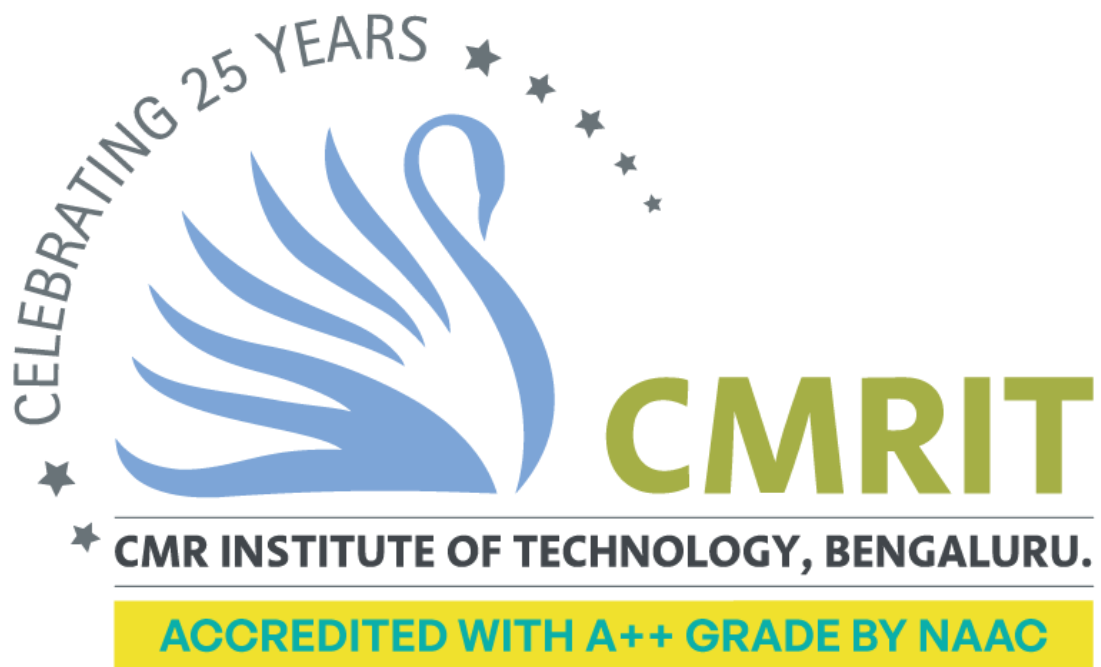




TRCPIE, Non Core Load, Knowledge Upgrade, Mentoring

Guidelines, Allotment and Evaluation Process

at

CMR Institute of Technology, Bengaluru

Version 2 : 6th Oct 2026

TRCPIE Guidelines

CMRIT faculty members have a choice to opt following core activities as part of their workload.

- Teaching (**T**)
- Research Paper (**R**)
- Consultancy (**C**)
- Research Proposal (**P**)
- Innovation (**I**)
- Entrepreneurship (**E**)

Henceforth, this is termed as **TRCPIE** activities.

Each faculty can choose the amount of contribution, in steps of 25%, under each of the above heads. For instance, a faculty can opt for 50% teaching, 25% in Research Paper Publication and 25% consultancy. The total contribution should add up to 100%.

The TRCPIE activities shall define the complete academic responsibilities of each faculty member. Based on the interest, every faculty member shall determine the academic load distribution and it shall be approved by the Head of the Department (HoD).

For instance, a term called 'core load unit' is defined which is equal to 6 hours per week of engagement in academic activities. A full-time faculty is expected to be engaged for 24 hours or 4 core load units per week. For a theory subject, 4 hrs. of teaching plus 2 hrs. of preparation time is considered as one core load (6 hrs.) per week. 1 Unit = 6 hours core load.

Before commencement of semester, HoD should collect the load preferences from faculty for their interest in TRCPIE as per IQAC calendar. HoD should follow the below points while allocating the faculty loads.

