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13. ESTABLISHMENT OF STUDENT'S COUNSELLING CELL

NIFTEM is committed to provide learning, living and working environment where all students feel safe and respected. When the students start a university career, it can be a stressful experience for them. In order to assist students in achieving emotional well-being necessary for success there is a need to establish a Student's Counseling Cell with the following objectives:

- To counsel and guide NIFTEM students on various issues and help them to manage academic and personal demands of a university life effectively.
- To help students of all beliefs and identities who may react to such events with feelings that include anger, hurt, confusion, fear, helplessness, loneliness, and hopelessness.
- To counsel the students requesting a withdrawal from a specific academic programme for non-academic reasons.
- To provide prompt counseling for mental health emergencies arising on account of highly charged events at the campus.

The Student's Counseling Cell will provide comprehensive preventive and counseling services to students enrolled for various academic programmes in the university. The goal of the cell would be to enhance the psychological well-being of students so that they can take full advantage of the educational opportunities at the University. Some of the areas that the Counseling Center will focus include academic success skill, conflict resolution, dealing with difficult situations, stress management techniques and time management. All student contacts and information obtained in the course of counseling will be confidential. The University shall appoint a psychologists/therapists who is available in times of need.

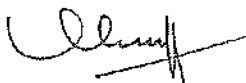
The following shall make the Student's Counseling Cell:

1. Dean Students Welfare, Incharge
2. Dr. Vinkel Arora, Assistant Professor, member



17. STUDENTS FINANCIAL ASSISTANCE FUND AND EDUCATION LOAN FACILITY

1. **Aims & Objectives** – The long term objective of Students Financial Assistance Fund is that no deserving student, as far as possible, is denied opportunity of studying at NIFTEM merely due to her/his lack of resources.
2. **Sources of Income** – The following shall be the income sources of the Fund:
 - An initial corpus from NIFTEM and interest used under this scheme
 - Library fines collected from students/faculty and other fines collected from students.
 - Student Aid Fund collected from suppliers/contractors (2% of purchase value, out of CSR funds).
 - Donations from individuals, Stakeholders and Alumni
 - Donations from an individual with a specified purpose
 - Any others sources as deemed fit and permitted by Vice chancellor
3. **Eligibility for Grant** – The deserving students with poor economic background will be eligible for grant out of fund. However, the amount of grant or loan will depend upon parents income and family size etc.
 - (a) The performance in the qualifying examination should be up to the mark.
 - (b) The attendance of the student at NIFTEM should be at least 75% and also academic performance at least “good standing”.
 - (c) She/he should have completed the previous semester successfully.
 - (d) There should be no disciplinary action or proceeding against the student.
4. **Purpose** – The students can avail of the grant for:-
 - (a) Pursuing studies: payment of tuition fee/ payment of registration fee
 - (b) Medical treatment: in case of serious illness demanding hospitalization.
 - (c) Attending national international meets, conferences, seminars towards payment of registration fees, 2nd class Train or Bus travel with in India or in specific cases even travel abroad (partial assistance)
 - (d) Any other purpose with the approval of competent authority.
8. **Quantum of Grant** -The amount of the grant shall be up to Rs.40, 000/- depending upon the nature and seriousness of situation.
9. **Eligibility for Loan** – Deserving students shall be eligible for interest free loan out of Fund:-
 - (a) She/he should not have availed of the facility of grant out of the Fund.
 - (b) She/he shall submit the guarantee for availing loan out of fund.
 - (c) The other conditions as per Rule 3 (a) to (d) shall also be applicable.
10. **Quantum of loan** – The student shall be eligible for loan up to 75% of the total fees payable to NIFTEM for the whole program.



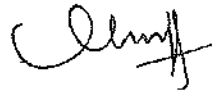
11. **Recovery** – The Student who availed of loan under the Financial Assistance Scheme shall execute an affidavit accompanied by Indemnity Bond duly notarized and registered by Notary Public that he/she shall pay back the loan amount either before the award of Degree/DMC or after completion of degree in a phased manner.

Education loan facility to students

NIFTEM shall make all efforts to ensure that the financial needs of its students are met. It shall tie up with nationalized banks for providing Education loan facility to students. Banks shall be encouraged to have stalls in the premises of NIFTEM for the Guidance of students and grant of education loan.

Scholarship Schemes for students at NIFTEM

NIFTEM already has Schemes for grant of Scholarships to students on the basis of Merit and Merit-cum-Means. The above provisions are in addition to existing Schemes.

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18. EARN WHILE YOU LEARN SCHEME (EWYL).

In order to make the students self-reliant and develop their skills, NIFTEM shall offer part time work at the university under the "Earn While You Learn" scheme on campus.

Objectives

- ☐ Exploit potential of students
- ☐ Involve the students in management and development of the institution.
- ☐ Give students hands on experience and thereby prepare them for jobs in future.
- ☐ Encourage young students to learn about dignity of labour.
- ☐ Prevent students from avoidable distractions and engage them in meaningful, positive activities.
- ☐ Enable meritorious and needy students to earn a reasonable amount every month to meet their expenses.

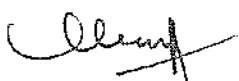
Eligibility

- ☐ Students who are registered in NIFTEM for any programme.
- ☐ The students should not be the recipients of fellowship/financial aid from any other funding agency, either private or public.
- ☐ All students (with above criteria) of the university departments can be considered for the assistants in library, laboratory, computer centre and store.

Terms and Conditions

1. Students may be assigned a task for maximum 2 hour per day during the weekdays and 4 hours/day during the weekends.
2. The working hours will be before or beyond the regular scheduled classes and studies should not get affected due to working under EWYL scheme.
3. A faculty member as EWYL coordinator shall coordinate the programme.
4. The concerned faculty/staff is to verify the work done and will record on the payment voucher that the student has actually worked for which the remuneration is being paid
5. The accounts section has to maintain the entire record and will produce the same for scrutiny as and when requested by the audit.
6. Any student claiming false payments will be immediately terminated from the EWYL scheme and disciplinary action will be taken against him/ her.

Under the Earn While You Learn (EWYL) scheme the students can be assigned various tasks as listed below in the university campus:



Laboratories: In the labs/workshops the students can be engaged for making them responsible for handling the equipment/machinery, its maintenance and upkeep, storage of equipment and upkeep of Laboratories/Workshops. Senior students shall be useful for conduct of practical classes.

- ☐ Preparing protocol handouts for practical classes and research work.
- ☐ Helping the faculty in the purchase of essential laboratory accessories.
- ☐ Maintenance of stock registers and other record in the laboratory.

Library: The students engaged for library jobs such as cataloguing, re-shelving of the books and journals in shelves, display of books, repair and binding the books.

Office: The students can also be engaged for performance of various office jobs like preparation of statements, compilation and analysis of data, maintenance of student and faculty data and help in preparation of reports.

Stores: Store inventory, data entry, maintaining registers.

Hostel/Mess: Maintenance of hostel records such as students attendance, general cleanliness in the mess and hostel.

