ORIENTAL

SCHOOL OF HOTEL MANAGEMENT • LAKKIDI, WAYANAD

STUDENT HANDBOOK

B.Sc. HOSPITALITY & HOTEL ADMINISTRATION

Academic Year 2026–27

Welcome to Oriental

"Smile … and respect your fellow human beings."

Welcome to Oriental School of Hotel Management

Congratulations on your admission to Oriental School of Hotel Management!

This Student Handbook is designed for students and their parents/guardians. It provides an accessible guide to the Institution, academic expectations, student services, campus conduct, hostel life and the rules and regulations that apply to the student community. Students are expected to read the handbook carefully and comply with the applicable requirements throughout their academic tenure.

About Oriental School of Hotel Management

Oriental School of Hotel Management (OSHM), Lakkidi, Wayanad, is owned and managed by the Malabar Hotel Management & Catering Promotion Trust (MHMCPT), a charitable trust established to promote the Hospitality & Tourism industry and quality education in Management studies.

OSHM was established at Lakkidi in 1995. The campus includes academic and training facilities, administrative offices, a library and hostels, with an environment designed to support learning, professional development and student life.

The management also owns and operates Vythiri Village Resort, a five-star resort with a 2,000-seat convention centre at Vythiri. Students participate in major conferences, conventions, seminars and food festivals organised at the resort, providing opportunities for practical exposure.

Institution	Oriental School of Hotel Management
Location	Lakkidi, Wayanad, Kerala
Established	1995
Management	Malabar Hotel Management & Catering Promotion Trust (MHMCPT)
Affiliation	National Council for Hotel Management and Catering Technology (NCHMCT) and awarded by Jawaharlal Nehru University (JNU), New Delhi

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1. General Information

1.1 B.Sc. Hospitality & Hotel Administration (B.Sc. H&HA)

The B.Sc. in Hospitality and Hotel Administration (B.Sc. HHA) is a premier three-year undergraduate degree program regulated by the National Council for Hotel Management and Catering Technology (NCHMCT) and awarded by Jawaharlal Nehru University (JNU), New Delhi.

- Duration: 3 years (divided into 6 semesters).
- Core Areas: Extensive hands-on laboratory training in Food Production, Food & Beverage Service, Front Office Operations, and Housekeeping.
- Management Subjects: Advanced training in Revenue Management, Financial Management, Strategic Management, Human Resource Management, Facility Planning, and Entrepreneurship.
- Admission: Entry is primarily through the national-level NCHMCT JEE entrance exam conducted annually.
- Career Scope: Prepares graduates for managerial and supervisory roles in hotels, resorts, cruise lines, aviation, and event management sectors globally.

This course provides the students with quality education in the field of Hospitality Management with a focus on professional services and management techniques. The first year of the course is introductory in nature and teaches the students the fundamentals of hotel and catering operations. In the second year, the students deal with specialized topics in hotel operation compounded with an introduction to management subjects. The final year subjects develop functional business & managerial skills and students specialize in core departments. This knowledge is coupled with hands-on experience in the various departments of a hotel at the entry level, supervisory as well as managerial level during industrial exposure training, which is an essential component of the academic programme.

Note: Semester Examinations for the students pursuing B.Sc. Hospitality and Hotel Administration will be conducted as per the norms of NCHMCT and Jawaharlal Nehru University (JNU).

Course Objectives

The B.Sc. Hospitality & Hotel Administration course is designed to create well-rounded hospitality professionals with the knowledge, practical skills, professional attitude and service orientation required to excel in the world of luxury hospitality. The course combines academic learning with hands-on training in key hotel operations and develops competence in Food Production, Food & Beverage Service, Front Office, Housekeeping and related areas of hospitality management. It also focuses on communication, leadership, teamwork, problem-solving, guest handling, grooming, professional etiquette and workplace discipline, preparing students to meet the evolving expectations of the hospitality industry.

- To produce hospitality professionals who can apply for a range of management skills to the resolution of problems in hotel operation, property management, hotel planning and policy.
- To provide students with knowledge and skills regarding the various operational departments of the hotel and catering industry.

Career Prospects

Qualified students will have access to various levels of employment in both private and public sectors. Career opportunities may be found in diverse fields such as hotels, restaurants, flight caterings, cruise lines, airlines, healthcare institutions etc.

In addition, they would also be equipped to excel in various operational aspects as well as in management positions in all sectors of the hospitality industry, private companies, travel and tourism sectors and even in government tourism administration and policy making.

