



**Guidelines to fill up the Enrollment Form for
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)
Online Application
(Academic session 2019-2020)**

What all do you need to complete the Online enrollment application process for Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Application?

As an applicant you would need the following:

1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Admission etc till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
4. A recent passport sized **colour photograph** (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format are allowed. File size of scanned photograph should not be more than 100KB).
5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility / service such as ONLINE Payment mode:
 1. Net Banking (NEFT on SBI & Others)
 2. Credit card
 3. ATM-cum-Debit card



Steps to be followed for filling the online enrollment application:

Before proceeding to fill up the online enrollment application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at Para 4 & 5 above], which will be needed at different stages of process. The entire process of filling online enrollment application form can be completed in six stages. The six stages are:

1. Registration on the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Application Portal (<https://durg.ucanapply.com/smartexam/public/student>) for online process
2. Select the course [check eligibility]
3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
 1. Applicant Details
 2. Upload scanned image file of your Photograph Signature [as specified in Para 4 & 5 above]
 3. Academic details
 4. Scan Document Upload (last year mark sheet)
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first course) process of filling up 'Applicant Details', 'uploading of Photograph and Signature' and 'Academic Details' will not be required. These details will be repeated automatically/copied for all subsequent applications after the first application. If you choose to pay after selecting all the courses of your choice, a combined payment of Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Fee for all courses you have applied for can be done.

