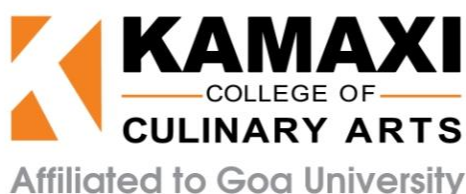


## **Bachelor of Vocation in Culinary Management**

# **PROSPECTUS**



**Kamaxi College of Culinary Arts, Verna, Goa**  
**Affiliated to Goa University (Estd: 2021)**



**PROSPECTUS 2025-2026**



**MOU is signed with Tourism Hospitality and Skill Council (THSC)**

**Email: [principal@kamaxicollege.edu.in](mailto:principal@kamaxicollege.edu.in)**  
**Website: <http://www.kamaxicollege.edu.in>**  
**Ph: 0832-6621915 Ext- 502**

**ACADEMIC TERMS**

**I/III/ V Semester: T.Y.B.Voc. by Goa University**  
**II/IV / VI Semester: T.Y.B.Voc. by Goa University**

**College Timings For Students: 8:00 a.m. onwards**  
**Office Timings: 8:00 a.m. to 5:00 p.m. (Monday to Friday)**

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## **OUR VISION**

To be globally recognized centre of excellence in culinary arts and hospitality management, cultivating passionate, skilled professionals who elevate the dining experience through innovation, sustainability and exceptional service, while fostering a deep understanding of diverse culinary cultures.

## **OUR MISSION**

To teach and train Students in the finest culinary and service leadership skills and qualify them for positions of influence and leadership across related professions worldwide.

## **OUR VALUES**

- \* Creativity and Innovation
- \* Discipline and Precision
- \* Ethical Cooking
- \* Cultural Awareness
- \* Holistic Wellness
- \* Lifelong Training
- \* Professionalism and Integrity
- \* Research and Innovation

## **OUR STRENGTHS**

- \*Diverse career Paths
- \*Global career Paths
- \*Leadership and Teamwork
- \*Networking with Professionals
- \*Practical training
- \*Internship and Externship Opportunities
- \*Potential for Growth and Advancement

## GOALS AND OBJECTIVES

### 1) Developing practical skills

Our course aims to educate students to develop technical proficiency and gain hands on experience in a professional kitchen environment. We also aim to help students in recipe development and Innovation.

### 2) Explore diverse culinary traditions

Our culinary College aims to promote knowledge and understanding in culinary principles, industry knowledge and explore diverse culinary traditions.

### 3) Career advancement

It also fosters professional development in areas of personality development, marketing, finance and human resources

### 4) Leadership and teamwork

Our main goal is to help Students to take on leadership roles and develop customer focused skills, entrepreneurial skills including business planning and operations management.

### 5) Continuous Improvement

Our objective is to stay current with industry trends, technology and innovation and providing Students with a valuable and relevant learning experience

### 6) Holistic well being

We emphasize the importance of nutrition and holistic wellbeing, community engagement such as volunteering at food banks.

### 7) Global citizenship

Students are encouraged to develop cross cultural sensitivity and a global perspective.



# 1. FOUNDERS MESSAGE

‘A successful person makes no excuses’

- Parixit Pai Fondekar



Culinary management and entrepreneurship take more than creating fantastic food. It goes beyond the fire and passion of the kitchen - or galley - and encompasses the hard and soft skills that will make you a leader in the industry.

At Kamaxi College of Culinary Arts (KCCA), we elevate your foundation in cheffing to new levels, bringing business acumen, people skills and management fundamentals together to equip you for a future with myriad possibilities. We understand the uncertainty of the years to come, and our job is to prepare you to deal with the challenges, explore the opportunities, even create niche segments of your own.

Our Culinary College boasts state-of-the-art equipment for practical sessions and vibrant spaces that foster out-of-the-box thinking, with faculty who inspire learning rather than teach and guest lecturers from around the world who offer advice and intuition that stem from years of experience.

The KCCA degree in Culinary Management is not for the faint-hearted. It is for those who aspire to transcend the trends of today and be the trend of tomorrow. Are you ready to be a culinary leader?

Warm wishes,

Parixit Pai Fondekar

Founder of the Charitable Trust

Director of the KCCA

## **2. About Kamaxi College of Culinary Arts (B.Voc. In Culinary Management)**

Affiliated To Goa University

The culinary world is at a crossroads - should it reinvent itself or stick to the classics? Or perhaps forge a new road altogether? KCCA prides itself in not only offering you the answer, but rather equipping you with the knowledge, foresight and confidence to build your own future in the industry.



Our business culinary programme is for the food entrepreneurs and culinary leaders of tomorrow, empowered by skills and knowledge derived in a custom-designed, truly world-class, state-of-the-art facility. The minds that come together to offer you their experience, advice and mentorship comes from across India and around the world, encouraging hands-on training and creative thinking that will stand you in good stead for years to come.

Our programme modules have been designed to elevate your culinary skills and boost them with the finer nuances of hospitality management and business entrepreneurship to ensure you step into a world of opportunity that you are able to create for yourself. A close-knit network of alumni who have made names for themselves around the world create long-lasting bonds and promote professional contacts. Additionally, our location in Goa offers the perfect stage for innovative thinking through its inspiring natural beauty, real-time experience through high quality internships, and an exciting social scape.

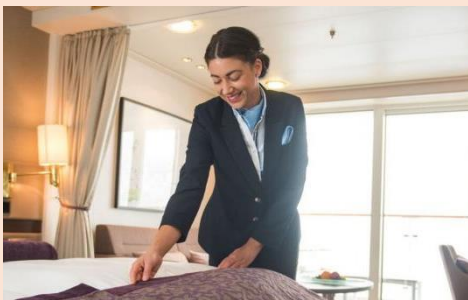
## A. INTERNSHIPS & PLACEMENTS

Even though we set ourselves apart from Culinary Arts Colleges, KCCA understands the importance of good internships and the role that great placements can offer as a stepping stone for the culinary business leaders of tomorrow. Our interns already have the skills to make real contributions to productivity levels, offer new perspectives and be proactive in taking the lead, setting them apart from graduates of most other hotel management Colleges in India.

**Our high-quality internship placements at leading four- and five-star hotel chains in Goa offer the chance to test your culinary and management skills, network with passionate industry leaders, and transition smoothly to entrepreneurship. KCCA offers its students an exciting opportunity for a year-long internship in the US that promises an exchange of culture and ideas while receiving in-depth culinary training at some of the best hotels and resorts across the United States.**

Our internship programmes are no less than a rigorous introduction to the industry, giving you the push to join an existing business or begin your own on a war footing. As interns, you will have the skills to make real contributions to productivity levels, offer new perspectives, stay up-to-date with the latest trends and technology, and be proactive in taking the lead.

Our partnerships have been built over years of proving ourselves in the tourism and hospitality sectors by consistently training industry-level candidates. This network keeps us updated in terms of skill scarcity, business trends and student opportunities. KCCA is affiliated to Goa University and MOU is also signed with Tourism Hospitality and Skill Council (THSC) for Skill Assessment and Certification for our B.Voc. programme.







## **B. EXCITING INTERNATIONAL CAREER OPTIONS**

The culinary world is an exciting industry with a wide variety of professional opportunities open to you around the globe.

- \*Restaurant Owner
- \* Executive Chef
- \*Private Chef
- \*Cruise Ship Chef
- \*Food And Beverage Manager
- \*Research and Development Project Chef
- \*TV Food Show Consultant
- \*Food Writer/Critic/Stylist
- \*Culinary Instructor
- \*Airline Catering Chef
- \*Health/ Wellness Chef
- \*Catering Manager
- \*Nutritionist / Dietician

## C. STARTUP INCUBATOR

At KCCA, our goal is to help you become successful in culinary entrepreneurship. Through the Startup Incubator, we encourage students to bounce ideas off mentors, discuss innovations in the field, and discover ways to branch out on their own. We offer excellent mentorship, knowledge and information, as well as global networking support so you can forge your own way in the industry with the help of professionals and experts.

