



**REGULATORY CODES
OF
CONDUCT AND DISCIPLINE**

Effective from:

1ST APRIL 1999 (13TH ZILHIJJA 1419)

**MADARSA AHLE SUNNAT AALIAH QUADRIAH,
SHAMSHERNAGAR, DHANBAD-828130**

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**REGULATORY CODES OF CONDUCT AND DISCIPLINE OF
THE MADARSA AHLE SUNNAT AALIAH QUADRIAH,
SHAMSHERNAGAR, DHANBAD.**

I. DEFINITIONS

- MADARSA - It will stand for 'MADARSA AHLE SUNNAT AALIAH QUADRIAH, SHAMSHERNAGAR, DHANBAD'.
- MODARRIS - A teacher in the Madarsa
- SADAR-UL-MODARRASIN - Headmaster of the Madarsa/ Head Modarris
- SADAR - President
- NAYEB SADAR - Vice President
- KHAAZIN - Cashier
- NAYEB KHAAZIN - Joint cashier
- NAYEB SECRETARY - Joint Secretary.
- MOHASSIL - A person deputed to collect amount for the Madarsa.
- MOBALLIGH - A person deputed to work for the Madarsa.
- SARPARAST - Patron
- MATBAKH - Kitchen
- SHABAN - Eighth month of Hijri Era.
- RAMAZAN - Ninth month of Hijri Era.
- SHAWWAL - Tenth month of Hijri Era.
- ZIL-HIJJAH - Twelfth month of Hijri Era.
- ZAKAT - A tax to be compulsorily paid to poor and needy by entitled Muslims (Sahab-e-Nesab) @2.5% per annum of the amount or /and the cost of item(s) that remained in possession for the whole year.
- FITRA - An Amount given by the reach and entitled Muslim class (Sahab-e-Nesab) to be paid to poor and/ or needy before celebrating Eid-ul-fitre @1/2(Half) Sa (An old measure of weight in Arab) of wheat or its equivalent per head. This is payable even for a newly born child.
- SADAQUAH - A type of donation can be given by a person.
- ATIAH - A type of donation.

- QURAN KHWANI - Recital of the Holy Quran by individual or a group including those of Madarsa students.
- DASTARBANDI - Convocation ceremony.

II. LOCATION OF THE MADARSA

The Madarsa is situated in front of the Raza Jama Masjid in Mohalla-Shamshernagar, Waseypur PO- Polytechnic, Dist.:Dhanbad (Bihar), PIN-828130. It is having a PCO with telephone no. 0326-309138. Shamshernagar is located towards north of the grand chord line. It is about 2km from the Dhanbad Railway station of the Eastern Railway.

III. HISTORY AND PRESENT STATUS OF THE MADARSA

The foundation stone of this Madarsa was led down on Wednesday, the 5th of November 1980 by the Ahle-Sunnat intellectuals of this coalfield especially those residing in Mohalla Shamshernagar, Rahmatganj and Waseypur. Since then, the Madarsa is working smoothly under the able guidance of its present Patron (Sarparast).

It has a built up area of 3425 sq.ft. (approx.) comprising of a single storied building of seven rooms of different sizes, one long verandah and a tiled kitchen. It has a toilet of 512 sq.ft. (approx.) comprising of six latrines and eight urinals. There is one deep pucca well, of six (6) feet internal diameter, common to both Madarsa and Masjeed located besides the Madarsa. The approximate acquired area of land of the entire Madarsa in Shamshernagar is about 15570 sq.ft.

Details of the lands are as under:

1. 2 Kattha 13 Chhatak (2025 sq.ft) land and the structure over it was purchased from Jb. Mehman Khan at a cost of Rs.12000/= (twelve thousand).
2. 14 Kattha (10080 sq.ft.) land was purchased from Jb. Mehman Khan afterwards at a sum of Rs. 14000/= (fourteen thousand).

3. 5 Kattha (3600 sq.ft.) land donated by Jb. Shamsuddin Khan (the present patron of the Madarsa) in the name of his father Marhoom Alijan Khan (Still to be registered).

