

PROACTIVE DISCLOSURE

1. Particulars of Organisation, Functions and duties (Section 4(1)(b)(i))

(A) Organisation:

National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) has been set up by Ministry of Food Processing Industries at Kundli, Distt. Sonapat, Haryana as an apex world class institute to promote cooperation and networking among existing institutions both within the country and International bodies and bring in International best practices for improving Food Processing Sector, provide industry-friendly short term courses including regular degrees and management courses with equal and complementary emphasis on research and education. NIFTEM would be a pioneer in creating a centre for integrated research, education, enterprise incubation and outreach in the area of food science and food technology.

Mandate:

NIFTEM has a mandate to work as Sector Promotion Organisation/Business Promotion Organisation of the Food Processing Sector. The major objectives of NIFTEM are:

- I. To work as "One Stop Solution Provider" to all the problems of the sector.
- II. To work for "Skill Development and Entrepreneurship Development" for the sector.
- III. To facilitate "Business Incubation Services".
- IV. To conduct Frontier Area Research and foster Innovation for development of the sector.
- V. To develop World Class Managerial Talent coupled with advanced knowledge in Food Science and Technology.
- VI. To function as a Knowledge Repository.
- VII. To working for up-gradation of SME food processing clusters
- VIII. To provide intellectual backing for regulations, governing Food Quality and Safety
- IX. To promote cooperation and networking among existing institutions within India and Abroad

Vision:

The Vision for NIFTEM is to set up an International centre of excellence which integrates technological, managerial and behavioural aspects of the Indian Food Processing industry with the clear objective of catapulting the sector to the Numero

Uno position in the world. Unlike the existing food science institutes in India, NIFTEM will function as a centre for integrated education, research, enterprise incubation and outreach in the area of food science, technology and business. Experts believe that there will be significant economic gains from incubation and enterprise development, which can in turn catalyze the growth of the Food Processing Sector in the national and international spheres by nurturing world class entrepreneurs.

"To be an International Centre of Excellence which integrates all facets of food technology, entrepreneurship and management and be recognized as the focal point for catalyzing the growth of the food processing industry in India in the global context."

Mission:

- i. To produce world-class business leaders, develop globally competitive processes and technologies and international best practices in the area of food technology, entrepreneurship and management.
- ii. To carry out R&D in frontier areas, develop world-class technologies and assist the government in policy making on food processing.
- iii. To be a prime academic institution in the areas of food technology, entrepreneurship and management, NIFTEM would offer courses and training programmes of global standards with optimal mix of inputs on food technology, management and entrepreneurship.
- iv. To offer continual training to the industry to enhance their skill and be updated on global trends in food research and technology by consultation with the stakeholders.

2. Powers & Duties of its Officers & Employees (Section 4(1)(b)(ii))

- I. **Chancellor:** The Institution Deemed to be University under De Novo category shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be University but shall be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or trust, shall hold office for a period of 5 years and shall be eligible for one more terms. The Chancellor shall neither be a member of the society or the Trust nor a close relative of the President of the Society or the Trust.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be university.

II. Vice Chancellor:

- a)** The Vice Chancellor shall be the Principle executive officer of the Institution Deemed to be University and shall exercise general supervision and control over the affairs of the Institution Deemed to be University and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution Deemed to be University.
- b)** The Vice Chancellor shall be the Chairman of the Board of Management & Chairman of the Academic Council, the Finance Committee, the planning & Monitoring Board and Selection Committees.
- c)** The Vice Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Institution Deemed to be University.
- d)** The Vice Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institution Deemed to be University under its Rules and Regulations and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (b) above is of the opinion that such action ought not to have been taken , it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice Chancellor under the said clause , he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm , modify or reserve the action taken by the Vice Chancellor.

5. It shall be the duty of the Vice Chancellor to ensure that the rules and regulations of the Institution Deemed to be University are duly observed and implemented and he/she shall have all the necessary powers in this regard.
6. All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice Chancellor.
7. The Vice Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
8. The Vice Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
9. The Vice Chancellor shall exercise such powers and perform such functions as may be prescribed by the Rules and Bye-Laws.

