Tutorial to Edit Faculty Profile

Kindly note that,the faculties who have already registered on DISHTAVO portal have their start date as 06/07/2020 which is the start of DISHTAVO.These faculties are not required to edit the profile for that appointment , unless they have change in college,type of appointment and designation after this period i.e 06/07/2020

In order to take into consideration the changes in the faculties profile with respect to type of appointment,change in college name or designation; DISHTAVO portal has enabled a feature for the faculties to edit Faculty profile.

Any Faculty registered for DISHTAVO having the above changes in their profile with respect to College,Designation or type of Appointment can make use of this facility.
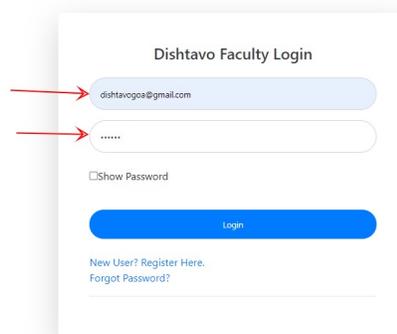
Below is the illustration of the same.

Step 1:
A faculty has to Login using his/her email id and password and Login into the system.

Step 2:
Enter the email used while registering on the DISHTAVO portal and the password.Click on the Login button to Log into the system.

Step 3:

Once you are Logged in the system,you will be landing on the User Dashboard wherein you will be able to click on the **View Profile** Button.(Shown using an arrow)

Modules(Quadrant Data) Upload Form

Sr No.	Module Name	Module No.	Course	Subject	Q-II-Notes	Q-II-Glossary	Q-III-Self-learning	Q-IV-In Module Assessment	Action

Step 4:

In the faculty profile,you will be able to edit your profile with respect to the changes you want to bring up in your details, i.e. Type of appointment,Change in College, Change in designation,start date of current appointment and end date of last appointment.

Kindly note that,the faculties who have already registered on DISHTAVO portal have their start date as 06/07/2020 which is the start of DISHTAVO.These faculties are not required to edit the profile for that appointment , unless they have change in college,type of appointment and designation after this period i.e 06/07/2020

Faculty Name:

DISHTAVO User

Email:

dishtavogoa@gmail.com

Mobile Number:

9999999999

User Role:

Faculty

Designation:

Assistant Professor

Select this to change your type of Appointment.

Contract

Current College Name

Government College of Arts, Science & Commerce, Khandola, Marcela - Goa

Select this option to change the College Name

Start Date of current Appointment:

dd-mm-yyyy

End Date of Last Appointment:

dd-mm-yyyy

check APPOINTMENT DETAILS table below for last appointment details

Update

Edit Profile

APPOINTMENT DETAILS

Sr.No	Name of the College	Designation	Type of Appointment	Start Date	End Date
1	Government College of Arts, Science & Commerce, Khandola, Marcela - Goa	Assistant Professor	Contract	2020-07-06	2021-08-16

PENDING FOR APPROVAL-APPOINTMENT DETAILS

Here are the following points to be considered while editing your profile.

    a. All the faculties(regular/contract/lecture basis) having change in their college,type of appointment or designation have to enter the end date of the last(college,type of appointment or designation) and start date of the current (college,type of appointment or designation).

    b. Faculties who are on contract Basis and lecture basis may have frequent change in their type of appointment and college .This

change needs to be updated on the DISHTAVO portal.This will ensure apt generation of certificates and the duty reports.

c. If the faculties on lecture basis are working with two colleges simultaneously for a particular academic year,they should choose only one college.The college chosen will be the one that will appear in the certificate that would be generated on DISHTAVO Portal.Also,the duty report of these faculties will be sent to the college chosen while editing the profile.

After considering all the above points,a faculty may edit the profile and click on the **update** button.

Step 5:
After you have clicked on the update button,the details entered will be verified by DISHTAVO team members and approved by the same.The screenshot below shows a tab called ,"**PENDING FOR APPROVAL APPOINTMENT DETAILS**."

A faculty cannot edit their profile until and unless the previously entered data is approved.

Faculty Name:

DISHTAVO User

Email:

dishtavogoa@gmail.com

Mobile Number:

9999999999

User Role:

Faculty

Designation:

Assistant Professor

Select this to change your type of Appointment.

Contract

Current College Name

Government College of Arts, Science & Commerce, Khandola, Marcela - Goa

Select this option to change the College Name

APPOINTMENT DETAILS

Sr.No	Name of the College	Designation	Type of Appointment	Start Date	End Date
1	Government College of Arts, Science & Commerce, Khandola, Marcela - Goa	Assistant Professor	Contract	2020-07-06	9999-12-31

PENDING FOR APPROVAL-APPOINTMENT DETAILS

Sr.No	Name of the College	Designation	Type of Appointment	From Date	To Date
1	Government College Of Arts, Science & Commerce, Quepem - Goa	Assistant Professor	Contract	2021-08-17	9999-12-31

The data will be reflected under the appointment details tab once approved,as seen in the screenshot.

Faculty Name:

DISHTAVO User

Email:

dishtavogoa@gmail.com

Mobile Number:

9999999999

User Role:

Faculty

Designation:

Assistant Professor

Select this to change your type of Appointment.

Contract

Current College Name

Government College Of Arts, Science & Commerce, Quepem - Goa

Select this option to change the College Name

APPOINTMENT DETAILS

Sr.No	Name of the College	Designation	Type of Appointment	Start Date	End Date
1	Government College Of Arts, Science & Commerce, Quepem - Goa	Assistant Professor	Contract	2021-08-17	9999-12-31
2	Government College of Arts, Science & Commerce, Khandola, Marcela - Goa	Assistant Professor	Contract	2020-07-06	2021-08-14

PENDING FOR APPROVAL-APPOINTMENT DETAILS