ONLINE REGISTRATION PROCESS STEPS FOR B. ARCH ADMISSION 2023

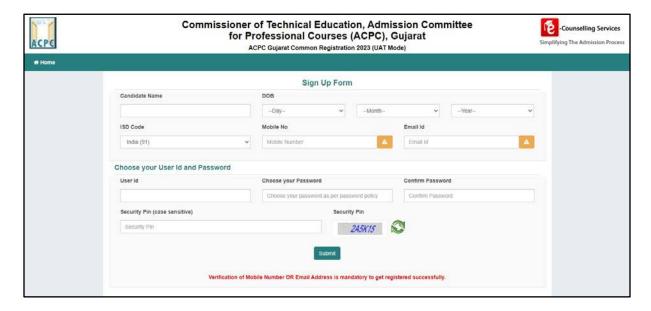
• Visit to the Admission Committee website <u>www.gujacpc.nic.in</u>



- Click on **FRESH CANDIDATE REGISTRATION** button.
- After Clicking on the <u>FRESH CANDIDATE REGISTRATION</u> button you will be redirected to the page as shown below.



• Carefully read the instructions and click on page as shown below.



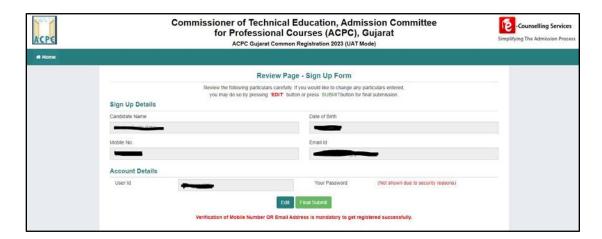
- Enter your name as per SSC examination mark sheet in Candidate Name.
- Choose ISD Code : for India (India (91)) (enter correct code as mobile will be verified)
- Enter Mobile Number (ten digit number e.g. 999999999)
- Enter your valid email address (e.g.____@gmail.com or_____@yahoo.co.in etc.)
- Create 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. <u>SAVE or REMEMBER your PASSWORD.</u>
- Finally Click on the **SUBMIT** button.

<u>User Id and Password will remain same throughout the admission process</u>

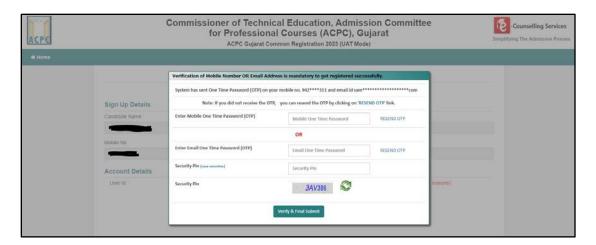
 After Clicking on <u>SUBMIT</u> button you will be redirected to next page as shown below



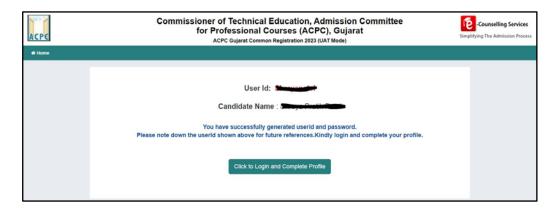
• Software will ask you to confirm your entered details - If it is correct then press YES button otherwise press NO button.



- Click on the **FINAL SUBMIT** button after cross verifying your entered details.
- After Clicking on the <u>FINAL SUBMIT</u> button 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 submit the OTP.



