

# **Guidelines for Faculty Members and Non-Teaching Staff Members**



## **RAMCO INSTITUTE OF TECHNOLOGY**

**(Approved by AICTE and Affiliated to Anna University, Chennai)**

**North Venganallur Village, Rajapalayam – 626 117**

**Virudhunagar District, Tamilnadu, India**

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**August 2018**

# RAMCO INSTITUTE OF TECHNOLOGY

## **Vision**

To evolve as an Institute of international repute in technical education, research and extension activities in order to create knowledgeable and able Engineers and Technologists to cater to the needs of our developing country.

## **Mission**

To accomplish its unique vision, the Institute has a far-reaching mission that aims:

- To offer higher education in engineering and technology with highest level of quality and ethical standards at an affordable cost;
- To equip the students with up-to-date knowledge, wisdom, creativity and passion for innovation, and life-long learning skills;
- To constantly motivate and involve the students and faculty members in the education process for continuously improving their performance to achieve excellence.

## **Short-Term Goals**

**(0-4 years – First Batch of Students passes out)**

- To create a good learning environment for students to pursue wholesome education.
- To equip with state-of-the-art infrastructure.
- To create standard academic procedures and enabling atmosphere.
- **To motivate faculty members to upgrade their qualifications and update their knowledge and teaching skills by sponsoring them to participate in Conferences, Seminars, FDPs, etc.**

- To continuously improve the teaching-learning process that results in achieving greater height in terms of Students' Pass percentage, Number of First class, Distinctions and University Ranks.
- To provide ample opportunities for students to excel in co-curricular and extra-curricular activities.
- To organize special lectures, short-term training programmes, value added courses, FDPs, conferences and seminars for faculty members and students.
- To constantly update the Central Library with adequate books, journals, magazines and learning resources.
- To update College website periodically for dissemination of information.
- To establish Training and Placement Cell and strive hard to achieve significant placement.
- To establish Alumni Association for networking the alumni with the Alma-matter.

**Long-Term Goals**  
(5 years of existence and onwards)

- To achieve merit in terms of faculty quality and numbers.
- To establish state-of-the-art Laboratories, Research facilities and other infrastructural facilities for higher learning and research.
- To obtain accreditation for all eligible undergraduate programmes.
- To start Postgraduate and Ph.D. programmes in emerging and future oriented disciplines of engineering and technology.

- To create Centres of Excellence in frontier areas for promoting higher learning, research, consultancy and extension activities.
- To enter into MoUs with leading corporates, business houses and premier institutes of national and international repute to help promote industry-institute interaction, training and placement, research and extension activities.
- To achieve excellence and build a brand in higher education.

### **Guidelines for Faculty members and Non-Teaching Staff on Timing, Dress Code, Leave, Academic and related matters**

#### **1. Working Days and Working Hours**

- **The Working days are from Monday to Saturday in a week** except second / fourth Saturday and Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations Saturdays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.
- **On all Working days, the Class work will be from 9.00 am to 5.00 pm.**
- **All Faculty members and Non-teaching Staff have to reach the College campus before 8.50 am and leave the campus after 5.10 pm. They need to sign and note time in the Attendance Register in the Principal Office both in the morning during arrival and in the evening before departure.** The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class.

## **2. Dress Code and General Appearance**

**Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts and wear formal belt and black/brown shoes. They should also wear a formal Tie. Lady Faculty members should wear formal Saree with Blouse and formal Chappals/Cut-shoes. All the faculty members are expected to come groomed properly. Non-Teaching Staff shall wear formal dress with formal Shoes/Chappals. All should wear their identity cards regularly.**

## **3. Coffee break/Tea break and Lunch interval**

**There will be a coffee break/tea break for a period of 15 minutes both in the forenoon and in the afternoon as given in the time table. The lunch interval will be for a period of 45 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for office staff and library staff shall be between 1.30 to 2.15 pm. All teaching and non-teaching staff should compulsorily take their lunch in the cafeteria and not in their office/work place. Lunch will be provided to both teaching and non-teaching staff in the cafeteria at subsidised rate.**

## **4. Cleanliness, House Keeping and Energy Conservation**

**All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.**

## **5. Leave / Absenteeism / Permission**

### **(a) *Casual Leave (CL):***

**Each faculty member shall avail 1 day CL per month subject to a maximum of 15 days per academic year.**

**Each non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year.**

Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/Incharge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

### **(b) Absenteeism**

**Leave without written prior permission/oral information will be treated as 'Absent'.** In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed/struck off from the attendance register.

### **(c) *On-Duty Leave (OD):***

**The Faculty members shall avail the following on-duty leave with prior permission from the principal:**

- Hall Superintendent / University Representative duty for Anna University examinations: 7 days per semester.
- External Examiner duty for Anna University examinations – eligible faculty members shall be

permitted as per the order received from the zonal office.

- Central Evaluation duty for Anna University examinations – approved evaluators shall be permitted as per the order received from the zonal office.
- **Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.**

The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

**(d) *Compensatory Casual Leave (CCL):***

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

**(e) *Vacation Leave:***

- Faculty members who have completed **6 months of service but less than 1 year** in our Institution are eligible for a **vacation leave of 10 days** during summer.
- Faculty members who have completed **1 year of service** in our Institution are eligible for a **vacation leave of 2 weeks** during summer.
- Faculty members who have completed **2 years of service** in our Institution are eligible for a **vacation leave of 3 weeks** during summer.
- Faculty members who have completed **3 years of service and above** in our Institution are eligible for a **vacation leave of 4 weeks** during summer.

- Non-teaching staff members who have completed **6 months of service but less than 1 year** in our Institution are eligible for a **vacation leave of 1 week** during summer.
- Non-teaching staff members who have completed **1 year of service** in our Institution are eligible for a **vacation leave of 10-days** during summer.
- Non-teaching staff members who have completed **2 years of service and above** in our Institution are eligible for a **vacation leave of 2 weeks** during summer.

*(f) Permission:*

The faculty members and non-teaching staff shall avail **permission for 1-hour to attend an urgent work on any working day** without affecting their academic work/normal work. **Each faculty member shall avail 2 such permissions in a month and each non-teaching staff member shall avail 1 such permission in a month.**

## 6. Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Anna University's academic schedule shall be prepared by the principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.
- Time table shall be prepared by each department and implemented after due approval from the HOD and the principal.



- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.
- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.
- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.
- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.
- **Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.**
- **In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honoured with a cash award of Rs.1000/- per subject per semester and a certificate of appreciation.**
- **The overall performance of the faculty members will be linked to their increments and promotions.**

#### **7. Participation in Conferences / Seminars / Workshops, FDP, and Publications in Journals**

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National

conferences. Lodging expenses if any have to be borne by the faculty member concerned.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.
- **The college shall reward the faculty member(s) who publish original research paper in an International Refereed Journal of good impact factor with Rs.5000/- per year. Similarly, for a publication in a National Referred Journal of good impact factor, Rs.2000/- per year shall be awarded.**

#### **8. Participation in Sponsored Research and Consultancy work**

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency. **The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-.**

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the

**consultancy activities. If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.**

### **9. Organising Conferences / Seminars / Workshops, FDP, Guest lectures**

- Each department shall organise at least one conference/seminar/workshop, FDP, etc., during every academic year.
- College shall sponsor Rs.20000/- per year to each Department for organising a conference/seminar/workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

### **10. Encouraging faculty members to pursue Higher Studies (Ph.D.)**

- Faculty members interested in pursuing Ph.D. on Part-Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester. The faculty member who is in the verge of

completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

### **11. Assessment, Promotion policy**

**All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/superiors. The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.**

### **12. Self-Discipline, Work ethic and involvement**

**All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/Tutorial room/Laboratories/Seminar Hall/Drawing Hall/Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They should not resign in the middle of the semester/academic year. They should always bear in mind that they form an integral part of the Institution and actively involve in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time. The faculty member(s) who violate the college rules and university regulations and indulge in any indisciplinary**

activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

**Note:** All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HOD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application should be submitted as soon as they resume the duty. The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal office when they resume the duty.

These rules and regulations are subject to change from time to time.

**Principal**

**Important Dates in Academic Schedule for**  
**Odd Semester of Academic Year 2018**

<b>Sl.No.</b>	<b>Activity / Event</b>	<b>Date(s)</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**List of Holidays for Odd Semester of Academic Year 2018**


## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2013 - 31 Mar 2014  
**From Date** : 01/04/2013  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** :  
**To Date** : 31/03/2014  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2013 and 31/03/2014

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar			
01/12/2013	RegularJv	RIT-JV/0035/1314	RIT_PFB	7000.00	0.00	Fee for International Conferance ACOUSTICS Transfer to Events, Conference & Seminar
01/12/2013	RegularJv	RIT-JV/0036/1314	RIT_PFB	10000.00	0.00	Sponsorship for International Conference to Hel@Srilanka Transfer to Event & Seminar A/c
31/12/2013	RegularJv	RIT-JV/0043/1314	RIT_PFB	0.00	7000.00	Conference & Seminar expenses recvoered from Dec 2013 salary payable to Mr. K. Venkatramanan
27/01/2014	Sund.P/Voc	RIT-BP/0378/1314	RIT_PFB	2247.00	0.00	Amount paid for Registration fee To Attended Basic Fire safty with Safety wthi Rescue techniques at Madurai. (Boys Hostel Asst. Care taker - V. Ramsingh)
27/01/2014	Sund.P/Voc	RIT-CP/0350/1314	RIT_PFB	3750.00	0.00	Amount paid for Registration fee to attended the "Socio - Psychological Impact of the Hegemonic Ideology of Race on Women Characters in Toni Morrison's in Select works" at Coimbatore as per details enclosed
27/01/2014	Sund.P/Voc	RIT-CP/0351/1314	RIT_PFB	1200.00	0.00	Amount paid for Travelling allowances & Registration fee to attended "Global Trends and Issues in English Language TeachingChallenges nd Opportunities" workshop at Trichy
04/02/2014	Sund.P/Voc	RIT-CP/0359/1314	RIT_PFB	500.00	0.00	Amount paid for Registraion fee to attend the National workshop on "Open source software for academic" at Karaikudi
13/02/2014	Sund.P/Voc	RIT-CP/0372/1314	RIT_PFB	500.00	0.00	Amount paid for Registration charges to attend the National Conferance on Innovations in Chemistry Health and Energy at Coimbatore.
<b>Total</b>				25197.00	7000.00	
<b>Closing Balance</b>				Dr.	18197.00	

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## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2014 - 31 Mar 2015  
**From Date** : 01/04/2014  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** :  
**To Date** : 31/03/2015  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2014 and 31/03/2015

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
08/05/2014	Sund.P/Voc	RIT-CP/0065/1415	RIT_PFB	800.00	0.00	Amount paid for Registration fee for four staff members to attended workshop KCET at VNR (4 * 200)
17/05/2014	Sund.P/Voc	RIT-CP/0084/1415	RIT_PFB	400.00	0.00	Amount paid for Registration fees - to attended the National Seminars purpose as per details enclosed
17/05/2014	Sund.P/Voc	RIT-CP/0085/1415	RIT_PFB	74.00	0.00	Amount paid for Registration fees - to attended the National Seminars purpose as per details enclosed
10/06/2014	Sund.P/Voc	RIT-CP/0119/1415	RIT_PFB	2500.00	0.00	Honorarium paid to Dr. B. Rajendran, Faculty Development Training Programme - Guest Speaker as on 10-06-2014
13/06/2014	Sund.P/Voc	RIT-CP/0126/1415	RIT_PFB	2500.00	0.00	Honorarium paid to Dr. G. Jothilakshmi, Faculty Development Training Programme - Guest Speaker as on 13-06-2014
05/07/2014	Exp.Inv	RIT-SDI/0067/1415	RIT_PFB	1000.00	0.00	Amount paid for Guest speakers of FDTP and Providing Lunch to the participants as per details enclosed
12/07/2014	Exp.Inv	RIT-SDI/0073/1415	RIT_PFB	3500.00	0.00	Amount paid for Registration charges for NIT workshop
26/07/2014	Sun.Rec	RIT-BR/0107/1415	RIT_PFB	0.00	55200.00	Being RIT Clustra Registration fee collected from External Participants 46Nos (46 x 1200)
01/08/2014	Sund.P/Voc	RIT-BP/0809/1415	RIT_PFB	55200.00	0.00	Being Amount withdraw from bank for RIT Clustra Inaugural Function Expenses purpose
07/08/2014	Exp.Inv	RIT-SDI/0086/1415	RIT_PFB	1626.00	0.00	Amount paid for ECE Department Association Inaugural Function expenses purpose
13/08/2014	Exp.Inv	RIT-SDI/0090/1415	RIT_PFB	7996.00	0.00	Being various expenses for Inauguraion of CSE Department Associations purpose
13/08/2014	Exp.Inv	RIT-SDI/0091/1415	RIT_PFB	16801.00	0.00	Amount paid for Conducting programme on "Art if Counselling" expenses purpose as per details enclosed
13/08/2014	Sund.P/Voc	RIT-CP/0247/1415	RIT_PFB	2000.00	0.00	Being Registration fee & Travelling expenses for to attended TPQIP International Conference as per details enclosed
20/08/2014	Exp.Inv	RIT-SDI/0100/1415	RIT_PFB	5915.00	0.00	Being EEE Department Industrial Lecture program expenses purpose as per details enclosed
22/08/2014	Exp.Inv	RIT-SDI/0104/1415	RIT_PFB	9191.00	0.00	Being Inagural function of Mechanical Engineering Association expenses purpose
04/09/2014	Sund.P/Voc	RIT-CP/0289/1415	RIT_PFB	1000.00	0.00	Being Workshop on "Network Simulator (NS2) for MANET & Sensor Networks" Registration fee charges as per details enclosed
11/09/2014	Sund.P/Voc	RIT-CP/0306/1415	RIT_PFB	1600.00	0.00	Cost of Memento & Flex Board Designing & Printing charges for Nature Club Inaugural function purpose



**Account Ledger for the period between**

**01/04/2014 and 31/03/2015**

**Company Name** : Ramco Institute of Technology

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Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
16/09/2014	Exp.Inv	RIT-SDI/0117/1415	RIT_PFB	2988.00	0.00	Being Civil Engineering Association Inaugural function expenses purpose as per details enclosed
23/09/2014	Exp.Inv	RIT-SDI/0118/1415	RIT_PFB	12800.00	0.00	Amount paid for Registration fee 69Students (69*200) for "PCB Design" as per details enclosed
23/09/2014	Exp.Inv	RIT-SDI/0119/1415	RIT_PFB	8099.00	0.00	Amount paid for Travelling allowances, Honorarium and other expenses for Special Lecture on "Engineering Graphics) as per details enclosed
23/09/2014	Exp.Inv	RIT-SDI/0120/1415	RIT_PFB	10406.00	0.00	Amount paid for Travelling allowances, Honorarium and various expenses for Workshop on Intellectual Property Rights purpose as per details enclosed
23/09/2014	Exp.Inv	RIT-SDI/0121/1415	RIT_PFB	5720.00	0.00	Amount paid for Allowances, Honorarium and other expenses for Expert lecture on Thermodynamcs as per details enclosed
23/09/2014	Sund.P/Voc	RIT-CP/0321/1415	RIT_PFB	1500.00	0.00	Amount paid for Registration fees for National seminar on "Smart Grid Technology and Applications" as per details enclosed
17/10/2014	Sund.P/Voc	RIT-CP/0371/1415	RIT_PFB	600.00	0.00	Amount paid for Registration fee for FDP on "Soft Computing Techniques for Applications in Electrical Sciences" purpose
10/11/2014	Exp.Inv	RIT-SDI/0132/1415	RIT_PFB	7971.00	0.00	Being Guest Lecture on "Cloud Computing" Expenses purpose as per details enclosed
15/11/2014	Sund.P/Voc	RIT-CP/0413/1415	RIT_PFB	5000.00	0.00	Honorarium paid for "New Innovation in Engineering Industry" Program purpose
18/11/2014	Exp.Inv	RIT-SDI/0134/1415	RIT_PFB	5398.00	0.00	Being Honorarium and Refreshment expenses for Guest Lecture on "CEMENT" purpose
24/11/2014	Sund.P/Voc	RIT-CP/0411/1415	RIT_PFB	3000.00	0.00	Being Registration fee for Internation Conference on English Language and Literature (ICELL - 2014)
24/11/2014	Sund.P/Voc	RIT-CP/0412/1415	RIT_PFB	3000.00	0.00	Being Registration fee for Internation Conference on English Language and Literature (ICELL - 2014)
24/11/2014	Sund.P/Voc	RIT-CP/0415/1415	RIT_PFB	9178.00	0.00	Being National Education Day Celebration Expenses purpose
24/11/2014	Sund.P/Voc	RIT-CP/0417/1415	RIT_PFB	208.00	0.00	Amount paid for Refreshment items purchased
18/12/2014	Exp.Inv	RIT-SDI/0145/1415	RIT_PFB	300.00	0.00	Being Registration fee & Travelling expenes to attend the Workshop for Library Professionals Techincal Staff" As per approval enclosed
22/12/2014	Sund.P/Voc	RIT-CP/0453/1415	RIT_PFB	200.00	0.00	Being Registration fee for to attend the workshop on "Advance in Cognitive Radio and its Hardware Implementation" at trichy
30/12/2014	Exp.Inv	RIT-SDI/0152/1415	RIT_PFB	3500.00	0.00	Being Registration fee & Travelling expenses for to attended the "SSPS" Workshop at Vellore
07/01/2015	Sund.P/Voc	RIT-BP/0601/1415	RIT_PFB	9348.00	0.00	Being Faculty Development Programme Expenses purpose
13/01/2015	Sund.P/Voc	RIT-CP/0477/1415	RIT_PFB	1161.00	0.00	Being Travelling allowance to attended the Three days CISCO Training Programme at Chennai as per details enclosed
24/01/2015	Sund.P/Voc	RIT-BP/0674/1415	RIT_PFB	14145.00	0.00	Being National Conference Broucher and Cover 800set printing charges as per bill enclosed
03/02/2015	Sund.P/Voc	RIT-CP/0506/1415	RIT_PFB	2295.00	0.00	Being Registraion fee & Travelling expenses for to attend the ICOMAC - 2015 at Tirchirappalli as per bills enclosed
10/02/2015	Sund.P/Voc	RIT-BP/0697/1415	RIT_PFB	9276.00	0.00	Amount paid for Airtickets booking charges for Concepts of Engineering Program purpose

**Account Ledger for the period between**

**01/04/2014 and 31/03/2015**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113	<b>Description</b> : Events, Conference & Seminar			
20/02/2015	Sund.P/Voc	RIT-CP/0565/1415	RIT_PFB	5000.00	0.00	Honorarium paid for Special Lecture on "Concept of Engineering Design" purpose dt 20.02.2015
10/03/2015	Sund.P/Voc	RIT-CP/0585/1415	RIT_PFB	1050.00	0.00	Being ISTE Inauguration and Special Lecture on "Concept of Engineering Design" Expenses as per details enclosed
12/03/2015	Sund.P/Voc	RIT-CP/0587/1415	RIT_PFB	316.00	0.00	Being Stationary items purchased for our National science day function purpose
18/03/2015	Sund.P/Voc	RIT-CP/0591/1415	RIT_PFB	95.00	0.00	Being Refreshment items purchased for National Science Day Function pupose
18/03/2015	Sund.P/Voc	RIT-CP/0596/1415	RIT_PFB	5494.00	0.00	Being Shawl, Gift and Refreshment items purchased for our National Science Day Function Celebration purpose as per details enclosed
23/03/2015	Exp.Inv	RIT-SDI/0194/1415	RIT_PFB	18516.00	0.00	Being Various Expenses for Innovations in Engineering Science and Technology National conference purpose as per details enclosed
25/03/2015	Sund.P/Voc	RIT-CP/0607/1415	RIT_PFB	955.00	0.00	Being Refreshment charges for Anna University Team Inspection purpose
25/03/2015	Sund.P/Voc	RIT-CP/0613/1415	RIT_PFB	1394.00	0.00	Being Refreshment charges National Conference purpose as per details enclosed
31/03/2015	Exp.Inv	RIT-SDI/0205/1415	RIT_PFB	6010.00	0.00	Being Department Association Valediction function expenses purpose as per deails enclosed
<b>Total</b>				267026.00	55200.00	
<b>Closing Balance</b>				Dr.	211826.00	

