

Faculty Development Programme (FDP)

Accounts and Financial Management for Non-Teaching Staff and Officers

AIU-AADC, Berhampur University has organized its 6th Programme entitled, 'Advanced Training Programme on Accounts and Financial Management (for Non-teaching Staff and Officers)' during November 22-24, 2023 in collaboration with AIU, New Delhi to optimize the operational efficiency of non-teaching staff and officers. The programme was attended by 104 non-teaching employees. The inaugural program commenced on November 22, 2023, graced by the esteemed presence of Sri. Kunu Padhi, an accomplished OFS (SAG) officer and Joint Commissioner at CT&GST (Enforcement and Policy), Baniyakar Bhavan, Cuttack. The Hon'ble Vice-Chancellor Prof Geetanjali Dash formally inaugurated the event. She assumed the role of Chief Patron, with the Registrar as the Patron of the Programme, and the Comptroller of Finance from Berhampur University as another distinguished patron of the programme. Sri Padhi, being the Chief Guest, brought his wealth of experience to the occasion, marking the beginning of this insightful training initiative.

The first session of the first day (22.11.2023) was taken by Sri. Kunu Padhi, a seasoned Senior Officer of the Odisha Finance Service, with an extensive background in various portfolios within the Government of Odisha. Sri. Padhi provided invaluable insights into the Procurement Policy of Goods and Services through OGFR, as well as the intricacies of GST TDS and IT TDS. With his vast experience, Sri. Padhi adeptly clarified the doubts raised by the participants, ensuring a comprehensive understanding of these critical issues. His expertise shown through as he not only addressed the current concerns but also shared proactive measures to prevent potential audit challenges in the future. It was a session marked by clarity, practical advice, and the kind of guidance that comes from years of hands-on experience in the field.

In the enlightening second session of the first day of the training programme, Dr. Sharada Prasad Sahoo, Assistant Professor in the Department of Business Administration, took charge, guiding participants through the intricacies of the Orissa University Accounts Manual (OUAM). Often referred to as the "Financial Bible for the university," the OUAM serves as a guiding scripture for financial practices within our university. With a pedagogical finesse, Dr. Sahoo elucidated ten key areas of the OUAM, employing a language that was both accessible and insightful.

In the dynamic third session of first day training programme, Sri. Bhajaram Muni took the lead, bringing with him a wealth of experience as a retired Sub Treasury Officer from the

Government of Odisha. With over 30 years of expertise in audit, particularly in LFA (Local Fund Audit), Mr. Muni has audited university accounts for an impressive period of 20 years.

Drawing from his extensive experience with audit background, Sri. Muni illuminated key aspects during the session. He delved into the intricate process of dropping out audit paras, elucidated the objectives that underpin the audit, and offered valuable insights into the precautions necessary during audit team visits. The arrangement of documents, a critical facet of the audit process, was expounded upon through practical examples.

Participants found themselves not only engaged but thoroughly enjoyed the session, with illustrative examples. We extend our gratitude to Sri. Bhajaram Muni for his invaluable contribution to the training programme, providing participants with a comprehensive understanding of audit processes and enriching their learning experience.

The first session of the second day (23.11.2023) was taken by Mr. Sakti Ranjan Dash, Asst. Professor, Dept. of Commerce. He has highlighted the recording procedure, why it is required and its importance as well as preparation of cash book, types of cash book. Further, Mr Das explained nicely why there is a mismatch of cash book and passbook, what is the reason for mismatch and how to reconcile the cash book and pass book properly and preparation of financial statement at the year end. Finally the participants were enlightened on cash book management and preparation and analysis of financial statements etc.

The 2nd part of the training Programme was taken by Mr. Susil Pattnaik, a practicing Chartered Accountant, Berhampur. First of all he led emphasis on the procedures of deduction of tax at source both under the IT and GST Act. Berhampur University being an autonomous body procures goods and services from the different sources and agencies and also makes payment of salaries to its employees, and also works contract , hence the deduction of tax at source becomes vital. He explained the way to deduct taxes at source on the above tax. The participants gained knowledge the procedure of deduct of taxes under income Tax both salary and non-salary and GST Act.

The forenoon session of the third day (24.11.2023) was addressed by Mr. D. R. Rao Dora, the proprietor of Tirumula Infotech in Berhampur, conducted a highly engaging session on the practical applications of the Tally Package for record-keeping and maintaining university

accounts. The participants were provided hands-on training, and gained valuable insights into the versatile uses of the Tally Package. Mr. Rao's expertise illuminated the functionalities of Tally, offering participants a comprehensive understanding of its applications for the university financial management.

In the second segment of the third day, Dr. Biswajit Prasad Chhatoi, Assistant Professor, Department of Business Administration, shared his invaluable insights on the maintenance and withdrawal procedures of the National Pension System (NPS). Participants gained valuable knowledge under his guidance, enhancing their understanding of the intricacies involved in managing and withdrawing funds from the NPS. Dr. Chhatoi's expertise added significant value to this session, providing participants with practical and essential information on NPS management.

The Valedictory Session of the program was held on 24th November 2023 and was attended by several dignitaries. The event began with Dr. M. Swain, the Convener of the training programme, and the Nodal Officer, AAU-AADC, Berhampur University, welcoming the guests and addressing the gathering. Dr. Suman Kalyan Chaudhury, the program coordinator, briefly summarized the various sessions held during the program. Shri Sachidananda Nayak, OAS-(S), Registrar, Berhampur University Berhampur, addressed the gathering and highlighted the importance of such training programs in enhancing the skills of non-teaching staff members. The Chief Guest for the occasion, Mr. Jagannath Dash, Joint Commissioner of GST, Berhampur Range, Odisha, delivered the valedictory address. Mr. Dash emphasized the need for continuous learning and upskilling in today's fast-paced world. The event concluded with the sharing of experience by the participants during the training programme highlighting the skills they had acquired. Prof. Geetanjali Dash, the Hon'ble Vice Chancellor of Berhampur University, delivered her valedictory address to the participants and appreciated the efforts of the AADC and AIU in organizing such an useful training program. Participants were distributed their participation certificates. Dr. Saswat Sourav Mohapatra, AADC Assistant Coordinator, delivered the Vote of Thanks during the valedictory session.

