



फुटवियर डिज़ाइन एंड डेवलपमेंट इंस्टिट्यूट  
**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE**

वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार | Ministry of Commerce & Industry, Government of India

(एफ.डी.डी.आई.अधिनियम २०१७ के अन्तर्गत 'राष्ट्रीय महत्व का संस्थान')  
**AN INSTITUTION OF NATIONAL IMPORTANCE under FDDI Act 2017**

## Minute to Minute Program Schedule Convocation Ceremony 2023

Dear Alumni,

We feel pleased to inform you that FDDI, Rohtak is hosting convocation ceremony on Saturday, 25<sup>th</sup> November 2023 at **FDDI, Plot No.1, Sector- 31 B, IMT, Rohtak** for class 2019-2023. The ceremony would be for the FDDI alumnus's who have successfully completed their academic programmes, strict adherence of the rule & regulations as per the sequence of events have to be followed. Schedule for the same is mentioned below.

Sequence of Events for the Convocation Ceremony	
Timings	EVENTS
09:00 AM - 10:45AM	Registration of students
10:45 AM to 11:15 AM	Seating of students in convocation Hall
11:30 AM to 11:45 AM	Arrival of Chief Guest, FDDI Senior Management & Officials
11:45 AM to 11:50 AM	Lighting of Lamp & Saraswati Vandana
11:50 PM to 12:00 PM	Welcome Address by the MD sir
12:00 PM to 12:05 PM	Address by Chief Guest
12:05 PM to 12:10 PM	Declaration of Opening of Convocation Ceremony
12:10 PM to 12:15 PM	Oath Taking Ceremony
12:15 PM to 12:45 PM	Degree Dispersal Batch Wise
12:45 PM to 12:55 PM	Vote of Thanks by MD sir/ Centre In-Charge
12:55 PM to 1:00 PM	Closing Declaration
1:00 PM to 1:30 PM	Photography/ Returning of the Angvastras
1:30 PM to 3:00 PM	Proceed for Lunch

Eligible students who fail to register online by the stipulated time, will be allowed to attend the Convocation Ceremony through on spot registration after paying requisite fee.

For Hostel / stay related query, please contact Mr. Sandeep Kumar (9729587102 / 01262-242839) and Mrs. Preeti Devi (7838759051) for boys & girls hostel respectively. Looking forward to your presence on this solemn occasion organising at FDDI Rohtak campus.

P.S.- Please carry a copy of this letter of invitation with you during the convocation for on the spot registration.

Warm Wishes

Mr. Shyam Katiyar  
Sr. Faculty, HoD (FDP), Centre Incharge  
Convener- Convocation 2023  
**FDDI, Rohtak**

## **Instructions & Guidelines- Convocation 2023**

Following instructions are to be strictly followed during the Convocation Ceremony.

### **REGISTRATION:**

- ✓ Please register below for "On-line Registration for 05<sup>th</sup> Convocation 2023" to be held on 25<sup>th</sup> November 2023.

**Link: <https://forms.gle/f9HwcRRzKifUFBac9>**

- ✓ It is mandatory for all eligible students to register themselves for obtaining the Degree and pay the **requisite fee of Rs. 150/- non refundable through online mode only** as per the details below: **Account No: 016801002454**

**ICICI BANK**

**Rohtak Branch**

**IFSC Code: ICIC0000168**

- ✓ Registrations open till 04:00PM on 24<sup>th</sup> November 2023. You have to report at the counter in administrative building at 09:00 AM on 25<sup>th</sup> November 2023 along with the printout of payment acknowledgement & collect the below mentioned from the registration counter:
  - a) Registration Slip
  - b) Food Coupon
- ✓ Eligible students who fail to register online by the stipulated time, will be allowed to attend the Convocation Ceremony through on spot registration after paying **requisite fee of Rs. 200/-non refundable**.
- ✓ For discrepancy, if any, in payment of the Convocation fee, contact at **01262-242844, 7355737299**.

**Dress Code: Traditional attire will be worn for the Convocation Ceremony as indicated below:**

- Gents:** White Kurta Pujama.
- Ladies:** Plain –Saree / Suit

### **SEATING IN THE CONVOCATION HALL:**

You are requested to be seated in the convocation hall latest by 11:00AM. Once seated, there will be no unnecessary movements in the convocation hall and perfect discipline will be maintained. You will only be allowed to leave the convocation hall after the event is over. The individual degree can be collected from the specific rooms as informed during registration process after the ceremony is over.

### **PHOTOGRAPH:**

There would be a group photograph for the complete batch in the convocation hall. Individual photographs could be taken by students themselves only. The institute will not be liable for any photographic services but will only provide platform for it.

### **SELF-MANAGEMENT & COORDINATORS:**

All invitees are requested to follow the concept of self- management & obey the instructions of the event coordinators.