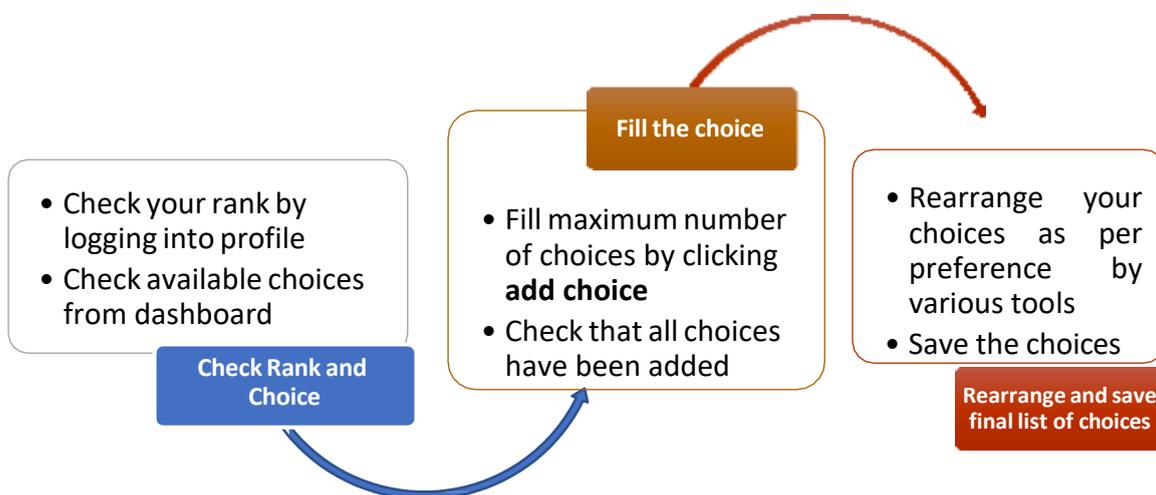

Steps for Choice filling

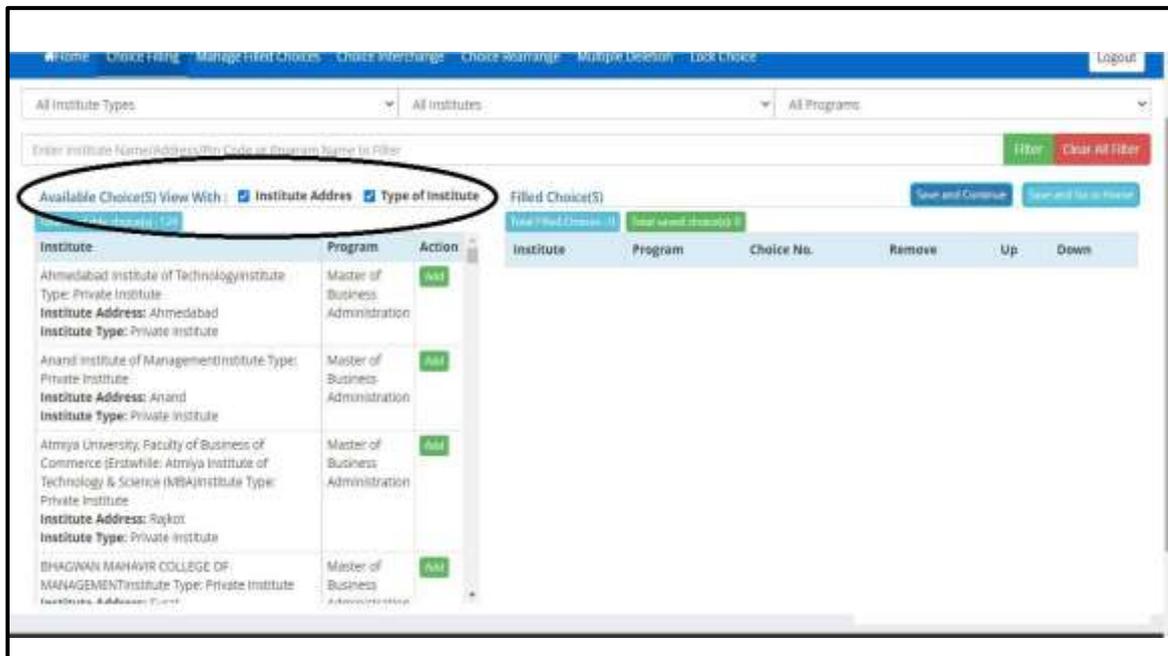
MBA CoE Admission process



Step 1: Check your rank

- Candidates can check their rank from their profile section by logging into their account at website <https://gujacpc.admissions.nic.in/> with user ID and password.
- The Steps to Check the Preliminary Merit Rank are as follows:
 1. Visit website of Admission Portal – <https://gujacpc.admissions.nic.in>
 2. Enter your Credentials and enter the Security Pin mentioned in CAPTCHA BOX
 3. Click on “Click here to Proceed”
 4. Click on Candidate Profile button on Left hand side of the page
 5. Merit number is displayed in section of “RANK DETAILS”

Step 2: Fill the choices



- The available choices are displayed in dashboard by **choice filling and locking** option under available services. All choices will be automatically locked as per the schedule. Before that, you can modify, add and rearrange choices as many times as you want to. There is no need to lock the choices as the same will get auto locked on the last date of particular round of choice filling, only save the choices filled.
- For filling up the choices, click on Available Choices and candidate can see all available choices of his eligible discipline.
- From the available options, candidate can sort his choices according to institute name. The candidate can give priority from all the available choices. Based on his priority and merit order the allotment will be done.
- **Since the admission is online and priority of choices is an important parameter in allotment of seat, all candidates are advised to fill choices and priority with utmost care and precision. It is to be noted, the allotment is done based on choices and priorities filled by candidate himself.**

- The admission committee has no role in decision making of choice filling process by the candidate. If any candidate fails to fill choices in the scheduled time limit as declared by Admission committee, such candidate will not be considered for seat allotment process in that particular round.
- Eligible candidate can fill all available choices. There is no restriction on how many numbers of choices can be filled.
- You can add all choices and later you can arrange it as per your priority. The choices filled will be saved automatically in fix duration of time.
- You can also save the choice by clicking on **Save and Continue**

Available Choices (Sample Template):

Available Choice: Selection Institute Type (Sample Template):

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking NEW
- Fee Payment Details
- Print Document Verification Letter

Verify Mobile No. & Email Id

- Mobile Number Verified
- Verify Your Email Id

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State Government
All Institutes
All Programs

All Institute Types
Private Institute
State Government

Filter
Clear All Filter

View with Institute Address
 View with Type of Institute

Available choices (0) (0) per above filter criteria: 0

SrNo.	Institute	Program
1	DEPARTMENT OF BUSINESS ADMINISTRATION, FACULTY OF MANAGEMENT, BHAVNAGAR UNIVERSITY(GIA)	Master of Business Administration
2	Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration
3	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.University Vadodara)	Master of Business Administration
4	DEPARTMENT OF COMMERCE & MANAGEMENT,(GIA) K.S.K.V. KACHCHH UNIVERSITY, BHUJ	Master of Business Administration
5	B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration
6	S.K.School of Business Management (GIA), HNGU, Patan	Master of Business Administration
7	G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration

Available Choice: Institute name wise(Sample Template):

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking NEW
- Fee Payment Details
- Print Document Verification Letter

Verify Mobile No. & Email Id

- Mobile Number Verified
- Verify Your Email Id

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State Government
B.K.School of Professional and Managemer
All Programs

Enter Institute Name/Address/Pin Code or Program Name to Search
Filter
Clear All Filter

View with Institute Address
 View with Type of Institute

Available choices (0) (0) per above filter criteria: 0

SrNo.	Institute	Program
1	B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration

Available Choice: Course wise(Sample Template):

Available Services

- ➔ Candidate Profile
- ➔ Available Choices
- ➔ Choice Filling & Locking NEW
- ➔ Fee Payment Details
- ➔ Print Document Verification Letter

Verify Mobile No. & Email Id

- ➔ Mobile Number Verified
- ➔ Verify Your Email Id

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State Government
All Institutes
All Programs

Enter Institute Name/Address/Pin Code or Program Name to Search

View with Institute Address View with Type of Institute

Available Choice(s) (As per above filter criteria): 11

SrNo.	Institute	Program
1	DEPARTMENT OF BUSINESS ADMINISTRATION, FACULTY OF MANAGEMENT, BHAVNAGAR UNIVERSITY(GIA)	Master of Business Administration
2	Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration
3	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)FACULTY OF MANAGEMENT STUDIES (M.S.University Vadodara)	Master of Business Administration
4	DEPARTMENT OF COMMERCE & MANAGEMENT,(GIA) K.S.KV. KACHCHH UNIVERSITY, BHUJ	Master of Business Administration
5	B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration
6	S.K.School of Business Management (GIA),HNGU,Patan	Master of Business Administration
7	G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration

Fill Choice (Sample Template):

State Government
All Institutes
All Programs

Enter Institute Name/Address/Pin Code or Program Name to Filter Filter Clear All Filter

Available Choice(s) (As per above filter criteria): 11 Institute Address Type of Institute

