

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



Website: https://acpc.gujarat.gov.in Help line: 079-26566000

Online Registration Steps for regular admission to MBA / MCA courses for the year 2025-26.



DIRECTORATE OF TECHNICAL EDUCATION

ADMISSION COMMITTEE FOR PROFESSIONAL COURSES



Online Registration Open for

MBA/MCA ADMISSION

2025 - 26



REGISTER NOW

03-06-2025 TO 24-06-2025

For Registration Visit: https://gujacpc.admissions.nic.in

For More Details, visit

https://acpc.gujarat.gov.in/mba-mca-courses





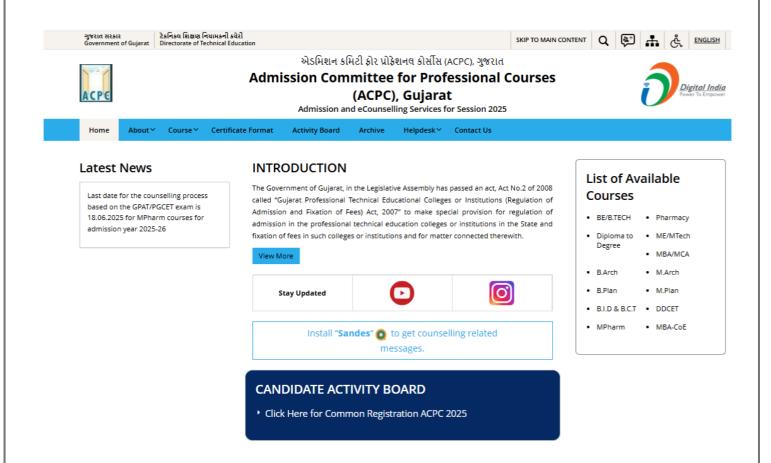
Aspiring candidates shall complete the following process mentioned before the last date of registration. If candidate fails to complete all the activities and pay the registration fees, his/her application will be treated incomplete. Such candidate shall not be allowed to participate in the subsequent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

Please visit website: https://gujacpc.admissions.nic.in

• Keep Following Documents ready in digital format before start registration.

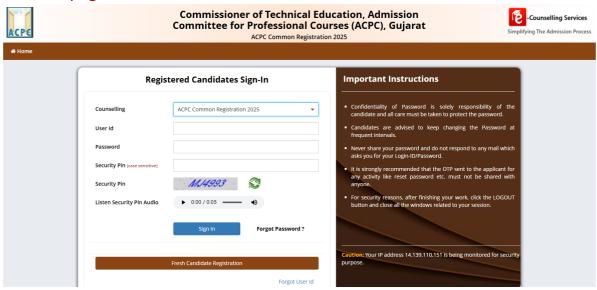
Type of Document	Format and Size
Passport Size Photo	.jpg (upto 200 KB)
Candidate Signature Photo	.jpg (upto 200KB)
School Leaving / Student ID Card / other photo ID proof	.pdf (upto 200KB)
SSC Mark sheet	.pdf (upto 150KB)
HSC Mark sheet	.pdf (upto 150KB)
Graduation Certificate / Provisional Degree Certificate with All Semesters Marksheets (As a Single pdf)	.pdf (upto 150KB)
CMAT 2025 Score Card	.pdf (upto 150KB)
For category documents	
General EWS: Category Document issued after 01.04.2023 with the validity of three financial years	
SC/ ST : Caste certificate	
SEBC: Caste certificate and NCL certificate (Parishist 4 in Gujarati): issued after 01.04.2023 with the validity of three financial years	.pdf (upto 200KB)
PH / Ex-Serviceman: Disability Certificate generated by	.pui (upto 200kb)
competent authority of the Government as per rules	
Free-ship Card (For SC/ST): Certificate issued by social welfare officer OR Income Certificate issued after 01.04.2025	

Please visit website: https://gujacpc.admissions.nic.in



Click On: Click Here for Common Registration ACPC 2025

The first page of the website shall be as follows.



