

GUJARAT TECHNOLOGICAL UNIVERSITY

Date: 19-10-2015

Subject: Regarding Photo change for the 5th Annual Convocation Certificate

Circular

The University has activated online convocation application for receiving application from the students who are declared qualified to receive their Degree/diploma in its 5th Convocation which is proposed to be held in January 2016.

Students whose photo are not available or show “No Image Available” in their application form can change or upload their photograph by login through their login credentials on the University website under convocation link.

Respective Institutes will approve student’s uploaded photograph than only GTU will approve and upload student’s updated photograph. Institute can also see their student’s uploaded photo on their own admin panel. The same photo will use for certificates printing, student cannot see updated photo on convocation form. Only institutes can see and approve the same. After that Institute will approve the uploaded photos of the students and will take printout dually signed with principal’s seal & signature and send students updated details to GTU latest by 30-11-2015.

Students are requested to upload their latest passport size colour photo in JPG format with file name as their Enrollment Number only having maximum 100KB (1MB) in size latest by 16-11-2015.

Those who fail to upload their revised photo within stipulated time period the University will print their Degree/Diploma Certificate with the photo available with the University and it cannot be changed later on after printing Degree/Diploma Certificate.

Sd/-

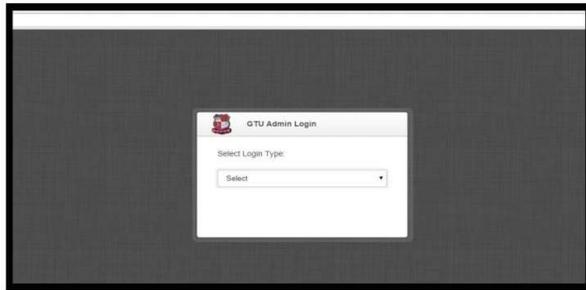
I/c Registrar

CC To:

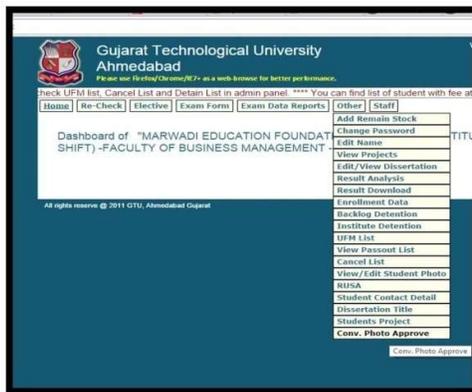
1. PA/PS to Hon’ble VC
2. PA to Registrar
3. All section heads of the University
4. All the Institutes affiliated with the University for information and necessary action

Steps to Approve student's new photo:-

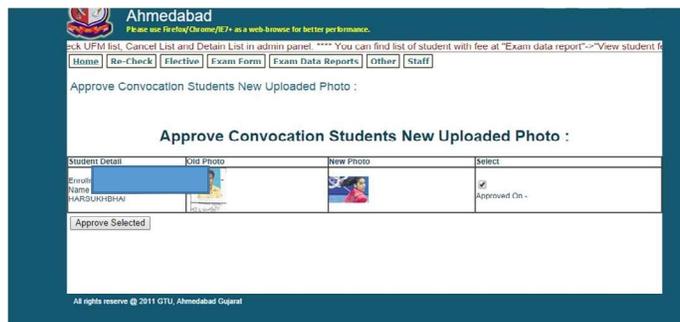
1. Login to institute admin panel.



2. Go to “Convo Photo Approve” option under “Others” menu.



3. Select all check box under “select” column in the grid. Then Click on “Approve selected” button.



Note: After that Institute will approve the uploaded photos by the students and will take printout dually signed with principal's seal & signature and send students updated details to GTU latest by 30-11-2015.