

Corporate Interface Series (CIS)

About Committee: This committee acts as an interface between students and external bodies such as corporate, academic bodies (CII, AIMA, DMA, GMA, and FICCI etc.) and universities and institutions. The **Mission** of this committee is to provide maximum exposure to the students and ensure 100% participation or volunteering in events, conferences organized by Corporate and Academic bodies and participation in intercollege/ university fests and events by the end of an academic year. The **Vision** of this committee is to create a transparent, vibrant and participative platform for the all-inclusive development of our students.

Committee Structure: The committee structure is presented in the figure below-

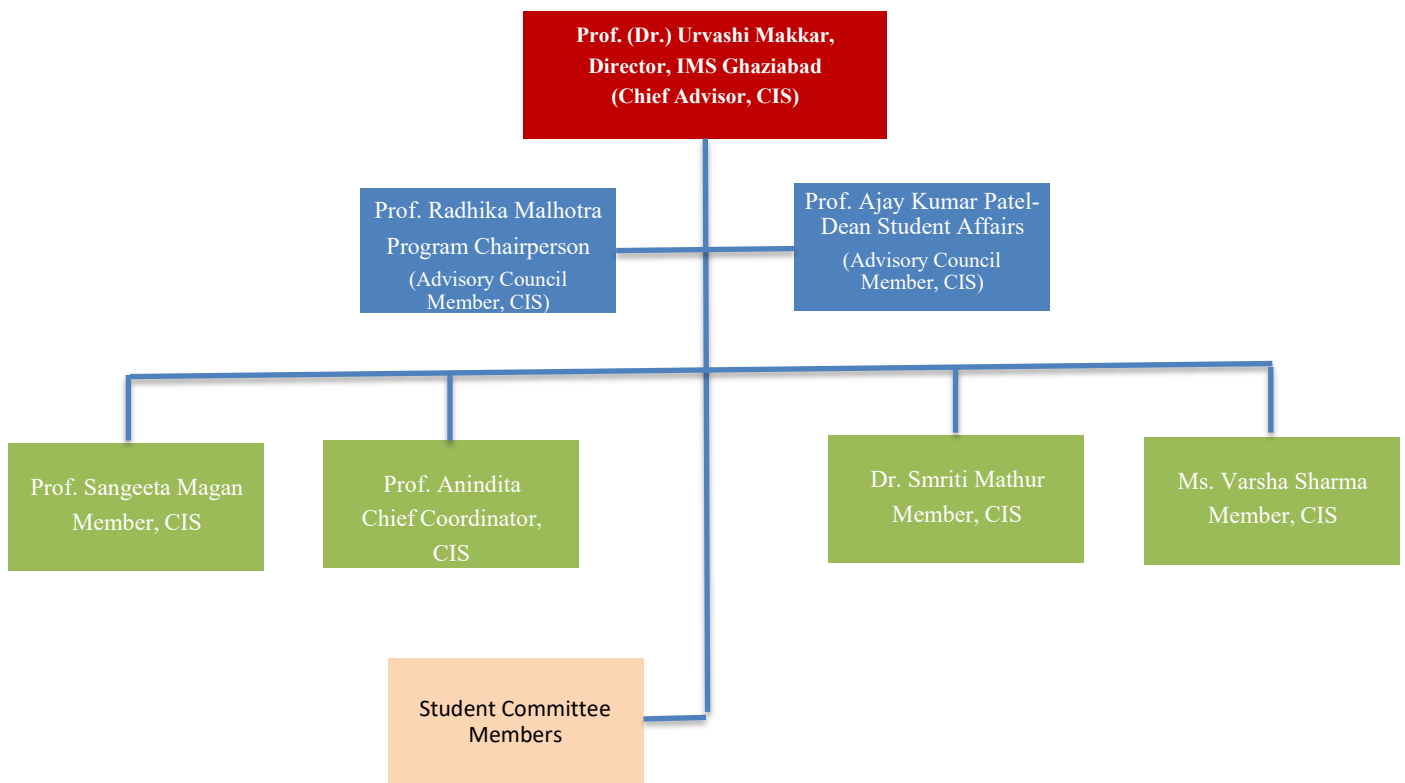


Figure 1: Corporate Interface Series Committee Structure

Objectives: The objectives of this committee are:

1. To encourage students to come out of their shell by participating in external events
2. To help students build their network beyond the institution
3. To build brand IMS Ghaziabad with meaningful representation in external events
4. To bring glory to the institution by participating and winning competitions

The following steps are to be followed as an SOP for sending students for participation under the banner of CIS and Student Outreach Committee:

Standard Operating Procedure for CIS

Process	Description	Responsibility	Timeline
Step 1: Receiving Notifications	Soliciting events' notifications from internal (from the office of Director, Dean, Registrar and individual faculty members) and external stakeholders (Corporate and Academic Bodies). <i>Notification/ Event Brochure to be filed.</i>	Student Outreach Committee Team	On going
Step 2: Information Sharing and Seeking Intent of Students	Taking approval from Dr. Urvashi Makkar, Director, IMS Ghaziabad for participation. Providing event communication to students. Circulating a google form to obtain their nomination. <i>Approval to be filed.</i>	Student Outreach Committee Team	Within 2 days from the receipt of notification
Step 3: Shortlisting and Finalization	The students list will be prepared and finalized after getting due approval from Dr. Urvashi Makkar, Director, IMS Ghaziabad. <i>Students' list to be filed.</i>	Student Outreach Committee Team	Within 2 days from date of google form circulation
Step 4: Notifying Internal Stakeholders	A formal email will be sent to all the internal stakeholders communicating the details of students participation (date, timings, names)	Student Outreach Committee Team	A day before the event
Step 5: Guidelines for Participation (Dress code, adherence to schedule, conduct and behavior)	A document stipulating the guidelines regarding participation in an event are to be formulated and due approval is taken from Dr. Urvashi Makkar, Director, IMS Ghaziabad. These guidelines will act as a code of conduct for students while representing IMS Ghaziabad at any forum. <i>The guidelines are to be documented and filed.</i>	Student Outreach Committee Team	A day before the event
Step 6: Event Participation	The students will be briefed about their role in the event and necessary logistics arrangement would be made.	Student Outreach Committee Team	A day before the event

Step 7: Reporting Attendance	A formal email to be sent to Dean-Academics regarding the classes missed by students' account of event participation. <i>The attendance sheet is to be filed.</i>	Mr. Bijendra Singh	A day after the event
Step 8: Fee Receipts Collection	Fee receipts if any are to be collected and submitted to accounts office.	Student Outreach Committee Team	A day after the event
Step 9: Certificates, Trophy and Report	The students are required to submit the copy of their certificates, trophy (if any) and a brief report on the event attended to Out-Reach Committee. <i>These documents are to be filed.</i>	Student Outreach Committee Team	A day after the event
Step 10: Updating information in Student Dossier in MS Excel Format	The CIS dossier will be updated on a regular interval based on students' participation.	Mr. Ankit Saxena Review by Student Outreach Committee Team	Ongoing
Step 11: Updating Students File	The copy of certificates and trophies are to be updated in students' file in next two days of event participation.	Mr. Bijendra Singh	Ongoing
Step 12: Peer Learning Session	One session per month could be organized for the students to share their learning and experiences with the other students. <i>The outcomes of the session can be filed.</i>	Student Outreach Committee Team	On going
Step 13: Website and Social Media Update	The details of participation in major events could be shared on website and social media handles.	Student Outreach Committee Team	On going

Institutional Membership at IMS, Ghaziabad

S.No.	Name	Membership Type
1	Confederation of Indian Industry (CII) – New Delhi	Annual
2	PHD Chamber of Commerce & Industry – New Delhi	Annual
3	The Associated Chambers of Commerce and Industry of India (ASSOCHAM) – New Delhi	Annual
4	Delhi Management Association (DMA), New Delhi	Life
5	All India Management Association, New Delhi (AIMA)	Life
6	CGER	Annual
7	EPSI	Life
8	Ghaziabad Management Association (GMA) – Ghaziabad	Life
9	National HRD Network, Hyderabad Delhi Chapter	Life
10	Indian Society of Technical Education, New Delhi	Life
11	Global Institute of Flexible Systems Management	Life
12	NISBUID	Life