



# 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)

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: 19<sup>th</sup> October 2023

To,

Principal  
All affiliated IHMs

**Subject: Change of Centre Guidelines 2023-24**

Dear Principal,

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 1<sup>st</sup> 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.

Thanking you,

Yours faithfully,

Satvir Singh  
Director (Studies)



**Encl:** Proforma for Change of Centre

**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)

Paste Passport  
Size Photograph.  
  
(Do not staple)  
  
(Photograph to be  
attested by  
Principal)

Council Roll No \_\_\_\_\_ Institute Name \_\_\_\_\_

1. Name of the candidate in English (full name in BLOCK letters)

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Surname \_\_\_\_\_

(Please note that the name written above should be same as given in your +2 CBSE/Board Certificate)

2. Student's Mobile No.

3. Student's Email id : \_\_\_\_\_

4. Father's / Mother's Name \_\_\_\_\_

5. Permanent residential address for correspondence : \_\_\_\_\_

\_\_\_\_\_ Pin: \_\_\_\_\_ Alternate/Landline No. \_\_\_\_\_

6. Date of Birth (by Christian era) \_\_\_\_\_ 7. Sex: Male/Female

8. Give details of the exam Centre opted for appearing in the exams:  
IHM/FCI \_\_\_\_\_

Candidate's signature \_\_\_\_\_

Date: \_\_\_\_\_

Principal's signature with office seal

**FOR NCHMCT USE**

Fee received  Dealing Assistant	Examination particulars Checked & Verified  Executive Officer (S)	Examination Hall Admission ticket issued.  Assistant Director (T)
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