

Event Name: Capacity building program for administrative staff on finance management and documentation

Date: 01.02.2025

Organized by: Internal Quality Assurance Cell (IQAC)

Academic Year: 2024-2025

Report:

Internal Quality Assurance Cell (IQAC) organized a **Capacity Building Program for Administrative Staff** focused on **Finance Management and Documentation** to enhance the financial and administrative efficiency within the institution. The session was conducted by **Mr. Francis**, an experienced Accountant from **CMC, Vellore**, who served as the resource person for the event. The program aimed to provide administrative staff with a deeper understanding of financial processes, budgeting, and effective record-keeping practices. Mr. Francis walked the participants through essential aspects of finance management, including financial planning, documentation procedures, and audit practices, highlighting the importance of transparency and accuracy in managing institutional funds. The session also emphasized the significance of maintaining systematic and organized financial records, not only for compliance but also for facilitating smooth audits and financial reviews. Practical examples and case studies were shared to illustrate real-world applications of these concepts, making the learning experience highly relevant and actionable.

The training was well-received by the participants, who expressed appreciation for the practical knowledge gained, which will enhance their ability to support the institution's financial health and administrative functions.