

**Hope Foundation's
FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY,
RATNAGIRI**

**Standard Operating Procedure (SOP) of Admission for A.Y. 2026-27
for Students & Parents**

Venue- Administration Block (Main Building)

	GATE ENTRY
	Note: - <u>(Only Gate No 1 should be used for in and out of academy premises for prospective students)</u>
	At Foyer
1.	The reception counter at foyer will provide necessary information to students and parents regarding admission process and will guide them to Counter No 10 to obtain necessary form and then to CC-1 for seat acceptance/payment of seat acceptance fee etc. In case student has already completed the process, he/she will be guided to Classrooms on First Floor of Admin Block to fill online admission of FAMT form through mobile.
	At Classroom
2.	Student will scan QR Code and start filling online admission form through mobile. Faculty/Staff members will assist students/parents to fill the same. Student will also take photograph of all required original documents and will upload with the admission form.
	At CC-1
3.	Students & parents will proceed towards CC-1. All the requisite documents in original will be checked, and the student's personal file will be prepared as per branch of the student. Student is required to submit all original documents along with two sets of photocopies. Original documents will be returned to student after his/her confirmation of admission by University/Government authorities.
4.	Student's FAMT ERP Form will be checked by the respective team members. Students need to verify the information. (College registration number will be allotted to student through software.)
	At SFC-1
5.	For admission confirmation and payment of fees, students will proceed to main office "student facilitation center: 01". Students will pay fees at counter no. 01/02/03 as per availability. Students will collect receipts for payment of fees. (Only one student along with one parent will be allowed in office.)

	Registrar's cabin
6.	After payment of fees, Receipt cum acknowledgement will be provided to those students who has completed the entire admission process as per prevailing norms & rules. Students are required to collect receipt cum acknowledgement generated online through CETCELL website. Only after collection of receipt cum acknowledgement of admission, the process will be deemed to be completed.
	After Admission Confirmation
7.	Note: Students who have confirmed the admission and received receipt cum acknowledgement must complete following Online registration process in Computer Centre / At Home: A) Submit online Anti-ragging Undertaking on website: https://www.antiragging.in (As per instructions in Student Handbook) within seven days from the date of admission. B) Submit online enrolment form of University of Mumbai on www.mu.ac.in within seven days from the date of admission. Printout of the same along with required documents is required to be submitted at Conter No 6 in SFC-2. C) Within seven days from joining the college, students should complete online registration process (remaining fields in ERP System) on College ERP website.