

**Standard Operating Procedure in  
Student Affair (Boards)**

Sr.No	Activity	Timelines
1	Student Council consists the President, General Secretaries and Representative of all boards. Each board have its own nominated Faculty In-charge who guides the students in all matters of the board. All Faculty In-charges of different boards have direct reporting the Dean (SA). These boards are BOST, BOLA, BOCA, BOSA, BOHA, BOAA and BOIRAA. There are many clubs under different boards.	
	Direct application / Email: Student representative of concerned club sent proposal (Manually or Email) to Student Affairs Section through the Student General Secretary of concerned Board. Student Affair Section processes the application, got recommendation of faculty in-charge of the concerned board and then got it approved from Associate Dean / Competent Authority.	Two to Three working days.
	Duly approved application / Email: Student representative of concerned club sends proposal (Manually or Email) to Student Affairs Section through the Student General Secretary of concerned board, duly recommended by Faculty In-charge of concerned board and approved / without approved by the Associate Dean (SA). Student Affair Section processes the application for formal approval (on noting / paper) from Associate Dean (SA) / Competent Authority.	Two to Three working days.
	Approval after activity: Sometimes, on the basis of verbal communication / approval, students organize the event(s) without prior approval from competent authority and submit the bills. Student Affairs Section processes the bills after getting the formal approval of Associate Dean (SA) / Competent Authority. This practice of the students may be restricted.	Two to Three working days.
	"After getting the approval from Competent Authority, following tasks are being done by the Student Affairs Section:	
	1. Concerned student Representative, General Secretary Faculty In-charge are being informed for the final status of the proposal / application.	Same working day
	2. Form for taking advance amount (if required) is processed in the name of Faculty In-charge of the concerned board.	Same working day
	3. After successful completion of the event, bills are processed for final settlement with the supporting documents.	3-5 working days.
2	4. Finally, all papers are placed in the concerned file and entire process of present event / activity is closed.	2-3 working days
	<b><u>HOSTEL AND MESS-FEE RECONCILIATION</u></b>	
	CARE TAKER RECEIVES THE FEE FROM STUDENTS AND PREPARE THE DETAILS OF THE SAME. CARE TAKER FORWARDS THE DETAILS ALONG WITH CHALLANS TO OFFICE ASSISTANT HOSTEL FOR VERIFICATION.	4-5 working days

	OFFICE ASSISTANT HOSTEL VERIFY THE FEE DETAILS AND FORWARD TO ACCOUNTS FOR RECONCILIATION	
	SR. ASSISTANT ACCOUNTS RECONCILE THE FEE DETAILS WITH BANK STATEMENT AND FORWARD TO AR(SA) FOR APPROVAL. IN CASE OF ANY DISCRIPANCIES, THE SAME IS FORWARDED TO OFFICE ASSISTANT FOR RECTIFICATION.	
	AR(SA) VERIFY THE SAME AND FORWARD TO AUDIT DEPARTMENT FOR AUDIT THE AMOUNT COLLECTED FROM STUDENTS.	
	AUDIT CHECKS THE DETAILS AND CHALLANS. IN CASE OF ANY DISCRIPANCIES, THE SAME FORWARD TO SA OFFICE FOR RECTIFICATION	
	AFTER AUDIT THE DETAIL GOES TO CHIEFWARDEN/WARDEN (SIGNATORY) FOR APPROVAL.	
	AFTER APPROVAL OF CHIEFWARDEN/WARDEN (SIGNATORY) IT GOES TO ASSOCIATE DEAN SA FOR FINAL APPROVAL	
	AFTER APPROVAL OF ASSOCIATE DEAN (SA), SR. ASSISTANT ACCOUNTS BOOKS THE AMOUNT IN CASHBOOK.	
3	<b><u>VOUCHER ENTRIES</u></b>	
3A) RECEIPT VOUCHERS:	HOSTEL CARETAKER/OFFICE ASSISTANT FORWARD THE RECEIPTS COLLECTED FROM STUDENTS/GUEST/OTHERS ALONG WITH NECESSARY APPROVALS/DOCUMENTS	4-5 working days
	SR. ASSISTANT (ACCOUNTS) CHECK THE DOCUMENTS AND RECEIPTS/CHALLAN AND ENTERS INTO CASHBOOK TO GENERATE THE RECEIPT VOUCHER AND FORWARD IT TO AR (SA) FOR APPROVAL	
	AR (SA) APPROVES THE VOUCHER. IN CASE OF ANY DISCRIPANCY RAISED BY THE AR (SA), THE SAME WILL BE FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
3B) MESS BILL PAYMENT VOUCHERS:	MESS VENDOR RAISES THE BILL AT THE END OF EACH MONTH AND FORWARDS TO CARE TAKER FOR CHECKING.	6-7 working days
	CARETAKER CHECK THE BILLS AND FORWARD TO STUDENTS FOR THEIR FEEDBACK. IN CASE OF ANY DISCRIPANCY, THE SAME IS COMMUNICATED TO VENDOR FOR RECTIFICATION OTHERWISE CARE TAKER FORWARDDS THE BILL ALONG WITH DETAIL TO OFFICE ASSISTANT(HOSTE)L FOR VERIFICATION.	
	OFFICE ASSISTANT HOSTEL VERIFY THE MESS BILL AND SUBMIT TO ACCOUNTS FOR PAYMENT	
	SR. ASSISTANT ACCOUNTS CHECK THE BILLS AND PROCESS THE PAYMENT VOUCHER AND FORWARD TO AR(SA). IN CASE OF ANY DISCRIPANCY, THE BILLS FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	AR(SA) VERIFY THE VOCUHER AND FORWARD TO AUDIT DEPARTMENT FOR AUDIT. IN CASE OF ANY DISCRIPANCY, THE BILLS FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	AFTER AUDIT DEPTT. CLEARS THE BILL, IT GOES TO CHIEFWARDEN/WARDEN (SIGNATORY) FOR APPROVAL.	
	AFTER APPROVAL OF CHIEFWARDEN/WARDEN (SIGNATORY) IT GOES TO ASSOCIATE DEAN SA FOR FINAL APPROVAL	

