

Commissionerate of Technical Education, Gujarat

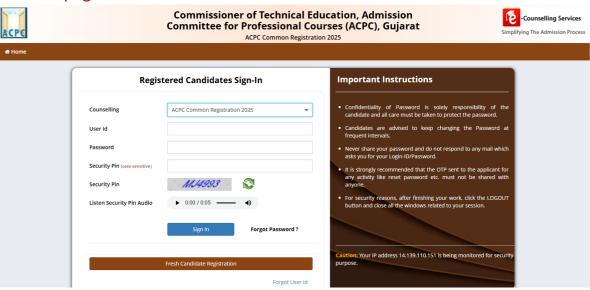
Admission Committee for Professional Courses (ACPC) **Helpline contact: 07926566000**



Online Registration Steps for CAT 2024 EXAM based separate admission round to MBA course on 33% Govt. seats of Center of Excellence (CoE) Universities for the year 2025-26.

Aspiring candidates shall complete the following process mentioned before the last date of registration. If candidate fails to complete all the activities and pay the registration fees, his/her application will be treated incomplete. Such candidate shall not be allowed to participate in the subsequent activities of admission process.

- Please visit website: https://gujacpc.admissions.nic.in
- Then Click on Click Here for Common Registration ACPC 2025 The first page of the website shall be as follows.



Fresh Candidate Registration For first time registration Click on tab required details.

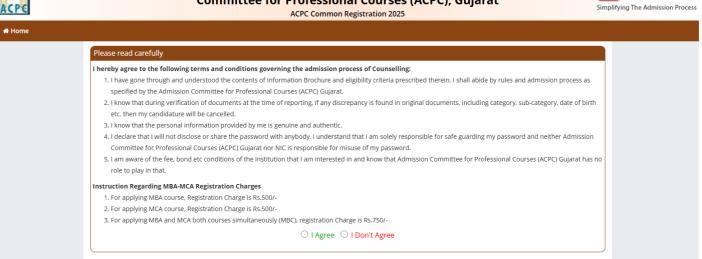
and fill the

- If you have registered already then enter Login ID and Password to go ahead for the registration process.
- Fresh Candidate Registration On clicking the tab the following screen shall appear then read the instructions carefully.

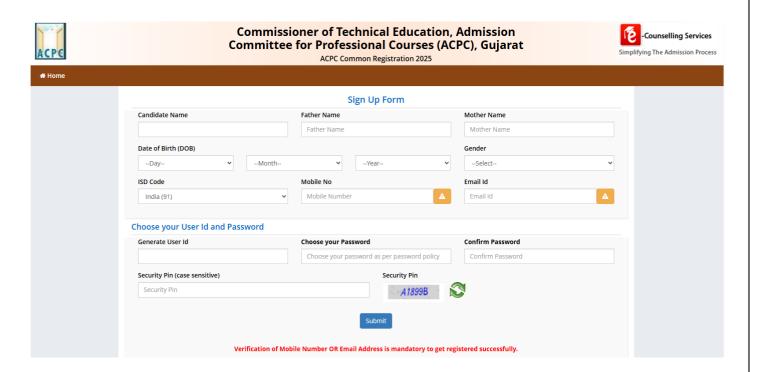


Commissioner of Technical Education, Admission Committee for Professional Courses (ACPC), Gujarat





• After selecting I Agree, the following screen will display.

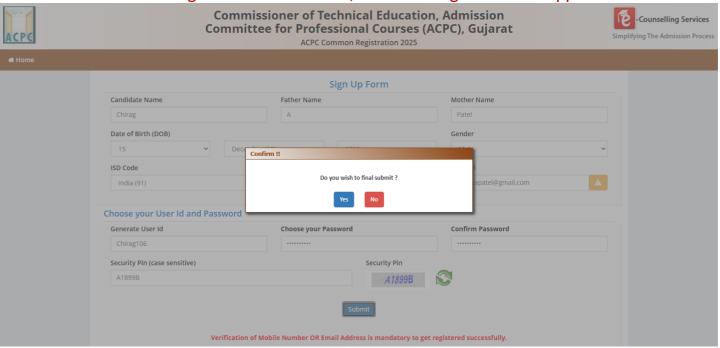


- Please enter details of the applicant such as <u>Candidate Name</u> (<u>here fill Candidate Name</u> <u>strictly as mentioned in your Graduation Marksheet / Degree certificate</u>) as the data <u>shall be</u> <u>verified with Graduation marksheet/Degree certificate before the declaration of merit. There should not be any mismatch between the name entered by you and mentioned in your Graduation marksheet/Degree certificate.
 </u>
- Fill ISD code, Mobile No. and email etc.
- Create your own User I.D. In case the User I. D. is not available the portal will display a message accordingly. You need to choose another user ID immediately. This process is