- Each faculty (including teaching assistant) must have 4 core loads. Dean, HoD and directors can avail admin load as part of 4 core loads.
 - Dean Academics & IQAC - 4 admin load
 - Dean - Research, Innovation and Entrepreneurship - 4 admin load

- o Dean - Mentoring & Initiatives, HOD - ECE - 4 admin Load
 - o Dean - PG Studies - 4 admin load
 - o HOD - CSE, ISE, AIDS, MBA - 3 admin load
 - o HOD - AIML - 2 admin load
 - o HOD - ECE - 2 admin load
 - o HOD - MCA - 2.5 admin load
 - o HoD – Physics, Chemistry, Math – 1 admin load.
 - o Director - Research & Innovation, Associate Director - Academics, Alumni coordinator - 1 admin load
- Total core load of a dept. = 4 * Number of faculty in department.
 - Min. 17.5% of total core load of NBA Sanctioned Faculty Count must be allotted for RCPIE as mentioned below:

RCPIE Category	R	P	C	I	E
Min. % of total core load to be allotted	10	2.5	2.5	1.25	1.25

1. The RCPIE target should be fixed based on the NBA-sanctioned faculty strength, irrespective of any vacant positions in the department.
2. The mandatory paper and patent count should also be determined based on the NBA-sanctioned faculty strength. In case of vacant positions in the department, the mandatory paper and patent targets should be incorporated into the R & I targets.
3. R Load Target: 10% of the total load of NBA-sanctioned faculty + $(0.5 \times \text{number of vacant positions})$
 I Load Target: 1.25% of the total load of NBA-sanctioned faculty + $(0.33 \times \text{number of vacant positions})$

Rules for Subject's Credit and Equivalent Load:

- Each lab slot = 2 hrs.
- 3 labs slot = 1 Teaching load
- All 3 credit & 4 credit courses = 4 hrs. in a week/section = 1 Teaching load

- 1 credit course = 1 hr. in a week/section
 - o 4 hrs. (1 hr /section in 4 sections)*

*1 credit course

Subject	Teaching Dept.	Teaching Hrs.	Load unit
Scientific Foundations of Health	Any dept.	4 hrs./week (1 hr /section in 4 sections)	0.75
Innovation and Design Thinking	I&E Heads, members	2hrs Teaching / Practical / Project per week	0.5
Samskrutika Kannada/ Balake Kannada	Humanities	4 hrs./week (1 hr /section in 4 sections)	0.75
Communicative English OR Professional Writing Skills in English	Humanities	4 hrs./week (1 hr /section in 4 sections)	1
Ability Enhancement Course (If theory credit course)	Concerned department	4 hrs./week (1 hr /section in 4 sections)	1
Environmental Studies	Civil/ Environmenta I /Chemistry/ Biotech.	4 hrs./week (1 hr /section in 4 sections)	0.75

- 2 credit course = 2 hrs. in a week/section = 0.5 Teaching load
- Ability Enhancement Course
 - o If it is lab credit then to be considered as a regular lab. (3 labs slot = 1 Teaching load)
 - o If it is theory credit then allot 1 hr/week.
- Px training – not part of VTU (TYL) = 4 hrs. in a week = 1 Teaching load

Core Load Allotment Guidelines:

1. While allotting RCPIE load, HoDs should ensure that head/members of IE, COE and DRC take at least one core load in their RCPIE areas as below:
 - a) IE - I, E ; (I+E=1)
 - b) COE - R, C (R+C=1)

c) DRC - P, C ($P+C=1$)

2. Minimum 0.2 unit to be assigned to a faculty while allocating RCPIE.
3. No CPE load to be allotted to new faculty who have been in CMRIT for less than one year.
4. Preferences to be obtained from faculty and core loads to be allotted based on these preferences. If the department target for TRCPIE is not met, then TRCPIE load needs to be re-allotted.
5. Faculty should take up unallotted RCPIE load based on their seniority or else the department can work as one team with equal distribution of RCPIE to all.
6. In spite of the above guidelines, if the department is unable to meet its target RCPIE load, then re-allotment of TRCPIE load is to be done based on the salary. RCPIE to be re-allotted based on the ratio 4:3:2 to faculty getting monthly salary >120K: 90-120K : <90K.
7. Two faculty to be assigned in a lab batch if a batch strength is above 18 and there is sufficient work for two teachers. One faculty to be assigned in a lab batch if a batch strength is less than 18.
8. Written pre-approval must be taken for any extra load for making the extra payment, preference should be given for lab loads and maximum 1 extra load can be allotted to one faculty.
9. Maximum number of sections in each semester should be as per intake in multiple of 60 students. (e.g. 3 sections if intake is 180).
10. Any elective subject to be considered for teaching only if minimum 50 students have registered.
11. Tutorial classes should be considered the same as regular hours.
12. For CPE allotment, if there are less than 50% faculty with one year experience in a department then HoD can follow the alternate process - Put all department faculty in descending order based on their CMRIT experience. Consider the top 50% of them for CPE allotment.
13. Suggestions:
 - To avoid giving 'C' & 'P' to one faculty. (To avoid giving 'C' & 'E' to the faculty member having P load.)
 - To keep RCPIE allocation same throughout the year for faculty.

