



DR. D. Y. PATIL VIDYAPEETH (DPU), PIMPRI, PUNE

(Deemed to be University)

(Accredited (3rd 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)

Standard Operating Procedure (SOP) for

University Centre for Professional Education & Faculty Development (UCPE & FD)



Date of Implementation: 10th November 2021

Date of Amendment: 18th December 2024



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

(Accredited (3rd 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/ 186(a)-J(xi)/25
Date : 27 / 02 / 2025

NOTIFICATION

WHEREAS, in pursuance of the resolution passed by the Board of Management at its meeting held on **10th November 2021** vide its resolution No. **BM-44-21** and the decision taken by the Vidyapeeth Authorities, the Vidyapeeth has published the **SOP for the University Centre for Professional Education & Faculty Development (UCPE & FD)**.

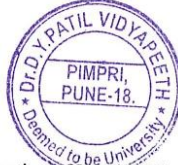
AND WHEREAS the Executive Council has amended the said "SOP for the (UCPE & FD)" at its meeting held on **18th December 2024** vide its resolution No. **EC-55(xi)-24** and the decision taken by the Vidyapeeth Authorities.

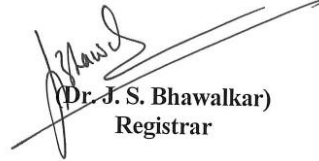
It is hereby notified for the information of all concerned that Dr. D. Y. Patil, Vidyapeeth, Pune, has published '**Revised SOP for the University Centre for Professional Education & Faculty Development (UCPE & FD) (amended in December 2024)**' for your information and record.

The Revised SOP is comprised of the following:

- | | |
|--------------|------------------------|
| ➤ Vision | ➤ Domain of Activities |
| ➤ Mission | ➤ Implementation |
| ➤ Objectives | ➤ Structure |
| ➤ Functions | ➤ Responsibilities |

The '**Revised SOP for the University Centre for Professional Education & Faculty Development (UCPE & FD) (amended in December 2024)**' will serve as a detailed SOP for staff 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. Webmaster for uploading on DPU website.

Encl.: As above

Standard Operating Procedure (SOP) for

University Centre for Professional Education and Faculty Development (UCPE & FD)

WHEREAS Dr. D. Y. Patil Vidyapeeth, Pimpri, Pune popularly known as "DPU", managed by Dr. D. Y. Patil Vidyapeeth Society, Pune, was declared as "Deemed-to-be-University", under Section 3 of UGC Act 1956 in 2003.

AND WHEREAS today the Vidyapeeth has 14 constituent institutions under its umbrella. All the institutions have the approval / recognition of the relevant statutory bodies to offer UG, PG Degree, Super-specialty and Ph.D. programmes in relevant and emerging disciplines, specializations and super specializations.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2019 in Sub Clause Nos. 10.07 sub-sub clauses 10.07.1 and 10.07.2 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 Universities.

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, development matters of institution Deemed to be University.

AND WHEREAS, after careful evaluation of various strategies to advance faculty development, and in line with the commitment to standardize and unify practices across all constituent units of Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University), the University has resolved to implement this SOP for the University Centre for Professional Education and Faculty Development (UCPE & FD). All Constituent Colleges and Institutes shall adhere to the processes outlined herein to promote excellence in faculty development and health professions' education, thereby ensuring continuous quality enhancement in teaching-learning and the achievement of intended learning outcomes at both Programme and Course levels. The SOP is being amended to incorporate recent academic advancements and evolving institutional needs and shall remain effective until amended or superseded by further notification from the University.

INTRODUCTION

This Standard Operating Procedure (SOP) establishes a structured framework to ensure uniformity and standardization in the planning, design, implementation, and evaluation of faculty development initiatives across all constituent units of Dr. D. Y. Patil Vidyapeeth, Pune. It serves as a guiding document to foster academic excellence by enhancing the pedagogical, research, and professional competencies of the faculty.

The SOP is applicable to all constituent colleges/institutes and facilitates alignment with institutional goals, regulatory requirements, and global best practices in faculty development. It further outlines the procedure for identifying training needs, executing focused development programs, and assessing the impact on educational quality and learning outcomes.

