



Bansal Institute of Engineering & Technology, Lucknow

NH-24, Near Sewa Hospital, Sitapur Road Lucknow, 226021

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 lecturers 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.
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.3000 will be paid to the Guest Speakers, depending upon the qualifications and experience. Exceptions may allow for qualitative person.
6. Pick and drop facility may be provided to the speaker.

Guest Lectures: Guidelines

1. The timing of the lecture should be such that the faculty and students are able to attend and benefit from the talk along with no clash with other institute activities.
2. The guest lecturers timing should be two lecture hours, it should be planned in advance as per the requirements along with the availability of Time slot.

Actions by the host departments

1. Obtain the approval of the Director, at least a week in advance.
2. Tie up various administrative details like transport, hospitality, seminar hall, equipment, photocopying of hand outs etc. with the administration well in time.
3. Make requisition for Video Photography if needed.



4. 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.
5. Get the feedback and attendance of audience and submit it to Technical committee. The department should maintain a record of such lectures for future reference.

S.K. Agrawal
23/08/2020

Prof. (Dr.) S.K. Agrawal

Director

