



## Policy to Engage Employers and Alumni in Curriculum Development and Review Process

### 1. Preamble

Khulna University is committed to ensuring that its academic programs remain relevant, dynamic, and responsive to the evolving needs of society and the world of work. To achieve this, the University recognizes the importance of incorporating the perspectives of industry, employers, and alumni in curriculum development. Their engagement will help align academic offerings with professional competencies, emerging market demands, and practical experiences, thereby strengthening the employability of graduates and fostering closer collaboration between academia and external stakeholders.

### 2. Definitions

- Industry/Employer Representatives: Individuals from relevant industrial sectors, business organizations, government agencies, NGOs, or professional bodies directly linked to the discipline's employment opportunities.
- Alumni Representatives: Former graduates of Khulna University actively engaged in relevant professional fields, preferably with a minimum of three years' post-graduation experience.
- Curriculum Development Process: The process of designing, reviewing, and updating the content, structure, learning outcomes, and delivery methods of academic programs.

### 2. Policy Objectives

Khulna University shall ensure structured participation of industry/employer representative(s) and alumni in Curriculum Development Process to:

- Align academic programs with the changing industry trends, professional standards, and national/international benchmarks.
- Foster collaboration between academia and industry around the world.
- Strengthen graduate employability and entrepreneurship readiness.
- Ensure continuous improvement of academic offerings through stakeholder feedback.
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### 4. Policy Scope

This policy applies to:

- All Disciplines, Institutes, and Schools of Khulna University.
- All undergraduate and postgraduate programs offered by the university.
- All stages of curriculum development: design, improvement, and revision.

### 5. Policy Provisions

#### 5.1 Employers and Alumni Engagement in Curriculum Development Process

- Curriculum Committee of the entity / Discipline Head/ Director shall consult with the Employers and Alumni representatives as stake holders via physical

meeting/workshops, online meeting/workshops, small group meeting, email communication, or any other affordable means of communication.

### *5.2 Selection Criteria and Nomination*

- Nominations shall be made by the Head of Discipline in consultation with the faculty of the discipline.
  - At least one industry/employer representative relevant to the discipline/entity.
  - At least one or more representatives from alumni as appropriate to program needs.
- Selection criteria will include:
  - i. Recognized professional experience and achievements in the relevant field.
  - ii. Commitment to contribute to academic quality enhancement.
  - iii. Willingness to participate in meetings, workshops, and reviews.
  - iv. Conflicts of interest shall be declared and managed in accordance with University regulations.

### *5.3 Roles and Responsibilities*

Industry/Employer and Alumni Representatives shall:

- Provide input on market needs, skill gaps, and professional competencies.
- Recommend updates in line with technological advancements and emerging trends.
- Advise on internship, industrial placement, and project opportunities.
- Assist in aligning learning outcomes with employability and entrepreneurship skills.
- Provide insights into ethical, social, and sustainability considerations in professional practice.
- Support the alignment of curricula with national and international accreditation requirements.

### *5.5 Engagement Mechanisms*

- Annual curriculum review workshops including faculty, industry/employer representatives, and alumni.
- Structured feedback collection through surveys, focus group discussions, and tracer studies.
- Documentation of all recommendations in curriculum revision reports.
- Recommendations shall be documented, reviewed by curriculum committees, and reflected in course or program revisions as appropriate.

### *5.6 Incentives and Recognition*

- Formal acknowledgment letters and certificates of appreciation.
- Invitation to relevant academic events, seminars, and networking sessions.
- Listing contributors in annual University reports or websites.

## 6. Roles and Responsibilities

- The IQAC shall monitor compliance with this policy during program reviews and accreditation processes. Annual reporting on engagement outcomes shall be presented to the Academic Council.



- Discipline shall maintain a record of industry and alumni participation in curriculum activities. Each Discipline shall maintain structured records (minutes, attendance, and feedback reports).
- Feedback from representatives shall be incorporated into the Self-Assessment Report (SAR).

#### 7. Review and Amendment

This policy shall be reviewed every three years, or earlier as required by BAC academic accreditation standards, national policy, or emerging academic needs. .

#### 8. Approval and Effective Date

This policy shall come into effect upon approval by the Academic Council/ Syndicate of Khulna University.

Four handwritten signatures in blue ink are arranged horizontally across the page. From left to right: the first signature is highly stylized and illegible; the second is a simple, circular mark; the third is a cursive signature that appears to read 'Khalid'; and the fourth is a cursive signature that appears to read 'F. Khan'.