

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI

STUDENT HANDBOOK

This Student Handbook Belongs to:

Name: _____

Class and Branch: _____ Institute Registration No.: _____

Permanent Address : _____

City: _____ Pin Code: _____ State: _____

Telephone (with STD Code): _____ Student's Mobile No.: _____

Student's Email Address: _____

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI

STUDENT HANDBOOK

This Student Handbook Belongs to:

Name: _____

Class and Branch: _____ Institute Registration No.: _____

Permanent Address: _____

City: _____ Pin Code: _____ State: _____

Telephone (with STD Code): _____ Student's Mobile No.: _____

Student's Email Address: _____

I hereby acknowledge the receipt of the Student Handbook and agree to abide by the norms laid by the Institute from time to time.

Student's Signature : _____

Received Date : _____

CONTENTS

Sr. No.	PARTICULARS	Page No.
1.	Message from the Principal	
2.	Rules and Regulations of the Academy	
3.	Rules and Regulations for Hostelites	
4.	Information, Rules and Regulations of Library	
5.	Training and Placement Cell- Information and Regulations	
6.	Facilities provided by the Institute	
7.	Anti- Ragging Policy	
8.	Committees, Cells and Associations in the Academy	
9.	Other General Information	
10.	Rules for cancellation of the admission	
11.	Important Office Contacts	

MESSAGE FROM THE PRINCIPAL

Dear Students,

First of all I congratulate you to be a part of Finolex Academy of Management and Technology (FAMT) and it gives me immense pleasure in welcoming you on behalf of FAMT.

FAMT has always been striving to inculcate and develop good technical, professional skills and ethical approach amongst the students. To achieve these objectives, the academy has provided you with healthy academic environment and state of the art facilities.

Basically, the student's handbook aims at exploring the facilities available for you in this institute. However, the utilization of facilities obviously comes with the responsibility. The institute therefore provides you guidelines in the form of this handbook which are to be followed during your entire course. I hope this handbook will also acquaint you with and enable you to adapt to the culture of institute.

This Student Handbook is perhaps the authentic reference about specific services, policies, and procedures concerning student life at the Institute. It will provide answers to most of the questions and concerns you may have regarding student and campus life here.

Being the core part of the Academy, the self-disciplined students like you will certainly help to elevate the dignity of yourselves as well as of the Academy.

I offer my best wishes to you for your association with the Academy and your prosperous future.

Dr. Shashikant S Goilkar

Principal

RULES AND REGULATIONS OF THE ACADEMY

1. This Student Handbook is applicable to all students of FE, SE, TE, BE, ME (Mechanical) and MCA enrolled at the Academy.
2. All students admitted to the Academy and hostels are subject to the discipline and control of the Academy authorities. The students are required to strictly adhere to the rules and regulations that are framed from time to time by the Academy authorities. Proper observance of institute discipline, good conduct and participating in extra-curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or for a job at the end of the course or for award of certificates when leaving the Academy. In case of breach of discipline, Principal or the constituted authorities of the institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the institute.
3. Property of the Academy needs to be carefully handled and looked after so that the students who follow can enjoy the high standards of environment built up by the trust. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Academy or hostel shall be punishable with penal action and student might be liable for expulsion from the institute.
4. Students are advised to take care of their Identity Cards and should wear it on campus at all times. Every student shall carry his/ her identity card and shall produce it whenever asked for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued at a fine of Rs. 200/-. Loss of duplicate Identity Card will attract a fine of Rs. 500/-. Instructions on the Identity Card should be read and followed by all students.
5. Students should not organize for any picnic outside without written permission from the Principal.
6. Bags of students will be checked at the main gate of the campus while coming in/going out.
7. Students should declare personal items like Computer, Laptop, etc as well as their vehicles at the Security Office.
8. The Campus Gate opens at 8 a.m. and closes at 6 p.m. in the evening.
9. Notices shall not be pasted on walls nor scribbled on.
10. Ragging is prohibited vide Maharashtra State “Anti-Ragging Act, 1999” as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Academy and hostel shall be immediately expelled from the Academy and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.
11. Smoking, drinking alcohol and use of drugs within the premises of the Academy and hostel as well as outside the campus is strictly prohibited.

