



**RAMAIAH**

**B S RAMAPRASAD**  
Chief Executive  
Gokula Education  
Foundation

M S Ramaiah Nagar,  
MSRIT Post,  
Bangalore 560 054  
www.ramaiah-india.org

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### Office Order

The duties & responsibilities of the Accounts & Administration Manager as mentioned below:

- a) Exercise general supervision over the funds of the college, and shall advise the management on financial regards;
- b) Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the college;
- c) Ensure that the limits fixed by the Management for recurring and non recurring Expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
- d) Keep watch on the state of the cash and bank balance and of investments;
- e) Keep watch on the progress of collection of revenue and advise the management on the methods to be employed for collection;
- f) Have the account of the audited regularly;
- g) Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials in all offices, conducted colleges, workshops and stores of the College is conducted regularly;
- h) Propose to the management that explanation be called for unauthorized expenditure or other financial irregularities from any academic member of the College;
- i) Propose to the competent authority that explanation be called from any non-academic member for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
- j) Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the management or are prescribed by the Ordinances
- k) To provide necessary data and attend the Finance Committee meetings of the institute as a member.
- l) To prepare the minutes of the meeting of the Finance Committee and committees appointed by Finance Committee.
- m) To ensure that all Annual reports, Statement of Accounts, and Audit reports are being kept ready from time to time for Management and Statutory inspections.

To  
The Manager, Accounts & Administration,  
RCASC

  
Chief executive

**CHIEF EXECUTIVE**  
GOKULA EDUCATION FOUNDATION  
(ENGINEERING & GENERAL SCIENCES)  
BANGALORE - 560 054