GUJARAT TECHNOLOGICAL UNIVERSITY

Manual of Name Correction

&

Name Correction in Marksheet

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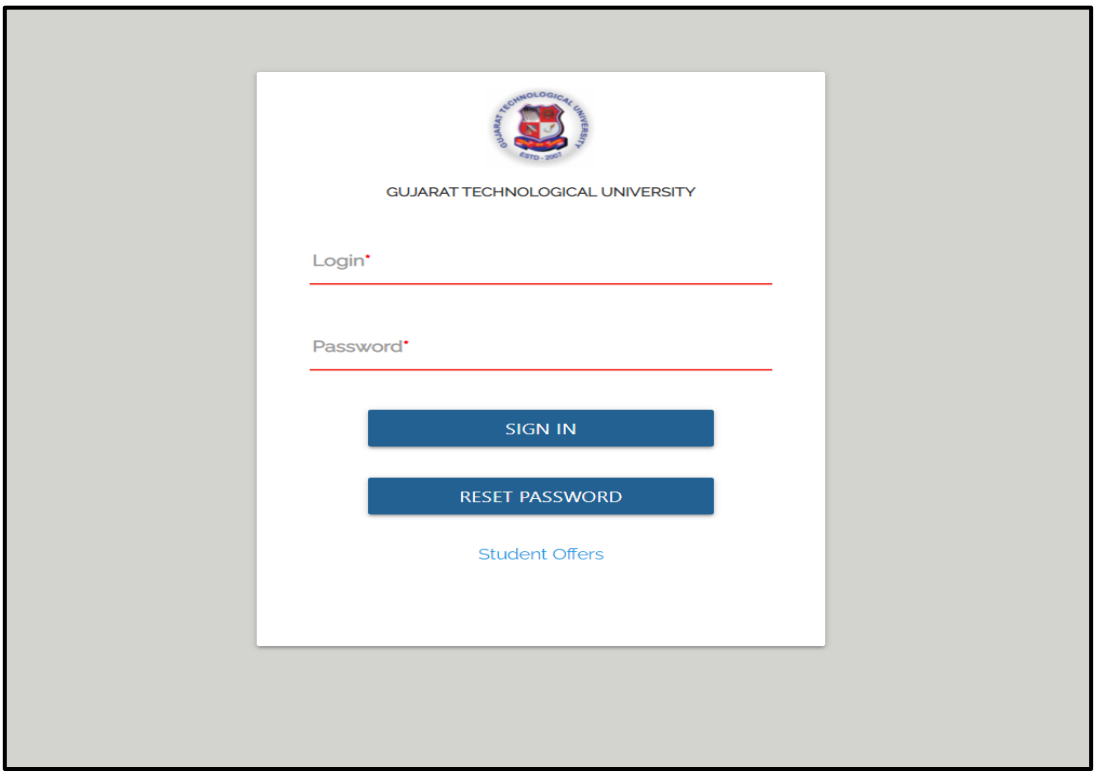
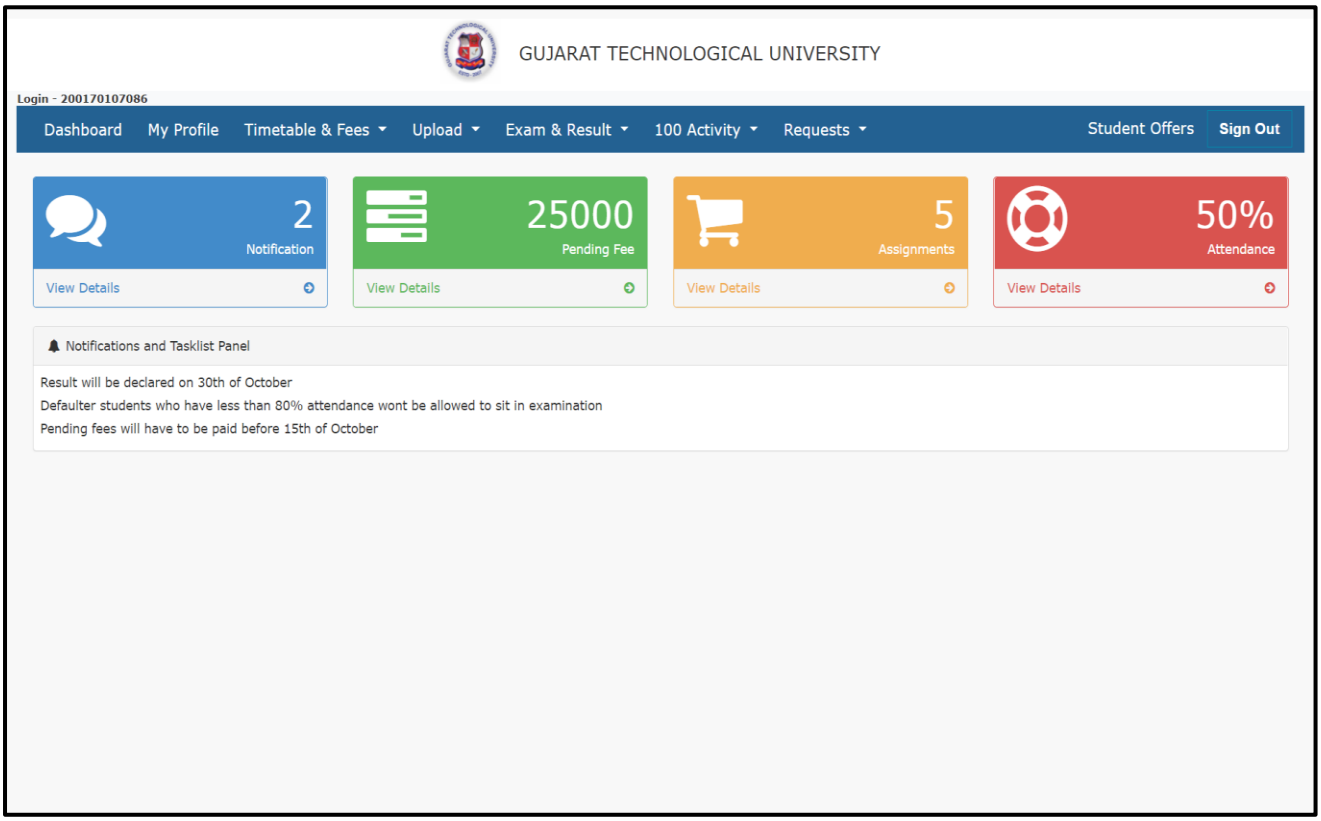
Steps to follow for Name Correction & Name correction in Marksheet from student portal.

1. STUDENT LOGIN PAGE

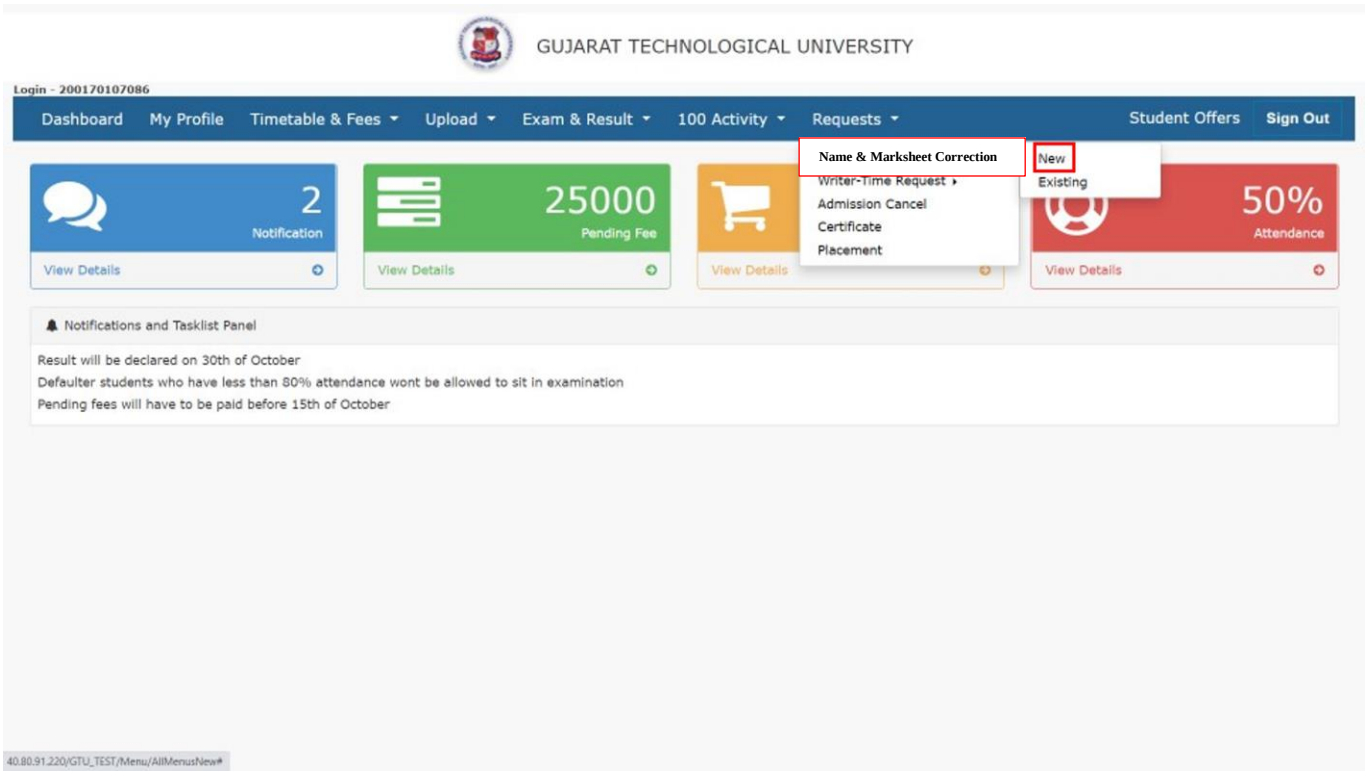


Step 1: Go to the Student portal link https://gtu.iweb.online/Account/LoginMVC.

Step 2: After Login, the Dashboard will be displayed.

