Hope Foundation's

FINOLEX ACADEMY OF MANAGEMENT AND
TECHNOLOGY
(FAMT)

P-60, P-60/1, MIDC, Mirjole, Ratnagiri, 415639

www.famt.ac.in

Institutional Policies and Procedures
(2020)

Preamble

Hope Foundation and Research Centre (Hope Foundation) is a registered Public Charitable Trust / Society established by Late Shri Pralhad P. Chhabria in the year 1979 with the objective of rendering social services towards nation-building. Established under the aegis of the Finolex Group of Companies, Hope Foundation has been contributing to the field of higher education, medical assistance and research & development activities and is successfully accomplishing its societal objectives to the deserving communities across the country for over 43+ years.

Hope Foundation is registered, and the income of the Trust is exempted u/s 12AB of the Income Tax Act, 1961. Further, donations made to the Hope Foundation and Research Centre are exempt u/s 80G (5) (vi) of the Income Tax Act, 1961. Hope Foundation is also registered and approved by the Ministry of Corporate Affairs (MCA), Government of India for undertaking CSR activities.

The Department of Scientific and Industrial Research (DSIR), Ministry of Science & Technology, Government of India has recognized Hope Foundation and Research Centre as a Scientific and Industrial Research Organization (SIRO).

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Trust Management

Name of the Trust: Hope Foundation and Research Centre (HFRC)

Registered Address: P-14, Rajiv Gandhi Info Tech Park, Phase-I, MIDC, Hinjawadi Pune-411057, Maharashtra, India, Tel: 020-22933441, URL : www.hfrcpune.org

Registration Number:

1) Public Trust Act/ Under B. P. T. Act: F-1425/Pune

2) Society Registration Act:- MAH/298/Pune

Board of Trustees: Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.

Advisory Board: The trust has Academic & Research Advisory Board which suggest and guides Board of Trustees regarding future plans, improvement measures and management of the college activities. The main work of this GB is to give vision about new technology and courses that are to be initiated at the trust level. It also guides the Governing Body of the college through Board of Trustees.

HFRC Vision: To create a sustainable world for future generations by promoting education and medical health, facilitating effective research, and accelerating progress through innovative collaborations.

HFRC Mission: Hope Foundation and Research Centre is committed to educating aspiring youth and supporting social issues that will transform lives and communities.

HFRC Core Values and Guiding Principles

1) Foster enduring knowledge, civic and social responsibilities, leadership & personal growth within the environment in which every individual matters

2) Hold high standards of character and truthfulness as the foundation upon which our institutions are built.

3) Embrace the diversity of all individuals, ideas, and expressions for both personal and institutional success.

Institute Management

Governing Body (GB) : The Governing Body at the institute level is the apex body. Governing Body evolves policies and strategies for development of technical programs. GB will meet at least once in a year and additional meetings as required. The GB is constituted as per AICTE guidelines issued from time to time.

The GB shall have

1) Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust.

2) Nominee of the affiliating University.

3) Nominee of the State Government/ UT(Ex-officio)

4) An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government

5) Two Faculty members to be nominated from the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.

Its primary responsibilities include:

1) Planning and policy development

2) Financial and Legal compliance

3) Appointment of members of the governing body

4) Review and approval of institutional budgets

5) Review of non – budgeted expenditures

6) Review of major infrastructural changes

7) Starting new courses or departments

Any other policy, financial and strategic matters.

FAMT Vision & Mission

FAMT 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 the technological advancement of the nation.

FAMT 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.

Roles and Responsibilities of FAMT employees

All FAMT administrators should consider themselves representatives of the management and leaders of their respective institution and should therefore conduct themselves with the highest standards of ethics and professionalism while dealing with their respective faculty, staff and students. They must strive to become education leaders by acknowledging that they are providing each and every faculty and staff within their institution to an equal opportunity to grow as individuals and develop as professionals.

The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every faculty and student.

To these ends, the educational leader subscribes to the following statements of standards.

All FAMT employees must:

1) Makes the education and well-being of students the fundamental value of all decision making.

2) Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.

3) Advises the FAMT management and implements the management's policies and administrative rules and regulations.

4) Avoids using his/her position for personal gain through political, social, religious, economic or other influences.

5) Accepts academic degrees or professional certification only from accredited institutions.

6) Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

7) Accepts responsibility and accountability for one's own actions and behaviors as well as behaviour of faculty and staff under them.

Principal

Responsibilities

The Principal/Director, as an administrative and academic head of the College, shall be responsible for:

1) The academic growth of the College.

2) The teaching, research and extension program of the College.

3) Assisting in planning and implementation of academic program such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members

4) Implementation of the Institute Academic Calendar and Time Table.

5) Admission of the students and maintenance of discipline in the College

6) Managing the College library, Computer rooms, laboratories, etc.

7) All correspondence relating to the administration of the College.

8) Administering and supervising curricular, co-curricular/extra-curricular activities

9) All compliances with respect to all statutory requirements like Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders as issued by the University of Mumbai from time to time, Admission Regulating Authority, Fee Regulating Authority, Department of Technical Education (DTE), All India Council of Technical Education (AICTE), Etc.

10) Appointment of HODs, Dean R&D, Registrar and other posts identified by Board of Governors from time to time.

11) Conduct of College and University examinations, assessment, moderation of answer papers, etc.

12) Assessing teachers and maintenance of service books, personal files etc.

13) Any other work relating to the College as may be assigned by the competent Authority from time to time.

14) For ensuring that all statutory committees are formed as per the statutory requirements and in a timely manner.

15) For maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment and lab-furniture.

16) For drawing and disbursing all funds earmarked for the College.

17) Academic Monitoring

   a) The principal must put in place mechanisms to accurately monitor the arrival and departure of employees.

   b) Principal must put in mechanisms to observe and evaluate all faculty members in the classroom and assess the effectiveness of their teaching methodologies.

   c) Every faculty member must be evaluated and appraised every academic year and feedback must be given on how to improve.

   d) Provide feedback about individual faculty to the FAMT Executive Committee from time to time.

18) Promoting a Wholesome Work Environment

   a) Principal must lead by example and emulate the qualities that they seek in their faculty and staff. This includes but is not limited to

      i. Being punctual
      ii. Adhering to the dress code
      iii. Not taking excess leave
      iv. Not gossiping or disparaging other administrators, management, faculty, students or staff

v. Applying the written rules and regulations of the institute fairly and appropriately

b) If any disciplinary action needs to be taken against any faculty or staff member the following guidelines must be kept in mind

   i. All action must be taken in the presence of at least two senior administrators.

   ii. If the faculty member is a lady, another female administrator must also be present.

   iii. It should not be done in the presence of students, other faculty or staff.

   iv. For minor infractions, a warning is sufficient, but a signed note must be placed in the faculty or staff members file.

   v. Cases of major infractions must be brought to the attention of FAMT management.

   vi. Shouting, yelling at faculty or staff members in front of other employees, students or parents must be avoided.

   vii. It should be brought to the employee's attention that all infractions will affect their salary increments.

Powers

Powers of the Principal/Director are delegated by the Chairperson/Trustee. The principal. therefore, has delegated authority to continue to implement the educational standards of FAMT in the college and develop the institute. Under the direction and leadership of the principal, college must strive to reflect in its structures, curriculum and practices, and in the quality of the relationships within it, the particular spirit of FAMT.

The principal shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The principal may also frame such supplementary rules, as deemed necessary, to maintain discipline in the college.

Powers of Principal are subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra in addition to the Chairperson of FAMT. Specific powers of the principal are as articulated below:

Administrative Powers

The principal nominates Coordinators and committees for the following activities:.

1) Academic activities

2) Administrative functions

3) Cultural functions

4) Technical activities

5) Sports

6) Discipline

7) Hostel

8) Any other activities that emerge from time to time.

The principal can take disciplinary action on

1) Erring students

2) Erring faculty members

3) Erring non-academic staff

The principal may delegate some of the powers to any officer working under the principal for the sake of administrative control and convenience.

Financial Powers of the Principal

1) The principal is authorized to sign all vouchers and cheques of expenditure including salary, capital purchases, routine expenses, mandatory expenses etc. In case of specific capital purchases and/or revenue expenditure, as required, pre-approval of President /Managing Trustee / Executive Secretary of HFRC will be required.

2) There will not be any financial limit on spending of finances for various purposes by the principal.

3) The principal is authorized to sanction the financial powers to HoDs, Section In charge, Registrar etc. as deem fit for the functional convenience.

Teaching Faculty

Responsibilities

General

1) The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.

2) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

3) The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 hours a week or as decided by management from time to time of which teaching contact hours should at least be as follows:

For the above stipulations, two tutorial hours/ two laboratory/ Drawing hours will be counted as one teaching hour.

In exceptional case whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total workload remains in parity with other teachers.

The Work Plan

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 / 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. They should strive to function and excel in individual, department and institutional levels as outlined below:

Individual

1) Faculty Members are expected to update their knowledge by attending Seminars/ workshops/ conference, after obtaining necessary permission from the HOD and Principal/ Management.

2) Faculty Members should attempt to publish text books, research papers in reputed International/ Indian Journals/ Conferences.

3) The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/ her

beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.

4) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

Department/Institution

1) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

2) The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.

3) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.

4) Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

5) Every Faculty Members should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance register maintained in the department as soon as the classes/ laboratory hours are over.

6) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD or the next senior faculty and class counselor must be informed with appropriate alternate arrangements.

7) The Faculty Member should make himself/ herself presentable. The Faculty Members should show no partiality to any segment/ individual student.

8) The faculty advisor/ class counselor must update the student's personal file regularly and put for inspection by HOD/ Principal.

Classroom/Teaching

1) Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.

2) The Faculty Members should get the lesson plan and course file approved by HOD.

   The course file consists of preface, previous year university question papers, notes, handouts, PPT/ OHP sheets, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), minute paper, feedback analysis report, etc.

3) The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded in digital library.

4) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.

5) The Faculty Member should engage the full 60 minutes and should not leave the class early.

6) The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.

7) The faculty of member should cultivate suitable techniques (say, humour) in the lecture, to break the monotony.

8) The faculty member should practice/ rehearse the lecture well before going to the class.

9) The Faculty Member should use PPT, Models etc., as teaching aids.

10) The Faculty Member should encourage students asking doubts/ questions.

11) The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.

12) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.

13) In problem-oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.

14) The Faculty Member shall give possible 20-mark questions with answers for each unit.

15) The Faculty Member should interact with the class coordinator or counsellor and inform him/ her about the habitual absentees, academically backward student, objectionable behaviour etc.

16) The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.

17) The Faculty Member should regularly visit library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.

18) The Faculty Member should make himself/ herself available for doubt clearance.

19) The Faculty Member should motivate the students and bring out the creativity/ originality in the students.

Laboratory

1) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

2) Whenever possible, additional experiments to clarify or enlighten the students must be given.

3) The lab observations/ records must be corrected then and there or at least by next class.

Head of the Department

1) To control, coordinate and motivate the teachers of their department.

2) To be accountable for preparation of teaching plan by each teacher well in advance of the semester and satisfactory completion of the portion as per the teaching plan.

3) To coordinate with Board of Studies in relation to syllabus, question paper pattern etc.

4) To be responsible for availability of proper textbook/reference book on the subject to which they are related to in the library.

5) To monitor and conduct academic activities of the department under the guidance of the principal.

6) To take department and faculty feedback and accordingly take the remedial actions.

7) To plan and take the necessary actions for improvement of department results and academic performance.

8) To coordinate term work assessment and conduction of practical /oral examinations.

9) To maintain discipline and enforce rules as laid down by the institute, in the department.

10) To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.

11) To conduct regular meetings with teaching and non-teaching staff as well as the Class counsellors to sort out any issue and queries related to academics.

12) To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by

13) To execute any other work assigned by the management/Principal

14) To prepare the department requirements and budget needed.

15) To oversee the purchase and deployment of any resource allotted for the department.

Non-Teaching Staff

Registrar

At a college, the registrar's office is where students go to get information about their enrolment, their academic and financial records, and their class schedules. Registrar therefore helps to manage a huge amount of information. All institutes administration offices is headed by the Registrar. All the Administrative staff report directly to the Registrar. Registrar, being next in the hierarchy to the Principal for Administration, should

1) Be able to work with a variety of people

2) Have exceptional communication skills, including when collaborating with multiple college departments.

3) Be highly organized

4) Be able to quickly adapt to change

5) Pay attention to minute details in all correspondences

6) Facilitate the movement of students through their programs

7) Ensure that records are properly kept

8) Ensure that scholarship and grant information is properly disseminated

Administrative staff

All administrative staffs are expected to

1) Report to the Registrar

2) Demonstrate courtesy and respect in all dealings with students, academic and support staff

3) Be fully conversant with all aspects of the College's policies and procedure.

4) Respect professionalism.

5) Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.

6) Ensure that no activity in the department is running counter to those priorities; articulate departmental goals that further those priorities; and seek training in those areas where they are not equipped to meet the priorities of the College

7) Demonstrate professionalism in conflict resolution by doing the following respecting the dignity of all parties involved, ensuring that the terms of all resolutions of specific complaints are appropriately documented

8) Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic

9) Administrative staff are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.

Accounts Department

1) Accounts department is headed by an Accountant who reports to the Registrar and Principal. All the staff of the Accounts department like, Cashiers etc., should report to the accountant. The specific responsibilities of the accounts department are as follows

2) Organization and performance of the College's finance

3) Setting up accounting systems and processes

4) Maintaining financial control.

5) Compiling financial statements (such as the balance sheet, income-expenditure, and profit-loss).Further, some of the important duties of the Accounts Department are as given under:

6) Prepare and issue all documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems

7) Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system

8) Compile budget data and documents based on estimated revenues and expenses and previous budget.

9) Prepare cost statements or reports

10) Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists

11) Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

12) Evolve a procedure for payments/ release of funds so that duplication of payment could be avoided.

Laboratory Assistants

Laboratory assistants at FAMT usually work under the direction of their Faculty Laboratory In-charges and report to their respective Heads of Departments. Tasks commonly performed by engineering laboratory assistants are listed below:

1) Laboratory Assistants should

2) Keep their labs clean.

3) Keep all their laboratory equipment always in working condition.

4) Assist students and teachers in conducting practical and experiments.

5) Maintain dead stock register and register of consumable materials

6) Undertake physical stock verification of laboratory materials.

7) Assist the Laboratory In-Charge in purchase and procurement of laboratory materials.

8) Supervise the work of laboratory attendants working under him.

9) Assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.

10) Report about breakages/losses in laboratory to superiors.

11) Report to in-charge of laboratory about any kind of misbehavior happening inside the laboratory.

12) Ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.

13) Attend to such other duties as may be specially brought to his notice with approval of the Head of the Department.

14) Adhere to correct procedures, policies and health/safety guidelines.

15) Keep abreast of all industry developments and best practices.

16) Document all activities, record results and insert/retrieve data.

Laboratory Attendants

Major responsibilities of a laboratory attendant are as under:

1) To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.

2) To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.

3) To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.

4) To render physical assistance to students and teachers in conducting practical and experiments.

5) To report about loss of laboratory equipment and other materials to his superiors.

Peons and Sweepers

Some specific responsibilities of peons and sweepers are as follows:

1) To open class rooms, office rooms, windows etc., in morning

2) Switch on fans and lights

3) Switch off fans and lights when not required.

4) To close class rooms, office rooms, windows etc., in the evening.

5) Dusting of office furniture, machines, files, table equipment, replace covers of machines

6) Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Branch Head.

7) Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.

8) Carry papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.

9) Serve drinking water to employees and to visitors, when required.

10) Dispatch letters.

11) Sweeping and cleaning rooms, furniture and electrical fittings.

Division of Labour

1. To absorb the growth of the institution and keep up the efficiency level institute follow the decentralized concept.

2. Academic work is distributed to various coordinators, stream wise who coordinate and control the academic activity under the guidance of HODs.

3. Non-academic activities is delegated to various teachers as required and suitable.

4. The performance of subject teacher is reviewed twice in the semester based on the feedback, formal/informal, collected from students.

5. The teaching work is allocated by the HOD after taking into account the capacity and interest of each teacher.

6. Administrative matters of the departments are handled by respective HoD at their level.

7. Dean Faculty is authorized to sign various student certificates.

8. Coordinators for NAAC, NBA, IQAC are separately assigned.

9. Attendance Monitoring Committee

10. Examination Cell

11. Student Feedback Committee

12. Library Advisory Committee

13. Academic Planning Committee

14. Result Analysis Committee

15. Institute Magazine Committee

Classification of FAMT Employees

FAMT employees are broadly classified into Academic Faculty (teaching) and non-teaching staff. All employees will report to their supervisor (Principal/Registrar/Head Of Department). Academic faculty are all faculty engaged in teaching or research work for the institute.

Academic Faculty

1) Full Time Faculty

2) Adhoc Faculty

3) Visiting Faculty

4) Deans

5) Lab Assistants

6) Emeritus Faculty

7) Adjunct Professors

Non Teaching Staff

1) Administration

2) Technical Support staff

3) Maintenance Support Staff

Qualifications for Faculty and Staff

In general, FAMT prescribes the qualifications for different faculty positions. In cases where the University or other statutory body prescribes different qualifications those will supersede the ones listed below.

Academic Faculty

Assistant Professor

Candidates for the Assistant Professor must have qualifications as per affiliating University and/or AICTE.

Associate Professor

a) Candidates for Associate Professor must have a PhD from recognized university with a minimum of five years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.

b) Associate professors must have experience for five years after which they can be promoted to Professor.

c) Associate Professors must actively pursue unique research or consulting projects that are sponsored by non-FAMT sources.

d) Associate professors must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their scholarship.

e) The faculty's progress will be evaluated at the end of every year

f) The appointment committee will make the final decision with respect to promoting the faculty and will take their quality of teaching, quality of research scholarship and their contribution to the goals of the institute and Hope Foundation's FAMT into consideration.

Professor

    a)   Candidates for professor must have a PhD from a recognized university with a minimum of thirteen years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.

    b)   Professors must actively pursue unique research or consulting projects that are sponsored by non-FAMT sources.

    c)   Professors must also actively participate in national and international conferences and publish research scholarship in national and international journals.

    d)   Professors must actively guide research activities of masters and PhD level students in the university.

Principal

    a)   Same qualifications as Professor with 13 years of experience in academia or industry

Deans

    a)   Same qualifications as professor

Librarian

    a)   Master's degree or above in library science or related field with sound knowledge about recent library management techniques like library automation, digital library. In case applicable they will also have qualified UGC NET/SET/Gate.

    b)   Candidates with less experience may be appointed as assistant librarian or junior librarian.

Other Academic Designations: All designations listed below need qualifications of assistant professor or above

1)   Examinations in charge

2)   Head of the Department

3)   Student activities coordinator

4)   Dean of research

5)   Faculty placement coordinator

6)   Class counsellor

Non Teaching Staff

1)   Technical Staff: It comprises of technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, IT technicians, Electricians.

2)   Administrative Staff: It comprises of Registrar, Deputy Registrar (Academics) , Deputy Registrar (Examination), Assistant Registrar (Admin), Assistant Registrar (Establishment), Accounts Officer, Accounts Assistant, Head Clerk, UDC,.

3)   Supporting Staff: It comprises of Maintenance Engineer, Lab Attendants, Peons, Electricians, Watchmen, Sweepers, Gardeners, Plumbers.

Cadre Ratio

Academic (Teaching) Faculty

Cadre ratio will be as per norms of the affiliating University or AICTE or as per the competent authority.

Policy and Procedures

Recruitment Policy and Procedure

1) All Academic faculty and staff recruited should be able to fulfil our Vision, Mission and organizational goal.

2) Towards achieving our goal the organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.

3) In terms of our policy, manpower requirement is decided well in advance of academic year/semester by the Principal in consultation with Heads of Departments and Coordinators of various streams.

4) Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with University/AICTE requirements.

Procedure for Normal Appointment of adhoc faculty member

1) Advertisement inviting application are given in the newspapers/website.

2) Applications received are screened by the Registrar/Committee in terms of qualification and other requirements. Potential candidates are invited for an interview before an interview panel.

3) Interview panel for faculty consists of the principal/director, Subject Expert invited from other college OR within the institute, Heads from the Institute and a Management representative.

4) The final appointment order will contain the final terms and conditions of employment.

5) All new faculty and staff members shall be on a probation basis for a minimum period of 11 months. Adhoc employees are not eligible for all the benefits that are granted to regular employees.

Emergency Requirements

(Resignation, New Branches, Increase in number of Divisions)

1) Heads of Department and Coordinators decide the requirement and search from their contacts required quality teachers.

2) Stray Applications received by the office also come into help.

3) Located candidates are interviewed by the HODs and are asked to carry out demonstration lectures.

4) Once the candidate is accepted by the HOD and students his/her name is recommended for appointment. Normal recruitment procedure is then followed.

5) The recruitment is then regularized by the committee subsequently.

Documents to be Submitted after Recruitment

1) One original or attested true copy and one copy of the Convocation Certificate of Graduation / Post Graduation (M.Sc./MCA/, BE, ME, MTech, PhD etc.).

2) Original mark sheets or attested true copies

3) Experience letters

4) Copy of Thesis for plagiarism check.

5) References

6) PAN/Adhaar Card copy

7) Proof of Date of Birth

Approval of Faculty by the University

The institute will ensure that, within the best of its capacity and within the rules of the affiliating university , approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits

as deem fit and appropriate by the Management of FAMT. The same is explained in detail as under-

Faculty Recruitment: University Staff Selection Committee

1) Approval of process of University Selection from the GB.

2) Review of faculty position (natural growth / vacancy) by the principal.

3) Approval of roster and advertisement from University.

4) Advertisement to be published in newspaper as per the university guidelines.

5) To receive application in requisite format up to deadline and finding out eligibility.

6) Synopsis preparation for eligible candidates.

7) Schedule preparation for conducting interview.

8) Resource person identification and the appointment as per university guidelines.

9) To conduct Interviews as per the schedule.

10) Identification and recommendations of suitable candidate by Selection Committee.

11) Approval of the recommendation by the President.

12) Issuing Offer / appointment letters to selected candidates

13) Submission of 3 Page forms and minutes of meeting of Staff Selection Committee to UOM.

14) To fill up Bio-Data of Applicant form and 7 page form immediately after joining.

15) To send 7 page form for university approval.

16) Necessary follow-up to get the approval by the Registrar.

17) Communicating status of approval to concerned faculty members.

18) Updation of Roster as per selection.

Non-Teaching Recruitment

1) Review of non-teaching position by the Principal.

2) Approval of vacancy positions by the President.

3) To advertise the post along with the faculty advertisement or as and when it is required.

4) Eligibility of the candidate is checked.

5) Short listed candidates are called for interview.

6) Order of merit on the basis of candidate's performance in interview and credential mentioned in the resume is prepared.

7) Appointment letters are issued as per requirement.

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 selection committee and approval by the Management.

Documents to be Submitted after Recruitment

1) One original or attested true copy and one copy of the Convocation Certificate of Graduation / Post Graduation (M.Sc./MCA/, BE, ME, MTech, PhD etc.).

2) Original mark sheets or attested true copies

3) Experience letters

4) Copy of Thesis for plagiarism check.

5) References

6) PAN/Adhaar Card copy

7) Proof of Date of Birth

Faculty Induction

When a faculty joins the institution, in order to assist him/her to settle in and get their service under way quickly and efficiently, the Institute and the department extends certain facilities. They are:

1) Work Space

2) Personal Locker/Drawer

3) Identity Card that is expected to be worn as long as he/she is in the college

4) Library Card

5) Google Account accessible through FAMT email id

As part of induction, the concerned head of department would conduct an orientation program to the incoming faculty member.

Salary Policy

Type & fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), norms of University of Mumbai and All India Council of Technical Education (AICTE) and the management of FAMT. Salary is fixed at the discretion of management.

Consolidated salary:

Usually adhoc / temporary employees are paid consolidated salary at the time of joining, till regularization of salary, on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

Regular Salary and Increments as per pay commission / Pay Scale cadre wise: Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and University of Mumbai approval & management's discretion. Salary is fixed as per All India Technical Education notification, dated 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC - 2010/(34/10)/TE -2 , dated 20th August 2010.

Salary Increments

1) Time scale of pay : Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, University of Mumbai

etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Officers.

2) Debt Repayment and Monetary Responsibility: The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliance and statutory obligations.

3) Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

4) Higher remuneration: The institute is authorized to pay higher remuneration on a case- to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

5) Special Pay: Faculty assigned special duties such as (Examination in charge, Dean) may be paid a special pay based on the the nature of the extra duties.

Payroll Deductions

1) Income–tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

2) Income-tax : It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

3) Contributory Provident Fund Scheme: Contributory provident fund facility is available to employees from the starting date of their employment.

Allowance granted in lieu of salary

Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

1) Allotment of staff quarter: Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.

2) Travelling Allowance: Travelling allowance is given for official travel to employees if required.

Employee Code of Conduct

As per attached Annexure -1

Extra-Curricular Activities

Also called as extra-academic activities, extra-curricular activities are generally voluntary and exist for all students. They fall outside the realm of the normal curriculum. One of the greatest advantages of participating in at least one of these activities is the decrease in anti-social behaviors and students growing up to be more successful in communication and relationships. These activities in FAMT are either self-organized by students, or facilitated on students' behalf by faculty members. Various forms of activities that students of FAMT participate in regularly, include

1) Academic Clubs/Student Bodies viz., ESSA, FAMTA, ACSES , ACM , SAM , ASENT , ACES , FESA, ISHRAE etc.

2) Competitions such as Smart India Hackathon, Competitions conducted by industries and government bodies etc

3) Internships

4) Startups and Entrepreneurship

5) Community Service (Blood donation, Donation of old clothes in good condition, household items etc., Offering food and entertaining orphans/homeless—young and old—through Community Service Day etc.)

6) Sports (students at FAMT have participated in college/inter-college/district/state/national/international levels in various sports events)

Leave and Holiday Policy

As per attached Annexure -2

Faculty Development Scheme

As per Institutional Level CAS Policy- Annexure-3

Faculty and Non-Teaching staff Performance Appraisal

As per attached Annexure -4

Resignation and Retention Policy

1) Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

2) Principal/ Head of the Department conducts the Exit Interview

3) Employee who will be doubtful of the effective date of resignation, contractual notice period, should contact the Registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Institute.

4) Employees leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month salary. Employees interested in resigning cannot utilize any leaves except OD.

5) Employee who resigns during academic semester is released after academics sessions keeping in mind the interest of the students, or they may be released only in exceptional cases.

6) Employees who resign may be retained by FAMT at the prerogative of the management

7) Handing over: Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Registrar on or before the last day of work.

Co-operation in internal investigation: All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

Institutional Committees

The roles, constitution and powers of each committee may vary depending on the rules of the norms and guidelines of University of Mumbai, Local Government, State Government or Central Government, AICTE. Each committee should meet a minimum of once a year and should provide written minutes after each meeting.

In order to realize the various laid down policies, FAMT has created several committees with clear objectives and responsibilities so as to achieve our goal

Objectives

1) To improve work efficiency in the day-to-day functioning of the Institute.

2) To ensure accountability of each and every layer of administration.

3) To make administrative environment of the Institute very cordial.

Preamble

The 'Duties & Responsibilities of Committees' mentioned herein, shall come into effect from the date of the constitution of the committee and shall remain in force till further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the Governing Body at any time.

Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. Since many faculty members form members of these committees, this also gives them an opportunity to develop their skills in administration and decision making. Each year, committees are duly constituted by the Principal in consultation with heads of various departments. The outgoing conveners of the committees shall hand over all the relevant documents to the new incoming conveners in the presence of the Principal or a representative appointed by him. These documents are handed over with a covering note that lists all documents. This note is signed by both the incoming and outgoing convenors and also the Principal (or his representative).

Local Management Committee / College Development Committee

(As per M.U. Act 2016)

Composition

There shall be a separate College Development Committee for FAMT consisting of the following members, namely:

1) Chairperson of the management or his nominee ex-officio Chairperson

2) Secretary of the management or his nominee

3) One head of department, to be nominated by the principal

4) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman

5) One non-teaching employee

6) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.

7) Co-Ordinator, Internal Quality Assurance Committee of the college

8) General Secretary of the College Students' Council

9) Principal of the college as - Member - Secretary.

Responsibilities

1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities

2) Decide about the overall teaching program or annual calendar of the college

3) Recommend to the Governing Body / management about introducing new academic courses and the creation of additional teaching and administrative posts

4) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college

5) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research

6) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process

7) Make specific recommendations regarding the improvement in teaching and suitable training program for the employees of the college

8) Make recommendations regarding the students' and employees' welfare activities in the college or institution

9) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations

10) Frame suitable admissions procedure for different program by following the statutory norms.

11) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.

12) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.

13) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

14) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the Governing Body for approval.

15) Frequency of the meetings will be as per M.U. Act.

Internal Quality Assurance Cell

The institute has constituted an Internal Quality Assurance Cell (IQAC) to design, modify, implement, monitor academic and other systems to enhance the quality of education. From its inception, FAMT has been a quality conscious institution in all its actions and dealings. It has been the uppermost concern, thrust and its motto:

The core values, FAMT abides, are derived from the vision and the efforts to realize it. These are:

1) Accountability and service to all stakeholders

2) Integrity and fairness in all practices

3) Instil innovation and creativity

4) Inclusiveness and care for the marginalized

5) Resilience and sustainability

6) Striving for quality and excellence in all actions

7) Thought leadership and quality consciousness

The IQAC - vision, objective, strategies, functions, and benefits to FAMT are stated in the IQAC Policy. FAMT IQAC Committee is constituted accordingly. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.

The structure of IQAC in FAMT was finalized as given below according to the directives of NAAC:

1) Chairperson: Principal

2) Management Representative

3) Three Teachers

4) One Non-Teaching Employee

5) Local Society representative

6) Alumni Representative

7) Students Representative

8) Industry Representative

9) IQAC Coordinator

Objectives

1) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

2) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Responsibilities

1) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

2) The relevance and quality of academic and research program

3) Equitable access to and affordability of academic program for various sections of society.

4) Optimization and integration of modern methods of teaching and learning.

5) The credibility of evaluation procedures;

6) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

7) Sharing of research findings and networking with other institutions in India and abroad.

8) To keep track of the departments that are accredited by the NAAC and ensure that those departments maintain the standards of the NAAC

9) To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department became eligible for accreditation.

Functions

1) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

2) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

3) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.

4) Dissemination of information on various quality parameters of higher education.

5) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

6) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

7) Development of Quality Culture in the institution.

8) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

1) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

2) Ensure internalization of the quality culture;

3) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

4) Provide a sound basis for decision-making to improve institutional functioning;

5) Act as a dynamic system for quality changes in HEIs;

6) Build an organized methodology of documentation and internal communication.

7) Frequency of the meetings- Minimum one in a year and as required.

Student Grievance Redressal Committee

Composition

1) Principal as chairperson

2) Registrar

3) 3 Members of Senior Faculty at least one of whom should be a female and once SC/ST.

4) 1 Student nominated by Principal

Objectives:

1) To provide an avenue for the aggrieved students to redress their individual grievances

2) To promote a healthy atmosphere among students, staff and management

Responsibilities:

The Committee is responsible to

1) maintain all files pertaining to the grievances redressing activities

2) meet once a month or more often if the situation demands, to discuss any grievances to discuss and resolve the grievances, if any received in writing from students

3) maintain the minutes of the meetings and brief the principal

4) recommend to the principal any action that needs to be taken in case of any serious or sensitive issue

5) convey the decision of the principal to the aggrieved students in writing

Anti-Ragging Committee

Composition

1) Principal as chairperson

2) Members of Senior Faculty at least one of whom should be a female

3) Students nominated by Principal (Freshers and Senior)

4) Representatives from Local Media, Police Administration, NGO, Parents.

5) Non-Teaching Employee

6) Additional members as may deem fit by the principal

Objectives:

1) To educate students regarding anti-ragging laws and policies to prevent them from engaging in ragging.

2) To sensitize the student community towards developing empathy for the new students.

Responsibilities:

The Committee is responsible to

1) Give wide publicity regarding anti-ragging laws and policies across the college

2) Monitor activities during start of academic year

3) Solicit affidavits from parents/guardians and students in case incidents of ragging are bought to its notice

4) Conduct counselling sessions for senior students

5) Conduct counselling sessions for incoming students at the time of admission and induction

6) Prevent ragging by students in the institute by proactively by taking rounds.

7) Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging.

Internal Complaint Committee (ICC):

Composition

1) A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority.

2) Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.

3) Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a

person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

4) At least one-half of the total members of the IC shall be women.

5) Persons in senior positions such as Chairperson/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICs in order to ensure autonomy of their functioning.

6) The term of office of the members of the IC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the IC may change every year.

Objectives

1) To avoid and prohibit sexual harassment at workplace.

2) To enhance the self-esteem and self-confidence of women students, faculty and staff in the college.

3) To hear and address complaints regarding sexual harassment.

4) To create awareness regarding women rights.

5) To arrange programs regarding health, personality development etc.

Responsibilities

1) Provide a gender-sensitive and safe working environment at the FAMT campus.

2) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

3) Organize awareness programmes at regular intervals for sensitizing the present Regulations.

4) Hold regular meetings twice in a semester even if there are no complaints

Committee for SC / ST

Composition

1) The committee shall consist of five members out of which at least two members shall be from SC/ST and one member shall be woman.

Objectives:

1) To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.

2) To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.

3) To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the prevailing Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act).

Responsibilities:

1) To look into the complaints, if any, received from the concerned staff and students belonging to SC / ST.

2) To liaison with any statutory bodies, in case of necessity.

Student Feedback Committee

Purpose

The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student perceptions of the quality and effectiveness of teaching, information of which would aid program evaluation and other academic quality assurance processes.

Scope

Specifically, this Policy will provide a framework for:

1) Monitoring and improving the quality of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;

2) Providing students the opportunity to actively participate in the continual improvement of programs.

3) Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University;

4) Ensuring the provision of information to students regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received.

Responsibilities

1) The Committee for the same will be responsible for the collection, analysis and reporting of student feedback relating to academic programs.

2) Coordination of responses to feedback will be the responsibility of the Heads of Departments.

Policy Provisions

1) Student feedback is a core component of program evaluation.

2) Feedback processes will be systematic. Each semester Feedback will be carried for all streams for the students eligible for it.

Collecting Feedback

1) A core set of questions will form the basis of the feedback form deployed to systematically evaluate teaching and learning in all U.G. & P.G. courses.

Actions on summarized feedback

1) Feedback received from students will be summarized and analyzed with follow up action as a remedial measure.

2) Letter of Appreciation will be given to all faculty having evaluation percentage more than 80%.

3) Letter of caution will be given to all faculty having evaluation percentage less than 70%.

Institutional Budgets

The institute's budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the administrative and academic programs. In general,

salaries to teaching, non-teaching and administrative staff are fixed as per their qualifications and experience and are notified separately by the management. Also examinations are conducted as per the examination policy of the university and exam fees are charged separately from the students. Each individual department has powers and budgetary authority over specified areas which are highlighted below.

Departmental Budget

Each department is permitted to prepare budget. The HOD prepares this budget. This is for activities such as

1) Upgradation and maintenance of laboratories: This can be used for calibration of equipment, purchase of consumables, purchase of new equipment etc.

2) Organizing seminars, workshops, colloquiums, skill development programs for faculty and students.

3) Sponsoring faculty for off campus conferences and workshops

4) Printing and stationery

Library Budget

The library budget is prepared by the head librarian. It should include

1) Purchase of physical books, journals, periodicals and magazines for the library

2) Development and maintenance of library software

3) Purchase of e-journals and e-resources

Institutional Budget

This is prepared by the principal, HODs and the registrar and includes the following

1) Affiliation fees to University, AICTE

2) Institutional membership Fees for various professional societies

3) Printing and stationary for office administration

4) Institute level conferences, workshops etc

5) Infrastructure maintenance

6) Purchase of furniture, fixtures

7) Maintenance of classrooms, seminar halls and other physical resources etc.

8) Painting or finishing

Procedure

1) Faculty members will provide various purchasing requirements to the HODs/Librarian/IT Head by May of the previous academic year.

2) The HODs will submit a consolidated departmental budget to the principal. Once the budgets are assembled the principal will forward the budget to Principal for approval.

3) The Governing body will grant final approval to the budget for the academic year.

Non-Budget Expenses

1) In certain circumstances, it might be required that non-budgeted or non-planned expenses need to be accounted for.

2) In such cases, with prior approval of Management the expenditure can be made.

Miscellaneous Policies

Anti Ragging Policy

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

1) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

2) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

4) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

FAMT maintains a strict policy against ragging. As per AICTE guidelines the following actions can be taken against students for indulging and abetting ragging in FAMT

1) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2) Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -

   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 process

   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

   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.

5) Affidavits shall be collected from the students and parents at the time of admission regarding their understanding of the anti-ragging policy of the institute.

Campus Cultural Festivals

Brainwaves and Utopia are the campus wide cultural festival and should be the main focus throughout the year. All other events can be conducted provided they are specific to the department or college. Repeated events in same academic year should be avoided.

Posters and Banners

All posters and fliers must be posted on notice boards only or special standing boards provided for the events.

Fire Safety

1) FAMT has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.

2) Care should be taken that fire fighting equipment such as fire extinguishers is handled by experience faculty or staff whenever possible and all faculty and staff are familiar with its operation.

3) In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.

4) During fire evacuation the use of lifts and elevators is prohibited.

5) All personnel should report to the cricket play ground as a point of assembly in case of a large fire.

6) Power to the campus building must be shut down in case of a large fire and all evacuations

7) The fire brigade and emergency services must be notified immediately to report to the college.

Industry MOUs

Faculty are encouraged to pursue formal tie-ups with genuine industries or companies which can be in the form of MOUs. The MOUs can have the following goals

1) Provide industrial or skill development training for students and faculty.

2) Use of laboratories, libraries, classrooms and equipment of the institute.

3) Use of equipment and facilities of the industry

4) Collaborate on research and consultancy projects

5) Sponsorship of college activities such as conferences, seminars etc

6) Provide internships and employment

Procedure

1) Faculty can reach out to industries to initiate discussions on signing MOUs.

2) Faculty can then notify the HOD and the principal about the specifics of the industry and the nature of the MOU and interaction.

3) Once approved the MOU will signed and implemented. The faculty who proposes the MOU will be responsible for its follow up and smooth implementation.

Procedures for Students

Admission

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 2 years PG course in MCA of University of Mumbai based on the rules specified by the University of Mumbai, AICTE and/or any other competent authority.

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

Procedure

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

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

1) To conduct admission process to admit F.E., S.E. (direct), M.E. and MCA students.

2) To get the approval of newly admitted students from joint director office/ Director (DTE) office/ARA office, and their enrolment in UOM.

3) To admit the eligible students to higher classes as per UOM norms.

Admission process at various levels is based on following procedures:

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

   a) 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.

   b) 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 as per requirement in view of admissions.

   c) 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.

   d) Minimum three quotations shall be invited from three different vendors.

   e) 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.

f) Vendors can be called for negotiation; price can be finalized and can be put forth to the president for necessary approval.

g) 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.

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.

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.

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. Students 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 candidates 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. Students pay the requisite fees in the form of DD/ Cheque/ NEFT/ Credit/Debit Card. All such payments are in favour 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 the competent authority and as per norms mentioned in the student handbook whichever is applicable as the students are admitted through 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 the competent authority.

d) Higher Class Admission Process (admission to S.E./T.E./B.E/ SY 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. The 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.

iii. To take admission, eligible students need to fill up the form. Duly filled up form along with photocopy 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 foe that particular year are required to submit an application to the Principal through HOD within 15 days from the date of declaration of result.

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 and MCA , ME 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)

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) Enrollments are confirmed to the students as per the approved list by DTE / ARA. It takes up to 12 months.

Procedure for Enrolment is as below:

a) Students 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.

b) Student submits the hard copy in the office at enrolment section.

c) After submission of hard copy in office, enrolment section will process the application as follows:

   i.   Checking of student online profile.

   ii. Editing (if required) and updation of relevant information.

   iii. Sent request for print and check the same after 24 hours through college login.

   iv. Complete this process for all students and take printouts.

   v.   Create invoice and make payment as per guideline.

   vi. Submit hard copies 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.

vii. UOM issues PRN for every student after verification and approval of submitted enrolment forms.

viii. Proper Record is maintained in the file by Enrolment Section.

Sr. No.	Type of Forms	Date of Submission*
01	FE Enrolment form	31 August
02	FE & DSE& ME, MCA Eligibility form & Enrolment forms	30 September
03	MCA & ME Registration Fee	30th September

*As notified by UOM from time to time.

7) 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.

c) The registrar initiates and completes corrective/ preventive actions for detected anomalies.

8) Schedule

Sr no.	Activity	Schedule
1	Admission Process and Display of merit list	As per the guidelines time to time
2	Uploading of merit list on DTE website	At least 2 days before cut-off date or as per DTE notification
3	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

4	Approval Process as per DTE, Joint Director, ARA	As per date given by Regional office / ARA
5	Enrolment form submission	On or before 30 September OR as per guidelines from university.
6	Any other related activity	As per notification by the competent authority from Time-to-Time

Student Services

Purpose

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

Procedures

Filling Anti Ragging Form

1) Student has to fill up online anti ragging form from amanmovement.org and take a print out of student and parents undertaking.

2) Student has to submit duly signed undertakings in office at student facility center within the given period.

3) Student service section maintain all undertakings from students in students file.

Identity Card Renewal

1) 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.

2) 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/-.

3) After receiving requisition from student, student service section will issue new identity card to student.

Scholarship Procedure

Eligibility for applying for different scholarships are strictly followed.

1) Circulars regarding dates of application, eligibility criteria and application procedures are notified to the students.

2) Follow up from students is taken.

3) Record of scholarship is maintained.

4) The data/ statistics of scholarship is analyzed.

5) It is audited by the government authorities.

Issuing Various Certificates

1) Students has to apply in the requisite form by paying processing fee for issuing various certificates (Bonafede certificate, fee structure etc.) through online mode in Akron Systems (institute online module).

2) 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.

Issuing Leaving Certificate

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.

The procedure of leaving certificate after successfully completion of course is as follows:

1) Student has to take clearance from various sections (HOD, library, sport section, canteen, account, scholarship, examination etc.) in the requisite format.

2) 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.

3) After receiving requisition from student, student service section will issue leaving certificate to student by getting acknowledgement on photocopy of leaving certificate.

4) Student's Leaving Certificate will be verified by Registrar and approved by the Principal.

The procedure of leaving certificate after cancellation of admission by student's own request is as follows:

1) Student who wish to cancel his/her admission by its own request has to submit requisition form along with consent letter of parents.

2) Student has to take clearance from various sections (HOD, library, sport section, canteen, account, scholarship, examination etc.).

3) 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.

4) After receiving requisition from student, student service section will issue leaving certificate to student by getting acknowledgement on photocopy of leaving certificate.

Issuing Migration Certificate

1) Aspiring student must apply to UOM online.

2) Online confirmation of the student is sent to UoM as per mail received from them.

Administration /Accounts and other Procedures

Accounts

Purpose

Handling all the financial transactions of FAMT. The procedures cover all the financial transactions in terms of payments and receipts.

Various Procedures

Procedure for Fees and other Collections

1) It includes various fees such as tuition fees and other academic fees, charges for various certificates, fees for workshops/ Seminars/ students activities /activities for training & placement, hostel fee, mess fee and any other fee.

2) The fee is collected from the students through either DD or Card payment and fee receipt is issued.