- For first time registration Click on tab required details.

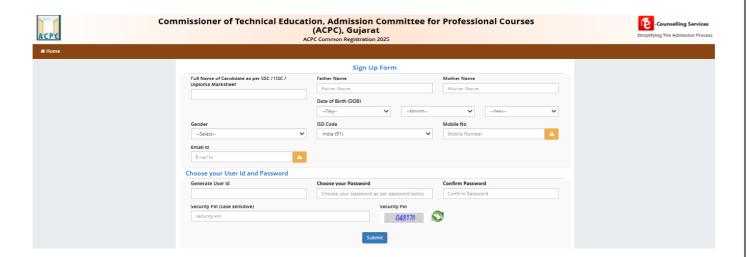
 Fresh Candidate Registration and fill the
- If you have registered already then enter Login ID and Password to go ahead for the registration process.
- On clicking the tab

 Fresh Candidate Registration

 the following screen shall appear
 then read the instructions carefully.



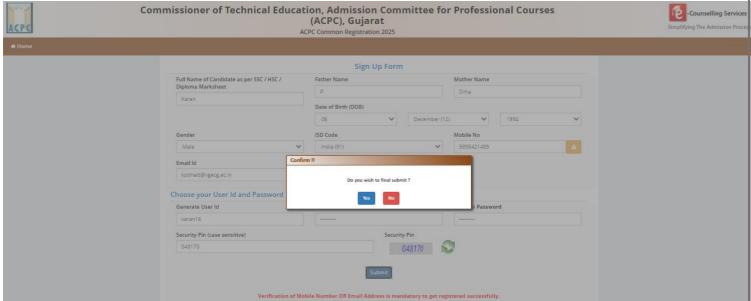
After selecting I Agree, the following screen will display.



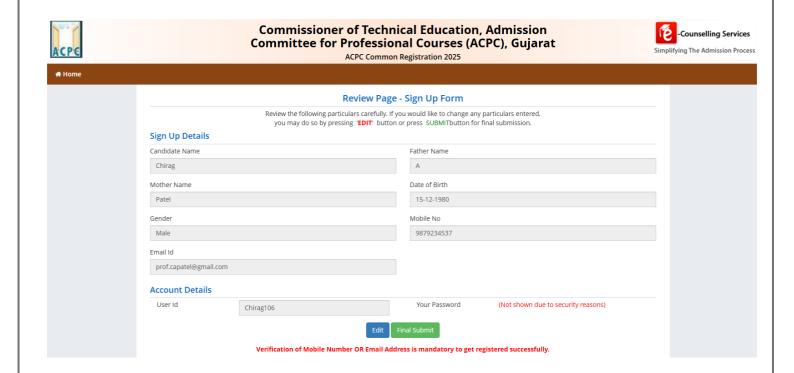
- Please enter details of the applicant such as <u>Candidate Name</u> (<u>here fill Candidate Name</u> <u>strictly as mentioned in your SSS MARKSHEET</u>) as the data shall be <u>verified with Graduation marksheet/Degree certificate before the declaration of merit. There should not be any mismatch between 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

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

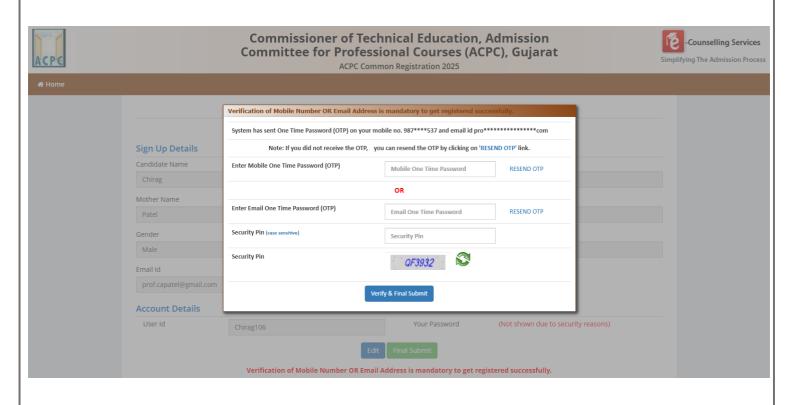
On clicking the Submit button, the following screen will appear.



