ADMISSION REGISTRATION MANUAL

Pre-requisites

(Documents to keep Ready)

Documents to keep Ready

- **Scanned Photograph & Scanned Signature:** Less than 500KB (Format: JPG/JPEG)
- **Educational Documents:** Less than 1024KB/1MB (Format: PDF/JPG)
- **Category/Experience Certificates:** Less than 1024KB/1MB (Format: PDF/JPG).

Official Portal Link

https://gramodayachitrakootadm.samarth.edu.in

New Registration

Basic Registration and Account Creation

Account Verification

Logging In & Profile Completition

Filling out the Comprehensive Application Form Programme Selection

Documents Upload

Preview and Verification

Application Fees Payment

Final Submission and Download

ADMISSION REGISTRATION MANUAL

Welcome to the official registration guide for Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya (MGCGV) admission portal on SAMARTH, the detailed and easy-to-understand registration guide for students applying in the University for the academic session 2026–27 is given below:

Part 1: Pre-requisites (Documents to Keep Ready)

Before you begin the online application, ensure you have the following scanned copies ready on your device. All files must be clear and properly formatted:

Scanned Photograph: Less than 500KB (Format: JPG/JPEG).

Scanned Signature: Less than 500KB (Format: JPG/JPEG).

Educational Documents: (10th, 12th, graduation or masters marksheets depending on the course applied for) less than 1024KB/1MB (Format: PDF/JPG).

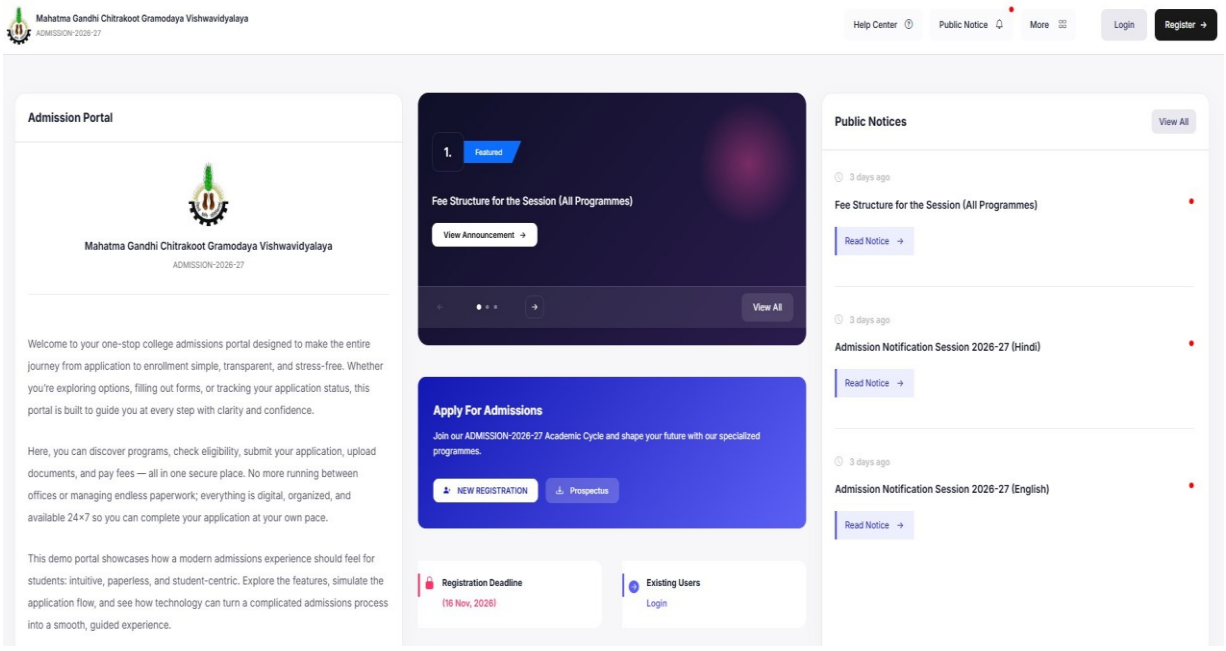
Category/Experience Certificates: (If applicable for reservation, EWS or specific quotas) less than 1024KB/1MB (Format: PDF/JPG).

Part 2: Step-by-Step Registration Process

Step 1: Access the Portal and Initiate Registration

1. Open your web browser and go to the official portal link you provided: **https://gramodayachitrakootadm.samarth.edu.in**

