



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

GTU/Staff Details/2015/1032

Date : 31/01/2015

## Instructions for Online Submission of Faculty Details

- ✓ **It is compulsory for all the faculties of GTU to add their details subject wise. If faculty details of all the faculties (including Regular, Ad-hoc, Contractual, Visiting) are not added GTU will consider it as a faculty deficiency of respective institute. It will be the sole responsibility of Head of Department and Institute Head to see that all the regular, ad-hoc, contractual, visiting faculties details are invariably filled.**
- ✓ All the affiliate college institute heads should inform all concern faculties to update their profile on following link: <http://gtuexams.in>
- ✓ It is compulsory for all regular, ad-hoc, contractual, visiting faculties to create (if they don't have it) /check and update (If they already have it) their profile and are informed to **add subjects allotted to them in the current semester. Faculty have to add all the subjects in which they have experience even the subject are not allotted to them in current semester.**
- ✓ All the faculties are also informed to add or edit the subjects in which they have teaching experience as per GTU teaching scheme and syllabus.
- ✓ If the faculty is approved by GTU they should invariably mention their outward number and date in online entry.
- ✓ All faculties are informed to **fill the correct factual information.**
- ✓ If any faculty is transferred or joined any other institute affiliated to GTU then they should deactivate their profile from the old institute and update the same in their new institute.
- ✓ If the faculty has resigned or left the institute then faculty profile should be deactivated. To inactive the profiles refer help menu in online staff application.

- ✓ All **HOD should verify and authenticate** information filled (subject offered, experience etc.) by all their concern faculties in online module.
  - ✓ All SFI institutes have to upload faculty endorsement letter and all Govt. institutes have to upload appointment order issued to each teaching staff by concerned authority.
  - ✓ If there is any query regarding above you can mail it to [staff\\_query@gtu.edu.in](mailto:staff_query@gtu.edu.in).
- 
- ❖ **Once the institute fill/update the teaching staff data as per the above instruction, then there is no need to fill the teaching staff detail again in affiliation 2015-16 form. Institute has retrieve the same data via click on “Import from GTU admin panel”.**
  - ❖ **Last date to fill and validate online Faculty information is 16/02/2015. All the faculties/Head of Department are informed to follow above instructions carefully and adhere to it. More instructions along with the screenshot are herewith attached with this circular.**

**I/c Registrar**

**Update the PAN Number for the faculties, whose ID proof is other than PAN Details, Now and onwards PAN Number is mandatory for all.**

a. Steps:

- i. Go to : <http://gtuexams.in/>
- ii. Login with your own credentials provided by GTU for the admin panel access.
- iii. Go to Staffs -> Add PAN Details :

**Gujarat Technological University**  
Ahmedabad

Welcome bec002owner@gtu.edu.in [002]  
[Visit site](#) | [Logout](#) ✖

Please use Firefox/Chrome/IE7+ as a web-browse for better performance.

[Admin Home](#) | [Re-Check\Assess](#) | [Exam Form](#) | [Enrollment](#) | [Other](#) | [Staff](#)

Dashboard of "AHMEDABAD INSTITUTE OF TECHNOLOGY, GOTA, AHMEDABAD"

**Note:** Exam form gunning schema has been changed from winter 2012 examination. GTU is sending three .pdf file for the same branch,  
1. External (Regular + Remedial)  
2. Mid (Remedial)  
3. Viva (Remedial)  
4. Less50 (For BPH/MPH)

Institute have to gun each exam form separately for respected exams displaying on Exam Form Gunning Page.

