

The Management Development Programme on Finance & Accounts for Academic Administrators

From January 3 to January 5, 2014

They said it well: "Turnover is vanity... Profit is sanity... Cash is reality!"

Financial management is a crucial aspect of any booming organisation. Yet many organisations fail to identify and monitor the money flow from finishing a job to cash-in their bank account after all the bills are paid.

Don't let accounting cycles and financial statements intimidate you. Learn where the numbers come from, and how the statements relate to one another – and what it all means to your institution's prosperity.

Understand what the numbers mean to you and your institution and take control of your fund.

INTRODUCTION:

Xavier Institute of Management & Information Technology (XIMIT), Guwahati, since its inception, has been offering various development programmes (MDPs, FDPs, SDPs) for senior managers, engineers, scientists, researchers and professors. Over the years, XIMIT has developed a strong reputation for excellence in the professional and intellectual uplift of the employees of a number of organizations of national as well as international repute. Besides, as a new age Business School, XIMIT, under the aegis of Xavier's Foundation, is committed to attain excellence in management education with an objective to promote specialised education, research and training by incorporation of Indian ethos with a modernised version in the contemporary management era.

THE PROGRAMME:

The Management Development Programme (MDP) on Finance & Accounts for Academic Administrators (FAAA) of XIMIT aims at the professional upgradation of College and University Administrators, viz., Principals, prospective Principals, Deans, Directors, Registrars etc. besides the top Administrators in government departments. In this three-day training, the participants will receive a thorough grounding on the financial statements of any institution and that too from a "non finance" point of view. Explained in simple language, this programme will help the participants to gain a great insight into the accounts and finance aspects of an institution.

THE RATIONALE:

Today's Academic Administrators, e.g, the Principals of Colleges, need to juggle with lots of financial nitty-gritty like never before. Even if they do not have to manage budgets or finances themselves as part of their role, they still need to understand about the financials of the institution, their meanings, ramifications and the impact of their actions on the bottom line.

One of the biggest obstacles that hinder the growth of Heads of an organisation today is their inability to judge the financial strength of their strategic inputs. This handicap results from a lack of financial background. The ability to assimilate financial data is an invaluable asset in one's professional success. It helps the person identify and analyse business opportunities, assess financial risks and most importantly, evaluate his/her own ideas through a financial lens.

This programme will provide an understanding of the basic concepts of accounting and finance to persons from non-finance background. It gives an insight on how financial data is used in decision making, while understanding its implications. In addition, the ability to interpret financial information will help to understand resource acquisition and allocation, and communicate more effectively with other people in the organisation handling financial issues.

THE OBJECTIVES:

The interactive sessions will go a long way in solving the day-to-day issues related to finance and accounts and will create ease and confidence on the subject as well. The major focus of the FDP is on **upgrading the accountancy and financial management skills** of the academic administrators — especially those who have not had an opportunity to acquaint themselves with finance and accounts and the recent developments in those areas. It will also empower them to continually evolve themselves to apply the recent developments taking place in Finance and Accounts.

THE OUTCOME:

- Understand basic financial accounting terms and concepts
- Understand the financial statements - balance sheet, income statement, statement of cash flows - that firms use to describe their businesses
- Use the correct approach to construct the financial statements
- Use the correct approach for simple ratios that capture key elements of firm performance
- Interpret and utilise the financial reports or status in administrative decision making.
- Enhancement of knowledge in Project Planning – it's implementation and monitoring.
- Compliance of Tax including VAT.
- Minimising Audit difficulties.

KEY TOPICS:

This FAAA is a **classroom-based training programme** spread over **three days**. Following are some of the key topics of the training:

- Balance Sheets
- Cash Flow & Income Statements
- Financial ratios
- Tax, VAT & Audit related issues
- Budgeting & Forecasting
- New UGC Schemes
- Linkages with DHE
- Educational Planning and Administration
- Project Planning and Monitoring
- Reforms in Higher Education
- College Development Plan

INVESTMENT:

The Fee is **Rs 8,950/-** only per participant (inclusive of all taxes).

The fee includes the cost of three days of engagement of the training centre, course fee, course material, certification, trainers' remuneration, travel & hotel expenses of the trainers, tea, snacks & working lunch for participants and other incidental costs.

Early Birds' offers:

1. Participants registered on or before November 30, 2013 may pay **Rs. 6,950/-** only.
2. Participants registered on or before December 20, 2013 may pay **Rs. 7,950/-** only.

Mode of Payment:

Payments can be made by cash, cheque, draft, NEFT or RTGS. Cheque / draft should be in favour of XIMIT, payable at Guwahati. Payment can be made through Third Party Money Transfer/NEFT/RTGS into any of the following Accounts:

Account Details

Bank Name	HDFC Bank
Branch	Noonmanti, Guwahati – 20
IFSC	HDFC0000758
Account Name	XIMIT
Account No	07581450000112

OR

Bank Name	IDBI Bank
Branch	Panbazar, Guwahati
IFSC	IBKL0000115
Account Name	XIMIT
Account No	0115102000017639

OR

Bank Name	State Bank of India
Branch	South Guwahati, Guwahati – 7
IFSC	SBIN0001244
Account Name	Xaviers Foundation
Account No	10281989825

ACCOMMODATION AND BOARDING:

Participants can arrange their own Food & Lodging. XIMIT can also arrange accommodation for interested participants who will have to inform XIMIT at least 10 days prior to the event. In this case the expenditure will have to be borne by the participants.

VENUE:

The training would be conducted at the Wi-Fi enabled air conditioned **conference hall of XIMIT, Bamunimaidan, Guwahati.**

DURATION:

The training is a 3 full-day programme to be held on 3rd, 4th and 5th of January, 2014. The timing is from 9:30 am to 4:30 pm. with proper tea & lunch breaks.

CERTIFICATE:

A certificate will be awarded to each participant after successful completion of the MDP on FAAA.

PEDAGOGY:

The medium of instruction of the training would be English. The attendees are required to bring their own laptops. The programme has been designed with a double-pronged strategy to explore the latent resources among the participant Administrators. The **finance-based approach** would entail mapping of the different relevant topics on financial management. Focus would be on the development of the competency of the trainee participants. The activities would include **solving balance sheets** preferably orchestrated through **individual involvement**. Other educational methods such as **lectures, small group exercises, management games, and presentations** will also be integral parts of the sessions. **Computers and audio-visual aids** will complement these methods.

The other methodology will be based on **audio-visuals and presentations**. The educational value of the programme would call for a dedicated approach from the participants in terms of **individual preparation and group activity**.

WHO SHOULD PARTICIPATE:

The workshop is designed keeping in mind the administrators particularly the Principals of colleges who require extensive knowledge of Finance and Accountancy in their day-to-day official work. The programme is dovetailed to train even a novice on finance and accounts.

It would be more effective, if the Head of the Institution is accompanied by the Clerk(s) who mainly takes care of the finance & accounts of the institute.

Sponsorship:

Ordinarily, applicants should be sponsored by their institution / employers. However, under special circumstances, participants who are not sponsored by any institution may also join.