



## Indian Institute of Tourism and Travel Management

### ORDINANCE CONDUCT OF EXAMINATIONS (IITTM)

#### I - GENERAL RULES

1. All arrangements for the conduct of examination to be held by the Institute shall be made by the Exam Superintendant of each centre of IITTM in accordance with such directions as may be issued by the Examination Committee in consultation with the the Director.
2. a) The Exam Controller shall prepare and duly publish a program for the conduct of the examinations specifying the date of each examination and the last date by which applications and fees for late submission of the exam – form or form for ATKT examination shall be paid by the intending examinees.  
b) In no case these dates of commencement of examinations shall be amended / changed without the permission of Director.
3. i) The Nodal Officers shall determine in consultation with the the Examination Committee and the Director shall appoint the senior faculty member of the Institute as superintendent of examinations who will be overall in charge for the control of the conduct of the examination in the respective centers. The Exam Superintendent shall also in consultation with the Director appoint Deputy Superintendent for each shift of examination if any for each examination centre and shall issue instruction for their guidance.

Provided that for the purpose of appointment of a Deputy superintendence at a centre, the minimum strength of the examinees appearing there from shall be at least 100.

- ii) The superintendent of the examination at each center shall be personally responsible for the safe custody of the question papers and answer books sent to him and shall render to the Institute office a complete account of used and unused question papers and answer books.
  - iii) The superintendent shall supervise the work of invigilators working under him and shall confirm that teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
  - iv) The superintendent of examination shall whenever, necessary send a confidential report to the Exam Controller about the conduct of examination, mentioning therein the performance of the invigilator and the general behavior of the examinees.  
The superintendent may inform the Exam Controller separately about the conduct of the examination therein and the performance and of behavior of the examinees.
4. It shall be duty of the centre superintendent to ensure that an examinee is the same person who had filled in the form application for appearing at the examination, by way of checking the photograph pasted on the form in case of male ex-student and no-collegiate



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candidates and signatures (one already on the form and the other to be obtained in the examination hall) in cases of all candidates.

5. The Institute may change the examination center of the examinees irrespective of a centre to which they belong anytime. It deems proper without assigning any reasons.
6. The Exam Controller may, on the recommendation of the centre superintendent, appoint an amanuensis to write down dictation pertaining to answer to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe shortsightedness or sudden illness, provided that such an amanuensis shall be a man/women possessing qualification of at least 1 class/examination lower than the examinee concerned.
7. The Institute may from time to time appoint inspectors or board of inspectors to see that the conduct of the examination is strictly according to the rules and the procedure laid down. In the event of inspectors pointing out serious breach of rules or procedures, the Director may take such actions as may be necessary including Postponement or cancellation, wholly or in part of the examination at the centre and if any such action is taken I report of the action taken shall be made to The Examination Committee at its next meeting.
8. The Examination Committee may cancel an examination at the all centers if it is satisfied that there has been a leakage of question papers or any other irregularity which weren't such a step.
9. The Examination Committee may issue such general instruction, for the guidance of the examiners, centre superintendent, tabulators, collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this ordinance, The Examination Committee may from time to time make, alter or modify rules and procedure about the conduct of examination.
11. The Examination Committee shall functions as follows also –
  - i) To scrutinize and pass the result of the examination conducted by the Institute, after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Director, the action to be taken in any case where result is unbalanced.
  - ii) To scrutinize complaints against question papers and to take necessary actions.
  - iii) To decide cases of candidates who answered wrong papers.
  - iv) To decide cases of candidates whose answer books were lost in the transfers.
  - v) To exercise such other powers as the the Director may delegate to it from time to time.



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**Note – If any action is to be taken against the examiner, centre superintendent or invigilator the matter shall be referred to the Director with the recommendation of the The Examination Committee.**

12. The Exam-Controller shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instruction for the guidance of tabulators in preparing the results of the examination.
13. In case a candidate has any communication to make on the subject of his/her examination paper it shall be made in writing to the Exam Controller direct.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Exam Controller who shall place the matter before the Director.
15. Except as otherwise decided by The Examination Committee the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after three years of the date of declaration of the result.
16. The Examination Committee may, by a resolution authorize the Exam Controller to publish the results of the Institute examination as placed by the result committee on the notice board of the office of the Institute. The result when, published, shall simultaneously be communicated to the principals of the centre concerned.
17. The remuneration of the examiners, Superintendents, Deputy Superintendents, invigilators, tabulators and collators and the deductions to be made in remuneration for errors noticed shall be as given/ decided by the Examination Committee with the approval of the Director.
18. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comers will be permitted for the examination after half an hour of its commencement.  

The entry of unauthorized persons within the periphery of 100m from the examination centers shall be prohibited. The prohibited area shall be marked by a visible sign. It shall be the duty of the Police and the persons concerned with the examination to prevent the entry of unauthorized persons at the examination center.
19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 min. The absence shall be recorded and if the examinee fails to return within this limit, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so if the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book supplies, only the second



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answer book shall be send for valuation. The first answer book be cancelled and sent to the Exam Controller by the superintendent.

21. The superintendent of an examination center shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination center during the hours of examination , in the following manner –
- a. The examinee shall be called upon to surrender all the objectionable material found in his/her possession including the answer book and a memorandum shall be prepared with date and time.
  - b. The statement of the examinee and the invigilator shall be recorded.
  - c. The examinee shall be issued a fresh answer book marked “duplicate using unfair means” to attempt answers within the remaining time prescribed for the examination.
  - d. All the materials so collected and the entire evidence along with a statement of the examinee and the answer scripts of the examinee shall be forwarded to Exam Controller by name, in a separate confidential sealed registered packed packet marked “Unfair Means” along with the observations of the superintendent.
  - e. The material so collected from the examinee together with both the answer books, viz, the answer book collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Exam Controller for assessing both the answer books separately and to report if the examinee has actually, used unfair means in view of the material collected.

**(Note: Where need be legal opinion may be brought)**

The committee after examining the cases shall report to the director all the cases of unfair means together with decision with regard to punishment to be awarded to the candidate in each case.

If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying some book or notes or from the answer of some other candidate or helping or receiving help from some other candidate or keeping with him the examination hall material connected with the examination or failure of the examinee to hand over his answer book to the Superintendent/invigilator or taking away his own answer book/books out of the examination hall or in any other manner whatsoever, the director shall take appropriate action.

For further details regarding UFM Cases refer to: **‘IV PUNISHMENT FOR USE OF UNFAIR-MEANS’**.

A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these students during the period of their disqualification.



## II-EXAMINATION AND EVALUATION RULES

### II (A) Handling Back Papers:

- i) A student will be **Allowed To Keep Term (ATKT)** to next semester if s/he fails in not more than 4 courses in the semester.
- ii) A student who fails in one or more courses will appear for the exams with the subsequent same semester examinations.
- iii) Wherever a student appears at an ATKT examination s/he will do so according to the syllabus at that time and fulfil the requirements of the course in force at that time.
- iv) A student can hold at most 6 ATKTs (back courses) of all previous semesters at any point of time to be promoted to next semester.
- v) A student who is allowed ATKT would carry forward his attendance points and marks for internal assessment.
- vi) In case of ATKT a student can get a highest grade point of 8.
- vii) A student must pass all his/ her courses within 4 years of admission to the programme.

**For each course a student shall be allowed 1 (main) + 2 (ATKT) attempts subject to (vii) above.**

ATKT related information pertaining to date, schedule of examinations shall be provided by Controller of Examination, well in advance and it shall be included in the date sheet/schedule of regular semester –end examination.

ATKT examination will be held for Re-appear of candidates as under:-

Even semester examination would be held with even semester and odd semester exam would be held with odd semester i.e. second semester ATKT with fourth semester exam and first semester ATKT with third semester Exams.

The dates fixed for the ATKT exams shall be notified by the Controller of Examinations to the Chairperson of the Courses.

