# SCVB Govt. College Palampur
# District Kangra, Himachal Pradesh

## IMPORTANT INSTRUCTIONS FOR ONLINE ADMISSION 2020-21

Interested students who want to take admission in BA/B.Sc./B.Com I Year are required to follow the following *steps for online admission*:

1. Visit college official website www.gcpalampur.ac.in

2. On home page click link-  Admission Form2020

3. Download the Admission Form along with Library card, PTA form and Anti Ragging Affidavit *(either in MS-Word format or in PDF format)*.

4. For MS-Word format Form, fill the form *(paste photo & signatures wherever required),* append & paste 10th, 12th mark sheets, category certificate *(other than General category)* and other requisite documents.  Save it. Then send it in MS-Word or PDF format to one of the email id  given below.

5. For PDF Form, take out printed  form, fill the form. Then scan and make **single PDF file** of filled form, 10th, 12th mark sheets, category certificate *(other than General category)* and other requisite documents.  Then send it in PDF format  to one of the email id  given below.

6. Name of the MS-Word or PDF file should be your 12th class board roll number. E.g. if your 12th class board roll number is 123456 then MS-Word or PDF file name should be 123456.docx or 123456.pdf.

7. After creating MS-Word or PDF file send it to one of the following email ids:

   For admission in BA-I : *gcpadmissionba@gmail.com*

   For admission in B.Sc.-I : *gcpadmissionbsc@gmail.com*

   For admission in B.Com-I : *gcpadmissionbcom@gmail.com*

8. *Incomplete admission form or form without required signatures will be rejected.*

9. *College will prepare provisional merit list for admission. All students who will be in provisional merit list and want to seek admission has to visit college along with all original documents such as:*

    a. *10<sup>th</sup> Class certificate*

    b. *12<sup>th</sup> Class certificate*

    c. *Character certificate*

    d. *Migration certificate ( For students who have pass 12th class other than HPSEB)*

    e. *Gap year certificate (if any)*

    f. *Category certificate (General/SC/ST/Sports/Cultural/Single Girl child/Specially abled Certificate)*

    *Minority/OBC/IRDP(for information only)*

    g. *Bonafide certificate (for girls, in case of Himachal Pradesh bonafide resident)*

    h. *Aadhar card, bank account, blood group etc.*

10. *Read all the instructions given in Prospectus 2020-21 before filling admission form. Prospectus 2020-21 is available on college's official website [www.gcpalampur.ac.in](www.gcpalampur.ac.in)*

11. *Regularly visit college's official website for all updates.*

Principal