

## Standard Operating Procedure(SOP)

### Relations Process

#### I. PURPOSE

1. To enhance the brand value of the institution by making strong institute-industry relations.
2. To enhance effective business relations between institution and industry that helps in final placement of the students.
3. To organize various programs related to the growth and benefits of the society.
4. To organize Corporate social responsibility activities to enhance brand value of institutes.
5. To organize NSS activities for the society to build healthy relations with society.

#### II. PARTIES INVOLVED

1. Management
2. Principal
3. Alumni
4. Society
5. Staff
6. Faculties
7. Student Representative.
8. Coordinators of NSS/DLEE
9. Industry/Corporates

#### II. SCOPE

1. Various activities related to the benefits of society.
2. Activities for enhancing institutions-industry relations
3. Participation of faculties and students in corporate social responsibility.
4. Adopted from an Old Age Home for social activities.

#### IV. OBJECTIVES

1. To provide various programs for the good cause and growth of the society.
2. To ensure that faculty and students will conduct various activity programs efficiently and effectively.
3. Collecting feedback from stakeholders where our program or activity is conducted.
4. To identify, record and manage areas of concerning the various academic activities and programs.





JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

# REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority  
Section 2 (f) of the UGC Act 1956

## V. RELATIONS PROCESS

### I. Organizing Workshop/Seminars

#### STEP 1: Selection and Approval

1. Members of the cell discuss and recommend topics of lecture/talk to be organized.
2. Coordinator seeks approval from the Principal regarding the same.

#### STEP 2: Notification

Notice is displayed mentioning the schedule for the event, resource person and other necessary details.

#### STEP 3: Feedback Form and Report

1. Feedback form for the event is collected from the participants.
2. A summary report along with relevant photographs is submitted to the college for future record.

## VI. PROGRAM AND ACTIVITY

### A) Related to Faculty

1. Conduction of Workshop, Seminar in various colleges and coaching institutions.
2. Conduct various program on betterment of the society like awareness of Swachh Bharat Abhiyan, Blood Donation Camp, etc
3. Visiting an old Age Home.

### B) Related to Student

1. Students shall be involved in various CSR activities during the year.

## VII. ROLES, RESPONSIBILITIES AND AUTHORITIES

### A) Principal (Process Head)

1. Responsible for the overall planning, implementation and controlling of the Institute-industry interface of the institute.
2. Responsible for tie-ups with various corporate and outside agencies for the growth of the society.
3. Authorizes implementation decisions and seeks performance reports and feedback concerning all CSR activities.
4. Planning and control of all Relations related activities





JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

# REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority  
Section 2 (f) of the UGC Act 1956

## B) Institute-Industry Relation

1. Gathering databases of various corporations and planning for awareness programs or related activities.
2. Implementation of successful Engagement between institute-industry interfaces.
3. To conduct various guest lectures and seminars through corporate professionals.

## C) Faculty

1. To plan for the execution of various awareness and informative activities for the good cause of the society.
2. Conduct various seminars and workshops.
3. Provide guidance to the students for the execution of various activities for the benefits of the society.

## D) Students

1. To assist faculty and college staff in conduction of various CSR activities.

