



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

What all do you need to complete the Online Exam form filling 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 examination 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.



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छा.)

How to complete examination application on the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Application Portal

(<https://durg.ucanapply.com/smartexam/public/student>) for Online Process?

Please click on "Student tab" given on the home page of the Online Portal

(<https://durg.ucanapply.com/smartexam/public/student>). Screenshot as bellow.

Step 2: On clicking the 'STUDENT TAB' login pop up will open. Here fill User name and password and click on submit button. Screenshot as bellow.



After Login, you will get the Dashboard page, On that page click on

‘Private-Form’(प्राइवेट विद्यार्थी) button for Private Students

‘Regular-Form’ (नियमित विद्यार्थी)button for Regular Students

‘Ex-Regular-Form’ (भूत पूर्व विद्यार्थी) button for Ex-Regular Students

‘Supply-Form’ (पूरक विद्यार्थी)button for ATKT Students

, then the **Form** will appear, The Screenshot is as bellow.

Dashboard

2020-2021

Welcome

Private Form Regular Form Ex-Regular Form Supply Last Chance Form Enrollment Form Form Preview

Click here for Private Click here for Regular Click here for Ex-Regular Click here for Supply Last Chance

Make Payment Admit Card

Support



Now click on Edit/View button as screenshot as below.

Note : Please Don't click on Red color Delete Button.

Dashboard / Regular Form

2020-2021

Status of REGULAR FORM

Course	Semester	Institute	Edit/View	Delete
Bachelor of Arts B.A	Year-I -(1st Year)			


Click here

Support



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.



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Helpline: 9713387094, 9713387495, 7225940187
Email Id: onlinehelp@durguniversity.in

2020-2021

Dashboard / Application Status

Application status

Applicant Details

Document Details

Photo & Signature

Select Subject

Preview

Click here

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

Support

All Details are already filled, You have must fill the previous examination detail as screenshot below.



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Application status	Course	Institute/Campus:	Year-I
Applicant Details	B.A - Bachelor of Arts		
NAD Details	First Name : *	Middle Name :	Last Name :
Document Details			Last Name
Photo & Signature	Father's Name/ Husband's Name : *	Mother's Name : *	
Select Subject			
Preview			

Gender : *
FEMALE

Date of Birth(DD) :
7

Date of Birth(MM) :
September

Date of Birth(YYYY) :
1999

Nationality : *
Indian

Category : *
OBC

Religion : *
HINDU

Medium Of Instruction(Pursuing) : *
Hindi

Differently Abled/ Divyang : *
NO

Last Year Passout From ? : *

Patrata/Eligibility No :
Patrata/Eligibility No

Have you submitted Migration Certificate ? : *
YES

Have You Changed Your Name or Surname : *
NO

Enrollment No :

Previous Exam Roll no : *
Previous Exam Roll no

Link for NAD : NAD is mandatory.If you don't have NAD ID.Please click on link to register yourself to create NAD ID. <https://nad.ndml.in>

Permanent Address

Address Line 1 :
00

Address Line 2 :

Address Line 3 :

City :

Post Office :

District :

State :
Chhattisgarh

Pincode :

Correspondence Address ☐ Same As Permanent Address

Address Line 1 :

Address Line 2 :

Address Line 3 :

City :

Post Office :

District :

State :
Chhattisgarh

Pincode :

Email :

Mobile No :

[Click here](#)

[Save & Continue](#)

Now after clicking Save & Continue button, the NAD detail page will appear Fill all details.



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Link for NAD : NAD is mandatory.If you don't have NAD ID.Please click on link to register yourself to create NAD ID. <https://nad.ndml.in>.

Upload NAD file here

The screenshot shows the 'NAD Details' section of the application form. On the left is a sidebar with tabs: Application status, Applicant Details (checked), NAD Details (marked with a red X), Document Details (marked with a red X), Photo & Signature (marked with a red X), Select Subject (marked with a red X), and Preview (marked with a red X). The main form area has fields for Course (B.A - Bachelor of Arts), Institute/Campus, and Year-I. Below these is the 'NAD Details' section with input fields for 'NAD Id', 'Re-Enter NAD Id', and 'NAD Certificate' (with a 'Choose File' button and 'No file chosen' text). A green 'Upload NAD Details' button is on the right. A note at the bottom states: 'Note: You can proceed forward only after uploading required documents..'. Red arrows point to the 'NAD Id', 'Re-Enter NAD Id', 'Choose File', and 'Upload NAD Details' elements.

