

GUJARAT TECHNOLOGICAL UNIVERSITY

Ref: GTU/Convocation/2017/ 8169

Date: 08-11-2017

Subject: Regarding Photo upload for the 7th 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 7th Convocation which is proposed to be held in January 2018.

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

Respective Institutes will have to approve student's uploaded photograph than only student's photograph will be updated in the Convocation certificate. Institute can also see their student's uploaded photo on their own admin panel. The same photo will be used for certificate printing, student cannot see updated photo on convocation form. Only institutes can see and approve the same.

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 in size latest by 01-12-2017.

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/-

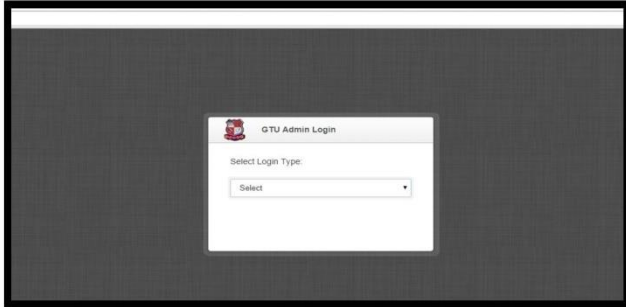
Registrar

CC To:

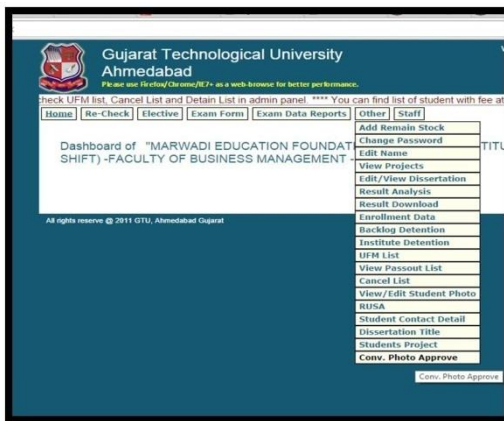
1. PA/PS to Hon'ble VC
2. PA to Registrar
3. All section heads of the University
4. All the Institutes affiliated with the University for information and necessary action

Steps to Approve student's new photo for Institute only:-

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: The Institute have to verify the uploaded student photograph is correct and after that Institute must have to approve the same as per above instructions latest by 01-12-2017.