



**Hope Foundation's  
Finolex Academy of Management & Technology**

# **HOSTEL BROCHURE**

**2021-22**

Hope Foundation's Finolex Academy Of Management & Technology  
Plot No: 60 & 60/1, MIDC, MIRJOLE, RATNAGIRI-415639acer

**Hope Foundations'**  
**FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY, RATNAGIRI**

**FAMT BOYS' AND GIRLS' HOSTEL - BROUCHUER**

**Welcome to FAMT Hostel!**

The management feels happy to offer you the accommodation in FAMT Hostel. FAMT Hostel provides each student an ideal environment which is conducive to the single-minded pursuit of academic excellence and development of a keen sensitivity for community living. Responsible citizens are expected to maintain respect and consideration for others and community living cannot be harmonious without this basic requirement of individual conduct. Hostel life provides you the best opportunity to internalize such principles of community life. It is also meant to promote your development as a well-groomed and balanced person who is firmly rooted in the values of integrity, purity of conduct and compassion which are common to all religions.

FAMT earnestly upholds the values and principles which are meant to promote individual development, along with common welfare. Strict adherence to the rules of discipline is an irreducible minimum requirement for maintaining the values of hostel life.

**1. INTRODUCTION:**

**1.1 LOCATION OF FAMT HOSTEL:**

FAMT Hostel is located at Finolex Industries Limited (FIL) Housing Colony, which is situated 6 Kms away from the institute. The hostel is situated on a hill top having serene, and the beautiful sight of the blue picturesque coast of Ratnagiri at one side and the green beds on other side.

The hostel provides safe, secure and clean environment for the students to grow, learn and mature in the society away from their homes. The hostel is very conducive for studying and the hostel authorities always facilitate to create an environment for the students to study, do well in their academics and focus on their career and future.

Affectionate discipline, tasty food at moderate rates and neat rooms with modern sanitation are the hallmarks of the FAMT hostel.

**1.2 ALLOTMENT OF HOSTEL ROOMS:**

The 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 institute 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. In a community living,

certain rules and policies must be observed by everyone in order to maintain the decorum in the hostel for the personal and academic success of all the students.

### 1.3 HOSTEL FACILITIES:

- 1.3.1 Hostel for boys and girls accommodating 192 (114boys + 78 Girls) students
- 1.3.2 Rooms on twin sharing basis and with essential furniture such as cot, study table, chair and book rack to each student
- 1.3.3 Separate hostel buildings for newly admitted First Year boys and girls
- 1.3.4 Tasty and nutritive cuisine at moderate rates
- 1.3.5 Clean and modern sanitation facility
- 1.3.6 A dedicated and secured transport facility to hostel residents as per the institute's timing
- 1.3.6 Recreation Rooms: News Papers, Indoor Games, TV facility
- 1.3.7 Out-door Sport Facility: Football + Cricket + Volley Ball + Basket Ball

Hostel for boys and girls accommodating 192 (114 Boys + 78 Girls) students.

**Girl's hostels have four independent blocks as under:**

SNo	Name of the Hostel	Type of Accommodation	No of Rooms	CAPACITY
1	RAIGAD	Double Occupancy	09	18
		Single Occupancy	03	03
2	JANJIRA	Double Occupancy	12	24
		Single Occupancy	04	04
3	JAIGAD	Double Occupancy	12	24
		Single Occupancy	04	04
TOTAL GIRLS' CAPACITY				78
Common Facility (2 Bed Room + Hall) for all girls is Provided at RAIGAD			TV FACILITY + INDOOR GAMES	

**Boy's hostel has two independent Apartments allotted as under:**

SNo	Name of the Hostel	Type of Accommodation	No of Rooms	CAPACITY
1	KRISHNA	Double Occupancy	24	48
2	SINDHU	Double Occupancy	33	66
<b>TOTAL BOYS' CAPACITY</b>				<b>114</b>
<b>Common Facility (2 Bed Room + Hall) for all boys is Provided at Krishna</b>			<b>TV FACILITY + INDOOR GAMES</b>	

Separate Mess facility for Boys and Girls.

### **Location of FAMT Hostels:**

There are separate Hostels for Boys and Girls which are located at Finolex Industries Limited (FIL) Housing colony, which is 06 Kilometers away from the institute. These hostels provide a safe, secure and clean environment for the students to grow, learn and mature in the society away from their own homes. Hostels are very conducive for studying.

