



GUIDELINES FOR INVOLVEMENT OF INDUSTRIAL EXPERTS IN REGULAR COURSES

As per B.Tech. Regulations (B.3.3) - "It is recommended that the percentage of syllabus covered by the industrial experts shall be limited to 25% for a given course. Prior approval must be obtained from the designated committee."

In general, any lecture session by an outside industrial expert shall be conducted for a minimum of 90 minutes.

- a. **Identification of Industrial Experts:** The course faculty should identify qualified and experienced industrial experts relevant to the course. Consideration shall be given to professionals with a background matching the specialization the course belongs to.
- b. **Invitation and Expression of Interest:** Upon identifying the expert, the course faculty is encouraged to contact and invite to deliver a lecture or a series of lectures related to the course.
- c. **Outline submission:** The industrial expert is required to provide a summary of the topics they intend to cover and the teaching methodology (lecture) they plan to utilize. The outline should explicitly highlight the alignment of the expert's field of work with the course objectives.
- d. **Review by designated committee:** The submitted outline will be reviewed by a designated committee led by Head of the Department and the Associate Dean (Industry Interaction and Outreach). The committee will verify the alignment of the proposed outline with the course and the suitability of the expert.
- e. **Limitation on syllabus coverage:** The involvement of industrial experts should not be more than 25% of the total syllabus. For example, a 3-credit course of tentatively 36 hours shall not exceed 9 hours of lectures by industrial experts. The limitation ensures a balance between academic content and industry insights.
- f. **Monitoring and evaluation:** The faculty should establish a system for monitoring the teaching-learning-evaluation process of industrial expert's sessions.
- g. **Feedback mechanism:** Faculty shall form a suitable feedback mechanism i.e., through physical forms or Google forms, where students can provide feedback on the industrial expert lecture's effectiveness, relevance and desired improvements.
- h. **Documentation and reporting:** The faculty and department are responsible for maintaining a record of the industrial expert's engagements, encompassing approved proposals, covered topics, and feedback received during the course. A comprehensive report summarizing the contributions of all industrial expert lectures in the department shall be compiled for future reference and improvement purposes.
- i. **Continuous improvement:** The effectiveness of involving industrial experts in teaching shall be periodically reviewed, and adjusted based on the feedback, student performance and the evolving needs of the course.
- j. **Scheduling:** In general, the Wednesday afternoon 'X' slot can be used whenever free. Alternatively, faculty may exchange slots with their succeeding or preceding hour faculty in order to obtain a slot of 1.5-2 hrs.
- k. **Visit to the industry:** Faculty are encouraged to request and arrange visits of their class to the facility / industry / site of the industrial expert, wherever possible.

By following these guidelines, the institute can ensure that involvement of industrial experts enhances the learning experience without compromising integrity of academic curriculum.

Dean (Academic)