



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

**Kundli, Sonipat, Haryana – 131028**

**(Institute of National Importance)**

**(An Autonomous Institution under Ministry of Food Processing Industries, GoI)**



**Students' Handbook 2025-2026**

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### **Anti Ragging Committee, Anti Ragging Squad for 2025-26**

In view of the directions of UGC vide “ UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009” dated 23<sup>rd</sup> December 2021. Ragging in any form is unlawful and strictly prohibited. Student found ragging will be expelled from the Institute. Provision of a safe and congenial environment free from any misappropriate behaviour is the duty of the Institute. Keeping this view, NIFTEM has established an Anti-Ragging Committee , Anti-ragging squad for academic session 2025-26

#### **Antiragging Committee:-**

1. **Roles and Responsibilities:-** To ensure the compliance with all the provisions of above mentioned regulation in case of serious ragging/suicide/ death case is reported. It will also monitor and oversee the performance of anti-ragging squads.
2. **Composition:-** Composition of the committee as per above regulation is

<b>Sr. No.</b>	<b>Name of Committee Member</b>	<b>Designation</b>
1	Dr. Harinder Singh Oberoi Hon'ble Director, NIFTEM	Chairman
2	Prof. Neeraj, Dean, Academic	Member
3	Prof. Sunil Pareek, Dean, Postgraduate studies	Member
4	Prof. Komal Chauhan Dean, Research & Outreach	Member
5	Prof. Anupama Singh Dean, Faculty Affairs	Member
6	Prof. P. K. Nema Dean, Student Welfare	Member
7	Prof. Vimal Pant Professor, Head of Department, FBM&ED	Member
8	Prof. Rajni Chopra Professor, Head of Department, FST	Member
9	Sh. S. K. Singh Chandel, Assistant Registrar (Administration)	Member
10	Dr. Kuljinder Kaur, Lab -Incharge	Member
11	Sub Divisional Magistrate, RAI	Member
12	Hostel Warden – Ganga (Boys) & Kaveri (Girls)	Member
13	SHO , Police Station Kundli	Member
14	Legal Counsellor	Member
15	Sh. Arvind Sharma, Asst. Professor, Magadh University, F/o. Mr. Marut Nandan, MBA	Member
16	Mr. Ashish Mor, Ph.D , Student	Member
17	Ms. Mahak, B.Tech , 122063, Student	Member
18	Mr. Aryan Raj Rajesh Thakur, B.Tech, 122021, Student	Member
19	Mr. Mohd. Safiyan, Reg. No. 123058	Member
20	Mr. Drona Vashney , Reg. No. 123032	Member
21	Mr. Arham Jain, Reg. No. 124030	Member
22	Mr. Shalabh Goel, Reg. No. 124146	Member

### **Antiragging Squads**

3. **Role and Responsibilities:-** To make surprise raids in designated places and conduct on-the-spot enquiry into any incident and submit a report to the Anti-Ragging Committee.
4. **Composition:-** Following Antiragging Squads are formed:-

Sr. No.	Name of Antiragging Squad Members	Contact No.	Designated Area
1	Prof. Sunil Pareek , Professor Dr. Neetu Taneja, Associate Professor Dr. S. Thangalakshmi , Associate Professor	9414821483 8199008920 8607777533	Laboratory Area & First Floor
2	Prof. Vimal Pant, Professor Dr. Vinkel Arora, Associate Professor Dr. Nitin Kumar, Assistant Professor	8755510337 8199902055 9654984179	Laboratory Area & Ground Floor
3	Prof. Komal Chauhan, Professor, Dr. Anand Kishore, Assistant Professor Dr. Heena Yadav, Assistant Professor	9466000672 8199900506 9811991914	Academic Area (Ground & First Floor)
4	Prof. Anupma Singh, Professor, Dr. Vikas Kumar, Assistant Professor, Mr. Sandeep Kumar, Library Information Asst.	9436353807 9780351895 9813754298	Library and Cafeteria
5	Dr. Vikas Saxena, Professor, Dr. Shekhgar Agnihotri, Assistant Professor, Dr. Tanya S Luver, Assistant Professor	8607114499 9920032558 7005304228	Playground and common areas of campus
6	Dr. Tripti, Assoc.Professor & Warden Dr. Anupama Deora, Asst. Hostel Warden Ms. Minakshi, Caretaker Ms. Geeta, Caretaker	8053306329 8901560058 9891654994 9193606328	Kaveri Hostel
7	Dr. Ankur Ojha, Assistant Professor, Dr. Nitin Kumar, Assistant Professor Sh. Naveen Kumar Roja, Asst. Warden Sh. Rajesh Goyat, Asst. Warden Mr. Amit , Mr. Dheeraj , Mr. Anuj - Caretakers	8238430214 9654984179 9250434611 9802650459 7082178302	Brahmaputra, Ganga, Sutlej Hostel

In accordance with the UGC regulations a Anti Ragging Cell is set up in the NIFTEM Campus.

### **Nodal officer for Anti-Ragging Committee:-**

1. **Name of Nodal Officer:- Prof. Bhim Pratap Singh**
2. **Designation:- Prof. & Head**
3. **Contact No. 9436353807**
4. **E-mail Id: [bpsingh@niftem.ac.in](mailto:bpsingh@niftem.ac.in) & [bhimpratap@gmail.com](mailto:bhimpratap@gmail.com)**
5. **Campus Residence:- D-6, NIFTEM Campus, Kundli, Sonipat, Haryana-131028**

## **Subject: Hostel rules and regulations of NIFTEM.**

### **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 country and it is institute's effort to provide comfortable, harmonious stay to residents. Institute currently has four hostels and this document lays down rules and regulations for residents residing in these hostels.

### **1. Hostel management**

1.1 Wardens: Director 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 Assistant warden: Director of the institute shall appoint one or more members of the faculty, as *Assistant Warden(s)* of a Hostel. The associate warden will assist the regular 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 Halls 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 a consent of warden is necessary.

