



JD INSTITUTE OF FASHION TECHNOLOGY<sup>®</sup>

Welcome to Imagination

[www.jdinstitute.edu.in](http://www.jdinstitute.edu.in)



# STUDENT HANDBOOK



## ACCREDITATION



## KNOWLEDGE & RESEARCH PARTNERS



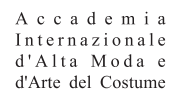
## SOFTWARE PARTNERS



## GLOBAL ASSOCIATIONS AND MEMBERS



## COLLABORATIVE PARTNERS



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# WELCOME TO JD INSTITUTE OF FASHION TECHNOLOGY

Dear Student,

A warm welcome to JD Institute of Fashion Technology!

At JD Institute of Fashion Technology, you can expect more than classrooms and assignments. Our institute is a nurturing space where your dreams find encouragement, your talents find expression, and your journey finds compassionate mentors.

Our state-of-the-art facilities are more than physical spaces; they are canvases for your imagination. From cutting-edge design studios to collaborative workspaces, each corner is designed to inspire and elevate your creative endeavours.

Anticipate an enriching learning experience that goes beyond textbooks. Our curriculum is crafted to be a journey of exploration, fostering a deep understanding of design principles while encouraging you to push the boundaries of your creativity.

As you progress, you will benefit from a supportive community, mentorship programmes, and networking opportunities that extend beyond your time here. Our goal is to equip you not only with design skills but with the resilience and adaptability needed for a successful career.

We eagerly await the wonderful contributions your unique perspectives will bring to our creative community.

Warm regards,

BR Prasadh  
Principal  
JD Institute of Fashion Technology



# ABOUT JD INSTITUTE OF FASHION TECHNOLOGY



For more than three plus decades, JD Institute of Fashion Technology has fostered the development of imaginative minds. With a history of serving the requirements of the design, fashion, interior, jewellery, business, media, photography, makeup and hairstyle artistry industries, the school has grown significantly since its inception in 1988. We have evolved into a market leader that creates courses while keeping an eye on the demands of the respective sectors. The institute makes sure that the sectors it serves have the professionals they need, to drive innovation, growth, and social progress. We are industry leaders in India, fusing real-time lectures with events, workshops, seminars, conferences and industry visits to make learning more efficient and interesting.

## 1.1. Mission & Vision

JD Institute of Fashion Technology's mission is to change how people perceive design and make India one of the Design Hub's in the world. The Institute thrives for one goal; to constantly inspire and encourage students to follow the three pillars for which JD stands for: Innovation, Sustainability, and Eco-friendly.

JD's Vision, as the motto says, "Welcome to Imagination," is to provide a world-class infrastructure, with state-of-the-art facility, well-equipped library and having the industry experts shape JEDIIIANS to upskill their creativity, developing their thoughts and executing their imagination.

## 1.2 Quality Statement

JD Institute of Fashion Technology is committed to provide world-class education in the fields of design, fashion, interior, jewellery business, media, photography, makeup and hairstyle artistry. We can accomplish this by:

- Working to be the best and most innovative in everything we do and by adhering to all the relevant requirements.
- Exceeding or meeting the expectations of our stakeholders while maintaining and improving our procedures and services.

## 2. About Student Handbook

The Student Handbook is intended to be a helpful tool as you go forward in your academic programme. It is an official manual and lists the regulations and procedures that are crucial for you to read and comprehend.

Each student is required to go through the content of the manual. The academic policies, processes, and rules of JD Institute of Fashion Technology are subject to alteration and revision as necessary. A new policy may be implemented without prior notice, but the Institute will inform students of any changes through postings on the website, emails, or other channels the Institute's management team deems suitable.

Any changes to the policy will take effect right away for all enrolled programme students, up until the date that is mentioned. The Student Handbook is also available in the 'Download' section of JD Institute of Fashion Technology website. Contact the Principal/Academic Manager/HODs/Class Mentors if you have any questions about the topics covered in this guide.

## 3. Our Locations



### Bengaluru

**Campus 1:** No. 18, Edward House, Brigade Road, Bengaluru – 560001.

**Campus 2:** No. 40, Swan House, 4th Cross, Residency Road, Bengaluru – 560001

**+91 9901 9999 03/ 04 | +91 9480 323 232**

### Cochin

1st Floor, Oasis Chambers, Sahodaran Ayyappan Road, opp. Landmark Enclave, Near South Over Bridge, Valanjambalam, Kochi, Kerala 682016.

**+91 9901 999 904 | +91 9645 370 107 | +91 9739 665 640**

### Goa

Mushtifund Sauntha, Near Mahalaxmi Temple, Dada Vaidya Road, Panjim Goa – 403001.

**+91 9606 096 060 | +91 9606 048 888**

### Hyderabad

6-3-886, Raj Bhavan Rd, Beside Reliance Trends, Opp. to Bajaj Motors, Durga Nagar Colony, Somajiguda, Hyderabad, Telangana 500082.

**+91 7999 179 994**

### Vijayawada

4th Floor, KK Towers, 40-1-52D, MG Rd, Above KFC, Acharya Ranga Nagar, Vijayawada, Andhra Pradesh 520010.

**+91 7995 555 510**



## 4. General Advice & Information

As we update the teaching timetables and plans during the academic year, it is crucial that you pay attention to what your academic teams are telling you and that you read the communications they share and listen to what they say. We want you to be able to be part of industry related visits, workshops, seminars etc.

Your tutorial and project time will take place in the studios and labs based on your course requirements. You will receive vital inspiration and encouragement from your interactions with other students in these settings, which will tremendously aid in the development of your creative abilities. The communal learning experience offers a lot of benefits. Enjoy, employ, and learn from campus life, which mirrors professional practise.

It is advised that you label all of your work and possessions with your name. Never leave expensive items lying around.

To carry out varied activities and ensure the betterment of the students, the Institute has various committees which is comprised of faculty members and students. The same will be shared with you when you join the institute.

The Institute timings are from 9:30 AM to 17:30 PM on Monday to Friday and on Saturday it is from 9:30 AM to 13:00 PM.

## 5. New Academic Year – Your Design Education Begins

An orientation is held at the start of the school year for all new students. During this time, you will learn about the resources, faculties, course curriculum etc. Each course has different number of semesters. Each semester's timetable will be provided to you.

Dates for assessments and module descriptions will be shared by your class mentors. Please be aware that activities on the schedule may change due to circumstances beyond our control. You will be notified of any changes in advance. Regularly check your JD Institute of Fashion Technology Email Id and Google Space class groups for updates. It is advised that you check the calendar before making any reservations. You must notify your Class Mentor, HODs, Academic Manager and Principal in case of an emergency.

### 5.1 Unique Roll Number

A Unique Roll Number will be assigned to you when you register for the course of your choice. This will serve as your Institute's ID for all official correspondence throughout your time at JD Institute of Fashion Technology.

### 5.2 Identification Card

The Photo ID Card provided to you will serve as your key to the Institute's facilities.

This ID card will act as your library card, giving you access to the library and resource centre. It will also be used to record your attendance at any sessions and activities that are scheduled.

## Remember

- Your Identity card is very vital and must be carried and worn at all times while on campus. You may not, under any circumstances lend it to anyone else.
- Contact the admin. personnel if you misplace your ID card or experience a technical issue that prevents your attendance from being recorded. Whenever an identity card is lost, the admin. personnel should be notified in writing so that a replacement can be issued.
- You would be required to pay INR. 500 for a replacement ID card if you misplace it.
- The ID card cannot be transferred once the course is completed.

## 5.3 Student Portal

Via the online portal the students' community is given access to all the resources they require to flourish as Institute students. The details for the same will be shared by the Class Mentors. We encourage you to explore the student portal as soon as you can in order to acquire crucial information, connect to resources, and integrate into campus life. You will receive information and guidance regarding the site on the first day of your course.

Your official email address provided by the institute, contact number, Google Space and Google Chat are the only legitimate modes for your instructors, academic counsellors and administration personnel to contact you. You will communicate with your academic team via email, submit applications, and turn in assignments as needed. The most crucial details, such as schedule changes, events, your assessment schedule, and reports, are delivered to your email id.

## 5.4 Student Official E-Mail ID & Usage Policy

- The Institute representatives, such as faculty members, academic administration etc., will be contacted via the official email address.
- The students official email address may receive official communications from the Institute via email. The Institute anticipates that students will read all the official communications. The Institute may also employ additional communication channels as and when needed.
- Although some emails from the Institute may be time-sensitive, students are encouraged to regularly and consistently check their official email addresses to stay up to date. Students are entirely liable if they do not regularly check their email.
- Students are accountable for any correspondence they choose to send and/or forward from their official email account to a personal or any other email address.
- The Institutes IT policy will apply to student's official email accounts.
- Students are advised to abide by all applicable state, and local laws, rules, and regulations governing use of electronic mail, including those governing security and ethical considerations.
- Students are advised to use their official e-mail account in accordance with the Institute's IT Policy only including Email Usage Policy.

