

Academic Year 2025-26

## FINANCE OFFICER

**Name** : Prof. Rajkamal

**Designation** : Assistant Professor

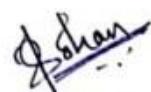
**Contact** : +91-8218520953

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**Key Responsibility**

- A) Develop, monitor, and control the college's annual budget, including allocations for academic programs, operations, and capital expenditures.
- B) Prepare accurate financial statements, audits, and reports for internal stakeholders, regulatory bodies (e.g., government agencies, accrediting organizations), and donors.
- C) Manage income streams such as student fees, scholarships, endowments, and fundraising. Track and optimize expenses, including payroll, utilities, and procurement, while identifying cost-saving opportunities.
- D) Handle cash reserves, investments, and debt management. This includes negotiating loans, managing endowments, and ensuring liquidity for day-to-day operations and emergencies.
- E) Implement financial policies to mitigate risks like fraud or mismanagement. Conduct regular audits, oversee insurance, and establish controls for financial transactions to protect assets.
- F) Work with department heads, faculty, and administrators to align financial strategies with institutional goals, such as funding new MBA programs or research initiatives. Provide financial advice on decisions like tuition hikes or partnerships.



**PRINCIPAL**  
ORANGE CITY INSTITUTE OF MANAGEMENT  
NAGPUR - 441108



Jai Durga Bahu-Uddeshiya Jankalyan Sanstha's

# ORANGE CITY INSTITUTE OF MANAGEMENT

Formerly Known as : **GREEN HEAVEN INSTITUTE OF MANAGEMENT & RESEARCH.**

Affiliated to R.T.M. Nagpur University & Approved by AICTE, DTE Govt. of Maharashtra

