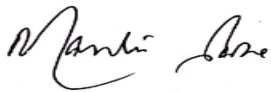


## Instructions for online application of courses:

1. The **last date of applying** for a course is **20 days before the commencement of the course** (visit <http://www.buruniv.ac.in/bunew/Template.php?page=OtherDepartments&subpage=HRDC> & click on the **“Programmes” Tab** 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-up application.
5. **Applicants are required to ensure an active internet data pack for at least 6 hours of daily lectures subject to 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 ₹1000 (non-refundable)**, through **online bank transfer mode** to the following bank account:  
**UGC HRD Centre, The University of Burdwan**  
**Indian Bank**  
**Account No. 50158852986**  
**Burdwan Branch**  
**IFS Code: IDIB000B888**
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.**

**\*\* IMPORTANT NOTE:**

1. The HRDC, BU reserves all rights to revise the last date of applying for a course.
2. The HRDC, BU reserves all rights to revise the programme schedule and/or re-schedule courses.
3. The HRDC, BU reserves all rights to drop or include any applicant(s)/participant(s) if any error/fault/suppression of fact(s) on the part of the applicant(s)/participant(s) or any mistake on the part of the HRDC is detected at any stage of the course.



**Prof. Mantu Saha**  
**Director (Addl. Charge)**  
**UGC-HRDC, BU**