**Welcome to**

# ORIENTAL

## GROUP OF EDUCATIONAL INSTITUTIONS

*Smile.....*
*and respect the fellow Human Being*

Mr. / Ms. / Mrs. .....

# COURSES OFFERED

## Affiliated to University of Calicut

### Hotel Management Degree Courses

- Bachelor of Hotel Management & Catering Technology (BHMCT)
- B. Sc. Hotel Management & Catering Science (B.Sc. HM & CS) – Honours
- B. Sc. Hotel Management & Culinary Arts (B.Sc. HM & CA) – Honours
- B. Sc. Hotel Administration (BSc. HA) – Honours

### Hotel Management PG Courses

- Master of Hotel Management (MHM)

### Professional UG/PG courses

- B. A. Multi Media (BA MM) – Honours
- B.Sc. Costume & Fashion Designing (B.Sc. C&FD) – Honours
- Bachelor of Travel and Tourism Management (BTTM) – Honours
- M. A. Multi Media

**Congratulations on being admitted to**
**Oriental Group of Educational Institutions…!**

This manual is prepared for the benefit of the students and their parents/guardians who have taken admission to various courses at the Oriental Group of Educational Institutions (OGEI). The manual is a guideline for students about the Institution and the various rules and regulations that govern the student community in general. The student is required to read this manual and to understand the instructions included herewith carefully for his/her personal information and abide by the same during the entire tenure of his/her academic in this Institution.

## About Oriental Group of Educational Institutions

**Oriental Group of Educational Institutions (OGEI)** is located at Lakkidi and Vythiri, Wayanad adjacent to NH 766. It is owned and managed by the Malabar Hotel Management & Catering Promotion Trust (MHMCPT) - a charitable trust formed with an intention of promoting the Hospitality & Tourism industry and promoting quality education in Management studies.

OGEI'S first venture, a Hotel Management Institute, Oriental School of Hotel Management, Lakkidi came into existence in the year 1995, Oriental College of Hotel Management & Culinary Arts, situated at Vythiri, was instituted in the year 2009. Its sprawling campus has several units and housing the Management and Hospitality institutes with classrooms, training laboratories, Administrative offices, library, and the hostels for girls and boys.

Every detail in the College has been designed to give students a conducive atmosphere for effective learning and development.

The College Management owns and operates a world class 5 star Resort (The Vythiri Village Resort) with 2000 seater Convention Centre adjacent to the Vythiri campus. The students actively participate in all major conferences, conventions, seminars and food festivals organised at the resort.

## 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. Oriental to your name
We promise to bring, eternal fame, eternal fame, eternal fame

## 1. GENERAL INFORMATION

### HOTEL MANAGEMENT DEGREE COURSES

Hotel Management degree courses provide 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 specialised topics in hotel operation compounded with an introduction to management subjects. The third year subjects develop functional business and managerial skills. In the final year, 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.

**1. BHMCT (Bachelor of Hotel Management & Catering Technology)**

Approved by AICTE & Affiliated to the University of Calicut

**Eligibility:** Pass in the examination of 10+2 system of Senior Secondary Education or its equivalent. Selections / Admissions are based on the performance in the Written Test and interview conducted by the University of Calicut.

**Duration: 4** years

**2. B.Sc. HM & CS (Hotel Management & Catering Science) – Honours**

Affiliated to the University of Calicut

**Eligibility:** Pass in the examination of 10+2 system of Senior Secondary Education or its equivalent with 50% marks.

**3. B.Sc. HM & CA (Hotel Management & Culinary Arts) – Honours**

Affiliated to the University of Calicut

**Eligibility:** Pass in the examination of 10+2 system of Senior Secondary Education or its equivalent with 50% marks.

**4. B. Sc. HA (B. Sc. Hotel Administration) – Honours**

Affiliated to the University of Calicut

**Eligibility:** Pass in the examination of 10+2 system of Senior Secondary Education or its equivalent

## HOTEL MANAGEMENT POST GRADUATE COURSE

**Master of Hotel Management (MHM)**
(Affiliated to the University of Calicut)

MHM is an intensive Four-semester Hotel Management Post Graduate degree program, the only one of its kind in Kerala. During the course of study skills are developed in hospitality related business sciences and techniques.

