# Guidelines to fill up the Examination Form for Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Application

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

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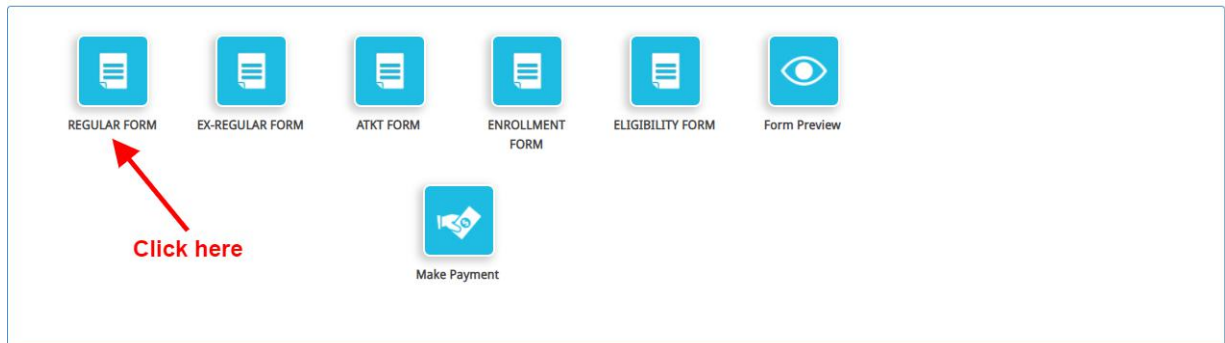(https://durg.ucanapply.com/smartexam/public/student). Screenshot as bellow.
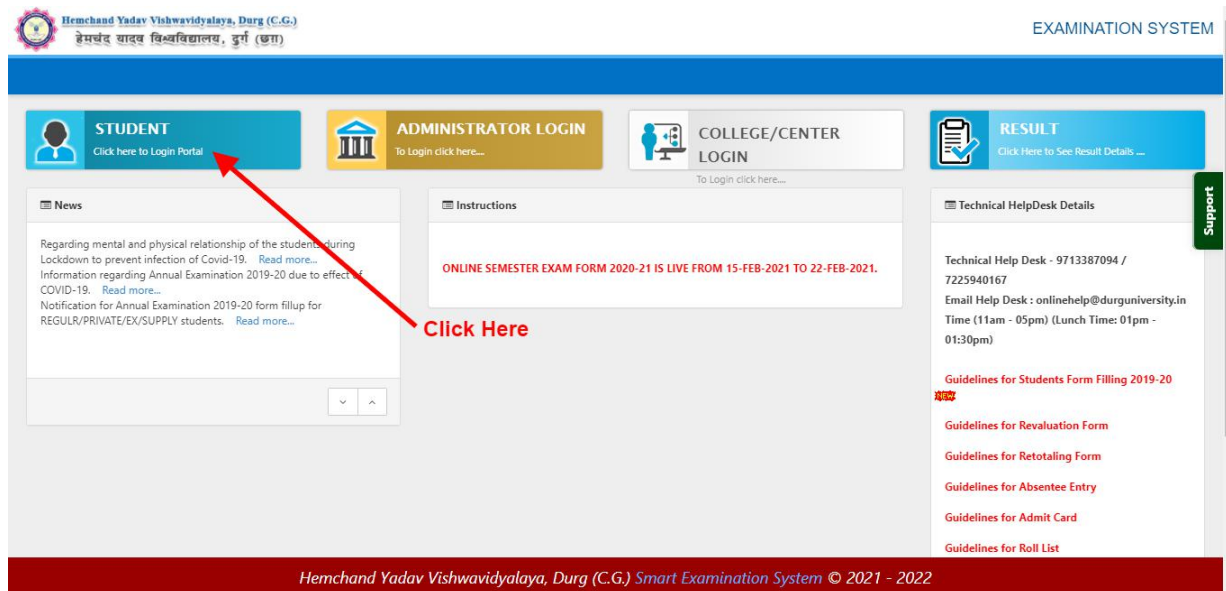


