

**HIGHER AND TECHNICAL INSTITUTE, MIZORAM**



# **CONSTITUTION**

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## **STAFF WELFARE COMMITTEE**

Published by:  
**HATIM STAFF WELFARE COMMITTEE**  
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*Affiliated to Mizoram University*

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Website: <https://www.hatim.ac.in>



# **CONSTITUTION**

## **HATIM STAFF WELFARE**

### **COMMITTEE**

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**HIGHER AND TECHNICAL INSTITUTE, MIZORAM**  
**WELFARE COMMITTEE**  
**(HATIM WELFARE COMMITTEE)**

**By Laws /**  
**Constitution Of The Committee**

**Established Date:**

The Committee was formed in the year 2007

## **Chapter – I**

### **Name and Abbreviation**

The established committee / body shall be known and identified as Higher and Technical Institute, Mizoram Staff Welfare Committee (HATIM STAFF WELFARE COMMITTEE)

## **Chapter – II**

### **Aims and Objectives of the Committee**

The aims and objectives of the committee are as followed:-

- 1) To promote unity among the members of the community and to uphold mutual support towards growth and development at professional and spiritual front.
- 2) To promote and regulate equality of opportunity and Professional rights among all Staff and members of the community. (To take appropriate measure for the welfare of every member towards fulfillment of Professional Rights.)

- 3) To address the needs of all staff and members without prejudice in moments of celebrations and or grief. (To provide provisions for administering assistance without prejudice in moments of celebrations and or grief.)

## **Chapter – III**

### **Membership Criteria**

1. One must be an employee of HATIM and on the rolls of the HATIM either as substantive, Temporary, Contract or Fixed pay.
2. One may become a member submitting the filled-up Application Form and paying the Membership Fees as prescribed by the Executive Committee from time to time.
3. For Existing member, a monthly membership fee towards the Welfare Fund as prescribed by the Executive Committee must be paid from time to time.

# **Chapter –IV**

## **Section A Organizational Setup**

The HATIM STAFF WELFARE shall have elected Office Bearers Known as the Apex Body of the Welfare as follows:

- a) Chairman
- b) Vice Chairman
- c) General Secretary / Secretary
- d) Joint Secretary / Assistant Secretary
- e) Treasurer
- f) Financial Secretary

These members of the Apex Body shall be elected by way of Secret Ballot in the General Body Meeting. Apex Body thus elected and co-opted shall appoint Committee members to represent Departments and Office Staff.

## **Section B**

### **Term of Office for the Office Bearers or Leaders**

The term of Office for the appointed / elected (Ask) office are as under:

- 1) The term of the Apex Body Shall be 2 years
- 2) A member cannot hold/retain or be elected to the same post in the Apex Body for more than 2 terms or 4 years.

## **Chapter – V**

### **Roles and Responsibilities for Different Offices**

#### **Chairman:**

- i) All concerned meetings and General Body Meeting shall be presided / convened over by the Chairman
- ii) The chairman will be the sole responsible (think tank) representative for all matters of welfare of all members, staffs and alike.

- iii) The chairman shall be responsible for checking and follow up of all implemented policies concerning welfare of its members.
- iv) The Chairman shall be responsible for holding up the unity among different committee and shall work hand-in-hand in promoting a healthy relationship between all members and committees. ( Sounds Repetitive – check / ask )

### **Vice Chairman:**

- i) He/she shall act as a presiding officer or the Chairman in absence of the Chairman.
- ii) He/She shall work and regulate responsibilities with the chairman wherever the need arises.

### **Secretary:**

- i) Shall be responsible for calling of meetings in consultation with the Chairman.



- ii) Ensuring meetings are effectively organized and minute.
- iii) Maintaining effective records and upholding administration requirements
- iv) Shall look into the implementation of agendas and reports of General Body Meetings and Committee.

**Assistant Secretary:**

- i) Shall take up the responsibility of Secretary in absence of the same.
- ii) Shall aid the Secretary in fulfilling various responsibilities associated with the secretarial work
- iii) Shall be responsible in keeping the minutes of every meeting held.
- iv) Shall be responsible in keeping varied membership records.

## **Treasurer:**

- i) Shall be solely responsible in safeguarding the committee financial records along with all its receipts and vouchers.
- ii) Shall be responsible for all aspects of financial health and keeping abreast of changes in financial regulations and legislation.
- iii) Shall maintain all financial records for audit towards the end of every financial year.
- iv) Shall be able to present and produce financial records and status on meetings whenever required.

## **Chapter – VI**

### **Administration Directives**

- i) An Annual General Body Meeting will take place twice in a year.
- ii) It is mandatory for all members of the committee to be present in all sittings of the meetings as it is on these sittings that issues related to the welfare of the staff will be discussed.
- iii) Welfare committee shall or will be called accordingly as per the need observed by the Chairman and the secretary collectively.
- iv) According to urgency of matters related to welfare, the Office Bearers (Apex Body) Meetings shall be responsible in decision making instead of the General Body Meeting.

## **Chapter – VII**

### **Membership Fee / Annual Fee**

- i) Membership is open to all staff of HATIM on payment of Rs. 100/- towards membership registration fee along with mandatory payment of annual fee of Rs. 20/- every year.
- ii) A monthly contribution will be collected towards maintenance and management of the Body from all its members.
- iii) Failing towards payment of the same for consecutive three months is liable for dismissal of the membership.
- iv) Renewal of membership shall be considered on repayment of registration fee of Rs. 100/- with the three-month absent membership fees.
- v) For non-members condolence aid shall not be arranged in moments of celebrations and or grief

## **Chapter – VIII**

### **Appreciation / Patience Relief Fund / Condolence Fund**

The following shall be organized according to the nature of needs as mentioned above:

- i) In the event of First Order Marriage of the Church ( Holy Matrimony ) of members of the staff, an appreciation citation along with a sum of Rs. 2000/- shall be given as a marriage present.
- ii) In the event of death / grief a condolence Citation and a bouquet shall be arranged for the bereaved family.
- iii) In the event of acquirement of any academic achievement by members among Staffs, an appreciation citation along with a sum of Rs. 2000/- shall be gifted.
- iv) In the event of unfortunate demise of any members of the HATIM staff, a condolence citation and a sum of Rs. 5000/- shall be

given to the family of the departed Staff member.

- v) In the event of member's hospitalization for a long period of time, he / she shall be given a financial aid. The amount may be according to the Committee Decision.

## **Chapter – IX**

### **Accounts Management**

Outlines for the management of accounts and or finances of the committee shall be as under:

1. Income and expenditure of the committee shall be managed by the treasurer as is required.
2. Accounts of all expenditure must be accompanied by Receipts or vouchers.
3. On every annual General Body Meeting, an auditor for accounts shall be appointed by the Committee, who with the assistance of the

treasurer shall take care of auditing of the accounts of the Staff Welfare Committee.

## **Chapter – X**

### **Revision and Amendment**

Amendments of the drafted bylaws / constitution shall or may take place on requirements during general Body Meeting, where two-third (2/3<sup>rd</sup>) majority rule decision shall be administered for the change.



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