

JOINING INSTRUCTIONS B.Sc. (FAD) & B.Sc. (IDD)

1. **Course Duration.** The normal duration of the course is three years (six semesters). The Course is affiliated to Bengaluru North University. Classes are tentatively will commence in Jul 2023. The date will be announced in the month of Jun. The exact date of reporting to the Institute will be as per the announcement by the university. As per the NEP 2020, the optional duration can be 4 Years (8 Semesters) also as per the students choice.

2. **Date of Reporting for Admission and Action to be Taken.** You are required to report to the Principal/Registrar of this Institute along with the following **certificates in original** and two sets of photocopy (**10th Std, 11th Std & 12th Std Passing Marks Cards, TC, Character & Migration Certificate**) ie. one set of photocopy to be handed over to the office and one set of photocopy to be retained with the student during the whole course. Originals will be submitted to the college for verification along with one set of photocopies. Photocopy to be done from home station itself as Institute will not provide photocopies while joining the Institute.

Also **Submit the hard copy of Admission Application Form duly signed by the Student, Parent / Guardian alongwith uploaded attachments in original.**

PLEASE DO NOT LAMINATE THE FOLLOWING ORIGINAL DOCUMENTS

- (a) 10th Std Original Marks Card.
- (b) 11th Std Original Marks Card.
- (c) 12th Std Original Marks Card.
- (d) 12th Std Original Transfer Certificate.
- (e) 12th Std Original Migration certificate.
- (f) 12th Std Character Certificate.
- (g) 05 Colour recent pass port size photographs & 05 stamp size recent colour photographs.
- (h) Service Certificate / Ex Serviceman Certificate (Certificate No 01).
- (j) Medical certificate.
- (k) Hostel Application Form (attached alongwith this Joining Instruction).

Note : Pending documents from the above mentioned list if any to be submitted to the office within two weeks from the date of joining or else the student's admission will be cancelled.

1st Year UG Course Fee details as under :-

- | | | |
|-----|--------------------------------------|---|
| (a) | <u>Annual Institute Fee :</u> | |
| | Army Wards | - Rs 2,04,025/- (less Rs 10,000/- if paid in advance as Institute Registration fee) |
| | Karnataka Civilian students | - Rs 2,44,170/- (less Rs 10,000/- if paid in advance as Institute Registration fee) |
| (b) | <u>Annual Hostel Fee</u> | - Rs 49,175/- (less Rs 5,000/- if paid in advance as Hostel Registration fee) |
| (c) | <u>Annual Messing Charges</u> | - Rs 50,400/- |

3. **Annual Institute Fee.** The students have to pay Annual Institute fee of Rs 2,04,025/- for Army students (less advance of Rs 10,000/- paid in advance as Institute Registration fee) and Rs 2,44,170/- for Karnataka civilian students (less advance of Rs 10,000/- paid in advance as Institute Registration fee) **to be paid on or before 24 Jun 2023** to the Institute through NEFT/RTGS Transfer / Any pay (Google Pay / Phone pe etc). Admission to the Institute will not be granted without paying full payment of fees mentioned below. RTGS/NEFT Transfer / Any pay (Google Pay / Phone pe etc) can be made for total fees including Annual Institute Fee, Hostel and Messing Charges.

(Total Fee – Rs 3,03,600/- for Army Wards and Rs 3,43,745/- for Karnataka Civilians).

4. Candidates can pay the above mentioned Fee through NEFT/RTGS Transfer / Any pay (Google Pay / Phone pe etc) as per the details given below :-

- | | | | |
|-----|-----------------|---|---------------------|
| (a) | Name of Bank | : | State Bank of India |
| (b) | Account No | : | 64061006903 |
| (c) | Name of Account | : | AIFD Reserve |
| (d) | Branch | : | Kothanur Branch |
| (e) | IFS Code | : | SBIN0017734 |

Note : After depositing fee through NEFT/RTGS Transfer / Any pay (Google Pay / Phone pe etc), the candidates should fill up the below mentioned Receipt and send the scanned copy of the Receipt through Institute E Mail admission@aifd.edu.in. Payment of fee can be confirmed only after getting the below mentioned receipt to the Institute E Mail admission@aifd.edu.in

RECEIPT

- | | |
|----------------------------------|---|
| Name of Student & Application No | : |
| Father Name | : |
| Amount Deposited/Transferred | : |
| Details of Fee | : |
| Date of Deposited/Transferred | : |
| NEFT No/ITR No/Cheque No | : |

(mention Cheque No only if payment made through net banking, if payment made through Google Pay / Phone pe cheque No not required).

5. **Hostel Accommodation and Messing Charges per Annum.** Accommodation will be made available on Campus for boys and girls separately. Fee payment can be made through RTGS/NEFT / Any pay (Google Pay / Phone pe etc) for Hostel Accommodation for Rs.49,175/- (less advance Rs 5,000/- paid in advance as Hostel Registration fee) and Messing charges Rs 50,400/- (subject to changes depending on new contract) for ten months ie. less two months semester vacation period to be **paid on or before 24 Jun 2023**. All first year Army wards will stay compulsorily in the Campus Hostel.

6. **Inability to Report on Due Date for the Course.** In case due to unavoidable circumstances, you are not in a position to report to this Institute on 1st week of Jul 2023, your parent/guardian/representative should report to this Institute with necessary documents/certificates and take all decisions pertaining to admission. Performa for letter of authority is attached as **Appendix 'A'** to the instructions. If you or your parent/ guardian/representative do not report to this Institute on the due date, your candidature will be cancelled and no representation will be entertained in this regard. Requests for extension of joining date will not be accepted under any circumstances/reasons whatsoever. However, the candidates, who are deputing their parents/guardians/representatives are required to report to this Institute latest by 10 Jul 2023 and the candidate should report to the Institute latest in the third week of Jul 2023 without fail.

7. **Discipline.** You are expected to conduct yourself strictly as per norms and code of conduct of this Institution. In case you are found lacking in discipline or fail to abide by the rules and regulations of the Institute, action will be taken as per the AWES Rules.

8. **Clothing.** Bangalore has moderate climate round the year. You are, therefore, not required to bring heavy winter clothing. However students staying in the hostel are required to bring the following items :-

(a)	Bed Sheet	-	Two
(b)	Blanket	-	One
(c)	Bed Cover/Pillow Cover	-	Two Set
(d)	Window Curtain	-	06 Nos
(e)	Mosquito Repellent	-	01 No (72")
(f)	Bucket / Mug	-	01 Each
(g)	Bath Towels	-	Two
(h)	Hangers	-	Six
(j)	Cloth Drying Clips	-	12 Nos

Note 1 :- Students will be provided with Steel Almirah, Table, Chair, Single Cot with Mattress & Pillow. Other minor items can be procured from the local market as per the requirement of the student.

Note 2 :- **Dress Code and Mobile** : Institute will provide uniform to the students. All students are required to wear institute uniform everyday from Monday to Saturday except Thursday. Blazer with uniform will be worn on Wednesday. No slippers/sandals permitted in class rooms/offices/college premises. Details of the other dress code will be provided during admission.

9. **Valuables.** You are advised not to bring jewellery or other valuable items along with you. Use of mobile phone inside the classroom is restricted.

10. **Amount for Immediate Personal Expenditure.** It will be the responsibility of the students to keep their cash in Bank. The students are, therefore, advised not to bring large sums of money except in the form of bank drafts.

11. **Banking Facilities.** There are more than three nationalized banks available within three KMs radius from the institute. Students can open their new Bank Account in their own interest. However, the parents are advised to open Bank Account in the name of their ward preferably in their home town which students can operate through ATM.

12. **Local Guardian.** The students who are admitted to Hostels will be allowed to visit only their local guardian residing in Bangalore during weekends/gazetted holidays as per rules. For this purpose, you are required to bring a letter of consent in duplicate, duly signed by your parent /guardian giving address of the local guardian. You may note that only one local guardian is permitted. The Performa to be completed in duplicate by the parent of the students is given in **Appendix 'B'** attached. The Performa should be completed and handed over to the Institute on the day of joining.