The above job descriptions are only illustrative and not exhaustive. Other jobs/areas may be added subsequently based on the feedback from university staff and students.

Payment

The accounts section shall maintain the entire record under a separate budget head. For doing the above jobs the students shall be paid @ Rs. 100/- per hour.

Selection Procedure

The applications from students would be invited any time a need of additional help is felt by any centre/office of the university. The EWYL Coordinator shall select the students on the basis of students' interest, expertise (if any) and the knowledge/skills the applicant has.

Mr. Nitin Kumar is appointed as Co-ordinator for the Scheme



19. POLICY FOR ADMISSION OF INTERNATIONAL STUDENTS

(A) INTERNATIONAL STUDENTS

International Students will include the following:

- **Foreign Nationals:** Candidates holding citizenship of foreign countries.
- **Persons of Indian Origin (PIO):** A person who or whose any of ancestors was an Indian national and who is presently holding another country's citizenship/ nationality i.e. he /she is holding foreign passport.
- **Non Resident Indians (NRI):** An Indian citizen who is residing outside India and holds an Indian Passport.

Only those Non-Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. Dependants of NRIs studying in India will not be included as international students.

(B) ADMISSION PROCEDURE

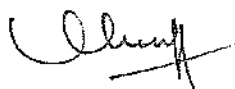
International students will be admitted directly without appearing in the Entrance Test against the supernumerary seats.

These students shall be admitted to various Degree Programmes under the following categories:

- **Direct Applicants (Full Time Programme):** International students, who wish to join under Self-financed category, are required to submit their application to Admissions Office NIFTEM. The institute's decision after scrutinizing the applications will be communicated to the respective student. Authorized copies will be marked to the Embassy/ Visa Offices as required by the student.

However, in case of students from restricted countries i.e. Pakistan, Afghanistan, China, Bangladesh & Sri Lanka, the application MUST be forwarded through their respective Embassy.

- **ICCR Cultural Exchange Fellowship Programmes (Govt. Of India):** Candidates desirous of admission under this Fellowship Programme are required to apply through the Indian High Commission/Embassy as the case may be, in their respective Countries. Application to ICCR should be got forwarded to NIFTEM for consideration. In case the applicant is found suitable, admission offer letter will be sent to him/her through Indian Council for Cultural Relations (ICCR), New Delhi. Candidates are not eligible for getting any financial assistance from NIFTEM.



- Embassy sponsored candidates: Candidates sponsored by the High Commissions/ Embassies of Foreign countries

International students seeking admission to NIFTEM in any one of the aforesaid categories will have to satisfy the minimum eligibility criteria for admission to the programmes as prescribed by the University.

OTHER REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS

- All international students will require a 'Student VISA' endorsed to this institution for joining NIFTEM courses. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.
- Students no longer require a No Objection Certificate, for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.). However, any statutory clearances from MHRD, Govt. of India, if required, will have to be sought.

EQUIVALENCE OF FOREIGN DEGREES FOR ELIGIBILITY QUALIFICATIONS IN NIFTEM

Only those Students who have qualified from foreign universities/ Board recognized as equivalent by the 'Association of Indian Universities' (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalence. Degrees obtained from Universities approved by the Department of Education/ other statutory bodies of concerned country will also be acceptable. However, Equivalence Committee appointed by the Vice Chancellor NIFTEM may be asked to determine Equivalence of Foreign degrees.

ELIGIBILITY:

For B. Tech Programme

Should have completed 12 years of high school with at least 60% marks. Proficiency in English as determined by TOEFL/ IELTS or NIFTEM English Proficiency test.

For Masters Programmes

A Bachelor's Degree in relevant discipline with at least 60% marks. Subject requirements for admission to a programme will be the same as for Indian nationals seeking admission to NIFTEM in that programme. Proficiency in English as determined by TOEFL/ IELTS or NIFTEM English Proficiency test.

For Ph.D. Programmes

Master's degree in relevant discipline with proven academic/research aptitude and at least 60% marks. Detailed programme wise requirements are same as Indian



nationals. Proficiency in English as determined by TOEFL/ IELTS or NIFTEM English Proficiency test.

Requirements common for both Masters and Ph.D. programme:

Since the medium of instruction at NIFTEM is English, applicants who have obtained a valid IELTS or TOEFL score, will get preference. Those without a valid IELTS or TOEFL score, shall have to pass NIFTEM English Proficiency Test (NEPT) after joining the University. A student deficient in English will be asked to study language courses.

FEES

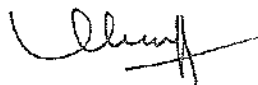
International students will pay fees as applicable and announced in the admission brochure.

Hostel accommodation furnished with basic facilities is included in the above fee. However, International students may seek additional facilities on payment basis. Food charges are separate and same as for Indian students. Students from SAARC countries will be charged fees same as for Indian students.

PROCEDURE FOR ADMISSION OF INTERNATIONAL STUDENTS

(Direct or through ICCR or through the Embassy as the case may)

- Interested International students must read the admission brochure carefully to check the eligibility
- International students should submit their curriculum vitae (as per attached format at Annexure) clearly indicating their academic achievements alongwith self-signed copies of the documents to the Admissions office, NIFTEM by post or by email.
- A brief essay of 300 words (approximately) stating the reason/s why she/he seeks admission to NIFTEM and the purpose of study should form a part of CV.
- The following documents are required:
 - Proof of date of birth.
 - Certificate and Mark-sheet of qualifying examination. (Mark-Sheet/Degrees in a language other than English should be got translated into English)
 - Equivalency certificate issued by AIU, if available
 - Copy of passport for foreign citizens or Dual citizenship card for PIO or NRI status certificate
 - Softcopies of passport size photograph.
 - Two letters of Recommendation to be enclosed in sealed covers.
- **Application Timelines:** Applications of foreign students for the academic year beginning July/ August will be accepted at any time of the year. Applications will be reviewed as received, so that the student is able to obtain the VISA and NOC before the start of the academic session.



DISCIPLINE

The International Students will abide by all the rules of the University and code of conduct as applicable to Indian students undergoing the same course. Anti social and anti- national activities, misbehavior, violence and unethical activities involving international students will be dealt in accordance with state and central laws that are in force. NIFTEM will not take any responsibility for any criminal or non-criminal acts committed inside or outside the campus by the international students.

ADVISORY COMMITTEE FOR INTERNATIONAL ADMISSION

The following will form advisory committee for international admissions:

Dean Academic Affairs

Incharge Admissions, NIFTEM

Coordinator of International Division

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CURRICULUM VITAE
(For international students only)

DETAILS OF PROGRAMME APPLIED FOR:

PERSONAL DETAILS

Name :
Sex :
Date of Birth :
Nationality :
Address for Correspondence :
E-mail ID :
Telephone No. :

EDUCATIONAL DETAILS

Please provide educational details in descending order (submit copies of all certificates/ degrees)

S.No.	Name of School/ College	Degree	Name of Board/ University	Year of Passing	Medium of instruction	Subjects /major areas	Marks Obtained	Percentage	Grade

EXPERIENCE OF TEACHING/ RESEARCH/ INDUSTRIES (if any):

S.No.	Name of organization	Period	Nature of Work

SPECIAL ACADEMIC ACHIEVEMENTS (IF ANY):

WRITE A BRIEF ESSAY OF 300 WORDS (APPROXIMATELY) STATING THE REASON/S WHY YOU SEEK ADMISSION TO NIFTEM AND THE PURPOSE OF STUDY HERE.

