Teacher Registration Help



Gujarat Secondary and Higher Secondary Education Board

Education Department, Government of Gujarat

Online Teacher Registration User Guide

Teacher Registration User Manual

Teacher Registration User Manual



Gujarat Secondary and Higher Secondary Education Board

Welcome to the Online Teacher Registration User Manual.

This manual is designed to help you navigate through the application and maximize utilization of its full potential. This guide will help users to get information about features, functions and step-by-step instructions to use this application.

Introduction



Gujarat Secondary and Higher Secondary Education Board

Online Teacher Registration System is introduced for easier and faster communication between Schools, GS&HSEB and DEO Offices. This system has three kinds of users:

1.) School 2.) DEO 3.) Board

Each School, DEO Offices and Users at GS&HSEB will have Unique Username and Password to access this Online System.

1)School: The school will have their index number and password, they have to login into the system and have to Add /update their teachers information in the stipulated time period. If any information is missing, those information has be filled up by school.

- 2) DEO: Each DEO office will have their Username and password, with the help of which they can login to the system. They will only see the school information which covers under their district. After school filled up their Teachers information, it is the turn of DEO to check the information and if anything can be contributed by DEO he filled up the information and verify the data.
- 3) GSHSEB: Board will have their user name and password. After the DEO verified a particular details, it is the turn of GSHSEB to verify teachers record for each school.

User (School/Board/DEO) will redirect to application interface on logging into the system with their Username and password.

After logging into the system user can see the Teacher Registration form which has been divided into 5 sections/pages :

- o Teacher's Personal Detail
- o Teacher's Academic Detail
- o Teacher Institutional Experience
- o Teacher Achievement & Penalty Detail
- Teacher Examination Information

These pages are designed to get specific detail about teacher, his/her personal details, about the graduations, Institutional experience, achievement & penalty related information if any s and exam information can be filled by navigating through these pages. School has to update their teachers details in acceptable defined period from Education Board.

After some stipulated time period decided by Board DEO will verify information. If DEO finds any information wrong he has rights to update details. After DEO verification Board will also verify school details.

Before you Start

Before you continue you should read all the required information about Teacher registration **See:** Introduction

Access this online application using a computer with an Internet connection (required 526 kbps, recommended 1mbps)

To apply online, your system must meet minimum requirements recommended in <u>Technical</u>

<u>Instruction.</u> You can check your browser settings if you experience problems while application.

See: <u>Technical Instruction</u>

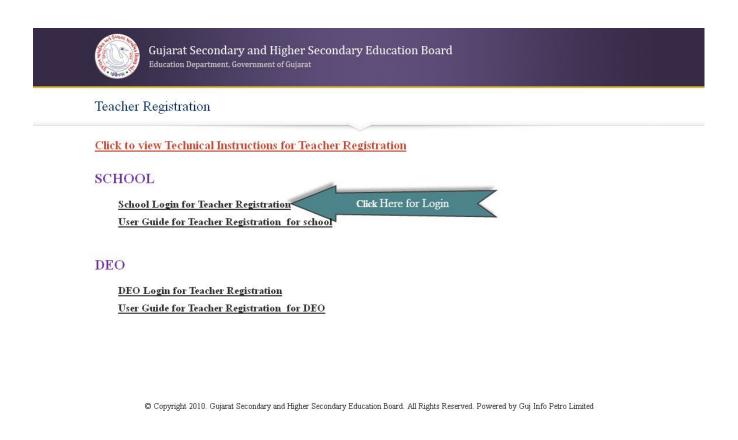
What does symbol means

Functionality of symbols used in application

Login	Click to Login in to the system
Clear	Click to clear out filled details
	Click to view Application
- Lange	Click to add new record
	Click to select date from calendar
>>	Click to go on Next page
<< Prev	Click to go on Previous page
<u> </u>	to go back record
- vave	Click to save individual record in grid
<u> </u>	Click to edit individual record in grid
************	Click to delete individual record in grid
	Click to edit individual record in grid
	Click to active individual record in grid
~	Click to Inactive individual record in grid
	Click to print Application form
Logout	Click to Log out in to the system
Save	Click to save data

Login To Application

• When you first access this http://teacherreg.gseb.org/, You will enter to welcome page of Teacher Registration Application.



- After clicking on "School login" link, it will open login page in new window.
- Each School will have their independent Username and Password. Login with Username which is your school Index No.

School Login

- Enter Index No and Password.
- Click on **Login** button. It will redirect to Application.





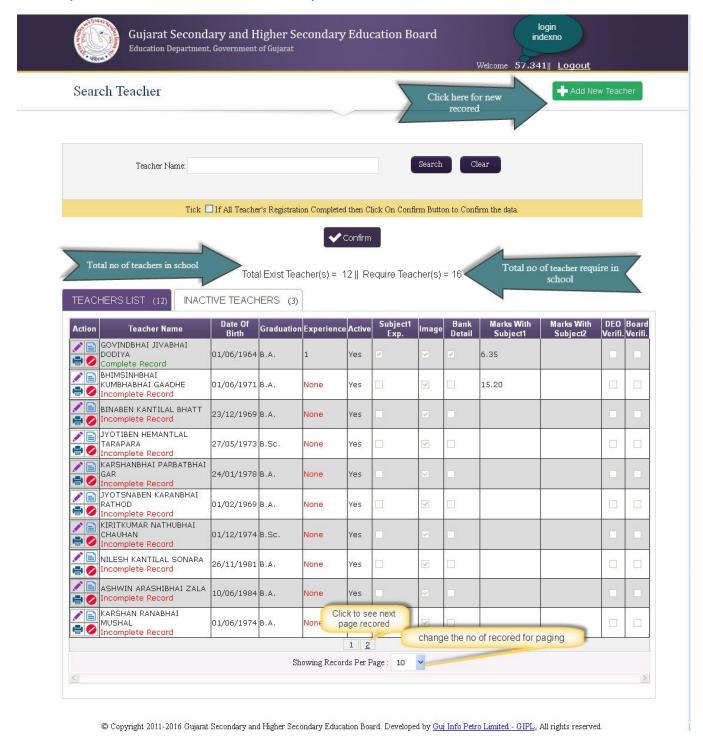
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Note:

