FAMT

सिद्धिर्भवति कर्मजा
www.famt.ac.in

HOPE FOUNDATION'S

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: _____

HOPE FOUNDATION'S

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

VISION & MISSION

Vision

The academy aspires to nurture students as leaders who are in tune with global trends, equipped with engineering knowledge and practical skills, to excel in creativity and innovation in order to play their part in technological advancement of the nation.

Mission

1. To become foremost seat of advanced technical learning as a center of excellence in the region.
2. To offer state of the art facilities and quality education at affordable cost
3. To inculcate in students the culture of 'Play Hard and Play Fair'.
4. To advance sustainable development in the region through opportunities for entrepreneurship and industry-institute interaction.
5. To create a generation of young professionals who appreciate in all its aspects the necessity of balance between technological advances and traditional values.

MESSAGE FROM THE PRINCIPAL

Dear Students,

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 a healthy academic environment and state of the art facilities.

The student's handbook aims at exploring the facilities available for you in this institute. However, the utilization of facilities comes with 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 the 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 at FAMT.

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

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

Dr Kaushal Prasad
Principal, FAMT

3. RULES AND REGULATIONS OF THE ACADEMY

1. This Student Handbook applies 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 a job at the end of the course or for the 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 the 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 endeavour 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.

15. Students are expected to co-operate in ensuring a virus-free environment in the computer system.

16. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.

17. Students are required to be aware of all notices that are put up on the Notice Boards.

18. Students are required to appear for all the tests conducted by the academy authorities and submit term work as per prescribed timeline.

19. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of the University of Mumbai. Scholarships will be applicable only to those adhering to the rule.

20. The student shall handle equipment issued to him/her with the utmost care and he/she will be held responsible for any loss or damage caused to the equipment.

21. Students are required to adhere to the dress regulations prescribed by the academy as given below:

a. Girls - Skirts / Frocks / Shorts above Knee length are not allowed.

b. Boys - Shorts / Trousers above knee length are not allowed.

22. 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 is found satisfactory.

23. 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.

24. The 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 the educational visit. The students are, therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.

25. If the progress of a student is consistently poor, he/ she may be advised to leave the course with intimation to the parent/guardian.

26. The Principal reserves the right to debar any student for non-payment of the academy/ Hostel dues in time.

27. Use of mobile phones by the students is strictly prohibited during the classes/practicals/exam/library/ official functions of the academy. Mobile phones of students, not adhering to the rule, will be confiscated by academy authorities.

28. The student will always behave in such a manner that the pride of his/her own, his/her family and academy will be always maintained with high dignity.

29. Mass bunking is not allowed in any case and strict disciplinary action will be taken against those found guilty.

30. Students should fill the exam forms and pay the exam fees in the prescribed period itself as notified from time to time.

31. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by the principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging and will be dealt as per the Anti Ragging Act.

32. Students are required to submit a No Dues Certificate from the concerned department, library and other sections as prescribed from time to time, for obtaining Leaving or Transfer Certificate after completion of the course and/or cancellation of admission from the academy. The student is required to pay Rs.10/- towards the processing charge for Leaving /Transfer Certificate.

33. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

4. INFORMATION, RULES AND REGULATIONS OF LIBRARY

Library Collection Statistics:

Sr No	Particulars	Total Titles	Volumes
1	Books	7108	36077
2	National Journals	48	
3	Magazines	08	
4	B.E Projects	2058	
5	Newspapers	14	
e-Resources			
1	CDs/DVDs	4286	
2	Springer Three Subject Journals Collection	452	
3	Springer eBook Collection	650	
4	Multimedia-NPTEL Online Lectures	4000	
5	plagiarismcheckerx2019business Software	1	

Timings:

  a. 9:00 am to 5.15 pm on all working days. (Lunch Break- 1.00 p.m. to 2.00 p.m.)
  b. Issue and return of books- 10.00 a.m. to 4.30 p.m. on all working days

Library Services:

1. Lending service
2. Reference service
3. Reading room facility
4. Internet service
5. Web-OPAC
6. Open Access System for all readers
7. Extended timing up to 8.30p.m. during the examination period
8. Information literacy & Library Orientation
9. Eklavya Centre – NPTEL Online Lectures
10. Access to e-Resources
11. Competitive Examination Section
12. Plagiarism Checking Facility

Services for Divyang:

1. Book bank facility
2. Books are provided in the classroom/laboratory as per the demand of the respective student.
3. Book renewal after 30 days.

SC/ST Book Bank Facility:

SC/ST Book Bank – Social Welfare department book bank facility is made available for SC & ST Student. A set of Book Bank books are issued to the student at the beginning of the semester and taken back after the end of the semester.

Online Journals demand:

The e-resource like Springer, three subject collection and Videeya Engineering e-books collection are available for the users. Library users can access the e-resources through IP address. In case a student needs a research paper for his research work, it will be provided as per the demand.

Procedure for book request / additional copies or new book

A book requisition register is made available at the circulation counter. Students can request new book titles or additional copies of books by entering them in the register.

General Rules:

1. The academy Identity Card should always be carried while visiting 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. Using a 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 the next day before 9.30 a.m. as a part of the 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. Misbehavior 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 15 days, on the specific days allotted to each branch for the 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 the return of the book in good condition.
4. In case of a 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 the market or out of print, the 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. The 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, and Bound Volumes of Periodicals are available for reference.
11. Books/ Journals/ Magazines/Newspapers are to be kept back in their respective places after use.
12. Magazines and Compact Discs of various books, and journals 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 an examination. Mark sheets will not be issued without clearance from the library.
15. An issued book may be recalled any time before the due date if there is a genuine urgent requirement by another member.
16. If a book is not returned to the Library when due, an overdue will be charged.
17. Users are responsible for complying with the copyright act while photocopying library document.