VISION:

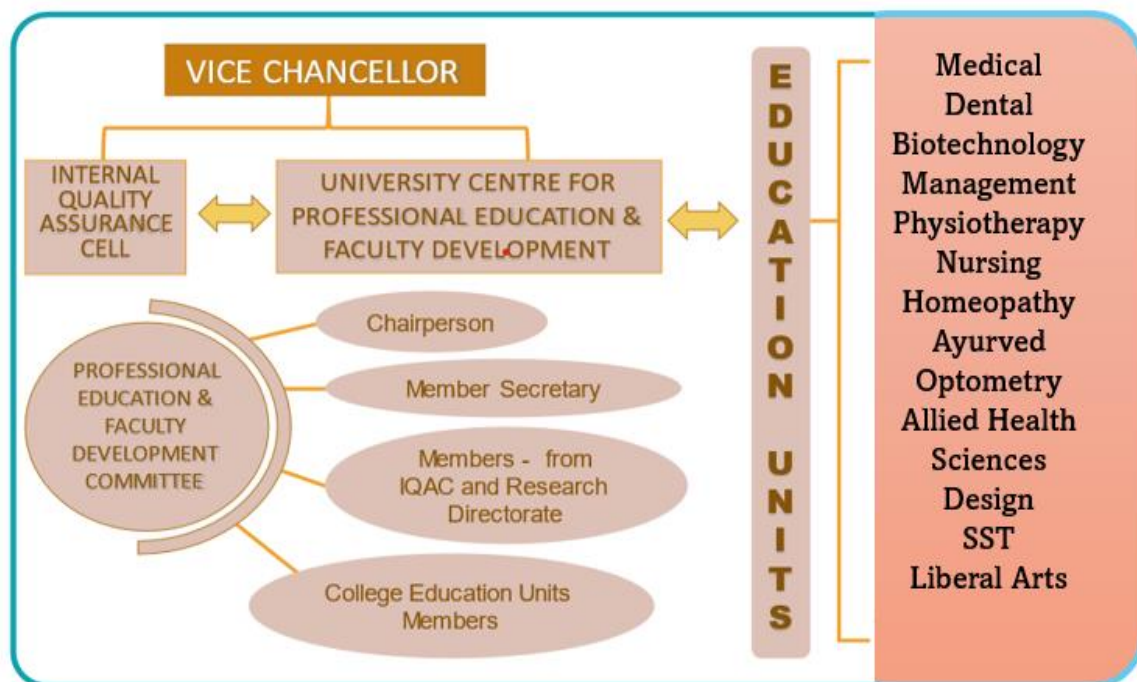
To achieve educational excellence through faculty development in health professions and higher education, ensuring an empowered, skilled, and future-ready academic workforce.

MISSION:

To continuously enhance the academic and professional competencies of faculty as educators, researchers, and leaders by delivering structured, innovative, and impactful faculty development programs.

OBJECTIVES:

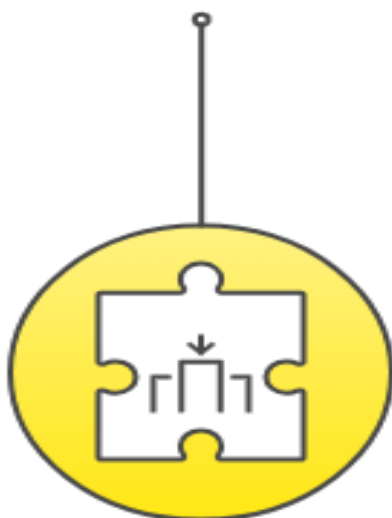
- To design and conduct structured workshops, training sessions, and seminars for faculty at all levels.
- To support and guide faculty development activities of constituent units.
- To collaborate with IQAC for data-driven, need-based development planning.
- To provide strategic inputs on curriculum design, teaching-learning enhancement, and innovative assessment methods.
- To establish a continuous cycle of training needs analysis, implementation, and impact assessment for quality improvement.



FUNCTIONS:

University Level

Designs programs,
provides support,
conducts evaluations.



