

CERTIFICATE IN FITNESS TRAINING (C.F.T.) (6 MONTHS COURSE) W.E.F. 2022

DIBRUGARH UNIVERSITY

RULES AND REGULATIONS

Preamble: Fitness management is an interdisciplinary field that intermingle Anatomy, Physiology, Kinesiology & Biomechanics, exercise science, diet and nutrition fitness studies and etc. with practical knowledge and efficiency. People are becoming aware day by day for maintaining their health and fitness aiming to living comfortable and attractive life longer than ever before. Certificate in Fitness Training (C.F.T.) of 6 month is designed meant for preparing fitness training expert providing the individuals blended knowledge and capability of fitness education and practical skills in order to effectively counsel and motivate clients. They will be considered as qualified Certified Fitness Trainer for fitness centre, games and sports team or Personal Trainer.

The programme comprises of compulsory theory as well as practical courses and internship.

1. Introduction:

Short Title, Definition and Commencement:

- (a) These Regulations shall be called the Dibrugarh University Regulations for Certificate in Fitness Training, hereinafter referred to as the C.F.T. programme.
- (b) Department: The term 'Department' is used to mean a department of Dibrugarh University or a Centre established for the purpose or that of a College affiliated to the Dibrugarh University with reference to the subject approved by Dibrugarh University.
- (c) These Regulations shall be effective from the academic session 2022-23.
- (d) Extent of Application: The Regulations shall be applicable to the students enrolled for the **C.F.T. programme** of Dibrugarh University.
- (e) The C.F.T. programme shall be of duration of **six academic months**, that is, one semester. However, the students shall be permitted to complete the programme requirements within a maximum of two years from the date of admission to the programme.

- (f) There shall be one batch in each academic year.
- (g) There shall be at least 90 working days in each academic session exclusive of period of examination and admission etc.
- (h) There shall be minimum 28 (twenty eight) working hours in a week (five days/week).
- (i) The programme will run as per the University Academic Calendar.
- (j) Any change in the Academic Calendar/Schedule may be made by the Academic Planning Committee whenever necessary.
- **2. Intake:** There shall be intake capacity of 20 (twenty) students.

3. Eligibility for admission:

Education Qualification: Passed Senior School Exam (12th) from recognized School Board/ State Board with 45% marks. Preference shall be given to the candidate who studied physical education as compulsory/elective subject and having participation at least in minimum Inter- District/School Competitions in Sports and Games as recognized by the AIU/IOA/SGFI/Govt. of India.

Relaxation in the percents of marks in the qualifying examination and in the reservation of the seats for SC/ST/OBC and other categories shall be as per the rules of the Central Govt. /State Govt. whichever is applicable

4. Admission Procedure:

- a) Newspaper/Website notice inviting application for admission into the C.F.T. programme shall be issued by the Registrar or by any person authorized for the purpose at least one month in advance from the date of admission. Each applicant shall have to submit within the prescribed date his/her application with requisite documents as indicated.
- b) The admission shall be made on merit on the basis of marks in the qualifying examination or in the Entrance Examination (written test, physical fitness test and marks obtained in the qualifying examinations) or any other selection process as per the policy of the University/State Govt.
- c) The candidates seeking admission are expected to be free from any physical disability /defects, posses sound health and are medically fit. Qualified candidates will have to submit medically fitness certificate issued by recognized doctor.
- **d)** Age for admission to the **C.F.T. programme** shall not be less than 17 years and not more than 35 years on ^{1st} July of the admission years. Relaxation of 3 years in case of higher limit of age may be granted for outstanding sportsperson, coaches and

- applicants duly deputed/nominated/recommended by the institutions/ organizations recognized by the University.
- **e)** Married woman is also eligible for admission. In case, a woman candidate conceives during the course, she will have to discontinue her studies. She can join back in the next academic session.

5. Course of Programme:

- a. The medium of instruction and examination shall be English
- b. The Credit System: All programmes shall run on Credit System (CS). It is an instructional package developed to suit the needs of students, to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.
- c. Course: The term course usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- d. Courses of Programme: The C.F.T. programme shall consist of a number of courses, the term 'Course' applied to indicate a logical part of subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of courses suggested for the C.F.T. programme.

Part A: Theory Courses

Part B: Practical Skills of Fitness Training

Part C: Teaching/Coaching Practices of Fitness Training

e. Semesters: An academic session is of one semester consisting of 17-20 weeks of academic work equivalent to 90 actual teaching days. The examinations will be held as per the University Academic Calendar. The institution shall work for a minimum of 35 and maximum 40 working hours in a week (five days a week).

Distribution of hours per week

P-A: Theory	P-B : Practicum	P-C : Teaching practice	Total
12	08	08	28
Minimum of 28	teaching hours pe	er week is required in five day	s in a week

f. Credits: The term 'Credit' refers to a unit by which the programme is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half / two hours of practical work/field work per week. The term 'Credit' refers to the weight given to a course, usually in relation to the instructional hours assigned to it.

Number of credits per semester

P-A: Theory	P-B : Practicum	P-C : Teaching practice	Total credit
12	04	04	20
Minimum of	28 teaching hours	s per week is required in fi	ive days in a week

6. Attendance:

Student must have 85% of attendance in each course for appearing the examination.

7. Examinations and Evaluation:

7.01 There shall be examinations at the end of each semester. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent regular examinations.

7.02 Pattern of Question Papers:

Question Papers shall have five questions (with option for each) corresponding to four units of each theory course.

C.F.T.: Format of Question Paper for 4 Units.

Each question paper shall have 6 questions. The pattern will be as follows:

Question No.	Description	Unit	Marks
1	Answer in detail (Long Question) with	From Unit 1	10
	option		
2	Answer in detail (Long Question) with	From Unit 2	10
	option		10
3	Answer in detail (Long Question) with	From Unit 3	10
	option		10
4	Answer in detail (Long Question) with	From Unit 4	10
	option		10
5	Short Answer Type (Short notes)	From all unit	10
6	M.C.Q. Type Questions (10 out of 10	From all unit	10
	Que.)		10
	·	Total	60

7.03 Evaluation:

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The components for continuous internal assessment are;

One Test	15 Marks
Seminar / Quiz	10 Marks
Assignments	10 Marks
Attendance	05 Marks
Total	40 Marks

Attendance shall be taken as a component of continuous assessment, even though the students should have minimum 85% attendance in each course.

The fractions of the marks allotted for the attendance shall be:

% of attendance	Allotted marks
85	0 marks
86-88	1 marks
89-91	2 marks
92-94	3 marks
95-97	4 marks
98-100	5 marks

In addition to continuous evaluation component, the end semester examination, which will be written type examination of **at least 2-3 hours duration**, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 40:60. The evaluation of practical work, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.

7.04 Minimum Passing Standard:

The minimum passing standard for CIA (Continuous Internal Assessment) and External Examinations shall be 50%, i.e. 16 marks out of 40 marks and 24 marks out of 60 marks respectively for theory courses. The minimum passing for both CIA & external examination shall be 50%, i.e. 20 marks out of 40 and 30 marks out of 60 marks for the practical courses.

7.05 Grading:

Once the marks of the CIA (Continues Internal Assessment) and SEA (Semester End Assessment) for each of the courses are available, both (CIA and SEA) will be added. The marks, thus obtained for each of the courses will then be graded as per details provided in **SI. No. 9** from the semester shall calculated by the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

Where Ci is the Credit earned for the course is the semester; Gi is the Grade point obtained by the student for the course i and n number of courses obtained in that semester.

7.06 Classification of Final Results:

For the purpose of declaring a candidate to have qualified for the Certificate in Fitness Training in the First class / Second class / Pass class or First class with Distinction, the marks and the corresponding GPA earned by the candidate in Core Courses will be the criterion. It is further provided that the candidate should have scored the First / Second Class separately in both the grand total and end Semester (External) examinations.

8. Award of the C.F.T.:

A candidate shall be eligible for the award of the Certificate in Fitness Training only if he/she has earned the minimum required credit.

9. Letter Grades and Grade Points:

- i. Two methods-relative grading or absolute grading— have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students in the course and the grades are awarded based on a cut-off mark or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system any one of the above methods shall use.
- ii. The grades for each course would be decided on the basis of the percentage marks obtained at the end-semester external and internal examinations as per following table:

Percentage	Grade Point	Letter Grade	Description	Classification of final result
85 & above	8.5-10.0	0	Outstanding	First sless with Distinction
70-84.99	7.0-8.49	A ⁺	Excellent	First class with Distinction
60-69.99	6.0-6.99	А	Very Good	First Class
55-59.99	5.5-5.99	B+	Good	Higher Second Class
50-54.99	5.0-5.49	В	Above Average	Second Class
40-49.99	4.0-4.99	С	Average	Pass Class
Below 40	0.0	F	Fail/ Dropped	Dropped
	0	AB	Absent	

10. Grade Point Calculation

Calculation of Semester Grade Point Average (SGPA) and Credit Grade Point (CGP) and declaration of class for C.F.T. Programme.

