

Instructions for Filling up Online Admission Form for the Session 2024-25

General Instructions:-

- Before filling up the online application form, the Applicant(s) are advised to read carefully the Prospectus/Notification/Advertisement for the courses (s)/Exam(s) and also ensure that he/she is eligible as per the criteria prescribed in the Prospectus/Notification/Advertisement.
- **Admission will only take place through online mode.** The application received through any other mode (offline etc.) will not be accepted and summarily rejected.
- Online Application process must be completed (including Form Filling and Submit Prospectus Fee) before last date fixed for submission of online form as mentioned in the Prospectus/Notification, after which the weblink will automatically be disabled and no subsequent correspondence will be entertained in that respect.
- The Applicant(s) applying for the admission should ensure that they fulfill all eligibility criteria as prescribed for admission. Their admission at all stages will be purely provisional subject to satisfying the prescribed eligibility conditions.
- College takes up verification of eligibility conditions with reference to original documents at subsequent stages of admission process.

DOCUMENTS REQUIRED TO UPLOAD FOR ADMISSION IN FIRST YEAR

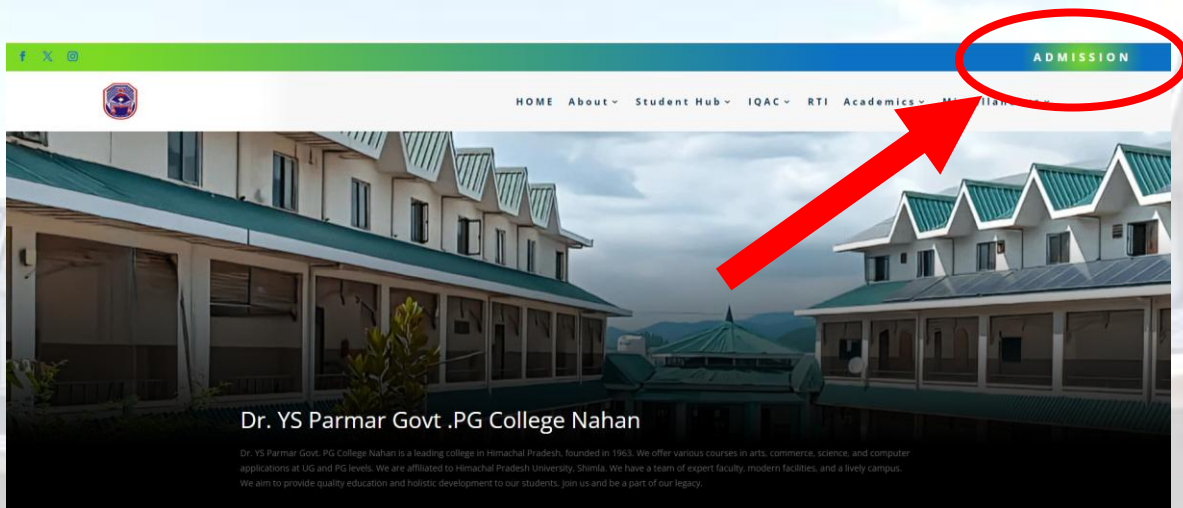
- ✓ Matriculation Certificate
- ✓ +2 Certificate (1 photocopy)
- ✓ Photograph of student (Photograph should be with white background and genuinely clear and proper)
- ✓ Original School Leaving & Character Certificates issued by the school
- ✓ If +2 class is passed as a private candidate, in that case character certificate may be obtained from a Gazetted Officer/ Panchayat Pradhan/ Municipal Councilor
- ✓ In case of opting for category benefit, SC/ST/OBC/IRDP/BPL/Minority Community/Physically Disabled the certificate must be enclosed from a competent authority
- ✓ Statement of disclosure for gap year(s) (Can be downloaded from college website)
- ✓ Himachal Bonafide Certificate must be attached by girl students to avail tuition fees concession
- ✓ Copy of Aadhaar Card
- ✓ Those who have passed their eligibility exam from a Board/ University other than Himachal Pradesh must upload original Migration Certificate.