The details of the Masjid land property as on 1.4.99 are as under:

1. 4 Kattha (2880 sq.ft.) land donated by Jb. Khwaja Noor alias Matroo, Late Md. Yaqub of Waseypur and Jb. Toofani of Naya Bazar. The document is in a non judicial stamp paper signed by all the three donors.
2. 3 Kattha(2160 sq.ft.) land donated by Jb. Shamsuddin Khan (present patron of the Madarsa).

All these lands of the Madarsa and the Masjid are at one place. To allow proper shape of the Masjid, part of the land of the Madarsa and Masjid were interchanged as under:

1. 3 Kattha 3 Chhatak (2295 sq.ft.) land out of the 14 Kattha property of the Madarsa was given to the Masjid.
2. 3 Kattha (2160 sq.ft.) land, donated by Jb. Shamsuddin Khan for the Masjid, is attached to the Madarsa in exchange of Sl.no.1.
3. The account for the balance 3 Chhatak (135 sq.ft.) excess land occupied by the Masjid was made null and void by the then Madarsa Committe.

The Madarsa is also having a pucca one roomed house near the Nai Masjeed in Waseypur. The approximate area of this space including the house is 430 sq.ft. All these land and building assets of the Madarsa are under different ownerships. However, it has unanimously been agreed upon to transfer all these assets in the name of MADARSA AHLE SUNNAT AALIAH QUADRIAH, Shamshernagar, Dhanbad.

Presently, the Madarsa is having a residential capacity of 50 (fifty) students. It is running full to its capacity by the students from various parts of the country and abroad. Presently, there are two foreign students viz.

from Nepal. Poor and needy students are provided with free food. Boarding is free to all the resident students while education is imparted free to all students including about 100 (one hundred) non-resident students.

IV. AIMS AND OBJECTIVES OF THE MADARSA

The aims and objectives of the Madarsa shall be as under:

- i. Teaching from nursery ((Etfal) class to Standard VIII (Wastania).
- ii. Free education to poor, needy and meritorious students.
- iii. Conduct HIFZ and post-HIFZ classes for all interested, eligible and qualified students.
- iv. Since the Madarsa runs from th funds collected under the heads of Fitra, Zakat etc., students including that of HIFZ, who do not want to receive Zakat and/or Fitra may take food on payment of an specified amount.
- v. To make each and every student observe a strictly Islamic disciplined way of life.
- vi. To impart physical training in its real sense.
- vii. Prepare students to earn their livelihood through respectable means in this scientific age of 21st century.
- viii. Prepare students to face the Anti-Islamic challenges at different levels of the society.
- ix. Prepare students of high character, well disciplined, sincere, faithful and obedient and of smart personality.
- x. To enhance the sense of love and affection to the National Festivals and follow a path that will flourish the secular character of our Nation.
- xi. Prepare students to protect the Islamic Cultural Heritage, teachings of the Holy Quran and Sunnat.
- xii. To impart and update the knowledge of scientific inventions.
- xiii. Use and application of computers for religious purposes.
- xiv. Promotion of Arabic, Persian and Urdu languages.

V. GOVERNING BODY AND ITS JURISDICTION

The governing body of the Madarsa shall have the following structure:

1. Sarparast (Patron)
2. Sadar (President)
3. Nayeb Sadar (Vice President)
4. Secretary
5. Nayeb Secretary (Joint Secretary)
6. Khaazin (Cashier)
7. Nayeb Khaazin (Joint Cashier)
8. Executive members (ten)

1. DUTIES, RESPONSIBILITIES AND POWERS OF THE SARPARAST

He shall be the sole responsible person of the Madarsa with enormous powers. Sarparast shall be responsible for any loss or damage to the Madarsa or the staffs and students of the Madarsa in all respects. Sarparast can dissolve the governing committee and make an adhoc committee till a new committee is elected. The adhoc committee shall not work for more than three months. The Sarparast shall make arrangement for electing new office bearers within the stipulated period of three months in such case.

2. DUTIES, RESPONSIBILITIES AND POWERS OF THE SADAR

- i. Sadar shall see the proper functioning of the Madarsa. If he observes anything wrong in proper functioning of the Classes or mismanagement in the kitchen in fooding arrangement or any other matter of importance, he can take up the matter with the Secretary or other members of the committee for necessary action.
- ii. Sadar may ask the Secretary to call meeting of the committee or of the general body to discuss any matter of importance.

