



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**(Established under Gujarat Act No. 20 of 2007)**

**ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી**  
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

NO:GTU/Staff Details/Even Semester/2014/811

Date: 24/01/2014

**TIME LIMIT WORK**

**Instruction for online submission of Faculty details**

- ✓ It is compulsory for all the faculties of GTU (including Regular, Adhoc, and Visiting) to add their details subject wise. It will be the sole responsibility of Head of Department and Institute Head to see that all the regular, Adhoc, Visiting faculty are invariably filled.
- ✓ All the affiliate college institute heads should inform all concerned 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.**
- ✓ If principal is delivering lecture for any specific subject, he/she is required to enter the subject detail in the database & approved by the respective HOD. So that exam work may be allotted by the university.
- ✓ 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 invariable 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 concerned faculty in online module.
- ✓ If there is any query regarding above you can mail it to [programmer\\_degree@gtu.edu.in](mailto:programmer_degree@gtu.edu.in).

**Last Date to fill and validate online faculty information is 15<sup>th</sup> February, 2014. All the faculties /Head of Departments are informed to follow above instruction carefully and adhere to it. More instruction along with the screenshot are herewith attached with this circular.**

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**I/C Registrar**

**C.C**

All Institute head for necessary action.

**Winners of: ICT Enabled University Award E-India - 2009 Manthan Award – 2009**

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