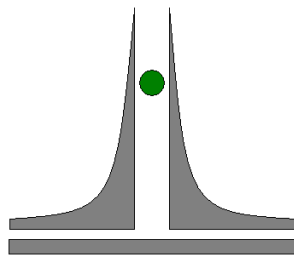


NATIONAL COUNCIL
FOR
HOTEL MANAGEMENT
AND
CATERING TECHNOLOGY



Examination Rules 2017
(With effect from July 2017)

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT
AND CATERING TECHNOLOGY**
A-34, SECTOR-62 NOIDA – 201 309

EXAMINATION RULES

1.0 INTRODUCTION

- 1.1 These rules shall hereafter be called Examination Rules for National Council for Hotel Management & Catering Technology.
- 1.2 These rules shall supersede all existing rules for such examinations and shall come into force with effect from 2017-18 Academic Year beginning July 2017.
- 1.3 These rules will be subject to alterations and amendments by the Council only with due notice of one clear academic session.

2.0 DEFINITIONS

In these rules unless otherwise repugnant;

- 2.1 **Academic year** is the period of time in a year scheduled for teaching. Each year will be comprised of two semesters/ terms.
- 2.2 **Chairman** shall mean the Chairman of Board of Governors of the National Council for Hotel Management & Catering Technology, New Delhi.
- 2.3 **Chief Executive Officer (CEO)** shall mean the Chief Executive Officer of the National Council for Hotel Management & Catering Technology.
- 2.4 **Controller of Examinations** shall mean the Controller of Examinations of the National Council for Hotel Management & will be responsible for the conduct of examinations and for making arrangement for declaration of results of the examinations held by the National Council for Hotel Management and Catering Technology.



- 2.5 **Council** shall mean the National Council for Hotel Management and Catering Technology.
- 2.6 **Examination** shall mean any examination conducted by the National Council for Hotel Management and Catering Technology.
- 2.7 **Examination Committee** shall mean the Committee of the National Council for Hotel Management entrusted with the task of finalising examination matters.
- 2.8 **Institute** shall mean Institute affiliated to National Council for Hotel Management and Catering Technology.
- 2.9 **Principal** shall mean the Head of the affiliated Institute.
- 2.10 **Secretary** shall mean the Secretary of the National Council for Hotel Management and Catering Technology, New Delhi.
- 2.11 **Session** is the period of time of a semester or term scheduled for teaching.
- 2.12 **Superintendent** shall mean Superintendent of the Examination Centre.
- 2.13 **University** shall mean the degree awarding university for degree courses.

3.0 **EXAMINATION COMMITTEE, EXAMINATION SCHEDULE**

3.1 Examination Committee

3.1.1 The Examination Committee shall consist of following members:

- a) The Controller of Examinations of NCHMCT shall be the Ex-Officio Convenor of Examination Committee. If there is no such person, or the post is lying vacant, the officer who is holding the charge for the time being shall be the Convenor of the Examination Committee;
- b) Director (Studies), National Council for Hotel Management & Catering



Technology or his/ her nominee;

- c) The Member Secretary of the Board of Governors of NCHMCT or his/ her nominee; and
- d) Four Principals of the affiliated institutes to be nominated by the Board of Governors.
- e) The Convenor may co-opt an expert as member for a meeting.

3.1.2 The tenure of nominated members shall be three academic years. In case of delay in the nomination, the members nominated earlier shall continue to function. The Board of Governors may reconstitute the committee before the completion of tenure, if it so desires.

3.1.3 Five members present at any meeting shall constitute a quorum.

3.1.4 Convenor shall maintain record of all decisions of the Examination Committee in a book form.

3.1.5 TA/DA of co-opted and nominated members shall be borne by the Council.

3.2 Examination:

3.2.1 The National Council for Hotel Management and Catering Technology shall conduct the end term examination of each course affiliated to it whether full time or short time or as decided by the Council from time to time.

3.2.2 The examination shall be held as per event calendar notified each year.

3.3 The medium of examination shall be English unless specified.



4.0 ELIGIBILITY FOR ADMISSION TO THE EXAMINATION

4.1 In order to be eligible to take the Council's examinations (any semester/ term or course), a candidate must have;

4.1.1 been on the roll of an affiliated institution for one full academic session (period of study) in the course for which he/she wants to take the examination;

4.1.2 submitted his/her application to the Controller of Examinations through the head of the institution last attended or any other authority nominated by the National Council for Hotel Management and Catering Technology for this purpose;

4.1.3 produced the certificate signed by the forwarding authority of having attended not less than 75% of the aggregate of all lectures, practical and tutorial classes held during the session (effective teaching hours/ contact hours). Attendance in lectures, practical and tutorials shall be counted from the date of commencement of session as per Council's calendar.

