



**NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO SCIENCES**  
**INSTITUTE OF NATIONAL IMPORTANCE**  
**BENGALURU - 560 029 INDIA**

**ACADEMIC & EVALUATION SECTION**

**Frequently Asked Questions**



**NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO SCIENCES  
BENGALURU - 560 029 INDIA**

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## **Section I- Short Term Training/Visit/Observership**

***Who are eligible for Short Term Training/ Visit/Observership/Case Studies/Dissertation or how can I apply for short term training/visit/observership/case studies/dissertation?***

Procedure for application for short term training/Visit/Observership/Case Studies/Dissertation:

*Students studying/individuals working in an Institute/College:*

A formal letter from the Institute/College on the official letterhead, giving out details:

- i. purpose of application – Short Term Training/Visit/Observership/Final year Project/Dissertation or Thesis;
- ii. Full name and qualification details of the trainee (in case of a student) or designation ( in case of an employee);
- iii. Requested dates for the training/Visit/Dissertation/Observership/Project etc., along with full break up of the gaps in the period, if any;
- iv. Department in NIMHANS, which the applicant is interested to undergo training/visit. If the applicant is interested in undergoing training/visit/observership in more than one Department, then a break-up of the training period between all departments has to be provided.
- v. If the student/employee is interested to undergo observership/visit/project/dissertation/thesis, then the title of the dissertation/thesis/project etc., has to be specified.

*Individual/s not studying/employed in any Institution/College/Hospital etc.:*

- i. A letter from the Individual/s, citing the above points(i to v) accurately in the letter, has to be sent to the Academic Section.
- ii. CV/Resume containing contact address, phone number and email ID

After the receipt of the above letter at “training@nimhans.ac.in”, the application will be sent over to the concerned Department/s or MS (as the need maybe) for the permission for the requested training/visit/observership.

After the permission has been obtained from HOD/s, the permission letter will be sent via email (if the request contained an email ID) to the Institution/College or to the Individual.

***Is the Hostel Accommodation for Short Term Trainees/ Observers available or can I book it in advance?***

The Hostel Accommodation for Short Term Trainees/Observers is provided subject to availability of hostel rooms on the day of commencement of Short Term Training.

The permission letter for short term training contains clear instruction regarding this subject and hence, no interim inquiry in this regard will be entertained from the trainees.

***Can I know what is the status of the application for the short term trainee/observership/visit?***

The trainees/ institutions/colleges can reach out to Academic Section through any one of the below modes of communication for status enquiry after 10-15 days after sending the request to Academic Section:



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1. Telephone – 080 26995015.

The caller should keep the details regarding the training/visit/observership ready before calling to the Academic Section to ask for status of requests:

- Date of Request sent-
- To whom the request was addressed to-
- Dept. In NIMHANS for which training/visit/observership request was sent?-
- If requested for more than one Dept. In NIMHANS, then name of Depts.
- Training/Visit/Observership Period requested-
- No. Of Trainees (If more than 3)/ Name of Trainees(If less than 3)-

2. Email- All the correspondence regarding the Short Term Training/Visit/Observership should be addressed to only '[training@nimhans.ac.in](mailto:training@nimhans.ac.in)'.

All the details mentioned in the Point 1 are required to be mentioned in the Email, while corresponding regarding status.

### ***Why was the application for training not processed or has it been delayed?***

*Below are the few reasons due to which the requests for Short Term Training/Visit/Observership are rejected:*

1. Requests letters are not sent through the Proper Channel i.e., from the Principal/HOD of Institution/concerned Department respectively.
2. The date and duration of the training, is not indicated on the request letters.
3. The department at NIMHANS in which short term training/observership/visit/project work is required, is not indicated in the request letters.
4. The names of the trainees are not indicated in the requests letters.
5. The request is not on a letter head nor does not bear the official seal of the Institution in the requests letters.
6. All the slots during the requested period are full in the requests letters.
7. Due to inevitable reason.

The Trainee/s or Institutions sending requests for Short Term Training/ Visit/Observership should contact the Academic Section only 10-15 days of sending the requests to the Section.

