



**PROGRAMME REPORT**

**TITLE :**

**DATE :**

**TIME :**

**VENUE**

**ORGANIZER :**

**SPEAKER :**

**OBJECTIVE PROGRAMME :**

**ACTIVITIES PROGRAMME :**

**PICTURES ( JPEG/TIF ) :**

**NUMBER PARTICIPANT :**

**\*\* BROCHURE/POSTER/EMAIL INVITATION AS ATTACHEMENT**

**Prepared by:** \_\_\_\_\_

(Officer in Charge Signature & Stamp)

Date :

**Verified by :** \_\_\_\_\_

( Deputy Dean/ Senior Officer in Charge Signature & Stamp)

Date :