

Footwear Design & Development Institute

An Institution of National Importance | Ministry of Commerce & Industry, Govt. of India

STUDENT HANDBOOK

SESSION 2026

This handbook isn't a rulebook. It's a map.

FDDI reserves the right to change or modify the rules and regulations contained in this book, should it seem necessary in the interest of the students, the institute or the concerned.

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1. INTRODUCTION

This student Handbook provides specific information about the institutional policies and regulations. This document has been designed to provide Bachelor & Master students with a summary of their expected academic and personal conduct. It also provides important information on registration, curriculum, attendance norms and minimum performance standards.

Academic and personal standards are necessary to promote fair and orderly conduct. It is anticipated that the Bachelor & Master students of the Institute shall abide by these rules and will at all times conduct themselves in a manner so as to reflect credit on the Institute and enhance its prestige in the community at large as well as to enable the students to develop themselves as well rounded professional and a contributing citizens.



2. FDDI

2.1 VISION

FDDI envisions being a globally recognized Benchmark Institution of design, development and production of footwear, fashion, leather goods & accessories and of retail management. FDDI aims to shape the future of these industries, positioning India as a global leader in these sectors.

2.2 MISSION

FDDI dedicates itself to developing its students into impactful innovators, entrepreneurs, and skilled professionals who will contribute significantly to the nation's progress. We seek to achieve this by fostering a vibrant environment that nurtures creativity, fuels innovation, and instills a deep-seated commitment to sustainability through our high-quality education, cutting-edge research, and strong collaborations with industry. Our ultimate goal is to empower FDDI-educated individuals to drive excellence and positive transformation within various sectors by delivering superior products, responsive services, and cost-effective solutions that address real-world challenges.

2.3 ABOUT FDDI

Footwear Design & Development Institute was established in 1986, under the aegis of Ministry of Commerce & Industry, Govt. of India with major objectives:

1. To Develop Human Resources within the country by imparting ap propriate knowledge and skills to promote the rapid growth of footwear and allied industry in the country.

2. To provide and develop appropriate infrastructure for the Indian footwear industry to enable it attain international standards of production.

3. To particularly promote the growth of export production of quality footwear and allied products from the country

4. FDDI offers Bachelor, Masters, PhD programmes in the areas of Footwear Design & Production, Fashion Design, Retail & Fashion Merchandise and Leather Lifestyle & Product Design, besides offering short term Industry specific programmes.

FDDI is playing a key role in imparting education, facilitating the Indian industry by bridging the skill gap in the areas of Footwear, Fashion, Retail and Leather Accessory & lifestyle product, and because of its continuous contribution towards nation building, FDDI has been granted the status of "Institution of National Importance" under the FDDI Act 2017.

FDDI has Pan India Presence with 12 state-of-the-art campuses spread across the country. It has world class Infrastructure & Facilities (equipped with Smart Classrooms, Workshops with latest machineries & equipments, High tech IT lab, High end Product development Centre, International Testing Centre, Comprehensive Library, Auditorium & Sports facilities, and In campus Hostels etc.), created across the functional domain to ensure international standards of higher education, training & delivery for Footwear, Leather products, Retail and Allied Industries - 360° interventions under one umbrella.

SCHOOLS & ACADEMIC PROGRAMS

SCHOOL OF FOOTWEAR DESIGN & PRODUCTION

B.Des. in Footwear Design & Production 4 Years | 8 Semesters

B.Des. in Sports & Lifestyle Footwear Design 4 Years | 8 Semesters

B.Des. in High Fashion Footwear 4 Years | 8 Semesters

M.Des. in Footwear Design & Production 2 Years | 4 Semesters

SCHOOL OF LEATHER GOODS & ACCESSORIES DESIGN

B.Des. in Leather Lifestyle & Product Design 4 Years | 8 Semesters

B.Des. in Digital Product Design & Virtual Prototyping
4 Years | 8 Semesters

SCHOOL OF FASHION DESIGN

B.Des. in Fashion Design 4 Years | 8 Semesters

B.Des. in Fashion Communication 4 Years | 8 Semesters

B.Des. in Textile & Apparel Design 4 Years | 8 Semesters

M.Des. in Fashion Design 2 Years | 4 Semesters

SCHOOL OF RETAIL & FASHION MERCHANDISE

BBA in Retail & Fashion Merchandise* 3 Years + 1 Year (Honours) | 8 Semesters
MBA in Retail & Fashion Merchandise 2 Years | 4 Semesters

**Students who complete three years of the BBA program will be awarded a BBA in Retail and Fashion Merchandise degree. However, those who successfully complete all four years will earn a BBA (Hons.) in Retail & Fashion Merchandise degree.*

3.1 COMMON FOUNDATION PROGRAMME

A Common Foundation Programme is conducted across different B. Design Programmes during the 1st and 2nd semester.

The mark you leave on people is as important as the work you leave behind.

4. REGISTRATION

The students are required to register with Student Affairs & Examination and submit the supporting documents relating to their academic qualifications before commencement of the batch. (Applicable only for the candidates who did not fill the Registration form or were unable to submit the certificates at the time of admission). Students, who have not yet received their final Certificate/mark-sheet from their University before the commencement of their Programme, may submit them by 30th Sept. of the concerned Academic Year. Failure to submit the proof of passing out of the School/University examination by the said date would automatically invalidate his / her admission.

Students shall not be allowed to appear in the 1st semester examination if he/she is unable to submit Original Migration Certificate (Previous Qualification) / Mark Sheet or Passing Certificate from School / Board / University as a proof of passing the examination.



5. ACADEMIC CALENDAR

The Academic Calendar for each semester shall be uploaded on FDDI website before the beginning of each semester.

SEMESTER SCHEDULE FOR BACHELOR DEGREE PROGRAMMES

Semester 1
From July till Last week of December of the academic year

Even Semesters
From January till June of the academic year | Semester 2, 4, 6 & 8

Odd Semesters
From July till December of academic year | Semester 3, 5 & 7

SEMESTER SCHEDULE FOR MASTER DEGREE PROGRAMMES

Semester 1
From July till Last week of December of the academic year

Even Semesters
From January till June of the academic year | Semester 2, 4

Odd Semester
From July till December of academic year | Semester 3

Learning isn't about having all the answers.
It's about asking better questions.

6. ATTENDANCE POLICY

Attendance, Absence and Leave for the Students

A roll call in each class will be taken in order to maintain the attendance record of a particular programme in every scheduled lecture, tutorial, practical class.

For online classes, attendance will be noted through roll call/ meeting records.

A student enrolled in an academic programme is required to attend all scheduled lecture, tutorial, practical class.

To be eligible for appearing in the semester examination, a student shall maintain minimum 70 per cent attendance in each course or subject. Provided that the Executive Director concerned may grant relaxation up to 10 per cent in maximum of 20 per cent of the course or subject in a particular semester.

Attendance policy with penalties is given below:

The attendance percentage mentioned in the table below are after applying relaxation from Executive Director

S. No.	Attendance Percentage	Eligibility & Penalty
1	70% to 65%	- Eligible for Re-do Exam in applicable subjects - **No grade penalty** - Re-do fee applicable per subject - **Exception**: Fee waived in genuine cases (medical/extenuating) upon valid documentation and HOD recommendation
2	Below 65% to 55%	- Eligible for Re-do Exam in applicable subjects - **One Grade Drop** in subject(s) as per table below - Re-do fee applicable
3	Below 55% to 45% (in max 50% subjects)	- Can carry forward **max 50% of subjects for redo examination** - **Two Grade Drops** on successful completion - Re-do fee applicable
4	Below 45% (in max 50% subjects)	- Can carry forward **max 50% of subjects for redo examination** - **'P' Grade with remarks** on successful completion - Re-do fee applicable
5	Others	- **Semester to be repeated**

B. Grade Drop Matrix

Actual Grade Obtained	Ex	A	B	C	D	P
Grade Recorded	A	B	C	D	P	P with remarks

For Attendance between 55% to 45% (Two Grade Drops)

Actual Grade Obtained	Ex	A	B	C	D	P
Grade Recorded	B	C	D	P	P with remarks	P with remarks

C. Summary Table: Penalties for Attendance Shotfall

Attendance %	No. of Subjects Allowed	Penalty	Grade Penalty	Remarks
70% – 65%	No limit	Re-do allowed	None	Re-do fee; exemption possible in valid cases
Below 65% – up to 55%	No limit	Re-do allowed	One Grade Drop	-----
Below 55% – up to 45%	Max 50% subjects	Re-do allowed	Two Grade Drops	Subjects carried forward to next semester
Below 45%	Max 50% subjects	Re-do allowed	P Grade with remarks	-----
Others	-----	Not allowed	Must repeat the semester	-----

D. The Executive Director may grant relaxation under clause (C) after recording reasons in writing on case-to case basis and only for cases of emergency or exigencies beyond the control of the student.

E. A student shall have no right to claim the relaxation in the attendance.

F. Any student who is not able to meet the minimum attendance as per the provisions of this Ordinance with or without relaxation will not be allowed to appear for the end semester examinations in the course or subject in which there is a shortfall.

G. A student may be allowed to appear for the re-do examination scheduled after the completion of any semester of the particular academic year in any courses or subject as per the provision of 6 (G). Provided that a student having shortfall in attendance in more than 50 per cent of the subject with or without relaxation in a particular semester will be asked to repeat the year with the junior batch without any opportunity of any re-do examination.

H. Leave
Unauthorised absence i.e. any absence without information or permission. A student absenting himself without any authorised permission will be liable for disciplinary action as per the rules of the Institute and any unauthorised absenceof a student for more than two weeks due to any cause may lead to student being debarred from the concerned semester or course.

A student may avail leave for exigencies and other commitments (covered under the and the same shall be approved as per the table given below, namely: -

S. No.	Leave availed by student	Competent authority Remarks
1.	≤15 days	Head of Department With prior intimation only
2.	>15 days	Executive Director With prior intimation only

The student is expected to maintain 70% attendance. Medical leaves will be covered in the rest 30%. No additional concession is provided for leaves." Refer to Annexure B for reporting of medical cases.

Leave caution A student or parent of such student who is falling short of required attendance will be informed by e-mail, phone or any such other mode of communication from time to time by the concerned course coordinator or head of the department.

Submission of Leave application - The student is required to submit his/her leave application **within two days of rejoining the classes to his/her respective HOS/HOD.**






REPUTATION
MUKERS
SNEAKER
MULE
EASE
SIYAAHI
PHANTOM
BELLY
WILD
SAFARI
reputation

EVALUATION AND EXCELLENCE

7. EXAMINATION & EVALUATION POLICY:

A. Examination includes any test or evaluation method used during the semesters of study. The criteria for assessment of students will be through continuous evaluation, mid-semester examination end-semester examination, viva voce, practical, assignments, juries, skill test, presentations or any other summative mode. The examination regulations shall apply to all programs leading to Master's degree /Bachelor's degree/ Certificate Programme.

B. Assessment Methodology: The assessment of a student in a particular course/ subject shall be done based on his weighted performance evaluated in the assessments/ examinations as below:

Assessment Parameter	Weightage for Theory
Assignment/Presentations etc.	20
Mid-Term Examination/ Assessment	20
End Term Examination/ Assessment	60

Assessment Parameter	Weightage for Practical
In Lab Assessment.	60
Final Assessment/Viva Voce	40

C. In order to be eligible for award of a degree, a student need to pass in each subject and has to obtain minimum cumulative grade point average of 6.

D. A student who is not able to pass a course/subject as per the above criteria may be required to appear in the redo examination which shall be scheduled after the completion of the even semester of that particular academic year as per the provisions of Re-Do rules. However, a student having failed in more than 50% of the subject in a given semester shall be asked to repeat the year with the junior batch without any opportunity of any re-do examination. The redo examination shall provide an opportunity to the student to appear for the final examinations again. The marks scored by a student in the redo examination shall be added to the marks scored by the student in the teacher's assessment score, assignment/presentation score and midterms examination score and the total marks so scored shall determine whether a student has passed the course/subject. Students shall be provided only one chance to appear in the redo examination for any course/subject to clear their backlog. For the said chance students will be charged the prescribed fee for the Re-do examination.

E. Rectification of Results: The Executive Director may recall the result of a candidate if:

i.he/she is disqualified for using unfair means in the semester examination in which case the student will be asked to appear for the redo examination;

ii.he/she is disqualified for using unfair means in the Re-do examination in which case the student will be asked to repeat the academic year;

iii.An error is detected in his/her result in which case the error shall be rectified and result shall be declared accordingly; and

iv.If re-evaluation is sought by the student/guardian through an application in writing submitted within 15 days of declaration of the result in which case the Executive Director shall cause the re-evaluation to be done within 15 days and declare the result accordingly. The student is allowed to seek re-evaluation of a particular examination only once.

F. Issue of the transcript: The Institute shall issue transcripts to the all students. The Semester wise transcripts shall be issued to the students, in paper or digital format, from the respective campus. The consolidated Statement of transcripts shall be issued to the students from Head Office (HO) after completion of the programme.

G. Re-Do Examination: A student may be eligible to take Re-do examination in a subject in which he/she has either less than the requisite attendance or has failed the subject. However, only such students who have re-dos in upto 50% of the subject, either on account of attendance or failure or both, shall be allowed to appear for the Re-do Examination. Students having re-do in more than 50 % subjects on account of attendance/failure shall be asked to repeat the year with the junior batch. The marks scored by a student in the re-do examination shall be added to the marks scored by the student in the assignment or presentation score and mid-terms examination score and the total marks so scored shall determine whether a student has passed the course or subject or not.

H. Promotion: The promotion of a student for semester/year shall be as follows:

i.To get a promotion to the next year, student is required to pass in all course/subject in that particular academic year.

ii.Any student having re-dos in more than 50% of the subjects in any semester, whether on account of failure in obtaining the requisite pass marks or on account of shortfall in attendance or both, shall be required to repeat the year with the Junior batch in the next academic year.

iii.Based on the overall marks obtained by a student in the subjects as allocated during the entire academic program, the student shall be awarded Grades (as per CGPA) in the following manner:

The grade system to be followed is as follows:

Grades	Grade	Marks Band	Letter
Excellent	EX	90-100	10
Very Good	A	80-89	9
Good	B	70-79	8
Fair	C	60-69	7
Average	D	50-59	6
Pass	P	35-49 (Theory) 40-49 (Practical)	5
Fail	F	34 or less (Theory) 39 or less (Practical)	2
Absent	Ab	Absent	-

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

iv. The SGPA is the ratio of sum of the product of the number of credits(Ci) with the grade points (Pi) scored by a student in all the courses taken by a student and the sum of the number of credits(Ci) of all the courses undergone by a student,

$$\text{i.e. SGPA(Si)} = \frac{\sum(Ci \times Pi)}{\sum Ci}$$

Where Ci is the number of credits of the ith course and Pi is the grade point scored by the student in the ith course.

v. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e. CGPA} = \frac{\sum(Ci \times SGPAi)}{\sum Ci}$$

Where Ci is the total number of credits in that semester& SGPAi is the semester score in the ith Semester.

vi. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Transcripts.

Illustration of computation of SGPA

	Credit	Grade letter	Grade point	Credit Point (No of Credits x Grade Point)
Course 1	4	A	9	4x9=36
Course 2	4	B	8	4X8=32
Course 3	3	C	7	3X7=21
Course 4	3	EX	10	3X10=30
Course 5	2	D	6	2x6=12
Course 6	4	B	8	4X8=32
	20			163

SGPA= 163/20 =8.15

vii. Illustration of computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credits-20 SGPA-8.15	Credits-22 SGPA- 6.8	Credits-25 SGPA-5.6	Credits-26 SGPA-7	Credits-24 SGPA- 6.5	Credits-20 SGPA- 6.7

Thus CGPA= $\frac{20x8.15+22x6.8+25x5.6+26x7+24x6.5+20x6.7}{137} = 6.74$

I. Award of Degrees: A student, who has completed all the degree requirements as applicable, shall be recommended for the award of the degree in the ensuing Convocation. It is mandatory for every student to clear all subjects of each semester within the "Maximum Duration" allowed as per the table below failing which the Degree/Diploma will not be awarded to concerned students and he/she shall be declared as "NOT FIT" namely.

S. No.	Programme	Programme Duration	Maximum Duration
1	Bachelor of Design (Degree)	Four Years	Six Years
2	BBA Degree	Three Years	Five Years
3	BBA Degree (Hons.)	Four Years	Six Years
4	Master Degree	Two years	Four Years

J. Medium of Instruction and Conduct of Examination: The medium of instruction and examination of all academic programs of the Institute shall be English.

K. Medals and prizes: The institute will award following prizes and medals to meritorious students, namely: -

(i) Every Department Topper will be awarded Silver medal;

(ii) Over all Topper of the campus will be awarded Gold medal.


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"An overview & Emerging Career path with Leather Industry"
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FEEDBACK

8. FEES AND PAYMENT SCHEDULE

FEE STRUCTURE – ACADEMIC SESSION 2026-27
FEE STRUCTURE FOR UNDERGRADUATE (B.DES) PROGRAMME
(for new students admitted during the year 2026-27)

FOR FDDI (NOIDA/ HYDERABAD/ CHENNAI) CAMPUS HEAD

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
Tuition Fee (Non Refundable)	1,04,300	1,04,300	1,04,300	1,04,300	1,04,300	1,04,300	1,04,300	1,04,300
Library Fee (Non Refundable)	5000	5000	5000	5000	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–	1000	–	1100	–
Student Development Fee	8500	–	6000	–	6600	–	7300	–
Exam Fee	2000	2000	2000	2000	2000	2000	2000	2000
One-time Fee								
Alumni Membership fees*	–	–	–	–	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–	–	–	–	–
Security Deposit (Refundable)	10000	–	–	–	–	–	–	–
Total	**1,40,600**	**1,11,300**	**1,18,200**	**1,11,300**	**1,18,900**	**1,11,300**	**1,19,700**	**1,14,300**

FEE STRUCTURE FOR UNDERGRADUATE (BBA) (3+1 YEAR) PROGRAMME
(for new students admitted during the year 2026-27)

FOR FDDI (NOIDA/ HYDERABAD) CAMPUS

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
Tuition Fee (Non Refundable)	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000
Library Fee (Non Refundable)	5000	5000	5000	5000	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–	1000	–	1100	–
Student Development Fee	8500	–	6000	–	6600	–	7300	–
Exam Fee	2000	2000	2000	2000	2000	2000	2000	2000
One-time Fee								
Alumni Membership fees*	–	–	–	–	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–	–	–	–	–
Security Deposit (Refundable)	10000	–	–	–	–	–	–	–
Total	**1,14,300**	**85,000**	**91,900**	**85,000**	**92,600**	**85,000**	**93,400**	**88,000**

FEE STRUCTURE FOR UNDERGRADUATE (B.DES) PROGRAMME

(for new students admitted during the year 2026-27)

FOR ROHTAK/JODHPUR/ANKLESHWAR/FURSATGANJ/PATNA/GUNA/ CHHINDWARA/KOLKATA/CHANDIGARH CAMPUS

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
Tuition Fee (Non Refundable)	70,700	70,700	70,700	70,700	70,700	70,700	70,700	70,700
Library Fee (Non Refundable)	5000	5000	5000	5000	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–	1000	–	1100	–
Student Development Fee	8500	–	6000	–	6600	–	7300	–
Exam Fee	2000	2000	2000	2000	2000	2000	2000	2000
One-time Fee								
Alumni Membership fees*	–	–	–	–	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–	–	–	–	–
Security Deposit (Refundable)	10000	–	–	–	–	–	–	–
Total	**1,07,000**	**77,700**	**84,600**	**77,700**	**85,300**	**77,700**	**86,100**	**80,700**

FEE STRUCTURE FOR UNDERGRADUATE (BBA) (3+1 YEAR) PROGRAMME

(for new students admitted during the year 2026-27)

FOR PATNA / CHANDIGARH / ANKLESHWAR / JODHPUR CAMPUS

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
Tuition Fee (Non Refundable)	59,300	59,300	59,300	59,300	59,300	59,300	59,300	59,300
Library Fee (Non Refundable)	5000	5000	5000	5000	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–	1000	–	1100	–
Student Development Fee	8500	–	6000	–	6600	–	7300	–
Exam Fee	2000	2000	2000	2000	2000	2000	2000	2000
One-time Fee								
Alumni Membership fees*	–	–	–	–	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–	–	–	–	–
Security Deposit (Refundable)	10000	–	–	–	–	–	–	–
Total	**95,600**	**66,300**	**73,200**	**66,300**	**73,900**	**66,300**	**74,700**	**69,300**

FEE STRUCTURE FOR POSTGRADUATE (M.DES & MBA) PROGRAMME

(for new students admitted during the year 2026-27)

FOR FDDI NOIDA/ HYDERABAD/CHENNAI/CHANDIGARH CAMPUS

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4
Tuition Fee (Non Refundable)	1,29,700	1,29,700	1,29,700	1,29,700
Library Fee (Non Refundable)	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–
Student Development Fee	8500	–	6000	–
Exam Fee	2000	2000	2000	2000
One-time Fee				
Alumni Membership fees*	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–
Security Deposit (Refundable)	10000	–	–	–
Total	**1,66,000**	**1,36,700**	**1,43,600**	**1,39,700**

FEE STRUCTURE FOR POSTGRADUATE (MBA) PROGRAMME

(for new students admitted during the year 2026-27)

FOR FDDI GUNA / PATNA / CHHINDWARA / FURSATGANJ / ROHTAK / ANKLESHWAR / JODHPUR CAMPUS

HEAD	Sem. 1	Sem. 2	Sem. 3	Sem. 4
Tuition Fee (Non Refundable)	1,01,100	1,01,100	1,01,100	1,01,100
Library Fee (Non Refundable)	5000	5000	5000	5000
Mediclaim (Non Refundable)	800	–	900	–
Student Development Fee	8500	–	6000	–
Exam Fee	2000	2000	2000	2000
One-time Fee				
Alumni Membership fees*	–	–	–	3000
Registration Fee (Non Refundable)	10000	–	–	–
Security Deposit (Refundable)	10000	–	–	–
Total	**1,37,400**	**1,08,100**	**1,15,000**	**1,11,100**

*Alumni Membership fee : The Alumni Membership Fee of 3,000 will entitle students to a three year membership with the FDDI Alumni Association (FAA). The amount collected will be transferred to the Association's registered bank account.

HOSTEL FEE (Excluding Mess Fee) for New Students Admitted During the Year 2026-27

Campus	Total Fee Per Semester
FDDI Rohtak / Jodhpur / Ankleshwar / Fursatganj / Patna / Guna / Chhindwara / Kolkata / Chandigarh	12,000
FDDI Chennai / Hyderabad	25,000
FDDI Noida	30,000

1.Refundable security for hostellers is Rs. 5000/- (one time) which is to be paid with first semester fee.
2.FDDI reserves the right to revise the above mentioned fee for any academic year.
3.Mess Fee varies from campus to campus.
4.Mess Facility will be compulsory for all hostellers. Mess fee has to be paid separately in the beginning of each semester.
5.Hostel Fees and Mess fees once paid is non-refundable after the allotment of Hostel.