- iii. He shall make long term planning for raising Madarsa Fund especially during the months of Ramadan and Eid-uz-Zoha.
- iv. He shall regularly inspect the functioning of the Madarsa in all respects and advise the Secretary accordingly, if necessary.
- v. He shall assure timely payment of Salary of teachers as well as dues of the grocer(s) who supply kitchen and other items.
- vi. He shall do all round effort for the development of the Madarsa in all respects.
- vii. He shall guide the committee to conduct monthly audit of income and expenditure of the Madarsa.
- viii. He shall arrange for timely election of the Governing Committee. The term of the committee shall be of three years. This term can be extended to a maximum of one year. The order of extension shall be passed by the Sadar and shall only be valid if approved by the Sarparast. However, in no case the term of the committee shall be more than four years.
- ix. His orders cannot be superceded by any office bearer of the committee except the Sarparast.
- x. He shall assure for the display of the Annual Balance Sheet of the Madarsa to the public regularly in the last week of the month Zil-hijjah.

3. DUTIES, RESPONSIBILITIES AND POWERS OF THE NAYEB SADAR

Nayeb Sadar shall perform all the duties, responsibilities and powers of the Sadar in his absence. However, Nayeb Sadar shall work in close confidence of the Sadar during the presence of the Sadar.

4. DUTIES, RESPONSIBILITIES AND POWERS OF THE SECRETARY

Secretary shall look after/ execute the following:

- i. Fooding arrangement for the students and staffs of the Madarsa.
- ii. Lodging arrangement for the students and staffs of the Madarsa.
- iii. Assure that the Madarsa working days are strictly observed.

- iv. Assure the presence of teachers and the Head Modarris during working days.
- v. Assure the complete execution of the Calendar programme of the Madarsa.
- vi. See that the monthly and other collections are made regularly.
- vii. Arrange and make plans for enhancement of fund collection.
- viii. Increase income resources by all possible fair means.
- ix. Keep account of all the printed receipts of the Madarsa.
- x. Assure monthly auditing of collections of cash and kind by all means.
- xi. Shall produce annual balance sheet of the Madarsa to the public every year in the last week of the month of Zil-hijjah.
- xii. Assure and plan the collection of Qurbani skins from all possible sources.
- xiii. Assure and plan timely collection of Zakat, Fitra and Sadaquah amounts during the month of Ramazan from all possible sources.
- xiv. Shall be the caretaker of the Madarsa property, both movable and immovable.
- xv. Shall keep the Head Modarris and other staffs in direct contact for implementation of Rules, Regulations and codes of conduct and discipline.
- xvi. Shall not allow any loss and/ or damage to the Madarsa and its property in any way whatsoever.
- xvii. Shall assure the salary payments of the Madarsa staffs in time (possibly by the 10th of English month subject to availability of adequate fund).
- xviii. Shall arrange fund in case of emergency during inadequate fund position.
- xix. Can call meeting of the committee members or general body meeting for specific purpose.
- xx. Shall hold quarterly meeting of the committee for updating the position of the Madarsa.
- xxi. Shall not allow any outsiders to stay or take food in the Madarsa without consent.

- xxii. Shall arrange for annual programme in consultation with the committee members at a suitable time.
- xxiii. Shall keep clear account of all transactions made alongwith the relevant documents.
- xxiv. Shall be capable to draw amount with own signature from bank account as per rules.
- xxv. Shall make efforts to make payments through cheques wherever possible.
- xxvi. Shall assure the upkeep of Madarsa rooms and other areas.
- xxvii. Shall help the Head Modarris in all possible manners during accident or illness of any student or staff.
- xxviii. Shall grant leaves to staffs directly under him as per rules.
- xxix. Shall do any other matter of importance from time to time as and when required.
- xxx. Shall assure that the teachers and staffs live in a disciplined way.
- xxxi. Shall make arrangements to observe special festival programmes like Eid-Milad-un-Nabi, Republic day and Independence day with emphasis to raise more and more fund for Madarsa.
- xxxii. Can issue charge sheet to any staff in consent with the Head Modarris or any office bearer.
- xxxiii. Can not dismiss any staff of the Madarsa.
- xxxiv. Shall assure that the Quran Khwani timings are strictly observed.
- xxxv. Shall take account of all the receipts from various sources every month from the Head Modarris or his counterpart.

