2 : (gambar) 6 keping |
|  | **Lampiran D (d)** | | **:** | AKTIVITI 3 : (gambar) 6 keping |
|  | **Lampiran D (e)** | | **:** | AKTIVITI 4 : (gambar) 6 keping |
|  | **Lampiran D (f)** | | **:** | AKTIVITI 5 : (gambar) 6 keping |
|  | **Lampiran D (g)** | | **:** | AKTIVITI AGENSI/NGO 1 : (gambar) 6 keping |
|  | **Lampiran D (h)** | | **:** | AKTIVITI AGENSI/NGO 2 : (gambar) 6 keping |
|  | **Lampiran D (i)** | | **:** | AKTIVITI AGENSI/NGO 3 : (gambar) 6 keping |
|  | **Lampiran D (j)** | | **:** | AKTIVITI AGENSI/NGO 4 : (gambar) 6 keping |
|  | **Lampiran D (k)** | | **:** | AKTIVITI AGENSI/NGO 5 : (gambar) 6 keping |
|  | **Lampiran D (l)** | | **:** | MAJLIS PENUTUP (gambar) 6 keping |
|  | **Lampiran E** | | **:** | PENYATA PERBELANJAAN AKTIVITI |
|  | **Lampiran F** | | **:** | LAPORAN KEWANGAN AKTIVITI |
|  | **Lampiran G** | | **:** | LAIN-LAIN (keratan akhbar sekiranya ada) |

1. **PENGESAHAN LAPORAN AKTIVITI**

|  |  |
| --- | --- |
| Disediakan oleh,  **NAMA PELAJAR**  Pengarah  Nama program / aktiviti / cadangan  Tarikh:5/11/2018 | Disemak oleh,  **NAMA FASILITATOR**  Kumpulan X  Kursus KKB 1234 (Nama Kursus)  Tarikh: |

**LAMPIRAN A**

**SENARAI NAMA PELAJAR (KURSUS) (KUMPULAN)**

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| **BIL** | **NO. MATRIK** | **NAMA PELAJAR** |
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**SENARAI NAMA PELAJAR (KURSUS) (KUMPULAN)**

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| **BIL** | **NO. MATRIK** | **NAMA PELAJAR** |
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**LAMPIRAN B**

**AHLI JAWATANKUASA PELAKSANA**

**PROGRAM SISWA PULANG KE KAMPUNG 2015**

**PENASIHAT**

……………………………………………………………….

**PENYELARAS PROGRAM**

**……………………………………………(Fasilitator)**

**……………………………………………(Fasilitator)**

**PENGARAH PROGRAM**

…………………………………………………………

**TIMBALAN PENGARAH**

……………………………………………………………

**SETIAUSAHA**

…………………………………………………………..

**PENOLONG SETIAUSAHA**

…………………………………………………………..

**BENDAHARI**

……………………………………………………………….

**PENOLONG BENDAHARI**

………………………………………………………………

**JAWATANKUASA PROTOKOL, JEMPUTAN & CENDERAMATA**

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**JAWATANKUASA PENGURUSAN AKTIVITI**

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**JAWATANKUASA PERALATAN & TEKNIKAL**

………………………………………………………………….

**JAWATANKUASA MULTIMEDIA, PUBLISITI & DOKUMENTASI**

……………………………………………………………..

**JAWATANKUASA PENGANGKUTAN & LOGISTIK**

………………………………………………………………………

**JAWATANKUASA KEBAJIKAN & KESELAMATAN**

……………………………………………………………….

**JAWATANKUASA PENAJAAN & PERHUBUNGAN LUAR**

……………………………………………………….

**JAWATANKUASA TUGAS-TUGAS KHAS**

………………………………………………………..

**LAMPIRAN C**

**ATUR CARA**

**PROGRAM SISWA @ KAMPUNG 2016**

|  |  |
| --- | --- |
| **TARIKH DAN MASA** | **PERKARA** |
| **HARI PERTAMA** |  |
| **HARI KEDUA** |  |
| **HARI KETIGA** |  |

**LAMPIRAN D (a)**

**GAMBAR MAJLIS PERASMIAN (Gambar Landscape)**

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**LAMPIRAN D (b)**

**GAMBAR AKTIVITI 1 (Gambar Landscape)**

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**LAMPIRAN D (c)**

**GAMBAR AKTIVITI 2 (Gambar Landscape)**

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**LAMPIRAN D (d)**

**GAMBAR AKTIVITI 3 (Gambar Landscape)**

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**LAMPIRAN D (e)**

**GAMBAR AKTIVITI 4 (Gambar Landscape)**

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**LAMPIRAN D (f)**

**GAMBAR AKTIVITI 5 (Gambar Landscape)**

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**LAMPIRAN D (g)**

**GAMBAR AKTIVITI AGENSI/NGO 1 (Gambar Landscape)**

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**LAMPIRAN D (h)**

**GAMBAR AKTIVITIN AGENSI/NGO 2 (Gambar Landscape)**

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**LAMPIRAN D (i)**

**GAMBAR AKTIVITI AGENSI/NGO 3 (Gambar Landscape)**

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**LAMPIRAN D (j)**

**GAMBAR AKTIVITI AGENSI/NGO 4 (Gambar Landscape)**

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**LAMPIRAN D (k)**

**GAMBAR AKTIVITI AGENSI/NGO 5 (Gambar Landscape)**

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**LAMPIRAN D (l)**

**GAMBAR MAJLIS PENUTUP (Gambar Landscape)**

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**LAMPIRAN E**

**PENYATA PERBELANJAAN AKTIVITI**

(sertakan resit perbelanjaan beserta tarikh dan tujuan)

**LAMPIRAN F**

**LAPORAN KEWANGAN AKTIVITI**

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| --- | --- | --- |
| **BIL** | **PERKARA** | **JUMLAH (RM)** |
| 1. | Nyatakan penaja (jika ada) |  |
| 2. |  |  |
| 3. |  |  |
| **JUMLAH KESELURUHAN** | |  |

**PENDAPATAN PROGRAM**

**PERBELANJAAN PROGRAM**

|  |  |  |
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| **BIL** | **PERKARA** | **JUMLAH (RM)** |
| 1. | Perbelanjaan Makanan dan Minuman |  |
| 2. | Perbelanjaan Aktiviti |  |
| 3. | Perbelanjaan Peralatan |  |
| **JUMLAH KESELURUHAN** | |  |

**\*Masukkan lain-lain perbelanjaan (jika ada)**

1. **Perbelanjaan Makanan dan Minuman**

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| **BIL** | **PERKARA** | **JUMLAH (RM)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **JUMLAH KESELURUHAN** | |  |

1. **Perbelanjaan Aktiviti**

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| **BIL** | **PERKARA** | **JUMLAH (RM)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **JUMLAH KESELURUHAN** | |  |

1. **Perbelanjaan Peralatan**

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| **BIL** | **PERKARA** | **JUMLAH (RM)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **JUMLAH KESELURUHAN** | |  |

**LAMPIRAN G**

**KERATAN AKHBAR (JIKA ADA)**

(Lampirkan keratan akhbar (jika ada))