- Enter the OTP and Security pin and then click on the <u>VERIFY & FINAL</u>
 <u>SUBMIT</u> 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 & COMPLETE PROFILE** button
- You will be redirected to the page as shown below

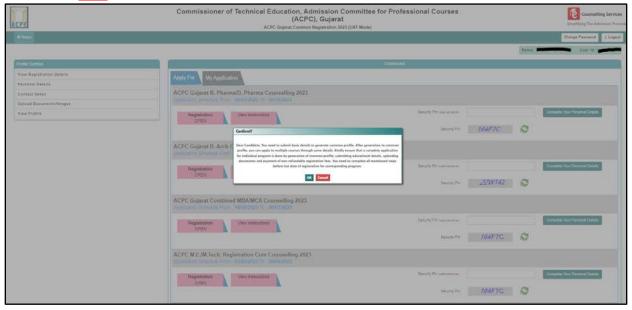


• Login to the portal by entering the **User Id** (you have created), **Password** (you have set) and security PIN as shown below it.

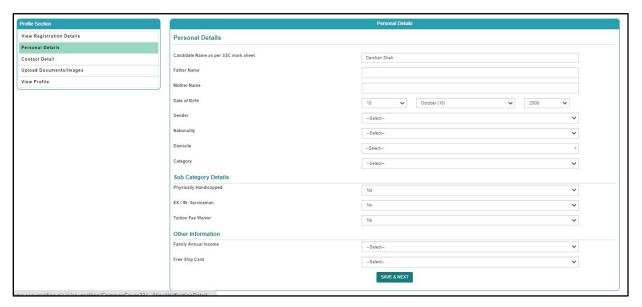
• After Login you will see the screen as shown below.



- You will see all the available courses like B.Arch, B.E/B.Tech, B.Pharma/ D.Pharma, MBA/MCA.
- Enter Security Pin in ACPC Gujarat B. Arch Counseling 2023 section and click on Complete Your Personal Details button. You will see the screen shown below.
- Click on **OK** button to confirm. You will see the screen as shown below.



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



Personal Details:

• Enter your Name, Father Name, Mother Name, Date of Birth, Select the Gender, 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 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 not exceeding 8 Lakh. The candidate needs to upload the valid income certificate issued by the Government as mentioned in the document uploading section.

Other Information:

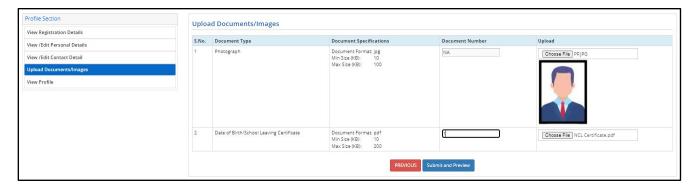
- Family Annual Income: The candidate needs to enter the annual family income here in INR.
- Free Ship Card: If you belong to SC or ST Category and Family Income is less than 2.5 Lakh then select the YES option.

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.

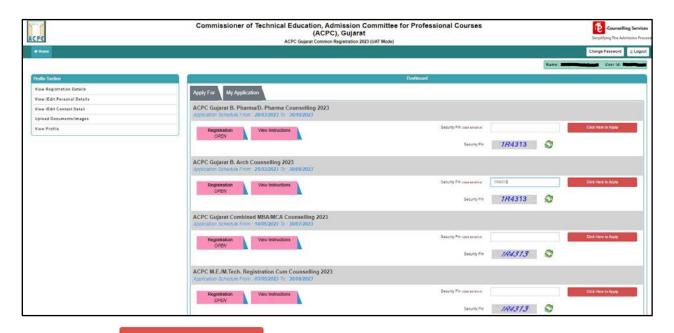
View/Edit Upload Documents/Images



- **Photograph:** Upload recent passport size photograph in **.jpg** format. Size of photograph should be 10KB to 100KB.
- Date of Birth/School leaving certificate: Upload Birth Certificate / Aadhaar Card /

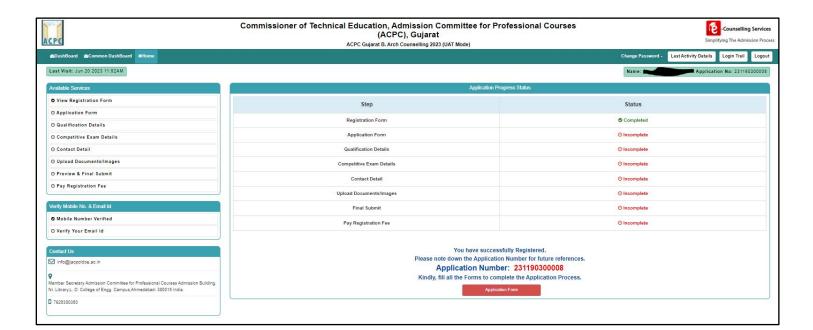
School leaving certificate/ Bonafide Certificate in format of **.pdf** format. Size of file should be 10KB to 200KB. Document Number will be the corresponding document Number.

Click on <u>SUBMIT & PREVIEW</u> Button. You will see you complete profile
filled. Verify your profile and Click on <u>HOME</u> button you will see the screen as
shown below.



• Click on after entering Security Pin in the option ACPC

Gujarat B. Arch Counseling 2023 Click on PROCEED on Confirmation message. You will see the screen as shown below.



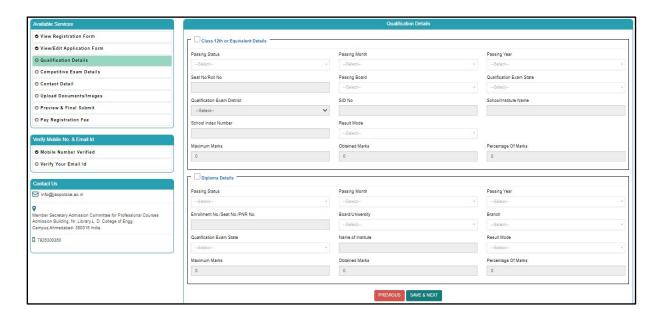
- You will find your unique application number as shown. Save your
 APPLICATION NO for future reference.
- You will see many details which are still incomplete.
- Now Click on the **APPLICATION FORM** button (Left Side / Below Application no)

Qualification Details:

• In the Qualification Details, select the Class 12th or Equivalent marks Details or Diploma Marks Details whichever is applicable and Fill in the details as follows.

Class 12th or Equivalent Marks Details:

• Passing Status: Select the PASSED option.



- 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 Marksheet)
- Passing Board: Select the Passing Board Name from the available list. Take care of selecting proper board.
- Qualification Exam State: Select the Qualification Exam State from the available list.

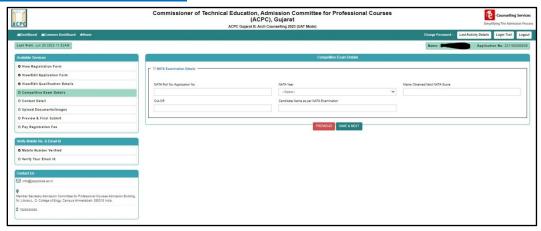
 Take care of selecting proper State.
- Qualification Exam District: Select the Qualification Exam District from the available list.

- **SID No:** Enter SIDNO from the board Marksheet.
- School/Institute Name: Enter the name of School.
- **Result Mode:** Select the Result Mode from the available list.
- Maximum Marks: Enter the Overall Maximum Marks.
- **Obtained Marks:** Enter the Overall Obtained Marks.
- School index Number: Enter School Index Number of your school.
- Subject Wise Mark: Enter the subject wise marks of English, Physics, Chemistry and Mathematics.

Diploma Marks Details:

- Passing Status: Select the PASSED option.
- Passing Month: Select the PASSING MONTH from the available list.
- Passing Year: Select the PASSING YEAR from the available list.
- Enrollment No./Seat No./PNR No.: Enter the Enrollment No./Seat No./PNR No. whichever is applicable
- **Board/University:** Select the Board/University from which Diploma is passed from the available list. Take care of selecting proper board/University.
- **Branch:** Select the branch in which Diploma is passed from the available list.
- Qualification Exam State: Select the Qualification Exam State from the available list. Take care of selecting proper State.
- Name of Institute: Enter the name of Institute from which Diploma is passed.
- **Result Mode:** Select the result mode CGPA or Percentage whichever is applicable as per the Diploma mark sheet
 - If your result mode selected is Percentage enter Maximum Marks and Obtained Marks
 - If your result mode selected is CGPA Select CGPA Maximum Point Scale as per your University grade point system from the available and Enter your Obtained CGPA
- Click on **SAVE & NEXT** Button
- Now you will be redirected to the Competitive Exam Details page as shown

