Fitness, Sports and Nutrition
a core group of IAPEN

CERTIFICATE COURSE IN SPORTS NUTRITION

2015

PROGRAMME INFORMATION BOOKLET

FSN - Distance Learning Programme

Fitness, Sports and Nutrition
a core group of IAPEN

About FSN

Through partnerships with the public, private, and non-profit sectors, the FSN (Fitness, Sports & Nutrition) group promotes programs and initiatives that motivate people of all ages, backgrounds, and abilities to lead active, healthy lives.

The Society for Clinical Nutrition and Metabolism (IAPEN) is an organization in the field of parenteral and enteral nutrition and promotes basic research, clinical research, advanced education, organization of consensus statements about clinical care and quality control.

Fitness, Sports and Nutrition (FSN) promotes healthy lifestyle, combat Indian obesity pandemic, tries to reduce the risk of hospitalization, early DNA damage and aging. FSN is a core group of IAPEN along with Hospital Nutrition Steering Committee (HSNC) and Malnutrition Task Force (MTF).

Aim

"Through partnerships with the public, private, and non-profit sectors, the FSN (Fitness, Sports & Nutrition) group promotes programs and initiatives that motivate people of all ages, backgrounds, and abilities to lead active, healthy lives"

Adopted from 'President's Council on Fitness, Sports, and Nutrition, USA (http://www.fitness.gov).

Objectives

FNS aims to provide a scientific but easily understood overview of aspects related to nutrition and physical activity, especially of people involved in regular training with the goal to improve intensive sports performance.

FSN aims to achieve a maximal degree of scientific consensus in the area of Fitness and Sports Nutrition Research by promoting various activities like awareness camps, fitness workshops etc.

FSN focus on prevention rather than treatment of various health problems by promoting productive lifestyles.

National Executive Board Members

Padma Shri Dr. Anoop Misra
Director, Diabetes & Metabolic Diseases, DFI Chairman, Fortis C-DOC Centre of Excellence for Diabetes, Metabolic Diseases & Endocrinology, Chairman, National Diabetes Obesity & Cholesterol Foundation (N-DOC), Author: Consensus physical activity guidelines for Asian Indians, Diabetes Technology & Therapeutics, 2012;, Volume 14, Issue 1, Page No. 83-98, Former Prof. Deptt. of Medicine, AIIMS.

Email: anoopmisra@gmail.com

FSN aims to achieve a maximal degree of scientific consensus in the area of Fitness and Sports Nutrition Research

Dr. Seema Gulati

Dr Seema Gulati is the Head of the Nutrition Research Group, Diabetes Foundation (India), Vasant Kunj, New Delhi. She is instrumental in helping Dr. Anoop Misra for developing the Physical Activity Guidelines for Indian Population. Presently she is working as the Chief Project Officer, Diabetes Foundation (India). Her selected publications includes, Consensus dietary guidelines for healthy living and prevention of

obesity, the metabolic syndrome, diabetes, and related disorders in Asian Indians, Diabetes Technology & Therapeutics, Consensus physical activity guidelines for Asian Indians, Diabetes Technology & Therapeutics, Improvement in nutrition-related knowledge and behaviour of urban Asian Indian school children: findings from the 'Medical education for children/ Adolescents for Realistic prevention of obesity and diabetes and for healthy aGeing' (MARG) intervention study, Human and Clinical Nutrition etc..

Email: seemagulati2007@gmail.com

Dr Swati Bhardwaj

Dr. Swati Bhardwaj is the Head, Nutrition and Fatty Acid Research, Diabetes Foundation (India), Vasant Kunj, New Delhi. She is one of the key personality in developing the Consensus physical activity guidelines for Asian Indians. Presently, she is working as Senior Project Officer at Diabetes Foundation (India). Her selected publications include, South Asian diets and insulin resistance, Journal of Nutrition, Spreading awareness for prevention of obesity and diabetes in school age children, Journal of Obesity and Dietary approaches for the prevention and management of hypertension, Journal of Preventive Cardiology etc..

Email: swati7681@gmail.com

Mrs. Aarti Ranade

A highly experienced trainer for Yoga & Pranayam, & Stress Management, and follower of BKS Iyengar Yoga. Also certified in Sports Nutrition & Relaxation techniques. Presently, she is working as a FSN core group member and taking care of all communications related to FSN.

Email: info@fsn.co.in

Mr. Aditya Rao

A Professional Lawn Tennis Player, and a Level IV coach for over a decade. A Sports Enthusiast.

