



H L COLLEGE OF COMMERCE

Guidelines for Admissions through
Gujarat Common Admission Services
(GCAS)



GUJARAT COMMON ADMISSION SERVICES

<http://gcas.gujgov.edu.in/>

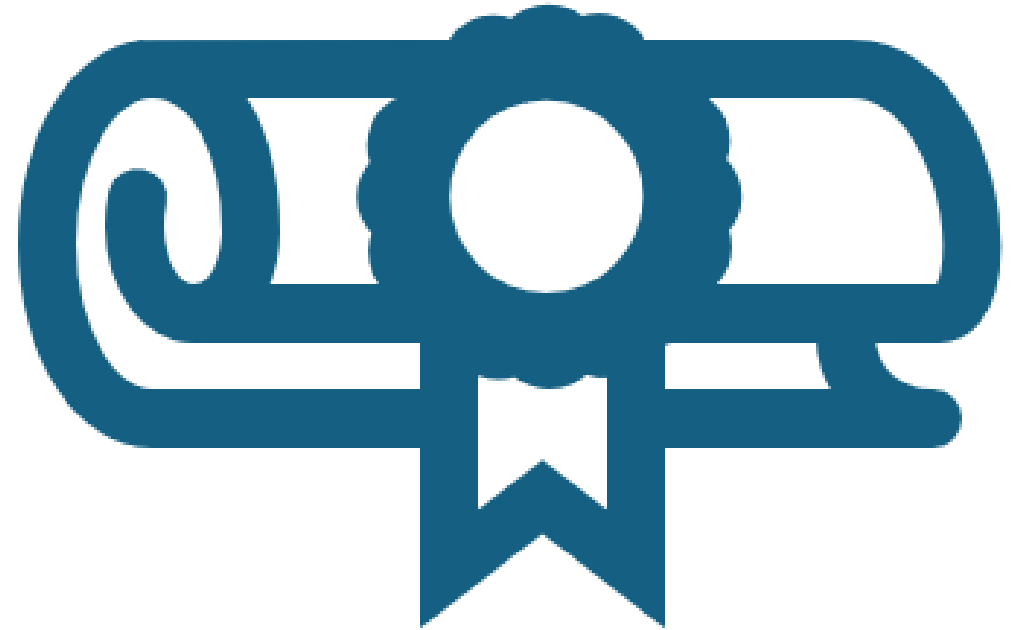


GCAS Technical Help Line: +91 9274100797 support-gcas@gujgov.edu.in

UNDERGRADUATE COURSES

ELIGIBILITY:

Any student who has completed the Higher Secondary Examination (HSE) from any board i.e., ISCE, CBSE, GSHEB and NIOS.



REQUIRED DOCUMENTS

***Note:** *In case of documents available in any local language, applicants are requested to upload certified copies of translations of these documents in English. In case of unavailability of an English transcript, the application will be rejected.*

Required Documents	Documents prescribed formats
1. Photographs	Two Recent Passport Size Coloured Photograph of the applicant with white background and visibility of both ears (In jpeg or jpg format)
2. Marksheet of Higher Secondary Examination (HSE)	Scanned Copy of the Original document in pdf format. All the information should be clearly visible.
3. School Leaving Certificate	
4. Passing Certificate/ Trial Certificate	
5. Migration Certificate (In case the student has done 12 th from outside Gujarat)	
6. Domicile Certificate	
7. Category Certificate	
8. Family Income Certificate	
9. Free Ship Certificate	
10. Person with Disability Certificate	
11. Identity Proof (Adhaar Card/ PAN Card)	
12. 10 th Standard Marksheet (for age proof)	

REGISTRATION PROCESS

- 01 Registration Advertisement in Leading Newspaper and Website of Education Department, Universities & Colleges
- 02 Online filling of registration form through Online Registration Link WW-W.GCAS.edu.in
- 03 Submitting required information
- 04 Review filled registration details and submission
- 05 User Id Creation (Username and Password will be sent to the Email id and Contact no.)

APPLICATION PROCESS

- 06 Candidate Login through the provided credentials
- 07 Selection of Stream/Courses & Universities/Colleges (Student Can Select Multiple Courses & Institutes to apply)
- 08 Application form filling and relevant document uploading
- 09 Application form Preview & Print
- 10 Registration Fee Payment & Receipt Generation
- 11 Application Submission by the Candidate

ENROLLMENT PROCESS

- 12 Final Application will be sent to applied University & College
- 13 Merit List will be prepared by each Universities & Colleges and mail will be sent to the chosen students
- 14 The chosen students will visit the University/ College for document verification and fees submission
- 15 University/ College will confirm and enroll the candidate

REGISTRATION PROCESS



Step 1: Registration Process

- Visit the GCAS website
- Look for an “Apply Now” option
- Online registration form filling with the required personal details.
- Review & final submission
- An OTP will arrive at the registered Email ID and Contact Number.



The image shows a screenshot of the GCAS (Gujarat Common Admission Services) registration form. On the left is the GCAS logo, which features a map of Gujarat, a graduation cap, and an open book, with the text "GUJARAT COMMON ADMISSION SERVICES" and "GCAS" in the center, and "Department of Higher Education" at the bottom. On the right is the registration form titled "Registration for Admission". The form includes the following fields: "Course Type*" (dropdown menu with "Under Graduate" selected), "Applicant Name*" (text input with "AKASH" entered), "Birth Date*" (text input with "23-11-2023" entered), "Email*" (empty text input), "Mobile No.*" (empty text input), "Category*" (dropdown menu with "General" selected), "Gender*" (dropdown menu with "Male" selected), and "Enter Email / Mobile OTP No.*" (text input with "Enter OTP" entered). There are two buttons: "Re-Send OTP" and "Submit". A "Back To Login" link is in the top right corner. A "Time Left: 83" indicator is also present.

Step 1: Registration Process

- ID Creation of the User
- The Username and Password will be sent to the relevant Email ID and Contact Number.
- The student needs to immediately change the password post registration.



The image displays the registration process for GCAS (Gujarat Common Admission Services). On the left is the GCAS logo, which features a blue book icon with a yellow pencil tip, surrounded by a yellow arch containing the text "GUJARAT COMMON ADMISSION SERVICES" and "GCAS". Below the logo is the text "Department of Higher Education". On the right is a registration form titled "Registration for Admission". The form includes the following fields and elements:

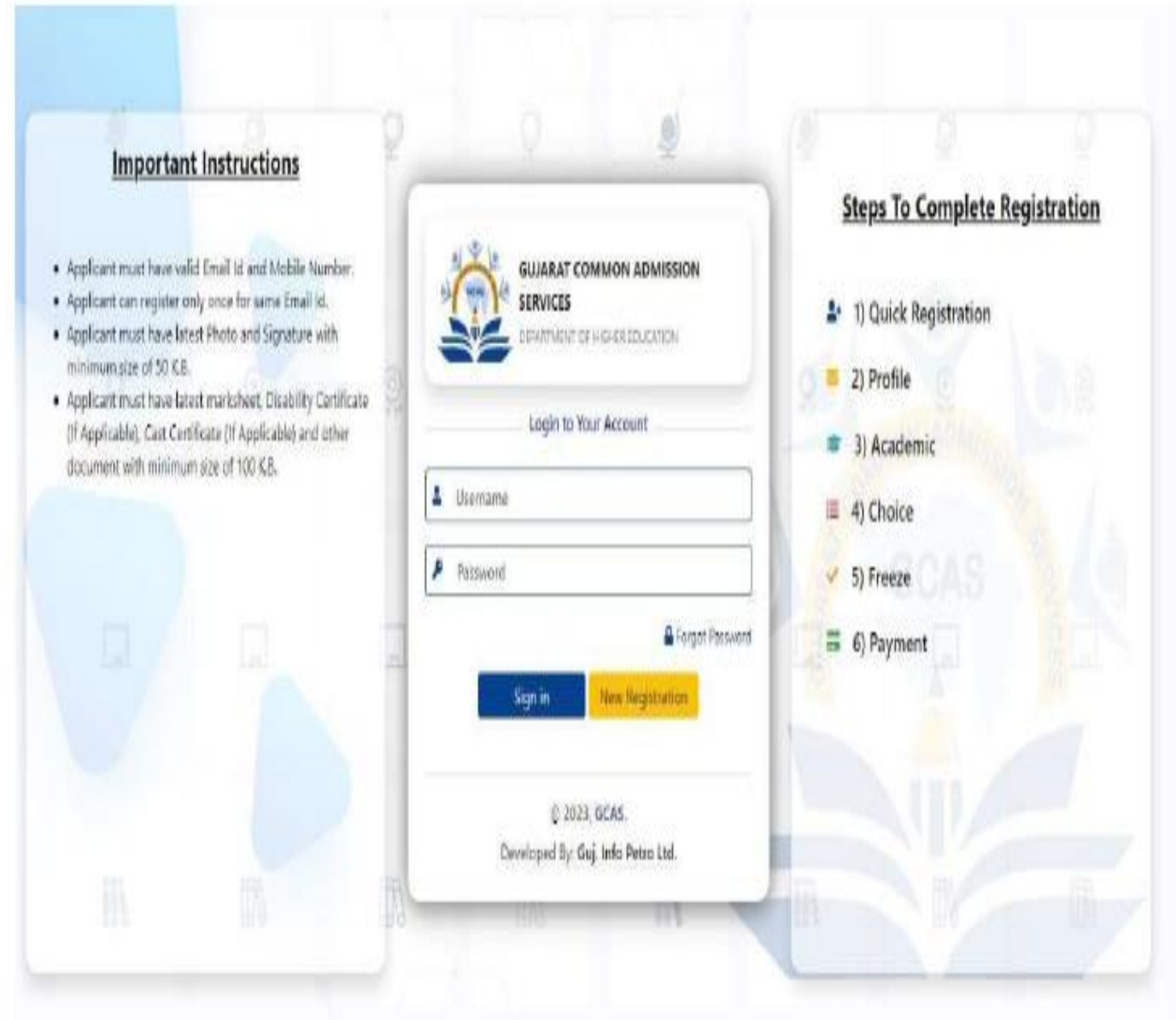
- Course Type***: A dropdown menu with "Under Graduate" selected.
- Applicant Name***: A text input field containing "AKASH".
- Birth Date***: A date input field containing "23-11-2023".
- Email***: An empty text input field.
- Mobile No.***: An empty text input field.
- Category***: A dropdown menu with "General" selected.
- Gender***: A dropdown menu with "Male" selected.
- Time Left: 83**: A timer indicating the remaining time for registration.
- Re-Send OTP**: A blue button to request a new OTP.
- Enter Email / Mobile OTP No.***: A text input field containing "Enter OTP".
- Submit**: A blue button to complete the registration.
- Back To Login**: A link in the top right corner.
- * Field are Mandatory**: A note in the top right corner.

ADMISSION PROCESS



Step 2: Admission Process

- The student needs to login to the portal with the User ID and Password as provided post registration.
- An OTP will arrive at the registered Email ID and Contact Number.
- Post Login, the student will be able to access the application form.



Step 2: Admission Process

The student will have to shortlist the course/s and the Universities/ Colleges offering respective courses in the state.

The student may choose as many streams as possible, courses or universities/ colleges as they wish.

Gujarat Common Admission Services
Department of Higher Education

Application Status Profile Academic Choice Freeze Payment Welcome, 2300000005

Applicant Choice Details

Filters * Fields are Mandatory

University Name*

District Name*

College Type*

Available Choice

Sr No.	University Name	College Name	Porgam Name	District Name	College Type	Add
1	VEER NARMAD SOUTH GUJARAT UNIVERSITY	NAVYUG SCIENCE COLLEGE, SURAT,	BACHELOR OF ARTS	SURAT	GOVERNMENT	<input type="button" value="Add"/>
2	BHAKTA KAVI NARSINH MEHTA UNIVERSITY	BAHAUDDIN SCIENCE COLLEGE	BACHELOR OF ARTS	JUNAGADH	GOVERNMENT	<input type="button" value="Add"/>

Selected Choice

Sr No.	University Name	College Name	Porgam Name	District Name	College Type	Remove
1	SHRI GOVIND GURU UNIVERSITY	SHETH P. T ARTS & SCIENCE COLLEGE, GODHRA	BACHELOR OF ARTS	GODHRA	GOVERNMENT	<input type="button" value="Remove"/>
2	SARDAR PATEL UNIVERSITY	SHRI R. P. ARTS, K. B. COMMERCE & SMT. B. C. J. SCI. COLLEGE - KHAMBHAT	BACHELOR OF ARTS	KHAMBHAT	GOVERNMENT	<input type="button" value="Remove"/>

Step 2: Admission Process

- Post-selection of the courses and their relevant Universities/ Colleges, the student will need to fill out an application form.
- Review of the filled application form. (It is recommended to revisit the entire application form before final submission)

The screenshot shows the 'Applicant Profile' page on the Gujarat Common Admission Services website. The page is divided into two main sections: 'Basic Details' and 'Communication Address Details'. The 'Basic Details' section contains fields for Applicant Name (AKASH), Birth Date (23-11-2023), Email (skyp11009@gmail.com), Mobile No. (9727699820), Category (Open), Gender (Male), Disability (None), Father Name (PRAVIN BHAI), Mother Name (P), Alternate Mobile No. (3333333333), Aadhar No. (888888888888), and ABC Id (88888888888888888888). The 'Communication Address Details' section contains fields for Address (gandhinagar), Country (India), State (Gujarat), District (Gandhinagar), Taluka (Gandhinagar), and PIN Code (122222). There are 'Save' and 'Cancel' buttons at the bottom right. The page also features a navigation bar with 'Application Status', 'Profile', 'Academic', 'Choice', 'Freeze', and 'Payment' options, and a user profile icon with the text 'Welcome, 2300000005'.

Gujarat Common Admission Services
Department of Higher Education

Application Status Profile Academic Choice Freeze Payment Welcome, 2300000005

Applicant Profile

Basic Details

Applicant Name* AKASH Birth Date* 23-11-2023 Email* skyp11009@gmail.com

Mobile No.* 9727699820 Category* Open Gender* Male

Disability* None Father Name* PRAVIN BHAI Mother Name* P

Alternate Mobile No.* 3333333333 Aadhar No.* 888888888888 ABC Id* 88888888888888888888
Invalid Aadhar No

Course Type* Under Graduate

Communication Address Details

Address* gandhinagar Country* India State* Gujarat

District* Gandhinagar Taluka* Gandhinagar PIN Code* 122222

Save Cancel

Step 2: Admission Process

- Application fee payment through the provided Payment Gateway link. (One-time application fee payment for the selection of unlimited Universities/ Colleges, Streams, and Courses).
- The filled application form will automatically be sent to the respective email ID of the student.
- Final submission by the student.

Gujarat Common Admission Services
Department of Higher Education

Application Status Profile Academic Choice Freeze Payment Welcome 2300000004

Application Payment

Initiate Payment

Course Type :	Under Graduate
Application No. :	2300000004
Applicant Name :	Bhil Mahesh
Fee Amount :	125.00

Initiate Payment Cancel

ENROLMENT PROCESS



Step 3: Enrolment Process

- Submitted applications will be sent to all the Universities/ Colleges chosen by the student.
- Each University/ College will create separate merit lists of the students.
- The University/ College may be asked to create a merit list and send emails to the students as per their merit list.

- Based on the merit list, the chosen student will visit the University/ College for document verification and fee submission.
- University/ College will confirm and enrol the student.
- The student needs to visit the University/College after receiving an email from the chosen list of Universities/Colleges for document verification and final enrolment.



UNDERGRADUATE COURSES

GUJARAT COMMON
ADMISSION SERVICES



UNDERGRADUATE COURSES

- Bachelor of Commerce
- Bachelor of Business Administration
- Bachelor of Science
- Integrated Bachelor of Law
- Masters of Commerce
- Integrated Masters of Science
- Integrated Masters of Business Administration
- Post Basic Bachelor of Science



UNDERGRADUATE COURSES

- Bachelor of Interior Design
- Bachelor of Architecture
- Bachelor of Engineering
- Bachelor of Library & Information Science
- Bachelor of Occupation Therapy
- Bachelor of Optometry
- Bachelor of Physical Education & Sports
- Bachelor of Physiotherapy
- Bachelor of Rural Studies
- Integrated Masters of Rural Studies



UNDERGRADUATE COURSES

- Bachelor of Vocation
- Bachelor of Vocational Studies
- Beginners Certificate Course
- Certificate Course
- Certificate of Proficiency
- Diploma
- Bachelor of Social Work
- Bachelor of Education
- Integrated Bachelor of Education



UNDERGRADUATE COURSES

- Bachelor of Arts
- Bachelor of Applied Arts
- Bachelor of Performing Arts
- Bachelor of Fine Arts
- Bachelor of Visual Arts
- Intermediate Certificate Course
- Bachelor of Music & Dance
- Shastri
- Visharad