12. Students shall behave in a disciplined manner and follow all the instructions issued by the Principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Academy or hostel. Every student should endeavor to hold the high ideals, the reputation and the prestige of the Academy.
13. No student shall take the law into his / her own hands, whatever the circumstances may be. Any violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the Principal. The decision of the institute authorities in these matters shall be final.
14. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.
15. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
16. Students are required to be aware of all notices that are put up on the Notice Boards.
17. Students are required to appear for all the tests conducted by the Academy authorities and submit term work as per prescribed timeline.
18. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of University of Mumbai.
19. The student shall handle equipment issued to him / her with utmost care and he / she will be held responsible for any loss or damage caused to the equipment.
20. Students are required to adhere to the dress regulations prescribed by the Academy as given below:
Girls - Skirts / Frocks / Shorts above Knee length are not allowed
Boys - Shorts / Trousers above knee length are not allowed
21. No student shall be permitted to take the University Examination unless he/she has paid all his/ her dues to the Academy/ hostel and his/her progress and his/her conduct and attendance are found satisfactory.
22. Industrial visits and educational tours, as and when arranged by the Academy are compulsory for every student. The student will have to bear the full cost of such visits/ tours.
23. Academy authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay on campus, outside the Academy or during educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.
24. If the progress of a student is consistently poor he may be advised to leave the course with intimation to the parent/guardian.

25. The Principal reserves the right to debar, any student, for non-payment of the Academy / Hostel dues in time.
26. Use of mobile phones by the students during the classes/ practicals/ exam/ in library/ other official functions of Academy is strictly prohibited. Mobile phones of students, not adhering to the rule, will be confiscated by Academy authorities.
27. Student will always behave in such a manner that pride of his/her own, his/ her family and Academy will be always maintained with high dignity.
28. Mass bunking is not allowed in any case and strict disciplinary action will be taken against those found guilty.
29. Students should fill the exam forms and pay the exam fees in the prescribed time span only as notified from time to time.
30. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
31. The Management/ Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

RULES AND REGULATIONS FOR HOSTELITES

Allotment of Hostel:

Hostel facility is OPTIONAL and is provided to students as per availability at the time of admission. It is provided only for the duration of the Academic Program. The Academy reserves the right to SHIFT/ RELOCATE the student to any of the Hostel Buildings. Each student in the hostel is expected to exercise self-discipline and respect the rights and privacy of other students. Please know and realize that in a community living certain rules and policies must be observed by everyone in order to maintain the operation of the student hostels as well as the personal and academic success of all students.

Disciplinary Rules:

The following rules shall apply to both MALE and FEMALE students who are residing in the hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostels and also from institution.

1. Hostellers should stay only in the rooms allotted to them by the warden. They should not either interchange the rooms among themselves or shift to another room without permission of the warden. Students found violating the rule will be evicted from the hostel.
2. While entering in or going out, students (Boys and Girls) have to write their names and other details in the Log Book kept at the security gate of the colony.
3. Each student must carry identity card whenever he / she goes outside / enters the hostel and produce on demand from Academy/ Hostel authorities otherwise a fine or disciplinary action might be taken.
4. The SE, TE, BE students are restricted to go to the FE students' hostel building.
5. Hostellers are not allowed to enter or to go outside of the hostel after 9.00 pm (for boys) and 8.30pm (for girls) without the permission of the warden.
6. Hostellers should not be seen loitering in the colony premises after 9.30 pm.
7. No student will enter others room after 10:00 pm and each student should maintain complete silence after 10:00 pm in the hostel and on campus.
8. Movement of hostellers is prohibited on the road from water tank to the guest house in the premises of Finolex Housing colony.
9. Boys and Girls are not allowed to enter/ stand near each other's hostels.