### **Bus:**

The institution provides timely, convenient & safe transport service for hosteller's commutation from FAMT Hostels to institution and vice versa. This service ensures effective teaching as the students are made available at the time in the class room. To ensure safe commutation institute hired bus from AFEXCO. (Armed Forces Ex-Servicemen)

A Girl's hostels

B. Boy's hostels

## **2. MEDICAL FACILITY:**

The on – call doctor is available in case of emergency. However, the resident doctor is also available six days a week (Monday to Saturday) during 07:00 PM to 08:00 PM for medical assistance.

## **3. MEDICAL CARE:**

- 3.1.1 Hostel maintains **FIRST AID (only)** Medical Kits for emergency at the medical centre and with the hostel warden's office.
- 3.1.2 In case of major illness or medical ailment should be reported to the warden immediately.
- 3.1.3 The residents shall be solely responsible for all their health care, and medical related expenditure.

## **4. HOSTEL & MESS FEES AND DEPOSITS:**

**The student shall pay Hostel Fees for one year in onetime payment. The term for the Hostel Fees is one academic year as per the academic calendar. The fee shall be paid by Demand Draft/Electronic Transfer.**

#### 4.1 FEE STRUCTURE FOR THE HOSTEL FACILITY:

Payment During Hostel Admission includes:	
Hostel Charges (10 <sup>th</sup> March to 30 <sup>th</sup> of June /Till End of the semester) <b>NOTE:</b> Hostel charge is inclusive of hostel fees, Electricity, Water, Maintenance and Transportation.	<b>Rs. 7500/- (Rs Seven Thousand Five Hundred Only) (non- refundable)</b>
<b>Monthly Mess Charges (Includes Breakfast with tea, Lunch and Dinner [Unlimited]) per student.</b>	<b>Rs.2500/- (Two Thousand Five Hundred only) (Inclusive of all Taxes)</b>

Students are required to pay in advance for a semester (10<sup>th</sup> March to 30<sup>th</sup> of June or Till End of the semester) at the commencement of semester in **FAMT office only** and obtain a receipt of the same.

Monthly Mess charges are inclusive of all taxes as applicable 15<sup>th</sup> March,2022. Any change in the taxes will be effective from the date of implementation.

#### 4.3 MESS REGULATIONS & MESS CHARGES

1. Mess is compulsory for all the hostellers. At the joining of admission to hostels, its mandatory to submit two doses of COVID VACCINATION CERTIFICATE.
2. Only Vegetarian Food will be cooked & served at FAMT Hostel Mess. Egg will be served twice a week for the non-vegetarian students
3. All the hostellers are required to join the mess from their date of joining the hostel. Hostellers should sign the mess joining register kept in the mess at the time of joining the mess. Mess Charges are **Rs. 2500/- per month per student. Monthly** Mess charges are inclusive of all taxes as applicable on 15<sup>th</sup> March,2022. Any change in the taxes will be effective from the date of implementation.
4. Hosteller is required to pay the monthly mess charges directly to the Contractor only through Digital Transaction (such as **G-PAY, PHONE PE, PAYTM** or QR code of the Contractors Account) facility and required to collect a receipt for the said amount paid and maintain a record of the payment details by his own.
5. Hosteller is essentially to pay mess charges to the Mess Contractor in advance at the time of joining mess on pro-rata basis considering date of joining the mess. Hosteller should collect a receipt for the same from Mess Contractor
6. Subsequently, monthly mess charges to be paid to the mess contractor on or before 07<sup>th</sup> of every month and obtain as receipt of the same, otherwise penalty/fine will be imposed to the defaulters.
7. At the end of every semester, the hosteller has to contact the mess contractor and settle the charges before leaving the hostel.
8. Its mandatory that student must submit a copy of duly completed Undertaking form

- by Hostel Resident to the hostel authorities which is enclosed in Annexure -A
9. In case of any matter related with mess, the Principal, FAMT will be the final authority to take decision.

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#### **4.4 MESS REFUND/REBATE RULES:**

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1. Mess rebate claims will be considered under academic reasons (attending seminar, workshop, conferences, Internship etc.), leave sanctioned by Department. In such case the desirous hosteller has to apply for mess rebate, to the mess contractor at least 03 days in advance with proper written request through the warden.
2. The rules to get rebate in mess charges during Public Holidays / Preparative Live (PL's) are as under:

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<b>Availed Holidays</b>	<b>Payable charges to Mess Contractor</b>
03 days to 05 days	01 day
06 days to 08 days	02 days
09 days to 11 days	03 days
12 days to 15 days	04 days

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3. The decision to grant mess rebate to the hosteler for his/her major absence for genuine reason will be taken by the Warden & Principal, FAMT.