<<< End Of Report >>>

## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2015 - 31 Mar 2016  
**From Date** : 01/04/2015  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** :  
**To Date** : 31/03/2016  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2015 and 31/03/2016

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
21/04/2015	Exp.Inv	RIT-SDI/0002/1516	RIT_PFB	4175.00	0.00	Being RIT-ELECTRA, EEE Department Association Valediction function expenses purpose
21/04/2015	Exp.Inv	RIT-SDI/0003/1516	RIT_PFB	8957.00	0.00	Being Mechanical Department Valedictory function expenses purpose
29/04/2015	Sund.P/Voc	RIT-CP/0040/1516	RIT_PFB	55.00	0.00	Being Refreshment charges for Department Valedictory function purpose
12/05/2015	Sund.P/Voc	RIT-CP/0047/1516	RIT_PFB	2841.00	0.00	Being CSE Department Association Valedictory Function expenses purpose
22/05/2015	Exp.Inv	RIT-SDI/0017/1516	RIT_PFB	395.00	0.00	Being Postal charges for Faculty Development Training Progamme purpose
04/06/2015	Sund.P/Voc	RIT-CP/0082/1516	RIT_PFB	10000.00	0.00	Being amount paid towards Honorarium to the person from M/s.Microgenesis TechSoft Pvt Ltd
15/06/2015	Exp.Inv	RIT-SDI/0026/1516	RIT_PFB	12299.00	0.00	Being ECE Department Faculty Development Traning Programme Expenses purpose
17/06/2015	Sund.P/Voc	RIT-CP/0102/1516	RIT_PFB	3000.00	0.00	Being Honorarium paid to Experts for Mechanical Department FDTP on Engineering Graphics Programe purpose
17/06/2015	Sund.P/Voc	RIT-CP/0103/1516	RIT_PFB	3000.00	0.00	Being Honorarium paid to Experts for Mechanical Department FDTP on Engineering Graphics Programe purpose
26/06/2015	Exp.Inv	RIT-SDI/0030/1516	RIT_PFB	1200.00	0.00	Being Travelling expenses and Registration charges for to attended the Fire safty course at Madurai as per details enclosed
13/07/2015	Sund.P/Voc	RIT-CP/0138/1516	RIT_PFB	2636.00	0.00	Being Mechanical Department Engineering Graphics FDTP Expenses purpose
17/07/2015	Exp.Inv	RIT-SDI/0054/1516	RIT_PFB	3730.00	0.00	Being Deparment Inaugural function expenses and Lab consumables items purchased as per bill enclosed
20/07/2015	Sund.P/Voc	RIT-CP/0153/1516	RIT_PFB	7500.00	0.00	Being Training and Placement cell arraged a Guest Lecture program purpose as per bills enclosed
20/07/2015	Sund.P/Voc	RIT-CP/0156/1516	RIT_PFB	400.00	0.00	Being amount paid for Registration charges to attend the National Seminar at National Engineering college, Kovilpatti.
22/07/2015	Exp.Inv	RIT-SDI/0057/1516	RIT_PFB	8298.00	0.00	Being Mechanical Deparment Inaugural Funnction Expenses as per bills enclosed
23/07/2015	Sund.P/Voc	RIT-CP/0164/1516	RIT_PFB	243.00	0.00	Being Refreshment charges for Placement Training Program prupose (Bill No.362)
24/07/2015	Sund.P/Voc	RIT-CP/0167/1516	RIT_PFB	726.00	0.00	Being ICT Academy of Tamilnadu Faculty Development Programme expenses purpose as per Bills enclosed (Bill No.4971 & 3659)
02/08/2015	Exp.Inv	RIT-SDI/0059/1516	RIT_PFB	633.00	0.00	Being Lab consumables items purchased and Department Inaugural function expenses purpose

**Account Ledger for the period between**

**01/04/2015 and 31/03/2016**

Company Name : Ramco Institute of Technology				Currency : INR		
Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113	<b>Description</b> : Events, Conference & Seminar			
03/08/2015	Sund.P/Voc	RIT-CP/0169/1516	RIT_PFB	5000.00	0.00	Being Honorarium paid to Dr. V.G. Idichandy, for Freshers day function and Civil Department Inauguration and Technical Lecture purpose
03/08/2015	Sund.P/Voc	RIT-CP/0185/1516	RIT_PFB	1000.00	0.00	Being Registration fee for to attend the Workshop on " Implementation of Soft Computing Techniques" as per approval enclosed
06/08/2015	Sund.P/Voc	RIT-CP/0171/1516	RIT_PFB	145.00	0.00	Being Pen drive 1No and Refreshment charges as per details enclosed (Bill No.534, 50 & 528)
10/08/2015	Exp.Inv	RIT-SDI/0076/1516	RIT_PFB	5908.00	0.00	Being Department Inaugural function expenses purpose as per details enclosed
10/08/2015	Exp.Inv	RIT-SDI/0077/1516	RIT_PFB	5200.00	0.00	Being EEE Department Inaugural function expenses purpose as per details enclosed
14/08/2015	Exp.Inv	RIT-SDI/0084/1516	RIT_PFB	628.00	0.00	Being Civil Department Inaugural function expenses purpose
20/08/2015	Exp.Inv	RIT-SDI/0090/1516	RIT_PFB	6140.00	0.00	Being Centre for Innovation Inauguration function expenses as per details enclosed
31/08/2015	Sund.P/Voc	RIT-CP/0224/1516	RIT_PFB	750.00	0.00	Being Registration fee and Travelling expenses for Training program on Sloar Energy systems Opportunities at Chennai
31/08/2015	Sund.P/Voc	RIT-CP/0225/1516	RIT_PFB	840.00	0.00	Being Science Club Inauguration function expenses as per details enclosed
11/09/2015	Sund.P/Voc	RIT-CP/0240/1516	RIT_PFB	793.00	0.00	Being Shawl water bottles and Refreshment charges for TECHYUGA-2015 Inauguration purpose
24/09/2015	Exp.Inv	RIT-SDI/0111/1516	RIT_PFB	11370.00	0.00	Being Travelling expenses, Food & Accommodation charges and Placement Training Guest Lecture Expenses
24/09/2015	Sund.P/Voc	RIT-BP/0318/1516	RIT_PFB	1700.00	0.00	Being Photo & Video charges for and Photo Lamination charges
07/10/2015	Sund.P/Voc	RIT-BP/0346/1516	RIT_PFB	2940.00	0.00	Being Chocolates purchased for our College Engineers Day function celebration purpose (Bill No 1210)
17/10/2015	Sund.P/Voc	RIT-CP/0286/1516	RIT_PFB	400.00	0.00	Being Photo printing charges Guest Lecture purpose
17/10/2015	Sund.P/Voc	RIT-CP/0289/1516	RIT_PFB	190.00	0.00	Being Refreshment items purchased for guest lecture purpose
30/10/2015	Exp.Inv	RIT-SDI/0124/1516	RIT_PFB	6210.00	0.00	Being Tamil Mandram Inauguration function expenses
06/11/2015	Sund.P/Voc	RIT-CP/0312/1516	RIT_PFB	2000.00	0.00	Being Registration fee and Travelling expenses for Two days workshop attended purpose at chennai
18/11/2015	Sund.P/Voc	RIT-CP/0323/1516	RIT_PFB	1000.00	0.00	Being Registration charges for International Conference Attened purpose
18/11/2015	Sund.P/Voc	RIT-CP/0326/1516	RIT_PFB	750.00	0.00	Being Registraion fee and Travelling expenses for Mobile application development programe attended purpose
18/11/2015	Sund.P/Voc	RIT-CP/0327/1516	RIT_PFB	3423.00	0.00	Being ICTACT Five days faculty Training Programme expenses purpose
18/11/2015	Sund.P/Voc	RIT-CP/0329/1516	RIT_PFB	10000.00	0.00	Being Honorarium paid for Engineering Graphics Progame purpose
23/11/2015	Sund.P/Voc	RIT-CP/0332/1516	RIT_PFB	2760.00	0.00	Being Blood Donation Camp expenses for Two days
23/11/2015	Sund.P/Voc	RIT-CP/0336/1516	RIT_PFB	1250.00	0.00	Being Registration charges for Revit Architecture workshop and FDP programe attend purpose

