

User Reference Guide

For

Gurujan.Gov.In
(Online Teacher Information Form)

**Prepared by
NIC**

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1 Introduction

Gurujan portal is a web based application used to communicate various statistics related to the teaching staff in higher education institutions across the country. Gurujan application interface shall permit the user at different level to use their existing AISHE username and password to login into the system. The institutional level users can **Add, Modify/Edit and Delete** teaching staff information of their respective institutes whereas the MHRD and SNO level users can view the National and State wise statistics respectively.

This document is created to provide a quick reference to use Gurujan.

2 Audience

The audience of this document is all end-users, stakeholders, business users, NIC officials and developers. This document gives a brief description as in how to use Gurujan Portal application.

3 Modules

3.1. User Login Process

An approved user can login into the application by entering valid user name, password and captcha. User and password can be created through user registration process whereas captcha is dynamically generated by the application on runtime.

Following are the steps to login into the application.

There are three user roles: Every user have different module:-

- Institutions User
- MHRD User
- SNO User

Step one: Open URL <http://gurujan.gov.in/home> in web browser e.g. IE or Firefox. Below screen shall be visible on your desktop.



Step two: Login section is on the right hand side of the page. Enter your user id, password and captcha and press submit button. Below screen shall be appearing up if your credentials are valid. This screen is called User Home.

3.2. Institutions User

When user login with University, College & Standalone credential then below modules will appear:

3.2.1. User Home

Page defined total number of teachers, Number of teachers with valid aadhaar format, & Number of teachers without valid aadhaar.

The screenshot shows the 'User Home' interface. At the top, there's a navigation bar with the Gurujan logo and a settings icon. A sidebar on the left contains links: USER HOME, ADD TEACHERS, EDIT TEACHER, ADD FOREIGN TEACHERS, VIEW / EDIT FOREIGN TEACHER, SANCTIONED POST DETAILS, VIEW / DOWNLOAD TIF, and INSTITUTE STATISTICS. The main content area displays a welcome message and user details for 'VelasgaletiRao' logged in as 'College Officer for Acharya Narender Dev College (AISHE Code - C-6380)'. Below this, four colored boxes show statistics: 'Total Number of Teachers' (116), 'Number of Teachers with VALID AADHAAR FORMAT' (116), 'Number of Teachers with AUTHENTICATED AADHAAR' (114), and 'Total Number of Teachers with INVALID or NO AADHAAR' (0).

3.2.2. Add Teachers

On clicking this link a new page shall open where in user has to fill below given details:

The screenshot shows the 'Add Teacher Data' form. It has a sidebar with the same navigation links as the previous page. The form fields are organized into three columns. The first column includes Department, Title, Name, Date of Birth, Broad Discipline Group Category, Date of Joining the Institution, Date of Joining Teaching Profession, Years spent in other than teaching job, and PWD. The second column includes Gender, Social Category, Broad Discipline Group, Nature of Appointment, Highest Qualification, Job Status, and Email. The third column includes Aadhar Number, Religion, Designation, Selection Mode, Additional Qualification, Date of change in job status, and Mobile. A 'General Instructions' section at the bottom provides additional details about the form fields. At the bottom right, there are 'Save' and 'Reset' buttons.

Department: Firstly select department name in dropdown.

Column 1 –Title: This field is meant to record Gender of the Teacher. The options available in drop-down menu are given below:

- a. Dr.
- b. Mr.
- c. Mrs.
- d. Miss

Column 1 –Name of the Employee: This field is meant to record the complete name of the Teacher. Please ensure that the name of the teacher is **as per Aadhaar Card** of the teacher.

Column 2 -Designation: This field is meant for recording the designation of the Teacher. **As per survey year 2017-2018 the following options are available in drop-down list:**

For empty faculty/department Block:-

- e. Vice-Chancellor
- f. Director
- g. Pro-Vice-Chancellor
- h. Principal
- i. Principle-In charge

For other Blocks:-

- j. Professor & Equivalent
- k. Associate Professor
- l. Reader
- m. Lecturer (Selection Grade)
- n. Assistant Professor
- o. Lecturer (Senior Scale)
- p. Lecturer
- q. Tutor
- r. Demonstrator
- s. Part-time Teacher
- t. Ad-hoc Teacher
- u. Temporary Teacher
- v. Contract Teacher
- w. Visiting Teacher
- x. Additional Professor

There may be some designations/posts, which are not applicable for a particular Institution. Although the list of designations as mentioned above is exhaustive, **if an institution has designations with different nomenclatures, information will be recorded for its equivalent designation.**

Column 3 -Gender: This field is meant to record Gender of the Teacher. The options available in drop-down menu are given below:

- a. Male
- b. Female
- c. Transgender

This is the first time, when there is a provision to collect information of transgender teachers employed in the institution.

