



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING

AQAR (2022-2023)



CRITERION 6 – Governance, Leadership and Management

Key Indicator 6.4– Financial Management and Resource

Mobilization

**Metric No. 6.4.1 Institutional strategies for mobilization of funds
and the optimal utilization of resources**

SUBMITTED TO

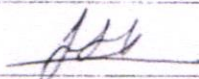

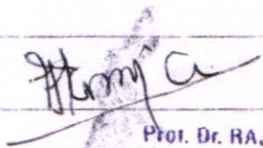


National Assessment and Accreditation Council

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
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**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN - 01

SOP – Fee Collection

Rev. No.

02

Rev. Date

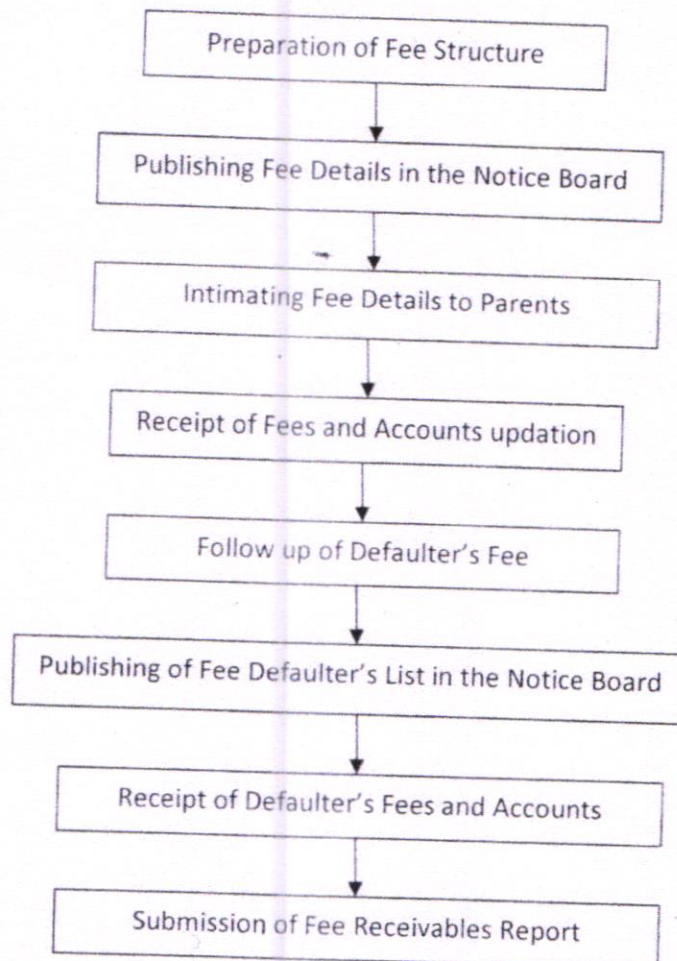
01/01/2019

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Objective:

- To elaborate the process for Fee Collection

Procedure:Prof. Dr. RAJEE REGHUNATH
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Approved By

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Accounts Manager

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**AMALA COLLEGE OF NURSING**

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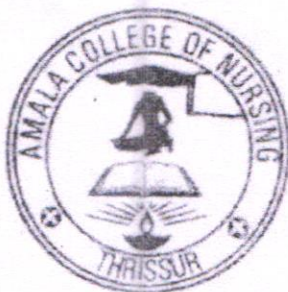
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Activity & Responsibility:

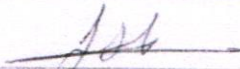

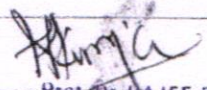
S No.	Activities	Responsibility	Target dates / days
1.	Preparation of Fees Structure for B.Sc. / M.Sc.	▪ Principal	30 days before admission
2.	Publishing Fee Details in the Notice Board	▪ Accounts Manager	3 weeks before due date
3.	Intimating Fees Details to the Parents through message	▪ Class Teacher	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 th 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 st and 15 th 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
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**AMALA COLLEGE OF NURSING**

Doc. No.

