



# 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



**Dr. J. VIJAYADURAI**  
**DIRECTOR**

Ref.No.M.K.U/D.D.E./C&D/TN/OS/2019

Date: 10/01/19

Dear Student,

Welcome to the **P.G.Dip./Diploma** Courses Practical Training Programme for the year 2019. The Schedule for the Theory Cum Practical Training and Practical Exams for the following courses is enclosed. The Classes are conducted for 8 days (from 9.00 a.m. to 5.15 p.m.) everyday with lunch break from 12.30 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 Students**, training will be conducted at the **Centre for Tourism & Hotel Management, MKU Campus, Palkalai Nagar, Madurai – 21**. For **Other State** candidates the respective Study / Training Centre coordinator will arrange for the training as well as practical exams.

### DETAILS OF PRACTICAL TRAINING : 18C + 19A Batches

**(FOR EIGHT DAYS)**

P.G.Diploma in Hotel Management  
Diploma in Food & Beverage Service

Diploma in Front Office & Accom.Operation  
Diploma in Catering Operations

### DATES OF TRAINING

**2019 January 18, 19, 20, 21 and 27, 28, 29, 30**

### **PRACTICAL EXAMINATION REVISED SCHEDULE - 2019**

COURSE	SUB.CODE	EXAM DATE	EXAM TIME
P.G.Diploma in Hotel Management	GDHM04	09.02.19	10 A.M to 1 P.M
	GDHM05	10.02.19	
Diploma in Front Office & Accom. Operation	DFAMP1	09.02.19	10 A.M to 1 P.M
	DFAMP2	10.02.19	
Diploma in Food & Beverage Service	DFBSP1	09.02.19	10 A.M to 1 P.M
	DFBSP2	10.02.19	
Diploma in Catering Operations	DCOPP1	09.02.19	10 A.M to 1 P.M
	DCOPP2	10.02.19	

**DIRECTOR**

**A.C.E**

## PG / DIPLOMA PRACTICAL TRAINING / EXAMS - SCHEDULE (2019)

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### INSTRUCTIONS TO STUDENTS

1. The attendance is **compulsory**
2. **Other State** Students who have taken their admission through Study / Training Centre should attend the Theory and Practical Classes and Practical Exams from the particular study Training Centre only. They are instructed to attend the theory and Practical training / practical exams in the Centres allotted to them
3. In case of **Tamilnadu Students** (PG.Dip. and Diploma Courses) admitted through various study centres (except Students of Karaikudi and Villupuram Centre), they are instructed to 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 who have already paid the prescribed tuition fees to the DDE alone will be permitted to participate in the practical training. They are also requested to produce the evidence for payment of the fees to the respective centres when they report to the classes. Those students who have not paid the fees so far, are requested to pay the fees immediately and attend the training
5. The Co-ordinator of the Study / Training centres are requested to permit the students allotted to their centre only after verifying the tuition fees payments and after collecting the xerox **SBI E-portal fees remittance** printout as evidence of Tuition Fees Payment.
6. Students should produce their identify card to the Training centre while attending the program.

### INSTRUCTIONS TO STUDY CENTRES / TRAINING CENTRES

1. *The schedule of training programme should be informed to students immediately.*
2. Students may be advised to participate in the training programme / practical exam without fail
3. Where ever training centres are not available, students may be instructed by the Director of DDE to attend this programme in the near by centre of their own choice
4. No separate communication regarding the practical examination will be given since exam schedule is already given in the trainings programme schedule
5. All the **Backlog candidates** belong to the **previous batches** may be asked to pay a penalty amount of Rs.2500/- for PG Diploma Courses and Rs.2000 for Diploma Courses towards the Practical Training Charges and exam fees. 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)



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Date: 10/01/19

To  
Programme Co-ordinator  
Training centre

**Sub: P.G. Diploma/Diploma Courses Practical Exams 2019 -  
18C + 19A Batches – Intimation 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.

**18C + 19A BATCHES PRACTICAL EXAMS - SUBJECT / DATE**

P.G. DIPLOMA			
SUB:(GDHM04)	Food & Beverages Service	09 Feb 2019	(10 AM to 1 PM)
(GDHM05)	Rooms Division Management	10 Feb 2019	(10 AM to 1 PM)
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DIPLOMA			
SUB:(DFAMP1)	Basic Operation of Front Office	09 Feb 2019	(10 AM to 1 PM)
(DFAMP2)	Accommodation Operation	10 Feb 2019	(10 AM to 1 PM)
SUB:(DFBSP1)	Food Services	09 Feb 2019	(10 AM to 1 PM)
(DFBSP2)	Beverage Services	10 Feb 2019	(10 AM to 1 PM)
SUB:(DCOPP1)	Food and Beverage Operations	09 Feb 2019	(10 AM to 1 PM)
(DCOPP2)	Rooms Divisions Operations	10 Feb 2019	(10 AM to 1 PM)

**PLEASE NOTE:**

1. 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 and observers from MKUniversity.
2. **Use of Foil Cards:** Each Foil card must be signed by both Internal & External Examiners. Generate Students Attendance sheet 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 17 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.

Addl. Controller of Exams  
DDE, MKUniversity.

Department I/C  
Dept. of Tourism & Hotel Management,  
DDE, M.K.U.