



## 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 Dena Banks across the Gujarat State. (Details of designated branches are available on website [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in)). Cost of PIN is Rs. 500 /-for MBA / MCA /MCA LATERAL ENTRY, Rs.750/- for MBC ( MBA and MCA Courses both).e-Booklet will be available on our website [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in)

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

No.

- (1) To apply for MBA course purchase a PIN for MBA.
- (2) To apply for MCA course purchase a PIN for MCA.
- (3) To apply for MBA and MCA both courses then purchase a PIN of **MBC**.

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

No document needed.

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

Reach any nearest Help Centre with PIN cover.

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

If registration is not done with the PIN, you have to purchase new PIN from Bank. If PIN lost after registration, reach ACPC office in person at Ahmedabad with identification proof and Rs. 50/ - for recovery of PIN.

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](http://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 Centre for help.

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

Reach any nearest Help Centre for help.

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

No, documents are needed for Online registration. However, details of 10<sup>th</sup> standard mark sheet, 12<sup>th</sup> standard mark sheet, gradation mark sheets & CMAT score card 2016 are need for registration.



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<p>10) What are the fees to be paid for registration at the help centre? All the facilities at help centres are free of cost.</p>
<p>11) Can I do online registration at home? Yes. From any location where the internet facility is available.</p>
<p>12) I am unable to register online, can I do it manually? No. You have to register online within time limit specified by ACPC or reach any nearest help centre for further assistance</p>
<p>13) 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 centre 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 centre.</p>
<p>14) How can I edit registration details before and after confirmation? Before confirmation of registration, you can edit registration details through online. After confirmation of registration, you have to reach any Help Centre for edit registration details.</p>
<p>15) Which documents I need for Help centre verification? You need documents listed in Registration Print out.</p>



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16) 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 Defence Persons / retired defence 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, Assistant Collector, Prant Officer, Mamlatdar/D.D.O./T.D.O. (Parishisth- 4) in Gujarati.

**OPEN-EWS :** Authority empowered by Government of Gujarat



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

For Formats of all certificates refer "Form book "on [www.gujacpc.nic.in](http://www.gujacpc.nic.in) .Formats are also available on [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in)

18) 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.

19) I have registered in open category and now I have the certificate for Caste/Income/ PH/ESM/Open-EWS. How can I change category?

For change in category, reach any Help Centre with original as well as photocopy of the certificate, within the time limit stipulated by ACPC.

20) 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)

21) 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. You may also register on our website to get admission on vacant seat that fall vacant after online admissions are over.

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

Not less than 40% disability.

23) 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.



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24) 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 candidates).
- For admission in MCA: Passed the Graduation with minimum of 50% marks (45% marks in-case of reserved category 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).

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

For eligibility, 50% marks (45%marks in-case of reserved category 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.

26) 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 obtain in the Common Management Aptitude test-2016(**CMAT 2016**)



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<p>27) If a student is applying for TFWS, Is he considered for that particular category? No, TFW scheme is not for MBA/MCA/MCA-Lateral courses</p>
<p>28) Can a candidate change the filled choices? Yes. But <u>within</u> a stipulated time decided by ACPC.</p>
<p>29) 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, the choice filled so far should be saved before logout.</p>
<p>30) How many times can choices be edited? Unlimited. But within a stipulated time decided by ACPC</p>
<p>31) If a candidate wants to go for reshuffling, does he need to report at admitted institute? No.</p>
<p>32) If a candidate wants to go for reshuffling, does he need to pay the fees at the admitted institute? No.</p>
<p>33) If I get admission of choice in mock round, can I secure it? No. Mock round is a practice round.</p>
<p>34) 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.</p>
<p>35) If the seats in reserved quota are full, can the candidate from SC/ST/SEBC/PH/ESM/OPEN-EWS 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.</p>
<p>36) 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 centre.</p>
<p>37) When do I have to show original documents at help centre? At the time of document verification after online registration and if required to edit afterward.</p>



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<p>38) If a SC/ST/SEBC candidate gets admission under open category, will he be eligible for scholarship from Government?</p> <p>Yes, if the candidate meet other requirements for eligible for scholarship.</p>
<p>39) What is the procedure for admission for MQ/NRI/NRI sponsored candidate?</p> <p>As per the guidelines issued by ACPC, which is available on website <a href="http://www.jacpcldce.ac.in">www.jacpcldce.ac.in</a></p>
<p>40) What are the documents required for admission for MQ/NRI/NRI sponsored candidate?</p> <p>As per the guidelines issued by ACPC, which is available on website <a href="http://www.jacpcldce.ac.in">www.jacpcldce.ac.in</a></p>
<p>41) To how many colleges can I apply for management quota?</p> <p>All self-finance institutes, where management seats retained with them.</p>
<p>42) What is the fee for forms for admission through Management Quota?</p> <p>Rs.500/- for MBA/MCA and Rs.750/- for MBA and MCA both as a Registration Fees.</p>
<p>43) If I opt for management quota admission, am I still eligible for admission in regular quota?</p> <p>Yes</p>
<p>44) If I get admission in management quota can I go for reshuffling?</p> <p>Yes</p>
<p>45) Where is the information available regarding fee structure of self finance institutes?</p> <p>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> MBA/MCA link.</p>
<p>46) After allotment, in how many days do we have to report at admitted institute?</p> <p>Within 3 working days, if you don't want to participate in next round of admission.</p>
<p>47) In reshuffling, a candidate gets admission in Government institute from SFI, when will he get refund?</p> <p>After completion of admission process.</p>



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48) 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.

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

No.

50) 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](http://www.jacpcldce.ac.in)

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

On website: [www.gujacpc.nic.in](http://www.gujacpc.nic.in) and [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in)

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

Login to your account on [www.gujacpc.nic.in](http://www.gujacpc.nic.in) and refer “result analysis” link.

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

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

54) 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](http://www.vidhyalaxmi.com).