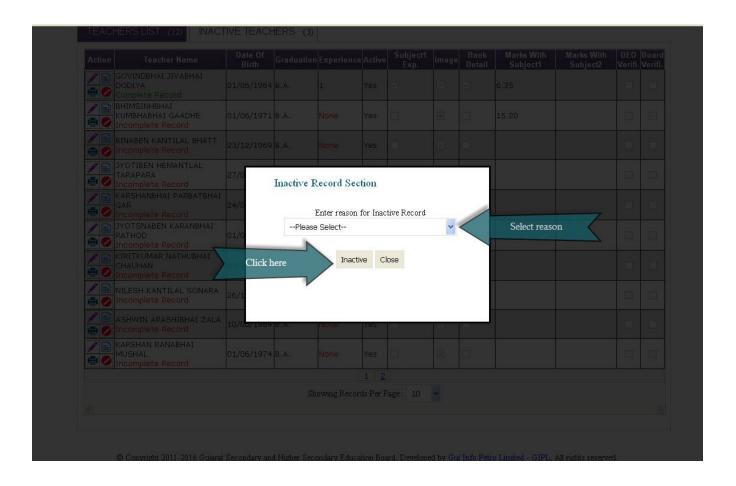
School can login to teacher registration only if school has authenticated in school registration for current Academic year.

Search Teacher

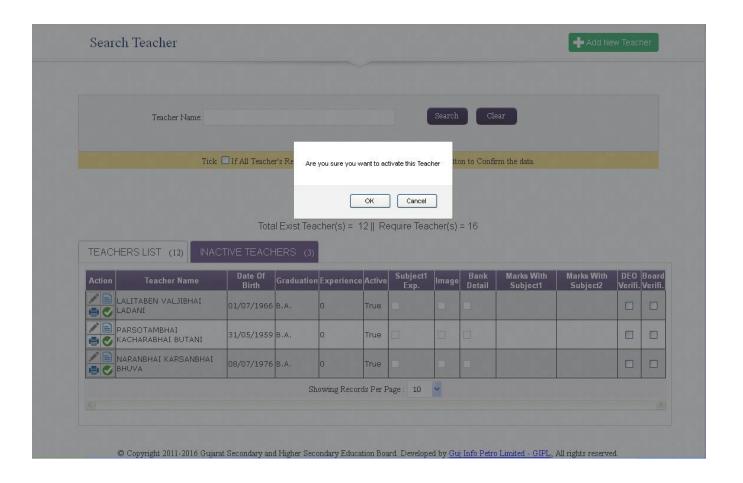
- After successfully login in, you will enter to home page of Application. It will display list of teachers record of that particular school.
- Here you can search individual teacher record by his/her name.



- This page appears with information of **Teacher's Name**, **Date Of Birth**, **Graduation**, **Experience,Image**, **Bank Detail, Marks of Preferable Subjec1 and Subject2** etc as you have already filled some details.
- School can also view status either "Incomplete Record" or "Complete Record" of teacher's detail whether he/she has completed his information or not. Below Criteria For record "Incomplete Record".
 - Teacher Image
 - Graduation (Require one detail)
 - Total experience (First Appointment date, Total Teaching Experience (As on 31st May, 2016))
 - All Bank Details (Teacher Bank Account No, Bank Name, Branch Name, Teacher Name As per Bank Account, IFSC Code)
 - Preferable Subject 1 and Preferable Subject 1 experience
- As Shown in image this Page shows total no of teacher are existing in the school.
- This page also shows total no of require teacher for this school. School registration has
 captured Number of classes for each standard and stream. Basis on number of classes require
 teachers notification shall be displayed on this page.
- This page shows Active and Inactive List of teachers. If you click on you can see the print page of that particular record. If you click on you can edit that particular record. If you click on you can view that application form particular teacher.
- As shown in image you can see two different List of Teachers. One list for Active teachers
 which are currently active in school and the second one is Inactive teacher list which are
 currently not active in school for particular reason in person detail page.
- If in active teacher list tab when you will click on then popup window display and screen looks like as shown in below image. Select the reason and click on the button after that particular record will be inactive and it will shown in second tab which is for inactive teacher's record. If you select "Duplicate Entry" and "Wrong Entry" as reason for inactive for that particular reason your record will be permanent invisible.
- Inactive record can not be editable.



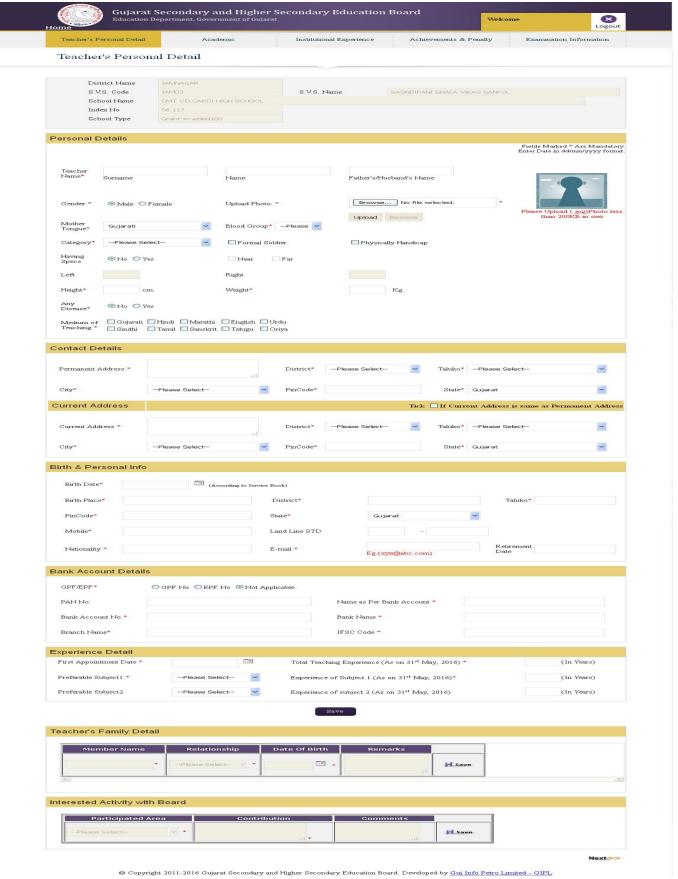
• If in inactive teacher list tab when you will click on then message will display and screen looks like as shown in below image. After click on "Ok" your record will active and and you can show that record in active teacher's list tab.



Add New Teacher

Teacher's Personal Detail

- This is the first page of the Teacher registration form.
- At top of page displayed school's general information, like **District detail**, **School Name**, **School Type**, **SVS Code**, **SVS Name** from school registration module.

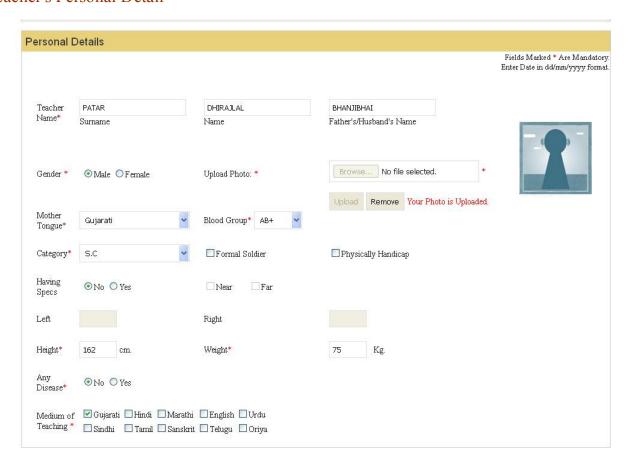


Note:

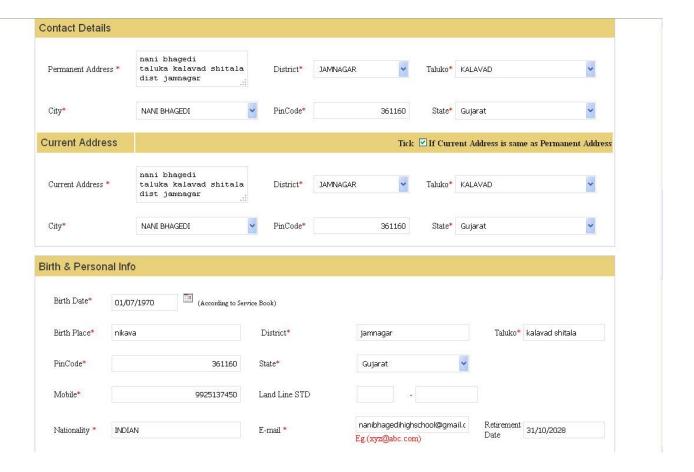
- Fields mark with * are compulsory to fill.
- You can switch to next page/Heading of form if all mandatory details are completed in current page.
- Scanned the required attachment and save to .jpg format to upload
- Size of .jpg (.jpeg) attachment is allowed maximum upto 200KB.

Personal Detail Page

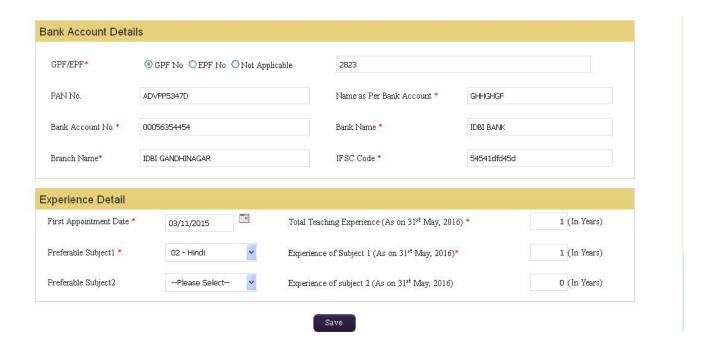
Teacher's Personal Detail



- In the Teacher Entry Details, **Teacher name** should be mentioned.
- Select Gender.
- Click on Browse button to open scanned Teacher image from your system and then after selecting file, click on Upload button to attach it.
- Select your Mother Tongue, Category, Blood Group properly form list, as shown in image
- Provide accurate handicap detail if have any. First select the check box **Physically Handicap** it will display the category select the one you have.
- Enter Height and weight .
- Provide proper detail if having any Disease by selecting Yes option.
- Check the check boxes **Medium of Teaching** .Teacher can check multiple check boxes.



- Teacher's **Permanent residing Address** of their home State and town with respective **Address**, **District**, **Taluka** and **City** from their list must be provided. If **Permanent address** and **Current address** is same then Tick the check box otherwise specify the current address also. Please note that it is mandatory to provide the **PIN Code**.
- Enter the **Date of Birth** of teacher properly (Birth date range Min date is 1st Jun 1957, Max date is 18 years back from 1st June of current academic year e.g. 1st June 2015 for current year)
- Enter other Birth detail with respective Birth Place, State, District, Taluka.
- Enter **Mobile** number and the valid **E-mail**. When provides the mobile number or the e-mail ID, he/she can receive the alerts through SMS / Mail.
- Enter Nationality.
- **Retirement Date** will auto calculate when you will enter the Date of Birth.

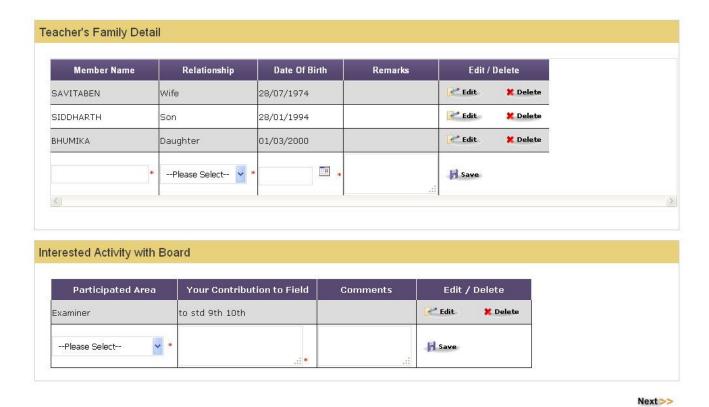


- If you have GPF/EPF No, first select that option properly and then enter its relevant No.
- If you have PAN No then Please enter it.
- Please enter all Bank related Detail carefully like Name as Per Bank Account, Account no, Bank Name, Branch Name, IFSC code etc
- Enter the **First Appointment Date** of teacher. (Min date is 1st Jun 1975. And maximum limit is current date)
- Enter the Total Teaching Experience (As on 31st May, 2016).
- Select Preferable Subject1 and Preferable Subject2 from list.
- Enter the Experience of Subject 1 (As on 31st May, 2016) and Experience of Subject 2(As on 31st May, 2016).

Note:

- 1. Total teaching experience cannot be greater than total years from first appointment date.
- 2. Preferable subject experience shall not be more than total teaching experience.
- 3.If you select **Preferable** then its **Experience** is mandatory.
- After filling all mandatory information click on button. It will show message dialog box "Record has been Saved Successfully" click Ok button to confirm it.

Teacher's Family Detail & Interested Activity With Board



- Enter Family Detail. This allows you to save family detail by filling following **Member's Name**, **Relationship**, **Date of Birth** etc. After entering all required data click on Save.
- Select the activity in which having interest, enter contribution and then click on save the detail.
- Click Next>>> button to move on next page.

Academic Detail Page

Academic Information

- This is the second page of the Teacher registration form.
- This page is designed to cover Academic information of teacher.
- Fill out graduation detail by providing these details like **Degree, Medium** in which it is done, enter **University Name**, **Main Subject**, **Percentage** etc.
- After providing relevant information click button.. Please make note that you can save more than one graduation detail.
- Same way provide Post graduation detail, Professional Qualification, Other Additional Qualification if any.
- You can also modify previously entered details by click **Edit** against or can delete also by clicking **Delete**, as shown below.
- Click Next >> button to move on next page.



Teacher's Personal Detail

Academic

Institutional Experience

Achievements & Penalty

Examination Information

Academic Information

Fields marked * Are Mandatory.

Note: As per Recruitment Marks

Graduation Detail * %age (Enter percentage as per recruitment) Recognized University Passing Year Graduation Medium University Name First Subject Subsidiary Subject Grade SOUTH GUJARAT B.Sc. Gujarati 1998 CHEMISTRY PHYSICS MAHTS 76.00 Yes UNIVERSITY --Select 🔻 --Select----Select· 🕶 Yes

Post Graduation Detail

Post Graduation	Medium	University Name	Passing Year	First Subject	Subsidiary Subject	%age (Enter percentage as per recruitment)	Grade	Recognized University	
M.Sc.	Guiarati	ORGANIC CHEMISTRY	12000		ORGANIC CHEMISTRY	65.00	A	Yes	OF CH
Select 🕶	Select 🕶	*	Select· •		.ii	*		Yes 💌	
<	I .		100	1					>

Professional Qualification

Professional Qualification	Medium	University Name	Passing Year	First Subject	Subsidiary Subject	%age (Enter percentage as per recruitment)	Grade	Recognized University
B.Ed.	Guiarati	SAURASHTRA UNIVERSITY	2002	SCIENCE	MATHS	89.00	A+	Yes
Select	Select •	*	Select· 🕶	.:i	.ii	*		Yes

Other Additional Qualification

Other Additional Qualification	Medium	University Name	Passing Year	First Subject	Subsidiary Subject	%age (Enter percentage as per recruitment)	Grade	Recognized University
TIC	Gujarati	DR.AMBEDKAR OPEN UNIVERSITY	2005	COMPUTER		76.00	A	Yes
Select 🔻	Select v	.:i	Select· 💌	*	ja j	*		Yes 🕶
	I							

Institutional Experience Detail Page

Institutional Experience Detail

• This is the third page of the Teacher registration form. It covers work and teaching experience of teacher.



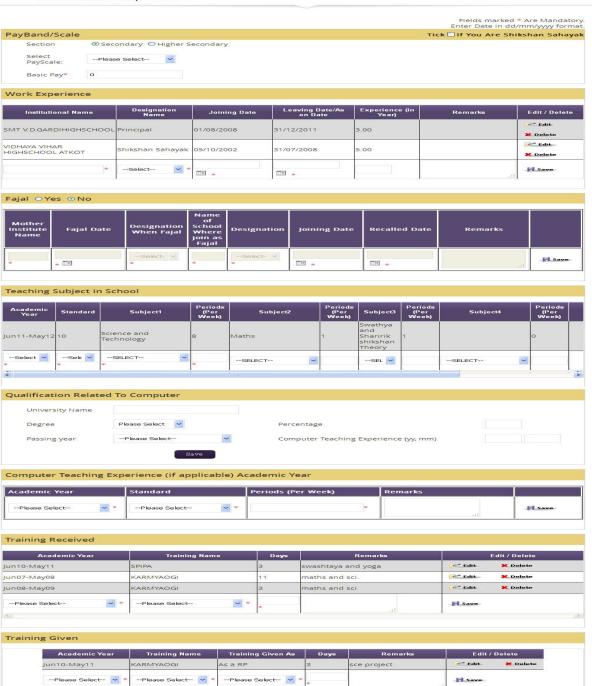
Welcome DHARMENDRAKUMAR

Logout

Teacher's Personal Detail Academic

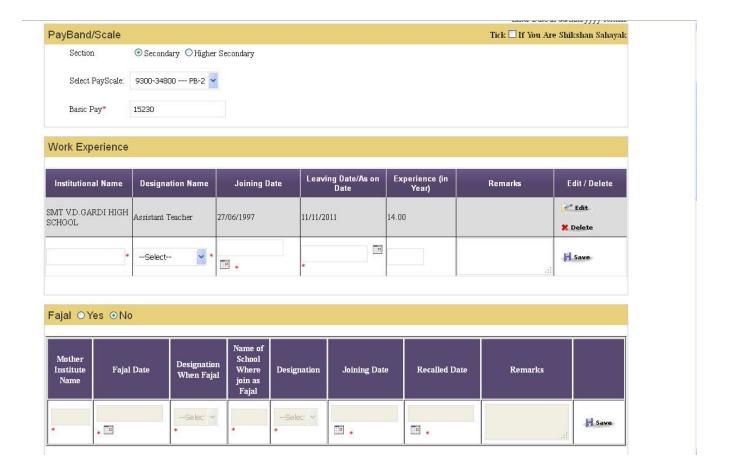
Institutional Experience Achievements & Penalty Examination Information

Institutional Experience

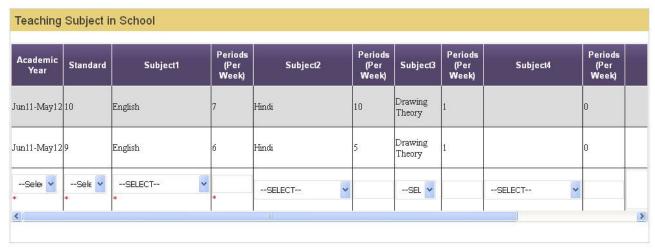


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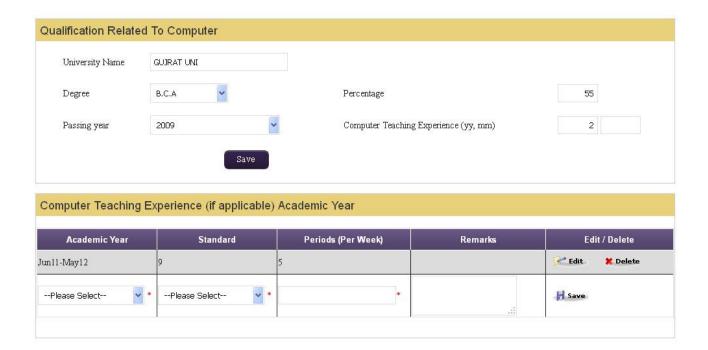
H Save



- Select Teaching in which **Section** in school.
- Select Pay Band/Scale from list and then enter Basic Pay.
- Teacher should also enter the year of Work Experience in the grid provided with the detail of **Institute** Name, **Designation Name**, **Joining Date**, **Leaving Date** etc.
- Experience (in Year) field will auto calculate at the time of save record.
- To fill Fajal experience first select YES option. Now enter details like Mother Institute Name, Fajal Date, Name of School where join as Fajal, Joined Date, Recalled Date etc.

