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1. PURPOSE

To ensure that every criterion of certification for each category is thoroughly covered in the certification scheme for maintaining the objectivity, reliability, and validity of the scheme.

2. ABOUT THE INFS CERTIFICATION BOARD

The INFS Certification process is governed and guided by an independent board of members. The purpose of the INFS Certification Board approves standards, policies, and processes for the development and administration of certification programs by INFS CAD (Certification Assessment Division).

Under guidance by INFS Certification Board, credentials are awarded to candidates who demonstrate the criteria for the award of the credential and for certified individuals that fill the recertification requirements. Currently, the certification activities are for the INFS Certified Nutrition Fitness Coach (CNFC) Certification Program. Others may be added in the future.

3. VISION

"To shape our students into world-class fitness professionals who are knowledgeable, inspiring, and compassionate. We, along with our students, will serve our communities to make health education available to all"

4. MISSION

- Provide quality evidence-based education to health and fitness professionals
- Provide access to basic health and fitness information to millions
- Support research and academic studies that further our understanding in health and fitness.

5. SCOPE OF CERTIFICATION

INFS Certified Nutrition Fitness Coach is created for health professionals providing nutrition and fitness coaching to help individuals who are healthy or have medical clearance for exercise.

6. JOB, TASK RESPONSIBILITIES, REQUIRED COMPETENCE, AND ABILITIES:

INFS Certified Nutrition Fitness Coach Certification will allow professionals who successfully fulfill all criteria and clear all the assessments, to provide structured diet and training programs to help clients achieve their fitness goals. The goal of the clients seeking coaching may be to improve fitness, weight management, and or overall health and wellness. The professionals should be able to fulfill their role of a guide and coach to their clients either in one-on-one meetings or through online virtual meetings and calls. they should be able to provide, explain and ensure execution of nutrition and training programs to the clients, regularly monitor their progress, understand hurdles to achieve goals and develop interventions to overcome them, and ensure to the best of their capability that the client can achieve their goals.

7. **PRE-REQUISITES**

An applicant needs to comply with the following:-

- **Requirements:** -

1. Age – 18 years and above;
2. Education – Minimum class XII from any stream of education;
3. Experience – not required;
4. Knowledge – Basic knowledge of English language, computer usage, and internet browsing

- **Skills Sets & Knowledge:** -

1. Effective communication and writing skills in English
2. Basic knowledge of computer usage and internet browsing

8. **CODE OF CONDUCT**

INFS expects certified persons (i.e., those who receive CNFC certification) to maintain professionalism when working with clients, the public, and other health and fitness professionals. Every candidate and applicant is expected to uphold the INFS Code of Ethics, stated below, throughout the exam process and as a certified professional, once they earn their INFS certification.

INFS Code of Ethics

Each candidate and Certified Professional promises to:

- maintain the highest standards of professional conduct towards clients, the public, and other health and fitness professionals.
- will not be involved in acts of dishonesty, fraud, or misrepresentation.
- provide a safe environment and effective instruction to all clients.

- only provide consultation to clients with a diagnosed health condition if they are also receiving consultation from a relevant medically licensed physician for their condition, unless the Certified Professional is specifically trained and licensed to do so.
- not provide any medical advice, medication recommendation, or suggest any change in medication to its clients, unless the Certified Professional is specifically trained and licensed to do so.
- not begin to train a client before reviewing the latest medical history received from the client.
- refer the client to a medical practitioner, when the Certified Professional becomes aware of a client's deteriorating health status, undiagnosed illness, injury, pain, or discomfort.
- maintain the confidentiality of all client information including in conversations, advertisements, or in any other circumstance unless otherwise agreed with the client in writing before the disclosure or when legally required.
- respect and obey all applicable regulations, laws, and professional rules
- to provide all clients with impartial, fair, and equal treatment.
- stay updated with the latest health and fitness research and understand its application in their practice.

By appearing for their exam, candidates are confirming to abide by the INFS Code of Ethics throughout the certification process and in their professional capacity, once they are awarded their certification.

9. **DEVELOPMENT AND REVIEW OF THE CERTIFICATION SCHEME**

● **Role Analysis Study**

The exam development process started with the Role Analysis Study. The outcome of the study determines the knowledge and skills important for an individual to be successful in the respective role for which certification is being awarded, in this case, the role of Certified Nutrition Fitness Coach. This was conducted to ensure the certification examination assesses the candidate's preparedness for success in their role in practice.

The identified knowledge and skills are detailed into units that are clustered into modules. Each module has a predetermined weightage in the exam based on their rated importance in the Role Analysis Study.

**Note: A particular section (or skill) might be best evaluated using modes of assessment other than a multiple-choice exam. In this case, the Certification Assessment Division (CAD) implements an alternative assessment mode while ensuring impartial and fair evaluation for all candidates. In this case, the relevant certifications would have additional modules which would need to be cleared in addition to the multiple-choice examination to be eligible for the award of certification.*

- **Role of INFS Certification Board (CB)**

INFS CB reviews the results of the Role Analysis Study and signs off on the Skills and Knowledge required for the scope identified for the relevant certification program. The process of Exam Development is completed under the purview of the CB. An exam audit is conducted quarterly to ensure that the exam sets are comparable and consistent. CB oversees CAD's review of question(s) exposure assessment to ensure that the question bank is refreshed periodically to keep the exposure low.