Library Fine: The details of library fine is given below:

Type Of Document	Duration of Loan	Overdue charges
Book	15 days	Up to 30 days – Re. 1.00 per day 31 days to 60 days – Rs. 5.00 per day 61 days & above – Rs. 10.00 per day
Journal (Back Volumes of Journal)	2 days	Rs. 2.00 per day
Book Overnight Issue	1 day	Rs. 5.00 per day
CD-ROM	2 days	Rs. 2.0 per day

The maximum fine charges will be 1.5 times the cost of book. If book is lost, the maximum fine charges will be 1.5 times the current market price of book.

5. TRAINING AND PLACEMENT CELL - INFORMATION AND RULES

Training and Placement Cell of FAMT has been constituted for enabling the students to be efficient professionals. T&P Cell has designed a 100-points activity called '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, knowledge of foreign languages, projects, industrial visits, internships, training programs etc., which are to be completed after college hours, during vacation, and a few during college hours.

T&P Admission Process:

1. Students will be admitted to the T&P Cell strictly based on completion of minimum 50% Exponential Career Path (ECP) activities.
2. Students should prepare and submit a company database of minimum 5 companies which should include either expected company or the company where he/she has influence.
3. The students must submit the above information with the concerned T&P Coordinator for to be admitted to T&P Cell.

T&P 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. Placement Process, and
4. Post-placement communication between the student and T&P Office.

The details are as follow:

❖ **Before –Placement:**
The Training and Placement Cell has 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. The student must mention the type of industry based on his/ her area of interest.
3. The interested students among the shortlisted will have to give an undertaking before enrollment to T&P Cell.
4. The attendance for pre-placement training should be a minimum of 90% and it will be a pre-requisite for the enrolled students.
5. The enrolled students will have to undergo the following workshops on:

   a.   Resume building
   b.   Aptitude Test Preparation
   c.   Group Discussion preparations
   d.   Technical and Personal Interview preparations

6. The Training and Placement Cell will prepare the database of potential students from each department with the following criteria:
   a.   Attendance in pre-placement programs
   b.   Status of the competency development in attended workshops
   c.   Code of conduct and character
   d.   Curricular (academic) and Extracurricular achievements
   e.   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 the 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 Cell.
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 voluntarily to drop from the selection process of a particular company, after attending its PPT without informing the Placement Cell.

❖ **Placement Process:**
1. Each shortlisted student will be given a maximum of two attempts in the campus placement drive. The second attempt will only be allowed if,
   a.   50% of the students are absorbed in the placement drive, and
   b.   The annual package offered by the company is 1.5 times more 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 amid 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 a student receives an offer from the company, he needs to inform and submit a copy of the offer letter to the T&P Cell immediately.
2. The selected student needs to update the joining and induction plan to the T&P Cell 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 Cell.

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

Training & Placement Policy

GTT (Global Talent Track), Barclays, and Rubicon are organizations that provide CSR (Corporate Social Responsibility) training programs to enhance employability of FAMT students. These programs offer several advantages to students pursuing engineering studies. Some potential benefits include:

1. Skill Development: CSR training programs conducted by GTT, Barclays, and Rubicon focus on enhancing the skills and knowledge of engineering students. These programs typically cover technical skills relevant to the engineering field, such as programming languages, software development, project management, data analysis, and more. By participating in these training programs, students can acquire valuable skills that are highly sought after by employers in the engineering industry.

2. Industry Exposure: GTT, Barclays, and Rubicon often collaborate with leading companies and professionals in the engineering sector to deliver their CSR training programs. This collaboration provides engineering students with opportunities to interact with industry experts, gain insights into real-world projects, and understand the practical application of engineering concepts. Exposure to industry professionals can be instrumental in shaping students' career paths and increasing their employability.

3. Networking Opportunities: Participating in CSR training programs can enable engineering students to build a strong professional network. Through interactions with trainers, industry experts, and fellow participants, students can establish connections that may prove beneficial for their future career prospects. Networking can lead to internships, job opportunities, mentorship, and valuable industry contacts, allowing students to stay updated with the latest trends and opportunities in the engineering field.

4. Enhanced Employability: CSR training programs offered by GTT, Barclays, and Rubicon aim to bridge the gap between academic knowledge and industry

requirements. By gaining relevant skills and exposure, engineering students can significantly enhance their employability. Employers often value candidates who have undergone additional training beyond their regular curriculum, as it demonstrates initiative, dedication, and a proactive attitude towards professional development.

5. Social Impact: CSR training programs focus on creating a positive impact on society by empowering students and enhancing their skills. By participating in these programs, engineering students not only gain personal benefits but also contribute to the larger goal of social development. This aspect of CSR training can foster a sense of social responsibility among students, encouraging them to use their engineering skills for the betterment of society.

6. 300 plus students who completed CSR trainings provided by GTT (Global Talent Track), Barclays, and Rubicon were hired by various multinational companies.

Training & Placement Officer: Prof. Kishor R. Bhosale
Email: tnp@famt.ac.in

6. FACILITIES AT THE ACADEMY

Student Facility Centre:

Student Facility Centre (SFC) assists students in administrative matters. SFC through various counters facilitates:

- ✓ Admission Procedure
- ✓ Scholarships – Samaj Kalyan / Minority/ EBC/ Special Category
- ✓ Examination
- ✓ Certification

ERP System:

To provide automated, authentic and accurate information and services for the overall management and administration of the academy, a complete cloud-based Institute Management ERP Solution - WEB DESK is implemented.

