

GUJARAT TECHNOLOGICAL UNIVERSITY

Ref: GTU/ Mid_convocation/2022 6273

Date: 10-08-2022

Subject: Regarding Photo upload circular for MID-YEAR CONFERMENT OF DEGREE/DIPLOMA 2022 Certificate **(For Institutes)**.

Circular

The University had already activated an online convocation application for receiving applications from the students who are declared qualified **(WHO PASSED IN THE WINTER-2021)** to receive their Degree/diploma in the MID-YEAR CONFERMENT OF DEGREE/DIPLOMA 2022 which is proposed to be held in August or September, 2022.

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 then 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.

Photograph requirements:

Acceptable:

1. Neutral expression, mouth closed
2. Good lighting, no shadows behind head or on face.
3. Eyes looking directly at camera.
4. Plain, light-coloured background.
5. High resolution, good quality paper

Not Acceptable:

1. Image Size more than 100KB.
2. Shadows behind head.
3. Red Eye.
4. Background not plain.
5. Photograph size too small.
6. Head size too big or too small.
7. Flash reflections from glasses or tinted glasses.
8. Glasses frames covering eyes.
9. Eyes looking away from the camera.
10. Face not front onto the camera.
11. Mouth open, unnatural expression.
12. Ink marks or indentations.
13. Grainy, pixelated or blurry images.
14. Image with any type of rubber stamp markings.



For those students 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 this photo will not be changed later on after printing of Degree/Diploma Certificate.

[Handwritten Signature]
10/8/22
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

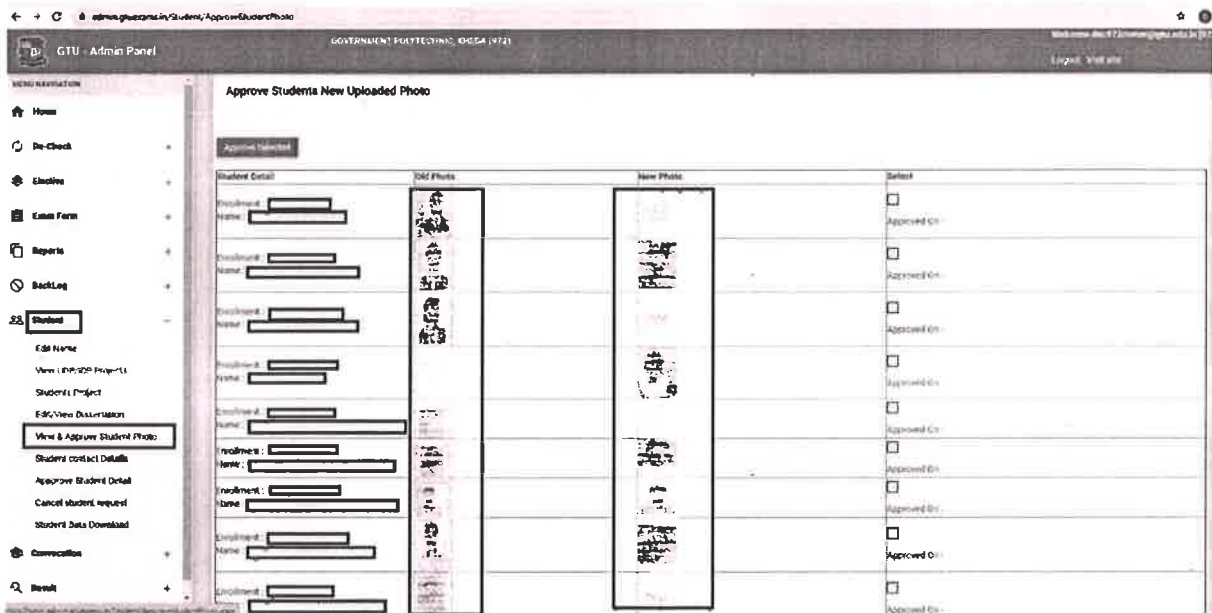


Steps to Approve student's new photo for Institute only:-

1. Login to institute admin panel.



2. Go to "view & Approve student photo" option under "student" 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 before convocation application submission last date.



