

# **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.

Welcome to the MGAVHVDDE Directorate of Distance Education Online Admission portal 2024-JULY  
दूर शिक्षा निदेशालय, महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा  
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

HOME UNIVERSITY WEBSITE ADMISSION FAQ PROGRAMME INFORMATION USER GUIDE INFORMATION BULLETIN Helpdesk - Sign In

Click here for NEW REGISTRATION

नमस्कार गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा संसद द्वारा पारित अधिनियम, 1996 (क्रमांक 3) के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय वर्धा, महाराष्ट्र में अवस्थित है। यह लगभग 70 किलोमीटर दूरी पर है। संचालन तथ्य वर्धा से दूर स्थित है। इस विश्वविद्यालय के विद्यार्थी हैं। विश्वविद्यालय की अधिक जानकारी के लिए कृपया [www.hindivishwa.org](http://www.hindivishwa.org) का अवलोकन करें।

**ऑनलाइन आवेदन की लिंक दिनांक 31 अगस्त, 2024 तक उपलब्ध रहेगी।**

**निर्देश-**

- प्रवेश आवेदन केवल ऑनलाइन ही स्वीकार्य होंगे।
- प्रवेश प्रक्रिया संबंधी समस्त शुल्क ऑनलाइन ही स्वीकार्य हैं।
- आवेदनक द्वारा दर्ज किए जाने वाले विवरण सच-सत्य और अन्य विवरण पूर्व सक्षिप्त प्रमाण पत्र के अनुरूप होने चाहिए।
- आवेदनक केवल अपने पंजीकृत ईमेल पता के माध्यम से प्रवेश पोर्टल पर लॉग इन कर सकते हैं।
- आवेदनक को अपने स्वयं के कॉपी/कॉपीकॉर्ड ईमेल पता का उपयोग करना अनिवार्य है।
- प्रवेश प्रक्रिया संबंधी समस्त सूचनाएं संपर्क-समय पर वेबसाइट पर अपलोड की जाएगी आवेदनक को व्यक्तिगत रूप से कोई भी सूचना प्रेषित नहीं की जाएगी। अतः आवेदनक अद्यतन सूचनाओं के लिए निदेशालय की वेबसाइट अवलोकन करना सुनिश्चित करें।
- उपयोगकर्ता निर्देश (User Guide) का अनुसरण कर आवेदनक ऑनलाइन आवेदन कर सकते हैं।
- ऑनलाइन आवेदन जमा करने के पूर्व विद्यार्थी ABC ID आधारकारी में उल्लिखित नाम के अनुरूप वैध करना सुनिश्चित करें।

**पता :**  
निदेशक, दूर शिक्षा निदेशालय, महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय,  
पोस्ट : हिंदी विश्वविद्यालय गांधी हिल्स, वर्धा (महाराष्ट्र)-442001, टोल फ्री : 18002331575,  
आवेदनक प्रवेश संबंधी एवं तकनीकी समस्या जानकारी के लिए ई-मेल:  
[ddeadmission@hindivishwa.ac.in](mailto:ddeadmission@hindivishwa.ac.in), पर संपर्क कर सकते हैं।

**Registered User Login**

Registered Username \*

Enter Registered Username

Password \*

Password

Captcha Verification

Type the text

Click on the text to change

Login

- [Forgot Password?](#) Click to Reset your Password
- [Forgot Username?](#) Click to Reset your Username

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



**महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा**  
**Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha**


**Admission  
Information Bulletin**

[HOME](#) [REGIONAL CENTERS](#) [ADMISSION FAQ](#) [PROGRAMME INFORMATION](#) [USER GUIDE](#)

Welcome to the MGAHV, Directorate of Distance Education Online Admission portal  
महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, दूरस्थ शिक्षा निदेशालय के ऑनलाइन प्रवेश पोर्टल में आपका स्वागत है।

[CLICK HERE FOR NEW REGISTRATION](#)

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



**महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा**  
**Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha**

[HOME](#) [REGIONAL CENTERS](#) [ADMISSION FAQ](#) [PROGRAMME INFORMATION](#)

### Important Instructions

1. Name and other details entered by the applicant need to be the same as in the **Educational Documents**
2. Applicant can log in to the admission portal through their **registered email address, only**.
3. Applicant must use his own **active** email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of **Google Chrome** web browser for filling the application form.