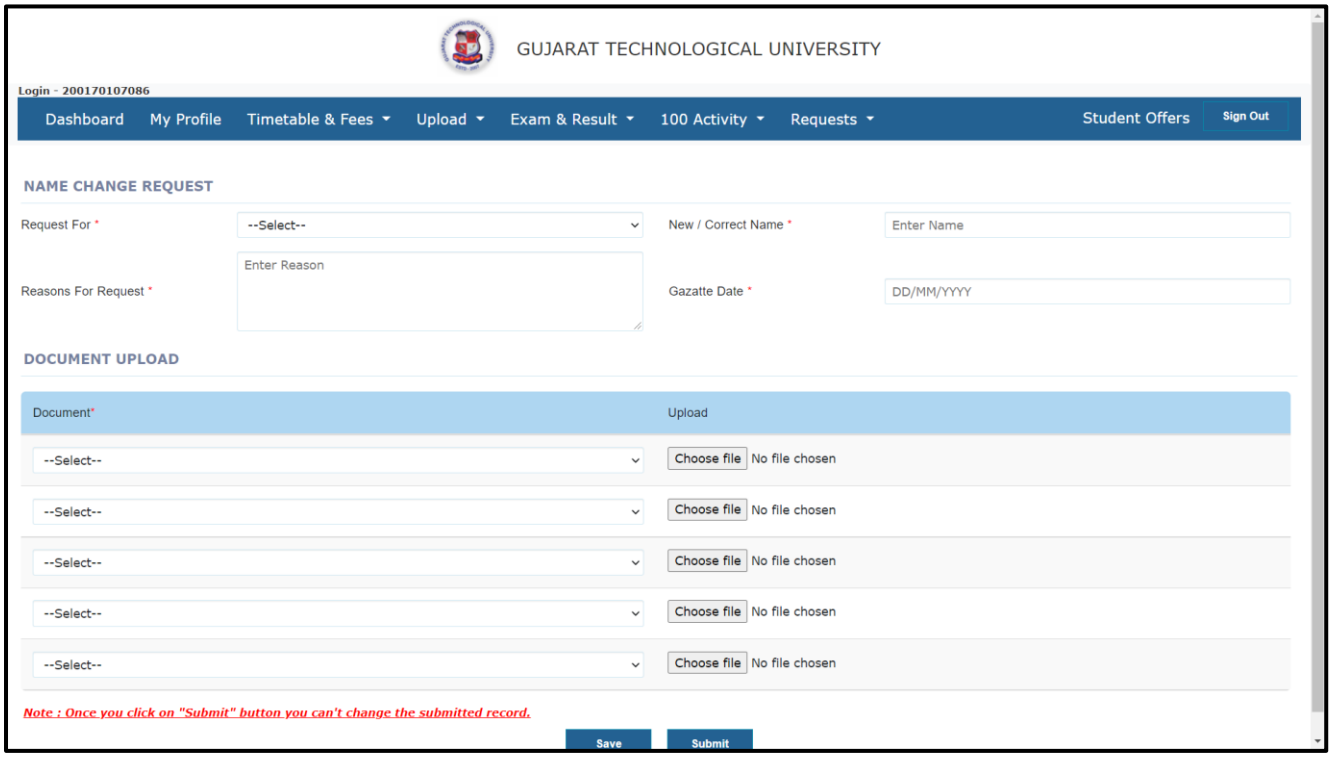


Step 3: For Name Correction Request, Select-- >**Request**-- > **Name & Marksheet Correction**-- >**New**



Pre-requisite: Student must read the circular regarding Norms of Name correction & Name change in Marksheet.

Step-1: After Clicking on **Name and Marksheet Correction**, the below screen will be displayed.



Step to be followed:

I. Request for: select request type from drop down list.

ii. New/Correct Name: Write your correct /New name as per the mark sheet of HSC/ SSC/ School Leaving Certificate/Gujarat Government Gazette copy.

iii. Reason for Request: Write your reason for request.

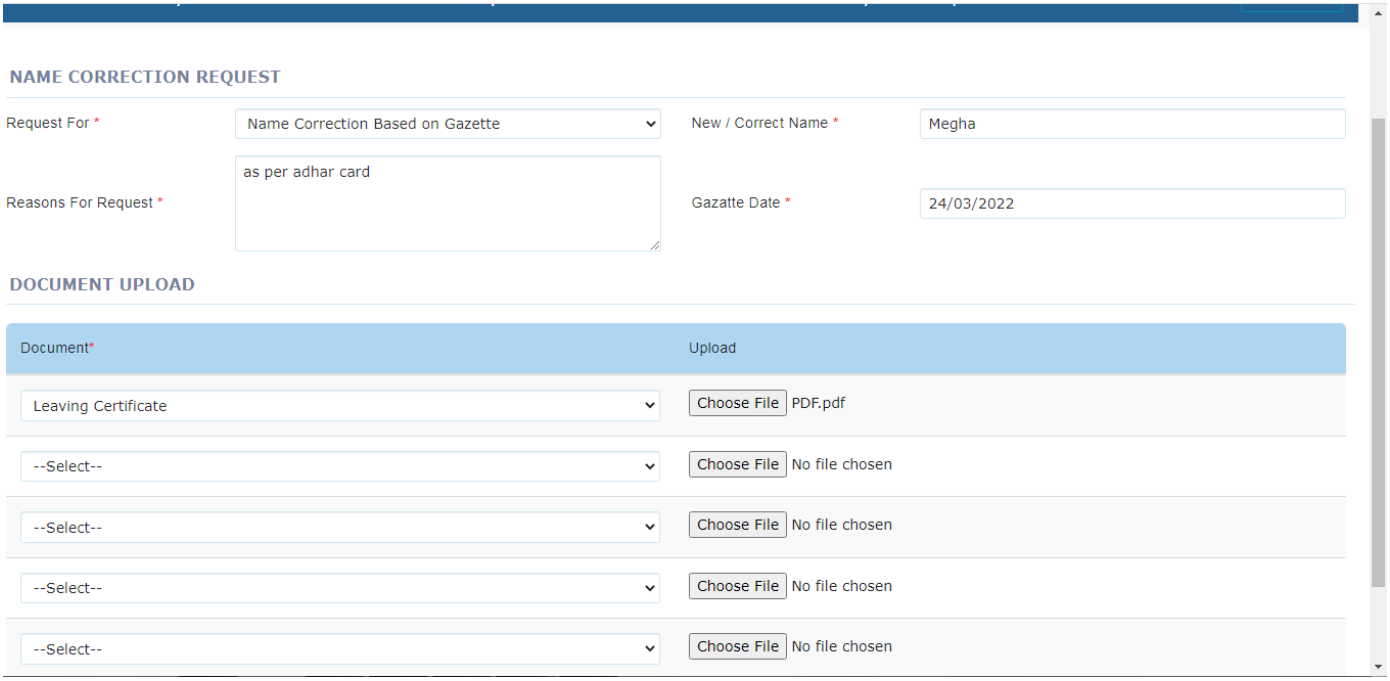
iv. Gazette Date (If applicable)**:** Select the Date for name change request (gazette date to be lesser than exam period of selected semester)

v. Document Upload: Upload the required document by click on select get drop down list and select which document is required and upload file by clicking on the choose file button.

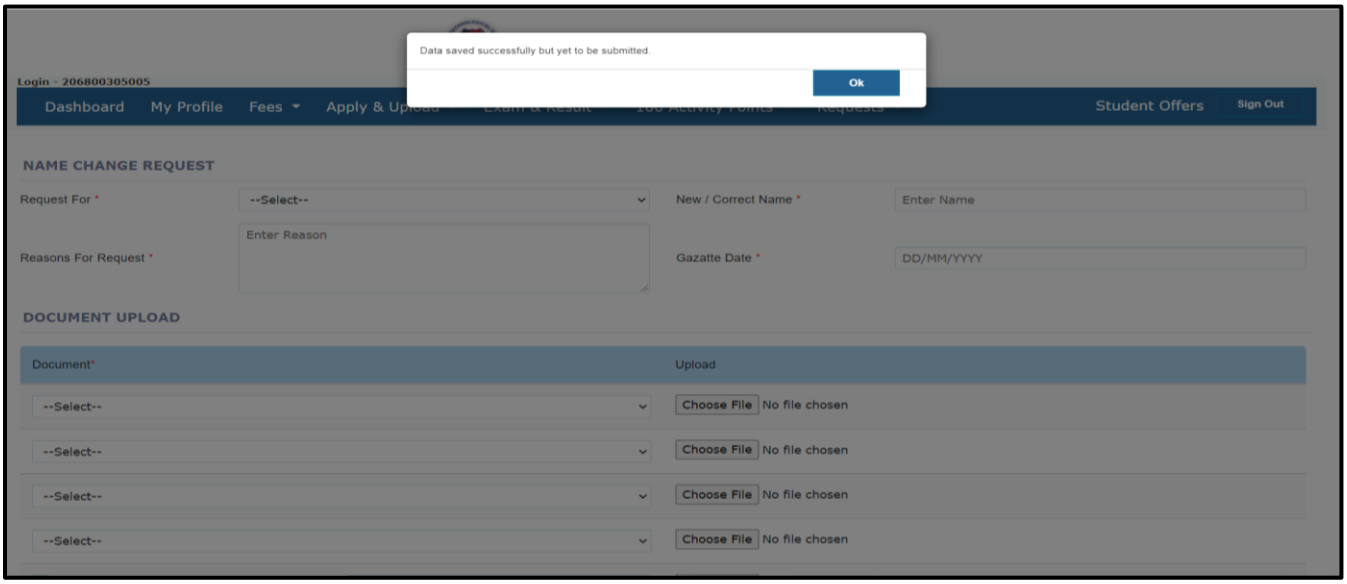
vi. Save Button: To save the uploaded document.

vii. Submit Button: To submit the uploaded document (once clicking on the submit button can't change the record)

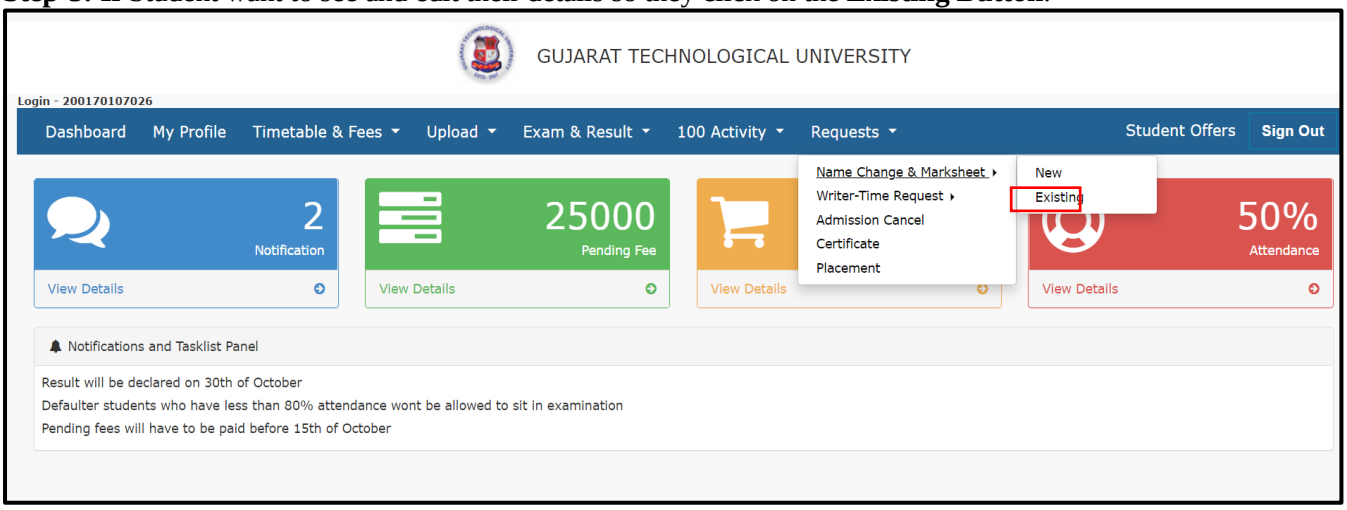
If Student Has Requested For Name Correction Based On Gazette.



