# ONLINE REGISTRATION STEPS FOR MBA-MCA ADMISSIONS

Website of Committee: www.jacpcldce.ac.in / https://acpc.gujarat.gov.in/

# Website for Registration: <a href="https://gujacpc.admissions.nic.in/">https://gujacpc.admissions.nic.in/</a>

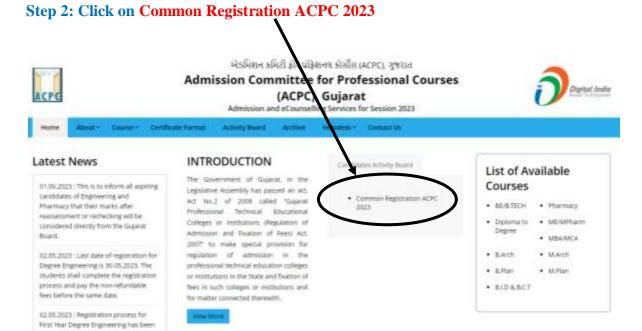
# Introduction

- Every aspiring candidate of professional courses need to generate their own profiles by submitting common required details and documents before submitting their application for particular course.
- The student need to upload available documents like School Leaving certificate, Passport size photograph, Category certificates etc.
- The profile will be made available for future applications also; therefore students will be free from similar activities for multiple times.
- It is suggested that students enter a mobile number which is easily available during entire registration process.

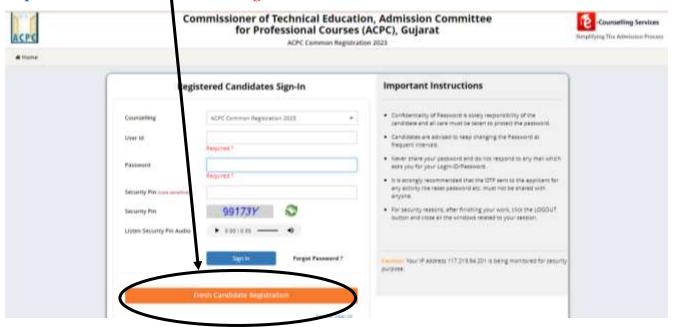
# **New candidate Registration**

#### (i) Creation of User ID:

Step 1: Visit to Admission Committee website <a href="https://gujacpc.admissions.nic.in/">https://gujacpc.admissions.nic.in/</a>



**Step 3: Click on Fresh Candidate Registration** 



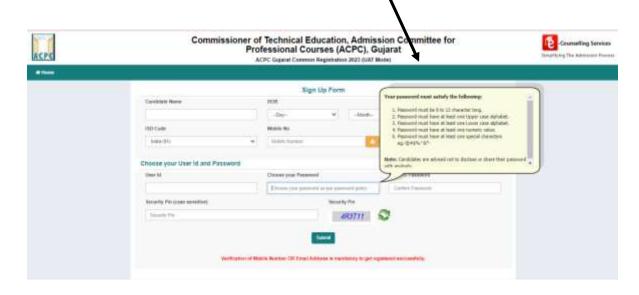
# Step 4: Click on "I Agree" to terms and conditions and move ahead



Step 5: Fill up basic registration details as shown below



- Enter your name as per qualifying examination (Graduation) in Candidate Name.
- Enter DOB as per birth certificate proof
- Choose ISD Code: for India (India (91)) (enter correct code as mobile will be verified)
- Enter Mobile number (ten digit number e.g. 999999999)
- Enter your valid e-mail address (e.g. \_\_\_\_@gmail.com or \_\_\_\_\_@yahoo.co.in etc.)
- Create your own User I'd. In case the User ID is not available, the portal will display a message.
- You need to choose alternate user ID immediately. This process is similar to ID creation during generation of e-mail.
- Set password as per guidelines given on portal as shown below



Step 6: If all the details entered are OK, submit the details by pressing Yes. If any changes are required, press No and modify the required details.



