



VALLABH VIDYANAGAR, GUJARAT, INDIA

Online Centralized Admission Booklet 2025-26

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

Contact: +91 63588 19009, +91 2692 238001

Website: <https://admissions.cvmu.edu.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://admissions.cvmu.edu.in>** as per the guidelines given in the Admission Booklet 2025-26.
- 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.
- 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 **₹ 1000/- (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.

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:

8. 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.
9. 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.
 10. 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.

If a student chooses to withdraw from the program to which they have been admitted (either provisionally or finally), the following refund policy will apply:

1. Refund Policy Based on Time of Withdrawal: A three-tier system will be followed for the refund of tuition fees:

Sr. No	Time of Withdrawal of Admission	Deduction of Charges	Refund Percentage
1	Till 30th June 2025	₹ 0	100%
2	1st July to 15th August 2025	50% of tuition fees	50%
3	16th August 2025 onwards	100% of tuition fees	0%

Note: These rules are subject to change based on updated UGC regulations.

2. Withdrawal after 1st September 2025

No fees will be refunded if the cancellation request is received from 1st September 2025 onwards.

3. Post-Enrollment Cancellation

If a student decides to cancel admission after enrollment generation, the student must pay the full annual tuition fees of the program.

4. Refund Policy for Students with Education Loans

The following policy will be applicable for students availing a 0% loan:

Sr. No	Stage of Loan Repayment	Deduction of Charges
1	1st - 2nd Installment	25% of loan amount
2	3rd - 4th Installment	50% of loan amount
3	5th Installment onwards	100% of loan amount

5. Refund Processing Timeline

The refund process will take approximately 15 working days from the date of submission of the complete cancellation form along with all required documents.

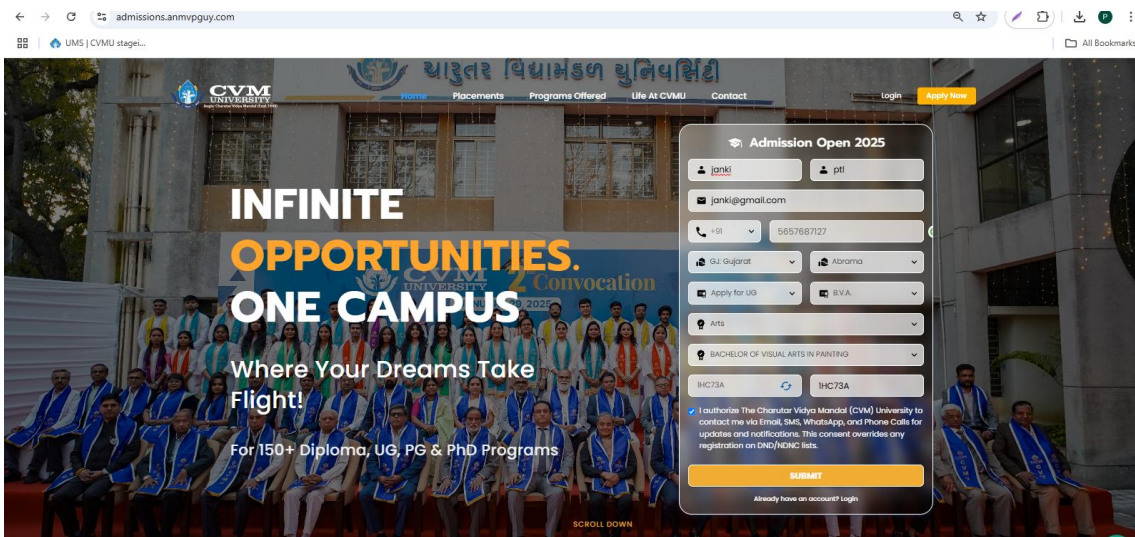
Admission Process:

- 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.