### FIERCE KITCHEN - OUR INCUBATION CENTER

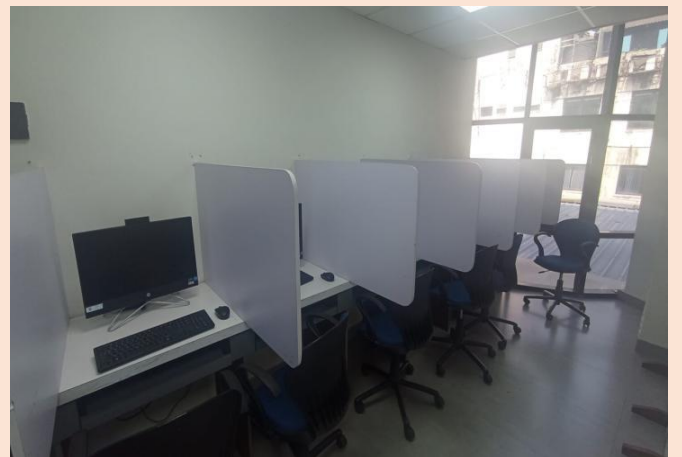
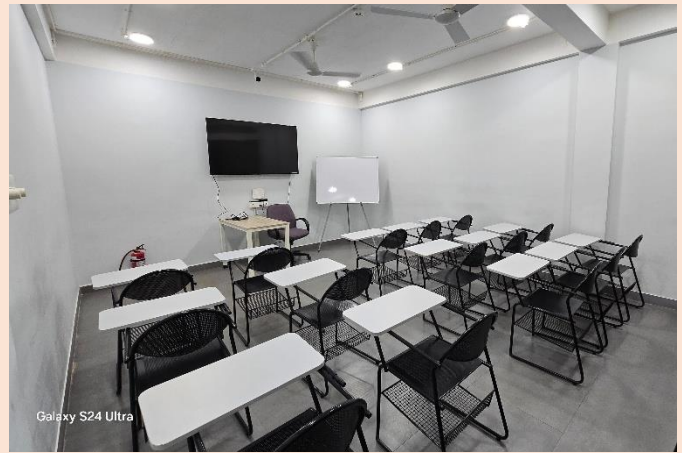
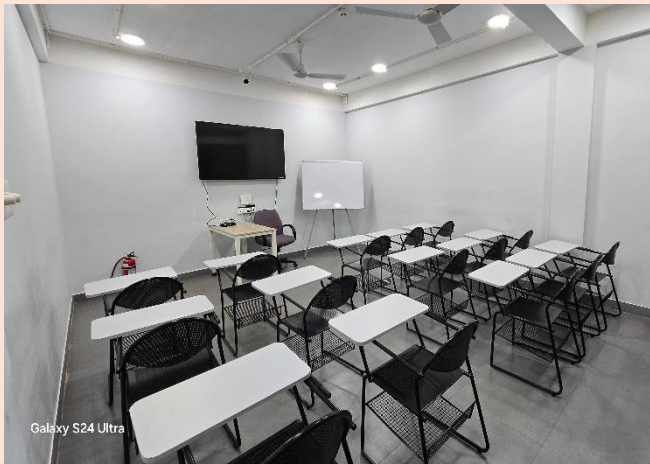


KCCA in collaboration with Atal Incubation Center at Goa Institute of Management (AIC GIM) brings Industry leaders and startups on the same platform to tap each other's experience, talents, innovation and creativity.

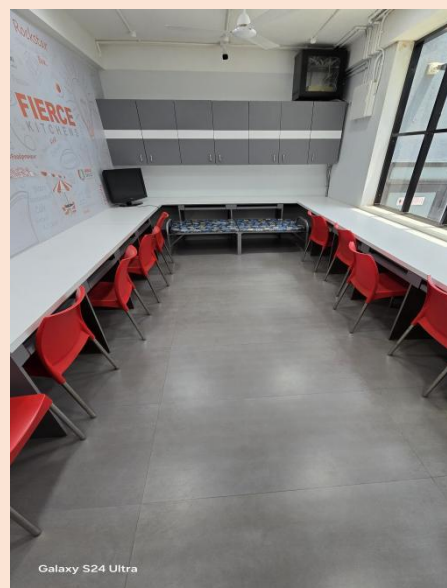
### 3. FACILITIES IN THE COLLEGE

#### A. SMART, VIRTUAL AND FULLY AC CLASSROOMS

i) The College has around 5 classrooms which includes a Computer Lab.

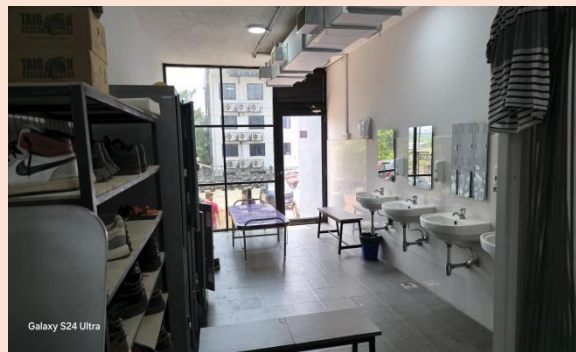


ii) A Separate Common Room is made available for Girls.





iii) A Separate Common Room is made available for Boys.



## B. Library Facilities

Our College Library offers a wide array of facilities and services designed to support learning, research and recreation.

Collection includes: Books, Magazines, Newspapers, etc. The library includes an extensive collection of books on

Communication Skills, Tourism &

Hospitality, Books on Entrepreneurship, Personality Development, Accounts, Human

Resource Management, Event Management, Food Hygiene and Sanitation, Interviews, Group

Discussion, Books on Computers, Food & Beverage, Recipe Books, Larder Chef book, Hand

book of Food and Nutrition, Bakery Pastry Books. Novels also find a place in the library. Our

College Library also provides Book bank, free internet access, reading and computer facilities

for the Students and Staff.



## C. Canteen Facilities



Students who have Classes in the Morning and Evening Session are provided with free buffet lunch in the cafeteria upstairs. Coffee vending machine and snacks are also made available to Students in the Café at subsidized rates.

## D. Laboratories

Two laboratories are used for the program -

### i) Main Galley (kitchen)



### ii) Bakery Pastry Lab.





### **E. Sport Facilities**

Students can take part in Indoor games like Chess and Carrom. A trainer is available in the College to coach Students who are interested to learn swimming. Swimming pool with separate Gents and Ladies changing rooms with lockers are made available for both Staff and Students.

### **F. First Aid**

First Aid facilities are available in the College. In case of emergencies, cases are referred to the District Hospital, Margao.

### **G. Counselling Service**

A Mentoring Committee is constituted whereby faculty members are in charge of a respective class. The main objective of this Committee is to help the mentees to manage stress and develop effective ways to deal with situations. Mentoring also aims to provide guidance to the students in their academic and personal development.

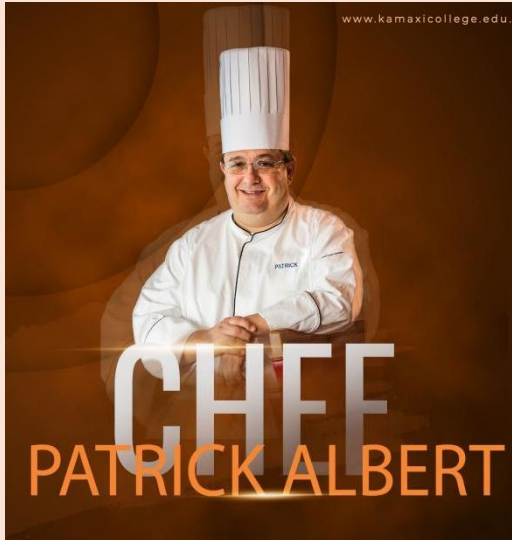
### **H. Security and Sanitation**

A 24-hr. security service is provided by the College through Security guards and CCTV cameras. Sanitation and cleanliness of the College is maintained by the Housekeeping Staff of the College.

## 4. LIST OF TEACHING STAFF

1. Officiating Principal: Dr. Isabel Dennis (Ph.D., M.Phil., B.Ed.)

2. Head Chef: Chef Patrick Albert



**Chef Patrick Albert has the highest qualification -Brevet de Maître level 5 (Bac +2) France. Highest Professional qualification in Crafts. Can apply for the title of Master Craftsman from the Chamber of Trades and Crafts 2.**

3. Chef Playton Dias - Bakery Pastry Chef

4. Chef Alison Fernandes - Main Galley Chef

5. Chef Pratiksha Dessai - Main Galley Chef

6. Ms. Vishakha Pranav Tarcar Pednekar - Asst. Professor in English

7. Chef Samir Sayed - Bakery Pastry Chef

8. Chef Ashley Furtado - Main Galley Chef

## **5.LIST OF NON-TEACHING STAFF**

- 1. Ms. Nikita Naik - Asst. Librarian**
- 2. Ms. Sonia Naik - Administrative Officer**
- 3. Mr. Akshay Naik - Storekeeper**
- 4. Mr. Samir Suresh Tirodkar - Galley Assistant**
- 5. Ms. Shilpa Borkar - Housekeeping**
- 6. Ms. Subeda Khatun- Housekeeping**
- 7. Mr. Nawal Kishor Dwivedi -Security Guard - Day**
- 8. Mr. Satyam Dubey - Security Guard - Night**
- 9. Mr. Makhdu Sahani -Gardener**

## **6.ADMISSION ELIGIBILITY GUIDELINES**

OA-38 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).