- 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 Final Submit 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.

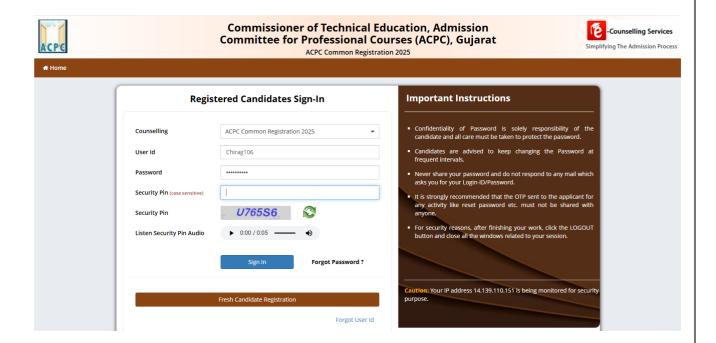


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- Please enter the OTP received on your mobile number OR Email ID and Security PIN
 as shown in screen and click
 Verify & Final Submit button.
- After clicking the on your mobile for completion of creation of User ID.



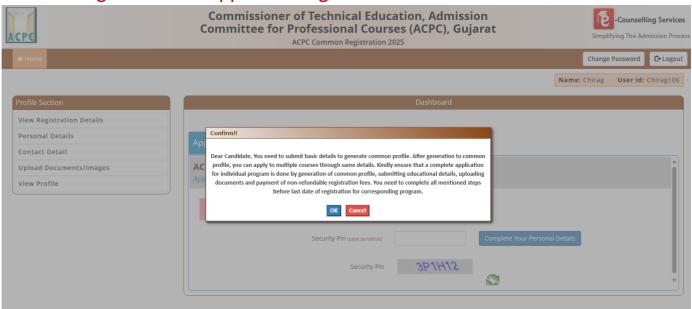
- After this you have to log in to complete your profile. Remember the USER ID and Password <u>during the entire admission process</u> as set by you.
- Press Shown below will appear. Here login with your USER I.D. and Password



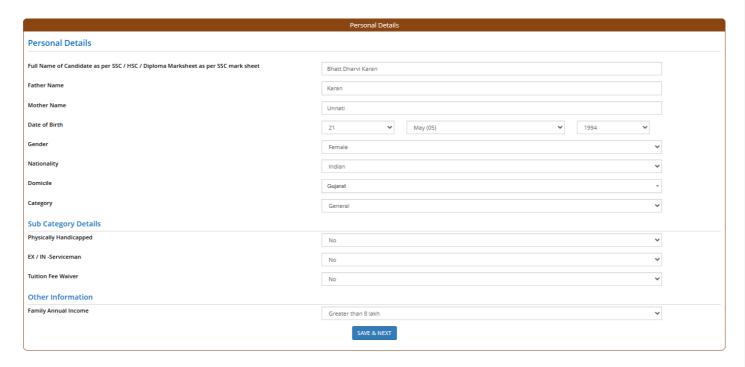
After Login, the following screen will appear. You will see ACPC Combined
 MBA/MCA Counselling 2025.



• Fill the security pin under the ACPC Admissions in **ACPC Combined**MBA/MCA Counselling 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.

