

# RAYBURN COLLEGE



**BSF Road, Gangpimual, Churachandpur, Manipur - 795 128, INDIA.**

Affiliated to M.U: No. MU/1-65/98/CDC/136:07.08.2012. Recognized  
by UGC under Section 2(f) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015.

[www.rayburncollege.ac.in](http://www.rayburncollege.ac.in)

## **POLICY DOCUMENT**

### **Policy title**

Rayburn College Staff Welfare Fund

### **Policy Number**

RBC/IQAC/RCSWF/2020

### **Introduction**

It is in the best interest of Rayburn College that all its staff are well and healthy for its best functioning and providing quality education to the society within. The success of the College depends upon the effective contribution of all its staff, and the College recognizes that the vast majority of its staff meet or exceed the demands of their respective roles. However, the communal harmony of Rayburn College Familial might be disturbed through unforeseen accidents, sickness to the extent of hospitalization or undergoing surgical operation. The primary aim of this document is therefore to provide a framework within which the College can lend a helping hand towards its staff through its "Welfare Fund" in a consistent, fair and effective a way as possible, and to provide appropriate support to staff towards a full physical and mental recovery. This policy applies to all teaching and non-teaching staff of the college.

### **Policy Statement**

In order to uplift the morale and give financial support to Rayburn College staff who are the unfortunate victims due to unforeseen accidents, sickness to the extent of being hospitalized or undergoing surgical operation.

### **Policy Purpose and Objectives**

1. To let known to all staff that the college has the utmost love, care and empathy towards its staff.
2. To show that no staff within the umbrella of the college is alone when facing trauma or sorrows.
3. Proclaiming to all staff that the college is willing to lend a helping hand in anyways possible within its capacity.
4. To show that the college care and treats all its staff equally regardless of their background, ethnicity, gender, tribe, position in the college or social status.

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## **Policy Process and Procedure**

1. All staff are expected to report to the college authority in case of unforeseen accidents, severe sickness leading to hospitalization or undergoing surgical operation.
2. The Rayburn College Staff Welfare Fund Committee is to decide the amount of sum to be donated to the staff facing situation as mention above.
3. The college authority is to raise funds for aiding the concern staff by cutting monthly salaries of all working staff monthly as under:
  - (a) All teaching staff (including Principal, Vice-principal, Librarian, ANO-NCC, Coordinators) – Rs. 150.
  - (b) All non-teaching staff (including Asst. Librarians, System Administrator, Technical Assistant) – Rs. 100.
  - (c) Grade IV staff – Rs. 50.
4. Circulars or notification will be issued whenever required.

**Note: This policy is subjected to periodic review whenever necessary.**