

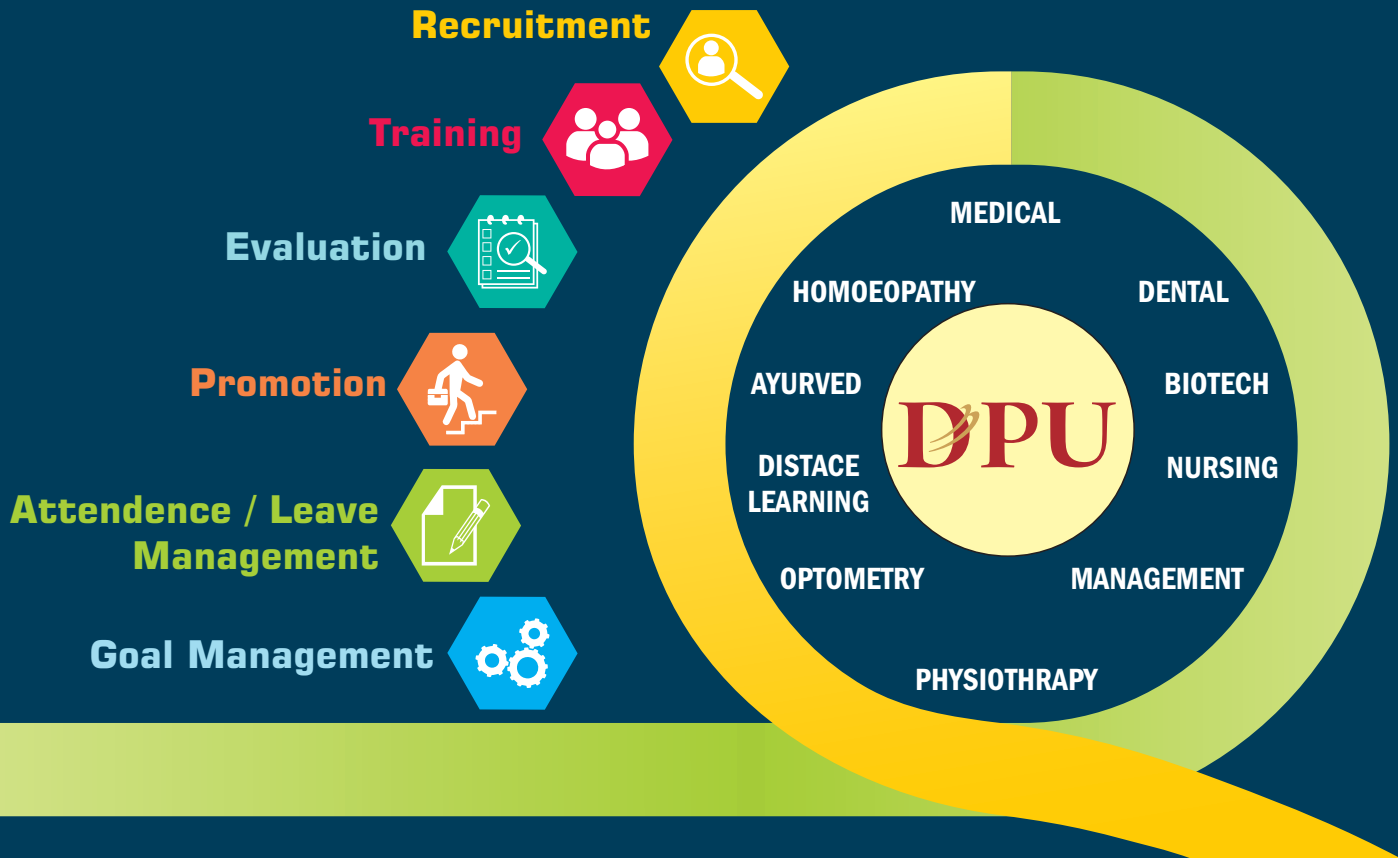


Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)

(An ISO 9001:2015 and 14001:2015 Certified University)



Human Resources Policy Document



Dr. D.Y. PATIL VIDYAPEETH, PUNE
(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)
(An ISO 9001 : 2015 Certified University)

Dr. A. N. Suryakar
Registrar

Ref. No. : DPU/875-XV/2019

Date : 11/09/2019

NOTIFICATION

In pursuance of the resolution passed by the Board of Management at its meeting held on 30th July, 2019, in its resolution no. BM-30-19 and the decision taken by the Vidyapeeth Authorities.

It is hereby notified for information of all concerned that the Dr. D. Y. Patil Vidyapeeth, Pune has published Human Resource Policy Document for Dr. D. Y. Patil Vidyapeeth, Pune and its Constituent Colleges/Institutes.

This Human Resource Policy Document state the intent of the Vidyapeeth on different aspects of Human Resource Management such as Recruitment, Selection, Promotion, Incentives, Training & Development etc. This Human Resource Policy provides guidelines for a wide variety of employment relationships in the organization.

This Human Resource Policy Document will be useful to all the concerns. This will come into force with immediate effect.

(Dr. A. N. Suryakar)
Registrar

Copy to:

1. PS to Chancellor for kind information of Hon'ble Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
2. PS to Vice Chancellor for kind information of Hon'ble Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
3. Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune.
4. Finance Officer, Dr. D. Y. Patil Vidyapeeth, Pune.
5. Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune.
6. All the Heads of the Institutes
7. Web Master for uploading on Website.

INDEX

Particulars	Page No.
Background	1
Vision	2
Mission	2
Constituent Colleges / Institutes of the Vidyapeeth	2
Quality Policy	2
Objectives	3
Name, Address and Registration details of the Trust/Society registered	4
Governing Body and its Powers and Functions	4
Composition of Board of Management	4
Powers and Functions of the Board of Management	5
Organizational Structure of the Vidyapeeth	8
1. Classification of Employees of the Vidyapeeth	9
Officers of the Vidyapeeth	9
1.1 Chancellor	9
1.2 Vice-chancellor	10
1.3 Registrar	12
1.4 Finance officer	13
1.5 Controller of examinations	14
1.6 Dean / Director / Principal	16
1.7 Head of the Department	18
2. Qualifications of the Teaching and Non-Teaching posts in Vidyapeeth and its Constituent Colleges / Institutes	19
2.1 Qualifications and experience of the academic posts in constituent Colleges / Institutes of the Vidyapeeth	19
Duties and Responsibilities of the Teaching & Non-Teaching staff	19
2.2 Selection	37
3. Motivational Incentives	51
(a) Research Awards	51
(b) Research incentives	53
4. Career advancement and recognition through website notification for the awardees:	54
5. Staff Welfare Activities	56
(a) Health benefits to students and staff of the Vidyapeeth and its Constituent Colleges / Institutes:	56
(b) Free Accidental Insurance	56
(c) Employees Provident Fund	56
(d) Employees State Insurance	56
(e) Loyalty Bonus	56
(f) Transport Facility	56
(g) Concession in Tuition Fees	56
6. Discipline [conduct of the employees]	57
A) Working Hours	57
B) Reporting:	57
C) I-card and Dress Code	57

D)	Leaving the campus before time	57
E)	Employees' Obligations	57
F)	Property of the Vidyapeeth	59
G)	Unauthorized Possession of Goods	59
H)	Suspended Employees on the Premises	59
I)	Possession / Consumption of Intoxicating Drinks and Narcotics	59
J)	Participation in Politics and Elections	60
K)	Demonstrations	60
L)	Connection with Media of Mass Communication (Print or electronic etc.)	60
M)	Unauthorized Communication of Information	60
N)	Unauthorized Publication of Official Documents	60
O)	Invention and Patents	60
P)	Grounds for taking any disciplinary action against an employee	61
Q)	Misconduct	61
R)	Penalties	64
S)	Infliction of major penalties without holding enquiry	64
T)	Disciplinary Authority	64
U)	Procedure for inflicting penalties	65
V)	Suspension	65
W)	Enquiry	67
X)	Action on Enquiry Report	68
Y)	Appeal	68
Z)	Interpretation	68
7.	Leave Rules	69
1.	General Principles	69
A)	Leave Types for Employees (for Regular & 11 months orders without break)	70
B)	Types of Leave for Employees (11 months orders with break)	70
	i) Casual Leave	70
	ii) Annual Leave	71
	iii) Medical Leave	71
	iv) Special Leave	71
	v) Duty Leave	72
	vi) Compensatory Leave	72
	vii) Maternity Leave	72
	viii) Sabbatical Leave	73
	ix) Extraordinary Leave	73
	x) Miscellaneous	74
C)	Leave sanctioning authority	75
8.	Promotion Policy	76
	Promotion criteria for teaching staff	76
	Promotion Criteria for Non-Teaching Staff	77
	Self Appraisal	78
	SAR format for Teaching Staff	78
	SAR format for Non-Teaching Staff	83

HUMAN RESOURCE POLICY DOCUMENT

BACKGROUND:

The Government of India, Ministry of Human Resource Development, on the advice of UGC, declared Dr. D. Y. Patil Vidyapeeth, Pune as a Deemed-to-be University comprising of Dr. D. Y. Patil Medical College, Hospital and Research Centre, Pimpri, Pune vide its notification dated 11th January 2003.

Though Dr. D. Y. Patil Vidyapeeth, Pune had a humble beginning with one institution under its fold, over the last 16 years it has grown by leaps and bounds with the addition of 9 more professional institutions. Today the ten institutions of Dr. D. Y. Patil Vidyapeeth, Pune have created a brand name "Dr. D. Y. Patil Vidyapeeth, Pune" (DPU) in the field of Medicine, Dentistry, Nursing, Physiotherapy, Optometry, Biotechnology, and Management including the Institute of Distance Learning, Ayurveda and Homeopathy. These ten institutions are providing quality education to about 5500 students. The Vidyapeeth has state-of-the-art infrastructure and dedicated faculty, over & above the respective Council Norms. All the programmes offered in these constituent units of the Vidyapeeth are duly recognized by the respective Councils such as MCI / DCI / INC / CCIM / CCH / AICTE / UGC, etc.

The Dr. D. Y. Patil Vidyapeeth has been re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' grade on 3rd March 2015, valid up to 2nd March 2020. the name of Dr. D. Y. Patil Vidyapeeth, Pune is included in the list of Institutions Deemed to be Universities under section 12 B of the UGC Act, 1956 by University Grants Commission, pursuant to the grading in Category – I under the UGC (Categorization of Universities (only) for Grant of Graded Autonomy) Regulations, 2018. The DPU is also an ISO 9001:2015 and 14001:2015 Certified University.

VISION:

To see an enlightened, cultured and economically vibrant India, developed through education in diverse disciplines.

MISSION:

To contribute to the socio-economic and ethical development of the nation, by providing high quality education, through institutions that have dedicated faculty and state-of-the-art infrastructure, and are capable of developing competent professionals and liberal-minded citizens.

CONSTITUENT COLLEGES / INSTITUTES OF THE VIDYAPEETH:

- Dr. D. Y. Patil Medical College, Hospital & Research Centre, Pimpri, Pune
- Dr. D. Y. Patil Dental College & Hospital, Pimpri, Pune.
- Dr. D. Y. Patil Biotechnology & Bioinformatics Institute, Tathawade, Pune
- Global Business School & Research Centre, Tathawade, Pune.
- Dr. D. Y. Patil College of Physiotherapy, Pimpri, Pune.
- Dr. D. Y. Patil College of Nursing, Pimpri, Pune.
- Dr. D. Y. Patil Institute of Optometry & Visual Sciences, Pimpri, Pune.
- Dr. D. Y. Patil College of Ayurved & Research Centre, Pimpri, Pune.
- Dr. D. Y. Patil Homoeopathic Medical College & Hospital, Pimpri, Pune.
- Institute of Distance Learning.

QUALITY POLICY:

We, at Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University), are committed to provide high quality education through institutions in diverse disciplines that have dedicated faculty and state-of-the-art infrastructure, and are capable of developing competent professionals of global standards with a deep sense commitment towards human values by fulfilling applicable requirements.

We shall strive to exceed the satisfaction of our Students, Colleges and Society at a large.

To realize this, the Vidyapeeth authorities shall regularly monitor and review its performance for continual improvement with social emphasis on advanced curriculum, research methodologies and enhancing the competencies of teaching & non-teaching staff.

OBJECTIVES:

- The recruitment, grading, support, progression and promotion of academic staff with best practice in the sector
- To upgrade the faculty by moving to a position where the vast majority of our academic staff is both trained and active in research at international levels of excellence.
- To design and implement a special structure to support the aspirations of the students and faculty.
- To develop and attract highly skilled, research oriented academics to implement the University's strategies.
- To focus upon the University Staff and help them in obtaining professional or equivalent qualifications.
- To focus on development of younger staff as it will prove to be a long-term human capital for the University and its Constituent Colleges / Institutes.
- To develop a diverse and excellent cadre of young academics through succession planning and by increasing the pool of doctoral and postdoctoral fellows.
- To enable faculty members and employees to attend external seminars, conferences, workshops, speaker events.
- To provide the opportunities by allotting complementary work time for the staff to cross train in other roles & responsibilities with the information learned at a seminar or training.
- To create a Readers Club that includes purchase of fraternity related books & journals for members of faculty and staff and organize discussions on the books read.
- To organize cross-institutional internal seminars to help the employees learn and understand practices and developments of the other teams.

NAME, ADDRESS AND REGISTRATION DETAILS OF THE TRUST / SOCIETY REGISTERED FOR THE DR. D. Y. PATIL VIDYAPEETH, PUNE.

The Dr. D. Y. Patil Vidyapeeth Society, Pune is registered as a not-for profit Society under the Societies Registration Act, 1860 vide Registration No. MAH/697/2008/PUNE and as a not-for-profit Trust under the Public Charitable Trust Act, 1950 vide Registration No. F-23808(PUNE). Dr. D. Y. Patil Vidyapeeth Society is Sponsoring Society as well as Managing Society.

The registered office of the Society/Trust is at Flat No.101, Shree Motisagar Apartment, S. No.473/A, G. G. Thakkar Road, Pune – 411 001.

GOVERNING BODY AND ITS POWERS AND FUNCTIONS:

The highest Governing Body of the Vidyapeeth shall be a Board of Management to be headed by the Vice Chancellor as per the recommendations of the UGC.

The Board of Management of the institution shall be independent of the Trust (or) Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/ nominee(s) of the trust (or) society on the Board of Management shall be limited to a maximum of two.

The Board of Management shall consist of eminent persons capable of contributing to and upholding Vidyapeeth ideals and traditions.

COMPOSITION OF BOARD OF MANAGEMENT:

The Board of Management shall consist of:

- i) Vice-Chancellor.....Chairperson
- ii) Pro Vice-Chancellor (wherever applicable)
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority.
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body.
- v) The UGC shall nominate a representative from a panel of names selected thorough a process approved by the Commission.
- vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority.
- viii) Nominees of the sponsoring body, not exceeding four in number.
- ix) The Registrar, who shall be ex-officio Secretary of the Board of Management.

POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT:

The Board of Management shall be the Principal organ of Management and Principal Executive Body of the Vidyapeeth and shall have the following powers:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Vidyapeeth and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and Statutory Body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the Vidyapeeth in consultation with the Academic Council;
- v) To provide for appointment of Visiting Fellows and Visiting Professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Vidyapeeth;
- viii) To regulate and enforce discipline among the employees of the Vidyapeeth and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Vidyapeeth;
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

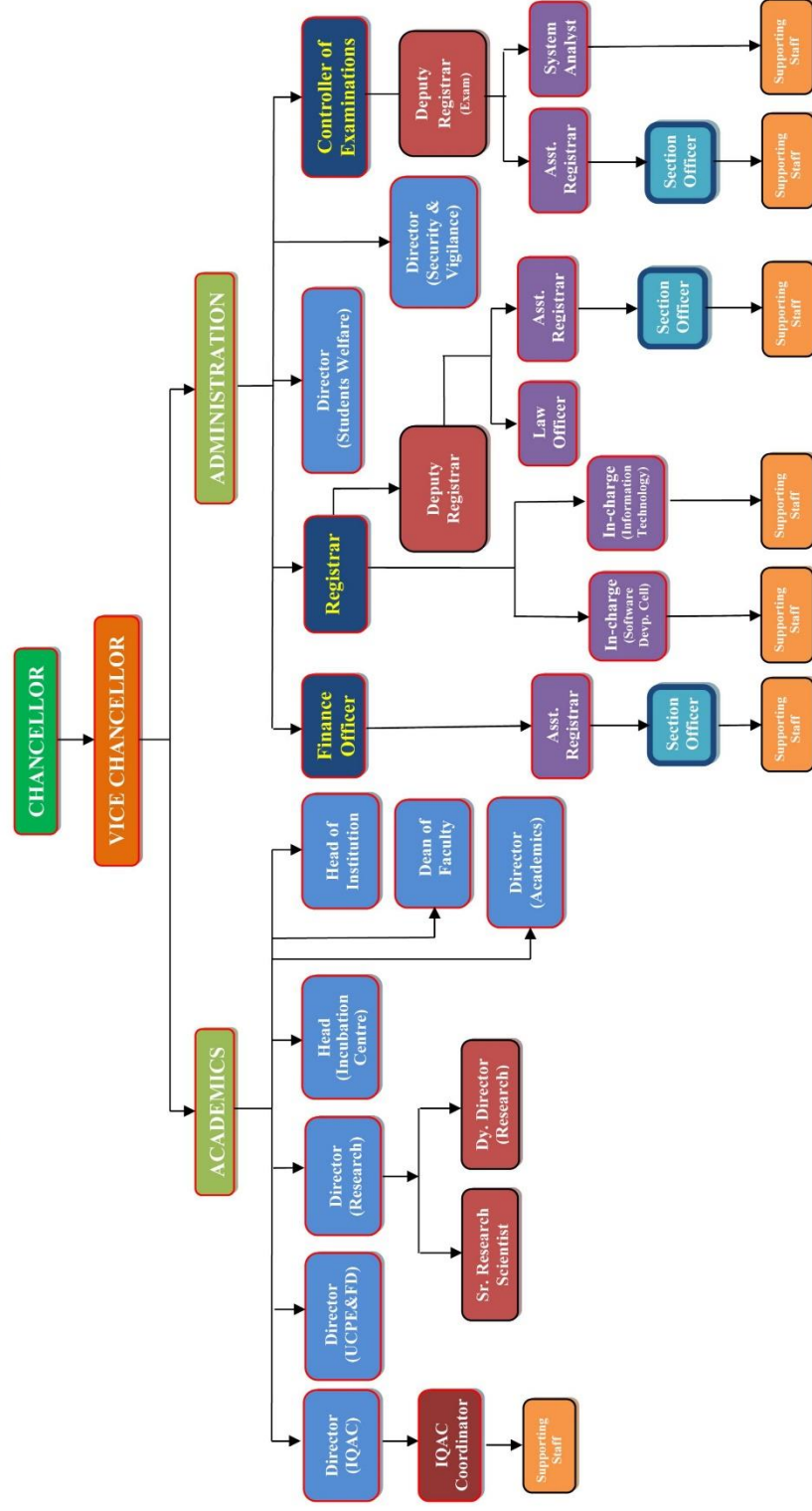
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Sponsoring Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Vidyapeeth;
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Vidyapeeth, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable or immovable property on behalf of the Vidyapeeth; provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the Vidyapeeth, without the approval of the sponsoring society/ trust/ company.
- xvii) To execute in consultation with the Sponsoring Trustees (if any) conveyance, transfer Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Vidyapeeth or to be acquired for the purposes of the Vidyapeeth;
- xviii) To issue appeals for funds for carrying out the objectives of the Vidyapeeth and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xix) To raise and borrow in consultation with the Sponsoring Trustee (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Vidyapeeth, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Vidyapeeth, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xx) To draw, accept, make, endorse discount, negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxi) To maintain a fund to which shall be credited:
 - (a) all moneys provided by the Central or State Government/University Grants Commission;
 - (b) all fees and other charges received by the Vidyapeeth;
 - (c) all money received by the Vidyapeeth as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) all money received by the Vidyapeeth in any other manner or from any other source;

- xxii) To open account or accounts of the Vidyapeeth with anyone or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of the Vidyapeeth or money entrusted to the Vidyapeeth in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Vidyapeeth and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Vidyapeeth;
- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Vidyapeeth;
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Vidyapeeth and to rescind such recognition;
- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xxxi) To appoint in order to execute an instrument or transact any business of the Vidyapeeth, any person as attorney of the Vidyapeeth with such powers as it may deem fit
- xxxii) To appoint Auditor(s) for the ensuing year;
- xxxiii) To select an emblem and to have a common seal for the Vidyapeeth and to provide for the custody and use of such seal;
- xxxiv) To delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the Vidyapeeth or any other person;
- xxxv) To conduct all administrative affairs of the Vidyapeeth not otherwise specifically provided for;
- xxxvi) To take all necessary decisions for the smooth and efficient functioning of the Vidyapeeth.

ORGANIZATIONAL STRUCTURE OF THE VIDYAPEETH:

The Staff Policy Document is prepared for all staff (Teaching & Non-teaching) working at Dr. D. Y. Patil Vidyapeeth, Pune and its Constituent Colleges / Institutes to make aware of rules and regulations that governs their working in the University. The policy is effective from its publication. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Organization Structure of Dr. D. Y. Patil Vidyapeeth, Pune



1. CLASSIFICATION OF EMPLOYEES OF THE VIDYAPEETH:

Group ‘A’

The employees who are in the pay scale as per UGC norms/ Council norms. Class I employees “like Professors, Registrar, Finance Officer, Controller of Examinations, Associate Professor, Deputy Registrar, Assistant Professor , Assistant Registrar, and equivalent rank”.

Group ‘B’

The employees who are in the pay scale per UGC norms/ Council norms. Class II employees “Section Officer, Account Officer, Superintendent, and equivalent.

Group ‘C’

The employees who are in the pay scale as per UGC norms/ Council norms. Class III employees below the rank of Section Officers, Senior Assistant, Junior Assistant, Senior Clerk, Junior Clerk, Accountant, Assistant Accountant and equivalent.

Group ‘D’

The employees who are in the pay scale as per UGC norms/ Council norms. Class IV employees, “Peons / attendants/ sweepers and equivalent”.

➤ OFFICERS OF THE VIDYAPEETH

1.1 Chancellor

1.2 Vice-Chancellor

1.3 Registrar

1.4 Finance Office

1.5 Controller of Examinations

1.6 Dean of Faculties

1.7 Head of Department

1.1 CHANCELLOR

The Vidyapeeth shall have a Chancellor who shall, when present, preside over the convocations of the Vidyapeeth but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust and shall hold office for a period of **Five years** and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Vidyapeeth.

1.2 VICE-CHANCELLOR

- i) The Vice-Chancellor shall be a whole time salaried officer of the Vidyapeeth and he/she be an eminent academician and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- ii) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organization with proof of having demonstrated academic leadership.
 - i) The composition of the Search-cum-Selection Committee shall be:-
 - (a) A nominee of the **Chancellor**, who shall be a reputed academician as **Chairperson of the Committee**
 - (b) A nominee of the **Chairman, University Grants Commission**
 - (c) An **academician** with not less than 10 years service as Professor, **nominated by the Board of Management.**
 - ii) The Vice-Chancellor shall hold office for a term of Five years and shall be eligible for one more term, provided that in no case shall he hold office beyond age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
 - iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

POWERS OF THE VICE CHANCELLOR:

- i) The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over its affairs and shall be mainly responsible for implementation of the decisions of all its authorities.
- ii) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institution Deemed to be University.
- iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution Deemed to be University under these Regulations and Rules of the Institution Deemed to be University, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority mentioned in Clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institution Deemed to be University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- viii) The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the Institution Deemed to be University.

The Registrar, Finance Officer, Controller of Examinations, Directors and such other statutory officers of the Vidyapeeth are appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following and recommended by the UGC.

1.	Vice Chancellor	Chairperson
2.	One nominee of the Chancellor	Member
3.	One nominee of the Board of Management	Member
4.	One expert not being an employee of the Institution Deemed to be University, to be appointed by the Board of Management	Member

1.3 REGISTRAR:

The Registrar shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management

- i) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Vidyapeeth or as per the UGC norms.
- ii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iii) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, the Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- iv) Registrar shall work directly under the superintendence, direction and control of the Vice Chancellor.

DUTIES OF THE REGISTRAR:

- i) The Registrar shall be the appointing and the disciplinary authority of the employees of the Vidyapeeth other than the teachers, staff and officers of the rank of Assistant Registrar and other officers holding post equivalent thereto and above.
- ii) To be the custodian of the records and the funds and such other property of the Vidyapeeth as the Board of Management may commit to his/her charge;

- iii) To conduct the official correspondence on behalf of the authorities of the Vidyapeeth;
- iv) To issue notices convening meetings of the authorities of the Vidyapeeth and all Committees and sub-Committees appointed by any of these authorities;
- v) To maintain the minutes of the meetings of all the authorities of the Vidyapeeth and of all the Committees and sub-committees appointed by any of these authorities;
- vi) To make arrangements for and supervise the examinations conducted by the Vidyapeeth;
- vii) To represent the Vidyapeeth in suits or proceedings by or against the Vidyapeeth, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- viii) To enter into agreement, sign documents and authenticate records on behalf of the Vidyapeeth;
- ix) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Vidyapeeth;
- x) To perform such other duties as may be specified or as may be assigned by the Board of Management or the Vice- Chancellor from time to time.

1.4 FINANCE OFFICER

The Finance Officer shall be a whole time salaried officer of the Deemed to be University and shall be appointed by the Board of Management.

- i) The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the Vidyapeeth or as per the UGC norms.
- ii) The Finance Officer shall work under the direction of the Vice- Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iii) He shall be the Secretary of the Finance Committee. He shall have the right to be present, speak and other wise take part in the proceeding of the Board of Management on matters, which have financial implications but shall not be entitled to vote. He shall maintain the minutes of the meeting of Finance Committee and sub-committees appointed by the Finance Committee.

DUTIES OF FINANCE OFFICER:

- i) Exercise supervision over the funds of the Vidyapeeth and advise the Vice chancellor as regards the finances of the Vidyapeeth.
- ii) Prepare annual budget and statement of the accounts for submission to the Finance Committee and the Board of Management.
- iii) Hold and manage the funds, property and investments trust and endowed property for furthering any of the objects of the Vidyapeeth.
- iv) Ensure that the limits fixed in the budget of the Vidyapeeth for recurring expenditure of a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allocated.
- v) Keep watch on the state of the cash and bank balances and of investments.
- vi) Keep watch on the progress of collection of revenue and advice the Vice Chancellor on the methods to be employed for collection:
- vii) Have the accounts of the Institution audited annually.
- viii) Ensure that the registers of buildings, land, equipments and machinery are maintained up-to-date and that the stock taking of equipments and other consumables materials in all offices, colleges, workshops and stores or the Vidyapeeth is conducted annually.
- ix) Propose to the Vice-chancellor that explanation be called for expenditure or other financial irregularities from any academic member of the committees, sub-committees and individual of Vidyapeeth.
- x) Propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities if any particular and recommend disciplinary action against the person at fault.
- xi) Call for from any office/ center/ laboratory/ college/ institute department of the Vidyapeeth, for any information and returns that he/she thinks necessary for the proper discharge of his/her financial responsibilities
- xii) Exercise such other powers, perform such other duties, and discharge such other financial functions assigned to him/her by the Vice-Chancellor or are prescribed by the Bye-Laws.

1.5 CONTROLLER OF EXAMINATIONS

- i) The Controller of Examinations shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management. The emoluments and other terms and conditions of service of the Controller of Examinations shall be as prescribed by the Vidyapeeth or as per the UGC norms.

- ii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice- Chancellor in respect of examination and evaluation are complied with.
- iii) The Controller of Examinations shall be a permanent invitee to the Academic Council and Board of Management.
- iv) The Controller of Examinations shall be the principle Officer–in-charge of the conduct of examination and tests of the Vidyapeeth and declaration of their results.
- v) He shall discharge his functions under the superintendence, direction and guidelines of the Board of Examinations and he shall work directly under the control of the Vice-Chancellor.
- vi) The Controller of Examinations shall be the member secretary of the Board of Examinations and of the sub-committees appointed by the Board. He shall be responsible for the prompt and proper implementation of their decisions.

DUTIES OF CONTROLLER OF EXAMINATIONS:

- i) The COE is responsible for making all arrangements necessary for holding admission test, examinations and declaration of results.
- ii) It shall be his/her responsibility to:
 - (a) prepare and announce in advance the calendar of examinations;
 - (b) arrange for printing of question papers and maintain secrecy;
 - (c) arrange to get performance of the candidates at the examinations properly assessed and process the results;
 - (d) Arrange for the timely publication of result of examinations and other tests;
 - (e) Postpone or cancel examinations, after consultation with the Registrar and Vice Chancellor, in the event of malpractices or if the circumstances so warrant, and take disciplinary action and invite any civil or criminal proceedings against any person or a group of the persons or a college or an institution alleged to have committed malpractices, in consultation with, or on the advice of the Vice-Chancellor;
 - (f) Take disciplinary action where necessary, against the candidates, paper-setter, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the examinations, in consultation with Vice-Chancellor;

- (g) Review from time to time, the results of the Vidyapeeth examinations and forward reports thereon to the Academic Council;
- (h) Shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

1.6 DEAN / DIRECTOR / PRINCIPAL:

- A. The Constituent College/ Institute of the Vidyapeeth shall be headed by the Dean/ Director/Principal, who shall be appointed by the Vice-Chancellor from amongst the Professors of the College/Institute, preferably, but not necessarily so, on the basis of the seniority, or through a process of selection identical to that adopted for Professors, through recommendation of Selection Committee.
- B. The term of appointment of the Dean/ Director/ Principal shall be normally be for **five** years or till his retirement,
- C. The Dean/Principal/ Director shall be the Administrative and Academic Head of the College/Institute and shall work under the overall supervision and guidelines of the Vice-Chancellor.

POWERS AND FUNCTIONS OF THE DEAN/DIRECTOR/ PRINCIPAL OF A CONSTITUENT COLLEGE/INSTITUTE:

Subject to the supervision and general control of the Vidyapeeth, the Dean / Director / Principal of a constituent college / Institute, shall be responsible for:

- i) Academic growth of the college/institute;
- ii) Supervision and active participation in Teaching, Research, and Extension services of the college/institute
- iii) Assisting in Planning and implementation of Promotion and Supervision of academic programmes such as orientation courses, seminars, in-service and other training programmes, organized by the Vidyapeeth / college / institute for enhancing academic competence of the faculty members.
- iv) Admission of students in accordance with the procedure prescribed by the Vidyapeeth.
- v) Maintenance of discipline in the college/institute;
- vi) Ensuring efficient management of the college/institute libraries, laboratories, hospitals, gymnasia and hostels.
- vii) Ensuring maintenance of record relating to receipts, expenditures and maintenance of accounts and submission of quarterly statements of accounts to the Vidyapeeth.

- viii) Observance of provisions of the Account rules of the Vidyapeeth.
- ix) Correspondence relating to the administration of the college/institution;
- x) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the college/institution and maintenance of records.
- xi) Observance of Vidyapeeth Byelaws, Rules, Regulations and Orders issued there under by the Vidyapeeth from time to time.
- xii) Submission of monthly reports of all activities (academic, research, extra-curricular and administrative) to the Vidyapeeth.
- xiii) Supervision of college/institute examinations, including that of setting of question papers, for the college/institute examinations, moderation and assessment of answer papers and other related work.
- xiv) Supervision of work related to Vidyapeeth examinations, as may be assigned.
- xv) Appraisal of Assessment Reports of teachers and administrative staff and initiation of measures for human resource development. Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of non-teaching staff.
- xvi) Observance and implementation of directives issued by respective central councils and the Vidyapeeth from time to time.
- xvii) Safe-guard the interest of teachers/ non-teaching staff members and the Management.
- xviii) Timely submission of information/ returns to different authorities of the Vidyapeeth/University Grants Commission / Management etc. especially regarding accounts matters.
- xix) To ensure smooth working of all the committees that have been formed, for e.g. Anti-ragging Committee, Hostel Committee etc.
- xx) To be responsible for efficient administration of the Hospital and College and attend meetings of different Committees whenever required.
- xxi) To attend to all matters pertaining to the patient including the administration and the cases of the Public Charitable nature.
- xxii) To attend to the requirements and upkeep of the movable and immovable properties, equipment's, apparatus, stores, medicines, diet, furniture and fixtures, etc. of the College/Institute and the Hospital to the extent of powers vested in him.

xxiii) Any other work relating to the College/Institute as may be assigned to him/her by the Vidyapeeth from time to time.