**Use Only Computer Generated Challan.**

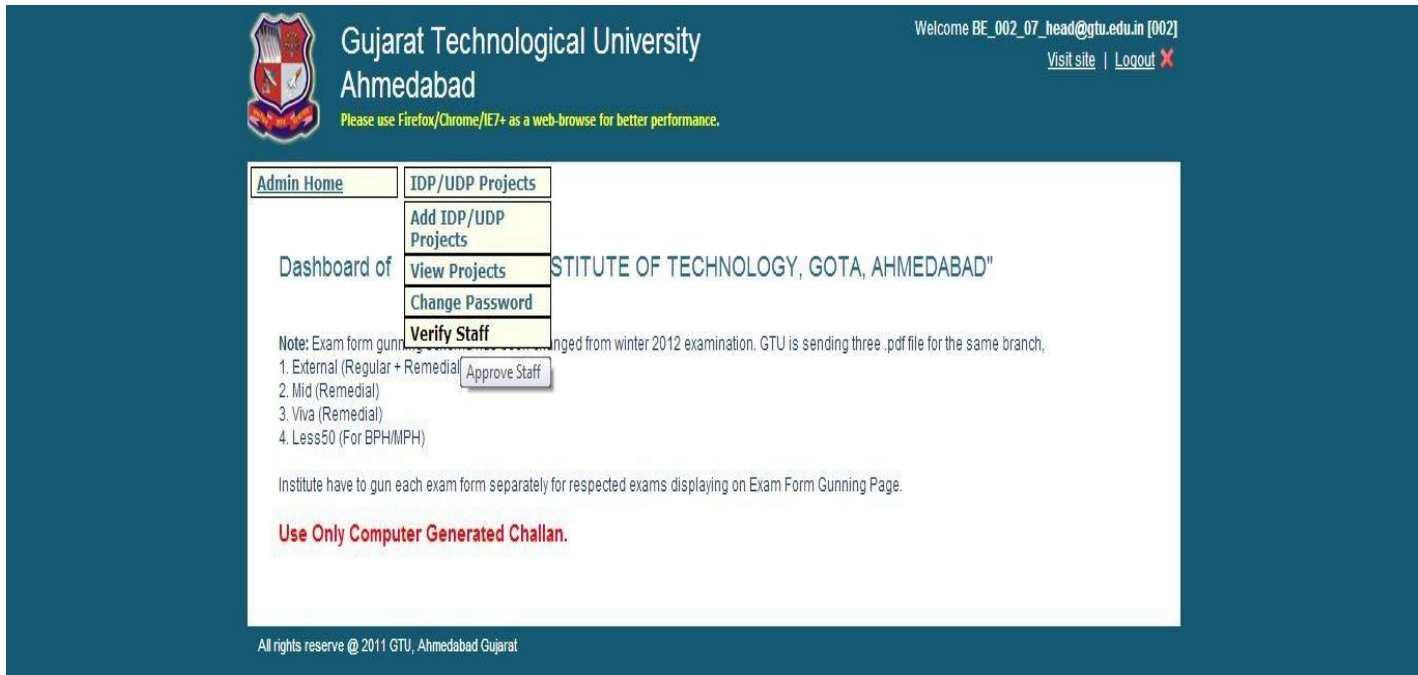
All rights reserve @ 2011 GTU, Ahmedabad Gujarat

- iv. You will find only those staff list whose PAN Details are not updated yet.
- v. Enter PAN details for each and every staff. vi. And Click "Save" button, given at the end of Page.

Staff Code	Name	PAN NO
1688	Mr. Shah Saamil Ashokkumar	<input type="text" value="ASRPJ0684Q"/>
1737	Mr. Raval Ronak Yogeshkumar	<input type="text"/>
3313	Mr. Patel Chintan Ashokbhai	<input type="text"/>
4299	Mr. Zala Anilsinh Vinusinh	<input type="text"/>
4336	Ms. Kaul Deepali Prannath	<input type="text"/>
7217	Mr. JADAV KETANKUMAR RAMJIBHAI	<input type="text"/>
7236	Ms. SHAH MANSI JAGDISHBHAI	<input type="text"/>
7255	Mr. SINGH RADHE SHYAM	<input type="text"/>
7404	Ms. RAVAL RITISHA MANUBHAI	<input type="text"/>
7425	Ms. PANCHAL NEELAM N	<input type="text"/>
7447	Mr. PATEL URVESHKUMAR AHVINBHAI	<input type="text"/>
7459	Ms. MANDALIYA NIRALI DEEPAKBHAI	<input type="text"/>
7477	Ms. RATHOD SONIKA KISHANBHAI	<input type="text"/>
7488	Ms. PATEL CHAITALI RAKESH	<input type="text"/>
21632	Mr. Shah Jainik Gopalkumar	<input type="text" value="AYIPM6307L"/>
22366	Mr. AA AAA AAAA	<input type="text" value="ASAPP2525K"/>
22367	Dr. aa 1231 23	<input type="text" value="ASRPJ0684Q"/>
22368	Mr. 121 1231 321	<input type="text" value="ATJPM4289P"/>

