

COMMUNITY ENGAGEMENT (CE)

REPORTING FORM

**Notes:**

* **To contribute to MyRA performance, a CE project has to achieve a minimum of three (3 Star CE Impact Rating).**
* **To achieve a 3 Star CE Impact Rating, a project needs to have a minimum of three (3) stakeholder involvement. (Government, Industries, Civil Society, NGO, and Institutions of Learning)**
* **All reporting need to be accompanied with a hardcopy printout & softcopy document (CD).**
* **For promotional purposes, all documents must be submitted in two format, Adobe Reader and Microsoft Word (.pdf and .doc)**
* **Please note that all information will be kept confidential by CCIN and ONLY be used for university reporting on CE initiaves.**

Instructions:

Please fill in all the information in table A, B, C, D, E and F.

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| **A** | **THE PROGRAMME AREAS OF EXPERTISE** | | | | | | | | | |
| **PROGRAMME AREA OF EXPERTISE**  **Please tick () only one area in the space provided for the program area of expertise**  \* The CE expertise are extracted from the Minister of Higher Education -UCTC Award | |  | Projects: Environmental Development | | | | | | | |
|  | Projects: Health | | | | | | | |
|  | Projects: ICT & Technology | | | | | | | |
|  | Projects: Entrepreneurial | | | | | | | |
|  | Projects: Education | | | | | | | |
|  | Projects: Risk Management And Disaster Assistance | | | | | | | |
|  | Projects: Preserve Heritage And Culture | | | | | | | |
|  | Projects: Sports And Recreation | | | | | | | |
|  | Projects: Social Welfare | | | | | | | |
|  | Projects: Rural Development | | | | | | | |
|  | Projects: Edu-Tourism Project | | | | | | | |
| **B** | **PROJECT/PROGRAMME INFORMATION** | | | | | | | | | |
| 1 | **PROJECT TITLE** |  | | | | | | | | |
| 2 | **FOCUS AREA**  (You are allowed to tick () more than 1 focus area) |  | *Capacity Building* | | | | | | | |
|  |  |  | | | | | | |
|  | *Social Entrepreneurship* | | | | | | | |
|  |  |  | | | | | | |
|  | *Improving Livelihood* | | | | | | | |
|  |  |  | | | | | | |
|  | *Environmental Sustainability* | | | | | | | |
|  |  |  | | | | | | |
|  | *Education Enhancement* | | | | | | | |
|  |  |  | | | | | | |
| 3 | **PERIOD OF PROJECT EXECUTION** |  | | | | | | | | |
| 4 | **TOTAL COST OF PROJECT IMPLEMENTATION** |  | | | | | | | | |
| 5 | **LOCATION** |  | | | | | | | | |
| 6 | **TARGET COMMUNITY** |  | | | | | | | | |
| 7 | **PROJECT LEADER NAME** |  | | | | | | | | |
| 8 | **POSITION** |  | | | | | | | | |
| 9 | **FACULTY / SCHOOL / INSTITUTE / CENTRE** |  | | | | | | | | |
| 10 | **MOBILE NO** |  | | | | | | | | |
| 11 | **EMAIL ADDRESS** |  | | | | | | | | |
| 12 | **PROJECT MEMBERS NAME** (List the name, title, faculty (multi-disciplinary) and institutional project members) | **Name** | | | **Position, Faculty, Institution** | | | | | |
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|  | | |  | | | | | |
| 13 | **NAME OF COLLABORATION PARTNERS**  **(multi-stakeholder)**  **(List the names and brief role of NGO partners / community / industry / government agencies and so on, IF ANY, who took part in the project implementation and their function on the programme (eg: Funder)**  \*Please state equivalent / approximate value of collaboration partners contribution in RM. | **Name of Collaboration Partners** | | | **Contributions (RM) \*** | | | | | |
| In Kind | Gifts | Monetary | Facilities | Equipment | Others | |
| Government : | | |  |  |  |  |  |  | |
| Industry: | | |  |  |  |  |  |  | |
| Civil Society | | |  |  |  |  |  |  | |
| University/Institutions of Learning: | | |  |  |  |  |  |  | |
| NGO | | |  |  |  |  |  |  | |
| Total Contribution (RM)  \*The total RM value are based on cost of project implementation as in Section B –  No 4. | | |  | | | | | | |
| 14 | **PROJECT OBJECTIVES** |  | | | | | | | | |
| 15 | **EXECUTIVE SUMMARY PROJECT**  (maximum 300 words, using Arial font size 11 pt, line spacing "double spacing") |  | | | | | | | | |