Note: A student is expected to attend 100% classes i.e theory, practical & Tutorial. The above relaxation is provided for absence due to unforeseen reason.

i) Every period of lecture, tutorial, practical, project and workshop work as applicable shall be counted as one unit for the purpose of counting of attendance e.g. if a class covers four periods at a time, four units of attendance will be counted.

ii) Each candidate should have carried out laboratory, practical assignment, project work etc. prescribed in the course taken by him/ her to the satisfaction of the Head of the Institution and certified by the Head of that Institution as fit for appearing at the examination as regards progress, conduct and character provided that such candidates have not been



debarred from appearing for any examination held by any Government or constituted statutory examination authority in India at the time when examinations are held by the National Council for Hotel Management & Catering Technology.

- iii) A student engaged in extra-curricular and co-curricular activities, with the permission of the Principal (Food exhibitions, Chef Competition, Education tour, etc.) shall be treated as present for the purpose of counting attendance in accordance with the timetable, for which record will be maintained by the institute.
- iv) When on account of bonafide illness, (supported by a Medical Certificate from a Registered Medical Practitioner produced by the candidate at the time of illness or immediately thereafter) or for any other reason deemed sufficient by the Head of the Institution (e.g. death in family), the total attendance of a candidate falls short up to a maximum of 10 percent of the total working days, the Head of the Institution shall be competent to condone such deficiency in attendance and permit such a candidate to appear for the examination, if otherwise eligible.

Note: Industrial Training shall not form part of above and will be treated separately.

- 4.1.4 A candidate who is disallowed from appearing for an examination for not fulfilling the conditions at 4.1.3 above shall be required to fulfil all the conditions afresh, before being entitled to appear for the examination.
- 4.1.5 Those candidates who, because of being ineligible to appear in any of the National Council Examinations, are detained in the same semester/ term whether on account of shortage in attendance or for any other reasons will be required to repeat that semester/ term as a regular student in the following year and may, if otherwise eligible and if so permitted, appear in the next semester/ term examination.



4.1.6 Industrial Training (III or IV Semester of B.Sc in Hospitality & Hotel Administration):

Industrial Training will require an input of 102 days (17 weeks X 6 days per week = 102 days). To qualify for examination a student must login at least 87 days of Industrial Training. Student can avail 15 days leave with prior permission of hotel authorities. A student, who fails to attend 87 days of Industrial Training will not be allowed to appear for examination and treated as fail in the subject. Such a student will be allowed to complete the Industrial Training shortfall during vacation and appear in the subsequent examination, if otherwise eligible.

4.2 A candidate, who fulfils the conditions at para 4.1 above but does not appear for the examination, may at his/ her option appear for the subsequent examination as an external student. In such cases the internal assessment put in shall be preserved by the Head of the Institution and presented at the subsequent examination.

4.3 Attendance of the students, provisionally promoted to the next higher class, shall be counted from the date of commencement of session.

4.4 A candidate having passed an examination shall not be entitled to re-appear for the same examination.

4.5.1 All applications for admission to the examination, shall be accompanied by the necessary fee prescribed by the National Council for Hotel Management and forwarded through the Head of the Institution on or before the last date notified by the National Council every year. An additional late fee as prescribed in Rule 5 shall be charged for each late application received in the National Council's office not later than 15 days after the notified last date and up to 30 days before the commencement of examination. The Controller of Examination, National Council for Hotel Management & Catering Technology shall, however, be competent to accept such late applications without any late fees even after the notified date in case he is satisfied that the application was in fact



submitted by the candidate to the Institution in time but could not reach the National Council's office before the notified date on account of failure of authorities in the Institution to do so.

4.5.2 The National Council will accept no application, which has not been so submitted or is not complete in every respect. The Head of the Institution shall be competent to refuse to forward to the National Council any such application, which is not complete in every respect.

4.5.3 Notwithstanding the forwarding of applications for admission to examination and payment of examination fee through the Head of Institution and allocation of Examination Roll Numbers and/ or release of Admit Card by the National Council, the Head of the Institution shall be competent to withdraw such applications in respect of those candidates who do not fulfil any of the conditions laid down under para 4.1 above, at any time before the commencement of the examination and to disallow those candidates from appearing for the examination.

4.6 Students who wish to continue their studies, after having been out of the institute for not more than two years due to any reason, except those who for adopting unfair means or found guilty for gross indiscipline etc. and having been debarred by the competent authority from appearing in the examination conducted by the National Council, could do so within one week from the commencement of the session. The period of absence shall be counted from session to session and not from the date candidate leaves the institution. Attendance for such candidates shall be counted from the date of commencement of session.



4.7 DURATION TO CLEAR A COURSE:

Period to clear/ pass all papers/ subjects of a course shall be as under:

COURSE	MAXIMUM DURATION
Two years Masters Degree in Hospitality Administration	Four Academic years
One and Half year Post Graduate Diploma in Dietetics and Hospital Food Service	Three Academic Years
One and Half year Post Graduate Diploma in Accommodation Operations and Management	Three Academic Years
Three years Bachelors Degree in Hospitality & Hotel Administration	Six Academic Years
One and Half year Diploma in Food Production	Three Academic Years
One and Half year Diploma in Bakery & Confectionery	Three Academic Years
One and Half year Diploma in Food & Beverage Service	Three Academic Years
One and Half year Diploma in Housekeeping	Three Academic Years
One and Half year Diploma in Front Office Operations	Three Academic Years
One and Half year Craftsmanship Certificate Course in Food Production and Patisserie	Three Academic Years
Six months Craftsmanship Certificate Course in Food and Beverage Service	Three Academic sessions/ terms

Failure to clear the subject(s) in the last year/ session will in effect result in the candidate being OUT OF SYSTEM. Such candidates desirous to continue the course will have to seek fresh admission in the first semester/ year of the course as per the manner prescribed therefor by the National Council.

5.0 **EXAMINATION FEE**

5.1 Every candidate shall submit his/her application to the Head of the Institution by the last date as notified by the Controller of Examinations and Head of Institute shall further forward the applications to the Controller of Examinations so as to reach within 8 days of the last date so notified subject to the conditions laid down in Rule 4. Applications received late from the Head of the Institution are liable to be rejected.

5.2 Examination fee/ rates shall be as notified from time to time.



6.0 NON-REFUND OF EXAMINATION FEES

- 6.1 Fees once paid shall not be refunded except in such cases as mentioned in Rule 6.2 below.
- 6.2 The examination fee paid by such candidates who are not permitted to appear in the examination shall be refunded on receipt of an application by the Controller of Examinations in writing to that effect from the candidate concerned within 3 months of the commencement of the Examination. No application will be entertained if received after the date mentioned above.

7.0 CONDUCT OF EXAMINATION

- 7.1 The Controller of examinations shall decide and notify the centres where examinations are to be held. For each such centre, the Controller will appoint the Superintendent of Examination.
- 7.2 The Head of Institution running affiliated courses shall be required to inform the Controller of Examinations, National Council for Hotel Management & Catering Technology the number of candidates to take such examination by the date(s) so notified by the Controller of Examinations.
- 7.3 The Superintendent of Examination shall appoint all other Supervisory and ancillary staff required as approved by the Controller of Examinations.
- 7.4 The number of staff to be appointed for the centres will depend on the number of halls/rooms, labs. Workshops etc. in which the examination is being conducted. One invigilator shall be allowed for every 20 candidates or part thereof with a minimum of two invigilators per room or hall, in case of written examinations.
- 7.5 An additional invigilator will be provided to help the Superintendent of the centre.
- 7.6 In the conduct of practical examination, the Instructor who has been conducting



practical classes shall normally be appointed as Internal Examiner.

- 7.7 Examination Superintendent will ensure proper receipt of stationery & question papers and their safe custody.
- 7.8 No candidate shall normally be permitted to enter the examination hall after the commencement of the examination. The Superintendent of Examination Centre may, however, at his/her discretion; permit a candidate to enter the hall up to half an hour after commencement of the examination. However, no extra time will be allowed for such late admissions.
- 7.9 No candidate shall be permitted to leave the examination hall before the lapse of one hour after commencement of examination. The Superintendent of Examination may in exceptional cases permit an examinee to leave the examination hall even before this period if in his/her judgement, continued presence of the examinee in the hall is not desirable in the interest of smooth conduct of examination or if a candidate becomes physically incapable of continuing the examination due to sudden illness.
- 7.10 Amanuensis (writer) may be provided to a candidate if he/she is not in a position to write himself/herself subject to the discretion of the Superintendent of Examination, on the condition that no remuneration will be paid to such a writer by the Council and the writer will not be a person connected with the course, knowledgeable in the course or related to the student.
- 7.11 Bonafide 'dyslexic' candidates shall be provided 25% extra time for theory examination.
- 7.12 Every candidate shall be allotted an Examination Roll Number and an Identity/Admit Card issued by the Council with an attested photograph, which must be produced at every examination.



8.0 ACTS OF MISCONDUCT & USE OF UNFAIR MEANS

8.1 The Superintendent of Examination shall report to the Controller of Examinations without delay and on the day of occurrence of each case where use of unfair means in Examination is suspected or detected with full details of evidence of actually what is noticed from the concerned person either the invigilators, examiners in practical examination or from any other source together with an explanation in writing from the candidate concerned. The report should indicate how, when (Date and Time) and by whom (Official on duty) the unfair means case was detected and what was actually noticed.

Following shall be taken as 'MALPRACTICE' in the examination

- 8.1.1 Candidate who is found in possession of any note-book(s) or notes or chits or any other unauthorised material concerning the subject pertaining to the examination paper.
- 8.1.2 Anything written on any part of clothing, body, desk, table or any instrument such as setsquare, protractor, blotting paper and question paper etc.
- 8.1.3 Possession of electronic gadgets such as Mobile phone, I Pad, Tablet, Ear Phone, Head phone, Smart watch etc.
- 8.1.4 Talking to another candidate in the examination hall or change of seat without the permission of Examination Superintendent.
- 8.1.5 Consulting notes, books or any other material or outside person while going to toilet etc. outside the Examination Hall.
- 8.1.6 Running away or swallowing or destroying any note or paper or material found with him/her.
- 8.1.7 Impersonation.



8.1.8 If the answer-books show that a candidate has received or given help to any other candidate through copying.

8.1.9 Using obscene or offensive language in the answer book.

8.1.10 Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.

