



Guest Faculty Application User Manual

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1. Login Page View

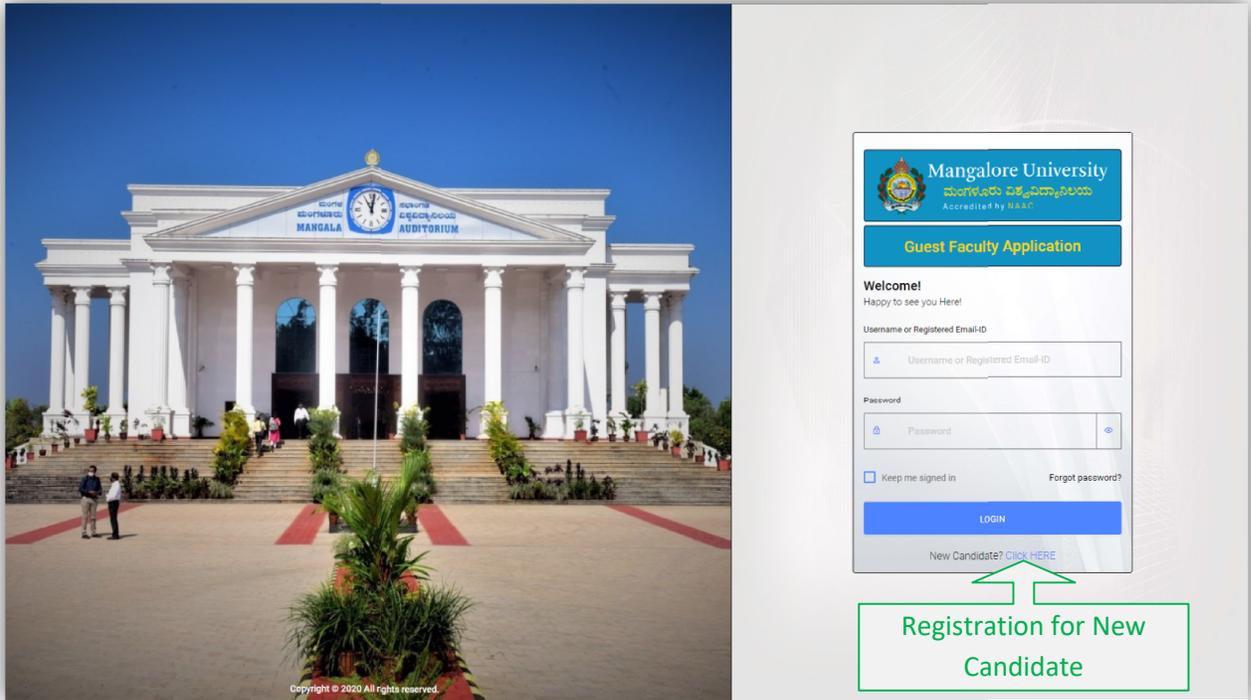


Fig1

- Guest Faculty Application Login Page

2. New Candidate Registration Page View

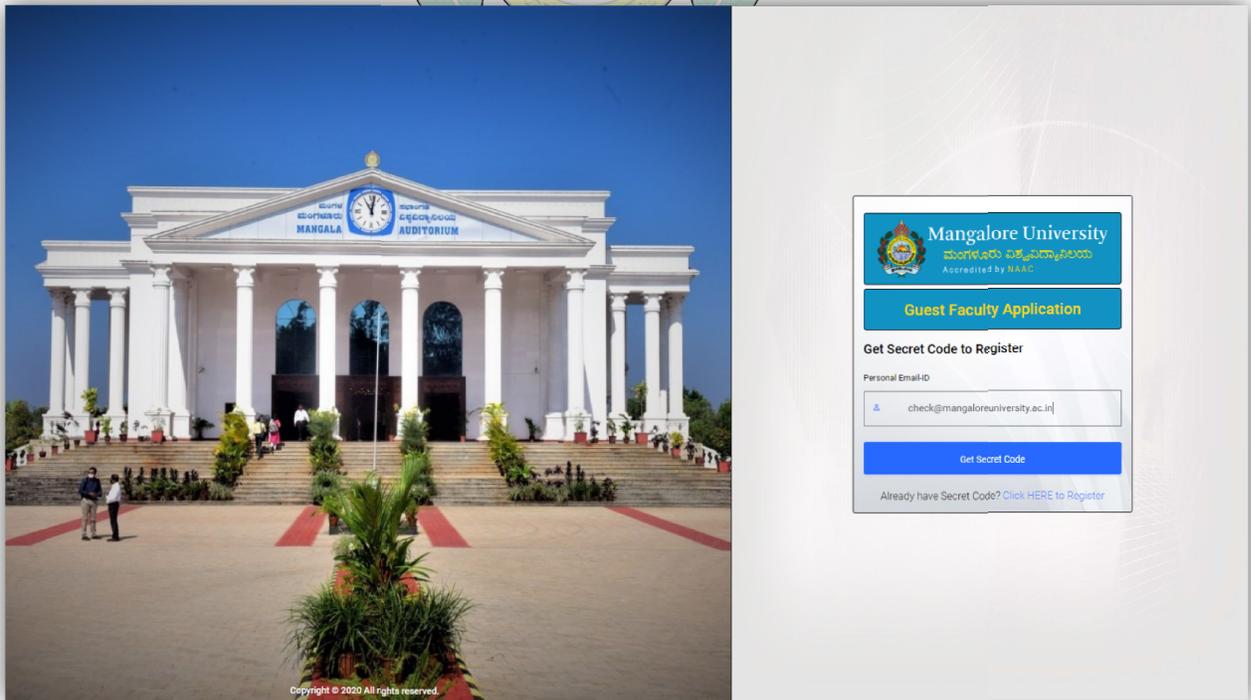


Fig2

- Candidate has to enter their email id to **get secret code** for registration

2.1 Success Message

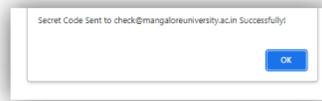


Fig2.1

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

2.1.1 Personal Mail Page View

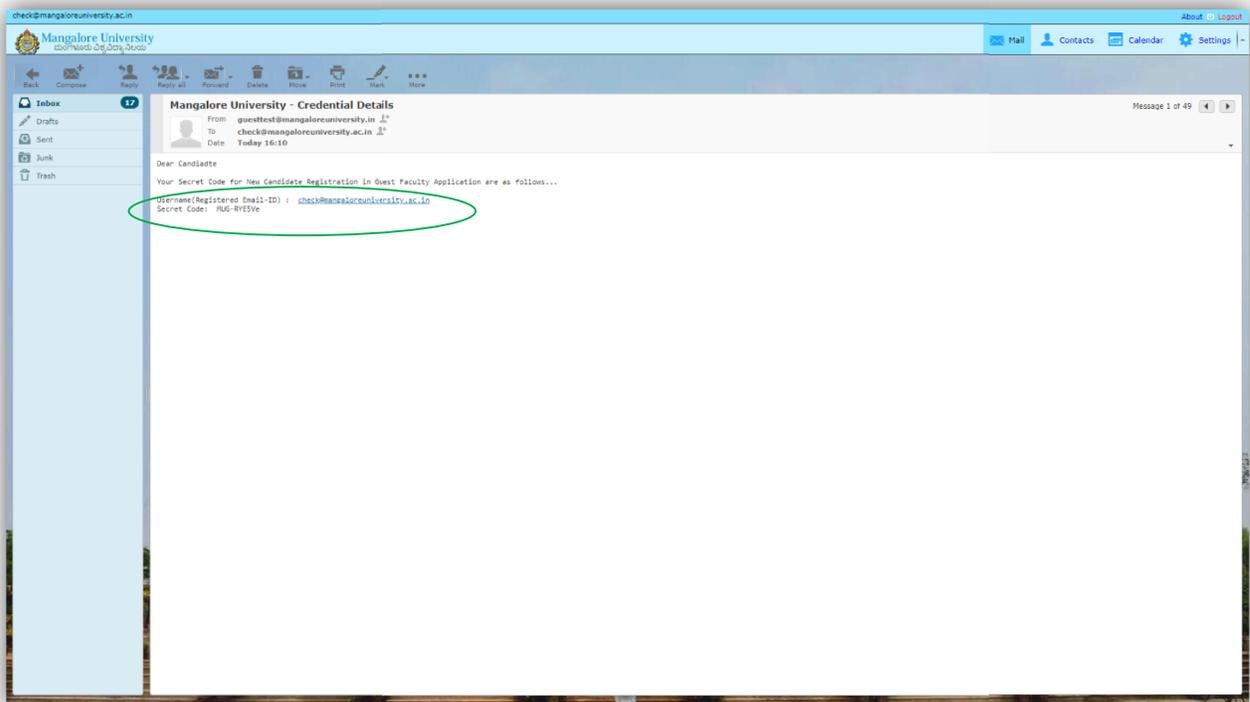


Fig2.1.1

- Secret code received through mail

3. Candidate Registration Page View

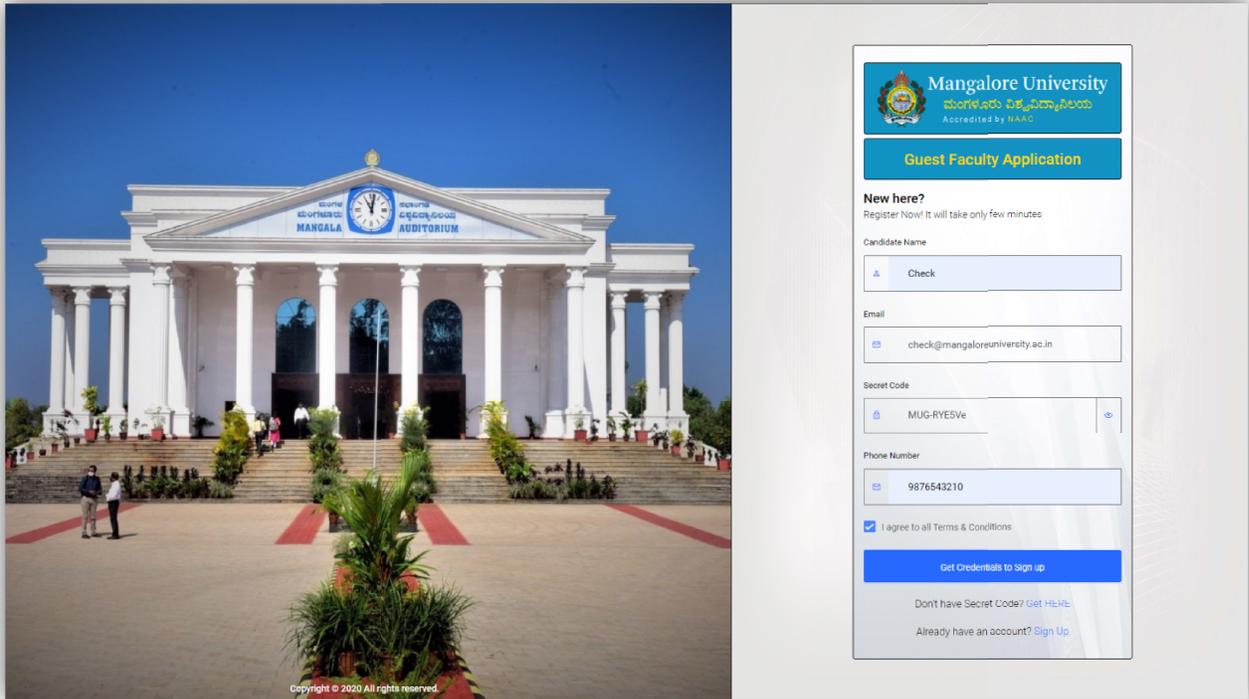


Fig3

- 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



Fig3.1

- Success message will be displayed after candidate registration

3.2 Success Message



Fig3.2

- Username and Password sent through mail

3.2.1 Mail Page View

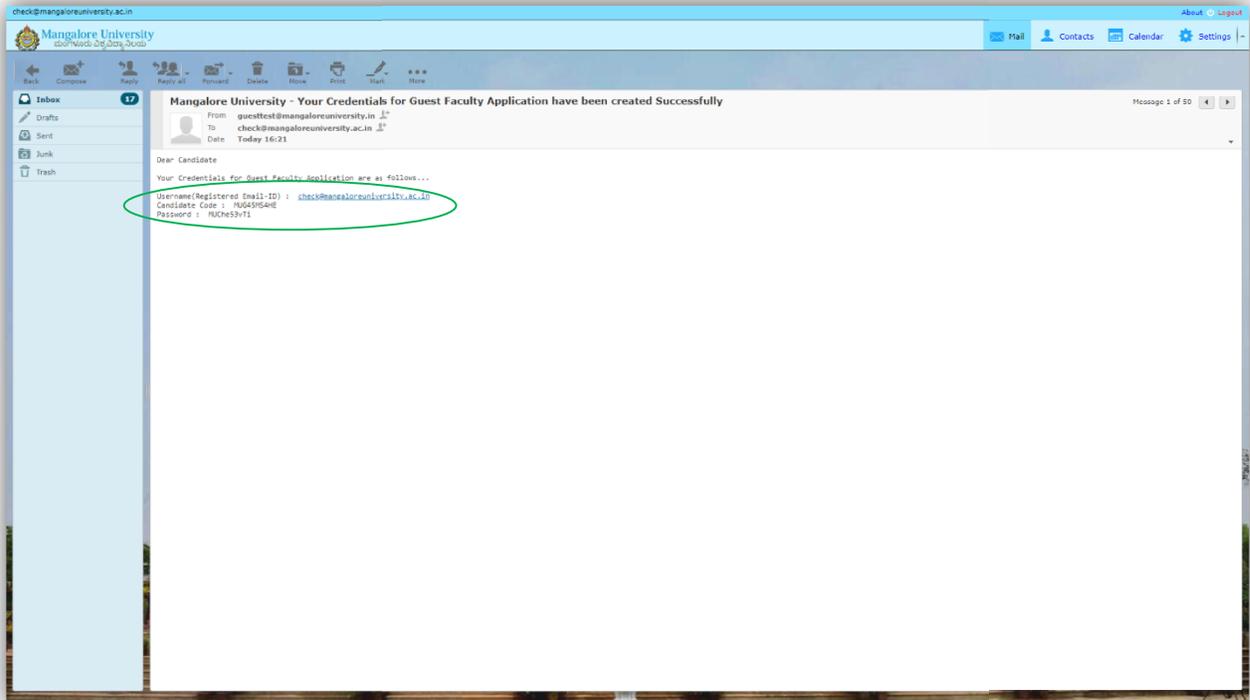


Fig3.2.1

- Username and Password received through mail

4. Login Page View

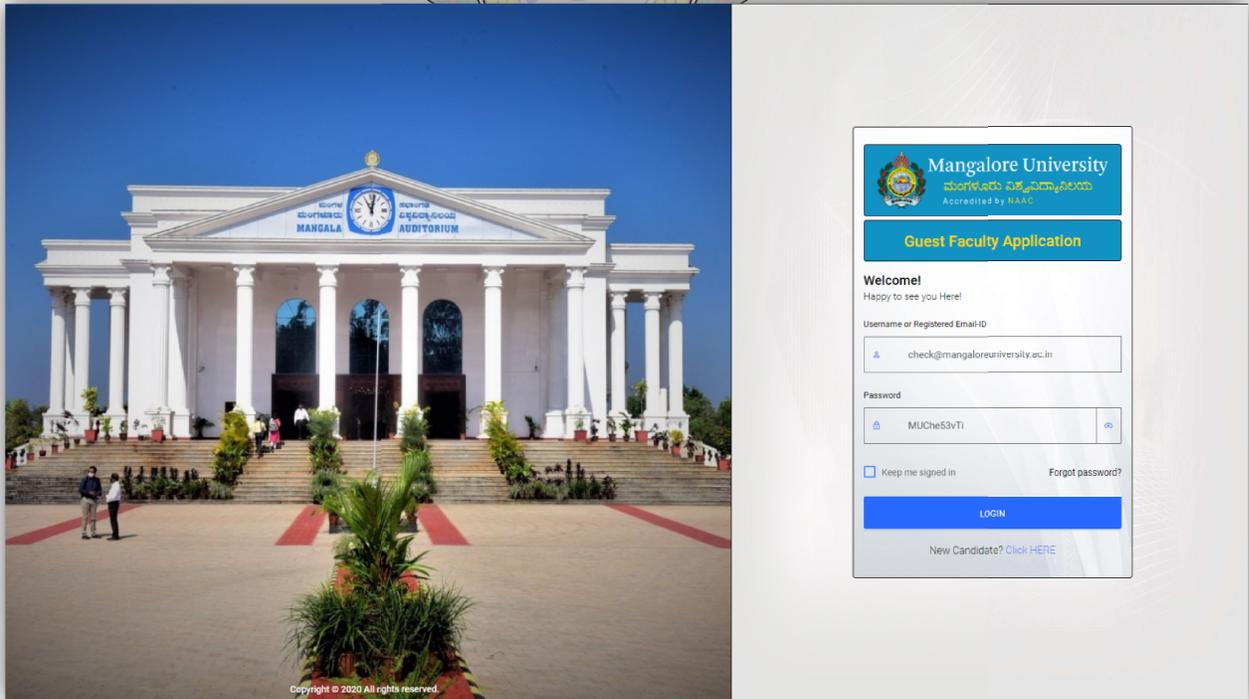


Fig4

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

5. Home Page View

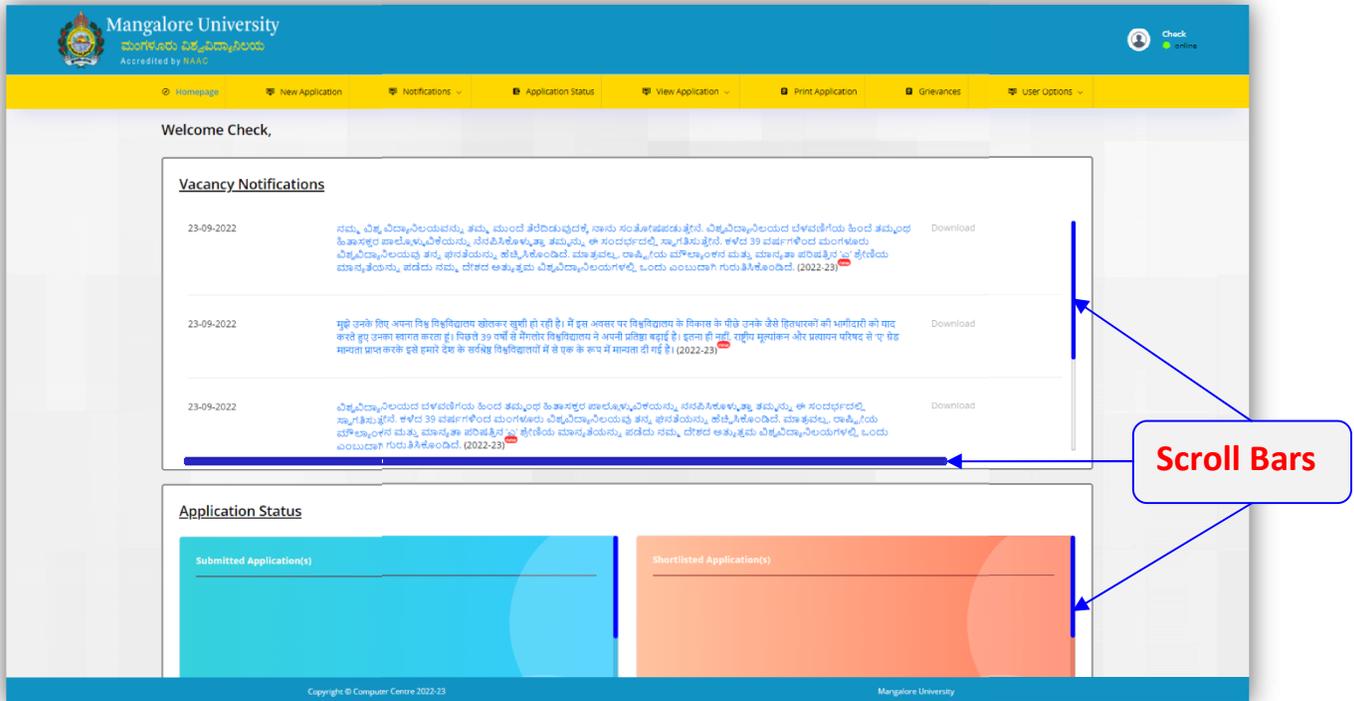


Fig5

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

6. Application Page View

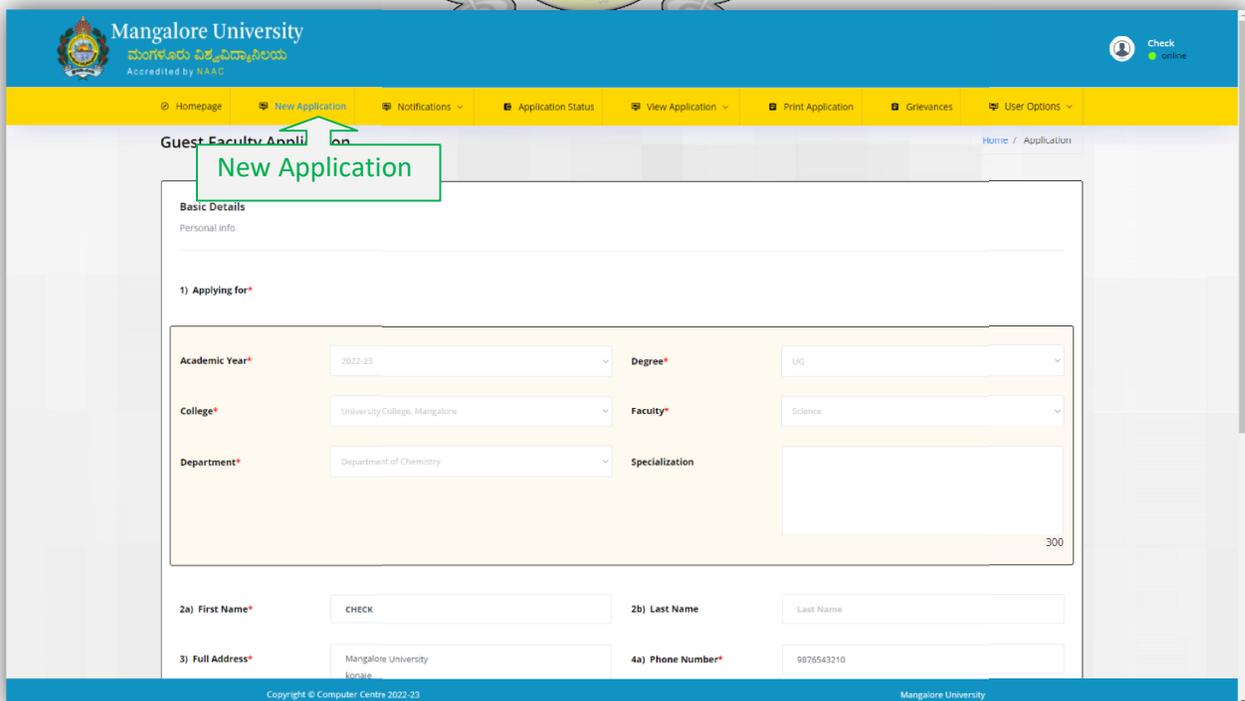


Fig 6

- Candidate should select vacancy criteria

6.1 Application Page View II

300

2a) First Name* CHECK

2b) Last Name Last Name

3) Full Address* Mangalore University
Kona
574199

4a) Phone Number* 9876543210

4b) Email* check@mangaloreuniversity.ac.in

5) Date of Birth* 31-01-1999

6) Gender* Male

7) Reservation* Non Hyderabad-Karnataka

8) Category* GIM

9) Physically Disabled* No

10) Nationality* Indian

1. For Category, Enclose Certificate issued by the Competent Authority. Application without valid certificate will be considered under General Merit Category
2. Once Submitted, it can't be undone until the final submission of Application.
3. Candidates can't be able to apply to other application without submitting this Application.

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

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Fig 6.1

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

6.1.1 Success Message



Fig 6.1.1

- Success message will be displayed after submitting the basic details

6.2 Application Page View III (Filling Qualification Details)

Mangalore University
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Home / Application

Education/Qualification Details

Application Number: **MUG45M54HE_2022-23_256**

1) Applied for*

Academic Year	2022-23	Degree	UG
College	University College, Mangalore	Faculty	Science
Department	Department of Chemistry	Specialization*	

Upload Photo and Signature (Only .jpg/.jpeg/.png/.gif files are allowed with Max. Size limit is 200kb)*

Choose File 2.png Photo

Choose File 3.jpg Signature

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Fig 6.2

6.3 Application Page View IV

Home / Application

2 **3**

11. Qualification Details (Starting from the Highest Qualification)

Degree*	Degree Name*	Name of the University / Board	Year of Passing*	Aggregate %* (All Semesters)	Division/Class/Grade	Subject/s	Documents* Size Limit: Max:1Mb	Add Row
PHD	PhD	Mangalore University	2014	Total Marks 600 Obtained Marks 487 Aggregate % 81.17%	AGGR		Choose File 4.pdf	

12. Whether UGC JRF / NET /SET/SLET/KSET Qualified (Starting from Latest Examinations)

Exam*	Exam Name*	Examining Body / University*	Year of Passing*	Remarks	Documents* Size Limit: Max:1Mb	Add Row
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Fig 6.3

6.3.1 Application Page View

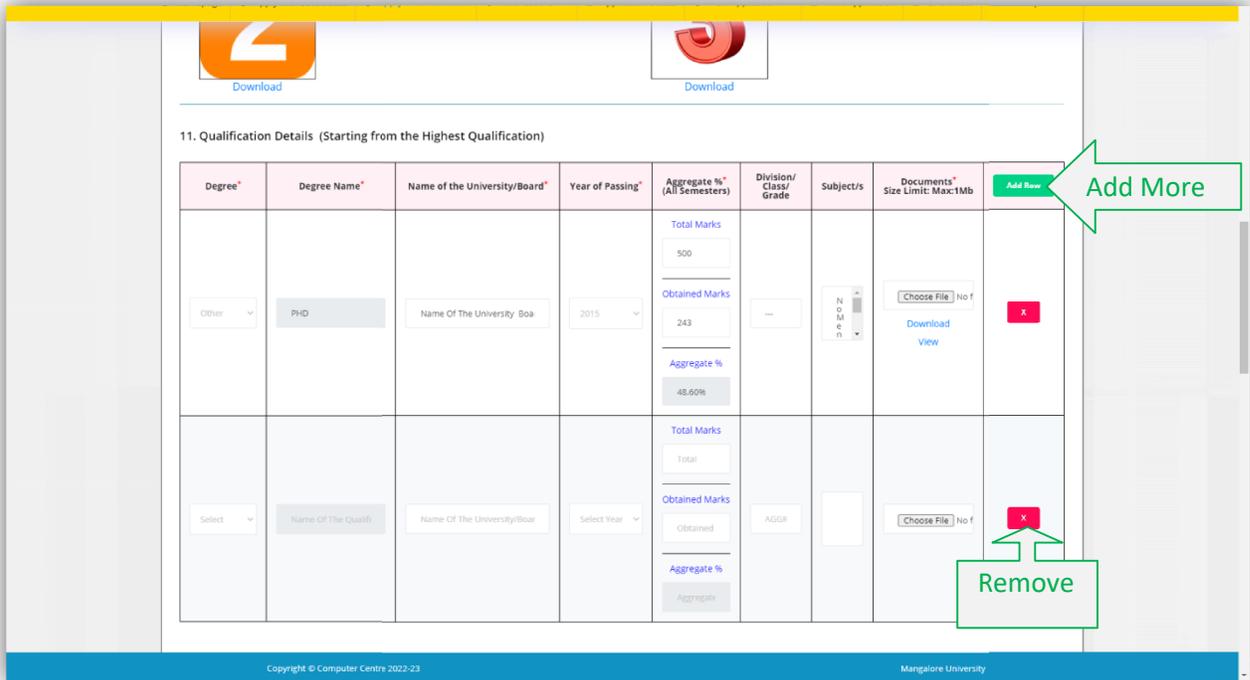


Fig 6.3.1

- Candidates can add more details by clicking ‘Add row’
- Candidates can remove the added details by clicking “ x” button
- Scroll bars will be displayed depending on the resolution of the screen

6.4 Application Page View V

[Home page](#)
[New Application](#)
[Notifications](#)
[Application Status](#)
[View Application](#)
[Print Application](#)
[Grievances](#)
[User Options](#)

12. Whether UGC JRF / NET /(SET/SLET/KSET) Qualified (Starting from Latest Examinations)

Exam*	Exam Name*	Examining Body / University*	Year of Passing*	Remarks	Documents* Size Limit: Max:1Mb	Add Row
JRF	JRF	University	2015		Choose File 5.jpg	X

