

Prof. (Dr.) Jyoti M. Nagamoti MD, Ph. D
Controller of Examinations

Website: <https://www.kledeemeduniversity.edu.in>
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Ref. No: KAHER/Exam/22-23/D- 060123004

Date: 5th January 2023

NOTIFICATION

Conduct of B.Sc. in Hotel Management and Catering Technology – I, III & V Semesters (Regular) & II & VI Semesters (Supplementary) Examinations– February 2023.

The Theory Examination of B.Sc. in Hotel Management and Catering Technology – I, III & V Semesters (Regular) & II & VI Semesters (Supplementary) shall commence from **21st February 2023.**

Constituent Unit: J.N. Medical College, Belagavi.

Schedule for compliance:

Sl. No.	Particulars	B.Sc. Hotel Management
1.	Last Date to confirm Internal Assessment Marks and students attendance by Head of the Institution till 5:00 PM.	29 th January 2023
2.	Last Date to display Internal Assessment Marks and students attendance on the Notice Board till 5:00 PM.	30 th January 2023
3.	Submission of soft copy & hard copy of Internal Assessment Marks and Students attendance to the Office of the Controller of Examinations.	31 st January 2023
4.	Availability of online exam forms and online payment of examination fees with and Availability of Hall Tickets (without fine).	4 th to 9 th February 2023
5.	Availability of students list, who have filled the forms without fine , on Institution's Examination Portal.	10 th February 2023
6.	Availability of online exam forms and online payment of examination Fees and Availability of Hall Tickets (with fine).	10 th to 14 th February 2023
7.	Availability of student list who have filled the forms with and without fine , Attendance diary and Feedback Report on Institution's Examination Portal.	15 th February 2023



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The Examination Fee Structure is as follows:

1.	Examination Application Form Fee Fine for late submission of Examination Application Form:	Rs. 300/- (To be paid by all the candidates) Rs. 450/-
2.	Marks Card Fee	Rs. 450/-
Other Fees		
3.	Examination Fees	Rs. 600/- per paper (for B. Sc. in Hotel Management & Catering Technology)
4.	Provisional Degree Certificate Fees (only for Final Semester candidates)	Rs. 1,050/- (UG)
5.	Convocation Fees (only for Final Semester candidates)	Indian Rs.3,750/- Foreign Rs.7,500/-

Instructions to the Principal / Heads of the Institution

1. The Head of the institution is requested to ensure that the students owe no dues such as tuition fees, library fees, hostel fees etc. In case, there are students owing dues, the list may be sent separately to **KAHER** before freezing of internal assessment (IA) marks and attendance.
2. Heads of the Departments may be informed to maintain the Register for Internal Assessment Marks / Record Marks. **Internal Assessment marks / Record Marks and Attendance shall be informed to the students for their benefit without fail.**
3. Kindly circulate / notify the examination notification to the concerned course co-ordinators.
4. To facilitate smooth online transition of exam application forms and payment by the candidates, the Principal should help in setting a separate **Help Desk** at the institution office for the same from **1st February 2023**.
5. From the college end make arrangement to send SMS on **1st February 2023** to every candidate and their parents regarding the availability of online exam application and payment **without fine** from **4th to 9th February 2023**.
6. From the college end make arrangement to send reminder SMS on **10th February 2023** to every candidate and their parents regarding the availability of online exam application and payment **with fine** from **10th to 14th February 2023**.
7. *The head of the Institution should not encourage enrollment of the candidate/s for University examinations after the scheduled due date of filling of examination forms. The Institution has to strictly follow the examination scheduled time line.*



By Order,

Controller of Examinations

To:

- The Principal, KLE Graduate School of Hotel Management & Catering Technology, Belagavi.

Copy for information to:

1. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
2. The Principal, J.N. Medical College, KAHER, Belagavi.
3. The Registrar, KAHER, Belagavi.
4. The Fee Section, KAHER, Belagavi.
5. The Finance Officer, KAHER, Belagavi.
6. The Director, Academic Affairs, KAHER, Belagavi.
7. The In charge Principal of Allied Health Sciences, KAHER, Belagavi.
8. The IT Section, KAHER, Belagavi. (To Upload on Website)

} For information.