

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

An "Institution of National Importance" as per FDDI Act, 2017 under Ministry of Commerce & Industry, Govt. of India

19 May 2025

NOTICE

Subject: Implementation of Revised Attendance Policy – Effective Immediately

All students of FDDI are hereby informed that a **Revised Attendance Policy** has been approved and will be implemented with immediate effect for the current semester ending in **May 2025**. This is in accordance with Clause 12(3) of the FDDI Ordinance, which mandates a **minimum of 70% attendance** in each course or subject to be eligible to appear for the End Semester Examination.

To ensure uniform enforcement of attendance norms and to in still discipline among students, the following **penalties for attendance shortfall** shall be applicable:

| Attendance Percentage | Allowance & Penalty |
|--------------------------------|--|
| 70% – 65% | Allowed to appear in Re-do Examination with no grade penalty . Re-do fees apply. Exception for genuine medical/emergency cases (fee waiver with documentation). |
| Below 65% – up to 55% | Allowed in Re-do Exam(s) with one grade drop in the respective subject(s) on payment of requisite Re-Do Fee.. |
| Below 55% – up to 45% | Allowed to take up re do examination for maximum 50% of subjects to the next semester with two grade drops on payment of requisite Re-Do Fee. |
| Below 45% (up to 50% subjects) | Allowed to take up re do examination for maximum 50% subjects with ‘P’ Grade and remarks on payment of requisite Re-Do Fee. |
| Others (beyond above cases) | Will be required to repeat the semester. |

Students with poor attendance are advised to contact their respective Heads of Departments and review their eligibility on the **ERP system**. Those eligible for relaxations under extenuating circumstances must submit valid supporting documents immediately.

As a one-time measure, students falling under the category of others i.e. below 45% with short of attendance in more than 50% subjects will also be allowed to carry forward the subjects with **‘P’ Grade and remarks** and will be required to take up re-do examination on payment of requisite fee. Applicable only for End Semester Examination schedule in May/June 2025.

All students are advised to take note of the policy and ensure strict compliance.



D.G.M. (S.A. & Examination)