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 accross 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.

3.2.2.   Add Teachers

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

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:
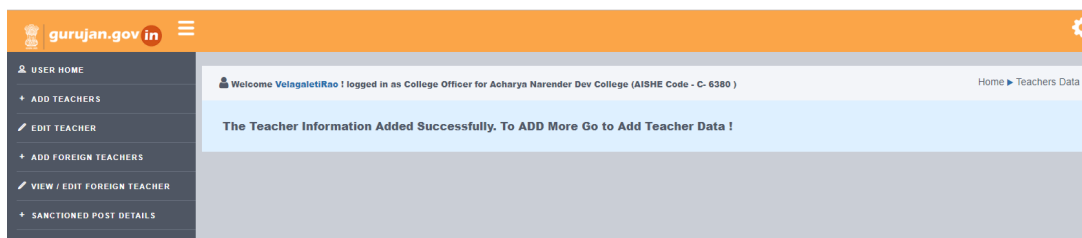
3.2.3. Add Foreign Teachers

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.

3.2.4. View/ Edit Foreign Teachers

Edit Teachers differentiated by three filter wrong aadhaar, correct aadhaar & foreign faculty.
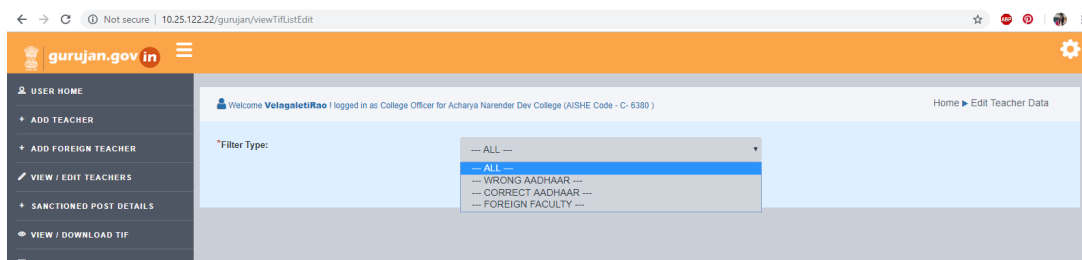
- **Wrong Aadhaar: When we select wrong aadhaar below screen appear.**

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

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

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

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

- **Foreign Faculty :**

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.

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

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.

- **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.

- **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.

- **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.

3.2.7. Institute Statistics

This module differentiates by two filters:

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

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

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.

3.3.2. TIF Browse

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

On clicking submit button user shall be taken below Screen.

- **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.

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.

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

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 Numbar valid or not & Mobile Number

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

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.

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

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.

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.

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.

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.

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	GOVT. DEGREE COLLEGE JORA
2. (i) *Postal Address Line 1:	PAGARA ROAD JOURA
(ii) Postal Address Line 2:	MORENA
(iii) *Pin Code:	4 7 6 2 2 1
3. State:	Madhya Pradesh
4. *District:	Morena

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

BLOCK B: TEACHING STAFF INFORMATION

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

1	Faculty / School Name	
	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 exclusively 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

Check Form	Modify	Save

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 genrated
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