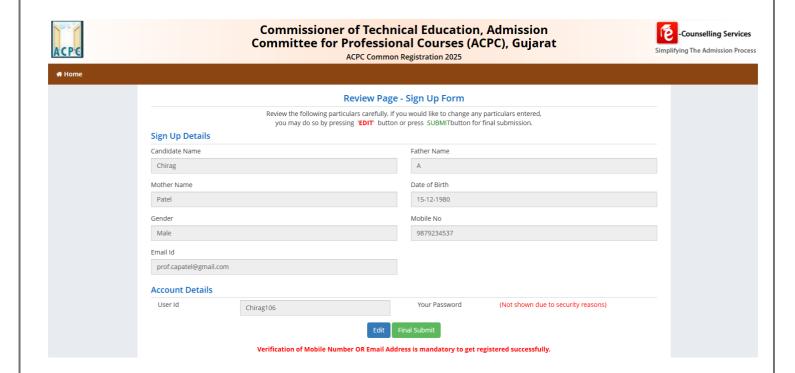
similar to I. D. creation during generation of e-mail ID. Enter security PIN as shown under security PIN details and Click submit button.

Please remember your User ID and Password during entire admission process.

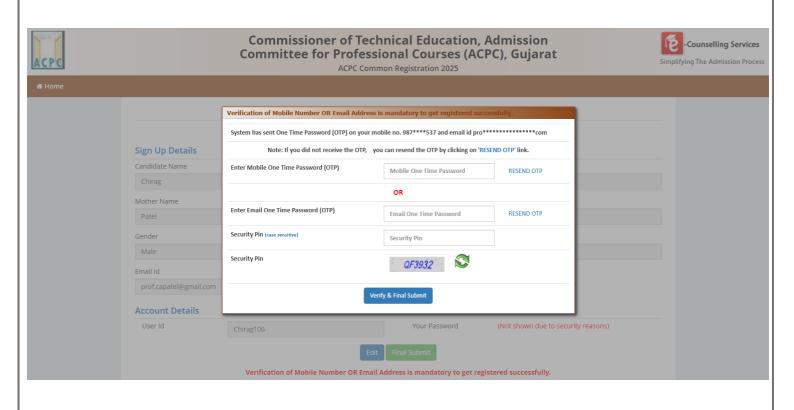
• On clicking the Submit button, the following screen will appear.



- The online module will again ask "Do you wish to final submit" If yes then click button to move ahead.
- If you wish to edit, then click button and you may edit the filled details and click Submit for moving ahead in the registration process.
- The online module will ask for Edit or Final submit If no edit is required, please check and verify again the details filled by you and go for final submit button as shown in following screen.



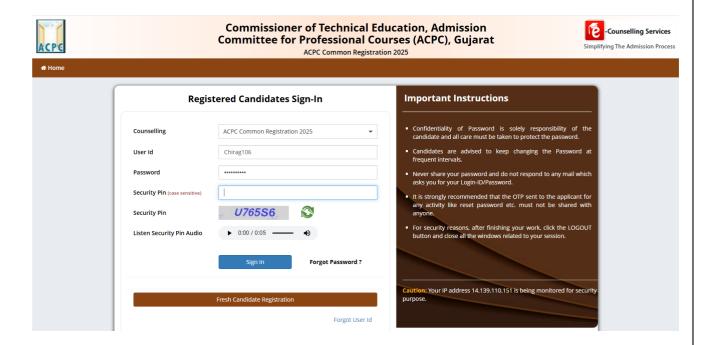
After clicking button, the module will verify your Mobile number by sending OTP (One time password) on your mobile number.



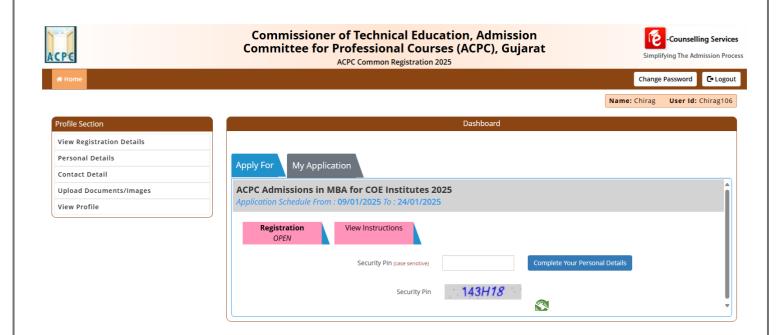
- Please enter the OTP received on your mobile number OR Email ID and Security PIN
 as shown in screen and click
 Verify & Final Submit
 button.
- After clicking the on your mobile for completion of creation of User ID.



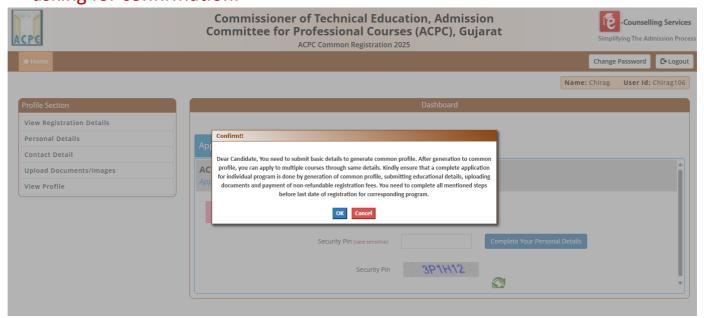
- After this you have to log in to complete your profile. Remember the USER ID and Password <u>during the entire admission process</u> as set by you.
- Press Shown below will appear. Here login with your USER I.D. and Password



• After Login, the following screen will appear. You will see ACPC ADMISSIONS IN MBA for COE Institutes 2025.



• Fill the security pin under the ACPC Admissions in **MBA for COE Institutes** for **2025** and then click Complete Your Personal Details. The following screen will appear asking for confirmation.



After clicking on OK button, Fill the personal details as per following screen.



Personal Details:

Please fill details such as <u>Name strictly as mentioned in your SSC marksheet</u>, Father's name, Mother's name, Date of Birth, Gender, Nationality, Domicile, Category etc. (For SEBC/SC/ST/EWS, category candidate, the candidate should have the valid certificate of respective category)

Sub Category Details:

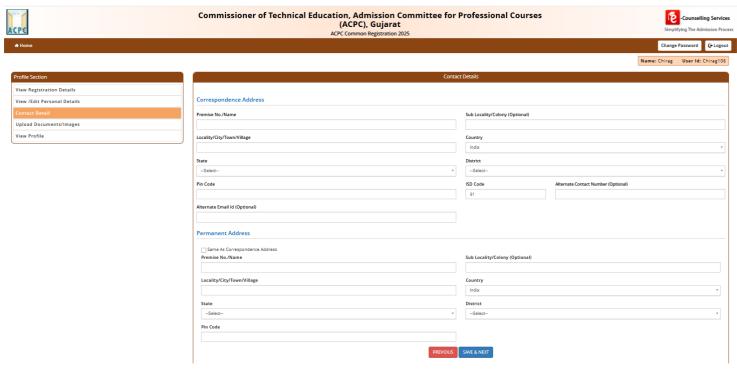
- **Physically Handicapped:** If your percentage of disability is more than 40%, then click Yes and fill the percentage of disability. Candidate shall have to upload certificate of disability issued by Civil Surgeon
- **Ex/In-Serviceman:** If parents of the candidate are Ex or In-serviceman please fill YES (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 Exserviceman.)
- Tuition fee waiver (TFW) Scheme: The tuition fee waiver scheme is Not Applicable in MBA-MCA courses. This information is asked for the purpose of creation of general profile of candidate only, since this profile creation is common and utilized for all courses. The benefit is available only in eligible courses and not for MBA-MCA courses. All aspiring candidates are hereby informed to take note of this rules/norms of AICTE related to TFW scheme for MBA-MCA courses.

