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

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

दू 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

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.

- **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.
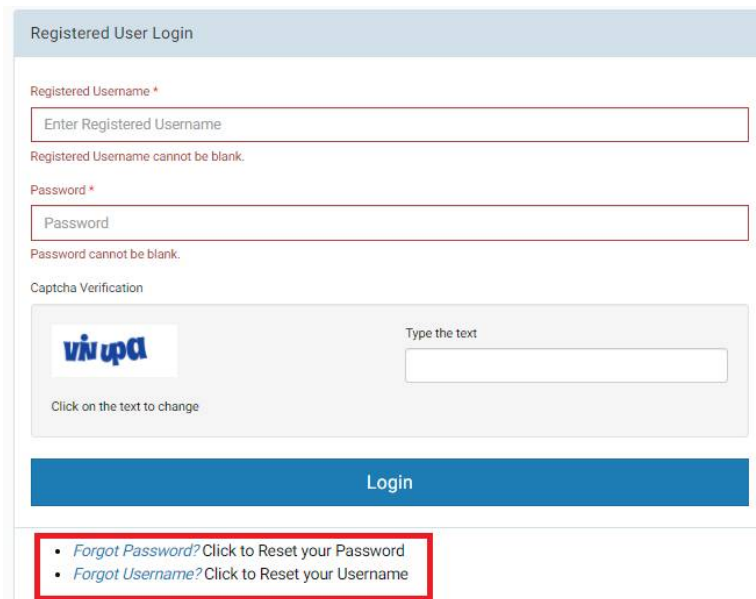- **Applicant's Email Address:** Please enter your own active email address which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Applicant's Email Address**: Re-enter your email address.
- **Password (minimum 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.

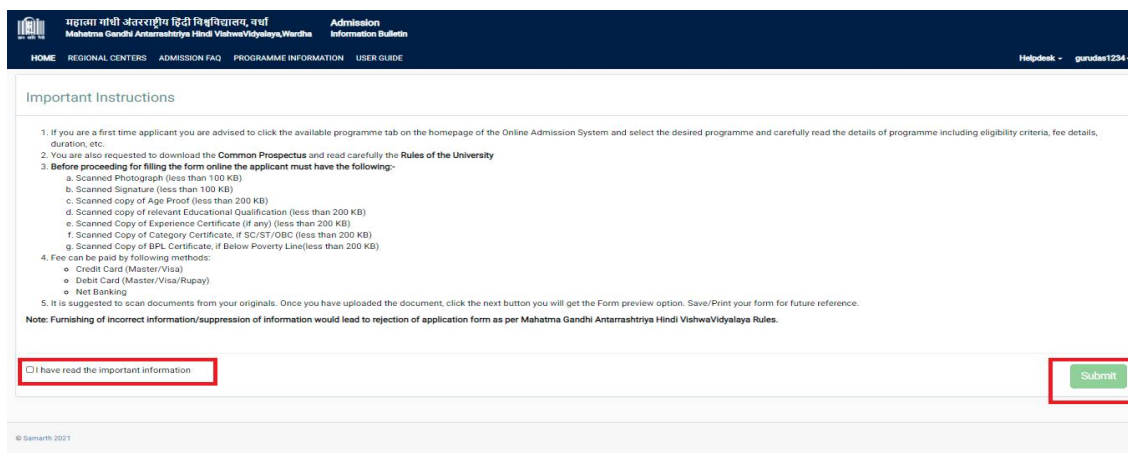**Password:** Enter your set password. This has also been sent to your registered email ID.

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.

3. Personal Details

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

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.
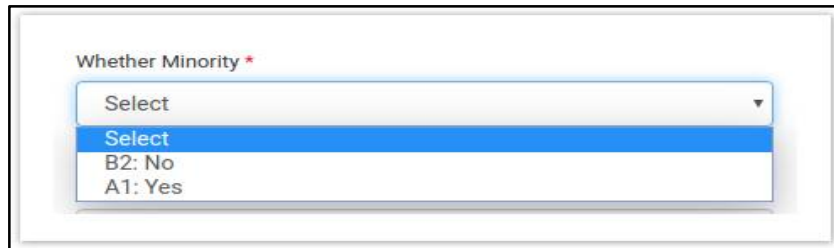
Applicant's Gender: Select the gender
Nationality: Nationality is automatically selected as Indian
Territory/Area: Select your area as Urban, Rural or Tribal.
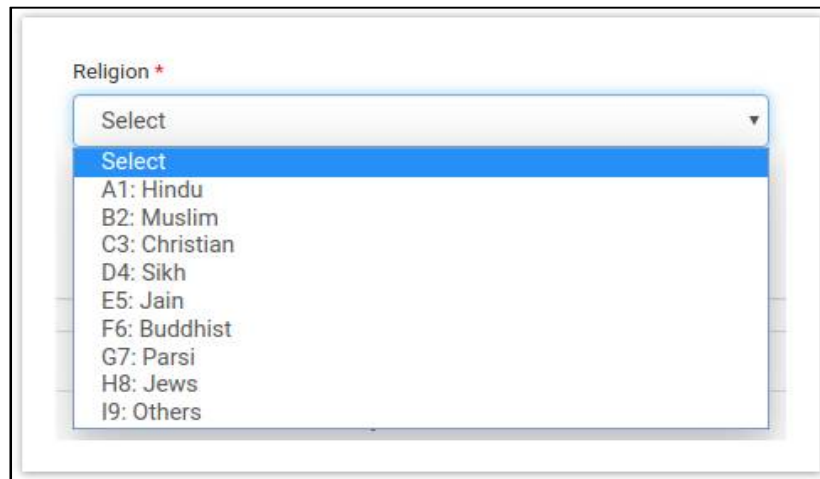
Whether Minority: Select Yes or No in this section if you belong to a minority community or not.
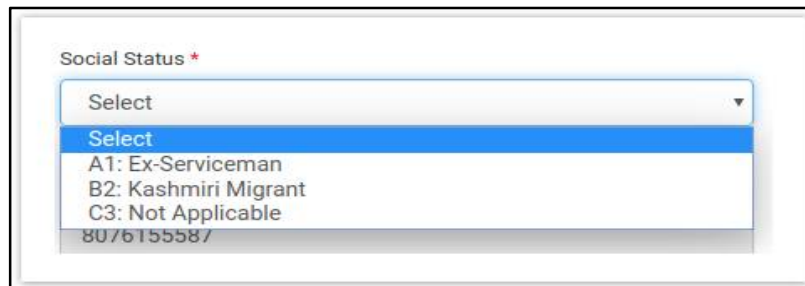
Religion: Select a religion from the drop-down box.

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.

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

Whether a Person with Disability: Select yes or no accordingly

If selected yes then select the Nature of Disability

Employment Status: Select employment status from the dropdown menu.

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

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.

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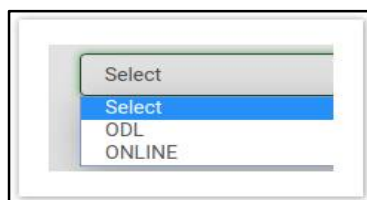
Select Programme For Enrollment: Select your desired programme for Enrollment.

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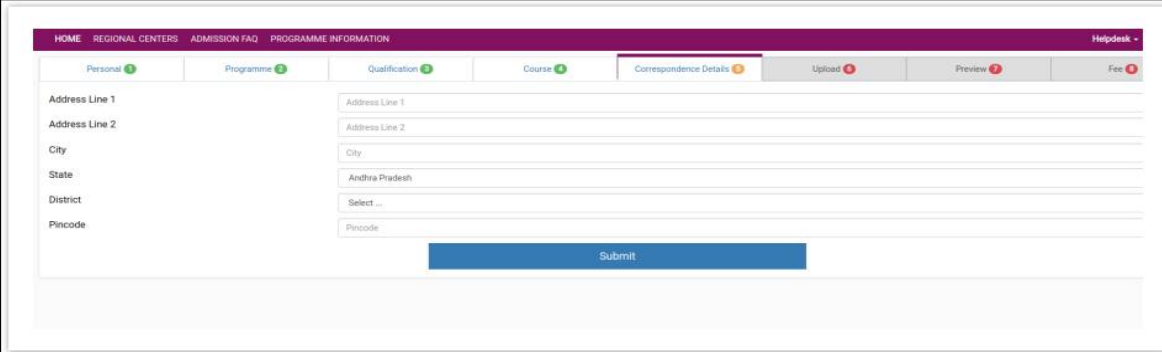
Click on the submit button to proceed to the next section.

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 :

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.

- 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'

- 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.

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 <u>within 3 days</u>. Please take immediate action on receiving such communication.

