



Administrative Manual 2024-25

- ❖ Establishment Section
- ❖ Students Section
- ❖ Accounts Section

Director's Message



We at Rajaramabapu Institute of Technology (RIT) believe that employees and students of the Institute should know all the administrative policies, rules, regulations and procedures. To fulfill this objective, we are coming out with this Administrative Manual.

We hope that this Administrative Manual will clear all doubts and confusion about administrative procedures, rules and regulation. We know that there may be some scope of development in the activity. We will try to modify this manual as and when required.

Dr. P. V. Kadole
Director

Registrar's Message

I welcome you all into the world of Technical excellence in Kasegaon Education Society's Rajarambapu Institute of Technology – An Autonomous Institute, accredited by NAAC and NBA. It is located in Islampur, Sangli District, and 50 km away from Kolhapur and 200km away from Pune.



Here in RIT we believe that human relation approach of management has a potential to build a harmonious employer and employee. We have tried our best to make our employees feel the spirit of collective responsibility so that they can realize the concept of service to the students and feel at home, even if they are working in Office.

Administration is the backbone of Institute, which plays a vital role in its development with holistic approach. All the employees working in RIT should have awareness about the Institute's culture and nature of work through the rules and regulations.

Hence, it is our sincere effort to bring the various points in notice through this Administrative Manual related to faculty, staff, students, finance etc. In terms of ensuring quality assurance, the Administration is distinguished in various sections such as Establishment, Accounts and Students section.

RIT Establishment is handling the policies such as staff recruitment procedure, leave rules, service rules, faculty norms as prescribed by AICTE, guidelines for sponsoring faculty for higher studies (Ph.D.), Research and Development policies.

Student section has implemented the policies leading to the benefits of students – the soul of the college. It contains student related grievances, various certificates such as No Objection Certificate, Expenditure, Railway and ST Concession, Transference, No Dues, Migration, Transcript etc. It also contains the student services such as various scholarships given to the students, documentation and procedure for Foreign National Students for the extension of VISA, co-ordination with Embassy of their country etc.

Account section is implementing the policies related to budget preparation, budget utilization, processing of various bills, capital expenditure, purchase orders, staff training, online payments etc.

For smooth functioning of all these sections and to provide a valuable service to the students liaisoning is done with Shivaji University, Directorate of Technical Education (DTE), All India Council of Technical Education (AICTE), MSBTE, Social Welfare Office, Superintendent of Police Office etc.

To stay in the ranking competition, we need to participate and prove ourselves in various ranking surveys such as NIRF, AICTE CII, Career 360 degree, ATAL Ranking, India Today Ranking which helps to stand the Institute in a better position in the field of education. Once again, I welcome you to the Administration of RIT with an integrated approach.

Mrs. Sarika. D. Patil
Registrar

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Establishment Section

1.1 Contact For Staff related Issues / Grievances

S/N	Name of Section Member	Designation	Work Profile	Contact Details
1)	Mrs. Sarika Dushyant Patil	Registrar	Administrative Head & Establishment Section Head	9823568122
2)	Mr. Prakash Laxman Patil	Establishment Section Head	Overall Monitoring of Establishment Section Approvals from AICTE & DTE for EOA, PIO quota, new proposals, Affiliation to Shivaji University, University Committee's Report viz. Shikshan Shulk Samiti, University's LIC, New proposals, Natural growth, Institute's Ranking Survey Reports Etc. AICTE-CIL, GHRDC, DQ-CSR etc.	9860131384
3)	Mr. Sagar Pratap Pawar	Personal Assistant to Director	Asst. to Hon. Director, Inward-Outward, attending daily incoming & outgoing calls, fill employment data for employment office, sending Birthday wish on Email & distribute gifts, Billing of BSNL & Airtel bills	7745066999
4)	Mr. Prasad Digambar Sardesai	Senior Clerk	Recruitment Process, Appointment Orders, Service Book, Employee Records Etc.	8600600835
5)	Mr. Kapil Prabhakar Mandavkar	Administrative Assistant	Various Reports/Committees & recruitment drive related work, NAAC Work and other work	8108733099
6)	Mr. Amol Laxman Pawar	Junior Clerk	Various Reports/Committees & recruitment drive related work, Increment related work.	8600600226
7)	Mr. Ganesh B Jadhav	Junior Clerk	Experience/Relieving/No Objection & any other certificates Generate new staff Employment ID & RFID Cards issued Various Reports/Committees & recruitment drive related work Personal file documentation, staff, Birthday Records, Airtel Group Coordinator.	9890415108

1.2 STAFF RECRUITMENT PROCEDURE

REGULAR TEACHING FACULTY

1. Post sanction to be taken from Shivaji University, Kolhapur as per workload
2. Roster to be filled as per sanctioned post and get it approved from Shivaji University, Kolhapur. The roster required to be maintained as per Government directives for open and reserved categories post.
3. Draft advertisement copy with details (no. of posts sanctioned, posts filled, vacant posts, LMC & BC cell resolution for approval of draft advertisement) to be sent to Shivaji University, Kolhapur.
4. Advertisement to be given as per University approved advertisement in various Newspapers (Local and District level, State Level) and University Weekly News Paper, Journal National level)
5. To call applications from candidates as per advertisement within a month from the date of publications of Advertisement.
6. To call lists from various authorities for open and category candidates i.e. Local and district level Employment Exchange, B. C. Cell organization.
7. To call Selection Committee Panel from Shivaji University, Kolhapur. V. C.'s Nominee, V.C.'s ladies Nominee, V. C's & B.C. Nominee, Subject Experts, DTE, Nominee from DTE Mumbai. **(May be changed as per Autonomy Rule)**
8. To fix the date of interview as per the convenience of all members
9. To prepare scrutinized list of all eligible candidates from scrutiny committee.
10. To send call letters to eligible candidates by giving fifteen days' notice prior to the date of interview call letters-open ordinary post – **(Except Open category all letters should be sent through Register AD post).**
11. To send call letters to all selection committee members by giving minimum seven days notice prior to the date of interview.
12. To send staff selection committee report, (post wise & category wise, selection committee report, List of candidates called for interview, list of candidates attended interview, recommended candidate information with all necessary documents) with signatures of V. C.'s Nominee and V.C.'s B.C. Nominee's to Shivaji University, Kolhapur. **(May be changed as per Autonomy Rule)**
13. To send appointment orders to candidates as per the approval to staff selection committee report from Shivaji University, Kolhapur.
14. To send changes in staff forms of appointment and joined candidates along with their appointment order, joining report, Qualifications documents, self-addressed envelop (Rs.10/- Stamp) to Shivaji University, Kolhapur.
15. Shivaji University, Kolhapur sends changes in staff approval lists within three months to concerned college and to the concerned appointed candidates separately.

FACULTY ON CONTRACT or ADHOC BASIS

1. If the faculty positions are not filled completely as per AICTE norms, then such positions can be filled on contract basis, for the period of 11 months.
2. The advertisement shall be given in newspaper for walk-in-interview.
3. Interviews shall be conducted by Local selection committee comprising of members of management, Director, Head of the department and subject expert.
4. No need to send the list of candidates from 2013 onwards only list of candidate which are in the advertisement may to be sent.

*

Human Resource Policy (HR)

POLICY FOR REGULAR TEACHING FACULTY

1. The qualification and rules for recruitment of faculty on various position is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer.
2. The reservation policy for various positions is as per rules of Government of Maharashtra.
3. Other service conditions such as promotions, leaves, Vacation etc. are as per Government of Maharashtra (please refer Maharashtra Civil Services rules 1981) and statutes framed by Shivaji University, Kolhapur (1974 and 1994). The detailed information is made available in the office with Administrative officer

FACULTY AND STAFF ON CONTRACT or ADHOC BASIS

1. The qualification and rules for the recruitment of faculty on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer
2. Other service conditions are as per Institute policy approved by IHRC or BOG.

Research Professor

1. For better development of the Institute, some appointments can be made as Research Professor by availing services of retired senior faculty members or Industry professionals as supporting to teaching so that department can get benefited from their expertise and experience.
2. These positions can be retired professors of higher standing or industry professionals having contribution to research work, continuing education and consultancy.
3. The service terms and conditions of these faculties has decided on the case basis.
4. Honorarium of Rs. 25000/- shall be paid for such positions

RECRUITMENT OF NON-TEACHING STAFF POLICY

REGULAR NON – TEACHING STAFF

1. The qualification and rules for the recruitment of staff on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer.
2. The reservation policy for various position is as per rules of Government of Maharashtra.
3. Other service conditions such as promotions, leaves, Vacation etc. are as per Govt. of Maharashtra (please refer Maharashtra Civil Services rules 1981) and statutes framed by Shivaji University, Kolhapur (1974 and 1994). The detailed information is made available in the Office with Administrative officer.

CONTRACT or ADHOC BASIS

1. The qualification and rules for the recruitment of staff on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer.
2. Other service conditions are as per Institute policy approved by IHRC or BOG.
3. Certain services such as security, housekeeping can be outsourced on contract basis if required.

1.3 FACULTY NORMS - PRESCRIBED BY AICTE

FOR VARIOUS PROGRAMMES

(Engineering & Technology, MBA)

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

1. The regulations 2010 shall apply to technical institutions & Universities including Deemed Universities imparting Technical Education and such other course/ Programmes and areas as notified by Council from time to time.
2. There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
3. No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'
4. Faculty designated, as Professors as on 05.03.2010 shall continue as Professors.
5. The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2
6. Regular appointment shall be done through Shivaji University Kolhapur, on the post of Professor, Associate Professor, and Assistant Professor.
7. Only contract basis appointment should be released through institute on consolidated salary.
8. The management reserves the rights to alter, modify above rules as per the requirement.

