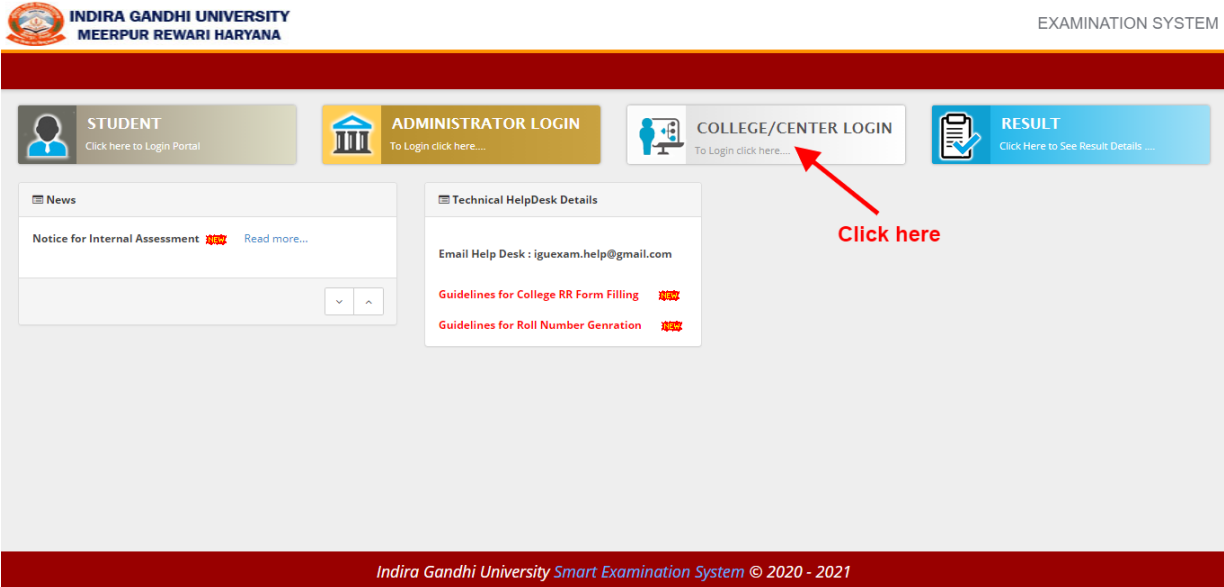# INDIRA GANDHI UNIVERSITY
MEERPUR REWARI HARYANA

Guidelines to download The Degree Ceritificate Excel Upload on Indira Gandhi University Meerpur (Academic session 2020-2021)

What all do you need to download "Degree Ceritificate Excel Upload" for Indira Gandhi University Meerpur?
As an applicant you would need the '**College/Center User ID'** and '**Password'**.

