

COMMUNITY ENGAGEMENT (CE)

REPORTING FORM

**Notes:**

1. **At the end of a project, successful applicant must deliver:**
	1. A final report in two formats:
		1. Adobe Reader (.pdf) to be uploaded in RADIS
		2. Microsoft Word (.doc) for promotional purposes
	2. Pictures and short videos of activities (2 minutes) copied in CD.
2. **A project has to achieve a minimum of three (3) Star CE Impact Rating in order to contribute to MyRA performance. Thus, it needs to meet 3 minimum requirements:**
	1. The community should have a positive orientation towards the programme where the attendance exceed or equal to 80% from the targeted number of participants.
	2. A minimum of three (3) stakeholders’ involvement (i.e. Government Agencies, Industries, Civil Society, NGOs, Learning Institutions, etc.).
		1. Provide evidence that the community consider the programme relevant and needed.
		2. Provide a formal university-community cooperation agreement.
	3. The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge / skills or aspirations.
3. **Additional requirements to achieve four (4) or five (5) Star CE Impact Rating:**
4. The programme results in change of practice where the participants adopt the innovations that were introduced (4 star).
5. The community is empowered and independently able to sustain the practices that were introduced through the programme without UTM’s assistance (5 star).
6. **Please note that all information will be kept confidential and will ONLY be used for university reporting.**

Instruction:

1. Please fill in all required information in table A, B, C, D, E, F and G.
2. Please note that evidence such as participant attendance list, interview question, questionnaire, video, SMS /media social comment/ phone screenshot etc. are required for every rating level

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| **A** | **PROJECT / PROGRAMME AREA OF EXPERTISE** |
| **PROGRAMME AREA OF EXPERTISE**Please tick ($√$) **ONLY** **ONE** area of expertise in the space provided.\* CE areas of expertise are extracted from Minister of Higher Education - UCTC Award |  | Environmental Development |
|  | Health |
|  | ICT & Technology |
|  | Entrepreneurial |
|  | Education |
|  | Risk Management & Disaster Assistance |
|  | Preserve Heritage And Culture |
|  | Sports And Recreation |
|  | Social Welfare |
|  | Rural Development |
|  | Edu-Tourism |
| **FOCUS AREA**You may tick ($√$) more than 1 focus area. |  |  |
|  | *Capacity Building* |
|  | *Social Entrepreneurship* |
|  | *Improving Livelihood* |
|  | *Environmental Sustainability* |
|  | *Education Enhancement* |

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| **B** | **BASIC INFORMATION** |
| 1 | **PROGRAMME TITLE** |  |
| 2 | **RADIS REFERRENCE NO.** (Only for new KTP project who is registered in RADIS) |  |  |
| 3 | **RELATED RESEARCH PROJECT & COST CENTRE NO.** | (Relate the current programme / activities to the research has been done previously)Research Name :Cost Centre No.: |
| 4 | **PERIOD OF PROJECT EXECUTION**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Date: |  | End Date |  | Duration by Month: |  |

 |
| 5 | **LOCATION** |  |

|  |  |
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| **C** | **PROJECT COMMITTEE** |
| 6 | **PROJECT LEADER’S NAME** |  |
| 7 | **STAFF NO.**  |  |
| 8 | **POSITION** |  |
| 9 | **FACULTY / SCHOOL / PTJ** |  |
| 10 | **MOBILE NO.** |  | **E-MAIL ADDRESS :** |
| 11 | **PROJECT MEMBERS’ NAMES** (List the names, title, faculty; multi-disciplinary and institutional members)\*If the project has more than 8 members, please attach a separate committee list. | **Name / Staff No.** | **PTJ / Faculty / Institution** |
| 1.2.3.4.5.6.7.8. | 1.2.3.4.5.6.7.8. |

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| **D** | **PROJECT BASIC INFORMATION** |
| 12 | **PROJECT** **EXECUTIVE SUMMARY** (Overview of the project / programme – maximum 300 words, in Arial font size 9 pt.) |  |
| 13 | **OBJECTIVE**Specify the objectives; minimum 3. | 1.2.3. |
| 14 | **JUSTIFICATION**i) Provide a justification on the needs to conduct the programme.ii) Specify the intellectual / physical / energy resources of the university to solve the problem faced by the community. |  |
| 15 | **METHOD** Research design, sampling technique, instrument, analysis technique. |  |
| 16 | **ACTIVITY** Identify / Plan / Implement / Evaluate. | Example : * + - 1. Meeting with stakeholders
			2. Site visit
			3. Conduct the programme / lab
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| **E** | **STAKEHODER / COMMUNITY INFORMATION** |
| 17 | **TARGETED PARTICIPANT**who they are / why they are chosen / number of people involved. | Example: i) SPM students or youth aged 16-26ii) Focus group: SPM students; 200 participants |
| 18 | **ACTUAL NUMBER OF PARTICIPANTS INVOLVED DURING THE PROGRAMME** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| UTM student |  |  | Stakeholder   |  |
| UTM Staff |  |  | Government Agency  |  |
| Community  |  |  | Industry  |  |
| Learning Institution  |  |  | NGO  |  |

