ಮಂಗಳೂರು

MANGALORE



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

UNIVERSITY

# Guest Faculty Application User Manual

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## 1. Login Page View

•



Guest Faculty Application Login Page

2. New Candidate Registration Page View



\$Fig2\$ Candidate has to enter their email id to get secret code for registration \$\$

### 2.1 Success Message



• Success message will be displayed when the secret code is sent through mail (Check the spam folder)

#### 2.1.1 Personal Mail Page View



Fig2.1.1

• Secret code received through mail

### 3. Candidate Registration Page View





• Candidate must enter candidate name, email address, secret code, and contact number and click on Sign up button to generate credentials



#### 3.1 Success Message



 $Fig 3.1 \\ \label{eq:Fig3.1}$  Success message will be displayed after candidate registration

### 3.2 Success Message

٠



Fig3.2

• Username and Password sent through mail

### 3.2.1 Mail Page View



Fig4

• Login into the portal using username(registered mail id) and password received through mail

### 5. Home Page View



- Candidate Dashboard
- Scroll bars will be displayed depending on the resolution of the screen.

### 6. Application Page View

e Homepage 🛶 New A	pplication 🗣 Notifications 🗸	Application Status     View Application	Print Application     Grieva	nces 🖳 User Options 🗸
Guest Eaculty Appli New Ap Basic Details	oplication			Home / Application
1) Applying for*	2022-23	Derrect	16	
College*	University College, Mangalore	Faculty*	Science	
Department*	Department of Chemistry	Specialization		
				300
		2b) Last Name	Last Name	
2a) First Name*	CHECK			



• Candidate should select vacancy criteria

### 6.1 Application Page View II

25) Eist Namet	
zaj riist name cricck 20 Last Name Last name	
3) Full Address* Manpalone University 4a) Phone Number* 982/0543210 konste	
574199 4b) Email* check@mangaloreum	versity.ac.in
264 5) Date of Birth* 31-01-1999 D 6) Sender* Mole	~
7) Reservation* Non Hydropad-Karnataka v 8) Category* GM	
9) Physically Disabled*         No         10) Nationality*         Indian	
<ol> <li>For Category, Enclose Certificate issued by the Competent Authority. Application without valid certificate will be considered uner General Merit C 2. Once Submitted, it can't be undone until the final submission of Application.</li> <li>Candidates can't be able to apply to other application without submitting this Application.</li> </ol>	Tategory
• 🖥 I hereby declare that, I will agree to all the above mentioned terms and conditions. I shall be responsible for furnishing any wrong information/document.	
Home	Save & Continue

• Candidate must enter their basic details and click 'Save & Continue'



Fig 6.1.1

• Success message will be displayed after submitting the basic details

- Mangalore University Check 👳 New Ap Notifications Application Status 👳 View Application 🖂 Print Application Grievances 👳 User Options 🗟 Home / Application **Guest Faculty Application** Education/Qualification Details Application Number: MUG45MS4HE\_2022-23\_256 1) Applied for\* Academic Year 2022-23 Degree UG College University College, Mangalore Faculty Department of Chemistry Department Specialization ng/gif files are allowed with Max. Size limit is 200Kb)\* Upload Photo and Sign Choose File 3.jpg Choose File 2.png Fig 6.2 6.3 Application Page View IV New Application
   Notifications 🖨 Grievances 🛛 🖶 User Options 🗸 Status 👳 View Application Print Application ⊘ но e 11. Qualification Details (Starting from the Highest Qualification) Division/ Class/ Grade Name of the University / Board Aggregate %<sup>\*</sup> (All Semesters) Documents<sup>\*</sup> Size Limit: Max:1Mb Year of Passing\* Degree Name Subject/s Degree Total Marks 600 Obtained Marks PhD Choose File 4.pr 487 Aggregate % 81.17% 12. Whether UGC JRF / NET /(SET/SLET/KSET) Qualified (Starting from Latest Examinations) Documents<sup>\*</sup> Size Limit: Max:1Mb Year of Passing Exam Exam Name Examining Body / University Remarks
- 6.2 Application Page View III (Filling Qualification Details)

