



Rajgad Dnyanpeeth's

**Rajgad Institute of Management
Research & Development, Pune-43**

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra),
Affiliated to Savitribai Phule Pune University

**6.4.2: Funds / Grants received from non-government bodies,
individuals, philanthropers during the last five years (not covered in
Criterion III)**

Criteria Summary

Name of Organisation	Funds
Kshitij Tech Solutions	10,000/-
Ray Engineering & Services	10,000/-

List of Documents

Training Reports
RIMRD proposal and correspondence with company
Funding Details - Cheque and Bank receipt voucher
Account Statement
Institute approval letters



Rajgad Dnyanpeeth's

Rajgad Institute of Management Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra),
Affiliated to Savitribai Phule Pune University

A report on Training programme conducted at Ray Engineering Services on 16th March 2019

Name of Training: Training on Excel and Advanced Excel

Date: 16th March 2019, Saturday; Time: 9am To 1pm

Resource Person: Dr. Prajakta Warale

Participants: Employees of Ray Engineering Services

Introduction of Training Programme:

Rajgad Institute of Management Research and Development design and delivers various training programmes in field of management. This is a part of the training consultancy policy of RIMRD. There are various training programmes designed by the institute such as Professional English Communication, Personality Development Workshop, Body Language, Soft Skills at Work, Leadership Development, MS Excel, Advanced MS Excel Training, Communication, Presentation and Professional Etiquettes, e-Filing etc.

In line with this Training on MS Excel (Basic and Advanced) was conducted at Ray Engineering and Services on 16th March 2019.

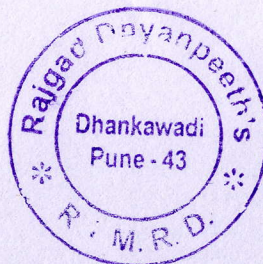
Objective of the Training Programme:

To update the basic and Advanced MS Excel skills of all employees of Ray Engineering Services through demo and practice session.

Description of Training Programme:

Following points were covered in the "*Training programme on Basic and Advanced MS Excel.*"

- 1) All about computers
- 2) Using Windows
- 3) Word Processing
- 4) Spreadsheet



- 5) Basic layout and importance of MS Excel in business
- 6) Functions, menus in MS-Excel
- 7) Hyperlinking in Excel
- 8) Object embedding in Excel
- 9) Pivot table and LOOKUP Function
- 10) Creating formulae in MS Excel
- 11) Applying auto and advanced filter options in MS Excel
- 12) Queries and Feedback of Training

Training started with presentation introducing the need and importance of Information Communication Technology for individual use as well as business use.

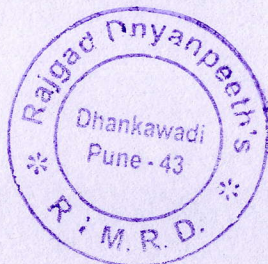
Trainer explained advantages of using computers, how to use windows, concept of GUI etc. Further trainer explained different applications of MS –Office with specific focus on Microsoft word. The short cut keys, effective use of readymade templates, writing macros, mail merge features were explained to the participants.

Second half session was conducted on understanding basic and advanced features of MS Excel. At the beginning , menu bar and various functions of MS Excel were explained in detail with example. Various features such as conditional formatting, hyperlinking , styles, charts, if then else statements were also explained in detail.

In next part of the session, special focus was given on use of pivot tables, pivot charts and lookup functions. It is very helpful in organizing a large amount of data in Microsoft Excel. Pivot tables use to analyse, quickly summarise, manipulate and visualise the data. Thus Pivot tables and pivot chart are explained in more detail with help of example.

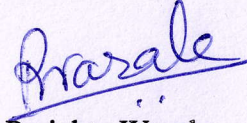
In the end Lookup functions were discussed. Lookup are powerful and versatile tools because they eliminate the need to copy or recreate data that exists in other worksheets or workbooks. Thus a practical session was conducted where all participants performed MS Excel and word assignment exercise .Training was followed by question and answer session.

The programme concluded with gathering feedback from all the employees.



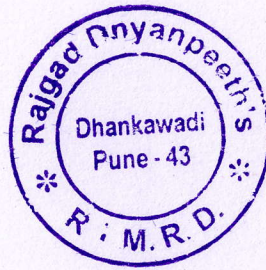
Outcome of Training:

- The training was well received by all the employees of Ray Engineering and Services. Training was very well organised and clarified all queries of employees.
- All employees understood the MS Excel functions and use of pivot table, chart and lookup function for business use.
- All employees performed practical with help of MS Excel.



