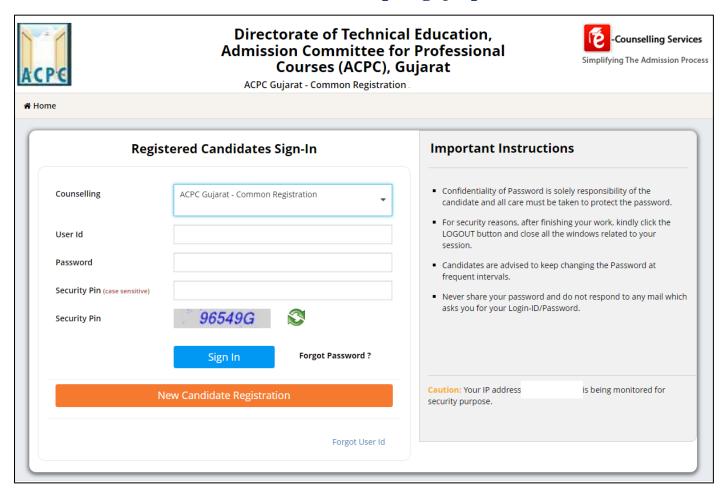


Admission Committee for Professional Courses (ACPC), Gujarat



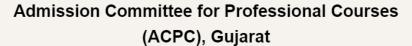
ONLINE REGISTRATION PROCESS STEPS FOR DDCET EXAM for Diploma to Degree ADMISSION

Visit to the Admission Committee website: https://gujacpc.admissions.nic.in



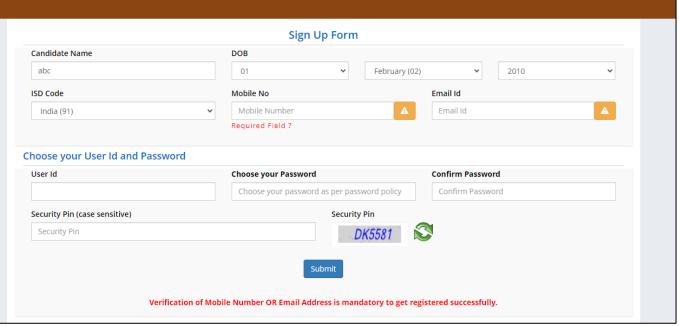
- Click on **NEW CANDIDATE REGISTRATION** button.
- If you have already registered then enter USER ID & PASSWORD and proceed further.
- After Clicking on the <u>NEW CANDIDATE REGISTRATION</u> button you will be redirected to the page as shown below.







Commissioner of Technical Education, Admission Committee for Professional Courses (ACPC), Gujarat ACPC Gujarat Common Registration 2023 (UAT Mode)



- Enter your name as per qualifying examination (Diploma Engineering/Diploma Pharmacy/Diploma Hotel and Tourism Management) 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.
- Finally Click on the **SUBMIT** button.

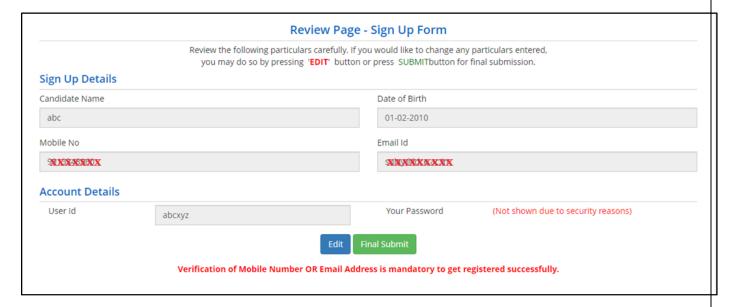
User Id and Password will remain same throughout the admission process



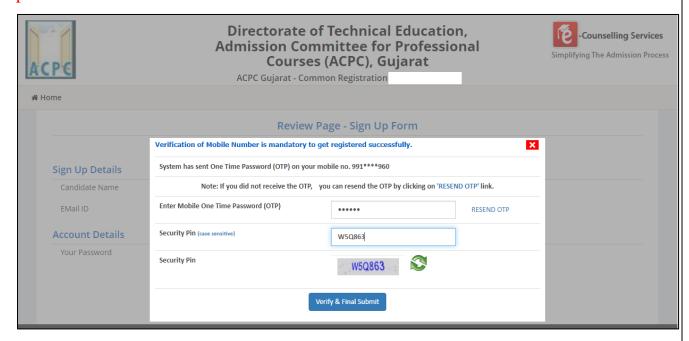
Admission Committee for Professional Courses (ACPC), Gujarat



• After Clicking on **SUBMIT** button you will be redirected to next page as shown below



- Window will ask you to review your entered details If it is correct then click on Final Submit button otherwise press Edit button and modify your details and click on final submit button.
- After Clicking on the <u>FINAL SUBMIT BUTTON</u> 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.

