

**ADMISSION COMMITTEE FOR PROFESSIONAL
COURSES
GUJARAT STATE**



M.B.A & M.C.A ADMISSION

USER MANUAL

**ADMISSION YEAR 2021
VACANT SEAT – VQ/MQ ADMISSION
MODULE**

Part : 1

- ઓનલાઈન પ્રવેશ પક્રિયા બાદ સંસ્થા ખાતે ખાલી બેઠકો ઉપર ફાળવાયેલ પ્રવેશ ની માહિતી આ મોડ્યુલમાં ભરવાની રહે છે.
- સંસ્થા ખાતે ખાલી રહેલી બેઠકો ની પ્રવેશ પક્રિયા પૂર્ણ થયા બાદ દરેક સંસ્થા એ ફોર્મ ભરેલ ઉમેદવારો ની માહિતી ભરવાની રહે છે.
- ઉમેદવાર ની માહિતી ભરતી વખતે બે વિકલ્પ ઉપલબ્ધ છે.
 - ACPC Application Number વાળા ઉમેદવાર
 - New Candidate - જેની માહિતી ઉપરોક્ત બંને માં ઉપલબ્ધ નાં હોયતેવા વિદ્યાર્થીઓ ની માહિતી અહીં ભરવાની રહે છે.
- સંસ્થા ખાતે પ્રવેશ કાર્યવાહી બાદ સંસ્થા દ્વારા નીચે ના રીપોર્ટ સમિતિ ખાતે જમા કરાવવાના રહેશે.
 - Admission Summary as per the Checklist
 - Registration List download from the VQ/MQ Module
 - Merit List download from the VQ/MQ Module
 - Admitted List:- download from the VQ/MQ Module
 - Dual Admission List with candidate cancel application and Candidate admission letter
 - Candidate Application form along with Required Document as Registered (Only Registration detail for merit Candidate)

અહીં નીચે સંસ્થા સ્તરે ખાલી બેઠકો માટે ની MBA & MCA Vacant Seat (VQ/MQ)Module ની સંપૂર્ણ માહિતી આપેલ છે.

મોડ્યુલ માં લોગીન કરવા માટે નીચે મુજબ ના **credential** થકી લોગીન કરી શકાશે.

Log in credentials:

URL: <http://mbamca.jacpcldce.ac.in/institute>

Select – MBA/MCA

User ID: NIC PIADMIN

i.e. PIADMIN801546 (Same as NIC PI Admin)

Password: 12345678

Please change password immediately after first time login

Part : 2

આ રીપોર્ટ માં સમિતિ દ્વારા કરવામાં આવેલ ઓનલાઈન એડમીશન ની માહિતી દેખાય છે. સંસ્થા ખાતે કોઈ વિદ્યાર્થી કે જે નિયત સમય મર્યાદામાં હાજર થયેલ ના હોય (Not Appeared) કે ઓનલાઈન ફાળવાયેલ પ્રવેશ રદ (Cancel) કરાવેલ હોય તો એવા વિદ્યાર્થી ની સામે સંસ્થા દ્વારા અહીં ACTION માં ક્લિક કરી ને Not appeared candidate list અને Cancel candidate list સંસ્થા ના સહી સિક્કા અને પ્રવેશ રદ કરાવેલ વિદ્યાર્થી ની અરજી સાથે પ્રવેશ સમિતિ ને જમા કરાવવાનું રહેશે.

Part 1

Institute Login For MBA/MCA Vacant-Management Seat Module

Enter : mbamca.jacpcldce.ac.in/institute

The screenshot shows the login interface for the Institute. At the top left is the ACPG logo. The header text reads "Directorate of Technical Education" and "Admission Committee for Professional Courses (ACPC), Gujarat". Below the header is a navigation bar with "Home" and "MBA / MCA" tabs. The main content area is divided into three sections: "Current Events" with links for "Advertisement for SFI Vacant seats after Round-2", "SFI Vacant seats after Round-2", and "ME Notification"; "Downloads" with a link for "User Manual"; and "Admin - MBA / MCA MQVQ" which contains a sign-in form with fields for "Enter email", "Password", and a "Show Password" checkbox, along with a "Sign In" button. To the right is an "Important Links" box with links to "Admission Committee for Professional Courses", "Education Department- Gujarat", and "Directorate of Technical Education, Gandhinagar".

Log in credentials:

URL: mbamca.jacpcldce.ac.in/institute

Select – MBA/MCA

User ID: NIC PIADMIN i.e. PIADMIN801654(Same as NIC PI Admin)

Password: 12345678

Please change password immediately after first time login

Dashboard

The screenshot shows the "Institute Dashboard" interface. On the left is a dark sidebar menu with options: "Dashboard", "Students Data", "ACPC Admitted", "Masters", "Admitted list Report", "Merit list Report", "Registration list Report", "Dual Admission list Report", "Change Password", and "Logout". The main dashboard area features a grid of six colored tiles: "2 Register as New" (blue), "3 Enrollment Register" (teal), "5 ACPC Application" (light blue), "3 Pending" (yellow), "4 Approve" (green), and "2 Reject" (red). Each tile includes an icon and a circular refresh button.

In Dashboard you can check counts of following:

1. Count of New Registration of Students
2. Count of Students Registered from ACPC Application
3. Count of Pending Students
4. Count of Approved Students
5. Count of Rejected Students

Students Data

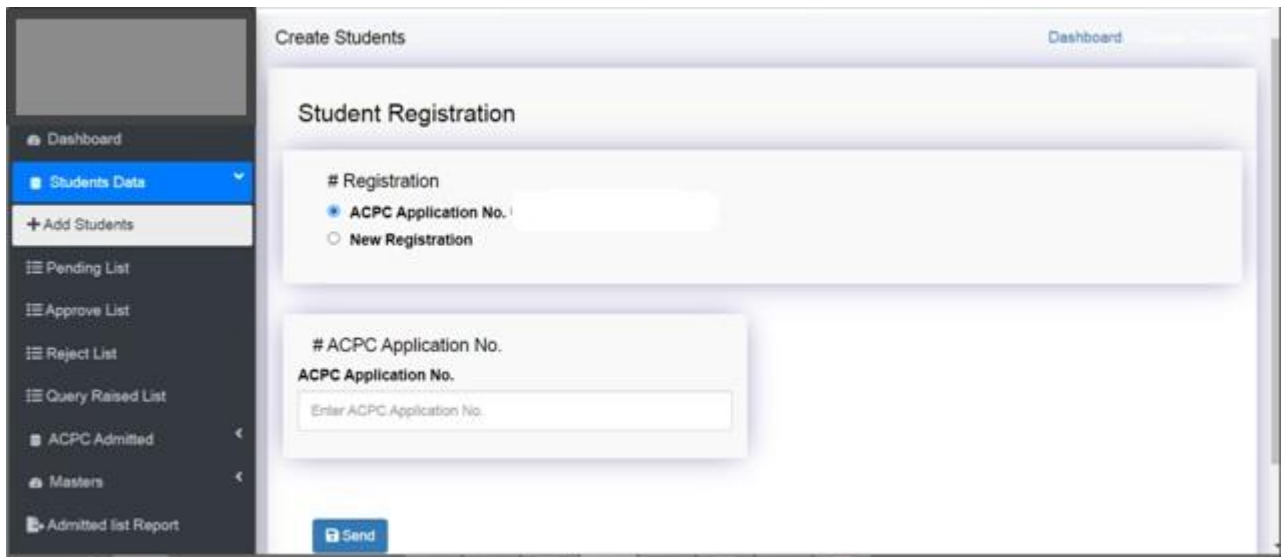
Add Students

Student Registration

Select any of following:

- a. **ACPC Application Number** (આ વર્ષે રજીસ્ટ્રેશન કરાવેલ વિદ્યાર્થીઓ)
- b. **New Registration** (ગુજરાત રાજ્ય બહારના વિદ્યાર્થી અને ગુજરાત ના વિદ્યાર્થીઓ કે જેમના ડેટા ઉપરોક્ત બંને માં નાં આવતા હોય તેવા વિદ્યાર્થીઓ)

a.ACPC Application Number



The screenshot shows a web interface for 'Create Students' with a 'Dashboard' link in the top right. A sidebar on the left contains a menu with items: Dashboard, Students Data (selected), Add Students, Pending List, Approve List, Reject List, Query Raised List, ACPC Admitted, Masters, and Admitted list Report. The main content area is titled 'Student Registration' and contains a form with the following elements:

- A section titled '# Registration' with two radio buttons: 'ACPC Application No.' (selected) and 'New Registration'.
- A section titled '# ACPC Application No.' with a label 'ACPC Application No.' and a text input field containing the placeholder 'Enter ACPC Application No.'.
- A blue 'Send' button at the bottom left of the form area.

