

Guidelines to fill up the Degree Form of Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Application

**Applicants are required to keep the following things ready
before applying :**

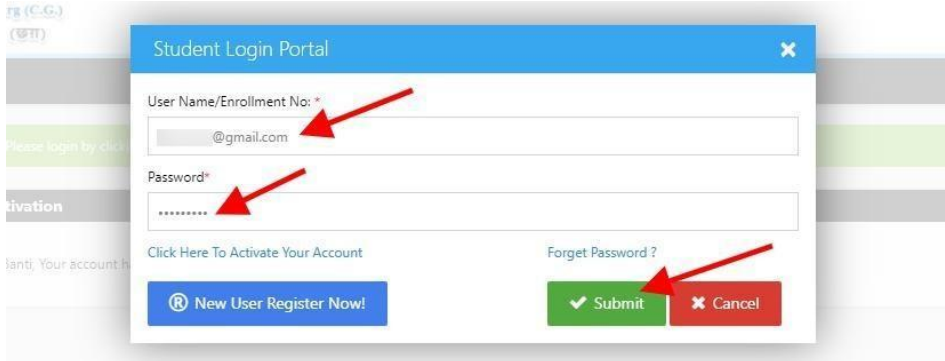
1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over (and subsequently, if admitted).
 2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc till the admission process is over (and subsequently, if admitted).
 3. Good internet connectivity.
 4. A recent **scanned** passport sized colour photograph for scanning and uploading in "jpeg" format only. File size of the scanned photograph should not be more than 200KB.
 5. Your **scanned** signature in **Blue/Black** ink on white background (for scanning and uploading in "jpeg" format only. File size of the scanned signature should not be more than 100KB).
1. Access to an online payment facility/service such as
 1. Net Banking
 2. Credit card
 3. ATM-cum-Debit card

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

Step 1 : Please click on "**Student**" tab given on the home page of the Online Portal (<https://durg.ucanapply.com>). Screenshot as bellow.

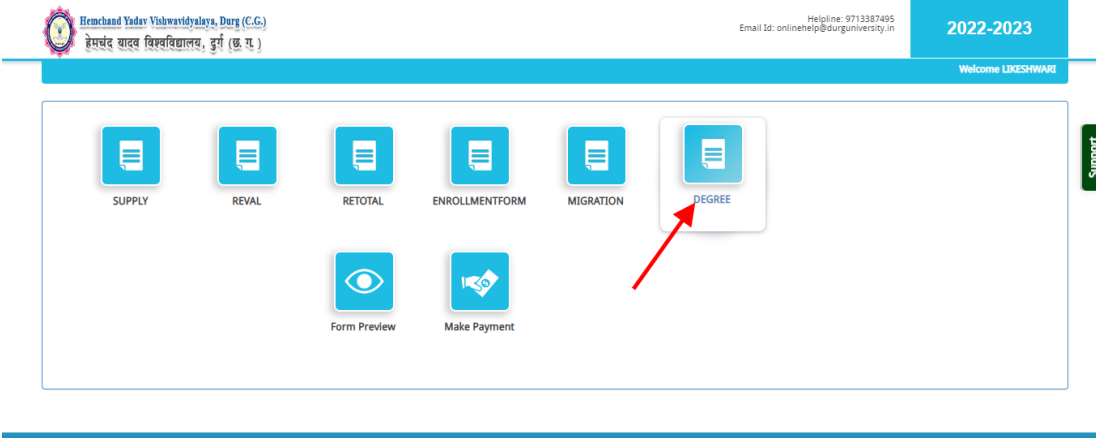


Now you can Login your account. Fill the User Name/ Email ID and password. Screenshot below.



