



Frequently Asked Questions for MBA/MCA Admission

1) From where the PIN and booklet will be available and what is the cost?

PIN will be available from all designated branches of ICICI Banks across the Gujarat State.

(Details of designated branches are available on website www.jacpcldce.ac.in).

Cost of PIN is Rs. 350 /- for MBA / MCA /MCA LATERAL ENTRY

Rs. 500/- for MBC (MBA and MCA Courses both)

E-Booklet will be available on our website www.jacpcldce.ac.in

2) Do I need to get a different PIN for MBA and MCA courses?

Yes.

(1) To apply only for MBA course purchase a PIN for **MBA**.

(2) To apply only for MCA course purchase a PIN for **MCA**.

(3) To apply for **both** MBA and MCA courses purchase a PIN of **MBC**.

3) What documents are needed to purchase PIN from bank?

No documents are needed.

4) What should be done if the PIN is not legible/ torn?

Reach to ACPC, L. D. Engineering college campus Office with that PIN.

5) What should be done if the PIN is lost?

If registration is not done with that PIN, you have to purchase new PIN from Bank. If PIN is lost after registration is done, You can obtained through your login.

6) Will I need PIN after registration?

Yes. You have to preserve the PIN till completion of admission process. It is necessary for login on www.gujacpc.nic.in for different activities of online admission process.

7) What should be done if the PIN is not operating?

Reach your nearest Help Center for help.

8) What could be done when my PIN is legible but I am not able to register?

Reach any nearest Help Center/ Admission committee, L. D. Engineering college campus for help.

9) Which documents I need for first time online registration?

No documents are needed for online registration. However, details of mark sheet for 10th standard, mark sheet for 12th standard, gradation mark sheets & details of CMAT score card 2019 are need for registration.



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10) What are the fees to be paid for registration at the help Center?

All the facilities at help centers are free of cost.

11) Can I do online registration at home?

Yes, you can do registration from any location where the internet facility is available.

12) Has every one go to help Center for document verification if student registers for MBA/MCA admission?

Yes, everyone has to go to help Center for document verification with original testimonials & self-attested photo copies.

13) I am unable to register online, can I do it manually?

No. You have to register online within time limit specified by ACPC. Reach at nearest help Center for further assistance

14) If I am in open/other category do I need to go to help center for document verification?

YES, All registered candidates MBA, MCA, MBC need to go help Center for document verification and to get registration slip. You have to show all original documents listed in your registration printout and submit the photocopies at help Center.

15) How can I edit registration details before and after confirmation?

Before confirmation of registration, you can edit registration details online through your account log-in. After confirmation of registration, you have to reach any Help Center for editing in registration details.

16) Which documents I need for Help Center verification?

You need documents listed in Registration Print out.

17) If the income certificate is in the name of mother, will it be valid?

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 need to submit photocopy of death certificate of father.

18) Where can I get the format for certification for Physically Handicapped caste/non-creamy layer/ income/Ex or In servicemen?

For Formats of all certificates refer "Form book "on www.qujacpc.nic.in .Formats are also available on www.jacpcldce.ac.in



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19) From whom can I get certificate of caste, income, physically handicapped and In/ex-servicemen?

The following authorities are designated by the State Government for issue of certificates:

Caste Certificate: District Collector, Deputy Collector, Assistant Collector, Social Welfare Officer/District Development Officer/Dy. District Development Officer/Taluka Development Officer, Mamlatdar.

Income certificate: District Collector, Deputy Collector, Assistant Collector, Prant Officer, Mamlatdar/D.D.O./T.D.O.

Physically handicapped certificate: Government Medical officer countersign by Civil surgeon.

In-Servicemen: Commanding officer of unit where serving.

Ex- Servicemen: Director *Sainik* Welfare Board, Gujarat State or the District Sainik Welfare Officer. In-Service Defense Persons / retired defense persons notified by the Ministry of Home Affairs, Police Division-II, Government of India shall require to submit certificate to that effect duly issued by the Commanding Officer of the respective unit in which they are serving or were serving just before the retirement respectively.

Non-Creamy Layer Certificate: District Collector, Deputy Collector, Mamlatdar/D.D.O./T.D.O. (Parishisth- 4) in Gujarati as per Govt. Norms.

20) What should I do if the name in School L.C. and caste certificate/ income certificate differs?

You should get the income certificate corrected from the issuing authority immediately.

21) How can I change category?

For change in category, before registration confirmation you can do it through your log-in ID if you have valid proof. But after registration confirmation candidate can go to any designated help Center with original as well as self-attested photocopy of the certificate, within the time limit stipulated by ACPC.

22) Can I avail the benefits of reservation if I am from DAMAN&DIU/DNH?

Yes, if you are domicile of Gujarat and producing relevant required certificates. (Must produce domicile certificate)

23) I have passed H.S.C. and Graduation both from outside Gujarat, What is the procedure for admission through ACPC?

You may Apply directly to SFI institute on 5% outstate quota seats as a part of MQ quota. You may also register on our website to get admission on vacant seat that fall vacant after online admissions are completed.



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24) What is the level of disability for availing seats under PH (Physically Handicapped) quota?

Not less than 40% disability.

25) If both parents are not alive then who can act as guardian for caste and income certificate?

Legal guardian. 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.

26) What are the eligibility criteria for admission through ACPC for MBA/MCA/MCA-Lateral Courses?

