



DATTA MEGHE INSTITUTE OF MANAGEMENT STUDIES

ATREY LAYOUT, NAGPUR - 440022

OFFICE OF DEAN (QUALITY ASSURANCE CELL)

Policy Name – Standard Operating Procedure	Policy category – IIPC (Industry – Institute Partnership Cell)
Policy No. and Date - Policy – QAC/2023/1001 dated 11.12.2023	Applicable period – Jan 2024 – Dec 2025
Policy statement – Standard operation procedure for improving industry-institute partnership and create an industry friendly environment in the institute.	

Policy description – The policy is developed to foster collaboration, innovation, and mutual benefits between academic institutions and industries. The collaboration can be achieved through various criteria and these are inscribed in the policy which must be followed extensively.

1. Collaborative Research Initiatives –
 - a. Encourage joint research projects between industries and institutes
 - b. Provide funding or grants for collaborative research efforts.
2. Industry – Relevant curriculum
 - a. Align academic curricula with the needs and demands of industries
 - b. Introduce practical and hands-on training programs to prepare students for real world challenges.
3. Internship and Placement Programs
 - a. Facilitative industry internships and placement opportunities for students.
 - b. Establish strong connections with industries to enhance job placement prospects for graduates.
4. Knowledge Exchange Platforms
 - a. Organize seminars, workshops and conferences where industry professionals and academic experts can share knowledge and insights.
 - b. Create platforms for continuous dialogue between academia and industry to stay abreast of emerging trends.
5. Technology transfer
 - a. Develop mechanisms for the transfer of technology and knowledge from academia to industry and vice versa.
 - b. Establish incubation centers to support the development of innovative ideas and technologies.
6. Local, Regional and National Outreach
 - a. Implement strategies to enhance the visibility and reputation of the institute locally, regionally and nationally.
 - b. Actively participate in industry forums, conferences and events.



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7. Skill development programs
 - a. Offer skill development programs tailored to the current and future needs of industries.
 - b. Collaborate with industries to identify specific skill sets required in the workforce.
8. Social responsibility initiatives
 - a. Engage in community outreach programs to showcase the institute's positive impact on society.
 - b. Encourage industry partners to participate in social responsibility activities with the institute.
9. Continuous evaluation and improvement
 - a. Establish mechanisms for continuous evaluation of the effectiveness of the policy.
 - b. Solicit feedback from both industry partners and academic stakeholders to make necessary improvements.

Activities to be conducted (yearly)

S. No	Activity	Target	Instructions to be followed
1	GUEST LECTURES	05 (offline & online)	The guest lecturers must be of MD, VP, GM rank only
2	INDUSTRY MENTORING	12 (one mentor per month)	Each mentor should be invited for 03 days for one hour. Total students to be mentored (12 x 45 = 540)
3	FACULTY INTERNSHIP	One faculty one day every fortnight i.e. 15 days	Select major companies in Nagpur and send faculty members for one day internship per week on rotation basis.
4	MEMORANDUM OF UNDERSTANDING	6	The MoU format must be based on Policy description. Companies can be from Nagpur or outside.
5	FACULTY AS CONSULTANT	5	Registration of 05 faculty members as consultant in any one company. The consultancy can be through offline / online.



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6	INDUSTRIAL VISIT	05	Each Industrial visit must have a set of 48 students. This is applicable only for first year students.
7	PARTICIPATION IN CURRICULUM DESIGNING	05	Industry person having rank of VP, MD, GM or BM.
8	CSR collaboration	02	Collaboration with

The Policy is applicable for a period of 02 years – JANUARY 2024 – DECEMBER 2025

DIRECTOR



DEAN (QAC)

Secretary

Nagar Yuwak Shikshan Sanstha,
Atrey Layout, Nagpur



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Policy Name – Standard Operating Procedure	Policy category – MENTOR – MENTEE Scheme
Policy No. and Date - Policy – QAC/2023/1002 dated 14.12.2023	Applicable period – Jan 2024 – Dec 2025
Policy statement – Standard operation procedure for improving the quality of students through continuous mentoring and regular counselling	

Policy description – Mentorship program is a professional development strategy to connect more experienced member into development relationship with members who want to expand their skills and/or experiences.

To achieve the objective all mentors must design a program which must have following activities –

1. Mentoring – The mentor must meet every fortnight mentees in order to understand the goals of mentees and the way to achieve it. The meeting must be for minimum 30 minutes. The agenda of the meeting must be shared before-hand with the mentees.
2. Role of Mentee – Mentees must come with clear goals and discuss the way to achieve with the mentors. The clear goals must be in written form with time duration. Detailed discussion on the process must be discussed and put it on paper (both mentor and mentee)
3. Training need analysis – The mentor must take extra effort to understand the present status of the mentee and his requirement with respect to training. The training in relevant skills must be undertaken by mentor with prospective collaboration of IIPC and EDC. A cumulative report of each mentee must be maintained by the mentor.
4. Experience sharing – Mentor must take extra effort to share his experiences and the effects of those experiences. Experiences sharing can be both positive and negative but it is to be put with a sole objective of developing the mentee.
5. Information – the mentor must submit information with respect to pre-mentoring and post mentoring effects on the mentee (both positive and negative). The report must be comprehensive with mentors suggestions and mentees suggestions.



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Schedule of Mentoring

S. No	Activity	Target	Instructions to be followed
1	Meeting	06 in a Semester	Minutes of the meeting, photographs of the meeting, a 1 minutes video of the meeting.
2	Mentee presentation with respect of their goals	Each participant must be given 03 minutes to share his goals in 1 slide	Make a cumulative presentation of all slides and submit to QAC
3	Visit outside the institute	02 per semester	It should be in an open space outside the premise of the institute. Not far from the institute but nearby. Take prior permission in this respect
4	Feedback	Every semester	Take feedback from the mentees every semester. Prepare a google form and get it approved by QAC
5	Planner	Every semester	Mentors must submit a planner of his activity and get it approved by the HOD.

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Policy Name – Standard Operating Procedure	Policy category – ON DUTY
Policy No. and Date - Policy – QAC/2023/1003 dated 26.12.2023	Applicable period – Jan 2024 – Dec 2025
Policy statement – The institute has ON DUTY system to facilitate faculty to go for expert session in other premier institute and this policy provides the standard operating procedure (SOP).	


Policy description – The policy is developed to encourage Teachers to share their expertise and knowledge with external participants (**Industry / Academia**). The policy will streamline the process of ON DUTY provision mentioned in the Service rule of Nagar Yuwak Shikshan Sanstha. The standard operating procedure to be followed are as given under -

1. Expert session – The operating procedure of ON DUTY provides maximum **3 days** in a month.
2. The permission to conduct expert session in other place of work is strictly guided by the policy of the Sanstha.
3. The On – Duty permission will be granted by the Director and it should be taken prior to conduct of expert session. Without permission **NOBODY** can leave the institute premise.
4. The faculty must conduct the expert session under the banner of DATTA MEGHE INSTITUTE OF MANAGEMENT STUDIES, NAGPUR.
5. ON DUTY expert session remuneration will be on shared basis. The sharing will be 90% (Ninety) and 10% (Ten) - 90% share of the remuneration will go to the faculty and 10% will go to the Institute's bank account.
6. The faculty member taking expert session must make an attempt to get the payment in the name of the institute but if it not possible the sharing must be adhered strictly.


Director




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