<b>3C) OTHER PAYMENT VOUCHERS:</b>	HOSTEL CARETAKER/OFFICE ASSISTANT FORWARDS THE BILLS ALONG WITH NECESSARY APPROVALS/DOCUMENTS	4-5 working days
	SR. ASSISTANT ACCOUNTS CHECK THE DOCUMENTS AND ENTERED INTO CASHBOOK TO GENERATE THE PAYMENT VOUCHER AND FORWARD IT TO AR (SA) FOR APPROVAL	
	AR (SA) APPROVES THE VOUCHER AND FORWARDS IT TO AUDIT DEPARTMENT FOR AUDIT. IN CASE OF ANY DISCRIPANCY RAISED BY THE AR (SA) THE SAME WILL BE FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	AUDIT DEPARTMENT CHECK THE VOCUHER AND FORWARD TO CHIEF WARDEN/WARDEN SINGATORY. IN CASE OF ANY DISCRIPANCY RAISED BY THE AUDIT, THE SAME WILL BE FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	AFTER AUDIT OF THE VOUCHER, IT IS FORWARDED TO THE CHIEF WARDEN/WARDEN (SINGATORY) FOR APPROVAL. IN CASE OF ANY DISCREPANCY RAISED BY THE AUDIT, THE SAME WILL BE FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	IF CHIEF WARDEN APPROVES THE VOUCHER, IT IS FORWARD TO ASSOCIATE DEAN (SA) FOR FINAL APPROVAL.	
<b>4</b>	<b><u>REFUND TO STUDENTS</u></b>	
	AFTER COMPLETION OF THE COURSE OR AT TIME OF VACATING THE HOSTEL, STUDENTS SUBMIT THE NO DUE FORM TO CARE TAKER. CARE TAKERS KEEP THE RECORDS OF THE MONTHLY MESS BILLS AND PREPARE THE STUDENT WISE MESS EXPENDITURES FOR WHOLE SEMESTER. AT THE END OF SEMESTER, CARETAKER FORWARD THE DETAILS ALONG WITH NO DUE FORMS TO OFFICE ASSISTANT HOSTEL.	6-7 working days
	OFFICE ASSISTANT HOSTEL VERIFIES THE DETAILS AND COMPILES THE SAME AND FORWARD TO SR. ASSISTANT ACCOUNTS FOR PROCESS THE REFUNDS	
	SR. ASSISTANT ACCOUNTS CHECK THE DETAIL AND FORWARDS TO AR(SA). IN CASE OF ANY DISCRIPANCY, THE BILLS ARE FORWARDED TO CONCERNED STAFF FOR RECTIFICATION S	
	AR(SA) VERIFY THE DETAILS AND FORWARD TO AUDIT DEPARTMENT FOR AUDIT. IN CASE OF ANY DISCRIPANCY, IT IS FORWARD TO CONCERNED STAFF FOR RECTIFICATION	
	AFTER AUDIT THE BILL, IT GOES TO CHIEFWARDEN/WARDEN (SIGNATORY) FOR APPROVAL.	
	AFTER APPROVAL OF CHIEFWARDEN/WARDEN (SIGNATORY) IT GOES TO ASSOCIATE DEAN SA FOR FINAL APPROVAL	
	AFTER APPROVAL OF ASSOCIATE DEAN SA, SR. ASSISTANT ACCOUNTS PROCESS THE PAYMENT VOUCHER.	
<b>5</b>	<b><u>Hostel Accommodation for 1-3 days</u></b>	
	Guest Approaches the Care Taker	1-2 working days

	<p>Care Taker checks the Availability of the Room</p> <p>If room is available, Care Taker gives the Form to Guest</p> <p>After taking form and filling it Guest Submits the same to Care Taker</p> <p>After Getting Approval from Warden, Charges are collected from the Guest and Deposited in Bank</p>	
6	<b><u>HOSTEL ALLOTMENT</u></b>	2-3 working days
	<b>HMC DECIDES THE ALLOTMENT OF HOSTEL</b>	
	<b>INFORMATION IS SHARED WITH STUDENTS ABOUT VENUE AND DATE OF ALLOTMENT</b>	
	<b>ALLOTMENT IS DONE THROUGH DRAW OF LOTS</b>	
	<b>STUDENT IS GIVEN 10 DAYS TIME TO DEPOSIT THE FEE.</b>	
	<b>IF STUDENT DOESN'T DEPOSITS FEE WITHIN 10 DAYS, HE/SHE IS FINED</b>	