



Appendix H

The Management Measures for College-Enterprise Cooperation of Chongqing College of Mobile Communication



Documents of Chongqing College of Mobile Communication

YT [2015] No.80

Notice on Printing and Issuing the Management Measures for College-Enterprise Cooperation of Chongqing College of Mobile Communication (Trial Implementation)

Affiliated units of the college:

In order to encourage all units of our college to actively carry out exchanges and cooperation with off-campus units, expand educational resources, promote educational development, personnel training, scientific research and other work, combined with the actual situation, we have formulated the Management Measures for College-Enterprise Cooperation of Chongqing College of Mobile Communication (Trial), which is now printed and distributed. Please timely convey and implement it.

Notice is hereby given

Chongqing College of Mobile Communication
October 14, 2015



Measures for the Administration of College-Enterprise Cooperation of Chongqing College of Mobile Communication (for Trial Implementation)

Chapter I General Provisions

Article 1 : In order to encourage all units of our college to actively carry out exchanges and cooperation with off-campus units, expand educational resources, promote the smooth progress of educational development, personnel training, scientific research and other work, vigorously promote the talent training mode of work-study combination and college-enterprise cooperation, and strengthen the production practice and social practice in the teaching process. These Measures are formulated to regulate the signing of foreign cooperation agreements by various units and to ensure the vital interests of the College.

Chapter II Organizational Structure and Main Responsibilities

Article 2: Organizational Structure

1. The college has set up a leading group for college-enterprise cooperation, which is attached to the Academic Affairs Office to carry out overall planning and coordination of college-enterprise cooperation. The leading group of college-enterprise cooperation is headed by the college leader in charge of teaching, and the head of the main schools (departments, teaching departments) cooperating with the enterprise is the deputy group leader. The members are composed of the heads of relevant departments such



as Finance Department, Human Resources Department, Asset Management Department, Academic Affairs Department, Student Affairs Department, Youth League Committee, each school (department, teaching department) and excellent teachers with certain practical ability and level.

2. The leading group of college-enterprise cooperation consists of several college-enterprise cooperation offices, which are responsible for different projects, and the head of the main college (department, teaching department) that establishes college-enterprise cooperation serves as the director of the office.

Article 3: The main responsibilities of the organization

1. The main responsibilities of the leading group of college-enterprise cooperation are to study and establish the ways and steps of college-enterprise cooperation, to lead and organize the implementation of college-enterprise cooperation, and to establish and improve the college-enterprise cooperation mechanism.

2. The main responsibilities of the College-Enterprise Cooperation Office are to contact and establish college-enterprise cooperation projects, review and manage college-enterprise cooperation agreements, and participate in and supervise college-enterprise cooperation.

3. The college-enterprise cooperation office should designate a special person as a liaison officer, whose main responsibilities are to guide the college-enterprise cooperation counterpart specialty to carry out the construction of off-campus training bases, to do a good job in the construction of post practice management system, to establish a target responsibility and evaluation mechanism, to carry out research and negotiation on college-enterprise cooperation projects, and to assist the



department in signing cooperation agreements with enterprises. Employ enterprise technicians to work as part-time teachers or training instructors in college.

Chapter III Procedures for College-Enterprise Cooperation

Article 4: Basic Conditions for Cooperative Enterprises

Enterprises that carry out college-enterprise cooperation must be legal entities with professional qualifications, national pillar industries or general industry enterprises, with good performance and sustainable development ability, and with high cooperation integrity. Before signing the cooperation agreement, each unit should make a detailed investigation on the reputation and strength of the cooperative enterprise and submit the investigation report to the leading group of college-enterprise cooperation for review.

Article 5: Basic Conditions for Cooperative Projects

College-enterprise cooperation projects should meet the orientation and development needs of the college, meet the basic conditions of the college's experimental training room and scientific research, have the ability to continuously provide advanced technology information of similar industries, and provide a teaching and scientific research platform closely integrated with production, teaching and research. Promote the level of teaching and scientific research, promote a virtuous circle of enrollment and employment, and meet the needs of society.

Article 6: Operation Procedures of Cooperative Projects

1. The plan is submitted to the College on the basis of in-depth consultation and deliberation with the cooperative units. The College shall evaluate and review the project in accordance with the provisions of these



Measures, and submit it to the college leaders in charge for approval, and then to the main college leaders for approval. Major projects shall be examined and approved in accordance with the second paragraph of Article 6 of these Measures.

2. Project approval, in order to standardize the management of college-enterprise cooperation projects, the project approval system is implemented.

(1) The leading group of college-enterprise cooperation reviews the overall situation of college-enterprise cooperation projects. Focus on examining the qualifications of cooperative enterprises in college-enterprise cooperation projects.

(2) Institute in cooperation with enterprises (Department, Teaching Department) Examine whether the project conforms to the professional construction plan, review the advancement of disciplines, equipment and technology, evaluate the participation of teachers in scientific research, evaluate the promotion of professional practice teaching, examine whether it meets the needs of professional teaching, whether it is conducive to improving teaching efficiency, and evaluate the participation of students in practical teaching.

(3) Equipment Management Department carries out cost-benefit review ? Review the reasonableness of the total amount of resources occupied and the cost.

(4) The Academic Affairs Office reviews the reasonableness of the talent training program. Applicability and feasibility.

(5) The Finance Branch reviews the unit and method of running costs And the rationality of the distribution of operating income.

(6) Promotion of teachers by Human Resources Department



Qualification examination and approval shall be carried out for promotion, merit evaluation and model evaluation.

(7) The contract of college-enterprise cooperation project shall be reviewed by the legal adviser.

Article 7: Draw up a cooperation agreement

1. All approved college-enterprise cooperation projects shall sign cooperation agreements (contracts), and the school (departments, teaching departments) undertaking college-enterprise cooperation projects shall strengthen their daily management according to the provisions of the contracts.

2. The college-enterprise cooperation project contract shall be formulated by the cooperation department in full consultation with the enterprise, and shall be submitted to the leadership of the college in charge of teaching for examination and approval after preliminary examination. The college-enterprise cooperation project shall be signed and confirmed by the leaders of the college in charge of education before it becomes a valid contract.

3. The cooperation agreement clearly stipulates the rights and obligations of both parties, and shall not promise conditions beyond the scope of the college's acceptance.

Article 8: Signing of Agreement

1. College-enterprise cooperation agreements that do not involve human, financial and material resources of the college shall be reported to the college leaders in charge after the study of the professional teaching and research groups, and shall be signed by the college leaders in charge if the above agreements do have a positive effect on the training of students.



2. college-enterprise cooperation agreements involving human, financial and material resources shall be signed by the main college leaders. Major cooperation project agreements shall be signed by the main college leaders, and the signing ceremony shall be held.

3. The college-enterprise cooperation agreements and plans shall be reported for the record to the college-enterprise cooperation office responsible for the project within one week after the signing stage, and shall be submitted by the college-enterprise office to the functional departments that need to assist, such as the Asset Management Department, the Finance Department and the Academic Affairs Department.

Article 9: Project inspection and evaluation

1. Daily inspection and management. The college-enterprise cooperation office reports the work situation to the college-enterprise cooperation work leading group, and timely reflects the achievements and problems. Agreements signed in college-enterprise cooperation should be registered in time. Regular contact and visiting system should be established, to grasp and keep a record for the information of college-enterprise cooperation (including cooperation content, mode, progress, internship, recruitment information, etc.), so as to realize resource sharing and long-term cooperation.

2. Annual benefit evaluation of college-enterprise cooperation projects. Colleges (departments, teaching sectors) undertaking college-enterprise cooperation projects shall conduct annual benefit evaluation on the timing of cooperation projects, personnel training, scientific research achievements, service income and function development, timely reflect and report the achievements and existing problems of college-enterprise cooperation to the



Academic Affairs Office before December 31 of the next year.

3. Periodic evaluation system of college-enterprise cooperation projects. For projects with a contract duration of three years or more, the college-enterprise cooperation office shall organize periodic evaluation work to comprehensively review the performance of the contract at midterm cooperation. If the cooperation project is to be terminated according to the contract, the partner shall be informed of the termination of the contract three months in advance.

Article 10: Documents Filing

All kinds of documents (including conference materials) on college-enterprise cooperation received by the affiliated units of the university shall be submitted to the Academic Affairs Office for management in a timely manner. The college-enterprise cooperation office is responsible for sorting out all kinds of archives (including pictures, audio-visual materials) during the implementation of the college-enterprise cooperation project, and the Academic Affairs Office is responsible for filing and transferring them to the college Archives.

Chapter IV Management of Cooperation Results and Benefits

Article 11: Management of Cooperation Results

1. The Scientific Research Section of the Academic Affairs Office is the intellectual property management department of the university. The production, learning and research achievements (including published papers and monographs) obtained in the process of college-enterprise cooperation shall be signed with the names of both parties, jointly owned by both parties, and included in the management scope of the Scientific Research Section.



2. The income generated by college-enterprise cooperation is mainly distributed by college-enterprise cooperation offices and the university in a certain proportion, generally for business management, equipment maintenance, office work, awards and so on.

The finance is under the unified management of the college Finance Department.

Chapter V Fund and Asset Management

Article 12: Fund Management

The expenses incurred by the college during the implementation of the college-enterprise cooperation project shall be accounted in a standing book, and separate income and expenses accounting shall be conducted . Without approval, one-time investment and operation costs (materials, low-value consumables, office supplies, energy costs and other management and service expenditures) shall not occupy other special funds. The income of the college shall be handled according to the financial regulations, and no embezzlement of funds shall be allowed.

Article 13: Asset Management

During the implementation of college-enterprise cooperation projects, the ownership of fixed assets involved in the contract (agreement) must be clearly defined, and the inventory of instruments and equipment must be clearly listed. If the cooperative enterprise promises or agrees in writing to donate the instruments and equipment to the university, it shall go through the accounting procedures.

Chapter VI Management of Teachers



Article 14: the organization and responsible department of teachers' practice in enterprises.

1. The leading group of college-enterprise cooperation should actively build a platform for teachers to practice in enterprises, determine counterpart enterprises according to professional needs, sign cooperation agreements with enterprises, clarify the responsibilities of both sides, organize and implement them in a unified way, and take them as the basic teaching tasks of teachers.

2. Teachers who contact practice units on their own should adhere to the principle of professional counterparts and report for approval to the Academic Affairs Office of the university, and those who have not been authorized will not be approved.

Article 15: The way for teachers to practice in enterprises

Teachers' practical training in enterprises mainly takes the form of on-site inspection and observation, skills training and job practice, to understand the basic situation of daily management, work flow and cultural background of enterprises, to be familiar with the specific contents of relevant post responsibilities, norms, employment standards and management systems, and to learn the new knowledge and methods applied in practice. Combining with the actual work and employment standards of enterprises, they should constantly improve the teaching plan, improve teaching methods, strengthen the teaching links of college practice, and improve the quality of skilled personnel training.

Article 16: The specific requirements for teachers to practice in enterprises.

1. When each school (department, teaching sector) issues the task book of teachers' work for the next semester, it must also issue the task of teachers'



practice in enterprises, to make sure about fixed personnel at fixed posts on fixed time. Units with college-enterprise cooperation arrange more than 10% of teachers in their departments to practice in enterprises for at least one month every year, and as a bonus item for their units.

2. Teachers aged 45 and below who go to enterprises to practice shall have a bonus item for the annual selection of backbone teachers.

3. Teachers should make use of rest days and holidays as much as possible in the practice of enterprises, to avoid affecting the normal teaching work. Teachers should make their own practice plans according to their teaching tasks. Teachers should clarify the objectives, tasks and requirements of this enterprise practice before entering the enterprise.

4. During teachers' practice in the enterprise, each college (department, teaching sector) should strengthen guidance, to be strict about the requirements and regular inspection. The Office of Academic Affairs conducts random inspection from time to time.

5. Teachers who practice in enterprises should be strict with themselves, consciously abide by the relevant systems and operating rules of enterprises, actively practice and provide services for enterprises. Professional teachers are responsible for all the consequences caused by personal reasons during their practice.

Article 17: The assessment methods and the use of assessment results for teachers to practice in enterprises.

1. colleges and enterprises establish attendance, assessment and registration systems for teachers participating in practice, which will serve as important indicators for teachers' future appointment, assessment and promotion.



