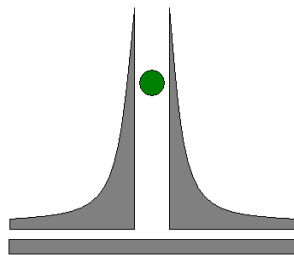


**NATIONAL COUNCIL**  
**FOR**  
**HOTEL MANAGEMENT**  
**AND**  
**CATERING TECHNOLOGY**



***EXAMINATION RULES***

***2001***

(As amended up to July 2011)

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

# EXAMINATION RULES - 2001

1. INTRODUCTION

- 1.1 These rules shall hereafter be called Examination Rules of the National Council for Hotel Management & Catering Technology, New Delhi.
- 1.2 These rules shall supersede all the existing rules for such examinations and shall come into force w.e.f. the date of issue.
- 1.3 These rules will be subject to alterations and amendments by the Council only with due notice of one clear academic session.

2. DEFINITIONS

In these rules unless otherwise repugnant;

- 2.1 **Council** shall mean the National Council for Hotel Management and Catering Technology, New Delhi.
- 2.2 **Examination** shall mean any examination conducted by the National Council for Hotel Management and Catering Technology, New Delhi.
- 2.3 **Chairman** shall mean the Chairman of the National Council for Hotel Management & Catering Technology, New Delhi.



- 2.4 **Chief Executive Officer** shall mean the Chief Executive Officer of the National Council for Hotel Management and Catering Technology, New Delhi.
- 2.5 **Secretary** shall mean the Secretary of the National Council for Hotel Management and Catering Technology, New Delhi.
- 2.6 **The Controller of Examinations** shall mean the Director (Studies) 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.
- 2.7 **The Examination Committee** shall mean the Committee of the National Council for Hotel Management entrusted with the task of finalising examination matters.
- 2.8 **Superintendent** shall mean Superintendent of the Examination Centre.
- 2.9 **Institute** shall mean Institute affiliated to National Council for Hotel Management and Catering Technology.
- 2.10 **Principal** shall mean the Head of Institute.
- 2.11 **Academic year** is the period of time in a year scheduled for teaching. Each year will be comprised of two semesters/terms.
- 2.12 **Session** is the period of time of a semester scheduled for teaching.

### 3. EXAMINATION AND DATES

- 3.1 The National Council for Hotel Management and Catering Technology shall conduct the term end 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 The examination shall be held as per event calendar notified each year.



3.3 The medium of examination shall be English unless specified.

4. ELIGIBILITY FOR ADMISSION TO THE EXAMINATION

Candidates from Institutions affiliated to the National Council for Hotel Management and Catering Technology and undergoing courses of instructions as approved by the National Council only will be entitled to appear for the Diploma or other examinations subject to the following conditions;

4.1 In order to be eligible to take the Council's examinations (any semester 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 following certificates signed by the forwarding authority: -

(a) of having attended not less than 40% of classes in each subject – theory and practical taken separately , during the session and minimum of 75% of the aggregate of all lectures, tutorial classes and practicals held during the session (effective teaching hours/contact hours). Attendance in lectures, practicals and tutorials shall be counted from the date of commencement of session as per Council's calendar.

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

i) Every period of lecture, tutorial, practical, project and workshop work as applicable shall be counted as one unit for the purpose of counting 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. Such absence from class, under any circumstances, shall not exceed more than 10% of total classes held during the session.
- (b) 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 upto 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.

4.1.4 A candidate who is disallowed from appearing for an examination for not fulfilling the conditions at 4.1.3 (a) and/or (b) above shall be required to fulfil all the conditions afresh, before being entitled to appear for the examination.

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 upto 30 days before the commencement of examination. The Chief Executive Officer, 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 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 4.1.3 (a) and (b) 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 on 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 class/course: No candidate will be allowed to be on the rolls of any institute if he/she fails to clear the whole or any part of each year of the course within three academic years/sessions. Failure to clear the subject(s) in the third and 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 year of the course as per the manner prescribed therefor by the National Council. Also no candidate for the three-year degree programme will be allowed to remain on the rolls of any institute for over a period of five years within which time he/she will have to qualify. Candidates failing to do so will be relieved of their enrolment.