### **2. Room allotment**

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

### **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.
- 3.2 Besides students, project staff or any other staff of the institute can be provided accommodation in hostels, subject to availability. Such staff shall make an application to the Dean, Student Welfare, for accommodation through the concerned department. The staff residing in hostels will have to abide by all rules and regulations of the 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, all the Day Scholar application must be routed through Dean (PGS) Office after due forwarding from Guide and HoD. Dean (PGS) will obtain the approval of the Competent Authority and communicate to the student. 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 Accommodating guests in hostel room is not allowed. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine.

**3.9** Rs. 6000/- is the seat rent per person in terms of Triple / Double Seater Allocation, and Rs. 9000/- is the seat rent in Single Seater Allocation, irrespective of the semester and programme. In case of Internship (7<sup>th</sup> Semester) & Extended Internship (8<sup>th</sup> Semester) seat rent charges will not be waived off and students can avail the hostel room facility.

#### **4. VISITOR**

**4.1** Any visitor is allowed 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 womens 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 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 7<sup>th</sup> 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 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.
- 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 to be made)**

## **7. HOSTEL MAINTENANCE AND CLEANINESS**

- 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 mentioned 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 state.
- 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.
- 8.6** All boarders and day-scholars attached to the Hall 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 on 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 to 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 attend/take away student at the earliest,

## **10. CODE OF CONDUCT**

- 10.1** All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- 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 on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- 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 University.

**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 Hall Management shall in no way be considered responsible.

**10.19** Engaging personal attendants is prohibited.

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.

**10.20** 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. 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.

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

## **13. 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.

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### **Sub: Gate Pass System Guidelines for Students**

All students 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 of students’ responsibilities 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. This time will be notified from time to time.
11. If a student takes Night Out permission then he 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.

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## DISCIPLINARY MEASURES

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, 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 case, it may be referred to institute disciplinary committee.

### List of Penalties for Different Types Offences Under Disciplinary Measures

Sl.	Offence / Disciplinary Issues reported	Penalties			
		Ist Incidence	II Incidence	III Incidence	Repetitive Offender
1.	Indulging in undesirable and offensive activities such as ragging, physical assault, causing inconvenience to other inmates	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course.
2.	Possession of any type of alcoholic drink, Found Smoking, Caught with Illicit Items like Liquor, Cigarettes, Weeds etc., Entering the hostel premises in an intoxicated state.	Rs. 10,000/- + Advisory Letter	Rs. 15,000/- + Conduct Probation Semester + Warning Letter	Rs. 20,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	Recommendation for Rehabilitation Session for Six Months Deregistration from the semester followed by Termination from the course.
3	Consumption of Drugs	Rs. 20,000/- + Advisory Letter	Rs. 30,000/- + Conduct Probation Semester + Warning Letter	Rs. 50,000/- + Immediate Suspension from the hostel for a period of 06 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	Recommendation for Rehabilitation Session for Six Months. If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course. Institute will also initiate legal action.
4	Gambling	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar	If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course.

				like permission is to be extended to student.	
5	Intimidation or violence by individual or group	Rs. 10000/- + Advisory Letter	Rs. 15,000/- + Conduct Probation Semester + Warning Letter	Rs. 20,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course.
6	Wilful damage to property like Camera in Hostels, Tampering the CCTV Camera, Wall's, Rooms, Hostel Mess Tables, Chairs and other assets.	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course.
7	Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc	Not Permitted and if found, strict action will be initiated against the concerned student by the institute.			
8	Un-authorized use of electrical appliances in the hostel room. Cooking in the room or on the Hostel premises	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Confiscation of the Item	Cost of the damage will be recovered in case of any major damage to the infrastructure or potential threat to other fellow students.
9	Using two-wheelers and/or motor vehicles of any kind except bicycle.	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Confiscation of the Item	Cars is strictly prohibited to be used by students / scholars in campus premises and this is applicable for Day Scholars as well.
10	Possession of Weapons, Fire arms, ammunition, Dagger, Sharp knife, Chopping Knife, Swiss Knife etc.	Rs. 30,000/- + Immediate Suspension from the hostel for a period of 01 month + Conduct Probation Semester +	Rs. 40,000/- + Immediate Suspension from the hostel for a period of 03 month Conduct Probation 1 year + Warning Letter	Rs. 50,000/- + Immediate Suspension from the hostel for a period of 06 month + Conduct Probation till the completion of Course. No alternate arrangement/request for staying in campus is to be considered. No Day scholar like permission is to be extended to student.	If the student does not mend his ways the process of Deregistration from the semester followed by Termination from the course. Institute will also initiate legal action.
11	Allowing the stay to any unauthorized person in the hostel room	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester +	Rs. 15,000/- + Conduct Probation till the completion of Course.	Suspension from the institute for a period of 01 week.

			Warning Letter		
12	Non-compliance of the Gate Pass Rules and regulations.	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Conduct Probation till the completion of Course.	Suspension from the institute for a period of 02 week.
13	Unruly behavior towards the Faculty / Staff., use of un-parliamentary language etc. , Use of Abusive language	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Conduct Probation till the completion of Course.	Suspension from the institute for a period of 03 week.
14	Caught at a un-authorized place at a un-usual time.	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Conduct Probation till the completion of Course.	Institute will take legal action alongwith suspension from the institute for a period of 1 month
15	Caught taking the food/utensils in the rooms of hostels.	Rs. 2000/- + Advisory Letter	Rs. 3,000/- + Conduct Probation Semester + Warning Letter	Rs. 5,000/- + Conduct Probation till the completion of Course.	
16	Caught Wasting the food.	Rs. 5000/- + Advisory Letter	Rs. 10,000/- + Conduct Probation Semester + Warning Letter	Rs. 15,000/- + Conduct Probation till the completion of Course.	Community Service engagement for institute.
17	Late night celebrations, wasting the water etc.	With permission of Hostel Warden in a common room it is to be conducted in a decent manner and no wastage of resources should be reported.			
18	In case of Mob:- Creation, Circulation of message, Physical Manhandling of group of student, by the students.	<ul style="list-style-type: none"> <li>• Immediate suspension from the institute for 1 month.</li> <li>• Rs. 50,000/- Monetary fine.</li> <li>• Suspension for 3 working days and Monetary Fine of Rs. 5000/- whose involvement was found visible / reported by eye witnesses.</li> <li>• Expulsion from Institute can also be awarded after the conclusion of enquiry of Disciplinary Committee.</li> </ul>			
19	In case of Mass Bunk, Sending Anonymous emails to higher authorities , bypassing the proper channel, circulating false / incorrect information regarding institute and its policies, Defaming the institute socially etc.	<ul style="list-style-type: none"> <li>• Immediate suspension from the institute for 15 days.</li> <li>• Rs. 25,000/- Monetary fine.</li> <li>• Termination from course can also be awarded after the conclusion of enquiry of Disciplinary Committee.</li> </ul>			
20	Any other In-disciplinary Activity not covered above which jeopardize the sanctity of Institute.	Any other penalties as may be recommended by the Institute Disciplinary Committee for approval of the Competent Authority.			

