

**Guidelines for the selected Undergraduate students
regarding
Registration in the Major Program courses, and other compulsory courses of the
first semester,
and, Selection of elective Minor Program, and other elective courses of the first
semester,
and, Registration in the selected Minor Program courses, and selected other
elective courses
(Current Semester – July 2023)**

- ◆ You have to be physically present, along with your parents / guardian, in Dev Sanskriti Vishwavidyalaya (DSVV) premises, any day between 21 to 24 July 2023, for completing the admission process.
 - ◆ First of all, you have to pay the Program fee (preferably online) <https://www.dsvv.ac.in/admcm/> - online fee payment portal will open at 11:00 am on 21 July 2023.
- ◆ If you pay the fee at the University's fee payment counter (not online), it may take up to 2 days to reflect in the University's software system.
- ◆ In case of online fee payment, if due to some technical reason, the fee is not reflected in the University's software system, then the University will not be responsible for any delay in this regard. (Automatic generation of online fee receipt on the University's online fee payment portal, may be considered as a confirmation of the fee payment getting reflected in the University's software system)
 - ◆ After fee payment is reflected in the University's software system, you need to register online for the Major Program (and all the courses included in it), Minor Program (and all the courses included in it), and, other compulsory and elective courses of the current semester, at the following link - <https://www.dsvv.ac.in/admcm/> (Flowchart for the same is available at <https://www.dsvv.ac.in/admcm/>).
- ◆ **Online course registration portal will open at 1:00 pm on 30th July 2023 and close at 12:00 noon on 31st July 2023. Regular classes will start from 1st August 2023.**
- ◆ On the course registration portal, the following things need to be done (**details about the same are given below**):
 - (i) registration in Major Program courses and other compulsory courses
 - (ii) Selection of Minor Program (all the courses included in the selected Minor Program will be automatically selected) and other elective courses; and, registration in the selected Minor Program courses and selected other elective courses
- ◆ **Number of seats in each Minor Program and each of the other elective courses will be fixed beforehand, and the seats will not be decreased or increased under any situation.**
- ◆ **Allotment and Registration of Minor Program and other elective courses will be done on a first come first serve basis.**
 - ◆ After the above mentioned registration process, the Major and Minor Programs, and the courses included in these, will be allotted for the eight semesters, and, these cannot be changed, under any situation, during the entire four year duration of the undergraduate honors program. (Therefore, you are advised to go through the details of these programs beforehand - details are available here <https://www.dsvv.ac.in/admcm/>).

- ◆ **After the above mentioned registration process, the other compulsory and elective courses will be allotted for the current semester, and, these cannot be changed, under any situation, for the entire current semester (i.e. first semester).** (Therefore you are advised to go through the details of these courses beforehand - details are available here <https://www.dsvv.ac.in/admcm/>)
- ◆ If the above mentioned registration process, is **NOT** done by you on the online course registration portal, up to 12:00 noon on 31st July 2023, then the University will not be responsible for any delay in your registration process - you will be marked absent in all the classes till your registration process, and subsequent processing by the University is complete. **Regular classes will start from 1st August 2023.**
- ◆ Online course registration portal will be opened again at 5:00 pm on 1st August 2023, and will remain open till 12:00 noon on 6th August 2023.
- ◆ After the above mentioned final due date and time (12:00 noon on 6th August 2023), for further guidance with regards to re-opening of the online course registration portal, you will have to contact the University's academic department, in whose Major program, you have been selected.

I have read the above Guidelines.

Student's Name: _____ Father's Name: _____

Major Program Name: _____

Student's Signature: _____ Date: _____

Activities to be done on the Online Course Registration Portal

- (i) Registration in the courses of Major Program, and other compulsory courses
- (ii) Selection of Minor Program, and other elective courses (all the courses included in the selected Minor Program will be automatically selected)
- (iii) Registration in the courses of selected Minor Program, and selected other elective courses

