Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Distance Education Admissions Applicant User Guide

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

दूर शिक्षा निदेशालय

प्रवेश पंजीयन पथप्रदर्शक

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Registration

Steps for New Registration

Step 1: Open the website: https://mgahvdde.samarth.edu.in/

Step 2: Read carefully the instructions to fill the application form given on the left side of the screen.



Step 3: Click on the button 'Click here for New Registration' provided at the top left-hand side.



Step 4: Read the important instruction given at the left-hand side



Step 5: Fill the following field in the Student Registration Form given on the right-hand side.

Student Registration Form		
UserName (Used for login) *		UserName
		Username cannot be blank.
Applicant's Full Name (As per Educational Documents) *		Applicant's Name
$\label{eq:product} \mbox{Applicant's Email Address} (\mbox{Please use your own email as this will be used for all official communication}) *$		Applicant's Email Address
Re-Enter Applicant's Email Address *		Confirm Email Address
Password (Minimum 6 characters) *		Password
Re-Enter Password *		Confirm Password
Mobile Number *		10 Digit Mobile Number
Re-Enter Mobile Number *		10 Digit Mobile Number
Captcha Verification (Type the text shown in the image) *		
	viwpa	
	* Click on the tex	xt to change
	Register	

- Username (Used for login): Enter the username of your choice. It must be between 8 to 16 characters.
- Applicant's Full Name: Please enter your full name as mentioned in your academic documents.
- Applicant's Email Address: Please enter your own active email address which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- Re-Enter Applicant's Email Address: Re-enter your email address.
- **Password (minimum 6 characters):** Please choose a password. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
- **Re-Enter Password:** Enter your password again.
- **Mobile Number:** Please enter your phone number which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Mobile Number:** Enter your Phone number again.
- Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image

Step 6: Click on Register

NOTE

Your username will be instantly sent to you via email

2. Dashboard

If you have already registered, fill in the following information in the Registered User Login section. If not, please go to the 'New Registration ' section and follow the steps described above.

Registered Username: Enter the User name you registered. This has been sent to your registered email ID.

Password: Enter your set password. This has also been sent to your registered email ID.

Registered User Login	
Registered Username *	
Enter Registered Username	
Registered Username cannot be blank.	
Password *	
Password	
Password cannot be blank.	
Captcha Verification	
Viv upCl	Type the text
Click on the text to change	
	Login
 Forgot Password? Click to R Forgot Username? Click to R 	eset your Password eset your Username

NOTE

In case you forgot your Username or Password, you may click on the 'Forgot Username?' Or 'Forgot Password?' link which are given at the bottom.

Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image

Read the Important Instructions carefully and click on the checkbox ' I have read the important information' and click on the 'Submit' button.

Login and uploading instructions at first time of login.

महात्मा गांधी अंत Mahatma Gandhi A	tतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्था Admission I Anterestitelys Hind VishweVidgelays,Warthe Information Dulletin	
HOME REGIONAL CENTER	TERS ADMISSION FAQ PROGRAMME INFORMATION USER GUIDE	Helpdesk - gurudas1234 -
Important Instruc	uctions	
1. If you are a first time duration, etc. 2. You are also requests 3. Before proceeding for b Second Stars b. Seamed Scorp d. S	ex applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the deta tested to download the Common Prospectus and read carefully the Bules of the University for Singling the form contine the applicant must have the following- tograph (less than 100 KB) analytic (less than 100 KB) yor (Falsenberg Continetate) (less than 200 KB) yor (Experiment Centrational Qualification (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less (Second Continetation (less than 200 KB) yor (Second Continetate) (less tha	alta of programme including eligibility criteria, fee details,
Note: Furnishing of incorrec	rect information/suppression of information would lead to rejection of application form as per Mahatma Gandhi Antarashtriya Hindi VishwaVidyalaya Rules.	
□ I have read the important	ant information	Submit
© Samarth 2021		
		10:02 684

3. Personal Details

You will see the Personal Details section in the Personal tab.

