



Memorandum of Understanding

Between

Sherlock Institute of Forensic Science, India

&

Shivaji College, University of Delhi

The **Sherlock Institute of Forensic Science, India** is an organization registered in India, having its Registered Office at **2443, Hudson Lane, Kingsway Camp, Delhi - 110009, India**, and Corporate Office at **A-14, First Floor, Mahendru Enclave, Model Town, Delhi - 110033**, represented herein by its **Director, Dr. Ranjeet Kumar Singh**, herein referred to as "**Sherlock Institute of Forensic Science, India**".

And

Shivaji College, University of Delhi situated at **Raja Garden, Ring Road, New Delhi - 110027**. A reputed college represented through **Prof. Virender Bhardwaj, Principal**, who is duly authorized to sign and execute this agreement on the behalf of Shivaji College, University of Delhi. Herein referred to as "**Shivaji College**".

This memorandum of understanding was made on **11 June 2025** between **Sherlock Institute of Forensic Science, India**, and **Shivaji College**. One copy each of the original signed copies of this memorandum of understanding is with both Parties separately.

Sherlock Institute of Forensic Science, India and **Shivaji College**, in joint collaboration, propose to launch the following course work (Hybrid Mode) as stated below:-

1. An Add on – Advance Certificate Course titled "**Forensic Science and Criminal Investigation**" of 60 hours duration. (Annexure-1)

The aforesaid offered program is dual certified with **Sherlock Institute of Forensic Science, India**.

Both institutions state that they:

Recognize the value of academic interchange and lively engagement in a national scholarly community by member of academic and research institutions.

Discern the significance and importance of collaboration in the pursuit of national cooperation and awareness of each institute's interest in and need for establishing and sustaining such cooperative ties.

Confirm the significance of the furthering of knowledge and the creative role of the international scholarly communication and collaboration in the development and dissemination of learning and research.

Definitions

For the purpose of this agreement between **Sherlock Institute of Forensic Science, India** and **Shivaji College**, the following terms shall have the meaning as stated herein under:-

- a. **Candidate** - Candidate shall mean any person who has applied for and registered for the course jointly conducted by **Sherlock Institute of Forensic Science, India** and **Shivaji College**.
- b. **Course** – Course in the present context is detailed under Syllabus.
- c. **Course Fee** – Course fee shall mean the prescribed fees paid by each candidate in order to register for the course which shall include examination fees for only first attempt. Course fee will be deposited in Shivaji College account.
- d. **Confidential Information** – Include study material, notes, proposed courses information, candidate's details, business data, financial data, marketing data and any other information that is clearly marked as confidential.
- e. **Profit Share** – The amount calculated in accordance with expenses detailed under student fee and profit share.
- f. **Currency** – INR

Hence, in the spirit of promoting exchanges between both the parties to this MoU in all pertinent areas of Forensic Education, Research and Services, we agree as follows: -

GENERAL OBJECTIVES

1. To undertake, promote academic and research interaction and cooperation, to organize professional trainings and research projects in the field of Forensic Science.
2. To conduct and organize **Add on Advanced Certificate Course**, Trainings, Seminars and conferences in order to support the educational programs in the field of Forensic Sciences.
3. To develop learning opportunities through courses, seminars, workshops, webinars and online training jointly organized by both institutions so to pursue activities related to scholars and academic programs keeping the interests and philosophies of the respective Institutions.
4. Online classes & training to be provided by Sherlock Institute of Forensic Science, India on further mentioned courses for which timing shall be mutually decided by both institutions.
5. All prospective Students will undergo thorough scrutiny by the college and Sherlock Institute of Forensic Science prior to entry in the College for hands on training sessions.
6. Any misconduct or indiscipline by the student will result in to cancellation of the admission from the course.

