

**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) Dean/ Director/ Principal :**

**Duties and Responsibilities of Dean/Director/Principal of the 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:

- 1) Academic growth of the college/institute;
- 2) Supervision and active participation in Teaching, Research, and Extension services of the college/institute
- 3) 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.
- 4) Admission of students in accordance with the procedure prescribed by the Vidyapeeth.
- 5) Maintenance of discipline in the college/institute;
- 6) Ensuring efficient management of the college/institute libraries, laboratories, hospitals, gymnasia and hostels.
- 7) Ensuring maintenance of record relating to receipts, expenditures and maintenance of accounts and submission of quarterly statements of accounts to the Vidyapeeth.
- 8) Observance of provisions of the Account rules of the Vidyapeeth.
- 9) Correspondence relating to the administration of the college/institution;
- 10) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare activities of the college/institution and maintenance of records.
- 11) Observance of Vidyapeeth Byelaws, Rules, Regulations and Orders issued there under by the Vidyapeeth from time to time.
- 12) Submission of monthly reports of all activities (academic, research, extra-curricular and administrative) to the Vidyapeeth.
- 13) 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.
- 14) Supervision of work related to Vidyapeeth examinations, as may be assigned.
- 15) 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.
- 16) Observance and implementation of directives issued by respective central councils and the Vidyapeeth from time to time.

- 17) Safe-guard the interest of teachers/ non-teaching staff members and the Management.
- 18) Timely submission of information/ returns to different authorities of the Vidyapeeth/ University Grants Commission / Management etc. especially regarding accounts matters.
- 19) To ensure smooth working of all the committees that have been formed, for e.g. anti-ragging committee, hostel committee etc.
- 20) To be responsible for efficient administration of the Hospital and College and attend meetings of different Committees whenever required.
- 21) To attend to all matters pertaining to the patient including the administration and the cases of the Public Charitable nature.
- 22) 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.
- 23) Any other work relating to the College/Institute as may be assigned to him/her by the Vidyapeeth from time to time.

**ii) 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.

**iii) 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.

**iv) 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)



**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 9001:2008 Certified University)**

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- 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.

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