Column 4 -Aadhaar Number: This field is meant for recording Aadhaar Number of Teacher. It is 12 digits numbers, issued by Unique Identification Authority of India. **This field is non-mandatory but a valid 12 digit Aadhaar Number should be entered for all the States.** Aadhaar Details of Individuals shall not be made Public as per Government Notification and Aadhaar Act.

From survey year 2017-2018 onwards a person will not be able to enter dummy Aadhaar numbers as the field now accepts only a valid 12 digit Aadhaar number.

Column 5 -Date of Birth: This field is meant to record the date of birth of teacher, so that age profiles of the teachers are available. The date of birth should be recorded in the **date format “DD/MM/YYYY”**.

For example: if the date of birth of a teacher is 26/01/1983 then it will be recorded as 26-Jan-1983.

Column 6 -Social Category: In this field the information regarding Social category of Teacher will be selected from the options available in the drop-down menu as given below:

- a. General
- b. Schedule Castes
- c. Schedule Tribes
- d. Other Backward Classes

Scheduled Castes means the Scheduled Castes notified under article 341 of the Constitutions.

Scheduled Tribes means the Scheduled Tribes notified under article 342 of the Constitution. **Other**

Backward Classes means the class or classes of citizens who are socially and Educationally Backward and are so determined by the Central/ State Government.

Column 7 -Religious community: This field is meant to capture the information in respect of teachers belonging to religious communities. Six religious communities' viz. **Hindu, Muslims,**

Christians, Sikhs, Buddhists, Zoroastrians (Parsis), Jains and others have been notified by the Union Government. The relevant option is to be selected from the drop-down menu.

Column 8 -PWD: This field is meant for capturing the information in respect of teachers belonging to Persons with Disability (PWD) category. A person suffering from a disability is defined in the “Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995”. As per Section 2 of this Act:

“Person with disability” (PWD) means a person suffering from not less than forty per cent of any of the following disabilities as certified by a medical authority;

- a. Blindness;
- b. Low vision;
- c. Leprosy-cured;
- d. Hearing impairment;
- e. Locomotors disability;

- f. Mental retardation;
- g. Mental illness;

If a person belongs to aforesaid disability category then form the drop-down menu, “Yes” option will be selected. Otherwise “No” option will be selected.

Column 9 -Nature of Appointment: The field is meant to capture the nature of appointment of Teachers from the options available in the drop-down menu given below:

- a. Regular Teacher
- b. Part-Time Teacher
- c. Ad hoc Teacher
- d. Temporary Teacher
- e. Contract Teacher
- f. Visiting Teacher
- g. Deputation/Attachment

Column 10 -Selection mode: The field is meant to capture the information in respect of selection mode of Teacher. Three options are available in drop-down menu as under:

- a. Direct
- b. Career Advancement Scheme (CAS)
- c. Promotion

The recruitment mode of the teacher will be selected as per the drop-down list.

Career Advancement Scheme (CAS) is a scheme of UGC to promote Teachers from a few selected Stages to higher stages. By default Direct will be selected and therefore extra pre-caution may be made to change the option to CAS, wherever applicable.

Column 11 -Date of joining the institute: The field is meant to record the date of joining of the Institution by the Teacher i.e. the joining date on which teacher joined the present institution in which he is working. The date of joining should be recorded in the date format “DD/MM/YYYY”.

For example, if the date of joining is 05/01/2016 then it will be recorded as 05-Jan-2016.

Column 12 -Date of joining teaching profession: The field is meant for capturing the information about the teachers’ first appointment as a teaching professional in any institution.

Column 13 -Highest Qualification: In this field, the highest academic qualification will be recorded. The highest academic qualification is the highest academic degree acquired by the teacher from a recognized institution. Honorary degree is not to be considered. The options available in drop-down menu are:

- a. Below Under Graduate
- b. Under Graduate
- c. Post Graduate
- d. M. Phil.
- e. Ph.D.
- f. Post Doctorate

Column 14 – Additional/Eligibility Qualification: In this field, Additional academic qualification will be recorded. The options available in the drop-down menu are:

- a. NET(National Eligibility Test)
- b. SLET (State Level Eligibility Test)
- c. Certificate
- d. Diploma
- e. PG Diploma

In case, if a person has achieved multiple academic qualifications then the most relevant option may be chosen based on his/ her domain area.

Column 15 –Broad Discipline Group Category: The Broad Discipline Group Category of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 16 –Broad Discipline Group: The Broad Discipline Group of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 17 -Number of years spent exclusively in other than teaching job: Record number in completed years rounded to nearest digit a teacher has been engaged in any job, other than teaching, during the teaching profession. The “job” here is defined as any economic activity which has been assigned to him/her by the Government or any authorized body and do not include any household activity or engagement in family business.

