# **Admission Registration process for Session 2022-23**

- ➤ Download and read the College Prospectus carefully
- Click On link Online Registration, first create your User ID & Password (Registration is required for first Year/Semester Students). For Registration: Student's valid Mobile Number & E-mail ID is required.
- > 2<sup>nd</sup>& 3<sup>rd</sup> Year/Semester Students: Login with your existing User ID & Password
- Fill the Admission Form carefully and submit. After submission, the student will receive a confirmation E-mail on his/her registered E-mail id.
- After verification by the college, the student will receive a verification message on his/her registered E-mail and a link will be visible on the Student Portal.
- The fee can be paid Online via **ATOM Gateway only** (Facilities under ATOM Gateway: Debit Card/Credit Card/Google Pay/PayTM/Any UPI)
- ➤ The Admission process will be complete only after successful fee transaction and the student will receive a confirmation message with the transaction details will on his registered E-mail and contact number

## **Registration Process**

#### Step-I

1st Year/Semester Students: Register Yourself

2nd & 3rd Year/Semester Students: Login (with existing ID & Password)

Step-II

**Course Selection** 

Step-III

Add /Edit Profile

Step-IV

Fill Your Educational Details

**Upload Your Documents (optional)** 

Step-V

Pay Online Fee only after Receiving Confirmation

Step-VI

Print Admission Form & keep it with yourself

**Note:** This provisional admission will be regularized after the verification of Original Certificates by the respective Committee. Date and Time of verification of Original documents will be intimated to the students accordingly.

### **Admission Guidelines and Rules**

- Admission to 1<sup>st</sup> year shall be purely on provisional basis.
- The students of NIOS (National Institute of Open School) who have passed all five subjects by securing requisite marks will be eligible for admission in 1<sup>st</sup> year. There is no provision of admission to compartment cases.
- ➤ Age limit for admission to 1<sup>st</sup> year is 23 years on 1<sup>st</sup> July, 2022 and for girls it is 25 years as on 1<sup>st</sup> July, 2022. Age relaxation of three years is allowed in case of SC/ST candidates. Vice-Chancellor has the power to permit age relaxation for reasons to be recorded in writing up to maximum of 6 months.
- ➤ If the admission of any candidate is cancelled by the University, the college will not be responsible for it.
- ➤ Character / School leaving certificate in original is essential from students seeking admission in the 1<sup>st</sup> year and those who have appeared as private candidates in +2 have to procure a character certificate from a Gazetted Officer/Pradhan Gram Panchayat/Municipal Councillor. The character certificate should not be more than 6 months old.
- ➤ Parents / Guardian's signature is essential on the admission form failing which no admission will be given.
- > Students with a record of misconduct / indulgence in ragging in previous years will not be given admission in the current session.
- ➤ The fee once paid shall not be refunded irrespective of whether admission is regularized or not.
- ➤ Every student has to give an undertaking on prescribed performa given in the prospectus that he/she will not indulge in ragging of any kind.
- ➤ An anti-ragging form is to be filled online at

www.antiragging.in (or) www.amanmovement.org

The copy of this has to be submitted in the office.

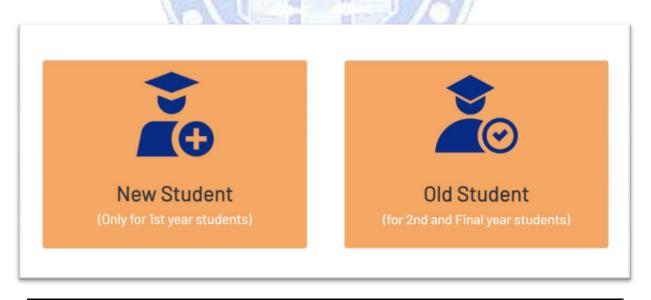
- ➤ No student will be allowed to join two full time regular degree courses of study simultaneously. However, students can join part time diploma courses as well as courses of IGNOU simultaneously.
- Fresh entrants will also fill Online University Registration Form and the date will be displayed on college notice board, for which one copy each of Matriculation and +2 certificates is required.

