



UGC-Human Resource Development Centre BHARATHIDASAN UNIVERSITY

(Re-accredited by NAAC with 'A' Grade)

Khajamalai Campus, Tiruchirappalli - 620 023, TN, India
asc@bdu.ac.in • www.ugchrdcbdu.org



GUIDELINES / INSTRUCTIONS FOR APPLICANTS (Applicants are requested to go through carefully.)

1. The application, downloaded from the website (www.ugchrdcbdu.org) of the UGC-HRDC has to be printed on a single sheet (both sides).
2. The application has to be filled-in completely. Incomplete application will not be considered.
3. The hard copy of the filled-in application (handwritten or printed), along with necessary enclosures has to be sent by Speed / Registered Post or Courier to **The Director, UGC-Human Resource Development Centre, Bharathidasan University, Khajamalai campus, Tiruchirappalli- 620 023, Tamil Nadu**, in an envelope superscripted as "Application for Orientation Programme / Refresher Course in -----" so as to reach on or before the last date.
4. Filled-in application duly forwarded by the Principal / Registrar only will be entertained.
5. The filled in application has to be sent along with the following enclosures;
 - (a) Registration Fee in the form of a Demand Draft for Rs.1,000/- (Non-refundable), drawn in favour of **UGC-Human Resource Development Centre, Bharathidasan University** payable at **Tiruchirappalli**.
 - (b) A self addressed envelope, stamped for Rs.40/- (Rupees Forty only), for sending back the Demand Draft, if need arises.

Applications, without the Registration Fee will not be considered.

6. If the applicant needs acknowledgement for the receipt of the application by HRDC, he/she has to send the application by **Speed / Register Post with Acknowledge Due**. The HRDC will not acknowledge the receipt of application by post or over phone.
7. In general, advance copy of the application is not accepted. In special cases, advance copies will be entertained for provisional registration only, if submitted with the necessary enclosures.
8. Outstation applicants, who need accommodation in the Guest House, have to submit a separate application (available on the website) for the same, along with the Programme / Course application. They are also advised to read carefully the details, guidelines and instructions for the Guest House in-mates.
9. The Selection List, changes in the schedule, and any other updates will be published on the HRDC website (www.ugchrdcbdu.org). Hence, the applicants are advised to keep visiting HRDC website from time to time.
10. If any applicant is not selected or if any Programme / Course is cancelled, the registration fee will be refunded. However applicants, selected by the HRDC, but who fail to participate, are not eligible for the refund.

Director