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

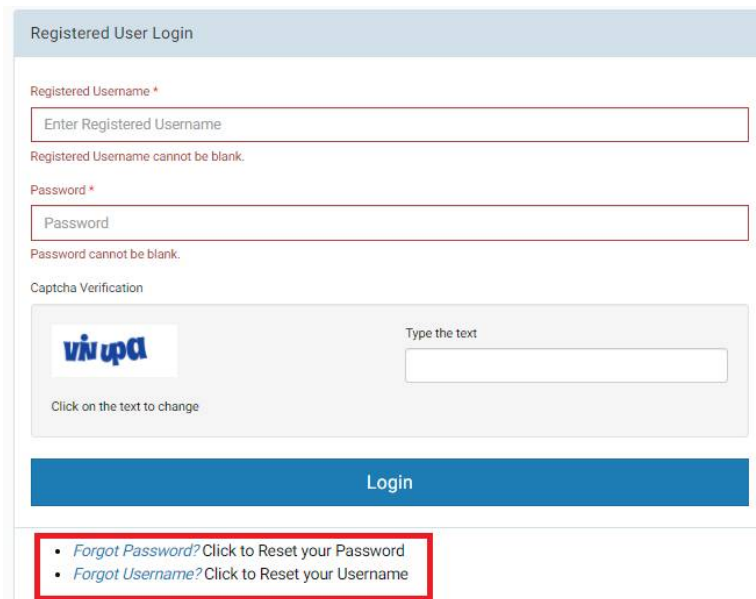


## 2. Dashboard

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.



The image shows a 'Registered User Login' form. It has a title bar 'Registered User Login'. Below it are three input fields: 'Registered Username \*' with a placeholder 'Enter Registered Username', 'Password \*' with a placeholder 'Password', and a 'Captcha Verification' section. The captcha section shows a blue 'vishwa' logo and a text input field with the placeholder 'Type the text'. Below the captcha is a button 'Click on the text to change'. At the bottom of the form is a large blue 'Login' button. Below the 'Login' button is a red-bordered box containing two links: 'Forgot Password? Click to Reset your Password' and 'Forgot Username? Click to Reset your Username'.

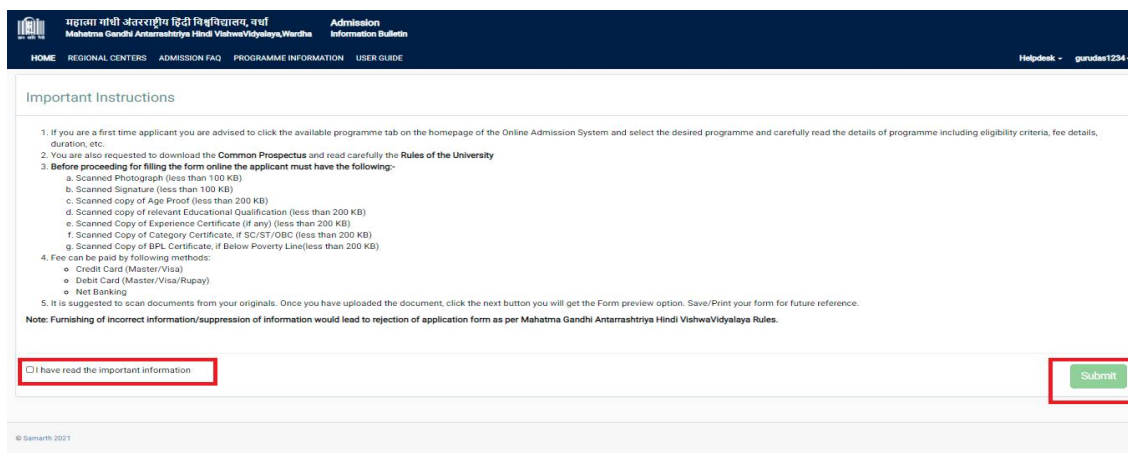
### NOTE

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.



The image shows a webpage titled 'Important Instructions'. At the top is a dark blue header with the logo of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha, and the text 'Admission Information Bulletin'. Below the header is a navigation bar with links: HOME, REGIONAL CENTERS, ADMISSION FAQ, PROGRAMME INFORMATION, USER GUIDE, and a Helpdesk link. The main content area lists five instructions for first-time applicants, including downloading the Common Prospectus and Rules of the University, and scanning documents like Age Proof, Educational Qualification, Experience Certificate, Category Certificate, and BPL Certificate. It also mentions payment methods for the fee. A note at the bottom states that furnishing incorrect information would lead to rejection. At the bottom of the page, there is a checkbox labeled 'I have read the important information' and a green 'Submit' button, both highlighted with red boxes. The footer contains the copyright notice '© Samarth 2021'.