Date:
Place:



Signature

20.NIFTEM Sports Policy

NIFTEM aims at excelling in sports. It provides ample opportunity to every student to participate in sports within the campus, as also, at national level. The institute has infrastructural facilities such as lawn tennis, badminton, basketball courts, table tennis, cricket and football fields. As a means of promoting sports, the Student Council has "Sports Society" as one of the eight important societies. This society organizes NIFTEM Sports League (NSL) every year during the months of October-November. In the past few years, famous sports persons such as Sh. Satpal (Padma Vibhushan), Sh. Yogeshwar Dutt, Sh. Bajrang Puniya, Sh. Rakesh Kumar (Kabaddi) were invited to the campus to boost morale of students. To develop the infrastructure further, a big sports complex with facilities for indoor and outdoor sports is being developed with the cooperation of Sports Authority of India (SAI), Sonapat Campus .

NIFTEM shall follow a Sports policy as underlined below to facilitate participation of students in various sports events.

Rules for AIU Tournament

Association of Indian University (AIU) organizes national level inter-university sports tournaments. All students participating in inter university sports of any kind shall be provided daily allowance and NIFTEM transport or travel allowances, as possible. Sports kits are provided to each student. While participating in games outside campus, female students are usually accompanied by female staff / PhD scholars. To participate in AIU events, the policy will be as given below:

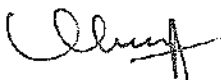
1. *Selection of Team*

Dean Student's Welfare, Sports Officer and Coach of concerned sport shall form a committee to select the team/ students for participation in AIU games based on the following criteria:

- Fitness level
- Game specific Ability
- Bonafide student of age as per AIU rules (28 years at present).
- Sportsman spirit
- Previous Achievements
- Training Attendance
- Good Knowledge of specific sport and Tactics
- Psychological preparedness
- Team Spirit

2. *Practice camps*

1. Practice camp of one month will be arranged by NIFTEM.
2. The following facilities will be provided to teams for participation in AIU sports:



- Duty leave and attendance during practice session, apart from their expenditure on meals equivalent to the amount prescribed by SAI for colleges and universities.
- Duty leave of full day will be provided to the team for last five days prior to date of tournament for practice.
- For representing NIFTEM in Inter University tournament, dresses with NIFTEM logo printed on it will be provided.
- All equipments and sport kits required for practice and participation in AIU tournament will be arranged by NIFTEM.
- For participation in AIU Tournaments, NIFTEM will provide transportation facility to the venue of tournament. If it is not possible to provide transportation then the students will be entitled for actual transportation fare by a class/ mode as decided by the Vice Chancellor.
- All players and staff members who are the part of contingent will get a daily stipend during the period of participation and intervening days, at a rate to be decided by the Vice Chancellor NIFTEM from time to time.

3. *Provision of Attendance:*

All the students who are members of the contingent visiting tournament will get duty leaves during the entire period of the tournament and treated as having been present. Also, all students participating in sports events and representing institute shall be provided benefit of attendance on recommendation of Dean (Student Welfare). Such benefit will be 10% relaxation in attendance. This relaxation shall be in addition to the duty leave for time spent in practice and participation.

Promoting sports through awards

Students who win medals in inter-university events are facilitated in public events by highest authorities of institute and their achievements are put on official pages of website and social networking sites as well as notice boards of institute so that other students can be motivated.

Further, students who get a position/prize in their respective games or in team events will be honored by the University. Those who will play in international events representing the country will be given scholarships as per Govt. of India rules. Those who will bring laurels to the country by bringing gold/silver/bronze can be considered for appointment on the campus commensurate to their qualification.

Grievance and dispute resolution

Apart from the normal grievance redressal mechanism available to NIFTEM students, the Sportsperson can directly approach DSW and Vice Chancellor for redressal of their grievances, which shall be attended to, immediately, by the concerned authority.



21. POLICY ON STUDENTS' MOBILITY IN PROGRAMMES AT NIFTEM

UGC vide Gazette notification dated 24.05.2014 has amended the clause 2.5 of Principal regulations and substituted it with the following:

“Depending upon the academic and physical facilities available in the institution, the university may allow an institution to admit a certain number of students directly to second year of the master’s degree programme, if the student has successfully completed the first year of the same programme in another institution”

This is an important step in the direction of student’s mobility and academic flexibility. It is therefore proposed that the following be approved as a policy matter for NIFTEM:

- (A) Students who have completed one year of a master’s degree programme at another University and wish to seek admission to NIFTEM may be considered for admission to the same or related programme at NIFTEM.

Since NIFTEM follows Choice Based Credit System, the course already passed by the student will be excluded from the requirements of the programme at NIFTEM and the student will have to complete the remaining course requirements. However, each such request shall be considered on the merits of the case after careful evaluation of equivalence of courses and teaching standards.

Similarly, NIFTEM students will be allowed to migrate to other universities, if they make an application in writing.

- (B) NET qualified Ph. D. students, holding fellowships of national agencies such as UGC/ DST/ CSIR/ICMR/ICAR/DBT etc., if migrate to NIFTEM from other universities shall be exempted from course work at NIFTEM to the extent that they have already completed.

- (C) The vacant seats available in a different Master’s and Ph.D. programme, after the last date of admission may be allowed to be filled by students of NIFTEM wishing to change their programmes. If the number of students intending to enter a programme is more than the number of seats falling vacant, then the students higher in merit shall receive priority.





**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification /262

Dated: 09.01.2018

Notification

HOSTEL RULES AND REGULATIONS

Short Title

These Rules may be called NIFTEM Hostel Rules & Regulations

Preamble

NIFTEM (hereinafter referred to as the *Institute*) is a fully residential Institute. Hence, all registered students are required to stay, if not permitted otherwise, in the *Hostels*. As a national institute, NIFTEM attracts students from all parts of the country and it is institute's effort to provide comfortable, harmonious stay to students at Hostels. Institute currently has four hostels and this document lays down rules and regulations for students residing in these hostels.

1. Hostel management

1.1 Wardens: Vice Chancellor of the institute shall appoint any faculty member as warden of a hostel. Warden will be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

1.2 Associate warden: Vice Chancellor of the institute shall appoint one or more members of the faculty, as *Associate Warden(s)* of a Hostel. The associate warden will assist the warden in carrying out activities of the hostel.

1.3 Caretaker: In order to assist the Warden in the day-to-day functioning of the Hostel including the Mess and to keep records and office in order, a caretaker shall be appointed/deputed by the Institute.

1.4 Council of wardens: Wardens of all the Hostels shall collectively constitute the *Council of Wardens*, which shall be the coordinating body among all the hostels of the Institute. Dean, Student Welfare shall nominate the senior most Warden as the Coordinator of the Council. *Dean, Students Welfare* shall be the chairman of Council. Caretaker will report to warden and if any other duty is assigned to him/her consent of warden is necessary.