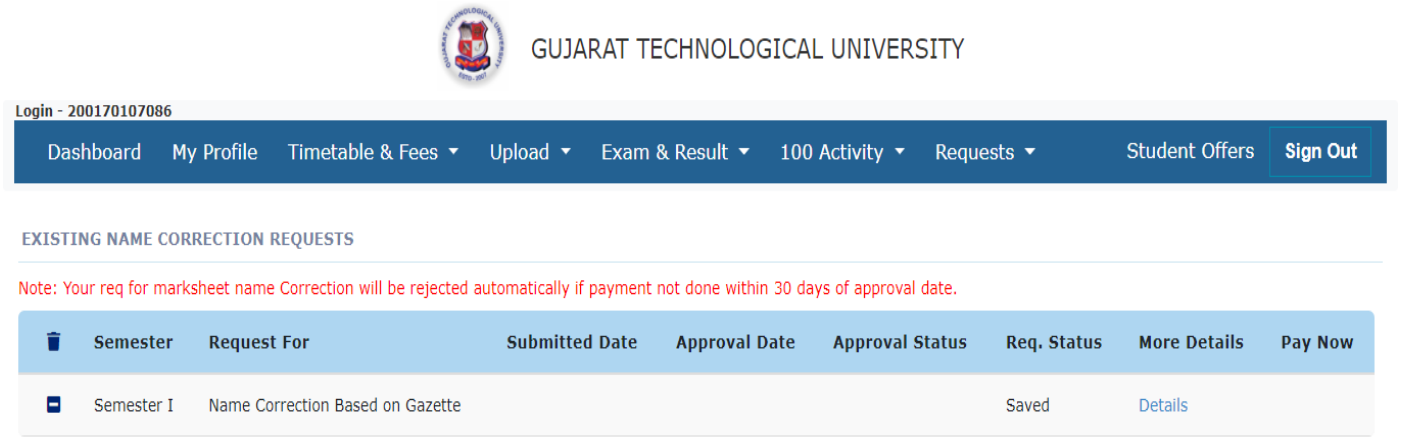
Step-2: After entering all the details, **save** the records. Clicking on save button **"Data Saved Successfully but Yet to be Submitted"** pop up will display and below screen will be seen whereby press Ok to proceed.



Step-3: If Student want to see and edit their details so they click on the **Existing Button**:

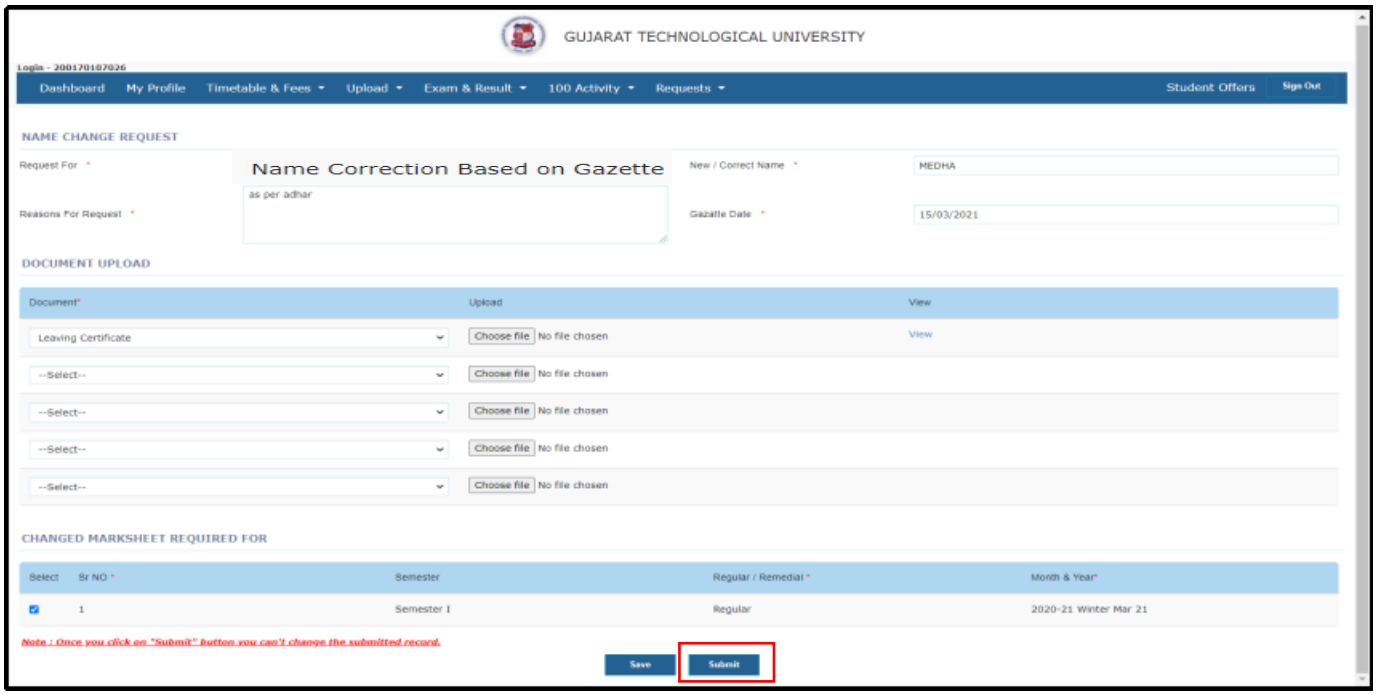


Step-4 : After Clicking on the Existing Button, we get screen displayed as below:

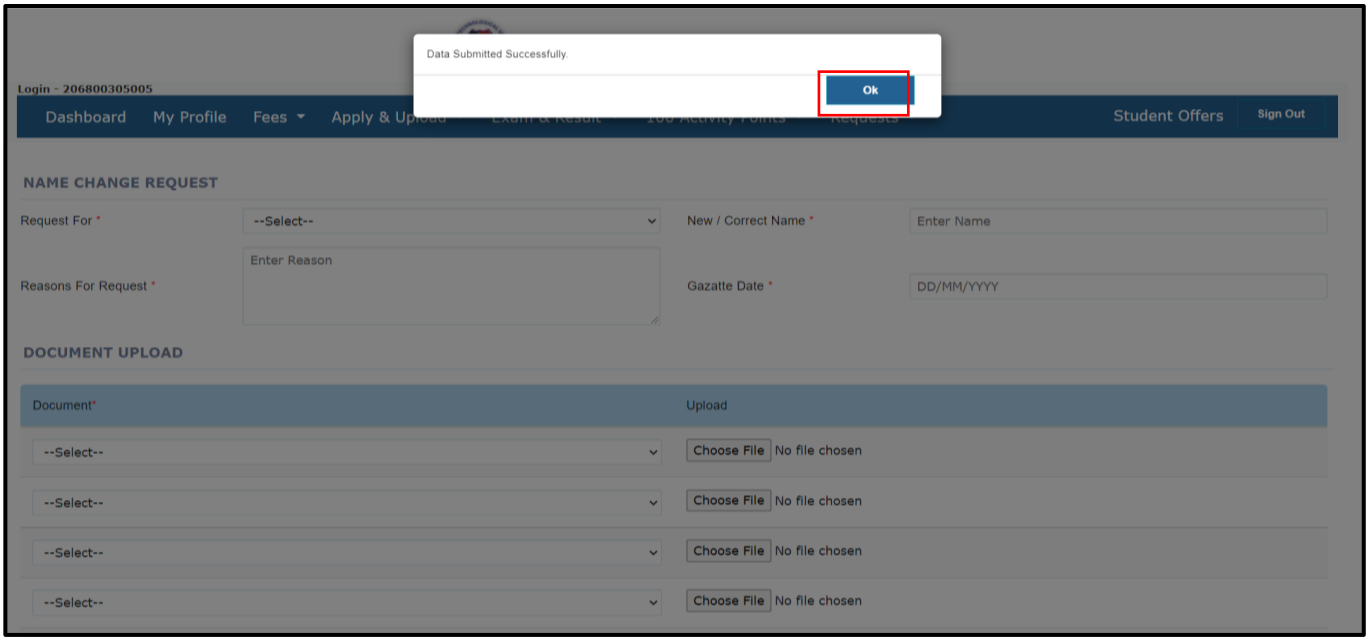


Step-5: Click on **details** if student want to edit their details.

Step-6: Once you sure for the Request, then click on **Submit** button as per the screen below.



Step-7: After clicking on submit **"Data Submitted Successfully"** pop up will display, then proceed further by clicking on ok.



CASES FOR NAME CORRECTION AND NAME CORRECTION IN MARKSHEET

Case 1: If a student request for **Name correction Based on Gazette.**

1. Select required **Request For**
2. Enter the **New / Correct Name**
3. Enter the **Reasons for Request**
4. Enter the **Gazette date.**
5. Upload undertaking document or original document from **Document Upload** grid
6. With the click of the save button, the **'DATA SAVED SUCCESSFULLY BUT TO BE SUBMITTED'** message will be displayed.
7. Click on the 'OK' button to proceed further.
8. After saved, that record will display in **'Existing Name Change Requests'** page.
9. If a student wants to delete the record, then he/she can delete before final submit as delete option will not show once you submitted final record.
10. On click on the **Details** hyperlink student can see the saved record.
11. Click on submit button for final submission.
12. Once a student submits the record then the name change request will go for approval in respective college's principal task list & then exam section task list.
13. If the principal approves the request, then the record will go for approval in exam section task list else not.
14. When exam section approves the request then only request will get approved else not.

