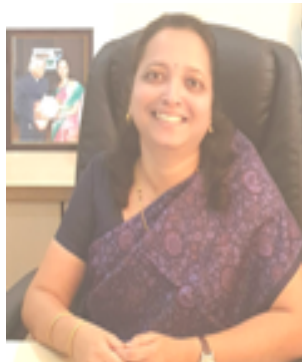




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Institute Submenu ▼

Registrar Office



Prof.(Dr.) Vaishali Arun Patil
Dean Administration and Registrar

Telephone No. :- **020-24202254**

Email ID :- **registrar@vit.edu** (<mailto:registrar@vit.edu>)

Establishment Section :-

Mr. Vishal Pattar

Designation – Deputy Registrar

Email ID - **establishment.section@vit.edu** (<mailto:establishment.section@vit.edu>)

- [Boards & Committees \(/images/registrar-office/Committees_Website.pdf\)](/images/registrar-office/Committees_Website.pdf)
- [Policies & Service Rules \(/images/registrar-office/Policy_services_rule.pdf\)](/images/registrar-office/Policy_services_rule.pdf)

- [Staff Insurance Policy \(/staff-insurance-policy\)](#)
- [Perspective /Strategic Plan \(/images/NAAC_CYCLE_III/criteria6/6_2_1_Perspective_Plan..pdf\)](#)

Faculty recruitment procedure is as per the AICTE norms.

Faculty interested in joining our institute can apply in online mode by clicking the following link
[*https://admin.vierp.in/recApplicationLogin/login*](https://admin.vierp.in/recApplicationLogin/login) ([*https://admin.vierp.in/recApplicationLogin/login*](https://admin.vierp.in/recApplicationLogin/login)).

Students' Section

Mr. Ravindra N. Badhe

Designation – Office Superintendent (Student Sec.)

Phone No. - 020-24202179

Email ID - students.section@vit.edu (<mailto:students.section@vit.edu>)

- UG, PG and Ph.D. Admissions.
- Merit list verification of newly admitted students.
- Eligibility of newly admitted students.
- Medical Examination of newly admitted F.Y. B Tech. students.
- Issue of Identity cards.
- Cancellation of Admission.
- Government/ Semi Government, Minority and Private Sector Scholarships.
- Travel Concessions (Railway, State Transport and City bus transport.)
- Registration of regular subjects and Re-registration of back subjects.
- Issue of Transference Certificate.
- Verification and issue of Online Transcript.
- Online verification (Students Academics for Job and admission for Higher Education)
- All types of statistical information / data for authorities like NAAC, NBA, DTE, AICTE, UGC, Savitribai Phule Pune University, all types of surveys etc.
- Attestation of Students Documents.
- Issue of Various types of Bonafide certificates.
 - Address proof
 - Date of Birth
 - Visa Purpose
 - Passport Purpose
 - Bank account opening
 - Educational loan
 - Private sector Scholarship
 - Driving license
 - Caste

- Admission Category
- Bus Pass.
- As per student requirement.

IMPORTANT LINKS

- Important Information for Students (/images/PDF/important_information_for_students.doc)
- Procedure for obtaining various certificates
(/images/PDF/procedure_for_obtaining_various_certificates.doc)
- Apply for Online Transcript (</index.php/for-students/apply-for-online-transcript>)
- Application for Verification (</index.php/for-students/apply-for-online-verification>)
- All type of Online Certificates (<https://learner.vierp.in/>)

Accounts Section

Mrs. Mrunal Barve (Accounts Officer)

Fax: (020)24202290

e-mail: accounts@vit.edu (<mailto:accounts@vit.edu>)

Profile: Centralized Finance & Accounts Unit

- Budget preparation & distribution to departments.
- Account finalization Receipt & payments, Income & expenditure & audited financial reports. Budget analysis.
- Account updation & verification.
- Stock verification etc.
- Collection of Tuition fees, development, examination fees, university fees, hostel fees, deposit etc.
- Fees refund as per rule of Director of Technical Education (DTE) & in case of admission cancellation. Refund to year down (YD) students.
- Refund/payment of necessary scholarships, freships, education loan, earn & learn, students stipend & other refund required as per norms.
- Issue of various fees structure to the students for educational loan purpose. Various letter/certificate for education loan to the bank. Co-ordination with local banks & Credila Company. Maintenance of fees register
- Online fee collection system through payment gateway. Examination work of University and autonomous.
- Day to day petty cash transactions.
- All bank reconciliations, proposals, project reports etc.
- Internal & statutory audit & compliance report.
- Compliance to FEES REGULATING AUTHORITY, AICTE, DTE, SPPU and banks.
- Staff :-
 - Salary for teaching and non teaching staff including taxation (TDS) work, Income Tax declaration scrutiny and TDS return work, Distribution of salary slips through mail and

issuse of form 16 to employee and form 16 A to contractor & professional consultant.

- o Provident Fund, Profession Tax, Income Tax, Gratuity etc. arrears work.
- o Employees welfare, insurance & Medical policy Karmachari Patsanstha work.
- o Necessary advances & bills settlement.

Staff List :-

Establishment Section

Sr. No.	Name of the Staff	Designation	Extension Number
1.	SMT. KULKARNI VARSHAA.	Sr. Clerk	24202227
2.	SHRI KSHIRSAGAR GANESH J.	Jr. Clerk	24202227
3.	SMT. JOSHI APARNA A.	Jr. Clerk	24202227

Students Section

Sr. No.	Name of the Staff	Designation	Extension Number
1	SHRI MOTKAR VIJAY N.	Sr. Clerk	24202252
2	SHRI. KAKDE V.A.	Sr. Clerk	
3	SHRI. KUNJIR D.C.	Sr. Clerk	
4	SHRI. JOG MILIND	--	
5	SHRI. THOMBRE H.R.	Jr. Clerk	
6	SMT. KULKARNI DEEPALI M.	Jr. Clerk	24202178
7	SHRI BHURUK A.D..	Lab. Attendant	----

Accounts Section

Sr. No.	Name of the Staff	Designation	Extension Number
1.	SMT. GAIKWAD RUPALI R.	Sr. Clerk	24202220
2.	SHRI MHASKAR SANTOSH R.	Sr. Clerk	24202233

3.	SHRI. KADAM KHANDU G.	Accountant	24202250
4.	SMT. PATWARDHAN ASHWINI R.	Jr. Clerk	24202250
5.	SMT. KULKARNI KRISHNA S.	Jr. Clerk	---
6.	SHRI UMESH DESAI	Class IV	----
7.	SHRI POTE DATTATRAY C.	Class IV	----

Contact Info



Vishwakarma Institute of Technology

666, Upper Indiranagar, Bibwewadi,
Pune, Maharashtra, INDIA - 411 037.



For Admission :- 91 - 7058432258 / 8793428634



For Admission :- Office Timing :-

Monday to Friday - 10am to 5 pm

QUICK LINKS



SISTER INSTITUTES



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