10. Hostellers are responsible for furniture and other fitting (switchboards, lights, fans etc.) handed over to them. They are expected to check the above when the room is handed over to them. They are to return all the above things in good condition. Cost of damages or losses of the above will be recovered from them.
11. Hosteller should vacate and hand over the furniture and fittings in the rooms in good condition at the time of leaving the hostel for summer vacation.
12. Defacing the rooms, doors, corridors by writing, drawing pictures or by any other way is not permitted and will attract heavy fine.
13. All fans and lights must be switched off when the student is not in the room/respective area. A penalty will be imposed for failure to comply.
14. Students are to make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.
15. The students shall not move any furniture/fittings from its allotted place.
16. Any electrical / carpentry / plumbing maintenance related complaint should be entered in the Complaint Register available at Warden's Office / Maintenance Department of the Institute and fill the prescribed form.
17. Mess and bus facility is mandatory for the hostellers.
18. Hosteller should observe the mess timing and bus timing as notified from time to time by the warden.
19. The hostellers are expected to maintain decency in their dress and behaviour.
20. The consumption or storage or supply of liquor or any sort of intoxicant/ or smoking is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also strictly prohibited.
21. Shouting, running, talking loudly on cell phones while moving on the roads, making any sort of noise that can disturb the colony residents is strictly prohibited.
22. The use of music system, electric iron, vehicle etc. is restricted. The use of computer/ laptop without the permission of warden is restricted. Unauthorized and careless use of any of the above will lead to confiscation of the item, followed by disciplinary action.
23. Hostellers shall not use ornaments or any other valuable things. Hostellers have to take care of their belongings, money, cell phone etc., and must ensure proper locking arrangement to their baggage. They are solely responsible for safety of their material.

In case of any theft/ loss of such items, the concerned hosteller will be solely responsible. The Institute and Hostel authorities do not hold themselves responsible for any loss of private property belonging to students.

24. Any case of theft/property loss/damage should be reported promptly to the Warden.
25. The jurisdiction of Academy is confined to the campus. If students create law and order problems outside the campus, the Institute is NOT answerable to the police or any other authority. Students are solely responsible for their behaviour.
26. The parents/ non-hosteller student/ any outsider is not permitted to stay in the hostel as well as use the gymkhana, playground or any other facility in the colony.
27. Students proceeding on leave have to handover duly filled leave form approved by respective Assistant Wardens of Boys and Girls. The same are required to report to the respective Assistant Wardens, when they are back from the leave. The same is applicable for their absence in vacation also.
28. Any type of physical, mental torture or any type of unhealthy, objectionable practice is not permitted. This is in accordance with the act made by the Government of Maharashtra in connection with ragging, violation of which will result in serious legal action against the individual/s.
29. Hostellers are not permitted to collect money contribution for the celebration of send off / trip / any other function.
30. Hostellers are not permitted to participate in farewell or any other type of functions or celebrations.
31. Hostellers are not permitted to participate in any trip/event/gathering etc. which is not organized and authorized by Institute or Hostel authorities.
32. Admission to hostel in every academic year is at discretion of college and hostel authorities. Their decision in this regard will be final and binding on all students.
33. Students who have finished the four years of course but are yet to pass some examinations, and the students who have not been promoted to the next higher class and who are, for some reason, not attending classes during the given semester or academic year will not be given accommodation in the hostels. Their stay in the hostel will be treated as a case of trespass. The hostellers who entertain or permit them to stay in their rooms, will also be liable to disciplinary action including expulsion from hostels.

34. Non-regular and Non-collegiate students having filled up form to appear at examination may be allowed to stay in the hostel temporarily. It is subject to vacancy available, prior written permission of the authorities and undertaking to abide by the hostel rules and deposit the fees of hostels in advance.
35. No visitors/ parents will be permitted to stay overnight in the Hostel premises.
36. The Academy reserves the right to make spot checks on the hostel rooms without prior notice to the students.
37. Cooking is strictly prohibited inside the Hostel premises. A penalty will be imposed on students found cooking in the room.
38. Students are not permitted to take food in the hostel (except for sick students).
39. In case a student falls sick, he/she should contact immediately Resident Doctor/Warden/Asst. Warden
40. The on – call Doctors will be available in case of emergencies. However, the Resident Doctor will also be available six days a week (Monday to Saturday) and will be available between 07:00 PM to 08:00 PM for Medical Assistance.
41. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
42. No one should use the belongings of other students without their consent.
43. A Student will be personally and collectively responsible for any loss/ damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the Hostel, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.
44. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the students of the hostel.
45. Students are not allowed to use fire crackers and play with colours on any occasion inside the hostel or within the premises of the hostel.
46. Writing slogans or any obscene writings or drawings on the hostel walls and rooms is prohibited. Fine will be imposed on students/group of students indulging in such writings.