Other Information:

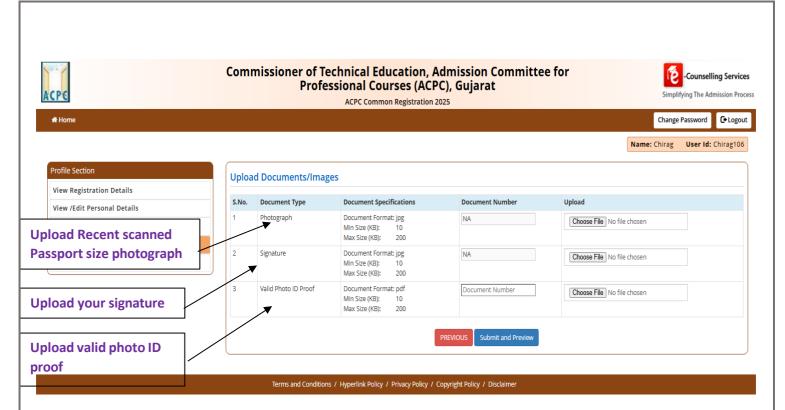
- Family Annual Income: Please mention your family annual income.
- Free Ship Card: If you belong to SC/ST category and your annual family income is less than Rs.

 2.5 lacs then fill yes. Candidate shall have to upload valid Free ship card/
 Income certificate and produce Free ship card at the admitting institute
 to avail benefits thereof as per prevailing government rules/norms.

After filling Personal Details **Click SAVE & NEXT button** and then fill Contact details and click **SAVE & NEXT** at end of Contact details page.



After clicking SAVE & NEXT the below mentioned screen will be displayed



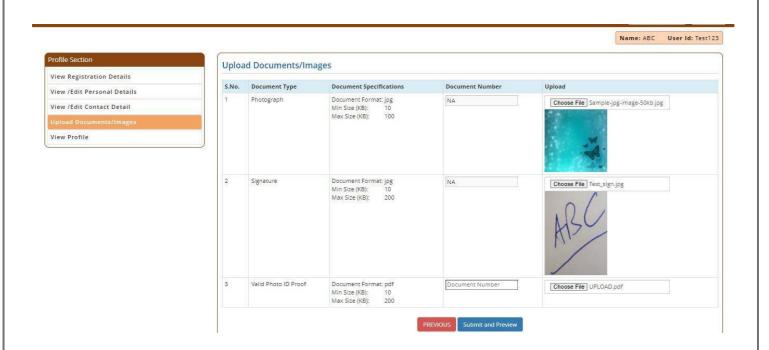
Upload Documents/images:

- 1. Choose File Click the button and upload your recent passport size photograph
- 2. Choose File Click the button and upload signature
- 3. Choose File Click the button and upload Valid Photo ID proof

Document Number:

• Fill applicable number as document number for uploaded valid Photo ID proof

Now click the button Submit and Preview the following Screen will be displayed



- Check and verify the uploaded documents, and tick mark the box of respective document as being part of process of self-verification of the uploaded documents.
- Submit and Preview . It will show the profile. Now click the button
- Click on the **HOME.** The following Screen will be displayed