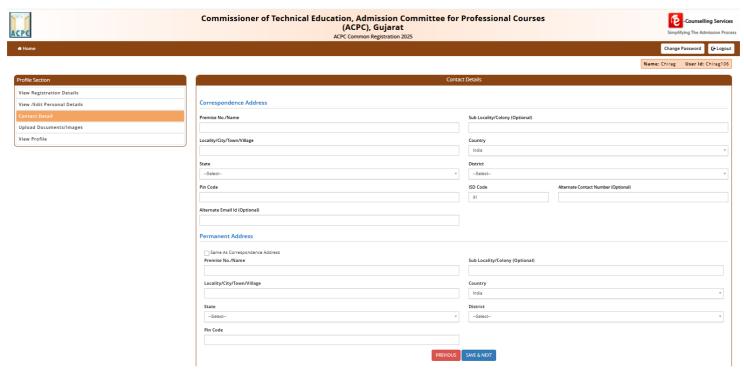
Other Information:

- 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.

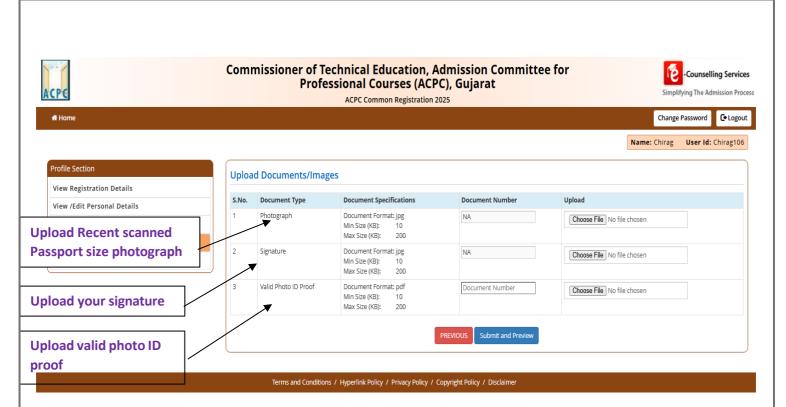
 2.5 lacs then fill yes. Candidate shall have to upload valid Free ship card/
 Income certificate and produce Free ship card at the admitting institute
 to avail benefits thereof as per prevailing government rules/norms.

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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



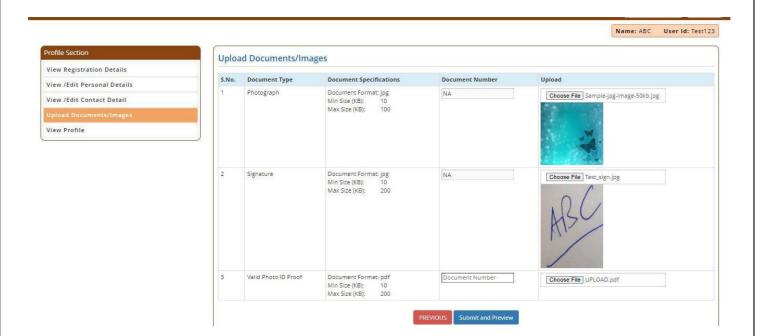
Upload Documents/images:

- 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

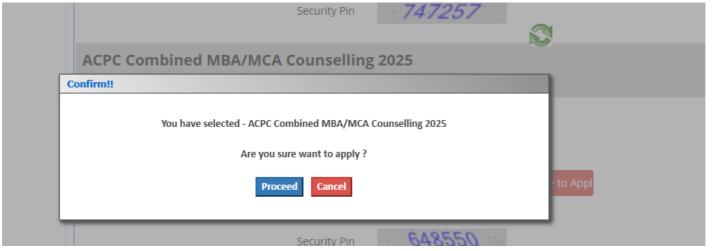
Now click the button Submit and Preview the following Screen will be displayed