## 5.5 Course Section Allotment

At the start of the academic session, the Institute divides you into batches. The timetable is shared on the first day of the class. The Institute does not permit batch changes.

## 5.6 Student Support

There are systems in place in the campus for students to resolve any queries and doubts which will be intimated to them by their Class Mentor.

**Class Mentor** – You have Class Mentors on each campus who will be your one point of contact for all issues and questions. She/He shall guide and remove any confusion or question that you might have regarding your academic journey. If you need assistance or have any worries about how your academic programme is being delivered or any administrative matters, we encourage you to speak with the Academic Manager will be there to help you in the best way possible and answer your questions.

**Student Development & Support** – You are going to start a new journey, and many of you will leave your homes and go to another city to follow your aspirations. It makes sense that you could be experiencing concerns and could use some moral and emotional support. We have a dedicated Counsellor at each of our institutes who will support you in resolving your problems, empowering you, and assisting you by providing counselling and stepping in when necessary to help you transition to this new phase.

## 6. Students Leadership

A Class Representative (CR) will be chosen from each class or section who will serve as a single point of contact for all communications between students and the course administrators. You choose the CRs from among yourselves. The CRs' duties include coordinating scheduling issues, maintaining and distributing class-related supplies, coordinating class for various commitments, etc. The CRs purpose is to represent the class's common interests and difficulties to the instructor. You have a fantastic opportunity to hone your management and leadership abilities in this position.

### 6.1 JEDIIAN Design Council

The Jediian Design Council is a student body curated to create a community of like-minded individuals to spread awareness and empower students. The Council is geared towards planning and organising events in the institute and develop a platform to interact with fellow students to enhance their academic journey.

The Council looks for students that have a passion for aspects like event management, graphic design, social media management, content writing and photography! The Jediian Design Council, is focussed on creating a unique environment that gives one the freedom to concentrate on their individual growth as well as building a team. The working of the community resembles, that of a corporate work culture and gives members a head start in their career and pushes them a step further in achieving their goals.

Being a member of this Council, one gets the opportunity to develop their communication, networking and entrepreneurial skills, making them street smart and observant.

### 6.2 Student Development

At JD Institute of Fashion Technology, we believe that education goes beyond traditional classroom learning. Engaging in various activities allows students to develop essential skills, build confidence, and foster a sense of community. Participation in these activities is not only encouraged but also seen as a vital aspect of a well-rounded education. We offer a diverse range of activities, including sports meets, talent show, awards show, workshops, displays, recognition of student achievements etc.



# JEDIILAN DESIGN COUNCIL



## 6.2.1 JD Design Awards

JD Design Awards is a platform that was created for all graduating students. It not only recognizes academic prowess but also presents creativity and innovation through the fashion show and exhibition for interior design, jewellery design and photography. Engaging in these activities allows students to explore their artistic talents, express their ideas, and experiment with design and presentation. It fosters creativity, critical thinking, and problem-solving skills, which are valuable in various aspects of life.

It is compulsory for all graduating students to participate. In order to qualify for JD Design Awards, you will have to go through various evaluation stages.

## 6.2.2 JD Got Talent

JD Got Talent celebrates the unique skills and abilities of our students. It is a platform to showcase talents such as singing, dancing, acting, instrumental performances, and more. Participating in the talent show nurtures self-expression, public speaking, and stage presence. The supportive and encouraging environment of the talent show fosters self-confidence and boosts self-esteem.

## 6.2.3 JD Sports Meet

Participating in sports provides numerous physical and mental benefits. It promotes a healthy lifestyle, enhances teamwork and leadership skills, and helps in managing stress. Engaging in sports also teaches perseverance, discipline, and the importance of fair play. Whether you are a seasoned athlete or trying a new sport, the sports meet is an opportunity to challenge yourself, make new friends, and have fun.

## 6.2.4 Workshops

Workshops at JD Institute of Fashion Technology cover a wide range of interests, from art, technology, management to leadership, personal development etc. These hands-on sessions offer opportunities to learn new skills, explore potential career paths, and gain practical knowledge outside the regular academic curriculum. Workshops also encourage collaboration and networking among students, creating a supportive learning community.

## 6.2.5 Student Displays

Participating in displays, whether it's showcasing academic projects or artistic creations, allows students to share their knowledge and creativity with the school community. Presenting work in public builds confidence and communication skills, and it provides a chance to receive feedback from peers and teachers, enhancing the learning process.

## 6.2.6 Student Achievements

Recognizing and celebrating student achievements not only motivates the individual students but also inspires others to strive for excellence. By acknowledging their efforts and successes, we encourage a culture of continuous improvement and dedication to personal growth. This positive reinforcement boosts self-esteem and encourages students to set and pursue ambitious goals.



# JD DESIGN AWARDS





# JD GOT TALENT





# JD SPORTS MEET





# WORKSHOPS



Mr. Thomas Varghese, Business Head - Aditya Birla Group



Mr. Marc Robinson, Fashion Show Director



Mr. R Gopinath Rao, IEDS, Dy. Dir. - MSME Dev. Institute, GOI



Mr. Umesh Gowda, Mr. Sathish Kumar & Mr. Santhosh - SONY



Mr. Sandeep DN, Inspector Silk - Central Silk Board



Mr. Balakishan, Hand Embroidery Artist



Ms. Mariel Manuel, Swiss Artist And Designer



# DISPLAYS





# STUDENT ACHIEVEMENTS



Surabhi BS - 1st Rank Holder in Fashion & Apparel Design  
At Bengaluru City University



Anoushka Makhija - 2nd Rank Holder in Fashion & Apparel Design  
At Bengaluru City University



Saloni Jain - 8th Rank Holder in Interior Design & Decoration  
At Bengaluru City University



Ruder D - 9th Rank Holder in Interior Design & Decoration  
At Bengaluru City University



Amrita Rauniyar - Student of The Year Award  
At National Jewellery Awards 2022



Britney Pacheco - Silver Medal in India Skills Regional Competition 2021

## 7. Academic Policies

The comprehensive academic policies are designed to foster a structured and enriching learning experience for all students.

### 7.1 Academic Offerings

#### Courses Offered:

We offer the following different categories of course to suit the needs of every student

- 1-Year / 2-Year / 3-Year Dip. / PG / Adv. Dip. Courses
- 6 Weeks to 6 Months Short-Term Courses

#### Note-

- Campus wise availability of the Programme/Course can be seen at <https://www.jdinstitute.edu.in/>
- Few courses are available in weekend mode. Please connect with the Academic Counsellor of the respective branch for more information on such courses.

#### General Disclaimer:

If you have taken provisional admission and during this duration there aren't sufficient enrolment or due to any calamities, JD Institute of Fashion Technology ('JDI') retains the right to discontinue the course.

In order to deliver the course as described on JDI's website and in any brochures or other published materials, JDI will use all reasonable efforts. However, JDI retains the right to: a. Modify the schedule, venue, or speakers listed for a course; and b. When necessary, make reasonable changes to the course's syllabus and content.

## 8. Students Attendance Policy

Ideally, 100% attendance at the course is required. Attendance means full attendance at all scheduled hours between instructor and student, including lectures/tutorials/seminars/practical/workshops/mentoring sessions and any other communication between instructor and student. This has bearing on your integrity, hard work and willingness to learn. Attendance at each session be it in-class/lab sessions is tracked online. However, instructors may choose other mediums at their disposal to mark attendance.

### 8.1 Minimum Attendance Prerequisite

Each student must maintain at least 85% attendance for each module during each semester. The 15% relaxation of attendance requirements allows for:

- Minor Disability/Illness/Indisposition
- Personal requirements
- Short hospital stay
- Compassionate reason (family tragedy/accident)

In the case of any of the above illnesses or medical reasons, you must submit:

- A doctor’s prescription and an original medical certificate stating the duration of treatment to the faculty coordinator after taking a leave of absence.
- If the student is unable to attend due to prolonged illness/hospitalization, temporary but severe disability, or other long-term genuine need.
- In the event of a family tragedy/accident, the Faculty Coordinator must be notified in writing as soon as it arises.
- The Institute understands and considers such situations. However, it will not be considered if the notice from the student/parent/legal guardian is more than a week after occurrence.
- The Institute does not allow absences due to family celebrations, family outings, etc.

## 8.2 Attendance Registration System

- Attendance is recorded at the beginning of each session.
- Students who enter the room 10 minutes after the class starts can participate.
- Note you will not be marked ‘present’ even if you are allowed to attend the class.
- Students’ weekly attendance can now be viewed on DKul. Students/Parents can track their own/of their ward through the student portal.
- Attendance is closely monitored and auto-generated reports are shared with students.
- Classes are held every week after the semester begins. Weekly emails are sent out to students and cumulative attendance for the semester.
- In case of discrepancy, the student can contact the helpdesk or contact the concerned faculty.
- A coordinator will respond within 5 business days. Otherwise data from the time and attendance portal applies and will be deemed final.

## 8.3 Rules of Attendance

Cumulative Attendance	Concerns if there is shortage in Attendance
85% and above	Expected attendance for the best learning experience
50% to 85%	Advice from the course team and SDS to ensure coverage of lost learning.
Less than 50%	Students cannot advance to the next semester. Management decisions are final binding.

Students who do not meet the above attendance requirements will be counselled and appropriate counselling records will be maintained by the relevant school. Students with 50%–85% attendance will be advised by the Class Mentor and records will be kept by the faculty coordinator. Students with less than 50% attendance will be notified by the Academic Manager/Class Mentor. The course teams can make up for lost learning and attendance with additional assignments. Students who do not show improvement in their efforts will be denied participation in foreign exchange programmes, competitions, or other extracurricular activities at the discretion of the course team.



## 8.4 Extended Absence without Prior Approval

Failure to attend classes for four consecutive weeks for any reason will be deemed to have voluntarily left the course. Your registration will be considered cancelled. The Institute has no obligation to notify you about such cancellations. However, subject to the approval of the Selection Committee, you may apply for re-registration. Re-registration is subject to approval of the committee upon payment of a re-registration fee within the stipulated duration of approval.

### Remember:

It is your personal responsibility to notify your instructor/module leader/course leader of your absence. Never ask or rely on other students to do this.

In urgent cases only, please report to your Module or Class Mentor no later than 8:30am and state your absence and the reason for your absence. Otherwise, leave must be requested in advance. Please clarify which classes are affected. Unauthorized absence or being late for class will be face disciplinary action.

## 9. Academic Structure

All of the courses are set up using a similar modular structure and will run continuously during the selected full-time study period. The diploma programmes are organised into relevant number of semesters, each of which has dedicated weeks of instruction and delivery with laboratory and assessment panels.

### 9.1 Course Structure

Each course is broken down into a number of modules, each of which is taught and graded separately. The number of modules in each year is predetermined, and points are assigned in accordance. A module is a unit of the curriculum that is described and typically graded. It may include one or more components, such as streams, projects, or elements. You must consult your module mentor for a summary of each module's learning objectives. The module mentors will explain the framework of objectives, teaching and learning strategies, and assessment techniques.

### 9.2 Credits

A certain number of credit points are given to each module. All the credit points must be earned in order to successfully complete the course.

### 9.3 Assessment and Evaluation Policies

At the beginning of each semester, you will get a summary of your course modules and the credit value of each. We use ongoing evaluation to track your progress. For every project or assignment, you'll receive an assessment brief with learning goals, tasks, time frames, and evaluation standards.

## 9.3.1 Submission of Assessments:

- Submit your work by the specified date and time.
- Late submissions will not be accepted unless under exceptional circumstances.
- Submit to the assigned module mentor.
- Be on time for juries and written exams.

## 9.3.2 Late Submission:

Any submission after the set time is considered incomplete. The academic management will assess and determine the appropriate course of action.

## 9.4 Evaluation

### 9.4.1 Continuous Assessment:

- Regular updates on your class progress.
- Important to document your work using specified formats.

### 9.4.2 Academic Assessment:

- Assessment based on all your work throughout a module.
- Formative assessment gauges your progress, while summative assessment checks if you meet learning goals.

### 9.4.3 Marking of Assessments:

- Each course module is independently evaluated during the semester.
- Deliverables listed in the module guide are assessed.
- Your module mark is calculated from the weighted average of 'continuous assessment parts.'
- Feedback includes strengths, weaknesses, and adherence to evaluation criteria.
- Grades are provisional until approved by the academic body.
- Any changes to marks are documented, and the academic body's decision is final.

## 9.5 Students with Disabilities

In order to prevent significant disadvantage for students with impairments, reasonable adaptations to assessment procedures will be implemented. The requests will be made by the course instructor and discussed with the department head. The final clearance will be given by the Principal. The academic body will make sure that these improvements are made and will offer counselling help.



## 9.6 Progression

Your final grade is calculated by taking the weighted average of your marks across all of the academic year's modules.

### 9.6.1 Criteria for Progression

- There will be a Year Aggregate Mark for every year, which is computed as the total of the weighted aggregate marks for each of the modules that make up that specific Level. The weighted module aggregate mark is inversely correlated to the module's credit allocation.
- To advance to the next diploma (In case of 3 Years or 2 Years Diploma Programmes), you must acquire a minimum Level Aggregate Marks and complete all of the level's modules within the allotted number of attempts.

### 9.6.2 Module Failure

In certain situations, you will be deemed to have failed the module if you do not receive the minimum module pass grade after making the maximum number of attempts that apply.

### 9.6.3 Changes to the Assessment Regulations

JD Institute of Fashion Technology has the right to change its course offerings without previous notice and to periodically change the rules, academic advancement, and award presentation.

According to changes in the policy and practice of the JD Institute of Fashion Technology, the regulations will be periodically reviewed and amended. Regulations may alter depending on which cohort of students is registered. Every effort will be made to let students know about planned modifications and, if they are educationally sound, to implement them for all student cohorts.

## 9.7 Academic Independence and Responsibility

Each student is expected to actively participate in their own education at JD Institute of Fashion Technology. The greatest standards of academic honesty and integrity must be promoted, safeguarded, and upheld. You must use the right citation techniques, relevant to each discipline, to distinguish between original work and quoted, assimilated, or imitated sources. You are in charge of monitoring your development in each module. It is important to become familiar with the course requirements by reading the assigned readings and the instructor's in-class instructions (oral/written) for assignments and course work.

### 9.8.1 Academic Honesty & Integrity Policy

Students must not behave in a way that violates academic integrity. Any action that gives a student an unfair edge over other pupils is considered academic dishonesty. This includes, but is not limited to, using unfair means, violating copyright/IPR, plagiarising, and collaborating without authorization, altering records, using restricted aids, and proprietary material without authorization, as well as lying, bribery, and corruption. Primary responsibility for making decisions regarding alleged violations of the Academic Honesty and Integrity Policy rests with the academic division in which a student is enrolled.

## 9.8.1.1 Penalty for Academic Irregularities and Forfeiture of Assessment

Any assessment marks you may have received provisionally in the module(s) where plagiarism or cheating has been detected will be revoked if it is determined that you have engaged in any academic misconduct (plagiarism or indulged in use of unfair means, copying, falsification, using unfair means, and dishonesty). The decision of the Disciplinary Committee designated to review the charge(s) that have been leveled against you shall govern your opportunity for re-evaluation.

## 9.9 De-registration

If any of the following apply, you risk being struck off the rolls and deregistered:

- Due to non-progression
- 4 weeks of continuous absence
- Disciplinary grounds
- Non-payment of fee
- De-registration as a result of withdrawal, which students request for a variety of reasons

## 9.10 Award of Certificate for all Programmes

You can access your results on DKul and will receive a certificate on successful completion of the course.

- The Diploma Certificate will be handed over to you during the Graduation Ceremony.
- The Diploma Certificate will be handed over to the student only after the completion of the NOC (No objection certificate) process.
- Students who fail to collect the degree certificates during convocation may collect the same from the office.

### 9.10.1 Request for Name Change

Students may submit the following documents to request a name change in their academic records:

- A newspaper publication
- A government-issued ID
- A class X certificate
- A notarized affidavit declaring the new name

## 9.11 Revoking Diploma or Certificate

If a case of academic irregularity or a forgery in the prior learning documents (on the basis of which admission was allowed) comes to the Institute's attention after the Diploma or Certificate has been awarded, the Institute has the right to revoke the diploma or certificate.

## 10. Module Mentor's Feedback

### 10.1 Feedback to Students on Assessments

Feedback is given to students on a frequent basis to help their learning. You will consistently get thorough feedback.

### 10.2 Purpose

This has the twin advantage of allowing you to grasp the holistic aspect of the course and your learning as you advance and helping teachers to comprehend the whole scope of work and individual student growth in general.

### 10.3 Feedback Modalities

- Written

## 11. Google Space/DKul

At JD Institute of Fashion Technology, we consistently work to put fresh strategies for involving our students into practise. We combine various modalities to cater to the dynamic demands of millennials who seek to interact and learn outside of typical classroom settings. Google Space/DKul allows students to access their courseware, attendance, feedback, assessments etc. We hope you will take advantage of these digital mediums benefits to broaden your knowledge and abilities.

### Disclaimer:

The sole goal of every piece of information on Google Space/DKul is to enhance instruction in the classroom. All content, texts, designs, projects, and case studies that are made accessible for usage are copyrighted by the Institute.

## 12. Appeals

You, as a student, have the right to request against a decision made on the use of services or facilities, the implementation of policies, and improper staff behaviour at JD Institute of Fashion Technology. Any student enrolled in a programme of study, a recent graduate, or a student who recently withdrew and wants to be readmitted to the Institute may use the appeals procedure.

Within 15 days following the incident that gave birth to the application, the appeals must be filed.

