

# VISVESVARAYA TECHNOLOGICAL UNIVERSITY. BELEGAVI

## FACULTY PORTAL (<https://faculty.vtu.ac.in>)

### FAQs

- Faculty forgot secret code
  - ➡ Kindly reset the secret code yourself in VTU Faculty Portal (<https://faculty.vtu.ac.in/FacultyProfile/ForgotPassword.php>)
- Error “ Information provided by you is wrong” while changing secret code
  - ➡ Kindly mail the following details to [faculty@vtu.ac.in](mailto:faculty@vtu.ac.in)
    - \* Faculty Name
    - \* Faculty ID
    - \* Mobile Number (old as well as new if mobile number is updated)
    - \* PAN Card Number
    - \* College And Branch Code
    - \* Email ID
- Newly registered faculty data is not available in the department login
  - ➡ The status of the Faculty ID was chosen as “**NOT ACTIVE**” hence the error occurs.  
Kindly raise the request for **Faculty ID Activation** in the respective department login(in the current working college).  
(<https://faculty.vtu.ac.in/> → department sign in form → Faculty Change or Delete Request).
- The faculty will temporarily take a break and return to the same college after a brief period.
  - ➡ Kindly raise the request for **Faculty ID Deactivation** in the respective department login(in the current working college).  
(<https://faculty.vtu.ac.in/> → department sign in form → Faculty Change or Delete Request).

- The faculty has returned from temporarily break to the same college after a brief period.
  - ➡ Kindly raise the request for **Faculty ID Activation** in the respective department login(in the current working college).  
(<https://faculty.vtu.ac.in/> → department sign in form → Faculty Change or Delete Request).
- Branch login credentials are not working/forgotten
  - ➡ Password change is mandatory in the faculty registration portal of the prexam site.  
  
Kindly change the credentials in the department login of the faculty portal <https://faculty.vtu.ac.in> and later use the credentials wherever required.
  - ➡ If login credentials have been forgotten kindly mail the branch code and college code to ***faculty@vtu.ac.in***
- Principal login credentials are not working/forgotten
  - ➡ Password change is mandatory in the faculty registration portal of the prexam site.  
  
Kindly change the credentials in the principal login of the faculty portal <https://faculty.vtu.ac.in> and later use the credentials wherever required.
  - ➡ If login credentials have been forgotten kindly mail the college code to ***faculty@vtu.ac.in***

## **FACULTY CHANGE/ DELETE ERRORS/QUERIES**

- Procedure not known
  - ➡ Kindly go through the user manual available in the department login
- Raised request not processed
  - ➡ Kindly check if the file (generated while raising the request) is uploaded in the department login i.e. in View Faculty Change /Delete Request (View / Upload Document---Choose file)in department login (<https://faculty.vtu.ac.in> → department sign in form).
  - ➡ Kindly check if the raised request is approved in the principal login.
- Entering wrong college code while raising request
  - ➡ The correct college code is informed to the concerned either through telephonic conversation or through mail
- Unable to raise Faculty ID Activation request
  - ➡ Kindly check if the Faculty ID association was deleted previously instead of deactivation. If the Faculty ID association was deleted then kindly raise request for Faculty College and Branch Change