



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونُسُ بَرِيئِي، إِسْلَامُ، أَنْتَارَا، إِخْسَابًا، مِلْدَسِيَا

(Company No. 101067-P)

Garden of Knowledge and Virtue

## المركز الإسلامي CENTRE FOR ISLAMISATION, IIUM

### PROGRAMME REPORT FORM

#### A. DETAILS OF PROGRAMME

- 1) Name of Programme : \_\_\_\_\_
- 2) Organiser/s : \_\_\_\_\_
- 3) Date/ Day : \_\_\_\_\_
- 4) Time : \_\_\_\_\_
- 5) Venue : \_\_\_\_\_

#### B. FINANCIAL IMPLICATION

- 1) Total Budget Approved (RM) : \_\_\_\_\_
- 2) Budget Spent (RM) : \_\_\_\_\_
- 3) Sponsor (if any) (RM) : \_\_\_\_\_
- 4) Total No. of Participants : \_\_\_\_\_
- 5) STAFF : (ACA) \_\_\_\_\_ (ADM) \_\_\_\_\_ Students: \_\_\_\_\_ Outsiders : \_\_\_\_\_
- 6) Name of VIP/ Speaker : I. \_\_\_\_\_  
II. \_\_\_\_\_  
III. \_\_\_\_\_  
IV. \_\_\_\_\_

- 7) Achievements/ Observation (Programme, Contents, Facilities, Speakers & etc) :

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8) Shortcomings/ Problems/ Issues :

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9) Continual Improvement :

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10) Conclusion :

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11) Suggestions :

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12) Please attach the following documents :

- I) At least 3 Pieces of Pictures
- II) List of Participants (Name/ Staff or Matric No./ KCDIO)
- III) Programme Book, Magazine, Bulletin, Handout (*If any*)

**PREPARED BY :**

\_\_\_\_\_  
*Signature of Officer in-Charge*  
Date :

**RECOMENDED BY :**

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*Signature of Officer in-Charge*

*Date :*

**APPROVED BY:**

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*Signature of Director*

*Date :*