



**DR. D. Y. PATIL VIDYAPEETH, PIMPRI, PUNE**

**(Deemed to be University)**

**(Accredited (3<sup>rd</sup> Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)**

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

**(An ISO 9001:2015, ISO 14001:2015 Certified University)**

## **Academic Consultation Hours Policy**

**(Faculty  
Office Hours)**



**Implemented in April 2025**

# Dr. D. Y. Patil Vidyapeeth, Pune (DPU)

## Academic Consultation Hours (Faculty Office Hours) Policy



**Dr. D. Y. PATIL VIDYAPEETH, PIMPRI, PUNE**  
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(Accredited (3<sup>rd</sup> Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)  
(Declared as Category - I University by UGC Under Graded Autonomy Regulations, 2018)  
(An ISO 9001:2015 and 14001:2015 Certified University and Green Education Campus)

**Prof. Dr. J. S. Bhawalkar**  
Registrar

Ref. No. : DPU/ 480(a)-H(iii)/25  
Date : 08 / 05 / 2025

### NOTIFICATION

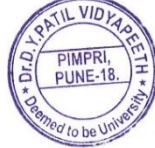
In pursuance of the resolution passed by the **Executive Council** at its meeting held on **8<sup>th</sup> April 2025**, vide **Resolution No. EC-12(iii) -25**.

It is hereby notified that Dr. D. Y. Patil Vidyapeeth, Pimpri, Pune, has published a "**Academic Consultation Hours (Faculty Office Hours) Policy**". This Policy is designed to ensure the structured, transparent, and effective provision of academic guidance and mentoring by faculty members. It aims to enhance student learning, foster academic engagement, and support student success through well-regulated, well-structured and accessible faculty consultation practices.

The **Academic Consultation Hours (Faculty Office Hours) Policy** comprises the following parts:

1. Objectives,
2. Definitions,
3. Scope,
4. Policy Statement,
5. Nature of Consultation Activities,
6. Mode of Consultation,
7. Conclusion

The **Academic Consultation Hours (Faculty Office Hours) Policy** will serve as a detailed guideline and will be useful to all concerned. This will come into force with immediate effect.



**(Dr. J. S. Bhawalkar)**  
Registrar

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P.S. to Vice Chancellor for the Kind information of Hon'ble Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
3. P.S. to Pro Vice Chancellor for the Kind information of Hon'ble Pro Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
4. Director (IQAC), Dr. D.Y. Patil Vidyapeeth, Pune.
5. Director (Administration: Quality Assurance, Faculty Development & Research), Dr. D. Y. Patil Vidyapeeth, Pune
6. Director (Research), Dr. D.Y. Patil Vidyapeeth, Pune.
7. Controller of Examinations, Dr. D.Y. Patil Vidyapeeth, Pune.
8. Finance Officer, Dr. D.Y. Patil Vidyapeeth, Pune.
9. All the Heads of the Colleges / Institutes of DPU
10. Web master for uploading to the DPU website.

Encl.: As above

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Phone : + 91-20-27805000, 27805001, Email : registrar@dpu.edu.in

**Dr. D. Y. Patil Vidyapeeth, Pune (DPU)**  
**Academic Consultation Hours (Faculty Office Hours) Policy**

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**WHEREAS, Dr. D. Y. Patil Vidyapeeth (DPU),** Pimpri, Pune (Deemed to be University) was granted the status of a Deemed to be University by the UGC in 2003, has rapidly earned notable distinctions, including its classification as a Category I University by the UGC. Furthermore, DPU received NAAC accreditation (3rd Cycle) with CGPA of 3.64 on a four-point scale, securing an ‘A++’ grade on 8th February 2022, valid through 2029.

**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 (DPU), Pimpri, Pune (Deemed to be University), 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,** as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2023 Clause 11 and Sub Clause No. 11 (3) and 11 (4), Clause 13 and Sub Clause No. 13 (1) and 13 (2) of the Regulations provides that the Executive Council 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 and development matters of institution Deemed to be University.

**AND WHEREAS,** after careful evaluation of strategies to strengthen institutional development and promote a culture of academic excellence, and in alignment with the objective of ensuring standardized, accountable, and consistent academic support processes across all constituent units of Dr. D. Y. Patil Vidyapeeth (DPU), Pimpri, Pune (Deemed to be University), the University has resolved to establish an Academic Consultation Hours (Faculty Office Hours) Policy as a formal guiding framework for the scheduling availability, and conduct of faculty consultation hours for students.

**AND WHEREAS,** this Academic Consultation Hours (Faculty Office Hours) Policy is designed to ensure the structured, transparent, and effective provision of academic guidance and mentoring by faculty members. It aims to enhance student learning, foster academic engagement, and support student success through well-regulated, well-structured and accessible faculty consultation practices. All Constituent Colleges/Institutes under Dr. D. Y. Patil Vidyapeeth (DPU), Pimpri, Pune (Deemed to be University) are required to comply with the procedures outlined in this policy to maintain academic integrity, accountability, and alignment with the Vidyapeeth’s mission. This policy shall remain in force unless amended or revised by the competent authority of DPU.

