



Instructions on How to use the ECC Faculty Portal

1. LOGIN

Step - 1: Visit <https://www.eccprayagraj.org/faculty/> and enter your mobile number then Click on "Generate OTP" button.

The screenshot shows the 'Faculty Portal' interface. At the top, there is a green header with the text 'Faculty Portal'. Below it, the instruction '1. Enter your Mobile Number here' is displayed. A dark green box contains a 'Login Here' link with a downward arrow. Below the link is a mobile number input field with a green phone icon on the left and the text '6XXXXXXXX77'. A yellow button with a lock icon and the text 'Generate OTP' is positioned below the input field. An orange arrow points from the text '2. Click on this button.' to the 'Generate OTP' button.

Step - 2: Enter the OTP that has been sent to the entered mobile then click on "Login" button.

The screenshot shows the 'Faculty Portal' interface after the OTP has been generated. The 'Login Here' link is still present. Below it, a message states 'OTP has been generated and sent to your entered mobile number'. A yellow button with the text 'Regenerate OTP after 55 seconds,' is located below the message. Below this is an OTP input field with a green key icon on the left and the text '752851'. A yellow button with a lock icon and the text 'Login' is positioned below the input field. An orange arrow points from the text '2. Click on this Button.' to the 'Login' button, and another orange arrow points from the text '1. Enter OTP here.' to the OTP input field.

Congratulations!! You have been successfully logged in to the ECC Faculty Portal



Ewing Christian College
An Autonomous Constituent College of University of Allahabad
A Christian Minority College of the Church of North India, Diocese of Lucknow

Study to show thyself approved unto God

Dummy Teacher

M. Sc., Ph. D.



Associate Professor
Department of Chemistry
Email: test@ecc.ac.in

Dashboard



My Profile



SMS Log



Semester/Paper
Selection



News & Notices



Apply for Leave




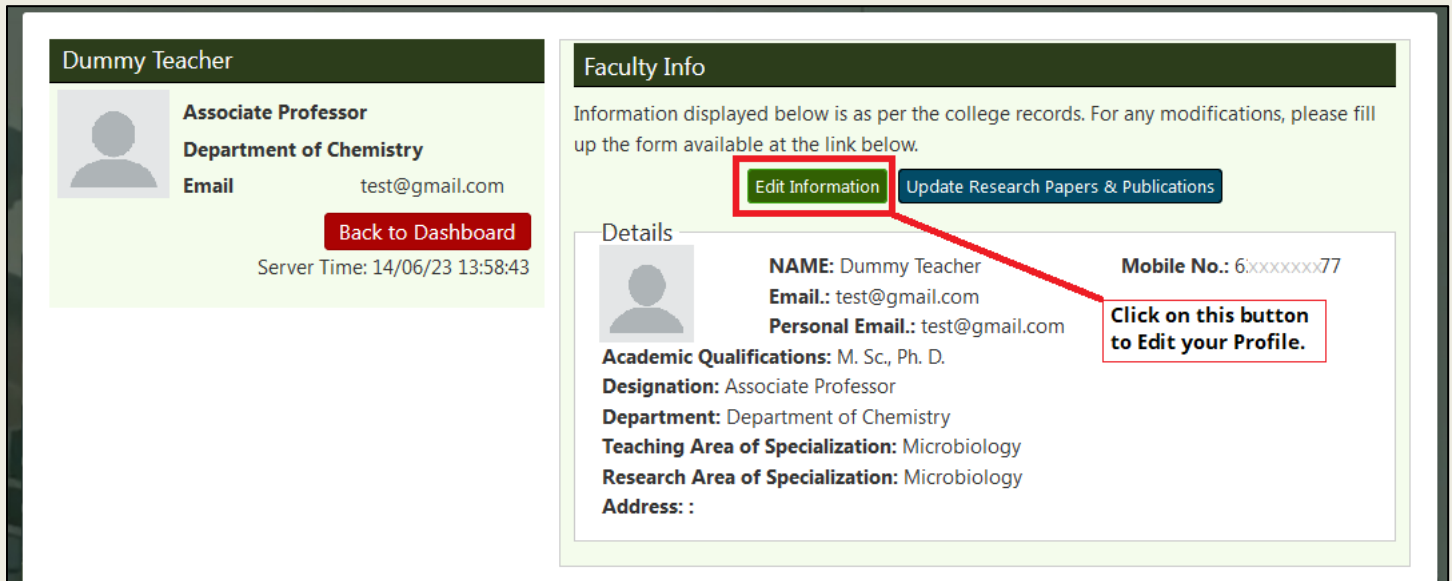
Logout

Here is a quick review of your Faculty portal Dashboard.