13. Teaching/Post Doctoral Experience (Only Regular Fulltime Teaching Experience should be furnished)

Post-Doctoral (No. Of Years): PG (No. Of Years):

UG (No. Of Years): Total Years:

Designation*	Degree Level*	Name of the Institution*	Total Years*	From*	To*	Remarks	Documents* Size Limit: Max:1Mb	Add Row
Teacher	PG	University	0 Year/s & 11 Month/s	01-09-2021	31-08-2022		Choose File 6.jpg	X

Note: Only Regular fulltime teaching experience should be furnished. Enclose Certificate of Evidence issued by the competent authority in support of your claim.

14. Publications / UGC-Recognized Journals / Peer - Reviewed

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Fig 6.4

6.5 Application Page View VI

16. Awards (Govt. Recognized Authorities):

Name of the Body / Society*	Name of the Awards / Fellowship*	Place*	Remarks	Documents* Size Limit: Max:1Mb	Add Row
University	Fellowship	India		Choose File No f	X

17. Other Relavent Information:
Please give details of other Credentials, Significant Contributions, Awards Received etc., not mentioned earlier...

Sl.no	Details(Mention Year, Value etc., where relavent)*	Remarks	Documents Size Limit: Max:1Mb	Add Row

1. For Category, Enclose Certificate issued by the Competent Authority. Application without required certificate will be considered uner GM Category
2. Once Submitted, it can't be undone until the final submission of Application.
3. Candidates can't be able to apply to other application without completely submitting this Application.