It should be noted, that the education provided by OGEI is a first step in professional development and accelerated progression up the career ladder is usually achieved by proving oneself at lower levels in an enterprise.

Placement Assistance

Placements are facilitated in leading hospitality establishments across the country. It is compulsory for students to attend training programmes related to placements. Students are prepared to meet the requirements of prospective employers who participate in conducting On-Campus & Off-Campus Interviews every year.

All decisions by the College management regarding placement of students are final and binding. Once a student accepts a job offer, the student is required to honor the commitment, failing which the College will take necessary action.

1.2 Class & Office Timings

Classes are held Monday to Friday from 09:00 a.m. to 04:30 p.m.

1.3 Internal Assessment

Internal Assessments Examination is conducted on a regular basis to monitor the progress of each student. From time to time, projects and assignments are assigned to the students as part of the curriculum and these are marked on specific criteria. The marks of the Internal Assessments Examination, projects, assignments and classroom participation and grade mark of attendance are taken as Internal Assessments marks and added to the final results of the respective semesters.

1.4 General Discipline

- The students are liable to checks by security staff on entry / exit from the premises whenever required to do so.
- Smoking, drinking alcoholic beverages, partaking drugs, chewing (gum / pan / tobacco) are strictly prohibited in the campus and hostels.
- Use of Mobile phone is strictly prohibited in the Academic blocks / Buildings.
- In all matters involving disciplinary action, the decision of the Principal/ Disciplinary committee is final and binding on all students.
- All properties of OGEI must be handled with care. In case of damage to college property or pilferage caused by a student, a common / individual charge will be levied / will be deducted from the caution deposit.

- All the dues have to be cleared to obtain the Hall Ticket for all the examinations.
- Parents can meet the Principal with prior appointment only.

1.5 Discontinuance Policy

When the student drops out of the course, on the student's own decision, or at the discretion of the parent the case will be treated as discontinuance only when an application in the presented form is submitted to the Head of the institution through proper channel. In such cases, all the pending fees and hostel fees till the date of submission of the application for discontinuation should be paid. The fees already paid, will not be refunded under any circumstances.

1.6 Tuition Fee Payments

- Term fees should be paid on or before 1st July (3rd and 5th Semesters) and 1st December (2nd, 4th and 6th Semesters) each year.
- If the term fee is not paid on or before the stipulated date i.e. 1st July / 1st December, fine will be charged as applicable. Fees can be paid with such penal charges within a period of 15 days and can be extended up to a maximum period of 30 days.
- Thereafter it is assumed that the student is not desirous of continuing the course and his/ her name will be removed from the rolls of the institution.
- Hostel fee shall be paid on or before the 7th of every month. If the Hostel fee is not paid on or before the stipulated date, fine will be charged as applicable. Non-payment of hostel fee for a period exceeding three months will lead to removal of student's name from the roll of the institution.
- All fees / fines should be paid on time and proper receipts should be obtained.

Uniforms / Project Kit, Caution Deposit & Payments

Uniforms/Project kit: Charges for uniforms (inclusive of tailoring charges) cover the cost of essential dress required for class room sessions and practical sessions in the laboratories (wherever applicable). Uniforms are supplied only once at the time of commencement of the course. The cost of Uniform for the final year Hotel Management Students, Pants and blazer set uniform should be paid separately.

Caution Deposit: Caution Deposit is refundable, however damages / breakages caused by the students during the course of study will be subject to deductions from the Caution Deposit.

Mode of payments: All the fees shall be made by cash or UPI or Electronic Fund transfer favouring Oriental School of Hotel Management payable at any of the banks in Kalpetta. All fees may be sent addressed to the Principal / Director.

Bank Details for Online Payment

Official receipts will acknowledge payments received at the College Accounts Department. OGEI has no agents in any of the cities to represent or collect any fee directly or indirectly. Students who wish to discontinue the course or who are dismissed on disciplinary grounds have to pay the fee as prescribed.

Timings to remit fees at the Administrative Office are from: 10 AM – 4 PM.

Note: Fees once paid in full or part will not be refunded under any circumstances except the caution deposit.

2. Rules & Regulations

Important
Students, staff and faculty members are intimated to read and understand these rules and regulations.

2.1 Personal Appearance, Uniform & Grooming

All students are required to be well groomed at all times while in the premises of the Institute. Attend all the classes, practical sessions and training programmes in specified uniforms only, with black formal polished shoes and trimmed and clean fingernails. Boys are required to be clean shaved and to keep hair neat and tidy. Girls with long hair are required to keep it tied up well combed in a bun.

Students must wear the uniform issued by the college authorities/departmental heads and they will not be permitted in the campus without uniform.

Dress Code Before Uniforms Are Issued

Dress code for Boys

- Formal Plain light colored shirt
- Formal trousers
- Formal tie
- Black belt - formal, no fancy buckles
- Plain black formal shoe with lace, low heels

Dress code for Girls

- Formal churidars / Formal pants & shirts
- Black Slip-ons (shoes) with low heels

2.2 Punctuality, Attendance, Leave & Health

- Students must be punctual in both theory and practical classes. Students shall not leave the College during the working hours without a written permission from the HOD/ Principal. Disciplinary action will be taken against habitual late comers.
- Students shall attend classes, practical and training programs and submit journals, assignments and projects with wholehearted commitment. At Oriental, we expect you to attain 100% attendance and advise you to refrain from being absent unless in case of emergency or serious illness.
- Minimum attendance of 75% is compulsory to appear for the final Examinations. Absence without permission is considered as breach of discipline.
- Prior permission for leave of absence must be obtained in writing from the parent and it has to be approved by the class teacher. Submission of application for permission of absence does not imply granting of permission. Absence is allowed only if it has been authorized by the class teacher and approved by the HOD.
- Students must seek prior permission in writing for leave from the class teacher, duly authorised by the warden, before proceeding for leave. Leave in conjunction with weekends are not allowed.
- Students cannot take leave for more than 2 days at a stretch. Any leave for more than two days must be justified by the parent/guardian in the form of a request letter. Medical leaves amount to only 10% of the total period availed as sick leave as per university rules. This 10% medical leave will only be allowed in case of condonation of attendance.
- Absence due to illness shall be notified to the class teacher/HOD immediately and a medical certificate has to be produced on return to the Institute. If this is not complied with, the absence will be treated as absence without permission and will result in disciplinary action.
- Accidents must be reported to the Faculty-in-charge of the respective course and entered in the Accident Register. First Aid kit is available with the Security Supervisor. A Doctor’s service will be provided, if necessary.

2.3 Identity Cards

Students are given an identity card with a stamp size photograph at the time of enrolment. This card must be carried at all times and produced for inspection when demanded by School officials. Students may be barred from entering the premises, attending classes, exams etc., if they fail to produce the identity card on request. The identity card will have to be produced when the student wishes to use the library, computer lab etc.

2.4 Student Conduct & Discipline

- Conduct of the students in the classes, in the Campus and elsewhere shall be strictly in accordance with academic learning. Any misconduct may warrant disciplinary action, including expulsion from the College.
- Students should not loiter around in the corridors or premises during the college working hours. Leisure time must be utilized in the library or computer lab after being permitted.
- Intoxication by alcohol or drugs, smoking and gambling are strictly prohibited in the campus. Students indulging in such activities will be subjected to strict disciplinary action, including expulsion from the college.
- Students shall not take part in any form of politics. Political activity is banned in the campus, as per the High Court order of Kerala.
- No society shall be formed in the College without the Principal's permission. Any debate / strike / meeting should have prior written permission of the Principal, 3 days in advance.
- No student shall communicate any information or write about matters relating to the activities of the college to the press, social media, electronic media or any other media.
- Using offensive or abusive language and bad comments about the institution/ staff in the Social networking websites is prohibited. If found involved in any such activities, the institution has the right to take necessary actions and prosecute the concerned person.
- Students shall take proper care of the assets and utilities owned by the college and shall keep the premises neat, tidy and clean. Any damage to the property due to negligence on the part of the student will be replaced at the concerned student's expense.
- Students will not be permitted to remain within the academic block after office hours without proper permission, except in the library, if the librarian is available.
- The Principal reserves the right to suspend / dismiss any student as part of disciplinary action if he feels that the continuance of the student in the College is detrimental to the functioning interest of the college. In such cases the fee paid by the student will be forfeited.
- Change of address, if any, shall be intimated in writing by the parent / guardian to the HOD / warden immediately whenever such changes occur.
- Besides semester examinations conducted at the end of each semester, there will be internal assessments tests during the academic year. Students shall take all the examinations / test with utmost seriousness.

