



## Guidelines to Add New Teacher and Paper Tagging for Practical & Internal/Sessional Marks Entry at Bikaner Technical University, Bikaner (Academic session 2019-2020)

What all do you need to add new teacher and paper tagging for Bikaner Technical University, Bikaner?

**User Name and Password** of College/Center login.

Now first click on "COLLEGE/CENTER LOGIN" tab given on the home page of the Online Portal. (<https://btu.ucanapply.com/smartexam/public/>). Screenshot as bellow.

बिकानेर तकनीकी विश्वविद्यालय, बीकानेर  
Bikaner Technical University, Bikaner

EXAMINATION SYSTEM

**ADMINISTRATOR LOGIN**  
To Login click here...

**TEACHER / EVALUATOR**  
To Login click here...

**COLLEGE/CENTER LOGIN**  
To Login click here... **Click here**

**RESULT**  
Click Here to See Result Details ...

**News**

- \*Odd Sem. 2019-20 Admit Card Live from 02-12-2019. (You can download from REPORT SECTION--> MULTIPLE REPORT-->Exam form related-->Admit Card College Wise)
- \*Exam Form fill up for 1st and 3rd semester(Main) is Live from 11-11-2019.
- \*Enrollment Form fill up was closed.

**Instructions**

- \* Guidelines for Examination Center(Examination-2019-20)(For Center use only)
- \* Outer envelope(Examination-2019-20)(For Center use only)
- \* Guidelines for Examination Form (Back) Odd Sem. 2019-20
- \* Guidelines for Examination Form(Main) Odd Sem. 2019-20
- \* Guidelines for Enrollment Form Odd Sem. 2019-20
- \* Please Use Your Email id Provided by BTU as Username and Password.

**Technical HelpDesk Details**

Mobile : 09713387094, 07225940167  
Email Id : btuhelpdesk@gmail.com

Timing : 11:00 AM to 2:00 PM  
and 2:30 PM to 5:30PM, Excluding Holidays and Sundays.

Bikaner Technical University Smart Examination System © 2019 - 2020

On clicking the 'COLLEGE/CENTER LOGIN' tab the login pop up will open. Fill the "User Name" and "Password" and click on Submit. Screenshot as bellow.

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Bikaner Technical University, Bikaner

EXAMINATION SYSTEM

**College Login Portal**

User Name: \*

Password\*

Forget Password ?

