

## FREQUENTLY ASKED QUESTIONS

### Q1. How can I apply for the admission to postgraduate diploma courses in the college?

Ans. You have to register online through the URL (<https://www.sggsc.ac.in/pgadmission/student>) and follow the guidelines to proceed. Once you are registered, login and fill up the application form. When you submit the form, a payment generation link would ask you to make payment. After making the payment, the application process would be considered as complete. It is advised to read the Information Bulletin before applying.

### Q2. Can I fill the form offline alternatively?

Ans. No, the application has to be made by filling the application form online only.

### Q3. Can I apply for both the PG courses through one single application form only?

Ans. Yes, you can apply for the two courses through the portal individually as each course requires separate application. Once applied for one course, the application form for second course would be suggestively auto-filled allowing corrections. However, please note that the application fees for a single course is ₹1400. When applying for the second course, an additional fee of ₹400 only would be charged.

### Q4. What are the required uploads for applying?

Ans. The following are the required Uploads

1. Candidate Photo, max size 250kb, .jpd/.jpeg/.png format
2. Candidate Signature, max size 250kb, .jpd/.jpeg/.png format
3. Candidate ID Proof (Self Attested: Any one of the following documents: Aadhaar Card / Voter's Identity Card / PAN Card / Passport / Driving License) max size 500kb, .jpd/.jpeg/.png/.pdf format
4. Class Xth Passing Certificate (Self Attested), max size 500kb, .jpd/.jpeg/.png/.pdf format
5. Graduation Mark Sheet/Semester Wise mark sheets in one single document (Self Attested), max size 500kb, .jpd/.jpeg/.png/.pdf format
6. Sikh Minority Certificate (Self Attested) for candidates seeking admission under the Sikh Minority Category, max size 500kb, .jpd/.jpeg/.png/.pdf format. Sikh students desirous of taking admissions to the PG Diploma Courses under the Sikh Minority category are required to seek Minority Certificate from Delhi Sikh Gurdwara Management Committee. They can apply either online or offline to DSGMC (<https://www.dsgmc.in/User/Index>) for this purpose.

**Q5. I made an error in my application form. Do I need to register again through a different email id?**

Ans. No, you can rectify the form within your login portal through 'Edit' button. Kindly note, once the 'Submit' button is clicked, the form cannot be rectified. Once submitted, the form would generate the link for Payment.

**Q6. Is it possible to change/ update the information provided by the applicant in the online application form, once the fees is deposited?**

Ans. No modifications will be permitted once payment is made. *Therefore, fill the form very carefully.* The portal would allow applicants to only upload his/ her final result as soon as it is declared till Tuesday, September 15, 2020<sup>1</sup> by 12 P.M.

**Q7. How to pay the fees on the admission portal?**

Ans. The payment is accepted online only through debit card/ credit card/ Net Banking/ UPI.

**Q8. I have made the payment online but have not received a confirmation. Should I make the payment again?**

Ans. No. Please wait for 24 hours to get the confirmation. Do not make the payment again. If you do not get the confirmation even after 24 hours, Please send an email mentioning your registered email id and application number to pgadmissions2020@sggsc.ac.in.

**Q9. How do I upload multiple mark sheets pertaining to different semesters?**

Ans. You cannot upload multiple mark sheets separately. You will need to scan the self-attested copies of different mark sheets as a single file before uploading them.

**Q10. I am not able to upload the required document/certificate.**

Ans. Please check your internet connectivity. You can use any scanner app for the scanning of your document /certificate, which converts the file into a pdf file and uploading becomes easier.

**Q11. Why am I not able to preview my application and also not able to pay the fees?**

Ans. Please ensure that you have:

- i. Completed the mandatory fields (marked with red asterisk) on every page.
- ii. You have uploaded the required documents under the section 'Uploads'.

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<sup>1</sup> Revised Date

**Q12. Will there be any disadvantage for gap year students?**

Ans. No, there is no disadvantage for gap year students and they would be treated at par with the regular students. They should meet the requisite criteria for admission and must possess the necessary documents/certificates.

**Q13. My results are not declared, can I still fill the form?**

Ans. Yes, you must register yourself by filling up, submitting the online application form and paying the requisite application fees. You will be allowed to upload your marks till September 15, 2020<sup>2</sup>, 12 P.M.

*But it is only possible in case of applicants who have submitted their forms and paid the fees.*

**Q14. Can I save my application and pay the application fees after August 14, 2020?**

Ans. No, you need to submit and pay the application fees till August 14, 2020.

**Q15. Will I be able to download the complete application form?**

Ans. Yes, the complete form after submission and payment can be downloaded by the candidate from their respective Dashboard of the Application Portal.

**Q16. Whom should I contact in case of technical failure?**

Ans. You can raise your queries by sending an email to [pgadmissions2020@sggsc.ac.in](mailto:pgadmissions2020@sggsc.ac.in).

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