



## Guidelines to Enter Absentee Roll Number Hemchand Yadav Vishwavidyalaya, Durg (C.G.) (Academic session 2021-2022)

What all do you need to Enter Absentee Roll Number for Hemchand Yadav Vishwavidyalaya, Durg (C.G.)? As an college admin you would need the following things

**User Name and Password** of college login .

Please click on "**College/ Center Login**" tab given on the home page of the Online Portal (<https://durg.ucanapply.com>). Screenshot as bellow.

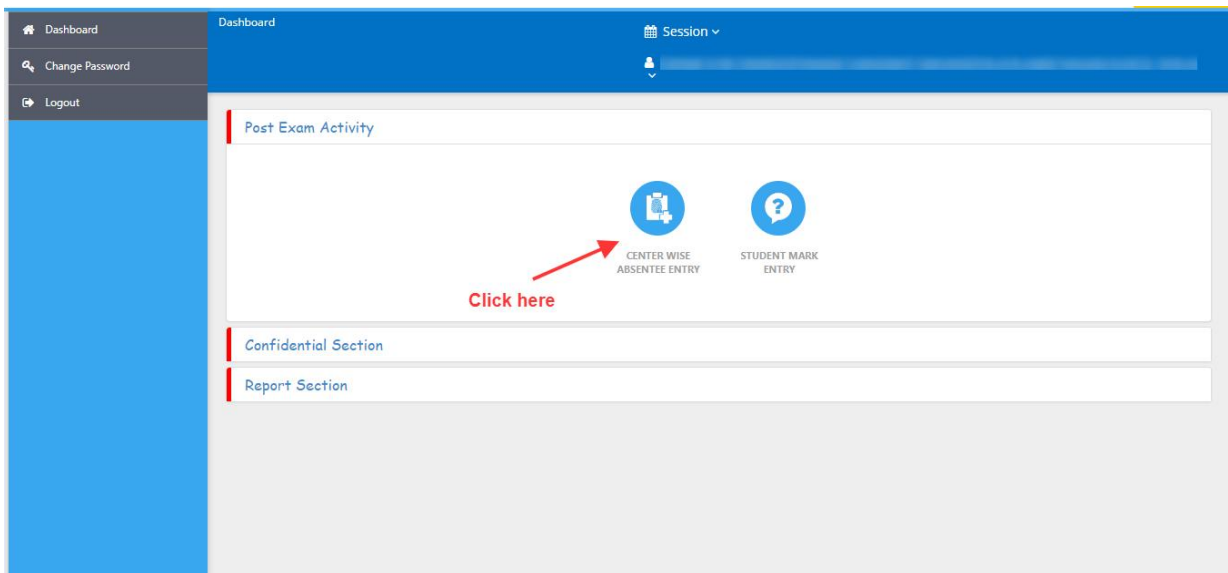
The screenshot shows the home page of the Examination System. At the top, there is a navigation bar with four main tabs: STUDENT, ADMINISTRATOR LOGIN, COLLEGE/CENTER LOGIN, and RESULT. The COLLEGE/CENTER LOGIN tab is highlighted with a red arrow and the text "Click here". Below the navigation bar, there are several sections: News, Instructions, HelpDesk Details, and a footer with the text "Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Smart Examination System © 2019 - 2020".

On clicking the 'College/ Center Login' tab the login pop up will open. Fill the "User Name" and "Password" and click on **Submit**. Screenshot as bellow.