## **Documents required at the time of Physical Verification**

- ➤ Pass port size photographs: Two passport size photographs (to be attested by the concerned authority), one for the admission form and other for library card.
- ➤ **Board/University Certificates:** Photocopies of certificates matriculation onwards. Originals must be presented for attestation.
- Character Certificate and School leaving certificate from the Institution last attended
- AADHAR Card(Self-Attested Copy)
- ➤ Migration Certificate (original): Migration certificate is required at the time of admission from those students who have passed their 10+2 examination from the board / university other than Himachal Pradesh Board of School Education.
- Category Certificate
- ➤ Gap Certificate: Candidates with gap year will submit a Self-declaration certificate stating facts/reasons for discontinuation of studies that account for the gap year. If the facts provided are found to be false at any stage, his/her candidature will be immediately suspended.
- ➤ Physical Disability Certificate: Students with physical disability above 40% shall have to submit disability certificate from the competent authority.
- Anti-Ragging form: Students are advised to fill the Anti-Ragging form and submit to concerned committee.

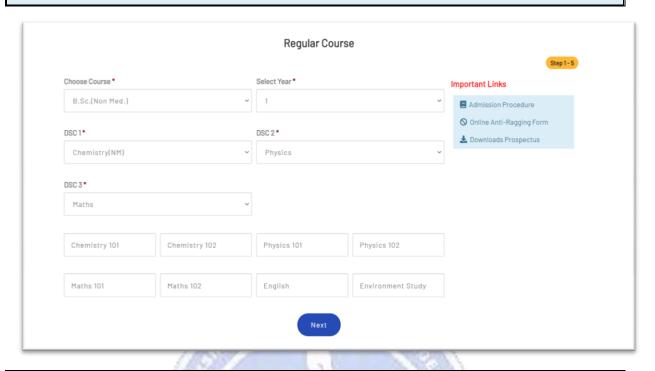
# **Registration Process Steps Screen Shots**



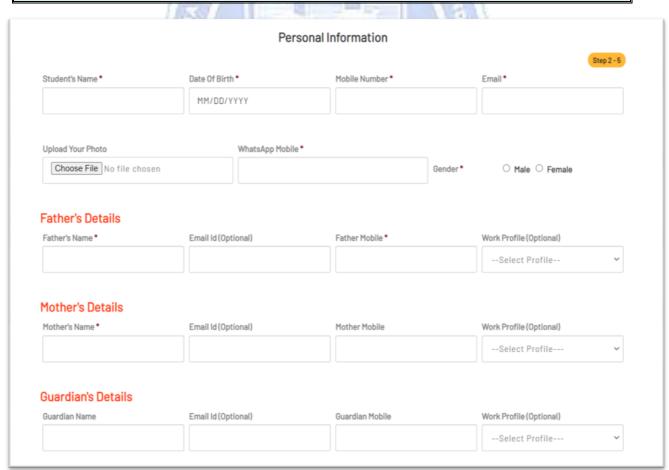


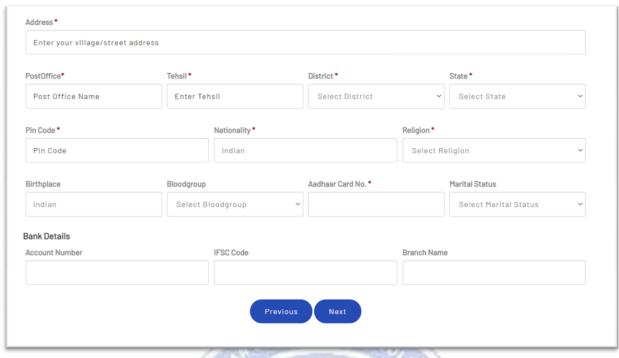
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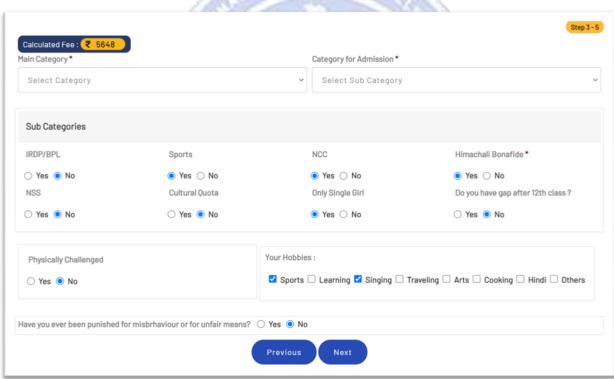
#### **Course Selection**



### Add /Edit Profile







#### **Fill Your Educational Details**