#### **4.5. ITEMS TO BE BROUGHT BY HOSTELLERS:**

Bedding with Bed sheet/ Toilet Soap & Soap Dish/ Bathing Towel/ Dress/ Sports Dress/ Umbrella/ Washing Soap / powder/ Nail cutter, Comb/ Medicine Box/ Mosquito Repellents/ Alarm Clock/ Tooth brush, paste/ College bag/ Lock with 4 keys/ Baggage with Lock

#### **5. HOSTEL MESS TIMINGS:**

The hostel provides compulsory mess facility for all the residents. The day-to-day management of the hostel is done by the canteen under the overall supervision of the warden. Meals are served on self-service basis in the dining halls of the respective hostels.

##### **5.1 The mess timings are as follows:**

###### **On working days**

<b>Break Fast</b>	7.30 AM to 8.30 AM	At Hostel Mess
<b>Lunch</b>	12.15 pm to 2.15 PM	At FAMT Canteen
<b>Dinner</b>	7.00 PM to 9.00 PM	At Hostel Mess

<b>Break Fast</b>	FE (Boys & Girls)	07.00 AM to 07.45 AM
<b>(Hostel Mess)</b>	SE/TE/BE (Boys & Girls)	07.45 AM to 08.45 AM
<b>Lunch</b>	<b>12.15 pm to 2.15 PM</b>	<b>At Canteen</b>
<b>Dinner</b>	FE (Boys & Girls)	07.00 PM to 08.00 PM
<b>(Hostel Mess)</b>	SE/TE/BE (Boys & Girls)	08.00 PM to 09.00 PM

#### **On Sundays & Holidays**

<b>Break Fast</b>	7.30 AM to 9.30 AM	At Hostel Mess
<b>Lunch</b>	12.15 pm to 2.15 PM	At Hostel Mess
<b>Dinner</b>	7.00 PM to 9.00 PM	At Hostel Mess

<b>Break Fast</b>	FE (Boys & Girls)	07.30 AM to 08.30 AM
<b>(Hostel Mess)</b>	SE/TE/BE (Boys & Girls)	08.30 AM to 09.30 AM
<b>Lunch</b>	FE (Boys & Girls)	12.15 PM to 01.15 PM
	SE/TE/BE (Boys & Girls)	01.15 PM to 2.15 PM
<b>Dinner</b>	FE (Boys & Girls)	7.00 PM to 8.00 PM
<b>(Hostel Mess)</b>	SE/TE/BE (Boys & Girls)	8.00 PM to 9.00 PM

The mess furniture, utensils and materials of mess should not be moved from the dining room under any circumstances. Meals are not allowed to be taken out of the dining hall. Under exceptional circumstances like major illness, meals may be allowed to be taken in respective rooms.

#### **6. LOCAL GUARDIAN:**

Student will register details of the local guardian with consent of his/her parents. A copy of hostel rules will be signed by the local guardian.

#### **7. SAFETY AND PERSONAL BELONGINGS:**

The hostel warden shall provide keys of the allotted block to the respective students. Students are personally responsible for safety of their all valuables and these should be kept in the

cupboard under lock. The students should not leave mobile, ornaments and other valuables unguarded.

#### **8. ROOM CHECKING:**

The higher authorities / hostel wardens along with Security Guards may at their discretion inspect /check any room or student's belongings in presence of the students staying there at any time of the day or night.

#### **9. ELECTRICITY RESTRICTIONS:**

In any case, electric appliances shall not be permitted in the room; defiance of which shall enable the hostel wardens to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary, and shall be switched off when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the authorities. Table lamps can be used for study purpose after lights out time.

#### **10. NOTICE PERIOD:**

A hosteller is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance of hostel fee and mess charges will be refunded on clearance of all dues after 10 days of vacating the room and on clearance of all dues. The students shall have to vacate the hostel within three days of completion of her/his examination or any such academic requirement, whichever is later.

#### **11. No Creation of Tenancy Right:**

No right in nature of tenancy or any other alike right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel under the rules and regulations framed by the institute from time to time. The occupation and use of the hostel premises and property does not create the right to tenancy of the occupants.

