



**VALLABH VIDYANAGAR, GUJARAT, INDIA**

**Online Centralized Admission Booklet 2024-25**

**Admission to first year of Undergraduate  
Non-Technical Programmes**

**Contact: +91 63588 19009, +91 2692 238001**

**Website: <https://adm.cvmu.ac.in>**

**THE CHARUTAR VIDYA MANDAL (CVM) UNIVERSITY**  
**VALLABH VIDYANAGAR GUJARAT - INDIA**

**IMPORTANT INSTRUCTIONS AND GENERAL GUIDELINES FOR APPLICANTS:**

- 1 All Applicants desirous of seeking admission to any of the Undergraduate / Diploma Courses offered by the CVM University Constituent Colleges are required to apply online through the CVM University portal <https://adm.cvmu.ac.in> as per the guidelines given in the Admission Booklet 2024-25.
- 2 The Applicant must read the eligibility criteria from the CVM University website (<https://cvmu.edu.in/academics>) or from the website of respective constituent college or confirm telephonically / email and must satisfy the eligibility for the admission before filling the application form.
- 3 The Applicant must have a valid Mobile Number and an Email ID to get Online Application number and the Password for registration process to fill online application form. Having completed the Registration, the applicant is advised to change the Password using the "Change Password" option later on.
- 4 Before filling college choice (Applicable only for BCA Course), the Applicant is requested to verify the college information regarding availability of Courses and related information.
- 5 After completion of the Online Application Form, the Applicant will be directed to the payment gateway to pay fees for processing of application for admission of ₹ 500/- (inclusive of GST) through online mode only. (Payment shall be made through Credit Card/Debit Card/Net Banking/UPI). ***The fees for processing of application for admission shall not be refunded, in any case.***
- 6 The Applicant desirous of registration for more than one UG Programme/Diploma Programme will have to fill-up/submit separate prescribed application form for each Programme with separate Fees for processing of application for admission.
- 7 Once an Applicant provisionally gets an Admission, he/she must pay up the College fees through online / offline mode as directed by concerned constituent college within prescribed time or else the admission will be treated as cancelled.
- 8 Applicants are requested to visit the University website / Constituent College website regularly for updates regarding the online admission process. No personal communication will be sent to the applicant for the admission process.
- 9 Canvassing in any form on behalf of any applicant will disqualify the applicant.

- 10 In case of any dispute, the decision of the Honorable President of The CVM University shall be final and binding to all.

### **RESERVATION OF SEATS:**

The reservation seats governing all admissions for candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Socially and Economically Backward Classes (SEBC), Economically Weaker Sections (EWS), Physically Handicapped (including Visually Handicapped) (PH), Defense personnel and Ex-Servicemen shall be as per the norms of state government for all categories of seats.

1. SC and ST students will have to produce income certificate (as declared by Government) for exemption from the tuition fee.
2. SC/ST/SEBC & other reserved category students having domicile in Gujarat State will only be considered eligible as per reservation policy decided by Gujarat State from time to time.
3. If a candidate of reserved category (SC/ST/SEBC/EWS) gets admission on unreserved seat in order of merits, he may be given admission on the unreserved seat according to his preference.
4. Applicants belonging to Scheduled Caste (SC) and Scheduled Tribe (ST) will be required to produce relevant certificates to the effect issued by the Collector/ Prant Officer/ Mamlatdar/ Mahalkari/ District Social Welfare Officer/Director of Social Welfare/District Backward Class Welfare Officer in the format given in the Prospectus, along with certified true copies of the same.
5. Applicants belonging to Socially and Educationally Backward Classes (SEBC) will be required to produce a certificate (as per Schedule-K), issued by District Collector/District Development Officer/ Deputy Collector/ Asst. Collector/ Mamlatdar/ Mahalkari/ District Social Welfare Officer, along with certified true copies of the same; to provide evidence that they do not fall in the creamy layer.
6. Economically Weaker Sections (EWS) as per Gujarat Government notification No. EWS/122019/45903/A and dated: 23/01/2019. Applicants belonging to Economically Weaker Sections (EWS) will be required to produce a certificate issued by District Magistrate/ Collector/ Additional Collector/ Dy. Collector/ Asst. Collector/ Revenue officers not below the rank of the Mamlatdar/ Tehsildar/ Taluka Vikas Adhikari (TDO)/ District Dy. Director, (Developing Caste Welfare)/ Social Welfare Officer (Developing Caste Welfare).
7. No caste certificate/non-creamy layer/EWS certificate shall be valid unless it is duly stamped, signed, and issued by the authority empowered by the Government of Gujarat.

8. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate/non-creamy layer/EWS certificate issued to him by the authority empowered by the State Government in this behalf. In case the caste certificate/non-creamy layer/EWS certificate is found to be invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such a candidate may be continued in case of availability of vacant unreserved seats, subject to the condition of eligibility of merit.

#### **RESERVATION FOR PHYSICALLY DISABLED CANDIDATES:**

9. A candidate with disability shall have to submit a certificate of disability issued and duly signed by the Civil Surgeon, along with certified true copies of the same. **Explanation:** "person with disability" means a person suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority.

#### **RESERVATION FOR THE CHILDREN OF DEFENSE PERSONNEL AND EX-SERVICEMEN:**

- a. A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer. In-Service Defense personnel shall be required to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving.
  - b. The seats remaining vacant against the category of defense personnel and Ex-Servicemen shall be filled up from the merit list of unreserved category candidates.
10. If any seat could not be filled under SC, ST, (After inter-transferability of SC&ST Seat), SEBC(OBC), EWS, PH, Ex-Servicemen categories and remains vacant as a result, it shall be filled up on open merit by admitting students completed 12th Standard.
  11. After considering all the applications if there remains any vacancy, it will be filled up by the students completed 12th Standard.

**DOCUMENTS TO BE VERIFIED AT TIME OF ENROLLMENT IN RESPECTIVE COLLEGE WHERE HE/SHE GET ADMISSION:**

The candidate shall submit the self-attested copies with all original following documents with the printout of Application Form, namely:

1. 10th Standard Examination Mark-sheet.
2. 12th Standard Examination Mark-sheet.
3. School Leaving certificate.
4. Caste certificate for a candidate belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Socially and Educationally Backward Classes (SEBC), Economically Weaker Sections (EWS), issued by the authority empowered by the Government of Gujarat in this behalf,
5. For SEBC Non-Creamy Layer (NCL) certificate of the family, issued for the relevant academic year, by the authority empowered by the Government of Gujarat in this behalf,
6. Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/competent authority, in case of a Physically Handicapped candidate,
7. Certificate of Ex-Serviceman, duly issued by the Director, Sainik Welfare Board, Gujarat State or by the District Sainik Welfare Officer,
8. A copy of certificate of In-Serviceman duly issued by the Commanding Officer of the respective unit in which he is serving,
9. Such other certificates as the Admission Committee deem necessary.

**INELIGIBILITY FOR ADMISSION ON PRODUCTION OF FALSE DOCUMENTS:**

During verification of documents at time of admission form verification/enrollment if any certificate or testimony or information submitted by the applicant, stands incorrect or false, the admission of such applicant shall be cancelled for that year, and he/she shall be disqualified for admission for the period of next two years.

### **CANCELLATION OF ADMISSION AND REFUND OF FEES:**

- In case of a candidate withdrawing his/her candidature after completion of admission process, for any reason whatsoever, he/she may request in writing to the Principal, Constituent College in which he/she is granted admission, or the Registrar, CVM University for refund of fees paid by him/her. In such case, the fee shall be refunded, by such Constituent College, as per the UGC norms and shall follow the following four-tier system for the refund of fees remitted by the candidate.

<b>Sr. No.</b>	<b>Percentage of Refund of Aggregate fees *</b>	<b>Point of time when notice of withdrawal of admission is served to Constituent College / CVM University</b>
1	100%	15 days before the formally notified last date of admission
2	80%	Not more than 15 days after the formally notified last date of admission
3	50%	More than 15 days but less than 30 days after formally notified last date of admission
4	00%	More than 30 days after formally notified last date of admission

\* (Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the Concerned Constituent College shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

## Admission Process:

- The entire process and allied activities relating to admission shall be carried out by the admission committee for CVM University. Now onwards the committee is called as Admission Committee (CVMUADM).

## Steps to be performed to apply for admission.

### Quick Registration (First Time Applicant)

- Visit <https://adm.cvmu.ac.in> portal.

**Important Instructions**

- 1. If you are a first time applicant, you are advised to study the available programs at The CVM University before you apply. (Click Here: <http://cvmu.edu.in/>)
- 2. Download the admission booklet 2024-25 and read instructions carefully before applying.
- 3. Before proceeding for filling up the Online Application Form, the Applicant must have following:
  - a.Scanned Latest Photograph. (jpg/jpeg : <300KB)
  - b.Scanned Copy of all Qualifying Exam Marksheets and School Leaving / Transfer Certificate.
  - c. Other Certificates (if any)
- 4. For Non-Engineering Application, download

**How to Apply For Admission**

**Online Admission - 2024**

Apply Now For Quick Registration

Username:

Password:

Captcha:  9 R 6 N j

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### STEPS TO APPLY FOR ADMISSION

- 01 Quick Registration
- 02 Fill Application Form
- 03 Submit Application
- 04 Payment
- 05 Application Verification
- 06 Admission Allotment

No new notifications

- Click on “Apply for Quick Registration” link. Agree the basic conditions for admission application, select the Faculty, Program, Qualifying Board.

**Important Instructions**

- 1. If you are a first time applicant, you are advised to click the available programs TAB on the Home Page of [www.cvmu.edu.in.](http://www.cvmu.edu.in/) (Click Here: <http://cvmu.edu.in/programs>). Select the Program you wish to apply to from respective College, read carefully the details by clicking on "Know More" Link before you apply.
- 2. You are also requested to download the admission booklet 2024-25 and read instructions carefully before you apply.
- 3. Before proceeding for filling up the Online Application Form, the Applicant must have following:
  - a. Scanned Latest Photograph. (jpg/jpeg : <300KB)

**Quick Registration**

Faculty For Admission \*

Admission Form \*


Last Qualifying H.S.C Exam Board \*

Board State \*

Exam Month / Year \*

Seat No \*

- Once the Last Qualifying H.S.C Exam Board & Board State is selected, fill up the basic detail as shown in next screen.



**Important Instructions**

1. If you are a first time applicant, you are advised to click the available programs TAB on the Home Page of [www.cvmu.edu.in](http://www.cvmu.edu.in). (Click Here: <http://cvmu.edu.in/programs>). Select the Program you wish to apply to from respective College, read carefully the details by clicking on "Know More" Link before you apply.
2. You are also requested to download the admission booklet 2024-25 and read instructions carefully before you apply.
3. Before proceeding for filling up the Online Application Form, the Applicant must have following:
  - a. Scanned Latest Photograph. (jpg/ jpeg : <300KB)
  - b. All Marksheets of Qualifying Exams to fill up Marks in Online Application Form.
  - c. Keep Bank Details ready (like Bank Name / Branch / Account No / IFSC Code)
4. For Non-Engineering Application, Download the Application after the successful payment. Print it and contact respective Institute for Application Verification during specific period.
5. For Engineering Application, download the Application after the successful payment. Print it and wait for your Merit No. Check Admission Portal login

### Quick Registration

Faculty For Admission \*

Admission Form \*

Last Qualifying H.S.C Exam Board \*

Board State \*

Exam Month / Year \*

Seat No \*

Name of the Last School Attended \*

Full Name as per last marksheet \*

First Name \*

Last Name \*

Middle Name

- Upon clicking "Send OTP" button, the quick registration will be completed. You will get the **Application Number** (e.g. CVMU2024xxxxxxxx) in your registered email ID and/or Mobile No. Do not change email & Mobile No. until the admission is granted.

### Fill Application Form

- In application form, fill in the details like Basic, Personal, Academic. Attach the latest passport size photo & Qualifying Exam Marksheets in jpg format, size less than 300KB only and submit the application. Once you submit the application form, pay the application fees of **₹ 500 (inclusive of GST)** online and then you can download the application form. During Fees Payment, do not refresh your Browser in any case.



- Keep the print of the downloaded application with you and bring it at the time of verification and admission counselling with the required documents.

Application Form Fees: ₹ 500 (inclusive of GST)