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

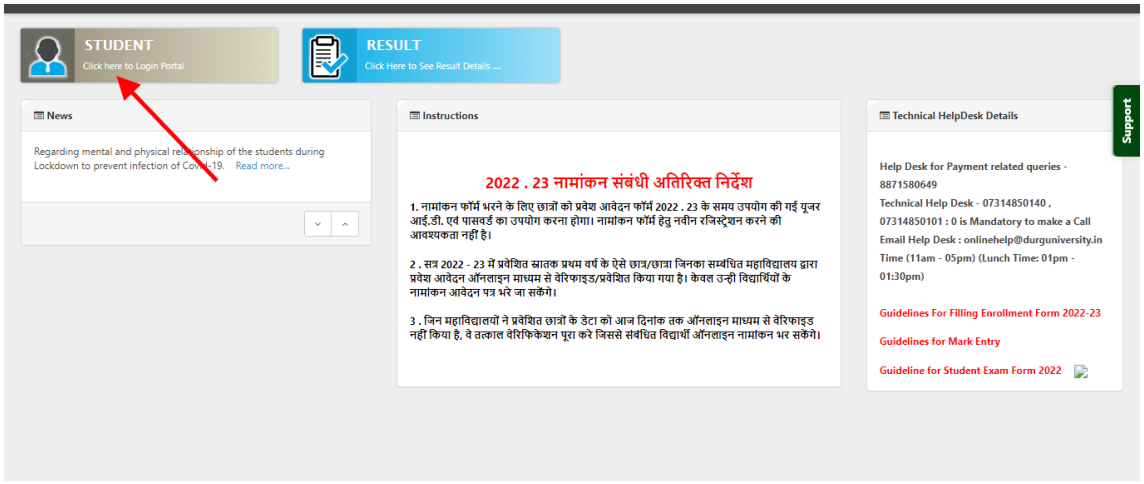
Guidelines to fill up the Degree Form of Hemchand Yadav Vishwavidyalaya, Durg (C.G.) Online Application

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

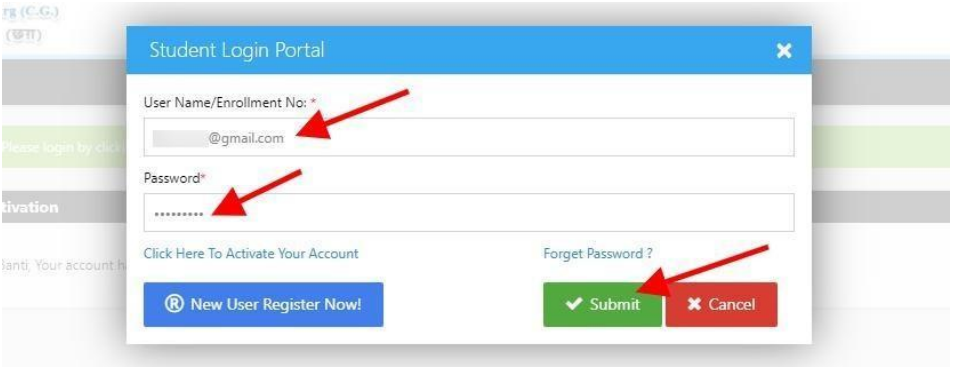
1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over (and subsequently, if admitted).
2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc till the admission process is over (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?

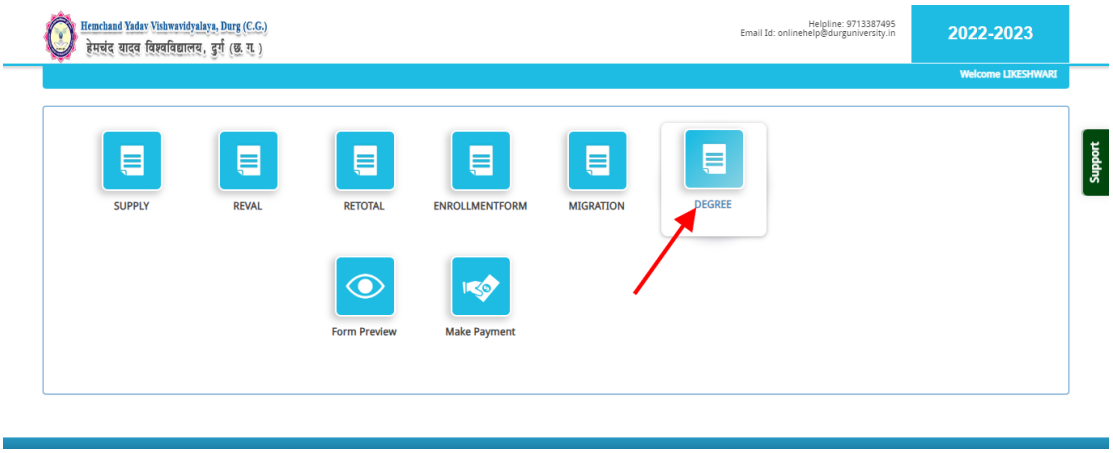
Step 1 : Please click on **"Student"** tab given on the home page of the Online Portal (https://durg.ucanapply.com). Screenshot as bellow.



