### 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:

- 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 reappear 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

Juliasal

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 होट्ल 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)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)

A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

दैलि/Tel: 0120-2590600-623 ईमेल-/e-mail: dirs-nchm@nic.inवेबसाईट/Website: www.nchm.nic.in/www.nchm.gov.in



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:

- 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

P-34, Part-62
P-34, Part-62
P-34, Part-62
P-34, Sector-62
Noida (INDIA)

# National Council for Hotel Management & Catering Technology A-34, SECTOR 62, NOIDA-201309

## APPLICATION FOR CHANGE OF CENTRE

Academic Year 2023-2024

(Please ensure that you are eligible for change of centre before filling up this form)

CHANGE OF CENTRE FEES - Rs.500/- ONE TIME (This form must be routed through institute concerned only)		7,000,77,000,000,000,000
Council Roll No	Institute Name	(Photograph to be attested by Principal)
<ol> <li>Name of the candidate in I First name</li> </ol>	English (full name in BLOCK Middle name	letters) Surname
		Juliane
(Please note that the name written	above should be same as given in y	our +2 CBSE/Board Certificate)
Student's Mobile No.		
Student's Email id:		
	:	
	Pin:Alternate/	Landline No.
. Date of Birth (by Christia	n era)	7. Sex: Male/Female
. Give details of the exam ( IHM/FCI	Centre opted for appearing in	he exams:
Candidate's signature		
Date:	Princi	pal's signature with office seal
	FOR NCHMCT USE	
Fee received	Examination particulars Checked & Verified	Examination Hall Admission ticket issued.
Dealing Assistant	Executive Officer (S)	Assistant Director (T)