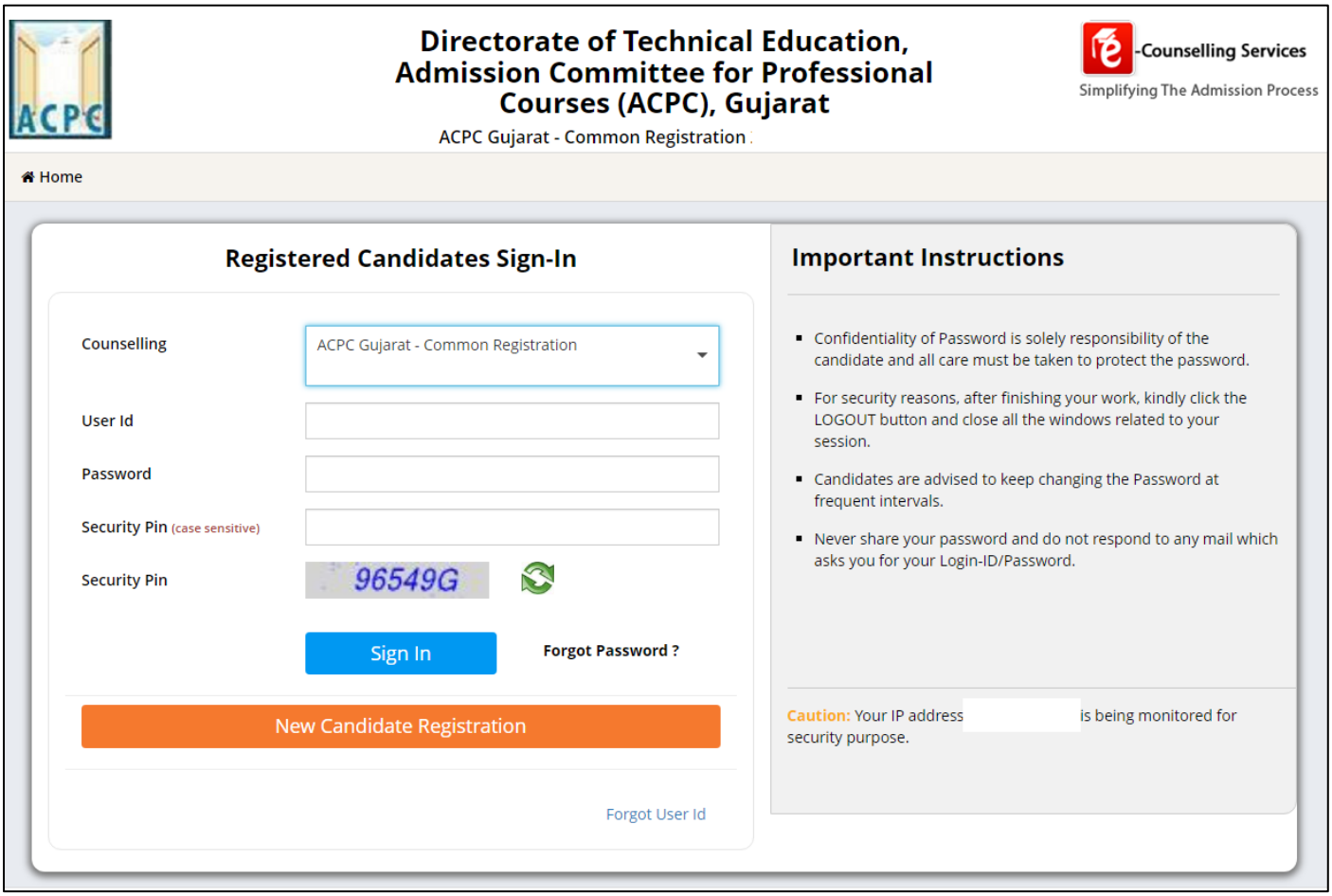
Technical Education Department, Gujarat

Admission Committee for Professional Courses (ACPC)

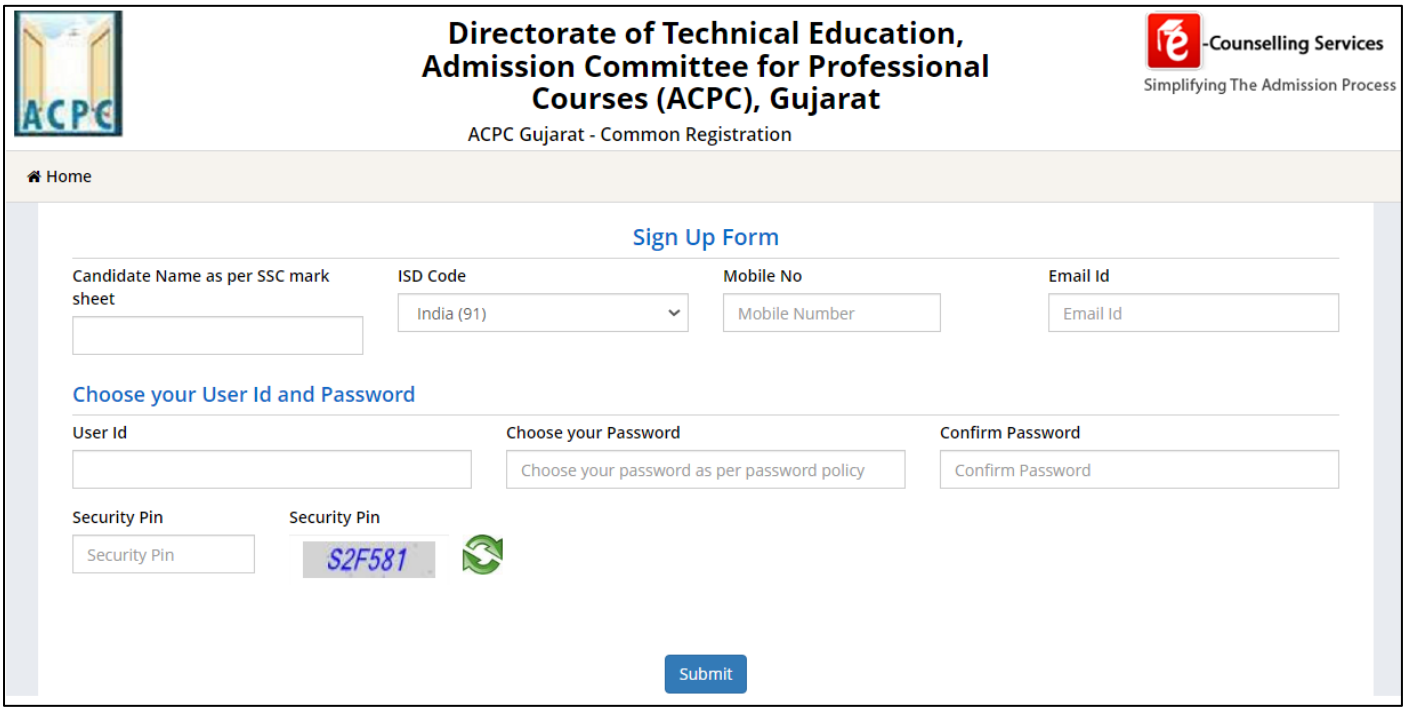
ONLINE REGISTRATION PROCESS STEPS FOR DEGREE ENGINEERING ADMISSION

Aspiring candidates shall complete the following process mentioned before the last date of registration. If candidate fails to complete the activities and pay the registration fees, his application will be treated incomplete. Such candidate can not participate in consequent activities of admission.