2. Room allotment

2.1 At the time of admission of a student into the Hostels each resident is required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile

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and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.

2.2 During subsequent years, the hostel accommodation will be provided to regular enrolled/registered students only on the production of fee deposition receipt. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

2.3 The Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-serve or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships

2.4 Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.

2.5 Students must occupy the respective room allotted to them. Rooms once allotted to the students in an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the hostel management.

2.6 Inmates shall respect the equal rights of their roommates.

2.7 In exigencies the hostel management, without assigning any reason, may shift inmates from one room to another.

2.8 If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden(s) immediately. Such student may be asked to vacate the Hostel if the Hostel Management finds that he/she is no longer eligible for Hostel accommodation.

2.9 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned.

2.10 No student will be allowed to remain in hostel if he/she is not registered in institute.

2.10 During vacations Cloak room will be available to students on payment basis.

3. Accommodation

3.1 Single seat, double seat and triple seat accommodation is available in hostels. Hostel management may allot any kind of accommodation based on availability and other prevailing circumstances.

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- 3.2 Beside students, project staff or any other staff of institute can be provided accommodation in hostels, subject to availability. Such staff shall make application to Dean, Student Welfare for accommodation through concerned department. The staff residing in hostels will have to abide by all rules and regulations of hostels and shall not be eligible for HRA. He/She is required to pay all applicable fees and rents and any other charges as decided from time to time.
- 3.3 No student will be allowed to stay in the Hostel without formal admission.
- 3.4 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 3.5 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
- 3.6 (a) Under special circumstances, the Dean of Students Welfare may permit a Ph.D. student to reside within a reasonable distance from the Institute as day scholar. Such a student shall not be required to pay seat rent. Day scholars shall not be permitted to stay in the Hostel as guests. Any day scholar staying in hostel will have to pay guest charges.
- (b) Student belonging to NIFTEM Faculty/Staff Family Members: Any student who is a family member of any faculty/staff of NIFTEM may be permitted (on request) to reside with family in NIFTEM campus. Such a student shall not be allocated any room in the hostel and hence not required to pay seat/room rent.
- 3.7 No married accommodation shall be provided to any student in the hostels.
- 3.8 Accomodating guests in hostel room is not allowed. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine.

4. VISITOR

- 4.1 Any visitor is allowed to enter into the Hostel up to the visitors' room only during visiting hours (6 AM to 8 PM). All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.
- 4.2 The visit of male students to the women's hostel and vice versa is not allowed. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.

5. USE OF APPLIANCES

- 5.1 The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/induction set/electric kettle, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be

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confiscated and shall attract both monetary fine and disciplinary action by the Hostel Management.

- 5.2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- 5.3 When the residents go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the hostel Management.

6. MESS

- 6.1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.
- 6.2 Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.
- 6.3 The mess bills have to be paid as per norms decided from time to time and from academic year / semester. Normally the mess fee of the month is to be paid by 7th of the month. Fine will be imposed on late payment of mess fee.

6.4 Hostel Mess Committee

The function of the Mess shall be supervised and carried out by the *Hostel Mess Committee* consisting of the following members:

- | | | |
|----------------------------|-----|----------------------------------|
| i) Warden | --- | Chairperson |
| ii) Associate Warden | --- | Member |
| iii) Mess secretary | --- | Student Nominated by warden |
| iv) Five student residents | --- | Elected/Nominated by the wardens |

The mess committee should be formed in such a way that there is fair representation of all batches of students of different classes. The mess secretary can be a student of higher class.

- 6.5 The Mess in each Hall shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units. The Mess shall provide both vegetarian and non-vegetarian foods.
- 6.6 The monthly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.
- 6.7 Discipline should be strictly maintained in the dining hall.
- 6.8 Day Scholars can avail mess facility on payment per meal basis.
- 6.9 Food will not be served in rooms and the residents are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.

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- 6.10 No resident, except mess committee members should enter the kitchen without permission.
- 6.11 Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine will be imposed on him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her.
- 6.12 Suitable fine, as decided by the Mess Committee, shall be imposed on the resident in case he/she defaults in payment of Mess dues.
- 6.13 Mess security of Rs. 5000/ shall be deposited at the time of admission (suitable changes in fee structure can be made by the Institute from time to time)

7. HOSTEL MAINTENANCE AND CLEANLINESS

- 7.1 It is the responsibility of the Hostel Management to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavours.

7.2 Hostel Maintenance Committee

To plan, supervise and carry out the responsibilities maintenance related to cleanliness a *Hostel Maintenance Committee* consisting of the following members shall be constituted:

- | | | | |
|------|------------------------|------|--|
| i) | Warden | --- | Chairperson |
| ii) | Associate warden | ---- | Member |
| iii) | Cleanliness Secretary | ---- | Nominated by warden |
| iv) | Three regular boarders | ---- | Elected/nominated by the Hostel warden |

8. RAGGING

- 8.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
- 8.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the land.
- 8.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 8.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 8.5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

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- 8.6 All boarders and day-scholars attached to the Hostels are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

9. GATE PASS AND MATTERS RELATED TO ABSENCE FROM HOSTELS

- 9.1 Students should be present within the Hostel premises between 10:00 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action against him/her. To remain outside hostel during prescribed time student must obtain a Night out pass after filling a proforma and getting signed by Mentor/Head of Department.
- 9.2 All students must follow the prevailing gate pass rules of institute to remain out of hostel/institute during working hours.
- 9.3 Students must obtain Gate Pass one day prior for availing absence from hostel. Last minute requests will not be considered except for unforeseen circumstances.
- 9.4 Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Mentor.
- 9.5 In case of illness to any student parents/guardian will be informed immediately. If Institute Medical Officer recommend, the student shall be admitted to nearby hospital, The cost of such treatment will be borne by student. Parents/guardian will have to attend/take away student for treatment at the earliest.

10. CODE OF CONDUCT

- 10.1 All residents are required to maintain standards of behaviour expected from students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campus.
- 10.2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- 10.3 Modesty in dress is expected from students.
- 10.4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- 10.5 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- 10.6 Notices must not be pasted on walls. Walls must not be scribbled on.
- 10.7 A room is allotted to a student is his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

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- 10.8 Residents must also take care of the Hostel and its environment.
- 10.9 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
- 10.10 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
- 10.11 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine.
- 10.12 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.
- 10.13 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- 10.14 The resident shall not remove any fitting or fixture from any room or common area.
- 10.15 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- 10.16 No student shall be found **smoking / under the influence of alcohol or intoxicant within the hostel / Institute premises. Drinking alcohol and consumption of intoxicant of any nature within the campus boundary or entering inside campus under influence of liquor or intoxicant of any kind (even consumed outside) is strictly prohibited. Anyone found violating the rule will face strict disciplinary action. Institute has policy of zero tolerance against such violation**
- 10.17 Students are not allowed to become member of any political party or/ and join outside clubs and such social gathering platform. Students are not allowed to hold any meeting other than those which have been authorized by the Institute.
- 10.18 The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.
- 10.19 Engaging personal attendants is prohibited.

