



## ADMISSION COMMITTEE FOR PROFESSIONAL COURSES

### Frequently Asked Questions for MBA/MCA Admission

<b>1.</b>	<b>When the admission process for MBA-MCA is likely to start?</b>
	The process of registration for MBA-MCA is likely to start in upcoming time. Keep checking the notification on the website: <a href="http://www.iacpcldce.ac.in">http://www.iacpcldce.ac.in</a> for registration related and other notices for MBA-MCA admissions.
<b>2.</b>	<b>What are the new changes in MBA-MCA admission for year 2022-23</b>
	<ul style="list-style-type: none"><li>• <b>Same as previous year</b>, the entire process is on line and no documents submission at cyber space center.</li><li>• <b>You can pay your registration fees on line (Rs.350/- or Rs.500/-)</b></li><li>• 50% of the total intake in SFI institute is considered as management quota. Institute may surrender this quota to ACPC and ACPC will process admission on that surrender seat as per notification. Admission for Management quota is finalized by respective institute as per prevailing rules.</li></ul>
<b>3.</b>	<b>Will there be any registration fee this time like last year?</b>
	The entire admission process will be online. No physical interface required in normal process. Hence, the registration will not require PIN as earlier. After registration, candidate needs to pay registration fees ONLINE The registration charges will be as follows : <ul style="list-style-type: none"><li>• <b>MBA - Rs. 350/-</b></li><li>• <b>MCA-Rs. 350/-</b></li><li>• <b>MBA and MCA Courses both (MBC) : Rs. 500/-</b></li></ul>
<b>4.</b>	<b>Do I need to register for MBA and MCA courses differently?</b>
	Yes. <ul style="list-style-type: none"><li>• To apply only for MBA course, register for <b>MBA</b>.</li><li>• To apply only for MCA course, register for <b>MCA</b>.</li><li>• To apply for <b>both</b> MBA and MCA courses at the same time register for <b>MBC</b>.</li></ul>
<b>5.</b>	<b>Which documents are needed to register or create profile?</b>
	You need following documents (in electronic form/scan/.pdf) ready for smooth registration. <ol style="list-style-type: none"><li>(1) <b>Passport size Photograph (100 kb or lower) (.jpeg format)</b></li><li>(2) <b>Birth Date Proof/ School Leaving certificate/Aadhar Card (200kb or lower) (.pdf format)</b></li><li>(3) <b>Scan copy of HSC mark-sheet (.pdf format)</b></li><li>(4) <b>Scan copy of Original Final Semester Marksheet which shows obtained Percentage Marks or CGPA</b></li><li>(5) <b>Valid CMAT 2022 Score card (.pdf format)</b></li><li>(6) <b>Scan copy of valid Caste certificate in case of SC/ST/EWS , if applicable (.pdf format) sample formats for SC and ST are: <a href="#">SC Certificate - Gujarati</a>, <a href="#">ST Certificate - Gujarati</a>, <a href="#">SC/ST Certificate - English</a></b></li><li>(7) <b>Scan copy of valid Non Creamy Layer Certificate for SEBC (In Gujarati issued by Govt. of Gujarat officers), if applicable (.pdf format) sample formats are: <a href="#">Non Creamy Layer Certificate - Gujarati</a></b></li><li>(8) <b>Scan copy of valid In-serviceman issued by commanding officer / Ex-serviceman category issued by District Sainik welfare board to avail benefit of DS category, if applicable (.pdf format)</b></li></ol>