Fig 6.3

## 6.3.1 Application Page View

Other     PHD     Name Of The University Boo     2015     Obtained Marks
Aggregate % 48,00% View View View View View View View View
Total Marks
Tool
Select v Name Of The Qualifi Name Of The University/Boar Select Year v Obtained Marks Obtained Marks Obtained AGGB Choose File No f
Aggregate % Aggregate % Aggregate %
Copyright © Computer Centry 2022-23 Mangalore University

• Scroll bars will be displayed depending on the resolution of the screen

Exam*		Exam Name*	Examining Body / Univers	sity <sup>*</sup> Year of Passin	g* Ren	narks	Documents* Size Limit: Max:1Mb	Add Row
JRF	~ JF	RF	University	2015	~		Choose File 5.jpj	×
13. Teaching/Pos	Doctoral Ex	perience (Only Regula	ar Fulltime Teaching Ex	xperience should be	furnished)			
Post-Doctoral (No. Of	Years):	0		PG (No. Of Year	5):		0.11	
UG (No. Of Years):		0		Total Years:			0.11	
Designation*	egree Level*	Name of the Institution	• Total Years*	From*	то*	Remarks	Documents <sup>*</sup> Size Limit: Max:1Mb	Add Row
Teacher	PG Y	University	0 Year/s &	01-09-2021	31-08-2022		Choose File 6.jpg	×
Note: Only Regular	ulltime teachir	ng experience should be t	furnished. Enclose Certifica	ate of Evidence issued b	by the competent at	uthority in supp	port of your claim.	I
14 Publications /	UGC-Record	ized lournals / Page	Peviewed					
14. Publications/	UGC-Recogn	lized Journals / Peer - I	Fig	6.4			Mangalore Universi	Y.
on Page V	UGC-Recogn pyrght © Compute iew V	Authorities):	Fig	6.4			Mangalore Universi	y
14. Publications / n Page V 16. Awards (Govt	UGC-Recogn yyght © Compute iew V Recognized add / Society*	Attribute of the second	Reviewed	6.4 Place	R	emarks	Documents Size Limit: Max:1Mb	Y Add Row
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14. Publications / on Page V 16. Awards (Govt Name of the I University 17. Other Relaver Please give details of	UGC-Recogn pyrght © Compare iew V Recognized ody / Society*	Inter Centry 2022-23	he Awards / Fellowship*	6.4 Place	R	emarks	Documents Size Limit: Mac1Mb	Y Add Row
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14. Publications / on Page V 16. Awards (Govt 16. Awards (Govt University 17. Other Relaved Please give details of 1. For Category, Enc 2. Onne Submitted, 3. Candidates can't	UGC-Recogn ynght & Compare iew V Recognized bdy / Society* t Information i other Creden Detail cost Certificate cost Certificate cost Certificate	Inter Centry 2022-23	Reviewed Fig Fig Fig to	6.4 Piace	R r Remarks te will be considere	emarks	Decuments     Endit: Marchibe  Decuments  Decument	Y Add Row
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6.4 Application Page View V

