

## VERY IMPORTANT POINTS

- Virtual class sessions via Microsoft teams will be held as per the scheduled dates.
- Course Materials and Text Book will be available in MS Teams under the files tab.
- The break timings are from 11:30 am to 1:30 pm. As the break timings are fixed, please do not discuss break timings during class to save the class time
- Kindly submit the feedback form immediately after the class, for quality assurance purposes.
- Please note that you should register for the unit **Sustainable Leadership & Organizations** by paying the course fees 3 days prior to the session to avoid any inconvenience in attending your course and confirm your attendance via email.

p.s. Any delay in payment of the course will add a late penalty of SAR 250/- to your course fee.

- Assignment once completed, should be submitted to [assignments@atmsedu.org](mailto:assignments@atmsedu.org) cc [afatima@atmsedu.org](mailto:afatima@atmsedu.org) as per the submission date allocated on the assignment.
- Please follow and adhere to ALL Assignment instructions which are mentioned on the first page of the assignment copy.
- Examination Team will upload course assignments in MS Teams prior to the class.
- In case of any assignment-related queries, please feel free to drop an email to Examination Board.
- The assignment will be removed from Teams three days after the class ends. Please download the assignment immediately for reference.
- We strongly suggest every student while doing and submitting your assignment be more careful as plagiarism is an academic offense and a student can be failed if any content of the assignment is copied.
- Any query on the assignment submission, kindly refer to the guidelines mentioned on the first page of the assignment.
- Grades will be sent through email to the student who doesn't have student portal access.
- Course participants are strongly advised to keep a copy of their work in case the submitted copy should go astray.