AN ISO 9001:2015 CERTIFIED FOR QMS
DR. C.V. RAMAN UNIVERSITY
Madhya Pradesh, Khandwa AN AISECT GROUP UNIVERSITY
Approved by : MP. Govt., AICTE, MP PARAMEDICAL COUNCIL Recognized by : UGC Member of : AIU

ADMISSION
AND
ENROLLMENT
POLICY

Admission and Enrolment policy

1. Preamble

The admission policy is intended to provide guidelines for the admission process to stakeholders. It has become very important for the university to use its Academic and operative freedom as an opportunity to demonstrate its capabilities and to adopt innovative skills to integral part of the education system to gain the confidence, gratitude, credibility and respect of all its stake holders, especially students, alumni, parents and the society at large. It has become imperative to formulate a distinct but transparent Admission policy and procedures to enhance the individual/ institutional responsibility and accountability to achieve credible excellence in higher education. Admission Policy and Procedures are related to submission of the application and admission of students into various programmes of the University.

1.1 Institutional Context

Vision

Empower all students through quality education and skill development, fostering strong pillars of societal stability.

Mission

We shall improve the world through transformative education and impactful research by:

- Fostering intellectual, empowered, accountable and caring workforce
- Producing outstanding graduates who are knowledgeable, creative, and compassionate
- Impacting Industry and society through innovative and collaborative work

2.PROGRAMMES UNDER VARIOUS SCHOOLS/ ELIGIBLITY /DURATION OF CVRUK

S.NO	Name of School	Programme Name	Duration	Eligibillity	University Fees Per Year
1	**Techno Park School of CS and IT**	MCA	2 Years	Recognized Bachelor's degree of minimum 3 years duration with Mathematics at (10+2) level or at Graduate level	36,000/-
		M.Sc. (CS/IT)	2 Years	B.Sc.(Maths/IT/CS)	23,000/-
		BCA	3 Years	10+2 (Any Subjects)	20,000/-
		BSC (IT)	3 Years	10+2 with Maths	20,000/-
		DCA	1 Year	10+2 with any subject	12,000/-

S.NO	Name of School	Programme Name	Duration	Eligibillity	University Fees Per Year
		PGDCA	1 Year	Graduation in any discipline	15,000/-
		Lateral Entry BCA 2nd Year	2 Years	Candidates must pass DCA with a minimum of 50 percent marks from a recognized institution.	20,000/-
		Lateral Entry M.Sc. (CS/IT) 2nd Year	1 Year	Candidates must pass PGDCA with a minimum of 50 percent marks from a recognized	23,000/-
2	**Rishi Parashar School of Agriculture**	B.Sc.(Ag.)	4 Years	10+2 (Agriculture/ PCB/PCM) Candidates must pass 12th	70,000/-
		M.Sc.(Ag.) (Agronomy,Extension Education & Plant Breeding)	2 Years	Graduate in Agriculture Candidates must pass UG/Hoticulture with first division	90,000/- 70,000 with flat discount of 20,000/- for
3	**Swami Vivekanand School of Management Studies and Entrepreneurial Development**	BBA HR,Marketing	3 Years	10+2 with any subject	20,000
		MBA Marketing , Finance, IT, Production, HRM, Family Business	2 Years	Graduation in any discipline with 50%	50,000 with 25% Discount for entire program 37,500/- fees
4	**Maa Ahilya School of Rural Management**	MBA Agribusiness Management, Rural Management	2 Years	Graduation in any discipline with 50%	50,000/- 35,000 with flat discount of 15,000/- for entire program
5	**Ramanujan School of Science**	M.Sc.(Chemisry)	2 Years	Graduation in Science with a minimum of 50 percent	25,000/-
		M.Sc.(Mathematics)	2 Years	Graduation with Mathematics as a major subject	25,000/-
		M.Sc.(Zoology)	2 Years	Graduation in Science with a minimum of 50 percent	25,000/-
		B.sc.(PCM)	3 Years	10 +2 (PCM)	17,000/-
		B.sc.(CBZ)	3 Years	10 +2 (PCB)	17,000/-
		B.Sc.(Biology/Micro	3 Years	10 +2 (PCB)	17,000/-
6	**Maharishi Kautilya**	M.com	2 Years	Graduation in Commerce	20,000/-
		B.com(Plain)	3 Years	10 +2(Commerce/Maths)	9,000/-

S.NO	Name of School	Programme Name	Duration	Eligibillity	University Fees Per Year
	School of Commerce	B.com(Tax)	3 Years	10 +2(Commerce/Maths)	14,000/-
		B.com (Computer Applications)	3 Years	10 +2(Commerce/Maths)	14,000/-
7	**Maharshi Karve School of Liberal,Arts,Humanities and Languages**	M.A(Education)	2 Years	Graduation in any discipline with a minimum of 50 percent	25,000/-
		M.A (Hindi,English,Histroy, Political Science, Economics,Sociology ,Psychlogy)	2 Years	Graduation in any discipline with a minimum of 50 percent	14,000/-
		M.S.W	2 Years	Graduation in any discipline with a minimum of 50 percent	16,000/-
		M.Lib	1 Year	Graduation in B.Lib	30,000/-
		B.A/B.S.W/	3 Years	10 +2 in any subject	10,000/-
		B.Lib	1 Year	Graduation in any Disipline	17,000/-
8	**Maharishi Charak School of Paramedical Science**	BPT	4 Years 6 Months	10 +2 with Biology	60,000/-
		BMLT	3 Years	10 +2 with Biology	46,000/-
		DMLT	2 Years	10 +2 with Biology	25,000/-
9	**Vanmali School of Education**	B.Ed.	2 Years	Graduation in any discipline with a minimum of 50 percent	40,000/-
10	**Dr.Kalam School of Rural Technology**	B.Tech in Agriculture Engineering	4 Years	10 +2 (PCM)	70,000/- 50,000 with flat discount of 20,000/- for
11	**Vinita School of Home Science**	M.H.Sc.	3 Years	Graduation in any discipline with a minimum of 50 percent	14000/-
		B.H.Sc.	2 Years	10 +2 in any subject	12000/-
12	**School of Pharmacy**	B.Pharma	4 Years	10 +2 with PCM or PCB	75,000/-
		D.Pharma	2 Years	10 +2 with PCM or PCB	60,000/-
13	**Kamdhenu School of Dairy Science and Technology**	M.Sc.Dairy Science	2 Years	Graduation in any discipline	25,000/-
		B.Sc.Dairy Science	3 Years	10 +2 in any subject	20,000/-
14	**Rishi Kanva School of Food Science**	M.Sc.Food Science & Technology	2 Years	Graduation in any discipline	25,000/-

S.NO	Name of School	Programme Name	Duration	Eligibillity	University Fees Per Year
	and Technology	B.Sc. Food Science & Technology	3 Years	10 +2 in any subject	20,000/-
15	**Mokshagudam Vishveveshvaraiya School of Vocational Education**	Diploma in Sanitary inspector	1 Year	10 +2 (PCM)	12000/-

3.Admission Notice

Notification on application issue will be made through Newspaper and website. Eligibility criteria, admission process with timeline and fee structure for the various programmes to be displayed in the college website.

