

INDIAN INSTITUTE OF FREIGHT FORWARDERS RULES AND CODE OF CONDUCT FOR STUDENTS

In keeping with the tradition of the institution, all students of Diploma in Logistics, Shipping and Freight Forwarding Course are asked to maintain discipline and decorum in the institute premises and refrain from any activity that can tarnish the reputation of the institution. Violation of this will result in inviting disciplinary action under IIFF regulations.

INSTITUTE PREMISES AND CLASSROOM:

Responsibilities of the Students:

It shall be the responsibility of the students

- 1) To read, become familiar with and adhere to these instructions.
- 2) To behave and conduct themselves in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- 3) To follow decent and formal dressing manners.
- 4) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- 5) To access all education opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.

Behavior of the Students:

- 1) Groupism of any kind that would distort the harmony is not permitted.
- 2) Students are expected to spend their free time in the Library area/ Classroom. They shall not loiter along the corridors or crowd in front of the office. Students should refrain from sitting on places such as office cabins, reception area, conference rooms, etc.
- 3) The institute premises are a "strictly non-smoking zone".
- 4) Silence shall be maintained in the premises of the institute.
- 5) Students are not permitted to use mobile phones in the class rooms, examination halls, etc.
- 6) Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- 7) Students shall refrain from all activities considered as ragging which is a criminal offence.
- 8) Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxication substances are strictly prohibited in the campus.
- 9) Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the premises.
- 10) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or institute properties.
- 11) Unauthorized entry of outsiders into the classroom as well as library is strictly prohibited.
- 12) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc within the campus.
- 13) No one shall exhibit any type of banners, flags, boards, etc inside the classroom, gates, doors, buildings, premises or on the compound walls.
- 14) The Institute being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and even outside.
- 15) No student shall exert undue influence on fellow students.
- 16) No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- 17) Students shall only use the waste bins for dispensing waste materials within the institute including classroom and toilets.
- 18) Vehicles should be parked in the parking space only.
- 19) Identity card, License and Driving License should always be kept by the students and produce on demand by the authorities.
- 20) Course fees, exam fee and other charges should be paid well in time to avoid any embarrassment.
- 21) Discipline and decorum should be maintained during, inauguration functions, award functions, etc., in which V.V.I.Ps participate. The same is also to be followed and adhered to during field or industrial visits.
- 22) Use of Internet for the purpose other than academic related activities is banned.

UNDERTAKING FROM THE STUDENT

To INDIAN INSTITUTE OF FREIGHT FORWARDERS

I hereby Mr/Ms.....is aware that

I have to attend the Lectures to complete the course and minimum 80% attendance criteria is compulsory.

In case if I fail to do so I may not allowed to appear for the final Examination.

Date :.....

Signature :.....

UNDERTAKING FROM THE EMPLOYER

To INDIAN INSTITUTE OF FREIGHT FORWARDERS

I hereby MR/MSDesignation

..... is aware that

Mr/Ms.....has to attend the Lectures to complete the course and minimum 80% attendance criteria is compulsory.

In case if he / she fails to do so may not be allowed to appear for the final Examination.

So with my permission he/she will be attending the lectures regularly.

Date :.....

Signature :.....

Company Stamp :

TERMS & CONDITIONS

- 1) Admission will be granted after an aptitude test and personal interview. Management's decision will be final for admission in the institute.
- 2) The decision of the institute regarding admission of a candidate for the course will be communicated to him/her well in time, before the commencement of the course.
- 3) The mode of conducting the course will be decided by the institute. In all matters, like course contents, medium of instruction and fees etc. the decision of the Institute shall be final
- 4) Once the application form has been accepted by the Institute, no claim for refund of fee will be entertained nor can this fee be adjusted or held in reserve for the next batch / year. If however, the application is not accepted for any reason, the fees paid by him / her less bank charges and other admin expenses, will be refunded. Students should not solicit the institute for fee concession or waiver.
- 5) Request for payment of fees in instalments may be made in writing and the students shall abide by the decision of the management in this regard.
- 6) Students will be required to submit post-dated cheques on admission if at all instalment mode is allowed.

The student acknowledge the right of the institute to present the aforesaid PDCs for collection, even if the student discontinues the course in the middle.

Fee is refundable or transferable only in the below mentioned circumstances:-

A. In case a candidate's application is rejected.

B. In case the course is cancelled by the institute.
- 7) The Institute reserves the right to expel any student for indiscipline and indecent behaviour. Mere payment of course fee does not entitle a student for admission or continue with the course.
- 8) Institute will ensure to complete the course within the announced schedule. However, if the course needs to be extended for any valid reason, student must complete the course by attending the lectures for such extended period.
- 9) Students are expected to use decent language in all their communication with the institute. Any uncivilised or discourteous language will be considered prejudicial to discipline.
- 10) Any change of address and cell nos. should be intimated to the institute to avoid any loss of despatches and communication.
- 11) The institute engages the services of experienced and knowledgeable faculty to ensure success for all students, but holds no responsibility.
- 12) The medium of instruction will be normally ENGLISH.
- 13) All your communication should be addressed to:

The Director, Indian Institute of Freight Forwarders, Office No.311, 3rd Floor, Mahinder Chambers, Opp. Dukes Factory, W.T. Patil Marg, Chembur, Mumbai-400 0071. Tel: 67107495/96 Mobile : 7045705799 E-mail; mgmt@iiff.in Website: www.iiff.in

- 14) The Institute reserves right to change the Rules and Regulations without prior notice.
- 15) Disputes, if any, are subject to Mumbai's Jurisdiction only.
- 16) The course material provided is strictly to be used by our bonafide students only. If any of our students found misusing the same, his / her studentship will be terminated forth with and full fees will be forfeited. The decision of the management in this regard will be final.
- 17) The Institute insists that 80% attendance is compulsory to appear for the final examination. Regular late comers will have the risk of losing the attendance for the day. The decision of the faculty will be final and binding.
- 18) Long absenteeism due to sickness etc. to be communicated to the Institute in writing and formal permission to be obtained. This being a professional course, absenteeism will be viewed seriously.
- 19) The assignments and case studies will have to be submitted regularly as per the guidance received from the institute as the same constitute part of examination and award of marks.
- 20) The pattern of examination will be theory / assignments and the case studies. 40 marks are allotted for continuous class assessments and 60 marks are allotted for written assessments. The course is conducted in 16 modules. The course wise passing marks are 50% and module wise are 50%.
- 21) On passing the examination students will have to clear a VIVA VOCE test to qualify the diploma. Three grades will be awarded in the VIVA VOCE. A - Above average B-average C-Fail.
- 22) At the end of the class room sessions a project report to be submitted on the topics given by the institute. Students will have to resubmit the project report in the event of institute not accepting the same after evaluation.
- 23) Non-payment of the fees as per the schedule will be detrimental to the interest of the students which may lead to suspension of the student from the lecture sessions.
- 24) The re-examination fees will be Rs. 1,000 per Module, if the student fails.
- 25) The right to placement will be void in case the student is sponsored by his employer.

I ACCEPT THE TERMS AND CONDITIONS AND SEEK ADMISSION FOR THE COURSE.

I CLEARLY UNDERSTAND THAT 80% ATTENDANCE IS COMPULSARY to appear for the final examination

DATE:

Signature of the Candidate: