

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

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

NO.: FDDI/SA & ED/SN/2025/02

28 February 2025

NOTICE

This notice is regarding the guidelines for final-semester students at Footwear Design & Development Institute (FDDI) who wish to join their employers early, prior to the completion of their academic program.

In accordance with the **Policy on Early Placement Joining for Final Semester Students**, the following guidelines are established for students who have received confirmed job offers and are required to join their employer before the completion of their academic program:

1. Eligibility Criteria:

Students may apply for early placement joining if they fulfill the following conditions:

- Possess a confirmed job offer from a recognized company/organization.
- Have successfully completed all academic coursework and cleared all subjects except for the final semester.
- Have cleared all pending financial dues, including final semester fees.
- Have no unresolved disciplinary actions or academic/administrative dues.

2. Application Process:

Eligible students must submit a formal request for early joining to the **Student Affairs & Examination Department** of their respective campus at least **30 days before the proposed joining date**. The request must include:

- A copy of the job offer letter specifying the required early joining date.
- Recommendation from the **Placement Department (H.O.)**.
- No-dues certificate from the **HOD, Accounts & Finance, and Examination Department**.
- Recommendation from their **Faculty Mentor**.

3. Academic Arrangements:

To ensure students fulfill their academic obligations while transitioning into employment, the institute will facilitate:

- **Faculty Mentorship:** Faculty Mentors will assist in completing the syllabus, providing necessary study materials, and arranging online sessions if required.
- **Assessment Compliance:** Students must ensure timely completion of coursework and appear for scheduled assessments as per the Institute's guidelines.
- **Employer Coordination:** Recruiters are encouraged to allow flexibility for students to attend critical academic sessions and examinations.

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4. Approval & Compliance:

- The request will be reviewed and approved by the **Placement Department (H.O.)**, in consultation with the **HOD and Student Affairs & Examination Department**.
- Upon approval, students will receive an **official letter** specifying their assigned Faculty Mentor.
- Students must maintain academic integrity and complete all pending coursework under Faculty Mentor guidance.
- Any student who joins employment without formal approval will be considered as having abandoned their academic program and may face penalties.

For further details, students are advised to contact the **Placement / Student Affairs & Examination Department** of their respective campuses.

Further, failure to complete pending assessments within stipulated timelines may result in conditions being imposed for academic certification eligibility.



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