Column 18 -Job status: This column has been designed to update the status of the teacher during the next round of survey so that the details of the teacher who continue in the same Institutions are not required to be filled again.

From survey year 2017-2018 onwards five new options have been added in the Job Status drop down list. The options are as follows:

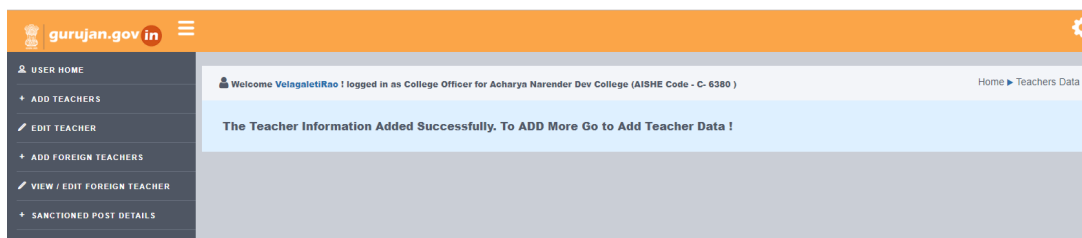
- a. Continue
- b. New Appointment
- c. Promoted
- d. Transfer
- e. Retired
- f. Left
- g. Death

Column 19 -Date of change in the job status: This column will be applicable, if other than Continue option is selected, in which case the date of happening of the event will be recorded in the Date format “DD/MM/YYYY”. For the New Appointment, **the date will be any date between 1st July of the current academic session and the date of filling of the Form.**

Column 20 – Email: In this field, email address of the teacher will be recorded. **The email address should be recorded in the format “abc@gmail.com”.**

Column 21 – Mobile: This field is meant to record the mobile number of teacher. **The mobile number should be recorded in the 10 digit number without prefixing 0.**

After filling all details click on save button, below page will appear:



3.2.3. Add Foreign Teachers

All Columns are same as Module 2. **Add Teachers** except below details:

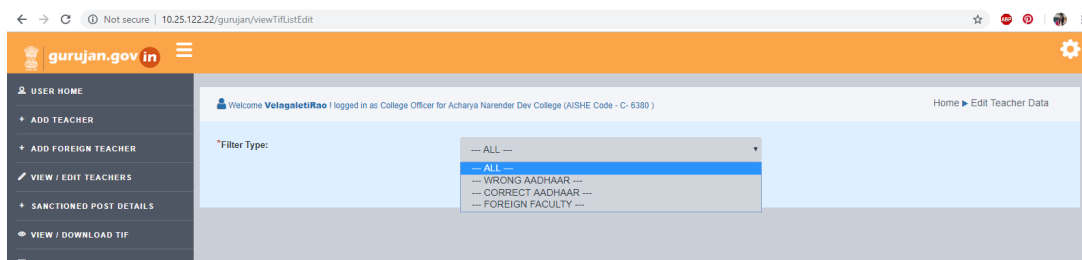
Country: Firstly select Country name in dropdown.

Passport Number: This field is meant for recording Passport Number of Foreign Teacher.

 A screenshot of the "Add Foreign Teacher Data" form in the Gurujan.Gov.In/TIF v1.0 web application. The form is displayed on a light grey background with a dark grey sidebar on the left. The form contains various fields for entering teacher information, including dropdown menus for Department, Country, Title, Gender, Broad Discipline Group Category, Designation, Selection Mode, Additional Qualification, PWD, and Job Status. There are also text input fields for Name of the Employee, Passport Number, Date of Birth, Date of Joining the Institution, Date of Joining Teaching Profession, Date of change in job status, and Mobile. Some fields have icons for date selection. A "General Instructions:" section is visible at the bottom of the form.

3.2.4. View/ Edit Foreign Teachers

Edit Teachers differentiated by three filter wrong aadhaar, correct aadhaar & foreign faculty.



- **Wrong Aadhaar:** When we select wrong aadhaar below screen appear.

Welcome VelagaletiRao | logged in as College Officer for Acharya Narendra Dev College (AISHE Code - C- 6380)

Home ► Edit Teacher Data

*Filter Type:

10 records per page Search:

Teacher's Name	Designation	Discipline Category	Discipline Group	Mobile	Aadhaar No	Aadhaar Authentication	Action
Dr Dr. Rajesh Choudhry	Assistant Professor	Science	Other Science	1126294542	XXXXXXXX3333	<input type="button" value="Authenticate"/>	<input type="button" value="Edit"/>
Ms. Gunjan Rani	Assistant Professor	Science	Science	1126294542	XXXXXXXX7625	<input type="button" value="Authenticate"/>	<input type="button" value="Edit"/>

Showing 1 to 2 of 2 entries

← Previous **1** Next →

To update your details click on edit button. After click on edit button below screen appear.