Vehicles & Personal Property

- Students are not allowed to drive or to keep any personal, hired, personal/rented vehicle in the campus and hostels. Any student found riding / driving a vehicle, will be penalized.
- The management will not be responsible for any damages or loss of any valuables of the students, including Mobile Phones, either in the campus or elsewhere. Students are responsible for securing their personal belongings.

2.5 Class Rules in Academic Blocks

- The students are advised to be present fifteen minutes in advance of any class or function organized in the College.
- Use of mobile phone is strictly prohibited in the College premises & academic blocks.
- Students should be inside the class room before the bell rings for the lecture/ class and should return to the class room as soon as the break time is over.
- During class hours, students should not loiter or be found in the corridors, library, cafeteria, computer room, common room or anywhere else in the campus, except in their respective classes.
- Any student expelled from the class by a teacher should be present outside the respective class.
- Students shall not speak amongst themselves while the lecture is on. Any clarification should be directed to the Lecturer and not to the student's classmates.
- The students shall never injure anyone's feelings by making derogatory remarks.
- No student may leave the class without the prior permission of the instructor.
- Writing or drawing on classroom chairs, benches, walls, and board is prohibited. Playing and shouting in the class is prohibited. Standing on desks/benches is prohibited and students shall not use the teachers table/chair under any circumstances.
- Students should not attend or enter any class other than their own without the permission of the instructor.
- Students will speak to each other and to the teachers only in English. The medium of instruction and examination is English.

2.6 Library Rules

All the students should use the library effectively. All the borrowers are expected to be aware of their responsibility to the library and fellow borrowers. Books borrowed should be used during the time allotted, taken care of, and returned on time. Students are encouraged to report in confidence, any misuse of such services. Students are also encouraged to suggest titles to the librarian of those books that may be useful for reference.

The library will be open on all the working days except on Sundays, Public Holidays and vacations. The issuing of books will be done Monday to Friday between 10.00 AM to 04.00 PM, and on Saturday till 12.00 Noon.

General Instructions

- All the students entering the library are required to be in their formal uniform & to show their identity card when asked for by the Librarian.
- Writing or marking in the books or magazines is strictly prohibited.
- Cutting or tearing any part from books or magazines is strictly prohibited.
- Project reports in the library are available only for reference.
- Consumption of food and beverages is not permitted in the library.
- Newspapers shall be returned in order and properly folded. No supplements shall be detached.
- Students are required to show the books to librarian while leaving the library.
- Students utilizing the library should maintain utmost silence at all times.
- No mobile phone is permitted in the library.
- Only one note book will be allowed in the library.
- The library staff on duty have the right to request the user to leave the premises, if found violating any of the rules.

Membership

- Library cards are not transferable.
- Only one book can be borrowed at a time, and it can be kept only for a week.
- Books are not to be taken out of the library without permission. Defaulters will not be allowed to avail library facilities.
- The librarian can recall any book on loan, if it is required in the library urgently even if it is not due to be returned.

Damages / Losses

- If any book or periodical is lost by the borrower, the student will either replace or pay its cost.
- The price of the rare / out of print book will be determined by the competent authority and it shall be paid by the borrower.
- If a volume from the multivolume set is lost or damaged the whole set will be charged unless the volume of the set lost can be obtained separately, in which case the cost of the particular volume alone will be recovered.

2.7 Dining Hall Rules

- The Dining hall is a place where students shall assemble for meals.

- The student shall mention the student's preference for vegetarian / non vegetarian meal at the beginning of the year to the Chef.
- Students shall clean their respective food trays and area used for the purpose of consumption of meals.
- Consumption of meals outside the dining hall should be avoided except in special cases permitted by the College authorities; e.g. when student is ill.
- Students should not waste food.
- Students should not sit and waste time in the dining hall or alter the arrangements of the dining hall furniture.

2.8 Facilities, Safety & Student Responsibility

- Hostel rooms are available only on request and subject to availability.
- In case of emergency, first aid kit will be made available with the Warden. In case of serious illness or infectious disease, the college authorities in consultation with the local guardian will make necessary arrangement to shift the student from the hostel to any other appropriate place as per medical advice.
- Students are allowed to listen to music only using headphones. Heavy amplifier music system if brought to the hostel or College campus will be seized by the authorities.
- Students are required to subject themselves to security checks when entering or leaving the College and hostel premises.
- Students shall take utmost care to see that the furniture / fixtures provided in the rooms are well maintained. Cost of any damages done will be recovered from the occupants.
- Use of electricity and water shall be restricted to the bare minimum.
- Guests / parents will not be permitted to visit or stay in the hostel rooms under any circumstances. All the rooms will be under constant vigil by the Warden and any untoward incident reported will be viewed seriously.
- The hostellers shall keep their hostel rooms, corridors, and staircase and bathroom spotlessly clean and tidy at all times. Students found to be living in unhygienic conditions will be first warned and on repetition of such carelessness, be asked to leave the hostel.
- Students must vacate their hostel rooms before proceeding for vacation.

