

Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel

No. AIKTC/SOP/III/01

Rev. 00

STANDARD OPERATING PROCEDURE (SOP)
FOR INDUSTRY INSTITUTE INTERACTION

Date 25/04/2023

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1. **PURPOSE:** To cultivate symbiotic relationship between Institute and Industry.
2. **SCOPE:**
 - 2.1. All the schools and departments of AIKTC
3. **RESPONSIBILITY:**
 - 3.1. Controller
 - 3.2. Team Members
4. **DEFINITION: Technically Sound:** Student having technical knowledge and skills needed to be employable, be good entrepreneur.
5. **ABBREVIATION:**
 - 5.1. **AIKTC:** Anjuman-I-Islam Kalsekar Technical Campus; **MOUs:** Memorandum of Understanding.
6. **PROCEDURE:**
 - 6.1. **Active MOUs**
 - 6.1.1. Controller shall brainstorm on MOUs opportunities with all the Team Members.
 - 6.1.2. The Live MOUs programs like Student's Internship, Industrial Projects etc content shall be mapped to POs and PSOs by the respective Team Members.
 - 6.1.3. The Student's Industrial activities shall be processed as per the defined procedure and the approval of same shall be sought.
 - 6.1.4. The Industry Institute Interaction Calendar shall be prepared and adhered for the conduction of all the relevance activity.
 - 6.1.5. All necessary records like attendance, Geo-tagged photos, etc shall be maintained by respective Team Members.
 - 6.1.6. The feedback shall be prepared as per the mapped POs, PSOs and other parameters by the respective Team Members.



Centre Controller


Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought-after technical campus that others would wish to emulate.

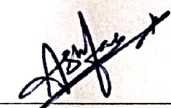


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- 6.1.7. The Team Members shall use the feedback data for Indirect PO attainment calculation for the respective batch.
- 6.1.8. All departments/schools Team Members shall provide sorted data of their respective live MOUs in terms of placement, Student's Industry project and Internship by May end.
- 6.1.9. A department-wise compiled report of the Live MOUs shall be prepared by Team Members by 2nd week of June.
- 6.2. New MOUs**
- 6.2.1. Controller shall brainstorm on new MOUs opportunities with all the Team Members.
- 6.2.2. The list of expected Industries for MOUs shall be finalized in concurrence with the TPO, the school/department heads and Team Members.
- 6.2.3. Interact and Send Invitation to the Companies for new MOUs with mutual concern by respective Team Members.
- 6.2.4. Explain and discuss the requirements and benefit to the Industry for MOUs. (Once invitation accepted)
- 6.2.5. Drafting an Agreement based on Interaction.
- 6.2.6. Seek the permission from Director/Management and make arrangements for the signing of MOUs.
- 6.2.7. Account should release Approved Expenses of the event in advance.
- 6.2.8. Maintain the feedback of Industries in Specified format.
- 6.2.9. Keep a records of all MOUs by respective Team Members.

7. TARGET

- 7.1. Minimum 21 Live MOUs should be maintain every year (03 MOUs each department).
- 7.2. Approximately 500 Industries should be contacted/ Follow-up through emails every Year.



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7.3. At least 150 Opportunities like Student's Internship, Industrial Project to be showcased to students every year through MOUs.

8. REFERENCES:

8.1. MOUs policy

9. RECORDS:

9.1. Minutes of Meetings conducted.

9.2. Records and reports of various Student's Industrial activities.

9.3. Notices

9.4. Attendance

9.5. Feedback (Industrial Experts)

9.6. MOUs.

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