Mr. Nitin Dadhe, Chairman, FSN

A certified fitness coach, sports nutritionist, relaxation therapist & a strong believer in good health, healthy lifestyle and wellness. He conducted more than 100 workshops for corporate clients, Institutes & Individuals in various states in India and presently accepted to chair the Fitness, Sports and Nutrition, Core Group of IAPEN dedicated to promotes programs and initiatives that motivate people of all ages, backgrounds, and abilities to lead active, healthy lives. He is passionate to help people lead healthy lives.

Email: chairman@fsn.co.in

Few Indian Sports Organizations

Ministry of Youth Affairs & Sports
Government of India

KEY STAFF AND FACULTY

Mr. Nitin Dadhe
Chairman, Fitness, Sports and Nutrition, MIDC Area, Trimbak Road, Satpur, HDFC Bank building, Near ITI, Nasik 422007

Mrs. Aarti Ranade
Co-Chair, Fitness, Sports and Nutrition, 92/100, Amen Soceity, Off Mhatre Bridge, Erandwane, Pune 411001.

Mr. Aditya Rao
National Executive Member, Fitness, Sports and Nutrition, MIDC Area, Trimbak Road, Satpur, HDFC Bank building, Near ITI, Nasik 422007

Contact Information

Fitness, Sports and Nutrition,
Komatipalli Post, Bobbili-535558, AP, India
Website: http://edu.fsn.co.in;
Email: info@fsn.co.in; Ph: 0091 9986795754

Certificate Course in Sports Nutrition

Fitness, Sports and Nutrition (FNS), a core group of IAPEN, announces the Certificate Course in Sports Nutrition through distance learning/correspondance course/online course delivery.

In order to promote Advanced Education in Sports Nutrition and to facilitate the academic pursuits of more number of nutritionists, dieticians and fitness trainers from the educational institutions, fitness and wellness centres, FSN announces the Certified Course in Sports Nutrition through distance learning using advanced Learning Management System (LMS).

About Course

Sports nutrition has developed greatly over the years. Stories of infamous pre-competition meals of steak and eggs are now replaced by carefully managed carbohydrate and amino acid intakes. Today's high performing sports persons or athletes are more aware of the benefits of carefully structuring their food and fluid intakes to enhance daily training, assist recovery and optimize competition performance. The field of sports nutrition is the most innovative and dynamic of all sport sciences.

The certificate course in sports nutrition provides an upto-date, informative insight into core nutritional aspects required for sportspersons or athletes to reach peak performance. This course will help nutritionists, dietitians or fitness trainers to independently excel and advance in this very specialized field of sports nutrition.

The Course Includes

1. Acute responses and chronic adaptations to physical exercise conditions including skeletal muscle plasticity, cardiovascular and pulmonary responses to exercises
2. Overview of micronutrients, macronutrients and supplements used in sports nutrition and body composition and nutritional assessment of athletes and sportspersons.
3. Sports nutrition for specific sports, meal plan development and various recipes.

The Course Duration: 6 Months

Total Modules: 3

1. Advanced Exercise Physiology
2. Essentials of Sports Nutrition and Supplements
3. Applied Sports Nutrition, Meal Plan Development and Winning Recipes for Peak Performance

Module Contents:
Advanced Exercise Physiology

1. Introduction to exercise physiology
2. Food energy and optimum nutrition for exercise
3. Nutritional and pharmacological aids to performance
4. Energy Transfer
5. Introduction to physiological support systems
6. Pulmonary System and Cardiovascular system
7. Neuromuscular System and hormones
8. Exercise training adaptations
9. Optimizing body composition and successful aging
10. Health related exercise benefits and clinical aspects

Essentials of Sports Nutrition and Supplements

1. Carbohydrates, fats and Proteins
2. Micronutrients in Sport: Vitamins and Minerals
3. Trace elements, antioxidants and exercise induced free radicals
4. Fluids and electrolytes
5. Nutritional Ergogenics
6. Outlines of metabolism
7. Overview of Sports Supplements
8. Hormonal Supplements
9. Sports nutrition for endurance
10. Sports nutrition for strength/power and special case studies.

Applied Sports Nutrition, meal plan development and Winning Indian Recipes for Peak Performance

1. Sports nutrition in action: Swimming, Road Cycling, Distance running, Middle-distance running, Jumps,

sprints and hurdles
2. Nutrition for peak performance in Olympic weightlifting, powerlifting and throwing
3. Body-building, Judo and boxing, Gymnastics and diving
4. Rowing, football, Soccer and field hockey
5. Basketball, netball and Tennis
6. Cricket
7. Golf
8. Meal plan development for sports persons and athletes
9. Recipes - 1
10. Recipes - 2

Eligibility

1. Dietetics interns, post graduate in M.Sc. food science & nutrition, M.Sc. clinical nutrition, or Basic degree in nutrition.
2. Medical PG, intern, resident doctors, nursing staff, with minimum B.Sc. Nursing qualification, etc.