ACN / SOP / FIN - 02

SOP – Payment of Expenses

Rev. No.

02

Rev. Date

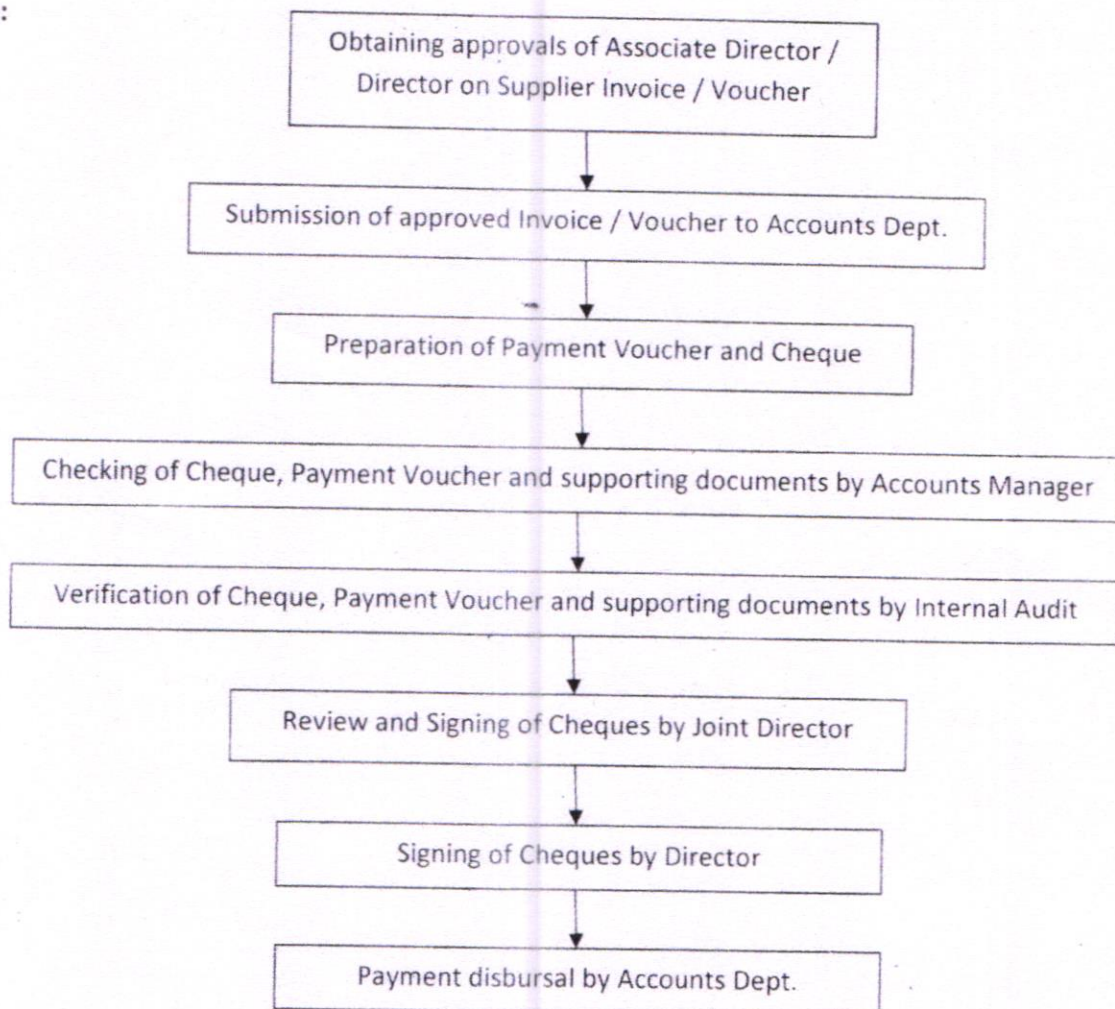
01/01/2019

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Page 2 of 3

Objective:

- To elaborate the process for Payment of Expenses

Procedure:

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AMALA COLLEGE OF NURSING

Doc. No.

ACN / SOP / FIN – 02

SOP – Payment of Expenses

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02

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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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