Only extreme circumstances that fall outside of this window will be taken into consideration. Through this approach, the following aspects will be taken into account:

If the appropriate Course and Student Consultation Committee is unable to settle your complaint, you may file an academic appeal.

- Complaints involving the provision of administrative or support services.
- Complaints against alleged staff behaviour
- Failure to fulfill commitments, including those stated in course/student handbooks and other official communications (e.g. concerning discrimination, victimisation, harassment and bullying)

### 12.1 Academic Appeals

A request for a review of a judgment made by an assessment panel that makes decisions regarding student progress, evaluations, and rewards is known as an academic appeal. The appeals process is intended to find any flaws in the evaluation procedure and correct them while maintaining fairness for all parties. If there is proof of one or more of the following, you have the right to appeal an Assessment Board's decision as a student:

- If the assessment procedure has been significantly irregular
- There is evidence of bias or a perception of bias
- The assessment board was unaware of a material element that significantly affected the assessment of one or more students. This includes unique situations that the Assessment Board was unable to hear when it reached its initial judgment

The following grounds are not regarded as acceptable ones for an appeal:

- Grievances regarding the Assessment Board's academic judgement, including grievances over grades and award categories.
- Avoid concerns about the consequences of academic misconduct unless there is conclusive proof that the established processes were not followed and/or the Assessment Board failed to take the consequences of academic misconduct into proper consideration.
- Information that could not have been presented at the appropriate time, such as material that demonstrates unusual circumstances but for which there is no supporting proof.

Academic Appeal Category – The four grounds for academic appeals are as follows:

1. Examining marks and final awards again
2. Notice of Special Situations
3. Plagiarism in school
4. Revocation

Students who are accused of academic misconduct may appeal to an Appeals Committee that has been appointed by the Academic Auditor.

## 12.1.1 Appeal under Academic Misconduct (Plagiarism)

Plagiarism is a serious academic offense that is defined as “presenting the work of another as one’s own without proper, clear and unambiguous acknowledgement.” Cheating is a more common term for academic misconduct. This covers duplication, collusion, copying, and syndication (the sharing of workload without being asked to). A close paraphrase of their words, a computer program that has only been slightly modified, a diagram, a graph, an illustration, etc. that has been taken without proper attribution from a number of sources would also fall under this category. These might include speeches, books, the Internet, or other electronic/AV sources.

The tutor will take any suspicions of cheating or plagiarism very seriously and conduct a thorough investigation. If it is proven, a student may be asked to repeat the relevant project, receive a temporary suspension, or, if it is proven at the final degree assessment, the assessment Board may refuse to grant a degree.

### Conditions applicable for enforcement of Plagiarism

The use of more than one quote without proper attribution; the use of more than one phrase from another author’s work in a student’s work; If you summarize someone else’s work without giving them credit by simply changing a few words or the order in which it is presented, the similarity index between the two works shouldn’t be more than 15%.

Plagiarism occurs when a candidate copies another candidate’s work without the other candidate’s knowledge or consent. Both parties are guilty of plagiarism when they copy with another student’s permission or knowledge. The entire project is void if a student (or students) is (are) discovered to have engaged in the above-described collusion.

Adopting unfair means also includes using assistance, bringing in prohibited material, and using unfair means during an exam.

“Self-plagiarism,” which happens, for instance, when you submit work that you have previously submitted for evaluation Collusion occurs when a student or students work together, individually or in a group, to obtain a mark or grade to which they are not legally entitled. Students who permit another student to copy their work are also engaging in collusion, which is punishable for both the copier and the original author. Collusion will incur penalties similar to those for plagiarism where it is proven.



Fabrication or falsification of data when a significant portion of a student's coursework entails laboratory work or other types of practical work, which they frequently complete without close academic supervision. As in other areas of your academic life, you are expected to act responsibly in this situation as well as to display appropriate integrity when reporting results or other data. Therefore, whether working alone or in a group, you should always make sure that any research program or survey that you conduct is fully and clearly documented. Results or data that you or your group submit must be verifiable so that the methods you used to obtain them can be followed by those evaluating your work. You should never attempt to present data or results that were not accurately collected as part of your hands-on learning experience.

If not, you put yourself at risk of being accused of fabricating or falsifying results. Falsification will incur penalties similar to those for plagiarism where it is proven.

### Action taken against student

A show-cause notice will be issued for each instance of plagiarism, dishonesty, or the use of unfair means during a semester in order to establish the indiscipline and the appropriate response.

In the event that the allegations of plagiarism, cheating, or the use of unfair means are upheld, the student will receive "zero marks" for the relevant component or element.

### Remember:

Only in-person representation is allowed.

Based on the unique merits of each case, the Appeal's Committee may make the proper decisions. The Committee's decision is final and binding on all issues relating to results, non-progression, insufficient attendance, re-examination, terminations, etc. No further appeals will be considered regarding this decision.

## 12.1.2 Appeal against Debarment

The following situations may result in termination and/or debarment:

- Supply, possession, or use of illegal drugs and solvents.
- Theft, blackmail, physical harm, threats, racial and gender discrimination, and persistent bullying.
- Sexual offenses, such as the sale and possession of pornography.
- Carrying a firearm.
- Acts of vandalism, such as graffiti.
- Computer abuse or disregard for the Acceptable Use Policy of the Academy.
- Consistent actions or attitudes that go against the ethos and rules of the Academy.
- Any other serious misconduct (single or repeated episodes) that compromises the reputation of the Academy on or off the campus.

A complaint that might result in your dismissal will be thoroughly and fairly investigated. You will have the chance to present your case with the support of your parents and/or a tutor, and you have the option of asking the Appeals' Committee to review the decision. The latter's decision will be final and binding, and no further appeals on this decision will be considered.

## 12.1.3 Concerns and Complaints

How do you proceed if you want to complain about something?

If you wish to file a complaint regarding any aspect of the Institute or Campus, kindly follow the instructions provided below in the two stages. We hope that the first stage will resolve your issue, but if you feel that it's necessary to pursue it further, move on to Stage 2.

### STAGE ONE

- Talk to your Class Mentor first if you have any questions or concerns about your schedule or course. He/She will look into it and offer advice on what to do next.
- Contact the Class Mentor if you have concerns about your module faculty.
- Speak with the Class Mentor and HOD if you have concerns about an exam assessment,
- complaints about unfair disciplinary action, financial concerns, extracurricular activities, sports, or social issues etc.

### STAGE 2

- Should you be dissatisfied with the outcome of the Stage 1 complaint, you can make an appointment with the Academic Manager and Principal.
- When moving a complaint to Stage 2, you should consider the following:
- You have the right to ask your parents or legal guardian to accompany you.
- We encourage you to submit your complaint in writing.
- We will get back to you within 10 business days. Complete Response to Complainant (and Others) (e.g., staff involved in or affected by the complaint, and guardians as deemed appropriate by the Academy) will (if an independent person is involved) (considering) will be provided within 20 days).
- If a complaint is submitted, please rest assured that no action will be taken against you for filing the complaint.
- If the complaint is found to be justified, corrective action will be taken.
- The appeal process is part of the formal complaint process at this stage, and if you are still not satisfied with the responses so far, we will send you a copy.
- The decision of the Academic Manager and Principal is final.

## 13. Course Transfer

You can opt for course transfer if you meet the necessary criteria. Kindly meet the Academic Manager to understand the criteria.

## 14. Industrial Visits/Field Trips

During the course of each academic year, we organize educational visits around respective campuses, as well as trips outside the city.

Student trips complement formal classroom interaction and learning to support their education.

Develop a comprehensive understanding and awareness of industry and the economic environment around us. Student educational trips are an extension of in-person classes off campus.

### 14.1 General Conditions (Applicable for all Trip Categories)

- Education/Industry is compulsory for all students in the cohort
- At least one faculty member will be assigned for every 20 students.
- If a student takes part in a trip, the course team will ensure that the instructor/staff will take part in the trip.
- The faculty member is responsible for ensuring proper conduct during the trip.

### 14.2 International Study Tour

All students who choose to participate in international study tour must submit an International Travel Submission Form as part of the International travel.

#### 14.2.1 International Experience

JD Institute of Fashion Technology's international study programmes offer students the opportunity to learn about the world's cultures, traditions, knowledge and dynamics.

This opportunity provides learning through workshops by international tutors and live practices. The Institute prepares students for both domestic and international markets by always providing a global perspective.

JD Institute of Fashion Technology has established extensive international relationships with leading institutes and tutors. Our vision embodies a commitment to global connectivity and collaboration that sets the benchmark to match global standards.

All international travel personal in nature and not related to academics must not be planned during the semester. Anything not related to curriculum requirements will not be endorsed by the Institute. Students personal travel must be planned according to the Institute's holiday schedule. For such personal travel, the Institute will not issue NOC for VISA purposes.



# INDUSTRY VISITS









# INTERNATIONAL STUDY TOUR









## 15. Financial Aspects

### 15.1 Fees Payment for Existing Students

All existing students are responsible for paying the complete fees and miscellaneous charges on time.