13. **Boarding and Lodging Arrangement Till Admitted to the Institute / Hostel.** You are advised to make your own arrangements for yourself and your parents/guardian on arrival at Bangalore till you are finally admitted to the Institute/Hostel. However in case of any problem you can contact the Institute telephone No 080 – 8792669001 / 6363849144 or E-mail admission@aifd.edu.in .

14. **Acknowledgement.** You are required to confirm your acceptance of this offer. The confirmation should be sent by e-mail to the Principal, Army Institute of Fashion and Design within ten days of receipt of this Joining Instructions.

15. Please note that the admission to this Institute is provisional, subject to your fulfilling the eligibility conditions for admission as approved by Bengaluru North University.

16. **Ragging.** Instructions received from AWES, AG's Branch, New Delhi vide their letter No B/45728/WAT/AWES dated 06 Apr 2009. The instructions regarding ragging are as follows :-

(a) Ragging is banned in educational institutions and hostel as per Hon'ble Supreme Court orders. Anyone indulging in such acts shall be subjected to punishment by a Court of Law/concerned authorities.

(b) "Ragging means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his persons or exposes him to ridicule or to for bear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force on him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injuring or the use of criminal force".

17. Students and parents are required to bring the anti ragging affidavit undertaking duly signed as per **Appx 'C'** received vide Bangalore University letter No CDC/UGC/DA/XI/2009-10 dated 23 Jul 2009.

Appendix 'A'

(Refer to Para 6 of the
Joining Instructions of AIFD
Bangalore)

Name of the Candidate : _____
Roll No : _____
Address : _____

To

The Principal
Army Institute of Fashion & Design
Nagareshwara Nagenahalli
Kothanur Post
Bangalore - 560077

**LETTER OF AUTHORITY FOR ADMISSION IN CASE OF
INABILITY TO REPORT ON ADMISSION DATE**

Sir,

1. Reference your Joining Instructions.

2. I, _____ son / daughter of _____ (Roll
No _____), am unable to attend the admission/counseling personally because of
_____ (State the
reason).

3. I hereby authorise Mr / Mrs _____ (state name and
relationship) to produce on my behalf all the original certificates and documents required for my
admission and also pay the fee on my behalf.

4. I hereby confirm that the decision taken by him/her on my behalf during admission is binding on
me.

5. The specimen signatures of my representative mentions in Para above are appended below :-

(a) _____ (b) _____ (c) _____

Yours faithfully,

(Signature of the Candidate)

(signature of the representative)

Date : 2023

Place :

DETAILS OF LOCAL GUARDIAN

1. Name of the Student : _____
2. Correspondence Address : _____
(in full) _____

- Email, Mobile No, Office/Res Tele No _____
3. (a) Name and Address of : _____
the local guardian _____

- (b) Telephone No (if any): Office _____
Residence _____
E-Mail _____
- (c) Relationship : _____

(Note : Any changes in the above details should be intimated immediately)

(Signature of the Local Guardian)

Name : _____

Place :

(Signature of the Parent)

Date : 2023

Name _____

Appendix 'C'

(Refer to Para 17 of the
Joining Instructions of AIFD
Bangalore)

AFFIDAVIT BY STUDENT & PARENT/GUARDIAN

1. I _____
(full name of student with Application Number)

S/O D/O Mr/Mrs/Ms _____
Having been admitted to _____ (Name of
the Institute) have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "regulations") carefully read and fully understood
the provisions contained in the said regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes
ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully 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 aware and undertake that,

(a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3
of 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 clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1
of 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.

Place :

Date :

(Signature of student)

Name :

7. I have read the above instructions and will held responsible for any default.

Place :

Date :

(Signature of parent)

Name :

Address :

Tele/Mobile No :

ARMY INSTITUTE OF FASHION AND DESIGN

Bangalore 560077

HOSTEL APPLICATION FORM

(To be filled by applicant on his/her own hand writing clearly and carefully)

Payment Receipt Number _____ Date _____

Room Number _____ Hostel Name _____

Recent passport
size colour
Photo

Sir,

I wish to apply for providing accommodation in Hostel of AIFD for the Academic Year 2023-24 I hereby agree that I have read and will abide by the Rules and Regulations of the hostel in force from time to time.

