



तेजस्वि नावधीतमस्तु  
ISO 9001:2008 & 14001:2004

**FAIRFIELD**  
Institute of Management & Technology  
Managed by 'The Fairfield Foundation'  
( Affiliated to GGSIP University, New Delhi )

FIMT Campus, Kapashera, New Delhi-110037, Phones : 011-25063208/09/10/11, 25066256/ 57/58/59/60  
Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com Website : www.fimt-ggsipu.org

Dear Parents,

Like every educational institution, the goal of the FIMT school of Law is to strive towards academic excellence and bring improvements in the academic activities. Discussion on the issue and problems of the students and searching solutions of the same is very necessary for the good academic performance of the students.

With such a view and reason, a "parent's teacher meeting" has been scheduled to be held on 15<sup>th</sup> October, 2016(Saturday) at 10:00am-3:00pm.

You are therefore requested to attend the meeting on the alone mentioned date and timing along with your ward your presence is compulsory so as to make you aware about the performance of your ward.

Learning is not a one-day event; rather it's a continuous process. For learning one needs a suitable environment which is one of the condition sine qua non (an essential condition). Our efforts in this regards are focused in exploring an environment of learning for your ward so that he/she can excel and make himself/herself prepared for the future goals. We are not only providing your ward a good and quality legal education in this Institution but we are also putting our best efforts in providing him/her a quality legal training. To give our efforts a more practical shape, you are requested to encourage your ward in his/her academics and be his/her mentor and guide. Together we can show the right path to your ward and give him/her proper direction in making his/her future bright and make him/her valuable assets for the nation.

### **ATTENDANCE ISSUE**

As per the GGSIPU Attendance Guide Lines, Parents are advised to make sure that their wards are fulfilling the minimum requirement of 75% Attendance.

Note 1:- The Parents are to be present at the appropriate time in:

WING A –BALLB & BBALLB

WING B -BBA (G), BCA, BA (JMC), and B.Com.

Note 2:- Parents should also bring with them a valid Photo-Identity card & 10/- Notary Affidavit  
Date: 07-10-16.

Director  
FIMT-School of Law



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Ref.No.: FIMT/Admn/Notice/2016

Date: 15/10/2016

## NOTICE

Dear Parents,

Improvement in academic activities and striving towards academic excellence is the goal of every educational institution. Discussion of problems and searching for a resolution is at the root of such an Endeavour.

With such a view, a **Parent Educator Meeting** has been scheduled to be held on **15th of October (Saturday) 2016** from **09:30am to 5:00pm**, as per the time allotted to each course.

COURSE	SEMESTER	DATE	TIME
BCA	All Semesters	15 <sup>TH</sup> OCT 2016	9:30am to 12:30pm
BJMC	All Semesters	15 <sup>TH</sup> OCT 2016	9:30am to 12:30pm
B.COM	All Semesters	15 <sup>TH</sup> OCT 2016	9:30am to 12:30pm
BBA	All Semesters	15 <sup>TH</sup> OCT 2016	12:00pm to 2:30pm
BBA-LLB	All Semesters	15 <sup>TH</sup> OCT 2016	02:00pm to 03:30pm
BA-LLB	All Semesters	15 <sup>TH</sup> OCT 2016	03:00pm to 05:00pm

Attendance of Parents along with their valid Photo –ID card and two Rs. 10/- Notarized Affidavits – one from parents side and another from the ward's side are compulsory whereof.

Parents are requested to take urgent note of the above.

Director  
FIMT School of Law



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## NOTICE

Dear Parents,

Please be informed about the following points.

1. Students who have not submitted their STR/ MPR/ ASSIGNMENTS, up till date in spite of repeated notices and communications, shall not be allowed to appear in the Internal Examinations if they do not submit the either before the commencement of the Examinations or at least on the first day of the Examinations if applicable. Failing which they shall not be allowed to appear in the Examinations and the shall be responsible for the consequences thereof.
2. If you have not submitted the Short attendance Affidavit during the PTM which is scheduled for today i.e. 15<sup>th</sup> Oct 2016, then you are request to submit the same before the Internal Examination if they do not submit the either before the commencement of the Examinations or at least on the first day of the Examinations if applicable. Failing which they shall not be allowed to appear in the Examinations and shall be responsible for the consequences thereof.

Kindly Acknowledge the above

Signature of Parents.

E-Stamp Paper No \_\_\_\_\_

## **UNDERTAKING**

In reference to the affidavit submitted to FIMT, New Delhi along with my ward regarding completion of 75% attendance in each semester for completion of the course.

That in spite of repeated communication & information displayed on the notice board and conveyed to me and my ward, my ward was not regular in the Theoretical, Practical, Guest Lectures, Legal Visit, Field Visit & Internal Examinations conducted by the Institute from time to time for which the reasons are best known to me and my ward only.

As my ward have not completed the minimum required attendance of 75% as per the rule book of the ordinance 11 of GGSIPU University, I am aware my ward is being detained from appearing in the term end University examination due to his low percentage of attendance.

I and my ward are fully responsible and the institution is not responsible for his mistake. I and my ward undertake that the entire theoretical syllabus has been completed by the institute before completion of term end University Examination and there are no grievances against the Institute.

Signature of Parent

## **VERIFICATION**

Verified at New Delhi on \_\_\_\_\_ of \_\_\_\_\_ that the content of the above affidavit are true to the best of my knowledge and given on mu own without any pressure from anybody.

Signature of Parent

Date \_\_\_\_\_

E-stamp paper no\_\_\_\_\_

## **UNDERTAKING**

In reference to the affidavit submitted to FIMT, New Delhi Name of student regarding completion of 75% attendance in each semester for completion of the course.

That in spite of repeated communication & information displayed on the notice board and conveyed to me that I was not regular in the Theoretical, Practical, Guest Lecture, Legal Visit, Field Visits & Internal Examination conducted by the Institute from time to time for which the reasons are best known to me.

As I have not completed the minimum required attendance of 75% as per the Rule book of the ordinance 11 of GGSIPU University, me and my parents are aware to complete my attendance for appearing in the term end examination due to my low percentage of attendance.

For the above I am fully responsible and the institution is not responsible for my mistake. I undertake that the entire theoretical syllabus is completed by the institute before completion of term end university examination and there are no grievances against the institute.

Signature of Parent

Signature of Student

## **VERIFICATION**

Verified at New Delhi on \_\_\_\_\_ of \_\_\_\_\_ that the content of the above are true to the best of knowledge and given on my own without any pressure from anybody.

Signature of Parent

Signature of Student

Date\_\_\_\_\_



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## Attendance Warning Notice

Student Name	
Course Name	
Semester	
Enrollment No.	
Instructor/ Class Coordinator	

The purpose of this notice is to inform you about poor attendance in the above course. You are already aware about the attendance policy of the GGSIPU University and you already submitted the affidavit regarding following the Rule Book of the ordinance of the GGSIPU University in the regard at the beginning of this semester. It specified that less than 75% attendance in each subject, each semester would result in detaining from the university term end examinations of this course. Should this materialize you will obviously lose both grade and credit for this course. According to my records, you have been absent many times and your attendance is at present \_\_\_\_\_ %/( below 75 %).

Please be advised that no further warning will be sent/ given either to you or your parents. Your attendance record is your responsibility. Should you have any questions regarding these matters, feel free to contact me.

\_\_\_\_\_  
Instructor/ Class Coordinator

\_\_\_\_\_  
Student`s Sign

\_\_\_\_\_  
Parent`s Sign