

ORIENTAL INSTITUTE OF CATERING
TECHNOLOGY & HOTEL MANAGEMENT
(Recognised by the Government of Tamilnadu & in-collaboration with
Alagappa University)

PROSPECTUS

The incredible growth of tourism and high expectation of the tourists have given a great

Impetus to Hotel industry. Every human being throughout the world needs good accommodation, delicious food pleasant environment wherever they travel and stay. Hence the hotel industry expects the boys and girls to be better educated and trained hotel employees for their appointments in their hotels. ORIENTAL INSTITUTE OF CATERING TECHNOLOGY & HOTEL MANAGEMENT (OICTHM) understands this current trend and it has committed to the cause of promoting quality education and training programme in Catering Technology & Hotel Management field to the students of India and abroad.

This institute has been established to furnish employment opportunities to the younger generation. Its aim is to prepare the youth to acquire knowledge and craftsmanship for current requirements of Hospitality Industries.

Shri. J. MANIKANDAN, M.A., PGDCHM., M.Ed., M.Phil., a renowned educationist and a strict disciplinarian, is the secretary and Principal of this Institute.

He has a wide knowledge and experience both in hotel industries and educational institutions. Hence, under his able guidance, the students can acquire good knowledge in theory and practical

Shri. J. SURESH BABU, M.B.A., PGDCA the Director of this Institute, had visited a number of countries as an effective marketing personality. With this vast personal knowledge and influential experience, he deals directly, with Training and Placement for the students of this Institute. Hence, the students can have wide scope of getting Training and Placement in leading star hotels in India and Abroad.

This Institute is run by SMS Educational Trust registered under the Registered under the Registration Act of the Government of Tamilnadu. It functions in collaboration with Alagappa University, Karaikudi to offer a full time 3 years B.Sc., Degree course., # years Diploma course., Two years MBA Degree Programme., one year P.G. Diploma courses in Catering & Hotel Administration (CHA) and the students are the bonafide students of Alagappa University.

To understand the current demands of trained employees by the hoteliers, we also offer one year Craft courses in all major departments. These courses are recognized by the Ministry of Labour, Department of Employment & Training, Government of Tamilnadu, and order No. IS: 1/5683/02.

The magazine “**COMPETITION SUCCESS REVIEW**”, every year conducting a survey on “**OVERALL RANKING OF TOP HOTEL MANAGEMENT INSTITUTIES**” in India. Since 2006 we awarded **31st Rank** in all India Level, **9th Rank** in Regional (South India) Level and 2nd Rank in Tamil Nadu Level, by Judging all the catering institutes in India by their 1. Infrastructure 2. Faculty & Programmes 3. Admission, Curriculum & Delivery system and 4. Placement & Industry Interface.

The Institute offering courses are recognized and approved by the leading star hotels in India and abroad for providing training and placement to the students.

Catering Technology & Hotel Management education is an unending dialogue between the past and the present and it leads to future knowledge, Oriental Institute of Catering Technology & Hotel Management believes that it prepares one to undertake a profession and prove one’s efficiency through this system of education and training programme.

So, we have a great pleasure to welcome you to join our Institution.

With the BEST WISHES for your Bright Career.

J. MANIKANDAN M.A., PGDCHM, M.Ed., M.Phil.,

J. SURESH BABU MBA., PGDCA.,

Principal.

Director.

FULL TIME COURSES OFFERED

S.No	Name of the Courses	Eligibility	Duration
1.	B.Sc., Catering and Hotel Administration (CHA)	H.Sc / +2 Std.	3 Years
2.	Diploma in Catering and Hotel Administration (CHA)	10 th Std.	3 Years
3.	Master of Business Administration in Hotel Management & Catering Science (MBA)	Degree in HMCT	2 Years
4.	P.G. Diploma in Hotel and food service Management	Any Degree	1 Year
5.	P.G. Diploma in Hotel and Accommodation Management	Any Degree	1 Year
6.	Craft courses in Food Production	10 th Std. Pass / Fail	1 year
7.	Craft courses in Bakery & Confectionary	10 th Std. Pass / Fail	1 year

8.	Craft courses in Food & Beverage Service	10 th Std. Pass / Fail	1 year
9	Craft courses in House keeping Management	10 th Std. Pass / Fail	1 year
10.	Craft courses in Front Office & Hotel operational Management	10 th Std. Pass / Fail	1 year

LOCATION

OICTHM 6 kms North to Meenakshi Temple, by the side of the Ring Road, near Meenakshi Mission Hospital, at the heart of the Modern Madurai, stand the majestic buildings of our Institute. The buses are flying from all corners of the city to easily access and reach the Institute.