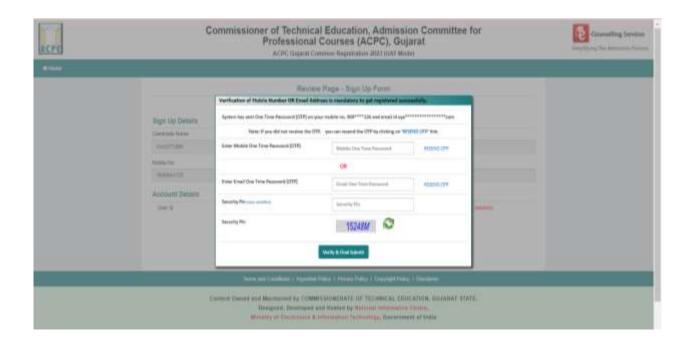
#### (ii) Verification of submitted details:

Step 7: Review the submitted details carefully. If you want to change any particulars entered, you can do so by pressing 'EDIT' button or press SUBMIT button for final submission.



#### (iii) Mobile number / Email verification:

Step 8: For 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 submit the OTP.



#### (iv) Conformation of User ID:



You will receive an SMS confirmation for creation of User Profile with ID. Click on login and complete profile

For further Log-in every time,

You are required to use the created user ID and password set by you every time.

# Profile Creation for registered Candidate (after successful creation of User ID)

Step 1: Log in to portal by entering the User I'd (you have created), Password (you have set) and security PIN as shown below it.



Step 2: View/ Edit application form complete personal details

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

Enter the SECURITY PIN in section of **ACPC Gujarat Combined MBA/MCA Counselling 2023** & click on "Complete Your Personal Details".



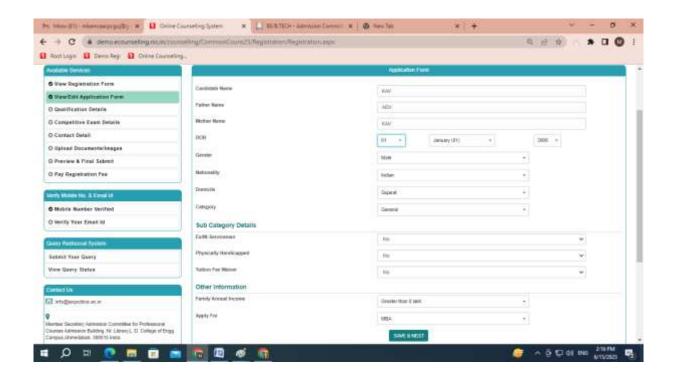
#### Click on OK after reading the instructions as shown in the following figure



#### **Personal Details:**

- Candidate Name: As per qualifying exam (Graduation) mark sheet
- **Father Name:** Enter father's Name
- **Mother Name:** Enter mother's Name
- Date of Birth: as per HSC certificate / school leaving certificate
- **Gender:** Male/Female/Transgender
- Nationality: Indian / Other than Indian
- **Domicile:** Choose the State of domicile
- 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 document as provided in 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 document uploading section.)

#### **In-Servicemen / Ex-Servicemen:** Yes/No

(The Candidate needs to upload the serving certificate of father/mother who is serving in defense 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 Lacs. The candidate needs to upload the valid income certificate issued by Government as mentioned in document uploading section.)

#### **Other Information:**

**Family Annual Income:** The candidate needs to enter the annual family income here in INR.

**Free Ship Card:** If candidate belongs to SC/ST category and family income is less than 2.5 Lacs then select YES option.

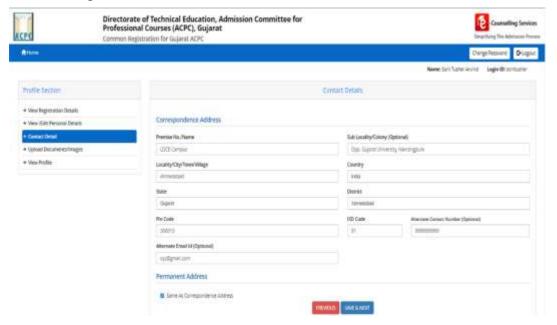
#### **Step 3: View/ Edit contact details**

# **Correspondence Address**

The candidate needs to enter his current residential address here. The candidate can also provide alternate e-mail address and mobile number.

