



**GOVERNMENT OF KERALA**  
**TECHNICAL EDUCATION DEPARTMENT**

**DIPLOMA EXAMINATION**  
**IN HOTEL MANAGEMENT AND CATERING**  
**TECHNOLOGY**  
**MARCH-2010**

**NOTIFICATION**

**OFFICE OF THE CONTROLLER OF**  
**TECHNICAL EXAMINATIONS**  
**THIRUVANANTHAPURAM.**

**OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS, KAIMANAM,  
THIRUVANANTHAPURAM.**

**NOTIFICATION**

No. TX11/10403/09

Dated 11/02/2010

1. It is hereby notified that the Diploma Examination in Hotel Management and Catering Technology, Regular and Supplementary Examinations will be commenced during the third week of March 2010. Timetable will be published separately. Following are the Exam centres.

<u>NAME OF INSTITUTION</u>	<u>EXAM CENTRE</u>
(i) Lourde Matha Institute of HM&CT, Kuttichal	Govt. Polytechnic College, Neyyattinkara
(ii) SNG M Polytechnic for HM&CT, Cherthala	Govt. Polytechnic College Cherthala
(iii) Munnar Catering College, Munnar	Munnar Catering College, Munnar

2. The Principals of the above Institutions will be the Chief Superintendents for the conduct of the Examination and they should accept the Chief Superintendentship and will not be exempted on any account.

3. **Instructions to the candidates**

- a) Candidates who have undergone the prescribed course satisfactorily in any one of the above three recognized Institutions in this State and who have secured the prescribed minimum attendance i.e., 80% and above are eligible to appear for the Examination. However necessary condonation for the shortage in attendance can be obtained for valid reasons from the competent authority.
- b) The Change of Centre will not be allowed (See Para 10)
- c) Candidates who have failed in the previous examination need to appear only for the failed subjects in the subsequent examination. Such candidates should register for the subsequent examination for **all the subjects** in which they have failed in the previous examination. **Piece meal registration will not be allowed.** Piece meal appearance, if any, will be treated as cancelled and result will not be published.
- d) Separate application is to be submitted for Regular and Supplementary exams.

4. **General Guidelines**

- a) Principal's of Institution should verify whether the candidates have remitted adequate fee for all Subjects in which he/she applied. (Details of fee is given in clause 6)
- b) All entries made by the candidate in the application form are to be carefully verified by the Principal & Group Tutor.
- c) No enclosures need to be attached along with the application.

5. **Fees to be remitted**

6.1 First, Second and third year examination including fee for the Marks List

1. First Year whole Exam	: Rs. 600/- ( GO(Rt) No. 972/05/HEdn dated 04/06/2005)
For one subject	: Rs. 100/-
Two Subjects	: Rs. 200/-
Three Subjects	: Rs. 300/-
Four Subjects and above	: Rs. 600/-

2. Second Year whole Exam	: Rs. 750/- (GO(Rt) No. 972/05/HEdn dated 04/06/2005)
For one subject	: Rs. 100/-
Two Subjects	: Rs. 200/-
Three Subjects	: Rs. 300/-
Four Subjects and above	: Rs. 750/-
3. Third Year whole Exam	: Rs. 1000/- (GO(Rt) No. 972/05/HEdn dated 04/06/2005)
For one subject	: Rs. 100/-
Two Subjects	: Rs. 200/-
Three Subjects	: Rs. 300/-
Four Subjects and above	: Rs. 1000/-

Fine will be collected for late applications, and will be paid in addition to above fees.

## 6.2 **Date of submission of Application/Remittance of fee**

The filled in application forms accompanied by recommendations of staff concerned and prescribed fees should be submitted to the Principal on or before the following dates.

