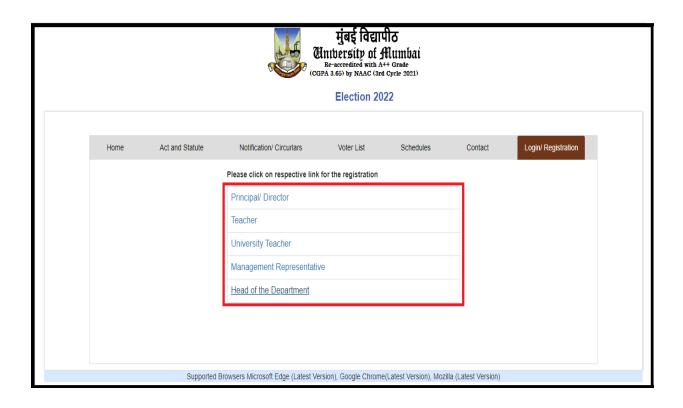
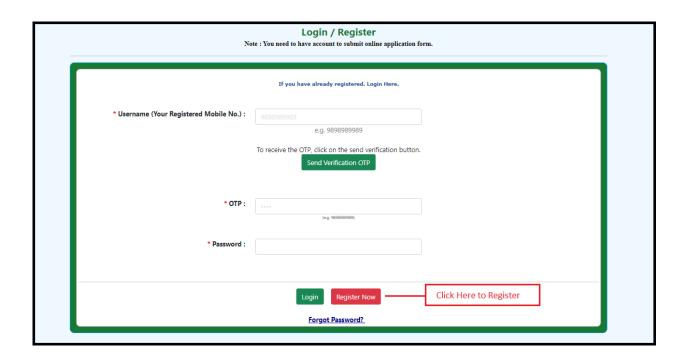
### **Mumbai University HOD application help document**



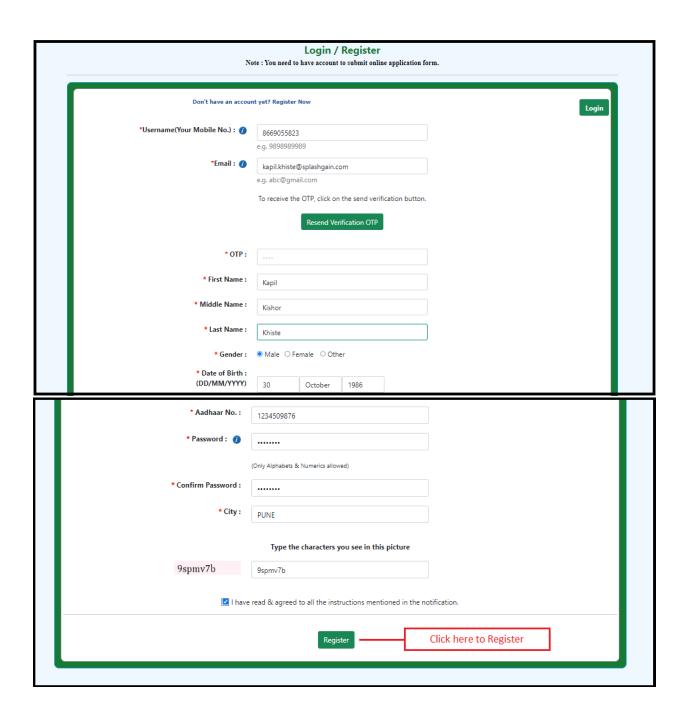
- 1. From login and registration page, choose the form to be filled.
- 2. Click on Head of the department link to move to the login or registration window.

