



राष्ट्रीय होटल प्रबन्ध एवं कटरिंग तकनालॉजी परिषद  
(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)

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NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(An Autonomous Body under Ministry of Tourism, Govt. of India)

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No.ST/EXAMRULES/17/NC  
Dated: 22<sup>nd</sup> August 2017

Principal  
Institute of Hotel Management

### IMPORTANT CIRCULAR

Dear Principal,

Refer our letter of 06<sup>th</sup> July 2017 enclosing therein PPT on New Examination Rules for implementation from July 2017 and subsequent soft copy of Examination Rules sent vide email dated 10<sup>th</sup> July 2017. We hope that you have made the presentations before your faculty, staff and students for their information.

Please note that End-Term (November examinations for semester mode) comprises 70% marks, while Internal Assessment comprises 30% marks. In case of Internal Assessment, 30% is further divided into 25% Mid-Term marks (September examinations for semester mode) and 5% weightage for Term Attendance.

Date-Sheet for mid-term examination has already been provided. Attendance has no bearing on mid-term examinations. The 5% component of attendance will be calculated only on completion of academic input at End-Term, based on number of lecturers delivered per subject. As informed, students would be provided weightage for attendance at End-Term as follows:

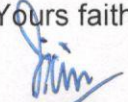
1. 95% and above	-	5%
2. 85% and above but less than 95%	-	4%
3. 75% and above but less than 85%	-	3%
4. Less than 75%	-	0% ( no marks)

Faculty is advised to maintain individual subject registers so that attendance can be calculated at the End-Term.

Institute may communicate the above attendance criteria to students.

Thanking you,

Yours faithfully,

  
Jaidip Shankar  
Director (Studies) i/c

