

# USER MANUAL

## HOW TO USE...

Click on online application form link in the application form page on official website of UGC-HRDC - [www.ascsgbau.ac.in](http://www.ascsgbau.ac.in)

The screenshot shows the website header with the logo of UGC- Human Resource Development Centre, Sant Gadge Baba Amravati University, Amravati. The contact number is 07212668174 and the email is directorhrdc@sgbau.ac.in. The navigation menu includes Home, About Us, Courses, Application Form(2021-2022), Online Schedule(2021-2022), Selection List, Gallery, and List of Certified Trainers. The main content area is titled "Application Form(2021-2022)" and contains the text "HRDC (How To Use)(Instructions For Filling Online Application Form)" and a link "Online Application Form For F.I.P / R.C. / S.T.C 2021-2022". A blue arrow points from the text above to this link. Below the link, it says "Director, UGC – HRDC, Sant Gadge Baba Amravati University". To the right, there is a map showing the location of Sant Gadge Baba Amravati University.

After click on above page link, you got first landing page including Sign In form

The screenshot shows the landing page header with the logo of UGC - HUMAN RESOURCE DEVELOPEMNET CENTER, Sant Gadge Baba Amravati University, Amravati. The contact number is +91 07212668174 and the email is directorhrdc@sgbau.ac.in. The navigation menu includes About Us, Contact, and Apply Now. There is a search bar.

**Ten Commandments of Gadge Maharaj**

- Food to Hungry
- Water to Thirsty
- Clothes to Naked
- Education to poor Children
- Shelter to Homeless
- Medicine to Blind, Handicapped & Diseased
- Employment to Unemployed
- Protection to Dumb Animals
- Marriage of young poor-Boys & Girls
- Courage to distressed & the Frustrated.

**Sign In**

Email \*  
Enter valid email

Password \*  
Min 8 characters

Continue

New User, Click here

A red arrow points from the "New User, Click here" link to the "Registration" section below.

### ➤ Registration

If you are new here then click on **New User ...**

## Sign Up

If you are new to the portal then enter all fields in registration form

Name \*

Enter name

Email \*

Enter valid email

Mobile \*

Max 10 characters

Password \*

Min 8 characters

Continue

[Go to Login Page](#)

Click on Continue button after filling all the fields

## Login

If you are already registered on the portal then enter registered email and password and click on continue button

## Sign In

Email \*

Enter valid email

Password \*

Min 8 characters

Continue

[New User, Click here](#)

Click on Continue button after filling all the fields

# Dashboard

Recent applied courses of registered users

The dashboard interface includes a sidebar with categories: DASHBOARD, COURSE, APPLICATION FORM, and FEEDBACK. The main content area features a 'Recent Courses' table with the following data:

Name	Course	Submit date	Status	Option	Endorsement	Verify Certificate Data
MR KALYAN DATTATRAY YADAV	Short Term Course on Personality Development	Jul 22, 2021	Completed			

Below the table is a 'Show All' button. The 'Apply New Course' section is visible below the table.

To apply new course, click on below course groups

The 'Apply New Course' section displays several course groups:

- Faculty Induction Programme (Explore all courses)
- Refresher Courses (Explore all courses)
- Short Term Courses (Explore all courses)
- Workshops (Explore all courses)
- CARRY FORWARD PROGRAMME FROM 2020-2021 (Explore all courses)

The 'Notices' section contains:

- Confirmation For FIP-V
- Updated Schedule-2021-22

The 'Latest Events' section contains:

- Updated Schedule-2021-22
- Confirmation For FIP-V

Notices & events from UGC - HRDC

To check eligibility, fees and instructions  
click on menu

**Eligibility**  
Course eligibility details

**Eligibility**

- ① Lecturers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12 (B), may be invited to participate in the Orientation Programs and Refresher Courses.
- ① The teachers of colleges that do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses
- ① For the Orientation Programs, newly appointed lecturers up to six years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed.
- ① Attendance should be a condition for confirmation and the same course will be counted for promotion to a senior scale.
- ① For the Refresher Courses, participation in the Orientation Program is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a Refresher Course prior to completion of an Orientation Program.
- ① Also, there should be a minimum gap of one year between two courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.

