



**Guidelines to apply Re Totaling, April 2019 of  
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)  
Online Application  
(Academic session 2018-2019)**

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

As an applicant you would need the following:

1. Student's Enrollment Number (Note : Please fill your Enrollment number at Username and Password also.)
2. 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

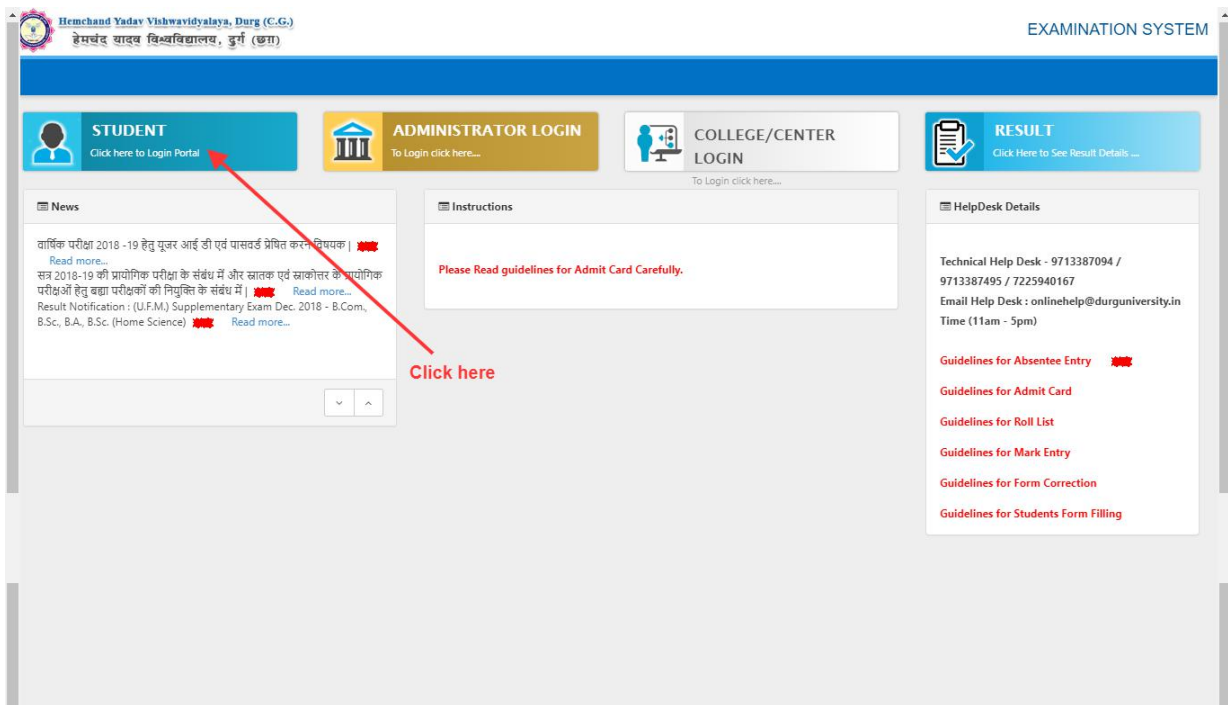


## Steps to be followed for filling the online Re-Totaling Application:

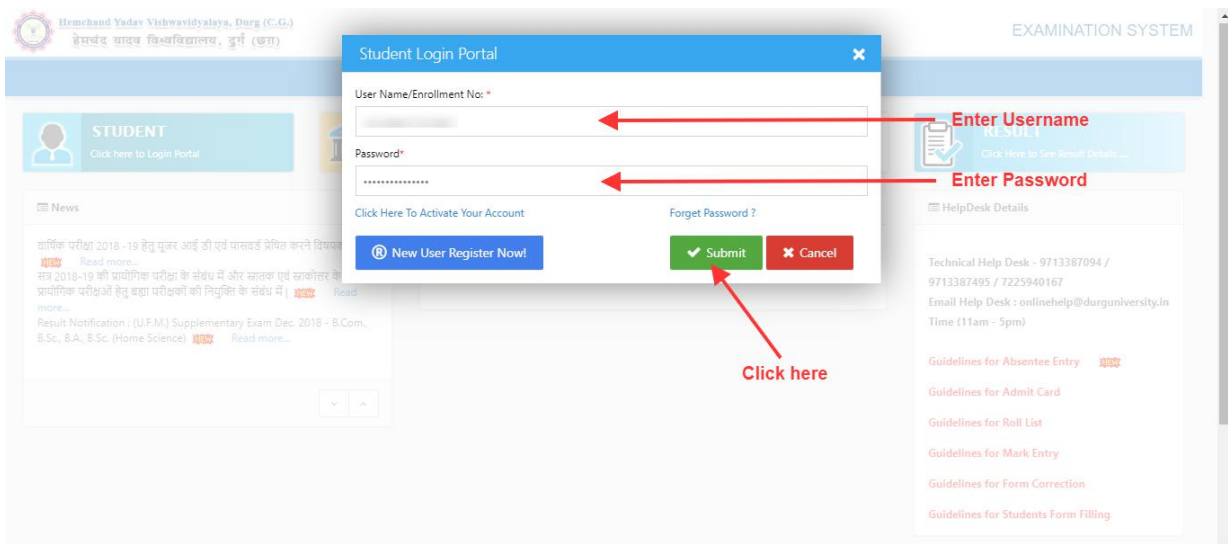
Before proceeding to fill up the online Re-Totaling Application form, please ensure that you have the required details [above], which will be needed at different stages of process.

**How to apply the Re-Totaling Application on the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Application Portal (<https://durg.ucanapply.com>) for Online Process?**

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



On clicking the '**STUDENT TAB**' login pop up will open. Please fill the Username your Enrollment number and Password also your Enrollment Number and Click on **Submit** button to login. Screenshot as bellow.





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

The screenshot shows the dashboard interface. At the top, there are navigation links: DASHBOARD, CHANGE PASSWORD, and LOGOUT. The page header includes the university logo, name, and contact information. The main content area displays a grid of icons for various services: Private-form, Regular-form, Ex-form, Supply-form, Atkt-form, Reval, Retotal, Form Preview, Make Payment, Form Correction, and Admit Card. A red arrow points to the Retotal icon, with the text "Click here for Retotal" below it. A vertical "Support" button is visible on the right side.

