

DPU

DR. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

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

49th rank in **University Category**, 2nd rank in **Dental Category** and 19th rank in **Medical Category** in India (NIRF-2021)

(Declared as **Category - I University** by UGC Under Graded Autonomy Regulations, 2018)

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

Standard Operating Procedure (SOP) for University Centre for Professional Education & Faculty Development (UCPE & FD)





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)
(Declared as Category-I University by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001:2015 and ISO 14001:2015 Certified University and Green Education Campus)

Dr. A. N. Suryakar
Registrar

Ref. No. : DPU /1072-F-3/21

Date : 26/11/2021

NOTIFICATION

In pursuance of the resolution passed by the Board of Management at its meeting held on 10th November 2021 vide Resolution No. BM-44-21 regarding SOP for University Centre for Professional Education & Faculty Development (UCPE & FD).

It is hereby notified for information of all concerned that the Dr. D. Y. Patil Vidyapeeth, Pune has published SOP for University Centre for Professional Education & Faculty Development (UCPE & FD).

The SOP for University Centre for Professional Education & Faculty Development (UCPE & FD) will serve as detailed guidelines as below:

- Clarify the role of UCPE&FD and Education Units of Colleges in Faculty Development
- Provide guidelines to colleges to design and conduct training programmes for faculty and staff
- Enable Education Units to analyze and report the activities conducted as well as the impact of training

The SOP will be useful to all the concerned. 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. The Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune
4. The Finance Officer, Dr. D. Y. Patil Vidyapeeth, Pune
5. The Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune
6. The Director (UCPE&FD), Dr. D. Y. Patil Vidyapeeth, Pune
7. All the Heads of the Institutes
8. Web Master for uploading on Website

WHEREAS Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University) has been classified as Category I University by UGC and ranked 49th in University Category and 80th in overall Category in India by NIRF 2021, MHRD and New Delhi. **Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University)** has thus earned these distinctions in a short period of time since it was recognized by UGC in 2003 as a Deemed to be University.

WHEREAS as per the provisions of University Grants Commission (Institution Deemed to be University) **Regulations, 2019 sub clause 10.7 and sub-sub Clause No. 10.07.1 and 10.07.2** of the Regulations and also provisions of the Bye-Laws of Dr. D. Y. Patil Vidyapeeth Pune, **Byelaw No 1.1.4 clause No. i, ii, xx(19)** provides that the Board of Management shall be the Principal Organ of Management and the Apex Executive Body of the Institution Deemed to be University, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of institution Deemed to be University.

AND WHEREAS Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University) ‘DPU’ has played a very vital role in structuring the educational future of many students. Therefore, it was mandated for all constituent units to establish Health Sciences Education Technology Units in the pattern of Medical Education Units established by the erstwhile Medical Council of India (MCI), now National Medical Commission (NMC). In 2014, recognising the importance of faculty development for achieving the goal of being an institution par excellence, **Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University)** established **University Centre for Professional Education & Faculty Development (UCPE & FD)**.

AND WHEREAS after due consideration of different strategies for development of faculty and in accordance with the objective to ensure uniform and standardised processes across all constituent units of DPU with regard to planning, design and implementation of faculty development programs to enhance the skills of all faculty across all constituent units of DPU Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University) has decided to publish **SOP for University Centre for Professional Education & Faculty Development (UCPE & FD)**

AND WHEREAS all Constituent Colleges / Institutes are expected to follow the processes laid down by the University as detailed below, to ensure educational excellence through faculty development and health professions’ education with the objective of continuous quality improvement of curricular processes for attainment of learning outcomes at the Programme and Course level. This SOP shall remain in function, till further changes are notified by Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University) in this regard.

INTRODUCTION

This SOP will ensure uniform and standardised processes across all constituent units of DPU with regard to planning, design and implementation of faculty development programs to enhance the skills of all faculty across all constituent units of DPU. **The SOP will be applicable to all constituent Units of DPU.**

The SOP Shall help to define a standard procedure for determining faculty development areas and needs as per roles and responsibilities and as per regulatory requirements. Plan, design and implementation faculty development programs to enhance the skills of all faculty across all constituent units of DPU in alignment with identified needs.

VISION

To achieve Educational Excellence through Faculty Development in Health Professions Education