Dr. Prajakta Warale

Associate Professor





Dr.(Mrs) Bhagyashri Patil
Hon. Secretary

Mr. Anantrao Thopte
Hon. Founder President
Ex - Education Minister

RD/RIMRD/18-19/90

9/02/2019

Dear Sir / Madam,

Greetings from RIMRD!

Please allow us to introduce our institute. Rajgad Dnyanpeeth's Rajgad Institute of Management Research and Development was established in the year 2008 and functioning under the dynamic leadership of the Founder-president, Hon. Anantraoji Thopate. The institute is approved by All India Council of Technical Education (AICTE) and affiliated to Savitribai Phule Pune University and recognized by Government of Maharashtra (GoM).

The institute runs MBA programme of two year four semester full time duration. We have experienced doctorate faculty members who are expert and offer various soft skill and Technical skill training programmes to students, various academic institutions, corporates and industries. We have signed MoU with various academic institutions, corporates and industries.

We deliver training programmes in Professional English Communication, Personality Development Workshop, Body Language, Soft Skills at Work, Leadership Development, MS Excel, Advanced MS Excel Training, Communication, presentation and professional etiquettes, e-Filing, Corporate Communication. Apart from training programmes, the institute also provides need based project consultancy services. The emphasis is to see that the training is more of need-based rather than course-based and also monitor the progress of participants.

We would like to be associated with your prestigious organisation. In view of this, we request you to kindly go through our offerings and give us the suitable training opportunity.

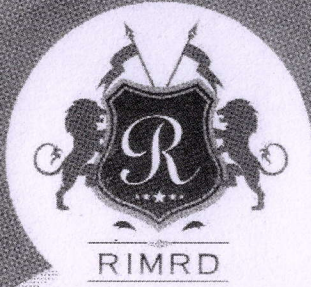
Dr.D.B.Bharati

Director
Director

Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43

Dr. D. B. Bharati
Director

Rajgad Dnyanpeeth's
Rajgad Institute Of Management
Research And Development
Dhankawadi, Pune- 43



Dr.(Mrs) Bhagyashri Patil
Hon. Secretary

Mr. Anantrao Thopte
Hon. Founder Presider
Ex - Education Ministe

Date: 19th Mar 2019

RD/RIMRD/18-19/92

To,
Mr. Aashish Londhe,
Ray Engineering and Services,
Dhankawadi, Pune-43

Sub: Regarding Training Programme on MS Excel (Basic and Advanced)
Ref: Your Letter dated 22/02/2019 regarding training.

Respected Sir/Madam,

Thank you very much for providing us opportunity to conduct training programme on MS Excel (Basic and Advanced) for your employees. Given below are the details of training.

Name of Trainer: Dr.Prajakta Nilesh Warale
Day and Date: Saturday, 16 th March 2019
Time: 9am To 1pm
Topic: MS Excel (Basic and Advanced)
Training Fees: Rs.10,000/-
Mode of Payment- By Cheque
Cheque to be drawn in favor of Rajgad Institute of Management Research and Development

Once again thank you and hope to have long term association.

Dr. D.B. Bharati

Dr. D.B. Bharati

Director

Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43

Dr. D. B. Bharati

Dr. D. B. Bharati
Director

Rajgad Dnyanpeeth's
Rajgad Institute Of Management
Research And Development
Dhankawadi, Pune- 43



भारतीय स्टेट बैंक
State Bank Of India

(11792) - SAHAKAR NAGAR, PUNE
931, SARANG SOCIETY SAHAKAR NAGAR NO.2
PUNE 411009
IFS Code: SBIN0011792

27/03/2019
B E N Y Y Y Y

Rajgad Dnyanpeeth RIMRD

के सहजके जातेम पर OR ORDER

Ten Thousand only

₹ 10,000/-

34000918631

Ladhe

Prefix :
0438200009

Valid upto ₹ 50 Lacs at Non-Home Branch

For RAY Engineering & Services

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

Proprietor

⑈371194⑈ 441002072⑈ 000279⑈ 29

H. Lamb

Director

Rajgad Dnyanpeeth's
Management
Development
Bankawadi, Pune-43

RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOP

S. No. 32/2/12-16,
Opp- Dhankawadi Post Office,
Dhankawadi, Pune - 411043
020-24362334,24370164,24365783,24365306
WWW.RIMRD.ORG
E-Mail :director@rimrd.org

