

# Examination Rules Seminar



# EXAMINATION RULES – 2017

(With effect from July 2017)



**ALL PREVIOUS RULES AND  
ORDERS CEASE TO EXIST**

**Rule 1.2**

# 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

# 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.**

**+75%**

**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

# Attendance

**10%**

Of total attendance can be condoned by the Principal on  
Medical Grounds

Medical Certificate from a Registered Medical Practitioner is **MUST**

Principal may condone on any other reason

**Beyond this NO other RELAXATION is available**

# 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**

## Attendance (Industrial Training) B.Sc in H&HA

Must attend 17 weeks x 6 days = 102 days Industrial Training

15 days leave with prior permission of hotel is permitted

87 days Industrial Training is MUST to be eligible to appear for exam

**Less than 87 days ?**

No detention or repeat of IT semester

Student will be treated as  
**FAIL in Industrial Training**

Can complete the shortfall and appear  
in the subsequent examination



# 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)**

## 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)

# Misconduct, Unfair Means/ Malpractice



**Study the rules thoroughly**

**Be judicious**



**Report only foolproof cases**

**Strictly follow the procedure**

## Misconduct, Unfair Means/ Malpractice - Procedure

Take possession of answer book and any other material connected with unfair means

Mark answer book as **Book-I** and handover to Exam Superintendent

A new answer book (**Marked Book-II**) be given to the student

Allow student to do **remaining part** of the Question Paper

**Book I & II** shall be taken as one book for assessment

## Misconduct, Unfair Means/ Malpractice - Procedure

**Get the 'Statement' filled & signed by the student**

**In case of refusal, prepare statement and have at least two witnesses sign**

**Prepare report, which must indicate how, when (date & time) and by whom the act was detected**

**Report with Statement, invigilator's report, Centre Superintendent's report & other enclosures be sent to Controller of Examinations**

# 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%**

# Rule 15

## Promotion, Carry Over & Reappear

Promoted on the basis of NCHM Component only

# M.Sc in Hospitality Administration

(Rule 15.1.1)

Promoted to  
Sem III

Can appear for failed  
subject along with sem III/IV

A student fail in  
more than one  
subject in Sem I shall  
be permitted to  
continue in Sem II

Declared Pass

Provisional  
Promotion to Sem III

Declared **FAIL**

Pass in all  
subjects of  
Sem I & II

Fail in not more than one  
subjects of Sem I & II

Fail in more than  
one subject of Sem I  
& II

## M.Sc in Hospitality Administration

(Rule 15.1.1)

A FAIL student may take admission in the failed Semester

Student will have to appear in all the subjects/ Papers and also become eligible under Rule 4.0

FAIL Student also has the option to appear as external student in failed subjects/ papers

# M.Sc in Hospitality Administration

(Rule 15.1.1)

A second year student who has failed in one or more subjects shall be declared **REAPPEAR**

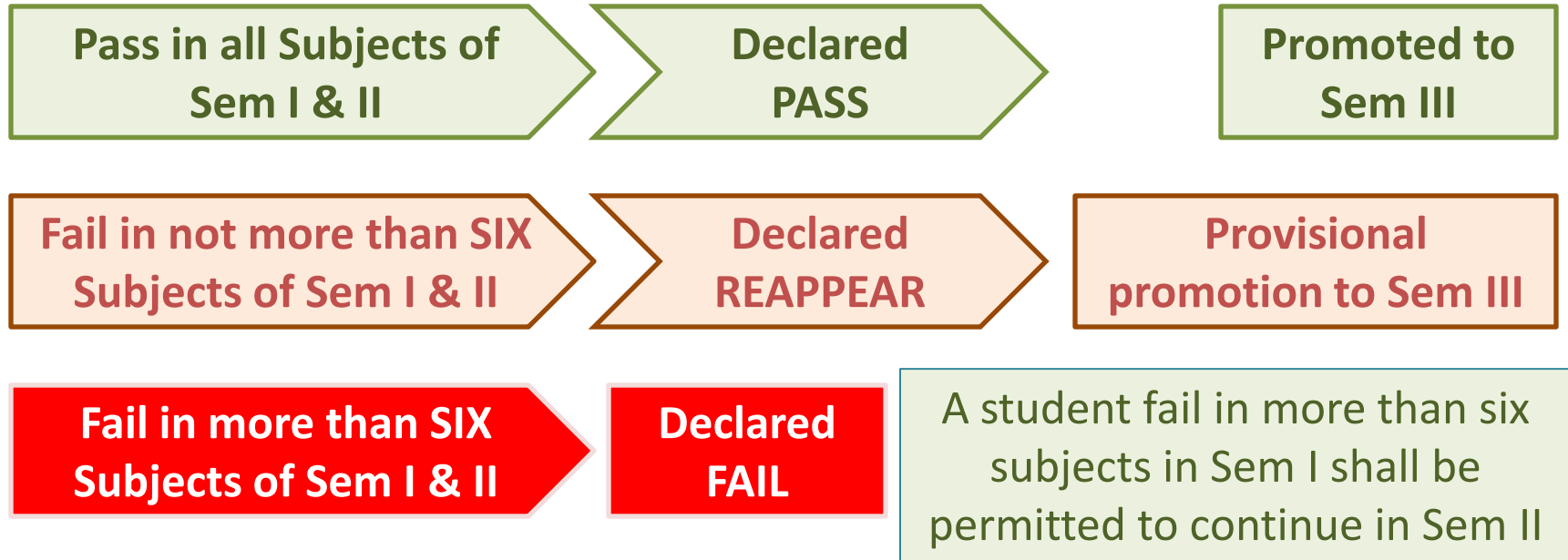
Such a student may take admission as a regular student in any one of the semesters or both

