

STUDENTS' GUIDELINES FOR GRADUATE LEVEL PROGRAMS AFTER CLASS-XII

Under GCAS Portal

Important Points:

1. GCAS portal serves as a platform for applying to admission in the state's 15 Government Universities and their affiliated College Programs. However, only students who apply for admission to University-College-Programs through the GCAS portal will be considered for admission to the Programs listed on the GCAS portal of the state's 15 Government Universities.
2. A student can register on the GCAS portal and secure admission in the College Program of their choice in accordance with the prevailing rules of the respective University/College.
3. Students must strictly adhere to the prescribed schedule on the GCAS portal. It is mandatory to submit the form after completing all required information and paying the online registration fees on the portal within the specified timeframe. Failure to do so will result in the non-consideration of their application for admission.
4. The responsibility for the accuracy of the information provided on the GCAS portal lies with the student. If a student is denied admission due to incorrect information or submission of wrong documents, it is solely their responsibility. Therefore, students must diligently fill in all details on the portal.
5. **Once basic information, academic details, Program-College-University choices are entered into the GCAS portal and the online application form is submitted, students may make changes to this information until the last date of form submission. However, after any changes, it is mandatory to resubmit the form. Unsubmitted forms will not be considered for admission.**
6. For students whose mark sheets display only grades, it is mandatory to upload the mark sheets from the affiliated board/University along with a conversion certificate showing the corresponding marks/percentage.
7. In 2024, students who have completed Std. 12 from the Gujarat Secondary and Higher Secondary Education Board should input their seat number in the application, allowing their Std. 12 marks to be auto fetched. After auto fetching, they must upload their Std. 12 marksheets. Students from other boards should manually enter their Std. 12 marks based on their marksheets by clicking the "Unfreeze HSC Details" button in the application. After entering the marks, these students must upload their marksheets.

8. **The registration fee for applying through the GCAS portal is ₹300, payable only through online mode. This fee is non-refundable under any circumstances.**
9. If a student encounters difficulty finding a Program-College-University on the "Choice" page while applying online on the GCAS portal, they can utilize the search box provided on the portal's homepage, <https://gcas.gujgov.edu.in/>, to find Program-College-University of their choice.
10. Students facing difficulties in completing the online form on the GCAS portal may seek assistance at the help center mentioned on the portal. However, document verification is not conducted at this help center.
11. Upon admission to a University-College-Program, the student must personally report to the respective University/College within the specified timeframe and provide the OTP received on their registered mobile and email to the University/College authority to confirm their admission. Failure to confirm admission within the stipulated time after receiving the offer letter will render the student ineligible for admission to the respective College.
12. When reporting to the University/College, the student must verify all original documents uploaded on the GCAS portal at the College/University.
13. **Once admission is confirmed in a University-College-Program through OTP, the student's name will be removed from further admission processes. Therefore, students should carefully consider before confirming admission in any University-College-Program.**
14. **Students should select the University-Programs they genuinely intend to join, considering their Std. 12 percentage.**
15. Students should select University-Programs based on the eligibility criteria outlined on the respective University/College's website.
16. A student may apply for more than one University-College-Program through a single application via the GCAS portal. However, admission is permitted in any single University-Program per application.
17. Application through the GCAS portal is not required for Programs for which admission process is conducted by ACPC or any other council.
18. After the Gujarat Secondary and Higher Secondary Education Board's Supplementary Examination results are released, students who passed this examination and who did not apply in the first round of admissions conducted through the GCAS portal can apply for admission to University-College-Program vacancies as announced on the GCAS portal.

- To get admission in various programs like, Graduation, Post Graduation, Certificate, Diploma and Ph.D. degree of different faculties of 15 State Government Universities (The list is available on the website: <https://gcas.gujgov.edu.in>) and their affiliated institutes/colleges in which students are not admitted through ACPC or any other Council, one has to register on GCAS portal.
- GCAS is just a platform through which students can register themselves. Admissions to the respective University / College are offered as per their existing rules of admissions.
- GCAS Portal is a bi-lingual portal available in both English and Gujarati languages.
- A student can choose more than one program-college-university in a single application. But student can get admission to single program through one application.
- There will be separate forms for 10+2 based programs, Post Graduation programs and Ph.D.
- There will be separate schedule for the procedure from registration to admission for Graduation programs, Post Graduation programs and Ph.D.
- The students have to fill their registration forms with academic details, choice of colleges they want to take an admission in, registration fees payment and final submission of the application as per the schedule applicable to the program they are applying for. After the final submission of registration form, the students have to check provisional admission offer list, register their grievance, if any, and get them resolved, check final admission offer list, check admission offered by login in GCAS portal and confirm their admission after paying the fees along with the document verification at the college they want to seek an admission in.

THE PROCEDURE OF FIRST ROUND OF ADMISSION

1. Application Process

- a) The registrations for students have been started from 01-04-2024. Students can register themselves by filling their basic details such as Program Type, Applicant's Name, Birth Date, Category, Gender, Email and Mobile Number and can fill up details in Basic Profile.
- b) The students can fill their academic details, choose the colleges, upload required documents, pay the registration fees after getting results of the qualifying examination i.e., examination of Class-XII for graduation programs, examination of last semester of graduation program for postgraduation programs and NET, conducted in June-July, for Ph.D. but during the timeline specified in the schedule.