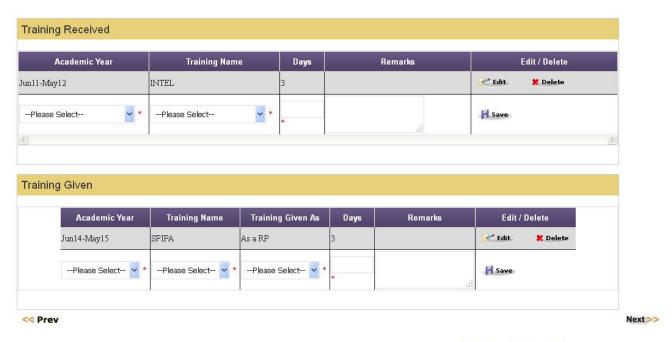


• Provide the details of **Teaching Subjects** in school, **periods allotted per week** for it, **standard** in which taking that subject etc.



- This section is provided for teachers to enter their computer knowledge details. They have to duly fill in following University Name, Degree, Percentage, Passing Year and Teaching Experience in computer.
- If the above required details are provided, then click on to save the entries.
- If have **Teaching Experience** in **Computer** subject then provide the details of following **Academic Year**, **Standard**, **Period** (**Per week**) and click on **Save** button to Save it.
- You can also modify previously entered details by click **Edit** against or can delete also by clicking **Delete**, as shown above.

Please make note that you can save more than one detail.

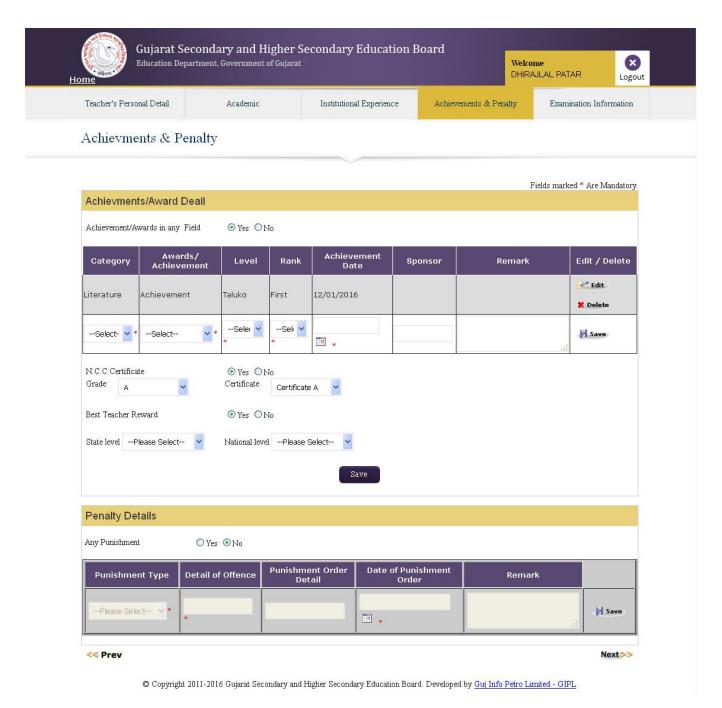


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- This section have two different grid to collect detail first is about **Training Received** by teacher and last one is **Training given** by teacher.
- To save Training received detail fill **Academic year**, **Training Name**, **Days** and then click on **Save** to save it.
- Same way teacher can save **Training Given** detail if any.
- Click Next >> button to move on next page.

Achievement and Penalty Detail Page

- This is the Fourth page of the Teacher registration form.
- Through this page, teacher can mention details of his/her achievement/reward in any field .There are two sections in this form. Fill in the Achievement details in the first section. Enter penalty details in the second section if have any.
- To fill achievement detail first select YES option. Now provide detail regarding
- Achievement/Reward gets in which Category from list, its Level, Rank, Achievement Date etc.
- After providing relevant information click button. Please make note that you can save more than one Achievement/Reward detail.
- If possess any N.C.C certificate to provide detail first choose **YES** option and then select **Grade** and **Certificate** properly form list. Same way give details for **Best Teacher Reward.**
- If the above required details are provided, then click on save the entries.



- To fill penalty detail first select YES option. Fill details like punishment Type, Detail of Offence, Date Of Punishment, Punishment Order Detail information etc.
- After providing relevant information click | Save button.
- Click Next >> button to move on next page.

Examination Information Detail Page

- This is the fifth page of the Teacher registration form.
- In this page teachers could provide information regarding his/her experience while Board Exams.
- Fill out Board Exam Experience detail by providing these information like duty appointed in exam, subjects, months and year of exam.
- After providing relevant information click button.. Please make note that you can save more than one Experience detail.

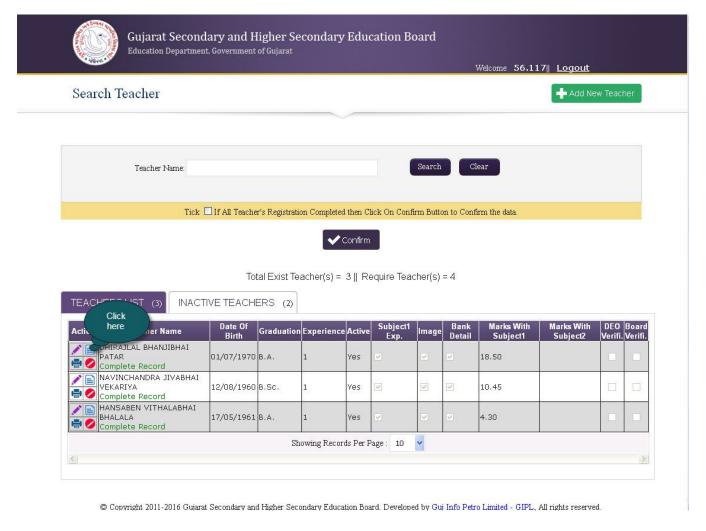


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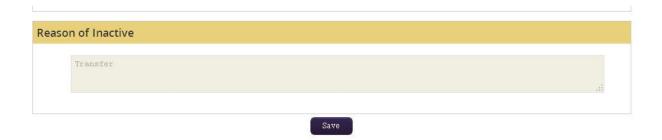
- Click sq Prev button to go on previous page or can click any Page Heading in which you want to complete details.
- Before DEO verification start, the Teacher can make any number of changes, but once DEO verified these details he/she cannot make any further alteration in their application forms.