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10.20 Celebrating birthdays/any other celebration leading to damage/defacing of hostel property is prohibited. In such case the student whose birthday/organizer shall be liable to disciplinary action as per the rules.

10.21 In the Hostel premises the following acts are strictly prohibited:

- Smoking
- Consumption of alcoholic drinks
- Consumption of drugs
- Gambling
- Intimidation or violence
- Wilful damage to property
- Entering the Hostel premises in an intoxicated state
- Using abusive languages
- Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- Cooking in the room or on the Hostel premises
- Using two-wheelers and/or motor vehicles of any kind.

11. DISCIPLINARY MEASURES

11.1 Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections above, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

As a part of disciplinary action, hostel can impose fine/penalty on boarder, or can ask student to do community service. In serious cases, it may be referred to institute disciplinary committee.

12. MEDICAL EMERGENCY

If a candidate falls sick in hostel, the hostel caretaker will arrange for treatment in institute dispensary. In case a student is referred for treatment outside, he/she will be taken by institute ambulance. Student will be accompanied by fellow students and other staff members of hostel/dispensary/security as per requirement. In no case hostel be left without caretaker.

13. GRIEVANCE REDRESSAL


If any boarder feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the Hostel Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the council of wardens will take a

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decision. If required hostel management may refer the case to the Institute Grievance Cell for further action.

14. APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make appeal to the Dean, Student Welfare through the Warden for redressal.


9/11/18
(Dr. T.N. Giri)
Registrar.

To

1. All HoDs
2. Dean (SW) (for vide publicity among students)
3. Dean (A)
4. DC (F)
5. AR (IT) (for uploading on the website)
6. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.



**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification/263

Dated: 9.01.2018

Notification

1. Title

These Rules may be called NIFTEM Scholarship Rules

2. Preamble

Scholarships are important part of academic institutions whereby deserving students are supported to excel in their studies. NIFTEM has the policy of supporting students who not only excel in studies but also who have limited resources to meet their needs. The Board of Management in its 9th Meeting held on 20.03.2012 approved creation of a Scholarship Fund in NIFTEM by apportioning 5% of its Revenue Income for grant of scholarships. The guidelines and rules for different scholarships have been revised with the approval of the Board of Management in its 25th meeting held on 05.12.2017 to enhance its scope and bring in systematic method of implementation as detailed below:

3. Types of Scholarships

1. Merit Scholarship
2. Merit-cum-Means Scholarship
3. Corporate scholarships

4. Merit Scholarship

The scholarship is aimed to promote bright students excelling in the academics.

4.1 No. Of Scholarships: Total no. of scholarships will be declared at the time of announcement of scholarships. The scholarship will be available to first 3 students on merit in each batch of B.Tech. and one student on merit in each of programme of M.Tech.

4.2 Amount of scholarships: The scholarship will include proportionate tuition fee waiver based upon merit (100% waiver for first position, 90% waiver for second position and 80% waiver for third position holders) and a fixed stipend of Rs. 12000/ for whole academic session/year.

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4.3 Criteria for scholarships

Class	Year of scholarship	Duration of Merit
B. Tech	First Year	Student admitted in First year with highest JEE ranking (Subject to below 25000 rank).
	Second Year onward	Result of cumulative grade point scores of preceeding two semesters. I & II semester for Second year III & IV semester for Third year V & VI semester for Fourth year
M. Tech.	First Year (Second semester onwards)	Result of First semester examination based on SGPA
	Second year	Result of I & II semester based on CGPA

5. Merit-cum-Means Scholarship

Institute merit-cum-means scholarship will be awarded to B.Tech/M.Tech. students of the institute strictly on merit-cum-means basis for needy students having limited family resources.

5.1 No. Of scholarships: total of 5 students of a batch will be considered for award of this scholarship in B. Tech. and one each in all the five streams of M.Tech.

5.2 Amount of scholarships: It includes 70% tuition fee waiver and a fixed stipend of Rs. 12000/- for whole academic session/year.

5.3 Eligibility Criteria

- The student should satisfy Merit and Means Criteria to be adopted by institute and approved by Board of Management.
- The annual gross income of parents of student from all sources does not exceed Rs. 5,00,000/-.
- Students shall not be considered for scholarships if they have passed their +2 examination from schools with annual tuition fees of more than Rs. 50,000.00 per annum.
- All papers must have been cleared with a 60% score or B grade.

5.4 Calculation of merit cum means scores

The merit cum means scores will be calculated by giving weightage to parental income and merit of student as follows:

Weightage of parental income	40%
Weightage of merit of student	60%

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Parents' Income weightage will be calculated as under:

Annual income	Weightage
Below Rs. 1,00,000.00	100 marks
Rs. 1,00,000.00 - 1,50,000.00	95 marks
Rs. 1,50,000.00 - 2,00,000.00	90 marks
Rs. 2,00,000.00 - 2,50,000.00	85 marks
Rs. 2,50,000.00-3,00,000.00	80 marks
Rs. 3,00,000.00-3,50,000.00	75 marks
Rs. 3,50,000.00-4,00,000.00	70 marks
Rs. 4,00,000.00-4,50,000.00	65 marks
Rs. 4,50,000.00-5,00,000.00	60 marks

The merit will be considered for previous semesters as for merit scholarships.

6. Corporate Scholarships

6.1 The following Standard Operating Procedure (SOP) will be followed:

1. The fund contributed by corporates/organisations will be kept in a Corpus Fund on long term basis.
2. The funds will be invested in any scheduled bank after obtaining the competitive rates from banks.
3. The Scholarship will be disbursed out of the interest earned on the corpus funds on yearly basis.
4. The representative of the organisation would be inducted in the Committee constituted for selection of Students to whom the Corporate Scholarship will be awarded.
5. The Scholarship will be named in the name of the funding organisation.
6. While awarding the scholarship, the senior officers/CEO of the organisation will be invited to the Institute.
7. Considering the amount of interest earned, the amount of the Scholarship would be decided at the time of announcement of scholarship.

6.2 Eligibility Criteria

1. Students must have attained at least 60% score or B grade and should have at least Eighty five percent attendance.
2. The student should not have been penalised or must not have been awarded any major disciplinary punishment by the Institute's disciplinary committee.
3. The annual gross income of parents of student from all sources does not exceed Rs. 2,50,000/-
4. Students will not be considered for scholarship if they have passed their +2 examination from schools with annual tuition fees of more than Rs. 30,000/- p.a.
5. The merit cum means scores will be calculated by giving equal weightage to parental income and merit of Student i.e. 50% each.
6. The student has not been awarded Merit Scholarship or Merit-cum-Means Scholarship.

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Parental income weightage will be calculated as under:

Annual Income	Weightage
Below Rs.1,00,000/-	100 marks
Rs.1,00,000/- to 1,50,000/-	95marks
Rs.1,50,000/- to 2,00,000/-	90 marks
Rs.2,00,000/- to 2,50,000/-	85 marks

7. Scholarship Committee

Following committee may be constituted to decide the eligibility of students and the amount of scholarship to be given subject to availability of fund in the Scholarship Fund.