**Step 2:** On clicking the 'STUDENT TAB' login pop up will open. Here fill User name and password and click on submit button. Screenshot as bellow.
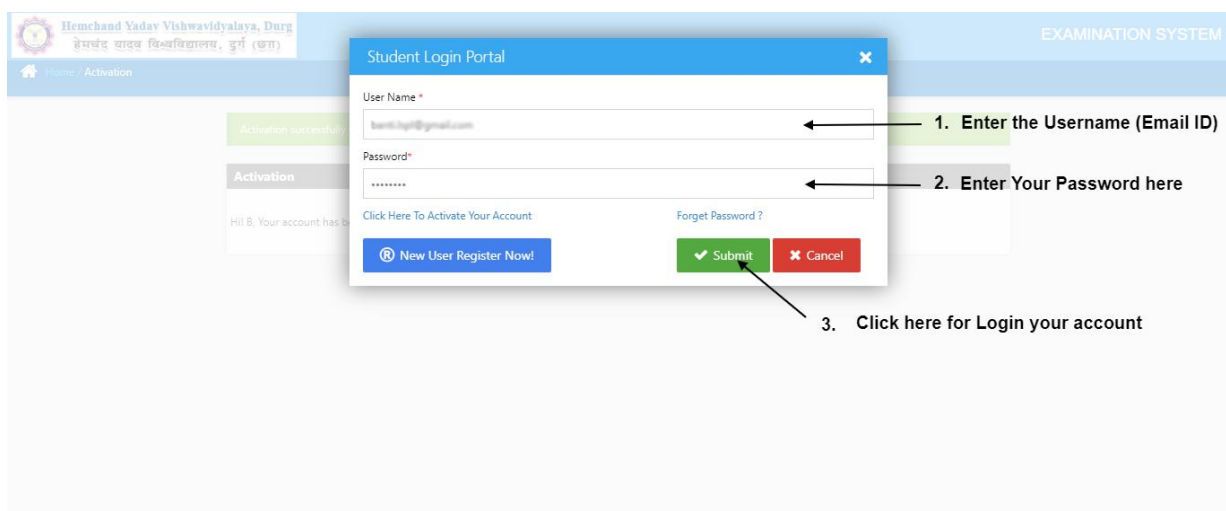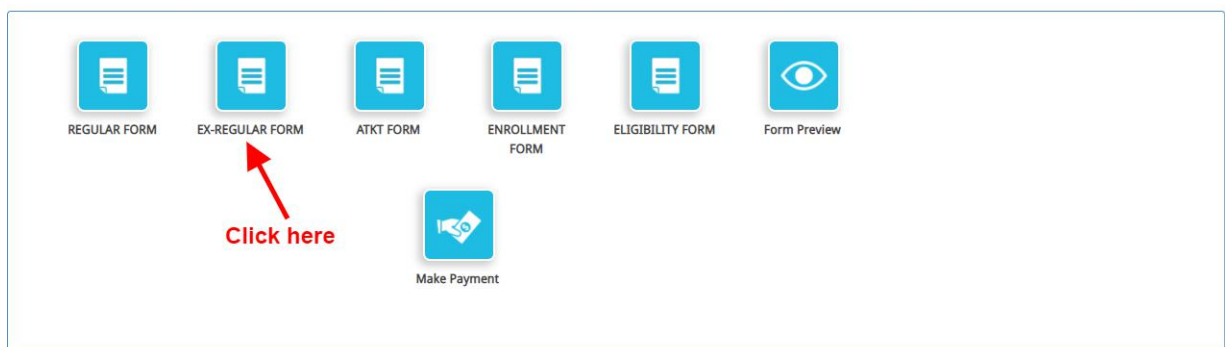
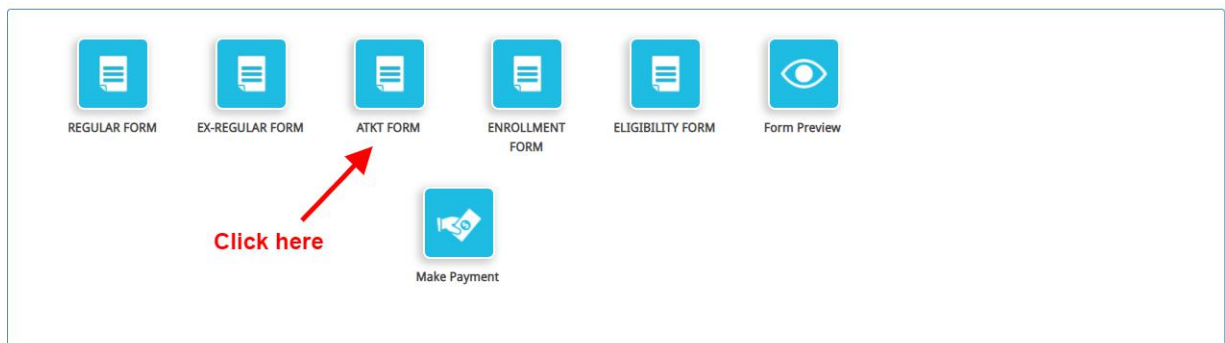After Login, you will get the Dashboard page, On that page click on