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविध Mahatma Qandhi Antanashtiya Hindi Vi	हालय, वर्धी Admission shwelvidyalaya,Wardha Information Dulletin									
HOME REGIONAL CENTERS ADMESSION FAQ	PROGRAMME INFORMATION LISER CLIEDE								Helpdeck - g	urudas1234 ·
Personal 📵	Programme 💽	Qualification 🚺		Course 🚺		Correspondence Datalis 🚺	Upload 🔇	Previow 🕤	Fee 🖸	
Personal Details										
Full Name of the Applicant (as per Educational Document	da)*		Mother Name*				Father Name			
abe										
Guardian Relation * Gu	and saris Name *		Date of Birth*				Calegory*			
Select 🗸			Select Date				Select			~
Cander *		Otizenship Country Nerre *				Territory/Area *		Minutly *		
OMale * OFemale * OTransgender *		India		~	•	Select	*	Select		~
Baligion *		Marital Status *				Social Status *		Audhur Card		
Select	~	Select		~	•	Select	~			
tmai*		Abenate trnai				Mobile *		Alternate Mobile		
abcde@gmail.com						9754099250				
Other Details										
Person With Doublity applicable *										
Select	~									
Employement Status *										
Select	~									
Scholarship Details										
Scholanlep Amount		Scholanship Department				Family Income		Balize Poverty Line		
		Select		~	•			Select		~
						- 1				
					5001	na				

Fill the following fields:

Full Name of the Applicant: Please enter your full name as mentioned in your educational documents.

Mother Name: Enter the Mother Name as mentioned in educational documents

Guardian Relation: Enter the relationship with the Guardian mentioned in educational documents

Guardian's Name: Enter the guardian name mentioned in educational documents.

Applicant's Date of Birth: Enter your date of birth as mentioned in your certificate. Date of Birth once recorded, shall not be changed.

Category: Select your category. The category once chosen shall not be changed.

Select	
Select	
Unreserved (UR)	
SC	
ST	
OBC (Creamy)	
OBC (Non Creamy)	
Economically Weaker Section	

Alternate Mobile Applicant's Gender: Select the gender Nationality: Nationality is automatically selected as Indian Territory/Area: Select your area as Urban, Rural or Tribal.

Territory/Area *	
Select	~
Select	
A1: Urban	
B2: Rural	
C3: Tribal	

Whether Minority: Select Yes or No in this section if you belong to a minority community or not.

nether Minority ~	
Select	
Select	
B2: No	
A1: Yes	

Religion: Select a religion from the drop-down box.

Select	
Select	
A1: Hindu	
B2: Muslim	
C3: Christian	
D4: Sikh	
E5: Jain	
F6: Buddhist	
G7: Parsi	
H8: Jews	
19: Others	

Marital Status: Select marital status as single or married

Social Status: Select Social status as Ex-Serviceman or Kashmiri Migrant if applicable or else select Not applicable.

Social Status *	
Select	•
Select	
A1: Ex-Serviceman B2: Kashmiri Migrant C3: Not Applicable 80/615558/	

Applicant's Aadhar Card Number: Enter your Aadhar Card Number in this field. It is not a mandatory field.

Applicant's Email: This email address is auto-filled and cannot be changed. This is the email address that was provided at the time of registration.

Alternate Email: Provide your alternate email address if any.

Mobile Number: This is the Phone number that was provided at the time of registration.

Alternate Mobile Number: Provide your alternate phone number if any.

In 'Other Details' section fill the following fields

Other Details	
Whether a Person with Disability *	
Select	•
Employement Status *	
Select	-

Whether a Person with Disability: Select yes or no accordingly

If selected yes then select the Nature of Disability

F	Person With Disability applicable Category
	Select ~
	Select
	A1: Speech and Hearing Impairment
	B2: Locomotor Impairment
	C3: Visual Impairment
	D4: Reading Disability
l	E5: Any other

Employment Status: Select employment status from the dropdown menu.

Employement Status *	
Select	
A1: Unemployed	
B2: IGNOU Regular Employee	
C3: Employed	
D4: KVS Employee	

In 'Scholarship Details' section fill in following fields:

Scholarship Amount: Enter your Scholarship amount, if you are getting any scholarship. Otherwise skip this step.

Scholarship Department: Select a department in which the Scholarship was awarded

Scholarship Departmen	t	
Select		*
Select		
A1: Govt. Deptt.		
B2: Other		

Family Income: Enter your total family income.

Below Poverty Line: Select Yes or No in this section.

Click on the submit button to proceed to the next section.

Click on the next section to go to the Programme section.

HOME REGIONAL CENTERS	ADMISSION FAQ PROGRAMME INFORMATION USER GUIDE Helpdesk - gunden12								Helpdesk - gurudas123 -	
Personal 1	Programme 2	Programme 2 Qualification 3		Course 🔇		Correspondence Details 5		Upload 🚺	Preview 7	Fee 🚺
PERSONAL DETAILS										
Full Name of the Applicant (as per Educ	ational Documents)					Mother Name			Father Name	
Date of Birth			Category			Father Name (Guardian)				
Gender						Area			Whether Minority	
Religion				Marital Status		Social Status			Applicant's Aadhar Card Number	
Applicant's Email			Alternate Email			Mobile Number	ter		Alternate Mobile Number	
OTHER DETAILS										
Whether a Person with Disability										
Employment Status										
SCHOLARSHIP DETAILS										
Scholarship Amount			Scholarship Departm	ient		Family Income			Below Poverty Line	
		Edit					Next			

3. Programme

In the Programme tab fill in the following fields:

Programme Type: Select the type of programme you want to get admission in.

Mode Of Study: Select the mode of study. It is important to understand the difference between the two modes of delivery before you select one.

- Online Mode: In the Online mode, the entire process of teaching, learning and evaluation is online. The study material shall be provided only in digital mode. You will be supported in your learning pursuit by the Centre for Online Education (COE) of the University.
- Open and Distance Learning (ODL) Mode: In the ODL mode you will have the option of getting your study material in printed or digital form. You will be attached to a Study Centre for attending counselling sessions and receiving other support. In some programmes, however, the support may be provided directly by the University faculty.



Select Programme For Enrollment: Select your desired programme for Enrollment.

Region Code for Admission: Select the Region code for admission.

Study Center Code: Select the Study Centre code for admission. In some Programmes, academic support is provided directly by the University faculty. In such programmes you are not required to choose a Regional Centre or a Study Centre.

NAD user name (If applicable): National Academic Depository user name.

NAD Certificate ID (If applicable): National Academic Depository Certificate ID.

NOTE

You can get the Regional center and Study center details by clicking on the 'REGIONAL CENTERS' section given at the top of the page.



Example: When you select 'BACHELOR' in the Programme Type field then there will be only one option i.e ODL in Mode Of Study field but if you select 'CERTIFICATE' in Programme Type field then there will two options in Mode Of Study field i.e. ODL and Online. The mode of study differs in different Programme Types.

Medium: Select the medium for the selected programme.

Are you already a student of MGAHV for another programme?: Select Yes or No in this section. If Yes then select the programme and enter the Enrollment Number.

Are you already student of MGHAV for other programme? *	No				
	Select Yes				
	No	Submit			

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Qualification Section.

4. Qualification

This section gets details of your relevant qualifications. In the Qualification tab fill in the following fields :

Relevant Qualification: Select your relevant qualification according to the programme selected.

Select Main Subject: Click on the relevant checkbox according to the main subject selected in the relevant qualification

Select Main Subject	I HINDI	MATHEMATICS
	COMMERCE	BIOLOGY
	ENGLISH	
	ARTS	OTHER

Year of Passing: Select the year of passing of the qualification selected.

Division: Select the division of your selected qualification

First	
Select	
First	
Second	
Third	
Pass	

% of Marks: Select the percentage of the division selected.

Board Code: Select the Board from which the qualification was certified.

Board Roll Number / University Enrollment Number: Provide the Board Roll number or University Enrollment Number if any.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Course section

5. Course

This section gives you a course details of the subjects and their respective Credit score in the desired Programme.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Correspondence Details section.

6. Correspondence Details

In this section, you have to give details of your correspondence address to which all the study materials (if you opt for the study material in printed form) and communication with MGAHV is done.

In the Correspondence Details tab fill in the following fields :

Personal 🕦	Programme 🕖	Qualification 🕘	Course 🜗	Correspondence Details 🚯	Upload 🔕	Preview 🕖	Fee	
Address Line 1		Address Line 1	Address Line 1					
Address Line 2		Address Line 2						
City	n ary							
State		Andhra Pradesh						
District		Select						
Pincode		Pincode						
			:	Submit				

Address Line 1: Input the House no. Building no., floor number and area in this section.

Address Line 2: Enter the landmark of the specified address if any.

City: Specify the city.

State: Specify the State of your city

District: Specify the district of your city.

Pincode: Enter the postal code of your nearest post office.

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Upload Section.

7. Upload

In this section, you have to upload all the corresponding documents:

PHOTO: Upload your photograph.

SIGNATURE: Upload the scanned copy of your signature

MATRICULATION MARKSHEET OR CERTIFICATE: Upload Matriculation (10th) Marksheet or Certificate.

10+2 MARKSHEET / CERTIFICATE: Upload 10+2 (Higher secondary) mark sheet or Certificate in this section.

MARKSHEET OF GRADUATION: Upload a single PDF or JPEG file containing all the mark sheets of graduation.

DEGREE OR PROVISIONAL CERTIFICATE OF GRADUATION: Upload Degree or provisional certificate of graduation

MGAHV EMP CARD: If you are an MGAHV employee, upload your employee card in this section

NOTE

The minimum file size PHOTO and SIGNATURE should be 10 KB and the maximum file size of upload should be 100 KB. For all other uploads, Minimum file size is !0 KB and Maximum file size 200 KB

The accepted file types are : .jpg, .jpeg, .pdf

How to check the file size and file type?

Step 1: Locate the file in the folder section.

Step 2: Right-click the file, and then click properties.

Step 3: As visible from the image below, you can determine the size of the file or files you have highlighted from the file properties window. In this example, the chrome, .jpg file is 18.5 KB (19,032 bytes), and that the size on disk is 20.0 KB (20,480 bytes)

Click on the submit button to proceed to the next section.

Click on the Next button to go to the Preview section

8. Preview

In this section, you can see the preview of your completed form before submission.

• Check the personal section, in case you need any modification click on the 'Modify this section' button.

Personal						Modify	/ The Secti
PERSONAL DETAILS							
Full Name of the Applicant (as per Edu	icational Documents)	NAME		Mother Name	Mother	Father Name	FATHE
Date of Birth	1997-06-03	Category	A1: Unreserved (UR)				
Gender	A1: Male	Nationality	A1: India	Area	A1: Urban	Whether Minority	B2: No
Religion	A1: Hindu	Marital Status	A1: Single	Social Status	A1: Ex-Serviceman	Applicant's Aadhar Card Number	
Applicant's Email	amit.bimal@iic.ac.in	Alternate Email		Mobile Number	9873117725	Alternate Mobile Number	
OTHER DETAILS							
Whether a Person with Disability	B2: No						
Employment Status	A1: Unemployed						
SCHOLARSHIP DETAILS							
Scholarship Amount		Scholarship Department		Family Income		Below Poverty Line	

- Likewise, check the Programme, Qualification Details, Course, Correspondence Details and Uploads section carefully, if you want to change any of your responses in any section click on the corresponding 'Modify this section' button.
- Read the 'Self Declaration' and click on the checkbox in front of 'I Agree'

Self Declaration I hereby declare that I have read and understood the conditions of eligibility for the programme for which be defined and understood the conditions of eligibility of the programme for	I agree	Accept & Proceed For Payment
which I seek admission. Io the best of my knowledge and beliet, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant documents with this application. I further undertake that I have not concealed or distorted any other information and in the event of any information or uploaded documents being found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as given in the prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the university can amend or change any rules without advance intimation and I will be abiding by them.		
I further declare that in the event of admission being granted to me and my obtaining a degree/diploma/certificate from IGNOU based on concealment of any relevant information or incorrect/misleading information related to Age, Qualification and Eligibility provided by me, I shall be solely responsible for the consequence(s) arising out of such concealment of information or providing incorrect/misleading information; and that, the University shall not be responsible in any manner.		

• Click on 'Accept and Proceed For Payment' to proceed to the next section i.e Fee Section

NOTE

Once the form is submitted, you will not be able to change any details of the form.

9. Fee

In this section, you can make payment of fee through two payment gateways provided.

Check the fee details of the programme selected and click any of the two payment gateways.

Personal 1	Programme 2	Qualification (3)	Course 4	Correspondence Detail	s 支 Upload 👩	Preview 7	Fee 📵
FEE DETAILS							
DESCRIPTION							AMOUNT(₹)
Admission Fee for	programme (OBCC) 1 Sl	EMESTER					
Processing Fee							
Total amount							
	Go To Payn	nent Gateway					

NOTE

If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes. If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was received. Then you can initiate the payment fresh.

You can see the transaction status in your account.

NOTE: Removing discrepancies in your application

The application form submitted by you shall be scrutinized to ascertain your eligibility for admission. If some deficiency or discrepancy is found in your application, you will be informed about it and advised to remove the discrepancy within 3 days. Please take immediate action on receiving such communication.





Use-Case Diagram of MGAHV Admissions

Use-Case Diagram of MGAHV Admissions