Dean (SW): Chairman
Controller (F & A): Member
Associate Dean (Academic): Member
Assistant/ Associate Dean (SW): Member
Assistant Registrar (SW): Member Secretary

8. General Guidelines

1. No student will avail two scholarships from any source i.e. (NIFTRM, State Govt., Central Government, private sponsored) at a time.
2. Student having any kind of disciplinary action (including indiscipline in exam) against him/her will not be eligible for any institute scholarship.
3. Students debarred due to low attendance or having any back paper will not be considered for any kind of institute scholarship.
4. Scholarships shall be awarded to undergraduate & post graduate students (B.Tech & M.Tech) based on the recommendations of the 'Scholarship Committee' of the Institute.
5. Scholarships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.
6. Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship received during that year.
7. During the tenure of the scholarship, the scholarship holder shall not ordinarily receive any other scholarship, stipend, financial assistance or remuneration, etc., for any work except with the prior permission of the competent authority or as provided in the rules.
8. The students selected for scholarship shall not accept or hold any appointment, paid or otherwise, and will not receive any emoluments, salary, etc. from any other source during the tenure of scholarship.
9. The scholarship may be suspended or terminated at any time on the grounds of misconduct on the part of the student concerned or on continued absence for more than one month except on medical grounds.

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10. The institute allows students to avail scholarships awarded by external sources such as Govt. /non-Govt. organizations (as central sector scholarship schemes, scholarships from State Governments, scholarships from private trusts etc.), provided they do not come into conflict with any ordinance or rules of the institute.


11. The institute may accept donations from individuals and organizations to set up scholarships according to prescribed procedures if it is felt that they will promote academic activities in the institute and will lead to general growth of the institute. The norms and conditions for the institution of such scholarships shall require approval of the Board of Management.

9. Procedure for award of scholarships

1. DSW office will invite applications in prescribed format from students at suitable time of academic session.
2. Candidates will have to attach all supporting document with form and may be asked to produce all documents in original.
3. All forms will be screened for completeness and any deficiency/rejection will be notified and student will be given chance to represent his/her case within three days.
4. All eligible forms will be placed before the scholarship committee for consideration.
5. The committee will finalize students list based on number of available scholarships.
6. DSW office will put the minutes of committee alongwith names recommended candidates for approval of Vice Chancellor, NIFTEM.
7. Once approved, DSW office will notify the list of approved students through email/notice board. A letter will also be sent to parent of students.
8. The scholarships may be awarded in any institute function or a separate function may be organised for the same.

10. Grievance redressal

Any grievance arising out of award of scholarships can be represented to DSW within a week of announcement of scholarships. In case of further grievance, representation can be made to Vice Chancellor. In any case, the decision of Vice Chancellor will be final and binding on all.


(Dr. T.N. Giri)
Registrar.

To

1. All HoDs
2. Dean (SW) (for vide publicity among students)
3. Dean (A)/ DC (F)
4. AR (IT) (for uploading on the website)
5. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.



**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No. N/S/K/1531/2018/Notification/261

Dated: 09.01.2018

Notification

STUDENT ACTIVITY COUNCIL (SAC)

1. Short Title and Commencement

These guidelines may be called as NIFTEM Guidelines for establishment and functioning of Student Activity Council and shall come into force from the date of its notification or until further orders or till the notification of the Ordinances in this regard. The Council shall derive all its powers from the relevant authorities of the Institute, as defined in the Acts & Statutes of the Institute, and shall be subject to all rules and regulations laid down by these authorities.

2. Objectives of the Council

- Development of all round extracurricular and co curricular activities among students
- To cultivate and nurture extracurricular talent of students
- To organise cultural, literary and sports activities on campus including annual festival
- Fostering equality among students with the aim to incorporate corporate and entrepreneur culture
- Coordinating participation of NIFTEM students at various cultural and extracurricular events organised by other institutions
- To disseminate information among students regarding events organised elsewhere
- To develop soft skills among students
- To compile and publish student magazine containing news and views of NIFTEM faculty and students
- To provide counselling to needy students and conduct personality development programmes aimed at improving overall personalities of students.
- To coordinate the activities of SPIC MACAY

3. Organisation of the Council

The Council will be constituted each year at the start of academic session. The Vice Chancellor of institute will be the patron of the council.

Dean (Student Welfare) will be the Chairman of council. It will have representation from administration and finance & accounts.

Faculty members will act as advisors to different activities to be carried out by different societies under the council.

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The council will consist of representative all students as members.

The functional structure of Student Academic Council (SAC) will be as follows:

Ex-officio members	
Patron	Vice Chancellor, NIFTEM
Chairman	Dean, Student Welfare
Academic advisor	Dean (A) or his nominee
Financial Adviser	Controller of Finance or his nominee
Faculty Advisors of societies	Faculty members of NIFTEM (08)
Convenor	Associate/Assistant Dean (SW)
Member Secretary	Assistant Registrar
.....	
Student Members	
Presidents of Societies	Students (08)
Secretaries of Societies	Students (08)
Class Representatives (B. Tech)	Students (04)
Class Representatives (M. Tech)	Students (02)
Class Representatives (M.B.A.)	Student (01)
Class Representatives (Ph.D.)	Student (02)
Female Representative	Student (03, UG-2, PG-1)
SC/ST Representative	Student (02)
Alumni Representative	Ex-Student (01)

The Council shall have President (PG student), General Secretary and Treasurer who shall be elected from amongst its student representatives as detailed above. They will interact with the Ex-Officio members from time to time for presenting the matters related to all the societies or any other student issues.

Students will also act as president and secretaries to different societies and will function under respective faculty Advisors. Student presidents and secretaries will be responsible for proper conduct of activities under their society including maintaining budget for each activity. They will also be elected/nominated amongst the students.

4. Societies of Council

4.1 The Council will have following Societies for conducting of co-curricular activities in the campus:

1. Cultural Society
2. Environmental conservation society
3. Fine Arts Society
4. Literary Society
5. Personality Development Society
6. Technical Society
7. Sports Society
8. BizMac: Business Management Society

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Aims of objectives of each society are given herein. Under each society there will be specific clubs carrying out activities related to each society. The management of clubs will be under respective secretary of societies under the overall guidance of faculty Advisors.

4.1.1. Cultural Society

The society will be a platform for all students to unleash their talents in the areas of Dance, Dramatics, Litterateur, Photography. There will be clubs for each activity and these clubs will be managed by students. The main aim of cultural society will be to manage and organise cultural events and facilitate participation of NIFTEM students in such events elsewhere. The society will work to conserve and promote an awareness of rich and heterogeneous cultural tapestry amongst NIFTEM students. Following Clubs will be formed under this society:

Dance Club
Dramatics Club
Music Club (including vocal)

The society will also try to have a chapter of SPIC MACAY on the campus.

