

Student Enrolment Process

(CVV – Student Management System)

Step 1: Enrolment Verification and Initiation

1. Open Enrolment form

- Go to <https://sms.cvv.ac.in/ep/addmission>.

2. Enter Application Form Number

- Type in the student's application form number and search.

3. Verify Key Details

- **Personal Email ID**
- **Batch**
- **Programme Name**
- **Campus**

4. Correction Procedures

- **If Personal Email ID Is Wrong:**
 - After initial enrolment, visit https://sms.cvv.ac.in/ep/dayscholar_hostler.
 - Select the Batch and search for the student.
 - Edit the Email(P) column; update the email as needed.
 - Verify **Day-Scholar/Hostler** status and update if required.
- **If Batch, Programme or Campus Is Incorrect:**
 - **Stop!** Contact the SMS administrator for corrections **before** proceeding with enrolment.

5. Submit Enrolment

- After verification, submit the form to complete the student's enrolment.

Step 2: Post-Enrolment Verification

1. View Student Details

- Go to https://sms.cvv.ac.in/ep/view_student_details.
- Select the Batch and search.

2. Check Information

- Ensure **Admission Number** and **Application Number** are correctly displayed.
- Verify Batch, Programme, and names.

Step 3: Notify Admission Details

1. **Copy** the Application Number and Admission Number.
2. **Send** both numbers to the **2025 CVV Student Enrolment WhatsApp Group** for further processing.

Step 4: IT Department Enrolment Process

1. **IT Department Actions (after WhatsApp notification):**
 - Create account credentials for:
 - G-Suite
 - Microsoft
 - Sophos
 - Verify SMS and SMS login credentials.
2. **Communicate Credentials:**
 - Share login details with the student's personal email and Admission Department via WhatsApp group.
 - Inform the Library for Koha/library account creation (recommend adding the Librarian's contact to the WhatsApp group).

Step 5: Student Profile Updates

1. **Student Login:**
 - Students log in to SMS using provided credentials.
2. **Profile Update:**
 - Update personal and required details.
 - Upload mandatory documents:
 - Make sure that documents **Sl. No. 2 to 6** and **Sl. No. 20** are uploaded.

Step 6: Biometric Registration

1. **After Enrolment Completion:**

- Students visit the IT office for **biomatrix (biometric) registration** for hostel and canteen management.

2. **Registration:**

- Register fingerprints and face recognition data as required.

Note:

- Always ensure batches, programme names, and campuses are accurate to avoid complications.
- Maintain clear communication with all stakeholders via WhatsApp group to streamline the process.