#### 15.1.1 Fees Payment by New Students

All newly admitted students are personally responsible for paying all fees and any miscellaneous charges by the due dates indicated at the time of admission.

#### 15.1.2 Fee Deadlines

Late payments will incur a late fee. If four weeks have passed since the last notified deadline and the fee has not been paid. The Institute reserves the right to remove any student's name from the rolls. Re-enrollment of a student will require payment of a re-enrolment fee and any outstanding dues.

### 15.2 Payment Process & Modes

The fees can be paid via the following modes:

- Via Demand Draft / Pay Order
- Via Debit / Credit Card / Net Banking
- Via NEFT / RTGS through Virtual Account

**Please Note:** If you are making payment through DD/Pay Order, please issue the DD/Pay Order only for the benefit of JD Institute of Fashion Technology. Fees can be deposited personally into each campus's account area. Receipts are generated by our accounting staff and are considered proof of payment.

Please let us know your name, work number and mobile phone number. It is written on the back of the DD/Exchange. DD/Pay orders received without the required information will not be processed. For credit/debit card/online payments, payment confirmations are treated as proof of payment.

## 16. Discount in Fees

Fee discounts are extended to students from the army background. The Institute reserves the right to edit/modify/change or update the content of this policy. Updated guidelines will apply to students irrespective of their year of joining. The decisions of the Management pertaining to the fee discount are final and binding.



## 17. International Students

To ensure a smooth admission process for international students, the admissions team at JD Institute of Fashion Technology provides each applicant with full support and individual attention.

Foreigners/NRIs/other international students should follow the guidelines below to gain an understanding of the admission requirements.

### 17.1 Definition of International Category

Foreigners [Foreign Passport Holders], People of Indian Origin (PIO) or Overseas Residents Indian Citizens (OCI) are included in the International category. This applies regardless of the country of study or the country of passing the examinations.

### 17.2 Visa

All the international students will require a Student Visa endorsed for 'JD Institute of Fashion Technology' only. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.

### 17.3 FRRO Registration

JD Institute of Fashion Technology will only allow international students to register as FRROs if they are recognized as international students and have paid the appropriate fees. Candidates accepted by the International Category must register with the FRRO within 14 days of arrival in India.

### 17.4 Important Guidelines

- Admission of international candidates is subject to meeting minimum requirements as stipulated for Indian candidates and on the basis of qualifications which is at par with Indian standards.
  - If it is later found that the eligibility criteria are not met, the offer to be admitted will be rejected.
- Students enrolled under the international student category do not need to undergo the regular admission procedures. All you have to do is participate in a private interactive session.

### 17.5 Exceptions

- Indian candidates residing abroad and holding a valid Indian passport may be considered in the International category.
- The NRI candidates holding a valid Indian passport are also eligible to apply for admission under the normal admission procedure.
- NRI candidates electing to be considered in the international category are required to provide proof of NRI status.
- Candidates from Nepal may be considered for admission to the regular category. They will follow the normal category enrollment procedures.

## 17.6 General Rules

- Tuition fees are higher for students enrolled as 'international students/overseas students' will be higher than regular course fees.
- Only students admitted in the international category and paying international fees will be facilitated by the FRRO registration with the Institute.
- The registration fee (INR 50,000/- inclusive in the course fees) is non-refundable under any circumstances.
- All international students must follow the rules and regulations of the Immigration Department. International students are prohibited from doing any type of work (full-time/part-time/consulting etc).
- Students enrolled in the international/overseas category cannot convert to Normal category.

## 17.7 Fee Structure

The International Admission Fee Schedule is available upon request from the International Admissions Team/Campus Registration Office.

## 18. Student Development and Support

JD Institute of Fashion Technology takes a holistic approach to student development and actively optimizes the learning environment and quality of student life. We are focused on harnessing the potential of our students to achieve their personal and academic goals and developing responsible and responsive citizens for the future.

The faculty members on the campuses can be reached for any issues faced by the students in all areas of behaviour, emotion, society and science and personal concerns.

We strive to make all students understood, heard, valued and accepted in a supportive and purposeful way to contribute to the Institute's vision and mission. If a student has a complaint during a course at JD Institute of Fashion Technology, they may connect with their respective Class Mentor or Academic Counsellor.

## 19. Student's Services & Facilities

### 19.1 Accommodation Facility

JD Institute of Fashion Technology has tie-up with hostels which are within the institute's close proximity. The details for the same will be provided by the academic counsellors of the respective campuses.

## 19.2 Counselling Services

JD Institute of Fashion Technology is focused on supporting student development and professional development. Students can seek the support of an in-house councillor if they are adversely affected by peer pressure or issues such as anxiety, interpersonal relationships, academic stress, or other emotional issues the student is facing.

## 19.3 IT Policy & Wi-Fi Services

The Institute offers a number of spaces with workstations for students use. These labs are open during normal Institute hours. We encourage you to bring your own personal laptop for college use. The campus is wireless enabled and covered by a secure network. Internet-based facilities include an intranet (for students), a JD Institute of Fashion Technology e-mail account, and access to an extensive online and offline library is available. After the course ends, the email ID will be automatically deleted by the Institute.

**Wi-Fi setup:** Free Wi-Fi is available to all students. Students will have to get in touch with our administration department to get their WiFi password.

## 19.4 Materials

Certain modules may require materials such as muslin, bobbins, bobbin cases, and white paper. All necessary items must be purchased in advance so that the class can start immediately. Expenses during final year of UG course and final semester of PG course will increase due to final year award shows, dissertation etc.

In addition to the cost of the module related materials, there is also the cost of purchasing books. Essential books that you can own for the rest of your life in the field you want to acquire qualifications, need to be procured at the start of the course.

## 19.5 Eatables

No food, snacks or beverages are permitted in classrooms, labs, studios or work areas. No water/beverages are allowed in the computer/CAD/photography/lounge room or other labs.

## 19.6 Library & Resource Centre

The Institute's Library and Resource Centre offers a wide variety of well-known materials for respective disciplines. It contains a comprehensive and up-to-date collection of knowledge resources, including print, multimedia, and electronic resources including e-books. Adequate resources are available to complement the study process in the Institute.

Most of the recommended texts can be borrowed or consulted at the library. The number of books and other literature is increasing regularly.

- The Library is open from 09:30-17:30 hours on weekdays.
- The Library will be open on Sunday for the weekend batches only from 10:00 - 15:00 hours.

## 19.6.1 Referral of Books

The Students can issue the books and refer only during working hours of the library. The books are to be handed back before exiting the library.

## 19.6.2 Misuse of Resource Centre

Please be cautious about misusing the resource center and library resources. Damage, theft, etc., or violation of Library/Resource Center is a serious offense and will result in severe disciplinary action.

## 19.7 Medical Emergency

Student health and safety is a top priority at JD Institute of Fashion Technology. In the event of an emergency, students should notify their respective class mentor immediately.

Students suffering from any kind of illness requiring emergency/regular medication should report/notify the Institute staff along with relevant medical documentation from a qualified physician. Prescription medications must be carried personally on campus at all times. In the event of an emergency during working hours, students must report to reception or their class mentor.

### 19.7.1 First Aid Kits

First aid kits These are available at the reception in each campus of the Institute for the students. We also have tie-up with a Doctor to handle any emergencies.

### 19.7.2 Incident/Accident Reporting

Be prepared in the event of an emergency or an unforeseen incident or accident. In the event of an emergency or an unforeseen incident or accident or sudden illness on campus, you should contact your course instructor or the nearest faculty member/course leader located in the immediate vicinity/building of the Institute and provide the following information:

- Your problem: (e.g. medical emergencies, personal injury, fire);
- Location of emergencies.
- Your name and contact number.



## 20. Fire Safety

The Institute is equipped with fire extinguishers to prevent fires at all their campuses.

In case of fire, follow these instructions:

- Activate the nearest fire alarm switch.
- Fire evacuation plans are posted on all floors of the building. Please follow the evacuation plan.
- If you hear the fire alarm, exit the building immediately through the nearest exit/stairs.
- Immediately notify nearby staff, departments, authorities, and campus administrators.
- Once outside the building, stay away from the building and maintain a safe distance.
- Do not block easy access for firefighters or firefighting vehicles.
- Students are advised not to re-enter the building until the Institute has declared it safe.
- Never attempt to put out a fire yourself unless you have been trained in firefighting and can confidently extinguish the fire without endangering the safety of your surroundings and yourself.
- Do not attempt to extinguish electrical fires with water.

### 20.1 Studio Facilities

The Institute has studios/labs to facilitate work related to pattern making, draping and sewing labs; dyeing, fabric testing; CAD Labs; jewellery labs with work stations; photography studio, make-up studio; library; and faculty/student contact rooms. All students are provided free internet connectivity in computer labs.

