



सिद्धिर्वति कर्मजा
www.famt.ac.in

Hope Foundation's

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY

Accredited by NAAC

Approved by AICTE, New Delhi | Recognized by DTE, Govt. of Maharashtra | Affiliated to University of Mumbai
(Established in 1996)

Standard Operating Procedure (SOP) of Admission Against Vacancy after CAP IV (ACAP) for A.Y. 2026-27

for Students & Parents

Venue- Administration Block (Main Building)

	GATE ENTRY
	Note: - (Only Gate No 1 should be used for in and out of academy premises for prospective students).
	At Foyer (Administration Building – in front of GATE-1)
	Helpdesk for student is available at the Main Foyer. Prof. Aarati Mulye (Contact No-9511679091)
1	The reception counter at foyer will mark attendance of candidates present for admission. Students need to sign the attendance sheet with timing and date. Candidates are required to wait in the foyer for their turn as per merit list displayed on the institute website and notice boards. Attendance- Shri. Bhalchandra G Ghanekar (9665290772)
2	Document Verification- Student's original documents will be checked. Prof D.D. Joshi (8275455519) -Engineering Prof. Ravi Kerkar (7972229724)- MCA
	At Main Office
3	Students will be called with their names as per merit list. Student will respond to the calling. The called student will be allotted branch as per availability according his/her merit and/or category. In case student opt for the branch, he/she will be guided to computer centre (CC-1) for





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	institute form filling and completion of other formalities of admission. In case student is not interested in the available branch/option, he/she needs to submit an undertaking stating that he/she is denying the offer. (as per format). Seat Allotment- In Charge Shri. Pranav Thakur (9623660688) Prof Nikhil Kasar-8390076409 (Engineering) Prof Waman Parulekar -7972221200 (MCA)
4	Students & parents will proceed towards Office-SFC-1 (located near the foyer). All the requisite documents in original will be rechecked, 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. Mr. Milind Kolhatkar-9423875371 (Original documents will be returned to student after his/her confirmation of admission by University/Government authorities.)
	At SFC-2
5	Student's entry in Institute ERP will be done at SFC-2. Mr. Tejas Narvekar-8149224946
	At SFC-1
6	For admission confirmation and payment of fees, students will proceed to main office "student facilitation center: 01". Students will pay fees at counter no. 02. Students will be issued receipt for payment of fees through online (ERP) mode. Contact- Mr. Siddhesh Joshi (8830665850) (Only one student along with one parent will be allowed at the counter at a time).



	Registrar's cabin at SFC-1
7	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. Contact- Mr Gajanan D Targaonkar, Registrar (9422618708)
	After Admission Confirmation
8	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 Page No 24 to 27) within three working 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. <u>Contact- Mr. Nitin Korgaonkar, Asst. Registrar (9511614674).</u>




Dr. Kaushal Prasad
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