

 <b>S P Jain</b> School of Global Management <small>DUBAI • MUMBAI • SINGAPORE • SYDNEY</small>	<b>Terms of Reference of the Industry Advisory Boards (Sydney, Singapore, Dubai and Mumbai)</b>
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### 1. Terms of Reference of the Industry Advisory Board

Reporting arrangements	Board of Directors
Role	<p>Regional Industry Advisory Boards (IABs) are established by the Board of Directors across S P Jain School of Global Management ( S P Jain / the School ) campuses to provide strategic industry advice to the Board and where relevant, the Academic Board. They are a "Brains Trust" and advisory resource for the School The IABs foster industry partnership and connections and provide advice that contributes to new course development areas, emerging disciplines and research and career development for students and alumni.To act</p> <p>In particular, the IABs provide feedback about graduate employability, course alignment with current industry practice and the relevancy and currency of the School's courses.</p> <p>The expertise and insights of members may be used to inform new course developments and reviews of existing courses.</p> <p>The Industry Advisory Boards provide periodic advice and do not have any explicit or implied governance or performance monitoring role and will not become involved in the detailed operation and management of the academic unit/activity it is supporting. The Industry Advisory Boards are therefore not decision makers within the governance structure of the School and do not deliberate on strategic and/or operational decisions on behalf of the School.</p>

Terms of Reference	<ul style="list-style-type: none"> <li>• To connect the School with business, industry and the professions, and inform and assist with the achievement of the School's strategic objectives.</li> <li>• To enable high quality and proactive engagement with individuals, organisations and corporations in business, industry and the professions.</li> <li>• To provide advice to the School on emerging technologies and current and future education needs for diverse industries</li> <li>• To offer guidance and suggestions on education, research and partnership opportunities</li> <li>• To support the School's corporate relations by advising on opportunities for students and alumni.</li> <li>• To assist and guide so as to ensure that The School's education, courses (programmes), course design and curriculum are relevant to industry needs and that graduates have current knowledge and skills sought by employers.</li> </ul>
Membership	<p>Industry Advisory Boards must comprise at least 50 percent of external non- academic, non-higher education members. As a matter of good practice, former senior executives and staff of the School usually should not be external members.</p> <p>The School's staff membership should be kept to an appropriate number acknowledging that it would be expected that relevant internal staff would attend meetings of the Industry Advisory Board as observers. Each IAB will consist of a maximum of ten external and six internal members.</p> <p>Members should be recruited based on what is needed by the IAB not who is known to the faculty. Identification of the optimal mix of skills and experience required to fulfil the Board's terms of reference should be undertaken prior to completing the membership. From time to time an assessment should be undertaken of how the membership as a whole is meeting the skills and experience profile identified for the Board. A mix of experience and currency, sectors, viewpoints and diversity including gender balance should also be considered. When selecting members, the following factors may be useful to consider:</p> <ul style="list-style-type: none"> <li>• standing and seniority in business,</li> <li>• industry or professional affiliation with faculty/ the School</li> <li>• ability to spend time with the School</li> <li>• understanding of / interest in higher education</li> <li>• affiliation with other Australian and /or International universities</li> </ul>
Chair	<p>Each of the campus Industry Advisory Boards will have the President as the Chair or an external nominated by the President and endorsed by the Board of Directors (BoD) as the Chair. When establishing a new Industry Advisory Board, normally the Chair should be appointed first and his or her advice sought on potential members.</p>

Meetings	The Industry Advisory Boards must convene at least twice per year and otherwise as required. The Chair of the Industry Advisory Boards is responsible for establishing standing orders for conducting meetings and for keeping appropriate records.
Secretary	Regional Head, Corporate Relations or as nominated by the Chair
Due diligence	Due diligence must be performed before approaching potential members. This can include web searches, an initial meeting for an informal discussion (not mentioning the possibility of a Board role, but for purposes of ascertaining fit and interest) and speaking to affiliates of the potential member.
Conflicts of interest	Members are required to disclose actual, perceived or potential conflicts of interest with the School. The Chair of the IABs and the secretary of the Board in each region must ensure that a conflict of interest disclosure process is implemented, information is regularly updated and conflicts of interest are managed appropriately.
Remuneration	Industry Advisory Board members are not to be remunerated. At the discretion of the President, expenses for attending events or undertaking projects may be considered
Confidentiality	The Secretary of the IABs is responsible for ensuring that the School's confidential information is protected appropriately and only shared with IAB members as necessary to effectively conduct the Board's business.
Reports to the Board of Directors and the Academic Board	The President will provide the Board of Directors and Academic Board with the Minutes of Meetings of all IAB meetings and also an annual summarised update report to the BoD and AB of the various IAB meetings for the year.