



Frequently Asked Questions for MBA/MCA Admission

1.	When the admission process for MBA-MCA is likely to start?
	<p>The process of registration for MBA-MCA is likely to start in Month of September. Candidate whose final year result is awaited (pending) can apply for MBA and MCA course. Please note that merit number will be given to those candidate who passed qualifying examination. Please refer notification from the website: http://www.jacpcldce.ac.in for eligibility for MBA-MCA course.</p>
2.	What are the new changes in MBA-MCA admission for year 2020-21
	<ul style="list-style-type: none">• Entire process is on line and no documents submission at cyber space center.• You can pay your registration fees on line (Rs.350/- or Rs.500/-)• This year 50% of the total intake in SFI institute is consider 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.• MCA course is now for two years. Please refer notification for eligibility. No admission for MCA LATERAL from this year as per AICTE.
3.	Will there be any registration fee this time like last year ?
	<p>Due to current COVID-19 situation, 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 :</p> <ul style="list-style-type: none">• MBA – Rs. 350/-• MCA-Rs. 350/-• MBA and MCA Courses both(MBC) : Rs. 500/-
4.	Do I need to register for MBA and MCA courses differently?
	<p>Yes.</p> <ul style="list-style-type: none">• To apply only for MBA course, register for MBA.• To apply only for MCA course, register for MCA.• To apply for both MBA and MCA courses at the same time register for MBC.
5.	Which documents are needed to register or create profile?
	<p>You need following documents (in electronic form/scan/.pdf) ready for smooth registration.</p> <ol style="list-style-type: none">(1) Passport size Photograph (100 kb or lower) (.jpeg format)(2) Birth Date Proof/ School Leaving certificate/Aadhar Card (200kb or lower) (.pdf format)(3) Scan copy of HSC mark-sheet (.pdf format)(4) Scan copy of valid Income certificate, if eligible for TFWs/ (.pdf format)(5) Scan copy of valid Caste certificate , if applicable (.pdf format)(6) Scan copy of valid In-serviceman / Ex-serviceman category, if applicable (.pdf format)(7) All marks sheets of graduation (combined in one file .pdf format) & Graduation certificate(8) Along with the same, candidate should keep credentials required for online admission process ready. This transaction will be through Credit Card/Net Banking/UPI.



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6.	Which documents I need for first time online registration?
	<p>Along with the documents mentioned previously following documents are needed</p> <ul style="list-style-type: none">• Valid CMAT 2020 Score card (.pdf format)• Grade History of Bachelor Course (All Mark sheets in one file) (.pdf format)• Provisional Eligibility Certificate of undergraduate course (.pdf format) <p>Along with the same candidate must have following documents if he/she is entitled to get benefits of following category/schemes :</p> <ul style="list-style-type: none">• Caste Certificate in case of SC/ST/SEBC/EWS Category issued by competent authority of Government of Gujarat.<ul style="list-style-type: none">• Valid Non-Creamy Layer Certificate in case of SEBC Candidate issued by competent authority of Government of Gujarat.• Valid family Income certificate in case of eligibility of TFWs seats issued by competent authority of Government of Gujarat.• Physically disabled (more than 40%) certificate from District civil surgeon in case of PH category.• Certificate issued by commanding officer (for in serviceman) or District Sainink welfare board (for ex- serviceman) to avail benefit in DS category
7.	Has every one go to Help Center for document verification if student registers for MBA/MCA Admission?
	<p>Due to current COVID-19 situation, the entire admission process will be online. Now. 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.</p>
8.	What are the fees to be paid for registration at the cyber space centers?
	<p>The designated cyber space centers are for online registration facilitation purpose at free of cost. There are no separate fees to be paid at cyber space centre for registration.</p>
9.	Can I do online registration at home?
	<p>Yes. From anywhere, Where the internet facility available.</p>
10.	I am unable to register online, can I do it manually?
	<p>No. You have to register online within time limit specified by ACPC on website www.gujacpc.nic.in</p>
11.	How can I edit registration details before and after confirmation?
	<p>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..</p>
12.	If the income certificate is in the name of mother, will it be valid?
	<p>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 (combined in one file .pdf format).</p>
13.	Where can I get the format for certification for Physically Handicapped caste/non-creamy layer/ income/Ex or In servicemen?
	<p>The following authorities are designated by the State Government for issue of certificates:</p> <ul style="list-style-type: none">• Caste Certificate (SC/ST/SEBC/EWS) : 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)• Income certificate: District Collector, Deputy Collector, Assistant Collector, Prant Officer,