A. FACULTY NORMS - PRESCRIBED BY AICTE

BE./B.Tech.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programmes	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	ME/ M.Tech in relevant branch with 1 st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience. AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.
	Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

ME./M.Tech

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG Programmes for calculating Teacher: Student ratio.

M.B.A.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programmes	Cadre	Qualification	Experience
All	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

B. NON-TEACHING STAFF

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

1.4 Guidelines for sponsoring faculty members for higher studies (Ph. D)

- Permanent faculty members having at least 5 years' regular service in RIT would be eligible for the sponsorship.
- In an academic year, candidates will be sponsored for Ph.D. as per the need of department and institute. Department Post Graduation Committee (DPGC) will recommend the name of faculty for the Ph.D. sponsorship to Director RIT as per the following categories.
- **Category A:** Faculty pursuing Ph.D. in institutes where the residential course work requirement is mandatory for a period not more than one academic year. In such cases, RIT will provide full time study leave with basic pay for that period. In this case, after acquiring Ph.D. degree, the sponsored faculty is required to give his/her service to RIT for minimum 5 years from the date of award of Ph.D. degree. Difference in the salary for that period will not be released after award of Ph.D. degree. Only three increments will be released after award of Ph.D. degree.
- **Category B:** Faculty pursuing Ph.D. degree full time in other institutes for a period not more than three years. In such cases, RIT will provide full time study leave with basic pay for that period. In this case, after acquiring Ph.D. degree, the sponsored faculty is required to give his/her service to RIT for minimum 5 years from the date of award of Ph.D. degree. Difference in the salary for that period will not be paid after award of Ph.D. degree.

Faculty may apply with justification for extension of maximum 1 year if Ph.D work is not completed in stipulated period of three years . DPGC will recommend his/her extension to Director. Director will decide to sanction his/her extension as well as salary for extension period.
- **Category C:** Faculty pursuing Ph.D. degree externally from University/Institutes with no residential or course work requirements, in such cases, RIT will give maximum 15 days study leave per year, preferably in vacations without disturbing academic activities. In this case, after acquiring Ph.D degree, the sponsored faculty is required to give his/her service to RIT for minimum 3 years from the date of award of Ph.D. degree.
 - 1) It will be governed by the rules and regulations existing or amended in future as to the pay scale, deputation etc. and cannot demand any claim outside rules and regulation.
 - 2) If sponsored faculty leaves the institute without completion of Ph.D., he has to pay six months' gross salary to institute as per current salary amount.
 - 3) After completion of the Ph.D. degree if faculty leaves the institute, then he/she has to pay Gross salary to institute as per following details
 - a. Within one year: - Gross salary of 30 Months.
 - b. After Completion of 1 Year - Gross salary of 24 Months.
 - c. After Completion of 2 Years - Gross Salary of 18 months.
 - d. After Completion of 3 Years - Gross Salary of 12 Months.

e. After Completion of 4 Years - Gross Salary of 06 Months.

- 4) If the sponsored faculty leaves the institute without completing the agreement, he/she shall not claim gratuity.
- 5) Every sponsored candidate will submit yearly progress report to respective DPGC.
- 6) Every sponsored faculty shall have to submit a notarized bond to Director of RIT stating the conditions of services for pursuing Ph. D program as per the above mentioned categories.
- 7) Status of any type of sponsored faculty after acquiring PhD will be governed by norms and guidelines suggested by UGC/AICTE/DTE/University appropriately.
- 8) The management reserves the rights to alter, modify above rules as per the requirement.

1.5 Research and Development Policies



K. E. Society's

Rajarambapu Institute of Technology



An Autonomous Institute

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Date: 27/03/2019

POLICY TYPE-A

Policy Name: IRG Distribution for Testing/Consultancy type of Testing

Sr. No.	Particulars of recipient	% distribution For		
		Testing & Training	Fabrication	Staff/Student Training
1	RIT	60	60	60
2	Staff Distribution			
	a) Director	1.5	1	1.5
	b) Head of Department	6	1.5	4.0
	c) Coordinator/Lab in-charge, Concerned staff, Lab-Assistant etc(*)	29	34	31
	d) Peon	2.0	2.0	2.0
	e) Office	1.5	1.5	1.5
	Total Staff Distribution	40	40	40
3	Grand Total	100	100	100

Remark: - (*) as per the direction of Head of Department & Coordinator / In-charge
 (#) Distribution of net income (after deduction of all expenses).

Note:

- 60% sharing given to RIT, because of LAB Facility of RIT is used for testing and consultancy.
- This is Major investment from RIT.

Dean R & D

Dr. A. B. Kakade

Director

Dr. Mrs. S. S. Kulkarni

G. B. Member

Hon. R. D. Sawant

*Final Rights to decide the policy type are with Research & Consultancy Committee.





K. E. Society's

Rajarambapu Institute of Technology

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Date: 27/03/2019

POLICY TYPE - B

Policy Name: IRG/CONSULTANCY POLICY FOR SOFTWARE COMMERCIALIZATION

For any software Developed in RIT by Faculties or Staff and sold to outside customers, the profit shall be shared as below;

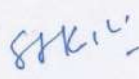
Sr. No.	Description	Percentage
1.	RIT	13
2.	Director	5
3.	Office	0.5
4.	HOD	10
5.	Development Team	60
6.	Hardware & software support Team	10
7.	Travelling Expenses for Support	1.5

Note:


- 60% share to development Team – Development team is using limited resources of RIT & invest maximum time in software development by using only computer facility.
- In case if HOD is not directly involved in software development then HOD shall get share of 2% and Team coordinator shall get 8% instead of 10%.


Dean R & D

Dr. A. B. Kakade


Director

Dr. Mrs. S. S. Kulkarni


G. B. Member

Hon. R. D. Sawant

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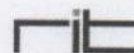




K. E. Society's

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Date: 27/03/2019

POLICY TYPE-C

Policy Name: IRG Distribution for Staff/Student Training (under CTL) & Expert lecture (external)

Sr. No.	Particulars of recipient	% distribution For	
		Staff/Student Training (under CTL)	Expert lecture (external)
1	RIT	50	10
2	Staff Distribution		
	a) Director	1.5	-
	b) Head of Department	5	-
	c) Coordinator/Lab in-charge, Concerned staff, Lab-Assistant etc(*)	40	90
	d) Peon	2.0	-
	e) Office	1.5	-
	Total Staff Distribution	50	-
3	Grand Total	100	100


Remark: - (*) as per the direction of Head of Department & Coordinator / In-charge
(#) Distribution of net income (after deduction of all expenses).

Note:


- 50% to RIT - All RIT resources of RIT are used. So college should get 50%
- 40% to staff conducting training program.
- 90% to staff – when faculty conducts expert lecture outside RIT during on duty time.


Dean R & D

Dr. A. B. Kakade


Director

Dr. Mrs. S. S. Kulkarni


G. B. Member

Hon. R. D. Sawant

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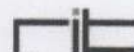




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Date: 27/03/2019

POLICY TYPE - D

Policy Name: IRG/CONSULTANCY POLICY FOR PRODUCT COMMERCIALIZATION

For any Product Developed in RIT by Faculties or Staff and sold to outside customers, the profit shall be shared as below;

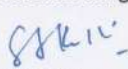
Sr. No.	Description	Percentage
1.	RIT	27
2.	Director	2.5
3.	Office	1.5
4.	HOD	4
5.	Development team-Inventor (Product Design and Development)	50
6.	Support Team – Product Installation and Service	10
7.	Documentation(Quotation , Billing) & Follow-up team	5

Note:

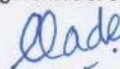
1. If there is no expenditure in warranty period, then 7% amount kept against warranty period will be given to RIT.
2. **Actual Cost** = Product Manufacturing cost + Traveling Expenses for Installation & Other.
3. **Profit** = Sale Cost (without Tax) – Actual Cost.
4. **50% to Inventor** – In this case inventor not only spend time but also invest cost required for manufacturing of product. Inventor is also responsible for repairing/service of product. In addition, 5% amount will be shared by the Inventor to the person who brings the order.
5. If anybody do the marketing of product and give order to development team, then 5% share from 50% share will be given to person who help to crack the order. This amount will be shared from 50% share in discussion with product inventor.
6. Service support expenses during warranty period will be taken care by RIT.
7. In case if Inventor doesn't have product manufacturing cost, then this cost may be invested by the Institute. In this case the Inventor will get share of 40% & RIT will get share of 37%.


Dean R & D

Dr. A. B. Kakade


Director

Dr. Mrs. S. S. Kulkarni


G. B. Member

Hon. R. D. Sawant

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Date: 27/03/2019

POLICY TYPE - F

Policy Name: IRG/CONSULTANCY POLICY FOR PRODUCT DEVELOPMENT/SERVICE FOR INDUSTRY

For any product Developed for Industry or service given to Industry by Faculties or Staff, the profit shall be shared as below;

Sr. No.	Description	Percentage
1.	RIT	45
2.	Director	2.5
3.	HOD	2.5
4.	Product/Project Development team & Installation/Service Team	45
5.	Support Team/Lab in-charge, Concerned staff, Lab-Assistant etc(*)	3.5
6.	Office	1.5

Remark: - (*) as per the direction of Head of Department & Coordinator / In-charge

Note:

- In this case Industry is the Investor.

