DPU

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**)
20th rank in **Medical Category** and **46th** rank in **University Category** in India **(NIRF-2019)**
(Declared as **Category - I University** by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001 : 2015 and 14001 : 2015 Certified University)

STANDARD OPERATING PROCUDERE FOR VALUE ADDED/CERTIFICATE/FELLOWSHIP PROGRAMMES OF Dr. D. Y. PATIL VIDYAPEETH, PUNE

(DEEMED TO BE UNIVERSITY)

Approved by the Academic Council at its meeting held on 09th April 2019 vide its resolution No. AC-16 (i) -19 and by the Board of Management at its meeting held on 12th April 2019 vide its resolution No. BM-19 (iv)-19

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Dr. A. N. Suryakar
Registrar

NOTIFICATION

Ref. No. : DPU/430(a)/2019
Date : 06.05.2019

In pursuance of the resolution passed by the Board of Management at its meeting held on **12th April 2019,** in its resolution no. **BM-19 (iv) – 19** 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 for **Value Added/ Certificate/ Fellowship Programmes**, for your information and record.

The SOP for **Value Added/ Certificate/ Fellowship Programmes**, will serve as detailed guideline as below;

- **Academic Regulations of the Programmes**
- **Instructions**
- **Examination**
- **Procedure for Commencement of the Programme**
- **Grievance Redressal**

The SOP will be useful to all the concerned. This will come into force with immediate effect.

Dr. D.Y. PATIL VIDYAPEETH * Deemed to be University * PIMPRI, PUNE-18.

(Dr. A. N. Suryakar)
Registrar
REGISTRAR
DR. D. Y. PATIL VIDYAPEETH, PUNE.

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. Controller of Examination
4. Director (IQAC)
5. All the Heads of the Institutes
6. Web master for uploading on website

Encl: as above

Sant Tukaram Nagar, Pimpri, Pune - 411018, Maharashtra (India)
Tel. : +91-20-27805000, 27805001 ▪ Fax : +91-20-27420010 ▪ Email : info@dpu.edu.in

DPU SOP for Value Added Programmes/ Short term Training Programme/ Short Term Certificate / Short Term Fellowship /Certificate Fellowship Proprammes.

WHEREAS, the UNIVERSITY GRANTS COMMISSION, (Institutions Deemed to be Universities) Regulation 2019, (herein after in this SOP referred as Regulations) has been published in the Gazette Notification of India by the Authority, University Grants Commission.

AND WHEREAS, as per the Provisions of University Grants Commission (Institutions Deemed to be Universities) Regulations, 2019 in Clause Nos. 10.11.2(i) which contains, the Planning and Monitoring Board is responsible for the monitoring of the development programmes and (v) the recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval.

AND WHEREAS, as per the Provisions of University Grants Commission (Institutions Deemed to be Universities) Regulations, 2019 in Clause Nos. 10.11.4 (i) and , Clause No. 1.7.3 (i), (iii), (iv) and (vii) of the Bye Laws of the Dr. D. Y. Patil Vidyapeeth Pune, the Board of Studies to recommend to the Academic Council for its approval, the introduction in the syllabi of the courses of study.

AND WHEREAS, as per the Provisions of Bye Laws of the Vidyapeeth in Clause No. 1.6.5 (iv) Faculties to consider and recommend to the Academic Council establishment of new Courses, Inter-disciplinary Courses and training programmes, recommended to it by the Board of Studies.

AND WHEREAS, as per the Provisions of University Grants Commission (Institutions Deemed to be University) Regulations, 2019 in Clause Nos. 10.11.1 (B-iv) which contains, the Academic Council to prescribe courses/programmes of study leading to degree and diploma of the Institution Deemed to University to the Board of Management.

AND WHEREAS, as per the Provisions of University Grants Commission (Institutions Deemed to be University) Regulations, 2019 Sub Clause No. 10.07 and its sub-sub clause no. 10.07.1 and 10.07.2 of the Regulation 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 and development matters of institution deemed to be University.

AND WHEREAS, making of such provisions enabling the constituent units of the Dr. D.Y. Patil Vidyapeeth ensures that every individual inside the campus exercise these regulations.