3) Payment above Rs. 100/- is not accepted in cash.

4) Cash / Cheque / DD / pay-order are deposited in the bank.

5) Reconciliation for the same is done by the 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 and will submit the same along with a copy of letter and fees.

   b) Student will pay the applicable fees for college and hostel (if applicable) in accounts section at office and collect receipt for the same.

   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.

Student shall take admission as per following procedure :

1) Students will check their name in list of eligible students.

2) Eligible students will take admission form available at office counters.

3) Student will fill admission form (ADM001) completely.

4) Beneficiary students of various scholarship/free-ship schemes will attach necessary documents to the admission form.

5) Student will pay the applicable fees (displayed against their names) in FAMT accounts section only and collect the receipt for the same.

6) Student will get his/her Identity Card updated from Registrar and library card from FAMT library.

It is responsibility of students to take admission in given period.

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 instalment. Application in requisite format will be submitted to Principal and prior sanction by Principal / Registrar 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.

3) Students shall pay the Fees in following modes:

   a) DD/ Cheque/Pay Order in favor of "FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY" payable at Ratnagiri, Maharashtra

   b) Credit / Debit Card (Swipe Terminal)

   c) Payment Gateway – HDFC (Link at www.famt.ac.in)

   d) NEFT/Online Transfer to FAMT Bank Account.

4) Cash receipts are allowed only for transactions below Rs.101/- OR as directed by the Principal/Registrar.

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 sent 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/ Competent Authority) 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.

Procedure for Payments and other Bills

1) The payments and bills include Salary bills, Regular bills, Bills of purchase made by the departments, TA/DA, Conference/Seminar/Workshop fee, Payment to Mess Contractor, Other mandatory payments to various authorities

2) These payments are made, after scrutiny of all relevant documents, in cash or by Cheque as per terms and conditions.

3) The acknowledgement of payment is obtained on Debit Voucher.

4) Salary payments are made only by bank transfers / Cheque. The record is maintained in the salary register.

5) 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) The 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) The Establishment section will ensure that all data is given to the Accounts Section before 25th day of each month.

4) The Accounts officer will prepare a Salary Bill for the month on the basis of information provided by the Establishment Section.

5) The registrar will verify the Salary Bill and sign the same.

6) The principal will verify and sign the Salary Bill.

7) The 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:

a) Calling for Quotations

b) Comparative Statement & Negotiations

c) Final Purchase Order with all terms and conditions

d) Original Invoice

e) Original GIN

f) Technical Report of installation / commissioning along with compliance of Commercial Terms.

g) Entry in Fixed Asset Register- Central and Department

11) Following procedure will be followed for laboratory consumables:

a) Indent from Department with recommendation of HoD

b) Calling for Quotations

c) Comparative Statement & Negotiations

d) Final Purchase Order with all terms and conditions

e) Original Invoice

f) Original GIN

g) Entry in Consumables Register of Department

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

a) Indent from Department with recommendation of HoD

b) In principle Approval by Principal

c) Calling for Quotations

d) Comparative Statement & Negotiations

e) Final Purchase Order with all terms and conditions

f) Original Invoice

g) Report of completion of work and Test Reports if any

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

a) Indent from Department with recommendation of HoD and System Dept.

b) In principle Approval by Principal

c) Calling for Quotations

d) Comparative Statement & Negotiations

e) Final Purchase Order with all terms and conditions

f) Original Invoice

g) Report of completion of work and Test Reports if any certified by System Department

Purchase Procedure

1) 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.

2) The requisite technical specifications, specific points must be thought of while forwarding the indent.

3) Calling for Quotations for items costing more than Rs.1000/- is essential.

4) 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.

5) 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.

6) 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.

7) Negotiations will be made based on comparative statement.

8) Final Purchase Order will be placed with all terms and conditions which will be signed by initiating department (HoD), Registrar and Principal.

9) 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.

10) Technical Report of installation / commissioning along with compliance of Commercial Terms need to be produced.

Canteen Bill / Food Bill for various internal programs / Training & Placement activities

1) Expenses should be pre-approved in event budget through event report

2) Coupon approved by Registrar / Principal

3) Remark of concerned department of actual consumption with names of persons

4) Pre-approval for special lunch along with rates

5) Canteen Bill of the event duly authorized by concerned faculty and HoD.

6) Bill supported by above documents should be submitted to Accounts Department within four days from completion of event

Clearing Monthly Mess Bill

1) Bill duly authorized by Warden with list of students for the period

2) Confirmation of Special rates / concessional rates during holiday / vacation supported by order / circular, if any.

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

Payment of advance to employees

Salary advance

1) Employee willing to get advance from salary shall apply for the same in written to the Principal in the requisite format.

2) If sanctioned by Principal, Accounts section will give salary advance to employee.

3) Accounts section will recover the advance from employee's salary as sanctioned while payment of advance.

Advance for official work

1) Employee may take cash advance only for official work involving expenses/ spot payments.

2) Employee will apply for advance in written to Principal in prescribed format.

3) It is mandatory for employee to settle such advance within 7 days. Otherwise advance will be deducted from his salary.

4) 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.

Payment to Experts

Experts outside FAMT

1) Experts need to submit Invoice/Bill/Demand Letter to workshop coordinator. Invoice/Bill must contain PAN and Bank details.

2) Workshop coordinator will remark the same & submit to Accounts officer for payment

3) Accounts officer will verify and make the payment as per prevailing policy.

4) Payment will be done through NEFT/RTGS/Cheque within 4-5 days after completion of workshop.

Experts inside FAMT

1) Expert needs to submit demand letter to Accounts officer.

2) Accounts officer will verify and make the payment.

3) Payment is done through Salary or Cheque (In special case only).

Payment of workshop/seminars/events

1) Report of initiator with remark of HoD. Report should include requirement of activity along with budget and requirements from FAMT.

2) Pre-approval by the Principal.

3) Report after completion of Event.

4) Supporting original bills and statement of expenditure / settlement of advance if any.

Travelling & Daily Allowance

Faculty &/or staff are required to visit University, DTE, ARA, FRA, and Trust office for the various academic/ administrative requirements such as submission of reports, data and attending the meetings in view of compliance of various procedures of institute/ sections, declaration of results etc.

1) Concern faculty/ staff member will be granted on duty leave for the same with the order of deputation.

2) Reimbursement of Travelling & Daily Allowance in such cases of deputation will be as per Travelling & Daily Allowance Policy in force from time to time (As per attached Annexure -5)

Mandatory Payments

Mandatory Payments includes Provident Fund, Profession Tax, TDS, Any other Govt. Rates /Taxes.

3) Mandatory payments will be done within due dates as notified from to time.

4) Accounts officer will prepare noting sheet to provide necessary details for payment.

5) Registrar & Principal will authorize the same.

6) Noting sheet should be sent on or before 4th day of each month for payment of dues of previous month.

7) All statutory quarterly/half yearly/yearly returns will be submitted to concerned authorities within due dates.

Procedure for Preparing Report

The record of all financial transactions is maintained in different reports like Trial Balance, Income & Expenditure Statement (I&E), Balance Sheet.

1) After finalization of external audit, trial balance of Institute will be prepared after incorporating all audit suggestions.

2) The same will be approved after suggestions by Management Representative.

3) 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.

4) On approval, the same will be signed by the Auditor and Principal.

5) The same will be maintained in the file.