The MHM prepares students to be theory-based, action-oriented leaders of executive management teams and entrepreneurial ventures.

**Eligibility:** Any candidate who has passed degree in Tourism or Hotel Management or in both from University of Calicut or the same degree of any other University or Institute in any state recognized by UGC or AICTE with a minimum of 45% marks is eligible for admission. The 70% of the total seats are reserved for above graduates. The remaining 30% are reserved for the candidates who have passed degree from any other stream with a minimum of 45% marks.

**Duration:** 2 years (4 Semesters)

### Course Objectives

- To provide students with knowledge and skills which form the basis for an effective approach to management in various sectors of the global industry.
- To produce hospitality professionals who can apply 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, health care 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

OSHM's Placement Cell helps the final year students desirous of working in the industry to find suitable placements in their chosen areas. Placements are done in all leading hospitality establishments across the country and abroad.

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, he / she is required to honor the commitment, failing which the College will take necessary action.

**PROFESSIONAL DEGREE COURSES**

(Affiliated to the University of Calicut)

### 1. Bachelor of Arts Multi Media (BA MM) – Honours

The BA MM programme is designed to enrich students in the art and craft of multimedia production so as to enable them to emerge as thoroughbred professionals matching the manpower needs of the fast growing multimedia industry. It offers ocean of job opportunities in web designing, computer games, designing, advertising graphics, animation and new media. Multimedia professionals are also recruited in schools, publishing houses, films and video conferencing Multimedia developers can also work as flash developers, network engineers, publishers, graphic artists, sound experts, animators, authors/content providers, project managers and picture researchers. One can also work as freelance multimedia professional.

**Eligibility:** Pass in Plus two (10+2 pattern) or equivalent examination recognized by the University of Calicut with not less than 45% marks in aggregate shall be eligible to apply for admission.

### 2. B.Sc. Costume and Fashion Designing (B.Sc. C & FD) – Honours

Prospects for fashion design graduates are excellent. The candidates after successful completion of the course can find excellent placements in garment, leather and jewellery industry, retail industry as merchandising executives, fashion designers, illustrators, fashion co-coordinators, etc. Export houses, textile mills, garment store chains, boutiques, leather companies, jewellery houses, fashion show organisers also look for qualified candidates.

**Eligibility:** Pass in Plus two (10+2 pattern) or equivalent examination recognized by the University of Calicut.

### 3. Bachelor of Travel and Tourism Management (BTTM) – Honours

There are many options to venture into a part of the Travel & Tourism sector, both public and private. Some of the profiles, one can look into includes Tourism Department Airlines, Hotels, Tour operators, Travel Agents, Cruise lines etc. The BTTM programme aims to develop the students with professional and academic inputs to adapt to the requirements of the changing travel & tourism industry.

**Eligibility:** Pass in Plus two (10+2 pattern) or equivalent examination recognized by the University of Calicut with 45% marks.

**PROFESSIONAL POST GRADUATE PROGRAMME**
(Affiliated to the University of Calicut)

## M.A. Multimedia

The goal of the MA Multimedia program is to prepare students for careers in the creative industry by providing them with a broad range of technical and creative skills. Graduates of this program can work as multimedia designers, digital marketing specialists, content creators, or multimedia project managers, among other roles.

**Eligibility:** Graduation from any discipline.

### Course summary

These UG/PG courses provide the students with quality education in their respective professional arena with sizeable inputs from the faculty and deep insight into the technicalities of the academia.

### Course Objectives

- To provide students with knowledge and skills which form the basis for an effective approach to management and application.
- To produce Individuals who are self-reliant, confident and level-minded who can contribute to the society.
- To provide students with knowledge and skills in their respective discipline for synchronised processing and implementation of knowledge.