1.7 HEAD OF THE DEPARTMENT:

There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

The term of the Head of the Department shall normally be **Three years** and he/she shall be eligible for reappointment.

DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

- i) The Head of the Department shall be in-charge of the concerned Department and shall work under the overall supervision and guidance of the Dean/ Director/ Principal.
- ii) He shall be responsible for the administration, development, research and other academic and co-curricular activities in addition to his duties of the Professors i.e.
 - (a) To teach under graduate and post graduate students in the subject and supervise the practical work and to take tutorial classes.
 - (b) To arrange teaching programme of the department in consultation with the Dean/Director/Principal.
 - (c) To guide and conduct research in the subject.
 - (d) To do any other work that may be assigned to him by the Dean / Director / Principal from time to time.

2. QUALIFICATIONS, EXPERIENCE, MODE OF SELECTION, POWER AND FUNCTIONS OF THE TEACHING AND NON-TEACHING POSTS IN VIDYAPEETH AND ITS CONSTITUENT COLLEGES / INSTITUTES:

2.1 QUALIFICATIONS AND EXPERIENCE OF THE ACADEMIC POSTS IN CONSTITUENT COLLEGES / INSTITUTES OF THE VIDYAPEETH:

The **qualifications** for the posts of **Dean/Principal/Director and various categories of teaching posts of Professors, Associate Professors, Assistant Professors, Lecturers and Librarian** shall be, as prescribed by the **UGC and / or respective statutory councils such as MCI, DCI, INC, AICTE, CCIM, CCH** or any such other statutory council, etc. from time to time. If there is no Statutory Council where neither the Council nor the University Grants Commission has prescribed any criteria of qualifications, the qualifications shall be as prescribed by the Vidyapeeth.

DUTIES AND FUNCTIONS OF THE TEACHING & NONT-EACHING STAFF:

Academic Staff includes:

- i) Dean/Director/Principal
- ii) Professor
- iii) Associate Professor
- iv) Assistant Professor / Lecturer
- v) Assistant lecturer/ Tutor / Demonstrator/ Senior Resident

II) DUTIES OF THE PROFESSOR:

- 1) Teaching, including laboratory development.
- 2) Research and research guidance and scientific publications
- 3) Consultancy and training programmes.
- 4) Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialization.
- 5) Student evaluation and programme evaluation.
- 6) Initiation and participation in continuing educational activities
- 7) Students' Counseling.

- 8) Interaction with other institutions, universities at state, national and international levels.
- 9) Interaction with industry, wherever applicable.
- 10) Organizing and participation in seminars, workshops.
- 11) Publishing papers in national and international journals and submitting research projects for extra mural funding.
- 12) Fellowships from Professional Bodies.
- 13) Examination work such as organizing, supervision and assessment etc. pertaining to the College and Vidyapeeth examinations.
- 14) Curriculum development and developing resource material.
- 15) Effective resource generation through consultancy and training programme.
- 16) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 17) He/she shall (wherever applicable) :
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.
 - c) supervise the hospital work being carried out by the residents in the department.
- 18) Any other duties assigned by the Dean/Director/ Principal from time to time.

III) DUTIES OF THE ASSOCIATE PROFESSOR:

- 1) Teaching including laboratory instructions.
- 2) Research activities and research guidance, research projects for funding and scientific publications.
- 3) Leading consultancy projects and extension services.
- 4) Curriculum development and developing resource materials.
- 5) Innovation in teaching, laboratory instructions and instructional materials.
- 6) Participation in continuing education activities.

- 7) Academic and administrative planning and development work at departmental level and assisting at institutional level.
- 8) Students' counseling and interaction.
- 9) Participation in Co-curricular and extra-curricular activities.
- 10) Participation in at least one Seminar/Winter School/Summer School in an academic year.
- 11) Assisting in administration at departmental, institutional and Vidyapeeth level.
- 12) Taking up membership of at least two relevant professional bodies.
- 13) Initiating at least one activity contributing to academic development of the College.
- 14) Motivating students to form the Students' Chapter of professional bodies, if any, and active participation in the same.
- 15) Undergoing Industrial/Hospital / relevant Training of at least One month during vacation/Annual Leave at his / her cost during his/her probation period and regularly thereafter at the convenience of the college.
- 16) Contributing effectively in identifying live projects for the students wherever applicable.
- 17) Participating in programmes, meant to improve his/her communication skills, computer literacy, personality and confidence.
- 18) Conducting himself / herself in a manner, befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and unfair practices.
- 19) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 20) Effective resource generation for the college/institute through consultancy, testing and projects.
- 21) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examinations.
- 22) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.

- c) supervise the hospital work being carried out by the residents in the Department.
- 23) Any other duties assigned by the Dean/Director/Principal from time to time.

IV) DUTIES OF THE ASSISTANT PROFESSOR / LECTURER

- 1) Teaching degree courses, including lectures.
- 2) Research activities and scientific publications.
- 3) Planning and implementation of instruction in laboratory.
- 4) Design and developing of innovative laboratory experimental setups.
- 5) Student assessment and evaluation.
- 6) Developing resource material for teaching and learning.
- 7) Assisting in extension services to the industry and community.
- 8) Assisting in continuing education activities.
- 9) Leading co-curricular and extra-curricular activities.
- 10) Participating in Students' Counseling.
- 11) R & D work on industrial problems and consultancy.
- 12) Liaison with parents and community.
- 13) Publication of papers, relating to his/her subjects, in renowned journals.
- 14) Participating in at least one Seminar in an academic year at his/her own cost.
- 15) Assisting in departmental administration.
- 16) Becoming member of at least two relevant professional bodies
- 17) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
- 18) Motivating students to form Student's Chapter of the professional bodies, if any, and actively participating in the same.
- 19) Undergoing Industrial/Hospital/relevant Training of at least one month during vacation/Annual leave at his/her probation period and regularly thereafter at the convenience of the college (in case of teachers of professional courses).

- 20) Contributing effectively in identifying live projects for the students wherever applicable, leading to laboratory modification and removal of obsolescence.
- 21) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
- 22) Conducting himself / herself befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and indulgence unfair practices.
- 23) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 24) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examination.
- 25) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.
 - c) supervise the hospital work being carried out by the residents in the Department.
- 26) Any other duties assigned by Professor/ Dean/Director/Principal.

V) DUTIES OF THE ASSISTANT LECTURER / TUTOR / DEMONSTRATOR

- 1) To conduct practical, demonstrations and tutorials
- 2) Research activities and scientific publications
- 3) Assisting in extension services to the industry and community.
- 4) Assisting in continuing education activities.
- 5) Assisting in co-curricular and extra-curricular activities.
- 6) Assisting in participating in Students' Counseling.
- 7) Publication of papers, relating to his/her subjects, in renowned journals.
- 8) Participating in at least one Seminar in an academic year at his/her own cost.
- 9) Assisting in departmental administration.

- 10) Becoming member of at least two relevant professional bodies
- 11) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
- 12) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
- 13) Promotion of ethics, values and Indianness amongst students
- 14) Examination work such as supervision, vigilance etc. pertaining to the College, Vidyapeeth examination.
- 15) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in department.
- 16) Any other duties assigned by Dean/Director/ Principal/ Professor.

➤ **DUTIES OF THE DIRECTOR OF RESEARCH:**

He/ She shall be:

1. The Member Secretary of the Board of Research Studies and Research & Recognition committee of the Vidyapeeth.
2. The member of Planning and Monitoring Board and Academic Council
3. Responsible for Research Policy, its Development, extension programmes and collaborative as well as trans and inter-disciplinary research programmes of the Vidyapeeth.
4. Liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the Vidyapeeth and monitor their proper utilization;
5. For establishing liaison for fostering and promoting collaboration between the Vidyapeeth, constituent colleges and national and international institutions and scientific, industrial and commercial organizations;
6. Responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council.
7. Responsible for monitoring the research projects conducted by the Constituent Colleges/ Institutes and take necessary steps for quality

enhancement of publications and submit schedule of activities to be conducted month wise for one year period.

8. Conduct the research methodology workshops.
9. Perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.

➤ DUTIES OF THE DIRECTOR OF ACADEMICS

- 1) The Academic Director is directly responsible to the Chancellor/Vice Chancellor and is a member of the management team, a group which meets regularly with the Head to coordinate the management of the College. **In addition to duties shared as a teacher**, the Academic Director has overall responsibility for the quality of the academic program and especially the following:+

To primarily supervise the academic programme planning for undergraduate, postgraduate degree and diploma, super specialty, fellowship, certificate programmes and the Ph.D. as well as scholarly programmers related to medicine, with special reference to

- Timetabling (creating and managing the master academic schedule).
 - Student course selection.
 - Room allocations.
 - Academic deadlines.
 - Liaising with IT the staff on educational matters.
 - Responsibility for the College to calendar to ensure a balance between academic deadlines,
 - Co- curricular and residential activities.
- 2) To communicate verbally and written with students, faculty, staff and external stake holders; direct or assist in programme planning, implementation and assessment,
 - 3) To assist with leading or directing an academic programme or academic unit related to medical education.
 - 4) To assist with the direction of an direction of an academic advising office i.e. DPU
 - 5) To have the ability to work independently and in collaboration within a team enrollment
 - 6) To have ability to multi task, set priorities and meet deadlines

- 7) Evaluation of the Academic Programme, Student Academic counseling;
- Follow up on student performance (both in terms of final attainment and attendance);
 - Grades and report, student records;
 - Support to students with special educational needs
 - Responsibility for recruitment, supervision and evaluation and setting of profession development targets for teaching faculty, librarian, lab technician, registrar & assistant any other potential position in the academic area;
 - Preparation of reports for the head on academic matters and the library
- 8) **Academic Resources**
The Academic Director is responsible for the budget and management of all academic spending (planning & execution of the budget). He / She coordinates with the preparation of the academic component of the budget for:
- Library.
 - Departmental resources
 - Academic equipment & furniture
 - IB expenses
 - Reprographic equipment.
- 9) **Curriculum Development**
The academic director is responsible reviewing the forward academic plan in consultation with the head, and for planning and costing proposed new curriculum components, including staffing requirements. The Academic Director is also responsible for aligning the academic programme with the MCI/DPU educational model as defined by the internal competences project and experiential education model.
- 10) **Accreditation**
Dr. D. Y. Patil Vidyapeeth, Pune and its Constituent Colleges / Institutes requires the accreditation process from NAAC, NABH, ISO 9001-2008 and other accreditation bodies of India & abroad from time to time. This position oversees this process in collaboration with DPU Coordinator, the Human resources Coordinator, and the rest of the Management Team.
- 11) As a senior member of the staff, the Academic Director may be delegated other administrative tasks from time to time.

➤ **DUTIES OF THE DIRECTOR OF VIGILANCE & SECURITY:**

1. To assist the Vice Chancellor, Registrar, Controller of Examinations, Deans, Directors and Principals of all the Constituent Colleges/Institutes of the Vidyapeeth in maintaining security in the Vidyapeeth and its Constituent Colleges / Institutes' campuses.
2. To work as the overall in-charge of matters related to security issues of the campuses of the Vidyapeeth at Pimpri and Tathawade, Hi-tech Hospital campus and hostel campuses.
3. To frequently interact with the authorities of the Vidyapeeth i.e. Vice Chancellor/Registrar and Deans / Directors / Principals of the Constituent Colleges / Institutes and advice them to maintain security in the campuses.
4. To prevent losses and damages of the buildings and properties by reporting irregularities, informing violators of policy and procedures, restraining trespassers.
5. To prepare reports by recordings, observations, information, occurrence & surveillance activities interviewing witnesses and obtaining their signatures. He shall also present these reports to the Secretary and advice the actions to be required and contribute to team efforts by accomplishing related results as needed.
6. To conduct and coordinate vigilance activities such as fire prevention, etc. & ensure security and safety of all personnel, staff, students, patients, residents & visitors on campuses, Hi-tech Hospital, hostels, etc.
7. To keep liaison with Government agencies viz. Police Department, Corporation Office, Collector's Office etc.
8. To keep & maintain healthy relations and develop good rapport with various authorities, staff, students on the campus, hostilities, visiting patients and various unions approaching the Vidyapeeth & also media staff.
9. To exercise overall administrative control over security functions and execute powers to maintain discipline in the security team in consultation with the Hon'ble Secretary and plan daily schedule as per the requirement and maintain a separate register for the same.
10. To supervise duties and postings of security guards, train, coach and counsel new and existing security guards.
11. To investigate and report to administration all noted incidents, hazards and accidents.
12. To monitor all arming/disarming of alarms. Record and report all alarm incidents.

13. To schedule security coverage for all special events in collaboration with administration.
14. To review, suggest and lead training opportunities for security force as well as entire community in the case of emergency preparedness or general campus safety.
15. To complete any other work assigned by the higher authorities from time to time.

➤ **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR, UNIVERSITY CENTRE FOR PROFESSIONAL EDUCATION AND FACULTY DEVELOPMENT:**

Goal: Support the Vidyapeeth's vision and mission of excellence in education and research for better health of the people and society

He/ She shall be:

1. To create quality enhancement programs and initiatives, including faculty development in education and research in all constituent units of the Vidyapeeth in alignment with its mission.
2. To develop strategic plan and programs for educational quality enhancement and faculty development for excellence in education and research for improved health systems and outcomes.
3. To conduct needs analysis related to educational enhancement of various constituent Units of the Vidyapeeth, taking inputs of all stakeholders.
4. To develop strategic plan for the department, based on needs analysis.
5. To develop and organize workshops and training programs, with assigned teams from various constituent Units, to strengthen teacher competencies.
6. To develop resource faculty pool of educational experts.
7. Be a resource faculty and mentor for workshops.
8. Initiate and guide education educational innovation projects and collaborations, between various constituent units.
9. To provide consultancy for education in health professions for teaching, learning, assessment and curriculum development and examination reforms.
10. Periodically interact with all stakeholders, regarding the progress of activities and take suggestions and inputs to modify programs as needed.
11. To develop strategies for maximum use of ICT for educational enhancement and faculty development and develop a community of educators.
12. To evaluate outcomes of programs conducted.

13. To develop educational research agenda for various constituent units and the Vidyapeeth.
14. To conduct educational research studies as per relevance and need.
15. Explore collaborative opportunities at local, national and international level.
16. To provide inputs and carry out tasks as require by Vidyapeeth authorities.
17. Perform such other duties as may be assigned to him/her by the Vidyapeeth authorities and assist in any other work that may be allotted to him/her by the Vidyapeeth authorities.

