



CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

(MSME – TECHNOLOGY DEVELOPMENT CENTRE)

(Ministry of Micro, Small & Medium Enterprises, Govt. of India Society)

65/1, GST Road, Guindy, Chennai – 600 032 Phone 044-2250 1529 & 044-2250 1038 Fax:

044 22500876

E- Mail: admission@cftichennai.in, Website: www.cftichennai.in



APPLICATION FORM

FORM NO.:

NOTE: Tick (✓) the appropriate course applied for.

- 2 YEARS DIPLOMA IN FOOTWEAR MANUFACTURE AND DESIGN
- 1.5 YEARS PG HIGHER DIPLOMA IN FOOTWEAR TECHNOLOGY AND MANAGEMENT STUDIES
- 1.5 YEARS POST GRADUATE DIPLOMA IN FOOTWEAR TECHNOLOGY
- 1 YEAR POST DIPLOMA IN FOOTWEAR TECHNOLOGY
- 1 YEAR CERTIFICATE COURSE IN FOOTWEAR MANUFACTURING TECHNOLOGY
- 1 YEAR CERTIFICATE COURSE IN FOOTWEAR DESIGN & PRODUCT DEVELOPMENT
- 6 MONTHS CRASH COURSE IN FOOTWEAR DESIGN & PRODUCTION
- 3 MONTHS CERTIFICATE IN SHOE CAD

AFFIX A LATEST
PASSPORT SIZE
PHOTOGRAPH

(TO BE FILLED BY THE APPLICANT IN CAPITAL LETTERS ONLY)

1. NAME OF THE APPLICANT :
2. FATHER'S NAME :
3. MOTHER'S NAME :
4. DATE OF BIRTH : DATE MONTH YEAR
(As in 10th Mark sheet)
5. PERMANENT ADDRESS :
6. POSTAL ADDRESSES :
(Do not repeat Name & Fathers Name)
7. PINCODE :
8. E-MAIL : PHONE NO:
9. PARENTS PHONE NO :
10. EDUCATIONAL QUALIFICATION :
11. AADHAR NUMBER :
12. TECHNICAL QUALIFICATION :

13. CATEGORY : GENERAL SC ST OBC MBC OTHERS
(Please Tick the appropriate option)

14. WHETHER SPONSORED BY ANY FOOTWEAR / LEATHER INDUSTRY: YES NO
(If yes please attach Sponsorship Letter)

15. WHETHER HOSTEL ACCOMONDATION IS REQUIRED: YES NO

16. WHETHER APPLICANT IS PHYSICALLY CHALLENGED: YES NO

DECLARATION

We the Guardian/Parents understand that the course fee and hostel fee will be paid in the starting of the course and fee once paid will not be refunded under any circumstance. We understand that the decision of the DIRECTOR, CFTI CHENNAI will be final in the admission of the ward. The same will be binding upon us. Also we have read the rules and regulations of the institute available in the prospectus and we promise to abide by the same. It is also understood that the candidate will have to attend minimum 90% classes to appear in the final examination and awarding Certificate failing which he may be expelled from the course.

(Signature of Guardian/Parents)

(Signature of the Applicant)

I hereby declare that the information furnished above is true and complete to the best of my knowledge & belief. Knowing the fact, in case any information is found to be incorrect or false, my candidature can be cancelled/disqualified by CFTI, CHENNAI.

Date:

Place:

(Signature of the Applicant)

CHECK LIST FOR ENCLOSURES

- Photocopy of Educational/Technical Qualification, duly self-attested.
- Photocopy of Date of Birth Certificate, duly self-attested.
- Photocopy of Certificate in case of SC/ST/PH duly self-attested.
- Letter of Sponsorship in Case of Industry Sponsored Candidate.

All fees to be paid as Demand Draft drawn in favour of "Director, CFTI, Chennai ". Online payment of fees should be made only after confirmation of admission.