### Class & Office timings

- Classes are held Monday to Friday from 09.00 am to 05.00 pm for Bachelor of Hotel Management (BHM) and B Sc. Hospitality & Hotel Administration (B. Sc. H & HA) Courses.
- For all other Hotel Management & Non-Hotel Management Degree Courses are held Monday to Friday from 10.00 am to 04.00 pm.

**Office Working Hours**

**9.00 am to 5.00 pm - Monday to Friday**
**9.00 am to 2.00 pm - Saturday**

### Examinations & Fees

Examinations are conducted at the end of every semester / year as per University of Calicut notifications. Students must pay the examination fee as per the notifications issued by the University before the stipulated date to the concerned department Faculty Advisor/ Class In-charge / HOD. The concerned department HOD should submit the examination fee to the Office Superintendent at Administrative Office for online transmission to the University. The exam fee will be accepted from only those students who have paid the concerned semester fee.

### Internal Assessment marks

Internal Assessments Examinations are 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 as per syllabus. The marks of the Internal Assessments, Examination, projects, assignments and classroom participation, grade mark of attendance are taken as Internal Assessment marks and added to the final results of the respective semesters / years by the University.

## 2. GENERAL DISCIPLINE

a) The students are liable to checks by security staff on entry / exit from the premises whenever required to do so.

b) The management will not be responsible for any loss of belongings left in the premises.

c) Smoking, drinking alcoholic beverages, partaking drugs, chewing (gum / pan / tobacco) are strictly prohibited in the campus and hostels.

d) Students are not allowed to drive or to keep any personal or hired vehicle in the campus and hostels.

e) Use of Mobile phone is strictly prohibited in the Academic blocks / Buildings.

f) In all matters involving disciplinary action, the decision of the Management/ Principal/ Disciplinary committee is final and binding on all the students.

g) All properties of OGEI must be handled with care. In case of any damage to College property or pilferage caused by a student, a common / individual charge will be levied / will be deducted from the caution deposit.

h) All the dues have to be cleared to obtain the Hall Ticket for all the examinations.

i) Parents can meet the Principal with prior appointment only.

## 3. DISCONTINUANCE POLICY

When the student drops out of the course, on his / her own decision, or at the discretion of the Parent the case will be treated as discontinuance only when an application in the prescribed 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 cleared. Any refund of fees will be subject to University rules.

## 4. COLLEGE TRANSFER

As per University regulations

## 5. TUITION FEE PAYMENTS

The semester tuition fees should be paid on or before 1st June (3rd and 5th Semesters) and 1st December (for 2nd , 4th and 6th Semesters) every year. BHM students should pay the tuition fee on or before 1st June, every year. The semester/year fee includes tuition fee, lab (practical) fee and other fees applicable as per the fee structure for each programme should be paid by the stipulated date. If the semester fee is not paid on or before the stipulated date i.e. 1st June / 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 as per University rules.

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 Hostel.

All fees / fines should be paid in time and proper receipts should be obtained.

**Uniforms/Project kit:** Charges for uniforms (inclusive of tailoring charges) Project kit cover the cost of essential dress required for class room sessions and practical sessions in the laboratories (wherever applicable) . Uniforms / Project kit 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 in the Institution / Hostel will be subject to deductions from the Caution Deposit.

### Mode of Payments

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

### 5.4. BANK DETAILS FOR ONLINE PAYMENT

**SBI**

Account Number - 67279716789

Account Holder – Principal, Oriental School of Hotel Management

IFSC Code – SBIN0011923

Branch – Chundel, Wayanad Dist.

Official receipts will acknowledge payments received at the College Accounts section of the Administrative Office. 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. Students approaching for fee refund after making excess payment through banks are not permitted, especially in the case of vacating hostel in second year.

Timings to remit fees at the Administrative Office are from:

| | |
|---|---|
| **Monday to Friday** | **: 09.00 AM to 05.00 PM** |
| **Saturday** | **: 09.00 AM to 02.00 PM** |
| **Lunch Break** | **: 01.00 PM to 02.00 PM** |

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

## 6. RULES AND REGULATIONS

### PERSONAL APPEARANCE

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

### PUNCTUALITY

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/ Vice Principal / Principal. Disciplinary action will be taken against habitual late comers.