Will have to become eligible and appear in all subjects

Such a student will also have the option to appear as external student in failed subjects/ papers

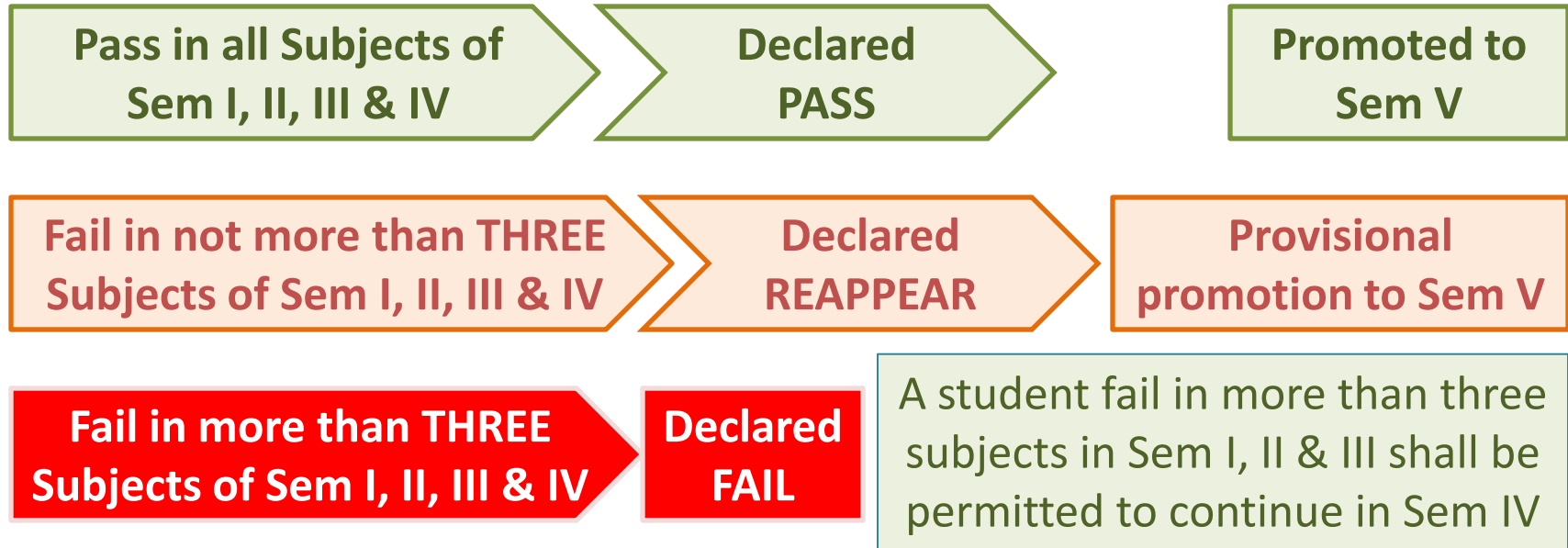
# Three Year B.Sc in H&HA

(Rule 15.1.2)



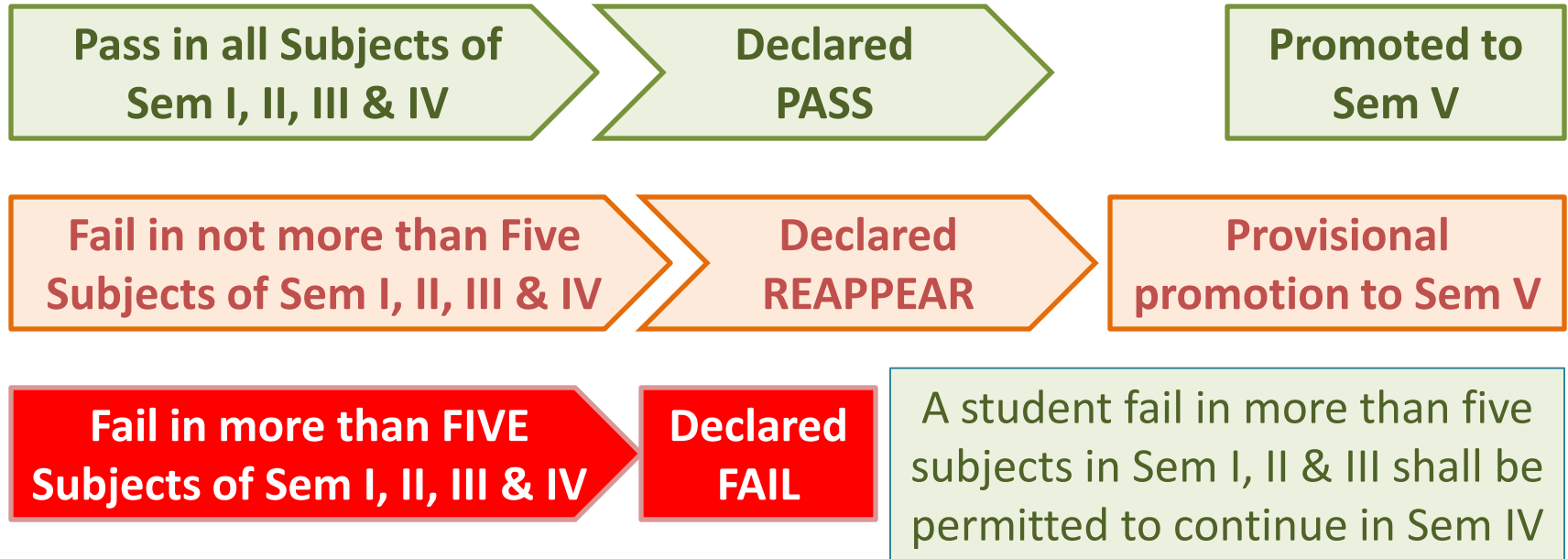
# Three Year B.Sc in H&HA (Generic)