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	<p>(9) Scan copy of valid family Income certificate in case of eligibility of TFWs seats issued by competent authority of Government of Gujarat. Sample format are: <a href="#">Income Certificate - Gujarati</a>, <a href="#">Income Certificate - English</a></p> <p>(10) Scan copy of Physically disabled (more than 40%) certificate from District civil surgeon in case of PH category, if applicable (.pdf format) sample format is: <a href="#">Medical Certificate for PH</a></p> <p>(11) Also candidate are advised to keep necessary credentials required for online admission process saved for future use.</p> <p>(12) The transaction for registration fees payment can be through Debit Card/Credit Card/Net Banking/UPI.</p>
6.	<b>Has every one go to Help Center for document verification if student registers for MBA/MCA Admission?</b>
	As the <b>entire admission process will be online</b> . There is no help center only cyber space center for registration facilitation purpose. No physical interface required in normal process. No physical documents are required to submit at cyber space.
7.	<b>What are the fees to be paid for registration at the cyber space centers?</b>
	The designated <b>cyber space centers are for online registration facilitation purpose at free of cost</b> . There are no separate fees to be paid at cyber space centre for registration.
8.	<b>Can I do online registration at home?</b>
	Yes. From anywhere, Where the internet facility available.
9.	<b>I am unable to register online, can I do it manually?</b>
	No. You have to register online within time limit specified by ACPC on website <a href="https://gujacpc.admissions.nic.in/">https://gujacpc.admissions.nic.in/</a>
10.	<b>How can I edit registration details before and after confirmation?</b>
	Before confirmation of registration, you can edit registration details through online. After confirmation and paying of registration fees, you cannot edit. You can respond against your query received via e-mail or SMS.
11.	<b>If the income certificate is in the name of mother, will it be valid?</b>
	If your father is alive, income certificate in the name of mother is not valid. In case of death of father, income certificate in name of mother is valid and student needs to upload scan copy of death certificate of father and income certificate of mother ( <b>combined in one file .pdf format</b> ).
12.	<b>Where can I get the format for certification for Physically Handicapped caste/non-creamy layer/ income/Ex or In servicemen?</b>
	The following authorities are designated by the State Government for issue of certificates: <ul style="list-style-type: none"><li>• <b>Caste Certificate (SC/ST/SEBC/EWS)</b> : District Collector, Deputy Collector, Assistant Collector, Social Welfare Officer/District Development Officer/Dy. District Development Officer/Taluka Development Officer, Mamlatdar. (officers must be from Government of Gujarat)</li><li>• <b>Income Certificate:</b> District Collector, Deputy Collector, Assistant Collector, Prant Officer, Mamlatdar./D.D.O./T.D.O. (officers must be from Government of Gujarat)</li><li>• <b>Physically Handicapped Certificate:</b> Government Medical officer countersign by Civil surgeon.</li><li>• <b>In-Servicemen:</b> Commanding officer of unit where serving.</li><li>• <b>Ex- Servicemen:</b> Director, Sainik Welfare Board, Gujarat State or the District Sainik Welfare Officer.</li><li>• <b>Non-Creamy Layer Certificate:</b> District Collector, Deputy Collector, Assistant Collector, Prant Officer, Mamlatdar/D.D.O./T.D.O. (officers must be from Government of Gujarat)</li></ul>



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<b>13.</b>	<b>What should I do if the name in School L.C. and caste certificate/ income certificate differs?</b>
	You should get the income certificate corrected from the issuing authority immediately.
<b>14.</b>	<b>How can I change category?</b>
	For change in category, before registration confirmation you can do it through your log-in ID if you have valid proof. After confirmation, you cannot change it.
<b>15.</b>	<b>A candidate who completes graduation and HSC from outside Gujarat is eligible for MBA-MCA admission?</b>
	Yes, 5% seats are available for candidate from outside side Gujarat in Government and Grant in aid colleges. Separate merit list will be prepared for such candidates based on CMAT-2022.
<b>16.</b>	<b>What is the level of disability for availing seats under PH (Physically Handicapped) quota?</b>
	Not less than 40% disability.
<b>17.</b>	<b>If both parents are not alive then who can act as guardian for caste and income certificate? Legal guardian.</b>
	If there is no legal guardian the candidate shall be considered as orphan and in such case no income certificate is required. But orphan certificate issued by competent authority is required.
<b>18.</b>	<b>What are the eligibility criteria for admission through ACPC for MBA/MCA Courses?</b>
	<ul style="list-style-type: none"><li>• <b>For admission in MBA:</b> Passed the Graduation with minimum of 50% marks (45% marks in-case of reserved category i.e. SC/ST/SEBC/EWS candidates).</li><li>• <b>For admission in MCA:</b> A candidate shall have passed the qualifying examination of B.C.A/ B.Sc. (Computer Science)/ B.Sc. (IT) / B.E. (CSE)/ B.Tech.(CSE) / B.E. (IT) / B.Tech. (IT) or equivalent Degree or passed any graduation degree (e.g.: B.E. / B.Tech. / B.Sc / B.Com. / B.A./ B. Voc./ etc.,) preferably with Mathematics, Business Mathematics or statistics at 10+2 level or at Graduation level with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University)</li></ul>
<b>19.</b>	<b>How is the eligibility percentage calculated, for MBA/MCA?</b>
	For eligibility, 50% marks (45%marks in-case of reserved category i.e. SC/ST/SEBC/EWS candidates) shall be computed on the basis of on the percentage of marks awarded for entitlement of qualifying degree by institution/university. In case of grade points, the candidate shall be required to produce equivalence percentage certificate from the University.
<b>20.</b>	<b>How are merit marks calculated for MBA/MCA?</b>
	For the candidates who have passed the qualifying examination from any of the University/Institute mentioned in the sub rule (2) of rule 5 of the Government of Gujarat Notification (Available of Website of ACPC in MBA/MCA section), on the basis of score obtained in the <b>Common Management Aptitude test-2022 (CMAT 2022)</b>
<b>21.</b>	<b>If a student is applying for TFWS, is he considered for that particular category?</b>
	Yes, subject to valid income certificate issued by competent authority.
<b>22.</b>	<b>What is eligibility for TFWS?</b>
	Family Income does not exceed 8 Lakh per annum. Any category students can apply under this scheme if he / she fulfills above criteria.
<b>23.</b>	<b>How can a candidate apply for admission on TFW seat?</b>
	<ol style="list-style-type: none"><li>a) While Registering for the first time, candidate has to select yes for apply under TFW category</li><li>b) Candidate will be shown TFW seat in addition to normal seat as a one of the choice for same institute and / or university while filling choices online if elected yes in part (a). Candidate has to select TFW seat as well as normal seat for admission to particular institute/university.</li></ol>