14. In case the DRC Head or CoE Head is having a Startup (MCA), the allocation of P+C load (DRCH) and R+C load (CoEH) can be discussed with the Principal on a case to case basis.
15. Principal's approval to be taken for any special case.
16. TRCPIE load allotment approval should be taken two weeks before the commencement of semester.

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Knowledge Upgrade - Project Guidelines

1. Every faculty should be involved in at least one project MEP/MEA/IEP or Startup
2. All faculty should be involved in a project within 3 months of joining or closing an existing project; MEP/MEA/IEP/Startups.
3. Project/startup should be presented and approved only if innovative/startup challenge, technology challenge and deployment challenge in I&E, CoE and RC Meeting respectively.
4. New project forms must be submitted to the RC Convenor at least three weeks before the meeting to schedule a presentation.
 - The department should complete the review in a week.
 - The proposal should be then sent to all HoDs and members of I&E/CoE/RC committee as applicable.
 - Within two weeks, the project should be reviewed by the evaluators.
 - Presentation during the meeting should be restricted to 5 minutes.
5. RC Convenor:
 - To file the form and track project evaluation - One evaluation score valid for 6 months or less. Two evaluations in a year. 'Zero Mark' grade to be assigned if no project is going-on or six months have elapsed.
 - A repository of closed projects should be created and maintained. Each project must be reflected on the college website as a separate Google Site. Submission of a final project report by the team shall be a mandatory requirement for project closure. The project report should

include technical information as well as information from the user's perspective.

- The RC Convenor should track FDP/MOOC/Tech-talk/External events with the help of DRC and AE Cell coordinator.
- Score under 'Faculty Knowledge Upgrade' to be computed and presented in the core meeting every quarter.

Knowledge Upgrade -Faculty MOOC Guidelines

1. Each faculty member is required to complete at least **1 NPTEL MOOC** course and complete it during an academic year (July to June).
2. The duration of the NPTEL course should be **at least 8 weeks. Two 4 week courses** are allowed.
3. Progress report to be tracked by faculty MOOC coordinator and reviewed by DRC Head and HoD periodically.
4. Writing the NPTEL exam and earning a certificate is a must.
5. While filling your examination form it is mandatory to say **"yes"** to the answer **"Whether you want to share the scores with college?"**
6. Prior **approval of a MOOC course** should be taken from DRC Head and HoD.
7. MOOCs shall not be repeated.
8. Once a faculty member completes MOOCs related to all the 'subjects that they are handling', they can take MOOCs related to other subjects in the departments. DRC Head and HoD should verify this before approving **MOOCs for other subjects that are not handled by the faculty.**
 - a. If silver certification in any one of the MOOCs on the subjects that are taught regularly are obtained, then other MOOCs can be in the area of emerging technologies.
 - b. Prior approval of MOOCs on emerging technologies should be taken from the Principal through HoD and DRC Head.
9. Faculty members should take up an NPTEL course that has **relevance to science/engineering.**

10. Exemptions from MOOC

- a. Those who are taking up to **3 or more course work examinations for PhD. in one attempt** may be exempted during that academic year after the principal's approval. The result of the coursework should be submitted for grant of exemption.
 - b. Special permission must be taken from the Principal for exemption.
11. Each faculty member must score **a minimum 75% (i.e. secure a Silver certificate)** from an NPTEL course that closely matches with the subjects they teach for UG/PG students. If a teacher teaches 2 subjects, then, a related NPTEL Silver certificate for each of the two subjects should be obtained in 2 years. Same applies for each additional subject. *NPTEL Silver Certificate must be secured for emerging MOOCs also.*

