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## STANDARD OPERATING PROCEDURE (SOP)

ON

Welfare Policy

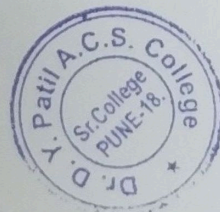
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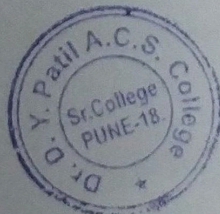
## PREAMBLE

### **Welfare of students, administrative and teaching staff**

Dr D. Y Patil Arts, Commerce and Science College, Pimpri was established in 1995. Since its inception it believes that the Human resource is the pillar of a strong educational institution. The educational institute will work hard to make the pillar strong and stronger. The college will be committed to keep its human resource safe and remove the barriers to learning, teaching and will strive to develop a congenial atmosphere. The college acknowledges that welfare and qualitative outcomes are inextricably linked. Hence the college will support those welfare measures that will promote high standard of discipline and behaviors of its human resources by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. To help the stakeholders to prosper academically in a personal atmosphere the college will make the IQAC functional. The committee will be framing the welfare policy and suggest measures to inculcate a quality atmosphere in the college.

### **I Establishment of IQAC**

The college will establish IQAC according to the composition given by NAAC office, Bangalore. The Cell will be headed by IQAC Coordinator. IQAC will be responsible for the planning of all quality initiatives and its implementation. The





composition will change according to the changes in the college committee and the incharges.

IQAC will form the code of conduct committee and help the committee to frame the code of conduct for all the stakeholders. The IQAC will review the work of code of conduct committee and suggest changes if any.

## **II. Establishment of code of conduct committee**

IQAC will establish a code of conduct monitoring committee.

The composition of the committee will be as under

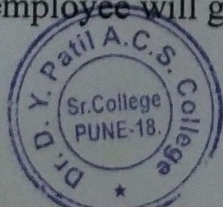
1. Principal- Chairman
2. IQAC Coordinator- Member
3. Senior teacher – In-charge of the committee
4. 3-4 Senior teachers - Members

The functions of the committee will be

1. Enlisting of stakeholders associated with the institution
2. Framing of code of conduct for all the stakeholders.
3. Reviewing of the code of conduct with the IQAC Coordinator.
4. Posting the code of conduct on the college website
5. Yearly review of the follow-up of code of conduct by the stakeholders.
6. Submission of compliance report to the IQAC Coordinator.

## **Constitution of Welfare Policy**

The stakeholders as employee will get the following benefit from the college





## **1. Financial Benefits**

- General Provident Fund (GPF) for grantable staff
- General Provident Fund scheme
- Gratuity funds for Non-grant employees.
- Medical claim or reimbursement of medical expenses
- Retirement pension as per government rules and regulations
- Contributory pension for teaching and non-teaching staff.
- Linked group insurance for all the grantable and non grantable- teaching and non teaching staff of the college.
- Group Accident Insurance facility for the grantable staff
- College working as the agent on behalf of the teachers and administrative staff.
- Fee concession to the wards of employees
- Any other benefit to the existing employees or dependents of diseased employee as per the rule.

## **2. Leaves and special leaves**

- The facility of special medical leave
- Special child care leave facility
- Special Corona leave
- Maternity leave for 180 days.
- Paternity leave for 15 days.
- Medical leave for 20 days (half paid)





- Study leaves for pursuing higher studies
- Duty leave and also financial reimbursement
- Earned leave

### **3. Training and felicitation**

- Faculty development programs for the teaching and non teaching staff
- Special training to teaching faculty
- Training Programs for non- teaching
- Felicitation of the teaching and non-teaching staff for special achievements

### **4. College activities**

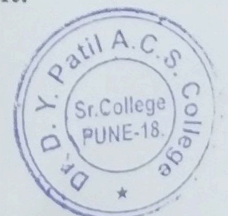
- yoga and meditation for physical and mental fitness
- use of college infrastructure for fitness and entertainment
- Celebration of festivals

### **5. Facility of Compensation employment to the diseased employee's dependents.**

Any other facility, essential for the mental and physical well-being of the teaching and non - teaching staff of the college.

### **Compliance report of the welfare facilities**

An annual review will be taken by the IQAC regarding the compliance of welfare measures. The review will be taken from establishment section, accounts section as well as from the respective head of the department.





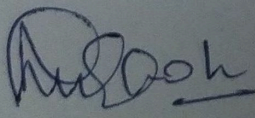
## Appointment of Human Resource Manager

The college will appoint a HR to manage the welfare policies. The duties and responsibilities of the HR will be

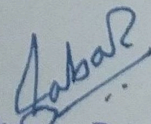
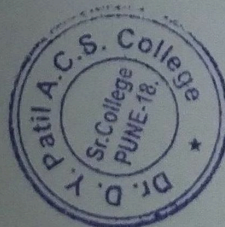
1. Keeping a documentary evidence of the workforce of the college.
2. Organizing welfare activities for the teaching and non- teaching staff.
3. Acting as a coordinator between the staff and the Principal.
4. Keeping a leave record of the workforce.
5. Solving any grievance of the teaching and non -teaching staff of the college.
6. Maintaining the record of outsourced house cleaning staff.
7. Maintenance of the decorum of the college.
8. Communicating swiftly the problems if any to the principal and the management.

## Role of the college

Principal of the college will be appointing the IQAC coordinator and will take compliance of the activities. College will appoint HR and will take compliance of the work of HR. College will provide the required infrastructure to the committees and cell to conduct the activities.



**IQAC Co-ordinator**  
Dr.D.Y.Patil Arts, Commerce  
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