



**HOPE FOUNDATION'S
FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI**

STUDENT HANDBOOK

This Student Handbook Belongs to:

Name: _____

Class and Branch: _____ Institute Registration No.: _____

Permanent Address: _____

City: _____ Pin Code: _____ State: _____

Telephone (with STD Code): _____ Student's Mobile No.: _____

Student's Email Address: _____

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I hereby acknowledge the receipt of the Student Handbook and agree to abide by the norms laid by the Institute from time to time.

Student's Signature : _____

Received Date : _____

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MESSAGE FROM THE PRINCIPAL

Dear Students,

I congratulate you to be a part of Finolex Academy of Management and Technology (FAMT) and it gives me immense pleasure in welcoming you on behalf of FAMT.

FAMT has always been striving to inculcate and develop good technical, professional skills and ethical approach amongst the students. To achieve these objectives, the academy has provided you with a healthy academic environment and state of the art facilities.

The student's handbook aims at exploring the facilities available for you in this institute. However, the utilization of facilities comes with responsibility. The institute, therefore, provides you guidelines in the form of this handbook which are to be followed during your entire course. I hope this handbook will also acquaint you with and enable you to adapt to the culture of the institute.

This Student Handbook is perhaps the authentic reference about specific services, policies, and procedures concerning student life at the institute. It will provide answers to most of the questions and concerns you may have regarding student and campus life at FAMT.

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

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

Dr Kaushal Prasad
Principal, FAMT

2. RULES AND REGULATIONS OF THE ACADEMY

1. This Student Handbook applies to all students of FE, SE, TE, BE, ME (Mechanical) and MCA enrolled at the academy.
2. All students admitted to the academy and hostels are subject to the discipline and control of the academy authorities. The students are required to strictly adhere to the rules and regulations that are framed from time to time by the academy authorities. Proper observance of institute discipline, good conduct and participating in extra-curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or a job at the end of the course or for the award of certificates when leaving the academy. In case of breach of discipline, Principal or the constituted authorities of the institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the institute.
3. Property of the academy needs to be carefully handled and looked after so that the students who follow can enjoy the high standards of the environment built up by the trust. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the academy or hostel shall be punishable with penal action and student might be liable for expulsion from the institute.
4. Students are advised to take care of their Identity Cards and should wear it on campus at all times. Every student shall carry his/her identity card and shall produce it whenever asked for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued at a fine of Rs. 200/-. Loss of duplicate Identity Card will attract a fine of Rs. 500/-. Instructions on the Identity Card should be read and followed by all students.
5. Students should not organize for any picnic outside without written permission from the principal.
6. Bags of students will be checked at the main gate of the campus while coming in/going out.
7. Students should declare personal items like Computer, Laptop, etc as well as their vehicles at the Security Office.
8. The Campus Gate opens at 8 a.m. and closes at 6 p.m.in the evening.
9. Notices shall not be pasted on walls nor scribbled on.
10. Ragging is prohibited vide Maharashtra State “Anti-Ragging Act, 1999” as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the academy and hostel shall be immediately

expelled from the academy and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.

11. Smoking, drinking alcohol and use of drugs within the premises of the academy and hostel as well as outside the campus is strictly prohibited.
12. Students shall behave in a disciplined manner and follow all the instructions issued by the principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the academy or hostel. Every student should endeavour to hold the high ideals, the reputation and the prestige of the academy.
13. No student shall take the law into his / her own hands, whatever the circumstances may be. Any violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the principal. The decision of the institute authorities in these matters shall be final.
14. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden.
15. Students are expected to co-operate in ensuring a virus-free environment in the computer system.
16. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
17. Students are required to be aware of all notices that are put up on the Notice Boards.
18. Students are required to appear for all the tests conducted by the academy authorities and submit term work as per prescribed timeline.
19. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of the University of Mumbai. Scholarships will be applicable only to those adhering to the rule.
20. The student shall handle equipment issued to him/her with the utmost care and he/she will be held responsible for any loss or damage caused to the equipment.
21. Students are required to adhere to the dress regulations prescribed by the academy as given below:
 - a. Girls - Skirts / Frocks / Shorts above Knee length are not allowed.
 - b. Boys - Shorts / Trousers above knee length are not allowed.
22. No student shall be permitted to take the University Examination unless he/she has paid all his/her dues to the academy/hostel and his/her progress and his/her conduct and attendance is found satisfactory.

23. Industrial visits and educational tours, as and when arranged by the academy are compulsory for every student. The student will have to bear the full cost of such visits/tours.
24. The academy authorities, under no circumstances, shall accept any liability in respect of an accident, which a student may meet with during his stay on campus, outside the academy or during the educational visit. The students are, therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.
25. If the progress of a student is consistently poor, he/ she may be advised to leave the course with intimation to the parent/guardian.
26. The Principal reserves the right to debar any student for non-payment of the academy/ Hostel dues in time.
27. Use of mobile phones by the students is strictly prohibited during the classes/practicals/exam/library/ official functions of the academy. Mobile phones of students, not adhering to the rule, will be confiscated by academy authorities.
28. The student will always behave in such a manner that the pride of his/her own, his/her family and academy will be always maintained with high dignity.
29. Mass bunking is not allowed in any case and strict disciplinary action will be taken against those found guilty.
30. Students should fill the exam forms and pay the exam fees in the prescribed period itself as notified from time to time.
31. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by the principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging and will be dealt as per the Anti Ragging Act.
32. Students are required to submit a No Dues Certificate from the concerned department, library and other sections as prescribed from time to time, for obtaining Leaving or Transfer Certificate after completion of the course and/or cancellation of admission from the academy. The student is required to pay Rs. 100/- towards the processing charge for LC.
33. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

3. INFORMATION, RULES AND REGULATIONS OF LIBRARY

Library Collection Statistics:

Sr No	Particulars	Total Titles	Volumes
1	Books	6983	35413
2	National Journals	48	
3	Magazines	08	
4	B.E Projects	2056	
5	Newspapers	13	
e-Resources			
1	CDs/DVDs	4128	
2	Springer Three Subject Journals Collection	452	
3	Springer eBook Collection	542	
4	Multimedia-NPTEL Online Lectures	4000	
5	plagiarismcheckerx2019business Software	1	

Timings:

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

Library Services:

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

Services for Divyang:

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

General Rules:

1. The academy Identity Card should always be carried while visiting the library and must be produced whenever asked for.
2. Personal belongings should be kept at the Property Counter. (Valuable material like Cash/ATM/Debit Card/Credit Card/Mobile Phone etc. should be kept with oneself).
3. Readers should maintain silence in the library and should not disturb other readers in any way.
4. Personal books should not be carried inside the library stack room.
5. No material from the library should be taken out without proper issuing/ recording. Any type of violation may lead to disciplinary action.
6. Using a cellular phone is strictly prohibited.
7. The library material must be handled with utmost care.
8. Issued materials should be protected from rain, dust, insects, etc.

Membership Rules:

1. All students should enroll as members after which they can borrow books from the library. Each member can borrow two books at a time against borrower's ticket (Library Card).
2. A member can borrow one book against Identity Card after 4.30 p.m. and return the same on the next day before 9.30 a.m. as a part of the overnight issue.
3. No user is eligible to borrow documents from the library on behalf of someone else.
4. Eligible students should get their library cards renewed every year.
5. Misbehaviour and improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
6. If any member is found misusing/mutilating/stealing/cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facility.

7. Circulation Policy:

1. Books will be issued for duration of 15 days, on the specific days allotted to each branch for the transaction of books.
2. Users should check the physical condition of a book while borrowing it.
3. Nothing should be written anywhere in the book. The borrower is responsible for the return of the book in good condition.