SHARING OF FACILITIES

1. There shall be a provision whereby eminent Visiting Scientists /Professors with Specialization in the Areas of Cooperation at either Institution will be encouraged to visit the other Institution.
2. Before any particular cooperative project or program is initiated, all financial details shall be negotiated and agreed upon by the two institutions with each partner acting within the scope of the resources specifically allocated.
3. The above clause shall be in operation till the work in hand/ under process/completion of project.
4. Both Institutions shall encourage lectures from faculty/staff at the other institution in the areas of Forensic Sciences.
5. **Shivaji College** shall provide to **Sherlock Institute of Forensic Science, India** within 15 days details of the students admitted to this course. Admissions shall usually close before commencement of the course.
6. Course schedule shall be prepared by **Sherlock Institute of Forensic Science, India** in consultation with **Shivaji College**.
7. Both the institution agreed that the study material shall be forwarded to students as individual and in group, by **Sherlock Institute of Forensic Science, India**.
8. **Shivaji College** shall provide all the infrastructural facility for conducting the course in **Shivaji College** campus.
9. Both the institution agrees that Online Courses classes shall be conducted through modern means of communication such as zoom or any other means of communication, which will give options to students to attend the class at their convenience.

10. Mode of end term examination shall be Objective Type conducted by **Sherlock Institute of Forensic Science, India** and held at **Shivaji College campus/On-Line**

11. Candidates enrolled for the course shall be eligible to receive certificate only if they have shown consistent performance and successfully completed the course by passing the evaluation and examination which will be conducted by **Sherlock Institute of Forensic Science, India**. The certificates to the successful candidates will be issued jointly by **Sherlock Institute of Forensic Science, India** and **Shivaji College**.

RIGHTS & OBLIGATIONS

1. Both the institution shall indemnify, defend, protect, hold harmless, and release the other institution, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party.
2. Both the institution shall not use name or logo of other institution without their written permission.
3. **Shivaji College** shall not have any copyright on the study material of the course prepared and distributed by **Sherlock Institute of Forensic Science, India**.
4. Both the institution agreed to maintain confidentiality of this agreement and all confidential information (written or oral) shared with each other or which comes to their knowledge under or as a result of this agreement and shall not divulge such information to any third party under any circumstances without prior written permission of the other institute.
5. Both the institution acknowledge and accept that they shall not acquire any rights, title or interest in either party's trademarks, patents, copyrights, ideas, methods and designs, property (physical/intellectual).

Addresses for service of notice or communication

Dr. Ranjeet Kumar Singh

Director, Sherlock Institute of Forensic Science, India

A-14, First Floor, Mahendru Enclave,

Chhatrasal Stadium Road, Delhi – 110033

Contact No: +91-7303913002

Email: education@sifs.in

Prof. Virender Bhardwaj,

Principal, Shivaji College

Mahatma Gandhi Rd, Shivaji Enclave,

Raja Garden, New Delhi, Delhi, 110027

Contact No: 011-25116644

Email: shivajicollege.ac@gmail.com

PROPOSED COURSES DETAILS

Course Title : Forensic Science and Criminal Investigation
Course Type : Add on Advanced Certificate Course
Duration : 30 Hours (Offline) 30 Hours (Online)

| FEE DETAILS | |
|-----------------------|--------------------|
| Number of Students | SIFS Share |
| More than 20 Students | 2500 INR + 18% GST |
| More than 30 Students | 2000 INR + 18% GST |
| More than 40 Students | 1700 INR + 18% GST |
| More than 50 Students | 1500 INR + 18% GST |

The college will decide the total fees of the course as it deems fit.

Course Fee

Fees paid by student is non- refundable and non- transferable.

Facilities

From Shivaji College : Classroom, Projector, Utilities and Coordinator
From Sherlock Institute of Forensic Science, India : Teachers, Study Material, Practical Material, Forensic Kit, and Stationary, Certificate, Printing Material, and Exam Stationary and Coordinator.

Remuneration

Remuneration for Course Coordinator, Class Coordinator, Generator / LCD-P, Lab-Technician, Faculty Refreshment, Account Assistant will be decide by Shivaji College in due course of time and paid appropriately.

