Guidelines to fill up Student Marks Entry on
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)
(Academic session 2018-2019)

What all do you need to complete the marks entry process for Hemchand Yadav Vishwavidyalaya, Durg (C.G.) ?

As an applicant you would need the '**College/Center User ID**' and '**Password**'.

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

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

On clicking the '**College/Center Login**' the login pop up will open. Fill the **User Name** and **Password** and click on **Submit**. Screenshot as bellow.
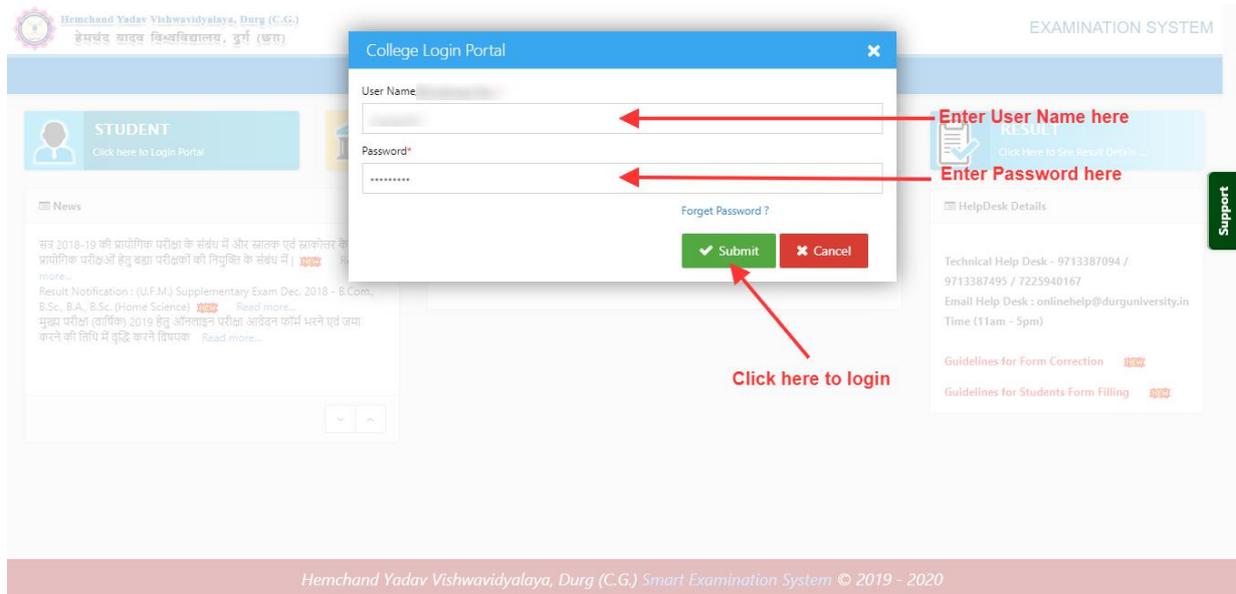
Download Attendance Sheet

After Login, you will get the Dashboard page, Now First Download the Attendance Sheet, to download the Attendance Sheet first click on **Report Section**, then the **Multiple Report** Tab shows, click on that. Screenshot as bellow.
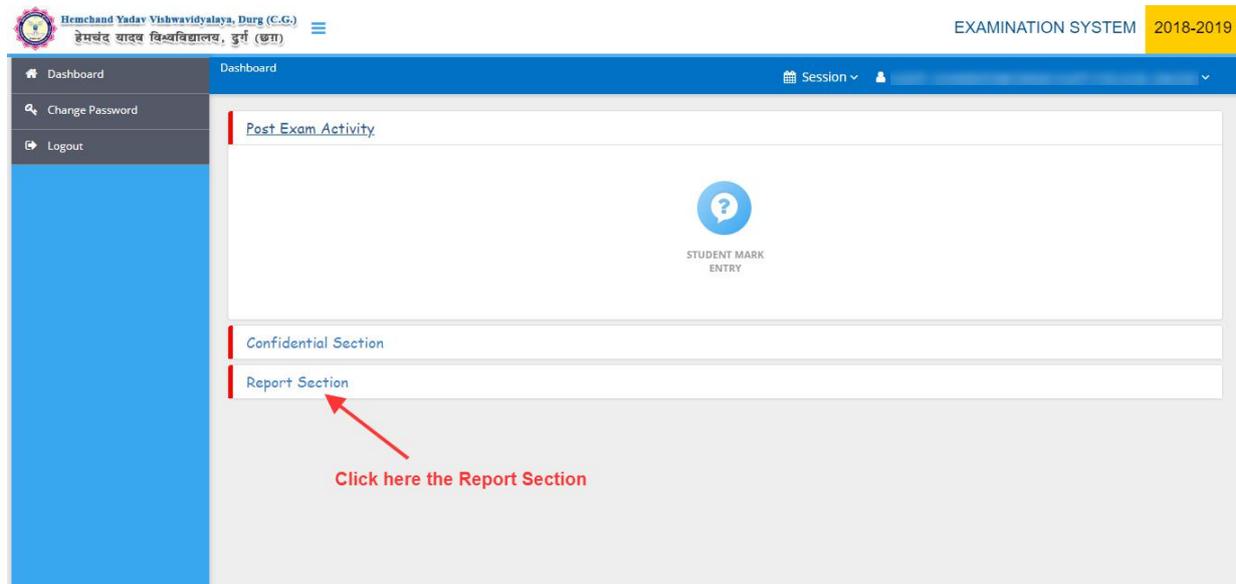
After Click on '**Multiple Report**' tab the Panel will open, Now fill all required fields and click on "**Get Report**" button. The Attendance Sheet will Download, Here you can see the Attendance Sheet. Screenshot as bellow.

Download Foil list

Now again we have to download the Foil list, to download the Foil list Select the Foil details in the same panel "**Multiple Report**" page and fill all mandatory details then click on **"Get Report"**. The Foil list will Download, Here you can see the Foil list. Screenshot as bellow.

Student Marks Entry

Now for **student's marks** entry click on Dashboard button at the left menu, as screenshot bellow.

Now click on **'Student Marks Entry'** button, then the **Add Marks - Form** will appear, The Screenshot is as bellow.
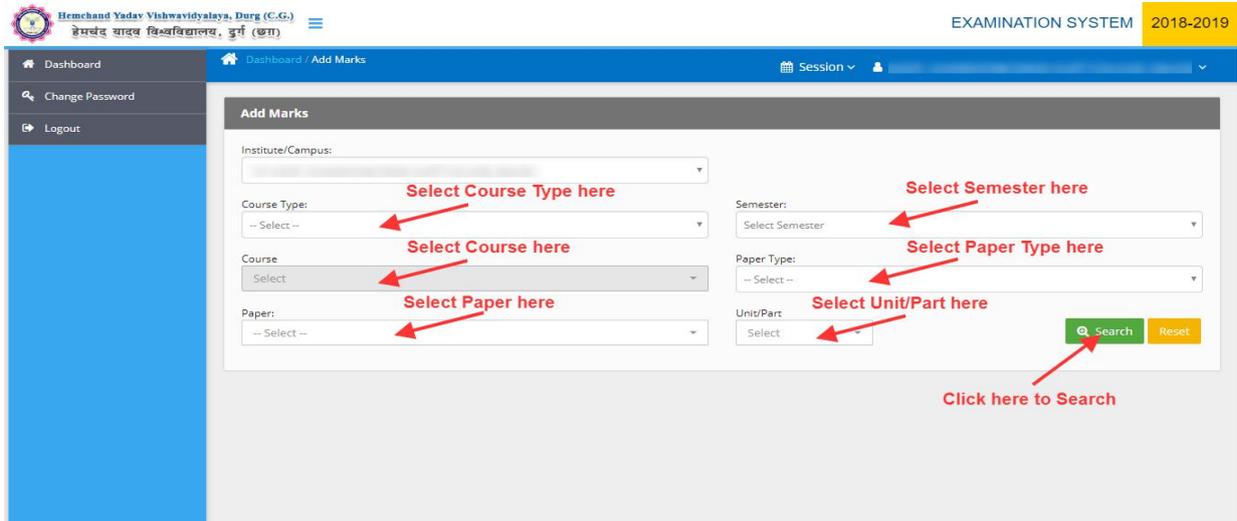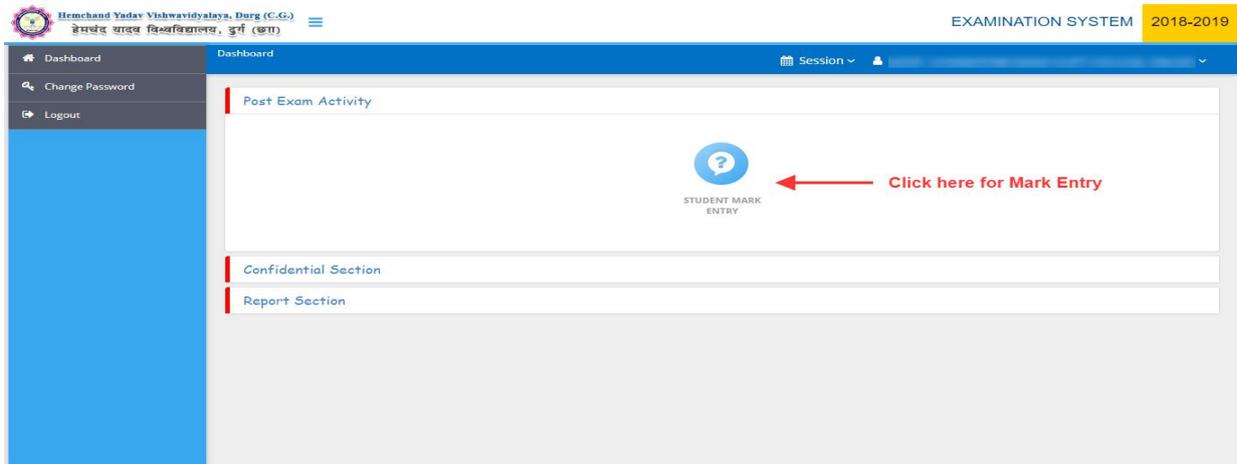
Fill all the mandatory details and click on **'Search'** button, the **Marks Entry Panel** will appear. the Screenshot is as bellow.