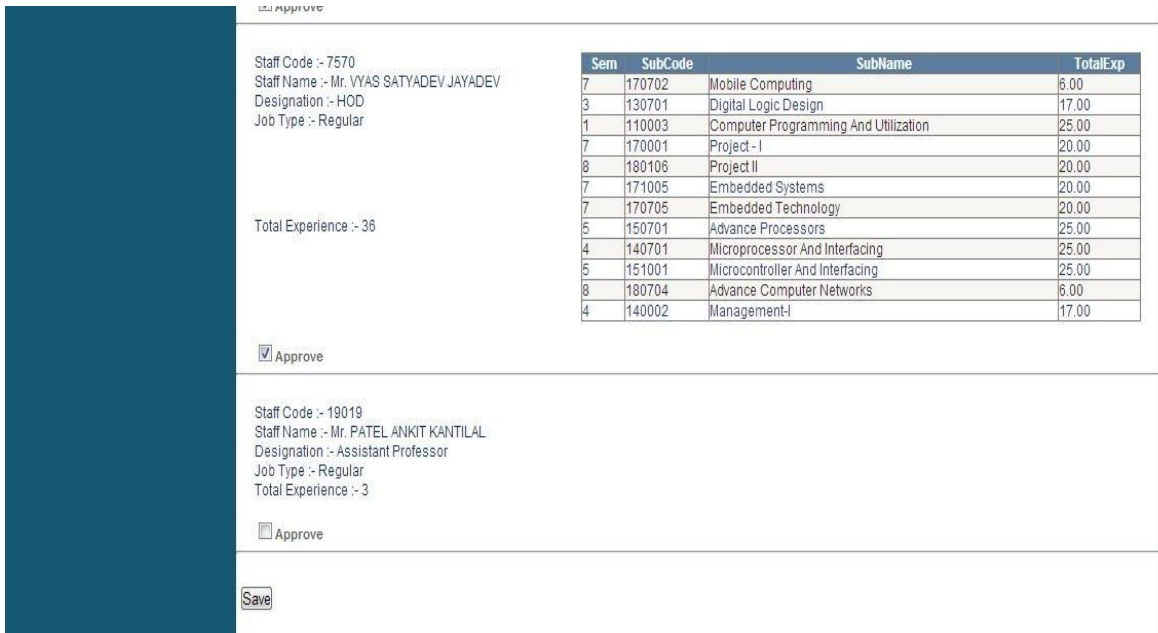
**Approve Staff:**

- a. Login With the Head Credentials in the admin Panel :
- b. Go to -> Verify Staff.



The screenshot shows the Gujarat Technological University Admin Panel. At the top left is the university logo and name. At the top right, it says "Welcome BE\_002\_07\_head@gtu.edu.in [002]" and has links for "Visit site" and "Logout". Below the header is a navigation menu with "Admin Home" and "IDP/UDP Projects". The "IDP/UDP Projects" menu is expanded, showing options: "Add IDP/UDP Projects", "View Projects", "Change Password", and "Verify Staff". The "Verify Staff" option is highlighted. Below the menu, there is a "Dashboard of" section with the text "STITUTE OF TECHNOLOGY, GOTA, AHMEDABAD". A note mentions exam forms for winter 2012 and lists four types: 1. External (Regular + Remedial), 2. Mid (Remedial), 3. Viva (Remedial), and 4. Less50 (For BPHMPH). There is a "Approve Staff" button. A red text instruction says "Use Only Computer Generated Challan." At the bottom, it says "All rights reserve @ 2011 GTU, Ahmedabad Gujarat".

- c. Check Staff Details like name, designation, experience, subject details.
- d. Tick Approve below the staff details, And click "save" button at the end of page:



The screenshot shows the "Approve Staff" page. It displays details for two staff members. The first staff member has a Staff Code of 7570, Name Mr. VYAS SATYADEV JAYADEV, Designation HOD, and Job Type Regular. A table lists their subjects and total experience of 36. The second staff member has a Staff Code of 19019, Name Mr. PATEL ANKIT KANTILAL, Designation Assistant Professor, and Job Type Regular, with a total experience of 3. Both have an "Approve" checkbox. A "Save" button is at the bottom.

Sem	SubCode	SubName	TotalExp
7	170702	Mobile Computing	6.00
3	130701	Digital Logic Design	17.00
1	110003	Computer Programming And Utilization	25.00
7	170001	Project -I	20.00
8	180106	Project II	20.00
7	171005	Embedded Systems	20.00
7	170705	Embedded Technology	20.00
5	150701	Advance Processors	25.00
4	140701	Microprocessor And Interfacing	25.00
5	151001	Microcontroller And Interfacing	25.00
8	180704	Advance Computer Networks	6.00
4	140002	Management-I	17.00

**To check staff Exists :**

- a. Login with your owner credentials ,
- b. Go to : Staff -> View / Modify :

Check Staff Details

Search By Any of following option:

Staff Code :-  Name :-

Designation :-  Department :-

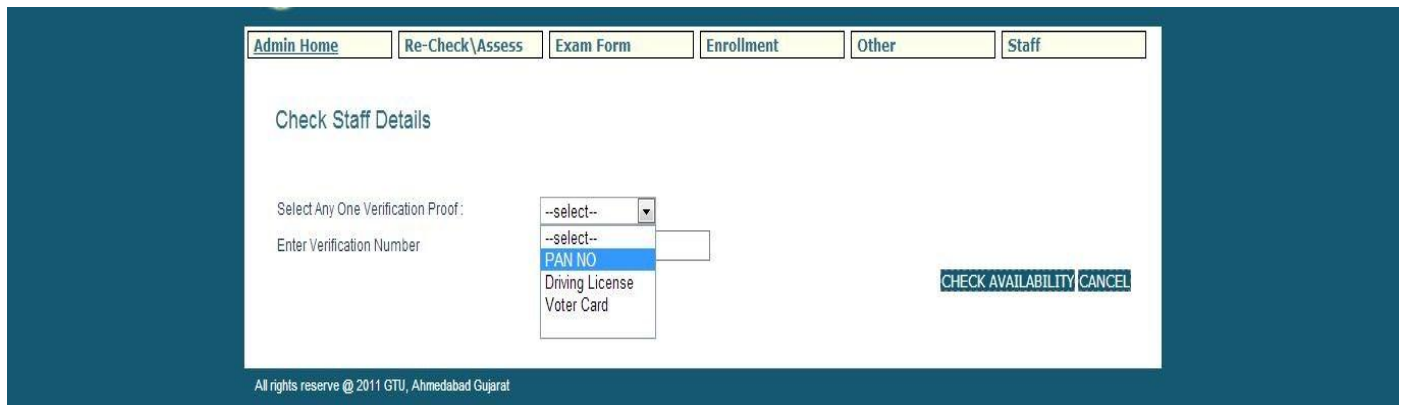
Qualification :-  Subject :-

Staff Code	Name	Designation	Department	Qualification	Total Exp	EDIT
1688	Shah Saumil Ashokkumar	Lecturer	Mechanical Engineering	Master	2	<input type="button" value="Edit"/>
1709	Shukla Himanshu Dinkerrai	professor	Civil Enginnering	Master	45	<input type="button" value="Edit"/>
1713	Prajapati Saileshkumar Babulal	Lecturer	Mechanical Engineering	Bachelor	2.3	<input type="button" value="Edit"/>
1737	Raval Ronak Yogeshkumar	Lecturer	Mechanical Engineering	Bachelor	2	<input type="button" value="Edit"/>
1780	Joshi Hiralal Narsinhbhai	professor	Mechanical Engineering	Bachelor	39	<input type="button" value="Edit"/>
3277	Halvadia Pravinkant Gandalal	Assistant Professor	Mechanical Engineering	Bachelor	37.14	<input type="button" value="Edit"/>
3313	Patel Chintan Ashokbhai	Lecturer	Mechanical Engineering	Bachelor	4.13	<input type="button" value="Edit"/>

- c. You will find the list of staff of your institute.
  - i. You can search by Staff code/ Name/designation / department / qualification / subject.
  - ii. To download details, click "export to excel" button.

**Add New Staff:**

- b. Staff-> Check /Add Staff :



- c. Select PAN NO, add pan details and click check availability.
  - i. You will find details if already added / you can add new from here, Enter correct details and Click Save at the end of page.

### Add Staff Details

Name : *	Mr. ▾	CHARANIA	ASHOK	RAHEMATULLABHAI
Address 1 : *	Ahmedabad Institute of Technology			
Address 2 :	Prof and HOD, EC Dept. Gota Ognaj Road			
Address 3 :	Ahmedabad			
Pin Code : *	380060			
Phone (O) :	0	Phone (H) :	2692274766	
Mobile : *	9687026469			
Email : *	ashok.charania@gmail.com			
Birth Date : *	1950-09-22		(ie. 2012-02-15)	
Photo :	Choose File	No file chosen		
Id Proof Code :	ABTPC0522H	PAN		
Upload ID proof :	Choose File	No file chosen		
Qualification : *	Master ▾			
Teaching Experience Year :	1	Months :	8	
Other Experience : Year :	37	Months :	9	
			R & D(SAC-ISRO)	
Other Experience : Year :	37	Months :	9	
			R & D(SAC-ISRO)	
Total Experience	SFI			
Institute Type	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Endorsed by GTU	GTU Endorsement Number			
	asd/asd/asd			
GTU Endorsement Letter	Choose File	No file chosen		
Joining Date : *	2015-01-15		(ie. 2012-02-15)	
Department : *	11 - ELECTRONICS & COMMUNICATION ENGINEERING ▾			
Designation : *	HOD ▾	Job Type :	Regular ▾	
Are you GTU Co-ordinator ?	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Institute Status	Active ▾			
Institute Code	002	Institute Type	BE	
Institute Name	AHMEDABAD INSTITUTE OF TECHNOLOGY, GOTA, AHMEDABAD			
Bank Name				
Branch Code				
Branch Name				
Ad Type		Account No		
IFSC Code		PAY SCALE		