Please click on **"College/Center Login"** tab given on the home page of the Online Portal (https://igu1.ucanapply.com/smartexam/public/index/). Screenshot as bellow.
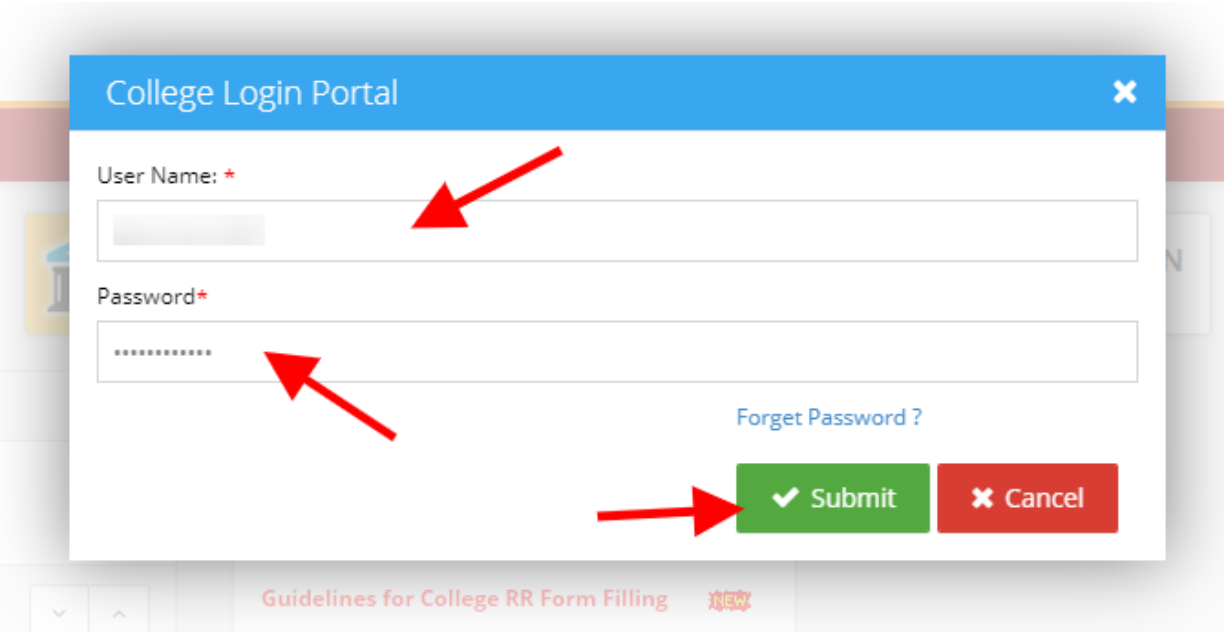
On clicking the '**College/Center Login'** the login pop up will open. Fill the **User Name** and **Password** and click on **Submit**. Screenshot as bellow.