Edit Teacher Data

Aadhaar Number will Not be updated if Your Aadhaar Number is Already Authenticated and Your Name should be same as per your Aadhaar.

Department:

* 1. Title : * 1(a). Name of the Employee: * 2. Gender: 3. Aadhar Number:

* 4. Date of Birth: * 5. Social Category: * 6. Religion:

* 7. Broad Discipline Group Category: * 8. Broad Discipline Group: * 9. Designation:

* 10. Date of Joining the Institution: * 11. Nature of Appointment: * 12. Selection Mode:

* 13. Date of Joining Teaching Profession: * 14. Highest Qualification: 15. Additional Qualification:

16. Years spent in other than teaching job: * 17. Job Status: 18. Date of change in job status:

* 19. PWD (Persons with Disability): 20. Email: * 21. Mobile:

To authenticate your Aadhaar click on authenticate button. After clicking below screen appear.

Authenticate Aadhaar

The following form will update your name and Aadhaar. Name and Aadhaar Number can not be updated again once you Authenticate your Aadhaar Number.

Note:
 1) All Dates should be entered in DD/MM/YYYY format. Please ensure that the date of the computer system on which data entry is being carried out has current date.
 2) All fields with * are mandatory and Fields which are pre-populated are marked *

Authenticating Aadhaar For Dr. Rajesh Choudhry (Aadhaar No. 33333333333)

*Title : * Name of the Employee as Aadhaar: Gender: Date of Birth:

*Aadhar Number:

I, the holder of Aadhaar, hereby give my consent to MaitiY to use my Aadhaar number, for Demographic Authentication with UIDAI for taking Authentication in Gurujan Portal.I also give my consent for sharing of my Aadhaar number and details with Gurujan portal.

- **Correct Aadhaar:** When we select correct aadhaar below screen appear.

Welcome VelagaletiRao I logged in as College Officer for Acharya Narendra Dev College (AISHE Code - C- 6380)

Home ► Edit Teacher Data

*Filter Type: Submit

10 records per page Search:

Teacher's Name	Designation	Discipline Category	Discipline Group	Mobile	Aadhaar No.	Aadhaar Authentication	Action
Dr Seema Makhijaa	Associate Professor	Science	Zoology	1126294542	XXXXXXXXX7651	Authenticated	Edit
Dr Abhishek K Mehta	Assistant Professor	Science	Other Science	1126294542	XXXXXXXXX3143	Authenticated	Edit
Dr Ambika	Assistant Professor	Science	Physics	1126294542	XXXXXXXXX7890	Authenticated	Edit
Dr Amit Garg	Associate Professor	Science	Bio-Science	1126294542	XXXXXXXXX7631	Authenticated	Edit
Dr Ms. Anu Praveen	Assistant Professor	Science	Science	1126294542	XXXXXXXXX2954	Authenticated	Edit

To update your details click on edit button. After click on edit button below screen appear.

Edit Teacher Data

Aadhaar Number will Not be updated if Your Aadhaar Number is Already Authenticated and Your Name should be same as per your Aadhaar.

Department:

* 1. Title : * 1(a). Name of the Employee: * 2. Gender: 3. Aadhar Number:

* 4. Date of Birth: * 5. Social Category: * 6. Religion:

* 7. Broad Discipline Group Category: * 8. Broad Discipline Group: * 9. Designation:

* 10. Date of Joining the Institution: * 11. Nature of Appointment: * 12. Selection Mode:

* 13. Date of Joining Teaching Profession: * 14. Highest Qualification: 15. Additional Qualification:

16. Years spent in other than teaching job: * 17. Job Status: 18. Date of change in job status:

* 19. PWD (Persons with Disability): 20. Email: * 21. Mobile:

- Foreign Faculty :

Welcome VelagaletiRao I logged in as College Officer for Acharya Narendra Dev College (AISHE Code - C- 6380)

Home ► Edit Teacher Data

*Filter Type:

The User here can edit a particular Teacher name & its corresponding data by clicking on the “Edit” Icon.

3.2.5. Sanctioned Post Details

This module defines designation wise number of post & Number of Teacher in Position for each designation.

Welcome **Velagaleti Rao** | logged in as College Officer for Acharya Narendar Dev College (AISHE Code - C-6380)

Home > Sanctioned Post Details

10 records per page

Designation	Sanctioned Posts	In Position	Action
Additional Professor	0	1	Edit
Assistant Professor	14	69	Edit
Associate Professor	0	46	Edit
Demonstrator	1	0	Edit
Lecturer	0	1	Edit
Principal	45	1	Edit
Reader	56	0	Edit
Temporary Teacher	0	1	Edit

Showing 1 to 8 of 8 entries

Designation: Sanctioned Post: [+](#) [-](#)

[Submit](#)

After selection Designation & Sanctioned post clicking submit details below page will appear.

Welcome **Velagaleti Rao** | logged in as College Officer for Acharya Narendar Dev College (AISHE Code - C-6380)

Home > Teachers Data

The Sanctioned Post Details Added Successfully!

3.2.6. View / Download TIF

This module differentiates in four filters.

- **Wrong Aadhaar Format:** When we select wrong aadhaar format in dropdown then below screen appear. By using this we can view & download teacher details in Excel format.

Welcome **Velagaleti Rao** | logged in as College Officer for Acharya Narendar Dev College (AISHE Code - C-6380)

Home > View/Download TIF Data

Filter Type: [View](#) [Download](#)

10 records per page

Teacher's Name	Designation	Discipline Category	Discipline Group	Aadhaar Number	Mobile Number
Dr. Dr. Rajesh Choudhry	Assistant Professor	Science	Other Science	XXXXXXXX3333	1126294542
Ms. Gunjan Rani	Assistant Professor	Science	Science	XXXXXXXX7625	1126294542

Showing 1 to 2 of 2 entries

- **Correct Aadhaar Format:** When we select correct aadhaar format in dropdown then below screen appear. By using this we can view & download teacher details in Excel format.

Filter Type: CORRECT AADHAAR FORMAT

View Download

10 records per page

Teacher's Name	Designation	Discipline Category	Discipline Group	Aadhaar Number	Mobile Number
Dr Seema Makhijaa	Associate Professor	Science	Zoology	XXXXXXXX7651	1126294542
Dr Abhishek K Mehta	Assistant Professor	Science	Other Science	XXXXXXXX3143	1126294542
Dr Ambika	Assistant Professor	Science	Physics	XXXXXXXX7890	1126294542
Dr Amit Gang	Associate Professor	Science	Bio-Science	XXXXXXXX7631	1126294542
Dr Ms. Anu Praveen	Assistant Professor	Science	Science	XXXXXXXX2954	1126294542
Dr. Anita Narang	Associate Professor	Science	Botany	XXXXXXXX4694	1126294542
Dr. Anita Thakur	Assistant Professor	Science	Botany	XXXXXXXX6510	1126294542
Dr. Anu Aarawal	Associate Professor	Science	Electronics	XXXXXXXX9927	1126294542

- **Aadhaar Authenticated:** When we select aadhaar authenticated format in dropdown then below screen appear. By using this we can view & download teacher details in Excel format.

Filter Type: AADHAAR AUTHENTICATED

View Download

10 records per page

Teacher's Name	Designation	Discipline Category	Discipline Group	Aadhaar Number	Mobile Number
Dr Seema Makhijaa	Associate Professor	Science	Zoology	XXXXXXXX7651	1126294542
Dr Abhishek K Mehta	Assistant Professor	Science	Other Science	XXXXXXXX3143	1126294542
Dr Ambika	Assistant Professor	Science	Physics	XXXXXXXX7890	1126294542
Dr Amit Gang	Associate Professor	Science	Bio-Science	XXXXXXXX7631	1126294542
Dr Ms. Anu Praveen	Assistant Professor	Science	Science	XXXXXXXX2954	1126294542
Dr. Anita Narang	Associate Professor	Science	Botany	XXXXXXXX4694	1126294542
Dr. Anita Thakur	Assistant Professor	Science	Botany	XXXXXXXX6510	1126294542

- **Aadhaar Not Authenticated:** When we select aadhaar not authenticated format in dropdown then below screen appear. By using this we can view & download teacher details in Excel format.

Filter Type: AADHAAR NOT AUTHENTICATED

View Download

10 records per page

Teacher's Name	Designation	Discipline Category	Discipline Group	Aadhaar Number	Mobile Number
Dr Dr. Rajesh Choudhry	Assistant Professor	Science	Other Science	XXXXXXXX3333	1126294542
Ms. Gunjan Rani	Assistant Professor	Science	Science	XXXXXXXX7625	1126294542

Showing 1 to 2 of 2 entries

← Previous 1 Next →

3.2.7. Institute Statistics

This module differentiates by two filters:

- **Count – Broad Discipline Wise:** This filter gives discipline wise teacher's count.

