



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान
(खाद्य प्रसंस्करण उद्योग मंत्रालय के अंतर्गत एक राष्ट्रीय महत्त्व का संस्थान)
National Institute of Food Technology Entrepreneurship and Management
(An Institute of National Importance under the Ministry of Food Processing Industries, Government of India)

Ref. No.:- N/StW/SW/2023/22

Date: 12.03.2025

Office Order

Sub:- Gate Pass System Guidelines for Students

All students are hereby informed that the Gate Pass procedure, prevailing in the campus has been reviewed and following system will come in to immediate effect from date of issue:-

1. All PG (Ph.D, M.Tech , M.B.A) students are allowed to go out of campus on all working & non working days between 06:00AM to 08:00PM for course work by recording their thumb impressions in "Bio Metric Machines" installed at Main Gate or making register entry if biometric is not working. Before student is allowed to exit through the gate, security guard will verify that entries in Biometric machine / Register entry have been done.
2. All UG students are allowed to go out of campus on any non working days (i.e. Saturday, Sunday, gazetted holiday etc) with the same procedure as given above for PG students. During working day UG students will be allowed with GATE PASS only, however during 6.00PM to 8.00PM they can go out of campus with the procedure given above for PG students.
3. As an added precaution, due entries in the register should be duly maintained by Security.
4. Students will be required to carry their Identity Cards to show it to security, if asked to do so no student will be allowed to go out and enter without NIFTEM ID Card.
5. Any Student, who wants to go for Night Out on any non-working or preceding-succeeding non-working day, or if Night Out is required on working day that if succeeded by another working day then permission of Mentor / HOD is essential and consent of the parents if needed before Gate Pass is issued.
6. The onus related with safety and good conduct will lie on students themselves and NIFTEM will not be accountable for any untoward incident that may occur outside the campus.
7. During Special Occasions / events that are declared compulsory to attend, leaving the campus will not be allowed, as per prevalent Gate Pass System.

8. Instructions of Wardens must be followed at all times and in case of any deviation, due disciplinary actions will be initiated.
9. Any student found violating any of these instructions will be liable to disciplinary action.
10. The Doors of respective hostels will be closed at 10:00 PM on all days unless permission is granted to stay out, late in campus to practice for any event or availing library/ lab service. This time will be notified from time to time.
11. If a student takes Night Out permission then he/ she is expected only to enter in the premises after 06:00 AM on next day.
12. Gate Pass request should be submitted at least 24 hrs before actual time of leave except under any medical emergency /with the permission of respective warden.
13. If any student arrives late in the hostel for two days continuously, He / She will not be issued to Gate Pass for one week.

12/3/25
(Dean- Student Welfare)

Copy to:

1. PS to Director, NIFTEM-K
2. PA to Registrar Office
3. Deans / HoD's / CoE
4. Hostel Wardens & Assistant Wardens & Caretaker (Kaveri, Brahmaputra, Sutlej, Ganga)
5. Security Officer
6. Guard file
7. All the Notice Boards