- **Objectivity in Exam Development**

- i. **Multiple choice question examinations:**

Multiple-choice questions in the final exam have a clear correct answer where the other choices are detractors. The scores can be determined objectively by independent third parties if the answer key is provided to them and so there is no subjectivity in the final exam. If the certification award requires clearing any other module, CB will review the assessment criteria and methods to minimize subjectivity.

- ii. **Viva examinations and Report submissions:**

To ensure objectivity in the grading of candidates during viva examinations and Free Transformation program (FTP) report assessment, pre-defined marking criteria have been set based on the weightage for every module as per the role analysis study outcome. Internal audits of examiners are also carried out quarterly to monitor objectivity. External audits of the examiners by SMEs are carried out yearly.

Scoring and Pass (%)

Cut scores for each assessment were determined through standard-setting by a panel of independent Subject Matter Experts (SMEs) using the Modified Angoff Method of cut-scoring. The SMEs did this by evaluating if a minimally qualified candidate would be able to correctly answer each item. Each item is reviewed and marked on a Yes / No criteria by the respective SME.

INFS policy on impartiality

INFS will ensure that its employees, act impartially and fairly with applicants, candidates, and certified persons. They will observe the following with relation to Impartiality:

Do not restrict certification on the grounds of undue financial or other limiting conditions, such as membership in an association or group.

Do not unfairly impede or inhibit access to certification by applicants and candidates.

Do not allow commercial, financial, or other pressures to compromise impartiality.

Make decisions according to policies and procedures.

Make public policies and procedures affecting applicants, candidates, and certified persons.

Understand, identify, and minimize threats to impartiality.
Understand and minimize threats associated with related bodies.

- **INFS policy on non-discrimination**

INFS will ensure that its employees observe the following with relation to non-discrimination: ***'Do not discriminate in the participation in its Certification Program(s) and prohibit discrimination against its applicants, candidates, certified persons, employees, and volunteers based on race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.'***

- **Review of the Certification Scheme:**

The certification scheme shall be reviewed every 4 years to ensure the relevance of the scheme with regards to industry updation and requirements. Also, as per the role analysis study, the need for recertification was found to be 4 years to keep updated with changes and new developments in the industry in the field of nutrition and fitness.

- **Review of scheme operation:**

The operation of the certification scheme is reviewed on a quarterly basis in a meeting with the certification board members. The Director of the certificate and assessment division (CAD) and the head of the CAD make the presentations of the operation of the certification scheme over the quarter which is overseen by the certification board (CB). The CB ensures the validity of the scheme and provides feedback or suggestions for improvement if any.

- **Changes in specified requirements:**

INFS Certification Board monitors the development of the standards and other related documents which defines the specific requirements used in the scheme on a quarterly basis.

The certification board monitors the development of the standards and other normative documents which define the specified requirements used in the scheme. Where changes in these documents are proposed, the Director CAD makes the proposal to the CB which is then approved/disapproved with reasoning, as the case be, by the CB. A record of all the changes is maintained. The Director CAD and the Head CAD ensure the implementation of these changes and submit reports of the same to the CB on a quarterly basis. The information on the changes is also made available to all the parties affected by the changes.

10. **APPLICATION PROCESS**

The student visits our website www.infs.co.in. They have to register on the website by filling in their name, email address, phone number, and address. On successful completion, they are registered and they get directed to the student dashboard. On the

student dashboard, all courses offered by INFS are enlisted. The student can select the desired course - in this case, the diploma in nutrition and fitness, then they need to select the batch date and finally click on the enroll now option. The student then gets the option to make the payment for the course via UPI or credit card or debit card or net banking or EMI on the credit card or wallets or PayPal. After successful completion of payment, the student has to upload documents for eligibility verification. Basic documents necessary are government authorized photo ID proof and the course-specific eligibility - in case of diploma the std XII passing certificate. The verification is completed by the INFS team within 24 business hours. The student is granted course access immediately after successful verification.

On successful completion of the enrolment process, the student gets access to the program and starts his / her studies. The student gets access to online content in the form of live lectures, lecture pdf slides, workbooks, quizzes, additional reading links. Offline textbooks package is also sent to the student that consists of 4 books –

- 1) Basics of Nutrition and Fitness;
- 2) Core Concepts of Nutrition and Fitness;
- 3) Introduction to the gym;
- 4) Competent coaching skills in Nutrition and Fitness.

The live lectures are held in two batches - weekday and weekend so students can attend as per their preferred time slot. In case students miss the live lectures, a recording is also available on the student dashboard. The diploma also consists of a group study facility. A faculty guide is allotted to a group of 25 students. Each group study lasts for 2 hours. The group study encourages 1:1 learning. Student learning support is also provided in the form of an online discussion forum on the INFS website and the INFS Facebook scholars group. Guest lectures are also conducted by industry experts for students on various topics about nutrition and fitness.

11. **ASSESSMENT PROCESS**

The assessment of the Diploma in Nutrition and Fitness consists of two multiple-choice question examinations, one viva examination, and one online internship program with report submission - the Free Transformation (FTP) program.

- The first examination consists of 75 multiple choice questions carrying 75 marks.
- The second examination consists of 200 multiple choice questions carrying 200 marks. Once a student has completed and passed both the examinations, he is eligible for the viva examination which is also a test for the FTP (free transformation project) preparedness.
- The viva examination is based on the entire syllabus and carries 50 marks. On successful completion and passing the viva examination, the student is allotted the FTP. The student has to provide nutrition and exercise coaching to the FTP for one month and submit the FTP report. The FTP report carries 100 marks. All examinations have a passing percentage of 40%. On successful submission of the FTP report and passing

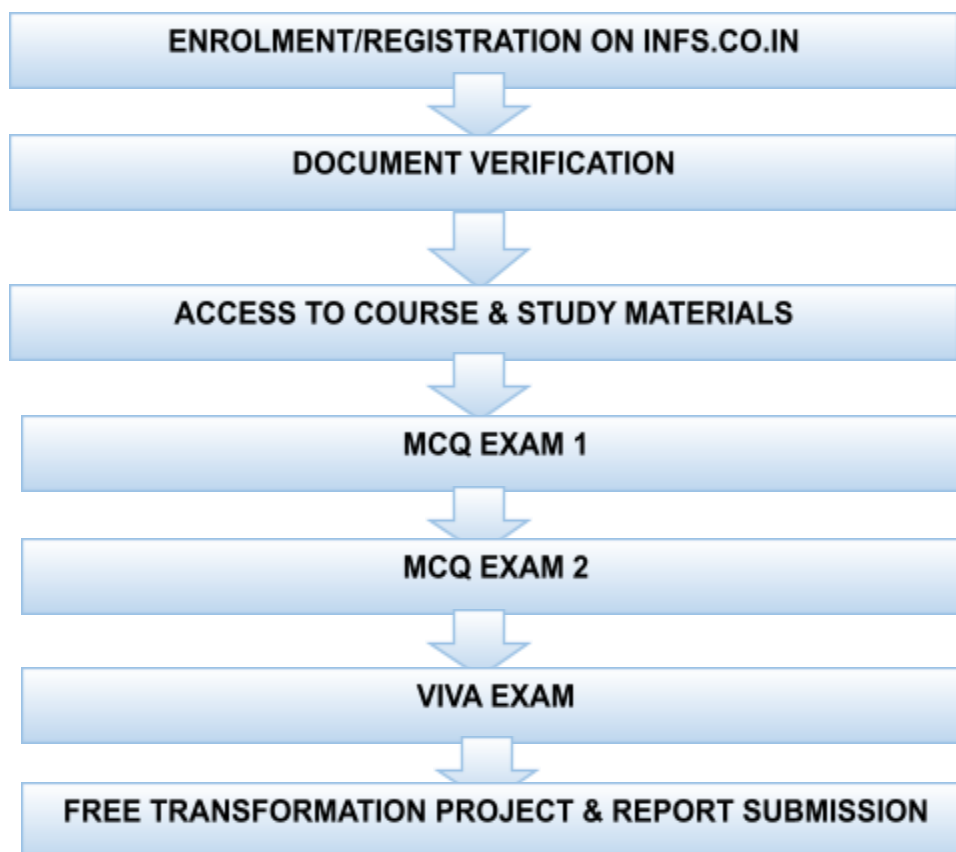
the same, the student has conferred the certificate of successful completion of the Diploma in Nutrition and Fitness. (**Flowchart – From Enrolment to Certification**).

- **Security of the assessment material**

The INFS CAD ensures thorough security of the assessment materials such as the question banks. The question banks are created by personnel completely unrelated to the candidates and who are not involved in the process of teaching the candidates such as subject matter experts from the SME committee or industry experts. The question banks are stored online in a password-protected folder on google driver. Only the Director CAD and the Head of CAD have the access to this folder. The SMEs are required to create the question banks in the presence of the Director or Head of the CAD. Any files or records of these question banks are deleted in presence of the CAD personnel by SME and they do not have access to the question banks once submitted to the CAD.

The CAD also conducts a monthly analysis of the passing percentages and average scores to assess the risk of the exposure of questions. In case of over-exposure, the questions are changed. The questions are also refreshed every 6 months as a protocol.

FLOW CHART





CERTIFIED AS NUTRITION AND FITNESS COACH

12. VERIFICATION OF METHODS FOR ASSESSMENT

Multiple choice question examinations:

Multiple-choice questions in the final exam have a clear correct answer where the other choices are detractors. The scores can be determined objectively by independent third parties if the answer key is provided to them and so there is no subjectivity in the final exam. If the certification award requires clearing any other module, CB will review the assessment criteria and methods to minimize subjectivity.

Viva examinations and Report submissions:

To ensure objectivity in the grading of candidates during viva examinations and Free Transformation program (FTP) report assessment, pre-defined marking criteria have been set based on the weightage for every module as per the role analysis study outcome.

13. EXAMINATION PROCESS

To obtain the Diploma in Nutrition and Fitness, all candidates need to be proficient in both the Theory & Practical Skills Aspects of the Certification Scheme. Candidates need to successfully demonstrate both theoretical knowledge and implementation skills by successfully undergoing two multiple choice-based examinations, one viva examination, providing diet and training consultation to the free transformation program to candidates for four weeks, and submitting a report of the same, to obtain Certification.

i. **Rescheduling an exam**

Process for rescheduling an exam is not applicable as the exam is attempted on the day of choosing by the candidate from the dates available in the system.

ii. **Failure to appear for an Exam**

The candidate starts their exam by logging in on the date set for the examination. If they miss a date, they can view the next available date and attempt the exam then.

iii. **Administering Examination**

● **Taking the Exam**

INFS examinations are conducted online. The multiple-choice question examinations are conducted on Mettl, an online skills assessment platform contracted by INFS for the development, scoring, validation, and security of all INFS certification exams. The viva examination is conducted online via Zoom video conferencing.