A fee of Rs. 500/- per paper shall be charged from the candidate per ATKT paper along with Examination form for ATKT Exams.



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A fee of Rs. 500/- shall be charged from the candidates who fail to submit the examination forms on or before the last date.

A candidate who has completed the prescribed course of instruction in the Programme for any Semester Examination but does not appear in it, or, having appeared fails, may be allowed on the recommendation of the Chairperson of the Programme to appear/re-appear in the Semester Examination/Paper (s) as the case may be, at the next regular examination for that Semester when such examination is held, without attending fresh course of studies. While re-appearing in the examination, the candidate shall be exempted from re-appearing in the Papers, Field Trip Report/Training Report/ Dissertation, Viva- Voce in which he has obtained at least 50% marks including the marks for Internal Assessment, where prescribed.

The marks obtained by a candidate for internal assessment/Training Report/dissertation who is Permitted to re-appear for the purpose of passing examination shall be carried forward.

The marks obtained by the candidate in the ATKT shall be taken into account in determining the division at the examination. Such candidate name will not be included in the merit list.

### II (B) Backlog-Internal

A student shall be permitted to appear for semester-end examination provided he has obtained pass marks (i.e 40% of the total internal assessment marks) in the Internal Assessment of the paper(s) of the relevant Semester for which he is a candidate.

In case if there is a backlog in the internal examination, the same needs to be cleared in the relevant semester next year with respect to internal assessment tests in case of ATKT. And for Attendance Marks, the student will carry the same marks as s/he received in that particular semester except the cases of attendance shortage which is defined separately below.

### II (C) Handling cases of shortage of attendance

1. A student shall be permitted to appear for the semester end examinations provided the candidate
  - (a) Has attended not less than 60% of the lectures in aggregate in all the modules/papers in that semester. The attendance to be counted upto the last day when the classes break up for the preparatory holidays,, Viz., one week before the commencement of the examination. Deficiency upto 10% in each paper may be condoned by the Chairperson of the Programme on sufficient grounds such as medical emergency supported by medical certificate produced on returning from leave, and the candidate had otherwise been a regular student. A student shall not



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be permitted to appear for the semester end examination in any individual paper/s if his/her attendance in that particular/individual paper/s is less than 50% of the lectures delivered. This point is applicable for all PGDM programmes (2010-12 Batches).

- (b) Has attended not less than 80% of the lectures in aggregate and 70% in individual papers/modules in all the modules/papers in that semester. The attendance to be counted upto the last day when the classes break up for the preparatory holidays,, Viz., one week before the commencement of the examination. Deficiency upto 10% in each paper may be condoned by the Chairperson of the Programme on sufficient grounds such as medical emergency supported by medical certificate produced on returning from leave, and the candidate had otherwise been a regular student but with a condition that aggregate attendance shall no be less than 75% in all the modules/papers in that semester. This point is applicable for all PGDM programmes (2011-13 Batches).

### II (D) System of Internal Assessment

A Student shall be permitted to appear for semester end examination provided the candidate

- (a) Has obtained pass marks in the Internal Assessment of the paper (s) of the relevant Semester for which he is a candidate and has attended the requisite percentage of lectures for all papers shall be eligible to take the regular Semester Examination. In case of an ATKT in any of the papers the attendance percentage and the internal assessment marks shall be carried forward.
- (b) Each student has to obtain a minimum of 40% of marks in the internal test (s) of respective modules to make him/her eligible for semester-end examination.
- (c) The dates for the internal assessment shall be announced well in advance at the beginning of each semester.
- (d) Two written tests shall be conducted. Each test shall be for 15 marks and both tests are compulsory for the students. Ten marks shall be for attendance. The attendance shall be counted, for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays,, Viz., one week before the commencement of the examination). This point is applicable for all PGDM programmes (2010-12 Batches).
- (e) Two written tests shall be conducted. Each test shall be for 20 marks and both tests are compulsory for the students. This point is applicable for all PGDM programmes (2011-13 Batches)
- (f) Ten marks shall be either for assignment/presentation to be conducted in relevant subject(s).
- (g) At the end of the semester each faculty for all the modules those it is teaching, shall submit a properly signed hard copy of the records of internal assessment along with



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Attendance records and attendance marks to the Examination Controller before the exams starts for the same semester.

