

Instructions

Important Instructions regarding filling up of online application(s) form(s):

1. Applicant(s) are required to apply online through admission portal i.e. <https://gcbharmour.highaltdeducation.in/>. No other means/modes of application are acceptable.
2. Applicant(s) must have a valid **Email ID** and **Mobile Number** before registering and creating login credentials.
3. Applicant(s) need to click on '**Click here to register (new user)**' link, to register on the portal.
4. After creating login credentials, applicant(s) need to verify the email before logging in. It is a onetime process.
5. Verification mail may reflect in inbox or spam folder of the email account holder.
6. After e-verification of mail ID, applicant(s) need to login with these credentials by clicking on "**Click here to login**" available on admission portal. He/she will be redirected to dashboard page, from where he/ she can apply for the relevant course.
7. Applicant(s) should carefully fill all the information asked in the Form and then click **SAVE AND NEXT** button.
8. The Applicant(s) is required to upload at the appropriate weblinks provided for that purpose:
 - Matriculation or Date of Birth Certificate, in support of his/her date of birth/proof of age.
 - 10+2 marks sheet for merit generation.
 - Character certificate (issued by the competent authority)
 - Migration certificate (for students belonging to boards other than HP)
 - The category certificates for claiming reservation, fees relaxation, age relaxation etc. against their respective category, they do belong to.
- ❖Size of documents should not exceed 1 MB.
9. The Applicant(s) is also required to upload his/her recent photograph image & scanned signature.
 - Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. = 4.5 X 3.5 cm)
10. Only the applications of applicants who fulfill all the requisite eligibility criteria will be accepted by the system.
11. Applicant(s) will not be allowed to edit their application form after its final submission.
12. Before final submission, candidates are advised to purview the form, and if it is complete, Click on **SUBMIT AND PAY PROSPECTUS PAYMENT**.
13. After online submission of admission form & prospectus fee, candidates have to appear before the Admission Committee along with all original documents between 10 AM to 1.30 PM on or before last date of admission.
14. College authorities will scrutinize/verify the uploaded documents to confirm that there is no shortcoming or deficiency in the application form. On any deficiency, a SMS/email will be sent on candidate's number/email ID.

15. On satisfaction of college authorities, admission will be granted subject to eligibility and availability of seats, a confirmation SMS/email will be sent on candidate's number/email ID.
16. The candidate will be required to deposit the fee ONLINE. After deposition of fee, the candidate has to take the printout of application form for onward submission in the College along with photocopies of documents.
17. In case the student fails to deposit his/her fee online before due date, the seat will be offered to the next eligible candidate.

Fees structure and Mode of Payment

The fees of all type prescribed for the Applicant(s) are mentioned in prospectus.

The Applicant(s) are required to follow below mentioned procedure to pay the fees:-

Applicant(s) will be able to see applications submitted by them in the application status grid with fees payment (prospectus fees) status. '**Pay prospectus fee**' link will be available there only for those applicants who has not paid the prospectus fees.

Only one option will be available after clicking on Pay Now link for prospectus.

Online Payment - Applicant(s) can pay using **Net banking, UPI (Google Pay, PhonePe, Paytm, Bhim etc.)** for Payment of fees to the college.

Note: No registration payment will be accepted after the last date of submission of application form as mentioned in notification. The candidature of such Applicant(s) shall be liable to be rejected straightway without further communication.

General Instructions

- Before filling up the online application form, the Applicant(s) are advised to read carefully the Notification/prospectus for the courses(s) and also ensure that he/she is eligible as per the criteria as prescribed in the Advertisement Notice/Prospectus.
- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.
- Online Application process must be completed (including Form Filling and Submission of Prospectus Fee) before last date fixed for submission of online form as mentioned in the Notification/Prospectus, after which the weblink will automatically be disabled and no subsequent correspondence will be entertained in that respect.
- The Applicant(s) applying for the admission should ensure that they fulfill all eligibility criteria as prescribed for admission. Their admission at all stages will be purely provisional subject to satisfying the prescribed eligibility conditions.
- The list of selected Applicant(s) will be drawn in the order of their merit.

Warning

Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would render immediate disqualification of the Applicant(s).