

Standard Operating Procedure / Guidelines

Industry Institute Partnership Cell

Team

- Director-IIPC
- Associate Director-IIPC (Core)
- Associate Director-IIPC (Circuit)
- Coordinators - Engineering, S&H and CFRD
- IIPC Manager

1.	Objective
	<ul style="list-style-type: none">● To foster close interaction with industrial partners, professional associations, professional bodies and stakeholders of the institution to receive inputs for fulfilling academic, research and innovation, entrepreneurship and social responsibilities towards providing quality education, creative and innovative solutions for societal problems and opportunities for sustainable growth.
2.	Roles and Responsibilities
	<ul style="list-style-type: none">● Strengthen the Institute’s relationship with stakeholders from industry through collaborations/ MoUs● Engage industry experts for framing curriculum and syllabi in line with the current trends in industry and technological developments● Organize industrial Guest Lectures / Webinars / Executive Development Programmes / Workshops / Internships / In-plant trainings / Skill Development training programmes for Students, faculty members and Staff● Enhance testing, training, and consultancy services to support industrial needs

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3.(A) Procedure/ Functional Guidelines for Industry Institute Partnership Cell				
	Sl. No.	Activity	Responsibility	Target dates/ days
	1.	Organize industry visits to students and faculty	Associate Director-IIPC & Department IIPC Coordinators	Every week
	2.	In-plant training / Internship Planning for students and faculty members	Associate Director-IIPC and Department IIPC Coordinators	2 nd Week of October / April
	3.	In-plant training / Internship activities report submission and review	HoDs and faculty members & Associate Director-IIPC / Department IIPC Coordinators	2 nd Week of December / June
	4.	IIPC - Activities review meeting	Associate Director-IIPC / Department IIPC Coordinators	Twice in a month
	5.	Industry related Competitions/ Awards/Ranking	Associate Director-IIPC / Department IIPC Coordinators / HoD / Faculty members	As per the announcements / call
	6.	Facilitating/ Organizing Industry expert Webinar / Guest Lectures	Associate Director-IIPC / HoD / Department IIPC Coordinators	As per academic calendar
	7.	MoU with Industry / Organization	Associate Director-IIPC / HoD / Department IIPC Coordinators & Faculty members	Continuous
	8.	MoU activities progress review	Associate Director-IIPC / HoD / Department IIPC Coordinators	Half yearly
	9.	Internship cum Placement	Associate Director-IIPC / HoD / Department IIPC Coordinators	Continuous

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3.(B)	Procedure/ Functional Guidelines for Professional Associations and Professional bodies			
	Sl. No.	Activity	Responsibility	Target dates/ days
	1.	Collaborations with CII	Faculty in-charge - CII	As per announcements
	2.	Collaborations with CPC	Faculty in-charge - CPC	As per announcements
	3.	Collaborations with CODISSIA	Faculty in-charge - CODISSIA	As per announcements
4.	Definitions/ Acronyms (if any)			
	CII - Confederation of Indian Industry CPC - Coimbatore Productivity Council CODISSIA - Coimbatore District Small Industries Association			
5.	Details of Annexures/ Formats followed (Share as attachment)			
	1) Guidelines and Procedures for Internship / Industrial Training / In-Plant Training / Industry Project and Report Submission format for Students and faculty members 2) General Guidelines Format a) OD Form b) Travel Reimbursement Form c) Industry Visit Report by Faculty d) MoU proposal details & MoU Template e) MoU Half yearly Report f) IIPC-Department wise action Plan 3) Consultancy, Testing and Training Activity: a) Norms for Consultancy Revenue share (Circular 060 (2021-22) Dated: 29/01/2022 b) Norms for Consultancy Revenue share for CFRD (Circular 073 (2021-22) Dated: 08/03/2022 c) Restructure of Approved norms for expenses towards events Dated: 18.01.2024 d) Quotation with tax format e) Consultancy Settlement form			

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VERSION HISTORY

Version	Effective Date	Description Of Change
2024-25 / 01	12.11.2024	1) Head-IIPC changed to Director-IIPC 2) Added IIPC Manager in IIPC Team
2025-26 / 01	24.09.2025	1) Associate Head-IIPC has been restructured into two roles: Associate Director-IIPC (Core) and Associate Director-IIPC (Circuit) in IIPC team 2) Frequency of the IIPC Activities Review Meeting has been revised from once a month to twice a month, under Sl. No. 4 of 3(A) 3) Internship cum Placement has been added under Sl. No. 9 of 3(A)