

# SCVB Govt. College Palampur

## District Kangra, Himachal Pradesh

### IMPORTANT INSTRUCTIONS FOR ONLINE ADMISSION 2020-21

Interested students who want to take admission in MA Economics I-Semester are required to follow the following **steps for online admission**:

1. Visit college official website [www.gcpalampur.ac.in](http://www.gcpalampur.ac.in)
2. On home page click link- MA Economics 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 10<sup>th</sup>, 12<sup>th</sup> mark sheets, Graduation Marks Sheets, category certificate (*other than General category*) and other requisite documents. Save it. Then email it in MS-Word or PDF format to email id: ***gcpadmissionmaeco@gmail.com***
5. For PDF Form, take out printed form, fill the form. Then scan and make **single PDF file** of filled form, 10<sup>th</sup>, 12<sup>th</sup> mark sheets, Graduation Marks Sheets, category certificate (*other than General category*) and other requisite documents. Then email it in PDF format to email id: ***gcpadmissionmaeco@gmail.com***
6. Name of the MS-Word or PDF file should be your 12<sup>th</sup> class board roll number. E.g. if your 12<sup>th</sup> 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 email it to email id: ***gcpadmissionmaeco@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. ***Graduation Certificate***
  - d. ***Character certificate***
  - e. ***Migration certificate ( For students who have pass 12th class other than HPSEB)***
  - f. ***Gap year certificate (if any)***
  - g. ***Category certificate (SC/ST/Sports/Cultural/Single Girl child/Specially abled Certificate)***

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

  - h. ***Bonafide certificate (for girls, in case of Himachal Pradesh bonafide resident)***
  - i. ***Aadhar card, bank account, blood group etc.***
10. ***Regularly visit college's official website for all updates.***