Case 2: If student request for **Name and Marksheet correction Based on Gazette.**

1. Select required **Request For**
2. Enter the **New / Correct Name**
3. Enter the **Reasons for Request**
4. Enter the **Gazette Date (gazette date to be lesser than exam period of selected semester)**
5. Upload undertaking document or original document from **Document Upload** grid
6. Select semester from **'Changed Marksheet Required For'** section.
7. With the click of the save button, the **'DATA SAVED SUCCESSFULLY BUT TO BE SUBMITTED'** message will be displayed.
8. Click on the 'OK' button to proceed further.
9. After saved, that record will display in **'Existing Name Change Requests'** page.
10. If a student wants to delete the record, then he/she can delete before submit as delete option will not show after submit.
11. On click on the **Details** hyperlink student can see the saved record
12. Click on submit button for final submission.
13. Once a student submits the record then the name change request will go for approval in respective college's principal task list & then University.
14. If the principal approves the request, then the record will go for approval in university list else not.
15. When University approves the request then only request will get approved else not.
16. When University approves the request, student will have to pay respective fees for name correction in marksheet through student portal within 30 days.

Case 3: If a student has requested for **Name correction Based on 10th/12th/leaving Certificate**

1. Select required **Request For**
2. Enter the **New / Correct Name**
3. Enter the **Reasons for Request**
4. Select the **Gazette Date.** ***Note: The Gazette date is not compulsory***
5. With the click of the save button, the **'DATA SAVED SUCCESSFULLY BUT TO BE SUBMITTED'** message will be displayed.

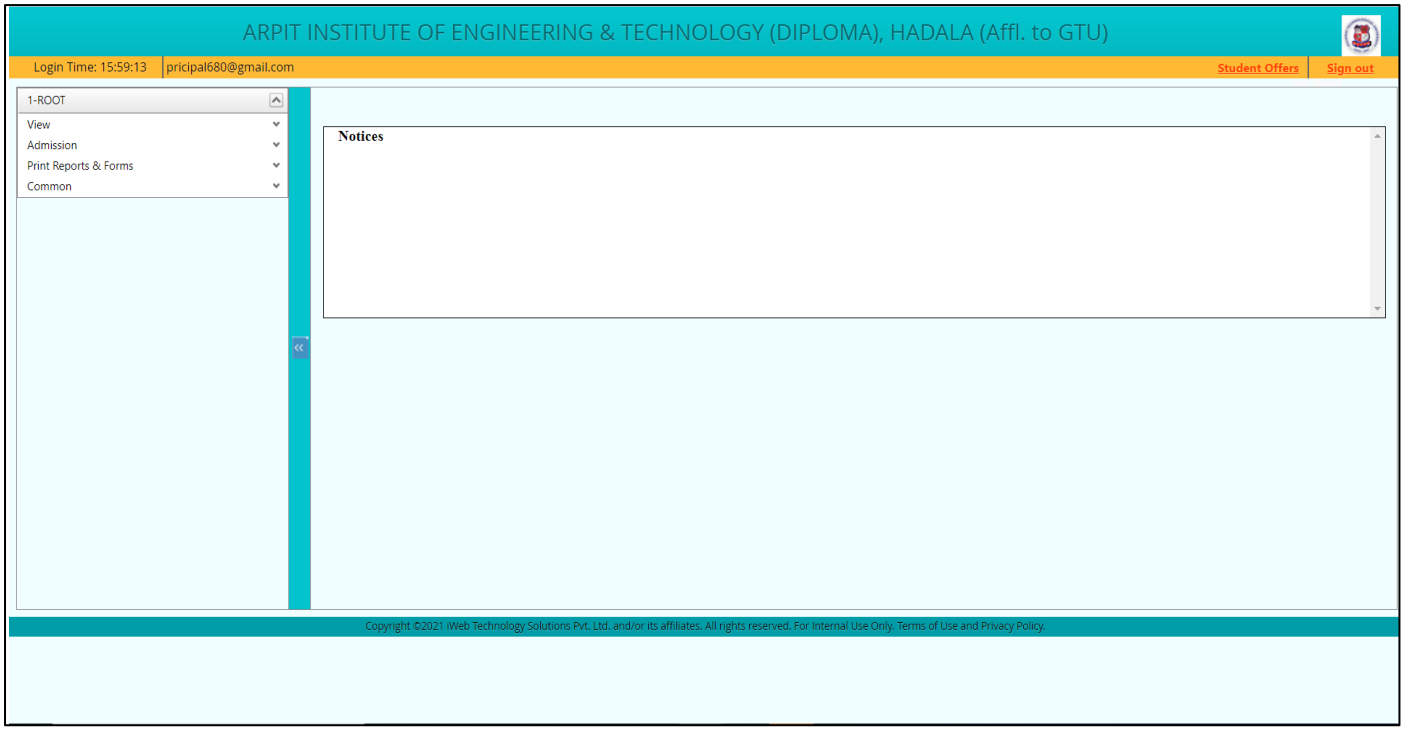
6. Click on the 'OK' button to proceed further.
7. After saved, that record will display in **'Existing Name Change Requests'** page.
8. If a student wants to delete the record, then he/she can delete before submit as delete option will not show after submit.
9. On click on the **Details** hyperlink student can see the saved record.
10. Click on submit button for final submission.
11. Once a student submits the record then the name change request will go for approval in respective college's principal task list & then University.
12. If the principal approves the request, then the record will go for approval in university else not.
13. When University approves the request then only request will get approved else not.
14. Once student get approval from university, student may apply for name correction in previous marksheet for that, student has to select new Marksheet on name changed in drop down of request for.

Case 4: If student request for **Name and Marksheet correction Based on 10th/12th/leaving Certificate**

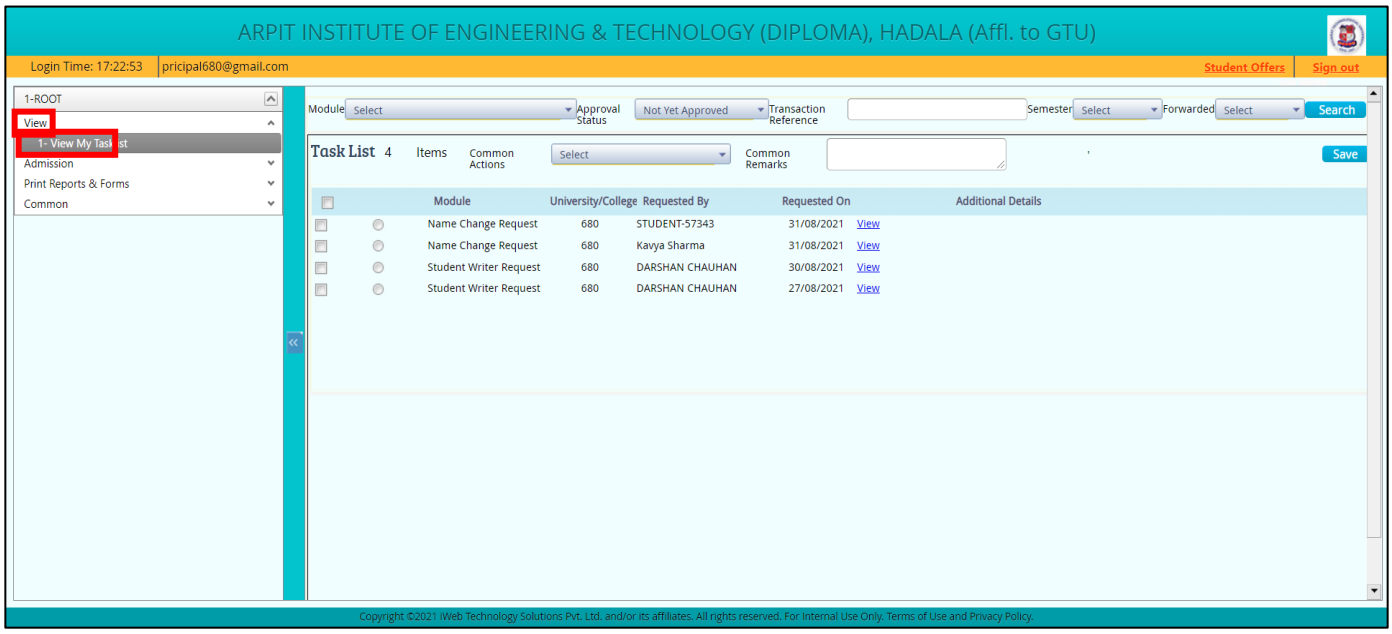
1. Select required **Request For**
2. Enter the **New / Correct Name**
3. Enter the **Reasons for Request**
4. Enter the **Gazette Date** (gazette date to be lesser than exam period of selected semester)
5. Upload undertaking document or original document from **Document Upload** grid
6. Select semester from **'Changed Marksheet Required For'** section.
7. With the click of the save button, the **'DATA SAVED SUCCESSFULLY BUT TO BE SUBMITTED'** message will be displayed.
8. Click on the 'OK' button to proceed further.
9. After saved, that record will display in **'Existing Name Change Requests'** page.
10. If a student wants to delete the record, then he/she can delete before submit as delete option will not show after submit.
11. On click on the **Details** hyperlink student can see the saved record
12. Click on submit button for final submission.
13. Once a student submits the record then the name change request will go for approval in respective college's principal task list & then University.
14. If the principal approves the request, then the record will go for approval in university list else not.
15. When University approves the request then only request will get approved else not.
16. When University approves the request, student will have to pay respective fees for name correction in marksheet through student portal within 30 days.