- **For admission in MBA:** Passed the Graduation with minimum of 50% marks (45% marks in-case of reserved category i.e. SC/ST/SEBC/EWS candidates).
- **For admission in MCA:** Passed the Graduation with minimum of 50% marks (45% marks in-case of reserved category i.e. SC/ST/SEBC/EWS candidates.), provided that a candidate shall have passed the HSCE (Std. XII, 10+2 pattern) with **Mathematics** or **Business Mathematics** or **Statistics** as one of the subject or Bachelor's degree with Mathematics or Business Mathematics or Statistics as one of the subject.
- **For admission to MCA Lateral:** Same as MCA with Bachelor of Computer Application (BCA) or Bachelor of Science (IT/Computer).

27) How is the eligibility percentage calculated, for MBA/MCA/MCA-Lateral Course?

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 grand total or cumulative grade point average as shown in the final year mark sheet of the University. In case of grade points, the candidate shall be required to produce equivalence percentage certificate from the University.

28) How are merit marks calculated for MBA/MCA/MCA-Lateral Courses?

For the candidates who have passed the qualifying examination from any of the University/Institute mentioned in the sub rule (2) of rule 5, on the basis of mark obtained in the Common Management Aptitude test-2019 (**CMAT 2019**)

29) If a student is applying for TFWS, is he considered for that particular category?

Yes, subject to valid income certificate issued by competent authority.

30) What is eligibility for TFWS?

Family Income does not exceed 8 Lakh per annum. Any category students can apply under this scheme if he / she fulfills above criteria.



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31) How can apply for admission on TFW seat?

- (a) While Registering for the first time, candidate has to select yes for apply under TFW category
- (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.

32) How I get admission on TFW seat?

Upon filling the choice for TFW seat, admission will be given purely on merit basis.

33) How TFW seats are calculated?

5% of total intake is filled as TFW seats on super numeric basis. E.g. if institute has approved intake of 60, there will be 3 TFW seats over and above approved 60 seats, which will be filled on merit basis

34) Can a candidate change the filled choices?

Yes. But within a stipulated time is decided by ACPC.

35) If filled choices are not locked, is it safe to logout?

There is no need to lock filled choice until you complete your choice filling. However, during choice filling, you must save before logout.

36) How many times can choices be edited?

Unlimited. But within a stipulated time decided by ACPC.

37) If a candidate wants to go for reshuffling, does he need to report at admitted institute?

No.

38) If a candidate wants to go for reshuffling, does he need to pay the fees at the admitted institute?

No.

39) If I get admission of choice in mock round, can I secure it?

No. Mock round is a practice round.

40) How can I register MCA Lateral in online registration?

If you have graduated in BCA, BSc (IT/Computer), there is an option " Are you interested for MCA Lateral? " in Online registration. You have to click that option.

41) If the seats in reserved quota are full, can the candidate from SC/ST/SEBC/EWS/PH/ESM get admission in Open category?

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.



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42) Are original documents to be submitted for MBA/MCA/MCA-Lateral courses?

You are not supposed to submit original documents anywhere. But you have to keep it with you for verification at help Center.

43) When do I have to show original documents at help Center?

At the time of document verification after online registration and if required to edit afterward.

44) If a SC/ST/SEBC candidate gets admission under open category, will he be eligible for scholarship from Government?

Yes, if the candidate meet other requirements for eligible for scholarship.

45) What is the procedure for admission for MQ/NRI/NRI sponsored candidate?

As per the guidelines issued by ACPC, which is available on website www.jacpcldce.ac.in

46) What are the documents required for admission for MQ/NRI/NRI sponsored candidate?

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47) To how many colleges can I apply for management quota?

All self-finance institutes, where management seats retained with them.

48) What is the fee for forms for admission through Management Quota?

Rs.350/- for MBA or MCA and Rs.500/- for MBC(MBA and MCA both) as a Registration Fees.

49) If I opt for management quota admission, am I still eligible for admission in regular quota?

Yes

50) If I get admission in management quota can I go for reshuffling?

Yes

51) Where is the information available regarding fee structure of self finance institutes?

Refer Fee Regulatory Committee website www.frctech.ac.in. Fee details also available from Institute details from website: www.jacpcldce.ac.in MBA/MCA link.

52) After allotment, in how many days do we have to report at admitted institute?

Within 3 working days, if you don't want to participate in next round of admission. If you want to participate in second round, you do not report to institute. You report to the institute before the three days of commencement of education term and complete other institute formalities.

53) In reshuffling, a candidate gets admission in Government institute from SFI, when will he get refund?

After completion of admission process.



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54) If I have already paid the fees for admission in first round, do I have to pay the fees for subsequent rounds?

You need to pay the fees printed on the Bank Challan auto-generated after second round.

55) Is there any reservation or special quota for girls in MBA/MCA/MCA- Lateral course?

No.

56) How and when do I get information for availability of vacant seats in various institutes?

Immediately after allotment of seat at each round on website www.jacpcldce.ac.in. Final vacancy institute wise will be published after completion of online admission process.

57) Where will the result of mock rounds be available?

On website: www.gujacpc.nic.in and www.jacpcldce.ac.in

58) How can I check where else could I have got admission?

Login to your account on www.gujacpc.nic.in and refer “result analysis” link.

59) Where can I get information about the various colleges for MBA MCA admission under ACPC?

From e-Booklet/Institute details from website www.jacpcldce.ac.in and also refer link of know your college (KYC) available on ACPC website.

60) My financial condition is not so good and I want to take bank loan for my study, How can I apply for that?

Visit the web site www.vidhyalaxmi.com.

61) If I want to register for MBA and MCA both courses, what is the procedure?

You have to purchase the pin from bank for MBC by paying Rs. 500. Through this pin

You can register your candidature for both courses by single log in.

62) If I have registered for MBA & MCA both courses. Is it the same merit number given for both courses?

No, separate merit number will be generated as per your merit marks for MBA & MCA Courses.

63) How can I check where I have got admission?

Login to your account on www.gujacpc.nic.in with your login ID and pass word and refer “result ” tab.