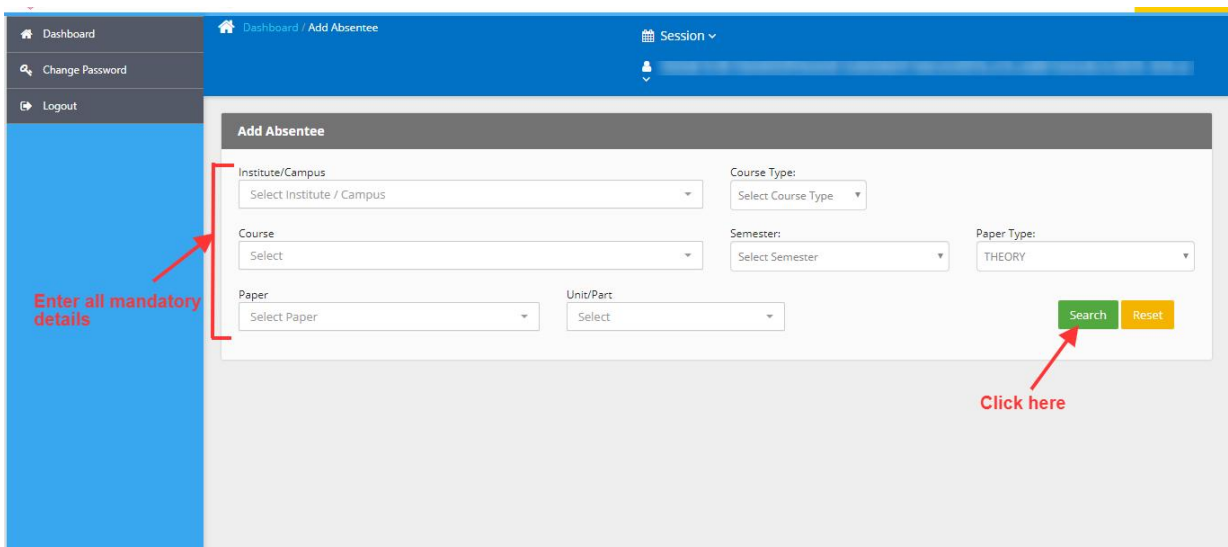
The screenshot shows the College Login Portal pop-up. It has a blue header with the text "College Login Portal". Below the header, there are two input fields: "User Name\*" and "Password\*". The "User Name\*" field is highlighted with a red arrow and the text "Enter User Name". The "Password\*" field is highlighted with a red arrow and the text "Enter Password". Below the input fields, there is a "Forget Password?" link and two buttons: "Submit" (green) and "Cancel" (red). The "Submit" button is highlighted with a red arrow and the text "Click here".



After Login, you will get the Dashboard page, Please click on “Center Wise Absentee Entry” tab, Screenshot as bellow.



After Click on ‘Center Wise Absentee Entry’ tab the “Add Absentee” panel will open, Enter all the Required/ Mandatory fields and click on “Search” button to get entry list. As in screenshot.





Now After Search the “**Absentee Entry Panel Centre Wise**” panel will open to fill the Absentee roll numbers. Enter the valid roll numbers of Absent students one by one and click on save (Blue colour) button. After complete entry click on “**Submit & Lock**” button. screenshot as bellow.

**Note :**

1. After enter the valid roll number the entered roll number change in green colour that means the entered roll is valid and click on Save button (blue colour button). On click on save button the entered roll will be save.
2. After complete entry of absentee roll number of your college then click on “**Submit & Lock**” button, **always remember after “Submit & Lock” college unable to edit/remove/modify/add new roll numbers more and the panel will lock.** Fill this area with complete final absentee details.

| Sl. No. | Enter Absentee Roll Number |
|---------|----------------------------|
| 1 -     | 9                          |
| 2 -     |                            |
| 3 -     |                            |
| 4 -     |                            |
| 5 -     |                            |
| 6 -     |                            |
| 7 -     |                            |
| 8 -     |                            |
| 9 -     |                            |
| 10 -    |                            |

**Absentee Entry Panel CentreWise**

**Note:** 1. If you want add more absent details please click on **Add More Row** button.  
2. **Submit** It will make safe your input data and allow you to make change's on this.  
3. After Clicking On **Submit & Lock** you will not able to change it any more.

**+ Add More Row** **Save**

**Submit & Lock**

**Click here to submit & Lock**

**Online Support Services**  
**Hemchand Yadav Vishwavidyalaya, Durg (C.G.)**  
**Admission Portal**