

**Hope Foundation's**  
**FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY RATNAGIRI**

FAMT/OFFORD/ 70 /2023  
DT 03/02/2023

**OFFICE ORDER**

This is to inform all faculty, staff members and students that "**Cultural Committee**" has been formed as under-

Sr. No.	Name of Faculty	Department	Designation
01	Mrs. Darshana M. Bapat	First Year	Coordinator
02	Mr. Rahul V. Kotwadekar	M.C.A.	Asst. Coordinator
03	Mr. Laxman D. Naiknaware	First Year	Asst. Coordinator
04	Mr. Shrikrishna B. Bobde	Chemical	Member
05	Mr. Prasad J. Kadam	Electrical	Member
06	Mrs. Priyaka A. Date	Mechanical	Member
07	Ms. Priyanka S. Bandagale	IT	Member
08	Mrs. Madhura S. Zagade	EXTC	Member
09	Mr. Mahesh A. Jadhav	CSE	Member

The Committee will work under the guidance of Prof. Dnyanesh D. Joshi, Faculty Incharge – Student Affairs.

The Committee will keep all records pertaining to various cultural activities in which students of FAMT have participated at Institute / University / district / state / national / International level. Some of the key records are elaborated below -

- Various cultural events conducted in Institute, number of students participated, names of all participants with all details like registration no., class, branch etc. Winners runner up of each event, copies of certificates issued, if any, all group events and their relevant records, geotagged photos and news cutting of events / winner / prize distribution ceremony etc. and other related activities.
- Preparation and getting approval of budget for such events, purchase / work order, bills of purchases, details of all other expenditure related cultural activities.
- Details (as elaborated in points (a) and (b)) of cultural activities conducted at FAMT on behalf of University and / or other agency.
- Summary of all cultural activities and record of sanctioned Budget vs actual expenditure for the year. All other allied records / summary needs to be prepared as required from time to time.

The committee needs to submit the detailed yearly report of all cultural activities at Institute level and also details of participation of FAMT students out of institute during the year to the undersigned by 20<sup>th</sup> March every year.

All above records need to be preserved for future references at least for five years.

  
**Principal**

Copy :- All Deans / All HoDs / Faculty In-charge-SA / Concerned Committee members / Students' Notice Boards / Registrar / Office / P. File

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