# 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:

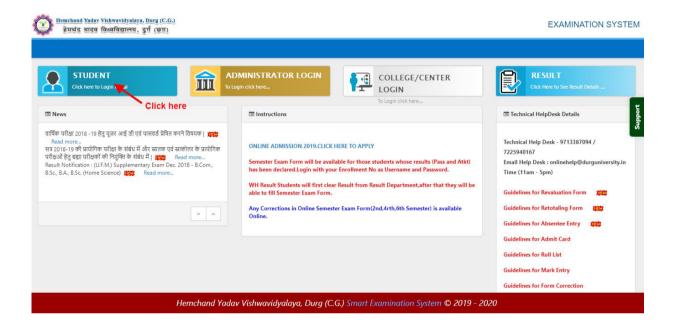
Before proceeding to fill up the online enrollment application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at Para 4 & 5 above], which will be needed at different stages of process.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

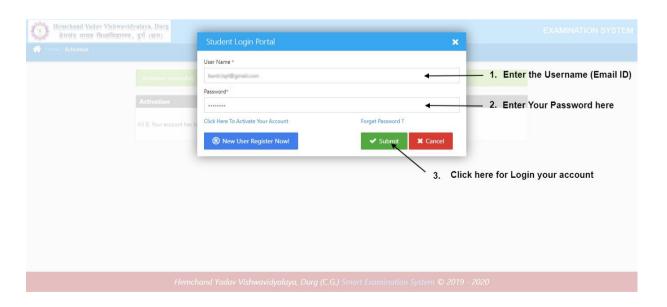
## How to complete examination application on the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Application Portal

(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.

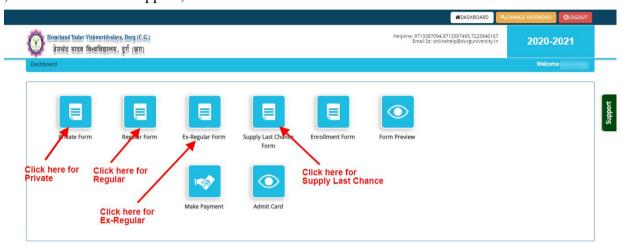


**Step 2:** On clicking the 'STUDENT TAB' login pop up will open. Here fill User name and password and click on submit button. Screenshot as bellow.



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.



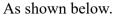
Now click on Edit/View button as screenshot as below.

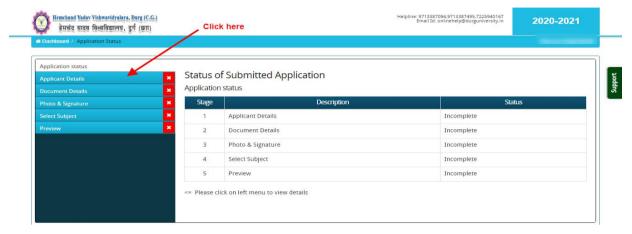
Note: Please Don't click on Red color Delete Button.



