



# DR. C.V. RAMAN UNIVERSITY

// Chhattisgarh, Bilaspur

Approved by : PCI | AICTE | NCTE | BCI | Member of : AIU | Recognized by : UGC | A NAAC Accredited University



# **Dr. C. V. Raman University**

Kargi Road, Kota, Bilaspur (C.G.)

## **ADMISSION POLICY**



**DR. C. V. RAMAN UNIVERSITY**  
**KARGI ROAD KOTA BILASPUR (C.G.)**

**POLICY STATEMENT ON THE ADMISSION OF WARD/STUDENT**

**1. SCOPE**

The principles and procedures set out in this policy statement apply to the admission of any applicant/student for a programme of study provided by Dr. C. V. Raman University, including undergraduate and postgraduate degrees, diploma, certificates, integrated programs and any other courses of the programs offered by the University. Admission Office of the University will be monitoring at the start of their programme.

**2. PURPOSE**

To set out policy governing the admission of students to Dr. C. V. Raman University. The admission policy sets within Dr. C. V. Raman University's overarching policy framework which is set out in Dr. C. V. Raman University's Admission procedure.

**3. PRINCIPLES**

Dr. C. V. Raman University aims to admit students with the academic potential and aptitude to succeed on its UG / PG / Research & other programs.

The University is committed to fair, transparent and consistent admissions practices which meet best practice standards within the higher education sector, and which comply with the expectations of the quality policy of the University and adheres to the admission procedure and guidelines of the state of Chhattisgarh. The University welcomes applications from all students with the potential to succeed, regardless of their background. The University values diversity, and aims to improve access to higher education for students.

**4. GENERAL**

The University welcomes applications from the applicants/students who have the potential to succeed on a programme of study at the University. However, the University is an adult environment, and arrangements for the students to attend the University needs to be agreed between the University and the student's parent(s) or guardian(s) prior to an offer of a program and a place of study being made.

The University will make pre-application guidance available in its Admission office for potential applicants who would be at the commencement of their proposed programme of study. It will also provide information for the parent(s) / guardian(s) of such applicants about specific aspects of the University environment that they should be aware of the context of ensuring the protection of their child.



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**KARGI ROAD KOTA BILASPUR (C.G.)**

Applications from the students/applicants will be subject to normal screening and selection processes at the beginning or the pre-University entrance test or the test of the respective regulatory body whatever applicable. Only once the decision has been made that the applicant is eligible to receive an offer according to academic criteria, then will the applicant's admission process be taken into account to proceed for further admissions.

Before an offer is made, the admission office will be required to carry out a risk assessment to determine if there are any specific risks attached to admitting the student to the particular programme. In particular, the risk assessment must consider whether anyone working with the student would be carrying out regulated activity and require family history and prior study. It may be necessary to involve other services such as Accommodation Services or HR in the risk assessment process.

An admissions officer in the admissions office will contact the applicant and his/her parent(s) or guardian(s) to discuss any issues raised by the risk assessment, and any conditions which will be attached to the program offered. Conditions will include clarification of parental responsibilities for the ward/student while he/she is attending the University.

The admissions office will then prepare a detailed care management plan for the student which will be signed off by the University and the student's parent(s) or guardian(s), and which will be reviewed by the student's personal tutor/mentor each semester to ensure it remains fit for purpose.

## **5. POLICY PROCEDURE**

The University (CVRU) is committed to follow the regulations and guidelines on admissions stipulated by the statutory bodies such as University Grants Commission (UGC), BCI (Bar Council of India), PCI (Pharmacy Council of India), NCTE (National Council of Teacher Education) and AICTE (All India Council for Technical Education) who have recognized the programmes of the University.

The University shall form an Admission Committee to be headed by an Admission Officer or Director Admissions and two senior faculties or renowned Academicians as its members. The Committee shall meet based on the need to plan and initiate admission related procedures.

The Committee shall provide necessary guidance to ensure that the interests, rights and needs of the prospective candidates\students who are looking for educational opportunities in various courses of the University programs at CVRU are attended and fulfilled systematically. The University shall ensure

- Relevant and Comprehensive information such as programs offered, courses available, profiles of all academic departments, admission-eligibility criteria, procedure and detail of the University Entrance test, University CoE's (Centre of Excellence) details, other



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**KARGI ROAD KOTA BILASPUR (C.G.)**

University achievements shall be widely publicized as advertisements in leading National Newspapers other print media, electronic media and must be Notified in the University's official website from time to time.

- The University shall prepare an updated prospectus admission brochure including the program wise sanctioned intake/seats available which must provide detailed information on the vision and mission of the University, details of recognition and approvals from the various statutory authorities (National and International bodies), courses & programs offered, with details of duration, course pattern, entry requirement, eligibility details jobopportunity, mode of selection, medical standards collaborative arrangements (MoUs/MoAs) with International Universities, details of research programs advanced laboratory & Library resources available etc.
- CVRU shall follow the reservation norms of the Government of India and State Government (Govt. of C.G., SC/ST/OBC/Others Reservation Policy) in the admission of its students
- The prospectus shall provide the details of academic & administrative governance of the University. The comprehensive information in respect of students' career placements details, student-achievements etc. shall also be provided.
- Candidates who wish to apply for the various courses of the programs conducted by the University may download the application form and after completely filling the form, upload the same to consider their application for the entrance test.

The University is committed to enact and follow the admission procedure which ensures that there will be transparency in the entire admission process. Some of the important steps to be followed for the admission are as under:

- The criteria for admission to any course or program in the University shall be based on the academic merit, performance in the entrance test or personal interview/screening/counselling.
- The list of selected candidate/applicant/student for admission as per the course requirements shall be notified on the University notice board and individually intimated.
- Registrar shall issue Provisional Admission Letter for confirmation to the selected candidates.
- In case of non-admission of the selected candidate for any reasons, candidates who are waitlisted shall be allowed to join the program.