WEB DESK provides a source of information and offers modules with robust features needed for students, parents, faculty, staff and the management of the academy. Some of the key modules that the Webdesk ERP Solution would provide for the efficient, effective and errorless dissemination of various information and services to all stakeholders are:

- ✓ Admission Management
- ✓ Fee Management
- ✓ Examination Management
- ✓ Faculty Allocation and Course Plan
- ✓ Student Attendance
- ✓ Students/ Parents Login
- ✓ Library Module
- ✓ Teaching Feedback

Identity 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 academy administrator on:

a. Withdrawal from the program

b. Clearance on completion of the program

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

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

Online Payment:

As a part of the Digital India Programme, the academy encourages various types of payments through online mode. For payment of fees, the academy has provided the facility of Payment Gateway through HDFC Bank Ltd. All the students are hereby expected to use the facility for all financial transactions.

Medical Services:

It is a policy of the academy 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:

1. The academy maintains only **FIRST AID Kits** for emergencies at the Medical Centre, all academic blocks and with the Hostel Administrator's office.

2. Individual consultancy with any external medical practitioner/hospitalization/treatments would be at the personal liability/risk of individual students and the academy will not be responsible for any consequences thereof.

3. The academy has a Medical Room where a doctor will be available on call and has tie-up with an ambulance service.

The academy provides various facilities for physically challenged such as a ramp, wheelchair, and washrooms.

7. PROCEDURES FOR STUDENT SERVICES

1. **Procedure for Anti Ragging Form:**
   a. The student must fill up an online Anti Ragging Form from www.amanmovement.org and take a print out of student and parents undertaking.
   b. The student must submit duly signed undertakings to the Student Facility Centre within the given period.
   c. Student Service Section maintains all undertakings of students in the students' file.

2. **Procedure for Identity Card Renewal:**
   a. After taking admission to higher semesters, student has to renew his/her Identity Card from the Registrar by showing fee receipt for that particular academic year.
   b. If a student loses his/her Identity Card for the first time, then he/she has to apply in the requisite form by paying Rs. 220/-. If a student loses his/her Identity Card for the second time, then he/she has to file FIR in the police station and has to apply in the requisite form along with a copy of FIR by paying Rs. 520/-.
   c. After receiving requisition from the student, the Student Service Section will issue a new Identity Card to the student.

3. **Procedure for Scholarship:**
   a. Eligibility criteria for applying for different scholarships are strictly followed.
   b. Circulars regarding dates of application, eligibility criteria and application procedures are notified to the students.
   c. Follow up
   d. Record of the scholarship is maintained.
   e. The data/ statistics of the scholarship is analyzed.
   f. It is audited by the government authorities.

4. **Procedure for Issuing Certificates:**
   a. The student has to apply in the requisite form by paying the processing fee to issue various certificates (Bonafide certificate, fee structure etc.) at the Student Service Counter.
   b. After receiving requisition from the student, the Division Clerk will prepare the requisite certificate by verifying the student data and will issue the certificate to the student.

5. **Procedure for Leaving Certificate:**
   i. The student has to apply in person for Leaving Certificate either after completion of his/her course work and declaration of result or cancellation of admission.
   ii. The procedure of Leaving Certificate after successful completion of the course is as follows:
   a. The student has to take clearance from various sections (HOD, library, sports section, canteen, account, scholarship, examination etc.) in the requisite format.

    b. The student has to pay the processing charges of Rs. 10/- in the Accounts Section and submit requisition along with the mark sheets of previous semesters, the receipt of processing charges and the Clearance Form to the Student Service Counter.

    c. After receiving requisition from the student, the Student Service Section will issue the Leaving Certificate to the student with an acknowledgement on a photocopy of Leaving Certificate.

    d. Student's Leaving Certificate will be verified by the Registrar and approved by the principal.

  iii. The procedure of Leaving Certificate after the cancellation of admission is as follows:

    a. A student, who wishes to cancel his/her admission, has to personally submit requisition form along with consent letter of parents.

    b. The student has to take clearance from various sections (HOD, library, sports section, canteen, account, scholarship, examination etc.).

    c. The student has to pay a processing fee of Rs. 10/- in the accounts section and submit requisition form along with receipt of processing fee and clearance form to the Student Service Counter.

    d. After receiving requisition from the student, the Student Service Section will issue the Leaving Certificate to the student with an acknowledgement on a photocopy of the Leaving Certificate.

6. Procedure for Migration Certificate:

    a. Student should download the application from the University of Mumbai website.

    b. The student has to fill the application form and submit it to the Student Section Counter along with attached copies of mark sheets of SSC, HSC and 1st to 8th semester, Leaving Certificate, and University admission confirmation letter.

    c. The student has to pay the Migration Certificate charges of Rs.220 by DD in favour of 'Finance and Accounts Officer, University of Mumbai' payable at Mumbai and processing fee of Rs. 230/- by cash in the Accounts Section.

    d. The student has to submit a requisition form along with the required documents and fee receipt to the Student Service Counter.

    e. The Student Service Counter will forward the duly signed application by the Principal to the Migration Certificate section of University of Mumbai.

7. Procedure for Cancellation of Admission & Refund of Fees/Documents:

    a. Cancellation of admission and refund of fees will be as per the guidelines and directions of DTE, Government of Maharashtra only.

    b. Student must submit the application for cancellation in person.

    c. Original documents will be returned immediately provided all the formalities are cleared and there are no financial dues from student.

    d. Student has to obtain a clearance certificate from all departments viz., Library, Canteen, Hostel, office before cancellation of admission.

    e. Cancellation charges will be as per norms as laid down by Fee Regulating Authority and/or Competent Authority.

f. 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.