Kindly Note:-

A.NRI/Industry sponsored candidate are required to pay twice the tuition fee in case of FDDI Noida and FDDI Hyderabad and for the rest of the mentioned campuses candidates are required to pay 50% extra of the tuition fee (other components of fee will remain the same.)

B.FDDI reserves the right to revise the above mentioned fee for any academic year.

• The tuition fees, hostef fee, other fees and deposits, as applicable shall be charged from the students. The fee is to be paid in full before commencement of semester. However in exceptional circumstances, extension of time for payment of fees may be granted by the Executive Director of the respective Institute Campus on case to case basis. The students shall not be allowed to join the programme if fees are not paid before commencement of semester or by such date as may be approved by the Executive Director concerned. The Semester fees once deposited shall not be refunded. Any revision in the fee structure after the approval of the Governing Council would be notified separately from time to time.

• Student who leave FDDI mid-course or who are asked to leave FDDI for whatever reasons will not be entitled to refund of fees, except the amount of the refundable security deposit.

C.Mode of Payment of Fees - Semester fees shall be paid online. It is expected that Fees must be paid on time. Students are advised to follow Academic Calendar along with Notice issued for every Session.

D.Those who fail to clear all their dues along with the late fees in a particular semester may not be permitted to join the next semester without clearance of the dues.

E.Default in Payment of fees- A student may not be allowed to appear in the exams, if the student has not paid the Academic fees/Hostel fees / mess fee and/or any other dues (in full) payable at that time; or if appeared, the results will not be released until the dues are cleared.

Behind every classroom, workshop, and studio is a shared commitment to learning.

A student will not be allowed to attend the convocation and receive the degree if he fails to obtain a 'No Dues Certificate', from all concerned departments of the Institute.

F.Refund of Fees and Caution Deposits- The Academic fee is non-transferable under any circumstance. Except caution deposits, no fee collected is refundable. This applies in case of dismissal from the Institute, as well as to any kind of withdrawal (voluntary or otherwise) from the Institute's rolls.

G. SA&E Department of each campus shall facilitate the issuance of No Objection Certificates (NoCs) from all concerned departments, i.e. Academics, Accounts, Library, Hostel Stores, IT, etc. through Single Window Student Support System

H.All fees must be paid on time. A late payment is permitted by Executive Director, FDDI under exceptional circumstances failing which the late payment is permitted only on a payment which in no case shall be less than Rs 100 per day

I.Duplicate Mark Sheet: Duplicate Mark Sheet of FDDI can be issued on payment of Rs. 500/- (per Mark Sheet) only in case has been lost, destroyed or mutilated. The student is required to submit an F.I.R from nearest Police Station and submit a copy of the same with SA&E Department along with the fee receipt to obtain the Duplicate Mark Sheet

J.Duplicate Degree/ Diploma/Certificate: Duplicate Degree/ Diploma/Certificate of FDDI can be issued on payment of Rs. 1000/- only in case has been lost, destroyed or mutilated. The student is required to submit an F.I.R (Online / Offline) from nearest Police Station and submit a copy of the same with SA&E Department along with the fee receipt to obtain the Duplicate Certificate.

K.Transcript Charges: A student is required to pay Rs. 2000/- to obtain his/her transcript at FDDI.

L.Migration & Character: A student is required to pay Rs. 500/- to obtain his/her Migration & Character FDDI.

M.Admit Card (Duplicate): A student is required to pay Rs. 200/- to obtain his/her duplicate admit card FDDI.

N.Student ID Card (Duplicate): Duplicate student ID Card can be issued on payment of Rs. 200/- only in case has been lost, destroyed or mutilated. The student is required to submit an F.I.R (Online / Offline) from nearest Police Station and submit a copy of the same with

Make work that speaks before you do.

SA&E Department along with the fee receipt to obtain the Duplicate ID Card.

O.Re-Do: Students will be provided only one chance to appear in the redo examination for any course/subject to clear their backlog. For the said chance students will be charged Rs. 500/- per subject for the redo examination.

P.Re-Evaluation: A student is required to pay Rs. 200/- per subject for re-evaluation of theory examination. The student is allowed to seek re-evaluation of a particular examination only once.

Q.The Academic fee is non-transferable & non adjustable under any circumstance. The prescribed fee in this section are only indicative and can be revised by the Institute whenever the need arises.

The value of education extends beyond the classroom.

9. ACADEMIC DISCIPLINE

The Institute attaches great importance to integrity, honesty and discipline in all Spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside & outside the campus as befits to the future managers.

10. STUDENT DISCIPLINE

A. A student is expected to maintain discipline at all times.

B. The following acts of omission or commission shall constitute an act of indiscipline, namely: -

i.Damage or Defacement or vandalisation to institute property caused intentionally or recklessly.

ii.Improper interference with the academic, administrative, sporting, social or other activities of Footwear Design and Development Institute inside the institute premises.

iii.Violent, indecent, disorderly, threatening or offensive behavior or language whilst on campus or while being engaged in any activity related to Footwear Design and Development Institute.

iv.Indulging in fraud, deceit, deception or dishonesty in relation to Footwear Design and Development Institute or in any engagement activity relating to the institute.

v.Any unauthorised use of mobile phone and other such other electronic gadget inside the class room or examination hall: Provided that any electronic device, including mobile phone, may be used for academic purpose as authorised by the faculty.

vi.Any form of ragging or violating the code of conduct and indulging in ragging shall be dealt with severely as per the anti-ragging norms.

vii. Smoking, chewing tobacco, beetle (pan), gutkha use of drugs, narcotics or any such products in the premises of the Footwear Design and Development Institute.

viii.Plagiarism, copying and cheating in any manner in the examination.

*Refer to Annexure C for details

Freedom grows where responsibility lives.

11. DISCIPLINARY ACTION

A.The Disciplinary Committee shall be constituted by the Executive Director of the respective campus and any case in respect of a student shall be forwarded to the Disciplinary Committee to make recommendation for the award of penalty.

B.Acts of omission and/or commission and comparable offenses that shall constitute gross violation of the code of conduct and are liable to invoke disciplinary actions are enumerated in Annexure A

C.On the basis of recommendation of the Disciplinary Committee the Head of the Department may impose minor penalty and any student aggrieved with the said imposition of penalty may prefer an appeal against such penalty before Executive Director.

D.Notwithstanding anything contained in clause (b), on the basis of recommendation of the Disciplinary Committee the Executive Director may on the basis of recommendation of the Disciplinary Committee impose both major or minor penalty and any student aggrieved with the said imposition of penalty may prefer an appeal against the Managing Director.

E.Minor Penalty:

i.Fine up to five thousand rupees for violation any student discipline.

ii.Recovery of the cost of any damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of a scuffle.

F.Censure or Warning – A non-recordable warning for the first offence and repeated offence shall attract recordable warning and may also invite action under major penalty.

G.Major Penalty:

i.Expulsion from the Institute.
ii.Suspension for a specified period.
iii.Debarment from appearing in end semester examination.
iv.Withdrawal of placement services.
v.Repeating the course again with junior batch.

Discipline is not restriction.
It is respect for your future self.



LIFE AT FDDI: BEYOND THE CLASSROOM

12. STUDENT SUPPORT SERVICES

12.1 Single Window Student Support System

• To provide students with convenient, transparent and efficient services, FDDI follows a Single Window Student Support System at all campuses.
• The Student Affairs & Examination (SA&E) Department at each campus serves as the primary point of contact for all routine student-related academic and administrative matters, except placement-related activities.
• Students are encouraged to approach the SA&E Department for assistance with matters such as registration, attendance, examinations, scholarships, certificates, student records, academic coordination and other student services.

The detail of SAED officers at all campuses is furnished below :

MR. K. ELAYARAJA, ANKLESHWAR
8668082958 | k.elayaraja@fddiindia.com

RAJEEV SRIVASTAVA, CHANDIGARH
8736957500 | rajeev@fddiindia.com

C. KAMESHWARAN, CHENNAI
9171111718 | kameshwaran@fddiindia.com

ASHISH WANKHEDE, CHHINDWARA
9893475800 | ashish.wamanrao@fddiindia.com

NALIN PANDEY, FURSATGANJ
8756607082 | nalin@fddiindia.com

NARAYAN CHOUGLE, GUNA
9425145735 | narayan.chougule@fddiindia.com

SANDEEP MISHRA, HYDERABAD
7839400633 | sandeep@fddiindia.com

MR. NITIN MEENA, JODHPUR
7014565530 | nitinmeena@fddiindia.com

RUPA SHREE, PATNA
9262554152 | rupa.shree@fddiindia.com

RAMKESH GAUTAM, ROHTAK
8400424770 | ramkesh@fddiindia.com

Every problem is a lesson; every challenge is an opportunity to innovate.

SURESH ARYA NOIDA
7982943727 | skarya@fddiindia.com

ISHITA SAHA, KOLKATA
9902382095 | ishitasaha@fddiindia.com

12.2 STUDENT PORTAL

The Institute has implemented new universal ERP software for all student-related matters. This ERP software will provide more user-friendly experience for accessing the academic information.

All the students can access all Academic-related functions, including viewing results, course registration, fee payment, and attendance records etc. through the new ERP software. To access the new software, please visit https://fddi.qualcampus.com/

A detailed manual containing comprehensive instructions on navigating the software's features and functionalities is represented below.

The students are required to follow the below mentioned process to login the software: -

Step 1: Enter your credentials to log in:

Step 2: After clicking on the login button, students will get the OTP on their registered Mobile Number and Email ID.

Step 3: Enter the OTP and click again on the Login button.

Note: The Student who do not receive Credentials and OTP can approach the respective Student Affairs and Exam (SA&E) Department of their campus for updation of Mobile no's and Email ID.

12.3 STUDENT WELFARE

At FDDI students are encouraged to participate in various activities have different committees/clubs at FDDI for the student's to enhance their overall personality development namely:

- **Cultural committee-** Overall personality development
- **Literary Club -** to organize creative writing readings, workshops and contests.
- **Sports Club-** which helps distress students and staff**.**
- **Environmental and Social work Club-** For better awareness of

We don't just prepare for the future we design and launch it.

Corporate Social Responsibility and also due to weightage of individuals for further studies.
Campus wise details of clubs/ activities are enclosed in Annexure B

12.4 FINANCIAL ASSISTANCE / SCHOLARSHIP

FDDI students can apply various Central Government and State Government financial assistance / scholarship schemes as per the eligibility criteria prescribed by the respective authorities.

Students from all categories are advised to explore scholarship schemes through the National Scholarship Portal (NSP) i.e. Central Government Scholarship Portal and State Scholarship Portals.

The eligibility criteria is vary from scheme to scheme and from state to state. Students should regularly check the relevant portals and official notifications. Generally, documents such as Aadhaar Card, Income Certificate, Category Certificate (where applicable), Admission Letter, Fee Receipt, Bank Account Details, and other supporting documents may be required during the application process.

The Student Affairs & Examination Department of the respective campus shall facilitate and verify scholarship applications, wherever required. However, the Institute shall not be responsible for the sanction, rejection, delay, discontinuation or disbursement of any scholarship by the concerned Government Department or agency.

The primary responsibility for applying, submitting the required documents, tracking the application status and complying with the prescribed requirements shall rest with the student.

Students may refer to some of the scholarship-related schemes available on the FDDI website under the "Notice" section:
https://fddiindia.com/scholarship-notice



THE PROFESSIONAL PATH: PLACEMENTS

13. PLACEMENT

13.1 Purpose and Nature of Placement Support

Placement is an important part of FDDI's academic and professional ecosystem and supports the transition of students from institutional learning to employment and professional practice. The Placement Department acts as a bridge between eligible students and prospective employers by facilitating recruitment opportunities, career guidance, employability preparation and industry interaction.
FDDI shall make reasonable efforts to provide placement assistance and access to suitable opportunities. Placement, however, is not an entitlement and cannot be guaranteed. The decision to shortlist, assess, select, appoint or withdraw an offer rests with the prospective employer and depends upon its requirements, selection criteria and assessment of the candidate. Service conditions after joining employment are matters between the employee and the employer, over which FDDI has no control.
Students are responsible for making additional efforts to improving their knowledge, technical and professional skills, communication, portfolio, conduct and overall employability, and for participating sincerely in the placement process.

13.2 Applicability, Official Channels, Registration and Opting Out

•Institutional placement support is available to eligible final-year students of full-time undergraduate and postgraduate programmes, subject to the approved policies and notified eligibility conditions.
•All institutional placement activities shall be undertaken through the ERP or any other platform or channel notified by the Head Office Placement Department. Only opportunities, applications, interviews and offers communicated or validated through such official channels shall be treated as FDDI-facilitated placement activities.
•Students seeking placement support shall register through the ERP within the prescribed timeline. Failure to register within time may be treated as opting out for that placement process. Late registration may be accepted only for reasons recorded in writing and with the approval of the Head Office Placement Department.
•By registering, the student authorises FDDI to process and share relevant academic, contact, CV, portfolio and placement-related information with prospective employers and authorised service providers for legitimate placement purposes. Students shall ensure that all information submitted is accurate, current and complete.
•A student who does not wish to avail institutional placement support shall submit the prescribed Non-Placement Form (NPF) through the ERP by the notified date. Submission of the NPF shall not constitute placement registration. Re-entry after submission of the NPF may be permitted only through an NPF-withdrawal request submitted on the ERP at least seven days before commencement of the next placement phase. A late request shall not be considered for that phase but may be considered for a subsequent phase.

13.3 Eligibility and Clearance

To participate in the placement process, a student shall:
•Fulfil the academic eligibility criteria prescribed by the Institute and the recruiter, wherever applicable.
•have no academic deficiency, backlog, redo or pending requirement that renders the student ineligible for placement participation.
•have completed the mandatory academic, internship, Industry Project/OJT and other placement-related

requirements notified by the Institute.
•Obtain the prescribed No Objection Certificate (NOC) or clearance from the Student Affairs & Examination Department and other concerned departments through the notified process.
•Have no outstanding fee or other institutional dues as on the notified cut-off date, subject to the scholarship and education-loan relaxation provided under this Handbook.
•Have no pending disciplinary matter, suspension or debarment that restricts participation in the placement process.
•Maintain a complete, accurate and updated profile on the ERP or other notified platform, including the prescribed CV, portfolio, LinkedIn ID, academic records and supporting documents, and promptly update any material change. Submission of false or misleading information may result in disqualification from the placement process.
•A student shall continue to satisfy the above eligibility conditions throughout the placement process. Failure to maintain eligibility may result in suspension or withdrawal from placement activities until the deficiency is rectified.
Scholarship and education-loan cases: Where payment is covered by a sanctioned scholarship or education loan but disbursement is pending, eligibility may be considered on the basis of documentary verification.

13.4 Placement Calendar, Phases and Student Communication

•The Head Office Placement Department shall issue the annual placement calendar and may announce additional or off-cycle opportunities based on recruiter demand.
•The placement process may be conducted in successive phases. These may include internships, graduation or industry projects and pre-placement activities; online shortlisting, tests and interviews; centralised, regional-hub or online interviews; and residual or off-cycle opportunities. Separate instructions may be issued for each phase.
•Job announcements or placement briefs will ordinarily specify the employer, role, location, eligibility, compensation, selection process, application deadline, proposed joining requirements and any material employment conditions disclosed by the recruiter, including probation, service bond or training agreement, transferability or other special conditions.
•Students shall regularly check the ERP, official email and notices issued through the Campus Placement Coordinator. Failure to notice an official communication shall not ordinarily constitute a ground for extension of a deadline.

13.5 Pre-Placement Preparation, Industry Project and Faculty Mentoring

•Attendance in notified placement-readiness activities, including resume and portfolio preparation, aptitude, interview skills, group discussion, professional communication and ethics, is mandatory for participating students.
•A mandate 2-month summer internship or Industry Project is compulsory for final-year students of all Schools as per approved curriculum, in accordance with the applicable academic requirements and schedule.
•The concerned academic department shall designate Faculty Mentor(s) to support student readiness, portfolio quality, Industry Design/Industry Project assessment and other placement-related academic requirements. Students shall cooperate with the designated Faculty Mentor and complete the advised preparation, project and academic requirements.
•Students shall use only the approved and verified CV for institutional placement applications and shall not submit false, exaggerated, inconsistent or unverifiable information (standard CV & Portfolio format will be provided by HO Placement Cell).

•Students shall keep their portfolio, project work, identity card, academic documents and other notified materials ready in the prescribed format.

13.6 Application and Recruitment Process

•A student shall apply only after carefully reviewing the job announcement and satisfying himself or herself about the role, location, compensation, joining date and material employment conditions. An application signifies willingness to participate sincerely in the process and to abide by the applicable offer rule.
•Shortlisting and selection are entirely recruiter-driven. FDDI shall not interfere with the employer's assessment or compel an employer to shortlist or select any student.
•Recruitment may be conducted virtually, at a designated campus or regional hub, at Head Office, or at the employer's premises, as notified. Students shall participate in the mode and from the venue specified for the particular process. Demand for changes according to the need of individual students shall not be entertained.
•For inter-campus or off-site drives, students shall obtain the required prior approval/registration and comply with the travel, stay and reporting instructions issued for the drive. Support, if any, shall be subject to approved norms, financial limits and availability.
•No recruitment or registration fee shall be charged by FDDI. Recruiters shall also not charge any fee from students. Any request for payment, deposit, bank credentials or other suspicious communication shall be reported immediately to the Campus Placement Coordinator or Head Office Placement Department.

13.7 Attendance, Dress and Professional Conduct

•Students shall report at the venue or log in at least 15 minutes before the scheduled time.
•Professional formal attire, appropriate grooming and online interview etiquette are mandatory for recruitment and pre-placement activities.
•Students shall maintain courtesy, confidentiality and professional behaviour with recruiters, placement personnel, faculty, staff and fellow students.
•Canvassing, attempting to influence a recruiter, unauthorised direct communication, impersonation, misrepresentation, sharing confidential assessment material or disrupting a recruitment process is prohibited.
•Questions, concerns and grievances relating to an institutional placement process shall be routed through the Campus Placement Coordinator to the Head Office Placement Department.

13.8 Virtual Interviews, Campus Presence and Inter-Campus Participation

•Virtual interviews shall ordinarily be attended from the venue designated by the campus so that identity, connectivity, discipline and professional conditions can be ensured.
•Participation from a location other than the notified venue may be permitted only in exceptional circumstances and with prior written approval of the Head Office Placement Department.
•Students who have completed OJT, internship, dissertation or an industry project shall remain available for placement activities and shall report to campus whenever formally directed.
•Students participating in inter-campus, regional-hub or off-site processes shall comply with the applicable registration, travel, stay, reporting and conduct instructions.

13.9 Offers, PPOs, External Offers and the One-Student-One-Job Rule

• Pre-Placement Offers (PPOs) arising from internships or projects may be issued throughout the year and shall be processed in accordance with the approved policy. A PPO shall be treated as a final offer

in accordance with that policy.

•The one-student-one-job rule shall apply strictly: once a student gets an offer, the student shall be treated as placed and shall exit the institutional placement process.

•The student shall promptly upload the offer letter, response to the offer, joining status and any subsequent change through the notified channel.

•Withdrawal, failure to join, or non-disclosure of an accepted external offer may attract action under the placement policy, except where the competent authority accepts exceptional circumstances supported by evidence.

•Students independently pursuing employment may do so at their own responsibility. FDDI shall not be liable for representations, commitments, fees, disputes or consequences arising from an interaction not facilitated or formally recognised by the Institute. Any accepted external offer shall be promptly disclosed to the Campus Placement Coordinator.

13.10 Early Placement Joining

A final-semester undergraduate or postgraduate student whose recognised employer requires joining be fore the formal completion date of the academic programme may seek permission for early placement joining under the applicable FDDI Early Placement policy.

13.11 Absence, Withdrawal and Disciplinary Consequences

•A student who is unable to attend a notified process shall seek prior permission, wherever possible, and submit the supporting reasons or documents required.

•Unauthorised absence, late withdrawal after shortlisting, repeated non-responsiveness, misconduct, misrepresentation or breach of placement instructions may result in a warning, disqualification from the concerned drive, temporary suspension or debarment, depending upon the nature, gravity, recurrence and impact of the violation.

•Disciplinary matters shall be referred to the Ethics and Discipline Panel constituted by the Institute in accordance with the Integrated Placement Policy. The Panel shall ordinarily comprise the Head – Placements, the Head – Academics and the Legal Officer. Any action taken shall be proportionate to the nature and circumstances of the violation.

•No major penalty shall ordinarily be imposed without informing the student of the alleged violation and providing a reasonable opportunity to submit an explanation, except where immediate exclusion from an ongoing drive is necessary to protect the process, other candidates or the recruiter relationship. Such immediate exclusion shall not preclude subsequent consideration by the Ethics and Discipline Panel.

Think like a scholar, design like an artist, act like an entrepreneur.

13.12 Grievance, Fraud Reporting and Clarification

•Operational questions shall first be raised with the Campus Placement Coordinator/In charge.
•Unresolved matters may be referred to the Head Office Placement Department through the Campus Placement Coordinator. Disciplinary matters shall be handled by the Ethics and Discipline Panel in accordance with the approved policy.
•The student shall not approach a recruiter directly regarding an institutional grievance unless expressly authorised by the Placement Department.
•Any suspected fraudulent communication, demand for money, misuse of student data or impersonation of FDDI or a recruiter shall be reported immediately through the official channel.

14. GUIDELINES FOR INDUSTRIAL TRAINING

1. The Industry visit will be allotted to students on the basis of their overall academic performance in Semester Exams by the placement department in consultation with concerned school.

2. A research Project mentor shall be allotted to each student for required guidance and regular monitoring.

3. The student should maintain a Log book, where the daily proceeding during Industry Training can be noted. The faculty mentor shall monitor the same on weekly basis. The student may submit a copy of intermediate report to the organization or send the final report after completing the Industry Training. The students may attach all relevant material, samples, visual etc. for documentation of the report.

4. Students should prepare a comprehensive report on the basis of instructions on the research/ project mentor and the same will be submitted (along with swatch file) to research/ project mentor a week prior to the jury presentation.

5. After completing the training the students are advised to collect a relieving letter from the concerned Company / Industry.

6. A Training presentation will become part of Library. Students are advised to prepare duplicate copy for themselves, before submission.

7. For Industry training to be undertaken by students in J&K, North East and other sensitive areas, the students are required to submit a "No Objection Certificate" from their parents.

8. The Industry Training work of the student will be evaluated (individually) for each student by a panel of jury members, comprising of experts of the concerned domains.

15. STUDENT EDUCATIONAL TRIP

1. Students can undertake outstation Educational / Industrial Trips during the course, duly approved by the course coordinator and Head of the Department.
2. Duration of the Education trip 2 to 7 days (Extendable on case to case basis).

GENERAL CONDITIONS:
i.Educational/ Industrial/ Field trips aim at holistic development of the students.

ii.It is mandatory for the students to inform the concerned Course Coordinator/HOD before proceeding on tour.