2. On the homepage, locate and click on the **"NEW REGISTRATION"** button (or the **"Register"** tab in the top menu).



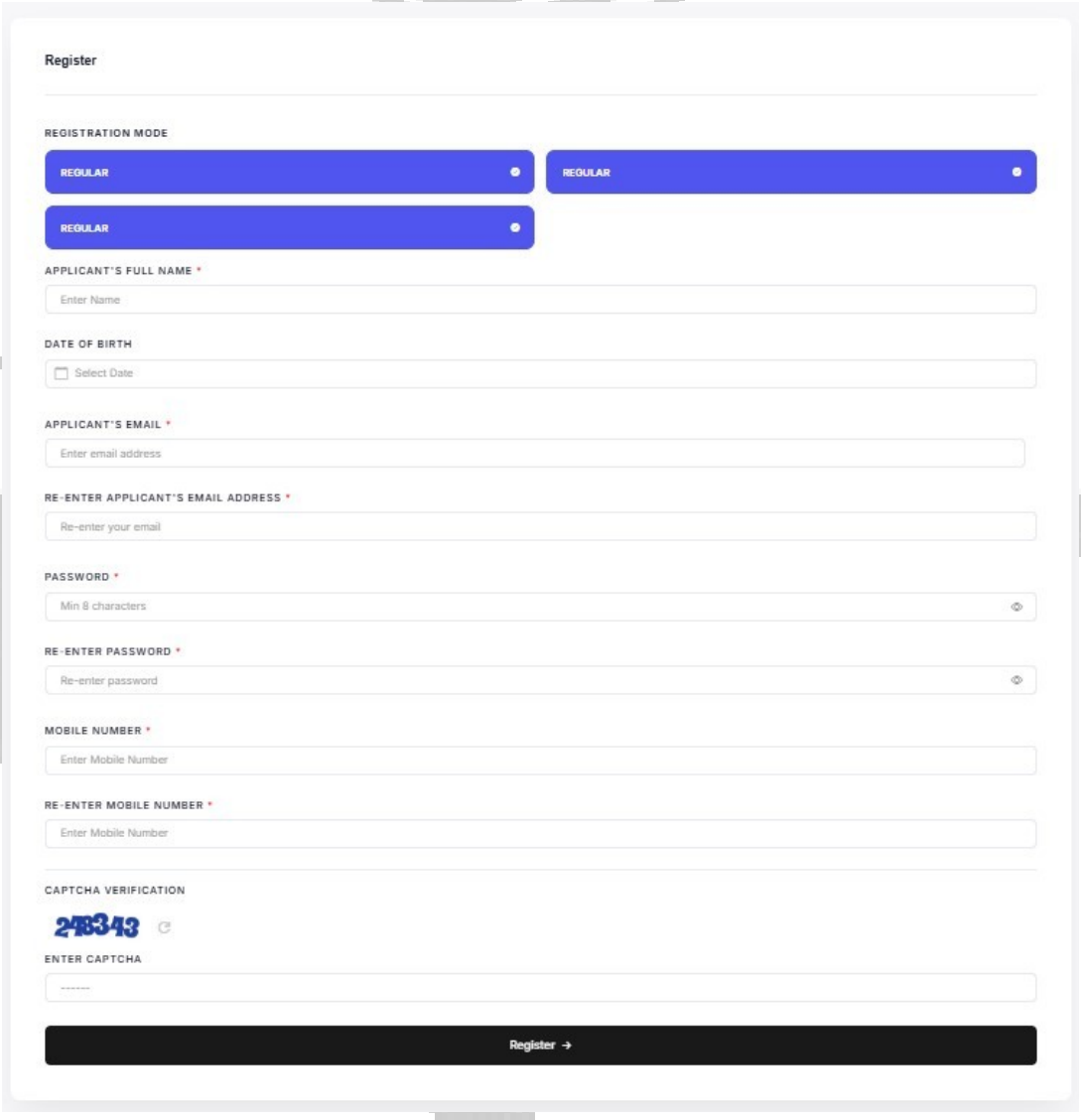
Step 2: Basic Registration & Account Creation

1. Applicant Details: Enter your official details exactly as they appear on your Class 10th/High School certificate:

- Full Name
- Date of Birth
- Active Email Address (Re-enter to confirm)
- Create a Strong Password (Re-enter to confirm)
- Active Mobile Number (Re-enter to confirm)