**Click here** →

**Technical HelpDesk Details**

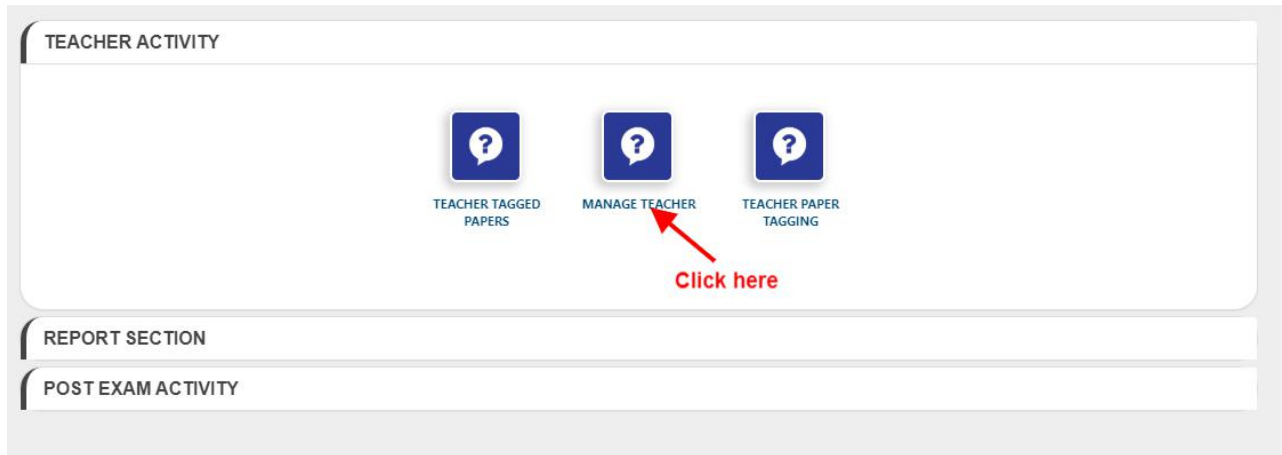
Mobile : 09713387094, 07225940167  
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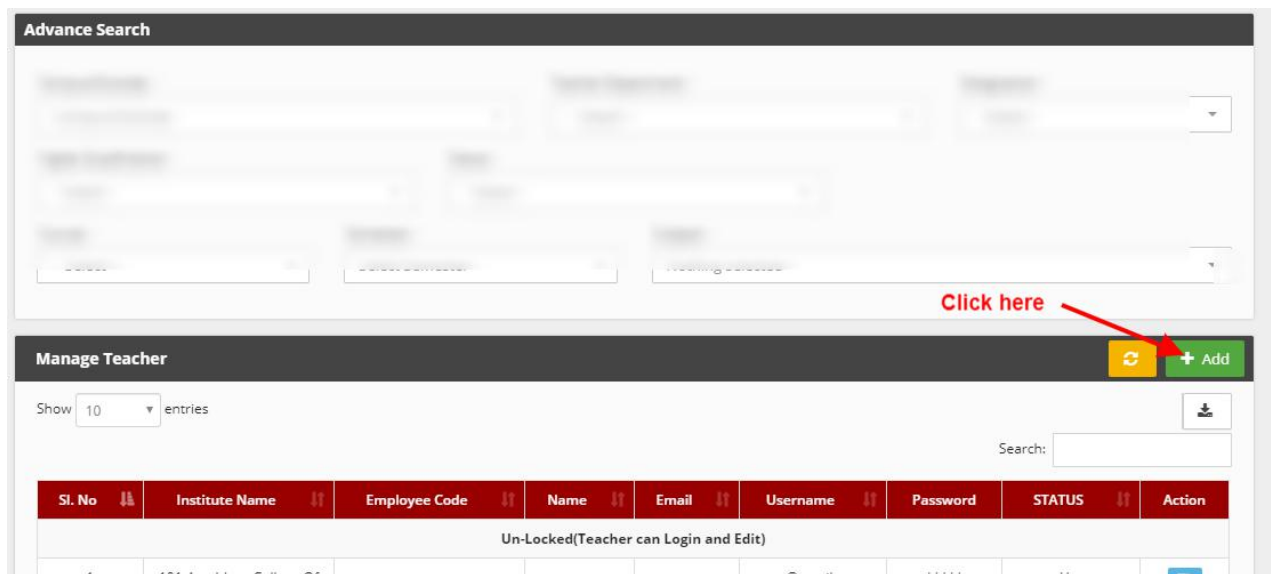


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After Login, you will get the Dashboard page, Please click on “**Manage Teacher**” tab, Screenshot as bellow.



After Click on ‘**Manage Teacher**’ tab the “**Manage Teacher**” panel will open, here click on “**+Add**” button. As in screenshot.





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Now the **detail** page will open. Fill all the required details and click on “**Add Teacher**” button. The screenshot as below.

Note : The User ID and Password will sent on entered teacher’s mail ID. All fields are mandatory.

### Basic Details

Campus/Outside Campus/Outside	Title Title	Name Teacher Name		
Email Teacher Email	Secondary Email (if any) Secondary Teacher Email	Mobile Teacher Mobile	Secondary Mobile (if any) Secondary Teacher Mobile	PAN No Teacher PAN No
Course Type: -- Select --	Department/Course Select	Designation Designation		
Specialization Specialization	Category Category	Date Of Birth Teacher Date Of Birth		

### Photo & Signatue

Photo	<input type="button" value="Choose File"/> No file chosen
Signature	<input type="button" value="Choose File"/> No file chosen

### Academic Details

Higher Qualification - Select -	Passout Year - Select -	Date Of Joining in Current Institute Teacher Date Of Joining	Total Year Of Experience Total Year Of Experience
Industrial Experience Industrial Experience	Employee Number Teacher Code		

### Address

Address Teacher Address	District Teacher District	Pin Teacher Pin
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### Account Details

Bank A/C No of Salary Account Teacher Bank A/C No	Bank Name Teacher Bank Name
Bank Branch Name Teacher Bank Branch Name	Bank IFSC Code Teacher Bank IFSC Code