Dean R & D

Dr. A. B. Kakade

Director

Dr. Mrs. S. S. Kulkarni

G. B. Member

Hon. R. D. Sawant

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1.6 Leave / Vacation Policies

(w.e.f.25/12/2018)

TEACHING

Sr. No	Appointment Cadre Faculty	Casual Leave	Medical & Private Ground	First/ Third Saturday	Vacation
1.	University approved	08	*10	Yes (After completion of probation period and permission of higher Authority)	- After completion of one year & permission of higher authority, they can avail winter vacation of 7 days. - They can avail regular vacation after completion of probation and sanction by higher authority.
2.	Management Order	08	*10	Yes (After completion of probation period and permission of higher Authority)	
3	Adhoc Appointments				
a	Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	After completion of one year & permission of higher authority, they can avail winter vacation of 7 days.
b	Associate Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	
c	Assistant Professor	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT \$(As per permission of higher Authority)	
d	HOD, Lecturer (Diploma)	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT \$ (As per permission of higher Authority)	

* 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves of adhoc faculty are to be considered for marriage of employee/ sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

\$ The Saturday off facility will be implemented for the employee after the appraisal process of that year & also with the permission of higher authority.

NON TEACHING

Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Vacation	Special Leave
1	Regular Class – III & IV (Office / Library)	08	*30+10	**Yes	No	No
2	Regular Class – III & IV (Other Departments & Laboratory)	08	*0+10	**Yes	##Yes (Can avail 7 days winter vacation after permission of higher authority after 1 year and within probation)	No
3	Drivers	08	*0+10	**Yes		No

Adhoc Appointments

Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Winter Vacation (After Completion of Three Years)
a	Class III & Class IV Office /Library/Hostel/COE	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.(May not be in continuation)
b	Class III & IV All Departments	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.
d	Drivers	08	#5 days (Special/Medical)	No	

* 15 days of Earn Leaves and 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves to adhoc staff are to be considered for marriage of employee/sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

** 2nd & 4th / 1st & 3rd Saturday off will be considered after completion of probation period and approval of the committee.

Regular Vacations will be considered after completion of probation period and approval of the committee.

REGISTRAR

DIRECTOR

Student Section

2.1 Contact For Students related Issues / Grievances

S/N	Name of Section Member	Designation	Work Profile	Contact Details
1)	Mr. Patil Sagar Bhaskarrao	Student Section Head	Scholarship Work, FRO Work, Ph. D. Fees.	9970727694
2)	Mr. Patil Jayavant Bajarang	Head Clerk	Admission Process First Year B.Tech., M. Tech. & Direct Second Year, Foreign students fee related work.	9970700721 9284443700
3)	Mr. Deshmukh Ashok Bhimrao	Senior Clerk	U.G., P.G. Fees, Expenditure Certificates	8788125690
4)	Mr. Kandgave Sushant Vasant	Junior Clerk	First Year U.G. P.G. Admission, Student Attendance SMS, Eligibility	9921813095
5)	Mr. Patil Ranjit Ashokrao	Junior Clerk	All M.B.A. Work, Re-registration	9860585200
6)	Mr. Patil Sachin Rajaram	Junior Clerk	All Scholarship Work	8600009711 7620737895
7)	Mr. Jadhav Vinod Mahadev	Junior Clerk	All B.B.A. Work	9763417166 8329889809
8)	Mr. Patil Vishal Dilip	Junior Clerk	Fees Challan, Bonafied, Various types of certificates, Diploma Exam	8999217028
9)	Mr. Patil Sandeep Lalaso	Junior Clerk	Diploma Wing related Work	7020262665
10)	Mr. Belvalkar Aditya Mahendra	Junior Clerk	Student I Card, General Register, Bus Fee Challan	9960450277

2.2 Title: BONAFIDE CERTIFICATE

PROCEDURE:

1. Student should submit application for bonafide certificate avail the format to student section.
2. Students need to apply in standard format of bonafide certificate. The format is available at Xerox center.
3. In case of first year & direct second year students need to attach leaving certificate of previous college along with application form.
4. Bonafide certificate will be issued within two days from submission of application.

SPECIMEN APPLICATION:

APPLICATION FOR BONAFIDE CERTIFICATE

Date: _____

To,
The Principal,
Rajarambapu Institute of Technology,
Rajaramnagar

Sub: Regarding Bonafide Certificate.

Sir / Madam

I am student of your Institute and studying in _____ class for the academic year _____ . My personal details are as follows -

- 1) Name in full : _____
(Surname) (Self Name) (Father Name)
- 2) Class : _____ Roll No. _____
- 3) Last Exam Year : _____ Result : _____
- 4) Date of Birth : _____
- 5) Reason for requirement of certificate : _____
- 6) Staying in Hostel : YES / NO
- 7) Mobile No : _____

Please issue me a bonafide certificate as early as possible.

Thanking You,

Yours sincerely,

Sign : _____

Name : _____

2.3 TITLE: NO OBJECTION CERTIFICATE

PROCEDURE:

1. Student should submit application for objection certificate avail the format to student section.
2. Students need to apply in standard format of no objection certificate. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. Last examination result
 - b. Xerox copy of no objection certificate of institute where he/she wants to take admission.
4. Students can get no objection certificate within two days after submission of application.

SPECIMEN APPLICATION:

APPLICATION FOR NO OBJECTION CERTIFICATE

Date: _____

To,
The Principal,
Rajarambapu Institute of Technology,
Rajaramnagar.

Sub : Regarding No Objection Certificate.

Sir / Madam

I am student of your Institute and studying in _____ class for the academic year _____ . My personal details are as follows –

1) Name in full : _____
(Surname) (Self Name) (Father Name)

2) Class : _____ Roll No. : _____

3) Last Exam Year : _____ Result : _____

4) Reason for requirement of certificate : _____

5) Mobile No : _____

Please issue me a No Objection certificate as early as possible.

Thanking You,

Yours sincerely,

Sign : _____

Name: _____

2.4 TITLE: EXPENDITURE CERTIFICATE

PROCEDURE:

1. Student should submit application for expenditure certificate avail the format to student section.
2. Student need to apply in standard format of expenditure certificate. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. Xerox copy of Fee challan.
 - b. All type of expenses quotations or receipts. (Mess, Laptop, Hostel)
4. Students can get expenditure certificate within four days after submission of application.

SPECIMEN APPLICATION:

APPLICATION FOR EXPENDITURE CERTIFICATE

Date: _____

To,
The Principal,
Rajarambapu Institute of Technology,
Rajaramnagar.

Sir / Madam,

I am student of your Institute and studying in _____ class, Roll No. _____ for the academic year _____. I have taken admission in _____ Category. My current year fee details are as follows.

Sr. No.	Fees	Amount Rs.
1	Tuition Fee	
2	Development Fee	
3	Other Fee	
4	Shivaji University Miscellaneous Fee	
	Total Fees	
	Expenses	
1	S.U. Exam Fee. Sem. I & II	
2	Hostel + Mess Charges	
3	Books & Stationary	
4	Project	
5	Laptop	
	Total Expenses	
	Grand Total	

I am enclosing herewith the all-original receipts Xerox copies.

All the information mentioned above is correct & true to the best of my knowledge. Please issue me expenditure certificate as early as possible.

Thanking You,

Yours sincerely,

Sign : _____

2.5 TITLE: RAILWAY CONCESSION**PROCEDURE:**

1. Student should submit application for railway concession avail the format to student section.
2. Student need to apply in standard format of railway concession. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. Permission letter from HOD & Event Coordinator.
 - b. Xerox copy of Identity Card.
4. Students can get railway concession within two days after submission of application.

SPECIMEN APPLICATION:**APPLICATION FOR RAILWAY CONCESSION**

Date: _____

To,
The Principal,
Rajarambapu Institute of Technology,
Rajaramnagar.

Sub : Regarding Railway Concession.

Sir / Madam

I / We,

Name

Branch

PRN

DOB

Age

1)

2)

3)

Intend to go on summer / winter vacation to my / our native place by railway. My / our route is as from _____ to _____

And return journey from _____ to _____

Hence, I / We request you to provide me / us railway concession form.

Thanking you,

Yours Faithfully,

UNDERTAKING

I / We

1)

2)

3)

Hereby given undertaking that I / We will not change the route as mentioned in the above and I / We will not cancel my / our concession. In case I / We change the said route or

cancel said concession or I / We do collect these concession forms. I / We know that I / We will be penalized Rs. 200/- (Rs. Two hundred only) per head.

2.6 TITLE: TRANSFERENCE CERTIFICATE

PROCEDURE:

1. Student should submit application for transference certificate avail the format to student section.
2. Student need to apply in standard format of transference certificate. The form is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. No dues Certificate
 - b. Fee receipt of current admission or Confirmation letter
 - c. Attested Xerox copy of B.E. / B. Tech., M.E. / M. Tech. Result
 - d. T. C. Fee (Original & Duplicate Rs. 70)
4. Students can get transference certificate within four days after submission of application.

SPECIMEN APPLICATION:

APPLICATION FOR TRANSFERENCE CERTIFICATE

Date: _____

To,
The Principal,
Rajarambapu Institute of Technology,
Rajaramnagar.

Sub: Regarding Transference Certificate.

Student Name: _____

Sir,

This has reference to the above mentioned subject, I would like to inform you that I have passed B.E./B. Tech/M.E./M. Tech/M.B.A./B.B.A./Diploma(Branch) _____ exam. in the month of _____ 20 _____ bearing Seat No. _____. I am in need of Transference Certificate for further Education / Job / to take admission elsewhere. I have taken admission in _____. Therefore, I kindly request your honor to issue me the said T.C. as early as possible.

