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.

	@gmail.com	
Show Pass	word	
	Login	
New User? F	Register Here.	

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)

Dashboard			Vet Modules	Transcript Management	View Profile	Generate Certificate			i <u>Logou</u>
			Mod	lules(Quadrant D	ata) Uploa	ad 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.

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Home / View Profile

DISHTAVO U mail: dishtavogoa@ obile Numbe 99999999999 ser Role: Faculty	Jser ⊉gmail.com ₩:			
mail: dishtavogoa@ lobile Numbe 99999999999 ser Role: Faculty	∄gmail.com ₩:			
dishtavogoa@ lobile Numbe 99999999999 ser Role: Faculty	ĝgmail com ₩:			
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ser Role: Faculty				
Faculty				
Designation:				
Assistant Pr	rofessor			÷
Select this to	o change your type of Appointment.			
Contract				¢
Current Colle	ege Name			
Governmen	t College of Arts, Science & Commerce, Khandola, Marcela -	Goa		
Select this o	ption to change the College Name			
Start Date of	current Appointment:			
dd-mm-yyy	у			
End Date of I	Last Appointment:			
dd-mm-yyy	у			

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.

Jser Rol	e:				
Faculty					
Design	ation:				
Assist	ant Professor				
Select	this to change your type of Appointment.				
Contra	act				
Current	t College Name				
Gover	nment College of Arts, Science & Commerce, Khandola, Marcela -	Goa			
Select	this option to change the College Name				
Start D	ate of current Appointment:				
17-08	-2021				C
End Da	te of Last Appointment:				
> 14-08	-2021				Ċ
Updat APPOII	PPOINTMENT DETAILS table below for last appointment details				
Sr.No	Name of the College	Designation	Type of Appointment	Start Date	End Da
	Government College of Arts, Science & Commerce, Khandola,	Assistant	Contract	2020-07-	9999-12

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.

View Profile Home / View Profile

UISH	AVO User				
Email:					
dichtau	iono@amail.com				
uisiitav	ogoal@gmail.com				
Mobile N	lumber:				
999999	99999				
Jser Ro	le:				
Faculty	r				
Designa	tion:				
Assista	Int Professor				
Coloct ti	is to shange your time of Annalytiment				
Select u	is to change your type of Appointment.				
Contra					
Current	College Name				
Current Govern	College Name iment College of Arts, Science & Commerce, Khandola, Marcela -	Goa			
Current Govern Select t	College Name iment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name	Goa			
Govern Govern Select t APPOI	College Name Iment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name NTMENT DETAILS	Goa			
Current Goverr Select t APPOI Sr.No	College Name mment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name NTMENT DETAILS Name of the College	Goa Designation	Type of Appointment	Start Date	End Date
Current Govern Select t APPOI Sr.No	College Name mment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name NTMENT DETAILS Name of the College Government College of Arts, Science & Commerce, Khandola, Marcela - Goa	Goa Designation Assistant Professor	Type of Appointment Contract	Start Date 2020-07- 06	End Date 9999-12- 31
Current Govern Select t APPOI Sr.No 1 PENDI	College Name Imment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name INTMENT DETAILS Name of the College Government College of Arts, Science & Commerce, Khandola, Marcela - Goa ING FOR APPROVAL-APPOINTMENT DETAILS	Goa Designation Assistant Professor	Type of Appointment Contract	Start Date 2020-07- 06	End Date 9999-12- 31
Current Govern Select t APPOI Sr.No 1 PENDI Sr.No	College Name mment College of Arts, Science & Commerce, Khandola, Marcela - his option to change the College Name NTMENT DETAILS Name of the College Government College of Arts, Science & Commerce, Khandola, Narcela - Goa NG FOR APPROVAL-APPOINTMENT DETAILS Name of the College	Goa Designation Assistant Professor Designation	Type of Appointment Contract Type of Appointment	Start Date 2020-07- 06	End Date

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

-					
Email:					
dishtav	ogoa@gmail.com				
Mobile N	umber:				
999999	9999				
User Ro	e:				
Faculty					
Designa	tion:				
Assista	nt Professor				\$
Select th	is to change your type of Appointment.				
Contra	t .				\$
Current	College Name				
Current	ment College Of Arts, Science & Commerce, Olienem, Goa				
Laovern	nen congo erres, conne a commerce, aucpein cou				
Govern	his option to change the College Name				٣
Select t	is option to change the conege Name				
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Select t APPOI	NTMENT DETAILS	Designation	Type of Appointment	Start Date	End Date
Select t APPOI Sr.No 1	Its option to Change the Conege Name TTMENT DETAILS Name of the College Government College Of Arts, Science & Commerce, Quepem - Goa	Designation Assistant Professor	Type of Appointment Contract	Start Date 2021-08- 17	End Date 9999-12- 31