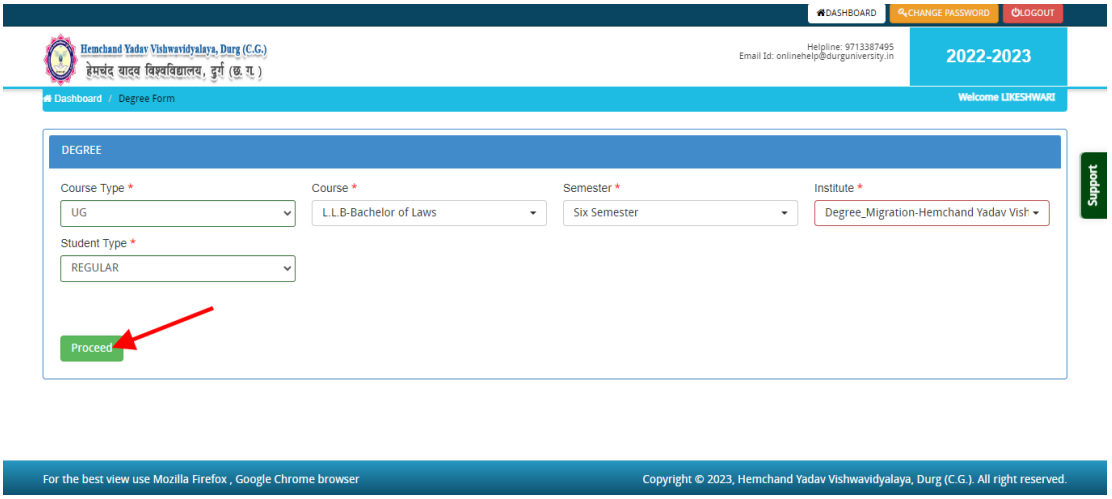
Now you can Login your account. Fill the User Name/ Email ID and password. Screenshot below.



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



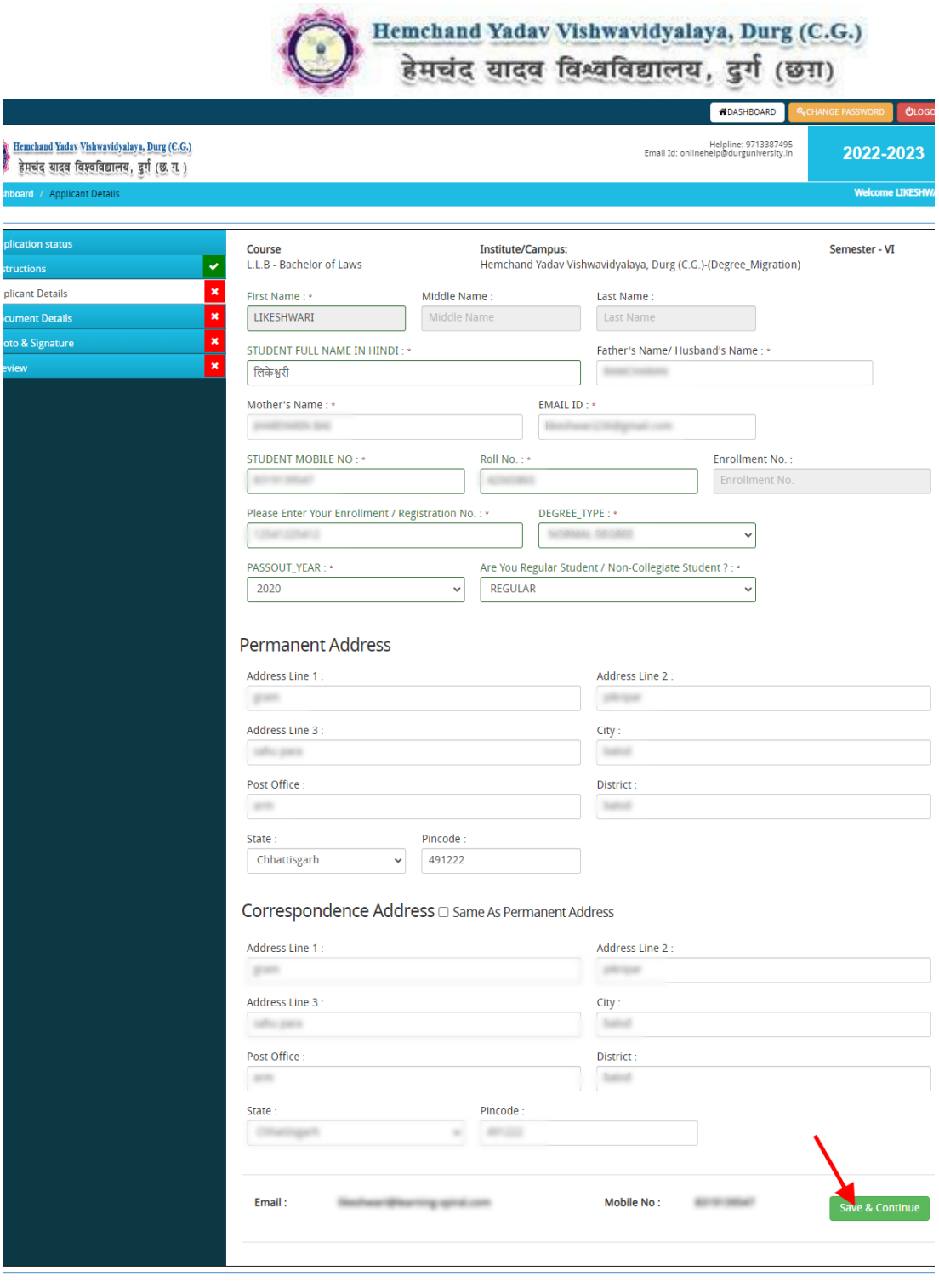
After that, **Degree** Page will Open, here select the **Course Type, Course, Semester, Institute and Student type**, Now click on Proceed button, As shown below screenshot.



