



الكلية الحديثة للبحوث والعلوم
MODERN COLLEGE
OF BUSINESS & SCIENCE



Policy on: Social Responsibilities

October 2024

Perspective	Community Engagement and Outreach		
Policy Owner	Associate Dean for Community Outreach		
Developed By	Ambrosio M. Arbutante, Jr.		
Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
Important Dates	2018	12.05.2024	02.10.2024
Review Cycle	Every 3 years		
Email	adco@mcbs.edu.om		
Document No	MCBS-P-SP5-089 v2		

Revision			
	Date	Revised By	Major Changes
Revision 1	12.05.2024	Ambrosio Arbutante	Extracted from Community and Industry Outreach Policy
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to encourage community engagement for positive impacts, driving welfare, sustainable development, and fostering lasting community relationships.

2. Policy Purpose.

- 2.1** Encouraging students, faculty, and staff to participate in community service and volunteering opportunities to help address local needs and social issues.
- 2.2** Establishing partnerships with local community organizations and agencies to provide resources and support for community-based initiatives.
- 2.3** Hosting events and programming that promote community engagement and outreach, such as fairs, forums, and service days.
- 2.4** Establishing communication channels to share information about community engagement and outreach opportunities with the campus community and promote the impact of these initiatives.
- 2.5** Establish a standardized process in engagement with social responsibility activities.

3. Definitions and Abbreviations.

- 3.1 Charitable activities:** Encompass a wide range of actions and initiatives undertaken to benefit others and address societal needs. These activities are typically driven by altruism and the desire to contribute positively to the well-being of individuals, communities, or the environment.
- 3.2 Society activities:** Organized events, programs, or initiatives that aim to engage and benefit members of a particular society or community. These activities can vary widely depending on the nature and purpose of the society, but they generally involve activities that promote social interaction, personal development, and collective welfare.
- 3.3 Expert:** Individuals invited to share their specialized knowledge, insights, and experiences on a particular topic or subject of interest with an audience. These individuals are typically recognized authorities or practitioners in their respective fields and possess expertise that is relevant and valuable to the audience they are addressing.
- 3.4 Volunteers:** Individuals who willingly offer their time, skills, and efforts to support a cause, organization, or community without expecting monetary compensation. They contribute their services voluntarily out of altruism, a sense of social responsibility, or a desire to positively impact society.
- 3.5 HR:** Human Resource

4. Stakeholders.

This policy applies to: Students, Faculty and Staff

5. Procedures

5.1 Charitable Activities.

Faculty, Students and Staff should follow the stages when doing charitable activities.

- 5.1.1 Stage 1:** Every stakeholder that wants to conduct charitable activities must fill in the charitable event request form in Appendix I and send it to the associate dean for approval.
- 5.1.2 Stage 2:** The stakeholder shall be responsible for planning and executing charitable events.
- 5.1.3 Stage 3:** Develop a marketing and promotional plan to raise awareness and funds for charitable events.
- 5.1.4 Stage 4:** Recruit volunteers from the student body, faculty, and staff to support the event. Ensure volunteers are aware of their roles and responsibilities.
- 5.1.5 Stage 5:** Conduct a survey, in Appendix II, to measure the perception of people on the event.
- 5.1.6 Stage 6:** Develop a report using the template in Appendix III, to be sent to the associate dean for community engagement and outreach, showcasing the impact of the charitable events on the community.
- 5.1.7 Stage 7:** A review is conducted after every 3 years through a survey in Appendix V to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in Appendix VI before submitting it to QA.

5.2 Inviting Experts to Participate in Society's Activities.

- 5.2.1 Stage 1:** The Faculty or Staff should invite potential experts via email and clearly communicate the objectives of the community engagement activity and the expected commitment from the expert.
- 5.2.2 Stage 2:** The Faculty or Staff should fill in the guest speaker for society event request form, in Appendix IV, provided. Submit the form and obtain approval from the associate dean for community engagement.
- 5.2.3 Stage 3:** The Faculty or Staff shall manage the logistics i.e., contact security for parking arrangement and HR department for room and catering arrangements.
- 5.2.4 Stage 4:** The Marketing department shall promote the event and the expert's participation, if necessary, through various communication channels, including the college website, social media, and newsletters.
- 5.2.5 Stage 5:** Host the expert, ensuring all logistics and preparations are in place.
- 5.2.6 Stage 6:** Conduct a survey, in Appendix II, to measure the event's effectiveness.
- 5.2.7 Stage 7:** Develop a report using the template in Appendix III, to be sent to the associate dean for community engagement, showcasing the impact of the expert's participation in events on the community.
- 5.2.8 Stage 8:** A review is conducted after every 3 years through a survey in Appendix V to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in Appendix VI before submitting it to QA.

6. Roles and Responsibilities.

6.1 Associate Dean for Community Engagement and Outreach:

- Collaborate with staff, faculty, and students to develop community engagement plans aligned with MCBS's educational goals.
- Serve as a leader in fostering interdisciplinary partnerships and teamwork across college departments.

