



फुटवियर डिज़ाइन एण्ड डेवलपमेन्ट इंस्टिट्यूट  
FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

An Institution of National Importance as per FDDI Act 2017

वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार  
MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA



CONVOCATION 2023

FDDI Kolkata is hosting 5<sup>th</sup> Convocation Ceremony on 4<sup>th</sup> December, 2023 at the auditorium of FDDI Kolkata campus. The students who successfully completed their respective program in year 2023 at FDDI Kolkata campus and obtained the requisite NOC are eligible for award of Degree at the Convocation for the class of 2023.

INSTRUCTIONS FOR CONVOCATION CEREMONY: -

- Dress code: Male: OFF WHITE KURTA PAJAMA  
Female: OFF WHITE SAREE
- Reporting time: 9 AM
- Registration time: 9 AM – 10 AM
- It is mandatory for all the Graduates to pay amount of Rs. 650 /- for the stole which will be available at the registration desk

DECORUM DURING CONVOCATION CEREMONY: -

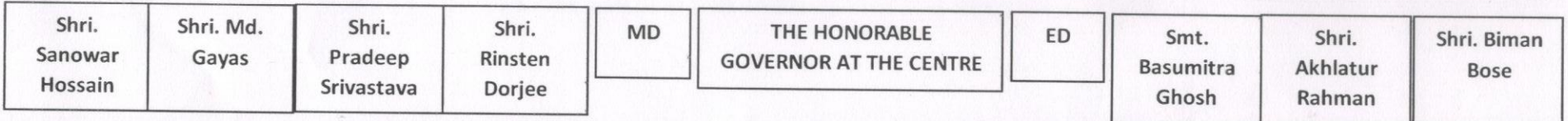
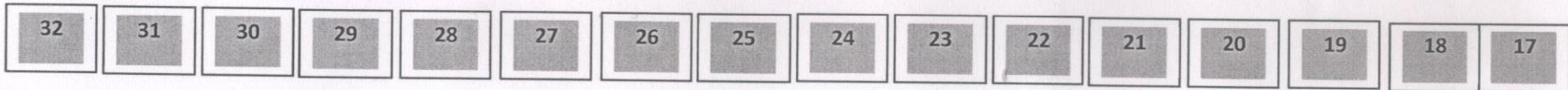
- All the gates of the Auditorium will be sealed after the entry of the Honorable Governor due to security protocols till the completion of the Convocation Ceremony.
- The students and staff members are requested to mute their mobile phone before the arrival of the Honorable Governor.
- No gifts are allowed to be presented to the Honorable Governor.
- No selfies/photographs by cell phones are allowed with the Honorable Governor.
- No person is allowed to cross the Honorable Governor from the front on the dais where he is seated or standing. (follow the diagram in the annexure 1)
- The students are requested to report to their faculty members at the left corridor of the Auditorium as soon as the oath is completed. Then the students will collect their certificates; and line up for photography session. The first 15 students will kneel down in front of the Honorable Governor and the rest will stand behind the Honorable Governor facing the audience for a group picture.
- Gold and Silver medalists will be seated at the second row in the auditorium.
- Other graduating students should line up as per the departmental sequence:  
LGAD, FDP, FD
- Other students would sit in their designated area in the auditorium as per instructions of the faculty.
- Everyone should maintain silence during the ceremony and line up at the back stage very softly and slowly.
- While exiting from the stage after photography session do not cross the Governor from the front. (follow annexure 1)

EXECUTIVE DIRECTOR

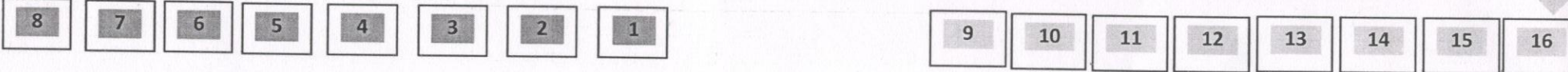
“हम हिंदी में पत्राचार का स्वागत करते हैं।”