**Account Ledger for the period between**

**01/04/2015 and 31/03/2016**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113	<b>Description</b> : Events, Conference & Seminar			
23/11/2015	Sund.P/Voc	RIT-CP/0337/1516	RIT_PFB	750.00	0.00	Being Accommodation charges for Faculty Development Programme attendee purpose
27/11/2015	Sund.P/Voc	RIT-BP/0436/1516	RIT_PFB	23580.00	0.00	Being Memento purchased for Anna University vice Chancellor Son Marriage purpose at Tirunelveli
07/12/2015	Exp.Inv	RIT-SDI/0145/1516	RIT_PFB	6000.00	0.00	Being Registraion charges and travelling expenses for Conference presentation purpose at Vellore
18/12/2015	Exp.Inv	RIT-SDI/0149/1516	RIT_PFB	3489.00	0.00	Being Special lecure on Engineering Graphics expenses purpose
18/12/2015	Exp.Inv	RIT-SDI/0151/1516	RIT_PFB	13412.00	0.00	Being Faculty Development Training Programme expenses purpose
23/12/2015	Sund.P/Voc	RIT-CP/0370/1516	RIT_PFB	2540.00	0.00	Being Regisration fee and Travelling expenses for conference presentation purpose at Chennai
06/01/2016	Exp.Inv	RIT-SDI/0166/1516	RIT_PFB	750.00	0.00	Being Travelling allowances and Registration charges for Naional Conference attended purpose
08/01/2016	Exp.Inv	RIT-SDI/0168/1516	RIT_PFB	31.00	0.00	Being National Level workshop expenses purpose for ECE Department
18/01/2016	Exp.Inv	RIT-SDI/0170/1516	RIT_PFB	700.00	0.00	Being Banner and stationary items purchased for FDTP purpose
02/02/2016	Exp.Inv	RIT-SDI/0179/1516	RIT_PFB	11500.00	0.00	Being Registration fee and Travelling expenses for Workshop attend purpose
15/02/2016	Sund.P/Voc	RIT-BP/0651/1516	RIT_PFB	2000.00	0.00	Being "Institution of Electronics and Telecommunication Engineers Students Forum (ISF) Inaugural function expenses purpose
16/02/2016	Exp.Inv	RIT-SDI/0188/1516	RIT_PFB	5343.00	0.00	Being Harita Centre of Excellence Inauguration function expenses purpose
16/02/2016	Sund.P/Voc	RIT-BP/0624/1516	RIT_PFB	3000.00	0.00	Being Registration charges to attending the Training and placement officers conclave purpose
16/02/2016	Sund.P/Voc	RIT-CP/0428/1516	RIT_PFB	1500.00	0.00	Being Registration charges and Travelling expenses to attend the International Conference purpose
22/02/2016	Exp.Inv	RIT-SDI/0194/1516	RIT_PFB	4500.00	0.00	Being Guest Lecuture on "Bio Medical Image Processing" expenses purpose
04/03/2016	Sund.P/Voc	RIT-CP/0471/1516	RIT_PFB	841.00	0.00	Being Blood Donation Camp expenses purpose
12/03/2016	Sund.P/Voc	RIT-CP/0485/1516	RIT_PFB	750.00	0.00	Being Registration charges for "Hands On Training on matlab Toolboxes" workshop attended purpose
21/03/2016	Sund.P/Voc	RIT-BP/0709/1516	RIT_PFB	5000.00	0.00	Being Registration fee for National workshop on Electric Power Quality attended purpose
30/03/2016	Sund.P/Voc	RIT-CP/0505/1516	RIT_PFB	500.00	0.00	Being registration charges for UGC Sponsored National seminar attend purpose
31/03/2016	Exp.Inv	RIT-SDI/0227/1516	RIT_PFB	7398.00	0.00	Being TCS recruitment Team visit to our college visit purpose
31/03/2016	Exp.Inv	RIT-SDI/0228/1516	RIT_PFB	9954.00	0.00	Being special Guest Lecturer on Automobile Engineering & Finie Element Analysis expenses purpose
31/03/2016	RegularJv	RIT-JV/0069/1516	RIT_PFB	1470.00	0.00	Being Memento purchased and Photo printing charges for CSE dpartment Association (RIT-CLUSTRA) function purpose (R. VENKATESH, CSE)
31/03/2016	RegularJv	RIT-JV/0112/1516	RIT_PFB	2480.00	0.00	Being Refreshment charages for Staff meeting purpose

**Account Ledger for the period between**

**01/04/2015 and 31/03/2016**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
<b>Total</b>				247973.00	0.00	
<b>Closing Balance</b>				Dr.	247973.00	

<<< End Of Report >>>

## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2016 - 31 Mar 2017  
**From Date** : 01/04/2016  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** : 01 Sep 2016 - 30 Sep 2016  
**To Date** : 31/03/2017  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2016 and 31/03/2017

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
19/04/2016	Sund.P/Voc	RIT-CP/0054/1617	RIT_PFB	1000.00	0.00	Being Registration charges for TEQIP-II Wrokshop attended purpose
28/04/2016	Exp.Inv	RIT-SDI/0004/1617	RIT_PFB	5750.00	0.00	Being EEE department Association Valedictory function expenses
05/05/2016	Exp.Inv	RIT-SDI/0012/1617	RIT_PFB	2543.00	0.00	Being Department Associatin Valedictory function expenses purpose
06/05/2016	Exp.Inv	RIT-SDI/0014/1617	RIT_PFB	14968.00	0.00	Being Mechanical Department Valedictory function expenses purpose
11/05/2016	Exp.Inv	RIT-SDI/0018/1617	RIT_PFB	5846.00	0.00	Being Civil Department Valedictory function expenses purpose
06/06/2016	Sund.P/Voc	RIT-CP/0132/1617	RIT_PFB	16460.00	0.00	Being Travelling expenses and other expenses for Highly Effective Teaching & Learning Methodologies workshop purpose
15/06/2016	Sund.P/Voc	RIT-BP/0116/1617	RIT_PFB	1500.00	0.00	Being Registration charges and Travelling expenses for "Cryptography and Network Security" FDP Attend purpose
16/06/2016	Sund.P/Voc	RIT-BP/0123/1617	RIT_PFB	2000.00	0.00	Being Registraion fee and Travelling Expenses for Electronic Circuits programe attend purpose
28/06/2016	Exp.Inv	RIT-SDI/0045/1617	RIT_PFB	14998.00	0.00	Being Seven Days Faculty Development Training Programme expenses purpose
06/07/2016	Sund.P/Voc	RIT-CP/0154/1617	RIT_PFB	166.00	0.00	Being Refreshment charges six days Training Programme purpose
07/07/2016	Sund.P/Voc	RIT-BP/0166/1617	RIT_PFB	6000.00	0.00	Being Registraion fee for Modelling Simulation and Practice Progam attend purpose
15/07/2016	Sund.P/Voc	RIT-CP/0173/1617	RIT_PFB	1000.00	0.00	Being Registraion fee and Travelling expenses for Wireless Sensor Networks workshop attend purpose
26/07/2016	Exp.Inv	RIT-SDI/0074/1617	RIT_PFB	4496.00	0.00	Being RIT-MECHANIZO Club Inauguration function expenses purpose
26/07/2016	Exp.Inv	RIT-SDI/0075/1617	RIT_PFB	5289.00	0.00	Being RIT-Electra EEE Department Inauguration function expenses purpose
01/08/2016	Exp.Inv	RIT-SDI/0078/1617	RIT_PFB	14120.00	0.00	Being Placement Training Guest Lecture expenses purpose
03/08/2016	Sund.P/Voc	RIT-CP/0222/1617	RIT_PFB	15000.00	0.00	Being Honorarium paid to Dr. Jey Veerasamy, for CSE & ECE Department Guest Lecure purpose
04/08/2016	Exp.Inv	RIT-SDI/0085/1617	RIT_PFB	5000.00	0.00	Being Registraion fee for Hadoop for Big Data Analytics Training program Attend purpose
04/08/2016	Sund.P/Voc	RIT-BP/0242/1617	RIT_PFB	40394.00	0.00	Being Faculty Professional Development Online courses registration fee refunded for ECE & EEE Department Staff members
05/08/2016	Sund.P/Voc	RIT-BP/0243/1617	RIT_PFB	30779.00	0.00	Being Faculty Professional Development Online courses registration fee refunded for Civil & Mechanical Department Staff members



**Account Ledger for the period between**

**01/04/2016 and 31/03/2017**

<b>Company Name</b> : Ramco Institute of Technology	<b>Currency</b> : INR
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Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
05/08/2016	Sund.P/Voc	RIT-BP/0251/1617	RIT_PFB	33738.00	0.00	Being Faculty Professional Development Online courses registration fee refunded for English, Physics and Chemistry Department Staff members
11/08/2016	Exp.Inv	RIT-SDI/0091/1617	RIT_PFB	5270.00	0.00	Being RIT-Clustra Inaugural function expenses
13/08/2016	Exp.Inv	RIT-SDI/0092/1617	RIT_PFB	3431.00	0.00	Being lab consumables items purchased for our Civil lab use
13/08/2016	Exp.Inv	RIT-SDI/0093/1617	RIT_PFB	7030.00	0.00	Being Food and Refreshment charges for Campus recruitment Team members purpose
13/08/2016	Exp.Inv	RIT-SDI/0094/1617	RIT_PFB	6000.00	0.00	Being RIT-Structa-Civil Department Inauguration function expenses purpose
18/08/2016	Exp.Inv	RIT-SDI/0097/1617	RIT_PFB	6806.00	0.00	Being ECE Department Inaugural function and "EDA tools" Guest Lecture expenses purpose
24/08/2016	Exp.Inv	RIT-SDI/0102/1617	RIT_PFB	498.00	0.00	Being Independence Day celebration expenses
30/08/2016	Sund.P/Voc	RIT-BP/0294/1617	RIT_PFB	5180.00	0.00	Being Hash Functions and Digital Signatures Guest Lecturer function expenses purpose
06/09/2016	Exp.Inv	RIT-SDI/0108/1617	RIT_PFB	3167.00	0.00	Being "Independence 70" Commemorative Events expenses purpose
22/09/2016	Sund.P/Voc	RIT-CP/0297/1617	RIT_PFB	2602.00	0.00	Being Refreshment items purchased for Blood Donation camp purpose
07/10/2016	Sund.P/Voc	RIT-BP/0367/1617	RIT_PFB	3824.00	0.00	Being Engineer Day function expenses purpose
07/10/2016	Sund.P/Voc	RIT-CP/0313/1617	RIT_PFB	1132.00	0.00	Being Refreshment and Banner printing charges for Blood Donation camp purpose
07/11/2016	Exp.Inv	RIT-SDI/0148/1617	RIT_PFB	6000.00	0.00	Being "Special lecture on EE6302 Electromagnetic: expenses purpose
21/11/2016	Sund.P/Voc	RIT-CP/0371/1617	RIT_PFB	2000.00	0.00	Being Registration fee (2 staff members) for Realization of Internet short term course purpose
29/12/2016	Sun.Rec	RIT-CR/0170/1617	RIT_PFB	0.00	1000.00	Being Realization of Internet Short Term course Registraion fee received
29/12/2016	Sund.P/Voc	RIT-CP/0406/1617	RIT_PFB	1115.00	0.00	Being Banner and Refreshment charges for Introduction to Hadoop program purpose
04/01/2017	Sund.P/Voc	RIT-BP/0538/1617	RIT_PFB	1000.00	0.00	Being Registration fee for "RF Circuits and Antenna Design" FDTP attned purpose
05/01/2017	Exp.Inv	RIT-SDI/0188/1617	RIT_PFB	25853.00	0.00	Being ME6603 Finite Element Analysis FDTP Expenses purpose
05/01/2017	Sund.P/Voc	RIT-CP/0412/1617	RIT_PFB	500.00	0.00	Being Registraion fee for :Antennas and MIC" FDPT attended purpose
05/01/2017	Sund.P/Voc	RIT-CP/0413/1617	RIT_PFB	500.00	0.00	Being Registraion fee for "Embedded Systems" FDPT attended purpose
26/01/2017	Sund.P/Voc	RIT-BP/0639/1617	RIT_PFB	20430.00	0.00	Being Online course fee refunded for our Mathematics department staff members
26/01/2017	Sund.P/Voc	RIT-BP/0640/1617	RIT_PFB	13480.00	0.00	Being Online course fee refunded for our ECE department staff members
27/01/2017	Sund.P/Voc	RIT-BP/0636/1617	RIT_PFB	43623.00	0.00	Being Online courses Registraion fee refunded for our ECE Department staff members
31/01/2017	Sund.P/Voc	RIT-BP/0646/1617	RIT_PFB	40764.00	0.00	Being Online course fee refunded for our EEE department staff members



