

Office of the Principal

Ref No.: CKCET/COE/2024-2025/27

Date: 23.12.2024

OFFICE ORDER

In view of the transition of CK College of Engineering & Technology into an autonomous institution and to ensure effective financial management, the following faculty member is hereby appointed as the Finance Officer with immediate effect:

DESIGNATION	NAME
Finance Officer	Mrs K Thangaeswari Assistant Manager – Finance C.K. College of Engineering & Technology Cuddalore

Roles and Responsibilities:

The **Finance Officer** shall be responsible for:

- Overseeing and managing the financial resources of the institution in compliance with regulatory requirements and institutional policies.
- Preparing and monitoring annual budgets, financial statements, and expenditure reports.
- Ensuring efficient allocation and utilization of financial resources to support academic and infrastructural development.
- Implementing financial controls and auditing mechanisms to ensure transparency and accountability.
- Liaising with funding agencies, government bodies, and other stakeholders for financial planning and reporting.

- Supervising payroll, procurement, and other financial transactions in accordance with institutional guidelines.
- Advising the management on financial strategies, investment planning, and cost optimization measures.

Implementation and Compliance:

All faculty members, administrative staff, and relevant departments are directed to extend their full cooperation to the Finance Officer in ensuring efficient financial operations and compliance with institutional policies.



Principal

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