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 6: Governance, Leadership and Management

Key Indicator: 6.1 : Institutional Vision and Leadership

Metric: 6.1.2: Effective leadership through the establishment of values and participative decision-making processes is crucial not only for achieving the vision, mission, and goals of the institution but also for fostering a strong organizational culture. The formal and informal coordination of academic and administrative planning and implementation efforts plays a vital role in realizing this vision.

ANY OTHER RELEVANT INFORMATION

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D Y PATIL DENTAL SCHOOL
Affiliated to the Maharashtra University of Health Sciences, Nashik
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Ref No. DYPDS/561

Date: 03/07/2018

Key Responsibility area (KRA) document

1) **DIRECTOR-** Director is a key leader responsible for strategic decision-making, financial oversight, and representing the organization and contribute to governance and mission fulfilment.
2) **DEAN-** He is responsible for the overall administration and academic excellence. He oversees faculty and staff, curriculum development, student affairs, and daily operations and plays crucial role in shaping the institutions educational vision.
3) **HOD and PROFESSOR-** Develops and oversees the implementation of the department's academic policies. Promotes innovative teaching methodologies and continuous improvement in teaching quality. Address faculty concerns and foster a supportive work environment. Implement and monitors quality assurance processes. Manage departmental budgets and resources effectively.
4) **READER-** To work under the direction of the Professor in charge of the Department. Deliver lectures to undergraduate and postgraduate students in the subject concerned. Attend the patients of the hospital. To help the professor in administration of the Department.
5) **LECTURER-** To work under the Direction of the Dean/professor and Associate Professor. Arrange demonstrations to undergraduates.To assist the Professor/Associate Professor in his/her Research Projects. Look after the practicals in the Departments. To supervise clinical/Practical work of students.
6) **TUTOR-** Reviewing student's homework/assignments. To attend and treat patients in the clinics. Conduct dental check up camps.
7) **OFFICE SUPERINTENDENT-** Oversee day-to-day administrative functions of the dental college. Implements and maintains office procedures and policies. Manage and archive official documents, correspondence, and reports. Serve as a liaison between different departments and the administration such as Sanitation, Security, Hostel, Accounts, Store, Maintenance and Transport. Oversees the maintenance and upkeep of office equipment and facilities
8) **LIBRARIAN-** To issue the library cards to the students at the time of admissions and conduct orientation for use of Library facilities. Issue library resources to the staff and students. To update Library database as and when the new books are purchased and assign appropriate accession numbers to the books. Monitor discipline in the library premises.

Dr D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412 105
• Phone (020) 35037779 • E Mail : dean@dypds.com

9) **ACCOUNTANT-** Recording expenses and preparing financial reports. Recording disbursements and payments. Ensuring that systems are up to date. Examining financial documents and financial transactions to ensure compliance and rectify any discrepancies. Preparing tax returns
10) **CENTRAL STORE INCHARGE** - Manage stock levels to prevent shortages and overstocking. Maintain accurate inventory records for all dental supplies and equipment. Conduct regular stock audits and physical inventory checks. Prepare and process purchase orders in accordance with procurement policies. Maintain documentation related to supply orders, receipts, and usage.
11) **MAINTENANCE INCHARGE** - Develop and implement maintenance schedules for all assets. Coordinate repairs and address any maintenance issues promptly. Ensure timely procurement of maintenance supplies and equipment within budget. Schedule and oversee the calibration and servicing of dental equipment
12) **HOUSEKEEPING INCHARGE** - Maintain a clean, hygienic, and safe environment throughout the dental college. Develop and implement comprehensive cleaning schedules for all areas. Ensure all surfaces, floors, and equipment are regularly cleaned and sanitized. Ensure timely procurement of cleaning materials and manage stock levels.
13) **TRANSPORT INCHARGE** - Document vehicle maintenance, usage, and incidents.Prepare and submit transport reports to management. Document vehicle maintenance, usage, and incidents. Prepare and submit transport reports to management. Ensure all vehicles meet regulatory requirements and are properly licensed.

Dr Anand Shigli
DEAN

D.Y. PATIL DENTAL SCHOOL PUNE

D Y PATIL GROUP

Dr D Y PATIL EDUCATIONAL ENTERPRISES CHARITABLE TRUST

WORK ORDER

Work Order Number : DYPEECT/14/19-20 Date: 09/11/2019
Reference : Your Quotation on dated 1st November 2019
Subject : Work Order for Renewal of Contract – Housekeeping – Cleaning service.

To,
M/s. BVG India Ltd.
BVG House, Premier Plaza,
Pune-Mumbai Road,Pune.
Mob. No. 9762006551
Email: info@bvgindia.com
Kind Attention: Bhausaheb Helambe

With reference to your quotation and Subsequent discussion with you, we hereby place the Work order for Renewal of Contract - Housekeeping – Cleaning Service (01/11/2019 to 31/10/2020) the details of work order are as follows.

SR NO	DESCRIPTION	QTY	RATE	AMOUNT
1	JANITORS	76.00	10,300.00	782,800.00
2	SUPERVISOR	5.00	15,000.00	75,000.00
3	FACILITY MANAGER	1.00	25,000.00	25,000.00
	MANPOWER TOTAL AMOUNT(A)			**882,800.00**
4	MANAGEMENT FEES @12%			105,936.00
	AMOUNT (A+4)=B			**988,736.00**
5	CHEMICALS @ CONSUMABLES			57,000.00
6	MACHINE RENTAL			47,039.00
	TOOLS & EQU TOTAL (5+6)=C			**104,039.00**
	TOTAL AMOUNT (B+C)=D			**1,092,775.00**

Note: - Working Days of 26

GST will be applicable extra 18%

For Dr.D.Y.Patil Educational Enterprises Charitable Trust's

Radha Mandolkar
Chief Accountant

Taruna Maheshwari
Chief Finance Officer

10/12/19
Dr E.B.Khedkar
Vice President

Dr. D. Y. Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412 105
[Mumbai Public Trust Registration No.E 4417 Pune : 11.10.2005]
Phone (020) 3061 2700 • Fax (020) 3061 2718

D Y PATIL GROUP
Dr. D. Y. Patil Educational Enterprises Charitable Trust
Dr D Y PATIL GROUP OF INSTITUTIONS

WORK ORDER

Work Order Number: DYPEECT/038/18-19 Date: - 03/08/2018
Subject : Supply Of Manpower services (01.08.2018 – 31.07.2019)

To,
M/s. BVG India Ltd.
Pune.
Mob. No. 9762006551
Email: bhausaheb551@gmail.com
Kind Attention: Mr Bhausaheb Helmbe

Dear Sir,

With reference to discussion with you, we are hereby agreed for renewal of House Keeping & Cleaning Service Contract from 01/08/2018 with revised rates as under.

Sr No	Description	Qty	Rate	Amount
1	Janitors	73	10,000	7,30,000
2	Supervisor	5	15,000	75,000
3	Facility Manager	1	25,000	25,000
	Manpower Total Amount			**8,30,000**
4	Management Fees @ 12%			99,600
	Total			**9,29,600**
5	Chemical & Consumables			52,000
6	Machine Rental			47,039
	Total Monthly Bill Amount			10,28,639

Note:-

- All Other terms and condition remain unchanged as per previous contract.
  For Dr D.Y.Patil Educational Enterprises Charitable Trust.
- GST will be applicable extra @ 18%.

For Dr.D.Y.Patil Educational Enterprises Charitable Trust's

Radha Mandlik
Chief Accountant

Vivek Gode
CFO ADYPU

Taruna Maheshwari
Chief Finance Officer

D Y PATIL GROUP

Dr D Y PATIL EDUCATIONAL ENTERPRISES CHARITABLE TRUST

WORK ORDER

Work Order Number : DYPEECT/02/20-21 Date: 24/10/2020
Reference : Your Quotation on dated 10th October 2020
Subject : Work Order for Renewal of Contract – Housekeeping – Cleaning service.

To,
M/s. BVG India Ltd.
BVG House, Premier Plaza,
Pune-Mumbai Road,Pune.
Mob. No. 9762006551
Email: info@bvgindia.com
Kind Attention: Bhausaheb Helambe

With reference to your quotation and Subsequent discussion with you, we hereby place the Work order for Renewal of Contract - Housekeeping – Cleaning Service (01/11/2020 to 31/10/2021) the details of work order are as follows.

SR NO	DESCRIPTION	QTY	RATE	AMOUNT
1	JANITORS	76.00	10,300.00	7,82,800.00
2	SUPERVISOR	5.00	15,000.00	75,000.00
3	FACILITY MANAGER	1.00	25,000.00	25,000.00
	MANPOWER TOTAL AMOUNT			**8,82,800.00**
1	MANAGEMENT FEES @12%			1,05,936.00
	AMOUNT (A)			**9,88,736.00**
1	CHEMICALS @ CONSUMABLES			57,000.00
2	MACHINE RENTAL			47,039.00
	TOOLS & EQU TOTAL(B)			**1,04,039.00**
	TOTAL AMOUNT (A+B)			**10,92,775.00**

Note: - Working Days of 26

GST will be applicable extra 18%

For Dr.D.Y.Patil Educational Enterprises Charitable Trust's

26/10/2020

Radha Mandelkar

Taruna Maheshwari
Chief Finance Officer

Dr E.B.Khedkar
Vice President

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INSTITUTIONAL ORGANOGRAM

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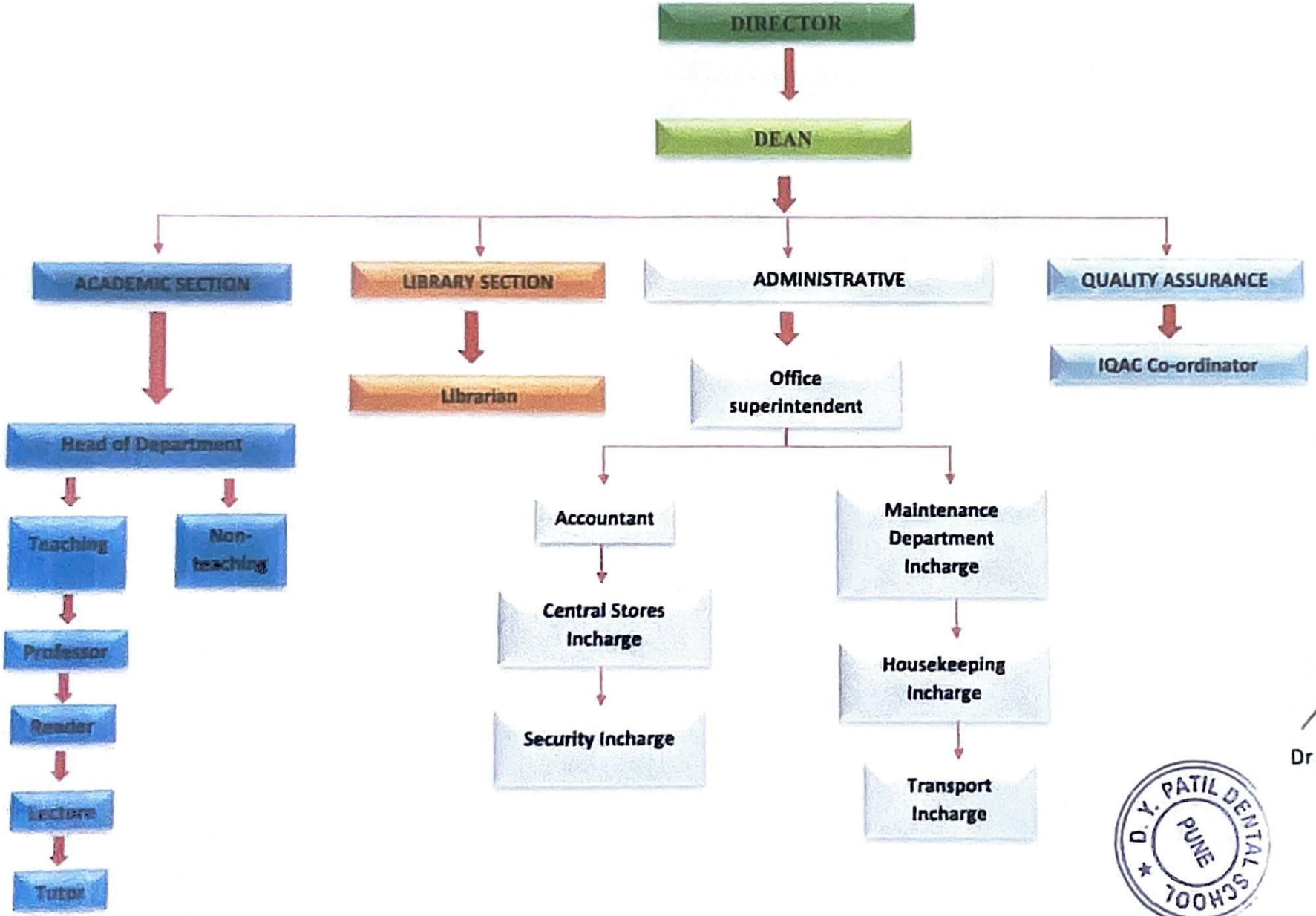

Dr Anand Shigli
DEAN

D.Y. PATIL DENTAL SCHOOL PUNE

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