



Dept. of Zoology & Forensic Science  
St. Xavier's College, Mumbai

Please affix your  
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this box

## ONLINE CERTIFICATE PROGRAM IN FORENSIC SCIENCE APPLICATION FORM

APPLICATION NO. \_\_\_\_\_ SIGNATURE OF COORDINATOR \_\_\_\_\_

(To be neatly handwritten in blue or black ink)

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
(As you would like on your Certificate)

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present College/Occupation: \_\_\_\_\_  
(In case of student, mention details such as college, course, subjects, and year.)

Most recent examination passed: \_\_\_\_\_ Percentage / GPA: \_\_\_\_\_  
(Attach attested copy of mark sheet)

### CONTACT INFORMATION

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone / Mobile (Compulsory): \_\_\_\_\_

Email: \_\_\_\_\_

Course Duration: February 2022 - May 2022

Course Fees: Rs. 15,000/-

Processing fees: Rs. 500 (domestic students) & Rs. 1000 (international students)

### Online Payment Details

Beneficiary Name: The Bombay St. Xavier's College Society

Bank Name: Union Bank of India

Bank Address: Mahapalika Marg Branch, Mumbai-400 001.

Account Type: Saving Account

Bank Account No: 520101011006621

IFSC Code: UBIN0905364

MICR Code: 400026212; Swift Code: UBININBBMAR

**Registration Requirements:**

1. Signed Copy of the completed Application Form
2. Online Payment of course fees (Rs. 15,000) and applicable processing fees
3. Attested copy of the latest mark sheet (to be verified against originals)

**By my signature below,**

1. I certify that to the best of my knowledge and belief, the information provided in this application form is true and complete.
2. I agree to the terms that the course fee once paid will not be refunded after commencement of classes.
3. I undertake that so long as I am a student of this College, I will do nothing that will disturb or interfere with its orderly governance and discipline.
4. I confirm that the assignments produced will be my own work and not copied from any other person's work (published or unpublished) and has not been previously submitted for assessment either at St. Xavier's College or elsewhere. I confirm that I will follow the College's policy on plagiarism and abide by it all times. I confirm that I will not use any unfair means during the exams or class tests.
5. I declare that I will abide by all rules and regulations of the College and accept the decision of the Principal/ Co-ordinator in all matters as final.
6. I agree that the study material and content of the course is for educational and informational purposes only and that the college and faculty members will not be responsible for their misuse.
7. I certify that I will not share or distribute with anyone outside the course, the enrolment key and email login details that will be given to me during the duration of the program.
8. I undertake that I will not copy, reproduce, republish or create derivative work from any course content or course material, except for personal or non-commercial purposes.

**Signature of the applicant:** \_\_\_\_\_ **Signature of Parent / Guardian:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**BATCH:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **RECEIPT No.:** \_\_\_\_\_

## **NETIQUETTE GUIDELINES FOR ONLINE CERTIFICATE PROGRAM IN FORENSIC SCIENCE**

It is imperative for students to understand and recognize that an online classroom is in fact a classroom and the behaviour and interaction with teachers and peers should be the same as in a face-to-face classroom situation. It is mandatory for students to follow the rules and regulations given below for effective communication and participation in the Online Certificate Program in Forensic Science.

**Kindly read the rules and regulations carefully. The signed document is to be submitted along with your application form**

### **SECURITY**

Please remember that your login id and password is the only thing that grants you access to the Xavier's Google Classroom Platform that is hosting this Program.

- Don't share your password with anyone. The login id and password are only meant for your access.
- Change your password if you think someone else might know it.
- Always logout when you are finished using the system.

### **GENERAL GUIDELINES**

Kindly adhere to the following rules and regulations when communicating online:

- Treat instructor with respect, even in email or in any other online communication.
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms. Or Ma'am. Unless specifically invited, don't refer to them by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar. A formal manner of emailing should be followed.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
- Limit and possibly avoid the use of emoticons like :) or ☐.
- Be cautious when using humour or sarcasm as tone is sometimes lost in an email or during online discussion posts with the instructors or fellow learners. Your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's).
- Make an effort to exhaust your search options before asking a question.

### **EMAIL ETIQUETTE**

When you send an email to your instructor or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favour of plain text.
- Sign your message with your name and return e-mail address.
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?

- Be sure you REALLY want everyone to receive your response when you click, “reply all”.
- Be sure that the message author intended for the information to be passed along before you click the “forward” button.

## **DISCUSSION FORUM**

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Don’t repeat someone else’s post without adding something of your own to it.
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
- Always be respectful of others’ opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

**I hereby acknowledge that I have read and understood the Netiquette Guidelines and confirm that I will abide by them at all times during the transaction of the Online Certificate in Forensic Science Program.**

**Name:**

**Date:**

**Signature:**