



D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105

Affiliated to Maharashtra University of Health Sciences, Nashik

Recognized by Dental Council of India



SELF STUDY REPORT (CYCLE 1) 2018-2023

Criteria 1: Curricular Aspects

Key Indicator: 1.1 Curricular Planning and Implementation

Metric: 1.1.1: The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and affiliating universities

Any Additional Information

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Affiliated to the Maharashtra University of Health Sciences, Nashik
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Ref No. DYPDS/2216

Date: 21/03/2022


CIRCULAR

To,
All HODs,
DYPDS Pune

Sub: Revised Academic Planning Committee and Members appointed.

Respected HODs,

Kindly note the Academic Planning committee revised and the members appointed for committee.
Please ensure that the members sign the notice and coordinate with the respective Committee Head.


Dr. Anand Shigli
DEAN



ACADEMIC PLANNING COMMITTEE

Sr. No.	Name of the Member	Department
1	Dr. Paulami Bagchi (Committee Head)	Prosthodontics
2	Dr. Pratik Hande	Oral Surgery
3	Dr. Swati Joshi	Microbiology
4	Dr. Arti Hajarnavis	Biochemistry
5	Dr. Avanti Chinte	OMDR
6	Dr. Divya Gupta	Endodontics
7	Mrs. Shailaja Panhalkar	Microbiology



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Ref No. DYPDS/1803

Date: 23/09/2021


CIRCULAR

To,
All HODs,
DYPDS Pune

Sub: Academic Planning Committee and Members appointed.

Respected HODs,

Kindly note the Academic Planning committee formed and the members appointed for committee. Please ensure that the members sign the notice and coordinate with the respective Committee Head.


Dr. Anand Shigli
DEAN



ACADEMIC PLANNING COMMITTEE

Sr. No.	Name of the Member	Department
1	Dr. Paulami Bagchi (Committee Head)	Prosthodontics
2	Dr. Pratik Hande	Oral Surgery
3	Dr. Avanti Chinte	OMDR
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Date: 11/10/2021

ACADEMIC PLANNING COMMITTEE

Composition of the Committee

HEAD: Dr. Paulami Bagchi

MEMBERS:

Dr. Pratik Hande

Dr. Swati Joshi

Dr. Arti Hajarnavis

Dr. Divya Gupta

Dr. Avanti Chinte

Mrs. Shailaja Panhalkar

STANDARD OPERATING PROCEDURES

Purpose and Scope:

The purpose of the Academic Planning Committee (APC) is to establish a structured approach for planning, implementing, and evaluating academic programs at DYPDS.

The APC shall be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, value added courses, enrichment programs, extension collaboration programs in academic matters and evaluation of workload of the teachers. APC covers all academic activities including curriculum development, scheduling, faculty development, and student assessment.



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The syllabus framed by the MUHS (affiliating university) and Dental Council of India (DCI) is analysed and designed by the Academic Planning Committee constituted by the college for effective planning and its delivery. Being an affiliated institute, there is a limited scope for design and development of the curriculum.

Functions:

APC is responsible for making a detailed Annual Academic Calendar (AAC) for the smooth implementation of the curriculum. The AAC is prepared by members of Academic Planning Committee keeping in view the curriculum and additional programs for curricular enrichment given by Curriculum committee and deadlines and requirements as prescribed by MUHS. The AAC tabulates the key dates and deadlines of important academic activities including commencement dates and internal and university examinations for UG and PG programs along with the various other activities planned for the entire year.

Master timetable (Structured Block Time Table) is prepared by the APC considering required hours of teaching and schedule of internal assessment examinations.

Each department pre-plans their respective Lectures and practical for the students with the help of the AAC and the Master Timetables prepared by the APC. Regular seminars and journal clubs too are scheduled for the students. Once formulated, it is circulated amongst all stake holders at the beginning of the academic year and displayed on the institutional website.

Orientation programs are conducted for the students of each year who are informed about the prescribed syllabus, additional programs for curricular enrichment and fulfillment of minimum requirement of preclinical and clinical work for course completion. Concurrent clinical training is scheduled for the post-graduate students through inter- departmental posting.



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Value added, and Add-on courses are also planned for each year for overall enrichment of the curriculum.

APC has an established system in function of collecting from the Feedback Committee, the various feedback reports from students and faculty on academic programs and consequently uses this feedback to take actions and make improvements.

Meetings:

The committee meets twice in every academic year to discuss and decide the timetable schedules, vacations as prescribed by MUHS, value added courses and other enrichment programs. (The past years have had signatories of the various notices and circulars of APC under various designations like Head, Examination Committee Internal/Examination Co-Ordinator/Timetable In charge. After implementation of the SOP of APC all notices and circular from APC will have the signature of Head, APC.)

By following this SOP, the Academic Planning Committee at DYPDS effectively manages academic activities and ensures a high standard of education and continuous improvement.



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DYPDS