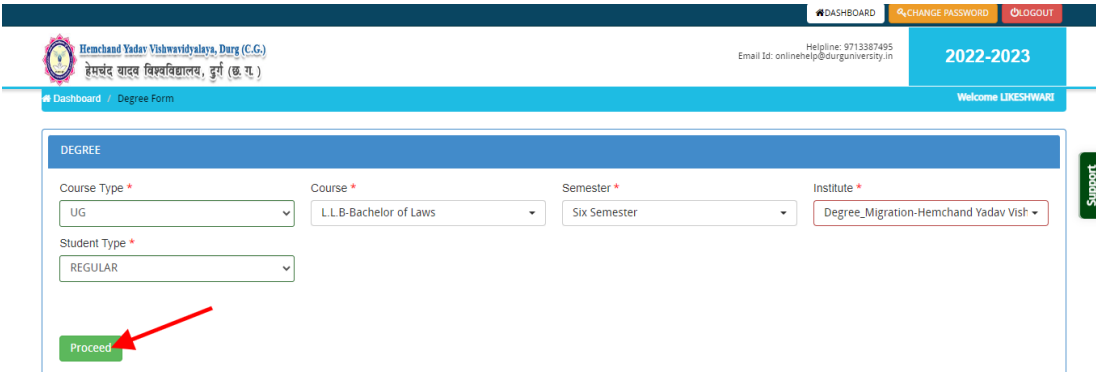
The screenshot shows the 'Student Login Portal' window. It has a blue header with the title and a close button. Below the header, there are two input fields: 'User Name/Enrollment No: *' and 'Password*'. The first field contains '@gmail.com' and the second contains '*****'. Red arrows point to both fields. Below the password field is a link 'Click Here To Activate Your Account'. At the bottom, there are three buttons: 'New User Register Now!' (blue), 'Submit' (green with a checkmark), and 'Cancel' (red with an X). A red arrow points to the 'Submit' button. There is also a 'Forget Password?' link above the 'Submit' button.

After Login the **Dashboard** page will open, Here click on **Degree** Tab as screenshot below.



The screenshot shows the user's dashboard. At the top, there is a header with the university logo, name, and contact information. Below the header, there is a navigation bar with '2022-2023' and 'Welcome LIKESHWAR'. The main area contains several icons for different services: SUPPLY, REVAL, RETOTAL, ENROLLMENTFORM, MIGRATION, and DEGREE. A red arrow points to the 'DEGREE' icon. There are also icons for 'Form Preview' and 'Make Payment'. A 'Support' button is visible on the right side.

After that, **Degree** Page will Open, here select the **Course Type, Course, Semester, Institute and Student type**, Now click on Proceed button, As shown below screenshot.



The screenshot shows the 'DEGREE' form. It has a blue header with the title. Below the header, there are five dropdown menus: 'Course Type *' (set to 'UG'), 'Course *' (set to 'LL.B-Bachelor of Laws'), 'Semester *' (set to 'Six Semester'), 'Institute *' (set to 'Degree_Migration-Hemchand Yadav Vish'), and 'Student Type *' (set to 'REGULAR'). A red arrow points to the 'Proceed' button at the bottom left.

Now the **Application Status** Page will open, Now click on **Application Details** at the left bar Button, Screenshot as below.



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)



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

Helpline: 9713387495
Email Id: onlinehelp@durguniversity.in

2022-2023

Dashboard / Application Status
Welcome LIKESHWAR!

Application status

- Instructions
- Applicant Details
- Document Details
- Photo & Signature
- Preview

Status of Submitted Application

Application status

Stage	Description	Status
1	Instructions	Incomplete
2	Applicant Details	Incomplete
3	Document Details	Incomplete
4	Photo & Signature	Incomplete
5	Preview	Incomplete

<= Please click on left menu to view details

Support

For the best view use Mozilla Firefox , Google Chrome browser
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DASHBOARD
CHANGE PASSWORD
LOGOUT



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

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2022-2023

Dashboard / Instructions
Welcome LIKESHWAR!

