



RVG Educational Foundation

(Formerly - Rajasthan Vidyarthi Griha)

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

Tel.: +91-22-26288292, 26285425

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

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Ramswarup Gupta
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Ramakant Tibrewala
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Nominated Members

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Ajay Kumar Rungta
Sunil Kumar Kabra
Anand Prakash Gupta

31/07/19

PROCEDURE FOR RENEWAL OF ADMISSION (Term -1st October '19 to 31st March '20)

Students who are eligible for their Renewal of admission are advised to refer the following carefully:

1. Online Renewal Application facility shall be available on our Website www.rvgef.org from 01/08/2019 (11 a.m.) to 16/08/2019 (5 p.m.) only.
2. Visit our website www.rvgef.org & click Admission Process. If eligible to apply, click the link 'Application for Renewal of Admission'. You will get connected to our Hostel Management System (HMS) <http://rvg.mastersofterp.in/>
3. On the Screen, 'User Login' will appear. Your UID No. will be your Login ID e.g. A - 08001 / G - 00251 / L - 00168/ M - 08100 (Total 9 including spaces). Default Password shall be 12345. **Once logged in, change password & memorize.**
4. Click 'Renewal' appearing at the left side of the home page of HMS. Existing data as per our records will be displayed. You are allowed to change your Mobile No. &/or Email ID under "Details of the Students" if incorrect.
5. You have an option to select 'X' and modify in case of any change in 'Details of Bank Account' and 'Details of Articleship' and attach self certified supporting (However no supporting is required in case of change/update in Contact Details of Principal CA i.e. Name, Tel. No., Mobile No. & Email ID of the Principal).
6. After applying Online, save and then take print out of form. Submit application form duly signed along with required documents as mentioned therein & fees by way of pay-order/demand draft drawn in favour of **RVG Educational Foundation** at Office during office hours from 03/08/2019 to 18/08/2019.(except Wednesdays)
7. If out station, ensure its receipt at our office i.e. 57, Lallubhai Shamaldas Marg, Andheri (W), Mumbai 400 058 on or before 18/08/2019 by Speed Post.
8. **Renewal forms with late fee of Rs.1180/- shall be accepted till 25/08/2019.**
9. After submission of forms, you will be interviewed by the House Chancellor between 03/08/2019 & 16/08/2019 except on 10th, 11th, 12th August'19. Students submitting forms alongwith late fees will be interviewed between 19/08/2019 & 25/08/2019. Under the system for evaluation, students not performing within the parameters shall not be granted renewal of their admission.
10. Incomplete forms are liable for rejection.

By Order,


Administrator

OUR INSTITUTIONS

Madanlal Rajpuria Vidyarthi Griha

Agrawal Oswal Chhatrawas

Vijay Shrigopal Khetan Girls Hostel

RVG Girls Hostel

RVG Civil Services Academy, Delhi