

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



**Examination Rules 2023
NCHMCT-JNU
(With effect from Academic session 2023-24)**

**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 2023.
- 1.2 These rules shall be applicable for the programs run by NCHM on recognition of JNU and shall come into force with effect from 2023-24 Academic Year.
- 1.3 These rules will be subject to alterations and amendments by the Academic Committee of NCHM only with due notice of one clear academic session.

2.0 DEFINITIONS

- 2.1 **“Academic Chapter”** means the IHM’s functioning under the academic umbrella of the Institute (National Council for Hotel Management and Catering Technology, Noida)
- 2.2 **“Academic Committee”** means the “Academic Committee of the Institute ((National Council for Hotel Management & Catering Technology, Noida)”.
- 2.3 **“Academic Council”**
 - 2.3.1 The Academic Council shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes of the University.
 - 2.3.2 The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, Statutes and the Ordinance, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statues.



- 2.4 “**Academic Year**” means the duration of two consecutive (monsoon and winter/ one odd and one even) semesters, constitute one academic year.
- 2.5 “**Chairman**” means the Chairman of Board of Governors of the Institute (National Council for Hotel Management & Catering Technology).
- 2.6 “**Chief Executive Officer (CEO)**” means the Chief Executive Officer of the Institute (National Council for Hotel Management & Catering Technology).
- 2.7 “**Competent Authority**” means “Hon’ble Vice Chancellor of the university”.
- 2.8 “**Controller of Examinations**” means the Controller of Examinations/Director (studies) of the Institute (National Council for Hotel Management & Catering Technology).
- 2.9 “**Course**” means a Semester Course.
- 2.10 “**Credit (C)**” means the weightage assigned to a course in terms of contact hours.
- 2.11 “**Credit Based Semester System (CBSS)**” means the requirement for award of degree or diploma or certificate is prescribed in terms of number of credits to be completed by each student.
- 2.12 “**Examination**” means any examination conducted by the institute (National Council for Hotel Management and Catering Technology).
- 2.13 “**Examination Committee**” means the Committee of the institute (National Council for Hotel Management) entrusted with the task of finalising examination matters.
- 2.14 “**Grade**” means a letter grade assigned to a student on the basis of evaluation of a course on the ten-point scale.
- 2.15 “**Grade Point (g)**” means the numerical equivalent of a letter grade assigned to a



student in the ten-point scale.

- 2.16 “**Cumulative Grade Point Average (CGPA)**” means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the institute upto and including the Semester for which cumulative index is required.}}$$

(Total number of credits offered by the institute upto and including the Semester for which cumulative index is required.)

- 2.17 “**Final Grade Point Average (FGPA)**” means the final index of a student at the time of award of a degree.

- 2.18 “**Final Grade**” means the letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree.

- 2.19 “**HA**” means Hospitality Administration

- 2.20 “**HHA**” means Hospitality & Hotel Administration

- 2.21 “**Institute**” means the National Council for Hotel Management and Catering Technology, Noida, which has been named as a recognised institute of the university act of 1956 for the purpose of instruction and research leading to the award of Bachelor’s and Master’s degree of the university.

- 2.22 “**Principal**” means the Head of the academic chapters under the umbrella of NCHMCT, Noida

- 2.23 “**Program**” means an educational program leading to award of a degree, diploma or certificate.

- 2.24 “**Secretary**” means the Secretary of the National Council for Hotel Management and Catering Technology, Noida

- 2.25 “**Superintendent**” means Examination Superintendent of the academic chapter



2.26 “University” means the degree awarding university for degree programs

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 (Director (Studies)) 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 (Academics), National Council for Hotel Management & Catering Technology or his/ her nominee;
- c) Member Secretary of the Board of Governors of NCHMCT or his/ her nominee;
- d) Four Principals of the Academic chapters to be nominated by the CEO of the institute.
- 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 CEO may reconstitute the committee before the completion of tenure, if it so desires.

3.1.3 One third members present at any meeting shall constitute a quorum.

3.1.4 Meeting will be held once in every semester and special meeting can be called by convenor of the examination committee.