4. Admission Criteria

The admission criteria shall be in the following manner as mentioned below:

4.1 The announcement of commencement of admission procedure shall be done by (i) advertisement for admission in newspapers widely circulated in the University Area or (ii) website (iii) university and institute notice board (iv) such other means.

4.2 For the students securing 50% marks , direct admission shall be provided on first-cum-first basis on complying the requirements as per the instructions / guidelines mentioned for admission.

4.3 A candidate with less than 50% marks and seeking admission shall be granted admission based on the Availability of Seats in the respective course and as per the Merit List prepared thereafter.

4.4 University may conduct its own entrance test for B.Ed and BCA, Agriculture program.

4.5 Upon the allotment of admission, the admission shall be treated as confirmed/secured only after (i) Payment of Applicable Fees and (ii) Verification of all Original Documents, within stipulated time period.

4.6 For the vacant seats after the end of Admission Procedure, the University may fill the same by following the standard procedure and any source as decided by university BOM from time to time.

5. ADMISSION PROCEDURE

In CVRUK University, the admission procedure offers three modes :

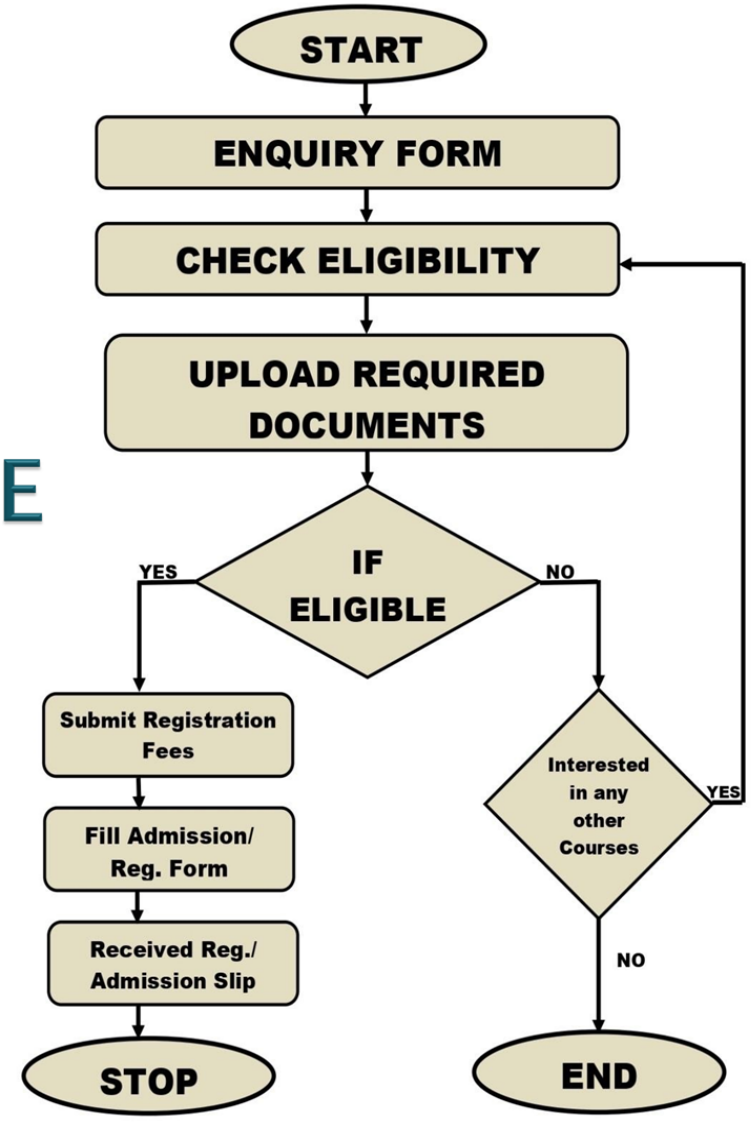
5.1 OFFLINE MODE (On campus visit)

5.2 ONLINE MODE (Through University Portal)

5.3 PRIVATE MODE (Through AISECT Online)

5.1.1 OFFLINE MODE (On campus visit)

OFFLINE MODE



5.1.2 BREAK DOWN THE FLOW CHART INTO SIMPLER TERMS:

1. Start Enquiry Form: This is where you begin the process**.**

2. Check Eligibility: You are asked if you want to see if you are eligible for a course.

3. Upload Required Documents: If you choose yes, you will need to upload necessary documents for eligibility assessment.

4. If Eligible: You will be prompted to either:

Submit Registration Fees : If you are eligible, you can proceed to pay the registration fees. You will fill out an admission/registration form and receive a registration/admission slip.

If you are not eligible: You have the option to explore other courses available.

5. Fill Admission/Registration Form: You will complete the necessary form for admission or registration.

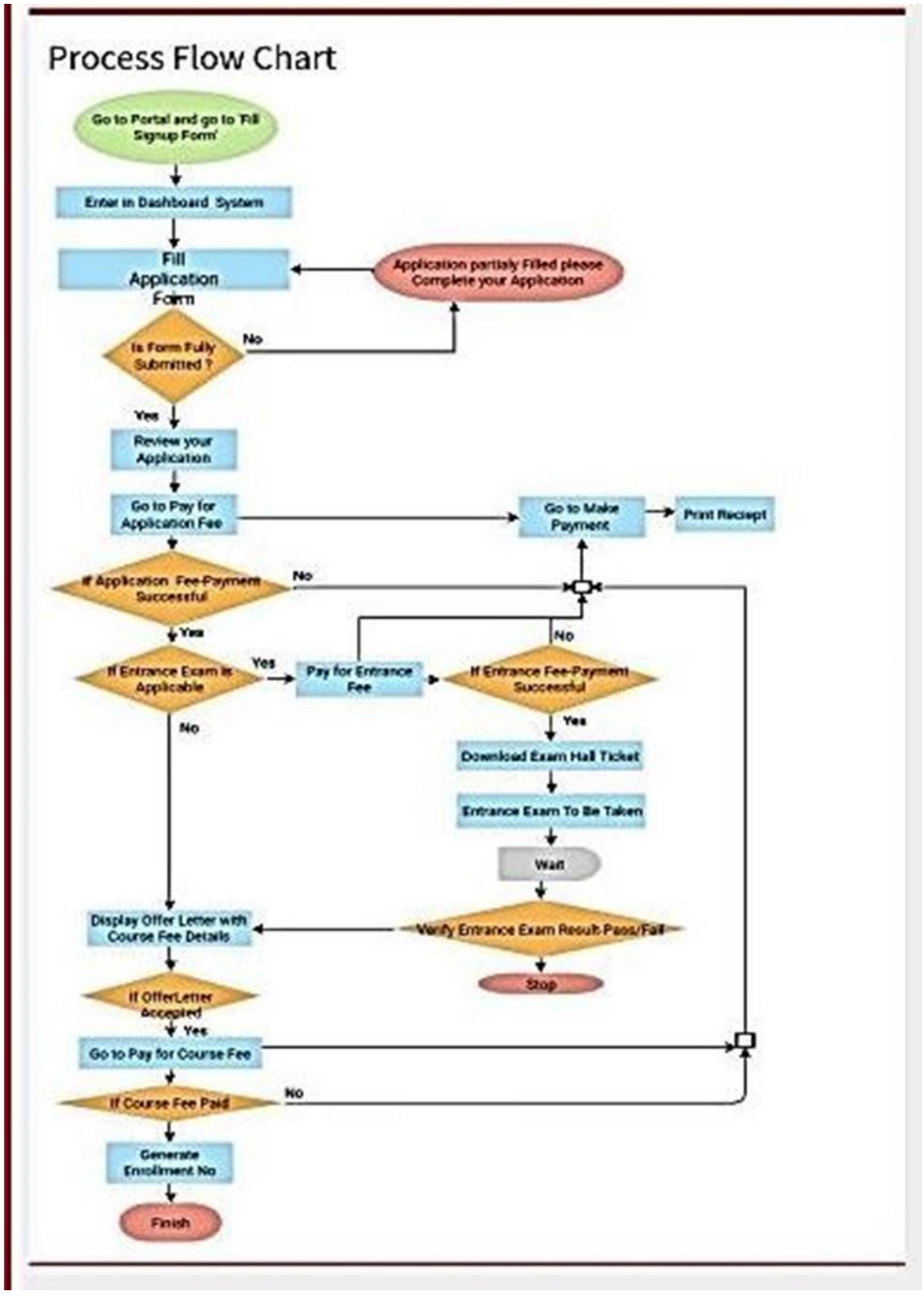
6. Received Reg./Admission Slip: Once you have filled out the form, you'll receive a registration or admission slip.

7. STOP: This is where the process ends. You have completed the necessary steps.

8. END: The entire process is completed.

5.2.1 ONLINE MODE (Through University Portal)

ONLINE MODE



5.2.2 BREAK DOWN THE FLOW CHART INTO SIMPLER TERMS:

1. Go to Portal and Access 'Fl Signup Farm: Start by going to the portal and accessing the "Fl Signup Farm" section.

2. Enter Dashboard System: Once inside, enter the dashboard system.

3. Fill Application Form: Complete the application form. If the form is filled completely, move to the next step.

4. Application Form Fully Submitted: Check if the application form is fully submitted.

- If yes, proceed to review your application.
- If no, return to complete the missing fields.

5. Review Application: Take a moment to review your application.

6. Pay for Application Fee: If everything looks good, proceed to pay the application fee.

- If payment is successful, move on to the next step.
- If not, retry the payment process.

7. Pay for Entrance Fee (if applicable): If there's an entrance exam, pay the entrance fee.

- If the entrance fee payment is successful, continue.
- If not, review and resolve any payment issues.

8. Receive Offer Letter with Course Fee Details: Once fees are paid, receive an offer letter detailing the course fees.

9. Accept Offer Letter: If you agree with the details, accept the offer letter.

10. Pay for Course Fee: Proceed to pay the course fee.

- If payment is successful, move on.
- If not, resolve any payment issues.

11. Generate Enrollment: Once the course fee is paid, generate your enrollment.

12. Finish Application: If all steps are completed, finish the application process.

- If not, return to complete any remaining tasks.

13. Make Payment and Print Receipt: Make the necessary payments and print the receipt.

14. Download Exam Hall Ticket (if applicable): If there's an entrance exam, download the hall ticket.

15. Take Entrance Exam: Appear for the entrance exam as scheduled.

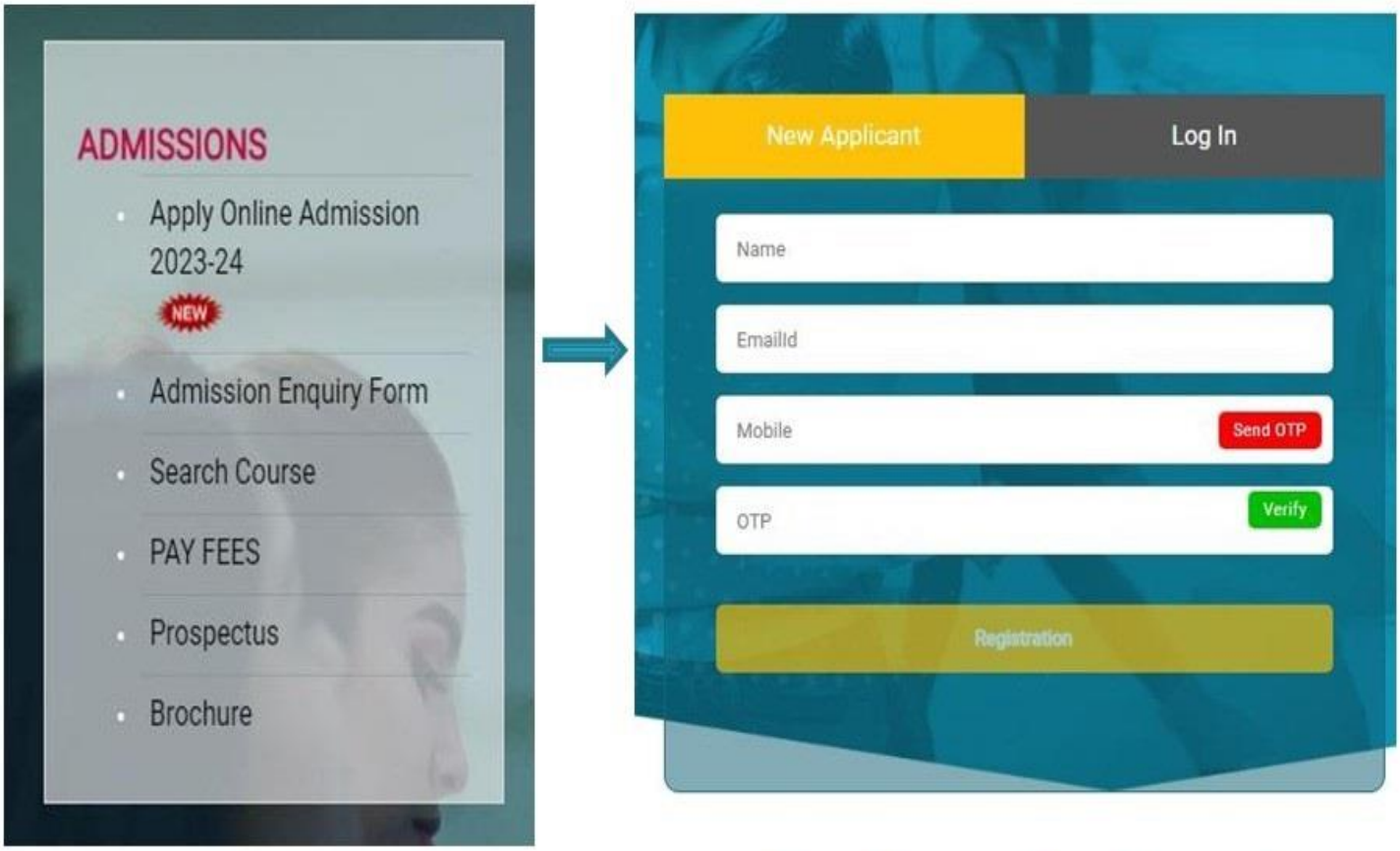
16. Verify Entrance Exam Result: Check the entrance exam result.