Application status

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- Preview

Instructions

// छात्र-छात्राओं के लिए दिशा- निर्देश //

1. उपाधि प्रमाण पत्र हेतु आवेदन करने के पूर्व संबंधित परीक्षा के समस्त अंकसूचियों की भलिभांति जाँच कर लें। विद्यार्थी का नाम 10वीं/12वीं की अंकसूची के अनुसार होना चाहिए तथा किसी भी प्रकार की त्रुटि यथा-नाम, माता एवं पिता/पति का नाम, अनुक्रमांक/रोलनंबर/पंजीयन क्रमांक प्राप्तांक एवं परीक्षाफल आदि में किसी तरह की त्रुटि हो तो संशोधन/सुधार करा लें।
2. आवेदक/विद्यार्थी स्वतः आवेदन पत्र में प्रविष्टियाँ सावधानीपूर्वक एवं सही-सही भरें।
3. आवेदन पत्र में दिए गए दोनों पते के स्थान पर एक समान ही पते लिखें, पृथक पृथक पते ना लिखें
4. पी.एच.डी. (Ph.D) के छात्र परीक्षाफल एवं थीसिस के मुख्य पृष्ठ की प्रमाणित छायाप्रति आवेदन के साथ संलग्न करें।
5. संबंधित समस्त परीक्षाओं के अंकसूचियों की स्वप्रमाणित छायाप्रति (10वीं/12वीं की अंकसूची) आवेदन के साथ संलग्न करें।
6. उपाधि शुल्क ₹. 300/-
7. Urgent Fee ₹. 700/- (साक्षात्कार आदि हेतु उपाधि की तत्काल आवश्यकता के लिए तत्संबंधी संस्था से प्राप्त दस्तावेज प्रस्तुत करना अनिवार्य है)
8. डुप्लीकेट उपाधि प्रमाण पत्र के लिए हलफनामा एवं पुलिस रिपोर्ट (FIR)की प्रति, स्वयं का पासपोर्ट साईज फोटो एवं शुल्क ₹. 750/- देना होगा। मूल उपाधि प्रमाण पत्र प्रेषित होने के छः माह बाद ही डुप्लीकेट उपाधि प्रमाण पत्र दिया जा सकेगा।
9. आवेदन पत्र में दिये गये पते को सावधानीपूर्वक भरें ताकि उपाधि प्रमाण पत्र पंजीकृत डाक से उचित पते पर भेजा जा सके।
10. स्वशासी महाविद्यालयों के छात्र अपने अंकसूचियों की स्वप्रमाणित छायाप्रति संबंधित महाविद्यालय के प्राचार्य से अंग्रेषित कराये। स्वशासी महाविद्यालयों की अंकसूची में किसी भी प्रकार की त्रुटि हो तो स्वशासी महाविद्यालयों में ही सुधार करावें।
11. निर्धारित शुल्क ऑनलाइन माध्यम से ही स्वीकार किये जायेंगे।
12. आवेदक को डिग्री आवेदन की हार्डकॉपी सभी अनिवार्य दस्तावेजों के साथ विश्वविद्यालय की डिग्री शाखा में जमा करना अनिवार्य है।
13. ऑफलाइन आवेदन स्वीकार नहीं किया जायेगा।

Readed Carefully

Support

For the best view use Mozilla Firefox , Google Chrome browser
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Read all the Instructions Carefully and Click the **Readed Carefully** Button

Fill all the mandatory Details, after that Click on “Save & Continue” button. The Screenshot as below.



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

DASHBOARD

CHANGE PASSWORD

LOGOUT

Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

Helpline: 9713387495
Email Id: onlinehelp@durguniversity.in

2022-2023

Dashboard / Applicant Details

Welcome LIKESHWARI

- Application status
- Instructions
- Applicant Details
- Document Details
- Photo & Signature
- Review

Course	Institute/Campus:		Semester - VI
L.L.B - Bachelor of Laws	Hemchand Yadav Vishwavidyalaya, Durg (C.G.)-(Degree_Migration)		
First Name : *	Middle Name :	Last Name :	
LIKESHWARI			
STUDENT FULL NAME IN HINDI : *		Father's Name/ Husband's Name : *	
लिकेश्वरी			
Mother's Name : *	EMAIL ID : *		
STUDENT MOBILE NO : *	Roll No. : *	Enrollment No. :	
Please Enter Your Enrollment / Registration No. : *		DEGREE_TYPE : *	
		NORMAL DEGREE	
PASSOUT_YEAR : *	Are You Regular Student / Non-Collegiate Student ? : *		
2020	REGULAR		

Permanent Address

Address Line 1 :	Address Line 2 :
Address Line 3 :	City :
Post Office :	District :
State :	Pincode :
Chhattisgarh	491222

Correspondence Address ☐ Same As Permanent Address

Address Line 1 :	Address Line 2 :
Address Line 3 :	City :
Post Office :	District :
State :	Pincode :
Chhattisgarh	491222

Email : Mobile No :

Save & Continue

For the best view use Mozilla Firefox , Google Chrome browser

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After completing the application details, You have to upload the Higher Secondary/Equivalent mark sheet document, Screenshot as below.

DASHBOARD

CHANGE PASSWORD

LOGOUT



Application status

Instructions

Applicant Details

Document Details

Photo & Signature

Preview

Course Bachelor of Laws - (L.L.B)

Institute/Campus- Hemchand Yadav Vishwavidyalaya, Durg (C.G.)-(Degree_Migration)

Semester - VI

Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only). Only jpeg, jpg, png, bmp formats are allowed. PDF files are not allowed.

Name of the Documents	Uploaded link	Upload	Type	
Secondary/Equivalent	Click here to view the document Original	Browse	Original	Upload
Higher Secondary/Equivalent	Click here to view the document Original	Browse	Original	Upload
First Semester Marksheet	Click here to view the document Original	Browse	Original	Upload
Second Semester Marksheet	Click here to view the document Original	Browse	Original	Upload
Third Semester Marksheet	Click here to view the document Original	Browse	Original	Upload
Fourth Semester Marksheet	Click here to view the document Original	Browse	Original	Upload
Fifth Semester Marksheet	Click here to view the document Original	Browse	Original	Upload
Sixth Semester Marksheet	Click here to view the document Original	Browse	Original	Upload

Note: 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.

Save & Proceed

After that you have to Upload scanned file of Photo and signature. The Process is as below.

Photo & Signature upload:

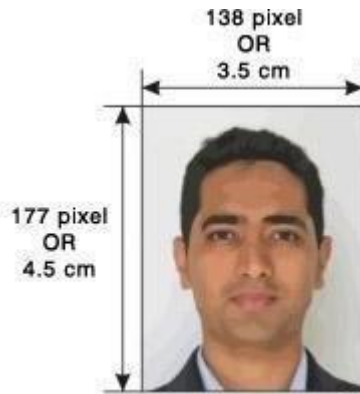
Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छत्ता)




If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right panel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

Step 2: Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

[DASHBOARD](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)



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

Helpline: 9713387495
 Email Id: onlinehelp@durguniversity.in


2022-2023

Dashboard / Photo & Signature
Welcome LKESHWARI

Application status	
Instructions	✓
Applicant Details	✓
Document Details	✓
Photo & Signature	✗
Preview	✗

Course Bachelor of Laws - (LL.B)
Institute/Campus- Hemchand Yadav Vishwavidyalaya, Durg (C.G.)-(Degree_Migration)
Semester - VI


Uploaded Photo



[Choose File](#) No file chosen

(Passport size colour photo 4.5 cm x 3.5 cm)
 Note: Uploaded Image to be less than 100KB (Scan to be done in 100dpi only) and only jpeg, jpg formats are allowed.

Uploaded Signature



[Choose File](#) No file chosen

Note: Uploaded Image to be less than 100KB, and only jpeg, jpg formats are allowed.

Note: 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.

[Save & Proceed](#)

For the best view use Mozilla Firefox, Google Chrome browser
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After that click on **'Save and Proceed'** select the subject and click on **Save** button



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Once the applicant completes filling up all the above-mentioned stages of the Application Form, the complete Application Form will be opened. In case he/she wants to edit some details, he/she can do so by clicking the „Back“ button. To confirm the details entered, the candidate has to check the box and click on the 'Confirm & Submit' button. **Once confirmed, it cannot be edited further.**

+

Dashboard / Preview

Welcome LIKESHWAR

Support



हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

(पूर्व नाम - दुर्ग विश्वविद्यालय, दुर्ग)
(ई-मेल: exam@durguniversity.ac.in वेबसाइट www.durguniversity.ac.in दूरभाष-07882359100)

उपाधि हेतु आवेदन पत्र (NORMAL DEGREE)

आवेदन क्रमांक : TS0617421/

प्रति,
कुल सचिव
हेमचंद यादव विश्वविद्यालय
दुर्ग (छ.ग.)

महोदय,
निवेदन है कि निम्नलिखित विवरणानुसार उपाधि (Degree) प्रमाण पत्र प्रेषित करने की कृपा करें

01	परीक्षा का नाम	: Bachelor of Laws
02	कक्षा	: Six Semester - (Sem - 6)
03	वर्ष	: 2020
04	नियमित या अमहविद्यालय छात्र	: REGULAR
05	अनुक्रममांक / रोल नम्बर	: 12345678
06	नामांकन / पंजीयन क्रमांक	: 123456789
07	विद्यार्थी का नाम (हिन्दी में)	: विद्यार्थी
08	विद्यार्थी का नाम (अंग्रेजी में)	: LIKESHWAR
09	पिता/पति का नाम	: LIKESHWAR
10	माता का नाम	: LIKESHWAR
11	पूर्ण पता	: 123456789
12	मोबाईल नम्बर	: 123456789
13	ई-मेल आई.डी.	: 123456789
14	डिग्री का प्रकार	: NORMAL DEGREE

(स्वरासी महावि. के प्राचार्य द्वारा
अर्पित एवं हस्ताक्षर व पदमुद्रा सहित)
निर्देश :- केवल स्वरासी महाविद्यालय (Autonomous) के छात्रों हेतु

हस्ताक्षर
नाम : LIKESHWAR

वर्तमान पता- जिस पर उपाधि (Degree) प्रमाण पत्र प्रेषित किया जाना है

पुरा नाम : 123456789
पूर्ण पता : 123456789
पिन : 123456
मोबाइल नं : 123456789
ई-मेल :- 123456789

CONFIRM THE ABOVE

Confirm & Submit

☒ I CONFIRM THE ABOVE

Confirm & Submit




Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

Now here you can check all information which you have entered in your application process. If everything is ok then click the button **I CONFIRM THE ABOVE** & Click '**Confirm & Submit**' button.

After that system will show you the **Proceed to Payment** button to complete the payment.




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

Helpline: 9713387495
Email Id: onlinehelp@durguniversity.in

2022-2023


Welcome LIKESHWARI



हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)
(पूर्व नाम - दुर्ग विश्वविद्यालय, दुर्ग)
(ई-मेल: exam@durguniversity.ac.in वेबसाइट www.durguniversity.ac.in दूरभाष-07882359100)

उपाधि हेतु आवेदन पत्र (NORMAL DEGREE) आवेदन क्रमांक : TS0617421/


प्रति:
कुल सचिव
हेमचंद यादव विश्वविद्यालय
दुर्ग (छ.ग.)