2. Captcha Entry: Enter the security captcha text displayed on the screen.

3. Submit: Click on the **"Register"** button.

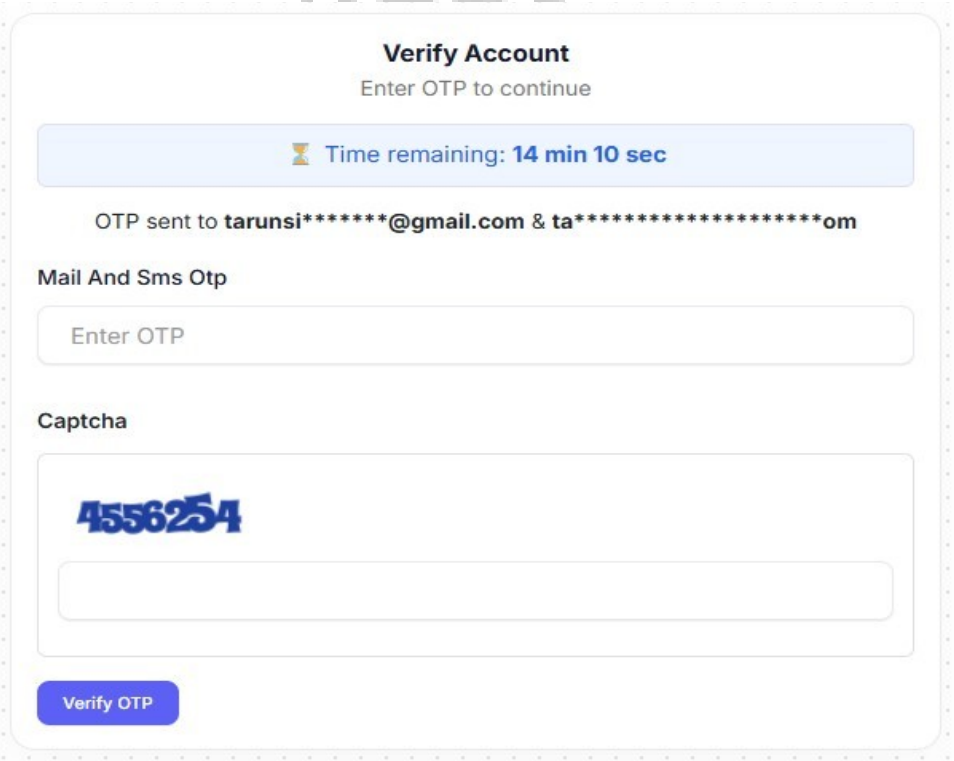


Step 3: Account Verification

1. A One-Time Password (OTP) will be sent to your registered Email ID and/or mobile number.

2. Enter the OTP on the verification screen to validate your account.

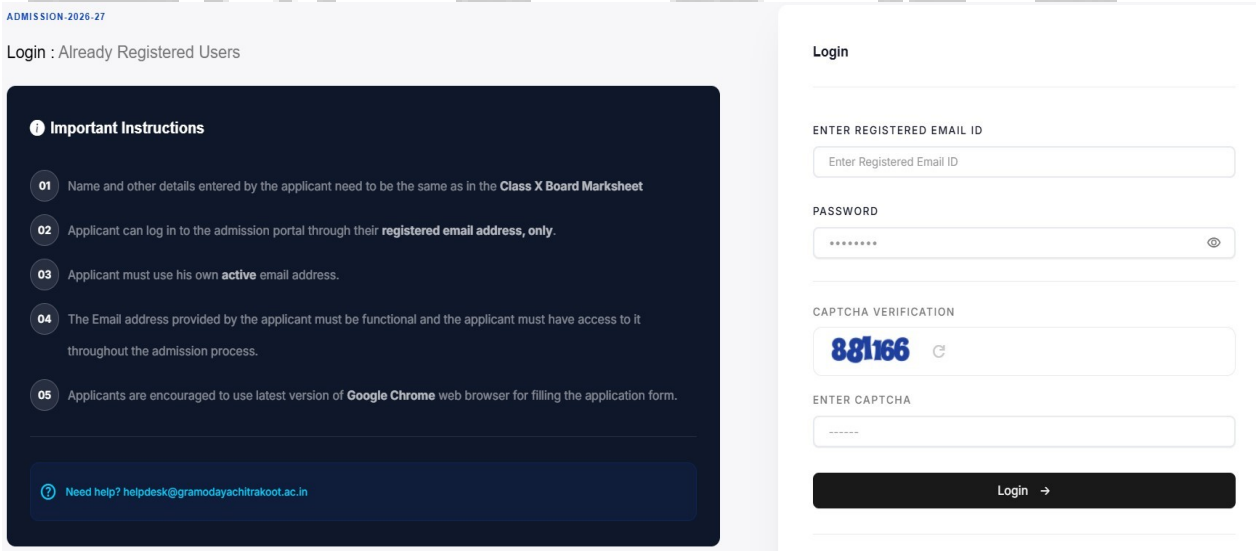
3. Once successfully verified, your registration credentials (Username/Email) will be confirmed.



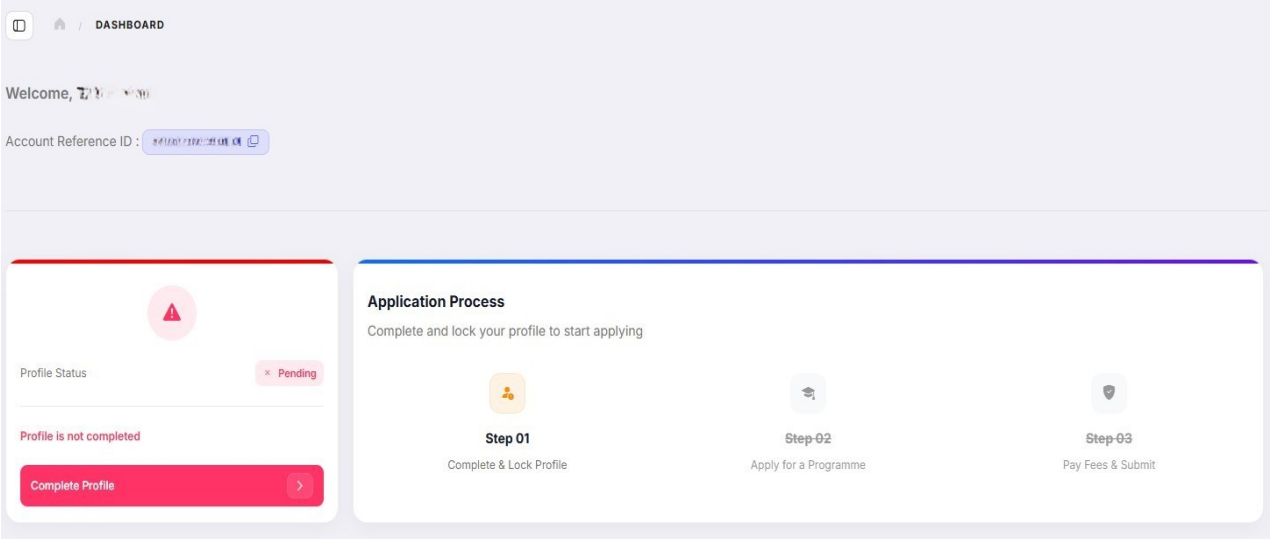
Step 4: Logging In & Profile Completition