Fig6.5

#### 6.5.1 Success Message

OK

• Success message will be displayed after submitting education details

## 7. Home Page View After Submitting first Application

Welcome Check,         23-09-2022       ritin, 28, 200%-00000500, 350, 2000, 2000, 250, 2000, 2000, 250, 2000, 2000, 250, 2000, 2000, 2000, 250, 2000, 20	S Homepage & Apply	with Saved data 🖗 Apply with New data 🖗 Notifications 🗸 🖨 Application Status 🕸 View Application 🗸 🖬 Print Application 🗴 🛱 Grievances 🛱 User Options 🗸
Vacancy Notifications         23-09-2022       राज्य,	Welcome Check,	
23-09-2022       तस्त, औई, औरस, अध्र अध्र स्वा, स्वा, सांज कर स्व, संतर स्व, संतर स्व, संतर स्व, अध्र अख्र अध्र अख्र अध्र अख्र अध्य अध्य अध्य अध्य अध्य अध्य अध्य अध्य	Vacancy Notif	ications
23-09-2022 मुझे उनके लिए अपना बिष्ठ विश्वविद्यालय खोलकर खुणी हो रही है। मैं इस असर पर विश्वविद्यालय के किसस के पीछे उनके सेने दिलपरकों की Download भागीयति को याद करते हुए उनका स्वागक करता हूं। जिनने 39 माँ में मैं में स्व असर पर विश्वविद्यालय के किस के पीछे उनके सेने दिलपरकों की Download भागीयति को याद करते हुए उनका स्वागक करता हूं। जिनने 39 माँ में मैं मेरल विश्वविद्यालय के पीछे उनके सेने दिलपरकों की Download भागीयति को याद करते हुए उनका स्वागक करता हूं। जिनने 39 माँ में मैं मेरल विश्वविद्यालय ने अपनी प्रविद्या क्या है। हमना ही नहीं, राष्ट्रीय मूल्यांकन और प्रत्यपन परिषद से ए छेठ मान्यता प्राप्त करके इसे हमारे देख के स्वविद्यालय में से एक के रूप में मान्यता दी गई है। (2022- 23)	23-09-2022	ಗಷ್ಟು ವಿಶ್ವ ವಿದ್ಯಾನಿಲಯವನ್ನು ತಮ್ಮ ಮುಂದೆ ತೆರೆದಿಡುವುದಕ್ಕೆ ನಾನು ಸಂತೋಷಪಡುತ್ತೇನೆ. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಬೆಳವಣಿಗೆಯ Download ಹಿಂದೆ ತಮ್ಮಂಥ ಹಿತಾಸಕ್ಷರ ಪಾಲ್ಲೊಳ್ಳುವಿಕೆಯನ್ನು ನೆನಪಿಸಿಕೊಳ್ಳುತ್ತಾ ತಮ್ಮನ್ನು ಈ ಸಂದರ್ಭದಲ್ಲಿ ಸ್ವಾಗತಿಸುತ್ತೇನೆ. ತಳೆದ 39 ವರ್ಷಗಳಿಂದ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ತನ್ನ ಫೆನತೆಯನ್ನು ಹೆಚ್ಚಿಸಿಕೊಂಡಿದೆ. ಮಾತ್ರವಲ್ಲ. ರಾಷ್ಟ್ರೀಯ ಮೌಲ್ಯಾಂಕನ ಮತ್ತು ಮಾನ್ಯತಾ ಪರಿಷತ್ತಿನ ಎ ಶ್ರೇಣಿಯ ಮೃಸ್ಪತೆಯನ್ನು ಪಡೆದು ನಮ್ಮ ದೇಶದ ಅತ್ಯುತ್ತಮ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳಲ್ಲಿ ಒಂದು ಎಂಬುದಾಗಿ ಗುರುತಿಸಿಕೊಂಡಿದೆ. (2022-23)
Application Status	23-09-2022	मुझे उनके लिए अपना थिष्ठ विश्वविद्यालय खोलकर बुखी हो रही है। में इस असर पर विश्वविद्यालय के किमा के पीछे उनके जैसे दिराधारकों की Download भागीयारी को याद करते हुए उनका स्वागत करता हूं। पिछते 39 वर्षों से मैगतेर विश्वविद्यालय ने अपनी प्रतिष्ठा बहाई है। इतना ही नहीं, राष्ट्रीय मुत्यांकून और प्रत्यापन परिषद से पर प्रेठ मान्यता प्राप्त करके इसे हमारे देश के स्वीनेष्ठ विश्वविद्यालयों में से एक के रूप में मान्यता दी गई है। (2022- 23)
Application Status		· · · ·
	Application St	atus
	Submitted Appli	Shortlisted Application(s)