- If successful, stop.
- If not, review and consider next steps.

5.3 PRIVATE MODE (Through AISECT Online)

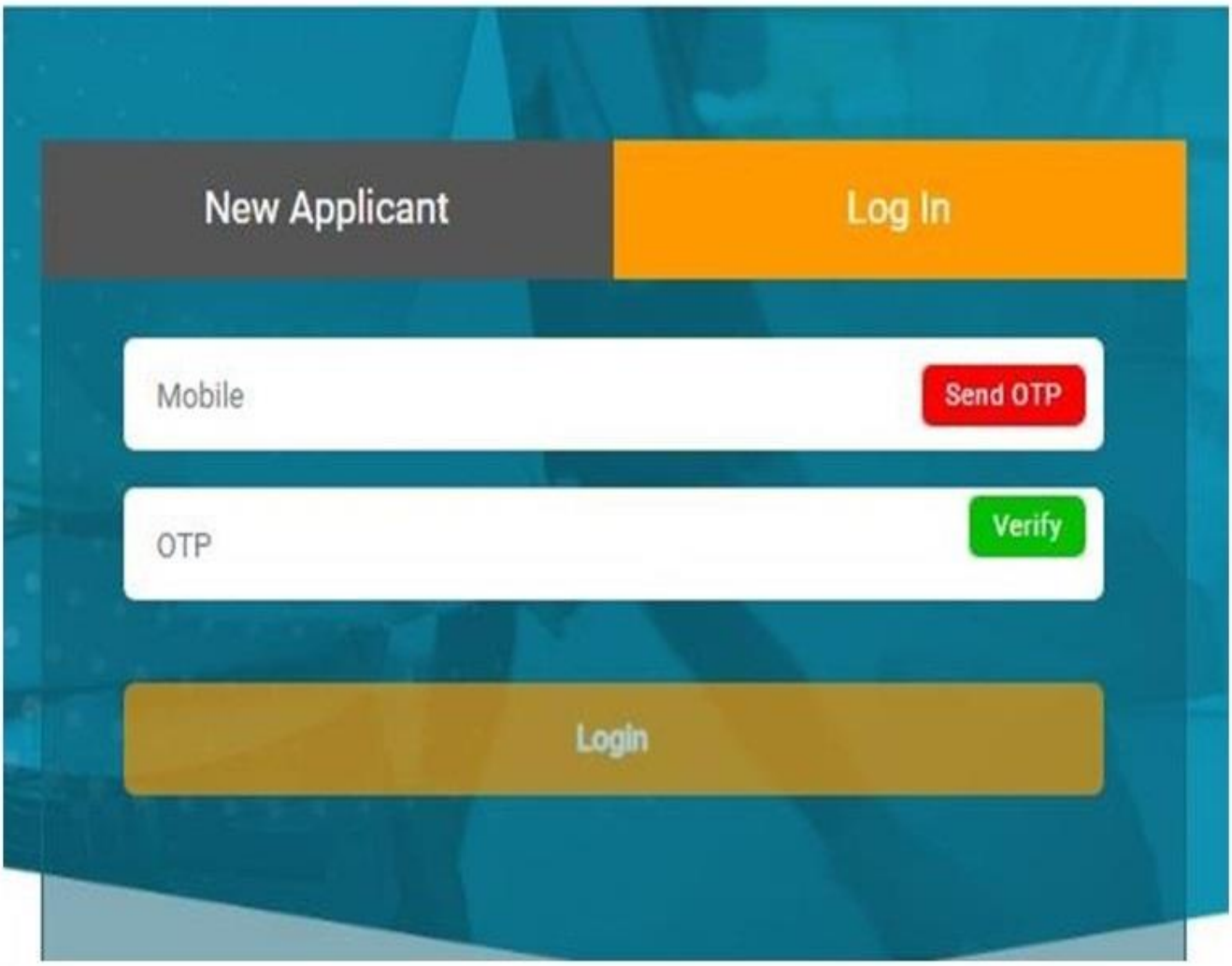
Go to the portal

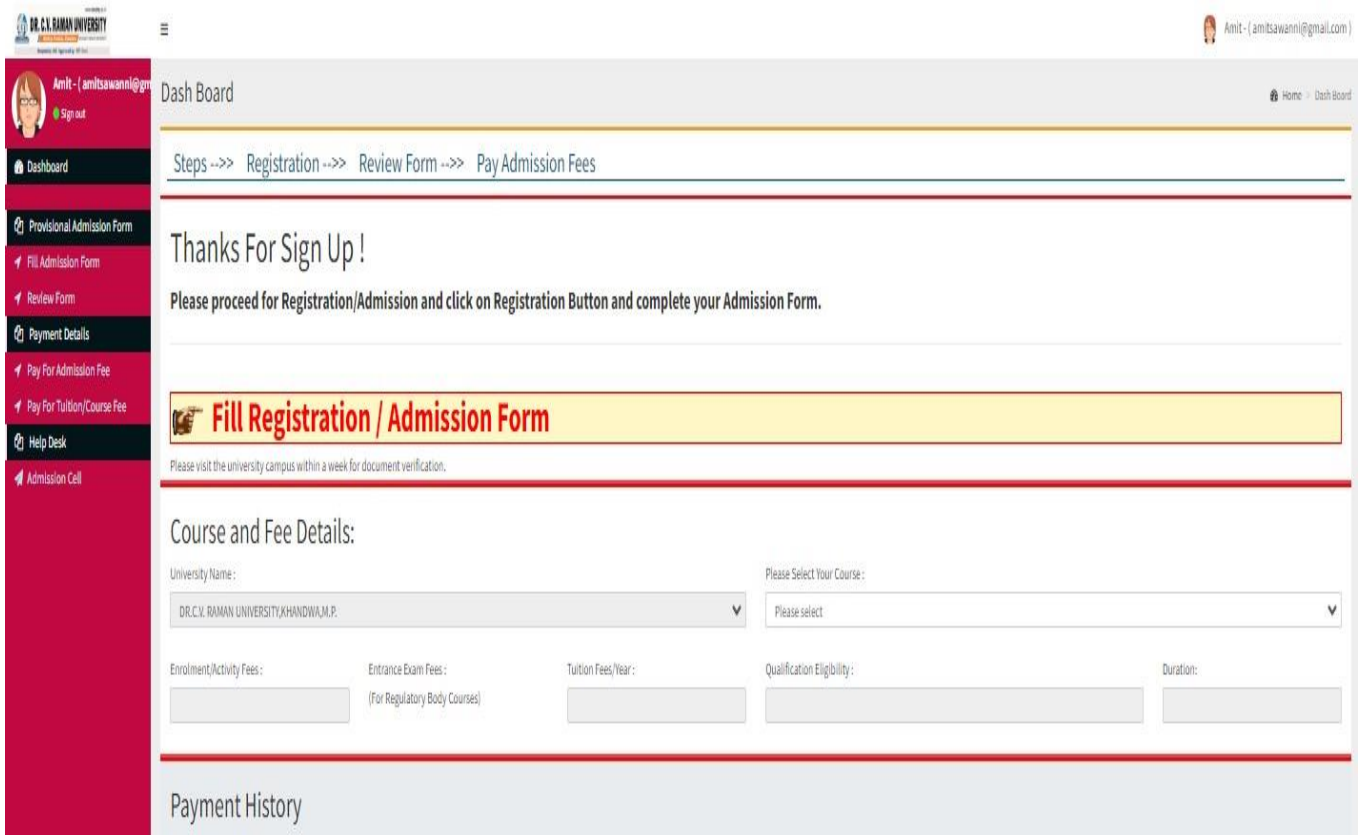
https://www.cvrump.ac.in/



For New Applicant

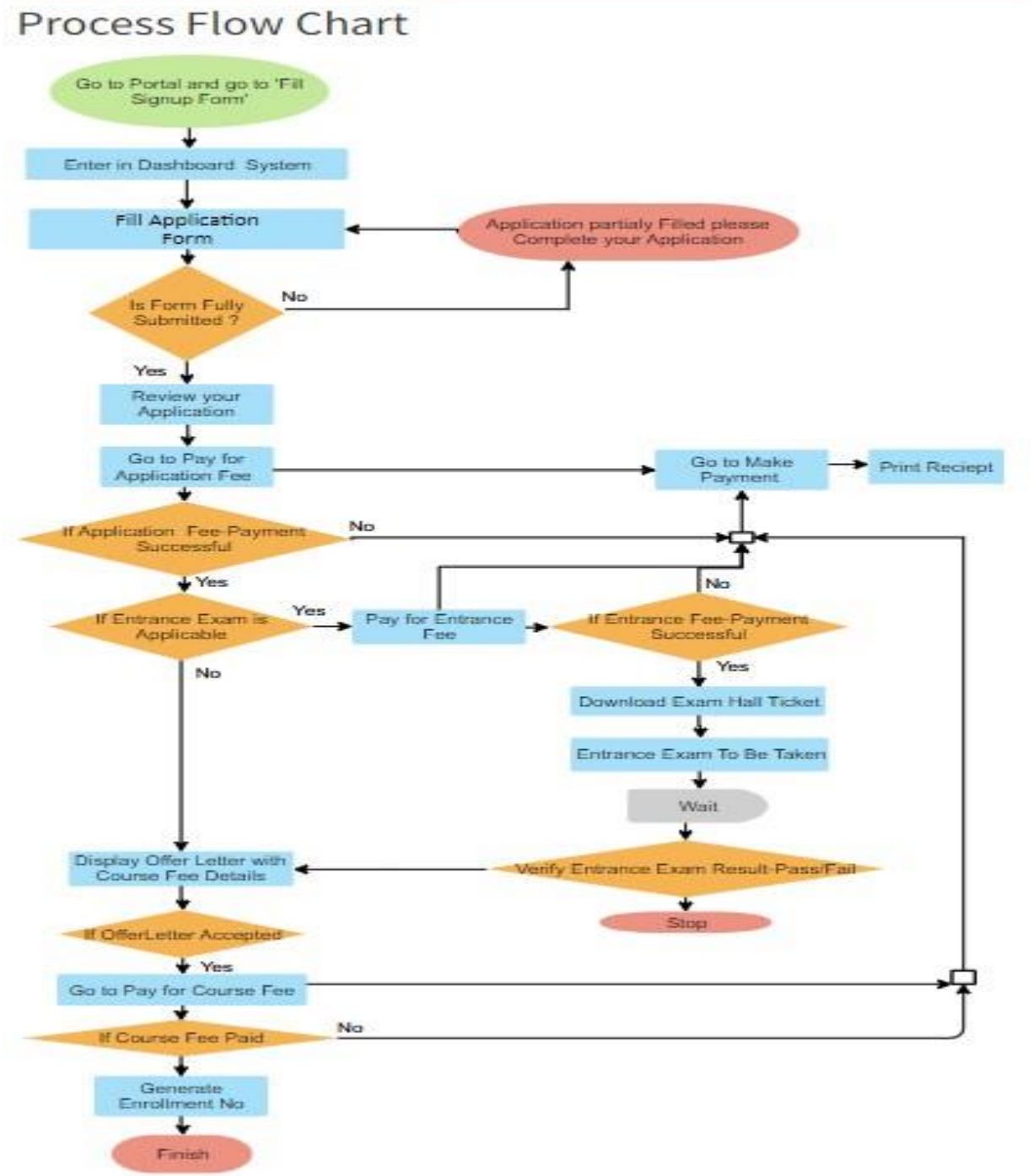
5.3.1For Already Registered Applicant




DR. C.V. RAMAN UNIVERSITY
Amit - (amitsawanni@gmail.com)
Amit - (amitsawanni@gm
Sign out
Dashboard
Provisional Admission Form
Fill Admission Form
Review Form
Payment Details
Pay For Admission Fee
Pay For Tuition/Course Fee
Help Desk
Admission Cell
Dash Board
Home
Dash Board
Steps -->> Registration -->> Review Form -->> Pay Admission Fees
Thanks For Sign Up !
Please proceed for Registration/Admission and click on Registration Button and complete your Admission Form.
Fill Registration / Admission Form
Please visit the university campus within a week for document verification.
Course and Fee Details:
University Name :
DR.C.V. RAMAN UNIVERSITY,KHANDWA,M.P.
Please Select Your Course :
Please select
Enrolment/Activity Fees :
Entrance Exam Fees :
(For Regulatory Body Courses)
Tuition Fees/Year :
Qualification Eligibility :
Duration:
Payment History

***Mandatory clause**

The confirmation of admission should be countersigned by the Chair of schools as a final step in the admission process.