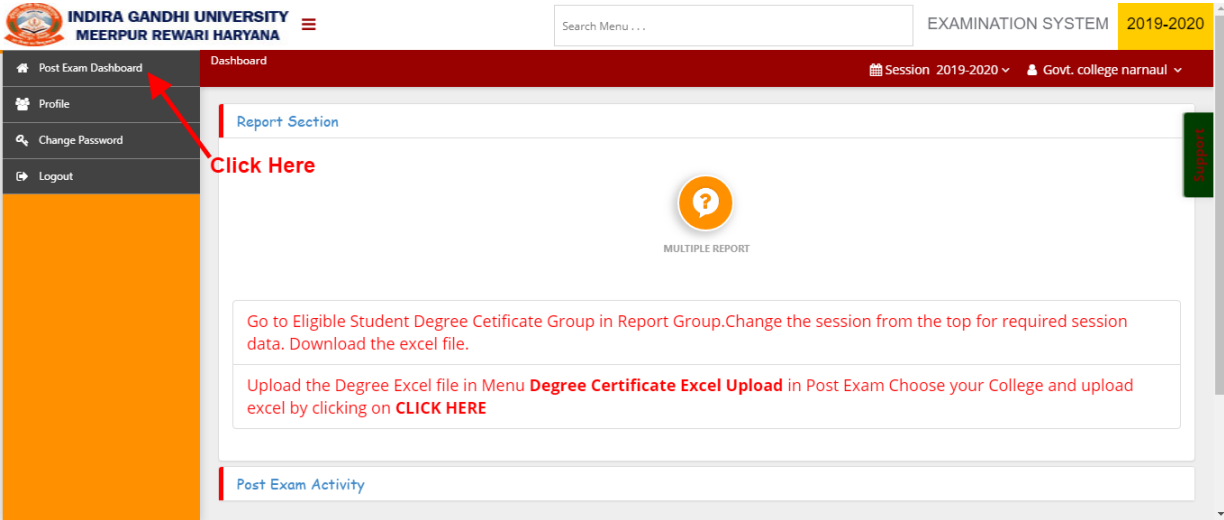
After Login, you will get the Dashboard page, Now Download The Blank Award Sheet Theory Mark Foil, to download the Blank Award Sheet Theory Mark Foil, first click on Report Section, then the **Multiple Report** Tab shows, click on that. Screenshot as bellow.
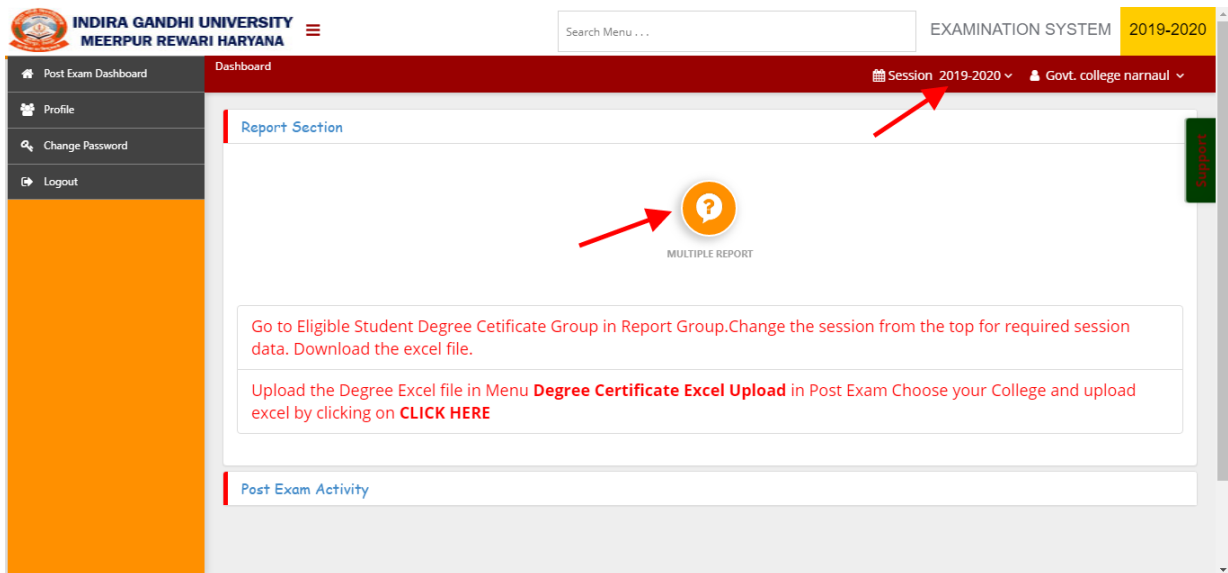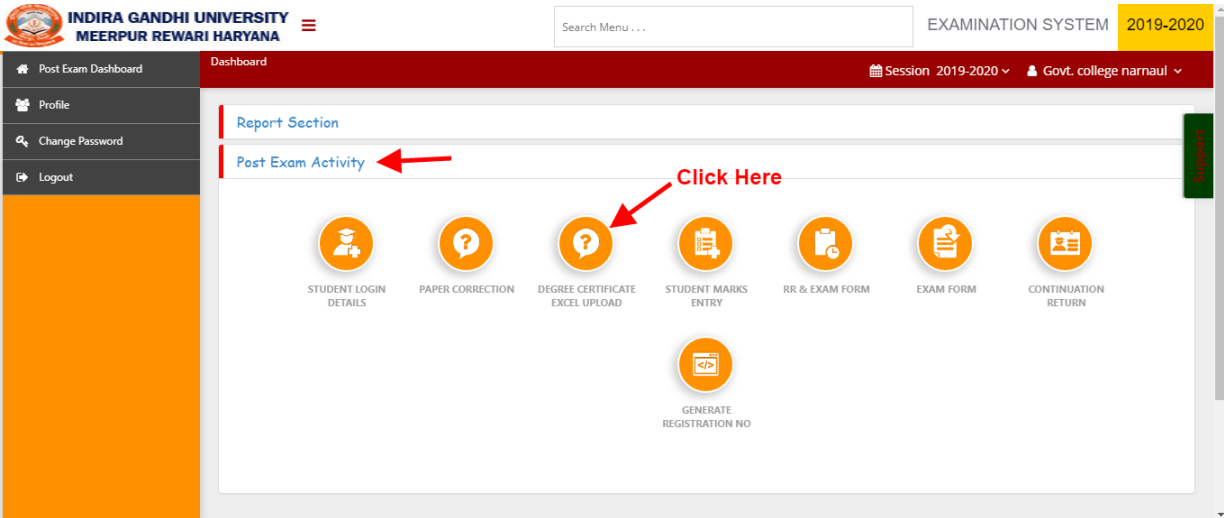