महोदय,
निवेदन है कि निम्नलिखित विवरणानुसार उपाधि (Degree) प्रमाण पत्र प्रेषित करने की कृपा करें

01	परीक्षा का नाम	: Bachelor of Laws
02	कक्षा	: Six Semester - (Sem - 6)
03	वर्ष	: 2020
04	नियमित या अमहाविद्यालय छात्र	: REGULAR
05	अनुक्रमांक / रोल नम्बर	: 123456789
06	नामांकन / पंजीयन क्रमांक	: 123456789
07	विद्यार्थी का नाम (हिन्दी में)	: विद्यार्थी
08	विद्यार्थी का नाम (अंग्रेजी में)	: STUDENT
09	पिता/पति का नाम	: FATHER/MOTHER
10	माता का नाम	: MOTHER
11	पूर्ण पता	: 123456789
12	मोबाइल नम्बर	: 123456789
13	ई-मेल आई.डी.	: 123456789
14	डिग्री का प्रकार	: NORMAL DEGREE

(स्वयासी महाविद्यालय के प्राचार्य द्वारा
अधिकृत एवं हस्ताक्षर व पदमुद्रा सहित)
निर्देश :- केवल स्वयासी महाविद्यालय (Autonomous) के छात्रों हेतु


हस्ताक्षर
नाम : LIKESHWARI

वर्तमान पता: जिस पर उपाधि (Degree) प्रमाण पत्र प्रेषित किया जाना है.

पूरा नाम : 123456789
पूर्ण पता : 123456789
पिन : 123456
मोबाइल नं : 123456789
ई-मेल : 123456789

Proceed To Payment

For the best view use Mozilla Firefox , Google Chrome browser

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Proceed To Payment

For the best view use Mozilla Firefox , Google Chrome browser


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How to pay the Application Fees?

Step 1: You will get drop down for "**Payment Type**" here you can get ONLINE or OFFLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Step 2: You can select the applications for which you want to pay the Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Application portal 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 Application Fees [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'].

Step 3: 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.



Hemchandra Yadav Vishwavidyalaya, Durg (C.G.)
हेमचंद्र यादव विश्वविद्यालय, दुर्ग (छ.ग.)

DASHBOARD
CHANGE PASSWORD
LOGOUT

2022-2023

Dashboard / Submitted Application
Welcome LIKESHWARI

Select Application(s) for Payment.

Applicant Name : LIKESHWARI
Email-ID : XXXXXXXXXX@XXXXXX.XXX

List of Complete Application(s) is given below:

Exam Type	Course	Semester	Amount	Payment Type
ENROLLMENTFORM	Bachelor of Commerce (B.Com)	First Year (1st Year)	510	ONLINE
ENROLLMENTFORM	Master of Arts In Economics (M.A Economics)	First Semester (Sem - 1)	150	
DEGREE	Bachelor of Laws (LL.B)	Six Semester (Sem - 6)	300	

☐ Credit Card
☒ Debit Card
☐ Net Banking

In case your previous transaction is not updated then click this button to process such previous payments.

Refresh & Update Previous Payment

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	Rs 510
Service Charges : 0% of the fees	Rs. 0.00
Total:	Rs 510.00

Proceed To Pay



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)

हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)



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

Helpline: 9713387495
Email Id: onlinehelp@durguniversity.in

2022-2023

Dashboard / Final Payment

Welcome LIKESHWARI

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:	LIKESHWARI
Email:	likeshwari.yadav@duu.ac.in
Mobile Number:	8860000000

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. 510
Transaction Charges:	Rs. 0
Total Amount to be paid:	Rs. 510.00

Cancel

Pay Now & Submit Application !

For the best view use Mozilla Firefox, Google Chrome browser

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Time left to complete transaction 14:15 mins

Billing Information

Amount
INR 510.00

Order No
**HN61180864f71468bd
34b**

Merchant
REGISTRAR HEMCHAND YADAV
UNIVERSITY DURG

Website
http://durg.ucanapply.com



OTHER BANK DEBIT CARD

RuPay

Card Number

Please enter card number.

Your Name

Please enter Card Holder Name.

11/11

INR 510.00
Payable Amount

CONFIRM PAYMENT

[Cancel](#)

After a successful payment you can take the **Print** of the form and **Save** for future correspondence.

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