**Note: The Application form along with the above mentioned copies shall be sent to;
THE DIRECTOR, Central Footwear Training Institute, 65/1, G.S.T. Road, Guindy, Chennai – 600 032.**

I am applying for the above course based on the following reference (please tick (✓))

- Advertisement in Newspaper from Website
- Referred by friend (Name, batch number & Phone No. -----)
- Contacted office directly (Name and Phone No. of person you contacted. -----)

RULES AND REGULATIONS FOR THE STUDENTS

- All the courses mentioned in application are full time course and are conducted six days a week from 9.45 AM to 5.15 PM everyday with two short breaks from 11.15 AM to 11.30 AM and from 3.30 PM to 3.45 PM. The lunch break is from 1.00 PM to 2.00 PM.
- Every day all students will assemble in the Centre of the workshop for a prayer at 9.30 AM after marking the attendance in the Biometric Machine. Attendance will be taken in the beginning and end of each theory and practical classes by the class teacher. Absent will be marked for coming late in the prayer as well as for leaving the class in between.
- The certificate of training will be given if the percentage of attendance is 90 % or above. The 10% of permitted leave may be used for ill health, personal work and other emergency purpose etc. Any leave beyond 10% will be treated as absenteeism and if the attendance is less than 90%, the course will be extended accordingly. Similarly leave taken without intimation will also be treated as absenteeism. Every month the attendance performance will be displayed on notice board.
- Any student absenting for more than 3 days irrespective of the 10 % permitted leave will have to attend extra classes for completing the left classes and for which extra fees will be collected and deducted from caution money.
- Using of mobile phones in the class, chewing of pan, tobacco and smoking and consuming alcoholic drinks etc are strictly prohibited in the campus and on violation strict disciplinary action leading to termination from the course will be taken.
- All the fees should be paid in full at the time of admission however, those who are applying for the bank loan are allowed to pay the fees in two instalments. First instalment of 50% while taking admission and the second instalment within three months of the admission. If the fees is not paid before the scheduled period a fine @ 0.1 % per day will be levied for the delay. The student will not be allowed in the class and hostel if the fee is not paid within 6 months of the admission of the course.
- Two pairs of uniforms with a pair of shoes and socks and a belt (Except for PGHD) will be provided from the institute which will be the daily Uniform except on Saturdays. For boys the shirt should be tucked in. Permission will not be given in the class without proper uniform.
- Fines will be levied for violation of all rules from the tune of Rs 50/- to Rs 2,000/- and same will be adjusted from the caution money deposit.
- 25 marks will be allotted towards the performance of the student for best interactions, behaviours, punctuality, discipline in Uniform wearing etc. Based on all the performance of the student, the certificate is given with the following grading.

80 and above: Distinction, 75–79: Merit+, 60–74: Merit,

40–59: Pass and Less than 40: Fail

- All the students will be assisted by this institute in getting placement however, the selection by the companies will be done purely on performance basis. If a student has not performed well during the course of studies and not performed well during the placement, the institute will not be responsible for their non-employment.
- The in-plant training which is one of the important modules of the syllabus is purely the responsibility of the student concerned to find out the suitable company however, this office will provide the assistance in getting the in-plant training whenever the opportunity arises. This office will not be responsible if the student is unable to get the in-plant training.
- Similarly for DFDP students the project work is important module as per the Leicester University requirement and all the student at the end of their second year will complete this segment work using their own money, skill and ability. The institute will not be responsible for providing any financial assistance or raw material, however all technical assistance and guidance will be provided by the faculties and officers of the institute to complete the project.

The medium of the course will be ENGLISH only.

I have read the above rules and regulations carefully and agreed to abide by the same. I also agree that in the event of violation of the rule by me I am ready to accept the punishments as fines, disciplinary actions and termination from the course as the case may be.

Sign: (Applicant).....

Name:

Read and signed in front of me

Sign(Parent/Guardian)

Name: