

SHETH SHREE B.C. SHAH ARTS COLLEGE, VADALI

GCAS COLLEGE ADMISSION PROCEDURE

➤ **STEP 1: VISIT THE GCAS PORTAL**

- ❖ Go to the official GCAS portal: <https://www.gcasadmissions.in>
- ❖ Ensure you have a stable internet connection.
- ❖ Use a desktop or laptop for a better interface (mobile may have limited compatibility).

GENERAL INFORMATION:

Visit the official GCAS portal at <https://www.gcasadmissions.in> using a stable internet connection. For the best experience, use a desktop or laptop, as mobile devices may have limited compatibility.

➤ **STEP 2: REGISTRATION (ONE-TIME)**

Sub-points:

- ❖ Click on “**New Registration**”.
- ❖ Fill in:
 - ❖ Name (as per 10th/12th marksheet)
 - ❖ Email ID (active & personal)
 - ❖ Mobile number (linked with Aadhaar is preferable)
 - ❖ Create a secure password.
- Submit the registration form.
- Verify your email/phone through OTP.

Note: Keep your login credentials safe for future logins.

GENERAL INFORMATION:

Complete a one-time registration by clicking “New Registration.” Enter your name, email, mobile number, and create a password. Submit the form and verify via OTP. Keep your login details safe for future use.

➤ **STEP 3: COMPLETE THE STUDENT PROFILE**

Sub-points:

- Log in using registered email and password.
- Fill in personal information:
 - ❖ Date of birth
 - ❖ Gender
 - ❖ Address
 - ❖ Caste category (if applicable)
- Upload documents:
 - ❖ Passport-size photo
 - ❖ Signature (scanned)
 - ❖ Aadhar card or ID proof

GENERAL INFORMATION:

Log in with your registered email and password to complete your student profile. Enter personal details like date of birth, gender, address, and caste category (if applicable). Upload required documents such as a passport-size photo, scanned signature, and Aadhaar card or other valid ID proof.

➤ **STEP 4: ACADEMIC INFORMATION ENTRY**

Sub-points:

- Add your academic qualifications:
 - ❖ 10th mark sheet
 - ❖ 12th mark sheet (or equivalent)
 - ❖ Board details
 - ❖ Year of passing

- ❖ Stream (Arts, Commerce, Science)

- Upload scanned copies in specified format (PDF/JPEG).

GENERAL INFORMATION:

Enter your academic details including 10th and 12th marksheets, board information, year of passing, and stream. Upload scanned copies of the documents in the required format (PDF or JPEG).

➤ **STEP 5: COURSE & COLLEGE SELECTION**

Sub-points:

- Browse available colleges & courses.
- Apply to multiple colleges under the GCAS system (if allowed).
- Filter options:
 - ❖ District
 - ❖ Course type (UG/PG)
 - ❖ Stream
- Choose preferences in order (1st, 2nd, 3rd... etc.).

Tip: Check eligibility criteria for each course before selection.

GENERAL INFORMATION:

Browse and select preferred colleges and courses under the GCAS system. Use filters like district, course type (UG/PG), and stream. Choose your preferences in order and ensure you meet the eligibility criteria before applying.

➤ **STEP 6: PAY APPLICATION FEES**

Sub-points:

- Application fee is usually per college/course.
- Payment modes:
 - ❖ Debit/Credit card

- ❖ UPI

- ❖ Net banking

- Save the payment receipt for future reference.

GENERAL INFORMATION:

Pay the application fee, which is typically charged per college or course. Use available payment methods like debit/credit card, UPI, or net banking. Save the payment receipt for future reference.

➤ **STEP 7: SUBMIT THE APPLICATION**

Sub-points:

- ❖ Review all details.
- ❖ Ensure all required fields and documents are uploaded.
- ❖ Click "**Final Submit**".
- ❖ Download or print the final application form.

Important: After final submission, some fields may not be editable

GENERAL INFORMATION:

Carefully review your application details and confirm all fields and documents are complete. Click “Final Submit” to complete the process, then download or print the final application form. Note: Some fields cannot be edited after submission.

➤ **STEP 8: MERIT LIST & ADMISSION OFFER**

Sub-points:

- ❖ Wait for college-wise merit lists to be published on GCAS.
- ❖ Check your application status.
- ❖ If selected, proceed to accept the offer.

GENERAL INFORMATION:

Wait for the college-wise merit lists to be published on the GCAS portal. Check your application status regularly, and if selected, follow the steps to accept the admission offer.

➤ **STEP 9: DOCUMENT VERIFICATION**

Sub-points:

- Visit the allotted college for offline verification (or online if provision exists).
- Carry original documents:
 - ❖ 10th & 12th mark sheets
 - ❖ Caste certificate (if applicable)
 - ❖ Migration certificate
 - ❖ Domicile certificate
- Get them verified by college authorities.

GENERAL INFORMATION:

Go to your allotted college for document verification—either offline or online if available. Bring original documents like 10th & 12th mark sheets, caste certificate (if applicable), migration certificate, and domicile certificate for verification by college authorities.

➤ **STEP 10: CONFIRM ADMISSION**

Sub-points:

- ❖ Once verified, pay the **college admission fee**.
- ❖ Get admission confirmation receipt from the college.
- ❖ Attend orientation (if applicable).

GENERAL INFORMATION:

After document verification, pay the college admission fee and obtain the admission confirmation receipt. Attend orientation if it is organized by the college.

COLLEGE OFFLINE ADMISSION PROCESS FOR REGULAR STUDENTS (FUTURE SEMESTERS ENROLLMENT)

GENERAL INFORMATION:

Regular students must check their eligibility and enrol themselves for upcoming semesters within the given deadlines. Enrolment can be done online or offline by submitting required documents and paying the necessary fees. After successful payment, students will receive confirmation of enrolment and access to academic resources. Timely completion of all steps is essential to avoid late fees or cancellation. For any help, students should contact the admissions office.

❖ STEP BY STEP PROCEDURES

1. ELIGIBILITY CHECK

- Students must have successfully completed the previous semester and cleared all academic and financial obligations.
- Verify eligibility criteria for the upcoming semester as per the college guidelines.

2. NOTIFICATION FOR ENROLMENT

- The college will notify students about the enrolment dates for the upcoming semester.
- Notifications may be sent via email, college portal, or notice boards.

3. OFFLINE ENROLMENT

- Students must register/enrol themselves for the next semester within the stipulated timeframe.
- Enrolment can usually be done via the college online portal or at the admissions office.

4. SUBMISSION OF REQUIRED DOCUMENTS

- Provide updated documents if necessary (e.g., identity proof, previous semester mark sheet, etc.).
- Submit any required forms or declarations as specified by the college.

5. FEE PAYMENT

- Students must pay the required tuition and other applicable fees for the semester.
- Payment modes typically include online payment (credit/debit card, net banking), bank challan, or at the college finance office.
- Ensure full payment is made before the deadline to avoid late fees or enrolment cancellation.

6. CONFIRMATION OF ENROLMENT

- After successful fee payment and document submission, students will receive an enrolment confirmation.
- This confirmation may include access to class schedules, ID cards, and other academic resources.

7. COURSE REGISTRATION (IF APPLICABLE)

- Students may need to select courses or electives for the upcoming semester during the enrolment process.
- Seek academic counselling if required to finalize the course load.

8. ADHERENCE TO DEADLINES

- All steps must be completed by the deadlines specified by the college.
- Late enrolment may incur additional fees or risk losing a seat in the semester.

9. SUPPORT AND ASSISTANCE

- For any queries or issues during the admission/enrolment process, students can contact the admissions office or student support services.