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| **C** | **COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM**  **(This Impact evaluation of the programme has to be done at the end of the programme)** | | |
| **RATING LEVELS**  IF ≥ 80 % | | | |
| **1** | **STAR RATING ( Programme Acceptance)**   * The community has a positive orientation towards the programme. | | |
|  | | An attendance exceeding or equal to 80%  \* Evidence can be gathered from attendance list  Target attendance  Actual attendance  Percentage | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ per cent |
| **2** | **STAR RATING ( Meeting Community Needs)**   * The community consider the programme relevant and needed. * A formal university-community cooperation agreement exists. | | |
|  | | Stakeholders generally agree to the implementation of the programme.  \* Evidence can be gathered from interviews or surveys.  Number of participants who indicate that the programme is needed  Total number of participants  Percentage of participants indicating programme is needed | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ per cent |
| **3** | **STAR RATING ( Knowledge, Attitude, Skills and Aspiration Change)**   * The community action programme results in change in knowledge/skills/attitudes or aspirations. | | |
|  | | Participants exhibit a change in knowledge, attitude, skills and/or aspiration.  \* Evidence can be derived from interviews, observations or surveys.  Number of participants who indicate they know the subject matter  Number of participants who respond positively to the change  Number of participants who show they have the desired skills  Number of participants who want to adopt the innovation  Total number of participants  Average Change | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ per cent |
| **4** | **STAR RATING (Adoption of Change)**   * The community programme results in a change of practices. | | |
|  | | Participants adopted the innovations that were introduced  \* Evidence derived from observation  Number of participants who adopted change  Total number of participants  Percentage of adoption change | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ per cent |
| **5** | **STAR RATING (Sustainability)**  The community is empowered and can independently sustain the practices that  were introduced through the programme. | | |
|  | | Participants continue to practice innovations without UTM’s assistance  \* Evidence can be derived from interviews, observations and/or surveys.  Number of participants who continue to practice change  Number of participants who having economic benefits due to change  Number of participants who have improved their well-being  Total number of participants  Percentage of participants who continue to practice change  Percentage of participants having economic benefits due to change  Percentage of participants who have improved their well-being  Average of sustainability | \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ people  \_\_\_\_\_\_\_\_\_\_\_ per cent  \_\_\_\_\_\_\_\_\_\_\_ per cent  \_\_\_\_\_\_\_\_\_\_\_ per cent  \_\_\_\_\_\_\_\_\_\_\_ per cent |

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| **D** | **PROJECT LEADER DECLARATION** |
|  | **I declare that the information and documents provided are correct.**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E** | **DEAN / PRINCIPAL DECLARATION** |
|  | The information above is certified true:  **Dean / Principal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Stamp Position:** |
| **F** | **SECRETARIAT DECLARATION** |
|  | Verified:  **Overall score:**  **Review:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(Director of Centre for Community and Industry Network)*    **Stamp Position:** |

**CHECK LIST:**

Please ( √ ) materials/ support documentations of proof provided to support each category.

Compulsory:-

|  |  |  |
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| **1** | Media coverage / Publication in the form of : | |
|  |  | Newspaper articles, Magazine, |
|  |  | Media links, blogs |
|  |  | Brochures |
| **2** | Program Impact in the form of: | |
|  |  | Attendance List |
|  |  | Survey , Interviews, Focus Group Discussions, Forums |
| **3** | Contribution / Funding | |
|  |  | RM - Copy of Bank Slip / Cek / EFT |
|  |  | In Kind |
|  |  | Gift |
|  |  | Facilities |
|  |  | Equipment |
| **4** | Collaboration Partners: | |
|  |  | MOA / MOU / Certificate of Appreciation / Thank you letter / LOI / LOC |
| **5** | Pictures of CE project - 5 high-resolution images with the appropriate caption (soft copy) | |
|  |  | Photographs before, during and after the implementation of the Community Programmes |
| **6** | Executive Summary of the project / activity | |
|  |  | (maximum 300 words, using Arial font size 11 pt, line spacing "double spacing" (soft copy) |
| Additional Request for Promotional Purposes: | | |
|  |  | A short video montage of footage or pictures before and after the implementation of projects / activities (maximum 1 minute) (In the form of CD / DVD) |