GUJARAT TECHNOLOGICAL UNIVERSITY

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

Reminder for Online Submission of Faculty Details

With reference to circular No : GTU/Staff Details/2012/8215 date: 8th August 2012 all faculty of Bachelor of Engineering and Bachelor of Pharmacy program who have not updated their profile are informed to update their profile immediately. All the institute heads are requested to pursue this matter with their faculties and verify and authenticate information filled by their concern faculties in online module on or before 22/08/2012. This is last reminder and all the faculties and Head of Departments are informed to act accordingly.

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(Dr. G. P. Vadodaria)

I/C Controller of Examinations

No: GTU/Staff Details/2012/8215   Date: 8th August 2012

Instructions for Online Submission of Faculty Details

- ✓ All the affiliate college institute heads should inform all concern faculties to update their profile on following link: http://www.gtu.ac.in/admin.
- ✓ All faculties are informed to **fill the correct factual information**.
- ✓ All concern faculties should update their profile and are informed to **add subjects allotted to them in the current semester**.
- ✓ All concern faculties are also informed to add or edit the subjects in which they have teaching experience as per GTU teaching scheme and syllabus.
- ✓ If concern faculty is approved by GTU they should invariably mention their outward number and date of endorsement of letter received by GTU in online entry.
- ✓ It is mandatory for all faculties including adhoc and visiting to fill online staff information.
- ✓ If any faculty is transferred or has 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 **institute head should verify and authenticate** information filled (subject offered, experience etc.) by their concern faculties in online module.
- ✓ All institutes heads are requested to look out that above details **are updated and authenticated on or before 20th August 2012** invariably.
- ✓ If there is any query regarding above you can mail it to payal@gtu.edu.in

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(Dr. G. P. Vadodaria)
I/C Controller of Examinations