Steps for Choice filling **MBA CoE** Admission process **Fill the choice** Rearrange your • Check your rank by • Fill maximum number choices as per logging into profile of choices by clicking preference bv • Check available choices add choice various tools from dashboard • Check that all choices Save the choices **Check Rank and** have been added Choice **Rearrange and save** final list of choices

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 <u>https://gujacpc.admissions.nic.in</u>
 - 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

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HAGWAN MAHAVIR COLLEGE DF AANAGEMENTINSITUTE Type: Private Institute	Master of Business	M						

- 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):

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/erify Mobile No. & Email Id	20	Arland institute of Management	Master of Business Administration
* Mobile Number Verified	3	Atmiya University, Faculty of Business of Commerce (Esswhile: Atmiya Institute of Technolog Science (MBA)	y & Master of Business Administration
Verify Your Email Id	4	BHAGNAN MAHAVIII COLLEGE OF MANAGEMENT	Master of Business Administration
Contact Us	5);	C K SHAH VIJAPURWALA INSTITUTE OF MANAGEMENT	Master of Business Administration
info[at]jacpcidce[dot]ac[dot]in	6	C. LI. SHAH COLLEGE OF ENGINEERING & TECHNOLOGY	Muster of Business Administration
Mambel Secretary Admitsion Committee	3	D L Patel institute of Management & Technology, MBA College	Master of Business Administration

Available Choice: Selection Institute Type (Sample Template):

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+ Available Choices	State	Government	Te
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Fee Payment Details	SrNo.	Institute	Program
 Print Document Verification Letter 	1	DEPARTMENT OF BUSINESS ADMINISTRATION, FACULTY OF MANAGEMENT, BHAVNAGAR UNIVERSITY(GIA)	Master of Business Administration
/erify Mobile No. & Email Id	2	Centre for Management Studies, Dharmsinh Desal University, Nadiad (G(A)	Master of Business Administration
Mobile Number Verified	3	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.UNIVERSITY Vadodara)	Master of Business Administration
• Verify Your Email Id	4	DEPARTMENT OF COMMERCE & MANAGEMENT (GIA) K.S.K.V. KACHCHH UNIVERSITY, BHUJ	Master of Business Administration
Contact Us	5	BLK School of Profesional and Management Studies (GIA): Gujarat University	Master of Business Administration
info[at]jacpcidce[dot]ac[dot]in	6	S.K.School of Business Management (GIA), HINGU, Patan	Master of Business Administration
	7	G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Businesa

Available Choice: Institute name wise(Sample Template):

Available Services	State Government E.K.School of Profesional and Managem	Ali rograms
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+ Choice Filling & Locking Haw		
+ Fee Payment Details	SrNo. Institute	Program
➔ Print Document Verification Letter	1 B.K.School of Profesional and Management Studies (GIA)- Gujarat University	Master of Business Administration
/erify Mobile No. & Email Id		
Mobile Number Verified		
Verify Your Email Id		
Contact Us		
☑ info[at]jacpcldce[dot]ac[dot]in		
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Available Choice: Course wise(Sample Template):

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Available Choices	D View	with Institute Address	
+ Choice Filling & Locking	-		
+ Fee Payment Details	SrNo.	Institute	Program
Print Document Verification Letter	7	DEPARTMENT OF BUSINESS ADMINISTRATION, FACULTY OF MANAGEMENT, BHAVINAGAR UNIVERSITY(GIA)	Master of Business. Administration
Verify Mobile No. & Email Id	2	Centre for Management Studies. Dharmsinh Desai University, Nadlad (GIA)	Master of Business Administration
Mobile Number Verified	3	M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GAXEACULTY OF MANAGEMENT STUDIES) (M.S.URIVERSITY Vadodara)	Master of Buninesii Administration
 Verify Your Email Id 	:4	DEPARTMENT OF COMMERCE & MANAGEMENT (GIA) K.S.K.Y. KACHCHH UNIVERSITY, BHUJ	Master of Businesis Administration
Contact Us	5	BJK.School of Profesional and Management Studies (GIA)- Gujarat University	Master of Business Administration
🔄 info[at]jacptidce[dot]ac[dot]in	6	S.K.School of Business Management (GIA), HNGLI, Patan	Master of Business Administration
Member Secretary Admission Committee	7	G.H. Patel Posigraduate institute of Business Management Sandar Patel University(GIA)	wasker or dopinetal Administration

Fill Choice (Sample Template):

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Graduate School of Management Studies(GCIVT.)	Master of Business Administration	Ratel	1						
B.K.School of Profesional and Management Studies (GIA)- Gujarat University	Master of Business Administration	Patel .	<						

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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 <u>Remove</u>, <u>UP</u> and <u>Down</u> choices button is already available in choice filling section. The major rearrangement can be easily done by <u>Manage filed choice</u>, <u>Choice interchange</u>, <u>Choice rearrange or Multiple deletion</u>.

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.



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M.S. PATEL INSTITUTE OF MANAGEMENT STUDIES (GIA)(FACULTY OF MANAGEMENT STUDIES) (M.S.University Vadodara)	Master of Business Administration	2	Resource	Ster.	Department
Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	з.	Renner.	th.	(Incom
Centre for Management Studies, Dharmsinh Desal University, Nadiad (GIA)	Master of Business Administration	4	Bartanet.	100	(Second
G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	9	famole	-	Siles-

Removal of the choice

Home Choice Filling Manage Filed Choices Choice Interchange Choice Reamange Multiple Deletion Lock Choice

Click here to save changes

Manage Filled Choice(S)	🗌 View With Institut	e Addres 📋	View With	Type o	Institute
Institute	Program	Choice No.	Remove	Up	Down
B.K.School of Profesional and Management Studies (GIA)-Gujarat University	Master of Business Administration	3	Remove	03	1
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Department of Business and Industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	3	Render	iie.	firmer.
Centre for Management Studies, Dharmsinh Desai University, Nadiad (GIA)	Master of Business Administration	4	Remove		(Starry)
G.H. Patel Postgraduate Institute of Business Management Sardar Patel University(GIA)	Master of Business Administration	5	Summer.		(New)

Choice Interchange

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Choice rearrange

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	Department of Business and industrial Management, Veer Narmad South Gujarat University (GIA)	Master of Business Administration	
	Centre für Management Studies. Dharmsinh Desal University. Nadlad (GIA)	Master of Business Administration	4
	G.H. Patel Postgraduate institute of Business Management Sardar Patel University(GA)	Master of Business Administration	$\left(\left(\left$

Multiple deletion of choices



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 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.



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.