### **SEMESTER I/II/III/IV / V / VI - B. A./ B. SC./ B. COM /B.VOC**

#### **OA-38.5 ELIGIBILITY FOR ADMISSION**

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.
- (ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility in such cases.
- (iii) A student admitted for Semester-I /III/V/VII shall be deemed eligible for admission to Semester-II/IV/VI/VIII, of each respective year provided;
  - a) S/he has no backlogs of previous Semesters to be eligible for admission to Semester V.
  - b) S/he has no backlogs of Semester V and VI to be eligible for admission to Semester VII.
- (iv) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility
- (v) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.

- (vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period of seven years.
- (vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period of seven years.

## **A. Guidelines for First Year B.Voc.Admission 2025-2026**

1. If the candidate wishes to cancel his/her admission, the candidate will have to submit an application for the same following which the college will return his/her original documents and refund the fees paid as per the latest guidelines issued by the Goa University and update the same on the SAMARTH e-gov portal. However, the processing for refund of fees will take some time.
2. No separate window will be open for accommodating the candidates who have not applied under the Samarth portal for the respective college. (This is due to the technical constraints in the SAMARTH e-gov portal).
3. Once the candidate confirms the seat and is admitted to the college, they will not be able to edit their forms for the subsequent round of admission. However, a candidate who has not been admitted to any of the colleges by the end of the first/second round of counselling will get a chance to edit their application form. List of documents to be attached to the hard copy of duly filled admission form are: -
  - i. Two Recent Colored Passport Size Photographs of the Student. One to be affixed on top on the first page of the admission form and the second one, staple aside.
  - ii. Mark Sheets (SSCE and HSSCE) (all attempts if Any) (Photocopy /Xerox only)
  - iii. Leaving Certificate (Original and one Photocopy / Xerox).
  - iv. For Other Board Students: a. Eligibility Certificate - from Goa University if XII is other than Goa Board.
  - b. Transfer Certificate – If student is from Goa but studied in other boards such as CBSE, Navodaya etc.
  - c. Migration Certificate – If student is from other state and HSSCE is from another board other than Goa Board. (All above documents in Original but If in process submit later, once received).
  - v. Caste Certificate – updated one / Disability Certificate- (Compulsory for those whom applicable) Xerox copy.



vi. Proof of break (gap) in studies, if applicable.

vii. Details of Bank Account of the Student (Compulsory) Enclose photocopy of the front page of bank's pass book/ cancelled cheque.

Name of the Bank:

Branch:

Account No:

Type of Account:

Saving /Current: \_\_\_\_\_

MICR Code:

IFSC Code:

viii. Adhaar Card Copy/ Enrolment slip if recently applied.

## B. FEE STRUCTURE

Fee Structure for FY/SY/TY - B.Voc. Semester I & II, III & IV, V & VI as approved by Goa University and DHE (Subject to Change).

The total fees payable for all the three years of the programme shall be Rs. 9,90,000/- (Rupees Nine Lakhs Ninety Thousand only) as per below fee structure for the batch 2025-2028.

Course Fee	I Sem Rs.	II Sem Rs.	III Sem Rs.	IV Sem Rs.	V Sem Rs.	VI Sem Rs.
Tuition Fee (including practical)	143200	148700	143200	148700	143200	148700
Development Fee	10000	10000	10000	10000	10000	10000
University Administrative Fee	5500	-	5500	-	5500	-
SSC Administrative Fee	800	800	800	800	800	800
Library Fee	1000	1000	1000	1000	1000	1000
Examination & Registration Fee	4000	4000	4000	4000	4000	4000
Student Activity & University Gym	500	500	500	500	500	500
<b>Total Program Fee</b>	<b>165000</b>	<b>165000</b>	<b>165000</b>	<b>165000</b>	<b>165000</b>	<b>165000</b>

In addition to the fee structure, the following amount has to be paid when you report to the College.

**Sr. No.1.** A one-time Administrative Fee Rs. 15,000/- (Nonrefundable)

**Sr. No.2.** College Caution Deposit of Rs.5000/- (Refundable)

**Sr. No.3.** Uniform Kit (Chef Coat, Trouser, Scarf, Chef Cap and Apron) Rs.3000/-

**Sr. No.4.** Chef Kit expenses will be borne by the student. \*

\*Chef Kit Requirements:

- a. Cartini Knife   b. Paring Knife   c. Utility Knife   d. Spoon   a. Teaspoon   f. Fork  
 g. Whisk   h. Peeler   i. Palate Knife   j. Silicon Spatula   k. Duster (2nos.)  
 l. Knife roll bag.

**Sr. No.5.** Safety Shoes (Black) have to be purchased by the students.

## **C. PROCEDURE FOR REFUND OF FEES**

(Circular no. GU/130/Acad-PG/Refund-of-fees/327 dated 20/11/2019)

The standing committee of the Academic council in its meeting held on 02/05/2017 has approved the following rules relating to the refund of tuition fees and other fees vide circular No GU/36/Acad-PG/Refund of Fees/ 2017/ 1322/446 dated 17/05/2017.

If a Student chooses to withdraw from the programme of study in which he/ she is enrolled, the following five tier system shall be followed for the refund of fees remitted by him/her.

<b>Sr. No</b>	<b>Point of Time when the notice of withdrawal of admission is served to the College/ University</b>	<b>% of refund of Aggregate fees*</b>
1.	15 days or more before the formally notified last date of admission	100%
2.	Less than 15 days before the formally notified last date of admission	90%
3.	15 days or less after the formally notified last date of admission	80%
4.	More than 15 days but less than 30 after the formally notified last date of admission	50%
5.	More than 30 days after formally notified last date of admission	00%

- a) Caution Deposit and Security Deposit shall be refunded in full.
- b) In case of (1) in the table above, 5% of the fees paid by the student subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
- c) Fees shall be refunded to an eligible student, within 90 days from the date of receiving a written application from him/her in this regard.
- d) The fees of the students who have already been admitted to a programme of the university and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of the fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.
- e) All other cases of the refund of the fees will be decided on a case-to-case basis on its merit.

## **D. FEES FOR ISSUE OF DOCUMENTS FROM COLLEGE**

1. Duplicate identity card will be issued only after the submission of an affidavit for the loss and on payment of Rs.250/-.
2. Duplicate marksheet will be issued on payment of Rs. 265/-
3. Transference/leaving certificate will be issued on payment of Rs. 100/-
4. Certified photocopies of lost documents will be issued with a payment of Rs. 50/- per page only with written request to the principal.

## **7. NEP COURSE STRUCTURE (ACADEMIC YEAR 2025-26)**

OA-38 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).

### **OA-38.7 COURSES AND COURSE STRUCTURE**

A Programme shall comprise of the following categories of courses:

- (a) **Disciplinary/Interdisciplinary Major (Core)** A Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline. Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.
- (b) **Disciplinary/Interdisciplinary Minors** Students may opt for Minor courses from Disciplinary/Interdisciplinary areas including skill- based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.
- (c) **Vocational Education and Training (VET)** VET shall form an integral part of the UG Programme to impart skills along with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.
- (d) **Multidisciplinary Courses (MC)** UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below: Natural and Physical Sciences, Mathematics, Statistics and Computer Applications, Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

- (e) Value-Added Courses (VAC) The following are the VAC common to all UG students: Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.
- (f) Ability Enhancement Courses (AEC) Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.
- (g) Skills Enhancement Courses (SEC) SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.
- (h) Summer Internship / Apprenticeship (I) Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.
- (i) Community Engagement and Service (CES)
- Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.
- (j) Project/ Field-Based Learning (P) The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.
- (k) Dissertation (D) A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.
- (i) Extra-curricular Activities (EA) Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student as VAC may be permitted under EA.



