

UPDATE FACULTY DETAILS USER MANUAL

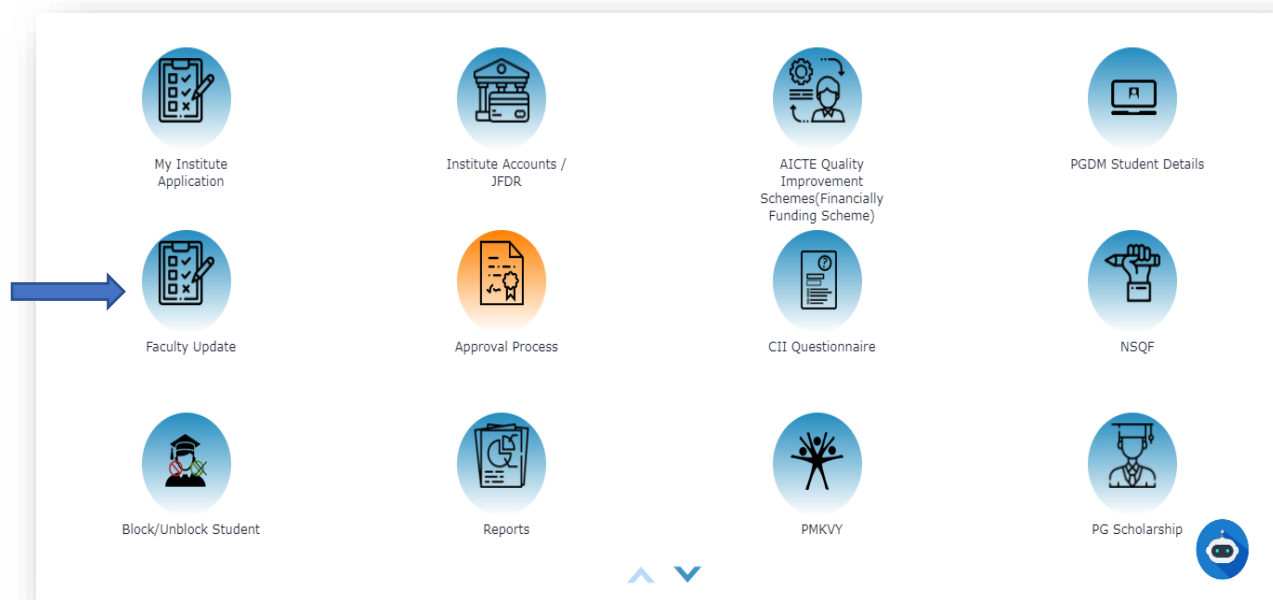
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STEPS TO UPDATE FACULTY RECORDS

Login to AICTE Web Portal with Institute login Credentials.

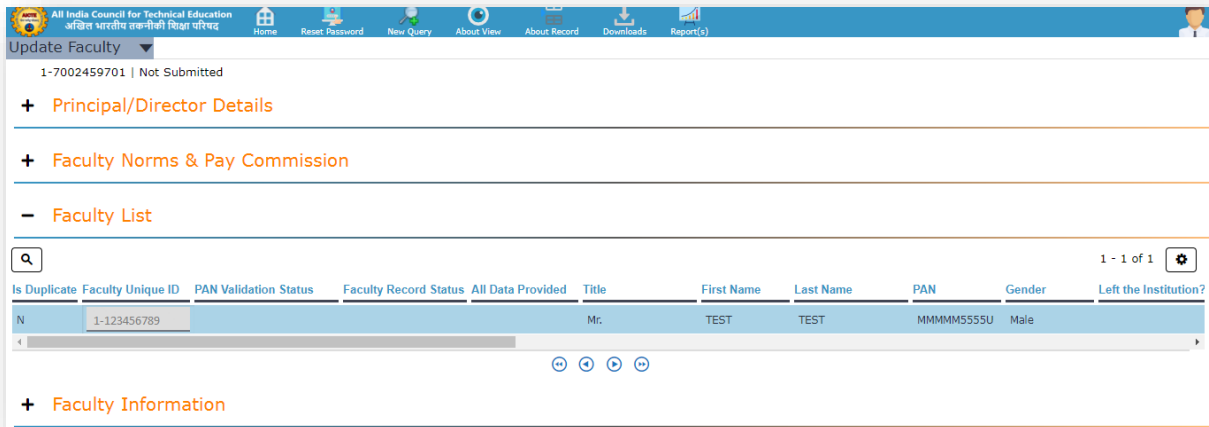
Click on 'Faculty Update' Icon as shown in below Screen shot.