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

3.2 Examination

3.2.1 The institute (National Council for Hotel Management and Catering Technology, Noida) shall conduct End Semester Examination (ESE) of each course affiliated to it, whether it is full time or short time or as decided by institute from time to time.

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

3.2.3 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 institute's examinations (any semester/ term or course), a candidate must have;

4.1.1 Been on the roll of an academic chapter or the institute 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 academic chapter, 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 Institute'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 as of the Head of the academic chapter and certified by the Head of that academic chapter 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 institute.
- 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 academic chapter.
- 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 academic chapter (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 academic chapter 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 institute's 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. Detained students will not be permitted progression to next semester of the course.

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 or other hospitality organisations 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 evaluation (IE) put in shall be preserved by the Head of the academic chapter 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 All applications for admission to the examination, shall be accompanied by the necessary fee prescribed by the institute and forwarded through the Head of the academic chapter on or before the last date notified by the institute every semester. An additional late fee shall be charged for each late application received in the institute's office at Noida not later than 15 days after the notified last date and up to 30 days before the commencement of examination. The Controller of Examination/ Director (studies), of the institute (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/she is satisfied that the application was in fact submitted by the candidate to the academic chapter in time but could not reach the National Council's office before the notified date on account of failure of authorities in the academic chapters to do so.
- 4.5 The institute will accept no application, which has not been so submitted or is not complete in every respect. The Head of the academic chapter shall be competent to refuse to forward it to the institute such application, which is not complete in every respect.
- 4.6 Notwithstanding the forwarding of applications for admission to examination and payment of examination fee through the Head of academic chapter and allocation of Examination Roll Numbers and/ or release of Admit Card by the institute (National Council,) the Head of the academic chapter 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. List of all detained students must be communicated to the institute (National Council) before commencement of examinations.
- 4.7 Students who wish to continue their studies, after having been out of the academic



chapter for not more than one year 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 institute (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 academic chapter. Attendance for such candidates shall be counted from the date of commencement of session. They will, however, continue with the original roll number allotted to them in the first instance.

5.0 EXAMINATION FEE

- 5.1 Every candidate shall submit his/her application to the Head of the academic chapter by the last date as notified by the Controller of Examinations and Head of academic chapter shall further forward the applications to the Controller of Examinations so as to reach within given time frame as notified subject to the conditions laid down in Rule 4. Applications received late from the Head of the academic chapter are liable to be rejected.
- 5.2 Examination fee/ rates shall be as notified from time to time.
- 5.3 Fees once paid shall not be refunded except in such cases as mentioned in Rule 5.4 below.
- 5.4 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.

6.0 CONDUCT OF EXAMINATION

- 6.1 The Controller of Examinations shall decide and notify the Academic Chapters where examinations are to be held. For each academic chapter, the Controller will appoint



the Superintendent of Examination.

- 6.2 The Head of academic chapters running affiliated courses shall be required to inform the Controller of Examinations, National Council for Hotel Management & Catering Technology the number of candidates enrolled to take such examination by the date(s) so notified by the Controller of Examinations.
- 6.3 The Superintendent of Examination shall appoint all other Supervisory and ancillary staff required as approved by the Controller of Examinations.
- 6.4 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.
- 6.5 A Deputy Centre Superintendent will be provided to help the Superintendent of the centre.
- 6.6 In the conduct of practical examination, the Instructor who has been conducting practical classes shall normally be appointed as Internal Examiner.
- 6.7 Examination Superintendent will ensure proper receipt of stationery & question papers and their safe custody.
- 6.8 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.
- 6.9 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.

- 6.10 Amanuensis (writer) may be allowed 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 institute (national Council) and the writer shall not be a person connected with the course, knowledgeable in the course or related to the student.
- 6.11 Bonafide 'dyslexic' candidates shall be provided 25% extra time for theory examination.
- 6.12 Every candidate shall be allotted an Examination Roll Number and an Identity/Admit Card issued by the institute (National Council) with an attested photograph, which must be produced at every examination.