Fill all the mandatory details and click on **‘Search’** button . As shown below.

The screenshot shows the Retotal Form interface. It features three dropdown menus: Course (with "B d." selected), Student Type (with "P E" selected), and Semester (with "F" selected). A red arrow points to the Course dropdown with the text "Select the Course here". Another red arrow points to the Student Type dropdown with the text "Select the Student Type here". A third red arrow points to the Semester dropdown with the text "Select Semester here". A red arrow points to the Search button with the text "Click here to search". A "Reset" button is also visible. The page header and footer are consistent with the previous screenshot.



After Click on Search button the **Retotal Subject Selection Panel** will open, Now Select the Subjects at the right side of the panel, then click on **Submit** Button to process the Payment.

As shown below.

Retotal Form

Course: B.A.-B.Ed. Student Type: PRIVATE

Semester: Part - I Search Reset

Student Details

Update your Email Id & Mobile no for getting all updates. If below email id / mobile no are in valid Click Here

Email ID :  
Mobile No :  
Name :  
Father Name :  
Mother Name :  
Course :  
College :  
Semester :

Select Retotal Subjects

Check All

Environmental Studies ( BABED-I ) (CD-2910)  
 Marks (54) - Environmental Studies TU1 ( THEORY )

Hindi Language ( BABED-II ) (CD-2901)  
 Marks (52) - Hindi Language TU1 ( THEORY )

English Language ( BABED-III ) (CD-2902)  
 Marks (40) - English Language TU1 ( THEORY )