4.1.2. Literary Society

The Society will undertake the responsibilities of organising literary events at the NIFTEM campus. It may have following clubs:

Debate Club
Essay Writing
Hindi Pakhwada,
Other clubs may be considered as necessary

The society will aim to bring to life the literary side of students of NIFTEM. It will promote debating and public speaking skills of students as well as encouraging students to write their views on topics of national and international importance.

Annual Magazine: The Society will also publish the Annual Magazine of the students. The name of magazine will be finalized in due course. This magazine will have articles in English and Hindi contributed by students, staff and faculty of the institute. The magazine publication will be managed by editorial board consisting of the following:

Editor in Chief: Literary adviser
Faculty Editor (English)
Faculty Editor (Hindi)
Student Editor (English)
Student Editor (Hindi)

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4.1.3. Fine Arts Society

The society will organize events related to fine arts such as Photography, videography, painting, sketching, rangoli competitions etc. The society will also be involved in decoration of campus on various occasions and functions.

4.1.4. Sports Society

The sports society aims to organize and promote all extracurricular activities in the field of Sports (indoor as well as outdoor). Besides organising sports events, it will also take care of maintaining of the sports facilities at NIFTEM campus. The society will also facilitate participation of students of NIFTEM to sporting events of other institutions. The society will consist of different clubs for effective management of sports. These clubs include:

Football Club
Basketball Club
Volleyball Club
Tennis Club
Athletics and Gymnastics
Trekking and Mountaineering Club
Table Tennis Club
Badminton Club

More clubs can be formed in future to widen the sports activities at the campus.

4.1.5. Technical Society

The Technical and Innovation Society will be set up to foster the interest and enthusiasm of students towards innovation, entrepreneurship and guide them in the lines of their interest. Through its activities, the society will try to generate and nurture the interests of NIFTEM students as a whole be it entrepreneurship, innovation or imbibing the spirit of responsibility towards Environment. It will have various platforms for students to show their skills such as:

Quiz Club
Innovative Entrepreneur Club

The society through its clubs will organise events such as Tech-Fest every year or alternate years, quiz on science and technology etc. One of the main aim of society will be to invite successful entrepreneurs of the country from time to time to interact with students of NIFTEM and share their ideas with students. It will also aim to provide platform to students to put their technical and entrepreneur skills to the larger world.

4.1.6. Environment conservation society

Considering the significance of environment and need of its conservation, the society has been established. Successful venture of students 'Niftem waste Management (NWM)' will be part of

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this society. It will also organise tree plantation, waste awareness campaigns etc in the campus and around areas. Competitions such as Best out of waste, Environment day etc. will be organised by this society.

4.1.7. Personality Development Society

The overall aim of the Society is to develop students to be better professionals for food industry. In this direction, the overall grooming of students is necessary. This society will make efforts to provide platform for such development. Main activities of society will be organising Yoga Classes, Art of Living programs, counselling sessions etc.

4.1.8 BizMaC: Business Management Society

BizMaC is a general management society which offers a collection of events throughout the year to educate students about general management and prepare them for internship and full-time job opportunities. It shall aim to allow NIFTEM students to learn about the business from professionals that are currently working in the industry, and to establish a network with Management industry professionals and students of leading B-Schools.

Society aspire to create a community of NIFTEM students to foster collaboration and engagement between students of all majors.

4.2 The working structure of each society will be as follows:

1. **Advisor of the society:** Faculty In-charge
2. **President of Society:** Ph.D./M. Tech./MBA II yr student
3. **Student Secretary:** 3rd year B. Tech./ 1st year M. Tech./MBA student
4. **Student Joint Secretary:** 2nd year B. Tech. student
5. **Treasurer:** 2nd year B. Tech. Student
6. **Executive members:** total 05 members (at least two should be from B. Tech. Ist yr)

5. Finance of the Council

The council will have a separate bank account opened in the name of Chairman, Student Academic Council. The account will be jointly operated by the chairman of the student council and the Controller Finance. The finances of council will be from following sources:

1. Contribution to be made by students at the time of admission as "fee" for Student Academic council.
2. Contribution made by Institute on regular basis.
3. Money generated through sponsorship, membership fee for clubs or any other mode.

The fee for council will be received at the time of fee deposited by student in each semester and the Accounts Branch will deposit the fee so collected in the account of the council. Intimation of money having been deposited in the account of council shall also be sent to Chairman of the council.

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The institute contribution or any other money received in this regard should also be deposited in the same account.

The Council, if at any stage, comes across any mismanagement of funds by any individual, suitable disciplinary action will be taken after a due hearing is given to the person concerned.

6. Term of office of council

The term of office of the elected members of the Council, shall normally be one year, expiring the day the new Council is elected. In case no elections have been held, the same Council shall continue.

7. Nomination/selection of student representatives

7.1 Society representatives: DSW office will get the names of faculty advisors approved from competent authority and circulate among faculty members. At the beginning of each academic session, the advisors of each society will invite nomination from students interested to be part of a society in any position as per the prescribed rules. The faculty advisor will communicate the names for various posts of society to DSW office, which will get the names of all societies compiled and notified.

7.2 Class representatives: Dean (Academic) office will provide the list of representatives of each class to be considered for council membership. The class representatives will be either elected by concerned class or selected based upon consensus. The class representative representing class in council may be different from section representatives.

7.3 Female and SC/ST Representatives: Nominations will be invited from female and SC/ST students to be part of council. Among the nominations received, the representatives will be selected on the basis of their academic performance, involvement in extracurricular activities, awards received etc. DSW office will notify the selected students.

7.4 Alumni Representatives: One prominent ex-student will be nominated by competent authority to be part of council.

8.0 Working of Council

1. The notification of constitution of council will be issued after completing due process of student selection.
2. A meeting of council will be convened by Associate/Assistant Dean after deliberating with all concerned regarding suitable date.
3. A written notice shall be circulated among the members at least one week before a meeting and the agenda at least 48 hours in advance.
4. The quorum for a meeting shall be half of the total membership

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5. All societies will be asked to present the action plan for current year and event-wise budget for consideration of council. The participation of students in internal as well as external events will also be presented by each society.

6. Council may take up any issue (other than academic) impacting life of students for consideration.

7. A coordination committee consisting following members will prepare minutes and report about execution of decisions of the council:

Associate/Assistant Dean


Assistant Registrar

General Secretary of council

8. The Council should attempt to take decisions by consensus. A simple majority of the effective Council strength present shall, however, suffice for a motion to be carried except where indicated otherwise.

9. The Chairman / The General Secretary in consultation with the Chairman, may invite non-members to a meeting of the Council.

10. Minutes of the meetings of the Council after being approved shall be placed before the Academic council/ Finance committee for its information.


(Dr. T.N. Giri)
Registrar.

To

1. All HoDs
2. Dean (SW) (for vide publicity among students)
3. Dean (A)
4. DC (F)
5. AR (IT) (for uploading on the website)
6. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.