## ENTRY PLAN FOR THE GRADUATING STUDENTS – LGAD DEPARTMENT

ENTRY ROOM VING 2



ENTRY ROOM VING 1



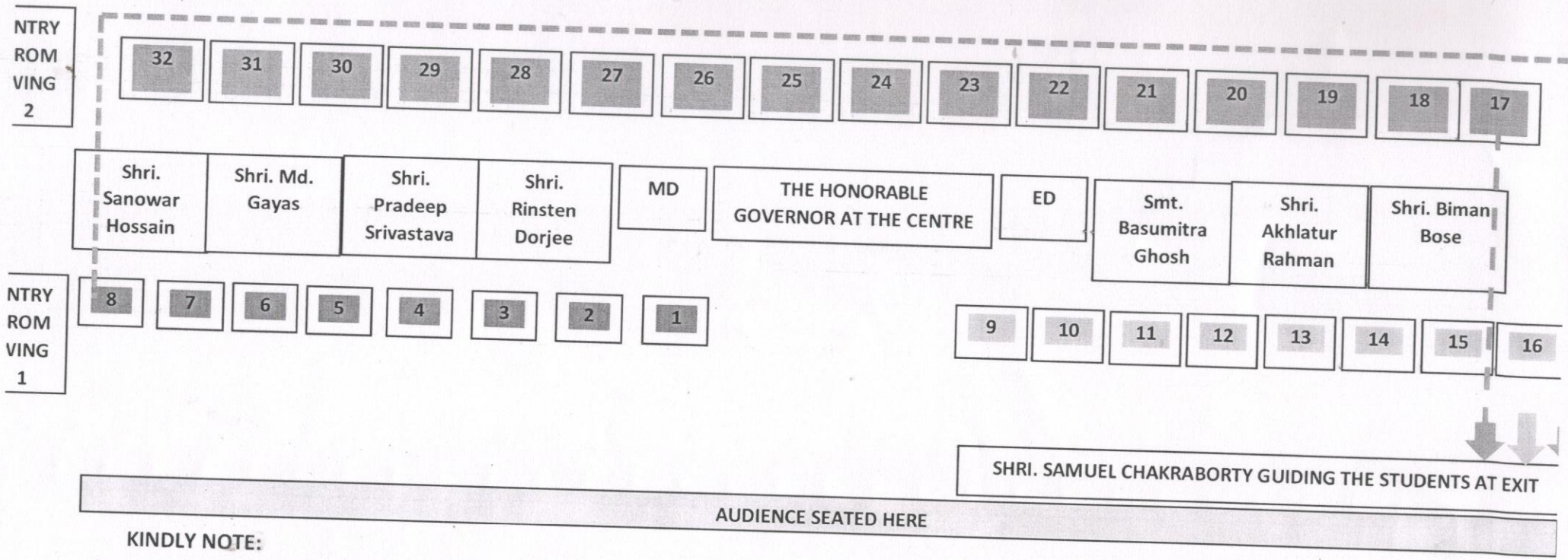
SHRI. PRASHANTA NANDA GUIDING THE STUDENTS AT ENTRY

AUDIENCE SEATED HERE

**KINDLY NOTE:**

1. NO PERSON IS ALLOWED TO CROSS THE HONORABLE GOVERNOR FROM THE FRONT ON THE DAIS WHERE HE IS SEATED
2. KINDLY FOLLOW THE COLOR CODE
3. STUDENTS FROM 1 TO 16 WILL KNEEL DOWN IN THE FRONT ROW TO THE HONORABLE GOVERNOR DISPLAYING THE CERTIFICATE

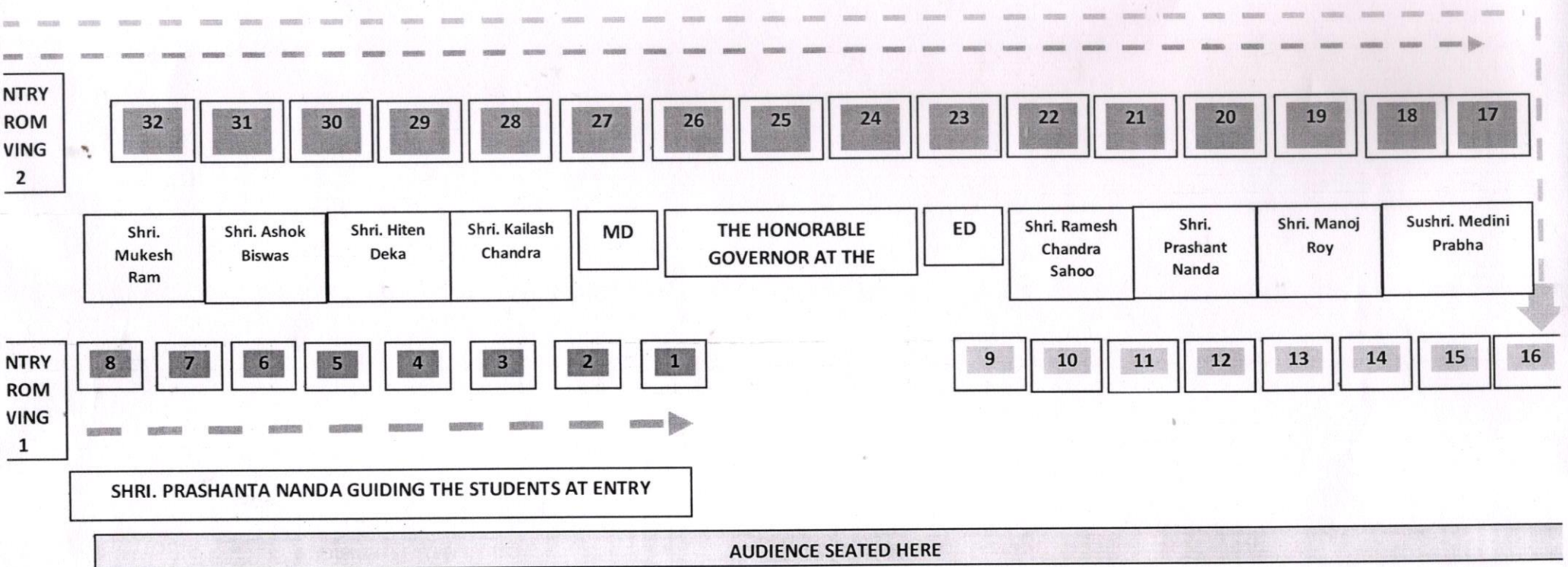
## EXIT PLAN FOR THE GRADUATING STUDENTS – LGAD DEPARTMENT



**KINDLY NOTE:**

1. NO PERSON IS ALLOWED TO CROSS THE HONORABLE GOVERNOR FROM THE FRONT ON THE DAIS WHERE HE IS SEATED
2. KINDLY FOLLOW THE COLOR CODE FOR EXIT
3. STUDENTS WILL EXIT SOFTLY AND SLOWLY FROM THE OPPOSITE SIDE OF THE ENTRY (SHRI. SAMUEL CHAKRABORTY TO COORDINATE THE EXIT)

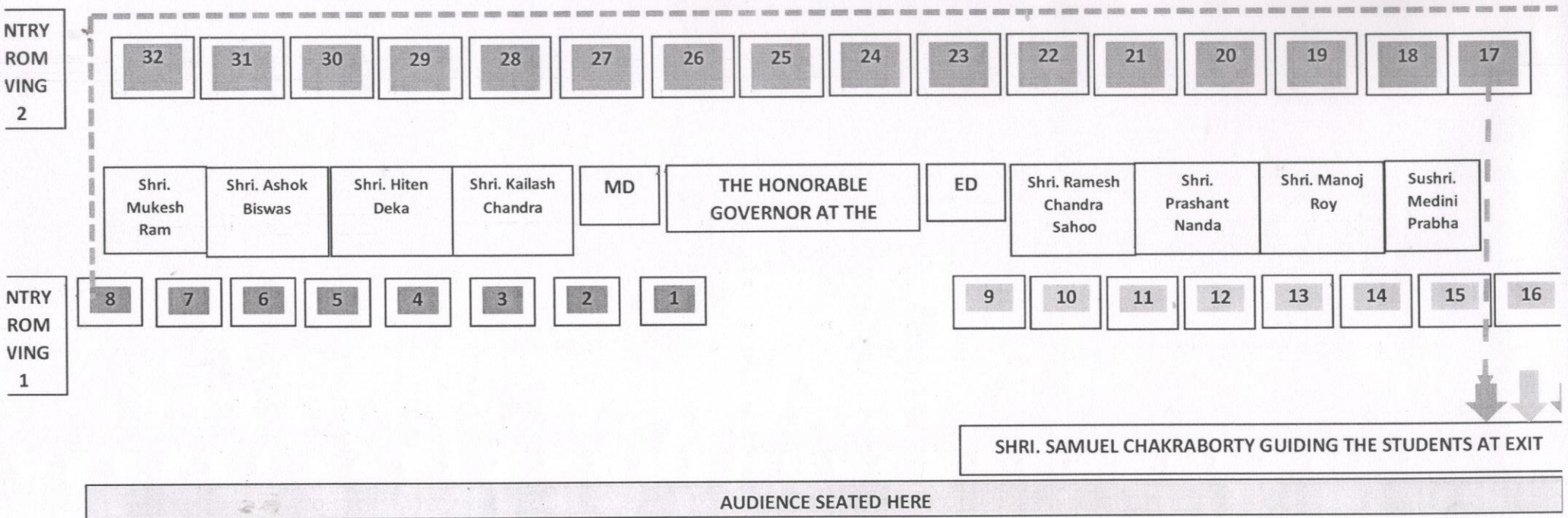
## ENTRY PLAN FOR THE GRADUATING STUDENTS – FDP DEPARTMENT



**KINDLY NOTE:**

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2. KINDLY FOLLOW THE COLOR CODE
3. STUDENTS FROM 1 TO 16 WILL KNEEL DOWN IN THE FRONT ROW TO THE HONORABLE GOVERNOR DISPLAYING THE CERTIFICATE

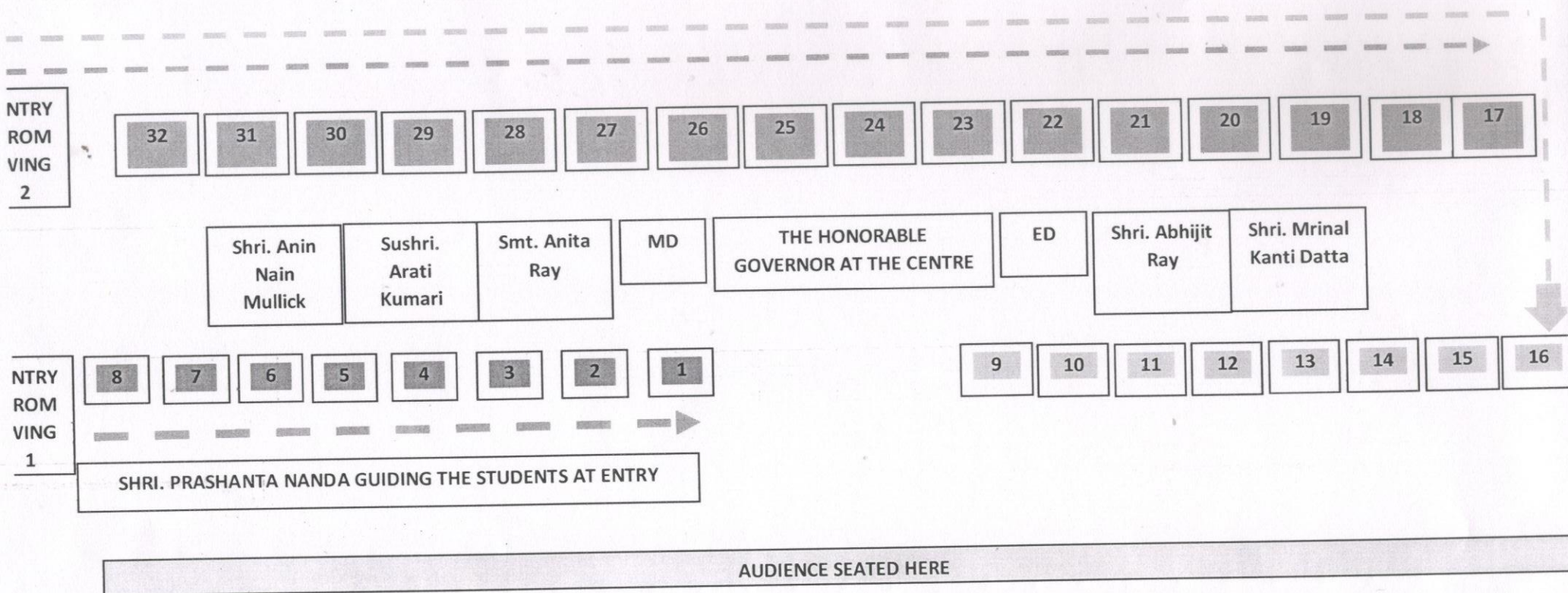
## EXIT PLAN FOR THE GRADUATING STUDENTS – FDP DEPARTMENT



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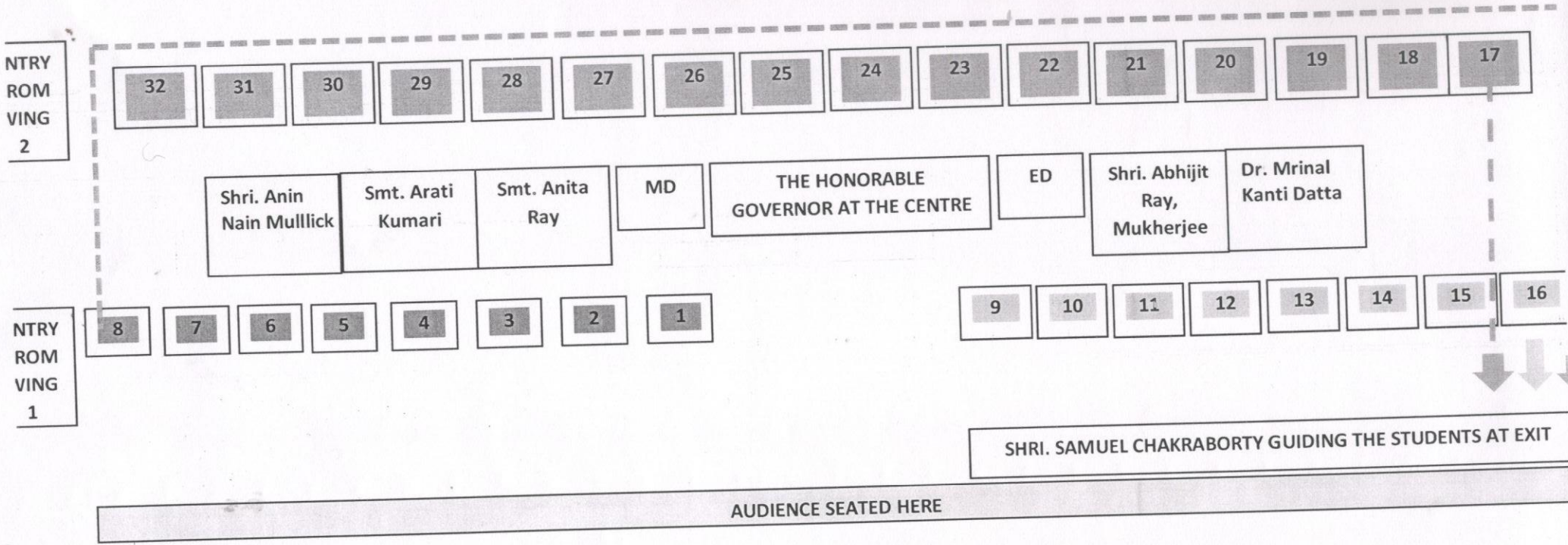
## ENTRY PLAN FOR THE GRADUATING STUDENTS – FD DEPARTMENT



**KINDLY NOTE:**

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2. KINDLY FOLLOW THE COLOR CODE
3. STUDENTS FROM 1 TO 16 WILL KNEEL DOWN IN THE FRONT ROW TO THE HONORABLE GOVERNOR DISPLAYING THE CERTIFICATE

## EXIT PLAN FOR THE GRADUATING STUDENTS – FD DEPARTMENT



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