

DPU

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



Bye-Laws

Bye-Laws Instituted in 2004 and amended in 2015, 2019
(Revised in June 2024)

Ref.: DPU / 731 / 2021

Date: 17th August, 2021**CERTIFICATE**


This is to certify that the extracts of **Code of Conduct of Teaching Staff** are attached herewith from the approved Bye-Laws Document of 2019 as follows:

- (i) Extracts of the Officers of the Vidyapeeth from the **Bye-law No. 02/2015** from the amended and approved **Bye-Laws (2019)** (page Nos. 28 – 36) of the Vidyapeeth and
- (ii) Extracts of Code of Professional Ethics from the **Bye-law No. 03/2015** from the amended and approved **Bye-Laws (2019)** (page Nos. 44 – 47) of the Vidyapeeth
- (iii) Extracts of the Power and Functions of the Academic Posts from the **Bye-law No. 03/2015** from the amended and approved **Bye-Laws (2019)** (page Nos. 58 – 62) of the Vidyapeeth

(approved by the Board of Management at its meeting held on **12th April, 2019** vide Resolution No. 17-19) of Dr. D. Y. Patil Vidyapeeth, Pune)

The said **Bye-laws (2019) Document** is **notified and published for all concerned by the Registrar** of the Vidyapeeth with **Notification page**. The booklet is uploaded on the Vidyapeeth's website and are open in public domain.

Therefore, there is no separate attestation done by the Registrar on this booklet.



(Dr. A. N. Suryakar)
Registrar
Dr.D.Y.Patil Vidyapeeth
(Deemed to be University)
Pimpri, Pune- 18.



(Dr. N. J. Pawar)
Vice Chancellor
Dr. D. Y. Patil Vidyapeeth
(Deemed to be University)
Pimpri, Pune- 18.

DPU

Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

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(An ISO 9001:2015 and 14001:2015 Certified University)



Bye-Laws

(Dr. A. N. Suryakar)
Registrar
Dr.D.Y.Patil Vidyapeeth
(Deemed to be University)
Pimpri, Pune- 18.



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)
(An ISO 9001 : 2015 Certified University)

Dr. A. N. Suryakar
Registrar

Ref. No. : DPU/875-XIII/2019
Date : 11/09/2019

NOTIFICATION

WHEREAS in pursuance of the UGC (Institutions Deemed to be University), Regulations, 2019, the Board of Management is 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 is 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, developmental matters.

AND WHEREAS Bye-Laws No. 01/2015 to No.10/2015 of Dr. D. Y. Patil Vidyapeeth, Pune (Deemed to be University) have been approved by the Board of Management at its meeting held on 29th December, 2015.

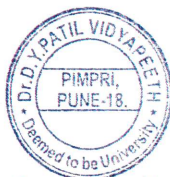
AND WHEREAS UGC had published UGC (Institutions Deemed to be Universities) Regulations, 2016 on 11th July, 2016.

AND WHEREAS the Vidyapeeth had amended its Bye-Laws and the same were approved by the Board of Management at its meeting held on 27th December, 2018.

AND WHEREAS UGC had again published UGC (Institutions Deemed to be Universities) Regulations, 2019 on 20th February, 2019.

AND WHEREAS as per UGC Regulations, 2019, the Vidyapeeth has amended its Bye-Laws with modifications / insertions / replacement. These Bye-Laws were approved by the Board of Management at its meeting held on 12th April, 2019 vide its resolution No. BM-17-19.

- Bye Law No. **01/2015** is **repealed and replaced** by the Bye Law No. **01/2019**
- Sub-clauses i.e. **2.2 (b), 2.2 (c), 2.2 (f)** have been inserted in Bye Law No. **02/2015**.
- The sub-clauses i.e. **2.9.4 of IQAC Director / Coordinator, 2.9.5 of Director (Security & Vigilance) and 2.9.6 of Director (University Centre for Professional Education & Faculty Development)** under **Clause No. 2.09 i.e. SUCH OTHER OFFICERS OF THE VIDYAPEETH** have been added in Bye Law No. **02/2015**, as per the Resolution No. BM-52-18 approved by the Board of Management at its meeting held on 27th December, 2018.



Contd...2/-

(Signature)

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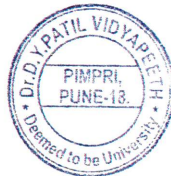
(Signature)
(Dr. A. N. Suryakar)
Registrar
Dr.D.Y.Patil Vidyapeeth
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Pimpri, Pune- 18.

: 2 :

- Sub-clause i.e. **3.2. I of Promotion Policy** has been inserted in Bye Law No.03/2015 as per the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.
- Sub clauses i.e. **4.23.1/2015** regarding "Composition of the Grievance Committee at Vidyapeeth Level" and **4.23.2/2015** regarding "Grievance Committee at Constituent College/Institute Level" of Bye Law No.04/2015 are **repealed and replaced** by **4.23.1/2018** and **4.23.2/2018** as per the Resolution No. BM-52-18 approved by the Board of Management at its meeting held on 27th December, 2018.
- Sub clause No. **4.23.3/2019** regarding **University Student Grievance Redressal Committee** and sub clause No. **4.23.4/2019** regarding **Institutional Student Grievance Redressal Committee** have been inserted in Bye Law No.04/2015, as per UGC (Redress of Grievances of Students), Regulations 2019 dated 6th May, 2019, duly approved vide Resolution No. BM-33(vii)-19 by the Board of Management at its meeting held on 30th July, 2019.
- Sub-clauses i.e. **4.15** regarding "Inflection of major penalties without holding enquiry", **4.16** regarding "Disciplinary Authority" and **4.21** "Appeal" of Bye Law No.04/2015 have been modified as per the Resolution No. BM-17-19 approved by the Board of Management at its meeting held on 12th April, 2019.
- A note regarding **admissions through NEET examinations** has been inserted with reference to the Supreme Court Writ Petition No. 267/2017 dated 9th May, 2017 and subsequent a letter F.No. C-18018/21/2017-MEC dated, 13th June, 2017 received from Directorate General of Health Services (DGHS).
- Sub-clause i.e. **7.1.1(1.1)** regarding "**Procedure for Starting a New Academic Programme / Department**" has been inserted in Bye Law No.07/2015.
- Sub-clause i.e. **9.1.24** regarding "**providing photo copies of assessed theory answer books**" has been inserted in Bye Law No.09/2015.
- Sub-clause i.e. **9.1.9** regarding "**Double Evaluation System**" of Bye Law No.09/2015 has been modified.
- Sub-clause i.e. **9.1.25** regarding "**National Academic Depository (NAD)**" has been inserted in Bye Law No.09/2015.

Contd...3/-

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The following Bye-Laws will be useful to all the concerns.

Bye Law No.	Description
01/2019	Authorities of the Dr. D. Y. Patil Vidyapeeth, Pune
02/2015 (amended upto July 2019)	Officers of the Vidyapeeth
03/2015 (amended upto July 2019)	Qualifications, Experience, Mode of Selection, Power and Functions of the Academics Posts in Constituent Colleges/Institutes of the Vidyapeeth
04/2015 (amended upto July 2019)	Conduct of the Employees of the Vidyapeeth
05/2015	Service Laws (Employees-Contractuals)
06/2015 (amended upto July 2019)	Admissions
07/2015 (amended upto July 2019)	Academic and Administration of Students
08/2015	Academic Calendar of the Vidyapeeth
09/2015 (amended upto July 2019)	Examinations
10/2015	Disciplined Conduct of the Student

This will come into force with immediate effect.

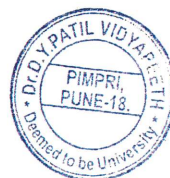


(Dr. A. N. Suryakar)

Registrar
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. Controller of Examinations, Dr. D. Y. Patil Vidyapeeth, Pune.
4. Finance Officer, Dr. D. Y. Patil Vidyapeeth, Pune.
5. Director (IQAC), Dr. D. Y. Patil Vidyapeeth, Pune.
6. All the Heads of the Institutes
7. Web Master for uploading on Website.





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Dr. D. Y. Patil Vidyapeeth, Pune


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Bye law No. 02/2015 (amended upto July 2019)

OFFICERS OF THE VIDYAPEETH:

The sub-clauses i.e. 2.3 (b), 2.3 (c) and 2.3 (f) have been inserted as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 approved by the Board of Management vide its Resolution No. BM-17-19 at its meeting held on 12th April, 2019 and Notification dated 6th May, 2019.

The following shall be the officers of the Vidyapeeth:

- 2.1 Chancellor & Pro-chancellor
- 2.2 Vice-Chancellor
- 2.3 Pro Vice Chancellor (whenever applicable)
- 2.4 Registrar
- 2.5 Finance Office
- 2.6 Controller of Examinations
- 2.7 Dean of Faculties
- 2.8 Head of Department
- 2.9 Such other officers as may be prescribed by the Vidyapeeth

2.1 CHANCELLOR

The Vidyapeeth shall have a Chancellor who shall, when present, preside over the convocations of the Vidyapeeth but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust and shall hold office for a period of **Five years** from the date of first assuming office and shall be eligible for reappointment for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Vidyapeeth.

PRO-CHANCELLOR

The sponsoring body of the Vidyapeeth may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Bye-Laws, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

2.2 VICE-CHANCELLOR

- a) The Vice-Chancellor shall be a whole time salaried officer of the Vidyapeeth and he/she be an eminent academician and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- b) The qualifications of the Vice Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.



- c) The composition of the Search-cum-Selection Committee (SCSC) for selection of Vice Chancellor shall be:-

Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search-cum-Selection Committee shall be as under:

- (a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
- (b) A nominee of the Chairman, University Grants Commission
- (c) An academician, with not less than 10-year service as Professor, nominated by the Board of Management

- d) **Tenure of Vice Chancellor:**

The Vice-Chancellor shall hold office for a term of Five years from the date of assuming office and shall be eligible reappointment for a second term,

Provided that in no case shall he hold office beyond age of 70 years.

Provided further that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.


- e) **Powers of the Vice-chancellor**

- i) The Vice-Chancellor shall be the Principal Executive Officer of the Vidyapeeth and shall exercise general supervision and control over the affairs of the Vidyapeeth and shall be mainly responsible for implementation of the decisions of all the authorities of the Vidyapeeth.

- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, Board of Examinations, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Vidyapeeth.

- iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the Vidyapeeth under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.


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Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Vidyapeeth is aggrieved by the action taken by the Vice- Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Vidyapeeth are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
 - vi) All powers relating to the proper maintenance and discipline of the Vidyapeeth shall be vested in the Vice-Chancellor.
 - vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
 - viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
 - ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.
 - x) An Appeal by a person aggrieved by the decision of the Disciplinary Authority may be preferred within thirty days from the date of communication of such decision to the Vice Chancellor.
- f) **Removal of the Vice-chancellor**
- i) Where there are reasons to believe that the Vice-Chancellor of the Vidyapeeth does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
 - ii) Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor or remove the Vice Chancellor after following the due process;



Provided that, in respect of Vice Chancellors of Institutions Deemed to be Universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

2.3 PRO VICE CHANCELLOR: (Wherever applicable)

The Pro Vice Chancellor shall be full time salaried officer of the Vidyapeeth.

- i) The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- ii) The Pro Vice Chancellor shall hold office co terminus with the office of the Vice-Chancellor.
- iii) The Pro Vice Chancellor shall have the Powers and duties assigned by the Vice Chancellor.

2.4 REGISTRAR:

- i) The Registrar shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1.	Vice Chancellor	Chairperson
2.	One nominee of the Chancellor	Member
3.	One nominee of the Board of Management	Member
4.	One expert appointed by the Board of Management who is not an employee of the Vidyapeeth.	Member
- ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Rules of the Vidyapeeth or as per the UGC norms.
- iii) When the office of the Registrar is vacant or when the Registrar is on leave or absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, the Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

DUTIES OF THE REGISTRAR:

The following shall be the duties of the Registrar; -

- i) The Registrar shall be the disciplinary authority of the employees of the Vidyapeeth other than the teachers, staff and officers below the rank of Deputy Registrar and other officers holding post equivalent thereto.
- ii) To be the custodian of the records and the funds and such other property of the Vidyapeeth as the Board of Management may commit to his/her charge;



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Registrar

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- iii) To conduct the official correspondence on behalf of the authorities of the Vidyapeeth;
- iv) To issue notices convening meetings of the authorities of the Vidyapeeth and all Committees and sub-Committees appointed by any of these authorities;
- v) To maintain the minutes of the meetings of all the authorities of the Vidyapeeth and of all the Committees and sub-committees appointed by any of these authorities;
- vi) To make arrangements for and supervise the examinations conducted by the Vidyapeeth;
- vii) To represent the Vidyapeeth in suits or proceedings by or against the Vidyapeeth, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- viii) To enter into agreement, sign documents and authenticate records on behalf of the Vidyapeeth;
- ix) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Vidyapeeth;
- x) To perform such other duties as may be specified in the Rules of the Vidyapeeth or as may be assigned by the Board of management or the Vice- Chancellor from time to time.

2.5 FINANCE OFFICER

- i) The Finance Officer shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor	Chairperson
2. One nominee of the Chancellor	Member
3. One nominee of the Board of Management	Member
4. One expert appointed by the Board of Management who is not an employee of the Vidyapeeth.	Member
- ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Rules of the Vidyapeeth or as per the UGC norms.
- iii) The Finance Officer shall work under the direction of the Vice- Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv) He shall be the secretary of the Finance Committee. He shall have the right to be present, speak and other wise take part in the proceeding of the Board of Management on matters, which have financial implications but shall not be entitled to vote. He shall maintain the minutes of the meeting of finance committee and sub-committees appointed by the Finance Committee.

DUTIES OF FINANCE OFFICER SHALL BE TO:

- i) Exercise supervision over the funds of the Vidyapeeth and advise the Vice chancellor as regards the finances of the Vidyapeeth.



- ii) Prepare annual budget and statement of the accounts for submission to the Finance Committee and the Board of Management.
- iii) Hold and manage the funds, property and investments trust and endowed property for furthering any of the objects of the Vidyapeeth.
- iv) Ensure that the limits fixed in the budget of the Vidyapeeth for recurring expenditure of a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allocated.
- v) Keep watch on the state of the cash and bank balances and of investments.
- vi) Keep watch on the progress of collection of revenue and advice the Vice Chancellor on the methods to be employed for collection:
- vii) Have the accounts of the Institution audited annually.
- viii) Ensure that the registers of buildings, land, equipments and machinery are maintained up-to-date and that the stock taking of equipments and other consumables materials in all offices, colleges, workshops and stores or the Vidyapeeth is conducted annually.
- ix) Propose to the Vice-chancellor that explanation be called for expenditure or other financial irregularities from any academic member of the committees, sub-committees and individual of Vidyapeeth.
- x) Propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities if any particular and recommend disciplinary action against the person at fault.
- xi) Call for from any office/centre/ laboratory/ college/ institute department of the Vidyapeeth, for any information and returns that he/she thinks necessary for the proper discharge of his/her financial responsibilities
- xii) Exercise such other powers, perform such other duties, and discharge such other financial functions assigned to him/her by the Vice-Chancellor or are prescribed by the Bye – laws.

2.6 CONTROLLER OF EXAMINATIONS

- i) The Controller of Examinations shall be a whole time salaried officer of the Vidyapeeth and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

- | | | |
|----|---|-------------|
| 1. | Vice Chancellor | Chairperson |
| 2. | One nominee of the Chancellor | Member |
| 3. | One nominee of the Board of Management | Member |
| 4. | One expert appointed by the Board of Management who is not an employee of the Vidyapeeth. | Member |

- 5) The emoluments and other terms and conditions of service of the Controller of Examinations shall be as prescribed by the Rules of the Vidyapeeth or as per the UGC norms.

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- iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice- Chancellor in respect of examination and evaluation are complied with.
- iv) The Controller of Examinations shall be a permanent invitee to the Academic Council and Board of Management.
- v) The Controller of Examinations shall be the principle Officer-in-charge of the conduct of examination and tests of the Vidyapeeth and declaration of their results.
- vi) He shall discharge his functions under the superintendence, direction and guidelines of the Board of Examinations and he shall work directly under the control of the Vice-Chancellor.
- vii) The Controller of Examinations shall be the member secretary of the Board of Examinations and of the sub-committees appointed by the Board. He shall be responsible for the prompt and proper implementation of their decisions.

DUTIES OF CONTROLLER OF EXAMINATIONS ARE

- i) responsible for making all arrangements necessary for holding admission test, examinations and declaration of results.
- ii) It shall be his/her responsibility to:
 - (a) prepare and announce in advance the calendar of examinations;
 - (b) arrange for printing of question papers and maintain secrecy;
 - (c) arrange to get performance of the candidates at the examinations properly assessed and process the results;
 - (d) Arrange for the timely publication of result of examinations and other tests;
 - (e) Postpone or cancel examinations, after consultation with the Registrar and Vice Chancellor, in the event of malpractices or if the circumstances so warrant, and take disciplinary action and invite any civil or criminal proceedings against any person or a group of the persons or a college or an institution alleged to have committed malpractices, in consultation with, or on the advice of the Vice-Chancellor;
 - (f) Take disciplinary action where necessary, against the candidates, paper-setter, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the examinations, in consultation with Vice-Chancellor;
 - (g) Review from time to time, the results of the Vidyapeeth examinations and forward reports thereon to the Academic Council;
 - (h) Shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examination.

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2.7 DEAN/DIRECTOR/PRINCIPAL:

- i) The Constituent College/ Institute of the Vidyapeeth shall be headed by the Dean / Director / Principal, who shall be appointed by the Vice-Chancellor from amongst the Professors of the College / Institute, preferably, but not necessarily so, on the basis of the seniority, or through a process of selection identical to that adopted for Professors, through recommendation of selection committee.
- ii) The term of appointment of the Dean/ Director/ Principal shall be normally be for five years or till his retirement, whichever is earlier. He shall be eligible for reappointment.
- iii) The Dean /Principal / Director shall be the administrative and Academic Head of the College / Institute and shall work under the overall supervision and guidelines of the Vice-Chancellor.

POWERS AND FUNCTIONS OF THE DEAN / DIRECTOR / PRINCIPAL OF A CONSTITUENT COLLEGE/INSTITUTE:

Subject to the supervision and general control of the Vidyapeeth, the Dean/Director/ Principal of a constituent college/Institute, shall be responsible for:

- i) Academic growth of the college/institute;
- ii) Supervision and active participation in Teaching, Research, and Extension services of the college/institute
- iii) Assisting in Planning and implementation of Promotion and Supervision of academic programmes such as orientation courses, seminars, in-service and other training programmes, organized by the Vidyapeeth/college/institute for enhancing academic competence of the faculty members.
- iv) Admission of students in accordance with the procedure prescribed by the Vidyapeeth.
- v) Maintenance of discipline in the college/institute;
- vi) Ensuring efficient management of the college/institute libraries, laboratories, hospitals, gymnasias and hostels.
- vii) Ensuring maintenance of record relating to receipts, expenditures and maintenance of accounts and submission of quarterly statements of accounts to the Vidyapeeth.
- viii) Observance of provisions of the Account rules of the Vidyapeeth.
- ix) Correspondence relating to the administration of the college/institution;
- x) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the college/institution and maintenance of records.
- xi) Observance of Vidyapeeth Byelaws, Rules, Regulations and Orders issued there under by the Vidyapeeth from time to time.
- xii) Submission of monthly reports of all activities (academic, research, extra-curricular and administrative) to the Vidyapeeth.


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- xiii) Supervision of college/institute examinations, including that of setting of question papers, for the college/institute examinations, moderation and assessment of answer papers and other related work.
- xiv) Supervision of work related to Vidyapeeth examinations, as may be assigned.
- xv) Appraisal of Assessment Reports of teachers and administrative staff and initiation of measures for human resource development. Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of non-teaching staff.
- xvi) Observance and implementation of directives issued by respective central councils and the Vidyapeeth from time to time.
- xvii) Safe-guard the interest of teachers/ non-teaching staff members and the Management.
- xviii) Timely submission of information/ returns to different authorities of the Vidyapeeth/ University Grants Commission / Management etc. especially regarding accounts matters.
- xix) To ensure smooth working of all the committees that have been formed, for e.g. anti-ragging committee, hostel committee etc.
- xx) To be responsible for efficient administration of the Hospital and College and attend meetings of different Committees whenever required.
- xxi) To attend to all matters pertaining to the patient including the administration and the cases of the Public Charitable nature.
- xxii) To attend to the requirements and upkeep of the movable and immovable properties, equipments, apparatus, stores, medicines, diet, furniture and fixtures, etc. of the College/Institute and the Hospital to the extent of powers vested in him.
- xxiii) Any other work relating to the College/Institute as may be assigned to him/her by the Vidyapeeth from time to time.

2.8 HEAD OF THE DEPARTMENT:

- 2.8.1 There shall be a Head of the Department for each of the Departments in the Vidyapeeth who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- 2.8.2 The term of the Head of the Department shall normally be **Three years** and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.

DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

- i) The Head of the Department shall be in-charge of the concerned Department and shall work under the overall supervision and guidance of the Dean/ Director/ Principal.



- ii) Four members of the Selection Committee consisting of at least two experts shall form the quorum.

3.2.D Procedure of appointment

- i) All posts of the teachers shall be widely advertised in two news papers (a local or state level and in a national level). The details of the essential and desirable qualifications, if any, may be given in the advertisement or uploaded on the Vidyapeeth website. Reasonable time shall be allowed to applicants to submit their applications.
- ii) The date of the meeting of the Selection Committee shall be fixed by the Dean/ Director respectively, in consultation with the Vice Chancellor so as to allow notice of seven days to each member and to the candidates. The information about each candidate, called for an interview, shall be compiled in tabular form and shall be supplied to each member at least seven calendar days in advance by the Vidyapeeth.
- iii) The Selection Committee shall interview and adjudge the merit of each candidate, in accordance with the qualifications and experience mentioned in the advertisement, and report to the appointing authority the names arranged in order of merit.
- iv) Selection Committee's report shall be placed to the Board of Management, for approval. (Annexure A.)
- v) The Appointing Authority, i.e., the Vice-Chancellor, shall appoint from amongst the persons recommended, in accordance with the order of merit, the number of persons required to fill in the posts (Annexure B).
- vi) **Pay Scales for the Teaching Staff:**

I. Pay Scales, allowances and other financial benefits for various categories of teaching staff as prescribed by the UGC / AICTE. Details are as follows:

Sr.No.	Designation	Pay Scale
1	Professor	PB-37400 - 67000 AGP - 10000
2	Associate Professor	PB - 37400 - 67000 AGP - 9000
3	Assistant Professor	PB - 15600-39100 AGP 6000/7000/8000

3.2.E The Code of professional Ethics

- i) **Preamble: Goal of Higher Education in our country:**

The basic purpose of education is to create skill, knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.



Higher education should strive for academic excellence and progress of Health Sciences. Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.


ii) Responsibilities of the Faculties :

(a) Within the teachers;

Whoever adopts teaching as a profession assumes the obligations to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education, which have already been set forth and which he/she should seek to inculcate among students, must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i) adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii) manage their private affairs in a manner consistent with the dignity of the profession;
- iii) seek to achieve continuous professional growth through study and research;
- iv) participate in and express free and frank opinion at professional meetings, seminars, conferences, etc. and thereby try to make their contribution towards creation and/or spread of knowledge;
- v) be active in professional organizations and strive to improve the quality of education and profession through them;
- vi) inculcate discipline and spirit of intellectual enquiry among students;
- vii) perform their duties in respect of teaching, tutorials, practicals and seminars conscientiously and with dedication;
- viii) co-operate with colleagues and assist them in carrying out functions relating to the educational responsibilities of the college/institute and the Vidyapeeth, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of Vidyapeeth and college examinations, including supervision, invigilation and evaluation; and
- ix) participate in extension, co-curricular and extra-curricular activities including community service.


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(b) Within the Teachers and Students:

Teachers should:

- i) respect the right and dignity of the student in expressing his/her opinion;
- ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv) encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- v) inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi) be affectionate to the students and not behave in a vindictive manner towards them for any reason;
- vii) pay attention to only the attainment of students in the assessment of merit;
- viii) make themselves available to students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) make students to develop an understanding of our national heritage and national goals;
- x) refrain from inciting students, colleagues or administration.

(c) Within the Teachers and Colleagues:

Teachers should:

- i) treat other members of the profession in the same manner as they themselves want to be treated;
- ii) speak respectfully of other teachers and render assistance for professional betterment, refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- iii) refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

(d) Within the Teachers and Authorities:

- i) should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession; initiating steps through their own institutional bodies and/professional organizations for change on any such rule detrimental to the professional interest;



- ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv) should obtain prior permission of the higher authorities of the Vidyapeeth for the formulation of policies of the other institutions and accept offices;
- v) co-operate with the authorities for the betterment of the institutions keeping in view the interest in conformity with dignity of the profession;
- vi) adhere to the conditions of contract;
- vii) give and expect due notice before a change of position is made; and refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

iii) Superannuation:

The age of superannuation of the teacher shall be as prescribed by respective Council/UGC from time to time. If after superannuation, Vice Chancellor wants to reemploy a particular person he shall not be entitled for the benefits of Gratuity, Provident Fund and increments.

3.2.F Probation:

The period of probation for the employee, shall be of 2 Years, on the expiry of which he/she will be deemed to be confirmed unless after assessment of his/her work by the competent authority, his/her services are terminated by giving him/her One month's notice or One month's salary in lieu of notice.

- i) The Dean/Director/ Principal of the constituent college/ Institute shall maintain Assessment Reports of the Employee on probations in the proforma prescribed for the purpose by the Vidyapeeth, for every six months and shall send to the Registrar at least two months before the date of expiry of the period of probation, with definite recommendations for confirmation in service or otherwise.

- ii) In case the employee appointed on probation for a period of less than 2 years is not to be confirmed at the end of his/her probation or his/her probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction.

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The Competent Authority shall be the deciding authority in these cases. In the case of employees of constituent College/Institute, the Dean/Director/ Principal will maintain Assessment Reports in a similar manner and shall forward the recommendations to the Vice Chancellor for further instructions, who will be the deciding authority in these cases.



3.2.3 Duties and Functions of the Academic Staff :

Definition: **Academic Staff** includes:

- i) Dean/Director/Principal
- ii) Professor
- iii) Associate Professor
- iv) Assistant Professor / Lecturer
- v) Assistant lecturer/ Tutor / Demonstrator/ senior resident

i) **Professor**

Duties and Responsibilities of Professor in a Constituent College/ Institute:

- 1) Teaching, including laboratory development.
- 2) Research and research guidance and scientific publications
- 3) Consultancy and training programmes.
- 4) Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialization.
- 5) Student evaluation and programme evaluation.
- 6) Initiation and participation in continuing educational activities
- 7) Students' Counselling.
- 8) Interaction with other institutions, universities at state, national and international levels.
- 9) Interaction with industry, wherever applicable.
- 10) Organizing and participation in seminars, workshops.
- 11) Publishing papers in national and international journals.
- 12) Fellowship from professional bodies.
- 13) Examination work such as organizing, supervision and assessment etc. pertaining to the College and Vidyapeeth examinations.
- 14) Curriculum development and developing resource material.
- 15) Effective resource generation through consultancy and training programme.
- 16) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 17) He/she shall (wherever applicable):
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,

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- b) be responsible for proper maintenance of case and filing system in the department.
- c) supervise the hospital work being carried out by the residents in the Department.

18) Any other duties assigned by the Dean/Director/ Principal from time to time.

ii) Associate Professor

Duties and Responsibilities of Associate Professor in Constituent College/Institute:

- 1) Teaching including laboratory instructions.
- 2) Research activities and research guidance and scientific publications.
- 3) Leading consultancy projects and extension services.
- 4) Curriculum development and developing resource materials.
- 5) Innovation in teaching, laboratory instructions and instructional materials.
- 6) Participation in continuing education activities.
- 7) Academic and administrative planning and development work at departmental level and assisting at institutional level.
- 8) Students' counselling and interaction.
- 9) Participation in Co-curricular and extra-curricular activities.
- 10) Participation in at least one Seminar/Winter School/Summer School in an academic year.
- 11) Assisting in administration at departmental, institutional and Vidyapeeth level.
- 12) Taking up membership of at least two relevant professional bodies.
- 13) Initiating at least one activity contributing to academic development of the College.
- 14) Motivating students to form the Students' Chapter of professional bodies, if any, and active participation in the same.
- 15) Undergoing Industrial/Hospital / relevant Training of at least One month during vacation/Annual Leave at his/her cost during his/her probation period and regularly thereafter at the convenience of the college.
- 16) Contributing effectively in identifying live projects for the students wherever applicable.
- 17) Participating in programmes, meant to improve his/her communication skills, computer literacy, personality and confidence.

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- 18) Conducting himself / herself in a manner, befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and unfair practices.
- 19) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 20) Effective resource generation for the college/institute through consultancy, testing and projects.
- 21) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examinations.
- 22) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.
 - c) supervise the hospital work being carried out by the residents in the Department.
- 23) Any other duties assigned by the Dean/Director/Principal from time to time.

iii) Assistant Professor / Lecturer

Duties and Responsibilities of Assistant Professor/ Lecturer in Constituent College/ Institute:

- 1) Teaching degree courses, including lectures.
- 2) Research activities and scientific publications.
- 3) Planning and implementation of instruction in laboratory.
- 4) Design and developing of innovative laboratory experimental setups.
- 5) Student assessment and evaluation.
- 6) Developing resource material for teaching and learning.
- 7) Assisting in extension services to the industry and community.
- 8) Assisting in continuing education activities.
- 9) Leading co-curricular and extra-curricular activities.
- 10) Participating in Students' Counselling.
- 11) R & D work on industrial problems and consultancy.
- 12) Liaison with parents and community.
- 13) Publication of papers, relating to his/her subjects, in renowned journals.

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- 14) Participating in at least in one Seminar in an academic year at his/her own cost.
- 15) Assisting in departmental administration.
- 16) Becoming member of at least two relevant professional bodies
- 17) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
- 18) Motivating students to form Student's Chapter of the professional bodies, if any, and actively participating in the same.
- 19) Undergoing Industrial/Hospital/ relevant Training of at least one month during vacation/ Annual leave at his/her probation period and regularly thereafter at the convenience of the college (in case of teachers of professional courses).
- 20) Contributing effectively in identifying live projects for the students wherever applicable, leading to laboratory modification and removal of obsolescence.
- 21) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
- 22) Conducting himself / herself befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and indulgence unfair practices.
- 23) Promotion of ethics, values and Indianness amongst students by setting his/her own example as a role model.
- 24) Examination work such as organizing, supervision and assessment etc. pertaining to the College, Vidyapeeth examination.
- 25) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.
 - c) supervise the hospital work being carried out by the residents in the Department.
- 26) Any other duties assigned by Professor/ Dean/Director/Principal.

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Assistant lecturer/ Tutor / Demonstrator

Duties and Responsibilities of Assistant lecturer/ Tutor / Demonstrator

- 1) To conduct practical, demonstrations and tutorials
- 2) Research activities and scientific publications
- 3) Assisting in extension services to the industry and community.



- 4) Assisting in continuing education activities.
- 5) Assisting in co-curricular and extra-curricular activities.
- 6) Assisting in participating in Students' Counseling.
- 7) Publication of papers, relating to his/her subjects, in renowned journals.
- 8) Participating in at least in one Seminar in an academic year at his/her own cost.
- 9) Assisting in departmental administration.
- 10) Becoming member of at least two relevant professional bodies
- 11) Initiating at least one activity contributing to the proposed accreditation of the college (wherever applicable).
- 12) Participating in programmes, meant to improve his/her communication skills computer literacy, personality and confidence.
- 13) Promotion of ethics, values and Indianness amongst students
- 14) Examination work such as supervision, vigilance etc. pertaining to the College, Vidyapeeth examination.
- 15) He/she shall (wherever applicable)
 - a) be responsible for proper care of O.P.D. / I.P.D. patients including emergency duties as per the respective council norms,
 - b) be responsible for proper maintenance of case and filing system in the department.
- 16) Any other duties assigned by Dean/Director/ Principal/ Professor.

3.2.4 Seeking Release:

- i) Nobody can leave the service without applying for the release to the Vidyapeeth/constituent College/ Institute.
- ii) The Dean/Director/Principal appointed in a Constituent Institute / college to the Vidyapeeth or Head of the Recognized Institution shall not leave the service without giving One month's notice to the Appointing authority or in lieu of notice pay to the Appointing Authority an amount equivalent to One month's salary . The Appointing Authority, at its discretion may waive the above notice period in part or in full.
- iii) The employee shall not leave the service of the Vidyapeeth / College/ Institution without giving to the Appointing Authority one month's notice, or in lieu thereof pay to the Vidyapeeth /Appointing Authority an amount equivalent to one month's salary.
- iv) In the event of a vacancy in the post of the Dean/Director/ Principal of a constituent college/Institute, occurring due to illness, leave, retirement, resignation, or for any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the college/institute, in addition to his/her own