The candidate found guilty of having adopted anyone or more of the above malpractice is liable to be penalised with a penalty by the National Council, which may vary from cancellation of the examination/expulsion up to maximum period of three years following the malpractice under issue.

8.2 In case the candidate refuses to give a written statement, the fact of his refusal shall be recorded by the Superintendent and witnessed by at least two members of the Supervisory Staff present at the time of interrogation of the candidate by the Superintendent.

8.3 A candidate found to be or suspected to be guilty of using unfair means in the examination shall be permitted to answer the remaining part of the question paper but on a separate answer book and the answer book in which the unfair means is suspected to have been committed shall be taken in possession by the Superintendent, who shall send both the answer books, marked I & II in the order in which these were used by the candidate to the Controller of Examinations with his/her detailed report and findings in a separate sealed cover. The candidate shall however be permitted to appear in the remaining examination(s) in subsequent papers(s).

8.4 Even if a candidate is found having in his/her possession or accessible to him/her, papers, books or notes or material which do not relate to the subject of examination and which could not possibly be of any assistance to him/her, such cases must be reported to the Superintendent of Examination by the Invigilator with necessary papers for investigation.

- 8.5 If a candidate is found talking to another candidate during the examination hours in the examination room, the Superintendent shall record the statement of both the candidates and the invigilator and send it to the Controller of Examinations with his/her comments. He/she shall also take action as prescribed in Rule 8.3 against both the candidates.
- 8.6 The Superintendent of Examination shall report all cases of impersonation together with the evidence, which led to such conclusion and action taken.
- 8.7 A candidate who refuses to obey the Superintendent of Examination and changes his/her seat without the permission of Examination Superintendent and/or creates disturbance of any kind during the examination and/or otherwise misbehaves in the examination hall shall be treated as a case of unfair means.
- 8.8 A candidate found copying from notes written on any part of his/her clothing, body, desk or table or instrument like setsquares, protractors, scales etc. or who is found guilty of concealing, disfiguring, rendering illegible, swallowing or destroying any notes or papers or material found with him/her or found exchanging answer book or question paper with solution or talking to a person or consulting notes or books outside the Examination Hall, while going to the toilet or in the toilet shall be deemed to have used unfair means and action as proposed in Rule 8.3 above shall be taken against him/her.
- 8.9 A candidate found taking assistance from an electronic gadget during the examination shall be deemed to have used unfair means and action as proposed in Rule 8.3 shall be taken.
- 8.10 If a candidate fails/ refuses to deliver his/her answer book to the Supervisory staff before leaving the Examination hall, or mutilates or tears pages from the answer book, a report will be sent to the Controller of Examinations under separate sealed cover to this effect.
- 8.11 If a candidate is found having exchanged the raw or semi or finished product/work or has presented a practical or class work or note book which does not belong to him/her



in practical or viva-voce examination shall be deemed to have used unfair means. Submission of fake/ forged certificate of attendance for Industrial Training shall be treated as malpractice.

9.0 PENALTY FOR UNFAIR MEANS

9.1 In case a candidate is found by the Superintendent of Examinations of having in his/ her possession or accessible to him/ her papers, books or notes or material which do not relate to the subject of the examination, no action be taken against the candidate. Such a case need not be reported to the Controller of Examinations and may be filed by the Superintendent of Examination after a warning to the candidate not to repeat such action.

9.2 a) A candidate found having in his/ her possession or accessible to him/ her papers or chits or material relating to the subject of the question paper shall be declared fail in the subject.

b) A candidate found having in his/ her possession bulk cheating material such as books, notes, chits or material relating to the subject of the question paper shall be declared fail in all the theory and practical subjects of the semester.

c) A candidate found exchanging answer book or question paper with solution or copying from unauthorised material shall be declared fail in all the theory and practical subjects of the semester.

d) A candidate found having in his/ her possession electronic gadget(s) shall be declared fail in the subject.

e) A candidate found using/ copying from electronic gadget shall be declared fail in all the theory and practical subjects of the semester/ term.

9.3 If a candidate voluntarily surrenders to the Superintendent during the course of examination, papers, books or notes or material in his/ her possession which are



relevant to the examination, and these were not found or detected by a member of the supervisory staff, he/ she shall be disqualified as per provision under rule 9.2 a) or b) as the case may be.

- 9.4 Candidate found talking to another candidate during the examination hours, in the examination room/ hall or outside or found changing his seat without the permission of Examination Superintendent, shall be asked to leave the examination room/ hall and Controller of Examination informed.
- 9.5 If an answer book shows that the candidate has received help from another candidate or to have copied from any paper, book or note or material or to have allowed any other candidate to copy from his/her answer book or to have taken the help from the notes written on any part of his/her clothing or body or table or desk or instruments like setsquares, protractors, scales etc., shall be declared fail in all the theory and practical subjects of the semester.
- 9.6 If a candidate is found guilty of running away or swallowing or destroying any paper or note or material found on his/ her, the candidate shall be declared fail in all the theory and practical subjects of the semester.
- 9.7 A candidate found in possession of a solution to a question set in the paper through connivance of any member of the supervisory or any other ancillary staff or some outside agency shall be declared fail in all the theory and practical subjects of the semester. Cases of such alleged misconduct on the part of supervisory or the other ancillary staff shall be reported by the Superintendent to the Administrative Authority concerned for necessary action.
- 9.8 A candidate found guilty of smuggling in an answer book or a continuation sheet, or to take out an answer book or a continuation sheet, shall be disqualified for a maximum period of two academic years.
- 9.9 A candidate found using obscene or abusive language in the answer book or found guilty of serious misconduct or misbehaviour towards the Superintendent or any



member of the Supervisory staff shall be disqualified for the examination and debarred from appearing in the National Council's examination for a period of two to five years according to the gravity of his/her misconduct.

- 9.10 In case of impersonation, the candidate who is impersonated shall be disqualified for a minimum period of five academic years or for any such period as will be decided by the National Council. The Superintendent shall report the person who impersonates to the Police.
- 9.11 If a candidate is found guilty of deliberately disclosing his/her identity or making distinctive mark in the answer book for that purpose or fails to deliver his/her answer book/continuation sheet before leaving the examination hall, he/ she shall be declared fail in the subject.
- 9.12 If a candidate is found having exchanged the raw or semi or finished product/work for an examination in practical, viva-voce or project work or presents to the examiner, a practical or class work notebook, project or tour report which does not belong to him/her, he/she shall be declared fail in all the theory and practical subjects of the semester. A student will be disqualified for a period of one year for submission of fake/ forged certificate of attendance of Industrial Training or for any such period as decided by the Examination Committee.
- 9.13 A candidate found to have attempted or trying to attempt personally or through another person to influence or pressurise an examiner, or any officer or official connected with the examinations, either at the institute or at the National Council, in any matter concerned with the examination shall be disqualified for a minimum period of one academic year.
- 9.14 A candidate, found approaching or influencing or pressurising directly or indirectly a member of the examination committee or any officer or official of the Board, regarding his/her unfair means case shall be disqualified for one more year in addition to the punishment to be awarded according to the rules for him/her having used a particular type of unfair means as detailed in Rule 9.13 above.



- 9.15 A candidate making false statement in any of the examination form shall be disqualified for a period of one year.
- 9.16 A candidate found guilty of having adopted unfair means, but not covered by any of the above rules shall be punished according to the nature of the offence and decision of the National Council shall be final.
- 9.17 According to the above rules, disqualification for one academic year shall mean that the candidate has failed in all subjects of the examination in which he/she has indulged/adopted unfair means and shall not be allowed to appear in the next term end examination. For example a candidate disqualified for one year for having used unfair means in the term end Examination 2016 shall be declared fail and will not be allowed to appear in the term end examination 2017, and will be permitted to appear in the term end examination 2018 and onward if otherwise eligible under the rules.
- 9.18 Candidate whose examinations are cancelled and who is dis-qualified from appearing in the National Council's examination for certain number of semesters/ years, because of use of unfair means in the examination, may take admission as regular student upon completion of disqualification period. Such a candidate will be required to fulfil all conditions of eligibility, as laid down in Examination Rule 4. They will also have the option to appear as external candidate.

10.0 **PROCEDURE FOR PENALTY FOR USE OF UNFAIR MEANS**

- 10.1 On receipt of a report of use of unfair means from Superintendent/ Examiner or any other person, the Controller of Examinations shall issue notice to the candidate who used or is suspected to have used unfair means for providing opportunity to explain his/ her position before the Examination Committee either in writing or in person.
- 10.2 The Examination Committee appointed by the National Council for Hotel Management & Catering Technology will then deal with and decide the case of alleged use of unfair means or misconduct by the candidate and the decision of the Examination Committee in all such cases of malpractice reported to it shall be final.



- 10.3 If the Examination Committee is satisfied after due enquiry that the integrity of the examination has been violated at any examination centre as a result of enmass use of unfair means or unfair assistance referred to the examinees, the Examination Committee will order re-examination besides taking any other action that it may deem fit.
- 10.4 The Examination Committee shall have the right to cancel the Diploma/ Certificate of a candidate without any prejudice to its year of award by notification in gazette, if it is discovered at a later stage that the candidate had furnished wrong or false information during the course of his/her study.
- 10.5 The Examination Committee shall in normal circumstances finally decide about the reported cases of unfair means prior to the declaration of results.
- 10.6 The condition/provision of minimum period of punishment as provided under the Examination Rules could be relaxed and the Examination Committee will be fully empowered to decide the period of disqualification/ debarring of candidates found to have committed malpractice in the National Council's Examination.

11.0 **MINIMUM PASS MARKS**

- 11.1 To pass a theory subject a candidate must secure at least 40% marks in Internal Assessment and End Term Examination together.
- 11.2 To pass a practical subject a candidate must secure at least 50% marks in Internal Assessment and End Term Examination together.
- 11.3 To pass industrial training, research project and term work a candidate must secure at least 50% marks in End Term Examination.

