Guidelines for Generation of Common Profile

Introduction

- Every aspiring student of professional courses need to generate their own profiles by submitting common required details and documents before submitting their application for particular course.
- The student need to upload available documents like School Leaving certificate, Passport size photograph, Category certificates etc.
- The profile will be made available for future applications also therefore students will be free from similar activities for multiple time.
- It is suggested that students enter a mobile number which is easily available during entire registration process.

New candidate Registration

(i)   Creation of User I'd:

Step 1: Visit to Admission Committee website www.gujacpc.nic.in.

Step 2: Click on Common Registration for ACPC

Step 3: Click on New Candidate Registration

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

e-Counselling Services
Simplifying The Admission Process

🏠 Home

Registered Candidates Sign-In

Counselling	Common Registration for Gujarat ACPC ▼
User Id	
Password	
Security Pin as shown below (case sensitive)	
Security Pin	W63J14 🔄

Sign In   **Forgot Password ?**

New Candidate Registration

Important Instructions

→ Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.

→ For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.

→ Candidates are advised to keep changing the Password at frequent intervals.

→ Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

Caution: Your IP address **59.88.126.21** is being monitored for security purpose.

Step 4: Agree to terms and conditions and move ahead

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

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🏠 Home

Candidate's Consent

Candidate

Choose

User Id

Security Pi

Security   JC7940 🔄

I hereby agree to the following terms and conditions governing the admission process of Counselling:

1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process as specified by the Admission Committee for Professional Courses (ACPC) Gujarat.
2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my candidature will be cancelled.
3. I know that the personal information provided by me is genuine and authentic.
4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither Admission Committee for Professional Courses (ACPC) Gujarat nor NIC is responsible for misuse of my password.
5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that Admission Committee for Professional Courses (ACPC) Gujarat has no role to play in that.

You must accept or decline the agreement to process further.

○ I Agree   ○ I Don't Agree

Submit

Disclaimer:
The site is designed and hosted by NIC, contents are provided by the ACPC Gujarat. In case of any

NIC National Informatics Centre

Step 5: Fill up basic registration details as shown below

- Enter your name as per qualifying examination in Candidate Name.

- Choose ISD Code : for India (India (91)) (enter correct code as mobile will be verified)

- Enter Mobile number (ten digit number e.g. 9999999999)

- Enter your valid e-mail address (e.g. _____@gmail.com or _____@yahoo.co.in etc.)

- Create your own User I'd. In case the User I'd is not available the portal will display a message.

- You need to choose alternate user i'd immediately. This process is similar to I'D creation during generation of e-mail.

- Set password as per given guidelines on portal as shown below

Step 6: Submit the details if all details entered are OK. If any changes are required, press No and modify the required details.

(ii) Verification of submitted details:

Step 6: Review the submitted particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press SUBMIT button for final submission.

(iii)   Mobile number verification:

Step 7: For mobile number verification, OTP will be sent to the number which you have provided. The OTP will be valid for 15 Minutes. You have to submit the OTP.

(iv)   Conformation of User I'D:

You will receive an SMS confirmation for creation of User Profile with ID. Click on login and complete profile

For further Log-in every time,

You are required to use the created user ID and given password every time.

Profile Creation for registered Candidate (after successful creation of User ID)

Step 1: Log in to portal by entering the User I'd (you have created), Password (you have set) and security PIN as shown below it.

Step 2: View/ Edit application form complete personal details

Profile Section

→ View Registration Details
→ Personal Details
→ Contact Detail
→ Upload Documents/Images
→ View Profile

Dashboard

Apply For | My Application

ACPC Gujarat B.E/B.Tech Counselling 2021
Date : 01/05/2020 to 28/07/2021

Registration OPEN | View Instructions | Complete Your Personal Details

ACPC Gujarat B. Arch Counselling 2021
Date : 28/06/2021 to 28/07/2021

Registration OPEN | View Instructions | Complete Your Personal Details

ACPC Gujarat Combined MBA/MCA Counselling 2021
Date : 28/05/2021 to 30/08/2021

Registration OPEN | View Instructions | Complete Your Personal Details

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→ View Registration Details
→ Personal Details
→ Contact Detail
→ Upload Documents/Images
→ View Profile