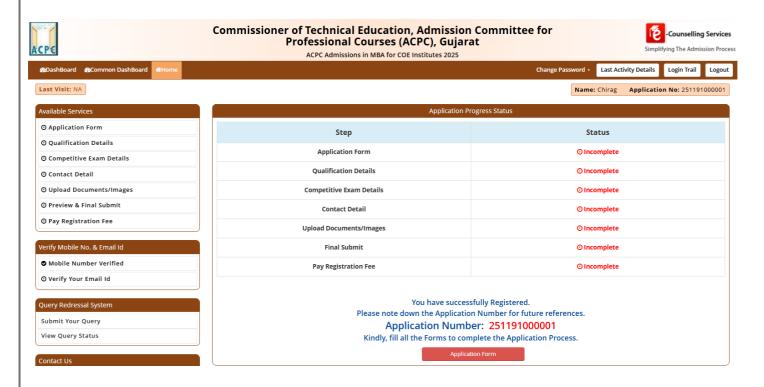
- Check and verify the uploaded documents, and tick mark the box of respective document as being part of process of self-verification of the uploaded documents.
- Now click the button SAVE and NEXT. It will show the profile.
- Click on the **HOME.** The following Screen will be displayed



• After entering Security Pin, Click on **Click Here to Apply** button for the concerned applicable course. The following Screen will be displayed.

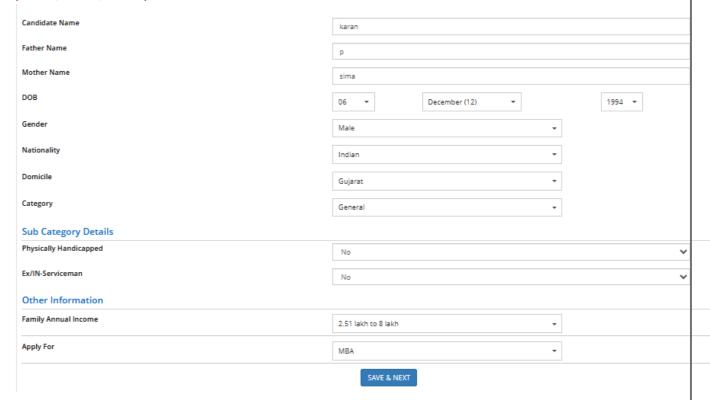


- Click on Proceed.
- Your Application number will be displayed on Dashboard as shown in screen below, please remember this as your application number during entire admission process.



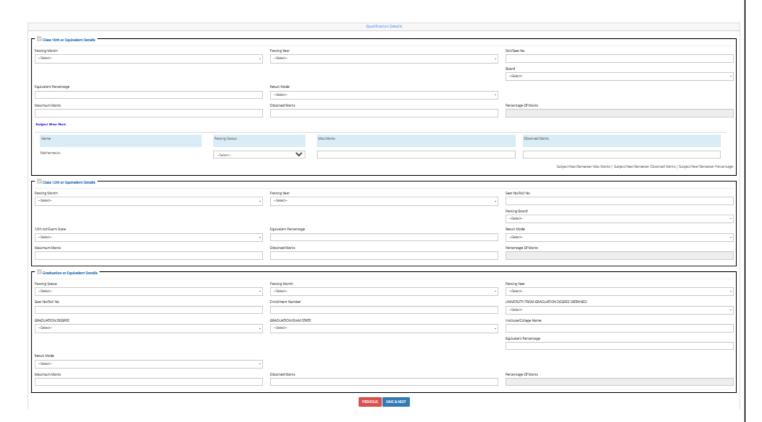
Status of Dashboard shows many activities as incomplete.

- Click on **Application Form**.
- You can See the following screen. Enter Subcategory details and Select Apply For (MBA/MCA/Both). And then click on SAVE and NEXT.



 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. Also add Mathematics Marks.

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).