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

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 (छग)
DASHBOARD
CHANGE PASSWORD
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)
हेमचंद यादव विश्वविद्यालय, दुर्ग (छ. ग.)
Helpline: 9713387495
Email Id: onlinehelp@durguniversity.in
2022-2023
Applicant Details
Welcome LIKESHW
Course
L.L.B - Bachelor of Laws
Institute/Campus:
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)-(Degree_Migration)
Semester - VI
First Name : *
LIKESHWARI
Middle Name :
Middle Name
Last Name :
Last Name
STUDENT FULL NAME IN HINDI : *
लिकेश्वरी
Father's Name/ Husband's Name : *
Mother's Name : *
EMAIL ID : *
STUDENT MOBILE NO : *
Roll No. : *
Enrollment No. :
Enrollment No.
Please Enter Your Enrollment / Registration No. : *
DEGREE_TYPE : *
PASSOUT_YEAR : *
2020
Are You Regular Student / Non-Collegiate Student ? : *
REGULAR
Permanent Address
Address Line 1 :
Address Line 2 :
Address Line 3 :
City :
Post Office :
District :
State :
Chhattisgarh
Pincode :
491222
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
e best view use Mozilla Firefox , Google Chrome browser
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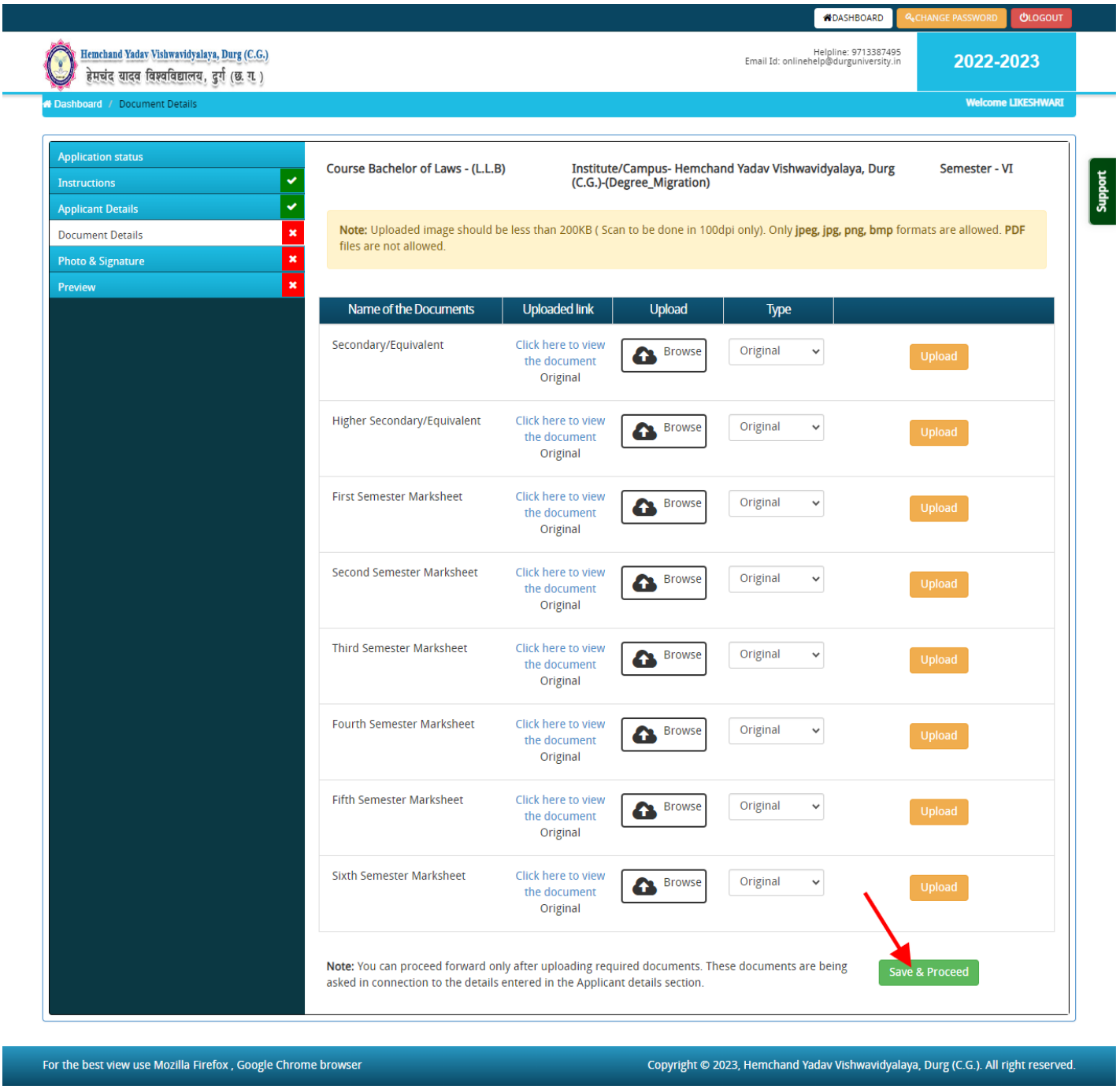
After completing the application details, You have to upload the Higher Secondary/Equivalent mark sheet document, Screenshot as below.

