



**Mazoon College**

**Industry and Community Engagement Policy**

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### Abbreviations

<b>MoHE</b>	Ministry of Higher Education
<b>ICEC</b>	Industry and Community Engagement Committee
<b>CAS</b>	Career Advisory Services
<b>NGO</b>	Non-Governmental Organization
<b>MOU</b>	Memorandum of Understanding
<b>SAD</b>	Student Affairs Department

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#### Definitions

<b>Community</b>	The stakeholders outside College who are directly or indirectly affected by the programs offered at the College. They could include alumni, industry, business, society and social structures.
<b>Community Service</b>	Activities, services, resources, courses, and training conducted or offered by the College to help improve the well-being of the community.

## **1. Introduction**

Industry and community engagement activities and strategies are embedded and emphasized in the mission and vision of Mazoon College. The College has strived from the outset to take the whole community's needs and resources into account in offering its programs and qualifications and at the same time design mechanisms to receive feedback and input from the community in order to improve its performance.

## **2. Purpose**

The purpose of this policy is to regulate the relationship between Mazoon College and industry and community in order to provide a clearly articulated statement of policy and procedures for promoting quality of education at the College to serve the needs of industry, business and community.

## **3. Rationale**

Mazoon College's Strategic Plan emphasizes the constructive, mutual relationship with industry, business and community at large. The College also believes in building strong ties with industry and the community to benefit its students. This includes encouraging students to be more aware of the surrounding community and raising awareness of their responsibilities towards this community. To achieve this goal, the Industry and Community Engagement Committee (ICEC) has been formed to design a policy, plan various activities, implement them and review or monitor their effectiveness as well as the College relationship with the community, its graduates and alumni.

#### **4. Scope**

This policy applies to activities such as curriculum revisions and changes, trainings, internships, placements, industrial visits and gatherings, and alumni meets conducted with the cooperation of industry and community toward achieving the College's Vision, Mission, and Goals related to industry and community engagement.

#### **5. Policy statement**

Mazoon College is determined to engage in activities and services that enhance its relationship with local industry and business sectors as well as with the community. This policy guides the approach that College takes to exchange ideas and resources with the community and the mechanisms it follows to have their feedback on its curriculum and quality of qualifications offered. Each College student should be at least involved in two community engagement activities during the course of his or her studies, which will be monitored by Student Affairs Department (SAD).

#### **6. Procedures**

Activities and services conducted at or by Mazoon College will be aligned with empowering various stakeholders such as students, staff, alumni and community. The surveys administered to industry, business and community will also aim to collect the essential input into the way programs are offered, the quality of education offered and the real needs of the job market and workplace environment in the Sultanate. The following procedures should be followed for establishing, strengthening and monitoring the relationship with industry and community.

##### *6.1 Identification of a target sector for the community engagement activity*

Academic programs may identify a potential context or sector of industry or community for students to receive training or participate in job placement activities. The College offers services to community on various occasions and events. Students and staff may also attend or participate in activities conducted by:

- other local education providers
- Subscribed professional bodies
- Sectors where College graduates are working
- Institutions and companies the College has signed MOU's with
- NGO's or non-for-profit organizations

## 6.2 *Internal approval*

Both academic and non-academic units must send their plan of activities for engaging or participating in community services to Career Advisory Services (CAS) for coordination and approval from the College Dean.

## 6.3 *Implementation*

CAS in coordination with Facility Management Unit will arrange for transportation and other preparations to facilitate the activity. Staff or faculty will accompany students in case of an industrial visit, field trip or any other community engagement activity or program.

## **7. Implementation Guidelines**

### 7.1 *Roles and Responsibilities*

7.1.1 CAS is responsible for obtaining the necessary approvals of community service activities and initiatives

7.1.2 CAS is responsible for arranging with Facility Management Unit for the dispatch of students and staff to the community service initiatives outside the College

7.1.3 CAS is responsible for preparing the necessary documents and reports of all industry and community engagement activities inside and outside the College.

7.1.4 SAD is responsible for monitoring students' participation and engagement in industry and community engagement activities.

## **8. Monitoring and review**

Once the industry or community engagement activity has been carried out, a report, certificate or/and other supporting documents and evidence will be gathered or prepared by CAS and sent to QA Department for further evaluation. Based on the feedback and input received from the host institution or industry, the College will analyze the input or feedback and incorporates it into its plan for the next community engagement activities or for further improvement and revision of its curriculum.