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.

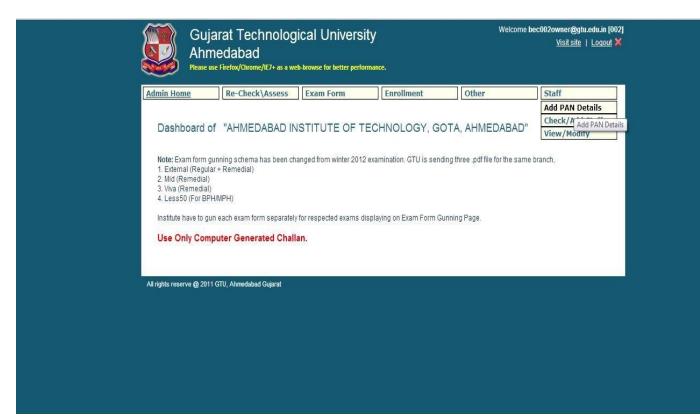✓ If the faculty has resigned or left the institute then faculty profile should be deactivated. To inactive the profiles refer help menu in online staff application.

- ✓ 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.

- ❖ **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 owner credentials provided by GTU for the admin panel access. iii. Go to Staffs -> Add PAN Details :
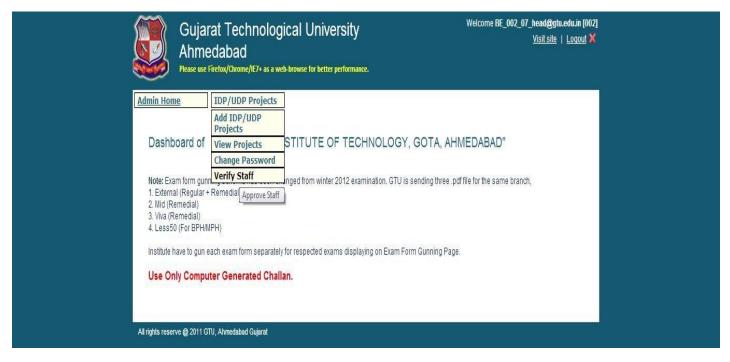

iv.   You will find only those staff list whose PAN Details are not updated yet.

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 Saumil Ashokkumar	ASRPJ0684Q
1737	Mr. Raval Ronak Yogeshkumar	
3313	Mr. Patel Chintan Ashokbhai	
4299	Mr. Zala Anilsinh Vinusinh	
4336	Ms. Kaul Deepali Prannath	
7217	Mr. JADAV KETANKUMAR RAMJIBHAI	
7236	Ms. SHAH MANSI JAGDISHBHAI	
7255	Mr. SINGH RADHE SHYAM	
7404	Ms. RAVAL RITISHA MANUBHAI	
7425	Ms. PANCHAL NEELAM N	
7447	Mr. PATEL URVESHKUMAR AHVINBHAI	
7459	Ms. MANDALIYA NIRALI DEEPAKBHAI	
7477	Ms. RATHOD SONIKA KISHANBHAI	
7488	Ms. PATEL CHAITALI RAKESH	
21632	Mr. Shah Jainik Gopalkumar	AYIPM6307L
22366	Mr. AA AAA AAAA	ASAPP2525K
22367	Dr. aa 1231 23	ASRPJ0684Q
22368	Mr. 121 1231 321	ATJPM4289P

Save All

Approve Staff:

    a.   Login With the Head Credentials in the admin Panel :

    b.   Go to -> Verify Staff.

    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:

To check staff Exists :

    a. Login with your owner credentials ,

    b. Go to : Staff -> View / Modify :

    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 :

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

Check Staff Details

Select Any One Verification Proof :   --select--

Enter Verification Number

--select--
PAN NO
Driving License
Voter Card

CHECK AVAILABILITY CANCEL

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

	Surname	FirstName	LastName
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	
Institute Type	SFI
Endorsed by GTU	○ Yes ◉ No OutwordNo
	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 ?	○ Yes ◉ No
Institute Status	Active ▼
Institute Code	002 Institute Type BE
Institute Name	AHMEDABAD INSTITUTE OF TECHNOLOGY, GOTA, AHMEDABAD
Bank Name	
Branch Code	
Branch Name	
Act 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
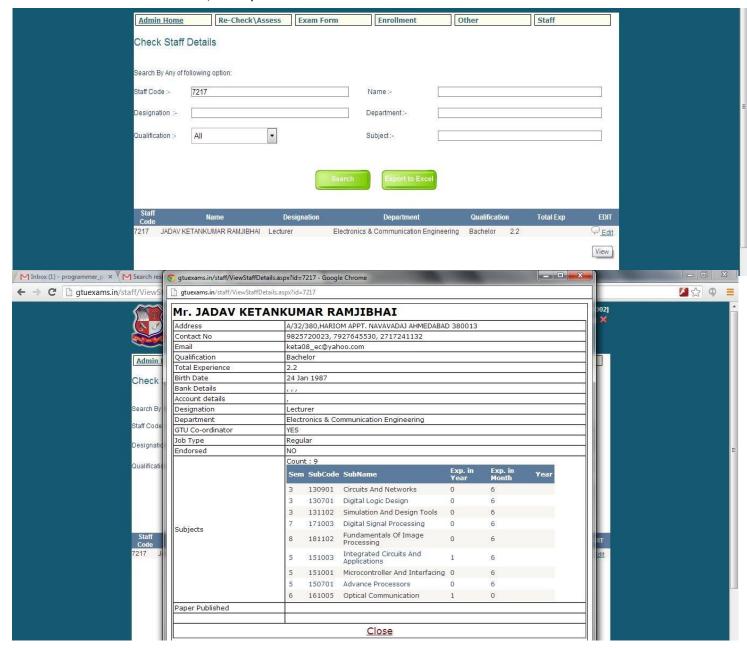Staff Details Saved ....,Your Staff Code is : 21651

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 Name -
Year - --select--
✓ Currently Teaching

Subject Code - 110002
Month - 0

ADD

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

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 :

   i. Click on View Icon under Edit heading.