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](#)
[Submit](#)
Submit

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Fig6.5

6.5.1 Success Message

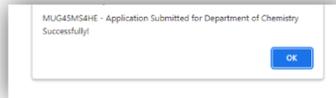
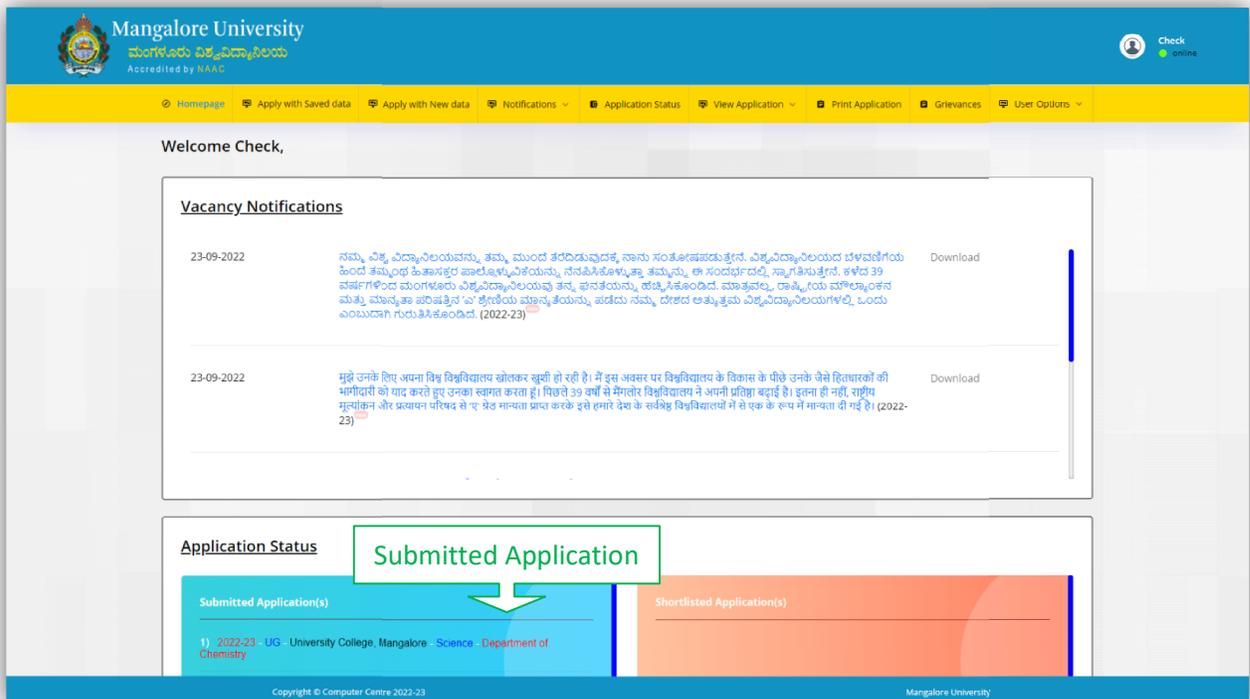


Fig 6.5.1

- Success message will be displayed after submitting education details

7. Home Page View After Submitting first Application



The screenshot displays the Mangalore University candidate dashboard. At the top, there is a navigation bar with the university logo and name in English and Kannada, along with a 'Check Online' button. Below the navigation bar is a yellow menu bar with options like 'Homepage', 'Apply with Saved data', 'Apply with New data', 'Notifications', 'Application Status', 'View Application', 'Print Application', 'Grievances', and 'User Options'. The main content area is titled 'Welcome Check' and contains two sections: 'Vacancy Notifications' and 'Application Status'. The 'Vacancy Notifications' section lists two notifications from 23-09-2022, each with a 'Download' link. The 'Application Status' section is divided into two columns: 'Submitted Application(s)' and 'Shortlisted Application(s)'. The 'Submitted Application(s)' column shows one entry: '1) 2022-23 - UG - University College, Mangalore - Science - Department of Chemistry'. A green box with the text 'Submitted Application' and a downward-pointing arrow highlights this entry. The footer of the page includes 'Copyright © Computer Centre 2022-23' and 'Mangalore University'.

Fig7

- Candidate dashboard page with application status

8. View Application Page

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2 Check online

Home page Apply with Saved data Apply with New data Notifications Application Status View Application Print Application Grievances User Options

Welcome Check,

Submitted Application

- Submitted Application(s)
- Shortlisted Application(s)
- Rejected Application(s)

Vacancy Notifications

Date	Notification	Action
28-09-2022	fgfdgfdg (2022-23)	Download
23-09-2022	ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾನಿಲಯವನ್ನು ತಮ್ಮ ಮುಂದೆ ತೆರೆಯುವುದಕ್ಕೆ ನಾನು ಗಂತ್ಯವಿಲ್ಲವೆಂದು ನನ್ನ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಬಳವಣಿಗೆಯ ಹಿಂದೆ ತಮ್ಮಂಥ ಹಿತಾಸಕ್ತರ ಪಾಲನೆಗಳನ್ನು ನೀಡಲು ನಾನು ಸಿದ್ಧನಾಗಿದ್ದೇನೆ. ಈ ಸಂದರ್ಭದಲ್ಲಿ, ಸ್ವಾಗತಿಸುತ್ತೇನೆ. ಕಳೆದ 39 ವರ್ಷಗಳಿಂದ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ತನ್ನ ಕೊಡವೆಯನ್ನು ದೊಡ್ಡದಿಂದ ದೊಡ್ಡದಾಗಿ, ಅತ್ಯಂತ ಮೆಚ್ಚುಗೆಯ ಮಟ್ಟಕ್ಕೆ ಏರಿಸಿತ್ತು. ಇದನ್ನು ನಾನು ಬಹಳವಾಗಿ ಮೆಚ್ಚುತ್ತೇನೆ. ನನ್ನ ದೇಶದ ಅತ್ಯಂತ ಮೆಚ್ಚುಗೆಯ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳಲ್ಲಿ ಒಂದು ಎಂಬುದಾಗಿ ಗುರುತಿಸಿಕೊಂಡಿದೆ. (2022-23)	Download
23-09-2022	मुझे उनके लिए अपना विश्वविद्यालय सोलकर खुशी हो रही है। मैं इस अवसर पर विश्वविद्यालय के विकास के पीछे उनके जैसे हितधारकों की भागीदारी को याद करते हुए उनका स्वागत करता हूँ। पिछले 39 वर्षों से मैंगलोर विश्वविद्यालय ने अपनी प्रतिष्ठा बढ़ाई है। इतना ही नहीं, राष्ट्रीय मूल्यांकन और प्रयागन परिषद से ए ग्रेड मान्यता प्राप्त करके इसे हमारे देश के सर्वश्रेष्ठ विश्वविद्यालयों में से एक के रूप में मान्यता दी गई है। (2022-23)	Download

Application Status

- Submitted Application(s)
1) 2022-23 - UG - University College, Mangalore Science Department of Chemistry
- Shortlisted Application(s)
- Rejected Application(s)

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Fig 8

8.1 View Application Page II

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Check online

Home page Apply with Saved data Apply with New data Notifications Application Status View Application Print Application Grievances User Options

Select Academic Year and Application Home / Submitted Application(s)

Academic Year: 2022-23

Applied for: UG - University College, Mangalore - Science - Department of Che

Home View Application

View

Copyright © Computer Centre 2022-23 Mangalore University

Fig 8.1

- Viewing and downloading submitted applications

8.1.1 Application View Page



Mangalore University
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Check
online

[Homepage](#) | [Apply with Saved data](#) | [Apply with New data](#) | [Notifications](#) | [Application Status](#) | [View Application](#) | [Print Application](#) | [Grievances](#) | [User Options](#)

[Back](#) | [Home](#)



