



**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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VISION & MISSION

Vision

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

Mission

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

MESSAGE FROM THE PRINCIPAL

Dear Students,

I congratulate you on being part of Finolex Academy of Management and Technology (FAMT), and it gives me immense pleasure to welcome you on behalf of FAMT.

FAMT has always been striving to inculcate and develop good technical, professional skills and an 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 to explore the facilities available to you in this institute. However, the utilisation of facilities comes with responsibility. The institute, therefore, provides you with guidelines in the form of this handbook, which are to be followed during your entire course. I hope this handbook will also acquaint you with and enable you to adapt to the culture of the institute.

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

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

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

Dr Kaushal Prasad
Principal, FAMT

3. RULES AND REGULATIONS OF THE ACADEMY

1. This Student Handbook applies to all students of the academy on rolls for AY 2025-26.
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, the Principal or the constituted authorities of the institute shall have the 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 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 the 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 an Identity Card must be promptly reported. Duplicate Identity Card will be issued at a fine of Rs. 200/-. Loss of a 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 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 a computer, a 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 the Honourable Supreme Court of India.

11. It is compulsory of every student to register Anti-Ragging Affidavit through online mode as described in the section 9 of this handbook
12. Smoking, drinking alcohol and use of drugs within the premises of the academy and hostel, as well as outside the campus, is strictly prohibited.
13. 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.
14. No student shall take the law into his/ her own hands, whatever the circumstances may be. Any violence by the student or 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 on these matters shall be final.
15. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden.
16. Students are expected to cooperate in ensuring a virus-free environment in the computer system.
17. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
18. Students are required to be aware of all notices that are put up on the Notice Boards.
19. Students are required to appear for all the tests conducted by the academy authorities and submit term work as per the prescribed timeline.
20. 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.
21. 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.
22. 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.
23. 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 are found satisfactory.

24. 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.
25. 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.
26. If the progress of a student is consistently poor, he/ she may be advised to leave the course with intimation to the parent/guardian.
27. The principal reserves the right to debar any student for non-payment of the academy/ Hostel dues on time.
28. Use of mobile phones by the students is strictly prohibited during classes/practical/exam/library/ official functions of the academy. Mobile phones of students, not adhering to the rule, will be confiscated by the academy authorities.
29. The student will always behave in such a manner that the pride of his/her own, his/her family and the academy will always be maintained with high dignity.
30. Mass bunking is not allowed in any case, and strict disciplinary action will be taken against those found guilty.
31. Students should fill in the exam forms and pay the exam fees in the prescribed period itself, as notified from time to time.
32. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission from 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 with as per the Anti-Ragging Act.
33. 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 a Leaving or Transfer Certificate after completion of the course and/or cancellation of admission from the academy. The student is required to pay Rs. 10/- towards the processing charge for the Leaving /Transfer Certificate.
34. The Management/Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

4. INFORMATION, RULES AND REGULATIONS OF THE LIBRARY

Library Collection Statistics:

Sr No	Particulars	Total Titles	Volumes
1	Books	7510	37443
2	National Periodicals	08	
3	B.E Projects	2494	
4	Newspapers	14	
e-Resources			
1	CDs/DVDs	4418	
2	Springer Three Subject Journals Collection	510	
3	Springer eBook Collection	920	
4	Multimedia-NPTEL Online Lectures	4TB HDD	
5	DrillBit Pro Plagiarism Checking Software	1	

Timings:

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

Library Services:

- Lending service
- Reference service
- Reading room facility
- Internet service
- Web-OPAC
- Open Access System for all readers
- Extended timing up to 8.30 p.m. during the examination period
- Information Literacy & Library Orientation
- Eklavya Centre – NPTEL Online Lectures
- Access to e-Resources
- Competitive Examination Section
- Plagiarism Checking Facility

Services for Divyang:

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

SC/ST Book Bank Facility:

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

Online Journals demand:

The e-resources like Springer, three subject collections are available for the users. Library users can access the e-resources through an IP address. In case students need research papers for their research work, it will be provided as per demand.

Procedure for book request / additional copies, or new book

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

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 five books at a time against their borrower's ticket (Library Card).
2. A member can borrow one book against their Identity Card after 4.30 p.m. and return the same on the next day before 9.30 a.m. as 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.

Circulation Policy:

1. Books will be issued for a duration of 15 days.
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, torn, or damaged, the maximum fine will be 1.5 times the current market price of the book or a 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 on an appropriate penalty.
6. No book shall be returned on the day of issue.
 7. A 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 with an 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 the completion of an examination. Mark sheets will not be issued without clearance from the library.
 15. An issued book may be recalled at 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 fee will be charged.
 17. Users are responsible for complying with the copyright act while photocopying a library document.

Library Fine: The details of the penalty are given below:

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

The maximum penalty charge will be 1.5 times the cost of the book. If the book is lost, the maximum penalty charge will be 1.5 times the book's current market price.

5. TRAINING AND PLACEMENT CELL - INFORMATION AND RULES

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

T&P Process:

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

❖ 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 counselling workshops; however, if needed, one-to-one counselling 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 in the T&P Cell.
4. The attendance for pre-placement training should be a minimum of 90%, and it will be a prerequisite 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 through 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 their resume with them.

❖ **Pre-Placement Talks (PPT):**

- 1. Only those students will be permitted for the PPT who qualify for 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 voluntarily drop from the selection process of a particular company after attending its PPT without informing the Placement Cell.

❖ **Placement Process:**

- 1. Each shortlisted student will be given a maximum of two attempts in the campus placement drive. The second attempt will only be allowed if,
 - a. 50% of the students are absorbed in the placement drive, and
 - b. The annual package offered by the company is 1.5 times more than the offer received on 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 during 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 is advised to continue till his stipulated training duration with the concerned company.
3. If students decide not to join the company, he/she should inform the company in writing with valid reasons as early as possible. They are also required to submit a copy of that letter to the Placement Cell.

