

Gujarat Technological University

No: GTU/Sub Teacher/

10 / 8 /2010

All the B.E.(incl: P.D.D.C.)/ B.Pharm /M.Pharm /MBA/MCA/ M.E./ Diploma- Engg. (including Hotel Management & Fire Technology)& Pharmacy Colleges principals are requested to submit the Subject Teacher's data (**Only For GTU Exam purpose**) with following guidelines .

- (1) Please Refer , Subject Teacher 's Format (Excel) , and sample with data.
- (2) Font & Size- Arial/Calibri & 11, Paper Size – A4, Orientation – Landscape
- (3) Use strictly GTU Subject CODE & Subject FULL NAME & Verify both precisely.
- (4) Recent requirement is for 1st , IIIrd and Vth semester only.
- (5) Data should be Submitted, **Semester wise with** ascending subject codes.
- (6) Data should be submitted without,(i)Empty row (i) merging of cell (ii) wrap text (iii) line break i.e use single line.
- (7) Don't Include Subjects having no theory exams.
- (8) Teacher's Name as, Surname-Name- Father's Name (short), (e.g. **Patel Suresh R.**)
- (9) For various subjects the Teacher's Name and details must be uniform & in same pattern.
- (10) For a subject the Teacher's name should be written **only once** for each semester.
- (11) Teaching Experience as on 31/7/ 2010, in years as Numeric data.(e.g.6, 8, 0.5 etc.)
- (12) Utilise the Numeric Value for qualification. e.g. for P.hd, Master Degree, Bachelor Degree, and Other, as 1,2,3,4, respectively.
- (13) For Regular/ Adhoc (Mode of appointment) faculty , mention R, A, respectively.
- (14) Don't provide space and – between Mobile no.
- (15) Submit the Data Institute Code wise, Separately e.g. Branch wise (e.g. Separate work book for Degree Engg. /M.E. --- & Common worksheet for all Discipline i.e. Civil, Mechanical, Electrical etc.(Data will occupy maximum 2 to 3 pages per semester probably)
- (16) Data of all the Departments and Teachers of the Institute is to be submitted after **precise verification**. (Don't send Separate departmentwise data)
- (17) Do not include the Teacher's Name, who are on deputation for higher study, Medical treatment or long leaves, etc.
- (18) For submission of other additional essential data and information use Remarks column.(e.g. Pursuing P.hd/, Industrial Experience/Field Experience, additional E-Mail ID, etc)
- (19) For any modification in the submitted list, Inform GTU at the earliest (by Fax) i.e. at least one month before the start of Examination. (e.g. Transfer, Left, Resignation, other, etc.)
- (20) For any addition /alteration in subject teacher , provide information for **change** in data only with same format.
- (21) Principal can include the names of Government Institute retired Teachers (Examiners) with their consent for general/Humanity department subjects.
- (22) When ever Teacher resigns from an institute, a copy of it duly approved by institute is mandatory to be send to university immediately. If it is not followed then no change in examiner ship will be allowed under any circumstances or strict action will be taken against institute for non obeying University's instructions.
- (23) The above details should be submitted in HARD COPY (Duly Signed & Certified by Authority) as well as in CD (M.S. Office- Excel Version 2003), with Institute Code, before **30/8/2010**
- (24) Please mention your **Institute Code** during any future correspondence with GTU.

You are welcome for any clarification.