* The registration will be done in two steps, as described in the following table:

| | | | |
|--|---|--------------------------------------|---------|
| Major Program | Fixed (for all eight semesters) | Link to details page | Program |
| Minor Program (Department offering the Minor Program will be different from that of the Major Program of the student) | List of Values for Selection (Fixed for all eight semesters after selection and registration) | Link to details page | Program |
| Value Added Course (VAC) (by Department of Life Management) | Fixed (for first semester) | Link to details page | Course |
| Value Added Course (VAC) (Digital & Technological Solutions) Fixed (for first semester) Value Added Course (VAC) (Understanding India) Fixed (for first semester) Ability Enhancement Course (AEC) (English) Fixed (it will be Fixed for first and second semesters) These three courses will be studied in the first semester by the students of the following Schools - School of Indology - School of Humanities, Social Sciences and Foundation Courses Link to details page for all these courses | Value Added Course (VAC) (Environment Education) Fixed (for first semester) Ability Enhancement Course (AEC) (MIL) (Hindi or Sanskrit) List of Values for Selection (Fixed for first and second semesters after selection and registration) These two courses will be studied in the first semester by the students of the following Schools - School of Technology, Communication and Management - School of Biological Sciences and Sustainability Link to details page for all these courses | | Course |
| “Click Here for Registration (Step 1)” Button | | | |
| Skill Enhancement Course (SEC) (Department offering this course will be different from that of the Major Program) | List of Values for Selection (Fixed for the first semester after selection and | Link to details page | Course |

| | | | |
|--|---|--------------------------------------|--------|
| of the student) | registration) | | |
| Multidisciplinary Course (Department offering this course will be different from those of the Major & Minor Programs of the student) | List of Values for Selection (Fixed for the first semester after selection and registration) | Link to details page | Course |
| “Click Here to Complete Registration” Button + “Print” Button | | | |

* List of Values will be in the form of a dropdown menu

* Link to details page – This webpage <https://www.dsvv.ac.in/admcm/> shows details of all the offered programs and courses - you should go through these details before coming to DSVV for admission

* Note – Details of the information given in the table above:

- Courses of Major Program will be Fixed
- Minor Program will have to be selected – (Department offering the Minor Program will be different from that of your Major Program) - once allotted, the courses included in the selected Minor Program cannot be changed during the entire four year undergraduate honors program duration
- Value Added Course (VAC) by Department of Life Management will be Fixed for the current semester
- In the current semester, the selected candidates for UG honors programs of School of Humanities, Social Sciences & Foundation Courses, and School of Indology will register for VAC Digital and Technological Solutions, VAC Understanding India, and AEC English – these courses will be Fixed – also, the corresponding AEC English course for the second semester will be automatically Fixed (as AEC English has 2 courses, which will be taught in two consecutive semesters)
- In the current semester, the selected candidates for UG honors programs of School of Biological Science & Sustainability, and School of Technology, Communication & Management will register for VAC Environment Education (which will be Fixed), and AEC MIL (Modern Indian Language - MIL) (Hindi or Sanskrit) (which will have to be selected for the current semester) – once allotted, AEC MIL course cannot be changed during the entire current semester – also, the corresponding AEC MIL course for the second semester will be automatically Fixed (as AEC MIL has 2 courses, which will be taught in two consecutive semesters)
- Next, you will have to click on the **“Click Here for Registration (Step 1)” Button** – hence, you will be registered in the above mentioned programs and other courses
- Skill Enhancement Course (SEC) will have to be selected for the current semester – (Department offering this course will be different from that of your Major Program) - once allotted it cannot be changed during the entire current semester
- As the Major and Minor Programs have been registered, you will now be shown the choices for Multidisciplinary courses (which will be those offered by departments, other than your Major and Minor Program departments)
- Multidisciplinary course will have to be selected for the current semester – once allotted it cannot be changed during the entire current semester

- Next, you will have to click on the **“Click Here to Complete Registration” Button** – hence, you will be registered for the Multidisciplinary course also
- Subsequently, by clicking on the **“Print” Button**, you can take a printout of the programs (Major and Minor) and other courses in which you have been registered

* User Guide for the online course registration portal is available here
<https://www.dsvv.ac.in/admcm/>

* The admission shall be considered complete, only after the above mentioned course registration process will be completed on the online course registration portal

* For Minor Program and each of the other elective course types, only one entry can be selected from the dropdown menu - no changes in choices will be allowed after clicking on **“Click Here for Registration (Step 1)” Button** and **“Click Here to Complete Registration” Button**

* If you try to visit the online course registration portal before the starting date and time, the following message will be displayed - “Kindly visit this webpage again at 1:00 pm on 30 July 2023”

* **It is expected from you, that you go to the Academic Bank of Credits (ABC) website <https://www.abc.gov.in/> - on the website, go to “My Account”, and register yourself as a Student – and, during the admission process, provide your Academic Bank of Credits (ABC) Registration Number**

I have read the above Guidelines.

Student's Name: _____ Father's Name: _____

Major Program Name: _____

Student's Signature: _____ Date: _____

Academic Bank of Credits (ABC) Registration Number: _____