- Visit to the Admission Committee website : www.gujacpc.nic.in or www.gujacpc.admissions.nic.in



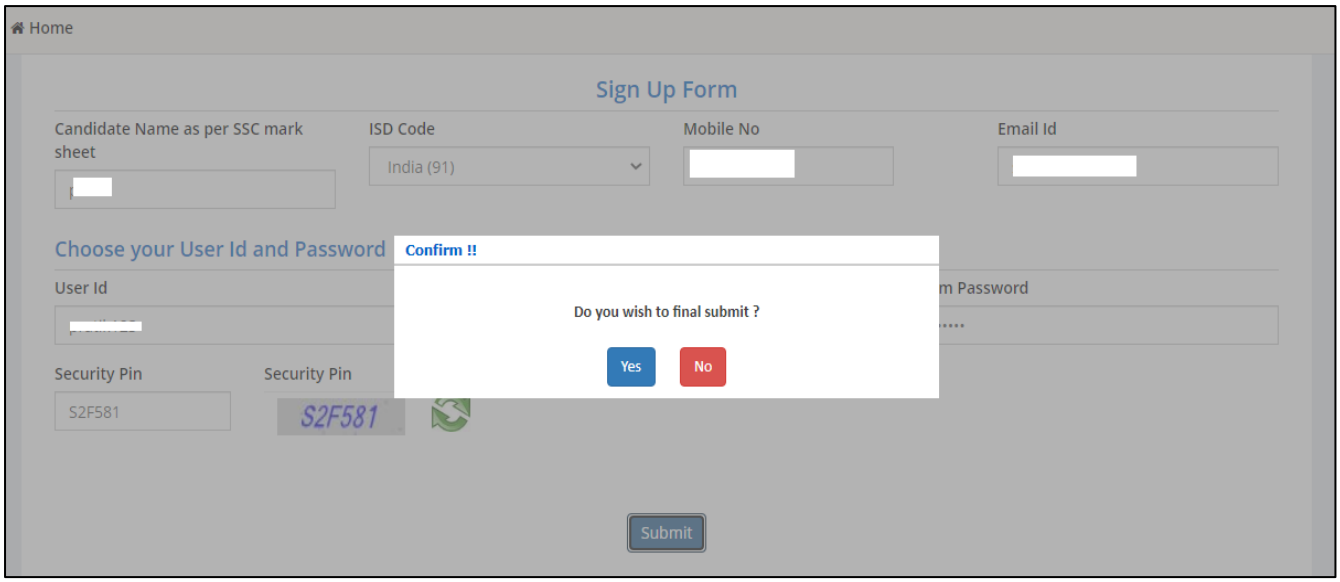
- Click on New Candidate Registration button for fresh application.
- If you have already registered then enter LOGIN ID & PASSWORD and proceed further.
- After Clicking on the New Candidate Registration button you will be redirected to the page as shown below.



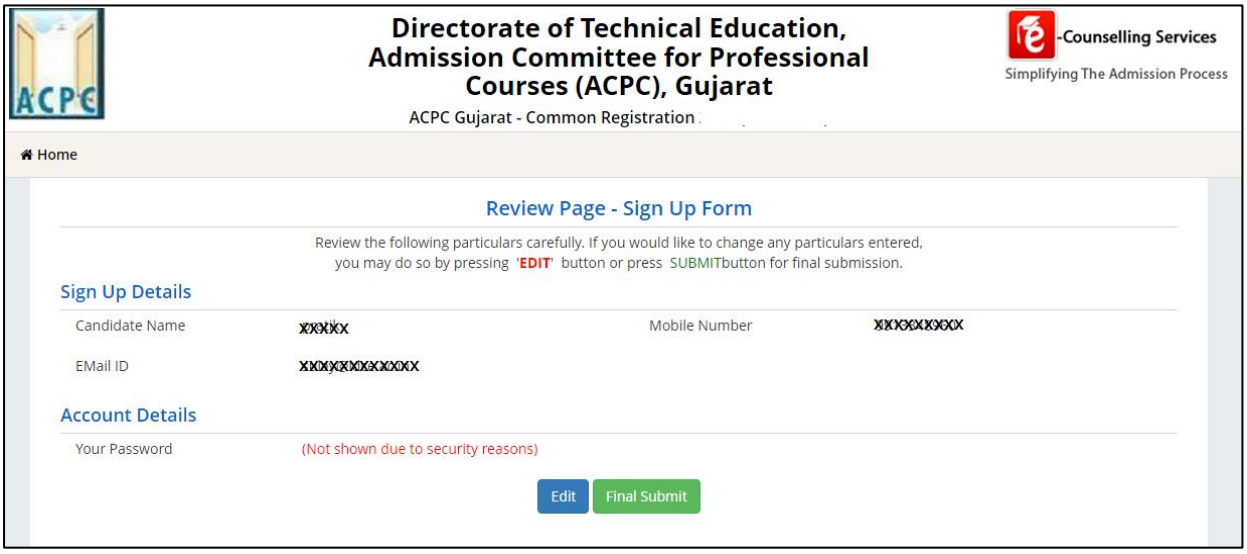
- Enter your name as per qualifying examination in Candidate Name.
- Choose ISD Code : for India (India (91)) (enter correct code as mobile will be verified)
- Enter Mobile number (ten digit number e.g. 9999999999)
- Enter your valid email address (e.g. ____@gmail.com or _____@yahoo.co.in etc.)
- The information of Mobile Number and e-mail address can not be altered during entire process.
- Create your own User Id. In case the User Id is not available the portal will display a message. You need to choose an alternate User Id immediately.
- Create your own password and then enter the Security PIN as shown in the image.
- Finally Click on the Submit button.

User Id and Password will remain same throughout the admission process

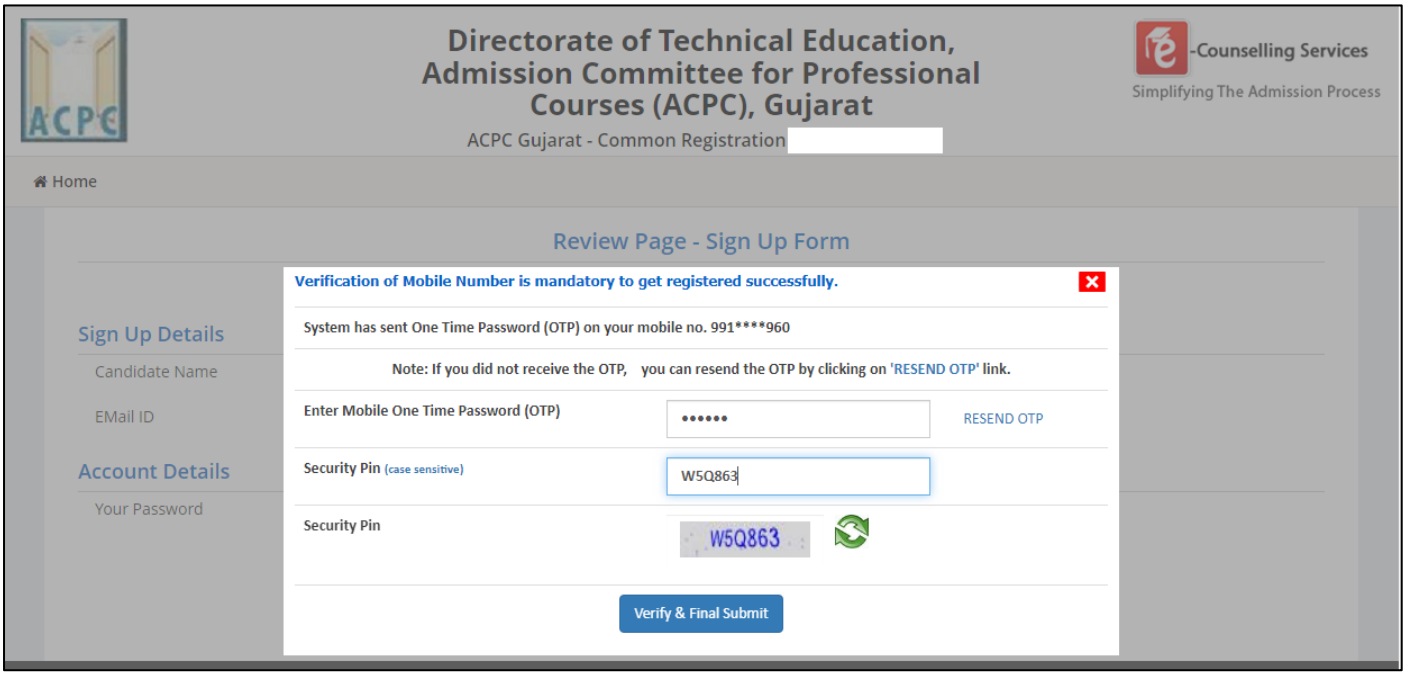
- After Clicking on Submit button you will be redirected to next page as shown below



- Software will ask you to confirm your entered details - If it is correct then press Yes button otherwise press No button.
- Click on the Final Submit button after cross verifying your entered details.



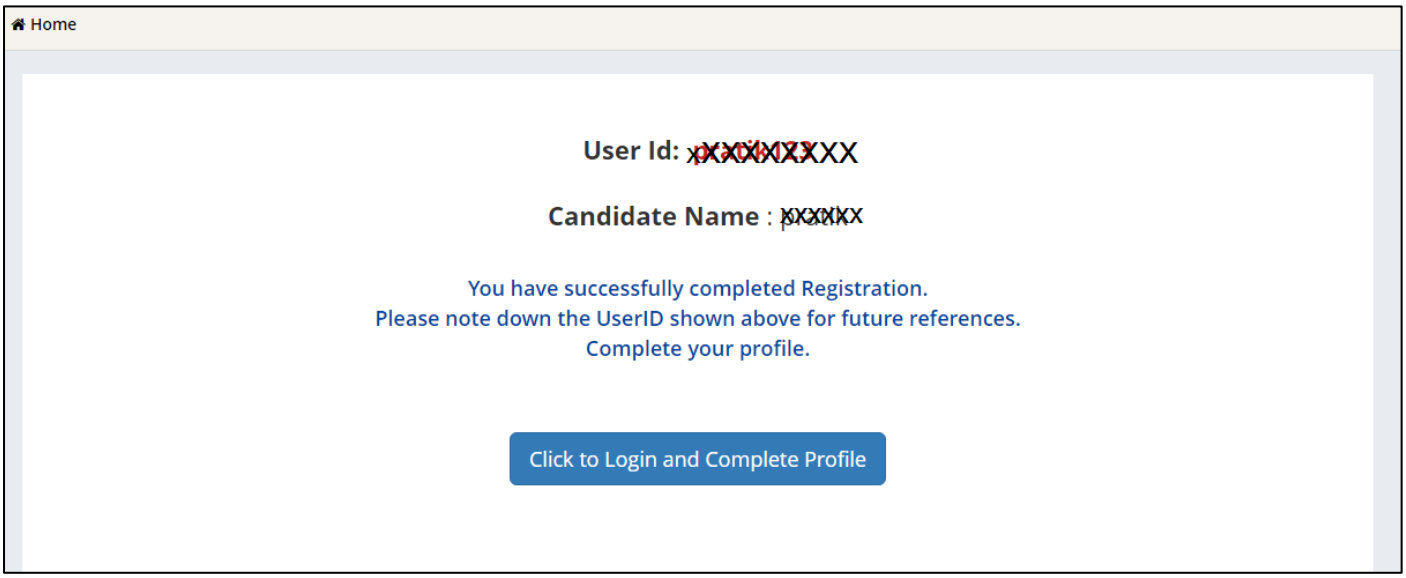
- After Clicking on the Final Submit - Software will proceed with the mobile number verification, OTP will be sent to the number which you have provided. The OTP will be valid for 15 Minutes. You have to s .ubmit the OTP.



- Enter the OTP and Security pin and then click on the **Verify & Final Submit** button.

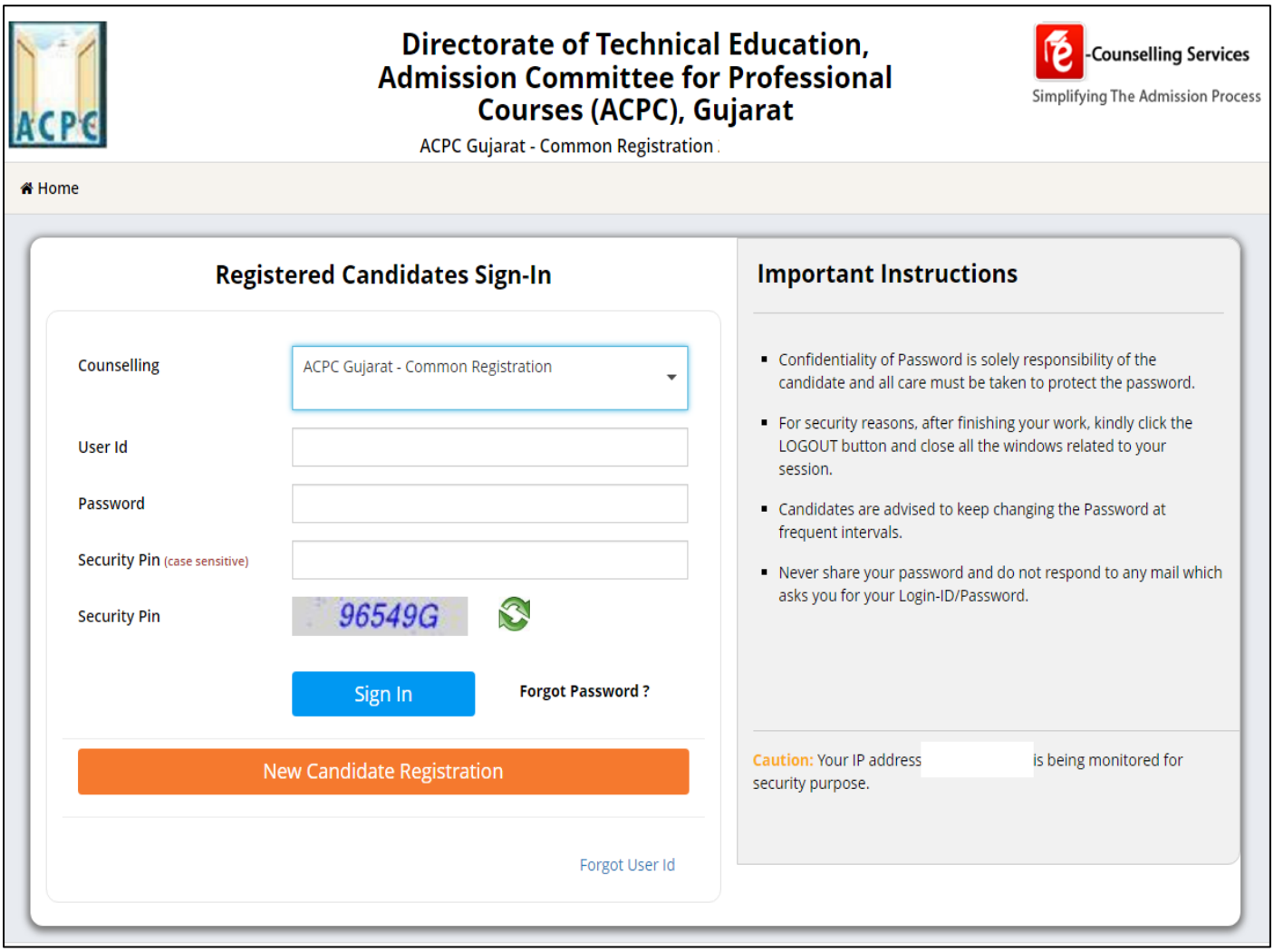
(SAVE your USER ID and Password for future reference)