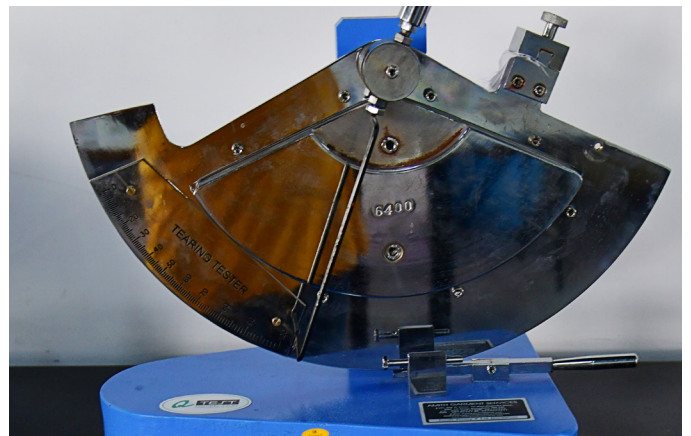
### 20.2 Extra Hours & Working Time

With the approval of your module mentor, you will be given more time within the facility for any additional work which requires the use of machines, computers, labs, or any other facilities. We encourage you to adhere to the permitted schedules and do not carry out any additional work on the premises during regular classes.

### 20.3 Mobile Phone

- Mobile phones must be in silent mode at all times while in class. If you receive an incoming call or send text messages, or if you are calling or texting during formal activities your mobile phone will be confiscated by the supervising faculty, who will safely store the device along with proof of ownership and identification and hand it over to the Accounts Department. The device will be released post the payment of a fine of INR 500 per device in cash to the Accounts Department.
- You are expected to be speak softly while making use of mobile phone at the permitted times/places in the permitted areas on campus without disturbing or distracting those around you.

# STUDIO /LAB FACILITIES



## 20.4 Parking and Transportation

### 20.4.1 Parking of Vehicles by Students

If you get your vehicle to the Institute, please park it at your own risk and responsibility. The campus is not responsible for lost or stolen items or damage to vehicles. Please park in the designated campus parking lot. Visitor parking spaces are strictly controlled and can only be used by visitors.

- Students are responsible for any loss / damage in case Vehicles (unattended) parked outside the designated parking area is towed away to the nearest Police Station by the Traffic Police.
- Students are advised not to leave Laptops, iPod, Cell phone, Wallet or any other expensive items / valuables in the car. The Parking is 'at owner's risk.'
- Students are required to pay the parking charges (if any) as levied by the local authorities.
- Students are required to strictly follow notified guidelines on car parking.

Each Centre will issue Parking rules / guidelines to be prominently displayed on the Centre Notice Boards.

## 21. Industry Linkages and Internship

JD Institute of Fashion Technology takes a holistic approach to student development and actively optimizes the learning environment and quality of student life. We are focused on harnessing the potential of our students to achieve their personal and academic goals and developing responsible and responsive citizens for the future.

The Institute encourages all students to be understood, heard, valued and accepted in a collaborative and purposeful way that contributes to the Institute's vision and mission. It provides the feeling of being there. If necessary, students may contact the grievance cell during their time at the Institute.

### 21.1 Industry Linkages

The programmes offered by the Institute are highly practice, industry and market-oriented. Students are expected to network with industry and work on real-life projects and challenges, which may include activities ranging from research to design, implementation, installation and testing. Students will learn practical requirements of the industry they are expected to work in so that they can effectively handle varied scenarios.

Additionally, the Institute provides valuable contacts for students by visiting industry experts, organizing industry visits, and providing letters of recommendation. Students are expected to take full advantage of these opportunities and actively engage in building unique connections with the industry. Attendance at industry trips and industry lectures is part of the curriculum and is assessed by student participation, so it is mandatory for all students.



## 21.2 Internship

At some point during each course, you will be required to complete industrial internship. The purpose of the internship is to:

- Understand commercial and industry practices, standards and procedure;
- Deepen your theoretical knowledge through hands-on and hands-on experience.
- Develop and strengthen your ability to work as a competent and motivated member of a team.
- Understand industry pressures and develop problem-solving skills.

Additionally, the experience gained through internships will help you identify problem areas to address in your thesis or project. This internship is supported by close collaboration between the academic department and the internship organization to ensure assignments meet requirements and progress is monitored. An internship is a mandatory prerequisite for successful completion of the course.

Internships are evaluated by a class mentor along with one or more course participants. Form a team based on the internship report submitted at the end of the internship period, Consider feedback from referral companies' / referral organizations. Faculties need it to deliver a positive internship experience We would like to ask for your cooperation in completing the internship.

- Resumes must be submitted to the department two months prior to the start of the internship. It should be presented in a professional manner, improve your skills and abilities, and should not be monotonous.
- To ensure consistency, the institute wants formal restrictions on your internship. Through your department, even if you have industry connections and appropriate resources internship. In that case, please notify the department in charge at least two months in advance. We will start the internship period and coordinate the internship process on your behalf.
- The internship location arranged by the institute may not match your place of residence. Once an internship has been officially arranged by an institute, the offer can no longer be refused.
- You will be responsible for the transportation expenses to the internship destination.
- Post the successful completion of the internship you will be required to submit a report of the internship. This helps the Institute monitor your internship and guarantee a positive learning experience.

**Note:** If a student quits the internship before the specified duration he/she will not be eligible for another opportunity by the institute.

## 22. Placement Policy

The Institute, through its placement team, facilitates job placement for desired graduates who have successfully completed their courses.

Open-mindedness and openness to new ideas are key personality traits that will propel you forward in this job. As an ambitious and driven young professional, the Institute expects you to undertake challenging assignments wherever you are in India or abroad.

Companies in the industry are cordially invited to participate in on-campus/off-campus customer sites / internship weeks / internship seasons (usually held in the last two semesters of an academic year). Companies that regularly come and accept interns are first invited for internships, and then irregularly new companies are invited for internships.



## 22.1 Placement Guidelines

For detailed hiring guidelines and the application process for open positions, please contact your campus recruiting department or representative.

Research institutes do not guarantee final employment.

Research institutions may not always be able to accommodate students in their desired location. Although the institute will do its best to provide internships, the responsibility does not lie solely with the institute, and students are expected to share internship responsibilities and contribute to the operation in various ways. You are expected to demonstrate the highest level of professional behaviour in the workplace, contribute to the growth of the business, and perform work in accordance with agreed job descriptions. Engage in any unlawful, unethical, inappropriate activity/conduct, or any other activity that brings disrepute to the Educational Institution, while at work or in employment with your transfer or hiring company, as the Institute does. We will do everything possible to protect the competence and strength of our brand name, reputation and values. We encourage our students to innovate, take responsibility for their roles, and contribute to the growth and success of organizations and businesses that choose to host them or work with them.

## 23. Student Responsibility

These rules apply to all students enrolled in the Institute for full-time or part-time courses. Apply on the premises of the Institute. However, students are expected to:

- Maintain courtesy to protect their privacy even outside the lab.
- And the Institute's reputation is spotless.

### 23.1 Code of Conduct and Institute's Expectations of Student Behaviour

A stimulating and challenging environment awaits you at the JD Institute of Fashion Technology. The building is designed to create a relaxed atmosphere. Therefore, students are required to have a high sense of responsibility and a mature attitude. Respect, common sense and honesty are key ingredients to making the most of your time here.

All students are treated as individuals and adults, but some basic rules and guidelines apply. If you follow this, life here will be easy and enjoyable! We expect you to always attend our weekly group meetings and all academic sessions, arrive on time and well prepared. We will complete the work specified and deliver on time and to the highest possible standards.

# CAMPUS PLACE- MENT



H & M



MAV



PVH Arvind



BOHE



Fab Point



Binks



Central

## 23.1.1 General Behaviour and Appearance

- You may bring your mobile phone, but please turn it off during the lecture.
- You are expected to wear appropriate attire.
- The Institute is not responsible for any loss or damage to items carried or brought in by the students.
- No food or drink is allowed in the classrooms, during lectures or seminars, except for water bottles, computer rooms, near IT facilities, or indoors, library space.
- The use of skateboards, skate shoes, etc. on campus is prohibited.
- In accordance with government regulations, JD Institute of Fashion Technology is a smoke-free campus. The Institute expects all students to follow all established rules and regulations.
- Attend all appointments regularly and punctually, even during internships where student behaviour affects the Institute's reputation.
- Notify the Institute of any changes to the information provided during enrolment.
- Ensure that behaviour does not interfere with teaching, learning, research or administrative/leisure activities carried out in the Institute or outside.
- Be thoughtful of the needs of the staff, fellow students and visitors.
- Respect the property of the Institute and other students.
- Students must not destroy, damage or misuse Institute property.
- Please note that snacks, food and drink are only permitted in the eating area.
- The use of intoxicants of any kind are strictly prohibited and proof of consumption will face due repercussions.
- Keep classrooms and labs free of paper and rags. Please use the trash cans installed in each room. Misconduct will result in immediate and severe disciplinary action. After each course, please dispose of used paper and scraps of fabric in the provided trash can.
- Make sure the lights, fans and air conditioners are switched-off before leaving the classroom. The steam iron in the sewing lab must be switched off after use. Remember that lab resources are also your resources, and misusing them will only work against your interests in the long run.
- Please note that the curriculum requires students to complete an internship in the industry. It is mandatory for all students to participate in technical documentation, project research, market research, etc. Either individually or in groups, depending on the academic requirements.
- Maintain professional behaviour inside and outside the Institute.

## 23.2 Encouragement of Positive Attitude

To ensure that you are well-prepared as an up-and-coming professional when entering the industry, you are encouraged to seek diverse experiences during your studies at the Institute. In this regard, the Institute discourages the influence of exceptional preferences, flexible decisions and options in external circumstances, settings, time, schedule, etc. on the performance of the course obligations.

Your openness and positivity will not only pay off for you personally (especially in terms of industry visits, internships, educational trips and craft documentaries etc.), but it will also allow you to expand your connections with the Institute to a wider network.



## 23.3 Responsibility for Personal Belongings

Students are obligated to look after their belongings like mobiles, laptops, cameras, handbags, etc. The Institute will not be held responsible for any loss inside or outside the facility.

## 23.4 Discipline

Disciplinary rules have been issued regarding the appropriate behaviour of students so as not to interfere with learning, which is the primary goal of students and faculty. These rules provide a guide to our expectations of student behaviour and any form of misconduct will be met with disciplinary action.

## 23.5 Misconduct

Examples of misconduct that may result in disciplinary action include:

- Abusive or threatening behaviour.
- Malicious and intentional damage to or theft of Institute property or property of students, visitors or employees.
- Actions that may cause personal injury on the premises of the Institute.
- Acts or actions that violate the Institute's equality policy, including sexual harassment, racism, religious intolerance, and denial of freedom of expression.
- Abusive or unreasonable behaviour that may cause pain or fear to others.
- Failing to follow Institute's rules or proper instructions from staff.
- Any form of anger (eg. teasing, involuntary coercion, disrespect, mental/physical abuse, etc.) is strictly prohibited. Strict disciplinary action by the latest government notification / The Supreme Court's ruling shall be commenced.
- Use of plagiarism and deceptive means.
- Failure to observe proper decorum and sanctity of the academic institution.
- Refusal to participate in general Institute activities such as events, trade fairs and exhibitions, workshops, seminars and site visits.
- Public misconduct that adversely affects the Institute.
- Misconduct on and off campus, property damage, site visits, international exchanges, summer programmes, etc.
- Continued failure to submit reviews/submissions in accordance with specified deadlines.
- Smoking and consumption of alcohol / psychotropics / other intoxicants /drugs, etc. is strictly prohibited on the entire Institute grounds, in all dormitories, and in the prem. Unannounced inspections may be conducted without prior notice by the Institute's management or faculty members.
- Students are not permitted to bring friends or relatives to the Institute. Prior permission is required for friends and family to enter the premises CL duly signed by the registry office. Failure to comply is considered a serious misconduct and severe disciplinary action will be taken against individuals who fail to comply.
- Inappropriate behaviour / PDA (public displays of affection) inside the institute's premises.
- Using someone else's ID card to report false attendance on behalf of a student. The above list is just a reference list.



## 23.6. Disciplinary Action

If informal disciplinary action is ineffective or serious misconduct has occurred, the Institute may be required to take disciplinary action in one of the following ways:

- Terminate students from the roll.
- Suspend a student for a specific period of time.
- Ask the student to pay for any property damage.
- Requiring students to pay the cost of replacing items or equipment assigned to them that are reported stolen or lost.
- Recover the damage of property or replace the stolen or lost property from group of students when they do not cooperate in disclosing the name of the student responsible for the violation.

## 24. Prohibited and Restricted Conduct

### 24.1 Drug, Alcohol or Other Intoxication Related Policy

JD Institute of Fashion Technology has zero tolerance policy on drug and alcohol use and prohibits the use and/or supply of illegal drugs. We have a duty to inform and educate all students about the consequences of illegal drug use and alcohol abuse. We recognize the importance of the advisor's role in the well-being of our students and will always strive to encourage students who need help to come forward.

We help you identify the right sources of personal support and reinforcement Understanding of relevant health and social issues.

Students are prohibited from using any property (whether on University property or not) on which they possess, supply drugs, or are occupied by the student for any drug-related purpose. If it turns out that you have allowed it, you must expel it immediately. Encourage any act or omission or substance abuse.

### 24.2 Ragging

**Ragging is Against the Culture of JD Institute of Fashion Technology.**

Indian law prohibits Ragging. The UGC Act of 1956 and the Indian Penal Code always prohibit all forms of rags. The purpose of this policy is to prohibit, prevent and eliminate the spread of rags on the Institute's campuses.

JD Institute of Fashion Technology has zero tolerance policy for any form of "ragging" and is committed to that purpose and maintains an anti-ragging campus. In the unlikely event ragging occurs on the campus, the Institute will act in accordance with the guidelines of the Supreme Court. Students are encouraged to notify their class mentors or academic in-charge immediately if ragging takes place.

Ragging includes one or more of the following, whether or not intended to provoke sadistic delight or demonstrate power, authority or dominance over new students or other students.

- Solicit behaviour that evokes feelings of shame or pain or embarrassment that adversely affects a person's physical health, mental health, or self-confidence.
- Engaging in violent or undisciplined activities that cause anger, suffering, physical or mental harm, or cause fear or anxiety.
- Financial extortion or violent outlays.
- Any physical abuse (including any variations).
- Recruiting new students or other students to fulfil the academic duties assigned to individuals or groups of students.
- Any conduct or abuse through spoken word, email, social media, or public insults.

## Complaint Reporting Process

Injured persons or other persons may report complaints directly by phone, in writing or by e-mail to any of the following offices:

- Anti-ragging committee
- Principal
- Academic Manager
- Class mentors

## Penal Consequences

JD Institute of Fashion Technology strives to provide a safe learning environment for all students. Violation of the anti-ragging policy will result in one or more of the following events:

- Exclusions from attending classes, ban from appearing for examinations and extracurricular activities
- Individual or collective sanctions or fines of any kind
- Termination of admission
- Suspension and expulsion from the Institute
- FIR lodging with the Police

## Anti-Ragging Committee

The anti-ragging committee is primarily composed of the Management, faculty members and a student. Students and their parents are requested to fill the Anti-Declaration form – Annexure I & II.

## 24.3 Sexual Harassment

The Supreme Court of India has found that sexual harassment is a "violation of the fundamental right to equality, the right to life and liberty." JD Institute of Fashion Technology is committed to creating a healthy environment in which to learn without fear of prejudice, gender bias or sexual harassment. JD Institute of Fashion Technology also believes that all women who work/study at the Institute have the right to be treated with dignity and respect. Sexual harassment is a serious offense punishable by law and is taken seriously by the Institute's management.

## Policies of JD Institute of Fashion Technology

- Promote a healthy and comfortable work environment.
- Emphasize zero tolerance of sexual harassment or gender discrimination.
- Provide resolution and remediation of sexual harassment complaints.

### Acts of Sexual Harassment

#### These include, among others:

- Unsolicited sexual advances, requests for sexual favours, and sexually explicit material, including physical contact, obscene gestures, songs, jokes, exaggerated comments, slurs, vulgar glances, and stalking pornography or any other visual, verbal or physical act of nature towards individuals.
- Unsolicited sexual advances where there is an implicit or explicit indication that submission or refusal to do so constitutes a factor in the evaluation or acceptance of academic or employment decisions or participation in the Institute's activities.
- Interfere with work or create an intimidating, aggressive, degrading or hostile work and living environment based on an individual's gender identity and sexual orientation.

## 24.3.1 Redressal of Complaints

- Anyone who believes they have been the victim of sexual harassment/assault should report the incident immediately. JD Institute of Fashion Technology's management has set up a committee (internal committee) to investigate and resolve sexual harassment complaints.
- A student can report a formal complaint regarding sexual harassment/assault to the Principal and Academic Manager or Class Mentor. All formal complaints of sexual harassment/assault will be investigated. Upon receipt of the first formal complaint, the concerned personnel will complete an incident report form and forwards it to an internal committee for investigation. A person filing a formal complaint will receive a response from Internal Committee within 10 business days of the initial complaint. This written response will include an explanation of the investigation process and a reasonable time frame for the complaint to be resolved.

### Penal Consequences

- Complaints received will be dealt with immediately by the responsible committee of prevention and correction of sexual harassment.
- Anyone who violates this policy will be subject to disciplinary action. The specific actions taken in a particular incident will depend on the nature and severity of the conduct reported and identified by the Committee.

## 24.4 Discrimination and Harassment

### 24.4.1 Equal Opportunity

The institute is not only an equal opportunity establishment, but also emphasizes positive support measures. We will never discriminate based on gender, race, caste, religion, disability, national or ethnic origin, age, class, marital status, family responsibilities, etc. Disrespect, brazenness, intolerance, abusive or offensive behaviour towards other students or staff will not be tolerated. In such cases, the most severe penalties, including dismissal, will be imposed. This policy applies to admissions, course content, assessments, awards and student benefits.