- c) The students have to get their Conversion Certificates in form of marks and percentages from the respective Board/University in case of result in terms of Grades/CGPA in their qualification mark sheets and it is mandatory to upload it.
- d) Students should choose the same program-college-university in which they actually want to take admission in. Students have to select minimum 25 colleges for B.Com. in Gujarat University, minimum 03 Colleges for Integrated Law, minimum 03 Colleges for B.A. (English Medium) and Minimum 05 Colleges for other programs of Gujarat University.
- e) Students should submit the application within the timeline (before deadline).
Note: Even if the application is submitted, if the students find any mistake in their applications, they can correct the error in their applications by opening the application again till the last day of the application. The students have to submit the corrected application every time after opening it. Applications that are not submitted will not be considered for admission.
- f) **Preference Filling: (Applicable to them who have selected colleges of the universities where admissions are offered through centralised process)**
After the last date of application, the students who have opted for the college affiliated to the university where centralized admission process is conducted will have to give preference to the colleges they have choose on GCAS portal as per the instructions of the said university on the portal of the respective university.
2. **Provisional Admission Offer List:**
After the last date of application, provisional admission offer list will be declared by the respective University/Colleges as mentioned in the schedule. The students will be able to view the provisional admission offer list for all the universities/colleges/programs they have selected in the admission form after logging in the GCAS portal.
3. **Grievances of Student:**
After getting the provisional admission offer list published, if there is any objection related to the provisional admission offer list, the student can register their grievance to the respective university/college and get it resolved as mentioned in the schedule.
4. **Final Admission Offer List:**
If any grievances are registered regarding the provisional admission offer list, the final admission offer list of the respective college will be declared by the university/college after the disposal of the grievances.

5. **Reporting by the Student through OTP:**

Online admission will be offered to students who are shortlisted for admission based on the intake for that program. A student can login to the GCAS portal to see all the offers for programs from as many universities/colleges as they have been offered. A student can download the admission offer letter of a college of his/her choice in any one of the given preferences, and can confirm the admission by reporting to that college. The students have to provide the OTP sent to their registered mobile number/email to the college at the time of confirming the admission.

Note: A student who gets admission in the college of his/her choice in the first round and if that student has not confirmed his/her admission in the respective college, then that student will not be able to get admission in the respective college.

THE PROCEDURE OF SECOND ROUND OF ADMISSION

1. In this round only those students who have registered and submitted online application for admission to GCAS portal and not admitted to any of the colleges in first round will be considered eligible for admission. That means the student has not confirmed admission in any of the colleges or has not been allotted admission to any of the colleges in the first round.

2. **Updated Admission Offer List:**

The university/college will announce the updated admission offer list for the vacant seats after completion of first round.

3. **Reporting through OTP by Student :**

The final admission offer of the colleges will be displayed on the GCAS dashboard of student after the updated admission offer list is published. A student can download the admission offer letter of a college of his/her choice in any one of the given preferences, and can confirm the admission by reporting to that college. The students have to provide the OTP sent to their registered mobile number/email to the college at the time of confirming the admission.

THE PROCEDURE OF THIRD ROUND OF ADMISSION

1. In this round only those students who have registered and submitted online application for admission to GCAS portal and not admitted to any of the colleges in first and second round will be considered eligible for admission. That means the student has not confirmed admission in any of the colleges or has not been allotted admission to any of the colleges in the first and second round.

2. **Choice update on GCAS portal by non-admitted student:**

After the completion of the second round, students can update their choice of university-college-program on the GCAS portal as per the schedule. This choice update can be done only by students who have not confirmed admission or not got admission in the first and second round.

Preference Filling: (Applicable to them who have selected colleges of the universities where admissions are offered through centralised process)

After the last date of application, the students who have opted for the college affiliated to the university where the centralized admission process is conducted will have to give preference to the colleges selected on the portal of that university as per the notification of that university.

3. **Updated Admission Offer List:**

The university/college will announce the updated admission offer list for the vacant seats after completion of first round.

4. **Reporting through OTP by Student :**

The final admission offer of the colleges will be displayed on the GCAS dashboard of student after the updated admission offer list is published. A student can download the admission offer letter of a college of his/her choice in any one of the given preferences, and can confirm the admission by reporting to that college. The students have to provide the OTP sent to their registered mobile number/email to the college at the time of confirming the admission.