The candidate needs to have access to a computer with a good internet connection, any internet browser, and a working web camera.\

● **Rules of conduct during the exam**

INFS has a strict policy for those found indulging in cheating or misconduct during the exam. Any activity or conduct that jeopardizes the security or integrity of its exams will

also not be tolerated. Disciplinary actions can include debarring the candidate from appearing in any exams conducted by INFS, invalidation of exam score, revoking the credentials, or as INFS may deem fit.

All candidates need to provide true information and not misrepresent any information or documents when registering for the examination and courses at INFS. Candidates and Certified persons will follow the code of conduct below concerning the exams and also agree to adhere to the INFS Code of Ethics detailed earlier in this certification scheme.

The certification examination will be closed book, which means the candidate CANNOT refer to any notes, books, online searches like google, or anything similar.

The candidate is not allowed to move away from the screen or their computer at any point during the exam. Their face should be clearly visible with no obstruction between the camera and their face throughout the exam.

Candidates should give the exam in a well-lit room with no distractions either electronic or physical in their vicinity for the duration of the exam. If the candidate's focus is away from the screen for an unusual period of time or frequency, regardless of the source of distraction, the exam attempt will be invalidated.

The candidate will NOT attempt to retain exam content for use after completing the exam. This includes attempts to copy, memorize, photograph, or record the exam content by any means as it will be considered as a breach of trust and breach of the INFS Code of Ethics.

The exam software monitors the candidates' on-screen activity and the webcam records live activity during the test. Any suspicious activity is reviewed by the assessors and if found guilty of not adhering to the rules, the test attempt is discredited.

Recording a candidate's activity live during the test is to ensure that exam policies and procedures are being followed. By appearing for the examination, the candidate gives INFS and Mettl their explicit consent to record the candidate's onscreen and live activities during the test and also keep it on their records for as long as they deem fit.

The viva video conferences are also recorded and retained.

iv. Cheating and other violations

If the candidate is found guilty of not adhering to the rules of the examination or misrepresentation of their eligibility, their test attempt will be invalidated. Candidates indulging in activities that compromise the security and integrity of the INFS certification exam will be subject to disciplinary action.

The candidate will be informed about their disqualification within 10 working days of their exam attempt. They will receive only one warning and be given another chance to appear for the exam but only after paying the retest fee.

If a candidate is found guilty of cheating a second time, they will be barred from appearing for any certification exam by INFS, indefinitely.

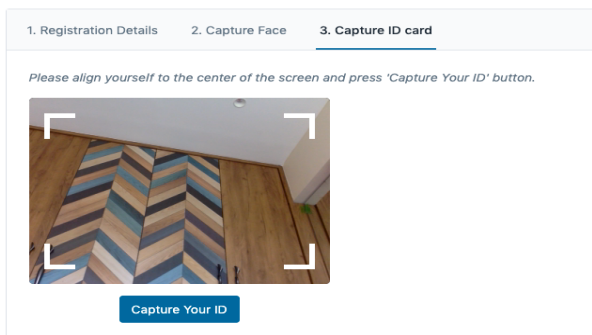
If such cases are highlighted after the certification award. The candidate's certification will be suspended and post-investigation might be permanently withdrawn. The candidate will also be barred from appearing for any certification exam by INFS, indefinitely.

A candidate can follow the appeals process for review of their cases of cheating.

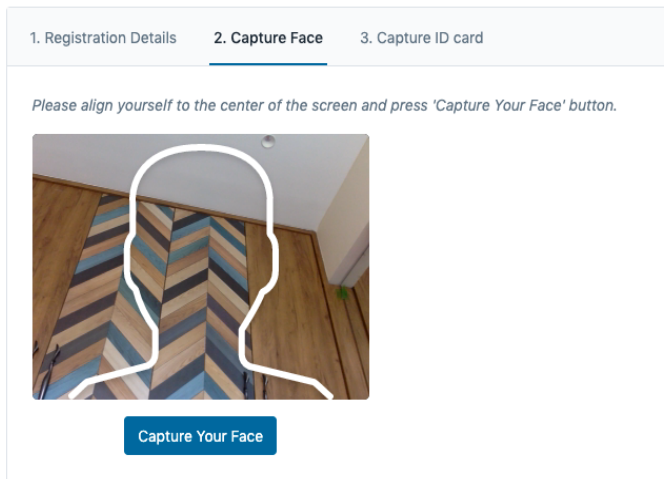
Rules for Proctoring:

Here are some DO's before the exam starts:

- * It is essential to **have a webcam** when a candidate is taking an exam. The webcam should be adjusted in a way to ensure that the candidate's face is visible clearly.
- * It's also recommended that candidates are **seated with a plain background**.
- * Ensure **proper lighting** in the room.
- * The **room must be as quiet** as possible.
- * Ensure that during the **exam you should remain alone in the room**. You can choose the exam window as per the family and office work.
- * **Candidates must keep their government ID proofs such as AADHAAR/PAN /driving license or passport ready with them before the exam begins. Government Photo IDs are a must in the IDENTITY CARD SNAPSHOT and when asked for, the candidate should hold the ID proof in front of the webcam and take the snapshot in a manner that the photo ID is clearly visible.**



- * In the **PROFILE PICTURE SNAPSHOT** the candidate's face needs to be **clearly visible** and the candidate should take a clear snapshot of himself or herself here.



