

Hope Foundation's
Finolex Academy of Management and Technology



Procedure Manual of Administration Office

For Faculty, Staff & Students

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Introduction to Procedure Manual

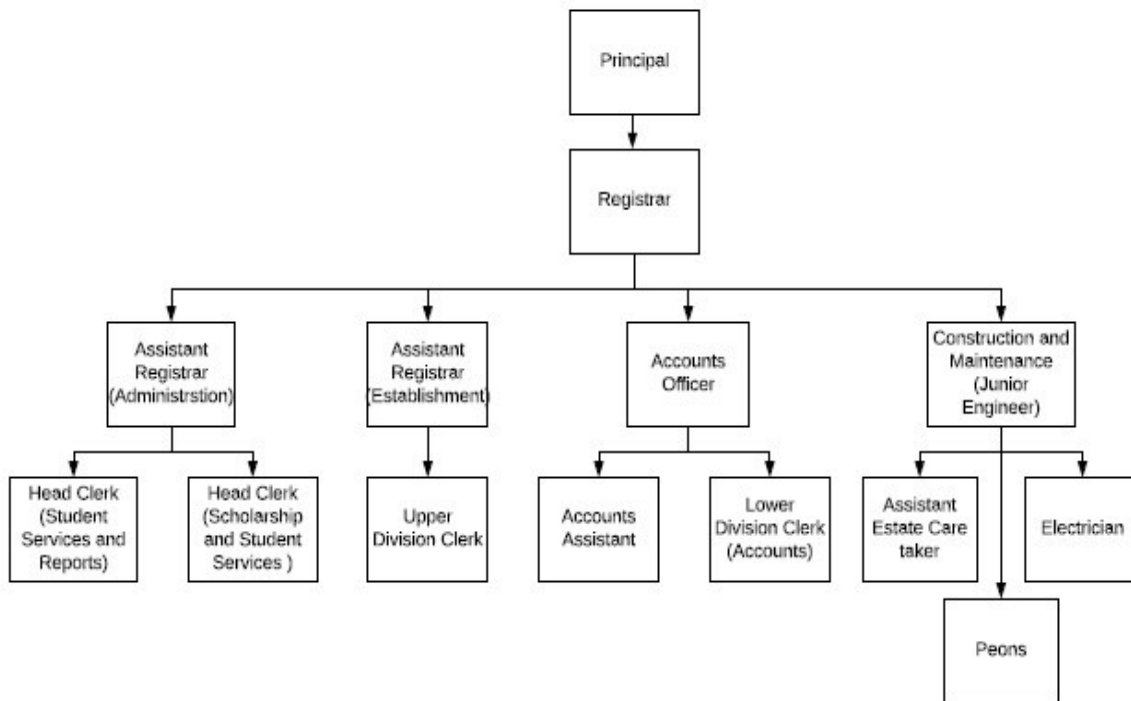
Procedure Manual is a set of standard guidelines to carry administration procedures in FAMT. Since, the institute's office deals with very important aspects of admission, accounts, and maintenance; we are committed to these standard guidelines to provide the most conducive work environment to deliver quality technical education to students. The office staff shall proactively work as a team and abide by all the academic and regulatory requirements to achieve institutional objectives.

Purpose: The manual will bring clarity in procedures and effectiveness in controlling with regard to administration as the procedures are well defined. The manual covers the following:

- a. Structure of Administration Section
- b. Responsibility and authority
- c. Procedures for Students
- d. Institutional Procedures
- e. Forms and Formats

Scope: Delivery of Engineering Courses as per All India Council for Technical Education, Government of Maharashtra and University of Mumbai (affiliating university) norms and standard.

Organizational Chart of Administration Department



Roles & Responsibility of Administration Staff

Registrar

1. To ensure implementation of QMS and its continual improvement.
2. To meet statutory and regulatory requirements as per the due date.
3. To look after the work of the institute affiliation, staff approval and follow procedure for appointments.
4. To interact with AICTE, DTE and UOM.
5. To coordinate the administrative work in FAMT among faculty and non-teaching staff.
6. To regulate the work of the non-teaching staff.
7. To assess and evaluate the performance of non-teaching staff.
8. To provide enquiry service for the students, staff and visitors to the institute regarding courses being conducted and admission rules and other allied matters of important nature.
9. To look after maintenance of the infrastructure.
10. To facilitate purchase of the materials.
11. To maintain the records and documents of the institute.
12. To formulate various administrative procedures and ensuring effective implementation.
13. To supervise and check all financial transactions.
14. To finalize financial budget, cash flow, account statements.
15. To face various internal and external audit.
16. To assist Principal in all administrative matters.
17. To update the principal about the section activities on regular basis.
18. Any other related work.

Assistant Registrar (Administration)

1. To ensure enrolment, eligibility, registration of students with UOM within due date.
2. To submit and to obtain approval from Joint Director Office / Director Office of Technical Education within due date.
3. To verify the students documents and certificates as per the requirement of DTE, AICTE and University of Mumbai.
4. Preparation and completion of ARA activities before due date.
5. Overall responsibility of students' personal files, updating of files, Receipt and issue of Original documents of students with proper records.
6. Updating and validation of student data in ERP system.
7. Providing various data related to students to various regulatory authorities, Management and Principal as directed from time to time.
8. To assist the registrar in meeting important due date.
9. Any other related work.

Assistant Registrar (Establishment)

1. To maintain and update the faculty and staff personal files regularly.
2. To maintain the leave register and service book.
3. To update Registrar and Principal on various matters related to faculty and staff.
4. To provide and update data regarding all staff to Management, Principal, Registrar, Accounts, various statutory bodies like UOM, AICTE and DTE.
5. To maintain various records related to staff such as Gratuity, Salary, Promotion, Staff Insurance policies, other staff welfare activities etc.

6. To assist Dean (Faculty) on various issues of staff such as appointments, promotion, appraisal and preparation of data in various formats as required from time to time.
7. To maintain and update Rosters and get it checked from UOM and other Authorities as required from time to time.
8. To assist the registrar in administrative and establishment work.
9. To report Employment Exchange Office as per the rules.
10. Any other related work.

Accounts Officer

1. To ensure implementation of QMS and its continual improvement.
2. To inform periodically financial position of FAMT to the management through Principal.
3. To examine and ensure that the code and financial norms are followed by the department / section.
4. To prepare and present budget estimates with the help of Heads/ Section In-charge of department of FAMT.
5. To prepare the budget and income and expenditure, balance sheet, Receipt and Payment and other statutory statements.
6. To comply various statutory requirements like Income Tax, Provident Fund, Professional Tax within stipulated time and ensuring filing of returns as per laws related to these activities.
7. To maintain all accounts and get it audited.
8. To attend all the government scrutiny, instructions and audits.
9. To scrutinize all the bills of expenditure before recommending for payments.
10. To maintain cash book, ledger and bank pass-books.
11. To look after all the financial transactions of FAMT.
12. To provide financial statements in prescribed format required by AICTE / DTE / UOM and other agencies / authorities.
13. To maintain Fixed Asset Register and ensuring updating of the same.
14. To prepare and timely submission of FRA proposal within due date.
15. To update the Principal and Registrar about the section activities on regular basis.
16. Any other related work.

Junior Engineer

1. To look after housekeeping, green area maintenance, renovation, construction etc.
2. To supervise renovation, repairs and restructuring and new area developments.
3. To ensure uninterrupted potable water supply.
4. To ensure hygiene and cleanliness in the canteen premises by making routine and surprise visit.
5. Ensuring proper maintenance of all equipment, assets and facilities so as to ensure smooth and proper functioning of the same.
6. To ensure compliance of various licenses, renewal of licenses, fire safety standards, electrical safety standards.
7. To allot duties to peons, cleaning staff and maintenance staff.
8. To supervise hostel, mess and canteen maintenance in association with Wardens.
9. To deal with MIDC, MSEB and other allied Government authorities.
10. To keep records of movement of assets, consumables etc.
11. To upkeep and maintain garden area.
12. Any other related work.

Head Clerk (Scholarship and Students Services)

1. To verify the students documents and certificates as per the requirement of DTE, AICTE and University of Mumbai.
2. To co-ordinate the process of the different scholarships of the students.
3. To communicate to Social Welfare Office and other related authorities for scholarship. Follow up for pending bills and to ensure release of amount from these authorities.
4. To update Registrar and Principal on scholarship matters on regular basis.
5. To issue various certificates to students.
6. Maintenance of the staff insurance policies.
7. To assist Assistant Registrar (Administration) for students records and personal files.
8. Any other related work.

Head Clerk (Student Services and Reports)

1. To meet the compliance of various reports such as AISHE, Statistical Data and other statistical data of various authorities. Up-dating and ensuring proper submission within due date. (Online as well as Offline).
2. To assist Assistant Registrar (Administration) in Students' ERP Data updation, Maintenance of students' personal files, students' documents, admission process, verification of students' documents and certificates as per the requirement of DTE, AICTE and University of Mumbai.
3. To update and upload various reports of UOM, DTE and AICTE and such other Government Agencies in timely manner.
4. To issue various certificates to students including Leaving Certificate.
5. To assist Assistant Registrar (Administration) for students records and personal files.
6. To type various notices, letters, circulars, purchase orders and other assigned work from Registrar from time to time.
7. Any other related work as confined from time to time.

Upper Division Clerk

1. To assist Assistant Registrar (Establishment) in related matters of Establishment.
2. To maintain record of inward outward and all internal, external correspondence.
3. To maintain files of circulars, orders, and other correspondence.
4. To co-ordinate internal meetings,
5. To assist in preparation of various reports regarding Accounts.
6. To assist in Audit preparation.
7. Any other work as assigned from time to time by higher authorities.
8. To maintain records of office consumables, stationery etc.

Accounts Assistant-

1. To assist Accounts Officer in all accounts related matters.
2. To handle petty cash.
3. All types of fee / other charges receipts.
4. Fee reconciliation.
5. To put up notices for collection of fees from students.
6. Follow up with students for fee collection.

7. Providing all details regarding fee collection to Principal / Registrar on regular basis.
8. Daily bank and other routine works.
9. Preparation of various reports under the guidance of Accounts Officer.
10. To assist in Audit preparation.
11. Any other work as assigned from time to time by higher authorities.

Lower Division Clerk (Accounts)

1. To assist Accounts Officer in all accounts related matters.
2. To handle petty cash in the absence of Accounts Assistant.
3. To create and maintain records of all debit / payment vouchers.
4. To handle portfolio of Accounts Assistant in his absence.
5. To assist in preparation of various reports regarding Accounts.
6. To assist in Audit preparation.
7. Any other work as assigned from time to time by higher authorities.

Procedures for Students

1. Admission:

1.1 **Purpose:** Admitting eligible students to 4 year UG Courses in Bachelor of Engineering (B.E.) and 2 years PG course in M.E (Machine Design) and 3 years PG course in MCA of University of Mumbai based on the rules specified by the University of Mumbai, DTE and AICTE.

1.2 Requirements:

Sr. No	Activity	Assigned To
1	Updating and printing the brochure	Registrar
2	Admission notifications in the newspaper	Registrar
3	Distribution & submission of admission forms	Registrar
4	Admission of the candidates	Principal/Registrar
5	Approval of admitted list of candidates	Registrar / Asst. Registrar (Admin)
6	Enrolment of the students	Registrar / Asst. Registrar (Admin)
7	Maintaining Record	Registrar
8	Monitoring and controlling the Process	Principal
9	Any other related work	Registrar
10	Approving Authority	Principal

1.3 Procedure:

FAMT is a self-financed institute. Therefore, the admission to students at F.E./S.E. (direct)/M.E/MCA is granted in part at institute level and part through DTE CAP as per the schedule notified by the institute/DTE.

The admission at the institute includes seats under institute level and against vacancy round seats whereas admission at DTE-CAP level is as per the guidelines of Government of Maharashtra from time to time. The distribution of seats under institute level and CAP – DTE are decided by DTE with consent of the institute. Major work associated with the process includes:

- To conduct admission process to admit F.E., S.E. (direct), M.E. and MCA students.
- To get the approval of newly admitted students from joint director office/ Director (DTE) office/ARA office, and their enrolment in UOM.
- To admit the eligible students to higher classes as per UOM norms.

Admission process at various levels is based on following procedures:

1.3.1 Printing of Brochure: (Applicable only for F.E, S.E. - Direct Admission, FY MCA and ME-I)

- a. Brochure printing shall be initiated by the Registrar latest by 15th March of every year.
- b. The information brochure format shall be reviewed and updated from the previous year. If need arises format /content can be modified or redefined which will be treated as the final format.
- c. Information in the format can be collected from the academic departments/Sections/student forums (may be based on previous year information brochure) and shall be completed by mid of April every year.
- d. Draft copy can be prepared as per the formats and the information received from various sources as mentioned above in point (c). Final draft can be completed by the end of April every year.
- e. Minimum three quotations shall be invited from three different vendors.
- f. The comparative statement shall be prepared for technical/commercial negotiation. The statement must include previous year publication details (viz. newspaper name, date, advertisement size, vendors, etc.) along with cost.
- g. Vendors can be called for negotiation; price can be finalized and can be put forth to the president for necessary approval.
- h. The purchase order can be released in the name of approved vendor or the approval in accordance with the order of merit. Printing of the brochure can be completed at least a week before the declaration of MHT-CET result.

1.3.2 Admission Notification in Newspapers: (Applicable for F.E, FY MCA, ME-I under institute level & vacant seats and for S.E. (direct) under vacancy round)

- a. The principal invites applications from eligible candidate for the seats to be filled by the institute by giving advertisement in the leading newspapers.
- b. Vacancies are displayed on the notice board at FAMT as well as on Website of Institute.
- c. The detailed schedule of the admission process is displayed on the college notice boards and on website.

1.3.3 Distribution and Submission of Admission Forms

- a. Aspiring candidates, fulfilling the eligibility criteria for admissions to F.E, FY MCA, ME-I or S.E (direct) UG and PG courses can purchase the admission form as per the schedule from the institute counter or can download forms from website of college.
- b. Record of distribution of forms (by sale) is maintained.
- c. Record of submission of forms is maintained in Admission Form Submission Register.
- d. First year admission data entry of admission form needs to be done on daily basis and report need to be generated and validated by the Principal.
- e. The president is to be updated on regular basis by Principal.

1.3.4 Admission of the Candidate

- a. **First Year Admission for Engineering, ME & MCA (through CAP)**
 - i. The admissions are done as per allotment list of candidates published by DTE, Govt. of Maharashtra / any other competent authority for the same.
 - ii. The credentials of the candidate are verified by the Admission Committee as per the mark-sheets and certificates as produced by the candidate. Original as well as two sets of photocopies are collected and are placed in the personal file of the student.

- iii. Student pay the requisite fees in the form of DD/ Cheque/ NEFT/ Credit/Debit Card. All such payments are in favor of “Finolex Academy of Management and Technology” or card payment or through NEFT. Subsequently Fee receipt is issued.
- iv. Necessary forms required for enrolment/eligibility/ registration are also filled by student at the time of admission.
- v. The principal/Trustee in-charge is updated with admission progress on regular basis by In-charge Admission /Registrar.
- vi. Students may cancel admission using Cancellation of Admission form.
- vii. Refund of fees will be as per norms specified by DTE and as per norms mentioned in the student’s handbook whichever is applicable as the students are admitted through DTE-CAP as well as at institute level.
- viii. Admitted students list shall be uploaded at least two days before cut-off date or the uploading date notified by DTE. Hard copy of uploading details should be sent immediately to DTE and ARA with the covering letter by hand.
- ix. The data analysis shall be completed within 15 days after the cut-off date and maintained in appropriate file. The analysis shall be reviewed by the principal and the president shall be updated accordingly.

b. First Year Admission for Engineering, ME & MCA (through Institute Level)

- i. Student apply in the prescribed format to the Institute as per advertisement published in newspapers / Institution website.
- ii. Student is selected as per Merit and as per rules and regulations in force.
- iii. Selected candidate deposit the requisite certificates and pay fees through DD / Cheque / Card / NEFT.
- iv. Student’s Personal File is created and documents are placed in the file.

c. Second Year Engineering (direct) Admission

- i. The allotment list is prepared on the basis of engineering diploma marks for the eligible candidates by DTE/Competent Authority notified by Government of Maharashtra.
- ii. The credentials of the candidate are verified by the Admission Committee as per the mark-sheets and certificates as produced by the candidate. Original as well as two sets of photocopies are collected and are placed in the personal file of the student.
- iii. Student pay the requisite fees in the form of DD/ Cheque/ NEFT/ Credit/Debit Card. All such payments are in favor of “Finolex Academy of Management and Technology” or card payment or through NEFT. Subsequently Fee receipt is issued.
- iv. Students may cancel admission using Cancellation of Admission form.
- v. Refund of fees will be as per norms specified by DTE and as per norms mentioned in the student handbook whichever is applicable as the students are admitted through DTE-CAP as well as at institute level.
- vi. Admitted students list shall be uploaded at least two days before cut-off date or the uploading date notified by DTE. Hard copy of uploading details should be sent immediately to DTE/ARA with the covering letter by hand.

vii. The data analysis shall be completed within 15 days after the cut-off date and maintained in appropriate file. The data would be reviewed by the principal and accordingly the president is updated.

d. **Higher Class Admission Process** (*admission to S.E./T.E./B.E/ SY MCA/TY MCA / ME-II by Promotion*)

- i. The academic year begins with the odd semester. At the commencement of odd semesters, if the results are not declared, provisional admission will be given to all previous year regular students and the eligible students.
- ii. Eligibility of the students is decided on declaration of the result. The student who has cleared all the subjects or with A.T.K.T. (as per university norms) are eligible to confirm admission to higher classes. At present students are allowed to take admission in higher classes with up to five ATKT in theory and maximum 3 ATKT in internal examinations in previous class (PC) and no ATKT in (PC-1).
- iii. To take admission, eligible students need to fill up the form. Duly filled up form along with photo copy of the mark sheet and fee (as applicable) are required to be submitted in the administration office as per the notified schedule.
- iv. The students who fail to pay the fee by the due date as notified can take the admission with late fee as per the notification.
- v. Those who are not eligible and applied for revaluation and are expecting the favorable results may be allowed to attend classes with undertaking and provisional admission that no term work credit will be considered for carry forward unless the student will become eligible and shall take the admission as per university norms and guidelines.
- vi. Students who are eligible for higher class as per norms of UOM but wish to have academic break for that particular year are required to submit an application to the Principal through HOD within 15 days from the date of declaration of result.

1.3.5 **Approval of Admitted Candidates** (*applicable for F.E. and S.E (Direct) admission and for First Year MCA and ME-I*)

- a. At the end of admission process, the Principal submits the branch wise list of admitted candidates to the Joint Director, DTE and ARA for necessary approval for F.E as well as second year (direct) admission as per the dates given by their office.
- b. The regional office of Joint Director of Technical Education verifies the supporting documents and forwards the admitted candidate list to the director, Directorate of Technical Education with their remarks for recommendation to ARA.
- c. On the basis of DTE recommendation, ARA accords the final approval to the list of admitted candidates. (*Admission approval is a time taking process*)

1.3.6 **Enrolment of Students:** (*applicable for F.E. and S.E.(Direct) admission*)

- a. Duly filled enrolment forms of UOM for all the newly admitted students are sent by 30 September of every year.

- b. In the absence of DTE / ARA approval provisional enrolment of the students normally comes in the month of October/November.
- c. Enrolments are confirmed to the students as per the approved list by DTE / ARA. It takes up to 12 months.
- d. Procedure for Enrolment is as below:
- Student fill up the on line Enrolment / eligibility form on online portal as notified by UOM through their login id.

Student of	Eligibility Examination passing from	Form Required	Fees Required *
F.E.	Std XII- Maharashtra State Board	Enrolment	Rs. 200/-
F.E.	Std XII- Other than Maharashtra Board	Eligibility	Rs. 520/-
FY MCA / ME-I	Graduation from UOM	Only Registration Form	Rs. 825/-
FY MCA/ ME-I	Graduation from other than UOM	Eligibility and Registration	Rs. 1345/-

*Subject to change as per notification by UOM from time to time.

- Student submits the hard copy in the office at enrolment section.
- After submission of hard copy in office, enrolment section will process the application as follows
 - Checking of student online profile.
 - Editing (if required) and updation of relevant information.
 - Sent request for print and check the same after 24 hours through college login.
 - Complete this process for all students and take printouts.
 - Create invoice and make payment as per guideline.
 - Submit hardcopies of enrolment form along with requisite certificates (Eligibility Examination Mark sheets, CET scorecard (if applicable), Caste Validity if applicable etc.). Branch wise enrolment list to be submitted to enrolment section of UOM within due date.
 - UOM issues PRN for every student after verification and approval of submitted enrolment forms.
 - Proper Record is maintained in the file by Enrolment Section.

Sr. No.	Type of Forms	Date of Submission*
01	FE Enrolment form	30TH August
02	FE & DSE& ME, MCA Eligibility form & Enrolment forms	30TH September

03	MCA & ME Registration Fee	30TH September
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*As notified by UOM from time to time.

1.4 Monitoring and Controlling the Process

- a. Administration section checks all the admission forms along with the supporting documents.
- b. The registrar checks 15% of the forms on daily basis and records of these checks are maintained.
- c. The principal or his representative checks minimum 5% of the forms on random basis and records of these checks are maintained.
- d. The registrar initiates and completes corrective/ preventive actions for detected anomalies.

1.5 Schedule:

Sr no.	Activity	Schedule
1	Initiating printing of the college brochure	15 March
2	Printing the brochure	Seven days before declaration of the MH CET result
3	Admission notification in newspaper	Next day of MH CET result
4	Sale of Forms	15-30 days from the date of advertisement
5	Admission Process and Display of merit list	As per the guidelines time to time
6	Uploading of merit list on DTE website	At least 2 days before cut-off date or as per DTE notification
7	Hard copy of uploaded merit list need to be sent to DTE with covering letter	On the day of completing the uploading on DTE website or the next day
8	Approval Process as per DTE, Joint Director, ARA	As per date given by Regional office / DTE /PNS
9	Enrolment form submission	On or before 30 September
10	Any other related activity	As per notification by the principal from Time-to-Time

2. Student Services

2.1 Purpose:

To facilitate varied services related to certificates, Scholarships, enrollment and eligibility.

2.2 Procedure for Anti Ragging Form:

- i. Student has to fill up online anti ragging on antiragging.in website.

2.3 Procedure for Identity Card Renewal:

- i. After taking admission to higher semesters student has to renew his/her Identity card from registrar by showing fee receipt for that particular academic year.
- ii. If student loses his/her identity card for first time, then he/she has to apply in the requisite form by paying Rs. 220/-. If student loses his/her identity card second time, then he/she has to file FIR in police station and has to apply in the requisite form along with copy of FIR by paying Rs. 520/-.
- iii. After receiving requisition from student, student service section will issue new identity card to student.

2.4 Procedure for Scholarship:

- a. Eligibility 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 scholarship is maintained.
- e. The data/ statistics of scholarship is analyzed.
- f. It is audited by the government authorities.

2.5 Procedure for Issuing Certificates:

- i. Students has to apply in the requisite form by paying processing fee for issuing various certificates (bonafide certificate, fee structure etc.) at student service counter in office.
- ii. After receiving requisition from student, division clerk has to prepare the required certificate by verifying the student data and will issue the certificate to student.

2.6 Procedure for Leaving Certificates:

- i. Student has to apply for leaving certificate either after completion of his/her course work and declaration of result or cancellation of admission by own request.
- ii. The procedure of leaving certificate after successfully completion of course is as follows:
 - Student has to take clearance from various sections (HOD, library, sport section, canteen, account, scholarship, examination etc.) in the requisite format.
 - Student has to pay the processing charges of Rs. 10/- in account section and has to submit requisition along with mark sheets of previous semesters, receipt of processing charges and clearance form to the student service counter.
 - After receiving requisition from student, student service section will issue leaving certificate to student by getting acknowledgement on photocopy of leaving certificate.
 - Student's Leaving Certificate will be verified by Registrar and approved by the Principal.

- iii. The procedure of leaving certificate after cancelation of admission by students own request is as follows:
- Student who wish to cancel his/her admission by its own request has to submit requisition form along with consent letter of parents.
 - Student has to take clearance from various sections (HOD, library, sport section, canteen, account, scholarship, examination etc.).
 - Student has to pay processing fee of Rs. 1000/- in account section and has to submit requisition form along with receipt of processing fee and clearance form to the student service counter.
 - After receiving requisition from student, student service section will issue leaving certificate to student by getting acknowledgement on photocopy of leaving certificate.

2.7 Procedure for Migration Certificates:

- i. Aspiring student has to download from UOM website.
- ii. Student has to fill application form and submit it to student section counter along with attached copies of SSC mark sheet, HSC mark sheets, mark sheets of 1st to 8th semester, leaving certificate, university admission confirmation letter etc.
- iii. Student has to pay migration certificate charges of Rs.220 by DD in favor of 'Finance and Account Officer, University of Mumbai' payable at Mumbai and processing fee of Rs. 230/- by cash/card in account section.
- iv. Student has to submit requisition form along with required document and fee receipt to student section counter.
- v. Student section will forward duly signed application by Principal to migration certificate section of UOM.

Institutional Procedures

1. Accounts

1.1. Purpose: handling all the financial transactions of FAMT. The procedures cover all the financial transactions in terms of payments and receipts.

1.2. Procedures:

1.2.1 Procedure for Fees and other Collections:

- a. It includes various fees:
 - i. Tuition fees and other academic fees
 - ii. Charges for various certificates
 - iii. Fees for workshops/ Seminars/ students activities /activities for training & placement
 - iv. Hostel fee
 - v. Mess Fee
 - vi. Any other fee
- b. The fee is paid by students through his/her login from ERP online system (akron) by card swapping or UPI payment through payment gateway and Fee receipt is generated.
- c. Payment above Rs. 100/- is not accepted in cash.
- d. Cash / Cheque / DD / pay-order are deposited in the bank.
- e. Reconciliation for the same is done by Accounts Department.

• **Payment of fee by regular students (Admission by promotion)**

1. New academic year generally commences in first week of July. Results of previous semesters are declared after commencement of new academic year. Till announcement of results, all students are permitted to attend classes regularly without payment of fees.
2. Students willing to avail FAMT hostel facility shall apply in requisite format for provisional hostel admission which is duly recommended by respective warden and by paying Provisional Hostel Fees & Mess advance.
3. For students who had a academic drop in previous year and are eligible for current academic year as per norms of UOM, will be intimated by Accounts Department through letter in requisite format informing his/her eligibility for current year admission. Such students will take admission as per following procedure:
 - a. Student will fill admission form completely through his /her login on akron systems.

- b. Student will pay the applicable fees for college and hostel (if applicable) through payment gateway by card/netbanking /UPI as applicable.
 - c. Student will get his/her identity card updated from Registrar and library card from FAMT library.
4. After announcement of results for previous year, Examination Section will update the accounts department regarding eligibility of students to higher classes. Exam section will prepare course & class wise lists of eligible students and update the same in administrative/academic software. Exam section will report to Registrar and send the copies to accounts section.
5. Accounts section will apply appropriate fees to each student as per the norms of Fee Regulating Authority, Social Welfare Department and other authorities.
6. List of eligible students and their applicable fees along with the notice for admission will be displayed on notice boards.
7. Students will be given period of fifteen (15) days to confirm admission by paying applicable fees.
8. It is responsibility of students to take admission in the given period.
9. HODs of respective departments will check status of every student and his/her attendance in the class. In case of any anomaly, it will be reported to Registrar within ten days from last date of admission.

- **Receipt of Fees**

1. Students will pay applicable fees at the time of admission.
2. If student is unable to pay full tuition fees at a time, they may apply for facility to pay in installments. Application in requisite format will be submitted to Principal and prior sanction by Principal is needed. However, it will be considered only in extreme cases and decision of Principal in this regard will be final. Student is required to submit a copy of sanction to Accounts Department at the time of payment of fees. (Note: Only tuition fees can be paid by instalment, Development fees and all other related charges must be paid in full at the time of admission.)
3. Students shall pay the Fees in following modes:
 - a. Credit / Debit Card (Swipe Terminal)
 - b. Payment Gateway – HDFC (Link at www.famt.ac.in)
 - c. NEFT/Online Transfer to FAMT Bank Account.
4. Cash receipt are allowed only for transactions below Rs.101/-

5. Charges of Rs.200/- will be charged for each cheque returned, due to insufficient funds, stopped payment, incorrect account number, debit freeze account, signature differs etc.
 6. Accounts Section will take follow up for recovery of fees outstanding. Reports on timely basis will be updated to Principal. List of students and their due fees information will be send to concerned departments along with the notice.
- **Fees Records**
 1. Accounts section will maintain detailed record for Fees collection.
 2. Accounts assistant will prepare and maintain Fee Reconciliation for every academic and / or financial year.
 3. Fees receivable from Government (Social Welfare/DTE) will be maintained by Scholarship section, FAMT.
 4. Scholarship section will update accounts department about all government receipts in detail.
 - **Workshops/Seminar/STTP/Events**
 1. Departments/Faculty/Staff willing to collect workshop, seminar, STTP, Events and other fees will take prior permission for the same. Circular for same will be prepared containing course/workshop/seminar information & applicable fees. Accounts section will collect the fees only after receipt of circular copy & permission letter.
 2. For workshop/seminars/STTP, budget will be prepared by concerned department/ faculty.
 3. At the end of workshop/STTP/seminar, detailed report along with Utilization Certificate will be sent to Principal.
 4. No funds will be collected without prior permission.
 - **Hostel Fees**
 1. Hostel Warden will intimate the seats available for new admissions in Hostel.
 2. Accordingly hostel admissions will be done. List of admitted students will be submitted to Warden along with fees details and receipt no.
 3. Hostel Warden will follow up for balance fees from time to time.

1.2.2 Procedure for Payments and other Bills:

- a. The payments and bills include:
 - i. Salary bills
 - ii. Regular bills
 - iii. Bills of purchase made by the departments
 - iv. TA/DA
 - v. Conference/Seminar/Workshop fee

- vi. Payment to Mess Contractor
 - vii. Other mandatory payments to various authorities
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- b. These payments are made, after scrutiny of all relevant documents, in cash or by Cheque as per terms and conditions.
 - c. The acknowledgement of payment is obtained on Debit Voucher.
 - d. Salary payments are made only by bank transfers / Cheque. The record is maintained in salary register.
 - e. Petty cash is maintained for small/unforeseen expenditures and record of same is maintained in cash book.