(Rule 15.1.2)



# Three Year B.Sc in H&HA (Specialisation)

(Rule 15.1.2)





## Three Year B.Sc in H&HA

(Rule 15.1.2)

**A first or  
second  
year FAIL  
student**

**May take admission as a  
regular student in any one  
of the semesters or both of  
the failed year**

**Will have to become  
eligible and appear in  
all subjects  
(Incourse & End Term)**

**Also has the option to appear as  
external student in failed subjects/ papers**

## Three Year B.Sc in H&HA

(Rule 15.1.2)

A third year student who has failed in one or more subjects shall be declared REAPPEAR

Such a student may take admission as a regular student in any one of the semesters or both

Will have to become eligible and appear in all subjects

Such a reappear student will also have the option to appear as external student in failed subjects/ papers

## PGD & CC Courses

(Rule 15.1.3)

**A student who has failed in one or more subjects of 1<sup>st</sup> & 2<sup>nd</sup> sem together shall be declared REAPPEAR**

**Such a student may take admission as a regular student in any one of the semesters or both**

**Will have to become eligible and appear in all subjects**

**Such a reappear student will also have the option to appear as external student in failed subjects/ papers**

## Diploma in FP, F&BS, HK, FO and B&C

(Rule 15.1.4)

A student who has failed in one or more subjects shall be declared **REAPPEAR**

Such a student may take admission as a regular student in the course

Will have to become eligible and appear in all subjects

Such a reappear student will also have the option to appear as external student in failed subjects/ papers

## External Candidates (Reappear & Failed)

(Rule 15.2.1)

Will be allowed to appear in the next exam in the failed subjects only

The Incourse marks of failed subjects and semester marks of pass subjects will be carried forward for next exam/ result

Reappear in ODD semester exam (I, III & V) can be availed during ODD semester examination

Reappear in EVEN semester exam (II, IV & VI) can be availed during EVEN semester examination

To pass the course student has to fulfill all conditions as per Rule 11

## External Candidates (Reappear & Failed)

(Rule 15.2.2)

Student appearing in  
End Term theory exam  
can also appear for  
Incourse Assessment  
theory exam against a fee

This provision for  
Reappear in incourse assessment  
Practical exam  
is not available since it is a  
Full Term Practical Class Assessment

**In case of modification or change in  
curriculum, reappear/ fail students will  
appear as per New Scheme  
(Rule 15.3)**

**(Rule 16.1)**

**No student allowed to remain in a course more than the duration as at**

**[Rule 4.7](#)**

**(Rule 16.2)**

**Specific permission can be granted if curriculum has not gone material change**

**Industrial Training, Research Project, Practical Exam, Term Work & Incourse Marks received after the due date will not be considered**

**(Rule 17.0)**

**As soon as practicable the Controller of Examination shall declare the RESULTS**

**Date for declaration of results is the day Council declares the result at Noida**

## Verification of Marks

(Rule 18.0)

Only verification of marks is done, there is no provision of Re-evaluation of answer books

Student must apply within 15 days from the declaration of results by the Council

Applications Form must be sent through the Principal and should reach the Council by the due date. After which no application will be entertained

In case of an omission, of whatever nature, Council will rectify it and declare the result

(Rule 18.1)



## Verification of Marks

(Rule 18.0)

(Rule 18.2)

All cases of Verification of Answer Books shall be decided within 60 days from the declaration of results

(Rule 18.3)

Answer Books shall be destroyed after 90 days of declaration of results by NCHM

(Rule 18.4)

All records pertaining to students MUST be maintained for two more academic years by Institutes

(Rule 18.4)

For example: Records for 2016-17 Academic year shall be maintained up to the end of 2018-19 Academic year

# Examination Committee Decisions for 2017 Academic Year



## 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