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

The screenshot shows the 'Document Details' section of the application form. The sidebar is the same as in the previous screenshot. The main form area shows 'Course Bachelor of Arts - (B.A)', 'Institute/Campus', and 'Year-I'. A yellow note states: 'Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only). Only jpeg, jpg, png, bmp, formats are allowed.' Below this is a table with columns: Name of the Documents, Uploaded link, Upload, and Type. The first row is for 'Higher Secondary/Equivalent' with a link to view the original document. The 'Upload' column has a 'Browse' button and a file named 'p... .jpg' with a green checkmark. The 'Type' column has a dropdown set to 'Original' and an orange 'Upload' button. A green 'Save & Proceed' button is at the bottom right. A note at the bottom states: 'Note: You can proceed forward only after uploading required documents. These documents are being asked in connection to the details entered in the Applicant details section.' Red arrows labeled '1' and '2' point to the 'Upload' and 'Save & Proceed' buttons respectively.

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

The screenshot shows the 'Photo & Signature' section of the application form. The sidebar is the same as in the previous screenshots. The main form area shows 'Course Bachelor of Arts - (B.A)', 'Institute/Campus', and 'Year-I'. It has two columns: 'Uploaded Photo' and 'Uploaded Signature'. Each column has a placeholder image and a 'Choose File' button with 'No file chosen' text. A note at the bottom states: '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.' A green 'Save & Proceed' button is at the bottom right. A red arrow labeled 'Click here' points to the 'Save & Proceed' button.



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 : Institute/Campus- Year-I

Subject Combination : *

For First Year (1st Year)

(Compulsory Paper)

199-I

101-I

102-I

(Optional Paper)

Select Paper

Select Paper

Select Paper

Select Paper

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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YEAR-I EXAM - DEC-JAN REGULAR 2020-21

Type of Programme	UG	
Name of Course	BACHELOR OF ARTS	
Name of College		
College Code		
Enrollment No		

PERSONAL DETAILS

1. Full Name Of The Applicant:	
2. Father's/Husband's Name:	
3. Mother's Name:	
4. Address For Communication: (With Pin Code)	
5. Permanent Address: (With Pin Code)	
6. E-mail-ID :	
7. Contact No. :	
8. Date of Birth:	20/9/2001
9. Gender:	FEMALE
10. Category:	ST
11. Religion:	HINDU
12. Medium of Instruction:	HINDI
13. Differently Aabled/Divyang:	NO
14. Nationality:	INDIAN
15. Have you submitted Migration Certificate:	YES
16. Last Year Passout From:	
17. User Id:	
18. Password:	*****GARH

SUBJECTS OFFERED:

SUBJECT CODE	SUBJECT NAME
101	
102	
122	
131	
141	
199	E

Click here

☐ I CONFIRM THE ABOVE

Click here

Confirm & 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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YEAR-I EXAM - DEC-JAN REGULAR 2020-21

Type of Programme	UG	
Name of Course	BACHELOR OF ARTS	
Name of College		
College Code		
Enrollment No		

PERSONAL DETAILS

1. Full Name Of The Applicant:	
2. Father's/Husband's Name:	
3. Mother's Name:	
4. Address For Communication: (With Pin Code)	
5. Permanent Address: (With Pin Code)	
6. E-mail-ID :	
7. Contact No. :	
8. Date of Birth:	20/9/2001
9. Gender:	FEMALE
10. Category:	ST
11. Religion:	HINDU
12. Medium of Instruction:	HINDI
13. Differently Abled/Divyang:	NO
14. Nationality:	INDIAN
15. Have you submitted Migration Certificate:	YES
16. Last Year Passout From:	
17. User Id:	
18. Password:	*****GARH

SUBJECTS OFFERED:

SUBJECT CODE	SUBJECT NAME
101	
102	
122	
131	
141	
199	E

[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 :
Email-ID :

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
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:
Email:
Mobile Number:

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.



Hemchand Yadav Vishwavidyalaya, Durg

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durg1.ucanapply.com

Order No. : DU215c2f6332737a8		Total Amount : INR 667.69	
<div><div>Credit/Debit Card</div><div><div>SAVED CARDS</div><div>NEW CARD ✓</div></div><div><div>Card Number</div><div>MM / YY</div><div>Expiry Date</div><div>CVV</div><div>Name on card</div></div><div>Make Payment</div></div>		<div>CUSTOMER CONTACT DETAILS</div> <div><div>Email Id</div><div>banti.lspl@gmail.com</div><div>Mobile No.</div><div>9406305286</div></div> <div><div>PAYMENT SUMMARY</div><div>INR 667.69</div></div> <div><div>Total</div><div>INR 667.69</div></div>	
<div>Pay Using Credit & Debit Card</div> <div><div>VISA</div><div>MasterCard</div><div>DISCOVER</div><div>Diners Club</div></div> <div><div>EBS</div><div>ingenico GROUP</div><div>This is a secure payment gateway using 256-bit SSL encryption. Powered by EBS.in - Payment Service Provider Part of Ingenico Payment Services.</div></div> <div><div>PCI</div><div>ISO 27001 CERTIFIED</div></div>			

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

Online Support Services

Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

Admission Portal