



**GUJARAT TECHNOLOGICAL UNIVERSITY**

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

**ગુજરાત ટેકનોલોજિકલ યુનિવર્સિટી**

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref. No.: GTU/MBA/S-2015/5713

Date: 06/06/2015

## **CIRCULAR**

### **Submission of GCSR Reports 2014-15 (Sem.-IV)**

**It is hereby informed to all GCSR Coordinators of GTU affiliated MBA institutes to submit the GCSR 2014-15 reports (Semester-IV) by 11/06/2015.**

Centre for Global Business Studies (CGBS) has developed the online submission portal for the final report submission from this academic year. So, the Institutes are not required to send the reports on the zonal e-mail IDs mentioned in GCSR Handbook.

**Please read the instructions carefully before submitting the report.**

1. Log on to following link for Submission of the Reports.

<http://international.gtu.ac.in/admin/Institutelogin.aspx>

2. The login ID and Password will be the same which Institutes are using for the GTU Admin Portal for specific Institute code.

3. After login the webpage, Coordinators are required to select suitable options for report submission which are self-explanatory.

4. At last, coordinators need to upload the PDF file of the GCSR report of Individual Group (For Specific Country – Specific Industry).

5. For multiple countries / multiple industries, it is required to repeat the procedure as per the number of groups.

**Note: The GCSR Coordinator has to verify the following points before uploading the report on the webpage.**

1. The report must be uploaded in the format as prescribed in the GCSR Handbook 2014-15 (<http://international.gtu.ac.in/pages.aspx?p=gcsrguidelinesgcsrhandbook>). Page no. 18-22. Here, it is requested to ignore the instruction to send the word file of the report from the guideline.

2. In case of any deficiency, the GCSR Coordinator will receive an email with the instructions to fulfil the deficiency. Within 2 days of the receipt of the email, the GCSR coordinator has to Re - Submit the report with required improvements to the online portal and JUSTIFICATION for the deficiency has to be sent on the email Id- cgbs@gtu.edu.in.

3. In the website of GTU International ([www.international.gtu.ac.in](http://www.international.gtu.ac.in)) all the approved report will be displayed in the “Reports” tab. The viewer will be able to see the contact details of the GCSR Coordinator along with the updated GCSR report. So, all GCSR Coordinators have to take note of this and accordingly, they have to provide their correct contact details.