



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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अतुल्य भारत  
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No.ST.4/14/44/Exam Rules/20/NC  
Date: 18th March 2020

Principal  
Institute of Hotel Management

Dear Principal,

In order to prevent spreading of Novel Coronavirus (COVID 19), many precautionary measures have been initiated by various State Governments, in which closure of academic activity on campus of Institutes till 31<sup>st</sup> March 2020 has initially been imposed. Accordingly, all the affiliated IHMs are requested to comply with the order of concerned State Governments regarding closure of academic activities on their campus.

With regards to the attendance of academic and non-academic staff of the Institute, it is advised that they may be allowed to attend office. A guiding circular has been issued for the central Government in this regard dated 17/03/2020. The services of academic staff may be utilized for various academic activities to be decided by the Principal and the administration. However, if any State Govt. has issued any special order about closure of Institute/Office for the employees or curtailment of number of employees, the same may be followed in its true spirit.

It will be advisable to instruct the students staying in the hostel to return to their homes for which they may be given at least 4 days' time to vacate. In any extreme case where it is impossible to vacate hostel room by any student, continuation of such student at hostel may be decided on merit by the administration of the concerned Institute.

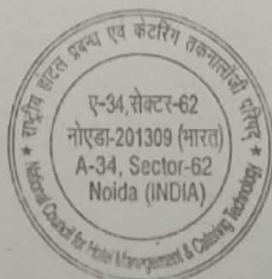
As per the academic calendar and date-sheet so far circulated by the Council to the Institutes, end-term exams were scheduled to start from 13<sup>th</sup> April 2020 and as per usual practice, practical exams for the even semester could have been completed by the Institute before that date. In this regard, it has been decided to re-schedule the end-term exam, which may start tentatively from 27<sup>th</sup> April 2020, now. A final date-sheet for exam will be circulated separately. The loss of classroom and practical input due to closure of academic activities will be made good by conducting classes between the period of restarting academic activities and the starting of exam. As such, total attendance is to be calculated on the basis of number of days the Institute conducted academic program. The practical examination for even semester may therefore be conducted by the Institute as per their convenience. The decision regarding summer vacation will be taken after next review of the evolving situation.

The Govt. of India has issued the guidelines on 17.03.2020 on preventing measures to be taken by each office towards avoiding the spreading of Novel Coronavirus. A copy of the same is enclosed for your ready reference and with the expectation to follow the instruction strictly.

Thanking you,

Yours faithfully,

Satvir Singh  
Director (Studies)



Encl: DoPT circular dated 17<sup>th</sup> March 2020