



Office of the Principal  
Government Degree College Shopian,

Gagren Shopian Kashmir, 192303

گورنمنٹ ڈگری کالج، شوپیان کشمیر۔

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No: GDCS/2024/

Date: 19 /08 /2024

**Online Admission Guidelines for BG 5<sup>th</sup> & 6<sup>th</sup> Semester (Batch 2022)**

1. The college has developed student-friendly application form for seamless user experience. The admission link shall be available w.e.f. **20 August, 2024 at 12 noon on the college website.**
2. To login, you have to enter **University Form Number** as username and **University Registration Number** as your password (find both on your previous semester form in case you don't remember them).
3. Once logged in your academic details will be fetched by the system and displayed in a form.
4. Scroll down to confirm Major and Minor Subjects and all other fields will be pre-filled and hence un-editable.
5. Also fill up your **Academic Bank of Credit (ABC) ID** in the option available.
6. Hit the submit button available at the bottom of form and you can download/print the application form.
7. On the same window, you will find **payment link button**. Click/tap on the button and pay your fee on the **college payment gateway**. *All the digital wallets including Gpay, WhatsApp, PAYTM, PhonePe, AMAZON PAY, CRED UPI, BHIM etc. besides internet banking, credit and debit cards are available for hassle free fee payment.*
8. On the payment form, you must enter your **personal email and phone number**. Students filing their applications through Cyber Café/CSC/Computer Operator must fill their own emails and phone numbers.
9. If you do not wish to pay the fee immediately, you can logout and then login back anytime to pay the fee.
10. After the payment of fee you can download and take a printout of your form and receipt. Don't forget to click on the **logout button** available on the same page.
11. Besides downloading the fee receipt, our system will also send you a copy of fee receipt in the email provided by you for your future reference.
12. For any payment failure, bounce transaction, bank or user timeout, gateway issue, payment receipt, **DON'T RE ATTEMPT TO PAY THE FEE. INSTEAD VISIT THE ADMISSION SECTION AFTER 48 HOURS OF TRANSACTION FAILURE FOR RESOLUTION.**
13. Your data will be mapped by the Admission Section on the university website within twenty four hours of your submission.
14. Once you complete the university formalities, you can submit the printed copies of admission form and fee receipt in the Admission Section.
15. Our application is mobile friendly and the interface allows the user to complete the process in less than a minute. We urge you to use **mobile view on your browser** for hassle free experience.
16. However you **should not switch between desktop view and mobile view** in your browser after logging in. The system will log you out and you will have to log in again.
17. Student has to submit **1. Completed University Form, 2. Printout of Online College form, 3.College Fee Receipt and 4. University Fee Receipt** in the **Admission Section** of the college.
18. Students are also directed to submit a printout copy of online registration of Anti-Ragging form.
19. For any query/ issue contact the admission section or drop a mail on: [admin@gdcshopian.edu.in](mailto:admin@gdcshopian.edu.in)

Sd/-

Convener AdmissionsGDC  
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