



**ANUGERAH KHIDMAT MASYARAKAT  
BORANG PENCALONAN  
(KATEGORI PROJEK KOMUNITI)**

Borang yang telah lengkap diisi hendaklah dikembalikan selewat-lewatnya pada **28 Februari 2017** ke:

Urusetia Anugerah Khidmat Masyarakat,  
Pusat Jaringan Komuniti & Industri (CCIN),  
Taman Tropika UTM,  
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Johor.  
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- Calon diminta untuk mengisi borang *star rating* sebagai borang pencalonan. Semua seksyen perlu diisi dengan lengkap dan jelas.



## COMMUNITY ENGAGEMENT (CE) REPORTING FORM

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**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 initiatives.

Instructions:

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

A	THE PROGRAMME AREAS OF EXPERTISE	
<b>PROGRAMME AREA OF EXPERTISE</b> 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	<b>PROJECT TITLE</b>	
2	<b>FOCUS AREA</b> (You are allowed to tick (√) more than 1 focus area)	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Social Entrepreneurship <input type="checkbox"/> Improving Livelihood <input type="checkbox"/> Environmental Sustainability <input type="checkbox"/> Education Enhancement
3	<b>PERIOD OF PROJECT EXECUTION</b>	
4	<b>TOTAL COST OF PROJECT IMPLEMENTATION</b>	
5	<b>LOCATION</b>	
6	<b>TARGET COMMUNITY</b>	

7	<b>PROJECT LEADER NAME</b>								
8	<b>POSITION</b>								
9	<b>FACULTY / SCHOOL / INSTITUTE / CENTRE</b>								
10	<b>MOBILE NO</b>								
11	<b>EMAIL ADDRESS</b>								
12	<b>PROJECT MEMBERS NAME</b> (List the name, title, faculty (multi-disciplinary) and institutional project members)	<b>Name</b>			<b>Position, Faculty, Institution</b>				
13	<b>NAME OF COLLABORATION PARTNERS</b> (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.	<b>Name of Collaboration Partners</b>			<b>Contributions (RM) *</b>				
					In Kind	Gifts	Monetary	Facilities	Equipment
		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	<b>PROJECT OBJECTIVES</b>								
15	<b>EXECUTIVE SUMMARY PROJECT</b> (maximum 300 words, using Arial font size 11 pt, line spacing "double spacing")								



**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 \_\_\_\_\_ people

Actual attendance \_\_\_\_\_ people

Percentage \_\_\_\_\_ 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 \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Percentage of participants indicating programme is needed \_\_\_\_\_ 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 \_\_\_\_\_ people

Number of participants who respond positively to the change \_\_\_\_\_ people

Number of participants who show they have the desired skills \_\_\_\_\_ people

Number of participants who want to adopt the innovation \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Average Change \_\_\_\_\_ 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 \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Percentage of adoption change \_\_\_\_\_ 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 \_\_\_\_\_ people

Number of participants who having economic benefits due to change \_\_\_\_\_ people

Number of participants who have improved their well-being \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Percentage of participants who continue to practice change \_\_\_\_\_ per cent

Percentage of participants having economic benefits due to change \_\_\_\_\_ per cent

Percentage of participants who have improved their well-being \_\_\_\_\_ per cent

Average of sustainability \_\_\_\_\_ per cent

D	PROJECT LEADER DECLARATION
	<p>I declare that the information and documents provided are correct.</p> <p>Date: _____ Signature: _____</p>
E	DEAN / PRINCIPAL DECLARATION
	<p>The information above is certified true:</p> <p>Dean / Principal name: _____</p> <p>Date: _____ Signature: _____</p> <p style="text-align: center;">Stamp Position:</p>
F	SECRETARIAT DECLARATION
	<p>Verified:</p> <p>Overall score:</p> <p>Review:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Signature: _____ (Director of Centre for Community and Industry Network)</p> <p style="text-align: center;">Stamp Position:</p>

### CHECK LIST:

Please ( ✓ ) materials/ support 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 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)