MANGALORE UNIVERSITY

Mangalagangothri - 574199, D.K. District, Karnataka

APPLICATION FOR GUEST FACULTY - 2022-23

Application Number: **MUG45MS4HE_2022-23_256**

2



Academic Year :	2022-23	Degree :	UG
College :	University College, Mangalore	Faculty :	Science
Department :	Department of Chemistry	Specialization :	None

2. Name of the Applicant : CHECK

3. Full Address : Mangalore University konaje 574199

4A. 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

8. Category : GM

9. Physically Handicapped : Yes No

10. Nationality : Indian

11. Academic Qualifications (Starting from the Highest Qualification) :

Degree	Name of the University / Board	Year of Passing	Aggregate %	Division/ Class/ Grade	Subject(s)	Documents
PHD	Mangalore university	2014	81.17%	---	No Mentioned	Download View

12. Whether UGC NET/SLET/KSET Qualified (Starting from Latest Examinations) :

Exam Name	Examining Body	Year of Passing	Remarks	Documents
JRF	University	2015	No Remarks	Exam_MUG45MS4HE_1_Exam0.jpg View

13. Teaching/Post Doctoral Experience (Only Regular Fulltime Teaching Experience should be furnished) :

Post-Doctoral (No. Of Years): PG (No. Of Years):
 UG (No. Of Years): Total Years:

Designation	Degree Level	Institution Name	Total Years	From	To	Remarks	Documents
Teacher	PG	University	0.11	01-09-2021	31-08-2022	No Remarks	Experience_MUG45MS4HE_1_Exp0.jpg View

14. Publications / UGC-Recognized Journals / Peer - Reviewed :

Patents:

Filed: Granted:

Publications	Published		Accepted / In Press		Remarks	Documents
	National	International	National	International		
Referred Journals	2	0	0	0	No Remarks	Publications_MUG45MS4HE_1_Public0.jpg View

15. Seminars/Conferences/Workshops/Symposia/Training Programmes(Papers Presented) :

Seminars	India	Abroad	Remarks	Documents
Presented Papers/Posters	1	0	No Remarks	Seminars_MUG45MS4HE_1_Seminar0.jpg View

16. Awards (Govt. Recognized Authorities) :

Name of the Body / Society	Name of the Awards / Fellowship	Place	Remarks	Documents
Fellowship	University	India	No Remarks	Awards_MUG45MS4HE_1_Award0.png View

17. Other Relevant Information :

Sl.No	Details(Mention Year, Value etc., where relevant)	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 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

Download Documents

Download Documents

Download Application

Print Or Save as PDF

Fig 8.1.1

- Candidate can view their submitted application and they can download the application and uploaded documents

9. Change Password Page

The screenshot shows the Mangalore University portal. At the top, there is a navigation bar with the university logo and name in Kannada and English. Below it, a yellow navigation bar contains various menu items like 'Home page', 'Apply with Saved data', 'Apply with New data', 'Notifications', 'Application Status', 'View Application', 'Print Application', 'Grievances', and 'User Options'. The 'User Options' menu is open, showing 'Change Password' and 'Logout'. A green arrow points to the 'Change Password' option. The main content area displays 'Welcome Check,' followed by 'Vacancy Notifications' with two entries and 'Application Status' with two boxes for 'Submitted Application(s)' and 'Shortlisted Application(s)'. The footer contains 'Copyright © Computer Centre 2022-23' and 'Mangalore University'.

Fig 9

- Candidate can change the password by clicking user option

9.1 Change Password Page II

The screenshot shows the 'Change Password' page on the Mangalore University portal. The page title is 'Change Password' and the breadcrumb is 'Home / Change Password'. The form contains the following fields: 'Candidate Code' (MUG45M54HE), 'Change Candidate Name*' (Check), 'Old Password*' (MUChe53VtI), 'New Password*' (Admin@123), and 'Confirm Password*' (Confirm Password). Below the form, there are checkboxes for password requirements: 'A lowercase letter', 'A capital (UPPERCASE) letter', 'A number', and 'Minimum 8 characters'. A 'Change Password' button is at the bottom right. The footer contains 'Copyright © Computer Centre 2022-23' and 'Mangalore University'.

Fig 9.1

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

9.1.1 Change Password Page III

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Check online

Homepage 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 MUG45M54HE

Change Candidate Name* Check

Old Password* MUChe3vT1

New Password* Admin@123

Confirm Password* Admin@123

Home Change Password

Click

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Fig 9.1.1

- Apply changes by clicking 'Change Password' button

9.1.1.1 Success Message



Fig 9.1.1.1

- Success message will be displayed for password changing

10. Submit Another Application

Apply another Application

1) Applying for*

Academic Year* Degree*

College* Faculty*

Department* Specialization

300

1. For Category, Enclose Certificate issued by the Competent Authority. Application without required certificate will be considered under GM Category
2. Once Submitted, it can't be undone until the final submission of Application.
3. Candidates can't be able to apply to other application without completely submitting this Application.

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.

[View Saved Data](#) [Submit](#)

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Fig 10

- Candidate can apply another application along with submitted data

11. Submit Another Application With New Data

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Accredited by NAAC

2 Candidate Name
Online

Apply another Application

1) Applying for*

Academic Year* Degree*

College* Faculty*

Department* Specialization

300

Details recently Updated on: 21-09-2022

[Home](#) [Fetch Recently Saved Details](#)

Fetch Saved Data

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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

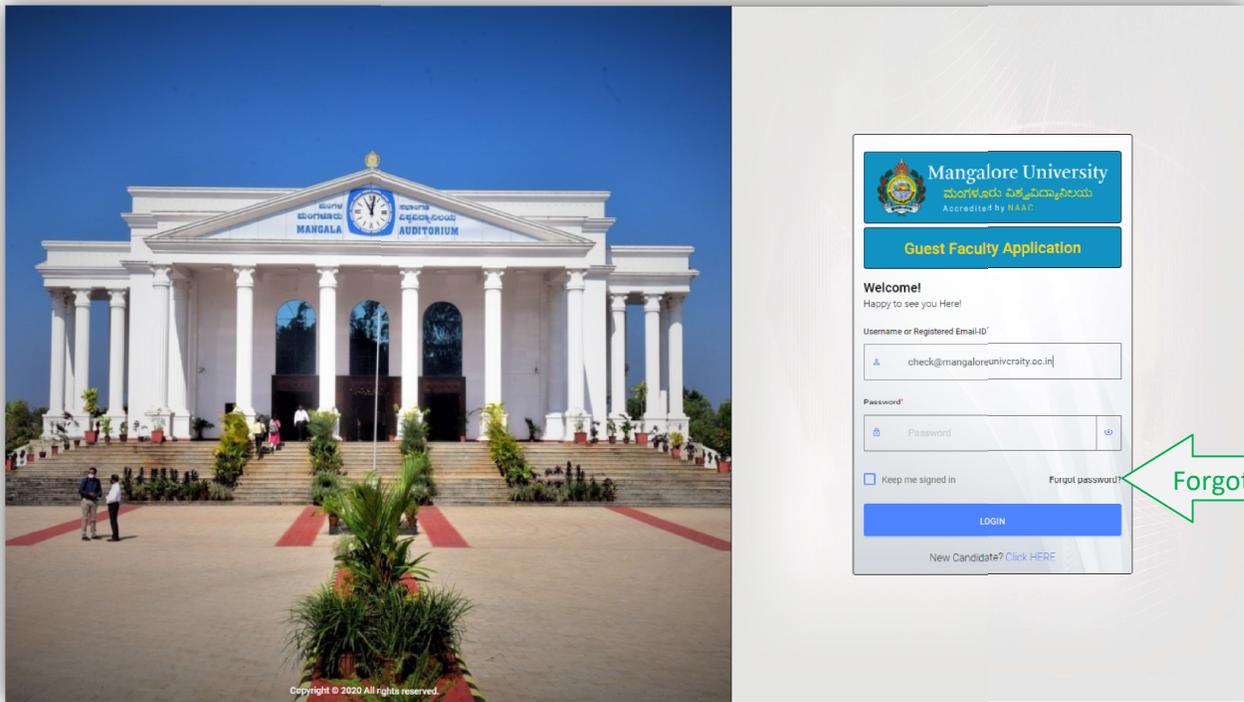


Fig 12

- Candidate can use “Forgot password” option if he/she has forgotten the password

