



GOVT. HNAITHIAL COLLEGE STAFF WELFARE COMMITTEE CONSTITUTION

INTRODUCTION:

1. The Committee was founded on 10.11.1995 (Friday).
2. The Constitution shall at all times be the executive instrument by which disbursements will be made and all activities of the committee organized.
3. The constitution may be amended only with the approval of two-thirds (2/3) majority of the total membership of the committee at a special general meeting purposely called to discuss the proposed amendment.

AIMS & OBJECTIVES:

1. To promote solidarity and mutual cooperation among members of staff.
2. To assist and support members on the following occasions:
(a) bereavement (b) marriage (c) departure on retirement or transfer. (d) serious illness and hospitalization.

GOVERNANCE STRUCTURE:

1. The Committee shall be governed by six office bearers, who shall be elected from among members of staff at a general meeting.
2. The six office bearer posts shall be the
 - (a) Chairman
 - (b) Vice-Chairman
 - (c) Secretary
 - (d) Asst. Secretary
 - (e) Treasurer
 - (f) Financial Secretary
3. In addition, the Principal of the College shall be an ex-officio member.



TENURE OF OFFICE:

1. The office bearers shall serve a term of two (2) years.
2. Where an office bearer is unable to continue his or her duties due to transfer, retirement or illness etc., the committee shall re-elect a new member to fill that post.

MEMBERSHIP:

Any person engaged by the school as a salaried employee (whether regular/contract/part-time/casual) becomes an automatic member of the committee.

CESSATION OF MEMBERSHIP/ EXITS/ SEPARATIONS:

1. Any staff on posting transfer, resignation, retirement, or death shall automatically cease to be a member of the committee.

RULES & REGULATIONS:

BEREAVEMENT: Bereavements and funeral donations that shall concern the committee are those of the:

- (a) Member where funeral flowers will be laid and a sum of ₹ 50,000/- be given.
- (b) Legitimate spouse where funeral flowers will be laid and a sum of ₹ 5000/- be given.
- (c) Children living with the member where funeral flowers will be laid and a sum of ₹ 5000/- be given.
- (d) biological mother/father (where the female members can choose either their biological mother/father or their spouse's biological mother/father) where funeral flowers will be laid and a sum of ₹ 5000/- be given.
- (e) a person living in the member's house, even he/she is not a blood relation whose funeral will be at the member's house where funeral flowers will be laid.

MARRIAGE: The committee shall attend marriage ceremonies to which members have been formally invited and a cash gift of ₹ 5000/- be given.

ILL-HEALTH / ACCIDENT /NATURAL CALAMITY:

1. The office bearers shall determine the severity of the cases of accidents or unforeseen complications due to natural calamities etc., and provide donations accordingly.
2. A member could avail of an interest-free loan if he/she deems befitting due to financial constraints due to severe illnesses with the need for hospitalization from the staff welfare's fund. The amount of loan to be availed and the subsequent repayment of said loan shall be determined by the office bearers.

RETIREMENT AND PARTING GIFT: If a member is retiring with superannuation pension, a farewell programme shall be organized as such:

1. A farewell gift of the sum of ₹ 30,000.
2. A bouquet of flowers to both the retiring member and his/her spouse.
3. A framed citation.
4. A farewell programme will be held at the college along with dinner to be organized by the office bearers of the staff welfare committee from the welfare fund.
5. A member who is a part-time or casual staff who exits or separates from the committee due to termination of engagement shall be given a farewell gift of ₹ 10,000. A farewell programme with tea shall be organized by the committee.

TRANSFER: A member who exits or separates from the committee due to transfer of posting shall be given a farewell gift of ₹ 5000. A farewell programme with tea shall be organized by the committee.



CONTRIBUTION: All members of the committee are expected to make monthly contributions from their joining dates. The rates of contribution are as such (w.e.f. 10.1.2022):

1. Associate Professor	- ₹ 1200
2. Assistant Professor Stage III	- ₹ 1000
3. Assistant Professor Stage II	- ₹ 800
4. College Librarian	- ₹ 800
5. Assistant Professor Stage I	- ₹ 700
6. Assistant Professor (RUSA)	- ₹ 450
7. Assistant Professor (Contract)	- ₹ 350
8. Assistant Professor (Part-Time)	- ₹ 250
9. Assistant Professor (Casual)	- ₹ 200
10. Head Assistant	- ₹ 600
11. UDC	- ₹ 500
12. LDC & Library Assistant	- ₹ 400
13. Group D	- ₹ 250
14. Casual Attendant	- ₹ 50