8. Honors and Minor Courses

The Honors/Minor Degree Programme was introduced by the Faculty of Science and Technology of the University of Mumbai from the academic year 2022-23 as per the guidelines of **All India Council for Technical Education (AICTE), New Delhi** (AICTE), New Delhi.

Finolex Academy of Management and Technology implemented the programme from the academic year 2022-23 for Third year Engineering (all branches) to choose additional specialized courses in the emerging areas as follows:

<p align="center">Honors/Minor Degree Programs Offered from the Academic Year 2022-23</p>

Engineering Programme	Honors/Minor Degree Programme
Electrical Engineering	Electric Vehicles
Mechanical Engineering	Electrical Vehicle
Information Technology	Data Science
Electronics and Telecommunication Engineering	Artificial Intelligence and Machine Learning
Chemical Engineering	Waste Technology

Eligibility: Students of FAMT can opt for the Honors and Minor Courses along with a regular engineering course in Third year of Engineering given the following conditions are fulfilled:

- The students should not have any backlog in semesters I, II, and III, and the CGPI based on these semesters should be above 6.75.
- For direct second-year students, there should be no backlog in semester III, and the CGPI should be above 6.75.

Fees: No additional fees will be charged for these courses by the institute.

Certification: A student successfully completing the Honors or Minor course shall be awarded the degree designated as per the examples given below:

a. If a student of **Electronics and Telecommunication Engineering** course successfully completes honors and minor course in **Artificial Intelligence and**

Machine Learning shall get a degree as **B.E. Electronics and Telecommunication Engineering (Honors - Artificial Intelligence and Machine Learning)**.

b. If a student of **Mechanical Engineering** course successfully completes honors and minor course in **Data Science** shall get a degree as **B.E. Mechanical Engineering (Honors - Data Science)**.

a. If a student of **Chemical Engineering** course successfully completes honors and minor course in **Data Science** shall get a degree as **B.E. Chemical Engineering (Minors - Data Science)**.

9. ANTI RAGGING POLICY

Ragging in any form is completely banned by the academy.

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 spoken or written words 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 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, and public insults which would also include deriving perverted pleasure, the 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 and 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 institute authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, concerning 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 institute level shall be anyone or any combination of the following:

a. Cancellation of admission

b. Suspension from attending classes

c. Withholding/withdrawing scholarship/fellowship and other benefits

d. Debarring from appearing in any test/examination or other evaluation processes

e. Withholding results

f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

g. Suspension/expulsion from the hostel

h. Rustication from the institution for period ranging from 1 to 4 semesters

Finolex Academy of Management & Technology, Ratnagiri

i. Expulsion from the institution and consequent debarring from admission to any other institution.

j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Guidelines For Filling Anti Ragging Undertaking by Students and Parents/Guardians:

Online Anti-ragging Undertaking website: https://www.antiragging.in
Anti – Ragging Helpline No: 1800 180 5522

Name of College Nodal Officer:	Mr. V. Murali Mohan, Associate Professor, Mechanical Engineering
Contact No:	9423291789 / 9518570768
Email:	nar@famt.ac.in

After registration note down your Anti-Ragging Undertaking Reference number below:

Anti-Ragging Undertaking Reference no:	

Procedure for Students to File Online Anti Ragging Affidavit:

Step 1: A student will submit his/her details on the same web sites (www.antiragging.in and www.amanmovement.org) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm and agree that he/she will not engage in ragging in any form.

Note: (For Step 1 : PDF file of **Anti Ragging - How to Fill Undertaking** is separately attached herewith for reference on college website: www.famt.ac.in and is also available on website: www.antiragging.in under tab Click here to fill your Anti-Ragging undertaking).

Step 2: The student will receive an Email with his/her registration number and a web link. The student will forward the link to the E-mail of the Nodal officer of his/her university/college.

Note: The student will not receive PDF affidavits and he/she is not required to print & sign it as used to be the case earlier.

Step 3: (For use of College Nodal Officer Only)
The Nodal Officer in the university/college will click on the link of any forwarded e-mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Proforma For Anti Ragging Undertaking by Students and Parents/Guardians:

Personal Details	
Student's Family Name *	Your Surname Here
Student's Middle Name	Your Father name Here
Student's First Name *	Your Name Here
Gender *	Male/Female
Nationality *	Indian
Student's Mobile Number*	Place your own details here
Student's friends' Mobile number in case of an emergency *	Place your own details here
Landline Number	Alternate land line number
Student's email ID *	Place your own details here
Confirm student's email ID *	Place your own details here
Permanent Address 1 *	Place your own details here
Address 2	Place your own details here
City *	Place your own details here
State *	Place your own details here
Parent/Guardian Details	
Parent/Guardian's name*	Place your own details here
Parent/Guardian Address 1*	Place your own details here
Address 2	Place your own details here
City *	Place your own details here
State *	Place your own details here
Residence Phone No *	Place your own details here
Mobile No of Parent/Guardian*	Place your own details here
Parent/Guardian's Email ID *	Place your own details here

College Details	
State in which the College is *	Maharashtra
Is it a Professional College or a General College *	Engineering College
Name of the College *	Hope Foundation's Finolex Academy of Management & Technology
Name of Affiliated University *	Mumbai University
It is Deemed University *	No
Director/Principal Family Name*	Prasad
Director/Principal First Name *	Kaushal
Director/principal Gender *	Male
College Phone No. 1*	02352-299336
College Phone No. 2	02352-299361
Nearest Police station Name and Address*	Gramin Police Station, Ratnagiri, Karwanchi Wadi, Ratnagiri
Course Details	
Under Graduate or Post Graduate *	Place your applicable Study Year e.g. (FE/FY)
Name of the Course *	Place your Course Name
Your Registration/Enrolment Number	Fill Your College Reg No.
How many students are in your Class *	-
Year of Study*	2023-24

