

SVKM's NMIMS Deemed-to-be University
Jyoti Dalal School of Liberal Arts
Mumbai Campus

Post Graduate Diploma in Investigative & Forensic Psychology (Batch-2024)

INSTRUCTION SHEET

1. Introduction:

This Handout gives information about 1-year program: **Post Graduate Diploma in Investigative & Forensic Psychology**

2. Campus & Intake:

Sr. No	Campus	Intake
1	Mumbai	30

- Program will commence only if there are a minimum of 10 eligible candidates admitted after the selection process.
- Admission for **Post Graduate Diploma in Investigative & Forensic Psychology** program will be offered only through Entrance Test conducted by NMIMS.

3. Eligibility Criteria:

1. Candidates should have secured **minimum 50%** in Graduation.

Graduate in any field of Psychology, Forensic Science / Pharma / any discipline of Science / Journalism / Media / Specialization in Clinical Psychology / Forensic Psychology / Cognitive and Behaviour Science / MD in Psychiatry / MBBS / Police or Military Personnel from a recognized college / University.
1. Candidates should mention in the online registration / e-admission form (if selected) all the subjects which the candidate has taken & appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects, which he / she has taken & appeared for in the applicable examination/s. The aggregate percentage of all subjects which the candidate has taken & appeared for will be taken into consideration for confirming the eligibility of the candidate for the program at the time of admission.
2. In case the mark sheet issued by applicable board / University is in percentile/s or Grade point the actual aggregate percentage of all subjects appeared by the candidate will be taken into consideration.

3. Candidate awaiting the results of the final year examination may also apply.
4. Candidates called for admission on the basis of merit list and who do not have final mark sheet will be given "**Provisional Admission**". Fees will be accepted from such candidates but their admission will be confirmed on submission of final mark sheet.
5. Candidate whose final marksheet is not available at the time of admission are required to submit internet / Digi-locker copy of result duly attested by Principal of the college, failing which candidate will not be admitted to the program.
6. Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their examination from Overseas Universities.
7. Candidates who have cleared their graduation by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are eligible to apply & register as per UGC guidelines.
8. Candidates whose final mark sheet of the qualified examination is not available at the time of their provisional admission, is required to submit their final marksheet copy as soon as the result declared. In such case, if the candidate fail to meet the required eligibility criteria then his admission will be cancelled and the fees will be refunded as per NMIMS refund rules (even after course commencement).
9. The Graduation (Qualified) examination should have been conducted before the course commencement date.
10. Mark sheet / Transcripts issued by Board / University only be considered (School / Institute will not be accepted).
11. It is sole responsibility of the candidate to ascertain whether they possess necessary and requisite qualification for admission to courses at NMIMS University.

4. Online registration & Payment of registration fee:

4.1 Online registration:

- Visit www.nmims.edu for online registration
- Before filling the online form, please read all the instruction carefully mentioned in instruction sheet & important dates

4.2 Payment of registration fee:

- Online Registration Fee of Rs. 2,500/- plus GST if applicable (Please refer online registration for payment details)
- Registration Fee is **NON-REFUNDABLE / NON-TRANSFERABLE**.

5. Selection Process:

Online Entrance Test (25 questions, 50 marks)

- **Structure of the Test**

English Language : 5 questions

General Knowledge	:	5 questions
Logic	:	5 questions
Basics of Psychology	:	10 questions

- **Instruction for Test**

- ✓ Duration: 60 minutes
- ✓ All Questions are Compulsory & in multiple choice format
- ✓ Use of Simple Calculator is allowed

○ **Merit list will be based on performance of entrance test only.**

○ **Weightage:**

Entrance Test : 50 Marks (100%)

- Admission offer is given as per merit and vacancy. Selected Candidate has to confirm his/her provisional admission by filling up e-admission form, uploading required document and paying fees within given timeline. Kindly note that only those candidates who complete the process by paying fees will be admitted to the program.
- WAITLISTED candidates have to check their merit list status as per date given on the website.
- The selection will be solely based on merit. In this regard, the decision of the NMIMS will be final and undisputable as shall be binding on all concerned.

6. Program Fees (for information only):

Fees for 1st year (Batch-2024) will be announced at the time of admission.

7. Refund Rules: If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the following five-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more before the formally-notified last date of admission.
(2)	90%	Less than 15 days before the formally-notified last date of admission.
(3)	80%	15 days or less after the formally-notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
(5)	00%	More than 30 days after formally-notified last date of admission.

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Note: 1) The above refund rules are subject to revision as applicable

2) Candidates to refer Important Dates of the respective programme & refer refund rules mentioned in the offer letter.

8. Important Instructions:

- Candidates will be offered seats based on the availability of seat & candidates merit rank.
- **For cancellation / withdrawal of admission:** Withdrawal / cancellation means voluntary withdrawal / cancellation by candidate for any reason. Candidate has to upload cancellation form duly filled and signed, fees paid receipt copy & cancelled cheque (personal account) to mentioned link : <https://upload.nmims.edu/admission/cancellation/>
- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its web site: www.nmims.edu and no individual communication will be sent to the candidates.
- If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him / her in the application form is incorrect, his/her admission to the course, even if selected / admitted, will stand cancelled and fees will be refunded as per NMIMS refund policy.
- It is the sole responsibility of the candidate to check whether he/ she is eligible for the respective Program as per the eligibility criteria stated above.
- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. No separate intimation will be given.
- Canvassing in any form for admission will disqualify the candidate.
- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.

9. Contact Information:

NMIMS Admission / Application / Technical related queries:

- (a) Toll Free No: 18001025138 – Monday to Saturday (Except public holidays)
- (b) For any support and assistance kindly login to dashboard & raise query in my query section.