1. Go back to the homepage and click on **"Login"** under the **"Already Registered Users"** section.

2. Enter your registered Email ID, the password you created and the captcha code.

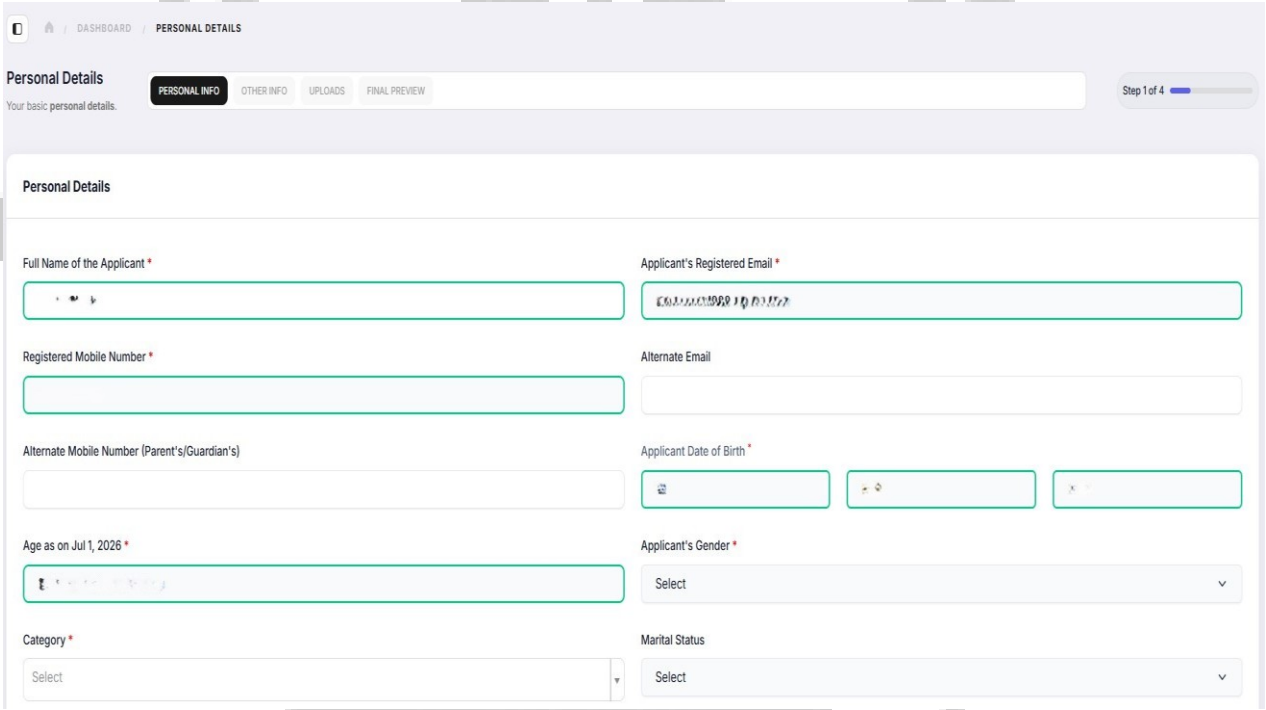


3. Once logged in, go to the dashboard, click on **"Complete Profile"** check box and complete the profile.



4. In "Complete Profile" dialogue box go through the step-by-step process as asked:

Personal Details: Fill in your parent's name, gender, nationality, category (General/OBC/SC/ST/EWS), blood group and permanent/correspondence addresses.



Fill all the details correctly as asked to fill out.

Blood Group

Select

Are you citizen of India ? *

Select

Religion

Select

Place of Birth Details

Country *

State *

District *

Village/Town/City *

Family Details

Mother's Name *

Mother's Mobile Number

Mother's Occupation

Select

Mother's Qualification

Select

Mother's Office Address

Mother Staff Type

Mother Designation

Mother Salary

Select

Father's Name *

Father's Mobile Number

Father's Occupation

Select

Father's Qualification

Select

Father's Office Address

Father Staff Type

Father Designation

Father Salary

Select

Emergency Contact Number *

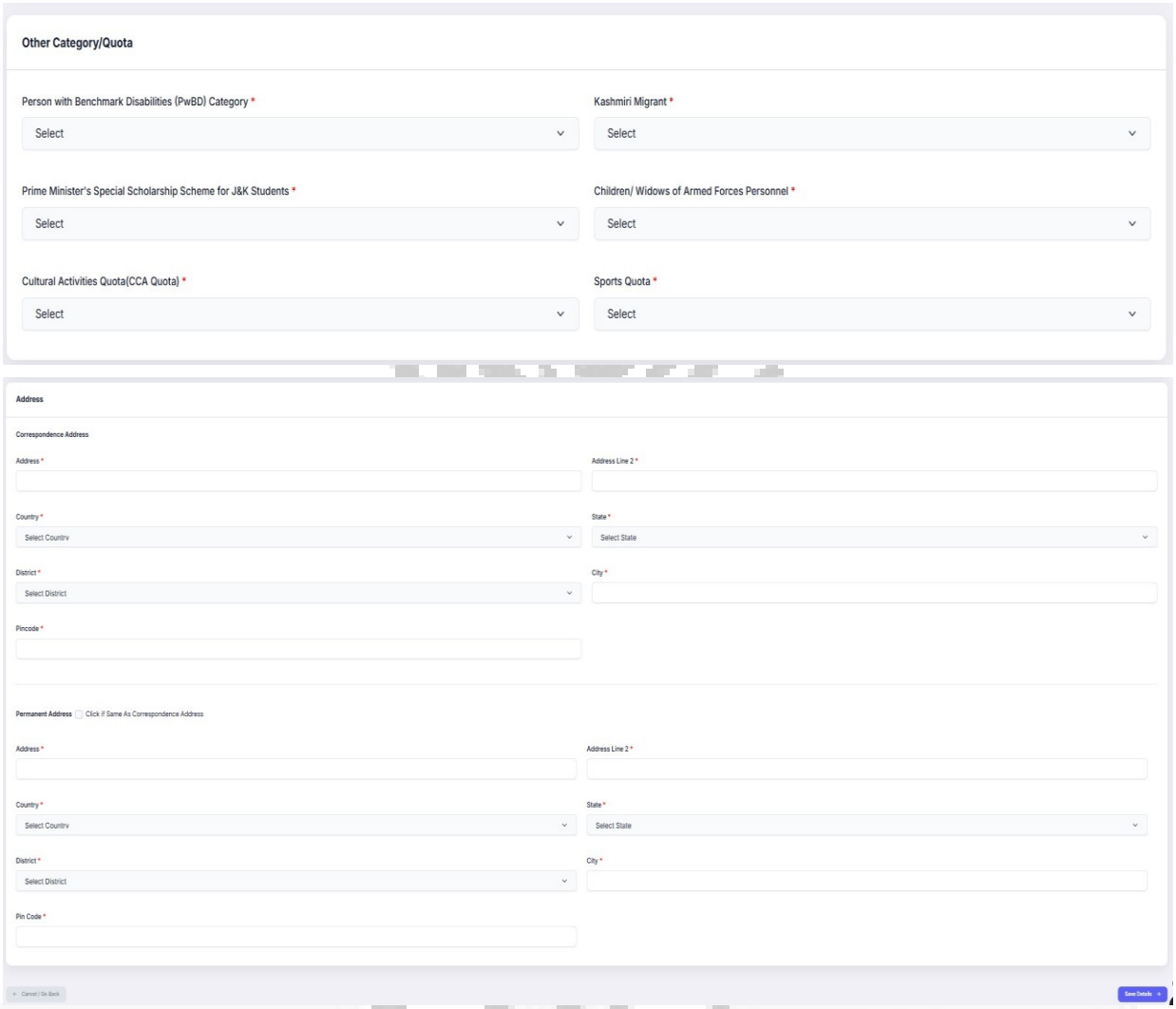
Combined Family Income *

Select

SAMARTH registration details (if applicable)

