



# GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/Staff\_Details\_2014/5590

Date: 13<sup>th</sup> August 2014

## Instructions for Online Submission of Faculty Details

- ✓ **All the affiliate college institute heads should inform all concern faculties to update their profile**
- ✓ **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://www.gtu.ac.in/admin> or <http://www.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.**
- ✓ Faculties who are qualified as PG teacher can fill their subject of expertise in PG even if their college are not running PG programme
- ✓ 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 men in online staff application.
- ✓ All **institute head should verify and authenticate** information filled (subject offered, experience etc.) by their all their concern faculty in online module.
- ✓ If there is any query regarding above you can mail it to [staff\\_query@gtu.edu.in](mailto:staff_query@gtu.edu.in).

**Last date to fill and validate online Faculty information is 25<sup>th</sup> August 2014. 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**

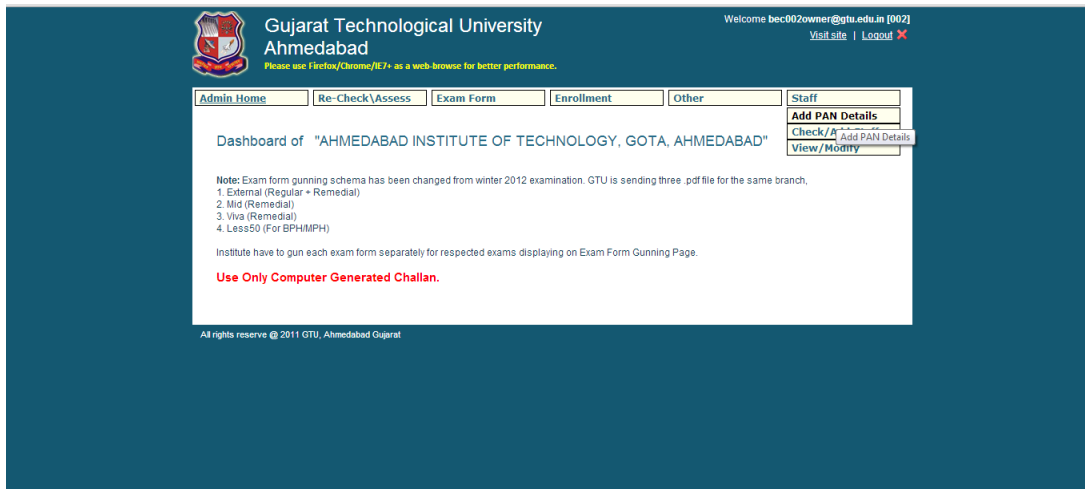
-sd-

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, Given at the end of Page.

Staff Code	Name	PAN NO
1698	Mr. Shah Saumil Ashokkumar	<input type="text" value="ASRPJ0684Q"/>
1737	Mr. Raval Ronak Yogeshkumar	<input type="text"/>
3313	Mr. Patel Chintan Ashokbhai	<input type="text"/>
4299	Mr. Zala Anilsinh Vinusinh	<input type="text"/>
4336	Ms. Kaul Deepali Prannath	<input type="text"/>
7217	Mr. JADAV KETANKUMAR RAMJIBHAI	<input type="text"/>
7236	Ms. SHAH MANSI JAGDISHBHAI	<input type="text"/>
7255	Mr. SINGH RADHE SHYAM	<input type="text"/>
7404	Ms. RAVAL RITISHA MANUBHAI	<input type="text"/>
7425	Ms. PANCHAL NEELAM N	<input type="text"/>
7447	Mr. PATEL URVESHKUMAR AHVINBHAI	<input type="text"/>
7459	Ms. MANDALIYA NIRALI DEEPAKBHAI	<input type="text"/>
7477	Ms. RATHOD SONIKA KISHANBHAI	<input type="text"/>
7488	Ms. PATEL CHAITALI RAKESH	<input type="text"/>
21632	Mr. Shah Jainik Gopalkumar	<input type="text" value="AYIPM6307L"/>
22366	Mr. AA AAA AAAA	<input type="text" value="ASAPP2525K"/>
22367	Dr. aa 1231 23	<input type="text" value="ASRPJ0684Q"/>
22368	Mr. 121 1231 321	<input type="text" value="ATJPM4289P"/>

2. Approve Staff:

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

Welcome BE\_002\_07\_head@gtu.edu.in [002]  
[Visit site](#) | [Logout](#) X

**Gujarat Technological University**  
**Ahmedabad**  
Please use Firefox/Chrome/IE7+ as a web-browse for better performance.

**Admin Home** | **IDP/UDP Projects**

**Dashboard of** STITUTE OF TECHNOLOGY, GOTA, AHMEDABAD"

[Add IDP/UDP Projects](#)  
[View Projects](#)  
[Change Password](#)  
[Verify Staff](#)  
[Approve Staff](#)

**Note:** Exam form gunninged from winter 2012 examination. GTU is sending three .pdf file for the same branch,  
 1. External (Regular + Remedial)  
 2. Mid (Remedial)  
 3. Viva (Remedial)  
 4. Less50 (For BPHMPH)

Institute have to gun each exam form separately for respected exams displaying on Exam Form Gunning Page.

