Community Service Plan – Hawija Technical College (2026 – 2027)

This plan sets out the College's community service activities for the 2026 – 2027 academic year, and it is effective from 1/9/2026 to 31/8/2027. Every activity in it is planned and linked to an objective, an indicator and a responsible body.

1. Plan Data

Details	Item
Community Service Plan for the 2026 – 2027 academic year	Plan name
Hawija Technical College – Northern Technical University	Institution
From 1/9/2026 to 31/8/2027	Plan period
Strategic Plan 2026 – 2030: Strategic Objective 5 (Strengthening partnership and community service)	Strategic reference
Asst. Lect. Falah Hassan Kanoush (Chair), Amal Hassan Mahmoud (Member), Ziad Mahdi Saleh (Member)	Plan preparation committee
College Deanship, Labor and Community Service Unit, Quality Assurance and University Performance Division	Follow-up bodies

2. Introduction

The College carries out community activities under documented administrative orders, distributes questionnaires to beneficiary bodies to measure the benefit, and receives letters of benefit and thanks from them. This plan builds on that, adding specialized activities by the academic departments and clear follow-up after each activity.

3. Vision, Mission and Objectives

Formulation	Element
For the College to be a well-known partner for the people of Hawija District and the surrounding areas, through the expertise of its departments and students	Vision
Providing volunteer, training and advisory activities with clear objectives, and following up their impact	Mission
Building cooperative relations with the public and private sectors	General objective

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Target by 31/8/2027	Objective	Code
10 activities, with an implementation rate of 90% or more	Implementing the planned activities	1.
At least 4 specialized activities	Specialized services by the departments	2.
3 bodies, and at least one memorandum or cooperation letter	Partnerships with new bodies	3.
30% of faculty and employees, and 100 student volunteers	Expanding participation	4.
A satisfaction form after each activity, and letters of benefit from 70% of the bodies	Measuring benefit and impact	5.

4. SWOT Analysis

Points	Element
Documented previous activities under administrative orders; letters of benefit and thanks from beneficiary bodies; four academic departments; supporting units (Women, Continuing Education, Student Activities, Media)	Strengths
Few specialized activities; limited funding; the need for stronger follow-up after the visit	Weaknesses
Strategic Objective 5 of the College; bodies ready to cooperate (Social Protection, Grains, Cement)	Opportunities
Activities coinciding with examinations; transport and weather conditions; limited capacity of bodies to apply the recommendations	Threats

5. Programs and Activities

Activity indicator	Date	Implementing body	Beneficiary body	Activity	No.
Number of students benefiting	11/10/2026	Women's Affairs Unit, Student Activities	The school	Visit to Al-Nu'man bin Al-Mundhir Primary School for Boys (Al-Zab Sub-district)	1

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Activity indicator	Date	Implementing body	Beneficiary body	Activity	No.
		Division		and distribution of bags and stationery	
Number of trainees	December 2026	Department of Finance and Banking Techniques, Continuing Education Unit	The public	Financial and banking awareness course for families and low-income earners	2
Number of participants; number of feasibility studies	January 2027	Department of Business Administration Techniques	Youth and graduates	Entrepreneurship workshop and preparing a feasibility study for a small project	3
Number of devices repaired	January 2027	Department of Mechatronics Engineering Techniques	The beneficiary body	Basic maintenance of devices and electrical wiring in a beneficiary school or home	4
One workshop; a needs form	February 2027	Department of Business Administration Techniques, Continuing Education Unit	The directorate	Visit to the Social Protection Directorate (Kirkuk Social Protection Network) with a workshop on organizing and archiving beneficiaries' data	5
Number of families	Month of Ramadan (February – March 2027)	Women's Affairs Unit, Special Needs Unit, Media	Families	Ramadan initiative: food baskets for families of terrorism victims and needy families	6

