

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 or someone in the family.
 - 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

The 7-Step Application Process

How it works: Use your “username” and “password” to fill the application form. The portal saves your progress automatically after each step. You can return to complete unfinished sections before final submission. All 7 steps and the registration fee payment must be completed before submitting. It is advised to regularly check email, SMS and visit College site for latest updates over admission process.

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Personal Information

Complete personal details, family information, addresses and eligibility sub-categories.

1A —Basic Details (Some fields pre-filled during registration)

Field	Required	Notes / Format
Full Name	Mandatory	Exactly as on matric Certificate.
Date of Birth	Mandatory	DD/MM/YYYY
Gender	Mandatory	Male / Female / Transgender
Email Address	Mandatory	Active email —all notifications sent here. Use personal email.
Mobile Number	Mandatory	10-digit mobile number.

Field	Required	Notes / Format
WhatsApp Number	Optional	If different from mobile. For urgent communication.
Aadhaar Number	Mandatory	12-digit Aadhaar. Stored encrypted. Used for identity verification only.
Category	Mandatory	General / OBC / SC / ST / EWS. Certificate required for reserved categories.
Religion	Mandatory	Select from dropdown.
Blood Group	Optional	A+ / A- / B+ / B- / O+ / O- / AB+ / AB-. For medical records.
Marital Status	Optional	Single / Married / Other
Nationality	Mandatory	Default: Indian. Foreign nationals require additional NOC documents.
ABC Number	Mandatory	Register at abc.gov.in and enter your 12-digit ABC ID.
Anti-Ragging Ref. No.	Mandatory	Fill the form at antiragging.in and enter the reference number here.

1B —Family Details

Field	Required	Notes
Father's Name	Mandatory	Full name as on official documents.
Father's Occupation	Optional	
Mother's Name	Mandatory	Full name as on official documents.
Mother's Occupation	Optional	
Guardian Name	Optional	Fill only if parents are not available as primary contact.
Alternate Mobile	Optional	Parent's / guardian's contact number.
Annual Family Income	Mandatory	Select bracket: Below ₹L / ₹-.5L / ₹.5–L / ₹–L / Above ₹L

1C —Address Details

Enter Permanent Address first. If your correspondence address is the same, tick the checkbox to auto-fill. Both addresses are required for official communication and merit verification.

1D —Eligibility Sub-Categories (answer YES or NO for each)

Warning: Answer YES only for categories that apply. Selecting YES without uploading the required certificate in Step 5 will cause rejection at the verification stage.

Sub-Category	Certificate Required?
Bonafide Resident of Himachal Pradesh	YES —HP Bonafide Certificate
IRDP (Integrated Rural Development Programme)	YES —IRDP Certificate
Single / Only Girl Child of parents	Certificate required
Gap after Class 12	Self attested affidavit required
Physically Challenged (PWD)	YES —Disability Certificate from Medical Board
Ex-Serviceman or Ward of Ex-Serviceman	YES —Ex-Serviceman Certificate
Ward of Freedom Fighter (WFF)	YES —WFF Certificate
Sibling studying in this college	Borther/Sister

1E —Extra-Curricular Activities

Declare NCC, NSS, Cultural and Sports participation. Upload certificates in Step 5.

Activity	Certificate Required?
NCC —National Cadet Corps	YES —NCC Enrolment or Merit Certificate
NSS —National Service Scheme	YES —NSS Certificate
Cultural Activity	Certificate required
Sports —district / state / national level	YES —Sports Certificate

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Academic Records

Enter Class 10 and Class 12 board examination details.

2A —Class 10 (Matric)

Field	Required	Notes
Board	Mandatory	HPBOSE / CBSE / ICSE / Other
Passing Year	Mandatory	4-digit year e.g. 2022
Roll Number	Mandatory	As printed on marksheet
Grading System	Mandatory	Percentage OR CGPA. System auto-converts CGPA × 9.5 to percentage.
Marks Obtained / CGPA	Mandatory	Enter obtained + maximum marks —OR —CGPA out of 10. Percentage auto-calculated.