10. 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	Representative from	Mobile
1.	Dr Kaushal Prasad	Principal	Head of Institution	9405723887
2.	Mr Vinod B Bhitale	--------	Police Administration	9970271905
3.	Mr. Dattaprasanna Kulkarni	--------	Local Media	9922416063
4.	Mrs Aditi A Deshpande	--------	Local NGO	9403460554
5.	Dr Sandeep Chawda	Dean – R & D	Faculty Member	8149194778
6.	Dr S B Kulkarni	Dean – Faculty	Faculty Member	9422430542
7.	Dr M S Yadav	Dean – Academics	Faculty Member	8275455415
8.	Dr M S Kirkire	Dean – Student Affairs (Technical) & HoD, Mechanical Engineering	Faculty Member	9960456081
9.	Dr V A Bharadi	HoD, Information Technology	Faculty Member	9819125676
10.	Dr (Mrs) S V Chougule	HoD, Electronics and Telecom.	Faculty Member	8600355562
11.	Dr Y G Mulye	HoD, First Year	Faculty Member	9422564621
12.	Prof T V Joshi	HoD, MCA	Faculty Member	9423875415
13.	Prof (Ms) V V Nimbalkar	HoD, Computer Science Engineering (AIML)	Faculty Member	9423290580
14.	Dr J J Mane	HoD Electrical	Faculty Member	8275302942
15.	Dr N G Kanse	HoD Chemical	Faculty Member	9960835696
16.	Prof M N Tagare	Faculty In-charge - Alumni	Faculty Member	9422430432
17.	Prof D D Joshi	Faculty In-charge – Student Affairs	Faculty Member	9420052230
18.	Mr G D Targaonkar	Registrar	Non-Teaching Staff	9422618708
19.	Prof (Mrs) V M Kulkarni	Asst. Prof., First Year	Faculty Member	9423875011
20.	Prof (Mrs) S A Powar	Asst. Professor, IT Dept.	Faculty Member	9765810470

Finolex Academy of Management & Technology, Ratnagiri

21.	Prof V Murali Mohan	Associate Professor, Mechanical and Warden	Hostel	9423291789
22.	Prof V S Bagade	Assistant Professor, Mechanical and Asst. Warden-Boys	Hostel	9823123845
23.	Prof (Ms.) S Sakareswari	Asst. Professor, IT Dept. and Asst. Warden - Girls	Hostel	9423297439
24.	Mr Chandrashekhar Shinde	Parent of Student	Parents	9822101673
25.	Mr Ninad G Shinde	Parent of Student	Parents	8275454855
26.	Ms Sneha P Yadav	FE Electrical	FE Student	7521863703
27.	Mr Karan A Shinde	FE EXTC	FE Student	7410797129
28.	Ms Prajakta D Jadhav	BE IT	Senior Student	7499561368
29.	Mr Harshavardhan A Patil	BE Mechanical	Senior Student	8605737281

❖ WOMEN DEVELOPMENT CELL

The Women Development Cell was established in FAMT in 2006. WDC has been working for the development of not only the girl students but also lady teachers in the academy. The members of WDC also offer counseling sessions. The members of the cell are:

No	Name	Department	Designation in WDC
01	Dr. Kaushal Prasad	Principal	President
02	Mrs. Abhilasha S. Jadhav	Mechanical Engineering	Convener
03	Ms. Gayatri M. Kirkire	Mechanical Engineering	Co-Convener
04	Ms. Vrishali V. Nimbalkar	Electronics Engineering	Teaching staff representative
05	Mrs. Neha A. Marathe	Electronics & Telecommunication Engineering	
06	Ms. S. Sankeshwari	Information Technology	
08	Ms. Harshada U. Salvi	MCA	
09	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	Mrs. Aditi A. Deshpande	Local NGO - Chiplun	Local Representative
14	Students Representative	Institute	Students Representatives
15	Students Representative	Institute	

❖ **INTERNAL COMPLAINT COMMITTEE**

Sr. No.	Committee Member Name	Designation	Representative from	Contact No.
01	Dr. Sharada V. Chougule	Presiding Officer / Convener	Institute	9421142531
02	Prof. Vrinda M Kulkarni	Secretary	Institute	9423875011
03	Prof. Darshna M. Bapat	Member	Institute	9420051357
04	Mr. Gajanan D. Targaonkar	Member	Institute	9422618708
05	Mr. Milind M. Kolhatkar	Member	Institute	9423875371
06	Student Representative	Student Representative (Girls)	Institute	-
07	Student Representative	Student Representative (Girls)	Institute	-
08	Student Representative	Student Representative (Boys)	Institute	-
09	Mrs. Aditi A. Deshpande	Member (Advocate)	NGO / Person familiar with the issues related to sexual harassment.	9403460554

❖ **COMMITTEE FOR SC/ ST**

Sr. No.	Name	Designation	Contact No.
1.	Mr V.S. Bagade	Chairperson	9823123845
2.	Mrs S.A. Powar	Member	9765810470
3.	Mr D.S. Nangare	Member	7083365467
4.	Mr K.R. Bhosale	Member	9970246404
5.	Mr A K Bandsode	Member	9404076007

❖ **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 the 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. The ISTE 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.

❖ **FAMT STUDENTS' COUNCIL**

FAMT Students Council is constituted for every academic year. It consists of faculty, admin and student representatives of every department.