16. SAFE KEEPING OF CASH AND OTHER VALUABLES

1. Students are advised to keep all cash, valuables and expensive personal belongings in safe custody.
2. In the event that cash, valuables and other expensive personal belongings are misplaced/stolen/ lost, a student will deal with the case appropriately without making a reference to the institute or the administration department. In case a student decides to lodge a police complaint, then he/she shall deal with all concerned matters directly, without making any reference to the institute/administration department/Security Incharge. A copy of the complaint will be given to the administration department/ Security Incharge directly.

Turn your questions into ideas, and your ideas into impact.

17. IDENTITY CARD & LIBRARY CARD

All the students have to wear their ID card, issued by the Student Affairs & Examination on the FDDI premises and during the classes without fail.

The security guards & faculty members have full right to check the ID cards of the students & will not allow the students to enter the Institute premises without ID Card.

If any student is found without ID card in the premises/classes one has to immediately leave the Institute premises & subsequently disciplinary action will be taken.

Disciplinary Action

First Submission of Undertaking & deduction of one day attendance.
Second Suspension for three days with fine of Rs. 500/-.
Third Suspension for one week with fine of Rs. 1000/-.

They should surrender this card at the time of leaving the Institute after successful completion of the programme.

Students will not be allowed to enter the campus without I.D. Card

Library cards will be issued to all the students that will be required at the time of issue and return of books from the library.

18. FINAL CLEARANCES

Withdrawal from the programme and leaving the campus permanently must be on the basis of prior intimation to the Institute and completion of no-dues certificate from all concerned such as Library, Computer Centre, All concerned labs, Student Affairs & Examination, Hostel, Mess and Accounts Office. The students should also return their Identity cards to Student Affairs & Examination before final clearance.

Curiosity fuels the mind; creativity fuels the future.

THE INTEGRITY PLEDGE

19. ANTI RAGGING

WHAT IS RAGGING?

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any junior student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student(s) to do any act or perform something which the student will not do in an ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. (As defined by the Hon'ble Supreme Court of India)

The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or fresher.

B.Following will also amount to an act of ragging

i. To address seniors as 'Sir'.
ii. To perform mass drills.
iii. To copy class notes for the seniors.
iv. To serve various errands.
v. To do menial jobs for the seniors.
vi.To ask/answer vulgar questions.
vii. To look at pornographic pictures to shock the fresher out of their innocence.
viii. To force to drink alcohol, scalding tea, smoking, etc.
ix. To force to do acts which can lead to physical injury/mental torture or death?
x. To force to do acts with sexual overtones, including homosexual acts.
xi. To force any obscenity.

C.Recommendations approved by the Supreme Court.

i. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
ii. Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities.
iii. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
iv. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
v. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any

grant-in aid or assistance from the State Governments.
vi. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.
vii. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

"FDDI is proud of the fact that our Institution aims at maintaining a healthy and congenial academic environment that shall be free from the menace of Ragging"

Actions taken by the Institute:

Formation of Committees & Squads: Complying with the directives of the Hon'ble Supreme Court of India, the Institution shall form the following Anti-ragging committees & Squads for overseeing the implementation of the provisions of the verdict with immediate effect:

The Institution level Anti-ragging Squads and Hostel level Anti Ragging Squads shall work in co-ordination with the Institution level Anti-ragging committee and oversee the implementation of the recommendations.

Notice for Students: Notice pertaining to Zero Tolerance Policy against ragging is displayed at all the Notice Board in the FDDI Campus and Hostels. The names of the members of Anti-ragging Committees & Squads along with their mobile numbers will be displayed for the students.

Undertaking from Students and Parents:
Each student of the Institute and his/her parents and, or Guardian are hereby required to submit a combined undertaking at the time of registration, in the prescribed format as attached to this order, which is mandatory for registration.

D.Anti-Ragging Cell

To deal with the menace of ragging, an anti-ragging cell has been established at all the campuses , this will constitute -An anti-ragging committee and squad. These two bodies will work for restriction of violation of the civil code of conduct against any junior or fresher.

Role of Anti Ragging Committee
Any complaint received against any student /students will be dealt by the committee in this manner.

i.A letter will be issued to the involved students by the Chairperson of the committee seeking explanation for the breach of policy

ii.On obtaining the response from the involved students, the matter will be discussed by the committee. The participants would be called to the meeting for interrogation. The committee may call others for facilitating the enquiry

iii.If found guilty, the committee will lodge an FIR & may take one or an appropriate combination of following disciplinary actions against the students:

1. Expulsion from the institute
2. Expulsion from Hostel
3 Suspension for a specified period
4. Fine & Public apology
5. Repeating the course again with junior batch
6. Withdrawal of placement services
7. Any other.

20. ACADEMIC BANK OF CREDITS (ABC) ACCOUNT

As per the instructions received from the University Grants Commission (UGC), it is mandatory for all students to create an Academic Bank of Credits (ABC) account.
The ABC is a national repository of academic credits earned by students during their higher education journey. It facilitates the seamless transfer of academic credits across institutions, enabling students to pursue multidisciplinary and flexible learning pathways.
All the students enrolled in SESSION 2026 are required to create their ABC accounts by 30.09.2026. To create an ABC ID, kindly follow the below mentioned steps:

1.Visit the ABC website: https://www.abc.gov.in
2.Click on my Account > Student
3.For new user – click on "sign up for Meri Pehchaan"
4.Entre registered Mobile number for OTP
5.Enter necessary details and click on verify.
6.Students will get ABC ID.

After creating the ABC ID, all the students are required to send their ABC ID to the Student Affairs and Examination Department at their respective campus.

For detailed instructions on creating an ABC account, please refer to the UGC website.

Please note that failure to create an ABC account may hinder the academic progress and access to certain opportunities.

We encourage you to create your ABC account by 30.09.2026 to ensure a smooth and seamless academic experience. The students who have already created their ABC ID are not required to create the ABC account again.

The strongest communities are built on kindness, inclusion, and mutual respect.

21. FACILITIES AT FDDI

21.1 MESS FACILITY

FDDI has an adequate mess facility on campus The Kitchen staff provides the students and staff nutritious and hygienic food. A variety of food and snack items are served. Campus shall endeavor to run the mess on a no profit no loss basis and shall fix rate of meal accordingly. As the alternative to the campus running the mess by itself as per the requirement, Executive Director may also decide that mess in a campus be run by a faculty-student mess committee on a cooperative basis. The collected mess fee shall then be provided to such a committee.

21.2 MEDICAL FACILITY

i.First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.
ii.Every student will be covered with Mediclaim cover upto Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

21.3 SPORTS FACILITY

i.Intra and Inter Campus sports meet is organized to promote harmony within the students and inculcate spirit of sportsmanship.
ii.For details of sports facility in respective campus, please refer to Annexure B

22. ENTREPRENEURSHIP CELL (E-CELL)

The Entrepreneurship Cell (E-Cell) at FDDI is a platform that promotes innovation, creativity, and problem-solving among students. While it supports aspiring entrepreneurs in developing their startup ideas, the E-Cell is equally valuable for students who wish to build practical skills by working on real-world challenges, industry projects, and multidisciplinary initiatives.

Students can actively contribute through various functional teams such as Marketing, Finance, Events, Operations, Design, Media & Communications, Partnerships, Research & Innovation, and more, gaining hands-on experience, leadership opportunities, and industry exposure beyond the classroom.

All students are encouraged to enrol in the E-Cell and participate in its activities. Each campus has a designated E-Cell Coordinator to guide and support student engagement. The list of Campus E-Cell Coordinators is provided in the Appendix of this Student Handbook.

Appendix - Campus E-Cell Coordinators

Jodhpur

Dr. Koumi Dutta
+91 98362 58834 | koumidutta@fddiindia.com

Kolkata
Basumitra Ghosh Mukherjee
+91 98301 54649 | basumitrag@fddiindia.com

Guna
Vivek Singh Thakur
+91 90099 25545 | vivekthakur@fddiindia.com

Chennai
R. Priyadharshini
+91 90030 36756 | rpriyadharshini.fddi@nic.in

Noida
Dr Jyoti Bhashin Chaudhry
+91 8076128176 | jyotib@fddiindia.com

Chandigarh
Prashant Tripathi
+91 99583 22678 | prashant.t@fddiindia.com

Patna
Sanjeev Mishra
+91 99102 86739 | sanjeevmishra@fddiindia.com

Ankleshwar
Rajesh Parashar
+91 89592 36788 | rajesh.parashar@fddiindia.com

Rohtak
Anil Kumar
+91 98685 99477 | anil-kumar@fddiindia.com

Hyderabad
Mohammed Gofran
+91 86995 68846 | gofran@fddiindia.com

Fursatganj
Sumit Fernandez
+91 81035 05530 |
sumit.fernandez@fddiindia.com

Chhindwara
Shraddha Jhaloya
+91 98260 11417 | shraddha@fddiindia.com

Head Office
Nikita Gaur
+91 84485 75164 | nikitagaur@fddiindia.com

23. RESERVATION OF RIGHTS

The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course content, fee charged, scholarships, awards and regulations affecting students, or make any other suitable modification, should they be deemed necessary in the interest of the students, the Institute or the profession etc.









POLICY FOR STUDENT MIGRATION BETWEEN CAMPUSES

1. Objective:

This policy outlines the criteria and procedures for the migration of students from one FDDI campus to another, ensuring transparency, consistency and consideration of genuine needs.

2. Scope:

This policy applies to all students enrolled in undergraduate and post-graduate programs at FDDI who seek to migrate from their allotted campus to another FDDI campus.

3. General Principles:

Admissions at FDDI are based on merit secured in the All India Selection Test (AIST). Courses and campuses are allotted accordingly.
Migration between campuses is not allowed in the first place. However, considering genuine migration can be considered under extreme conditions. Migration between campuses is not an inherent right and is permitted only under specific conditions on a case-by-case basis, subject to approval by the competent authority. The Institute however reserves the right to migrate student from one campus to another for administrative requirements after following due procedure.

4. Criteria for Migration:

a) Academic Merit and Seat Availability:
The migration request must align with the student's AIST rank.
The student's rank must fall within the cutoff for the last seat allotted in the desired course and campus under the same category.
A vacant seat must be available in the desired course and campus.
Migration will not be considered if no seat is available or if the student's rank does not meet the merit cutoff.
MD FDDI shall be the approving authority in this type of cases.

b) Medical or Unavoidable Circumstances:
Students may request temporary migration (for one semester at a time subject to a maximum of two-semester/one-year) in case of serious medical issues or other compelling circumstances, supported by valid documentation.
Medical documentation must be certified by a doctor not below the rank of Chief Medical Officer (CMO) of a reputed hospital. FDDI reserves the right to seek opinion of medical expert on the documents submitted by the student.
Approval is subject to the Institute's verification and assessment of submitted documents.
MD FDDI shall be the approving authority in this type of cases.

Transform passion into purpose and ideas into enterprise.

5. Procedure:

• Students must submit a formal application with supporting documents to the Student Affairs & Examination Department of their current campus. The application must clearly specify the clause under para 4 under which application is being made.

• The application must be forwarded to the Head Office Student Affairs & Examination Department with the approval and recommendation of the Executive Director of the current campus.

• The application will be reviewed by the Migration Committee with the following structure:

1.Head - Academics (Convenor)

2.HoS (Concerned School)

3.Representative from SA & E (Assistant Manager and above)

• The final decision will be made by the competent authority relevant to the category of application.

• Students will be informed of the decision in writing. No migration shall be considered approved without official communication from the Institute.

6. Limitations:

Migration is permitted only once during the entire duration of the student's program.
Migration is not allowed in the final year of the program, except under medical condition.
The Institute reserves the right to reject any request that is not in the best academic interest of the student or the Institute.
These rules do not apply to migration of students as per administrative requirement.

7. Interpretation and Amendments:

Any matters not explicitly covered in this policy shall be referred to the Managing Director, whose decision shall be final.
FDDI reserves the right to amend this policy at any time without prior notice.

The best classrooms are filled with questions.

POLICY REGARDING REVISION OF CRITERIA FOR CHANGE OF B.DES. PROGRAMME AT FDDI AFTER COMPLETION OF 1ST YEAR FOUNDATION PROGRAMME

To enhance student satisfaction and enable them to pursue the programme of their choice, the Institute allow migration from one programme to another after completion of the Foundation Programme, subject to the availability of seats and fulfillment of the prescribed eligibility criteria.

The programme change facility is intended to provide students with an opportunity to pursue a programme that better aligns with their interests, aptitude and career aspirations after gaining exposure to the various disciplines offered during the Foundation Programme.

The eligibility criteria are represented below:

1.Eligibility: Requirement of a minimum CGPA of 7.5 in the Common Foundation Programme.

2.Seat Variation Limit: The number of seats after migration to a course should not exceed the sanctioned strength + 20% of that course for that campus at the time of admission. 20% additional limit includes 10% for lateral entry in line with UGC/ AICTE norms and 10% on account of NRI/Sponsored seats as per the rules of FDDI.

3.Minimum Strength Requirement: A minimum of 10 students must remain in any programme after migration is effected.

4.Frequency: Programme change will be permitted only once, immediately after completion of the Foundation Programme.

5.Selection in Case of Excess Demand: If applications exceed the revised permissible limit, preference will be given in the following order:

- Higher CGPA in the Common Foundation Programme.
- In case of a tie, higher AIST rank.

Every journey begins with a single decision to learn.

POLICY FOR RE-DO EXAMINATION

Students who are eligible for a Re-Do Examination shall ordinarily be provided one opportunity to appear in the Re-Do Examination for a course/subject to clear their backlog. Re-Do Examinations shall be conducted only after the completion of the even semester of the respective academic year.

In exceptional circumstances, where a student is unable to appear in the scheduled Re-Do Examination due to a certified medical exigency or any other genuine reason beyond his/her control, the student may submit a written request to the Executive Director of the concerned campus, supported by relevant documentary evidence.

Such requests must be submitted on or before the commencement of the scheduled Re-Do Examination. Applications received after the examination may not be considered except in extraordinary circumstances.

Upon due consideration of the merits of the case and approval by the competent authority, the student may be granted one additional opportunity to appear in the Re-Do Examination.

The additional opportunity, if approved, must be availed within the same academic session and preferably before the commencement of the next academic year.

The decision of the Institute regarding the grant of an additional Re-Do opportunity shall be final and binding on the student.

Learning is a habit, not a destination.

POLICY ON EARLY PLACEMENT JOINING FOR FINAL SEMESTER STUDENTS

1. Objective

This policy establishes guidelines in respect of final-semester students of academic programs at Footwear Design & Development Institute (FDDI) to facilitate their early transition into employment as per requirement of employer while ensuring the fulfillment of academic requirements.

2. Scope

This policy applies to all final-semester students enrolled in undergraduate and postgraduate programs across all FDDI campuses who have received an offer of employment, where the employer insists them to join before end date of their academic program

3. Eligibility Criteria

Students will be considered for early permission for placement purposes if they meet the following criteria:

• They have secured a confirmed job offer from a recognized company or organization.
• They have successfully completed all academic coursework and cleared all subjects, except for the final semester.
• They have no pending financial dues, including payment of fees for the final semester.
• They have no pending disciplinary actions or unresolved academic or administrative dues.

4. Application Process

• The student must submit a formal request for early joining for placements to the Student Affairs & Examination Department of their respective campus, accompanied by:
• A copy of the job offer letter mentioning joining of student to their organization before the last date of academic program.
• A recommendation from the Placement Department (H.O.).
• A no-dues certificate from relevant departments (HOD, Accounts & Finance, Examination Department).
• A recommendation from their Faculty Mentor. (As detailed later)
• The application must be submitted at least 30 days before the proposed date of joining the employer.

Curiosity is the first tool every designer carries.

5. Role of Stakeholders-

To facilitate taking up employment while ensuring due coverage of the prescribed curriculum a mentorship scheme is provided for these type of cases.

5.1 Faculty Mentor

- Guide the student in completing the academic syllabus and other obligations.
- Provide requisite notes, exercises, and study materials to help the student cover the final semester syllabus.
- Maintain coordination with the student to ensure they attain the required academic inputs and maintain a log of interactions for verification (if any).
- Arrange online classes as per necessity.
- Assess the student's academic progress and recommend approval for appearing in the End Semester Examination.

5.2 Student

- Ensure completion of coursework and submission of all academic requirements and take up assessment as per the schedule of the Institute.
- Seek prior approval from Placement Department (H.O.).
- Maintain communication with the institute for pending academic formalities.
- Coordinate with the Faculty Mentor to cover the remaining syllabus.

5.3 Recruiter (Employer)

- Provide an official job offer with specified joining timelines and clear request for early joining of student before the last date of the academic program.
- Facilitate flexibility (where possible) for students to attend important lectures/practical sessions.
- Allow students to appear in assessments as scheduled by the institute.
- Engage with the institute for verification or documentation requirements.

6. Approval & Joining Process

- The Placement Dept. (H.O.), in consultation with the HOD and Student Affairs & Examination Department, will review and approve the request.
- Upon approval, the student will receive an official Letter from the Student Affairs & Examination Department of the respective campus,

Good ideas grow where people feel respected.

bearing the name of the assigned Faculty Mentor designated by the respective HOD.

• The student must cover the remaining syllabus of the Final Semester under the guidance of the Faculty Mentor and maintain regular coordination with them.

• The student remains responsible for appearing in any pending examinations as per the institute's guidelines.

7. Exceptions & Special Considerations

• Students securing international placements or government-sector jobs may receive special consideration regarding assessment completion timelines as approved by the Managing Director in each case.

• Any deviations from this policy will require approval from the Managing Director on a case-to-case basis.

8. Compliance & Consequences

• Any student who leaves without formal approval will be considered as having abandoned their academic program and may face penalties as per institute regulations.

• If a student fails to complete pending assessments within the stipulated period, the institute will be at liberty to prescribe conditions to be met by student to be eligible for academic certification.

Show up. Participate. Grow.

SOCIAL MEDIA POLICY FOR STUDENTS

FDDI encourages students to use social media responsibly, respectfully and in accordance with applicable laws, institutional rules and ethical standards. Students should be mindful that content posted online may become public, permanent and widely accessible.

Students have the right to raise genuine concerns and grievances. However, grievances relating to academic matters, attendance, examinations, fees, hostel facilities, placements, student welfare or any other institutional matter should ordinarily be submitted through the prescribed official channels, such as the ERP Grievance Module, Student Affairs & Examination Department, HOD/HOS, Executive Director, or the appropriate committee/forum of the Institute.

While expressing views on social media, students shall:

- Use respectful, factual, responsible and dignified language.
- Respect the dignity, privacy, safety and rights of fellow students, faculty, employees, alumni, industry partners and other stakeholders.
- Refrain from posting false, misleading, defamatory, abusive, threatening, discriminatory, obscene, vulgar or offensive content.
- Avoid personal attacks, trolling, cyberbullying, harassment, intimidation, public shaming or targeting of any individual or group.
- Avoid sharing confidential institutional information, examination-related material, internal communications, personal data, photographs, videos, records, screenshots or documents without proper authorization.
- Not disclose attendance records, marks, disciplinary records, medical information or other personal information of any student, faculty member or employee without consent and authorization.
- Not circulate morphed images, edited videos, misleading clips, fake content or AI-generated content intended to mislead, harm or damage the reputation of any person or the Institute.
- Not use social media to seek relaxation of academic, attendance, examination, hostel, placement, fee or disciplinary rules contrary to the prescribed regulations of the Institute.
- Not impersonate any student, faculty member, employee, official, committee or the Institute on any social media platform.
- Not misuse the name, logo, identity, branding, photographs, documents or official social media handles of FDDI.
- Not create, operate or represent any page, account, channel or platform as an official FDDI platform without prior authorization of the Institute.
- Exercise caution while posting, forwarding, sharing, tagging, commenting on or reposting content related to the Institute, as online content may have long-term academic, professional and legal consequences.

Great work is rarely created alone.

• Raise grievances through the prescribed institutional channels and not rely solely on social media for grievance redressal.

Students should note that official FDDI social media handles are intended for institutional communication, outreach and dissemination of information and are not grievance-redressal platforms. Posting a grievance on social media does not substitute the requirement of submitting the matter through the prescribed institutional mechanism.

Any violation of the Social Media Policy may invite disciplinary action under the applicable rules of the Institute and may also attract legal consequences under the relevant laws.

All students are required to submit the prescribed undertaking on responsible use of social media at the time of admission and thereafter as notified by the Institute.

Respect the space. Respect the people.
Respect yourself.


FDDI Proud to be FDDIant
CONVOCATION
2025


FDDI Proud to be FDDIan
CONVOCATION
2025
दीक्षांत समारोह
FDDI




2025
GUNA
Shri Piyush Goyal
THE PRESIDENT

ANNEXURE – A

CAMPUS RELATED INFORMATION

ANKLESHWAR CAMPUS

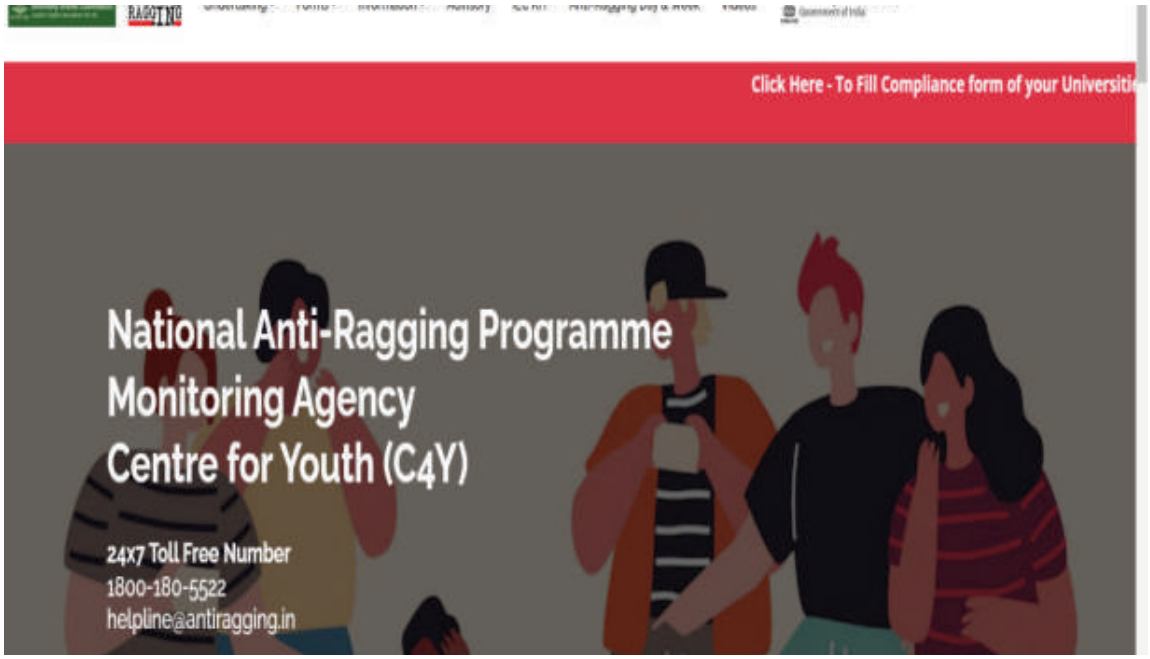
Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

As per Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at the designated web site, namely, www.antiragging.in

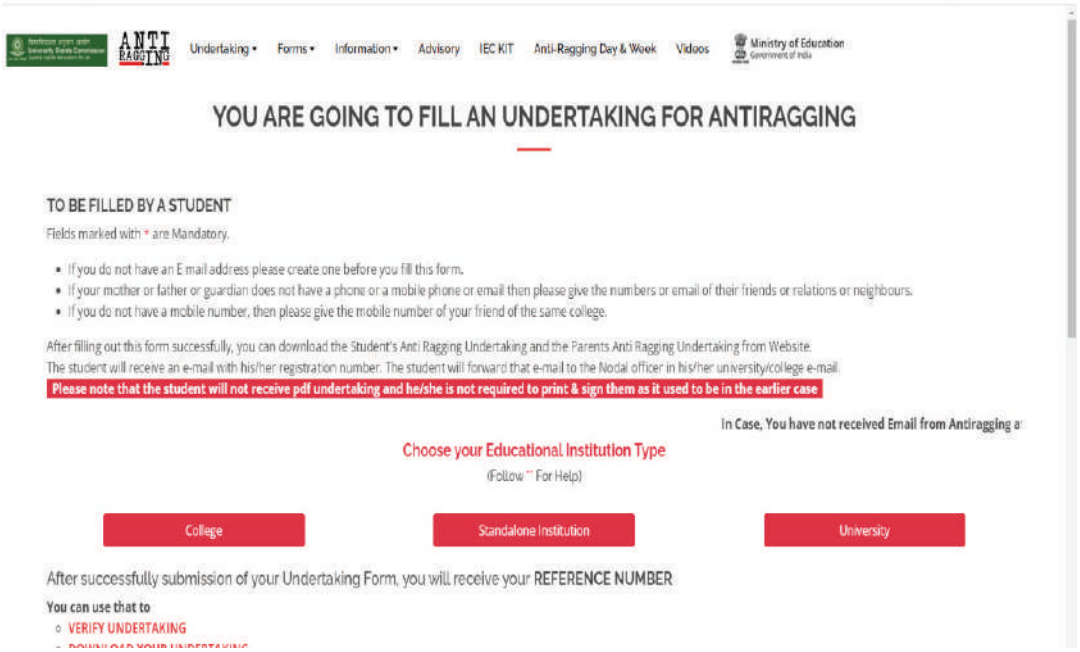
All the students enrolled in Session 2026 are required to submit the online Anti Ragging undertaking.

