



**DR. D. Y. PATIL VIDYAPEETH (DPU), 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)**

## **Standard Operating Procedure (SOP) For**

### **VALUE ADDED COURSES / CERTIFICATE & FELLOWSHIP PROGRAMMES**



Date of Implementation: 12<sup>th</sup> April 2019  
Date of Amendment: 30<sup>th</sup> December 2020  
Date of Amendment: 18<sup>th</sup> December 2024





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(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(xiii)/25  
Date : 27 / 02 / 2025

### NOTIFICATION

**WHEREAS**, in pursuance of the resolution passed by the Board of Management at its meeting held on **12<sup>th</sup> April 2019** vide its resolution No. **BM-19(iv)-19** and the decision taken by the Vidyapeeth Authorities, the Vidyapeeth has published the '**Standard Operating Procedure (SOP) for Value Added / Certificate / Fellowship Programmes**'.

**AND WHEREAS**, in pursuance of the resolution passed by the Board of Management at its meeting held on **30<sup>th</sup> December 2020** vide its resolution No. **BM-46-20** and the decision taken by the Vidyapeeth Authorities, the Vidyapeeth has published the '**Revised Standard Operating Procedure (SOP) for Value Added / Certificate / Fellowship Programmes (amended in December 2020)**'.

**AND WHEREAS** the Executive Council has further amended the said '**Revised SOP for Value Added / Certificate / Fellowship Programmes**' at its meeting held on **18<sup>th</sup> December 2024** vide its resolution No. **EC-55(xiii)-24** and the decision taken by the Vidyapeeth Authorities.

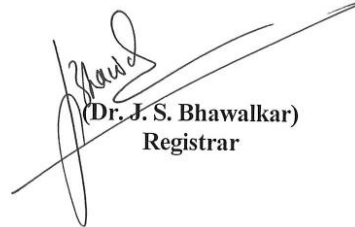
It is hereby notified for the information of all concerned that Dr. D. Y. Patil, Vidyapeeth, Pune, has published '**Revised Standard Operating Procedure (SOP) for Value Added / Certificate / Fellowship Programmes (amended in December 2024)**' for your information and record.

The Revised SOP is comprised of the following:

- Objectives
- Types of Programmes and Academic Regulations
- General Instructions
- Examination, Evaluation, and Result Declaration
- Procedure for Initiation and Implementation
- Grievance Redressal & Appeals Mechanism

The '**Revised Standard Operating Procedure (SOP) for Value Added / Certificate / Fellowship Programmes (amended in December 2024)**' will serve as a detailed SOP for staff and students and will be useful to all concerned. This will come into force with immediate effect.



  
(Dr. J. S. Bhawalkar)  
Registrar

dpu.edu.in



# **Standard Operating Procedure (SOP) For Value Added Courses, Certificate and Fellowship Programmes**

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**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**, the university has instituted Value Added Courses, Certificate and Fellowship Programmes to enhance skills and knowledge beyond the regular curriculum. Designed with industry and academic input, these programmes promote innovation, interdisciplinary learning, and career readiness, with certifications awarded upon successful completion. The SOP is being amended to streamline implementation and align with emerging academic and industry requirements.



## INTRODUCTION

Dr. D. Y. Patil Vidyapeeth, Pimpri, Pune is committed to fostering holistic education and skill enhancement through innovative academic initiatives. To complement the core curriculum and meet evolving industry demands, the Vidyapeeth offers Value Added Courses, Certificate and Fellowship Programmes. These initiatives aim to equip students and faculty with specialized competencies, promote lifelong learning, and enhance employability. This SOP outlines the structure, implementation, and quality assurance mechanisms for these programmes.

## OBJECTIVES

The primary objectives of these academic programmes are:

1. **To promote and nurture academic and professional talent** by offering structured learning beyond conventional curricula.
  2. **To introduce innovative and frontier knowledge areas** through short-term, value-added, and specialized training modules for skill enhancement.
  3. **To provide opportunities for advanced learning and research**, especially for deserving and meritorious candidates.
  4. **To create pathways for continuous professional development**, empowering students and professionals to improve their employability and domain-specific competencies.
  5. **To strengthen interdisciplinary and experiential learning** through practical exposure, industry-oriented content, and hands-on experiences.
  6. **To support lifelong learning and upskilling**, catering to a wide range of learners including undergraduates, postgraduates, working professionals, and researchers.
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## II. TYPES OF PROGRAMMES AND ACADEMIC REGULATIONS

### 1. Value Added Course (VAC)

- Offered by: Constituent Institutions, Departments, and Centres of the Vidyapeeth.
- Duration: Minimum 16 hrs as per NAAC guidelines,
- Academic Hours: 16 hours.
  - Practical / Hands-on / Demonstration: 70%
  - Theory / Assignments / Group Discussions: 30%
- Target Group: UG/PG students or other eligible participants from academia.



- Institutional Requirements:
  - ✓ Prior approval of the Academic Council & Executive Council Vidyapeeth is required.
  - ✓ Certification and documentation must be completed by the Head of Institution and Head of Department, and countersigned by the Registrar.
  - ✓ Time-table, learning materials, and faculty details must be notified in advance.
  - ✓ Content of Value Added Courses should be outside the curriculum and that add value and help them students in getting placed.
  - ✓ Brochure to be prepared.