I furnish the following particulars:

PERSONAL DATA :

1. Name :

2. Residential Address : _____

3. Email ID : Parent _____
Local Guardian _____
Student _____

4. Telephone numbers : Parent (M) _____ (R) _____
Local Guardian (M) _____ (R) _____
Student (M) _____

5. Date Of Birth : _____

6. Nationality : _____

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above if found incorrect, my admission is liable to be cancelled.

Date:

Signature of the Applicant

FAMILY BACKGROUND:

1) Full name of the Parent/Guardian : _____

2) Relationship : _____

3) Occupation : _____ Designation _____

4) Office Address : _____

Email: _____ Tel. No. (with STD Code) _____

NEAREST LOCAL GUARDIAN

5) Name and address of contact person who should be contacted (in case of emergency)

1) Name and Address : _____

Tel. No. (Mob / Res) : _____

Email ID : _____

.2) Name and address : _____

Tel. No. (Mobile/Res):: _____

Email ID : _____

I request you to admit my ward Mr. / Ms. _____

to the AIFD Hostel. I give an undertaking that he / she has read and will observe all Rules & Regulation of the Hostel.

Yours faithfully

Date :

Signature of the Parent / Local Guardian

RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL :-

- 1) Admission is open to full time students of AIFD.
- 2) The application form completed in all respects should be submitted to the Office of the AIFD on any working day during office hours.
- 3) Admission to the Hostel will be cancelled if incomplete or false information is furnished.
- 4) Students will be required to vacate the room within 5 days on completion of the scheduled examination each semester.
- 5) Students are allowed to stay in the Hostel during the Winter / Summer vacations only for internship.
- 6) Hostel fee for the next academic year is required to be paid in the month of February to April.
- 7) AIFD reserves its right to cancel admission of undeserving students without giving any reason.
- 8) AIFD reserves its right to increase the hostel fee, if necessary.
- 9) AIFD will not be responsible for any mishap.
- 10) Student residing in the Hostel managed by AIFD shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
- 11) During their stay in the Hostel they will be under the control of the Officials of AIFD.
- 12) Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the hostel premises.
- 13) No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 9.00 AM to 6.00 PM.
- 14) Every student shall be in his / her hostel by 9.00 PM. If he / she has to stay out after the said timing owing to any special reason, he / she must obtain prior permission from the Registrar. The application for leave of absence from the hostel shall be made in writing thru HOD/Mentor to the Principal and Registrar and his/her permission shall be obtained. Late entry without prior permission will invite penalty / rustication.
- 15) No students shall use the service of a hostel servant for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
- 16) Students will not enter rooms of other students without permission of the inmates. Students should not go to other students flat after 10.00 PM in the night.
- 17) Every case of illness and accident must be reported immediately to the Warden and Registrar.
- 18) No functions or celebrations shall be organized except with the permission of the Registrar.
- 19) Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Registrar or the Management.
- 20) No poster etc. should be put up anywhere, either in rooms or lobbies.

- 21) Students are not allowed to play any kind of sports in the room.
- 22) Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
- 23) Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Registrar in this regard will be final and binding.
- 24) Allotment of the room, furniture etc. will be entirely at the discretion of the Registrar / Warden and no complaint in this regard will be entertained.
- 25) Every student shall keep the room allotted to him clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him / her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
- 26) All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Registrar, who will take such action as may be necessary. No police complaint will be lodged by the students before taking prior permission from the Registrar.
- 27) Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economise electricity consumption.
- 28) Charges for any damages to the property as well as to the furniture and fixtures caused by a student/students negligence will be recovered from the student/students staying in the said room.
- 29) Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Registrar/Warden who will arrange for repairs.
- 30) Hostel is meant only for the use of bonafide students of that particular hostel. Visitors are not allowed to enter any room.
- 31) The Hostel Authorities do not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. AIFD will not be responsible for the loss of personal belongings of the students.
- 32) All the facilities including additional facilities like Telephone, T.V., Magazines, News paper, Internet etc., if misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
- 33) Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Registrar.
- 34) If any student is found misbehaving and guilty of misconduct, he/she will be expelled from the hostel immediately and the fees paid by him/her will be forfeited.
- 35) Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, 2 days in advance.
- 36) No music system is allowed in hostel.
- 37) Any complaint (indecent behavior/noisy) from the neighbours/society will result in severe action.
- 38) Hostel is required to be vacated with luggage in every summer vacation.