Tentative Dates for Starting the Courses

The course will be open throughout the year and the applications will be considered 14th of every month. Course will start from 1st of every month.

Certification

A course completion certificate and marklist will be issued by FSN in each of the modules separately. The certificate will be recognized by all Sister PEN societies and organizations registered under IAPEN and FSN.

Fee structure

IAPEN Core Group Life Members

Doctors (MBBS or PhD): INR 15000 (USD 850)
Others (M.Sc, M.S, B.Sc, B.S etc..): INR 12500 (USD 650)*

IAPEN Non Members:
Doctors (MBBS or PhD): INR 25000 (USD 1250)
Others (M.Sc, M.S, B.Sc, B.S etc..): INR 22000 (USD 900)

The USD rates are applicable to foreign participants.

Fee payment: The payment can be done in 2 instalments.

Admission Procedure

1. Apply Online: Prospective undergraduate students complete an online application that can be accessed from the website, http://edu.fsn.co.in. Applicants indicate whether they will pursue which Certificate Course are enrolling for personal enrichment.

2. Admission Process: FSN's Admissions Team reviews an applicant's expressed goals and assists the applicant with submission of any required documentation, including official transcripts.

3. Getting Started: After transcripts (or certificates) are evaluated, the FSN's Admission Team wil enroll the candidate and send the required materials to the postal address along with login ID and password to access Course Website. Students can submit assignments via internet

or through postal service.

Attendance

The attandance will be given based on the weekly assignments. 85% of attendance is compulsory to all candidates. Suppose, if he/she fail to submit assignment consicutelvely for three continuous weeks without prior permission, his/her admission will be cancelled. Fee will not be refunded.

FSN Holidays

The FSN is closed on all National holidays or Gazetted Holidays announced by the Ministry of Personnel, Public Grievances and Pensions, Government of India. Students have access to their online courses seven days a week including holidays. Any communications to the IAPEN during holidays will be answered on the next working days.

ACADEMIC INFORMATION

The Core Team of FSN and Associate Members of the Executive Council, IAPEN primarily serves as the voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention and outcomes assessment.

Instructional Model

The goal of the FSN is to provide a high-quality educational experience to both students and faculty through online/distance learning using innovative technologies and teaching techniques. The instructional model for undergraduate classes is a modified open-enrollment study track conforming to the following:

- A cohort consists of one student.
- Enrollment is offered 1st of every month 12 times per year.
- Each enrollment has a fixed start date and end date.
- Students are required to submit assignments, discussions, and quizzes at the end of each week. Each course concludes with a final, proctored exam.
- Instructors finalize course grades within seven (7) calendar days of course end date and grades become official within fourteen (14) calendar days of course end date.

Academic Term

An academic term for this course is six months or 24 weeks.

Assignments must be turned in according to the established course schedule. The start of an academic term begins on the published start date of the academic quarter.

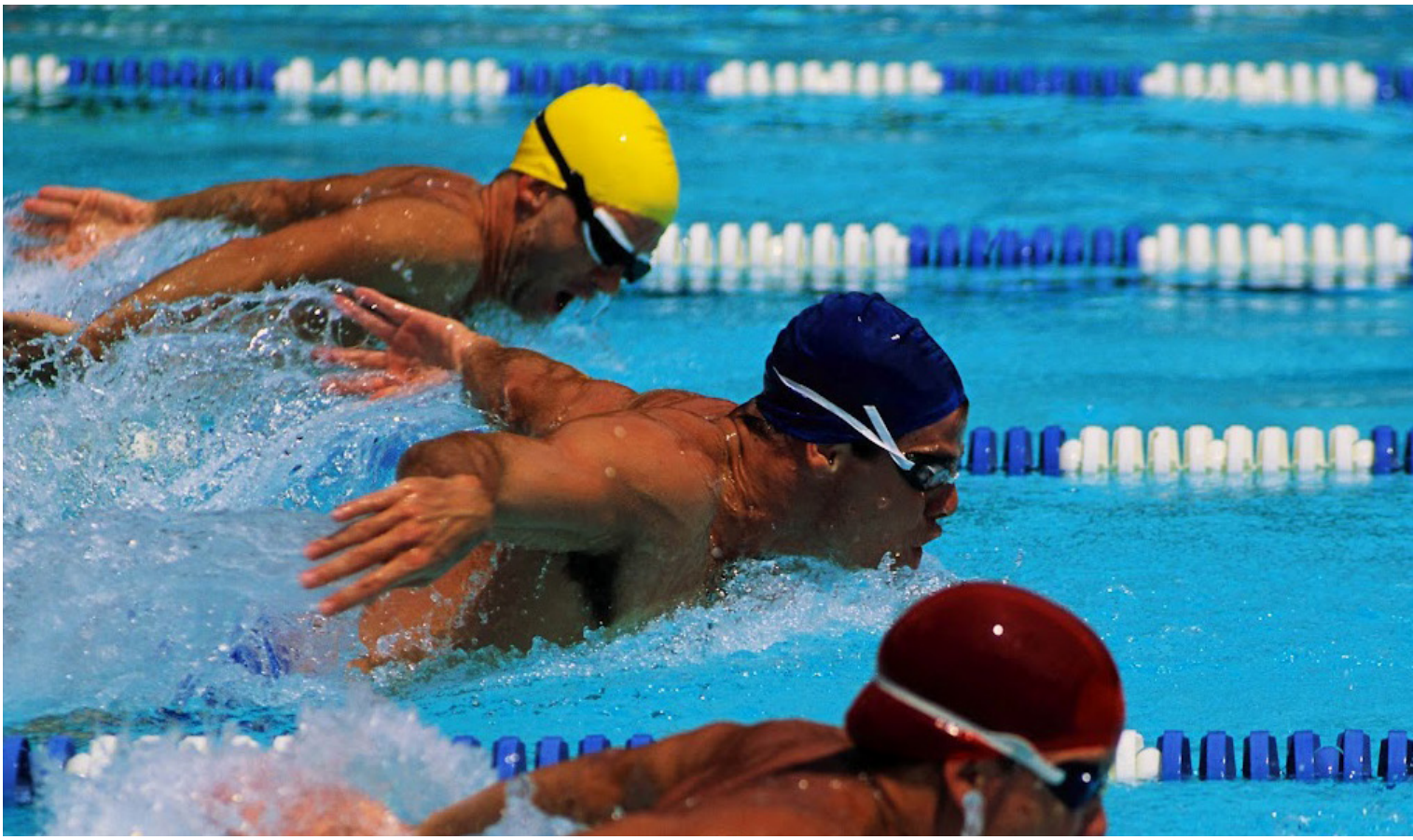
Course Format and Access

FSN courses and programs are 100% distance education with no residency requirement.

Dormitory facilities, housing availability, and institutional assistance with housing is not offered and does not apply. Certified Courses, Diploma Courses, Advanced Diploma Coursework is delivered through our online Learning Management System (LMS) or regular corresponance course system, accessible via secured username and password through FSN's Member Section at http://edu.fsn.co.in.

Study Centres

There are many study centres all over India from Delhi to Pondicherry and from Ahmedabad to Kolkatta. We have study center in Uttarkhand and Sikkim. Students can approch the study centres for doubts or lab practical's etc. The students have to pay a nominal fee based on the services given by the study centre. For more information about the study centres refer http://www.iapen.co.in/officers.html



Faculty and Instruction

Interaction with the course instructor is the front-line of academic support. The main academic goals include mastery of the course learning objectives and completion of all work within the course timeframe. The instructor's main responsibility is to work closely with the student to ensure the student's learning success. Faculty are responsible for communicating with students through the News Forum and email; providing the opportunity for office hours via the online tutor/chat room; monitoring student interaction throughout the course via assignment submission and discussion; and providing student-centered assignment feedback.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. Students have the opportunity to evaluate the course and the instructor anonymously at the conclusion of each course.

An instructor will be assigned to each student so that the students can contact the instructor for any clarifications, doubts etc. The instructor will be assigned based on the students geographical location. More details www.fsn.co.in

Student Participation

Participation is identified through assignment submission via post or through internet. Assignments must be submitted each week for attendance and participation purposes. When assignments are not submitted by the posted due date, Program Advisors and instructors may contact students by email to check on their status and offer assistance if needed. Instructors assess the quality of the students' contributions during the course by grading each assignment.

Assignments include homework, quizzes, discussion, and final exams. Each student is required to submit all assignments, and to take part in answering discussion questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of C grade may contribute to unsatisfactory academic progress that carries various consequences. If a student falls out of good standing, there are three types of academic status: warning, probation and dismissal.

Points for assignments and participation are awarded based on the following criteria.