### 3. Personal Details

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

The screenshot shows a web application interface for the 'Admission Information System'. The top navigation bar includes links for HOME, REGIONAL CENTERS, ADMISSION FAQ, PROGRAMME INFORMATION, and LOGIN/LOGOUT. The main content area is titled 'Personal Details' and contains several input fields and dropdown menus. The 'Personal Details' section includes fields for 'Full Name of the Applicant (as per Educational Documents)', 'Mother Name', 'Father Name', 'Guardian Relation', 'Guardian's Name', 'Date of Birth', 'Category', 'Gender' (with radio buttons for Male, Female, and Transgender), 'Nationality', and 'Address'. The 'Other Details' section includes fields for 'Previous B.E. (if applicable)' and 'Employment Status'. The 'Scholarship Details' section includes fields for 'Scholarship Amount', 'Scholarship Department', 'Family Income', and 'Mother's Name'. A 'Submit' button is located at the bottom right of the form.

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.

The screenshot shows a dropdown menu for the 'Category' field. The menu is open, displaying a list of options: 'Select', 'Unreserved (UR)', 'SC', 'ST', 'OBC (Creamy)', 'OBC (Non Creamy)', and 'Economically Weaker Section'. The 'Select' option is currently selected and highlighted in blue.

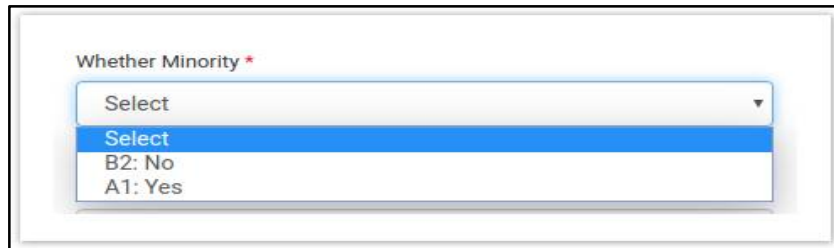
**Applicant's Gender:** Select the gender

**Nationality:** Nationality is automatically selected as Indian

**Territory/Area:** Select your area as Urban, Rural or Tribal.

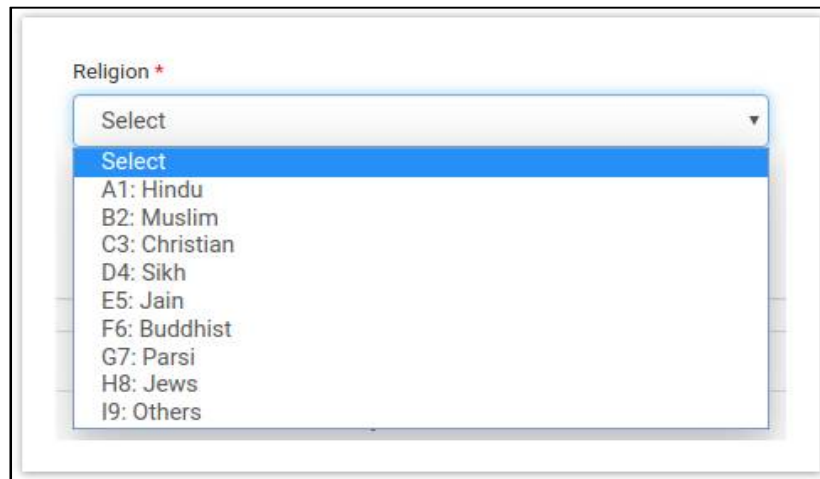
The screenshot shows a dropdown menu for the 'Territory/Area' field. The menu is open, displaying a list of options: 'Select', 'A1: Urban', 'B2: Rural', and 'C3: Tribal'. The 'Select' option is currently selected and highlighted in blue.

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



The screenshot shows a dropdown menu titled "Whether Minority \*". The menu is open, displaying the following options: "Select" (highlighted in blue), "B2: No", and "A1: Yes".

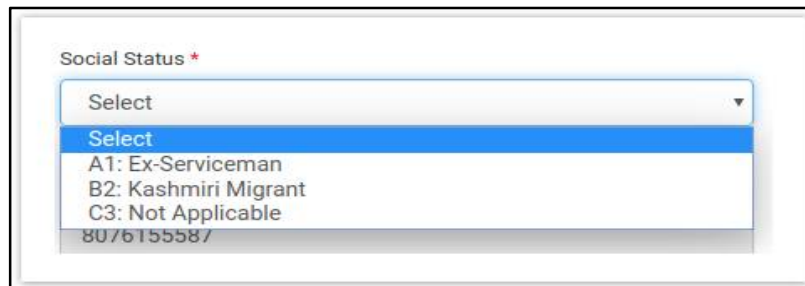
**Religion:** Select a religion from the drop-down box.