Shivaji College shall transfer 50% of the amount due out of total fee collected to **Sherlock of Institute of Forensic Science, India** just after the start of the batch. The remaining 50%, shall be transfer just after the completion of complete course.

JOINT WORKING COMMITTEE

Both the institution may establish a "Joint Working Committee" (hereinafter referred to as "JWC") to manage and execute the cooperative activities mentioned in this agreement. The members of the JWC shall constitute the Director of **Sherlock of Institute of Forensic Science, India** (or his nominee) who will be the chairman and a representative from **Shivaji College** (or his nominee) who will be the co - chairman. Each party will nominate appropriate personnel to discuss and promote detailed cooperation activities for the implementation of this agreement. When necessary and as mutually agree both the institution may hold working meetings. The meetings may be conducted at a venue mutually decided by both or even through modern means of communication such as video conferencing, tele-conferencing and such other means of communications that may be available and mutually decided upon.

Both the institution shall notify each other in writing in case of change in the assigned personnel.

COMMENCEMENT, MODIFICATION, AND TERMINATION

1. This MOU commences on the date on which it is signed by the Parties or, if it is signed on different dates, the date of the last signature. It will remain in effect for one year and may be renewed annually after review and a satisfactory report by the college.
2. This MOU may be modified at any time by way of a letter of understanding or agreement signed by the Parties.
3. By subscribing the signatures below, the Parties acknowledge that they have read, understand and intend to abide by the terms of this MOU.
4. The MOU can be terminated by a prior notice of 1 month by either party with genuine reasons. Such termination shall not affect the validity of any agreement already made under terms of Executive Agreement.

In witness where of the two parties have signed this memorandum of understanding by the hand **Sherlock Institute of Forensic Science, India** represented by **Dr. Ranjeet Kumar Singh**, Director and **Shivaji College, University of Delhi** represented by **Prof. Virender Bhardwaj**, Principal of College.

For Shivaji College


Principal 7/11/16/25
Shivaji College
(University of Delhi)
New Delhi-110027

Prof. Virender Bhardwaj
Principal,
Shivaji College,
University of Delhi
Ring Road, Raja Garden,
New Delhi-110027
Date:

Witnessed 1:


Dr. Richa Arora

Assistant Professor
Department of Chemistry, Shivaji College

Witnessed 2:


Ms. Abha Vasal

Assistant Professor
Department of Computer Science, Shivaji
College

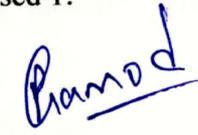
For Sherlock Institute of Forensic Science, India





Dr. Ranjeet Kumar Singh
Director
Sherlock Institute of Forensic Science, India
A-14, First Floor, Mahendru Enclave,
Chhatrasal Stadium Road,
Delhi - 110033
Date:

Witnessed 1:


Pramod Kumar

Sr. Manager - Accounts & Admin.
Sherlock Institute of Forensic Science, India

Witnessed 2:


Darshan Murali

Forensic Executive
Sherlock Institute of Forensic Science, India

Annexure-1

SYLLABUS

Course Title: Forensic Science and Criminal Investigation

Course Type : Add on Certificate Course

Duration : 60 Hours

MODULE 1 – INTRODUCTION TO FORENSIC SCIENCE

- 1.1 Introduction
- 1.2 History
- 1.3 Principle and Significance of Forensic Science
- 1.4 Qualification and Role of Forensic Examiner
- 1.5 Branches of Forensic Science
- 1.6 Organizational Structure of Forensic Science Laboratories
- 1.7 Ethics of Forensic Science

