GURUKUL NATIONAL INSTITUTE AND MANAGEMENT

Under the management of NCD Global Service, Powered by NCD WELFARE FOUNDATION

(A free Education Management Unit)

Office address: RDB Boulevard, GP, EP Block, Sector V, Bidhannagar, Kolkata- 700091

Tel: 033-6902-9692 & 9093085089, Email: info@gnim.org Website: www.gnim.org

AUTHORIZED BRANCH OF WEST BENGAL

GNIM KOLKATA REGIONAL BRANCH

Office Address: EP Block, Sector V, Bidhannagar, Kolkata-700091

All 'District Candidate Service Point' (DCSP) List Under 'GNIM KOLKATA REGIONAL BRANCH'

SL.	DISTRICT NAME	CENTER NAME & ADDRESS
01	Kolkata	REXORA
		Address: EP Block, Sector V, Bidhannagar, Kolkata, Pin code-700091, State: West Bengal

OFFICE VISIT POLICY & DISCLAIMER

- **Mandatory Prior Appointment for Office Visits- Gurukul National Institute & Management (GNIM). Effective Date:** 01.09.2026

Gurukul National Institute & Management (GNIM) is committed to maintaining a safe, organized, professional, and efficient environment for its students, candidates, guardians, visitors, and staff. Accordingly, prior appointment is mandatory for every student, candidate, applicant, parent/guardian, representative, or visitor who intends to visit the GNIM office.

1. Prior Appointment is Mandatory

No individual shall visit the GNIM office without obtaining a prior confirmed appointment from the concerned GNIM authority. The publication of the office address on the official website is intended for official communication, correspondence, and scheduled visits only. It should not be interpreted as an invitation or authorization for an unscheduled or walk-in visit.

2. No Walk-In Visits

Walk-in office visits are strictly not permitted. Any student, candidate, guardian, or other visitor arriving at the office without a confirmed appointment may be denied entry and/or may not be permitted to meet the concerned authority. GNIM reserves the right to refuse or reschedule any unscheduled office visit without assigning any reason.

3. Appointment Confirmation

A request for an appointment shall **not be considered a confirmed appointment** until the concerned GNIM authority has expressly confirmed the:

- Appointment Date
- Appointment Time
- Purpose of Visit
- Name of the Visitor/Candidate
- Any other information required by GNIM

A phone call, WhatsApp message, SMS, email, or appointment request submitted by itself does not constitute confirmation unless confirmation has been provided by the authorized GNIM representative.

4. Appointment Scheduling

All visitors are requested to contact the concerned GNIM authority in advance and obtain an appointment before making any travel arrangements. Visitors must arrive **only on the confirmed date and within the confirmed time slot**. Any request to change the appointment date or time must be communicated to GNIM in advance and shall be subject to availability and approval.

5. Accompanying Persons

If a candidate/student intends to visit the office with a **parent, guardian, or accompanying person**, this information should be disclosed at the time of requesting the appointment. GNIM may regulate the number of accompanying persons permitted inside the office premises based on administrative, security, space, or operational requirements.

6. Purpose of Office Visit

The purpose of the proposed visit should be clearly communicated while requesting an appointment. GNIM may require additional information or supporting documents, where applicable, to facilitate the scheduled meeting.

7. Right to Regulate Office Access

For reasons including **administrative requirements, security, operational efficiency, staff availability, privacy, or other legitimate organizational considerations**, GNIM reserves the right to:

- Approve or decline an appointment request;
- Reschedule an appointment;
- Limit the duration of a meeting;
- Restrict access to certain areas of the office;
- Limit the number of accompanying persons; and
- Deny access to any person arriving without a confirmed appointment.

8. No Guarantee of Immediate Meeting

Even where a visitor has contacted GNIM previously, an immediate meeting with any particular officer, representative, department, or authority cannot be guaranteed unless specifically confirmed as part of the appointment. Visitors are therefore requested **not to visit the office based solely on an expectation of meeting a particular person without prior confirmation.**

9. Compliance with Office Policy

By requesting or attending an appointment, the visitor agrees to comply with GNIM's applicable office procedures, security requirements, visitor guidelines, and instructions issued by authorized GNIM personnel. Failure to comply with these requirements may result in the appointment being cancelled, postponed, or access being denied.

10. Important Notice

PLEASE DO NOT VISIT THE GNIM OFFICE WITHOUT A CONFIRMED APPOINTMENT.

The office address displayed on this website does not constitute permission for a walk-in visit.

⃠ NO CONFIRMED APPOINTMENT = NO OFFICE VISIT

All students, candidates, guardians, applicants, and visitors are requested to obtain a confirmed appointment before visiting the GNIM office.

Your cooperation in following this policy enables GNIM to provide better service while maintaining a professional, secure, and well-organized office environment.

**** Working Time: 10.00 AM to 04.00 PM, Except for Saturday, Sunday & Government holiday.***