

Mazharul Uloom College, Ambur

Charity Day Policy

1. Charity Day committee convener and members appoint by the secretary or principal
2. Charity Day runs under the control of IQAC.
3. IQAC has a rights to re-frame or restructure the charity day
4. Charity Day donations should be collected on Monday every month of the first week.
5. Charity Day must be informed over circular at least one day before to all the stakeholders of our College
6. Charity amount should be collected in the form of cash, cheque, demand draft or electronic fund transfer.
7. Charity amount should be collected through charity box and e-payment.
8. Charity box must be opened in front of the committee and count the collection.
9. Separate bank account for charity day to deposit all the collected amount and disbursed through cheque.
10. Secretary and principal discuss with the charity committee to disburse the collected fund.
11. Decision committee can decide full disbursement or partly disbursement of collected amount to the needy
12. Needy must be outsider
13. Needy people such as individuals, groups, trust, institutions etc.
14. Needy can get donations in the form of cash, cheque or kind.
15. Receipt and payment account must be properly maintained
16. All the records must be kept properly.
17. Every year IQAC must do an internal audit.

Secretary & Correspondent

Principal

IQAC-Coordinator