Application form No.

CAP ID

ORIENTAL

COLLEGE OF HOTEL MANAGEMENT AND CULINARY ARTS

[A Unit of Malabar Hotel Management and Catering Promotion Trust]
Vythiri, Wayanad Dist., Kerala, India. Pin - 673 576.

Affiliated to the University of Calicut

ACADEMIC YEAR: 2026-27

Paste passport size photograph here

APPLICATION FORM

(TO BE FILLED IN CAPITAL LETTERS ONLY)

- Please read the rules and instructions carefully before filling up the application form.
- All the entries should be in candidate's own hand-writing.
- The application forms which are incomplete or which do not have relevant certificates are liable to be rejected.

Please tick ☑ on the degree course that you have opted for. Those who wish to give the preference for the course can write the preference numbers as 1 & 2.

☐ **B. Sc. Hotel Management and Catering Science (B. Sc. HM & CS)**

☐ **B. Sc. Hotel Management and Culinary Arts (B. Sc. HM & CA)**

1. Name of the applicant (As in the 10th class or Equivalent certificate)

2. Age

3. Date of Birth: Day Month Year

4. Gender ☐ Male ☐ Female ☐ Transgender

5. Marital status ☐ Married ☐ Unmarried

6. Nationality

7. Mother tongue

8. Religion

9. Community

10. Reserved Category ☐ SC ☐ ST ☐ OBC ☐ OEC ☐ LC 10. Name of Sub Caste

(For Reserved category candidates, Original Community Certificate and Income Certificate issued by competent authority should be submitted prior to the admission)

11. Special Category ☐ Ex-Service Men ☐ Widows ☐ Children of Jawan ☐ NSS/NCC/SPC ☐ Sports

12. Name of Father/Guardian

If guardian is not father, specify the relationship

13. Name of Mother

14. Occupation of Father ☐ Govt. ☐ Private

15. Occupation of Mother ☐ Govt. ☐ Private

16. Annual Family income: Father: Mother:

17. Father's Mobile No. 18. Mother's Mobile No.

19. Emergency Contact: Name: Relationship:

Mobile No: Email Id:

20. Full home address to which communications are to be sent

Pin code:
Telephone No with STD Code:
Email Id :
Whatsapp No:

21. Particulars of Qualifying Examinations

Name of the Examination passed	Reg. No.	Name of the Institution / School	Name of the Board / University	Month & Year of pass	% of Mark	CGPA

22. No. of chances taken for passing the qualifying examination. Please tick ☑: 1 ☐ 2 ☐ 3 ☐

23. Record of performance at the 10+2 or equivalent examination

Subject	Marks obtained		Minimum marks	Maximum marks
	In figures	In words		
Part I English				
Part II (Language)				
Part III (Optionals)				
1.				
2.				
3.				
4.				
5				
Total for Part III				
Grand Total				

24. How did you get to know about our courses/Institution (You may tick which all are applicable)

☐ News paper/magazines/ TV advertisement ☐ Exhibition/Seminar

☐ Recommended by School counselor ☐ Direct Enquiry

25. What factors most affected your decision to study at Oriental (You may tick which all are applicable)

☐ Facilities ☐ Location ☐ Faculty ☐ Course fee ☐ Recommendation

☐ Others (Please specify) ……

26. Do you have previous hotel related experience ☐ Yes ☐ No *(If Yes, please attach copies of certificates)*

27. Whether the following Certificates are submitted

Attested copy of SSLC certificate	☐ Yes	☐ No
Attested copy of 10+2 Certificate	☐ Yes	☐ No
Attested copy of 10+2 Mark list	☐ Yes	☐ No
Transfer Certificate / Migration Certificate (original)	☐ Yes	☐ No
Conduct Certificate submitted (original)	☐ Yes	☐ No
Medical Certificate (original-Issued by a registered medical practitioner)	☐ Yes	☐ No

28. Whether discontinued from any other college / any course ☐ Yes ☐ No

If Yes, please specify the reason: ……

Name of the college: …… Course: ……

DECLARATION BY THE STUDENT

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that giving false or incomplete information may lead to refusal of my application or cancellation of enrolment. I also understand that if any of the information furnished or statements made in the application are found incorrect or false, I will be liable for summary dismissal whenever such discovery might be made.