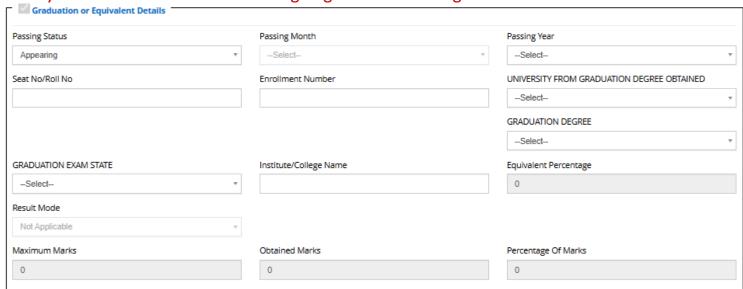
(Example: For GTU candidates, the conversion formula for CGPA to equivalent % is as follows:

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

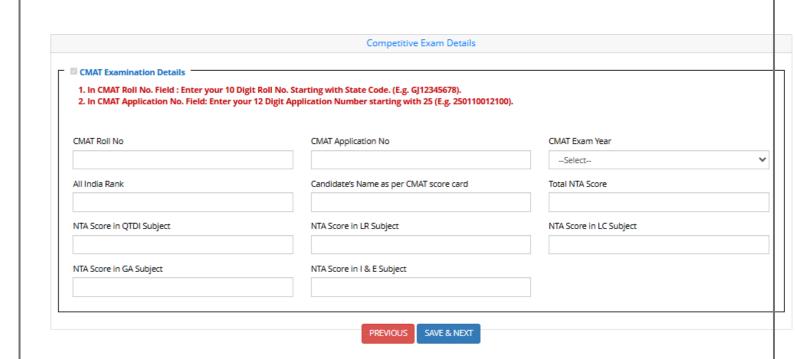
ALL CANDIDATES ARE INFORMED TO SUBMIT EQUIVALENT PERCENTAGE AS PER THEIR UNIVERSITY RULES. IF ANY CANDIDATE IS UNAWARE REGARDING HIS/HER EQUIVALENT PERCENTAGE THEN HE/SHE HAS TO CONTACT HIS/HER UNIVERSITY FOR THE SAME.

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.

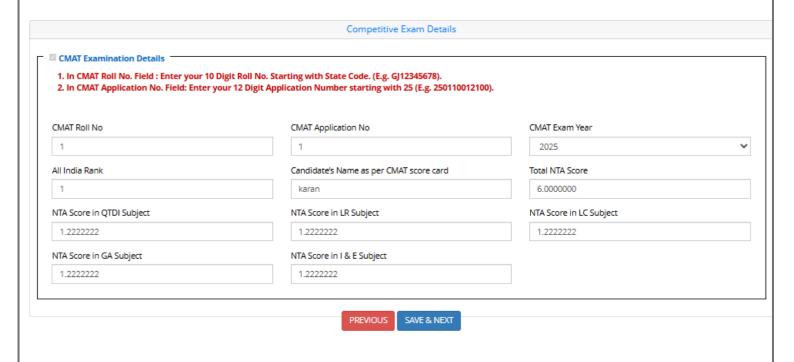


Fill and Verify the required details and click SAVE & NEXT button. The following screen of **Competitive Exam details** will be displayed.



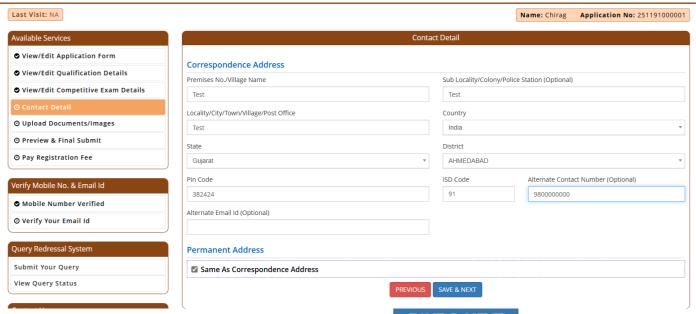
Candidates who have secured valid SCORE CARD for CMAT-2025 are only eligible to participate in this Online admission process. Thus, candidate not fulfilling this are not eligible in this Online admission process for CoE Institutes.