I hereby furnish my details as follows.

1) HSC/CBSE/Intermediate/Diploma

2) First Year : _____

3) Second Year : _____

4) Third Year : _____

5) Final Year : _____

6) Date of Birth : _____

7) Elective:

Semester I	Semester II

8) Last attended Exam. : Marks _____ (Attach Xerox copy of mark list)

9) Religion & Cast : _____ 10) Place of Birth : _____

Mobile : _____

Email ID : _____

Thanking You,

Yours sincerely,

Signature

Name of the Student _____

2.7 TITLE: NO DUES CERTIFICATE

PROCEDURE:

1. Student should submit application for No Dues certificate avail the format to student section.
2. Students need to apply in standard format of No Dues certificate. The form is available at Xerox center.
3. Students need to get No Dues clearance from concerned Department & he / she should submit that along with transfer certificate application.

SPECIMEN APPLICATION:

K.E.Society's
Rajarambapu Institute of Technology, Rajaramnagar (Sakharale)
Tal.Walwa, Dist.Sangli. Pin.415 414 (M.S.)

Date : _____

NO DUES CERTIFICATE DEGREE / DIPLOMA / MBA

Name _____

Last Class Attended _____ Roll No. _____ Year _____

First Admission Class _____ Roll No. _____ Year of Admission _____

Sr.No.	Name of Department	Amount Rs.	Signature	Remarks
01	Office : Fee / Advance / Other			
02	Hostel			
03	Hostel Mess			
04	Head of Department*			
	a) Mechanical			
	b) Automobile			
	c) Civil			
	d) Electronics & Tele-Comm.			
	e) Electrical			
	f) Computer Science & Engg.			
	g) Info. Tech.			
05	Science & Humanities			
	a) Physics			
	b) Chemistry			
06	Sports			
07	Library			
08	Community			
09	Alumini Association			
10	Other			

Above students is Allowed / Not allowed to fill up the Examination form. Please issue TC/ Duplicate I Card etc.

Accountant / Registrar

Note : *F.E.-No. Dues from all H.O.D.
S.E. to B.E.-Concerned H.O.D.
F.Y.-No.dues from all H.O.D.
S.Y./T.Y.-Concerned H.O.D.
MBA I/II - Concerned H.O.D.

PRINCIPAL

2.8 TITLE: MIGRATION CERTIFICATE

PROCEDURE:

1. Student should submit application for No Dues certificate avail the format to student section.
2. Students need to apply in standard format of migration certificate. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. University Migration Form
 - b. Xerox copy of original TC
 - c. Original duplicate TC
 - d. Fee receipt of current admission or Confirmation letter
 - e. Attested copy of B.E. / B. Tech., M.E. / M. Tech. Result
4. Student can get migration certificate within one day after submission of application at Shivaji University, Kolhapur.

SPECIMEN APPLICATION:

Date - _____ Signature and Seal of the Principal of College _____

Submit a transcript request

Kindly [read these instructions and use templates \(click here\)](#) carefully before you proceed. If you have questions, kindly email support@truecopy.in

Kindly download and use ONLY the templates from the instructions link above. DO NOT use older templates.

Student first Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Full Name (exactly as it appears in academic record):	<input type="text"/>
Student ID (Roll No / Seat No)	<input type="text"/>
Student Date of Birth (Format: DD-MM-YYYY):	<input type="text"/>
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Year of joining:	<input type="text" value="2020"/>
Direct admission into second year? :	<input checked="" type="radio"/> No <input type="radio"/> Yes
Year of passing (actual / projected):	<input type="text" value="2020"/>
Institute / Department:	<input type="text" value="Computer Science and Enginee"/>
Course :	<input type="text" value="Bachelor of Engineering"/>
Semesters completed (for which transcript is sought) :	<input type="text" value="10"/>
Contact mobile number:	<input type="text"/>
Student Email ID for receiving approved doc:	<input type="text"/>
Upload Transcript (ONLY as per template):	<input type="button" value="Browse..."/> No file selected.
PDF file with scans of marksheets	<input type="button" value="Browse..."/> No file selected.
<input type="checkbox"/> I accept the Terms of Service	
<input type="button" value="Submit Request"/>	

2.10 TITLE: REFUND OF EXCESS / ADVANCE FEE

PROCEDURE:

1. Student should submit application for refund of excess / advance fee avail the format to student section.
2. Students need to apply in standard format of refund of excess / advance fee. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. Excess or advance fee receipt.
 - b. Bank account details.
4. Students can get refund of excess / advance fee within seven days after submission of application.

SPECIMEN APPLICATION:

STUDENT'S APPLICATION FOR REFUND OF EXCESS / ADVANCE FEE

To,
Director,
R.I.T. Rajaramnagar

Sub: Application for refund of excess / advance fee.

Applicant : Name : _____
 Class : _____ Roll No. : _____
 Branch : _____
 Academic Year : _____
 Mobile No. : _____

Sir / Madam,

I am student of your College and studying in above class. During the academic year, I have paid full college fee. But there is excess fee paid by me.

Sr. No.	Receipt No. & Date	Amount in Rs.
1		
2		
3		
4		
5		
6		
7		
8		

So, I am requesting you to refund me the said excess fee.

Thanking you,

Yours faithfully,

(

Date:

Official Remarks: After deducting the total advances from the fee receivables, student is liable to get the refund of Rs. _____

2.11 TITLE: BUS CONCESSION

PROCEDURE:

1. Student should submit application for bus concession avail the format to student section.
2. Students needs to apply in standard format of bus concession. The format is available at Xerox center.
3. Students needs to attach following documents with application.
 - a. Xerox copy of Identity Card.
4. Students can get bus concession within two days after submission of application.

SPECIMEN APPLICATION:

महाराष्ट्र राज्य मार्ग परिवहन
विद्यार्थ्यांना द्यावयाच्या सवलती अर्जाचा नमुना

श्री. _____ खालील कारणास्तव दि. / /
रोजी _____ पासून _____ पर्यंत प्रवास करू इच्छितो.

- १) कॉलेजच्या / शाळेच्या सुट्टीमध्ये माझ्या गावी परतण्यासाठी.
- २) सुट्टीनंतर कॉलेजला / शाळेला परतण्यासाठी.
- ३) _____ परीक्षेला बसण्यासाठी.
- ४) _____ परीक्षेनंतर परत गावी जाण्यासाठी.
- ५) गंभीररित्या आजारी असलेल्या माझ्या वडिलांना / आईला / कुटुंबीय _____ यानां
भेटण्यासाठी (सोबत वैद्यकिय प्रमाणपत्र जोडले आहे.)
- ६) मी आजारी असल्यामुळे डॉक्टरांच्या सल्यावरून गावी जाण्यासाठी (वैद्यकिय प्रमाणपत्र
जोडले आहे.) मी. _____ कॉलेजचा /
शाळेचा विद्यार्थी आहे.

मी. _____ वय _____ विद्यार्थ्याची सही
दाखला देण्यात येतो की, वर अनुक्रमांक _____ मध्ये दिलेल्या कारणास्तव सवलतीसाठी
अर्ज करणारा विद्यार्थी हा आमच्या शाळेचा वास्तविक विद्यार्थी आहे.
दि. / /

(आवश्यक नसलेला भाग खोडून टाकावा.) प्राचार्य / मुख्याध्यापक / मुख्याध्यापिका
कॉलेजचा / शाळेच्या कार्यालयाचा शिक्षा

कुमार / कुमारी _____ यास वर अनुक्रमांक _____ मध्ये
दिलेल्या कारणास्तव याद्वारे बसच्या प्रवासामध्ये सवलत देण्यात येत आहे.

डेपो व्यवस्थापक / स्थानक प्रमुख
ठिकाण _____

टीप:- १) विद्यार्थ्याला खालील अटीवर बस भाड्यामध्ये सवलत देण्यात येईल.

अ) सवलती भाड्यात प्रवास करणाऱ्या विद्यार्थ्याची संख्या गाडीतील एकूण आसन
संख्येच्या १/३ पेक्षा अधिक असता कामा नये.

ब) अर्जदाराने संबंधीत शाळेचे किंवा कॉलेजचे प्रमुख आणि वैद्यक व्यवसायी यांच्या-
कडून आवश्यक प्रमाणपत्र दाखल केले पाहिजे.

२) प्रवास भाड्यात सवलत देण्यास अनुज्ञा दिली म्हणजे जागा राखून ठेवली असे होत नाही.

३) या सवलतीचा दुरुपयोग केल्यास विद्यार्थ्याकडून पूर्ण दराने भाडे वसूल केले जाईल.

2.12 STUDENT SERVICES & CERTIFICATES FOR THE STUDNETS

Sr. No.	Name of the Certificate	Certificate Required for	Documents Required for the Certificate	Duration for Issue Certificates	Fees for Certificate
01	Bonafide Certificate	i) S.T. Pass	i) Application for Bonafide.	On Application given day or next Day	No
		ii) Scholarship	ii) Xerox Copies of College Leaving Certificate (Only F.Y, D.S.Y. & F.Y. M.Tech. Student)		
		iii) Education Loan			
02	Expenditure Certificate	Education Loan for Bank	i) Application for Expenditure Certificate.	On Application	No

			ii) Xerox copies of College & Hostel fee challan, Mess Receipt & Stationary Receipt etc.	given day or next Day	
03	Transcript Certificate	For Higher Studies in Foreign Universities	In need of transcript login to following link and upload required documents. https://www.ritindia.edu/index.php/contact/transcript .	Within 4 Days	For soft copy of the transcript fee will be Rs. 1000/- has to be paid online. For hard copy Rs. 500/- per copy has to be paid online. * Minimum 5 Copies
04	Railway Concession Form	Concession in Railway Fair	i) Application for Railway Concession. ii) Xerox Copy of Identity Card.	Within 2 Days	No
05	S.T. Concession Form	Concession in S.T. Fair	i) Application for S.T. Concession. ii) Xerox Copy of Identity Card.	On Application given day or next Day	No
06	No Objection Certificate	For Institute Transfer	i) Application for NOC. ii) Xerox copy of the Last Exam Result.	Within a 2 Days	No
07	Transference Certificate	For Higher Studies Elsewhere	i) Application for T.C. ii) Admission letter or fee receipt. Where admission taken for higher studies. iii) No Dues Certificate. iv) Xerox copy of the last exam result.	Within 1 day after receiving application for T.C.	i) Rs. 100/- for Original. ii) Rs. 100/- for Duplicate.
08	Migration Certificate (Only for University Change Student)	For Higher Studies Elsewhere	i) Application for Migration Certificate. ii) Xerox Copies of Transference Certificate. iii) Duplicate Transference Certificate. iv) Admission letter or fee receipt. Where admission taken for higher studies. v) Xerox copy of the last exam result.	Issued By Shivaji University, Kolhapur.	
09	Fees Refund	-	i) Application for Fees Refund. ii) Xerox copy of Fees Challan.	Within 2 or 3 days	

Scholarship Criteria for Academic Year 2023-24

Sr. No	Scholarship Details	Criteria	Scholarship Amount	Scholarship Received from
1	Government of India Post-Matric Scholarship	SC/ST - Below 2.5 Lakhs Income	100% Tuition fee + Exam fee + Development fee + Hostel Maintenance	SC-Samajkalyan office, Sangli ST- Project Officer, Ghodgaon State Government

Sr. No	Scholarship Details	Criteria	Scholarship Amount	Scholarship Received from
		SBC/VJNT- Below 1 Lakh Income	100% Tuition fee + Exam fee + Hostel Maintenance	Samajkalyan office, Sangli State Government
		OBC – Below 1 Lakh Income	50% Tuition fee + Exam fee+ Hostel Maintenance	Samajkalyan office, Sangli State Government
2	Post-Matric Tution fee and Exam fee (Freeship)	SC/ST – No Limit	100% Tuition fee + Exam fee + Development fee	SC-Samajkalyan office, Sangli ST- Project Officer, Ghodegaon State Government
		SBC/VJNT – Below 8 Lakhs Income	100% Tuition fee + Exam fee	Samajkalyan office, Sangli State Government
		OBC – Below 8 Lakhs Income	50% Tuition fee + Exam fee.	Samajkalyan office, Sangli State Government
3	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Yojana (Open/SEBC Category Student)	Below 8 Lakhs Income	50% Tuition fee+50% Exam fee	DTE Office, Mumbai State Government
4	Dr. Panjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojana Only Open (Not for SEBC) Students	EBC Student (Small Land Holder or Registrar labor)	Per Year 20,000/-	DTE Office, Mumbai State Government
5	Central Sector Scholarship (Mgt quata student also apply)	Below 8 Lakhs Income Percentage is application as per H.S.C Board..	Rs. 10,000/-	DTE Office, Mumbai State Government
6	Minority Scholarship	Below 8 Lakhs Income Above 50% Percentage marks	Rs. 50,000/-	DTE Office, Mumbai State Government
7	Minority Scholarship	Below 8 Lakhs Income Above 50% Percentage marks	Rs. 50,000/-	Ministry Of Government of India

Sr. No	Scholarship Details	Criteria	Scholarship Amount	Scholarship Received from
8	Physically Handicapped Scholarship	Physically Handicap Students	100% Tuition fee	Z.P. Office Sangli State Government
9	Hostel Maintenance Allowance	SC, VJNT, & SBC only for Scholarship Student(Income below 1 lack)	Rs. 7000/-	Samajkalyan office, Sangli State Government

Note – Scholarship application form should be filled up by the student. Please note that if you do not apply for scholarship then you will have to pay full academic fee.

• **Important tips for Scholarship**

1. Addhar card number should be seeded/linked with the submitted bank account number and mobile number.
2. It is mandatory for all students from category that they **MUST** have cast certificate and cast validity (and non-creamy layer certificate if necessary)
3. Father's Income Certificate. (Previous Financial Year)

Account Section

3.1 Contact For Accounts related Issues / Grievances

S/N	Name of Section Member	Designation	Work Profile	Contact Details
1)	Mr. Mulla Amjad Iqbal	Accounts Section Head	Accounting Process, Preparation of Budget, Bill Process, And Online Payment, Foreign Payment/ Inward Remittance.	9970700786, 7385732786
2)	Mr. Dhaj Ashok Bapu	Senior Clerk-Cashier	Cashier – U.G., P.G., C.O.E., B.F, Hostel, M.B.A., B.B.A., Diploma 2nd Shift, Community, Ph.d, Building Construction, YCMOU.	8600600212
3)	Miss. Doshi Alaka Jagalal	Account Clerk	Fixed Deposit, Finance Management	9657811464
4)	Mr. Patil Mahesh Shankar	Junior Clerk	Payroll, Provident Fund, Profession Tax, Income Tax, Gratuity related all work,	9403780066
5)	Mr. Jadhav Bajarang Sampatrao	Junior Clerk	Bill Process , Categories Scholarship Fund transfer, Lead College, ISTD, ISTE	9922274433
6)	Miss. Salunkhe Punam Rajendra	Junior Clerk	Online Student Fee Collection, Vouchers Feeding, Alumni, N.S.S., JEET related A/c work. F. D. Postage,	7387299375
7)	Mrs. Patil Neelam Nilesh	Junior Clerk	Voucher Entry, Fee Scroll, Fee Collection (POS Machine), GST Invoicing, TDS Voucher Entry	9637373758
8)	Mr. Jadhav Sunil Vasantrao	Junior Clerk	Community, F.D Work, office Deadstock, Bank Reconciliation RBSB Bank	9851311212
9)	Mr. Kazi Amir Humayun	Junior Clerk	Assistant to Cashier	766986320
10)	Ms.Kurlekar Harshada Aniruddh	Junior Clerk	Voucher Entry, Fee Scroll, Fee Bank Reconciliation IDBI Hostel &UG	9075951733

3.2 Bill Process For Submit to Account Section

1) Advance for College work

- a) Up to Rs. 10,000/-
- b) Above Rs. 10,000/-

Submit Voucher Before 2 day
Submit Voucher Before 4 day

With Permission

A) Voucher

K. E. Society
Rajarambapu Institute of Technology. (UG) (2019-2020)
Rajaramnagar, Sakharale (Islampur), Tal. Walwa, Dist. Sangli, PIN. 415414

To,
The DIRECTOR,
Rajarambapu Institute of Technology. (UG) (2019-2020)
Please arrange for a NEFT/RTGS/D.D./Cheque/Cash of Rs. _____
(In words Rs. _____)
In favour of _____
Bill No. _____ Dated _____
Particulars _____

Date : _____

Specimen Copy

The above amount is Debited / Credited to _____

INCHARGE Name : _____ Cash Book No : DEPT _____	HEAD OF DEPARTMENT Date : _____	Section Head Accounts Office
--	---	-------------------------------------

B) Permission Letter

Date: / / 2015

To,
Hon. Director
RIT, Rajaramnagar
Through: Registrar/Dean/HOD/In Charge

Subject : Permission for Advance

Name of Applicant: _____ Dept. _____

Hon. Madam,

With Reference to above subject I request you to permit Advance for Training / Conference / Meeting / Industrial Visit / Office Work _____ at _____ Dt. / / 2015. I need Advance Rs. _____ for above reason.

After Completion of work, I will submit all bills to account section for accounting process. I remember that if I am unable to clear my advance, I agree for deduct advance amount from my salary.

Thanking You,

Yours Faithfully,

(Name of Applicant)

Remark: _____

Signature of HOD/In Charge

Remark: _____

Director
R.I.T. Rajaramnagar

3.3 Travelling Bill

- a) Fill Up Full Information of T.A. Bill
- b) Attach original ticket (S.T. Ticket, Railway Ticket, Travels original Ticket, Air Ticket with boarding pass)

- c) Local Conveyance mention local travelling details on travelling bill
- d) Grade Pay
- e) Actual time of arrival & Departure
- f) All information for D.A. on T.A. Bill and fill up D.A. For applicable period
- g) Forward through H.O.D/In charge Sign. With Online cash book entry & H.O.D Passing.

K. E. Society's
Rajarambapu Institute of Technology, Rajaramnagar

Grade Pay Rs. _____

Travelling Allowance Bill

Vr. No. _____

Date : / / 20

Account Head _____

Note - 1) All entries in this bill should be filled in before claiming payment.

2) The person preparing the bill should get this bill countersigned by the head of Department.

3) No. claim for the payment of travelling and halting allowance will be entertained after the lapse of six months from the date on which it was due.

Name of person _____

Designation _____

Purpose of journey _____

Travelling and halting allowances are due to me, Dates of business								Rs.	Ps.
From (Place)	Date	Time of Departure	To Place	Date	Time of arrival	Ticket No.	Mode of travel ST/ Rly/Air		
(D. A. will be calculated on hour basis as per note given under 0.112)								Total	

Certified that the Journey of the person preparing the bill was authorised by me for the purpose started above

Date _____

Head of the department

Payment Received _____



Signature of Claimant

I hereby declare that no travelling allowance from any public or semipublic authority for a part or the whole of the journey in respect of the above bill has been claimed by me.