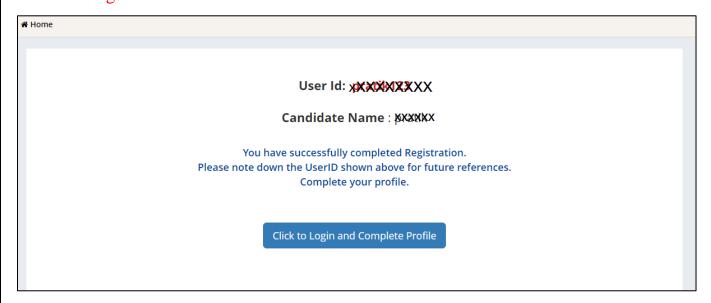




Admission Committee for Professional Courses (ACPC), Gujarat

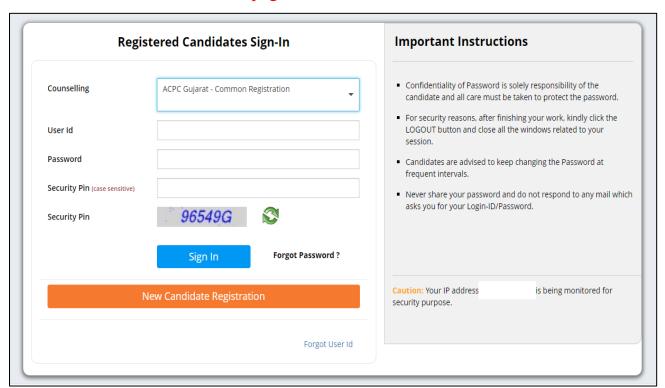


- Enter the OTP and Security pin and then click on the <u>VERIFY & FINAL</u>
 <u>SUBMIT</u> button. (SAVE your USER ID for future reference)
- You will receive the confirmation message for creation of user profile with ID on the registered mobile number.



Now click on the **CLICK TO LOGIN & COMPLETE PROFILE** button

• You will be redirected to the page as shown below

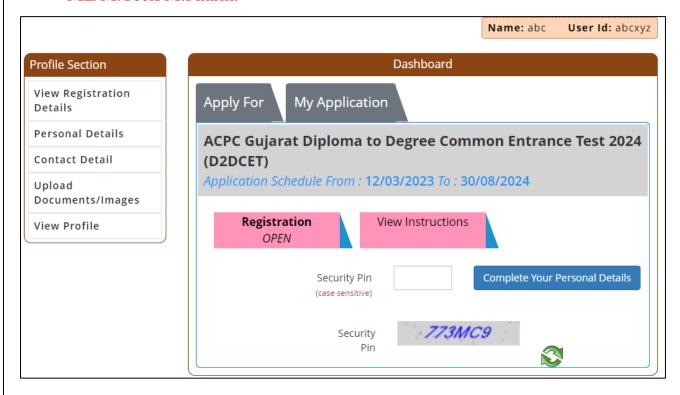




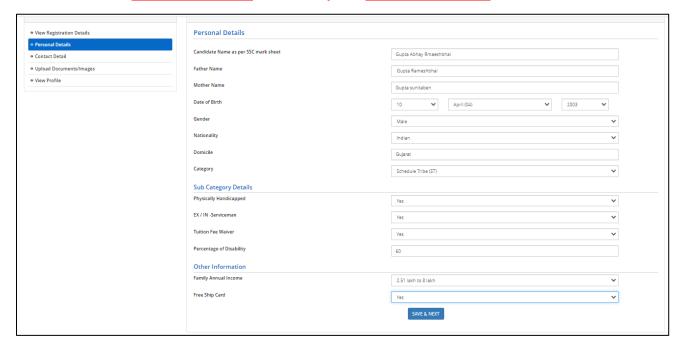
Admission Committee for Professional Courses (ACPC), Gujarat



- 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 DDCTE Exam, 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:



Admission Committee for Professional Courses (ACPC), Gujarat



• 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.

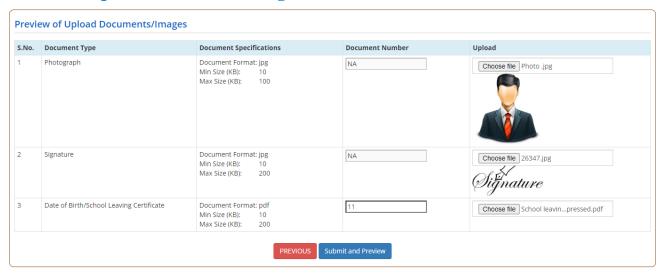




Admission Committee for Professional Courses (ACPC), Gujarat

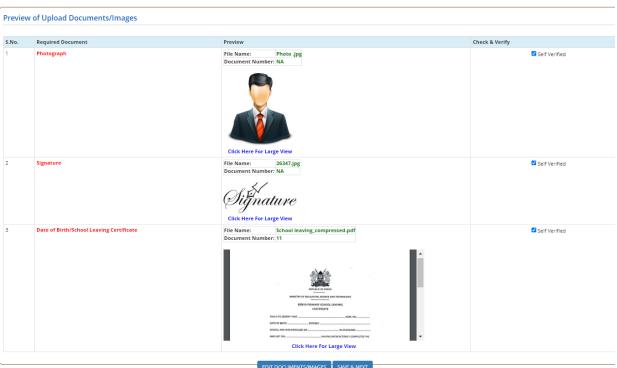


View/Edit Upload Documents/Images



- (a) **Photograph:** Upload recent passport size photograph in .jpg format. Size of photograph should be 10KB to 100KB.
- **(b) Signature:** Upload signature in .jpg format. Size of photograph should be 10KB to 200KB.
- (c) Birth certificate / School leaving certificate: Upload birth certificate/school leaving certificate in format of .pdf format. Size of file should be 10KB to 200KB. (Document Number will be the GR Number)

Click on **SUBMIT & PREVIEW** Button



SAVE & NEXT



Admission Committee for Professional Courses (ACPC), Gujarat

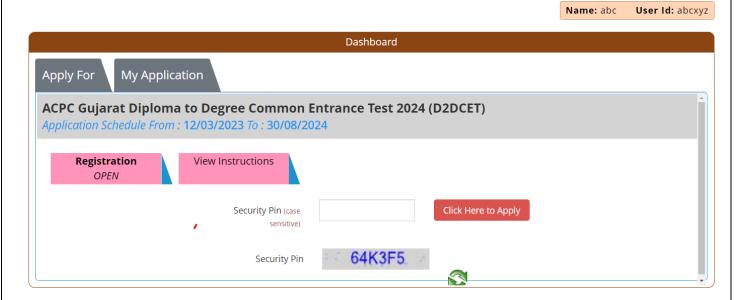


Click on check box in Check & verify column and click on save and Next.

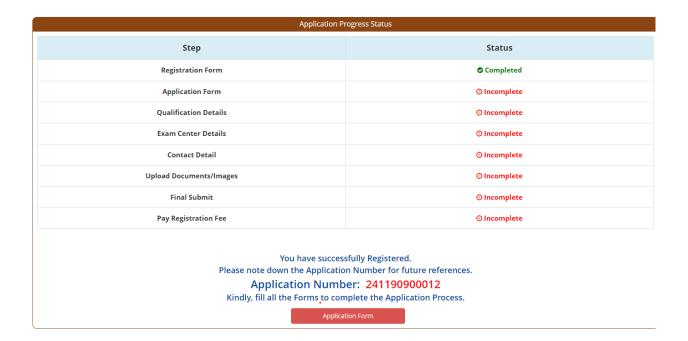
Your profile will be shown.

Save your **APPLICATION NO** for future reference.

Enter the security Pin shown and Click on <u>Click Here to Apply</u> in the option **ACPC** Gujarat Diploma to Degree Common Entrance Test 2024 (DDCET)



• You will see many details which are still incomplete.



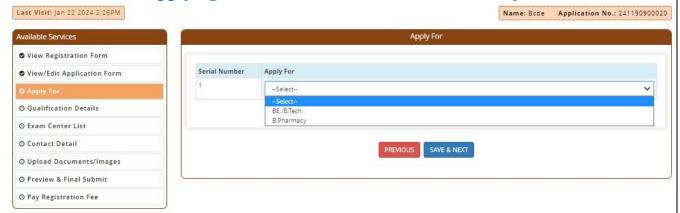
• Now <u>Click</u> on the <u>APPLICATION FORM</u> button (Left Side)



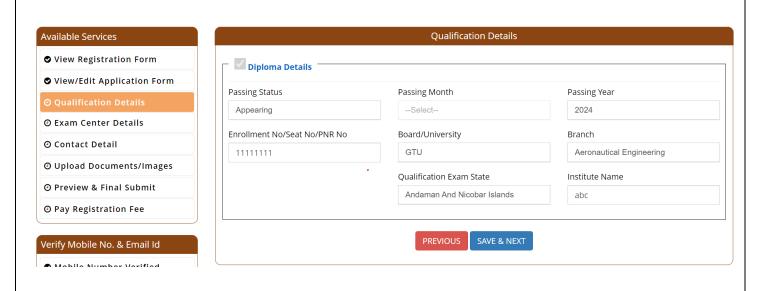
Admission Committee for Professional Courses (ACPC), Gujarat



• Select the course applying for which (BE/BTech or B. Pharmacy)



• Diploma Engineering candidate can select the course **BE/BTech** and Diploma Pharmacy candidate can select the course **B.Pharmacy** course at the time of application.



Qualification Details

Diploma Details:

Passing Status: Select the PASSED/ Appearing option.

Passing Month: Select the PASSING MONTH from the available list.

Passing Year: Select the PASSING YEAR from the available list.

Enrollment No: Enter the Enrollment No.

Board/ University: Select the Passing Board/ University Name from the available list.

Branch: Select Diploma Branch.

Qualification Exam State: Enter State from the list.

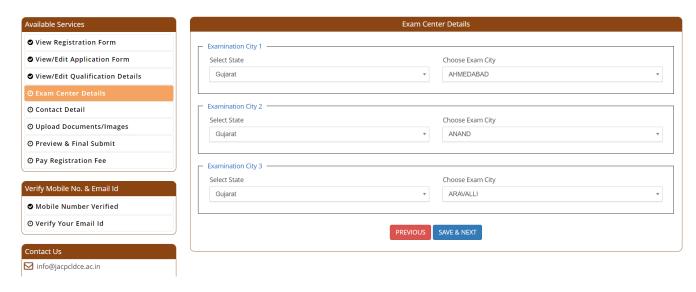


Admission Committee for Professional Courses (ACPC), Gujarat



Institute Name: Enter the name of the diploma Institute from where diploma passed/Appearing.

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



Examination Center Deatails:

- Select State: Enter Sate
- Choose Exam City: Enter city from the list
 You need to enter three options according to priority.

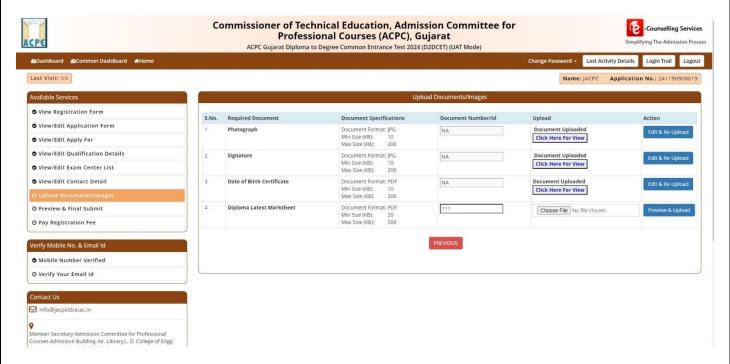
Click on **SAVE & NEXT** and you will be redirected to the Document Upload page.

Upload Documents/images:

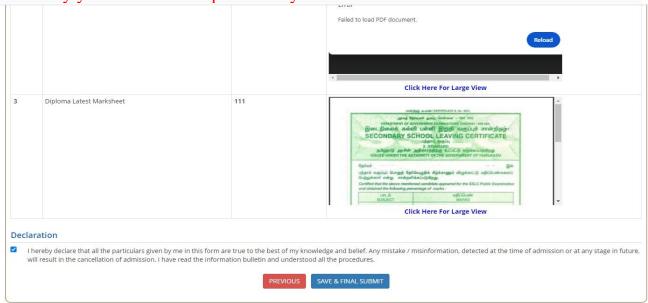


Admission Committee for Professional Courses (ACPC), Gujarat





- To upload documents, write document no. in third column, Click on <u>Choose file</u> and upload scan copy of document/ Certificate in fourth column and click on **Preview & Upload** Button in fifth column.
- By clicking on **Preview & Upload** Button.
- In this way you will have to upload every document shown in column one as shown.



