

Overview

This manual explains the many ways in which to use the site in order to get the most out of our vast resource. For all further questions, please get in touch with the SCIENCE AND ENGINEERING RESEARCH BOARD, GOVERNMENT OF INDIA- accelerate.vigyaan@serb.gov.in

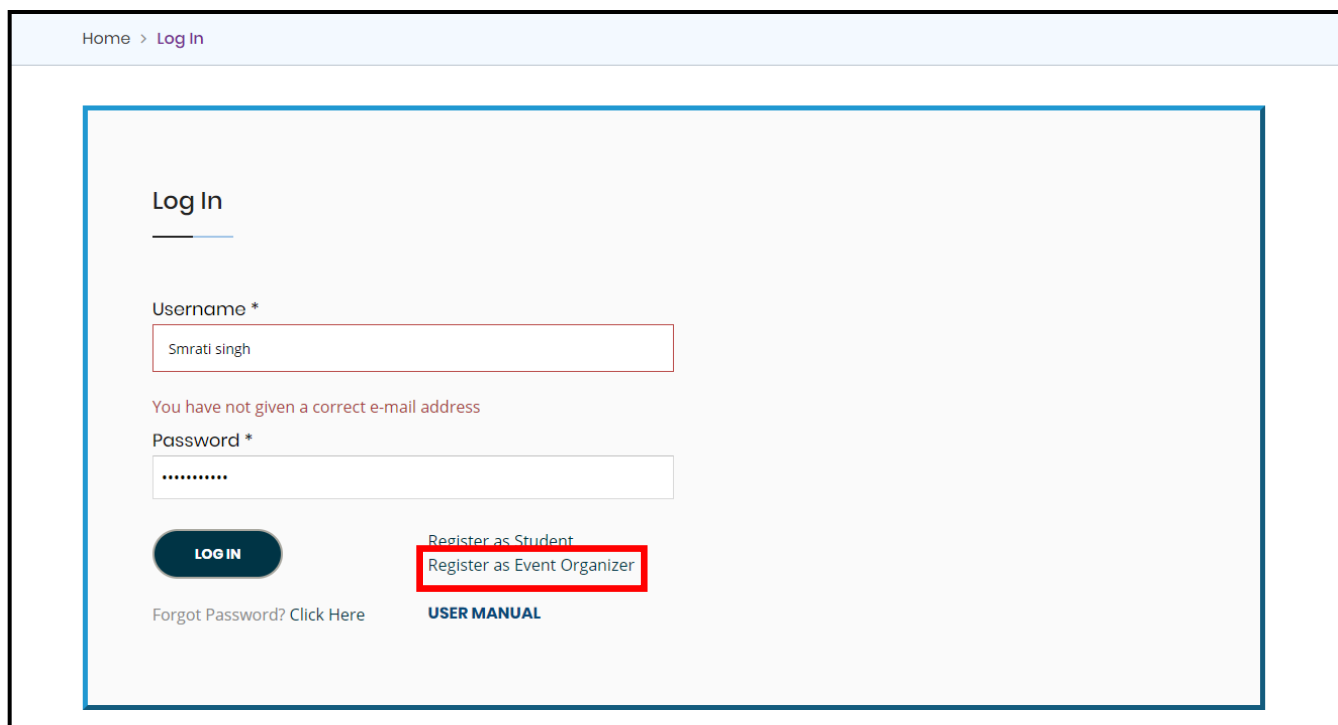
Event Organizer (EO) Registration

Event Organizer needs to register first in order to apply for programs. For users/Event Organizers who have never registered before need to follow these steps to register.

- I. Go to website URL www.acceleratevigyan.gov.in and click Login (on top right of the page).



On next screen Click “Register as Event Organizer”.



II. Fill Sign-up form and click “Next”.

Home > Sign-Up > Event Organizer

Sign-Up

User ID (Official Email ID) *		Alternative Email ID	
<input type="text" value="Enter your official email"/>		<input type="text"/>	
Phone Number *		Gender *	
<input type="text" value="Enter your contact no"/>		<input type="text" value="Male"/>	
Title *	Event Organizer (EO) Name *	Password *	
<input type="text" value="Mr."/>	<input type="text" value="Enter EO Name"/>	<input type="password" value="Enter your password"/>	
		At least 6 alphanumeric characters with uppercase and special characters	
Category *		Date of Birth *	
<input type="text" value="Gen"/>		<input type="text" value="mm/dd/yyyy"/>	