*

***No looking away from the screen. Looking away from the screen, looking down will be considered a breach of the proctoring look. Candidates should focus on looking straight at the screen while attempting the exam.**

*Please use the personal computers or laptops. You also need to have good internet connectivity.

Here's what candidates must avoid:

* **No navigation from the exam window** as the exam screen window will be proctored for the entire exam. If any suspicious activity is observed during the exam, the exam will stand canceled.

* The candidates **are not allowed to talk to anyone** during the exam. They should be alone while giving the exam

* Also, the candidates **are not allowed to use any digital device** including mobile phones or Bluetooth speakers during the exam. If the same is observed, then it will be considered a malpractice. Only use a laptop/desktop for taking the exam * **Do not use any pen and paper**, you need no calculations

* **Do not use multiple devices** at the same time because if the system detects this the exam will be terminated for that candidate.

* A test screen appears before the exam begins. It is essential that the candidates don't leave the test screen during the exam.

The candidate will have to reappear for the exam in case of any violation of the rules mentioned above.

v. **Exam Results**

Exam results will be shared with the candidate within 10 days after the exam is complete. The candidate will receive their INFS certification within 6 weeks of their exam. Until then, their results are *'provisional' and are not made official*. The assessors will review the exam recordings for each candidate to determine if any unfair means were adhered to while giving the exam. All results data will also be analyzed to confirm no administrative errors, technical errors or misconduct occurred during the exam.

INFS reserves the right to re-conduct the exam if due to an administrative error, technical error, or any misconduct it concludes that scores of all candidates might have been affected.

vi. **Disclosure of Marks to Candidates**

INFS provides module-wise marks distribution and mark sheet to all candidates after completion of all the exams of the Diploma in Nutrition and Fitness. An illustration of the mark sheet is mentioned later in this scheme.

vii. **Re-taking the exam**

Candidates who do not meet the cut-off for the test and have failed their exam can apply for a retest after paying a nominal retest fee. This is currently set at **INR 350** (inclusive of all taxes). The candidate can make the payment for a retest from their student dashboard after 3 business days of their exam attempt.

On making the payment, the next exam date for the course will be visible on their dashboard and they can attempt the exam again. A candidate can attempt three retests after which they will be requested to enroll again for the exam, except when a candidate has been found guilty of not following the rules of examination and debarred indefinitely.

viii. **Privacy and Retention of Records**

INFS has a strict non-confidentiality policy in place which protects the applicants, candidates, and certified person records and private information. All information will be safeguarded and there are legal agreements in place with the employees, vendors, and other service providers to ensure confidentiality is maintained. Only certified person certificate details include the date of award, expiry, and certificate award will be shared with the public on being searched through the INFS website as part of the certificate validation service provided by INFS.

ix. **Retention of Candidate Records**

Candidate **application documents** will be maintained for 2 years from the date of application while **academic records including exam results** will be maintained for 5 years.

X. Scheme syllabus & examination system

In order to obtain the Diploma in Nutrition and Fitness all candidates need to be proficient in both the Theory & Practical Skills Aspects of the Certification Scheme. Candidates need to successfully demonstrate both theoretical knowledge and implementation skills by successfully undergoing two multiple choice-based

examinations, one viva examination, providing diet and training consultation to the free transformation program to candidates for a period of four weeks, and submitting a report of the same, in order to obtain Certification. Syllabus topics are as follows: -

EXAMINATION 1: 75 MARKS MULTIPLE CHOICE QUESTIONS

Sr No	Module Code	Module Name	Credits
1.	N101	Basics of food and nutrition	25
2.	E101	Introduction to exercise science	25
3.	E102	Introduction to resistance training	25
		TOTAL	75
<p>MCQ examination carrying a weightage of 75 marks with 75 questions. The examination will be based on the modules N101, E101, and E102. The examination duration is 60 minutes. Each module carries a weightage of 25 marks</p>			

EXAMINATION 2: 200 MARKS MULTIPLE CHOICE QUESTIONS

Sr No	Module Code	Module Name	Marks
1.	E103	Basics of anatomy and psychology	25
2.	E105	Introduction to the gym	25
3.	N104	Biochemistry 1	25
4.	N105	Micronutrients and hydration	25
5.	N106	Supplements	25
6.	N109	Lifestyle disorders and special population	25
7.	E106	Fitness training variables and techniques	25
8.	N107	Weight management and diet planning	25
		TOTAL	200
<p>MCQ examination carries a weightage of 200 marks with 200 questions. The examination will be based on the modules E103, E105, N104, N105, N106, N109, E106, N107. The duration of the exam will be 130 minutes. Each module carries a weightage of 25 marks.</p>			

EXAMINATION 3: VIVA EXAMINATION FOR FTP PREPAREDNESS

Sr No	Module Code	Module Name	Credits
1.	C 101	Setting up a successful career	25
2.	C 102	Understanding Research	25
		TOTAL	50
<p>The viva will be based on the entire syllabus of the diploma program along with the above parameters. The students will be eligible for the viva examination only after successfully passing both the MCQ examinations. A viva examination with external examiners carrying a weightage of 50 marks.</p>			