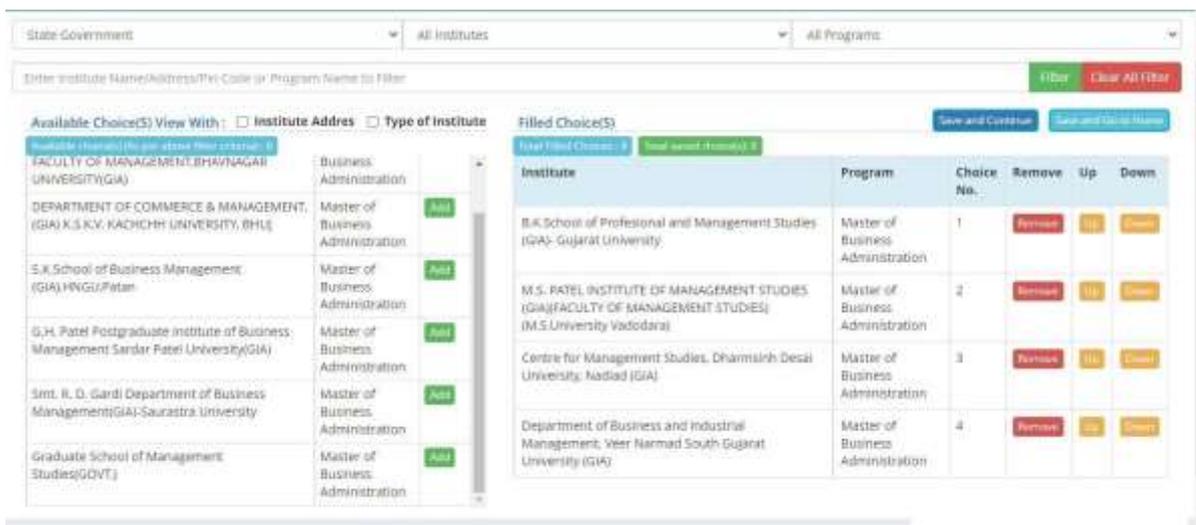
Available Choice(s) (As per above filter criteria): 11

S.K.School of Business Management (GIA),HNGU,Patan	Master of Business Administration	Add
G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	Add
Smt. R. D. Gardi Department of Business Management(GIA)-Saurashtra University	Master of Business Administration	Add
Graduate School of Management Studies(GOVT.)	Master of Business Administration	Add
B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration	Add

Filled Choice(s) Save and Continue Save and Go to Home

Total Filled Choice(s): 0 Total saved choice(s): 0

Institute	Program	Choice No.	Remove	Up	Down
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• Step 3: Rearrange the choices

- After adding all available eligible choices, you can now rearrange the choices based on your priority. However, you can also add choices or delete choices anytime during choice filling schedule and later rearrange it within the schedule of choice filling activity.
- The **Remove**, **UP** and **Down** choices button is already available in choice filling section. The major rearrangement can be easily done by **Manage filed choice**, **Choice interchange**, **Choice rearrange** or **Multiple deletion**.

Function	Activity
Remove	Single choice will be removed
Up	Choice will be moved up by a step
Down	Choice will be moved down by a step
Manage filed choice	Choices will be removed, moved up and moved down together
Choice interchange	Particular set of choices can be altered in their position (3 to 1 and 1 to 3)
Choice rearrange	All added choices will be displayed and priority can be given in single step
Multiple deletion	More than one choice can be deleted in single step

- The sample templates are shown below for your reference purpose.



[Click here to save changes](#)

Manage Filled Choice(S)

View With Institute Address
 View With Type of Institute

Institute	Program	Choice No.	Remove	Up	Down
B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration	1	Remove	Up	Down
M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.University Vadodara)	Master of Business Administration	2	Remove	Up	Down
Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	3	Remove	Up	Down
Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration	4	Remove	Up	Down
G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	5	Remove	Up	Down

Removal of the choice

[Click here to save changes](#)

Manage Filled Choice(S)

View With Institute Address
 View With Type of Institute

Institute	Program	Choice No.	Remove	Up	Down
B.K.School of Professional and Management Studies (GIA)- Gujarat University	Master of Business Administration	1	Remove	Up	Down
M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.University Vadodara)	Master of Business Administration	2	Remove	Up	Down
Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	3	Remove	Up	Down
Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration	4	Remove	Up	Down
G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	5	Remove	Up	Down

Choice Interchange

Directorate of Technical Education, Admission Committee for Professional Courses (ACPC), Gujarat
Combined MBA/MCA Counselling

Counseling Services
Simplifying The Admission Process

[Home](#)
[Choice Filling](#)
[Manage filled Choices](#)
[Choice Interchange](#)
[Choice Rearrange](#)
[Multiple Deletion](#)
[Lock Choice](#)
[Logout](#)

Choice Interchange

Select From or To Choice (Both selection can not be Same)

Choice From

2.M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY...