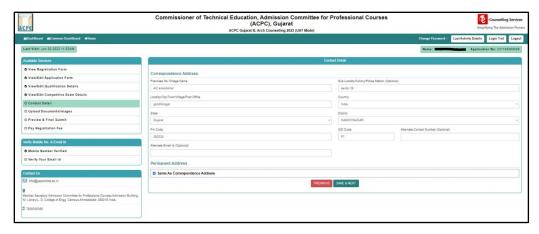
NATA Examination Details:



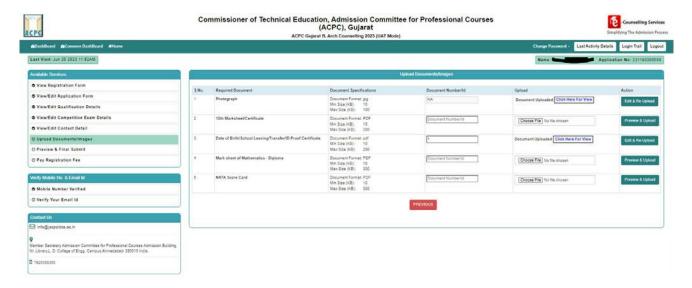
- NATA Roll No./Application No.: Enter your NATA Roll No./Application No.
- NATA Year: Select NATA Examination year 2023
- Marks Obtained/Valid NATA Score: Enter Marks Obtained/Valid NATA
 Score
- Out-Off: Enter Maximum marks of NATA Examination
- Candidate Name as per NATA Examination: Enter Your Name

(Above Information will be available in NATA Score Card)
(VERIFY TWICE AFTER ENTERING DATA)

• Click on <u>SAVE & NEXT</u> and you will be redirected to the Contact Details page.



- Contact Details: In the Contact Details, Enter your correspondence address and permanent address. Select Same as Correspondence Address if both are same.
- Click on **SAVE & NEXT** and you will be redirected to the Document Upload page.



- To upload documents, write document no. in third column, Click on <u>Choose file</u> 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.

Upload Documents/images:

- 1. 12th Marksheet/Certificate
- 2. Person with Disability (PwD) Certificate
- 3. Category Certificate (SEBC/SC/ST/EWS Caste Certificate)
- 4. Non-Creamy Layer Certificate (Parishisht -4) in Gujarati only (For SEBC category) issued after 01/04/2021

- 5. Income Certificate issued after 01/04/2021
- **6.** Free Ship Card Certificate (for SC/ST Category)
- 7. Ex-Serviceman Certificate
- 8. All Diploma Marksheets with Mathematics Marksheet
- 9. NATA Score Card
- 10. Ex-Serviceman Certificate

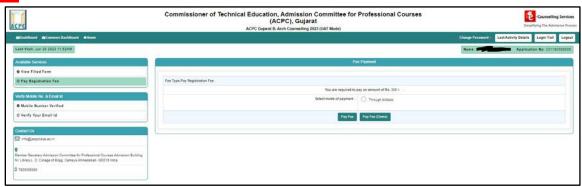


• Finally Cross verify all the details and select on the Declaration option check-box and then Click on **SAVE FINAL SUBMIT** button, following screen will be displayed.



• Now you will be redirected to the payment page by clicking on **Pay Registration**

Fee button.



- Click on <u>PAY FEE</u> 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 <u>Application Number</u>, <u>User Id</u> and <u>Password</u> at safe place. These details are required many times during admission Process