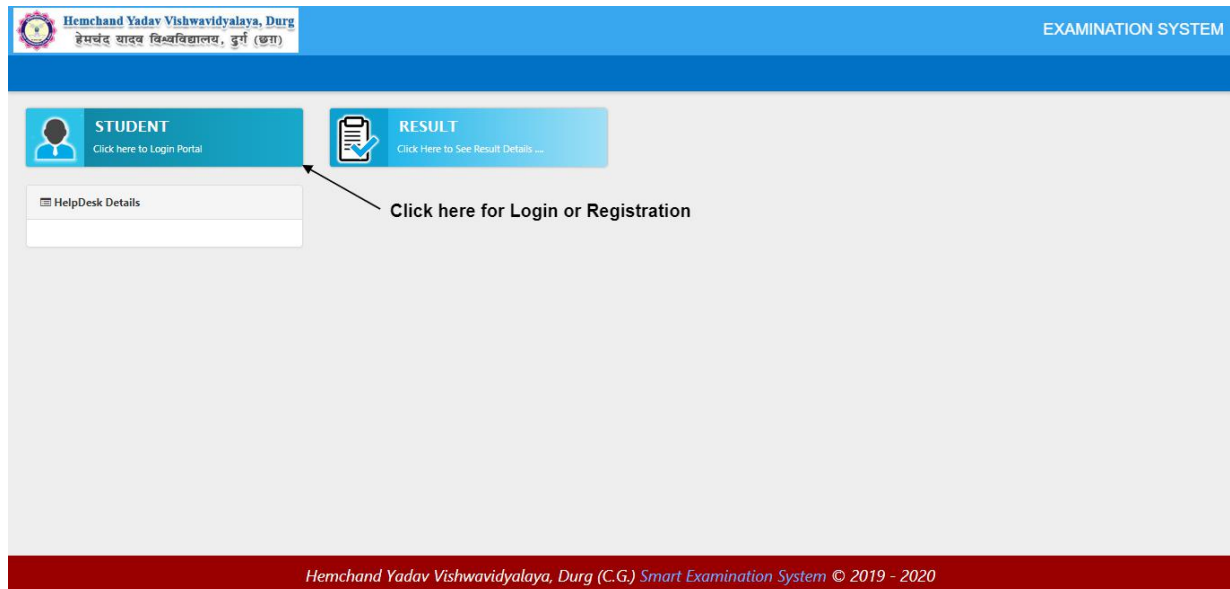


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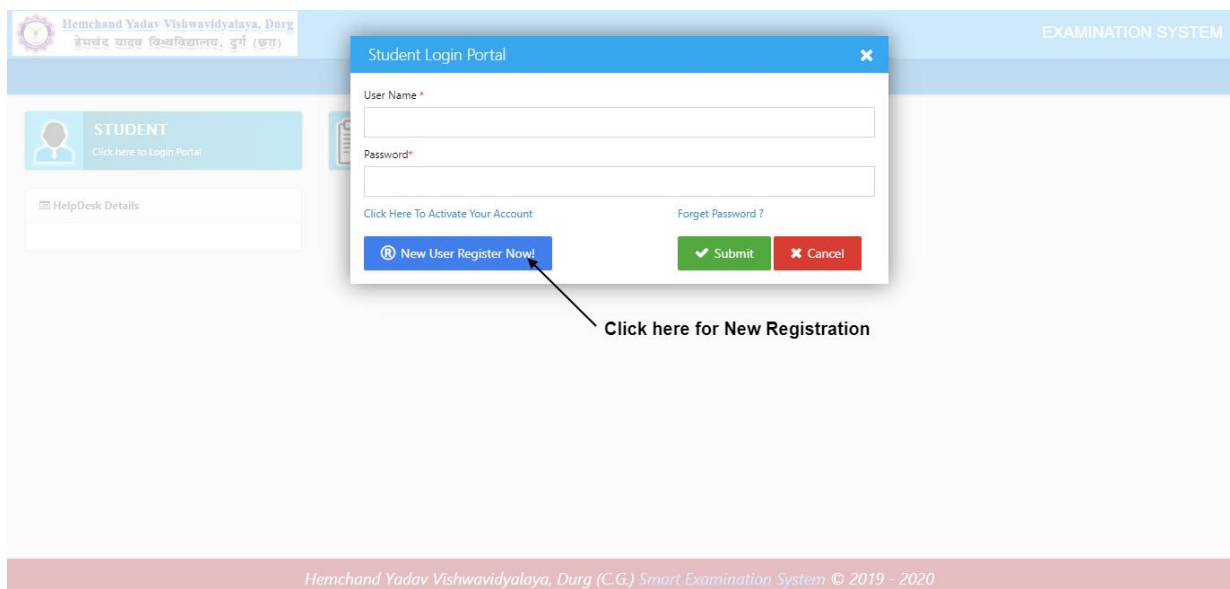
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How to complete enrollment application on the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Application Portal (<https://durg.ucasapply.com/smartexam/public/student>) for Online Process?

Please click on "Student tab" given on the home page of the Online Portal (<https://durg.ucasapply.com/smartexam/public/student>). Screenshot as bellow.



Step 2: On clicking the 'STUDENT TAB' login pop up will open. For new registration click on 'New user Register Now' button. Screenshot as bellow.





After clicking on 'New user Register Now' button the 'User Registration' Popup will open, Fill all required details and click on 'Submit' button User account activation,

EXAMINATION SYSTEM

STUDENT
Click here to Login Portal

HelpDesk Details

3. Enter Your Email ID here

7. Enter the Password here

1. Select login as 'Enrollment form'

2. Enter Your Full Name here

4. Enter Your Mobile No. here For OTP

8. Re-Enter the Password here

9. Click here to submit

Already Registered? Back to Login

Submit Cancel

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After that click on 'Verify/Activate your account' link, at that you will receive an **OTP**, **Username** and **Password** on your registered mobile number and you email ID,

EXAMINATION SYSTEM

STUDENT
Click here to Login Portal

HelpDesk Details

Click here to verify or Activate Your Account

Registration Successfully Completed.
Click Here to Verify/Activate Your Account

Click Here to See Result Details

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Now Insert the your username and OTP in Activation Popup and click on submit button.(as sent on your mobile number or Email ID), Screenshot as bellow.

Now Your Account will activated. Click on **Login** button to login in your account, and insert the user name (Email id) and password and click on submit. The Screenshot is as bellow.



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After Login, you will get the Dashboard page, On that page click on ‘**Enrollment-Form**’ button, hen the **Enrollment-Form** will appear, The Screenshot is as bellow.

Dashboard

Enrollment-form Form Preview Make Payment

Click here to fill the form

Fill all the mandatory details and click on ‘Proceed’ button to Application Status. As shown below.

ENROLLMENT FORM

Select Course type here Select Course here Select Semester here Select the Institute name here

Course Type * Course * Semester * Institute *

PG M.A Political Science-Master of Arts in Politica Second Semester 101-GOVT. GHANSHYAM SINGH GUPTA

Student Type *

Select Student type here

Proceed Click here to Proceed

Now in Application Status you will get the **Application Details**, click on and fill all the details step by step, and finally click on save and continue to go to the next tab Document details.

As shown below.



Application status

Applicant Details

Document Details

Photo & Signature

Select Subject

Preview

Status of Submitted Application

Application status

Stage	Description	Status
1	Applicant Details	Incomplete
2	Document Details	Incomplete
3	Photo & Signature	Incomplete
4	Select Subject	Incomplete
5	Preview	Incomplete

<= Please click on left menu to view details

Application status

Applicant Details

Document Details

Photo & Signature

Select Subject

Preview

**Applicant Details for : M.A Political Sc -
Master of Arts in Political Science**

**Institute/Campus- GOVT. GHANSHYAM SINGH GUPT COLLEGE,
BALOD-(101)**

Semester - II

First Name : *
Barit

Middle Name :
Kumar

Last Name : *
Soni

Father's Name/ Husband's Name : *
Father Name

Mother's Name : *
Mother Name

Gender : *
MALE

Date of Birth(DD) :
7

Date of Birth(MM) :
September

Date of Birth(YYYY) :
1990

Nationality : *
Indian

Category : *
GN

Religion : *
HINDU

Medium Of Instruction(Persuing) : *
English

Differently Abled/ Divyang : *
NO

Aadhar No :
123456789968

Roll no : *
987654321

Enrollment No : *
123456789

Permanent Address

STUDENT_PERMANENT_ADDLINE1
House No 50, Approach Road

STUDENT_PERMANENT_ADDLINE2
Near Municipal Corporation,

STUDENT_PERMANENT_ADDLINE3
Shivpuri

STUDENT_PERMANENT_CITY
Central Delhi

STUDENT_PERMANENT_POSTOFFICE
Central Delhi

STUDENT_PERMANENT_DISTRICT
Central Delhi

STUDENT_PERMANENT_STATE
Delhi

STUDENT_PERMANENT_PINCODE
110001

Correspondence Address

☒ Same As Permanent Address

STUDENT_COMMUNICATION_ADDLINE1
House No 50, Approach Road

STUDENT_COMMUNICATION_ADDLINE2
Near Municipal Corporation,

STUDENT_COMMUNICATION_ADDLINE3
Shivpuri

STUDENT_COMMUNICATION_CITY
Central Delhi

STUDENT_COMMUNICATION_POSTOFFICE
Central Delhi

STUDENT_COMMUNICATION_DISTRICT
Central Delhi

STUDENT_COMMUNICATION_STATE
Delhi

STUDENT_COMMUNICATION_PINCODE
110001

Email :
barit.kgpt@gmail.com










Mobile No :
9876543210

Save & Continue


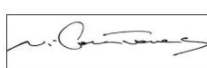

Click here to save and Continue



Now upload the required document on 'Document detail' tab, click on 'upload' and 'save & Proceed' as shown bellow.

Application status	Document Details for : M.A Political Sc - (Master of Arts in Political Science)	Institute/Campus- GOVT. GHANSHYAM SINGH GUPT COLLEGE, BALOD-(101)	Semester - II												
Applicant Details	<p>Note: Uploaded Image should be less than 200KB (Scan to be done in 100dpi only). Only jpeg, jpg, png, bmp, pdf formats are allowed. In Category (OBC, SC, ST) and Physically Challenged (scan copy of related document ready for upload).</p>														
Document Details	<p>Click here to select the Marksheet document</p>														
Photo & Signature	<table border="1"><thead><tr><th>Name of the Document</th><th>Uploaded link</th><th>Upload</th><th>Type</th></tr></thead><tbody><tr><td>Second Semester Marksheet</td><td></td><td></td><td></td></tr><tr><td></td><td colspan="3"><p>✓ 2nd Sem Marks Sheet.pdf</p></td></tr></tbody></table>			Name of the Document	Uploaded link	Upload	Type	Second Semester Marksheet					<p>✓ 2nd Sem Marks Sheet.pdf</p>		
Name of the Document	Uploaded link	Upload	Type												
Second Semester Marksheet															
	<p>✓ 2nd Sem Marks Sheet.pdf</p>														
Select Subject	<p>Note: You can proceed forward only after uploading all your documents as shown above, these documents are being asked in connection to the details entered by you in the Applicant details section.</p>														
Preview															

Now upload scanned image file of your passport size **Photograph** and **Signature**. And click on **Save and proceed** button. Screenshot as bellow.

Application status	Photo Signature for : M.A Political Sc - (Master of Arts in Political Science)	Institute/Campus- GOVT. GHANSHYAM SINGH GUPT COLLEGE, BALOD-(101)	Semester - II
Applicant Details	<p>Uploaded Photo</p> 		
Document Details	<p>Uploaded Signature</p> 		
Photo & Signature	<p>Choose File No file chosen</p> <p>(Passport size, colour photo 4.5 cm x 3.5 cm) Note: Uploaded Image to be less than 100KB (Scan to be done in 100dpi only) and only jpeg, jpg formats are allowed.</p> <p>Click here to select photo</p>		
Select Subject	<p>Choose File No file chosen</p> <p>Note: Uploaded Image to be less than 100KB, and only jpeg, jpg formats are allowed.</p> <p>Click here to select signature</p>		
Preview	<p>Note: Please upload clear Photo. Signature must be on white background using Black / Blue ink pen. You can proceed forward only after uploading your photograph and signature.</p> <p></p>		

Click here to Save and Proceed



Now on Subject Selection page select the Subject Combination and Compulsory papers and click on **Save** button.

Application status

Applicant Details

Document Details

Photo & Signature

Select Subject

Preview

Subject Selection for for : M.A Political Sc
- (Master of Arts in Political Science)

Institute/Campus- GOVT. GHANSHYAM SINGH GUPT COLLEGE,
BALOD-(101)

Semester - II

Choose Syllabus: **Select Syllabus Year here**

2018-19

Subject Combination : * **Select Subject Combination here**

Master of Arts in Political Science Group

For Second Semester (Sem - 2)

(Compulsory Paper-1)

☒ (0)-201-WESTERN POLITICAL THOUGHT

☒ (0)-202-STATES POLITICS IN INDIA

☒ (0)-203-COMPARATIVE POLITICS OF DEVELOPING COUNTRIES

☒ (0)-204-INDIAN FOREIGN POLICY

Select the Compulsory Paper from here

Save **Click here to save**




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Now the Form preview page will show. At the bottom **check the confirmation** and click on **Confirm & Submit** button. Screenshot as bellow.

Student Copy



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ATKT-FORM SEMESTER - II
SESSION 2018-2019

Type of Programme	PG	 
Name of Course	Master of Arts in Political Science	
Name of College	GOVT. GHANSHYAM SINGH GUPT COLLEGE, BALOD	
College Code	101	
Enrollment No	123456789	
Roll No	987654321	

PERSONAL DETAILS

1. Full Name Of The Applicant:	Banti Kumar Soni
2. Father's/Husband's Name:	Mr. Father Name
3. Mother's Name:	Mr. Mother Name
4. Address For Communication: (With Pin Code)	House No 50, Approach Road,Near Municipal Corporation,,Shivpuri, Central Delhi,Central Delhi,110001
5. Permanent Address: (With Pin Code)	House No 50, Approach Road,Near Municipal Corporation,,Shivpuri, Central Delhi,Central Delhi,110001 House No 50, Approach Road,Near Municipal Corporation,,Shivpuri, Central Delhi,Central Delhi,110001
6. E-mail-ID :	banti_soni@gmail.com
7. Contact No. :	9896301266
8. Date of Birth:	7/9/1990
9. Gender:	MALE
10. Category:	GN
11. Religion:	HINDU
12. Medium of Instruction:	English
13. Differently Abled/Divyang:	NO
14. Aadhar Number.:	123456789968
15. Nationality:	Indian

Subjects offered:

SUBJECT CODE	SUBJECT NAME
201	WESTERN POLITICAL THOUGHT
202	STATES POLITICS IN INDIA
203	COMPARATIVE POLITICS OF DEVELOPING COUNTRIES

☐ I CONFIRM THE ABOVE

[Check here to confirm](#) [Click here to Submit](#)



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Now for payment process please click on **Proceed to Payment** button as in bellow,

Student Copy

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5. Permanent Address: (With Pin Code)	House No 50, Approach Road,Near Municipal Corporation, Shivpuri, Central Delhi, Central Delhi, 110001
6. E-mail-ID :	banti_soni@gmail.com
7. Contact No. :	9406901286
8. Date of Birth:	7/9/1990
9. Gender:	MALE
10. Category:	GN
11. Religion:	HINDU
12. Medium of Instruction:	English
13. Differently Abled/Divyang:	NO
14. Aadhar Number:	123456789968
15. Nationality:	Indian

Subjects offered:

SUBJECT CODE	SUBJECT NAME
201	WESTERN POLITICAL THOUGHT
202	STATES POLITICS IN INDIA
203	COMPARATIVE POLITICS OF DEVELOPING COUNTRIES

Proceed To Payment
Click here to proceed to payment



How to pay the Application Fees?

You will get drop down for 'Payment Type'; here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Select Application(s) for Payment of Application Processing Fee

Applicant Name : **Sanjay Kumar Singh**
Email-ID : **sanjayk@gmail.com**

List of Complete Application(s) is given below:

Exam Type	Course	Semester	Amount	Payment Type
RE-APPEAR	Master of Arts in Political Science (M.A Political Sc)	Second Semester (Sem - 2)	650	ONLINE

Check here for payment type

☐ Credit Card ☒ Debit Card ☐ SBI Net Banking ☐ Net Banking on Others

Select here for Online Payment

In case your previous transaction is not updated then click this button to process such previous payments.

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	Rs.650
Debit Card : 2.65% of the fees (Includes 18% GST)	Rs.17.69
Total	Rs.667.69

Click here to process the payment [Proceed To Pay](#)

You can select the applications for which you want to pay the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].

Online Payment

To proceed with the payment please click on the 'Pay Now & Submit Application' button below or in case you want to cancel the payment process then click on the 'Cancel' button. Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

Summary of Candidate :

Name: **SANJAY KUMAR SINGH**
Email: **sanjayk@gmail.com**
Mobile Number: **9826010106**

Summary of the amount and TDR charges :

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges [TDR] in addition to the Application Fee as per the details given below:

Amount Payable: Rs. 650
Payment Charges (TDR): Rs. 17.69
Total Amount to be paid: Rs. 667.69

[Cancel](#) [Pay Now & Submit Application](#)

Click here for payment and submit Application



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On clicking '**Proceed to Pay**', following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.



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durg1.ucanapply.com

Order No. : **DU215c2f6332737a8**

Total Amount : **INR 667.69**

Credit/Debit Card

SAVED CARDS

NEW CARD ✓

Card Number

MM / YY Expiry Date

CVV

Name on card

Make Payment

CUSTOMER CONTACT DETAILS

Email Id banti.lspl@gmail.com

Mobile No. 9406305286

PAYMENT SUMMARY

INR 667.69

Total INR 667.69

Pay Using Credit & Debit Card

VISA

MasterCard

DISCOVER

Diners Club INTERNATIONAL

EBS

ingenico GROUP

This is a secure payment gateway using 256-bit SSL encryption.

Powered by EBS.in - Payment Service Provider

Part of Ingenico Payment Services.

PCI Security Standards

ISO 27001 CERTIFIED

After a successful payment you can take the Print of the form.

Online Support Services

Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

Admission Portal