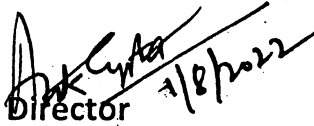


No. CIT/JU/22/792
Date. 01.08.22

CIRCULAR

The Centre for IT has developed a portal for Faculty Profile which will enable the faculty of the university to update their profile(s) from anywhere/anytime. All the Head of Departments are hereby requested to circulate this circular to all the faculty members. In view of the impending NAAC evaluation of the university, the faculty members are requested to create their profile at the earliest. In case of any problem in using the portal, the members of Centre for IT will be available on all working days between 1PM to 2 PM exclusively in room no.102 {B} only for help of the faculty.



Director 1/8/22
CITES&M
University of Jammu

Copy to:

1. SSVC for the information of Hon'ble Vice Chancellor
2. Sr. PA to Registrar for the information of the Registrar
3. Dr. Ginny Dogra, DIQA
4. All heads of the departments

How to use Faculty Profile:-

Click on the link given in Employee Zone → Faculty Profile Login

- Create your profile by clicking New user Sign in.
 - Fill Up the form with details.
 - E-mail ID should be anyname@jammuuniversity.ac.in where any name means your name or email-ID with university of Jammu. Profile can only be created using email ID of jammuuniversity.ac.in domain. ***
 - An OTP will be sent to your Email-ID; confirm it on registration page and you are done.
- Login to your profile
 -  Click on this button to edit your profile.
 - Upload your image, add address, mobile number etc.
 - It's not mandatory to update whole profile at once; you can partially complete it, just login again and complete it as per your convenience.
 - In fields like education, research, academic interest etc. You will get Rich Text Box, which can be used to format your text with colours, alignments, bullets, numbering etc.
 - If you forget your profile password don't worry just visit the profile and after adding your registered email-ID click forgot password button, an email with password will be sent to your mail-ID.

Note: Copy and paste from MS-Word is not supported, so you have to use notepad instead of Word.

How to View Faculty Profile(s):-

Click on the Academic, faculties, select department of your choice, then on the left hand from the list click Faculty, now click Detailed Faculty Profile link. -

- You will get list of all faculty members of the department.
- Click on the member's pic (photograph) to see detail profile.
- A resume of the member can also be downloaded from the available link.

In case of any queries/problem in using the faculty profile portal, the members of Centre for IT will be available on all working days between 1PM to 2 PM exclusively for help of the faculty in room no 102 {B}.

NB:- *** In case if you don't have email-ID of jammuuniversity.ac.in domain, write a request email to centreforit@jammuuniversity.ac.in to create one for you with details like your Name, mobile number, existing email-ID etc.