#### **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.



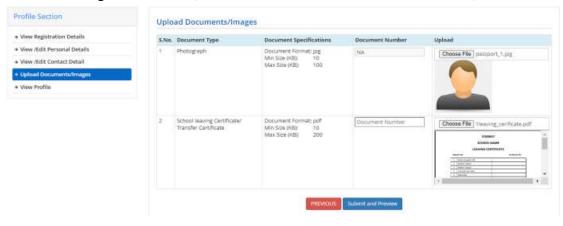
#### Step 4: View/ Edit upload documents/Images

- (a) Photograph: Applicant's recent photograph in format of .jpg
- (b) School leaving certificate: the available school leaving certificate in format of .pdf.

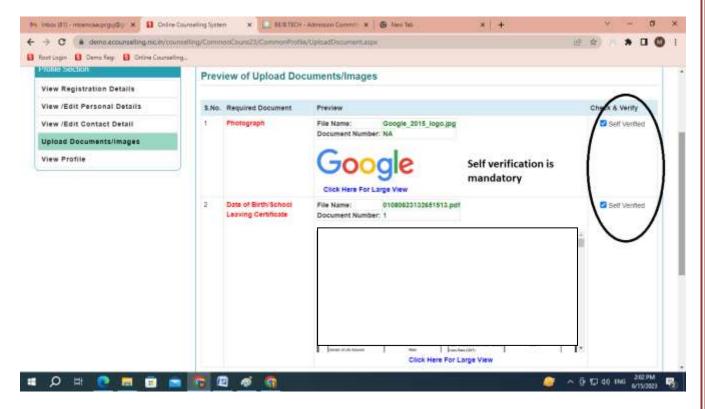
Once documents are uploaded, it is mandatory to self verify them and save.

- (a) **Photograph:** Upload recent passport size photograph in .jpg format. Size of photograph should be 10KB to 100KB.
- (b) **School leaving certificate:** Upload school leaving certificate in format of .pdf format. Size of file should be 10KB to 200KB

For School Leaving Certificate - (Document Number will be the GR Number)



Once these documents are uploaded, self verified and submitted, your initial registration and common profile generation is completed successfully.



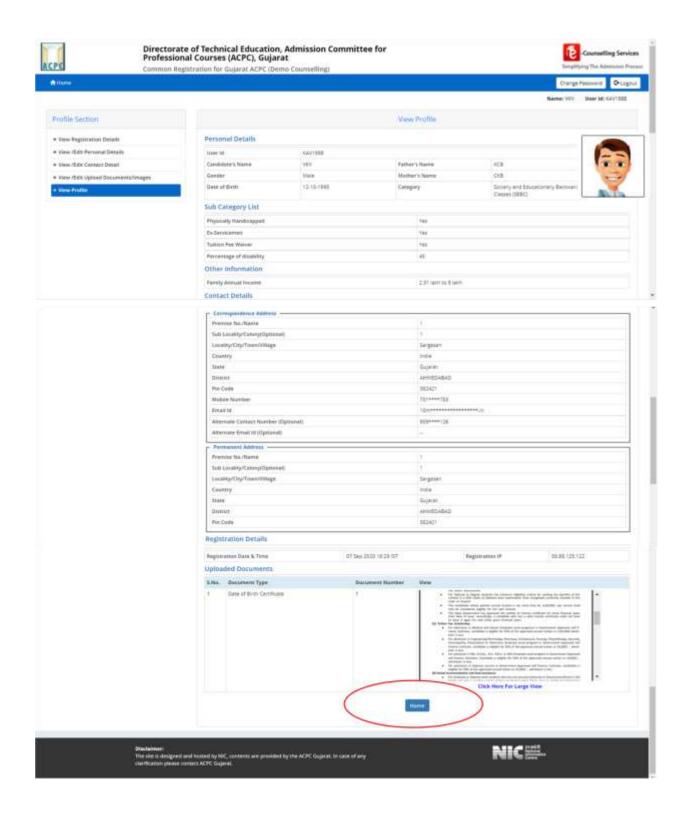
Save your APPLICATION NO for future reference.

Now next step is to apply for individual course, in this case Demo of Application for MBA-MCA is shown.

# **Instructions for filling online Application form**

# (Application for individual programs)

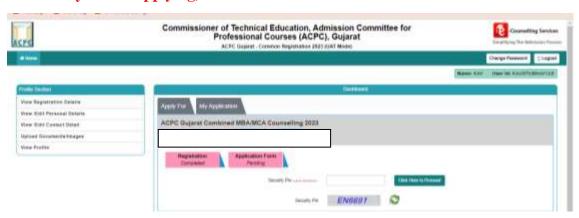
- After successful creation of common profile by the candidate, the candidates will be offered various courses with tentative schedule for the concerned course. The candidate shall have to apply for the course, for which he is eligible and intends to seek the admission.
- When Registration is completed you need to press **home button** as shown in the below figure that will redirect you to dashboard for filling application form.

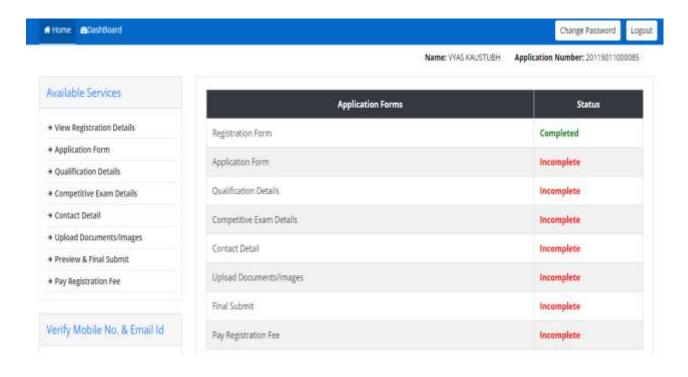


- The candidate shall have to fill the relevant academic details and upload all applicable documents.
   Accordingly, all the candidates are advised to keep the pdf scanned copy of all related documents ready for the same.
- After submission of the application form, the website will direct you for the payment of requisite registration fee. The payment can be done by Net banking/Credit Card or any mode of UPI

# Application for MBA / MCA / MBC (both MBA and MCA)

Step 1: Click on "Home" Button and then enter the Security PIN and click on "Click on Click Here to Apply" in the option ACPC Gujarat Combined MBA/MCA Counseling 2023. (Read instructions carefully before applying)

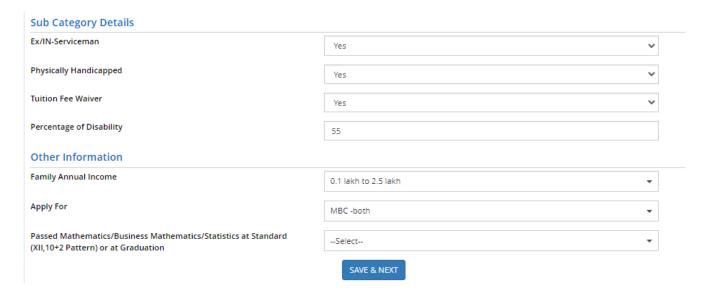




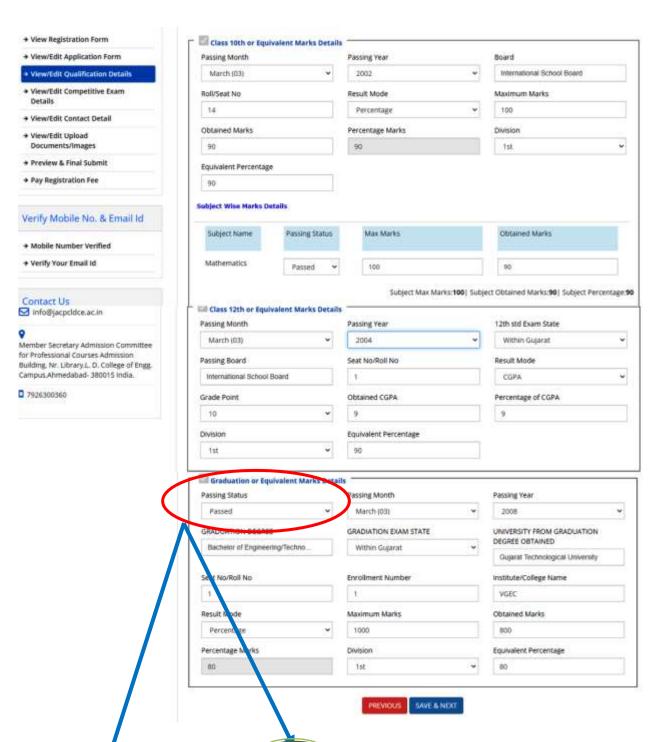
Step 2: View your registration details: where the name, mobile and e-mail address will be displayed again.