**Account Ledger for the period between**

**01/04/2016 and 31/03/2017**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration	
		<b>Account Code</b> : 430-113					<b>Description</b> : Events, Conference & Seminar
31/01/2017	Sund.P/Voc	RIT-BP/0647/1617	RIT_PFB	44254.00	0.00	Being Online course fee refunded for our Mechanical department staff members	
02/02/2017	Sund.P/Voc	RIT-BP/0652/1617	RIT_PFB	12434.00	0.00	Being Online course fee refunded for Physics Department staff members (4Nos)	
02/02/2017	Sund.P/Voc	RIT-BP/0653/1617	RIT_PFB	12257.00	0.00	Being Online course fee refunded for Chemistry Department staff members (5Nos)	
02/02/2017	Sund.P/Voc	RIT-BP/0654/1617	RIT_PFB	13537.00	0.00	Being Online course fee refunded for English Department staff members (4Nos)	
10/02/2017	Sund.P/Voc	RIT-BP/0662/1617	RIT_PFB	10990.00	0.00	Being Brochure with cover and Certificate Printing charges for for our College use (Bill No:63,64 & 65)	
16/02/2017	Sund.P/Voc	RIT-BP/0656/1617	RIT_PFB	35052.00	0.00	Being Online course fee refunded for our CSE Department staff members (14Nos)	
16/02/2017	Sund.P/Voc	RIT-BP/0657/1617	RIT_PFB	25975.00	0.00	Being Online course fee refunded for our CSE Department staff members (10Nos)	
17/02/2017	Acc.D/N	RIT-SDN/0005/1617	RIT_PFB	0.00	6642.00	Being Intellectual Property Rights Awareness programme expenses Adjusted	
21/02/2017	Exp.Inv	RIT-SDI/0219/1617	RIT_PFB	8492.00	0.00	Being Intellectual Property Rights Awareness programme expenses	
27/02/2017	Exp.Inv	RIT-SDI/0223/1617	RIT_PFB	7875.00	0.00	Being ME6401 Kinematics Machiner Guest Lecture Programe expenses purpose	
01/03/2017	Sund.P/Voc	RIT-BP/0724/1617	RIT_PFB	900.00	0.00	Being Women welfare safety and progress Inauguration 2017 function expenses	
10/03/2017	Exp.Inv	RIT-SDI/0240/1617	RIT_PFB	600.00	0.00	Being registration fees	
14/03/2017	Sund.P/Voc	RIT-BP/0759/1617	RIT_PFB	750.00	0.00	Being Registration fee and Travelling expenses for Crystal Growth and Applications, seminar attend purpose	
18/03/2017	Sund.P/Voc	RIT-BP/0771/1617	RIT_PFB	1500.00	0.00	Being workshop training for future generation wireless networks at Anna University	
22/03/2017	Sund.P/Voc	RIT-CP/0504/1617	RIT_PFB	536.00	0.00	Being fire safety training programme expenses	
31/03/2017	RegularJv	RIT-JV/0079/1617	RIT_PFB	19728.00	0.00	Being Alumini association Inaugural Function for our college	
31/03/2017	Sund.P/Voc	RIT-CP/0510/1617	RIT_PFB	510.00	0.00	Being Expenses for one day National level paper presentation contest IET'17 on 4.3.17	
<b>Total</b>				616642.00	7642.00		
<b>Closing Balance</b>				Dr.	609000.00		

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## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2017 - 31 Mar 2018  
**From Date** : 01/04/2017  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** :  
**To Date** : 31/03/2018  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2017 and 31/03/2018

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
13/04/2017	Sund.P/Voc	RIT-BP/0035/1718	RIT_PFB	10000.00	0.00	Being seed money to RIT ALUMNI ASSOCIATION for the purpose of Bank account opening
19/04/2017	Exp.Inv	RIT-SDI/0003/1718	RIT_PFB	2250.00	0.00	Being Certificate printing charges to the students participated in various programs for the academic year 2016-2017
09/06/2017	Sund.P/Voc	RIT-BP/0526/1718	RIT_PFB	1500.00	0.00	Being expenses for attending training programme on 3rd & 5th may 2017
20/06/2017	Exp.Inv	RIT-SDI/0038/1718	RIT_PFB	13401.00	0.00	Being Anna University FDTP for Mathematics Department from(12.06.2017 - 18.06.2017)
21/06/2017	Exp.Inv	RIT-SDI/0039/1718	RIT_PFB	3000.00	0.00	Being Laboratory Practical Skills Training In Electrical Engineering LABTEE-2017
24/06/2017	Exp.Inv	RIT-SDI/0043/1718	RIT_PFB	17784.00	0.00	Being FDTP On RF and Microwave Engineering for ECE Dept (12.06.2017 - 16.06.2017)
27/06/2017	Sund.P/Voc	RIT-CP/0176/1718	RIT_PFB	2912.00	0.00	Being ABAQUS training programme expenses for Mechanical Department
30/06/2017	Exp.Inv	RIT-SDI/0056/1718	RIT_PFB	1200.00	0.00	Being Registration fees for Skill Development programme for kamaraj college of Engineering
30/06/2017	Sund.P/Voc	RIT-CP/0190/1718	RIT_PFB	2000.00	0.00	Being registration fees for SRM University international confrence
06/07/2017	Exp.Inv	RIT-SDI/0061/1718	RIT_PFB	400.00	0.00	Being Technical staff skill development programme for K.L.N.College of Information Technology
06/07/2017	Sund.P/Voc	RIT-BP/0606/1718	RIT_PFB	1136.00	0.00	Being Registration fees & travel allowance for our Faculty.Attending "CE6702 Pretressed Concrete Structures" Faculty development Training programme for 3 days
10/07/2017	Exp.Inv	RIT-SDI/0069/1718	RIT_PFB	800.00	0.00	Being skill development programme for Kamaraj College of Engineering & Technology
10/07/2017	Sund.P/Voc	RIT-BP/0645/1718	RIT_PFB	21535.00	0.00	Being Online course fee refunded for our Civil Department staffs members (9 Nos.)
10/07/2017	Sund.P/Voc	RIT-BP/0646/1718	RIT_PFB	39206.00	0.00	Being Online course fee refunded for our ECE Department staffs members (15 Nos.)
13/07/2017	Exp.Inv	RIT-SDI/0074/1718	RIT_PFB	10400.00	0.00	Being expenses for "RIT-ELECTRA" Association Inaugration function on 07.07.2017
17/07/2017	Exp.Inv	RIT-SDI/0085/1718	RIT_PFB	6014.00	0.00	Being expenses for guest lecture for Mobius Knowledge Services
17/07/2017	Sund.P/Voc	RIT-BP/0654/1718	RIT_PFB	11997.00	0.00	Being Online course fee refunded for our Mathematics Department staffs members (6 Nos.)
17/07/2017	Sund.P/Voc	RIT-BP/0696/1718	RIT_PFB	28106.00	0.00	Being Online course fee refunded for our EEE Department staff members

**Account Ledger for the period between**

**01/04/2017 and 31/03/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	(10 Nos.)
18/07/2017	Sund.P/Voc	RIT-BP/0731/1718	RIT_PFB	35151.00	0.00	Being online course fees refunded for our CSE Department staff(11 Nos.)
24/07/2017	Sund.P/Voc	RIT-BP/0789/1718	RIT_PFB	8256.00	0.00	Being Online course fee refunded for our Chemistry Department Faculty members (4 Nos.)
25/07/2017	Exp.Inv	RIT-SDI/0105/1718	RIT_PFB	10550.00	0.00	Being RIT - STRUCTA Inauguration Honorarium & Travelling allowance for Civil Department
27/07/2017	Exp.Inv	RIT-SDI/0107/1718	RIT_PFB	8743.00	0.00	Being Inagural function of RIT - Mechanizo & Saeindia Collegiate Club for Mechanical Department
01/08/2017	Exp.Inv	RIT-SDI/0110/1718	RIT_PFB	7410.00	0.00	Being Association Inaugural Function & Guest lecture for ECE Department
01/08/2017	Sund.P/Voc	RIT-BP/0815/1718	RIT_PFB	3000.00	0.00	Being registration fees for Emerging Trends in Precast Construction
02/08/2017	Exp.Inv	RIT-SDI/0113/1718	RIT_PFB	4205.00	0.00	Being RIT - Clustra inagural function for CSE Department (29.07.2017)
05/08/2017	Exp.Inv	RIT-SDI/0124/1718	RIT_PFB	6000.00	0.00	Being Guest Lecture on ME6301 Engineering Thermodynamics for II year Mechanical students
05/08/2017	Sund.P/Voc	RIT-BP/0826/1718	RIT_PFB	4912.00	0.00	Being workshop on AeduBotics for II,III,IV year ECE,EEE,Mechanical students(28.07.2017 - 29.07.2017)
09/08/2017	Exp.Inv	RIT-SDI/0127/1718	RIT_PFB	4476.00	0.00	Being Lecture on Innovation and Product Development for Mechanical Department (04.08.2017)
10/08/2017	Sund.P/Voc	RIT-BP/0781/1718	RIT_PFB	8905.00	0.00	Being Online course fee refunded for our English Department Faculty members (4 Nos.)
10/08/2017	Sund.P/Voc	RIT-BP/0782/1718	RIT_PFB	5232.00	0.00	Being Online course fee refunded for our Physics Department Faculty members (3 Nos.)
12/08/2017	Sund.P/Voc	RIT-BP/0856/1718	RIT_PFB	31110.00	0.00	Being Online course fee refunded for our Mechanical Department Faculty members (14 Members)
16/08/2017	Exp.Inv	RIT-SDI/0135/1718	RIT_PFB	600.00	0.00	Being registration fees forWorkshop on Goverment Regulation for Structures on 04.08.2017
16/08/2017	Exp.Inv	RIT-SDI/0136/1718	RIT_PFB	600.00	0.00	Being registration fees for Workshop on Structure Engineering for Top Engineers for Civil Department
17/08/2017	Exp.Inv	RIT-SDI/0137/1718	RIT_PFB	12000.00	0.00	Being Chief Guest Honorarium & travelling cinveyance for Awaness Programme on 5s & Quality Circles(29.07.2017)
25/08/2017	RegularJv	RIT-JV/0166/1718	RIT_PFB	0.00	250000.00	Being Other Income wrongly entred instead of Events,Conference & Seminars
28/08/2017	Sund.P/Voc	RIT-BP/0927/1718	RIT_PFB	3410.00	0.00	Being Participated and presented paper for "ICLBB 2017" for christian medical college, vellore on 18.8.2017 & 19.08.2017
04/09/2017	Exp.Inv	RIT-SDI/0153/1718	RIT_PFB	9000.00	0.00	Being Guest lecture on "Manufacturing Technology- I" for second year mechanical students on 26.08.2017
13/09/2017	Exp.Inv	RIT-SDI/0171/1718	RIT_PFB	11218.00	0.00	Being guest lecture on Estimation of Buildings with cost Analysis for Civil Department (RIT STRUCTA)
13/09/2017	Exp.Inv	RIT-SDI/0172/1718	RIT_PFB	2007.00	0.00	Being RIT - MINIATURE expenses for our Civil department students
11/10/2017	Exp.Inv	RIT-SDI/0179/1718	RIT_PFB	1097.00	0.00	Being medical camp expenses for our institute (06.09.2017)