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

Training & Placement Policy

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

1. **Skill Development:** CSR training programs conducted by GTT, Barclays, and Rubicon focus on enhancing the skills and knowledge of engineering students. These programs typically cover technical skills relevant to the engineering field, such as programming languages, software development, project management, data analysis, and more. By participating in these training programs, students can acquire valuable skills that are highly sought after by employers in the engineering industry.
2. **Industry Exposure:** GTT, Barclays, and Rubicon often collaborate with leading companies and professionals in the engineering sector to deliver their CSR training programs. This collaboration provides engineering students with opportunities to interact with industry experts, gain insights into real-world projects, and understand the practical application of engineering concepts. Exposure to industry professionals can be instrumental in shaping students' career paths and increasing their employability.
3. **Networking Opportunities:** Participating in CSR training programs can enable engineering students to build a strong professional network. Through interactions with trainers, industry experts, and fellow participants, students can establish connections that may prove beneficial for their future career prospects. Networking can lead to internships, job opportunities, mentorship, and valuable industry contacts, allowing students to stay updated with the latest trends and opportunities in the engineering field.
4. **Enhanced Employability:** CSR training programs offered by GTT, Barclays, and Rubicon aim to bridge the gap between academic knowledge and industry requirements. By gaining relevant skills and exposure, engineering students can significantly enhance their employability. Employers often value candidates who have undergone additional training beyond their regular curriculum, as it demonstrates initiative, dedication, and a proactive attitude towards professional development.
5. **Social Impact:** CSR training programs focus on creating a positive impact on society by empowering students and enhancing their skills. By participating in these programs, engineering students not only gain personal benefits but also contribute to the larger goal of social development. This aspect of CSR training can foster a sense of social

responsibility among students, encouraging them to use their engineering skills for the betterment of society. The students who completed CSR trainings provided by GTT (Global Talent Track), Barclays, and Rubicon were hired by various multinational companies.

Training & Placement Officer: Prof. Kishor R. Bhosale

Email: tnp@famt.ac.in

6. FACILITIES AT THE ACADEMY

Student Facility Centre:

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

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

ERP System:

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

Vmedulife 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 ERP 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



Students can access the ERP System via the website or mobile app. To log in, click the link to open the website: <https://portal.vmedulife.com/public/auth/#/login/finolex-amt-ratnagiri>

Identity Card:

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

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

Wireless Network:

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

- a. To register for the campus wireless network, students should contact the network administrator and follow the procedure.
- b. Students can use this facility for two hours per day.
- c. Login period is from 9.15 am to 5.15 pm.
- d. Simultaneous login is not allowed.
- e. Websites having objectionable content are blocked through the 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 Razorpay (Linked with the ERP System). All the students are hereby expected to use the facility for all financial transactions.

Medical Services:

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

1. The academy maintains only **FIRST AID Kits** for emergencies at the Medical Centre, all academic blocks and with the Hostel Administrator's office.
2. Individual consultancy with any external medical practitioner/hospitalization/treatments would be at the personal liability/risk of individual students, and the academy will not be responsible for any consequences thereof.
3. The academy has a Medical Room where a doctor will be available on call and has a tie-up with an ambulance service.

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

7. PROCEDURES FOR STUDENT SERVICES

1. Procedure for Anti-Ragging Form:

- a. The student must fill out an online Anti-Ragging Affidavit on www.antiragging.in.
- b. The detailed procedure for the same is elaborated in the Section 9 of this handbook.

2. Procedure for Identity Card Renewal:

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

3. Procedure for Scholarship:

- a. Students are required to adhere to the timelines, notices and other norms issued from time to time.
- b. It is sole responsibility of the student to apply for scholarship / freeship as per norms and within the due date.
- c. Eligibility criteria for applying for different scholarships are strictly followed.
- d. Circulars regarding dates of application, eligibility criteria and application procedures are notified to the students through noticeboards and/or through online communication..
- e. Students are required to check the same in their own interest.
- f. Records of the scholarship is maintained.
- g. The data/ statistics of the scholarship is analyzed.
- h. It is audited by the government authorities.

4. Procedure for Issuing Certificates:

- a. Students may apply for certificates through the ERP System.
- b. Log in to ERP System VMEdulife using your Login ID and password.
- c. Online Certificates requests are available only for –
 - a. Bonafide Certificate
 - b. Expenditure Certificate (Fee Structure / Quotation for all years)
 - c. Demand Letter for DD (Fee Structure for Current Year only)
 - d. Hostel Certificate
- d. For other than the above certificates, students may visit Counter Number 7 at Student Facility Centre 2 (SFC-2).
- e. For special certificates (required by Government Authorities & others), students may submit the specified format at Counter Number 7 at Student Facility Centre 2 (SFC-2).
- f. Certificates will be issued within one working day.

5. Procedure for Leaving Certificate:

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

6. Procedure for Migration Certificate:

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

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

- a. Cancellation of admission and refund of fees will be as per the guidelines and directions of the Competent Authority, Government of Maharashtra, only.
- b. Student must submit the application for cancellation in person.

- c. Original documents will be returned immediately, provided all the formalities are cleared up, and there are no financial dues from the student.
- d. Student must obtain a clearance certificate from all departments, viz., Library, Canteen, Hostel, and office, before cancellation of admission.
- e. Cancellation charges will be as per norms as laid down by the Fee Regulating Authority and/or Competent Authority.
- f. Refund of fees, if any, will be made by account payee cheque in favour of the candidate's parents within 8 days from the date of cancellation of admission.

8. Procedure for Returning Student's Original Documents:

Original documents (Except Leaving Certificate) collected during the FE Engineering /FYMCA admission process will be returned to the student/parent after verification from the Government authorities.

Students are advised to initiate the following procedure of recollecting original documents in the second year of their course tenure.

- a. Write a request letter addressed to the Registrar for collecting the Original Documents.
- b. Get the remarks from the Registrar, FAMT from the Main Office.
- c. Get the signatures of the verifying officer on the application from Counter Number 1 or 2 in the Student Facility Centre (Main Office).
- d. Submit the application and collect the original documents from Counter Number 6 (Student Facility Centre-2).
- e. Check the original documents received and make sure that all documents are received correctly.

9. Student Charter:

Sr. No.	Particulars	Charges (Rs.)	Service Duration (in days)
1	Final clearance / No dues certificate and Transfer Certificate	10/-	1
2	Duplicate Identity Card: First Time (Rs. 200/- Fine + Rs. 20/- I Card)	220/-	1
3	Duplicate Receipt	20/-	1
4	Duplicate Mark sheet	200/-	2
5	Certificate on FAMT Letter Head (E.g.– Appearing, Address Proof, Fee Structure, etc.)	30/-	1
6	Bonafide Certificate	20/-	1
7	Transcripts: a. First Set b. Additional Sets (Per Set)	1000/- 200/-	15
8	Migration Certificate a. Student directly pays to the university b. If the institute processes on behalf of the student and pays the university	220/- 450/-	30
9	Duplicate Leaving Certificate	2000/-	4

8. Honors and Minor Courses

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

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

1. Data Science
2. Artificial Intelligence and Machine Learning

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

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

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

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

- a. If a student of the Electronics and Telecommunication Engineering course completes honors and minor course in Artificial Intelligence and Machine Learning shall get a degree as B.E. Electronics and Telecommunication Engineering with minors in Artificial Intelligence and Machine Learning.
- b. If a student of the Mechanical Engineering course completes an honors and a minor course in Data Science shall get a degree as B.E. Mechanical Engineering with Honors in Data Science.