7.0 INTERNAL EVALUATION (IE) OR INTERNAL ASSESSMENT

- 7.1 The internal assessment shall denote performance of the candidate in internal evaluation held at academic chapters and it shall be reckoned as 40% of the marks allotted to the subject in the final computing of results by the Institute (NCHM). Details of internal evaluation for each semester of course are indicated as below.

The Award of Internal Evaluation:

Theory (100 marks & 50 marks)			Practical (100 marks & 50 marks)		
Class Test	20	10	Class Test	20	10
Assignments /Quiz/Seminar	20	10	Assignments/Project	20	10
Total (IE)	40	20	Total (IE)	40	20

Note: The programs of specific nature the students failing in internship- IT, have to repeat the whole semester.



- 7.2 The moderated Award Lists of Internal Evaluation (IE) of all the courses shall be displayed on the Notice Board before the commencement of End Semester Examinations (ESE)
- 7.3 The principal shall ensure that the duly moderated and signed consolidated award lists of IE should reach Controller of Examination NCHMCT before the commencement of End Semester Examinations (ESE). Both the hard and soft copies are required as per the format prescribed by NCHMCT.
- 7.4 A student failing in the IE (Internal Evaluation) of any course/paper shall not be allowed to appear in ESE (End Semester Examinations) of that course/paper and she/he has to repeat both IE & ESE in the concerned odd/even semester.
- 7.5 A student passed in the IE (Internal Evaluation) of any course/paper but failed in ESE (End Semester Examinations) of that course/paper will carry the same IE marks and shall be required to repeat ESE for that course/paper in the concerned odd/even semester.
- 7.6 A Committee consisting of at least three members constituted by the Examination Committee may visit the Academic Chapters 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.

8.0 END SEMESTER EXAMINATION (ESE):

- 8.1 The End Semester Examination shall be conducted by the academic chapters under the overall guidance/directions of the Director (Studies)/CoE of the Institute (NCHMCT) within the dates specified by the Institute (NCHMCT).



8.2 The ESE Examination shall be held as prescribed in the respective schemes of examination i.e. Date Sheet/Time Table. The NCHMCT shall conduct odd and even semester examinations as per the Academic Calendar. The students appearing for backlog shall have to appear in the concerned odd/even semester examinations.

8.3 That, the examination committee shall scrutinize the promotion of each student and submit the report to the examination controller of NCHM.

8.4 All the General Rules for Examination of NCHMCT shall be adhered to.

9.0 DURATION OF THE PROGRAM:

9.1 The curricular work leading to award of 3-year B.Sc (HHA) is spread over a minimum of six semesters. (Three Monsoon semesters and three winter semesters.) & 4-year B.Sc (HHA) is spread over eight semesters.

9.2 The curricular work leading to award of 2-year M.Sc (HA) is spread over a minimum of four semesters. (Two Monsoon semesters and two winter semesters).

9.3 Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

10.0 CREDIT REQUIREMENT:

10.1 The actual credit requirement for UG/PG shall be decided by academic committee from time to time.

10.2 Normal load of a student in each semester shall be decided by academic committee from time to time.

10.3 A student with permission of the institute (NCHMCT) may be allowed to carry additional load over & above the normal load prescribed, the additional load shall not exceed 50%



of the credits/ courses a student is normally expected to cover in a semester.

10.4 provided further that the institute (NCHMCT) might in exceptional circumstances; permit the student a load 50% less than normal load in a semester.

10.5 In case the number of paper/ courses to be cleared falls in decimal points, the next whole number shall be considered, as specified in the table.

Total number of courses in a semester	The minimum number of papers a student has to clear
05	At least 3
06	At least 3
07	At least 4
08	At least 4
09	At least 5
10	At least 5
11	At least 6

11.0 EVALUATION:

11.1 In semester examination, Internal Evaluation (IE) shall carry 40% weightage and the End Semester Examination (ESE) shall be of 60% weightage.

11.2 The students shall be graded in each course on a (10) ten-point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

1. There shall be no rounding off in SGPA/CGPA/FGPA obtained by a student at the end of each semester.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum Possible 9 points.



