

## **SOP for NBEMS candidate registration procedure**

### **1. Register for the courses**

- A link shall be provided on DMIHER website, under School of Experiential Learning & Simulation Center, a registration form will be displayed along with the details of courses offered, course fees, other charges for accommodation and logistics.
  - The registration form will be downloadable.
  - Scanned copy (PDF) of duly filled application form can be submitted by the candidate on the email ID given in the form, along with scanned copies of necessary documents, enlisted in the form.
  - A separate payment portal/ QR code shall be made available to the candidates for making online payment of registration fees, lodging and other applicable logistic charges, if any. The fees can also be deposited in the form of DD.
2. Apart from above a dedicated helpline shall be created with contact number and e mail ID- so that in the event of any query the candidate can contact us.

**Email id - [selsc@dmither.edu.in](mailto:selsc@dmither.edu.in)**

**Contact No-**

1. 7888011133
  2. 7020354669
  3. 9326957432
3. Ordinarily, the course will be arranged on first & last weekend (Saturday & Sunday) of every month for which registrations will be accepted before 20<sup>th</sup> of previous month for first week and for third week 20<sup>th</sup> of current month.
- However, the course can also be arranged upon mutual discussion on any other mutually suitable dates, as per the need.
4. A confirmation mail shall be sent by the office of Director SEL &SC, DMIHER to the Concerned candidate stating clearly the schedule of the course and the candidates shall attend the course as per given schedule.
5. The performance of the learners shall be assessed as per the stipulated Assessment methodology and finally the certification pertaining to attainment of competencies shall be issued on successful completion of the course.