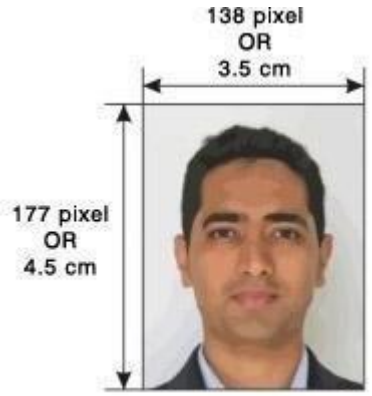


After that you have to Upload scanned file of Photo and signature. The Process is as below.

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.)

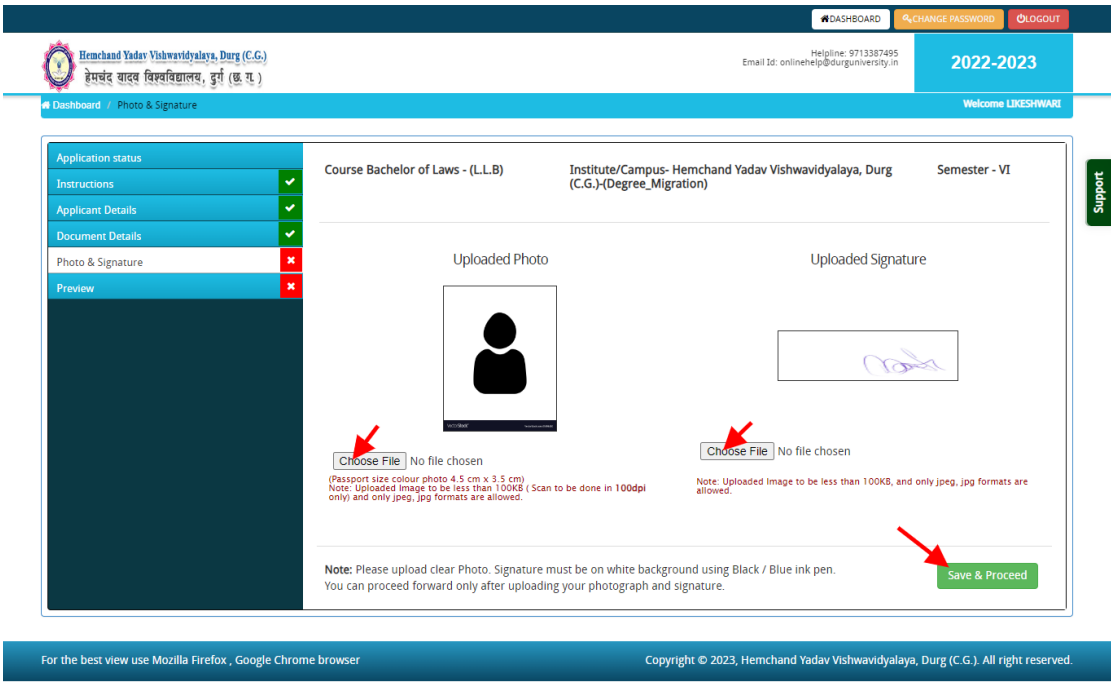


If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

