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A-GRADE

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
(Established by Govt. Act No. 30 of 2008)
Kukatpally, Hyderabad – 500 085, Telangana, India

Cir. No: JNTUH/UAAC/Faculty Edit Option/2018-2   Date: 24-01-2018

CIRCULAR

As per the letters, emails and phone requests received from the registered faculty members by the University, the faculty members have been requesting for EDIT option of their respective details at the Faculty portal. In this connection the University is hereby providing the **EDIT** option to the registered faculty members and hence the faculty members are hereby informed to login with their respective credentials and perform editing/uploading of documents in the relevant fields.

The faculty members are directed to EDIT the fields as applicable **on or before 10/02/2018**

In case of any clarifications, the institutions may seek help by sending e-mail to **supportaac@jntuh.ac.in** or contact **040-23150010 or 8008421860**.

Note: Guidelines for Faculty Portal Registration / Edit /Update: visit at www.jntuhaac.in

Sd/-
REGISTRAR

GUIDELINES FOR FACULTY PORTAL REGISTRATION / EDIT /UPDATE

1. Faculty member must ensure that they enter valid PAN number. Even if one digit/character of PAN is found incorrect the registration is treated as invalid. Further they have to ensure they upload the clearly visible scanned copy of the PAN card in original.

2. Faculty member must ensure that their respective correct and valid Aadhaar card number is given and upload the clearly visible scanned copy of the Aadhaar card in original as it is used for Biometric Attendance System (BAS).

3. Scanned copy of the Original Degree certificate/Provisional Certificate is the only valid document against a Degree. Marks Memoranda or Consolidated Marks Memoranda or Course Completion Certificate or Transcripts or photo copy or any other substitute document/certificate are not considered against a Degree certificate and are liable for the cancellation of the Registration identity in the Faculty portal too. Further, the photocopies of the Original Degree/Provisional certificates are not acceptable.

4. The blurred images of the scanned Certificates/Photograph are not valid and the following specifications have to be strictly followed during uploading the relevant documents:

   a. Recent passport size Color Photograph of the Faculty should be Minimum – 150 x150 pixels, Maximum – 200 x 230 pixels and less than 50 KB size saved in .jpg format.

   b. PAN Card Document (Minimum 300 x 250 pixels and less than 100 KB size saved in the .jpg format).

   c. Aadhaar Card Document (Minimum 200x200 pixels and less than 100 KB size saved in the .jpg format).

   d. Degree Certificate (Minimum 600x800 pixels and less than 100 KB size saved in the .jpg format).

   e. For Faculty members who are already working, Form-16 for the last three consecutive years given by the employer or 26AS (1 MB size saved in the .pdf format).

   f. Selection Committee Minutes/Ratification letter (Minimum 600x800 pixels and less than 100 KB size saved in the .jpg format).

5. Faculty members registering with fraudulent identity proofs such as wrong/invalid/duplicate PAN /AADHAAR Proofs are liable for punitive action which includes legal action. Further fake certificates uploading will also lead to punitive action.

NOTE: The Registration ID is unique for an individual faculty member and is to be operated only by the concerned faculty. In case of any misuse, the concerned faculty is liable for any punitive action.