### 1. Login Window.



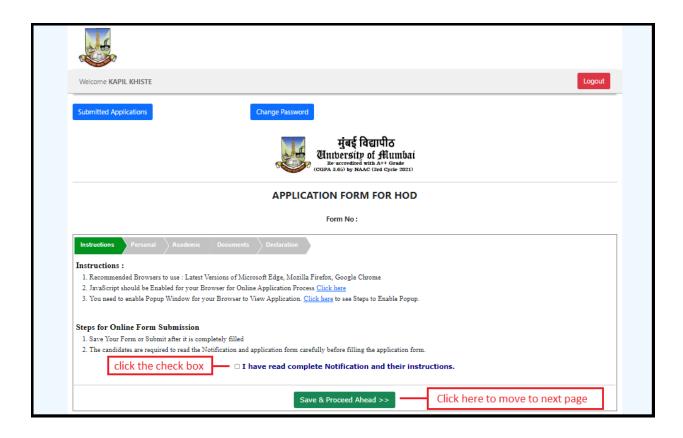
- 1. For new users it needs to register first.
- 2. For already registered user, needs to enter mobile number and click on Send Verification OTP button.
- 3. Will receive an OTP on registered mobile number.
- 4. Enter the OTP received on the mobile number.
- 5. Enter the password and click on Login button to login to the account.
- 6. To register, needs to click on Register Now button.

## 2. Registration Window.



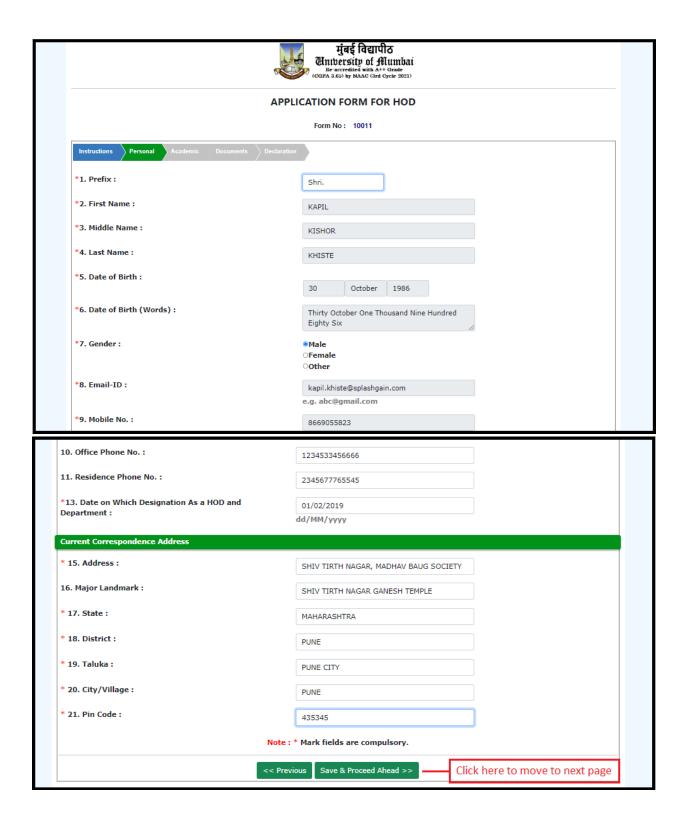
- 1. After clicking on Register button, will redirect to above page.
- 2. To register, needs to enter mobile number and email ID.
- 3. Click on Send Verification OTP button to receive an OTP on the mobile number and email ID.
- 4. Once received an OTP, needs to enter the OTP and click on first name text box to verify it.
- 5. After mobile number is verified, needs to fill up all the information.
- 6. Once fill up the necessary information, click on Register button.
- 7. After successful registration, will receive an message on registered mobile number which include username and password.
- 8. Now go to Login window, enter the mobile number and password to start filling up the form.

### 3. Instruction Page.



- 1. On the instruction page, browser and other instruction regarding form filling are displayed.
- 2. Click on check box of "I have read complete Notification and their instructions."
- 3. After clicking on check box, needs to click on "Save and Proceed Ahead" button to move to the next page.

### 4. Personal information Page.



- 1. On personal information page, Information which filled up at the time of registration will appear automatically.
- 2. Remaining information regarding the correspondence address and other, needs to fill up.
- 3. To move to the next page, click on "Save and Proceed Ahead" button.