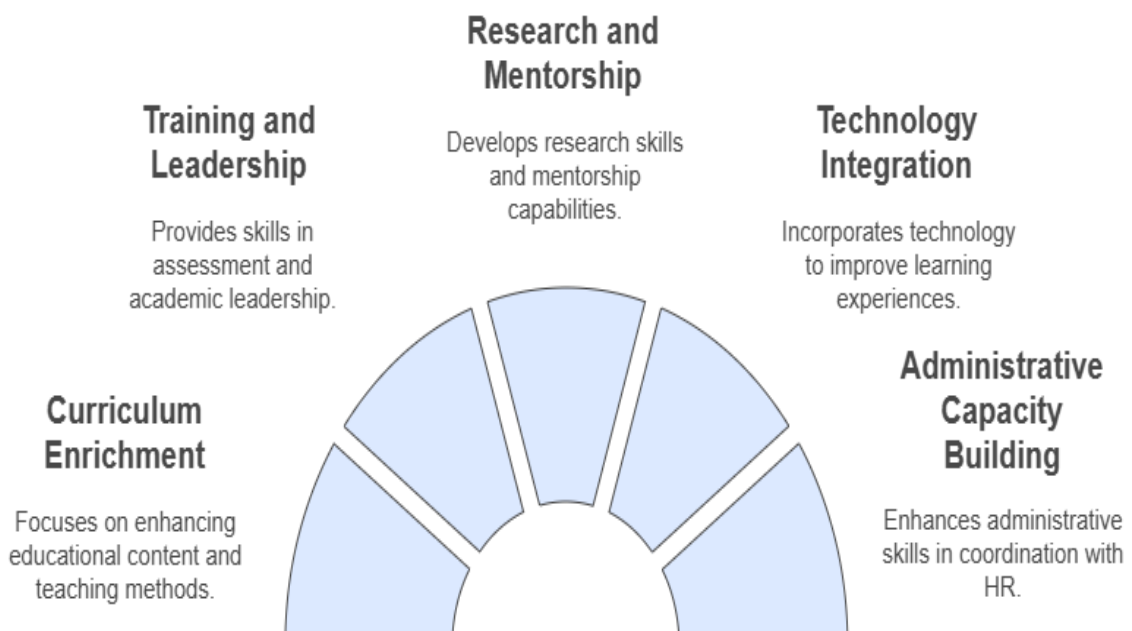
College Level

Conducts training,
prepares reports,
participates in
analysis.