9. ANTI-RAGGING POLICY

Ragging in any form is completely banned by the academy.

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

What constitutes Ragging?

Ragging constitutes one or more 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 of any 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 sadistic pleasure or show 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 indulging in ragging has to be exemplary and justifiably harsh to act as a deterrent against the 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 the 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 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 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 a 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.

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

Online Anti-ragging Undertaking website: <https://www.antiragging.in>

Anti – Ragging Helpline No: 1800 180 5522

Name of College Nodal Officer:	Mr. V. S. Bagade Assistant Professor, Mechanical Engineering Department
Contact No:	9823123845
Email:	nar@famt.ac.in

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

Anti-Ragging Undertaking Reference no:

Procedure for Students to File Anti-Ragging Affidavit:

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

Anti Ragging - How to Fill Undertaking is described as follows and is also available on the website: <https://antiragging.in/>

Step 1 Visit website: <https://antiragging.in> → Go to Forms → Student Undertaking

The screenshot shows the website <https://antiragging.in/> with the following content:

- Header: Ministry of Education, Government of India. Navigation links: Undertaking, Forms, Information, Advisory, IEC KIT, Anti Ragging Day & Week, Videos.
- Breadcrumb: **YOU ARE GOING TO FILL AN UNDERTAKING FOR ANTIRAGGING**
- Video links:
 - How Ragging is Defined and What Constitutes Ragging
 - How to Fill Anti-Ragging Undertaking
 - How to Access Anti-Ragging Website by Students
- TO BE FILLED BY A STUDENT**
 - Fields marked with * are Mandatory.
 - * If you do not have an E mail address please create one before you fill this form.
 - * If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers or email of their friends or relations or neighbours.
 - * If you do not have a mobile number, then please give the mobile number of your friend of the same college.
- Instructions: After filling out this form successfully, you can download the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking from Website. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.
- Note: **Please note that the student will not receive pdf undertaking and he/she is not required to print & sign them as it used to be in the earlier case**
- Section: **Choose your Educational Institution Type** (Follow "For Help")
 - College
 - Standalone Institution
 - University
- Message: After successfully submission of your Undertaking Form, you will receive your **REFERENCE NUMBER**
- Link: You can use that to **DOWNLOAD YOUR UNDERTAKING**
- Footnote:
 - ** College :- Colleges that are affiliated with any university. (Any Regular college)
 - ** Standalone Institution :- Institutions which are not dependent on any university (Teacher Training, Nursing etc)
 - ** University :- Universities that provide courses without any colleges. (Same as Regular Courses without any colleges.)

Step 2: Choose your Educational Institute Type → College → Following screen will appear→

Fields marked with * are Mandatory.

Student's Details

First Name *	Middle Name (optional)	Surname / Last Name *
First Name	Middle Name	Surname / Last Name
Mobile Number (+91)*	Email*	Gender *
Mobile Number	Email ID	Male
City*	State*	Select Nationality*
City	Select State	Indian

Parent / Guardian Details

Parent / Guardian Name*	Parent / Guardian Phone Number (+91)*	Parent / Guardian Email*
Parent/Guardian name	Parent phone number	Parent/Guardian Email
Parent / Guardian City*	Parent / Guardian State*	Parent / Guardian address*
Parent/Guardian City	Select State	Drag from the bottom right corner to expand

Student's Details	
First Name *	Student's First Name
Middle Name	Student's Father / Husband name
Surname / Last Name *	Student's Surname / Last Name
Mobile Number*	Student's Mobile Number
Email*	Student's active email id
Gender *	Student's Gender (Male/Female/Other)
City*	Student's Permanent Address City
State*	Student's Permanent Address State
Nationality *	Indian
Parent / Guardian Details	
Parent / Guardian Name *	Student's Parent / Guardian Full Name
Parent / Guardian Phone Number*	Student's Parent / Guardian Mobile No in India
Parent/Guardian Email*	Student's Parent / Guardian Email
Parent / Guardian City*	Student's Parent / Guardian permanent address City
Parent/ Guardian State*	Student's Parent / Guardian permanent address State
Parent/Guardian address*	Full permanent address of Student's Parent/Guardian (You can drag box from bottom right corner to accommodate full address)

College and Course Details

State in which college is based*
MAHARASHTRA

College name (Select College state first)*
Finolex Academy of Management & Technology (C-34021)

Your College Details

College Code	C-34021
College Name	Finolex Academy of Management & Technology
University Code	U-0318
University Name	University of Mumbai

Select College first and then fill the following as per the College details

College Director's Name *
Dr. Kaushal Prasad

College Phone Number (+91)*
9422618708

College Landline Number (Optional)
College Landline Number

Details of the course (UG/PG/Diploma)*
Under Graduate Degree

Name of the Course *
Bachelor of Engineering - Information Technology

Number of students in your class
60

Current year of study*
1

Nearest Police Station to your college*
Ratnagiri Gramin Police Station, Karwanchi Wadi, Ratnagiri-415639

College and Course Details

State in which college is based*	Maharashtra (Choose from drop down menu)
College Name*	Type Finolex → You will get option as → Finolex Academy of Management & Technology (C-34021) → Select the same
Your College Details	Automatically Displayed (You cannot modify the same)
College Director's Name*	Enter as → Kaushal Prasad
College Phone Number*	9422618708
College Landline Number	Blank
Details of the course (UG/PG/Diploma)*	For First Year and Direct Second Year Engg. Select → Undergraduate Degree For MCA, Select → Postgraduate Degree
Name of the Course	For First Year and Direct Second Year Engg. Enter → Bachelor of Engineering – Information Technology/Mechanical Engineering /Electrical Engineering /Etrx & Telecom Engg /Chemical Engineering / CSE(AIML)/CSE(Cybersecurity) -As per your branch For MCA, Enter → MCA
Number of students in your class	60
Current year of Study	Choose from drop down (1/2/3/4)- As per your year of study in 2026-27
Nearest Police station to your college*	Gramin Police Station, Ratnagiri, Karwanchi Wadi, Ratnagiri-415639
UGC Regulations	

Carefully Read all points and tick mark all boxes.	
Confidential Survey	
What is the phone number of National Anti Ragging Helpline?	1800 180 5522
I have rechecked the form and confirm that all the details are correct.	Put tick mark (Please verify that all details including mobile no and email are correct)
Please click on Submit Form.	

