

Frequently Asked Questions –

Q. 1. From whom the attestation of documents should be done in the College?

Ans. Attestation of the documents should be done from following staff members –

- 1) Mrs. Sarika D. Patil - Administrative Officer
- 2) Mr. Vishwas L. Hase - Librarian

Q.2 On which name a DD or Cheque of payment to RIT should be drawn?

Ans. DD or Cheque should be drawn in favour of “**Director, Rajarambapu Institute of Technology**”

Q.3 To whom should I contact for Establishment (recruitment, appointment, service book, employee records, university work) related issues?

Ans.

Sr. No.	Name	Work	Contact No.
1	Mrs. Patil S. D.	Administration Head & Establishment Section Head	9823568122
2	Mr. Sardesai P. D.	Recruitment Process, Appointment Orders, Service Book, Employee Records. All legal matters.	8600600835
3	Mr. Mandavkar K. P	Approvals from AICTE & DTE for EOA, PIO quota, new proposals, Affiliation to Shivaji University, University Committee’s Report viz. Shikshan Shulka Samiti, University’s LIC, New proposals, Natural growth, Institute’s Ranking Survey Reports Etc. AICTE-CII, GHRDC, DQ-CSR.	8108733099
4	Mr. Pawar A. L.	Maintaining various types committee minutes of meetings, Various Reports/Variou Committees, & Recruitment drive related work,	8600600226
5	Mr. Patil R. A.	Experience/Relieving/ No objection/any other certificates,, Generate new Staff RFID & issued I Cards, Birthday gifts issued Records, Various Reports/Variou Committees, & Recruitment drive related work, Maintain Photo copy record of office camera, Maintain Personal files record.	9860585200
6	Mrs. Patil L. S.	Receptionist, Inward-Outward. Staff leave record, Attendance & Time Office Work	7757000567

Q.4 To whom should I contact for Accounts related issues?

Ans.

Sr. No.	Name	Work	Contact No.
1	Mr. B. T. Patil	Head Account Section	8600600200
2	Mr. A. A. Nilakhe	Cashier- UG,PG, Ph. D	9096846767
3	Mr. A. B. Dhaj	Cashier- MBA,BBA, Hostel, Diploma & Other Unit	8600600212
4	Mrs. S. A. Desai	JEET, ISTE,NSS & Bank Reconciliation	9665312311
5	Mrs. M. M. Patil	Salary, Income Tax, P.F.	9175019738
6	Ms. A. J. Doshi	F. D. & Fund Management	9657811464
7	Mr. A. I. Mulla	Budget, Net Banking, Bill Process, Finance Mgt.	9970700786
8	Mr. M. S. Patil	TDS, Community A/c, Alumni A/c	9403780066

Q.5 To whom should I contact for student related issues?

Ans.

Sr. No.	Name	Work	Contact No.
1	Mr. J. B. Patil	I/C Student Section	9970700721
2	Mr. A. B. Deshmukh	U.G., P.G. Fees, Expenditure Certificate	8600600220
3	Mr. Sagar B. Patil	All M.B.A. Work, PG & Ph.D. Work	8600600223
4	Mrs. A. S. Gurav	All types of Scholarship, Online Transcript	8600600231
5	Mrs. R. R. Jadhav	Shivaji University Work	8275277215
6	Mr. S. V. Kandgave	First Year U.G. P.G. Admission, Exam Forms, Student Attendance SMS, Eligibility	9921813095
7	Mr. B. S. Jadhav	T.C., Bonafide, Student Marks Verification, Student related certificates, Exam Forms	9922274433

8	Mr. S. R. Patil	All B.B.A. Work	8805370140
9	Mr. S.V.Kadam	All Diploma Work	9860927487
10	Mr. V. M. Jadhav		9763417166

Q.6 To whom should I contact for Hostel related issues?

Ans.

Sr. No.	Name	Contact No.
1	Dr. S. D. Yadav – Incharge, Hostel	9970700915
2	Mr. Ashok D. Patil – Jr. Clerk	9970700902

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