

Certificate Course in Pre School Administration & Management

Coordination related FAQ

Q1. How do I go about the course?

The Certificate Course in Pre School Administration & Management comprises 1 module. First, you have to log in to the Module using your user ID and password issued by us to go through the content. You have to go through the content thoroughly. The descriptive Assignments are provided at the end of the Module. Once done, please upload on the interface by clicking on the upload button. You will have to select the appropriate course name. Please send an e-mail to the coordinator once you upload the assignment successfully. Normally the evaluation process takes up to 7-10 working days at our end. The feedback will be uploaded on the portal itself. It gives you an opportunity not only to receive feedback from the evaluator but also to understand your strength areas as well as where you ought to improve. You may download and print all the content for your reference. Please do write the respective questions with your answers. Please send an email to your coordinator once you are done with uploading the answers.

Q2. How to Log in to the portal?

Please refer the Welcome Letter to log in to the portal. Please do not copy-paste the user id and password. Please put the user id and password to log in to the portal and to avoid unsuccessful login.

Q3. How do I answer the questions?

The questions are framed from the course content. You are expected to study the content very carefully in order to answer the questions appropriately.

ASSIGNMENT

- At the end of Module 1 you will get End Term assignment.

Q4. What is the evaluation process?

Kindly take a note that you need to upload the answer in the portal in word doc. The evaluation process takes up to 7 to 10 working days. Post this we will send you the feedback. In case you fail to achieve the minimum grade required for certification you will be given an opportunity to re-submit your assignment. It will enable you to get an opportunity to improve your grade.

Q5. What is the grade structure?

Grade Structure

- A+(90-100%)
- A (80-89%)
- B+(70-79%)
- B (60-69%)



➤ C+ (59 % & below)

The way the candidate approaches an answer determines the grade.

Q6. Is there an option of retest?

Please refer to Q 4.

Q7. By what time do I need to submit the assignment?

Your tenure of the course is 3 months. Your expected date of completion of the course is mentioned in the welcome letter. Kindly note that you have to complete your entire course within stipulated time.

Q8. How to upload the assignment?

You should click on the “Assignment” key (at the left hand) to download the same and save the same. Once you have completed the tasks in MS Word Doc. please upload on the interface by clicking on the upload button. You will have to select the appropriate course name with its specific assignment.

Q9. What when do I expect to receive the Feedback for the assignments submitted?

Please take a note that you will receive the feedback for the descriptive assignment within **7-10 working days**.

Q10. What happens if I am not able to complete the course on time?

I am quite sure that you will be able to complete the course within the mentioned time of 3 months. In case you are unable to complete the course within the stipulated time and without valid notification; then the registration of the course stands cancelled. If you want to continue with the program, you need to re-register by paying an additional fee of **60 USD or 3500 INR** as applicable and will be eligible to get a **3-month grace period**. However, if you still fail to complete the course within the extension, he/she has to again re-register by paying double the amount of the previous additional fee, i.e. **120 USD or 7000 INR as applicable and will be eligible to get another 3-month grace period**. Still if you are unable to complete the course, you will have to take **FRESH ADMISSION** and pay the full course fee as applicable.

Q11. How to contact the tutor?

For any academic queries during the course please do not hesitate to contact your academic coordinator. The contact details are as follows:

Phone : Please refer to the welcome letter

E-mail : Please refer to the welcome letter

Time : Please refer to the welcome letter