

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
P-16, TARATALA ROAD, KOLKATA-700088

Ref No: CT/AD-4(1)/23-24/1445

Dated:18/09/2023

Examination Cell


CHANGE OF CENTRE (COC) GUIDELINES-2023-24

All concerned are hereby informed that Change of Centre guidelines has been issued by NCHMCT. A candidate may be granted permission for a COC for appearing in the End Term Theory examinations only. The following points are to be adhered to before applying for COC:

- 1) The candidate must have completed the minimum duration to complete the specific course i.e. 3 years in the case of B.Sc.(HHA) and 2 years in the case of M.Sc. (HA) to apply re-appear theory subjects. (i.e. **only pass out students can apply for COC**)
- 2) Students who are on Industrial Training(IT) having Re-appear paper in 1st semester B.Sc. (HHA) are also eligible.
- 3) Change of Centre in case of practical examinations is not permissible.



RAJA SADHUKHAN
PRINCIPAL



ASHOK KUMAR PRASAD
HEAD OF DEPARTMENT
EXAM CELL IN-CHARGE

Cc:

Mrs Rita Mitra- HOD

Mr. Mainak Sarkar- For uploading it on website

Mr. Kundan Kar- for information

Student Notice Board

Faculty Notice Board

Examination Cell

MG



राष्ट्रीय होटल प्रबन्ध एवं केटरिंग टेक्नोलॉजी 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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आज़ादी का
अमृत महोत्सव

No. NCHM-20213/12/2021-STUDIES

Dated: 13th September 2023

To,

Principal
All affiliated IHMs

Subject: Change of Centre (COC) Guidelines 2023-24

Dear Principal,

Change of Centre guidelines has been framed by the Council. A candidate may be granted permission for a Change of Centre for appearing in the End Term Theory examinations only. The following points may be adhered to before sending the requests of the candidates for COC consideration at NCHMCT:

- 1) The candidate must have completed the minimum duration to complete the specific course i.e. 3 years in the case of B.Sc. (HHA) and 2 years in the case of M.Sc. (HA) to apply for their reappear theory subjects.
- 2) Change of Centre in the case of practical examinations is not permissible.

For availing of this facility, the institute where the candidate is enrolled shall forward the application of the eligible candidates indicating the New Centre opted for appearing in the exams for necessary action at the Council.

The Chapter must send the consolidated fees of students (UTR No. and the date of the transaction credited to the NCHMCT) applying for Change of Centre along with Soft copies of the COC forms, duly signed by the Principal. The hard copies of the same may be retained by the institute for official records for a minimum of one year.

Proforma for Change of Centre (attached) for circulation.

Thanking you,

Yours faithfully,

Satvir Singh
Director (Studies)



Encl: Proforma for Change of Centre