 |
| 19 | **COLLABORATIVE PARTNER (multi-stakeholders)**1. List the collaborative partners and their roles
2. State approximate value of collaboration partners’ contribution in Ringgit Malaysia (RM).
3. Provide evidence such as contribution letter, bank transfer, cheque etc.
 |
| **Name of Collaborative Partner** | **Contribution (RM) \*** |
| In kind | Gift | Monetary | Facility | Equipment | Others |
| **Government Agency:** *eg: FELDA* |  |  |  |  |  |  |
| **Industry:** *eg:* *IOI PROPERTIES*  |  |  |  |  |  |  |
| **Civil Society :** |  |  |  |  |  |  |
| **University/ Learning Institution:** *eg : UiTM* |  |  |  |  |  |  |
| **NGO:** |  |  |  |  |  |  |
| **Total Project Cost (RM)** |  |

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| **F** | **PROGRAMME ASSESSMENT** |
| 20 | Analysis based on questionnaire / observation / interview (before and after the programme is conducted) |
| **BEFORE*** The community consider the programme relevant & needed.
* A formal university-community cooperation agreement exists.
 | **AFTER*** An assessment is carried out right after the programme is conducted.
* The participants exhibit the expected changes based on the objectives of the programme such as change of attitude or increment of knowledge / skills / aspirations.
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| 21 | **PROJECT OUTCOME**Example:1. Facility / Tools / Equipment / Machinery / System invented for the community
2. MOU / MOA / LOI
3. Award
 |  |
| 22 | **IMPACT OF THE PROGRAMME**Indicate the project's impact on / or :* + - 1. The community, the students and the lecturers involved.
			2. The number of beneficiaries directly/indirectly involved.
			3. The frequency of yield
			4. Time frame for yield output
			5. Monetary output
			6. Economic benefits due to the change
			7. Impact to the community
 |  |
| 23 | **SUSTAINABILITY VALUE FOR THE COMMUNITY**Provide evidence for the following:i. the community can independently sustain the practice that was introduced through the programme.ii. benefit the community who continue the practice / change and improve their well-being (after 3 / 6 / 8 / 12 months of programme completion) iii. the potential to replicate project to other interested community. |  |

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| **G** | **COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM** **(This Impact evaluation of the programme has to be done at the end of the programme)**  |
| **RATING LEVEL**IF ≥ 80 % |
| **1** | **STAR RATING ( Programme Acceptance)*** The community has a positive orientation towards the programme.
 |
|  | An attendance exceed or equal to 80%\* Evidence can be gathered from attendance list Targeted attendance Actual attendance Percentage | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ % |
| **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 indicated that the programme is needed Total number of participants Percentage of participants indicating programme is needed | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ % |
| **3** | **STAR RATING ( Knowledge, Aspiration, Skills or Attitude Change)*** The community action programme results in change in attitude/knowledge/skills or aspirations.
 |
|  | Participants exhibit a change in attitude, knowledge, skills and/or aspiration.\* Evidence can be derived from interviews, observations or surveys. Number of participants who indicated they know the subject matter Number of participants who responded positively to the change Number of participants who showed they have acquired the desired skills Number of participants who wanted to adopt the innovation Total number of participants Average Percentage of Change | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ % |
| **4** | **STAR RATING (Adoption of Change)** * The community programme results in a change of practice.
 |
|  | Participants adopted the innovations that were introduced\* Evidence derived from observation Number of participants who adopted the change Total number of participants Percentage of change adoption  | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ % |
| **5** | **STAR RATING (Sustainability)**The community is empowered and can independently sustain the practice that was 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 received 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 received economic benefits due to change  Percentage of participants who have improved their well-being Average Percentage of sustainability  | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ %\_\_\_\_\_\_\_\_\_\_\_ %\_\_\_\_\_\_\_\_\_\_\_ %\_\_\_\_\_\_\_\_\_\_\_ % |

**\*Please note that evidence such as participant attendance list, interview question, questionnaire, video, SMS /media social comment/ phone screenshot etc. are required for every rating level.**

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| **E** | **PROJECT LEADER DECLARATION**  |
|  | **I hereby declare that the information and documents provided are true and correct.****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **F** | **DEAN / PRINCIPAL DECLARATION** |
|  | **I hereby certify that the above information is true and correct to the best of my knowledge.****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Stamp :** |
| **G** | **SECRETARIAT DECLARATION** |
|  | **Verified by:****Overall score:****Review:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Director of Centre for Community and Industry Network)* **Stamp:** |

**CHECK LIST:**

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

Compulsory:-

|  |  |
| --- | --- |
| **1** | Media coverage / Publication in the form of : |
|  |  | Newspaper articles, Magazine, |
|  |  | Media links, blogs |
|  |  | Brochures |
| **2** | Programme 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** | Collaborative 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 9 pt, 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 2 minute) in the form of CD / DVD. |