

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/18/NC
Dated: 20th August 2018

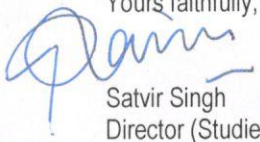
IMPORTANT CIRCULAR

Dear Principal,

1. Examination Forms, Mid-Term and End-Term examinations for all regular students of 2018-2019 batch including 1st year B.Sc. and all short courses will be dealt with through THIMS portal. However, for re-appear candidates for these courses, old system of examination would continue.
2. We are consequently enclosing Examination Forms for re-appear candidates of 1st, 2nd, and 3rd year of B.Sc. program, PGDAOM, PGDHFS, CCCFPP, CCFBS & M.Sc. program which includes for both Mid-Term (only 2017-2018) and End Term subjects.
3. The Mid-Term Examinations have been scheduled from 03rd to 07th September 2018 for 2nd & 3rd year and from 24th to 28th September 2018 for 1st year of B.Sc. program, as per academic calendar 2018-2019. In view of Gazetted holiday, on account of *Janmashtami* on 03rd September, 2018, the Mid Term Examinations for 2nd & 3rd year will now be held from 04th September to 07th September 2018 i.e. Tuesday to Friday. Also since 05th September 2018 is Teachers Day, it should not affect the Mid-Term Examination schedule. Each institute will prepare their own date sheet to accommodate 07 papers of SEM-III and 06 papers of SEM-V. Since the duration of the Mid Term Examinations is half of End Term Examinations (including coverage of syllabus) i.e. 03 hr. paper will be of 1 ½ duration and 02 hr paper would be of 01 hr. duration, the loss due to one holiday will not affect the scheduled week of the examination. In this connection, please refer to our circular of even no. dated 29th November 2017 (copy enclosed). The Incourse Assessment format for ODD SEMESTER Mid-Term Examinations 2018-2019 for SEM-III & SEM-V is attached with this circular. The same may be sent on completion of examination through soft copy by e-mail (excel format) and signed hard copy through surface mail latest by 14th September 2018. Setting of Question papers and their evaluation for Mid Term Examinations will be done at institute level.
4. In order to incorporate technology and reduce risk factor, NCHMCT will be sending an encrypted Mid-Term Question Paper in the subject of Food Production – BHM111 – SEM-I examination for which may be scheduled on 24th September 2018 (Monday) 09.30 AM. The question paper will be sent with a password 15 days prior to the examination date which can be downloaded and kept ready on the official desktop. Council will subsequently, on the date and time of the examination, send the password half-an-hour before the commencement of the examination. On receipt of the password, institutes would have sufficient time to open the question paper and print copies, as per no. of candidates. Hence, after slotting of this paper in the SEM-I Mid-Term date-sheet, the remaining may be scheduled as per the institute's convenience.
5. For this purpose, it is proposed to further split the Examination Fee component in the ratio of 50:50 between the NCHMCT and institute instead of the prevalent 60:40.
6. Under the current Examination Rules, students can improve their internal assessment marks through appearance in the Mid Term Examinations, as scheduled by the institute. Fee for re-appear students (2017-2018 only) in Mid Term Examinations is Rs.300/- per subject to be collected by the institute. Such candidates must compulsorily appear in the End-Term Theory Examinations for that subject. The attached re-appear form has accordingly been designed to accommodate re-appear in Mid-Term and End-Term.

Thanking you,

Yours faithfully,


Satvir Singh
Director (Studies)



Encl: (i) Mandate Form (ii) IC Form SEM-III & V – Th & PR (iii) Exam Forms (iv) Lr. Dated 29.11.2017