



St. JOSEPH'S COLLEGE (Autonomous)

Established in 1844

Special Heritage Status awarded by UGC

Reaccredited with A' Grade by NAAC & College with Potential for Excellence

TIRUCHIRAPPALLI - 620 002, S.INDIA

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INSTITUTIONAL STRATEGIES FOR MOBILISATION OF FUNDS AND THE OPTIMAL UTILISATION OF RESOURCES

Fundraising Policy and Procedures:

Policy:

The Principal or any other person or committee nominated by the Principal has sole responsibility for planning, implementing, managing, and assessing all programs and activities related to fundraising for St. Joseph's College, Tiruchirappalli and its departments, centers, institutes, extension programs. It is imperative that every person involved in fundraising activity on behalf of the College should obtain explicit permission from the Principal. However, any 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 bodies and all the units of the college must get the consent the School Deans/HODs before taking it to the Principal for soliciting and/or securing financial support from donors.
- If permission is granted to conduct the fundraising activity and that activity involves improvements to the campus or to any College-owned property, the event organizers must also seek approval from the Rector/Secretary of the College.
- The authority, in-charge of fund-raising programme, is responsible for the receipt, recording, and acknowledgment of all funds received.
- Any consideration of the use of a third party for the purpose of soliciting funds must have the explicit approval of the Principal.
- In all cases, funds must be collected only through a cheque/demand draft in favour of The Principal, St Joseph's College, Tiruchirappalli or by online transfer to the official account of the Principal.



Rev. Dr. M. Arockiasamy Xavier, SJ
Principal