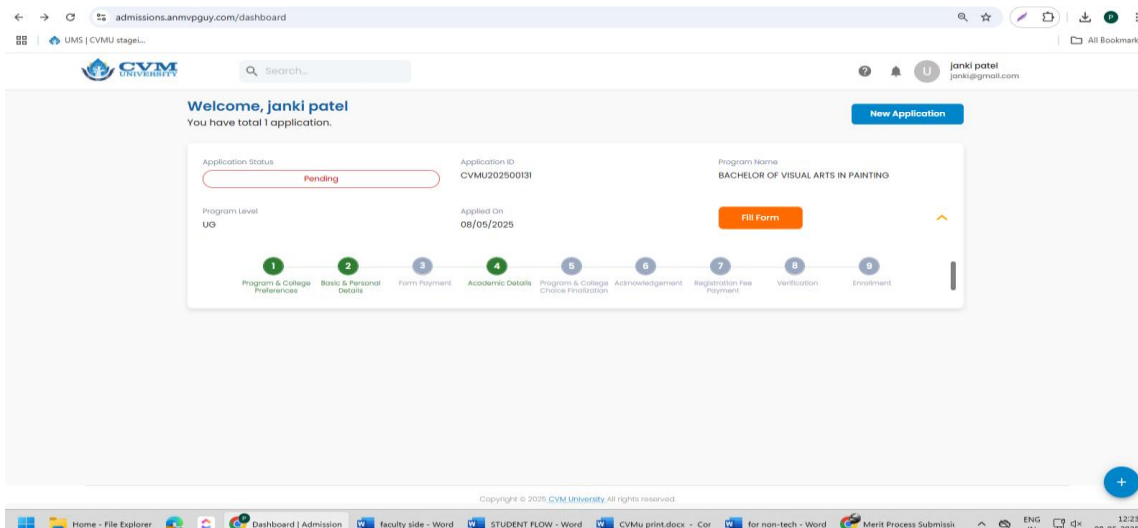
Quick Registration (First Time Applicant)

Step 1: Enter your First Name, Last Name, Email, and Mobile Number.



The screenshot shows the 'Admission Open 2025' registration form on the CVM University website. The form is overlaid on a banner image of graduates. The form fields include: Name (janki), Surname (ptl), Email (janki@gmail.com), Mobile Number (5657687127), State (GJ Gujarat), District (Abrama), Program Level (Apply for UG), Program (B.A.), and Degree (BACHELOR OF VISUAL ARTS IN PAINTING). There are also fields for Institute Code (IHC73A) and a 'SUBMIT' button. A disclaimer at the bottom states: 'I authorize The Charutar Vidya Mandal (CVM) University to contact me via Email, SMS, WhatsApp, and Phone Calls for updates and notifications. This consent overrides any registration on DDU/NOVA/ISS.' A 'Login' link is visible at the bottom of the form.

Step 2: Click on "Fill Form" to start selecting your Program and College Preferences.



The screenshot shows the 'Welcome, Janki patel' dashboard on the CVM University website. The user has a total of 1 application. The application status is 'Pending'. The application ID is CVMU202500131. The program name is 'BACHELOR OF VISUAL ARTS IN PAINTING'. The program level is 'UG'. The application was applied on 08/08/2025. A 'Fill Form' button is visible. Below the application details is a progress bar with 9 steps: 1. Program & College Preferences, 2. Basic & Personal Details, 3. Form Payment, 4. Academic Details, 5. Program & College Choice Finalization, 6. Acknowledgement, 7. Registration Fee Payment, 8. Verification, and 9. Enrollment. The progress bar shows that step 1 is completed. A 'New Application' button is also visible. The footer of the dashboard includes the copyright notice: 'Copyright © 2025 CVM University. All rights reserved.'

Step 3: Select your Program, Quota, and preferred College, then click "Save & Next".

The screenshot shows the 'Program & College Preferences' section of the admission portal. The user has selected 'BACHELOR OF VISUAL ARTS IN PAINTING' for the program, 'Management' for the quota, and 'CVM COLLEGE OF FINE ARTS (CCFA)' as the preferred college. The 'Save & Next' button is highlighted.