#### **12. HOSTEL DISCIPLINE:**

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

- 01) 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.
- 02) Hostellers are responsible for furniture and other fitting (switchboards, lights, fans etc) handed over to them. They are expected to check these items, when the room is handed over to them. They are to return all the things in good condition. Cost of damages or losses of these items will be recovered from them.



- 03) 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.
- 04) Defacing the rooms, doors, corridors by writing, drawing pictures or by any other way is not permitted and will attract heavy fine.
- 05) **Mess and bus facility is mandatory for the hostellers.**
- 06) Hosteller should observe the mess and bus timings as notified from time to time by the warden.
- 07) Hostellers are expected to maintain decency in their dress and behaviour.
- 08) The consumption or storage or supply of liquor or any sort of intoxicants /or smoking is strictly prohibited. If found guilty, the offenders will be dealt with severe action including prosecution. Any kind of involvement in cases of any kind of drugs / liquor/ intoxicating material in and outside campus will not be tolerated and will be dealt strictly. Any kind of gambling is also strictly prohibited.
- 09) Movement of hostellers is prohibited on the road from water tank to the guest house inside the premises of Finolex Housing colony.
- 10) Shouting, running and talking loudly on cell phone while moving on the roads, making any sort of noise that can disturb the colony residents is strictly prohibited.
- 11) The SE, TE, BE students are restricted to go to the FE students' hostel building.
- 12) Hostellers are not allowed to enter or to go outside the hostel after 09.00 pm (for boys) and 8.30pm (for girls) without the permission of the warden.
- 13) Hostellers should not be seen loitering in the colony premises after 9.30 pm.
- 14) Boys and girls are not allowed to enter / stand near each other's hostels.
- 15) 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 these things will lead to confiscation of these items, followed by disciplinary action.
- 16) Hostellers shall not use ornaments or any other valuable things. Further, hostellers have to take care of their belongings, money, cell phone etc. They must ensure proper locking arrangement for their baggage. The hostellers 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 will not be hold responsible for any loss of personal property /belonging of the students.
- 17) 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.
- 18) Hostellers must give advance intimation in the form of written application to the warden for their absence before leaving the hostel. The boys and girls are required to submit their applications to their respective Hostel Assistant Wardens before leaving the hostel. The same is applicable for their absence in vacation.
- 19) Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court,  
Maharashtra State Government's rules/orders and the directives of University of Mumbai. 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 a serious legal action against the individual/s. Any student found involved in ragging shall be suitably punished including FIR with the Police and expulsion from the institute.

- 20) Hostellers are not permitted to collect money from hostel inmates for celebrations like send-off/ trip / any other function.
- 21) Hostellers are not permitted to participate in farewell or any other type of functions or celebrations which are not authorized by the institute/hostel authorities.
- 22) Hostellers are not permitted to participate in any trip/event/gathering etc. which is not organized and authorized by the institute or hostel authorities.
- 23) Admission to hostel in every academic year is at discretion of the institute and hostel authorities. Their decision in this regard will be final and binding on all students.
- 24) Students who have finished the four years of course work but are yet to pass some examinations are called back loggers. Such students will not be normally given accommodation in the hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostel.
- 25) No visitors/parents will be permitted to stay overnight in the hostel.
- 26) The institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.
- 27) Cooking is strictly prohibited inside the hostel premises. A penalty will be imposed on students found cooking in the room.
- 28) 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.
- 29) The students have to make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.
- 30) No student shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
- 31) 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.
- 32) All students are expected to be properly dressed before moving out from the hostel premises. Any violation will be considered as an act of indiscipline.
- 33) The students shall not move any furniture/fittings from its allotted place.
- 34) For any electrical / carpentry / plumbing maintenance related complaint, the students need to make an entry in the Complaint Register which is available at the warden's office / Maintenance Department of the institute and fill the form available with them.
- 35) 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.
- 36) Students proceeding on leave have to handover duly completed leave form approved by respective Asst. Wardens of boys and girls. The same are required to report to the respective Asst. Wardens, when they are back from the leave.
- 37) Students are not permitted to change rooms or sleep anywhere other than their own room. Students found violating the rule will be evicted from the hostel.
- 38) Students are not permitted to take food in the hostel. (except for sick students)
- 39) The hostel area is declared out of bounds to the back loggers. Therefore, the stay of any back logger in the hostel will be treated as a case of trespass. Hostellers who entertain or permit backlog students to stay in their rooms, will also be liable to disciplinary action including expulsion from the hostel.