+ Education Detail

Qualification Level :	Course / Subject :	Board / University :	Institute Name :	Passing Year :	Percentage :
10th	Course/Subject	Board/University	Institute Name	Passing Year	Percentage
12th	Course/Subject	Board/University	Institute Name	Passing Year	Percentage
Graduation	Course	University	Institute Name	Passing Year	Percentage
Post-Graduation	Course	University	Institute Name	Passing Year	Percentage
Last Qualification	Course	University	Institute Name	Passing Year	Percentage

+ Document Proof

Identity Type :

Please Select

Identity No. :

Upload Identity Image Side One :

Choose File No file chosen

Upload Identity Image Side Two :

Choose File No file chosen

Last Qualification :

Please Select

Last Qualification Image :

Choose File No file chosen

Photograph :

Choose File No file chosen

How did you hear about us:

Please Select

Please Enter any Refrence Details:

Please Enter any Refrence Details

Self Declaration: ☐ I hereby declare that all the information filled by me are correct.

I Accept that my admission to course is subject to verification of my eligibility document.

SAVE AS DRAFT SAVE PROFILE

6. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION.

6.1 Students seeking admission to various Programme offered under CVRUK shall be admitted to a particular program after verification of eligibility documents given below.

6.2 After checking eligibility criteria, if a candidate is found eligible, candidate has to submit the eligibility documents within the prescribed time to the admission cell.

The list of self-attested documents to be submitted along with the Admission Form for the purpose of verification is as follows.

6.3 LIST OF DOCUMENTS

S. No.	Name of Document
1.	Online Admission Form/Offline Admission Form
2	Mark sheet of higher secondary examination or 10+2 examination
3	Mark sheet of 10th examination or secondary examination
4	Domicile certificate
5	Caste certificate issued by competent authority (if applicable)
6	Percentage/marks conversion authorized documents of respective Board/University (Applicable only in case Grade based mark sheet)
7	Permanent address proof
8	Adhar card
9.	Four color passport size photographs

6.4 LIST OF DOCUMENTS REQUIRED IN ORIGINAL FORM

1.	Original TC/College or School Leaving Certificate
2.	Original Migration Certificate

7. MERIT LISTING

The merit list of the students for the program, shall be prepared by the University as per the selection process .After preparing merit list, University will inform the same to the candidates and will call for the confirming admissions .

8. TERM OF PROVISIONAL ADMISSION

In the compliance with Ordinance 14 A, it is stipulated that 10% seats reserved for lateral entry in **2nd, 3, nd 4 nd** , year applicable to 4-year UG program .

9. PAYMENT OF FEES

9.1 A candidate who gets admission shall have to pay the fees, as determined by the University.

9.2 The admitted students are required to pay the fees of every semester/Year as per the Fee Payment Schedule notified by the University, and failing which, the concerned student shall not be allowed to attend the academic sessions.

9.2 Admission to the Second year and onwards students.

9.2.1 All students studying in the Second year and onwards have to complete their admission to the senior class as per the notification issued in this regard.

9.2.2 If a student fails to complete the admission procedure to the senior class as the per dates mentioned in the notification issued in this regard, shall not be allowed to participate in any academic activities.

9.3 Mode of Payment

9.3.1 The payment shall be made through Online Mode (UPI/ IMPS / NEFT / RTGS) and Offline Mode (Cheque /Cash).

10. FEE STRUCTURE FOR EVERY ACADEMIC YEAR

The Fee Structure of all programmes of CVRUK University for every Academic Year, shall be governed by the respective authority of CVRUK University**. The fee is decided by PURC on year basis or shall be applicable as approved by consecutive year also.**

The detailed Fee Structure can be viewed at CVRUK website

www.cvru.ac.in

11. CANCELLATION OF ADMISSION AND REFUND OF FEES

11.1 Admission Cancellation

11.1.1 Undergraduate and Postgraduate Programs: Students may request the cancellation of their admission to undergraduate and postgraduate programs by following the prescribed procedure given below:

11.2 Admission Cancellation Procedure

11.2.1 Students seeking admission cancellation must submit a formal written request to the University's Admissions Office. The request should include the following information:

Sr. No.	Student Information
1.	Student ID Number
2.	Program of Admission
3.	Reason for Admission Cancellation
4.	Supporting documents (if applicable)

11.2.2 The Admissions Office will review the request and communicate its decision to the student within 3 working days. If the cancellation request is approved, the University will initiate the fee refund process as outlined in Section 12.

12. FEE REFUND

12.1 Eligibility for a fee refund will depend on the timing of the admission cancellation and the circumstances surrounding it. Refund eligibility will be determined according to the schedule given below:

S. No	Fees Components	Collection Schedule
1	Application Fee	One time - Non Refundable
2	Registration Fee	One time - Non Refundable
3	Tuition Fee	Refundable
4	Academic and Administration Fee	Refundable

12.2 GROUNDS FOR A REFUND AND THE REFUNDED AMOUNT

The student may apply for cancellation of the provisional admission and may request for refund of fees, as per the below table.

S. No.	Reason	Cancelled by	Refund Practice
1	Student hasn't cleared the qualifying examination required for admission	University	**Full refund** of Registration, Tuition and Academic & Administration (A & A) Fee after deducting INR 1000 as processing fee
2	Program has been cancelled	University	**Full refund** of Application,

S. No.	Reason	Cancelled by	Refund Practice
			Registration, Tuition and Academic & Administration (A & A) Fee

12.3 WITHDRAWAL REQUEST FROM THE STUDENT

S. No.	Situation	Refund Practice
1.	Refund request received on or after the Formally notified last date of admission	1.Less than 15 days before the formally notified last date of admission 10% deduction on total fee paid
		2. Less than 15 days after the formally notified last date of admission -20% deduction on total fee paid
		3. 30 days or less but more than 15 days after the formally notified last date of admission - 50% deduction on total fee paid
		4. More than 30 days after formally notified last date of admission - No Refund

13. IMPORTANT NOTE

13.1 In cases of medical emergencies, visa denials, or other unforeseen circumstances beyond the student's control, the University may consider refund requests on a case-by-case basis.