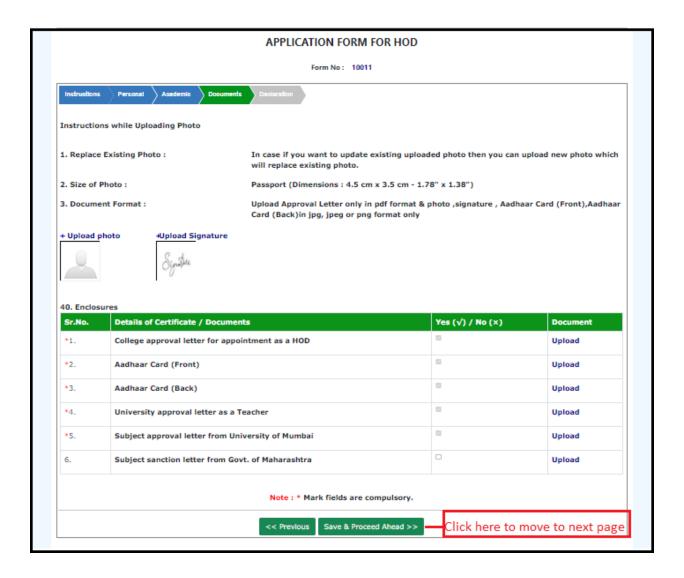
# 5. Academic Details Page.

	Form No: 10011
Instructions Personal Academic Documents De	ectaration
22. College Name :	College of engineering pune.
23. College Address :	College of engineering, shivaji nagar Pune. 413304
24. Date of Appointment As a Teacher :	01/01/2019 dd/MM/yyyy
25. Details of approval letter (Letter No.) :	Approval letter 12345
26. Details of approval letter (Date) :	01/02/2019 dd/MM/yyyy
27. Details of approval letter (Post) :	ASSISTANT PROFESSOR
28. Date of Superannuation :	30/12/2022
29. Date of Superannuation (In words):	Thirty December Two Thousand Twenty Two
30.Faculty Belongs to:	FACULTY OF SCIENCE & TECHONOLOGY
30. Subject Taught :	Microbiology
ducational Qualification	
	Nomenclature Month and Year of Passing  B.Sc. January 2019
31. Bachelor's Degree :	
31. Bachelor's Degree : 32. Master's Degree :	B.Sc. January 2019
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil :	B.Sc. January 2019  M.Sc. February 2020
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil :	M.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil : 44. Ph.D. :	B.Sc.         January 2019           M.Sc.         February 2020           M.Phil.         October 2020          Select        Select
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil : 44. Ph.D. :	B.Sc.   January 2019    Select   January 2021    Select   January 2021
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil : 44. Ph.D. : 55. NET/ SET : 56. Other Qualification :	B.Sc.   January 2019    Select   January 2021    Select   January 2021
31. Bachelor's Degree : 32. Master's Degree : 33. M.Phil : 44. Ph.D. : 45. NET/ SET : 45. Other Qualification : 66. Other Qualification :	B.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020 Select January 2021  all order)
31. Bachelor's Degree :  32. Master's Degree :  33. M.Phil :  44. Ph.D. :  55. NET/ SET :  55. Other Qualification :  Cotal Experience As HOD (Fill in reverse chronological)  36. Name of the college :	B.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020 Select January 2021  College of engineering pune.
31. Bachelor's Degree :  32. Master's Degree :  33. M.Phil :  44. Ph.D. :  55. NET/ SET :  55. Other Qualification :  66. Name of the college :  37. From :	B.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020 Select  NET January 2021  College of engineering pune.
31. Bachelor's Degree :  32. Master's Degree :  33. M.Phil :  44. Ph.D. :  55. NET/ SET :  55. Other Qualification :  (otal Experience As HOD (Fill in reverse chronological)  36. Name of the college :  37. From :  38. To :  39. Total Period :	B.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020 Select January 2021  NET January 2021  College of engineering pune.
31. Bachelor's Degree :  32. Master's Degree :  33. M.Phil :  44. Ph.D. :  55. NET/ SET :  55. Other Qualification :  (otal Experience As HOD (Fill in reverse chronological)  36. Name of the college :  37. From :  38. To :  39. Total Period :	B.Sc. January 2019  M.Sc. February 2020  M.Phil. October 2020 Select January 2021  College of engineering pune.  01/01/2022  10/10/2022  0 Y. 9 M

- 1. On Academic details first section, needs to fill up the information regarding the college name, Address of college, Date of appointment as Teacher, Details of approval letter, etc.
- 2. In the second section, fill up the information regarding educational qualification, Bachelor's degree, Master's degree, M.Phil., Ph.D., etc.
- 3. In Third section, add the experience details in reverse chronological order. (i.e. latest experience needs to fill up first after that the experience before the latest experience.)
- 4. Will be able to add three experiences by clicking on the check box of "Do you want to add additional experiences."
- 5. If want to remove an added experience then uncheck the check box of "Do you want to add additional experiences."
- 6. Total experience is displays in the "Total Experience."
- 7. After filling up all the information regarding academics click on "Save and Proceed Ahead" button.
- 8. If want to go to previous page you need to click on "Previous" Button.

Note: - Only \* Marked fields are compulsory to fill.

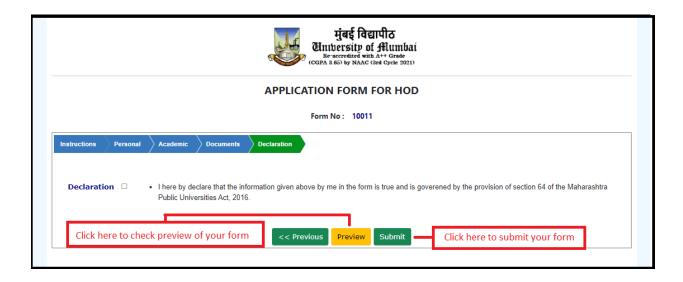
#### 6. Document Upload Page.



- 1. On this page needs to upload the documents as Photo, Signature, Aadhar card (Front and Back), College approval letter for appointment as HOD etc.
- 2. After uploading documents, click on "Save and Proceed Ahead" Button.

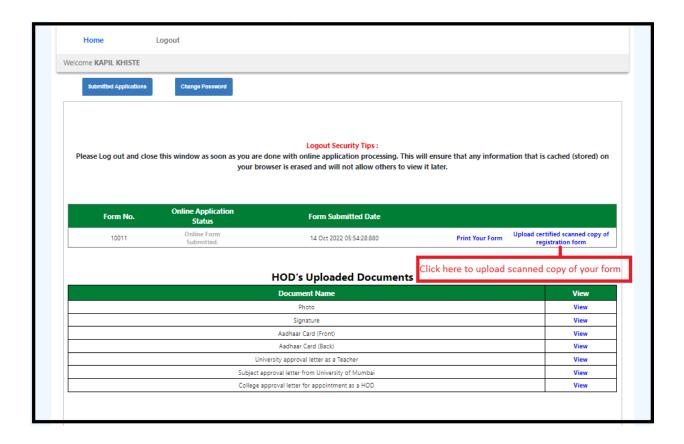
Note: - Photo, signature, Aadhar card (Front and back) needs to be uploaded in JPG or png format and other documents, approval letters, University letter etc. needs to be uploaded in PDF format.

#### 7. Declaration Page.



- 1. Click on Preview button to check the Preview of filled form. Want to change any information, click on Previous button to navigate to that page.
- 2. Click on Declaration check box and Submit button to submit the form.
- 3. Once form is submitted, will redirect to the draft or home page.

### 8. Dashboard / Home page.



- 1. On Dashboard or home page, will be able to see the status of the form, form submitted date, etc.
- 2. Take printout of the form by clicking on thing "Print Your Form" Link.
- 3. Needs to upload Certified Scanned copy of the registration form.
- 4. Upload it by clicking on the link "Upload Certified Scanned copy of your registration form". Also, will able to see the list of documents uploaded. If want to view the document click on View link in front of the document.