



COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Technological University of Govt. of Maharashtra)

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website: www.coeptech.ac.in

COEPTECH/Registrar Office/Teaching Load_ Remuneration/University Support Programs/2024/333

~~Date: 26/09/2024~~

15/10/24

Circular No. 09/2024

The Heads of the Departments/Faculty are required to refer and adhere with the following guidelines regarding remuneration to Visiting/Internal faculty with effective from the A.Y. 2024-25 till further notice/circular in this regard. These guidelines are applicable only for the academic programs which are University Supported, Post Graduate Diploma Programs and Academic Programs designed for the Working Professionals.

In continuation with the Circular No.07/2024 dated 06th August 2024. It is further clarified that; the remuneration of external visiting faculty shall be Rs. 50,000/- per credit (max.) and for the internal faculty of the University shall be Rs. 30,000/- per credit (max.) subject to per-approvals from the Registrar as per the directives of Hon'ble Vice Chancellor of the University.

- i. It is advised that, the coordinator of the academic program should engage the external visiting/credit basis faculty from reputed institutions like IITs/NITs/CFTIs etc. and/or the industry experts of high repute/recognition having rich experience in the domain.
- ii. It is mandatory to issue office orders to the external visiting faculty and internal faculty through the Establishment Department before he/she starts engaging the sessions, failing to this no claims will be processed.
- iii. Remuneration claims of Visiting Faculty/Credit basis Faculty, Internal faculty should be certified by the respective Head of Department and Dean of the School. It is the responsibility of the Head of the Department to ensure the engagement of sufficient sessions by the instructor before processing the bills for the claims. In case the instructor has not engaged sufficient sessions, the bills should be processed on pro-rata basis as per the actual engagement.
- iv. Office order and attendance record of the engaged sessions are mandatory for processing of the bills.
- v. The remuneration for external expert invited for special lectures/sessions shall be given as Rs. 5000/- and Rs. 3000/- for in-person and online sessions respectively which includes local travel and the interaction with students.


15/10

Registrar

COEP Technological University

Copy to:

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