

Read The “Application Process” and “Instructions” Before Applying.

Application Process

- Visit www.gcdhaliara.in
- Click on the flashing **Online Admission** Link Available there.
- Click on Click here to register (new user).
- Enter Your Name, A Valid E-Mail, Mobile Number and chose a good Password.
 - **Applicant(s) must verify the email before logging in. It is a onetime process.**
 - **Verification mail may reflect in inbox or spam folder of the email account holder.**
 - **In Case, You are already Registered, Click on Login to Go to Login Page.**
 - **Note: Remember the email/userid and password with which you have registered for Future Use.**
- After creating login credentials (Username and Password), applicant(s) need to login with these credentials. You will be redirected to dashboard page, from where you can apply for the relevant course.

Information about Tabs Available on Dashboard

- **Apply Course** To apply for various courses that are offered by the college.
 - **My Applications** Shows all the applications that you fill and in which state they are.
 - **Fee Payments** Payment receipts and links to make payment for Different college fees and fines.
 - **My Details** Shows your Academic and Personal Details that were filled at the time of Admission.
- Applicant(s) need to click on ‘Click Here to Apply’ link pertaining to the Course in which He/She is seeking admission. Submit it and pay Prospectus fee.

- You can fill multiple applications for different courses if you are applying for first year.
- You cannot fill multiple applications for same course with same reservation
- You can delete any application that is not yet submitted or paid
- Few details on the application form cannot be edited (highlighted in the application) if you are filling multiple applications, if college has already verified any one of your application.
- As your submitted application goes through various stages, it is highly recommended to keep looking at your dashboard during admission process. You are also informed by sending emails to your registered email address.

- If not paid while filling the form, then pay the prospectus fee from 'Fee Payments' tab Available on you Dashboard.
 - Wait for Application Verification from the College and check Application status from 'My Application' tab.(email notification will be sent for the same)
 - In case the College displays merit, the Merit List will be displayed on the Home page of the Admission website.
 - If you appear in Counselling then check for confirmation message after the Counselling process is completed.
 - You can always see latest status of your Applications in 'My Applications' tab.
 - Pay your college fee from 'Fee Payments' tab after the completion of your counselling.
- **Note: It is advised to regularly check Email/SMS and visit this site for the latest updates on admission process and paying various fees.**

Important Instructions

- **While filling the form, in “Personal Section” choose Select “Student Type” based on the following:**
 - **Applicant** For new admission in college.
 - **Migrating Student** if you are moving from some other college to this college.
 - **Active Student** if you are already enrolled in this college.
- **Before applying candidate must have the following document/particulars handy:**
 - Keep recent passport size photograph scanned in 150 x 190 pixels resolution and less than 1MB in size.
 - Keep signature scanned in 150 x 190 pixels resolution and less than 1MB in size
 - Keep scanned copy of valid Aadhaar number or Enrollment number.
 - Keep scanned copy of marks Sheet of previous passed examinations.
 - Keep University Registration Number of candidates who are already registered with the University.
 - Keep original Migration Certificate with one attested copy from Board/University other than H.P. Board of School Education/H.P. University.
 - Candidates applying for category reservation must have a valid supporting document.
 - **Second and Third Year Students should also upload their Previous Year Admit Card.**

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).