

Instructions for online application of courses (*other than NEP Programmes*)

1. The **last date of applying** for a course is **20 days before the commencement of the course**.
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.

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