SELECTION PROCEDURE

Tentatively – selected candidates will be asked to appear for a written test / personal interview and the dates of which will be sent to your communication address.

The qualifying concerned examination marks will also be considered for tentative selection.

CLASS ROOMS

This Institute is furnished with spacious class rooms with good ventilation and lighting arrangements. Every class room has sufficient facilities for the student's comfort.

LAB FACILITIES

This Institute is well – equipped with modernized Training Food Production Kitchen, Training Bakery Kitchen, Training Restaurant, Training House keeping, Training Front office counter and a computer Lab with all facilities in order to impart an excellent practical training knowledge to the students.

A special mention is to be made about the Training Kitchen of this Institute. It consists of Three separate kitchens, namely (i) Basic Training Kitchen (ii) Spacious Advanced Training Kitchen and (iii) Quantity Training Kitchen. In Madurai District, this is the only Institute having, basic, Quantity and Advanced Training Kitchens. Further, these kitchens contain sufficient number of stainless cooking rangers and utensils to teach the required techniques to all the students individually.

Training Restaurant is so large that 40 students can undergo training conveniently. It has sufficient furniture, cutlery, crockery, linen materials and a Bar attached with all relevant Bar Equipments.

The institute has a separate lab with full equipment for Front Office & House keeping Training.

Regarding Computer Lab, this institute is full fledged with INTERNET and “Multimedia Facilities” All the computers are P-IV Processor and connected over a Local area Network (LAN). It has 24 hours Internet facility with the help of 256 kbps BSNL broadband connectivity. Highly competitive and professional oriented hospitality soft wares are available in our computer lab. So, students can learn very

S.No.	Core Subjects	S.No.	Allied Subjects
1.	Basic Food Production and Patisserie	5.	Languages Practical (English & French)
2.	Food and Beverage Service	6.	Hotel Accounting
3.	Front Office Operations	7.	Personality Development
4.	Accommodation Operations	8.	Basics of Computer Science

easily and effectively the Internet application along with other basis knowledge such as MS-Office, which is very much essential in hotel Industry for inventories, Record Keeping, Financial Analysis etc.

LIBRARY

The Institute library has a good collection of books on Hotel Management & Catering Technology. As many as near by 15 Catering & Hotel Management Magazines and journals are subscribed for the benefit of the students. The new books will be added now & then. To update the knowledge, the Institute often invites special experts from Industries & Institutions to provide changing latest trends in hospitality industries.

SPECIAL COACHING

As communicative skill is the foundations for all the course of education, this institute gives special coaching classes in English Hindi and French languages.

Considering the immense value of 'Internet', this institute has made "Computer Application Course" compulsory for all the students.

SUBJECTS

B.Sc. - Catering and Hotel Administration (CHA)

I- Year

PRACTICAL

1.	Basic Food Production and Patisserie	3.	Front Office Operations
2.	Food and Beverage Service	4.	Accommodation

II - Year

S.No.	Core Subject	S.No.	Allied Subjects
1.	House Keeping and facilities Management	5.	Principals of Management
2.	Front Office Management	6.	Sales and Marketing Practices
3.	Advanced Food & Beverage Service	7.	Hotel and Catering laws
4.	Culinary Arts and Techniques	8.	Computer Applications

PRACTICAL

1.	House Keeping and facilities Management	3.	Advanced Food & Beverage Service
2.	Front Office Management	4.	Regional cooking

III - Year

S.No.	Core Subjects	S.No.	Allied Subjects
1.	Food and Beverage Management	5.	Travel and Tourism Management
2.	Advanced Food Production & Patisserie	6.	Human Resource Management
3.	Advanced Rooms Division Management	7.	Hotel Engineering
4.	Advanced Accommodation Management	8.	Management information System

PRACTICAL

1.	Advanced Food Production & Patisserie	2.	Advanced Accommodation Management
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Post Graduate Diploma in Hotel Food Service Management

(PGDHFSM)

S.No.	THEORY	S.No.	PRACTICAL
1.	Food & Beverage Service	1.	Food & Beverage Service
2.	F&B Service Management	2.	Computer Application
3.	Menu Planning		
4.	F&B Control		
5.	Computer Application		

Post Graduate Diploma in Hotel Accommodation Management

(PGDHAM)

S.No.	THEORY	S.No.	PRACTICAL
1.	Front Office Operations	1.	Front Office Operation
2.	House Keeping Management	2.	House Keeping Management
3.	Computer Application	3.	Computer Application
4.	Personal Management		
5.	Hotel Accountancy		

ONE YEAR CRAFT COURSES

COURSE : FOOD PRODUCTION

S.No.	Theory	S.No.	Practical
1.	Business Communication	1.	Food Production
2.	Food Production	2.	Bakery & Confectionery
3.	Bakery & Confectionery		
4.	Nutrition & Hygiene		

COURSE: BAKERY & CONFECTIONERY

S.No.	Theory	S.No.	Practical
1.	Business Communication	1.	Bakery & Confectionery
2.	Bakery & Confectionery	2.	Food Production
3.	Food Production		
4.	Nutrition & Confectionery		

COURSE: FOOD & BEVERAGE SERVICE

S.No.	Theory	S.No.	Practical
1.	Business Communication	1.	Food & Beverage Service I
2.	Hotel French	2.	Food & Beverage Service II
3.	Food & Beverage Service I		
4.	Food & Beverage Service II		

COURSE: HOUSE KEEPING MANAGEMENT

S.No.	Theory	S.No.	Practical
1.	Business Communication	1.	House Keeping
2.	Hotel French	2.	Front Office Operation
3.	House keeping		
4.	Front Office Operation		
5.	Hotel Accountancy		

COURSE: FRONT OFFICE & HOTEL OPERATIONAL MANAGEMENT

S.No.	Theory	S.No.	Practical
1.	Business Communication	1.	Front Office Operation
2.	Hotel French	2.	House Keeping
3.	Front Office Operation		
4.	House Keeping		

5.	Hotel Accountancy		
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DIPLOMA IN CATERING AND HOTEL ADMINISTRATION**I - Year**

S.No.	Theory	S.No.	Practical
1.	PRINCIPLES OF ACCOUNTANCY	1.	BASIC FOOD PRODUCTION
2.	BASIC FOOD PRODUCTION	2.	BASIC FOOD SERVICE
3.	BASIC FOOD SERVICE	3	BASIC ROOM DIVISION OPERATION
4.	BASIC ROOM DIVISION OPERATION	4	BASIC SYSTEM OPERATION
5.	BASIC SYSTEM OPERATION	5	LANGUAGE PRACTICAL - ENGLISH

II – Year

S.No.	Theory	S.No.	Practical
1.	QUANTITY FOOD PRODUCTION	1.	QUANTITY FOOD PRODUCTION

2.	BEVERAGE SERVICE	2.	BEVERAGE SERVICE
3.	ROOM DIVISION OPERATION	3	ROOM DIVISION OPERATION
4.	COMPUTER APPLICATION	4	COMPUTER APPLICATION
5.		5	LANGUAGE PRACTICAL- FRENCH

III – Year

S.No.	Theory	S.No.	Practical
1.	ROOM DIVISION MANAGEMENT	1.	CULINARY ARTS AND TECHNIQUES
2.	TRAVEL AND TOURISM	2.	FOOD AND BEVERAGE SERVICE
3.	HOSPITALITY LAW	3	ROOM DIVISION MANAGEMENT
4.	PRINCIPLES OF MANAGEMENT	4	PROJECT
5.	CULINARY ARTS AND TECHNIQUES		
6	FOOD AND BEVERAGE SERVICE		

	MANAGEMENT		
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The Management of the Institute reserves the rights to change or modify the syllabus whenever necessary.

HOSTEL FACILITY

Separate Hostel Facilities are available for boys and girls under strict rules and regulations. Boy's hostel is located within the campus. Mess fee are collected under the dividing system.

TRANSPORT FACILITY

College buses are provided for the convenience of the Day Scholar students. The college 'bus- stops' can be fixed and regularized, where a minimum of 5 of our students assemble to get in the college bus.

SCHOLARSHIPS

1. If a candidate had scored 80% and above in higher qualifying examination, a scholarship of Rs. 5000/- (Rupees Five Thousand Only)
2. Further, in their university Final exams, all the students who have 75% and above, will be awarded a cash-prize of Rs.2000/- (Rupees two thousand only).
3. Moreover prizes will be awarded for the First and Second Mark holders Rs.1000/- and 500/- respectively in the final semester university exams.

REGULAR UNIFORMS

S.No.	Boys	Girls
1.	Black Pant	Black pant
2.	Full Sleeve white shirt	Full sleeve white tops
3.	Black tie	White shawl
4.	Black shoe(leather only)	Black cut shoe (leather only)
5.	Black socks	Black socks

PRACTICAL UNIFORMS

S.No.	Boys	Nos.	Girls	Nos.
1.	Checked pants	2	Checked pant	2
2.	Chef coat	2	Chef coat	2
3.	Chef cap	1	Chef cap	1
4.	Apron	2	Apron	2
5.	Scarf	1	Scarf	1
6.	Kitchen cloth	2	Kitchen cloth	2
7.	Kitchen kit	1	Black shirt	1
8.	Black bow	1	Filled full sleeve white shirt	1
9.	Waiter's cloth	4	Black bow	4
10.	Checked Apron	1	Waiters cloth	1
11.	Duster	1	Service kit	1
12.	-	-	Checked Apron	1
13.	-	-	Duster	1

ACHIEVEMENTS

We have provided 100% placement to all course completed students in the Academic year.....

.....Year DHMCT / Degree students are undergoing summer training in leading Star Hotels throughout India.

Final year students got selected for various hotels in India for their regular job even before the completion of the course.

INDUSTRIAL TRAINING

Apart from the Theory & Practical Training given in the Institute, all the students will be sent for Industrial training during Winter & Summer Session in one Academic Year, as per the University Norms.

A special tie-up with APL Singapore for Training & Placement of our students.

RULES OF CONDUCT

- An applicant should produce all Original Certificates at the time of Interview / Admission.
- Students should attend Winter Training and Summer Training compulsorily in the allotted Hotels.
Incompletion for any kind of reason, will result in Rs.2000/- (Rupees Two Thousand) fine. If the fine is not paid, the certificate will be withheld for a year.
- Students must wear daily – uniform compulsorily.
- Students will be permitted to attend the Theory & Practical classes, if they are only in prescribed uniforms.

- Term fees must be paid in one lump sum.
- Fees once paid, will not be refunded under any circumstances.
- 80% of attendance is required to appear for the Final Examination.
- Any damage caused by any student, should be made good by him/them.
- Students should maintain a strict discipline. Fighting physically or orally in unparliamentary words, will lead to dismissal.
- Students should not absent themselves on their own accord.
- Students should not bring any mobile phone to the Institute.
- Parents / Guardians are requested to give full cooperation to the institute with regard to character, academic progress & Training performance of their wards and respond to all the communication sent by the Institution.

HOW TO APPLY

The filled in Application Form for Admission should be sent to the Principal along with the following Xerox – copies of certificates, before the date indicated in the Prospectus /Application.

1. Mark Statement of Qualified Examination.
2. Transfer Certificate.
3. Conduct certificate.
4. Community certificate.
5. Physical fitness Certificate from Registered Medical Practitioner.
6. A Stamp Size Photograph affixed in application form.
7. Two self addressed envelopes (23×10cms) affixed withRupees stamp.

The filled in Application Form should be Addressed To

THE PRINCIPAL
ORIENTAL INSTITUTE OF CATERING
TECHNOLOGY & HOTEL MANAGEMENT
114 – C, Uthangudi,
Mattuthavani Central Bus stand – Ring Road,
MADURAI – 625 107.

Phone: (0452) 4231265 / E-mail : oihmct@gmail.com

Last date for receiving the Filled in Application Form on or before.....