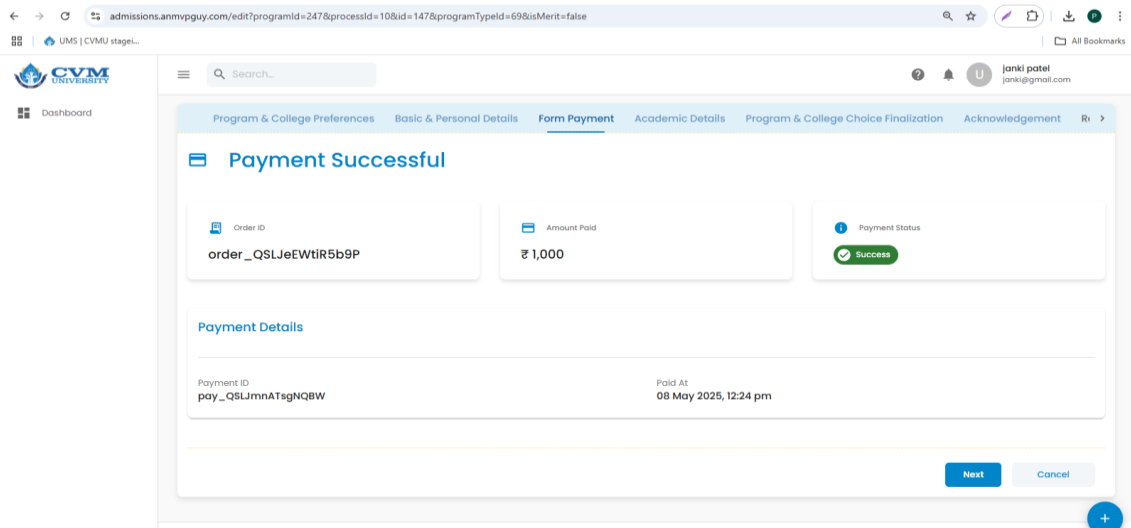
Step 4: Fill in your Basic & Personal Details including exam information, contact, and identity, and then proceed by clicking “Save & Next.”

The screenshot shows the 'Basic Details' section of the admission portal. The user has filled in their personal information, including name, email, mobile number, birth date, gender, exam board, exam month, exam year, seat number, and eligibility. The 'Personal Details' section is also visible.

Step 5: Review your Payment Details and click on “Pay ₹1,000” to proceed with the admission fee payment. Your payment has been completed successfully. You’ll see the confirmation screen with the following details:

- **Order ID**
- **Amount Paid: ₹1,000**
- **Payment Status: Success**
- **Payment ID and Timestamp**

Click the “Next” button to proceed to the **Academic Details** section



Step 6: Fill in your Academic Details including HSC information, 10th Board Science Theory marks, and then click “Save & Next.”

Step 7: Select your program, choose your quota, pick your preferred college, then click "Save & Next".

1. Once all fields are filled correctly, click the **blue button** labeled **Save & Next**
2. This will save your choice and move you to the next step in the admission process.

This step is important because it locks your **final preference for the program and college**. Make sure to double-check your choices before saving

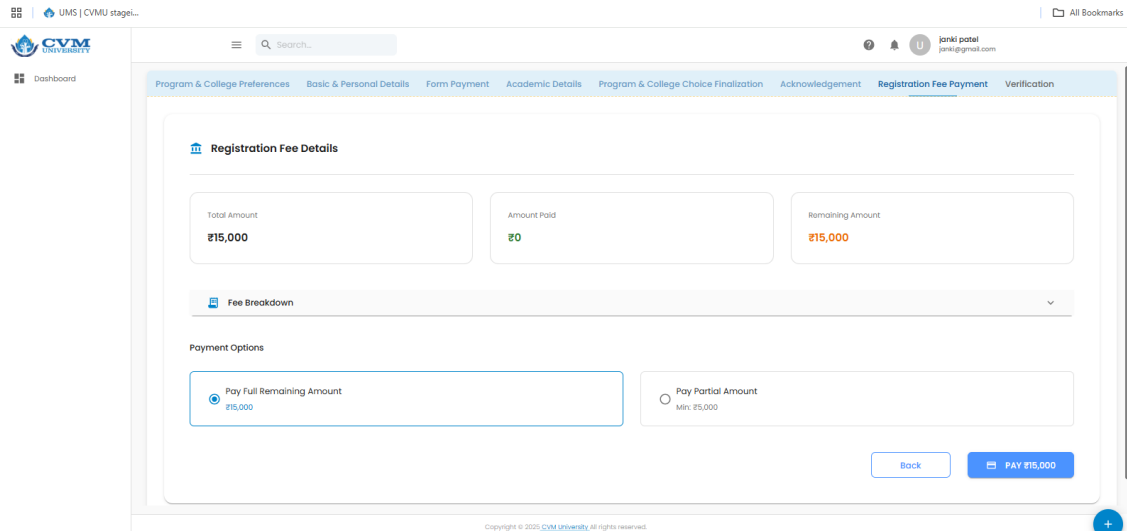
The screenshot shows a web browser window with the URL `admissions.anmvpuguy.com/edit?programId=247&processId=10&id=147&programTypeId=69&isMerit=false`. The page header includes the CVM University logo and a search bar. The main content area is titled 'Program & College Choice Finalization' and contains three dropdown menus: 'Choose Program' (BACHELOR OF VISUAL ARTS IN PAINTING), 'Choose Quota' (Management), and 'Please Select College for your final Preference' (CVM COLLEGE OF FINE ARTS (CCFA)). At the bottom right, there are 'Save & Next' and 'Cancel' buttons.