➤ **DUTIES OF THE DEPUTY REGISTRAR**

1. To look after the entire administration of the department and The Deputy Registrar / in-charge of Section/Unit/Department, shall be personally responsible for the smooth conduct and working of his/her section, for the allotment of work to the Deputy Registrar, Section Officers /Sr. Assistant. etc. who shall be directly responsible to him/her.
2. To propose the budget for meetings, workshops, Seminars, Expenditure for Committees,
3. To supervise the academic work within the section.
4. To conduct departmental meeting from time to time and He/She shall convene regular meetings of the officers and/or of the staff working under him/her and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He/she shall also get the daily reports from the officers/staff and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
5. To monitor the achievement of Quality Objectives.
6. To distribute workload to the staff of the Section.
7. To recommend various types of leaves to the staff members
8. To appoint the staff coordinator for activities within the section
9. To issue corrective measures (counseling, warnings, training, etc) to erring employees. He/she shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
10. To inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as He/she may deem fit in case of habitual late-comers or those who habitually are remain absent by issuing warning periodically in writing and recommending

- to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.
11. To maintain and review the annual confidential reports of the officers and employees directly working under him/her and submit them to the Registrar within specified period. He/she should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his/her recommendations. He/she shall also be responsible for submission of accounts of money his section spends. He/she shall submit periodical returns and reports, and must prepare budget for his/her section every year and place it for the approval of the appropriate authority.
 12. To perform the duty of the HoD to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government/Councils. U.G.C., Vice Chancellor and other officers as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his/her section to entertain the complaints, if any, against the staff working under him/her.
 13. To carry out his/her duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay personal attention to their welfare.
 14. He/she shall be solely responsible for the work of the highly confidential nature that may be undertaken by his/her section. He/she shall be responsible for preserving of the documents, deeds etc. concerning his section.
 15. He will be responsible for the work assigned to him/her by the higher officers of the Vidyapeeth from time to time.
 16. The Deputy Registrar shall perform the duties as may be assigned to him/her from time to time, by the Vice-Chancellor, Registrar. Where the Deputy Registrar is working as a Head of the Section and he/her shall have the powers and responsibilities analogues to the powers assigned to the Registrar above.
 17. He/she shall be in-charge of the units/sections and shall be responsible for their normal and smooth working.
 18. He/she shall look after day to day work of the Section/Unit of which He/she is in-charge as per the instructions from the higher authorities from time to time.
 19. He/she shall be responsible for planning and scheduling of the entire work the section well in advance and shall take the periodical reviews of its execution.
 20. He/she shall assign/re-assign specific jobs to his/her subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.

21. He/she shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
22. He/she shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
23. He/she shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
24. He/she shall deal with non-routine cases referred to him by the staff working in his/her section/unit/department. He/she shall call meetings of his/her staff periodically and also train the members of his/her department and provide guidance to all.
25. He/she shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He/she shall also prepare item for consideration of the Management Council/Academic Council or for other authorities/bodies of the University.
26. He/she shall keep exhaustive and self contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
27. He/she shall exercise constant vigilance for speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
28. The Deputy Registrar shall issue warning, in writing, to the staff working under him/her from time to time and report the cases of erring employees to the Registrar for suitable disciplinary action.
29. He/she shall hold meeting Section Officers/Sr. Assistant to discuss the arrears of work, procedural knot-point and other problems which create bottlenecks in the quick disposal of cases of his/her Unit/Department.
30. He/she shall appraise the plan which He/she may prepare and its time schedule to employees working under him/her, watch results, appraise responses and motivate individuals towards achievements of objectives. He/she shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him/her.
31. Any other work assigned to him/her from time to time.

➤ **DUTIES OF THE ASSISTANT REGISTRAR:**

1. To mark and to distribute the letters in the name of dealing assistant.
2. To supervise the work of subordinate staff in the form of work carried out by the staff.
3. To ensure that the various payments made within budget provision and with the sanction of competent authority.
4. To attend to such other work assigned to him with approval of Finance Officer.
5. To assist in funds management of the Vidyapeeth.
6. To pass the bills for payment and preparation of pay bill.
7. To provide the information to the Auditors.
8. Finance section reporting to the higher authority.
9. To coordinate with Income Tax related matters.
10. To check all the reconciliations prepared by subordinate staff related to fees and bank etc
11. To provide the statistical information related to accounts to various Govt. and Non Govt. offices.
12. To prepare additional duties shouldered by competent authority from time to time.
13. To check All Entrance Exam expenses held by Vidyapeeth.
14. To prepare FD statement with interest reconciliation

➤ **DUTIES OF THE SYSTEM ANALYST**

1. To prepare computerized programme of various Examinations / Tests
2. To design & Print of Degree / Diploma Certificates.
3. Computerized all examinations work/test s and printing of results.
4. To make available on the Vidyapeeth Website: Schedule of examinations, Time Tables, Admit Cards etc.
5. To make arrangements of online submission of exam forms/payment of examination fees/internal assessment marks/practical examination marks etc.
6. To prepare and introduce the system of online conduct of the Vidyapeeth Examinations/tests.
7. To prepare and introduce the system of online valuation of answer sheets of the Vidyapeeth Examinations.

8. To make available all kind of information of the All India Entrance Test (AIET) on the Vidyapeeth website.
9. To deal with National Academic Depository (NAD) as a Nodal Officer.

➤ **IN-CHARGE – SOFTWARE DEVELOPMENT CELL**

1. To look after the entire administration of the department.
2. To Design and analyze various modules for developing systems.
3. To suggest and assess the need of Software to be procured from outside agencies.
4. To supervise co-curricular and extracurricular activity within the department.
5. To ensure availability of email Ids to the staff of University as per requisition.
6. To supervise the updation and maintenance of University website.
7. To study the Software Requirement Specification of various modules as requested by various users from time to time.
8. To carry out meetings with end users to get the feedback of the systems and also to assess their requirements.
9. To monitor the achievement of Quality Objectives.
10. To carry out work assigned by Hon'ble Vice-Chancellor, Pro-Vice-Chancellor and Registrar of the University from time to time related to various systems.
11. To decide work allocation to subordinate staff (Man power management).
12. To conduct workshops on ICT training to faculties and administrative staff.

➤ **DUTIES OF THE IN-CHARGE – (IT)**

1. To look after the entire administration of IT department.
2. To design, analyze and propose the IT systems (Hardware/Software) for various workings in the University.
3. To prepare the budget for purchase of IT equipment's, consumables, upgradation work and other related work.
4. To organize the meetings of TAC for suggestion/approval of new technologies and technical specifications of IT related equipments.
5. To supervise the smooth functioning of Computer, Printers, Scanners, Network Services etc.
6. To ensure the smooth functioning of Internet facility made available to various departments of the Vidyapeeth and its Constituent Colleges / Institutes.
7. To design, plan and implant new network technologies with existing network.

➤ **DUTIES OF THE LAW OFFICER:**

He / She shall :

1. Overall in charge of the legal matters of the Dr. D. Y. Patil Vidyapeeth, Pune and its Constituent Colleges/Institutes.
2. Assist the Chancellor, Vice Chancellor, Registrar, Controller of Examinations, Dean/Principal/Director of the Constituent Colleges/Institutes in all legal matters.
3. Prepare drafts, counter affidavits, write appeals, vacate stay petitions, if any,
4. Coordinate with the Heads of Institutes / Colleges with regards to legal matters.
5. Attend the court and liaison with standing counsels.
6. Assist the authorities of the Vidyapeeth in preparing of replies to legal notices received and replies for enquiries under Right to Information Act.
7. Look after all legal matters regarding anti-ragging committees, sexual harassments and implementation of recommendations of Lyngdoh Committee.
8. Provide an effective legal advice in the preparation of legal opinions, studies, reports and correspondence as required from time to time by the various authorities of the Constituent units of the Vidyapeeth.
9. Ensure legal aspects in the compliances with UGC, MHRD, MCI, DCI, INC etc.
10. Assigning court cases to different panel lawyers keeping in view the nature and importance of the cases, monitoring their performance and rendering advice on formation of new panels.
11. Advise in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.
12. He / She shall perform such other duties / tasks assigned by the higher authorities of the Vidyapeeth.

➤ **DUTIES OF THE SECTION OFFICER:**

1. To receive and to initial letters in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he/she him/herself can dispose of without the assistance of the officers and those letters which in his/her opinion are important enough to be seen by the higher officers at the initial stage or on which he/she desires their instruction.

3. To mark and distribute letters to the dealing Assistants/staff.
4. To exercise check and follow up of letters received related to Academics and Establishment from the Government of India / Central Councils / U.G.C. / other Universities, etc.
5. To draft notes/letters with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers and given interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary.
7. To maintain the muster roll of the members of the staff working under him and inform about late attendance, absentees, etc. to HOD.
8. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the higher authority, as the case may be.
9. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
10. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
11. To inspect the racks and tables of assistants/and/or/ senior assistants working under him/her and satisfy him/herself that no papers of files have been overlooked and that there are no odd receipts or bills lying indisposed off.
12. To give instructions regarding destruction of old records according to the directives of Section Head.
13. To attend to such other work as may be given to him/her with the approval of the Registrar /Head of the Department.
14. To exercise, check and to follow up the incoming letters received from Government of India/Central Councils/U.G.C./other Universities/Students, etc.
15. To point out mistake or misstatements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules wherever they are concerned.
16. To submit notes/drafts for approval of the officer-in-charge.
17. To scrutinize notes/cases submitted by the lower staff, put his/her own remarks/suggestions, if any, and submit the same to the higher authority, as the case may be.
18. To ensure the prompt dispatch of letters.

19. To arrange filing of the papers and arrange files in order, year-wise and subject- wise.
20. To scrutinize the letters related to approval title of Synopsis, PG teacher recognition etc.
21. To make arrangement of various authority meetings & prepare the agenda, minutes of meeting, action on resolutions, etc.
22. To scrutinize the proposals (PG Teacher recognition, Title & Synopsis, etc.) submitted by the lower staff and submit the same to the appropriate authority.
23. To attend to such other work that may be assigned to him/her with the approval of the concerned Deputy Registrar.

➤ **DUTIES OF THE SENIOR ASSISTANT / ASSISTANT**

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc.
2. To acknowledge letters received.
3. To open and maintain new file(s)-note-book(s), records, etc. do copying work/rubber stamping and to attend to all types of administrative / clerical work.
4. To maintain different registers, forms etc.
5. To draft letters, notices, minutes, office notes, replies, etc. on computer and/or in hand written to be typed out by other supporting staff.
6. To prepare summary sheets of applications received for CETs / recruitments, etc.
7. To assist for arrangement of various authority meetings & prepare the agenda, minutes of meeting, action on resolutions, etc.
8. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
9. To prepare routine letters/replies for approval where noting is not required issue reminders.
10. To scrutinize the proposals (PG Teacher recognition, Title & Synopsis, etc.) submitted by the College and submit the same to the section In-charge.
11. Any other work assigned from time to time, with the approval of the In-charge.

2.2 SELECTION

A. Selection committee and its Constitution:

There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed by the Vidyapeeth and as per the norms of the UGC.

Constitutions of the selection Committee for Teaching Posts:

1.	Vice Chancellor	Chairman
2.	A person nominated by the Chancellor	Chancellors Nominee
3.	Dean of the Faculty concerned	Member
4.	Head of the concerned department (Provided he is professor)	Member
5.	Three outside experts nominated by the Vice Chancellor	Member
6.	Registrar of the Vidyapeeth	Secretary

Constitutions of the selection Committee for Non-Teaching posts:

1.	Vice Chancellor	Chairman
2.	A person nominated by the Chancellor	Chancellors Nominee
3.	Outside experts nominated by the Vice Chancellor	Member
4.	Dean/Director/Principal of the Constituent College/ Institute and/or Registrar / Controller of Examinations / Finance Officer of the Vidyapeeth	Member

B. Procedure of appointment

- i) All teaching and non-teaching posts shall be widely advertised in two news papers (a local or state level and in a national level). The details of the essential and desirable qualifications, if any, may be given in the advertisement or uploaded on the Vidyapeeth website. Reasonable time shall be allowed to applicants to submit their applications.
- ii) The date of the meeting of the Selection Committee shall be fixed by the Dean/Director respectively, in consultation with the Vice Chancellor so as to allow notice of ten days to each member and to the candidates. The information about each candidate, called for an interview, shall be compiled in tabular form and shall be supplied to each member at least eight calendar days in advance by the Vidyapeeth.

- iii) The Selection Committee shall interview and adjudge the merit of each candidate, in accordance with the qualifications and experience mentioned in the advertisement, and report to the appointing authority the names arranged in order of merit.
- iv) Selection Committee's report shall be placed before the Board of Management, for approval. The format of Selection Committee Report is as follows:

Selection Committee Report

1. Name of the college / Institute _____

2. Post to be filled:

Designation	No. of posts

3. Qualifications (essential and desirable), Experience: (Separate sheet to be attached)

4. Mode of the publicity / advertisement of the post: _____

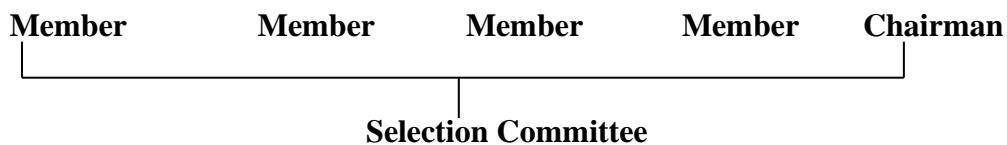
5. Last date for receiving applications: _____

6. Number of applications received: _____

7. Number of eligible applicants called for interview: _____

8. The following candidates attended the interview held on _____ at _____ a.m./p.m. in _____

9. After taking into consideration the academic record, professional experience of the candidates and their performance at the interview, the selection committee recommends the following candidates for appointment in the order of their merit:



- v) The Appointing Authority, i.e., the Vice-Chancellor, shall appoint from amongst the persons recommended, in accordance with the order of merit, the number of persons required to fill in the posts. The Format of Appointment Order is as follows:

Appointment Order Format for a period of two years Probation.

To,

Sub. : Appointment for the post of _____ in _____ College / Institute, _____, Pune – 411 0_____

With reference to your application dated and the interview held on in connection with your appointment for the post of,....., we have the pleasure to offer you the post ofin..... (Subject) on the following terms and conditions:

1. Your services shall be strictly governed by the Bye laws and other related orders/circulars, laid down, issued by Dr. D. Y. Patil Vidyapeeth, Pune (“DPU”) and as may be added, amended or modified from time to time and any decisions taken by the DPU.

TENURE:

2. Appointments shall be initially, temporary in nature, for the period of **two years**, commencing from the date of appointment order or from the date of joining, whichever is earlier and shall be continued at the sole discretion and the decision of the DPU, based on your performance and conduct as per the provisions of the bye laws of the DPU.

SALARIES AND OTHER ENTITLEMENTS

3. You will be paid a basic pay of Rs._____ (Rupees _____ only) per month, in the pay band of _____/-,plus grade pay of Rs._____-/- and other special allowances as determined by the DPU from time to time. Rs._____ (Rupees _____ only).

OTHER CONDITIONS:

4. Your services shall be governed by the Rules/ Bye laws and Circulars issued by DPU and which may be further added, amended or modified and by any decisions taken by the DPU, from time to time.
5. In the event of your acting in breach/violation of any of the terms and conditions of this appointment order or in breach of any rules Regulations laid down by DPU and as may be added, amended or modified from time to time and by any decisions taken by the DPU, the Management of DPU reserves right to remove you from the

employment and to terminate your services and the management of DPU, may, in appropriate cases, take recourse to disciplinary action or file proceedings of Civil or criminal nature, and/or initiate appropriate disciplinary proceeding against you, and imposed appropriate punishment.

6. Your appointment is subject to the minimum number of students and the existence of workload prescribed for the post from time to time. In case of reduction in work load, the DPU shall have the authority to terminate your services immediately and you shall not claim any right to continue in services.
7. Your daily working hours shall be eight hours. However, the appropriate authority of DPU reserves its right to increase this period depending upon the work requirement and you shall be required to adhere to the same. For that purpose you shall not claim any additional pay or compensation.
8. Besides teaching you are also expected to undertake and or be involved in research activities in the College/Institute and research publication output will be very important criteria for evaluation of your performance.
9. You shall submit the original as well as certified true copies of relevant testimonials such as Certificate of Birth Date, all Mark Sheets, Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, Caste Certificate, Two passport size photographs, PAN Card, Aadhar Card, Character Certificate from two eminent persons, one of them a government Gazetted Officer, Change of Name Certificate (if any), etc. before joining your duties. Also you shall have to qualify the qualifying test/s as laid down by the DPU or UGC or any appropriate authority council or body, within a stipulated period.
10. You shall undergo medical examination by the approved Medical Officer of Dr. D.Y Patil Medical College, Hospital and Research Centre Pimpri. within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate.
11. You are required to give the correct mailing address as well as your email address, as soon as you join the duties and any change in the address given earlier should be communicated to the Registrar. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (RPAD) to the mailing and by email, shall be deemed to have been received by you.
12. You will not conduct or engage yourself in any private tuitions, private coaching classes. You will not engage yourself in any other job, paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority / Board of Management.
13. Due to exigencies of service, your services shall be liable to be transferred from one place to another and/or from one College/school to another and/or from one post to another under the DPU.
14. Your appointment can be terminated by either party serving three month prior notice or three months salary in lieu of notice period.

15. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.
16. During the period of your service, you will not indulge directly or indirectly in any such things as are subversive to the interests of the DPU. All information and documents, to which you have access during the course of your services with us, are deemed confidential and are the Property of DPU. You will not disclose any such information to any third party, either in the DPU or outside, nor will you pass on or hand over any such document to anyone, who is not expected to receive / possess the same.
17. You shall be the whole time employee of the College/school and shall not without the permission of the management engage yourself in any work, profession or employment, either honorary or otherwise during the period of your employment in the college/school. You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position as a lecturer/teacher for personal gain. You shall not involve, or concern yourself, directly or indirectly, in the admission process of the students to the various Institutions / Colleges under the DPU at any stage.
18. Non-observation of any of the conditions mentioned above shall warrant disciplinary action against you as per the service rules which may extend to the termination of your services.
19. Any intellectual property created by you, during the course of your employment with DPU, must be by duly acknowledging the participation of DPU.
20. Please communicate your acceptance to the DPU within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled. In case you accept the appointment you shall have to execute a Deed of Contract of Service as prescribed by the DPU at the time of joining the duties.

(_____)

CC: 1) Accounts section, _____ College / Institute, _____, Pune.
 2) Personal file

I have read and accepted all the terms and conditions stated above.

1. **Signature-** _____
2. **Name -** _____
3. **Date -** _____
4. **Signature -** _____

Appointment Order Format: Regularized of Services

To,

**Sub. : Appointment for the post of _____ in _____ College /
Institute, _____, Pune – 411 0_____**

**Ref.: Your earlier Appointment Order No. _____ dated
_____.**

With reference to above, we have the pleasure to **regularize your services** for the post ofin..... (Subject) on the following terms and conditions:

- 1) Your services shall be strictly governed by the Bye Laws and other related Orders / Circulars, laid down, issued by Dr. D. Y. Patil Vidyapeeth, Pune (“DPU”) and as may be added, amended or modified from time to time and any decisions taken by the DPU.

TENURE:

- 2) **Your services are hereby regularized, from the date of this order or from the date of accepting the same by you, whichever is earlier**, based on your performance and conduct as per the provisions of the bye laws of the DPU.

SALARIES AND OTHER ENTITLEMENTS:

- 3) You will be fixed in the pay band of _____ with a basic pay of Rs._____/-, grade pay of Rs._____/ - and other allowances of Rs._____/-, as determined by the DPU from time to time. Your total salary will be Rs._____/ - (Rupees _____ only).

OTHER CONDITIONS:

- 4) Your services shall be governed by the Rules / Bye Laws and Circulars issued by DPU and which may be further added, amended or modified and any decisions taken by the DPU from time to time.
- 5) In the event of your acting in breach/violation of any of the terms and conditions of this appointment order or in breach of any rules Regulations laid down by DPU and as may be added, amended or modified from time to time and by any decisions

- taken by the DPU, the Management of DPU reserves right to remove you from the employment and to terminate your services and the management of DPU, may, in appropriate cases, take recourse to disciplinary action or file proceedings of Civil or criminal nature, and/or initiate appropriate disciplinary proceeding against you, and imposed appropriate punishment.
- 6) Your appointment is subject to the minimum number of students and the existence of workload prescribed for the post from time to time. In case of reduction in intake of students and/or in work load, the DPU shall have the authority to terminate your services immediately and you shall not claim any right to continue in services.
 - 7) Your daily working hours shall be eight hours. However, the appropriate authority of DPU reserves its right to increase this period depending upon the work requirement and you shall be required to adhere to the same. For that purpose you shall not claim any additional pay or compensation.
 - 8) Besides teaching you are also expected to undertake and or be involved in research activities in the College/Institute and research publication output will be very important criteria for evaluation of your performance.
 - 9) You shall submit the original as well as certified true copies of relevant testimonials such as Certificate of Birth Date, all Mark Sheets, Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, Caste Certificate, Two passport size photographs, PAN Card, Aadhar Card, Character Certificate from two eminent persons, one of them a government Gazetted Officer, Change of Name Certificate (if any), etc. before joining your duties. Also you shall have to qualify the qualifying test/s as laid down by the DPU or UGC or any appropriate authority council or body, within a stipulated period.
 - 10) You shall undergo medical examination by the approved Medical Officer of Dr. D.Y Patil Medical College, Hospital and Research Centre Pimpri within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate.
 - 11) You are required to give the correct mailing address as well as your email address, as soon as you join the duties and any change in the address given earlier should be communicated to the Registrar. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (RPAD) to the mailing and by email, shall be deemed to have been received by you.
 - 12) You will not conduct or engage yourself in any private tuitions, private coaching classes. You will not engage yourself in any other job, paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority / Board of Management.
 - 13) Due to exigencies of service, your services shall be liable to be transferred to any other college/institute under the management of DPU.
 - 14) Your appointment can be terminated by either party serving three month prior notice or three months salary in lieu of notice period.

- 15) If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.
- 16) During the period of your service, you will not indulge directly or indirectly in any such things as are subversive to the interests of the DPU. All information and documents, to which you have access during the course of your services with us, are deemed confidential and are the Property of DPU. You will not disclose any such information to any third party, either in the DPU or outside, nor will you pass on or hand over any such document to anyone, who is not expected to receive / possess the same.
- 17) You shall be the whole time employee of the College/Institute and shall not without the permission of the management engage yourself in any work, profession or employment, either honorary or otherwise during the period of your employment in the college/Institute.
- 18) You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position as a lecturer/teacher for personal gain
- 19) You shall not involve, or concern yourself, directly or indirectly, in the admission process of the students to the various Institutions / Colleges under the DPU at any stage.
- 20) Non-observation of any of the conditions mentioned above shall warrant disciplinary action against you as per the service rules which may extend to the termination of your services.
- 21) Any intellectual property created by you, during the course of your employment with DPU, must be by duly acknowledging the participation of DPU.
- 22) You should not engage directly or indirectly in any trade, business, vocation or undertake any other employment, without prior permission of the competent authority, provided, the same is not detrimental to the interest of the Vidyapeeth.
- 23) Please communicate your acceptance to the DPU within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled. In case you accept the appointment you shall have to execute a Deed of Contract of Service as prescribed by the DPU at the time of joining the duties.

(_____)

CC: 1) Accounts section, _____ College / Institute, _____, Pune.
 2) Personal file

I have read and accepted all the terms and conditions stated above.

1. Name - _____

2. Date - _____

3. Signature - _____

Appointment Order Format: Temporary in nature for a period of one year.

To,

**Sub. : Appointment for the post of _____ in _____ College /
Institute, _____, Pune – 411 0 _____**

With reference to your application dated and the interview held on in connection with your appointment for the post of....., we have the pleasure to offer you the post ofin..... (Subject) on the following terms and conditions:

- 1) Your services shall be strictly governed by the Bye Laws and other related Orders / Circulars, laid down, issued by Dr. D. Y. Patil Vidyapeeth, Pune (“DPU”) and as may be added, amended or modified from time to time and any decisions taken by the DPU.

TENURE:

- 2) Your appointment is purely, **temporary in nature, for a period of one year**, commencing from the date of joining and shall be continued at the sole discretion and the decision of the DPU, based on your performance and conduct as per the provisions of the bye laws of the DPU.
- 3) Your appointment has been made in anticipation of an increase in work load and/or to meet the exigencies of work temporarily available with DPU. It is clearly given to understand you that this is the basic and fundamental clause of your appointment.

SALARIES AND OTHER ENTITLEMENTS:

- 4) You will be fixed in the pay band of _____ with a basic pay of Rs._____/-, grade pay of Rs._____/ - and other allowances of Rs._____/ -, as determined by the DPU from time to time. Your total salary will be Rs._____/ - (Rupees _____ only).

OTHER CONDITIONS:

- 5) Your services shall be governed by the Rules / Bye Laws and Circulars issued by DPU and which may be further added, amended or modified and any decisions taken by the DPU from time to time.
- 6) In the event of your acting in breach/violation of any of the terms and conditions of this appointment order or in breach of any rules Regulations laid down by DPU and as may be added, amended or modified from time to time and by any decisions taken by the DPU, the Management of DPU reserves right to remove you from the employment and to terminate your services and the management of DPU, may,

- in appropriate cases, take recourse to disciplinary action or file proceedings of Civil or criminal nature, and/or initiate appropriate disciplinary proceeding against you, and imposed appropriate punishment.
- 7) Your appointment is subject to the minimum number of students and the existence of workload prescribed for the post from time to time. In case of reduction in intake of students and/or in work load, the DPU shall have the authority to terminate your services immediately and you shall not claim any right to continue in services.
 - 8) Your daily working hours shall be eight hours. However, the appropriate authority of DPU reserves its right to increase this period depending upon the work requirement and you shall be required to adhere to the same. For that purpose you shall not claim any additional pay or compensation.
 - 9) Besides teaching you are also expected to undertake and or be involved in research activities in the College/Institute and research publication output will be very important criteria for evaluation of your performance.
 - 10) You shall submit the original as well as certified true copies of relevant testimonials such as Certificate of Birth Date, all Mark Sheets, Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, Caste Certificate, Two passport size photographs, PAN Card, Aadhar Card, Character Certificate from two eminent persons, one of them a government Gazetted Officer, Change of Name Certificate (if any), etc. before joining your duties. Also you shall have to qualify the qualifying test/s as laid down by the DPU or UGC or any appropriate authority council or body, within a stipulated period.
 - 11) You shall undergo medical examination by the approved Medical Officer of Dr. D.Y Patil Medical College, Hospital and Research Centre Pimpri within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate.
 - 12) You are required to give the correct mailing address as well as your email address, as soon as you join the duties and any change in the address given earlier should be communicated to the Registrar. It will be presumed that any letter, sent by Registered Post Acknowledgement Due (RPAD) to the mailing and by email, shall be deemed to have been received by you.
 - 13) You will not conduct or engage yourself in any private tuitions, private coaching classes. You will not engage yourself in any other job, paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority / Board of Management.
 - 14) Due to exigencies of service, your services shall be liable to be transferred to any other college/institute under the management of DPU.
 - 15) Your appointment can be terminated by either party serving three month prior notice or three months salary in lieu of notice period.
 - 16) If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.

- 17) During the period of your service, you will not indulge directly or indirectly in any such things as are subversive to the interests of the DPU. All information and documents, to which you have access during the course of your services with us, are deemed confidential and are the Property of DPU. You will not disclose any such information to any third party, either in the DPU or outside, nor will you pass on or hand over any such document to anyone, who is not expected to receive / possess the same.
- 18) You shall be the whole time employee of the College/Institute and shall not without the permission of the management engage yourself in any work, profession or employment, either honorary or otherwise during the period of your employment in the college/Institute.
- 19) You will not enter into any monetary transaction with any student or his parents or guardians and shall not misuse your position as a lecturer/teacher for personal gain
- 20) You shall not involve, or concern yourself, directly or indirectly, in the admission process of the students to the various Institutions / Colleges under the DPU at any stage.
- 21) Non-observation of any of the conditions mentioned above shall warrant disciplinary action against you as per the service rules which may extend to the termination of your services.
- 22) Any intellectual property created by you, during the course of your employment with DPU, must be by duly acknowledging the participation of DPU.
- 23) You should not engage directly or indirectly in any trade, business, vocation or undertake any other employment, without prior permission of the competent authority, provided, the same is not detrimental to the interest of the Vidyapeeth.
- 24) Please communicate your acceptance to the DPU within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled. In case you accept the appointment you shall have to execute a Deed of Contract of Service as prescribed by the DPU at the time of joining the duties.

(_____)

- CC: 1) Accounts section, _____ College / Institute, _____, Pune.
 2) Personal file

I have read and accepted all the terms and conditions stated above.

1. Name - _____

2. Date - _____

3. Signature - _____

C. Probation:

The period of probation for the employee, shall be of 2 years, on the expiry of which he/she will be deemed to be confirmed unless after assessment of his/her work by the competent authority, his/her services are terminated by giving him/her One month's notice or One month's salary in lieu of notice.

D. Pay Scales for the Teaching Staff:

- i. Pay scales, allowances and other financial benefits for various categories of teaching / non-teaching staff as prescribed by the UGC / AICTE. Details are as follows:

SN	Designation	Pay Scale
1	Professor	PB – 37400 – 67000 AGP – 10000
2	Associate Professor	PB – 37400 – 67000 AGP – 9000
3	Assistant Professor	PB – 15600-39100 AGP 6000/7000/8000

E. Pay Scales for the Administrative Staff:

SN	Designation	Pay Scale
1	Chancellor	Honorarium decided by the Board of Management
2	Vice Chancellor	Fixed Pay of Rs. 75,000/- along with a special pay of Rs. 5,000/- PM + Special Allowances.
3	Registrar	PB – 37400-67000 AGP - 10000
4	Finance Officer	PB – 37400-67000 AGP - 10000
5	Controller of Examinations	PB – 37400-67000 AGP - 10000
6	Director (Research)	PB – 37400-67000 AGP - 10000
7	Director (Academics)	PB – 37400-67000 AGP - 8900
8	Director (Security)	PB – 37400-67000 AGP - 8900
9	Deputy Registrar	PB – 15600-39100 AGP - 7600
10	Assistant Registrar	PB – 15600-39100 AGP - 5400
11	Section Officer	PB – 9300-34800 AGP - 4400
12	Senior Assistant	PB – 9300-34800 AGP - 4300
13	Assistant	PB – 5200-20200 AGP - 2400
14	Driver	PB – 5200-20200 AGP - 1900
15	Attendant/Peon	PB – 4440-7440 AGP - 1300

Pay scales are revised from time to time.

F. Salary Disbursement:

- i. As a policy of the University, the salaries of all the staff members of the University and its Constituent Colleges / Institutes are directly credited to their respective SB Account in Andhra Bank or HDFC Bank.
- ii. Annual increments shall be sanctioned by the Dean/Director/Principal on satisfactory performance of the employee based on the recommendations of HOD or In-charge of the section. In case of the Dean/Director/Principal, Vice Chancellor is the sanctioning authority.

G. Termination

The College / Institute reserve the right to terminate the services of an employee without any prior notice or assigning any reason in case of underperformance, misconduct etc.

H. Superannuation:

The age of superannuation of the teacher shall be as prescribed by respective Council/UGC from time to time. If after superannuation, Vice Chancellor wants to reemploy a particular person he shall not be entitled for the benefits of Gratuity, Provident Fund and increments.

I. Seeking Release:

- i) Nobody can leave the service without applying for the release to the Vidyapeeth/constituent College/ Institute.
- ii) The Dean/Director/Principal appointed in a Constituent Institute / college to the Vidyapeeth or Head of the Recognized Institution shall not leave the service without giving One month's notice to the Appointing authority or in lieu of notice pay to the Appointing Authority an amount equivalent to One month's salary. The Appointing Authority, at its discretion may waive the above notice period in part or in full.
- ii) The employee shall not leave the service of the Vidyapeeth / College/ Institution without giving to the Appointing Authority one month's notice, or in lieu thereof pay to the Vidyapeeth /Appointing Authority an amount equivalent to one month's salary.
- iii) In the event of a vacancy in the post of the Dean/Director/ Principal of a constituent college/Institute, occurring due to illness, leave, retirement resignation, or for any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the college/institute, in addition to his/her own duties, as a temporary

arrangement till the Dean/Director/ Principal resumes his/her duties or till the post is filled by due procedure.