**Conduct Probation referred here** is a status awarded to the student on account of breach of academic integrity by virtue of exhibiting unruly behaviour during his period of stay and to be dealt by institute disciplinary committee. In a way it is a warning but may deprive students to sit in Campus Placements, to take benefit of Institute Scholarship etc. no participation in institute events, cultural events, Student Activity Council elections etc. During probation if the student repeats any of offence the quantum of the punishment may be magnified.

**Suspension referred here** is a status awarded to the student on account of breach of code of conduct and violation of institute rules and regulations during his period of stay and to be dealt by Institute Disciplinary committee. Keeping in view of the severity of the incidence, the student is directed to vacate the hostel immediately for period of two weeks w.e.f from the date of leaving the campus and leave the campus premises for the prescribed period during which he will not be allowed to enter the premises of the institute for maintaining the sanctity of the institute rules and regulations. No alternate arrangement request is to be considered of the student in the premises. Student will be deprived to sit in Campus Placements, to take benefit of Institute Scholarship etc.,no participation in institute events , cultural events, Student Activity Council elections etc.

**Deregistration referred here** is a status awarded to the student on account of breach of code of conduct and violation of institute rules and regulations during his period of stay and to be dealt by Institute Disciplinary committee. Keeping in view of the severity of the incidence & the no. of repetition of incidences students were found involved, the student will directed to vacate the hostel immediately and leave the campus premises for more then four weeks or prescribed period during which he will not be allowed to enter the premises of the institute for maintaining the sanctity of the institute rules and regulations. No alternate arrangement request is to be considered of the student in the premises. Student will be deprived to sit in Campus Placements, to take benefit of Institute Scholarship etc. or any type of institutional financial assistance, no participation in institute events, cultural events, Student Activity Council elections etc.

**Termination referred here** is a status awarded to the student on account of breach of code of conduct and violation of institute rules and regulations during his period of stay and to be dealt by Institute Disciplinary committee. Keeping in view of the severity/ gravity of the incidence & the no. of repetition of incidences students were found involved, Termination from the academic course is to be initiated.

**Warden & Assistant Warden** is to be empowered to enquire the indisciplinary act and after conducting a enquiry must recommend the Penalties at Level 1<sup>st</sup> & Level 2<sup>nd</sup>. If the student does not improve then his 3<sup>rd</sup> incidence must be reported to Institute Disciplinary Committee. Institute Disciplinary Committee will look after from the Level 3<sup>rd</sup> & Repetitive Offenders.

**Wardens & Assistant Wardens** will have to assess the gravity of the indisciplinary act and can recommend it to the Institute Disciplinary Committee at first level or second level based on the seriousness of the issue.

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## NIFTEM SCHOLARSHIP RULES

### 1. 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. This document provides guidelines and rules for scholarships provided by institute.

### 2. Types of Scholarships

Institute currently has following types of scholarships:

#### 1. Merit Scholarship

### 3. Merit Scholarships

The scholarships are aimed to promote bright students excelling in the academics.

3.1 No. Of Scholarships: The scholarship will be available to first 6 students on merit in each batch of B.Tech. and one student on merit in each of programme of M.Tech.

3.2 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, 70% waiver for fourth position, 60% waiver for fifth position, 50% waiver for sixth position) and a fixed annual stipend of Rs. 20000/- per student.

#### 3.3 Criteria for scholarships

Class	Year of scholarship	Duration of Merit
B. Tech	First Year	Student admitted in First year with highest JEE ranking (Subjected to below 25000 rank).
	Second Year onward	Result of semester grade point scores of preceding 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
	Second year	Result of I & II semester

### 4. Evaluation Method for U.G. Programmes for Merit Scholarship:-

- Student admitted in First year with highest JEE ranking (Subjected to below 25000 rank).
- For 2<sup>nd</sup> year -  $(1^{\text{st}} \text{ SGPA} + 2^{\text{nd}} \text{ SGPA})/2$
- For 3<sup>rd</sup> year -  $(3^{\text{rd}} \text{ SGPA} + 4^{\text{th}} \text{ SGPA})/2$
- For 4<sup>th</sup> year -  $(5^{\text{th}} \text{ SGPA} + 6^{\text{th}} \text{ SGPA})/2$

For all the scholarships evaluation of Merit Scores are done by the above mentioned method only. For P.G. Programmes Criteria is mentioned above.