Policy for Retention of Documents

All the files and documents shall be retained in varied ways such as Archived, Audit and Soft Copies of reports

Report to the Management

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

Establishment Section

Procedures for updation of records

Service Book

1) Service books for all the employees are maintained in the establishment section.

2) The service book is 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.

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.

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 a regular basis and presented to the principal for signature, twice in a month.

3) The leave record is maintained in soft copy and in file on regular basis.

Roster Updation

1) The roster is filled in prescribed format on yearly basis. The filled roster is duly signed by trustee or president.

2) The roster has been submitted to the University of Mumbai for verification and signed by the University authority.

3) After verification from university authority, it has submitted to Magasvarg Kaksh at Konkan Bhavan. Or as per the policy of the Government of Maharashtra.

Government, University and AICTE Regulations

1) The various Government Rules (GRs) of University, AICTE and Government has maintained in separate files whenever received.

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 hard copy 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.

Construction & Maintenance

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

Scope

1) Infrastructure and related utilities 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

1) Resources required for academic purpose

2) Outsourced resources

Responsibilities (HoD/Registrar/Principal)

1) Identification / review of resources

2) Resources required for laboratories, library and administration

3) Outsourced resources

4) Record of all assets

5) Record keeping of all consumables

6) Maintenance of resources and its schedule

7) Procedure for maintenance and record of action taken

8) Purchase

Procedure

1) Infrastructure and related utilities The resources required for academic purposes are identified / reviewed before commencement of academic year and procurement is done as per need.

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

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.

Maintenance of Resources

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 is 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.

Premises Maintenance

i) Institute premises are maintained by daily cleaning and record is maintained in Premises Maintenance Register.

j) Pest control is done once every quarterly/half yearly. Records are maintained in an appropriate file.

k) Green area (garden, playground) maintenance is taken care of by Gardner under supervision of maintenance supervisor.

l) Complaints regarding maintenance of electricity fault / premises cleanliness are recorded in the General Complaint Register. The register will be maintained in the administrative office.

m) 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.

n) Refilling of fire extinguisher at interval of one year. Record shall be maintained in appropriate file.

o) The maintenance work has been categorized as under-
   1) Preventive Maintenance
   2) Scheduled Maintenance
   3) Break down Maintenance

PREVENTIVE MAINTENANCE	SCHEDULED MAINTENANCE	BREAKDOWN MAINTENANCE
Grass cutting machine	Air Conditioner units	Pump Repairing & Servicing
Generator	Pest Control For canteen	Cooler repairing & Cleaning
Inverter Batteries	Water Tank Cleaning	Fan rewinding work
Painting work	Fire Hydrant system & cylinders	Street Light repairing
Solar system	Hostel cleaning work	EPABX System
Electrical, mechanical, chemical Appliances	Campus Cleaning work	Fan, Tube fitting
Terrance cleaning	Lift Maintenance	Plumbing work for gardening

Above mentioned maintenance work is done by following procedure

1. Preventive or breakdown maintenance work will be proposed by H.O.D. Construction & maintenance or will be directed by Principal and Registrar.

2. After sanctioned by Registrar & Principal, work will be executed or required item will be purchased.
3. If required, the proposal is sent to management for approval, copy of that will be kept with department.
4. After approval, purchase/ work order will be issued to respective vendor.
5. Work will be executed by maintenance staff/ outside vendor
6. Bill or invoice will be signed with remarks after execution of satisfactory work.

Institute has established transparent and robust procedure for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the staff members. Two separate departments viz. Construction and Maintenance Department and Systems Department has been created for civil, electrical and computers and related infrastructure respectively. The detailed procedure for both the departments is as follows:

A) Regular Maintenance:

1) FOR CLASSROOM

- The query is generated by any of the concerned faculty/ staff or student
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned H.O.D. before forwarded to the construction & maintenance department.
- Complaint form will be made available at every department – in H.O.D. Room
- Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
- Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
- If material is needed to be purchase for classroom purchase procedure will be done by construction & maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.

2) FOR LABORATORIES

- The query is generated by any of the concerned faculty/ staff or student
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned H.O.D. Before forwarded to the construction & maintenance department.
- Complaint form will be made available at every department – in H.O.D. Room
- Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
- Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
- If material is needed to be purchase for laboratories purchase procedure will be done by construction & maintenance department. For laboratories detailed specification with remark will be given on complaint form and return it to the concern department.
- Department lab assistant will take approval from Registrar & principal & again submit it to construction maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.

3) FOR LIBRARY:

- The query is generated by any of the concerned Library staff
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned Librarian. Before forwarded to the construction & maintenance department.
- Complaint form will be made available at Library
- Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
- Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by Librarian and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given by construction & Maintenance department and after the purchase of material complaint will be solved.
- If material is needed to be purchase for library maintenance purchase procedure will be done by Library.
- For Library Maintenance detailed specification with remark will be given by construction & maintenance department on complaint form and return it to the library.
- Library attendant will take approval from Registrar & principal & again submit it to construction maintenance department.
- Further procedure will be completed by construction & maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.

4) FOR SYSTEM DEPARTMENT

The institute is having adequate number of well-maintained computers and connected to each other by LAN facility. All required facilities like printers, projectors and scanners are also available in sufficient numbers. These facilities are made available as per need to Departments & students. These facilities are also made available for online examination of various government and non-government organizations. The same is taken care by systems Department. Procedure for maintenance will be as such -

- The query is generated by any of the concerned faculty / staff
- Availability of resource or complaint is verified by the concerned H.O.D. Before forwarded to the System department.
- Complaint form will be made available at every department – in H.O.D. Room
- Complaint form will be submitted to the System department, the same will be entered in complaint register.
- System Department staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. System Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
- If material is needed to be purchase for laboratories or other departments it will be attached in Indent by concern department only, detailed specification with remark will

be given by system department on complaint form and return it to the concern department.

- Department lab assistant will take approval from Registrar & principal & again submit it to construction maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.
- After purchase of material and solved problem GIN & Bill procedure will be completed by lab assistant of department.
- Record of maintenance will be entered in appropriate register by department lab assistant.

5) <u>FOR SPORTS MATERIAL</u>

- Sports department consist of Mainly sports in charge & sports assistant
- Sports material stock is maintained by sports assistant
- Issuing & return of material is maintained in register by sports assistant with prior permission from sports in charge
- Stock is maintained every year with damage nos.
- It is recorded in consumable register by sports assistant
- Some sports material is transferred to hostel for hostellers with prior permission from principal

B) Maintenance of facilities:

- Every In-charge regularly checks the resource available in their custody and verifies its working condition.
- Accordingly report of non-working material is communicated to the respective authority.
- It is forwarded to the Infrastructure In-charge.
- Maintenance In-charge compiles all the complaints and segregates them in urgent and annual maintenance categories.

  The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the concerned authority

All mentioned physical facilities are supported by continuous electrical supply with generator set of adequate power. The gen-set and all supporting activities are well maintained for undisturbed performance.

Institute has established solid waste food treatment plant in the campus for the treatment of solid waste and this is reused for gardening purpose which maintains the greenery in the campus

Further, to simplify the procedure, the complaint registers are maintained in C&M department wherein the concerned faculty/staff/student can entry the requisite problem/complaint and accordingly, the action is taken. A signature is obtained for completion / resolve of the query/complaint.

Disclaimer

The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the institute's discretion with permission of Board of Trustees of HFRC and /or Governing Body.

These policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employee's appointment letter. Either the employee or the Institute may terminate the employment relationship at any time, for any reason.

The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to AY May 2020. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.