Recommended Hostel Articles

- Mattress and Bed sheets
- Pillow & Pillow covers
- Blanket
- Dusters
- Water proof shoes for the rainy season
- Table lamp
- Mug for tea/coffee and a meal tray/plate, spoon, fork
- Hand/bath towels and toilet requirements.

2.9 Ragging & Anti-Ragging

Ragging is a criminal offence and it is strictly prohibited in the Campuses. Students should obey the Hon’ble Supreme Court guidelines and rules with regard to ragging in the educational institutions and hostels. Besides taking strict disciplinary and legal action, those committing the offence will be summarily expelled from the institute. As per the directions of the Supreme Court, an Anti-Ragging Committee and an Anti-Ragging Squad is formed in the institute for necessary action. In the event of ragging, a copy of the complaint and the disciplinary report will be forwarded to the Concerned Authorities, NCHMCT and a copy to the Police station for further necessary criminal / legal proceedings.

What constitutes Ragging

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- any act that affects the mental health and self-confidence of a fresher or any other student;
- with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Anti-Ragging Committee as per NCHMCT Regulations

SL. NO	NAME	DESIGNATION	CONTACT NUMBER
1	Mrs. Zubaida Naushad	Principal	8943968943
2	Mr. Sunil Kumar T	ANTIRAGGING COMMITTEE HEAD	9020123325
3	Mr. Vivek CG	HOD	9778508350
4	Mr. Aravind Jyothish Kumar	Placement Officer	8089800917
5	Mr. Aaditya Manoj	Lecturer	9633717097
6	Ms. Annie Sandra Hari	Lecturer	8848374650
7	Mr. Manoj Kumar	Maintenance Supervisor	7907431485
8	Mr. Ramachandran	Security Supervisor	9495741759
9	Mr. Samu KG	Warden	9447427017

2.10 Grievances

- A written complaint by the individual should be submitted to the faculty In charge of the class.
- Depending on severity of the grievance, it will be forwarded to the HOD and if necessary HOD will refer to the Principal.
- Complaints must be made on individual basis. Complaints made in a group will not be entertained and will be construed as a breach of conduct and would attract disciplinary action including suspension.
- Common grievances should be addressed during the student- staff consultative committee meeting with the HODs.
- The Grievance Redressal system is constituted in the college. Visit the college website for details.

2.11 Reserved Category Grievances

The college is committed to maintaining an environment free of caste based discrimination that can unreasonably interfere with the security and well-being of any student or staff. The college administration, faculty, staff and students are responsible for assuring that the college maintains an environment for study and work free from any kind of caste based discrimination.

Students may submit such grievances to the Principal in person or through email. Complaints will be handled with appropriate confidentiality and due process.

2.12 Women Development Cell

A Women Development Cell is formulated for the welfare, safety and security of the female students in the College. Any problems or complaints faced by women candidates shall be directly addressed to the Faculty-in-Charge and Executive committee of the Women Development cell.

NCHMCT Women Development Cell

NAME	DESIGNATION	CONTACT NUMBER
Mrs. Zubaida Naushad	Principal	8943968943
Mrs. Sajana AP	WDC In-charge	8129109070
Ms. Annie Sandra Hari	Executive Committee Member	8848374650

Email: womendevelopmentcell17@gmail.com

3. Hostel Rules & Instructions

Hostel-specific rules
This section applies specifically to students residing in the hostels. Campus-wide rules in Section 2 continue to apply to hostellers.

3.1 Hostel Timings & Movement

- All students should return to the hostel every evening before 6:00 p.m.
- Late night passes or night out passes will not be normally issued for more than two consecutive days. Late night / night out passes will not be issued during examination periods, for safety and security / poor academic performance or for other reasons the authorities deem fit.

- Girl students must report to their warden when they return from home. They must report to hostel between 6.00 am and 7.00pm.
- Watching television should be according to the timing and volume set by the Warden.