## **6. 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

Dean (PGS) : Member

Controller of Examination : Member

Deputy Controller (F & A): Member

Associate Dean (Academic): Member

Assistant/ Associate Dean (SW): Member

Assistant Registrar (SW): Member Secretary

## **7. General Guidelines**

1. To acknowledge the efforts / hard work in academics by the student, irrespective of GATE / any other scholarship which a student may avail, but if he is found eligible for the award of Merit Scholarship, that should be awarded to him to acknowledge his efforts in academics. But this is to be considered for NIFTEM Merit Scholarship only.
2. Student having any kind of disciplinary action (including exam disciplinary ) against him/her will not be eligible for any institute scholarship.
3. Student with attendance debarred, any back paper will not be considered for any kind of institute scholarship.
4. Scholarships shall be awarded to undergraduate/postgraduate students based on the recommendations of the 'Scholarship Committee' of the institute constituted by the Board of Governors / Director of NIFTEM.
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 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 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.
9. The institute allows students to avail scholarships awarded by external sources such as Govt. /non-Govt. organizations (such as central sector scholarship schemes, scholarships from State Govt.s scholarships from private trusts etc.), provided they do not come into conflict with any ordinance or rules of the institute.
10. 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 Governors / Director.

#### **8. Procedure for award of scholarships**

1. DSW office will invite applications in prescribed format from students at suitable time of academic session.
2. Candidate 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 upon number of available scholarships.
6. DSW office will put the minutes of committee alongwith recommended candidates for approval of Director, 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 student.
8. The scholarships may be awarded in any institute function or a separate function may be organised for the same.

#### **9. 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 Director. In any case the decision of Director will be final and binding to all.

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## Tuition Fee Waiver

“Guidelines for tuition fee waiver support of EWS students” issued earlier vide No. N/StW/SW/2020/14, dt. 10.11.2022 and all the subsequent notifications dt. 4.9.2020, 8.10.2020, 02.11.2020 and 14.08.2020 shall remain inforce for the B.Tech students admitted upto 2022-23. For the students admitted in the academic year 2023-24 and onwards following shall apply.

### Guidelines of the Scheme

- a) The Scheme will provide support to the most economically backward students of B.Tech (Food Technology & Management) who have taken admission through JEE or otherwise with annual income of parents from all sources not exceeding Rs. 1 lakh (Full tuition fee waiver) and income from Rs. 1 lakh to 5 lakh (2/3<sup>rd</sup> of tuition fee waiver)
- b) The waiver is limited to the Tuition Fee only. All other Fees except Tuition Fee shall have to be paid by the student.
- c) The Scheme will be implemented by the Dean (Students Welfare). The applications along with other necessary documents from the eligible students will be invited within 15 days of start of the academic session and admission of 1<sup>st</sup> year students. Format of applications is in Annexure –I. The income certificate issued by the designated authorities of the State Govt. has to be submitted along with the application. The Office of the Dean (Students Welfare) will prepare the list of all the students who are eligible for the Scheme by receiving the list from Academic Office & Exam section.
- d) A Standing Committee comprising Dean (Students Welfare) as Chairman, and Dean (Academic), Dean (PGS), Head (Admission Cell), Associate Dean (Academic), Deputy Controller (F&A) or his nominee and Assistant Registrar (Administration) as members will verify the documents and recommend the list of students for the Tuition Fee Waiver for the Academic Session. The committee will meet immediately after the collection of the applications. The Standing Committee will select the students for Tuition Fee Waiver based on the following Rules:
  - i. The selection of students for Tuition Fee Waiver is based on the economic status of students, i.e. annual income of parents from all sources not exceeding Rs. 1 lakh are eligible for Full Tuition Fee Waiver and income from Rs. 1 lakh to 5 lakh 2/3<sup>rd</sup> of tuition fee waiver.
  - ii. Applications for Tuition Fee Waiver will be invited every year from all the eligible batches/students.
  - iii. Income Certificate will be verified as far as possible for checking disparity from designated authority of the concerned district or state or in online mode.
  - iv. The support will be given to those students only who are promoted to next academic year as per Examination Regulations of Institute.
  - v. No student will avail two benefits. Any student availing any other financial support from Central/ State Government agencies such as Welfare department or NIFTEM, will not be eligible for such support.
  - vi. At any step, if documents are found to be wrong/fake/ forged, the waiver will be immediately stopped and necessary disciplinary action will be initiated.

Students of B.Tech, M.Tech, MBA and PhD, belonging to SC, ST and PH categories, would also be entitled to the tuition fee as per the guidelines of the Institute/ Govt. of India, issued time to time. The standing committee mentioned at point ‘d’ would also verify the relevant documents for the eligible students.

The Dean (Student Welfare) will place the proceedings of standing Committee before Competent Authority, and after the due approval, it will be notified.

## **Mentorship Programme**

NIFTEM has established a Mentorship Programme whereby, Students in a group are allocated to a faculty who acts as Mentor of students. The main features of this programme are

1. Mentor shall act as a friend , philosopher and Guide. Mentor will also act as local guardian of student.
2. Each mentor is expected to take care of students in maintaining their professional as well as personal upkeep in campus.
3. Mentors should interact with students at regular intervals.
4. Mentor shall be counselling them on their academic as well as personal issues.
5. Mentor shall keep a track of the progress of the student and shall act as a link between the parents of his advisees and NIFTEM.
6. Mentor shall also address his academic and other difficulties and coordinate with the teachers and NIFTEM authorities to work out a solution
7. Mentor shall also coordinate the village adoption program.
8. Students are expected to meet their mentors regularly to update them of their progress.
9. Students may discuss any issue with mentors to find out solution of their problems.
10. Students will have to report mentors before leaving the campus.
11. Students will send any request to NIFTEM authorities through their mentors.

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## 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 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 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

Council will be constituted each year at the start of academic session. The Director 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 and accounts. Faculty members will act as advisors to different activities to be carried out by different societies under the council.

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	Director, NIFTEM-K
Chairman	Dean, Student Welfare

Academic advisor	Dean (A) or his nominee
Financial Advisor	Controller of Finance or his nominee
Faculty Advisors of societies	Faculty members of NIFTEM
Convenor	Associate/Assistant Dean (SW)
Member Secretary	Assistant Registrar
.....	.....
<b>Student Members</b>	
Presidents of Societies	Students (10)
Secretaries of Societies	Students (10)
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 (Saarang)
2. Environmental conservation society (Prakriti)

3. Fine Arts Society (Kalakriti)
4. Literary Society (Geetanjali)
5. Personality Development Society (Vyaktitva)
6. Technical Society (Alabhyam)
7. Sports Society (Samarthya)
8. BizMac: Business Management Society
9. Aarambh Society ( Manavta)
10. Journalism, Photography & Social Media Society

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.

#### **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 look at maintaining of the sports facilities at NIFTEM campus. The society will also facilitate participation of students of NIFTEM to sporting events of other institutions also. 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
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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
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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 this society. It will also organise tree plantation, waste awareness campaigns etc in 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 institute 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 aim to allow NIFTEM Management 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.

**4.1.9. AARAMBH Society:-** It is a society which takes the social responsibility for the under privileged students who were deprived of education and lacks the basic facilities. This society provide them free of cost education in the campus premises, distribute them stationary like copies, pencils etc., clothes, celebrate new year and annual aarambh day with them.

**4.1.10 Journalism, Photography & Social Media Society:-** This Society promotes the talent of Journalism, Photography & Social Media.

**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:** 3<sup>rd</sup> year B. Tech./ 1<sup>st</sup> year M. Tech./MBA student
4. **Student Joint Secretary:** 2<sup>nd</sup> year B. Tech. student
5. **Treasurer:** 2<sup>nd</sup> year B. Tech. Student
6. **Executive members:** total 05 members (at least two should be from B. Tech. I yr)

## **5. 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.

## **6. Nomination/selection of student representatives**

**6.1 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 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 get notified.

**6.2 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.

**6.3 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.

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

## **7.0 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 the total membership

5. All societies will be asked to present the action plan for current year and eventwise 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 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, and 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.

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## MESS Fees

NIFTEM is a fully residential institute and The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only. 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.

Guidelines:-

- a) Mess Fees is to required be deposited mandatorily in the beginning of every semester and it is notified as well through Mess Fees Desk.
- b) Amount of Mess Fees is Variable and notified through Notice at the beginning of every semester.
- c) Account details of Mess Charges Account is mentioned as under:-  
**Name of Account:- Mess Charges Account,**  
**Bank account number:-39648762590,**  
**IFSC code:-SBIN0015479.**
- d) You are supposed to deposit the mess fees before the notified end date and share the payment receipt on [messfeesniftem@gmail.com](mailto:messfeesniftem@gmail.com). Kindly mention your name and roll no. in the email as well.
- e) Penalty Clause:- In case of delayed submission of mess fees , a penalty of Rs. 50/- per week will be levied on such students.
- f) Caretaker of respective hostels will display the list of rebate and refund in their respective hostel for verification by student.
- g) In case of any discrepancy must be reported to the concerned Hostel Warden/ Assistant Warden / Caretaker
- h) All the Refunds and Rebates will be processed at the end of every semester.
- i) If the adjustment of the refund will be done then also it will be notified batchwise by Mess Fees Desk.
- j) For any further enquiry may kindly be forwarded on [messfeesniftem@gmail.com](mailto:messfeesniftem@gmail.com).

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## **COURSE FEE STRUCTURE**

<b>B.TECH PROGRAMME</b>				
<b>Academic Session 2025-29</b>				
<b>Particulars</b>	<b>OPEN/OBC-NCL/GEN-EWS</b>		<b>SC/SC-PwD/ST/ST-PwD/Open-PwD/OBC-NCL-PwD/Gen-EWS-PwD/TFW (Parents income less than 1 lakh)</b>	
	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup></b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup></b>
Tuition Fee	<b>51650</b>	<b>51650</b>	<b>0</b>	
Enrolment & Registration charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Laboratory charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Library charges	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>
Institution Development Fund	<b>8000</b>	<b>8000</b>	<b>8000</b>	<b>8000</b>
Examination Charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Outreach Activities	<b>4000</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>
Student Activity Charges	<b>3300</b>	<b>3300</b>	<b>3300</b>	<b>3300</b>
Medical Charges (Including Medical Insurance)	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>
Amenities	<b>1500</b>	<b>1500</b>	<b>1500</b>	<b>1500</b>
Hostel Room Rent including water, electricity, it charges	<b>6000</b>	<b>6000</b>	<b>6000</b>	<b>6000</b>
One Time Charges-1. Security Deposit (Refundable) for Institution, Library & Mess	<b>15000</b>	<b>0</b>	<b>15000</b>	<b>0</b>
One Time Charges-2. Charges for Alumni Membership & Identity Card	<b>11650</b>	<b>0</b>	<b>11650</b>	<b>0</b>
<b>Grand Total</b>	<b>122100</b>	<b>95450</b>	<b>70450</b>	<b>43800</b>

**Note: In case of Family Income ranges from Rs. 1 Lakh to Rs. 5 Lakh, 2/3<sup>rd</sup> graded tuition fee waiver will be applicable.**

**Mess Charges of Rs. 25800/- are payable in advance per semester, which is variable and has to be paid at the time of joining the Hostel and before every semester.**

**Hostel Rent for Accommodation on twin sharing is Rs. 6000/- and on single sharing is Rs.9000/- per semester, these charges will not be waived in 7<sup>th</sup> or 8<sup>th</sup> semester (Internship or extended internship cases)**

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<b>M.TECH PROGRAMME</b>				
<b>Academic Session 2025-27</b>				
<b>Particulars</b>	<b>OPEN/OBC-NCL/GEN-EWS</b>		<b>SC/SC-PwD/ST/ST-PwD/Open-PwD/OBC-NCL-PwD/Gen-EWS-PwD/</b>	
	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup></b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup></b>
Tuition Fee	<b>25850</b>	<b>25850</b>	<b>0</b>	<b>0</b>
Enrolment & Registration charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Laboratory charges	<b>10500</b>	<b>10500</b>	<b>10500</b>	<b>10500</b>
Library charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Institution Development Fund	<b>16355</b>	<b>16355</b>	<b>16355</b>	<b>16355</b>
Examination Charges	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
Outreach Activities	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>
Student Activity Charges	<b>3300</b>	<b>3300</b>	<b>3300</b>	<b>3300</b>
Medical Charges (Including Medical Insurance)	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>
Amenities	<b>1500</b>	<b>1500</b>	<b>1500</b>	<b>1500</b>
Hostel Room Rent including water, electricity, it charges	<b>9000</b>	<b>9000</b>	<b>9000</b>	<b>9000</b>
One Time Charges-1. Security Deposit (Refundable) for Institution, Library & Mess	<b>15000</b>	<b>0</b>	<b>15000</b>	<b>0</b>
One Time Charges-2. Charges for Alumni Membership & Identity Card	<b>11650</b>	<b>0</b>	<b>11650</b>	<b>0</b>
<b>Grand Total</b>	<b>114155/-</b>	<b>87505/-</b>	<b>88305/-</b>	<b>61655/-</b>

**Note:**

**Mess Charges of Rs. 25800/- are payable in advance per semester, which is variable and has to be paid at the time of joining the Hostel and before every semester.**

**Hostel Rent for Accommodation is Rs.9000/- per semester, these charges will not be waived in 3<sup>rd</sup> or 4<sup>th</sup> semester (Internship or extended internship semester as well)**

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<b>M.B.A PROGRAMME</b>				
<b>Academic Session 2025-27</b>				
<b>Particulars</b>	<b>OPEN/OBC-NCL/GEN-EWS</b>		<b>SC/SC-PwD/ST/ST-PwD/Open-PwD/OBC-NCL-PwD/Gen-EWS-PwD/</b>	
	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup></b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester/ 3<sup>rd</sup> / 4<sup>th</sup></b>
Tuition Fee	127500	127500	0	
Enrolment & Registration charges	5000	5000	5000	5000
Laboratory charges	0	0	0	0
Library charges	3000	3000	3000	3000
Institution Development Fund	20500	20500	20500	20500
Examination Charges	3000	3000	3000	3000
Outreach Activities	3000	3000	3000	3000
Student Activity Charges	2300	2300	2300	2300
Medical Charges (Including Medical Insurance)	2000	2000	2000	2000
Amenities	500	500	500	500
Hostel Room Rent including water, electricity, it charges	9000	9000	9000	9000
One Time Charges-1. Security Deposit (Refundable) for Institution, Library & Mess	15000	0	15000	0
One Time Charges-2. Charges for Alumni Membership & Identity Card	11650	0	11650	0
<b>Grand Total</b>	<b>202450</b>	<b>175800</b>	<b>74950</b>	<b>48300</b>

**Note: Mess Charges of Rs. 25800/- are payable in advance per semester, which is variable and has to be paid at the time of joining the Hostel.**

**Hostel Rent for Accommodation is Rs.9000/- per semester, these charges will not be waived in 3<sup>rd</sup> or 4<sup>th</sup> semester (Internship or extended internship semester as well)**

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<b>PH.D PROGRAMME</b>				
<b>Academic Session 2025-26</b>				
<b>Particulars</b>	<b>OPEN/OBC-NCL/GEN-EWS</b>		<b>SC/SC-PwD/ST/ST-PwD/Open-PwD/OBC-NCL-PwD/Gen-EWS-PwD/</b>	
	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester onwards</b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester onwards</b>
Tuition Fee	4220	4220	0	0
Enrolment & Registration charges	5000	5000	5000	5000
Laboratory charges	3500	3500	3500	3500
Library charges	3000	3000	3000	3000
Institution Development Fund	8000	8000	8000	8000
Examination Charges	0	0	0	0
Outreach Activities	0	0	0	0
Student Activity Charges	300	300	300	300
Medical Charges (Including Medical Insurance)	2000	2000	2000	2000
Amenities	500	500	500	500
Hostel Room Rent including water, electricity, it charges	9000	9000	9000	9000
One Time Charges-1. Security Deposit (Refundable) for Institution, Library & Mess	15000	0	15000	0
One Time Charges-2. Charges for Alumni Membership & Identity Card	11650	0	11650	0
<b>Grand Total</b>	<b>62170</b>	<b>35520</b>	<b>57150</b>	<b>31300</b>

**Note: Mess Charges of Rs. 25800/- are payable in advance per semester, which is variable and has to be paid at the time of joining the Hostel.**

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### **Proformas available under Student Welfare Office**

All the proformas are available in NIFTEM Website under Dean (Student Welfare) Section. Reference is attached.

List of Proforma is mentioned as under:-

1. Proforma for obtaining certificates from DSW Office. (Like Fee Structure , Bonafide for Loan, Passport Verification etc.) (Annexure – 1)
2. Proforma for submission of activity for Student Activity Council (Annexure – 2)
3. Proforma for Hostel Room Booking.
4. Proforma for staying in hostel during internship period.

### **Standard Operating Procedure**

- Go to NIFTEM Official Website ([www.niftem.ac.in](http://www.niftem.ac.in))
- Click on the Students Section
- Click on Sub Section - Dean (Student Welfare)
- Proformas , Notifications / Office Orders three icons is mentioned when you scroll below. All the updates of DSW Office is available in these relevant sections.
- Select the proforma you want to use.
- Fill the details in the proforma
- Make the Payment and get it verified from Accounts Department.
- Payment has to be made in below account details:-  
Account No. 31992122677  
IFSC Code:- SBIN0015479  
Bank Name:- SBI, NIFTEM Campus, Kundli, Sonipat
- Submit the proforma at DSW Office.
- Kindly adhere to the timings of submission of proforma.

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**NATIONAL INSTITUTE OF FOOD TECHNOLOGY  
ENTREPRENEURSHIP & MANAGEMENT**  
(An Institute of National Importance)  
**Kundli- 131028 Sonipat, Haryana**  
**Office of Dean Student Welfare**

Dated .....