2B—Class 12 (Senior Secondary)

Field	Required	Notes
Board	Mandatory	HPBOSE / CBSE / ICSE / Other
Stream	Mandatory	Science / Arts / Commerce / Vocational. Affects MDC eligibility (HPU Note 6).
Passing Year	Mandatory	4-digit year
Marks / CGPA	Mandatory	Same as Class 10 above
Subjects Studied	Mandatory	Tick every subject studied. Used to block those subjects from MDC pool (HPU Note 6). Do not skip.

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Course & Subject Selection

Fill all provided subject preference baskets. Each basket has 6 subject slots (Core-A, Core-B, Core-C, MDC, SEC, AEC).

3A—The 6 Subject Slots in Every Preference Basket

Each preference basket contains exactly 6 dropdown slots. You must fill every slot to make that preference valid. The portal shows credits per slot and a running total.

Slot	Full Name	Rule
Core-A	Discipline Specific Core A	Must differ from Core-B and Core-C
Core-B	Discipline Specific Core B	Must differ from Core-A and Core-C
Core-C	Discipline Specific Core C	Must differ from Core-A and Core-B
MDC	Multidisciplinary Course	Must differ from Core-A, Core-B and Core-C
SEC	Skill Enhancement Course	Select from the approved SEC list
AEC	Ability Enhancement Course	Select one language from the approved AEC list

3B—How to Fill the 7 Subject Preference Baskets

Step	What to do
STEP 1 Open Subject Preference Basket	<p>Locate the Subject Preference Basket section on the Course page.</p> <p>After selecting your Programme (BA / BSc / BCom) and Semester at the top of the page, scroll down to the Subject Preference Basket table. You will see:</p> <ul style="list-style-type: none"> A header row showing: Preference Core-A Core-B Core-C MDC SEC AEC Provided preference rows numbered 1, 2, 3 upto 7, each with a numbered teal circle on the left. For B.A. 1st Semester-7 preferences, B.Sc. (Physical Sciences) 1st semester - 2 preferences, B.Sc. (Life Sciences) 1st semester- 1 preference and B.Com. 1st semester -1 preference. a ✓ Complete badge that appears once all 6 slots are filled A Selection Summary bar at the bottom showing filled choices as chips

Step	What to do
STEP 2 F i l l Preference 1 (Primary)	Fill row 1 with your most preferred subject combination. Click the dropdown in each column of Row 1 and select your subject: Core-A (4cr)Core-B (4cr)Core-C (4cr)MDC (3cr)SEC (3cr)AEC (3cr)
STEP 3 F i l l Preferences 2, 3, 4, 5, 6 and 7	Repeat the same process for rows 2, 3, 4, 5, 6 and 7 —using different subject combinations each time. Each preference must use a genuinely different combination of Core-A, Core-B and Core-C.
STEP 4 Verify All 7 Baskets are Complete	Check that all 7 preference rows show ✓ Complete before proceeding. Before moving to Step 4 (Fee), confirm the following on the Course page: <ul style="list-style-type: none"> • All 7 teal circle badges show ✓ Complete (green badge visible beneath each numbered circle) • The overall status badge (top-right of the basket section) reads 7 / 7 complete • No two rows are identical —each must use a different Core combination • Selection Summary bar at the bottom shows chips for all provided preferences with correct credit totals <p>⚠ If any row shows Incomplete: click the dropdown that is still showing '--Select Subject--' and choose a subject. The ✓ Complete badge will appear automatically once all 6 slots in that row are filled.</p>
STEP 5 S a v e & Continue to Fee	Once all 7 baskets are complete, click the 'Fee → button to proceed to Step 4. The portal auto-saves your subject selections as you fill each row, you do not need to click a separate save button. However, do not close the browser mid-way through filling a row, as the current incomplete row may not be saved. What is locked after proceeding: Subject preferences are locked once the application is submitted in Step 7. You can still return and edit them in Steps 1– before final submission.

