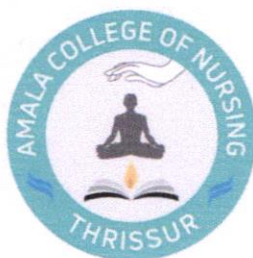




**Amala**  
COLLEGE OF NURSING  
ACCREDITED BY NAAC WITH A GRADE

# AMALA COLLEGE OF NURSING AQAR (2023-2024)



**CRITERION 6– Governance, Leadership and Management**

**Key Indicator 6.4–Financial Management and Resource**

**Mobilization**

**Metric No. 6.4.1 Institutional strategies for mobilization of funds and  
the optimal utilization of resources**


**SUBMITTED TO**



**National Assessment and Accreditation Council**

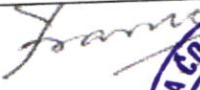

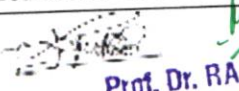
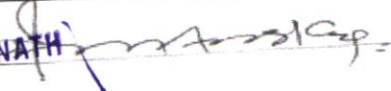
# **FINANCE DEPARTMENT MANUAL**

**2023 – 2024**

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#### 4.0.COMPETENCY MATRIX:

Sl. No.	Name of the staff	Designation	Educational Qualification	Experience in Amala	External Experience
1.	Franco Joseph	Chief Financial Officer	B.Com, C.A.	8 years, 8 months	18 years, 1 month
2.	Asha Thomas	Tax Consultant	M.Com, C.A.	4 year, 3 months	4 years, 4 months
3.	Vincy P.V.	Assistant Accounts Manager (General Hospital)	B.Com C.A. Inter	5 years, 2 months	3 year, 3 months
4.	Viswanathan C.G.	Accounts Executive (Cardiac & Scanning)	B.Com	11 years, 11 months	5 years, 3 months
5.	Suji V.J.	Cashier – Accounts	B.Com	19 years, 7 months	2 years, 1 month
6.	Libi C.P.	Accounts Assistant	B.Com	10 years, 1 month	-
7.	Aneesh P.R.	Accounts Assistant	B.Com	10 years	-
8.	Jini C.A.	Accounts Assistant	M.Com	8 years, 10 months	-
9.	Sabitha V.K.	Accounts Assistant	B.Com	10 years, 1 month	-
10.	Raneesh P.R.	Accounts Assistant	M.Com	7 years, 8 months	1 year, 11 months
11.	Aiswarya K.	Accounts Assistant	B.Com	7 years	-


Prepared By	Approved By	Issued By
Mr. Franco Joseph Chief Financial Officer	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
 	 <b>Prof. Dr. RAJEE REGHUNATH</b> PRINCIPAL AMALA COLLEGE OF NURSING AMALA NAGAR P.O., THRISSUR-680 555	

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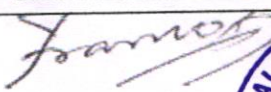
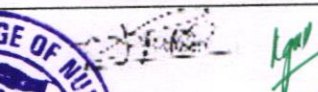
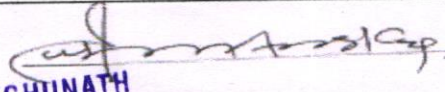
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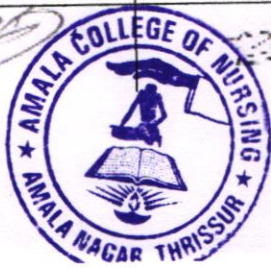




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12.	Viji Jose	Accounts Assistant Trainee	M.Com	6 months	3 years
13.	Aji Varghese P.	Assistant Internal Auditor	M.Com	6 years, 3 months	2 year, 9 months
14.	Pleneesh P.P.	Internal Audit Executive	M.Com	8 years, 3 months	3 years, 3 months
15.	Siny M.J.	Internal Audit Executive	B.Com, MBA	8 years 1 month	2 years, 7 months
16.	Amala Paul K.	Internal Audit Assistant	B.Com, MBA	6 years, 5 months	-
17.	Manvi K. Pavitrana	Sr. Internal Audit Executive	B.Com, C.A. Inter	1 year	3 years, 10 months
18.	Nithya S.	Statutory Compliance Assistant Trainee	B.Com	1 month	2 years, 1 month

Prepared By	Approved By	Issued By
Mr. Franco Joseph Chief Financial Officer	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
		



**Prof. Dr. RAJEE REGHUNATH**  
 PRINCIPAL  
 AMALA COLLEGE OF NURSING  
 AMALA NAGAR P.O., THRISSUR-680 555



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12	Yin Jose	Account Assistant Finance	M Com	6 months	3 years
13	A/ Varghese P	Assistant Internal Auditor	M Com	3 months	2 years
14	Priyanka P P	Internal Audit Executive	M Com	3 months	3 years
15	Sree M J	Internal Audit Executive	B Com MBA	1 month	3 years
16	Amala Rani F	Internal Audit Assistant	B Com MBA	2 months	3 years
17	Amala K	Sr. Internal Audit Executive	B Com	1 year	3 years
18	Parvathi	Sr. Internal Audit Executive	B Com	1 month	3 years

Prepared by	Approved by	Issued by
Mr. T. S. S. S. S.	Dr. T. S. S. S. S.	Dr. T. S. S. S. S.
Chief Financial Officer	Accountant General	Director