**Pro-forma for submission of application for issuance of certificates**

S. No.	Student Details	
1	Student Name	
2	Father Name	
3	Regd. No. (Is your allotted Roll No.)	
4	Course Name	
5	Year in which studying	
6	Contact No. of Student	
7	Email ID of Student	
8	Purpose for which certificate is required	
9	Signature of Student	
10	Type of Certificates required ( Bonafide, Conduct, Fee Structure etc.)	
11	Faculty Mentor Name & Designation	
12	Recommendation of Mentor	
13	Fee Details: 100/- Per Certificate (For Same day but proforma needs to be received in DSW Office before 01.00 p.m.) & Rs. 50/- (After 24 hours) Details for Payment:- Bank Name:- State Bank of India Branch: NIFTEM Campus, Kundli BANK ACCOUNT No.: 31992122677 IFSC Code:- SBIN0015479	
14	Details of payment done: UTR No. (Verified by Accounts Department) (Proof is to be attached)	

**Receipt of DSW Office**

**Date & Time of Receiving at DSW Office: .....**

**Signature of Receiver: .....**

**Proforma for Submission of Society Activity/ Event**

1.	Society Name	
2	Name of Event	
3	Brief description of the event (For details, Annexure may be enclosed)	
4	Venue	
5	Date and Time (The proposal should be submitted at least one month prior to the event)	
6	Faculty Coordinators of Society	
7	Faculty Coordinator of Event (Male and /or Female )	
8	Is the event a part of Annual Event Calendar – Yes/ No	
9	Approved Budget Allocated for Event (Pl. enclose a copy) in Rs	
10	Advance requirement (in Rs.) (Amount is to be specified clearly)	
11	Advance to be sanctioned in the name of (Name of Faculty I/c)	
12	Any sponsorship received/ likely to receive for this event, if Yes, provide details	
13	Institutional support required for conducting the event (IT, Maintenance, House Keeping etc.) Clearly specify each requirement.	

14	Name, Reg. No. & Mobile No. of Student Coordinators of event (Separate Sheet can also be attached)	
15	Will the event affect the ongoing academic and research activity of the students (Yes/ No)	
16	I agree that no extra attendance or relaxation shall be given to any student for co-ordinating/ participating in the event (Yes/ No)	
17	The Faculty Co-ordinator of the event shall inform to all concerned departments for needful (Yes/ No)	
18	After the event, Faculty coordinator will submit a brief report of the event along with a few photographs to the DSW office (Yes / No)	
19	All expenditure bills duly verified should be submitted within 7-10 days after the event (Yes/ No)	
20	Signature of Faculty Coordinator of the Event	
21	Signature of Faculty Incharge of Society.	
22	Date of submitting the proposal in DSW Office	
	To be filled by DSW Office	
	Proposal Receipt Date	
	Proposal received by (Name & Signature)	

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### **Committees under Student Welfare**

1. Disciplinary Committee
2. Scholarship Committee
3. Tuition Fee Waiver Award Committee
4. Council of Wardens
5. Student Counselling Cell

In case of any specific grievance , we have Student Grievance Cell

#### **Sub: Student Grievance Redressal Committee**

Student Grievance Redressal Committee (SGRC) at NIFTEM-K for the year of 2025-26 as under:

#### **Student Grievance Redressal Committee (SGRC):**

1	Prof. Vimal Pant, Head (FBM & ED) Deptt.	Chairperson	Ex-Officio
2	Associate Dean (Academics)	Member	Ex-Officio
3	Associate Dean (Student Welfare)	Member	Ex-Officio
4	Dr. Anupama , Assoc. Prof., FBM &ED Deptt.	Member	Ex-Officio
5	Dr. Rekha Meena , Assistant Prof., AES Deptt.	Member	Ex-Officio
6	AR (Admin.)	Member	Ex-Officio
7	Sh. M. Sarvanan, Lab Technician, IDS Deptt.	Member	Ex-Officio

**Tenure:** 01.08.2025 to 31.07.2026

#### **Terms of reference:**

- 1) To address the grievance of students.
- 2) To consider and formulate recommendations on the representations made by the students.
- 3) To act as a Standing Committee to look into the disputes between research scholars and their supervisors on referral from the Dean Academics/Post-Graduate Studies.
- 4) This committee supersedes all the previous committees.
- 5) Secretarial Assistance to be provided by Dean (SW) Office.

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# Standard Operating Procedure

## MEDICAL EMERGENCY

1. If you have any medical emergency, please contact the security guard and call the reception contact number. (Phone No.: 91+ 81680 04800)
2. The guard will inform the caretaker about the emergency.
3. The caretaker will call medical staff.
4. If necessary, by caretaker, an ambulance will be arranged.
5. In case if any student will go outside of campus for a hospital visit:
  - (i) If both caretakers are available in the hostel, then one will assist the student.
  - (ii) Assistant Warden will go with student.
  - (iii) Otherwise, medical staff will assist the student depending upon the condition of the student and on recommendation of medical officer.

### For Emergency:-

Reception no. : - +91 81680 04800

Ambulance no. : - +91 96716 72934

Dispensary no. : - +91 81680 04100

Binita Disp. Nurse: - +91 74046 08340

Priyanka Disp.Nurse: - +91 98967 83016

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### (Operation & Maintenance)

To address the maintenance and IT-related problems at various hostels in NIFTEM

#### **Responsibility:**

- 1) **Students**- To bring the problem to the notice of the Warden/Associate Warden of the respective hostel.
- 2) **Warden/Associate Warden/Caretaker**- To take timely action and to escalate the problem to the concerned division within 24 hours of the receipt.
- 3) **AR-IT/AR-Admin**: To instruct the concerned team to execute and resolve the problem within 48-72 hours\*
- 4) **DSW/ADSW**- Overall monitoring and redressal of the IT/maintenance problem

\*Problems/issues that need the purchase of items shall be resolved within 15 days

#### **Common Problems:**

##### ***Information Technology problems-***

- 1) Improper CCTV coverage of various sections of the hostel.
- 2) Connectivity issues related to Wi-Fi coverage and LAN cable in the student's room
- 3) Unavailability of PA Mic system for announcement in all the floors and galleries