3. The Final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

11.3 A student clears a course only if he/she has cleared both the components, namely, internal evaluation and term end semester examination by securing a grade higher than "F" in both of them, or only if he or she secures an overall grade higher than "F".

11.4 A student who fails in a course either by not clearing the internal evaluation and consequently being not eligible to appear in the term-end semester examination, or by failing in the end semester examination, or by absents from appearing in the end semester examination or by failing to secure an overall grade higher than 'F', shall be required to repeat that course.

11.5 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i th course
 g_i = Grade Point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade Point Average of the student concerned

Illustration of SGPA

Course Code	Credit	Grade	Grade Point	Credit * GP	Credit Point
BHA101	6	A	8	6X8	48
BHA102	3	A-	7	3X7	21
BHA103	4	B	6	4X6	24
BHA104	2	A+	9	2X9	18
BHA105	2	C+	3	2X3	6
BHA106	2	A+	9	2X9	18
BHA107	1	A	8	1X8	8
	20				143
SGPA = 143/20 = 7.15				Grade = A-	

Illustration of CGPA

	Semesters						Grade Point Average
	I	II	III	IV	V	VI	
Credits	20	20	20	20	20	20	
SGPA	7.40	7.80	7.58	8.82	9.00	8.32	
CGPA =	$\frac{20 \times 7.40 + 20 \times 7.80 + 20 \times 7.58 + 20 \times 8.82 + 20 \times 9.00 + 20 \times 8.32}{120}$						8.15
GRADE = A							

- 11.6 In case a student fails/absents in any course/ paper or secure grade F or Ab, she/he shall be assigned zero (0) in grade point and accordingly her/his credit points shall be calculated. In the calculation of SGPA total credits of the concerned semester shall remain same. However, SGPA/CGPA Grade shall be marked Nil.

Illustration of SGPA

Course Code	Credit	Grade	Grade Point	Credit X GP	Credit Point
BHA101	6	A	8	6X8	48
BHA102	3	B+	7	3X7	21
BHA103	4	B	6	4X6	24
BHA104	2	A+	9	2X9	18
BHA105	2	C	5	2X5	10
BHA106	2	A+	9	2X9	18
BHA107	1	F	0	1X0	0
	20				139
SGPA = 139/20 = 6.95 Grade = Nil					

12.0 **GRADE POINT REQUIREMENTS/ MINIMUM STANDARD FOR B.Sc**

- 12.1 A student joining the 1st semester of the six-semester programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second Semester and thereafter.
- 12.2 A student, joining the 3rd semester of six-semester programme will also be required to maintain a CGPA of 3.00 in core courses at the end of the 4th semester and thereafter.
- 12.3 At the end of the 6th semester, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the Institute (NCHM) from 1st to 6th semester to enable him/her to get Bachelor's degree (HHA)

13.0 **GRADE POINT REQUIREMENTS/ MINIMUM STANDARD FOR M.Sc**

- 13.1 A Student joining the 1st semester of the four semesters of the programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second semester and thereafter.
- 13.2 A Student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.
- 13.3 M.Sc Degree in Hospitality Administration may be awarded to all those students who fulfil the credit requirements and possesses the minimum CGPA of 4.00 and above.

14.0 **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 presenting it to academic committee of the institute (NCHM).



15.0 ANNOUNCEMENT OF RESULTS

- 15.1 The end semester results shall be placed before the Academic Committee for approval after they have been scrutinized by the JNU scrutiny team.
- 15.2 The Institute shall forward the results of each semester, after scrutiny, for approval of the Competent Authority of the University before placing the same to the Academic Committee of the Institute.
- 15.3 The Academic Chapter must upload the result on their website, display the result on the student's notice board and communicate it to the students as well.

Note : The end semester examination results and the final results at the end of the sixth/ eighth semester shall be forwarded by the Director (Studies) of the Institute within the dates specified by the University for record and further action.

