



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

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Ref. G.S.I.T.A.M./P/23-24/020(C)

Date 22.07.2023

STANDARD OPERATING PROCEDURE FOR FEES COLLECTION

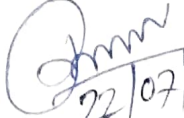
Objective: To elaborate the procedure for fees collection.

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 30 th Of April for the academic year
2	Intimating fees details through Notice from the Office of Principal	Principal	Every year 1 st May, for the Academic year
3	Preparing the details of the fees paid in the current academic year by accounts officer and Sharing for follow up.	Accounts officer	On 1 st week of June
4	Follow up for the fees payment	HOD and Mentor	On 2 nd week of July
5	Submission of fees collection report to the principal	Accounts officer	At the end of the month (i.e 30 th 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 officer	30 th May of Every year


22/07/2023

Principal
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PRINCIPAL
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