

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Resource Mobilization Policy

The Principal or any other person or committee appointed by the Director and the Principal has sole responsibility for planning, implementing, managing, and assessing all programs and activities related to fundraising for departments, committees, clubs, and extension programs.

It is vital that every person involved in fundraising activity on behalf of the College should obtain prior permission from the Director and Principal. Fundraising for political purposes is strictly prohibited.

PROCEDURES

The fundraising programmes shall follow the procedure explained below:

- The committee designated by the Principal shall coordinate all fundraising communications, activities, events, and programmes for the purpose of raising funds from individuals/entities.
- Faculty members, student representatives and all the committees of the college must get the consent from the Principal before receiving financial support from donors.
- If permission is granted to conduct the fundraising activity and that activity involves enhancement of any facility in the campus or to any College-owned property, the event organizers must also seek approval from the Secretary of the College.
- The authority, in-charge of fund-raising programme, is responsible for the receipt, recording, and acknowledgment of all funds received and submits the utilization certificate
- Any consideration for the use of a third party in the fund raising activity, the concerned authority should get the explicit approval of the Director cum Secretary.
- In all cases, funds must be collected only through a cheque/demand draft in favour of The Patrician College of Arts and Science or by online transfer to the official account opened for this purpose with Principal as one signing authority.