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	<p>Mamlatdar./D.D.O./T.D.O. (officers must be from Government of Gujarat)</p> <ul style="list-style-type: none">• 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.• Non-Creamy Layer Certificate: District Collector, Deputy Collector, Assistant Collector, Prant Officer, Mamlatdar/D.D.O./T.D.O. (officers must be from Government of Gujarat)
14.	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.
15.	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. After confirmation, you cannot change it.
16.	Can candidate who complete graduation and HSC from outside Gujarat can eligible for MBA-MCA admission?
	This time 5% seats are available for candidate from outside side Gujarat in Government and Grant in aid college. Separate merit list prepare for such candidates based on CMAT-2020.
17.	What is the level of disability for availing seats under PH (Physically Handicapped) quota?
	Not less than 40% disability.
18.	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.
19.	What are the eligibility criteria for admission through ACPC for MBA/MCA Courses?
	<ul style="list-style-type: none">• 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: A candidate shall have passed the qualifying examination of BCA/Bachelor Degree in Computer Science Engineering or Equivalent or Degree Passed with B.Sc./ B.Com./ B.A. with Mathematics or Statistics or Business Mathematics at 10+2 level or at Graduation level (With Additional bridge courses as per the norms of concerned University) as per the AICTE prevailing norms with minimum of 50% marks (45% marks in case of SC/ST/SEBC/EWSs category candidates)
20.	How is the eligibility percentage calculated, for MBA/MCA?
	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 mark sheet of the University. In case of grade points, the candidate shall be required to produce equivalence percentage certificate from the University.
21.	How are merit marks calculated for MBA/MCA?
	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-2020 (CMAT 2020)



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22.	If a student is applying for TFWS, is he considered for that particular category?
	Yes, subject to valid income certificate issued by competent authority.
23.	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.
24.	How can a candidate apply for admission on TFW seat?
	<p>a) While Registering for the first time, candidate has to select yes for apply under TFW category</p> <p>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.</p>
25.	How do I get admission on TFW seat?
	Upon filling the choice for TFW seat, admission will be given purely on merit basis.
26.	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 subject to filled seats in that institute is 30% of total intake of institute. Further clarification, you may refer our rule.
27.	Can a candidate change the filled choices?
	Yes. But within a stipulated time is decided by ACPC.
28.	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.
29.	How many times can choices be edited?
	Unlimited. But within a stipulated time decided by ACPC.
30.	If a candidate wants to go for reshuffling, does he need to report at admitted institute?
	No.
31.	If a candidate wants to go for reshuffling, does he need to pay the fees at the admitted institute?
	No.
32.	If I get admission of choice in mock round, can I secure it?
	No. Mock round is a practice round. It is not your admission.
33.	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.
34.	Are original documents to be submitted for MBA/MCA?
	No. You are not supposed to submit any original documents anywhere.
35.	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.
36.	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
37.	What are the documents required for admission for MQ/NRI/NRI sponsored candidate?
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38.	To how many colleges can I apply for management quota?
	All self-finance institutes, where management seats retained with them. You can get seat details from our web site.
39.	If I opt for management quota admission, am I still eligible for admission in regular quota?
	Yes.
40.	If I get admission in management quota can I take part in online admission process of ACPC?
	Yes.
41.	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.
42.	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.
43.	In reshuffling, a candidate gets admission in Government institute from SFI, when will he get refund?
	After completion of admission process as per refund rule.
44.	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.
45.	Is there any reservation or special quota for girls in MBA/MCA?
	No.
46.	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.
47.	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.