Note: For the purpose of mark computation, a fraction of half or more than half shall be counted as one.



12.0 INTERNAL ASSESSMENT

12.1 The Examination Committee of the National Council while determining the examination scheme of each semester/ term of the course will define clearly the distribution of marks fixed for theory and practical and internal assessment.

12.2.1 The internal assessment shall denote performance of the candidate in incourse assessment held at institute and it shall be reckoned as 30% of the marks allotted to the subject in the final computing of results by the Council. Details of incourse assessment for each semester of course are indicated in the examination scheme.

12.2.2 The Examination Committee will lay down detailed procedure for award of marks for the internal assessment in each subject (theory and practical) in order to ensure uniformity being followed in each of the affiliated Institutes conducting the course.

12.3 A Committee consisting of at least three members constituted by the National Council Examination Committee may visit the Institutions to ensure the enforcement of procedures and fairness in award of internal assessment marks. This Committee may also examine the work of a cross section of the students in each class and in all subjects.

13.0 MODERATION OF RESULTS

In cases, where the results of an examination, is affected, either on account of large failures in a subject(s) due to the question paper(s) set being not within the scope of the syllabus, or not within the reach of the students or on account of error, malpractice, fraud, improper conduct such matters will be placed before the Examination Committee appointed by the Board of Governors of National Council, for consideration, before the declaration of results.



14.0 AWARD OF DIPLOMA & CERTIFICATE

14.1.1 Post Graduate and Graduate Degree: The two year degree in M.Sc in Hospitality Administration and three year degree in B.Sc in Hospitality & Hotel Administration have two components each i.e., NCHMCT and Degree awarding university. Each is governed by its own set of Examination and other Rules. The Degree to successful student is awarded by the University based on marks secured in both components' i.e. NCHMCT and University.

14.1.2 All other Diploma and Certificate courses: On passing all the examination(s) and fulfilling other conditions, if any, provided for in the Examination Scheme/ relevant Rules, a candidate will be awarded a Diploma/ Certificate in the particular branch of study through the Head of the Institution only.

14.2 For the purpose of classification of Diploma/ Certificate, the following schedule will be adopted.

- i) A candidate will be awarded a First Class with Distinction if he/ she secures a minimum of 75% of the total marks.
- ii) A candidate will be awarded a First Class if he/ she secures a minimum of 60% of the total marks.
- iii) A candidate will be awarded a Second Division if he/ she secures a minimum of 50% of the total marks.
- iv) A candidate will be awarded a Diploma/Certificate in Pass Class if he/she secures less than 50% of the total marks.
- v) A candidate who passes all the examinations within the prescribed duration of the course will be awarded a division as per sub rule (i), (ii), (iii) & (iv) above.



- vi) Candidates who do not fall in any of the above categories will be placed in Pass class.

15.0 PROMOTION, CARRY OVER AND RE-APPEAR

15.1.1 Two year Degree in M.Sc in Hospitality Administration:

A student will be promoted on the basis of papers/ subjects passed in the NCHM component only.

- a) A student who has failed in not more than one paper/ subject of first and second semester taken together shall be eligible for promotion from first year to second year of the course. Students who do not fulfil the criteria shall be declared as fail.
- b) A first year student, who has been declared fail, may take admission as regular student in the failed semester. In that case, he/ she will have to become eligible for the particular examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A failed student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).
- c) A second year student, who has failed in one or more papers / subjects, shall be placed under reappear category. Such a student may take admission as regular student in any one of the semesters or both. In that case, he/ she will have to become eligible for the semester examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A reappear student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).



15.1.2 Three year B.Sc degree in Hospitality & Hotel Administration:

A student will be promoted on the basis of papers/ subjects passed in the NCHM component only.

- a) A student who has failed in not more than six papers/ subjects of first and second semester taken together shall be eligible for promotion from first year to second year of the course. Students who do not fulfil the criteria shall be declared as fail. A fail student may take admission as regular student in any one of the semesters or both. In that case, he/ she will have to become eligible for the particular examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester(s) afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A failed student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).
- b) (i) B.Sc (Generic): A student who has failed in not more than three papers/ subjects of first, second, third and fourth semester taken together shall be eligible for promotion from second year to third year of the course. Students who do not fulfil the criteria shall be declared as fail. A second year fail student may take admission as regular student in any one of the semesters or both. In that case, he/ she will have to become eligible for the particular examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester(s) afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A failed student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).
- (ii) B.Sc (Specialisation): Similarly a student who has failed in not more than five papers/ subjects of first, second, third and fourth semester taken together shall be eligible for promotion from second year to third year of the course. Students who do not fulfil the criteria shall be declared as fail. Such a second year fail student may take admission as regular student in



any one of the semesters or both. In that case, he/ she will have to become eligible for the particular examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester(s) afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A failed student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).

- c) A third year student, who has failed in one or more papers / subjects, shall be placed under reappear category. Such a student may take admission as regular student in any one of the semesters or both of third year. In that case, he/ she will have to become eligible for the semester(s) examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A reappear student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).

