



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

**STANDARD OPERATING PROCEDURE
FOR
FEES COLLECTION**

STANDARD OPERATING PROCEDURE FOR FEES COLLECTION

Objective: To elaborate the procedure for fees collection.

Responsibility:

- Accounts Office
- HOD
- Principal

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of fees structure for the academic year for the respective years of course of study	Principal, Admission section	Every year 30th of April for the academic year
2	Intimating fees details through Notice / Telegram from the Office of Principal	Principal	Every year 01st May, for the academic year
3	Preparing the details of the fees paid in the current academic year by accounts clerk and sharing for follow up.	Accounts clerk	On 1st week of June
4	Follow up for the fees payment	HOD and Mentor	On 2nd week of July
5	Submission of fees collection report to the principal	Accounts clerk	At the end of the month (i.e 30th July)
6	Follow up with the students to pay fees with late fine	HOD and Mentor	Up to end of the May Month
7	Submission of fees collection report to the Principal	Accounts clerk	30th May of every year