



RVG Educational Foundation

57, Lallubhai Shamaldas Marg, Andheri (West), Mumbai - 400 058

Tel.: +91-22-3517 8397 / 3104 7444

Email : admin@rvgef.org • Website : www.rvgef.org

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Nirmal Jhunjhunwala
Ramakant Tibrewala
Ramprakash Bubna
Vinod Deora
Suresh Pansari
Sajan Dokania
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Nikhil Rajpuria
Ajay Singhania

27th January 2024

Guidelines

Renewal of Admission for the term Apr-24 to Sep-24

Please be informed that there is a change in the process of renewal of admission for the upcoming term. You are advised to kindly adhere to the below mentioned instructions.

The renewal of admission process shall start from 28th January 2024 and the link for the same shall be active till 6th February 2024, 5:00 pm. Delay in form submission shall not be considered.

Step 1: Student will fill the renewal of admission form and upload all necessary documents required. List of documents will be mentioned on the link itself. Kindly keep all the documents ready in advance for upload and ensure they meet the upload size requirements. Blurred images / Documents in improper format or which are not readable shall not be accepted. Selfie photos shall not be accepted.

Step 2: All forms submitted shall be duly scrutinized. Forms with improper uploads, missing documents, wrong uploads / documents shall be rejected. No excuses shall be entertained. In case of any doubt, please contact the office in advance, get proper clarity and only then submit the form.

Step 3: Please do not pay the fees for renewal unless informed.

Students whose renewal is kept on hold due to negative behavior / performance / remark will be asked to meet the management for a discussion.

Step 4: Link for payment of fees shall be shared with the students qualifying for renewal. Last date of payment of fees will be 12th February 2024.

Students who do not qualify for renewal shall have to vacate the hostel on or before the end of the current term.

Note:

Management reserves the right of renewal and is not bound for any explanation for holding of renewal or non-renewal of admission for any student.

Behavior of all students, details of participation at RVG events and general conduct of the students is closely monitored on regular basis and some students would have been flagged accordingly. Such students may not receive the link for renewal of admission. Such students

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Agrawal Oswal Chhatrawas

Vijay Shrigopal Khetan Girls Hostel

Premalata Ramesh Chandra Sharma RVG Girls Hostel



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will be called for a discussion with the management and necessary actions, as deemed fit, shall be taken against these students.

Students who have been found guilty of disciplinary action within the last 6 months as well as those who have been repeatedly reprimanded his/her renewal will be subject to management decision.

For any more details / assistance, please get in touch with the RVG office.

For RVG Educational Foundation,

Administrator

Madanlal Rajpuria Vidyarthi Griha

Agrawal Oswal Chhatrawas

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NOTICE FOR RENEWAL OF ADMISSION

(Term - 1st April 2024 to 30th September 2024)

Students are advised to note that the existing term will expire on 31st March 2024. Eligible students applying for **Renewal of term** are advised to refer the following carefully:

1. Online Renewal Application form shall be available on the Website www.rvgef.org under Login credential from Tuesday, **28th January 2024 (11:00 am) to 06th February 2024 (5.00 pm)**. Student(s) failing to apply within the above mentioned time line shall not be eligible for renewal of admission.
2. Click on link - "**Admission Process**" on our website www.rvgef.org and refer to the "**Students Admission Login**" to the check '**Procedure for Renewal of Admission & Instructions**'
3. After Login in, click on "Apply for Renewal of Admission for the Term Apr-24 to Sep-24. Students will get pre-filled admission form in which students can make necessary changes by uploading relevant documents under relevant tabs.
4. On Submission of the form, any error/discrepancy/short coming shall be displayed on the screen and needs to be rectified immediately. After completing the rectification, submit the form. Post submission of the form, you will not be able to make any further changes.
5. If your application is incomplete, you will receive a notification via email and the Student Login Portal to complete it through Send back for correction.
6. After making the necessary changes, uploading the documents submit the renewal application form.
7. Under the system of evaluation, students not performing within the parameters and not following the Rules & Regulations of this institution shall not be permitted to renew their admission.
8. Incomplete forms will be rejected. Any documents yet to be submitted during your admission process needs to be submitted, failing which your renewal shall be kept on hold / rejected.
9. If a student does not renew the admission, he/she has to vacate the hostel on or before completion of the current term i.e. 31st March 2024 or on the last day of his/her Articleship (If ending before 31st March 2024) whichever is earlier.

