

Standard Operating Procedure for store deductions.

PART – A

(Bulk-orders that are mandatory for everyone – Books and stationaries, uniform, exam fee, board registration fees, weekly laundry, saloon, phone calls, medical bills, penalties, Annual/Graduation Day, special contribution, course fee for additional training like Robotics & Olympiads, ERP charges, online content etc.)

1. Issuing authority shall seek email approval of bulk issue of items from the Dean.
2. Once approved by the Dean, the wardens shall intimate the same to the parent/guardian through bulk SMS/email or telephone.
3. Warden/class teachers to make the abstract and obtain student signature.
4. Warden/class teacher to submit the signed copy of the abstract to the store manager.
5. Store manager distributes materials (physical materials) through wardens. And the same is updated in the store accounts, ERP, Student store fee, store stock manual and ERP.
6. Student/parent shall acknowledge the receipt of the material on ERP or through bill at the office.
7. In case an item is out of stock- follow procurement SOP, update the student requisition on ERP as pending to be delivered. Once the stock arrives store assistant to inform the warden for the needful.

Sl. No	Items	Issuing Authority
1.	Books during admission	Store assistant
2.	Books requested during academic session	Warden (receive request letter from students)
3.	Stationaries during admission	Store assistant
4.	Stationaries during academic session	Warden (receive request letter from students)
5.	Uniform during admission	Store assistant
6.	Uniform/sports attire/ shoes and any other fabric during academic session.	Warden (receive request letter from students)
7.	Exam fee	Liaison Officer
8.	Registration fee	Exam officer
9.	Competitive examination fees	Exam officer

10.	Weekly laundry	Warden
11.	Saloon	Warden
12.	Phone calls	Warden
13.	Weekly medical bills	Resident Nurse
14.	Penalties	Warden (receive apology letter from student)
15.	Annual Day Fee	Class teacher
16.	Graduation Day Fee	Class teacher
17.	Special contribution	Class teacher
18.	Course fee for additional training (Robotics & Olympiads)	Class teacher
19.	ERP charges	ERP Manager
20.	Charges for the online & Tab content	ERP Manager
21.	Trip/Outdoor participation expenses	Trip In-charge

PART – B

(Consumables like – Toiletries, personal hygiene and health products, cakes, chocolates, pocket money, photocopy of question papers and notes/study materials, bedding requirements, reservation of tickets – bus/cab/train/flight)

1. Student shall write a requisition letter to the warden.
2. Warden shall inform the parent through ERP/email/telephone/SMS/Whatsapp. Remark the status of approval by the parent on the letter.
3. Student shall submit the approved copy of the letter by warden to the Principal for approval.
4. The approved letter shall be presented at the store to the store assistant.
5. The store assistant shall issue/procure (through procurement officer).
6. Update ERP, store account, student store fee account, store stock etc. and issue receipt.
7. Parent receives a notification on ERP.