



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

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

REF: GTU/Endorsement/Norms/Amendment/2023/506

Date: ૨૦/૦૧/2023

## AMENDMENT IN NORMS FOR FACULTY RECRUITMENT FOR SFI INSTITUTES -2019

Read: 1). GTU Norms for Faculty Recruitment for SFI Institutes -2019 Dated: 04/06/2019.

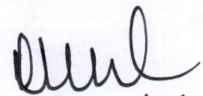
2). R 14.6 Endorsement, GTU Regulation 2017.

### CIRCULAR:

All the Institutes / Colleges were already informed to follow Norms for Faculty Recruitment for SFI Institutes-2019 vide circular No. GTU/Endorsement/Norms/2019/4761 dated 04/06/2019.

Now it is also informed to submit their Request Letter for V.C. Nominee and all other relevant documents related with Endorsement Process on Affiliation Portal also on this Link- <http://affiliation.gtu.ac.in/> mandatory. Instruction manual is attached for reference.

All other details mentioned in the Circular Norms for Faculty Recruitment for SFI Institutes -2019 remain same.

  
Registrar 19/01/23

Attachment: Instructions Manual.

Winners of: "Most Promising University of India 2020" ❖ "1<sup>st</sup> rank Among All Universities in Gujarat 2020 by Uni Rank"  
"1<sup>st</sup> Rank in Gujarat State Institutional Ratings Framework (GSIRF) 2019" ❖ "National Leadership Excellence Award 2019 in Technical Education" ❖ "India's Most Trusted State University 2019" ❖ "Outstanding University in West India 2019"

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## Instruction Manual for V.C. Nominee Request

**Step 1:** In your Affiliation portal dashboard there is a Tab named “V.C. Nominee”. Click on that Tab.

The screenshot displays the GTU Affiliation portal dashboard. On the left is a vertical menu with various options, including 'V.C. Nominee' which is highlighted with a red box and an arrow. The main content area is titled 'VC Nominee Documents' and contains a table for uploading documents. The table has three rows for uploading Gujarati and English news paper editions and the V.C. Nominee Request Application. Each row includes a 'Browse...' button, a status indicator 'No file selected.', and an 'Upload' button. Below the table are buttons for 'Send Confirmation' and 'Download VC Nominee Letter'. A red asterisk indicates mandatory fields.

<b>* Upload Only .Pdf File(Maximum size allowed is 200 MB).</b>		
1. Upload the Gujarati news paper edition	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
2. Upload the English news paper edition	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
3. V.C. Nominee Request Application	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
<input type="button" value="Send Confirmation"/>		
<input type="button" value="Download VC Nominee Letter"/>		

**\* Indicates Mandatory Field.**



**Step 2:** Kindly Click on “Browse” button and “Upload” relevant V.C. Nominee documents.

← → ↻ affiliation.gtu.ac.in/VCNominee.aspx 110%

Import bookmarks... Getting Started Portal GTU

**GTU Affiliation**

Dashboard Institutional Detail Principal Detail Course Details Infrastructure Details Additional Facility Details Computer Facilities Enrollment Status facility Staff Details Paper /Book Published Income & Expenditure Examination Training Welfare and Other Committee

### VC Nominee Documents

**\* Upload Only .Pdf File(Maximum size allowed is 200 MB).**

1. Upload the Gujarati news paper edition	Browse... No file selected.	Upload
2. Upload the English news paper edition	Browse... No file selected.	Upload
3. V.C. Nominee Request Application	Browse... No file selected.	Upload

Send Confirmation

Download VC Nominee Letter

\* Indicates Mandatory Field.

Type here to search 24°C Smoke



**Step 3:** after uploading Documents, Kindly Click on “Send Confirmation” button.

← → ↻ affiliation.gtu.ac.in/VCNominee.aspx 110%

Import bookmarks... Getting Started Portal GTU

**GTU Affiliation**

Dashboard Institutional Detail Principal Detail Course Details Infrastructure Details Additional Facility Details Computer Facilities Enrollment Status facility Staff Details Paper /Book Published Income & Expenditure Examination-Training Welfare and Other Committie

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<b>Send Confirmation</b>			
Download VC Nominee Letter			

\* Indicates Mandatory Field.

Type here to search 24°C Smoke



**Step 4:** Once V.C. Nominee letter generated you may allow to download it. Please click on **"Download VC Nominee Letter"** to download it.

The screenshot shows the GTU Affiliation website interface. The browser address bar displays `affiliation.gtu.ac.in/VCNominee.aspx`. The page title is "VC Nominee Documents". On the left, there is a sidebar with a list of navigation links: Dashboard, Institutional Detail, Principal Detail, Course Details, Infrastructure Details, Additional Facility Details, Computer Facilities, Enrollment Status facility, Staff Details, Paper /Book Published, Income & Expenditure, Examination-Training, and Welfare and Other Committee. The main content area contains a table with the following structure:

<b>* Upload Only .Pdf File(Maximum size allowed is 200 MB).</b>		
1. Upload the Gujarati news paper edition	<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Upload"/>
2. Upload the English news paper edition	<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Upload"/>
3. V.C. Nominee Request Application	<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Upload"/>
<input type="button" value="Send Confirmation"/>		
<input type="button" value="Download VC Nominee Letter"/>		

A red box highlights the "Download VC Nominee Letter" button, and a red arrow points to it from the right. Below the table, there is a red text note: **\* Indicates Mandatory Field.**