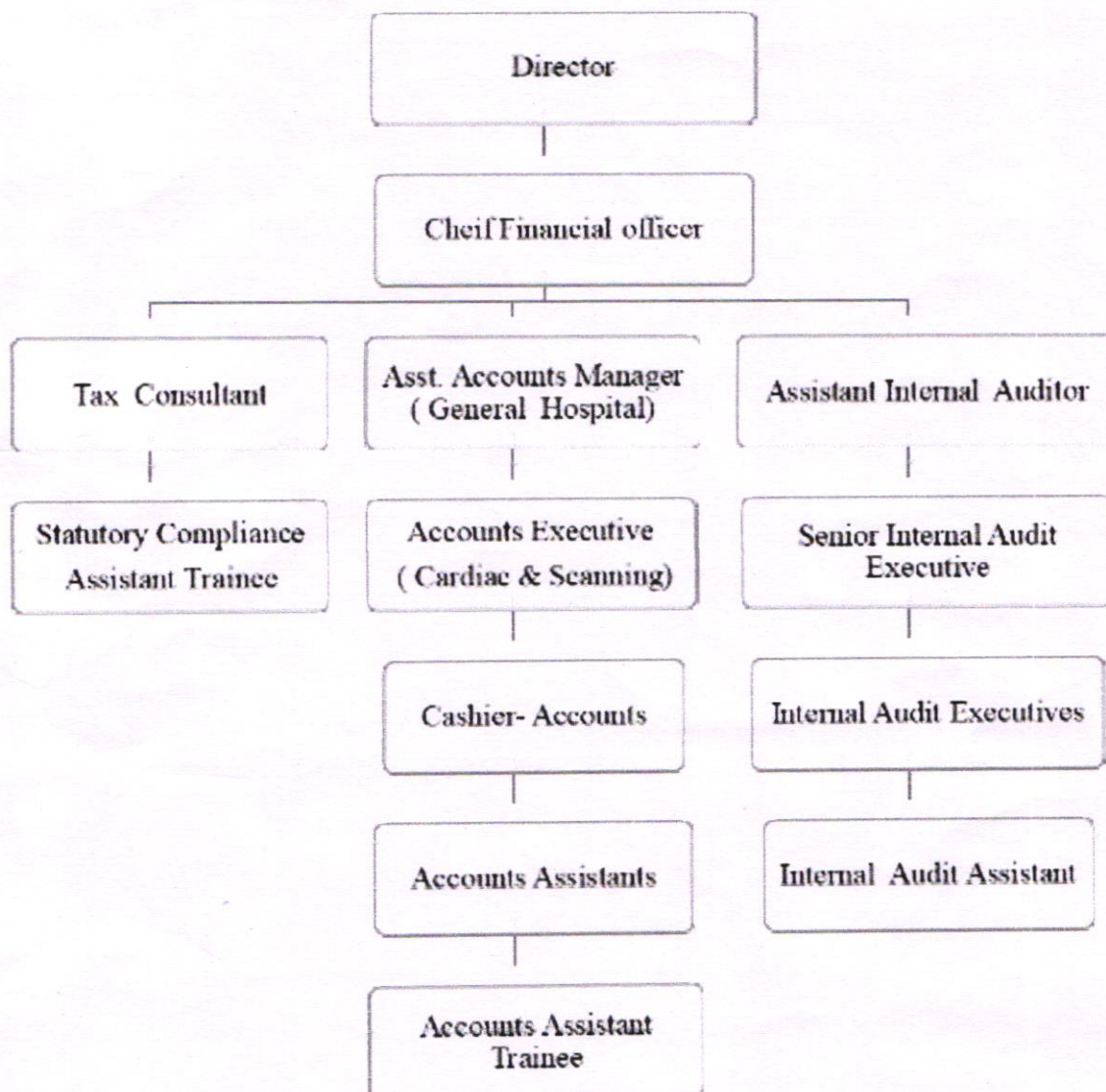


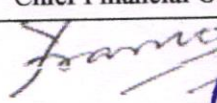

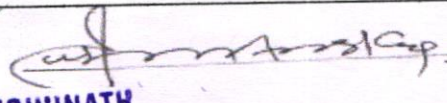
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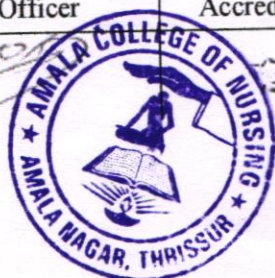


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### 3.0.DEPARTMENTAL HIERARCHY



Prepared By	Approved By	Issued By
Mr. Franco Joseph Chief Financial Officer	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
		



**Prof. Dr. RAJEE REGHUNATH**  
 PRINCIPAL  
 AMALA COLLEGE OF NURSING  
 AMALA NAGAR P.O., THRISSUR-680 030



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# FINANCE DEPARTMENT

## 3.0 DEPARTMENTAL HIERARCHY

Director

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Joint Secretary

Prepared By	Approved By	Issued By
Mr. Prince Joseph Chief Financial Officer	Dr. Prince Joseph Joint Secretary	Dr. Prince Joseph Joint Secretary

AMALA COLLEGE OF MANAGEMENT  
AMALA NAGAR RO, THIRUVANANTHAPURAM  
686 015