Bank Receipt Voucher

No. : 687

Dated : 25-Mar-2019

Through : BOM PADMAVATI 60080233295

Particulars	Amount
Account : RAY ENGINEERING AND SERVICES	10,000.00
On Account of : BEING CONSULTANCY FEE HAS BEEN RECEIVED.	
Amount (in words) : Indian Rupees Ten Thousand Only	
	₹ 10,000.00

Bank Transaction Details:

Cheque/DD 374194 25-Mar-2019 10,000.00

Authorised Signatory
Accountant
Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43

Director
Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43



Rajgad Dnyanpeeth's

Rajgad Institute of Management Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra), Affiliated to Savitribai Phule Pune University

A report on Training programme conducted at Kshitij Tech Solution on 9th March 2019

Name of Training: Training on Communication, Presentation and Professional Etiquettes

Date: 9th March 2019, Saturday; Time: 2pm To 6pm

Resource Person: Dr. Prajakta Warale

Participants: Employees of Kshitij Tech Solution

Introduction of Training Programme:

Rajgad Institute of Management Research and Development design and delivers various training programmes in field of management. This is a part of a part of training consultancy policy of RIMRD. Various training programmes designed by the institute are Professional English Communication, Personality Development Workshop, Body Language, Soft Skills at Work, Leadership Development, MS Excel, Advanced MS Excel Training, Communication, presentation and professional etiquettes, e-Filing etc.

In line with this Training on Communication Presentation and Professional Etiquettes was conducted at Kshitij Tech Solution on 9th March 2019.

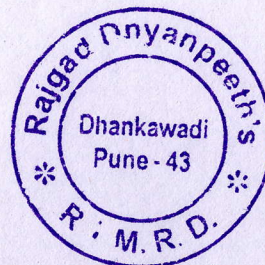
Objective of the Training Programme:

To sharpen the communication skills, presentation skills and professional ethics of employees of Kshitij Tech Solutions through demo and practice session.

Description of Training Programme:

Following points were covered in the "Training programme Training on Communication, presentation and Professional Etiquettes"

- 1) Nature and Importance business communication
- 2) Verbal and non verbal communication



- 3) Email Communication
- 4) Drafting letters and reports
- 5) Importance of Body Language
- 6) Importance and impact of Etiquettes and Universal Values in life
- 7) How to behave at company events, meetings
- 8) Telephone manners
- 9) Greeting Etiquettes
- 10) Practical session
- 11) Queries and Feedback of Training

Training began at Kshitij Tech Solution in meeting room. Owner Mrs. Shweta Kanherkar welcomed facilitator by offering a bouquet and welcome gift. Training started with presentation introducing the need and importance of communication, presentation and professional etiquettes.

Introduction was followed by explaining different types of communication and sample email communication formats were distributed amongst all participants. Different types of body language and its meaning were also discussed during the training session.

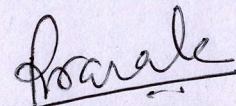
Second half session was conducted on imparting training on Etiquettes and Universal values. Telephonic conversation forms the important part of business communication. It is important that the messages are conveyed while maintaining the protocol. Hence it is important for every employee to be well versed with communication niceties. Employees were enlightened by demonstrating telephone manners, greeting etiquettes and code of conduct to be followed in the meeting.

Training was followed by question and answer session.

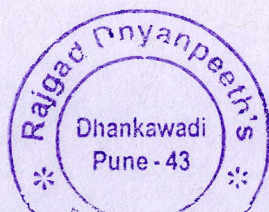
The programme concluded with gathering feedback from all the employees.

Outcome of Training:

- The training was well received by all the employees of Kshitij Tech Solution.
- All employees understood the importance of Communications, presentation in business.
- All employees enlightened about email communication and Professional Etiquettes.



Dr. Prajakta Warale
Associate Professor





Dr.(Mrs) Bhagyashri Patil
Hon. Secretary

Mr. Anantrao Thopte
Hon. Founder President
Ex - Education Minister

Dt:23rd February 2019

To,
Mrs.S.P.Kanherkar,
Director,
Kshitij Tech Solutions,
Hadapsar,Pune.