5. DUTIES, RESPONSIBILITIES AND POWERS OF THE JOINT SECRETARY

Joint Secretary shall assist the Secretary in performing his duties during the presence of the Secretary. However, Joint Secretary shall have to do all the duties of the Secretary in full capacity during the absence of the Secretary. He shall exercise all powers of the Secretary except withdrawal from Bank Account during the absence of the Secretary.

6. DUTIES, RESPONSIBILITIES AND POWERS OF THE KHAAZIN (CASHIER)

Cashier shall look after the following:

- i. Collect the amount from the Head Modarris or the Secretary, as the case may be, every fortnightly.
- ii. Shall keep an account of every cash inflow and outflow.
- iii. Shall make cash payment to a person only on written consent by the secretary. However, the cash payment on such cases is limited to Rs. 500/= only at a time.
- iv. Shall keep an imprest of Rs. 2000/= in cash. Any amount exceeding Rs.2000/= shall be deposited in the bank account of the Madarsa.
- v. Shall make cash payment of upto Rs. 500/= to the Head Modarris on written request by him to meet with any emergent expenditure.
- vi. Shall keep records of all cheques being issued by the concerned authorities.
- vii. Shall update the fund position to the Secretary or his representative every fortnight.
- viii. Shall handover charge alongwith the imprest money of Rs.2000/= to the Joint Secretary during absence from station.
- ix. Shall co-operate in every development work of Madarsa including raising of Madarsa fund.

7. DUTIES, RESPONSIBILITIES AND POWERS OF THE NAYEB KHAAZIN (JOINT CASHIER)

Joint cashier shall assist the cashier in his job of collecting the cash amount every fortnight and other routine jobs. Joint cashier shall do all the jobs of the cashier except withdrawal from bank account. He shall take charge of the imprest amount of Rs. 2000/= from the cashier during the absence of the cashier. Joint cashier shall co-operate in every development work of Madarsa including raising of Madarsa fund.

8. DUTIES, RESPONSIBILITIES AND POWERS OF THE EXECUTIVE MEMBERS

Executive Members shall assure the execution of the duties responsibilities and powers of various office bearers/ authorities. They will act as vigilance of Madarsa staffs, students and office bearers of the committee. They can (at least three of them) compel the Secretary or the Sadar to call meeting of the general body or of the committee as they feel necessary in the interest of the Madarsa. They will assist in all round development of the Madarsa. They will assist in raising the Madarsa fund. They (at least three of them) can advise for the modification of the teaching pattern being followed. They (at least three of them) can propose any modification of the working pattern of the Madarsa.

VI. MANPOWER OF THE MADARSA

The Madarsa shall have the following staffs:

Head Modarris	One
Teachers	Nine
Hafiz-e-Quran	One
Mobaligh/ Mohassil	Two
Cook	One
Asstt. Cook	One
TOTAL	Fifteen

VII. HEAD MODARRIS AND HIS JURISDICTION

The Head Modarris shall have the following functions:

- I. He shall be overall incharge for smooth functioning of the Madarsa in the sections like:
 - (a) Teaching
 - (b) Matbakh (Kitchen)
 - (c) Lodging & boarding
 - (d) Medical aids

- II. He shall be directly under the committee and report either to the secretary or the Sadar (in absence of the secretary).
- III. He shall keep account of all incomes and expenditures of the Madarsa.
- IV. He shall keep record of all the receipts being used for collection of funds.
- V. He shall make arrangement for regular check up of students for their health in consultation of the committee.
- VI. He shall convass by all possible means for the collection of Madarsa fund.
- VII. He shall co-ordinate and make arrangement for Annual Program in consultation with the committee.
- VIII. He can approve any necessary expenditure upto Rs. 500/= only in the Matbakh head and upto Rs. 250/= only in any other head.
- IX. He can call meeting of the committee members for discussing an issue.
- X. He can advise the committee for payment of Salary or any dues on emergent basis.
- XI. He shall keep an updated idea of the available fund of the Madarsa from the cashier.
- XII. He shall strictly apply the academic calendar program of the Madarsa.
- XIII. He shall keep vigilance on the teachers and other staffs of the Madarsa.
- XIV. He shall decide and settle any dispute among students or staffs.
- XV. He shall maintain strict discipline in the Madarsa.
- XVI. He cannot suspend or dismiss any of the Madarsa staff. However, he can issue charge sheet to any staff and ask the committee for enquiry and necessary action.
- XVII. All staffs excluding the Mobaligh(s)/ Mohassil(s) shall be directly under the Head Modarris.
- XVIII. He shall distribute the work of Matbakh, academic work and other works amongst staffs as per their capability for smooth functioning of the Madarsa.