## **2. Certificate Programmes:**

- Eligibility: As per norms approved by the Academic Council and Board of Management.
- Duration: Minimum 6 months (120 working days).
- Total Academic Hours: Minimum 480 hours.
- Credit Distribution (approx. 20 Credits):
  - 60 hours of Classroom Lectures – 4 Credits
  - 60 hours of Assignments / Tutorials / Seminars – 4 Credits
  - 180 hours of Practical Work / Demonstration – 6 Credits
  - 180 hours of Field Work / Clinical / Research Projects – 6 Credits
- Entry Requirements: Eligibility criteria shall be finalized and published in advance and reviewed periodically.
- Certification: Upon successful completion, certificates shall be issued with signatures from the Course Coordinator, HOD, Head of Institution, and endorsed by the Registrar.

## **3. Fellowship Programmes:**

- Eligibility: Postgraduate degree holders in the relevant discipline.
- Duration: 1 year (240 teaching and working days / 2 semesters).
- Total Academic Hours: Approx. 960 hours.
- Credit Distribution (approx. 40 Credits):
  - 150 hours of Teaching & Learning – 10 Credits
  - 90 hours of Seminars / Assignments / Tutorials – 6 Credits
  - 360 hours of Practical Work / Lab / Demonstration – 12 Credits
  - 360 hours of Field Work / Clinical / Research Work – 12 Credits
- Governance:
  - Approval required from the Academic Council and Executive Council.
  - Programme outcome must be documented in terms of competencies and learning outcomes.
  - A Fellowship Certificate will be awarded on successful completion with formal documentation and endorsements.



### **III. GENERAL INSTRUCTIONS:**

1. All VAC must receive prior approval from the Academic Council and Executive Council.
2. Certificate and Fellowship Programmes (of 6 & 12 months) must be approved by the Academic Council and Executive Council respectively.
3. Academic calendars, syllabi, and timetables must be clearly outlined and publicly notified.
4. Duration and contact hours specified are minimum requirements; additional content may be added based on subject-specific needs.
5. Head of the Institutions are responsible for overall execution, monitoring, and quality assurance.
6. Programmes may be extended or revised as per feedback, industry trends, and emerging technologies.
7. Detailed records of enrolment, attendance, performance, feedback, and certification must be maintained and made available during audits or academic reviews.

### **IV. EXAMINATION, EVALUATION, AND RESULT DECLARATION**

#### **A. Value Added Courses:**

- Evaluation: Based on participation, practical application, and assignment completion.
- Result: Certified as "Successfully Completed" or "Not Successfully Completed".
- Certification: Signed by Programme Coordinator, HOD, Head of Institution, and Registrar.

#### **B. Certificate Programme (6 Months):**

- Theory: 60 marks
- Practical + Viva Voce: 140 marks
- Total: 200 marks
- Pass Marks: 50% in each component and in aggregate.

#### **C. Fellowship Programme (1 Year)**

- Theory Papers (2): 60 marks each
- Practical + Viva Voce: 280 marks
- Total: 400 marks
- Pass Marks: 50% in each component and in aggregate.
- Records and marks sheets to be maintained by the Department and Institution.



## **V. PROCEDURE FOR INITIATION AND IMPLEMENTATION:**

The following components must be addressed while proposing and launching any programme:

- ❖ Title, Objectives, Year & Date of Commencement
- ❖ Eligibility Criteria & Application Format
- ❖ Programme Duration and Schedule
- ❖ Unitized Curriculum with Academic Hours
  - Theory Papers / Assignments / Seminars
  - Practical / Demonstration Sessions
  - Fieldwork / Clinical / Research Components
- ❖ Curriculum Delivery & Pedagogy
- ❖ Programme Outcomes / Competency Mapping
- ❖ Evaluation Scheme (Theory, Practical, Assignments)
- ❖ Examination Details (Duration, Authority, Mode)
- ❖ Certification Format and Issuing Authority
- ❖ Venue, Department, and Coordinating Institute
- ❖ Batch Size, Academic Calendar, Attendance Management
- ❖ Budget & Estimated Programme Costs
- ❖ Proposed Fees and Revenue Model
- ❖ Financial & Administrative Support from DPU
- ❖ Infrastructure Requirements (Classroom, Lab, Clinical, etc.)
- ❖ Financial Audit & Documentation Format
- ❖ Annual Meta Evaluation & Programme Review
- ❖ Centralized Record Keeping and Documentation
- ❖ Grievance Redressal and Appeal Mechanism
- ❖ Saving Clause: The Vice Chancellor and designated authorities shall have the power to make amendments and resolve any academic or administrative difficulties.



## **VI. GRIEVANCE REDRESSAL & APPEALS MECHANISM:**

In the event of any dispute or grievance relating to admissions, conduct, evaluation, or certification under these programmes:

- The matter shall be referred to the Grievance Redressal Committee of the concerned Institution.
- The Committee shall ensure impartial hearing from all parties.
- A report with recommendations shall be submitted to the Registrar and forwarded to the Vidyapeeth authorities for final decision.
- Appeals can be made in writing to the Vice Chancellor for review in extraordinary cases.

**Date of Implementation : 12/04/2019**

**Date of Amendment 1 : 30/12/2020**

**Date of Amendment 2 : 18/12/2024**

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