- 40) Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostel and/or from the institute or both by the appropriate authority.
- 41) Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostel on the campus will be expelled from the hostel.
- 42) In case a student falls sick, he/she should contact immediately Resident Doctor/Warden/Asst. Warden.
- 43) No one should use the belongings of other students without their consent.
- 44) 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 the persons who caused 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.
- 45) Students should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage done to the hostel property will have to be borne by all students of the hostel.
- 46) 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.
- 47) Writing slogans or any writings, obscene drawings on the hostel walls and rooms are PROHIBITED. Fine will be imposed on students/group of students indulging in such writings.
- 48) Playing cricket, football etc., in the common halls or inside or in front of the hostel is PROHIBITED. It causes damage to the hostel property, and also disturbs the peace of the surroundings. Fine will be imposed and will be collected from all students in the block.
- 49) Room furniture, electric fittings etc. are required to be maintained by students in good conditions. At the time of allotment of seat / leaving the hostel for summer vacation, every student must take over / handover the hostel room in proper conditions. They shall not break or damage any furniture and fittings. If any breakage occurs, then cost will be collected (individually or collectively), with fines imposed on them.
- 50) Non-regular and non-collegiate students, having filled up form to appear the examination, may be allowed to stay in the hostel temporarily on the basis of vacancy permitting; only if they obtain prior written permission of the authorities and undertake to abide by the hostel rules and deposit the fees of hostel in advance.
- 51) Each student must carry identity card whenever he / she goes outside / enters the hostel and produce on demand of the institute/hostel authorities otherwise a fine or disciplinary actions might be taken.
- 52) Any case of theft/property loss/damage should be reported promptly to the warden.
- 53) The jurisdiction of institute 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.
- 54) The institute reserves the right to revise the Rules and Regulations from time to time as and when required.

- 55) Violation of any of the above-mentioned code of conduct/rules call for disciplinary action that it deems fit. The institute reserves the right to take direct disciplinary action including immediate expulsion from the hostel and/or institute.
- 56) Student should not stay away from his/her room during the night except with prior written permission of the warden.
- 57) Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of his/her parent/guardian, Asst. warden and warden in writing.
- 58) Student suffering from an infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the medical officer of the institute or civil surgeon.
- 59) Ladies shall not be allowed to stay as a guest in the Men's Hostels and no gents shall be allowed to stay as a guest in Girl's Hostel.
- 60) Parents are not allowed to enter the rooms in hostel. They may meet only in the office of the warden. Under no circumstances, they can be allowed to stay in the hostel for the night. Any violation of these rules will be severely dealt with including expulsion of student from the hostel.
- 61) Students keeping a guest without the permission of the warden shall be liable to disciplinary action.
- 62) Modification or addition in rules will be made and communicated as and when necessary.
- 63) **No Hosteller is allowed to use personal vehicles in the hostel. If violated, the student will be expelled from hostel.**
- 64) **If any of the hostellers is defaming the institute by any reasons, strict action will be initiated and will be expelled from the hostel immediately.**

### **13. SPECIAL RULES FOR GIRLS' HOSTELS:**

1. At the time of admission of their ward, parents/guardians must submit the warden a list of relatives/ visitors whose names and signs will be approved by the parents who will be allowed to meet the girl and accompany them in special cases. When girl students are required to leave the hostel, written permission of the parent/guardian concerned must be submitted to the respective warden in advance.
2. Guests are not permitted to stay in the hostel. Strict action will be taken against those who violate the rules.
3. **Prior permission of the warden must be obtained by girl students who wish to visit their home place subjected to:**  
If parents give written requisitions stating the reason, duration of stay etc.; they will be permitted to go home only for valid reasons. The parents should apply to the girls' hostel warden directly for permission for sending their daughter to home.
4. For late night stay at local guardians' residence up to 9 PM or night halt, prior written permission of the warden must be obtained. In addition, the local guardian must submit a letter stating that the student had stayed with them.
5. All communication regarding any problem of a girl student must be routed through the girls' hostel warden.
6. Students are advised not to wear costly jewellery items.

- 7 If any of the student want to go out for a duration exceeding two hours but limited to four hours, they have to get prior permission from the girls' hostel warden before signing on the movement register kept at the security gate.

#### **14. ADMISSIONS:**

On the day of admission, student and parent / guardian need to sign on the declaration regarding Anti Ragging in Administrative Office.

#### **15. Norms and Guidelines for Pandemic COVID -19 after the Lockdown:**

The Hostel Authorities shall implement/follow strictly at FAMT Hostels & Mess of all the guidelines laydown by the Central/ State Governments and College authorities regarding COVID from time to time.