15.1.3 One and Half Year Post Graduate Diploma in Accommodation Operations & Management; One and Half Year Post Graduate Diploma in Dietetics & Hospital Food Service; One and Half Year Craftsmanship Certificate Course in Food Production and Patisserie; and Six Month Craftsmanship Certificate Course in Food & Beverage Service

A student, who has failed in one or more papers / subjects of first and second semester together, shall be placed under reappear category. Such a student may take admission as regular student in any one of the semesters or both. In that case, he/ she will have to become eligible for the semester(s) examination again. Such a candidate will be required to appear in all the papers/ subjects of the semester afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A reappear student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).



- 15.1.4 One and Half Year Diploma in Food Production; One and Half Year Diploma in Food & Beverage Service; One and Half Year Diploma in Housekeeping; One and Half Year Diploma in Front Office Operations; and One and Half Year Diploma in Bakery & Confectionery.

A student, who has failed in one or more papers / subjects, shall be placed under reappear category. Such a student may take admission as regular student. In that case, he/ she will have to become eligible for the Annual End Term examination again. Such a candidate will be required to appear in all the papers/ subjects of the year afresh and fulfil all conditions of eligibility, as laid down in Examination Rule 4. A reappear student will also have the option to appear as external student and appear in the failed subject(s)/ paper(s).

- 15.2.1 All reappear/ failed candidates, who opt as external candidates, will be allowed to appear in the next examination in the failed subject(s)/ paper(s). The incourse assessment marks of failed subject(s) and the semester marks obtained in pass subjects will be carried forward for the next examination. Student who has to reappear in the odd semester (I/ III/ V) paper/ subject can appear in the odd semester examination. Similarly student who has to reappear in the even semester (II/ IV/ VI) paper/ subject can appear in the even semester examination. Such candidates will have to fulfill all the conditions as per Rule 11 for them to be declared as having passed a particular course.

- 15.2.2 Students appearing in end term exam of a theory subject can also appear for incourse assessment theory exam against a fee. Incourse assessment for a practical subject is a continuous assessment during the semester/term and as such this provision will not be available.

- 15.3 In case the curriculum has undergone modification or change, the re-appear/ fail candidates will necessarily have to undertake the examination as per the new scheme.



16.0 DISQUALIFICATION OF CANDIDATES DUE TO REPEATED FAILURE

16.1 No person shall be allowed to remain a student in any class of any course affiliated to the National Council for a period longer than the maximum duration as at rule 4.7, irrespective of the number of examinations taken by him during the period or irrespective of the cause of his/ her not qualifying for promotion to the next higher class or as the case may be.

16.2 Beyond the maximum permitted period as at 4.7, a candidate shall appear only after the specific permission from the National Council and/ or University as the case may be. This permission, not exceeding two in any case, shall be granted on a year to year basis against a fee. This permission shall not be granted if the course(s) has/ have undergone material change or is/ are wound up.

17.0 ANNOUNCEMENT OF RESULTS

As soon as practicable after the conclusion of an examination, the Controller of Examinations shall declare the results of the examination in accordance with the foregoing rules.

Marks in respect of Industrial Training, Research Project, Practical, Term work and Incourse Assessment received after the due date announced by the National Council will not be considered for that examination and results announced accordingly.

18.0 VERIFICATION OF MARKS

The National Council will after the declaration of results entertain applications from candidates for verification of Theory & Practical on payment of prescribed fee up to 15 days from the date of declaration of result. Applications received thereafter will not be considered.

The period of 15 days will be counted from the date the results are officially declared by the National Council and not from the date on which the results are announced by the institute/actually published in the Newspapers or official gazette. It will be the candidate's responsibility to see that the application for verification reaches the office of the Controller of



Examination by the due date after which no application will be entertained.

Each application should be sent through the Principal and shall be accompanied with a Demand Draft drawn in favour of National Council for Hotel Management and Catering Technology NOIDA payable at NOIDA.

18.1 (a) The National Council will on receipt of such application for verification of marks in theory paper, examine whether the answer by the candidate in those answer papers have been assessed by the examiner and whether the marks as transcribed to the mark sheets and finally to the result sheets are correct.

(b) The National Council will, on receipt of such application for verification of marks in practical and internal assessment, examine the award sheet submitted by the examiner(s) so as to see whether the total of marks assigned under different sub-heads and the marks transcribed from the award sheet to the result-sheet are correct.

(c) Verification of marks will not be done in the presence of the candidate. In case where there is an omission of whatsoever nature affecting the results, National Council will get it rectified, and declares the result consequent upon such rectification.

18.2 All cases of verification of answer book(s) shall be decided and communicated to the institute within 60 days of declaration of results.

18.3 Answer sheets shall be destroyed/ disposed of, as per procedure laid down by the Examination Committee after 90 days of result declaration.

18.4 All records pertaining to any student shall be maintained by the institute for at least two academic years after the academic year of occurrence of activity e.g. records pertaining to 2016-17 academic year shall be maintained up to the end of 2018-19 academic year.