## ATTENDANCE

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.

A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University by remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/ attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

Absence without permission is considered as breach of discipline. Prior permission for leave of absence must be obtained in writing in the prescribed format from the parent which 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.

## HEALTH / ACCIDENT

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.

## 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 he/she wishes to use the library, computer lab etc.

## CONDUCT OF THE STUDENT

a) 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.

b) 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.

c) 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.

d) Students shall not take part in any form of politics. Political activity is banned in the campus, as per the high court order - Kerala.

e) 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.

f) 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 medium.

g) 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.

h) 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 expenses.

i) Students must wear the uniform issued by the College authorities/departmental heads and the students will not be permitted in the campus without proper uniform.

j) 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.

k) The Management / Principal reserves the right to suspend / dismiss any student as part of disciplinary action if the college authority 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.

l) Change of address, if any, shall be intimated in writing by the parent / guardian to the HOD and warden immediately whenever such changes occur.

m) Besides semester examinations conducted at the end of each semester, there will be internal assessments tests during the academic year. Students shall take part all the examinations / test with utmost seriousness.

n) The management will not be responsible for any damages or loss of any valuables of the students, (Mobile Phones, etc.) either in the campus or elsewhere.

**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, University of Calicut and a copy to the Police station for further necessary criminal / legal proceedings.**

**WHAT CONSTITUTES RAGGING?**

Ragging constitutes one or more of any of the following acts:

(a) 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;

(b) 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;

(c) 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;

(d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) 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;

(h) 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 ;

(i) any act that affects the mental health and self-confidence of a fresher or any other student ;

(j) 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.

## GRIEVANCES

If any student has any grievance that he / she wishes to report to the College authority, the procedure is as follows:-

a) A written complaint by the individual student should be submitted to the faculty In charge / HOD of the class.

b) Depending on severity of the grievance, it will be forwarded to the HOD and then to the Addl. Vice Principal / Vice Principal and if necessary Vice Principal can 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 meetings which will be held once in a month by the HODs.

The Grievance Redressal cell is constituted in the college. Visit the college website for details.

## RESERVED CATEGORY GRIEVANCES

The college is committed to maintain an environment free of caste based discrimination that unreasonable interference 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 can submit such complaints in the complaint register which is available in the Principals office as well as through college website, www.orientalschool.com

## WOMEN DEVELOPMENT CELL

A Women Development Cell is formulated for the welfare, safety and security of the female students in the College. Any problems, complaints faced by girls students shall be directly addressed to the Faculty-in-Charge and Executive committee of the Women Development Cell in the college for their necessary investigation and future action.

WDC Co-ordinator: Mrs. Sajna A.P., HOD - B Sc. HM&CS,
Mob: 9495318545
Email ID: womendevelopmentcell17@gmail.com

## CLASS RULES IN ACADEMIC BLOCKS

a) The students are advised to be present fifteen minutes in advance of any class or function organized in the College.

b) Use of cell phone is strictly prohibited in the College premises, academic blocks

c) Students should be inside the class room before the bell rings for the lecture/ class.

d) Students should return to the class room as soon as the break time is over.

e) 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.

f) Any student expelled from the class by a teacher should be present outside the respective class.

g) Students shall not speak amongst themselves while the lecture is on. Any clarification should be directed to the Lecturer and not to his/her classmates.

h) The students shall never injure anyone's feelings by making derogatory remarks.

i) No student shall leave the class without the prior permission of the instructor.

j) 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.

k) Students should not attend or enter any class other than their own without the permission of the instructor.

l) Students must speak to each other and to the teachers only in English.

**LEAVE RULES**

Students must apply for prior permission in writing for leave from the class teacher, duly authorised by the warden, in case of hoteliers before proceeding for leave. Leave in conjunction with weekendsare 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 condonation of attendance.

