

IGNITRON -2015

NAME : COLLECTION OF STUDENT FEES

AIM : To facilitate the user to maintain the various fees collected from the students each year and submit report to the appropriate authority as per the requirement.

PROCEDURE: When a student wants to deposit any fees , a **Challan** (#1) is issued in triplicate (one for Bank one for college and one for the student) and he has to fill it up and obtain a **Number** from the counter and then he has to deposit the same in the Bank. For this purpose, a **Challan Control register** is maintained. The student copy is issued to the students immediately when he deposits it in the Bank and on the next day the college copy of the challan is collected from the Bank. After the college copy is collected from the bank, a head wise Daily **Collection Register** (#3) is maintained.

Notes : 1. Challan is available in printed format. The challan format is given below. The student is allowed to deposit the amount many times.

FORMAT -1 (#1)

UNION BANK OF INDIA MARKAT NAGAR, ABIT BRANCH,CUTTACK DIRECTOR, ABIT, CUTTACK A/C NUMBER:302001012011002		
No.....		Date.....
Name of the Student		
Registration No..... BranchSem.....		
1	College Fee	Rs.
2	Sem. Registration Fee	Rs.
3	Hostel Seat Rent	Rs.
4	Hostel Mess	Rs.
5	Hostel Caution Money	Rs.
6	Back Paper Registration, Sem...	Rs.
7	Rechecking Fee Sem...	Rs.
8	Late Fee	Rs.
9	Fine	Rs.
10	Medical Board	Rs.
11	Duplicate Admit/Identity card	Rs.
12	Others (Please Specify)	Rs.

FORMAT -2 (#3)

DAILY COLLECTION REGISTER

Heads *: college fee, Regn. Fee, Seat Rent, Messing, Caution Money, Back Paper, Rechecking Fee, Certificate fee, Medical Board, Late fees, Fine, Duplicate I/card, Others, Refund.

Date	Ch. No	Regn. No	Name of the student	Various Heads given above*	remarks
					• Check box

- On receipt of the challan from the Bank on that date the user will click in the check box then the amount paid will be credited in that particular students account in appropriate head as specified.

FORMAT -3

1.Registration No 2.Name of the student 3. Address 4. Tel. No

REPORTS :

1. Daily Collection Register : As per given format 2
2. Student Details : As per given format 3
3. Student wise Payment Status : As given below

Name of the Student.....

Registration NoBranch.....

COLLEGE FEES	Amount Due	Amount paid	Challan No	Date of Payment	Balance Due		Remarks
					Dr (outstanding)	Cr (excess)	
1 st year							
2 nd Year							
3 rd Year							
4 th Year							

HOSTEL FEES	Amount Due	Amount paid	Challan No	Date of Payment	Balance Due		Remarks
					Dr (outstanding)	Cr (excess)	
1 st year							
2 nd Year							
3 rd Year							
4 th Year							

In this report only the college fees details is mandatory. Incase the student is residing in the hostel then only this detail of that particular student will be reported otherwise it is not required.