

INSTRUCTIONS TO REGISTER FOR REFRESHER COURSE

Step 1: PORTAL REGISTRATION

Step 2: APPLICATION FOR A TRAINING PROGRAMME (Very important step)

1. PORTAL REGISTRATION:

1. Go to <https://mmc.ugc.ac.in> and click on **Registration (one time only)**
2. On the next page, fill up the participant details and click on **Submit**.
3. Check your e-mail for the login credential.
4. Now you can login with the credential that was sent to your e-mail.
(You need to change your password when you first login).
5. Go to <https://mmc.ugc.ac.in> and click on **Login / Course Registration** and login with the **new password**.

2. APPLICATION FOR A TRAINING PROGRAMME (Very important step):

After you have finished registering in the portal, you need to apply for a training programme by:

1. Going to <https://mmc.ugc.ac.in>
2. Choose Role as “**Participant**”, enter your **e-mail & password** and click on **Login**.
3. Click on "**Apply for Other Programmes**".
4. Under “**Apply For**” field, choose “**Refresher Course**”.
5. Under “**Program Name & Center Name**”, type "**North-Eastern Hill University**" in the search box.
6. Choose the **dates** that correspond to the programme that you wish to apply.
7. Fill up the rest of the fields.
8. Click on “**Browse...**” and choose the file to upload your NOC.
(In case you are still applying for the NOC, you may upload the **Undertaking** [[Click here](#) to download].)
9. Finally click on "**Submit**" to complete the application process.