Outward No : GTU/HOD Registration/4204   Date : 19 Apr 2012

Note: All User id & password is used for example purpose.

Gmail username and password for the HOD only

➢ The GTU has announce to allot Gmail account to all the head of the department of all courses.
➢ Please refer **7th march** email **"Registration of HOD (BE_001_01_head@gtu.edu.in) of Every Institutes for Online subject detail Application."** Sent on your institute owner Gmail account.
➢ In Email, Gtu user name and password for new Gmail account of **all your HOD** of your **institutes**
➢ This email account will be used for the communication between the respective HOD and GTU

Naming convenience for the Gmail user accounts

Gmail Account Type	User name pattern
Institute Gmail Account	bec001**owner**@gtu.edu.in
HOD's Gmail Account	be_001_**01**_head@gtu.edu.in, be_001_**06**_head@gtu.edu.in etc

HOD Gmail Account naming convenience

E.g. be_001_01_head@gtu.edu.in

1. **"be"** defined institutes types
2. **"001"** defined institute code
3. **"01_head"** defined department code, e. g. **01** for the **"Aeronautical Engineering"**, **02** for "**Automobile Engineering**" etc
4. **"@gtu.edu.in"** defined **GTU web mail postfix**

Staff Application

Purpose

➢ The GTU has announced to give access to all the HOD's of the institutes affiliated GTU.
➢ HOD can **verify/approve** staff detail of his/her department.
➢ HOD has responsibility to verify or approve their staff details.
➢ The GTU shall only consider faculty approved by HOD for exam purpose.
➢ The GTU has all the track of activity of HOD or Institutes

How to active HOD account in staff application

1. Go to http://210.212.155.249:8080/ubridge/regHOD.do for the registration of your HOD
2. For the registration, you need to give username and password as given below..
   a. Username: HOD Gmail Account user name **(E.g. DE_664_06_head@gtu.edu.in)**
   b. Password: HOD Gmail Account password **(E.g. qVoob0IT2f31)**

3. Click on "Submit" button.

4. After successful registration with staff application you will be find below message on screen

"New Password has been sent on HOD email id (**DE_664_06_head@gtu.edu.in**), Now you have to use new password & Username **DE_664_06_head@gtu.edu.in**) in online staff application to approve your staffs."

5. HOD needs **to check his / her Gmail account**, where he / She can find **new password** for the staff application

Now open the mail (**Registration of HOD**) .

If for Example : **06- civil branch** HOD's profile is **not Exist** in Online staffs application then You can see the text inside the above mail.

You are not Succesfully Registered due to your profile is not Exist in System.

For Complete your Registration process,Fill up your Profile with the below New Login info.

Link: http://210.212.155.249:8080/ubridge

Username : DE_664_06_head@gtu.edu.in

Password : 675P5Ro3

----

6. Go to http://210.212.155.249:8080/ubridge to access staff application with user name and new password

7. If HOD 's profile **is not exist** in the system,then He/She need to create their profile in the system.After save their profile **Approve staff** menu will be enabled.

After Successfully fill up the profile.**Approve staffs** menu enabled

If HOD's profile **exist** in system then he/she can directly go into the 8th step. Like below snap.

Note: After Clicking on Approve Checkbox , please click on **Save** button at below Side.

Approve: ☑

Staff Code : 4527	Staff Name : Ms. VYAS CHETNABEN MUKESHKUMAR

Designation :	Assistant Professor
Job Type :	Regular
Total Exp:	25.0

Sr.No.	SubCode	Subject Name	SubExp.
1	110004	ELEMENTS OF CIVIL ENGINEERING	4.0
2	110010	MECHANICS OF SOLIDS	4.0

Update Staffs profile/subjects Detail

Approve: ☑

Staff Code : 4544	Staff Name : Mr. YAGNIK DARSHAN MAHENDRAKUMAR

Designation :	Assistant Professor
Job Type :	Regular
Total Exp:	7.0

Sr.No.	SubCode	Subject Name	SubExp.
1	110004	ELEMENTS OF CIVIL ENGINEERING	4.0
2	110010	MECHANICS OF SOLIDS	4.0
3	140201	Mechanics Of Deformable Bodies	2.0

Update Staffs profile/subjects Detail

Approve: ☑

Staff Code : 8984	Staff Name : Mr. BHATT RAJIV BANKIMCHANDRA

Designation :	HOD
Job Type :	Regular
Total Exp:	23.0

Sr.No.	SubCode	Subject Name	SubExp.
1	110004	ELEMENTS OF CIVIL ENGINEERING	4.0
2	110010	MECHANICS OF SOLIDS	4.0

Update Staffs profile/subjects Detail

8. Now HOD can **approve / verified** all staffs of his / her department