The screenshot shows a dropdown menu titled "Religion \*". The menu is open, displaying the following options: "Select" (highlighted in blue), "A1: Hindu", "B2: Muslim", "C3: Christian", "D4: Sikh", "E5: Jain", "F6: Buddhist", "G7: Parsi", "H8: Jews", and "I9: 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.



The screenshot shows a dropdown menu titled "Social Status \*". The menu is open, displaying the following options: "Select" (highlighted in blue), "A1: Ex-Serviceman", "B2: Kashmiri Migrant", and "C3: Not Applicable". Below the menu, the text "8076155587" is visible.

**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

Employment Status \*

Select

**Whether a Person with Disability:** Select yes or no accordingly

If selected yes then select the Nature of Disability

**Person With Disability applicable Category**

Select

Select

A1: Speech and Hearing Impairment

B2: Locomotor Impairment

C3: Visual Impairment

D4: Reading Disability

E5: Any other

**Employment Status:** Select employment status from the dropdown menu.

**Employment 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 Department**

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 - gurukul123		
Personal 1	Programme 2	Qualification 3	Course 4	Correspondence Details 5	Upload 6	Preview 7	Fee 8
<b>PERSONAL DETAILS</b> Full Name of the Applicant (as per Educational Documents) Date of Birth Gender Religion Applicant's Email Applicant's Alternate Email Category Nationality Marital Status Alternate Email Mother Name Father Name (Guardian) Area Social Status Mobile Number Whether Minority Applicant's Aadhar Card Number Alternate Mobile Number <b>OTHER DETAILS</b> Whether a Person with Disability Employment Status <b>SCHOLARSHIP DETAILS</b> Scholarship Amount Scholarship Department Family Income Below Poverty Line							
Previous		Edit			Next		

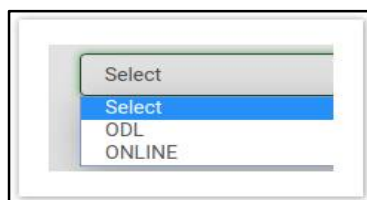
### 3. Programme

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.

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

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

**Division:** Select the division of your selected qualification

**% 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 course details of the subjects and their respective Credit score in the desired Programme.

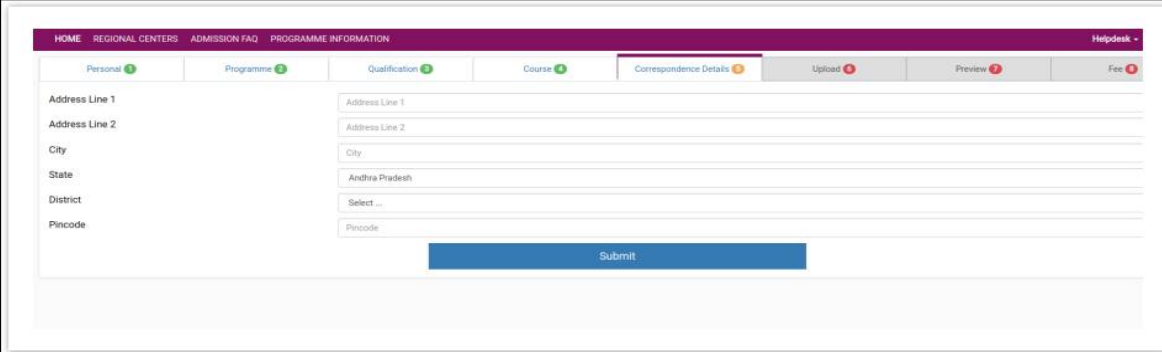
Click on the submit button to proceed to the next section.

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 :

The screenshot shows a web application interface with a purple header bar containing navigation links: HOME, REGIONAL CENTERS, ADMISSION FAQ, PROGRAMME INFORMATION, and a Helpdesk icon. Below the header is a tabbed interface with five tabs: Personal, Programme, Qualification, Course, and Correspondence Details (which is active and highlighted in orange). To the right of the tabs are three buttons: Upload, Preview, and Fee. The Correspondence Details form contains several input fields: Address Line 1, Address Line 2, City, State (with 'Andhra Pradesh' selected), District (with a 'Select ...' dropdown), and Pincode. A blue Submit button is located at the bottom of the form.