## 5. 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. 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. CONDUCT OF EXAMINATION

- 7.1 The Head of Institution running affiliated courses shall be required to inform the Controller of Examinations, National Council for Hotel Management & Catering Technology, New Delhi the number of candidates likely to take such examination by the date(s) so notified by the Controller of Examinations.
- 7.2 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.
- 7.3 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 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 upto half an hour after commencement of the examination. However, no extra time will be allowed for such late admissions.
- 7.8 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.
- 7.9 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.
- 7.10 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. 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 and by whom the unfair means case was detected and what was actually noticed.



Following shall be taken as 'MALPRACTICE' in the examination

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.
2. Anything written on any part of clothing, body, desk, table or any instrument such as setsquare, protractor, blotting paper and question paper etc.
3. Talking to another candidate in the examination hall or change of seat without the permission of Examination Superintendent.
4. Consulting notes, books or any other material or outside person while going to toilet etc. outside the Examination Hall.
5. Running away or swallowing or destroying any note or paper or material found with him/her.
6. Impersonation.
7. If the answer-books show that a candidate has received or given help to any other candidate through copying.
8. Using obscene or abusive language in the answer book.
9. 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 upto 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 atleast 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 his 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 with another candidate and/or creates disturbance of any kind during the examination and/or otherwise misbehaves in the examination hall shall be liable to be expelled by the Superintendent and not permitted to appear in the rest of the



examination. The decision of the Superintendent of centre in the matter shall be final and immediately sent to the Controller of Examination by the Superintendent of Examination in all such cases.

- 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 If a candidate fails/refuses to deliver his/her answer book to the Supervisory staff before leaving the Examination hall, a report will be sent to the Controller of Examinations under separate sealed cover to this effect.
- 8.10 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.

## 9. 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.
- 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 If a candidate is 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, 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.
- 9.5 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 practicals, 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.



- 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 2002 shall be declared fail and will not be allowed to appear in the term end examination 2003, and will be permitted to appear in the term end examination 2004 and onward if otherwise eligible under the rules.
- 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. MINIMUM PASS MARKS

The 3-year Degree in B.Sc in H&HA has two components i.e. IGNOU and NCHMCT. Each is governed by its own set of Examination and other Rules. The Degree to successful student is awarded by IGNOU based on marks secured in both components i.e. IGNOU and NCHMCT.





A candidate shall be declared to have passed the semester examination of a course, if he/she has secured not less than;

- a) 40% marks in each of the theory subjects; and
- b) 50% marks in each of the practical, industrial training, research project, term work & research methodology.

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

## 12. 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 National Council, for consideration, before the declaration of results.

## 13. STANDARD OF PASSING

- 13.1 A candidate shall be declared to have passed the Term-End Examination of session of NCHMCT component of 3-Year Degree Program, Diploma, Post Graduate Diploma and Craft Course, if he/she secures the qualifying marks as indicated in Rule 11.

A candidate will be declared to have passed in the first or second class in an examination on obtaining minimum of 60 and 50 percent of the total marks respectively in each examination. Pass class will be awarded to students securing less than 50 percent of the total marks.



## 14. AWARD OF DIPLOMA & CERTIFICATE

14.1 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.

14.1.1 Equal weightage will be given to each semester of the course for award of Diploma/Certificate.

14.1.2 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. CARRY OVER AND RE-APPEAR

### 15.1 3-YEAR DEGREE IN H&HA:

15.1.1 A student pursuing 3-year Degree in H&HA will be promoted on the basis of marks secured in the NCHMCT component only.

15.1.2 A student will be provisionally promoted to next higher class as under;

- i) First year (Semester I and II): Not failing in more than six subjects of semester I and semester II together.
- ii) a) Second Year (Semester III & IV) General Stream: Not failing in more than three subjects of semester III and IV together.  
  
b) Second year (Semester III and IV) Specialisation Stream: Not failing in more than six subjects of semester III and IV together.
- iii) A third year (Semester V and VI) student, who has failed in not more than six subjects, will be placed in 'Re-appear' category.

Such students will be permitted to re-appear in the failed subjects in the ensuing examinations and will have to clear the subjects securing minimum prescribed pass marks.