Sub: Regarding Training Programme on Communication, Presentation and Professional Etiquettes

Respected Sir,

Thank you very much for providing us opportunity to conduct training programme on Communication, presentation and professional etiquettes for your employees. Given below are the details of training.

Name of Trainer: Dr.Prajakta Nilesh Warale
Day and Date: Saturday, 9 th March 2019
Time: 2pm To 6pm
Topic: Communication, Presentation and Professional etiquettes
Training Fees: Rs.10.000/-
Mode of Payment- By Cheque
Cheque to be drawn in favor of Rajgad Institute of Management Research and Development
Total no. of participants: 10 to 20

Once again thank you and hope to have long term association.

Dr. D.B. Bharati

Dr. D.B.Bharati

Director

Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune- 43

Dr. D. B. Bharati

Dr. D. B. Bharati
Director
Rajgad Dnyanpeeth's
Rajgad Institute Of Management
Research And Development
Dhankawadi, Pune- 43

जारीवा सहकारी बँक लि., पुणे
Janaseva Sahakari Bank Ltd., Pune
हदपूर गावठा, अजबल टॉवर, पुणे सोलपूर रोड, हदपूर पुणे 411 028
दफ्तरी क्र. 26999810, 26999945

Valid for 3 months from the date of issue

दिनांक
Date
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D D M M Y Y Y Y

या धारक को OR BEARER

AY Rajgad Dnyanpeeth RIMRD
RUPEES Ten Thousand only.

अदा को। ₹ 10,000/-

खाता सं
A/c No. 02021004622

KSHITIJ TECH SOLUTION

Abhimata
PROPRIETOR

Please sign above this line

IFSC : JANA0000002

⑈ 204846⑈ 4 1 1 257004⑈ 000002⑈ ⑈

HShank
Director
Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43

RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOP
S. No. 32/2/12-16,
Opp- Dhankawadi Post Office,
Dhankawadi, Pune - 411043
020-24362334,24370164,24365783,24365306
WWW.RIMRD.ORG
E-Mail :director@rimrd.org

Bank Receipt Voucher

No. : 688

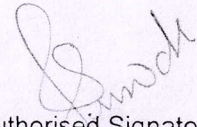
Dated : 25-Mar-2019

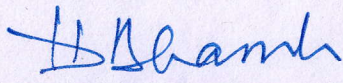
Through : BOM PADMAVATI 60080233295

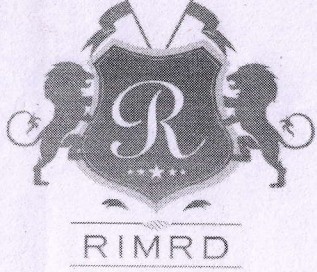
Particulars	Amount
Account : KSHITIJ TECH SOLUTION	10,000.00
On Account of : BEING CONSULTANCY FEE HAS BEEN RECEIVED.	
Amount (in words) : Indian Rupees Ten Thousand Only	
	₹ 10,000.00

Bank Transaction Details:

Cheque/DD 204846 25-Mar-2019 10,000.00


Authorised Signatory
Accountant
Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43


Director
Rajgad Dnyanpeeth's
Rajgad Institute of Management
Research and Development
Dhankawadi, Pune - 43



Rajgad Dnyanpeeth's
**Rajgad Institute of Management
Research & Development, Pune-43**

Approved by AICTE, Recognized by DTE (Govt. of
Maharashtra), Affiliated to Savitribai Phule Pune University

03/04/2019

For Approval,

Subject: Approval for payment of training consultancy fees to Dr.Prajakta Warale...

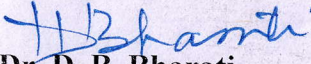
With reference to above subject Dr.Prajakta Warale working as Associate Professor in our institute has conducted a training programme consultancy at Ray Engineering Services and Kshitij Tech Solution.

The training details are as follows:

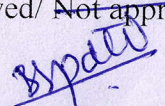
Company Name	Kshitij Tech Solution	Ray Engineering & Services
Consultancy Topic	Training on Communication presentation and professional Etiquettes	Training on MS Excel (Basic and Advanced)
Day and Date	Saturday, 9 th March 2019	Saturday, 16 th March 2019
Duration	4 Hours	4 Hours
No.of participants	20	18
Training Fees Received	Rs.10,000/-	Rs.10,000/-
Total amount		Rs,20000/-
90% of Total amount		Rs.18,000/-

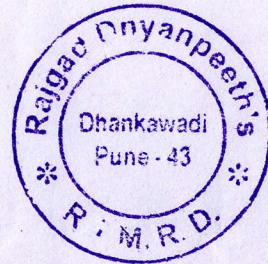
As per the consultancy policy of RIMRD Dr.Prajakta Warale should be given 90 % of the total consultancy charges.