NEXT

III. Fill the next detailed Sign-up form and click “NEXT”.

Sign-Up

Status of Institute *

Central Govt. Institute / Aided Institute / College / Industry / Labor

Institution *

Enter your institution

Department / Centre

Enter your department

Designation *

Enter your designation

Upload ID-Proof* (Max Upload File Size: 2MB)

Do you have Aadhar? Yes: ☒ No: ☐

Choose File No file chosen

ID-Proof Number *

ID Proof Number

Upload Photo* (Max Upload File Size: 2MB)

Choose File No file chosen

Differently Abled? *

No

Upload Resume* (Max Upload File Size: 2MB)

Choose File No file chosen

State *

Enter institute state

City *

Enter institute city

Pincode *

Enter institute pincode

Address

Enter institute address

Nationality

Indian

BACK

NEXT

IV. Preview entered information and attached files, Edit information (if needed) by clicking “EDIT”, and then click “SUBMIT”.

Home > Sign-Up > Event Organizer

Preview

User Details

Email	: nitesh@triadweb.in	Alternate Email	: nitesh@yahoo.com
Phone No	: 9911887799	Gender	: Male
Name	: Mr. Gagan	Date of birth	: 31 Dec 1987
Category	: Gen	Differently Abled	: No

Institute Details

Status of Institute	: Central Govt. University	Department	: Science and Engineering
Institution Name	: Triad	Designation	: Triad Tech

Identity & Address Details

Pincode	:	Photo	: View File
Address	:	Resume	: View File

[EDIT](#)
[SUBMIT](#)

On successful registration a confirmation message appears like the one below.

Home > Event > Signup

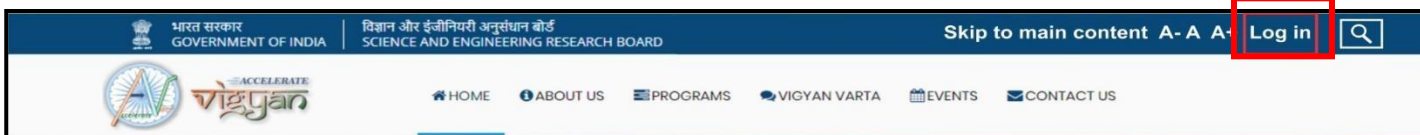
You have successfully signed up as event organiser !

Please check your email for confirmation link.

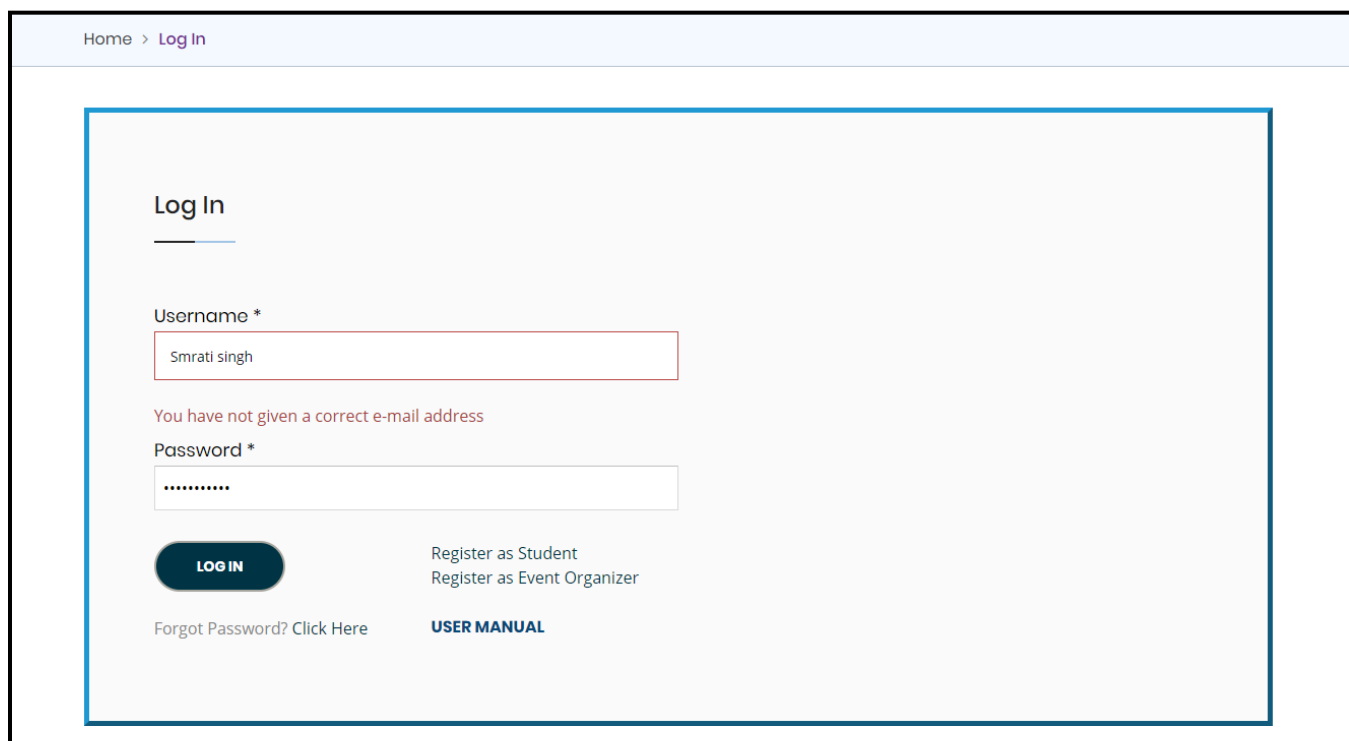
An email will also be sent to the email ID registered at this step, this email will contain a verification link. Kindly click on the same and verify the email ID. Only after the email ID is verified will you be able to login to the portal.