2. PRINCIPAL LOGIN PAGE

Step-1 : Login with your credentials , after login below Dashboard will be displayed:



Step-2: To see name correction/ name correction in marksheet request, Select-- **View**-- >**View My Task list:**

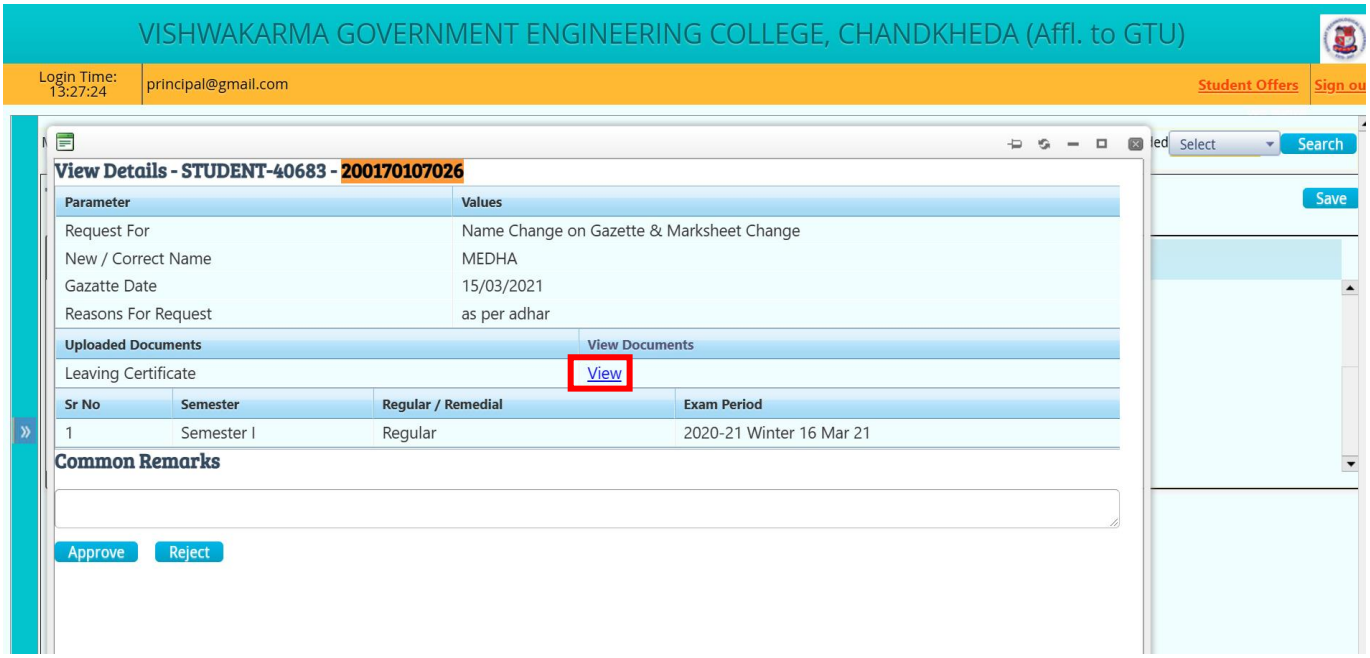


View My Task:

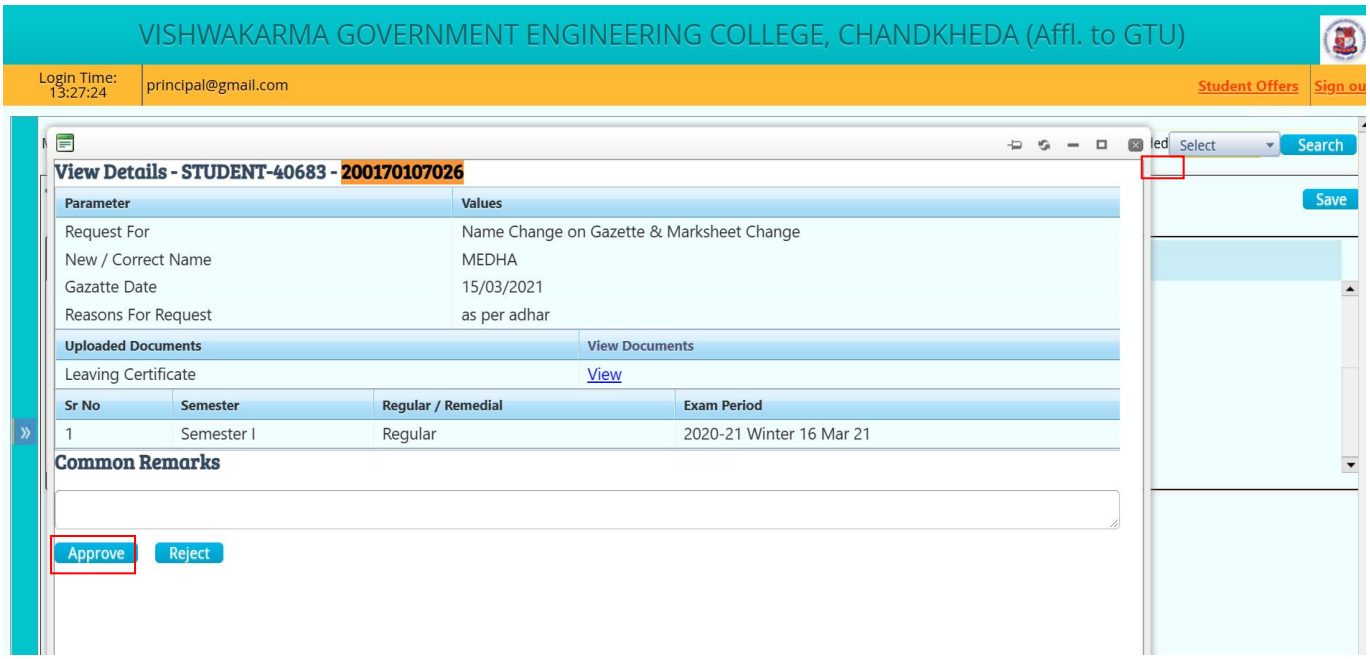
Pre-requisite: Student request for name correction/ name correction in marksheet will display here for approval

Purpose: To verify the uploaded document and given Approval for name correction/ name correction in marksheet by click on the **view button.** To verify the uploaded document, click on **view as display above.**

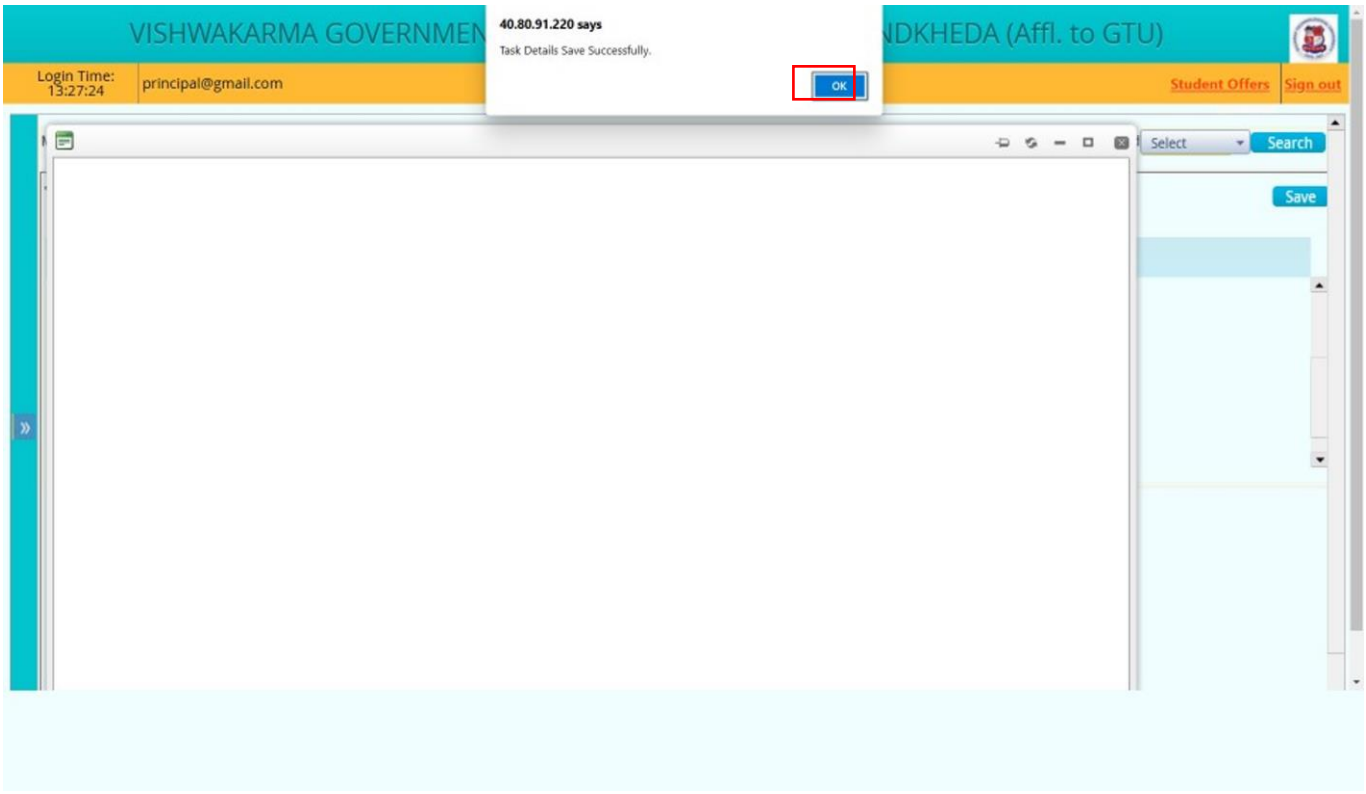
Step1. To verify the uploaded document, click on **view**



Step-2 : After verfiy the doucment Click o the **Approve/Reject** button.