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<b>24. How do I get admission on TFW seat?</b>	Upon filling the choice for TFW seat, admission will be given purely on merit basis.
<b>25. Can a candidate change the filled choices?</b>	Yes. But within a stipulated time decided by ACPC.
<b>26. If filled choices are not locked, is it safe to logout?</b>	There is no need to lock filled choice until you complete your choice filling. However, during choice filling, you must save before logout.
<b>27. How many times can choices be edited?</b>	Unlimited. But within a stipulated time decided by ACPC.
<b>28. If I get admission of choice in mock round, can I secure it?</b>	No. Mock round is a practice round. It is not your admission.
<b>29. If the seats in reserved quota are full, can the candidate from SC/ST/SEBC/EWS/PH/ESM get Admission in Open category?</b>	This Question does not arise, because, category candidates allot first in open category seats, and in case of seat not available in open category, then only reserved category seat are allotted.
<b>30. Are original documents to be submitted for MBA/MCA?</b>	No. You are not supposed to submit any original documents anywhere.
<b>31. If a SC/ST/SEBC candidate gets admission under open category, will he be eligible for scholarship from Government?</b>	Yes, if the candidate meet other requirements for eligible for scholarship.
<b>32. What is the procedure for admission for MQ/NRI/NRI sponsored candidate?</b>	As per MBA/MCA notifications which is available on website <a href="http://www.jacpcldce.ac.in">www.jacpcldce.ac.in</a>
<b>33. What are the documents required for admission for MQ/NRI/NRI sponsored candidate?</b>	As per MBA/MCA notifications which is available on website <a href="http://www.jacpcldce.ac.in">www.jacpcldce.ac.in</a>
<b>34. To how many colleges can I apply for management quota?</b>	All self-finance institutes, where management seats retained with them. You can get seat details from our web site.
<b>35. If I opt for management quota admission, am I still eligible for admission in regular quota?</b>	Yes.
<b>36. If I get admission in management quota can I take part in online admission process of ACPC?</b>	Yes.
<b>37. Where is the information available regarding fee structure of self finance institutes?</b>	Refer Fee Regulatory Committee website <a href="http://www.frctech.ac.in">www.frctech.ac.in</a> . Fee details also available from Institute details from website: <a href="http://www.jacpcldce.ac.in">www.jacpcldce.ac.in</a> .
<b>38. In reshuffling, a candidate gets admission in Government institute from SFI, when will he get refund?</b>	After completion of admission process as per refund rule.
<b>39. If I have already paid the fees for admission in first round, do I have to pay the fees for subsequent rounds?</b>	You need to pay the fees printed on the Bank Challan auto-generated after second round.
<b>41. Is there any reservation or special quota for girls in MBA/MCA?</b>	No.
<b>42. If I have registered for MBA &amp; MCA both courses. Is it the same merit number given for both courses?</b>	No, separate merit number will be generated as per your merit marks for MBA & MCA Courses.
<b>43. How can I check where I have got admission?</b>	Login to your account on <a href="https://gujacpc.admissions.nic.in/">https://gujacpc.admissions.nic.in/</a> with your login ID and password and refer "result " tab.



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