Student's work should:

- Reflect understanding of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect ideas offered in the assigned course readings and feedback from the instructor
- Show evidence of thorough reading and analysis of the material being studied and discussed
- Show evidence that the student distinguishes among different kinds of data (e.g., facts, opinions, assumptions, inferences, and evaluations)
- Show a willingness to test new ideas
- Reflect a willingness to interact with faculty by asking questions and challenging ideas and conclusions.
- Avoid commentary that does not demonstrate comprehension. Passive comments such as "That's right" or "I disagree" need to be supported by new evidence.
- Be substantiated and persuasively presented

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both Program Advisors and the instructor.

During the first two modules of a session, participation will be closely monitored. Students who have not participated will be contacted by their Program Advisors and instructors to learn the circumstances. If students are experiencing extraordinary circumstances that prevented assignment submission, Program Advisors will provide assistance as needed and instructors will provide support and guidance on assignment submission.

Program Advisors and instructors will send warning emails to students who fail to submit assignments or participate. The warning email will indicate that the students' assignment grades and final course grade may fail to meet the minimum academic standard.

For threaded discussions, instructors contact students with a reminder to contribute to the discussion if the student has not yet participated. When the students' participation is not meeting the performance criteria noted above, the instructor can provide threaded discussion feedback to encourage a higher level of contribution and contact students individually with a personal coaching message regarding their contribution to date.

Assignment and participation points will be differentially awarded based on how well students have met the performance criteria noted above.

Policies

Students are expected to maintain at least minimum Grade Point Averages (GPA). To remain in Good Academic Standing each module and to earn a course certificate or diploma degree, a student must earn an institutional GPA of 3.00 or better.

Faculty members are responsible for grading all students assigned to them. Faculty members will be able to view all of their currently enrolled students' grade reports through the Learning Management System (LMS). Faculty will submit assignment grades within seven days of assignment due date and a final grade within seven days of the course completion date through LMS or through SMS (in case, if internet facility is not available). Grade reports will be made available to students through the LMS on a continual basis throughout the term.

Through the LMS, students can submit their work, take exams, and view their course information. A student who has failed to make payment for tuition or who retains any other indebtedness to the FSN will not receive the grade until payment is made.

If a student is in progress of a course, the faculty member is responsible for working with the student until the course has been completed. High quality faculty-student interaction and high quality student-centered teaching promote course completion in a timely manner.

GPA Type Definitions
Course GPA: GPA calculated from one course.
Institutional GPA: GPA calculated from on all completed courses in FSN programme.

Grading Scale and Equivalents

FSN has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.

A+ (97-100) Excellent
A (94-96) Excellent
A- (90-93) Excellent
B+ (87-89) Good
B (84-86) Good
B- (80-83) Good
C+ (77-79) Satisfactory
C (74-76) Satisfactory
C- (70-73) Satisfactory
D+(67-69) Poor
D (64-66) Poor
D- (60-63) Poor
F (<60) Fail
I - Incomplete
W - Withdrawal

AC - Administrative Cancellation; AW - Administrative Withdrawal
IP - In Progress

Grade Points: Your grade point average may range from 0.0 to a 4.0.

A = 4.00 grade points
A- = 3.70 grade points
B+ = 3.33 grade points
B = 3.00 grade points
B- = 2.70 grade points
C+ = 2.30 grade points
C = 2.00 grade points
C- = 1.70 grade points
D+ = 1.30 grade points
D = 1.00 grade points
D- = 0.70 grade points
WF/F=0 grade points

Grading Criteria

A = Excellent
The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good to very good
The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C = Satisfactory
The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average
The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

F = Failing
Quality and quantity of work is unacceptable. Course grades of "C-" or lower fall below the level for satisfactory academic progress.

I = Incomplete
Coursework will have a designed Incomplete status when the course has ended, but a final grade has not been assigned. No quality points are assigned to Incomplete coursework and there is no associated GPA.

W = Withdrawal
Students who officially withdraw before the final withdrawal deadline will receive a "W." A "W" is not calculated into the GPA. If the student

does not withdraw prior to the final withdrawal deadline, his/her grade will be calculated as points earned divided by total course points and the grade is calculated into the GPA.

AC = Administrative Cancellation
Administrative cancellation refers to a student course cancellation that is initiated by the institution. Administrative Cancellations commonly apply to coursework that has not begun. FSN may cancel students from courses for reasons which include but are not limited to:

- Not satisfying a course prerequisite
- Outstanding tuition
- Plagiarism
- Computer tampering or assignments malpracticee

Students who are administratively cancelled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no affect on the student's academic GPA. The student will be notified of the Administrative Cancellation to their primary email from the Office of the FSN.

