GUJARAT TECHNOLOGICAL UNIVERSITY

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

No: GTU/Staff Details/2013/   Date: 2nd August 2013

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, Adhoc, 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, adhoc, 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, adhoc, 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 faculty 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 faulty in online module.

- ✓ If there is any query regarding above you can mail it to staff_query@gtu.edu.in.

  Last date to fill and validate online Faculty information is 16th August 2013. 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

1. **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.
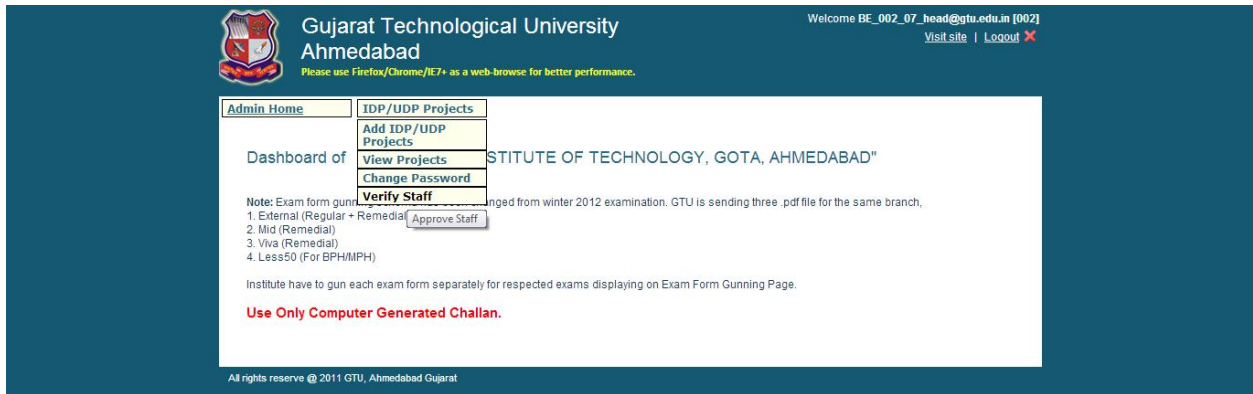   iii. Go to Staffs -> Add PAN Details :
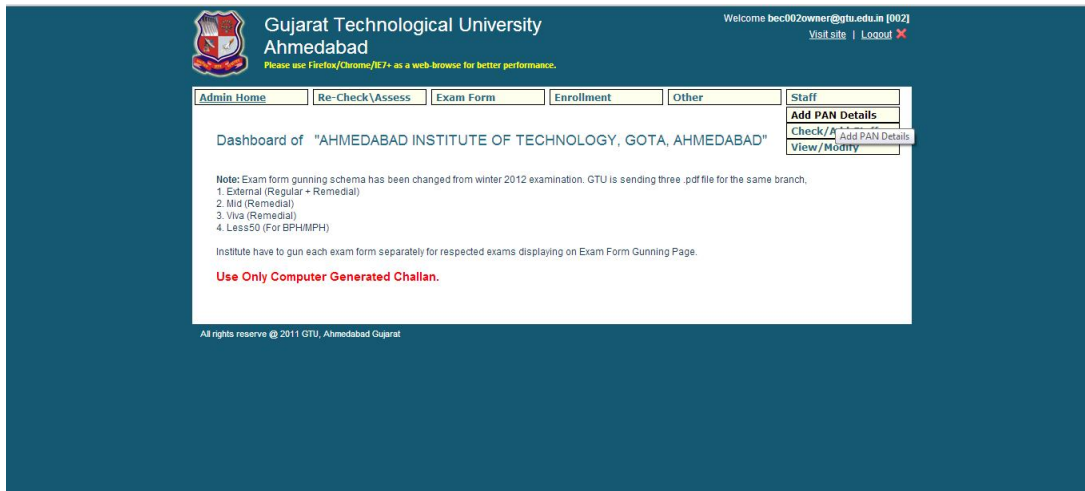
      iv. You will find only those staff list whose PAN Details are not updated yet.
      v. Enter PAN details for each and every staff.
      vi. And Click "Save" button, Given at the end of Page.

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
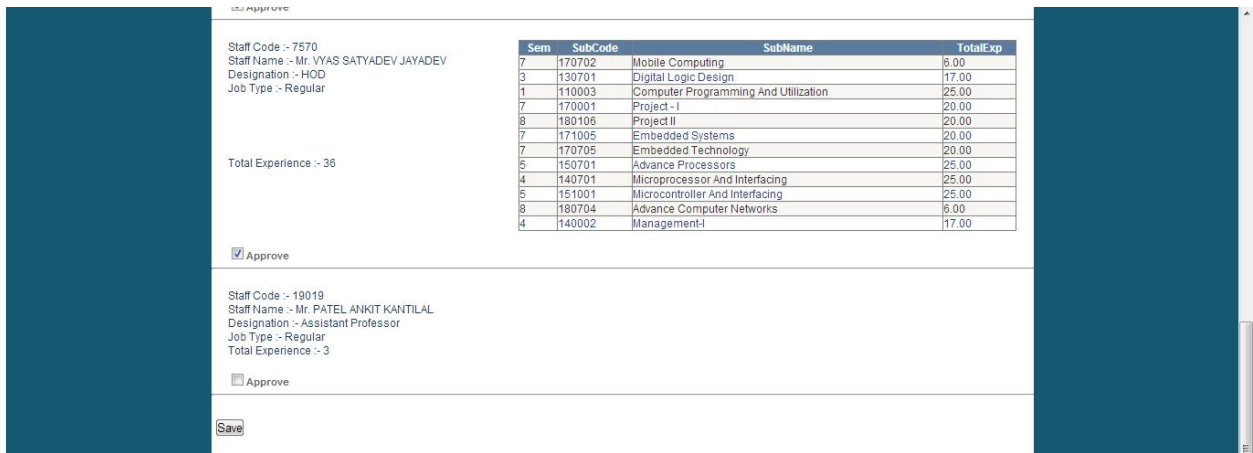
2. Approve Staff:

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:

3. 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.

4. Add New Staff:
   a. Staff-> Check /Add Staff :

   b. 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.

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

   d. Add subject details: select semester, subject code, year, month details, select currently teaching and click on add.
   e. 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	☐	🖉 🗑
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

f. Click Add Paper Details after adding subject details.

g. 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.