

Instructions for online application of courses:

1. The **last date of applying** for a course is **15 days before the commencement of the course** (see the UGC-HRDC, BU Academic Schedule 2020 - 2021 for course commencement dates).
2. As the online application by UGC-HRDC, BU is being processed through Google Forms, **it is mandatory for applicants to have a Google account.**
3. Candidates are required to apply ONLINE for a course by clicking the corresponding application links for each course.
4. On successfully submitting the application form, candidates will receive an e-mail from Google Forms confirming the application along with their filled-in application.
5. **Applicants are required to ensure an active internet data pack for at least 6 hours of daily lectures subject to the duration of course. It is also to be noted that lectures, seminars, etc. will be conducted through Google Meet.**
6. Once the selection of participants is done by UGC-HRDC, BU, only the selected candidates will be further intimated through an e-mail from UGC-HRDC, BU.
7. On receipt of the selection e-mail, selected candidates are required to pay a **registration fee of Rs. 1000 (non-refundable)**, through **online bank transfer mode (NEFT/Internet Banking)** to the following bank account:

UGC HRDCentre, The University of Burdwan

Allahabad Bank

Account No. 50158852986

Burdwan Branch

IFS Code: ALLA0210047

8. **Failure to make payment will result in rejection of application of a candidate from a course.**
9. After successful payment of the registration fees, candidates are required to send the following details through an e-mail at **applicationhrdc@gmail.com**:
 - a. Name of the candidate
 - b. Name of the course applied for (with duration of the course)
 - c. Details of the candidate's bank account from where online transfer of the registration fees has been made:
 - i. Name of the bank:
 - ii. Name of account holder:
 - iii. Bank account number:
 - iv. IFSC code:
 - v. Transaction id:
 - vi. Date and time of transfer:
 - d. **A screenshot with details of the online bank transfer of registration fee is to be attached to the e-mail.**

Sd/-

Director, UGC-HRDC, BU