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# DPU

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



## Bye-Laws

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

**Dr. Narendra M. Kadu**  
Registrar

Ref. No. : DPU/ 953 - E / 2024

Date : 10 / 10 / 2024

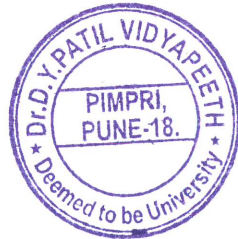
### NOTIFICATION


Whereas, In pursuance of the **UGC (Institutions Deemed to be University), Regulations 2023 dated 2<sup>nd</sup> June, 2023**, the Executive Council is the principal executive body of the institution deemed to be University, with powers to make rules of the Institutions Deemed to be University.

And whereas, The Executive Council is the final decision-making body of the institution deemed to be University with respect to every matter of the institution deemed to be University, including academic, administrative, personnel, financial, and developmental matters.

Whereas, in accordance with the UGC Regulations 2019, Vidyapeeth has revised its Bye-Laws, originally instituted in 2004 and subsequently amended in 2015, to include modifications, insertions, and replacements. The updated Bye-Laws (amended up to July 2019) were approved by the Board of Management during its meeting held on 12<sup>th</sup> April, 2019, as per Resolution No. BM-17-19.

Whereas, in accordance with the UGC Regulations 2023, Vidyapeeth has revised the Bye-Laws originally instituted in 2004 and subsequently amended in 2015 and 2019, incorporating modifications, insertions, and replacements. The **Bye-Laws instituted in 2004 and amended in 2015, and 2019 (revised in September 2024)** were approved by the **Executive Council** in its meeting held on **30<sup>th</sup> September, 2024**, as per **Resolution No. EC-37-24**. This will be useful to all concerned and come into force with immediate effect.



  
(Dr. Narendra M. Kadu)  
**REGISTRAR**  
**DR.D.Y.PATIL VIDYAPEETH**  
(Deemed to be University)  
Pimpri, Pune-18.

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. Controller of Examinations, Dr. D.Y. Patil Vidyapeeth, Pune.
7. Finance Officer, Dr. D.Y. Patil Vidyapeeth, Pune.
8. All the Heads of the Colleges / Institutes of DPU
9. Web master for uploading on DPU website.



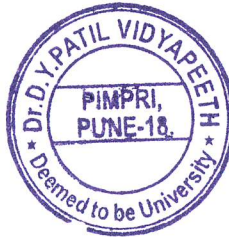
**CERTIFICATE**

This is to certify that the extracts of the **Code of Conduct of the Employees** are attached herewith from the approved Bye-Laws Document of 2024 as follows:

**Extracts of the Code of Conduct of the Employees from the Bye Laws (04/2015) (Amended in September 2024) from the Bye Laws of the Vidyapeeth instituted in 2004 and amended in 2015, and 2019 (revised in September 2024) (approved by the Executive Council at its meeting held on 30<sup>th</sup> September, 2024, vide resolution No. EC-37-24) of the D. Y. Patil Vidyapeeth, Pune.**

The said Bye-laws (2024) Document is notified and published for all concerned by the Registrar of the Vidyapeeth with a Notification page. The booklet is uploaded on the Vidyapeeth's website and is open in the public domain.

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



(Dr. J. S. Bhawalkar)  
Registrar



**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 29<sup>th</sup> December, 2015.

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

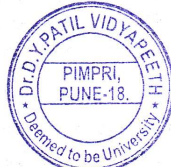
**AND WHEREAS** the Vidyapeeth had amended its Bye-Laws and the same were approved by the Board of Management at its meeting held on 27<sup>th</sup> December, 2018.

**AND WHEREAS** UGC had again published UGC (Institutions Deemed to be Universities) Regulations, 2019 on 20<sup>th</sup> 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 12<sup>th</sup> 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 27<sup>th</sup> December, 2018.

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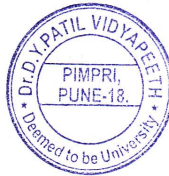
*(Signature)*

Sant Tukaram Nagar, Pimpri, Pune - 411018, Maharashtra (India)  
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: 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 27<sup>th</sup> 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 6<sup>th</sup> May, 2019, duly approved vide Resolution No. BM-33(vii)-19 by the Board of Management at its meeting held on 30<sup>th</sup> 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 12<sup>th</sup> April, 2019.
- A note regarding **admissions through NEET examinations** has been inserted with reference to the Supreme Court Writ Petition No. 267/2017 dated 9<sup>th</sup> May, 2017 and subsequent a letter F.No. C-18018/21/2017-MEC dated, 13<sup>th</sup> 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.

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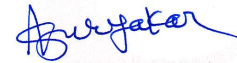


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The following Bye-Laws will be useful to all the concerns.

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)

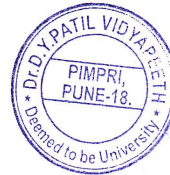
Registrar

REGISTRAR

DR. D. Y. PATIL VIDYAPEETH, PUNE.

**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.





## 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 12<sup>th</sup> April, 2019 and Notification dated 6<sup>th</sup> 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.





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;



- 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
- ii) 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.



- 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.



## **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.





- 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) He shall be responsible for the administration, development, research and other academic and co curricular activities in addition to his duties of the Professors i.e.
  - (a) To teach under graduate and post graduate students in the subject and supervise the practical work and to take tutorial classes.
  - (b) To arrange teaching programme of the department in consultation with the Dean/Director/Principal.
  - (c) To guide and conduct research in the subject.
  - (d) To do any other work that may be assigned to him by the Dean/Director/Principal from time to time.

## **2.9 SUCH OTHER OFFICERS OF THE VIDYAPEETH:**

### **2.9.1 Director of Student Welfare:**

### **2.9.2 Director of Research:**

### **2.9.3 Director of Academics:**

### **2.9.4 IQAC Director / Co-ordinator**

### **2.9.5 Director (Security & Vigilance)**

### **2.9.6 Director (University Centre for Professional Education & Faculty Development)**

#### **2.9.1 Director of Student's Welfare**

The Director of the student welfare of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Student's Welfare shall be normally be for **Three years** or at the pleasure of Vice Chancellor

#### **Duties and Responsibilities of the Director of Students Welfare:**

- i) To organize and to co-ordinate the student welfare activities at the Vidyapeeth and its constituent colleges/ Institutions;
- ii) To organize specific students activities at Vidyapeeth level like leadership training, inter-collegiate and inter-Vidyapeeth Youth Festivals, cultural activities talent shows, Vidyapeeth tours and the like; subject to the approval of the Vice Chancellor;
- iii) To act coordinator of the activities like N.S.S. and other social activities of the similar nature at the Vidyapeeth level, as may be assigned by the Vice-Chancellor.
- iv) To organize various functions of national importance / and important functions at the Vidyapeeth level like Independence Day, Republic Day, Vidyapeeth Day; etc.
- v) To promote and encourage cultural, social and literary activities with view to fostering healthy corporate life in the student community;



- vi) To act as a Secretary of the Vidyapeeth Students' Welfare Board;
- vii) To issue notices of to cause to issue notices of the meetings of it Students' Council;
- viii) To advise, guide and supervise in general the activities of the Student Council;
- ix) To maintain accounts and hold and manage the funds and property of the students' Council in his capacity as Treasurer of the Students Council and submit the same or cause to submit the same to the Vidyapeeth;
- x) To ensure that the accounts of the Student's Council are duly audited and the auditor's report along with a statement of Accounts submitted to the Vidyapeeth on or before the 31st of March of the following year or on the date that may be specified by the Registrar or Vice-Chancellor.
- xi) To obtain sanction from the concerned authority and regulate the expenditure with the provisions made in the Budget for the Students' Council.
- xii) To bring to the notice of the Vice-Chancellor any of the activities of the Students' Council, if prejudicial to the Vidyapeeth or/and is not in the interest of the student.
- xiii) The Director of Students' welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' welfare and/or approved by the Vidyapeeth, act as a liaison between the UGC, Vidyapeeth and other Universities, National and Cultural Organizations etc. so also between the Vidyapeeth and the Students' Council, and Constituent college/ institutions.
- xiv) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.

### **2.9.2 Director of Research :**

The Director of the Research of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Research shall normally be for three years or at the pleasure of Vice Chancellor.

#### **Duties And Responsibilities of the Director Of Research:**

##### **He/ She shall be:**

- i) The member secretary of the Board of Research studies and Research & Recognition committee of the Vidyapeeth.
- ii) The member of Planning and Monitoring Board and Academic Council
- iii) responsible for Research Policy, its Development, extension programmes and collaborative research programmes of the Vidyapeeth.



- iv) liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the Vidyapeeth and monitor their proper utilization;
- v) for establishing liaison for fostering and promoting collaboration between the Vidyapeeth, constituent colleges and national and international institutions and scientific, industrial and commercial organizations;
- vi) responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council.
- vii) Responsible for monitoring the research projects conducted by the Constituent Colleges/ Institutes.
- viii) Conduct the research methodology workshops.
- ix) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.

### 2.9.3 Director of Academics

The Director of the Academics of the Vidyapeeth shall be nominated by the Vice-Chancellor, from amongst professors of the Vidyapeeth, institutions, or departments or Deans. He shall be a full-time salaried officer.

The term of appointment of the Director of Academics shall normally be for three years or at the pleasure of Vice Chancellor.

#### **Duties and Responsibilities of the Director of Academics:**

##### **He/ She shall be :-**

- i) permanent invitee of all Board of studies, Faculties, Academic Council and Planning and Monitoring Board.
- ii) responsible for academic planning and academic audit for academic programmes including post graduate teaching and collaborative programmes of the Vidyapeeth.
- iii) responsible for ensuring that the decisions of the planning and monitoring board for the long term and short term, development plans of the Vidyapeeth and its constituent colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees, etc.
- iv) the member secretary of the Academic Audit Committee of the Vidyapeeth.
- v) Collection of IQAC (Institutional Quality Assurance Cell) reports from respective Constituent Colleges / Institutes and compilation and subsequent submission to various Agencies.
- vi) To perform such other duties as may be assigned to him by the Vidyapeeth authorities and assist in any other work that may be allotted to him by the Vidyapeeth authorities.





#### 2.9.4 IQAC Director/ Co-ordinator.

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

##### **Duties and Responsibilities of the IQAC Director/ Coordinator:**

- i) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- ii) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- iv) Dissemination of information on various quality parameters of higher education;
- v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi) Documentation of the various programmes/activities leading to quality improvement;
- vii) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- viii) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- ix) Development of Quality Culture in the institution;
- x) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

#### 2.9.5 Director (Security & Vigilance)

##### **Duties and Responsibilities of the Director (Security & Vigilance)**

**He/ She shall: -**

- i) work under the direction, control and supervision of the Hon'ble Secretary and shall assist to the Vice Chancellor, Registrar, Controller of Examinations, Deans, Directors and Principals of all the Constituent Colleges/Institutes of the Vidyapeeth in maintaining security in the Vidyapeeth and its Constituent Colleges / Institutes' campuses.



- ii) be the overall in-charge of matters related to security issues of the campuses of the Vidyapeeth at Pimpri and Tathawade, Hi-tech Hospital campus and hostel campuses.
- iii) frequently interact with the authorities of the Vidyapeeth i.e. Vice Chancellor / Registrar and Deans / Directors / Principals of the Constituent Colleges / Institutes and advise them to maintain security in the campuses.
- iv) prevent losses and damages of the buildings and properties by reporting irregularities, informing violators of policy and procedures, restraining trespassers.
- v) prepare reports by recordings, observations, information, occurrence & surveillance activities interviewing witnesses and obtaining their signatures. He shall also present these reports to the Secretary and advice the actions to be required and contribute to team efforts by accomplishing related results as needed.
- vi) conduct and coordinate vigilance activities such as fire prevention, etc. & ensure security and safety of all personnel, staff, students, patients, residents & visitors on campuses, Hi-tech Hospital, hostels, etc.
- vii) keep liaison with Government agencies viz. Police Department, Corporation Office, Collector's Office etc.
- viii) keep & maintain healthy relations and develop good rapport with various authorities, staff, students on the campus, hostilities, visiting patients and various unions approaching the Vidyapeeth & also media staff.
- ix) exercise overall administrative control over security functions and execute powers to maintain discipline in the security team in consultation with the Hon'ble Secretary and plan daily schedule as per the requirement and maintain a separate register for the same.
- x) supervise duties and postings of security guards, train, coach and counsel new and existing security guards.
- xi) investigate and report to administration all noted incidents, hazards and accidents.
- xii) monitor all arming/disarming of alarms. Record and report all alarm incidents.
- xiii) schedule security coverage for all special events in collaboration with administration.
- xiv) review, suggest and lead training opportunities for security force as well as entire community in the case of emergency preparedness or general campus safety.
- xv) complete any other work assigned by the higher authorities from time to time.

#### **2.9.6 Director (University Centre for Professional Education & Faculty Development)**

**Goal:** Support the Vidyapeeth's vision and mission of excellence in education and research for better health of the people and society



### **Duties and Responsibilities of the Director (University Centre for Professional Education & Faculty Development)**

**He/ She shall be:**

- i) To create quality enhancement programs and initiatives, including faculty development in education and research in all constituent units of the Vidyapeeth in alignment with its mission.
- ii) To develop strategic plan and programs for educational quality enhancement and faculty development for excellence in education and research for improved health systems and outcomes.
- iii) To conduct needs analysis related to educational enhancement of various constituent Units of the Vidyapeeth, taking inputs of all stakeholders.
- iv) To develop strategic plan for the department, based on needs analysis.
- v) To develop and organize workshops and training programs, with assigned teams from various constituent Units, to strengthen teacher competencies.
- vi) To develop resource faculty pool of educational experts.
- vii) Be a resource faculty and mentor for workshops.
- viii) Initiate and guide education educational innovation projects and collaborations, between various constituent units.
- ix) To provide consultancy for education in health professions for teaching, learning, assessment and curriculum development and examination reforms.
- x) Periodically interact with all stakeholders, regarding the progress of activities and take suggestions and inputs to modify programs as needed.
- xi) To develop strategies for maximum use of ICT for educational enhancement and faculty development and develop a community of educators.
- xii) To evaluate outcomes of programs conducted.
- xiii) To develop educational research agenda for various constituent units and the Vidyapeeth.
- xiv) To conduct educational research studies as per relevance and need.
- xv) Explore collaborative opportunities at local, national and international level.
- xvi) To provide inputs and carry out tasks as require by Vidyapeeth authorities.
- xvii) Perform such other duties as may be assigned to him/her by the Vidyapeeth authorities and assist in any other work that may be allotted to him/her by the Vidyapeeth authorities.



## Bye Law No. 03/2015 (amended upto July 2019)

### **QUALIFICATIONS, EXPERIENCE, MODE OF SELECTION, POWER AND FUNCTIONS OF THE ACADEMIC POSTS IN CONSTITUENT COLLEGES / INSTITUTES OF THE VIDYAPEETH:**

#### **Definition:**

#### **Academic posts:**

Means the posts of Dean and teachers, which include Professors, Assistant Professors, Associate Professors, Lecturers, Tutors and Demonstrators.

### **3.1 QUALIFICATIONS AND EXPERIENCE OF THE ACADEMIC POSTS IN CONSTITUENT COLLEGES/INSTITUTES OF THE VIDYAPEETH:**

The qualifications for the posts of Dean / Principal / Director and various categories of teaching posts of Professors, Associate Professors, Assistant Professors, Lecturers and Librarian shall be, as prescribed by the UGC and / or respective statutory councils such as MCI, DCI, INC, CCIM, CCH, AICTE, or any such other statutory council, etc. from time to time. If there is no Statutory Council where neither the Council nor the University Grants Commission has prescribed any criteria of qualifications, the qualifications shall be as prescribed by the Vidyapeeth.

### **3.2 SELECTION**

#### **3.2.A Selection Committee:**

There shall be one or more Selection Committees constituted for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed 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.

#### **3.2.B Constitutions of the selection Committee:**

- |   |           |
|---|-----------|
| 1. Vice Chancellor or his nominee   | Chairman  |
| 2. An Academician not below the rank of Professor to be nominated by the Chancellor | Member    |
| 3. Dean of the Faculty concerned  | Member    |
| 4. Head of the concerned department (Provided he is professor)                      | Member    |
| 5. Three outside experts nominated by the Vice Chancellor                           | Member    |
| 6. Registrar of the Vidyapeeth  | Secretary |

#### **3.2.C Meetings of the Selection Committee**

- The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.



- 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.



**(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.
- iii) 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.



- iv) The Assessment Report of the Dean/Director/ Principal of constituent College/ Institute on probation shall be maintained by the Vice-Chancellor, who will give his definite recommendations of confirmation in service or extension of probationary period or otherwise.
- v) If the Vice Chancellor terminates the services of the employee on probation on the ground of reduction in work-load or abolition of the post and if he/she is reemployed by the Vidyapeeth subsequently within a year, the period spent by the employee on probation during his first appointment shall be counted towards the total period of probation of 2 years. He/she shall be eligible for annual increment, condonation of break in service and confirmation, subject to his carrying good Assessment Report.

### **3.2.G Leave Rules:**

#### **1. General Principles**

The following general principles shall govern the grant of leave to the employees:

- i) Leave cannot be claimed as a right.
- ii) Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- iii) Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- iv) Depending upon exigencies of services, the leave sanctioning authority may:
  - (a) Refuse, postpone, revoke or reduce leave of any type,
  - (b) Recall any member of staff from leave before it is wholly availed,
  - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- v) An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted. In such cases, the respective Competent Authority reserves right for sanctioning, modifying, granting the leave.
- vi) Except in the case of casual leave, it is obligatory for every employee to furnish, before the leave sanctioning authority, the address during the period of leave with telephone number, if any, before proceeding on leave. Regularly the application for seeking leave should be put up in advance for sanctioning but in case of emergency it may be considered on intimation through various modes of communication, depending on case to case basis.
- vii) Absence in excess of the sanctioned leave may be treated as leave without pay. In special cases the management reserves right of specially sanctioning or rejecting it.



- viii) in case of employee, already on leave, wants to extend the period of leave, he may put an application or communication for his need, before expiry of initial sanction leave accordingly. The Competent Authority shall reserve the right of sanction.

**3.2.H A) Types of Leave for Employees (for Regular and 11 months orders without break):**

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 30 days per calendar year
- iii) Medical Leave - 10 days per calendar year
- iv) Special Leave - 15 days per calendar year (attending conference / workshop / seminar/ meetings /exams and etc.)
- v) Duty leave - actual (to attend official work)
- vi) Compensatory Leave - actual (prior approval)
- vii) Maternity Leave - 90 days
- viii) Sabbatical Leave - (to be decided by the competent authority)
- ix) Extra Ordinary Leave - without pay (to be decided by the competent authority).

**B) Types of Leave for Employees (11 months orders with break):**

- i) Casual leave - 8 days per calendar year
- ii) Annual Leave - 15 days per calendar year

**i) Casual Leave**

- (a) An employee shall be entitled to **eight (8) days of casual leave** during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.
- (b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- (c) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with annual leave.
- (d) Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- (e) An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.
- (f) Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- (g) Half day casual leave may also be granted for absence of half or less than half working day.





**ii) Annual Leave**

- (a) Every employee shall be eligible for **thirty (30) days Annual Leave** after completing six months' service.
- (b) Every employee, including Dean, Director or Principal, is entitled to thirty days of Annual Leave for every year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of Annual Leave will be in proportion to the length of service calculated on monthly basis.
- (c) Annual leave can be availed during the vacation period of students or in any time during the year with a proper approval of competent authority. However it is the responsibility of HOD and Heads of the Institutions that 50% staff should be on working position so that work should not be hampered.
- (d) Annual leave cannot be encashed, however, it can be accumulated upto six months of next calendar year, on case to case basis, with prior approval of competent authority.
- (e) Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form, which can be condoned on case to case basis.

**iii) Medical Leave**

- (a) An employee is eligible for ten (10) days medical leave per calendar year.
- (b) Leave application must be submitted to the appropriate authority, with supporting medical certificate.
- (c) Medical leave cannot be accumulated to next calendar year.

**iv) Special Leave**

- (a) An employee who has been invited by some other organization to present / attend any meeting / conference / seminar or any other scientific activity, which will bring repute to the Vidyapeeth / constituent colleges / institutes can availed maximum of fifteen (15) days Special Leave during a calendar year.
- (b) Leave application must be submitted, for approval, to the appropriate authority, with supporting evidence, before availing such leave.

**v) Duty Leave**

- (a) If an employee is deputed / sponsored by the Vidyapeeth / Constituent College/institute, for any duty related to Vidyapeeth / Constituent College/Institute or to attend any meeting / conference / seminar or any other non-remunerative official duty, such absence at work shall be considered as Duty Leave.



- (b) Appropriate order from the competent authority to attend such office work must be obtained in advance.

**vi) Compensatory Leave**

- (a) An employee, who is required to work on a holiday/ on an emergency duty, shall be entitled to compensatory leave.
- (b) Compensatory Leave may be sanctioned only if the employee has been called to duty by the competent authority.
- (c) The officer requisitioning the services of a subordinate on a holiday on an emergency duty shall give the reasons for asking the employees to be present and shall also indicate the nature of work required to be done.
- (d) The concerned employee and officer shall maintain a record of the work done on that particular day.
- (e) Ordinarily compensatory leave shall be taken within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year
- (f) Compensatory leave must be got sanctioned in advance before it is availed.

**vii) Maternity Leave**

- (a) A female employee shall be eligible for maternity leave after completing one year's service.
- (b) Maternity leave is granted for up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery, is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- (c) The maximum period of entitlement for maternity leave shall be ninety (90) days

**viii) Sabbatical Leave**

Sabbatical Leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions: -

- (a) Only permanent staff is eligible for the Sabbatical leave.
- (b) Sabbatical Leave of one year will be permissible for every period of ten continuous years of service as staff member of the Vidyapeeth/constituent college/institute.



- (c) In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of continuous service as staff of the Vidyapeeth/constituent college/institute
- (d) The period of sabbatical leave shall count for seniority.
- (e) An employee, desirous of availing this leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned employee.
- (f) The applicant shall also have to furnish a bank guarantee for an amount equal to three months' salary.
- (g) Not more than two staffs at a time shall be permitted to go on Sabbatical Leave in a constituent college/institute.
- (h) On completion of Sabbatical Leave, the employee shall submit a report, incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book/or degree.

**ix) Extraordinary Leave**

(Leave without pay and allowances) may be granted to an employee in special circumstances

- (a) when no other leave is admissible
- (b) when other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- (c) Unless the leave sanctioning authority, in view of the exceptional circumstances of the case, otherwise determines, no employee, who is not in permanent employment, shall be granted extraordinary leave on any one occasion in excess of the following limits:
  - 1) One Month
  - 2) Three Month
- (d) Where the employee has completed three years continuous service or if the extraordinary leave is required on account of illness of the employee as certified by a medical authority.
- (e) The period of extraordinary leave shall not be counted for increment
- (f) The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 2 years may be granted by the leave sanctioning authority, as a special case.



- (g) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.
- (h) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the leave sanctioning authority.

**x) Miscellaneous**

- (a) No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.
- (b) In case an employee is given notice of termination of his services by the appointing authority, the employee shall be permitted to avail whatever leave he/she is entitled to, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty on the last day of the period of notice of termination.
- (c) Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances

Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
1	Casual Leave	Registrar/ Controller of Examinations/ Finance Officer/ Librarian of the Vidyapeeth, Dean/Director/ Principal of the constituent college/institute.	Vice-Chancellor
2	Casual Leave	Other employees in Groups - A, B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		All teachers in the constituent college/institute	Dean /Director / Principal of the constituent college/ institute.
		Administrative employees in Group B, C, D in the constituent college/institute	Registrar of the constituent college/ institute. Dean in the absence of the Registrar.



Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
3	Annual Leave and Medical Leave Maternity Extraordinary leave	Registrar and other officers in the Vidyapeeth.	Vice-Chancellor
		Dean /Director / Principal of the constituent college/institute.	Vice-Chancellor
		All Categories of employees in Group B, C, D of the Vidyapeeth.	Registrar of the Vidyapeeth on recommendation of the Head of the respective sections.
		Teachers in the constituent college/institute	Dean /Director / Principal of the college/institute.
		Employees in Group B, C, D of the constituent college/institute	Dean /Director / Principal of the recommendation of the Registrar of the college.
4	Special Leave	All categories.	Vice-Chancellor.
5	Sabbatical Leave	All the employees of the Vidyapeeth and the constituent colleges / institutes.	Vice-Chancellor on approval from Board of Management

- 1) Provided, that the Leave Sanctioning Authority may further delegate to the Registrar / Dean/Director/Principal.
- 2) or such other subordinate officer the powers to sanction a particular kind of leave.
- 3) For this bye-law the employees are classified in various groups as below:

**a) Group ‘A’**

The employees who are in the pay scale as per UGC norms/ Council norms. Class I employees “like professors, Registrar, Finance Officer, Controller of Examinations, Associate Professor, Deputy Registrar, Assistant Professor, Assistant Registrar, and equivalent rank”.

**b) Group ‘B’**

The employees who are in the pay scale per UGC norms/ Council norms. Class II employees “Section Officer, Account Officer, superintendent, and equivalent.





**c) Group ‘C’**

The employees who are in the pay scale as per UGC norms/ Council norms. Class III employees below the rank of section officers, senior assistant, Junior Assistant, Senior Clerk, Junior Clerk, Accountant, Assistant Accountant and equivalent.

**d) Group ‘D’**

The employees who are in the pay scale as per UGC norms/Council norms. Class IV employees, “Peons / attendants/ sweepers and equivalent”.

*The following sub-clause i.e. 3.2. I of Promotion Policy has been inserted 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.*

**3.2.I Promotion Policy:**

To cope up with the changing situations the Vidyapeeth makes adjustments in the existing workforce through promotions. Promotion is a change in status upward resulting from assignment to a position assigned in a higher salary grade.

A promotion is the advancement of an employee’s position in an organizational hierarchy.

Promotion is an employee’s reward for good performance or positive appraisal. Before the Vidyapeeth promotes an employee to a particular position it ensures that the person is able to handle the added responsibilities by screening the employee with interviews or assessment of performance appraisal for last three years. A promotion can involve advancement in terms of designation, salary and benefits.

• **Promotion Criteria for Teaching Staff:**

**A teacher shall be promoted if:**

- i] The teacher gets ‘Good’ or ‘Very Good’ grade in the annual performance assessment report (SAR) of at least three of the last four years of assessment period.
- ii] The promotion to the post of Professor/Associate Professor is recommended through Promotion / Selection Committee mentioned as below:
  1. Vice Chancellor or his nominee Chairman
  2. Head of the Institute Member
  3. Dean of the Faculty concerned Member
  4. Head of the concerned Department (Provided he is professor) Member
  5. Registrar of the Vidyapeeth /Registrar of the Institute/HR Head Secretary



**Self assessment of the work done under each head of activity:**

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1)	Teaching	W-5	W-4	W-3	W-2	W-1
2)	Research					
3)	Extension					
4)	Administration/ Examination					
		W: Weightage				

• **Promotion Criteria for Non-Teaching Staff:**

**A Non-teaching staff shall be promoted if he/she gets ‘Good’ or ‘Very Good’ grade in the annual performance assessment report (SAR) of at least three of the last four years of assessment period.**

The Promotion is recommended by the Promotion / Selection Committee constituted as mentioned below:

**For the post of Assistant Registrar/equivalent post and above:**

- |  |           |
|--|-----------|
| 1. Vice Chancellor or his nominee  | Chairman  |
| 2. Head of the Institute   | Member    |
| 3. Controller of Examinations/Finance Officer/Administrative Officer of the College or Institute | Member    |
| 4. Registrar of the Vidyapeeth   | Secretary |

**For the post of Section Officer/equivalent and below:**

- |   |          |
|---|----------|
| 1. Registrar  | Chairman |
| 2. Controller of Examinations / Finance Officer                   | Member   |
| 3. Registrar / Administrative Officer of the College or Institute | Member   |

**Self assessment of the work done under each head of activity:**

SN	Activity	Outstanding	Very Good	Good	Fair	Poor
1)	Administrative Ability	W-5	W-4	W-3	W-2	W-1
2)	Computer Proficiency					
3)	General Intelligence					
4)	Industry & Application					
		W: Weightage				



### 3.2.1 Filling up of Temporary Vacancies of Teachers

A temporary vacancy in the post of Professor/Associate Professor/Assistant Professor/Lecturer/Tutor/Demonstrator/teachers can be filled up by the appointing authority on the recommendation of a Selection Committee consisting of:

- i) Vice-Chancellor or his nominee (Chairman),
- ii) Dean/Director/Principal
- iii) Head of Department and
- iv) Local Expert, appointed by Vice-Chancellor.

### 3.2.2 Seniority of the Teachers

Seniority of the teachers in the Constituent College/ institute shall be determined as under:

- i) Seniority of the teacher in the constituent College/Institutes in a particular cadre shall be determined on the basis of the date of continuous appointment.
- ii) Seniority of the teacher in College/ Institute shall be determined on the basis of the date of appointment and length of continuous service in the same college/ Institutes run by the same Vidyapeeth. Provided, however if the teacher accepts appointment in some other Vidyapeeth / College/ Institutes keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the Vidyapeeth / College/ Institutes in which he has kept lien.
- iii) The Dean/Principal/ Director of the constituent college/ Institutes shall be considered senior to other teachers only for the period during which he holds the said post.
- iv) As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior, irrespective of the length of service.
- v) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- vi) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- vii) In respect of teachers whose length of continuous service is the same, the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.
- viii) Notwithstanding anything contained in the aforesaid clauses of this bye law, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Assistant Professor, a Assistant Professor senior to a Lecturer, a Lecturer senior to a Demonstrator/ Tutor.



### 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,



- 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.





- 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.



- 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.

**v) 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 of 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