I have travelled via _____

I further declare that I have travelled by First/Second Class/S.T. Bus/Own/Hired Car / Own Scooter / Motor Cycle and Registered No. _____ there of is _____ and I will perform the return journey in the same manner or by _____

Signature _____

PASSED FOR Rs. _____ Rs. _____

Rupees _____

Date _____

Accoutant

Principal

(Note - Rates relating to Travelling & Halting Allowances are as shown on overleaf.)

RATES -

- 0.111 a) When the place of registered address of a member/person is connected by rail he/she will be paid one first class rail fare each way, on signing a declaration to the effect that he/she travelled by 1st Class by rail and the details regarding the Sr. No. of the ticket and the date marked on it mentioned in the remarks column of the T.A. bill or the money receipt for payment of first class rail fare is produced failing which the claim be not for payment on the basis of fare of 2nd class Express/Mail Passenger. If travelled by rail He/She will also be paid admissible D.A. for the period of absence from his/her registered address. In addition to the above reservation charges, if claimed, sleeper charges will be paid to a member / person for the journey by rail.
- (i) If a person/member travels on University business by own or hired motor car where two place are connected by rail, he/she will be paid the railway fare of the class of accommodation for which he / she is entitled on his / her signing a declaration that he / she has actually travelled by own or hired motor car. In addition he / she shall also quote the registration number of own motor car produce the receipt for hired motor car, failing which claims will be admitted of payment on the basis of II class Express / Mail / Passenger railway.
- (ii) (b) When a member of person travels by ST. bus / Luxury Bus / and signs a declaration on that effect, he / she will paid on S.T. Bus / Luxury / fare each way including reservation charges, if claimed, plus admissible D.A. for the period of absence from his / her registered address.

0.112 The rates of daily allowance shall be as under-

अ.क्र.	श्रेणी	शासकीय कर्मचारी धारण करीत असलेल्या पदाचे ग्रेड वेतन	दिल्ली, मुंबई, कोलकत्ता, चेन्नई, बंगलोर, हैदराबाद	देशातील/ राज्यातील अ-वर्ग शहरे	देशातील/ राज्यातील ब-वर्ग शहरे	अन्य स्तंभात समाविष्ट नसलेली शहरे/गावे
1	2	3	4	5	6	7
1	प्रथम श्रेणी	अ) रु.8900 व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी + (HAG+श्रेणी)	325	200	160	130
		ब) रु.6600 व त्याहून अधिक मात्र रु.8900 पेक्षा कमी	290	180	140	120
2	द्वितीय श्रेणी	अ) रु.5400 व त्याहून अधिक मात्र रु.6600 पेक्षा कमी	290	180	140	120
		ब) रु.4400 व त्याहून अधिक मात्र रु.5400 पेक्षा कमी	225	150	140	110
3	तृतीय श्रेणी	अ) रु.4200 व रु.4300	210	130	130	110
		ब) रु.4200 पेक्षा कमी	160	125	125	100

Note :- Daily allowance at full rate shall be admissible every 24 hours of absence. payment of fraction of 24 hours being regulated as under :

CLASSIFICATION OF CITIES

- 1) D.A. at 'A-1 Class Cities - Brihan Mumbai (UA), Calcutta (UA), Chennai (UA), Delhi (UA)
- 2) D.A. at 'A Class Cities Rates - Ahmedabad (UA), Kanpur(UA),Bangalor(UA),
Pune(UA),Hyderabad(UA)
- 3) D.A. at 'B-1 Class Rates - Bhopal, Madurai (UA),Combatore(UA),Nagpur(UA),Indore(UA),
Patna(UA),Jaipur(UA),Surat(UA),Kochi(UA),Vododara(UA),
Lucknow(UA),Vishakapatnam(UA),Ludhiana,Varanasi(UA).

Duration of absence**D. A.**

- | | |
|----------------------------|-----------------------------|
| 1. Upo 6 hours | 25 % of the admissible rate |
| 2. 6 to 12 hours | 50% of the admissible rate |
| 3. More than twelve hours. | Full D.A. |

- 0.122 The travelling allowance bill forms will be filled in, in at respected by claimants only. in no case, the bill forms will be filled in by the office on behalf of the claimants.

3.4 Voucher

K. E. Society
Rajarambapu Institute of Technology. (UG) (2019-2020)
Rajaramnagar, Sakharale (Islampur), Tal.Walwa, Dist.Sangli, PIN. 415414

Date :

To,
The DIRECTOR,
Rajarambapu Institute of Technology. (UG) (2019-2020)
Please arrange for a NEFT/RTGS/D.D./Cheque/Cash of Rs.
(In words Rs.)
In favour of
Bill No. Dated
Particulars

Specimen Copy

The above amount is Debited / Credited to

INCHARGE **HEAD OF DEPARTMENT** **Section Head Accounts Office**
Name :
Cash Book No : DEPT Date :

(A) Recurring Expenditure

- 1) Original Bill
- 2) Online Cashbook Entry and Voucher with all information required
- 3) Material Received Signature with name
- 4) Mode of Payment. Cash/Cheque/DD

Buyer's/Office/Transporters Copy

<p>Regd. Office: Email: Other Contacts: Sales: Service: Accounts: Godown: Admin:</p> <p>TAX INVOICE</p> <p>V.A.T. TIN: C.S.T. TIN:</p>	<p>Invoice No. Dated</p> <p>Delivery Note Terms of Payment</p> <p>Supplier's Ref. Other Reference(s)</p> <p>Buyer's Order No. Dated</p> <p>Despatch Document No. Dated</p> <p>Despatched through Destination</p> <p>Terms of Delivery</p>				
Description of Goods	VAT %	Quantity	Rate	Per	Amount
Total					
Amount Chargeable (in words) Indian Rupees			VAT % Assessable Value VAT Amount 5 %		
VAT Amount (in words) Indian Rupees					
<p>Company's VAT TIN Company's CST No. Company's PAN</p> <p>Note: Interest @18% will be charged on Bill if not paid within due date</p> <p>Declaration I hereby certify that my Registration Certificate under the Maharashtra Value Added Tax 2002, LBT Declaration is valid and I am entitled to the status of a registered dealer. The Tax Invoice is made by me in strict compliance with the provisions of the Act and the Rules and the transaction of the sale covered by this Tax Invoice has been affected by me and it shall be accounted for to the Government of Maharashtra. If any return on this bill has been paid or shall be paid</p> <p>Subject to Maharashtra Jurisdiction This is computer generated Invoice Receiver's Signature Authorized Signatory</p>					

5) Consumable register entry

Department:
Received Material/Consumable/Supply with correct
Specifications in good condition. ☐ Pending Satisfactory.
Dead Stock / Consumable:
Page No.:
Online Entry & Numbering is done in the Software: Yes / No
Name of Lab:
Name: Signature:
I/C Sign. HOD Sign.

6) Party PAN Card Xerox (if applicable for TDS)



3.5 Capital Expenditure

1) Requirement Sanction letter Xerox

(217)
(217)

REQUIREMENT FOR LABORATORY EQUIPMENTS

Name of the Dept. Civil Engineering Dept. Requirement No. _____ (For Office use)
 To, _____ Date: 28/8/2014
 Chairman,
 Governing Council,
 Rajarambapu Institute of Technology, Rajaramnagar.

Sub.: Permission for procuring Computers, keyboards, Mouse etc.
 for _____

Ref.: _____
 Sir,
 Following Equipment is required for For Department Computer Lab - U.G.
 The Equipment purchase is under _____

Name of the Laboratory Department Computer Lab (U.G.)

Details of Material

Sr. No.	Detail Specifications of the equipment	List of Suppliers	Approx. Rate	Qty.	Approx. cost
1	Dell optiplex 390	Nitrag Computers sangli	32,000/-	10	3,20,000/-
2	Keyboard	"	500/-	5	5000/-
3	Mouse	"	200/-	10	2000/-
4	Earphone	"	100/-	20	2000/-
Total					3,29,000/-

Budgetary details :
 1. Amount sanctioned Rs. 3,29,000/- 2. Amount utilized Rs. _____

Please sanction permission for starting procedure for procuring material

Thanking you,
 Yours faithfully
Prof. P. B. Salgar
 Name of the In-Charge
Head
 Dept. of Civil Engg.

Remark required for UG academic purpose.

Forwarded Recommended
 Remark : _____

Permitted to start purchase procedure.

Principal

Member Purchase Committee
Member Purchase Committee
Member Purchase Committee
Chairman Purchase Committee

Date - 14/10/2014

To, Incharge,
 Control Computer Lab

Dear Sir,

Please provide us computers with following
 accessories required for lab

1) Patch Cord 30
 T.R. Box

2) Switch panel for Net connection 2 (16 port each)

3) UPS with battery set

Please, kindly consider for same.

