



**HOMI BHABHA NATIONAL INSTITUTE**  
Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094

Tel. : 022-25597627

No. HBNI/RO-(1)/2020/ FIP-02

23<sup>rd</sup> June 2020

**CIRCULAR: Faculty Induction Programme 2020**

In response to the subject matter, a Circular was sent to all concerned for participation in the Faculty Induction Programme to be held on 1<sup>st</sup> July 2020.

We have received list of recommended faculty members from the Convenors of BoS for the same and faculty who have not been able to attend the same in the previously held FIP. Request all the attend the FIP being held online.

As you are aware, due to the regulations regarding the COVID pandemic, we are holding this programme using WebEx platform. Invitation to all such faculty members have been sent to their e-mail.

We encourage, faculty members to register using the credentials through the link given in the notice. Faculty members are also requested to fill in the information as also given in the Annexure through ANUVIDHYA webpage. This is for the records of HBNI and future communication directly with the faculty members.

Filling this information is mandatory for registration and attending the induction programme being held on 1<sup>st</sup> July 2020.

This is issued with the approval of the Vice Chancellor.

**Dr. Chandrasekar**  
Registrar

To

Director(s) of CIs/ OCC & Vice Chancellor Office  
All Deans & Convenors of BoS  
All Faculty Members as in list  
Institute Chair Professor(s) of HBNI  
Associate Dean(s) of HBNI

**Standard Operational Procedure for Updating the Faculty Information**

1. You may type the following address <http://www.anuvidhya.in/> in the Browser / click the link given (as also given in the Notice for Faculty Induction Programme).
2. You will be directed to webpage and select the User name as “Faculty”. Please type the Password as “fcmt123” ; After successful login you will land at the Home Page.
3. Then Click on “Faculty Login” in the Main Menu.
4. If you did not create your Login then click on “Create New Login” otherwise Click on “Existing Login” (if you already created your Login Credentials).
5. For “Create New Login”: enter your PAN No without any space as in the pan card, Set the Password and click on “Proceed to Create Login”.
6. For “Existing Login”, Enter your PAN No. as Password and click on Proceed Button.
7. After your Successful Login, Welcome Page appears with your PAN No.
8. Welcome screen contains Two parts: one is Menu in the Left-hand side and Right side will be Portal called “Faculty Communication Portal”.
9. In the Left-hand side Menu, you will find links for “Update Personal Details”; “Change Password” and “Logout”.
10. First Update your Personal Details.
11. This page contains following fields. Your Name, e-mail ID, Mobile No., Discipline, Date of Obtaining Last Degree, Past Experience as Faculty.
12. After entering all fields click on “Update my personal Details”, click “Logout”.

**In case you have any clarifications (or) you have entered a wrong entry of your PAN No., please mail request to [sairampartha@gmail.com](mailto:sairampartha@gmail.com)**