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:



After that click on '**Save and Proceed**' select the subject and click on **Save** button

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.**

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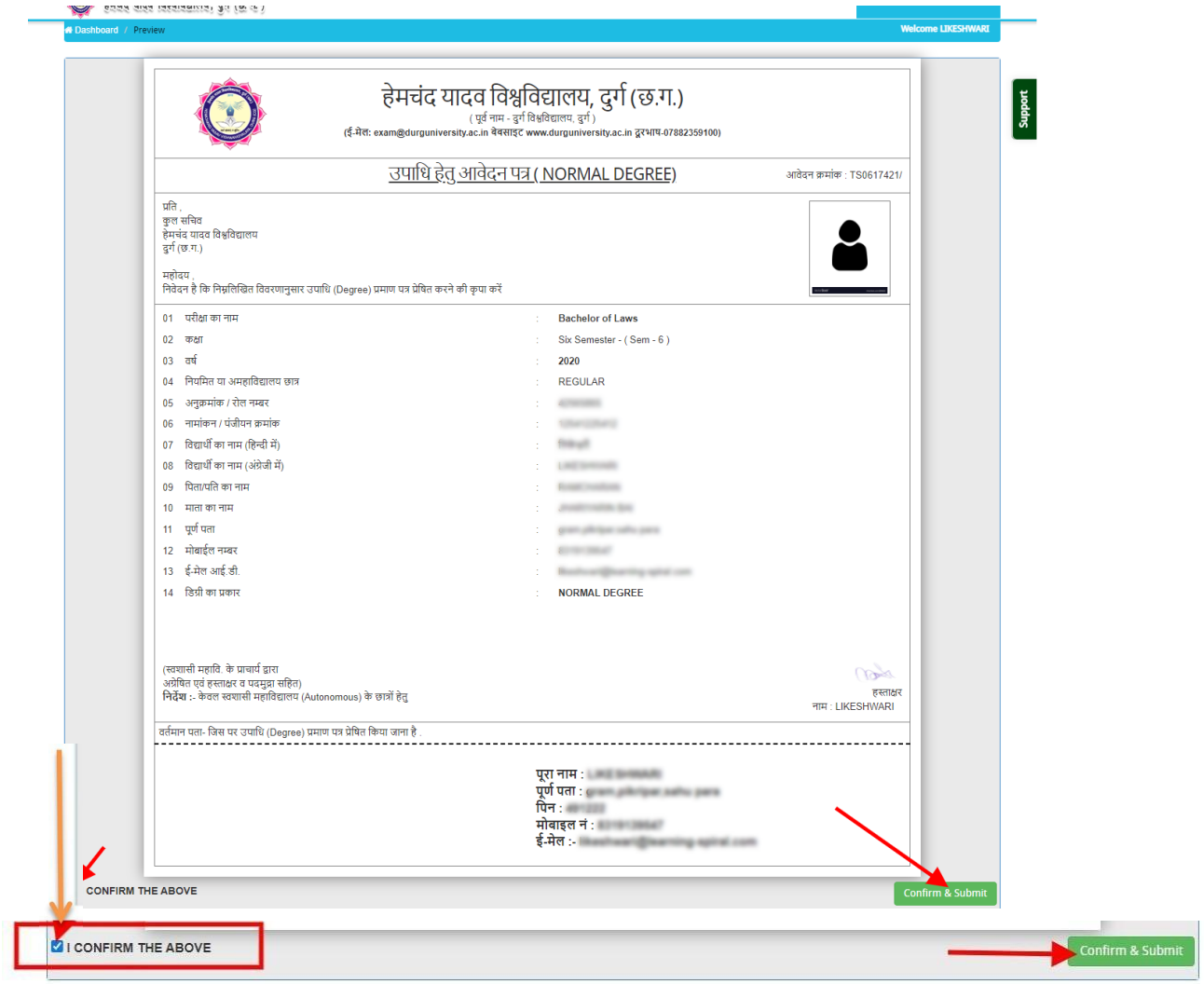

