



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

No: TX 3/94/2017.

Dated: 11/04/2017.

NOTIFICATION NO. 16/2017.

1. It is hereby notified that the Diploma Examination in Hotel Management and Catering Technology, Regular and Supplementary Examination will be commenced during April I 2017, Munnar Catering College, Munnar will be the Examination center.
2. Instruction to the candidates.
 - a) Candidates who have undergone the prescribed course satisfactorily in the 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) Candidates who have failed in the previous examination need to appear only for the failed subject 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 Piece meal appearance, if any, will be treated as cancelled and result will not be published. No candidate will be eligible to register for any semester examination unless he/she secures minimum in each subject in that semester.
3. 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.
 - c) No enclosures need to be attached along with the application.
4. Fees to be remitted

5. First, Second and third year examination including fee for the Marks List as per G.O. (MS) No. 711/2013/ H.Edn dt, 29/11/2013.

For Regular Examinations of first second and third year

Rs.1500/- per year

For Supplementary Papers

Rs.150/- per paper

Date of submission of Application/ Remittance of fee :

Registration of Examination begins from 12.4.2017.

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

<i>Last date of remittance of fee without fine</i>	<i>18/04/2017</i>
<i>Last date of remittance of fee with fine of Rs. 20/- per day</i>	<i>25/04/2017</i>
<i>Last date of remittance of fee with fine of Rs. 750/-</i>	<i>02/05/2017</i>

6. 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.

Application relating to those candidates who have remitted fee after the last date will not be accepted and need not be forwarded to this office.

7. Date of receipt of Applications in the Office of Controller of Technical Examinations.

The applications received from the candidates' up to 25/04/2017 along with nominal list should reach the office of the undersigned on or before 29/04/2017 positively. Belated applications will not be considered in any account.

8. Application form for examination registration is available in the web site www.tekerala.org (from home page- down loads). All the candidate is requested to use this application form to register for the examination. All entries made by the candidate in the application form are to be carefully verified by themselves. After filling the application form it is to be

submitted to the institution concerned with original chalan receipt for the fee remitted in the Government Treasury under the head of account **“0202-02-101-98-Examination fees”**

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 directed to remit the fee as mentioned above and forward the applications with the original Chelan receipt so as to reach the Principals of the institution where they had undergone the course before the dates specified 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, which the nominal list and Chelan receipts.

3

The Principals of the institution will scrutinize the applications and see that the entries made therein by the candidates are correct and agree with the records of the institution. Applications with nominal list and original Chelan receipt should reach this office as per the dates specified above.

9. Admission Tickets for the candidates will be issued from the office of the Controller of Technical Examinations.

10. Issue of Mark list.

Mark list will be issued to the candidates through the Principals of the Examination Centre.

11. Practical Examination.

Candidate should contact the Principals (Chief Superintendent) of the centre in advance and ascertain from him/her 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.

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.

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.

12. Candidates appearing both for written and practical Examination should produce their admission tickets to the Examiner for Identification on all days of Examinations.
13. The timetable for the written examination will be published in the Examination centers and in the website www.tekerala.org.
14. 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 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 cancelling 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.
15. Extra 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 with prior sanction of the DTE is sanctioned as per G.O. (MS) No. 09/92/H.Edn dt, 06/01/1992.

Sd/-
N.K.RAJAN
JOINT CONTROLLER

TIME TABLE
DIPLOMA IN HOTEL MANAGEMENT, CATERING TECHNOLOGY
APRIL 2017

Date	Time	Subject Code	Subjects
15.5.2017 Monday	9 a.m to 12 Noon	1201	FOOD & BEVERAGE PRODUCTION I
	1 p.m to 4 p.m	3201	FOOD BEVERAGE SERVICE MANAGEMENT
16.5.2017 Tuesday	9 a.m to 12 Noon	2201	FOOD & BEVERAGE PRODUCTION III
17.5.2017 Wednesday	9 a.m to 12 Noon	1202	FOOD BEVERAGE PRODUCTION II
	1 p.m to 4 p.m	3202	SALES AND MARKETING MANAGEMENT
18.5.2017 Thursday	9 a.m to 12 Noon	2202	FOOD & BEVERAGE PRODUCTION IV
19.5.2017 Friday	9 a.m to 12 Noon	1203	FOOD & BEVERAGE SERVICE I
	2 p.m to 5 p.m	3203	HOTEL FRENCH II
20.5.2017 Saturday	9 a.m to 12 Noon	2203	HOTEL MAINTENANCE AND ENGINEERING
22.5.2017 Monday	9 a.m to 12 Noon	1204	FOOD BEVERAGE SERVICE II
	1 p.m to 4 p.m	3204	BUSINESS AND COMMUNICATIVE ENGLISH II
23.5.2017 Tuesday	9 a.m to 12 Noon	2204	FRONT OFFICE OPERATION I
24.5.2017 Wednesday	9 a.m to 12 Noon	1205	FRONT OFFICE OPERATION II
	1 p.m to 4 p.m	3205	HUMAN RESOURCE MANAGEMENT
25.5.2017 Thursday	9 a.m to 12 Noon	2205	BASICS OF COMPUTER APPLICATION
26.5.2017 Friday	9 a.m to 12 Noon	1206	ACCOMODATION OPERATION I
29.5.2017 Monday	9 a.m to 12 Noon	2206	HOTEL ACCOUNTANCY
30.5.2017 Tuesday	9 a.m to 12 Noon	1207	ACCOMODATION OPERATION II
31.5.2017 Wednesday	9 a.m to 12 Noon	2207	ACCOMODATION OPERATION III
01.6.2017 Thursday	9 a.m to 12 Noon	1208	FOOD HYGIENE & NUTRITION
2.6.2017 Friday	9 a.m to 12 Noon	2208	BUSINESS & COMMUNICATIVE ENGLISH I

5.6.2017 Monday	9 a.m to 12 Noon	1209	ECONOMICS & STATISTICS OF HOTEL & TOURISAM
6.6.2017 Tuesday	9 a.m to 12 Noon	2209	HOTEL FRENCH I
7.6.2017 Wednesday	9 a.m to 12 Noon	1210	FUNDAMENTALS OF TRAVEL & TOURISAM
8.6.2017 Thursday	9 a.m to 12 Noon	2210	HOTEL LAW

Sd/-
JOINT CONTROLLER