Yours faithfully
P.B. Salgar
 Lab Incharge Compt. Lab
 civil Department

3.6 Comparative Statement

Computers (Comparative Statement)						25/09/2014
Sr.No.	Description	Brand	Qty	ITGlobe	Veetrag	Sunit
1	DELL OPTIPLEX 3020 Intel® 4th generation Core™ i3-4130 (Dual Core, 3MB Cache, 3.40 GHz, w/HD 4400 Graphics), 4GB DIMM (4GB x1) DDR3 @ 1600MHz, 500GB @7200 RPM 3.5" SATA Hard Drive, 16X DVD+-RW Drive, Intel® H 81 Chipset Mother Board, Integrated Intel® HD Graphics 4600 (with select CPUs), Integrated Realtek RTL8151GD Ethernet LAN 10/100/1000 USB Entry Keyboard, Optical Mouse, 18.5" Widescreen Monitor with LED backlight, Internal Business Audio Speaker, Microsoft® Windows® 8 SL Mini Tower Chassis + Standard 290W SMPS Warranty : 3Years On-Site	DELL	1	37500	34900	40268
1a	With UBUNTU® 12.04 Linux *preloaded OS,			31000	30500	
2	DELL OPTIPLEX 3020 Intel® 4th generation Core™ i5-4570 Processor (Quad Core, 6MB Cache, 3.2GHz, w/HD Graphics 4600), 4GB (1x4GB) 1600MHz DDR3L Memory 500GB @7200 RPM 3.5" SATA Hard Drive, 16X DVD+-RW Drive, Intel® H 81 Chipset Mother Board, Integrated Intel® HD Graphics 4600 (with select CPUs), Integrated Realtek RTL8151GD Ethernet LAN 10/100/1000 USB Entry Keyboard , Optical Mouse, 18.5" Widescreen Monitor with LED backlight, Internal Business Audio Speaker, Microsoft® Windows® 8 SL Mini Tower Chassis + Standard 290W SMPS Warranty : 3Year On-site	DELL	1	43200	39500	47125
2a	With UBUNTU® 12.04 Linux *preloaded OS,			37500	35500	

3	DELL OPTIPLEX 9020 Intel® Core™ i7-4770 Processor (3.4GHz, 8M, 84W) 4th Generation, 4GB DIMM (4GB x1) DDR3 @ 1600MHz, 500GB @7200 RPM 3.5" SATA Hard Drive, 16X Half Height DVD+-RW Drive, Intel® Q87 Express Chipset, Integrated Intel® HD Graphics 4600, Integrated Intel® i217LM Ethernet LAN 10/100/1000, USB Entry Keyboard, Optical Mouse, 18.5" Widescreen Monitor with LED backlight, Internal Business Audio Speaker, Microsoft® Windows® 8.1 SL Mini Tower Chassis + Standard 290W SMPS Warranty : 3Year On-site			51500	48900	51188
3a	With UBUNTU® 12.04 Linux *preloaded OS, Order may be placed with M/S. because of lowest price			45800	44500	

Remark:

Purchase Committee Member: *[Signature]*
 Member: *[Signature]*
 Member: *[Signature]*
 Member: *[Signature]*
 Chairman: *[Signature]*

25/09/2014

4. UPS (Comparative Statement)

Sr.No.	Description	Brand	Qty	ITGlobe	Veetrag	Sunit
6	On line UPS 3 KVA - ON-03 (1 Hour) Capacity :3 KVA / 72 V DC , Pure Sine Wave, Micro - controller Based with Built in Isolation Transformer, IGBT & Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C., Heavy Duty Charger 15 Amp, Quanta SMF Battery 12V 42 AH x 06 Nos. (2 Years warranty) Warranty : 3Years On Site By	RENUTRO N / EMERSON	1	55000	52500	78593
7	On line UPS 3 KVA - ON-03 (2 Hour) Capacity :3 KVA / 72 V DC , Pure Sine Wave, Micro - controller Based with Built in Isolation Transformer, IGBT & Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C., Heavy Duty Charger 15 Amp, Tubular Stationary Battery 12V 80 AH x 06 Nos. (30 Months warranty) Warranty : 3Years On Site	RENUTRO N / EMERSON	1	65000	63000	94080
8	On line UPS 3 KVA - ON-03 (4 Hour) Capacity :3 KVA / 72 V DC , Pure Sine Wave, Micro - controller Based with Built in Isolation Transformer, IGBT & Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C., Heavy Duty Charger 15 Amp, Tubular Stationary Battery 12V 150 AH x 06 Nos. (36 Months warranty) Warranty : 3Years On Site	RENUTRO N / EMERSON	1	89000	88000	117075
9	On line UPS 6 KVA - ON-06 (1 Hour) Capacity :6 KVA / 144 V DC , Pure Sine Wave, Dual Micro - controller Based with LCD Panel, Built in Isolation Transformer, Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C., Heavy Duty Charger 15 Amp, Quanta SMF Battery 12V 42 AH x 12 Nos. (2 Years warranty) Warranty : 3Years On Site	RENUTRO N / EMERSON	1	94000	93000	141282

10	On line UPS 6 KVA - ON-06 (2 Hour) Capacity :6 KVA / 144 V DC , Pure Sine Wave, Dual Micro - controller Based with LCD Panel, Built in Isolation Transformer, Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C, Heavy Duty Charger 15 Amp, Tubular Stationary Battery 12V 80 AH x 12 Nos. (30 Months warranty) Warranty : 3 Years On Site	RENUITRO N / EMERSON	1	134000	111000	178500
11	On line UPS 6 KVA - ON-06 (5 Hour) Capacity :6 KVA / 144 V DC , Pure Sine Wave, Dual Micro - controller Based with LCD Panel, Built in Isolation Transformer, Input Power Factor Corrected Rectifier, Output Power Factor 0.8, Wider Input Range 150-300 V A.C, Heavy Duty Charger 15 Amp, Tubular Stationary Battery 12V 120 AH x 12 Nos. (30 Months warranty) Warranty : 3 Years On Site	RENUITRO N / EMERSON	1	144000	120000	2221550
12	Line Interactive UPS, 600VA BUILT IN 12V 7AH Battery Wide Input Range 140 - 300V, Cold Start Microcontroller Based Design, Generator Compatible, No load Cut off Warranty : 2 Year On UPS and 1 Year for Battery Replacement	POWER SAFETY Emerson/ APC	1	1650	1530	2100
13	Battery 12v 7AH SMF Warranty :1 Year	QUANTA	1	750	700	1012
14	Battery 12v 42AH SMF Warranty :2 Year	QUANTA	1	3950	3950	4556
15	Battery 12v 65AH SMF Warranty :2 Year	QUANTA	1	5485	5400	6638
16	Battery 12v 100AH SMF Warranty :2 Year	QUANTA	1	7993	7950	9800

Remark: Order may be placed with M/s. Veetrag Computer Sample because of lowest price

Purchase Committee Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Chairman *P. K. Jeyaraj*

8. Networking Components (Comparative Statement)							25/09/2014
Sr.No.	Description	Brand	Qty	ITGlobe	Veetrag	Sunit	
26	Passive (Copper) G600Cat 6 LAN cable 305 meter	D-Link*	1	5450	5100	5891	
27	Passive (Copper) Information outlet Jack Cat 6 Keystone UTP +Face Plate - Single (Keystone Jack, square)	D-Link*	1	235	195	247	
28	Passive (Copper) Rack box	D-Link*	1	65	123	28	
29	Passive (Copper) RJ-45 Connector	D-Link*	1	7	5	12.6	
30	Passive (Copper) Patch cord UTP cat 6 24 AWG - 1 meter	D-Link*	1	115	105	135	
31	Passive (Copper) Patch cord UTP cat 6 24 AWG - 2 meter	D-Link*	1	142	132	161	
32	Passive (Copper) Patch Panel 24 port UTP	D-Link*	1	4350	2100	3434	
33	Wall Mount Rack 9U Wall Mount 9U x 500 W x 450 D , Front GlassDoor with Lock, 2 pairs of 19" Mounting Rails, 11U Cable Manager, Roof Mounted Fan Unit / 90 CFM /230V AC, 6 Way 5 Amp Power Distribution Unit, Mounting Hardware Warranty : 1 year	D-Link*	1	4200	4050	4725	
34	Wall Mount Rack 15U Wall Mount 15U x 500 W x 450 D , Front GlassDoor with Lock, 2 pairs of 19" Mounting Rails, 11U Cable Manager, Roof Mounted Fan Unit / 90 CFM /230V AC, 6 Way 5 Amp Power Distribution Unit, Mounting Hardware Warranty : 1 year	D-Link*	1	5650	5200	6075	
35	Un Managed Gigabit 8-port 10/100/1000Mbps Unmanaged Switch (Green Ethernet) Warranty : 3Year	D-Link*	1	1950	1800	3150	
36	Unmanaged Switch Gigabit 16-Port 10/100/1000Base-T Unmanaged Standalone Gigabit Switch (Green Ethernet) Warranty : Life Time Warranty	D-Link*	1	6000	5800	8557	
37	Unmanaged Switch Gigabit 24-Port 10/100/1000Base-T Unmanaged Standalone Gigabit Switch (Green Ethernet) Warranty : Life Time Warranty	D-Link*	1	7600	6950	10227	
38	Smart Switches Gigabit 24 Port 10/100/1000 Base-T ports + 4 SFP ports Web Smart Switch Warranty : Life Time Warranty	D-Link*	1	26500	12600	14963	

Remark: Order may be placed with M/s. Veetrag Computer Sample because of lowest price

Purchase Committee Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Member *P. K. Jeyaraj* Chairman *P. K. Jeyaraj*

3.7 Purchase Orders



NAAC 'A' Grade

K. E. Society's Rajarambapu Institute of Technology

An Autonomous Institute,

EN 6214, MB 6214

Affiliated to Shivaji University, Kolhapur.

Accredited by NBA, The Institution of Engineers (India) Kolkatta; TEQIP Phase -II Funded,
Approved by AICTE, New Delhi, Govt of Maharashtra.

Ref: RIT/ Mech / 1482/2018

Date : 16/01/2018

PURCHASE ORDER

To,
FORETEK MARKETING PRIVATE LIMITED
801, 1ST CROSS, 7TH MAIN, HAL SECOND STAGE,
BANGALORE -560008 INDIA.

Sub. : Requirement of Vibration Meter.

Ref.: You're Quotation dt.04/01/2018 and FB/24573_Rev01

Sir,

As per the quotation cited above, hereby you are informed to supply the Vibration Meter as detailed below as per terms and conditions of supply given herewith.

Sr. No.	Model/ Description	Qty.	Unit Price in INR.
01	10040000 VM25 Vibration / RM / Temperature Meter Instrument, VMID-vibration sensor KS82L with spiral cable, sample of VMID-measuring points, USB cable, headphone adapter, calibration certificate, instruction manual, plastic case. Includes: VM2x Measurement Data Base software license	01	1,81,560.00
	Special Discount to RIT Islampur offered during Negotiation meeting on Jan 02 nd 2018 Discount (2%)		32026.50
	GST @ 18%		3,635.00
	TOTAL (Inclusive of Tax)		209951.00

(Price in words: Rs. Two Lack Nine thousand Nine hundred fifty one only.)
The supply should be made within 8 to 10 weeks, to H.O.D. Mechanical Engineering dept.



[Signature]

Director,
R. I. T., Rajaramnagar

www.ritindia.edu

Rajaramnagar, Islampur, Dist. Sangli, Maharashtra 415 414, India. Cell : 09970700700
Tel. : +91 2342 220329, 221001. Fax: +91 2342 220989. E-mail : director@ritindia.edu



Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)
Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN - 415414 (Maharashtra)
Website: www.ritindia.edu. E-mail: director@ritindia.edu

Terms and Conditions:

1. Your Quotation 04/01/2018 dated, for the Vibration Meter specified, has been accepted, subject to the conditions under you are tendered to the extent of the quality and on the terms as to delivery of specified therein. Any clause, condition or term in your quotation which is inconsistent with the terms and conditions of this Purchase Order shall be void and of no force and effect.
2. Please quote in all letters, invoices, etc. the number and the date of this Purchase Order.
3. Delivery period is up to 8 to 10 Weeks only from date of this P.O. No extension shall be given for supply. In case of delay more than the period specified in the quotation, order shall be automatically cancelled. The accepted prices are for RIT, Rajaramnagar (Mechanical Engineering Department) with the transportation, freight and Insurance charges to be born by the supplier. The total cost of this P.O. is Rs. 209951.00 (Price in words: Rs. Two Lack Nine thousand Nine hundred fifty one only.) for delivery at destination comes to Mechanical Engineering Department, RIT., Rajaramnagar. **YOU SHOULD NOT DISPATCH THE EQUIPMENT IF THE COST EXCEEDS THE AMOUNT.**
4. Payment will be released immediately after the receipt of the material as per the specification & quality.
5. Bills should be sent in quadruplicate along stamped pr-receipt, in the name of Director, RIT, Rajaramnagar, A/P- Sakharale, Tal. Walwa, Dist. Sangli 415414.
6. The supplier requires to supply the Vibration meter exactly as per the specification and will be responsible to replace and take back the defective supplies at his risk and cost.
7. The decision of the Director, RIT, Rajaramnagar shall be final as regards the acceptability of stores supplied by the contractor and Director, RIT, Rajaramnagar shall not be required to give any reason in writing or otherwise at any time for rejection of the goods
8. All legal disputes are subjects to the jurisdiction of Islampur Courts only.
9. This Purchase Order is issued subject to the acceptance to terms and conditions stated in this Purchase Order within seven days after receipt of it.



Director

Rajarambapu Institute of Technology, Rajaramnagar

3.8 Material entry in Fixed Asset Register with In charge & HOD sign and Central Deadstock

Please provide us computers with following accessories required for lab items Nos:

Patch Cord 5 30

IT-R. Box 1

Switch panel for Net connection 2 (16 port each)

UPS 1 (6Kv)

battery setup

Please, kindly consider for same

Installation , Commissioning & Training Report

INSTALLATION REPORT				
Other Contacts:		Invoice Date	Warranty Expires On	
Sales				
Service				
Accounts				
Godown				
Admin				
Date: 6/11/2014				
Customer Name: _____				
Address _____				
Phone No.: _____				
Email: _____				
Engineer's Name: _____				
VAT TIN: _____				
Item	H/w Details/make/configuration	Serial No.	Manuals	Drivers
Computer System				
Monitor				
Modem				
U.P.S.				
Scanner				
Printer				
Licence Software				
Driver CD				
Manual Details				
Other				
Earthing	Range:	Status:	Working Environment	
Line Voltage				
Material Supplied is as per ordered specifications & working properly			Customer's Signature	
Customer's Remark:				
Engineer's Remark			Engineer's Signature	

3.9 Training Staff List

Department of
Attendance Sheet
Workshop on

Date :

Sr No	Roll No	Name of Student	Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

4. Online Cash Book Entry and Voucher with all information
5. Mode of Payment Cash/Cheque/DD , Party Name, DD Payable at ,For RTGS Bank Name,IFSC Code, Branch Name Code

RTGS DETAILS

Name of the Beneficiary	M.S.E.D.Co.Ltd
Beneficiary Bank Name	Bank of Maharashtra
Beneficiary Branch Name	Vishrambag Sangli
Beneficiary Bank A/C No.	20099000007
Beneficiary IFSC Code	MAHB0000519
Bank Code	Branch Code : 0519
Beneficiary's Address	Vishrambag Sangli

3.10 International Purchase

1) Original Bill

Invoice																							
Date		Invoice #																					
BRI To					Ship To																		
<table border="1"> <thead> <tr> <th>P.O. No.</th> <th>Terms</th> <th>Rep</th> <th>Ship Via</th> <th>Project</th> <th>Request #</th> <th>Tracking #</th> </tr> </thead> <tbody> <tr> <td>RT/Amn/1421/2014</td> <td>Net 30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										P.O. No.	Terms	Rep	Ship Via	Project	Request #	Tracking #	RT/Amn/1421/2014	Net 30					
P.O. No.	Terms	Rep	Ship Via	Project	Request #	Tracking #																	
RT/Amn/1421/2014	Net 30																						
Quantity	Description	Start Date	End Date	Key ID #	Rate	License No.	Amount																
<p>Your business must be fully insured.</p> <p>License Terms and Conditions on Reverse.</p> <p>Mechanical Contractors Corporation complies with all provisions of the Fair Labor Standards Act.</p>																							
							Total																
							Balance Due																
Phone #		Fax #		E-mail		Web Site																	

2) As Per Requirements all document for Bank

9/30/14 FedEx Ship Manager - Print Your Labels

From: (734) 668-2800
Cathy Houlihan
755 Phoenix Drive
Ann Arbor, MI 48106

Origin ID: ARBA

Ship Date: 08SEP14
AirWay: 1 01B
CAD: 1001015MINET3550

REF: DESG-1: Invoices (Completed)
DESG-2:
DESG-3:
DESG-4:
SET NO: 69 3037(v)
COUNTRY: US
CARRIAGE VALUE:
CUSTOMS VALUE:
SIGN: Cathy Houlihan
ENVAI:
PKG TYPE: ENV

SHIP TO: 912342220123 BILL SENDER

AA
INTL PRIORITY

7710 9082 8325
415414
NX KLHSN
BOM

After printing this label:
CONSIGNEE COPY - PLEASE PLACE IN FRONT OF POUCH
1. Fold the printed page along the horizontal line.
2. Place label in shipping pouch and affix to your shipment.
Warning: Use only the correct label for shipping. Using a photocopy of this label for shipping purposes is fraudulent and could result in additional billing charges. Please retain the cancellation of your FedEx account number.

Form No. 10F
[See sub-rule (1) of rule 21AB]

Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961

I, Terence J. Rhoades son/daughter of Shri in the capacity of President to provide the following information, relevant to the previous year 2014 *in my capacity as the case of Mechanical Simulation Corporation for the purposes of sub-section (5) of section 90 or section 90A:—

Sl. No.	Nature of information	Details #
(i)	Status (individual, company, firm etc.) of the assessee	
(ii)	Permanent Account Number (PAN) of the assessee if allotted	
(iii)	Nationality (in the case of an individual) : or Country or specified territory of incorporation or registration (in the case of others) :	
(iv)	Assessee's tax identification number in the country or specified territory of residence and if different from sub-number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident.	
(v)	Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable	
(vi)	Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable	

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of the United States of America.

Signature: _____
Name: _____
Address: _____

Permanent Account Number: _____

3) Party Name, Bank Name, Account No, Bank Code,

Currency & Amount	Beneficiary Name, Address & Account No. / IBAN
USD 1800	Mechanical Simulation Corporation, 755, Phoenix Drive, ANN Arbor, Michigan, United States of America – 48108 Account No. 1850611409
Beneficiary Bank Name, Address & SWIFT / Sort Code	Purpose
COMERICA BANK 101 NORTH MAIN ST. SUITE 100, ANN ARBOR, MI 48104 SWIFT CODE : MNBDUS33 BANK NUMBER : 072000096	Academic Instruction Purpose
Foreign Bank Charges	OUR / BEN / SHA

4) Material Export serial No

Verification

I _____ do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.

Verified today the _____

Place: _____

Signature of the person providing the information _____

Notes :

- * Delete whichever is not applicable.
- # Write N.A. if the relevant information forms part of the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A."