Create Students
Dashboard

- Dashboard
- Students Data
- + Add Students
- Pending List
- Approve List
- Reject List
- Query Raised List
- ACPC Admitted
- Masters
- Admitted list Report

Student Registration

Registration

ACPC Application No. | New Registration

ACPC Application No.

ACPC Application No.

Enter ACPC Application Number
 E.g. 211190401234

Press "Send" Button

Following Screen will appear as Form:

<p># Personal Details</p> <p>ACPC Application No</p> <input style="width: 100%;" type="text" value="Enter ACPC Application No"/> <p>ACPC Merit Rank No</p> <input style="width: 100%;" type="text" value="Enter ACPC Rank No"/> <p>Gender *</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>District *</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Candidate Name (In Capital Letters) *</p> <input style="width: 100%;" type="text" value="Enter Candidate Name (In Capital Letters)"/> <p>Candidate Category *</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Date Of Birth *</p> <input style="width: 100%;" type="text" value="Date Of Birth"/> <p>Candidate Email *</p> <input style="width: 100%;" type="text" value="Enter Candidate Email"/>	<p>#Graduation Details</p> <p>Graduation Degree *</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Enrollment No. *</p> <input style="width: 100%;" type="text" value="Enter Enrollment No."/> <p>Board/University*</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Name of Institute *</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Passing Year*</p> <input style="width: 100%;" type="text" value="Choose One"/> <p>Obtained Marks/CGPA*</p> <input style="width: 100%;" type="text" value="Obtained Marks/CGPA"/> <p>Out of Maximum Marks/CGPA*</p> <input style="width: 100%;" type="text" value="Out of Maximum Marks/CGPA"/> <p>Equivalent Percentage*</p> <input style="width: 100%;" type="text" value="Equivalent Percentage"/> <p>#Admission Detail</p> <p>Quota *</p> <input style="width: 100%;" type="text" value="Choose One"/>
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<p>Candidate Mobile No *</p> <input type="text" value="Enter Candidate Contact Number"/>	<p>Interse Merit Number *</p> <input type="text" value="Interse Merit Number"/> <p>Admitted Branch Name *</p> <input type="text" value="Choose One"/>
<p>#Admitted Detail</p> <p>Admitted Institute Code</p> <input type="text" value="801546"/> <p>Admitted Course Code</p> <input type="text" value="Name of INSTITUTE WILL BE DISPLAYED"/>	<input type="button" value="Save"/>

Following fields will be automatically filled from Database in the Form:

Personal Details

- i. ACPC Application Number
- ii. ACPC Rank Number
- iii. Gender
- iv. Candidate Name
- v. Candidate Category
- vi. Candidate Sub-Category
- vii. Date of Birth

Graduation Details

- i. Graduation Degree
- ii. Graduation University Name
- iii. Passing Year
- iv. Graduation Equivalent Percentage

Admission Detail

- i. Quota
- ii. Inter se Merit Number
- iii. Admitted Course Name

Following fields to be filled by user and which are mandatory:

Personal Details

- i. Candidate Email
- ii. Candidate Mobile Number

Admission Detail

- i. Inter-se Merit Number
- ii. Admitted Branch Name

b. New Registration

All fields to be filled by the user.

Student Registration

# Registration <input type="radio"/> ACPC Application No. <input checked="" type="radio"/> New Registration	
# Personal Details ACPC Application No <input type="text" value="Enter ACPC Application No"/> ACPC Merit Rank No <input type="text" value="Enter ACPC Rank No"/> Gender * <input type="text" value="Choose One"/> District * <input type="text" value="Choose One"/> Candidate Name (In Capital Letters) * <input type="text" value="Enter Candidate Name (In Capital Letters)"/> Candidate Category * <input type="text" value="Choose One"/> Date Of Birth * <input type="text" value="Date Of Birth"/> Candidate Email * <input type="text" value="Enter Candidate Email"/> Candidate Mobile No * <input type="text" value="Enter Candidate Contact Number"/>	#Graduation Details Graduation Degree * <input type="text" value="Choose One"/> Enrollment No.* <input type="text" value="Enter Enrollment No."/> Board/University* <input type="text" value="Choose One"/> Name of Institute* <input type="text" value="Choose One"/> Passing Year* <input type="text" value="Choose One"/> Obtained Marks/CGPA* <input type="text" value="Obtained Marks/CGPA"/> Out of Maximum Marks/CGPA* <input type="text" value="Out of Maximum Marks/CGPA"/> Equivalent Percentage* <input type="text" value="Equivalent Percentage"/>
#Admitted Detail Admitted Institute Code <input type="text" value="801546"/> Admitted Course Code <input type="text" value="Name of INSTITUTE WILL BE DISPLAYED"/>	#Admission Detail Quota * <input type="text" value="Choose One"/> Interse Merit Number * <input type="text" value="Interse Merit Number"/> Admitted Branch Name * <input type="text" value="Choose One"/> <input type="button" value="Save"/>

CMAT Examination Detail (if applicable)

CMAT Roll No

CMAT Application No.

CMAT Exam year

All India Rank

NTA Score for QTDI subject

NTA Score for LR subject

NTA Score for LC subject

NTA Score for GA subject

Total NTA Score

REPORT: Vacant – Management Seat Admission

- **Registration list**
- **Merit list**
- **Admitted List**
- **Dual Admission list with cancellation report**

Vacant – Management Seat Candidate Endorsement Process :

- PENDING LIST
- APPROVED LIST
- REJECT LIST - WITH QUERY

PENDING LIST :

Sr	Name	ACPC Application No.	ACPC Roll No.	Enrollment / Seat No.	Status	Action
1	VYAS KRUSHNKANT KISHORBHAI			146110319122	Pending	Send Edit View
2	Sriram Kumar				Pending	Send Edit View
3	SHETH HEMANG RAJESHBHAI	211190700015	2200052	9180096021	Pending	Send Edit View
4	BAROT DIP SUHAGKUMAR			146050319003	Pending	View

Once registration of the candidate complete than view the pending list portal

Here Again the candidate detail can be **Edit or View**

After complete the registration with required detail press the **Send** button, Once you press the send button the candidate name and all detail will be reflected at ACPC Module for verification.

APPROVED LIST :

Sr	Name	ACPC Application No.	ACPC Roll No.	Enrollment / Seat No.	Status	Action
1	Akshay Patel			11234567890	Approve	View
2	ATODARIA KEYURSINH AJITSINH			146010300002	Approve	View
3	MODI VISHWA DIPESH	211190700064	1102480	186140316052	Approve	View
4	MOHIT SHARMA	211190700093	1100326	186540311010	Approve	View

List of the candidate who have verified by ACPC and found approved for admission.

REJECT LIST

Sr#	Name	ACPC Application No.	ACPC Roll No.	Enrollment / Seat No.	Status	Action
1	SHARMA PULKIT ANILKUMAR	211190700261	1101599	186540311026	Reject	View
2	DHORAJIYA SAHILKUMAR BHAYALALBHAI	211190700078	1105306	186050307009	Reject	View

Showing 1 to 2 of 2 entries

View the Rejected List with Query raised by ACPC - If possible to compile with query than reply the query so that ACPC can approve the candidate.

LIST of the Documents for Endorsement

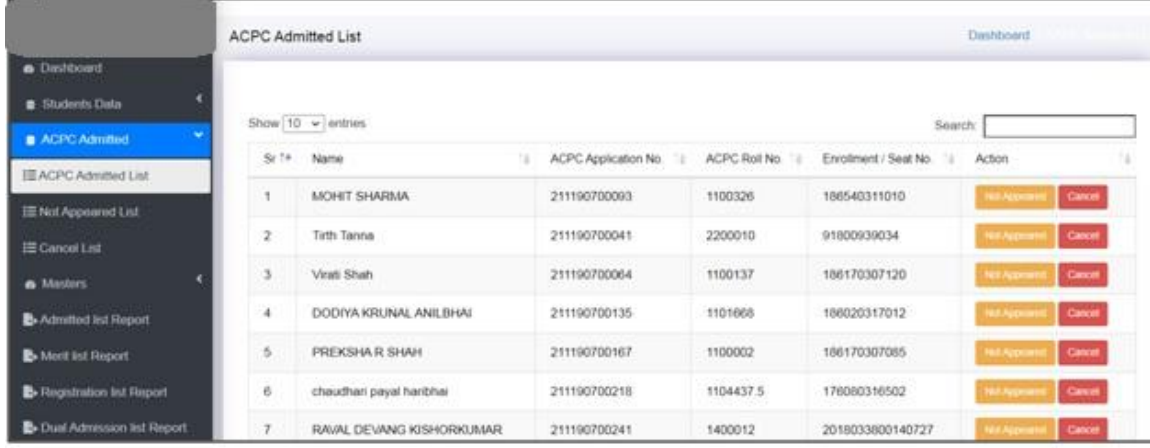
After the completion of registration and admission process on vacant seat at institute level institute has to submit the following documents with endorsement file

- **Advertisement of Vacant/Management Seats displayed on Institute website/Notice Board**
- **Admission Schedule displayed on Institute website/Notice Board**
- **Registration List download from the VQ/MQ module on Institute Letter Head duly signed by Principal**
- **Merit List download from the VQ/MQ module on Institute Letter Head duly signed by Principal**
- **Admitted List download from the VQ module on Institute Letter Head duly signed by Principal**
- **Dual Admission report along with cancellation application**
- **ACPC Not appeared candidate list**
- **ACPC admission cancellation list**

Attached the Documents of the candidates whose ACPC merit rank was not generated. Only registration detail of online admission showing merit rank and registration fees is required for merit candidates.

Part 2

ACPC - ONLINE ADMITTED LIST FOR NOT APPEARED OR CANCEL CANDIDATE NOTIFICATION



Sr No	Name	ACPC Application No	ACPC Roll No	Enrollment / Seat No	Action
1	MOHIT SHARMA	211190700003	1100326	186540311010	Not Appeared Cancel
2	Tirth Tanna	211190700041	2200010	91800939034	Not Appeared Cancel
3	Vrati Shah	211190700064	1100137	186170307120	Not Appeared Cancel
4	DODIYA KRUNAL ANILBHAI	211190700135	1101666	186020317012	Not Appeared Cancel
5	PREKSHAR SHAH	211190700167	1100002	186170307085	Not Appeared Cancel
6	chaudhari payal haribhai	211190700218	1104437.5	176080316502	Not Appeared Cancel
7	RAVAL DEVANG KISHORKUMAR	211190700241	1400012	2019033800140727	Not Appeared Cancel

આ રીપોર્ટ માં સમિતિ દ્વારા કરવામાં આવેલ ઓનલાઈન એડમીશન ની માહિતી દેખાય છે. સંસ્થા ખાતે કોઈ વિદ્યાર્થી કે જે નિયત સમય મર્યાદામાં હાજર થયેલ ના હોય (Not Appeared) કે ઓનલાઈન ફાળવાયેલ પ્રવેશ રદ (Cancel) કરાવેલ હોય તો એવા વિદ્યાર્થી ની સામે સંસ્થા દ્વારા અહીં ACTION માં ક્લિક કરી ને Not appeared candidate list અને Cancel candidate list સંસ્થા ના સહી સિક્કા અને પ્રવેશ રદ કરાવેલ વિદ્યાર્થી ની અરજી સાથે પ્રવેશ સમિતિ ને જમા કરાવવાનું રહેશે.

Various Master Data:

- GENDER Master
- Program Master
- Category Master
- Sub- category Master
- Quota Master
- Qualification Board Master
- Graduation Passing Board Master

Check List for Endorsement of Vacant Seats
MBA/MCA : Admission Year 2021

Name of Institute:-

Institute Code:-

Course Type: MBA

MCA (Tick the applicable)

Sr. No	Documents submitted	Remarks	√/×
1	Forwarding Letter:-		
2	List of Candidates cancelled the admission at Institute:-		
3	Advertisement of Vacant Seats displayed on Institute website/Notice Board		
4	Date of Counselling :-		
5	Registration List download from the VQ/MQ Module		
6	Merit List download from the VQ/MQ Module		
7	Admitted List:- download from the VQ/MQ Module		
8	Candidate Application form along with Required Document as Registered		
9	Dual Admission List with candidate cancel application and admission letter		
10	ACPC online admission report with Not appeared and cancel candidate list download from module		

ADMISSION SUMMARY (Vacant Seats)

Course Name	Intake for 2021-22	ACPC Admitted	Vacant at ACPC (A)	Non-Reported (B)	Cancel at Inst. (C)	Total (A+B+C)	Total Filled Seat in VQ	Total Vacant Seats

ADMISSION SUMMARY (Management Seats)

Course Name	Intake for 2021-22	MQ/NRI Seats of Inst.	Total Filled Seat in MQ/NRI	Total Vacant Seats