Fill the details of CMAT-2025 Examination details as per the Score Card received from competent authority. The sample filled details are given on the below screen.



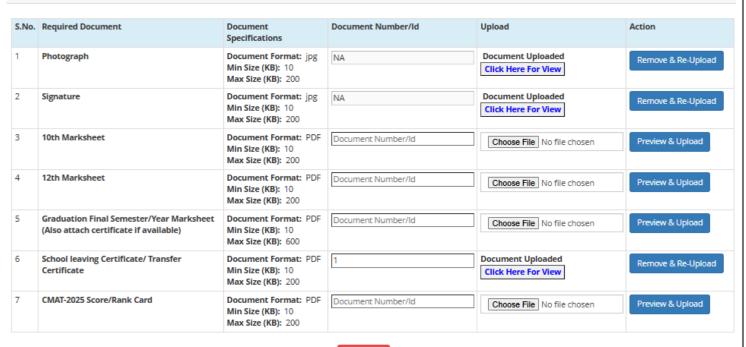
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On clicking SAVE & NEXT Contact details page will be displayed.



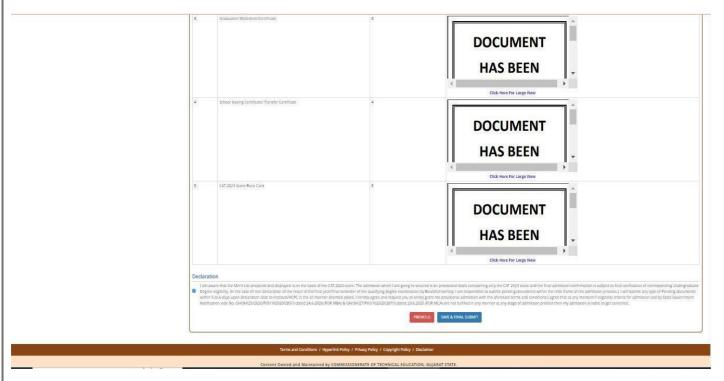
Verify the details and proceed further by clicking SAVE & NEXT the Document upload page will be displayed

Upload Documents/Images



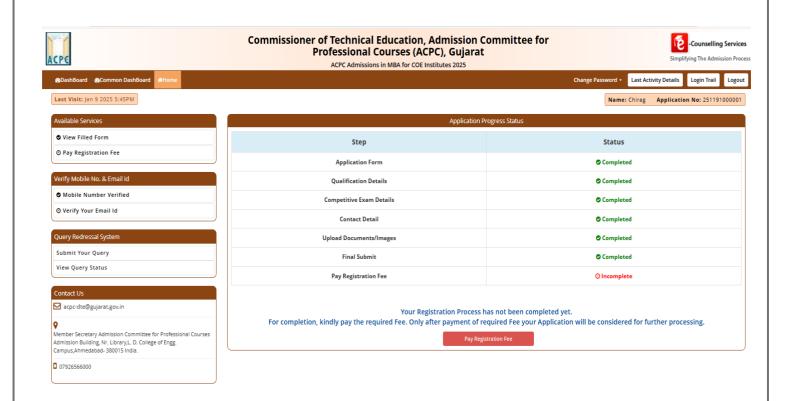
PREVIOUS

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



- 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

acpc.gujarat.gov.in

Notifications, Eligibility and merit preparation Rules, Advertisements and all types of announcements and updates related to entire admission process, e-Booklet etc.



List of Institutes and courses offered

List of designated Cyber Space centers

Admission Schedule, Common Merit List, Cut-off marks, Allotment result, Analysis of allotment results etc.

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Online registration, payment of registration fees, Choice filling, Payment of token Tuition Fees for admission confirmation



Result of allotment, Admission Confirmation and cancellation (if required)

Payment of token Tuition Fees for admission confirmation

FOR ANY QUERY, CONTACT ACPC:

ACPC HELP LINE: +91-79-26566000