



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

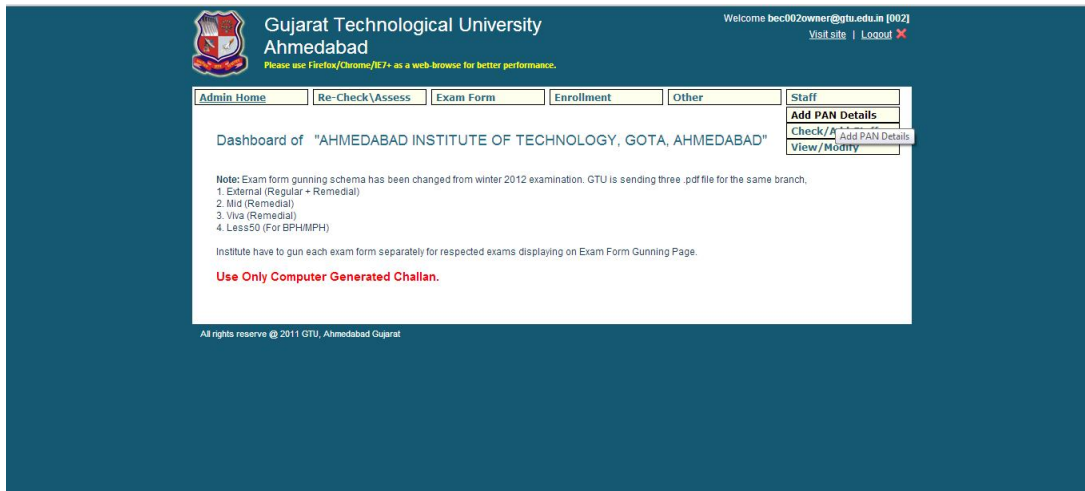
Last date to fill and validate online Faculty information is 16th August 2013. All the faculties/Head of Department are informed to follow above instructions carefully and adhere to it. More instructions along with the screenshot are herewith attached with this circular

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 :

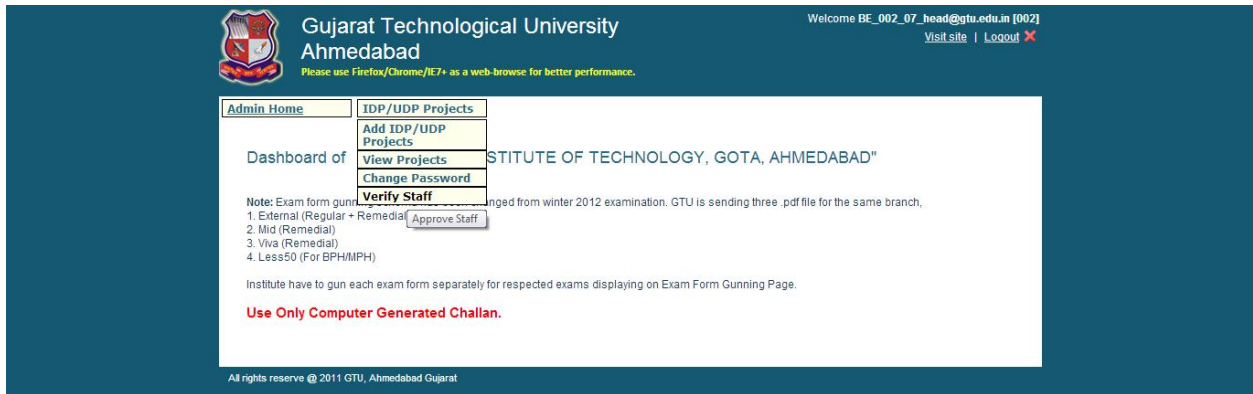


- iv. You will find only those staff list whose PAN Details are not updated yet.
- v. Enter PAN details for each and every staff.
- vi. And Click "Save" button, Given at the end of Page.

Staff Code	Name	PAN NO
1698	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

