

Gujarat Technological University

No: GTU/Sub Teacher/1055

19/2/2010

All the B.E.(incl: P.D.D.C.)/B.Pharm/M.Pharm/MBA/MCA/ M.E./ Diploma- Engg. (including Hotel Management & Fire Technology)& Pharmacy Colleges principals are requested to submit the **Subject Teacher's** Format with following guidelines before 12th March 2010.

- (1) Please Refer , Subject Teacher 's **Format** (Excel) .
- (2) Font & Size- Arial & 11, Paper Size – A4, Orientation – Landscape
- (3) Use strictly **GTU Subject CODE & Subject FULL NAME** & Verify both precisely.
- (4) Recent requirement is for Semester IInd & IVth only. (Please Keep the data ready, For Ist and IIIrd, Semesters .)
- (5) Data Should be Submitted, **(i) Semesterwise (ii) Teacherwise, for Subject Teachers (Examiners)**
- (6) Specify For Practical Exam Subjects (External) , in Remarks Column
- (7) Teacher's Name as, Surname-Name- Father's Name (short), (e.g. Patel Suresh R.)
- (8) **Teaching** Experience as on 1st March 2010 , in years as Numeric data.(e.g.6,8,0.5 etc.)
- (9) Utilise the Numeric Value for qualification. e.g. for P.hd, Master Degree, Bachelor Degree, and Other, as 1,2,3,4, respectively.
- (10) For (Mode of appointment) Regular, Adhoc, faculty mention R,A, respectively.
- (11) Submit the Data Institute Codewise, Separately e.g. Branchwise (e.g. Separate work book for Degree Engg. /M.E. --- & Common worksheet for all Discipline i.e. Civil, Mechanical, Electrical etc.
- (12) Data of all the Departments and Teachers of the Institute is to be submitted after precise verification.
- (13) Do not include the Teacher's Name, who are on deputation for higher study, Medical treatment or long leaves, etc.
- (14) The above details should be submitted in **HARD COPY** (Duly Signed & Certified by Authority) as well as in **CD (M.S. Office- Excel Version 2003/2007), with Institute Code, before 12th March 2010**
- (15) For submission of other additional essential data and information use Remarks column.(e.g. Pursuing P.hd/, Industrial Experience/Field Experience, etc)
- (16) For any modification in the submitted list, Inform GTU at the earliest (by Fax) i.e. at least **one month before** the start of Examination. (e.g. Transfer, Left, Resignation, other, etc.)
- (17) Principal can include the names of retired (Government Institute) Teachers (Examiners) with their consent for general department subjects.
- (18) Please mention your Institute Code during any future correspondence with GTU.

You are welcome for any clarification.