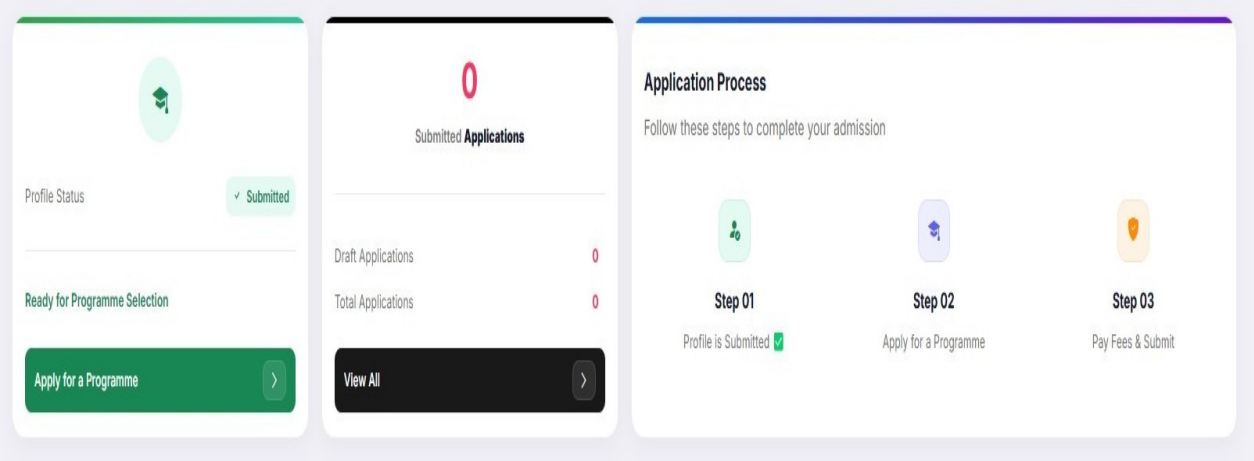
Have you enrolled in SAMARTH before? *

Select

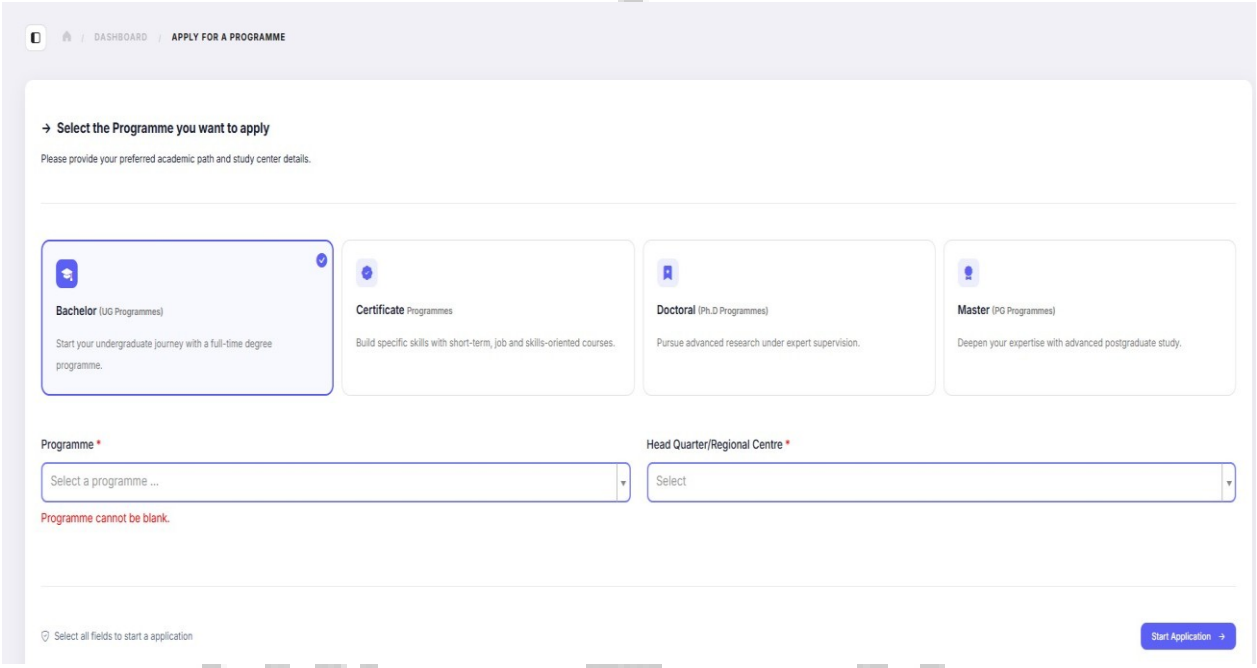


Step 5: Filling out the Comprehensive Application Form Programme Selection

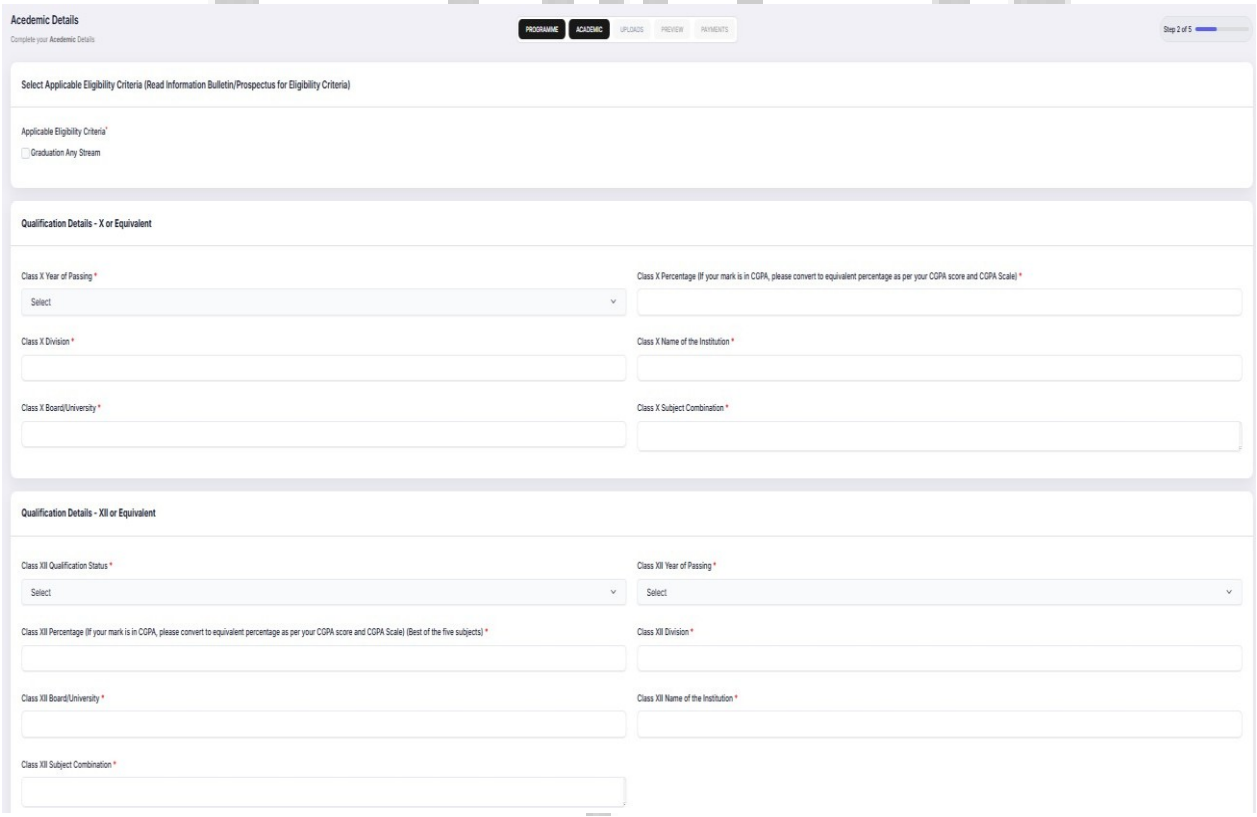
Once you complete the profile after filling the necessary details correctly, your