OBJECTIVES

1. To promote and nurture talent

2. The introduced new programmes in the frontier areas of Knowledge to the Students.

3. To provide an opportunity to the deserving candidates to undertake advance studies and research.

4. To encourage the students to attend more training, certificate and fellowship programmes to enhance their skill.

ACADEMIC REGULATIONS OF THE PROGRAMME

1. VALUE ADDED PROGRAMME / SHORT TERM TRAINING PROGRAMME

Value Added Programme (VAD) / Short Term Training programme (STTP) shall be offered by the Institutions / Dept.s / Colleges concerned and certified and documented by the Institution Heads and Head of the Department, which shall be countersigned by the Registrar of the Vidyapeeth They will announce Academic Calendar and Time Table. However, the Head of the Departments / Head of the Institutions shall take permission from the Vidyapeeth every year for offering the same.

The VAD/STTP shall be of 2-4 days duration and shall have minimum of 16 hours and maximum of 30-40 hrs of Teaching, Learning and Training (60 % practical, demonstration, hands on experience and 40 % theory, assignments and group discussion). (Equivalent to one to two credits) Value Added Programmes can be offered to UG/PG student as well as others who are eligible for the same.

2. SHORT TERM CERTIFICATE / SHORT TERM FELLOWSHIP PROGRAMMES

Short Term Certificate (STCP)/ Short Term Fellowship programme (STFP) (Courses below 6 months duration) shall be offered by the Institution / Dept. / College concerned and certified and documented by the Institution Heads and Head of the Departments. They will announce Academic Calendar and Timetable. However, the Head of the Departments / Head of the Institutions shall take permission from the Vidyapeeth every year for offering the same.

The STCP and STFP shall be of minimum 3 months duration having 60 teaching and working days and will have a minimum of 240 hours of Teaching, Learning (equivalent to around 10 credits)

30 hours of Lectures	2 Credits
30 hours of Assignments / seminar, GD and other methods/ Tutorials	2Credits
90 hours of Practicals / Demonstration/ Hands on Experience / Lab work	3 Credits
90 hours of Field Work / Clinical Work	3 Credits

3. CERTIFICATE PROGRAMME

Certificate courses can be offered based on the eligibility criteria approved by the Board of Management, for a given Programme.

The Certificate Programmes shall be of minimum 6 months duration plus additional four hours ends on after one week having 120 teaching and working days and the programme must have minimum 480 hours of Teaching, Learning (equivalent to around 20 credits)

60 hours of Lecture in Classroom	4 Credits
60 hours – Seminars and Group Discussion / Assignments/ Tutorials	4Credits
180 hours of Practical, Hands on Experience And Demonstration /Lab work	6 Credits
180 hours Field Work / Clinical Work / Research Projects	6 Credits

4. FELLOWSHIP PROGRAMME

Fellowship Programme shall be offered only to Postgraduate Degree holders of the subjects concerned.

The Fellowship Progrmme shall be of one year with 240 teaching and working days / 2 semesters with the following distribution.

The Programme shall have the contents of around 960 hours of Teaching, Learning (around 40 Credits) (Each semester may have 20 Credits $\pm$ 4 Credits)

150 hours of Teaching and Learning	10 Credits
90 hours of Assignment / Seminar / Group Discussion/ Tutorials	6 Credits
360 hours of Practical / Demonstration / Hands On Experience / Lab Work	12 Credits
360 hours of Field Work / Clinical Work / Research Work	12 Credits

INSTRUCTIONS

1. Value added programmes (VAD) / Short Term Programmes (STTP) / Short Term Certificate Programmes (STCP) / Short Term Fellowship Programmes (STFP) (Courses below 6 months duration) shall be offered by the Institutions/ Departments/ Centre Concerned and certified and documented by the Institutions heads and Head of the Departments. They will announce Academic Calendar and Timetable. However, the Head of the Departments / Head of the Institutions shall take permission from the Vidyapeeth every year for offering the same.

2. The Fellowship / Certificate programmes (Where the duration is 6 months and beyond) shall be offered by the Head of the Departments, Head of the Institutions which is duly approved by the Academic Council and Board of Management. The Academic Calendar shall be issued by the Head of the Institutions. Timetable, Documentation and Course / Programme shall be issued by the Head of the Departments / Head of the Institutions. The examination shall be conducted and certified by the Head of the Departments / Head of the Institutions, for Courses above 6 months duration.

3. The duration and time as well as teaching learning hours specified are minimum requirement.

4. Fellowship Programme (One-year duration with 240 days of teaching days) shall be offered only to Postgraduate Degree holders of the subjects concerned.

