**GYALPOZHING COLLEGE OF INFORMATION TECHNOLOGY**

**ROYAL UNIVERSITY OF BHUTAN**



**GCIT STUDENT WELFARE SCHEME (GSWS)**

**BYE-LAWS**

**AND**

**PROCEDURES 2021**

**6 September 2021**

Contents

[1.](#_heading=h.gjdgxs) INTRODUCTION 3

[2.](#_heading=h.30j0zll) TITLE 3

[3.](#_heading=h.1fob9te) COMMENCEMENT 3

[4.](#_heading=h.3znysh7) REPEAL 3

[5.](#_heading=h.2et92p0) EXTENT AND SCOPE 3

[6.](#_heading=h.tyjcwt) SOURCES OF CONTRIBUTIONS TO GSWS ACCOUNT 3

[7.](#_heading=h.3dy6vkm) COMPOSITION OF GSWS FUND MANAGEMENT COMMITTEE 3

[8.](#_heading=h.1t3h5sf) FUNCTIONS OF GSWS FUND MANAGEMENT COMMITTEE 4

[9.](#_heading=h.4d34og8) FUNCTIONS OF MEMBER SECRETARY CUM TREASURER 4

[10.](#_heading=h.2s8eyo1) TENURE OF THE OFFICE BEARERS 4

[11.](#_heading=h.17dp8vu) FREQUENCY OF MEETINGS 4

[12.](#_heading=h.3rdcrjn) FUNCTIONS OF AUDITORS 5

[13.](#_heading=h.26in1rg) BENEFITS FROM THE SCHEME 5

[14.](#_heading=h.lnxbz9) EXPENDITURES FROM THE SCHEME 5

[15.](#_heading=h.35nkun2) REGISTRATION AND DISBURSEMENT PROCEDURES 6

[16.](#_heading=h.1ksv4uv) MEMBERSHIP TERMINATION 6

[**MEMBERSHIP REGISTRATION FORM** 7](#_heading=h.44sinio)

[**DEPENDENT DEATH WELFARE GRANT CLAIM FORM** 8](#_heading=h.2jxsxqh)

# INTRODUCTION

The objectives of the GCIT Student Welfare Scheme (GSWS) are to:

* 1. Build a strong community cohesiveness among the students of the college;
  2. Provide welfare grant to the students in times of need such as during death of direct family members;
  3. Provide financial support to the students if rendered with permanent disability.

# TITLE

* 1. The Welfare Scheme shall be called as “THE GCIT STUDENT WELFARE SCHEME 2021 and abbreviated as GSWS.

# COMMENCEMENT

The GSWS shall come into force from February 2022

# REPEAL

* 1. Any provisions in the Bye-Laws, Rules and Regulations pertaining to GSWS be shall be repealed only by the 2/3rd majority of the Student Welfare Scheme committee.

# EXTENT AND SCOPE

* 1. The GSWS shall cover all the registered students of the College.
  2. All the student joining the College shall automatically become member to the GSWS, except the students on short exchange programmes.
  3. The GSWS shall function in accordance with the GSWS Bye-Laws and Rules.

# SOURCES OF CONTRIBUTIONS TO GSWS ACCOUNT

* 1. A bank account named “**GCIT Student Welfare Fund**” shall be maintained with one of the banks
  2. All the students shall pay Nu.150 at the beginning of each semester.
  3. Nu.150 for government scholarship students shall be deducted from Stipend at source.
  4. Self-funding students shall pay Nu.150 to Member Secretary within the first week of each semester.
  5. The students may organize fund raising events to contribute to the fund.
  6. The interest accrued from the bank shall be deposited to the GSWS bank account,

# COMPOSITION OF GSWS FUND MANAGEMENT COMMITTEE

* 1. The GSWS shall be managed by the GSWS Fund Management Committee
  2. The GSWS Fund Management Committee shall consist of the following students and staff of the College.

1. Dean of Student Affairs -Chair
2. Student Service Officers -Member Secretary cum Treasurer
3. Chief Councillor (student) - Member
4. Dy. Chief Councillor (Student) -Member
5. All Class Representatives (CRs) - Members

# FUNCTIONS OF GSWS FUND MANAGEMENT COMMITTEE

* 1. GSWS Management Committee shall be the highest decision-making body of the scheme where decisions are taken in concurrence to the authorities granted by the Bye-Laws.
  2. The Committee shall be the executive body for making financing and disbursal decisions of the scheme.
  3. The Committee shall be responsible to propose to the General Student Body to amend, revoke and repeal any clauses of this scheme.

# FUNCTIONS OF MEMBER SECRETARY CUM TREASURER

* 1. One of the Student Service Officers shall function as Member Secretary cum treasurer
  2. The Member Secretary cum Treasurer, along with the Chair, shall be the joint signatories to operate the bank account of the scheme.
  3. Any transaction from the account shall be only based on the written and signed recommendation of the all committee members attending the meeting.
  4. Shall collect the contribution of students at the beginning of each semester and deposit the money into GSWS account within three working days.
  5. Shall manage the day-to-day transactions of the Scheme.
  6. Shall plan, organize, coordinate and arrange meetings of the GSWS Fund Management Committee and General Student Body Meetings, under the direction of the Chair.
  7. Shall prepare agenda and maintain minutes of all the meetings, and circulate the same including annual expenditure and balance sheet to the General Student Body
  8. Shall orient the new students about the scheme.
  9. Any expenditure/pay-outs must be made only through cheque
  10. Maintain details of student’s father and mother or immediate guardian, along with CID, who shall be entitled to benefit from the welfare fund.
  11. Shall prepare and hand over the complete charges of the GSWS accounts to the new Treasurer in the event of change in Office Bearer or transfer of service or resignation or superannuation or termination or long-term study tour or on EOL.

