



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

DIRECTORATE OF DISTANCE EDUCATION

PALKALAI NAGAR, MADURAI – 625 021.

Phone: 0452- 2459185, 2458471, Fax: 0452-2458265 / www.mkudde.org



Ref.No.M.K.U/D.D.E./UG & PG/TN/OS/2018-2019

Date: 23/10/18

Dear Student,

Welcome to the **B.Sc., & M.Sc., (THM)** Practical Training Programme for the year 2018 - 2019. The Schedule for the Practical Training and Practical Exams for the **B.Sc., I, II and III year and II Year M.Sc.,** students is enclosed. The Classes are conducted from 9.00 a.m. to 5.15 p.m. every day with a lunch break from 12.45 p.m to 1.30 p.m. Please note that **attendance for this programme is compulsory.** Bring your ID Card & Tuition Fees Remittance details.

TAMIL NADU / OTHER STATES

B.Sc., (THM), PRACTICAL TRAINING SCHEDULE - (2018-2019)

First Year	18C + 19A Batches - (Theory Classes) (60 HRS) 8 days
Dates:	2018 December 1,2,3,4 8,9,10,11
Second Year	17C + 18A Batches & Lateral Entry 20 days
Dates:	2018 November 15,16,17,18 and 25,26,27,28 2018 December 7,8,9,10,11 2019 January 18,19,20,21,22 Feb 1, 2
Third Year	16C + 17A Batches & Lateral Entry 24 days
Dates:	2018 November 15,16,17,18 and 25,26,27,28 2018 December 7,8,9,10,11 2019 January 18,19,20,21,22 Feb 1, 2,3,4,9,10

PRACTICAL EXAMINATION SCHEDULE 2019

Second Year B.Sc (THM)

SUB: (HV6 / UTHMP1) Front Office & House Keeping - 3 February 2019 (10 am to 1 pm)

Third Year B.Sc (THM)

SUB: (HWA / UTHMP2) Food Production - 16 February 2019 (10 am to 1 pm)

(HWB / UTHMP3) F & B SERVICE - 17 February 2019 (10 am to 1 pm)

M.Sc (THM), PRACTICAL TRAINING FOR 17C + 18A BATCHES (24 Days)

2018 November 15,16,17,18,25,26,27,28

2018 December 7,8,9,10,11

2019 January 18,19,20,21,22

2019 February 1,2,3,4,9,10

PRACTICAL EXAMINATION SCHEDULE - 2019

Practical Exams	Sub Code	Date of Exam	Time
Food Production & FB Services	THA / PTHMP1	16 Feb 2019	10 AM to 1 PM
Front Office & Accom., Operation	THB / PTHMP2	17 Feb 2019	10 AM to 1 PM

A.C.E.
23/10/18

DIRECTOR
23/10/18

B.Sc., & M.Sc., (THM) PRACTICAL TRAINING / EXAMS - SCHEDULE (2018-2019)

INSTRUCTIONS TO STUDENTS

1. The attendance for the theory and practical classes are **compulsory**
2. **Other State** Students admitted thro Study / Training Centre should attend Practical Classes and Practical Exams from the particular study / Training Centre only.
3. In case of **B.Sc., & M.Sc., (THM) Students of Tamilnadu** admitted thro various study centres (except Students of Karaikudi centre), they should attend the Practical Training Cum Practical Exams only at the **Centre for Tourism and Hotel Management, MKUniversity campus, Palkalai Nagar, Madurai - 21.**
4. Only those students paid their prescribed tuition fees alone will be permitted to attend the practical training. Also they must produce the evidence for fees payment to the centres when they attend the classes. Those students who did not pay the fees so far, are instructed to pay the fees immediately and attend the training