Filter Type: COUNT - BROAD DISCIPLINE WISE

Submit

10 records per page

Search:

Discipline Category	Discipline Group	Count
Commerce	Commerce	15
Design	Design	1
Others Category	Others Discipline Group	2
Science	Bio-Science	1
Science	Botany	13
Science	Chemistry	15
Science	Electronics	8
Science	Physics	16
Science	Zoology	12
Science	Other Science	8

Showing 1 to 10 of 12 entries

← Previous 1 2 Next →

- **Count – Nature of Appointment Wise:** This filter gives nature of appointment count.

Filter Type: NATURE OF APPOINTMENT WISE

Submit

10 records per page

Search:

Nature of Appointment	Count
Ad-hoc	39
Contractual	3
Regular	74
Temporary	1

3.3. MHRD User

When the user's login with MHRD credentials they are able to view the statistics of all the institutions in the country, whereas SNO users will be able to view the statistics of institutions in their respective states only, the following modules appear.

3.3.1. User Home

Page defined Institution details total number of teachers, Number of teachers with valid aadhaar format, & Number of teachers without valid aadhaar.

Welcome AnshulAggarwal ! logged in as MHRD Officer

Home ► User Home

Total Number of Teachers	Number of Teachers with VALID AADHAAR FORMAT	Number of Teachers with AUTHENTICATED AADHAAR	Total Number of Teachers with INVALID or NO AADHAAR
1,284,909	1,258,581	1,123,624	161,284

3.3.2. TIF Browse

On clicking this link a new page shall open where in user has to select State Name, Institution Type.

The screenshot shows the 'TIF Browse' page on the Gurujan.Gov.In portal. The user is logged in as 'AnshulAggarwal' as an 'MHRD Officer'. The page has a sidebar with navigation links: USER HOME, TIF BROWSE, AADHAAR STATISTICS, TIF DOWNLOAD, TIF STATISTICS, and AUDIT TRAIL. The main content area has a form with two dropdown menus: 'State Name' (set to 'Delhi') and 'Institute Type' (set to 'University'). A 'Submit' button is located below the form.

On clicking submit button user shall be taken below Screen.

The screenshot shows the 'TIF Browse' page after the user has submitted the form. The page displays a table of institutions and their affiliated colleges. The table has columns for 'Institute Id', 'Institute Name', 'Colleges List', 'View TIF', and 'View Statistics'. The 'Colleges List' column shows the number of affiliated colleges for each institution. The 'View TIF' column shows the status of the TIF (Not Available or Available). The 'View Statistics' column has a 'Statistics' button for each institution.

Institute Id	Institute Name	Colleges List	View TIF	View Statistics
0096	All India Institute of Medical Sciences	NA	Not Available	Statistics
0097	Bharat Ratana Dr. B. R. Ambedkar University	NA	Available	Statistics
0098	Delhi Technological University	NA	Available	Statistics
0099	Guru Gobind Singh Indraprastha University	Affiliated Colleges-(113)	Available	Statistics

- **Institution Id**
- **Institution Name:** Name of University/College/Standalone.
- **Colleges List:** When we select University in Institution Type then university affiliated colleges count show in this list.

The screenshot shows the 'TIF Browse' page after the user has submitted the form. The page displays a table of institutions and their affiliated colleges. The table has columns for 'Institute Id', 'Institute Name', 'Colleges List', 'View TIF', and 'View Statistics'. The 'Colleges List' column shows the number of affiliated colleges for each institution. The 'View TIF' column shows the status of the TIF (Not Available or Available). The 'View Statistics' column has a 'Statistics' button for each institution. The 'Affiliated Colleges-(113)' link for the Guru Gobind Singh Indraprastha University is highlighted with a red box.

Institute Id	Institute Name	Colleges List	View TIF	View Statistics
0096	All India Institute of Medical Sciences	NA	Not Available	Statistics
0097	Bharat Ratana Dr. B. R. Ambedkar University	NA	Available	Statistics
0098	Delhi Technological University	NA	Available	Statistics
0099	Guru Gobind Singh Indraprastha University	Affiliated Colleges-(113)	Available	Statistics

If user wants to view college details then click on Affiliated college link & move to college screen.

College page shows Name of college & TIF available or not.

10 records per page

Search:

College ID	College Name	View TIF
32831	Madhu Bala Institute of Communication & Electronic Media	Available
32832	Chandra Prabhu Jain College of Higher Studies	Available
32833	Indian Red Cross Society	Available
32834	College of Nursing, Dr. Ram Manohar Lohia Hospital	Not Available
32835	Dr. B.R. Sur Homeopathic Medical College and Hospital and Research Centre	Available
32836	Institute of Innovation in Technology & Management	Available

- **View TIF:** It's show TIF available or not available for Institution.