Sr. No.	Name	Department	Designation
01	Prof. (Dr.) Kaushal Prasad	Principal	Chairperson
02	Prof. D. D. Joshi	Faculty In-charge, Student Affairs, FE Department	Coordinator
03	Prof. G. G. Bhide	Associate Professor, IT Department	Asst. Coordinator
04	Prof. N. H. Gangrekar	Assistant Professor, FE Department	Asst. Coordinator
05	Mr. G. D. Targaonkar	Registrar	Asst. Coordinator
06	Mr. Taha I. Jiwaji	BE Mechanical Engineering	General Secretary (Boys)
07	Ms. Shweta S. Salgaonkar	BE IT	General Secretary (Girls)
08	Mr. Pratik S. Karande	BE EXTC Engineering	Technical Secretary
09	Mr. Sanif I. Patvi	BE Mechanical Engineering	Sports Secretary (Boys)
10	Ms. Sushama D. Jangle	BE IT	Sports Secretary (Girls)
11	Ms. Suhana S. Shaikh	BE EXTC Engineering	Cultural Secretary
12	Ms. Neha S. Gamare	BE Electrical Engineering	Member
13	Ms. Dakshta M. Patre	BE Chemical Engineering	Member
14	Mr. Kaushik P. Patil	TE CS (AIML) Engineering	Member
15	Mr. Vishwam S. Sawant	SY MCA	Member

❖ **STUDENTS' ASSOCIATIONS AND COMMITTEES AT THE ACADEMY**

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

Sr. No.	Name of the Society/ Association	Coordinator/In-charge	Email
1	Mechanical Engineering Students Association (MESA)	Prof. R. M. Rasal	rushikesh.rasal@famt.ac.in
2	Electrical Engineering Students Association (EESA)	Prof. M. S. Modak	mangesh.modak@famt.ac.in
3	Association Computer Science Engineering Students (ACSES)	Prof. A. N. Shetye	akshay.shetye@famt.ac.in
4	Association for Computing Machinery (ACM) Students Chapter	Prof. A. B. Vartak	ashish.vartak@famt.ac.in
5	Students' Association of MCA (SAM)	Prof. R. V. Kerkar	ravindra.kerkar@famt.ac.in
6	Association of Students of Electronics and Telecommunication Engineering (ASENT)	Prof. M. K. Zagade	madhura.zagade@famt.ac.in
7	Association of Chemical Engineering Students (ACES)	Prof. R. K. Marag	raju.marag@famt.ac.in
8	First-Year Engineering Students' Association (FESA)	Prof. D. S. Nangare	dhammapal.nangare@famt.ac.in
9	Indian Society of Heating, Refrigerating and Air Conditioning Engineers (ISHRAE) Students Chapter	Prof. V. S. Bagade & Prof. S. U. Mayekar	ishraefamtchapter@famt.ac.in
10	American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Students Chapter	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
11	Fire & Security Association of India (FSAI)	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
12	American Society of Mechanical Engineers	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
13	Innovation and Entrepreneurship Development Cell	Prof. J. J. Mane	jayant.mane@famt.ac.in
14	Research Development and Consultancy Cell	Dr. S. D. Chawda	deanrd@famt.ac.in
15	NPTEL Local Chapter	Dr. V. A. Bharadi Prof. A. B. Vartak	hodit@famt.ac.in ashish.vartak@famt.ac.in
16	Coursera	Prof. P. P. Thakur	pranav.thakur@famt.ac.in
17	IBM SkillsBuild		

18	Indian Institute of Remote Sensing Nodal Centre (ISRO's Educational Wing)		
19	National Service Scheme (NSS)	Prof. U. K. Samant	umesh.samant@famt.ac.in
20	Nature Club	Prof. U. K. Samant	umesh.samant@famt.ac.in
21	Sports Cell	Dr. S. B. Kulkarni	sanjay.kulkarni@famt.ac.in
22	Department of Lifelong Learning and Extension (University of Mumbai)	Prof. Yogesh L. Landge	yogesh.landge@famt.ac.in
23	Finolex Academy Alumni Association (FAAA)	Prof. M. N. Tagare	alumni@famt.ac.in
24	Cultural Committee	Prof. D. M. Bapat	darshana.bapat@famt.ac.in
25	Institute Magazine Committee	Prof. P. A. Potdar	magazine@famt.ac.in

❖ **Nature Club**

Sr. No.	Name of faculty member	Designation
01	Prof. Umesh K. Samant	Faculty In-charge
02	Prof. Abhijit M. Date	Faculty Member
03	Prof. Harsha N. Kelkar	Faculty Member
04	Prof. Nargis H. Gangrekar	Faculty Member
05	Prof. Priyanka A. Date	Faculty Member

❖ **NSS WORKING COMMITTEE**

Sr. No.	Name of faculty member	Designation
01	Prof. Umesh K. Samant	Program Officer
02	Prof. Harsha N. Kelkar	Program Officer
03	Prof. Abhijit M. Date	Institute Co-ordinator
04	Prof. Shashank S. Tolye	Member
05	Prof. Priyanka A. Date	Member

11. PRIZES AND SCHOLARSHIPS

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

Every year a good number of scholarships are distributed by Hope Foundation to academically bright but financially deprived students. All these scholarships and prizes are according to the Financial Aid Policy of the Institute.

Besides, there are various scholarship schemes of the Maharashtra State Government as well as the 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 an 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, FAMT

NOTE: Institute level scholarships and prizes will be as per the Institute's **Financial Aid Policy.**

12. HOSTEL REGULATIONS

FAMT Hostels (Boys & Girls)

FAMT Hostels provide an ideal environment for the students to grow, learn and mature in society away from their own homes. A separate hostel is provided for boys and girls located at Finolex Industries Limited (FIL) Housing colony, which is six (06) kilometers away from the institute.