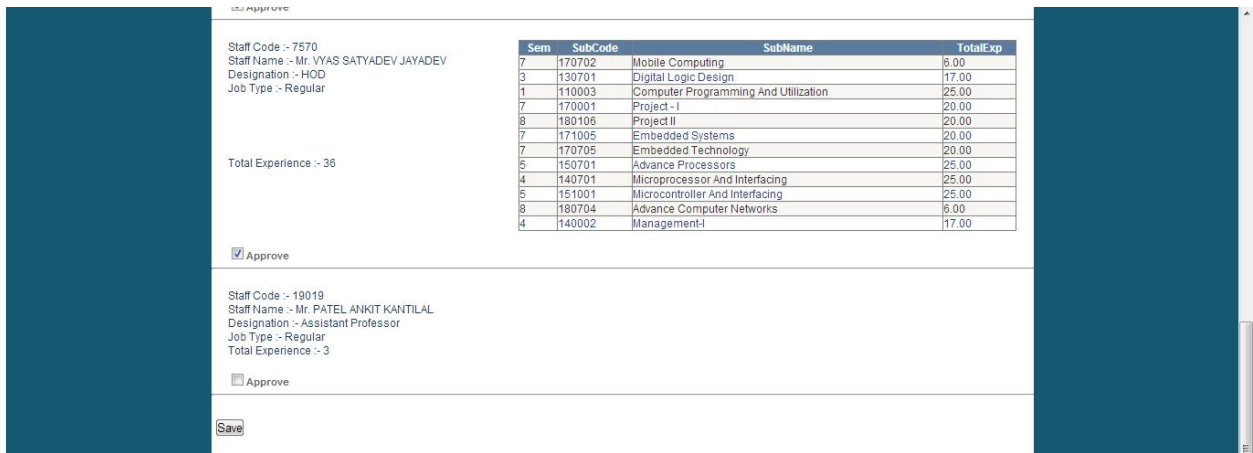
2. Approve Staff:

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



The screenshot shows the Gujarat Technological University Admin Panel. The header includes the university logo, name, and contact information. The main content area has a navigation menu with options like 'Admin Home', 'IDP/UDP Projects', 'Add IDP/UDP Projects', 'View Projects', 'Change Password', and 'Verify Staff'. A 'Dashboard of' section is visible, along with a note about exam forms and a list of exam types. A 'Use Only Computer Generated Challan.' message is displayed at the bottom.

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



The screenshot shows the Staff Details page. It displays staff information for two individuals: Mr. Vyas Satyadev Jayadev and Mr. Patel Ankit Kantilal. A table lists the subjects and total experience for each staff member. The 'Approve' checkbox is checked for the first staff member, and the 'Save' button is visible 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

3. To check staff Exists :

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

Staff Code	Name	Designation	Department	Qualification	Total Exp	EDIT
1688	Shah Saumil Ashokkumar	Lecturer	Mechanical Engineering	Master	2	
1709	Shukla Himanshu Dinkerrai	professor	Civil Enginnering	Master	45	
1713	Prajapati Saileshkumar Babulal	Lecturer	Mechanical Engineering	Bachelor	2.3	
1737	Raval Ronak Yogeshkumar	Lecturer	Mechanical Engineering	Bachelor	2	
1780	Joshi Hiralal Narsinhbhai	professor	Mechanical Engineering	Bachelor	39	
3277	Havadia Pravinkant Gandadal	Assistant Professor	Mechanical Engineering	Bachelor	37.14	
3313	Patel Chintan Ashokbhai	Lecturer	Mechanical Engineering	Bachelor	4.13	

- 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 :

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

Check Staff Details

Select Any One Verification Proof : --select--

Enter Verification Number

Driving License
Voter Card

CHECK AVAILABILITY CANCEL

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- 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.

Add Staff Details

Name : * Ms. Jain Rajvi rakeshkumar

Address 1 : * A/31, Lalita Society Opp Adarshnagar Society

Address 2 : B/h Lotus School, Isanpur raod

Address 3 : Maninagar , Ahmedabad

Pin Code : * 380008

Phone (O) : 2717241132 Phone (H) : 7925331870

Mobile : * 9638846660

Email : * CHAAUPAAU@gmail.com

Birth Date : * 13-12-1990 (ie. 2012-02-15)

Photo : Choose File No file chosen

Id Proof Code : ASRPJ0684Q PAN

Upload ID proof : Choose File No file chosen

Qualification : * Bachelor

Teaching Experience Year : 0 Months : 6

Other Experience : Year : 0 Months : 0

Total Experience

Endorsed by GTU Yes No

Department : * 09 Electrical Engineering

Designation : * Lecturer 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

SAVE CANCEL

- c. 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

- 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.

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

Sem - Subject Code -
 Subject Name - Year -
 Month -
 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

- 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.

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

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
7217	JADAV KETANKUMAR RAMJIBHAI	Lecturer	Electronics & Communication Engineering	Bachelor	2.2	<input type="button" value="Edit"/> <input type="button" value="View"/>

gtuexams.in/staff/ViewStaffDetails.aspx?id=7217 - Google Chrome

gtuexams.in/staff/ViewStaffDetails.aspx?id=7217

Mr. JADAV KETANKUMAR RAMJIBHAI

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

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