Fig7

• Candidate dashboard page with application status

8. View Application Page



Fig 8.1

• Viewing and downloading submitted applications

### 8.1.1 Application View Page

Homepage P Apply with Saved da	a 🗣 Apply with New data 🗣 Notifica	ations ~ 🕒 Appli	cation Status 🗣 \	iew Application 👻	Print Application	on 🖻 Grievances	Back Home
Suest Faculty Applicatio	n (Submitted Application)	)					Back Home
			á.				
	MANGA	LORE 🐔	🛐 υΝΙ	VERSITY			
	Mangalag	gangothri - 57419	9, D.K. District,	Karnataka			
	APPLICAT	ION FOR GUE	ST FACULTY	- 2022-23			
Application Number: MUG45MS	4HE_2022-23_256						
							2
Academic Year :	2022-23		Degree :	UG			
College :	University College, Mangalore		Faculty :	Sci	ence		
Department :	Department of Chemistry		Specialization:	No	ne		
2. Name of the Applicant :	СНЕСК						
3. Full Address :	Mangalore University konaje 57	4199					
44 Mobile Number	9876543210						
4B. Email ID :	check@mangaloreuniversity.ac.in						
5. Date of Birth :	31-01-1999						
6. Gender :	Male						
7. Reservation :	Non Hyderabad-Karnataka						
0. 61100	<b>C</b> 11						
o. Category:	GM						
9. Physically Handicapped :	Yes No						
10. Nationality :	Indian						
11. Academic Qualifications (S	tarting from the Highest Qualification	on) :					
Degree	Name of the University / Board	Year of Passing	Aggregate %	Division/ Class/ Grade	Su	bject(s)	Documents
PhD	Mangalore university	2014	81.17%		No M	Mentioned	Download
							View
12. Whether UGC NET/SLET/KSE	Qualified (Starting from Latest Exa	minations) :					
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Refered puralis     2     0     0     No Remarks     Manual Control of Contro of Control of Control of Control of Control of Control of			National	International	National	International			Publications MUG45MS4HF 1 Public@im	
15. Seminars/Conferences/Workshops/Symposia/Training Programmes/Papers Presented ):           Image:	Reffered	I Journals	2	0	0	0		No Remarks	View	
Name of the Body / Society         Name of the Awards / Fellowship         Place         Remarks         Documents           Pellowship         University         India         No Remarks         Awards_MUGGSMS4HE_1_Award0.pm View           17. Other Relavent Information :	Pres 16. Awards (Gor	ented Papers/Posters	horities) :	1	0		No Remarks		Seminars_MUG45M54HE_t_Seminar0.jpg View	
Pellowship     University     India     No Remarks     Awards_MUG45MSHE_1_AwardSpr New       17. Other Relavent Information :         SI.No     Details(Mention Year, Value etc., where relavent)     Remarks     Documents         No Data   DECLARATION       I hereby declare that all information given in this application are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found failse, incomplete or incorrect, my candidature is liable to be cancelled / my appointment is liable to be terminated. I hereby are to and abide by the rules and regulations of the University. Place: Mangalagangothri Date: 28-09-2022	Name of the	Body / Society	Name o	f the Awards / Fellows	ship	Place		temarks	Documents	
SLNo       Details(Mention Year, Value etc., where relavent)       Remarks       Documents         No Data       No Data         DECLARATION         I hereby declare that all information given in this application are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found false, incomplete on incorrect, my candidature is liable to be cancelled / my appointment is liable to be terminated. I hereby agree to and abide by the rules and regulations of the University.         Place:       Mangalagangothri Date: 28-09-2022	Fello	wship		University		India	N	Remarks	Awards_MUG45MS4HE_1_Award0.png View	
DECLARATION I hereby declare that all information given in this application are true, complete and correct to the best of my knowledge and belief, I understand that. In the event of any information being found false, incomplete or incorrect, my candidature is liable to be cancelled / my appointment is liable to be terminated. I hereby agree to and abide by the rules and regulations of the University. Place: Mangalagangothri Date: 28-09-2022 Signature of the Candidate	17. Other Relav	ent Information : Details(Mentio	n Year, Value et	c., where relavent)		Remarks No Data			Documents	
	I hereb the event of a hereby agree t Place: <u>Mangalag</u> Date.: <u>28-09-202</u>	y declare that all ny information be to and abide by th gangothri 12	information g ing found fal: e rules and r	tiven in this applic re, incomplete or egulations of the l	DECL ation are true. incorrect, my c University.	ARATION complete and c	orrect to the ble to be can	best of my knowled elled / my appoint	Ige and belief. I understand that, in ment is liable to be terminated. I Signature of the Candidate	

