

PROCEDURE OF ONLINE ADMISSION : (On Website www.gcshahpur.ac.in)

1. Read the instructions thoroughly and carefully as given in the prospectus.
2. Keep soft copy of the following documents with you:
 - i. Recent passport size scanned photograph (less than 250 kb)
 - ii. Signature specimen (less than 250 kb)
 - iii. Matriculation certificate
 - iv. 10+2 certificate
 - v. Character certificate (Not more than 6 months earlier) from the Head of Institution of last attended. Original character certificate to be attached with the admission form application.
 - vi. Migration certificate (for students who have not done 10+2 form HP board)
 - vii. Bonafide Certificate (only for Himachali Girls)
 - viii. 40 % disability certificate / Category certificate in case student seeking any kind of fee concession (IRDP/BPL/PwD/age relaxation)
 - ix. UID Aadhar Number or Enrollment no. (if applied for Aadhar)
 - x. Student's own Mobile No. and Email ID belonging to the candidate only.
 - xi. Scanned copies of fee receipt and admit card issued by the university for the examination of previous year (for 2nd & 3rd year students).
 - xii. Scanned copy of front page of Student's own bank account passbook showing account no. and IFSC code.
3. 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.
4. Candidates willing to apply for Reservation must have a valid supporting document.
5. At the time of counseling the candidates will bring the printout of online filled admission form with attached photocopies of submitted documents along with original documents.
6. 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 counseling schedule.
7. In case any student finds difficulty in applying online for admission, please contact following faculty members for assistance:

| | |
|--------------------------|------------|
| 1. Mr. Sanjiv Kumar | 9418730912 |
| 2. Dr. Shivani Sabharwal | 9015045885 |
| 3. Dr. Sushila Sharma | 8219036637 |
| 4. Mr. Harish Kumar | 9873499407 |
| 5. Mr. Sunil Kumar | 9805864423 |
8. At the time of admission students must bring their parents/guardians (only blood relation but not a student of this institution) to the college.

Instructions for 1st Year Students:

- ❖ Admission will be on merit basis. A candidate has to choose and write 3 different combinations of subjects. On the basis of percentage of marks of 10+2, candidate will be allotted one of these combinations. Separate merit list will be displayed for each DSC-I course as there are limited seats (80) in each DSC-I. Therefore, candidates are advised to choose different DSC-I subject in second & third option.
- ❖ The courses allotted will be intimated through email, SMS and the candidate has to deposit the fee (Online only) within stipulated time after checking his/her name in the merit list.
- ❖ All the admissions will be provisional subject to final approval by the university.

Instructions for 2nd & 3rd Year Students :

- ❖ All the old students have to login in the website (<https://www.gcshahpur.ac.in/student/login.aspx>) using their **username & Password**.
- ❖ The students should choose all the courses (DSCs) very carefully, which they have studied in the previous class.
- ❖ It will be mandatory for all the students to upload the admit card of the previous class University Examination 2023-24 and fee receipt of the fee deposited in the previous year. Without these documents the application for the admission will not be considered.
- ❖ The candidates who are already registered with the University must mention their Registration No. & University Roll No. in the respective columns.
- ❖ All the admissions will be provisional subject to final approval by the university.

Steps to be followed for Admission:

Step-1 : <https://www.gcshahpur.ac.in>

Step-2 : click on **Admission 2025-26**

Step-3 : For 1st year students: click on **New Registration** —> **1st year students should register themselves by entering Student Name, Mobile No. (Own), Email ID (own), & Aadhar No.**

Step-4 : Pay prospectus fee online.

Step -5 After registration will get User Name & Password through email.

Step-6 : 2nd & the 3rd students should log in using their User name and password.

Fill in your all the detail (Educational Detail and upload your documents).

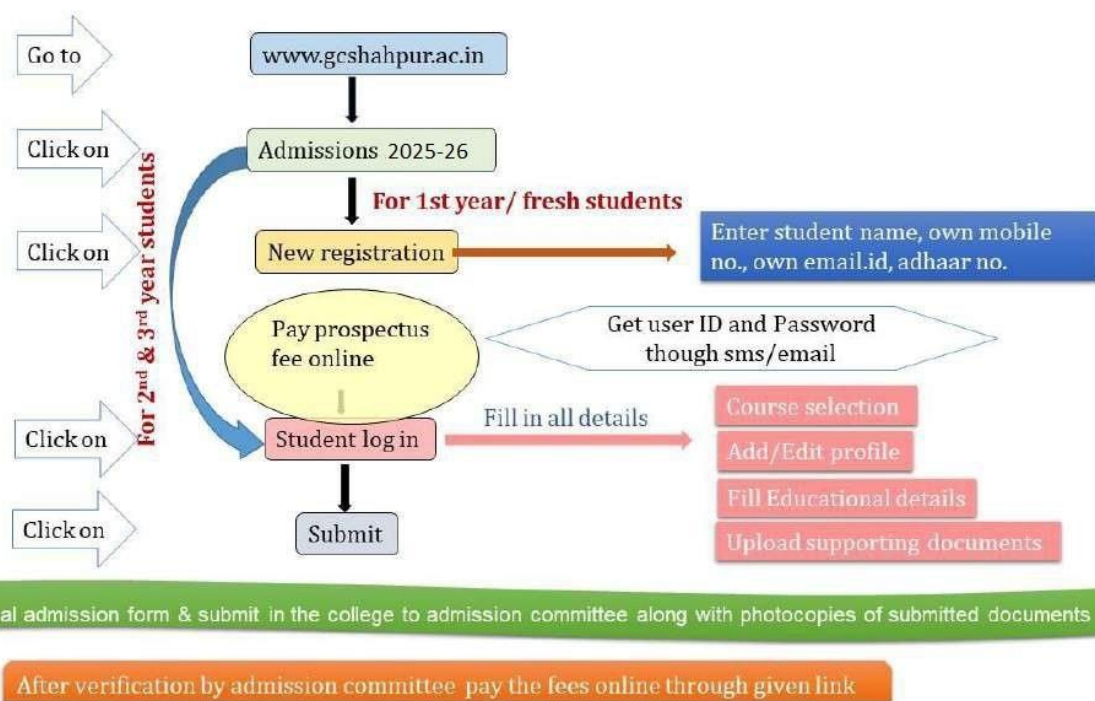
Step- 7 : Submit the application form.

Step- 8 : Take print out of final admission form and submit in the college along with (Photo copies of submitted documents).

Step-9 : Get these photo copies verified from admission committee in the college.

Step-10 : Pay online admission fee after verification.

Steps to be followed for Admission:



Note:

- ❖ Visit the website and check email regularly.
- ❖ If any discrepancy found in admission form, students must correct it and submit the form again.
- ❖ After verification by admission committee, fee link will be generated.
- ❖ Student must pay fee online (link given in your student login) within stipulated time.
- ❖ Students can download the fee receipt from your dashboard after login in the college website.

ELIGIBILITY OF ADMISSION

- A. Student passed in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent by the various bodies approved by the HP University.
- (i) Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.Sc. programme.
 - (ii) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. programme.

(iii) The student who wants to take Mathematics as Core I / Core II subject must have read Mathematics at 10+2 level.

- B.** An applicant must not be more than 23 years (25 years for girls) of age as on 01.07.2025 and must have not been born earlier than 01.07.2002. In case of Scheduled Caste / Scheduled Tribe, student's relaxation in age upto three years is allowed as per rules.
- C.** The Vice Chancellor HPU/SPU May, in exceptional cases/circumstances, (to be recorded in writing), give relaxation in age upto a maximum of six months to any candidate. All such cases of age relaxation of upto six months may be granted admission provisionally by the Principal and consolidated list of all such cases will be sent for approval of the Vice-Chancellor by 31st October of every academic year.
- D.** An applicant having a compartment in 10+2 will not be admitted.
- E.** The admission will be on the basis of merit, as the seats are limited in all faculties.
- F.** The reservation of seats will be according to the HPU 120 points" roster as per Appendix A.

RULES OF ADMISSION

1. Admission will be strictly on fulfillment of eligibility conditions.
2. Failed or compartment candidates from other colleges will not be admitted.
3. Application form must be filled properly, complete in all respects and submitted along with the required documents:
4. Himachali Girl Students seeking admission in any class must bring an attested copy of H.P. Bonafide Certificate to avail them - selves of fee-concession (Tuition Fee only).
5. A student must produce original certificates at the time of admission.
6. Students seeking exemption from tuition fee for disability must attach an attested copy of 40% disability certificate.
7. Admission of a student is liable to be cancelled if he/she furnishes incomplete / wrong / false information or in case of concealment of facts. Disciplinary action will also be taken against such candidates.
8. Notwithstanding eligibility for admission, the Principal can refuse admission if the conduct of a student has not been up to the mark during past years.
9. The Principal reserves the right to disallow or cancel any admission.
10. Rules for admission are subject to change as per the HPU/SPU notifications from time to time.
11. Initially, all admissions will be provisional (i.e. subject to the approval of HP University)