Program Preference Guidelines.

Instructions for uploading requisite Documents and filling of preferences form for Online Admission Counseling Process for the Session 2021-22
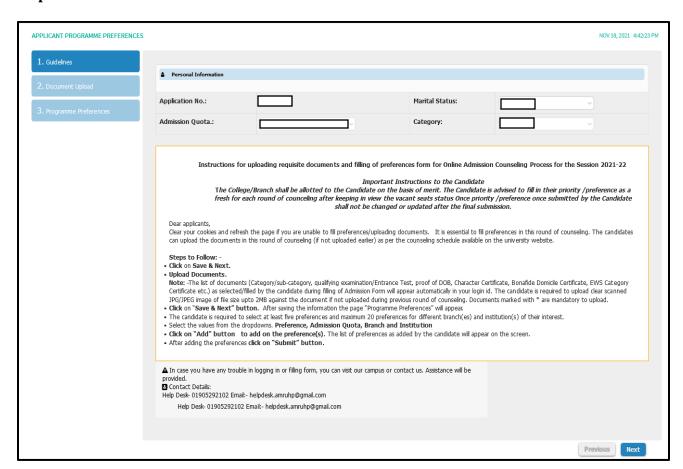
Important Instructions to the Candidate

The College/Branch shall be allotted to the Candidate on the basis of merit. The Candidate is advised to fill in their priority /preference as a fresh for each round of counceling after keeping in view the vacant seats status Once priority /preference once submitted by the Candidate shall not be changed or updated after the final submission.
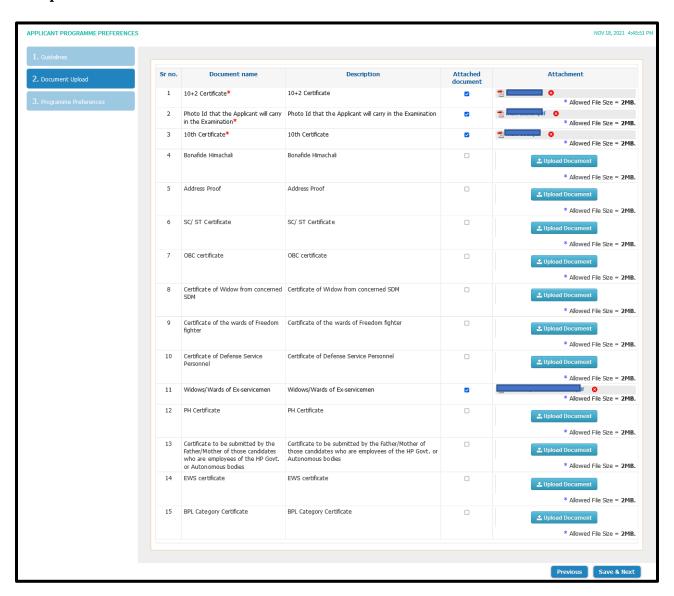
Dear applicants,

Clear your cookies and refresh the page if you are unable to fill preferences/uploading documents. It is essential to fill preferences in this round of counseling. The candidates can upload the documents in this round of counseling (if not uploaded earlier) as per the counseling schedule available on university website.
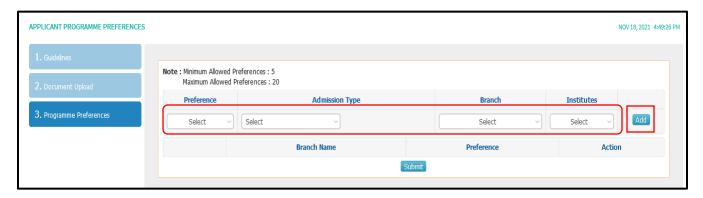
Step to Follow: -

- **Click** on **Next.**
- **Upload Documents.**

Sr no.	Document name	Description	Attached document	Attachment
	1. Guidelines			
	2. Document Upload			
	3. Programme Preferences			
1	10+2 Certificate*	10+2 Certificate	☑	📄 ▬▬▬ ⊗ * Allowed File Size = 2MB.
2	Photo Id that the Applicant will carry in the Examination*	Photo Id that the Applicant will carry in the Examination	☑	📄 ▬▬.pdf ⊗ * Allowed File Size = 2MB.
3	10th Certificate*	10th Certificate	☑	📄 ▬▬.pdf ⊗ * Allowed File Size = 2MB.
4	Bonafide Himachali	Bonafide Himachali	☐	⬆ Upload Document * Allowed File Size = 2MB.
5	Address Proof	Address Proof	☐	⬆ Upload Document * Allowed File Size = 2MB.
6	SC/ ST Certificate	SC/ ST Certificate	☐	⬆ Upload Document * Allowed File Size = 2MB.
7	OBC certificate	OBC certificate	☐	⬆ Upload Document * Allowed File Size = 2MB.
8	Certificate of Widow from concerned SDM	Certificate of Widow from concerned SDM	☐	⬆ Upload Document * Allowed File Size = 2MB.
9	Certificate of the wards of Freedom fighter	Certificate of the wards of Freedom fighter	☐	⬆ Upload Document * Allowed File Size = 2MB.
10	Certificate of Defense Service Personnel	Certificate of Defense Service Personnel	☐	⬆ Upload Document * Allowed File Size = 2MB.
11	Widows/Wards of Ex-servicemen	Widows/Wards of Ex-servicemen	☑	▬▬▬▬▬.pdf ⊗ * Allowed File Size = 2MB.
12	PH Certificate	PH Certificate	☐	⬆ Upload Document * Allowed File Size = 2MB.
13	Certificate to be submitted by the Father/Mother of those candidates who are employees of the HP Govt. or Autonomous bodies	Certificate to be submitted by the Father/Mother of those candidates who are employees of the HP Govt. or Autonomous bodies	☐	⬆ Upload Document * Allowed File Size = 2MB.
14	EWS certificate	EWS certificate	☐	⬆ Upload Document * Allowed File Size = 2MB.
15	BPL Category Certificate	BPL Category Certificate	☐	⬆ Upload Document * Allowed File Size = 2MB.

Previous   Save & Next

Note: -The list of documents (Category/sub-category, qualifying examination/Entrance Test, proof of DOB, Character Certificate, Bonafide Domicile Certificate, EWS Category Certificate etc.) as selected/filled by the candidate during filling of Admission Form will appear automatically in your login id. The candidate is required to upload clear scanned JPG/JPEG image of file size upto 2MB against the document if not uploaded during previous round of counseling. Documents marked with * are mandatory to upload.

- **Click** on "**Save & Next" button.** After saving the information the page "Programme Preferences" will appear.
- The candidate is required to select at least five preferences and maximum 20 preferences for different branch(es) and institution(s) of their interest.

- Select the values from the dropdowns. **Preference, Admission Quota, Branch and Institution**
- **Click on "Add" button   to add on the preference(s).** The list of preferences as added by the candidate will appear on the screen.
- After adding the preferences **click on "Submit" button.**

- After submitting minimum preferences, you can reset the details any time till last date.