Event Organizer Login

Go to website link and click” Login”

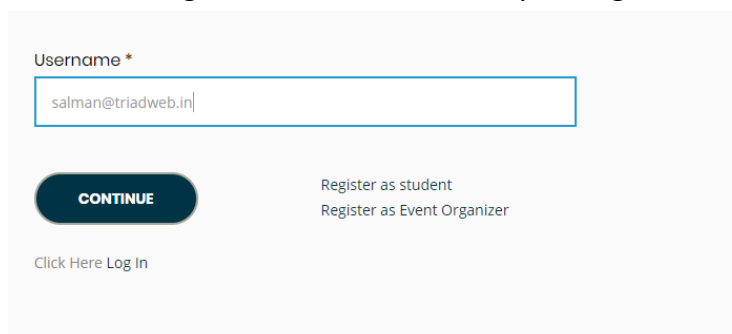


- I. In the Login fields fill the Username and password created at the time of Registration and click “LOGIN”.



The screenshot shows the 'Log In' page. The page has a breadcrumb trail 'Home > Log In'. The main content area is enclosed in a blue border. Inside, there is a 'Log In' heading. Below it, there is a 'Username *' field with the text 'Smrati singh'. Below the username field, there is a red error message: 'You have not given a correct e-mail address'. Below the error message, there is a 'Password *' field with masked characters '.....'. Below the password field, there is a 'LOG IN' button. To the right of the button, there are links for 'Register as Student' and 'Register as Event Organizer'. At the bottom left, there is a link 'Forgot Password? Click Here'. At the bottom right, there is a link 'USER MANUAL'.

- II. If you have forgotten your password
Click on Forgot Password and submit your registered email ID.



The screenshot shows the 'Forgot Password' page. It has a 'Username *' field with the email address 'salman@triadweb.in|'. Below the field, there is a 'CONTINUE' button. To the right of the button, there are links for 'Register as student' and 'Register as Event Organizer'. At the bottom left, there is a link 'Click Here Log In'.

A mail will be sent to your email-id (the same email-id that you provided at the time of your registration) consisting of your new password. After getting new password, you can login again by following step II.

Apply for a Program



When a user logs in, s/he is directed to his dashboard. On the dashboard are two ways to apply for a program. Event Manager can apply for a program in two ways

I. First way User can click 'Programs' from the side pane present in left of dashboard.

[Dashboard](#)

Programs

[Submitted Application Status](#)

[Formats](#)

[Mail](#)

Dashboard

Application

16

Incomplete 4
Submitted 12

Upload Documents

0

Formats

Mail

0

Inbox 0
Sent 1
Draft 1

संयोजिका
(Chronicle)
SAYONJIKA

कार्यशाला
(High - End Workshops)
KARYASHALA

वृत्तिका
(Research Internships)
VRITIKA


Apply Now

Apply Now

Apply Now

6

- II.** **Second way** is by clicking Programs, all the available programs appear on the Dashboard. On clicking a particular program, user will see Terms and Conditions for that program. After reading and agreeing to the terms and conditions, Click “Next” to proceed. User can choose any way and proceed as below.



Mr. Salman Tr
(Event Organizer)

Dashboard

Programs

Sayonjika

Karyashala

Vritika

Submitted Application Status

Formats

Mail

संयोजिका (Chronicle)
Sayonjika

APPLICATION FORM

1. Terms & Conditions

2. Apply Online


- ✔ The “SAYONJIKA” is aimed at creating a common source information platform for the capacity building that is being developed in the scientific arena, through the funding support of various departments and ministries in the country.
- ✔ The events supported by the national agencies (Central Government Ministries / Departments) are eligible under SAYONJIKA.
- ✔ The events of five or more days are only eligible for funding. The aim is to consolidate only major training programs / schools / workshops for a meaningful database for the benefit of the stakeholders, including policy makers.
- ✔ Applicant must apply online immediately after the receipt of approval / sanction letter of the Departments / Ministries / Statutory Bodies to Government of India to hold these workshops / training programs / winter & summer schools.
- ✔ Mandatory documents required to upload while submission of an application (for all applicants):
 - ✔ Copy of the approval or sanction order issued only by the Department / Ministries / Statutory Bodies of Government of India
 - ✔ Announcement Brochure
 - ✔ Summary of the program.
- ✔ The event organizers are expected to submit the data and information about the event in the prescribed format within one month after the completion of the event.

☐ I agree with terms & conditions

Previous

Next

- III. Click “Apply Now” to apply. User can also go to last page and re-read all the terms and conditions by clicking “Previous”



Mr. Ajit
(Event Organizer)

- Dashboard
- Programs
- Sayonjika
- Karyashala
- Vritika
- Submitted Application Status
- Formats
- Mail

Submitted Application Status

Copy CSV PDF Print

Search:

File Number	Event Title	Event Organizer Details	Subject Area	Sub-Area	Submission Date	Event Date From	Event Date To	Status
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Temporary Reference No.

Get

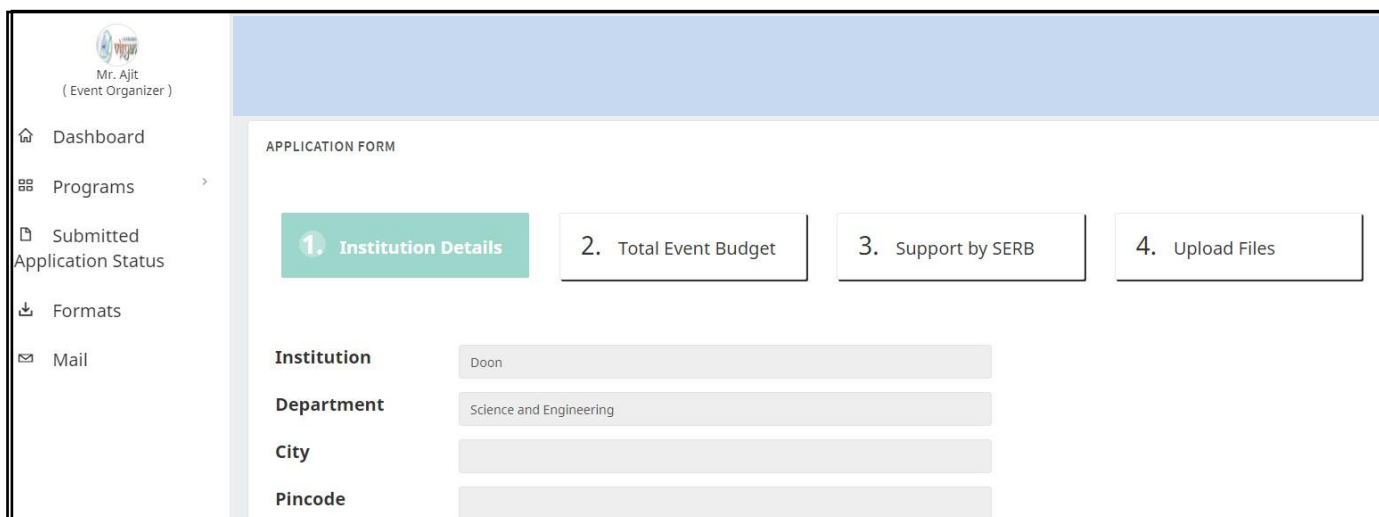
For New Application

Previous

Apply Now

IV. After clicking Apply Now, a form will appear. Fill all the details

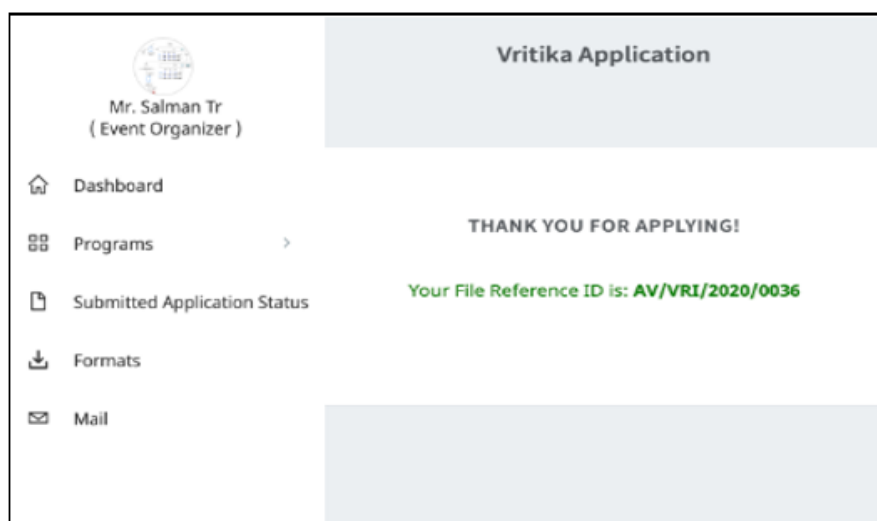
- Institution Details
- Total Event Budget
- Budget Requested
- Upload files



The screenshot shows a web application interface for an event organizer. On the left is a sidebar with a user profile (Mr. Ajit) and navigation links: Dashboard, Programs, Submitted Application Status, Formats, and Mail. The main content area is titled 'APPLICATION FORM' and contains four sequential steps: 1. Institution Details (highlighted in green), 2. Total Event Budget, 3. Support by SERB, and 4. Upload Files. Below these steps, the 'Institution Details' form is visible, with fields for Institution (Doon), Department (Science and Engineering), City, and Pincode.

User has to fill all the parts in sequence and click next for subsequent parts. After filling the last part of the form, user can preview the entered information or go to previous part of the form to edit it if needed. After filling and previewing entered information, click “Submit” to submit application for this program.

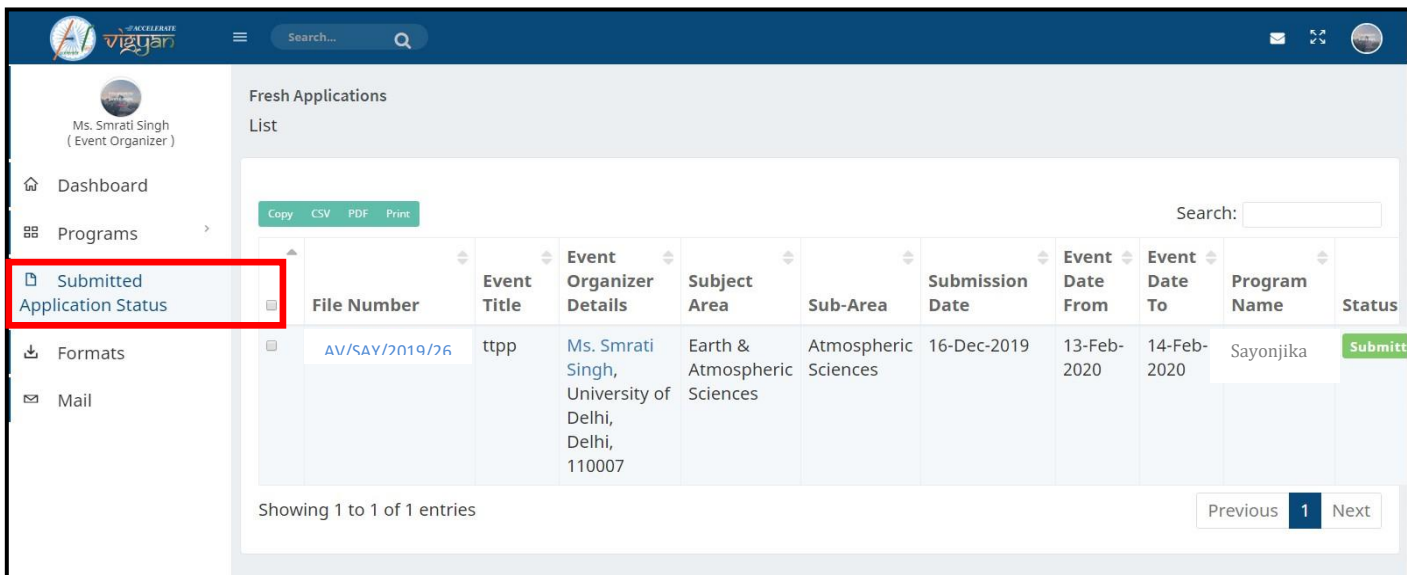
After submitting application, success message appears with your file reference ID. This reference ID is unique for every application.



The screenshot shows the 'Vritika Application' success page. The sidebar on the left is identical to the previous screenshot, but the user profile is now Mr. Salman Tr. The main content area has a light blue header with the title 'Vritika Application'. Below the header, it says 'THANK YOU FOR APPLYING!' and 'Your File Reference ID is: AV/VRI/2020/0036' in green text. The bottom of the page is a solid light blue bar.

View Submitted Application Status

- I. To view status of an application, Click Submitted Application Status on the left pane of the dashboard. You can also view other information here.



Ms. Smrati Singh
(Event Organizer)

Dashboard

Programs

Submitted Application Status

Formats

Mail

Fresh Applications List

Copy CSV PDF Print

Search:

File Number	Event Title	Event Organizer Details	Subject Area	Sub-Area	Submission Date	Event Date From	Event Date To	Program Name	Status
AV/SAY/2019/26	tttp	Ms. Smrati Singh, University of Delhi, Delhi, 110007	Earth & Atmospheric Sciences	Atmospheric Sciences	16-Dec-2019	13-Feb-2020	14-Feb-2020	Sayonjika	Submit

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on the "File number" to view detailed information about the application. Click "Print" to Save / Print the application form.

Supporting Document Formats & EMails



- I. To view the format of files that are uploaded during application process, Click “Formats” on the left pane of the dashboard and download the required format.

The screenshot shows the 'Formats' section of the dashboard. The left sidebar has a red box around the 'Formats' link. The main content area displays a table with columns: Program Name, File Name, and Download. The table lists six formats for 'Karyashala'. A red box highlights the 'Download' button for the first format, 'Certificate from the Event Organizer Format'. Above the table are buttons for 'Copy', 'CSV', 'PDF', and 'Print'. A search bar is on the right. At the bottom, it says 'Showing 1 to 10 of 18 entries' and has pagination controls for 'Previous', '1', '2', and 'Next'.

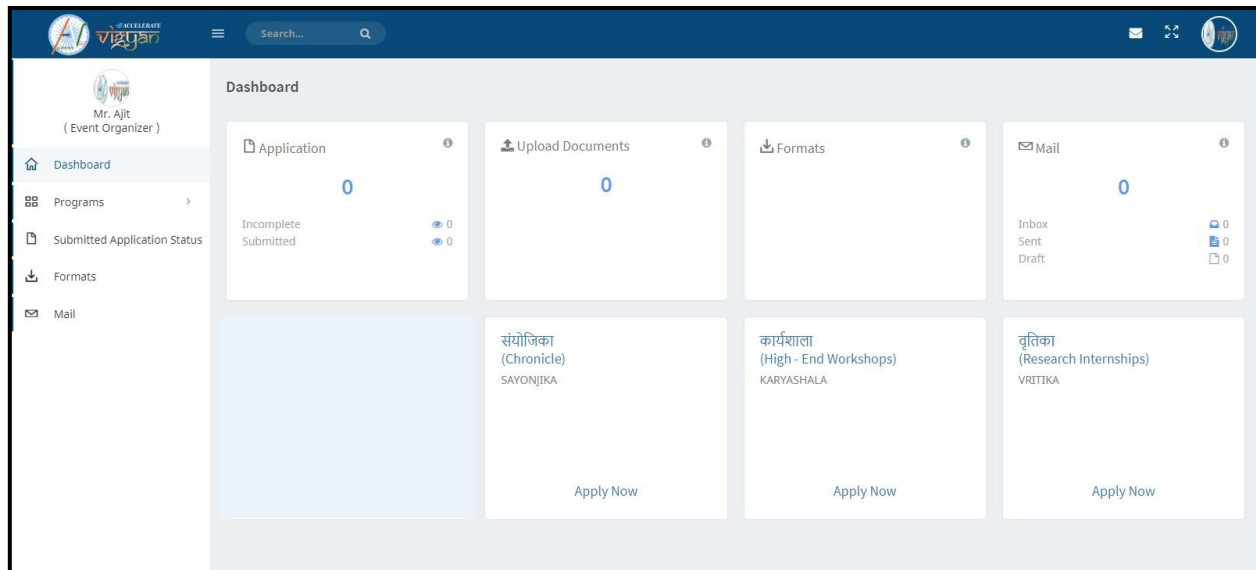
Program Name	File Name	Download
Karyashala	Certificate from the Event Organizer Format	Download
Karyashala	Endorsement from the Head of the Institution Format	Download
Karyashala	List of Key - Note Speaker Format	Download
Karyashala	Other Technical Details Format	Download
Karyashala	Certificate HEW Format	Download
Karyashala	Completion Report HEW Format	Download

- II. You can refer the screen below to send emails to concerned authorities from the portal itself.

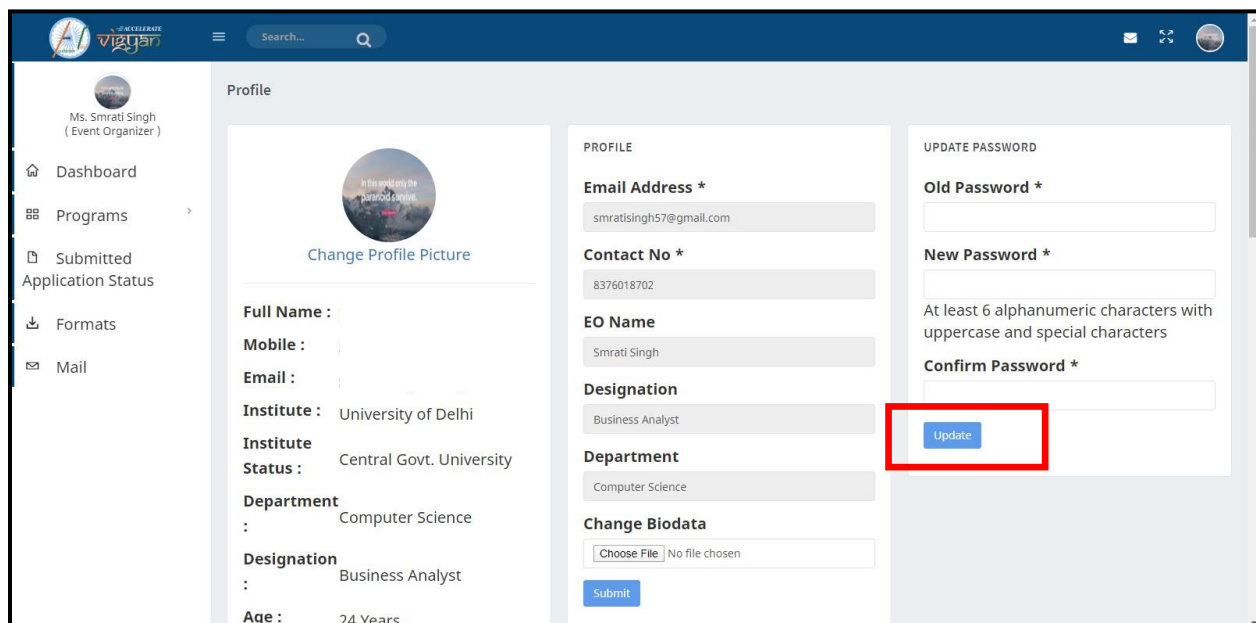
The screenshot shows the 'Mail' section of the dashboard. The left sidebar has a red box around the 'Mail' link. The main content area is titled 'Mail Dashboard' and 'Inbox'. On the left, there's a 'Compose' button and a list of mail folders: 'Inbox' (0), 'Draft' (0), 'Sent', and 'Trash' (0). On the right, there's a table with columns: File Number, Subject, Message, and Date. The table is empty, showing 'No data available in table'. Above the table are buttons for 'Copy', 'CSV', 'PDF', and 'Print'. A search bar is on the right. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has pagination controls for 'Previous' and 'Next'.