**Use Only Computer Generated Challan.**

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

Staff Code :- 7570  
 Staff Name :- Mr. VYAS SATYADEV JAYADEV  
 Designation :- HOD  
 Job Type :- Regular

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

Total Experience :- 36

Approve

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Staff Code :- 19019  
 Staff Name :- Mr. PATEL ANKIT KANTILAL  
 Designation :- Assistant Professor  
 Job Type :- Regular  
 Total Experience :- 3

Approve

[Save](#)

- 3. To check staff Exists :
  - a. Login with your owner credentials ,
  - b. Go to : Staff -> View / Modify :

[Admin Home](#) | [Re-Check\Assess](#) | [Exam Form](#) | [Enrollment](#) | [Other](#) | **Staff**

**Check Staff Details**

[Add PAN Details](#)  
[Check/Add Staff](#)  
[View/Modify](#)

Search By Any of following option: [ViewStaff](#)

Staff Code :-  Name :-

Designation :-  Department :-

Qualification :-  Subject :-

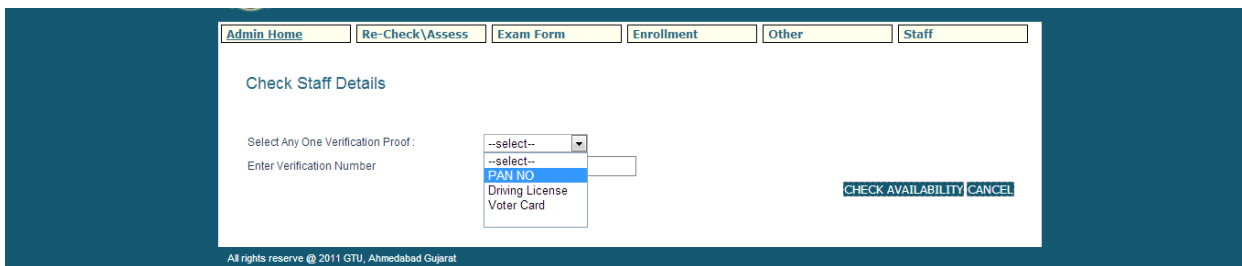
[Search](#) [Export to Excel](#)

Staff Code	Name	Designation	Department	Qualification	Total Exp	EDIT
1688	Shah Saumil Ashokkumar	Lecturer	Mechanical Engineering	Master	2	<a href="#">Edit</a>
1709	Shukla Himanshu Dinkerrai	professor	Civil Enginnering	Master	45	<a href="#">Edit</a>
1713	Prajapati Sallishkumar Babulal	Lecturer	Mechanical Engineering	Bachelor	2.3	<a href="#">Edit</a>
1737	Raval Ronak Yogeshkumar	Lecturer	Mechanical Engineering	Bachelor	2	<a href="#">Edit</a>
1780	Joshi Hiralal Narsinhbhai	professor	Mechanical Engineering	Bachelor	39	<a href="#">Edit</a>
3277	Halvadia Pravinkant Gandadal	Assistant Professor	Mechanical Engineering	Bachelor	37.14	<a href="#">Edit</a>
3313	Patel Chintan Ashokbhai	Lecturer	Mechanical Engineering	Bachelor	4.13	<a href="#">Edit</a>

- 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.

4. Add New Staff:

a. Staff-> Check /Add Staff :

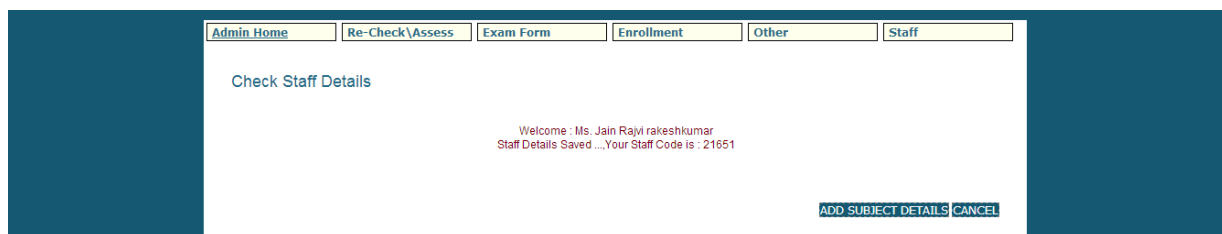


b. Select PAN NO, add pan details and click check availability.

- 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 -  Month - 0

Year - --select--

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 :-

[Search](#) [Export to Excel](#)

Staff Code	Name	Designation	Department	Qualification	Total Exp	EDIT
7217	JADAV KETANKUMAR RAMJIBHAI	Lecturer	Electronics & Communication Engineering	Bachelor	2.2	<a href="#">View</a>

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

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