dashboard will look like the image given below. Then click on **"Apply for a Programmes"** to apply in the desired programme and also to check the eligibility criteria for your desired course.



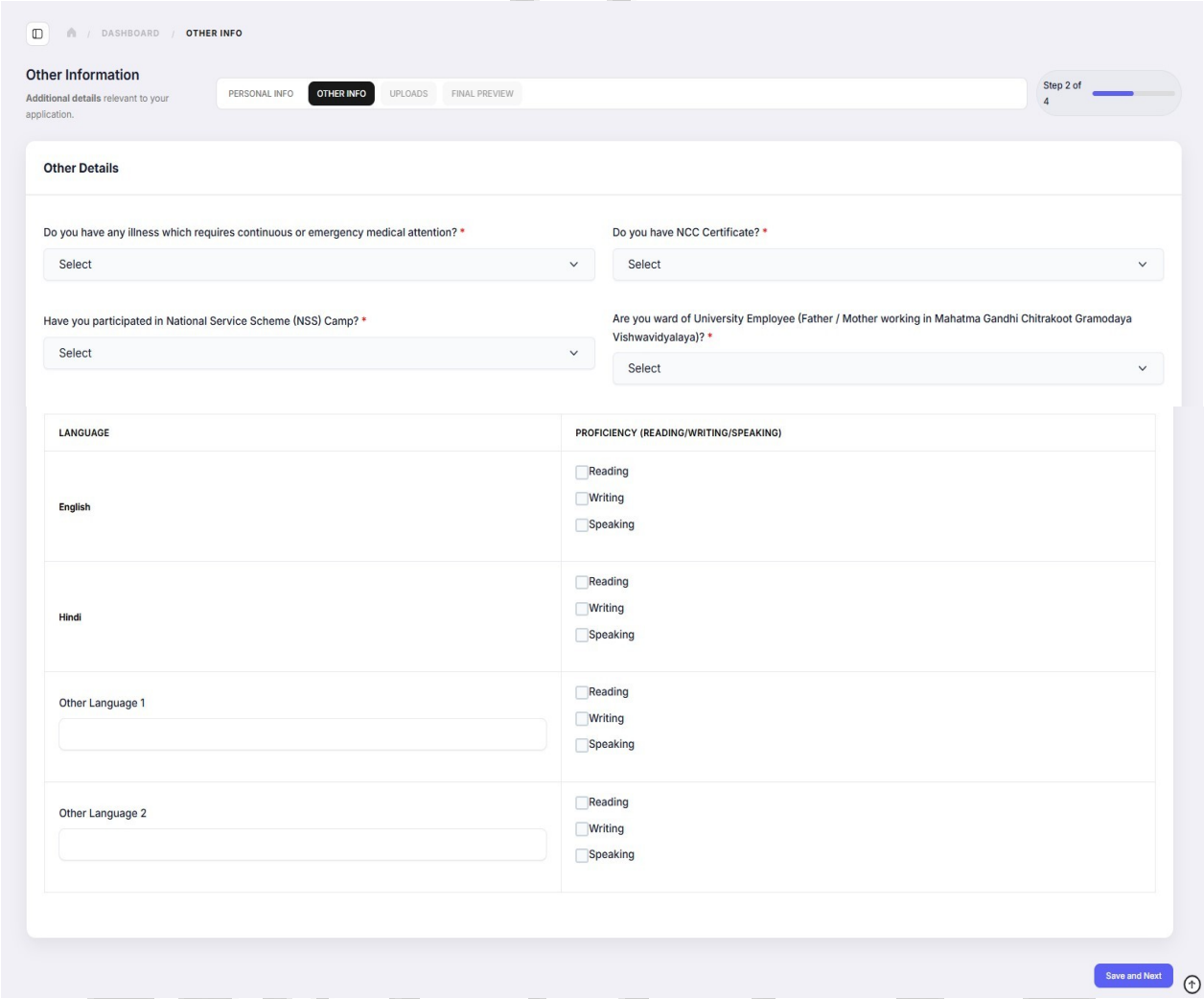
Programme Selection: Select the program you want to apply for and initiate the application form.