EXAMINATION 4: FTP REPORT SUBMISSION

Sr No	Module Code	Module Name	Credits
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1.	E104	Client fitness assessment	25
2.	E107	Exercise plan design	25
3.	N108	Dieting strategies and tracking progress	25
4.	C103	Diet psychology	25
TOTAL			100
<p>FTP (Free Transformation Program) report submission carrying a weightage of 100 marks. Please note that the FTP will be allotted only to those students who have successfully passed both the MCQ examinations and the viva examination. The FTP is a free 4 weeks online transformation program for males and females who want to experience and transform through online diet and training consultation. As a part of the final assessment, the diploma students are required to provide this online diet and training consultation and submit an FTP report of the same</p>			
COMPLETE ASSESSMENT SCHEME			425

- **Examination Passing Criteria:**

The students shall secure a minimum of 40% for passing the diploma program. Please note that individual passing is essential with a minimum of 40% in every module of the diploma, the viva examination, and the FTP report submission respectively.

- **Re-examination**

If a student fails to pass his or her MCQ or viva or FTP examination, he or she may reappear by paying a nominal re-examination fee. The link to the same will be available on the student dashboard of the INFS website. A student will be eligible to reappear after 2 months from the date of his or her last examination. There is no limit on the number of attempts for re-examination for up to 2 years from the date of enrolment. If a student fails to clear the examination within 2 years from the date of enrolment, he or she will have to pay the re-enrolment fee. The details of the re-enrolment fee will be available on the dashboard.

- **Result Declaration**

Results will be declared in 10 days from the date of examination on the INFS website and will be uploaded to the student dashboard. Students are also informed of their results via email.

- **Grading scheme**

INFS follows the 10-point grading system which is as follows

LETTER GRADE	GRADE POINT	MARKS
O	10	99-100

A+	9-9.9	90-99
A	8-8.9	80-89
B+	7-7.9	70-79
B	6-6.9	60-69
C	5-5.9	50-59
P	4-4.9	40-49
F	0	<40
Ab	0	<40

Marksheet

On successful completion of all the diploma examinations, the students will also receive a mark sheet mentioning their SGPA and CGPA besides their certificate.

Following is an illustration of SGPA CGPA calculation:

SGPA Computation: Basic MCQ Examination SGPA

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE POINT	CREDIT POINT (Credits of the module x Grade Point)
N101	2	25	O	10	20
E101	2	18	B+	7.2	14.4
E102	2	15	B	6	12
TOTAL	6	58			46.4

SGPA = 7.73

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the modules taken by a student and the sum of the number of credits of all the modules undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th module and G_i is the grade point scored by the student in the module.

SGPA Computation: Core concepts MCQ Examination

MODULE	CREDITS	MARKS OUT OF 25	GRADE	GRADE POINT	CREDIT POINT (Credits of the module x Grade
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					Point)
E103	2	20	A	8	16
E105	2	19	B+	7.6	15.2
E106	2	15	B	6	12
N104	2	15	B	6	12
N105	2	13	C	5.2	10.4
N106	2	23	A+	9.2	18.4
N107	2	10	P	4	8
N109	2	10	P	4	8

SGPA = 6.25

SGPA Computation Viva Examination

MODULE	CREDITS	MARKS OUT OF 50	GRADE	GRADE POINT	CREDIT POINT (Credits of the module x Grade Point)
Viva based on entire syllabus	4	28	C	5.6	22.4

SGPA = 5.6

SGPA Computation FTP Report Submission

MODULE	CREDITS	MARKS OUT OF 25 (FOR FTP REPORT OUT OF 100)	GRADE	GRADE POINT	CREDIT POINT (Credits of the module x Grade Point)
E104	2	20	A	8	16
E107	2	15	B	6	12
N108	2	19	B+	7.6	15.2
C103	2	23	A+	9.2	18.4
Report	6	60	B	6	36

SGPA = 6.27

CGPA Illustration

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th examination based on the corresponding modules and C_i is the total number of credits in that examination.

$$\text{CGPA} = (6 \times 7.73) + (16 \times 6.26) + (4 \times 5.6) + (14 \times 6.27) / 40 = 6.35 \text{ Thus CGPA} = 6.35 \text{ Grade B}$$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the mark sheets.

14. DECISION ON CERTIFICATION

On successfully passing the diploma program by fulfilling all the criteria mentioned above and complying with all criteria mentioned in the certification scheme, the student will be issued a '***Diploma in Nutrition and Fitness***' and awarded the title ***Certified Nutrition Fitness Coach***. The decision of the certification and assessment body will be final in this regard. **The certificate will be awarded by the Certificate and Assessment Division of INFS (CAD).** The students will be able to download their certificates from the student dashboard. The certificate will mention the date of issue and the expiry date of the certificate. The certificate will also carry authorized signatures, logos, and marks to prevent any misuse. The validity of the diploma certificate is 4 years following which it needs to be renewed.

15. SUSPENSION, REDUCTION OF SCOPE, AND WITHDRAWAL OF CERTIFICATION

If a student is found to be involved in unethical practices or found to not abide by the INFS code of conduct, INFS holds the right to temporarily suspend or permanently withdraw the certificate of the student. In case of breach of conduct, the INFS Ethics and Disciplinary Committee will decide the future course of action which will be binding on the Applicant, Candidate, and Certified Person(s).