AW = Administrative Withdrawal
Administrative withdrawal refers to a student course withdrawal that is initiated by the institution. Administrative Withdrawals commonly apply to coursework that has already begun. FSN may withdraw students from courses for reasons which include but are not limited to:

- Failing to participate in classes
- Not satisfying a course perquisite
- "Dropping out" in the middle of a term
- Plagiarism
- Computer tampering or assignment malpractice.

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no affect on the student's academic GPA. The student will be notified of the Administrative Withdrawal to their primary email from the Office of the FSN.

IP = In Progress
Coursework will have a designed In Progress status while the course is in progress (during the course start and end dates). No quality points are assigned to In Progress coursework and there is no associated GPA.

Grade Challenges

FSN faculty members are experts within their fields of study and have the final authority for assigning grades with the exception to grades that are found to be a result of arbitrary or capricious grading.

If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade dispute may be made on a final course grade basis. Individual course assessment grades are to be handled between student and faculty while a course is in session. The grade challenge policy governs course final grades.

The following policies and procedures apply to all grade challenges:

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading, the student must discuss the dispute with the faculty member who issued the grade within 7 days of the final grade being posted. The correspondence must be tracked through email. Student is required to "cc" the Program Advisor and info@fsn.co.in.

2. If a satisfactory solution cannot be found, the student may request a Grade Challenge form from the Program Advisor to be submitted for review by paying fee of INR 1000/-.

3. A Grade Challenge Form must be initiated within 21 days of the final grade posting date.

4. After reviewing the grade challenge form and supporting documentation for completeness, the form will be forwarded to any one member of the Associate Members of the Executive Council for final approval.

5. The Associate Members of the Executive Council will review the documentation to determine if the request warrants a review or not. If so, the Associate member may consult with the faculty member in an attempt to resolve the dispute. In most cases, the faculty member's decision is final unless the Associate Member determines extenuating circumstances warrant review.*

6. Grade disputes may not be appealed beyond the Associate Member of the Executive Council. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty. It is the student's responsibility to provide the necessary information to support the challenge.

The student's Grade Challenge Form must include all required information within the form and clearly written justification for the Grade Challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation.

Examples of necessary information include: Medical verification if exception is due to illness, copies of any documentation to substantiate the request, etc. If any type of documentation or recommendation is missing, the form will be returned to the student for completion.

Attendance Policy

FSN Courses requires that students communicate with their instructors via email or postal service should there be any impact on module or course completion. Attendance requirements include submission of module assignments, completion of course tests and exams, and participation in the module discussion boards. There must be a minimum of one assignment or quiz submitted each week on average to meet the attendance requirements. It is the submission of assignments and participation that constitutes attendance. Failure to keep up with the module requirements may impact a student's individual assignment grade and overall course grade, and could result in dismissal from the class through institutional cancellation.

All assignments should be submitted through the Learning Management System (LMS i.e. edu.fsn.co.in) or postal service by the published deadline. Instructors will grade assignments within five business days of the assignment due date. All students are expected to complete the course within the 24 weeks timeframe specified in the course instruction booklet.

Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student's ability to master the learning objectives and to complete all work within the session's timeframe.

Leave of Absence

A student who finds it necessary to leave the FSN course and who plans to return may submit a request for a leave of absence. The student must be in good academic tanding to be eligible to request a leave of absence.

Repeated Courses

Any course at FSN Programme may be repeated. The lower grade remains on record with a notation that the course has been repeated. Only the higher grade and credit are calculated into the cumulative grade point average.

Credit is only given once for a repeated course, except in circumstances where noted in the course description. It is recommended that if a student is repeating the course to obtain a higher grade that the course is repeated as soon as possible.

Academic Honesty

Violation of academic honesty includes any act that gives an unfair academic advantage to a student. This includes but is not limited to cheating on assignments and quizzes, plagiarizing, or using an unauthorized proctor during proctored exams.

Examples of Academic Honesty Violations:

- Using words or ideas that do not represent the student's original work
- Failing to cite all relevant sources used as reference material
- Submitting another person's work or work that was produced through collaboration with another student as one's own
- Unauthorized collaboration with another student or other third party on an assignment, quiz, or exam
- Submitting work done in one course to satisfy the requirements of another unless both instructors agree beforehand to accept such work
- Falsifying, forging, or altering documents

such transcripts and academic forms including proctor and extension forms.