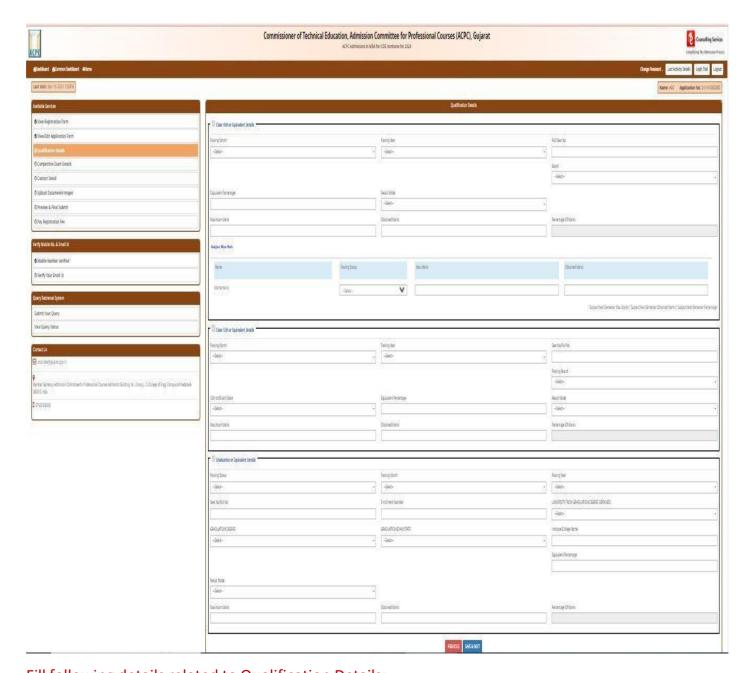


• After entering Security Pin, Click on applicable course. The following Screen will be displayed Your Application number will be displayed on Dashboard as shown in screen below, please remember this as your application number during entire admission process.



- Status of Dashboard shows many activities as incomplete.
- To complete these incomplete activities, click on Application Form and then saving the details; click on Qualification Details button for further process of registration

On clicking the following screen of **Qualification details** will be displayed.



Fill following details related to Qualification Details:

Class 10 or Equivalent Details: As per the Marksheet issued by competent authority

Class 12 or Equivalent Details: As per the Marksheet issued by competent authority

Graduation or Equivalent Details:

Passing Status: If result of all semester is declared and you have cleared all semester then fill Passed.

If result of final semester or backlog in any previous semester is pending fill **Appearing.**

Passing Year: Select the year in which result is declared.

Graduation Details: (For Passing Status as Passed)

Fill other relevant details such as your Enrollment number with University (PRN number for M.S. University candidates), Name of university, % marks obtained etc.

Fill the Enrollment number with precision, as the result will be verified with your university.

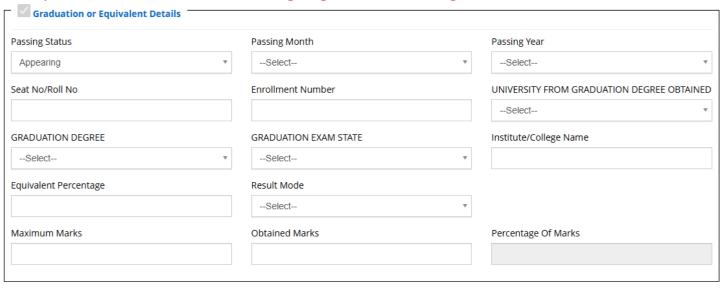
(If university has other than % marks pattern such as CGPA, CPI, Grade etc., convert to equivalent % marks as per provisions/rules of the concerned university and fill the equivalent % marks, in such cases attach certificate for CGPA/CPI/Grade conversion to % marks along with degree certificate and marksheet).

(Example: For GTU candidates, the conversion formula for CGPA to equivalent % is as follows:

% Equivalent marks = $(CGPA- 0.5) \times 10$

Graduation Details: (For Passing Status as Appearing)

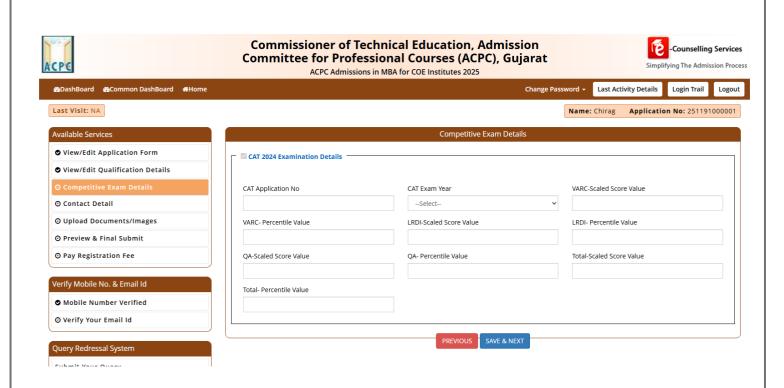
The following details are required to fill as per the screenshot below. Enter the details based on your latest available result of ongoing Graduation Program.