Manage Profile (EO)

- I. To view your profile, Click your Profile picture on the top right corner of the dashboard, and click “Profile”

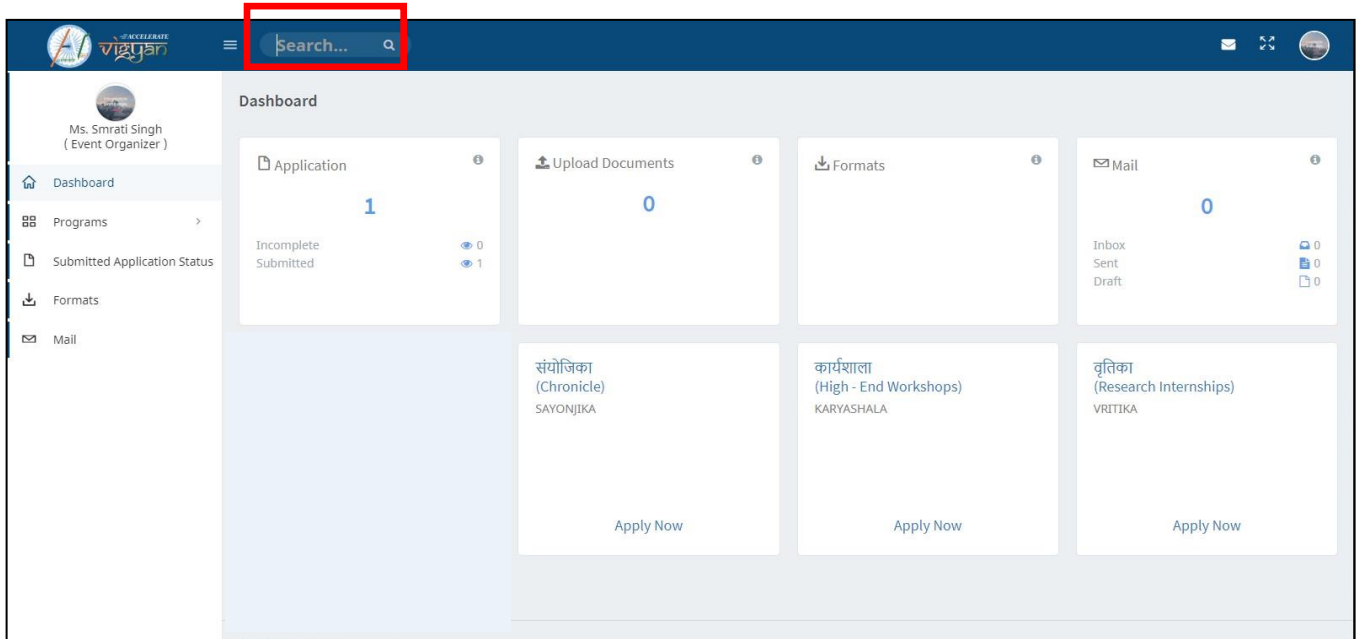


- II. To change password, Enter old and New password and then Click “Update”



Search a Program

- I. To Search a program go to search bar on the dashboard and type the program name you want to search.



The screenshot displays the dashboard interface. At the top, a dark blue header bar contains the logo on the left, a search bar in the center (highlighted with a red box), and user profile information on the right. The search bar is labeled "search..." and has a magnifying glass icon. Below the header, the dashboard is divided into a left sidebar and a main content area. The sidebar lists navigation options: Dashboard, Programs, Submitted Application Status, Formats, and Mail. The main content area, titled "Dashboard", features several widgets. The "Application" widget shows a count of 1, with sub-sections for "Incomplete" (0) and "Submitted" (1). The "Upload Documents" widget shows a count of 0. The "Formats" widget shows a count of 0. The "Mail" widget shows counts for "Inbox" (0), "Sent" (0), and "Draft" (0). Below these widgets, there are three program cards: "संयोजिका (Chronicle) SAYONJIKA", "कार्यशाला (High - End Workshops) KARYASHALA", and "वृत्तिका (Research Internships) VRITTIKA". Each card has an "Apply Now" button at the bottom.