



ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Arifa Knowledge Village

Esanoor, Keelaiyur Post, Thirukkuvai Taluk, Nagapattinam District-611103



AIT/Office /Order / 2024 -2025/04

DATE: 23.07.2024

OFFICE ORDER

In view of Arifa Institute of Technology to ensure effective financial management, the following faculty member is hereby appointed as the Finance Officer with immediate effect:

DESIGNATION	NAME
Finance Officer	Mr J. Vignesh varun B.Com.,MBA., Assistant Manager – Finance ARIFA Institute of Technology, Nagapattinam.

Email ID : fo@aitech.org.in

Mobile number : 9159129676

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 ability


Principal 23/07/24

- Copy to:
1. The Chairman
 2. All HoDs / Noticeboards
 3. IQAC