Choice To

1.B.K.School of Professional and Management Studies (GIA)- Gujarat Unive...

1.B.K.School of Professional and Management Studies (GIA)- Gujarat University Master of Business Administration

2.M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.University Vadodara) Master of Business Administration

3.Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA) Master of Business Administration

4.Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA) Master of Business Administration

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Choice rearrange

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

Save Clear Choice No. Print

Filled Choice(S) View with Institute Address View with Type of Institute Total Filled Choices : 5

Choice No.	Institute Name	Academic Program	New Choice No.
1	B.K.School of Profesional and Management Studies (GIA)- Gujarat University	Master of Business Administration	1
2	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)FACULTY OF MANAGEMENT STUDIES (M.S.University Vadodara)	Master of Business Administration	2
3	Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	3
4	Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration	4
5	G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	5

Disclaimer:

Multiple deletion of choices

Combined MBA/MCA Counselling

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

Uncheck All Items Delete Checked Items

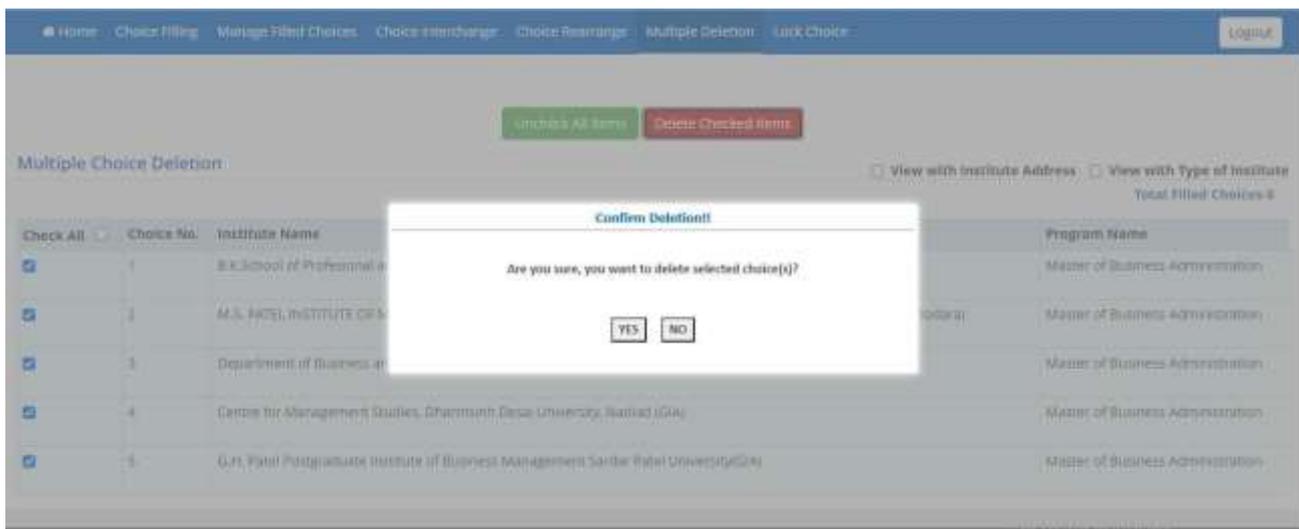
Click Here to Uncheck All View with Institute Address View with Type of Institute Total Filled Choices : 5

Multiple Choice Deletion

Check All	Choice No.	Institute Name	Program Name
<input checked="" type="checkbox"/>	1	B.K.School of Profesional and Management Studies (GIA)- Gujarat University	Master of Business Administration
<input checked="" type="checkbox"/>	2	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)FACULTY OF MANAGEMENT STUDIES (M.S.University Vadodara)	Master of Business Administration
<input checked="" type="checkbox"/>	3	Department of Business and Industrial Management, Veer Narmad South Gujarat university (GIA)	Master of Business Administration
<input checked="" type="checkbox"/>	4	Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration
<input checked="" type="checkbox"/>	5	G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration

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NIC National Informatics Centre



- The candidates are advised to save the choices filled and keep a record/print of the choices filled by them in the particular round of choice filling. **There is no need to lock choices, as the same will get auto locked on the last day of choice filling in the particular round of choice filling.**

Dashboard Display



MOCK (TRIAL) ROUND:

There will be one mock (trial) round of seat allotment prior to the actual seat allotment round. During the mock round the candidates have to fill their choices online within declared time schedule. After choice filling, as per the counseling schedule the result will be declared. The candidates can see their result by logging into their user account on the website <https://gujacpc.admissions.nic.in/>. After the declaration of the result of mock round, candidates can go through the cut-off marks/Rank of the different institutes as per his eligible courses so that they can get an idea for the filling the choices for the actual rounds. After declaration of result of mock round, the candidates can add/edit/delete/modify their Choices for actual round of counseling.
