

Instructions for filling up the Admission form 2021-22 for BBA/ BCA

Before applying candidate must have following document/particulars handy (For all Candidates)

1. A valid own Mobile number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS/email.
2. Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber CAFE's Mobile number.
3. An E-Mail ID belonging to the candidate only.
4. Recent passport size scanned photograph (Student Photo size is less than 250 KB.)
5. Scanned copies of the following certificates(whichever is applicable)
 - Matriculation certificate
 - 10+2 certificate
 - Latest Character certificate
 - Migration certificate(for students who have **not** done 10+2 from H.P. Board)
 - Bonafide Himachali certificate (for girl students only)
 - 40%disability certificate and category certificate in case of students seeking any sort of fee concession /age relaxation.
 - Scanned copies of Fee receipt of the second installment of the previous year and Admit card issued by the University for the Examination ,2021(for 2nd and 3rd Year students only)
6. UID Aadhaar number or Enrollment number.
7. SC/ST candidates who want to apply for scholarship must have a valid Aadhaar linked Bank Account with core banking facility. Please keep handy Bank Account number, Branch Name and Branch IFSC Code.
8. Candidates willing to apply for Reservation must have a valid supporting document.
9. At the time of counselling the candidates will bring the all original documents and their photo copies whose name appear in the Cut-Off list or to whom SMS for counselling is sent.
10. It is advised to regularly check email, SMS and visit College site for latest updates regarding admission process.

Instructions for New Students 1st Semester

- All the new students seeking admission in the college will have to register themselves on the online admission portal.
- All the admission will be provisional subject to final approval by the university.
- The new entrants must see to it that they choose the courses of BBA or BCA as per their choice.
- They must apply separately for either BBA course or BCA course

Instructions for Old Students of BBA / BCA 3rd & 5th Semesters

- All the students seeking admission in the college will have to register themselves on the online admission portal.
- It will be mandatory for all the students to upload the admit card of the H.P.U. Examination 2021 and fee receipt of the fee deposited in the previous year. Without these documents the application for the admission will not be considered.
- University Registration Number of candidates who are already registered with the University.