SAVE CANCEL

d. After save note down your staff code, And Click on add subject details.



Admin Home | Re-Check\Assess | Exam Form | Enrollment | Other | Staff

### Check Staff Details

Welcome : Ms. Jain Rajvi rakeshkumar  
Staff Details Saved ...Your Staff Code is : 21651

**ADD SUBJECT DETAILS** **CANCEL**

- e. Add subject details: select semester, subject code, year, month details, select currently teaching and click on add.
- f. To Edit previous details click edit under action heading.

Add New Record

Staff Code : 7217  
Staff Name : Mr. JADAV KETANKUMAR RAMJIBHAI

Sem - 1 | Subject Code - 110002

Subject Name - | Year - --select-- | Month - 0

Currently Teaching

**ADD**

Code	Sem	Subject Code	Subject Name	Year	Month	Currently Teaching	Action
97951	3	130901	Circuits And Networks	0	6	<input type="checkbox"/>	
97952	3	130701	Digital Logic Design	0	6	<input type="checkbox"/>	
97953	3	131102	Simulation And Design Tools	0	6	<input type="checkbox"/>	
97954	7	171003	Digital Signal Processing	0	6	<input type="checkbox"/>	
97955	8	181102	Fundamentals Of Image Processing	0	6	<input type="checkbox"/>	
62823	5	151003	Integrated Circuits And Applications	1	6	<input type="checkbox"/>	
62824	5	151001	Microcontroller And Interfacing	0	6	<input type="checkbox"/>	
62825	5	150701	Advance Processors	0	6	<input type="checkbox"/>	
62826	6	161005	Optical Communication	1	0	<input type="checkbox"/>	

**ADD PAPER DETAILS** **DONE**

- g. Click Add Paper Details after adding subject details.
- h. Add Paper details and click on add.

5. Check All details :

a. Go to View/Modify Staff :

The screenshot shows a web application interface for managing staff. At the top, there are navigation tabs: Admin Home, Re-Check\Assess, Exam Form, Enrollment, Other, and Staff. The main section is titled "Check Staff Details" and contains a search form with fields for Staff Code (7217), Name, Designation, Department, Qualification (All), and Subject. There are "Search" and "Export to Excel" buttons. Below the search form is a table with columns: Staff Code, Name, Designation, Department, Qualification, Total Exp, and EDIT. The table contains one entry for staff code 7217, name JADAV KETANKUMAR RAMJIBHAI, designation Lecturer, department Electronics & Communication Engineering, qualification Bachelor, and total experience 2.2. An "Edit" button is visible next to the entry.

The detailed view of the staff member, Mr. JADAV KETANKUMAR RAMJIBHAI, is shown below. It includes a table with personal and professional details:

Address	A/32/380,HARIOM APPT. NAVAVADAJ AHMEDABAD 380013					
Contact No	9825720023, 7927645530, 2717241132					
Email	keta08_ec@yahoo.com					
Qualification	Bachelor					
Total Experience	2.2					
Birth Date	24 Jan 1987					
Bank Details	,, ,					
Account details	,					
Designation	Lecturer					
Department	Electronics & Communication Engineering					
GTU Co-ordinator	YES					
Job Type	Regular					
Endorsed	NO					
Subjects	Count : 9					
	Sem	SubCode	SubName	Exp. in Year	Exp. in Month	Year
	3	130901	Circuits And Networks	0	6	
	3	130701	Digital Logic Design	0	6	
	3	131102	Simulation And Design Tools	0	6	
	7	171003	Digital Signal Processing	0	6	
	8	181102	Fundamentals Of Image Processing	0	6	
	5	151003	Integrated Circuits And Applications	1	6	
	5	151001	Microcontroller And Interfacing	0	6	
	5	150701	Advance Processors	0	6	
	6	161005	Optical Communication	1	0	
Paper Published						

A "Close" button is located at the bottom of the detailed view.

i. Click on View Icon under Edit heading.