

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)

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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

ए-34, संक्टर-62 नोएडा-201300 (भारत) A-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)

(This form must be routed the Council Roll No	institute Name	(Do not staple) (Photograph to be attested by Principal)
	English (full name in BLOCK Middle name	letters) Surname
First name	Middle name	Surname
2. Student's Mobile No. 3. Student's Email id: 4. Father's / Mother's Name 5. Permanent residential add P 6. Date of Birth (by Christian 8. Give details of the exam C	ress for correspondence : Pin: Alternate/In era) 7 Centre opted for appearing in the	Landline No
Candidate's signature Date:	Princip FOR NCHMCT USE	oal's signature with office scal
Fee received	Examination particulars Checked & Verified	Examination Hall Admission ticket issued.