## **OA-38.4.1 UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED**

The following Certificate/Diploma/Degrees shall be awarded as below:

- 1) UG Certificate (NCrF Level: 4.5): Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the first year
- 2) UG Diploma (NCrF Level: 5): Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the second year.
- 3) Bachelor of Arts/Bachelor of Commerce / Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts and such other Degrees (NCrF Level: 5.5): after the successful completion of 3 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.
- 4) Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.
- 5) Bachelor of Arts / Bachelor of Commerce /Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours with Research) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

## 8. SYLLABUS FOR SEMESTER I & SEMESTER II

(ACADEMIC YEAR 2025-26)

### Bachelor of Vocation in Culinary Management

#### Programme Structure under NEP 2020

#### Certificate in Culinary Management (Semester I and Semester II)

**Skill Acquired:** After Successfully completing the courses of Semester-I and Semester-II students are expected to acquire the skills to be employable as *Demi Chef De Partie*.

NSQF / NCrF Level	Course Code	Course Title	Credits
<b>SEMESTER-I</b>			
Level 4.5	<b>General Education</b>		
	<a href="#"><u>CMG-100</u></a>	Basic Communication and Soft Skills	4
	<a href="#"><u>CMG-101</u></a>	Introduction to Hospitality and Tourism	2
	<a href="#"><u>CMG-102</u></a>	Fundamentals of Information Technology	2
	<b>Skill Development</b>		
	<a href="#"><u>CMG-121</u></a>	Demi Chef De Partie-I	4 Theory
			8 Practical
<b>Total Semester-I</b>			<b>20</b>
<b>SEMESTER-II</b>			
Level 4.5	<b>General Education</b>		
	<a href="#"><u>CMG-103</u></a>	Bakery and Pastry Theory	4
	<a href="#"><u>CMG-104</u></a>	Hygiene and Sanitation	2
	<a href="#"><u>CMG-105</u></a>	Food and Nutrition	2
	<b>Skill Development</b>		
	<a href="#"><u>CMG-122</u></a>	Demi Chef De Partie-II	4 Theory
			8 Practical & OJT
<b>Total Semester- II</b>			<b>20</b>

## 9. SYLLABUS FOR SEMESTER III & SEMESTER IV

APPROVED BY THE ACADEMIC COUNCIL

(ACADEMIC YEAR 2025-26)

### Advanced Diploma in Culinary Management – Chef de Partie (Semester III)

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 6 / Semester-III	General Education				
	CMG301	Soft Skills II	Theory	4	100
	CMG302	Food Production Theory	Theory	2	50
	CMG303	Food & Beverage Management	Theory	2	50
	CMG304	Bakery & Pastry Theory	Theory	2	50
	CMG305	Bakery & Pastry Practical	Practical	2	50
	Skill Development Qualification Pack				
	CMS301	Chef de Partie (THC/Q0404)	Theory	18	550
			Practical		
Semester Total				30	850

### Advanced Diploma in Culinary Management – Chef de Partie (Semester IV)

After successfully completing the courses of Semester-IV, the students are expected to acquire the skills to be employable as **Chef de Partie**.

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 6 / Semester-IV	General Education				
	CMG401	Fundamentals of Accounting	Theory	4	100
	CMG402	Facility Planning	Theory	4	100
	CMG403	Human Resource Management	Theory	4	100
	Skill Development On-Job-Training (OJT) - III				
	CMS401	Chef de Partie (THC/Q0404)	Internship Training & Project Report	18	450
Total				30	750

## 10. SYLLABUS FOR SEMESTER V & SEMESTER VI

APPROVED BY THE ACADEMIC COUNCIL

(ACADEMIC YEAR 2025-26)

### B. Voc. Degree in Culinary Management – Sous Chef (Semester V)

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 7 / Semester- V	General Education				
	CMG501	Soft Skills III	Theory	4	100
	CMG502	Community Service	Theory	2	50
	CMG503	Hospitality Management	Theory	4	100
	CMG504	Specialty Cuisine - Electives	Theory	2	50
	Skill Development Qualification Pack (Any One)				
	CMS501	Sous Chef - (THC/Q0403)	Theory	18	600
			Practical		
Total				30	900

### B. Voc. Degree in Culinary Management – Sous Chef (Semester VI)

After successfully completing the courses of Semester-VI, the students are expected to acquire the skills to be employable as **Sous Chef**

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 7 / Semester-VI	General Education				
	CMG601	Entrepreneurship Development	Theory	4	100
	CMG602	Event Management	Theory	4	100
	CMG603	Hospitality Marketing	Theory	4	100
	Skill Development On-Job-Training (OJT) - IV				
	CMS601	Sous Chef - (THC/Q0403) -	Internship Training & Project Report	18	450
Total				30	750

## 11. COLLEGE RULES AND REGULATIONS

### 1) General Rules of Conduct and Discipline:

- i. Students shall ensure that all information and details furnished by the College during enrollment are correct and shall notify the College if there is any change in the residential address or the contact numbers and email addresses. Students should not have any past/present criminal record at the time of enrollment and continue to do so throughout the program.
- ii. All the students are responsible to the Principal and Staff members of the College for their general conduct both inside and outside the College.
- iii. Students conduct in the classes as well as on the Campus should be such that it will not cause any disturbance to fellow Students, Staff members and the normal functioning of the College. If found guilty of misconduct, then he/she may be expelled or directed to leave the college immediately.
- iv. Every Student should clearly display his/her valid identity card which he/she should instantly produce when asked for by the College officials.
- v. Every Student shall agree to prepare and taste the food prepared including beef and pork during the practical session as part of the course curriculum.
- vi. No Student is allowed to smoke and spit within the building. If found guilty, will be punishable under the Government's Prohibition of Smoking and Spitting Act.
- vii. Possession and consumption of Drugs or intoxicants within the College Campus is prohibited. No Student is allowed to take liquor or any drugs. Even outside the College Campus, he/she is expected to keep up to a very high moral and social behavior so as to uphold the name of the College.
- viii. Students during their free time should visit the College library and should not disturb the other classes that are in progress. Complete silence should be maintained in the library and premises around, and in the corridors when classes are going on.
- ix. Every student is expected to deal with the College property with due care and should help in keeping the premises neat and clean, considering the College as a continuation of his/her home. Any damage done to the College property is a breach of discipline and will be dealt with severely. Students suspected or found guilty are liable for paying the recovery and/or expulsion. Disfiguring of College property is punishable and Students found guilty or suspected of this type of act will be expelled from the College with immediate effect.



- x. No Student shall collect any money as contribution for picnics, trips, get-together, charity, meeting or any other activity without the permission of the principal. No Society or Association or Union shall be formed in the College and no person shall be invited to address any meeting without the principal's prior and proper permission.
- xi. Usage of mobile phones while in the Class or practical sessions or Library is strictly prohibited and if found the instrument will be confiscated. Students are expected to have the mobile phone either switched off or kept on silent mode in the classrooms/library/practical labs unless as instructed to use by the faculty.
- xii. Unauthorized books, magazines, electronic gadgets etc., are not allowed in the College premises. Complete silence should be maintained in the library and premises around, and in the corridors when classes are going on.
- xiii. Any student found guilty of ragging another student will be expelled from the College or punished as per the rulings of Central and State Government. Students should read the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 printed in this prospectus and are required to give a declaration along with a declaration by the parent/guardian in the annexure provided regarding Anti-ragging**
- xiv. One should not indulge in any act of sexual harassment. Any act of sexual harassment should be brought to the notice of the Principal or the Committee for Prevention of Harassment of Women at Work Place of the College for taking due action in this regard.**
- xv. If for any reason, the continuance of a Student in the College is detrimental to the best interests of the College, then the principal can ask such a student to leave the College without assigning further reasons. In extreme cases, the student may be dismissed and/or rusticated from the College.
- xvi. Students are requested to keep the washroom, toilets clean. Flush regularly after use. Assets of the washrooms should not be damaged. No sanitary pads should be flushed down the drain, instead sanitary pads can be disposed of in the bins provided in the washroom.
- xvii. The principal's and/or the Committee of teacher's decision in all matters of the College shall be final and binding on all.

## **2) Conduct of Students in the College Cafe (Ground floor):**

- i. Students are not allowed to enter restricted areas like the Cafe reserved for Guests and for those who come to make purchases of the bakery pastry products.
- ii. Students can make use of the Cafe only when they have practical sessions.

## **3) Fee Payments:**

- i. Students are expected to remit the program fee installments on or before 05<sup>th</sup> of every month failing which a late fee charge of Rs. 100/per day shall be levied till 15<sup>th</sup> of that month.
- ii. Students who have not remitted the fees on or before 15<sup>th</sup> with the late fee charges shall not be permitted to continue the course further.
- iii. Program fee remitted is exclusively for the academic session in the College and has nothing to do with job placements.