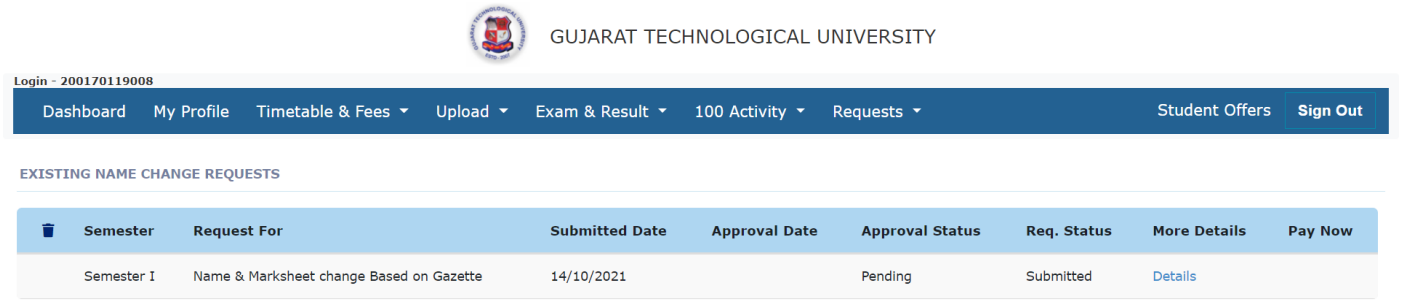


Step-3: After that click on the **Approve/Reject Button,** the below screen will be seen whereby press Ok to proceed:

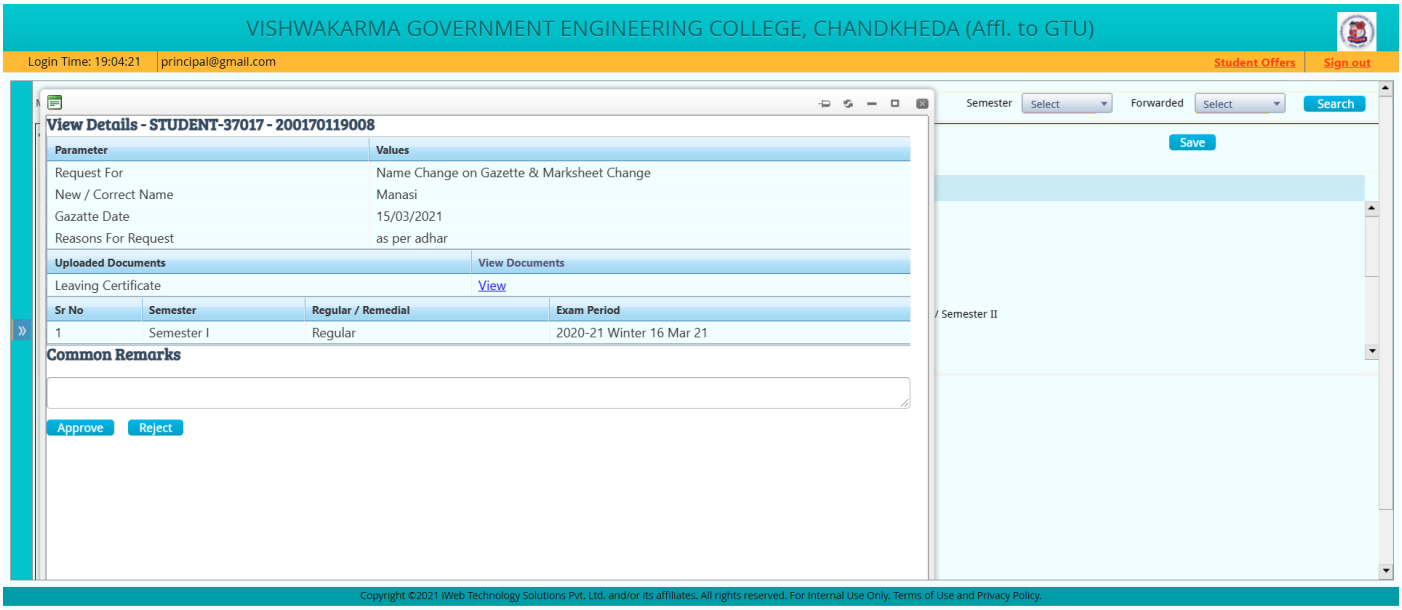


REJECT FUNCTIONALITY

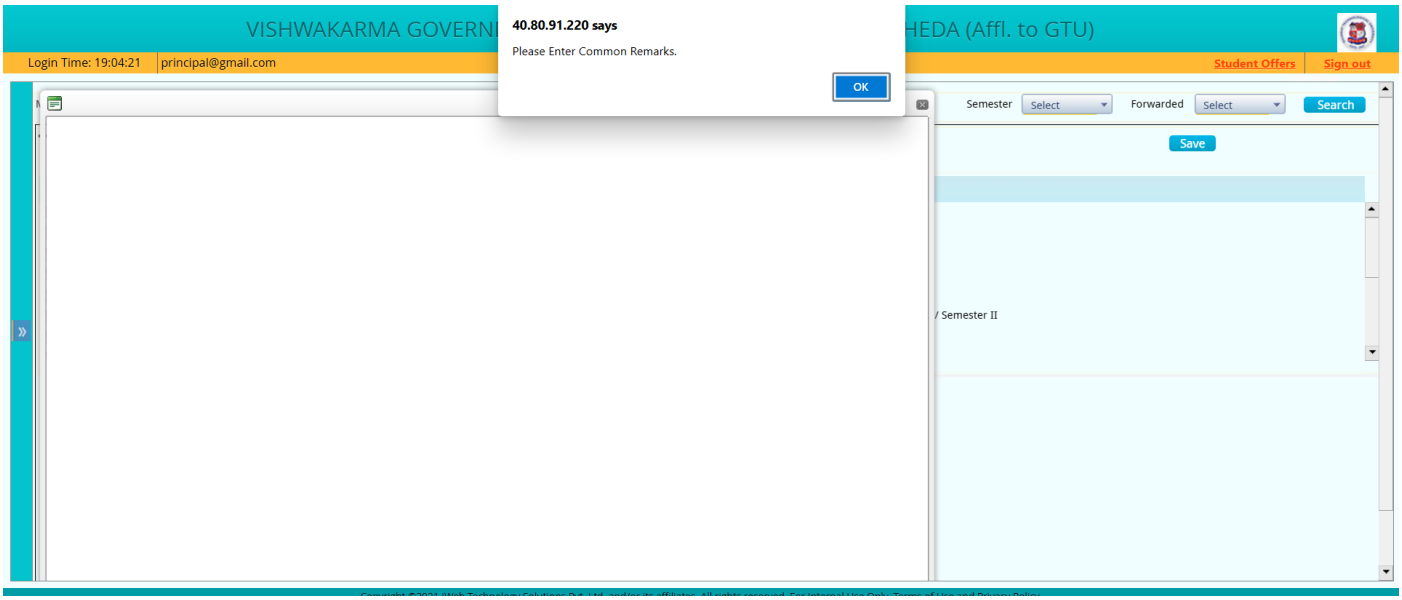
If name change request is rejected by principal.
Pre-requisite: Student should have submitted name change request from student portal.



In Principal login **View -- > View my task list**

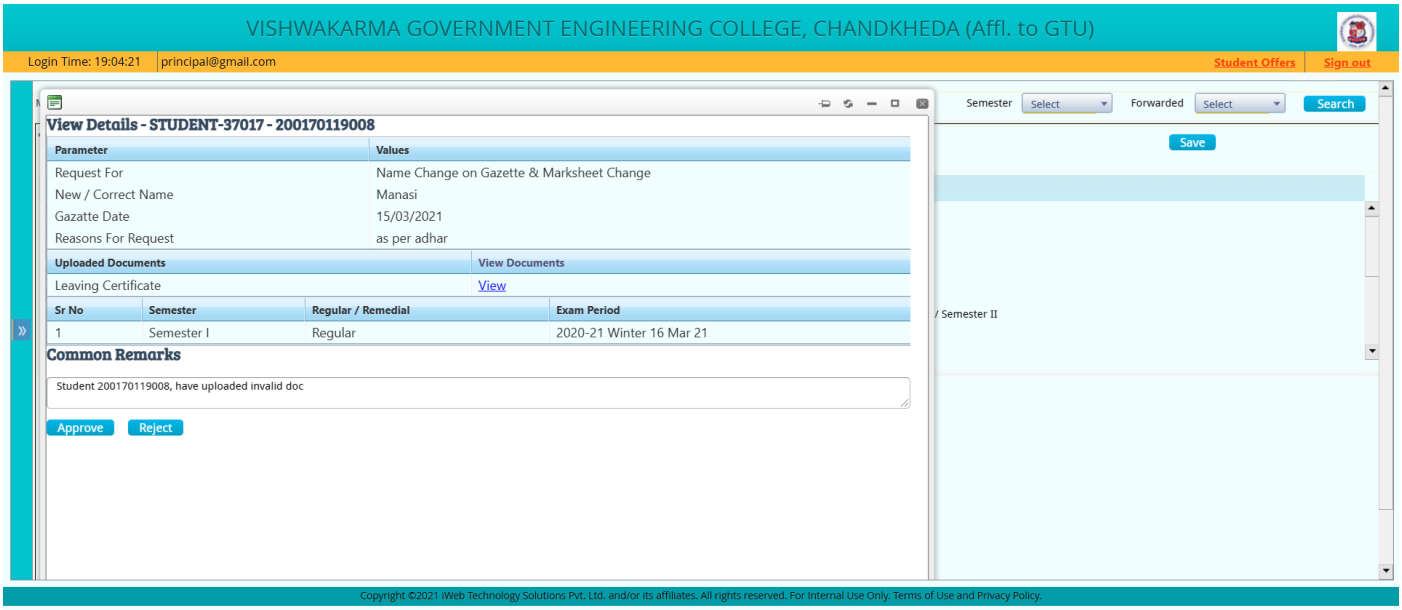


After clicking on reject **“Please enter common remarks”** pop up will display.