Knowledge Upgrade - Faculty Development Program (FDP) Guidelines

1. Each faculty member is required to complete at least **1 Technical FDP** during an academic year (July to June).
2. The duration of the FDP should be at least 1 week.
3. Eligible Institutions: FDPs must be conducted by reputed institutions such as:
 - IITs, NITs, IISc, IIITs
 - Central and State Government Bodies
 - NAAC A++ Accredited Institutions
 - Colleges ranked below 100 in NIRF
4. Online or Offline modes are acceptable.
5. In-house FDPs will not be considered.
6. UHV (Universal Human Values) programs will not be considered as FDPs.
7. NPTEL MOOC certificates and FDP certificates from the same course can be claimed for either MOOC or FDP, not both.
8. Certifications from industry will be considered as FDPs only with prior approval from the Principal.
9. *Maximum 1 faculty per department may attend the same FDP.*

10. Faculty members must present the key learnings from the FDP to their department. This presentation can be integrated into the department's Tech Talk sessions.

Knowledge Upgrade - Technical Talk Guidelines

1. Each faculty member must deliver one technical talk of at least one hour per academic year (July to June).
2. The talk must be conducted in offline mode.
3. All department faculty should be present.
4. A report of the talk with attendance should be maintained in the department.

Knowledge Upgrade - External Events Guidelines

1. Each faculty member should attend at least two external **Technical events** during the academic year (July to June).
2. Attending external events should be in offline mode.
3. Faculty should attend full-day events, workshops or seminars, or serve as a resource person in conferences/workshops **provided that it is not claimed in any other loads.**
4. **Maximum 2 faculty** may attend the same event which may be FDP/conference or other events. Faculty attending in turn should update other faculty on the outcomes.

TRCPIE, Non Core Load, Knowledge Upgrade, Mentoring

Allotment and Evaluation Process

TRCPIE Load allocation

1. Teaching load and RCPIE preferences should be collected from the faculty prior to the preparation of the TRCPIE allotment.
2. TRCPIE components should be allotted based on faculty preferences and the applicable guidelines. If no one opts for a particular component, the HOD may allot it as per guidelines to satisfy the department target.

TRCPIE Approval

1. The TRCPIE and subject allotment sheet should be shared with the Dean and Associate Director - Academics.

[Template for the TRCPIE allotment](#)

2. The Dean and Associate Director - Academics will review the allotment and, if required, share comments with the respective HODs. Approval for the TRCPIE allotment will be granted thereafter.
3. Once approved, the TRCPIE allotment should be updated in the TRCPIE master sheet by the Associate Director - Academics.
4. The updated TRCPIE master sheet will then be shared with the faculty for verification. Faculty may raise any concerns within a week.
5. The IQAC will verify the TRCPIE approved details and TRCPIE master sheet details.
6. Signatures on the hard copy of both the department TRCPIE and the master TRCPIE sheet should be obtained from the HOD and the Dean, and submitted to the Associate Director - Academics.
7. Any further changes to the TRCPIE allotment must be approved by the Dean.

T-Load and RCPIE Evaluation (60 marks) &

Non Core Load Evaluation (10 marks)

1. T-Load Evaluation is based on VTU results and **TYL results**. For each 1 T-load, marks are awarded based on the defined Rubrics (**Rubrics will be revised every year by enhancing the threshold specially for TYL and critical subjects**)

T-Load Rubrics :  **T Load Rubrics - Version 1 - Oct 2026**

2. T-Load pass percentage and marks will first be verified by the Exam Section, **TYL owners** followed by verification from the IQAC. T load marks will be shared by Associate Director - Academics.

3. For **RCPIE / Mandatory Paper / Patent Evaluation**, faculty must submit relevant proofs as per the guidelines to the shared drive created by the Associate Director - Academics.
4. Initial evaluation of RCPIE / Mandatory Papers / Patents at the department level will be done by the respective **DRC Heads**.
5. The **RC Convenor**, along with the **DRC Head**, will verify whether the faculty have achieved their RCPIE / Mandatory Paper / Patent targets.
6. The **Evaluation Report** should be shared by the RC Convenor with all faculty members through the HOD.
 - If there are any discrepancies, they must be reported to the DRC Head and RC Convenor within **two days**.
7. The **Final Evaluation Report** will be shared by RC convenor with the HODs, Dean, and Principal.