J. Handing over charge:

- i) The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, furniture, etc. issued to him to the College/ Institute / library/ Department, and shall pay up in full all charges due from him for occupation of residential quarters, water and electricity charges, etc.
- ii) If he fails to do so, the Registrar/ Head of Institute shall recover the amount due from such employee on account of the above items from his last salary.
- iii) The last salary will not be paid to the employee until a clearance certificate is issued by the Head of the Department/ Head of Institute concerned after obtaining No dues Certificate of all concerned sections.
- iv) The exiting employee shall have to handover data related to Institute/ College activities handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; any other communication related to the institute / college with any outside party / individuals, to a person authorized by the Dean / Director/ Principal of the college / institute.

K. Relieving Order / Discharge certificate:

The Appointing Authority / Head of Institute will give a discharge certificate to the employee who leaves service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the Vidyapeeth/College/Institute and a proper handover of roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.

3. MOTIVATIONAL INCENTIVES:

(a) RESEARCH AWARDS:

The Vidyapeeth gives incentives to inculcate the scientific temper and Research Culture among the faculty members. The Vidyapeeth provides various incentives to faculty members for attending workshops/seminars, paper presentations etc. Following Awards will be given to the faculty members of the Vidyapeeth amongst all the Constituent Colleges/Institutes.

SN	Name of Award	No. of Awards	Award Money
1.	Research Award	1	Rs. 40,000/-
2.	Dr. P. D. Patil Young Researcher Award	1	Rs. 20,000/-
3.	Innovative Teaching Award	1	Rs. 20,000/-

A committee will scrutinize the applications on the following criteria:

1. Criteria for Research Award:

All Faculty members holding the post of Lecturer / Assistant Professor & above in Constituent Colleges / Institution are eligible to apply.

Marks Classification

100 marks

2. Criteria for Dr. P. D. Patil Young Researcher Award:

All Faculty members working in Constituent Colleges / Institution below the age of the 40 years are eligible to apply.

Marks Classification

100 marks

(a)	Number of Publications during the year (1 st July to 30 th June) Indexed journal by Scopus, Pubmed & Web Science (Case report, Review article, commentaries, photo quiz, pictorials CME shall not be considered while accounting to the total number of publications during the year.)	25 Marks
(b)	Average Impact Factor as SJR index of all the publications during the year (1 st July to 30 th June) (Proof should be enclosed)	20 Marks

(c)	Research Grant Awarded External Funding International Level : 10 Marks National Level : 05 Marks DPU funding : 05 Marks (Mention grants (amount) received & utilized)	20 Marks
(d)	Average Citation index as per Scopus & Pubmed	5 Marks
(e)	Significant Relevance of the Research work carried out during the year as reflected in the publications with principal findings as a two page write up	20 Marks
(f)	Patents Patent Awarded / Accepted : 10 marks If Patent successfully filed (with registration number) : 5 Marks	10 Marks

3 Criteria for Innovative Teaching Award

All the Faculty members holding the post of Lecturer / Assistant Professor & above in Constituent Colleges / Institution are eligible to apply.

Classification of Marks:

100 marks

(a)	Teaching Experience (1mark / year) with maximum	20 Marks
(b)	Innovative and Empowering Pedagogical Practices from Thought to Action	20 Marks
(c)	Feed Back from Students	20 Marks
(d)	Extension Work/ member on editorial board/ National board/Reviewer/mass media etc	15 Marks
(e)	Total Publications till date (Indexed in Scopus / Pubmed / Web Science)	10 Marks
(f)	Participation in various activities of the College / Institute / University	15 Marks

(b) **RESEARCH INCENTIVES:**

Research has always been an integral part of our curriculum. We have excelled in research activity and have contributed effectively at National and International levels. In order to further strengthen the research activities, we grant incentives for faculty and PG students as under:

1. The National and International conference **registration fees** will be reimbursed on submission of receipt by a faculty member when he/she has contributed in the deliberations at the conference by way of:
 - a) Presentation of Paper / Poster
 - b) Chairing a session
 - c) Judging a scientific paper / poster session
 - d) Delivering a guest lecture
2. The **delegate registration fees** will be reimbursed on the submission of receipt to a PG student if he/she has presented a paper / poster at a conference.
3. An amount of Rs. 5,000/- (Five Thousand Only) will be given for a publication in “**Scopus, Web of Science and PubMed**” indexed journals and Rs.3,000/- (Three Thousand Only) for a publication in “**Indian Citation Indexed**” journals or “**UGC-approved Journals**”
4. An amount of Rs. 5000/- (Five Thousand Only) will be given for a **patent that is published in the Indian Patent Journal, World Intellectual Property Organization** and other reputed international patent databases.

The registration fees for faculty members and PG students deputed by the college for attending special training workshops / conferences / seminars will be reimbursed.

4 CAREER ADVANCEMENT AND RECOGNITION THROUGH WEBSITE NOTIFICATION FOR THE AWARDEES:

The Faculty members who receives first and second prize at **National/International for Oral Paper Presentation** in conferences organized by recognized body is eligible for **Promotion** and /or Recognition through **University Website Notification** along with **Commendation Certificate**.

Provided that;

The awardees should be either first or second author of the full length Research paper.

1. He / She should have completed three years of service as an Assistant Professor to promote as an Associate Professor
2. He / She should have completed three years of service as an Associate Professor to Promote as a Professor.
3. The faculty should have minimum very good grade in an annual assessment report at least two of the last three years assessment period.

Salary Increment and Recognition through Website Notification for the Awardees

- ❖ If Professor receives the National/International Award he / she will be eligible for additional one non-compound salary increment once in three years. (as there is no scope of further promotion).
- ❖ **The Faculty members who receives first prize at State Award for Oral Research Paper Presentation** in various conferences organized by recognized body is eligible for **additional one non-compound salary increment once in three years.**
- ❖ The Faculty members who receives **Patent Award** is eligible for **additional one non-compound salary increment** once in three years.

Commendation Certification and Cash Award:

- ❖ The Faculty members who receives **Inter - National Award** such as **third prize in Oral paper Presentation** in conference organized by recognized body is eligible for **Cash Award of Rs. 7000/-** (Rupees Seven Thousand only) and Recognition through **University Website Notification** along with **Commendation Certificate**.

- ❖ The Faculty members who receive **National Award** for **third prize in Oral paper Presentation** in conferences organized by recognized body is eligible for **Cash Award of Rs. 5000/-** (Rupees Five Thousand only) and Recognition through **University Website Notification along with Commendation Certificate.**
- ❖ The Faculty members who receive **State Award** for **First prize in Oral paper Presentation** in conferences organized by recognized body is eligible for **Cash Award of Rs. 5000/-** (Rupees Five Thousand only) and Recognition through **University Website Notification along with Commendation Certificate.**
- ❖ The Faculty members who receive **State Award** for **second prize in Oral paper Presentation** in conferences organized by recognized body is eligible for **Cash Award of Rs. 3000/-** (Rupees Three Thousand only) and Recognition through **University Website Notification along with Commendation Certificate.**
- ❖ The Faculty members who receive **State Award** for **third prize in Oral paper Presentation** in conferences organized by recognized body is eligible for **Cash Award of Rs. 2500/-** (Rupees Two Thousand Five Hundred only) and Recognition through **University Website Notification along with Commendation Certificate.**
- ❖ The Faculty members who receive awards other than the research awards, by recognized body is eligible for **Cash Award of Rs. 2000/-** (Rupees Two Thousand Only) and Recognition through **University Website Notification along with Commendation Certificate.**
- ❖ The Faculty members who receive awards for research poster presentations, in the various conferences organized by recognized body is eligible for Cash Award of Rs. 2000/- (Rupees Two Thousand Only) and Recognition through **University Website Notification along with Commendation Certificate.**

5. STAFF WELFARE ACTIVITIES:

(a) HEALTH BENEFITS TO STUDENTS AND STAFF OF THE VIDYAPEETH AND ITS CONSTITUENT COLLEGES / INSTITUTES:

The Vidyapeeth has made available the facilities for treatment in Medical, Dental, Ayurvedic, Homoeopathy, Physiotherapy Colleges and Optometry Institute without any cost to the students, teaching and non-teaching staff of the Vidyapeeth and its Constituent Colleges / Institutes.

(b) FREE ACCIDENTAL INSURANCE

The Vidyapeeth has also made a provision for Free Accidental Insurance Facility for the Students as well as Teaching and Non-teaching staff of the Vidyapeeth and its Constituent Colleges / Institutes.

(c) EMPLOYEES PROVIDENT FUND

The eligible members of the staff are enrolled under EPF Scheme and the contribution as fixed by the Government of India is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

(d) EMPLOYEES STATE INSURANCE

The eligible members of the staff are enrolled under ESI Scheme and the contribution as fixed by the Government of India is deducted from their salary.

(e) LOYALTY BONUS

Loyalty Bonus for every three completed years is paid to the staff as mentioned below:

Designation	Amount in Rs.
Professor	1,000/-
Associate Professor	700/-
Assistant Professor	400/-
Demonstrator	200/-

(f) TRANSPORT FACILITY

The Vidyapeeth and its Constituent Colleges / Institutes provide transportation to their employees at minimal charges.

(g) CONCESSION IN TUITION FEES

The Vidyapeeth and its Constituent Colleges / Institutes gives 15-30% concession in tuition fees if any employee is willing to get admission for the courses run by the Vidyapeeth.

(h) The Vidyapeeth and its Constituent Colleges / Institutes provide uniforms to their Class 4 employees for free of cost.

6. DISCIPLINE [CONDUCT OF THE EMPLOYEES]

A) WORKING HOURS:

The working hours for the all employees of the Vidyapeeth (who are under the payroll of the DPU) are from 10.30 a.m. to 6.30 p.m. with a lunch break of 30 Minutes between 1.30 p.m.to 2.30 p.m. and for its Constituent Colleges / Institutes are from 9.00 a.m. to 5.00 p.m. with a lunch break of 30 Minutes.

B) REPORTING:

The staff of the Vidyapeeth and its Constituent Colleges / Institutes is expected to report on time everyday as per their scheduled timings. 15 minutes delay is permissible. Late reporting of 30 minutes more than three times will lead for disciplinary action by the Registrar of the Vidyapeeth. Similarly all the staff should record their attendance by signing in the Muster Roll as well as in Biometric System every day.

C) I-CARD AND DRESS CODE

All the staff of the Vidyapeeth and its Constituent Colleges / Institutes is expected to wear Identity Card everyday during the working hours. Formal dress code should be use to wear on all working days.

D) LEAVING THE CAMPUS BEFORE TIME:

Leaving the workplace and office campus before the time is strictly not permissible. It is allowed only to those employees who have taken prior permission of their reporting authority in case of any emergency.

E) EMPLOYEES' OBLIGATIONS:

The employee of the Vidyapeeth shall be at the disposal of the Vidyapeeth for full time and shall serve in such capacity and at such places as he/she may, from time to time, be so directed.

i) Every employee shall: -

- (a) Conform and abide by the provisions in the Bye-laws, circulars of the Vidyapeeth and regulations, directives and decisions of the competent authorities. He shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed from time to time.
- (b) Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Vidyapeeth and shall do nothing that would or is likely to tarnish the image or reputation of the Vidyapeeth, or adversely affect its interests.

- (c) Carry out duties and responsibilities assigned to him/her post and shall also carry out any other duties that may be assigned to him/her from time to time.

ii) No employee shall: -

- (a) Use his/her position or influence, directly or indirectly, to secure employment for any person in the Vidyapeeth including its constituents, college or institute.
- (b) Bring or attempt to bring any influence to bear upon the appointing authority or the concerned head of the department to further his/her personal interest in the Vidyapeeth including its constituent college or institute.
- (c) Misuse or use for personal benefit, gain or profit, the amenities facilities, infrastructure or intellectual, property belonging to the Vidyapeeth including its constituents, college or institute.
- (d) Demand or accept any gratis payments or any other favour from any person or organization that could directly or indirectly affect reputation or functions of the Vidyapeeth.
- (e) Without prior permission, cause to or disclose / divulge or use any information gained, in the course or connected with his / her employment, in the Vidyapeeth for personal gains / profit or for advantage for himself or any other person.
- (f) Engage directly or indirectly in any trade, business, vocation or undertake any other employment, without prior permission of the competent authority, provided, the same is not detrimental to the interest of the Vidyapeeth.
- (g) Engage in or conduct private tuitions or coaching,
- (h) Indulge in an act of plagiarism in any form.
- (i) Indulge in any criminal act where he/she is arrested or prosecuted.
- (j) Propagate/indulge in any sectarian activity or cause to disturb communal harmony.
- (k) Discriminate against any person on the grounds of religion, caste, gender, language.
- (l) Indulge in or encourage any form of malpractice.

F) PROPERTY OF THE VIDYAPEETH:

Every employee shall –

- i) Take due care of the property, materials, instruments, equipments, machines, furniture, cash, etc. of the Vidyapeeth and shall take all reasonable precautions to safeguard them against accident, damage, loss, pilferage, etc. Where damage or loss is attributable to the intentional mishandling or misuse by an employee, the employee shall be liable for disciplinary action as may be deemed appropriate by the competent authority. Besides, the competent authority shall be entitled to recover the assigned / assessed value of such breakage / damage or loss from the employee.
- ii) Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures, as prescribed and provided by the administration.
- iii) Observe canons of financial expenditure and inventory control, wherever applicable.

G) UNAUTHORIZED POSSESSION OF GOODS:

If the employee is found in unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Vidyapeeth, or kept in stock, and are not normally carried by the said employee, he/she shall be deemed to have got into possession of such goods by improper means. The concerned authority may confiscate; such goods; and such unauthorized possession shall attract disciplinary action as well as any other action as deemed fit by the Competent Authority. Authorized possession should be reasoned and authenticated.

H) SUSPENDED EMPLOYEES ON THE PREMISES:

The employee, who has been suspended or deemed to have been suspended, shall not enter the premises of the Vidyapeeth without prior permission of the competent authority, unless otherwise invited for the enquiry. However, the premise does not include residential premises.

I) POSSESSION/CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS

No employee shall possess or be under the influence of intoxicating drinks/drugs while on duty and on campus.

J) PARTICIPATION IN POLITICS AND ELECTIONS

No employee shall, without prior permission, in writing, by the competent authority, be actively associated with any political party or any organization, which takes part in politics; or which has got political implications nor shall he/she take part in or assist in any other manner any political movement or activity (such as election and demonstration, strikes, etc).

K) DEMONSTRATIONS

No employee shall organize or participate in any demonstration, agitation any nature whatsoever like for social, political or religious cause, academic in the premises of the Vidyapeeth.

**L) CONNECTION WITH MEDIA OF MASS COMMUNICATION
(Print or electronic etc.)**

No employee shall participate in a radio/television programme, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously, pseudonymously or in his own name, which is detrimental to the image/interests of the Vidyapeeth. However the employee may be allowed to participate in radio, TV programmes or contribute article for academic purpose with prior permission.

M) UNAUTHORIZED COMMUNICATION OF INFORMATION

Except in accordance with any general or special order of the Vidyapeeth otherwise in bona fide performance of the duties assigned to him/her, no employee shall communicate directly or indirectly, any official document or information to any employee, any other person or organization.

N) UNAUTHORIZED PUBLICATION OF OFFICIAL DOCUMENTS

While in service of the Vidyapeeth or after retirement, resignation, dismissal or discharge, no employee shall make public or publish, any documents, papers or information, which might have come into his / her possession in his/her official capacity, without obtaining prior written permission from the Vidyapeeth

O) INVENTION AND PATENTS

No employee shall, without the prior consent of the respective competent authority, either during his/her service or thereafter, apply for patent or exclusive privilege in respect of any invention/ discovery made by him/her while performing his duties in his/her service in the Vidyapeeth. Every publication/ patent and research shall be duly acknowledged.

P) GROUNDS FOR TAKING ANY DISCIPLINARY ACTION AGAINST AN EMPLOYEE:

Disciplinary action shall be taken or punishment inflicted on the employee in service on one or more of the following grounds:

- (i) Misconduct
- (ii) Act or omission involving moral turpitude
- (iii) Willful and persistent neglect of duty
- (iv) Engaging in/and or conducting private tuitions/ coaching.