I promise to abide by the rules, regulations and orders of the College Management and by the University authorities. I also declare that the statements I have made in this application form are correct and complete.

Date..... **Name &Signature of the applicant**

DECLARATION BY THE PARENT

I, _____ agree to my son's / daughter's application for admission to the _____ degree course in this Institution.

I shall be responsible for the Payment of my ward's Tuition fee / Hostel fee/ Examination fees and other fees, and any other charges applicable during the entire period of 3 year of my ward's degree course education at this College. If by any chance my ward discontinues the course, I understand that the fees already paid will not be refunded under any circumstances, and I am liable to pay the tuition fee of the ongoing Year / Semester up to the date on which the letter of discontinuation is submitted by the Parent. I have read and understood the rules and regulations and the general discipline mentioned in the College prospectus. I shall be responsible for his / her Conduct and Good behaviour during the period of his / her study in this College.

Date …….. **Name &Signature of Father / Mother / Guardian**

Duly filled-in application form with photocopies of certificates and 2 passport size colour photographs shall be sent to:
Principal, Oriental School of Hotel Management, Valley View, Lakkidi P.O. Wayanad Dist. Kerala, INDIA.
Email: admin@orientalschool.com

FOR OFFICE USE ONLY

Batch No. | **Registration No.**

Name & Signature of the Admission in-charge

Signature of the Office Superintendant

☐ **Recommended for Admission**

Signature of the Vice Principal:

Admission granted ☐ **Yes** ☐ **No**

Signature of the Principal

CONDITIONS AND UNDERTAKING BY THE CANDIDATE AND BY THE PARENT

1. At the time of admission to the degree course / programme, original certificates should be submitted to the Administrative office for verification.
2. One set of attested copy of all the original certificates should also be submitted to the Administrative office.
3. Incomplete Application forms will be automatically rejected. Students must pay the tuition fee, hostel fee and other fee on time. Students are eligible to sit in the class for the semester / year only after making payments of tuition fee and other fee in the beginning of academic year / semester.
4. The name of the students who have failed to remit their tuition fee within 15 days from the commencement of the academic session will be removed from the attendance rolls. Such students should have to take re-admission by remitting the tuition fee to continue the course. During this period, the students will be losing their classes & attendance till they take re-admission.
5. Passport size photographs should be affixed on the application forms. One Stamp size photograph should be submitted for the purpose of temporary ID cards.
6. Candidates taking admission in the first year should wear formal dress till they get their uniforms.
7. Fresh candidates / first year students must be available for uniform measurements in the class without fail on the date announced by their respective class teacher / in-charge or HOD.
8. Alteration of the uniform is not permitted at all. If found with altered uniforms, strict disciplinary actions will be initiated against such candidates.
9. All the students must strictly follow Grooming standards of this Institution. Proper haircut and shaving is a must for male candidates. Female candidates also must follow general grooming standards strictly and code of conduct.
10. All the students must wear black shoes. Canvass shoes or fancy shoes are not permitted.
11. All the students must maintain proper discipline in the classrooms, campus and elsewhere.
12. Students should not conduct strike or any other agitations in the campus; if found, disciplinary action will be initiated.
13. Any grievances by a student must be addressed by the individual through proper channel.
14. Students shall attend classes, practical classes, lab work, assignment submissions, Industrial Exposure Training, and submission of projects, research work with whole hearted commitment. We expect you to attain 100% attendance, and advise you to refrain from being absent unless in case of emergency or serious illness.
15. Attendance will be marked on every hour/ period basis of all working days in a month. Monthly attendance statements will be published on the notice board by the concerned HODs of all the departments.
16. Minimum 75% attendance is compulsory to appear for the university Examinations. Students having shortage of attendance cannot appear for university examinations.
17. Condonation of attendance is purely under the Principal's purview for those students who are having attendance above 65% in a Semester / Year.
18. Those students having attendance below 50% are ineligible to continue the programme and have to seek re-admission.

I/We agree to all the above terms & conditions of this educational institution.

Name & Signature of the Student **Name & Signature of Father / Mother / Guardian**

Date.....