- XIX. He shall hand over charge to the next person, with due respect to seniority, in case of absence from the Madarsa.
- XX. He shall approve and keep records of leaves of staffs working under him.

VIII. STATUTORY CODES OF CONDUCT AND DISCIPLINE OF MADARSA

The following rules and regulations shall be strictly applied to the Madarsa:

- ZAQ.1 Any meeting of the committee shall require a quorum of at least three office bearers.
- ZAQ.2 Normally, the secretary of the Madarsa shall organise the proceedings of the meeting. However, the Sadar or Head Modarris may also call meetings.
- ZAQ.3 The secretary will prepare and keep records of minutes of all meetings.
- ZAQ.4 Any appointment must be through interview by a board consisting of at least four selected members including the Head Modarris.
- ZAQ.5 Appointment of a new staff shall be valid only after it is approved by the patron.
- ZAQ.6 Selection committee for appointment shall be headed by the Sadar.
- ZAQ.7 No staff shall be dismissed without charge sheet, show cause notice and an opportunity to defend himself.
- ZAQ.8 Dismissal procedure of a staff shall be followed as under:
 - a. Issue charge sheet and show cause notice duly received by him. If denies to receive/ accept the charge sheet, it must be witnessed by two persons.
 - b. Written submission of reply to the charge sheet.
 - c. Asking the accused for personal appearance or through his advocate before the committee for argument.
 - d. Findings of the committee over the issue of dismissal must be recorded.

e. Shall have to be approved by the patron for dismissal.

- ZAQ.9 Strict discipline shall be maintained in the Madarsa.
- ZAQ.10 Quran Khwani timings shall be so adjusted that in no case it shall hamper the study hours of the Madarsa.
- ZAQ.11 All staffs and students shall perform the religious rituals as per the standard norms defined in Islam.
- ZAQ.12 Healthy debates (monthly and annual) on current issues as suggested by the Head Modarris shall be organised in the Madarsa by the Head Modarris.
- ZAQ.13 Annual program shall be observed with due emphasis on
- i. Development of the Madarsa.
 - ii. Achievements of the Madarsa.
 - iii. Aims/ objectives of the Madarsa.
 - iv. Dastarbandi of Hafiz/ Huffaz, if any.
- ZAQ.14 Outsiders shall not be allowed to take food or stay in the Madarsa except guests of staffs, Madarsa or guardians of students.
- ZAQ.15 Host(s) of the guest(s) shall pay for their fooding as per the specified rates. However, guests of the Madarsa shall not be asked to pay for food. It will be onto him/ them whether he/ they like(s) to pay or not. In case of Madarsa guest(s), it is essential that he/ they shall sign over the register being maintained by the Matbakh incharge for this purpose.
- ZAQ.16 Special function shall be observed on the eve of Eid- Milad- un-Nabi in the Madarsa.
- ZAQ.17 Madarsa shall accept any amount under the heads of Zakat, Fitra, Sadaquah or any other donation.
- ZAQ.18 Madarsa shall have its own Bank Account in a Nationalised Bank in the name "MADARSA AHLE SUNNAT AALIAH QUADRIAH", Shamshernagar, Dhanbad.
- ZAQ.19 All transactions above Rs. 1000/= (One thousand) shall be made through cheque under normal conditions.

