Instructions for filling up the Online Admission form 2023-24

On website

www.gcshahpur.ac.in

Before applying candidate must have following document/particulars handy (For all Candidates)

1. A valid own Mobile number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS/email.

2. Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber CAFE's Mobile number.

3. An E-Mail ID belonging to the candidate only.

4. Recent passport size scanned photograph (Student Photo size is less than 250 KB.)

5. Scanned copies of the following certificates (whichever is applicable)

   - Matriculation certificate

   - 10+2 certificate

   - Latest Character certificate

   - Migration certificate(for students who have **not** done 10+2 from H.P. Board)

   - Bonafide Himachali certificate (for girl students only)

   - 40% disability certificate and category certificate in case of students seeking any sort of fee concession (IRDP/BPL/PWD) /age relaxation.

   - Scanned copies of Fee receipt of the previous year and Admit card issued by the University for the Examination ,2023(for 2nd and 3rd Year students only)

6. UID Aadhaar number or Enrollment number.

7. All candidates who want to apply for scholarship *must* have a valid Aadhaar linked Bank Account with core banking facility. Please keep handy Bank Account number, Branch Name and Branch IFSC Code.

8. Candidates willing to apply for Reservation must have a valid supporting document.

9. At the time of counselling the candidates will bring the printout of online filled admission form with attached photo copies of required documents along with original documents.

10. It is advised to regularly check email, SMS and visit College official website and college notice board for latest updates regarding admission process, cut-off list and counselling schedule.

11. In case any student find difficulty in applying online for admission, please contact following faculty members for assistance:

1. Prof. Sanjiv Kumar   9418730912

2. Prof. Sushila Sharma   8219036637

3. Prof. Shivani Sabharwal   9015045885

4. Prof. Harish Kumar   9873499407

5. Mr. Sunil Kumar   9805864423

6. Mr. Shayam Choudhary   8894495844

Instructions for New students (First Year)

- All the new students seeking admission in the college will have to register themselves on the online admission portal.

- Admission will be on merit basis so in the application form you can apply for three different *DSC1* courses (Combinations) in order of preference .You will be allotted one of these courses (Combinations) on the basis of merit of previous year i.e. 10+2 marks. The merit list will be made separately for each DSC1 course as there are limited number of seats (80) in each DSC1 so while selecting different combination you can choose different DSC1 in the order of preference. The course allotted will be intimated through e-mail/SMS and you will have to deposit the fee (online) within the stipulated time. All the admission will be provisional subject to final approval by the university.

Examples:

- **B.Sc.(Non-Medical)** Suppose you want to apply for the combination Physics ,Mathematics and Chemistry and your order of preference of DSC1 is 1. Physics 2. Mathematics and 3. Chemistry. Then in the form you can choose Physics as DSC1in the first combination, Mathematics as DSC1 in the second combination and Chemistry as DSC1 in the third combination. If you get the the first choice i.e Physics then your name will not be considered for the rest of two combinations and if you get the second preference your name will not be considered in the third option. The other courses i.e. DSC2 /DSE3 etc can be chosen from the allowed combinations from the scroll down list.

- **B.Sc.(Medical)** Suppose you want to apply for the combination Botany ,Zoology and Chemistry and your order of preference of DSC1 is 1. Zoology 2. Botany and 3. Chemistry. Then in the form you can choose Zoology as DSC1 the first combination, Botany as DSC1 in second combination and Chemistry as DSC1 in the third combination. If you get the first choice i.e. Zoology then your name will not be considered for the rest of two combinations and

if you get the second preference your name will not be considered in the third option. The other courses i.e. DSC2 /DSE3 etc can be chosen from the allowed combinations from the scroll down list.

- **B.A. –**Suppose your choice for DSC1 is History ,Political Science and Geography in the order for preference then in the form you can choose History as DSC1 in the first option, Political Science as DSC1 in the second option and Geography as DSC1 in the third option .If your name appears in the merit list of History then it will not be considered in the other two and if it appears in the merit list of Political Science then it will not be considered in third subject. The other courses i.e. DSC2 etc can be chosen from the allowed combinations from the scroll down list.

- **B.Com**:-In B.Com. only one combination is available.

Instructions for Old Students(2nd and 3rd Year)

- All the students seeking admission in the college will have to register themselves on the online admission portal.

- Students should choose all the courses (DSC's) very carefully, which he/she has studied in the previous class. All the admission will be provisional subject to final approval by the university. For the final year students GE courses will be allotted on the basis of merit.

- It will be mandatory for all the students to upload the admit card of the previous class University Examination 2023 and fee receipt of the fee deposited in the previous year. Without these documents the application for the admission will not be considered.

- University Registration Number of candidates who are already registered with the University.

STEPS FOR ONLINE ADMISSION

Step-1

- First time users Register Yourself. (Only Four Fields (Student name, student mobile No. , student email-id and student aadhaar card no.) and pay prospectus fee online.
- After registration student will get username and password. Student will also get email having username and password.

Step-2

➢ Login in student panel using username and password generated during registration.

Step-3

Course Selection.

Step-4

Add Edit Profile.

Step-5

Fill Your Educational Details.

Step-6

Upload Your Documents and submit the form.

Step-6

Take printout of Admission form and submit in college along with photocopies of required documents.

Step-7

Pay fee. *(Pay fee link will l only be provided to students in student panel who will be allowed to deposit admission fee)*

Note:-

i) *Pay Fee Online only after Receiving Confirmation.*

ii) *This provisional admission will be regularized only after the verification of Original Certificates by college authority. Date and time will be intimated to you.*