



SAGE University, Bhopal

Standard Operating Procedure



Involvement of External Persons in Academic Delivery

Name of Approving
Authority:
Signature:
Date:

Vice Chancellor

27/09/2023

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Access to quality education enables students to develop and flourish resulting into confidence in themselves and their enhanced abilities. They acquire the keys to solve everyday problems and to prepare for their future. It is known that the Curricular Aspects are the mainstay of any educational institution and hence Teaching-Learning must be supplemented with the Inputs from the experts of Academia/Industry so that students are more exposed to Quality Learning.

Process of Involvement of Senior External Academic/Industry Experts

1. One month prior to the start of a new semester, a detailed working is to be done for identifying the courses in which the involvement of Senior External Academic/Industry Experts is required.
2. Any course may be taught by Senior External Academic/Industry Experts ranging from 04 Hrs to 40 hrs.
3. In case of Academic Expert, person should be PhD with a min of 10 years experience and serving as Associate Professor in any reputed College/University. In case of Industry Expert, person should be having a minimum of 5 years experience and/or expertise in any latest technology/area of specialization.
4. The expert delivery may be in the form of Expert Talks/Value Added Course/Workshops etc.
5. The Expert engagement can also be done on Fridays and Saturdays by organizing special workshops for 5-6 hrs per day as per availability of experts.
6. Concerned Dean/HOS should make a detailed plan by mentioning the following details against each course:
 - a. Name of the Course
 - b. Total Credits
 - c. Name, Designation and Organization of the Expert
 - d. No of hours of Engagement
 - e. Proposed TA/DA/ Honorarium etc
 - f. Total of expenses of all courses of the Semester



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7. The honorarium and TA/DA would be paid as per University norms decided time-to-time.
8. The approval of the plan and budget may be taken from the Vice Chancellor and ED/Pro Chancellor/Chancellor at least two weeks prior to the start of the Semester.
9. The detailed schedule of all such engagements to be notified at least one week prior to the start of the classes.
10. Additional workshops on any latest technology can also be organized by the School to provide additional inputs to the students.
11. Advisory Board members of the School can also be contacted for such assignments which will lead to their strong bonding with the University.
12. Time-to-time Dean/HOS may initiate an Advisory Meet/CXO Meet/successful Entrepreneurs Meet so that students are exposed to new learning and be inspired from their success stories.
13. Students may be nominated for Industrial Visits, Excursion-cum-Learning tours and field Visits for real life working.
14. Students may be encouraged to work on the Job/ off the Job training/Internship on part time basis for Practical learning.
15. Students may carry out Projects under the Guidance/Supervisions of experts from Research Lab/Industry.
16. Students may be encouraged to participate in Seminars/Webinars/MOOC Courses etc.
17. Students may be encouraged to publish research work in good impact factor Journals, file Patents & Copyrights etc.