16. RECERTIFICATION PROCESS

The field of nutrition and fitness is ever-evolving. INFS firmly believes that learning should never stop and should continue to evolve and grow. To ensure that our students are up to date with the latest developments, recertification of your diploma certificate is essential every 4 years from the date of issue of the certificate. The recertification tenure is decided based on the role analysis survey conducted with the help of Subject Matter Experts. The survey consisted of a question - 'How frequently do you believe a certified professional should undergo recertification? (Recertification is the process to reassess the knowledge and skills of a professional to ensure they have kept updated with new developments). On the basis of the outcome of the responses of the SMEs, the duration for recertification was decided as every 4 years.

Criteria for recertification: A student will be able to recertify by fulfilling any one of the following criteria:

1. Passing any additional INFS certification/(s) with a minimum of cumulative 6 credits or 1.8 CEU in the last 2 years from the application of recertification

OR

2. Obtaining any other nutrition or fitness certification(s) from a reputed institute with a minimum of cumulative 1.8 CEU OR 6 credits or 18 CPD hours in the last 2 years from the application of recertification
3. Publishing fitness-related scientific articles in reputed journals for publishing research articles in peer-reviewed journals which will make the student eligible to receive 1 CEU or 3 credits per valid article

OR

4. Passing the recertification MCQ examination of 75 marks and paying a nominal recertification fee.

A candidate will be granted a grace period of 3 months after the expiration of his or her diploma for recertification following which he or she will be liable to a nominal late fee of 500 INR per year. The details of the same will be available on the student dashboard.

● **RENEWAL OF SUSPENDED CERTIFICATES**

Any Certified Person may renew his / her suspended diploma by fulfilling the recertification criteria mentioned above and payment of a nominal late renewal fee.

● **BENEFITS**

1. Ensuring continued education and updating of latest research and developments in the field of nutrition and fitness
2. Encouragement towards taking up and publishing research articles.
3. Encouragement towards utility and practical application of the knowledge gained in the diploma
4. Ensuring scientifically accurate information and training is passed on to clients
5. Encouraging professional career development and growth

17. **USE OF CERTIFICATES, LOGOS, AND MARKS**

Candidates can use their certification credential “CNFC” behind their name and the title “Certified Nutrition Fitness Coach”. The utilization of the credentials ought to be in a context and using media consistent with demonstrating professional credentialing, including but not limited to: office signage, resumes, websites, business cards, presentations, introductions, and electronic signatures. INFS credentials may not be used to endorse any product, service, or company; or as a company, product, or brand name. Any member of the public can search for validation of a Certified person on the INFS website through either the certificate id or the certified person’s name.

18. APPEALS AGAINST DECISIONS ON CERTIFICATION

An appeal can be raised by the scholars for re-evaluation of their marks within 15 days from the date of declaration of results. The appeals will be resolved by the INFS appeals committee within 7 working days from the date of raising the appeal. By raising an appeal, the scholar acknowledges that the decision of the appeals committee will be considered final. A scholar cannot raise an appeal for the examinations that he/she has already raised an appeal for previously. The scholars can raise an appeal by filling the appeals form available in the student handbook. The form needs to be filled separately for each appeal. The Appeals Committee will provide written reasoning of why the decision had been made. If the candidate is still not in agreement with the decision, then an appeal could be made to review the Committee's findings to the Certification Board (CB). The Board would then review the appeal during the board meeting and the decision by the CB will be considered final. The Board meetings are typically once a year and all decisions by the board will be communicated in writing only. Kindly [click here](#) to fill the form.

19. COMPLAINTS PROCESS

The INFS Complaints Committee will handle all complaints and provide appropriate timely resolution. Scholars can raise their complaints by writing an email to the committee at complaints@infs.co.in. All complaints are acknowledged within 24 to 48 working hours and a resolution is provided within 7 working days.

20. DIPLOMA PROGRAM OUTLINE AND CURRICULUM

Sr No	Module Code	Module Name	Credits
1.	N101	Basics of food and nutrition	02
2.	E101	Introduction to exercise science	02
3.	E102	Introduction to resistance training	02
4.	E103	Basics of anatomy and psychology	02
5.	E105	Introduction to the gym	02
6.	N104	Biochemistry 1	02
7.	N105	Micronutrients and hydration	02
8.	N106	Supplements	02
9.	N109	Lifestyle disorders and special population	02
10.	E106	Fitness training variables and techniques	02
11.	N107	Weight management and diet planning	02
12.	E104	Client fitness assessment	02
13.	E107	Exercise plan design	02

14.	N108	Dieting strategies and tracking progress	02
15.	C101	Setting up a successful career	02
16.	C102	Understanding research	02
17.	C103	Diet psychology	02
18.		FTP	06
		TOTAL	40

*Internship project arranged for by INFS for all scholars of Diploma

DETAILED CURRICULUM

Module 1 - N101		
Module Name	Unit No.	Unit Name
Basics of food and nutrition	1	Introduction to health and nutrition
	2	Obesity and lifestyle disorders
	3	Nutrition pyramid
	4	Calorie and energy balance
	5	Introduction to macronutrients
	6	Introduction to micronutrients
	7	Introduction to quantified nutrition
	8	Food relationship and your health
Module 2 - E101		
Module Name	Unit No.	Unit Name
Introduction to Exercise Science	1	Importance of exercise
	2	Basic components of fitness
	3	Types of exercise
	4	Exercise planning and building a routine
	5	Impact of exercise on risk factors for lifestyle disorders
	6	Basic exercise recommendation for the general healthy population
Module 3 - E102		
Module Name	Unit No.	Unit Name
Introduction to Resistance Training	1	What is resistance training
	2	Introduction to basic muscle groups
	3	Introduction to training variables & their importance