12.1 Forgot Password I

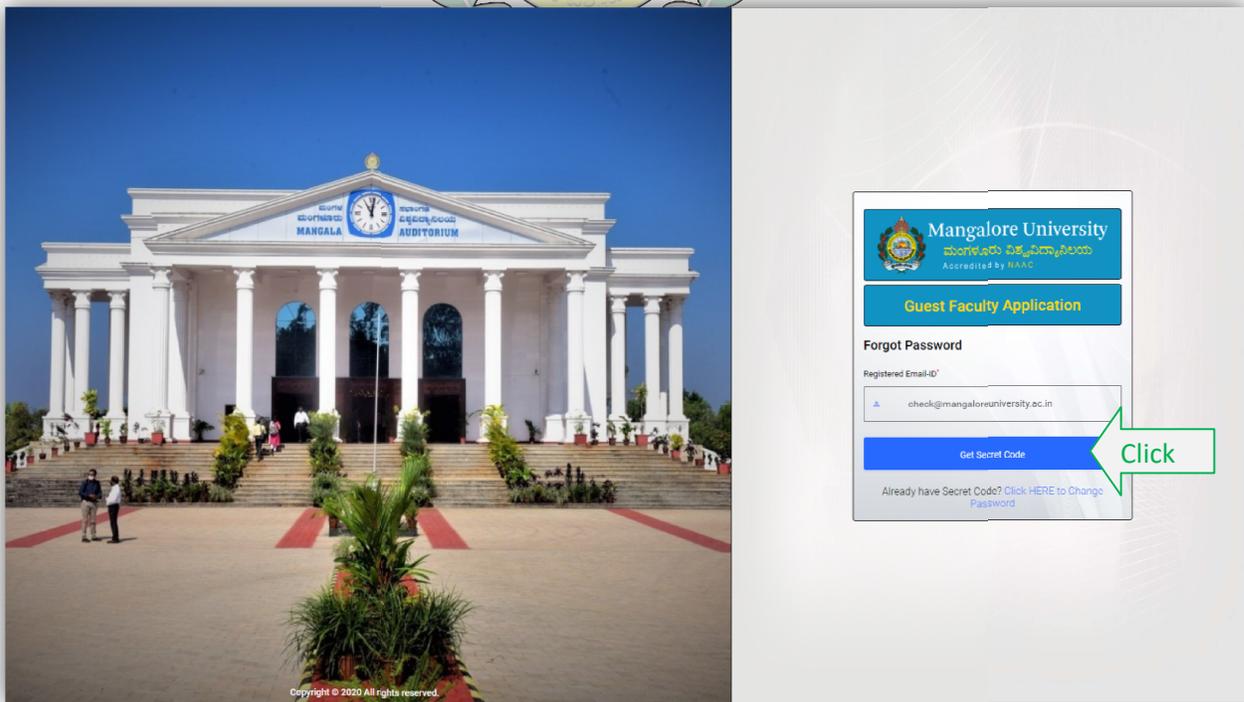


Fig 12.1

- 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



Fig 12.1.1.1

12.2 Mail Page View

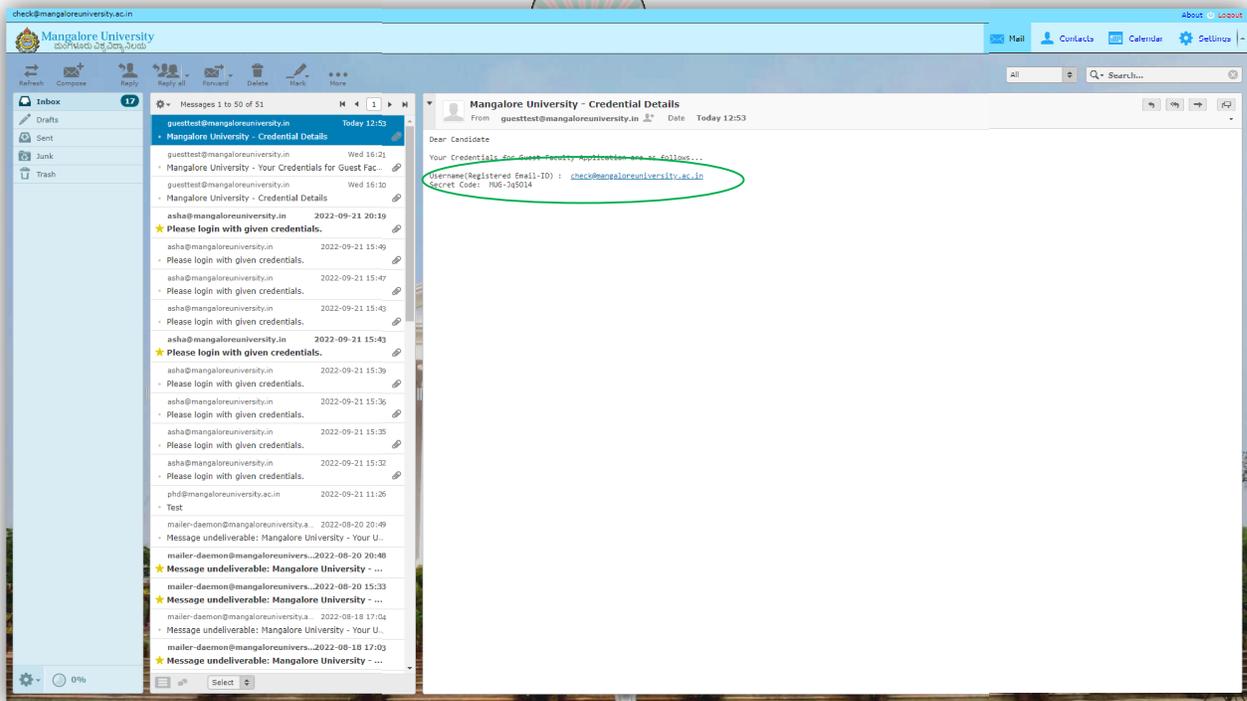


Fig 12.2

- Candidate received secret code on mail

12.3 Mail Page View

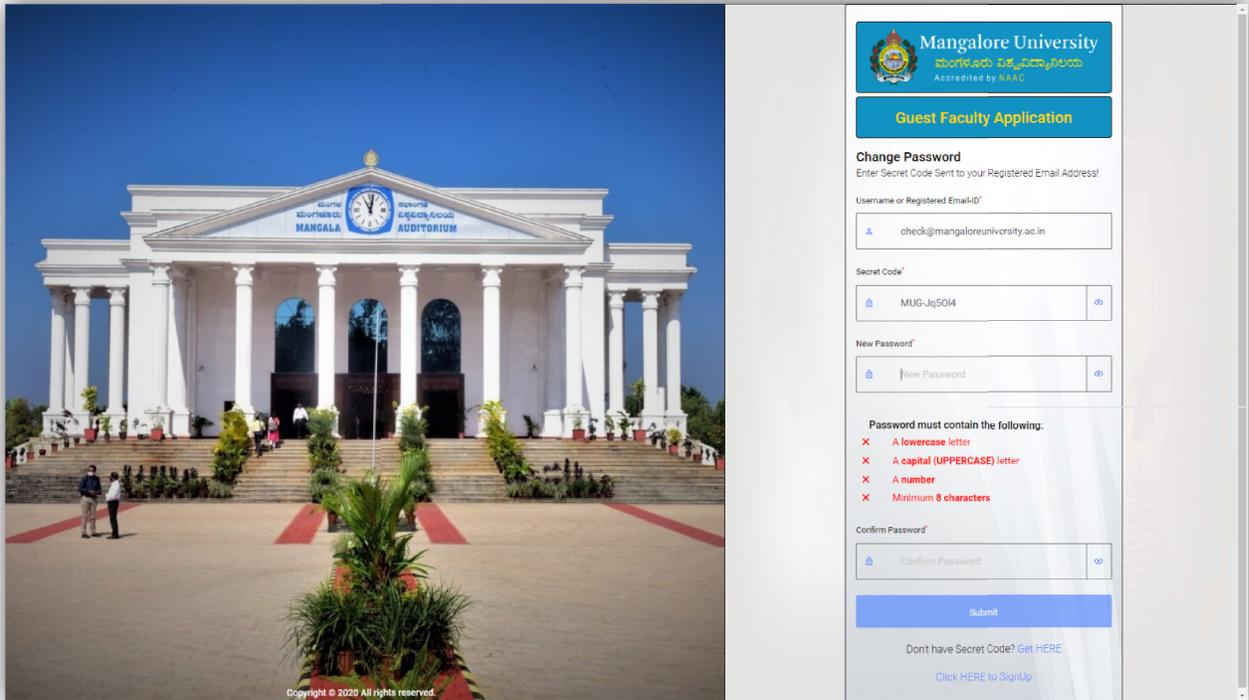


Fig 12.3

- Password field must fulfill the matching criteria

12.3.1 Change Password Page

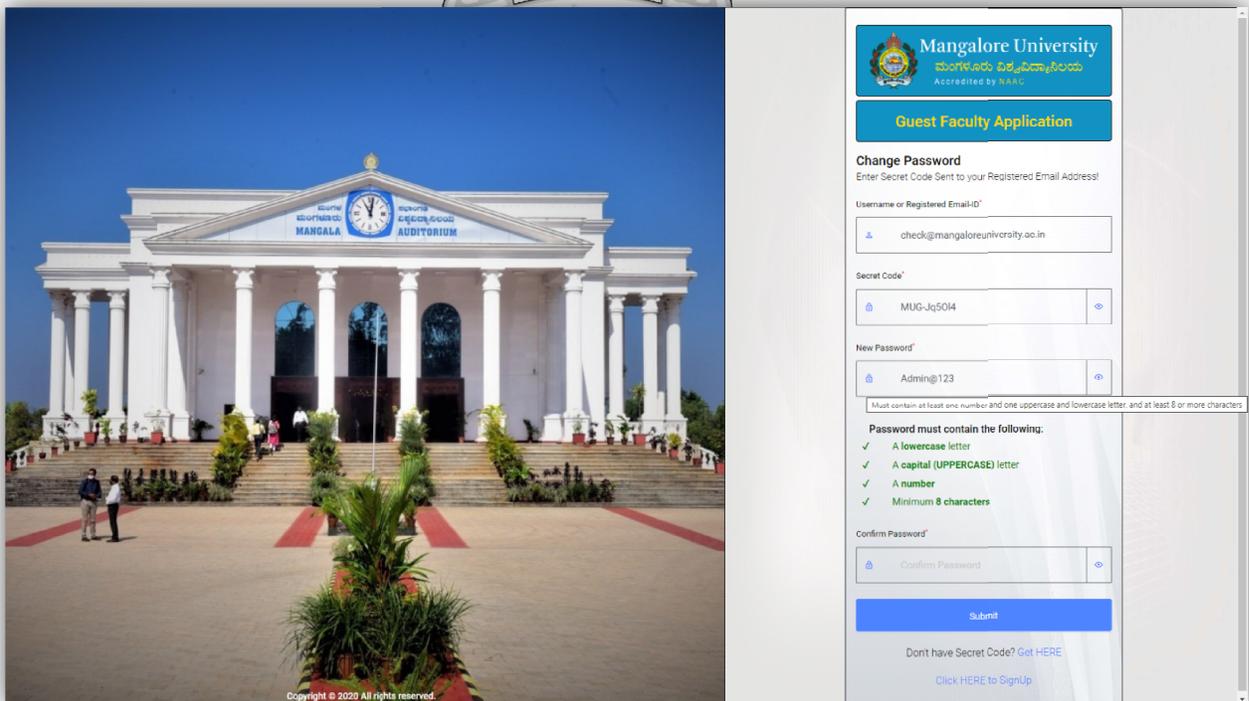


Fig 12.3.1

12.3.1.1 Change Password Page I