View Teacher's Record

• Click on to take the view of your application form as shown below.



- In View application all pages open in disable mode.(e.g. As shown below image)
- If teacher is inactive then you can see with reason in view page as below image.



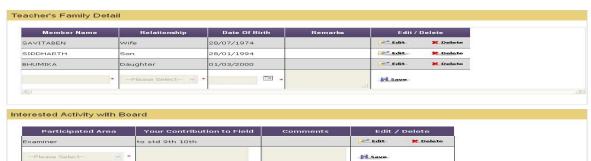


Teacher's Personal Detail

Academic Institutional Experience Achievements & Penalty Examination Information

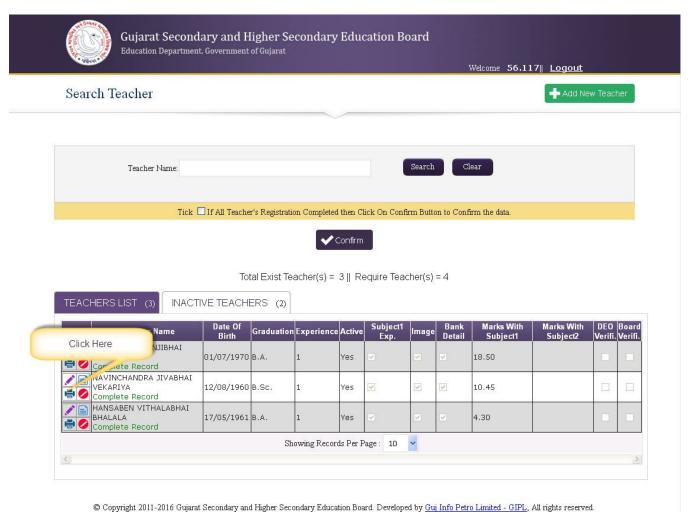
Teacher's Personal Detail

	trict Name	JAMNAGAR								
S.V.S. Code		EDMAL	s.v.s. 1	Jame	SASNDIPAN	I SHALA V	TKAS SANKUL			
		SMT V.D.GARDI H 56.117	IGH SCHOOL							
	ool Type	Grant-in-aided 100								
Personal D	etails									
									Fields Marked * / Enter Date in dd/m	Are Mandatory. m/yyyy format.
Teacher Name*	PATAR Surname		DHIRAJLAL			VJIBHAI r's/Husband's Nam				
	surname		rame		rame	r s/riusoanu s ivami	e			
Gender *	Male	Female	Upload Photo: *		Br	owse No file se	elected.		Please Unload (i	ng)Photo less
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Category*	S.C	~	Formal Sold	ier	□ P	nysically Handicap				
Having	⊕No ○Y	•	Near	Far						
Specs	0140 01	es	Inear	rai						
Left			Right							
Height*	162 c	m.	Weight*		75	Kg.				
Any Disease*	⊕ No ○ Y	(es								
Medium of	☑ Gujarati	Hindi Marathi	English Ur	du						
Teaching *	Sindhi	☐ Tamil ☐ Sanskrit	∐ Telugu ∐ Or	iya						
Contact De	etails									
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		GISC Jammagar	us E							
City*		NANI BHAGEDI	~	PinCode*		361160	State*	Gujarat		
Current Ac	Idress					Tick	✓ If Cun	rent Address	is same as Permar	nent Address
Current Add	ress *	nani bhagedi taluka kalavad dist jamnagar	shitala	District*	JAMNAGAR	~	Taluko*	KALAVAD		
			-11							
City*		NANI BHAGEDI		PinCode*		361160	State*	Gujarat		~
Birth & Per	conal Info									
Diriti G i Ci	Jonai IIIIo									
Birth Date	01/07	/1970 (Ac	cording to Service Boo	ok)						
Birth Place	* nikava	1	D	istrict*		jamnagar		Ta	aluko* kalavad shit	tala
PinCode*			361160 Sta	ite*		Gujarat				
Mobile*		992	5137450 La	nd Line STD		-				
Nationality	* INDIA		F	mail *		nanibhagedihighsc	hool@gm	all.c Retir	ement 31/10/2028	
reationality	11/40/1940	N.	E-1	rien		Eg.(xyz@abc.com))	Date	31/10/2020	
Bank Acco	unt Detail	•								
	and Dotain									
GPF/EPF*		⊕ GPF No ○ EPF	No ONot Applic	cable	2823					
PAN No.		ADVPP5347D			Name as	Per Bank Account	*	GHHGHGF		
Bank Account No.* fdgfd				Bank Na	Bank Name *			GFHHGHG		
Branch Nan	ne*	GFHHGHG			IFSC Co	de **		gfhfghfghgh		
Experience	Detail									
First Appoint		03/11/2015		Total Teac	hing Experie	nce (As on 31st Ma	y, 2016)	+	1 (In Y	/ears)
Preferable St		02 - Hindi				l (As on 31st May,			1 (In Y	
Preferable Subject 2 (As on 31st May, 2016) (In Years)								(ears)		



Print Teacher's Record

• Click on **to take the Print of your application form as shown below.**



Print application look as shown in below image.



