



Standard Operating Procedures (SoPs) - Student Industry Visits Application

MAY 2020

CORPORATE ADVISORY COUNCIL (CAC)

Automation of Student Industry Visits

Standard Operating Procedures (SoPs)

Policy for Industry Visits by UG and PG Students, was approved in 50th ACM held in 2017 with an objective to develop a framework for smooth and well-organized execution of UG and PG Student Industry Visits at NUST. Policy was revised in May 2020 (Copy of Revised Policy Enclosed).

Industry Visits' process of UG/PG Students at NUST was further automated and **Student Industry Visit Application (SIVA)** was launched in March 2019 to streamline and make the process of Scheduling and Reporting more efficient.

In light of the above, various training/orientation sessions for NUST Schools ILOs/Focal Persons were jointly conducted by CAC and ICT Dtes where in depth training was given to the ILOs/Focal Persons on using and implementing the application.

Student Industry Visit Application was implemented in Fall Semester 2019. The tentative schedule along with the post visit reports, that were previously maintained manually on excel workbooks, will now be updated and managed through the application.

In light of the Policy and automation of the industry visits' program, there are some operational revisions necessary to be noted and implemented at School/College level. The purpose of the SOP document is to carry out the operations correctly and always in the same manner using Student Industry Visit Application (SIVA).

All NUST Schools/Departments need to ensure the following:

S. No.	Action	Responsibility
1.	Access for Application: <ol style="list-style-type: none"> To visit cms.nust.edu.pk and login by using CMS login credentials Permission to access the application will be granted by ICT Dte. Contact Mr. Sohail on extension 1158 and email sohail.cms@nust.edu.pk, keeping CAC in loop (sundasimran@nust.edu.pk) 	Faculty, School ILO/Focal Person, CAC, ICT Dte (Developer Oracle-III), CMS Coord
2.	<ol style="list-style-type: none"> Direct supervision, facilitation and maintenance of back end data/records on SIVA will be the responsibility of ICT and CAC Dtes. Schools/ILOs are to solicit supplemental support from CAC wherever required in arranging the visits. ILOs and CAC to work together to ensure that the targets for Industry visits in each semester are attained. 	ICT Dte (Developer Oracle-III), CAC, School ILO/Focal Person
3.	Set up Student Sections and Add Students in Sections Created: <ol style="list-style-type: none"> ILO in coordination with CMS Coord has to set up / update student sections of a particular batch, semester and add students in each section before start of every new semester. 	School ILO/Focal Person, CMS Coord, ICT Dte (Developer Oracle-III)

	<ul style="list-style-type: none"> b. In case of any change/update in student data, CMS Coord will inform ILO for further amendments in the application. c. ILO will report changes to CAC and ICT Dte for updating student/section data on SIVA. 	
4.	<p>Set up Industry Data:</p> <ul style="list-style-type: none"> a. CAC Dte will set up Industry data and add the potential industries to be visited during the course of academic calendar. b. List of Industries will be updated after 1-2 years for better representation of all sectors. c. ILO can also add and set up new Industries for particular semester by keeping CAC in loop. 	CAC, School ILO/Focal Person
5.	<p>Set up and Schedule Industry Visits:</p> <ul style="list-style-type: none"> a. ILOs are responsible to set up Industry Visits by uploading tentative details of Industry to be visited (tentative date, name of organization, responsibility of CAC in arranging the visit (if any), actual date of visit (when the visits are successfully executed), faculty to be accompanied, and attendance set up etc.) b. Details pertaining to tentative visits have to be scheduled 3 weeks before 	School ILO/Focal Person

	<p>the start of every semester to process further for approval.</p> <p>c. Post Industry Visit Reporting, to be done at the end of every semester, will also be automatically generated and maintained online on the application.</p>	
6.	<p>Pre-Visit and Post-Visit Checklist</p> <p>a. In light of the approved Industry Visit Policy, Pre-Visit and Post-Visit checklist has been incorporated in the application highlighting actions required to be taken before and after the visit.</p> <p>b. Checklist will be visible to assigned faculty.</p> <p>c. Assigned Faculty to ensure adherence of the above.</p>	School Faculty
7.	<p>Attendance</p> <p>a. ILOs are responsible to set up/create attendance for a particular section and batch of a given semester while scheduling industry visits on SIVA.</p> <p>b. During the planned visits, appointed faculty is responsible to take the attendance on CMS for record and reporting purposes.</p>	School ILO/Focal Person, Faculty
8.	<p>Faculty & Student Feedback for Post Industry Visit Reporting</p> <p>a. Annexures A, B and C (for faculty and students) as per the industry visit</p>	School ILO/Focal Person, Faculty & Students

	<p>policy have been integrated in the application. ILOs and Faculty to ensure these annexures are completed as and when the visit is executed.</p> <p>b. Faculty & Student Feedback for a particular visit will be enabled by the School ILO/Focal Person while scheduling the visit.</p> <p>c. Feedback to be enabled for maximum 2 working days.</p>	
9.	<p>Note of thanks to the Industry</p> <p>a. Provision for Note of thanks to the Industry has been added in the application. It will be visible once the visit is complete.</p> <p>b. School ILOs/Focal Persons or CAC to ensure timely completion as per assigned responsibility to arrange the visit.</p> <p>c. ILOs can also request observations from Industry for the visiting class.</p>	School ILO/Focal Person or CAC

Dated: May 21, 2020