ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು
Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

4th T Block, Jayanagar, Bangalore – 560 041

No: RGUHS/FUC/20/2024-25   **31/08/2024**

NOTIFICATION

Sub: Implementation of RGUHS Teacher Portal.

Ref: RGUHS/FUC/20/2024-25 dtd 19/08/2024.

In continuation to the above reference all the faculties / Teachers shall register in the new portal. Due to some technical and functional issue the some teachers were not able to register. Hence the last date of registration is extended to **6th September, Friday 3:00 p.m**.

All Principals and faculty/teachers shall register online using their email id which will be used as their username for login into the portal.

For any clarification, please contact 080-26901920/ faculty@rguhs.ac.in

(**Approved in e-office file No 69577**)

                                                Sd/-

                                                REGISTRAR

To,

The Directors/Deans/Principals of Medical / Dental/ AYUSH/Nursing/ Allied Health Sciences/ Pharmacy / Physiotherapy Affiliated Colleges of RGUHS.

Copy to: -

1. P.A to Hon'ble Vice-Chancellor/Registrar/Registrar (Eva)/Finance Officer, RGUHS, Bangalore.
2. All Section heads, RGUHS for information.
3. Webserver - to host notification on website.
4. Office Copy.

ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

4th T Block, Jayanagar, Bangalore – 560 041

No: RGUHS/FUC/20/2024-25   **19/08/2024**

NOTIFICATION

Sub: Implementation of RGUHS Teacher Portal.

Ref: RGUHS/FUC/20/2024-25 dtd 29/07/2024.

In continuation to the above reference all the faculties / Teachers shall register in the new portal. Due to some technical and functional issue the some teachers were not able to register. Hence the last date of registration is extended to 30th August, Friday 09:00 a.m.

Please note that all the faculty have to register mandatorily individually and and after they submit the details it will be forwarded to Principal login for them to verify and forward to the university.

All Principals and faculty/teachers shall register online using their email id which will be used as their username for login into the portal.

All the teachers have to follow the below steps for registering in the portal as shown in the annexure.

For any clarification, please contact 080-26901920/ faculty@rguhs.ac.in

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ANNEXURE

Please scan the below relevant documents as per the details to fill in the portal and keep it handy to register. The file size of each scanned document to be less than 1 MB in PDF format only

Code	Type	Documents to be uploaded
POI	Proof of Photo identity	AADHAAR or DRIVING LICENSE or PASSPORT or PAN CARD
POA	Proof of Address	AADHAAR or DRIVING LICENSE or PASSPORT
POD	Proof of Date of Birth	AADHAAR or DRIVING LICENSE or PASSPORT or 10th marks Card
POQ-UG	Proof of Qualification - Under Graduate	Degree certificate issued by Respective University
POQ-PG	Proof of Qualification -Post Graduate	
POQ-SS	Proof of Qualification -Super Specialty	
POQ-PD	Proof of Qualification-Phd	
POQ-OT	Proof of Qualification-Others	
POC	Proof of State Council Registration	Respective State Council Registration certificate with UG & PG qualification included wherever applicable
POA-1	Proof of Appointment	Appointment Letter on Institute Letter head showing the respective designation and department.
POP	Proof of Promotion	Promotion Letter on Institute Letter head showing the respective designation and department.
POR (1-3)	Proof of Resignation (1) / Reliving (2) / Retirement (3)	Letter issued by Institute Letter head showing the respective designation and department.
POE -1	Proof of Experience Assistant Professor	Experience Certificate issued by the competent authority
POE -2	Proof of Experience Associate Professor	
POE -3	Proof of Experience Professor	
POJ	Proof of Joining/Reporting	Joining / Reporting letter / Office order
POF-1	Proof of PAN card	PAN CARD
POS	Proof of Salary	Latest Form 16/16A or bank Statement or Form 26AS

Steps for Registration in RGUHS Teacher Portal:-

1) Check the documents required to complete the registration (as above)

2) Visit http://rguhs.ac.in/

3) Click on Online Teachers Database link tab. (Fig 1)

4) You will directed to the RGUHS teacher portal Homepage.
   (https://rguhs.karnataka.gov.in/TeachersDB/).(Fig1A)
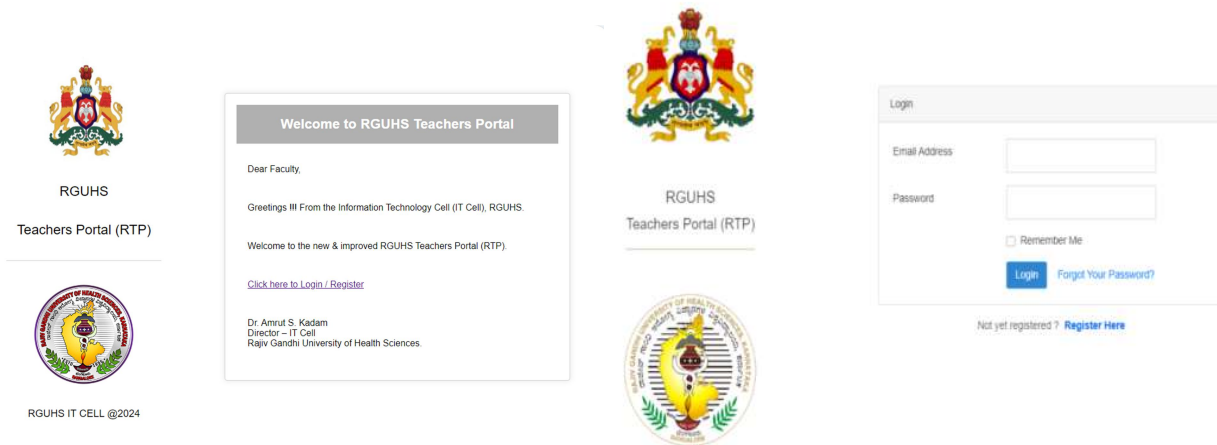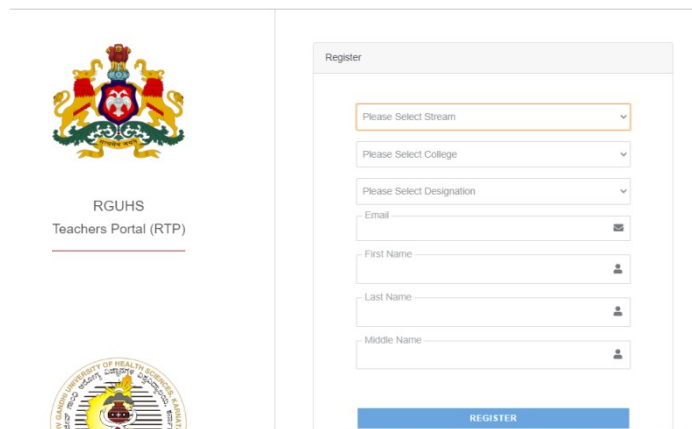

Fig 1

Fig 1A   Fig 2

5) Click on **register Here** (Fig 2)

6) Select the stream, College, Designation, email, First name, Last name & middle name (Fig3).
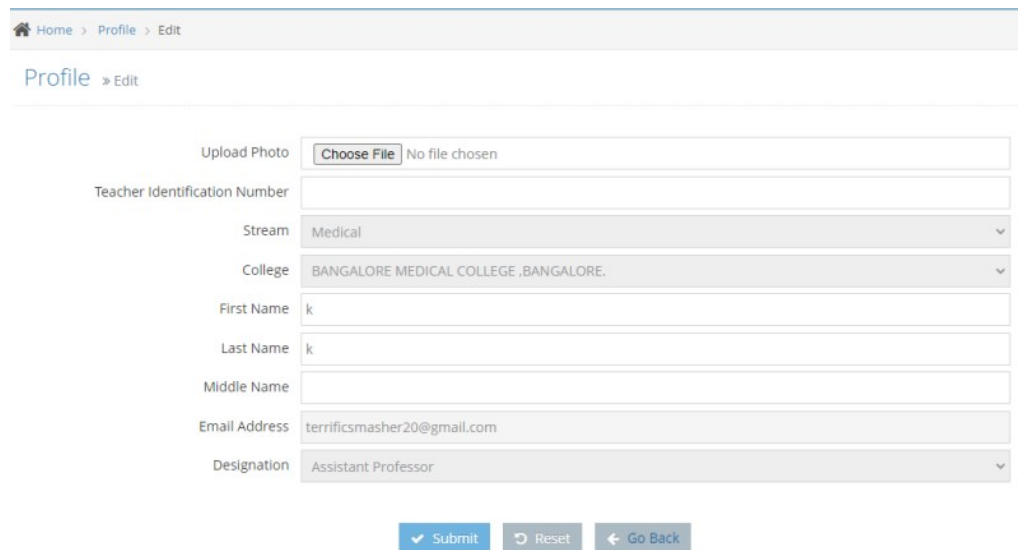
(Fig 3)

