

RULES & REGULATIONS

1. Degrees will be provided by Singhania University.
2. Kindly pay the fees by Cheque / Draft in favor of "Academy of Design and Management Trust" payable at Cochin.
3. Fees can be paid by Credit and Debit Card. Bank charges of 2.5% and 1% will be levied respectively.
4. Due date for the fees payment is before 10th of every month. Failure for the same will be charged Rs.500/- as a fine per month as late fees.
5. Transfer of a student from one center to another is subject to decision of Center Management. In case approved, Transfer Charges of Rs.25000/- will be applicable.
6. Student Must Accept and Abide by any Changes in the academic pattern or Training Method in any unforeseen circumstances like Act of God, Natural Calamities and Pandemic.
7. Kindly take your seats 10 minutes before the class starts and thereafter no student will be allowed.
8. 85% attendance in Master programme is compulsory for attending the final examination. In case of failure, the student has to pay the penalty decided by the study centre. Attendance will be taken by the faculty member at the end of each class and recorded accordingly.
9. It is important to submit assignments on the date given by the faculty after which the submission will not be checked and graded.
10. Delay in submission will not only call for deduction of marks but also will be brought to parents attention.
11. Annual Design Awards / Exhibition / Seminar / Study tours are compulsory to participate for constant upgradation and exposure of the industry.
12. As per institutional, industrial and course requirement all the Projects, Final Project, Workshops, Juries, Exhibitions, Seminars, Study Tours are compulsory to be attended.
13. During the Study Tour / Seminar / Shows / Exhibitions the institute shall not be responsible, in case of any mishap or unforeseen calamity.
14. Semester Hall ticket & Marks card should be collected from the Institute as per Notice.
15. All Result / Regular and Repeaters Exams / Time Table and other notices related to academic activities will be displayed on the main notice board. For any indiscipline, strict action shall be taken.
16. It is Compulsory to wear Identity Card during the class hours / visits.
17. Kindly switch off mobile phones during class hours, as it is inconvenient for others.
18. In case of any change in your residence address or telephone number, please inform the administration department with the written application.
19. In case of any difficulty or suggestion kindly place your details in the "Suggestion Box".
20. If admitted we agree to be bound by the rules and regulations in force and those that will be made from time to time. We will make good use of institute's property.
21. We also promise that we will do nothing either inside or outside the institute that will interfere with its discipline.
22. We accept that all the decisions of the authorities in all matters of training, conduct, process of examination and discipline.
23. We promise to abide by the rules and regulations of your institute.
24. We further accept that, if my son/daughter wishes to leave the institute in the middle of the course we will pay the tuition fee for the full course before the issue of the transfer certificate and other certificate.

Place:

Date:

Signature of the Applicant

Signature of the Parent/Gaurdian

Details of Certificates to be submitted by the candidate at the time of admission.

Sl. No.	Particulars of Certificate	Certificate Sl. No.	Reg. No. / Month & Year of Passing
1.	10th Std. Mark Sheet(s)		
2.	PUC/HSE/+2 or Equivalent Marks Sheet(s)		
3.	Degree Marks Sheet		
4.	Provisional Certificate		
5.	Migration Certificate		
6.	Transfer Certificate		
7.	Community/Caste Certificate		
8.	Income Certificate		
9.	Other Certificate(s), If any...		
10.			

ACKNOWLEDGEMENT (for office use only)

Received your Application No for Admission to the Course

with Registration No

Academic Coordinator

Admission Incharge

AUTHORIZED TRAINING CENTER

Academy of Design and Management

JD Institute of Fashion Technology, 1st floor Congress House Building, Hospital Road, KPCC Junction, Cochin - 682011