Procedure:

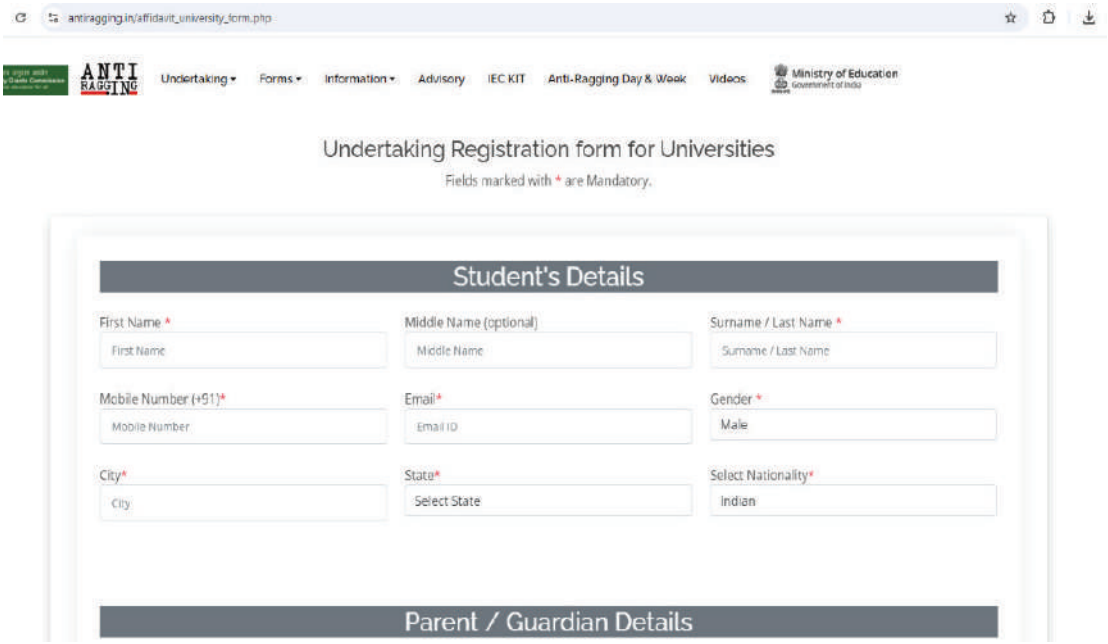
STEP 1:
STEP 1: Click on : www.antiragging.in



STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



2. ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

Rajesh Parashar | Sr. Faculty Grade-I(FDP)
8959236788 | rajesh.parashar@fddiindia.com

Mrs. Maya Chauhan | Faculty-FD
7756836939 | mayachauhan@fddiindia.com

Mrs. Rupali Goyal | Jr. Faculty-FDP
8943748367 | rupali@fddiindia.com

Ms. Nancy Singh | Jr. Faculty-FD
7206944498 | msnancy@fddiindia.com

Mr. Abdul Swabeer | Sr. Lab Assistant
9962542744 | abdul@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Rajesh Parashar | Sr. Faculty Grade-I(FDP)
8959236788 | rajesh.parashar@fddiindia.com

Ms. Nancy Singh | Jr. Faculty-FD
7206944498 | msnancy@fddiindia.com

Mr. Abdul Swabeer | Sr. Lab Assistant
9962542744 | abdul@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility-Available at Campus from third party vendor Through GeM. Mess Area can occupy 80-100 Candidates approx. at a time.

ii). Medical Facilities including mental Health Counselling Support for students

For Medical Facilities visiting Doctor is available twice a week in the campus and for emergency ESIC hospital is just Adjacent to FDDI Other Hospitals are available for different Medical Problems in and around areas within 5-6 KM of the campus.

iii). Sports Facilities for students

Indore and Outdoor Sports Facility is Available at the Campus and Students Can Utilize the sports Facilities after their classes and during weekends.

iv.) Extra Curricular clubs/committee.Committees like E-Cell,

Every challenge is part of your education.

Sports & cultural committee, Gender Sensitization Committee and many more available for benefit of Students.

4. Internal Complaints Committee (POSH), if any-Yes
Internal Complaints Committee is available at the Campus.

5. RULES FOR LIBRARY -

General Guidelines for using Library Facilities

• The personal belongings are not allowed inside the Library and all such items are to be kept in the library property counter. Do not keep valuable items in the property counter and the Library staff will not be responsible for the loss of any personal belongings of users. Library property counter shall be used only while using the library.

• Students are allowed to bring white sheet papers, notebook, laptop, and files inside the library are to be shown for verification to the Library Security staff while entering and exit.

• Students, Employees and officers are required to sign in the Gate register while entering and exit.

• Misbehavior or misconduct in the library will force the library staff to seize/confiscate the Student ID cards besides prohibiting such students from using the library services.

• The library follows open access system. All books / journals taken out of the rack should not be replaced by users after referring / reading. Such books should be left on Library circulation counter itself.

• Any issued book taken out of the library should be kept outside.

• Suggestions for procurement of new books to the Library should be forwarded though concerned authority before one month from semester start to the Librarian.

• The use of electronic devices to play loud music and consumption of food & beverages are strictly prohibited inside the Library.

• Use of the user PC kept inside the library is allowed for accessing library catalogue, e-journals, e-books and academic databases only.

• All books need to be returned for Physical Stock Verification irrespective of the date of issue and category of users. Dates for physical verification will be announced 2 weeks in advance.

Issue of Books

• Always carry the Student Identity card and must be produced whenever asked for.ID card is mandatory for borrowing books.

• Student Identity cards are not transferable.

• Handle the Library material with utmost care and a borrower shall remain responsible for material issued to her / him until it is returned.

• Users who lose/mutilate library books are liable to replace it with its latest edition along with the penalty of Library Late Fine & the total cost of the book. If the book is part of a set or series, they may be called upon to replace the whole set or series. In case the lost book

The smallest details often create the biggest impact.

is untraceable in the market or out of print, the Institute reserves the right to decide appropriate penalty.

• If any missing /lost Student Identity card, report immediately to Student Affair & Library with proper justification for new card. Penalty will applicable in this case.

• Students are responsible for the book taken in the library; they should check the condition of books. In case of any damage it should be reported to the library staff in writing immediately.

• Books will not be issued for those who are having overdue items

• Reference Books, Dictionary, Encyclopedia, Handbooks, Newspaper, magazines and Journals, Year Books, Dissertations- are strictly for use, within the Library premise.

• Any books and Reference Books can be lent out for one days after getting permission from the Executive Director.

• All new arrivals of books will be displayed in separate rack at the entrance for one week; users may reserve such books and will not be issued during that period.

• The Librarian reserves the right to recall items issued at any time, even before the due date.

• User can reserve book through circulation counter

• Return of books are mandatory on or before the due date mentioned in the due date ERP Library module & Library book issue register to the book, a penalty of Rs. 5/- will be charged per day per book for the Third week and Rs. 6/- per day will be charged from Fifth week onwards.

• Each student can borrow a maximum of two books from the library at a time.

• Students, employees, and officers can check the status and history of issued books through the OPAC module in the ERP software.

• Students, employees, and officers are permitted to renew (reissue) books through the ERP system before the due date, subject to availability. Renewals after the due date will be allowed only with the applicable fine.

• All books must be returned on or before the due date recorded in the ERP Library Module and the Library Book Issue Register. For employees and officers, a late fee of Rs. 5 per day per book will be applied during the fourth week of delay, and Rs. 6 per day per book will be charged from the sixth week onwards.

• Employees and officers are permitted to issue a maximum of five books simultaneously from the library.

• All items need to be returned to the Library, for Physical Verification once in a year irrespective of the date of issue and category of users. Date of Physical verification will be announced 2 weeks in advance.

• All administrative and policy-related rights of the library are vested in the Honorable Executive Director, Ankleshwar.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

1. Students must be carry ID Card while sitting in IT Lab.
2. Attendance is compulsory i.e. Student must mention in and Out time in the attendance register.
3. Shut down the PC after leaving the Lab.
4. Do not use Social Media site while using internet in Lab.
5. Sit only at your assigned seat unless instructed by the lab administrator or instructor.
6. Maintain silence and keep noise to a minimum. Use headphones if student need to listen to audio for educational purposes.
7. No food, candy, gum, or beverages (including water bottles) are allowed near the computer terminals. Spills can permanently damage hardware.
8. Leave your workspace clean and tidy. Push in your chair, arrange the keyboard and mouse neatly, and dispose of any scrap paper in the trash bin before leaving.

9. Do not connect, disconnect, or tamper with any cables, power cords, or network inputs without permission.

10. If a computer, mouse, or monitor is not working properly, do not attempt to fix it yourself. Report the issue immediately to the lab administrator.

11. Do not insert personal USB drives, external hard disks, or CDs without getting them scanned for viruses first.

12. Do not install, download, or modify any software, games, browser extensions, or system settings.

13. Do not touch any exposed wires or faulty switches. If you smell burning plastic or see sparks, notify the instructor instantly.

14. Keep bags, backpacks, and jackets under the desk or in designated storage areas. Do not block the aisles or fire exits.

7. Website link for campus

https://fddiindia.com/campus-ankleshwar

Responsibility is the quiet companion of freedom.

CHANDIGARH CAMPUS

1. 'Online Anti Ragging Undertaking form' to be filled by the students.

2. ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

3. Brief Summary on the below mentioned Facilities available at campus.

Mr. Rajeev Srivastava | Nodal Officer
+91 87369-57500 | rajeev@fddiindia.com

Mr. Sandeep Kumar Ganjay | Chairperson
+91 99145-10299 | sandeepguide@fddiindia.com

Dr. Raghuraj Panwar | Convener
+91 99966-88690 | raghuraj@fddiindia.com

Ms. Payal Srivastava | Member
+91 85600-06080 | payal.srivastava@fddiindia.com

Ms. Alka Morolia | Member
+91 87565-38555 | alka@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Mr. Rajeev Srivastava | Nodal Officer
+91 87369-57500 | rajeev@fddiindia.com

Mr. Sandeep Kumar Ganjay | Chairperson
+91 99145-10299 | sandeepguide@fddiindia.com

Dr. Raghuraj Panwar | Convener
+91 99966-88690 | raghuraj@fddiindia.com

Ms. Payal Srivastava | Member
+91 85600-06080 | payal.srivastava@fddiindia.com

Ms. Alka Morolia | Member
+91 87565-38555 | alka@fddiindia.com

Your time here is measured not only in semesters, but in experiences.

i). Mess Facility

FDDI has a adequate mess facility on campus The Kitchen staff provides the students and staff nutritious and hygienic food. A variety of food and snack items are served. Campus shall endeavor to run the mess on a no profit no loss basis and shall fix rate of meal accordingly. As the alternative to the campus running the mess by itself as per the requirement, Executive Director may also decide that mess in a campus be run by a faculty-student mess committee on a cooperative basis. The collected mess fee shall then be provided to such a committee.

ii). Medical Facilities including mental Health Counselling Support for students

First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.

Every student will be covered with Mediclaim cover upto Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

iii). Sports Facilities for students

Certain indoor and outdoor sports facilities like TT, carom, chess, badminton, basket Ball, volleyball, cricket etc. are being provided, which can be used by all the students.

Common facilities like Table Tennis/Badminton rackets are provided however the students have to get their balls and shuttles.

Intra and Inter Campus sports meet may be organized to promote harmony within the students and inculcate spirit of sportsmanship.

iv) Extra Curricular clubs/committee.

a)Astronomy
b)Adventure
c)Sanskriti
d)Fine Arts
e)Photography & Movie Production
f)Sports
g)Wild Life & Nature
h)Theatre (Manchan)
i)Yoga & Meditation
j)Literay
k)Extra Mural

Learning begins where assumptions end.

4. Internal Complaints Committee (POSH), if any

Ms. Alka Morolia | **Presiding Officer** | +91 87565-38555
Dr. Annu Kumari | **Member** | +91 93060-42934
Ms. Payal Srivastava | **Member** | +91 85600-06080
Mr. Mahesh Kant Prakash | **Member** | +91 88777-00761
Ms. Mamta Sharma | **External Member** | +91 90416-55677
Advisory Board member of "Care for Autism Foundation"

5. RULES FOR LIBRARY

• It has books, manuals & other published resources covering the educational program and related subjects. It subscribes to leading fashion journal and fashion forecast services.

• Library will maintain the following timing:
Monday - Friday: 9:30 am – 5:30 pm

• Library will remain close on weekends during vacations.

Students will have to abide by following rules to access library facilities:

1) Students can borrow three books for 20 days & can reissue the same books for another 20 days if they require. If a book is not returned on time, there will be a fine of Rs. 1/- per day for the first seven days and Rs. 2/- per day thereafter.

2) Access to the library will be denied to those students who do not return library books within 30 days of the due date.

3) In case of loss of a book the member will pay the printed cost of the book with fine or replace the lost book with fine. Students found leaving the library with un-issued books/ other Resource Center material will be charged a fine of Rs. 1000/- and will be debarred from using the resource center/ Library for the duration of the semester.

4) To reserve books that are out on loan, students need to fill up a reserve slip. It will be held for two days. Periodicals, Reference books and audio-visual Material are not for circulation. Non-Library books, briefcase and packages must be checked in at the time of entering in the Library. Photocopying from Fashion forecast publication is not permitted.

5) ID card must be produced to the Library staff at the time of entering the Library.

6) Eatables, Personal items are not allowed in the Library.

7) Silence must be maintained in the Library by the students.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

A.Students have to produce their Identity Card to access the com-

A campus becomes meaningful because of the people who shape it.

puter center.

B.No Guest/Visitors shall be allowed with the students inside the computer center.

C.Baggage is not permitted inside and should be kept outside the computer center.

D.External media such as floppy, DVD, CD & Pen Drive etc. are not permitted inside the computer lab. Students found possessing / using media without proper authorization are liable for punishment.

E.The Centre provides facilities for the students for general access of computers as well as for Internet. Both services are provided in the form of first come first serve basis subject to availability of computers.

F.Students have unlimited internet access within the campus. The access policy is controlled and updated frequently. A copy of latest policy is available at Computer Centre.

G.Students are advised to use Internet for educational purposes only. All Internet access are monitored and reported. Any inappropriate use of computer center / Internet facility shall lead to disciplinary action.

H.All computers have a sharable file folder at 'D: Drive' that could be used for sharing/ copying files from one computer to the other.

I.The campus undertakes short maintenance of computer systems on regular basis without information. In case of longer overhauling, students shall be informed through a notice.

J.Orderliness at Computer Lab is the duty of every student and they must ensure that the computer system is properly shutdown and is organized appropriately along with other items.

K.In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and will be liable for payment for the damages and would also be liable to punishment.

L.Unlicensed/illegal use of Software/Freeware/Shareware/trail ware is not permitted and is an offence and is punishable.

M.No files / folders should be deleted from any computer without the permission of the Centre In-charge.

7. Website link for campus PAGE.

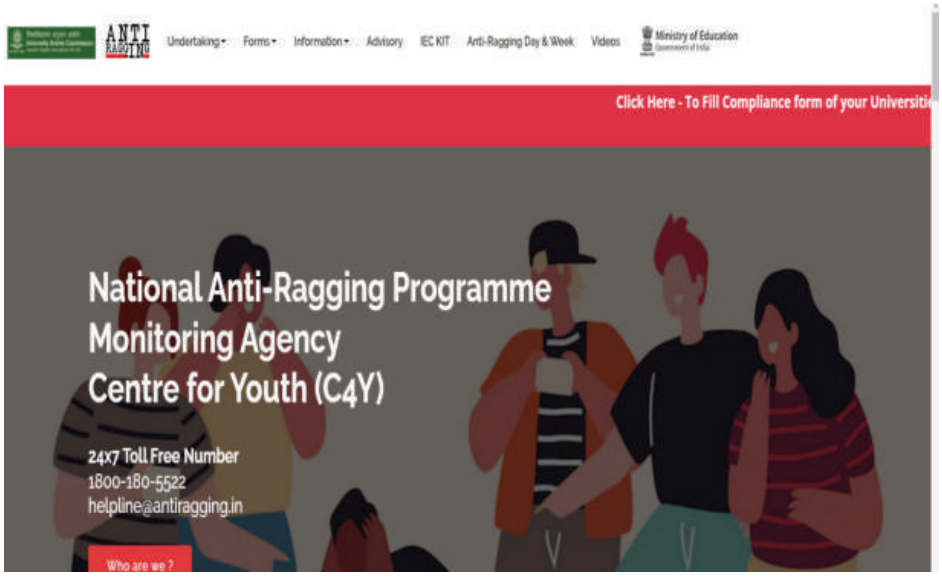
https://www.fddiindia.com/student-affairs

Every project starts with observation.

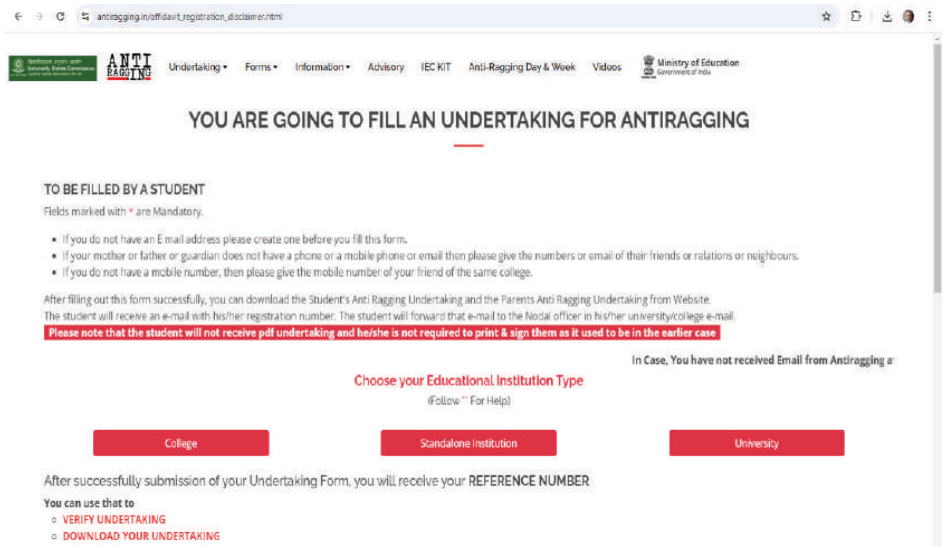
CHENNAI CAMPUS

1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

STEP 1: Click on : www.antiragging.in

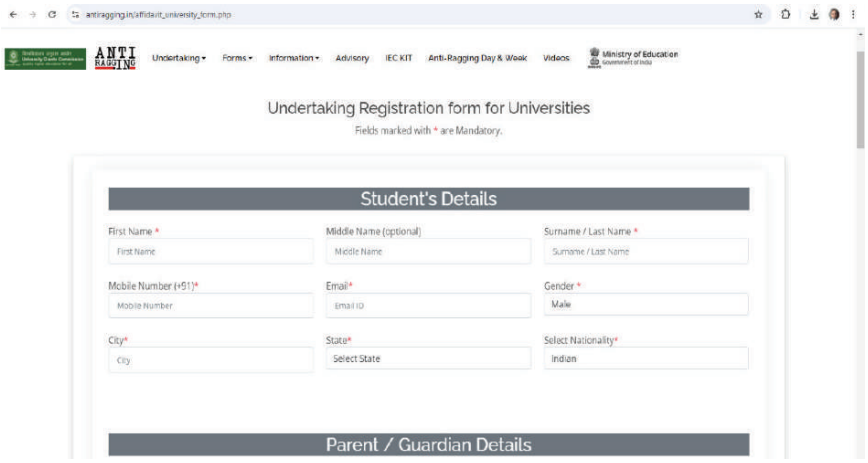


STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details

In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



2. ANTI RAGGING COMMITTEE AND SQUAD

Mr.Dinesh kumar | Sr.Faculty G-I
8015099716 | dineshkumar@fddiindia.com

Mrs.Dhivya | Jr.Faculty
9095084634 | dhivya@fddiindia.com

Mrs.Priyadharshini | Sr.Faculty G-II
8667691207 | rpriyadharshini@fddiindia.com

Mr.Kameswaran | Manager
9171111718 | kameshwaran@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Mr.Ramesh | Sr.Faculty G-II
8939551502 | dramesh@fddiindia.com

Mrs.Anitarachel | Sr.Faculty G-II
9965667057 | anitarachel@fddiindia.com

Ms.Anupriyasingh | Jr.Faculty
9559391722 | anupriya@fddiindia.com

Mr.Sadheesh kumar | Faculty
9585090391 | sadheesh@fddiindia.com

Mr.Rajkeerthi Jr.Faculty
9488471983 | Rajkeerthi.fddi@fddiindia@com

Mrs.Preethi selvakumar | Faculty
9840274127 | Preethi.fddi@fddiindia.com

Great work is rarely created alone.