### II (E) Revaluation/ Improvement:

There shall not be either revaluation or improvement examinations. However, revaluation / display of answer scripts can be done in special cases at the discretion of the Director provided a written application for the same is submitted by the candidate within 15 days of the declaration of the result and the application should be properly forwarded by Course chairperson/ Exam controller.

### III GRADING SYSTEM

#### Grading system for Indian Institute of Tourism and Travel Management

#### 1. Grading system and percentage conversion formula for PGDM (2008-10) for all courses at all centres of IITTM

- A. Institute uses grading system for evaluation. For each course Actual Score is calculated on the basis of points in internal evaluation (30), external evaluation (50) and attendance (20).

Moderation of total score of students for each course is done as follows as follows:

$$MS = (AS/ HS)*100$$

MS = Moderated score

AS = Actual score

HS = Highest score in that course/ paper

#### B.

Grade	Moderated scores	Description	Grade point
A+	90 plus	Excellent	10
A	80 to up to 90	Very good	9
B	70 to up to 80	Good	8
C	60 to up to 70	Average	6
D	50 to up to 60	Below average	4
E	40 to up to 50	Poor	3
F	Less than 40	Fail	0





C. Cumulative grade point average (CGPA) may be calculated as follows:

$$\text{CGPA} = \text{Sum of all grade points} / \text{number of courses}$$

D. Percentage equivalence of Grade Points for a 10 point scale will be follows per the formula given below:

$$\text{Equivalent Percentage} = \text{Round to 2 places of decimal} \left[ \left( \frac{\text{CGPA} - 3}{5.5} \times 32 \right) + 40 \right]$$

E. Assumptions:

The grades are pegged at

Grade Points	%age Marks
8.50	72%
3.00	40%

F. A quick equivalence table is as below

CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %
3	40.00	4	45.82	5	51.64	6	57.45	7	63.27	8	69.09	9	74.91
3.1	40.58	4.1	46.40	5.1	52.22	6.1	58.04	7.1	63.85	8.1	69.67	9.1	75.49
3.2	41.16	4.2	46.98	5.2	52.80	6.2	58.62	7.2	64.44	8.2	70.25	9.2	76.07
3.3	41.75	4.3	47.56	5.3	53.38	6.3	59.20	7.3	65.02	8.3	70.84	9.3	76.65
3.4	42.33	4.4	48.15	5.4	53.96	6.4	59.78	7.4	65.60	8.4	71.42	9.4	77.24
3.5	42.91	4.5	48.73	5.5	54.55	6.5	60.36	7.5	66.18	8.5	72.00	9.5	77.82
3.6	43.49	4.6	49.31	5.6	55.13	6.6	60.95	7.6	66.76	8.6	72.58	9.6	78.40
3.7	44.07	4.7	49.89	5.7	55.71	6.7	61.53	7.7	67.35	8.7	73.16	9.7	78.98
3.8	44.65	4.8	50.47	5.8	56.29	6.8	62.11	7.8	67.93	8.8	73.75	9.8	79.56
3.9	45.24	4.9	51.05	5.9	56.87	6.9	62.69	7.9	68.51	8.9	74.33	9.9	80.15
												10	80.73



**2. The Examination for all PGDM courses of all the centers of IITTM Batch 2009-11 would be as follows:**

Since there are several requests from all the centres of IITTM to reconsider grading system for PGDM (2009-11) Batch, keeping in view the best interest of the students, a special grading conversion to percentage formula is designed for this batch which is as follows:

- a. Percentage equivalence of Grade Points for a 10 point scale will be follows per the formula given below:

$$\text{Equivalent Percentage} = \text{Round to 2 places of decimal} \left[ \left( \frac{\text{CGPA}-3}{4.5} \times 35 \right) + 40 \right]$$

