

1. Attendance Requirement

A student must attend **at least 75% of the scheduled classes** to be eligible for certification.

2. Eligibility Criteria

- **Course Completion:** Students must complete all assigned coursework, including lectures, workshops, and practical exercises.
- **Homework Submission:** All homework assignments must be submitted on time and meet the specified quality standards.
- **Final Assignment:** Students must complete their final assignment and receive a satisfactory evaluation from their mentor.

3. Final Assignment Evaluation

The Final Project will be evaluated by the student's mentor in two stages:

- **Preliminary Assessment:** The mentor will provide feedback and identify areas for improvement.
- **Final Assessment:** The mentor will determine the final evaluation of the project, taking into account the student's overall performance and the quality of the Final Project.

4. Certificate of Proficiency

- **Evaluation Criteria:** The Certificate of Proficiency will be awarded based on the combined evaluation of the student's homework and assignments.
- **Mentor and TCF Decision:** The decision to award the certificate will be made by the student's mentor in consultation with the TCF office.
- Certificate of proficiency will be awarded **on scoring at least 75% marks in each of the evaluation components and completion of final assignment.**

5. Late Submission Policy (Assignment): A fine of **INR 500** will be imposed.

6. **Ethical Standards:** Students are expected to adhere to ethical guidelines and maintain a professional demeanor throughout the program.

7. **Academic Integrity:** Students must adhere to strict academic integrity standards throughout the program.

8. **Professional Conduct:** Students are expected to maintain professional conduct and behaviour.

9. **Participation:** Active participation in class discussions, workshops, and group projects is encouraged.