4. In case of a lost book/library card, it should be reported immediately in writing to the librarian.
5. If a book is lost or torn or damaged, an amount equal to double the cost of books plus Rs. 50/- towards purchasing charges or replacement copy will be recovered from the borrower. Refunding compensation money may not be possible if the lost book is found later. If the lost book is part of a set or series they may be called upon to replace the whole set or series. If the lost book is untraceable in the market or out of print, the Library Committee reserves the right to decide appropriate penalty.
6. No book shall be returned on the day of issue.
7. Request for a particular book can be made by filling up demand slip available in the library.
8. The borrower should bring the material physically to the library for renewal.
9. A document issued may be renewed provided there is no pending reservation against it.
10. Reference books can be used in the library against Identity Card. Various Project Reports, national & international journals, University Question Papers, Competitive Examination Materials, and Bound Volumes of Periodicals are available for reference.
11. Books/ Journals/ Magazines/Newspapers are to be kept back in their respective places after use.
12. Magazines and Compact Discs of various books, and journals are also issued on demand.
13. Book Bank Facility for SC/ ST students is available.
14. Issue of books will be stopped after completion of an examination. Mark sheets will not be issued without clearance from the library.
15. An issued book may be recalled any time before the due date if there is a genuine urgent requirement by another member.
16. If a book is not returned to the Library when due, an overdue will be charged.
17. Users are responsible for complying with the copyright act while photocopying library document.

4. TRAINING AND PLACEMENT CELL - INFORMATION AND RULES

Training and Placement Cell of FAMT has been constituted for enabling the students to be efficient professionals. T&P Cell has designed a 100-points activity called 'Exponential Career Path' (ECP) which includes various activities that the students are expected to complete within the given time frame. These activities include the student's performance in academics, English language, knowledge of foreign languages, small projects, industrial visits, internships, training programs etc., which are to be done after college hours, during vacation, and a few during college hours.

T&P Admission Process:

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

T&P Policy:

The Training and Placement Cell has designed the placement drive in four elements:

1. Before Placement (In-house preparations),
2. Pre-placement Talk by the concerned company/ industry,
3. Placement Process, and
4. Post-placement communication between the student and T&P Office.

The details are as follow:

❖ Before –Placement:

The Training and Placement Cell has designed in-house preparations for the students in and off-campus.

1. All students will undergo career counseling workshops, however, if needed one to one counseling may be carried out.
2. A survey of students will be conducted to understand their interest in and ambition for industry placement. The student must mention the type of industry based on his/ her area of interest.
3. The interested students among the shortlisted will have to give an undertaking before enrollment to T&P Cell.
4. The attendance for pre-placement training should be a minimum of 90% and it will be a pre-requisite for the enrolled students.
5. The enrolled students will have to undergo the following workshops on-

- a. Resume building
 - b. Aptitude Test Preparation
 - c. Group Discussion preparations
 - d. Technical and Personal Interview preparations
6. The Training and Placement Cell will prepare the database of potential students from each department with the following criteria:
 - a. Attendance in pre-placement programs
 - b. Status of the competency development in attended workshops
 - c. Code of conduct and character
 - d. Curricular (academic) and Extracurricular achievements
 - e. Special achievements (Project work/ paper presentations/ Quiz/Competitions) etc.
 7. Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator.
 8. Students must be formally dressed and should wear the College ID card whenever they participate in any sort of interaction with a company.
 9. Students should always keep two passport size colour photographs, original/attested copies of certificates and two copies of resume with them.

❖ **Pre-Placement Talks (PPT):**

1. Only those students will be permitted for the PPT, who qualifies the requirements of the company, endorsed by the Training and Placement Cell.
2. Students interested in a particular company must attend its PPT without fail.
3. Only those students who have attended a particular PPT will be eligible to apply for that company.
4. Students must clarify details regarding job profile, place of work, bond details, salary break-up etc. with the companies during PPT.
5. Students cannot decide voluntarily to drop from the selection process of a particular company, after attending its PPT without informing the Placement Cell.

❖ **Placement Process:**

1. Each shortlisted student will be given a maximum of two attempts in the campus placement drive. The second attempt will only be allowed if,
 - a. 50% of the students are absorbed in the placement drive, and
 - b. The annual package offered by the company is 2.5 times more than the offer received in the first attempt.
2. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately amid a selection process will be disqualified from placement for the rest of the academic year.
3. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

❖ Post Placement Process:

1. If a student receives an offer from the company, he needs to inform and submit a copy of the offer letter to the T&P Cell immediately.
2. The selected student needs to update the joining and induction plan to the T&P Cell and advised to continue till his stipulated training duration with the concerned company.
3. If students decide not to join the company, he/she should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Cell.

