

User Guide

Vacant seats-based Counselling — Posting College-Level Admission Offers

1. Overview

The “Vacant seats-based counselling” screen allows a college to manually offer admission to students who applied but were not covered under the automated merit-based allotment for a round. This is useful for filling vacant seats after regular rounds are complete.

Two modes are available for posting offers:

- By Form — select students directly on screen and submit, one at a time or in bulk using checkboxes.
- By Excel — download the eligible student list as an Excel file, mark students as “Yes” or “No” in a Status column, and re-upload the file. Only students marked “Yes” are carried forward for the offer.

Both modes end with the college specifying a “Valid Till” date, which is the deadline by which the student must accept the offer.

2. Accessing the Screen

- Log in to the GCAS Admin Panel with your college admin credentials.
- From the left menu, go to Admissions.
- Open Allotment and select Vacant seats-based counselling.

3. Step 1 — Select Search Filters

Before viewing or uploading a student list, choose the criteria for the intake you want to work with:

Field	Description
University	Select the affiliating university (e.g., Gujarat University).
College	Select your college name from the list.
Course	Select the course/program (e.g., Bachelor of Arts (Honors)).
Intake Details	Select the specific intake — quota, medium, and subject combination (e.g., Government – English – Economics).
Round No.	Select the admission round for which you are posting offers (e.g., GU UG Round Four).
Choose Entry Mode	Select By Form or By Excel — see Sections 4 and 5 below.

Click Search after selecting the above fields to load the eligible student list. Click Clear to reset all filters.

Vacant seats-based counselling

View Details

University :*

GUJARAT UNIVERSITY

College :*

GOVERNMENT ARTS, SCIENCE & COMMERCE COLLEGE, DAMAN

Course :*

BACHELOR OF ARTS (HONORS)

Intake Details :*

Government - English - ECONOMICS

Round No:*

GU UG Rounes Four

Choose Entry Mode :

☒ By Form
 ☐ By Excel

Search

Clear

Show 10 entries

Search:

SR NO.		APPLICATION FORM	APPLICATION NO.	APPLICATION NAME	CATEGORY	12TH THEORY PERCENTAGE	12TH PERCENTAGE	UG PERCENTAGE
1	☐		UG2600403032	Sakshi Jain	General	89.4595	91.8000	0
2	☐		UG2600290436	NADIYA KUMKUMBEN KISHANBHAI	SC	89.4872	91.8000	0
3	☐		UG2600131552	SHREYA ASHOKBHAI LIMBACHIYA	SEBC (OBC)	89.0000	89.0000	0
4	☐		UG2600023790	Mohanlal lalitvijay Pandey	General	84.2500	88.8000	0
5	☐		UG2600112000	Dibyasri chattopadhyay	General	84.1667	88.4000	0
6	☐		UG2600099106	DIYA NARESHBHAI SAVALIYA	EWS	88.2857	88.2857	0
7	☐		UG2600109440	Rahul Vagehla	SEBC (OBC)	85.1282	88.2000	0
8	☐		UG2600092408	Jasmine Neha	General	83.8636	88.1667	0
9	☐		UG2600147462	supriya jha	General	83.3333	88.1667	0
10	☐		UG2600027219	VAISHALIBEN AMRATBHAI CHAUDHARI	ST	87.8571	87.8571	0

Showing 1 to 10 of 336 entries

Previous

1

2

3

4

5

...

34

Next

Valid Till*

Submit

Reset

Fig. 1 — Search filters and the resulting student list (By Form mode)

4. Mode 1 — By Form

Use this mode to review the list on screen and pick students individually or in bulk.

- Select By Form under Choose Entry Mode.
- Set the University, College, Course, Intake Details and Round No., then click Search.
- The system displays all students who applied for this intake but do not currently have an offer, along with their Application No., Name, Category, and percentage details.
- Use the Search box above the table to quickly find a student by name or application number, and use Show entries to change how many rows are displayed per page.
- Tick the checkbox next to each student you want to offer admission to. Use the checkbox in the table header to select all students on the current page.
- Scroll down to the Valid Till field and enter the last date by which the student must accept this offer.
- Click Submit to post the offer for the selected students. Click Reset to clear your selection and start over.

Vacant seats-based counselling

View Details

University :*

GUJARAT UNIVERSITY

College :*

GOVERNMENT ARTS, SCIENCE & COMMERCE COLLEGE, DAMAN

Course :*

BACHELOR OF ARTS (HONORS)

Intake Details :*

Government - English - ECONOMICS

Round No:*

GU UG Roun Four

Choose Entry Mode :

☒ By Form
 ☐ By Excel

Search

Clear

Show 10 entries

Search:

SR NO.		APPLICATION FORM	APPLICATION NO.	APPLICATION NAME	CATEGORY	12TH THEORY PERCENTAGE	12TH PERCENTAGE	UG PERCENTAGE
1	☐		UG2600403032	Sakshi jain	General	89.4595	91.8000	0
2	☐		UG2600290436	NADIYA KUMKUMBEN KISHANBHAI	SC	89.4872	91.8000	0
3	☐		UG2600131552	SHREYA ASHOKBHAI LIMBACHIYA	SEBC (OBC)	89.0000	89.0000	0
4	☐		UG2600023790	Mohanlal lalitvijay Pandey	General	84.2500	88.8000	0
5	☐		UG2600112000	Dibyasri chattopadhyay	General	84.1667	88.4000	0
6	☐		UG2600099106	DIYA NARESHBHAI SAVALIYA	EWS	88.2857	88.2857	0
7	☐		UG2600109440	Rahul Vagehla	SEBC (OBC)	85.1282	88.2000	0
8	☐		UG2600092408	Jasmine Neha	General	83.8636	88.1667	0
9	☐		UG2600147462	supriya jha	General	83.3333	88.1667	0
10	☐		UG2600027219	VAISHALIBEN AMRATBHAI CHAUDHARI	ST	87.8571	87.8571	0

Showing 1 to 10 of 336 entries

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...

34

Next

Valid Till*

Submit

Reset

Fig. 2 — Selecting students on screen before entering the Valid Till date and submitting

Tips for By Form mode

- Best suited when only a few students need to be offered admission.
- The list only shows students who are still eligible/pending an offer for the selected round.
- Valid Till is mandatory — Submit will not proceed without it.

5. Mode 2 — By Excel

Use this mode when a large number of students need to be offered admission at once.

5.1 Download the list

- Select By Excel under Choose Entry Mode.
- Set the University, College, Course, Intake Details and Round No. as needed.
- Click Download next to Excel Download to save the eligible student list as an Excel file (AdmissionOfferList) to your computer.

5.2 Mark students in Excel

- Open the downloaded Excel file. It lists each student's Application No., Name, Category, HSC percentage and other details, along with a Status column.

- In the Status column, type Yes for every student you want to offer admission to, and No for students who should not be offered (or leave as No).
- Do not change, delete, or reorder the Application No. (Column A) or any other column — only edit the Status column.
- Save the file in the same Excel format after marking all students.

Fig. 3 — Marking the Status column as “Yes” or “No” in the downloaded Excel file

- Back on the Vacant seats-based counselling screen (By Excel mode still selected), click Choose file next to File Upload and select the Excel file you just edited.
- Click Upload. A confirmation message “Excel File uploaded Successfully” will appear — click OK.
- The table below now refreshes to show only the students marked Yes in your Excel file. This is the final list that will receive the offer.

Fig. 4 — Confirmation after upload, showing only the students marked “Yes”

5.4 Set validity and submit

- Enter the Valid Till date — the deadline by which these students must accept the offer.
- Click Submit to post the offer to all students shown in the confirmed list.

Tips for By Excel mode

- Best suited when offering admission to many students at once.
- If the uploaded list looks incorrect, correct the Status column in Excel and upload the file again before clicking Submit.
- Only students marked exactly “Yes” (case-sensitive as instructed) are included after upload.
- Always download the latest list before marking Status, so it reflects the current round and any students already offered are excluded.

6. Admission Allotment Entry (by college)

Once an offer has been posted (Sections 4–5) and the student accepts it, the college confirms the admission on the Admission Confirmation screen. This is where the college verifies original documents, allots the final category/intake, checks seat availability, and confirms admission using an OTP sent to the student.