- Cultivate partnerships with local organizations, businesses, and government agencies for collaborative initiatives.
- Facilitate opportunities for staff, faculty, and students to engage with community partners through various activities.
- Conduct assessments to identify community needs and priorities, guiding the development of targeted programs and services.
- Involve stakeholders in designing initiatives that address identified community needs effectively.
- Manage budgets, grants, and resources allocated for community engagement initiatives, ensuring efficient utilization.
- Generate reports on the progress and impact of community engagement efforts, communicating outcomes and inspiring continued support.

6.2 Faculty and Staff

- Establish partnerships with local businesses, nonprofits, and government agencies for collaborative projects.
- Collaborate with faculty, staff, and students to establish partnerships with local businesses, offering real-world learning opportunities for students and the community.
- Facilitate connections between students and businesses to provide internships, externships, or project-based learning experiences.
- Organize events and workshops in partnership with faculty, staff, and students to showcase students' skills in business and technology.
- Provide platforms for students to demonstrate their expertise and accomplishments to industry professionals and the community.
- Engage in outreach efforts to educate the community about the benefits of BTEC education and The Academy for professional development.
- Highlight the practical, hands-on learning experiences offered at MCBS and their relevance to career readiness and success.

6.3 Students

- Collaborate with faculty and staff to establish partnerships with local businesses, offering real-world learning opportunities for fellow students and the community.
- Engage with community leaders to identify opportunities for the college to contribute to local initiatives.
- Participate in discussions and decision-making processes regarding community engagement efforts.
- Build relationships with local media outlets to promote academic programs, resources, and events offered by the college.
- Participation in the development and implementation of community-focused programs, such as service projects and mentorship programs.
- Take leadership roles in organizing and coordinating these programs, fostering their sense of civic responsibility and leadership skills.

7. References.

The development of this policy was contextualized in leu of the following documents:

[MCBS Policy on Policy development](#)

[Higher Education Systems and Institutions, Sultanate of Oman | SpringerLink](#)

8. Appendix

8.1 Appendix I: Charitable Event Request Form

CHARITABLE EVENT REQUEST FORM

[Faculty, staff and students should complete this form and submit it to the Associate Dean for Community Engagement for approval. Once approved, necessary arrangements can be made to organize the charitable event in support of the specified cause. Ensure all necessary details are provided to facilitate successful community engagement activities.]

Event Title	
Specific Goals and Objectives	
Organization	

Budget	
Income	Expense

Funding Sources
<input type="checkbox"/> Donations <input type="checkbox"/> Sponsorship <input type="checkbox"/> College Funds

Event Logistics	
Location	
Date and Time	
Activities	
Permits and Approvals	

Desired Outcomes	
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Approval Signature and Date of Approval	
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8.2 Appendix II: Event Survey Form

EVENT SURVEY FORM

[This survey is used by stakeholders affected by the event to evaluate its effectiveness and provide feedback.]

Charitable/Society Event <input type="checkbox"/>	Speaker Invitation <input type="checkbox"/>
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Age	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64	<input type="checkbox"/> 65 or over
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Relationship to the institution	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member <input type="checkbox"/> Other (please specify)		

[Please answer the questions below to evaluate the quality, effectiveness and appropriateness of the event. Provide detailed comments where necessary.]

Event /Speaker Evaluation				
1	Which event did you attend, or which speaker did you listen to?			
2	How would rate the overall quality of the event/speaker presentation?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average <input type="checkbox"/> Poor
3	What did you find most valuable about the event/speaker presentation?			
4	Were the event objectives or speaker topics clearly communicated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
5	Did the event/speaker meet your expectations?			

	Why or why not?				
6	How organized the event/speaker presentation?	<input type="checkbox"/> Very organized	<input type="checkbox"/> Somewhat organized	<input type="checkbox"/> Not organized	
7	How engaging was the event/speaker presentation?	<input type="checkbox"/> Very engaging	<input type="checkbox"/> Somewhat engaging	<input type="checkbox"/> Not engaging	
8	Were there any aspects of the event/speaker presentation that could be improved? If so, please specify.				
9	How likely are you to attend future events or listen to future speaker invitations?	<input type="checkbox"/> Very likely	<input type="checkbox"/> Likely	<input type="checkbox"/> Unlikely	<input type="checkbox"/> Very unlikely
10	Do you have any additional comments or suggestions for improving our charitable events or speaker invitations?				
	Comments				