Teacher Registration SMT V.D.GARDI HIGH SCHOOL GRANT-IN-AIDED 188 IAMNAGAR JAMNAGAR 56.117 SASNDIPANI SHALA VIKAS SANKUL JAM03 .V.S Name S.V.S Code Teacher's Personal I etail DHIRAJLAL BHANJIBHAI PATAR ovaic Gujarati, Place -nani bhagedi taluka kalavad shitala dist jamnagarCity -NANI BHAGEDI ,Taluka- KALAVAD ,District- JAMNAGAR ,State- Guj Place -nani bhagedi tahuka kalavad shitala dist jamnagarCity -NANI BHAGEDI ,Tahuka- KALAVAD ,District- JAMNAGAR 361160 Current Address Birth Date 01/07/1970 Place -nikava "Taluka- kalavad shitala "District- jamnagar "State- Gujarat "Pin- 361160 9225137450 INIDIAN Mobile No. Nationality Mother Toungue Category Sujara S. C Physically Handicap NA PAN No. Name as Per Bank Type GPF No ADVPP5347D Ajaay Mehta lame as Per Bank
Liccount
Locount No
ranch Name
Lippointment date
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Lip 1425454544445 IDBI 45455r56465 IDBI 03/11/2015 02 - Hindi 18.50 162 Cm. 75 Kg. Left:-weight
Near:---- Far:--Disease Name
Shikshan Sahayak
Basic Pay
Grade: ---State level- ---aving Specs ay Disease No No Secondary 9300-34800 --- PB-2 --- 4400 No 15230 Certificate: ----National level ection ay Scale I.C.C Certificate est Teacher Rev omputer Knowledge niversity Name GUJRAT UNI 2009 Degree: B.C.A Percentage: 55.00 Experience (yy, mm) Year:--- Month:-g yc≈ı er's Family Details Member Name ров Wife Son Daughter Teacher's Graduation Details

Graduation Medium University Name Year Subject Subject per recruitment)

B.A. Gujarati SAURASTRA 1994 ENGLISH GUJARATI 48.00 Yes Recognized University Ves Yes M.A. Gujarati GUJRAT 1997 ENGLISH GUJRATI 55.00 B.Ed. English Sulvestity 1996 ENGLISH GUJARATI 58.00 B Yes Other Medium Medium Name Year Subject Subject Perceruitment)

Other Medium Name Year Subject Subject Perceruitment)

Other Medium Name Year Subject Subject Perceruitment)

Oracle Recognized Remarks University M.Ed. English GUJRAT 2001 ENGLISH GUJRATI 56.00 Faijal Details No Record in Teacher's Faijal Detail Teaching Subject in School

Academic Standard Subject1 Periods (Per Subject2 Periods (Per Subject3 Periods (Per Subject4 Week)

Week) Week) Week)

Week) Week) Drawing Theory Drawing Theory English Hindi 10 un11-May12 9 Hindi Computer Teaching Experience Academic Year Jun11-May12 Standard Periods (Per Week) eacher's Training Recieved Details Academic Year Training Name eacher's Training Given Details

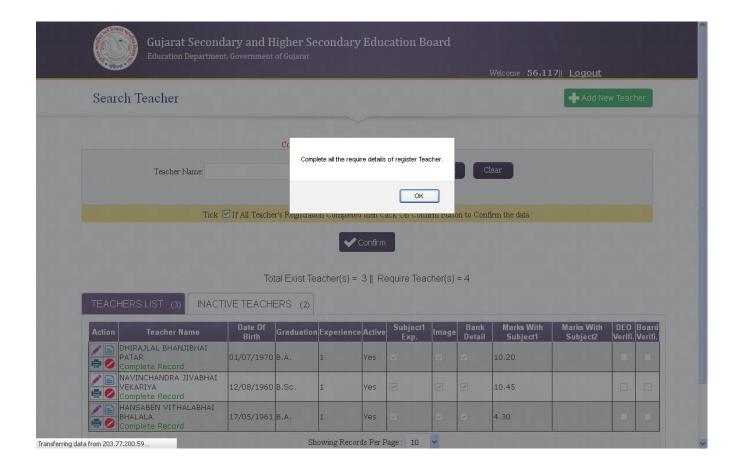
Academic Year Training Name Training Given As Days Remarks

SDIPA AS A RP 3 Jun14-May15 acher's Achievement/Awar Category Achiever Awards Details

Awards / Achievement | Level | Ronk | Achievement Date
| Taluko | First | 12/01/2016 Sponsor Remark No Record in Teacher's Penalty Detail acher's Board Experience Details Type Subject Month
GUJRATI January 2: Year Remarks Moderator eacher's Interested activity Related To Board Detail
Participated Area Your Contribution to Field Comments

Final Confirmation Data of Teacher

- After completed all registration of teachers, school can confirm all the data of teacher.
- After Confirm the data by school, Teacher can not add or edit the their data.



Note:

If all teacher's record of school status will be "Completed Record" then only school can confirm record.

Contact Us

We will be glad to hear from you

For questions related to system, please contact us

To receive general information or technical support, please contact us

If you have any ideas, wishes, questions or criticism, don't hesitate to contact us. We will be glad to hear from you.