

RULES AND REGULATIONS
GOVT. SAITUAL COLLEGE: STAFF WELFARE ASSOCIATION

1. **NAME OF THE ASSOCIATION:** *Govt. Saitual College Staff Welfare Association.*
2. **SCOPE OF THE ASSOCIATION:** *All the employees of Govt. Saitual College.*
3. **MEMBERSHIP:** *Within one month from the date of joining the institution, he/she is expected to give Rs.10 and become a member of Govt. Saitual College Staff Welfare Association. Any staff who wants to become a member but refused to be a member shall take the approval from the Executive Committee that he/she can be a member. But he/she, who do not want to became a member shall not be made a member by any means.*
4. **MOTTO:** *To look into the benefits of the staffs of Govt. Saitual College.*
5. **OFFICE BEARER:** *This association shall have six (6) Office Bearers - Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer leh Finance Secretary.
The elected Office Bearers shall take their responding post within fifteen (15) days from the date of the election.*
6. **POWERS AND RESPONSIBILITIES OF THE OFFICE BEARER:**
 - (a) **Chairman:** *He/she is the leader of the association, he/she will preside the Meeting and the General Body Meeting / the General Conference of the association.*
 - (b) **Vice-Chairman:** *He/she will assist the Chairman of the association. He/she will be the in-charge of Chairman in the absence of the Chairman.*
 - (c) **Secretary:** *He will keep all the materials and documents of the association. With the advice of the Chairman, the Secretary shall call the meeting of the Executive Committee, the General Body Meeting/the General Conference. He /she will record the meeting minutes and resolutions; He/she shall undertake all types of correspondence on behalf of the association.*
 - (d) **Assistant Secretary:** *He/she is the assistant of the Secretary; He/she will be the in-charge of Secretary in the absence of the Secretary.*
 - (e) **Treasurer:** *He shall take the responsibility of keeping and maintaining all the money of the association safe and sound.*
 - (f) **Finance Secretary:** *He shall take responsibility of keeping and maintaining the accounts of the association by record all the incoming and outgoing transactions of money (Income and expenditure & Credit and debit)the association.*
7. **COMMITTEE MEMBER:** *Office Bearers will appoint six (6) Committee Member, they will help the Office Bearers in discussing the agenda. The term of the Committee Member shall be of two (2) years.*
8. **TERMS OF OFFICE BEARER:** *Duration for the term of the Office bearer is two years (2).*
9. **VACANCY:** *If there is a vacant post of the Office Bearer before the period of two years, Staff Welfare Committee shall make an appointment for the vacant post.*
10. **TERMINATION OF MEMBER:** *If any member required being terminate from the member of the association, only the General Body Meeting/the General Conference shall conclude the subject.*
11. **GENERAL BODY MEETING:** *Staff Welfare Committee can call a General Body Meeting if it feels necessary.*
12. **GENERAL CONFERENCE:** *There will be a General Conference in the month of July in the year of election. There will be an election of the office Bearers at this General Conference, agenda of the conference and other important subject will be discussed and the Committee will work on the subjects.*
13. **QUORUM:** *The quorum shall be of members of Govt. Saitual College Staff Welfare Association, Executive Committee Members of Govt. Saitual College Staff Welfare Association i.e. Seven (7), and there should be at least three (3) Office Bearers.*
14. **WELFARE FUND:** *The amount of monthly contribution for the Welfare Fund is hereby agreed upon and fixed like this –*
 - Rs. 200 - Regular Staff (Principal, Professors, Associate Professors, Assistant Professors, Librarian, Head Assistant, UDC, LDC, IV Grade, Library Assistant, Lab. Bearer and Contract employee)*
 - Rs. 100/- Others - (Part-time Assistant Professors, part-time office staffs)*
15. **DEATH OF MEMBER:**
 - (a) *If a member of the association is death, a bouquet will be placed on the coffin, and a sum of Rs. 1,00,000 (one lakh) will be given to the bereaved family as a condolence.*

- (b) If the funeral ceremony is within Saitual Town area, all the members of the association should attend the ceremony.*
- (c) If the funeral ceremony is outside Saitual Town area, the Office Bearer/Committee will discuss the situation, and a vehicle may also be used if necessary.*

16. DEATH OF RELATIVES OF THE MEMBER:

- (a) If the spouse of the member passes away, a bouquet should be placed on the Coffin, and a sum of Rs. 10,000/- (Ten thousands) will be given as a condolence.*
- (b) If the biological parents (i.e. mother/father), even if not under the same roof, pass away a sum of Rs. 5,000/- (five thousands) should be given as a condolence.*
- (c) If the biological son/daughter of the member passes away, a sum of Rs. 5000/- (five thousands) should be given as a condolence.*
- (d) In addition to the above (a), (b) and (c), any other family member who lives under the same roof passes away, a bouquet should be placed as a condolence if it's not too far.*
- (e) In case of the death of the relatives of the member, all the other members are expected to show their support to him/her; but it is considered inconvenient to use any vehicle in the name of the association in this case.*

17. CELEBRATORY OCCASIONS: The following conditions of every member of the association should be supported as follows:-

- (a) M.Phil, Ph.D. and the equivalent.*
- (b) Pay promotion effect including ACP.
The above (a) and (b) will be given a sum of not more than Rs. 500/- (five hundreds) as felicitation.*
- (c) Marriage of any member of the association will be felicitated by giving a sum of Rs. 2000/- (Two thousands). Once he/she is given the felicitation, he/she is not entitled the same in the future.*
- (d) Any member reaching a wedding anniversary of Silver Jubilee, he/she will be felicitated by giving Citations.*
- (e) In addition to the above (a), (b), (c), and (d), any other conditions which deserve any felicitation shall be discussed and concluded by the Executive Committee of the association.*

18. SPECIAL CASE OF DISASTER: Any member facing a disaster like – burning of house, land slide, serious disease and illness (special case) will be given a sum of not more than Rs. 3000/- (three thousands), the matter will be discussed by Office Bearer/Executive Committee.

19. FAREWELL:

- (a) If any member is on superannuation, he/she should be given Rs. 10,000/- (ten thousands) and a farewell Citation, once he/she is given, he/she is not entitled the same in the future.*
- (b) A member who is leaving the institution i.e. Govt. Saitual College after being a member of the association for two or more years, should be given Rs. 1,000/- (one thousand). Once he/she is given, he/she is not entitled the same in the future.*

20. BORROWING OF MONEY FROM THE ASSOCIATION: Member, who is in an acute financial need, can borrow an amount of not more than Rs. 10,000/- (ten thousands), the amount shall be recovered within five (5) months from the date he/she borrowed. The institution cashier will cut the specific amount from the salary account of the borrower from the first salary since the day he/she borrowed. It is not necessary that the cashier shall have to take the consent of the borrower to cut the specific amount from his/her salary for the recovery of the borrowed amount. In case if anyone needs more than Rs. 10,000 (ten thousands) the Committee shall discuss the subject in a meeting.

21. RESERVE FUND: There should be at least Rs. 30,000/- (thirty thousands) amount of money reserved in the association.

22. CHANGE OF RULES AND REGULATIONS: If any modification or addition or removal of any rules and regulations of the association is necessary, the General Body Meeting/the General Conference shall discuss the matter.

23. AUDIT: There should be at least one financial audit at every Office Bearer's term; Auditors are to be appointed by the Office Bearer/Committee.

24. MISCELLANEOUS: In addition to all of the above rules and regulations, in case of emergency, any required action is needed, the Office Bearer/Committee shall discuss the matter, and the subject shall be notified to the General Body Meeting/the General Conference as soon as possible.