**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.

**Working Hours**

The library will be open on all the working days except on Sundays, Public Holidays and vacations.

| | |
|---|---|
| **Monday - Friday** | **: 09.00 AM to 05.00 PM** |
| **Saturdays** | **: 09.00 AM to 02.00 PM** |

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.

**a) General Instructions**

1) 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.

2) Writing or marking in the books or magazines is strictly prohibited.

3) Cutting or tearing any part from books or magazines is strictly prohibited.

4) Project reports in the library are available only for reference.
5) Consumption of food and beverages is not permitted in the library.
6) Newspapers shall be returned in order and properly folded. No supplements shall be detached.
7) Students are required to show the books to librarian while leaving the library.
8) Students utilizing the library should maintain utmost silence at all times.
9) No cell phone is permitted in the library.
10) Only one note book will be allowed in the library.
11) The library staff on duty have the right to request the user to leave the premises, if found violating any of the rules.

**b) Membership**

1) Library cards are not transferable
2) Only one book can be borrowed at a time, and it can be kept only for a week.
3) Books are not to be taken out of the library without permission. Defaulters will not be allowed to avail library facilities.
4) 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.

**c) Damages / Losses**

1) If any book or periodical is lost by the borrower, he/she will either replace or pay its cost.
2) The price of the rare / out of print book will be determined by the competent authority and it shall be paid by the borrower.
3) 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.

**HOSTEL RULES**

a) Accommodation is provided for the students separately in Boys hostel and Girls Hostel. The management reserves the right for allotment of hostels and various categories of rooms / dormitory / locations of the hostels.
b) The Hostel Warden will make allotment of rooms in the hostels and supervise hostellers in all matters of hostel accommodation.
c) Hostel Warden would conduct inspections of the hostel rooms at any time during the day or night. Students shall voluntarily cooperate in allowing them to do their duties without interruption.
d) Hostel Accommodation is provided to those students who require it for the complete academic session - either 3 years/ 4 years.
e) Students shall not use electrical equipments such as iron box, heater, etc in the hostel rooms.
f) No changing of beds, furniture, etc. is allowed in the student's room without the permission of the Warden.
g) Students shall enter or leave the premises or rooms in the hostel only through the entrances specified for the purpose.

h) In case of illness, the student is supposed to inform the matter at the earliest to the Hostel Warden or the class teacher through his/her roommate.

i) No outgoing or incoming phone calls are allowed from the Administrative Office. Only in case of emergency, incoming calls will be forwarded or messages taken.

j) The use of Mobile phones and similar electronic devices in the campus is banned during working hours as per rules. If found violating the rule, the equipment will be confiscated.

k) The Institute shall not be liable for the behaviour / activities of the students outside the campus or any consequence which might be a direct result of such behaviour/ activity. This includes weekend holidays, vacations, industrial exposure training period, study leaves, and or any special holidays.

l) Management reserve the right to dismiss any student from the hostel if found with misconduct.

m) If any student has availed loans from bank or other financial institutions through the College using loan request letter and taken up hostel accommodation, he/she cannot discontinue staying in the hotel in the second, third or the fourth year subsequently. In case of discontinuing stay in hostel, the candidate will have to procure No-objection certificate from that particular bank from which the loan is availed, citing the reason. Further to that, permission to stay outside the hostel will be granted.

**DINING HALL RULES**

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

b) The student shall mention his / her preference for vegetarian / non vegetarian meal at the beginning of the year to the Chef.

c) Students shall clean their respective food trays and area used for the purpose of consumption of meals.

d) 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.

e) Students should not waste food.

f) Students should not sit and waste time in the dining hall or alter the arrangements of the dining hall furniture.