## **4) Grooming /Dress Code/ Hygiene:**

- i. Students need to be well groomed and presentable at all times. Students are instructed to purchase the Chef's uniforms as per the pattern/design approved by the College from the designated tailor to maintain uniformity.
- ii. Students shall be available at the practical lab in neat and complete Chef's uniform with safety shoes and kitchen kit. Students to wear formal/semi formal dress to the theory classes. Inappropriate dressing shall not be entertained.
- iii. Personal hygiene must be maintained at all time.

## **5) Attendance:**

- i. Students shall be punctual and strictly adhere to the Class or Lab timings.
- ii. A minimum of 75% of attendance is compulsory as per University Statutes

## **6) Leave/Absenteeism:**

- i. In case of sickness, a leave requisition letter with supporting medical documents from Goa Medical College (GMC) from the head of Department (HOD) of the respective Department where treatment is taken has to be submitted.
- ii. In case of outstation Students medical certificates will be submitted to the Medical Board of Goa Medical College (GMC) for investigation to prove genuinity of the medical case.

### **7) Supplementary Exams/Revaluation/ Personal Verification:**

- i. In case of failing in any paper, Supplementary Exams will be conducted after making the payment by filling the form available in the Office for the respective paper. The same is the case with regard to the Exams conducted by the University for Semester V and VI.
- ii. If a student is not satisfied with her/his performance in a particular paper she/he can apply for personal verification of the respective paper after filling in the form available in the Office by paying fees as prescribed by the University. The same is the case with regard to revaluation conducted by University for Semester V and VI.

### **8) Training & Placements:**

- i. On successful completion of the course the Students of Commis Chef programs, are required to undergo 6/12 months of Hotel Industrial Exposure Training (HIET) in hotels assigned by the College. Students of B.Voc. shall undergo hotel training as per the program/course schedule of the Semester.
- ii. No objection certificate (NOC) shall be issued to Students who wish to arrange the internship on their own.
- iii. Students are expected to complete their internship training without any break to be eligible to appear for On Campus job placement interviews and should be in continued employment or job training and should meet all the pre-requisites for the job placements.
- iv. Students who have failed to attend General Education Subjects are not eligible for Internship. Similarly, those Students who have not completed their internship will not be allowed to attend the Semester End Exam since Internship is part of the B.Voc. Program.**

### **9) Parents Responsibilities:**

- i. The Parent/Guardian should sometimes visit the Teachers, in response to the emails sent by the College.
- ii. They should attend Parent Teachers Interaction (PTA) meetings on the scheduled date and time.
- iii. They should inform the teachers concerned or the principal immediately if their ward is absent to the classes for long duration due to sickness or any other reason.
- iv. They should feel free and are requested to meet the principal, teachers in case of any difficulty related to the College curriculum from 2.00 p.m. to 4.00.p.m.

## **12. GOA UNIVERSITY DISCIPLINE AND CONDUCT RULES 2019 FOR COLLEGE STUDENTS**

[https://www.unigoa.ac.in/uploads/config\\_docs/20211001.091035~Code--of-Conduct-students.pdf](https://www.unigoa.ac.in/uploads/config_docs/20211001.091035~Code--of-Conduct-students.pdf)

## **13. MALPRACTICE RULES (As per GU ordinance OA.5) OA-5.14.19.**

<https://www.unigoa.ac.in/uploads/content/GUOrdinance.pdf>

## **14. ATTENDANCE RULES - (As per GU ordinance O.A. -17)**

<https://www.unigoa.ac.in/uploads/content/GUOrdinance.pdf>

## **15. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

It is compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.org](http://www.amanmovement.org)

<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>

## **16. UGC (PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2015**

All students have to read the following document to understand the regulations governing the Prevention, Prohibition and Redressal of Sexual Harassment:

[https://www.ugc.ac.in/pdfnews/7203627\\_UCG\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UCG_regulations-harassment.pdf)

## **17. Ordinance OA-23A relating to the Degree in Bachelor of Vocation (B.Voc.) based on the NEP 2020 and National Credit Framework 2023 (Effective from the academic year 2025-2026)**

### **OA-23A.1 Objectives**

- Provide for integrating and crediting vocational education, training, and skill learning in various dimensions of academics, skilling, and experiential learning including relevant experience and proficiency/ professional levels acquired, subject to assessment.
- The desired competency levels in terms of knowledge, skills, aptitude, responsibility, and learning outcomes expected after undergoing the course/ qualification while assigning a pre-defined NSQF/NCrF level to the same shall be specified.
- Each and every type of learning hour needs to be assessed to earn credit.
- Facilitate assigning of credit levels across vocational education/ skilling including that in higher education, based on the cumulative number of hours/ years of learning.
- Establish academic equivalence between vocational & general education while enabling mobility within & between them.
- Enable multi-disciplinarity, multiple entry-multiple exits (ME-ME), and progression pathways within and between higher education, technical education, vocational education, training & skilling, and the job markets.
- Recognize learning through close partnerships with industry and employers through internships, apprenticeships and on-the-job training across all sectors.

### **OA-23A.2 Nomenclature of the Programme:**

The nomenclature of the course shall be UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research as per NSQF.

### **OA-23A.3 Duration and NSQF Level of the Programme**

The duration of the Programme shall be as given in the table below:

<b>Nomenclature</b>	<b>Duration</b>	<b>NSQF level</b>	<b>Exit Option</b>
UG Certificate	Two Semesters	Level 4.5	With an additional 4 Credits Course
UG Diploma	Four Semesters	Level 5	With an additional 4 Credits Course
B. Voc. Degree	Six Semesters	Level 5.5	-
B. Voc. Degree Honours/ B. Voc. Degree Honours with Research	Eight Semesters	Level 6	-

## OA-23A.4 Eligibility:

Entry Level Acquired/ Admission	Qualification	Relevant Experience
<b>A. Level 4/ First Year of B.Voc</b>	a. 12 <sup>th</sup> -grade pass b. Completed 2 <sup>nd</sup> year of 3-year diploma (after 10 <sup>th</sup> ) c. Pursuing 2 <sup>nd</sup> year of 3-year regular Diploma (after 10 <sup>th</sup> ) d. 10 <sup>th</sup> grade pass with two years of any combination of NTC/NAC/CITS or equivalent. e. 8 <sup>th</sup> pass plus 2-year NTC plus 1-Year NAC plus 1-Year CITS f. 10 <sup>th</sup> -grade pass and pursuing continuous schooling (for 2-year program) g. 11 <sup>th</sup> Grade Pass and pursuing continuous Schooling	No experience required
	h. 11 <sup>th</sup> Grade Pass	1 year
	i. 10 <sup>th</sup> Grade Pass	2 years
	j. Previous relevant Qualification of NSQF Level 3.5	1.5 years
	k. Previous relevant Qualification of NSQF Level 3.0	3 years
<b>B. Level 4.5/ Year 2 of B.Voc</b>	a. Completed 1 <sup>st</sup> year of 3-year/ 4- years UG b. Pursuing 1 <sup>st</sup> year of 3-year/ 4- years UG and continuing education c. Pursuing 3 <sup>rd</sup> year of 3-year diploma after 10 <sup>th</sup> and continuing education d. Completed 3-year diploma after 10 <sup>th</sup> e. Completed 1 <sup>st</sup> year of 2-year diploma after 12 <sup>th</sup> f. Pursuing 2 <sup>nd</sup> year of 2-year diploma after 12 <sup>th</sup> and continuing education g. 12 <sup>th</sup> Grade pass with 1-year NTC/NAC h. 10 <sup>th</sup> grade pass with 3 years of any combination of NTC/NAC/CITS or equivalent.	No experience required
	i. 12 <sup>th</sup> Grade Pass	1 year
	j. 10 <sup>th</sup> grade pass with 2 years of Any combination of NTC/NAC/CITS or equivalent.	1 year
	k. 8 <sup>th</sup> Grade pass with 2-year NTC plus 1 year NAC plus 1-year CITS.	1 year
	l. 10 <sup>th</sup> Grade pass	3 years
	m. Previous relevant Qualification of NSQF Level 4	1.5 years



	n. Previous relevant Qualification of NSQF Level 3.5	3 years
<b>C. Level 5/ Year 3 of B.Voc.</b>	a. Completed 2 <sup>nd</sup> year of 3-year/ 4-years UG b. Pursuing 2 <sup>nd</sup> year of 3-year/ 4- years UG and continuing education c. Completed 2 <sup>nd</sup> year of diploma (after 12 <sup>th</sup> ) d. Pursuing 2 <sup>nd</sup> year of 2-year diploma after 12 <sup>th</sup>	No Experience required
	e. 12 <sup>th</sup> pass with 2 years of any combination of NTC/NAC/CITS or equivalent.	No Experience required
	f. Completed 3-year diploma after 10 <sup>th</sup> g. 12 <sup>th</sup> Grade pass with 1 year of NTC/NAC	1 year