Registrar:

1. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
2. The Registrar shall be directly responsible to the Vice Chancellor and shall work under his direction.
3. The following shall be the duties of the Registrar :
 - i. To be the custodian of the records and the funds and other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge.
 - ii. To conduct the official correspondence on behalf of the authorities of the Institution Deemed to be University.
 - iii. To issue notices convening meetings of the authorities of the Institution Deemed to be University and all committees and subcommittees appointed by any of these authorities.
 - iv. To maintain the minutes of meetings of all the authorities of the Institution Deemed to be University and of all the Committees and sub-committees appointed by any of these authorities.
 - v. To represent the Institution Deemed to be University in suits or proceedings by or by against the Institution Deemed to be University , sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
 - vi. To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University.
 - vii. To make arrangements to safeguard and maintain the buildings , gardens , office, canteen, cars and other vehicles , laboratories , libraries , reading rooms, equipments and other properties of the Institution Deemed to be University.
 - viii. To perform such duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice Chancellor from time to time.

Finance Officer:

- i. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the rules of the Institutions Deemed to be University.
- iii. The Finance Officer shall work under the direction of the Vice Chancellor and shall be responsible to the Board of Management through the Vice Chancellor.
- iv. He/She shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.

- v. He/She shall be responsible for the management of funds and investments of the Institution Deemed to be University, subject to the control of Board of Management.

Controller of Examination:

- i. The Controller of Examination shall be appointed by the Board of Management.
- ii. The Controller of Examination shall ensure that all the specific directions of the Board of Management, Academic Council and Vice Chancellor in respect of examination and evaluation are complied with.
- iii. The Controller of Examination shall be a permanent invitee to the Board of Management.
- iv. To make arrangements for and supervise the examinations conducted by the Institution Deemed to be University.

Dean:

- i. Dean (Academics)
- ii. Dean (Research)
- iii. Dean (Student Welfare)

Head of Department:

- i. The power and functions of the Head of the Department shall be prescribed by the Rules of the institution Deemed to be University.

4. Norms for discharge of Functions (Section 4(1)(b)(iv))

The norms prescribed by the Govt. of India for discharge of functions (Sec 4(1)(b)(iv) are followed by NIFTEM.

5. Rules , regulations , instructions , manual and records , held by it or under its control used by its employees for discharging its {Section 4 (1) (b) (v) }

All the Rules, Regulations, Instructions, Manual issued by Govt of India are followed by NIFTEM.

6. Categories of documents held by the Authority or under its control {Section 4 (1) (b) (vi) }

The documents held by the NIFTEM are mostly unclassified. However, certain records relating to Examination matters to classified and accordance the Institute.

7. Particulars for any arrangement for consultation with or representation by, the members of public in relation to the formulation of policy or implementation thereof {Section 4 (1) (b) (vii) }

NIFTEM Industry Forum (NIF):

- With a view to have an industrial advisory body, NIFTEM Industry Forum (NIF) consisting of representatives from micro, small, medium and large industries in food processing sector have been set up for building partnership with the industry.
- 03 meetings of NIF have been held so far which have helped to understand the problems & requirements of industry.

NIFTEM Research Development Council (NRDC):

- Research Development Council consisting of about 50 members drawn from industry and academia has been set up to chalk out the future research agenda of NIFTEM. Experts from ICAR/ CFTRI/ CIPHET/ DFRL/ DRDO/ IIT Kharapur, HBTI Kanpur have been included in the council.
- Two meetings of NRDC held.

8. Boards , councils , committees and other bodies constituted as part of the Public Authority or for its advice , whether its meeting are open to public, or the minutes are accessible to public {Section 4 (1) (b) (viii) }

The Meetings of the Board of Management and other Statutory Bodies are not open to public but its minutes are accessible to public.

