



PRF

OFFICE OF DEPUTY RECTOR  
(STUDENT AFFAIRS)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

**PROGRAMME REPORT FORM**

*(Please use additional attachment for detailed report)*

1. Name of Programme : \_\_\_\_\_

2. Organizer : \_\_\_\_\_

3. Date : \_\_\_\_\_ 4. Venue : \_\_\_\_\_

5. No. of Participants : IIUM Students: \_\_\_\_\_ Outsiders: \_\_\_\_\_

6. Accompanying Officer : \_\_\_\_\_

7. Budget spent : RM \_\_\_\_\_ Outside Sponsorship: RM \_\_\_\_\_

8. VIP' Attended : i. \_\_\_\_\_  
*(Please mention the session)* ii. \_\_\_\_\_

9. Achievements/observation :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Shortcomings  
\_\_\_\_\_  
\_\_\_\_\_

11. Conclusion  
\_\_\_\_\_  
\_\_\_\_\_

12. Suggestions

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13. Please attach the following documents:

- i. At least 3 pieces of pictures.
- ii. Programme Schedule
- iii. Organizing Committee (Name/ Post/ Matric no.)
- iv. Lists of participants (Name/ Matric no.)
- v. Programme book, magazine, bulletin (*if any*)

**PREPARED BY:**

**ENDORSED BY:**

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Secretary of Programme  
Date:

.....  
Programme Manager  
Date:

.....  
President of the Club  
Date:

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**(FOR OFFICE USE)**

DATA ENTRY IN "STARS" BY : .....  
(Name)

.....  
(Signature and stamp)

Date: .....

