



## مسجد السلطان الحاج أحمد شاه

OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE, IIUM

### STUDENT PROGRAMME REPORT FORM

#### A. PROGRAMME

- 1) Approval Reference No. : \_\_\_\_\_
- 2) Name of Programme : \_\_\_\_\_
- 3) Organiser/s : \_\_\_\_\_
- 4) Date/ Day : \_\_\_\_\_
- 5) Venue : \_\_\_\_\_
- 6) Total Budget Approved (RM) : \_\_\_\_\_
- 7) Budget Spent (RM) : \_\_\_\_\_
- 8) Sponsor (RM) : \_\_\_\_\_
- 9) No. of Participants : IIUM Students: \_\_\_\_\_ Outsiders : \_\_\_\_\_
- 10) Accompanying Officer : \_\_\_\_\_
- 11) VIP' Attend (Please mention the session):  
I. \_\_\_\_\_  
II. \_\_\_\_\_

12) Achievements/ Observation :

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13) Shortcomings :

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14) Conclusion :

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15) Suggestions :

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16) Please attach the following documents :

- I) At least 3 Pieces of Pictures
- II) Programme Schedule
- III) Organising Committee (Name/ Post/ Matric No.)
- IV) List of Participants (Name/ Matric No.)
- V) Programme Book, Magazine, Bulletin, Handout (If any)

**PREPARED BY :**

**CHECKED BY :**

\_\_\_\_\_  
*Signature of Programme Secretary*  
Date :

\_\_\_\_\_  
*Signature of Programme Manager*  
Date :

**VERIFIED BY :**

**APPROVED BY :**

\_\_\_\_\_  
*Signature of President*  
Date :

\_\_\_\_\_  
*Signature of Advisor*  
Date :

**FOR OFFICE USE – DATA ENTRY IN “STARS”**

\_\_\_\_\_  
*Signature and Stamp*

\_\_\_\_\_  
Date



If you have any further queries or comments, please do not hesitate to contact us:

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