47. Playing cricket, football etc., in the common halls or inside or in front of hostels is prohibited. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Fine will be imposed and will be collected from all students in the block.
48. Violation of any of the above mentioned code of conduct/rule and disturbance to peace call for disciplinary action that it deems fit. The Academy reserves the right to take direct disciplinary action including fine, suspension, rustication or immediate expulsion from the hostel and/or Academy, against the hostel inmates found guilty of misconduct or infringement of rules.
49. The Academy reserves the right to revise the Rules and Regulations from time to time as and when required.

LIBRARY INFORMATION, RULES AND REGULATIONS

Collection Statistics:

Books: titles- 6253, volumes- 31558

Journals & Periodicals: 112 (59 national and 38 international journals, 9 magazines)

Non- book material (CDs/DVDs etc): 3516

Newspapers: 9

Timings: 9am to 5.15pm on all working days.

Issue and return of books- 10.00 a.m. to 4.30 p.m. on all working days

(Lunch Break- 1.00 p.m. to 2.00 p.m.)

Services

1. Open Access System for all readers.
2. Availability of Photocopy Service on payment of charges.
3. Extended timing upto 7.30 p.m. during Examination Period

General Rules

1. Academy Identity Card should always be carried while using the library and must be produced whenever asked for.
2. Personal belongings should be kept at the Property Counter. (Valuable material like Cash/ATM/Debit Card/Credit Card/Mobile Phone etc. should be kept with oneself).
3. Readers should maintain silence in the library and should not disturb other readers in any way.
4. Personal books should not be carried inside the library stack room.
5. No material from the library should be taken out without proper issuing/recording. Any type of violation may lead to disciplinary action.
6. Writing assignments or journals in the library or using cellular phone is strictly prohibited.
7. The library material must be handled with utmost care.
8. Issued materials should be protected from rain, dust, insects, etc.

Membership Rules

1. All students should enroll as members after which they can borrow books from the library. Each member can borrow two books at a time against borrower's ticket (Library Card).
2. A member can borrow one book against Identity Card after 4.30 p.m. and return the same on next day before 9.30 a.m. as a part of overnight issue.
3. No user is eligible to borrow documents from the library on behalf of someone else.
4. Eligible students should get their library cards renewed every year.
5. Misbehaviour and improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
6. If any member is found misusing/ mutilating/ stealing/ cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facility.

Circulation policy

1. Books will be issued for duration of eight days, on the specific days allotted to each branch for transaction of books.
2. Users should check the physical condition of a book while borrowing it.
3. Nothing should be written anywhere in the book. The borrower is responsible for return of the book in good condition.
4. In case of lost book/ library card it should be reported immediately in writing to the librarian.
5. If a book is lost or torn or damaged, an amount equal to double the cost of books plus Rs. 50/- towards purchasing charges or replacement copy will be recovered from the borrower. Refunding compensation money may not be possible if the lost book is found later. If the lost book is part of a set or series they may be called upon to replace the whole set or series. If the lost book is untraceable in market or out of print, Library Committee reserves the right to decide appropriate penalty.
6. No book shall be returned on the day of issue.
7. Request for a particular book can be made by filling up demand slip available in the library.
8. Borrower should bring the material physically to the library for renewal.

9. A document issued may be renewed provided there is no pending reservation against it.
10. Reference books can be used in the library against identity card. Various Project Reports, national & International Journals, University Question Papers, Competitive Examination Materials, Bound Volumes of Periodicals etc. are available for reference.
11. Books/ Journals/ Magazines/ Newspapers are to be kept back in their respective places after use.
12. Magazines, Floppy Discs and Compact Discs of various books, journals etc. are also issued, on demand.
13. Book Bank Facility for SC/ ST students is available.
14. Issue of books will be stopped after completion of examination. Marksheets will not be issued without clearance from library.
15. Book is issued on identity card until even semester result is declared.
16. Issued book may be recalled anytime before the due date if there is genuine urgent requirement by another member.
17. If a book is not returned to the Library when due, an overdue charge of Rs. 2/- per volume per day will be charged.
18. Users are responsible for complying with the copyright act while photocopying library document.