3.2 Hostel Dining, Rooms, Visitors & Safety

- It is compulsory for students to have meals in the dining room. Students are not allowed to carry any food items into hostels except in case of illness with prior permission from the Hostel Warden.
- Coming to the dining room in night clothes, shorts, bermudas, lungis or similar attire, bathroom/rubber slippers or in any other indecent apparel/dressing is prohibited.
- Wanton waste of water or electricity or any electric connection for operating personal gadgets including iron box, stove, etc. is prohibited.
- Visiting each other's room very frequently and at odd times to disturb normal peace, or staying / sleeping overnight in friends rooms, is prohibited.
- Permitting outsiders to visit Hostel premises is prohibited. Visitors can be entertained only in the main lobby at the college or outside the hostel between 5.00pm and 7.00pm on working days and 8.30 am to 7.00pm on holidays.
- Permitting day scholars inside the hostel premises is prohibited.
- Students should lock their rooms from outside during the day and bolt rooms for safety and security at night. Students are also advised to lock all their belongings.
- Students should keep their windows / door leading to verandas locked at all time in order to prevent movement from one room to other. Students have to put off the lights in their room latest by 11.00 p.m.
- Students shall take utmost care of hostel furniture / fixtures. Cost of any damages done will be recovered from the occupants.
- Hanging of clothes, linen, mattresses, etc. on windowsill, balconies or any other place other than that allotted for the purpose is prohibited.
- Keeping any article or device likely to cause damage or hurt anyone by throwing the same intentionally or otherwise outside hostel windows, such as glass bottles, paperweights, etc., is prohibited.

3.3 Gross Misconduct, Misbehaviour, Undesirable & Illegal Activities

- Holding unauthorized meetings and demonstrations.
- Any form of gambling in the hostel premises.
- Consumption of alcoholic drinks/drugs, smoking and entering the hostel / campus under the influence of alcohol.
- Indulging in ragging, physical and mental harassment/ intimidation or behaving in any perverse manner so as to cause physical / mental torture to any co-hosteller / student of the institute. Ragging is governed comprehensively by Section 2.9.
- Non-compliance of any of the rules / regulations of the institution shall be liable for suitable punishments like warning, imposing fines, suspension or in extreme cases dismissal of the student.

3.4 Management Authority

Matters not covered by the existing rules will rest at the absolute discretion of the management. Management reserves the right to change or amend any of the existing rules and/ or frame new rules as and when required.

College Anthem

Sweet angels hither come, hither bless us all now; we are together. Fold us unto thee, like a mother.

Feed us your strength, lead us further. Each day shows us beauteous visions as life may guide us through our missions.

Faith and persistence are our passion; strong and dutiful, we'll be as a nation.

Sweet angels, hither come, hither bless us all now; we are together.

Swirling as a rope and rough is the ride on moony destinies, fathomless tide. Humble is our hope but high is our pride; for heaven shall we reach and no efforts hide.

Sweet angels, hither come, hither bless us all now; we are together.

In bad falls and our good fortunes, we'll sing glory to your sweet tunes. Wherever we be, oriented to your name, we promise to bring eternal fame.

STUDENT & PARENT/GUARDIAN DECLARATION

To be completed and submitted at the time of reporting

I/We hereby confirm that I/We have read and understood the Rules and Regulations of the Oriental School of Hotel Management and the Hostel and agree to abide by all the rules and regulations applicable to the student.

I/We understand that any failure on my/our part or on the part of my/our ward to comply with the rules may result in appropriate disciplinary action by the College authorities, including suspension or expulsion from the hostel/institution, as applicable under the rules.

I/We undertake to remit all prescribed fees within the stipulated timelines without waiting for reminders from the institution. In the event of delayed payment, I/We agree to pay the applicable penal charges. I/We further understand and accept that continued non-payment of fees and applicable penal charges within the stipulated period may result in removal of the student's name from the rolls of the institution, as per the applicable rules.

I/We acknowledge that, in matters concerning discipline, conduct and the proper functioning of the institution and hostel, the decisions of the College authorities shall be binding on the student and on me/us, subject to applicable laws and regulations.

I/We hereby solemnly affirm that the contents of this declaration have been clearly understood and voluntarily accepted by me/us.

Place:

Student Name:

Parent/Guardian Name:

For Office Use:

Received by Principal / Authorized Official:

Date:

Student Signature:

Parent/Guardian Signature:

Date:

This perforated page is to be submitted in person to the Principal at the time of reporting at the Institute.