6.1 Open the student's offer

- Go to the Admission Confirmation screen.
- Enter the student's Application Offer No. in the box at the top and click View.
- The screen loads three read-only sections for verification: Student Details (Application No., Student Name, Offer No., Admission Type, Gender, Birth Date, Category, Disability) and Offer Details (University, College, Course Type, Course, Round No., Valid Till Date). Cross-check these against the student's original documents before proceeding.

Admission Confirmation View Details

Application Offer No.* View

Student Details

Application No :	UG2600516548	Offer No :	OU26001697002
Student Name :	TANDEL TISHA NARENDRA	Admission Type :	Under Graduate
Gender :	Female	Birth Date :	24/05/2007
Category :	SEBC (OBC)	Disability :	None

Offer Details

University :	GUJARAT UNIVERSITY	College :	GOVERNMENT ARTS, SCIENCE & COMMERCE COLLEGE, DAMAN
Course Type :	Under Graduate	Course :	BACHELOR OF SCIENCE (HONORS)- (Government - English - - CHEMISTRY)
RoundNo :	UG Regular Fourth Round	Valid Till Date :	01/07/2026

Admission Allotment Detail

Admission Allotted Category* Vacant Count* Check Vacant

Admission Allotted Intake* Merit Type*

Allotted Remark*

Bridge Course Require ☐

Admission Fees Details

Fee Payment Date Fee Payment Receipt No :

Declaration

Declaration By College For Admission Confirmation ☐ Before confirming admission in this College-Department we have verified all the necessary original documents of this student. Which being correct, Student has been allotted admission as per the rules of this university-college.

આ વિદ્યાર્થીના તમામ જરૂરી અસલ પ્રમાણપત્રોની અમોએ સદર કોલેજ-વિભાગમાં પ્રવેશ આપતા પૂર્વે ચકાસણી કરેલ છે. જે યોગ્ય માલુમ પડતાં અતેની યુનિવર્સિટી-કોલેજના નિયમોનુસાર તેને પ્રવેશ ફાળવવામાં આવેલ છે.

Get OTP

Fig. 5 — Admission Confirmation screen after entering the Application Offer No. and clicking View

6.2 Complete the Admission Allotment Detail

- Select the Admission Allotted Category (e.g., General, SC, ST, SEBC (OBC), EWS) based on the verified documents — this may differ from the category shown under Student Details if a change of category applies.
- Select the Admission Allotted Intake — the specific college/course/intake combination the student is being admitted under.

- Click Check Vacant to verify that a seat is available. The Vacant Count field updates with the number of open seats for the selected category and intake.
- Select the Merit Type from the dropdown.
- Select the Allotted Remark from the dropdown.
- Tick Bridge Course Require only if applicable to this student.

6.3 Fee details (optional at this stage)

- If fees have already been collected, enter the Fee Payment Date and Fee Payment Receipt No. Both fields are optional and can be left blank if fees will be recorded separately.

6.4 Declaration and OTP confirmation

- Read the Declaration statement, which confirms that the college has verified all necessary original documents of the student before confirming admission.
- Tick the declaration checkbox to confirm agreement — do this only after documents are actually verified.
- Click Get OTP. An OTP is sent to the student's registered mobile number.
- Ask the student for the OTP received on their phone, enter it in the OTP field, and confirm. The system then finalizes the admission allotment for the student.

Tips for Admission Allotment Entry

- Always click Check Vacant before finalizing the category/intake — if Vacant Count shows 0, the admission cannot be confirmed until a seat becomes available.
- The Admission Allotted Category and Intake must correctly reflect document verification; this determines the seat the student is admitted against.
- Do not tick the declaration checkbox until original documents have actually been checked.
- The OTP is sent only to the student's own registered mobile number — the student must share it with the college for entry.
- Fee Payment Date and Receipt No. are optional here and can be updated later if fee collection is recorded through a separate process.

7. Quick Reference

Field	Description
By Form	On-screen selection using checkboxes. Best for a small number of students.
By Excel	Download → mark Status as Yes/No → upload → confirm list → submit. Best for bulk offers.
Valid Till	Mandatory in both modes. Sets the deadline for the student to accept the offer.
Submit (Offer)	Posts the offer to all selected / confirmed students for the chosen round and intake.
Check Vacant	Verifies seat availability for the selected Admission Allotted Category and Intake before confirming admission.
Get OTP / Confirm	Sends an OTP to the student's mobile number; entering it finalizes the admission allotment.