



**Commissionerate of Technical Education, Gujarat**

**Admission Committee for Professional Courses (ACPC)**

Website: <https://acpc.gujarat.gov.in>

Help line: 07926566000



## **Guidelines for filling vacant seats in Self Finance Institutes (SFI) for MBA – Working Professional courses for 2025-26**

The offline counselling and admission process for course MBA – Professional Courses for admission year 2025-26 was completed on 05.08.2025. The information of vacant seats has been uploaded on the website of the committee.

All self financed institutions having MBA – Working Professionals are hereby informed to carry out admission process for Vacant seats as per the following timeline. Also all the institute need to strictly adhere/follow the guidelines prescribed by AICTE for working professional admission.

Time line for Vacant Seats Admission in MBA – Working Professionals:

Sr. No.	Activities	Date
1	SFI Vacant Seat information on ACPC Website	06.08.2025
2	Display of Final Vacant Seat information on Institute Website	08.08.2025
3	Vacant Seat Admission Process for Working Professionals : Advertisement - Application form Receiving - Checking and Merit List Declaration - Display of vacant seats – Admission - Counselling - Allotment and Fee payment at Institute Level - Reporting to Institute	08.08.2025 to 14.08.2025

The admission process for MBA – working professional shall be conducted as per mentioned stipulated time period by the respective institutes. The notice regarding the same shall be published on (1) Notice Board of the Institute and (2) Website of the Institute.

Aspiring candidates seeking admission in MBA – working Professional course can visit the insitute and fill the prescribed registration form by paying Rs. 500/- and submit it to the institute for the further process. The admisssion time shall be displayed in detail at Institute level website or notice board i.e. Collection and Submission of Registration Forms, Declaration of Merit list, Admission Counselling, Last date of Fees payment etc.

The details of Fees as per FRC guidelines and vacant seats shall be displayed on website of the Institute.

The concerned self-finance institute shall process the filling up of vacant seats among eligible candidates in accordance fulfilling all provisions of above said prevailing notifications and its successive amendments with the Merit priority according to notificationNo. GH/SH/40/2022/PVS/102020/285/S Dt.20.10.2022 for MBA and working professional guidelines. Amendment Rules for MBA & MCA working professional is available on the website of the committee under Rules section.

It is mandatory for aspiring candidate to carry original documents for verification purpose at insitute while seeking the admission.

Institute are informed not to collect any original documents during the verification or admission process.

If any candidate seeks admission on Vacant Seats, then previously allotted admission by ACPC shall be treated as cancelled and refund of the paid fees shall be done under “Cancellation Of Admission And Refund Of Fees” mentioned in the prevailing norms.

All the heads of Self-Financed Institutes are hereby informed to complete the admission process as per the mentioned procedure as well as schedule in the advertisement.

Admission Committee for Professional Courses (ACPC)

**Date: 06.08.2025**