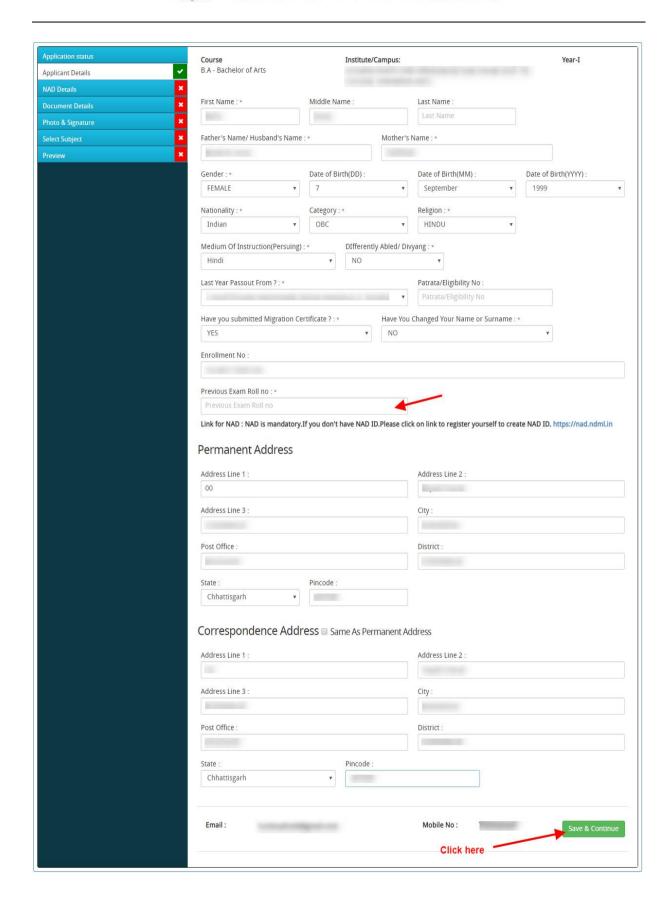


Now in Application Status you will get the **Application Details**, click on and fill all the details step by step, and finally click on save and continue to go to the next tab Document details.





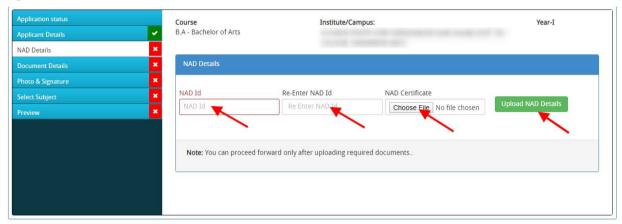
All Details are already filled, You have must fill the previous examination detail as screenshot below.



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

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

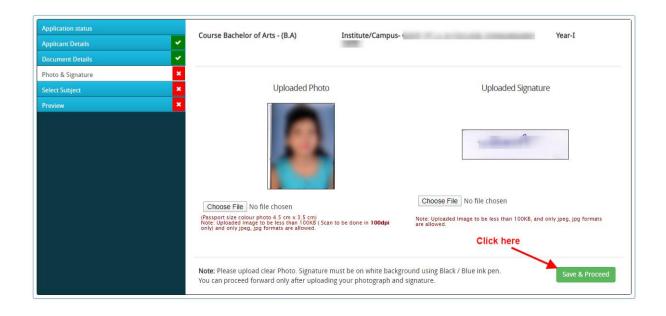
Upload NAD file here



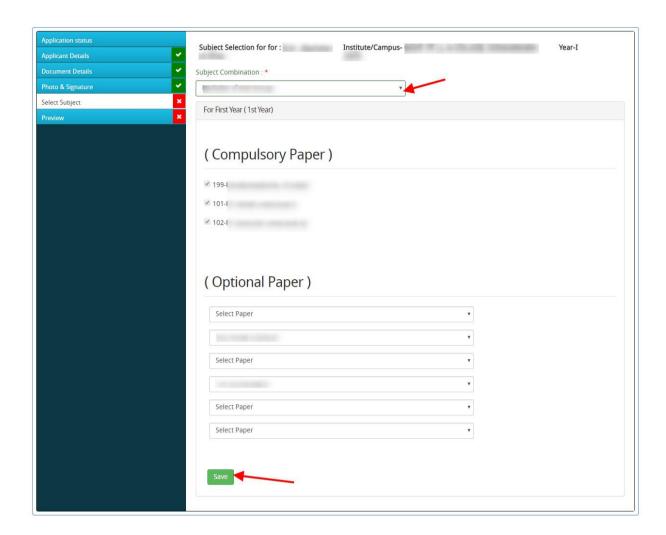
Now upload the required document on 'Document detail' tab, click on 'upload' and 'save & Proceed' as shown bellow.