8.3 Appendix III: Stakeholder's Report Form

STAKEHOLDER'S REPORT FORM

Charitable/Society Event	<input type="checkbox"/>	Speaker Invitation	<input type="checkbox"/>
Report Title	<i>[Impact Assessment of Charitable Events and Speaker Invitation on Community Engagement]</i>		
Prepared for	<i>(Associate Dean for Community Engagement and Outreach)</i>		
Executive Summary	<i>[Provide a brief overview of the report, highlighting key findings and the overall impact of the charitable events and speaker invitation on the community.]</i>		
Introduction	<i>[Provide background information on the purpose and objectives of the charitable events and speaker invitation, as well as the target audience and community engagement goals.]</i>		
Event Overview	<i>[Summarize the charitable events held and the speaker invitation extended, including event descriptions, dates, locations, and targeted audience demographics.]</i>		
Impact Assessment	<i>[Assess the impact of the charitable events and speaker invitation on the community using qualitative and quantitative data. Include feedback from attendees, community partners, and stakeholders.]</i>		
Financial Summary	<i>[Provide a breakdown of funds raised and expenses incurred for each charitable event. Include a detailed accounting of donations, sponsorships, and expenditures.]</i>		
Key Findings	<i>[Highlight significant findings from the impact assessment, including positive outcomes, challenges faced, and lessons learned.]</i>		
Recommendations	<i>[Offer recommendations for future community engagement initiatives based on the findings and insights gained from the assessment.]</i>		
Conclusions	<i>[Summarize the overall impact of the charitable events and speaker invitation on community engagement, emphasizing the value added and the importance of ongoing efforts in this area.]</i>		
Appendix	<i>[Include additional supporting materials such as survey results, financial statements, and testimonials from participants or community partners.]</i>		

Report Template for Funds Accounting	
Event Name and Date	
Income	<ul style="list-style-type: none"> • <i>Donations:</i> • <i>Sponsorships:</i> • <i>Ticket Sales:</i> • <i>Other (specify):</i>
Expenses	<ul style="list-style-type: none"> • <i>Venue Rental:</i> • <i>Catering:</i> • <i>Marketing Materials:</i> • <i>Speaker Fees:</i> • <i>Staff/Volunteer Expenses:</i> • <i>Other (specify):</i>
Net Profit/Loss	<ul style="list-style-type: none"> • <i>Total Income:</i> • <i>Total Expenses:</i> • <i>Net Profit/Loss:</i>
Use of Funds	<i>[Specify how the funds raised will be utilized to support community engagement initiatives or charitable causes.]</i>

8.4 Appendix IV: Guest Speaker for Society Event Request Form

GUEST SPEAKER FOR SOCIETY EVENT REQUEST FORM

[Faculty, staff and students should complete this form and submit it to the Associate Dean for Community Engagement for approval. Once approved, the guest speaker may be contacted and invited to participate in the event. Ensure all necessary details are provided to facilitate successful community engagement activities.]

Event Title	
Date and Time	
Location	
Audience	
Description of Event	

Speaker	
Name	
Expertise/Area of Subject	<i>[Identify specific areas or subjects where expert involvement is required to benefit the community.]</i>
Biography of Speaker	<i>[Provide a brief biography highlighting the speaker's qualifications, experience, and expertise.]</i>
Proposed Topic or Presentation Title	

What are the goals and objectives of the community engagement activities with this speaker?	<i>[Establish clear goals and objectives that align with the mission and vision of community engagement initiatives.]</i>
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Presentation Requirements	
Duration of Presentation	
Format of Presentation	<i>[e.g., keynote address, workshop, panel discussion, Q&A session, etc.]</i>
Audiovisual Requirements	

Budget and Funding	
Estimated Cost for Speaker	
Funding Source	

Approval Signature and Date of Approval	
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8.5 Appendix V: Policy Effectiveness Survey

POLICY EFFECTIVENESS SURVEY

This survey is used by stakeholders who are affected by the policy to evaluate its effectiveness and provide feedback to enhance the policy during the review cycle. The survey results should be used by the policy owners in generating the Policy Review Report.

Policy Title:

Date | Click or tap to enter a date.

Please answer the questions below to evaluate the quality, effectiveness and appropriateness of the policy. Provide detailed comments where necessary.

Sr.	Criteria	Agree	Somewhat Agree	Disagree	Any Suggestions/comments
1	The policy is aligned with the organization's mission, vision, and values				
2	The policy is clear, concise, and easy to understand				
3	The communication regarding the policy was clear and effective				
4	It was easy for me to access the policy				
5	There are no gaps or inconsistencies in the policy				
6	The procedure was easy to follow				
7	Overall, I am satisfied with the policy				
8	What changes are required to improve this policy further?				
	Comments				

8.6 Appendix VI: Policy Review Report

POLICY REVIEW REPORT

This form is used by policy owners to review their policies based on the policy effectiveness survey done by the stakeholders to help with updating/amendments/revision and to assist with evaluating whether the policy is achieving its intended purpose. This form should be sent to Quality Assurance once filled in for evaluation.

PART A: KEY DETAILS

Policy Title	
Perspective	
Date of Review	

PART B: INTERNAL AND EXTERNAL FACTORS

Are there any major changes that were done internally (organizational structure, mission, vision and values) and externally (affiliations, laws and regulations)

Comments: *Please elaborate on each factor if any.*

PART C: DESCRIPTION OF CHANGES

Are there any changes in the major components of the policy?

Comments: *Please explain on the changes made in the major components of the policy structure e.g: Statement, Policy Purpose, Procedures, Scope, Appendices etc.*

PART D: IMPACT OF CHANGES

Elaborate on the impact that the changes made would have on the policy implementation.

Comments: *Please explain how the policy changes would cause an impact after its implementation.*