Step-by-Step Guide for ACPC MBA Vacant Quota Admission Process

1. **Eligibility**
   - Ensure you meet the basic eligibility criteria for the MBA programme, including:
     - A bachelor's degree with at least 55% marks (45% for reserved categories) from a recognized university.
     - Must have appeared for CAT 2024 and have a valid scorecard.

2. **Filling Application Form**
   - Visit the graduate admissions office from **April 2, 2025 to April 4, 2025** between 2:00 pm to 5:00 pm. **Address: 002 AMSOM Heritage, Ahmedabad University, Central Campus, Commerce Six Roads, Navrangpura, Ahmedabad – 380009, Gujarat, India.**
   - Fill out the application form **[attached at the last]** with accurate personal, academic, and contact details.
   - Please come along with anyone of your parent/guardian for signature in the application form.
   - Attach the necessary documents, which will include:
     - Mark sheets of 10th, 12th & all semesters/years of the qualifying degree.
     - CAT scorecard or other relevant entrance exam scorecards.
     - Category proof (if applicable).
     - Recent passport-sized photographs.
     - Certificates for extra or co-curricular activities (If any)
     - Internship Letter (if any)
     - Work-experience Letter (if any)
     - ACPC Application form (only for ACPC registered applicants).

3. **Submission of Application Form**
   - Submit the completed application form along with the required documents.

4. **Payment of Application Fee**
   - Pay the application fee Rs. 1200/-.
   - Students already registered with ACPC are not required to pay the fee.

5. **Merit List Preparation**

   o Ahmedabad University will prepare a merit list as per the ACPC vacant quota guidelines.

   o Check the merit list on the Ahmedabad University website on April 11, 2025.

6. **Seat Allotment**

   o Seats will be allotted based on the merit list and availability of seats.

   o If you are allotted a seat, you will receive a provisional offer letter.

7. **Payment of Fees and Confirmation**

   o The student will have to pay Rs. 1, 00,000/- within the specified timeframe to confirm your seat. (this is fee is part of Semester 1 fee)

8. For any queries feel to contact **Mr. Abhishek Tamrakar at +919979842878.**

9. **Important Dates**

Activity	Day	Date
VQ Application Opens	Tuesday	April 1, 2025
VQ Application Deadline	Friday	April 4, 2025
Personal Interaction (only for fresh applicants)	Wednesday	April 9, 2025
VQ Merit List	Friday	April 11, 2025
Last Day to Pay Token Tuition Fee	Tuesday	April 15, 2025
Programme Start Date (Tentative)	Monday	July 14, 2025

Office of Graduate Admissions
Amrut Mody School of Management
Ahmedabad University

THE ADMISSION COMMITTEE FOR PROFESSIONAL COURSES (ACPC), GUJARAT

L. D. College of Engineering Campus, Ahmedabad - 380 015.
Helpline No.: **079-26566000**
Website: **https://acpc.gujarat.gov.in** | E-mail: **mbamcaacpcguj@gmail.com**

Application form for Management Quota (MQ) / Vacant Quota (VQ)

MBA CoE Admissions 2025-26

Institute Code: _____   **Admission Type:** MQ ☐   VQ ☐

Name of the Institute: _____

Application Number: _____   **Institute Intra se Merit Rank:** _____

Paste Your Passport Size Photograph Here

1. **Name of Course Applied:** MBA ☐   MBA-HR ☐   **(Tick Corresponding Course)**

2. **Name of Applicant:** _____
   (Name as per the graduation marksheet/degree certificate)

3. **Gender:** ☐ Male   ☐ Female   **Date of Birth:** _____

4. **Address for correspondence:** _____
   _____

5. **Mobile Number:** _____   **Email ID:** _____

6. **CAT 2024 Roll No (if applicable):** _____   **CAT-2024 All India Rank:** _____

7. **ACPC 2025 Merit No. (if applicable):** _____   **Category:** OPEN / SEBC / EWS / SC / ST

8. **Status of online Admission through ACPC:** ☐ YES   ☐ NO

9. **If above is "YES", Name of Institute:** _____

10. **Graduation completed from Gujarat?** ☐ YES   ☐ NO

11. **Graduation Degree:** _____ **Seat No.:** _____ **Month / Year of Passing:** _____

12. **Grade of graduation:** _____   **Equivalent Percentage of Graduation:** _____

13. **Institute of Graduation (City):** _____

14. **Name of graduating University:** _____

15. **State in which University located:** _____

<u>**Declaration:**</u> All above details provided by me are correct.

_____   _____   _____
Date and Place   **Signature of Parent/Guardian**   **Signature of Candidate**

<u>Attachments required in following order:</u> (1) ACPC Profile Letter of 2025 with MBA Rank details (Only applicable if Candidate is registered on ACPC) **(2)** CAT 2024 Score Card (In case if candidate is not registered at ACPC for 2025-26 admission) - If applicable **(3)** Degree/Provisional Degree Certificate - If available **(4)** Final Marksheet showing obtained Percentage/Marks/CGPA for Qualifying degree (In case of CGPA - CGPA to Percentage Certificate is Mandatory) **(5)** Category Document if applicable of SEBC (Non Creamy Layer - NCL Annexure 4 in Gujarati), EWS Certificate, SC & ST Caste Certificate issued by Government of Gujarat (For NCL & EWS it must be issued on or after 01.04.2023) **(6)** Other semester marksheet of undergraduate program **(7)** HSC or equivalent Marksheet **(8)** SSC Marksheet

--- (For use of Institute only) ---

Name and Signature of verification officer   **Seal of Institute**