16.0 REMOVAL OF THE NAME OF A STUDENT FROM THE PROGRAMME:

- 16.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University:

16.1.1 Those students who fail to fulfill the CGPA requirements as specified under clause of 12.0 & 13.0.

16.1.2 Those students who have already exhausted the maximum period of eight semesters for the B.Sc. (Hospitality & Hotel Administration) programme and have not fulfilled the requirements for the award of Bachelors degree as defined in clause of 12.0.

- 16.2 The Academic Committee of the Institute, on the recommendations of the Director (studies) of the Institute, may remove the name of a student from a programme of study if:



16.2.1 A student of B.Sc. first year fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.

16.2.2 A student has still to clear courses, which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

17.0 VERIFICATION OF MARKS

The National Council will after the declaration of results entertain applications from candidates for verification of Theory & Practical marks on payment of prescribed fee up to 15 days from the date of declaration of result. Applications received thereafter will not be considered. There is no provision for revaluation of answer book.

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 academic chapter/ actually published in the Newspapers or official gazette or on the academic chapter's website. 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 in the standard format with requisite fee payable through Demand Draft / Bank transfer should be sent to National Council through the Principal.

17.1 (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 cover sheet / award sheet 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.

17.2 All cases of verification of answer book(s) shall be decided and communicated to the academic chapter for the declaration of results.

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

17.4 All records pertaining to any student shall be maintained by the academic chapters for at least two academic years after the academic year of occurrence of activity e.g. records pertaining to 2019-20 academic year shall be maintained up to the end of 2022-23 academic year.

18.0 ACTS OF MISCONDUCT & USE OF UNFAIR MEANS

18.1 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

18.1.1 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.



- 18.1.2 Anything written on any part of clothing, body, desk, table or any instrument such as setsquare, protractor, blotting paper and question paper etc.
- 18.1.3 Possession of electronic gadgets such as Mobile phone, I-Pad, Tablet, Ear Phone, Head phone, Smart watch, Bluetooth device, wi-fi, hotspot, etc.
- 18.1.4 Talking to another candidate in the examination hall or change of seat without the permission of Examination Superintendent.
- 18.1.5 Consulting notes, books or any other material or outside person while going to toilet etc. outside the Examination Hall.
- 18.1.6 Running away or swallowing or destroying any note or paper or material found with him/her.
- 18.1.7 Impersonation.
- 18.1.8 If the answer-books show that a candidate has received or given help to any other candidate through copying.
- 18.1.9 Using obscene or offensive language in the answer book.
- 18.1.10 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.

- 18.2 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.

- 18.3 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).
- 18.4 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.
- 18.5 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 18.3 against both the candidates.
- 18.6 The Superintendent of Examination shall report all cases of impersonation together with the evidence, which led to such conclusion and action taken.
- 18.7 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.
- 18.8 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 18.3 above shall be taken against him/her.

18.9 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 18.3 shall be taken.

18.10 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.

18.11 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. Forging signatures of teacher, submission of fake/ forged certificate for Industrial Training shall be treated as malpractice.

19.0 **PENALTY FOR UNFAIR MEANS**

19.1 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.

19.2 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.

19.3 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 19.2 a) or b) as the case may be.

19.4 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.

19.5 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.

- 19.6 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.
- 19.7 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.
- 19.8 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.
- 19.9 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.
- 19.10 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.
- 19.11 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.
- 19.12 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.

- 19.13 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.
- 19.14 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 19.13 above.
- 19.15 A candidate making false statement in any of the examination form shall be disqualified for a period of one year.
- 19.16 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 institute (National Council) shall be final.
- 19.17 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 2019 shall be declared fail and will not be allowed to appear in the term end examination 2020, and will be permitted to appear in the term end examination 2021 and onward if otherwise eligible under the rules.



19.18 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.

20.0 PROCEDURE FOR PENALTY FOR USE OF UNFAIR MEANS

20.1 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.

20.2 The Examination Committee appointed by the institute (NCHM) 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.

20.3 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.

20.4 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.

20.5 The Examination Committee shall in normal circumstances finally decide about the reported cases of unfair means prior to the declaration of results.



- 20.6 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 institute's (NCHM) End Tern Examination.