	4	Basics of exercise planning
	5	Tracking and progression
Module 4 - E103		
Module Name	Unit No.	Unit Name
Basics of Anatomy and Physiology	1	Introduction to anatomy and planes of motion
	2	Muscular System
	3	Skeletal System
	4	Cardiovascular system and Nervous system
	5	Endocrine system
	6	Exercise physiology
Module 5 - E105		
Module Name	Unit No.	Unit Name
Introduction to the gym	1	Introduction to commonly used gym equipment
	2	Teaching correct techniques
	3	Common exercises for each body part – cardio, strength, and stretching
	4	Injury prevention and management
Module 6 - N104		
Module Name	Unit No.	Unit Name
Biochemistry 1	1	Basic biology and chemistry
Biochemistry 2	2	Digestion and digestive system
Biochemistry 3	3	Carbohydrates
Biochemistry 4	4	Lipids, fats, and oils
Biochemistry 5	5	The science of proteins
Biochemistry 6	6	Energy systems
Module 7 - N105		
Module Name	Unit No.	Unit Name
Micronutrients and hydration	1	Vitamins
	2	Minerals and antioxidants
	3	Water and alcohol
Module 8 - N106		
Module Name	Unit No.	Unit Name

Supplements	1	Introduction to dietary supplements
	2	Health supplements
	3	Convenience / Nutritional supplements
	4	Performance-enhancing supplements
Module 9 - N109		
Module Name	Unit No.	Unit Name
Lifestyle Disorders and Special Population	1	Insulin resistance and diabetes
	2	Hormonal disorders
	3	Special Population – Elderly
	4	Special population - pregnancy and post-partum
Module 10 - E106		
Module Name	Unit No.	Unit Name
Fitness Training Variables and Techniques	1	Programming variables and principles
	2	Resistance training variables
	3	Cardiovascular fitness techniques
	4	Muscle building techniques
	5	Fat loss considerations
Module 11 - N107		
Module Name	Unit No.	Unit Name
Weight Management and Diet Planning	1	Weight management
	2	Nutrition Planning
Module 12 - E104		
Module Name	Unit No.	Unit Name
Client Fitness Assessment	1	Components of fitness and health
	2	Fitness tests
	3	Client intake, risk assessment, and physical examination
	4	Setting fitness goals for a trainee
	5	Implementing training plan and measuring progress
Module 13 - E107		
Module Name	Unit No.	Unit Name
Exercise Plan Design	1	Components of exercise session

	2	Program design
	3	Exercise selection and ordering
	4	Steps to creating a training plan
	5	Customizing the plan for the client
	6	Muscle relaxation techniques
Module 14 - N108		
Module Name	Unit No.	Unit Name
Dieting Strategies and Tracking Progress	1	Metabolism and dieting strategies
	2	Popular diets: Review
	3	Tracking progress
Module 15 - C101		
Module Name	Unit No.	Unit Name
Setting Up a Successful Career	1	The Global Fitness Industry
	2	Professional and Ethical Code of Conduct
	3	Essential Skills for Success
	4	Employment vs Self Employment
Module 16 - C102		
Module Name	Unit No.	Unit Name
Understanding research	1	A brief introduction to statistics
	2	Decoding research
	3	Do it yourself research
Module 17 - C103		
Module Name	Unit No.	Unit Name
Diet Psychology	1	Decision making and self-regulation
	2	Behaviour change
	3	Motivation
	4	Client assessment and goal setting
	5	Adherence and the client-coach relationship
	6	Winning client trust and providing support

21. TERMS & DEFINITION

- PPR: Program Project Report

- SGPA: The performance of a student in an exam in the course is indicated by a number called the Semester Grade Point Average (SGPA).
- CGPA: Cumulative Grade Points Average (CGPA). CGPA is the average of grade points obtained by the student in all the modules and all the exams.
- Subject code N series (e.g.: N101, N107): N in the code indicates Nutrition
- Subject code E series (e.g.: E101, E102): E in the code indicates Exercise science
- Subject code C series (e.g.: C101, C102): C in the code indicates Coaching skills
- FTP: Free Transformation project which is the online internship project offered by INFS to the Diploma students.
- MCQ: Multiple choice questions
- Ci: Credit points of the ith module
- Gi: Grade point secured by the student in the ith module
- Si: SGPA of the ith examination
- CEU: Continuing Education Unit. It is equivalent to 10 contact hours in a program.
- CPD hours: Continued Professional Development hours. It is the time spent by the student in learning during a course.
- Credits: Educational unit allotted as per the UGC guidelines for online education. 1 credit indicates 30 hours of learning. These 30 hours are broken down into five quadrants - lecture - 3hours, discussion forums or asynchronous mentoring - 6 hours, e-content - 5 hours, e-tutorial - 5 hours, and self-study 11 hours.

Student Support

INFS believes in extending all required support and assistance to its students so please feel free to get in touch with us regarding any queries related to your diploma. You may email us at support@infs.co.in

****END OF THE PROCESS****