	h. Completed 1st year of 3-year/ 4-years UG	
	i. 12 <sup>th</sup> Grade pass	2 years
	j. 10 <sup>th</sup> Grade pass	4 years
	k. Previous relevant Qualification of NSQF Level 4.5	1.5 years
	l. Previous relevant Qualification of NSQF Level 4	3 year
<b>D. Level 5.5/ Year 4 of B. Voc.</b>	a. Completed 3 <sup>rd</sup> year of 3-year/ 4- years UG b. Pursuing 3 <sup>rd</sup> year of 3-year/ 4- years UG and continuing education c. Completed 12 <sup>th</sup> grade with 1-year of NTC plus 1-year NAC plus 1-year CITS	No Experience required
	d. 12 <sup>th</sup> Grade Pass with 2 years of any combination of NTC/NAC/CITS or equivalent e. Completed 2 <sup>nd</sup> -year diploma after 12 <sup>th</sup> f. Completed 2 <sup>nd</sup> year of 3-year UG	1 year
	g. 12 <sup>th</sup> Grade pass with 1-year NTC/ NAC h. Completed 3-year diploma (after 10 <sup>th</sup> )	2 year
	i. Completed 3-year diploma after 10 <sup>th</sup>	2 year
	j. 12 <sup>th</sup> Grade pass	3 year
	k. Previous relevant Qualification of NSQF Level 5	1.5 year
	l. Previous relevant Qualification of NSQF Level 4.5	3 years
<b>E. Level 6/ Year 4 of B. Voc. Degree Honours/ B. Voc. Degree Honours with Research</b>	a. Pursuing first year of 2-year PG program after completing 3-year UG degree b. Pursuing 1-year PG diploma after 3-year UG degree c. Completed 4 <sup>th</sup> year UG (in case of 4-year UG) d. Pursuing 4 <sup>th</sup> year UG (in case of 4- year UG) and continuing education	No Experience Required

	e. Completed 3-Year UG Degree f. 12 <sup>th</sup> Grade Pass with 2 years of any combination of NTC/NAC/CITS e. Completed 2 years of diploma after 12 <sup>th</sup>	1 year
	h. 12 <sup>th</sup> Grade Pass with 2 years of	2 years
	any combination of NTC/NAC/CITS i. Completed 2 years of diploma after 12 <sup>th</sup>	
	j. Completed 1 <sup>st</sup> year of 2-year diploma after 12 <sup>th</sup> Grade	3 years
	k. 12 <sup>th</sup> Grade pass	4 years
	l. Previous relevant Qualification of NSQF Level 5.5	1.5 years
	m. Previous relevant Qualification of NSQF Level 5	3 years

**OA-23A.4.1** To be eligible for admission to B.Voc. (3<sup>rd</sup> Year) / Semester V, s/he must clear all courses of General Education and Skill Component of the Semesters I to IV.

**OA-23A.4.2** A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to be admitted to the four-year Degree (Honours with Research) in the Seventh Semester.

#### **OA-23A.5 Admission**

- a. The minimum educational qualification for admission into B.Voc degree course will be as per eligibility mentioned at OA-23A.4
- b. Preference will be given to students
  - i. who has acquired NSQF certification Level 4 in the particular trade.
  - ii. learners living in the local community.
- c. Reservation will be as per Goa State policy.
- d. There shall be no age bar for admission.
- e. The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade will be given preference in admission over the new applicants.
- f. The accepting institution will have the flexibility to prescribe the modalities and process for admission which may include merit- based listing, an entrance test/ examination, or simply a first come- first serve basis.
- g. Student counseling will be an integral part of the admission process.

## OA-23A.6 Programme Structure

- a. The B.Voc. Programme shall comprise credits for Skill-based Courses and General Education as per the following table:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Duration	Exit Points / Awards
4.5	24	16	40	Two Semesters	UG Certificate
5	48	32	80	Four Semesters	UG Diploma
5.5	72	48	120	Six Semesters	B.Voc Degree
6	96	64	160	Eight Semesters	B. Voc. Degree Honours/ B. Voc. Degree Honours with Research

- b. The General Education Component shall have 40 % of the total credits and the balance 60% of credits will be of Skill Component.
- c. Each Programme shall have General Education Courses as recommended by the Board of Studies (BoS) and approved by the Academic Council.
- d. Courses of each Programme shall be assigned Credits as recommended by the BoS and approved by the Academic Council and shall be notified in the Prospectus of the Institution offering the Programme(s).
- e. A notional learning hour may include classroom learning/ teaching, practical and laboratory/ innovation labs, class projects, assignments, tutorials; sports and games, yoga, performing arts, social work, NCC; examinations, class tests, quizzes, assessments; minor or major project work, field visits in skill education; internship, apprenticeship, on the job training (OJT); and experiential learning including relevant proficiency and professional levels acquired, etc.
- f. One credit of practical course shall be equivalent to 30 notional hours.
- g. One credit of theory shall be equivalent to 15 contact hours and 15 notional hours.
- h. A minimum of 40 credits (1200 Notional Hours) to be assigned for one Academic Year which corresponds to 20 credits (600 Notional Hours) per semester.
- i. One credit of internship/fieldwork/ self-learning shall be equivalent to 60 notional hours.
- j. The practical/hands-on portion of the skills component of the curriculum shall be transacted in face-to-face mode. The skill component of these programmes will conform to the QPs/NOSs and the general education component will conform to the University norms.
- k. The B.Voc. Degree programme is a full-time degree course. It should not be conducted as an add-on programme.

## 18. Scheme of Examination

### OA-23A.7 Scheme of Examination

#### OA-23A.7. For Skill Component:

##### A.

- a. The Skill component of the course will be assessed and certified by the respective Sector Skill Councils.
- b. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under the Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).
- c. The Credits for the skill component shall be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in the following manner.
- d. Skill component credit shall be designed preferably to a maximum of 4 credits per Course and accordingly, it should be assessed with justifiable duration.

#### OA-23A.7. For General Education Component:

##### B. 1

The Scheme of Examination shall be as follows:

- a. Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.
- b. The evaluation for the Courses shall comprise ISA and the SEA;
  - i. One Credit shall carry 25 marks.
  - ii. In case of Two to Four Credit Practical/Theory/ Practical and Theory Course, the ISA shall carry 20% of the maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for a total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.
  - iii. There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three

Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).

- iv. There shall be no ISA for a one-credit practical Course.
- v. Courses of any other number of Credits shall have a proportionate marking system.

C. Intra-semester Assessment (ISA)

- vi. There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence-based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit, the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online tests, MCQs, open-book tests, and any other mode of assessment.
  - i. There shall not be any averaging of ISA marks.
  - ii. Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
  - iii. The ISA schedule shall be notified at the beginning of the Semester.
  - iv. ISA marks shall be communicated to students within two weeks of the ISA.
  - v. Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.
  - vi. Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.
  - vii. There shall be a Committee appointed to monitor the conduct of ISAs.

b. Semester End Assessment (SEA)

- i. SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.
- ii. A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant Ordinance of the University. A student failing to fulfil these conditions shall have to repeat the course.
- iii. The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.
- iv. The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks

distribution for each exercise and other relevant details shall be decided by the respective BoS.

- v. To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.
- vi. The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.
- vii. Supplementary exams shall be held at the end of the academic year immediately after SEA.

### **Practical Examination**

#### **OA-23A.7.**

##### **B. 2**

#### **Conduct of Examination**

- a. Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20% or as recommended by the concerned Board of Studies. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.
- b. To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results, and presentation.
- c. Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, the completeness of the exercises and presentation, and the format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.
- d. In the oral examination, the examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.
- e. A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out-of-turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out- of-turn examination

#### **OA-23A.8**

The Examination Committee, Unfair Means Inquiry Committee and Grievance Committee shall be constituted and function as per Ordinance OA-38.

#### **OA-23A.9**

Grading and calculation of SGPA & CGPA shall be as per Ordinance OA- 16



**OA-23A.10 Repeat Examinations for general component**

- a. Supplementary exams shall be held at the end of the academic year after a period of two weeks from the date of declaration of results.
- b. There shall be no supplementary examination conducted for Semester V to VIII.
- c. In case a student fails in the SEA/SSEA, he/she shall have the option to repeat the course.
- d. A student shall be required to successfully complete a Programme as per Ordinance OA-16.