Kindly approve and sanction the same.
Submitted (For Approval)...


Dr. D. B. Bharati
Director

Submitted to the Hon. Secretary for kind approval.
Approved/ Not approved


Dr. (Mrs.) Bhagyashri Patil
Hon. Secretary
Rajgad Dnyanpeeth





Rajgad Dnyanpeeth's

Rajgad Institute of Management

Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra),

Affiliated to Savitribai Phule Pune University

Date: 17/08/2018

For approval ...

As per our telephonic conversation about 'Institute's Policy' regarding consultancies from outsider agencies/ organizations.

We have decided the following consultancy policy.

- 1) Institute will encourage faculty members to give consultancy to outside organizations.
- 2) The individual or organization shall give us the consultancy amount by cheque/Online transfer.
- 3) If faculty provides consultancy (research, data analysis, manual accounts writing, computerized accounts writing, creation of GST number, HR practices etc.) then, the amount will be shared between the faculty and the Rajgad Institute, in the ratio of 9:1.

Kindly approve the same.

Submitted (For Approval)...

D. B. Bharati

Dr. D. B. Bharati
Director

Submitted to the Hon. Secretary for kind approval.

Approved/ Not approved

Bhagyashri Patil

Dr. (Mrs.) Bhagyashri Patil
Hon. Secretary
Rajgad Dnyanpeeth

D. B. Bharati

Dr. D. B. Bharati
Director
Rajgad Dnyanpeeth's
Rajgad Institute Of Management
Research And Development
Dhankawadi, Pune- 43

RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOP

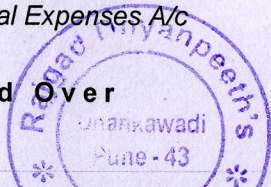
S. No. 32/2/12-16,
Opp- Dhankawadi Post Office,
Dhankawadi, Pune - 411043
020-24362334,24370164,24365783,24365306
WWW.RIMRD.ORG

Trial Balance

1-Apr-2018 to 31-Mar-2019

Page 1

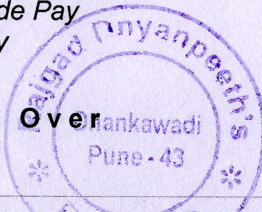
Particulars	Closing Balance	
	Debit	Credit
Current Liabilities	23,257.00	11,29,465.00
Duties & Taxes		6,010.00
Sundry Creditors	830.00	4,04,682.00
University Fees		2,93,290.00
University Grant for Fixed Asset		3,99,217.00
Exam Remuneration Pune University	10,247.00	
Facilititation Centre Remuneration DTE		4,600.00
Telephone & Internet Exp Payable		3,933.00
UNIVERSITY GRANT FOR TEACHER RESEARCH		17,733.00
VIVA VOCE Exam Remuneration A/c	12,180.00	
Fixed Assets	48,85,665.00	
Electronic Equipments	5,44,262.00	
SOFTWARES	1,85,530.00	
University Grant Equipments	9,01,173.00	
COMPUTER	89,590.00	
FURNITURE AND FIXTURES	22,63,398.00	
HERO CD DELUXE	26,850.00	
LIBRARY BOOKS	7,01,580.00	
Parking Shed	1,71,072.00	
Sports Material	2,210.00	
Current Assets	1,79,58,704.84	14,30,416.00
Deposits	61,199.00	
Loans & Advances		
Sundry Debtors	25,000.00	
Cash-in-hand	22,764.00	
Bank Accounts	42,12,206.09	
Dual Specialization Fee Receivable	56,500.00	
EBC RECEIVABLE	17,75,645.00	
Samaj Kalyan	36,90,179.25	
Tuition Fees Receivable	80,96,835.50	14,30,416.00
Prepaid Building Insurance	16,815.00	
Prepaid Fire Extinguisher Refilling Charges	1,561.00	
Indirect Incomes		3,46,301.00
Miscellaneous Fees		64,585.00
CONSULTANCY FEE		45,000.00
Discount Received A/c		2,480.00
DUAL SPECIALIZATION FEE		70,000.00
Registration Fee "National Conference"		13,200.00
University Grant for National Seminar		1,00,638.00
University Grant for State Seminar		50,398.00
Indirect Expenses	26,70,898.00	
SECURITY CONTRACT WAGES	2,28,000.00	
Building Rent	13,20,000.00	
Depreciation A/c	5,47,674.00	
Employers EPF 3.67%	35,269.00	
Employers EPS @ 8.33%	80,150.00	
PF Admin Expenses	11,155.00	
Promotional Expenses A/c	13,405.00	
Carried Over	2,55,38,524.84	29,06,182.00