Girls Hostel has three independent blocks (Jaigad, Raigad & Janjira) with a total capacity of 68 girls' and boys' hostel has two independent apartments (Krishna & Sindhu) with 108 boys. Common facilities such as TV, Wi-Fi and Indoor games are created in the hostels separately for girls and boys.

Hostel Facilities:

1. Transportation **-** dedicated transport service of AFEXCO (Armed Forces Ex-Servicemen) for hosteller's commutation from FAMT Hostels to institution (FAMT) as per the institute's timings.
2. Rooms on twin sharing basis and with essential furniture such as cot, study table, chair and book rack to each student
3. Separate hostel buildings for newly admitted First Year boys and girls
4. Recreation Rooms: News Papers, Indoor Games, TV facility, Internet (100 Mbps)
5. Out-door Sport Facility: Football + Cricket + Volley Ball + Basket Ball
6. 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.
7. FIRST AID Kits for emergency at the Medical Centre and with the warden's office

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.

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.
2. 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.
3. 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.
4. Defacing the rooms, doors, corridors by writing, drawing pictures or by any other way is not permitted and will attract heavy fine.

5. Mess and bus facility is mandatory for the hostellers.
6. Hosteller should observe the mess and bus timings as notified from time to time by the warden.
7. Hostellers are expected to maintain decency in their dress and behaviour.
8. 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.
9. 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,
20. 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.
21. Hostellers are not permitted to collect money from hostel inmates for celebrations like send-off/ trip / any other function.

22. 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.

23. Hostellers are not permitted to participate in any trip/event/gathering etc. which is not organized and authorized by the institute or hostel authorities.

24. 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.

25. 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.

26. No visitors/parents will be permitted to stay overnight in the hostel.

27. The institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.

28. Cooking is strictly prohibited inside the hostel premises. A penalty will be imposed on students found cooking in the room.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. The students shall not move any furniture/fittings from its allotted place.

35. 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.

36. 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.

37. 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.

38. 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.

39. Students are not permitted to take food in the hostel. (except for sick students)

40. 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.

41. 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.

42. 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.

43. In case a student falls sick, he/she should contact immediately Resident Doctor/Warden/Asst. Warden.

44. No one should use the belongings of other students without their consent.

45. 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.

46. 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.

47. 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.

48. 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.

49. 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.

50. 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.

51. 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.

52. 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.

53. Any case of theft/property loss/damage should be reported promptly to the warden.

54. 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.

55. The institute reserves the right to revise the Rules and Regulations from time to time as and when required.

56. 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.

57. Student should not stay away from his/her room during the night except with prior written permission of the warden.

58. 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.

59. 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.

60. 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.

61. 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 severally dealt with including expulsion of student from the hostel.

62. Students keeping a guest without the permission of the warden shall be liable to disciplinary action.

63. Modification or addition in rules will be made and communicated as and when necessary.

64. Private /Personal vehicle is not allowed to be used by hostellers. If violated, the student will be expelled from hostel.

65. 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.

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:

4. 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.

5. 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.

6. All communication regarding any problem of a girl student must be routed through the girls' hostel warden.
7. Students are advised not to wear costly jewellery items.
8. 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.

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 willful 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:

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

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 to maintain the decorum in the hostel for the personal and academic success of all the students.

Policy for Allotment of Hostel Rooms:

1. Hostels will be offered and allotted on a first come basis.
2. Private /Personal vehicle is not allowed to be used by hostellers.
3. Preference will be given to long-distance students.
4. All desirous girl students will try to accommodate maximum based on the availability of vacancies in the Hostel.

Hostel and Mess Fees and Deposits:
The term for the Hostel Fees is one academic year as per the academic calendar. The hostel fee shall be paid by **Demand Draft/Electronic Transfer** in advance at the commencement of semester in FAMT office only and obtain a receipt of the same.

Fee Structure for the Hostel Facility:

Hostel Charges:
1. **Rs. 24000/- (Per Academic Year 2023-24 i.e. Second Half of 2023 & First Half of 2024** for admission to the hostel.
2. **Rs.6000/- (Non-Refundable)**. To be paid for the confirmation of Hostel admission i.e., Room Allotment. This amount will be adjusted in the Hostel Charges.

Note: Hostel charge is inclusive of hostel fees, Electricity, Water, Maintenance and Transportation & un-interrupted Internet facility.

Procedure For Payment of Hostel Fees:

1. Students interested to seek admission in FAMT Hostels are required to pay **Hostel Charges through online mode only**, For the same, **FAMT Bank Account Details** are-

Account Name	Finolex Academy of Management and Technology
Account Number	251010100016375
IFSC	UTIB0000251
Account Type	Saving
MICR Code	415211051
Bank Name	Axis Bank
Bank Branch	Ratnagiri (MH)

2. Students should send the following detail through email - fee@famt.ac.in .
   a Name of Student

   b Registration Number

   c UTR / Payment Reference No.

   d Amount Transferred

   e Date of Transaction

   f Bank Name and Branch

   g Photo of Bank Receipt / Screenshot of Transaction

Students can download the receipt from Akron System once verified by Accounts Section. Verification status will be communicated through fee@famt.ac.in In **case of any assistance, students may take help from the Accounts Section.**
Contact No — Mr. Siddhesh Joshi - 8830665850

Finolex Academy of Management & Technology, Ratnagiri

Fee Structure for The Hostel Mess Facility:

Monthly mess charges inclusive of all taxes are to be paid directly to the **Mess contractor** through **Google / Phone pay or QR code** facility on or **before 07th of every month** and required to collect a receipt for the said amount paid.

