FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

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

FDDI/HO/Notice/2019/Convocation/03
25 October 2019

NOTICE

This is further to the Notice dated 15th May 2019 pertaining to the Convocation 2019.

We are pleased to inform that FDDI, NOIDA is hosting Convocation Ceremony on 05th November 2019 at FDDI, A-10/A, Sector 24, NOIDA.

The students who successfully completed their respective Programme in year 2018 & 2019 and subsequently submitted the required Affidavit and surrendered their previous certificates/mark sheets are eligible for award of Degree at Convocation 2019.

Graduands are advised to report at the Institute at FDDI, A-10/A, Sector 24, NOIDA at 08.30 AM on the day of convocation i.e. 05th November 2019.

The concerned students may email their consent for attending the scheduled Convocation at fddiconvocation2019@gmail.com on or before 1st Nov. 2019 by 17:00 hrs, the concerned students are required to clearly mention their Name, Programme and year of Completion in their mail along with their confirmation for attending the Convocation. Students, who fail to email their confirmation by the stipulated time, will not be allowed to attend the Convocation Ceremony.

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

DRESS: Wearing formal dress as mentioned below is mandatory:

Graduands:
  a) Gents: Lounge Suit/ Combination with a tie, Black Shoes and Socks.
  b) Ladies: Saree/ Suit/Western (Trousers/Blazer)

REGISTRATION ON DAY OF CONVOCATION (5th Nov. 2019)

Registration is open only from 8.30 AM to 10.30 AM. All the concerned students are required to register/report at the counter marked for their respective batch and year for Registration. Students who are unable to report before 10.30AM for registration for scheduled Convocation will not be awarded Degree on the Day of Convocation.

After Registration please collect the following from the Registration Counter:

  a) Registration and Robe Form
  b) Lunch Coupon
CONVOCATION ROBE & CAPS

All the concerned students will be issued the Robe on presentation of the Signed Robe Issue Slip at the Robe Counter on payment of Rs. 1100/- (which include non-refundable fee of Rs. 100/- and refundable security Rs. 1000/-). The students will get back Rs. 1000/- once they return back their robes and cap and that has to be done after the Convocation on the same day after the ceremony. The robes have to be worn throughout the function. The students are hereby advised to retain the Robe Return Slip till the end of the Convocation and deposit it at the Robe return Counter along with the Complete Robe Set. The money will not be refunded if any of the items is missing from the Robe-set.

SEATING IN THE CONVOCATION HALL

All the concerned students are required to be seated in the Convocation Hall latest by 11:00 AM.

Once seated, there will be no unnecessary movements in the Convocation Hall and perfect discipline will be maintained. The students will only be allowed to leave the convocation hall after the ceremony is over.

PHOTOGRAPH

The Institute will not be liable for any photographic services but will only provide platform for it. Individual photographs could be taken by professional photographers and would be available on paid basis. The developed photographs would be charged Rs. 100/- per printed copy in advance and may be collected from the Institute after 3 days of the event. Students may contact the concerned photographer for hard and soft copy of the photograph and specified the photography counter.

P.S- Since we are expecting a large number of students during the Convocation Ceremony, Concerned students are advised not to bring any guests along.

Sandip Bhatia
D.G.M. (Training)