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



Admission Committee for Professional Courses (ACPC), Gujarat

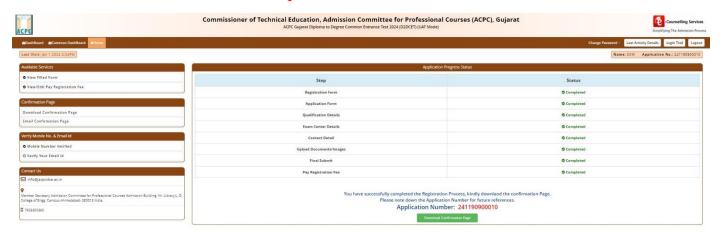




• Now you will be redirected to the **PAYMENT PAGE.**



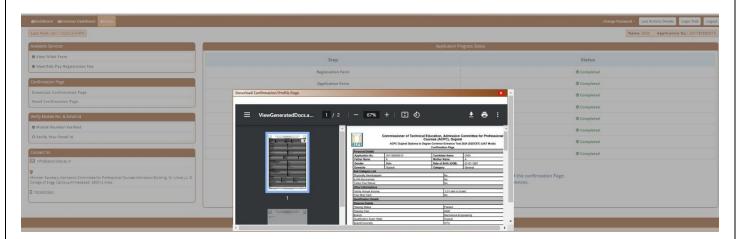
- Click on **PAY REGISTRATION FEE** Button and pay the fees via CREDIT CARD/ DEBIT CARD/ NETBANKING or any UPI.
- Registration Process will be completed once the payment process of REGISTRATION FEE is completed.





Admission Committee for Professional Courses (ACPC), Gujarat





After completion of registration, candidate can download confirmation page.



- As decided you can view/download the admit card (hall ticket), which is compulsory for entry in DDCET examination hall.
- After declaration of result of DDCET, you can download Score Card also.

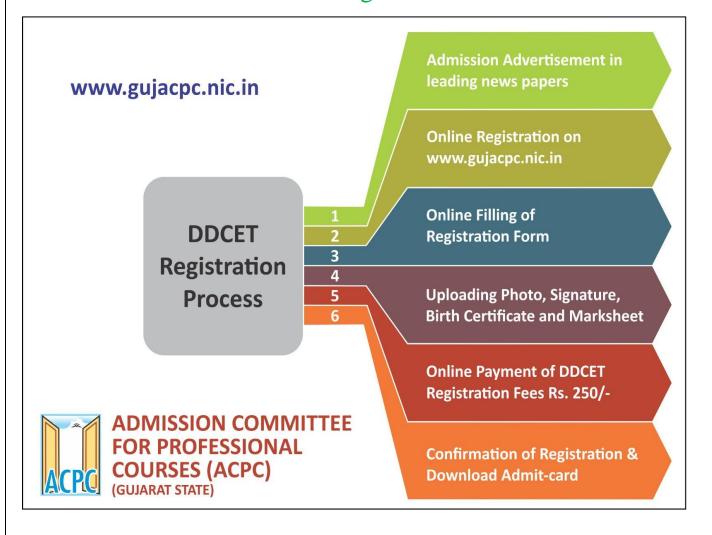
• <u>Keep Application Number, User Id and Password at</u> <u>safe place. These details are required many times</u> <u>during admission Process</u>



Admission Committee for Professional Courses (ACPC), Gujarat



DDCET Registration





Admission Committee for Professional Courses (ACPC), Gujarat



D to D Admission Registration Step After DDCET





Admission Committee for Professional Courses (ACPC), Gujarat



D to D Admission Merit and Choice Filling Step After Registration

After registration process, ACPC will declare merit list of all eligible candidates. Candidate needs to verify merit number and category as mentioned in registration details.

After merit declaration, choice filling will be initiated online. Candidate are advised to fill maximum number of choices available to ensure admission.

First round of choice filling will be Mock round, based on analysis given candidate should modify their choices or add more choices if not able to secure admission in actual round.

After choice filling for actual round, ACPC will allot admission on basis of merit and choices given by candidate.

If candidate wishes to confrim admission, he needs to pay token fee through online payment.

It is mandatory to get admission slip on line after paying token fee to confrim the admission allotted.



3

4

ADMISSION COMMITTEE FOR PROFESSIONAL COURSES (ACPC)

Merit Declaration,
Choice Filling
and
Admission
Confirmation

ONLINE ADMISSION STEPS