- Fig  $8.1.1\,$  Candidate can view their submitted application and they can download the application and • uploaded documents

# 9. Change Password Page

		Gnevances	
Welcome Check,			- Change Password Change
Vacancy Notific	ations		
23-09-2022	ನಮ್ಮ ವಿಶ್ವ ವಿದ್ಯಾನಿಲಯವನ್ನು ತಮ್ಮ ಮುಂದೆ ತೆರೆದಿಡುವುದಕ್ಕೆ ನಾನು ಸಂತೋಷಪಡುತ್ತೇನೆ. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಬೆಳವಣಿಗೆಯ ಹಿಂದೆ ತಮ್ಮಂಥ ಹಿತಾಸಕ್ಷರ ಪಾಲ್ಗೊಳ್ಳುವಿಕೆಯನ್ನು ನೆನಪಿಸಿಕೊಳ್ಳುತ್ತಾ ತಮ್ಮನ್ನು ಈ ಸಂದರ್ಭದಲ್ಲಿ ಸ್ನಾಗತಿಸುತ್ತೇನೆ. ತಳಿದ 39 ವರ್ಷಗಳಿಂದ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ತನ್ನ ಫೆನತೆಯನ್ನು ಹೆಚ್ಚಿಸಿಕೊಂಡಿದೆ. ಮಾತ್ರವಲ್ಲ. ರಾಷ್ಟ್ರೀಯ ಮೌಲ್ಯಾಂಕನ ಮತ್ತು ಮಾನ್ಯತಾ ಪರಿಷತ್ರಿನ 'ಎ' ಶ್ರೇಣಿಯ ಪುಣ್ಯತೆಯನ್ನು ಪಡೆದು ನಮ್ಮ ದೇಶದ ಅತ್ಯುತ್ತಮ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳಲ್ಲಿ ಒಂದು ಎಂಬುದಾಗಿ ಗುರುತಿಸಿಕೊಂಡಿದೆ. (2022-23)	Download	
23-09-2022	मुझे उनके लिए अपना विश्व विश्वविद्यालय जोतकर खुली हो रही है। मैं इस अत्यर पर विश्वविद्यालय के ठिकास के पीछे उनके जैसे हित्रधारकों की भगीवारों को यात करते हुए उनका खागत करता हूं। पिछले 39 वर्षों में मेगलेर विश्वविद्यालय ने आपने प्रतिष्ठा बहाई है। इतना ही नहीं, नाईंग मुन्तांतून और प्रत्यापन परिषद से 17 प्रेंड मान्यता प्राप्त करके इसे हमारे देश के छाउँब्रेड विश्वविद्यालय में से एक के रूप में मान्यता दी गई है। (2022- 23)	Download	
Application Star	tus		

- Fig 9
- Candidate can change the password by clicking user option

### 9.1 Change Password Page II

Homepage P Apply with Saved data	Apply with New data	Notifications ~	Application Status	🗣 View Application 🖂	Print Application	🛢 Grievances 🖳 User Options 🛩	
Change Password						Home / Change Password	
Candidate Code	MUG45MS4HE						
Change Candidate Name*	Check						
Old Password*	â MUChe53vTi		۲				
New Password*	â Admin@123		۲				
Password must contain the follow ✓ A lowercase letter	ving:						
✓ A capital (UPPERCASE) letter							
√ A number							
✓ Minimum 8 characters							
Confirm Password*	Confirm Passwore	F	Itease fill out this field.				
Home						Change Password	

