

CERTIFICATE ISSUING PROCEDURES

- On completion of any training programme, the participants shall receive Certificates from the Institute confirming their participation in the programme and / or completion of the programme.
- The Faculty Unit shall provide all the details to the Administration who shall prepare the Certificates and submit them to the Institute Sr. Manager and the trainer for their signatures.
- Once the Certificates are signed, the Administration Unit shall submit them to the MOL for attestation. The Institute shall pay the attestation fees to the MOL and get back the attested Certificates.
- The original copy of the attested Certificates shall be handed over to the participants after obtaining copies for the Institute records.
- The process followed in the In - House Training Programme which are delivered

For a specific client shall be as follow:

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f. In - House Training Programme Conducted at the Institute

- I. Should the client request that the training programme be conducted at the Institute's premises, the Institute shall adopt the same training procedures that of the open training programmes as specified in point (7.1) above with the following exceptions:
- II. The enrollment process shall be subject to the client's nominations and the Institute shall be guided by the participants nominated by the clients.
- III. The Institute shall follow the payment of training programmes fees with the clients.

g. In - House Training Programme Conducted at the Client's Premises

- i. Should the clients decide to hold the training programme at their premises, the Institute shall leave the following training procedures to be managed by the clients:

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