39) Students are provided with some add on facilities (tentative) like TV / Washing Machine / Internet connection / Single bed /cot/ Almirah / Chair/Table etc. Cleaning staff / Security services are provided at every location. Since down time in the operation of internet is a general phenomena, hence students are expected to bear the same.

40) Refund of Hostel fee is allowed only in the case of cancellation of admission from AIFD. Refund is done as per AWES rules and regulations notified in Prospectus.

41) Ragging is completely prohibited in the Hostel. Student found involved in any type of ragging in the Hostel or campus, action will be initiated as per the Supreme Court directions. Action will be initiated within 24 hours of the incident. Parent and student should go through the Supreme Court direction of Ragging in the campus.

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date: _____

Signature of Student

UNDERTAKING

To,

The Principal

AIFD

Bangalore

1. I, _____

Student of AIFD will be studying in **B.Sc. (FAD) / B.Sc. (IDD)** UG Course I, hereby give an undertaking that :-

- (a) I understand that the hostel mess membership is compulsory, if provided and I shall pay the mess charges fully in advance at the time of Joining the Hostel.
 - (b) I shall observe all the rules and regulations of the Hostel in force, from time to time.
 - (c) I shall not leave the hostel without prior permission in writing from the Registrar.
 - (d) I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 8.30PM) without the written permission of the Registrar or Institute Authorities.
 - (e) I hereby give an undertaking to vacate the hostel and hand over the vacant possession of my hostel room within five Days from the last date of my examinations of each academic year.
 - (f) I am aware that I am liable for disciplinary action for breach of any of the rules and regulations of the hostel, which may result even in cancellation of my admission to the hostel as well as to the institution where I am studying.
 - (g) I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance, especially after 9:00PM.
2. Management is free to take any action including rustication if I found breaching any rules / regulations.
3. Hostel fee for remaining month will not be refundable in case of expulsion from hostel by the management.

Date : _____

(Signature of the Student)

(Signature of Parent)

AFFIDAVIT BY HOSTEL STUDENT & PARENT/GUARDIAN

1. I _____ (full name of student with Application Number) S/O D/O Mr/Mrs/Ms _____ Having been admitted to **ARMY INSTITUTE OF FASHION & DESIGN, BANGALORE** (Name of the Institute) have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "regulations") carefully read and fully understood the provisions contained in the said regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully 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 aware and undertake that,

(a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of 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 clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of 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.

Place :

Date :

(Signature of student)
Name :

7. I have read and I will also held responsible for any default..

Place :

Date :

(Signature of parent)
Name :
Address :
Tele/Mobile No :

Name of the Student : _____

Course : **B.Sc. (FAD) / B.Sc. (IDD)**

11. *Details of documents submitted in original :-

Document Name	Submitted Yes / No	Submitted Date	Last Date for submission
(a) 10 th Marks Card			
(b) 11 th Marks Card			
(c) 12 th Marks Card			
(d) Transfer Certificate(TC) (12 th Std)			
(e) Migration Certificate (12 th Std)			
(f) Conduct/ Character certificate (12 th Std)			
(g) Local Guardian Certificate (Hostellers)			
(h) Passport & Stamp size Photographs (05 Nos each)			
(j) Ragging undertaking certificate			
(k) Hostel Application Form (Hostellers)			
(l) Certificate No 01 (Army Personnel only)			
(m) Medical certificate			

* Please attach one set of photocopy of above mentioned certificates from 11 (a) to (f)

Signature of Student

Signature of Parent

Date:

Date:

ADDRESS AND ROUTE MAP OF ARMY INSTITUTE OF FASHION & DESIGN

Army Institute of Fashion and Design
Nagareshwara Nagenahalli, Kothanur Post, Bangalore – 560077
Ph – 09035316000, 08060669001

ARMY INSTITUTE OF FASHION & DESIGN, BANGALORE ROUTE MAP