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



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





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

Student Copy	हे।	chand Yadav Vishwavidyalaya, Durg (C.G.) मचंद यादव विश्वविद्यालय, दुर्ग (छग़)	
		EXAM - DEC-JAN REGULAR 2020-21	
Type of Programme	UG	UG	
Name of Course	BACHELOR OF ARTS	s III	
Name of College	(		
College Code			
Enrollment No			
PERSONAL DETAILS			
1. Full Name Of The Applicant:		No. of Contract of	
2. Father's/Husband's Name:		1000	
3. Mother's Name:		Transition of the state of the	
4. Address For Communication: (With Pin Code)			
5. Permanent Address: (With Pin Code)			
6. E-mail-ID :			
7. Contact No. :		Toronto Control Contro	
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:		C	
17. User Id:			
18. Password:		*****GARH	
SUBJECTS OFFERED:			
SUBJECT CODE		SUBJECT NAME	
101		7.000.000.0	
102			
122		100 × 100 ×	
131		(800) - (840) (86	
141			
199		E	

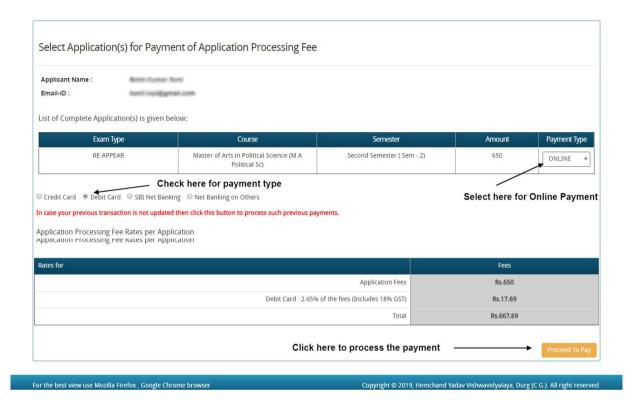


Now for payment process please click on Proceed to Payment button as in bellow,

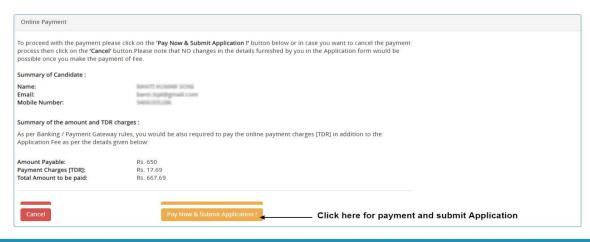
Student Copy		मचंद यादव विश्वविद्यालय, दुर्ग (छग्न) I EXAM - DEC-JAN REGULAR 2020-21
Type of Programme	UG	
Name of Course	BACHELOR OF ART	TS
Name of College		
College Code		
		- Control of the Cont
Enrollment No		
PERSONAL DETAILS		
1. Full Name Of The Applicant:		No. of the last of
2. Father's/Husband's Name:		6-6-6
3. Mother's Name:		Name of the last o
4. Address For Communication: (With Pin Code)		
5. Permanent Address: (With Pin Code)		
6. E-mail-ID :		
7. Contact No. :		To the second se
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:		5
18. Password:		******GARH
SUBJECTS OFFERED:		Ciaci
SUBJECT CODE		SUBJECT NAME
101		100.00
102		E-man and a street on E-
122		STORY OF THE PARTY
131		general resources
141		0.00000
199		E

### 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.

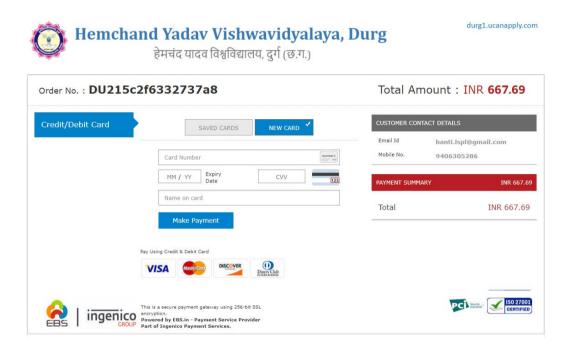


You can select the applications for which you want to pay the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Fee online [using Credit Card/Debit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





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.



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

Online Support Services

Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

Admission Portal