SAVE & NEXT

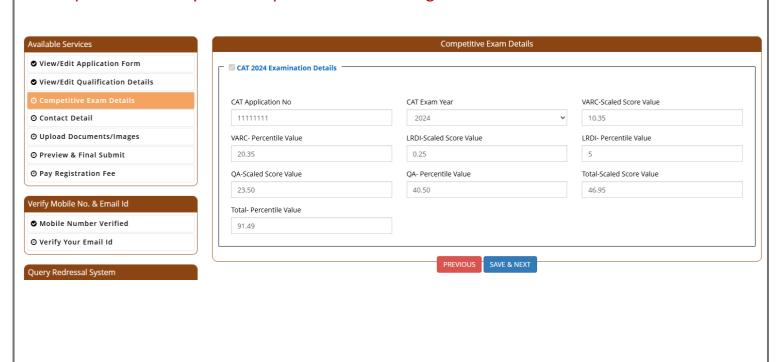
Fill and Verify the required details and click SAVE & NEXT button. screen of Competitive Exam details will be displayed.

button. The following

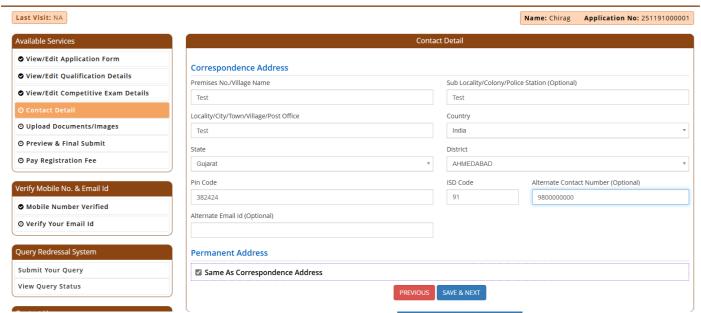


Candidates who have secured valid SCORE CARD for CAT-2024 are only eligible to participate in this Online admission process. Thus, candidate not fulfilling this are not eligible in this Online admission process for CoE Institutes.

Fill the details of CAT-2024 Examination details as per the Score Card received from competent authority. The sample filled details are given on the below screen.

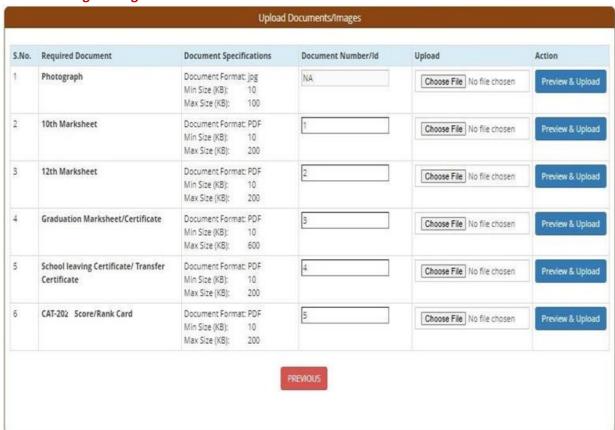


On clicking SAVE & NEXT Contact details page will be displayed.

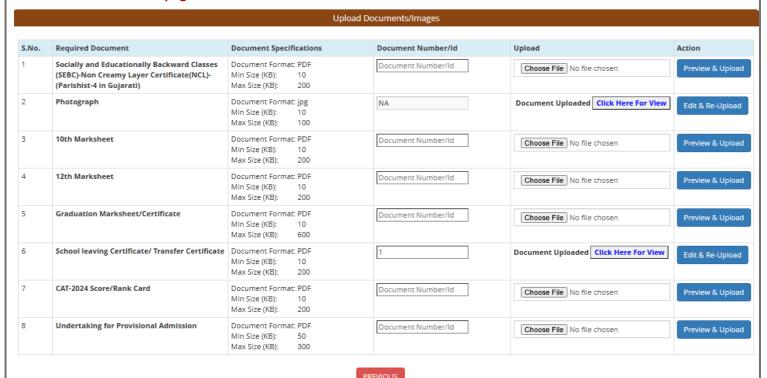


Verify the details and proceed further by clicking SAVE & NEXT the Document upload page will be displayed