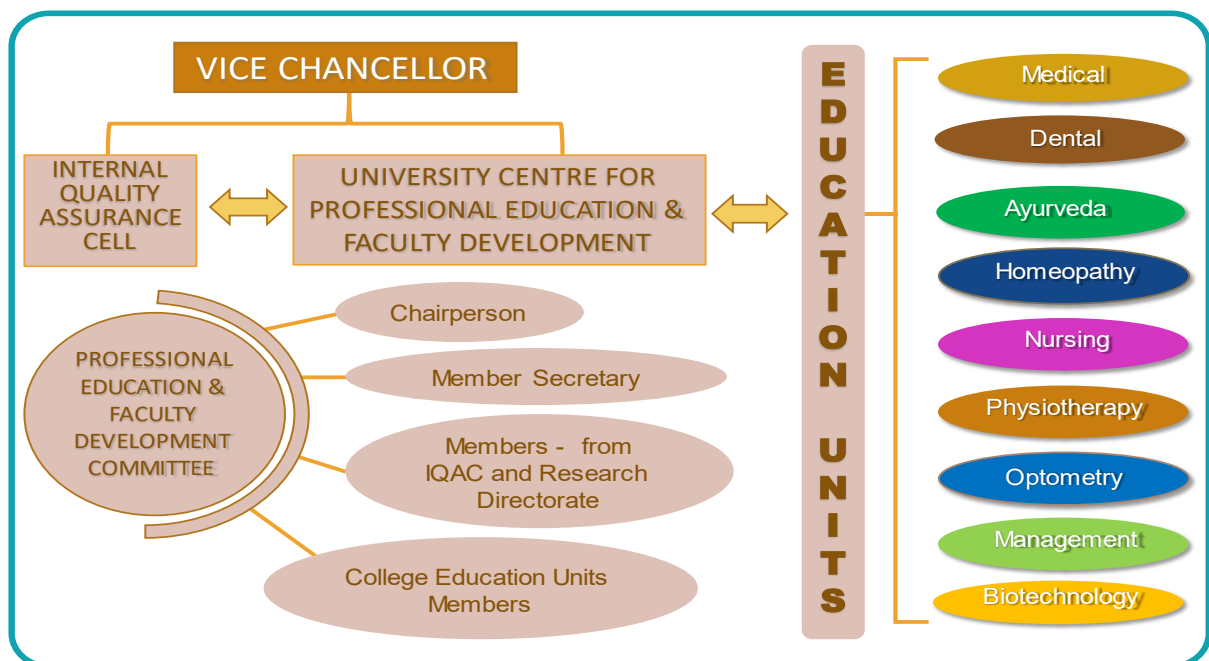
MISSION

To develop academic skills and competencies of faculty as educators and researchers with continuous advancement of professional expertise of faculty

OBJECTIVES

- To design and conduct workshops and training programs for faculty development
- To support faculty development activities of the Constituent Colleges
- To work collaboratively with the Internal Quality Assurance Cell for need-based faculty development
- Provide quality enhancement inputs regarding curriculum, teaching-learning and assessment to IQAC

STRUCTURE OF UCPE AND FD



FUNCTION

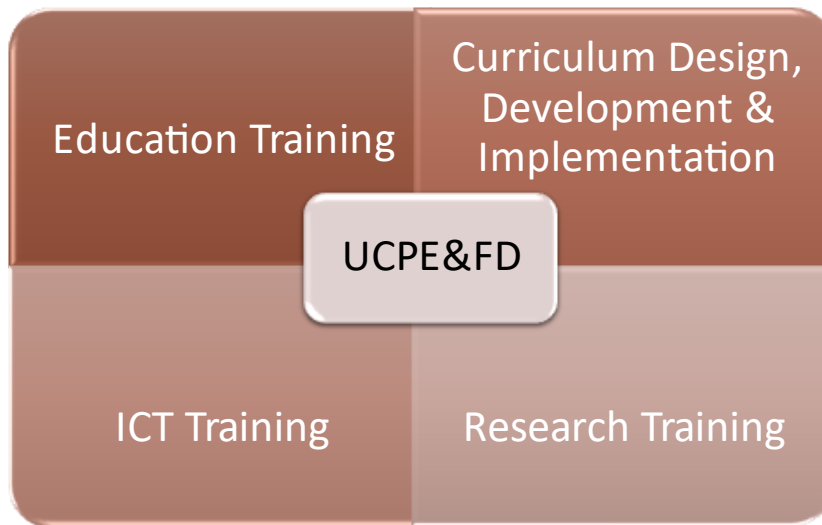
AT UNIVERSITY LEVEL - UCPE & FD COMMITTEE

- Capacity building through faculty development programs
- Support constituent units in planning & conduct of faculty development programs