**Account Ledger for the period between**

**01/04/2017 and 31/03/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration	
		<b>Account Code</b> : 430-113					<b>Description</b> : Events, Conference & Seminar
11/10/2017	Exp.Inv	RIT-SDI/0209/1718	RIT_PFB	25558.00	0.00	Being Registration fees for Online course completed by our ECE dept. 4 faculty members for the AY year 2017-18	
11/10/2017	Exp.Inv	RIT-SDI/0210/1718	RIT_PFB	32011.00	0.00	Being Registration fees for Online course completed by our Mechanical dept. 5 faculty members for the AY year 2017-18	
11/10/2017	Sund.P/Voc	RIT-BP/1076/1718	RIT_PFB	57522.00	0.00	Being Online course fee refunded for our Pricipal & Mathematics Department Faculty members (9 Members)	
24/10/2017	Sund.P/Voc	RIT-BP/1006/1718	RIT_PFB	3000.00	0.00	Being Registration fees for our Faculty Attending one day workshop on 4th September 2017 at IIT Madras.	
26/10/2017	Sund.P/Voc	RIT-BP/1047/1718	RIT_PFB	97064.00	0.00	Being Online course fee refunded for our ECE Department Faculty members (15 Members)	
26/10/2017	Sund.P/Voc	RIT-BP/1075/1718	RIT_PFB	89806.00	0.00	Being Online course fee refunded for our Mechanical Department Faculty members (14 Members)	
26/10/2017	Sund.P/Voc	RIT-BP/1094/1718	RIT_PFB	58975.00	0.00	Being Online course fee refunded for our EEE Department Faculty members (9 Members)	
06/11/2017	Sund.P/Voc	RIT-BP/1110/1718	RIT_PFB	51459.00	0.00	Being Online course fee refunded for our Civil Department Faculty members (8 Members)	
06/11/2017	Sund.P/Voc	RIT-BP/1111/1718	RIT_PFB	65131.00	0.00	Being Online course fee refunded for our CSE Department Faculty members (10 Members)	
08/11/2017	Sund.P/Voc	RIT-BP/1167/1718	RIT_PFB	4602.00	0.00	Being conference on Annual Graphical System Design at ITC Gardenia Bangalore (26.10.2017)	
10/11/2017	Sund.P/Voc	RIT-BP/1171/1718	RIT_PFB	9605.00	0.00	Being Online course fee payment for our Chemistry Department Faculty members (5 No.s)	
13/11/2017	Sund.P/Voc	RIT-BP/1175/1718	RIT_PFB	7456.00	0.00	Being Online course registration fee reimburse for our English Department Faculty members (4 No.s)	
27/11/2017	Exp.Inv	RIT-SDI/0247/1718	RIT_PFB	3895.00	0.00	Being registration fees for staff attending faculty development programme at TCE, Madurai (08.11.17 - 14.11.17)	
06/12/2017	Exp.Inv	RIT-SDI/0256/1718	RIT_PFB	1318.00	0.00	Being FDP on Research Issues in Antenna Design fot Wireless Applications (24.11.2017 - 01.12.2017)	
08/12/2017	Exp.Inv	RIT-SDI/0257/1718	RIT_PFB	13419.00	0.00	Being awarness programme on Sar preparation for NBA Accreditation for all Faculty Members (02.12.2017)	
08/12/2017	Exp.Inv	RIT-SDI/0258/1718	RIT_PFB	235158.00	0.00	Being AICTE sponsored two week Faculty Development Programme on Human Values and Professional Ethics	
12/12/2017	Exp.Inv	RIT-SDI/0263/1718	RIT_PFB	5378.00	0.00	Being expenses for guest lecture for Mobicus Knowledge Services	
12/12/2017	Sund.P/Voc	RIT-CP/0436/1718	RIT_PFB	360.00	0.00	Being value added course on PLS and sensors for II year ECE students	
15/12/2017	Exp.Inv	RIT-SDI/0268/1718	RIT_PFB	25547.00	0.00	Being training programme for Electronic System Design and Manufacturing & testing using Cadence Orcad (27.11.2017)	
19/12/2017	Exp.Inv	RIT-SDI/0269/1718	RIT_PFB	2594.00	0.00	Being two days workshop on CNC Machining Turning and Milling for internal & Extrernal Lab Technicians	
19/12/2017	Exp.Inv	RIT-SDI/0270/1718	RIT_PFB	1399.00	0.00	Being Faculty Development Programme on Basic Electrical Electronics and Measurement Engineering from(01.12.2017 - 08.12.2017)	
22/12/2017	Exp.Inv	RIT-SDI/0273/1718	RIT_PFB	1000.00	0.00	Being registration fees for Advanced Web Technologies for CSE Department	

**Account Ledger for the period between**

**01/04/2017 and 31/03/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration	
		<b>Account Code</b> : 430-113					<b>Description</b> : Events, Conference & Seminar
26/12/2017	Exp.Inv	RIT-SDI/0279/1718	RIT_PFB	300.00	0.00	Being registration fees for Oneday Hands on Training Programme on Digital Storage Oscilloscope for Technical staff (12.12.2017)	
06/01/2018	Sund.P/Voc	RIT-BP/1267/1718	RIT_PFB	3320.00	0.00	Being registration fees for Advance Control System Design with Hands on Sessions using Matlab Simulink & Labview	
18/01/2018	Sund.P/Voc	RIT-BP/1352/1718	RIT_PFB	6406.00	0.00	Being Online course fee payment for our ECE Department Faculty (MR.G. SIVAKUMAR)	
18/01/2018	Sund.P/Voc	RIT-BP/1766/1718	RIT_PFB	6542.00	0.00	Being Online course fee payment for our Mechanical Department 2 Faculty members	
01/03/2018	Sund.P/Voc	RIT-CP/0495/1718	RIT_PFB	700.00	0.00	Being our staff participating one day workshop on "ETABS" on 24th Feb,18	
08/03/2018	Sund.P/Voc	RIT-BP/1456/1718	RIT_PFB	21462.00	0.00	Being online course fees for our maths dept. faculty members	
08/03/2018	Sund.P/Voc	RIT-BP/1495/1718	RIT_PFB	52159.00	0.00	Being online course fees for our mechanical dept. faculty members	
08/03/2018	Sund.P/Voc	RIT-BP/1585/1718	RIT_PFB	26884.00	0.00	Being Online course registration fee reimburse for our Civil Department 10 Faculty members	
27/03/2018	Exp.Inv	RIT-SDI/0354/1718	RIT_PFB	8000.00	0.00	Being Expenses for our staff attending "Cyber Security Professional" workshop on 24.2.18 to 25.2.18 at chennai	
27/03/2018	Exp.Inv	RIT-SDI/0356/1718	RIT_PFB	9161.00	0.00	Being Expenses for RIT-CEED Conducted "IT-start - up mania" on 10.3.2018	
28/03/2018	Sund.P/Voc	RIT-BP/1618/1718	RIT_PFB	48790.00	0.00	Being online course fees for our Principal & maths dept. faculty members	
28/03/2018	Sund.P/Voc	RIT-BP/1633/1718	RIT_PFB	116606.00	0.00	Being online course fees for our Mechanical dept. faculty members	
28/03/2018	Sund.P/Voc	RIT-BP/1654/1718	RIT_PFB	32681.00	0.00	Being online course registration fee to all faculty members	
28/03/2018	Sund.P/Voc	RIT-BP/1655/1718	RIT_PFB	100172.00	0.00	Being online course registration fee to all ECE dept. faculty members	
28/03/2018	Sund.P/Voc	RIT-BP/1656/1718	RIT_PFB	63068.00	0.00	Being online course registration fee to all Civil dept. faculty members	
29/03/2018	Sund.P/Voc	RIT-BP/1314/1718	RIT_PFB	9750.00	0.00	Being Online course registration fee reimburse for our Physics Department Faculty 3 members	
31/03/2018	Exp.Inv	RIT-SDI/0383/1718	RIT_PFB	31908.00	0.00	Being Registration fees for Online course completed by our Mechanical dept. 5 faculty members for the AY year 2017-18	
31/03/2018	Sund.P/Voc	RIT-BP/1701/1718	RIT_PFB	3995.00	0.00	Being Our Students & Staff participated in Smart India Hackathon 18 at Hyderabad	
31/03/2018	Sund.P/Voc	RIT-BP/1727/1718	RIT_PFB	52328.00	0.00	Being Online course registration fee reimburse for our EEE Department 9 Faculty members	
31/03/2018	Sund.P/Voc	RIT-BP/1728/1718	RIT_PFB	12630.00	0.00	Being Online course registration fee reimburse for our English Department 4 Faculty members	
31/03/2018	Sund.P/Voc	RIT-CP/0494/1718	RIT_PFB	500.00	0.00	Being our staff participating one day workshop on "Contract & Construction Management" on 24th Feb,18	
31/03/2018	Sund.P/Voc	RIT-CP/0515/1718	RIT_PFB	600.00	0.00	Being Registration fee for our staff attended one day national seminar on Concrete Mix Design on 08.3.18	
31/03/2018	Sund.P/Voc	RIT-CP/0526/1718	RIT_PFB	600.00	0.00	Being Registration fee for our staff attended one day national seminar on Concrete Mix Design on 08.3.18	