**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 10 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 Section

PERSONAL DETAILS							
Full Name of the Applicant (as per Educational Documents)	NAME		Mother Name	Mother	Father Name	FATHER	
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@lic.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 I seek admission. To the best of my knowledge and belief, 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.

☐ I agree

Accept & Proceed For Payment

- 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
Programme
Qualification
Course
Correspondence Details
Upload
Preview
Fee

FEE DETAILS	
DESCRIPTION	AMOUNT(₹)
Admission Fee for programme (OBCC) 1 SEMESTER	
Processing Fee	
Total amount	

Go To Payment Gateway

**NOTE**

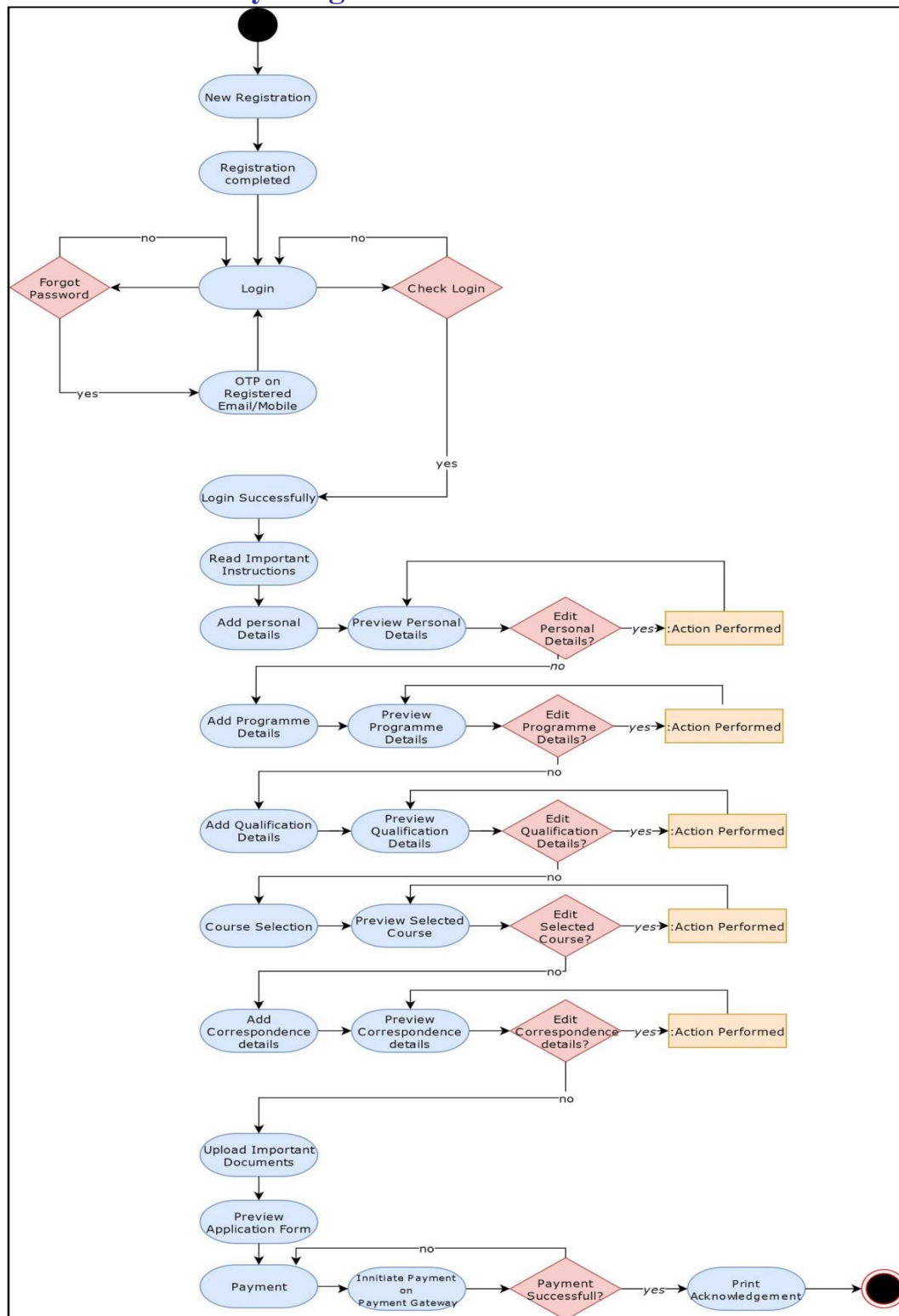
If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes. If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was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

You can see the transaction status in your account.