3. Brief Summary on the mentioned Facilities available at campus.

i). Mess Facility

• FDDI has an adequate mess facility on campus The Kitchen staff provides the students and staff nutritious and hygienic food. A variety of food and snack items are served. Campus shall endeavor to run the mess on a no profit no loss basis and shall fix rate of meal accordingly.

• As the alternative to the campus running the mess by itself as per the requirement, Executive Director may also decide that mess in a campus be run by a faculty-student mess committee on a cooperative basis. The collected mess fee shall then be provided to such a committee.

ii). Medical Facilities including mental Health Counselling Support for students

• First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.

• Every student will be covered with Mediclaim cover up to Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

iii). Sports Facilities for students

• Certain indoor and outdoor sports facilities like TT, carom, chess, badminton, basket Ball, volleyball, cricket etc. are being provided, which can be used by all the students.

• Common facilities like Table Tennis/Badminton rackets are provided however the students have to get their balls and shuttles.

• Intra and Inter Campus sports meet may be organized to promote harmony within the students and inculcate spirit of sportsmanship.

Iv.) Extra Curricular clubs/committee.

• Cultural committee- Overall personality development

• Literary Club - to organize creative writing readings, workshops and contests.

• Sports Club- which helps distress students and staff.

Responsibility is the quiet companion of freedom.

• Environmental and Social Work Club- For better awareness of Corporate Social Responsibility and also due to weightage of individuals for further studies.

4. Internal Complaints Committee (POSH), if any

1. Dr.Neeti Kishore | Sr.Faculty G-II | Presiding Officer
2. Ms.Dhivya | Jr.Faculty | Member
3. Mr.K.Dinesh Kumar | Sr.Faculty G-I | Member
3. Dr.Chandravadana | Professor, Chennai Institute of Technology | External Member

5. RULES FOR LIBRARY

Students will have to abide by following rules to access library facilities:

i.It has books, manuals & other published resources covering the educational program and related subjects. It subscribes to leading fashion journal and fashion forecast services. The library has a valuable audio-visual collection of slides, videotapes, CDs and Photographs.

Library will maintain the following timing:

Monday – Friday : 9:30am – 5:30 pm

Library will remain close on weekends during vacations.

ii.Students can borrow three books for 20 days & can reissue the same books for another 20 days if they require. If a book is not returned on time, there will be a fine of Rs. 1/- per day for the first seven days and Rs. 2/- per day thereafter.

iii.Access to the library will be denied to those students who do not return library books within 30 days of the due date.

iv.In case of loss of a book the member will pay the printed cost of the book with fine or replace the lost book with fine. Students found leaving the library with un-issued books/ other Resource Center material will be charged a fine of Rs. 1000/- and will be debarred from using the resource center/ Library for the duration of the semester.

v.To reserve books that are out on loan, students need to fill up a reserve slip. It will be held for two days. Periodicals, Reference books and audio-visual Material are not for circulation. Non- Library books, briefcase and packages must be checked in at the time of entering in the Library. Photocopying from Fashion forecast publication is not permitted.

vi.ID card must be produced to the Library staff at the time of entering the Library.

vii.Eatables, Personal items are not allowed in the Library.

viii.Silence must be maintained in the Library by the students.

Knowledge grows when it is shared.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

A.Students have to produce their Identity Card to access the computer center.

B.No Guest/Visitors shall be allowed with the students inside the computer center.

C.Baggage is not permitted inside and should be kept outside the computer center.

D.External media such as floppy, DVD, CD & Pen Drive etc. are not permitted inside the computer lab. Students found possessing / using media without proper authorization are liable for punishment.

E.The Centre provides facilities for the students for general access of computers as well as for Internet. Both services are provided in the form of first come first serve basis subject to availability of computers.

F.Students have unlimited internet access within the campus. The access policy is controlled and updated frequently. A copy of latest policy is available at Computer Centre.

G.Students are advised to use Internet for educational purposes only. All Internet access are monitored and reported. Any inappropriate use of computer center / Internet facility shall lead to disciplinary action.

H.All computers have a sharable file folder at 'D: Drive' that could be used for sharing/ copying files from one computer to the other.

I.The campus undertakes short maintenance of computer systems on regular basis without information. In case of longer overhauling, students shall be informed through a notice.

J.Orderliness at Computer Lab is the duty of every student and they must ensure that the computer system is properly shutdown and is organized appropriately along with other items.

K.In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and will be liable for payment for the damages and would also be liable to punishment.

L.Unlicensed/illegal use of Software/Freeware/Shareware/trail ware is not permitted and is an offence and is punishable.

M.No files / folders should be deleted from any computer without the permission of the Centre In- charge.

7. Website link for campus PAGE :
https://fddiindia.com/campus-chennai





CHHINDWARA CAMPUS

1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

STEP 1: Click on :- www.antiragging.in
STEP 2: Go to Undertaking > click to Register (Himself /Herself); Please click to University.
STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the Chhindwara campus.

2. ANTI RAGGING COMMITTEE AND FLYING SQUAD-CHHINDWARA CAMPUS

Ms. Beena Yadav | AM – Library
9993908940 | Beena.yadav@fddiindia.com

Mr. Sushant Yadav | Sr. Faculty SRFM
9111355139 | sushant@fddiindia.com

Dr. Pankaj Dubey | Faculty- HOD SFDP
7000623881 | pdubey@fddiindia.com

Dr. Govind Soni | Sr. Faculty HOD SRFM
8889617766 | govindsoni@fddiindia.com

Ms. Shraddha Jhaloya | Faculty, HOD SFD
9826011417 | shraddha@fddiindia.com

Ms. Nazreen Qureshi | Faculty SRFM
9424878721 | nazreen@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Ms. Harshita Chourasia | AM Accounts & Fin.
9407828232 | harshita@fddiindia.com

Mr. Shriganesh Choure | Jr. Faculty SFDP
9754445646 | Shriganesh.choure@fddiindia.com

Mrs. Pooja Rajput | Office Executive
8839820508 | p.rajput@fddiindia.com

Mr. Mukesh Shyamkar | Office Executive
8839820508 | shyamkar@fddiindia.com

The future belongs to those who keep learning.

Mr. Pawan Bavistale | Office Executive
8225909740 | pawan@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility

• Mess fee is Rs. 3500/- per month and can varies as per the agreement with the vendor Mess facility will be compulsory for all hostellers. Mess Fee has to be paid separately in the beginning of each Semester.

• Hostel fees & Mess fees once paid is non-refundable after the allotment of hostel.

ii). Medical Facilities including mental Health Counselling Support for students

• First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.

• Every student will be covered with Mediclaim cover upto Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

iii). Sports Facilities for students

i. Certain indoor and outdoor sports facilities like TT, carom, chess, badminton, basket Ball, volleyball, cricket etc. are being provided, which can be used by all the students.

ii. Common facilities like Table Tennis/Badminton rackets are provided however the students have to get their balls and shuttles.

iii. Intra and Inter Campus sports meet may be organized to promote harmony within the students and inculcate spirit of sportsmanship.

iv.) Extra Curricular clubs/committee.

• At FDDI students are encouraged to participate in various activities have different committees/clubs at FDDI for the students to enhance their overall personality development.

• For Extra curricular activity FDDI Chhindwara is having Cultural committee, Sports committee, Magazine Committee, Social Media committee

A library holds more than books.
It holds possibilities.

4. Internal Complaints Committee (POSH), if any

Ms. Shraddha Jhaloya | Faculty, HOD Fashion Design
9826011417 | shraddha@fddiindia.com
Mrs. Beena Yadav | AM -Library
9993908940 | beena.yadav@fddiindia.com
Mr. Jagrat Sadarang | AM -Admission & Promotion
9009986969 | jagrat.sadarang@fddiindia.com
External Member

5. RULES FOR LIBRARY

It has books, manuals & other published resources covering the educational program and related subjects. It subscribes to leading fashion journal and fashion forecast services as well as Footwear Magazines.

Library will maintain the following timing:
Monday - Friday: 9:30 am – 5:30 pm
Library will remain close on weekends & Holidays.

Students will have to abide by following rules to access library facilities:

i. Every user shall make an entry in the Library Entry Register before entering the library.

ii A maximum of three books may be borrowed at a time against the borrower cards for 9 days & can reissue the same books for another 09 days if they require. If a book is not returned on time, there will be a fine of Rs.5/- per day for the first nine days and Rs. 6/- per day thereafter.

iii. Access to the library will be denied to those students who do not return library books within 30 days of the due date.

iv. Library cards cannot be lent to others. You are personally responsible for all items checked out under your name.

v. Books must be returned on or before the due date to avoid overdue fines. Renewals are generally permitted if another patron has not requested the book. In case of loss of a book the member will pay the double printed cost of the book with fine or replace the lost book same edition with fine. Students found leaving the library with un-issued books/ other Resource Center material will be charged a fine of Rs. 1000/- and will be debarred from using the resource center/ Library for the duration of the semester.

vi. Reference books, journals, newspapers, and magazines, Dictionaries, rare books, and specific journals are for library use only and shall not be issued are often restricted to on premise use only, reserve books that are out on loan, students need to fill up a reserve slip. It will be held for two days. Periodicals, Reference books and audio-visual Material are not for circulation.

The future belongs to those who keep learning.

vii. Non-Library books, briefcase and packages must be kept outside cupboard at the time of entering in the Library. Photocopying from Fashion forecast publication is not permitted.

viii. ID card is mandatory for entry and borrowing services, card must be produced to the Library staff at the time of entering the Library.

viii. Mobile phones must be set to silent or vibration mode. Taking calls in reading areas is generally prohibited.

ix. Eatables, Personal items are not allowed in the Library.

x. Silence must be maintained in the Library by the students.

xi. The library staff reserves the right to inspect any books or materials being taken out of the library.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

A. Students have to produce their Identity Card to access the computer center.

B. No Guest/Visitors shall be allowed with the students inside the computer center.

C. Baggage is not permitted inside and should be kept outside the computer center.

D. External media such as floppy, DVD, CD & Pen Drive etc. are not permitted inside the computer lab. Students found possessing / using media without proper authorization are liable for punishment.

E. The Centre provides facilities for the students for general access of computers as well as for Internet. Both services are provided in the form of first come first serve basis subject to availability of computers.

F. Students have unlimited internet access within the campus. The access policy is controlled and updated frequently. A copy of latest policy is available at Computer Centre.

G. Students are advised to use Internet for educational purposes only. All Internet access are monitored and reported. Any inappropriate use of computer center / Internet facility shall lead to disciplinary action.

H. All computers have a sharable file folder at 'D: Drive' that could be used for sharing/ copying files from one computer to the other.

I. The campus undertakes short maintenance of computer systems on regular basis without information. In case of longer overhauling, students shall be informed through a notice.

J. Orderliness at Computer Lab is the duty of every student and they must ensure that the computer system is properly shutdown and is organized appropriately along with other items.

K. In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and will be liable for payment for the damages and would also be liable to punishment.

L. Unlicensed/illegal use of Software/Freeware/Shareware/trail

Studios are built for making. Communities are built for belonging.

ware is not permitted and is an offence and is punishable.

M. No files / folders should be deleted from any computer without the permission of the Centre In-charge.

7. Website link for your respective campus PAGE.

FDDI Chhindwara- https://fddiindia.com/campus-chhindwara
Instagram - https://www.instagram.com/chhindwarafddi
Facebook- https://www.facebook.com/chhindwarafddi





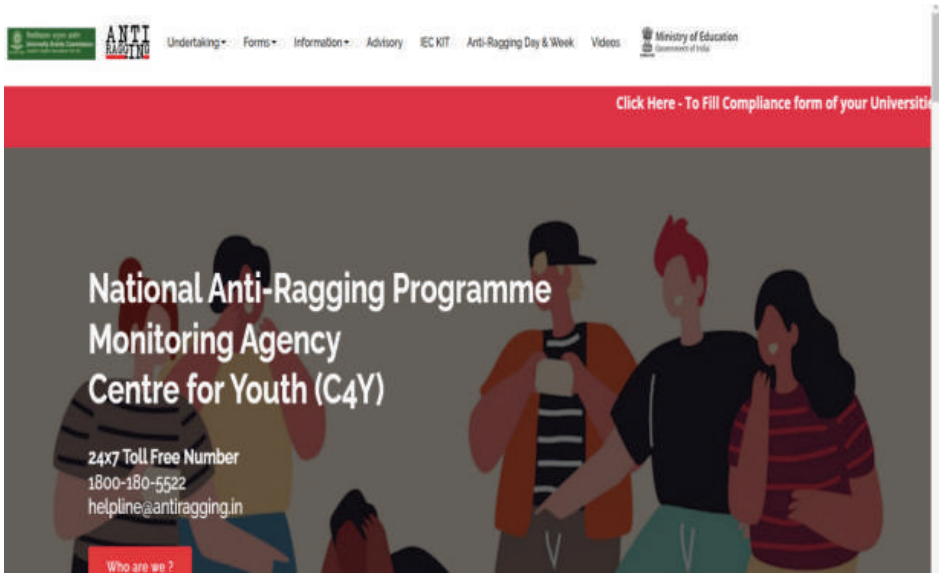
FURSATGANJ CAMPUS

1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

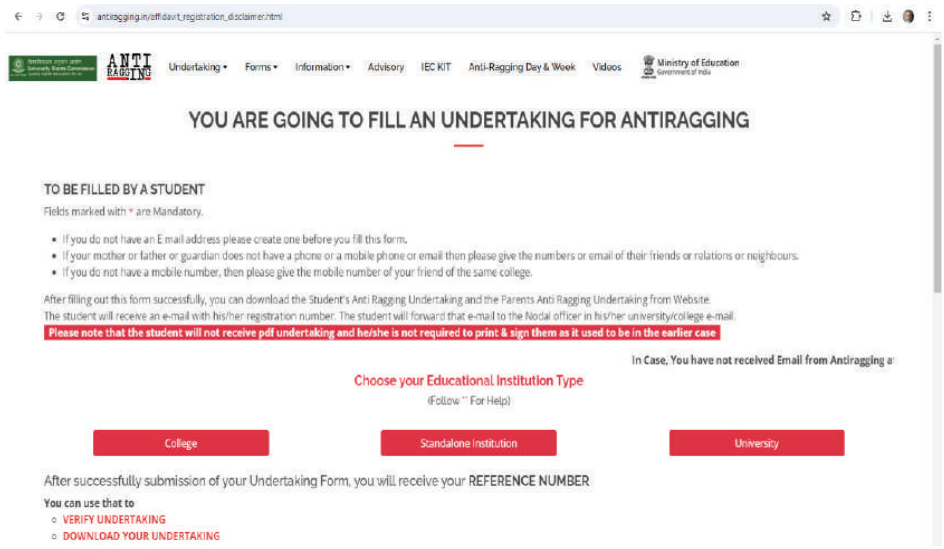
• As per Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at the designated web site, namely, www.antiragging.in

• All the students enrolled in Session 2026 are required to submit the online Anti Ragging undertaking.

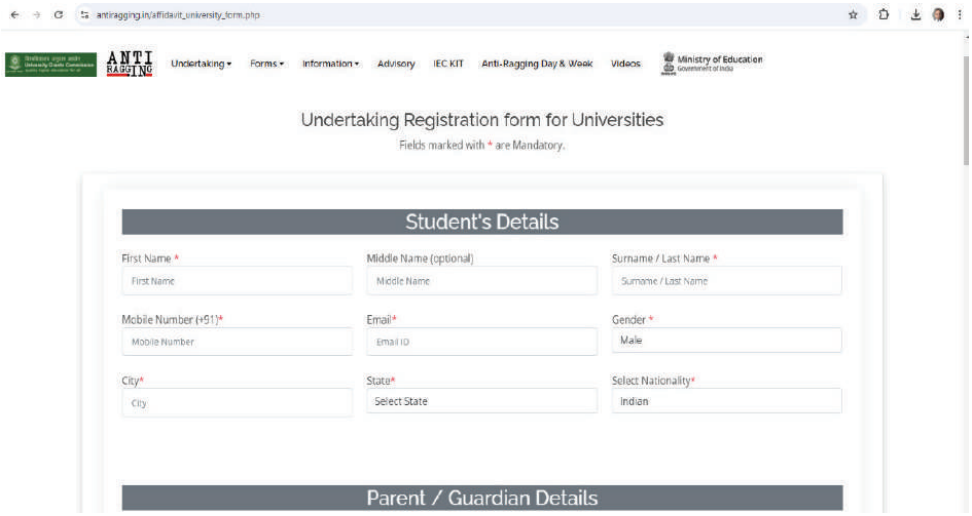
Procedure:
STEP 1: Click on : www.antiragging.in



STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



2. Anti-Ragging Committee

Mr. Nalin Pandey | Asst. Manager – SA&ED
8756607082 | nalin@fddiindia.com

Ms. Neelam Patel | Faculty
6393888126 | neelam.patel@fddiindia.com

Mr. Sumit Fernandez | Sr. Faculty Gr. II
School Of Footwear Design & Production
8103505530 | sumit.fernandez@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Mr. Mukesh Saini | Sr. Faculty Grade II
School Of Footwear Design & Production
7355233347 | mukesh.saini@fddiindia.com

Ms. Richa Arora | Sr. Faculty Grade II
School Of Fashion Design
9648026281 | richa.arora@fddiindia.com

Mr. Awadesh Kumar | Lab Assistant / Warden
7860988315 | awadhesh@fddiindia.com

3. Mess Facility : Available for both boys and girls student in Hostel premises.

4. Medical Facilities including mental Health Counselling Support for students: Medical facility in the form of consultation by qualified medical practitioner on daily basis form Monday – Saturday except holidays.

5. Sports Facilities for students: volleyball ground, Badminton court, basketball court, Football ground, and well equipped Gymnasium.

6. Extra-Curricular clubs/committee: Sports Club, Cultural club, Content Creator Club.

7 Internal Complaints Committee (POSH): Yes we have

8. RULES FOR LIBRARY
Library will maintain the following timing:
Monday - Friday: 9:30 am – 5:30 pm
Library will remain close on weekends during vacations.

7. Website link for your respective campus page: https://fddiindia.com/campus-fursatganj




CRAB TRUCK
mood board
THATTU KADA DHABA
THE CRUSTY CLAW
Group 37
Siva ganga
Hatha ara

GUNA CAMPUS

1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

STEP 1: Click on :- www.antiragging.in
STEP 2: Go to Undertaking > click to Register (Himself /Herself); Please click to University.
STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the Guna campus.

2. ANTI RAGGING COMMITTEE AND FLYING SQUAD-GUNA CAMPUS :

Mr. Jitendra Gupata | CI & Sr. Faculty Grade-1
9935496265 | jitender@fddiindia.com

Mr. Pradeep Mandal | Sr. Faculty Grade-1
9418718246 | pradeep@fddiindia.com

Mr. Rahul Kumar Pandey | Sr. Faculty Grade-1
8199070917 | rahul@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Mr. Manoj Kumar Sharma | AM, Corp & PR.
7566833156 | manojksharma@fddiindia.com

Mr. Varun Tripathi | Faculty
7310108049 | varuntripathi@fddiindia.com

Mr. Vivek Singh Thakur | Jr. Faculty
8839820508 | vivekthakur@fddiindia.com

Mr. Sanjay Kumar | Sr. Lab Assistant
9005730280 | skumar.fddi@nic.in

Mr. Narayan Chougule | Office Executive
9425145735 | narayan.chougule@fddiindia.com

3. Brief Summary of Facilities Available on Campus
i) Mess Facility
1.FDDI Guna campus has facility of Hostel and Mess. However, currently no students are residing in campus and hence, mess facility is not functional in the campus. If sufficient number of students opt for

Progress is made one thoughtful step at a time.

Hostel, both the facilities will resume.
2.Hostel residents can opt the facility of residing without mess facility till sufficient number of students become hostel resident.
3.Hostel fees and mess fees once paid (as applicable), are non-refundable after hostel allotment.

ii) Medical Facilities Including Mental Health Counselling Support

1.First-aid facilities are available on campus. In case of a medical emergency, the Course Coordinator should be informed immediately, and the nearest hospital should be contacted for ambulance services. Ambulance contact numbers are displayed on the hostel notice board.

2.Every student is covered under a Mediclaim insurance policy up to Rs. 50,000. Students are advised to undergo periodic health check-ups to avoid health complications.

3.Health check-up camp are organized from time to time by the District Hospital, Government of Madhya Pradesh at FDDI Guna Campus.

4.Mental health counselling support is available for students whenever required through designated counsellors/authorized support agencies.

iii) Sports Facilities for Students

1.Indoor and outdoor sports facilities such as Table Tennis, Carrom, Chess, Badminton, Basketball, Volleyball, etc., are available for all students.

2.Common equipment such as Table Tennis and Badminton rackets are provided. Students are required to arrange their own balls and shuttlecocks.

3.Intra-campus and inter-campus sports meets may be organized from time to time to promote student interaction and encourage sportsmanship.

iv) Extra-Curricular Clubs and Committees

FDDI encourages students to participate in various co-curricular and extra-curricular activities for their overall personality development. The following committees/clubs are active at FDDI Guna:

- Cultural Committee
- Sports Committee
- Magazine Committee
- Social Media Committee

4. Internal Complaints Committee (ICC) – POSH

An 'Internal Complaints Committee' (ICC) is constituted in accordance with the provisions of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' (POSH

Act). This committee addresses complaints related to sexual harassment and ensures a safe and inclusive environment for all students and staff.

5. Rules for Library

This library houses books, manuals, journals, magazines, and other published resources related to academic programs and their associated subjects. It subscribes to leading fashion journals and fashion forecasting magazines.

Library Timings

Monday to Friday: 9:30 AM – 5:30 PM

The Library remains closed on weekends and notified holidays.

Library Rules

1.Every user must make an entry in the Library Entry Register before entering the library.

2.A maximum of three books may be borrowed at a time against the borrower card for a period of nine days. Books may be reissued for another nine days, subject to availability.

3.A fine of Rs. 5 per day will be charged for the first nine overdue days and Rs. 6 per day thereafter.

4.Students who fail to return library books within 30 days of the due date will be denied access to library services.

5.Library cards are non-transferable. Borrowers are personally responsible for all items issued in their name.

6.Books must be returned on or before the due date. Renewals are generally permitted if the book has not been reserved by another user.

7.In case of loss or damage, the borrower must either replace the book with the same edition or pay double the printed cost along with the applicable fine.

8.Students found carrying unissued books or library materials outside the library will be fined Rs. 1,000 and may be debarred from using library facilities for the remainder of the semester.

9.Reference books, journals, newspapers, magazines, dictionaries, rare books, and audio-visual materials are for reference use only and will not be issued.

10.Non-library books, bags, briefcases, and packages must be deposited in the designated area before entering the library.

11.Photocopying from fashion forecasting publications is strictly prohibited.

12.A valid Identity Card is mandatory for entry and borrowing services.

13.Mobile phones must be kept on silent or vibration mode. Taking calls inside reading areas is prohibited.

14.Food items and personal belongings are not allowed inside the library.

15.Silence and discipline must be maintained at all times.

16.Library staff reserve the right to inspect any material being car-

The best solutions begin with empathy.

ried out of the library premises.

6. Rules for Information Technology Department (Computer Centre)

A. Students must produce their Identity Card to access the Computer Centre.

B. Guests and visitors are not permitted inside the Computer Centre.

C. Bags and baggage are not allowed inside and must be kept outside the Computer Centre.

D. External storage devices such as CDs, DVDs, pen drives, and other media are prohibited unless specifically authorized.

E. Computer and internet facilities are available to students on a first-come, first-served basis, subject to availability.

F. Students are provided internet access within the campus. The access policy is reviewed and updated periodically. A copy of the latest policy is available at the Computer Centre.

G. Internet facilities must be used strictly for educational purposes. All internet activities are monitored. Misuse of computer or internet facilities may result in disciplinary action.

H. A shared folder is available on the D: Drive for exchanging files between systems.

I. Routine maintenance of computer systems may be undertaken without prior notice. For extended maintenance activities, students will be informed through official notices.

J. Students are responsible for maintaining discipline and ensuring proper shutdown and orderly use of computer systems.

K. Any student found responsible for damage to equipment or loss of items will be liable for repair/replacement costs and disciplinary action.

L. Unauthorized use of unlicensed, illegal, freeware, shareware, or trial software is prohibited and may attract disciplinary action.

M. Files and folders should not be deleted from any computer without the permission of the Centre In-charge.

7. Campus Website and Social Media Links

FDDI Guna Campus: https://fddiindia.com/campus-guna/
Instagram: https://www.instagram.com/
Facebook: https://www.facebook.com/

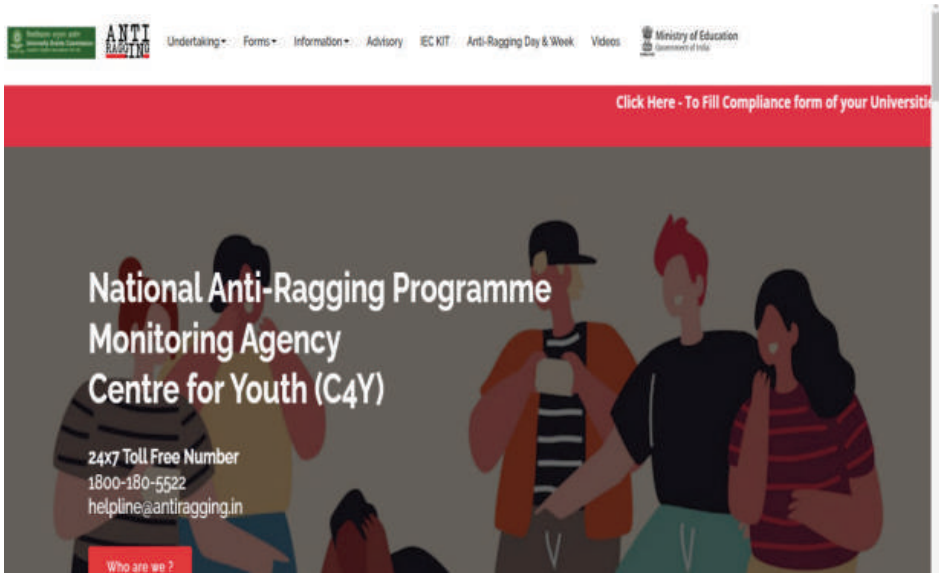
Your work reflects your values long before it reflects your skills.

HYDERABAD CAMPUS

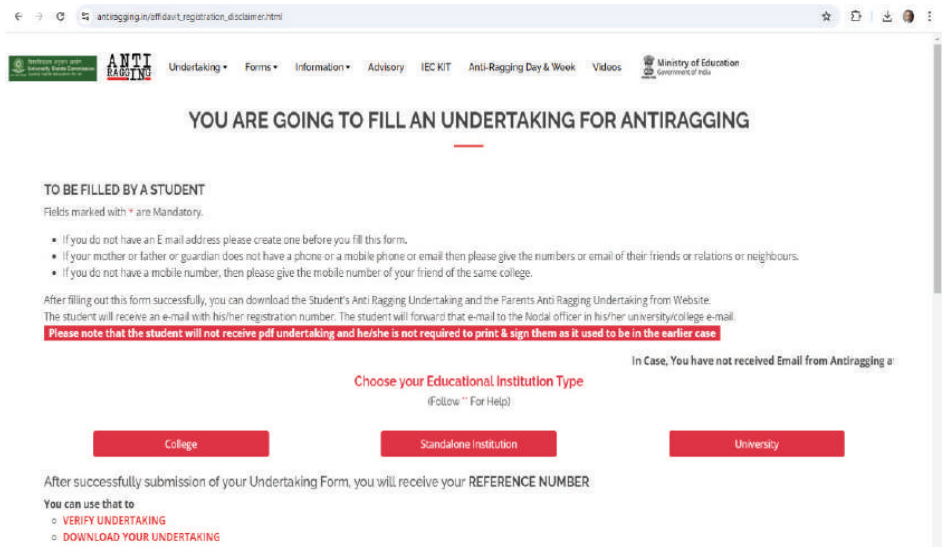
1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

Procedure: As per Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at the designated web site, namely, www.antiragging.in

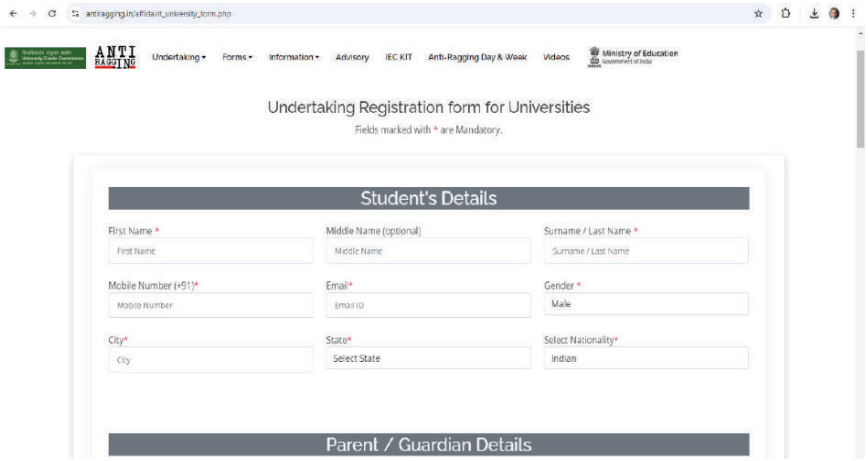
STEP 1: Click on : www.antiragging.in



STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



2- ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

Mrs. D. Jothi Priya | Sr. Faculty
9752309327 | jothipriya@fddiindia.com

Ms. Ruchi SIngh | Sr. Faculty
9695423682 | ruchi.singh@fddiindia.com

Mrs. Bindu Singh | Hostel Warden (Girls)
7310108057 | bindu@fddiindia.com

Mr. Sandeep Mishra | Sr. Executive
7839400633 | sandeep@fddiindia.com

Mr. LAKHWINDER SINGH | Hostel Warden(Boys)
9694654464 | lakhwinder@fddiindia.com

Committee Members

Mr. C. Veenu Gopal (Chairman) | Sr. Faculty
9811314606 | venugopal@fddiindia.com

Ms. Pulikkottil Rincy | Jr. Faculty
9900391057 | rincyp@fddiindia.com

Mr. Amit Puri Goswami | Dy. Manager
9444206108 | amit.pg@fddiindia.com

Great work is rarely created alone.

Mr. Bala Krishna | Sr. Faculty
9110323599 | dbkrishnana@fddiindia.com

Mr. Abdul Rahuman | Sr. Faculty
8124513192 | abdul.rahuman@fddiindia.com

Mrs. Anamika Choudhary | Dy. Manager
8886658910 | anamika.c@fddiindia.com

i). Mess Facility

• The Institute provides a well-maintained mess facility for students residing in the hostel. The mess serves nutritious, hygienic, and balanced meals prepared under appropriate standards of cleanliness and food safety. A variety of meal options are provided to meet the dietary requirements of students.

• The mess shall be operated on a "No Profit – No Loss" basis. The mess charges shall be determined based on the actual cost of operation and may be revised from time to time with the approval of the competent authority.

• The Institute may operate the mess directly or, if deemed appropriate, the Executive Director may authorize a Faculty–Student Mess Committee to manage the mess on a cooperative basis. In such cases, the collected mess fee shall be utilized exclusively for the operation and maintenance of the mess.

• Students are expected to maintain discipline, observe cleanliness, avoid wastage of food, and follow the mess timings and other rules notified by the Institute. Any damage to mess property or misconduct within the mess premises shall invite disciplinary action as per the Institute's rules.

• The Institute reserves the right to modify the mess rules, menu, fee structure, and operational procedures from time to time.

ii). Medical Facilities including mental Health Counselling Support for students.

First Aid: First Aid facilities are available on campus. In case of a medical emergency, students should immediately inform the Hostel Warden, Mess Warden, or Course Coordinator. Ambulance and nearby hospital contact numbers are displayed on the hostel notice board.

Mediclaim Insurance: All students are covered under the Institute's Group Mediclaim Insurance Policy subject to the terms and conditions of the policy. Policy details will be shared separately.

Doctor's Visit: A qualified doctor visits the hostel once a week to provide basic medical consultation.
Mental Health Counseling: A professional counselor is available once or twice a week at the hostel to provide confidential counseling and support for students' mental and emotional well-being.

iii). Sports Facilities for students

The Institute encourages students to participate in sports and recreational activities for their physical fitness and overall well-being.
Indoor and outdoor sports facilities such as Table Tennis, Carrom, Chess, Badminton, Basketball, Volleyball, Cricket, and other games are available for students, subject to the Institute's rules and availability.
Common sports equipment, such as Table Tennis and Badminton rackets, may be provided by the Institute.

Students are required to arrange their own consumables, such as shuttlecocks and balls.
The Institute may organize Intra-Campus and Inter-Campus sports events as per academic calendar from time to time to promote teamwork, sportsmanship, and healthy competition among students.

iv.) Extra Curricular clubs/committee.

FDDI Hyderabad is committed to the holistic development of its students by providing opportunities to participate in a wide range of curricular, co-curricular, and extracurricular activities. Student Development Clubs serve as a platform for students to enhance their leadership, creativity, teamwork, communication, organizational skills, and overall personality while fostering a vibrant campus culture.
The Institute constitutes various Student Development Clubs at the beginning of each academic year. The composition of the clubs, along with the names of the faculty coordinators and student members, shall be notified through a separate official circular.
The following Student Development Clubs are constituted at the Institute:

1.PD & Soft Skills Club
2.Cultural Club
3.Social Media, Film & Photography Club
4.Social & Environmental Club
5.Sports & Fitness Club

Students are encouraged to actively participate in the activities organized by these clubs and contribute to the academic, cultural, social, and professional development of the Institute.

3. Internal Complaints Committee (POSH), if any

FDDI Hyderabad is committed to providing a safe, inclusive, and respectful campus environment. The Institute has constituted an Internal Complaints Committee (ICC) in accordance with the applicable provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
The ICC receives and addresses complaints related to sexual harassment in a fair, impartial, and confidential manner. Students are encouraged to report any such incidents without fear of retaliation.
The composition of the ICC and the contact details of its members shall be notified separately through an official circular and displayed on the Institute notice boards and website.

4 RULES FOR LIBRARY

Library Instructions for Students

All students are expected to comply with the following rules and regulations while using the Library and its resources:

I.Library Timings

- Monday to Friday: 9:30 a.m. – 5:30 p.m.
- The Library shall remain closed on Saturdays, Sundays, and Institute-declared holidays/vacations, unless otherwise notified by the Library.
- If the library is temporarily closed during official working hours, it may be because the Librarian is performing official administrative responsibilities. In such cases, library users are kindly requested to contact the Librarian on the phone number displayed on the library notice board for any assistance or library-related services.

II.Borrowing Privileges

- Each student is entitled to borrow up to three (03) books at a time.

• The loan period for each book shall be 20 days.
• Books may be renewed once for an additional 20 days, provided they have not been reserved by another user.
• All the books will be circulated/ issue through ERP.

III.Overdue Charges

• Books not returned on or before the due date shall attract the following overdue charges:
  o1.00 per day per book for the first 7 days.
  o2.00 per day per book from the 8th day onwards.
Members with overdue books may have their borrowing privileges suspended until all dues are cleared.

• Late fine will be paid through accepted digital means as per ERP.

IV.Loss or Damage of Library Material

• In case of loss, damage, defacement, or mutilation of a library book or other library material, the borrower shall:
• Replace the item with the latest edition of the same title, or
• Pay the current cost of the item along with applicable processing charges and overdue fines, as determined by the Library.
• The Librarian's decision, approved by the Competent Authority, will be final.
V.Reservation of Books
• Books currently issued to another member may be reserved by submitting a reservation request through ERP.
• Reserved books shall be kept aside for two working days after notification. If not collected within this period, the reservation shall automatically lapse.

VI.Reference and Special Collection

• Reference Books, Periodicals, Journals, Newspapers, Audio-Visual Materials, Rare Books, and other Special Collections are meant for Library use only and shall not be issued for home lending unless specifically permitted by the Librarian.

VII.Entry and Exit Regulations

• Students must carry and produce their valid Institute Identity Card whenever requested by Library staff.
• Personal books, bags, files, and other belongings must be declared or deposited on property counter as per Library procedures.
• All borrowed books must be presented at the circulation counter before leaving the Library.
• Unauthorized removal of Library material shall be treated as a disciplinary offence.
• All visitors must sign the library gate entry register upon arrival.
VIII.Code of Conduct
• Complete silence and decorum shall be maintained at all times.
• Mobile phones shall be kept in silent mode.
• Eating, drinking, smoking, chewing gum, and other activities that disturb Library users are strictly prohibited.
• Students shall handle Library furniture, computers, and other resources with care.
IX.Use of Electronic Resources
• Access to Library computers, Wi-Fi, databases, e-books, and digital resources shall be used strictly for academic and research purposes.

• Downloading, copying, sharing, or reproducing copyrighted material in violation of copyright laws or license agreements is strictly prohibited.

• Unauthorized installation of software or alteration of Library computer settings is not permitted.

X.General Rules

• Students shall follow all instructions issued by the Librarian approved by the Competent authority.

• The Library reserves the right to recall any issued book whenever required.

• The Librarian may suspend Library membership or borrowing privileges for violation of Library rules.

• The Librarian's decision, approved by the competent authority, on interpreting and enforcing these rules is final and binding.

5-RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

All students are hereby informed to strictly adhere to the following Rules & Regulations while using the Computer Centre. Non-compliance with these rules may result in disciplinary action.

1.Identity Card: Students must produce their valid Identity Card to gain access to the Computer Centre.

2.No Visitors: Guests or visitors are not permitted inside the Computer Centre along with student.

3.Maintain Silence: Students must maintain silence and a disciplined environment inside the Computer Centre at all times.

4.No Food or Drinks: Eating, drinking, or consuming any food items inside the Computer Centre is strictly prohibited.

5.No Bags or Water Bottles: Keeton bags, backpacks, handbags, and water bottles must be kept on the racks provided outside the Computer Centre. No baggage is allowed inside.

6.Handle Equipment Carefully: Students must handle all computer equipment, peripherals, and cables with care. Unplugging or tampering with any hardware is strictly prohibited.

7.External Storage Devices: The use of external storage devices such as CDs, DVDs, pen drives, external hard disks, or similar media is prohibited unless prior authorization has been obtained from the Computer Centre In-charge. Unauthorized use of such devices may attract disciplinary action.

8.Authorized Use Only: Computers and internet facilities shall be used strictly for academic and other authorized purposes.

9.Software Installation: Students shall not install, uninstall, modify, or configure any software on the systems.

10.Availability of Facilities: The Computer Centre provides students with access to computers and internet facilities for academic and authorized purposes. These facilities are available on a first-come, first-served basis, subject to availability. The Computer Centre shall remain

open for student access from 10:00 AM to 5:00 PM (Monday to Friday), excluding Saturdays, Sundays, and Institute/Government holidays.

11.Internet Access: Students are provided with internet access within the campus, which shall be governed by the latest Internet Usage Policy of the Computer Centre.

12.Responsible Internet Usage: Students are advised to use the internet only for educational and academic purposes. Internet usage is monitored, and any misuse may result in disciplinary action

13.Shared Folder: A shared folder on the Z: drive is available for sharing, copying or transferring files between computers.

14.Maintenance: The Computer Centre may carry out routine maintenance without prior notice. However, extended maintenance activities will be notified in advance whenever possible.

15.Proper Shutdown: Students are responsible for maintaining discipline in the Computer Centre and must properly log off and shut down the systems after use.

16.Damage to Equipment: Any student(s) or class found responsible for damage to equipment or loss of any item shall be liable to bear the cost of repair or replacement and may also face disciplinary action.

17.Unauthorized Software: The use of unlicensed, illegal, freeware, shareware, or trial software (where not authorized) is strictly prohibited and punishable

18.Deletion of Files: Students shall not delete any files or folders from any computer without prior permission from the Computer Centre In-charge.

19.System Settings: Changing system settings, desktop wallpapers, browser settings, or any computer configuration is strictly prohibited.

20.Saving of Work: Students are advised to save their work on their designated storage location. They may also save their work in the folder named "Warea" available on all systems. The Computer Centre shall not be responsible for any loss of data, as system data may be cleared periodically.

21.Reporting Faults: Any malfunction, hardware issue, or software problem must be reported immediately to the Computer Centre In-charge

22.Cleanliness: Students shall keep their workstations and the surrounding area clean and tidy.

23.Lab Timings: Students must adhere to the prescribed Computer Centre timings and sign the attendance register, wherever applicable.

24.Compliance with Instructions: Students shall comply with all instructions issued by the Computer Centre In-charge, faculty members, or other authorized personnel from time to time.

Note: Violation of any of the above rules may result in suspension of Computer Centre privileges, disciplinary action, recovery of damages, or any other action deemed appropriate by the Institute.

All the students enrolled in Session 2026 are required to submit the online Anti Ragging undertaking.

6. Website link for campus PAGE .

https://fddiindia.com/campus-hyderabad



JODHPUR CAMPUS

1.Process for 'Online Anti Ragging Undertaking form' to be filled by the students. students to file online Anti Ragging Affidavit.

Step 1: The students are required to submit his/her details on the above mentioned websites i.e. www.antiragging.in as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging.

He/She will confirm & agree that he/she will not engage in ragging in any form. Process to submit online Anti ragging undertaking is represented loClick on www.antiragging.in Forms
Register for student Undertaking

Education Institution Type (Affiliated College)

After filling students personal details, Select State as Rajasthan and College as Footwear Design and Development Institute Jodhpur(C58627)

Enter Details of the College Director (ED Jodhpur) as , Contact No.9649048111,02912577555

Submit form

Step 2: The student will receive an E MAIL with his/her registration number and a web link. The student is required to forward the link to the E mail of the Nodal officer in his/her university/college. {Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier). Nodal Officer Mr. Mohit Mathur, Email ID: mohitm@fddiindia.com

Step 3: The Nodal Officer in the university/college can click on the link of any Forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submits Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

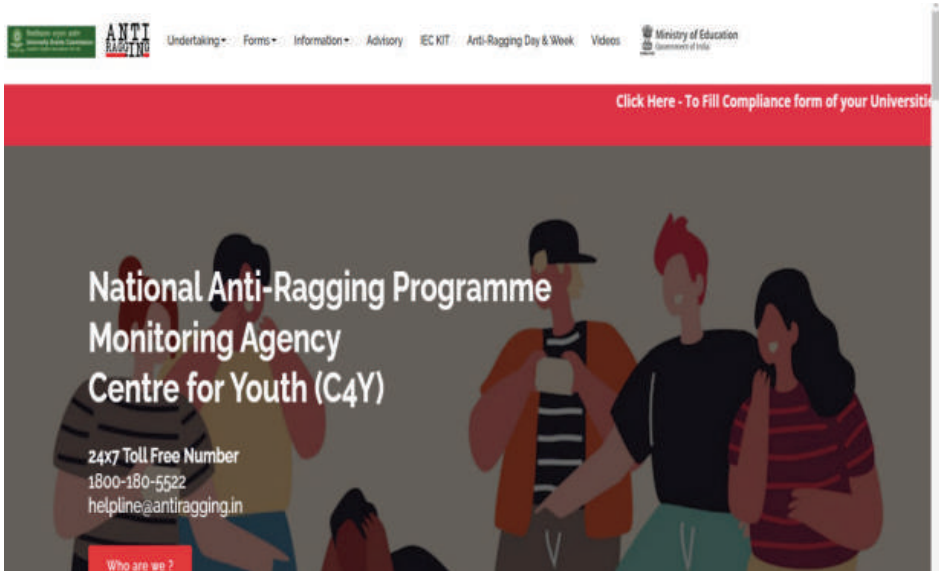
All the concerned students are required to submit the online Anti Ragging undertaking.

Success is built on consistency, not shortcuts.

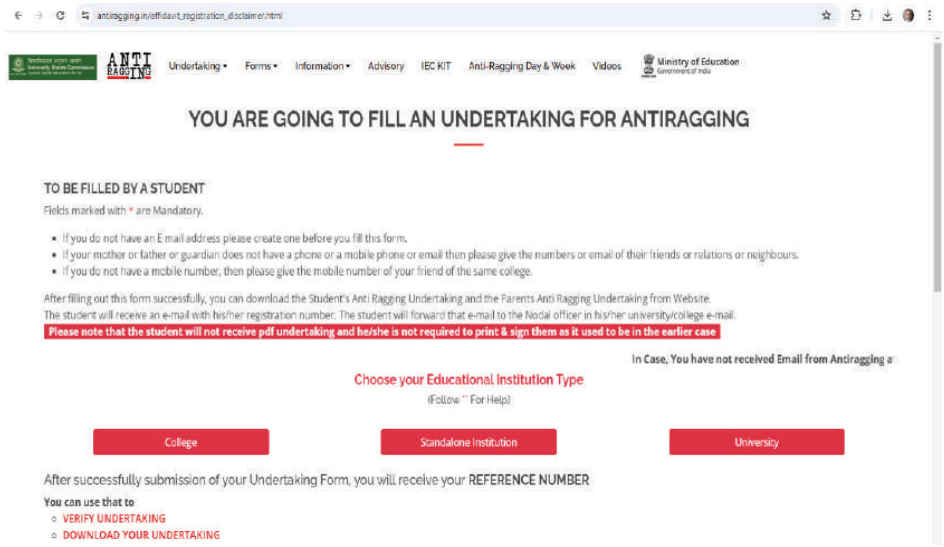
2. ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

All the students enrolled in Session 2026 are required to submit the online Anti Ragging undertaking
Procedure:

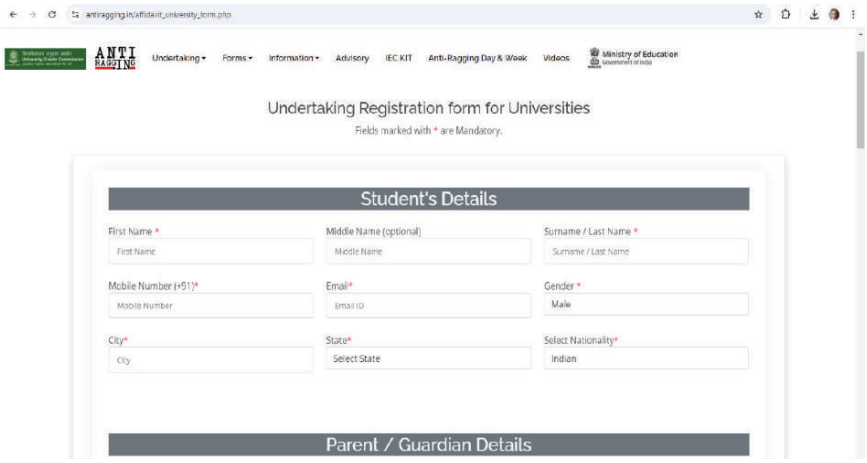
STEP 1: Click on : www.antiragging.in



STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



3. Flying squad:

Mr. Sunil Chauhan- HOD -FDP
Mr. Mohit Mathur- AM-SA&E
Mr. Karan Singh Sr. Office Executive
Kumari Haripriya Accountant

4. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility
ii). Medical Facilities including mental Health Counselling Support for students
iii). Sports Facilities for students
Iv.) Extra Curricular clubs/committee.