**OA-23A.11 Entitlement Marks:**

- a. Entitlement/Grace Marks shall be as per Ordinance OA-26.
- b. These Entitlement/Grace marks shall be applicable only to the General Education component at every semester.

**OA-23A.12 Verification and Revaluation**

Verification and Revaluation shall be permitted only in case of Written Papers of general components as per the provisions of Ordinance OA5.15.

**OA-23A.13 Award of UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research**

- a. Award of UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research as the case may be, would depend on the acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.
- b. The certificate for the skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.
- c. Each of the awards shall specify within parenthesis, the Skill(s) specialization, such as:
  - i. B.Voc. Honours with research (Renewable Energy Management)
  - ii. B.Voc. Honours (Renewable Energy Management)
  - iii. B. Voc. (Renewable Energy Management)
  - iv. UG Diploma (Green House Technology)
  - v. UG Certificate (Jewellery Designing)
- d. The students will have the option to exit with a UG Certificate, UG Diploma after acquiring a requisite number of credits along with an additional four credits. In the case of affiliated colleges, such students may be awarded UG Certificate, UG Diploma as the case may be by the concerned College after written authorization by the affiliating University.

## Award of Grades

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

Letter Grade	Grade Point	Marks %
O (Outstanding)	10	85 – 100
A+(Excellent)	9	75 – <85
A (Very Good)	8	65 – <75
B+(Good)	7	55 – <65
B (Above Average)	6	50 – <55
C (Average)	5	45 – <50
P (Pass)	4	40 – <45
F (Fail)	0	0 – <40
Ab (Absent)	0	---

**10** A student shall be required to score a minimum of ‘P’ grade in ISA, SEE and practical components taken together to pass in a Course in Semesters I to VI.

### OC-66.6 Grade Point Average (GPA)

The grade sheet in every semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of overall cumulative performance of a student over Semesters I– VI.

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

CGPA	Grades
10.0	O(Outstanding)
9.0 – <10	A+ (Excellent)
8.0 – <9.0	A (Very Good)
7.0 – <8.0	B+ (Good)
6.0 – <7.0	B (Above Average)
5.0 – <6.0	C (Average)
4.0 – <5.0	P (Pass)
Less than required credits or CGPA<4.0	F (Fail)

**OC-66.7 College Examination Committee, College Unfair Means Inquiry Committee and College Grievance Committee.**

[https://www.unigoa.ac.in/uploads/config\\_docs/20180911.102233~Ordinances Part C 10 Sep 18.pdf](https://www.unigoa.ac.in/uploads/config_docs/20180911.102233~Ordinances Part C 10 Sep 18.pdf)

**19. UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018 (F.NO. 14-4/2012(CPP-11) 7<sup>th</sup> December, 2018)**

[https://tiaspg.tecnia.in/wp-content/uploads/2020/01/Notice-on-Grievance-redressal-2018\\_compressed.pdf](https://tiaspg.tecnia.in/wp-content/uploads/2020/01/Notice-on-Grievance-redressal-2018_compressed.pdf)

**20. Committees of the College**

<b>Sr. No.</b>	<b>Name of the Committee</b>	<b>Chairperson</b>
<b>1</b>	<b>Admission And Annual Plan Committee</b>	<b>Dr. Isabel Dennis</b>
		<b>e- samarth Co-ordinator: Ms. Vishakha Bhonsale</b>
<b>2</b>	<b>Attendance Committee</b>	<b>Dr. Isabel Dennis</b>
<b>3</b>	<b>Timetable Committee</b>	<b>Ms. Sonia Naik</b>
<b>4</b>	<b>Student Mentoring Committee</b>	<b>First Year B.Voc. (Class In-Charge) Chef Patrick Albert / Ms. Vishakha Bhonsale</b>
		<b>Second Year B.Voc. (Class In-Charge) : Chef Playton Dias / Chef Ashley Furtado</b>
		<b>Third Year B.Voc. (Class In-Charge): Chef Alison Fernandes / Chef Pratiksha Dessai</b>
<b>5</b>	<b>Affiliation Committee</b>	<b>Dr. Isabel Dennis / Chef Patrick Albert</b>
<b>6</b>	<b>Intra-Semester Assessment (ISA) Committee</b>	<b>Ms. Vishakha Bhonsale</b>
<b>7</b>	<b>College Examination Committee</b>	<b>Dr. Isabel Dennis / Ms. Vishakha Bhonsale / Ms. Sonia Naik</b>
<b>8</b>	<b>College Unfair Means Inquiry Committee</b>	<b>Dr. Isabel Dennis</b>
<b>9</b>	<b>College Grievance Committee</b>	<b>Dr. Isabel Dennis</b>
<b>10</b>	<b>Internal Complaints Committee</b>	<b>Dr. Isabel Dennis</b>
		<b>External- Related Women's Welfare: Adv.Sapna Pai Fondekar</b>
<b>11</b>	<b>Anti- Ragging Committee</b>	<b>Dr. Isabel Dennis</b>
		<b>Police Representative: PI. Melson Colaco</b>
<b>12</b>	<b>Library Services Committee</b>	<b>Ms. Sally Rodrigues</b>
<b>13</b>	<b>Prospectus Magazine/Newsletter Committee</b>	<b>Dr. Isabel Dennis /Ms. Sonia Naik</b>
		<b>Ms. Vishakha Bhonsale/Dr. Isabel Dennis</b>

14	Academic And Administrative Audit Committee	Dr. Isabel Dennis/ Ms. Sonia Naik
15	SC/ST/Other Backward / Minority Cell Committee	Chef Playton Dias
16	Students' Council (Sub-Committee) PTA/PTI/Alumni Co-Ordination Committee	Chef Playton Dias
17	Students' Council (Sub-Committee): N.S.S. Nature Club, Community Service	Chef Patrick Albert
18	Students' Council (Sub-Committee): Activities	Ms. Vishakha Bhonsale
19	Students' Council (Sub- Committee): First Aid, Health Watch, Yoga, Red Ribbon Club, Wellness Centre.	Chef Alison Fernandes

## 21. Hostel Facilities /Rules and Regulations:

### A) Costa Del Sol Hostel -Seraulim South Goa





## **B) R& A'S Business Hub Hostel-Verna South Goa**

### **❖ Hostel Rules and Regulations**

1. All students desiring to avail the hostel accommodation facility of the College have to remit a month's rent of Rs.7500/- as security deposit/advance in addition to the refundable caution deposit of Rs. 5000/- once the admission to the program is granted.
2. Only on payment of the above i.e., Rs.12,500/- within the stipulated date, the hostel accommodation shall be confirmed, which is on first-come-first-served basis.
3. Hostel inmates shall remit the monthly rent **on or before 5<sup>th</sup> of every month** failing which a late fee charge of Rs.100 per day shall be collected till 10<sup>th</sup> of that month. After which, the hostel inmate shall be expelled and not be permitted to stay at the hostel facility.
4. The inmates have to occupy only the room allotted to them and not to interchange the room without the consent of the Hostel in Charge/Management.
5. The hostel inmates are responsible for their own belongings. Management shall not be responsible for any theft or loss of belongings/valuables.
6. The hostel inmates shall abide by the rules and regulations of the hostel accommodation and of the gated community failing which strict disciplinary actions may be taken including expulsion from the hostel. Inmates are expected to act in such a manner that a conducive atmosphere prevails for effective study and for comfortable stay.
7. The inmates must keep their bedrooms, restrooms, common areas neat and clean. Surprise inspection of the hostel rooms shall be conducted. In the event of a room found not maintained clean, all inmates occupying that room will be subject to rigorous community service as decided by the Hostel in charge.
8. A roster system shall be followed to maintain cleanliness and the upkeepment of the common areas like kitchen, sitting area etc.,
9. While leaving the rooms, the inmates must ensure that all the lights, fans, hot water geyser are switched off; and all electric gadgets including washing machine, iron box to be unplugged, failing which inmates from that room will be a part of various community services as decided by the management plus hostel cleaning.
10. Entry to the hostel accommodation by unauthorized guests, visitors or outsiders (even ex-students) is strictly prohibited. Any inmate keeping unauthorized person in their rooms will be liable for a strict disciplinary action including immediate expulsion from the accommodation.
11. Parents/Guests have to avail prior permission from the principal or hostel in charge to visit hostel accommodation and are not permitted to stay at the facility. Wi-Fi will only be at allotted area. Two-wheeler/car parking allowed at your own risk in the gated community.



12. Electricity meter: **anything above 5% of the bill per month** shall be borne by the inmates occupying that flat.
13. The hostel inmates must carry their identity card issued by the College and produce the same on demand.
14. Unauthorized display of any kind of posters, notices inside or outside hostel rooms, and common areas is not permitted.
15. The hostel inmates desiring to go out of station/overnight stay away from hostel need to avail permission for the same upon submitting a written letter/email mentioning the reason and address of the destination to the Hostel in charge well in advance.
16. The inmates who leave the hostel without application and permission and not present for the classes shall be deemed to be missing and therefore police authorities/parents shall be intimated and such student shall be treated as absconding/missing. The absconding/missing process will be followed as per policy.
17. Any damage/loss of the hostel property or of accommodation facility, the inmates shall be collectively responsible and the same needs to be replaced or repaired, which may also lead to deduction in the caution deposit and disciplinary action including expulsion from the hostel. Decision of the management is final and binding.
18. Private parties, gatherings, celebrations in the hostel accommodation premises are strictly prohibited.
19. Ragging is a criminal offence. Ragging is a cognizable offence punishable under the law and is strictly banned. Any violation of the regulation will be viewed seriously and legal action shall be taken.
20. Any inmate indulging in use of abusive language, fighting, spreading hatred amongst inmates will be viewed very seriously & may lead to disciplinary action & further expelled from the College.
21. Consumption of drugs and other intoxicants are strictly prohibited. Anyone found consuming drugs will be expelled from the accommodation & College immediately.
22. In order to avoid fire hazards no fire producing equipment in the room is permitted. Possession of fire arms, daggers or any other kind of weapons is strictly prohibited. The hostel inmates found in possession of the above will be handed over to the police and would be expelled from the hostel accommodation & College immediately.

<b>Accommodation Facilities</b>	
<b>Inclusive</b>	<b>Exclusive</b>
Common area-Refrigerator	Air conditioning
Common area –Washing machine <i>(Laundry facilities available with payment)</i>	Meals not included
Microwave in each flat	Iron/Iron board
Sharing beds	Transport facilities
Sharing cupboards	Bed Linen

Induction stove and basic cooking utensils	
Free Wi-Fi	

**22.TENTATIVE ACADEMIC CALENDAR  
(SUBJECT TO CHANGE)**

**TENTAIVE SCHEDULE OF KAMAXI COLLEGE OF CULINARY ARTS FOR THE ACADEMIC  
YEAR 2025-2026**

<b>Sr. No.</b>	<b>Activities/Events</b>	<b>Dates</b>
1	Re-opening of the College	20 <sup>th</sup> June 2025
2	Celebration of International Day of Yoga	21 <sup>st</sup> June 2025
3	Student Induction Programme for F.Y. B.Voc.	24 <sup>th</sup> June 2025
4	Founders Day (Holiday for KCCA)	30 <sup>th</sup> June 2025
5	Students' Council Elections	18 <sup>th</sup> July 2025
6	ISA I- Intra Semester Assessment Tests (Written Mode)	21 <sup>st</sup> July to 25 <sup>th</sup> July 2025
7	Commencement of Cultural Activities and Personality Development Programmes	28 <sup>th</sup> July 2025 onwards
8	Declaration of Results of ISA I- (Written Mode)	1 <sup>st</sup> August 2025
9	Independence Day Celebrations	15 <sup>th</sup> August 2025
10	Chaturthi Vacation	26 <sup>th</sup> August to 01 <sup>st</sup> September 2025
11	ISA II- Intra Semester Assessment Tests (Other than Written Mode)	8 <sup>th</sup> September to 12 <sup>th</sup> September 2025
12	Declaration of Results of ISA II- (Other than Written Mode)	15 <sup>th</sup> September 2025
13	PTA Meeting	30 <sup>th</sup> September 2025
14	Gandhi Jayanti	02 <sup>nd</sup> October 2025
15	Display of non-eligibility lists for SEE based on ISA	One week before SEE
16	Display of non-eligibility lists for SEE based on Attendance	One week before SEE
17	THSC (Internal Practical)	Before the commencement of SEE
18	World Food Day	16 <sup>th</sup> October 2025
19	End of First Semester	18 <sup>th</sup> October 2025

20	Semester End Examination (I & III Regular by the College; V Regular and Repeat by the University)	25 <sup>th</sup> October to 27 <sup>th</sup> November 2025
21	Diwali Break	10 <sup>th</sup> November to 30 <sup>th</sup> November 2025
22	Alumni Meeting	21 <sup>st</sup> November 2025
23	Commencement of Semester II / IV / VI	01 <sup>st</sup> December 2025
24	Christmas Celebrations	23 <sup>rd</sup> December 2025
25	Christmas Vacation	24 <sup>th</sup> December to 1 <sup>st</sup> January 2026
26	Commencement of College	02 <sup>nd</sup> January 2026
24	Declaration of SEE Result (I & II) by the College	8 <sup>th</sup> January 2026
25	Verification of Results	10 <sup>th</sup> January 2026
27	Declaration of SEE Result (V & Repeat) by the University	13 <sup>th</sup> January, 2026
28	ISA I- Intra Semester Assessment Tests (Written Mode)	19 <sup>th</sup> January to 23 <sup>rd</sup> January, 2026
29	Republic Day Celebrations	26 <sup>th</sup> January 2026
30	ISA II- Intra Semester Assessment Tests (Other than Written Mode)	10 <sup>th</sup> February to 12 <sup>th</sup> February, 2026
31	PTA Meeting	18 <sup>th</sup> March, 2025
32	Display of non-eligibility lists for SEE based on ISA	One week before the SEE
33	Display of non-eligibility lists for SEE based on Attendance	One week before the SEE
34	THSC (Internal Practical)	Before the commencement of SEE
35	End of Second Semester	31 <sup>st</sup> March, 2026
36	Semester End Examination (II & IV Regular by the College; VI Regular and Repeat by the University)	07 <sup>th</sup> April to 11 <sup>th</sup> May 2026
37	Declaration of SEE Result (II & IV) by the College	28 <sup>th</sup> April, 2025
38	Verification of Results	30 <sup>th</sup> April, 2025
39	Supplementary Examination (I, II, III & IV) by the College	05 <sup>th</sup> May, 2025
40	Summer Vacation	07 <sup>th</sup> May to 18 <sup>th</sup> June, 2025
41	Re-opening of the College for the Academic Year 2026-27	19 <sup>th</sup> June, 2026



# KAMAXI COLLEGE OF CULINARY ARTS

Affiliated to Goa University

## APPLICATION FOR ADMISSION

To,  
The Principal,  
Kamaxi College of Culinary Arts  
Utility Plot No 1,  
Phase No1-A,  
Verna Industrial Estate,  
Salcete Goa- 403722.

Affix Passport  
size  
Photograph of  
the student

**Subject : Admission for Certificate/Diploma/B.Voc. Degree in Culinary Management**

Sir/Madam,

I wish to seek admission for Certificate/Diploma/B.Voc. Degree in Culinary Management in your esteemed Institution. I hereby agree to abide by all the Rules and Regulations of the College submitted by your Office and also other rules subsequently framed/amended. I accept the decision of the Principal/ Management in such matters as final.

### 1. PERSONAL INFORMATION

A) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Permanent Address:-

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B) Contact Details:-

Student Contact No: \_\_\_\_\_

Email Id: \_\_\_\_\_

Parent/Guardian Contact No: \_\_\_\_\_

Email Id: \_\_\_\_\_

2. EDUCATIONAL INFORMATION

Degree	Name of the College/ Institute	University/ Board	Year of Passing	Subject Offered	Percentage/ Grade
SSC					
HSSC					
UG/ PG					
Others					

3. WORK EXPERIENCE (if any)

Name of the Organization	Designation	Duration	From	To

I \_\_\_\_\_ hereby declare that the information furnished in this admission form is correct to the best of my knowledge and belief.

Signature of the Applicant

Signature of the Parent/Guardian

Date: \_\_\_\_\_

For Office Use Only

Admission Granted: Yes/ No	Advance seat booking Fee Receipt No:
<u>List of Documents submitted:</u> 1. SSC Transcript Copy Yes/No 2. HSSC Transcript Copy Yes/No 3. Aadhar Copy Yes/No 4. Birth Certificate Copy Yes/No 5. UG/PG Transcript Copy Yes/No 6. Migration Certificate Copy Yes/No 7. Eligibility Certificate Copy Yes/No	Documents verified by:
Principal's Sign:	Roll No: