



অধ্যাপক এল. এন. সৎপতি  
অধিকর্তা  
**Prof. L. N. Satpati**  
Director



জ্ঞান-বিজ্ঞান বিমুক্তয়ে

ইউ জি সি - মানব সম্পদ উন্নয়ন কেন্দ্র, কলিকাতা বিশ্ববিদ্যালয়  
**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
(Formerly UGC-Academic Staff College)

**University of Calcutta**

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Ref. HRDC-CU/ RP-AF/ 2022-23/ 02

24 June 2022

**Notice: Read Very Carefully**

**[For Payment of Registration Fee and Submission of Application Form for Participation]**

1. Please read this notice along with other notices published earlier/to be published later.
2. **Only the selected participants** of an academic programme in UGC-HRDC, University of Calcutta have to pay Rs. 1000/- (One thousand) each for joining in a course/ programme towards Registration Fee, to be paid in favour of '**University of Calcutta-A/C Academic Staff College**' through Bank Transfer only, as per the following details.  
  
A/C Name: **University of Calcutta-A/C Academic Staff College**, A/C No.: **0151101015244**, IFSC: **CNRB0000151** (eleven digit), **Canara Bank**, College Street (Kolkata) Branch. Address: 6A, Shambhu Chatterjee Street, College Street, Kolkata- 700007.
3. Payment of registration fee (non-refundable) is mandatory for confirmation of participation and to obtain the completion certificate, subject to other terms and conditions as per UGC guidelines.
4. For online bank transfer of registration fee, a participant must email the transaction id along with the filled in Application Form (as received through her/ his stated email), duly forwarded by the competent appointing authority of the candidate. The email for the purpose is: [officecuhrdc@gmail.com](mailto:officecuhrdc@gmail.com) (please don't send to any other email).
5. In the subject line of the email please follow the sequence as given here (without space after/before underscore): **Course Id\_Name of Participant\_2022-23\_Application No.** (e.g. **FIP09\_XYZ\_2022-23\_000000**). Use the same style for naming the attached files (i.e. Application Form and Receipt of Bank Transfer). Send the two documents as attachments through a single email. We may not acknowledge the receipt of the email, but a joining link for participation in the specific programme will be sent through email at least two days before the commencement of the programme.
6. Specific dates for commencement of each programme will be communicated through the stated email of the prospective participants. This may also be notified through our website ([hrdccc.in](http://hrdccc.in))
7. Any programme may be cancelled/ deferred, with prior notice, if the stipulated number of participants do not apply/ register, as per UGC guidelines.
8. In case of any query please write to [<directorcuhrdc@gmail.com>](mailto:directorcuhrdc@gmail.com).

  
Director, UGC-HRDC  
University of Calcutta