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## 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



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

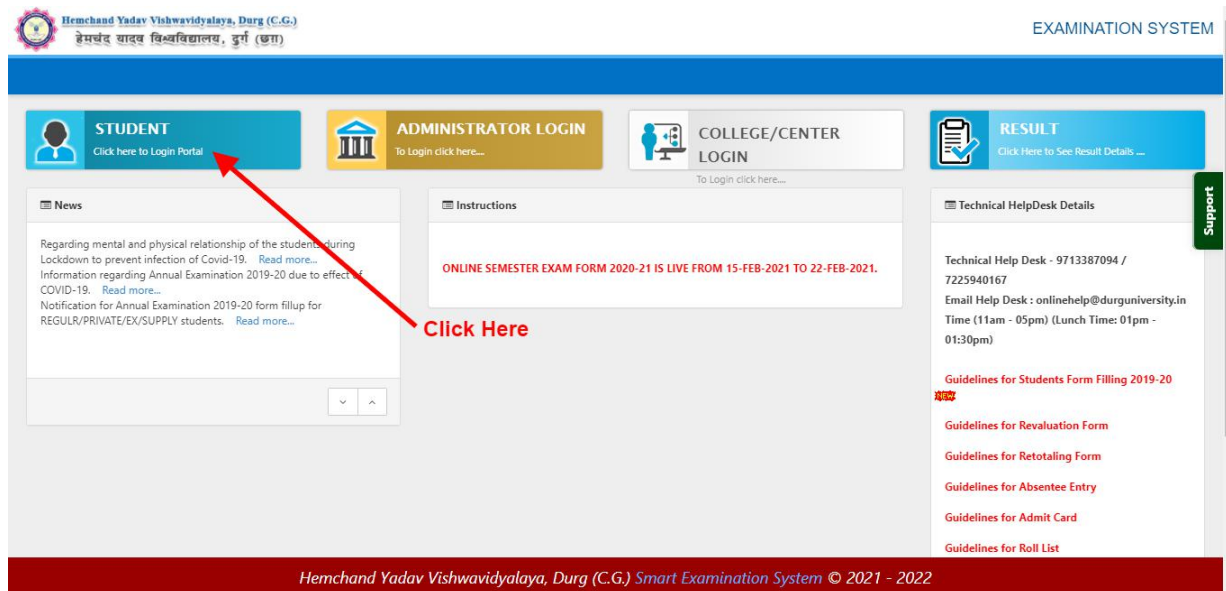
हेमचंद यादव विश्वविद्यालय, दुर्ग (छा.)

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

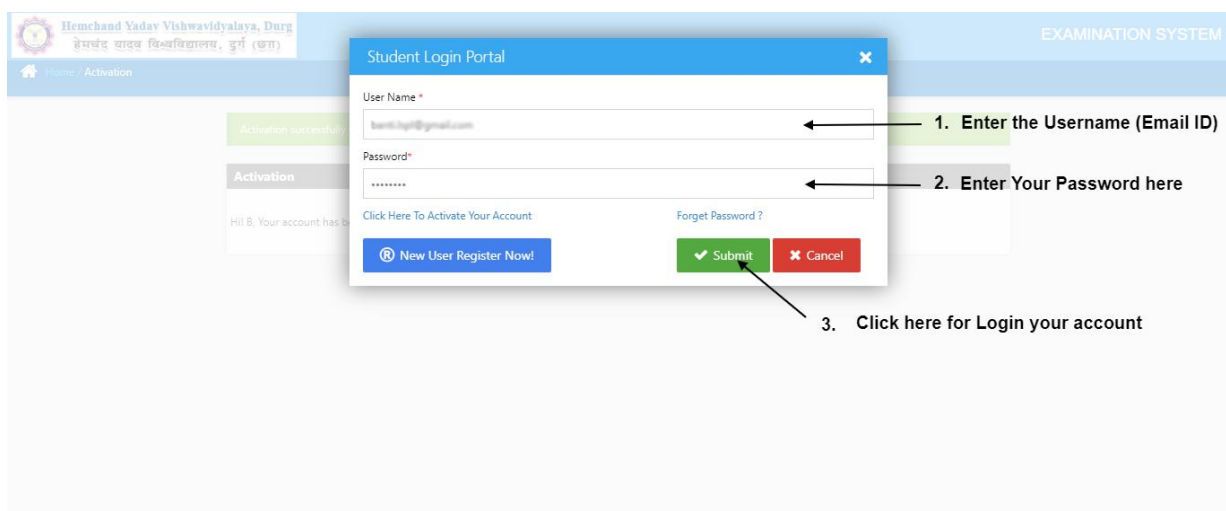
(<https://durg.ucanapply.com/smartexam/public/student>) for Online Process?