H. Bharati
Dr. D. B. Bharati
Director
Rajgad Dnyanpeeth's
ajgad Institute of Management
Research and Development.

continued

Particulars	Closing Balance	
	Debit	Credit
Brought Forward	2,55,38,524.84	29,06,182.00
Supervision Charges	4,35,245.00	
Administrative Expenses	22,79,033.36	
Bank Charges	13,902.36	
Administrative Expenses A/c	2,65,432.00	
Advertisement Exp A/c	52,800.00	
Audit Fee A/c	39,326.00	
Building Insurance A/c	5,605.00	
Cleaning and Maintenance A/c	53,150.00	
Common Usage Charges	2,00,000.00	
Diesel for Generator	5,500.00	
Electricity Expenses	2,77,010.00	
Faculty Uniform	38,700.00	
Fire Extinguisher Refilling Charges	357.00	
LEGAL EXPENSES	3,800.00	
Miscellaneous Expenses A/c	43,114.00	
News Paper Bill A/c	10,045.00	
Postage and Courier Exp A/c	1,998.00	
Printing and Stationery A/c	2,31,694.00	
Professional Fees	10,490.00	
Repairs and Maintenance - Building	3,13,683.00	
Repairs and Maintenance Computer A/c	2,66,549.00	
Repairs and Maintenance Exp A/c	3,34,259.00	
Repairs and Maintenance Generator	12,718.00	
Repairs and Maintenance - Vehicle	3,805.00	
TELEPHONE EXPENSES A/c	47,453.00	
Travelling Expenses A/c	24,698.00	
Website Exp A/c	22,945.00	
Branch and Devision		7,51,09,620.00
Adhyapak Mahavidhyalaya A/c		50,000.00
Rajgad Dnyanpeeth A/c		7,50,59,620.00
Educational Expenses	15,25,362.00	
Affiliation and Processing Fee A/c	1,66,700.00	
ANNUAL MEMBERSHIP FEE	30,470.00	
Function Expenses	3,23,875.00	
Library Expenses	1,28,430.00	
UNIVERSITY FEE	40,064.00	
University Funds	2,043.00	
ALUMNI EXPENSES	7,100.00	
Conveyance & Committee Exp A/c	58,754.00	
Faculty Development Programme Exp	34,350.00	
Guest Lecturer Payment A/c	1,46,915.00	
Identity Cards	8,609.00	
Industrial Tour Exp A/c	1,49,154.00	
Meeting Expenses	469.00	
National Level Seminar Expenses	1,96,036.00	
Placement Activities Expenses A/c	80,564.00	
STATE LEVEL SEMINAR	1,01,829.00	
Student Activities	50,000.00	
Interest Received		1,11,527.00
Bank Interest Received A/c		1,11,527.00
Salary A/c	1,04,43,252.00	
Salary Teaching Staff	9,48,736.00	
Annual Grade Pay	8,00,846.00	
Basic Salary	26,30,053.00	
Carried Over	3,97,86,172.20	7,81,27,329.00



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Particulars	Closing Balance	
	Debit	Credit
Brought Forward	3,97,86,172.20	7,81,27,329.00
<i>City Leaving Allowance</i>	43,347.00	
<i>Dearness Allowance</i>	37,51,245.00	
<i>Dearness Allowance Non Teaching</i>	9,14,762.00	
<i>House Rent Allowance</i>	10,29,284.00	
<i>Special Allowance</i>	36,000.00	
<i>Travelling Allowance</i>	2,88,979.00	
SHIKSHAN SHULKA FEE		1,65,83,000.00
<i>TUITION FEE</i>		1,65,83,000.00
Visiting Faculty Payments	2,85,500.00	
<i>Visiting Facult Payments A/c</i>	2,85,500.00	
Profit & Loss A/c	5,46,38,656.80	
Grand Total	9,47,10,329.00	9,47,10,329.00



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