Step 8: Review and acknowledge the declaration regarding the correctness of application details and category submission, then proceed to the next step.

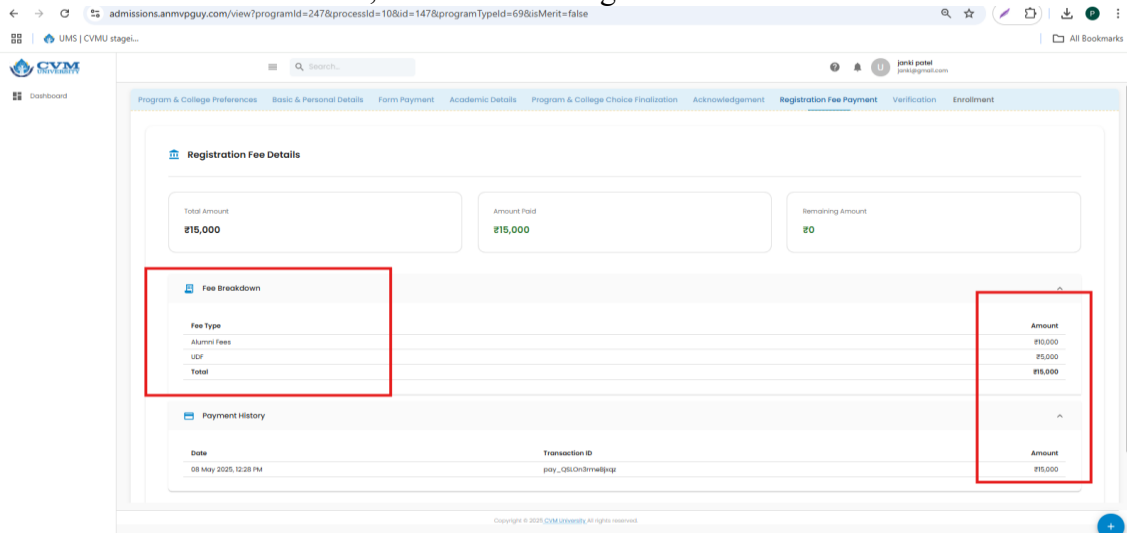
The screenshot shows the same browser window, now at the 'Acknowledgement' step. A green notification bar at the top reads 'Locked program and college preference is updated successfully.' The main content area contains a declaration form with a checked checkbox and the text: 'I solemnly declare that the information provided in this application form is correct and complete. I acknowledge and accept that my application for admission is provisional based on the information provided. I further understand and agree that the data entered in this application will be verified against the original documents during the physical verification process. If any false or misleading information is found, it may result in the complete cancellation of my admission. For Reserved Category Students: I also accept that in case of non-submission of valid category documents, my candidature will be considered under the open category.' At the bottom right, there are 'Save & Next' and 'Cancel' buttons.

Step 9: Open the **Registration Fee Payment** tab.

