# 100 point activity HOD Manual

# 1. Select HOD from dropdown:

✓ Enter HOD email id and password

GUJARAT TECHNOLOGICAL UNIVERSITY  100 - Points Activity
Login Here
Select Role: HOD •
Username: BE_001_02_head@gtu.edu.in
Password:
Captcha Validation : 1e46e2
Log III Kogiodalion
Feel free to Mail us on 100activitypoints@gtu.edu.in , if any query. GTU contact No - 079-23267-556 Please read Student Guidelines before submitting data.

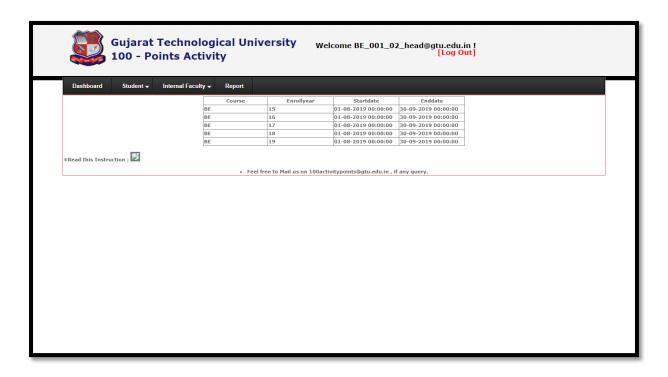
Note: - Every Institute have a branch wise head of Department email-id available.

e.g.: BE\_017\_06\_head@gtu.edu.in

017 - Institute Code

06 – Civil Engineering Branch

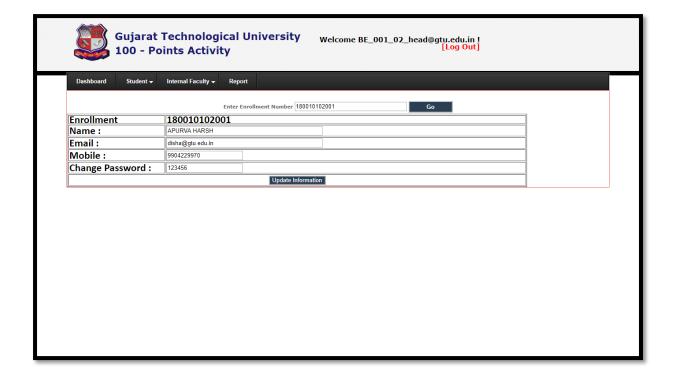
### 2. Dashboard:



✓ In dashboard, faculty schedule is available year wise.

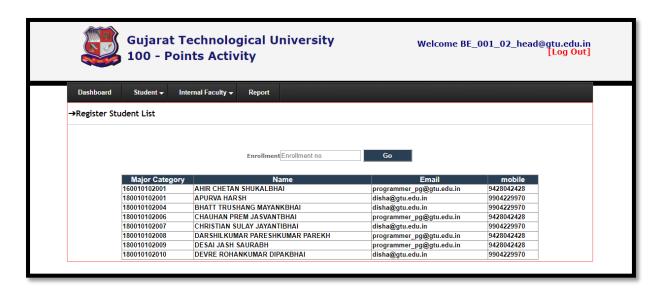
### 3. Student information:

- Enter student enrolment number for student details.
- ✓ Also HOD can update student details.



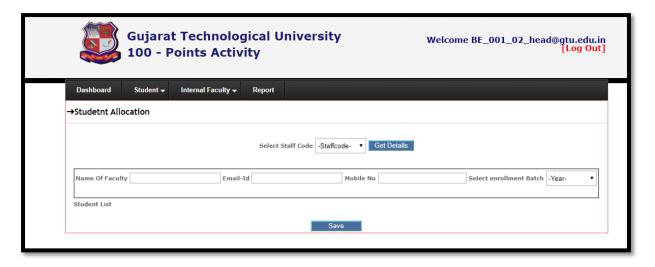
### 4. Student List:

✓ Registered student list is available



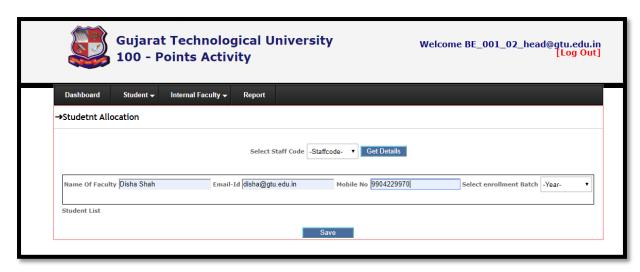
# 5. Internal faculty

√ Faculty allocation

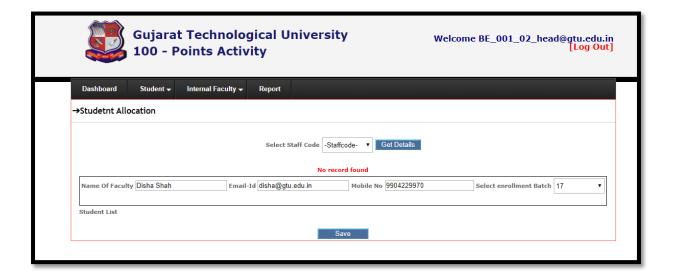


- ✓ Select staff code and click on Get details.
- ✓ If faculty do not know staff code, then enter faculty details manually.
- ✓ Faculty can get email of username and password in their registered email id

✓ Manual registration of Faculty

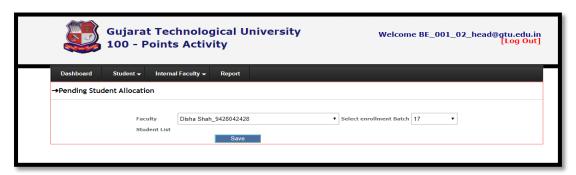


✓ If any student not found in year 16,17,18,19 and so on... So message will display.

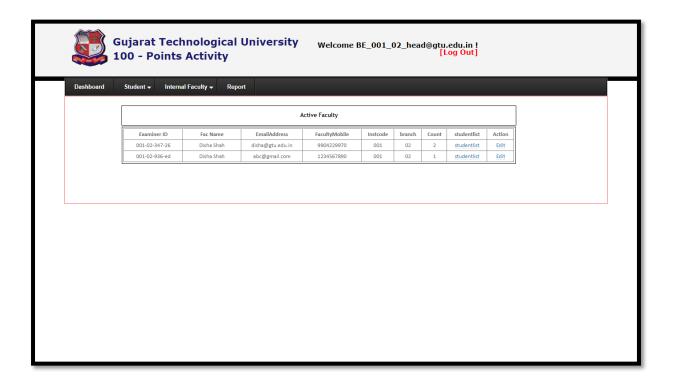


Message: No record found

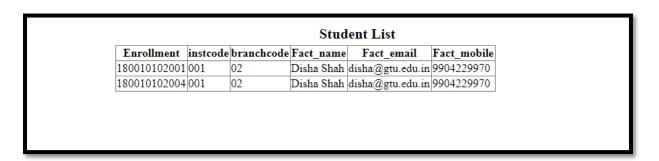
# 6. Pending allocation



### 7. Active faculty



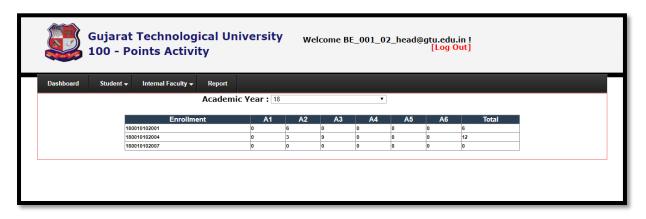
✓ Click on student list in active faculty



✓ Click on Edit and faculty details will update



# 8. Report Year wise



### **Important Notes:**

- 1. If internal faculty portal date will extend on request of college, then faculty registration is compulsory.
- 2. Same phase faculty will not login using last username and password after date extending.