- You will receive the confirmation message for creation of user profile with ID on the registered mobile number.



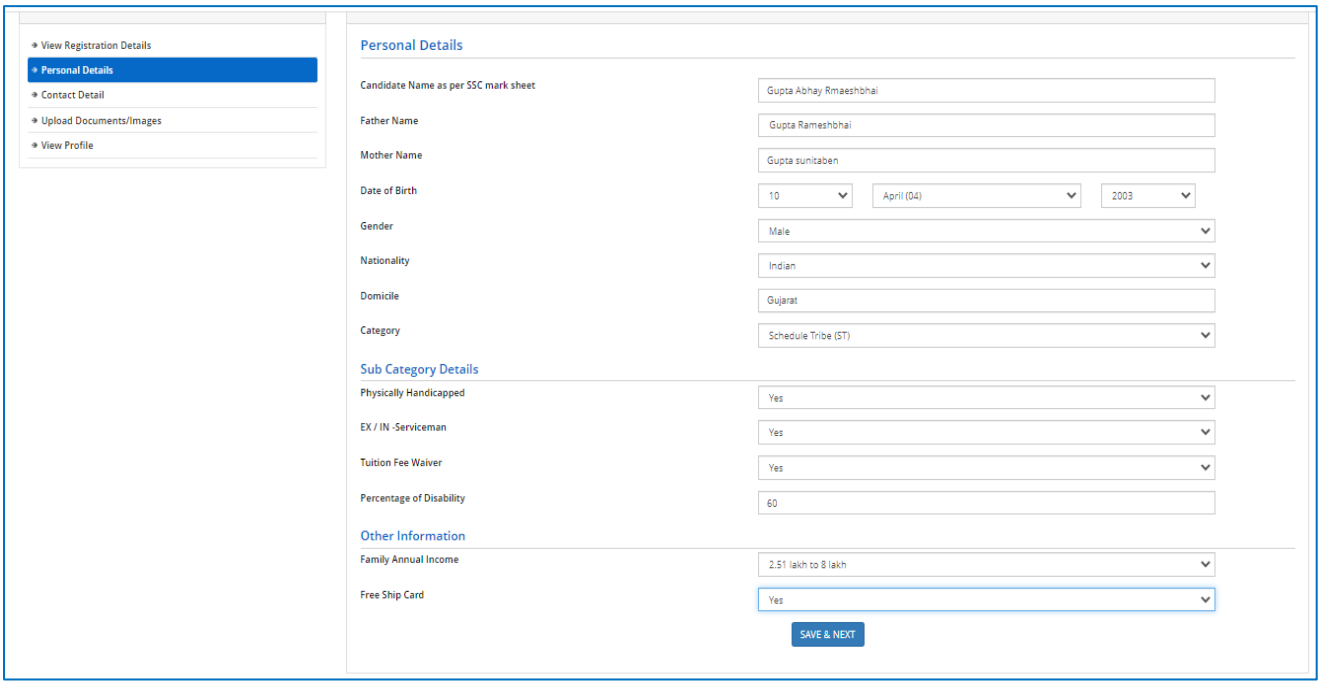
- Now click on the **Click to Login and Complete Profile** **button**

- You will be redirected to the page as shown below



- Login to the portal by entering the User Id (you have created), Password (you have set) and security PIN as shown below it.
- After Login you will see the screen as shown below.
- You will see all the available courses like B.E/B.Tech, B.Pharma/D.Pharma, MBA/MCA, Diploma TO Degree Engineering, ME/M.Tech/M.Pharm.

- Click on **Profile Section** and enter your **personal details**



Personal Details:

- Enter your name, Father Name, Mother Name, Date of Birth, Select the Gender and Select your NATIONALITY and your State.

Category:

- General /General-EWS /Schedule Caste (SC) /Schedule Tribe (ST) / Socially and Educationally Backward Class (SEBC) (For the category other than General You need to upload relevant documents as provided in the section of document uploading

Sub Category Details:

- **Physically Handicapped: Yes/No -** The Candidate needs to have more than 40% of Physical Disability certificate issued by Civil Surgeon and the same needs to be uploaded in the document uploading section.
- **In-Servicemen / Ex-Servicemen: Yes/No -** The Candidate needs to upload the serving certificate of father/mother who is serving in Defence services for in serviceman. The Candidate needs to upload the certificate of father/mother issued by District Sainik Welfare board for ex - serviceman.

- **Tuition Fee Waiver: Yes/No -** The candidate who is willing to avail benefits of TFW scheme should have family income of less than 8 Lakh. The candidate needs to upload the valid income certificate issued by the Government as mentioned in the document uploading section.

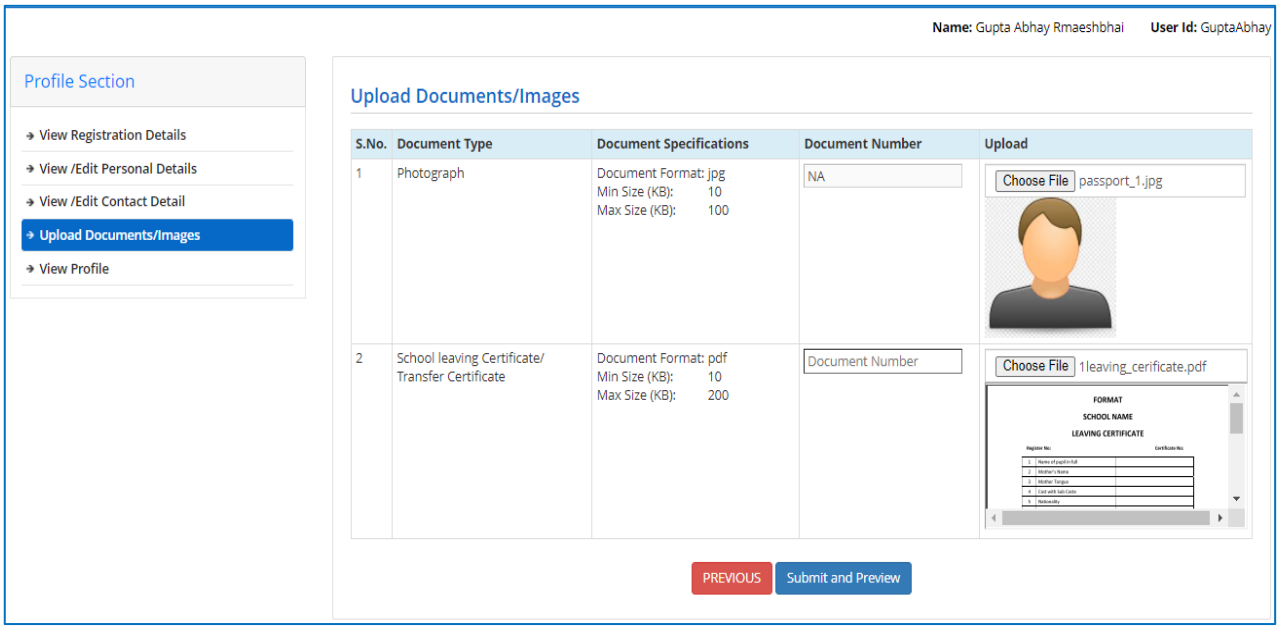
Other Information:

- **Family Annual Income:** The candidate needs to enter the annual family income here in INR.
- **Free Ship Card:** If you belong to SC or ST Category and Family Income is less than 2.5 Lakh then select the YES option.
- Click on the SAVE & NEXT button.

View/ Edit contact details

- **Correspondence Address -** The candidate needs to enter his current residential address here. The candidate can also provide alternate email addresses and mobile numbers.
- **Permanent Address -** The candidate needs to enter his permanent residential address here. The candidate can also choose the same as correspondence address if both are same.

View/Edit Upload Documents/Images

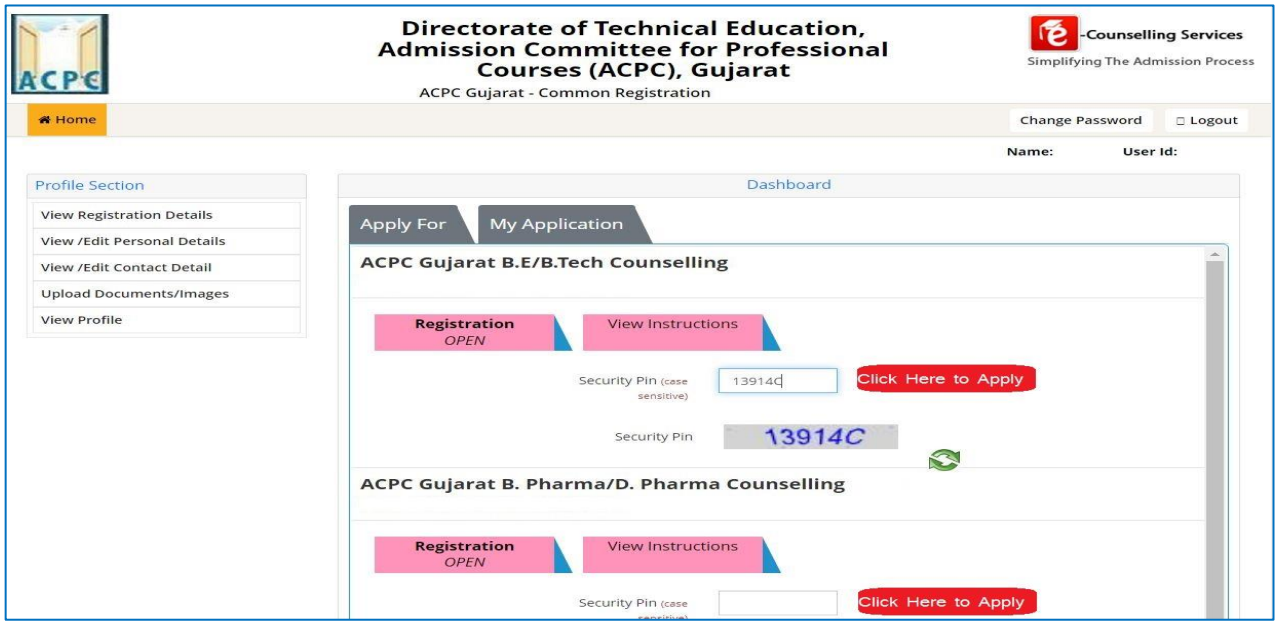


(a) Photograph: Upload recent passport size photograph in .jpg format. Size of photograph should be 10KB to 100KB. Choose File

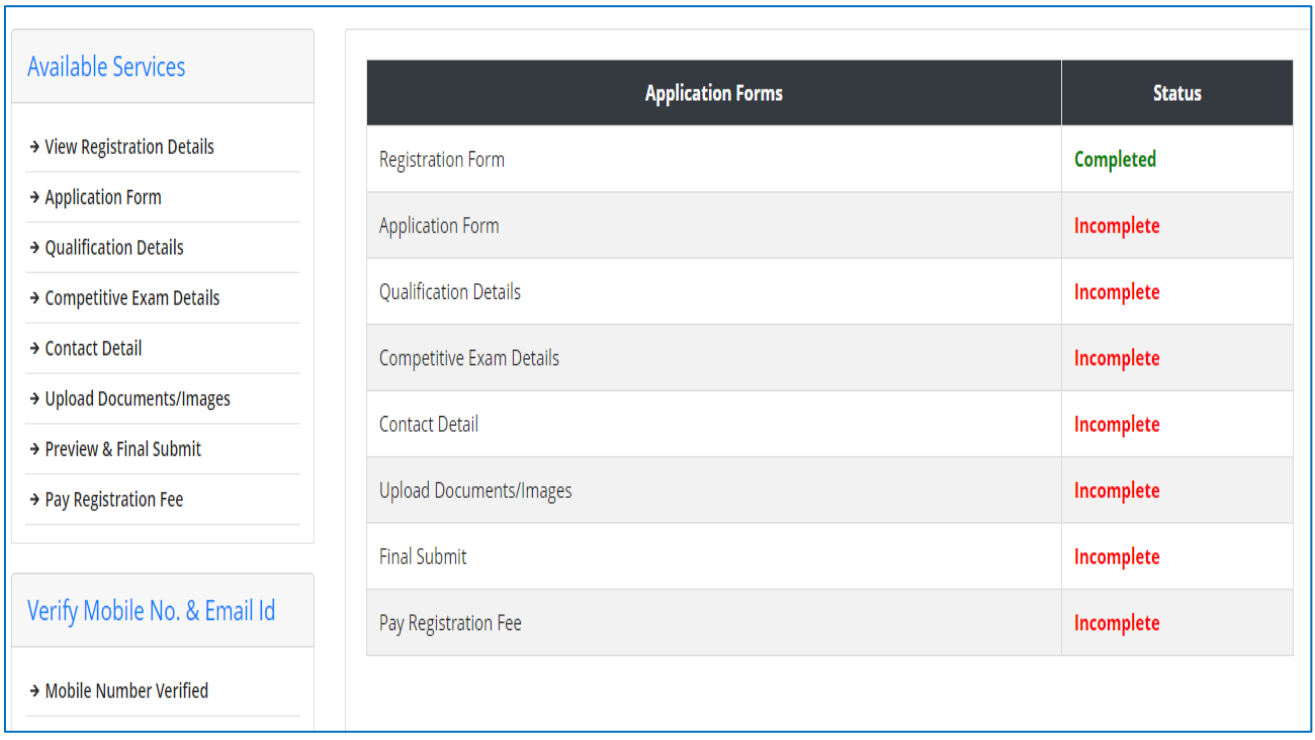
(b) School leaving certificate: Upload school leaving certificate in format of .pdf format. Size of file should be 10KB to 200KB. Choose File (Document Number will be the GR Number)

- Click on Submit and Preview Button. After submitting final details, you will be directed to dashboard where you can apply in multiple courses within due announced period.

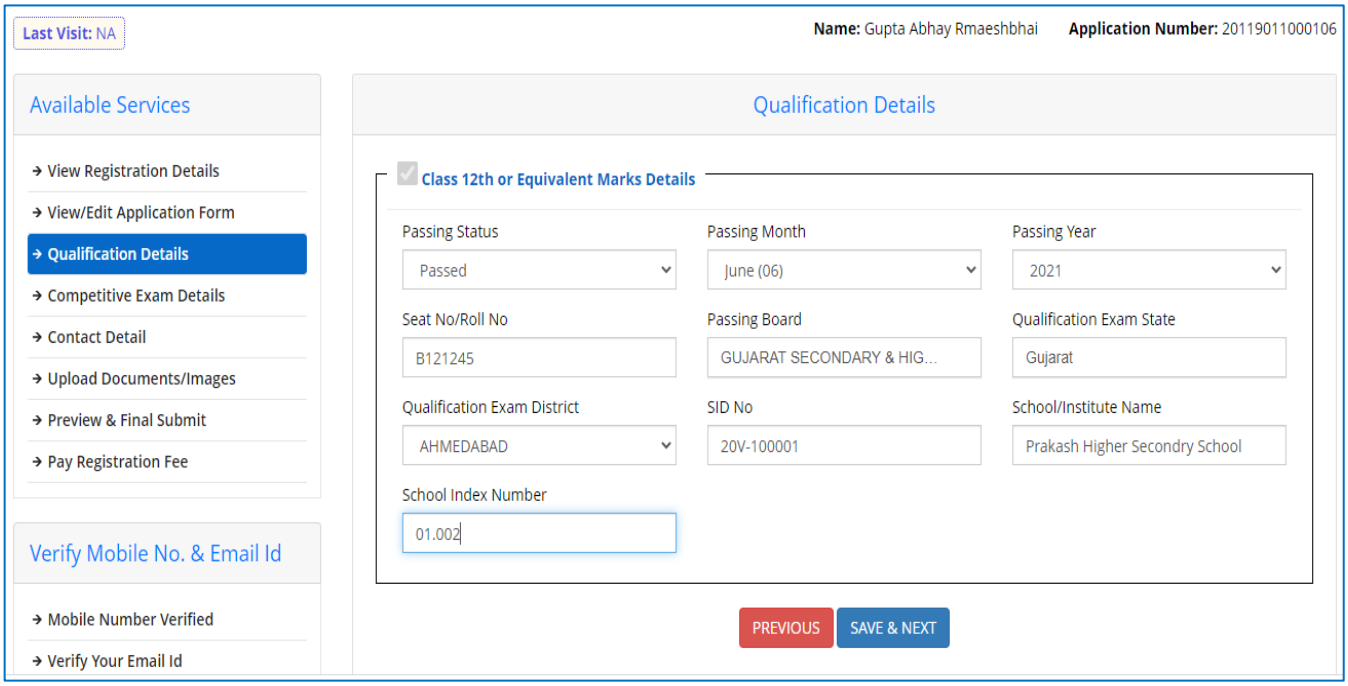
- For engineering Click on **Click Here to Apply** in the option **ACPC Gujarat B.E./B.Tech Counseling**



- You will see many details which are still incomplete. Apart of this you will be given unique application number. Save your **APPLICATION NO** for future reference. All respective correspondence for particular course shall be done based on application number allotted.

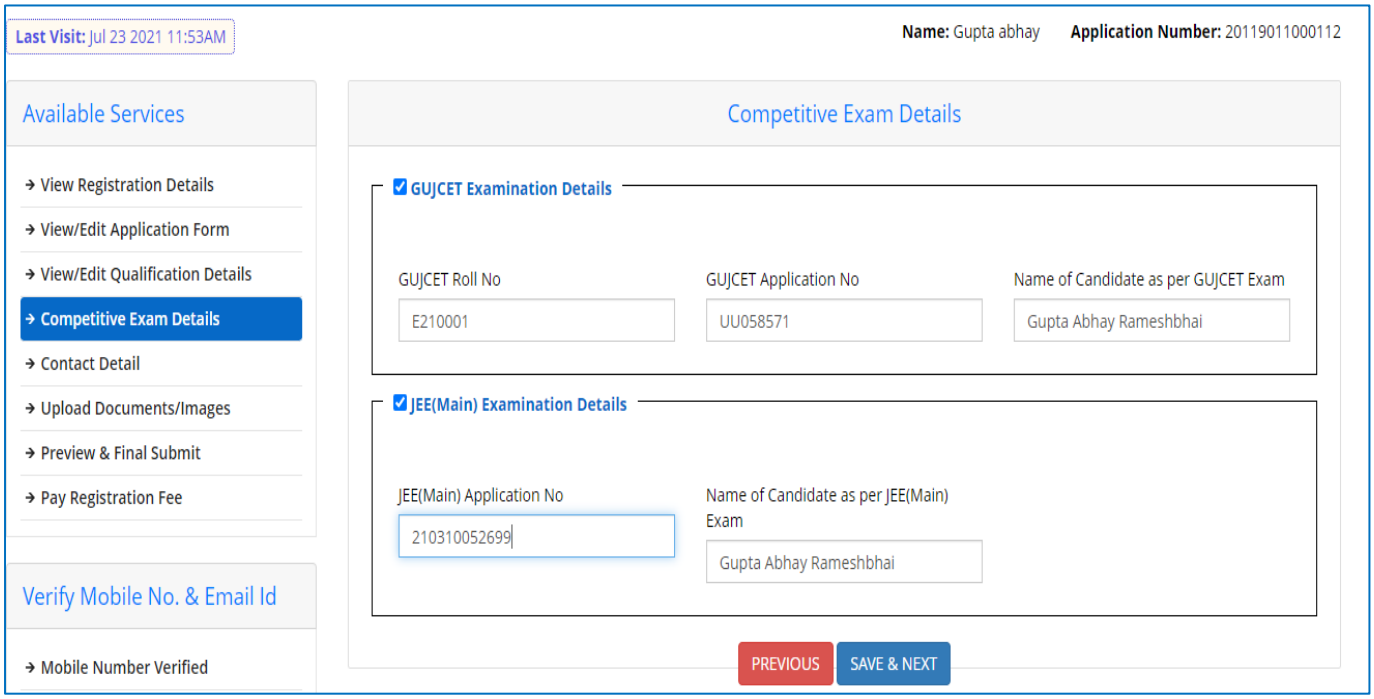


- Now **click** on the Application Form button (Left Side).



- **Qualification Details**
  - **Class 12th or Equivalent Marks Details :**
  - **Passing Month:** Select the PASSING MONTH from the available list.
  - **Passing Year:** Select the PASSING YEAR from the available list.
  - **Seat NO:** Enter the seat no (from board 12th Mark sheet)
  - **Passing Board:** Select the Passing Board Name from the available list.
  - **SID No:** Enter SIDNO from the board Mark sheet.
  - **School index Number:** Enter School Index Number of your school.
  - **School/Institute Name:** Enter the name of School.

- Click on SAVE & NEXT Button
- Now you will be redirected to the **Competitive Exam Details** page as shown below



GUJCET Examination Details:

- **GUJCET Roll No :** Enter your GUJCET Roll No
- **GUJCET Application No:** Enter your GUJCET Application No.
- **Name of Candidate as per GUJCET Exam:** Enter Your Name

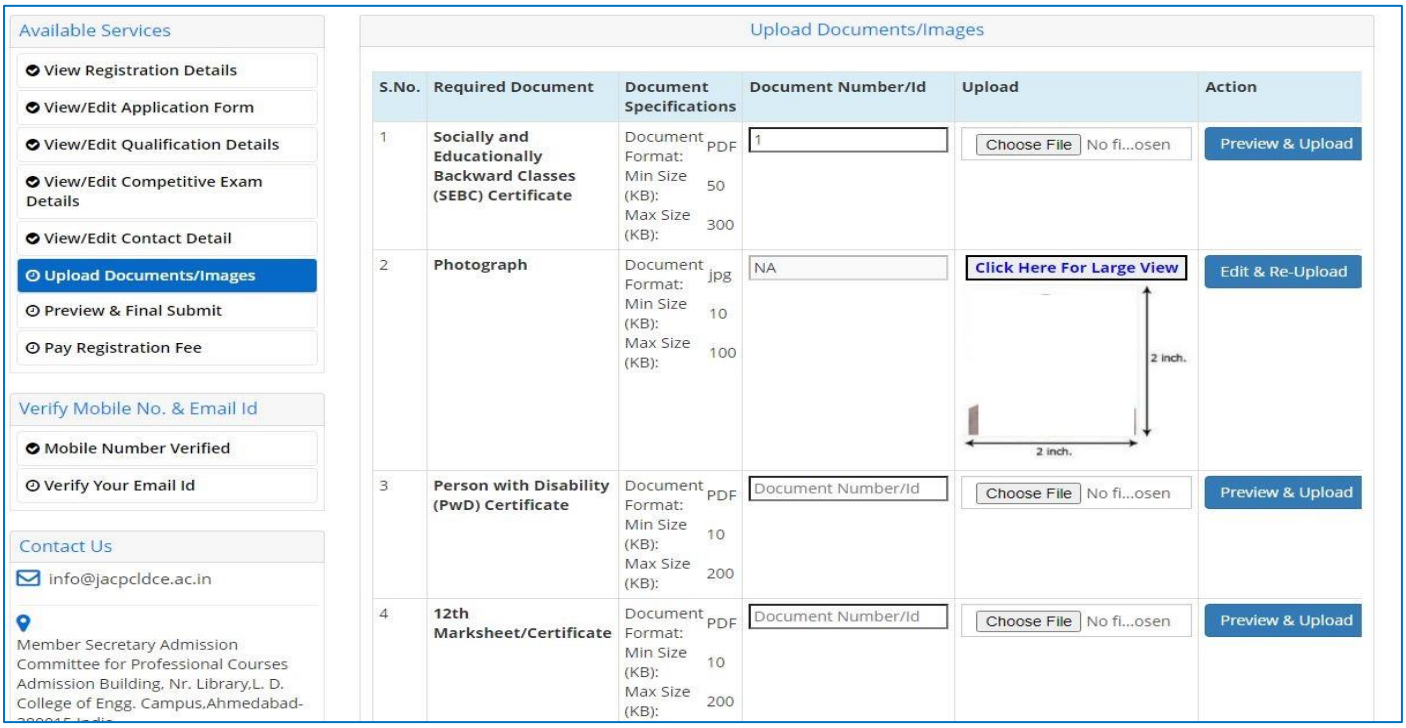
(Above Information will be available in GUJCET Hall Ticket)

JEE (Main) Examination Details:

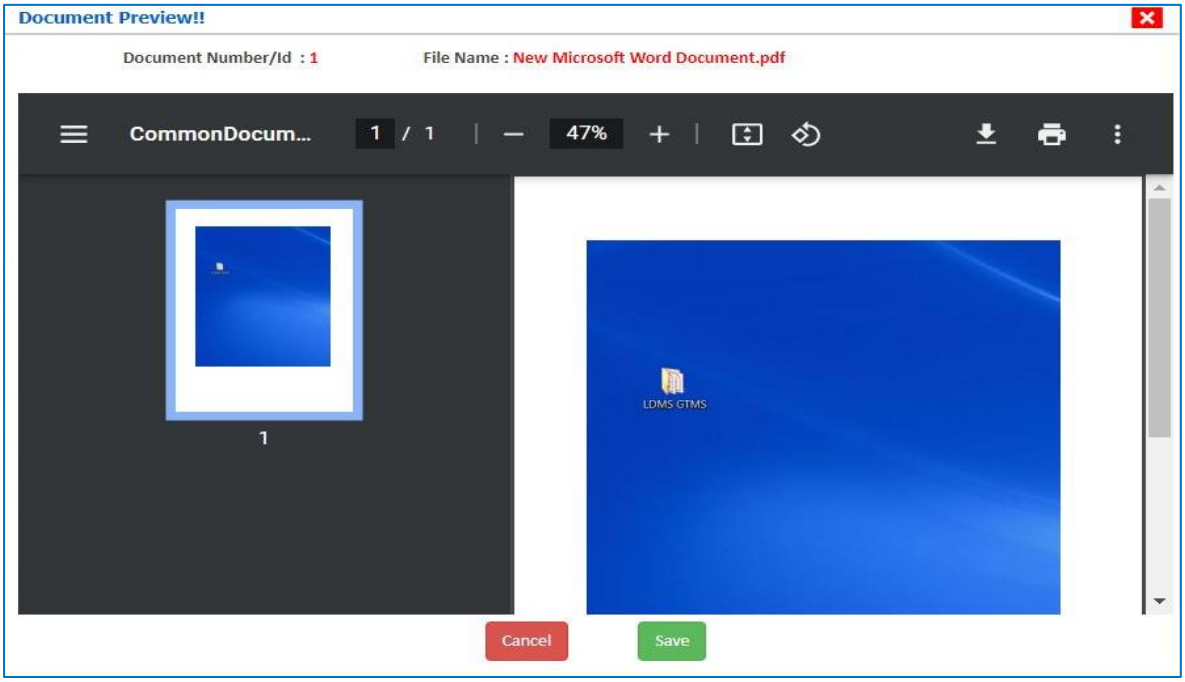
- **JEE(Main) Application No:** Enter your JEE(MAIN) Application (From the Hall Ticket)
- **Name of Candidate as per JEE (Main) Exam:** Enter Your NAME.

Click on SAVE & NEXT and you will be redirected to the Document Upload page.

Upload Documents/images:



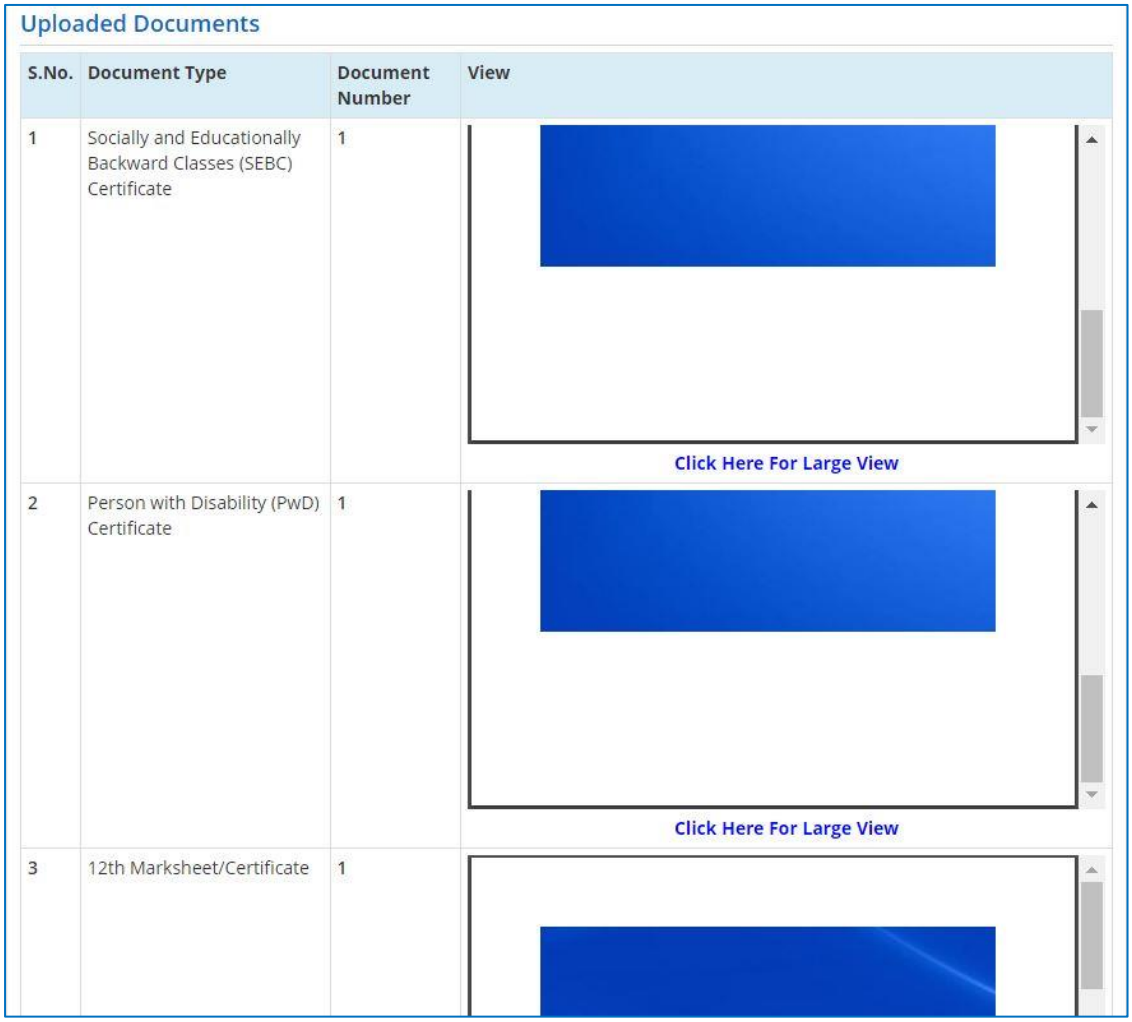
- To upload documents, write document no. in third column, Click on **Choose file** and upload scan copy to document/ Certificate in fourth column and click on **Preview & Upload** Button in fifth column.
- By clicking on **Preview & Upload** Button, following screen will be displayed.



- In this window you can see uploaded document, click on **SAVE** button.

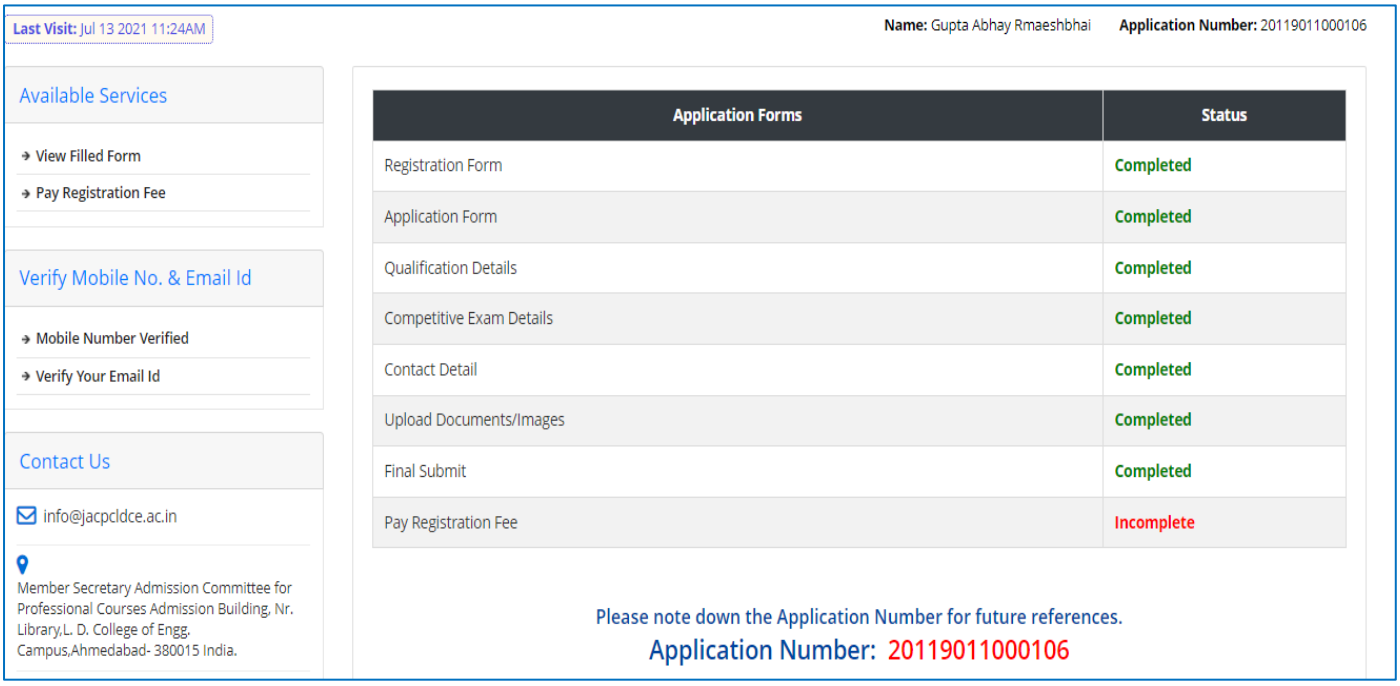
- In this way you will have to upload every document shown in column one as follows.

1. **Category (Caste) Certificate**
2. **PWD Certificate**
3. **HSC Mark sheet**
4. **Income Certificate**
5. **ESM Certificate**
6. **Free Ship Card Certificate**
7. **Non creamy layer Certificate Parishisht -4 in Gujarati**



- Finally Cross verify all the details and select on the Declaration option check-box and then Click on

button.



- Now you will be redirected to the **PAYMENT PAGE.**
- Click on **PAY REGISTRATION FEE** Button and pay the fees via CREDIT CARD/ DEBIT CARD/ NETBANKING or any UPI.
- Registration Process will be completed once the payment process of REGISTRATION FEE is completed.

Keep Application Number, User Id and Password at safe place. These details are required many times during admission Process