3C—Validation Rules the Portal Enforces Automatically

Rule	What the portal does	Impact if violated
Core-A, B and C must all be different subjects	If you select the same subject in two DSC slots, the portal shows an error and blocks submission of that row.	Row marked Incomplete cannot proceed until corrected
All provided preference rows must be complete	The 'Fee → button / Step 4 is blocked unless the overall status shows 7 / 7 complete.	Cannot move to Step 4 until all provided baskets are filled

Important: Your preferences are processed in order (1 →2 →3 →4 →5 →6 →7) only after the merit list is generated. Do NOT submit all provided preferences with the same subjects —that gives you no real backup.

After this step: Click 'Fee → to proceed to Step 4 —Registration Fee Payment. Your subject preferences are saved automatically. You can return to edit them any time before final submission in Step 7.

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Registration Fee Payment

Pay the one-time, non-refundable registration fee to include your application in the merit list.

4A —Fee Breakdown

Description	Amount
Registration Fee	50

4B —Accepted Payment Methods

Method	How to pay	Settlement
UPI	Enter UPI ID (e.g. name@upi) or scan the QR code on the payment page.	Instant
Debit / Credit Card	Visa, Mastercard, RuPay. Enter card details on secure payment gateway.	Instant
Net Banking	Select your bank from the list. Redirected to your bank login.	Instant

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Document Upload

Upload scanned copies of all required documents. Accepted formats: JPG, PNG or PDF. Maximum file size: 500 KB per document.

5A —Identity Documents

Document	Type	Specification
Passport Photograph	MANDATORY	Recent · white background · 2×2 inches
Signature	MANDATORY	Scanned signature on plain white paper ·
HP Bonafide Certificate	If HP Resident = YES	Issued competent authority ·

5B —Academic Certificates

Document	Type	Specification
Class 10 Marksheet	MANDATORY	Clear scan · Must be fully legible
Class 12 Marksheet	MANDATORY	Clear scan · Must be fully legible
Character Certificate	MANDATORY	From previous institution (school/college)

5C —Category & Sub-Category Documents

Document	Type	Specification
Category Certificate (OBC/SC/ST/EWS)	If reserved Category	Issued by competent authority
NCC / NSS Certificate	If declared in Step 1	Enrolment or merit certificate
Disability Certificate	PWD candidates only	Issued by Medical Board
Sports / Cultural Certificate	If activity declared	Issued by competent authority

Document Quality Standards —avoid rejection: 1. All scans must be CLEAR and fully legible —blurry documents will be rejected. 2. Photograph must have a PLAIN BACKGROUND. 3. File size must NOT exceed 500 KB —compress if needed. 4. If a document is rejected by college, the portal re-opens for you to replace ONLY the rejected document(s).

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Review & Preview

Review all information before final submission. This is your LAST opportunity to edit anything.

Last Chance to Edit: Once you submit in Step 7, you CANNOT change any information. Changes may not be guaranteed after submission. Review every section carefully.

What the Preview shows:

Section	Contents
Personal Details	Name, DOB, gender, contact, Aadhaar, category, ABC number
Family Details	Parents/guardian names, occupations, annual family income
Address	Permanent and correspondence addresses
Sub-Categories & Activities	All YES/NO declarations and extra-curricular activities
Academic Records	Class 10 & 12 board, stream, marks, percentage, subjects studied
Course Selection	Programme, scheme, all 4 preference rows with 7 subject slots (22 credits total)
Uploaded Documents	Thumbnail previews of all uploaded files

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Declaration & Final Submission

Accept the declaration and submit. You will receive your Application Reference Number immediately.

7A—Pre-Submission Checklist

S N	Checklist Item	Status
1	Personal details, sub-categories and activities filled	Required
2	Academic records (Class 10 & 12) entered	Required
3	Programme selected and all preferences filled	Required
5	All mandatory documents uploaded (clear, correct format)	Required
6	Preview reviewed—all details confirmed correct	Required
7	ABC Number and Anti-Ragging reference filled	Required

7B—Declaration Statement

By submitting this application, I declare that:

1. All information provided is true, correct and complete to the best of my knowledge and belief.
2. I have not withheld any relevant information and have not made any false or misleading statement.
3. I understand that the college reserves the right to cancel my admission at any stage if any information is found to be incorrect or fraudulent.
4. I have filled the Anti-Ragging form on antiragging.in and agree to abide by all anti-ragging provisions.
5. I accept all rules, regulations and fee policies of Govt. College, Paonta Sahib and Himachal Pradesh University.