10 records per page

Search:

Institute Id	Institute Name	Colleges List	View TIF	View Statistics
0096	All India Institute of Medical Sciences	NA	Not Available	Statistics
0097	Bharat Ratna Dr. B. R. Ambedkar University	NA	Available	Statistics
0098	Delhi Technological University	NA	Available	Statistics
0099	Guru Gobind Singh Indraprastha University	Affiliated Colleges-(113)	Available	Statistics

If user wants to view TIF (Teacher Information Form) details then click on available link & move to TIF screen.

TIF Screen shows basic details of teacher like Name, Designation, Discipline Group, Aadhaar Number valid or not & Mobile Number

10 records per page

Search:

Teacher Name	Designation	Discipline Group	Broad Discipline Group Category	Aadhaar Number	Mobile Number
Dr Ganesh Prasad	Associate Professor	Social Science	Geography	XXXXXXXX3350 Valid	9431889188
Dr Md Abul Fazal	Assistant Professor	Science	Botany	XXXXXXXX0733 Valid	9431657601
Dr A Kumar	Associate Professor	Science	Zoology	XXXXXXXX6536 Valid	8544377101
Dr Anil Kumar	Associate Professor	Science	Chemistry	XXXXXXXX4828 Valid	9334797109
Dr Arun Ki Yadav	Associate Professor	Science	Chemistry	XXXXXXXX2839 Valid	9431440689
Dr Ashok ki Yadav	Associate Professor	Science	Chemistry	XXXXXXXX3154 Valid	9431657186
Dr Ashok kumar	Associate Professor	Science	Physics	XXXXXXXX7515 Valid	8986062546

- **View Statistics:** This link using for teacher count.

gurujan.gov.in

Welcome Anshul Aggarwal ! logged in as MHRD Officer

Home ▶ TIF Browse

* State Name: Delhi

Institute Type: University

Submit

10 records per page

Search:

Institute Id	Institute Name	Colleges List	View TIF	View Statistics
0096	All India Institute of Medical Sciences	NA	Not-Available	Statistics
0097	Bharat Ratana Dr. B. R. Ambedkar University	NA	Available	Statistics
0098	Delhi Technological University	NA	Available	Statistics
0099	Guru Gobind Singh Indraprastha University	Affiliated Colleges-(113)	Available	Statistics
0100	Indian Institute of Technology, Delhi	NA	Not-Available	Statistics

If user wants to view TIF (Teacher Information Form) count then click on statistics link & move to below screen.

This module differentiates by two filters:

- **Count – Broad Discipline Wise:** This filter gives discipline wise teacher's count.

gurujan.gov.in

Welcome Anshul Aggarwal ! logged in as MHRD Officer

Home ▶ TIF Browse ▶ View Statistics

Filter Type: COUNT - BROAD DISCIPLINE WISE

10 records per page

Search:

Discipline Category	Discipline Group	Count
Engineering & Technology	Civil Engineering	29
Engineering & Technology	Computer Engineering	33
Engineering & Technology	Electrical Engineering	41

- **Count – Nature of Appointment Wise:** This filter gives nature of appointment count.

gurujan.gov.in

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Home ▶ TIF Browse ▶ View Statistics

Filter Type: NATURE OF APPOINTMENT WISE

10 records per page

Search:

Nature of Appointment	Count
Contractual	24
Regular	255
Visiting	48

Showing 1 to 3 of 3 entries

← Previous 1 Next →

3.3.3. Aadhaar Statistics

This module defines state wise number of teachers with, valid aadhaar, Un- Authenticated aadhaar, Aadhaar doubt, No aadhaar, Aadhaar authenticated & by view details, you can view university wise data.

State Name	Total Teacher	Aadhaar Valid	Aadhaar Un-Authenticated	Aadhaar Doubt	No Aadhaar	Aadhaar Authenticated	View Details
Andaman and Nicobar Islands	366	366	13	0	0	353	University Details
Andhra Pradesh	90243	90243	13227	0	0	77016	University Details
Arunachal Pradesh	1113	944	207	0	169	906	University Details
Assam	19729	788	18987	0	18941	742	University Details
Bihar	22651	22651	2321	0	0	20330	University Details

3.3.4. TIF Download

Select state name & report type in dropdown then click on download button. You will get teachers details in excel format.

State Name:

Report Type:

[DOWNLOAD](#)

3.3.5. TIF Statistics

Select state name & report type in dropdown then click on submit button. You will get Nature of appointment wise teacher's count.

State Name:

Report Type:

[Submit](#)

Nature of Appointment	Count
Ad-hoc	42
Contractual	221
Deputation/Attachment	8
Part-Time	9
Regular	3331
Temporary	25
Visiting	64

Showing 1 to 7 of 7 entries

3.3.6. Audit Trail Log

This module is used to view logs of varies activities perform by user like Add teacher; Edit teacher & View/ Download TIF.

