

# DPU

## Dr. D. Y. PATIL VIDYAPEETH, PUNE

**(Deemed to be University)**

Category I University declared by UGC

(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)



Approved by the Academic Council at its meeting held on 9th December, 2020 vide Resolution No. AC-44-20 and Board of Management at its meeting held on 30th December, 2020 vide Resolution No. BM-49-20.



**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 /8(a)-10/21

Date : 05 / 01 / 2021

**NOTIFICATION**

In pursuance of the Academic Council at its meeting held on 9<sup>th</sup> December, 2020 vide **Resolution No. AC-44-20** and Board of Management at its meeting held on **30<sup>th</sup> December, 2020** vide **Resolution No. BM-49-20** regarding **Standard Operating Procedure (SOP) for Deans of Faculties of the Vidyapeeth** 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 **Standard Operating Procedure (SOP) for Deans of Faculties of the Vidyapeeth**, for your information and record.

The **Standard Operating Procedure (SOP) for Deans of Faculties of the Vidyapeeth** will serve as detailed guidelines for the smooth functioning of all faculties constituted from time to time.

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 Dean, Dr. D. Y. Patil Medical College Hospital & Research Centre, Pimpri, Pune
4. The Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune.
5. The Director (Academics), Dr. D. Y. Patil Vidyapeeth, Pune.
6. Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune.
7. Web Master for uploading on Website

# **STANDARD OPERATING PROCEDURE (SOP), FOR DEANS OF FACULTIES OF DR. D. Y. PATIL VIDYAPEETH PUNE, (DEEMED TO BE UNIVERSITY)**

## **INTRODUCTION :**

**WHEREAS**, Dr. D. Y. Patil Vidyapeeth Pune, (hereinafter referred to as “the Vidyapeeth”) has been established as Deemed to be University under section 3 of UGC act 1956 vide Notification No F.9-39/2001-U.3 dated 11<sup>th</sup> January 2003 of Government of India for the purpose of ensuring proper and systematic instruction, high quality teaching and research in Modern Medicine, Biotechnology, Bioinformatics, Nursing, Management, Indian system of Medicine and to have balanced growth in the Health and Allied Sciences.

**AND WHEREAS**, the Vidyapeeth has been classified under Category-I University by UGC vide letter No F.1-1/2018(CPP-I/DU) dated 20<sup>th</sup> April 2018. The Vidyapeeth has been ranked 46<sup>th</sup> under University Category, 24<sup>th</sup> under Medical Category, and 3<sup>rd</sup> under Dental Category all over India in National Institutional Ranking Framework (NIRF 2020), conducted by MHRD, New Delhi.

**AND WHEREAS**, as per the provisions of **University Grants Commission (Institution Deemed to be University) Regulations, 2019 in Clause Nos. 10.12.7** which states that the department dealing with allied subjects could be grouped into Faculties, and every Faculty may be headed by a Dean.

**AND WHEREAS**, the Dean shall be nominated by Vice-Chancellor from amongst the members of the Faculty according to clause no 1.6.3. of Bye Laws No.01/2019 Dr. D. Y. Patil Vidyapeeth Pune and shall be responsible for implementation of the academic policies approved by Board of Management in respect of academic development, maintenance of standards of teaching, research, and training of teachers.

**AND WHEREAS** 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 of the Institution Deemed to be University.

**AND WHEREAS** the Board of Management shall be the final decision-making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, development matters.

**AND WHEREAS**, the SOP for Dean of Faculties approved by the Board of Management at its meeting held on 30<sup>th</sup> December, 2020 vide its resolution No. BM – 49 – 20.

## **DEAN OF FACULTY:**

- 1) There shall be a Dean of each Faculty who shall be nominated by the Vice Chancellor.
- 2) The qualification and experience for the purpose of nomination of the Dean shall be the qualification and experience of the Professor or Dean / Director / Principal having aggregate minimum teaching or research experience of not less than ten years.
- 3) The term of Dean shall be Three years from the date of notification of composition of concerned Faculty and shall be eligible for renomination.

## **POWERS AND DUTIES OF DEAN OF FACULTY**

### **DEAN OF FACULTY SHALL :**

1. Convene meetings of the Faculty, (twice in a year), in consultation with the Vice-Chancellor and shall preside over the same.
2. Be responsible for academic planning and academic audit of the programs, and implementation of academic policies approved by the Academic Council and Board of Management in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his/her Faculty. He shall work directly under the superintendence, direction, and control of the Vice-Chancellor.
3. Be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education.
4. Facilitate the creation of a learner-centric environment conducive for quality education.
5. Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents, and the other stakeholders on quality-related institutional processes.
6. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell.
7. Ensure that the teacher's appraisal by students is carried out and the reports thereof are sent to the university authorities concerned.
8. Be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions.
9. Organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
10. Co-ordinate quality-related activities, including adoption and dissemination of good practices, development, and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality.
11. Be responsible for development of quality culture in higher education.
12. Prepare Annual Quality Assurance Report of programs within his/her Faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format.
13. Be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report.
14. Recommend to the Board of Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making-Regulations for their award.

15. Recommend to the Board of Management through the Academic Council, proposals for the conduct of inter-faculty and area regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.
16. Control regulate and co-ordinate research activities to maintain standard, of teaching and research in the institution, of his/her Faculty.
17. Recommend to the Academic Council proposals for conduct of post-graduate courses in his/her Faculty in the constituent units.
18. Recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in constituent units.
19. Recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in constituent units of his/her Faculty.
20. Responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty.
21. Be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Board of Management, Board of Research, Planning and Monitoring Board and the Board of Examinations in respect of his/her Faculty.
22. Be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
23. Enquire into any malpractices committed in any academic programmers in the faculty by a university department on being directed by Board of Examinations and submit a report of the findings to the Board of Examinations.
24. Render necessary assistance for redressal of grievances of the students in the faculty.
25. Prepare proposals for award of fellowship, scholarship, and other distinctions in the faculty for submission to the Academic Council.
26. Prepare reports as required by the various authorities or bodies of the University, UGC, AICTE, NMC, DCI, INC, CCH, CCIM, etc.
27. Exercise such other powers and perform such other duties as assigned to him/her by the Vice- Chancellor or Pro -Vice- Chancellor from time to time.

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

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