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

Training & Placement Officer: Prof. Kishor R. Bhosale

Email: tnp@famt.ac.in

Landline: 02352-229212

5. FACILITIES AT THE ACADEMY

Student Facility Centre:

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

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

ERP System:

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

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

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

Medical Services:

It is a policy of the academy to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/ First Aid medical emergency. All external hospital/ consultation medical expenses will have to be borne by the students themselves. The following Preliminary/ First Aid Medical facilities are available on campus:

1. The academy maintains **FIRST AID (ONLY)** medical kits for emergencies at the Medical Centre and with the Hostel Administrator's office.
2. Individual consultancy with any external medical practitioner/hospitalization/treatments would be at the personal liability/risk of individual students and the academy will not be responsible for any consequences thereof.

3. The academy has a Medical Room where a doctor will be available on call and has tie-up with an ambulance service.
4. The academy provides various facilities for physically challenged such as a ramp, wheelchair, and washrooms.

Identity Card:

Each student of Finolex Academy of Management and Technology (FAMT) is given an Identity Card, which he/she is required to carry and prominently display at all times while on campus. The ID card will bear the student's name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID Card to the academy administrator on:

- a. Withdrawal from the program
- b. Clearance on completion of the program

Wireless Network:

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

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

Online Payment:

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

6. PROCEDURES FOR STUDENT SERVICES

Procedure for Anti Ragging Form:

- i. The student must fill up an online Anti Ragging Form from www.amanmovement.org and take a print out of student and parents undertaking.
- ii. The student must submit duly signed undertakings to the Student Facility Centre within the given period.
- iii. Student Service Section maintains all undertakings of students in the students' file.

Procedure for Identity Card Renewal:

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

Procedure for Scholarship:

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

Procedure for Issuing Certificates:

- i. The student has to apply in the requisite form by paying the processing fee to issue various certificates (Bonafide certificate, fee structure etc.) at the Student Service Counter.
- ii. After receiving requisition from the student, the Division Clerk will prepare the requisite certificate by verifying the student data and will issue the certificate to the student.

Procedure for Leaving Certificate:

- i. The student has to apply in person for Leaving Certificate either after completion of his/her course work and declaration of result or cancellation of admission.
- ii. The procedure of Leaving Certificate after successful completion of the course is as follows:

- a. The student has to take clearance from various sections (HOD, library, sports section, canteen, account, scholarship, examination etc.) in the requisite format.
 - b. The student has to pay the processing charges of Rs. 10/- in the Accounts Section and submit requisition along with the mark sheets of previous semesters, the receipt of processing charges and the Clearance Form to the Student Service Counter.
 - c. After receiving requisition from the student, the Student Service Section will issue the Leaving Certificate to the student with an acknowledgement on a photocopy of Leaving Certificate.
 - d. Student's Leaving Certificate will be verified by the Registrar and approved by the principal.
- iii. The procedure of Leaving Certificate after the cancellation of admission is as follows:
- a. A student, who wishes to cancel his/her admission, has to personally submit requisition form along with consent letter of parents.
 - b. The student has to take clearance from various sections (HOD, library, sports section, canteen, account, scholarship, examination etc.).
 - c. The student has to pay a processing fee of Rs. 10/- in the accounts section and submit requisition form along with receipt of processing fee and clearance form to the Student Service Counter.
 - d. After receiving requisition from the student, the Student Service Section will issue the Leaving Certificate to the student with an acknowledgement on a photocopy of the Leaving Certificate.