Personal Details

Candidate Name	Soni Tushar Arvind
Father Name	Soni Arvind
Mother Name	Soni Ashaben
Date of Birth	01 / January (01) / 2003
Gender	Male
Nationality	Indian
Domicile	Gujarat
Category	Schedule Tribe (ST)

FILL THE RELEVENT PERSONAL DETAILS,

DOB : AS PER LEAVING CERTIFICATE

DOMICILE : ORIGIN STATE

CATEGORY : YOU NEED TO HAVE RELEVANT DOCUMENT FOR THE SAME

PHYSICALLY HANDICAPPED : YES , IF MORE THAN 45% PHYSICALLY CHALLANGED.

TFWS : IF ANNUAL FAMILY INCOME IS LESS THAN 8 LAKH. YOU NEED TO SUBMIT RELEVANT INCOME CERTIFICATE.

FREE SHIP CARD : FOR SC AND ST CATEGORY AND HAVING ANNUAL INCOME OF LESS THAN 2.5 LAKH

Sub Category Details

Physically Handicapped	Yes
Ex-Servicemen	Yes
Tuition Fee Waiver	Yes
Percentage of Disability	54

Other Information

Family Annual Income	2.51 lakh to 8 lakh
Free Ship Card	Yes

SAVE & NEXT

Personal Details:

- **Candidate Name:** As per mark sheet
- **Father Name:** Enter father's Name
- **Mother Name:** Enter mother's Name
- **Date of Birth:** as per HSC certificate / school leaving certificate
- **Gender:** Male/Female/Transgender
- **Nationality:** Indian / Other than Indian
- **Domicile:** Choose the State of domicile
- **Category:** General /General-EWS /Schedule Caste (SC) /Schedule Tribe (ST) / Socially and Educationally Backward Class (SEBC)

  (For the category other than General you need to upload relevant document as provided in section of document uploading.)

Sub Category Details:

Physically Handicapped: Yes/No

(The Candidate needs to have more than 40% of Physical Disability certificate issued by Civil Surgeon and the same needs to be uploaded in document uploading section.)

In-Servicemen / Ex-Servicemen: Yes/No

(The Candidate needs to upload the serving certificate of father/mother who is serving in defence services for in serviceman. The Candidate needs to upload the certificate of father/mother issued by District Sainik Welfare board for ex - serviceman.)

Tuition Fee Waiver: Yes/No

(The candidate who is willing to avail benefits of TFW scheme should have family income of less than 8 Lakh. The candidate needs to upload the valid income certificate issued by Government as mentioned in document uploading section.)

Other Information:

Family Annual Income: The candidate needs to enter the annual family income here in INR.

Free Ship Card: If candidate belongs to SC/ST category he / she need to select this field

Step 3: View/ Edit contact details

Correspondence Address

The candidate needs to enter his current residential address here. The candidate can also provide alternate e-mail address and mobile number.

Permanent Address

The candidate needs to enter his permanent residential address here. The candidate can also choose the same as correspondence address if both are same.

Step 4: View/ Edit upload documents/Images

(a) Photograph: Applicant's recent photograph in format of .jpg
(b) School leaving certificate/Transfer Certificate: the available school leaving certificate in format of .pdf.
Once documents are uploaded, it is mandatory to self verify them and save.

Upload Documents/Images

S.No.	Document Type	Document Specifications	Document Number	Upload
1	Photograph	Document Format: jpg Min Size (KB): 10 Max Size (KB): 100	NA	Choose File head-659652_1280_T1.jpg
2	School leaving Certificate/ Transfer Certificate	Document Format: pdf Min Size (KB): 10 Max Size (KB): 200	124	Choose File FAQ_20-21.pdf

Document No: SCHOOL GR NO/CERTIFICATE NUMBER

PREVIOUS   Submit and Preview

Once this documents are uploaded, self verified and uploaded, your initial registration and common profile generation is completed successfully.

Now next step is to apply for individual course, in this case Demo of Application for MBA-MCA is shown.

