

POLICY GUIDELINES: GUEST LECTURE

General

1. The institute aims at imparting rounded and comprehensive subject knowledge to its students. The classroom teaching and lab exercises meet the needs of a sound theoretical base of a subject. However, the practical aspects/ application of the subject sometimes remain a gray area to some extent. There is a need to bridge this gap through guest lectures from the subject specialists and industry experts.

Purpose

2. The purpose of this arrangement is to enrich a course through the inclusion of relevant, specialized knowledge which is normally not available in-house.

The Guest Speaker: Qualitative Requirements

3. The guest speaker should be a person of eminence in the field. He may be a senior academic, a senior company executive or a person of prominence from the society. (Tendency to call a faculty from a sister Institute should be resisted).
4. The talk should supplement the class room teaching and enrich the knowledge of our students with respect to its practical application/finer aspects or the emerging trends and practices.

Honorarium

5. Honorarium at the rate of Rs 1000 to Rs 1500 per hour will be paid to the Guest Speakers, depending upon his qualifications and experience. In exceptional cases, higher amount could also be paid on case to case basis. This may be in cash or kind.
6. Rail (2AC)/ Road (A.C. Taxi) travel expenditure may be reimbursed. Air travel may be considered in exceptional cases.
7. Usual hospitality in the form of boarding/ lodging will be extended:

Guest Lectures: Guidelines

8. Maximum 10% (20% for PG classes) of teaching time allotted to an engineering subject in a semester can be sub-allotted to the guest lectures.
9. The timing of the lecture should be such that —
 - (a) It does not clash with any other vital activity of the Institute.
 - (b) Maximum number of students and relevant faculty are able to attend and benefit from the talk.



10. The guest lecturers should generally be planned one semester in advance, say, before the semester break. However the speaker for the session may be finalized preferably a fortnight in advance.

Actions by the host departments

11. Maintain a department wise data bank of quality speakers to include serving or retired academicians from nearby IITs/NITs/government colleges/IIMs or senior industry executives etc. The list should be regularly updated based on the user feedback.

12. Obtain the approval of the Director on the proforma attached as Appendix 'A' along with the resume of the speaker at least a fortnight in advance.

13. Tie up various administrative details like transport, hospitality, seminar hall, OHP, PA equipment, photocopying of hand outs etc. with the administration well in time.

14. Make requisition for Video / Photography if needed.

15. Extend all hospitalities and courtesies to the guest. (e.g. his introduction to the audience, thanks for coming, handing over of honorarium/ memento, proper attendance and active interaction etc.). Follow up with a thank you note/ card, e-mail, or phone call to the speaker.

16. Ensure the conduct of the event in a meticulous and disciplined manner with a clock work precision.

17. Get the feedback and attendance of audience and submit it to Academic Cell in next three days. The department should maintain a record of such lectures for future reference.

Conclusion

18. The guest lecturers occupy a very special place in the process of acquisition of knowledge. Just one bright light can change a student's feelings concerning a subject, sparking new attitudes about a discipline. It is often said that ten minutes is enough time to fall in love or to be converted to a new religion; it is also time enough for a guest lecturer to kindle students' enlightenment with new perspectives. The guest lecturers should therefore be given the right importance by the departments in the best interest of students and faculty.



(Prof R K Jaiswal)
Director