# TENURE OF THE OFFICE BEARERS

* 1. The tenure of the Chair as ex-officio member, shall be permanent
  2. The tenure of member secretary cum treasurer shall be for three years, after which tenure can be either renewed or hand over the charge to next Student Service Officer.
  3. The student members shall serve the committee for the duration of their tenure.

# FREQUENCY OF MEETINGS

* 1. The GSWS Fund Management Committee shall meet as and when required
  2. A minimum of two-third of the committee members shall constitute a quorum to convene the GSWS Fund Management Committee meeting.
  3. A simple majority among the GSWS Fund Management Committee members shall constitute a quorum to take decisions of the scheme.
  4. A minimum of two-third of the student enrolled into the College shall constitute a quorum to convene the General Student Meeting.
  5. A simple majority among the student present in the General Student Body Meeting shall constitute a quorum to take decisions, amend, revoke and repeal any clauses of this scheme.
  6. The Officiating DSA and Officiating Student Service Officer shall act as Chair and Member Secretary cum Treasurer in the absence of DSA and incumbent Student Service Officer.

# FUNCTIONS OF AUDITORS

* 1. There shall be a Student Audit and Integrity Team consisting of five students nominated by the GSWS Fund Management Committee from among the members of Student Audit and Integrity Club and led by Finance Officer of the College.
  2. Shall audit the books of accounts of the scheme annually or as and when needed.
  3. Submit audit report to the Chairperson within seven days after the completion of the audit.
  4. Shall advise the Chairperson and the GSWS Fund Management Committee on the findings of the audit.
  5. Shall make presentations on the audit findings to the General Student Body meeting.

# BENEFITS FROM THE SCHEME

* 1. GSWS benefit shall cover only the registered students of the College and their immediate dependents (father and mother) and/or their immediate guardian in case if they have no father and mother.
  2. The students should register their father, mother or their immediate guardian using the **GSWS Form-1**, who shall be entitled to welfare benefit in the event of death.
  3. In case of death of a registered student, they shall be entitled to Nu.30,000/-
  4. In case of death of a father or mother of a registered student, they shall be entitled to Nu 20,000/- per dependent.
  5. In case the fund is insufficient to pay-out the benefits, the Committee shall seek short term loan from the College.

# EXPENDITURES FROM THE SCHEME

* 1. Expenditures from the scheme shall be done only for the following purposes:
     1. Welfare grants to the registered students as reflected in Clauses 13.3 & 13.4
     2. Once scheme fund exceeds Nu.500,000/- the fund may be used for community development, religious events or any other activities deemed fit by the General Student Body meeting. However, the decision shall be subject to 2/3rd of General Student Body meeting present.
     3. Shall maintained a minimum of Nu.500,000 in the fund account at all time.

# REGISTRATION AND DISBURSEMENT PROCEDURES

* 1. In the event of death of registered student, the welfare grant shall be handed over to the next of kin by the Member Secretary.
  2. In the event of death of registered parents/guardian, the welfare grant shall be handed over to the concerned student.
  3. The student shall submit welfare grant claim form given in **GSWS Form-2** to the Member Secretary
  4. The student shall submit death certificate of the parents/registered guardian to Member Secretary upon return to the college.
  5. If the deceased parent has more than one registered student of the College, all the students shall be eligible for welfare grant.
  6. All disbursement from the scheme shall be done through bank cheque only.

# MEMBERSHIP TERMINATION

* 1. The membership of the scheme shall cease to exist once the student graduates from the College.

**GSWS FORM-1**

# **MEMBERSHIP REGISTRATION FORM**

The following are my details to enrol as registered member to the GSWS.

|  |  |  |  |
| --- | --- | --- | --- |
| Bio-Date | | Permanent Address | |
| Name |  | Village |  |
| Programme/Year |  |
| Student ID |  | Gewog |  |
| CID No. |  |
| Email |  | Dzongkhag |  |
| Contact No. |  |

Following are my living dependents nominated for benefits of GSWS scheme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Dependents** | **Name** | **CID No.** | **DoB** |
| 1 | Father |  |  |  |
| 2 | Mother |  |  |  |
| 3 | Guardian |  |  |  |

I have read and understood the GSWS Bye-Laws 2021 and declare that I have become a registered member.

Affix Legal stamp

Signature & Date

**For Official Use Only**

The above member is registered and verified by the members secretary.

(MEMBER SECRETARY)

**GSWS FORM-2**

# **DEPENDENT DEATH WELFARE GRANT CLAIM FORM**

(To be claimed by registered member only)

|  |  |
| --- | --- |
| **Details** | |
| Name of deceased dependent |  |
| CID No. |  |
| Relation to the student |  |
| Date of death |  |

I hereby declare and assure that all the information provided above is true and accurate.

Date: ………………………….. Signature of the registered student

**For Official Use Only**

**VERIFICATION:**

The documents of the above deceased dependent of Mr/Ms …………………………….. bearing Student ID No ………………….., CID No …………....... is verified. Accordingly, deceased dependent is delisted on …………… (d/m/y) and a grant of Nu ……………. may be approved for the disbursement.

(MEMBER SECRETARY cum TREASURER)

**APPROVAL:**

Approved and considered for the disbursement of Nu …………………… to the above registered student.

(CHAIRPERSON)

**DISBURSEMENT:**

A sum of Nu …………….. (in words ………………………………………..) is disbursed to Mr/Ms …………………………. vide Cheque No ………………… dated ………….. on …………… (d/m/y).

DISBURSED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(MEMBER SECRETERY CUM TREASURER) (Name, Date & Signature of student)