- **My Profile:** It allows you view/edit profile and update research papers and publications.
- **Sms Log:** It displays the last few SMS you have received.
- **Semester/Paper Selection:** It allows you to add course, papers and update their lesson plans.
- **News & Notices:** Here you can find the latest faculty news and notices.
- **Apply for Leave:** You can apply for Leave from here.
- **Logout:** Upon clicking it, you will be logged out of the faculty portal.

2. Update/Edit Your Profile

Step - 1: From the dashboard, go to  "My Profile" option then click on "Edit Information" button.



Dummy Teacher

Associate Professor
Department of Chemistry
Email: test@gmail.com
[Back to Dashboard](#)
Server Time: 14/06/23 13:58:43

Faculty Info

Information displayed below is as per the college records. For any modifications, please fill up the form available at the link below.

[Edit Information](#) [Update Research Papers & Publications](#)

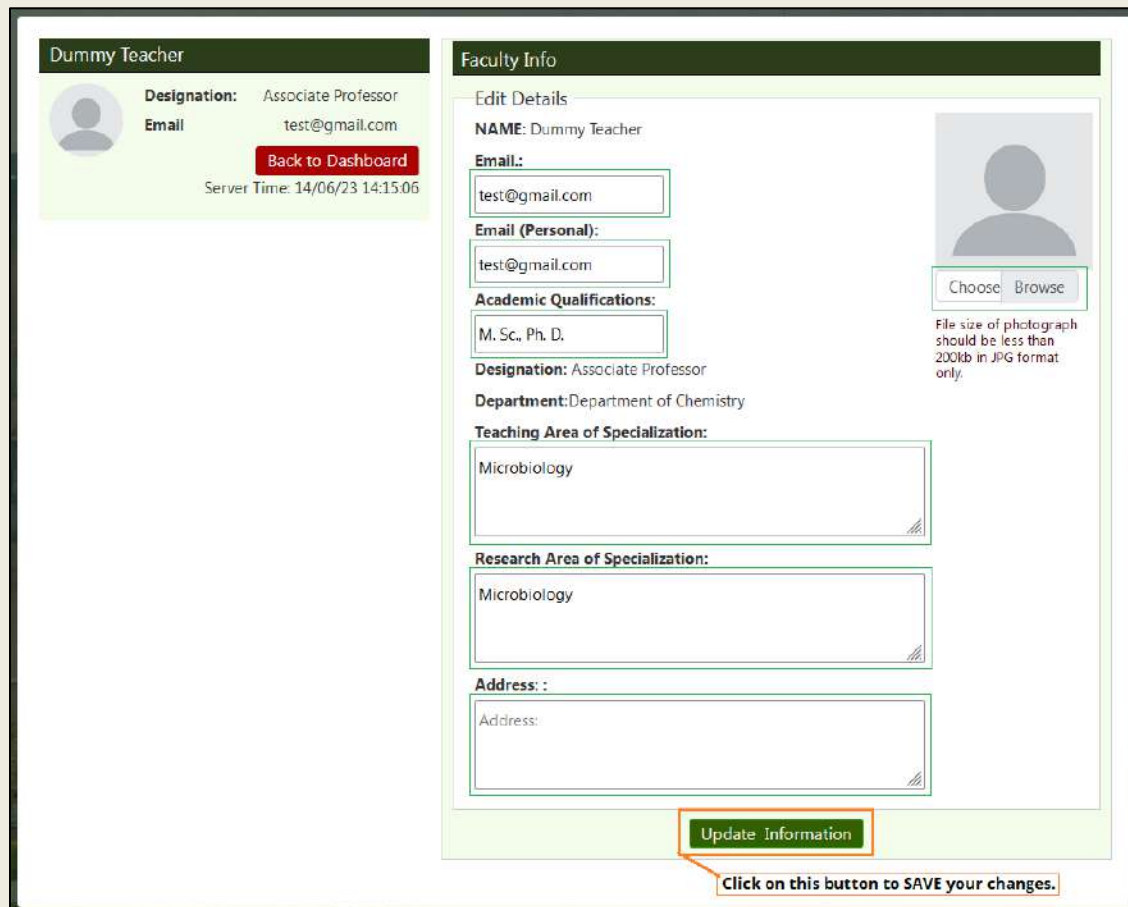
Details

NAME: Dummy Teacher
Email: test@gmail.com
Personal Email: test@gmail.com
Mobile No.: 6:xxxxxxx77

Academic Qualifications: M. Sc., Ph. D.
Designation: Associate Professor
Department: Department of Chemistry
Teaching Area of Specialization: Microbiology
Research Area of Specialization: Microbiology
Address :

Click on this button to Edit your Profile.

Step - 2: On this page, you can edit your profile and save your changes by clicking on the "Update Information" button.



Dummy Teacher

Designation: Associate Professor
Email: test@gmail.com
[Back to Dashboard](#)
Server Time: 14/06/23 14:15:06

Faculty Info


Edit Details

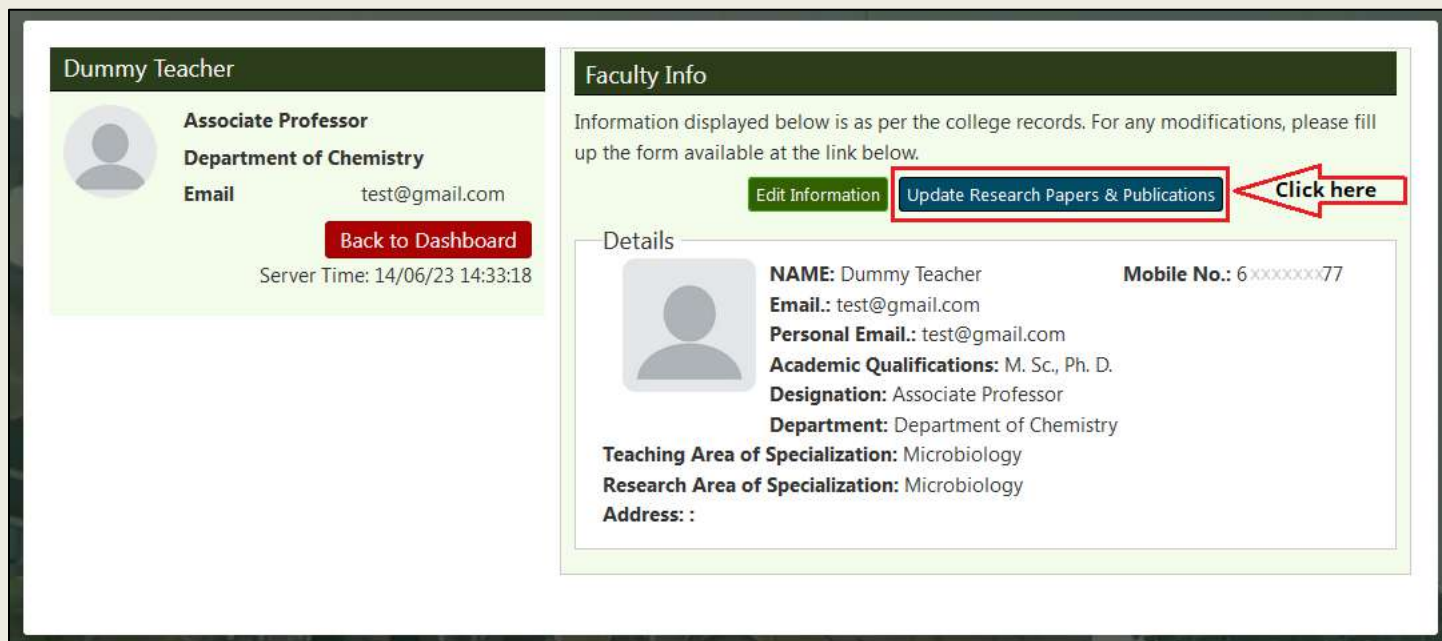
NAME: Dummy Teacher
Email: test@gmail.com
Email (Personal): test@gmail.com
Academic Qualifications: M. Sc., Ph. D.
Designation: Associate Professor
Department: Department of Chemistry
Teaching Area of Specialization: Microbiology
Research Area of Specialization: Microbiology
Address : Address:

Update Information

Click on this button to SAVE your changes.

3. Update Research Papers & Publications

Step - 1: From the dashboard, go to  "My Profile" option then click on "Update Research papers & Publications" button.

