



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 6

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.4. Financial Management and Resource Mobilization

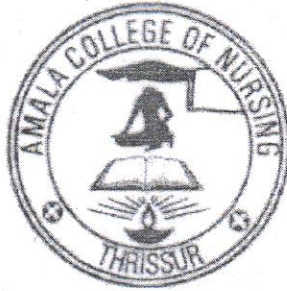
*6.4.1 Standard Operating Procedures (SOP)*

*Submitted to*



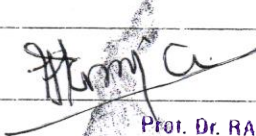


**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

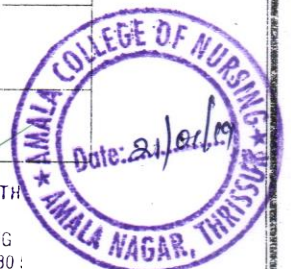
# **STANDARD OPERATING PROCEDURE (SOP)**



**AMALA COLLEGE OF NURSING**  
AMALA NAGAR, THRISSUR

Document Name:	STANDARD OPERATING PROCEDURE (SOP)	
Subject:	FEE COLLECTION	
Document No.	ACN / SOP / FIN - 01	
Revision No.	02	
No. of Pages	3	
Revision Date	01/01/2019	
Prepared By:	Name	Mr. Jackson James
	Designation	Accounts Manager
	Signature	
Recommended By:	Name	Mr. Franco Joseph
	Designation	Chief Financial Officer
	Signature	
Approved By:	Name	Fr. Francis Kurissery CMI
	Designation	Director
	Signature	

Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL  
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**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN - 01

**SOP - Fee Collection**

Rev. No.

02

Rev. Date

01/01/2019

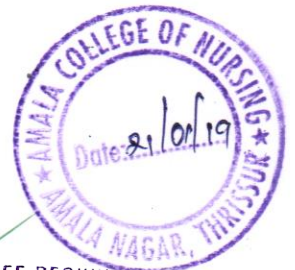
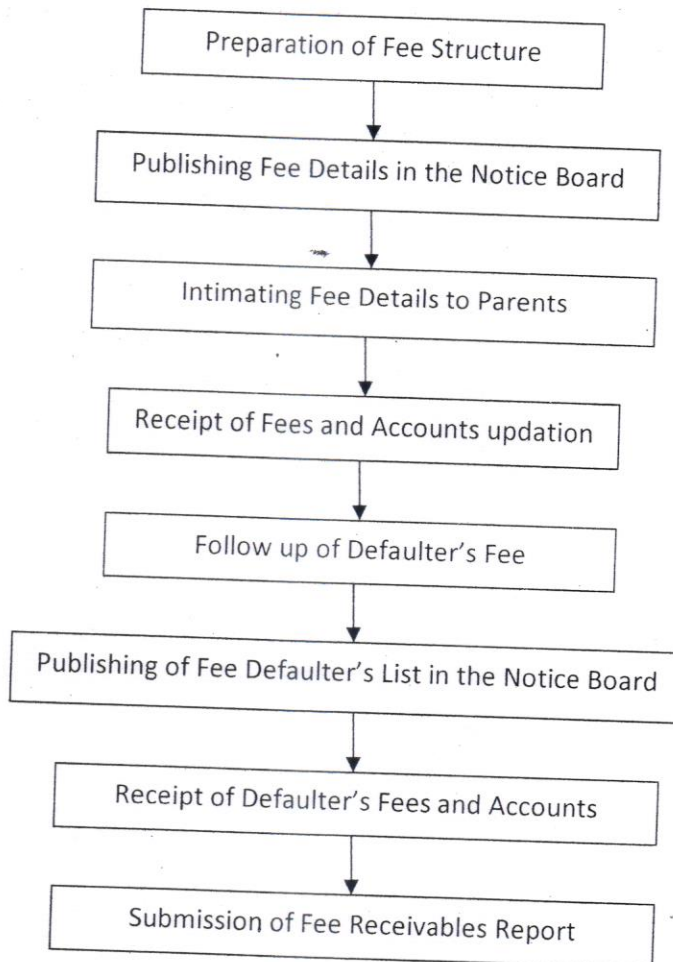
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**Objective:**

- To elaborate the process for Fee Collection

**Procedure:**



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<b>Prepared By</b>	<b>Recommended By</b>	<b>Approved By</b>
Mr. Jackson James Accounts Manager	Mr. Franco Joseph Chief Financial Officer	Fr. Francis Kurissery CMI Director

**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN - 01

**SOP - Fee Collection**

Rev. No.

02

Rev. Date

01/01/2019

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**Activity & Responsibility:**

S No.	Activities	Responsibility	Target dates / days
1.	Preparation of Fees Structure for B.Sc. / M.Sc.	▪ Principal	30 days before admission
2.	Publishing Fee Details in the Notice Board	▪ Accounts Manager	3 weeks before due date
3.	Intimating Fees Details to the Parents through message	▪ Class Teacher	3 weeks before due date
4.	Receipt of Fees and Accounts updation	▪ Accounts Manager ▪ Accounts Assistant	Within due date
5.	Follow up for Defaulter's Fees through message	▪ Accounts Manager	Within 3 days from due date
6.	Publishing Fee Defaulters list in the Notice Board	▪ Principal	4 <sup>th</sup> day from due date
7.	Receipt of Defaulter's Fees and Accounts updation	▪ Accounts Manager ▪ Accounts Assistant	Within due date
8.	Submission of Fee Receivables Report to the Director and Principal	▪ Accounts Manager	1 <sup>st</sup> and 15 <sup>th</sup> of every month

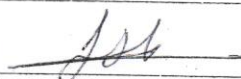

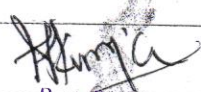
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Prepared By	Recommended By	Approved By
Mr. Jackson James Accounts Manager	Mr. Franco Joseph Chief Financial Officer	Fr. Francis Kurissery CMI Director





**AMALA COLLEGE OF NURSING**  
AMALA NAGAR, THRISSUR

Document Name:	STANDARD OPERATING PROCEDURE (SOP)	
Subject:	PAYMENT OF EXPENSES	
Document No.	ACN / SOP / FIN - 02	
Revision No.	02	
No. of Pages	3	
Revision Date	01/01/2019	
Prepared By:	Name	Mr. Jackson James
	Designation	Accounts Manager
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Recommended By:	Name	Mr. Franco Joseph
	Designation	Chief Financial Officer
	Signature	
Approved By:	Name	Fr. Francis Kurissery CMI
	Designation	Director
	Signature	

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**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN – 02

**SOP – Payment of Expenses**

Rev. No.

02

Rev. Date

01/01/2019

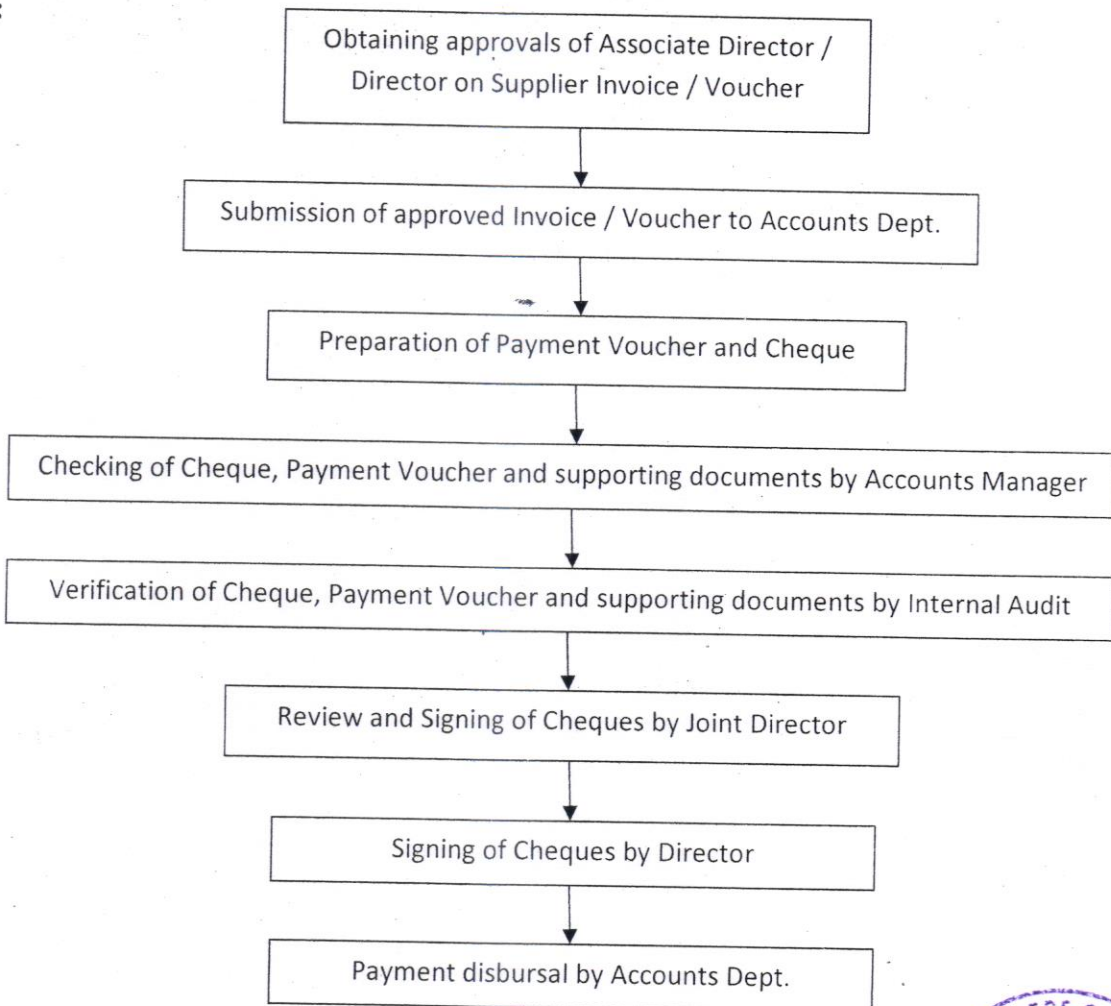
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**Objective:**

- To elaborate the process for Payment of Expenses

**Procedure:**



*Agm*  
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**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN – 02

**SOP – Payment of Expenses**

Rev. No.

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**Activity & Responsibility:**

S No.	Activities	Responsibility	Target dates / days
1.	Preparation of Payment Voucher and Cheque	▪ Accounts Assistant	7 days before due date
2.	Checking of Cheque, Payment Voucher and supporting documents	▪ Accounts Manager	Within 1 day of receipt from Accounts Assistant
3.	Verification of Cheque, Payment Voucher and supporting documents	▪ Internal Audit Staff	Within 1 day of receipt from Accounts Manager
4.	Review and Signing of Cheques	▪ Joint Director ▪ Director	Within 1 day of receipt from Internal Audit
5.	Payment Disbursal	▪ Accounts Assistant	On due date



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