3.3 Instructions for filling online Application form

(Application for individual programs)

- After successful creation of common profile by the candidate, the candidates will be offered various courses with tentative schedule for the concerned course. The candidate shall have to apply for the course, for which he is eligible and intends to seek the admission.

- The candidate shall have to fill the relevant academic details and upload all applicable documents. Accordingly, all the candidates are advised to keep the pdf scanned copy of all related documents ready for the same.

- After submission of the application form, the website will direct you for the payment of requisite registration fee. The payment can be done by Net banking/Credit Card or any mode of UPI

- When Registration is completed You need to press **home button** as shown in the following figure that will redirect you to dash board for filling application form.

Application for MBA / MCA / MBC (both MBA and MCA)

Step 1: Click on MBA / MCA course to complete your details of application. (Read instructions carefully before applying)

Apply For | My Application

ACPC Gujarat B.E/B.Tech Counselling 2021
Date : 01/05/2020 to 28/07/2021

Registration *OPEN* | View Instructions | Click Here to Apply

ACPC Gujarat B. Arch Counselling 2021
Date : 28/06/2021 to 28/07/2021

Registration *OPEN* | View Instructions | Click Here to Apply

ACPC Gujarat Combined MBA/MCA Counselling 2021
Date : 28/05/2021 to 30/08/2021

Registration *OPEN* | View Instructions | Click Here to Apply

ACPC Gujarat M.E./M.Tech. Counselling 2021
Date : 24/06/2021 to 28/08/2021

🏠 Home 🎛 DashBoard   Change Password Logout

Name: VYAS KAUSTUBH   **Application Number:** 20119011000085

Available Services

→ View Registration Details
→ Application Form
→ Qualification Details
→ Competitive Exam Details
→ Contact Detail
→ Upload Documents/Images
→ Preview & Final Submit
→ Pay Registration Fee

Verify Mobile No. & Email Id

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Competitive Exam Details	Incomplete
Contact Detail	Incomplete
Upload Documents/Images	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

Step 2: View your registration details: where the name, mobile and e-mail address will be displayed again.

Step 3 : View/Edit application form: The personal details will be displayed again.

- The candidate can edit the details if required. The details once submitted **cannot be altered** again once entire application is submitted alobng with fees payment.
- At this stage candidate is required to select the course in which he / she needs to apply.
- Options available are MBA / MCA / MBC (apply in MBA as well as MCA simultaneously).

- **Fees for either MBA or MCA is 350/- if applied individually and if applied through MBC simultaneously, fees is 500//-**

Other Information

Family Annual Income	0.1 lakh to 2.5 lakh
Apply For	--Select--

SAVE & NEXT

In Apply For:
Select MBA / MCA or MBC (If both MBA & MCA)
Once selected cannot be changed

Step 4 : View/Edit Qualification details: The candidate needs to enter details as shown in next figure with supporting documents.

Available Services

- → View Registration Form
- → View/Edit Application Form
- → View/Edit Qualification Details
- → View/Edit Competitive Exam Details
- → View/Edit Contact Detail
- → Upload Documents/Images
- → Preview & Final Submit
- → Pay Registration Fee

Verify Mobile No. & Email Id

- → Mobile Number Verified
- → Verify Your Email Id

Qualification Details

☑ **Class 10th or Equivalent Marks Details**

Passing Month	Passing Year	Roll/Seat No
January (01)	2016	1

Board	Result Mode	Maximum Marks
International School Board	Percentage	100

Obtained Marks	Percentage Of Marks	Equivalent Percentage
90	90	90

Subject Wise Mark

Name	Passing Status	Max Marks	Obtained Marks
Mathematics	Passe	100	90

Subject/Year/Semester Max Marks:**100** | Subject/Year/Semester Obtained Marks:**90** | Subject/Year/Semester Percentage:**90**

Type here to search

ENG US   1:21 PM   7/7/2021

In addition to Candidates who have Passed the graduation course, all the candidates who have appeared in final year of graduation and whose result is aending can also apply. They have to select Appearing in this dropdown menu and fill whatever details are asked. Remaining details along with final marksheet will be required to be updated when the result is declared. Further guidelines for candidates whose results of final year are pending is available on website of the committee.