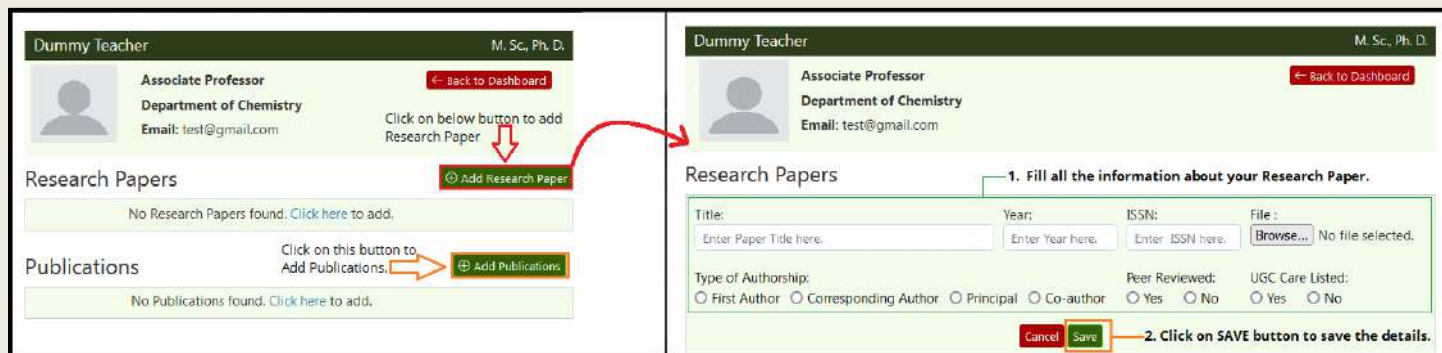


The screenshot shows the user profile for 'Dummy Teacher', an Associate Professor in the Department of Chemistry. The 'Faculty Info' section contains a message: 'Information displayed below is as per the college records. For any modifications, please fill up the form available at the link below.' Below this message are two buttons: 'Edit Information' and 'Update Research Papers & Publications'. The latter button is highlighted with a red box, and a red arrow points to it with the text 'Click here'. The 'Details' section lists personal and professional information, including name, email, mobile number, academic qualifications, designation, department, and specialization in Microbiology.

Step - 2: On this page, you may click on the "Add Research Paper" button to add research papers and "Add Publications" button to add publication.


For instance, follow below steps if you want to add Research Paper.

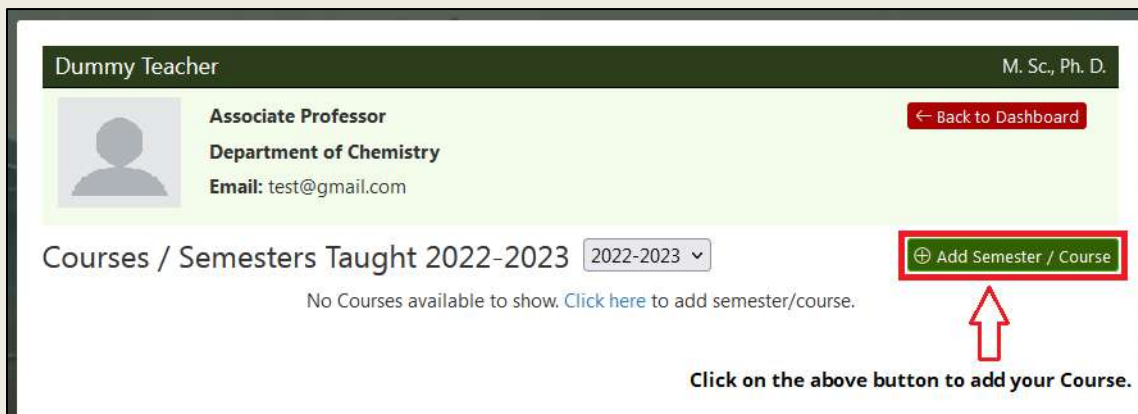
- Click on the Add Research Paper button.
- Fill all the information about your research paper.
- Click on "Save" button.



The left screenshot shows the 'Add Research Paper' button highlighted with a red box and an arrow pointing to it. The right screenshot shows the form for adding a research paper. The form has the following fields: Title (with a placeholder 'Enter Paper Title here'), Year (with a placeholder 'Enter Year here'), ISSN (with a placeholder 'Enter ISSN here'), and File (with a 'Browse...' button and 'No file selected.'). Below these are radio buttons for 'Type of Authorship' (First Author, Corresponding Author, Principal, Co-author), 'Peer Reviewed' (Yes, No), and 'UGC Care Listed' (Yes, No). At the bottom of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and an arrow pointing to it with the text '2. Click on SAVE button to save the details.'

4. Add Semester/Course

Step - 1: From the dashboard, go to  "Semester/Paper Selection" option then click on "Add Semester / Course" button to add your course.



Dummy Teacher M. Sc., Ph. D.

Associate Professor
Department of Chemistry
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← Back to Dashboard

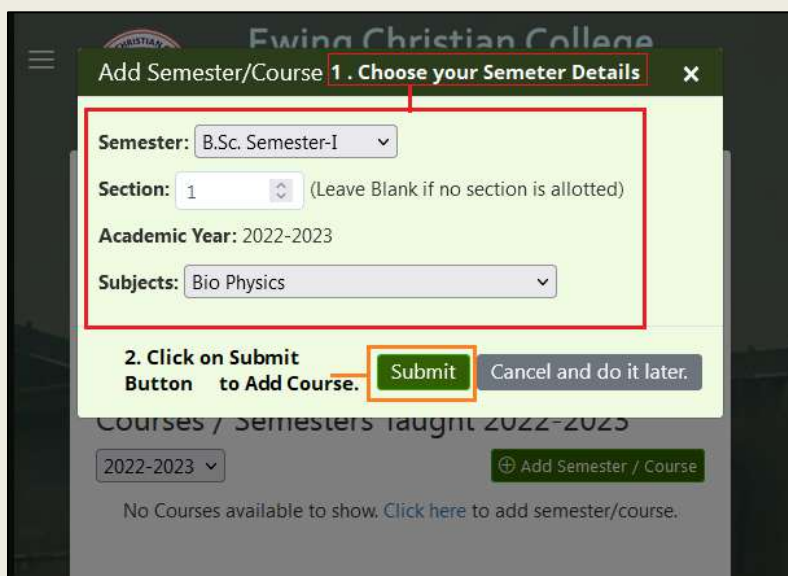
Courses / Semesters Taught 2022-2023 2022-2023

⊕ Add Semester / Course

No Courses available to show. [Click here](#) to add semester/course.

Click on the above button to add your Course.

Step - 2: After that, enter the details of your semester then click on "Submit" button.



Ewing Christian College

Add Semester/Course 1. Choose your Semester Details

Semester: B.Sc. Semester-I

Section: 1 (Leave Blank if no section is allotted)

Academic Year: 2022-2023

Subjects: Bio Physics

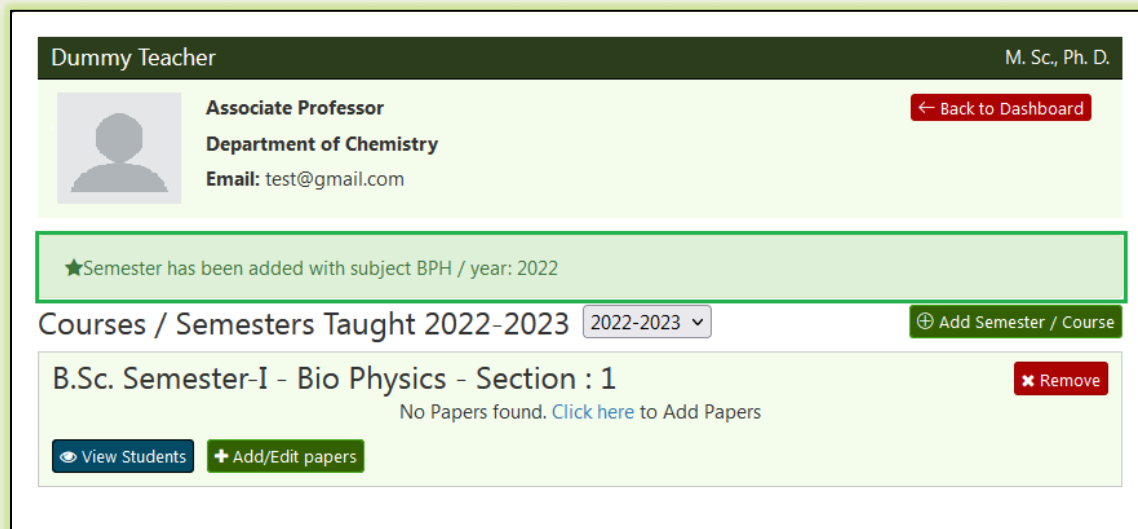
2. Click on Submit Button to Add Course. Submit Cancel and do it later.