The screenshot shows the ANTI RAGGING website interface. At the top, there's a navigation bar with links: Undertaking, Forms, Information, Advisory, IEC KIT, Anti Ragging Day & Week, and Videos. Below this, a confirmation message states: "Your record submitted successfully" with details: "Ref ID: 15395701", "Name: Gajanan Targaonkar", and "Email: mayur260574@gmail.com". The footer section is divided into three columns: "Useful links" (University Grants Commission (UGC), Monitoring Agency, Centre for Youth (C4Y), Ministry of Education (MoE)), "Useful links of this website" (Council Login, University/ Standalone Institution/ College Dashboard), "Sitemap" (Home, Fill Undertaking, Fill Compliance, Register Complaint, Give Your Feedback, Download Undertaking, Frequently Asked Questions), and "Contacts" (Anti Ragging Cell, 6, Benito Juarez Marg, South Campus, South Moti Bagh, New Delhi - 110021, National Anti-Ragging Helpline, Phone No : 1800-180-5522, Email : helpline@antragging.in).

You will be shown Reference Number. Please note the reference number carefully at your end.

Note: The student will not receive PDF affidavits, and he/she is not required to print & sign the same. **You are NOT required to submit the hard copy in the office.** You can download the PDF affidavits for your record from the following link (https://antragging.in/undertaking_request.php). You need to enter your reference number, mobile number and email address as provided in the registration form for downloading the same.

10. COMMITTEES AND ASSOCIATIONS

❖ ANTI-RAGGING COMMITTEE

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

Sr No.	Name of the Authority	Designation	Representative from	Mobile
1.	Dr Kaushal Prasad	Principal	Head of Institution	9405723887
2.	Mr. Laxman Kokare	-----	Police Administration	9890471549
3.	Mr. Sandeep Sawant	-----	Social Administration	9423050151
4.	Mr. Dattaprasanna Kulkarni	-----	Local Media	9922416063
5.	Mrs. Aditi A. Deshpande	-----	Local NGO	9403460554
6.	Dr M. S. Yadav	Vice Principal & Dean Academics	Faculty Member	8275455415
7.	Dr S V Chougule	HoD, Electronics and Telecom.	Faculty Member	8600355562
8.	Prof. D. D. Joshi	Faculty In-charge – Student Affairs	Faculty Member	9420052230
9.	Mr. G. D. Targaonkar	Registrar	Non-Teaching Staff	9422618708
10.	Prof. V. S. Bagade	Asst. Prof. Mechanical Engg. and Warden	Hostel	9823123845
11.	Dr. A. K. Sharma	Assistant Professor, Electrical Engg. and Asst. Warden-Boys	Hostel	8619664663
12.	Prof. S Sankeshwari	Asst. Professor, IT Dept. and Asst. Warden - Girls	Hostel	9423297439
13.	Mr Fairoz I Gawankar	Parent of Student	Parents	7768976899
14.	Mr Vijay Y. Bhat	Parent of Student	Parents	9420274405
15.	Two Students to be nominated	FE	FE Student	
16.	Two Students to be nominated	BE	Senior Student	

❖ WOMEN DEVELOPMENT CELL

The Women Development Cell was established in FAMT in 2006. WDC has been working to develop not only the girl students but also the female teachers in the academy. The members of WDC also offer counselling sessions. The members of the cell are:

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

❖ INTERNAL COMPLAINT COMMITTEE

Sr. No.	Committee Member	Designation	Representative from	Email/Phone
01	Dr. G. N. Sawant	Presiding Officer	FAMT	geetanjali.sawant@famt.ac.in
02	Dr. G. M. Kirkire	Member	FAMT	gayatri.kirkire@famt.ac.in
03	Dr. Darshna M. Bapat	Member	FAMT	darshana.bapat@famt.ac.in
04	Mr. Gajanan D. Targaonkar	Member	FAMT	Admin@famt.ac.in
05	Mr. Milind M. Kolhatkar	Member	FAMT	milind.kolhatkar@famt.ac.in
06	Student Representative	Two Girl Student Representatives & One Boy Student Representative	FAMT	-
07	Mrs. Aditi A. Deshpande	Member	NGO / Person familiar with the issues related to sexual harassment	9403460554

❖ COMMITTEE FOR SC/ ST

Sr. No.	Name	Designation	Email
1.	Dr. D. S. Nangare	Chairperson	dhammapal.nangare@famt.ac.in
2.	Prof. V.S. Bagade	Member	vidyasheel.bagade@famt.ac.in
3.	Prof. K. R. Bhosale	Member	kishore.bhosale@famt.ac.in
4.	Prof. A. K. Bandsode	Member	annasaheb.bandsode@famt.ac.in
5.	Prof. P. G. Pawar	Member	poornima.pawar@famt.ac.in

❖ MINORITY CELL

Sr. No.	Name	Designation	Email
1.	Prof. V.S. Bagade	Chairperson	vidyasheel.bagade@famt.ac.in
2.	Prof. N. H. Gangrekar	Member	nargis.gangrekar@famt.ac.in
3.	Prof. A. R. Kazi	Member	manik.gujar@famt.ac.in
4.	Prof. M. J. Gujar	Member	atiya.kazi@famt.ac.in

❖ STUDENTS' COUNCIL

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

Sr. No.	Name	Department	Designation
01	Prof. Dr. Kaushal Prasad	Principal	Chairperson
02	Prof. D. D. Joshi	Faculty In-charge, Student Affairs, FE Department	Coordinator
03	Dr. G. G. Bhide	Associate Professor, EXTC Department	Asst. Coordinator
04	Prof. N. H. Gangrekar	Assistant Professor, FE Department	Asst. Coordinator
05	Mr. G. D. Targaonkar	Registrar	Asst. Coordinator
06	Student Representative	To be nominated	General Secretary (Boys)
07	Student Representative	To be nominated	General Secretary (Girls)
08	Student Representative	To be nominated	Technical Secretary
09	Student Representative	To be nominated	Sports Secretary (Boys)
10	Student Representative	To be nominated	Sports Secretary (Girls)
11	Student Representative	To be nominated	Cultural Secretary
12	Student Representative	To be nominated	Member

❖ NSS WORKING COMMITTEE

Sr. No.	Name of faculty member	Designation
01	Prof. Umesh K. Samant	Program Officer
02	Prof. Aarti M. Mulye	Program Officer
03	Prof. Sachin S. Gurav	Institute Co-ordinator
04	Prof. Priyanka A. Date	Member
05	Prof. Saurabh S. Shahane	Member