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

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



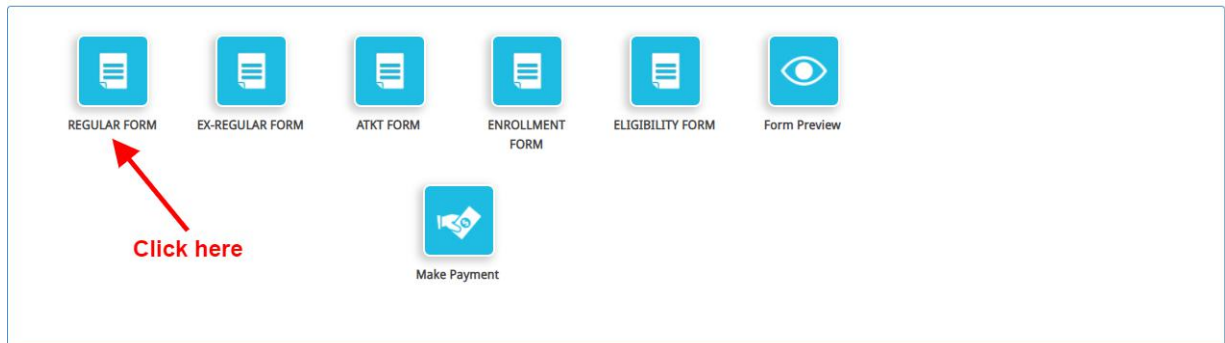
**Step 2:** On clicking the 'STUDENT TAB' login pop up will open. Here fill User name and password and click on submit button. Screenshot as bellow.



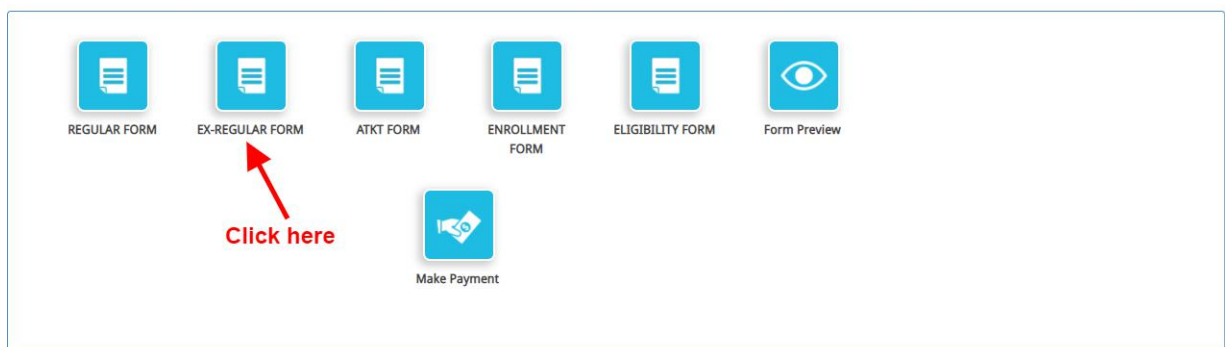


After Login, you will get the Dashboard page, On that page click on

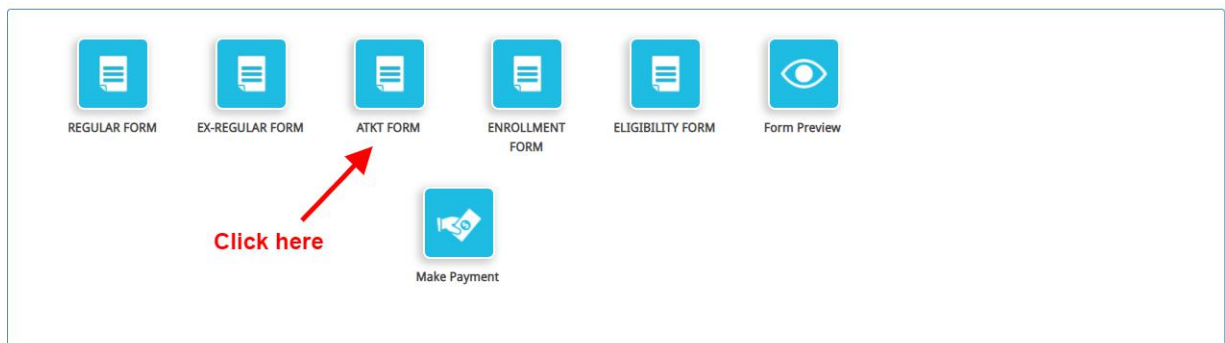
‘Regular-Form’ (नियमित विद्यार्थी )button for Regular Students



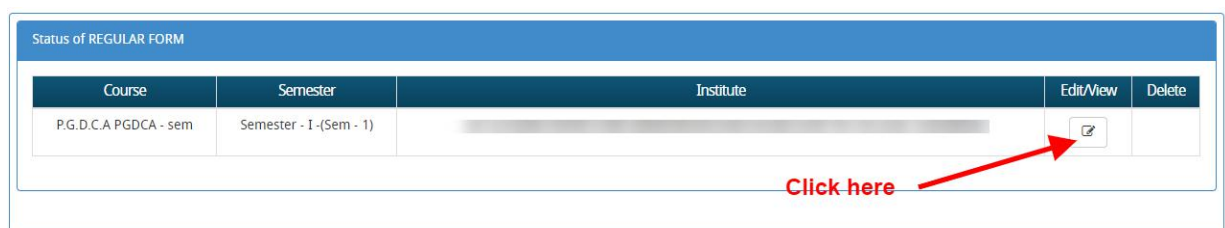
‘Ex-Regular-Form’ (भूत पूर्व विद्यार्थी ) button for Ex-Regular Students



‘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.