TRAINING AND PLACEMENT CELL- INFORMATION AND RULES

Training and Placement Cell of FAMT has been designed and works for enabling the students to be efficient professionals. TNP has designed a 100 points activity called as 'Exponential Career Path' (ECP) which includes various activities that the students are expected to complete within the given time frame. These activities include the student's performance in academics, English language course, knowledge of foreign languages, small projects, industrial visits, internships, training programmes etc., among which some are to be done after college hours, some during vacation, a few during college hours.

TNP Admission Process:

- Students will be admitted to the T&P Cell strictly on the basis of completion of Exponential Career Path (ECP) activities minimum **50%**.
- Students should prepare and submit company database of minimum 5 companies which should include either Dream Company or the company where he/ she is having influence.
- It is mandatory for the students to submit above information with the concerned TNP Coordinator for getting admitted to TNP.

TNP Policy:

The Training and Placement Cell has designed the placement drive in four elements: 1. Before Placement (In-house preparations), 2. Pre-placement Talk by the concerned company/ industry, 3. Actual Placement, and 4. The Post Placement communication between the student and the TNP office. The details follow:

❖ Before –Placement

The training and placement office have designed in-house preparations for the students in and off campus.

1. All students will undergo career counseling workshops, however, if needed one to one counseling may be carried out.
2. A survey of students will be conducted to understand their interest in and ambition for industry placement. It is mandatory for the student to mention the type of industry based on his/ her area of interest.
3. The interested students among the shortlisted will have to give undertaking before enrollment to TNP office.
4. The attendance for pre- placement trainings should be minimum 90% and it will be a pre- requisite for the enrolled students.
5. The enrolled students will have to undergo the following training sessions-
 - Workshops on Resume building
 - Workshops on Aptitude cracking
 - Workshops on Group Discussion preparations.
 - Workshops on Technical and Personal Interview preparations.

6. The Training and placement office will prepare the database of potential students from each department with following criteria,

- Attendance in pre-placement programs
- Status of the competency development in attended workshops
- Code of conduct and character
- Curricular (academic) and Extracurricular achievements
- Special achievements (Project work/ paper presentations/ Quiz/Competitions) etc.

7. Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator.

8. Students must be formally dressed and should wear college ID card whenever they participate in any sort of interaction with a company.

9. Students should always keep two passport size colour photographs, original/attested copies of certificates and two copies of resume with them.

❖ **Pre-Placement Talks (PPT)**

1. Only those students will be permitted for the PPT, who qualifies the requirements of the company, endorsed by the Training and Placement office.
2. Students interested in a particular company, must attend its PPT without fail.
3. Only those students who have attended a particular PPT will be eligible to apply for that company.
4. Students must clarify details regarding job profile, place of work, bond details, salary break-up etc. with the companies during PPT.
5. Students cannot decide on their own (voluntarily) to drop from the selection process of a particular company, after attending its PPT without informing the placement office.

❖ **Placement Process**

1. Each shortlisted student will be given maximum two attempts in campus placement drive. The second attempt will only be allowed if,
 - a. the condition that 50% of the students are absorbed in the placement drive
AND
 - b. The annual package offered by the company is 2.5 times than the offer received in the first attempt.
2. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.

3. Students found cheating or misbehaving in the selection process (PPT/ Test/ GD/ Interview) will be disqualified from the placements for the rest of the academic year.

❖ **Post Placement Process**

1. If student receives an offer from the company, he needs to inform and submit the copy of offer letter to the TNP office immediately.
2. The selected student needs to update the joining and induction plan to the TNP office and advised to continue till his stipulated training duration with the concerned company.
3. If students decide not to join the company, he/she should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Office.

For all matters not covered by the above regulations, the Training and Placement Office will use its discretion to take appropriate decisions.

FACILITIES PROVIDED BY THE INSTITUTE

Medical Services

It is the policy of the Institute to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/ First Aid medical emergency. All external hospital/ consultation medical expenses will have to be borne by the students themselves. The following Preliminary/ First Aid Medical facilities are available on campus:

- The Institute maintains **FIRST AID (ONLY)** medical kits for emergencies at the medical centre and with the Hostel Administrators office.
- Individual consultancy with any external Medical Practitioner/hospitalization/treatments would be at the personal liability/risk of individual students and the Institute will not be responsible for any consequences thereof.

I-Card

Each student of Finolex Academy of Management and Technology (FAMT) is given an Identity Card, which he/ she is required to carry and prominently display at all times while on campus. The ID card will bear the student's name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID card to the college administrator on:

- a) Withdrawal from the program
- b) Taking final clearance on program completion

Wireless network infrastructure

High speed network connectivity is provided in the institute campus. Students can avail these facilities free of charge for doing research and academic related work.

- To register for the campus wireless network, students should contact the network administrator and then follow the procedure.
- Students can use this facility for two hours per day.
- Login period is from 9.15 am to 5.15 pm.
- Simultaneous login is not allowed.
- Websites having objectionable content are blocked through SONICWALL firewall.

ANTI RAGGING POLICY

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The Institute will act as per the regulation for handling the Ragging.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to
 - (xi) collective punishment as a deterrent to ensure community pressure on the potential raggers.

COMMITTEES, CELLS AND ASSOCIATIONS

❑ ANTI- RAGGING COMMITTEE

According to the Raghavan Committee constituted by Hon'ble Supreme Court regarding Anti Ragging Act, ragging is prohibited within or outside of the Academy and Hostel. As per AICTE guidelines, every year an anti ragging affidavit is taken from the students of our Academy. Anti ragging Committee members are as follows:

Sr No.	Name of the Authority	Designation	Phone		Mobile
			Office	Residence	
1.	Dr. S.S. Goilkar	Principal	229569	-	9405742397
2.	Dr. Kaushal Prasad	Vice Principal & HoD, Mechanical Engineering		-	9405487238
3.	Prof. S.V. Jadhav	HoD, Information Technology	-	221559	8275658169
4.	Prof. M.N. Tagare	HoD, Electrical Engineering	-	271645	9422430432
5.	Prof. G.G. Bhide	HoD, Electronics Engineering	-	225114	9421231807
6.	Prof. R.S. Bhande	HoD, Chemical Engineering	-	-	9405177139
7.	Prof. G.S. Kulkarni	HoD, Electronics and Telecommunication	-	-	9021290149
8.	Prof. T.V. Joshi	HoD, MCA	-	-	9423875415
9.	Dr. S. B. Kulkarni	HoD, First Year Engineering	-	-	9422430542
10.	Prof. V. Murali Mohan	Associate Professor, Mechanical and Warden, Hostel	-	-	9420052230
11.	Prof. U. D. Gulhane	Associate Professor, Mechanical and Asst. Warden-Boys	-	-	9226797252
12.	Prof. S. Sakareswari	Asst. Professor, IT Dept. and Asst. Warden – Girls	-	-	9423297439
13.	Mr. G.D. Targaonkar	Registrar	229657	-	9422618708

❑ WOMEN DEVELOPMENT CELL

The Women Development Cell was established in FAMT in 2006. WDC has been working for development of not only the girl students but also lady teachers in the Academy.

WDC arranges various competitions, guest lectures and other programmes, that help the students and teachers build self- confidence as well as create social awareness. Members of WDC also provide counseling sessions. The members of the cell are:

Sr. No.	Member	Department	Designation in WDC
1.	Dr. S. S. Goilkar	Principal	President
2.	Ms. Harsha N. Kelkar	First Year Engineering	Chair Person with Convener

3.	Ms. Vrishali V. Nimbalkar	Electronics Engineering	Teaching staff representatives
4.	Ms. Neha S. Sakhalkar	Electronics & Telecommunication Engineering	
5.	Ms. S. Sankeshwari	Information Technology	
6.	Ms. Gayatri J. Abhyankar	Mechanical Engineering	
7.	Ms. Harshada U. Salvi	MCA	
8.	Dr. Kaushal Prasad	Mechanical Engineering	
9.	Mr. Tejas S. Narvekar	Administration	Non-Teaching staff representative
10.	Mr. Milind M. Kolhatkar	Administration	
11.	Mr. Ajay V. Peje	Information Technology	
12.	Mrs. Pratiksha P. Nevarekar	Library	
13.	Smt. Sumati Jabhekar	Local NGO - Chiplun	Local Representative

❑ WOMEN'S GRIEVANCE REDRESSAL CELL

As per guidelines of Supreme Court (Vishakha Judgement), the Academy has a Women's Grievance Redressal Cell to prohibit harassment or sexual abuse. The members are:

Sr.No.	Name	Department	Designation in WDC
1.	Mrs. Vrinda M. Kulkarni	First Year Engineering	Chairperson
2.	Mrs. Prachi P. Abhyankar	I .T. Department	Secretary
3.	Smt. Sumati Jabhekar	Local NGO - Chiplun	Member
4.	Mrs. Darshna S. Bapat	First Year Engineering	Member
5.	Mrs. Swati A. Powar	I .T. Department	Member
6.	Ms. Gayatri J. Abhyankar	Mechanical Engineering	Member
7.	Ms. Nargis H. Gangrekar	First Year Engineering	Member

❑ FAMT ISTE CHAPTER

The Indian Society for Technical Education (ISTE) is a national, non- profit organization registered under the Societies Registration Act, 1860. ISTE has its Students' Chapters in many colleges across the country. A similar Students' Chapter has been established in FAMT- FAMT ISTE Students' Chapter. It aims at encouraging the students to carry out co- curricular activities which lead to their overall development. Membership of FAMT ISTE Students' Chapter is compulsory to all FAMT students. This chapter organizes and manages various events in the academy like Brainwaves, Teachers' Day, Engineers' Day, and many such events.

The Academy has officially appointed counselors who can address students' academic as well as personal concerns.

❑ STUDENTS' ASSOCIATIONS AT THE ACADEMY

As a part of co-curricular activities dovetailed into the academic environment, various student societies and associations have been formed to imbibe the spirit of professionalism in the minds of students.

Sr. No.	Name of the Society/ Association
1.	Mechanical Engineering Students Association (MESA)
2.	Electrical Engineering Students Association (EESA)
3.	Electronics Engineering Students Association (ESTA)
4.	Information Technology Engineering Students Association (ITSA)
5.	Students' Association of MCA (SAM)
6.	Association of Students of Electronics and Telecommunication Engineering (ASENT)
7.	Association of Chemical Engineering Students (ACES)

❑ DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Department of Lifelong Learning and Extension of University of Mumbai aims at establishing a successful rapport between universities and the society. It offers flexible continuous learning opportunities for people. The institute conducts variety of activities in DLLE.

Sr. No.	Teachers in- charge	Department
1.	Prof. Yogesh L. Landge	Chemical Engineering
2.	Mrof. Harshada S. Bodas	Electronics & Telecommunication Engineering

PRIZES AND SCHOLARSHIPS

PRIZES

To imbibe the spirit of healthy competition and to bring out the best in students, a good number of incentive and prizes are awarded.

- Chairman's Award: cash prize of Rs. 10000/- is awarded to the student standing first in the Academy in the first year of Engineering (highest aggregate marks of Semester I and Semester II put together and passed successfully in each semester in the first attempt.)
- Late Smt. Mohini P. Chhabria Award- Cash prize of Rs. 10,000/- is awarded to the student standing first in the final year of each Engineering branch and MCA.

SCHOLARSHIPS

Every year a good number of scholarships are distributed by Hope Foundation to academically bright but financially deprived students.

Besides, there are various scholarship schemes of Maharashtra State Government as well as Central Government. Deserving and eligible students can take benefit of these scholarships by applying through proper channel. Some of the scholarships are:

1. Maharashtra State Government- Post Matric Scholarship Scheme (Freeship and Scholarship) for special category students (SC, ST, OBC, SBC, VJ/ NT/ DT)
2. Maharashtra State Government- Economically Backward Class Scheme for economically backward students in open category whose parents' annual income is less than Rs. 1,00,000/-.
3. Maharashtra State Government- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian, Parsi and Jain.
4. Central Government of India- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian and Parsi.
5. Mumbai University- Scholarship for needy and financially backward students.
6. Special Scholarship Scheme for Jammu and Kashmir Students- Government of India has announced this scholarship to encourage Jammu & Kashmir students to pursue higher studies outside of the state.

For more information regarding scholarships, eligible students may contact Mr. Milind Kolhatkar, Students Facility Center.

OTHER GENERAL INFORMATION

I. Policy on Non-Discrimination

Finolex Academy of Management and Technology (FAMT) does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

II. Grievances

Students are to take up their grievances individually (not in groups) to the Head of the Grievance Committee, and thereafter follow a prescribed hierarchy for having his/her grievance addressed. Grievance Committee is constituted for this purpose. Any group/mass representation would be treated invalid and the Institute is in no way accountable/ answerable to any such mass/group grievance and/or representations. Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal.

III. Safety

A. Personal Safety

The student is responsible for his/her own safety either on campus or off-campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their own INDIVIDUAL RESPONSIBILITY. The institute would not in any way be responsible for any untoward/unforeseen incidence.

B. Fire Safety

Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each individual student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

IV. Disclaimer

Finolex Academy of Management and Technology (FAMT) student handbook serves as a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of information, FAMT reserves the exclusive right to revise, amend or change items set forth in the student handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the Institute.

Rules and Regulations mentioned in the Student Handbook are applicable to all students on our campus.

In case of any discrepancy, the decision of the Principal will be final and binding on all.

Any similar norms mentioned in other Handbooks are purely coincidental.

All legal cases will be administered under the limits of Ratnagiri Jurisdiction Only.

CANCELLATION OF ADMISSION AND REFUND OF FEES / DOCUMENTS

- Cancellation of admission and refund of fees will be as per the guidelines and directions of DTE, Government of Maharashtra only.
- Students must submit the application for cancellation in person.
- Original documents will be returned immediately provided all the formalities are cleared and there are no financial dues from students.
- Students have to obtain clearance certificate from all departments viz., Library, Canteen, Hostel, Office (if applicable) before cancellation of admission.
- Cancellation charges will be as per DTE, Government of Maharashtra norms and Shikshan Shulka Samiti.
- Refund of fees, if any, will be made by account payee cheque in favour of the candidate's parents within 8 days from the date of cancellation of admission.

REFUND OF FEES IN CASE OF CANCELLATION AT HIGHER CLASS

If a student wants to cancel his/ her admission and if he/ she is in second year engineering and the cut- off date of filling vacancies of direct second year engineering is over or Second Year MCA/ third year engineering/ MCA or final year BE or first year MCA and cut- off date of FY MCA is over, then he/ she has to pay the entire fees (Tuition fees + Development Fees) for the remaining year(s) of the course which he/ she should have paid by continuing studies.

IMPORTANT OFFICE CONTACT DETAILS

OFFICE	NAME OF THE CONTACT PERSON	EMAIL ID
Principal	Dr. Shashikant S. Goilkar	principal@famt.ac.in
Vice- principal	Dr. Kaushal K. Prasad	hodmech@famt.ac.in
Dean Academics	Dr. Sanjay B. Kulkarni	hodfe@famt.ac.in
Registrar	Gajanan D. Targaonkar	admin@famt.ac

HEADS OF THE DEPARTMENTS		
HoD- Mechanical	Dr. Kaushal K. Prasad	hodmech@famt.ac.in
HoD- Chemical	Dr. Ramesh S. Bhande	hodchem@famt.ac.in
Hod- Electrical	Milind N. Tagare	hodee@famt.ac.in
HoD-Electronics	Girish G. Bhide	hodetx@famt.ac.in
HoD- Electronics & Telecommunication	Giri S. Kulkarni	hodextc@famt.ac.in
HoD- Information Technology	Santosh V. Jadhav	hodit@famt.ac.in
HoD- Master of Computer Application	Tejas V. Joshi	hodmca@famt.ac.in
HoD- Science & Humanities	Dr. Sanjay B. Kulkarni	hodfe@famt.ac.in

OTHER DEPARTMENTS		
College Exam Officer	Prof. Pralhad S. Soman	Incharge_exam@famt.ac.in
Library	Mahesh V. Bhide	librarian@famt.ac.in
Accounts Officer	Rajendra S. Shirke	admin@famt.ac.in
Systems	Dhananjay S. Pawaskar, Ajay S. Peje	netadmin@famt.ac.in
Training & Placement	Milind M. Goswami	tnp@famt.ac.in