Important Instructions regarding filling up of online application(s) form(s):

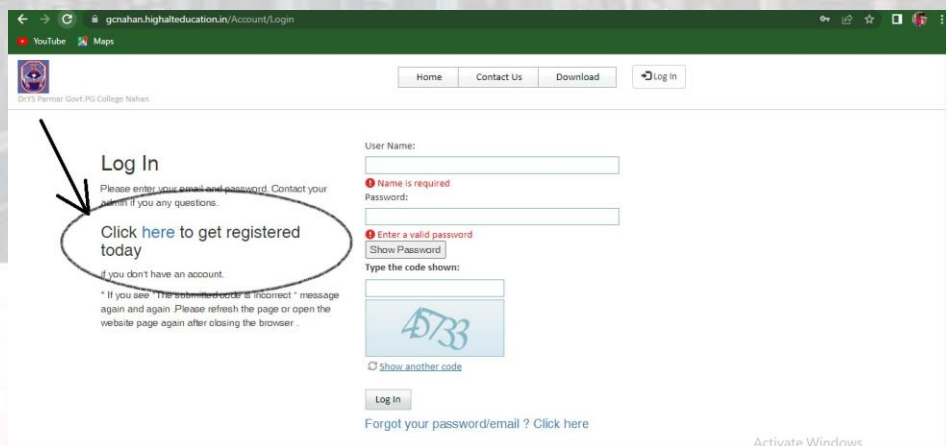
For Online Admission

1. Applicant(s) are required to apply online through college official website i.e. <http://www.gcnahan.in/> No other means/modes of application are acceptable.

Go to college official website <https://gcnahan.in/>
and click on **ADMISSION**



2. Applicant(s) must register on online admission portal using a valid Email ID and Mobile Number before creating login credentials.



NOTE: Applicants are advised to keep their user id and password with themselves for future use.

3. Applicant(s) must verify the email before logging in. It is a onetime process.
4. Verification mail may reflect in inbox or spam folder of the email account holder.
5. After creating login credentials, applicant(s) need to login with these credentials. He/she will be redirected to dashboard page, from where he/ she can apply for the relevant course.
6. Applicant(s) need to click on '[Click Here to Apply](#)' link, to apply for the Course.
7. Applicant(s) should carefully fill all the information asked in the Form and then SAVE it.
8. The Applicant(s) is required to upload at the appropriate weblinks provided for that purpose:
 - a. Matriculation or Date of Birth Certificate, in support of his date of birth/proof of age.
 - b. 10+2 marksheet for merit generation.
 - c. Character certificate (issued by the competent authority)
 - d. Original Migration certificate (for students belonging to boards other than HP)
 - e. The category certificates for claiming reservation, fees relaxation, age relaxation etc. against their respective category, they do belong to.
 - f. Himachal Bonafide certificate for claiming fee relaxation in case of Himachali girl candidates.

Note: Size of document to be uploaded should not exceed 1 MB

9. The Applicant(s) is also required to upload his/her recent photograph.
 - Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. = 4.5 X 3.5 cm)
10. Only the applications of applicants who fulfill all the requisite eligibility criteria will be accepted by the system.
11. Applicant(s) will not be allowed to edit their application form after its final submission.

Fees structure and Mode of Payment

The fees of all type prescribed for the Applicant(s) are mentioned in prospectus.

However, the Applicant(s) are required to follow below mentioned procedure to pay the fees:

- After submitting application, '[Pay prospectus fee](#)' link will be visible in the second grid of dashboard page. Applicant(s) will be able to see applications submitted by them in the application status grid with fees payment (prospectus fees) status.
- 'Pay prospectus fee' link will be available there only for those applicants for which the prospectus fees is not paid.
- Only one option will be available after clicking on Pay Now link for prospectus.

Online Payment - Applicant(s) can pay using Net banking , UPI (Google Pay, PhonePe, Paytm, Bhim etc) for Online Payment to the college.

For depositing prospectus fee for BA/BSc/ BCom/ BVoc account details are

Bank Name : ICICI Bank
Branch Name : Nahan HP 173001
Name of account holder: Principal YSParmar Account
No 062801000432
IFS Code : ICIC0000628

For depositing prospectus fee for BCA/BBA account details are

Bank Name : ICICI Bank
Branch Name : Nahan HP 173001
Name of account holder : Principal YSParmar
Account No 062801000432
IFS Code : ICIC0000628

No payment will be accepted after the last date of submission of application form as mentioned in HPU notification. The candidature of such Applicant(s) shall be liable to be rejected straightway without further communication.

- The list of selected Applicant(s) will be drawn in the order of their merit.

Warning :

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).