Procedure for Migration Certificate:

- i. Student should download the application from the University of Mumbai website.
- ii. The student has to fill the application form and submit it to the Student Section Counter along with attached copies of mark sheets of SSC, HSC and 1st to 8th semester, Leaving Certificate, and University admission confirmation letter.
- iii. The student has to pay the Migration Certificate charges of Rs.220 by DD in favour of 'Finance and Accounts Officer, University of Mumbai' payable at Mumbai and processing fee of Rs. 230/- by cash in the Accounts Section.
- iv. The student has to submit a requisition form along with the required documents and fee receipt to the Student Service Counter.
- v. The Student Service Counter will forward the duly signed application by the Principal to the Migration Certificate section of University of Mumbai.

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

- i. Cancellation of admission and refund of fees will be as per the guidelines and directions of DTE, Government of Maharashtra only.
- ii. Student must submit the application for cancellation in person.
- iii. Original documents will be returned immediately provided all the formalities are cleared and there are no financial dues from student.
- iv. Student has to obtain a clearance certificate from all departments viz., Library, Canteen, Hostel, office before cancellation of admission.

- v. Cancellation charges will be as per norms as laid down by Fee Regulating Authority and/or Competent Authority.
- vi. Refund of fees, if any, will be made by account payee cheque in favour of the candidate's parents within 8 days from the date of cancellation of admission.

7. ANTI RAGGING POLICY

Ragging in any form is completely banned by the academy.

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009 dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by spoken or written words or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The institute will act as per the regulation for handling the Ragging.

What constitutes Ragging?

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

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, and public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions and universities including Deemed to be University imparting technical education:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institute authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, concerning punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institute level shall be anyone or any combination of the following:
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship/fellowship and other benefits
 - d. Debarring from appearing in any test/examination or other evaluation processes
 - e. Withholding results
 - f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g. Suspension/expulsion from the hostel
 - h. Rustication from the institution for period ranging from 1 to 4 semesters

- 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.

8. COMMITTEES, CELLS AND ASSOCIATIONS

❖ ANTI-RAGGING COMMITTEE

According to the Raghavan Committee constituted by Hon'ble Supreme Court regarding Anti Ragging Act, ragging is prohibited within or outside of the academy and hostel. As per AICTE guidelines, every year an anti-ragging affidavit is taken from the students of our academy. Anti-ragging Committee members are as follows:

Sr No.	Name of the Authority	Designation	Representative from	Mobile
1.	Dr Kaushal Prasad	Principal	Head of Institute	9405723887
2.	Mr Vinod B. Bhitale	---	Police Administration	9970271905
3.	Mr Dattaprasanna Kulkarni	---	Local Media	9922416063
4.	Mrs Sandhya K. Sukhatankar	---	Advocate & Social Activiti	9422595707
5.	Dr S. S. Goilkar	Dean – R & D	Faculty	9405742397
6.	Dr S. B. Kulkarni	Dean – Faculty		9422430542
7.	Dr M. S. Kirkire	Dean – Academics & HoD Mechanical Engineering		9960456081
8.	Dr. Y. G. Mulye	HoD – Sci & Hum		9422564621
9.	Dr. V. A. Bharadi	HoD, Information Technology		9819125676
10.	Dr. S. V. Chougule	HoD, Electronics & Telecommunication Engineering		9421142531
11.	Prof. T. V. Joshi	HoD, MCA		9423875415
12.	Prof V. V. Nimbalkar	HoD, Computer Science Engineering		9423290580
13.	Dr. S. D. Chawda	HoD, Electrical Engineering		8149194778
14.	Dr. N. G. Kanse	HoD, Chemical Engineering		9960835696
15.	Prof. M. N. Tagare	Faculty In charge, Alumni		9422430432
16.	Prof. D. D. Joshi	Faculty In charge, Student Affairs		9420052230
17.	Mr. G. D. Targaonkar	Registrar	Non-Teaching Staff	9422618708
18.	Prof. V. M. Kulkarni	Asst. Prof., Sci & Humanities		9423875011
19.	Prof. S. A. Powar	Asst. Professor, IT Dept.		9765810470
20.	Prof. V. Murali Mohan	Associate Professor,		9423291789