### Other Details

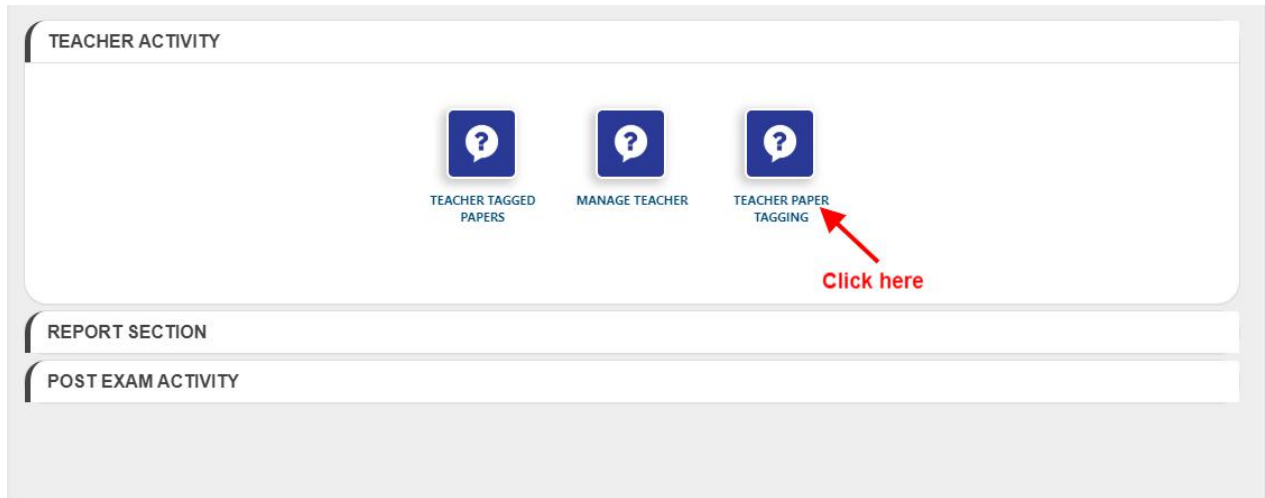
Username Teacher Username	Role Teacher/ Evaluator
Session <input type="text"/>	Choose Status - Select -

[Click here](#)

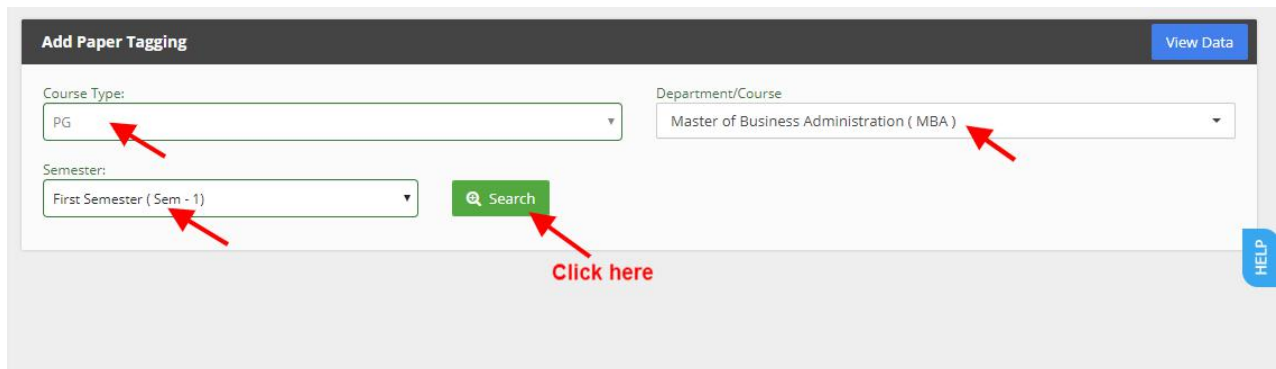
Now Teacher will added.



Now We have to tag paper. Go to Dashboard and click on “**Teacher Paper Tagging**” in Teacher Activity Section. The screenshot as below.



Now in Add Paper Tagging Page, Select all the details and click on “**Search**” button, as screenshot below.





Now paper tagging Section will open, Select all required fields and click on “Add Paper Tagging”. The screenshot as below.

**Add Paper Tagging** View Data

Course Type: PG  
Department/Course: Master of Business Administration (MBA)  
Semester: First Semester (Sem - 1) Search

**Paper Tagging**

Paper: M-1C  
Teacher Course/Department: Master of Business Administration  
Teacher:  
Paper Type: Sessional/Internal  
Unit: (1)Fundar... of Man  
Sub Unit:  
Add Paper Tagging Cancel  
**Click here**

***Online Support Services  
Bikaner Technical University, Bikaner.  
Admission Portal***