

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.

**महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा**
Mahatma Gandhi Antarashtriy Hindi VishwaVidyalya, Wardha

Admission
Information Bulletin

HOME REGIONAL CENTERS ADMISSION FAQ PROGRAMME INFORMATION USER GUIDE Helpdesk Sign In

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](#)

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा संसद द्वारा पारित अधिनियम, 1996 (1997, क्रमांक 3) के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय वर्धा, महाराष्ट्र में अवस्थित है। यह नगपुर से 70 किलोमीटर दूरी पर है। सेवाग्राम तथा वर्धा दो रेलवे स्टेशन इस विश्वविद्यालय के निकटवर्ती हैं। विश्वविद्यालय की अधिक जानकारी के लिए कृपया www.hindivishwa.org का अवलोकन करें :

पता :

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
दूर शिक्षा निदेशालय
पोस्ट - हिंदी विश्वविद्यालय
गांधी हिल्स, वर्धा (महाराष्ट्र)-442001
फोन : 18002331575, ई-मेल: ddemgahv@gmail.com.

Instruction to Fill Application Form Online

आवेदन फॉर्म ऑनलाइन भरने के निर्देश-

- आवेदक द्वारा दर्ज किए जाने वाले विवरण यथा- नाम और अन्य विवरण पूर्व शैक्षिक प्रमाण पत्र के अनुरूप होने चाहिए।
- आवेदक केवल अपने पंजीकृत ईमेल पता के माध्यम से प्रवेश पोर्टल पर लॉग इन कर सकते हैं।
- आवेदक को अपने स्वयं के सक्रिय ईमेल पता का उपयोग करना होगा।
- आवेदक द्वारा प्रदान किया गया ईमेल पता कार्यात्मक होना चाहिए।


Registered User Login

Registered Username *

gurudes123

Password *

Capcha Verification



Type the text

Click on the text to change

Login

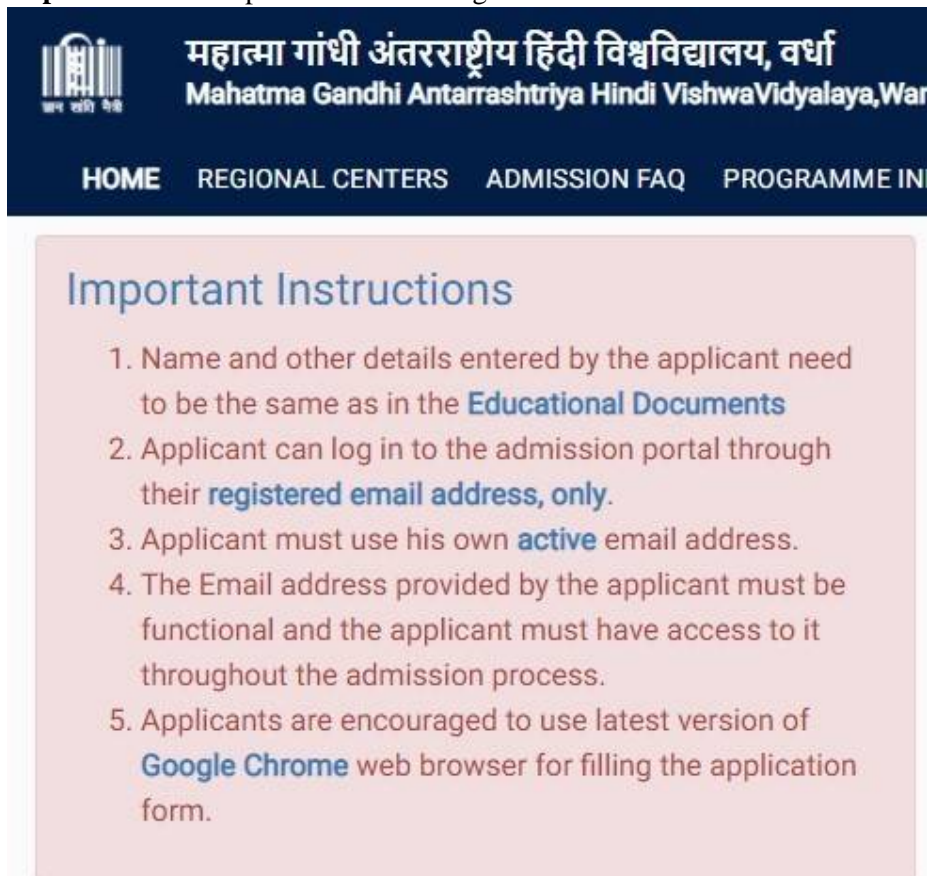
- [Forgot Password?](#) Click to Reset your Password
- [Forgot Username?](#) Click to Reset your Username

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



The screenshot shows the top section of the admission portal. It features a dark blue header with the college logo and name in Hindi and English, and the text 'Admission Information Bulletin'. Below the header is a navigation bar with links: HOME, REGIONAL CENTERS, ADMISSION FAQ, PROGRAMME INFORMATION, and USER GUIDE. A light blue banner below the navigation bar contains the text: 'Welcome to the MGAHV, Directorate of Distance Education Online Admission portal' and its Hindi equivalent. At the bottom of this banner is a blue button with the text 'CLICK HERE FOR NEW REGISTRATION'.

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



The screenshot shows the 'Important Instructions' section. It has a dark blue header with the college logo and name in Hindi and English. Below the header is a navigation bar with links: HOME, REGIONAL CENTERS, ADMISSION FAQ, and PROGRAMME INFORMATION. The main content area has a light pink background and contains a list of five 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

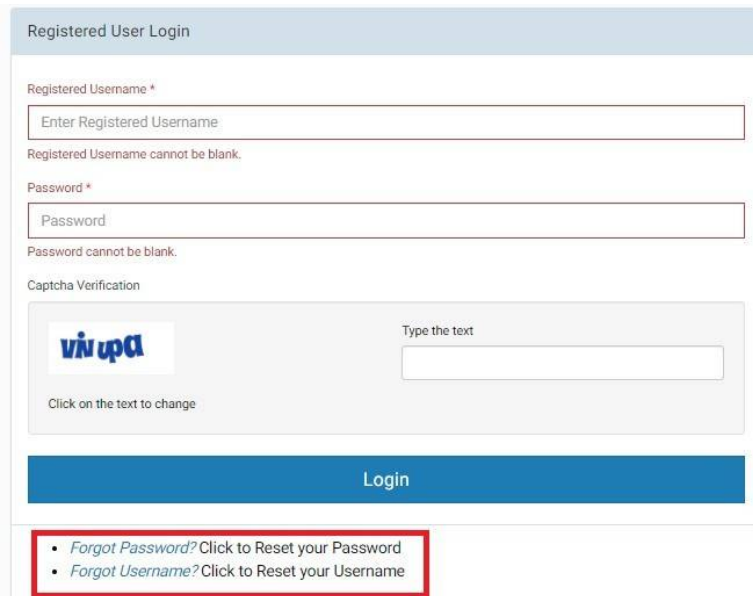
Your username will be instantly sent to you via email

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.



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 contains an image of the text 'viva' and a text input field with the placeholder 'Type the text'. Below the captcha is a link 'Click on the text to change'. At the bottom of the form is a blue 'Login' button. Below the button is a red-bordered box containing two links: 'Forgot Password? Click to Reset your Password' and 'Forgot Username? Click to Reset your Username'.

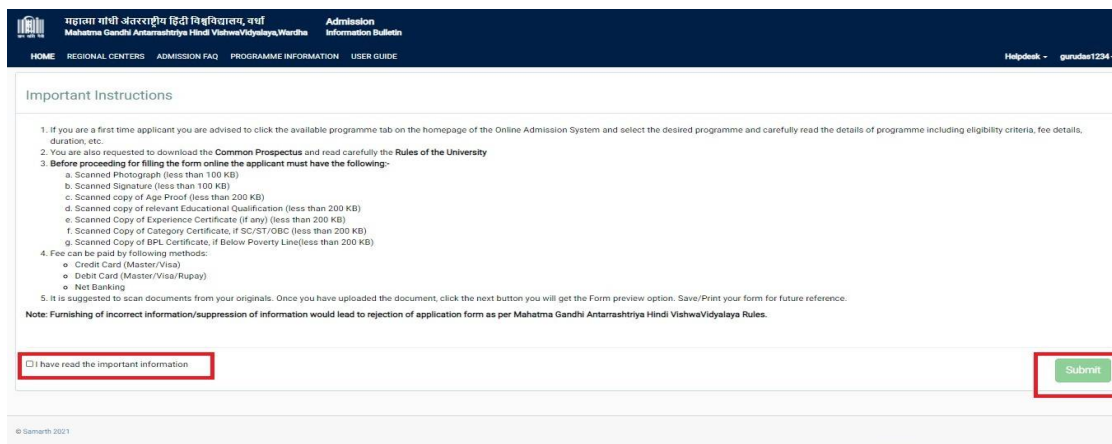
NOTE

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 the 'Important Instructions' page of the Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Varanasi. The page has a header with the university name and 'Admission Information Bulletin'. Below the header is a navigation bar with links: HOME, REGIONAL CENTERS, ADMISSION FAQ, PROGRAMME INFORMATION, USER GUIDE. The main content area lists 5 instructions for first-time applicants, including downloading the Common Prospectus, scanning documents, and paying fees. At the bottom, there is a checkbox 'I have read the important information' and a green 'Submit' button. A note at the bottom states: 'Note: Furnishing of incorrect information/suppression of information would lead to rejection of application form as per Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya Rules.'

3. Personal Details

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

The screenshot shows the 'Personal Details' section of a web application. The form is divided into several sections: 'Personal Details', 'Other Details', and 'Scholarship Details'. The 'Personal Details' section includes fields for 'Full Name of the Applicant', 'Mother Name', 'Father Name', 'Gender', 'Date of Birth', 'Category', 'Scholarship Category', 'Nationality', 'Religion', 'Marital Status', 'Service Status', 'Mailing Address', 'Alternate Mobile', and 'Email'. The 'Other Details' section includes 'Person with Disability' and 'Implementation Status'. The 'Scholarship Details' section includes 'Scholarship Amount', 'Scholarship Department', 'Family Income', and 'Minority Category'. A 'Submit' button is located at the bottom 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 the following options: 'Select', 'Unreserved (UR)', 'SC', 'ST', 'OBC (Creamy)', 'OBC (Non Creamy)', and 'Economically Weaker Section'. The 'Select' option is highlighted in blue.

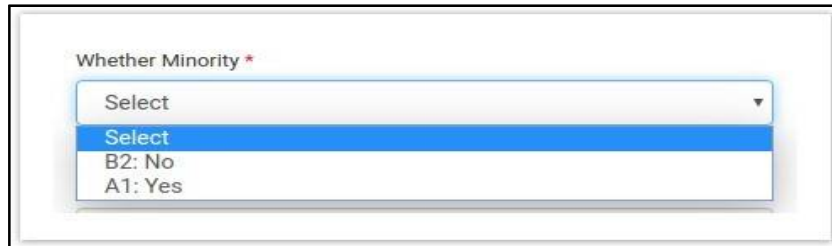
Applicant's Gender: Select the gender

Nationality: Nationality is automatically selected as Indian

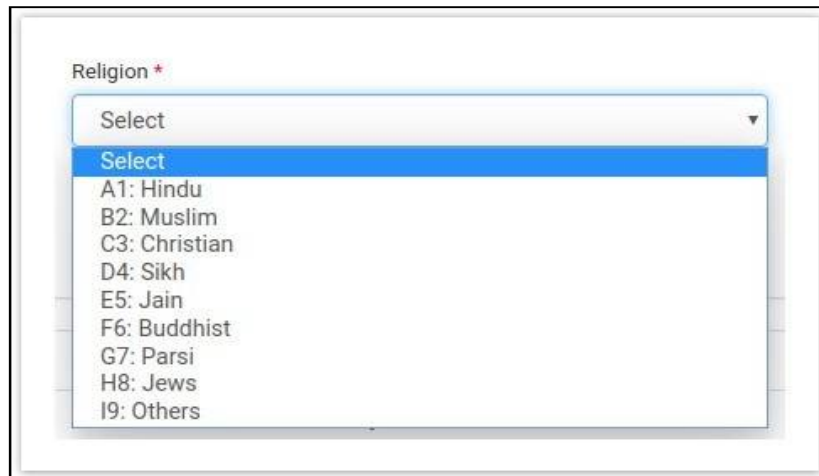
Territory/Area: Select your area as Urban, Rural or Tribal.

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

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

A screenshot of a web form field labeled "Whether Minority *". The dropdown menu is open, showing the following options: "Select" (highlighted in blue), "B2: No", and "A1: Yes".

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

A screenshot of a web form field labeled "Religion *". The dropdown menu is open, showing 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.

A screenshot of a web form field labeled "Social Status *". The dropdown menu is open, showing the following options: "Select" (highlighted in blue), "A1: Ex-Serviceman", "B2: Kashmiri Migrant", and "C3: Not Applicable". Below the dropdown, the number "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 - garuda123															
Personal 1		Programme 2		Qualification 3		Course 4		Correspondence Details 5		Upload 6		Preview 7		Fee 8	
PERSONAL DETAILS															
Full Name of the Applicant (as per Educational Documents)				Category				Mother Name				Father Name			
Date of Birth				Nationality				Father Name (Guardian)				Area			
Gender				Marital Status				Social Status				Whether Minority			
Applicant's Email				Alternate Email				Mobile Number				Applicant's Aadhar Card Number			
												Alternate Mobile Number			
OTHER DETAILS															
Whether a Person with Disability															
Employment Status															
SCHOLARSHIP DETAILS															
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 a course details of the subjects and their respective Credit score in the desired Programme.

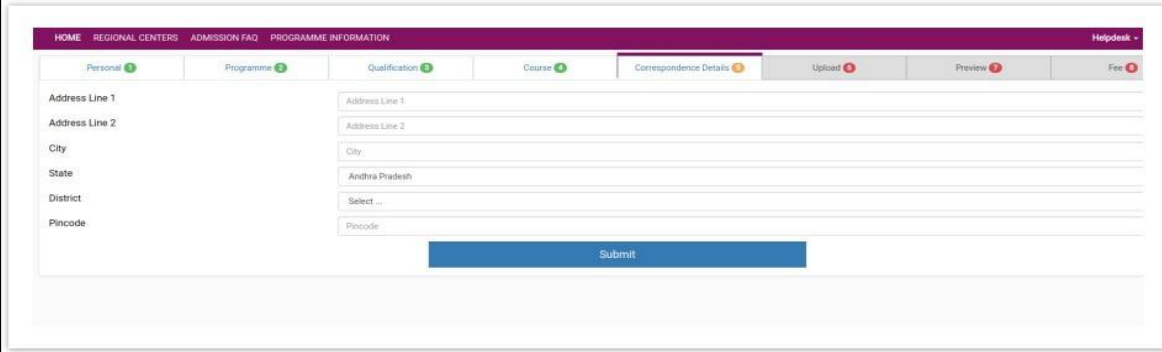
Click on the submit button to proceed to the next section.

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 :

The screenshot shows a web application interface with a purple header bar containing navigation links: HOME, REGIONAL CENTERS, ADMISSION FAQ, and PROGRAMME INFORMATION. A 'Helpdesk' link with a dropdown arrow is on the right. Below the header is a tabbed interface with tabs: Personal (1), Programme (1), Qualification (1), Course (1), Correspondence Details (0), Upload (0), Preview (0), and Fee (0). The 'Correspondence Details' tab is active. The form contains input fields for Address Line 1, Address Line 2, City, State (with 'Andhra Pradesh' selected), District (with a 'Select ...' dropdown), and Pincode. A blue 'Submit' button is at the bottom right 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@iic.ac.in	Alternate Email		Mobile Number	98/3117725	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 1	Programme 2	Qualification 3	Course 4	Correspondence Details 5	Upload 6	Preview 7	Fee 8								
<p>FEE DETAILS</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>AMOUNT(₹)</th> </tr> </thead> <tbody> <tr> <td>Admission Fee for programme (OBCC) 1 SEMESTER</td> <td></td> </tr> <tr> <td>Processing Fee</td> <td></td> </tr> <tr> <td>Total amount</td> <td></td> </tr> </tbody> </table>								DESCRIPTION	AMOUNT(₹)	Admission Fee for programme (OBCC) 1 SEMESTER		Processing Fee		Total amount	
DESCRIPTION	AMOUNT(₹)														
Admission Fee for programme (OBCC) 1 SEMESTER															
Processing Fee															
Total amount															
<div>Go To Payment Gateway</div>															

NOTE

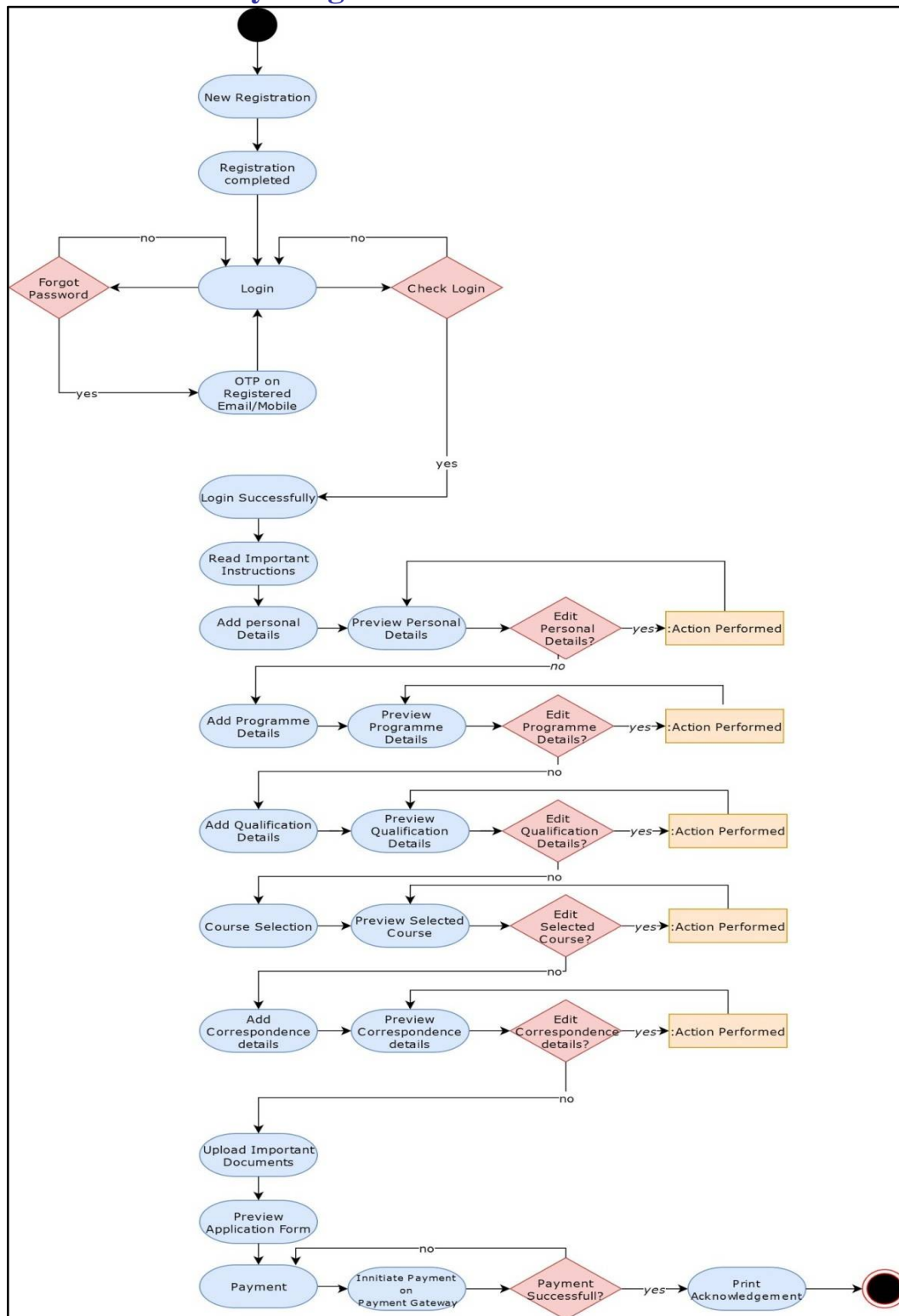
If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes. If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was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

You can see the transaction status in your account.

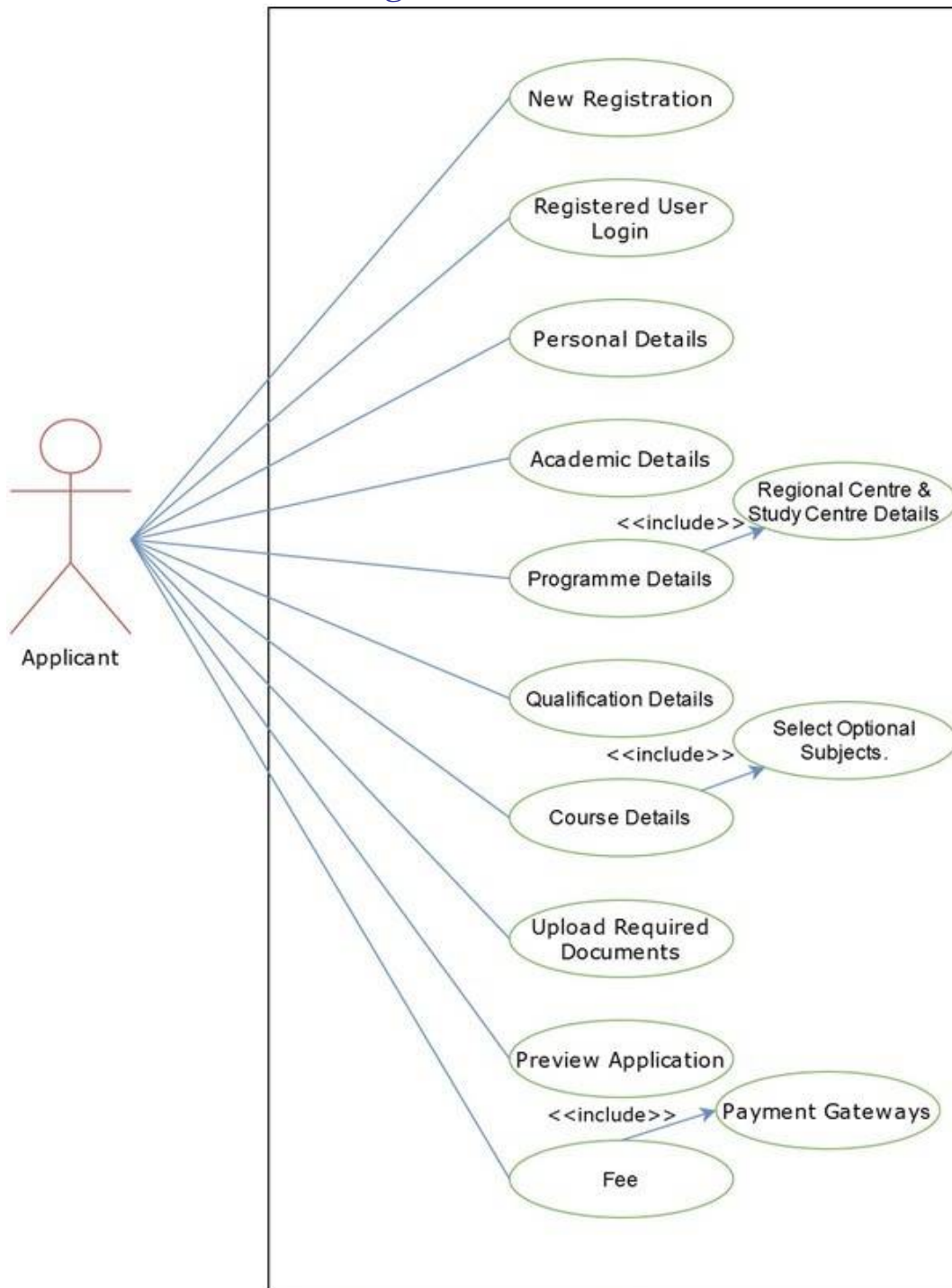
NOTE: Removing discrepancies in your application

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