Political Science ( BABED-IV ) (CD-2903)  
 Marks (74) - Political Science TU1 ( THEORY )

Sociology ( BABED-V ) (CD-2905)  
 Marks (65) - Sociology TU1 ( THEORY )

History ( BABED-VI ) (CD-2907)  
 Marks (76) - History TU1 ( THEORY )

Philosophical Perspectives of Education ( BABED-VII ) (CD-2909)  
 Marks (51) - Philosophical Perspectives of Education TU1 ( THEORY )

Submit & Process To payment

Click here to submit and Process to Payment

After Click on **Submit & Process To payment** button an confirmation pop up will open, click on **OK** button.

Dashboard / Retotal Form

Success

Saved Successfully. Click on Payment button to proceed .

Click here → OK

Proceed To Payment



Now To go to the Payment page click on **Proceed to Payment** Button as shown bellow.

The screenshot shows a student portal dashboard. On the left, there is a 'Student Details' section with a red warning message: 'Update your Email Id & Mobile no for getting all updates. If below email id / mobile no are in valid Click Here'. Below this are fields for Email ID, Mobile No, Name, Father Name, Mother Name, Course, College, and Semester. On the right, there is an 'Applied Retotal Subjects' section listing: Environmental Studies (BABED-I) (CD-2910), Environmental Studies-T1 TU1 (THEORY), FC-English Language (BABED-III) (CD-2902), English Language-T1 TU1 (THEORY), Sociology (BABED-V) (CD-2905), Introduction To Sociology-T1 TU1 (THEORY), and Foundations Of Sociological Thought-T2 TU2 (THEORY). At the bottom of this section are two buttons: 'Delete' and 'Proceed To Payment'. A red arrow points to the 'Proceed To Payment' button with the text 'Click here to Proceed to Payment'. The top navigation bar includes 'DASHBOARD', 'CHANGE PASSWORD', and 'LOGOUT'. The year '2018-2019' is displayed in the top right corner.

## How to pay the Revaluation 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.

The screenshot shows a payment gateway interface. At the top, it says 'Select Application(s) for Payment.' Below this are fields for 'Applicant Name' and 'Email-ID'. A section titled 'List of Complete Application(s) is given below:' contains a table with columns: Exam Type, Course, Semester, Amount, and Payment Type. The table has one row: RETOTAL, B.A.-B.Ed. (B.A.-B.Ed.), Part - I ( Part - I), 150, and ONLINE. A red arrow points to the 'ONLINE' dropdown menu with the text 'Select here the Payment Type'. Below the table are radio buttons for 'Credit Card', 'Debit Card', 'SBI Net Banking', and 'Net Banking on Others'. A red arrow points to the 'SBI Net Banking' option with the text 'Select here the payment option'. Below these are two buttons: 'Refresh & Update Previous Payment' and 'Proceed To Pay'. A red arrow points to the 'Proceed To Pay' button with the text 'Click here to Proceed to Pay'. At the bottom, there is a table titled 'Application Processing Fee Rates per Application' with columns 'Rates for' and 'Fees'. The table has three rows: Application Fees (Rs.150), Transaction Charges for SBI Net Banking : Rs.21.24 (Rs.21.24), and Total (Rs.171.24).

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'].



Navigation: DASHBOARD CHANGE PASSWORD LOGOUT

2018-2019

Dashboard / Final Payment

Welcome

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: [Redacted]  
Email: [Redacted]  
Mobile Number: [Redacted]

Summary of the Amount and Transaction Charges :

As per Banking / Payment Gateway rules, you would be also required to pay the Transaction Charges in addition to the Application Fee as per the details given below:

Amount Payable:	Rs. 150
Transaction Charges:	Rs. 21.24
Total Amount to be paid:	Rs. 171.24

Buttons: Cancel, Pay Now & Submit Application

Click here to Pay and Submit the Application

Support

For the best view use Mozilla Firefox , Google Chrome browser

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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.

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