



## **INSTRUCTIONS FOR ONLINE APPLICATION FOR FIPs, RCs & STPs**

<u>STEP 1</u>: Visit <u>https://mmc.ugc.ac.in/</u>, click on **Register**, fill in the necessary **Personal** & **HEI** 

details and Submit.



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<u>STEP 2</u>: Login into your MMTTP account, click on **Profile** on the left pane, fill in necessary **Personal & HEI** details (note that you need to **upload a copy of your photo & a copy of your Employee ID card/certificate of employer**) and click on **Update**.

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<u>STEP 3</u>: a) Click on **Dashboard** on the left pane, b) Click on **Apply for Guru Dakshta (Faculty Induction Programme, Refresher Course and Short-Term Programme,** c) Select the course type in the **Apply For** field, fill up the application form and **Submit**.

**NOTE:** Under the **Programme Name & Centre Name** field the courses are arranged date-wise in a chronological order, and applicants need to select **University of Burdwan & check/confirm the dates of the course** they wish to participate in.

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	Submit		Activate Windows Go to Settings to activate	Windows.

**<u>STEP 4</u>**: To view the list of programmes you have applied for, click on **View List** tab in the Application Form page.

**NOTE:** The MMTTC, BU will send all relevant course files/documents along with the Google Meet link for the session(s) to selected participants via email prior to the commencement of the course.

III	MALAVIYA MISSION TEACHER TRAINING PROGRAM		Letter to MMC (11-12-2023)	🛢 User Manual (Participant)	% Change Password	🕞 Logout
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## **\*\*IMPORTANT NOTE:**

- These courses will be considered for fulfilment of one of the requirements for CAS as laid down by UGC.
- An Online Certificate will be issued to successful participants who have attended all the sessions and qualified the Assessment test.
- The link to apply for a training programme/course will remain active till the day before the date of commencement of the programme/course (till 11:59 PM).
- The MMTTC, BU reserves all rights to revise the last date of applying for a course.
- The MMTTC, BU reserves all rights to revise the programme schedule and/or reschedule courses.
- The MMTTC, BU reserves all rights to drop any applicant(s)/participant(s) if any error/fault/suppression of fact(s) is/are detected on the part of the applicant(s)/participant(s) at any stage of the course.
- The MMTTC, BU reserves all rights to drop or include any applicant(s)/participant(s) if any error/mistake is detected on the part of MMTTC, BU at any stage of the course.

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Prof. Tanmoy Dasgupta Director (Addl. Charge) MMTTC, BU