Q) MISCONDUCT: THE FOLLOWING IS THE ILLUSTRATIVE LIST OF ACTS OF MISCONDUCT:

- (i) Insubordination or disobedience of any lawful and reasonable order of the superior.
- (ii) Commission of any act subversive of discipline or good behaviour.
- (iii) Participation in any strike, Dharne, candle march, Gherao, any form of protest.
- (iv) Committing theft, fraud, dishonesty, embezzlement, misappropriation.
- (v) Negligence or subversive or unethical practices, causing damage to or loss of property.
- (vi) Demanding or accepting or giving bribe or any illegal gratification whatsoever.
- (vii) Absence without leave for more than thirty consecutive days or persistent absence from duty without leave.
- (viii) Habitual late attendance or habitually leaving work before time or absence from place of work.
- (ix) Negligence or neglect of work i.e. dereliction or failure to discharge the duties assigned to him, willful and persistent neglect of duty.
- (x) Accepting employment for any consideration inside or outside the Vidyapeeth / Hospital / establishment/ and/ or under the constituent colleges/ institutes or under any person without the approval of the appointing authority.
- (xi) Drunkenness, fighting, riotous, disorderly or indecent behaviour in the premises of the Vidyapeeth.

- (xii) Giving false evidence or statement in any enquiry held by the Vidyapeeth, by college or by institute or in a case conducted in a Court of Law in which the Vidyapeeth is a party.
- (xiii) Travelling or carrying unauthorized passengers, materials in any of the vehicles of the Vidyapeeth.
- (xiv) Collection or canvassing for collection of any money for any purpose within the Vidyapeeth premises without prior permission.
- (xv) Smoking or consumption of tobacco in any form on the premises of the Vidyapeeth.
- (xvi) Sleeping while on duty.
- (xvii) Distributing or exhibiting handbills, pamphlets or posters inside the premises of the Vidyapeeth without prior permission of the head of the respective departments or the establishment.
- (xviii) Holding or participating in any unauthorized meeting within the premises of the Vidyapeeth.
- (xix) Gambling or canvassing for sale of any commodities, chit funds, lottery tickets, coupons or shares or any other financial instruments, etc. within the premises of the Vidyapeeth.
- (xx) Any criminal offence, resulting into conviction in any court of law.
- (xxi) Making false statements on matters germane to his/ her employment in the Vidyapeeth or wilful suppression of facts at the time of employment or during the course of service in Vidyapeeth.
- (xxii) Threatening, intimidating, coercing, assaulting and quarrelling with any person in the premises of the Vidyapeeth.
- (xxiii) Using of foul or abusive language or misbehaving.
- (xxiv) Refusing to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- (xxv) Using the facilities and properties of the Vidyapeeth without authority for personal gains.
- (xxvi) Preventing the Vidyapeeth employees/officers/superiors either from entering or coming out of the premises, e.g. Dhraane / Gherao.
- (xxvii) Preventing ingress or egress of the material or equipment and manpower of the Vidyapeeth.
- (xxviii) Punching of attendance card or forging the signature of another employee in the attendance register.

- (xxix) Tampering with any of the records of the Vidyapeeth.
- (xxx) Slowing down in performance of work or instigating other employees to slow-down or adopting work-to-rule practices.
- (xxxii) Acts of immorality or involving moral turpitude within the premises of the Vidyapeeth or outside.
- (xxxiii) Unauthorized occupation/illegal or immoral use of the premises of the Vidyapeeth.
- (xxxiv) Not wearing uniform, if specified, while on duty.
- (xxxv) Refusal to work beyond the stipulated period of work or to work on holidays when specifically instructed to do so by the head of the department or establishment.
- (xxxvi) Incompetence shall include failure to keep his/ her knowledge up - to - date inspite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the assigned work by the competent authority because of inability.
- (xxxvii) Possessing of unlicensed weapons, dangerous or illicit drugs.
- (xxxviii) Sexual harassment of co-employee, student, patient, person accompanying patient, party or any other person who would be involved with the Vidyapeeth including unwelcome sexually detrimental behaviour (whether directly or by implication) as (a) Physical contact and advances (b)A demand or request for sexual favours (c) Sexually colored remarks (d) Showing pornography (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (xxxix) Participating in any activity prejudicial to the interests of the Vidyapeeth.
- (xxxix) Shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Bye- laws, circulars, guidelines, directives, etc. or standing orders of the Vidyapeeth, rules and regulations relating to the duties and responsibilities of employees and violation of code of conduct.

R) PENALTIES: THE EMPLOYEE SHALL BE LIABLE TO BE PUNISHED ON ONE OR MORE OF THE ACTS OF MISCONDUCT.

Without prejudice to the provisions of these Rules, an employee guilty of misconduct as indicated as above, shall be liable to any of the following penalties, namely;

1. Minor Penalties:

- (a) Caution, censure or reprimand.
- (b) Withholding or stoppage of increment without cumulative effect.
- (c) Withholding promotion for a period not exceeding one year.
- (d) Recovery from pay of the amount as may be due on account of any pecuniary loss caused to the Vidyapeeth, by negligence or breach of orders.
- (e) Fine, not exceeding an amount equivalent to 15 day's basic salary.

2. Major Penalties:

- (a) Withholding or stoppage of increment with cumulative effect.
- (b) Demotion to a lower grade or reduction in post or to a lower stage in a time scale of pay for a specified period or permanent reduction in rank.
- (c) Termination, by way of removal, dismissal from service.

S) INFLECTION OF MAJOR PENALTIES WITHOUT HOLDING ENQUIRY:

If the employee is convicted under criminal prosecution, in respect of crime involving moral turpitude, the Disciplinary Authority shall issue an order of dismissal without holding an enquiry.

T) DISCIPLINARY AUTHORITY:

The power to inflict penalties shall vest with the Disciplinary Authority. Disciplinary Authority shall be the Registrar of the Vidyapeeth for Non-teaching employees of the Vidyapeeth and the Dean/Director/Principal of the concerned Constituent Colleges / Institutes to conduct or carry out enquiry for their employees (Teaching & Non-Teaching). Such person shall conduct an enquiry as per the bye laws and shall have the power to inflict penalties.

U) PROCEDURE FOR INFLICTING PENALTIES:

On a complaint being received against an employee or suo moto, the competent authority shall first determine itself or committee / enquiry officer appointed for the purpose, if there is a prima facie case against the employee for infliction of penalty/ penalties.

- i) The employee, who has committed any act(s) of misconduct, shall be served a show cause notice as to why suitable action be not taken against him/her. The employee shall be given an opportunity to explain and answer the charges leveled against him/her within the stipulated period which shall not be less than 15 days. If the Disciplinary Authority is satisfied with the explanation, the charges against him/her shall be dropped.
- ii) If the Disciplinary Authority/authorized person, is satisfied that the misconduct committed by the employee is of minor nature, the Disciplinary Authority shall serve him/her another notice as to why the minor penalty should not be inflicted on him/her, and on receipt of the explanation, within the stipulated period, which shall not be less than 15 days, award the minor penalty.
- iii) If the Disciplinary Authority is of the opinion that the misconduct is of serious nature, which if proved, would attract major penalty, he/she shall appoint an Enquiry Committee / Enquiry Officer.
- iv) The Disciplinary Authority shall appoint another person as the Presenting Officer to present the case in support of the charges, before the Enquiry Committee / Enquiry Officer. The employee may be permitted to defend himself / herself.

V) SUSPENSION:

- i) If the Disciplinary Authority is of the opinion that,
 - (a) The employee, if proved guilty, is likely to be awarded any of the major penalties,
 - (b) The employee is likely to tamper with the record or evidence,
 - (c) The employee is likely to threaten those who are to depose against him/her, in the enquiry, and thus vitiate the enquiry, in any manner, The Disciplinary Authority shall put the employee under suspension, immediately after serving the order of suspension to the employee.

- ii) The employee under suspension shall be entitled to subsistence allowance at the rate of 50% of his salary and the allowance(s) admissible thereon for the period of initial six months.
- iii) If the enquiry is prolonged beyond this period, and the delay is entirely attributable to the employee, the subsistence allowance shall be reduced to 25% of his salary and allowance(s) thereon. If the enquiry is prolonged beyond the period, otherwise, the subsistence allowance shall be increased to 75% of his salary and allowance(s) thereon.
- iv) The employee who is detained in police custody, whether on criminal charge or otherwise for a period exceeding 48 hours, shall be deemed to have been suspended, with effect from the time of detention by an order of the Appointing Authority, till the order is revoked. The employee shall be entitled to subsistence allowance at the rate of Re.1/- per month.
- v) The employee under suspension shall not be entitled to leave the headquarters and to accept any employment during the suspension. If the employee tenders his / her resignation while under suspension, the same shall not be accepted or the acceptance of resignation is left to the discretion of the Disciplinary Authority.
- vi) If the employee, who has been under suspension, is proved not guilty, the period of suspension shall be treated as “on duty” and he/she shall be paid the difference between subsistence allowance, and the salary payable to him, had he not been suspended.
- vii) If the employee, who has been under suspension, is found guilty and is inflicted with minor penalty/ies, the period of suspension shall be regulated as per the provisions above.
- viii) If the employee, who has been under suspension, is found guilty and is inflicted with major penalty/ies, the period of suspension shall be regulated as follows:
 - (a) In case of withholding or stoppage of increment with cumulative effect, the period of suspension shall be treated as the period of leave on half pay.
 - (b) In case of reduction in rank, the period of suspension shall be treated as the period of leave on half pay.
 - (c) In case of termination, dismissal or compulsory retirement from service, the employee shall be deemed to have been absent from duty for the period of suspension and shall not be entitled to any remuneration for such period.

W) ENQUIRY:

1. The Disciplinary Authority shall prepare a charge-sheet containing statement of specific allegations, the supporting documents and the list of witnesses to be examined, and supply the same to the employee, to the Enquiry Committee / Enquiry Officer and to the Presenting Officer.
2. The Enquiry Committee / Enquiry Officer shall seek explanation of the employee as to whether he/she accepts the allegations, or otherwise, and the reasons thereof.
3. If the employee accepts the allegations, the Enquiry Committee / Enquiry Officer shall record his statement and prepare a report thereof and shall submit the same to the Disciplinary Authority.
4. In case the employee denies any of the allegations, the Enquiry Committee / Enquiry Officer shall, within fifteen days, hold a meeting and advise Presenting Officer to substantiate the allegations with the help of the documents and of the witnesses by examining them. The Enquiry Committee / Enquiry Officer shall record the statement of witnesses ad verbatim. The employee shall be entitled to refute the allegations, based on documents, by presenting the evidence to that effect. The employee shall be entitled to cross-examine the witnesses examined by the Presenting Officer.
5. The employee, who has denied the statement of allegations, shall furnish documentary and other evidence and list of witnesses that he/she proposes to examine in order to defend himself/herself with copies to the Presenting Officer.
6. The employee shall be entitled to lead documentary evidence and witnesses in his/her support. The Enquiry Committee / Enquiry Officer shall provide adequate opportunity to substantiate the evidence provided by him/her and examine the witnesses. The Presenting Officer shall be entitled to state his opinion on the documentary evidence laid by the employee and cross examine the witnesses.
7. The member/s of the Enquiry Committee / Enquiry Officer, the Presenting Officer and the employee shall be entitled to re-examine the witnesses.
8. In case the employee fails to attend the enquiry without giving in writing specific reason thereof, the enquiry may at the discretion of the Enquiry Committee / Enquiry Officer be conducted ex-parte.
9. The employee shall be entitled to depose himself before the Enquiry Committee / Enquiry Officer and the Presenting Officer shall be entitled to cross-examine him. The employee may submit his say in the form of an affidavit.

10. The Enquiry Committee/Enquiry Officer shall provide adequate opportunity to both the Presenting Officer and the employee and conclude the enquiry only after the Presenting Officer and the employee rest their arguments.
11. The Enquiry Committee/Enquiry Officer shall prepare a detailed report by evaluating the evidence and the witnesses produced before it. The report shall contain as to which of the allegations are proved or otherwise.

X) ACTION ON ENQUIRY REPORT:

- i. The Disciplinary Authority shall evaluate the Enquiry Report. If the Disciplinary Authority is of the opinion that the employee should be inflicted with any of the minor penalties, he shall issue a show-cause notice to the employee as to why such penalties be not inflicted on him/her. On receipt of reply of the employee on such show-cause notice, the Disciplinary Authority shall determine the quantum of punishment.
- ii. If the Disciplinary Authority is of the opinion that the employee deserves any of the major penalties, he shall consider the enquiry report.
- iii. If, the Disciplinary Authority decides to inflict any of the major penalties, he shall issue a show-cause notice to the employee along with the copy of the Enquiry Report. On receipt of explanations of the employee the Disciplinary Authority shall decide the quantum of punishment.
- iv. The Disciplinary Authority shall ordinarily not inflict a penalty more severe than that recommended by the Enquiry Committee / Enquiry Officer. The Disciplinary Authority shall also specify in his order the manner in which the period of suspension of the employee be regulated or otherwise.

Y) APPEAL

- (i) The employee aggrieved by the decision of the authorities may prefer an appeal in the Appellate Authority.
- (ii) The Appellate Authority shall be the **Vice Chancellor**.
- (iii) The aggrieved party shall prefer an appeal to the Appellate Authority within 30 days from the date of receipt of decision of the Disciplinary Authority.

Z) INTERPRETATION

If any question/difference of opinion arises relating to the interpretation of these Conduct Rules, it shall be referred to the Vice –Chancellor, whose decision thereon shall be final and binding.

7. LEAVE RULES:

1. General Principles

The following general principles shall govern the grant of leave to the employees:

- i) Leave cannot be claimed as a right.
- ii) Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- iii) Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- iv) Depending upon exigencies of services, the leave sanctioning authority may :
 - (a) Refuse, postpone, revoke or reduce leave of any type,
 - (b) Recall any member of staff from leave before it is wholly availed,
 - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- v) An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted. In such cases, the respective Competent Authority reserves right for sanctioning, modifying, granting the leave.
- vi) Except in the case of casual leave, it is obligatory for every employee to furnish, before the leave sanctioning authority, the address during the period of leave with telephone number, if any, before proceeding on leave. Regularly the application for seeking leave should be put up in advance for sanctioning but in case of emergency it may be considered on intimation through various modes of communication, depending on case to case basis.
- vii) Absence in excess of the sanctioned leave may be treated as leave without pay. In special cases the management reserves right of specially sanctioning or rejecting it.
- viii) In case of employee, already on leave, wants to extend the period of leave, he may put an application or communication for his need, before expiry of initial sanction leave accordingly. The Competent Authority shall reserve the right of sanction.

A) LEAVE TYPES FOR EMPLOYEES (for Regular & 11 months orders without break):

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 30 days per calendar year
- iii) Medical Leave - 10 days per calendar year
- iv) Special Leave - 15 days per calendar year
(attending conference / workshop / seminar / meetings / exams etc.
- v) Duty leave - actual (to attend official work)
- vi) Compensatory Leave - actual (prior approval)
- vii) Maternity Leave - 90 days
- viii) Sabbatical Leave - (to be decided by the competent authority)
- ix) Extra Ordinary Leave - without pay (to be decided by the competent authority).