Knowledge Upgrade Evaluation (10 marks)

1. Faculty project: 7.5 M
2. MOOC: 1 M
3. FDP: 0.75 M
4. Tech-talk: 0.25 M
5. External Events: 0.5 M

Tracking and Evaluation Faculty Project (MEP / MEA / IE / startup) (7.5 Marks):

1. Each faculty member should be involved in at least one project by following the defined process.
2. Each project team is expected to update the progress every six months: July to December and January to June.
3. For each project presentation made during the respective **IE, COE, and RC** meetings, grades and comments will be provided by five evaluators:
Dean - Academics & IQAC, Dean - RIE, Dean - Mentoring & Initiatives, HoD – ISE, and HoD – AI&DS.
4. Evaluators will assign the marks out of 10, An average mark will be awarded to each project team.

5. The comments and marks from all evaluators will be compiled and maintained by Associate Director - Academics.
6. Marks will not be applicable for newly proposed projects that are presented for initial approval.

1. Equivalent marks: Highest mark obtained from each 6 months presentation [Jul. to Dec. and Jan. to Jun.] - Jul. to Dec. marks = Average mark scaled down to 3 = S1 - Jan. to Jun. marks = Average mark scaled down to 3 = S2 Final marks (out of 6) = Sum (S1, S2)	6 M
2. For presentation(s) in each 6 months [Jul. to Dec. and Jan. to Jun.] - 0.75 (Applicable for presentations - to obtain RCID or already obtained RCID)	1.5 M

Tracking and Evaluation of MOOC, FDP, Tech-Talks, and External Events (2.5 Marks)

- A centralized organization-level sheet will be shared by the Head – AE Cell to track and evaluate participation in MOOCs, FDPs, Tech-Talks, and External Events.
- Each faculty member is responsible for entering their respective details in this sheet.

MOOC:

- Faculty must obtain approval from the DRC Head before enrolling in any MOOC, in adherence to the guidelines.
- Once approved, the MOOC details should be entered in the organization-level sheet.
- After completion and once the result is announced, the proof of completion must be uploaded.

FDPs:

- Faculty should attend FDPs as per CMRIT guidelines.
- DRC Head/HoD approval must be obtained before attending.
- After completion, the FDP details should be entered in the organization-level sheet.

Tech-Talks:

- Faculty should enter the details of Tech-Talks they deliver, along with the report/proof, in the organization-level sheet immediately after completion.
- Tech-talk invitations must be shared to all the departments.

External Events:

- Faculty must fill out the external event form and obtain approval from the DRC Head/HoD before attending.
 - After participation, the event details should be updated in the organization-level sheet.
- i. At the end of the academic year, the **score under 'Faculty Knowledge Upgrade'** will be computed for each faculty member by the **RC Convenor**.
 - ii. The computed marks will be **verified by the IQAC**.
 - iii. Verified marks should be **shared with all faculty through the respective HoD**.
 - iv. Any discrepancies should be brought to the notice of the **RC Convenor** within **two days** of receiving the marks.
 - v. Finally, a **signature on the report** or a **confirmation email** should be obtained from the **HoD**.

Mentoring Allotment & Evaluation (5 marks)

Mentors Allotment

Allocation of Mentors in first year from Physics, Chemistry, Maths, Humanities, Basic Mechanical and few mentors from Department those who are handling first year subjects.

Once the students shifted to second year, mentor allocation from the third semester by the branch with their own faculty members.

Mentoring Evaluation

Mentoring evaluation will be done by Dean - Mentoring based on the STR audit and mentoring feedback from the mentees.

(i) STR Audit of Odd and Even Semester - 2 marks

Odd Semester - Two Audits (Initial and Final) and both the scores are considered separately.

Even Semester - Two Audits (Initial and Final) and both the scores are considered separately.

Average of four audits is calculated and considered for the final score of 2 marks

(ii) Mentoring Feedback of Odd and Even Semester - 3 marks:

Odd Semester - 2 Mentoring Feedbacks (separately for higher and lower semesters)

Even Semester - 2 Mentoring Feedbacks (separately for higher and lower semesters)

Based on the mentor's Average Students feedback rating, the following rubrics is used for the calculation of 3 marks.

Grade between 4 and 5 - 3 marks

Grade between 3 and 4 - 2 marks

Grade between 2 and 3 - 1 mark

Grade between 1 and 2 - 0.5 mark