## 24.4.2 Anti-Harassment Policy

JD Institute of Fashion Technology strives to provide a caring, friendly and safe environment for all students to study in a relaxed atmosphere. All members of the student and faculty communities have the right to study and work without fear of harassment or bullying.

Harassment of any kind is not tolerated at the Institute. In the event of such an incident, all students should report it to staff and know that the incident will be dealt with promptly and effectively. Anyone who knows that harassment is occurring is expected to report it immediately.

## 24.5 Safe Campus Policy

Possessing, maintaining, or using firearms, weapons, or explosives of any kind or type (including fireworks, other explosives, bows and arrows, crossbows, slingshots, firearms, ammunition, and knives not normally used in works of art) or other weapons are prohibited on campus. Violations will result in disciplinary action.

We are committed to building a safe campus. Crime prevention, risk identification, Problem resolution is the responsibility of all members of the campus community. The responsible committee must take accountability for their own personal safety and the safety of others on the campus and its property by taking simple, common sense precautions and eliminating the possibility of “crimes of convenience.”

Perhaps the most important component of the campus security program is the support of students, faculty and staff in reporting suspicious persons and activities to the campus security. If a student becomes a victim of or witnesses, or becomes aware of a crime or other emergency, he or she must immediately notify security services.

## 25. General Rules & Regulations

### 25.1 Intellectual Property

Intellectual Property/Copyright of any materials/works created by students as assignments/submissions/projects or deliverables of the learning process under supervision/instruction/guidance/mentoring by course instructors/teams/modules/courses /design executives under the prescribed curriculum are the exclusive property of JD Institute of Fashion Technology for eternity.

Any intellectual property created or used by a student while studying at JD Institute of Fashion Technology will always remain the property of the Institute. The Intellectual Property Policy applies to students enrolling in JD Institute of Fashion Technology programmes.

## 25.2 Social Media Usage

JD Institute of Fashion Technology encourages free expression and free comment on the Institute's social media platforms.

### 25.2.1 JD Institute of Fashion Technology's Social Media Platforms

The JD Institute of Fashion Technology uses the following social media to communicate the Institute's mission, vision, goals and programmes, as well as supporting news, information, content and policies.

- Facebook <https://www.facebook.com/JDinstituteoffashion/>
- YouTube <https://www.youtube.com/@jdbangalore>
- Instagram <https://www.instagram.com/jdinstitute/?hl=en>
- LinkedIn <https://www.linkedin.com/school/jd-institute-of-fashion-and-technology/>

### 25.2.2 Disclaimers & Posting Guidelines

Students' use of social media is their responsibility, based on individual performance and not attributed to JD Institute of Fashion Technology and its employees, students, staff, etc. Students are personally responsible for uploading/posting/sharing content and information on social media platforms.

However, we will delete the post in the following cases.

- Advertising, spam, derogatory, discriminatory or vulgar content
- Illegal, racist, bigoted, or degrading towards a particular group or the general public.
- Embarrassing someone or being interpreted as portraying that person in a bad or wrong light.
- Create the belief that your name, likeness, or other identifiable aspect of yourself is being used for commercial purposes without your permission. Failure to follow these guidelines is a violation of the Institute's policy and may result in disciplinary action or expulsion of the user.

## 25.3 Indemnity Clause

Upon admission, each student will sign a paper with the extrajudicial stamp as provided in Exhibit III, countersigned by a parent/legal guardian, and endorsed by the Institute for death or bereavement injury occurring based on: You must sign and submit a liability release form. Any situation posed at any time on or off the premises of the Institute in India or abroad in the fulfilment of the Institute's curriculum under the formal direction of the Institute's faculty.

## 25.4 Undertaking by Newly Enrolled Students

All students have signed a declaration that they have read, understood and have complied with the student policies and guidelines regarding reimbursement, discipline, minimum attendance requirements, assessments, promotions, awards, etc. Must be submitted to the student. each student Faculty coordinator within her first two weeks after attending the course.

## 25.5 Appropriate Attire

Appropriate student attire is critical to maintaining a positive campus environment. It promotes academic excellence. Not all clothing is suitable for the laboratory. your clothes. It should be comfortable and not interfere with or distract from the learning environment. Attire deemed inappropriate and/or confusing will result in an interview with the Student Development and Support Manager. Students are then asked to leave campus and return only inappropriate clothing. Face masks are not permitted on campus unless the event specifically encourages such attire. Campus administration reserves the right to require appropriate attire.

## 25.6 Clearance Certificate

When leaving the Institute, you must obtain 'permission' from various departments within the Institute to ensure that there are no outstanding fees/duties/etc. If anything is outstanding, the permit will be withheld until released Unpaid Fees/Obligations. Deposit/bond refunds are subject to the presentation of a bond certificate duly signed by all relevant sections, deducting any unfulfilled/pending obligations (if any).

## 26. Student Participation and Feedback

We believe in open interactions between students and faculty members. We regularly conduct various feedback surveys to identify and understand student needs and improve our systems and services. Information regarding such feedback surveys will be communicated from time to time through the instructor. Participation in such surveys is mandatory. Feel free to discuss your thoughts and concerns with the Academic Manager and Principal.

The faculty members participate in meetings with course leaders and academic governance representatives wherein they address and discuss academic issues and issues related to the student experience.

At the end of each term, all students are required to provide feedback to comment on the teaching quality of all faculty members for courses taught during the term. This feedback is useful for both teachers and students. Therefore, students are expected to express their opinions openly and honestly. At the same time, such feedback is expected to be impersonal and refer only to courses that are relevant in content and content.



## 27. Note to Parents/Guardians

Parents are also encouraged to read this manual and familiarize themselves with the various rules and regulations it contains. We are continuously working to keep you informed of your students performance. We will keep you informed about this matter using various means of communication. We will send you email/SMS/phone (to the contact number and email ID provided at the time of enrollment) with information about invitations to various study tours and events, such as your portfolio, academic performance, and attendance or other relevant information.

Please note

- Courses are usually held from – 09:30 to 12:30 (1 Year Diploma), 09:30 to 13:30 (2 Year Diploma) 09:30 to 16:30 (3 Year Diploma)
- The management office is open from 09:30 to 17:30.

Meetings with the academic team or Management at the Institute will only take place by prior appointment.

## 28. Disclaimer

JD Institute of Fashion Technology is committed to providing the education, testing and other services described in the program description and manual. However, it does not guarantee that its provisions and clauses will apply to circumstances beyond the Institute's control.

Any dispute arising out of the content of this student handbook shall be subject to the exclusive jurisdiction of the courts of Karnataka.

The Institute reserves the right to add, change or cancel courses, including dates. start, no. The Institute is not responsible for seating, locations, programmes, program content, nomenclature, fee structures, policies and procedures, or any other matter reported or contained in this Student Handbook.

The items contained herein apply to all students enrolled in JD Institute of Fashion Technology courses, regardless of admission group/cohort.

## 29. ANTI-RAGGING UNDERTAKING

### Instructions:

- (A) These proforma is to be submitted by all current students (who have not yet submitted at the time of registration.)
- (B) Further, all new students joining the Institutes are also required to submit the same.
- (C) Annexure-I is to be signed by the students while Annexure-II is to be signed by the Parent.

### ANNEXURE I AFFIDAVIT BY THE STUDENT

1) I, \_\_\_\_\_ (full name of student) with (admission/registration/enrolment number) \_\_\_\_\_ s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the institution) , have read and understood Regulations on Curbing the Menace of Ragging carefully read and fully understood the provisions.

2) I have read the regulations and am aware as to what constitutes ragging.

3) I am aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I, hereby solemnly over and undertake that

a. I will not indulge in any behaviour or act that may be constituted as ragging under the regulations.

b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Student

Name:

Address:

Telephone/ Mobile No.:

## ANNEXURE II AFFIDAVIT BY PARENT/GUARDIAN

1) I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have read and understood Regulations on Curbing the Menace of Ragging carefully read and fully understood the provisions.

2) I have read the regulations and am aware as to what constitutes ragging.

3) I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Parent / Guardian

Name:

Address:

Telephone/ Mobile No.:



## VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of Student

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

### OATH COMMISSIONER

**Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.**

## 30. DECLARATION FROM PARENTS/GUARDIAN

I \_\_\_\_\_ Mother/Father/Guardian of \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ Batch:  
20\_\_ - 20\_\_ have carefully read the above Rules & Regulations and have fully understood the implications of the provision. I will strive my best to make sure that my child/ward does his/her best to observe the aforementioned undertaking in letter and spirit. If he/she fails to follow the same, he/she will be liable to face the consequences as deemed fit by the Institute.

## DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Batch: 20\_\_ - 2-\_\_

Programme: \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Signature of the Local Guardian: \_\_\_\_\_