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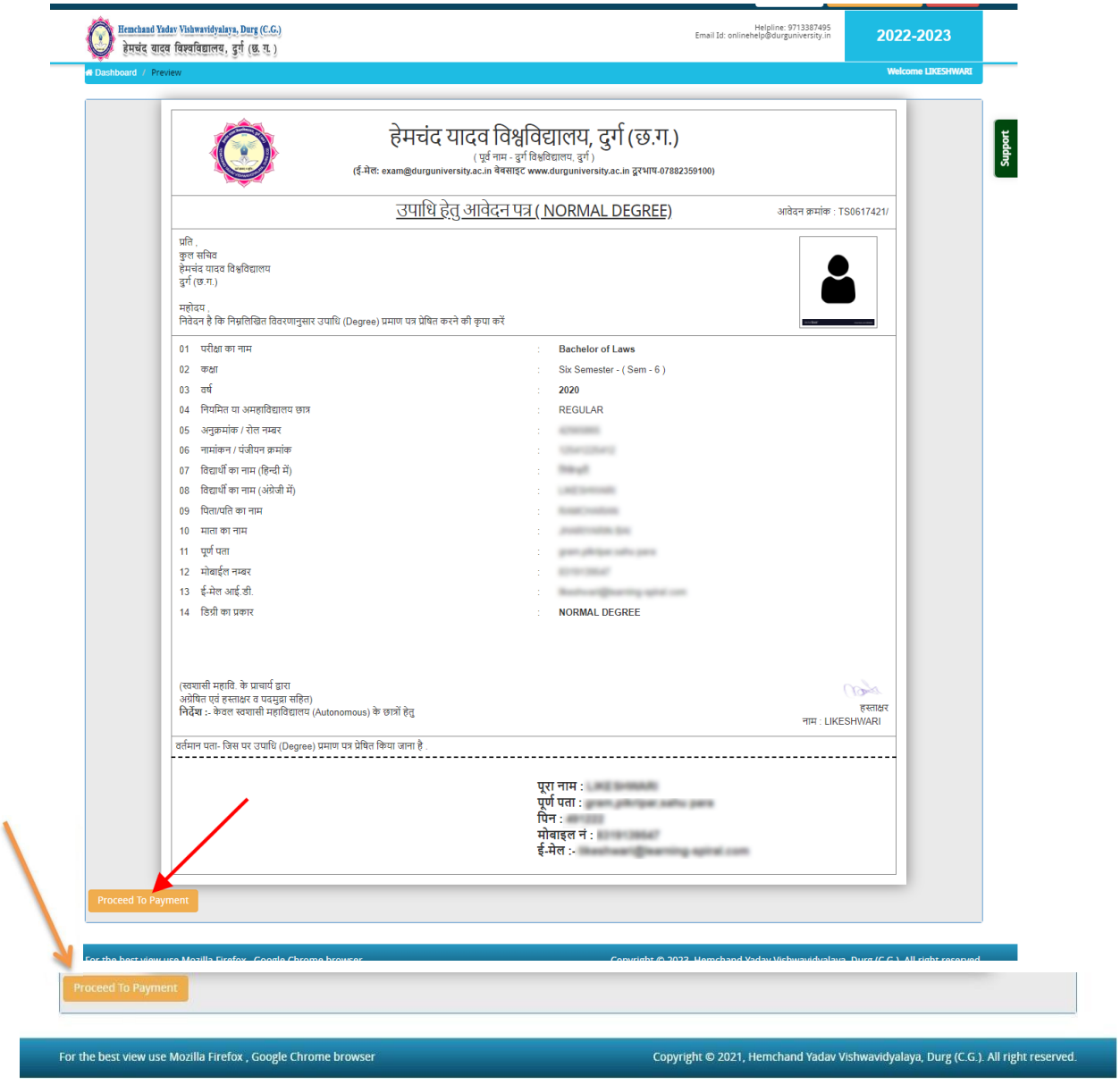
Now here you can check all information which you have entered in your application process. If everything is ok then click the button **I CONFIRM THE ABOVE** & Click **'Confirm & Submit'** button.

