

## FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

फुटवियर डिज़ाइन एवं डेवलपमेंट इंस्टीट्यूट

An "Institution of National Importance" as per FDDI Act, 2017 under Ministry of Commerce & Industry, Govt. of India  
वाणिज्य और उद्योग मंत्रालय भारत सरकार के तहत एफडीडीआई अधिनियम, 2017 के अनुसार "राष्ट्रीय महत्व का संस्थान"

NO.:FDDI/Training/SN/2018/16  
09 October 2018

### Notice

All the students are hereby informed that the revised rules / instructions pertaining to Attendance, Examination & Evaluation for all the batches are represented below for necessary compliance:-

#### **01. Attendance, Absence and Leave for the Students:**

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

(ii) All students enrolled in an academic programme are required to attend all scheduled lecture, tutorial, practical class etc. To be eligible for appearing in the semester examinations, a student must maintain minimum 70% attendance in each course/ subject. However, Executive Director concerned may grant relaxation up to 10% in maximum of 20% of the course/subjects in the particular semester. The Executive Director will grant relaxation under this clause after recording reasons in writing on case-to-case basis and only for cases of emergency /exigencies beyond the control of the student. Students will have no right to claim the relaxations in the attendance;

(iii) Any student who is not able to meet the minimum attendance as per the above clause with or without relaxation shall not be allowed to appear for the end semester examinations in the course/subject in which there is a shortfall. The student may be allowed to appear for the redo examination scheduled after the completion of even semester of the particular academic year in such courses/subject as per the provision of Re-Do rules 03. However, a student having shortfall in attendance in more than 50% of the subject with or without relaxation in a given semester shall be asked to repeat the year with the junior batch without any opportunity of any re-do examination.

(iv) Authorized absence –

(a) Students absent from classes/academic activities shall follow the following procedure for authorizing their absence/leave:

Leave availed by student	Competent authority	
< / = 15 days	Head of Department	With prior intimation only
>15 days	Executive Director	With prior intimation only

However leaves shall be sanctioned keeping in mind the minimum attendance criteria.

(b) Leave caution- Students/Parents of those students who are falling short of required attendance shall be informed by e- mail, phone or any other medium from time to time.

v) Unauthorized Absence is any absence without information/permission. Students absenting themselves without any authorized permission would warrant disciplinary action as per the rules of the institute. Any unauthorized absence of a student for more than two weeks due to any cause may lead to student being debarred from the concerned semester/course.

**This is applicable to all the existing programmes / batches.**