The credit grade points are to be calculated on the following basis:

$$SGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

Example

Marks obtained by Student in course CC01 = 65/100

Percentage of marks = 65 %

Grade from the conversion table is = A

Grade Point = 6.0 + 5 (0.99/9.99)

= 6.0 + 5x0.1

= 6.0 + 0.5

=6.5

The Course Credits = 04

Credits Grade Point (CGP) = $6.5 \times 04 = 26$

The Cumulative grade point average (CGPA) will be calculated as a weighted average of all the grade point of the courses. That is cumulative grade point average (CGPA) = (sum of grade points of all courses) / total credit of the programme as per example given below:

C.F.T. courses

Courses No.	Credit	Marks out of 100 (%)	Grade	Grade Point	Credit Grade point
CC-01	4	65	Α	6.5	26
CC-02	4	60	Α	6	24
CC-03	4	62	Α	6.2	24.8
PC-01	4	55	B+	5.5	22
TP-01	4	72	Α	7.2	28.8
	20				125.6

Examples: Conversion of marks into grade points

CC-01
$$65 = 60 + 5 = 6.0 + 5 \times (0.99 / 9.99) = 6.0 + 5 \times 0.1 = 6.0 + 0.5 = 6.5$$

CC-02 60 = 6.0

CC-03
$$62 = 60 + 2 = 6.0 + 2 \times (0.99/9.99) = 6.0 + 2 \times 0.1 = 6.0 + 0.2 = 6.2$$

PC-01 55 = 5.5

TP-01
$$72 = 70 + 2 = 7.0 + 2 \times (1.49 / 14.99) = 7.0 + 2 \times 0.1 = 7.0 + 0.2 = 7.2$$

Cumulative Grade Point Average (CGPA) = Total Credit Grade Points = 125.6/20 = 6.28 Cumulative Grade Point Average (CGPA) = 6.3625/1 = 6.28

CGPA = 6.28, Grade = A, Class = First Class

Note:

- (1) CGPA is calculated only if the candidate passes in all the courses, i.e. gets minimum C grade in all the courses.
- (2) CGPA is calculated only when the candidate passes in all the courses of all the previous and current semesters.
- (3) The cumulative grade point average will be calculated as the average of the SGPA of all the semesters continuously, as shown above.
- (4) For the award of the class, CGPA shall be calculated on the basis of:
 - (a) Marks of each Semester End Assessment And
 - (b) Marks of each Semester Continuous Internal Assessment for each course.

The final class for Certificate in Fitness Management shall be awarded on the basis of CGPA (grade) from all the one to four semester examinations.

11. Grievance Redressal Committee:

The department/centre shall form a Grievance Redressal Committee for each course in each department/centre with the course teacher / Director/ HOD of the faculty and Dean of Faculty as the members. This Committee shall solve all grievances of the students.

12. Revision of Syllabi:

- a. Syllabi of every course should be revised.
- b. Revised Syllabi should be implemented in a sequential way.
- c. In courses, where units / topics related to governmental provisions, regulations or laws, that change to accommodate the latest developments, changes or corrections are to be made consequentially as recommended by the Academic Council.
- d. All formalities for revisions in the syllabi should be completed before the end of the semester for implementation of the revised syllabi in the next academic session.
- e. During every revision, up to twenty percent of the syllabi of each course should be changed so as to ensure the appearance of the students who have studied the old (unrevised) syllabi without any difficulties in the examinations of revised syllabi.
- f. In case, the syllabus of any course is carried forward without any revision, it shall also be counted as revised in the revised syllabi.