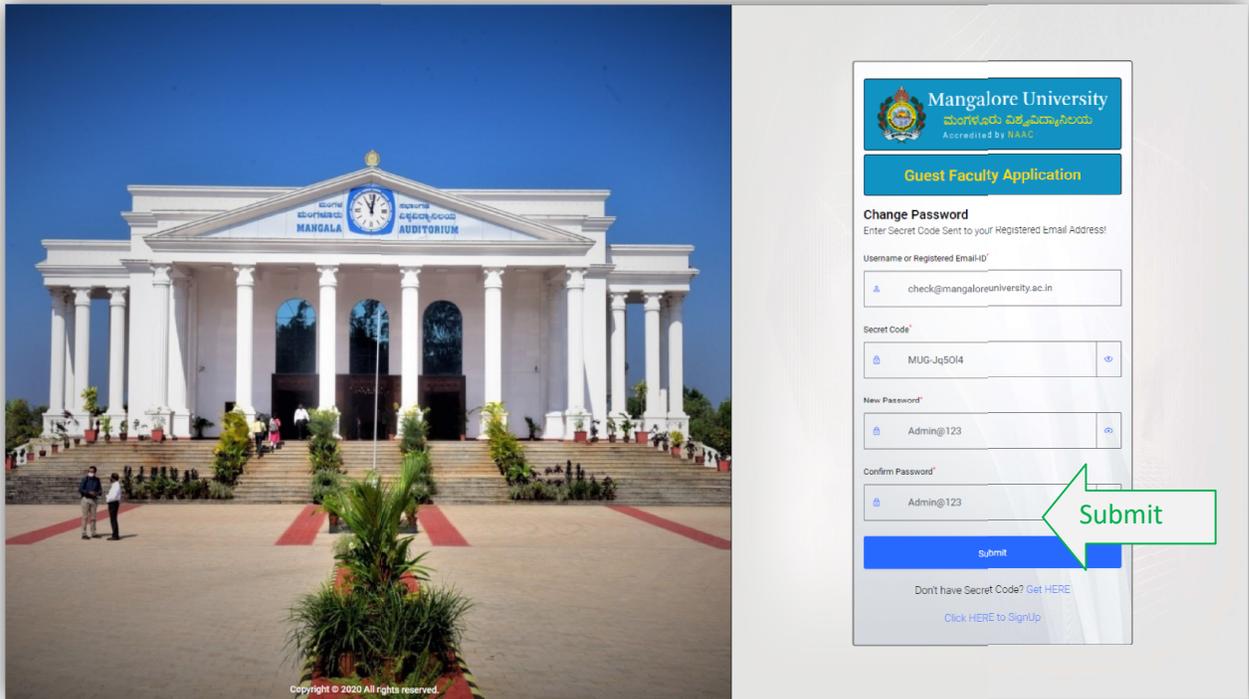


Fig 12.3.1.1

- After entering new password and confirm password click “submit” button

12.3.1.1.1 Success Message



Fig 12.3.1.1.1

- Candidate receive confirmation message

Help Desk Number

- **Mr. Vishal +91 84960 84221**
vishal@mangaloreuniversity.ac.in
- **Mr. Karthik +91 89700 93125**
karthik@mangaloreuniversity.ac.in

On all govt working hours

Computer Centre, Mangalore University, Mangalagangothri, Konaje - 574199

THANK YOU