



Indian Institute of Tourism and Travel Management
(An Autonomous Body under Ministry of Tourism, Govt. of India)

Instructions for the Candidates for the Term End
Examinations January 2021.

All the students are to ensure the following guidelines for the conduct of semester end examination at IITTM:

1. Make sure you have a good internet connection during the exam.
2. Use plain A4 size paper for writing your answer and write the answer clearly.
3. All students appearing for the examinations have to fill complete information on the first page of the Answer sheet like Name, Enrolment No., Programme Name, Paper, Semester etc.
4. All students appearing for the Examinations have to compulsorily write Page no. & Enrolment no. on every page of the answer sheet and total no. of pages on the first sheet.
5. Exam shall be conducted through online blended mode on Google meet platform. Faculties will monitor the examination through Google meet.
6. Short answer type questions with internal choices will be given in the question paper. Each question will carry 12 marks. Answer of each question must not exceed 250 words.
7. All exams are held in two sessions with 02 hours duration only i.e. Forenoon and Afternoon session i.e. from 10.00 am 12.00 pm and 2.00 pm to 4.00 pm. Additional 30 minutes for uploading of the answer sheets shall be given in PDF format only.
8. After completing the examination (Regular Paper), the students have to scan their Answer sheets and upload their answer sheet at Google Classrooms of their respective centres.
9. After completing the examination (Back Papers), the students have to scan their Answer sheets and upload their answer sheet at gwaliorexams2020@iittm.ac.in, noidaexams2020@iittm.ac.in, bhubaneswarexams2020@iittm.ac.in, nelloreexams2020@iittm.ac.in as per the email id of your centre of study with proper subject name.
10. If you encounter problems accessing or submitting your answer sheet, you must contact your invigilator immediately over phone.
11. The candidate must write the question number, which he/she is attempting in the same manner as given in the question paper, Further, each question should be started from a fresh page.
12. Candidate resorting to unfair means as mentioned below is liable to severe punishment including expulsion from the university as per rules
 - a) Carrying unauthorized material.
 - b) Indulging in impersonation.
 - c) Carrying mobile phone, electronic devices except calculator wherever required.
 - d) Any other undesirable activity during the course examination.
13. Students are required to keep their camera on all times including the extra time of 30 minutes to upload the answer paper.
14. No breaks are allowed during the duration of examination.



Dr. Pawan Gupta
Controller of Examinations