12. Course Structure of C.F.T.

	Part-A: Theoretical Course								
Course Code	Title of the Papers	Total Hours	Credit	Internal Marks	External Marks	Total Marks			
CC 01	Introduction to Fitness Training	4	4	40	60	100			
CC 02	Anatomy, Physiology	4	4	40	60	100			
CC 03	Training Methods & Nutrition	4	4	40	60	100			
	Part-	-B Practi	ical Skill	S		1			
PC 01	Practicum of Fitness Training	8	4	40	60	100			
	Part – C Teaching/Coaching Practices								
TP 01	Teaching/Coaching Practices	8	4	40	60	100			
	Total	28	20	200	300	500			

Note: Total Number of hours required to earn 4 credits for each Theory Course are 58-68 hours whereas 100-110 hours for each Practicum Course.

Certificate in Fitness Training (C.F.T.) Detail Syllabus

CC 01: Introduction to Fitness Training

Marks: Internal: 40 Marks; External Marks: 60 Marks; Total 100 Marks

Objectives of the course:

This course will enable students to:

- Understand the modern concept of fitness Training
- Develop understanding about the fitness and fitness trainer,
- Understand exercises and fitness centre Management.
- Understand role of nutrition in fitness and calculate caloric requirement.

Unit	Contents		Marks
		hours	
	1. Introduction of Fitness and Wellness		
Unit	1.1 Meaning and definition of Health, fitness and wellness		
01111	1.2 Types and components of fitness and wellness.		
I	1.3 Factor affecting fitness	12	15
	 Significance of fitness and wellness in Modern times, 		
	2. Fitness Trainers and clients		
	2.1 Qualification and qualities of fitness trainer.		
	2.2 Duties and Responsibilities (Role) of Fitness Trainer.		
Unit	, ,	18	15
l II	Formalities prior to conducting fitness programme.		
	2.4 Code of Ethics of fitness training		
	3. Management of Fitness Centre		
	3.1 Introduction and History of Health and Fitness Industry		
	3.2 Principle of establishing a fitness center:		
Unit	, 1	18	15
Ш	Membership and record keeping etc.		
	3.3 Procedure of procurement and Maintenance of		
	Health & Fitness Equipment.		
	Client and Financial Management		
	4.1 Importance of customer service in a fitness centre		
	4.2 Management of customer complaints	4.0	4=
Unit	4.3 Creating of business plan and start up of own	10	15
IV	business; publicity of business; use of social media		
	4.4 Funding sources: Govt. scheme etc. for your business		

References:

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- Mcglynn, G., (1993). *Dynamics of fitness*. Madison: W.C.B Brown.
- Sharkey, B. J.(1990). *Physiology of fitness*, Human Kinetics Book.
- Nutritive value of Indian food:- National Institute of Nutrition (NIN)
- Shubhangini A. Joshi. Nutrition and dietetics with Indian case studies, Mc-Grow Hill Publication
- Dick, W.F. (1980), Sports raining Principle, London: Lepus Book
- Werner W.K. Hoeger (1989). Life time Physical fitness and Wellness A Personalized Program, Morton Publishing Company.

• Mike Bates, Mike Spezzano & Guy Danhoff (2020) Health Fitness Management, Third Edition. Human Kinetics

CC 02: Anatomy & Physiology

Marks: Internal: 40 Marks; External Marks: 60 Marks; Total 100 Marks

Objectives of the course:

This course will enable students to:

Understand the human anatomy and physiology

Able to identify the necessity and importance of exercise,

Unit	Contents	Contact hours	Marks
Unit I	1. Anatomy 1.1 Meaning of Anatomy and Physiology 1.2 Structure and function of Cell 1.3 Tissues and its types and function 1.4 Introduction of human body system	12	15
Unit II	2. Physiology 2.1 Classification and functions of bone 2.2 Types of Joints and its functions 2.3 Types of muscles and its function 2.3. Types of muscular contraction.	16	15
Unit III	 Structure and Function of Human Body system 3.1: Cardiovascular system: The structure and function of heart and lungs; cardiac cycle, cardiac output, lung capacity, Vo2Max 3.2. Structure and function of nervous system 3.3. Endocrine System 	16	15
Unit IV	 4. Bio-energetic of Exercise and Training 4.1 Bioenergetics: ATP CP, Biological Energy System 4.2 Body Composition, BMI, Obesity & Blood Pressure 4.3 Oxygen uptake and the Aerobic and Anaerobic Contributions to exercise 	14	15

References:

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- Karpovich, P. V. (n.d.). *Physiology of Muscular Activity*. London: W.B. Saunders Co.
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- Hay, J. G. & Reid, J. G.(1988). *Anatomy, mechanics and human motion*. Englewood Cliffs, N.J.: prentice Hall Inc.
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CC 03: Training Methods & Nutrition

Marks: Internal: 40 Marks; External Marks: 60 Marks; Total 100 Marks

Objectives of the course:

This course will enable students to:

- Understand the modern concept of training method.
- Develop understanding about the preparation of training schedule.
- Understand role of nutrition in fitness and calculate caloric requirement

Unit	Contents	Contact	Marks
		hours	
	1. Bio-motor components and their development		
	1.1 Strength.		
	1.2 Endurance: Aerobic and Anaerobic endurance.		
Unit	·	16	15
ı	1.4 Flexibility.		
•	1.5 Coordinative abilities		
	2. Training Methods		
	2.1 Meaning, Principles of Exercise and Fitness Training.		
	2.2 Training Load and factors affecting Load. Recovery and		
Unit	Adaptation; Causes and symptom of overload.	14	15
П	2.3 Training means and methods		
	2.4 Importance and principle of Warm up and Cool down		
	3. Preparing Fitness Training programme		
	3.1 Fitness and Bio-motor abilities testing protocols		
	3.2 Concept of Planning, periodization and various training		
Unit	cycles (Meso, Micro,& Macro)	16	15
Ш	3.3 Calculation of target heart rate zones for various aerobic		
1111	exercise intensities		
	3.4 Calculation of resistance training intensities, Sets and		
	Repetition		
	3.5 Concept of virtual training in fitness programme		
	4. Nutritional Considerations		
	4.1 Concept of Nutrition and balance diet; classification of		
	nutrients and their functions		
Unit	4.2 Determination of balance diet- calculation of daily calorie		
IV	intake and expenditure.	12	15
IV	1.3 Diet and hydration before, during and after exercise	12	15

1.4 Supplements: Classifications and importance	
4.5 Role of diet and exercise in weight management	ļ

References:

- D. (1979). A Christine, M. D., (1999). Physiology of Sports and Exercise.USA: Human Kinetics.
- Conley, M. (2000). Bioenergetics of Exercise Training.
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- Bompa Tudor O. Theory and Methods of Training, Kendall Hunt Publishing Company.

CCFM: PC 01: PRACTICUM OF FITNESS TRAINING
Marks: Internal: 40 Marks; External Marks: 60 Marks; Total 100 Marks

Objectives of the course:

This course will enable students to:

- Understand the modern concept of fitness Training.
- Enable to apply the fitness testing protocols
- Enabled to describe and perform exercises for different body part.
- Enabled to design specific fitness programs.
- Enabled to design personal fitness programs.

Unit	Contents	Contact hours	Marks
Unit I	 Demonstration of various organs of human body systems Introduction to various fitness equipments and facilities for weight training, cardiac and free hand exercises. Introduction of classification of training zones: dry zone, Wet Zone, Cardiac Zone, Strength zone, etc. 	20	15
Unit II	 Introduction and demonstration of various fitness training exercises and drills. Preparation of training plan, personal training plan. Preparation of videos and movement analysis. 	20	15

Unit III	Speed coordination, flexibility, body composition, Calculation of BMI 3. Physiological Test: Testing of Blood Pressure, lungs capacities, respiratory testing: heart rate, vo2max,	20	15
Unit IV	 Massage techniques Relaxation techniques; Autogenic training, progressive muscular relaxation training, biofeedback, therapeutic 	20	15
	modalities, relaxation though meditation 3. First aid and injury management techniques	20	
	5 Practice Training (Internal): 1 External		60

GRADING SYSTEM

The following scale of grading system shall be applied to indicate the performance of students in terms of letter grade and grade points as given bellow:

Percentage of marks	Letter	Grade point	Description of	Classification of final
obtained in a course (in	grade		performance	result
semester plus end semester)				
85 & above	0	8.5-10.0	Outstanding	First class with
70-84.99	A+	7.0-8.49	Excellent	Distinction
60-69.99	Α	6.0-6.99	Very Good	First Class
55-59.99	B+	5.5-5.99	Good	Higher Second Class
50-54.99	В	5.0-5.49	Above Average	Second Class
40-49.99	С	4.0-4.99	Average	Pass Class
Below 40	F	0.0	Fail/ Dropped	Dropped
	AB		Absent	