

Standard Operating Procedure (SOP) for Organizing Significant Days at ITM University

To ensure a standardized and meaningful approach to organizing significant days like Pharmacy Day, Science Day, Management Day, etc., that promote academic excellence, industry collaboration, and recognition of achievements.

1. Planning and Preparation

- **Seminar/FDP Organization:**
 - Every significant day should include a **Seminar** or **Faculty Development Program (FDP)** on a relevant theme to the day's discipline.
 - The theme should focus on emerging trends, innovations, and future directions in the respective field.
 - If necessary, include a **brief expert lecture** by an industry leader or academician to enhance the event's impact.
- **MoU Signing:**
 - The signing of a **Memorandum of Understanding (MoU)** with an industry partner, academic institution, or research organization is mandatory. The MoU should focus on collaborations that promote research, internships, placements, or innovation projects.

2. Recognition and Felicitation

- **Student Felicitation:**
 - Students who have shown **exemplary performance** or achievements in the respective field (such as research, innovation, sports, or academics) should be felicitated on this day.
 - The achievements can include awards, research publications, start-up ventures, participation in national/international events, or completion of significant industry projects.
- **Faculty Felicitation:**
 - Faculty members who have contributed significantly to the growth of knowledge in the field should be recognized for their efforts.
 - Contributions may include:
 - **Patents or copyrights** granted.
 - **Research papers** published in indexed journals.
 - **Book chapters** authored.
 - Involvement in significant **research projects**.
 - Certificates or trophies may be awarded to the recognized faculty members.

3. Annual Progress Presentation

- **Departmental Progress:**

- A **presentation** highlighting the department's achievements over the past year should be made as a part of the event.
 - The following key areas should be covered:
 - **Innovative Pedagogy:** Introduction of new teaching methods, digital tools, or curriculum changes.
 - **Publications:** Number of **research papers, book chapters, and patents** published/granted.
 - **Industrial Visits:** Details of **industrial visits** conducted and their impact on students' learning.
 - **MoUs:** Progress on previous **MoUs**, activities, and outcomes from collaborations.
 - **Student Activities:** Papers presented by students, participation in external events, and community outreach.
 - **Workshops and FDPs:** Details of **workshops, FDPs, and guest lectures** organized over the year.
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4. Execution of the Event

- **Involvement of Stakeholders:**
 - Ensure participation from **students, faculty, and industry partners**.
 - Invite local media to cover the event for wider visibility.
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5. Post-Event Report

- **Event Documentation:**
 - Prepare a comprehensive **event report** summarizing the seminar/FDP content, MoU signed, students and faculty felicitated, and progress presented.
 - Include photographs, testimonials, and media coverage if applicable.
 - Upload above all on Prabandh portal.
 - **Follow-up on MoUs:**
 - After the event, the department should track the progress of the newly signed MoU to ensure its objectives are being met. They should regularly conduct events in respect of MoUs signed.
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This SOP ensures that the celebration of significant days at ITM University not only commemorates the occasion but also fosters academic growth, strengthens industry collaboration, and promotes a culture of recognition and innovation.