



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

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:

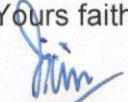
1. 95% and above	-	5%
2. 85% and above but less than 95%	-	4%
3. 75% and above but less than 85%	-	3%
4. Less than 75%	-	0% ( no marks)

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