- ZAQ.20 Name(s) of the authorised signatories for operating bank account shall be decided by the patron. However, the secretary of the committee shall be one of the signatories.
- ZAQ.21 Bank account shall be jointly operated as per the following norms:
- i. Upto Rs. 999/= : By the Secretary alone.
 - ii. Upto Rs.5000/= : By any two signatories.
 - iii. Above Rs. 5000/= : By three signatories.
- ZAQ.22 The following authorities may have cash imprest amount as shown against each:
- i. Cashier : Rs.2000/=
 - ii. Head Modarris : Rs.1000/=
- ZAQ.23 All expenditures, including that by the Head Modarris above Rs.500/= must be approved by the Secretary.
- ZAQ.24 Strict discipline shall be maintained in bringing and/ or consuming food and other eatables in the Madarsa.
- ZAQ.25 Resident students shall observe strict discipline during holidays and off hours.
- ZAQ.26 Resident students shall help in collecting Madarsa fund, Qurbani skins etc., wherever possible, without hampering their usual study hours.
- ZAQ.27 Resident students shall keep their clothings and other belongings neat and clean.
- ZAQ.28 A complaint/ suggestion box shall be made available in the Madarsa for the public. Any complaint/ suggestion by any one shall be discussed in the committee and necessary amendment/ action may be made if felt necessary by the committee.
- ZAQ.29 Annual debate competition shall be organized for better co-ordination /understanding amongst all the Schools (MADARIS) of Ahle Sunnat thoughts of the coalfield and the area in its vicinity. A

lump sum amount shall be made available for prizes and other relevant expenditures in this head.

ZAQ.30 Duties, responsibilities and powers of various office bearers defined in this REGULATORY CODES OF CONDUCT AND DISCIPLINE shall be strictly adhered to.

ZAQ.31 Eligibility criteria for a new patron shall be as under:

- a. A lump sum donation of Rs.25000/= in the form of cash or kind or both.
- b. Shall pay a monthly subscription of Rs.150/= to the Madarsa.
- c. Shall provide cloth sets (Kurta, Pajama, Ganji, Cap and an 'Amama') to all the successful HUFFAZ on the eve of Dastarbandi ceremony.
- d. Shall be a well wisher of the Madarsa by his acts and thoughts.
- e. Shall belong from the heirs of the present patron.

ZAQ.32 Duties, responsibilities and powers of various office bearers defined in this REGULATORY CODES OF CONDUCT AND DISCIPLINE shall be strictly adhered to.

ZAQ.33 Eligibility criteria for a new patron shall be as under:

- a. A lump sum donation of Rs.25000/= in the form of cash or kind or both.
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- c. Shall provide cloth sets (Kurta, Pajama, Ganji, Cap and an 'Amama') to all the successful HUFFAZ on the eve of Dastarbandi ceremony.
- d. Shall be a well wisher of the Madarsa by his acts & thoughts.
- e. Shall belong from the heirs of the present patron.

ZAQ.34 Election procedure of patron: On fulfilling the above criteria as defined in the previous section, the patron shall be then elected by the general public of the area to whom it serves, on voting basis. The election of the patron shall be conducted by the secretary.

Normally, patron's term of his office shall be of his life time. However, patron can be removed from his office on gross violation or misuse of powers only by the general public in a general body meeting comprising of representatives of all sections of the Muslims with a minimum of one hundred (100) members from within the coalfield.

- ZAQ.35 Amendment or addition in this REGULATORY CODES OF CONDUCT & DISCIPLINE can be made only through a general body meeting duly approved by the patron.
- ZAQ.36 The teaching pattern of the Madarsa shall be based on the Syllabus formulated by the BIHAR BOARD OF MADARSA EDUCATION.
- ZAQ.37 Students and staffs shall also be trained in COMPUTERS and shall be given the idea regarding the currently available software dealing with the Holy Quran, the Hadiths and other religious matters of importance in English, Arabic and Urdu.
- ZAQ.38 Basic infrastructure shall be arranged for extending the classes from the present level of Wastania to Fauquania level or higher in order to provide better and wider opportunities of livelihood to the students.
- ZAQ.39 Any Sunni Muslim can become a member of this Madarsa on a nominal membership fee of Rs.15/= alongwith a monthly subscription of Rs.10/= only.
- ZAQ.40 All members of the Madarsa from the vicinity or nearby area viz. Shamsheernagar are eligible for contesting for any post of office bearers of the committee. This is in view to provide better administration, upkeep and development of the Madarsa.
- ZAQ.41 Office bearers shall be elected through voting by members of the Madarsa paying regular monthly subscription of at least Rs.10/= per month.
- ZAQ.42 Election for the office bearers shall be conducted either by the outgoing committee or the patron as the case may be.
- ZAQ.43 The term of an elected committee shall be of three years. This can be extended in a maximum duration of six (6) months limited to a maximum extension of one year. In no case a committee shall work

beyond four years from the date of its assuming office after the last election.

