



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

DIRECTOR

Ref.No.M.K.U/D.D.E./UG/TN/OS/2017 - 18

Date : 24.08.2017

Dear Student,

Welcome to the **B.Sc. HMCS and M.Sc., HMCS** Theory Cum Practical Training Programme for the year 2017 - 2018. The Schedule for the Theory Classes Cum Practical Training Programme and Practical Exams for the B.Sc., & M.Sc., (HMCS) students is enclosed. The Classes are conducted from 9.00 a.m. to 5.15 p.m. everyday 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.

FOR TAMILNADU / OTHER STATES			
B.Sc., (HMCS) & M.Sc., (HMCS) TRAINING SCHEDULE (2017 - 2018)			
BATCHS &		DATES OF TRAINING	
FIRST YEAR	17C + 18A	2017 Dec	1,2,3 9,10,11
SECOND YEAR	16C + 17A	2018 Jan	06,07

B.Sc., PRACTICAL EXAMINATION SCHEDULE - 2017 - 2018

Practical Exams	Sub Code	Date of Exam	Time
First Year			
Front Office Management	UHMCP 1	27/1/2018	10 - 1 PM
House Keeping Management	UHMCP 2	28/1/2018	10 - 1 PM
Second Year			
Food Production	UHMCP 3	29/1/2018	10 - 1 PM
Food & Beverage Service	UHMCP 4	30/1/2018	10 - 1 PM

M.Sc., PRACTICAL EXAMINATION SCHEDULE - 2017 - 2018

Practical Exams	Sub Code	Date of Exam	Time
1st Year - M.Sc., (HMCS)			
Front Office & Accommodation Operation	PHMCP 1	27th Jan 2018	10 - 1 PM
2nd Year - M.Sc., (HMCS)			
Food Production	PHMCP 2	28th Jan 2018	10 - 1 PM
Food & Beverage Service	PHMCP 3	29th Jan 2018	10 - 1 PM

A.C.E

DIRECTOR



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)
DIRECTORATE OF DISTANCE EDUCATION
DEPARTMENT OF TOURISM & HOTEL MANAGEMENT
Palkalai Nagar, Madurai – 625 021.



Phone 0452 – 2459185, 2458471 Extn. 553, Fax 0452-2458265, Mobile : 9486948494

To

Date : 24.08.2017

The Co-ordinator
Catering Training centre

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., (HMCS) PRACTICAL EXAMINATION SCHEDULE – 2017 - 2018

Practical Exams	Sub Code	Date of Exam	Time
First Year			
Front Office Management	UHMCP 1	27/1/2018	10 - 1 PM
House Keeping Management	UHMCP 2	28/1/2018	10 - 1 PM
Second Year			
Food Production	UHMCP 3	29/1/2018	10 - 1 PM
Food & Beverage Service	UHMCP 4	30/1/2018	10 - 1 PM

M.Sc., (HMCS) PRACTICAL EXAMINATION SCHEDULE – 2017 - 2018

Practical Exams	Sub Code	Date of Exam	Time
1 st Year - M.Sc.,			
Front Office & Accommodation Operation	PHMCP 1	27 th Jan 2018	10 - 1 PM
2 nd Year - M.Sc.,			
Food Production	PHMCP 2	28 th Jan 2018	10 - 1 PM
Food & Beverage Service	PHMCP 3	29 th Jan 2018	10 - 1 PM

PLEASE NOTE:

- HOD of Your Hotel Mgt Department may 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.
- Use of Foil Cards:** Use separate **Foil Cards** (Earmark separately 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.
- For future reference:** Maintain Xerox Copies of Foil Cards & Students attendance for future reference
- Permitting Examinees from Other Centres:** Students from other centers may be permitted provided they produce evidence of Tuition Fees Remittance + ID Card.
- Foil Cards + Students attendance sheet should reach the Head in charge on name, by **10TH February 2018 for 1 Yr and II year.**
- 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.
- 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.

Department I/c
Dept. of Tourism & Hotel Mgt,
DDE.M.K.U.

Additional Controller of Exams
DDE, MKUniversity

B.Sc., & M.Sc., (HMCS) PRACTICAL TRAINING / EXAMS - SCHEDULE (2017-2018)

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., (HMCS) 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 the practical training Charges and exam fees of Rs.2000/- 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.
6. For further details contact – 9486948494 (Head In-charge, Dept. of Tourism & Hotel Mgt., DDE)