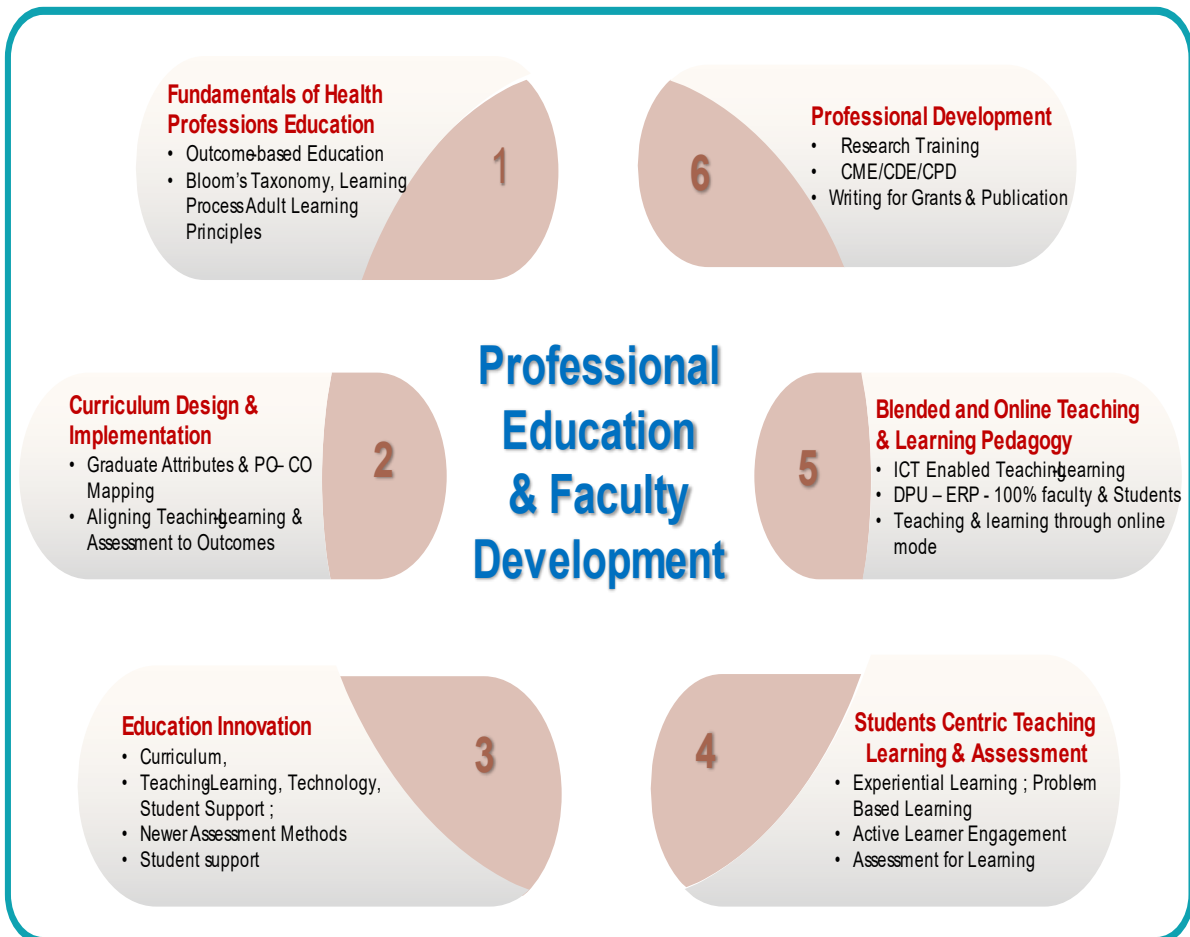
AT COLLEGE LEVEL - EDUCATION TECHNOLOGY UNIT

- Monitor and conduct educational enhancement activities as per UCPE&FD Committee
- Periodically report Faculty Development Programmes to University Centre & IQAC

DOMAIN OF ACTIVITIES



THE CURRICULUM



RESPONSIBILITIES

The Director, UCPE&FD at the University and the Heads of respective Constituent Units are respectively responsible for ensuring effective implementation of the SOP.

IMPLEMENTATION

- The UCPE&FD will function through the UCPE&FD Committee.
- The UCPE&FD Committee shall have representation from the Education Units of all Constituent Colleges as well as IQAC and Research Directorate.
- The University Centre for Professional Education & Faculty Development (UCPE&FD) of Dr. D. Y. Patil Vidyapeeth shall plan, design and conduct faculty development programmes as per need, in keeping with its vision, mission and objectives
- The UCPE&FD shall plan and conduct FDP activities in accordance with global standards for faculty development, based upon training needs analysis by Constituent Units as well as with inputs from the Internal Quality Assurance Cell (IQAC) and new directives from regulatory bodies.
- The Head of the Constituent Unit shall be Chairperson of their respective Education Unit. Members shall include faculty that are enthusiastic and committed and have been trained in educational methodology with adequate representation – rank-wise, subject-wise and from level of PG
- The Education Units of Constituent Units will prepare the training needs analysis of faculty based on their roles & responsibilities at least once a year
- The Constituent Unit shall also prepare 6-monthly FDP Calendar which shall be shared with UCPE&FD by the EU Co-ordinator
- The UCPE & FD shall plan and guide administrative training in coordination with HR Cell of colleges as well as at the University
- The Education Units of the Constituent Colleges will carry out faculty development activities under the guidance and in co-ordination with the UCPE&FD.
- The UCPE&FD shall conduct an impact analysis in collaboration with the Education Units of the Constituent Colleges
- The UCPE&FD Committee shall meet at least twice a year to review the training activities planned for the academic year.
- The UCPE&FD shall prepare strategic 5-year academic plan, propose budgetary requirements and staff requirements following a multi-stakeholder needs analysis.
- All Education Units will submit the annual report of their education unit to UCPE&FD. The UCPE&FD shall prepare the Annual Report including activities of all constituent units as well those organised at the University Level

The cycle of training needs analysis, strategic planning, implementation and impact analysis will be followed for each academic year.

**Sd/-
Dr. A. N. Suryakar
(Registrar)**

DPU

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