ZAQ.44 In case the term exceeds four years, all the powers of the office bearers excluding that of patron shall be ceased. Head Modarris shall also be made defunct. Non of the committee members shall operate the bank account of the Madarsa.

ZAQ.45 Auditing of all the purchase and transactions and any sort of financial matter shall be made annually by:

- (i) An internal agency
- (ii) An external agency, if desired by executive members.

ZAQ.46 In case of failure of the entire administrative and governing machinery of the Madarsa, all its movable and immovable assets shall be diverted to any similar organization after settling in the liabilities of the Madarsa.

ZAQ.47 The Madarsa shall maintain a Minority character. It shall avail all the facilities and protection given to the Minority Institutions under Article 29 and Article 30 of the constitution of India.

ZAQ.48 The academic session shall be from the month of Shawwal to Ramazan.

ZAQ.49 The financial year shall be from April to March.

ZAQ.50 Teaching hours in the Madarsa shall be as under:

7:30 am	to	8:30 am	1:00 hour
9:00 am	to	11:00 am	2:00 hours
2:00 pm	to	4:30 pm	2:30 hours (Zohar to Asar)
TOTAL			5:30 hours

The working hours may be revised by the committee according to more suitable time (if any), if desired. However, the total working hours shall not be less than 5.50 (five and half) hours per day.

ZAQ.51 Friday shall be observed as a weekly holiday.

ZAQ.52 Madarsa shall conduct two examinations in an academic year viz. half yearly and annual covering 60% and 100% of the prescribed syllabus respectively.

ZAQ.53 ZAQ.49 The Madarsa shall get it registered to the "Bihar Board of Madarsa Education, Patna" under the minority character.

ZAQ.54 ZAQ.50 The following uniform shall be maintained during the working hours of the Madarsa.

Boys : Light blue Kurta, White pajama and White cap.

Girls : Light Blue Jumper, White Shalwar and White Dupatta.

ZAQ.55 The committee shall form a five member team before the end of every 5th year starting from 1st April 1999. who will make the following proposals:

(a) Revised pay scale of the Madarsa staffs.

(b) Fitment in new scale.

(c) Other service conditions.

ZAQ.56 Provident Fund account shall be introduced for the staffs from July 1999. This account shall be separate than the Madarsa account.

ZAQ.57 Refundable loans shall be given from this P.F. account to the staffs as per rules and service conditions.

IX.

Annexure

1. OFFICE BEARERS OF THE MADARSA AS ON 1.4.1999

(Haji Md. Shamsuddin Khan)
Patron

(Ahmed Hussain Khan)
Sadar

(Mohd. Zahoor Ali)
Nayeb Sadar

(Md. Alauddin)
Secretary

(Md. Jilani)
Nayeb Secretary

(Ameen Touheed)
Khaazin

(Hasan Imam Khan)
Nayeb Khaazin I

(Mukhtar Ahmed)
Nayeb Khaazin II

2. SADARUL MODARRASINS

- | | |
|----------------------------|---------------------------|
| 1. Moulana Mojeebur Rehman | 05.11.1980 to 02.03.1990 |
| 2. Moulana Manzoor Alam | 03.03.1990 to 24.04.1990 |
| 3. Mufti Bashirul Quadri | 25.04.1990 to 21.11.1998 |
| 4. Moulana Mojeebur Rehman | 22.11.1998 to 11.11.1999 |
| 5. Moulana Izhar Ahmad | 11.11.1999 to (Continued) |

**MADARSA AHLE SUNNAT AALIAH QUADRIAH,
SHAMSHERNAGAR, DHANBAD-828130**

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