### ***What are the training fees for the short term training/visit/observership?***

Training fees charged for Indian Nationals are as follows:

|  |   |                      |
|--|---|----------------------|
| 1. Consultants/Faculties/Individual          | - | Rs. 10,000 per month |
| 2. PG Medical                                | - | Rs. 5,000 per month  |
| 3. PG Non-Medical                            | - | Rs. 3,000 per month  |
| 4. M.Sc Nursing                              | - | Rs. 2,000 per month  |
| 5. Interns of Physiotherapy                  | - | Rs. 2,000 per month  |
| 6. Interns in Speech Pathology and Audiology | - | Rs. 2,000 per month  |
| 7. Medical/ Non Medical in CARF              | - | Rs. 2,000 per month  |
| 8. CT/MRI Trainees in the Dept. of NIIR      | - | Rs. 2,000 per month  |
| 9. Visitors                                  | - | Rs. 100 per day      |



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Training fee for foreign students will be divided in 3 groups:

- i) High Income country US\$ 300 per month per trainee .
- ii) Middle Income country US\$ 150 per month per trainee
- iii) Low Income country US\$ 50 per month per trainee

### ***How can I get CMD refund which I paid as a trainee?***

Take the refund voucher from the Academic Section, fill the voucher and enclose payment receipt. If the CMD is paid by Demand Draft, the Demand Draft will be returned on production of No dues from the concerned hostel by the trainee at the day of vacating the Hostel.

### ***Whether the Govt. CET students from private Institution pay training fee?***

Even Government CET students from private Institution should pay the training fee.

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## **Section II- Admission**

***How can I get a copy of prospectus? What are the courses offered at NIMHANS? What is the number of seats sanctioned? What is the reservation/quota for SC/ST/OBC in each course or all courses?***

The Prospectus for each academic year is made available from the first week of January every year. This can be downloaded or viewed from [www.nimhans.ac.in](http://www.nimhans.ac.in) under 'Academics> Admissions> Current Prospectus'.

The information regarding the courses offered at NIMHANS, Seat Reservation and Number of Seats offered, Fees Structure, can be obtained either from the 'Prospectus' of the respective academic year or can be found under 'Academics> Courses Offered> Regular Courses'.

***Can I pursue any courses through online mode or does NIMHANS offer any part-time or distance education courses?***

All courses are conducted on a full time basis. Private practice in any form is prohibited. The candidates are strictly not permitted to undertake any other part time or correspondence courses.

***Where can I find the Syllabus for the courses at NIMHANS?***

The information regarding Syllabus for all courses offered at NIMHANS, can be obtained by contacting the concerned Department of NIMHANS or by going through the information already provided in the Prospectus under 'Program of Study' under Individual courses/ Under Department Section.

***Can I apply for more than one course?***

The candidates can apply for maximum of 03 (three) courses only. If a candidate applies for MD in Psychiatry, Ph.D in Clinical Neurosciences, DM in Neurology and M.Ch in Neurosurgery, then his/her application for the above courses will be treated as application for separate courses.

***Can the entrance exam application fee be waived off/refunded on special case?***

Entrance Exam Fees/Application fee will not be waived off at any cost nor will be refunded to the applicants.

***How do I inform the changes of my name/address/email/telephone details after applying to entrance exam?***

An email can be sent addressed to "academic@nimhans.ac.in" quoting the application no. with reason for change should be sent within the timeline provided for changing the details.

***I have forgotten/misplaced my log-in details for my application to entrance exam. What should I do?***

You may contact the Academic section on 080-26995013 on all working days for needful.

***How do I know the reason for rejecting my entrance test application?***

The policy for rejection is very clearly mentioned in the Prospectus. No reasons will be assigned for rejection if the application is incomplete or without proper documentation substantiating the claim made by the student.

***When will I hear whether or not I have been invited to interview?***

List of all the qualified candidates and list of candidates called for interview/counseling will be notified on the Institute's Notice Board and the Website. No separate individual intimation will be given. Non receipt of notice by any individual candidate will not vitiate the selection process having regard to publication of result as also

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schedule on the notice board and the website. The decision of the Director in all matter regarding selection will be final and no representation in any form will be entertained.

No individual intimation will be sent to candidates who are not selected and no correspondence on this subject will be entertained.

### ***What happens if any mistake happens during submission of online applications?***

Any mistakes needs to be rectified before making the payment, after making the application payment, changes are not permissible.

### ***What is the mode/method to download entrance exam hall ticket/admission cards?***

The candidates will get email and sms indicating that the hall ticket/admission cards are made available online on the Website [www.nimhans.ac.in](http://www.nimhans.ac.in) and the candidates can download the same as per the instructions provided to the candidate from time to time.

### ***What is the system of evaluation/ Score Pattern followed for the online entrance test?***

The details are given in the Prospectus.