		Mechanical and Warden		
21.	Prof. V. S. Bagade	Assistant Professor, Mechanical and Asst. Warden-Boys		9823123845
22.	Prof. S. Sakareswari	Asst. Professor, IT and Asst. Warden – Girls		9423297439
23.	Mr. Chandrashekhar Shinde	Parent of First Year student	Parents	9822101673
24.	Mr. Ninad G. Shinde	Parent of First Year student	Parents	8275454855
25.	Ms. Avanee M Athawale	FE Electrical	FE Student	9552929425
26.	Mr. Shubham S Kotwadekar	FE Student	FE Student	7263909307
27.	Ms. Poonam S. Pokale	TE Student	Senor Student	9423018284
28.	Mr. Om D. Vichare	TE Mechanical	Senor Student	7887571429

❖ WOMEN DEVELOPMENT CELL

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

No	Name	Department	Designation in WDC
01	Dr Kaushal Prasad	Mechanical Engineering	President
02	Mrs Abhilasha S. Jadhav	Mechanical Engineering	Chair Person with Convener
03	Mrs. Gayatri M. Kirkire	Mechanical Engineering	Co-Convener
04	Ms Vrishali V. Nimbalkar	Computer Science Engineering	Teaching staff representative
05	Mrs Neha A. Marathe	Electronics & Telecommunication Engineering	
06	Ms S. Sankeshwari	Information Technology	
07	Ms Harshada U. Salvi	MCA	
08	Mr Tejas S. Narvekar	Administration	Non-Teaching staff representative
09	Mr Milind M. Kolhatkar	Administration	
10	Mr Ajay V. Peje	System Department	
11	Mrs. Pratiksha P. Nevarekar	Library	
12	Mrs. Aditi A. Deshpande	Local NGO - Chiplun	Local Representative

❖ INTERNAL COMPLAINT COMMITTEE

Sr. No.	Name	Designation	Representative from	Contact No.
1.	Dr. Sharada V. Chougule	Presiding Officer / Convener	Institute	9421142531
2.	Mrs Vrinda M. Kulkarni	Secretary	Institute	9423875011
3.	Mrs Darshna M. Bapat	Member	Institute	9420051357
4.	Mr. Gajanan D. Targaonkar	Member	Institute	9422618708
4.	Mr. Milind M. Kolhatkar	Member	Institute	9423875371
5.	Mrs. Aditi A. Deshpande	Member (NGO)	NGO / Person familiar with the issues related to sexual harassment	9403460554

❖ COMMITTEE FOR SC/ ST

Sr. No.	Name	Designation	Contact No.
1.	Mr V.S. Bagade	Chairperson	9823123845
2.	Mrs S.A. Powar	Member	9765810470
3.	Mr D.S. Nangare	Member	7083365467
4.	Mr K.R. Bhosale	Member	9970246404
5.	Mr S.B. Bobade	Member	8888952450

❖ FAMT ISTE CHAPTER

The Indian Society for Technical Education (ISTE) is a national, non-profit organization registered under the Societies Registration Act, 1860. ISTE has its Students' Chapters in many colleges across the country. A similar Students' Chapter has been established in the FAMT- FAMT ISTE Students' Chapter. It aims at encouraging the students to carry out co-curricular activities which lead to their overall development. Membership of FAMT ISTE Students' Chapter is compulsory to all FAMT students. The ISTE chapter organizes and manages various events in the academy like Brainwaves, Teachers' Day, Engineers' Day, and many such events.

The academy has officially appointed counselors who can address students' academic as well as personal concerns.