Candidates applying for MCA need to provide additional details of passing Maths / Statistics in 12th or Graduation Level. No need of such details for Candidates applying for MBA

Step 5 : View/Edit Competitive Exam details: The candidate needs to enter details of CMAT 2021 exam as per their CMAT 2021 Score card.

Step 6 : View/Edit contact details: The candidate needs to verify the contact details here. If needed, the candidate can change here from previously filled details.
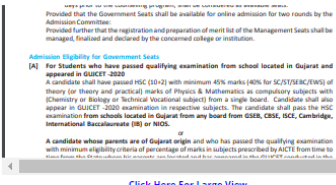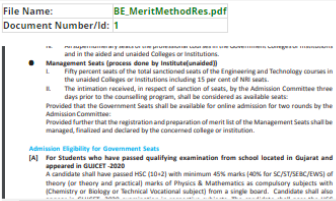
Step 7 : Upload Documents : The candidate needs to upload relevant documents based on the details as filled in application form. The list of field and required documents are given below:

Details	Status	Document issuing authority
SSC (10th Marksheet)	Candidate needs to upload all marksheet(s) of SSC	GSEB / CBSE / Recognized education board of India
HSC (12th Marksheet)	Candidate needs to upload all marksheet(s) of HSC	GSEB / CBSE / Recognized education board of India
Graduation Marksheets and Degree Certificate (if available)	Candidate needs to upload marksheet(s) of graduation and graduation certificate if available. In case final year result is awaiting, candidate need to upload all previous marksheets. **All marksheets / degree certificate must be uploaded as a single pdf document**	Any Govt approved and recognized university of Gujarat / India.
Income Certificate (for TFWs candidates)	The valid income certificate citing annual family income	• Jan Seva Kendra • Collector Office • Dy. Collector / Dy. DDO office • Mamlatdar / TDO office

Schedule Caste (SC) / Schedule Tribe (ST)	Valid Caste certificate	• Jan Seva Kendra • Collector Office • Dy. Collector / Dy. DDO office • Mamlatdar / TDO office • District welfare officer
Non Creamy layer certificate for Socially and Educationally Backward Class (SEBC)	The valid non-creamy layer certificate with mention of relevant Caste. In case NCL doesn't include caste, candidate shall attach separate caste certificate along with NCL certificate in **sigle pdf dovelopment**	• Jan Seva Kendra • Collector Office • Dy. Collector / Dy. DDO office • Mamlatdar / TDO office • District welfare officer
EWSs (Economically weaker sections) candidates	The valid caste certificate	• Jan Seva Kendra • Collector Office • Dy. Collector / Dy. DDO office • Mamlatdar / TDO office District welfare officer
In-Serviceman candidate	Certificate of In serviceman for purpose of education forward	Certificate issued by Commanding Officer of concerned unit
Ex-Serviceman candidate	Certificate of Ex serviceman for purpose of education forward	Certificate issued by District Sainik Welfare office
Persons with Disability (PWD) candidates	Physical disability mentioning the disability type and disability percentage (shall have more than 40%)	District Civil Surgeon officer
Free Ship Card	Free ship card	Social justice and empowerment department.
CMAT 2021 Score Card	Valid CMAT 2021 Score card	National Testing Agency

Step 8 : Preview and final submit : The final preview of application form and submitted documents will be shown for the review of candidate.

Once candidate submits all the details after due verification and **self attestation** of documents, further editing will not be allowed. Hence candidates are advised to verify and review all the details and also **self attest** the uploaded documents before finally submitting the application as shown in following figure.

Step 9 : Payment of Registration Fees : After submission of form, the candidate will be directed to payment section for payment of requisite registration fee for the concerned course. The confirmation of payment will be reflected immediately.

Upon successful payment of registration fees, application is ==finally submitted==.

Now you can not edit any details and / or uploaded documents. You need to follow Guidelines given by Admission committee if any change in qualiification details or documents is required

It is advised to keep a print out of Registration Form