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COEP Charitable Foundation  
An Alumni Association of the College of Engineering, Pune  
909 Cottrell Way, Stanford, CA 94305

***“Alumni Distinguished Professor”*** Endowment Program  
Department of Metallurgy and Materials Science  
College of Engineering, Pune, India  
With the Support from  
COEP Charitable Foundation of USA

### **GUIDELINES FOR OPERATION**

This is a programme for formal establishment of ***“Alumni Distinguished Professor”*** Endowment within the Department of Metallurgy & Materials Science of COEP with the support from the COEP Charitable Foundation of USA. A description of various elements associated with proposed Alumni Distinguished Professor Endowment Programme is provided below.

1. Title of endowment award:  
***“Alumni Distinguished Professor”***  
An individual plaque describing the award will be given to the recipient. The contents of the plaque will be decided by the Award Committee.
  2. Purpose of award:  
The purpose of award is to recognize and encourage the individual faculty member from the existing pool within the Department of Metallurgy and Materials Science or to invite and employ nationally/internationally renowned scholars for their service in the College. The Alumni Distinguished Professorship is hoped to strengthen academic, research and professional co-operation and communication between COEP and national/international universities and research/industrial organizations.
  3. Duration of award:  
The award shall be for a period of 2 years. The award can be renewed for subsequent 2-year cycle(s) based on the recommendations of evaluation of the academic, research and professional performance of the recipient by the Award Committee.
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4. Amount of award:

In addition to the title of “*Alumni Distinguished Professor*” mentioned in item 1 above, the award will also carry a fixed monthly monetary honorarium as a supplement to the recipient’s salary. The amount of honorarium will depend on the returns from the endowment investment. It is expected that the monthly amount of award will not be less than INR 5,000. The amount of award will be revised every 2 years based on the available funds.

5. Criteria for selection and maintenance of award:

- a. The recipient of award should already have or should possess a strong potential to establish a teaching, research and professional excellence in any specific field of metallurgy and materials science.
- b. *Alumni Distinguished Professor* (ADP) is assumed to keep abreast of the latest developments in his/her field(s). He/she is to take the leadership of developing disciplinary curricula and designing related programs, propose and undertake internationally pioneering research projects or those that are crucial to the development of local and national economy. The ADP is expected to teach both under-graduate and graduate courses; supervise under-graduate, graduate, and research students; play a leading role in designing and restructuring curricula; reform courses and develop course-books. The ADP is expected to participate in organizing teaching work and developing academic teams in the relevant faculty; and to carry out key research projects or interdisciplinary projects in cooperation with other faculty members of the College and industry. Make technical presentations in national and international symposia/conferences and publication of technical papers in peer reviewed journals of international reputation based on the research work conducted by him/her. Any other scholarly activities based on the academics and research, are highly encouraged and desired.

6. Method of selection for award:

- a. The candidates for ADP can be self nominated or nominated by the colleagues in the end of academic year (April-May-June) prior to appointment in the following academic year.
  - b. The nomination should include a written letter justifying suitability of the candidate for the award, names of at least three references with full information for correspondence, a curriculum vitae, a list of publications and research achievements (with proof), a work proposal, and detailed information for correspondence (including telephone/fax number(s) and e-mail).
  - c. The nominations will be taken for consideration only in April-May of the 2<sup>nd</sup> year of the award when it is already running.
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- d. The selection of a ADP will be done by an Award Committee and will involve consultation among and review of the nomination material by the Award Committee members on the basis of majority support. The committee may recommend renewal of the existing ADP for the next 2-year period in which case no new award will be made.
- e. The achievement/progress report shall be submitted on an annual basis by the ADP and shall be reviewed in light of the endowment purpose and requirements described above by the award committee.

7. Award committee:

The Award Committee will comprise of members as detailed below. Nominated members will have background and/or experience in the general area of Metallurgy and/or Materials Science. The nominated members will be from academia, national laboratories, and industry. The nominated members will serve on the committee for 4 years. The constitution of committee will be as follows:

- \* Director, COEP-----Chair
- \* One Nominee of COEP charitable Foundation, USA-----member
- \* One Nominee of COEP Administration----- member
- \* Head of Dept. of Metallurgy----- member  
(In case he is a candidate, next person in seniority)
- \* One Nominee of COEP Alumni Association----- member
- \* Hon Secretary of COEP Alumni Association-----Secretary

The meetings of the committee may be held by using electronic communication facilities.

8. Management of endowment funds:

- a)
  - i) Funds collected by COEP Charitable Foundation, USA (CCFU) will be transferred to COEP Alumni Association, India (CAAI) from time to time.
  - ii) Alumni association may create separate corpus fund “Metallurgy Department Alumni Distinguished Professor Endowment Fund” for this award by the amount so received from COEP Charitable Foundation, USA and add to it local funds collected, if any.
  - iii) The interest (dividend) earned by investing corpus fund will be utilized for conducting the programme as detailed below.
  - iv) 5% of the earnings from the corpus be transferred to Alumni Association towards administrative charges.
  - v) At least 40% of earnings from the corpus fund rounded to nearest thousands will be added to corpus fund to take care of inflation.
  - vi) Remaining amount will be utilized in giving honorarium to ADP as per item 4.
  - vii) Balance amount if any rounded to nearest thousands be added to corpus and remaining amount if any will be added to interest of the next year.



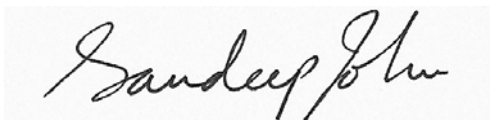
- b. CAAI will set up a mechanism to monitor utilization of funds in most efficient and transparent manner and provide regular updates to the CCFU. Eventually, COEP administration intends to set up a separate office under their umbrella for administering this mechanism and the endowment may be transferred to this office in future.
- c. CCFU intends to continue to seek more donations for possibly converting the endowment into an endowment for “Alumni Distinguished Chair Professor” to be defined/described in a separate proposal. If that happens, the present ADP award under this investment will be terminated.
9. Recognition of donors and Awardee:

The establishment of endowment for Alumni Distinguished Professor at the Department of Metallurgy and Materials Science was made possible through generous donations from several alumni of the department and through relentless efforts of COEP alumni around the globe. Especially, the major donation of US\$30,000 from Mr. Sanjeev Deshpande (Met.’1980) of Okemos, Michigan, USA laid the foundation of the endowment. In light of this, COEP Administration and the Department of Metallurgy and Materials Science have agreed to display in the main lobby of the department a granite board recognizing the efforts of donors and recipients of the ADP award. A granite board should bear the following statement,

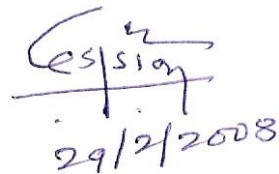
***Alumni Distinguished Professor Endowment***  
Department of Metallurgy and Materials Science  
Initiated in 2008 by the generous donation of US\$30,000 from  
Mr. Sanjeev Deshpande (Metallurgy, 1980) of Okemos, Michigan, USA

The board should have sufficient space to mount brass strips with names of present and future major donors (equal to or greater than \$10,000 or equivalent) as well as the names of present and future recipients and years of the award.

This Scheme is approved by G.B. of Alumni Association of COEP, India in its meeting held on 29<sup>th</sup> February, 2008.



Sandeep Johri  
Chairman  
COEP Charitable Foundation



Dr. D.J. Doke  
Hon. Secretary  
Alumni Association of COEP