

## **Attendance Rules**

### **National Council for Hotel Management & Catering Technology, Noida – ATTENDANCE RULES**

Attendance rules as mentioned below are part of Examination Rules as amended up to July 2011 (Rule 4) and are applicable to all the regular students for:

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 (a) A student is expected to attend all classes (100%) i.e. theory, practical, tutorial and industrial training.

(b) Attendance in all cases shall be counted from the date of commencement of classes.

(c) Must have attended not less than 75% of aggregate of all the classes conducted.

\*NOTE: Industrial training shall not form part of above and will be treated separately.

Every period of lecture, tutorial, practical, project and workshop work as applicable shall be counted as one unit for the purpose of counting attendance

i) 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.

- (a) 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 up to a maximum of 10 per cent 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 National Council for Hotel Management & Catering Technology, Noida. 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 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 the 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 therefore 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.