

# **TOR for Departmental Advisory Board**

## **1. Preamble:**

NED University of Engineering and Technology has been producing highly skilled man-power to cater the needs of local as well as international industries. NED University has always kept a liaison with the relevant industries to prepare its students to meet the current and future industrial needs. The increased diversity in the engineering disciplines at NED University, industrial needs of specialized persons, and requirements of outcome based education system necessitate to establish a formal procedure for better academia-industry linkage. University administration has therefore decided to establish an Advisory board for each department with the objective to strengthen academia-industry linkage, taking industrial input to the curriculum, fetching internships and job opportunities, recommendation for OBE implementation etc. Following are the Terms of Reference (TOR) for the departmental advisory board.

## **2. Vision:**

Departmental advisory board will be a non-profitable board constituted on voluntary participation basis to enhance the academic standards through a better liaison with industrial representatives.

## **3. Objectives & Scope:**

To recommend and monitor the academic activities for the maintenance of the quality of programme being offered at the department and to keep it at par with the international standard, industrial needs and new trends of development. The scope includes the following:

- 3.1 Curriculum Review
- 3.2 Strengthening of Faculty: Faculty Training, visiting faculty from the industry, guest lectures etc.
- 3.3 Providing final year projects along with supervision.
- 3.4 Arranging technical events such as workshops, conferences etc.
- 3.5 Strengthening of Academia-Industry linkage
- 3.6 Facilitating in provision of Internship and industrial visits
- 3.7 Industrial input on the outcome based education (OBE) system
- 3.8 Feedback on standard of the programs being offered at the department

#### **4. Size and composition of the Board:**

The advisory board shall comprise of four members from the concerned department including chairperson and secretary, minimum three members from the relevant industry, and one secretary. The advisory board shall include following members

4.1	Chairperson of the concerned department	Chairperson of the board
4.2	Co-chairperson of the concerned department (or M.Engg. coordinator if there is no cochair) (or one senior faculty member if there is no M.Engg. coordinator)	Member
4.3	One senior faculty member	Member
4.4	Minimum three industry representatives (See details below)	Members
4.5	Area coordinator of concerned department	Member / Secretary

The members from the industry may be from the following categories:

- i. Chief Executives, Administrative, Research, Business Development
- ii. Senior Executives: (Chairman, Deputy Managing Directors, Executive Directors)
- iii. Middle level executives (GM, Divisional manager, Regional Manager)

#### **5. Selection of Members:**

Departmental members (other than ex-officio members) shall be selected on the recommendation of the concerned chairperson. The industry representatives are to be selected in consent with the chairperson of the board and also the consents from the individuals. Vice Chancellor of the University shall be the competent authority to appoint the board members on the recommendation of the chairperson of the board.

#### **6. Frequency of the Board Meetings:**

The meetings of departmental advisory board should be conducted on biannual basis. However, the chairperson of the board may arrange more frequent meetings if needed. Quorum for the meeting of advisory board shall be two-third of total members.