

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED
NUTRITION, SHILLONG.

(AN AUTONOMOUS BODY UNDER MINISTRY OF TOURISM, GOVT. OF INDIA)

No. IHMCTAN.96/EXAM/05/Pt-V/2020-21/3595

Date: 03/03/2023

OFFICE ORDER

The following faculties and Staff are to perform duty for the END TERM EXAMINATION (THEORY & PRATICAL) for the 2nd, 4th, 6th SEMESTER OF 3-YEAR B.Sc. IN HOSPITALITY AND HOTEL ADMINISTRATION and 2nd SEMESTER OF 1½ YEARS CRAFTMANSHIP CERTIFICATE COURSE IN FOOD PRODUCTION & PATISSERIE (ACADEMIC SESSION 2022-2023) from April 2023 to May 2023.

Center Superintendent: Dr. (Mrs.) Balabynta Kharshiing

Deputy Superintendent: Dr. Ashok Kumar

Clerk: Ms. Bapherlin Khongngain

Invigilators: Mr. Vijay Kumar
Ms. Deborah Rose Shylla Passah
Mr. Rajiv Kr. Chatterjee
Mr. Shemphang Khonglah
Mrs. Saralin Diengdoh
Mrs. Jolene C. Langstieh
Ms. Linda Konghay
Mr. Vivek Kumar
Mrs. Armedalin W. Diengdoh
Ms. Stacy C. Wahlang
Mrs. Jeneviv Sun

Lab. Attendant: Mrs. Jeneviv Sun
Mr. Mohan Chandra
Mr. Manoj Narzary
Mr. Ashok Kumar (Laundry)
Mr. Tutu Mani Deka
Mr. Banskhemlang Nongrum
Mr. Donboklang Nongbri
Mr. Shidajingmut Biam
Mr. Sukra Ramchiary

Waterman: Mr. Suresh Singh
Mr. Sonu Masih
Mr. Immanul Haque

Peon: Mr. Ramashankar

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NOTE:

1. Arrangement of classrooms with COVID-19 Protocols (Room 1&2): the day prior to the commencement of the Theory Examinations as per date sheet respectively - Mr.Sonu Masih, Mr. Suresh Singh, Mrs. Jeneviv Sun, Mr.Immanul Haque and Mr.Ramashankar. Incharge – Ms. Linda Konghay and Ms. Stacy Wahlang. To get the list from Deputy Superintendent as the list of sitting arrangement should be arranged accordingly.
2. Arrangement of student's attendance sheet, award list, dispatching answer sheets to invigilators, collection of answer sheets from invigilators - Dr. Ashok Kumar, Ms.Bapherlin Khongngain and Mr. Ramashankar
3. All the Internal Examiners are directed to prepare the Base sheet as per the guidelines of NCHMCT, Noida and submit to the Center Superintendent one (01) week prior to the date of examination.
4. All the Internal Examiners are directed to upload the Term End Practical Examination Marks in THIMS Portal as per the directives of NCHMCT, Noida and submit the report to the Center Superintendent both in soft and hard copy.
5. Since the Practical Marks of the regular students are forwarded to NCHMCT, Noida through THIMS Portal, hence Award Sheet is not required to be prepared. However, for reappearing candidates (if any) Award Sheet has to be prepared along with the Base Sheet highlighting the distribution of marks.
6. The Indent for Practical Examinations should reach the store 1 week prior to the commencement of the Practical Exam.
7. The faculties and staff allotted the examination duty are requested not to avail any kind of leave during the examination in order to conduct a smooth and efficient exam as this will be recorded if any in personal file.
8. All class room before the start of the Examination should be clean with arrangement of Dustbin.
9. Arrangement of Tea and Snack during the Exam will be done by Ms. Deborah R.S. Passah, Mrs. Jeneviv Sun and Mr. Mohan Chandra.


Principal In-Charge
IHM Shillong

- Copy to:- 1. Concerned Faculties & Staff
2. Academic-In- Charge
3. File Concerned
4. Guard File




Principal In-Charge
IHM Shillong