- b. A quick equivalence table is as below

CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %
3	40.00	4	47.78	5	55.56	6	63.33	7	71.11	8	78.89	9	86.67
3.1	40.78	4.1	48.56	5.1	56.33	6.1	64.11	7.1	71.89	8.1	79.67	9.1	87.44
3.2	41.56	4.2	49.33	5.2	57.11	6.2	64.89	7.2	72.67	8.2	80.44	9.2	88.22
3.3	42.33	4.3	50.11	5.3	57.89	6.3	65.67	7.3	73.44	8.3	81.22	9.3	89.00
3.4	43.11	4.4	50.89	5.4	58.67	6.4	66.44	7.4	74.22	8.4	82.00	9.4	89.78
3.5	43.89	4.5	51.67	5.5	59.44	6.5	67.22	7.5	75.00	8.5	82.78	9.5	90.56
3.6	44.67	4.6	52.44	5.6	60.22	6.6	68.00	7.6	75.78	8.6	83.56	9.6	91.33
3.7	45.44	4.7	53.22	5.7	61.00	6.7	68.78	7.7	76.56	8.7	84.33	9.7	92.11
3.8	46.22	4.8	54.00	5.8	61.78	6.8	69.56	7.8	77.33	8.8	85.11	9.8	92.89
3.9	47.00	4.9	54.78	5.9	62.56	6.9	70.33	7.9	78.11	8.9	85.89	9.9	93.67
												10	94.44

**Assumptions:**

The grades are pegged at

Grade Points	%age Marks
7.50	75%
3.00	40%



**3. The Examination for all PGDM courses of all the centers of IITTM Batch 2010-12 onwards would be as follows:**

- a. Each course/subject/module would be evaluated out of 100 Marks if not otherwise specified as per the requirement of the Module/subject (50 marks internal evaluation throughout the semester and 50 marks external at the end of the semester, if not otherwise specified as per the requirement of the Module/subject).
- b. There shall be a semester-end external examination of 50 marks. There is no fixed pattern of question paper. Depending up on the demands of the course, a question paper may be designed.
- c. Institute uses grading system for evaluation. For each course Actual Score is calculated on the basis of points in internal evaluation (40 marks for internal assessment and 10 marks for attendance), and external evaluation (50).
- d. Actual Score of total marks of 100 for each module/course/subject shall be converted into grades:

Grade	Actual scores	Description	Grade point
A+	90 plus	Excellent	10
A	81 to up to 90	Very good	9
B	71 to up to 80	Good	8
C	61 to up to 70	Average	6
D	51 to up to 60	Below average	4
E	40 to up to 50	Poor	3
F	Less than 40	Fail	0

- e. Cumulative grade point average (CGPA) may be calculated as follows:  
CGPA = Sum of all grade points/ number of courses
- f. Percentage equivalence of Grade Points for a 10 point scale will be follows per the formula given below:

$$\text{Equivalent Percentage} = \text{Round to 2 places of decimal} \left[ \left( \frac{\text{CGPA} - 3}{3.3} \times 32 \right) + 40 \right]$$

- g. A quick equivalence table is as below

CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %	CGPA	Eq. %
3	40.00	4	45.82	5	51.64	6	57.45	7	63.27	8	69.09	9	74.91
3.1	40.58	4.1	46.40	5.1	52.22	6.1	58.04	7.1	63.85	8.1	69.67	9.1	75.49
3.2	41.16	4.2	46.98	5.2	52.80	6.2	58.62	7.2	64.44	8.2	70.25	9.2	76.07
3.3	41.75	4.3	47.56	5.3	53.38	6.3	59.20	7.3	65.02	8.3	70.84	9.3	76.65



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3.4	42.33	4.4	48.15	5.4	53.96	6.4	59.78	7.4	65.60	8.4	71.42	9.4	77.24
3.5	42.91	4.5	48.73	5.5	54.55	6.5	60.36	7.5	66.18	8.5	72.00	9.5	77.82
3.6	43.49	4.6	49.31	5.6	55.13	6.6	60.95	7.6	66.76	8.6	72.58	9.6	78.40
3.7	44.07	4.7	49.89	5.7	55.71	6.7	61.53	7.7	67.35	8.7	73.16	9.7	78.98
3.8	44.65	4.8	50.47	5.8	56.29	6.8	62.11	7.8	67.93	8.8	73.75	9.8	79.56
3.9	45.24	4.9	51.05	5.9	56.87	6.9	62.69	7.9	68.51	8.9	74.33	9.9	80.15
												10	80.73

### h. Assumptions:

The grades are pegged at

Grade Points	%age Marks
8.50	72%
3.00	40%

### i. Under “II (D) System of Internal Assessment” of the II-EXAMINATION AND EVALUATION RULES of Examination of IITTM. Part (f) :

The attendance shall be counted, for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays,, Viz., one week before the commencement of the examination). Ten marks shall be for attendance. Attendance may be evaluated as follows out of 10 points:

<b>Above or equal to 90%</b>	<b>10 marks</b>
<b>80% to less than 90%</b>	<b>08 marks</b>
<b>75% to less than 80%</b>	<b>07 marks</b>
<b>65% to less than 75%</b>	<b>05 marks</b>
<b>60% to less than 65%</b>	<b>03 marks</b>
<b>Less than 60%</b>	<b>00 marks</b>



#### IV - PUNISHMENT FOR USE OF UNFAIR-MEANS

1. Before the examination begins the Centre 'superintendent or the Deputy Superintendent of the examination centre shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so he/she shall be liable to penalty. Where a late comer is admitted, this warning shall be given to him at the gate.
2. The Centre Superintendent or the Deputy Centre Superintendent shall forward to the Controller of Examinations on each day of the examination a declaration signed by him to the effect that the warning as required in Clause-1 above was administered.
3. The Centre superintendent shall take action against an examinee who is found using or attempting to use unfair-means as defined in Clause-4 below, in the examination hall or within the premises of the examination centre.
4. Use of unfair means shall include the following:
  - a) Having in his possession or accessible to him during examination hours any papers, books or notes, written or printed, or any kind of material including body, clothing, Mobile Phone, Pager or any kind of electronic or any other device that can be used for communication or writing etc.
  - b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book;
  - c) Talking to another candidate or to any person other than the members of the supervisory in or outside the Examination Hall during the examination hours,
  - d) Consulting notes/ books in or outside the Examination Hall during exam Hall during examination hours.
  - e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
  - f) Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
  - g) Disclosing his identity deliberately or asking any distinctive marks in his answer book for that purpose or making all appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
  - h) Presenting to the examiner a practical or class-work note book which does not belong to him.



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- i) Communicating or attempting to communicate, directly or through other person with an examiner or with official of the Institute with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
  - j) Swallowing/destroying any note, paper etc. found with him during the examination hours.
  - k) Making deliberate arrangement to cheat in the examination, such as:-
    - Smuggling of an answer-book in or outside the examination hall or insertion in the answer book of any sheet(s) .written outside the examination hall.
    - Substitution, wholly or partly, of an answer-book by another answer book during or after the examination hours.
    - Impersonation.
    - Obtaining admission to the examination on a false representation.
    - Forging another Person's signature.
    - Failing to deliver his answer book to the person in charge before leaving the Examination Hall.
    - Tempering with the particulars (including Roll Number) on one's own answer book.
    - It Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during before or after the examination.
    - Any other act of unfair- means/misconduct not covered in these provisions.
5. If a candidate is found to be or suspected to be guilty of using unfair means in the examination the Superintendent may take away his answer book and permit him if he so desires, to answer the remaining part of the question paper on a new answer book which shall be supplied to him on demand. The candidate may also appear in the rest of- the examination in the subsequent papers at his own risk and subject to the decision of the Institute may take in his case for use of unfair fit means. The superintendent may also obtain the explanation of the candidate in writing.
6. The Superintendent of the examination centre shall report to the Exams Controller in the form received by the Institute, at the earliest, each case where use of unfair means in the examination had been suspected or discovered with the explanation of the candidate concerned if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his answer book when asked to do so, no new answer book be given to him and he be asked to leave the examination hall.



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7. The Director shall appoint one or more standing Committee(s) to deal with cases of Unfair means in connection with examinations. The term of such Committee will not exceed more than one year.
8. The standing Committee shall have the power to:
  - i) Cancel the particular paper or the entire examination in which he has been found guilty of use of unfair means. Such cancellation of the entire examination will be treated as re-appear in all theory papers of that semester.
  - ii) Debar the candidate from appearing in the said examination and/or in any other examination conducted by the Institute up to a period of three years.
  - iii) The following are the guidelines for the Standing Committee on Unfair means cases for award of punishment to the candidate who indulge in unfair means.

NATURE OF OFFENCE	PUNISHMENT
a) For relevant material found in the possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying.	Cancellation of the paper or of the entire examination in which the candidate appeared.
b) For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying.	Cancellation of the entire examination in which the candidate appeared, In addition, the candidate may also be debarred from appearing at the Institute examination for one year.
c) For major offence like smuggling in and out of the answer sheet and misconduct etc.	Cancellation of the entire examination in which the candidate appeared, In addition, the candidate may also be debarred from appearing at the Institute examinations up to two years,
d) Any other major offence not covered in (a),(b ),( c) above.	Cancellation of the entire examination in which the candidate appeared. In addition, the candidate may also be debarred from appearing at the Institute examinations up to three years.

9. If the committee is unanimous in respect of their decision: regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference, of opinion amongst the members of the Committee, the matter shall be referred to the Director whose decision shall be final.



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10. The Director on an application by a candidate or on his own may refer back the case to the members/ committee for reconsideration. The application for review shall have to be made within 30 days of the receipt of the decision of committee to the candidate.
11. The committee shall consider the reports of the Supervisor/ Inspecting Staff before arriving at a decision, if it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself an advocate or any other person.
12. If a candidate appearing in uncleared subject(s)/paper(s) of a lower examination along With the higher examination is found guilty of use of unfair-means in a subject/paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
13. In case a candidate denies the allegation(s) against him or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by registered post, Sending such notice by registered post to the candidate at the address given b}' him in his examination admission application shall be deemed to be discharge of the Institute liability as to notice even if the candidate did not receive the letter or that he was not available at the said address, No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not-be less than seven days from the date of its dispatch, the committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record its finding about tll e guilt of the candidate.
14. If any examiner reports any case of use of unfair means which he detected during the course of evaluation of answer books the same shall also be decided by the Standing Committee after getting the answer books checked and giving the candidate a reasonable opportunity to defend himself.
15. If unfair means adopted by a candidate come to the notice of the Institute after the examination his case will be decided by the unfair means Committee on such evidence as may be available after the candidate reasonable opportunity to defend him/her.
16. If a candidate is found guilty of unfair-means after his result has been declared, the same shall be cancelled besides the candidate being awarded the punishment which would has been awarded to him had the fact of use of unfair means come to notice before the declaration of his result.
17. The disqualification under this ordinance will be treated as a failure in the examination and consequences of failure will follow.
18. If the Director receives complains to the effect that the integrity of a Institute examination has been violated at an examination centre as a consequence of whole sale/mass copying or other use of unfair means, he may after an enquiry, order re-examination in one or more papers.





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19. In this ordinance, the word 'Academic year' means Academic year from August to July consisting of two semesters.
20. The record files of the decided cases shall be disposed off two years after the period of disqualification.

### IV (A) DIRECTIONS FOR CANDIDATES

1. The door of the Examination Hall will be opened at least fifteen minutes before the commencement of the examination to admit the candidates. All candidates must be in their seats 5 minutes before the distribution of the question papers, Where a candidate is unavoidable late by not more than one hour, he/she will be admitted provisionally, for first hour nobody will be permitted to go out of the hall. When a candidate leaves the Hall, he shall, before doing so, hand over his answer book to the Assistant superintendent concerned, and he shall on no account, be readmitted. No extension of time shall be granted to a candidate, on ground of late arrival. Each candidate shall show his Roll Number Slip, for admission to the Examination Hall on demand.
2. No candidate will be allowed to finish off and leave the hall before expiry of half the time after the distribution of the question papers.
3. A numbered seat will be allotted to each candidate. Candidates should occupy only the seats allotted to them.
4. Unless specially permitted by the Superintendent, no candidate shall temporarily leave his/her seat or the Examination Room until the examination is over.
5. No candidate shall speak without permission in case it is necessary for a candidate to communicate with the Superintendent, he/she should stand and the superintendent/Supervisor will attend to him/her.
6. Smoking in the examination room is strictly prohibited. No candidate can be permitted to go out to have a smoke.
7. Any candidate who creates disturbance of any kind during the examination or otherwise, misbehaves in or around the examination hall or refuses to obey the Supdt. or changes his/her without another candidate shall be liable to expulsion from the Examination Hall as well as disqualification, according to the seriousness of the offence. He/she shall also be liable to make good loss of furniture, etc, if any, caused by him/her.
8. Before attempting his/her question paper each candidate shall indicate in writing on the OUTSIDE of his/her answer-book, his/her Roll Nos. of the Exam, the year, the subject and part if any of the question-paper. The candidate shall also indicate the Roll No. (in figure only) on the top of the question-paper.
9. No candidate shall indicate on the cover or any other part of his/her answer book the name of his/her institution nor shall he/she indicate in any manner as to whether he/she appeared from college or as a private candidate. Candidates are forbidden to write answer (or anything else) on the question-paper and shall sign against their names on the attendance sheet when directed to do so by the superintendent.



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10. At the expiry of the time allowed the answer-book be delivered to the supdt. even though the candidate may not have answered any question or a part of the question paper.
11. Candidate should make sure that their answer book have been duly signed or stamped by the Supdt. of the Deputy Supdt. an omission to do so may result in disqualification.
12. All candidates are required to use their own Ball pen Blue-black ink Answer shall be written on both sides of the answer-books supplied to the candidate. No candidate shall tear a leaf out of an answer book. The use of a fountain pen with blue-ink and ball pen is also permissible but no such ink will be supplied by the Institute.
13. Candidates can use colour pencils tor diagrams.

### IV (B) UNFAIR MEANS

Any candidate found having in his possession or accessible to him any papers, books or notes written or printed or any kind of material whether the papers; the books or the notes relate to the subject of the examination of that day or not, writing during the examination hours on any paper other than the answer-book any portion of the question paper or answers or notes relating to any question, talking to another candidate or to any other than the members of the Supervisory Staff in or outside the Examination Hall, consulting notes/books outside the examination Hall, receiving help from another candidate with or without his consent or given help to him./her or receiving help from a person who is not a candidate for the Examination of that day, disclosing his identity deliberately or making any distinctive mark in his/her answer-book for that purpose of making an appeal to the Examiner through the answer book or using abusive or obscene language in the answer-book if he is a candidate for an examination for Science or some other subject. Presenting to the Examiner a Practical or class work note book which does not belong to him communicating or attempting to communicate, directly or through a relative, guardian or friend with the object of influencing him in the award of marks or making any interpolations, thereto, swallowing/destroying any note paper etc. found with him; making deliberate previous, arrangement to cheat in the examination, as mentioned below:-

1. Smuggling another answer-book or taking out arranging to send out an answer-book,
2. Impersonation;
3. obtaining admission to the examination on a false representation;
4. Forging another person's signatures:
5. Failing to deliver his answer-book to the persons in-charge before leaving the Examination Hall.

Refusing to obey the Superintendent of the Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination at any time before or after the Examination shall be disqualified according to the Ordinances.

BY ORDER  
Controller of Examinations