Mess Charges:
1. Rs.3200/- (Inclusive of all Taxes)/ month
2. Monthly Mess Charges Includes Breakfast with tea, Lunch and Dinner (Unlimited) per student.
3. Includes - providing Two Eggs/ Paneer on any one day & Chicken (Limited) /Feast on any other day in a week as decided by the Hostel Mess Committee

Hostel Mess Regulations:

1. **Mess is compulsory for all the hostellers**.
2. 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.
3. Mess Charges are **Rs. 3200/- per month per student. Monthly** Mess charges are inclusive of all taxes as **applicable from 10th July ,2023 for the Academic Year: 2023-24**. Any change in the taxes will be effective from the date of implementation.
4. 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
5. Subsequently, monthly mess charges to be paid to the mess contractor **on or before 07th of every month and obtain as receipt of the same**, otherwise penalty/fine will be imposed to the defaulters.
6. At the end of every semester, the hostel resident must contact the mess contractor and settle the charges before leaving the hostel.
7. In case of any matter related to mess, **the Principal, FAMT will be the final authority to take a decision.**
8. 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 must apply for mess rebate, to the mess contractor at least 03 days in advance with proper written request through the warden.
9. 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**.

13. Student Insurance

Yuva Raksha - Students' Group Insurance Scheme is available at Finolex Academy.
Sum Insured per Student per Annum: Rs 1,00,000
Amount to be taken from Student: Rs. 20

The scheme will cover the following three contingencies in case of Accidents:
   a. 100% coverage in case of sad demise of the insured.

   b. 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing or paralysis).

   c. 75% coverage for 24 hours hospitalization due to accident cause only and no natural death and sickness covered.

Accidental death includes Rail/Road/Air Accidents, Injury due to any Violent Collision, Fall Injury due to Fire, Explosion, Snakebite, Frostbite Burn Injury, Drowning, Poisoning, Natural Calamity, Riots but it will not include suicide or attempt to suicide. These are only illustrative and not an exhaustive list of types of accidents.

14. Student Induction Program & Online Learning Platforms

Student Induction Program is conducted every year at the beginning of first semester by First Year Engineering Department and Department of MCA.

Student Induction Program is designed to make the newly joined students feel comfortable, sensitize them towards exploring their academic interests and activities, reducing competition and making them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and building their character. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

The program includes tour of the institute, visit to departments, bridge courses in various subjects to understand basic concepts necessary for first year subjects. Information regarding academics, mentoring, various activities conducted by the institute, platforms available for students and Training and Placement and Entrepreneurship activities is provided to the students.

Online Learning Platforms - The institute has established an alliance with renowned online education platforms such as:

   a. Coursera,
   b. IBM Skillshare, and
   c. Infosys Springboard.

FAMT students are granted free access to a wide range of online certificate courses in various fields including technology, finance, data science, machine learning, cloud computing, and more. These courses are instructed by industry professionals and professors from prestigious universities around the world, including the USA, UK, Australia, Singapore, and others. Upon completing a course, the student receives a certification that enhances his/her employability.

Contact for Enrollment:
Mr. Pranav P. Thakur
Deputy Registrar – Academics

15.GENERAL INFORMATION

I. Policy on Non-Discrimination:

Finolex Academy of Management and Technology (FAMT) does not discriminate based on 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. The 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:

Student is responsible for his/her 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 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 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 is a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of the 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 apply to all students on FAMT 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.

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

16. IMPORTANT OFFICE CONTACTS & WEBSITE LINKS

OFFICE	NAME	EMAIL ID
Principal	Dr. Kaushal K. Prasad	principal@famt.ac.in
Dean Academics	Dr. Milind S. Yadav	deanac@famt.ac.in
Registrar	Mr. Gajanan D. Targaonkar	admin@famt.ac.in

HEADS OF THE DEPARTMENTS		
Mechanical Engineering	Dr. Milind S. Kirkire	hodmech@famt.ac.in
Chemical Engineering	Dr. Nitin G. Kanse	hodchem@famt.ac.in
Electrical Engineering	Dr. Jayant J. Mane	hodee@famt.ac.in
Computer Science & Engineering	Prof. Vrishali V. Nimbalkar	hodcse@famt.ac.in
Electronics & Telecommunication Engineering	Dr. Sharada V. Chougule	hodextc@famt.ac.in
Information Technology	Dr. Vinayak A. Bharadi	hodit@famt.ac.in
Master of Computer Application	Prof. Tejas V. Joshi	hodmca@famt.ac.in
Science & Humanities	Dr. Yogesh G. Mulye	hodfe@famt.ac.in

OTHER DEPARTMENTS		
College Exam Officer	Prof. Pralhad S. Soman	Incharge_exam@famt.ac.in
Library	Mr. Mahesh V. Bhide	librarian@famt.ac.in
Accounts Officer	Mr. Rajendra S. Shirke	rajendra.shirke@famt.ac.in
Systems	Mr. Dhananjay S. Pawaskar, and Mr. Ajay S. Peje	netadmin@famt.ac.in
Training & Placement	Prof. Kishor V. Bhosale	T&P@famt.ac.in

Important Website Links		
1	Finolex Academy	www.famt.ac.in
2	FAMT ERP / Akron Systems	https://famt.akronsystems.com
3	Antiaging	https://www.antiragging.in
4	Mumbai University Enrollment & Eligibility	www.mum.digitaluniversity.ac
5	Mumbai University - Exam	https://mu.ac.in/examination
6	Scholarship Sites	https://mahadbt.maharashtra.gov.in