## **Dr. D. Y. Patil Vidyapeeth, Pune (DPU)**

### **Academic Consultation Hours (Faculty Office Hours) Policy**

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#### **Introduction:**

Dr. D. Y. Patil Vidyapeeth (DPU), Pimpri, Pune (Deemed to be University), is committed to promoting academic excellence, student success, and a culture of continuous learning. In pursuit of these objectives, the University recognizes the importance of regular and structured interaction between faculty and students beyond the classroom environment.

The **Academic Consultation Hours (Faculty Office Hours) Policy** has been established to ensure that the faculty members are accessible to students for academic guidance, mentoring, clarification of course content, research discussions, and other educational support. This policy provides a standardized framework for the scheduling, communication, and management of faculty office hours across all constituent colleges and institutes of the Vidyapeeth.

By implementing this policy, DPU aims to strengthen academic engagement, improve learning outcomes, and foster a supportive academic environment where students are encouraged to take an active role in their educational journey.

#### **Objectives:**

The purpose of this policy is to:

- Ensure that all faculty members are accessible to students for academic consultation on a regular basis.
- Standardize the expectations regarding scheduling, communication, and delivery of consultation hours.
- Promote a supportive academic culture that fosters student engagement, mentoring, and timely guidance.
- Enhance the effectiveness of the teaching-learning process through continuous interaction.

#### **Definitions:**

- **Academic Consultation Hours / Faculty Office Hours:** Designated time slots during which faculty members are available to meet the students outside class hours for academic support.
- **Students:** Individuals enrolled in any academic program offered by the constituent units of DPU.
- **Faculty Member:** Any academic staff member involved in teaching, mentoring, or guiding students.

## **Dr. D. Y. Patil Vidyapeeth, Pune (DPU)**

### **Academic Consultation Hours (Faculty Office Hours) Policy**

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#### **Scope:**

This policy applies to all full-time and part-time faculty members across all constituent units of Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University), and all students enrolled in undergraduate, postgraduate, or doctoral programs.

#### **Constituent Units of DPU:**

- Dr. D. Y. Patil Medical College, Hospital & Research Centre
- Dr. D. Y. Patil Dental College & Hospital
- Dr. D. Y. Patil College of Nursing
- Dr. D. Y. Patil College of Physiotherapy
- Dr. D. Y. Patil Biotechnology & Bioinformatics Institute
- Dr. D. Y. Patil Institute of Optometry and Visual Sciences-
- Dr. D. Y. Patil Homoeopathic Medical College and Research Centre
- Dr. D. Y. Patil College of Ayurved and Research Centre
- Global Business School and Research Centre (GBSRC)
- Any other academic unit under the Vidyapeeth

#### **Policy Statement:**

To support the academic, professional, and personal development of students, faculty members shall allocate time each week for academic consultation (office hours) at a minimum ratio of 3:3 in relation to classroom teaching hours. This means that for every 3 hours of classroom teaching per week, the faculty member must be available for at least 3 hours of academic consultation. Furthermore, DPU follows the norms and guidelines regarding total working hours per week that include academic consultation (office hours) and classroom teaching per week from various statutory bodies namely UGC, NMC, DCI, NCISM, NCH, INC, AICTE, NCAHP etc. to achieve desired academic and research outcomes.

#### **Nature of Consultation Activities:**

Faculty members are expected to use consultation hours for the following academic Research and developmental activities:

- Clarification of lecture or course content
- Guidance on assignments, projects, and case studies
- Research mentoring and career guidance
- Support with scientific publications, patents, and grant proposals
- Addressing academic or personal concerns impacting student performance



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**Mode of Consultation:**

To ensure accessibility and flexibility, academic consultation may be conducted through the following modes:

- In-person (physical presence) at designated faculty offices or consultation rooms.
- Virtual (online platforms) approved and supported by the University.
- Hybrid mode combining both in-person and virtual consultation, depending on the needs of students and availability of faculty.
- All virtual consultations must be conducted using official DPU communication platforms (e.g., institutional email, LMS, university-approved video conferencing tools)

**Details of Consultation hours per week and Classroom teaching hours per week Faculty Wise**

The University defines the working hours as 42 hours per week that includes minimum 21 Classroom teaching hours per week and 21 Academic Consultation hours per week across all Faculties. However, the University allows academic freedom at Institutional levels to comply with various statutory bodies such as UGC, NMC, DCI, NCISM, NCH, INC, AICTE, NCAHP etc.

**Conclusion**

Dr. D. Y. Patil Vidyapeeth, Pune (DPU) is dedicated to fostering an academically enriching environment that supports student growth, faculty engagement, and academic excellence. Regular and accessible consultation hours are a vital part of this mission, providing students with opportunities for personalized academic support, mentorship, and deeper engagement with their studies.

This **Academic Consultation Hours (Faculty Office Hours) Policy** establishes a structured and consistent approach to faculty availability across all constituent colleges and institutes of the Vidyapeeth. By formalizing this practice, DPU reinforces its commitment to a learner-centric academic culture, where students are empowered to seek guidance, clarify doubts, and actively participate in their educational journey.

The implementation of this policy will contribute to improved academic outcomes, enhanced student-faculty interaction, and a stronger sense of academic integrity further aligning with the Vidyapeeth's vision of excellence in higher education.

**Date of Implementation: April 2025**

**SD**  
**Dr. J. S. Bhawalkar**