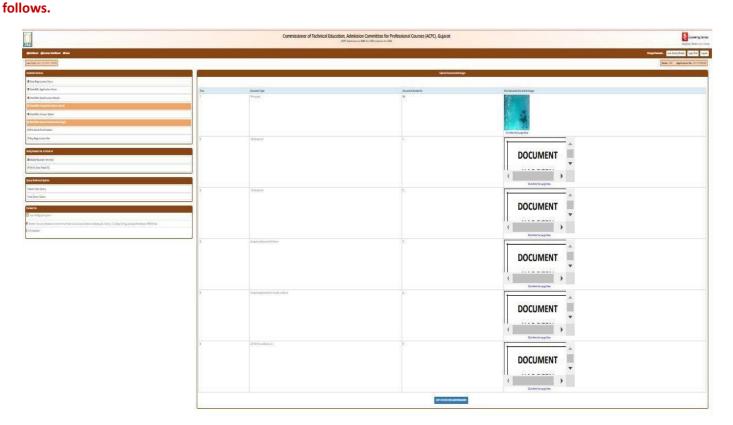
For Candidates having Passing Status as PASSED:

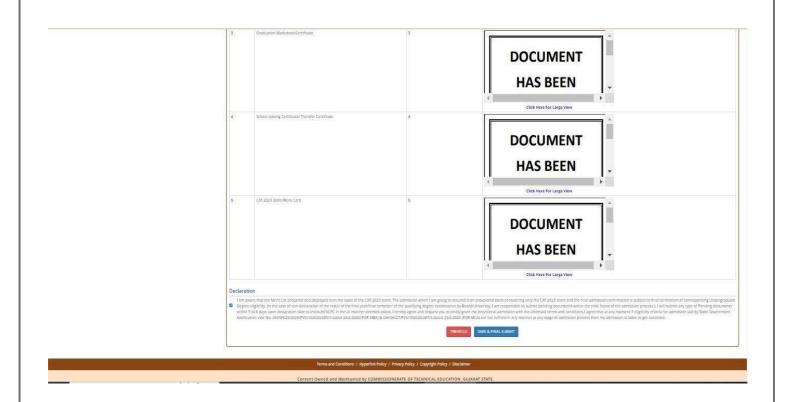


For Candidates having Passing Status as APPEARING: The candidate has to Upload the duly signed Undertaking for Provisional Admission (The format is available on ACPC website: https://acpc.gujarat.gov.in/mba-mca-courses) it is also available on last page of this document.



After uploading all relevant documents as mentioned above the **Preview & final submit** page will be displayed as





- The candidate should verify all the details filled and give consent to Declaration after reading the same thoroughly and ticking the given Check box \checkmark .
- Once submitting final submit the details cannot be altered, thus recheck it before clicking final submit button.
- Finally click SAVE & FINAL SUBMIT button for next page of Payment for Registration fee

On clicking SAVE & FINAL SUBMIT button, the below mentioned screen for Payment of registration fee will be displayed.



- On clicking Pay Registration Fee candidate can pay registration fee by means CREDIT CARD/DEBIT CARD/ NETBANKING OR UPI. You will immediately receive confirmation SMS/email, once the payment is successful
- After payment of registration fee, the process of registration is over.
- Get print of registration slip by clicking Candidate profile shown under Available services in left portion of below mentioned screen. On clicking you will be shown the details of your candidate profile, the same can be downloaded by clicking Download Candidate profile shown at the end of candidate profile page.

The following are to be remembered throughout the entire admission process

- Your Application Number
- Your User ID and Password

UNDERTAKING REGARDING PROVISIONAL ADMISSION

To,
Admission Committee for Professional Courses (Technical), Gujarat
MBA-MCA Admission Cell,
Room No.106, ACPC Building,
L. D. College of Engineering. Campus,
Navrangpura, Ahmedabad.

1	hereby intend to take admission in the
academic year 2025-26 in the course MBA on pure	ly provisional basis as I am not able to submit all semester
marksheets of degree. Hence,	my admission for the said course in the academic year
2025-26 is provisional. I assure that after receiving	the marksheets of relevant qualifying examination as per
rules prescribed by Government Admission Notifica	tion, I will submit the photocopy of the same in the college
/ institute for conversion of provisional to regul	ar admission within stipulated time period decided by
Admission Committee and / or Institute. In any case	e, if I could not pass the qualifying examination or fulfil the
eligibility criteria, my provisional admission will sta	nd cancelled and I am fully aware of the same. Further, ir
case of my failure to meet the eligibility criteria f	or the admission, I will not claim for confirmation of my
admission on the admitted seat.	
Name of the Student:	
Email ID for correspondence:	
Signature of Student:	Signature of the Parent/Guardian:
Date:/2025	