

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR FEE COLLECTION		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/08
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1

Objective: To elaborate the procedure for fees collection.

Responsibility:

- Accounts Office
- HoD
- Principal

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of fees structure for the academic year for the respective years of course of study	Managing Trustee, MITS Group	By 25th May for odd sem & by 25th November for even sem.
2.	Intimating fees details through Notice from the Office of Principal	Principal	On 1 st June for odd & On 1st December for even sem.
3.	Preparing the details of the fees paid in the current semester by accounts and sharing for follow up.	Accounts	On 1 st July for Odd Sem & 1 st January for Even Sem.
4.	Follow up for the fees payment	HOD & Mentor	2 nd week of July / January
5.	Submission of fees collection report to the principal	Accounts	30 th July / 30 th January
6.	Follow up with the students to pay fees with late fine	HOD & Mentor	30 th September / 30 th March for fees payment.
7.	Submission of fees collection report to the principal	Accounts	30 th November / 30 th May

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL