

Application form No.

# ORIENTAL

## SCHOOL OF HOTEL MANAGEMENT

[A Unit of Malabar Hotel Management and Catering Promotion Trust]

Lakkidi, Vythiri, Wayanad Dist., Kerala, India. Pin - 673 576 Tel:04936 255355, 325224. Fax: 04936 256720

**Affiliated to University of Calicut Kerala.**

**SESSION 2017-2020**

Paste passport  
size photograph  
here

### APPLICATION FORM

(TO BE FILLED IN CAPITAL LETTERS ONLY)

- Before filling up the Application form, please read rules and instructions carefully
- All the entries should be in Candidate's own hand-writing.
- The application forms which are incomplete or which do not have relevant certificate are liable to be rejected.

Please  on the programme you opted

- |                               |   |   |                                 |
|-------------------------------|---|---|---------------------------------|
| <input type="checkbox"/> BBA  | <input type="checkbox"/> B Sc. C & FD         | <input type="checkbox"/> B Sc. Statistics | <input type="checkbox"/> BTTM   |
| <input type="checkbox"/> BMMC | <input type="checkbox"/> B Com. (Comp. Appl.) | <input type="checkbox"/> BCA              | <input type="checkbox"/> BA MCJ |
| <input type="checkbox"/> BVC  | <input type="checkbox"/> B Com. (Finance)     | <input type="checkbox"/> B Sc. IT         |                                 |

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

2. Age  Date of Birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Gender  Male  Female

4. Marital status  Married  Unmarried

5. Nationality

6. Mother tongue

7. Religion  Community

SC  ST  OBC  LC 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 )**

8. Reserved Category Ex-Service Men  Widows  Children of Jawan  NSS/NCC

9. Father's / Guardian's Name

If guardian is not father , specify the relationship

10. Occupation  Govt.  Private

11. Full home address to  
Which communications  
are to be sent

<input type="text"/>
<input type="text"/>
Pin: <input type="text"/>
Phone No With STD Code: <input type="text"/>
Mobile No: <input type="text"/>
Email: <input type="text"/>

12. Emergency Contact: Name:  Relation:   
 Phone No with STD Code:  Mobile No:   
 13. Annual Family income:

14. 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

15. No. of chances taken for passing the qualifying Examination

16. Record of performance at the Plus2 or equivalent examination

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

17. Second language Proposed Malayalam  Hindi

18. How did you learn about our courses/Institution (You may tick which all are applicable)  
 News paper/magazines/ TV advertisement (please specify.....)  
 Recommended by friends / Relatives  Exhibition/Seminar  
 Recommended by school counselor  Direct Enquiry

19. What factors most effected your decision to study at Oriental (You may tick which all are applicable)  
 Facilities  Location  Course contents  course fee  Recommendation  
 Others (Please specify) .....

20. Whether Medical Certificate submitted  Yes  No

21. Whether SSLC certificate, Plus Two Certificate and Mark list submitted      Yes      No

22. Transfer Certificate / Migration / Conduct Certificate submitted      Yes      No

### Declaration

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

Dated.....

Signature of the applicant

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 / 4 years 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 prospectus. I shall be responsible for his / her Conduct and Good behaviour during the period of his / her study in this College.

Dated .....

Signature of Father / Mother / Guardian

*Duly filled-in application form with photocopies of certificates and 2 passport size colour photographs shall be sent to:*

**Director, Oriental Group of Educational Institutions, Valley View, Lakkidi P.O. Wayanad Dist. Kerala, INDIA.**

Tel: 0496-255355, 325224, 255716    Mobile: 8589 83 8589    Email: director@orientalschool.com

#### For Office Use only

<b>Admission granted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Signature of the Principal</b>
<b>Batch No.</b>	<b>Registration No.</b>	
<input type="checkbox"/> Enquiry is through OGEI student.    Name : .....		
Class: .....    Contact No: .....		

## CONDITIONS AND UNDERTAKING BY THE CANDIDATE AND THE PARENT

1. At the time of admission to the degree course / programmes, Original Certificates should be submitted to the Administrative office.
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 payment of tuition fee and other fee if any applicable.
4. Passport size photographs should be affixed on the application forms. One Stamp size photograph should be submitted for temporary ID cards
5. Once admission formalities are completed the original certificates will not be issued back under any circumstances until the period of course completion.
6. The original certificates will be submitted to the University for verification, hence cannot be issued back to the candidate once the process is complete.
7. Candidate / students should make necessary photocopies of their certificates by themselves for any other official work / domestic work.
8. Candidates taking admission in the first year should wear formal dress till they get their uniforms.
9. Fresh candidates / first year students must be available for uniform measurements when announced in the class without fail.
10. Alteration of the uniform is not permitted at all. If found with altered uniform, strict disciplinary actions will be initiated against such candidates.
11. 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.
12. All the students must wear black shoes. Canvas shoes or fancy shoes are not permitted.
13. All the students must maintain proper discipline in the classrooms, campus and elsewhere.
14. Students should not conduct strike or any other agitations in the campus.
15. Any grievances by a student must be addressed by the individual through proper channel.
16. 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.
17. 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.
18. Minimum 75% attendance is compulsory to appear for University Examinations, Students having shortage of attendance cannot submit Examination application forms.
19. Condonation of attendance is purely under the Principal's purview for those students who are having attendance above 68% in a Semester / Year.
20. Those students having attendance below the limit specified by the University have to repeat the Semester / Year.

We agree to all the above conditions.

**Name of the Student:**

**Name of Father / Mother / Guardian:**

**Signature:**

**Signature :**

**Dated.....**