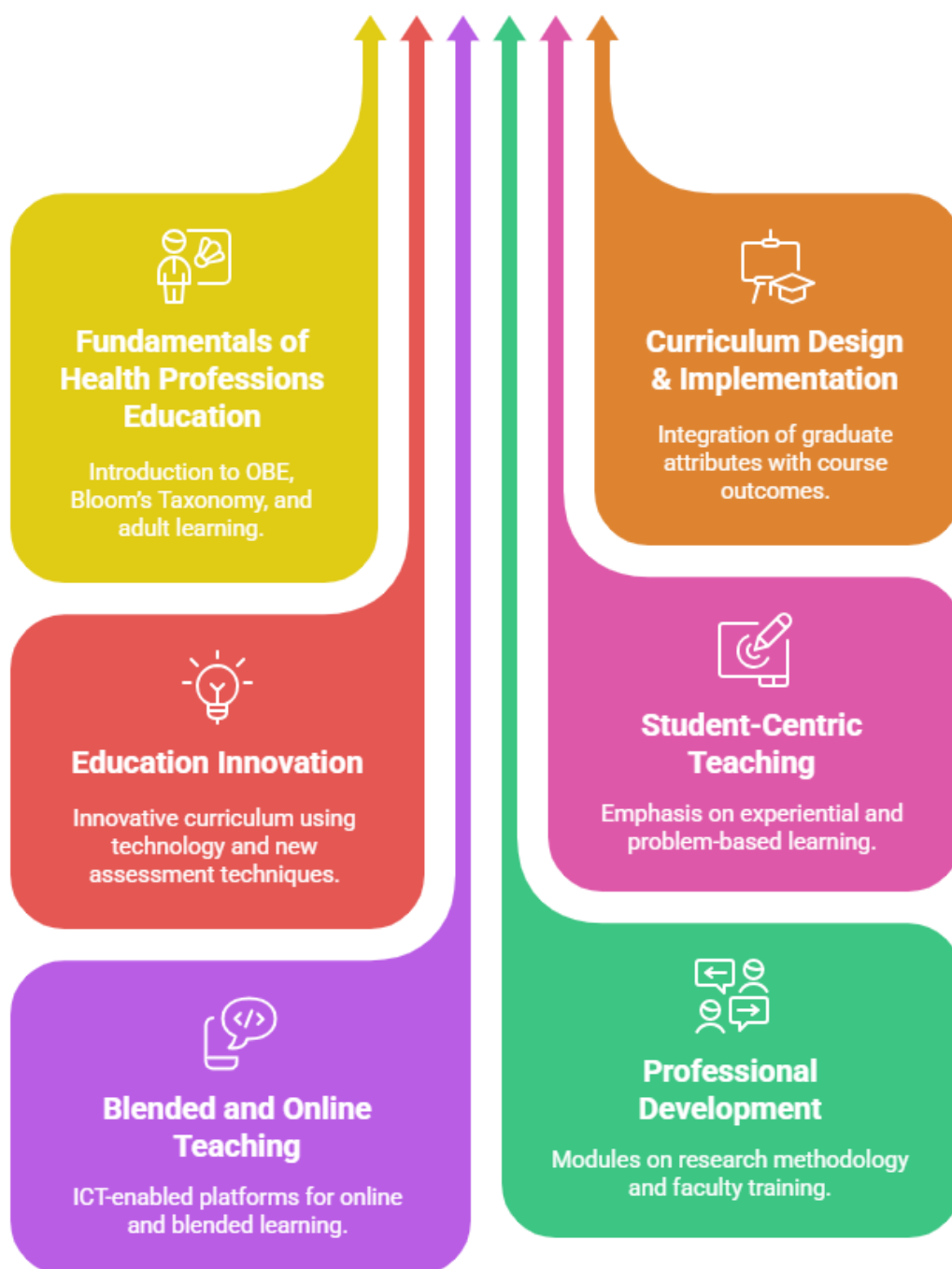
DOMAIN OF ACTIVITIES

University Centre for Professional Education and Faculty Development (UCPE & FD)

Enhancing Education Through Innovation and Leadership Development



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:

- UCPE & FD shall function through a dedicated committee with representation from Education Units, IQAC, and Research Directorate.
- Each Education Unit shall conduct annual training needs assessments and develop 6-monthly FDP calendars.
- Programs shall be designed based on institutional requirements, regulatory guidelines (UGC, NAAC, NMC), and global benchmarks.
- Administrative and academic training shall be coordinated in collaboration with HR Cells.
- A 5-Year Strategic Plan shall be developed, including budget and resource planning, based on multi-stakeholder feedback.
- An annual report shall be compiled encompassing all development activities across the university.

STRUCTURE OF UCPE & FD

- Vice Chancellor
- Internal Quality Assurance Cell (IQAC)
- University Centre for Professional Education & Faculty Development (UCPE & FD)
- Education Units at Constituent Colleges/Institutes

UCPE & FD Committee Members:

- Chairperson
- Member Secretary
- IQAC Member
- Research Director
- Faculty Representatives (rank-wise, discipline-wise, PG-level)

RESPONSIBILITIES

- Director, UCPE & FD – Oversee university-wide implementation and quality assurance.
- Heads of Constituent Units – Ensure compliance and execution at college level.
- Education Unit Coordinators – Conduct training needs assessments, maintain reports, and liaise with UCPE & FD.

CONCLUSION:

This SOP provides a strategic and operational roadmap for developing faculty excellence across Dr. D. Y. Patil Vidyapeeth. By streamlining faculty development practices, it ensures quality enhancement in teaching-learning and supports the university's vision of academic leadership and innovation. All constituent units are expected to align with this SOP to maintain uniformity, quality, and relevance in their faculty development efforts. This SOP shall remain in effect until further updates are issued by the University.

Date of Implementation : 10/11/2021
Date of Amendment : 18/12/2024

SD
Dr. J. S. Bhawalkar
Registrar