##### **15.1 SOP to be followed at Finolex Hostels (Boys & Girls) & Transportation and Bus Facility for**

##### **Hostellers**

##### **For Hostel Facility:**

- 1) All open and common areas like entrance, corridors, socializing/entertainment areas, staircases, corridor walls, door & windows opening in the corridors/ walk through etc. will be thoroughly disinfected at least twice a day.
- 2) It is compulsory to all the hostellers (Boys & Girls) to submit a copy of final **COVID Vaccination (Indicating both doses)** to the hostel authorities.
- 3) All the residents in the hostels will be necessarily using face masks when moving out of their rooms.
- 4) Protocol of social distancing will be ensured in the entertainment areas by then hostel wardens.
- 5) Automatic machines to detect body temperature of the residents will be used by the hostel wardens at the entrance while they get back to the hostel at the end of the day.
- 6) In the hostel canteen area, maximum hygiene will be maintained by periodically using the disinfectants, as per the laid don preventive protocol.
- 7) Necessary Dos & Don'ts will be displayed at prominent places and at each floor for better view and understanding of the residents.

- 8) The hostel wardens will ensure that all desired preventive protocols are strictly adhered by the hostel occupants and necessary discipline/ order is maintained.
- 9) The movements of the hostellers are restricted to only from hostels to Mess in the prescribed times. In any case, residents will not be allowed to move outside the premises of hostels.
- 10) Hostel residents' compulsory ply on Institutes transportation, no private vehicles will be permitted to use and treated as misconduct. Those students will not permit to stay in hostels.

**For Transportation and Bus Facility of Hostellers:**

- 1) College bus should be thoroughly cleaned viz. entrance doors, seats, bus ceilings, holding rods/ hooks etc. by spraying disinfectants before deployed for transportation of students. The same process also needs to be followed in the afternoon/ evening while transporting the students back to hostel.
- 2) Seating arrangements in the buses should be so made that no 2 students sit on the same seat.
- 3) The driver of the bus needs to ensure all preventive protocol i.e., all students using face masks, hand sanitizer, sufficient gap maintained while boarding etc. followed by the students before boarding the bus.
- 4) Driver must wear face masks while operating the transport.
- 5) The driver of the bus will also ensure complete discipline/ order as envisaged in the preventive protocol SOP.
- 6) Driver should maintain in/out attendance of Hosteller's. If any of the residents violates, the driver should immediately report to the concerned authority.

**16. SERIOUS OFFENCES WHICH CAN CAUSE FINE/SUSPENSION/DISMISSAL OR EXPULSION:**

The institute/ authorities reserve the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and hostel fee will not be refunded.

- Repeated absence from institute /hostel without permission
- Ragging or any other indecent activities
- Serious act of dishonesty
- Physical violation of a person
- Use/Possession of alcohol, cigarettes and intoxicating drugs
- Playing cards inside the hostels
- Viewing /possession of Porn CDs or similar printed material

#### 17. ADMINISTRATION:

Sr. No.	Name	Contact Details	Designation
1	Dr. Kaushal Prasad	9405723887 02352-229569 principal@famt.ac.in	Principal
2	Dr. S.B. Kulkarni	9422430542 sanjay.kulkarni@famt.ac.in	Dean – Faculty & Report Compliance.
3	Prof. D. D. Joshi	9420052230 dnyanesh.joshi@famt.ac.in	Faculty In-charge , Students' Affairs
4	Prof. V. Murali Mohan	9423291789, 02352-221969, muralimohanv@famt.ac.in	Warden
5	Prof. V.S. Bagade	7058171266 vidyasheel.bagade@famt.ac.in	Assistant Warden (Boys Hostel)
6	Prof. S. Sankereswari	9423297439 sankareswari.s@famt.ac.in	Assistant Warden (Girls Hostel)
7	Mr.G. D. Taragaonkar	9422618708 / 8605154607 02352-229657 admin@famt.ac.in	Registrar

## **ANTI RAGGING POLICY**

**Ragging in any form is completely banned inside/outside of hostel and college premises.**

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.

**Hostel residents are required to give Undertaking for Anti Ragging which is available on following link -**

**[www.amanmovement.org](http://www.amanmovement.org)**

**Students are required to log in in the above link and complete the undertaking. A printout of the same signed by the student and his/her parent must be submitted to the office in Students' Facility Centre along with a copy to Warden.**