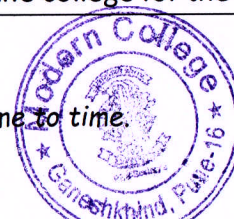


## Welfare Measures Policy

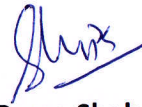
Sr. No.	Particulars	Details
1	Brief Description	The policy meets the welfare of the stakeholders of the college
2	Scope	Students, Teachers, Administrative Staff
3	Approved by	Head of the Institution and IQAC
4	Objective	<ul style="list-style-type: none"> <li>• To motivate all stakeholders by team building</li> <li>• To meet the financial need of and give additional benefits to the stakeholders.</li> <li>• To prepare supportive and cooperative environment for effective academic and administrative functioning of college.</li> </ul>
5	Policy Statement	Welfare measures will meet the financial, social, medical and other needs of the stakeholders whenever required to strengthen the diversity and equality.
6	Procedure	<p><b>For the Students :</b></p> <ul style="list-style-type: none"> <li>• In the beginning of the year review of special needs of students carried out by the Principal, Vice Principals, HoD, teachers, mentors, counselors and the librarian.</li> <li>• The applications are invited from the students to cater and verify their need.</li> <li>• All alumni and teachers are appealed for the financial assistance.</li> <li>• Separate Account is maintained in the bank and every year audit is carried out.</li> <li>• Interviews of the students conducted and selected students are given the fellowship or scholarship in monetary form and book bank form.</li> <li>• Internship, Hands-on training, earn-while-learn scheme is facilitated.</li> </ul> <p><b>For the Teachers:</b></p> <ul style="list-style-type: none"> <li>• Teacher can apply for any special concession, permission or assistance or need to the Principal in written form</li> <li>• The request is forwarded to the Management or College Development Committee</li> <li>• CDC meetings are conducted quarterly. In those meeting the decision is made on the request</li> <li>• The decision is communicated to the teachers</li> <li>• Few decisions Principal takes immediately as per the circumstances</li> <li>• Various programs and activities are organized through staff academy every year for the welfare of the teachers. Separate budget is allotted by the college for the same.</li> </ul>



	<p><b>For the Non-Teaching Staff:</b></p> <ul style="list-style-type: none"><li>• Non-Teaching staff can apply for any special concession, permission or assistance or need to the Principal in written form.</li><li>• The request is forwarded to the Management or College Development Committee.</li><li>• CDC meetings are conducted quarterly. In those meeting the decision is made on the request.</li><li>• The decision is communicated to the teachers.</li><li>• Few decisions are taken by the Principal immediately depending on the circumstances.</li><li>• Various programs and activities are organized through staff academy every year for the welfare of the teachers. Separate budget is allotted by the college for the same.</li><li>• Festival advance is given to all staff members.</li><li>• Ten percent concession in tuition fees is given to wards of staff members pursuing education in the college.</li><li>• For medical emergencies management gives all assistance including doctor advice.</li></ul>
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