Academic Details: Input your marks/grades for Class 10th, 12th and any graduation/master's level details if applying for higher studies.



Other Details: Provide details regarding extracurricular activities, NSS/NCC certificates or employment history if requested by the specific course profile.



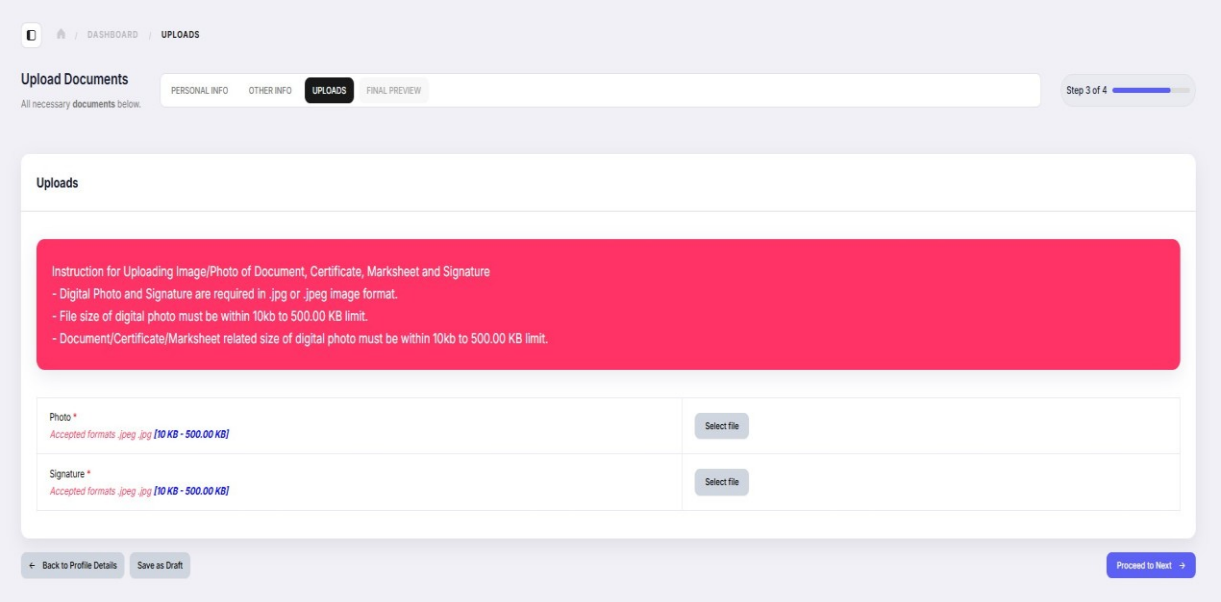
Bank Details: In this section of the application form, enter the applicant's banking information carefully, since this may be used for scholarship disbursement, fee refunds, or verification purposes. Fill in the following fields exactly as they appear in your bank records:

- **Account Holder Name**
- **Bank Name**
- **Branch Name**
- **Account Number**
- **Confirm Account Number**
- **IFSC Code**

Step 6: Document Upload

1. Upload your scanned photograph and signature in the designated slots.

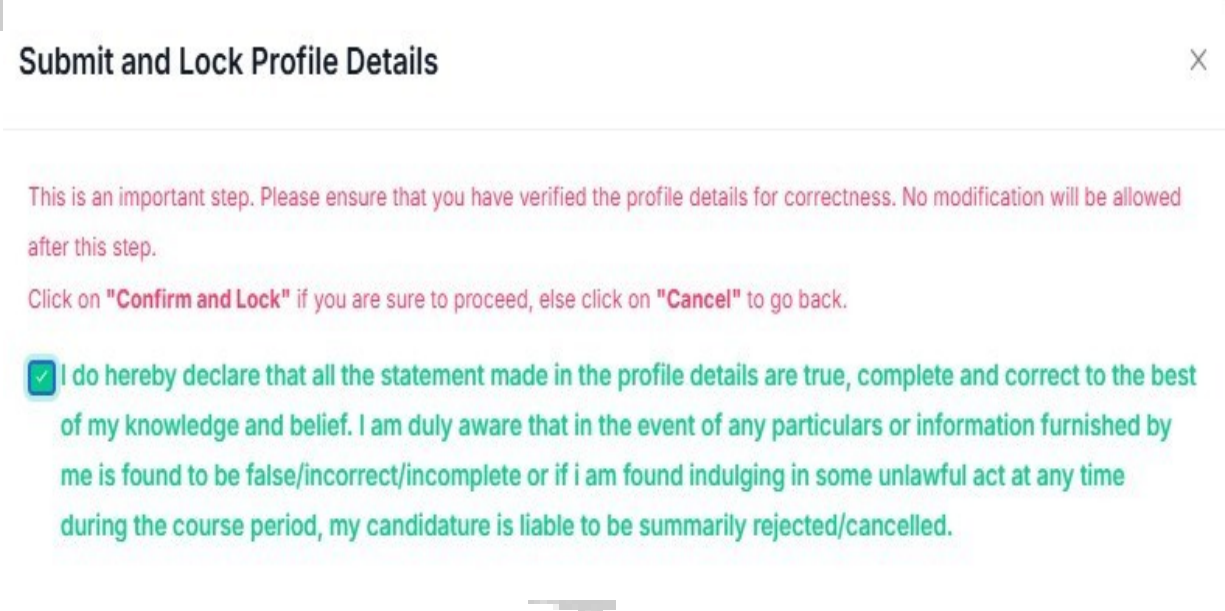
2. Upload the required marksheets and category certificates. Ensure the files stay within the size limits specified in Part 1.