**Account Ledger for the period between**

**01/04/2017 and 31/03/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
<b>Total</b>				1752342.00	250000.00	
<b>Closing Balance</b>				Dr.	1502342.00	

<<< End Of Report >>>

## Account Ledger

**Layout Heading** :  
**Financial Year** : 01 Apr 2018 - 31 Mar 2019  
**From Date** : 01/04/2018  
**Account Code From** : 430-113

**Currency** : BASE  
**Financial Period** :  
**To Date** : 31/03/2019  
**Account Code To** : 430-113

### Account Ledger for the period between 01/04/2018 and 21/10/2018

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113	<b>Description</b> : Events, Conference & Seminar			
		Opening Balance	RIT_PFB	1502342.00	0.00	
23/04/2018	Sund.P/Voc	RIT-BP/0016/1819	RIT_PFB	2792.00	0.00	Being registration fee for our mechanical faculty two members attending one day course at chennai on 7.4.18
08/05/2018	Sund.P/Voc	RIT-BP/0076/1819	RIT_PFB	3000.00	0.00	Being our staff attending training on "Artificial Neural Network usng MATLAB by MIT campus, Chennai on 25.5.18 to 27.5.18
08/05/2018	Sund.P/Voc	RIT-CP/0014/1819	RIT_PFB	300.00	0.00	Being Our Staff attend Two days workshop on "Modelling & Closed loop control of Permanent Magnet Synchronous Machines using MATLAB" on 16.4.18 to 17.4.18
14/05/2018	Sund.P/Voc	RIT-CP/0033/1819	RIT_PFB	300.00	0.00	registration Fees for Hands -on Workshop on open Source Programming Tools on 11.05.18 - 12.05.18 at Mepco.
15/05/2018	Sund.P/Voc	RIT-BP/0534/1819	RIT_PFB	3500.00	0.00	Registration Fees & Travelling Allowance for Advances in Medical Signal & Image Processiong 2018 at SSN.
15/05/2018	Sund.P/Voc	RIT-BP/0535/1819	RIT_PFB	3000.00	0.00	Registration Fees for Composite Structures Programme on 07-11.05.2018 at Mepco.
15/05/2018	Sund.P/Voc	RIT-BP/0537/1819	RIT_PFB	3000.00	0.00	Registration Fees for Composite Structures Programme on 07-11.05.2018 at Mepco.
25/05/2018	Exp.Inv	RIT-SDI/0083/1819	RIT_PFB	7500.00	0.00	Being expenses for our staff attended FDP on NITTTR, chennai during 14.5.18 to 18.05.2018
28/05/2018	Sund.P/Voc	RIT-CP/0054/1819	RIT_PFB	1500.00	0.00	Being Registration fee and Travelling expenses paid on Faculty development programme in ssn college of engg, chennai 7-05-18 to 11-05-18
19/06/2018	Exp.Inv	RIT-SDI/0161/1819	RIT_PFB	24000.00	0.00	registration Fees Paid for Assembly and Dismantling of Engine and Transmission System Training on 25.06.18 - 29.06.18 - 5 Days.
19/06/2018	Exp.Inv	RIT-SDI/0166/1819	RIT_PFB	6000.00	0.00	Being STTP on "composite structures" organized by mech dept, Mepco Engg College from 07 may to 11th may expenses on registration fee and certificate charges
27/06/2018	Sund.P/Voc	RIT-CP/0082/1819	RIT_PFB	1800.00	0.00	Being three days workshop on "Convex Optimization for 5G wirless communication" on madurai from 21/6/18 to 23/6/18
04/07/2018	Exp.Inv	RIT-SDI/0255/1819	RIT_PFB	31520.00	0.00	Being training programme conduction for tow days " Happy Workplace" on 28.06.2018
06/07/2018	Sund.P/Voc	RIT-CP/0092/1819	RIT_PFB	1150.00	0.00	Being FDP on "Machine Learning Using Pyton" oruganised by SREC on 21-06.2018 - 23.06.2018 on registration fee and travelling expenses
06/07/2018	Sund.P/Voc	RIT-CP/0093/1819	RIT_PFB	372.00	0.00	Being VAC for III % I year EEE students from 11.05.2018-16.05.2018, 25.06.2018-29.06.2018. tea and snacks expenses
09/07/2018	Exp.Inv	RIT-SDI/0288/1819	RIT_PFB	20000.00	0.00	TA & Refreshment Expenses & Accommodation Expenses for Attending

**Account Ledger for the period between**

**01/04/2018 and 21/10/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
						Workshop on Artificial Intelligence and Deep Learning at Saintgits College of Engg, Kottayam on 25.06.18 - 27.06.18 - 3 Days.
19/07/2018	Sund.P/Voc	RIT-CP/0106/1819	RIT_PFB	2810.00	0.00	Being conductd workshop on writing Research Papers" on 29th 30th June 2018 expenses on Photograh bill, phto pring and photp Frame
21/07/2018	Exp.Inv	RIT-SDI/0360/1819	RIT_PFB	738.00	0.00	being advance amount for conducting Motivational Lecture "Manam, Manam Ariya Aval" on 07.07.2018
21/07/2018	Exp.Inv	RIT-SDI/0363/1819	RIT_PFB	1292.00	0.00	being advance amount for conducting Motivational Lecture "Manam, Manam Ariya Aval" on 07.07.2018
23/07/2018	Exp.Inv	RIT-SDI/0392/1819	RIT_PFB	4275.00	0.00	Being advance amount International Yoga Day on 21.07.2018
24/07/2018	Sund.P/Voc	RIT-CP/0112/1819	RIT_PFB	920.00	0.00	Being Reg fees and TA expenses paid to attend workshop on "Algorithmic Game Therory" Kovilpatti on 20,21.07.2018
26/07/2018	Exp.Inv	RIT-SDI/0404/1819	RIT_PFB	5376.00	0.00	Being expenses on international test conference India 2018 in Radisson Blu, Bangalore on July22-24,2018
30/07/2018	Exp.Inv	RIT-SDI/0413/1819	RIT_PFB	3880.00	0.00	Being inaugurating Department association (T+RIT -CLUSTRA) on 23.07.2018
03/08/2018	Exp.Inv	RIT-SDI/0427/1819	RIT_PFB	3660.00	0.00	Being conducted on inaugural function of RIT-Mechanizo and SAEINDIA collegiate clun 2018-19 on 28.07.2018 and Memenoto and TA allowance amount
09/08/2018	Exp.Inv	RIT-SDI/0486/1819	RIT_PFB	800.00	0.00	Being conduct neurship Awarness programm on 11.07.2018 expenses on Honorium, flex design, photos
18/08/2018	Exp.Inv	RIT-SDI/0512/1819	RIT_PFB	2450.00	0.00	Being Twodays workshop on Smart Wireless Tech on ECE Dept, SRM College
20/08/2018	Exp.Inv	RIT-SDI/0527/1819	RIT_PFB	8839.00	0.00	Being Swachh Bharat Summer Internship program on 25.06.2018-11.07.2018
20/08/2018	Exp.Inv	RIT-SDI/0528/1819	RIT_PFB	17982.00	0.00	Being Nss 7 days Camp on 25.06.2018-01.07.2018)
20/08/2018	Exp.Inv	RIT-SDI/0529/1819	RIT_PFB	775.00	0.00	Being Blood donation camp on 25.07.2018
24/08/2018	Sund.P/Voc	RIT-CP/0151/1819	RIT_PFB	1500.00	0.00	Being Registration Fee for International Conference on "the Interface between Language & Literature"
29/08/2018	Exp.Inv	RIT-SDI/0564/1819	RIT_PFB	1763.00	0.00	Being two days workshop on "Design Thinking for Engg educators" on 26-07-18 & 27-07-2018)
04/09/2018	Exp.Inv	RIT-SDI/0583/1819	RIT_PFB	49912.00	0.00	Being Workshop on " Writing Research papers, citation analysis Plagiarism, Getting patent & Copyright on 29th 30th June 2018"
04/09/2018	Exp.Inv	RIT-SDI/0584/1819	RIT_PFB	37320.00	0.00	Being Conducted on 3 days training program on " ART of Counselling o =n 20.06.2018
05/09/2018	Exp.Inv	RIT-SDI/0588/1819	RIT_PFB	6379.00	0.00	Being Dept Association Inaugural function guest lecture on "Stratgies for Success" on 28.07.2018 on Honararium and Travelling allowance
05/09/2018	Sund.P/Voc	RIT-CP/0166/1819	RIT_PFB	2000.00	0.00	Mr.K.Dinesh(Fushion 360-5 days program) Room Rend charges paid for 4 days
06/09/2018	Exp.Inv	RIT-SDI/0594/1819	RIT_PFB	722.00	0.00	Being conducted our Fine Arts and Cultural club Inaugural function on 29.08.2018
18/09/2018	Exp.Inv	RIT-SDI/0702/1819	RIT_PFB	5100.00	0.00	Honorarium & Other Miseclaneous Expenses Paid for Conduct Workshop



**Account Ledger for the period between**

**01/04/2018 and 21/10/2018**

**Company Name** : Ramco Institute of Technology

**Currency** : INR

Date	Transaction	Document No	Finance Book	Debit	Credit	Narration
		<b>Account Code</b> : 430-113			<b>Description</b> : Events, Conference & Seminar	
on AngularJS to IV Year CSE Students on 21.07.18, 28.07.18, 18.08.18, 25.08.18 & 8.09.18.						
25/09/2018	Exp.Inv	RIT-SDI/0726/1819	RIT_PFB	3750.00	0.00	Being Inaugural function of Women welfare, Safety and progress on 14.09.2018
05/10/2018	Exp.Inv	RIT-SDI/0758/1819	RIT_PFB	7260.00	0.00	Being arranged in training session on " Mock Group Discussion" for the IV year studetns on 25.09.2018 Honorarium and Travelling expenses
09/10/2018	Exp.Inv	RIT-SDI/0792/1819	RIT_PFB	58650.00	0.00	Being First Year Student Induction Programme for the Academic Year 2018-19 Chief Guest Honorarium, TA, Yoga, Documentation & Other Expenses.
17/10/2018	Exp.Inv	RIT-SDI/0839/1819	RIT_PFB	9747.00	0.00	Training session on " Interview Skills for the final year students on 14.09.2018
<b>Total</b>				1849976.00	0.00	
<b>Closing Balance</b>				Dr.	1849976.00	