##### ***Maintenance Related problems-***

- 1) Non-functioning of the geyser and less quantity of geyser
- 2) RO routine check-up and maintenance
- 3) Removal of washroom blockage and water supply problem
- 4) Furniture repair work
- 5) Painting work

## **Standard Operating Procedure**

### **IN DISCIPLINARY ISSUE**

- Reporting of the complaint by (student, hostel staff, faculty staff etc...)
- Receiving of the complaint at student welfare office and inform Dean (A), Dean (SW).
- Issuance of show-cause notice to all the reported students with in 24 hrs
- Submission of explanation by the students with in 24 hrs after issuance of show-cause notice
- Fixing the time and date of the disciplinary committee meeting hearing
- Informing all the members, mentor's and concerned students
- Disciplinary committee meeting proceedings
- Finalization of minutes of meetings of the disciplinary case.
- Issuance of the penal action letters to the culprit students with in 24hrs of finalization of minutes of meeting of the disciplinary cases.

### **STUDENT'S LEAVE**

- As a first step, what leave student wants to avail a day out or a night out.
- If the student wants to avail a day out but his classes are scheduled on, so in that case he will have to take permission of Head (UG) studies or Dean (A) because they are only authorised for permission to leave the class or not
- If the student wants to go after attending the classes, he can take a gate pass.
- If a student wants to avail night out, then he should also get his leave application duly signed by his mentor forwarded by HoD's recommendation for issuance of gate pass.
- The care takers prepare the gate pass accordingly and get it duly signed by the respective wardens and this gate pass is issued to the students.

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# OFFICIAL DIRECTORY

## VICE CHANCELLOR OFFICE

Dr Harinder S Oberoi	Director	0130-2281001, 4	<a href="mailto:vcofficeniftem@gmail.com">vcofficeniftem@gmail.com</a>
<b>REGISTRAR &amp; DEANS</b>			
Prof. Ashutosh Upadhyay	I/c. Registrar	0130-2281071 0130-2281072	registrar@niftem.ac.in
Prof. Komal Chauhan	Dean Research & Outreach	0130-2281099	drkomal.niftem@gmail.com
Prof. Neeraj	Dean Academic	0130-2281242	<a href="mailto:neeraj.niftem@gmail.com">neeraj.niftem@gmail.com</a>
Prof. P. K. Nema	Dean Student Welfare	0130-2281098	<a href="mailto:pknema@yahoo.co.in">pknema@yahoo.co.in</a>
Prof. Sunil Pareek	Dean (PGS)	0130-2281067	sunil_ciah@yahoo.co.in
<b>HEAD OF THE DEPARTMENT</b>			
Dr. Harinder S Oberoi	HoD (IDS)	0130-2281004	hodbasniftem@gmail.com
Dr. Bhim Pratap Singh	HoD (AES)	0130-2281024	<a href="mailto:bhimpratap@gmail.com">bhimpratap@gmail.com</a>
Dr. Anupama Singh	HoD (FE)	0130-2281201	<a href="mailto:asingh3niftem@gmail.com">asingh3niftem@gmail.com</a>
Prof. Rajni Chopra	HoD (FST)	0130-2281037	rajnichopraniftem@gmail.com
Prof. Vimal Pant	HoD (FBM)	0130-2281096	vimal_pant@yahoo.com

## Contact Details of DEAN (SW) Office

Sr. No.	Name	Designation	Contact No.	E-mail Id
1	Prof. P. K. Nema	Dean(SW)	9254002468	<a href="mailto:pknema@yahoo.co.in">pknema@yahoo.co.in</a>
2	Prof. Vijay Kumar	Associate Dean (SW)	8814878205	vijay.kumar@niftem.ac.in
3	Ms. Komal Kumari	Accountant, DSW	9899782034	<a href="mailto:messfeesniftem@gmail.com">messfeesniftem@gmail.com</a>
4	Mr. Aakash Rai	DEO, DSW Office	8199940727	dsw.niftem@gmail.com
5	Ms. Payal Bishnoi	Cultural Trainer	9996217829	bishnoipayal19@gmail.com
6	Ms. Bunty	Sports Trainer	9992797040	<a href="mailto:panghalbuntypanghal@gmail.com">panghalbuntypanghal@gmail.com</a>
7	Dr. Gargi Dhaka	Student Counsellor	8460707292	Drgargi.niftem@gmail.com

## Hostel Wardens & Assistant Wardens

Sr. No.	Name	Designation & Hostel	Contact No.	E-mail Id
1	Dr. Tripti	Warden, Kaveri	8053306329	tripti.niftem@gmail.com
2	Dr. Tanya L Swer	Warden, Ganga	7005304228	tanya.niftem@gmail.com
3	Dr. Prarabdh C Badgajar	Warden, Satluj	9416541177	prarabdh.niftem@gmail.com
4	Dr. Nitin Kumar	Warden, Brahmaputra	8199902055	nitinkumar.iit@gmail.com
5	Dr. Chanchal	Assistant Warden, Ganga	9034016638	chanchalchem75@gmail.com
6	Dr. Anupama Deora	Assistant Warden, Kaveri	8901560058	shiningdeora@gmail.com
7	Sh. Naveen Roja	Assistant Warden, Brahmaputra	9250434611	naveenroja@gmail.com
8	Sh. Rajesh Goyat	Assistant Warden, Satluj	9802650459	rajeshgoyat16@gmail.com

## Caretakers

Sr. No.	Name	Hostel	Contact No.	E-mail Id
1	Ms. Geeta	Kaveri & Ganga	9193606328	geetarawat1237@gmail.com
2	Ms. Minakshi		9891654994	minakshiniftem@gmail.com
3	Mr. Amit Kumar Singh	Satluj	9452523543	amitsinghkumar30@gmail.com
4	Mr. Dhiraj Kumar Singh	Brahmaputra	8222852400	singhdhiraj322@gmail.com
5	Mr. Anuj	Brahmaputra	8398951815	anujsharma3231@gmail.com

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