

## FACULTY VALUATION REGISTRATION STEP BY STEP INSTRUCTIONS

1. The Faculties who have Temporary/Permanent qualification Approval and have Already Registered and submitted their data in Faculty Registration Portal/Staff Returns, please follow the PART-I steps given below to download the valuation order.

2. The Faculties who have Temporary/Permanent Qualification Approval and have Not Registered in Faculty Registration Portal/Staff Returns, please follow the PART-II steps given below to download the valuation order.

Follow this link : https://erp1.b-u.ac.in/Valuation

## PART-I STEPS FOR ALREADY REGISTERED FACULTIES IN FACULTY REGISTRATION PORTAL :

Step 1: Login using the Faculty Registration Portal Credentials(Username, Password) / Sign in With Google or by credentials.

- > Please use the forget password link to change the password if required.
- > Please use the forget email link to change the email if required.



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Step 2: Redirects to Home Page--> Valuation Portal



Step 3: Status Checker Page: Provide NScode, Mobile Number (NSCODE which was shared from University and Mobile Number which was shared by you to the Examination Section) and Aadhar Number(Ensure to give the correct Aadhar) and click Search.

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Step 4: Kindly Check Your details displayed below and click Download button to download Valuation Order.

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## Step 5: PDF for Valuation Order





## PART-II STEPS FOR FACULTIES NOT REGISTERED IN FACULTY REGISTRATION PORTAL :

**NOTE:** Faculties who have not submitted data in Faculty Registration Portal (<u>https://erp1.b-u.ac.in/erp1/FacultyDetails</u>) are requested to complete the process.

Step 1: Click Faculty Registration button to Register.

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Step 2: Login using the Faculty Registration Portal Credentials(Username, Password) / Sign in With Google or by credentials.

- > Please use the forget password link to change the password if required.
- Please use the forget email link to change the email if required. Give your Unique ID(ie.Aadhar to fetch the username)

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Step 3: Redirects to Home Page--> Valuation Portal

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Step 4: Status Checker Page: Provide NScode, Mobile Number (NSCODE which was shared from University and Mobile Number which was shared by you to the Examination Section) and Aadhar Number(Ensure to give the correct Aadhar) and click Search.

Step 5: Kindly Check Your details displayed below and click Download button to download Valuation Order.

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Step 6: If you haven't registered in the Faculty Registration(Staff Returns) Portal Yet, You will get a warning message.

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Step 7: PDF for Valuation Order

