

**ADMISSION PROCESS/GUIDELINES FOR ADMISSION TO B.A./BSc/B.Com.  
2023-24**

**1<sup>ST</sup> YEAR, 2<sup>ND</sup> YEAR/ 3<sup>RD</sup> YEAR**

All the students seeking admission in B.A/B.Com (UG) will have to apply online. All the admissions to first year will be on merit basis.

**DOCUMENTS & INSTRUCTIONS REQUIRED FOR ONLINE ADMISSION**

1. Scanned copies of all Board/Univ. certificates from matriculation onwards.
2. Scanned copy of character certificate from the head of institution last attended.
3. A valid mobile number and Email account of Student/Parents.
4. Copy of Aadhar Card must be submitted.
5. Recent passport size photograph scanned in 140 x 180 pixel resolution and less than 200 KB in size.
6. The candidates from other Boards/University, must submit:
  - a. Eligibility certificate from H.P. Board/University showing equivalence.
  - b. Migration Certificate.
7. One copy of certificate of SC/ST from Magistrate Class-1 for seeking relaxation in age and benefit of reservation in the respective category.
8. The candidate belonging to IRDP, NCC, NSS, Sports, Cultural Quota seeking relaxation & benefit must upload scanned copy of corresponding certificate.
9. All students from 2ndyear onwards have to fill HP University Roll No. along with College Roll No and HPU Registration Number.
11. All fields marked with red star are mandatory
12. All fields marked with red star are mandatory If by mistake you have submitted wrong information, you can edit (Except DOB and your name) from your Student Login.
13. Choose the Date of Birth (DOB)and Gender carefully; Age related eligibilities will be based on these Fields.
14. Click on Register Button. Note: - Please don't click multiple time as registration process may take some time to complete
15. Please note after registration process you must login into admission portal and complete your application form.
16. The candidate will receive a confirmation email/message about the acceptance of her/his admission form or any shortcoming in it to be rectified before depositing admission fee.
17. The candidate will complete the process of admission by depositing the required fee. Bank charges/commission payable if any, for online deposit of fee shall be borne by the candidate.
18. No fee/funds will be charged from students with special needs (with more than 40 percent disability) upon the production of medical certificate as per DHE, HP letter no. EDN-H(8) B (15)- HPU-15/2013 dated 01.02.2020.
19. If you have any trouble to register, please contact with college admin on mentioned phone numbers
20. To know more about the college visit: [www.gcdhami.ac.in](http://www.gcdhami.ac.in)