Application Reference Number: After successful submission, you will receive a reference number. Save this number—required for all future correspondence, counselling, and fee payment.

C. What Happens After Submission

Stage	Timing	What happens	Your action
1. Under Review	Day 1	Application received. Status changes to 'Under Review' on dashboard.	No action needed—await notification.
2. Document Verification	As notified in admission schedule	Admission Committee verifies all uploaded documents. If a document is rejected, portal re-opens and you are notified.	Upload ONLY the rejected document(s) if notified.
3. Merit List	As notified in admission schedule	Merit list published based on Class 12 percentage. Your preference order is checked against available seats.	Check merit list on the website.
4. Approved—Fee Due	As notified in admission schedule	Status changes to 'Approved'. Admission fee deadline shown.	Pay admission fee within the deadline. Missing it releases your seat.
5. Seat Confirmed	Immediately on payment	Status: Admitted.	Download Admission Form. Report to college on the date specified with original documents.

D. Frequently Asked Questions

Question	Answer
Can I apply for more than one programme?	Yes. Submit a separate application for each programme. Each application requires a separate registration fee.
When should I register for ABC?	Before starting the portal. Visit abc.gov.in , generate your 12-digit ABC ID. It is mandatory and cannot be added later.
What if my document gets rejected?	You will receive a notification. The portal re-opens for you to upload only the rejected document(s). Verified documents remain locked.
Can I change subject preferences after submission?	No. Subject preferences are locked after submission. Ensure all preferences are filled correctly before submitting.
My 1st preference seats were full. What happens?	Your 2nd preference, then 3rd, then 4 th and so on. This is why filling all 7 preferences carefully is important.
What is the merit calculation formula?	Merit is based on Class 12 aggregate percentage. For CGPA: $CGPA \times 9.5 =$ percentage equivalent.
Do I need to visit the college before admission?	No —the entire application is online. However, you must report in person with all original documents on the day of physical verification of documents.

E. Quick Reference—At a Glance

Step	What to do	Documents needed
Step 1	Personal, family, addresses, sub-categories, activities	Aadhaar, category certificate (if applicable)
Step 2	Class 10 & 12 marksheet details + subjects studied	Class 10 & 12 marksheets (for reference)
Step 3	Programme + scheme + 7 subject preference rows (6 slots each)	—
Step 4	Pay registration fee online (UPI / Card / Net Banking)	Payment app / bank card
Step 5	Upload photo, signature, marksheets & certificates	See Section 5 for full list
Step 6	Review all information —last chance to edit before submission	—
Step 7	Accept declaration and submit final application	—
Post-submission	Monitor dashboard · Pay admission fee if approved ·	

Checklist for Admission to 1st semester

1. Application Form
2. Matric Certificate (2 copies)
3. +2 Certificate (2 copies)
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 certificate from a competent authority must be enclosed.
8. Self-Declaration for gap year (s).
9. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.
10. Copy of Adhaar 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 year and 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 (1 copy)
5. +2 Certificate, 1 Copy 1st year Result Card, 1 Copy 2nd year Result Card.
6. Copy of Adhaar Card
7. 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.
8. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the certificate from a competent authority must be enclosed.

Checklist for Admission to M.A., M.Com. and 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 (1 copy)
5. +2 Certificate (1 copy)
6. Graduation Certificate / Grade cards
7. HPU PG Entrance Exam Result Card
8. Copy of Aadhaar Card
9. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the certificate from a competent authority must be enclosed.

NOTE :-

- 1. All original certificate must be produced at the time of admission.**
- 2. All students are directed to submit all the required attested/original documents to the college within 07 days from the date of admission. Failure to deposit the required documents within the stipulated period may result in cancellation of admission.**