7) Login to your registered email account and check inbox for receipt of email from register@rguhs.ac.in regarding the login password. If not visible serch in spam folder and mark as not spam.

8) Repeat steps 1-4 and login with username (registered email) and password (received through email).

9) **Reset the password** at the time of first login.

10) You will directed to the **Update profile**. Note: u can change the Stream/College/Designation if there is any mistake / required. (Fig 4)

Figure 4

11) **Add Basic details:** First Name, Last Name, Middle Name, Date Of Birth, Gender, Age, Father/Spouse Name, Mobile Number, Department, Designation, Religion, Category. (Fig 5)

(FIG 5)

12) **Add Address details:**
Permanent: Address Line 1, Address Line 2, Address Line 3, City, State, Pincode.
Correspondence: Address Line 1, Address Line 2, Address Line 3, City, State, Pincode.

(Fig 6)

13) **Add Qualifications details**. (Fig 7)
Degree UG/PG, Specialisation, Name of the Institution, Year of Exam,
Year of Award, Professional Council Registration Number.

(FIG 7)

14) **Add Work experience details**. (of the selected designation)
(Fig 8) Designation, Name of the Institution, Date of
Appointment, Date of Joining, From Date, To date. (for till
date - enter the date of filling the application)

(Fig 8)

15) **Add Bank details.** (Fig 9) PAN Number, Name As Per PAN, EPF Number, IFSC Code, Bank Name , Branch Name, Account Name, Account Type, Account Number, Basic Pay, Salary Mode, Aadhaar Number.

(FIG 9)

16)   **Add Document/Upload (supporting documents)**

Please scan the below relevant documents as per the details to fill in the portal and keep it handy to upload. The file size of each scanned document to be less than 1 MB in PDF format only

a) Proof of Photo identity, Proof of Address, Proof of Date of Birth: AADHAAR or DRIVING LICENSE or PASSPORT or PAN CARD.

b) Proof of Qualification: Degree certificate issued by Respective University.

c) Proof of State Council Registration: State Council Registration Certificate.

d) Proof of Appointment / Promotion: Appointment / Promotion Letter on Institute Letter head showing the respective designation and department.

e) Proof of Resignation / Reliving / Retirement: Letter issued by

Institute Letter head showing the respective designation and department.

f) Proof of Experience: (Assistant/ Associate/ Professor) - Experience Certificate issued by the competent authority.

g) Proof of Joining/Reporting: Certificate issued by the competent authority

h) Proof of PAN card ; Copy of Pan card issued by competent authority.

i) Proof of Salary: Form 16/ 16A / 26AS / bank statement showing credit of salary.

17) Declaration by faculty and submit. Details forwarded to Principal of the College to verify.

18) Verification & Declaration by Principal through their Login. Verified & approved faculty details are forwarded to University for verification.

19) Verification by University for approval/rejection.

20) For Approved faculty details will be frozen at university and registration is completed.

21) In-case of rejected faculty either by the Principal / University details they have to update correct details from their login.

22) Please note after being rejected twice by the university the faculty have to register again and enter all details as per the procedure above.

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