9. Directory of Officers & employees {Section 4 (1) (b) (IX) }

Directory of Officers and Employees are available at our official website i.e. www.niftem.ac.in

10. Monthly remuneration received by Officers & Employees , including system of compensation {Section 4 (1) (b) (x) }

| S.No | Post name | Pay Scale |
|------|--|---|
| 1 | Director | Rs. 75,000/- (Fixed) + 5,000 Spl. Allowance |
| 2 | Registrar | 37400-67000+GP 10000 |
| 3 | Professor | 37400-67400+ AGP10000 |
| 4 | Controller of Examination | 37,400 – 67,000 + AGP of 10,000 |
| 5 | Associate Professor | 37400-67000+ AGP 9000 |
| 6 | Deputy Controller (Finance & Accounts) | 15,600-39,100+Grade Pay of Rs. 7600 |
| 7 | Deputy librarian | 15600-39100+7600 (A.G.P.) |
| 8 | Deputy General Manager | PB-3 + 7600 |
| 9 | Assistant Professor | 15600-39100+AGP6000 |
| 10 | Assistant Registrar | 15,600-39,100+Grade Pay of Rs. 5400 |
| 11 | Assistant Librarian | Rs. 15,600 – 39,100 + GP of Rs. 5400 |
| 12 | Assistant General Manager | PB-3 + 5400 |

| | | |
|----|--------------------------------|-----------------------------------|
| 13 | Accounts Officer | 9,300-34,800 +AGP 4800 |
| 14 | Private Secretary | 9300-34,800+Grade Pay of Rs. 4600 |
| 15 | Personal Assistant | 9300-34,800+Grade Pay of Rs. 4200 |
| 16 | Executive Assistant | 9300-34,800+Grade Pay of Rs. 4200 |
| 17 | Assistant | 9300-34,800+Grade Pay of Rs. 4200 |
| 18 | Sr. Library Information Asstt. | 9300-34,800+Grade Pay of Rs. 4200 |
| 19 | Accountant | 9300-34,800+Grade Pay of Rs. 4200 |
| 20 | Network Administrator | 9300-34,800+Grade Pay of Rs. 4200 |
| 21 | System Administrator | 9300-34,800+Grade Pay of Rs. 4200 |
| 22 | Junior Engineer | 9300-34,800+Grade Pay of Rs. 4200 |
| 23 | Lab Incharge | 9300-34,800+Grade Pay of Rs. 4200 |
| 24 | Cashier | 9300-34,800+Grade Pay of Rs. 4200 |
| 25 | Lab Technician | PB – 1 + 2800 |
| 26 | Peon | PB-1 + 1800 |

11. Budget allocated to each agency, indicating the particulars of all plans , proposed expenditures and reports on disbursements made {Section 4 (1) (b) (xi) }

Budget is allocated to difference activities every year with the approval of Finance Committee & Board of Management according to which expenditure is incurred.

12. Manner of execution of subsidy programmes {Section 4 (1) (b) (xii) }

Not Applicable

13. Particulars of recipients of concessions , permits or authorisations granted by Public Authority {Section 4 (1) (b) (xiii) }

Not Applicable

14. Information available in electronic form {Section 4 (1) (b) (xiii) }

All information is available in electronic form. Refer website www.niftem.ac.in

15. Particulars of facilities available to citizens for obtaining information {Section 4 (1) (b) (xv) }

Information facilitation Centre is available at the NIFTEM Reception to provide required information besides information available in the Website niftem.ac.in.

16. The names , designation and other particulars of the PIOs {Section 4 (1) (b) (xvi) }

| S. No. | Designation/Officers | Contact Person and Address |
|--------|----------------------|--|
| 1. | Appellate Authority | Registrar, NIFTEM Contact:-0130-2281000,2281072.E-mail: registrar[at]niftem[dot]ac[dot]in |
| 2. | CPIO | Sh.Ashok Chauhan(Dept.Controller of Finance & Accounts, NIFTEM) Contact:-0130-2281000,2281047.E-mail: ashokchauhan60[at]rediffmail[dot]com |
| 3. | PIO | Sh. Nirdesh Kr Sharma (Asst.Registrar, NIFTEM) Contact:-0130-2281000, 2281084. E-mail: nirdesh.sharma[at]niftem[dot]ac[dot]in |

17. Information related to procurement

All procurement is made in accordance with General Financial Rule 2005. All tender documents including limited tenders are uploaded on the website for wider publicity.

18. Public Private Partnership

Not Applicable

19. Transfer policy and transfer orders

Not Applicable

20. RTI Application

RTI applications are attended within the time frame given in RTI Act.

21. CAG & PAC Paras

There are no PAC Paras. CAG Audit Paras are replied to as & when received.

22. Citizen's Charter

Being Prepared.

23. Discretionary & Non- Discretionary Grants

Not Applicable