<<< End Of Report >>>

M. Anish Alfred Vaz  
Asst. Professor of English  
Ramco Institute of Technology  
Rajapalayam

12.11.14

The Principal  
Ramco Institute of Technology  
Rajapalayam

Sir,

Sub: Requisition for Advance Amount

As intimated in my previous permission letter dated 14.10.2014, I am happy to inform that my paper has been selected for presentation in the **International Conference on English Language and Literature (ICELL-2014)**. The paper will also be published in the International Journal on English Studies. The conference is scheduled to take place in Pondicherry on 14<sup>th</sup> and 15<sup>th</sup> November, 2014. In this regard, I request your permission to attend the conference. I also request you to sanction an advance amount of Rs. 4000 towards registration fee and travel expenses. The expenditure details are as follows:

1. Conference Registration fee = Rs. 3000 (proof attached) —
2. Travel Expenses = Rs. 1200 (to and fro) —

*to be borne by the family members.*

Thank you,

Yours faithfully,

*AZ*  
12.11.2014

Encl: 1. Copy of the permission letter

2. Paper Acceptance Letter

3. Registration Fee details

*AZ*  
12/11/14

*Forwarded to the Principal for approval.*

*Principals  
12/11/14*

**RAMCO INSTITUTE OF TECHNOLOGY**  
**RAJAPALAYAM**

27.10.2015

Submitted to the Principal

**Sub.: Payment Approval Regarding**

I have attended two days International Workshop on "Network Security and Challenges" organised by Madras Institute of Technology Campus, Anna University, Chennai from 17<sup>th</sup> August 2015 to 18<sup>th</sup> August 2015. The details of registration, travelling and boarding expenditures incurred are listed below: (DD copy, Registration receipt, Train Tickets attached)

DATE	PARTICULARS	AMOUNT
10.08.2015	DD Drawn for Registration Fee for International Workshop on "Network Security and Challenges" organised by MIT Campus, Anna University, Chennai – Copy of DD Enclosed	2000/-
15.08.2015	Ticket fare from Rajapalayam to Chennai	360/-
17.08.2015	Auto fare to and from Nugambakkam Railway station to residence (No bill)	20/-
17.08.2015	Ticket fare Nugambakkam railway station to/from Chrompet Railway station	10/-
18.08.2015	Auto fare to and from Nugambakkam Railway station to residence (No bill)	20/-
18.08.2015	Ticket fare Nugambakkam railway station to/from Chrompet Railway station	10/-
18.08.2015	Ticket fare from Chennai to Rajapalayam	360/-
<b>TOTAL AMOUNT</b>		<b>2,780/-</b>

Two thousand seven hundred and eighty (Rupees only)

Kindly approve the above travel expenditure.

*N. Nithya*  
28/10/15  
N.Nithya  
(AP/ CSE)

*K. V. S. Srinivasan*  
28/10/15  
HOD

*N. P. M.*  
31/10  
Accountant

*[Signature]*  
03/11/15  
PRINCIPAL

**RAMCO INSTITUTE OF TECHNOLOGY**  
**Department of Electronics and Communication Engineering**

28.01.2016

Submitted to the Principal


Sir,

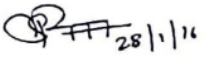
I have received Rs. 3000/- (Three thousand) towards registration fee and travel expense to participate the workshop on "Key concepts on Electromagnetic Field", organized by IEEE antennas and propagation society madras chapter during January 20-22, 2016 at SSN College of Engineering, Kalavakkam. The expenditure details are as follows:

Sl. No	Description	Amount (Rs.)
1	Registration Fee	1,500
2	Travel fair	1,500
Total		3,000

The bills are attached for your perusal. I Kindly request you to approve the above expenditure.

Thanking you sir.

  
28/1/16  
**R. Arun**  
**Asso. Prof/ECE**

  
28/1/16  
HOD In-charge/ECE

  
28/1  
Accountant

  
28/1/16  
PRINCIPAL

**RAMCO INSTITUTE OF TECHNOLOGY**  
**RAJAPALAYAM**

01.06.2016

**For Payment Approval:**

Details of Registration Fee, Travelling Expenses and Boarding Expenses incurred by P.Abinaya AP/CSE to attend FDP on "Cryptography and Network Security" organised by KGiSL Institute of Technology, Coimbatore during May.23, 2016 to May.25, 2016 are given here under: (Bus Ticket and Cash receipts attached)

DATE	PARTICULARS	AMOUNT
23.05.2016 to 25.05.2016	Registration Fee	1500 ✓
25.05.2016	Ticket fare from Coimbatore to Sivakasi	407 ✓
23.05.2016 to 24.05.2016	Boarding Expenses	300 ✓
<b>TOTAL AMOUNT</b>		<b>2207 ✓</b>

(Rupees Two Thousand, Two Hundred and Seven only)

Kindly approve the above travel and boarding expenditure.

*P. Abinaya*  
1/6/2016  
**Requested by**  
**P.Abinaya AP/CSE**

*K. V. Jagan*  
1/6/16  
**HOD/CSE**

*[Signature]*  
1/6/16  
**Principal**

**RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM**

02.12.2016

Submitted to the Principal


Respected Sir,


**Sub: Requesting permission to attend FDTP at K.L.N College of Engineering, Madurai.**

I am interested in participating Seven Days FDTP on “**EC6402 Communication Theory**” organized by Department of Electronics and Communication Engineering, K.L.N College of Engineering, Madurai which is scheduled from **5<sup>th</sup> to 12<sup>th</sup> December 2016**.

I kindly request you to grant me permission to participate in the workshop. I accord your permission for the approval of Travelling Allowance of Rs.600/- as given below.

Sl.No.	Particulars	Amount (in Rs.)
1	Travelling Allowance (To and fro: Rajapalayam - Madurai)	600.00
	<b>Total</b>	<b>600.00</b>

  
G. Gnana Priya  
AP/ECE

  
HOD/Incharge

  
02/12/16  
PRINCIPAL



**RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM**

**Department of Electronics and Communication Engineering**

01.06.2016

Submitted to the Principal

Respected Sir,

I went to attend the one week TEQIP sponsored Faculty Development Programme on "Electronic Circuits: Theory & Practice" at Thiagarajar College of Engineering, Madurai from 23.05.2016 to 29.05.2016.

The following are Registration fee and Travelling expenses.

Sl. No.	Particulars	Amount (in Rs.)
1	Registration Fee	2,000.00
2	Travelling expenses (To and fro: Sivakasi - Madurai)	449.00
	Total	2449.00

Kindly I request you to reimburse the expenses.

V. Sirenganachiyar  
1/6/16

V. Sirenganachiyar  
AP/ECE

HOD/Incharge  
3/6/16

N. Am  
Accountant  
06/06

Principal  
11/06/16  
PRINCIPAL

**RAMCO INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

20.12.2016


**Submitted to the Principal**

**Sub.: Settlement of account for the advance amount received for attending short term course**

I have received an advance amount of Rs.2000/- from the college for attending short term course on "Realization of Internet of Things using Raspberry Pi", organized by National Institute of Technology, Tiruchirappalli on 21.11.2016. The break-up for the expenditure incurred is detailed below with bills.

Sl. No.	Date(s)	Particulars	Amount (in Rs.)
1	22.11.2016	DD Drawn for Registration Fee – Copy of DD and Receipt Enclosed	1,000 ✓
<b>Total Expenditure incurred (A)</b>			<b>1,000</b>
<b>Advance Amount received (B)</b>			<b>2,000</b>
<b>Balance Amount to be refunded to College (B-A)</b>			<b>.1,000</b>

Total Expenditure incurred is **Rs.1,000/- (Rupees One Thousand Only)** against the advance amount of Rs. 2,000/-. So, the balance amount of **Rs.1000/-** is refunded to the college.

  
**P. Abinaya**  
(AP/ CSE)

  
**HOD** 24/12/16.

  
**Accountant** 24/12

  
**PRINCIPAL** 26/12



**RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM**

**Department of Electronics and Communication Engineering**

02.01.2017

Submitted to the Principal

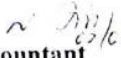
Respected Sir,


I attended five days FDTP on “RF Circuits and Antenna Design” organized by Department of Electronics and Communication Engineering, Mepeco Schlenk Engineering college, Sivakasi from 19.12.2016 to 23.12.2016.

The registration fee is Rs.1000/- Kindly I request you to reimburse the registration fee. I have attached the copy of approval.

  
D.Gopinath  
AP/ECE

  
HOD/Incharge

  
Accountant

  
PRINCIPAL

**RAMCO INSTITUTE OF TECHNOLOGY, RAJAPALAYAM**

**Department of Electronics and Communication Engineering**

31.12.2016

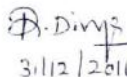
Submitted to the Principal

Respected Sir,

I attended Two Days Second National Seminar on “Recent trends in RF, Antennas and MIC” at K. L. N. College of Engineering, Madurai on 01.12.2016 and 02.12.2016.

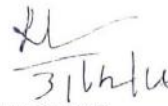
The Registration fee for the seminar is Rs.500.00/-

Kindly I request you to reimburse the expenses. I have attached the copy of approval.

  
R.Divya  
AP/ECE

  
HOD/Incharge

  
Accountant

  
PRINCIPAL

From

T.Vigneswari  
Assistant Professor  
Department of Physics  
Ramco Institute of Technology  
Rajapalayam

To

The Principal  
Ramco Institute of Technology  
Rajapalayam

Respected Sir,

Sub: Seeking permission to register in the international conference – Reg.

I would like to inform you that, my abstract is selected for presentation in the international conference to be held on 9<sup>th</sup> August 2017 to 11<sup>th</sup> August 2017 in SRM University, Chennai. I request you to kindly permit me to register for the conference and also provide on-duty (OD) to attend the conference. Further, I request you to provide me the registration fee of Rs. 2000/- (Two thousand) only.

Thanking you

Place: Rajapalayam

Date: 26.06.17

Yours faithfully,

*T.Vigneswari*  
26/6/17  
(T.VIGNESWARI)

Forwarded to the Principal  
*Devasileyan*  
26/6/17.

*au*  
*29/6/17*