**NOTE: Removing discrepancies in your application**

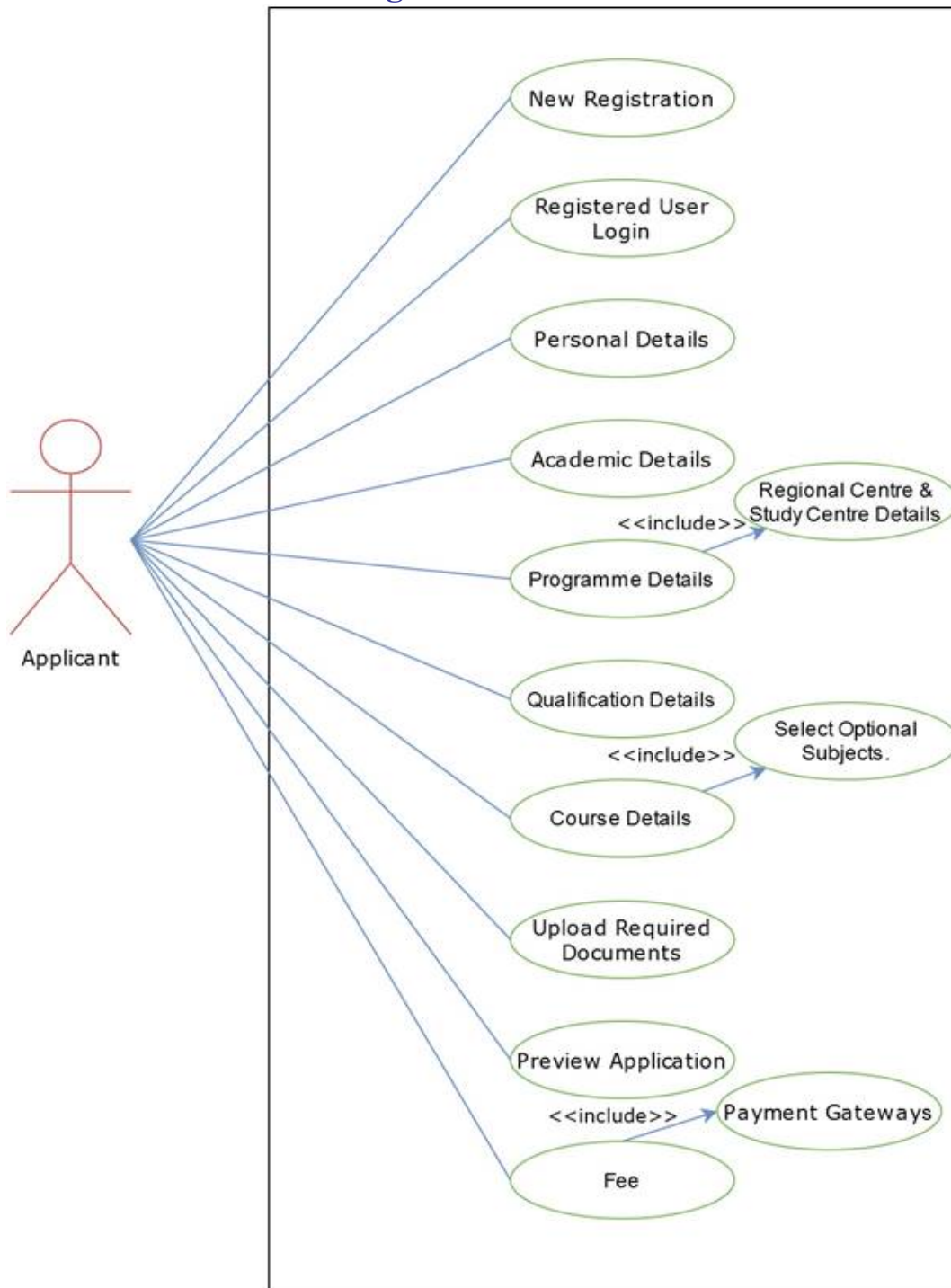
The application form submitted by you shall be scrutinized to ascertain your eligibility for admission. If some deficiency or discrepancy is found in your application, you will be informed about it and advised to remove the discrepancy within 3 days. Please take immediate action on receiving such communication.

## Activity Diagram of MGAHV Admissions





## Use-Case Diagram of MGAHV Admissions



Use-Case Diagram of MGAHV Admissions