Activity Diagram of MGAHV Admissions

New Registration

Registration completed

Forgot Password — no — Login — no — Check Login

OTP on Registered Email/Mobile — yes

yes

Login Successfully

Read Important Instructions

Add personal Details → Preview Personal Details → Edit Personal Details? — yes → :Action Performed
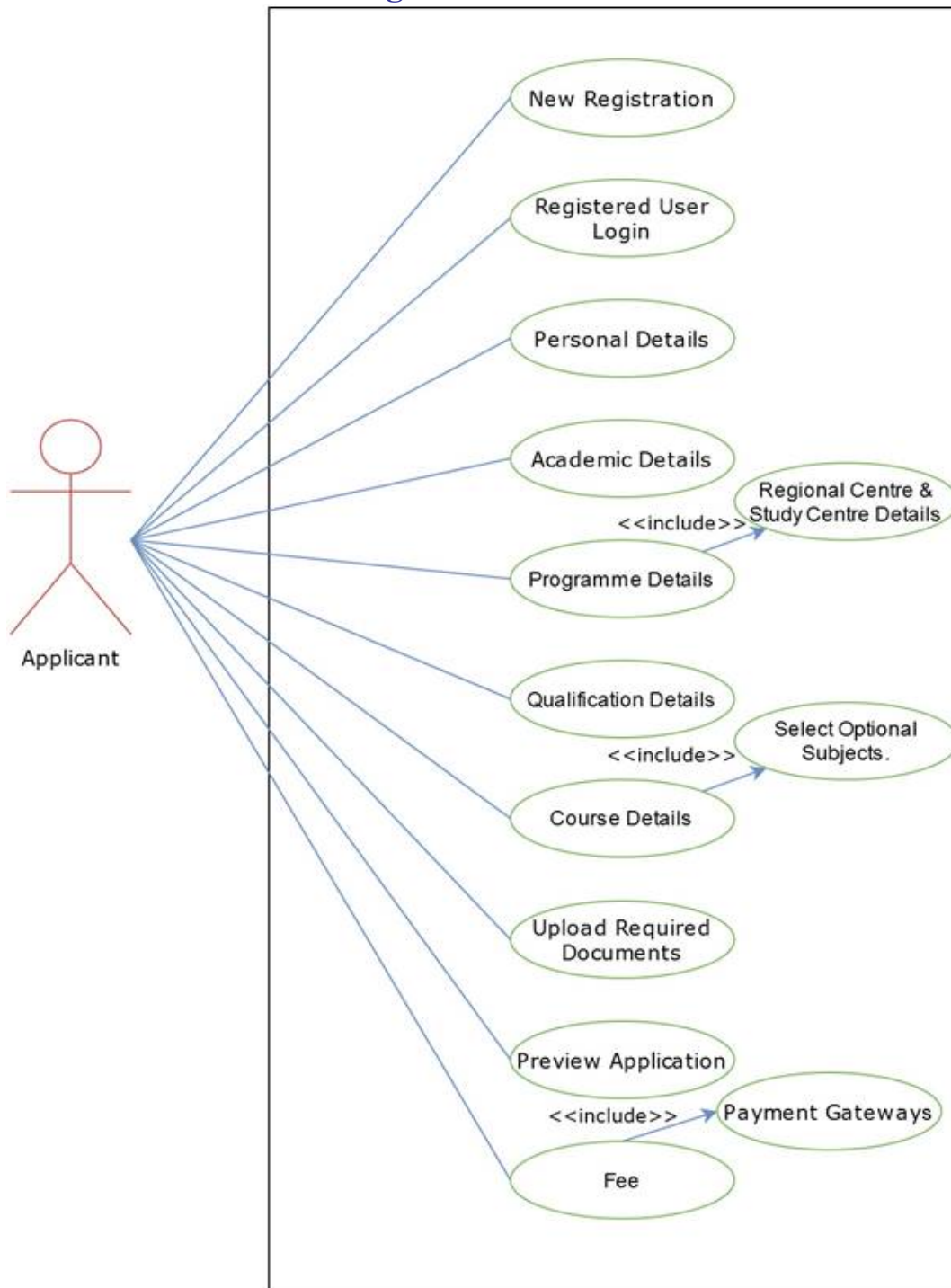no

Add Programme Details → Preview Programme Details → Edit Programme Details? — yes → :Action Performed
no

Add Qualification Details → Preview Qualification Details → Edit Qualification Details? — yes → :Action Performed
no

Course Selection → Preview Selected Course → Edit Selected Course? — yes → :Action Performed
no

Add Correspondence details → Preview Correspondence details → Edit Correspondence details? — yes → :Action Performed
no

Upload Important Documents

Preview Application Form

Payment → Innitiate Payment on Payment Gateway — no → Payment Successfull? — yes → Print Acknowledgement

Use-Case Diagram of MGAHV Admissions

Use-Case Diagram of MGAHV Admissions