**FACILITIES AND CONVENIENCE**

a) Hostel rooms are available only on request and subject to availability

b) 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

c) 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.

d) Students are not allowed to use personal / rented vehicles in the College campus and hostels. Any student found riding / driving a vehicle, will be penalized.

e) In their own interest, students are advised to lock their rooms from outside, during the day and bolt rooms for their safety and security at night. Students are also advised to lock all their

belongings. The institute will not be responsible for any loss, damage or theft of personal belongings, especially mobile phones.

f) In their own interest, students are advised to 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. Use of alcohol/ drugs & smoking is prohibited.

g) Students are required to subject themselves to security checks when entering or leaving the College and hostel premises.

**RESPONSIBILITY**

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.

The students must vacate their hostel rooms before proceeding for vacation and the excess baggage could be tagged and kept in the area designated for them.

Students are advised to bring the following articles in addition to requirements of their attire.

- Mattress
- 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.

**DRESS CODE TO BE FOLLOWED BY STUDENTS BEFORE THE UNIFORMS ARE ISSUED**

**Dress code for Boys**

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

**Dress code for Girls**

- Formal salwar kameez with dupatta; (avoid short kurtas, leggings and jeans).
- Black Slip-ons (shoes) with low heels

## 7. HOSTEL RULES & INSTRUCTIONS TO BE STRICTLY FOLLOWED

**RULES AND INSTRUCTIONS:**

a) Hostel rooms are available only on request and subject to availability.

b) Once Hostel is allocated, change / transfer of accommodation is not permitted. Hostel transfer or becoming day scholar is not permitted once loan letter is issued.

c) All the students must maintain proper discipline in the hostel and elsewhere in the campus.

d) Students should not conduct strike or any other agitations in the hostel and elsewhere.

e) Using offensive or abusive language and bad comments are banned in the hostel.

f) All hostellers should report to their Hostel Warden. The Warden will report matters regarding misconduct, or undesirable activities to the Principal. The Hostel Warden may submit a written report to the Principal, who will look in to the matter and accordingly take disciplinary action against the hosteller concerned and the decision will be final and binding.

g) Students should take proper care of the assets and utilities owned by the Institute in the hostel and shall keep the rooms and premises neat, tidy and clean. Any damage to property due to negligence on the part of the student will be replaced at the concerned student's expense.

h) Students must follow the hostel dress code prescribed by the college authorities.

**i) 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, University of Calicut and a copy to the Police station for further necessary criminal / legal proceedings.**

j) Students should not use electrical equipments such as iron box, heater, etc in the hostel rooms. If found, the item / equipment will be confiscated.

k) Changing of beds, furniture, etc. is not allowed in the student's room without the permission of the Warden.

l) Students shall enter or leave the premises or rooms only through the entrances specified for the purpose.

m) In case of illness, the student is supposed to inform the matter at the earliest to the Hostel Warden or the class teacher through his/her roommate.

n) Students should not keep any valuables in the hostel. Any valuable item kept will be under the students own responsibility. The college authorities would not be responsible for the loss of any valuables (mobile phones etc.).

o) Any grievances by a student must be addressed by the individual to the Warden.

**HOSTEL TIMINGS:**

p) All students should return to hostel every night before 7.00 pm.

q) Male students are not permitted in girl's Hostel under any circumstances and vice versa. All male / female students wishing to stay out later than 7.00 pm will have to obtain special passes from the Hostel Warden on duty. The same will be collected by the security in charge.

r) Students desiring to spend nights out on weekends or on Holidays / Public Holidays must submit applications 48 hours in advance to their respective class teachers and wardens. The permission will be given only after receiving written consent from parents. Late night passes on working days will not be given unless the reason is absolutely genuine.

s) 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.

t) Girl students must report to their warden when they return from home. They must report to hostel between 6.00 am and 7.00pm.

ANTI-RAGGING COMMITTEE RECONSTITUTED ON 3rd JUNE 2024 AS PER THE INSTRUCTIONS OF HON'SUPREME COURT FOR THE ACADEMIC YEAR 2026-2027

| SL.NO | NAME | DESIGNATION | CELL PHONE | E-mail ID |
|---|---|---|---|---|
| 1 | Mr.Vinu George | Principal | 9020280727 | principal@orientalschool.com |
| 2 | Mr. Reshvin K V | Anti-Ragging committee in charge | 7034886897 | reshvinkv@gmail.com |
| 3 | Ms. Vineetha | Anti-Ragging committee in charge(W) | 9048707513 | vineethadevu06@gmail.com |
| 4 | Mrs. Sangeetha V K | Office Superintended | 9496052033 | oshmoffice@gmail.com |
| 5 | Mr Vijesh V K | Panchayath President, Vythiri | 9496048336 | vythirigramapanchayath@gmail.com |
| 6. | Mr Nisam K Abdulla | Press Club Secretary | 9746163885 | nisamkabdulla@gmail.com |
| 7 | Mr Manoj Kumar T P | Supporting staff | 9995185116 | manojkumartposhm@gmail.com |
| 8 | Mr.Hrishikesh | Asst: Professor | 9488767222 | oshmoffice@gmail.com |
| 9. | Mrs. Sajana A P | WDC -FIC | 8086622252 | sajanabaiju@gmail.com |
| 10. | Mrs.Haripraseeda | Vice Principal – Arts Block | 8086622253 | viceprincipal@orientalschool.com |
| 11. | Mr Sunil Kumar K | Student parent | 9388824011 | sunilkoshm@gmail.com |
| 12. | Adv. Abdul Salam | Guest Lecturer/Legal Advisor | 9447236399 | advsalam19@gmail.com |

**Gross misconduct, indecent manners, misbehaviour, undesirable and illegal activities shall mean and includes the following:**

1. Coming to the dining room in night clothes, shorts, bermudas, lungis or similar attire bathroom/ rubber slippers or in any other indecent apparel/dressing.
2. Wanton waste of water or electricity or any electric connection for operating personal gadgets including iron box, stove, etc.
3. Holding unauthorized meetings and demonstrations.
4. Visiting each other's room very frequently and at odd times to disturb normal peace. Staying / sleeping overnight in friends rooms.
5. Permitting outsiders to visit Hostel premises. (Visitors can be entertained only in the main lobby at the college or outside the hostel between 5.00pm and 6.00pm on working days and 9.00 am to 5.00pm on holidays.)
6. Permitting day scholars inside the hostel premises.
7. Any form of gambling in the hostel premises.
8. Consumption of alcoholic drinks/drugs, smoking and gambling anywhere inside the institute's campus or entering the hostel / campus under the influence of alcohol.
9. 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.
10. Keeping any article or device, which is likely to cause damage or hurt anyone by throwing the same intentionally or otherwise outside hostel windows such as glass bottles, paperweights, etc.
11. Hanging of clothes, linen, mattresses, etc. on windowsill, balconies or any other place other than that allotted for the purpose.

- 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.
- 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.

**The medium of instruction and examination is in English.**

## DECLARATION

I/We have read the rules and regulations of the Oriental Group of Educational Institutions and hostel and hereby agree to abide by all the said rules and regulations.

In case of failure on my part / my wards part to abide by the rules, you are at liberty to take desired disciplinary action against me including expulsion from the hostel without any notice.

I/We agree to remit the fee on or before the stipulated dates without inviting any reminders from the institute towards payment of prescribed fee. In case of any delay, payment will be made along with penal charges as notified and I/We shall agree for removal of my ward's name from the rolls of the institutions in the event of my/our failure to remit the fee with penal charges as applicable within the time limit conveyed to me/us.

If I am/my ward is detained, dismissed or discontinued from the course for any reason, we will pay all the dues and prescribed fee. We are not entitled for any refunds except caution deposit.

We agree that in the interest of maintaining discipline and decorum of the institution, the decision taken by the College authorities will be binding on us and on my ward, whatsoever the reason may be.

We hereby solemnly affirm and confirm that we have clearly understood and accepted the Rules and Regulations.

Place: Name and Signature of Student

Date: Name & Signature of Parent/Guardian

*(This perforated page is to be submitted in person to the Principal at the time of reporting at the institute)*