Now Fill all student wise details. Enter Marks in the **Marks Obtained** box or check tick for absent student or check tick UFM students as shown in above screenshot. After complete marks entry click on **Submit & Lock** button at the bottom of the form.

Download Counter Foil list

Now to download the **Counter Foil List** click on **Dashboard** button at the left menu, as screenshot bellow.

Now click on Report Section, then the **Multiple Report** Tab shows, click on that. Screenshot as bellow.

After Click on 'Multiple Report' tab the Panel will open, Now fill all required fields (select counter foil)and click on "Get Report" button. The Counter Foil List will Download, Here you can see the Counter Foil List.Screenshot as bellow.
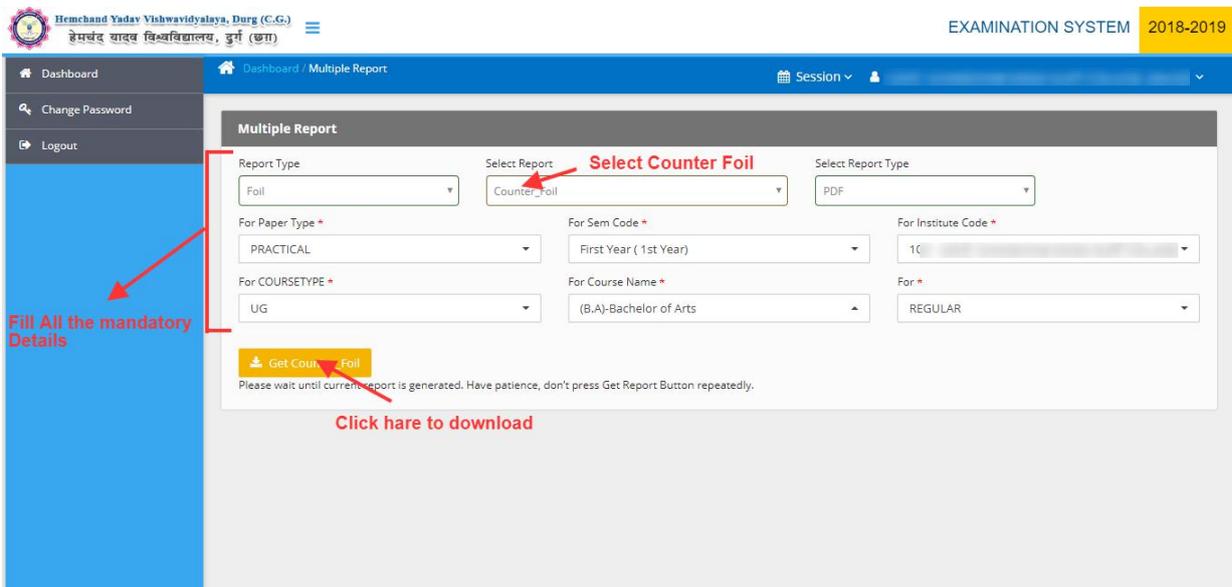
Online Support Services
Hemchand Yadav Vishwavidyalaya, Durg (C.G.)
Admission Portal