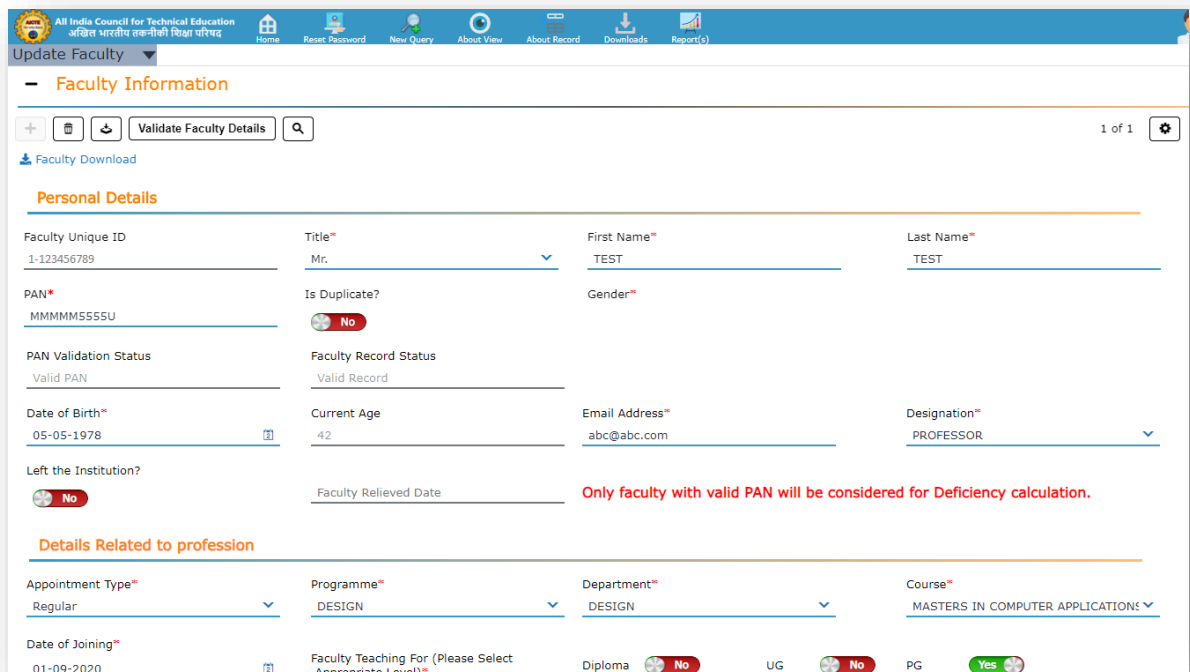
You will be navigated to below page




- Click on 'Faculty List' OR 'Faculty Information' section.
- In 'Faculty List' section all the Faculties present in Institute are shown in read-only format. Faculty can be queried with Faculty Unique ID / First Name / Last Name / PAN etc in this section.



- Any details pertaining to selected faculty can be edited through 'Faculty Information' section.



- Editable Fields are:
 - Title
 - First Name
 - Last Name
 - PAN
 - Is Duplicate
 - Date of Birth
 - Email Address
 - Designation
 - Left the Institute? If 'Yes' then enter Faculty Relieved Date
 - Appointment Type

- Program
- Department
- Course
- Date of Joining
- Faculty Teaching For Diploma, UG, PG
- Doctorate Degree
- Institutes need to check data provided in each of the Faculty record they have provided and 'Save' the record by clicking on  button.
- All the editable fields are mandatory.
- If any field is blank, error will be thrown on click of Save. Example as below:

The screenshot shows the 'Update Faculty' form on the AICTE portal. The form includes the following fields and sections:

- Faculty Unique ID:** 1-3749694505
- PAN*:** QWERT1234U
- Date of Birth*:** 01/01/1987
- Current Age:** 33
- Email Address*:** abc@mail.com
- Designation*:** ASST PROFESSOR
- Left the Institution?:** No
- Faculty Relieved Date:** (blank)
- Details Related to profession:**
 - Appointment Type*:** Regular
 - Programme*:** ENGINEERING AND TECHNOLOGY
 - Department*:** (highlighted with a red circle)
 - Course*:** (blank)
 - Date of Joining*:** 07/01/2016
 - Appointment FT/PT*:** FT
 - Faculty Shift*:** 1st Shift
 - Faculty Teaching For (Please Select Appropriate Level)*:**
 - Diploma: No
 - UG: Yes
 - PG: Yes
- Educational Details:**
 - Doctorate Degree*:** No

A modal dialog box is open over the form, displaying the message: "betatest.portal.aicte-india.org says Please select Department for the Faculty TEST TEST(SBL-EXL-00151)".