❖ STUDENT ASSOCIATIONS AND COMMITTEES

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

Sr. No.	Name of the Society/ Association	Coordinator/In-charge	Email
1	Mechanical Engineering Students Association (MESA)	Dr. G. M. Kirkire	gayatri.abhyankar@famt.ac.in
2	Electrical Engineering Students Association (EESA)	Prof. P. A. Potdar	priya.potdar@famt.ac.in
3	Association Computer Science Engineering Students (ACSES)	Prof. A. N. Shetye	akshay.shetye@famt.ac.in
4	Cyber Security Engineers Association (CYSEA)	Prof. R. P. Tivarekar	rahul.tivarekar@famt.ac.in
5	Association for Computing Machinery (ACM) Students Chapter	Prof. A. B. Vartak	ashish.vartak@famt.ac.in
6	Students' Association of MCA (SAM)	Prof. R. V. Kerkar	ravindra.kerkar@famt.ac.in
7	Association of Students of Electronics and Telecommunication Engineering (ASENT)	Dr. G. G. Bhide	girish.bhide@famt.ac.in
8	Association of Chemical Engineering Students (ACES)	Prof. R. K. Marag	raju.marag@famt.ac.in
9	First-Year Engineering Students' Association (FESA)	Prof. A. Nandhini	a.nandhini@famt.ac.in
10	Innovation and Entrepreneurship Development Cell	Dr. S. D. Chawda	deanrd@famt.ac.in
11	Research Development and Consultancy Cell		
12	Institution's Innovation Council (IIC)		

13	National Service Scheme (NSS)	Prof. U. K. Samant	umesh.samant@famt.ac.in
14	Nature Club	Prof. U. K. Samant	umesh.samant@famt.ac.in
15	Sports Cell	Dr. P. A. Giri	prashant.giri@famt.ac.in
16	Department of Lifelong Learning and Extension (University of Mumbai)	Prof. Y. L. Landge	yogesh.landge@famt.ac.in
17	Mentorship Committee	Prof. G. S. Kulkarni	giri.kulkarni@famt.ac.in
18	Cultural Committee	Prof. L. D. Naiknaware	laxman.naiknaware@famt.ac.in
19	Institute Magazine Committee	Prof. P. A. Potdar	magazine@famt.ac.in
20	Finolex Academy Alumni Association (FAAA)	Prof. K. R. Bhosale	alumni@famt.ac.in

❖ FAMT ISTE CHAPTER

The Indian Society for Technical Education (ISTE), a national, non-profit organization registered under the Societies Registration Act, 1860, has its Students' Chapters in many colleges across the country. The FAMT ISTE Students' Chapter, part of the national ISTE network, promotes students' overall development through co-curricular activities. Membership is compulsory for all FAMT students.

❖ MENTORSHIP COMMITTEE:

Each department has a dedicated Mentorship Committee committed to nurturing students' academic, professional, and personal growth. These committees assign faculty mentors to small groups of students, fostering one-on-one guidance, timely support, and meaningful interaction. Through regular mentoring sessions, students receive academic advice, career guidance, and personal encouragement, helping them navigate challenges and achieve their full potential in a supportive and structured environment.

Besides, the academy has officially appointed a counsellor, Dr. Neena U. Shinde, who can address students' academic as well as personal concerns.

11. PRIZES AND SCHOLARSHIPS

To imbibe the spirit of healthy competition and to bring out the best in students, a good number of incentives 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 benefit from these scholarships by applying through the 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 – Rajarshi Chhatrapati Shahu Maharaj Education Fee Scholarship Scheme (EBC) for Open Category Students Applicable to economically weaker students belonging to the Open Category whose parents' annual income is less than ₹8,00,000.
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- The 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,
Counter No. 7, Students' Facility Center, FAMT

NOTE: Institute-level scholarships and prizes will be as per the Institute's Management guidelines.

12.HOSTEL REGULATIONS

FAMT Hostels (Boys & Girls)

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

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

Hostel Facilities:

1. Transportation – A dedicated transport service by AFEXCO (Armed Forces Ex-Servicemen) is provided for hostel students, as per institute timings.
2. Rooms – Twin-sharing rooms equipped with essential furniture such as a cot, study table, chair, and book rack for each student.
3. Separate Hostel Buildings – Separate hostels for newly admitted First Year boys and girls.
4. Recreation Rooms – Facilities include indoor games and internet (100 Mbps).
5. Outdoor Sports – Football, cricket, and volleyball grounds.
6. Medical Facility – An on-call doctor is available for emergencies. Additionally, a resident doctor is available six days a week (Monday to Saturday) from 07:00 PM to 08:00 PM.
7. First Aid Kits – Available at the Medical Centre and the warden's office.

Hostel Discipline:

The following rules shall apply to both MALE and FEMALE students who are residing in the hostel. Violation of any rule will make the student liable to disciplinary action, including expulsion from the hostel and from the institution.

1. Hostellers should stay only in the rooms allotted to them by the warden. They should not either interchange the rooms among themselves or shift to another room without the permission of the warden.
2. Hostellers are responsible for furniture and other fittings (switchboards, lights, fans, etc) handed over to them. They are expected to check these items when the room is handed over to them. They are to return all the things in good condition. The cost of damages or losses of these items will be recovered from them.
3. Hostellers should vacate and hand over the furniture and fittings in the rooms in good condition at the time of leaving the hostel for summer vacation.
4. Defacing the rooms, doors, and corridors by writing, drawing pictures, or in any other way is not permitted and will attract a heavy fine.

5. Mess and bus facilities are mandatory for the hostellers.
6. Hostellers should observe the mess and bus timings as notified from time to time by the warden.
7. Hostellers are expected to maintain decency in their dress and behaviour.
8. Consumption or storage, or supply of liquor or any sort of intoxicants /or smoking is strictly prohibited. If found guilty, the offenders will be dealt with severe action, including prosecution. Any kind of involvement in cases of any kind of drugs/liquor/ intoxicating material on or off campus will not be tolerated and will be dealt with strictly. Any kind of gambling is also strictly prohibited.
9. Movement of hostellers is prohibited on the road from the water tank to the guest house inside the premises of Finolex Housing colony.
10. Shouting, running and talking loudly on a cell phone while moving on the roads, making any sort of noise that can disturb the colony residents is strictly prohibited.
11. The SE, TE, and BE students are restricted from going to the FE students' hostel building.
12. Hostellers are not allowed to enter or to go outside the hostel after 09.00 pm (for boys) and 8.30 pm (for girls) without the permission of the warden.
13. Hostellers should not be seen loitering in the colony premises after 9.30 pm.
14. Boys and girls are not allowed to enter/stand near each other's hostels.
15. The use of music systems, electric irons, vehicles, etc., is restricted. The use of a computer/laptop without the permission of the warden is restricted. Unauthorized and careless use of any of these things will lead to confiscation of these items, followed by disciplinary action.
16. Hostellers shall not use ornaments or any other valuable things. Further, hostellers must take care of their belongings, money, cell phones, etc. They must ensure a proper locking arrangement for their baggage. The hostellers are solely responsible for the safety of their material. In case of any theft/loss of such items, the hosteller concerned will be solely responsible. The institute and hostel authorities will not be held responsible for any loss of personal property/belongings of the students.
17. The parents/non-hosteller student/any outsider is not permitted to stay in the hostel as well as use the gymkhana, playground or any other facility in the colony.
18. Hostellers must give advance intimation in the form of a written application to the warden for their absence before leaving the hostel. The boys and girls are required to submit their applications to their respective Hostel Assistant Wardens before leaving the hostel. The same applies to their absence during vacation.
19. Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court,
20. Maharashtra State Government's rules/orders and the directives of the University of Mumbai. Any type of physical, mental torture or any type of unhealthy, objectionable practice is NOT PERMITTED. This is in accordance with the act made by the Government of Maharashtra in connection with ragging, violation of which will result in serious legal action against the individual/s. Any student found involved in ragging shall be suitably punished, including FIR with the Police and expulsion from the institute.
21. Hostellers are not permitted to collect money from hostel inmates for celebrations like send-off/ trip / any other function.

22. Hostellers are not permitted to participate in farewell or any other type of functions or celebrations which are not authorized by the institute/hostel authorities.
23. Hostellers are not permitted to participate in any trip/event/gathering, etc., which is not organized and authorized by the institute or hostel authorities.
24. Admission to the hostel in every academic year is at the discretion of the institute and hostel authorities. Their decision in this regard will be final and binding on all students.
25. Students who have finished the four years of coursework but have yet to pass some examinations are called back loggers. Such students will not normally be given accommodation in hostels. Similarly, students who have not been promoted to the next higher class and who are not, for some reason, attending classes during the given semester or academic year also will not be given accommodation in the hostel.
26. No visitors/parents will be permitted to stay overnight in the hostel.
27. The institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.
28. Cooking is strictly prohibited inside the hostel premises. A penalty will be imposed on students who are caught cooking in the room.
29. All fans and lights must be switched off when the student is not in the room/respective area. A penalty will be imposed for failure to comply.
30. The students must make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.
31. No student shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
32. No student will enter another's room after 10:00 pm, and each student should maintain complete silence after 10:00 pm in the hostel and on campus.
33. All students are expected to be properly dressed before moving out of the hostel premises. Any violation will be considered an act of indiscipline.
34. The students shall not move any furniture/fittings from their allotted place.
35. For any electrical / carpentry/plumbing maintenance-related complaint, the students need to make an entry in the Complaint Register, which is available at the warden's office /Maintenance Department of the institute and fill in the form available with them.
36. While entering or going out, students (Boys and Girls) must write their names and other details in the Logbook kept at the security gate of the colony.
37. Students proceeding on leave must hand over a duly completed leave form approved by the respective Assistant. Wardens of boys and girls. The same are required to report to the respective Assistant. Wardens, when they are back from leave.
38. Students are not permitted to change rooms or sleep anywhere other than their own room. Students who violate the rule will be evicted from the hostel.
39. Students are not permitted to take food into the hostel. (except for sick students)
40. The hostel area is declared out of bounds to the backloggers. Therefore, the stay of any backlogger in the hostel will be treated as a case of trespass. Hostellers who entertain or permit backlog students to stay in their rooms will also be liable to disciplinary action, including expulsion from the hostel.

41. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to a fine, suspension, rustication or dismissal either from the hostel and/or from the institute or both by the appropriate authority.
42. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostel on the campus will be expelled from the hostel.
43. In case a student falls sick, he/she should contact the Resident Doctor/Warden, /Asst. Warden immediately.
44. No one should use the belongings of other students without their consent.
45. A Student will be personally and collectively responsible for any loss/ damage to the properties, equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the hostel, the loss caused to the institution shall be recovered directly from those identified people whenever possible. But, if the people who caused the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.
46. Students should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage done to the hostel property will have to be borne by all students of the hostel.
47. Students are not allowed to use firecrackers and play with colours on any occasion inside the hostel or within the premises of the hostel.
48. Writing slogans or any writings, obscene drawings on the hostel walls and rooms are PROHIBITED. A fine will be imposed on students/groups of students indulging in such writings.
49. Playing cricket, football, etc., in the common halls or inside or in front of the hostel is PROHIBITED. It causes damage to the hostel property and also disturbs the peace of the surroundings. A fine will be imposed and will be collected from all students in the block.
50. Room furniture, electric fittings, etc., are required to be maintained by students in good condition. At the time of allotment of a seat / leaving the hostel for summer vacation, every student must take over / handover the hostel room in proper condition. They should not break or damage any furniture and fittings. If any breakage occurs, then the cost will be collected (individually or collectively), with fines imposed on them.
51. Non-regular and non-collegiate students, having filled out the form to appear for the examination, may be allowed to stay in the hostel temporarily based on vacancy permitting; only if they obtain prior written permission of the authorities and undertake to abide by the hostel rules and deposit the hostel fees in advance.
52. Each student must carry an identity card whenever he/she goes outside / enters the hostel and produces it on demand of the institute/hostel authorities; otherwise, a fine or disciplinary actions might be taken.
53. Any case of theft/property loss/damage should be reported promptly to the warden.
54. The jurisdiction of the institute is confined to the campus. If students create law and order problems outside the campus, the institute is NOT answerable to the police or any other authority. Students are solely responsible for their behaviour.
55. The institute reserves the right to revise the Rules and Regulations from time to time as and when required.

56. Violation of any of the above-mentioned code of conduct/rules calls for disciplinary action that it deems fit. The institute reserves the right to take direct disciplinary action, including immediate expulsion from the hostel and/or institute.
57. Students should not stay away from his/her room during the night except with prior written permission of the warden.
58. Any student who wishes to leave the campus temporarily or otherwise should obtain the permission of his/her parent/guardian, Asst. warden and warden in writing.
59. A student suffering from an infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the medical officer of the institute or the civil surgeon.
60. Ladies shall not be allowed to stay as guests in the Men's Hostels, and no gents shall be allowed to stay as guests in the Girl's Hostel.
61. Parents are not allowed to enter the rooms in the hostel. They may meet only in the office of the warden. Under no circumstances can they be allowed to stay in the hostel for the night. Any violation of these rules will be severely dealt with, including expulsion of the student from the hostel.
62. Students keeping guests without the permission of the warden shall be liable to disciplinary action.
63. Modifications or addition to rules will be made and communicated as and when necessary.
64. Private /Personal vehicles are not allowed to be used by hostellers. If violated, the student will be expelled from the hostel.
65. If any of the hostellers is defaming the institute for any reason, strict action will be initiated, and they will be expelled from the hostel immediately.