#### Step 3: View/Edit application form: The personal details will be displayed again.

- The candidate can edit the details if required. The details once submitted **cannot be altered** once entire application is submitted alobng with fees payment.
- At this stage candidate is required to select the course in which he / she needs to apply.
- Options available are MBA / MCA / MBC (apply in MBA as well as MCA simultaneously).
- Fees for either MBA or MCA is 500/- if applied individually and if applied through MBC simultaneously, fees is 750/-



Step 4: View/Edit Qualification details: The candidate needs to enter details as shown in next figure with supporting documents.



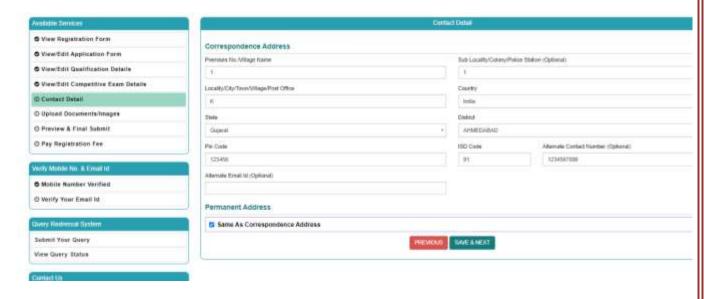
In addition to Candidates who have Passed the graduation course, all the candidates who have appeared in final year of graduation and whose result is aending can also apply. They have to select Appearing in this dropdown menu and fill whatever details are asked. Also marksheets of graduation that are available till date must be uploaded. Remaining details along with final marksheet will be required to be updated when the result is declared. Further guidelines for candidates whose results of final year are pending is available on website of the committee.

# Step 5: View/Edit Competitive Exam details: The candidate needs to enter details of CMAT 2023 exam as per their CMAT 2023 Score card.

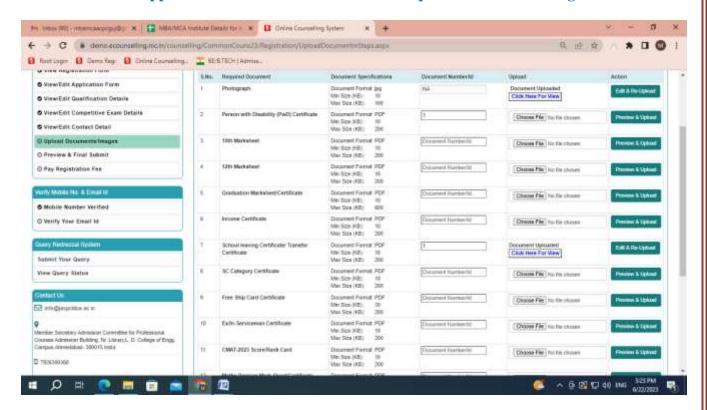
Make sure to enter all the details exactly a per CMAT marksheet. Roll No. and Application No. must be entered properly and must not be interchanged. Also CMAT score for all the fields must be entered accurately. Score for all the fields must be in range from 0 to 100 and need to have 7 digits after decimal point. Negative values are not accepted.



Step 6: View/Edit contact details: The candidate needs to verify the contact details here. If needed, the candidate can change here from previously filled details.



Step 7: Upload Documents: The candidate needs to upload relevant documents based on the details as filled in application form. The list of field and required documents are given below:



Details	Status	<b>Document issuing authority</b>
SSC (10 <sup>th</sup> Marksheet)	Candidate needs to upload all marksheet(s) of SSC	GSEB / CBSE / Recognized education board of India
HSC (12 <sup>th</sup> Marksheet)	Candidate needs to upload all marksheet(s) of HSC	GSEB / CBSE / Recognized education board of India
Graduation Marksheets and Degree Certificate (if available)	Candidate needs to upload marksheet(s) of graduation and graduation certificate if available. In case final year result is awaiting, candidate need to upload all previous marksheets. All marksheets / degree certificate must be uploaded as a single pdf document	Any Govt approved and recognized university of Gujarat / India.
Income Certificate (for TFWs candidates)	The valid income certificate citing annual family income	<ul> <li>Jan Seva Kendra</li> <li>Collector Office</li> <li>Dy. Collector / Dy. DDO office</li> <li>Mamlatdar / TDO office</li> </ul>
Schedule Caste (SC) / Schedule Tribe (ST)	Valid Caste certificate	<ul><li>Jan Seva Kendra</li><li>Collector Office</li><li>Dy. Collector / Dy. DDO office</li></ul>

		Mamlatdar / TDO office     District welfare officer
Non Creamy layer certificate for Socially and Educationally Backward Class (SEBC)	The valid non-creamy layer certificate with mention of relevant Caste. In case NCL doesn't include caste, candidate shall attach separate caste certificate along with NCL certificate in sigle pdf document	<ul> <li>Jan Seva Kendra</li> <li>Collector Office</li> <li>Dy. Collector / Dy. DDO office</li> <li>Mamlatdar / TDO office</li> <li>District welfare officer</li> </ul>
EWSs (Economically weaker sections) candidates	The valid caste certificate	<ul> <li>Jan Seva Kendra</li> <li>Collector Office</li> <li>Dy. Collector / Dy. DDO office</li> <li>Mamlatdar / TDO office</li> <li>District welfare officer</li> </ul>
In-Serviceman candidate	Certificate of In serviceman for purpose of education forward	Certificate issued by Commanding Officer of concerned unit
Ex-Serviceman candidate	Certificate of Ex serviceman for purpose of education forward	Certificate issued by District Sainik Welfare office
Persons with Disability (PWD) candidates	Physical disability mentioning the disability type and disability percentage (shall have more than 40%)	District Civil Surgeon officer
Free Ship Card	Free ship card	Social justice and empowerment department.
CMAT 2023 Score Card	Valid CMAT 2023 Score card	National Testing Agency

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

Step 8: Preview and final submit: The final preview of application form and submitted documents will be shown for the review of candidate.

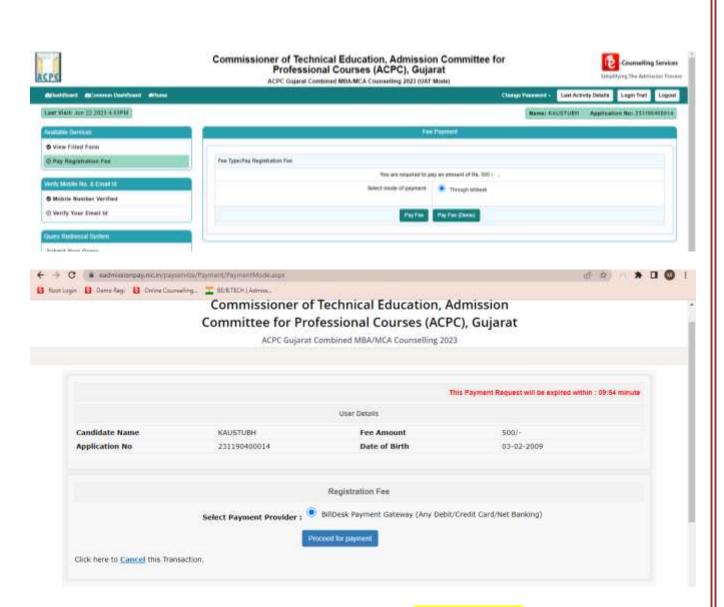
Finally, Cross verify all the details and select on the Declaration option checkbox and then Click on SAVE FINALLY & SUBMIT button

Once candidate submits all the details after due verification, further editing will not be allowed. Hence candidates are advised to verify and review all the details before finally submitting the application as shown in following figure.



Step 9: Payment of Registration Fees: After submission of form, the candidate will be directed to payment section for payment of requisite registration fee for the concerned course. The confirmation of payment will be reflected immediately.





Upon successful payment of registration fees, application is finally submitted.

Now you can not edit any details and / or upload documents. You need to follow Guidelines given by Admission committee if any change in qualification details or documents is required

It is advised to keep a print out of Registration Form

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