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

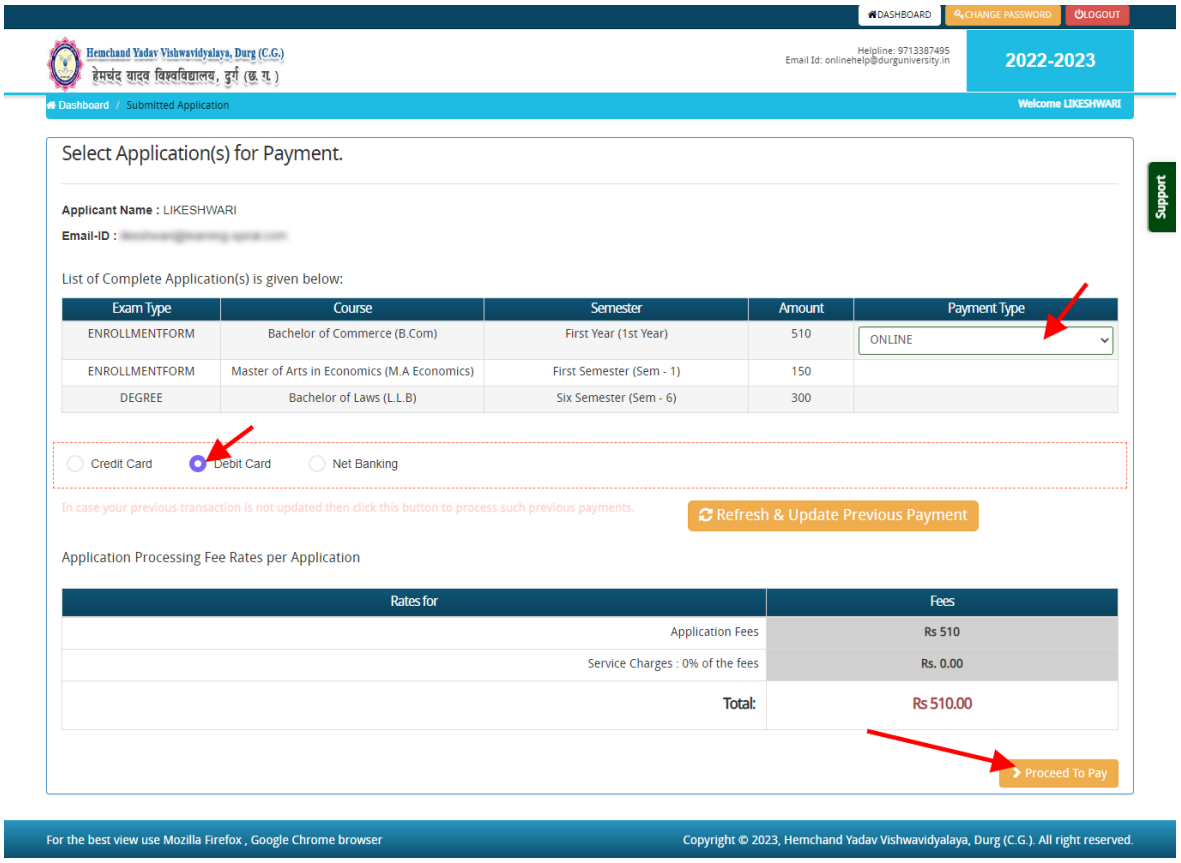


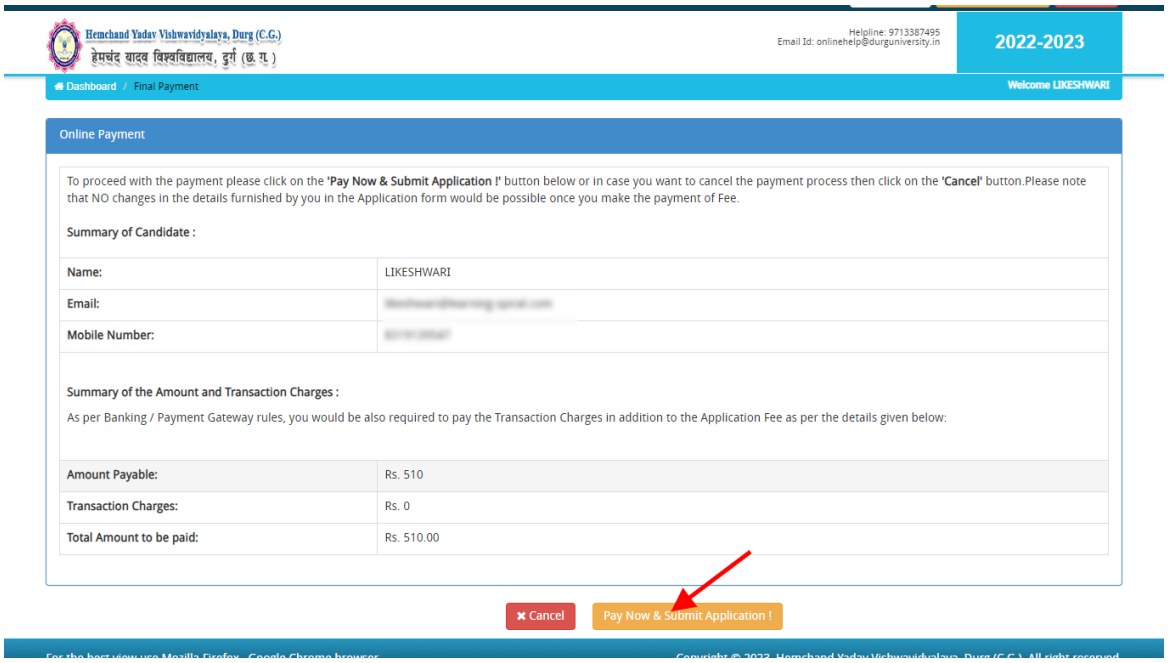
How to pay the Application Fees?