NCHMCT Examination Rules



Eligibility for Examination




Must be on rolls of an affiliated institute for full academic session / year (Rule 4.1.1)

Must apply to Controller for Examination

(Rule 4.1.2)

Must fulfill the attendance criteria (Rule 4.1.3)

 Attendance

Duration to clear a Course

(Rule 4.7)

Course	Duration
Two Years Masters Degree	Four Academic Years
Three Years Bachelors Degree	Six Academic Years
All One & Half Year Diploma/ Certificate Courses	Three Academic Years
Six Months Certificate Course	Three Academic Terms

Conduct of Examination

(Rule 7.1, 7.3 and 7.4)

- **Centre Superintendent is appointed by the Council**
- **Institute shall recommend the name of Centre Superintendent to the Controller of Examinations, NCHM for appointment**
- **Controller of Examinations may approve or designate any other officer as Centre Superintendent**
- **The Centre Superintendent will appoint the other supervisory and ancillary staff**
- **One invigilator for every 20 candidates or part**
- **Minimum of two invigilator per room/hall**

Conduct of Examination

(Rule 7.10 and 7.11)

- **Centre Superintendent may provide Amanuensis (Writer) to a candidate who is unable to write**
- **Amanuensis (Writer) can not be a person connected with the course and no remuneration to be given** (Rule 7.10)
- **25% extra time may be provided to a bonafide 'Dyslexic' candidate** (Rule 7.11)

Attendance

100%

A student is expected to attend all classes i.e. theory, practical, tutorial and industrial training



Attendance in all cases shall be counted from the date of commencement of classes.



Must have attended not less than 75% of aggregate of all the classes conducted

Attendance

Each period shall be counted as ONE unit

A class covering FOUR periods shall be reckoned for FOUR units

Industrial Training shall be treated separately

CO-CURRICULAR
ACTIVITIES



Attendance as per TIME TABLE shall be provided for Extra & Co-curricular activities

Extra-Curricular Activities Hours
Physical Activities Hours
Community Service Hours



Only with Principal's permission

TIME TABLE wise record of such Presence MUST BE MAINTAINED

Eligibility for Examination

Student not fulfilling the attendance criteria will be detained & not allowed to appear for examination (Rule 4.1.4)

A detained student will repeat the semester/ term (Rule 4.1.5)

Must fulfill conditions afresh at 4.1.3 to become eligible for examination

A student detained in the odd semester of the year will not be allowed to continue in the even semester of the year

Admit Card

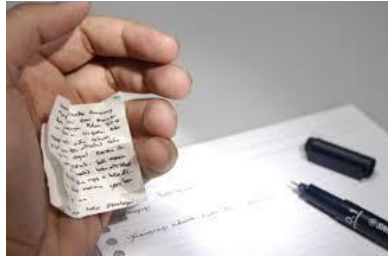
NCHM issue Admit Cards on the basis of forms received

Principal can withdraw application of a student who has not fulfilled conditions as at 4.1

Names of detained students must immediately be communicated to NCHM

Admit Card/Exam Hall Ticket to such candidate will not be issued by the Principal (Rule 4.5.3)

Misconduct, Unfair Means/ Malpractice



Study the rules thoroughly

Be judicious



Report only foolproof cases

Strictly follow the procedure

Minimum Pass Marks

(Rule 11.0)

Theory subject

Internal Assessment + End Term Examination

40%

Practical subject

Internal Assessment + End Term Examination

50%

For Industrial Training, Research Project & Term Work

50%

Internal/ Incourse Assessment

(Rule 12.0)

**30% of
Semester/ Term Marks
shall be
Internal/ Incourse
Assessment marks**

**Follow NCHM instructions as
given from time to time for
Theory & Practical
Internal / Incourse
Assessment Marks**

Internal Assessment + End Term Exam = Term/ Semester Marks

30% + 70% = 100%

Internal / Incourse Assessment

Internal Assessment + End Term Exam = Term/ Semester Marks

30% + 70% = 100%

**Internal/
Incourse
Assessment**

**One Mid Term Theory Exam Marks Plus
Percentage of Semester/ Term Attendance**

**Five Practical class assessment Marks Plus
Percentage of Semester/ Term Attendance**

30% = 25% + 5%

Internal / Incourse Assessment – Theory Subjects

One WEEK provision made in the Academic Calendar

Duration and Max Marks of each paper shall be half of the End Term Exam

**A three hour 100 marks paper = One and a half hour of 50 Marks,
Similarly a two hour 50 marks paper = one hour and 25 marks**

**For Semester mode
Question paper and evaluation
shall be at institute level**

**For Annual mode
Question paper shall be by NCHM
and evaluation at institute level**

Internal / Incourse Assessment – Practical Subjects



Seven pre announced practical classes of a semester or term to be assessed

Five best practical class marks of semester/ term shall be considered for Incourse assessment of the practical subject

Attendance Weightage

The weightage shall be on the basis of subject attendance

95% and above – 5%

85% and above but less than 95% – 4%

75% and above but less than 85% – 3%

Less than 75% – 0% (No Marks)



NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Ministry of Tourism, Government of India