Steps to be followed by the Students for Admission in UG Program

સ્નાતક કક્ષાના પ્રોગ્રામમાં પ્રવેશ માટે વિદ્યાર્થીઓએ અનુસરવાના પગલાં

For affiliated and constituent colleges / Department of following Universities

(Bhakta Kavi Narsinh Mehta University; Children's University; Hemchandracharya North Gujarat University; Indian Institute of Teacher Education; Krantiguru Shyamji Krishna Verma Kachchh University; Maharaja Krishnakumarsinhji Bhavnagar University; Saurashtra University; Shree Somnath Sanskrit University; Shri Govind Guru University; The Maharaja Sayajirao University of Baroda & Veer Narmad South Gujarat University)

Round 1

Days	Step	Process
15-05-2024 to 28-05-2024	STEP 1	Perform Registration, Academic Profile Filling, Choice Filling, Registration fees Payment and Application submission on GCAS Portal રજીસ્ટ્રેશન કરવું, શૈક્ષણિક માહિતી ભરવી, કોલેજોની પસંદગી, રજીસ્ટ્રેશન ફી ભરવી અને GCAS પોર્ટલ પર અરજી સબમિટ કરવી.
07-06-2024 to 10-06-2024	STEP 2	Check Provisional Admission Offer on GCAS Portal, File Grievance to Universities/ Colleges (if any) GCAS પોર્ટલ પર કામચલાઉ પ્રવેશ યાદી ચકાસવી જો કોઈ ગ્રીવન્સ હોય તો યુનિવર્સિટી/કોલેજ ખાતે નોંધાવવી.
13-06-2024 to 21-06-2024	STEP 3	Check Final Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, Pay fees to college and Confirm your admission GCAS પોર્ટલ પર ફાઇનલ પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.

Round 2 (if admission not confirmed in Round-1)

27-06-2024 to 29-06-2024		Check New Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, pay fees to college and Confirm your admission GCAS પોર્ટલ પર નવી પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.
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Round 3 (if admission not confirmed in Round-1 & 2)

05-07-2024 to 07-07-2024		Update choice of Program/College/University on GCAS Portal GCAS પોર્ટલ પર પ્રોગ્રામ / કોલેજ / યુનિવર્સિટીની પસંદગી અપડેટ કરવી
16-07-2024 to 19-07-2024		Check New Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, pay fees to college and Confirm your admission GCAS પોર્ટલ પર નવી પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.

Steps to be followed by the Students for Admission in UG Program

સ્નાતક કક્ષાના પ્રોગ્રામમાં પ્રવેશ માટે વિદ્યાર્થીઓએ અનુસરવાના પગલાં

For affiliated and constituent colleges / Department of following Universities
(for Gujarat University, Ahmedabad, Gujarat Technological University & S. P. University, Vallabh Viddhyanagar)

Round 1

Days	Step	Process
15-05-2024 to 28-05-2024	STEP 1	Perform Registration, Academic Profile Filling, Choice Filling, Registration fees Payment and Application submission on GCAS Portal રજીસ્ટ્રેશન કરવું, શૈક્ષણિક માહિતી ભરવી, કોલેજોની પસંદગી, રજીસ્ટ્રેશન ફી ભરવી અને GCAS પોર્ટલ પર અરજી સબમિટ કરવી.
02-06-2024 to 04-06-2024	STEP 2	Give Preference to Colleges on University's Portal (given date or as per declared by university) યુનિવર્સિટીના પોર્ટલ પર કોલેજોને અગ્રતાક્રમ આપવો.
07-06-2024 to 10-06-2024	STEP 3	Check Provisional Admission Offer on GCAS Portal, File Grievance to Universities/ Colleges (if any) GCAS પોર્ટલ પર કામચલાઉ પ્રવેશ યાદી ચકાસવી જો કોઈ ગ્રીવન્સ હોય તો યુનિવર્સિટી/કોલેજ ખાતે નોંધાવવી.
13-06-2024 to 21-06-2024	STEP 4	Check Final Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, Pay fees to college and Confirm your admission GCAS પોર્ટલ પર ફાઇનલ પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.

Round 2 (if admission not confirmed in Round-1)

27-06-2024 to 29-06-2024	Check New Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, pay fees to college and Confirm your admission. GCAS પોર્ટલ પર નવી પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.
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Round 3 (if admission not confirmed in Round-1 & 2)

05-07-2024 to 07-07-2024	Update choice of Program/College/University on GCAS Portal GCAS પોર્ટલ પર પ્રોગ્રામ / કોલેજ / યુનિવર્સિટીની પસંદગી અપડેટ કરવી
12-07-2024 to 14-07-2024	Give Preference to Colleges on University's Portal યુનિવર્સિટીના પોર્ટલ પર કોલેજોને અગ્રતાક્રમ આપવો
16-07-2024 to 19-07-2024	Check New Admission Offer on GCAS Portal, Get print of Offer Letter, Report for admission to Respective Colleges with all original and One set of Self attested photocopy, pay fees to college and Confirm your admission GCAS પોર્ટલ પર નવી પ્રવેશ યાદી ચકાસવી, ઓફર લેટરની પ્રિન્ટ લેવી, પ્રવેશ માટે જે તે કોલેજ પર તમામ અસલ પ્રમાણપત્ર અને સ્વપ્રમાણિત પ્રમાણપત્રોનો એક સેટ સાથે રીપોર્ટિંગ કરવું, કોલેજ ખાતે ફી ભરી પ્રવેશ કન્ફર્મ કરવો.
