

KNEC/PO/2024-2025/08

Date: 13.12.2024

OFFICE ORDER

In light of the transition of Kingston Engineering College (KNEC) into an autonomous institution, it is imperative to establish effective financial management. To support this process **Mr. S. Anbazhagan, Accounts Manager** is hereby designated as the **Finance Officer**, with immediate effect.

Roles and Responsibilities:

- Develop and oversee the institution's financial plans, budget allocations, and expenditure control to ensure financial stability.
- Ensuring strict adherence to statutory financial regulations, institutional policies, and compliance requirements.
- Supervising financial audits, accounting procedures, and the preparation of financial reports to maintain transparency and accountability.
- Managing institutional funds, grants, and other financial resources effectively to support the institution's operations and growth.
- Monitor and evaluate financial transactions to ensure cost-effectiveness and prevent unnecessary expenses.
- Identify and implement strategies for revenue generation, cost optimization, and long-term financial sustainability.
- Work closely with administrative and academic departments to streamline financial processes and ensure effective fund utilization.
- Ensure proper financial evaluation of procurement processes, vendor contracts, and purchases in compliance with financial regulations.
- Providing financial guidance to management, including risk assessment, policy formulation, and the implementation of best financial practices to enhance financial stability.
- Oversee salary disbursement, employee benefits, and tax compliance related to payroll processing.



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Implementation and Compliance:

All faculty members, administrative staff, and relevant departments are instructed to provide their full support to the Finance Officer in facilitating smooth financial operations and ensuring adherence to institutional policies and regulatory requirements.

[Handwritten signature]

Principal

PRINCIPAL

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