5. Value Added Programmes can be offered to UG/PG students as well as others who are eligible for the same.

6. Certificate courses can be offered based on the eligibility criteria fixed by Vidyapeeth for a given Programme and approved by the Board of Manegment.

7. Trimester means 3 months with 60 days of teaching work. Semester means 120 days of Teaching work in 6 calendar months. One year means 240 teaching days in 12 calendar months.

8. Under Value Added Programme, depending upon the nature of study, the duration can be extended.

C) EXAMINATION, EVALUATION AND DECLARATION OF RESULT

Examination Methods / Scheme

1. For Value Added Programme, the Head of the Institutions and Coordinators may decide the methods of Examination and Evaluation. The outcome would be "Successfully completed the Value Added Programme" or "Not successful in Value Added Programme" and Certification.

2. For STTP/STCP/STFP- There can be a Theory Paper of 40 marks and a Practical cum Viva voce for 60 marks (Total: 100 marks). Minimum for passing will be 50 % in each i.e T and P and aggregate of 50 %.

3. For Certificate Programme of 6 months, there can be one Theory Paper for 80 marks and a Practical and Viva voce for 120 marks (Total: 200 marks). Pass percentage is 50 % in each i.e. Theory and Practical and in aggregate.

4. For Fellowship Programme of one year, there can be 2 Theory Papers of 80 marks each and one Practical and Viva voce of 240 marks, a total of 400 marks. Pass percentage is 50 % in Theory /Practical and 50 % in aggregate.

5. The Head of the Departments shall maintain all the records.

6. The marks card and passing certificate will be issued for the Certificate/ Fellowship / Diploma Programmes, by the Head of the Institutions with the signature of course co-coordinator, Head of the Departments, Head of the Institutions and endorsed by the Registrar of the Vidyapeeth.

D) PROCEDURE FOR COMMENCEMENT OF THE PROGRAMME IS AS FOLLOWS

1. Title of the Programme, Programme objectives, year and date of implementation.
2. Eligibility for the Programme (To whom it is offered) and format of Application form.
3. Duration of the Programme.
4. Content / Syllabus of the Programme (unitized with specified hours/ as per Academic Regulations)
   - Number of papers (title) Theory / Assignments / Seminars/Group Discussion.
   - Number of Practical (title), Demonstration and Hands on Experience.
   - Field work /Clinical Work/ Research Project

- ❖ Minimum number of hours of Teaching, learning for each unit shall be as per the prescribed hours given in the instructions/ Academic Regulations. Head of the Institutions may enhance or reduce them 10-15 % as per the need.

5. Curriculum Delivery/ Transaction (Teaching, Learning of content)
6. Programme outcome (Expected)
7. Examination and Evaluation methods (Maximum Marks and Minimum Marks or Grade for Passing), Evaluation Authority and duration of Examination. (T/P/A)
8. Certification Authority and Design of Certificate.
9. Place and Venue of the Academic work of the Programme.
10. Department and Institute offering the programme and overall coordination. Intake per batch, Academic Calendar, Timetable, Maintenance of Attendance, arrangements and conduction of the programme, Liasoning, evaluation, documentation, Feedback, certification and other admission aspects/ Appointment of Director/ Coordinator/ Resource persons Teachers and Assistance.
11. Approximate Expenditure involved running one batch per a programme.
12. Nominal fees proposed to be charged per course per participant with the approval of authorities.
13. Financial and Administrative Expectations from the PIMS-DU /PMT to run the programme.
14. Infrastructure Requirements - Class rooms/Practical Halls/ Hospital / Clinical / PHC/Any other.
15. Yearly Financial Audit- process and format.
16. Annual Meta Evaluation and up gradation of the content and delivery of the programme.
17. Central Documentation
18. Grievance Redressal and Appeals mechanitary/ mechanism
19. Any other Aspects of the programme not covered above.
20. Saving clause whenever difficulty arises- powers of the authorities of the Vidyapeeth.

Grievance Redressal and Appeals mechanitary/ mechanism

In case if there is any dispute arises regarding the above mentioned programmes regarding admission or any other dispute concerned with above mentioned, the Grievance Rederssal Committee of the concerned Institute/College shall examine the matter after hearing both the parties and report has to be submitted to the Vidyapeeth.

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

DPU
Dr.D.Y.PATIL VIDYAPEETH, PUNE
(DEEMED UNIVERSITY)
IN
आत
OUT
बाहेर
DPU
जड वाहनांना
प्रवेश निषिद्ध
HEAVY VEHICALS
NOT ALLOWED