

## Admission Procedure

### General Instructions for Students

1. The candidates seeking admission in the college should download the prospectus for various information.
2. All candidates are advised to fill their online admission form on their own mobile phone/laptop, or through any other source.
3. All the candidates are directed to register with their **personal mobile number, and email address**, as all the future communication will be done by the admission committees using these mobile number and email address only.
4. Candidate must save the **"Username and Password"** generated during registration process with them, and complete the admission process by filling the online application form using their **own username and password** from **"Login to Apply"** button.
5. Candidate needs to fill the online admission form using his/her own credentials, after that only his/her candidature will be considered for admission. **Registration alone does not make any candidate eligible for admission.**
6. During online filling of application form you need to enter all information correctly, and only upload the **"scanned copy of original documents"** and pay an amount of registration fee if applicable. Only after paying Registration fee (if required) the candidate will finally be able to submit the application form. You must have to submit your Form to complete registration process.
7. **Photostat copies of documents are not accepted.** If admission committee found any uploaded photostat copy at the time of form verification then their admission form will be rejected, and candidates needs to rectify the rejected form from his/her account, and **resubmit** it .
8. At the time of form verification admission committee holds all the rights to reject any uploaded documents, if documents are not uploaded in the prescribed format mentioned in the instructions provided at the time of documents upload. Then student will be communicated by the committee through **"SMS / Email / Notification on registered user account on admission portal "** to do the needful changes.
9. Candidate then needs to make the corrections by Logging in their account using their username and password and resubmit the form again and wait for final approval which will be intimated through **SMS / Email / Notification on registered user account on admission portal.**
10. After final approval from admission committee candidate has **to pay the fee through admission portal within the scheduled time.**
11. In case of any query related to online admission, candidate can contact concerned admission committee.

## Important Instructions for Filling the Form

Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would render immediate disqualification of the Applicant(s).

### Steps for Registration

- 1) Applicant(s) are required to apply online through college official website i.e. <https://www.gcp.ac.in> or <https://admission.gcp.ac.in>. No other means/modes of application are acceptable.
- 2) Click on online admission
- 3) Click on the tab "**New Registration**".
- 4) You will be directed to the registration form page.
  - a) 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.
  - b) 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.
  - c) An E-Mail ID belonging to the candidate
  - d) UID Aadhar number or Enrollment number.
- 5) Note down your username and password. And click on "**Login to Apply**".

### Steps for Filing Online Application Form

- 1) Now enter your "**Username**" and "**Password**" to fill the application form.
- 2) Fields marked as red star mandatory to fill.
- 3) Enter all your "**personal details, permanent address, and educational qualifications**" asked in this form. Check the subsequent sub category in which you fall. And Click on "**Save and Next**" button.
- 4) In **Education** section you must have to add your marks details by clicking on **Add %** Button. A popup window will appear to fill marks details. Enter your marks details in textbox. If you passed under **CGPA** select Yes option and add your grade point, for your help CGPA grade table is there. After filling details select click **Calculate** Button then Press **Save** button.
- 5) In Sub-categories and Activities section select appropriate applicable option.
  - a) Press save to application and move to next page to upload the scanned copy of original documents in the desired columns as per the format given below:
  - b) Only file types - jpg, jpeg, png and pdf of size 500KB are supported.
  - c) Upload recent and clear photographs/documents.
  - d) Your photo should be of passport size in jpeg/png format with minimum dimensions as 200 x 200 pixels and your face should be clearly visible.
  - e) In case you don't have certificate for a selected category just go back, unselect that category and save the form.
  - f) After uploading, you may also upload again if required.
  - g) Documents uploaded will be examined by Admission Committee. You may receive remarks for any modification/update.
  - h) Click on "**Next**" button.
- 6) Here check all the documents if they were uploaded correctly or not. You can also upload any document again if it was not uploaded correctly. After checking click on "**Next**" button.

- 7) Here in this page check all the details filled by you in the form; you can edit any column here if data is not filled correctly. After checking check all the boxes in the check list, and click on “**Continue**” button and pay the registration Fee if applicable otherwise you can directly submit the form. Once your payment confirmation comes your form will be automatically get submitted.
- 8) If due to some reason your registration fee payment stuck or deducted or you didn't see Form Submission confirmation page you must have to try payment again on main page. If payment already in process you can Verify the payment by clicking on **Verify Payment** button.
- 9) After this your form will be submitted. You are advised to download the copy of submitted form for future reference.
- 10) Now the admission committee will verify the application form. In case of any discrepancy found in the online admission form, it will be communicated to the student by **SMS** and **Email** in the registered mobile number and email address provided by candidate at the time of registration.
- 11) If candidate will receive any message regarding form rectification then he/she need to rectify the form from his/her account using their “**username and password**”. Hence, they are again requested to retain their account information with them until the completion of admission process.
- 12) After receiving any updates from the admission committee regarding approval of application form, candidate needs to pay the admission fee online from their user account.
- 13) It is directed to students to retain the hard/soft copy of filled application form and fee receipt with them. In case, if any discrepancy found during student admission they need to submit it at college. If any student fails to submit these documents when called his/her admission is subjected to cancellation.
- 14) **It is advised to regularly check email, SMS and visit College site for latest updates over admission process.**

#### Checklist for Admission to 1st year :

1. Application Form
2. Matric Certificate
3. +2 Certificate
4. Passport Size Photograph of student
5. Original Character Certificate issued by the school
6. If +2 is passed as a private candidate, in that case character certificate may be obtained from a gazetted officer/Panchayat Pradhan/Municipal Councillor.
7. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the valid certificate from a competent authority must be enclosed.
8. Affidavit for gap year(s) (if applicable) / Character Certificate by Gazetted Officer
9. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.

10. Copy of Aadhar Card
11. Those who have passed their eligibility exam from a Board/University other than Himachal Pradesh must submit original migration certificate.

**Checklist for Admission to 2nd & 3rd year:**

1. Application Form
2. Passport size Photograph of student
3. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.
4. Matric Certificate
5. +2 Certificate, 1 Copy 1st year Result Card, 1 Copy 2nd year Result Card.
6. In case result is awaited, upload last year exam admit card with declaration that “ I have appeared in all the papers of previous class” duly signed by the student.
7. Copy of Aadhaar Card
8. Photocopy of the admit card of the last examination appeared (1st year or 2nd year) consisting of No Dues Certificate duly certified by the concerned departments and counter-signed by the Principal/authorised Faculty Deans.
9. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the valid certificate from a competent authority must be enclosed.

**Checklist for Admission to M.A., M.Com. & M.Sc. :**

1. Application Form
2. Passport size Photograph of student
3. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.
4. Matric Certificate
5. +2 Certificate
6. Graduation Certificate/ Grade cards
7. HPU PG Entrance Exam Result Card (if appeared)
8. Copy of Aadhar Card
9. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the valid certificate from a competent authority must be enclosed.
10. Affidavit for gap year(s) (if applicable) along with recent Character Certificate.
11. For 3<sup>rd</sup> Sem., upload 2<sup>nd</sup> Sem. exam admit card with declaration that, “I have appeared in all the papers of 2<sup>nd</sup> Sem.” duly signed by the student.

**NOTE :- \*All original certificate must be produced at the time of admission.**