Special Rules for Girls' Hostels:

1. At the time of admission of their ward, parents/guardians must submit the warden a list of relatives/ visitors whose names and signs will be approved by the parents who will be allowed to meet the girl and accompany them in special cases. When girl students are required to leave the hostel, written permission of the parent/guardian concerned must be submitted to the respective warden in advance.
2. Guests are not permitted to stay in the hostel. Strict action will be taken against those who violate the rules.
3. Prior permission of the warden must be obtained by girl students who wish to visit their home place, subject to:
4. If parents give written requisitions stating the reason, duration of stay, etc., they will be permitted to go home only for valid reasons. The parents should apply to the girls' hostel warden directly for permission to send their daughter home.
5. For a late-night stay at the local guardians' residence up to 9 PM or night halt, prior written permission of the warden must be obtained. In addition, the local guardian must submit a letter stating that the students have stayed with them.
6. All communication regarding any problem of a girl student must be routed through the girls' hostel warden.
7. Students are advised not to wear costly jewellery items.

8. If any of the students want to go out for a duration exceeding two hours but limited to four hours, they must get prior permission from the girls' hostel warden before signing on the movement register kept at the security gate.

Serious Offences Which Can Cause Fine/Suspension/Dismissal or Expulsion:

The institute/ authorities reserve the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property, or indulging in anti-social, anti-national, or undesirable activities. In such cases, the deposit shall be forfeited, and the hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes will also be expelled from the hostel, and hostel fees will not be refunded.

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

Allotment Of Hostel Rooms:

The hostel facility is OPTIONAL and is provided to students as per availability at the time of admission. It is provided only for the duration of the academic program. The institute reserves the right to SHIFT/RELOCATE the student to any of the hostel buildings. Each student in the hostel is expected to exercise self-discipline and respect the rights and privacy of other students. In a community living, certain rules and policies must be observed by everyone to maintain the decorum in the hostel for the personal and academic success of all the students.

Policy for Allotment of Hostel Rooms:

1. Hostels will be offered and allocated on a first-come basis.
2. Private /Personal vehicles are not allowed to be used by hostellers.
3. Preference will be given to long-distance students.

Hostel and Mess Fees and Deposits:

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

Fee Structure for the Hostel Facility:

Hostel Charges:

1. **Rs. 32000/- (Per Academic Year 2026-27, i.e., Second Half of 2026 & First Half of 2027** for admission to the hostel.

2. **Rs. 20000/-** To be paid for the confirmation of Hostel admission, i.e., Room Allotment. This amount will be adjusted in the Hostel Charges.

Note: Hostel charge is inclusive of hostel fees, Electricity, water, maintenance and transportation & Internet facility.

Procedure For Payment of Hostel Fees:

1. Students interested in seeking admission in FAMT Hostels are required to pay **Hostel Charges through online mode only through the FAMT ERP System.**
2. Students are required to contact the Hostel Warden to inform their willingness to opt for hostel facilities. Hostel Fees will be applied to the student in the ERP System.
3. Students are required to pay Rs. 20000/- out of Rs 32000/- to confirm admission in FAMT Hostel.
4. Students may pay the hostel charges through the ERP system by using the link - <https://portal.vmedulife.com/public/auth/#/login/finolex-amt-ratnagiri>
5. Students can download the receipt from the ERP System.

In case of any assistance, students may seek help from the Accounts Section.

Contact— Mr. Siddhesh Joshi - 8830665850

Hostel Mess Charges and Rebate Rules:

Monthly Mess Charges (Includes Breakfast with Tea/Coffee, Unlimited Lunch & Dinner):	₹ 3675/- (Per Person per month) (₹122.50 per day) inclusive of all taxes.
(Providing Two Eggs/ Paneer on any one day & Chicken (Limited) /Feast on any other day in a week as decided by the Hostel Mess Committee)	

1. **Mess is compulsory for all the hostellers.**
2. Mess charge will be applicable from the date of joining the hostel.
3. Subsequently, monthly mess charges are to be paid to the mess Contractor online in **the first week of every month**, and a receipt for the same is to be obtained.
4. At the end of every semester, the hosteller is required to get clearance from the mess contractor before leaving the hostel.

Mess Rebate Rules:

1. A mess rebate for academic reasons will be considered if it is sanctioned by the department. In such cases, the hostel resident must apply for the mess rebate to the mess contractor at least one day in advance with a proper written request through the respective hostel warden.
2. During the Ganpati Holidays, a 100 % rebate will be given.
3. The rules for obtaining a rebate in mess charges during public holidays/preparative leave (PL) are as mentioned in Table 1:

Table 1: Mess Rebate Rule

Availed Holidays	Payable charges to the Mess Contractor
03 days to 05 days	01 day
06 days to 08 days	02 days
09 days to 11 days	03 days
≥ 12 days	days

4. The decision to grant a mess rebate to a hosteller for major absence due to a genuine reason will be made by the Warden / Principal.

Medical Rebate:

To claim a rebate for medical reasons, the following procedures must be followed:

1. The hosteler must immediately communicate their medical condition to the Mess Manager/Contractor and the respective warden (Boys/Girls).
2. The following **original** documents are required:
 - i. **Medical Certificate**
 - ii. **Medical Prescription**
 - iii. **Medical Bills**
3. The rules for obtaining a **rebate in mess charges will be followed as per Table 1.**

13. Student Induction Program & Digital Learning Platforms

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

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

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

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

- a. NPTEL
- b. IBM Skillsshare, and
- c. Infosys Springboard
- d. Indian Institute of Remote Sensing (IIRS) – ISRO’s Educational Wing

FAMT students are granted free access to a wide range of online certificate courses in various fields, including technology, finance, data science, machine learning, cloud computing, and more. These courses are instructed by industry professionals and professors from prestigious universities around the world, including the USA, UK, Australia, Singapore, and others. The students can gain exposure to industry-relevant courses, hands-on training, and certification opportunities that enhance their employability.

Sr. No.	Digital Learning Platforms	Coordinator/In-charge	Email
1	NPTEL Local Chapter	Dr. V. A. Bharadi Prof. A. B. Vartak	hodit@famt.ac.in ashish.vartak@famt.ac.in
2	Infosys Springboard	Prof. P. P. Thakur Deputy Registrar – Academics	pranav.thakur@famt.ac.in
3	IBM SkillsBuild		
4	Indian Institute of Remote Sensing Nodal Centre (ISRO’s Educational Wing)		

14. Student Insurance

Swami Vivekanand Yuva Suraksha Yojana Students' Group Insurance Scheme is available at Finolex Academy.