B) TYPES OF LEAVE FOR EMPLOYEES (11 months orders with break):

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 15 days per calendar year

i) Casual Leave

- (a) An employee shall be entitled to **eight (8) days of casual leave** during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.
- (b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- (c) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with annual leave.
- (d) Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- (e) An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.
- (f) Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- (g) Half day casual leave may also be granted for absence of half or less than half working day.

ii) Annual Leave

- (a) Every employee shall be eligible for **thirty (30) days Annual Leave** after completing six months' service.
- (b) Every employee, including Dean, Director or Principal, is entitled to thirty days of Annual Leave for every year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of Annual Leave will be in proportion to the length of service calculated on monthly basis.
- (c) Annual leave can be availed during the vacation period of students or in any time during the year with a proper approval of competent authority. However it is the responsibility of HOD and Heads of the Institutions that 50% staff should be on working position so that work should not be hampered.
- (d) Annual leave cannot be encashed, however, it can be accumulated upto six months of next calendar year, on case to case basis, with prior approval of competent authority.
- (e) Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form, which can be condoned on case to case basis.

iii) Medical Leave

- (a) An employee (regular and with 11 months order without break) is eligible for **ten (10) days medical leave** per calendar year.
- (b) Leave application must be submitted to the appropriate authority, with supporting medical certificate.
- (c) Medical leave cannot be accumulated to next calendar year.

iv) Special Leave:

- (a) An employee who has been invited by some other organization to present / attend any meeting / conference / seminar or any other scientific activity, which will bring repute to the Vidyapeeth / constituent colleges / institutes can availed maximum of fifteen (15) days Special Leave during a calendar year.
- (b) Leave application must be submitted, for approval, to the appropriate authority, with supporting evidence, before availing such leave.

v) Duty Leave:

- (a) If an employee is deputed / sponsored by the Vidyapeeth / Constituent College/institute, for any duty related to Vidyapeeth / Constituent College/Institute or to attend any meeting / conference / seminar or any other non-remunerative official duty, such absence at work shall be considered as Duty Leave.
- (b) Appropriate order from the competent authority to attend such office work must be obtained in advance.

vi) Compensatory Leave:

- (a) An employee, who is required to work on a holiday/ on an emergency duty, shall be entitled to compensatory leave.
- (b) Compensatory Leave may be sanctioned only if the employee has been called to duty by the competent authority.
- (c) The officer requisitioning the services of a subordinate on a holiday on an emergency duty shall give the reasons for asking the employees to be present and shall also indicate the nature of work required to be done.
- (d) The concerned employee and officer shall maintain a record of the work done on that particular day.
- (e) Ordinarily compensatory leave shall be taken within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year
- (f) Compensatory leave must be got sanctioned in advance before it is availed.

vii) Maternity Leave:

- (a) A female employee shall be eligible for maternity leave after completing one year's service.
- (b) Maternity leave is granted for up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.

- (c) The maximum period of entitlement for maternity leave shall be ninety (90) days.

viii) Sabbatical Leave:

Sabbatical Leave is to be utilized for the purpose of engaging in academic and / or professional pursuit at an institution of academic merits, subject to the following conditions: -

- (a) Only permanent staff is eligible for the Sabbatical leave.
- (b) Sabbatical Leave of one year will be permissible for every period of ten continuous years of service as staff member of the Vidyapeeth / Constituent College/ Institute.
- (c) In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of continuous service as staff of the Vidyapeeth / Constituent College / Institute
- (d) The period of sabbatical leave shall count for seniority.
- (e) An employee, desirous of availing this leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned employee.
- (f) The applicant shall also have to furnish a bank guarantee for an amount equal to three months' salary.
- (g) Not more than two staffs at a time shall be permitted to go on Sabbatical Leave in a constituent college/institute.
- (h) On completion of Sabbatical Leave, the employee shall submit a report, incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book/or degree.

ix) Extraordinary Leave:

(Leave without pay and allowances) may be granted to an employee in special circumstances

- (a) when no other leave is admissible
- (b) when other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- (c) Unless the leave sanctioning authority, in view of the exceptional circumstances of the case, otherwise determines, no employee, who

is not in permanent employment, shall be granted extraordinary leave on any one occasion in excess of the following limits:

- 1) One Month
 - 2) Three Month
- (d) Where the employee has completed three years continuous service or if the extraordinary leave is required on account of illness of the employee as certified by a medical authority.
 - (e) The period of extraordinary leave shall not be counted for increment
 - (f) The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 2 years may be granted by the leave sanctioning authority, as a special case.
 - (g) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.
 - (h) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the leave sanctioning authority.

x) Miscellaneous

- (a) No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.
- (b) In case an employee is given notice of termination of his services by the appointing authority, the employee shall be permitted to avail whatever leave he/she is entitled to, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty on the last day of the period of notice of termination.
- (c) Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances.

C) LEAVE SANCTIONING AUTHORITY

Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
1.	Casual Leave	Registrar/ Controller of Examinations/ Finance Officer/ Librarian of the Vidyapeeth, Dean/ Director/ Principal of the constituent college/institute.	Vice-Chancellor.
2.	Casual Leave	Other employees in Groups- A, B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		All teachers in the constituent college/institute	Dean/Director/Principal of the constituent college / institute.
		Administrative employees in Group B, C, D in the constituent college/institute	Registrar of the constituent college/ institute. Dean in the absence of the Registrar.
3.	Annual Leave and Medical Leave Maternity Extraordinary leave	Registrar and other officers in the Vidyapeeth.	Vice-Chancellor.
		Dean/ Director /Principal of constituent college / institute	Vice-Chancellor
		All Categories of employees in Group B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		Teachers in the constituent college/institute	Dean / Director /Principal of the college/institute.
		Employees in Group B, C, D of the constituent college/institute.	Dean / Director /Principal on the recommendation of the Registrar of the college.
4.	Special leave	All categories.	Vice-Chancellor.
5	Sabbatical Leave	All the employees of the Vidyapeeth and the constituent colleges / institutes	Vice Chancellor on approval from Board of Management

- 1) Provided, that the Leave Sanctioning Authority may further delegate to the Registrar / Dean/Director /Principal.
- 2) or such other subordinate officer the powers to sanction a particular kind of leave.

8. PROMOTION POLICY:

To cope up with the changing situations the Vidyapeeth makes adjustments in the existing workforce through promotions. Promotion is a change in status upward resulting from assignment to a position assigned in a higher salary grade.

A promotion is the advancement of an employee's position in an organizational hierarchy.

Promotion is an employee's reward for good performance or positive appraisal. Before the Vidyapeeth promotes an employee to a particular position it ensures that the person is able to handle the added responsibilities by screening the employee with interviews or assessment of performance appraisal for last three years. A promotion can involve advancement in terms of designation, salary and benefits.

❖ Promotion Criteria for Teaching Staff:

A teacher shall be promoted if:

- i] The teacher gets 'Good' or 'Very Good' grade in the annual performance assessment report (SAR) of **at least three of the last four years of assessment period.**
- ii] The promotion to the post of Professor/Associate Professor is recommended through Promotion / Selection Committee mentioned as below:

1.	Vice Chancellor or his nominee	Chairman
2.	Head of the Institute	Member
3.	Dean of the Faculty concerned	Member
4.	Head of the concerned Department (Provided he is professor)	Member
5.	Registrar of the Vidyapeeth/Registrar of the Institute/HR Head	Secretary

Self-assessment of the work done under each head of activity:

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1	Teaching	W-5	W-4	W-3	W-2	W-1
2	Research					
3	Extension					
4	Administration/Examination					
		W: Weightage				

❖ **Promotion Criteria for Non-Teaching Staff:**

A Non-teaching staff shall be promoted if he/she gets ‘Good’ or ‘Very Good’ grade in the annual performance assessment report (SAR) of at least three of the last four years of assessment period.

The Promotion is recommended by the Promotion / Selection Committee constituted as mentioned below:

For the post of Assistant Registrar/equivalent post and above:

1.	Vice Chancellor or his nominee	Chairman
2.	Head of the Institute	Member
3.	Controller of Examinations / Finance Officer / Administrative Officer of the College or Institute	Member
4.	Registrar of the Vidyapeeth	Secretary

For the post of Section Officer/equivalent and below:

1.	Registrar	Chairman
2.	Controller of Examinations / Finance Officer	Member
3.	Registrar / Administrative Officer of the College or Institute.	Member

Self assessment of the work done under each head of activity:

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1	Administrative Ability	W-5	W-4	W-3	W-2	W-1
2	Computer Proficiency					
3	General Intelligence					
4	Industry & Application					
		W: Weightage				

❖ **Self Appraisal:**

The Vidyapeeth adopts a Self Appraisal method to assess the performance of all the employees working in the Vidyapeeth and its Constituent Colleges / Institutes.

The period of the Performance Appraisal is **April to March** of every year.

In this method the Self Appraisal Forms are distributed to all the employees working in the Vidyapeeth as well as in the Constituent Colleges / Institutes. The staff himself / herself has to fill this form in detail and needs to submit to his / her immediate reporting officer to assess his / her performance. After the assessment of the immediate reporting officer the form needs to submit to the final authority for the signature.

The category wise (Teaching & Non-teaching) format of Self Assessment Forms are as follows:

1. SAR format for Teaching Staff:

<p>Format for Self-Assessment by Teachers Part 'A' Self-Assessment Report for the year 2018 – 2019 (For the period April to March every year) (Attach a separate sheet wherever necessary)</p>				
(1) Name : _____				
(2) Designation :				
(3) College :				
(4) Department :				
Specifically indicate additional qualification/s acquired during the year under review.				
Sr. No.	Degree / Diploma / other	Name of the Board / University	Year of Passing	Grade / Class
1				
2				
(6) Teaching Activities:				
(a) Total teaching experience:				
As Professor/ Associate Professor (in years)				
Reader/ Lecturer				

b) Teaching load per week

Class	Lectures	Lab Work	Seminars	Tutorials
-------	----------	----------	----------	-----------

(c) Students guided in projects / research

Sr. No.	Name of the student	Title of the project	Class	Duration	Remarks
1					
2					
3					

(d) Innovations introduced in Teaching:

(7) Research Activities

(a) Research Schemes in hand :

(Please specify names of co-investigators, if any)

Sr. No.	Title of the Project	Name of the Funding Agency	Year of Sanction	Duration	Co-investigator (if any)
1.					
2					
3.					
4					
5					

(b) *Papers published : (Give number)*

- i. In International Journals :
- ii. In National (All-India) Journals :
- iii. In other Journals :
- iv. Abstracts :

(Please attach separate sheet giving title of the paper, volume and page nos. of journal in which paper is published. Also give citation of your publications received during the year).

(8) Books, laboratory manuals, etc., published or edited

Titles

- (a) Books Published (i)
- (ii)
- (b) Books Edited (i)
- (ii)

- (c) Lab Manuals (i)(Published/Edited)
(ii)
- (d) Other (i) (Published/Edited)
(ii).....

(9) Seminars, Conferences, Symposia, Workshops, etc., attended

Sr. No.	Name of the Seminar / conference, symposium, etc.	Name of the Sponsoring Agency	Place & Date	Remark (if any)
1.				
2.				
3.				

(10) Extension work carried out :

(11) Co-curricular and extra-curricular activities carried out :

(12) Departmental and University administrative work done :

(13) Self assessment

(a) Self assessment of the work done under each head of activity :

Sr. No.	Activity	Outstanding	Very Good	Good	Fair	Poor
1	Teaching					
2	Research					
3	Extension					
4	Administration / Examination					

Justification / reason for grading work as outstanding or poor, if so graded

(b) Difficulties encountered

(c) Reasons for non-completion of the academic programmes visualized in the preceding year (if applicable) :

(14) Suggestions for removal of difficulties :

(15) Outline of the proposed activities, with time-budgeting, to be undertaken in the next academic year, in teaching, research, extension and administration:

Sr. No.	Activity	Outline of the activity	* Time-budgeting
1	Teaching		
2	Research		
3	Extension		
4	Administration / Examination		

* In time-budgeting indicate average time in hours per week that will be given to different activities.

(16) Any other information

—
Date : _____

(Signature)

Part 'B'

**Remarks of the Head of the Department (in case of SAR of Professor / Associate Professor / Assistant Professor / Lecturer) OR
Remarks of the Dean/Director/Principal of college / institute (in case of SAR of Head of Department)**

(1) **Assessment** by the HoD (in case of SAR of Professor / Associate Professor / Assistant Professor / Lecturer) **OR**
Assessment by the Dean/Director/Principal of college / institute (in case of SAR of Head of Department)

(a)

Sr. No.	Activity	Outstanding	Very Good	Good	Fair	Poor
1	Teaching					
2	Research					
3	Extension					
4	Administration / Examination					

(b) Reasons for the discrepancy, if any, in the assessments of the teacher / HoD, if the difference is of two or more grades :

(c) Justification for assessment of work as outstanding / poor :

(2) Remarks and suggestions on the proposed activities and time-budgeting :

(3) Comments of the HoD / Dean/Director/Principal of college/institute on 13, 14 and 15 of Part 'A'.

Date : _____ (Signature)
HoD / Dean/Director/Principal of college/institute

(4) Appraisal by the Dean/Director/Principal of College / Institute (in case of SAR of Professor / Associate Professor / Assistant Professor / Lecturer)

Date : _____

Dean/Director/Principal of College/Institute

(5) Appraisal by the Vice-Chancellor (in case of SAR of Dean / Director / Principal & Professor)

Date : _____

Vice-Chancellor

Adverse remarks as well as remarks of appreciation shall be brought to the notice of the person concerned by the Vice-Chancellor or the Head of the University Department.

Remarks seen (in case of adverse remarks and remarks of appreciation)

(Signature of Teacher)

2. SAR format for Non-Teaching Staff:

NAME OF THE COLLEGE / INSTITUTION _____	
PERFORMANCE APPRAISAL REPORT – I (For the period 1st April _____ to 31st March _____) (Attach a separate sheet wherever necessary)	
SELF APPRAISAL	
A. General Information	
A. Name :	_____
B. Designation :	_____
C. Department/Section :	_____
B. Work done during the year _____ _____	
C. Major contribution in activities other than the regular duties . _____ _____	
(Signature of the Staff) Name and Designation	
Estimate of General Ability of Character	
1. Name :	_____
2. Period of Report :	1st April to 31st March of every year.
3. Post/Posts held :	_____
4. Industry & Application :	Outstanding Very Good Good Average Below Average
5. Capacity to get work done: by subordinates:	Outstanding Very Good Good Average Below Average
6. Relation with colleagues:	Cooperative Courteous Helpful Indifferent Unfriendly
7. General Intelligence :	Very brilliant Brilliant Intelligent Average Dull
8. Administrative ability (including judgment initiative & Drive) :	Outstanding Very Good Positively Good Good Average Below Average
9. Technical Professional ability (Where relevant) :	

10.	Special Aptitude	:			
11.	Integrity & Character	:			
12.	Whether powers delegated are fully utilized.	:	Yes	Partly	No
13.	Fitness for Promotion accelerated	:	Unfit	Fit in normal course	Fit for Promotion (according to seniority)
14.	Area of training required	:			
15.	State of Health	i) Physical	: Not Good	Good	Very Good
		ii) Medical	: Not Good	Good	Very Good
16.	Fitness for field Work	:	Yes	No	Not relevant
17.	Willingness to work on Computer	:	Yes	No	Not seen
18.	General Assessment	:			
19.	Grading (Write in handwriting)		A+: Outstanding, B+: Positively Good, B-: Average,		A:Very Good, B: Good, C: Below Averag
Place : Pimpri, Pune-18					
Date : / / 2019					
(Signature of the Section Head) Name & Designation of the Reporting Officer					
Remarks of the Reviewing Officer					
1.	Length of service under Reviewing Officer :				
2.	Do you agree with the Reporting Officer : (If not state specifically the remarks with which you do not agree) or do you with to modify or add to his assessment ?				
3.	Grade (Write in handwriting)	:	A+: Outstanding, B+: Positively Good, B-: Average,		A:Very Good, B: Good, C: Below Average
Place : Pimpri, Pune-18					
Date : / / 2019					
(Dean/Director/Principal) Signature, Name & Designation of the Reviewing Officer					

An aerial photograph of the Dr. D. Y. Patil Vidyapeeth campus in Pune. The image shows several large, multi-story academic buildings with a modern architectural style, featuring a mix of white and beige facades. The buildings are surrounded by lush green trees and a paved area with some parked vehicles. The sky is overcast. The image is framed by a colorful geometric pattern at the top and bottom corners.

DPU

Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

Sant Tukaram Nagar, Pimpri, Pune – 411 018

◆ E-mail: info@dpu.edu.in ◆ Website: www.dpu.edu.in