

INSTRUCTIONS FOR FILLING UP OF ADMISSION FORMS

1. **Download Prospectus, read it carefully and follow instructions.**
2. **Before filling up of admission form keep the scanned copies of all the original documents and scanned passport size photograph ready to be uploaded on the website. See the checklist below:**
 - ✓ Passport Size Photograph
 - ✓ Matriculation and 10+2 Certificates
 - ✓ Latest Character Certificate from the institution last attended. In case of private candidates, latest character certificate by some H.P. Govt. Gazetted Class-I Officer or any other competent authority.
 - ✓ Self-Attested Copies of category certificate (SC/ST/OBC/IRDP/ PH) if claimed.
 - ✓ Self-Attested Copies of Sports/Cultural/NCC/NSS etc. **if any (At 10+2 level)**
 - ✓ A certificate from a competent authority in case of single girl child.
 - ✓ Himachali Bonafide certificate for fee concession **(for girl students only)**
 - ✓ Disabled Students will upload medical certificates from competent authority.
3. **Applicant must have a valid Email ID and Mobile Number before registering and creating login credentials**
4. **Applicant must verify the email before logging in. It is a onetime process. Verification mail may reflect in inbox or spam folder of the email account holder.**
5. **After creating login credentials, applicant needs to login with these credentials .He/she will be redirected to the dashboard page, from where he/ she can apply for the respective programme.**
6. **Applicant needs to click on '[Click Here to Apply](#)' link, to apply for the programme.**
7. **Applicant should carefully fill all the information sought in the form and then SAVE it.**
8. **The Applicant is required to upload documents at the appropriate links provided for this purpose:**
 - **Matriculation or Date of Birth Certificate, in support of date of birth/proof of age.**
 - **Graduation.**
 - **Character certificate (issued by a competent authority)**
 - **The supporting documents for claiming reservation, fees relaxation, age relaxation etc. against their respective category, applying for.**
 - **Size of documents should not exceed 1 MB.**
9. **The Applicant is also required to upload his/her recent photograph.**
 - **Size of the photograph (passport size) should not exceed 50 KB.**
 - **Photograph must be a passport size colour picture.**
 - **Photograph must be taken directly facing the camera.**
10. **Only the applications of applicants who fulfil all the eligibility criteria will be accepted by the system.**
11. **Applicant(s) will not be allowed to edit their application form after its final submission.**
12. **After submitting admission forms successfully go to the link https://antiragging.in/Site/Affidavits_Registration.aspx for undertaking about Anti-ragging which is mandatory.**

FEES STRUCTURE AND MODE OF PAYMENT

Fees of all type, prescribed for the Applicant are mentioned in the prospectus. However, the Applicant is required to follow the following procedure to pay the fees:-

- (a) After submitting application, **'Pay prospectus fee'** link will be visible in the second grid of dashboard page.
- (b) **'Pay prospectus fee'** link will be visible for applications for which the prospectus fees has not been paid.
- (c) Payments will be accepted online only.
- (d) No payment will be accepted after the last date of submission of application form as mentioned in the notification. The candidature of such Applicant(s) shall be liable to be rejected right away without further communication.

GENERAL INSTRUCTIONS

- Before filling up the online application form, the Applicant is advised to read carefully, the Notification/Advertisement for the programme and also to ensure that he/she is eligible as per the criteria prescribed in the Advertisement Notice.
- The application received through any other mode (offline etc.) will not be accepted and will be summarily rejected.
- Online Application process must be completed before the last date fixed for submission of online form in the Notification/Advertisement, after which the weblink will automatically be disabled and no subsequent correspondence will be entertained.
- The Applicant applying for the admission should ensure that he/she fulfils all eligibility criteria as prescribed for admission. Admission at all stages will be purely provisional subject to satisfaction of the prescribed eligibility conditions.
- College will verify eligibility conditions from original documents at subsequent stages of the admission process.
- The list of selected Applicant(s) will be drawn in order of merit.