Students must always submit work in their own words.When a student uses outside sources, s/he must make clear the extent to which such sources were used. Any words or ideas that are not the student's own require citation. When instances of academic dishonesty have been detected, faculty members will have a number of options for addressing the incident with the student:

- Resubmission of the assignment (possibly for fewer points)
- Failure on the assignment
- Additional assignment(s)
- Reduction of the final course grade
- Failing grade in the course

When the faculty member has determined that academic dishonesty has occurred and that a disciplinary action is necessary, he or she will initiate the following:

- First, work with the student to determine the circumstances
- If the instructor and student cannot resolve the situation satisfactorily, the instructor submits an academic dishonesty complaint to the FSN.
- The student will receive a letter that officially notifies him or her of the charge of academic dishonesty
- The student may appeal the allegation n the case of an appeal, the FSN will submit the allegation to an ethics committee that will consist of selected faculty and the Associate Members of the Executive Council of IAPEN. The ethics committee will determine the appropriate action for the student's violation of the academic honesty policy.

Cases submitted to the FSN will result in the initiation of a formal administrative investigation and review by an ethics committee. The result of that investigation may lead to one of the following actions:

- Removal from class
- Disciplinary action which might include, but is not be limited to, documented counseling by a FSN staff member, loss of quarter

credit, or suspension
• Expulsion from the Course

All actions will be based on the severity of the offense.

* In cases where there may exist a conflict of interest, the Associate Member of the Executive Council can also substitute the teacher as well as the program advisor.

Preventing Plagiarism
FSN core faculty members take these steps to prevent instances of plagiarism:
• Set clear expectations for assignments, including format and citation requirements
• Design assignments to fulfill specific objectives which might include personal applications, work experiences, or specialized knowledge that only the student might possess
• Use a plagiarism checker software
• Take immediate action when plagiarism is suspected
• Use clear language in the course syllabus that might communicate the definition and consequences of plagiarism and the importance of academic honesty

Remember: Students must always submit work in their own words. When a student uses outside sources, s/he must make clear the extent to which such sources were used. Any words or ideas that are not the student's own require citation.

Conduct Policy
Students shall conduct themselves in an orderly and considerate manner at all times. This includes online classroom conduct as well as interaction with FSN faculty and staff via email or phone or Post. Acceptable student conduct also includes adherence to the policies described in this catalog, including, but not limited to, attendance requirements and academic honesty. Violation of these conditions is grounds for dismissal.

Academic Progress and Attendance Support

Each student is assigned to one Program Advisor (PA) who is the personal point of contact for support and service issues. The PA stays in touch with the student from the date of enrollment through graduation. The importance of the PA's efforts toward student retention is second only to the influence of the course instructor and the quality of the course materials.

Through email or post or phone calls, the Program Advisor provides support by:
• Monitoring attendance and motivating the student to stay on track to complete on time
• Answering procedural questions
• Assisting students with proctoring decisions
• Submitting adds, drops, and withdrawals
• Assisting students in course selection
• Answering questions regarding graduation requirements

A student's Program Advisor is the key point of contact during a student's entire degree program. Academic Program Advisors are required to respond to all student inquiries within 48 hours, the equivalent of two business days. The support relationship can include phone calls, post or emails or personal visit to the study centre (if possible).

Examination

Students will be given option to select the examination centre based on the geographical location. There are various centres available through out India. Students will be asked to select the nearest center during the submission of the course application form. A nominal examination fee of INR 500/- will be collected during the issue of exam application form.

The examination questions will be practical oriented and depends on the extensive knowlege on the selected course. The examinations will be conducted throughout the year and students can enroll based on the available dates announced by the exam centre.

Readmission and Award of Certificate

Minimum eligibility of the student to award of certificate is 85% or Grade B and Above or >3.0 GPA.

Students not satisfying required credentials for completiion of the course, certificate of completion will not be awarded but the students will be allowed to write the final examinations three times by giving a gap of 45 days counting from the first attempt.

Suppose, if the student fails to obtain the required grade points after three attempts, the admission will be cancelled and further attemps were not allowed, such student can apply for readmission for the same course or new couse if s/he is interested.

Fitness, Sports and Nutrition
a core group of IAPEN

Fitness, Sports and Nutrition
Komatipalli Post, Bobbili - 535558, Vizianagaram (Dt), Andhra Pradesh (St), India
Email: info@fsn.co.in;Website: http://edu.fsn.co.in
Ph: 08944 255595; 0091 9986795754

Students can use the form below to choose the courses and register. The completely filled application form should be send to The Hon Secretary, The Society for Clinical Nutrition and Metabolism, Komatipalli Post, Bobbili - 535558, Vizianagaram (Dt), Andhra Pradesh (St), India.