MODULE 2 – CRIME SCENE INVESTIGATION AND MANAGEMENT

- 2.1 Introduction
- 2.2 History
- 2.3 Purpose of Crime Scene Investigation
- 2.4 Role of First Responding at the Scene of Crime
- 2.5 Role of Forensic Scientist at the Scene of Crime
- 2.6 Types of Crime Scene
- 2.7 Securing the Crime Scene
- 2.8 Recording the Scene of Crime
 - 2.8.1 Note Making
 - 2.8.2 Sketching of the Crime Scene
 - 2.8.3 Photography
 - 2.8.4 Videography
- 2.9 Evidence and its type
 - 2.9.1 Physical Evidence
 - 2.9.2 Biological Evidence
 - 2.9.3 Chemical Evidence
 - 2.9.4 Testimonial Evidence

- 2.10 Evidence Searching Methods
- 2.11 Collection, Preservation and Packaging of Evidence
- 2.12 Evidence Supervision-Chain of Custody
- 2.13 Reconstruction of the Crime Scene
- 2.14 Presentation in the Court Rooms

MODULE 3 – FORENSIC EVIDENCE COLLECTION AND PRESERVATION

- 3.1 Introduction
- 3.2 Types of Evidence
- 3.3 Collection, Preservation, Packaging and Forwarding of Different Types of Evidence
- 3.4 Admissibility of Evidence

MODULE 4 – FINGERPRINT IDENTIFICATION

- 4.1 Introduction
- 4.2 History
- 4.3 Principles of Fingerprint Identification
- 4.4 Fingerprint Pattern Classification
 - 4.4.1 Arch Pattern
 - 4.4.2 Loop Pattern
 - 4.4.3 Whorl Pattern
- 4.5 Ridge Characteristics
- 4.6 Recording of Fingerprints
- 4.7 Henry System of Classification
- 4.8 Fingerprint at the Scene of Crime
 - 4.8.1 Chance or Latent Prints
 - 4.8.2 Patent or Visible Prints
 - 4.8.3 Plastic Prints
- 4.9 Methods of Development and Lifting of Fingerprints
 - 4.9.1 Physical Methods
 - 4.9.2 Fuming Methods
 - 4.9.3 Chemical Methods
- 4.10 Lifting and Preserving the Fingerprint
- 4.11 Identification and Examination of Other Impressions
 - 4.11.1 Footprint and Shoeprints
 - 4.11.2 Ear Prints
 - 4.11.3 Lip Prints
 - 4.11.4 Palm Prints

MODULE 5 – QUESTIONED DOCUMENT EXAMINATION

- 5.1 Introduction
- 5.2 History
- 5.3 Care and Handling of Questioned Documents
- 5.4 Problems of Questioned Document Examination
- 5.5 Principle of Questioned Document Examination
- 5.6 Paper & Ink Examination
- 5.7 Handwriting and its Examination
- 5.8 Natural Variation and Factors Effecting Handwriting
- 5.9 Identification of Signatures and Forgeries
- 5.10 Examination of Other Documents
 - 5.10.1 Altered Document
 - 5.10.2 Decipherment of Secret Writing
 - 5.10.3 Indented Document
 - 5.10.4 Charred Document
- 5.11 Examination of Typewritten Documents
- 5.12 Holographic and Allographic Documents
- 5.13 Anti-Money Laundering Document
- 5.14 Counterfeit Currency
- 5.15 Digital Signatures

MODULE 6 – COMPUTER AND CYBER CRIME INVESTIGATION

- 6.1 Introduction
- 6.2 History
- 6.3 Cyber Crime
- 6.4 Types of Cyber Crime
- 6.5 Digital Evidence
- 6.6 Search and Seizures of Evidence
- 6.7 Investigation of Cyber Crimes
- 6.8 Tools for Analysis of Digital Evidence
- 6.9 Admissibility of Electronic Evidence in Courtroom

MODULE 7 - FORENSIC PSYCHOLOGY

- 7.1 Introduction to Forensic Psychology
- 7.2 Significance and Scope of Psychology in Forensic Science
- 7.3 Role of Forensic Psychologist
- 7.4 Limitations of Forensic Psychology
- 7.5 Ethics of Forensic Psychology

MODULE 8 - FORENSIC NURSING

- 8.1 Role of Forensic Nurses in Crime Scene Investigations
- 8.2 Collaboration between Forensic Nurses and Law Enforcement
- 8.3 Collection, Handling, and Preservation of Physical Evidence
- 8.4 Different types of Evidence and their significance
- 8.5 Chain of Custody Protocol

MODULE 9 - FORENSIC ACCOUNTING

- 9.1 Overview of Forensic Accounting
- 9.2 Auditor's Mind Set
- 9.3 Conventional Accountants vs. Forensic Accountants
- 9.4 Root Causes of Fraud
- 9.5 Characteristics and Type of Frauds
- 9.6 Fraud Detection and Investigation
- 9.7 Financial Fraud and their Analysis
- 9.8 Forensic Accountant as an Expert Witness

MODULE 10 - FORENSIC LAW IN HUMAN IDENTIFICATION

- 10.1 Overview of Forensic Law in Human Identification
- 10.2 Importance of human identification in forensic investigations
- 10.3 Methods of Human Identification
- 10.4 Ethical and Professional Responsibilities
- 10.5 Role of Forensic Experts in the Legal System

MODULE 11 - FORENSIC BIOLOGY AND SEROLOGY

- 11.1 Introduction to Forensic Biology and Serology
- 11.2 Hair
 - 11.2.1 Anatomical Structure of Hair
 - 11.2.2 Stages of Hair Growth
 - 11.2.3 Identification of Hair
- 11.3 Identification of Botanical Evidence
- 11.4 Morphology/Histology and Function of Body Fluid
- 11.5 Examination of Blood and Blood Stains
- 11.6 Examination of Other Body Fluids
- 11.7 DNA Profiling
 - 11.7.1 Introduction
 - 11.7.2 Sources of DNA

- 11.7.3 Extraction and Evaluation of DNA
- 11.7.4 Forensic Significance of DNA Profiling

MODULE 12 – FORENSIC PHYSICS

- 12.1 Introduction to Forensic Physics
- 12.2 Glass
 - 12.2.1 Types & Composition of Glass
 - 12.2.2 Glass Fracture
 - 12.2.3 Forensic Examination of Glass Evidence
- 12.3 Soil
 - 12.3.1 Types of Soil
 - 12.3.2 Forensic Examination of Soil
- 12.4 Paint
 - 12.4.1 Types of Paint
 - 12.4.2 Forensic Examination of Paint
- 12.5 Fiber
 - 12.5.1 Classification of Fiber
 - 12.5.2 Forensic Examination of Fiber
- 12.6 Restoration of Obliterated Marks
 - 12.6.1 Types of Marks
 - 12.6.2 Principle of Restoration
 - 12.6.3 Techniques of Restoration
- 12.7 Tire Mark
 - 12.7.1 Casting and Lifting of Tire Impression
 - 12.7.2 Forensic Examination of Skid Marks and Tire Impression
- 12.8 Tool Mark
 - 12.8.1 Types of Tool Mark
 - 12.8.2 Forensic Examination of Tool Mark

MODULE 13 – FORENSIC CHEMISTRY, MEDICINE AND TOXICOLOGY

- 13.1 Introduction to Forensic Chemistry, Medicine and Toxicology
- 13.2 Drug - Classification and Identification
- 13.3 Alcohol Abuse and its Effects
- 13.4 Injury
- 13.5 Death and its Stages
- 13.6 Medico-Legal Investigation of Death
- 13.7 Sexual Offences

- 13.8 Foeticide & Infanticide
- 13.9 Forensic Toxicology and its Principle
- 13.10 Poison - Classification and Action of Mechanism
- 13.11 Collection and Preservation of Toxicological Exhibits
- 13.12 Medico-Legal Aspects and Post-Mortem Examination
- 13.13 Treatment for the Poisoning Cases
- 13.14 Significance of Toxicological Findings