National Institute of Food Technology
Entrepreneurship and Management
Ministry of Food Processing Industries, Government of India

F. No: N/S/K/1531/2018/Notification/254

Dated: 02.01.2018

NOTIFICATION

Title: These rules may be called the guidelines for Student Foreign Exposure Programme (B.Tech/M.Tech./MBA)

Student foreign exposure programme is an integral part of NIFTEM's activities. This is extremely important, where students get the opportunity to seek international exposure, acquaint themselves with new and understand global educational standards.

In order to add an international perspective to their education, NIFTEM provide student foreign exposure fellowships. Every year 3 B.Tech. students (First 3 meritorious students from 3rd year), and 5 M.Tech. students (One student from each department from 3rd Semester) will go to different Universities / Institutes in abroad. MBA students will be participating in the international immersion as per MBA norms. The detailed guidelines and regulations of the programme are as follows.

1.1 There shall be a committee to finalize the student participants and institutes to be visited, and faculty mentor involvement. The Vice Chancellor will be the approving authority. The composition of the committee will be as follows.


- | | |
|------------------------------|-----------------------------|
| ▪ Dean (Academics): | Chairperson |
| ▪ Registrar: | Member |
| ▪ DCE: | Member |
| ▪ I/C MBA Programme ; | Member (only for MBA visit) |
| ▪ Head, FBM&ED: | Member (only for MBA visit) |
| ▪ Vice Chancellor's nominee: | Member |
| ▪ I/C International Cell: | Member Secretary |

1.2 There shall be an International Desk to execute this programme. This desk shall operate under Dean (Academic) and shall be coordinated by I/c Internal Cell given this responsibility as approved by NIFTEM.

1.3 Guidelines for B.Tech. Programme

1. Meritorious students of the NIFTEM shall be provided an opportunity for foreign exposure in a reputed university outside the India for 5 working days, excluding the travel period.

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- II. One day in addition to above five days may be provided to the students to explore the socio-cultural practices of the country.
 - III. Three students from 3rd year of the programme and five self financed students (on the basis of merit in this category) will be allowed for foreign exposure programme. In the order of merit prepared on the basis of CGPA of up to 5th semester shall be offered the opportunity of foreign visit under this programme after the sixth semester exams are held.
 - IV. In this programme NIFTEM shall provide full travelling support limited to economy class air tickets only in any cheapest airline operators following Government of India rules. For lodging and boarding support suitable stipend will be provided to students which will be decided by the committee.
 - V. This award shall not be transferable.
 - VI. A student despite of falling in the merit shall be denied this opportunity if a punishment has been given to him/her under disciplinary rules and/or for use of unfair means in exams and or debarred for appearing in exams due to shortage of attendance during programme of study under consideration till date.
 - VII. It is mandatory to have valid passport before applying for this programme

1.4 Guidelines for M.Tech. Programmes

- I. Meritorious students of all the PG programmes of NIFTEM shall be provided an opportunity for foreign exposure in a reputed university outside the India for maximum 45 working days, excluding the travel period. Minimum period of such program shall be 15 days.
- II. One student from each of the PG programmes and 01 self financed student (on the basis of merit in this category) of NIFTEM, in order of merit by CGPA/SGPA of 1st semester shall be offered the opportunity of foreign visit under this programme after the second semester exams are held.
- III. In this programme NIFTEM shall provide full travelling support limited to economy class air tickets only in any cheapest airline operators following government rules. Expenses other than air tickets shall be borne by the student concerned at his/her own.
- IV. This award is non-transferable and shall be available to the topper of the batch only. If more than one student is at the number one position in a programme, both can be given equal travel support maximum by dividing the cost of one ticket among the eligible students.

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- V. A student despite of falling in the merit shall be denied for this opportunity if a punishment has been given to him/her under disciplinary rules and/or for use of unfair means in exams and/or debarred for appearing in exams due to shortage of attendance during programme of study under consideration till date.
- VI. It is mandatory to have valid passport before applying for this programme

1.5 Guidelines for MBA Programme

- I. International Immersion is an important part of MBA Program.
- II. All the admitted MBA students are required to go through an international immersion work of short-duration (approx 2 weeks) in one or more leading foreign university/institute/industry/school of management/agribusiness/food business management/food services management & hospitality or related and relevant discipline to management students.
- III. International Immersion may be conducted preferably in the 3rd semester. However, the exact duration and time of visit may be decided in consultation with organizing foreign University/ Institution/Industry based upon their convenience and availability. Only in exceptional case, the visit may be conducted in the 4th semester.
- IV. The above duration could be used for both the academic sessions and the general exposure about commerce and industry, politico-legal systems, socio-cultural dynamics, etc.
- V. In this programme, 85% of fee collected from students for International Immersion Programme shall be made available towards this programme. Remaining 15% will be the administrative charges of Institute. All remaining expenses shall be borne by the student concerned on his/her own.
- VI. Among the meritorious MBA students, NIFTEM will bear the lodging and boarding expenses of only one top-most student (in order of merit by CGPA/SGPA of 1st semester).
- VII. It is mandatory to have valid passport by each student before applying for this programme.
- VIII. All the students are required to submit post-visit report to the department of FBM&ED.
- IX. The expenses of accompanying faculty member(s) will be borne by NIFTEM.
- X. In case a student is not able to attend the foreign immersion programme due to some eventuality or visa not granted case, the committee as at 1.1 above shall consider the

case for refund/permission. The committee in such case may recommend a refund of the International Immersion Programme fee collected as under:

1. Case of 'Visa-not-Granted': 85% of the fee collected
2. All other cases: Maximum up to 75% of the fee collected

Format of Application for NIFTEM Student Exposure Programme

1. Name (Capital Letter):
2. Registration Number:
3. Course / Branch:
4. Joining Date of Course:
5. CGPA :
(Till 5th Semester and 1st Semester for UG and PG students, respectively)
6. Current Academic Year: (First/Second/Third/Fourth)
7. Passport Number:

Students Signature

Recommendations of:


1. Dean Students Welfare (DSW should clearly mention any disciplinary case ever initiated against the students, whether decided or pending and whether the student was penalty awarded if any)
2. CoE for CGPA verification (COE should also mention the use of unfair means during any exams (Mid-terms/ End Semester/ Theory/ Practical).
3. Dean (Academic) (to indicate whether the student was debarred for appearing in any exam due to low attendance during the programme of study till date)

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4. I/C Cell Incharge

Other Conditions: -

1. If the merit students are not interested to take up the students foreign exposure programmer, the subsequent meritorious students shall not be entitled for this programme under merit category.
2. The boarding and lodging for the meritorious students may range from 25\$ to 50\$ / day. This would be decided by Students Foreign Exposure Programme scrutinizing committee from time to time. However for payment of per diem allowance payable to students deputed under the programme DST norms in this regard may be followed, if necessary.
3. In the B.Tech. Foreign exposure programme, along with students' one faculty will accompany. Female faculty be preferred to accompany with students. .


(Dr. T.N. Giri)
Registrar

To

1. All HoDs
2. Dean (SW) (for wide publicity among students)
3. Dean (A) / DCF/ Incharge MBA Programme
4. Notification Guard File
5. AR (IT) for uploading on NIFTEM website

CC to:

1. VC Sectt.
2. Registrar office.