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10. Student(s) who will complete their Articleship on or before 30th June 2024 will not be eligible for Renewal for next term i.e. April 2024 – September 2024.
11. Student who renew their admission for Apr 2024 term will have to vacate hostel within 3 (three) days of completion of the Articleship (If ending before 30th September 2024, irrespective of fees paid till September 2024) or on 30th September 2024, whichever is earlier.
12. Fees once paid shall not be refunded under any circumstances (even in case of a student not using the facility for single day)
13. Stay beyond three days post the dates mentioned in point 11 shall attract penalty of Rs.590/- per day.
14. **Personality & Communication Skill Development Course (PCSDC):** If you have successfully completed PCSDC, attach photocopy of the certificate issued to you. If not, you will have to undertake that you shall complete the PCSDC Course on or before 31st March 2024 otherwise shall pay again Rs.2360/- (Including GST) (Non Refundable) for the same.

15. Fees payable by students of the respective hostels is as follow:

Particulars	Madanlal Rajpuria Vidyarthi Griha		Agrawal Oswal Chhatrawas		Vijay Shrigopal Khetan Girls Hostel	Premlata Rameshchandra Sharma Girls Hostel
	Non AC Room	AC Room	Non AC Room	AC Room	AC Room	AC Room
Hostel Term Fee for 01.04.2024 to 30.09.2024 i.e. 183 days	32,592/-	45,696/-	38,976/-	58,800/-	38,976/-	58,800/-
Contribution towards Group Mediclaim Insurance (Apr-24 – Mar-25)	1400/-	1400/-	1400/-	1400/-	1400/-	1400/-
T-Shirt	1050/-	1050/-	1050/-	1050/-	1050/-	1050/-
RVG Fest Fee	354/-	354/-	354/-	354/-	354/-	354/-
Total Fees	35,396/-	48,500/-	41,780/-	61,604/-	41,780/-	61,604/-

Seo

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Note:

1. The above mentioned Fees is inclusive of GST.
2. **It is mandatory for the student to pay fees from his / her bank account only. Payment of fees from any third party account will not be accepted.**
3. The payment of fees to be done by **ONLINE** mode in favour of **"RVG Educational Foundation"** through **Payment Gateway**
4. Students to ensure that multiple payments should not made. In case of any issue with confirmation of payment, please contact RVG Office.

Documents to be uploaded with renewal form, in following order whichever is applicable:

1. Renewal form and declaration duly complete & signed by the student.
2. True copy of the Articleship registration letter duly attested by the Principal (If there is any change in the employment)
3. True copy of Form 102 & 103 with acknowledgement from ICAI (In case of Transfer of Article ship)
4. True copy of Form No.109 with acknowledgement from ICAI (In case of Transfer of Articleship)
5. An undertaking from the local Guardian in the prescribed format
6. Letter from Chartered Accountant Firm in the prescribed form (Any variation is not acceptable.)
7. Photocopy of the mark sheet, if not submitted earlier, of the last examination (Graduation exam)
8. Cancelled cheque of student's bank account. (In case of Change in bank account).
9. PCSDC Certificate.
10. Renewal Questionnaire.

Note:

- 1) All renewal applications shall be scrutinized
- 2) Payment of fees does not guarantee confirmation of renewal of term
- 3) RVG Management has the rights to keep the renewal of admission on hold/or rejected any application.

For RVG Educational Foundation,

Administrator

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