

STEPWISE GUIDELINES FOR ONLINE DIPLOMA TO DEGREE ADMISSION 2012–13

STEP A : REGISTRATION

- The first step is to register yourself online for which, candidate is required
 - Unique Registration No. (as printed in acknowledgement slip)
 - Unique 14 digit PIN (as per the bottom part of the acknowledgement slip)
 - 6 digit Secret Code (which candidate has received on his registered Mobile No.)
- Login to website www.gujacpcadm.nic.in

On home page (as per fig. 1) click on [New Candidate Click Here](#) button.



Fig. 1 Screen of www.gujacpcadm.nic.in

After clicking - the window as shown in Fig. 2 will appear on your screen.




Fig. 2 Screen of New Candidate Registration Page

- In the above screen, the course name “Diploma to Degree Engineering” will be displayed as default. After that enter the following details.

Enter following details in proper fields :

- Registration Number as printed in Acknowledgement Slip
- 14 digit PIN as provided in Acknowledgement Slip
- Security Code, which you will receive on your registered mobile
- Date of Birth (DD/MM/YYYY Format)
- Enter your desired password, then enter the same password to confirm.

The password should be 8 to 12 character long containing alpha-numeric combinations. Please remember the above details as it will be required in every stage of online admission process.

Caution : Please do not share your password, 14 digit PIN and 6 digit Mobile Code with any one.

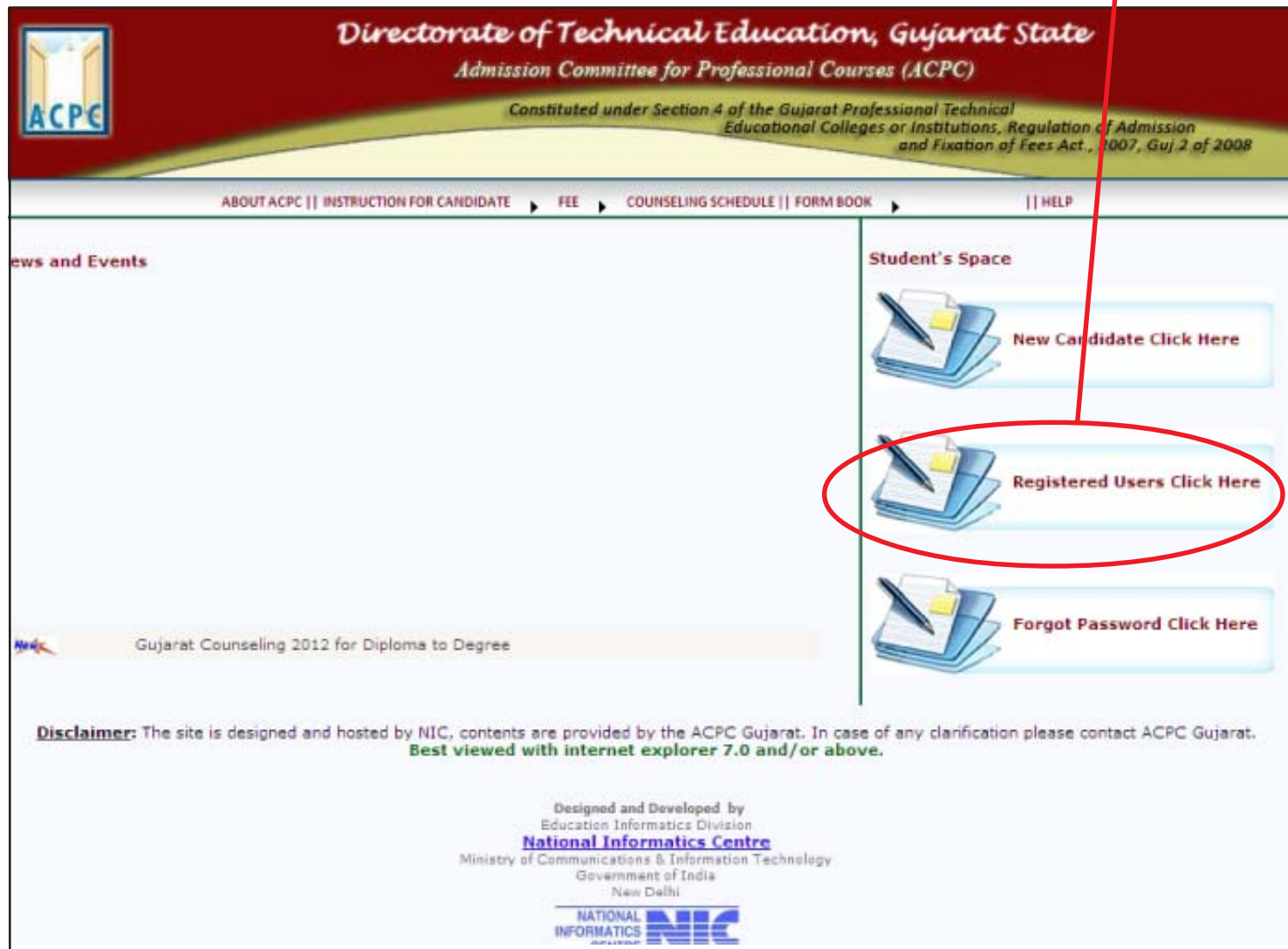
- Verify the entries made and if found correct, then choose **SUBMIT** button.

If your details are not matching with database, then error message will appear. In case any mandatory information is not filled, then online registration will not be completed. In such case, the incomplete fields will be highlighted ‘*’. Provide the complete and correct information and then click on **SUBMIT** button.

If you have successfully registered, a message will appear and now you have to login again with all details including password.

STEP B : CHOICE FILLING

- For choice filling, Login to www.gujacpcadm.nic.in and click on **Registered User Click Here** button.



Directorate of Technical Education, Gujarat State
Admission Committee for Professional Courses (ACPC)
Constituted under Section 4 of the Gujarat Professional Technical Educational Colleges or Institutions, Regulation of Admission and Fixation of Fees Act, 1997, Guj 2 of 2008

ABOUT ACPC || INSTRUCTION FOR CANDIDATE ▶ FEE ▶ COUNSELING SCHEDULE || FORM BOOK ▶ || HELP

News and Events

Student's Space

New Candidate Click Here

Registered Users Click Here

Forgot Password Click Here

Gujarat Counseling 2012 for Diploma to Degree

Disclaimer: The site is designed and hosted by NIC, contents are provided by the ACPC Gujarat. In case of any clarification please contact ACPC Gujarat.
Best viewed with internet explorer 7.0 and/or above.

Designed and Developed by
Education Informatics Division
National Informatics Centre
Ministry of Communications & Information Technology
Government of India
New Delhi

NATIONAL INFORMATICS CENTRE

Fig. 3 Screen of www.gujacpcadm.nic.in

- By doing so, you will be directed to Login page as shown in Fig. 4.
- Provide correct details in required fields and press **SUBMIT** button.
- Now you will be directed to Candidate Home Page as shown in Fig. 5.



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ate : 30 - 7 - 2012 Home

You are accessing this website through the IP Address: 10.154.2.41

રજીસ્ટ્રેશન ચર્ચ ગયા બાદ

Course:

Registration No:

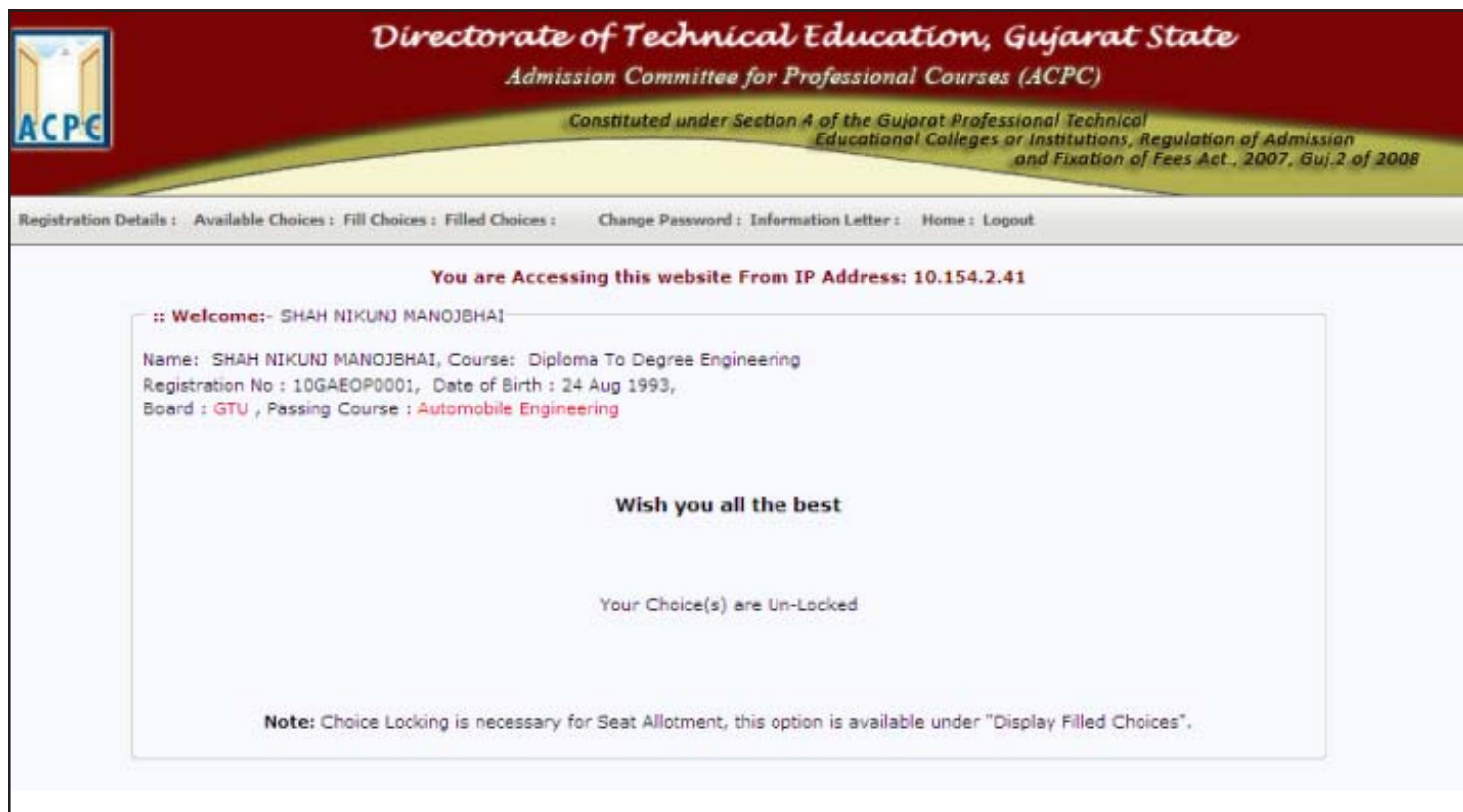
Password:

14 digit PIN No:

Green Number:

[Forgot Password ?](#)

Fig. 4 Screen of Candidate Login Page



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Registration Details : Available Choices : Fill Choices : Filled Choices : Change Password : Information Letter : Home : Logout

You are Accessing this website From IP Address: 10.154.2.41

:: Welcome:- SHAH NIKUNJ MANOJBHAI

Name: SHAH NIKUNJ MANOJBHAI, Course: Diploma To Degree Engineering
Registration No : 10GAEOP0001, Date of Birth : 24 Aug 1993,
Board : GTU , Passing Course : **Automobile Engineering**

Wish you all the best

Your Choice(s) are Un-Locked

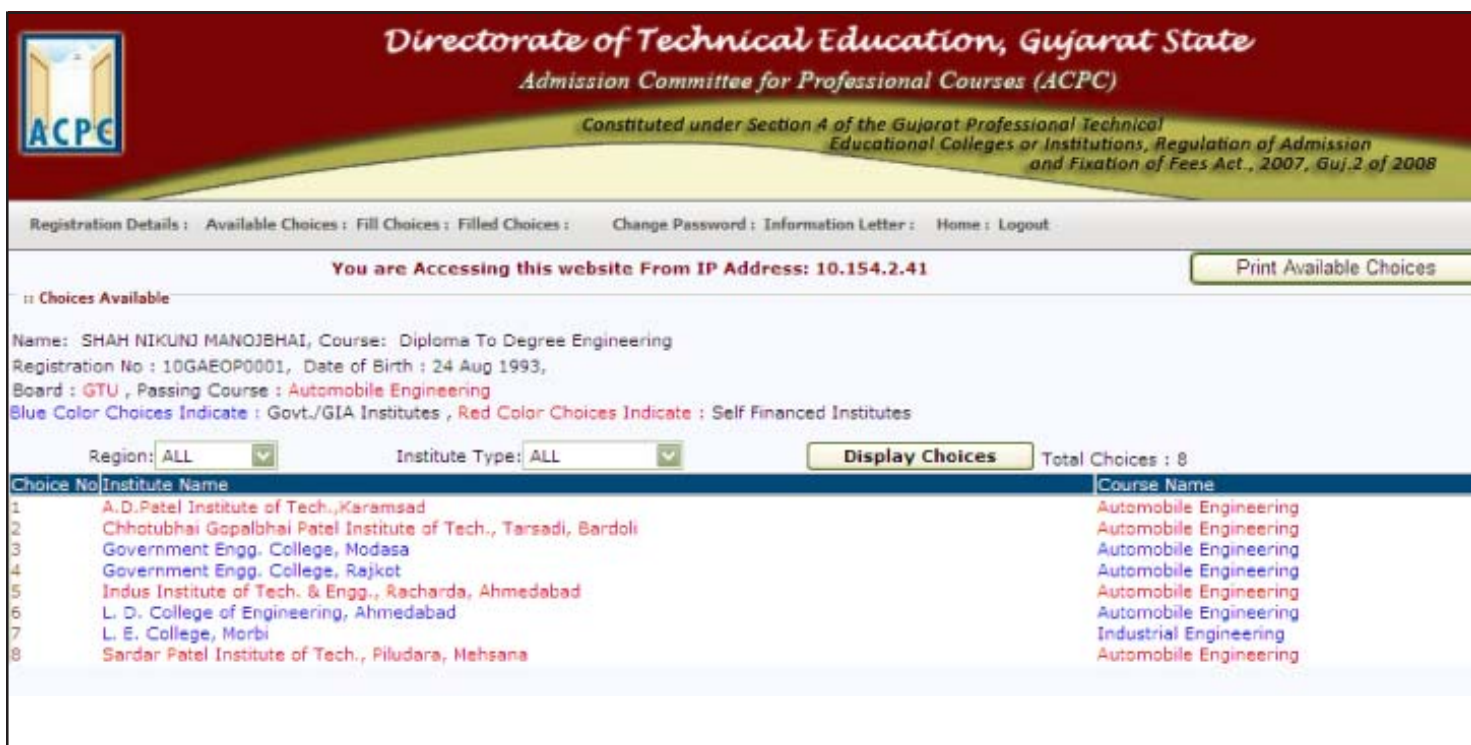
Note: Choice Locking is necessary for Seat Allotment, this option is available under "Display Filled Choices".

Fig. 5 Screen of Candidate Home Page

- For performing different activities in candidate's account different options are given.

| Option | Activity that can be performed |
|----------------------|---|
| Home | To come back to Home Page |
| Logout | To Exit your login account |
| Registration Details | To view Registration Details |
| Available Choices | Candidate can see all the choices available to him according to his eligibility. Also candidate can sort the choices according to the regions and/or the type of the institute. |
| Fill Choices | Candidate can fill the choices from the available choices and set the priority of choices subsequently. |
| Filled Choices | Candidate can see the priority of choices filled and saved by him. |
| Change Password | Candidate can reset the password for the security purpose. |
| Information Letter | After the final allotment of seats to candidates, they can get print of the Information Letter and the fee challan for the payment of tuition fees. |

- For filling up of the choices, click on **Available Choices** and Candidate can see all available choices for his eligible brach. There will be many options of available choices for candidate. The candidate can sort his choices according to institute name, type and region wise etc. (Fig. 6)



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Registration Details : Available Choices : Fill Choices : Filled Choices : Change Password : Information Letter : Home : Logout

You are Accessing this website From IP Address: 10.154.2.41 Print Available Choices

11 Choices Available

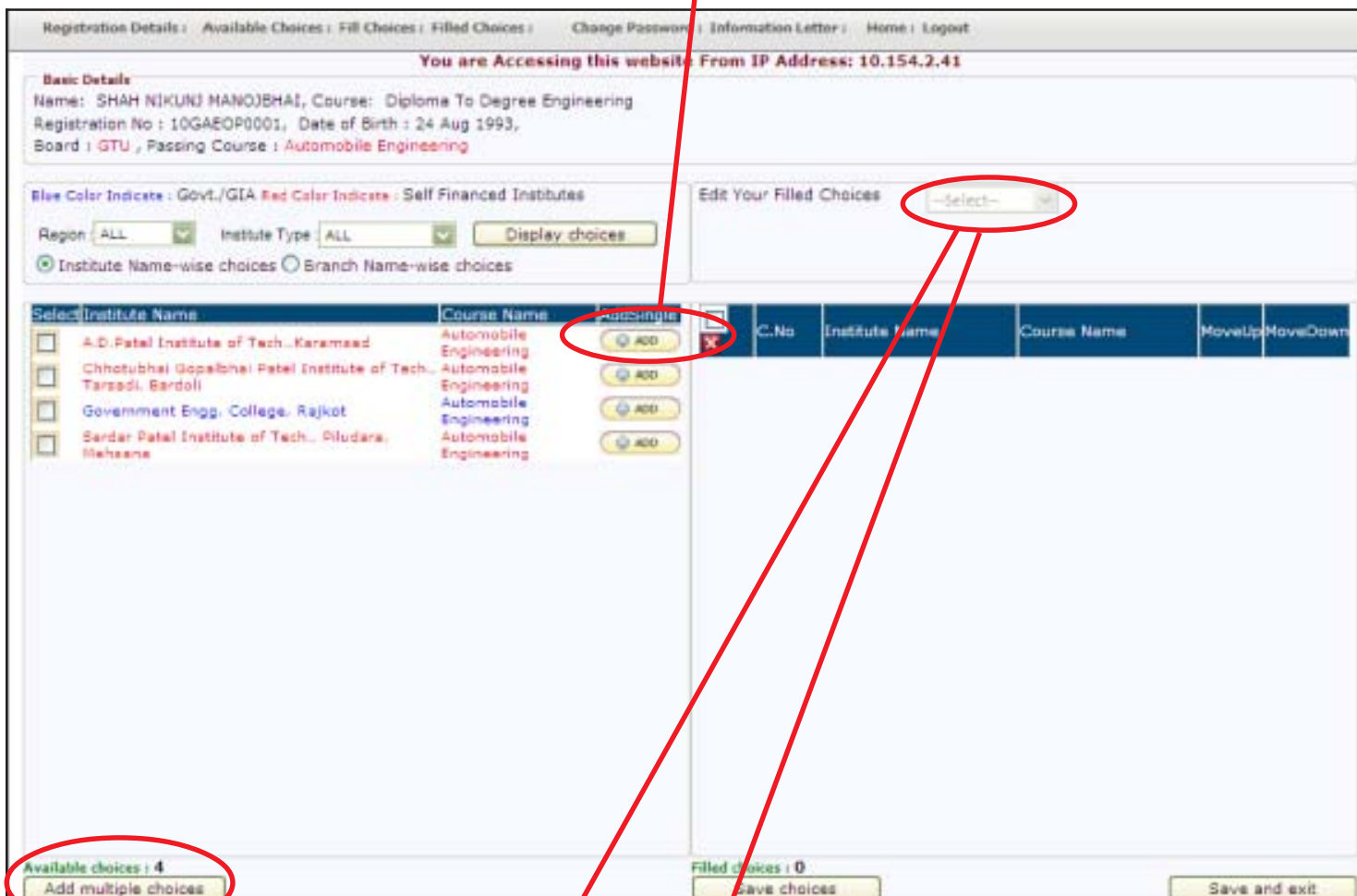
Name: SHAH NIKUNJ MANOJBHAI, Course: Diploma To Degree Engineering
 Registration No : 10GAEOP0001, Date of Birth : 24 Aug 1993,
 Board : GTU , Passing Course : Automobile Engineering
 Blue Color Choices Indicate : Govt./GIA Institutes , Red Color Choices Indicate : Self Financed Institutes

Region: ALL Institute Type: ALL Display Choices Total Choices : 8

| Choice No | Institute Name | Course Name |
|-----------|---|------------------------|
| 1 | A.D.Patel Institute of Tech.,Karamsad | Automobile Engineering |
| 2 | Chhotubhai Gopalbhai Patel Institute of Tech., Tarsadi, Bardoli | Automobile Engineering |
| 3 | Government Engg. College, Modasa | Automobile Engineering |
| 4 | Government Engg. College, Rajkot | Automobile Engineering |
| 5 | Indus Institute of Tech. & Engg., Racharda, Ahmedabad | Automobile Engineering |
| 6 | L. D. College of Engineering, Ahmedabad | Automobile Engineering |
| 7 | L. E. College, Morbi | Industrial Engineering |
| 8 | Sardar Patel Institute of Tech., Piludara, Mehsana | Automobile Engineering |

Fig. 6 Screen of Available Choices

- The candidate can fill single choice as well as multiple choices at one time.
- For filling up single choice, by clicking on **ADD** button in first grid one can fill single choice at one time and the choice will be displayed in second grid after the previously selected choices as shown in Fig. 7.



Registration Details : Available Choices : Fill Choices : Filled Choices : Change Password : Information Letter : Home : Logout

You are Accessing this website From IP Address: 10.154.2.41

Basic Details
 Name: SHAH NIKUNJ MANOJBHAI, Course: Diploma To Degree Engineering
 Registration No : 10GAEP0001, Date of Birth : 24 Aug 1993,
 Board : GTU , Passing Course : Automobile Engineering

Blue Color Indicate : Govt./GIA Red Color Indicate : Self Financed Institutes

Region: ALL Institute Type: ALL Display choices

Institute Name-wise choices Branch Name-wise choices

| Select | Institute Name | Course Name | Priority | C.No | Institute Name | Course Name | MoveUp | MoveDown |
|--------------------------|--|------------------------|----------|------|----------------|-------------|--------|----------|
| <input type="checkbox"/> | A.D.Patel Institute of Tech.,Karamsad | Automobile Engineering | ADD | | | | | |
| <input type="checkbox"/> | Chhotubhai Gopalbhai Patel Institute of Tech.,Tarsadl, Bardoli | Automobile Engineering | ADD | | | | | |
| <input type="checkbox"/> | Government Engg. College, Rajkot | Automobile Engineering | ADD | | | | | |
| <input type="checkbox"/> | Sardar Patel Institute of Tech., Piludara, Mehsana | Automobile Engineering | ADD | | | | | |

Available choices : 4
 Add multiple choices

Filled choices : 0
 Save choices

Save and exit

Fig. 7 Screen of Add Choices

- For filling up multiple choices, the candidate have to select all the choices by clicking square box on the left side and press the **Add Multiple Choice** button, by doing so, all the selected choices will be displayed in the second grid. The candidate has to give priority of choices by move choice function or by swap choice function.
- As shown in fig. 7 in **Move Choice Function**, the candidate, by entering the current choice number [5] in the box and the choice number to which it is to be shifted [2] in the box, can get the current choice number [5] inserted between choices 1 and 3.
- Using **Swap Choice Function**, candidate can interchange any two choice priorities. For this candidate will have to enter choice numbers which are to be interchanged in the boxes provided.

Registration Details : Available Choices : Fill Choices : Filled Choices : Change Password : Information Letter : Home : Logout

You are Accessing this website From IP Address: 10.154.2.41

Basic Details
 Name: SHAH NIKUNJ MANOJBHAI, Course: Diploma To Degree Engineering
 Registration No : 10GAEOP0001, Date of Birth : 24 Aug 1993,
 Board : GTU , Passing Course : Automobile Engineering

Blue Color Indicate : Govt./GIA Red Color Indicate : Self Financed Institutes

Region : --Select-- Institute Type : --Select--

Institute Name-wise choices Branch Name-wise choices

Edit Your Filled Choices : --Select--

| <input type="checkbox"/> | C.No | Institute Name | Course Name | MoveUp | MoveDown |
|--------------------------|------|--|---------------------------|--------|----------|
| <input type="checkbox"/> | 1 | Indus Institute of Tech. & Engg., Racharda, Ahmedabad | Automobile Engineering | ↑ | ↓ |
| <input type="checkbox"/> | 2 | L. E. College, Morbi | Industrial Engineering | ↑ | ↓ |
| <input type="checkbox"/> | 3 | Government Engg. College, Modasa | Automobile Engineering | ↑ | ↓ |
| <input type="checkbox"/> | 4 | L. D. College of Engineering, Ahmedabad | Automobile Engineering | ↑ | ↓ |

Available choices :

Filled choices : 4 Saved successfully.

Fig. 8

- The candidate has to press **SAVE AND CONTINUE** button for saving the filled choices. After filling all choices he has to enter **SAVE AND EXIT** button (Refer Fig. 8).
- The candidate has to lock his final choices within the stipulated time limit. On clicking **Lock Choices** button a message “Enter your 14 digit PIN number” will be displayed by entering your PIN, choices will be locked. After locking and within stipulated time period, if candidate wants to modify choice, he should click on **Modify Choices** button then he will be redirected to Choice Filling page. If you want to modify the locked choices, click on **Unlock Choice** button by entering your 14 digit PIN number you can unlock the filled choices. Repeat the same procedure of locking of choices mentioned earlier.

Registration Details : Available Choices : Fill Choices : Filled Choices : Change Password : Information Letter : Home : Logout

You are Accessing this website From IP Address: 10.154.2.41 Print Filled Choices

== Filled Choices:-

Name: SHAH NIKUNJ MANOJBHAI, Course: Diploma To Degree Engineering
 Registration No : 10GAEP0001, Date of Birth : 24 Aug 1993,
 Board : GTU , Passing Course : Automobile Engineering
 Blue Color Choices Indicate : Govt./GIA Institutes ,Red Color Choices Indicate : Self Financed Institutes

Your Choice(s) are Un-Locked as on 7/30/2012 11:03:00 AM

| Choice No | Institute Name | Course Name |
|-----------|---|------------------------|
| 1 | L. D. College of Engineering, Ahmedabad | Automobile Engineering |
| 2 | Chhotubhai Gopalbhai Patel Institute of Tech., Tarsadi, Bardoli | Automobile Engineering |
| 3 | A.D.Patel Institute of Tech.,Karamsad | Automobile Engineering |
| 4 | Government Engg. College, Modasa | Automobile Engineering |
| 5 | Government Engg. College, Rajkot | Automobile Engineering |
| 6 | Indus Institute of Tech. & Engg., Racherda, Ahmedabad | Automobile Engineering |

Fig. 9 Filled Choices

C MOCK (TRIAL) ROUNDS :

There will be one mock (trial) round of seat allotment prior to the actual seat allotment. During this mock round the candidates have to fill their choices online within specified time period. After that as per the counseling schedule the result will be declared. The candidates have to see their result by login to their login ID on the website. At the time of mock rounds candidates can view their result. After the declaration of the result of mock round, candidates can go through the cutoff marks of the different institutes as per his eligible course so that they can get an idea for the filling the choices for the next rounds. After declaration of result of mock round, the candidates can fill their Final Choices for regular round of counseling.

D PHASE OF ALLOTMENT OF SEATS :

1. As per the schedule placed on the website, and after completion of Mock Round as per above Step C, and after the locking period is over, the ACPC will process for allotment of seats and declare the status of allotment on the website www.gujacpcadm.nic.in. The candidates can view their status of allotment by login with their own login ID and password.

2. The statistics of the latest status of allotment of seats will also be available on the website www.gujacpcadm.nic.in as well as on www.jacpcldce.ac.in.
3. After result declaration, if the candidate gets any seat, he can get **Information Letter** along with bank fee challans showing requisite tuition fees to be paid, by clicking on the link **Information Letter**. If the candidate didn't get any seat then message will be shown as **"Sorry! You did not get any seat"**. The candidate who has been allotted a seat, shall take **the printout** of the **Information Letter** of Seat Allotment (two copies). The candidate require to pay fees at designated branches of Punjab National Bank by taking print out of **bank fees challan**.

4 PROCEDURE FOR REPORTING AT HELP CENTRE

1. The successful candidate has to pay by cash the requisite amount of tuition fee at counter of designated branches of Punjab National Bank for D2D Admission. The candidate then will report to any designated D2D Help Centre with the Information Letter, bank fee challan and with all original documents within the time limit specified in the Information Letter for verification.
2. If the candidate fails to produce original certificates and testimonials at the time of reporting at Help Centre, he/she may be granted provisional admission with the permission of Admission Committee subject to the following:-
 - (i) Candidate has to deposit Rs.10,000/- (Rupees Ten Thousand) as security deposit along with the Information Letter at ACPC, Ahmedabad. If the student submits the required documents within a period of next three working days, the security deposit will be refunded by deducting Rs. 500/- (Rupees Five hundred) towards the administrative charges.
 - (ii) In the event of failure to submit original certificates and testimonials within the prescribed time limit, the provisional admission will be cancelled and the security deposit will be forfeited.
3. The officer at Help Centre will verify all records and after due verification the admission on the allotted seat will be confirmed on the Internet. On confirmation, an **"Admission Letter"** will be auto generated. The Help Centre Officer will issue the **"Admission Letter"** to the candidate. **The Help Centre officer will write the name of allotted institute and branch on the reverse of original HSC Marksheet with permanent marker pen.**
4. The candidate, who has been allotted seat, but does not deposit the prescribed Fee or does not report at any Help Centre by the due date, his particular admission will automatically be cancelled. Therefore, the candidates are advised to deposit their fee within the stipulated time limit and report at any nearest Help Centre without fail.