



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)

National Institute of Food Technology Entrepreneurship and Management

(An Institute of National Importance under Ministry of Food Processing Industries,
Government of India)

Dated: 16.09.2026

NIFTEM-K DAY CARE CENTRE GUIDELINES

In order to provide a safe, secure and child-friendly environment for the children of employees/students of NIFTEM-K and to facilitate a better work-life balance, the following guidelines shall govern the establishment and operation of the Creche Facility.

1. Name of the Facility

The facility shall be known as "NIFTEM-K Day Care Centre".

2. Objective

The objective of the Day Care Centre is to provide quality day-care facilities for children of eligible employees and students of NIFTEM-K in a safe, healthy and nurturing environment.

3. Eligibility

The Day Care Centre facility shall ordinarily be available for:

- Children of Regular Employees;
- Contractual Employees;
- Research Scholars/Students (subject to availability of seats);
- Visiting Faculty/Consultants (with approval of the Competent Authority).

4. Age Group

Suitable for children between 2 and 12 years of age.

5. Working Days and Timings

- Monday to Friday: 09:30 AM to 06:00 PM
- Saturdays (if required): As decided by the Institute.
- Closed on Sundays and Gazetted Holidays unless otherwise notified.

6. Registration

Admission shall be granted only after:

- Submission of prescribed application form;
- Proof of age of the child;
- Medical fitness declaration;
- Emergency contact details;
- Payment of prescribed fee.

Admission shall be subject to availability of seats.

7. Monthly Care Fee

INR 1,500 per child per month, payable in advance on or before the 10th day of each month.

8. Per-day Charges

INR 75 per child for non-regular children.

9. Staffing

At least one female staff member (preferably Semi-skilled category) capable of caring for children shall be deployed in the Creche.

Wherever required, additional supporting staff may also be engaged.

10. Environment

The facility shall consist of:

- Fully air-conditioned rooms;
- Bunk beds;
- Child-safe furniture;
- Adequate lighting and ventilation;
- Child-friendly flooring;
- Safe electrical fittings.

11. Nutrition Facilities

A pantry shall be provided containing:

- Microwave Oven;
- RO Water Purifier;
- Refrigerator;

- Storage facility for food brought by parents.

Parents shall provide meals as per the dietary requirements of their child unless otherwise decided by the Institute.

12. Activities

The Creche shall provide:

- Educational toys;
- Indoor games;
- Reading corner;
- Story books;
- Drawing materials;
- Audio-visual learning aids;
- Designated play area;
- Recreational and developmental activities suitable for different age groups.

13. Health & Hygiene

- Daily cleaning and sanitization of the premises.
- Safe drinking water.
- Clean toilets.
- Proper waste disposal.
- Sick children shall not ordinarily be admitted.
- Parents shall immediately inform the NIFTEM- Day Care Centre regarding any contagious illness.

14. Safety & Security

All rooms shall be equipped with 24x7 CCTV surveillance cameras to ensure safety and security of children.

The Institute shall ensure:

- Fire safety equipment;
- Emergency evacuation procedures;
- Child-safe furniture;
- Restricted entry of outsiders.

15. Police Verification

Mandatory Police Verification shall be conducted for all NIFTEM Day Care Centre staff members and supporting security personnel before deployment.

16. Parent Responsibilities

Parents/Guardians shall:

- Ensure timely drop and pick-up.
- Provide emergency contact details.
- Inform the Day Care Centre regarding allergies or medical conditions.
- Label personal belongings.
- Maintain discipline while interacting with Day Care Centre staff.

17. Illness & Emergency

In case of illness or emergency:

- Parents shall be informed immediately.
- Necessary first aid may be provided.
- Serious medical cases shall be referred to the nearest hospital.
- Expenses, if any, shall be borne by the parents unless otherwise approved by the Institute.

18. Discipline

The Institute reserves the right to suspend or discontinue the Day Care Centre facility for any child in case of:

- Repeated violation of guidelines;
- Non-payment of fee;
- Misconduct by parents/guardians;
- Any situation affecting safety of other children.

19. Liability

While every reasonable care shall be taken, NIFTEM-K shall not be responsible for any unforeseen incident beyond its reasonable control.

20. Maintenance of Records

The following records shall be maintained:

- Admission Register;

- Attendance Register;
- Fee Register;
- Medical Register;
- Visitor Register;
- Complaint Register;
- Stock Register.

21. Monitoring

The Creche shall function under the supervision of the Institute.

The Institute may constitute a Creche Monitoring Committee for periodic inspection, review and improvement of the facility.

22. Additional Responsibilities

- Any staff/official may assigned the additional responsibility of Creche Management.
- Office Assistant (Accounts) shall maintain all records, fee collection, accounts and other administrative documents relating to the Creche.

23. Amendment

The Institute reserves the right to amend, modify or revise these Guidelines from time to time with the approval of the Competent Authority.

24. Interpretation

Any doubt regarding interpretation of these Guidelines shall be referred to the Director, NIFTEM-K, whose decision shall be final.

**-Sd-
Registrar**