Name: _____ Gender: (M/F); Application No.: _____

Father/Mother/Gardian Name: _____ Five Passport Size Photographs ☐

Date of Birth: _____ Name (as you would like it to appear on your Certificate): _____

Street Address: _____

City/State/Country: _____ Pin: _____

Phone/Mobile: _____ Email: _____

Program Title: **CERTIFICATE COURSE IN SPORTS NUTRITION**

Program Code: **FSNSN** Study Centre Code: _____

Education Qualifications (Attach Seperate Sheet, if necessary)

Qualification	Board/University	College/Department	Year/Grade

Mode of Payment: Demand Draft/Credit Card (Please put tick mark); Required installment option: Yes/No

I hereby declare that the above statement is true to the best of my knowledge and belief.

Date: _____

Place: _____

Signature

Instructions and guidelines for filling up the application form

1. Please refer to item wise instructions before filling up the form.

2. Candidates should send their complete biodata to info@fsn.co.in or letter to FSN office, for joining this six months Certificate Course in Sports Nutrition. FSN office will assign the application number after checking the candidate biodata within 24 hours. Application form without "Application Number" is invalid.

3. Use CAPITAL LETTERS only, throughout the application form. Use standard fonts and avoid stylized writing. Use black or blue ball point pen only. Do NOT fill the application form with ink pen or pencil. Write as clearly as possible. Use a pen with a thinnest possible tip.

4. Overwriting, striking off or erasing in any of the forms may lead to rejection and should be avoided. Any discrepancy in the statement and/or submission of incomplete forms will lead to rejection of application/cancellation of admission. Keep a photocopy of the filled application for future reference. Application number must be quoted in all future correspondence. Write your name in CAPITAL LETTERS as it appears in your 10th standard marks card. Enter the date, month and year of your birth as recorded in the 10th marks card in DD/MM/YY format only. When the number of date or month is a single digit, zero should be prefixed.

5. Study Centre Codes:
Bangalore - 101; Kolkatta - 102; Delhi - 103; Indore - 104; Vishakhapatnam - 105; Ahmedabad - 106; Chamoli - 107; Phagwara - 108; Tirupathi - 109; Noida - 110; Bhopal - 111; Burdwan - 112; Agra - 113; Chennai - 114; Mumbai - 115; Pondicherry - 116; Dharwaad - 117; Coimbatore - 118; Gurgaon - 119; Pune - 120; Vadodara - 121; Sriganganagar - 122. Hyderabad - 123; Bhubaneswar - 124; Vijayawada - 125.

6. Applicants are required to submit photocopies of marks cards, certificates along with the application form.

7. Do not fold the form. Do not staple or clip the form with any other enclosures, keep it loose. All marks cards and certificates, if any, must be stapled together. Demand draft must be kept loose.

8. Fee structure: IAPEN Coregroup Life Members: Doctors (MBBS or PhD): INR 15000 (USD 850)
Others (M.Sc, M.S, B.Sc, B.S etc..): INR 12500 (USD 650)*
IAPEN Non Members: Doctors (MBBS or PhD): INR 25000 (USD 1250)
Others (M.Sc, M.S, B.Sc, B.S etc..): INR 22000 (USD 900)
The USD rates are applicable to foreign participants. Others can be fitness trainers, sports nutritionists, dietitians etc. Students are eligible for 20% discount in the fee.

9. Materials are available online via http://edu.fsn.co.in. Materials will be send via post to the applicant's postal address if postage charges of INR 330 added to the course fee.

10. The demand draft should be drawn in favour of 'Sevas Educational Society' payable at Vizianagaram, Andhra Pradesh, India or electronic transfer can be made to Indian Overseas Bank, Vizianagaram Account No. 036402000000493, IFSC Code: IOBA0000364, Bank Code: 364. Email to info@iapen.co.in for credit card.

11. The application number and candidate name should be mentioned on the reverse side of the demand draft.

12. Fees once remitted shall not be refunded under any circumstances.

Documents Check List:
1. Completely filled Application form with Application Number, Name and other details.
2. Demand Draft mentioning the application number and candidate name on the reverse side.
3. Attested photocopy of the supporting documents about your education qualifications.
4. Five passport size photographs.

The above documents should be send only through Speed Post or Registered Post to "The Hon Secretary, The Society for Clinical Nutrition and Metabolism, Komatipalli Post, Bobbili Mandal - 535558, Andhra Pradesh,India. E-mail: info@fsn.co.in; Phone: +91-998-6795754, +91-8944-255595. **(We do not accept courier services).**

Fitness, Sports and Nutrition, A Core Group of IAPEN,
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Andhra Pradesh,India.
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