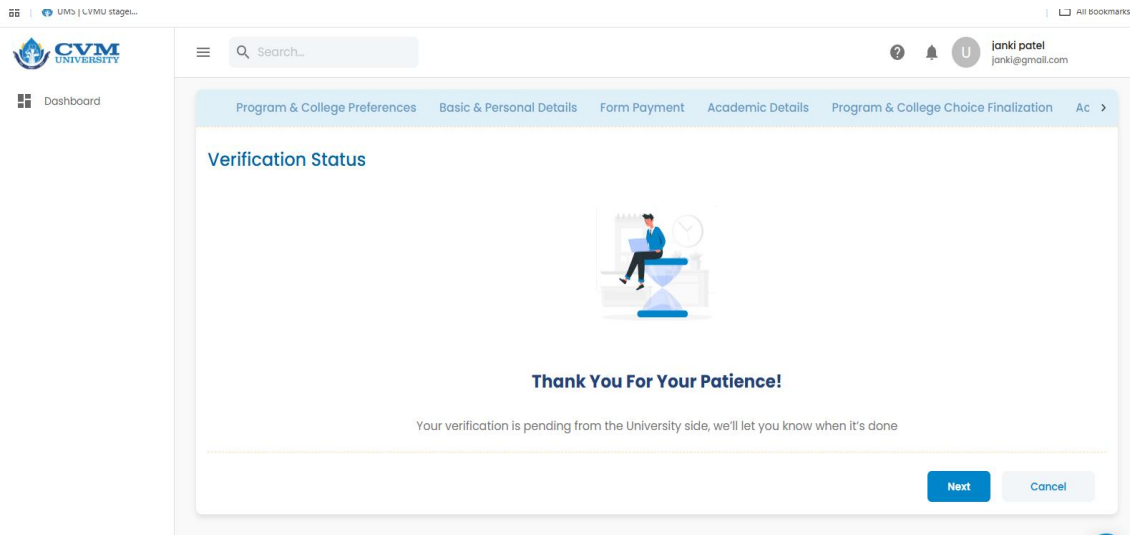
1. Check the fee details:
2. Choose a payment option:
 - **Full Payment:** Pay ₹15,000
 - **Partial Payment:** Minimum ₹5,000
3. Click the **Pay** button to complete the payment



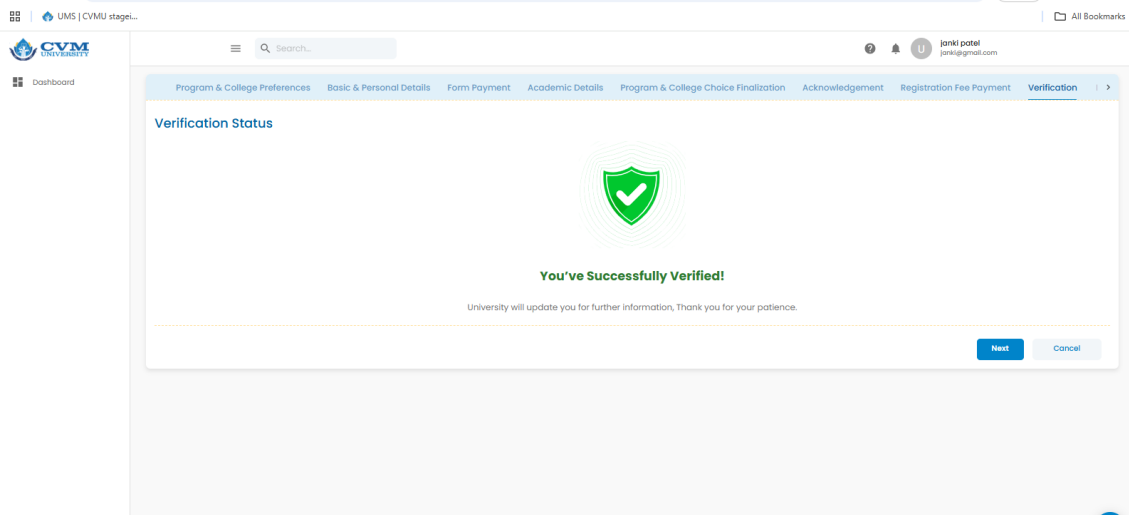
Step 10: After payment, you will see this confirmation showing that ₹15,000 (₹10,000 Alumni Fees + ₹5,000 UDF) has been successfully paid on 08 May 2025 at 10:45 AM, and the remaining amount is ₹0."



Step 11: After payment, your verification, Merit and seat allocation, and enrollment is pending from the university's side — you'll be notified once it's completed."



Step 12: Once faculty verifies, the system automatically updates the student's verification status.



Step 13: After verification by the faculty/admin side, the student will be enrolled and shown their enrollment details including Student ID, Name, Enrollment No., Phone No., and Email.

admissions.anmvp.guy.com/view?programId=247&processId=10&id=147&programTypeId=69&isMerit=false

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janki patel
janki@gmail.com

College Preferences Basic & Personal Details Form Payment Academic Details Program & College Choice Finalization Acknowledgement Registration Fee Payment Verification **Enrollment**

Enrollment Details

Field	Value
Student Id	202500001
Name	janki patel
Enrollment	T2404781101001
Phone No.	+91-4396584964
Email	janki@gmail.com

Application Form Fees: ₹ 1000 (inclusive of GST)

