



GUJARAT TECHNOLOGICAL UNIVERSITY

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

No: GTU/Staff Details/2015/8767

Date: 11 Sep 2015

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, and 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.

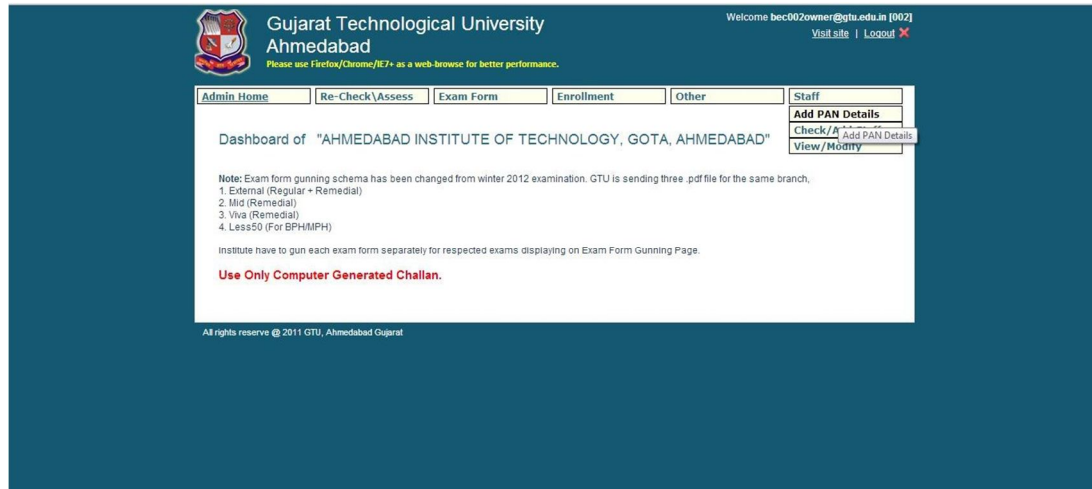
Staff Portal, to fill and validate online Faculty information is open for all institutes for first FIVE Working Days of Month. All the faculties/Head of Department are informed to follow above instructions carefully and adhere to it. More instructions along with the screenshot are herewith attached with this circular.

I/C Registrar

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:

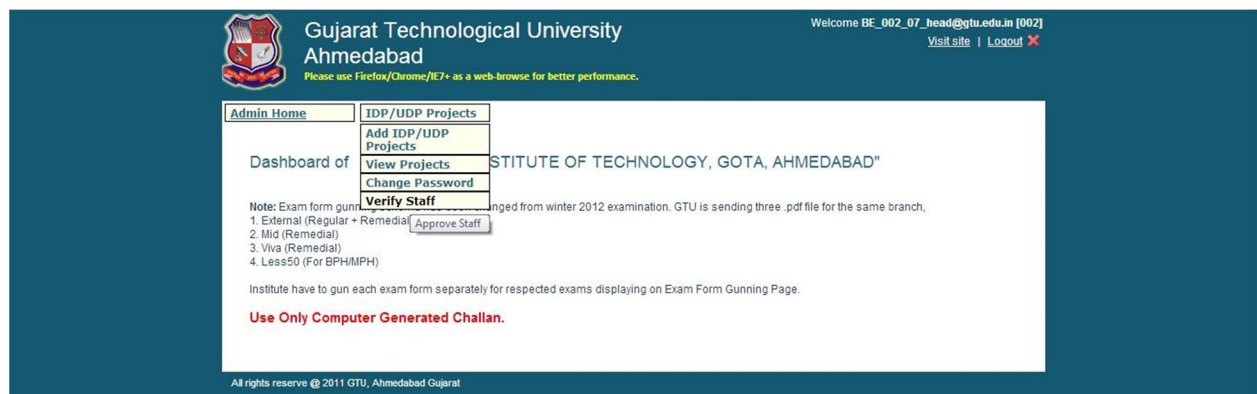
- i. Go to : <http://gtuexams.in/>
- ii. Login with your owner credentials provided by GTU for the admin panel access.
- iii. Go to Staffs -> Add PAN Details :



- 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.

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:

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

Total Experience :- 36

☒ Approve

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

☐ Approve

Sem	SubCode	SubName	TotalExp
7	170702	Mobile Computing	8.00
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

To check staff Exists :

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

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
1688	Shah Saumil Ashokkumar	Lecturer	Mechanical Engineering	Master	2	<input type="button" value="Edit"/>
1709	Shukla Himanshu Dinkerrai	professor	Civil Engineering	Master	45	<input type="button" value="Edit"/>
1713	Prajapati Sallishkumar Babulal	Lecturer	Mechanical Engineering	Bachelor	2.3	<input type="button" value="Edit"/>
1737	Raval Ronak Yogeshkumar	Lecturer	Mechanical Engineering	Bachelor	2	<input type="button" value="Edit"/>
1780	Joshi Hiralal Narsinhbhai	professor	Mechanical Engineering	Bachelor	39	<input type="button" value="Edit"/>
3277	Halvadia Pravinkant Gandalal	Assistant Professor	Mechanical Engineering	Bachelor	37.14	<input type="button" value="Edit"/>
3313	Patel Chintan Ashokbhai	Lecturer	Mechanical Engineering	Bachelor	4.13	<input type="button" value="Edit"/>

- You will find the list of staff of your institute.
 - You can search by Staff code/ Name/designation / department / qualification / subject.
 - To download details, click "export to excel" button.

Add New Staff:

- Staff-> Check /Add Staff :

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

Check Staff Details

Select Any One Verification Proof :

Enter Verification Number

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- c. 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. <input type="text" value="Jain"/>	First Name <input type="text" value="Rajvi"/>	Last Name <input type="text" value="rakeshkumar"/>
Address 1 : *	<input type="text" value="A/31, Lalita Society Opp Adarshnagar Society"/>		
Address 2 :	<input type="text" value="B/h Lotus School, Isanpur raod"/>		
Address 3 :	<input type="text" value="Maninagar , Ahmedabad"/>		
Pin Code : *	<input type="text" value="380008"/>		
Phone (O) :	<input type="text" value="2717241132"/>	Phone (H) :	<input type="text" value="7925331870"/>
Mobile : *	<input type="text" value="9638846660"/>		
Email : *	<input type="text" value="CHAAUPAAU@gmail.com"/>		
Birth Date : *	<input type="text" value="13-12-1990"/>	(ie. 2012-02-15)	
Photo :	<input type="button" value="Choose File"/> No file chosen		
Id Proof Code :	<input type="text" value="ASRPJ0684Q"/>	PAN	
Upload ID proof :	<input type="button" value="Choose File"/> No file chosen		
Qualification : *	<input type="text" value="Bachelor"/>		
Teaching Experience Year :	<input type="text" value="0"/>	Months :	<input type="text" value="6"/>
Other Experience:	Year : <input type="text" value="0"/>	Months :	<input type="text" value="0"/>
Total Experience			
Endorsed by GTU	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Department : *	<input type="text" value="09"/> Electrical Engineering		
Designation : *	<input type="text" value="Lecturer"/>	Job Type :	<input type="text" value="Regular"/>
Are you GTU Co-ordinator ?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Institute Status	<input type="text" value="Active"/>		
Institute Code	<input type="text" value="002"/>	Institute Type	<input type="text" value="BE"/>
Institute Name	<input type="text" value="AHMEDABAD INSTITUTE OF TECHNOLOGY, GOTA, AHMEDABAD"/>		
Bank Name	<input type="text"/>		
Branch Code	<input type="text"/>		
Branch Name	<input type="text"/>		
Act Type	<input type="text"/>	Account No	<input type="text"/>
IFSC Code	<input type="text"/>		

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

Check Staff Details

Welcome : Ms. Jain Rajvi rakeshkumar
Staff Details Saved ...,Your Staff Code is : 21651

- e. Add subject details: select semester, subject code, year, month details, select currently teaching and click on add.
- f. To Edit previous details click edit under action heading.

Add New Record

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

- g. Click Add Paper Details after adding subject details.
- h. 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					
Subjects	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						