After Click on '**Multiple Report**' tab the Panel will open, Now fill all required fields and click on :Get Report" button. The Blank Award Sheet Theory Mark Foil will Download, Here you can see the Details.
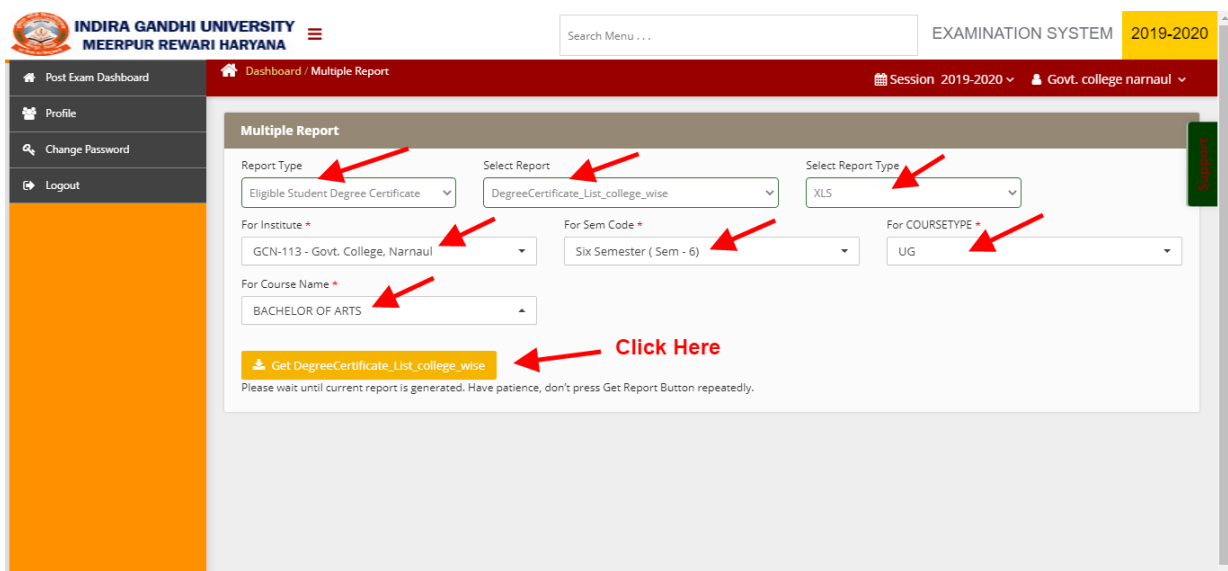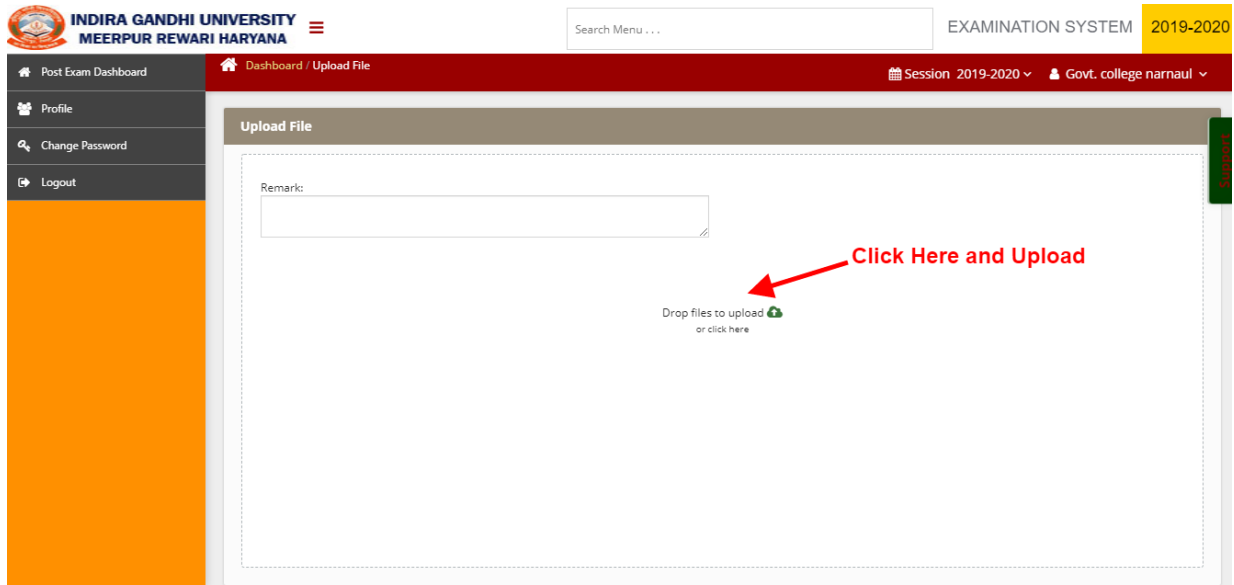
Degree Certificate Excel Upload

Now for **Degree Certificate Excel Upload** click on Dashboard button at the left menu, as screenshot bellow.

Now click on **'Degree Certificate Excel Upload'** button, then the **Add Excel Sheet -** will appear, The Screenshot is as bellow.

Fill all the mandatory details and click on **'Drop files '** button, the **Upload File** will appear. the Screenshot is as bellow.

Note : After clicking on **Submit & Lock** button not further any action like edit/Modify/Delete will work. So please after completion of form filling, click on **Submit & Lock**.

Online Support Services
Indira Gandhi University Meerpur
Admission Portal