The screenshot shows the 'Audit Trail Log' module in the Gurujan.Gov.In system. The interface includes a sidebar with navigation options: USER HOME, TIF BROWSE, AADHAAR STATISTICS, TIF DOWNLOAD, TIF STATISTICS, and AUDIT TRAIL. The main content area displays a form for filtering logs. The form includes fields for Log Module Type (Add Teacher), Log Type (Add Teacher), Institute Type (University), Start Date (10/01/2018), and End Date (10/17/2018). A 'Submit' button is located below the date fields. Below the form, there is a table with columns: User ID, Aishe Code, Action, Action Time, and IP Address. The table currently shows 'No data available in table'. A search bar and a 'records per page' dropdown (set to 10) are also visible.

Audit Trail Log

Welcome **AnshulAggarwal** ! logged in as MHRD Officer Home ▶ TIF Browse

Log Module Type: Add Teacher Log Type: Add Teacher

Institute Type: University

Start Date: 10/01/2018

End Date: 10/17/2018

Submit

10 records per page Search:

User ID	Aishe Code	Action	Action Time	IP Address
No data available in table				


4 Annexure

4.1. Blank TIF

ALL INDIA SURVEY ON HIGHER EDUCATION


TEACHER INFORMATION FORMAT
For
College Institution

YEAR : 2016 - 2017



Ministry of Human Resource Development
Department of Higher Education
New Delhi

gurujan.gov.in



BLOCK A: BASIC INFORMATION [Help](#)

1. *Name of the University/ Institution

2. (i) *Postal Address Line 1:

(ii) Postal Address Line 2:

(iii) *Pin Code:

3. State:

4. *District:

GOVT. DEGREE COLLEGE JORA

PAGARA ROAD JOURA

MORENA

4 7 0 2 2 1

Madhya Pradesh

Morena

Important Instruction:
1. Please ensure that the list of Faculty/Department is up to date before proceeding with data entry.

General Instructions:
1. All Dates should be entered in DD/MM/YYYY format. Please ensure that the date of the computer system on which data entry is being carried out has current date.
2. All fields with * are mandatory and Fields which are pre-populated are marked ***
3. The selection of Faculty and Department is as per list uploaded by the Institutions in their respective DCF of latest survey year. One additional item is added as 'Others' in the list of Faculty and Department.
4. Aadhaar Number (Column No. 4) is mandatory for all the States except North Eastern States.
5. Mobile number (Column No. 21) and e-mail (Column No. 20) of the Employee is mandatory.
6. Date of Joining Institute (Column No. 11), Date of Joining Teaching Profession (Column No. 12) and Date of Change in Job Status (Column No. 19, if applicable) should be greater than Date of Birth (Column No. 5).

Note:
PWD = Persons with Disability

List of Faculty & Departments

Sl.no.	Name of the Departments / Centres
1	

Faculty Name: Department Name:

Sl. No.	*Name of the employee	*Designation	*Gender	Aadhar Number	*Date of Birth (DD/MM/YYYY)	*Social Category	*Religious Community	*PWD	*Nature of Appointment	*Selection Mode	*Date of Joining the Institution	*Date of joining teaching profession	*Highest Qualification	Additional / Eligibility Qualification	*Broad Discipline Group Category	*Broad Discipline Group	*Number of years spent productively in other than teaching job	*Job Status	Date of change in status	*Email	*Mobile
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	
1																					

Designation-wise Sanctioned Strength [Please Enter Sanction Strength against each Designation]

Designation	Sanctioned Strength	In Position
ALL	0	0

Note 1: After filling the complete form, please click on "Check Form" button. Form can be attached in the main DCF only when the message "Check Form Passed" appears on the screen.
Note 2: This form should be attached in the 'Attachments' Block of main DCF. Please upload the main DCF in the AISHE Portal.

4.2. TIF Excel Format

Kindly click below icon for download TIF excel format with all validations & Instructions.



Excel For generated
TIF.xlsx

5 General Instructions

1. All Dates should be entered in DD-MM-YYYY format. Please ensure that the date of the computer system on which data entry is being carried out has current date.
2. All fields with '*' are mandatory and Fields which are pre-populated are marked '**'
3. The Faculty and Department are prefilled as per list uploaded by the Institutions in their respective DCF of latest survey year. One additional item is added as 'Others' in the list of Faculty and Department.
4. Mobile number (Column No. 21) of the Employee is mandatory and e-mail (Column No. 20) is optional.
5. Date of Joining institute (Column No. 11) , Date of Joining Teaching Profession (Column No. 12) and Date of Change in Job Status (Column No. 19, if applicable) should be greater than Date of Birth (Column No. 5) .

Note: PWD = Persons with Disability