

SWATHI COLLEGE OF PHARMACY



(Approved by P.C.I., New Delhi, Govt. of A.P., Affiliated to J.N.T.U.A, Anantapur)
Accredited with Grade "A" by NAAC & An ISO 9001:2015 Certified Institution
KANUPURU BIT – I, VENKATACHALAM (P&M), SPSR NELLORE DISTRICT, ANDHRA PRADESH, INDIA – 524 320
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Ref No.: SCPN/FO/2025-2026/01

Date: 01.08.2025

OFFICE ORDER

In view of the submission of application for the transition of Swathi College of Pharmacy 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 (FO)	Mr K. Nagaraju, Swathi College of Pharmacy, Venkatachalam, SPSR Nellore – 524 320. Email: kanchinagaraju@swathicolleges.ac.in

Roles and Responsibilities:

The **Finance Officer (FO)** 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.

Copy to:

1. HoD's
2. AO / FO / T&P / Exam cell
3. Principal file
4. IQAC


DIRECTOR
Dr. M. GOBINATH, M. Pharm., Ph.D., FIC
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