



AVS ENGINEERING COLLEGE



Military Road, Ammapet, Salem - 636 003.

(Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai |
Recognized Under 2(f) of UGC Act 1956 | Accredited by NAAC with 'A' Grade)

Office of the Principal

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

Date: 23.12.2024

OFFICE ORDER

In view of the transition of AVS Engineering College 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	Mr V.K Samuvel Administrative Officer – Finance AVS Engineering College Salem.

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.



AVS ENGINEERING COLLEGE



Military Road, Ammapet, Salem - 636 003.

(Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai |
Recognized Under 2(f) of UGC Act 1956 | Accredited by NAAC with 'A' Grade)

- 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

- Copy to: 1. HoD's – I Year/CIVIL/CSE/ECE/EEE/MECH/ AI&DS /BME/IT/R&A/MBA/MCA
2. AO/Manager-Accounts/T&P/Exam cell
 3. Principal file
 4. The Executive director/Executive secretary for kind information...
 5. IQAC