



AAER's

Asian College Of Science And Commerce

Affiliated to SPPU and Approved by Govt. Of Maharashtra

Accredited by NAAC with B+ Grade

STANDARD OPERATING PROCEDURE

(SOP)

ON

WELFARE POLICY

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PREAMBLE

Asian Academy of Education and Research, Pune's is started with an objective of providing quality education to enhance employability skills through innovation and persistence. The Asian Junior College of Science, Commerce and Arts and Asian College of Science and Commerce was established in 2009 with the vision to provide all the facilities and training to students to enable them to become good Managers, Entrepreneurs and Citizens. The mission was to provide greater opportunities and access to higher education with equity to all the eligible students / persons and in particular to underprivileged sections there by contributing to the development of the society and nation. The college is committed towards the empowerment of students through capacity building and imbuing career oriented skills. The management understands the importance of providing quality education to the students for building world class career. Innovative concepts and ideas are implemented to provide unique learning experience to the students.

All the People has played an important role in building the college and the stakeholders like President, Management trustee, students, faculties and industry specialist and well wishers. Their involvement and active participation has made remarkable impact in the day-to-day functioning of the college.

The Principal, Core committee members, head of the departments, committee incharge, students council, alumni and parents concentrate on fostering the progress of the institution by sharing the responsibilities and having set aim and goals and working towards completing the daily targets.

Composition of IQAC

IQAC may be constituted in every institution under the chairmanship of Head of Institution with the heads of important academic and administrative units and a few teachers and a few distinguished educationist and representatives of local management and stakeholders.

The composition of IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (all courses)
3. One member from the management
4. Few senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers/ Industrialist/ Stakeholders
7. One of the senior teachers as the coordinator/director of the IQAC.

The Role of the coordinator

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/competent person with the experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

IQAC will ensure decentralisation and participatory management with the help of formation of committee.

Some of the committees to be framed for smooth functioning of the college.

College Development Committee
Internal Quality Assurance Cell
National Service Corps
Library Committee
Student Development Officer
Cultural Committee
Institute Innovation Council Cell
National Innovation Startup policy Cell
Publicity Committee

Prospectus Committee
Website Development committee
Green Audit and Garden committee
Alumni Association Committee
Students Grievance Redressal Committee
Students Monitoring Committee
Sports Committee
Educational Tours
Time Table Committee
Admission Committee
Research Monitoring Committee + UGC
Sexual Harassment Prevention & Women's Grievance Redressal Committee
Anti-Ragging Committee
Fund Generation Committee
Placement and career counseling cell
Discipline Maintenance committee
Event Management Committee
SC/ST & Equal Opportunity Committee
Disaster Management Committee
Teacher- Parent Meet Committee
Examination Committee
Health Centre Committee
MGNCRE
Centre of Excellence Committee

Establishment of code of Conduct

The IQAC will establish a code of conduct committee. The committee will establish a code of conduct for all the stakeholders. The code of conduct will be reviewed by IQAC co-ordinator and will be published and communicated with all the stakeholders.

Composition of code of conduct committee

Monitoring committee

Sr. No.	Designation
1.	Principal
2.	IQAC Co-ordinator
3.	In-charge
4.	Member (5 Members)

Constitution of Welfare Policy

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

1. Financial Benefit
2. Leaves and Special Leaves
3. Training and Felicitation
4. College Activities
5. Facility of Compensation employment to the diseased employee's dependants

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 the establishment section, accounts section as well as from the respective HOD.

Role of the Institution

The College will provide all the necessary infrastructure support. IQAC room is also provided with the technical support and an assistant. The Principal Communicates with the respect of the formation of the committee. The IQAC co-ordinator will be given required autonomy to take quality decision and initiatives.

Regular organisation of meeting, taking compliances of the work done at each level of organogram will be responsible of IQAC coordinator along with the principal of the college.