13.2 Students should provide documented evidence of the circumstances along with their refund request for consideration.

14. ADMINISTRATIVE FEES

14.1 The University reserves the right to deduct administrative fees from the refunded amount, as specified in the fee structure or as outlined in program-specific guidelines**.**

15. CONTACT INFORMATION

For inquiries related to admission cancellation and fee refund requests, please contact**:**

Mr. Amit Sawanni

Admission Coordinator, Dr. C. V. Raman University, Khandwa

Contact Number: 8770071619

15.1 COMMUNICATIONS

15.1.1 All communications by the University for the Admission Process will be made through the website www.cvru.ac.in as well as through the Registered Mobile of the candidates with the University. Therefore, all the candidates are advised to go through the University's website and other means on regular basis for admission updates. The University will not be responsible for non-receipt of any communication.

16. WARNING

Ragging is completely banned in Dr. C.V. Raman University . The students are instructed to follow and maintain discipline in the campus. She shall not indulge in any kind of ragging-related activities inside or outside campus, any kind of remarks or action with respect to somebody's Caste, Creed, Religion, Gender

etc. All are punishable offences and appropriate actions shall be taken against the defaulter.

16. AMENDMENTS TO THE POLICY

The University reserves the right to amend this Admission Cancellation and Fee Refund Policy as necessary. Any updates will be communicated through official University channels.

By enrolling in Dr. C. V. Raman University, students acknowledge their understanding of an agreement to this Admission Cancellation and Fee Refund

Annexure I

DR. C.V. RAMAN UNIVERSITY

Madhya Pradesh, Khandwa AN AISECT GROUP UNIVERSITY

Approved by: MP Govt., AICTE, MCTE, MP PARAMEDICAL COUNCIL. Recognized by: UGC Member of: AIU

ADMISSION FORM

PHOTOGRAPH

Write the Name at the back of Photograph

Form Number

INSTRUCTIONS

1. Please read the instructions in the Information Brochure before filling up this form.
2. Use Block Letters to fill the Boxes English capital letters or English numbers.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle, scribble, tear, wet or fold this sheet.
5. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1. Name of the Candidate (as in high school or equivalent certificate/marksheet)

2. Father's Name (as in high school or equivalent certificate/marksheet)

3. Mother's Name (as in high school or equivalent certificate/marksheet)

4. Gender Male ☐ Female ☐

5. Category GEN ☐ SC ☐ ST ☐ OBC ☐

6. Date of Birth Date ☐☐ Month ☐☐ Year ☐☐☐☐

7. Course Appling For (Refer Information Brochure for program name)

Semester Applied for

Specialization

Academic Session ☐☐☐☐

9. Aadhar Card No.: ☐☐☐☐☐☐☐☐☐☐☐☐

10. Samagra Id ☐☐☐☐☐☐☐☐☐☐

11. Nationality Indian ☐ Others ☐ If others (Pls. specify)_____

12. Place of Residence Rural ☐ Urban ☐ Domicile of M.P. Yes ☐ No ☐

13. Religion Hindu ☐ Sikh ☐ Islam ☐ Christian ☐ Others ☐ If others (Pls. specify)_____

14. Have you appeared for any State Level / National Level /University Level Exam

AJEE ☐ JEE ☐ MBA ☐ CAT ☐ MAT ☐ Other_____ Score ☐☐☐ Percentage ☐☐

15. Contact Numbers Students Mobile Number ☐☐☐☐☐☐☐☐☐☐ Parents Mobile Number ☐☐☐☐☐☐☐☐☐☐

16. Mandatory E-mail Address

Accommodation Required Yes ☐ No ☐ Transportation Required Yes ☐ No ☐

17. Write Your Complete Permanent Correspondence address including your name in English in Capital Letters with Black Pen (for all communication including letter of Admission)

Name: _____

Address: _____

City: _____ State: _____

Pin: ☐☐☐☐☐☐

18. Write your Complete Local address including your name in English in Capital Letters. (for all communication including letter of Admission)

Name: _____

Address: _____

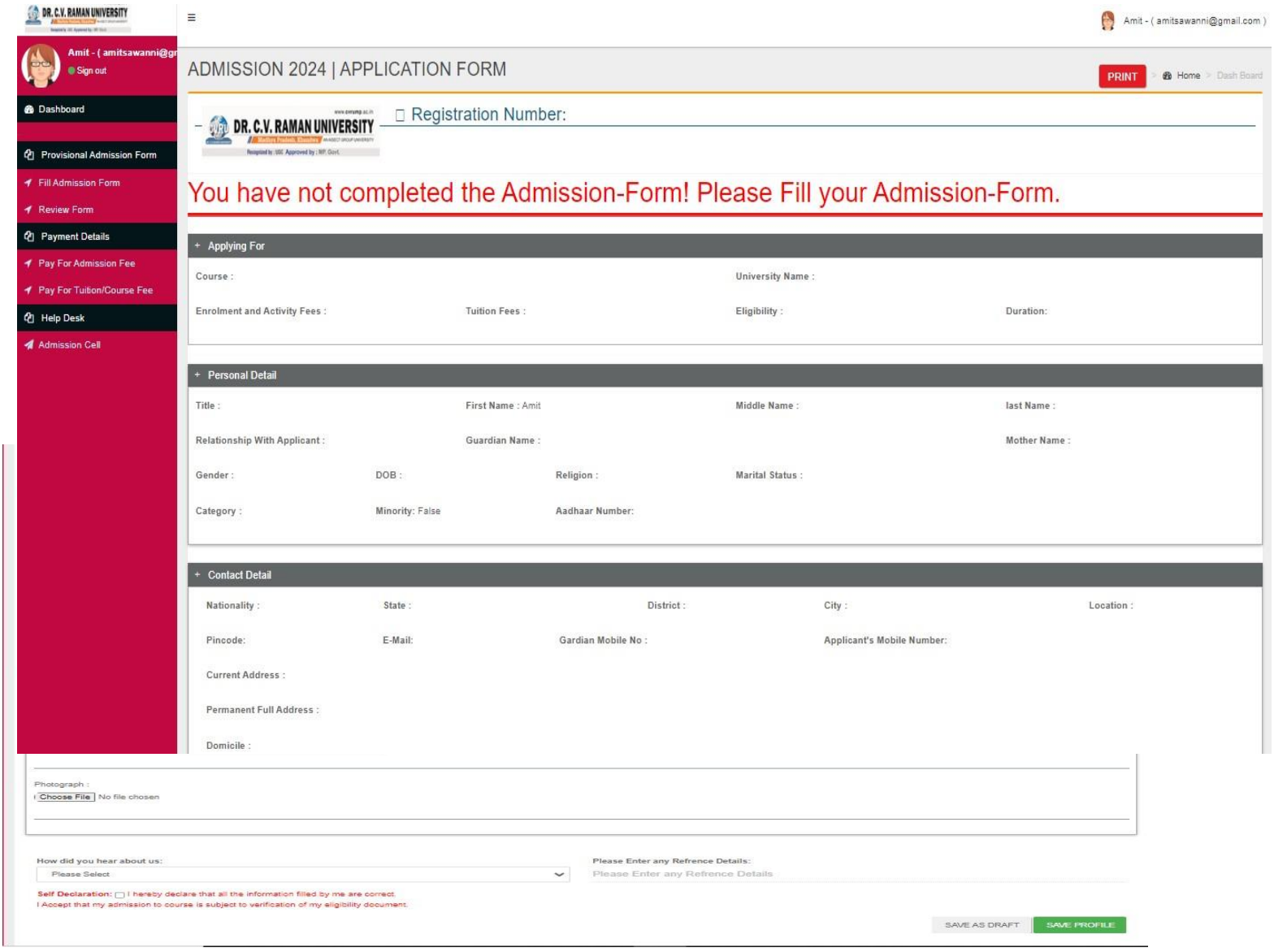
City: _____ State: _____

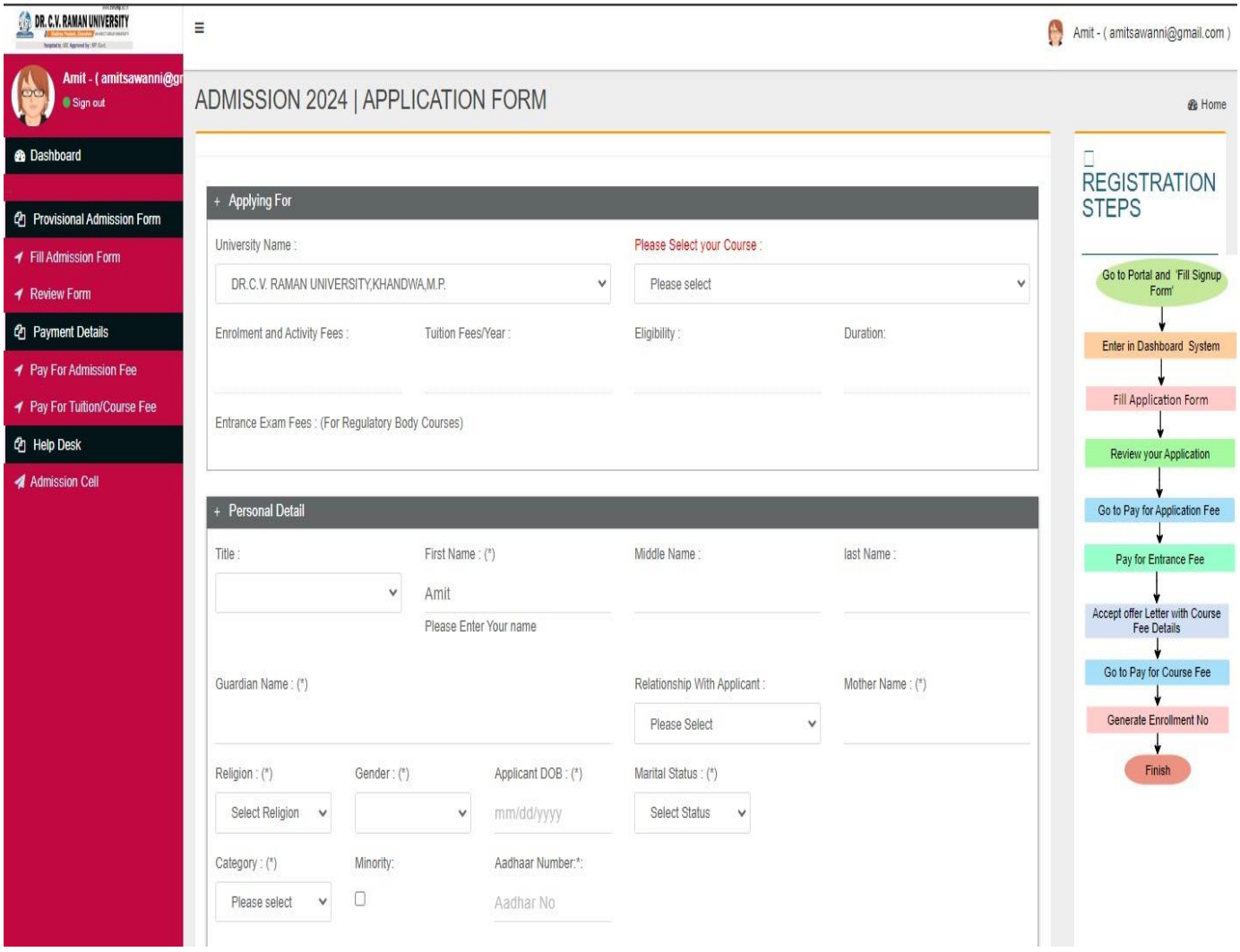
Pin: ☐☐☐☐☐☐

FEES RS. 1000/-

Annexure II

Annexure III




DR. C.V. RAMAN UNIVERSITY
Amit - (amitsawanni@gmail.com)
Amit - (amitsawanni@gr
Sign out
Dashboard
Provisional Admission Form
Fill Admission Form
Review Form
Payment Details
Pay For Admission Fee
Pay For Tuition/Course Fee
Help Desk
Admission Cell
ADMISSION 2024 | APPLICATION FORM
Home
+ Applying For
University Name :
DR.C.V. RAMAN UNIVERSITY,KHANDWA,M.P.
Please Select your Course :
Please select
Enrolment and Activity Fees :
Tuition Fees/Year :
Eligibility :
Duration:
Entrance Exam Fees : (For Regulatory Body Courses)
+ Personal Detail
Title :
First Name : (*)
Amit
Please Enter Your name
Middle Name :
last Name :
Guardian Name : (*)
Relationship With Applicant :
Please Select
Mother Name : (*)
Religion : (*)
Select Religion
Gender : (*)
Applicant DOB : (*)
mm/dd/yyyy
Marital Status : (*)
Select Status
Category : (*)
Please select
Minority:
Aadhaar Number:*:
Aadhar No
REGISTRATION STEPS
Go to Portal and 'Fill Signup Form'
Enter in Dashboard System
Fill Application Form
Review your Application
Go to Pay for Application Fee
Pay for Entrance Fee
Accept offer Letter with Course Fee Details
Go to Pay for Course Fee
Generate Enrollment No
Finish