



COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Technological University of Govt. of Maharashtra)

Tel: 020-2550 7000/09

website : www.coep.org.in

COEPTECH/ Registrar Office/Circular Teaching load_Remuneration /2024/317 Date: 06th August 2024

Circular No. 07/2024:

The Head of the Departments/Faculty are required to refer and adhere with the following guidelines regarding academic load distribution and remuneration to Visiting/Internal faculty with effective from the AY: 2024-25 till further notice/circular in this regard.

- A) As per the existing norms, the academic load of Professor/Associate Professor and Assistant Professors is 14 hours/per week and 16 hours/per week respectively. It is proposed that while calculating the academic load of the faculty, Head of the Department should consider the Project load of 02 hours/week irrespective of the cadre of the faculty.
- B. The remuneration for external expert invited for special lectures/sessions proposed on Wednesday or invited for co-teaching shall be given as Rs 5000/- for minimum 1 and ½ hour session which includes local travel and the interaction with students.
- C. The remuneration of external visiting faculty shall be Rs. 30,000/- per credit and for internal faculty of the University shall be Rs. 25000/-per credit subject to pre-approvals from the respective authorities of the University.
 - i. It is mandatory to issue office orders to the external visiting faculty by the Establishment Department before he/she starts engaging the lectures, failing to this, no claims will be processed.
 - ii. Remuneration claims of Visiting Faculty/Credit basis Faculty, internal faculty should be certified by the respective Head of the Department and Dean of the School. It is the responsibility of the Head of the Department to ensure the engagement of sufficient lectures by the faculty before processing the bills for the claims. In case the faculty has not engaged sufficient lectures, the bills should be processed on pro-rata basis as per the actual engagement of lectures.
 - iii. Office order (for external faculty) and attendance record of the engaged lectures are mandatory for processing of the bills.

Registrar

COEP Technological University Pune

Copy to:

1. All Directors
2. All Deans
3. All Head of the Department
4. All faculty
5. Student Section
6. Finance and Account Officer
7. MIS
8. EST
9. Helpdesk to upload on website