Ref: GTU/Mid_Convocation/2020/ 5210

Date: 21-07-2020

Subject: Regarding **Photo upload circular for Institute** in the Mid-Year Conferment of Degree/Diploma - 2020.

Circular

The University has activated online convocation application for receiving application from the students who are declared qualified to receive their Degree/diploma in the Mid-Year Conferment of Degree/Diploma - 2020.
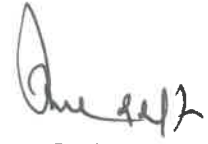
Students whose photo are **not visible/available** or show **"No Image Available"** in their application form can upload their photograph by login through their login credentials on the student portal (https://www.student.gtu.ac.in/) and go to convocation link and click on "Change photo" link in convocation registration form or edit your photo by clicking on Edit icon exists nearby left top student photo in student portal. After that your respective Institute will have to approve your uploaded photograph than only your photograph will be updated in the Convocation certificate. The same photo will be used for certificates printing, student can see updated photo on convocation form after institute approval. Only institute can see and approve the same.

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 (https://www.gtuexams.in/) -> Student -> "View & Approve student Photo". The same photo will be used for certificate printing, student can see updated photo on convocation form after approval. **Only institutes can approve the same.**

Only Student whose photo is **not visible/available** or show **"No Image Available"** in their application form is requested to upload his/her latest passport size colour photo in JPG format with file name as his/her Enrollment Number only having maximum 1 MB (1000KB) in size latest by 10-08-2020.

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. Also students whose photos are not available with GTU then their certificates will not be printed.

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

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award – 2009
Nr. Visat Three Roads, (Campus of Vishwakarma Government Engg. College & IIT, Gandhinagar), Sabarmati –
Koba Highway, Chandkheda, Ahmedabad-382424. Gujarat, India. Tele: 079-23267500 E-mail : registrar@gtu.ac.in
URL : www.gtu.ac.in
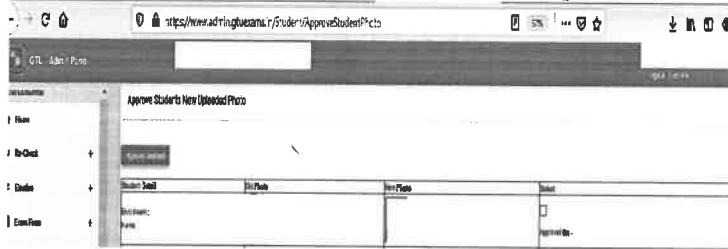
Steps to Approve student's new photo:-

1. Login to institute admin panel.

2. Go to "View and Approve Student Photo" option under "Student" menu.
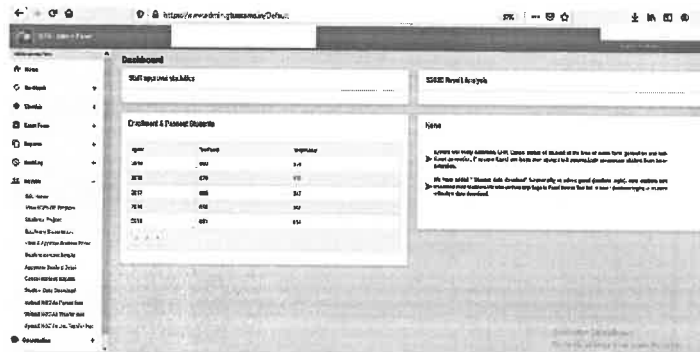
3. Select all check box under "select" column in the grid. Then Click on "Approve selected" button.

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 latest by 10-08-2020.

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Koba Highway, Chandkheda, Ahmedabad-382424. Gujarat, India. Tele: 079-23267500 E-mail : registrar@gtu.ac.in
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