1. Sum Insured per **Student** per Annum: **Rs 1,00,000/-**.
2. Sum Insured for **one Parent / Guardian** per Annum: **Rs 4,00,000/-**.
3. Total Sum Insured per Annum: **Rs 5,00,000/-**.
4. Insurance Premium Amount is Rs. 73.16. (Rs. 62 + 18% GST)
5. Amount to be borne by Student: Rs. 35/- and
6. FAMT contribution Rs. 38/-

Benefits –

1. Accidental Death Benefit.
2. Accidental Permanent Disability Benefit.
3. Accidental Partial Disability Benefit.
4. Child Education Welfare / Children Education Grant.
5. Accidental Hospitalization Benefit.

For more information, students may visit - <https://svyvasuraksha.org/>

15. FEE STRUCTURE

Table 1. First Year Engineering – UG (2026-27)

Table 1. First Year Engineering – UG (2026-27)										
Fee Heads	CAP Admissions								Management Quota	
	OPEN Income Above Rs. 8 Lakh / Against Vacancy	OBC / SEBC / DT / VJ / NT / SBC without Non- Creamy Layer Certificate	OPEN- EBC/EWS Income below/up to Rs. 8 Lakh		OBC/ SEBC with Non- Creamy Layer Certificate		DT / VJ / NT / SBC with Non- Creamy Layer Certificate	SC / ST		TFWS
	Boys and Girls	Boys and Girls	Boys	Girls	Boys	Girls	Boys and Girls	Boys and Girls	Boys and Girls	Boys and Girls
Tuition Fee	112578	112578	56289	0	56289	0	0	0	0	337734
Development Fee	15422	15422	15422	15422	15422	15422	15422	0	15422	46266
University other Fee	469	469	469	469	469	469	469	469	469	469
Student Insurance	35	35	35	35	35	35	35	35	35	35
Total Fee	128504	128504	72215	15926	72215	15926	15926	504	15926	384504
Caution Deposit (Refundable)	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Grand Total	131504	131504	75215	18926	75215	18926	18926	3504	18926	387504

Table 2. Direct Second Year Engineering – UG (2026-27)

Fee Heads	CAP Admissions								Against Vacancy
	OPEN Income Above Rs. 8 Lakh	OBC / SEBC / DT / VJ / NT / SBC without Non- Creamy Layer Certificat e	OPEN-EBC/EWS Income below / up to Rs. 8 Lakh		OBC/ SEBC with Non- Creamy Layer Certificate		DT / VJ / NT / SBC with Non- Creamy Layer Certificat e	SC / ST	
	Boys and Girls	Boys and Girls	Boys	Girls	Boys	Girls	Boys and Girls	Boys and Girls	Boys and Girls
Tuition Fee	103463	103463	51732	0	51732	0	0	0	103463
Development Fee	13037	13037	13037	13037	13037	13037	13037	0	13037
University other Fee	469	469	469	469	469	469	469	469	469
Student Insurance	35	35	35	35	35	35	35	35	35
Total Fee	117004	117004	65273	13541	65273	13541	13541	504	117004
Caution Deposit (Refundable)	3000	3000	3000	3000	3000	3000	3000	3000	3000
Grand Total	120004	120004	68273	16541	68273	16541	16541	3504	120004

Table 3. First Year MCA – PG (2026-27)

Fee Heads	CAP Admissions								Against Vacancy	
	OPEN Income Above Rs. 8 Lakh	OBC / SEBC / DT / VJ / NT / SBC without Non- Creamy Layer Certificate	OPEN- EBC/EWS Income below / up to Rs. 8 Lakh		OBC/ SEBC with Non- Creamy Layer Certificate		DT / VJ / NT / SBC with Non- Creamy Layer Certificate	SC / ST		TFWS
	Boys and Girls	Boys and Girls	Boys	Girls	Boys	Girls	Boys and Girls	Boys and Girls	Boys and Girls	Boys and Girls
Tuition Fee	79911	79911	39956	0	39956	0	0	0	0	79911
Development Fee	9589	9589	9589	9589	9589	9589	9589	0	9589	9589
University other Fee	1274	1274	1274	1274	1274	1274	1274	1274	1274	1274
Student Insurance	35	35	35	35	35	35	35	35	35	35
Total Fee	90809	90809	50854	10898	50854	10898	10898	1309	10898	90809
Caution Deposit (Refundable)	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Grand Total	93809	93809	53854	13898	53854	13898	13898	4309	13898	93809

Additional Charges (if applicable) –

Verification charges extra as applicable for students other than the Maharashtra Board / Other University / Out of Maharashtra.

Important Note:

The applicable fee stated above is subject to the fulfilment of all rules and regulations given by competent authorities. If a student does not fulfil the rules and regulations regarding Government Scholarship / Freeship / RCSM (EBC) / Minority, etc., then he will be liable to pay full fees (without scholarship).

Payment Options Available –**1. ERP System through Razorpay (For Academic and Hostel Fee)**

- UPI / QR Code Scan
- Through Debit (ATM) and Domestic Credit Cards

2. Cheque / Demand Draft (in favour of 'Finolex Academy of Management and Technology')

Note: No cash will be accepted in any circumstances.

16. 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 as 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:

Students are 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 off 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 the building immediately after 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 outlined 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 the 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.

17. IMPORTANT OFFICE CONTACTS & WEBSITE LINKS

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

HEADS OF THE DEPARTMENTS

Mechanical Engineering	Dr. Milind S. Kirkire	hodmech@famt.ac.in
Chemical Engineering	Dr. Nitin G. Kanse	hodchem@famt.ac.in
Electrical Engineering	Dr. Jayant J. Mane	hodee@famt.ac.in
Computer Science & Engineering (AI & ML)	Dr. Y. M. Gajmal	hodcse@famt.ac.in
Computer Science & Engineering (Cybersecurity)	Prof. Vrishali V. Nimbalkar	hodsecs@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
First Year Engineering	Dr. Dhammapal S. Nangre	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	Prof. Sachin S. Gurav	hodsystem@famt.ac.in
Training & Placement	Prof. Kishor V. Bhosale	tnp@famt.ac.in

Important Website Links

1	Finolex Academy	www.famt.ac.in
2	FAMT ERP - VMEdulife	https://portal.vmedulife.com/public/auth/#/login/finolex-amt-ratnagiri
3	Anti-ragging	https://antiragging.in/
4	Mumbai University Enrollment & Eligibility	www.mum.digitaluniversity.ac.in
5	Mumbai University – Exam	https://mu.ac.in/examination
6	Scholarship Sites	https://mahadbt.maharashtra.gov.in

P -60/61, MIDC, Mirjole Block, Ratnagiri - 415639

Tel: 02352-299336/299361/299357

www.famt.ac.in