

Kasegaon Education Society's

Rajarambapu Institute of Technology, Rajaramnagar
(An Empowered Autonomous Institute)

Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN – 415414 (Maharashtra)

Website: www.ritindia.edu. E-mail: director@ritindia.edu

AICTE Permanent ID: 1-5373023

DTE Code: 6214

Establishment Year: 1983

Citizen's Charter

S. N.	Services provided by the Department / Office	Time Duration	Service providing Officer/Employee
1	First Year Admission Process	The said admission process is conducted through centralized admission process as per the instructions of CET Cell under Department of Technical Education within the prescribed time announced by said office.	Dean Student Development
	Direct 2 nd Year Admissions		
2	Twinning Program Admissions		
3	Working Professional Programs Admissions		
4	Registration process	Within the prescribed period announced by the institute after the commencement of the session. Similarly, the registration process is carried out as per the date as published in the academic timetable.	Coordinator of the concerned Department / Clerk of the Student Department
5	Examination	RIT conducts the examinations of the students through the examination department of this institute.	Controller of Examination
6	Results	After Examinations from CoE office	
7	Degree Certificate	Distributed in Graduation Ceremony	
8	Right to Information (RTI) Applications	30 Days	Information Officer
9	Library Access	After Admission registration process	Librarian
10	Library Deposit	After submission of Application	





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S. N.	Services provided by the Department / Office	Time Duration	Service providing Officer/Employee
11	RIT Community Help queries	Immediately	Administrative Office (Account Section)
12	Status of Online financial transactions		
13	Queries related to Taxes		
14	Queries related to Gratuity / Provident Fund Account		
15	Staff salary queries		
16	RITAGE ERP queries	Immediately	Head, Central Computing Facility Dept.
17	Staff / Student Email ID	After Registration	
18	Biometric records update	After submission of Application	
19	Bonafide Certificate	02 Days	Administrative Office (Student Section)
20	Expenditure Certificate	04 Days	
21	Transference Certificate (T.C.)	04 Days	
22	Official Transcripts	10 Days	
23	Bus/ Railway Concession	02 Days	
24	College Un-Aided Certificate	02 Days	
25	Status/ Deposit of Educational Fees	--	
26	Scholarship	As per the notification of MAHADBT Portal	





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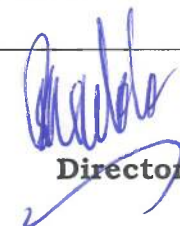
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S. N.	Services provided by the Department / Office	Time Duration	Service providing Officer/Employee
27	Staff Identity Card	02 Days	Administrative Office (Establishment Section)
28	Staff Attendance	After submission of Application	
29	Staff No Dues Process	Issued in 2 days after receiving of Resignation	
30	Staff Experience Certificate	Issued in 2 days after Completion of No Dues Process in case of resignation.	
31	Staff Service Book	After submission of Application	
32	Staff Leaves Queries	Immediately	
33	Maintenance and upkeep of all labs	After submission of Application	Concerned lab attendant, Lab Assistant, WSA under the of HOD/Officer In-charges/ Lecturer of respective department
34	Maintenance of Infrastructure/ Furniture/ Electrical appliances etc	After submission of Application	Dean Infrastructure
35	Requirement of New Labs/ Classrooms, Infrastructure/ Furniture etc	After submission of Requirement	
36	Teaching and maintaining of discipline in classes	--	All HOD's/In-charges of various department and all lecturers of respective departments
37	Research & Development related Work (paper Publication, to organize/ attend the National/ International Conferences)	After submission of Requirement	Dean, R & D


Director