Fig 9.1

• Candidate can change password by entering all required fields and matching criteria

### 9.1.1 Change Password Page III

Homepage P Apply with Saved data	🛡 Apply with New data 🔍 N	otifications 👻 🕒 Application Stati	us 🔍 View Application 🗸	Print Application	🛢 Grievances 📮 User Options 👻
Change Password					Home / Charige Password
Candidate Code	MUG45MS4HE				
Change Candidate Name*	Check				
Old Password*	MUChe53vTi	۲			
New Password®	â Admin@123	۲			
Confirm Password*	â Admin@123	۲			
					Change Password
Home					
Home					Click
Home					Click
Home					Click
Home					Click
Copyright & Comput	ur Centre 2022-23	7\			Click
Copyright © Comput	er Centre 2022-23	7\ Fig 9.1.1			Click
Forne Copyright & Comput	er Centre 2022-23	7) / Fig 9.1.1			Click
Capyright & Control	er Centre 2022-23	7) Fig 9.1.1	n		Click
Copyly1t & Compute changes by clicking	er Cente 2022/23 g 'Change Pas	Fig 9.1.1	n		Click
Capytett © Control	er Centre 2022-23	7) Fig 9.1.1	n		Click
changes by clicking	er Cerre 2022/23	Fig 9.1.1	n		Click

• Success message will be displayed for password changing

**10.Submit Another Application** 

1) Applying for*				
Academic Year*	Select Academic Year	✓ Degree*	Select Degree	~
College*	Select College	<ul> <li>Faculty*</li> </ul>	Select Faculty	
Department	Select Department	<ul> <li>Specialization</li> </ul>		
				300
	close Certificate issued by the Competent Autho	rity. Application without required certificate will be a	considered uner GM Category	
<ol> <li>For Category, End</li> <li>Once Submitted,</li> <li>Candidates can't</li> </ol>	, it can't be undone untill the final submission of be able to apply to other application without co	impletely submitting this Application.		
<ol> <li>For Category, End</li> <li>Once Submitted,</li> <li>Candidates can't</li> </ol>	it can't be undone until the final submission of be able to apply to other application without co nat, i will agree to all the above mentioned terms and co the above mentioned terms and compared terms	mpletely submitting this Application.	formation/document.	

• Candidate can apply another application along with submitted data

### 11.Submit Another Application With New Data

				liarra ( tapliation
Guest Faculty App	ply another Appli	cation		Home / Application
1) Applying for*				
Academic Year*	Select Academic Year	<ul> <li>✓ Degree*</li> </ul>	Select Degree	
College*	Select College	<ul> <li>Faculty*</li> </ul>	Select Faculty	
Department*	Select Department	<ul> <li>Specialization</li> </ul>		
				300
Details recently Updated	on: 21-09-2022			
Hon	ne		Fetch Rec	ently Saved Details

Fig 11

- Candidate can apply another application with new data
- Candidate can edit their saved details or add new details to another application

## **12.Forgot Password**



尺 Fig 12

• Candidate can use "Forgot password" option if he/she has forgotten the password

### 12.1 Forgot Password I

•



Fig 12.1 Candidate must enter their registered email id

#### 12.1.1 Success Message

•



Fig 12.1.1 Candidate received secret code through their registered email

#### 12.1.1.1 Success Message



#### 12.2 Mail Page View

•



Fig 12.2 Candidate received secret code on mail

ode on mail

### 12.3 Mail Page View





• Password field must fulfill the matching criteria



12.3.1 Change Password Page

Fig 12.3.1

### 12.3.1.1 Change Password Page I



Fig 12.3.1.1

• After entering new password and confirm password click "submit" button

#### 12.3.1.1.1 Success Message



• Candidate receive confirmation message

#### Help Desk Number

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