❖ **FAMT STUDENTS' COUNCIL**

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

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

❖ STUDENTS' ASSOCIATIONS AND COMMITTEES AT THE ACADEMY

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

Sr. No.	Name of the Society/ Association	Coordinator/In-charge	Email
1	Mechanical Engineering Students Association (MESA)	Prof. T. V Kavtakar	tushar.kavatkar@famt.ac.in
2	Electrical Engineering Students Association (EESA)	Prof. M. S. Modak	mangesh.modak@famt.ac.in
3	Association Computer Science Engineering Students (ACSES)	Prof. A. N. Shetye	akshay.shetye@famt.ac.in
4	Association for Computing Machinery (ACM) Students Chapter	Prof. S. S. Tolye	shashank.tolye@famt.ac.in
5	Students' Association of MCA (SAM)	Prof. R. V. Kotwadekar	rahul.kotawadekar@famt.ac.in
6	Association of Students of Electronics and Telecommunication Engineering (ASENT)	Prof. A. S. Chavan	asmita.chavan@famt.ac.in
7	Association of Chemical Engineering Students (ACES)	Prof. S. B. Bobade	shrikrisna.bobde@famt.ac.in
8	First-Year Engineering Students' Association (FESA)	Prof. D. S. Nangare	dhammapal.nangare@famt.ac.in
9	Indian Society of Heating, Refrigerating and Air Conditioning Engineers (ISHRAE) Students Chapter	Prof. V. S. Bagade & Prof. S. U. Mayekar	ishraefamchapter@famt.ac.in
10	American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Students Chapter	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
11	Fire & Security Association of India (FSAI)	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
12	American Society of Mechanical Engineers	Prof. H. V. Chavan	hemant.chavan@famt.ac.in
13	Innovation and Entrepreneurship Development Cell	Prof. J. J. Mane	jayant.mane@famt.ac.in
14	Research Development and Consultancy Cell	Dr. S. S. Goilkar	deanrd@famt.ac.in
15	NPTEL Local Chapter	Dr. V. A. Bharadi Prof. A. B. Vartak	hodit@famt.ac.in ashish.vartak@famt.ac.in
16	Coursera	Prof. P. P. Thakur	pranav.thakur@famt.ac.in

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

9. PRIZES AND SCHOLARSHIPS

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

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

Besides, there are various scholarship schemes of the Maharashtra State Government as well as the Central Government. Deserving and eligible students can take benefit of these scholarships by applying through proper channel. Some of the scholarships are:

1. Maharashtra State Government- Post Matric Scholarship Scheme (Freeship and Scholarship) for special category students (SC, ST, OBC, SBC, VJ/ NT/ DT)
2. Maharashtra State Government- Economically Backward Class Scheme for economically backward students in an open category whose parents' annual income is less than Rs. 1,00,000/-.
3. Maharashtra State Government- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian, Parsi and Jain.
4. Central Government of India- Minority Community Scholarship Scheme for minority community students like Muslim, Sikh, Buddhist, Christian and Parsi.
5. Mumbai University- Scholarship for needy and financially backward students.
6. Special Scholarship Scheme for Jammu and Kashmir Students- Government of India has announced this scholarship to encourage Jammu & Kashmir students to pursue higher studies outside of the state.

For more information regarding scholarships, eligible students may contact:

Mr Milind Kolhatkar,
Students Facility Center, FAMT

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

10. OTHER GENERAL INFORMATION

I. Policy on Non-Discrimination:

Finolex Academy of Management and Technology (FAMT) does not discriminate based on age, marital status, nationality, ethnic/cultural background or religion.

II. Grievances

Students are to take up their grievances individually (not in groups) to the Head of the Grievance Committee, and thereafter follow a prescribed hierarchy for having his/her grievance addressed. The Grievance Committee is constituted for this purpose. Any group/mass representation would be treated invalid and the institute is in no way accountable /answerable to any such mass/group grievance and/or representations. Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal.

III. Safety

A. Personal Safety

Student is responsible for his/her safety either on-campus or off-campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their INDIVIDUAL RESPONSIBILITY. The institute would not in any way be responsible for any untoward/unforeseen incidence.

B. Fire Safety

Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

IV. Disclaimer

Finolex Academy of Management and Technology (FAMT) Student Handbook is a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of the information, FAMT reserves the exclusive right to revise, amend or change items set forth in the Student Handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the institute.

Rules and Regulations mentioned in the Student Handbook apply to all students on FAMT campus. In case of any discrepancy, the decision of the principal will be final and binding on all. Any similar norms mentioned in other Handbooks are purely coincidental.

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

11. IMPORTANT OFFICE CONTACTS

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

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

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

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