Application status **Click here**

**Application Details** **Document Details** **Photo & Signature** **Select Subject** **Preview**

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

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

Application status **Applicant Details** **Document Details** **Photo & Signature** **Select Subject** **Preview**

Course PGDCA - sem - P.G.D.C.A Institute/Campus: Semester - I

First Name : \* Middle Name : Last Name :  
Father's Name/ Husband's Name : \* Mother's Name : \*  
Gender : \* Date of Birth(DD) : Date of Birth(MM) : Date of Birth(YYYY) :  
Nationality : \* Category : \* Religion : \*  
Medium Of Instruction(Pursuing) : \* Differently Abled/ Divyang : \*  
Last Year Passout From ? : \* Patrata/Eligibility No :  
Have you submitted Migration Certificate ? : \* EMAIL ID : \* MOBILE NO : \*  
Previous Exam Roll no : \*

Permanent Address

Address Line 1 : Address Line 2 :  
Address Line 3 : City :  
Post Office : District :  
State : Pincode :  
Correspondence Address ☐ Same As Permanent Address  
Address Line 1 : Address Line 2 :  
Address Line 3 : City :  
Post Office : District :  
State : Pincode :  
Email : Mobile No : **Save & Continue**

**Click here**



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

The screenshot shows the 'Document detail' tab selected in the left sidebar. The main area displays the course 'Bachelor of Arts - (B.A)' and 'Year-I'. A note states: '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', 'Type', and an empty column. The first row is for 'Higher Secondary/Equivalent' with a link to view the document and a file named 'p...o.jpg'. A red arrow labeled '1' points to the 'Upload' button. At the bottom, a note says: '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.' A red arrow labeled '2' points to the 'Save & Proceed' button.

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' tab selected. It displays 'Uploaded Photo' and 'Uploaded Signature' sections. Below each is a 'Choose File' button and a note: 'No file chosen'. A note at the bottom states: '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 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.

The screenshot shows the 'Subject Selection' page. The left sidebar has 'Subject Selection' selected. The main area shows 'Subject Selection for : PGDCA - sem - (P.G.D.C.A)' and 'Semester - I'. A dropdown menu for 'Subject Combination' is set to 'P.G.D.C.A GROUP'. Below it, a section for 'For First Semester ( Sem - 1 )' lists compulsory papers: PGDCA-101-INTRODUCTION TO SOFTWARE ORGANIZATION, PGDCA-102-PROGRAMMING IN "C", PGDCA-103-OFFICE AUTOMATION & TALLY, PGDCA-104-PRACTICAL BASED ON PGDCA-103, and PGDCA-105-PRACTICAL BASED ON PGDCA-102. A red arrow labeled 'Click here' points to the 'Save' button.



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छत्ता)

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

Type of Programme	PG	
Name of Course	PG.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/Diyyang:	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

2 - Click here

☐ I CONFIRM THE ABOVE

Confirm & Submit






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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 (छा.)

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)	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:	
14. Nationality:	
15. Have you submitted Migration Certificate:	
16. Last Year Passout From:	
17. User Id:	
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

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.

Select Application(s) for Payment.

Applicant Name :

Email-ID :

List of Complete Application(s) is given below:

Exam Type	Course	Semester	Amount	Payment Type
EXAMFORM	P.G.D.C.A (PGDCA - sem)	First Semester (Sem - 1)	1440	ONLINE

☐ Credit Card ☒ Debit Card ☐ Net Banking

**Choose payment method here**

[Refresh & Update Previous Payment](#)

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	Rs 1440
Service Charges : 2.65% of the fees	Rs. 39.20
<b>Total:</b>	<b>Rs 1479.20</b>

**Click here** [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:	<input type="text"/>
Email:	<input type="text"/>
Mobile Number:	<input type="text"/>

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. 1440
Transaction Charges:	Rs. 39.2
Total Amount to be paid:	Rs. 1479.20

[Cancel](#) [Pay Now & Submit Application !](#)

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 (C.G.)**

**हेमचंद यादव विश्वविद्यालय, दुर्ग (छा.)**

Application for

Helpline: 91  
En

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

*i* Your information is secured using industry standard encryption

Debit Card

Card Number Expiry

**\*Required**

Name on Card CVV

Application Form Fee For: EXAMFORM

Rs. 1440

Rs. 39.2

Rs. 1479.20

Pay ₹1479.20

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

***Online Support Services***

***Hemchand Yadav Vishwavidyalaya, Durg (C.G.)***

***Admission Portal***