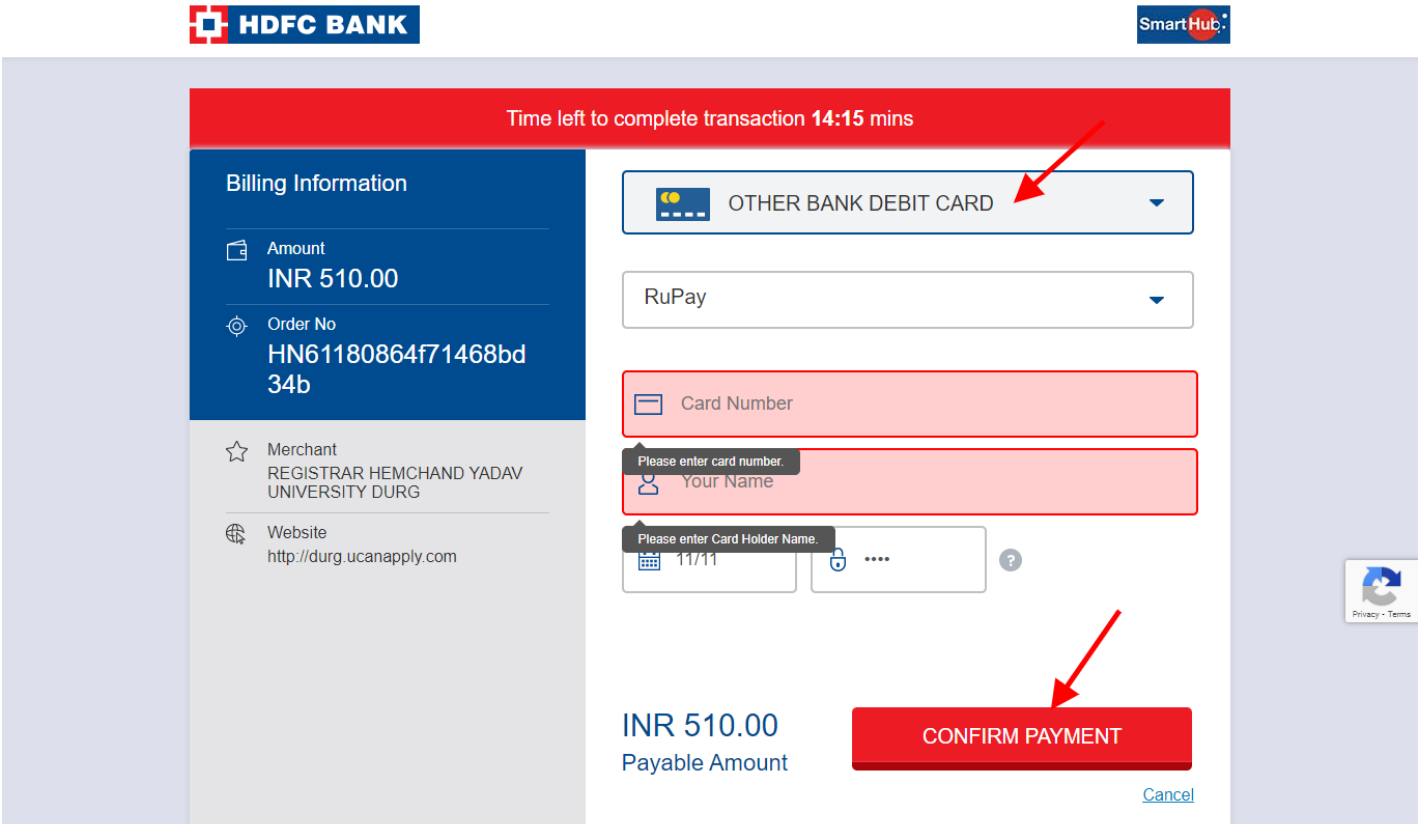
Step 1: You will get drop down for "**Payment Type"** here you can get ONLINE or OFFLINE Payment type. Click here to make payment. On clicking you will see the following screen.

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.







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