- **Payment of Salary**

- 1. FAMT will credit salary to employee bank accounts on 1st day (Regular employees) & 2nd day (Contractual Employees) of each month subject to adjustments for holidays/vacations.
- 2. Establishment section will provide all data regarding changes in pay scales, increments, new joining employees, left service employees, days of service, LWP and other changes.
- 3. Establishment section will ensure that all data is given to Accounts Section before 25th day of each month.
- 4. Accounts officer will prepare Salary Bill for the month on the basis of information provided by Establishment Section.
- 5. Registrar will verify the Salary Bill and sign the same.
- 6. Principal will verify and sign the Salary Bill.
- 7. Accounts officer will prepare Salary Transfer Letters.
- 8. Principal and authorized signatories will sign Salary transfer letters.
- 9. It is mandatory to every employee to sign against their names in salary bill within 7 days from salary credit.

- **Payment for procurement of Lab equipment**

- 1. After procurement/availing of goods/service, concerned department head will verify the goods/service received as per Invoice/Bill and will put remark on the same.
- 2. In case of instruments, gadgets, machines, department head will prepare detailed inspection report and submit with the invoice.
- 3. Department head will prepare Goods Inward Note (GIN) with the date of procurement of goods in FAMT.
- 4. Department will submit invoice/bill along with the GIN, copy of purchase order & inspection report to Accounts Section for payment.
- 5. Accounts section will verify the Invoice & other documents & take remark of Registrar & Principal.
- 6. Accounts section will prepare payment voucher for the same.
- 7. Registrar will verify the same.
- 8. Principal and authorized signatories will sign the payment voucher, Cheque, NEFT/RTGS form.
- 9. Advance payments will be done in exceptional cases only after received proper proforma invoice & PAN details.

10. Following procedure will be followed for procurement of laboratory equipment/Purchases:

- Calling for Quotations
- Comparative Statement & Negotiations
- Final Purchase Order with all terms and conditions
- Original Invoice
- Original GIN
- Technical Report of installation / commissioning along with compliance of Commercial Terms.
- Entry in Fixed Asset Register- Central and Department

11. Following procedure will be followed for laboratory consumables:

- Indent from Department with recommendation of HoD
- Calling for Quotations
- Comparative Statement & Negotiations
- Final Purchase Order with all terms and conditions
- Original Invoice
- Original GIN
- Entry in Consumables Register of Department

12. Following procedure will be followed for Maintenance of Fixed Asset:

- Indent from Department with recommendation of HoD
- In principle Approval by Principal
- Calling for Quotations
- Comparative Statement & Negotiations
- Final Purchase Order with all terms and conditions
- Original Invoice
- Report of completion of work and Test Reports if any

13. Following procedure will be followed for Maintenance of Computers and allied peripherals:

- Indent from Department with recommendation of HoD and System Dept.
- In principle Approval by Principal
- Calling for Quotations
- Comparative Statement & Negotiations
- Final Purchase Order with all terms and conditions
- Original Invoice
- Report of completion of work and Test Reports if any certified by System Department

14. Purchase Procedure

- The initiating department/ Section / Committee will prepare indent for requesting purchase of required fixed asset / consumables after taking stock of the same. The indent should have valid justification for the purchase. The indent will be forwarded through concerned Head of Department.

- The requisite technical specifications, specific points must be thought of while forwarding the indent.
- Calling for Quotations for items costing more than Rs.1000/- is essential.
- Quotations will be called after approval of indent by Principal. While calling quotations details like Make, Name of Company (if required), model no, technical specification, commercial terms and conditions etc. must be mentioned so as to have quotations ready for comparison. Minimum three quotations are expected. In case of online purchase, minimum two quotations are desirable. In case any deviation in the same, the detailed remark for deviation must be put by the Head of the Department. Quotations should be in sealed envelopes only.
- All the quotations will be opened at same time in the presence of three employees before Principal. All the present members will put their names and signatures along with date and time on envelopes as well as on quotations.
- Comparative Statement will be prepared to give exact picture of the status of quotation with all details like items prescription, cost, taxes, commercial terms, after sales service etc.
- Negotiations will be made based on comparative statement.
- Final Purchase Order will be placed with all terms and conditions which will be signed by initiating department (HoD), Registrar and Principal.
- Payment will be made after receipt of original invoice, GIN, report in the format, due entry in the Asset / consumable register and after verification of goods received.
- Technical Report of installation / commissioning along with compliance of Commercial Terms need to be produced.

15. Following procedure will be followed for clearing Canteen Bill / Food Bill for various internal programs / Training & Placement activities

- Preapproved in event budget through event report
- Coupon approved by Registrar / Principal
- Remark of concerned department of actual consumption with names of persons
- Preapproval for special lunch along with rates
- Canteen Bill of the event duly authorized by concerned faculty and HoD.
- Bill supported by above documents should be submitted to Accounts Department within four days from completion of event

16. Following procedure will be followed for clearing Monthly Mess Bill

- Bill duly authorized by Warden with list of students for the period
- Confirmation of Special rates / concessional rates during holiday / vacation supported by order / circular, if any.

- Bill supported by above documents should be submitted to Accounts Department on or before 7th Day of the month for the previous month.

17. Reimbursement of Travelling & Daily Allowance in case of deputation will be as per Travelling & Daily Allowance Policy in force from time to time.

- **Payment of advance to employees**

a. Salary advance :

- i. Employee willing to get advance from salary shall apply for the same in written to the Principal in the requisite format.
- ii. If sanctioned by Principal, Accounts section will give salary advance to employee.
- iii. Accounts section will recover the advance from employee's salary as sanctioned while payment of advance.

b. Advance for official work:

- i. Employee may take cash advance only for official work involving expenses/ spot payments.
- ii. Employee will apply for advance in written to Principal in prescribed format.
- iii. It is mandatory for employee to settle such advance within 7 days. Otherwise advance will be deducted from his salary.
- iv. It is the responsibility of employee to take and maintain valid bills for the expenses incurred.

- **Reimbursement of Local Conveyance (Use of personal vehicles for official works)**

1. Expenses incurred on use of personal vehicles (2 wheeler/ 4 wheeler) in the city limits for official work of FAMT will be reimbursed as per the policy.
2. Reimbursement is done before 10th day of every month for previous month.

- **Payment to Experts**

a. Experts outside FAMT :

- i. Experts need to submit Invoice/Bill/Demand Letter to workshop coordinator. Invoice/Bill must contain PAN and Bank details.
- ii. Workshop coordinator will remark the same & submit to Accounts officer for payment
- iii. Accounts officer will verify and make the payment as per prevailing policy.
- iv. Payment will be done through NEFT/RTGS/Cheque within 4-5 days after completion of workshop.

- b. Experts inside FAMT :
- i. Expert needs to submit demand letter to Accounts officer.
 - ii. Accounts officer will verify and make the payment.
 - iii. Payment is done through Salary or Cheque (In special case only).
- c. Following guidelines will be followed for the payment of workshop/seminars/events:
- Report of initiator with remark of HoD. Report should include requirement of activity along with budget and requirements from FAMT
 - Pre-approval by Principal
 - Report after completion of Event
 - Supporting original bills and statement of expenditure / settlement of advance if any.

• **Mandatory Payments**

1. Mandatory Payments includes:
 - i. Provident Fund
 - ii. Profession Tax
 - iii. TDS
 - iv. Any other Govt. Rates /Taxes
2. Mandatory payments will be done within due dates as notified from to time.
3. Accounts officer will prepare noting sheet to provide necessary details for payment.
4. Registrar & Principal will authorize the same.
5. Noting sheet should be sent on or before 4th day of each month for payment of dues of previous month.
6. All statutory quarterly/half yearly/yearly returns will be submitted to concerned authorities within due dates.

1.2.3 Procedure for Preparing Report:

The record of all financial transactions is maintained in different reports like:

- a. Trial Balance, Income & Expenditure Statement (I&E), Balance Sheet
 - After finalization of external audit, trial balance of Institute will be prepared after incorporating all audit suggestions.
 - The same will be approved after suggestions by Management Representative.
 - Final Balance sheet of Institute along with all schedules and I&E statement will be prepared and will be placed before Management Representative for final approval.
 - On approval, the same will be signed by the Auditor and Principal.
 - The same will be maintained in the file.
- b. Budget/Cash flow-
 - Every academic department, library, office, examination section, construction & maintenance department will prepare budget for their concerned section for next academic year (July –June) considering all aspects of department and will

submit the same to Principal in requisite format. The due date of proposed budget is 30th April of every year.

- The budget should be realistic and should be supported by the documentary evidence as far as possible. Copies of latest/revised syllabus, quotations, comparative statements, technical details etc. need to be attached.
 - The budget will be finalized and budget will be presented to Principal by 31st May of every year.
 - The Registrar will prepare the budget and Cash Flow for the Institute based on recommendation of the committee and will be placed for interim approval by Principal.
 - The same will be presented in the Governing Body meeting for final approval.
 - It is imperative that the sanctioned expenditure included in Budget/Cash Flow will ONLY be allowed in that particular year.
 - In case of deviation, the prior approval of Management of the Trust will be obtained.
- c. Reports required for Financial Audit will be prepared by Accounts Officer as and when required.
- d. Fee reconciliation- It will be done from time to time and will be finalized before audit.
- e. Reports for FRA/AICTE/DTE/ Other Govt. and statutory agencies will be preserved and displayed as required.

2.3.4 Policy for Retention of Documents:

All the files and documents are retained in varied ways:

- a. Archived
- b. Audit
- c. Soft Copies of reports

2.3.5 Report to the Management: Statement of income – expenditures, Balance Sheet is made and reported to the Management as per requirement.

2. Establishment Section:

2.1 Purpose: to carry procedures regarding human recourse (Faculty & staff).

2.3 Procedure for Recruitment

2.3.1 Faculty Recruitment: University Staff Selection Committee

- a. Approval of process of University Selection from the President.
- b. Review of faculty position (natural growth / vacancy) by the principal.
- c. Approval of roster and advertisement from University.
- d. Advertisement to be published in newspaper as per the university guidelines.
- e. To receive application in requisite format up to deadline and finding out eligibility.
- f. Synopsis preparation for eligible candidates.
- g. Schedule preparation for conducting interview.
- h. Resource person identification and the appointment as per university guidelines.
- i. To conduct Interviews as per the schedule.
- j. Identification and recommendations of suitable candidate by Selection Committee.
- k. Approval of the recommendation by the President.
- l. Issuing Offer / appointment letters to selected candidates
- m. Submission of 3 Page forms and minutes of meeting of Staff Selection Committee to UOM.
- n. To fill up Bio-Data of Applicant form and 7 page form immediately after joining.
- o. To send 7 page form for university approval.
- p. Necessary follow-up to get the approval by the Registrar.
- q. Communicating status of approval to concerned faculty members.
- r. Updation of Roster as per selection.

2.3.2 Non-Teaching Recruitment

- a. Review of non-teaching position by the Principal.
- b. Approval of vacancy positions by the President.
- c. To advertise the post along with the faculty advertisement or as and when it is required.
- d. Eligibility of the candidate is checked.
- e. Short listed candidates are called for interview.
- f. Order of merit on the basis of candidate's performance in interview and credential mentioned in the resume is prepared.
- g. Appointment letters are issued as per requirement.
- h. To fill up Bio-Data form immediately after joining.

2.3.3. Ad-hoc Appointment of Faculty: Ad-hoc appointment is done on the basis of bio-data/ applications received by the institute through advertisement and bio-data/ applications received on regular basis. Advertisement and other documents will be placed on the website.

a. Selection procedure for ad-hoc recruitment:

- i. Receiving Application
- ii. Scrutinizing applications
- iii. Summary of candidates
- iv. Calling for interview
- v. Demo lecture, technical and personal interview are required to be conducted.
- vi. Selection will be done strictly on the basis of order of merit.
- vii. Appointment letter (on ad-hoc) will be issued for the period of maximum of eleven months to the selected candidates.

b. Ad-hoc Appointment of non-teaching: As per the need, the appointment can be done on ad-hoc basis for eleven months and performance will be evaluated on yearly basis. If the

performance during the first appointment is found up to the mark, service may be continued in second year. After three years of ad-hoc employment and satisfactory performance, employee can be considered for regularization subjected to the availability of vacancy and recommendation by the University selection committee and approval by the Management.