### ***What is the procedure for admission of students who have not received the results to become eligible to the required qualification? Can I apply for admission before I have the results for my qualification?***

Candidates who have appeared for the qualifying examination and are awaiting results, may also apply. However, such candidates will be eligible to appear for the counseling/interview only if they produce the proof of having passed the examination in writing at the time of counselling/interview.

### ***What are some reasons that may lead to rejection of my entrance exam application?***

Incomplete application, wrong information furnished, not having necessary qualification and not enclosing the documents as sought for may lead to rejection of application

### ***How do I know my status of waiting list?***

No individual intimation will be sent to candidates who are not selected and no correspondence on this subject will be entertained.

### ***When I come for counseling or admission where can I stay? Does any arrangements for stay during in-person counseling?***

Candidates called for ONLINE Entrance test and interview/counseling will have to make their own arrangements for stay at respective Test Centre. No TA/DA will be paid by NIMHANS.

### ***What is the total number of seats for NIR/FN?***

All foreign nationals (holding passports of countries other than India), non resident Indians and overseas citizens of India should apply under "Foreign National" category. M.Phil in Clinical Psychology and Psychiatric Social Work and PDF in Neuroanaesthesia courses have reservation of seats for Foreign Nationals.





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### ***Who should I contact for details regarding admission related queries?***

The candidates are requested to keep themselves updated by visiting our website regularly from time to time or keeping in touch with the Academic section of NIMHANS on 080 26995013.

### ***Do you have any specific format for SC/ ST/ OBC certificate?***

Formats for SC/ST/OBC and Bonds for various courses can be obtained from the Prospectus.

### ***If I am unable to attend counseling, what should I do next?***

Candidates not attending the counselling are not considered for the course even as wait-listed.

### ***Can I get calendar of events of NIMHANS?***

Calendar of events of NIMHANS as far as possible is included in the Prospectus, you may go through the Prospectus

### ***What should be the size and format of documents to upload into software portal while applying to entrance exam?***

The details are provided in the online application form itself during the time of Notification for the concerned PG/UG Admission being live on the NIMHANS Website [www.nimhans.ac.in](http://www.nimhans.ac.in).

### ***What is the procedure and formalities for discontinuation of course after admission?***

A formal letter with reason for discontinuation of course after admission has to be given and duly forwarded by the concerned HODs recommending for discontinuation and the Bond condition applies and the necessary fine has to be paid as indicated in the bond duly signed by the Candidate and two sureties.

### ***When do I have to pay tuition fees? What is the tuition fees structure?***

Tuition fees has to be paid by the candidate on the date of joining of the course. Tuition fees structure for the courses can be obtained from the Prospectus of the concerned year.

### ***Can there be a refund of fees after admission or if a student withdraws seat from the course?***

Refund is at the sole discretion of the Director. It depends on after how many days the candidate is discontinuing and whether some other candidate join against that seat.

### ***Can I take back my originals certificates /Documents after admission?***

Students are allowed to take back original certificates after admission, only in the case of discontinuing from the course, after clearing all the dues from the Institution.

If the Students requires the original certificates during the course period, a written request in the Prescribed Format through the proper channel to the Academic Section. The Original Certificates will remain with the Academic Section during the entire duration of the course/post.

No acknowledgement for the original certificates submitted by the candidate at the time of joining the Institute/commencement of the course, will be provided by the Academic Section.

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### ***What is the medium of instruction?***

Medium of Instruction for all courses is English.

### ***What is the medical facility available to students admitted?***

The students on the day of admission or commencement of the courses become eligible for Medical Facility available at NIMHANS, by applying for NIMHANS Health Services Card. This Card can be used to avail the Medical Facility in NIMHANS by the students.

### ***Is mess fee included in hostel fees?***

The Hostel Rent and Caution Money Deposit does not include Mess Charges. Mess charges has to id separately to the service provider depending on the usage of the mess.

### ***What is the recognition of Institute and its courses?***

NIMHANS was declared as an Institute of National Importance vide Government of India Gazette Notification dated 14.9.2012. As per the Act, NIMHANS does not come under the purview of any of the statutory Councils, namely, Medical Council of India, Indian Nursing Council or Rehabilitation Council of India.

### ***When will the stipend be released to the candidate with external funding?***

The stipend will be released to the candidate only on receipt of grants from their funding agency.

### ***How to apply for fellowship?***

If the candidate wants to apply for fellowship he/she have to qualify in the exams conducted by various funding agencies like ICMR/CSIR/UGC/DBT etc., and the details are available on their respective websites.





### **Section III- Evaluation**

#### ***How should I get my Provisional Degree certificate/ Migration Certificate/ Attempt Certificate?***

A request letter addressed to the Controller of Examinations alongwith Challan / DD in favour of the Director, NIMHANS shall be submitted. The Challan for making payment shall be collected from Academic & Evaluation Section by the candidate/ nominee for making necessary payment to submit along with the request letter.

#### ***I am in out of station, can my friend/ colleague/ nominee can collect my certificates? Should I send authorization letter with my friend/ by email along with ID proof?***

Your friend/ colleague/ authorized person, can make a payment behalf of you but the original certificates will not be issued to any other person except you or it will be sent by Registered post.

#### ***How many days are required to issue Certificates after I apply?***

Usually it takes 07 - 10 working days.

#### ***What is the procedure to get financial thesis grant for submitting dissertations of super-speciality exams?***

A request letter addressed to the Director through the concerned HOD has to be sent with details of Reg.No. and exam appeared. The amount will be credited to respective candidate's account. In case the Candidate is already relieved from the course, a cheque will be sent by post.

#### ***Can I get a refund for the exam fees paid for which I have enrolled but I am not able to appear for it?***

No, there is no provision for refund of the application fee and examination fees once it is remitted to NIMHANS account. The exam applications has to be forwarded by the respective HODs with certification of attendance and completion of course/ clinical requirements. If, the candidate is not appearing for the exam after applying the same will be treated as 'one attempt' (out of max.03 attempts) for all the PG Medical / Non medical students. In case, the candidate is not appearing for exam with genuine / specific reason the permission letter obtained from the concerned Head has to be submitted to the Controller of Examinations with proper remarks and recommendations at the time of notification and exemption may be sought.

#### ***I have lost all my marks cards/ certificate? How can I get duplicate ?***

Candidate shall send a request to the Controller of Examination along with the payment of necessary fees and copies of police complaint (FIR)/ news paper advertisement/ affidavit copy etc.

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### ***How can I get my results/ marks card/ certificates after I am relieved from the course?***

The results will be sent to concerned departments for announcement. After the announcement of result, candidate shall send letter/ email to the Controller of examinations alongwith challan/ DD towards postal charges, the marks card/ certificates will be sent by post or candidate can collect the same in-person from Academic & Evaluation section .

### ***How can I get marks sheet if I fail in the exam? Is there any comprehensive marks sheet after I complete backlog papers/ course?***

The marks cards will be issued "ONLY" to successful candidates. Further, consolidated/ comprehensive marks card to the repeaters with details of month & year of passing after completion of that particular exam (Part I exam/ I year exam) shall be issued. The payment towards issue of marks card will be collected when they appear for 1<sup>st</sup> attempt itself.

### ***How & when should I apply for the convocation/ Graduation Day?***

All the eligible/ successful candidates of Ph.D, PDF, PG (Medical & Non-Medical), Fellowship courses of that particular academic year will be awarded their degrees/ certificates during Convocation of NIMHANS. All the eligible /successful candidates of B.Sc/ Diploma courses of that particular academic year will be awarded with their degree/ certificates during Graduation Day of NIMHANS.

Hence, the candidates shall visit the official website during the months from August to October to apply to Convocation and September to December to apply for Graduation Day. The application, instructions, challan shall be downloaded from the website with all relevant fields and supporting documents with self-attestation. The hard copy of application alongwith copies of marks sheet (if any), PDC (if any) and challan should be sent to the controller of Examination before due date as indicated in the Notification. Formal invitation will be sent by post for all the candidates applied 'In-person'. The degree/ diploma certificates for the candidates who have applied 'In-Absentia' will be sent by post after the Convocation/ Graduation Day of NIMHANS. The Candidates are not permitted to apply for the next year's convocation if qualified/passed for the current year.

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**Fees for the exit exam / post exam certificates :**

| Sl. No. | For issue of   | Proposed   |
|---------|--|--|
| 1       | Exam application form  | 50/-   |
| 2       | <b>Examination fee for</b>   |  |
|         | UG Degree courses (per exam) *   | 1,000/-  |
|         | Diploma courses (Only one/ final exam) *   | 500/-  |
|         | PG (Non-Medical) Degree courses  | Part I : 1,750/-<br>Part II : 1,750/-                        |
|         | Superspeciality courses  | Part I : 4,000/-<br>Part II : 6,000/-<br>Part III : 12,000/- |
| 2       | Markscard (Original)   | 100/-  |
| 3       | Markscard (Duplicate)  | 500/-  |
| 4       | Duplicates/ correction of markscard/ Certificate   | 500/-  |
| 5       | Provisional Degree / Diploma Certificate   | 250/-  |
| 6       | Degree / Diploma Certificates (Original)<br>(Convocation/ Graduation Day)  | 750/- (In-Person)<br>1,000/- (In-Absentia)                   |
|         | Late application fee/ Fine per year for receiving Degree /<br>Diploma Certificates (Original) (Convocation/ Graduation<br>Day) | Min : 100/- Max : 200/-<br>(depending on the<br>no. of days) |
| 7       | Migration Certificate  | 100/-  |
| 8       | Duplicate Migration Certificate  | 100/-  |
| 9       | Medium of Instruction Certificate/ Education   | 100/-  |
| 10      | Credential Verification  | 2,000/-  |
| 11      | Certificate of Highest marks/ Rank   | Nil  |
| 12      | Attempt Certificate  | 500/-  |
| 13      | Course Completion Certificate  | 500/-  |
| 14      | Equivalence Certificate  | 500/-  |
| 15      | Pass Certificate for Scholarship   | Nil  |
| 16      | Experience Certificate   | 500/-  |
| 17      | No Markscard certificate   | Nil  |
| 18      | 'No TC' certificate  | Nil  |
| 19      | Postal charges   | 100/-  |

\* same fee will be collected for supplementary exam also



## **Section IV – Ph.D**

### ***How can I modify my title of Ph.D thesis? Can I include/ change my Guide/ Co-guide?***

The permission to change of the title of thesis shall be forwarded through concerned Guide and Head of the department for the recommendation of the Doctoral Committee.

Permission to change of guide(s) as requested by the candidates will be taken into considerations with specific reason for the change. The remarks of guide(s) and Head of the department with recommendations have to be forwarded to the Director through concerned Dean.

### ***Where and when I can submit my dissertation, Ph.D thesis/ CD ?***

All the students of superspeciality courses have to submit 03 hardbound copies of their dissertations duly signed by Guide/ Joint Guide (if any) to the Library & Information Officer atleast six months before commencement of theory exam.

All the Ph.D students have to submit 03 spiral bounded copies of their thesis alongwith CD to the Library & Information Officer before completion of 05 years of their course term. Maximum 01 year extension of course term is permitted with specific reason for submission of Ph.D thesis. One hard bound copy and one soft PDF copy of thesis have to be submitted by the candidate to the library after completion of Viva-Voce exam (after incorporating suggestions, if any).

All the MPH/ M.Phil/ M.Sc students have to submit 03 copies of dissertations with spiral binding along with a CD to the Head of their respective departments for evaluation at least 01 month prior to their examination. One hard bound copy and one soft PDF copy of dissertation have to be submitted by the candidate to the library (on par with Ph.D regulations) after the announcement (after incorporating suggestions, if any) of results.

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## **Section V- Course Transcripts/Verification/Other Procedures**

***How can I apply for transcript and the procedure to make necessary payment for the same ?***

The student/applicant are required to write a letter requesting for course transcript in the Prescribed Format (Appendix B) with following details:

1. A set of photo copies of the educational qualification (Marksheets and Degree Certificate) obtained from NIMHANS
2. The request letter should contain the address/s of authority to whom the transcript has to be sent. ***(Note: The official Transcript is not given in person or to any individual including the Candidate by the Academic Section. The Academic Section sends the official transcript to the concerned authority, in a sealed confidential cover)***
3. The payment for the transcript is given below. The candidate/applicant is required to make the payment of the transcript fees either through the Demand draft of any Nationalised Bank of India in favour of 'The Director, NIMHANS' or through the challan generated by the Academic Section or RTGS/NEFT by giving the transaction details.

*Transcript charges:*

|   |              | <b>First Copy</b> | <b>Each Additional Copy</b> |
|---|--------------|-------------------|-----------------------------|
| Less than 5 Years from the date of completion of the course | From abroad  | \$150             | \$20                        |
|   | Within India | Rs.3,000/-        | Rs. 500/-                   |
| More than 5 Years from the date of completion of the course | From Abroad  | \$150             | \$20                        |
|   | Within India | Rs.5,000/-        | Rs. 500/-                   |

***How should I apply for Verification/ Credential Verification and what is the payment/fee?***

The request for Verification/Credential Verification of all former students on payment of the requisite fee from the former students/ Verifying Agency, will be sent to the Concerned Verifying/ Agency.

The verification Forms will not be handed over to the passed out students/applicants.

Non-governmental agencies requesting for Verification should pay Rs. 2,000/- per student per verification. No fee will be charged for Verification request received from Governmental Agency/Verifying Agency/Institutions.