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Activity indicator	Date	Implementing body	Beneficiary body	Activity	No.
		Division			
One consultation; recorded recommendations	March 2027	Departments of Business Administration and Finance and Banking	The company	Visit to the General Company for Grains – Kirkuk and providing specialized consultation	7
Number of students; training opportunities	April 2027	Departments of Mechatronics and Building and Construction	The plant and the students	Visit to the Kirkuk Cement Plant for students of the engineering departments and exploring training opportunities	8
Number of visitors and participants	April 2027	Women's Affairs Unit, Student Activities Division, Media Division	The public and farmers	Flowers, fruits and local products festival in cooperation with the Hawija Horticulture Station	9
One technical report	May 2027	Department of Building and Construction Engineering Techniques	The school	Simplified inspection of a beneficiary school building and a technical report on priorities	10

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6. Timeline

Numbers 9 to 12 refer to 2026, and numbers 1 to 8 refer to 2027.

8	7	6	5	4	3	2	1	12	11	10	9	Item
										●		Act. 1: Al-Nu'man School
								●				Act. 2: Financial awareness
							●					Act. 3: Entrepreneurship
							●					Act. 4: Device maintenance
						●						Act. 5: Social Protection
					●	●						Act. 6: Ramadan initiative
					●							Act. 7: General Company for Grains
				●								Act. 8: Cement plant
				●								Act. 9: Flowers festival
			●									Act. 10: School inspection
		●	●	●	●							Follow-up visits after 3 months
						●						Semi-annual report
●	●											Annual report and next year's plan

7. Responsibilities, Resources and Risks

Role	Body
Approving the plan, approving activities and reviewing reports	College Deanship and College Council
Following up implementation and benefit to target bodies	Plan Preparation and Follow-up Committee
Daily coordination with bodies and departments	Labor and Community Service Unit
Satisfaction forms, measuring indicators, and reports	Quality Assurance and University Performance Division
Implementing activities and nominating participants	Academic departments and supporting units
Administrative orders and correspondence	Human Resources Division and Administrative Affairs Division

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Each activity has one coordinator, designated in the administrative order. The cost and its proposed sources are estimated: the Continuing Education Unit, and voluntary contributions or contributions from partner bodies.

Treatment measure	Risk
Reviewing the schedule at the beginning of each semester	Activities coinciding with examinations
Low-cost activities, partnerships and voluntary contributions	Limited funding
Sending the letter 3 weeks in advance	Delay in official letters or the body's approval
An alternative date and a backup coordinator	Security or weather conditions
Recommendations register and follow-up visit after 3 months	Weak application of recommendations

8. Follow-up, Monitoring and Evaluation

Frequency	Data source	Target	Indicator
Monthly	Activity reports	10 (implementation rate of 90% or more)	Number of activities implemented
Semi-annual	Activity cards	4	Number of specialized activities
After each activity	Satisfaction forms	100%	Activities for which a satisfaction form was distributed
Semi-annual	Satisfaction forms	4.2 out of 5 or more	Overall satisfaction average
Semi-annual	Official letters	70%	Bodies that sent a letter of benefit
Monthly	Recommendations register	60%	Recommendations applied after 3 months
Semi-annual	Official letters	3; 1	New bodies; memoranda or letters of cooperation
Monthly	Activity files	100%	Activities documented within 7 days

Responsible	Timing	Tool
Activity coordinator	Two weeks before implementation	Activity card (objective, indicator and responsible body)
Activity coordinator	Within 7 days of implementation	Activity report with photos and attendance lists



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Responsible	Timing	Tool
Quality Assurance Division	After each activity	Satisfaction form and request for a letter of benefit
Plan committee	Monthly, and 3 months after the activity	Recommendations register and follow-up visit
Committee chair	Every two months	Committee meeting
Internal Audit and Control Division	Once every six months	Examining a sample of activity files
Quality Assurance Division	15/2/2027	Semi-annual report
The committee and the Quality Division	Before 15/9/2027	Annual report and the 2027 – 2028 plan

9. Approval

This plan is approved and is effective from 1/9/2026.

Date	Signature	Capacity	Name
١١/١٧		Chair of the Plan Preparation Committee	Asst. Lect. Falah Hassan Kanoush
١١/١٧		Member	Amal Hassan Mahmoud
١١/١٧		Member	Ziad Mahdi Saleh

Dean's Endorsement

Head of the Quality Assurance and University Performance Division

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