

# MANDATORY DISCLOSURE

## 1. NAME AND ADDRESS OF THE INSTITUTION

Name	ORIENTAL SCHOOL OF HOTEL MANAGEMENT		
Address	VALLEY VIEW		
Village	LAKKIDI		
Taluk	VYTHIRI		
District	WAYANAD		
Pin Code	673 576		
State	KERALA		
STD Code	04936	Phone No: 255 355	
Fax No.	04936 -255720	principal@orientalschool.com	
Web site	www.orientalschool.com		
Nearest Rly Station	CALICUT	55 KM	
Nearest Airport	CALICUT	72 KM	

## 2. NAME AND DESIGNATION OF THE HEAD OF THE INSTITUTION (PRINCIPAL)

Name	Vinu George			
Designation	Principal	Qualification & Experience	Highest Degree	Total Experience
		(as mentioned in the 12 <sup>th</sup> point)	M. Phil MBA MCA	27 years
STD Code	04936	Phone No. (O) 255355	Fax No.	04936-255720
STD Code	04936	Phone No. (R) 206471	Fax No.	0495-2740004
E-Mail	principal@orientalschool.com	Mobile No. 9020280727		

### 3. NAME AND ADDRESS OF THE AFFILIATING UNIVERSITY

Name	UNIVERSITY OF CALICUT		
Address	CALICUT UNIVERSITY (P.O) MALAPPURAM (DIST), KERALA		
Pin Code	673635	Period of Affiliation	2007-08
STD Code	0494	Phone No.	2401144-48,50,51,52
Fax No.	2400269	E-Mail/ Web site	reg@unical.ac.in

### 4. GOVERNANCE

I MEMBER OF BOARD AND THEIR BRIEF BACK GROUND – Enclosed

II. MEMBERS OF ACADEMIC ADVISORY BOARD - Enclosed

III FREQUENCY OF BOARD MEETINGS -6 Months

IV. FREQUENCY OF MEETINGS OF ACADEMIC ADVISORY BOARD –3 Months.

V. ORGANISATIONAL CHART AND PROCESSES – Enclosed.

VI. NATURE AND EXTENT OF INVOLVEMENT OF FACULTY AND STUDENTS IN ACADEMIC

### AFFAIRS / IMPROVEMENTS

- Usage of role play, tutorials, syndicates, presentations, case study appropriately depending on topic
- Allocation of individual and group assignments
- Preparation of positive class room environment
- Maintaining a positive teacher-student relationship
- Counselors assigned for batches of students
- Individual development program for the improvement of students personality and communication
- Continuous feedback for further improvement

**VII. MECHANISM/NORMS & PROCEDURES FOR DEMOCRATIC/ GOOD GOVERNANCE**

All students, staff, faculty meet the principal on regular basis. Students interact with the respective faculty counselor regularly. Heads of Dept and Principal meetings are held fortnightly.

**VIII. STUDENTS FEEDBACK ON INSTITUTIONAL GOVERNANCE/FACULTY PERFORMANCE:**

Student's feedback forms to be prepared and confidentiality maintained.

**VII. GRIEVANCE REDRESSING MECHANISM FOR FACULTY, STAFF & STUDENTS:**

Separate committees for students, faculty & staff formed for looking into the grievances and problems.

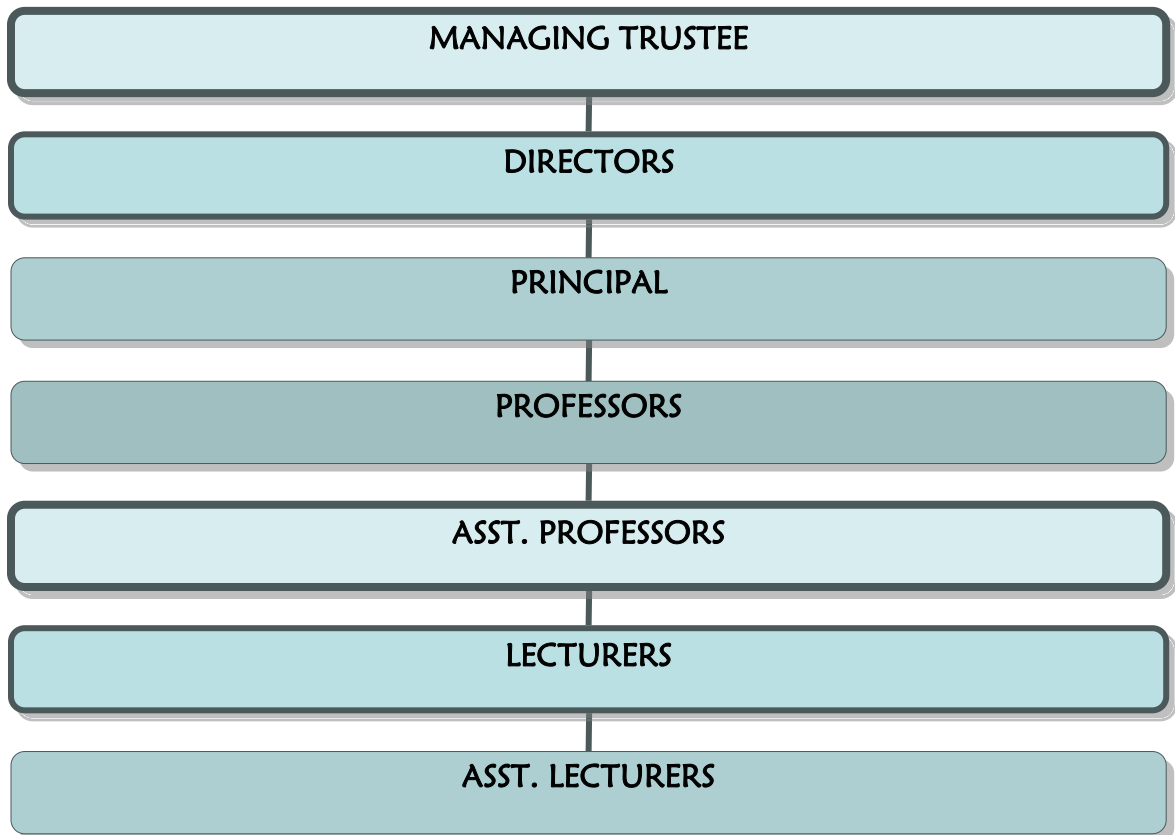
## **MEMBERS – ADVISORY ACADEMIC BODY**

- 1 **PRINCIPAL,  
INSTITUTE OF HOTEL MANAGEMENT,  
KOVALAM,  
THIRUVANANTHAPURAM**
  
  - 2 **MR. RAKESH MATHUR,  
PRESIDENT,  
WELCOME HERITAGE,  
31, 1<sup>ST</sup> FLOOR, SIRI FORT ROAD  
NEW DELHI – 110 049**
  
  - 3 **MR. CHERIYAN T. RAMAPURAM,  
DIRECTOR,  
TRAILS – R.S.HOSPITALITY LTD,  
2<sup>ND</sup> FLOOR, ST.PATRICKS'S BUSINESS COMPLEX  
21 MUSEUM ROAD,  
BANGALORE – 560 025**
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## **MEMBERS – GOVERNING BODY**

- 1 **PROF. ANWAR JAHAN ZUBERI  
VICE CHANCELLOR  
UNIVERSITY OF CALICUT**
  
  - 2 **PROF. PUSHPESH PANT  
PROFESSOR – INTERNATIONAL STUDIES,  
(NUTRITION)  
J.N.U  
NEW DELHI**
  
  - 3 **PROF. K.S. SIRAJ  
PROFESSOR & HEAD OF PHYSICS  
FAROOK COLLEGE  
P. O. FAROOK COLLEGE  
KOZHIKODE**
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# ORGANISATION CHART



## 5. PROGRAMMES

Name of the programmes approved by AICTE : BHMCT

Name of the programmes accredited by AICTE : -----

### Details of the programme:

Name : Bachelor in Hotel Management & Catering Technology

Number of seats : 120/year

Duration : 4 years

Cut off mark/Rank for admission : Pass in 10+2

Fee : 60,000/year

Placement facilities : N/A

Campus placement in last 3 Years  
with minimum salary, max. Salary  
and average salary : N/A

**6. LIST OF FACULTY MEMBERS – DISCIPLINE WISE WITH DESIGNATION, QUALIFICATION AND DATE OF JOINING**

<b>Sl. No</b>	<b>Name of the Teaching Faculty</b>	<b>Designation/ Discipline</b>	<b>Qualification</b>	<b>Date of joining</b>
1	K.C.Robbins	Principal	B.Sc.HM&CS MTM M Phil in TM	05-06-2006
2	C. Varghese Kuruvila	Professor	DHMCT	05-06-2006
3	Sajith K.S.	Professor	BHM	19-09-2005
4	Vinu George	Asst. Professor	B Sc. M Com MBA, MCA, M Phil	10-07-1997
5	Shaji .K	Asst. Professor	M S in Education Mgmt. B Com DHMCT	12-09-1997
6	Eldhose John	Asst. Professor	BHM MBA M Phil	05-06-2006
7	Jim K Chandy	Asst. Professor	B Tech, M Tech	01-11-2006
8	Ranjith Balaram	Lecturer	B Sc in HMCS	05-12-2005
9	Sunil Kumar B	Lecturer	DHMCT BBA MTM PGDCS	21-08-2006
10	Anoosh C Pius	Lecturer	B Sc. HMCS	06-02-2007
11	Sunil Kumar T	Lecturer	Diploma in Computer Engg. B Sc in Computer Science (Pursuing)	14-05-1998
12	Renjini R. Nair	Lecturer	Diploma in Computer Engg. DOEACC B Sc in Computer Science (Pursuing)	23-08-2004
13	Sajna A P	Lecturer	BA/MA English B. Ed (Literature)	05-06-2006
14	Radhika	Lecturer	DHMCT MTM (Pursuing)	11-09-2006

Sl. No	Name of the Teaching Faculty	Designation/ Discipline	Qualification	Date of joining
15	Jyothi P	Lecturer	M Sc in FS & N	22-02-2007
16	Ranjith Kumar V	Lecturer	B Sc. in HMCS MBA	06-06-2007
17	O K Neeraj	Lecturer	B Sc DHMCT	18-08-2008
18	Sreekumar	Lecturer	BHM	04-07-2007
19	Binoy K P	Lecturer	DHMCT	16-07-2007
20	Sujith K S	Lecturer	B Sc. in HMCT	16-07-2007
21	Krishnaraj Varma	Lecturer	PG Diploma in Hotel Mgmt. B Sc. In HMCM	18-08-2008
22	Jayanti Neeraj	Lecturer	DHM	18-08-2008
23	Haripraseetha	Lecturer	MBA, LLB, BL	04-08-2008
24	M K Abdul Salam	Part-time Lecturer in Law	BA LLB	24-09-2007
25	Ravindran N	Part-time Lecturer In French	BA Diploma in French	5-09-2007



**7. PROFILE OF THE PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED**

Name : **K.C.ROBBINS**

Date of Birth : **16<sup>th</sup> MAY 1968**

Age : **39 yrs**

**Academic Qualifications**

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1. "B.Sc. Hotel Management and Catering Technology" from the Bharathiyar University - Coimbatore
2. MTM -Master in Tourism Management from the Madurai Kamaraj University
3. M. Phil in Tourism Management from the Madurai Kamaraj University

**Details of Experience (Academic / Industrial) :**

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**INDUSTRIAL:**

1. Asst. Restaurant Manager- Holiday Inn Bangalore - MAY1991 to DEC 1991
2. Asst. Manager Operations – Star Hotels, New Delhi – JAN 1992 to DEC 1994
3. Catering Manager – Seagull Catering Services Pvt Ltd, Chennai – JAN 1994 to OCT 1994
4. Training Manager – The Muthoot Plaza, a Sarovar Park Plaza Hotel, Trivandrum - MAY 2005 to DEC 2005

**ACADEMIC:**

1. LECTURER, in Hotel Management at Asan Memorial College of Arts & Science, Chennai from October,1994 to October 1998
2. HEAD OF THE DEPARTMENT (HOD), at Asan Memorial College of Arts & Science, Chennai from November 1998 to April, 2005
3. PRINCIPAL of NIRAJ COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, affiliated to the Osmania University - HYDERABAD from 3<sup>rd</sup> JANUARY 2006 to 31<sup>st</sup> MAY 2006

**DATE OF APPOINTMENT IN THE PRESENT INSTITUTION : 5<sup>th</sup> June 2006**

## 8. FEE

- Details of fees

S.No.	Category	CET quota		Management quota	
		Fixed by the State Fee Committee	Being charged by the Institution	Fixed by the State Fee Committee	Being charged by the Institution
1.	Admission Fee				
2.	Tuition Fee	Rs 60,000/-	Rs 60,000/-	Rs 60,000/-	Rs 60,000/-
3.	University fee (Examination fee, Registration fee etc.)	Rs. 1,500	Rs. 1,500	Rs. 1,500	Rs. 1,500
4.	Hostel fee (Rent etc.)		Rs. 3,000/-		Rs. 3,000/-
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
<b>Total Fee</b>					

- Time schedule for payment of fee for the entire programme : Yearly
- No of fee waivers granted with amount & name of student : 4 students

**Name of students:**

2<sup>nd</sup> BHMCT : *Ben John Thomas*  
3<sup>rd</sup> BHMCT : *Neethu Achuthan, S. Aditya, Bineesh P.R*  
4<sup>th</sup> BHMCT : *Amit. R , Sarath Babu E.P*

- Criteria for fee waivers : *Reservation quota(SC/ST) As per govt. norms*
- Estimated cost of Boarding & Lodging in Hostels : *Rs 3,000/-*

## 9. ADMISSIONS

- Number of seats sanctioned with year of approval

AICTE Approved Intake during last 4 years										
Courses	1 <sup>st</sup> Year of approval by AICTE (give approval ref. no. & date)	2007-2008		2006-2007		2005-2006		2004-2005		Status of Accreditation (Validity period)
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	
BHM	F.No.06/06/KER/HMCT/2004/03 dt 11.5.2004	60	60	60	60	60	60	60	56	NO

- Number of students admitted under various categories each year in the last three years
- Number of applications received during last two years for admission under Management Quota and number admitted.

## 10. ADMISSION PROCEDURE

- Admission test being followed : *As stipulated by university*
- No of seats allotted to different Test Qualified candidates separately(All India Test /CET ( State conducted test/University test)/Association conducted Test)
- Calendar for admission against management/vacant seats :  
Entrance test for Management seats :  
Merit quota : 24-08-2008  
  
Admission :

## 11. CRITERIA AND WEIGHTAGES FOR ADMISSION

- Describe each criteria with its respective weightages i.e. Admission test, Marks in qualifying exam etc : (As per university norms)
- Mention the minimum level of acceptance, if any: (As per university norms)
- Mention the cut off levels of percentage and percentile scores of the candidates in the admission tests for last three years : (Available with Calicut university)
- Display marks scored in tests etc : (Available with University of Calicut)

**Items No 1-12 must be given in information brochure and must be hosted as fixed content in the website of the institution**

**The web site must be dynamically updated with regard to 12-15**

## **12. APPLICATION FORM**

- Download application form, with online submission possibilities

## **13. LIST OF APPLICANTS**

- List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.

## **14. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS**

- Composition of selection team for admission under Management Quota with the brief profiles of members(This information be made available in the public domain after the admission process is over)
- Score of the individual candidates admitted arranged in order of merit.
- List of candidates who have been offered admission.
- Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.
- List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

## 15. INFORMATION ON INFRASTRUCTURE & OTHER RESOURCES AVAILABLE

### LIBRARY

Sl. No.	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
1	FOOD PRODUCTION	682	992	02	01
2	FOOD & BEVERAGE	278	462	03	02
3	FOOD & NUTRITION	64	82	03	-
4	FRONT OFFICE	108	160	01	-
5	HOUSE KEEPING	163	282	03	02
6	TRAVEL & TOURISM	483	784	07	02
7	ACCOUNTING	184	286	-	-
8	LAW	109	183	-	-
9	REFERENCE	416	487	-	-
10	HOSPITALITY MANAGEMENT	213	354	-	-
11	PERSONNEL MANAGEMENT	234	285	02	02
12	MARKETING	124	198	-	-
13	RESEARCH	22	42	-	-
14	COMMUNICATION	279	343	-	-
15	COMPUTER SCIENCE	284	302	03	-
16	ECONOMICS	96	104	-	01
17	FICTION	297	316	-	-
18	FOOD COSTING	18	24	-	-
19	GENERAL	195	229	15	05

**List of Journals /Magazines /Periodicals (National & International) : Enclosed**

### LABORATORY

#### Details of Laboratories & Workshops

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
1	BHMCT	Food Production (BTK+QTK+ATK+Bakery)	414.88 Sq.M.	Meat mincer Refrigerators, 2 Deck Oven, Dough Mixer, Trollsons, Salamander, Microwave oven Barbeque Grill, Tandoor, Wet grinder etc.
2		Food & Beverage Service	317.08 Sq.M.	Plate warmer, Gueridom Trolley, Room service trolley, Chafing dishes, Specialised equipments /Bar equipments etc.
3		Front Office	45.99 Sq. M.	Reception desk, Press to know board, Display stand, paging board, Computer terminal with IDS software, Bell desk
4		House Keeping	19.27 Sq. M.	Heavy duty Dryer, Floor Scrubber, Water pushers, Linen cupboard etc.

## COMPUTING FACILITIES

Computer Facilities for the existing programme(s)

S.No	Particulars	Requirements as per Norms (1:4 for Engg., 1:6 for Pharmacy/ HMCT/Arch./ Applied Arts and 1:2 for MBA/MCA)		Availability	
		Application	System	Application	System
1.	No of Computer terminals		60		60
2.	Hardware Specification		-		
	a) P IV / Latest configuration		-		60
	b) P III		-		0
	others		-		0
3.	No of terminals of LAN/WAN		30		60
4.	Relevant Legal Software	-	--	Fortune Enterprise (IDS) MS – Office	MS- Windows
5.	Peripheral(s)/ Printers	-----		8	
6.	Internet Accessibility (in kbps & hrs)	-----		128 Kbps/unlimited	

## WORKSHOP:

- *Games and Sports Facilities: Football and Cricket Ground, Indoor Games like Table Tennis, Caroms, Well equipped Gymnasium etc.*
- *Extra Curricular Activities : Drama, Skit, Various Cultural Programmes are arranged regularly*
- *Soft Skill Development Facilities : Presentations, role plays, seminars, Guest Lectures on soft skilled development conducted.*
- *Number of Classrooms and size of each -*
- *Number of Tutorial rooms and size of each*
- *Number of laboratories and size of each*
- *Number of drawing halls and size of each*
- *Number of Computer Centers with capacity of each*
- *Central Examination Facility, Number of rooms and capacity of each.*

## **National periodicals**

1. *Down to Earth*
2. *Good Housekeeping*
3. *Express travel world*
4. *Business today*
5. *Express hospitality*
6. *Marine and sea food news*
7. *Food and wine news*
8. *Hotel and tourism news*
9. *Labour relations and personnel management*
10. *Hotel and food Service*
11. *Clean and hygiene review*
12. *Seasonal*
13. *Chip*
14. *Welcome Kerala*
15. *Yoga- The science magazine*
16. *Outlook*
17. *The week*
18. *Frontline*
19. *Woman's Era*
20. *Tourism India*
21. *Competition Succession review – G.K*
22. *Ayurveda*
23. *Competition affairs*
24. *Employment News*
25. *Employment and NRI times*
26. *Malayalam*
27. *Thozhilvaartha*
28. *Competition success review*
29. *Infokairali*
30. *Hotel Business Review*
31. *Vanitha*
32. *Sommelier India – The wine magazine*
33. *Inside Outside*
34. *India Today*
35. *Food & Beverage Business Review*
36. *Processed Food Industry*
37. *Cooking and More*
38. *P C Quest*
39. *FHRAI*
40. *Pachakkuthiria*

## ***International periodicals***

- 1. Caterer and hotel keeper***
- 2. Harvard Business Review***
- 3. Drinks International***
- 4. National Geographic***
- 5. Fine cooking***
- 6. Time***
- 7. Executive housekeeping today***
- 8. Economist***
- 9. National Geographic Traveler***
- 10. Hospitality Biz***
- 11. Hotel***
- 12. Observer***
- 13. Independent***
- 14. Financial Times***
- 15. News Week***



## TEACHING LEARNING PROCESS

<ul style="list-style-type: none"><li>• Curriculum and syllabi for each of the programmes as approved by the University : <b><i>YES , By CALICUT UNIVERSITY,</i></b></li></ul>
<ul style="list-style-type: none"><li>• Academic Calendar of the University : Followed</li></ul>
<ul style="list-style-type: none"><li>• Academic Time Table : Followed</li></ul>
<ul style="list-style-type: none"><li>• Teaching Load of each Faculty : As per norms-</li></ul>
<ul style="list-style-type: none"><li>• Internal Continuous Evaluation System and place : Appraisals</li></ul>
<ul style="list-style-type: none"><li>• Students' assessment of Faculty, System in place ---: As mentioned above</li></ul>