

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY AND APPLIED NUTRITION
P-16, Taratala Road, Kolkata - 700088**

CHANGE OF CENTRE GUIDELINES 2023-24

Change of Centre guidelines has been framed by the Council. A candidate may be granted permission for 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 change of centre for 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 in their reappear theory subjects.
- 2) Change of Centre in the case of practical examinations is not permissible.
- 3) However, a candidate undergoing Industrial Training may be considered to allow Change of Centre to appear in his/her reappear subjects of 1st year (Sem I and Sem II).

For availing 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.