



No: GTU/Staff Details/W-18/2018/ 5540

Date: 23.07.2018

Instructions for Online Submission of Faculty Details

To All the Director, Principal, Head of Department, GTU Coordinators and All Faculty members of GTU Affiliated colleges:

All the affiliated college institute heads should inform all concern faculties to update their profile on following link: <http://gtuexams.in>

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 faculty's details are invariably filled.

It is compulsory to fill the account details for all the faculty members. If non valid or incorrect account details is provide their examination related remuneration will not be paid to the concern faculty. GTU will not be responsible for non-receipt of examination remuneration due to non-valid or incorrect account details.

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 and previous 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.

Those regular and GTU endorsed faculty member who have more than 10 years of teaching experience including PG teaching and their college does not offer PG in their branch can update their PG experience so that GTU can avail their expertise in the concern branch and subject. For further information you can contact your GTU coordinator for the same.

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 all the staff details and authenticate information filled (subject offered, experience etc.) by all their concern faculty in online module.

All HOD has to provide information regarding the subjects offered in their branch in this academic term in the online portal. If there subject is offered in your branch and no staff details regarding is filled in the online portal deficiency report will be generated for your branch.

If there is any query regarding above you can mail it to staff_query@gtu.edu.in.

The Staff Portal, to fill and validate online Faculty information will start from **23/07/2018** to **01/08/2018**.

After the last date of the filling of online portal HOD/Institute head have to generate PDF and certify it and have to send the scan copy to it on staff_query@gtu.edu.in on or before 03/08/2018

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.

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Registrar (I/C)

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