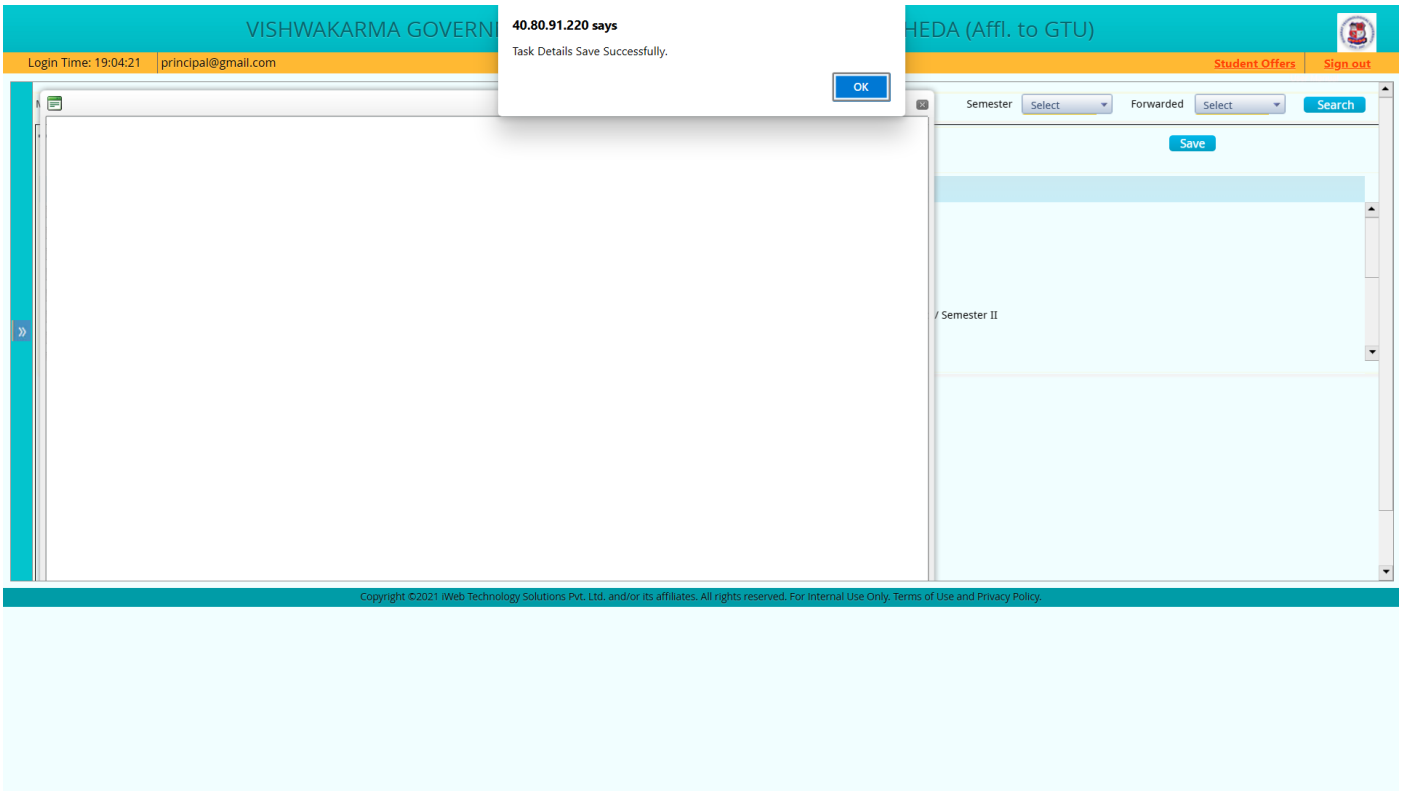


While rejecting the request common remarks are mandatory.

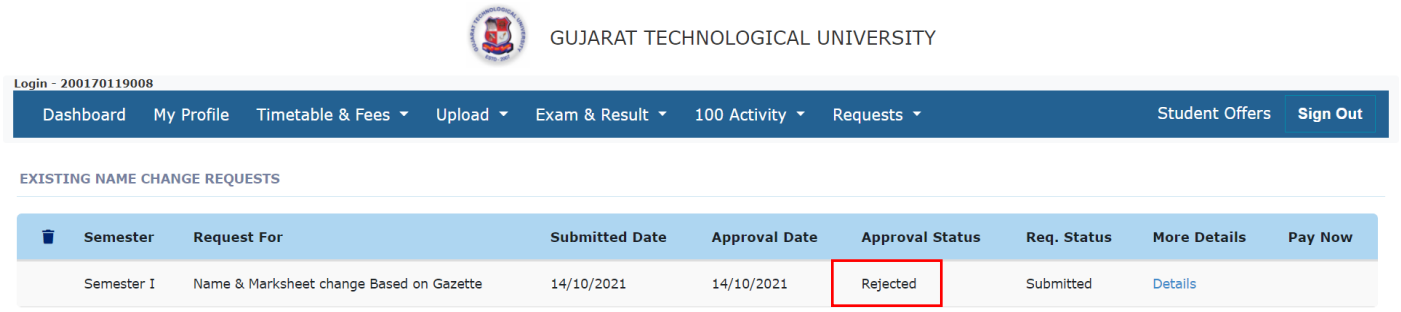
After entering common remarks click on Reject button.



After clicking on reject **Task Details Saved Successfully** message will be displayed.

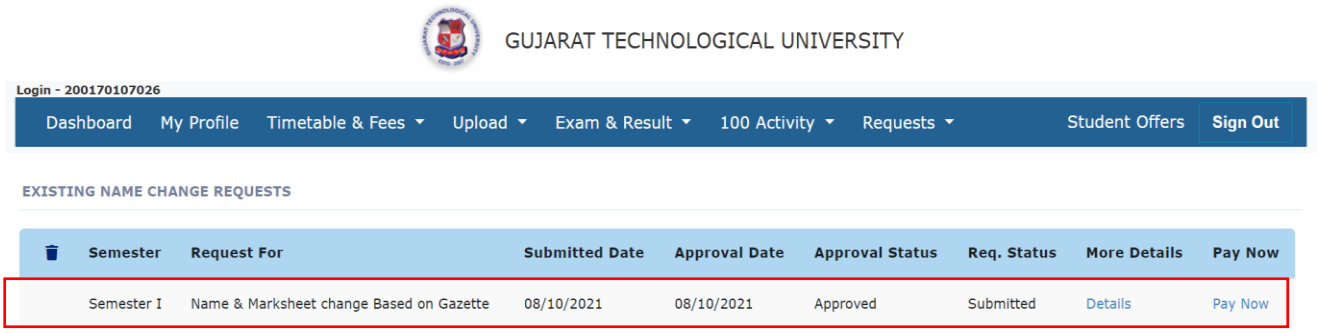


After rejecting it, the Approval status will be seen as **Rejected** in Student portal.



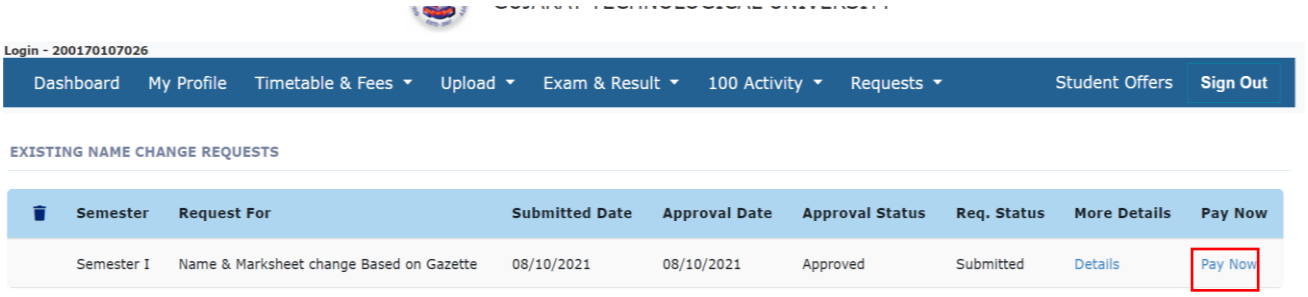
AFTER APPROVAL FROM UNIVERSITY

Step-1: Name correction/Name correction in marksheet Status will change from Pending to Approve/Reject

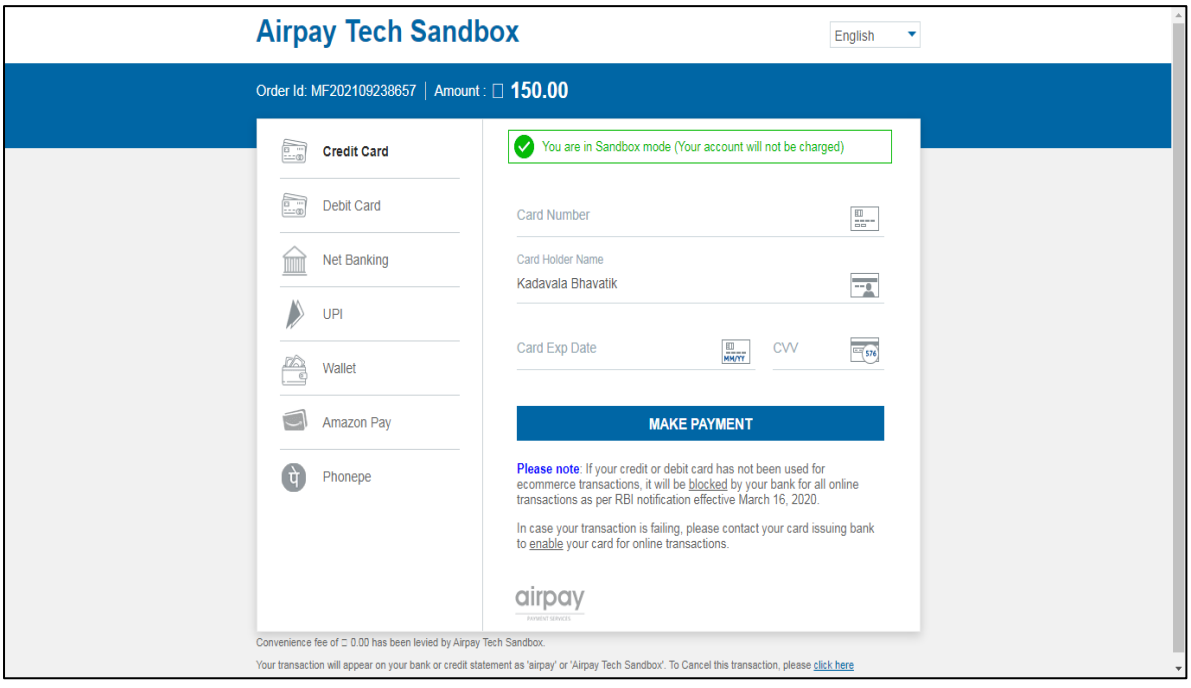


Step-2: If name correction in marksheet request is approved then student has to pay the required fee for name correction in marksheet(s) within 30 days.

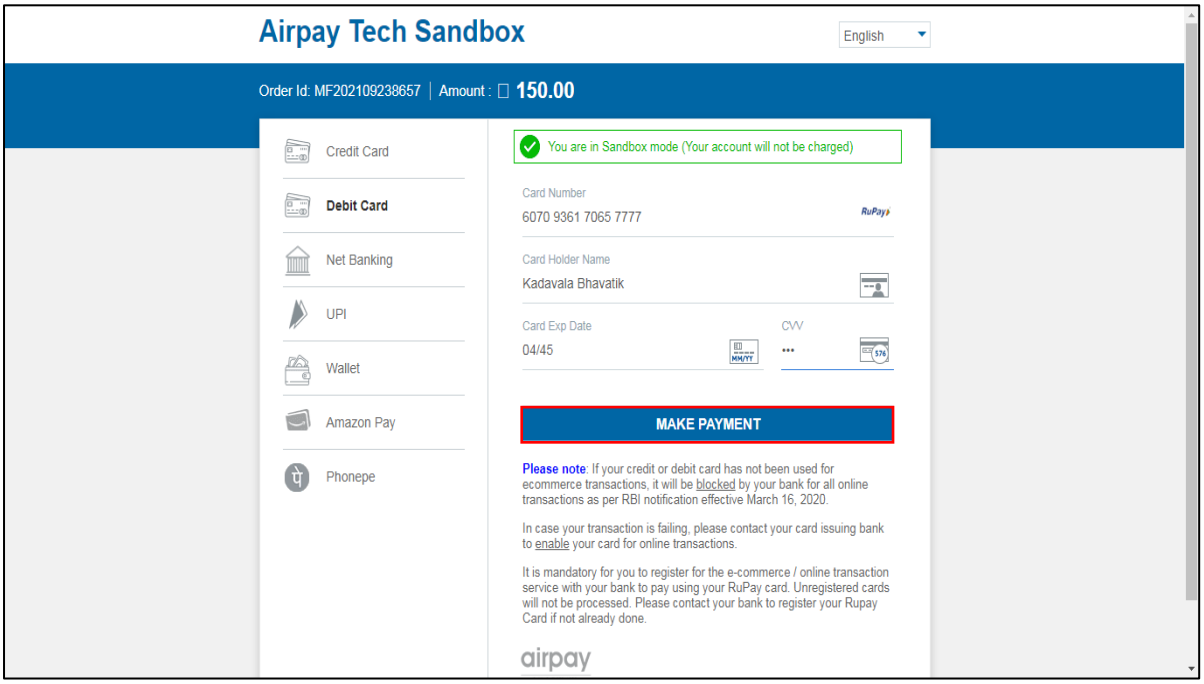
Step-3 Click on Pay now Button to pay the fees.



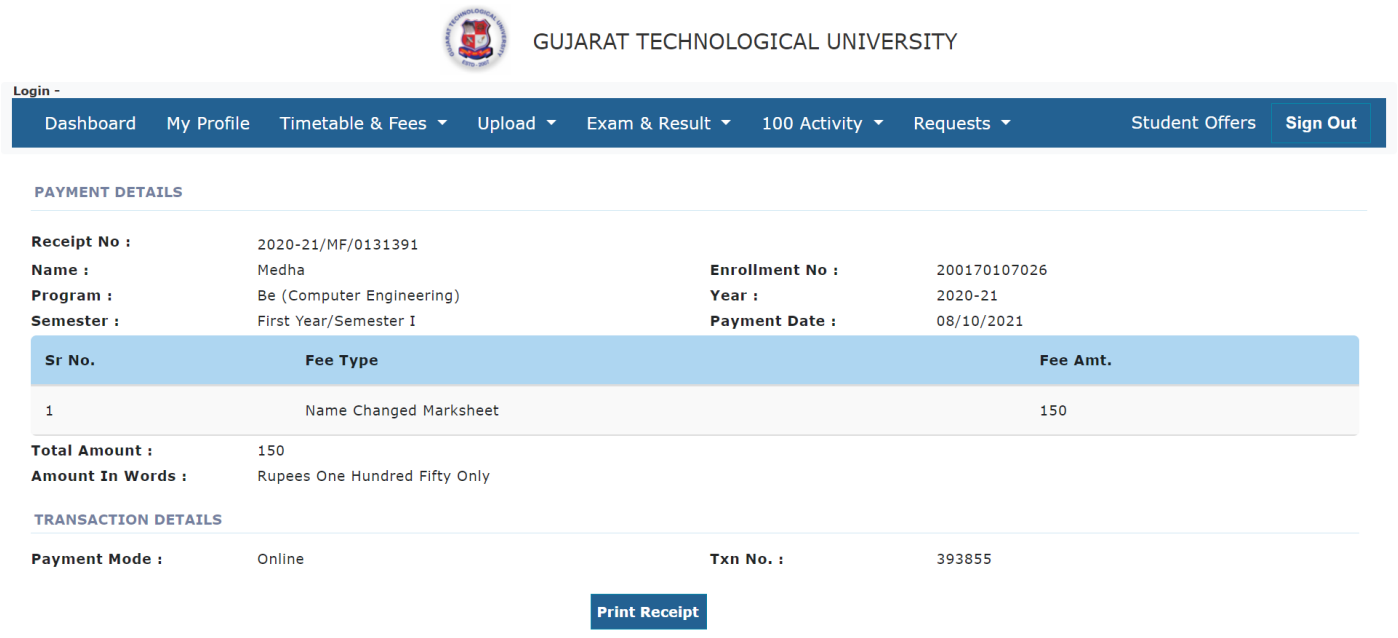
Step-4: Click on the Pay Now Button after that the below screen will be displayed:



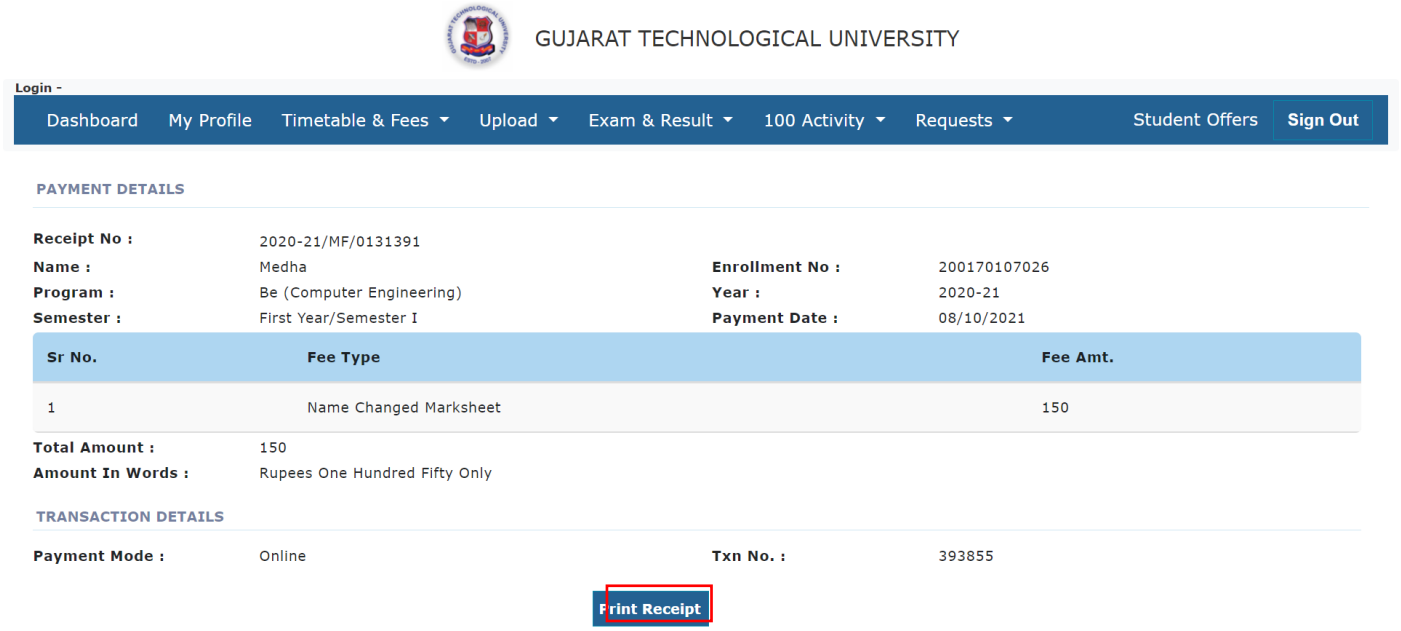
Step-5: Fill your required details correctly and then click on **Payment Button:**



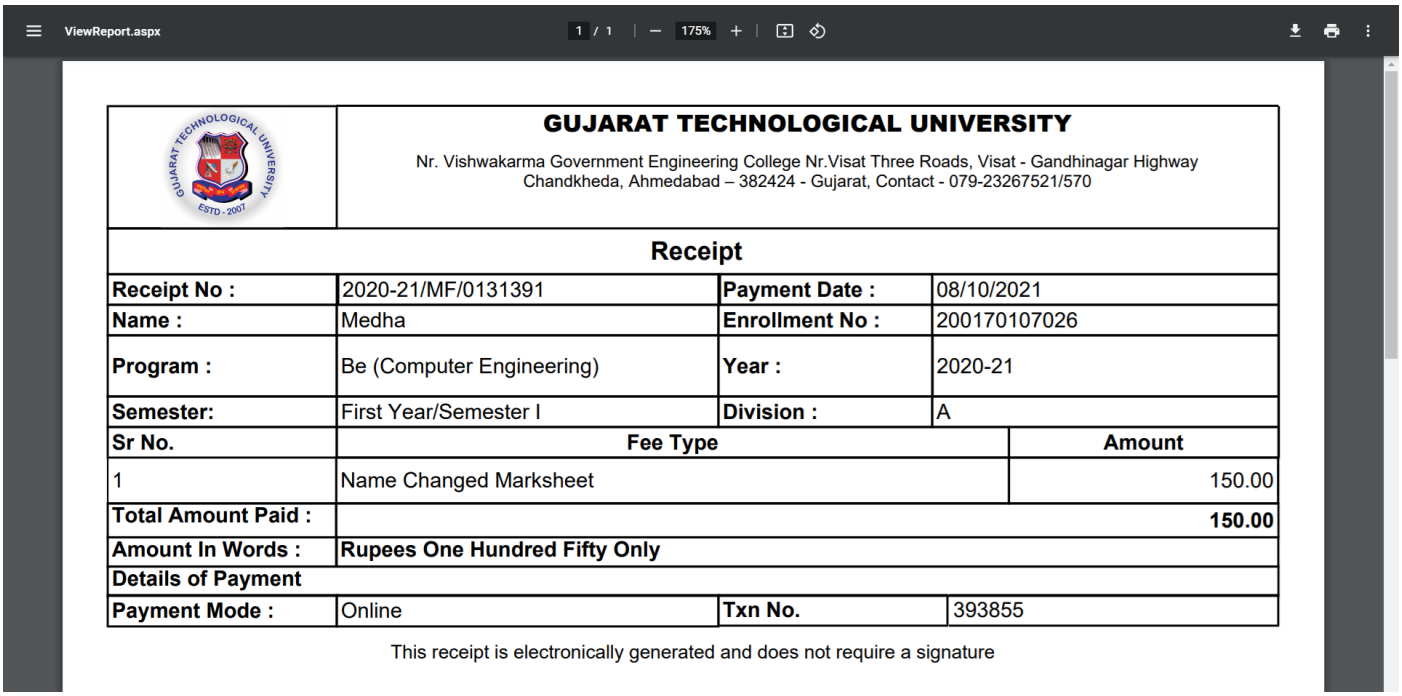
Step-6: After Successfully payment, below screen will be displayed:



Step-7: To Print receipt, click on **Print Receipt Button**:



Step-8: After clicking on the Print Receipt Button, the below screen will be displayed:



*******End of Manual*******