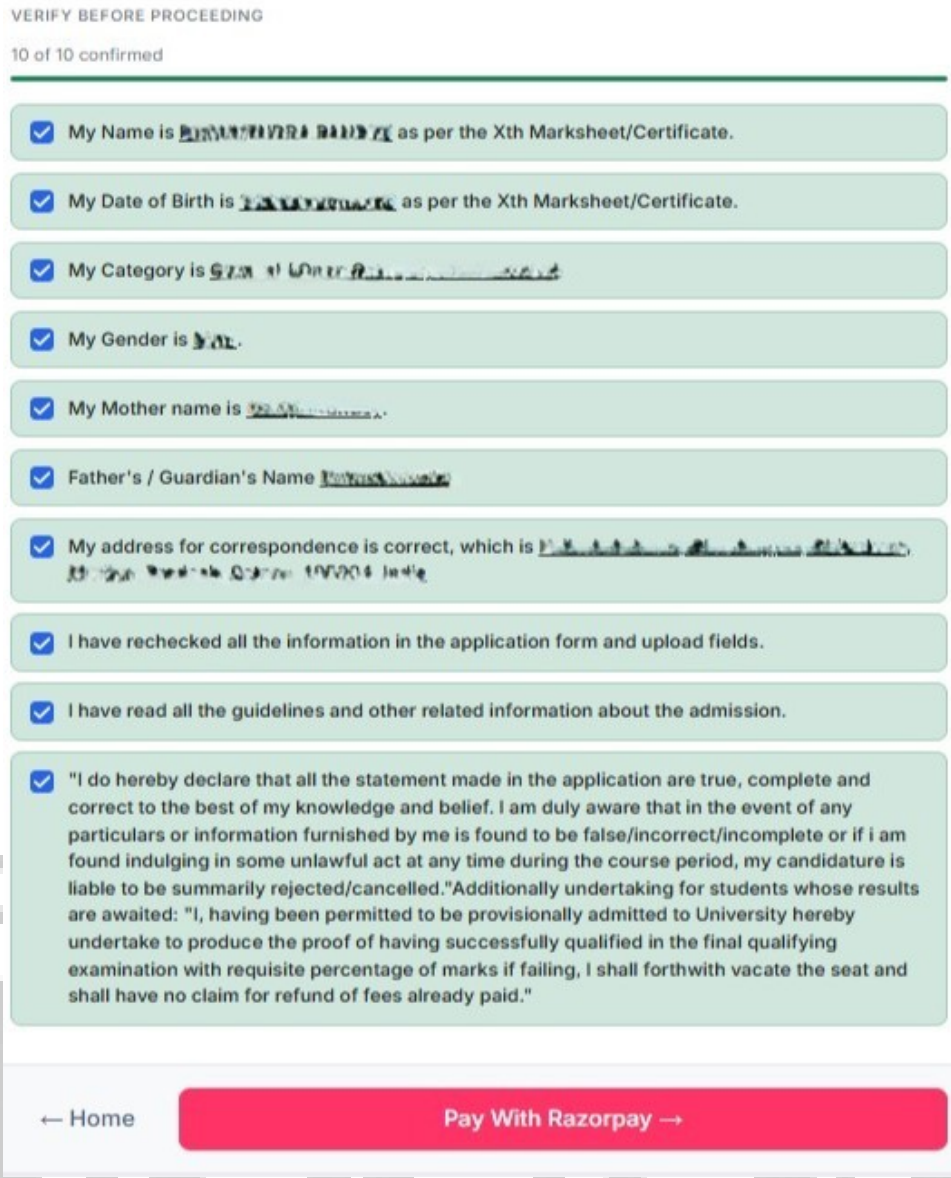
Step 7: Preview and Verification

1. A complete preview of your filled-out application form will appear.

2. Review carefully: Check the spelling of your name, date of birth and marks entered. Once submitted, editing options may be restricted.



3. Check the declaration boxes acknowledging that all information provided is accurate.



Step 8: Application Fee Payment

1. After confirming your application details, click on the **"Pay Fee"** option.

2. You will be redirected to a secure payment gateway page.

3. Select your preferred mode of payment (Net Banking, Debit Card, Credit Card or UPI) and complete the transaction.

Step 9: Final Submission and Download

1. Once the payment is successful, the portal will generate a confirmation status.

2. Download and print the Confirmation Page and the Payment Receipt for your personal records and future physical verification processes at the university.

Important Dates & Support Details

Registration Deadline: The portal is currently accepting submissions with a closing deadline of July 15, 2026. However, it is highly recommended to complete your registration well in advance to avoid last-minute server traffic.

Official Helpdesk Assistance: If you encounter technical glitches, payment issues or form errors, you can directly reach out to the University's support cell:

Phone: 07670-265394

Email: helpdesk@gramodayachitrakoot.ac.in