2.3.4 Performance Appraisal and Order of Merit:

- a. Students' feedback about Faculty shall be taken during each semester
- b. On job, effectiveness of personnel is judged every academic year using Faculty Appraisal form and Staff Appraisal form.
- c. Order of Merit will be prepared for each and every employee on the basis of the guidelines.
- d. Regular increments / Promotion, Higher Grade Pay will be based on appraisal and recommendation of Expert Committee constituted by Principal / Management.

2.3.5 Training: Induction and other trainings need to be prepared by HOD / FDP Committee in consultation with the principal and are required to be imparted to the faculty and staff.

2.3.6 Resignation:

- a. Resignation letter / Notice in the requisite format addressed to the Principal and forwarded through HOD need to be submitted to the inward section.
- b. Decision regarding acceptance/ non acceptance of resignation will be communicated to concerned employee by written order with a copy to HOD.(Format No)
- c. If the resignation is accepted, employee can be relieved from the services as per Institute norms.
- d. Before getting relieved, employee will clear all his/her dues and will obtain NOC in requisite format.
- e. Exit interview (if required) can be conducted by Principal.
- f. After verification of all matters, Establishment Section will issue Relieving Letter, Experience Letter in requisite format.

2.3.7 Updation of Records

a. Procedure for Service Book

1. Service books for all the employees are maintained in establishment section.
2. The service book are updated at once in year or as required and duly signed by the Principal and employee annually.
3. The due date for updation the service book is 31st December.

b. Updation of personal files

1. The personal file for all teaching, non-teaching staff are maintained in office.
2. All correspondence, appointment orders, joining report and required documents are maintained in personal file.
3. The personal files are updated on regular basis.

c. Updation of Leave Records

1. Employee has to fill up the leave application in requisition format before taking any type of leave.
2. The leave record is maintained on regular basis and presented to the Principal for signature, twice in a month.

3. The leave record is maintained in softcopy and in file on regular basis.

d. Roster Updation

1. The roster has filled in prescribe format on yearly basis. The filled roster is duly signed by trustee or president.
2. The roster has submitted to University of Mumbai for verification and signed by University authority.
3. After verification from University authority it has submitted to Magasvarg Kaksh at Konkan Bhavan.

e. Record of Government, University and AICTE GRs

1. The various Government Rules (GR's) of University, AICTE and Government has maintained in separate files when ever received.

f. Data for various agencies

1. The data of various government and non-government agencies like AICTE, DTE, NIRF etc. has submitted on regular basis through online portals.
2. The data of all these agencies is maintained in hardcopy format in separate file and updated regularly.
3. Employee data for salary will be handed over to Accounts Department in requisite format on or before 25th of every month. Data includes any changes in salary structure, Leave without Pay, addition/deletion of employee and such other related changes.

g. Employment Exchange Data

1. The employment exchange data is updated and filled through online portal rojgar.mahaswayam.in in quarterly basis.
2. The record for Employment Exchange data has maintained in file regularly.
3. All updates and requirements are updated to Registrar on time to time basis.

3. Construction & Maintenance

3.1 Purpose: To provide resources needed to implement and maintain QMS and continually improve with effectiveness and provide resources needed to enhance customer (particularly students) satisfaction by meeting their requirement

3.2 Scope

- a. Infrastructure and related utilities
- b. Resources required for academic purpose
- c. Outsourced resources

3.3 Responsibility (HoD)

- a. Identification / review of resources
- b. Resources required for laboratories, library and administration
- c. Outsourced resources
- d. Record of all assets
- e. Record keeping of all consumables
- f. Maintenance of resources and its schedule
- g. Procedure for maintenance and record of action taken
- h. Purchase

3.4 Procedure

3.4.1 Identification / review of resources:

- i. Infrastructure and related utilities are provided by the Management which includes:
 - a. Building / office premises / playground / garden
 - b. Support utilities like electricity / water supply
 - c. Appliances like lighting systems, air-conditioners, fans, water-coolers, water purifiers, fire extinguishers, etc.
 - d. Furniture and Fixture
 - e. Office equipment / gadgets
 - f. Others
- ii. The resources required for academic purposes are identified / reviewed before commencement of academic year and procurement is done as per need.
- iii. Identification of academic purchase.

3.4.2 Resources required for laboratories, library and administration: These resources are procured as per the purchase process.

3.4.3 Outsourced Resources: It includes

- a. Canteen facility is made available to students and employee.
- b. Security services are provided for students, employee and premises.
- c. In case of special lecture or excess load or non-availability of subject teacher, academic load can be outsourced to the visiting faculty / guest faculty / industry expert.
- d. Bus facility to hostel residents.

3.4.4 Maintenance of Resources

i. Equipment Maintenance:

- a. Records of equipment are maintained in stock registers as specified in Purchase Process
- b. Equipment / appliances are serviced periodically or as and when required
- c. Equipment like measuring devices are checked / calibrated during servicing
- d. Servicing is done either by in-house personnel or by external party or through annual maintenance contract (AMC)
- e. Record of servicing is maintained in Equipment Maintenance Register.
- f. Records of AMC are maintained in AMC Register.
- g. Budget of AMC need to be submitted for the ongoing academic year by Department / Section.
- h. Equipment that are not in working condition and are not repairable are removed from the stock. Record of such removal of equipment is maintained in Equipment Weed-Out Register.

ii. Premises Maintenance

- a. Institute premises are maintained by daily cleaning and record is maintained in Premises Maintenance Register.
- b. Pest control is done once in every quarterly/half yearly. Records are maintained in appropriate file.
- c. Green area (garden, playground and open air theater) maintenance is taken care by Gardner under supervision of maintenance supervisor.
- d. Complaints regarding maintenance of electricity fault / premises cleanliness are recorded in General Complaint Register. Register will be maintained in administrative office.
- e. Complaint related to computer / communication equipment can be recorded in Complaint Register (Computer and Communication equipment and network) which will be maintained in computer center.
- f. Refilling of fire extinguisher at interval of one year. Record shall be maintained in appropriate file.