A.MESS FACILITY

FDDI has a adequate mess facility on campus The Kitchen staff provides the students and staff nutritious and hygienic food. A variety of food and snack items are served. Campus shall endeavor to run the mess on a no profit no loss basis and shall fix rate of meal accordingly. As the alternative to the campus running the mess by Student Cooperative Mess Committee (SCMC) as per the requirement, Executive Director may also decide that mess in a campus be run by a faculty-student mess committee on a cooperative basis. The collected mess fee shall then be provided to such a committee.

B.MEDICAL FACILITY

I.First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.
II.Every student will be covered with Mediclaim cover upto Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

1 Ambulance and First Aid (24x7) from (Mrs. Anuradha Advani from Anubandh Jodhpur) 9829028386, 108 & 102

2 Dr. Mahendra Kumar Jain
On-Call available 24x7 | Physically available in Campus on weekly basis | 9414301868

3 Ms. Khushboo Khare Psychological Counsellor | 9682330047

4 Nearest Hospitals
Govt. Satellite Hospital- Nayapaura, Mandore | 0291-2573646
Marwar Hospital | 0291-2551000, 9772844440

C. SPORTS FACILITY

I.Certain indoor and outdoor sports facilities like TT, carom, chess, badminton, basket Ball, volleyball, cricket etc. are being provided, which can be used by all the students.
II.Common facilities like Table Tennis/Badminton rackets are provided however the students have to get their balls and shuttles.
III.Intra and Inter Campus sports meet may be organized to promote harmony within the students and inculcate spirit of sportsmanship.

4. Internal Complaints Committee (POSH), if any
Dr. Asma Khan | HOD -FD | Presiding Officer
Mr. Mohit Mathur | AM-SA&E | Member Convener
Ms. Manju Satankar | AM (ITSC)-Ankleshwar **|** Member
Ms. Kiran Tripathy, Secretary –Social Worker/ Legal Advisor, Shri Jagat Kalyan Shikshan Sansthan, Jodhpur **|** External Member

5. RULES FOR LIBRARY
It has books, manuals & other published resources covering the educational program and related subjects. It subscribes to leading fashion journal and fashion forecast services. The library has a valuable audio-visual collection of slides, videotapes, CDs and Photographs.

Library will maintain the following timing:
Monday - Friday : 9:30 am – 5:30 pm

Library will remain close on weekends during vacations.

Students will have to abide by following rules to access library facilities:

I. Students can borrow three books for 20 days & can reissue the same books for another 20 days if they require. If a book is not returned on time, there will be a fine of Rs. 1/- per day for the **first seven days** and Rs. 2/- per day thereafter.

II. Access to the library will be denied to those students who do not return library books within 30 days of the due date.

III. In case of loss of a book the member will pay the printed cost of the book with fine or replace the lost book with fine. Students found leaving the library with un-issued books/ other Resource Center material will be charged a fine of Rs. 1000/- and will be debarred from using the resource center/ Library for the duration of the semester.

IV. To reserve books that are out on loan, students need to fill up a reserve slip. It will be held for two days. Periodicals, Reference books and audio-visual Material are not for circulation. Non-Library books,

Take care of the spaces that inspire your ideas.

briefcase and packages must be checked in at the time of entering in the Library. Photocopying from Fashion forecast publication is not permitted.

V. ID card must be produced to the Library staff at the time of entering the Library.

VI. Eatables, Personal items are not allowed in the Library.

VII. Silence must be maintained in the Library by the students.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

I. Students have to produce their Identity Card to access the computer center.

II. No Guest/Visitors shall be allowed with the students inside the computer center.

III. Baggage is not permitted inside and should be kept outside the computer center.

IV. External media such as floppy, DVD, CD & Pen Drive etc. are not permitted inside the computer lab. Students found possessing / using media without proper authorization are liable for punishment.

V. The Centre provides facilities for the students for general access of computers as well as for Internet. Both services are provided in the form of first come first serve basis subject to availability of computers.

VI. Students have unlimited internet access within the campus. The access policy is controlled and updated frequently. A copy of latest policy is available at Computer Centre.

VII. Students are advised to use Internet for educational purposes only. All Internet access are monitored and reported. Any inappropriate use of computer center / Internet facility shall lead to disciplinary action.

VIII. All computers have a sharable file folder at 'D: Drive' that could be used for sharing/ copying files from one computer to the other.

IX. The campus undertakes short maintenance of computer systems on regular basis without information. In case of longer overhauling, students shall be informed through a notice.

X. Orderliness at Computer Lab is the duty of every student and they must ensure that the computer system is properly shutdown and is organized appropriately along with other items.

XI. In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and will be liable for payment for the damages and would also be liable to punishment.

XII. Unlicensed/illegal use of Software/Freeware/Shareware/trail ware is not permitted and is an offence and is punishable.

XIII. No files / folders should be deleted from any computer without the permission of the Centre Incharge.

7. Website link for your respective campus PAGE.

https://fddiindia.com/campus-jodhpur





KOLKATA CAMPUS

1.Process for 'Online Anti Ragging Undertaking form' to be filled by the students:

Step 1: Access the Portal

- Open your web browser and go to the official Anti-Ragging Portal.
- Click on the button labeled "Click to fill your Undertaking".
- Select "Affiliated Colleges" (or the respective category that matches your institution).

Step 2: Fill in Your Details

- Enter your personal information (Name, Email, Mobile Number, Address, etc.). Make sure to have your parents'/guardians' contact details ready.]
- Fill in your exact College and Course details. Note: Ensure you select your state and college name accurately from the dropdown lists to avoid errors.

Step 3: Submit and Download

- Check the boxes to confirm you have read the UGC regulations and the Supreme Court judgment.
- Click Submit Form.
- Upon successful submission, you and your parents will receive an email containing the reference number and the completed PDF affidavits.

Post-Submission Requirements

- Print and Sign: Print out both the Student's and Parent's affidavits from the received email and sign them.
- Submit to College: Forward the email you received to your college's Nodal Officer or submit the physical signed copies to your college administration on registration day.

2. ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

Mr. Prashanta Kr. Nanda | Sr. Faculty Gr-II
9958422543 | prashanta@fddiindia.com

Mr. Rinsten Dorjee | Sr. Faculty Gr-I
9654154733 | rinsten@fddiindia.com

Ms. Sona Baral | Jr. Faculty
7980655811 | sonabaral@fddiindia.com

Kindness leaves a lasting impression.

Ms. Ishita Saha | Assistant Manager
9902382095 | ishitasaha@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i) Mess Facility

a)The FDDI Kolkata Mess aims to provide hygienic, nutritious, and balanced meals in a clean, safe, and disciplined environment.

Members are requested to strictly adhere to the notified timings for:

- **Breakfast –** 08.30 – 09.30 A.M.
- **Lunch -** 12.30 – 01.30 P.M.
- **Evening Tea/Snacks-** 05.30 – 06.30 P.M.
- **Dinner -** 08.15 – 09.15 P.M.

b)Students should pay the mess fees per semester wise before the starting of every semester to the accounts dept. and get the receipt.

c)Students shall maintain cleanliness in the dining area. Spillage of food and water should be avoided.

d)Meals shall normally be consumed inside the dining hall. Food may be provided outside the dining hall only in genuine medical emergencies or with prior approval of the Mess In-charge.

ii) Medical Facilities including mental Health Counselling Support for students

a)The Institute places utmost importance on the health, safety, and well-being of its students. To ensure prompt medical assistance, adequately stocked First Aid Boxes are maintained in all academic departments, administrative sections, and hostel premises.

b)In addition, students are covered under a Mediclaim Policy, providing financial support for medical treatment as per the terms and conditions of the policy.

c)In the event of any medical emergency requiring professional healthcare intervention, the Institute facilitates immediate transportation of the concerned student to the nearest recognized hospital or healthcare facility for appropriate medical attention. The Institute remains committed to providing timely support and assistance to students during such situations.

Through these measures, the Institute strives to maintain a safe, secure, and supportive environment conducive to the overall well-being of its student community.

iii) Sports Facilities for Students

a.Badminton court available on campus.

b.Table Tennis facility available.

c.Open playground available for Cricket and Football activities.

Leadership begins with respect.

d.Volleyball court available for student use.

iv.) Extra Curricular Clubs/Committee

a)A Cultural Committee is constituted to facilitate the planning and organization of cultural programmes, festivals, competitions, and student engagement activities throughout the academic year.

b)The Institute is equipped with a well-maintained auditorium having a seating capacity of approximately 200 persons. The auditorium serves as a central venue for a wide range of academic, cultural, literary, and co-curricular activities conducted throughout the year.

4. Internal Complaints Committee (POSH)

a)The Institute is committed to maintaining a safe, secure, inclusive, and respectful environment for all students, faculty, staff, and other stakeholders.

b)To uphold these principles and to address concerns relating to harassment and gender-based discrimination, the Institute has constituted an Internal Complaints Committee (ICC).

c)The Committee comprises five members, including an External Member with relevant expertise, ensuring impartiality, transparency, and adherence to statutory guidelines.

d)Students may approach any member of the Committee or submit a written complaint to the ICC. Upon receipt of a complaint, the Committee undertakes a fair, confidential, and unbiased inquiry process.

5. RULES FOR LIBRARY

a)The Institute provides a well-equipped library to support the academic, research, and intellectual development of its students, faculty members. The library houses a diverse collection of textbooks, reference materials, journals, and other academic resources relevant to the program offered by the Institute.

b)The library remains open on all working days from 9:15 AM to 5:30 PM, Monday to Friday. Students are encouraged to make optimum use of the library resources and facilities during the prescribed hours.

c)Each student is issued a Library Card, which serves as an essential document for accessing library services. Students are required to carry their Library Card while visiting the library and must present it at the time of entry or whenever requested by library personnel.

d)To facilitate academic learning, students may borrow a maximum of two books at a time for a period of fourteen (14) days. In the event that a borrowed book is retained beyond the permissible borrowing period, a late return charge of Rs. 1/- per day per book shall be levied until the book is returned.

e)For maintaining proper records and ensuring the security of library resources, an entry and exit register is maintained, and all users are required to record their attendance along with the relevant timings.

Success is built on consistency, not shortcuts.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

a)The Institute provides a well-equipped Computer Centre with modern computing facilities and internet connectivity to support the academic, research, and skill development needs of students. The Centre is designed to facilitate practical learning, project work, online learning activities, and access to digital resources in a secure and technology-enabled environment.

b)The Computer Centre remains accessible to students on all working days from 9:30 AM to 4:30 PM. Students are encouraged to utilize the facility responsibly for academic and authorized institutional purposes.

c)Students are provided with individual login credentials for accessing institutional systems and must ensure the confidentiality of their passwords. Sharing of login credentials with others is strictly prohibited. Unauthorized installation of software, modification of system settings, network configurations, or security parameters is not permitted under any circumstances.

d)For maintaining records of facility utilization and ensuring security, all students are required to record their entry and exit timings in the Computer Centre Register. To maintain cleanliness and protect the equipment, the consumption of food and beverages, as well as smoking, is strictly prohibited within the Computer Centre.

e)The Institute is committed to providing a secure, efficient, and technologically advanced computing environment that enhances students' learning experience and supports their academic excellence.

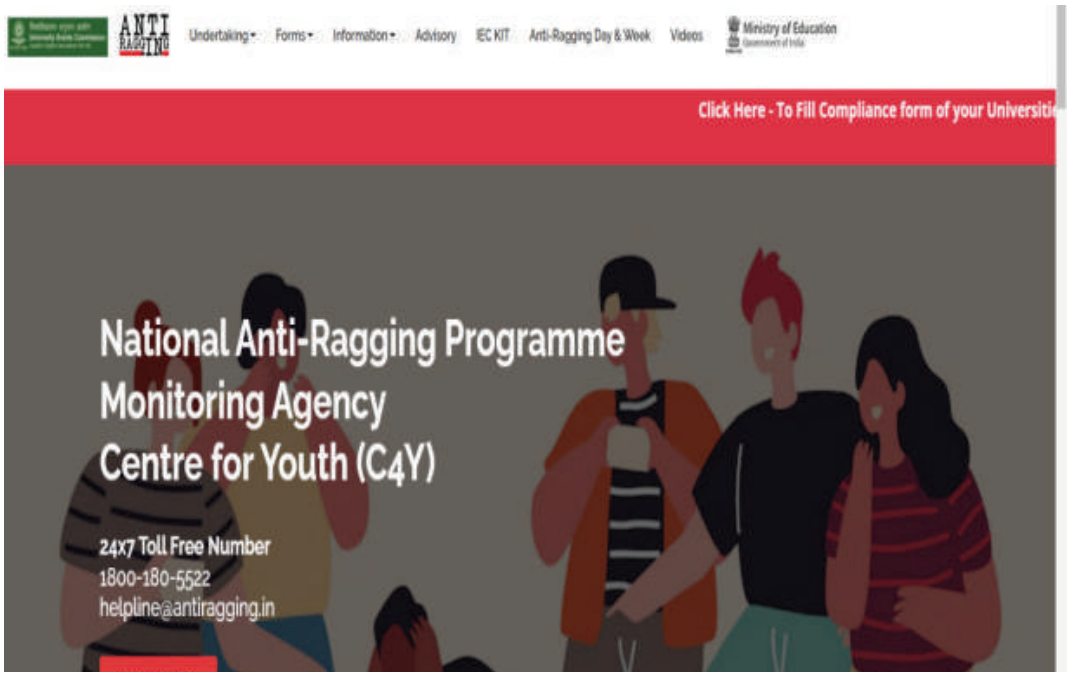
Make room for new ideas and new people.

NOIDA CAMPUS

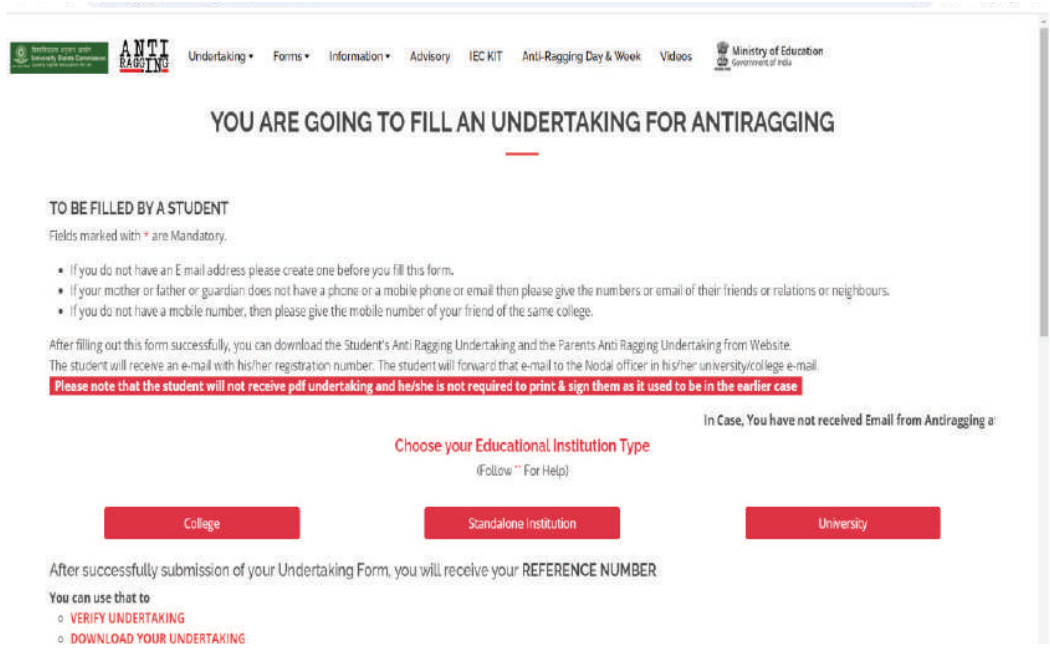
1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

All the students enrolled in Session 2026 are required to submit the online Anti Ragging undertaking.
Procedure:

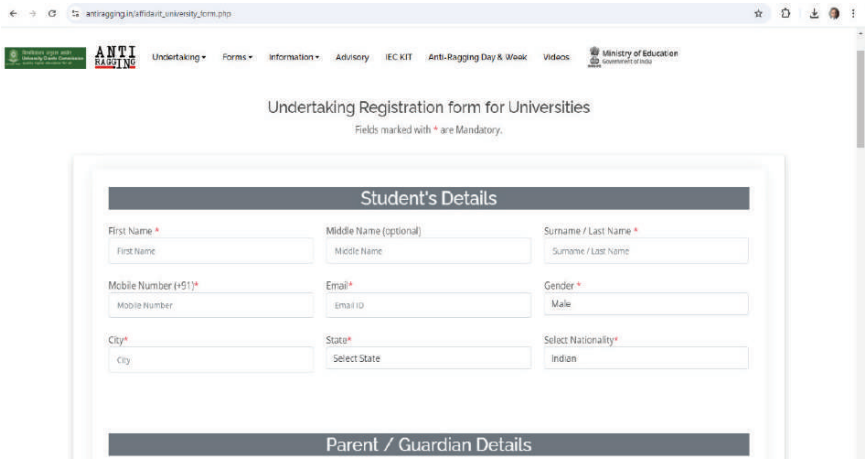
STEP 1: Click on : www.antiragging.in



STEP 2: Go to Undertaking > click to Register; Please click to University.



STEP 3: Fill the form & Submit the details
In case of any query, kindly contact the Student Affairs and Examination Department of the respective campus.



2. ANTI RAGGING COMMITTEE AND SQUAD in below mentioned format

Dr. Indu Gupta | In Charge (Foundation)
9717048958 | indugupta@fddiindia.com

Ms. Sweta Kumari | HOD
School Of Leather Goods & Accessories Design
9811638185 | swetakumari@fddiindia.com

Dr. Jyoti Bhasin | HOD
School Of Retail & Fashion Merchandise
8076128176 | jyotib@fddiindia.com

Shri. Deepak Choudhary | HOD
School Of Footwear Design & Production
9868333122 | deepak@fddiindia.com

Shri. Nelaish Yadav | Faculty
School Of Footwear Design & Production
9868621210 | nelaish@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Shri. Siddharth Vikram | Junior Faculty
School Of Footwear Design & Production
8791723910 | s.vikram.fddi@nic.in

Leave every place a little better than you found it.

Dr. Astha Garg | Sr. Faculty
School Of Retail & Fashion Merchandise
9958802289 | aastha@fddiindia.com

Shri. Gaurav Singh | Sr. Faculty
School Of Retail & Fashion Merchandise
9831870080 | gaurav.singh@fddiindia.com

Shri. Saurabh Srivastava | Junior Faculty
School Of Fashion Design & Boys Hostel Warden
7651924062 | ssaurabh@fddiindia.com

Ms. Laxmi | Hostel Warden-Girls
9953598220 | laxmi@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility

FDDI has a adequate mess facility on campus The Kitchen staff provides the students and employee nutritious and hygienic food. A variety of food and snack items are served. Campus shall endeavor to run the mess on a no profit no loss basis and shall fix rate of meal accordingly. The collected mess fee shall then be provided to such a committee. At FDDI Noida Campus, both students and employees are represented in the Mess Committee. The committee plays an active role in deciding the mess menu, reviewing the quality of food and services, and addressing matters related to the functioning of the mess. The advance Mess Fee is INR 30,000/- per semester and is payable by students through the ERP portal only.

Students opting to reside in the hostel are required to avail themselves of the mess facility and pay the prescribed mess fee in full. The mess fee is mandatory for all hostel residents and must be deposited in advance as per the prescribed schedule.

ii). Medical Facilities including mental Health Counselling Support for students

First Aid facility is available at the Campus. In case of medical emergency, the Course Coordinator/Mess Warden should be immediately informed and nearby hospital should be contacted for ambulance service. Ambulance contact numbers are displayed on the hostel notice board.

Every student will be covered with Mediclaim cover upto Rs. 50,000/- However they are advised to get medical health checkups done periodically to avoid any health complications.

Carry knowledge with confidence and humility.

iii). Sports Facilities for students

Certain indoor and outdoor sports facilities like TT, carom, chess, badminton, basket Ball, volleyball etc. are being provided, which can be used by all the students.

Common facilities like Table Tennis/Badminton rackets are provided. However, the students have to get their balls and shuttles.

Intra and Inter Campus sports meet may be organized to promote harmony within the students and inculcate spirit of sportsmanship.

Iv.) Extra Curricular clubs/committee.

a)To promote the holistic development of students and encourage participation beyond academics, various Extra-Curricular Clubs and Committees may be constituted at the campus level. These clubs/committees shall provide a platform for students to develop leadership qualities, teamwork, creativity, communication skills, and social responsibility through participation in cultural, literary, sports, technical, social, and community engagement activities.

The clubs/committees shall function under the guidance of designated faculty coordinators and organize activities, events, competitions, workshops, and awareness programs throughout the academic year. Student participation in such activities shall be encouraged to foster overall personality development and enhance campus life.

b)FDDI Noida has established an Entrepreneurship Cell (E-Cell) to promote innovation, entrepreneurship, and startup culture among students.

Students who wish to become members of the E-Cell may enroll themselves by contacting the E-Cell In-charge

v) Services offered by SA&ED: Temporary ID Card & Permanent ID Card students' needs to be in touch with Mr. Suresh Arya, Dy. Manager (SA&E Department), M: 7982943727.

4. Internal Committee (IC) / POSH Committee:

Dr. Meenakshi Ramchandani
Faculty (School Of Fashion Design) | 9990638899

Ms. Anita Kumari
Administration (Noida) | 9899874455

Ms. Avernita Srivastava
Faculty (School Of Fashion Design) | 9891965630

Shri. Vishal
Faculty (School Of Footwear Design & Production) | 9582252188

Every expert was once a beginner who chose to keep going.

Students may contact any of the above committee members regarding complaints related to sexual harassment, gender-based discrimination, or any concerns covered under the Prevention of Sexual Harassment (POSH) policy.

5. RULES FOR LIBRARY

Students will have to abide by following rules to access library facilities:

I.It has books, manuals & other published resources covering the educational program and related subjects. It subscribes to leading fashion journal and fashion forecast services.

Library will maintain the following timing:

Monday - Friday: 9:30 am – 5:30 pm

Library will remain close on weekends during vacations

II.Students can borrow three books for 20 days & can reissued the same books for another 20 days if they require. If a book is not returned on time, there will be a fine of Rs. 1/- per day for the first seven days and Rs. 2/- per day thereafter.

III.Access to the library will be denied to those students who do not return library books within 30 days of the due date.

IV.In case of loss of a book the member will pay the printed cost of the book with fine or replace the lost book with fine. Students found leaving the library with un-issued books/ other Resource Center material will be charged a fine of Rs. 1000/- and will be debarred from using the resource center/ Library for the duration of the semester.

V.To reserve books that are out on loan, students need to fill up a reserve slip. It will be held for two days. Periodicals, Reference books and audio-visual Material are not for circulation. Non-Library books, briefcase and packages must be checked in at the time of entering in the Library. Photocopying from Fashion forecast publication is not permitted.

VI.ID card must be produced to the Library staff at the time of entering the Library.

VII.Eatables, Personal items are not allowed in the Library.

VIII.Silence must be maintained in the Library by the students.

IX.FDDI encourages students to refer to books and make extensive use of the library facilities available on campus for their academic and professional development.

X.Students are advised to utilize the library resources regularly. For issuance of a Library Card and related assistance, please contact Mr. Nagendra Tiwari (Library In-charge), M: 9971353025 of Noida campus.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

A. Students must produce their Identity Card to gain access to the Computer Centre.

B. Guests or visitors are not permitted inside the Computer Centre along with students.

C. Baggage is not allowed inside the Computer Centre and must be kept outside the premises.

D. External storage media such as floppy disks, DVDs, CDs, pen drives, or any other removable storage devices are not permitted inside the Computer Centre. Students found possessing or using such media without proper authorization shall be liable for disciplinary action.

E. The Computer Centre provides students with access to computers as well as Internet facilities. These services are available on a first-come, first-served basis, subject to the availability of computers.

F. Students are provided with Internet access within the campus. The Internet Access Policy is reviewed and updated periodically. A copy of the latest policy is available at the Computer Centre.

G. Students shall use the Internet solely for academic and educational purposes. All Internet usage is

monitored and logged. Any misuse of the Computer Centre or Internet facilities shall invite disciplinary action.

H. All computers contain a shared folder in the D:\ Drive, which may be used for sharing or copying files between computers.

I. The Computer Centre carries out routine maintenance of computer systems periodically without prior notice. In the event of major maintenance or system overhauling, students shall be informed through an official notice.

J. Every student is responsible for maintaining orderliness in the Computer Centre. Before leaving, students must ensure that the computer is properly shut down and the workstation is left clean and organized.

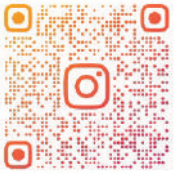
K. Any student found responsible for damage to equipment or for missing items shall be liable to compensate for the loss or damage and may also face disciplinary action.

L. The installation or use of unlicensed, illegal, freeware, shareware, or trial software without authorization is strictly prohibited and shall be treated as a punishable offence.

M. No files or folders shall be deleted from any computer without the prior permission of the Centre In-charge.

7. Website link for your respective campus PAGE.

Students are advised to visit the webpage of their respective FDDI campus regularly for detailed information and updates. The relevant campus links are available on the official FDDI website under the respective campus section. For Noida Campus, please visit:
https://fddiindia.com/campus-noida
Social Media handles of FDDI Noida



QR Code

Links

https://www.instagram.com/fddi.noida?utm_source=qr https://www.facebook.com/fddinoidaofficial/
https://www.instagram.com/fddi.noida?utm_source=qr
Students are encouraged to like, share, subscribe these handles.

The way you learn today shapes the way you lead tomorrow.

PATNA CAMPUS

1.Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

As per the directives of the University Grants Commission (UGC) and Anti-Ragging Regulations, all students are required to submit an Online Anti-Ragging Undertaking at the beginning of the academic session.

Steps to Fill the Online Anti-Ragging Undertaking:

1.Visit the Anti-Ragging Portal at www.antiragging.in.
2.Click on "Register for Anti-Ragging Undertaking".
3.Read the instructions carefully and proceed with the registration.
4.Fill in all the required details such as:
- o Student Name
- o Course/Programme
- o Enrollment/Application Number
- o Institute Name
- o Parent/Guardian Details
- o Contact Information

5.Submit the online undertaking after verifying all information.
6.Upon successful submission, an online reference number and confirmation will be generated.
7.Download and print the Anti-Ragging Undertaking/Acknowledgement.
8.Submit a copy of the undertaking to the Institute students affairs department.

2. ANTI RAGGING COMMITTEE AND SQUAD

Mr. Sanjeev Kumar Mishra | Sr. Faculty
9910286739 | sanjeevmishra@fddiindia.com

Mr. Praween Khalko | Sr. Faculty
7481809676 | praween@fddiindia.com

Ms. Shreya Suman | Jr. Faculty
8789828478 | shreya@fddiindia.com

Ms. Rupa Shree | Assistant Manager
8210234857 | rupa.shree@fddiindia.com

Mr. Uma Shankar Singh | Lab Assistant
7461803820 | umashankar@fddiindia.com

Flying Sqd. Members (Anti Ragging)

Ideas become meaningful when they improve someone's life.

Ms. Rupa Shree | Assistant Manager C&PR
8210234857 | rupa.shree@fddiindia.com

Ms. Apurna Sagar | Jr. Faculty
7979923843 | apurna@fddiindia.com

Ms. Kumari Shiva | Office Executive
7739627042 | kumari.shiva@fddiindia.com

Mr. Arjun Thakur | Office Executive
9454133943 | arjunkt@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility

FDDI provides a proper mess facility on the campus. The kitchen staff prepares healthy, nutritious, and hygienic food for students and staff. Different types of meals and snacks are available. The mess is intended to operate on a "no profit, no loss" basis, so meal charges are fixed only to cover the actual cost of food and services.

Alternatively, if required, the Executive Director may decide that the mess should be managed by a Faculty-Student Mess Committee on a cooperative basis. In that case, the mess fees collected from students will be handed over to the committee for managing the mess operations.

ii). Medical Facilities including mental Health Counselling Support for students

o First aid facilities are available on the campus. In case of a medical emergency, the student should immediately inform the Course Coordinator or Mess Warden. The nearest hospital should be contacted for ambulance services. Ambulance contact numbers are displayed on the hostel notice board.

o Every student is covered under a Mediclaim (medical insurance) policy up to INR 50,000. However, students are advised to undergo regular health check-ups to monitor their health and prevent medical complications.

o Students are regularly counselled by qualified counsellors, including academic, career, and mental health counsellors, to support their overall well-being. Counselling sessions are conducted from time to time to promote mental wellness, emotional resilience, and a healthy learning environment.

iii). Sports Facilities for students

i. The Campus provides a range of indoor and outdoor sports facilities, including Table Tennis, Carrom, Chess, Badminton, Basketball,

The strongest foundations are built one day at a time.

Volleyball, Cricket, and other recreational activities for the benefit of students.

ii. Common sports equipment such as Table Tennis and Badminton rackets are made available by the Campus. Students are required to arrange their own consumable items, including balls and shuttlecocks.

iii. The Campus may organize Intra-Campus and Inter-Campus sports tournaments and competitions from time to time to encourage student participation, promote teamwork, and foster the spirit of sportsmanship.

iv. Students are encouraged to actively participate in sports and recreational activities to enhance their physical fitness, mental well-being, leadership skills, and overall personality development.

4. Extra Curricular clubs/committee.

To promote holistic development, creativity, leadership, and teamwork among students, FDDI Patna encourages participation in various clubs and committees. These clubs organize events, competitions, workshops, and campus engagement activities throughout the academic year.

A. Sports Club

- o Organizes indoor and outdoor sports activities.
- o Conducts tournaments and fitness events.
- o Encourages teamwork, discipline, and sportsmanship.

B.Cultural Club

- o Organizes dance, music, drama, and cultural programs.
- o Celebrates national festivals and special occasions.
- o Provides a platform for showcasing artistic talent.

C.Literary Club

- o Conducts debates, quizzes, creative writing, and public speaking activities.
- o Enhances communication and critical thinking skills.
- o Encourages reading and intellectual engagement.

D.Social Media Club

- o Promotes campus activities through social media platforms.
- o Creates digital content, photography, videography, and event coverage.
- o Develops students' skills in digital communication and branding.

E.Newsletter Club

- o Publishes campus newsletters highlighting student achievements, events, and institute activities.
- o Encourages writing, editing, reporting, and design skills.
- o Serves as a platform for sharing ideas, creativity, and institutional

Talent opens the door. Character keeps it open.

updates.

4. Internal Complaints Committee (POSH), if any-

Ms. Rupa Shree (Emp Code 00921)
Assistant Manager (Placement)
Patna Internal Complaints Committee (POSH) | Presiding Officer

Ms. Riya Kumari Sah (Emp Code 01151),
Jr. Faculy (FDP) | Member

Ms. Apurna Sagar (Emp Code 01041)
Jr. Faculty (FD) | Member

Sanjeev Kumar Mishra (Emp Code 00156)
Sr. Faculty Gr. II (FDP) | Member

Dr. Sriparna Saha
Associate Professor, IIT Patna | External Member

5. RULES FOR LIBRARY –

Library Facilities and Rules

i. Library Resources and Timings

The Library is equipped with an extensive collection of books, manuals, journals, and other published resources relevant to the academic programs offered by the Institute. It also subscribes to leading fashion journals and fashion forecasting services. In addition, the Library houses a valuable collection of audio-visual resources, including slides, video recordings, CDs, and photographs.

Library Timings:

- Monday to Friday: 9:30 AM to 5:30 PM
- The Library shall remain closed on weekends during vacation periods.

ii. Borrowing Privileges

Students may borrow up to three books at a time for a period of 20 days. Books may be renewed for an additional 20 days, subject to availability and demand.

iii. Overdue Charges

Books not returned by the due date shall attract overdue charges as follows:

- 1 per day per book for the first seven days of delay.
- 2 per day per book thereafter until the book is returned.

Learn with curiosity. Create with purpose.
Lead with integrity.

iv. Restriction on Library Access

Students who fail to return borrowed books within 30 days of the due date may be denied access to Library facilities until all outstanding obligations are cleared.

v. Loss or Unauthorized Removal of Library Material

In the event of loss of a Library book, the borrower shall either:

• Pay the printed cost of the book along with the applicable fine; or

• Replace the lost book with an identical copy and pay the applicable fine.

Any student found removing Library books or Resource Centre materials without proper issue shall be liable to a fine of INR 1,000 and may be debarred from using the Library/Resource Centre for the remainder of the semester.

vi. Reservation and Usage of Materials

Books currently on loan may be reserved by submitting a reservation slip. Reserved books shall be held for collection for a period of two days.

Periodicals, reference books, and audio-visual materials are for reference purposes only and are not available for circulation.

Photocopying or reproduction of content from fashion forecasting publications is strictly prohibited.

vii. Entry Requirements

Students must present their valid Institute Identity Card upon entering the Library. Personal books, briefcases, bags, and other packages must be deposited or checked as per Library procedures.

viii. Conduct and Discipline

• Food, beverages, and other eatables are not permitted inside the Library.

• Students are expected to maintain silence and decorum within the Library premises at all times.

• Any conduct that disturbs the academic environment of the Library may result in disciplinary action.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER)

i.Students have to produce their Identity Card to access the computer center.

ii.No Guest/Visitors shall be allowed with the students inside the computer center.

iii.Baggage is not permitted inside and should be kept outside the computer center.

Every assignment is an opportunity to think differently.

iv.External media such as floppy, DVD, CD & Pen Drive etc. are not permitted inside the computer lab. Students found possessing / using media without proper authorization are liable for punishment.

v.The Centre provides facilities for the students for general access of computers as well as for Internet. Both services are provided in the form of first come first serve basis subject to availability of computers.

vi.Students have unlimited internet access within the campus. The access policy is controlled and updated frequently. A copy of latest policy is available at Computer Centre.

vii.Students are advised to use Internet for educational purposes only. All Internet access are monitored and reported. Any inappropriate use of computer center / Internet facility shall lead to disciplinary action.

viii.All computers have a sharable file folder at 'D: Drive' that could be used for sharing/ copying files from one computer to the other.

ix.The campus undertakes short maintenance of computer systems on regular basis without information. In case of longer overhauling, students shall be informed through a notice.

x.Orderliness at Computer Lab is the duty of every student and they must ensure that the computer system is properly shutdown and is organized appropriately along with other items.

xi.In case of any damage or items missing, the concerned student(s) shall be held responsible for the same and will be liable for payment for the damages and would also be liable to punishment.

xii.Unlicensed/illegal use of Software/Freeware/Shareware/trail ware is not permitted and is an offence and is punishable.

xiii.No files / folders should be deleted from any computer without the permission of the Centre In-charge.

7. Website link for campus PAGE.

https://fddiindia.com/campus-patna

The habits you build here will travel farther than your degree.

ROHTAK CAMPUS

1. Process for 'Online Anti Ragging Undertaking form' to be filled by the students.

We are following the Online anti Ragging form by students, process as follow-ope, website of Anti Ragging-form-students under taking-college--detail filling-college detail--footwear design & development institute -fill the details -tick the box--submit.

2. ANTI RAGGING COMMITTEE AND SQUAD

Flying Sqd. Members (Anti Ragging)

Dr. Anshul Sharma
Sr. Faculty Grade II/ HoD (Fashion Design)
9896311746 | anshulsharma@fddiindia.com

Mr. Sachin
Dy. Sr. System Analyst (ITSC)
9050423400 | sachin.deswal@fddiindia.com

Dr. Sarita Devi
Jr. Faculty (FD)
9050418076 | saritadevi@fddiindia.com

Mr. Navneet Kumar
Sr. Lab Assistant (FDP) | Boys Hostel Warden
9992252290 | navneet@fddiindia.com

Mr. Bhuvnesh Mishra
Jr. Lab Assistant (FD)
9286611251 | bhuvnesh@fddiindia.com

Ms. Priti Devi
Girls Hostel Warden
7838759051 | preetidevi@fddiindia.com

Committee Members

Dr. Anshul Sharma
Sr. Faculty Grade II/ HoD (Fashion Design)
9896311746 | anshulsharma@fddiindia.com

Mr. Sachin
Dy. Sr. System Analyst (ITSC)

A respectful community is the best environment for learning.

9050423400 | sachin.deswal@fddiindia.com
Dr. Sarita Devi
Jr. Faculty (FD)
9050418076 | saritadevi@fddiindia.com

Mr. Navneet Kumar
Sr. Lab Assistant (FDP) | Boys Hostel Warden
9992252290 | navneet@fddiindia.com

Mr. Bhuvnesh Mishra
Jr. Lab Assistant (FD)
9286611251 | bhuvnesh@fddiindia.com

Ms. Priti Devi
Girls Hostel Warden
7838759051 | preetidevi@fddiindia.com

3. Brief Summary on the below mentioned Facilities available at campus.

i). Mess Facility - Yes, mess facility is available at FDDI Rohtak campus. students are the member of mess committee.

ii). Medical Facilities including mental Health Counselling Support for students -yes, it is available including medical room for the students.

iii). Sports Facilities for students - yes,, we have sport committee and students are part of committee and available sport facility here in fddi rohtak campus.

Iv.) Extra Curricular clubs/committee. - Yes, cultural committee, mess committee, E Cell for the students.

4. Internal Complaints Committee (POSH), yes, it is students grievance committee available for the internal complaints.

5. RULES FOR LIBRARY - Yes, it is available, library will maintain the following timing, Monday- Friday 9:30AM to 5.30 PM, Library will close on weekends during vacations.

6. RULES FOR INFORMATION TECHNOLOGY DEPARTMENT (COMPUTER CENTER) - Yes, Rules are available for the students to utilize the ITSC services and equipment.

7. Website link for campus PAGE - https://fddiindia.com/campus-rohtak

Growth happens where curiosity meets commitment.

ANNEXURE – B

Standard Operating Procedure (SOP) for Reporting and Processing of Medical / Extreme / Extenuating Circumstances

1. Purpose

This SOP outlines the procedure for reporting, verification, and consideration of student absences arising due to medical or extreme/exigent circumstances, ensuring a transparent, fair, and time-bound decision-making process.

2. Scope

This SOP shall apply to all students seeking consideration for absence on account of: Medical conditions affecting the student

Humanitarian emergencies, including:

- o Death of an immediate family member
- o Serious illness of a family member.
- o Accidents or other unforeseen critical situations

(Submission of a request and supporting documents by the student does not imply acceptance of the request. The final decision shall be communicated to the student subject to the approval of the competent authority)

3. Process

Step 1: Student is required to inform the concerned HoD through e-mail, phone, sms or whatsapp message of their absence on the same day. Subsequently, apply for leave on ERP at the earliest but not later than 3 days.

Step 2: Student may submit medical document/related document for extreme / extenuating circumstances within 7 working days of returning from leave to the concerned HoD.

Step 3 : HoD shall verify the credentials of the medical certificate / related documents and approve or reject the same on the basis of submitted documents / credentials.

Step 4 : All the cases whether approved or rejected should further be handed over to the 'Campus Student Welfare Committee' (CSWC) within 7 days from the submission of the documents by the concerned student.

(' Campus Student Welfare Committee' composition : ED of the concerned campus, concerned HoD, SAED Campus).

Step 5 : Campus Student Welfare Committee shall scrutinize the case history of the individual student along with the hard copies of the documents submitted.

Step 6: Campus Student Welfare Committee shall submit case wise recommendations through E-Note to the 'Academic Standing Committee' (ASC) within 7 days from the submission of the documents by the concerned HoD.

(Academic Standing Committee' ASC composition : Head Academics, concerned HoS , HoD-SAED-HO & one external member (if required).

Step 7 : ASC shall submit case wise recommendation to the Managing director within 7 days from the submission of the recommendation by the Campus Student Welfare Committee.

Step 8 : The Managing Director may review the recommendations received and issue appropriate directions.

Step 9 : The final decision shall be communicated to the concerned student by the Campus SAED.

Please Note :-

1. The stipulated timeline of 7 days at each stage represents the maximum permissible time for processing of cases. Efforts should be made to process cases at the earliest possible time.

2. In cases arising close to the End Term Examination, all concerned authorities shall expedite the processing of such cases, keeping in view the examination schedule, to ensure timely disposal and decision-making.

3. In case of any discrepancy in the above mentioned process the FDDI Ordinance shall prevail.

ANNEXURE - C

The following acts of omission and/or commission and comparable offenses shall constitute a gross violation of the code of conduct and are liable to invoke disciplinary actions:

1. Furnishing false statements of any kind in the form of application for admission or for award of scholarships or prizes etc.
2. Furnishing false statements to the Disciplinary Committee, or willfully withholding information relevant to an inquiry.
3. Organizing or participating in any activity that has the potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence, or any other unhealthy criterion.
4. Physical or mental harassment of fresher's through physical contact or oral abuse.
5. Getting involved in a brawl or fight with persons within and outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
6. Willfully damaging or stealthily removing any property belongings of the Institute, Hall, or of fellow students.
7. Exhibiting abusive behavior or disturbing the peace of the Institute.
8. Willful insubordination or disobedience, whether alone or in combination with other students, to any lawful or reasonable orders of the Institute.
9. Involving in theft, fraud, or any dishonest act.
10. Organizing, attending, or Participating in any strike, picketing, gherao, dharna, or other agitations either inside or outside the campus or sponsored by any banned organization or political organization
11. Adopting unfair means in the examinations.
12. Smoking or found in an inebriated condition on the Campus
13. Possessing, consuming, or distributing narcotic drugs and other intoxicating substances or appearing in a state of intoxication in the campus, hostels, or outside the campus of alcoholic drinks or any kind of hallucinogenic drugs.
14. Possessing or using weapons, explosives, or anything that causes injury/ damage to the life and limb or body of any human being or property.
15. Mutilation or unauthorized possession of library books.
16. Not cooperating with faculty, officers, or security personnel investigating a potential disciplinary issue.
17. Resorting to noisy and unseemly behavior, disturbing studies of fellow students. Disturbing in a drunken state or otherwise an academic or student function
18. Not obeying traffic rules on campus, not following safety practices, or causing potential danger to oneself or other persons in any way.
19. Displaying a lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
20. Not intimating his/her absence to the Warden of the Hall before leaving campus. Getting involved in an activity that violates State or National laws.
21. Conviction by a Criminal Court.
22. Using mobile phones, where their use is prohibited.
23. Indulging in any activity considered as ragging. This will be treated as a criminal offense.
24. Indulging in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions and activities within the campus, hostels, and outside the Institute premises.
25. Indulging in acts of sexual harassment of faculty, staff, or other students. Sexual harassment includes any one or more of the following acts or behavior, whether directly or by implication, namely a. Physical

contact and advances; or b. A demand or request for sexual favours; or c. Making sexually coloured remarks; or d. Showing pornography; or e. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
26. Defacing, disfiguring, damaging or destroying, or causing any loss in any manner to all the public, private, or Institute properties.
27. Abusing the faculty or staff of the Institute or hostels.
28. Sending or forwarding damaging or false or wrong information or any unauthorized information to the electronic, print, or social media, tarnishing the image of the Institute.
29. Subletting the hostel room or not vacating the hostel room, when asked to do so.
30. Lending and borrowing money on interest to and from other students.
31. Visiting the residence of Director, Deans, faculty, and officers, uninvited or without permission.
32. Bringing any political or other outside influence pertaining to academic matters.
33. Violating restrictions imposed by law.
34. Dressing indecently manners, including but not restricted to clothes depicting illegal drugs, alcohol, prophane language, racial, sexual, and vulgar captions, etc.
35. Sheltering outsiders in the Institute or hostels.
36. Bringing, distributing, or circulating unauthorized notices, pamphlets, leaflets, etc. within the campus or hostels. The possession, distribution, or exhibition of any item by any means which is per se obscene is prohibited within the campus or on any property owned/ managed by the Institute
37. Collecting money either by request or by coercion from others
38. Using motorized vehicles within the Institute premises, unauthorizedly.
39. Loitering in the campus beyond the permissible hours.
40. Appearing in secluded places with other students.
41. Littering waste materials within the campus including classrooms, hostels, offices, canteen, and messes.
42. Quarrelling with or abusing security or housekeeping staff. 43. Bunking of classes or instigating other students to bunk classes, without permission 44. Using single use plastic on the campus and throwing paper cups or garbage on the roads.



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