- If Duplicate PAN is entered (PAN number which is already present against any other faculty in AICTE Database), then error will be displayed on Save.

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Home Reset Password New

betatest.portal.aicte-india.org says
Faculty having same PAN Number as QWERT1234A is already present. Please enter non duplicate & valid PAN number for Faculty Id 1-9876543 (SBL-EKL-00151)

Update Faculty

Faculty Unique ID: 1-3749694505 Title: Mr. Last Name: TEST

PAN*: QWERT1234A Is Duplicate? No

PAN Validation Status: Faculty Record Status:

Date of Birth*: 01/01/1987 Current Age: 33 Email Address*: abc@mail.com Designation*: ASST PROFESSOR

Left the Institution? No Faculty Relieved Date: Only faculty with valid PAN will be considered for Deficiency calculation.

Details Related to profession

Appointment Type*: Regular Programme*: ENGINEERING AND TECHNOLOGY Department*: ADVANCED DIE & MOULD MAKING Course*: ACCOUNTS & AUDIT

Date of Joining*: 07/01/2016 Appointment FT/PT*: FT Faculty Shift*: 1st Shift

Faculty Teaching For (Please Select Appropriate Level)*: Diploma No UG Yes PG Yes

Educational Details

Doctrate Degree*: No

- 'PAN Validation Status', 'Faculty Record Status' and 'All Data Provided' are the 3 newly introduced fields for which value will be set/updated on 'Save' record once valid PAN and all field values are provided.

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Home Reset Password New Query About View About Record Downloads Report(s)

Update Faculty

1-7002459701 | Not Submitted

+ Principal/Director Details

+ Faculty Norms & Pay Commission

- Faculty List

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Is Duplicate	Faculty Unique ID	PAN Validation Status	Faculty Record Status	All Data Provided	Title	First Name	Last Name	PAN	Gender	Left the Institution
N	1-374	Valid PAN	Valid Record	Y	Mr.	TEST	TEST	QWERT1234U	Male	
N	1-893	Invalid PAN	Invalid Record	Y	Dr.	TEST	TEST	MMMMM5555U	Male	
N	1-8934				Dr.	TEST	TEST			

+ Faculty Information

- 'PAN Validation Status', 'Faculty Record Status' will be already present as per the PAN, First Name and Last Name details provided by the Institute.


- Institute must click Save for each record OR Click on 'Validate Faculty Details' button.
- If any Faculty Data error comes on 'Validate Faculty Record', then correct the data in order to validate all the faculty data and get alert for 'Faculty Validation is completed Successfully.'

REFERENCE FOR PAN VALIDATION STATUS AND FACULTY RECORD STATUS

- Please refer to below table to understand the values displayed for both the fields:

If PAN is valid as per PAN database	PAN Validation Status will be set to 'Valid PAN'
If PAN is not valid as per PAN database	PAN Validation Status will be set to 'Invalid PAN'
If faculty First Name and Last Name matches with that of PAN Database	Faculty Record Status will be set to 'Valid Record'
If faculty First Name or Last Name or Both does not match with that of PAN Database	Faculty Record Status will be set to 'Invalid Record'

INSTRUCTIONS

- NOTE: it is mandatory to get 'PAN VALIDATION STATUS' as '**VALID PAN**' and 'FACULTY RECORD STATUS' as '**VALID RECORD**' for all the faculty records provided by the institute for them to be considered for Deficiency Calculation.
- Also, they must get 'All Data Provided' value as 'Y' for each faculty record. Hence Institute must click Save for each record OR Click on 'Validate Faculty Details' button.
- If any Faculty Data error comes on 'Validate Faculty Record', then correct the data in order to validate all the faculty data and get alert for 'Faculty Validation is completed Successfully.'
- Institutes who have received mail from AICTE regarding PAN correction for List of Faculties must correct PAN data for all the mentioned faculties and enter correct value for PAN, First Name and Last Name as per PAN Database.
- All the 'Invalid PAN' and 'Invalid Record' faculty entries will be deleted from Institute Application if not corrected in provided timeframe.
- No New Faculty Record can be created
- PAN, First Name and Last Name fields will be read-only for the faculties with 'Valid PAN' and 'Valid Record' status.
- Institutes cannot delete such records.
- Delete button  is active only for the faculty where 'Invalid Record' OR 'Invalid PAN' OR both statuses are present together.
- Wherever there will duplicate entry of PAN, error will be prompted on Save Record to correct the same.