2. Professional teachers who have accumulated more than two months of further training in the practice base, have been recognized by the practice base unit as being able to independently undertake their professional posts, and have obtained the corresponding professional qualification certificates, corresponding technical grade certificates or corresponding technical titles in the industry of the practice base unit, will be awarded the title of "double-qualified teachers" by the college. And will be given priority in promotion.

3. Within two weeks after returning to college after the completion of the teacher's practice, he shall submit to his unit a summary of the enterprise's practice of not less than 5000 words and other materials or achievements formed during the enterprise's practice, which shall be stamped and approved by the enterprise and the university.

Article 18: The supporting measures for teachers to practice in enterprises.

1. The College normally pay basic salaries and related benefits to teachers who take part in practical training in enterprises, and transfer the workload of one working day as 2 hours teaching period and grant a living allowance of 50 yuan each day.

2. For teachers who take part in practical training in enterprises, their time of practice in enterprises will be converted into hours of continuing education and registered.

3. The College will implement preferential policies for "double-qualified" teachers who have obtained vocational qualification certificates or corresponding technical level certificates, giving priority to promotion, evaluation and model evaluation under the same conditions.

4. The College will strongly commend teachers who have made outstanding contributions during practice, while teachers who refuse to



practice without reason, interrupt practice or fail to abide by the discipline of practicing enterprises will be treated as teaching accidents.

Chapter VII Standard for the Use of Expenses

Article 19: Special Funds

The College provides a certain amount of funds for operation every year, and provides certain financial support to the college-enterprise cooperation office or enterprises to ensure the smooth implementation of cooperation. To set up a special fund account, each school (department, teaching sector) shall submit a budget plan for college-enterprise cooperation projects, which shall be submitted to the college for approval and invested in stages and batches to ensure that the funds are earmarked for special purposes, and shall not be misappropriated.

Article 20: Other relevant expenses shall be specifically studied according to the actual needs of college-enterprise cooperation.

1. When teachers lead students to visit enterprises, production practice, post practice and other practical teaching links, they can apply for the college bus according to their needs. Under special circumstances, the expenses incurred by public transport (in principle, by bus) can be reimbursed according to the ticket based on the financial system of the college.

2. The travel expenses, accommodation expenses and travel allowances incurred by the personnel sent by the college-enterprise cooperation office to go out for investigation and contact the college-enterprise cooperation shall be reimbursed according to the actual bills and shall be implemented in accordance with the financial system of the college.

3. When teachers lead students to visit enterprises, production practice, post practice and other practical teaching links, the workload of leading



teachers per day shall be transferred as 6 hours of teaching period and grant a living allowance of 50 yuan each day.

4. When inviting enterprise personnel to visit our college, exchange, college vehicles are available according to specific needs. The transportation, accommodation and meal expenses shall be implemented according to the financial system of the college.

Chapter VIII Assessment, Rewards and Punishments

Article 21: Assessment

Schools (departments, teaching sectors) affiliated to colleges with local college-enterprise cooperation should arrange students to visit enterprises, production practice, post practice, graduation practice and other practical teaching links every year. This will be used as an annual assessment index for college-enterprise cooperation in each unit.

The college-enterprise cooperation leading group shall commend the departments and individuals who have made outstanding achievements, which will serve as the reference conditions for the evaluation and assessment. The evaluation materials to be submitted by each college-enterprise cooperation office include: cooperation agreement, pictures or video materials of activity records, summary of activity results, etc.

Article 22: Rewards and punishments

Units undertaking cooperative projects and cooperative enterprises shall strictly abide by the rules and regulations of the College, and violators shall be punished in accordance with the relevant provisions of the College. No individual may cooperate with the enterprise privately in the name of the College without authorization, otherwise the College will investigate the



responsibility of the relevant responsible person, and the consequences arising therefrom shall be shouldered by the responsible person oneself.

Chapter IX Supplementary Provisions

Article 23: These Administrative Measures shall be implemented as of the date of issuance, and the final right of interpretation shall belong to the Chongqing College of Mobile Communication.

Office of Chongqing College of Mobile Communication

Issued on October 14, 2015