List of courses with  
status code

**List of Courses**  
List of courses offered by UGC - HRDC, SGBAU

**Faculty Induction Programme**

Faculty Induction Programme - 04 <b>Closed</b>	Faculty Induction Programme - 05 <b>Open</b>	Faculty Induction Programme - 06 <b>Open</b>
Faculty Induction Programme - 07 <b>Open</b>	Faculty Induction Programme - 08 <b>Open</b>	Faculty Induction Programme - 09 <b>Open</b>

**Online Schedule**  
Online Schedule offered by UGC - HRDC, SGBAU

**Faculty Induction Programme**

Course	Schedule	Last date	Status
Faculty Induction Programme - 04	Aug 30, 2021 - Sep 30, 2021	Aug 20, 2021	<b>Closed</b>
Faculty Induction Programme - 05	Sep 21, 2021 - Oct 23, 2021	Aug 21, 2021	<b>Open</b>
Faculty Induction Programme - 06	Nov 23, 2021 - Dec 22, 2021	Oct 23, 2021	<b>Open</b>

Online schedule of  
all courses

# Apply to courses

Click on read & accept checkbox and go through Apply new course button to apply new courses

**Instructions**  
Read all instructions carefully.

**Instructions**

- ① C.H.B. experiences should not be counted while calculating the length of service.
- ① Make Sure that you must upload submitted Application Form with authority signed and stamp in PDF/JPG/JPEG Format.
- ① Applications received Online within last date specified only will be considered for the course.
- ① Please fill carefully the details of Pay Matrix / Payband / and due date of Placement / first full time appointment as mentioned in application form.
- ① Status of appointment should be written as per the appointment order of the institution / University if needs have to submit copy of appointment order.
- ① Incomplete form will be rejected.
- ① UTR no is mandatory to submit application form.

I read & accept all the instructions.

[Apply New Course](#)

**Apply To Courses**  
Select course offered by UGC - HRDC, SGBAU

**Faculty Induction Programme**

Faculty Induction Programme - 04 <b>Closed</b>	Faculty Induction Programme - 05 <b>Open</b>	Faculty Induction Programme - 06 <b>Open</b>
Faculty Induction Programme - 07 <b>Open</b>	Faculty Induction Programme - 08 <b>Open</b>	Faculty Induction Programme - 09 <b>Open</b>

Select and click only on course with "open" status to

# Application form Step - 1

Fill all required fields....

1 Personal Information      2 Employment Details      3 Experience Details

**Personal Information**

Prefix: Dr      First Name: Ashish      Middle Name: Eknath      Last Name: Deshpande

Contact: 7066892962      Email Id: ashishdeshpande98@gmail.com      Date of Birth: 13-06-1996      Category: General (OPEN / OBC)

Gender: Male

Official Address: 12-A, Santaji Nagar

State: Karnataka      District: Bellary      Pincode: 440078

Home Address: Indira Nagar, Old Town

State: Maharashtra      District: Amravati      Pincode: 444701

Educational Qualification: POLY, BE

State: Karnataka      District: Bellary      Pincode: 440078

Home Address: Indira Nagar, Old Town

State: Maharashtra      District: Amravati      Pincode: 444701

Educational Qualification: POLY, BE

**Courses Already Attended**

Course Name: FIP III      HRDC (ASC) / Institute: SGBAU

From Date: 17-04-2018      To Date: 02-05-2018      

Click plus icon to add new record

Course	ASC / Institution	From date	To date	
FIP II	SGBAU	Feb 17, 2018	Mar 2, 2018	✘
FIP III	SGBAU	Apr 17, 2018	May 2, 2018	✘

Save & Next

Fill all required fields and click on "Save & Next" button

## Application form Step - 2

Fill all required fields....

The screenshot shows a web application interface for the Faculty Induction Programme - 05. The page is titled "Faculty Induction Programme - 05" and "Online Application Form". A progress bar at the top indicates three steps: 1. Personal Information, 2. Employment Details (current step), and 3. Experience Details. The "Employment Details" section contains the following fields:

- Name of Affiliating University
- University / Institute / College
- Department
- Designation
- Subject

The "Payscale" section contains the following fields:

- AL Matrix (Pay Band)
- Present Basic Pay (Rs)

A note below the "Payscale" section reads: "Note: Please mention your ADP with Basic Pay if you are getting salary as per 6<sup>th</sup> Pay." At the bottom right of the form, there are two buttons: "Back" and "Next >>". A red arrow points to the "Next >>" button.

Fill all required fields and click on  
"Next" button

# Application form Step - 3

Fill all required fields....

Faculty Induction Programme - 05  
Online Application Form

1 Personal Information      2 Employment Details      3 Experience Details

### Experience Details

Date of First Full Time Appointment: 05-01-2017  
Due Date of Placement: 08-06-2020  
Status of Present Appointment: Temporary

Length of Full Time Service Only: 5, 1, 0

### Teaching Experience

Note: Please mentioned your total teaching experience including full time adhoc / contract / deputation (if any).

Total Teaching Experience (UG / PG): 5 Years  
U.G. Experience: 2 Years  
P.G. Department Experience: 3 Years

### Payment Information

Online Payment Should be made in Favour of - The Director, UGC-HRDC, Sant Gadge Baba Amravati University, Amravati.  
Name of Bank : Bank of Maharashtra, SGB University Branch, Amravati  
Account Number : 60030235043      IFSC Code : MAHB0001331

Fees Paid:  Yes  No

UTR / NEFT / DD / P.O. NO

Upload Payment Receipt:  
Choose File No file chosen      Upload Receipt  
Upload receipt file in the format of jpg, png or jpeg only

Upload Applicant Photo:  
Choose File No file chosen      Upload Photo  
Upload applicant photo in the format of jpg, png or jpeg only

Back      Submit      Print

Fill all required fields and click on "Submit" button then click on Print button to print Application form

## My applied courses

My Applied Courses					
Recent applied courses					
My Applied Courses					
Name	Course	Submit date	Status	Option	Endorsement
1	MR KALYAN DATTATRAY YADAV	Short Term Course on Personality Development	Jul 22, 2021	Completed	 
1	Dr Ashish Eknath Deshpande	Faculty Induction Programme - 05		Pending	 

Upload & view endorsement

## FEEDBACK FORM

DASHBOARD	
	Dashboard
COURSE	
	About 
	List of Courses
	Online Schedule
APPLICATION FORM	
	Application Form
	My Applied Courses
	Payment History
FEEDBACK	
	Feedback Form

Fill the feedback form after receiving notification from UGC - HRDC

## CERTIFICATE DATA VERIFICATION

The screenshot shows a dashboard with a search icon and a user profile icon in the top right. Below the header is a 'Dashboard' section with a 'User services dashboard' link and a star icon. The main content area is titled 'Recent Courses' and contains a table with the following data:

Name	Course	Submit date	Status	Option	Endorsement	Verify Certificate Data
MR KALYAN DATTATRAY YADAV	Short Term Course on Personality Development	Jul 22, 2021	Certificate Data Verification			
Dr Ashish Eknath Deshpande	Faculty Induction Programme - 05		Pending			

A 'Show All' button is located below the table. A red arrow points from the 'Verify Certificate Data' column of the first row to the text below.

Certificate data verification request

Click on verify Data

## CHECK DATA IN THE VERIFICATION FORM

The screenshot shows a 'Verify Details' form with the following sections:

**Verify Information**

Prefix:  First Name:  Middle Name:  Last Name:

Contact:  Email Id:

**Employment Details**

Name of Affiliating University:

University / Institute / College:

Department:  Designation:  Subject:

A 'Verify & Submit' button is located at the bottom right of the form.