Courses / Semesters Taught 2022-2023 2022-2023

⊕ Add Semester / Course

No Courses available to show. [Click here](#) to add semester/course.

Great!! You have successfully added your Course.



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← Back to Dashboard

★Semester has been added with subject BPH / year: 2022

Courses / Semesters Taught 2022-2023 2022-2023

⊕ Add Semester / Course

B.Sc. Semester-I - Bio Physics - Section : 1 Remove

No Papers found. [Click here](#) to Add Papers

View Students Add/Edit papers

5. Add Papers to your Course

Dummy Teacher M. Sc., Ph. D.

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★Semester has been added with subject BPH / year: 2022

Courses / Semesters Taught 2022-2023 2022-2023 Add Semester / Course

B.Sc. Semester-I - Bio Physics - Section : 1
No Papers found. [Click here to Add Papers](#) Remove

1. View Students 2. Add/Edit papers 3. Remove 4. Add Semester / Course 5. Back to Dashboard

You'll see a lot of options after you add your course, here's a quick overview.

- 1) **View Students:** It allows you to get the list of the Students in this particular Semester.
- 2) **Add/Edit Papers:** It allows you to add papers to this course.
- 3) **Remove:** It will remove this Course.
- 4) **Add Semester/ Course:** It will add another course.
- 5) **Back to dashboard :** It will bring you to the dashboard of the Faculty Portal

Below are the Steps to Add Papers to your Course:

Step - 1: Click on “+ Add/Edit paper” button. **Step - 2:** Choose your papers then Click on “Save Selection” button.

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← Back to Dashboard

Courses / Semesters Taught 2022-2023 2022-2023 Add Semester / Course

B.Sc. Semester-I - Bio Physics - Remove
Section : 1
No Papers found. [Click here to Add Papers](#)

View Students Add/Edit papers

Click on this button to Add Papers.

Paper Selection

1. Choose your Papers.
Paper Selection for B.Sc. Semester-I / BPH / 2022

- 1BPSTH1 - Biological & Environmental Science I
- 1BPSTH2 - Analytical Physics I
- 1BPSPRA - Practical

2. Click on this Button.

Save Selection


Email: test@gmail.com

Dashboard

Courses / Semesters Taught 2022-2023 2022-2023 Add Semester / Course

6. Update Lesson Plan

Dummy Teacher M. Sc., Ph. D.



Associate Professor
Department of Chemistry
Email: test@gmail.com

[← Back to Dashboard](#)

★Paper Selections Saved.

Courses / Semesters Taught 2022-2023 2022-2023 ⊕ Add Semester / Course

B.Sc. Semester-I - Bio Physics - Section : 1 ✕ Remove

Below is a list of available papers.

S.No.	Paper Code	Title	Actions
1	1BPSTH1	Biological & Environmental Science I	Update Lesson Plan
2	1BPSTH2	Analytical Physics I	Update Lesson Plan
3	1BPSPRA	Practical	Update Lesson Plan

[View Students](#) [+ Add/Edit papers](#)

As you successfully added the papers in your Course. Now, below are the steps to update Lesson Plan in the papers.

Step - 1: Click on the "Update Lesson Plan" link.

B.Sc. Semester-I - Bio Physics - Section : 1 ✕ Remove

Below is a list of available papers.

S.No.	Paper Code	Title	Actions
1	1BPSTH1	Biological & Environmental Science I	Update Lesson Plan
2	1BPSTH2	Analytical Physics I	Update Lesson Plan
3	1BPSPRA	Practical	Update Lesson Plan

[View Students](#) [+ Add/Edit papers](#)

Step - 2: Fill out the details of your lesson Plan then click on "Save Lesson Plan" button.

Lesson Plan for B.Sc. Semester-I - Bio Physics - Section : 1

1BPSTH1 Biological & Environmental Science I

1. Enter Details of your Lesson Plan

S.No.	Date	Period	Text
1	14/06/2023	1	Any Remark
2		Select	
3		Select	
4		Select	
5		Select	

[Save Lesson Plan](#) [← Back to List](#)

2. Click on this button to save your details.