INSTRUCTIONS TO STUDY CENTRES / TRAINING CENTRES

1. Inform this schedule of training programme to students immediately.
2. The Co-ordinator of the Study / Training centres are informed to permit the students allotted to their centre only after verifying the tuition fees payments and after collecting the Xerox copies of **SBI E-portal fees remittance** printout as evidence of Tuition Fees Payment. Students should produce their identify card to the Training centre while attending the program
3. Where ever training centres are not available, students may be instructed to attend this programme in the near by centre of their own choice. There will not be any separate communication regarding the practical examination since exam schedule is already given in the trainings programme schedule
4. Except candidates admitted through MKU campus & DDE City Centre, all other candidates admitted though other study centres in Tamil Nadu & Other States, shall be permitted to attend the program, **at MK University Campus after collecting Rs.2,000/- (per candidate), from the respective study centre**, who depute their students. This remittance should be made immediately after the receipt of this communication.
5. All the Backlog candidates of the previous batches may be allowed attend this program after collecting a penalty fees for 2nd year Rs.2000 + 200 (Total Rs.2200) & for 3rd Year Rs.2500 + 200 + 200 (Total Rs.2900).
6. This penalty fees may be paid by **State Bank of India E-portal payment mode** payable to **MKUniversity, Madurai**. E-portal Remittance printout may be submitted to the office of Director, DDE, MKUniversity, Madurai with a covering letter seeking permission to attend this programme.
7. For further details contact – 9486948494 (Head In-charge, Dept. of Tourism & Hotel Mgt., DDE)

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Phone: 2458471 Ext: 553 Fax: 0452-2458265 / www.mkudde.org

Date: 23/10/18

To
Co-ordinator
Training centre

Sub: B.Sc., (THM) 17C + I8A Batches & 16C + 17A Batches & M.Sc., (THM) 17C + 18A Batches - Practical Exams Regarding.

You are informed to make necessary arrangements to conduct Practical Examinations for the above mentioned batches for the following subjects at your centre on dates specified.

B.Sc., PRACTICAL EXAMS SCHEDULES (2019)

SUBJECT	II B.Sc. (THM)	DATE	TIME
Sub: (HV6/UTHMP1)	Front Office & House Keeping	3 Feb 2019	(10 AM to 1 PM)
III B.Sc. (THM)			
Sub: (HWA/UTHMP2)	Food Production	16 Feb 2019	(10 AM to 1 PM)
Sub: (HWB/UTHMP3)	Food & Beverage Service	17 Feb 2019	(10 AM to 1 PM)

Second Year - M.Sc., PRACTICAL EXAMINATION SCHEDULES (2019)

Practical Exams	Sub Code	Date of Exam	Time
Food Production & FB Services	THA / PTHMP1	16 Feb 2019	10 to 1 PM
Front Office & Accom., Operation	THB / PTHMP2	17 Feb 2019	10 to 1 PM

PLEASE NOTE:

1. HOD of your Hotel Mgt Department will serve as an Internal Examiner. Arrange qualified External Examiners from nearby Catering/Hotel Management institution. As per MOU. You have to meet the expenses of the External Examiners and observers from MKUniversity.
2. **Use of Foil Cards:** Use separate FOIL CARDS (for Calendar and Academic Batches.) Each Foil card must be signed by both Internal & External Examiners. Generate Students Attendance sheet for each batch; and obtain Examinees signature.
3. **For future reference:** Maintain Xerox Copies of Foil Cards & Students attendance for future reference
4. **Permitting Examinees from Other Centres:** Students from other centers may be permitted provided they produce evidence of Tuition Fees Remittance + ID Card.
5. Foil Cards + Students attendance sheet should reach the Head in charge on name, (as shown below) on or before 20th Feb 2019.
6. **Sending Foil Cards to DDE, MKU. Dispatch Immediately:** The Foil Cards and Attendance sheet to the following Address only by speed post: **Mr.S.Rajeshkannan**, Dept. of Tourism & Hotel Management, DDE, Madurai Kamaraj University, Madurai - 625021. (Contact No. 9486948494)
7. Kindly confirm the receipt of this communication, by return of post, to the Department In-charge, Dept, of Tourism & Hotel Management, DDE, Madurai Kamaraj University, Madurai-625021.


23 Oct 18
Department i/c
Dept. of Tourism & Hotel Mgt,
DDE.M.K.U.


23 10/18
Additional Controller of Exams
MKUniversity