

NAAC ACCREDITED



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ISO 9001:2015 & 14001:2015

FAIRFIELD
Institute of Management & Technology
(Affiliated to GGSIP University, New Delhi)

Dear Students,

Good Morning, we hope you are doing well in these unprecedented circumstances. We would like to congratulate and welcome you to the **Fairfield Institute of Management and Technology, New Delhi**. We all have been through some difficult times due to the COVID-19 outbreak, which forced us to change the course of the education system itself, not only in India but throughout the world. We have been trying our best since then to provide quality education to our students through online classes.

We are happy to welcome all of you to our small family and make it bigger with you. This is to get acquainted with the online classes routine and working and some of the guidelines are as follows.

“CLASSES WILL BE CONDUCTED IN ONLINE MODE VIA GOOGLE MEET TILL FURTHER GOVT. GUIDELINES”

1. The class starts at **10AM** in the morning and all students are supposed to enter your respective online classes by **09:45AM**.
2. Since all the lectures are recorded on daily basis students are supposed to maintain proper decorum of the classroom during their online lectures.
3. **Lecture links** will be shared to you every day by **09:30AM** on the email id's given by you. No other mode of communication will be served to the students with regards to the Lecture Links.
4. Camera & Mic of the Students will be turned off at all times, and chat box will be used for asking questions during lectures.
5. As per the guidelines of the **GGSIP University** you are required to maintain an attendance of 75%, throughout the semester otherwise you won't be allowed to give the final examinations.
6. You will be regularly mentored by the faculties with regard to all the activities of your courses.
7. Every student will be provided with an account at the college's Student Portal where you will be provided with all the notes for your respective subjects, assignment topics and all other necessary things with regard to your coursework. Detailed guidelines of which are given below.

GUIDELINES FOR ACCESSING STUDENT PORTAL

Dear Students,

We would like to congratulate and welcome you to the **Fairfield Institute of Management and Technology, New Delhi**. We are happy to welcome all of you to our small family and make it bigger with you. Following are the steps and guidelines which are to be followed by you to avail the services of Student Portal.

GUIDELINES:

Step 1: Login to **www.fimt-ggsipu.org**

Step 2: Select **Student Portal** on the Website.

Step 3: You will be prompted to enter your **Username & Password**. Username is your **IPU Application Number** beginning with either (**Ex: IPU..... or 2011.....**). However for first time login the Password will be same i.e the **Application no**. You are requested to change it promptly after first time log-in.

Step 4: After entering the above mentioned details your personalized Dashboard will be visible to you with your Name, App. No., Course & Semester. It will also have Different tabs related to **Time Table, Notes, Assignments, Audio/Video Lectures, and Practical File** (If Any).

DO'S & DONT'S

1. Do not share the Username or Password with your classmate, seniors or anyone outside this Institution. If found Guilty the services of the same will be suspended with immediate effect.
2. It is advisable to change the password upon logging for the First time.
3. Technical Problems/Errors may arise while accessing the portal you are advice not to panic and avoid doing any troubleshooting on your end. Please contact out **IT Team/Helpline Nos.** for immediate solution.

WISHING YOU ALL THE BEST



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24X7 HELPLINE

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9312352942 | 9811568155