

## Program Details

<b>PROGRAM NAME</b>											
<b>PROGRAM OBJECTIVES</b>											
<b>BENEFIT TO POSTGRADUATE STUDENTS</b>											
<b>DATE OF PROGRAM</b>											
<b>VENUE/ MEDIUM ONLINE</b>											
<b>BUDGET</b>											
<b>DETAILS OF GUESS</b> <i>(tick as many choices necessary)</i>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>VIP (Please attach the list)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Speaker (please attach CV)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Campus community</td> </tr> <tr> <td><input type="checkbox"/></td> <td>General Public</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other invited guess (Please attach the list)</td> </tr> </table> <p>Number of participant: _____</p> <p><i>*upload pdf file only</i></p>	<input type="checkbox"/>	VIP (Please attach the list)	<input type="checkbox"/>	Speaker (please attach CV)	<input type="checkbox"/>	Campus community	<input type="checkbox"/>	General Public	<input type="checkbox"/>	Other invited guess (Please attach the list)
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<input type="checkbox"/>	Campus community										
<input type="checkbox"/>	General Public										
<input type="checkbox"/>	Other invited guess (Please attach the list)										
<b>SUPPORTING DOCUMENT</b>	<i>*if relevant</i>										

## CLUSTER PROGRAM

<i>Explain in detail how your program will relate with following cluster. You may tick more than 1 box.</i>		
CLUSTER	TICK BOX	DESCRIPTION
ENTREPRENEURSHIP		
STUDENT DEVELOPMENT		
SKILLS DEVELOPMENT		
COMMUNITY SOCIAL RESPONSIBILITY		
INTERNATIONAL ENGAGEMENT		
UNITY AND RACES INTEGRATION		
INDUSTRIAL ENGAGEMENT		
ALUMNI ENGAGEMENT		
SUSTAINABLE CAMPUS		

*\*Please attach supporting document to support your description*

# TENTATIVE PROGRAM

Date	Time	Activity

*\*Attach file if column not sufficient*

**PROGRAM REPORT**

<b>Program Summary</b>	
<b>Achievement of program objective</b>	
<b>Problems encountered</b>	

<p><b>Summary of participants' feedback</b></p>	<p><b>Please fill in the average response based on scale 1-5:</b>  1: Strongly disagree  5: Strongly agree</p> <p>1. The program venue was:</p> <ul style="list-style-type: none"> <li>a) Comfortable</li> <li>b) Well located</li> </ul> <p>2. The program content was:</p> <ul style="list-style-type: none"> <li>a) Relevant</li> <li>b) Comprehensive</li> <li>c) Easy to understand</li> </ul> <p>4. The program:</p> <ul style="list-style-type: none"> <li>a) Was well paced</li> <li>b) Breaks were sufficient</li> <li>c) Was a good mix between listening and activities</li> </ul> <p>5. The activities were useful learning experiences.</p> <p>6. The facilitators/speaker were:</p> <ul style="list-style-type: none"> <li>a) Knowledgeable</li> <li>b) Well-prepared</li> <li>c) Responsive to participants' questions</li> </ul> <p>7. The webinar improved my understanding of the topic.</p> <p>8. The webinar improved my ability to utilize skills related to the topic.</p> <p>9. The knowledge and skills I learned will be useful to me in my job.</p>
<p><b>Conclusion of participants' feedback</b></p>	

<b>Suggestion to improve program</b>	
<b>Team organizer (Student only with matric card no)</b>	
<b>Attendance</b>	
<b>Pictures (At least 2 pictures)</b>	

**Prepared by**

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**Name:**

**No Matric:**

## FINANCIAL REPORT

[illegible]