<b>Remittance of fee without fine</b>	-	<b>18.02.2010</b>
<b>Remittance of fee with fine of Rs.10/- per day</b>	-	<b>25.02.2010</b>
<b>Remittance of fee with fine of Rs.70/-+Rs.20/- per day</b>	-	<b>06.03.2010</b>
<b>Remittance of fee with fine of Rs.500/-</b>	-	<b>12.03.2010</b>

- 6.3 The Head of Institutions are directed to collect the fee for the Examination from students and should be remitted into a Government Treasury under the head of account “**0202-02-101-98 - Examination Fees**” and the original Chalan is to be forwarded to this office.
- 6.4 Fee from the Regular candidates (Candidates on the roll of the institution) appearing for the regular as well as supplementary exams may be collected by the Principal of Institution and remitted in the Treasury (Separate remittance may be made for the each remittance with fine, if any) in the name of Principal and original Chalan receipt forwarded along with the nominal list of candidates.
- 6.5 Private Candidates will have to remit the Examination fee in the name of the candidates themselves in separate Chalan. The original Chalan receipt should be attached with the applications and submitted to the Principal of the Institution in which the candidate had undergone the course.
- 6.6 On no account the examination fee be sent to this office in cash or cheque or money order or postal order or in any form other than those prescribed above.
- 6.7 *Amount of Examination fee once remitted will not be refunded or adjusted towards the fee for subsequent Examinations. The fee remitted prior to the date of this notification will not be accepted and need not be forwarded to this office.*
- 6.8 Applications relating to those candidates who have remitted fee after the last date will not be accepted and need not be forwarded to this office.
- 6.9 The Principals of the Institutions should remit the fee on or before the due date positively. The collection of fee should be arranged accordingly

## 7. **Date of receipt of Applications in the Office of the Controller.**

The applications received from the candidates’ before 25/02/2010, as clause 6.2 above along with nominal list should reach the Office of the undersigned on or before 3/03/2010 positively. All the other applications in this regard should reach this office before 9-03-2010. Belated applications will not be considered in any account.

8. The form of applications for admission to the Examination can be downloaded from the website *tekerala.org*. Candidates may use typed or printed forms in A4 size paper. The Head of Institutions in which candidates had completed the course should countersign the application. Private Candidates need not forward their applications direct to this office. They are to forward the applications with the original Chalan receipt so as to reach the Principals of the institution where they had undergone the course before the dates specified in clause 6.2 above. Principals should collect such applications and prepare the list in the prescribed form and forward the same to this office along with the applications received from the candidates, with the nominal list and Chalan receipts.
9. The Principals of the Institution will scrutinize the applications and see that the entries made there in by the candidates are correct and agree with the records of the institution.
10. Changes of Centre for the Examination will not be allowed to any candidates except for the candidates transferred from one Institution to another with the consent of the concerned authority. Others should write the Examination through the Centre form where they and completed the prescribed course of studies or the Exam centre allotted as per the Notification.
11. Admission Tickets for the candidates will be issued from the office of the Controller of Technical Examinations. The candidate should obtain the Hall Ticket from the Institution where they completed the course.
12. **Issue of Mark list.**  
Mark list and Certificate will be issued to the candidates through the Principals of the Institution where they completed the course.
13. **Practical Examination.**
  - 13.1 Candidate should contact the Principals (Chief Superintendent) of the Centre in advance and ascertain from him the date fixed for the Practical Examination/. If any candidate fails to contact the Principal in time and ascertain the date fixed for practical, this office will not take up the responsibility in the matter. Practical exam will be conducted at the Institution where the student completed the course.
  - 13.2 The Chief Superintendent may fix the date of each Practical. Sufficient publicity should be given for the information of the candidates as regard to the date fixed for Practical Examination.
  - 13.3 Candidates who have failed only in Practical Examination and now appearing for the practical should apply for admission to the /examination in the prescribed form.
14. Candidates appearing both for written and practical Examination should produce their admission tickets to the Examiner for Identification, on all days of Examinations.
15. The timetable for the written examination will be published in the Examination centers and in the web site **www.tekerala.org**.
16. If a candidate desires to cancel the candidature for the examination, he/she should forward the application in the prescribed form (see web site) duly recommended by the Principal/ Chief Superintendent so as to reach this office within ten days after the completion of last theory examination of that particular year examination. Those who have applied for the examination and absent without canceling their appearance will be treated as a chance. Cancellation of candidature is allowed only once for a particular year examination. Cancellation will not be allowed for cases for which Malpractice is reported.
17. Extra time up to 30 minutes per paper for all the papers of the Examination of 3 hours duration and proportionate time for papers of shorter durations to physically handicapped candidates with 40% and above disability is sanctioned as per G O(MS) No.09/92/H.Eadn. dt.06//01/1992.
18. The Last date for the receipt of applications and nominal list in this office may be strictly adhered to.