- (a) A candidate who has been declared re-appear in any subject (s) in the first year shall continue in the 2<sup>nd</sup> year and can appear in the re-appear subject(s) of first year alongwith 2<sup>nd</sup> year semester Examinations. In case he/she remains absent or is unable to clear the re-appear subject(s), he/she will not be allowed to proceed to third year. However, he/she shall be allowed to appear as a re-appear candidate in the re-appear subjects of first and second year, if any, in the ensuing semester examination.



A candidate who has not been allowed to proceed to 3<sup>rd</sup> year, because of not clearing his/her SEM I re-appear subject(s) but clears the same during SEM I examination of the year (i.e. his/her third year in the course) and is otherwise eligible will be promoted to 3<sup>rd</sup> year (SEM V) in the ensuing academic session only.

- (b) A first year (SEM I & SEM II) pass candidate who has been declared re-appear in any subject (s) in the second year (SEM III & SEM IV) shall continue in the third year and can appear for second year re-appear subjects alongwith third year semester examinations.

A candidate who still fails to clear the re-appear subjects of second year, his/her third year (SEM VI) result will be withheld. However, he/she shall be allowed to appear as a re-appear candidate in the re-appear subjects of second and third year, if any, in the ensuing semester examination. Third year result of the candidate will be declared only on his/her clearing all his/her second year subjects.

15.2 (a) Post Graduate Diploma in Accommodation Operations & Management and Craftsmanship Certificate Course in Food Production & Patisserie (1 ½ year course):

Students must clear all subjects within three academic years from the date of admission to qualify for award of diploma/certificate.

(b) Craftsmanship Certificate Course in Food & Beverage Service (six months):

Students must clear all subjects within three academic sessions (six months each) from the date of admission to qualify for award of certificate.

15.3 All failed candidates will be allowed to appear in the next examination in the failed subjects only.

15.4 The incourse assessment marks of failed subject(s) and the semester marks obtained in pass subjects will be carried forward for the next examination. Such candidates will



have to fulfil all the conditions as per Rule 11 for them to be declared as having passed a particular course.

15.5 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. INELIGIBLE CANDIDATE

Those candidates who, because of being ineligible to appear in any of the National Council Examinations, are detained in the same semester whether on account of shortage in attendance or for any other reasons will be required to repeat that semester as a regular student in the following year and may, if otherwise eligible and if so permitted, appear in the next semester examination.

17. CANDIDATES DISQUALIFIED FOR USE OF UNFAIR MEANS

17.1 Candidate whose examinations are cancelled and who is dis-qualified from appearing in the National Council's examination for certain number of years, because of use of unfair means in the examination, may appear as external student. Such students may take admission as regular student. In that case, he/she will have to become eligible for the particular examination again. Such a candidate will be required to fulfil all conditions of eligibility, as laid down in Examination Rule 4.

18. DISQUALIFICATION OF CANDIDATES DUE TO REPEATED FALIURE

18.1 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 three academic years, irrespective of the number of examinations taken by him during these three academic years or irrespective of the cause of his/her not qualifying for promotion to the next higher class or as the case may be.

18.2 Beyond the prescribed three academic years, a candidate shall appear only after the specific permission from the National Council. This permission shall not be granted



if the courses have undergone material change or are wound up.

## 19. INTERNAL ASSESSMENT

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

19.1.1 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.

19.2 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.

19.3 A Committee consisting of at least three members constituted by the National Council Examination Committee will visit the Institutions at least twice in the session, once in the middle and again at the end of the session, to ensure the enforcement of procedures and fairness in award of internal assessment marks.

19.4 This Committee may also examine the work of a cross section of the students in each class and in all subjects.

## 20. 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 Release, Research Project, Practical, and Incourse Assessment received after the due date announced by the National Council will not be



considered for that examination and results announced accordingly.

## 21. VERIFICATION OF MARKS & RE-EVALUATION OF ANSWER BOOKS

The National Council will after the declaration of results entertain applications from candidates for verification of Theory & Practical on payment of prescribed fee upto 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.

### 21.1 Verification of Marks:

- (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.

21.2 The answer book(s) will not to be shown to the candidate or his/her nominee.

21.3 All cases of verification of answer book(s) shall be normally put up along with the application, answer book(s) and report of the Controller of Examinations to the Chairman of the Examination Committee for its decision whose decision shall be communicated to the institute in due course but within 60 days of the declaration of the results.

\*\*\*\*\*