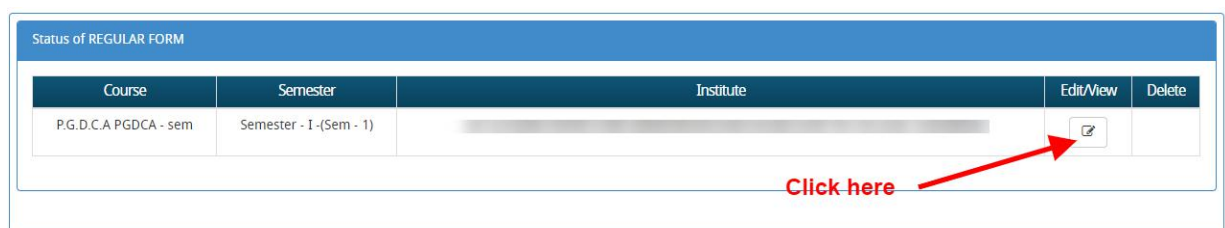**'Regular-Form' (नियमित विद्यार्थी )**button for Regular Students



**'Ex-Regular-Form' (भूत पूर्व विद्यार्थी )** button for Ex-Regular Students



**'ATKT FORM'** button for ATKT Students



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

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.



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

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.

**Hemchand Yadav Vishwavidyalaya, Durg (C.G.)**
हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

Student Copy

**SEMESTER - I EXAM - MAR - APR REGULAR 2020-2021**

| Type of Programme | PG |
|---|---|
| Name of Course | P.G.D.C.A |
| Name of College | |
| College Code | 401 |
| 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 : | @gmail.com |
| 7. Contact No. : | |
| 8. Date of Birth: | |
| 9. Gender: | MALE |
| 10.Category: | OBC |
| 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: | @gmail.com |
| 18. Password: | ***** |
| 19. Previous Exam Roll No: | |

**SUBJECTS OFFERED:**

| SUBJECT CODE | SUBJECT NAME |
|---|---|
| PGDCA-101 | INTRODUCTION TO SOFTWARE ORGANIZATION |
| PGDCA-102 | PROGRAMMING IN "C" |
| PGDCA-103 | OFFICE AUTOMATION & TALLY |
| PGDCA-104 | PRACTICAL BASED ON PGDCA-103 |
| PGDCA-105 | PRACTICAL BASED ON PGDCA-102 |

1 - Check here

☐ I CONFIRM THE ABOVE

2 - Click here

Confirm & Submit

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

Student Copy

**Hemchand Yadav Vishwavidyalaya, Durg (C.G.)**
हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

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|---|---|
| 1. Full Name Of The Applicant: | |
| 2. Father's/Husband's Name: | |
| 3. Mother's Name: | |
| 4. Address For Communication: (With Pin Code) | HAM,491995 |
| 5. Permanent Address: (With Pin Code) | HAM,491995 |
| 6. E-mail-ID : | |
| 7. Contact No. : | |
| 8. Date of Birth: | |
| 9. Gender: | |
| 10. Category: | |
| 11. Religion: | |
| 12. Medium of Instruction: | |
| 13. Differently Abled/Divyang: | |
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| PGDCA-105 | PRACTICAL BASED ON PGDCA-102 |

Proceed To Payment ← **Click here**

## 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*