



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

(A UNIT OF LAXMI MEMORIAL EDUCATION TRUST ®)

Recognised by AICTE-Ministry of HRD , New Delhi , Approved by Govt. of Karnataka,
Affiliated to Mangalore University & NAAC Accredited

Moti Mahal Annexe, Falnir Road, Mangaluru-575 001, Karnataka, India

RULE BOOK

Name of Student :

Reg. No.

Batch



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT MANGALURU.

VISION

“Moti Mahal College of Hotel Management aims at providing the corporate sector with professionally sound and dynamic professionals in hotel industry who have a vision and ability to meet the challenges of the present day.”

OUR MISSION

The mission of the Moti Mahal College of Hotel Management is to provide a full educational experience to students, creating an environment in which students will develop intellectually and personally.

Moti Mahal College of Hotel Management welcomes our new entrants and their parents. Students enrolled at Moti Mahal College of Hotel Management must recognize the responsibilities towards the faculty, office staff and fellow students. All the students must understand the rules and regulations of the college and to follow the same strictly, failing which it will attract the disciplinary action. The following acts, would be deemed to be acts of indiscipline - any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the college or its educational activities or harming the health or safety of staff or students or damaging the college property or possession of any intoxicants or illicit drugs or weapons in the college campus, misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college.

The following rules & regulations are strictly adhered to when you are a part of MMCHM;

Timings:

The college working hours are 9.00 am to 5.00 pm and college is operational from Monday to Saturday.

Class timings : 9AM to 4:00PM (Monday to Friday).
9AM to 12:30 PM (Saturday).

Students are instructed to adhere to the college timings. The classes will commence from 9:00 a.m. Students are expected to be in their respective class rooms 10 minutes before the stipulated time with proper dress-code. Any late coming will not be entertained. Students can leave the institute premises only during Tea & lunch break. Students are not allowed to leave the premises during working hours. If they have to do so, a written permission has to be obtained from the Class-coordinator. List of holidays is displayed in the college notice board. Any holiday other than this will be intimated to the students. Enter and exit the institute premises only through the prescribed gate only.

Uniform:

Students will be provided uniforms for the regular classes & practical sessions for the first year. If the uniform provided in the first year is not in a position to wear afterwards, it is advised to arrange by the students at their own cost; to fall in line with the uniform specification. In case of change in colour of uniforms for the forthcoming academic sessions will be intimated to the students in advance; stitching to be done as per the college specifications.

- All students shall wear appropriate uniforms as issued by the college, and in the prescribed manner, at all times whilst on campus or attending off-campus College activities. Generally, this applies, at a minimum, to the hours of 9:00am to 5:00pm, Monday to Saturday when College is in session.
- Lecturers may exclude students from class activities if an inappropriate or incomplete uniform is worn.
- The uniform must be worn when in public and/or while conducting interviews or research in connection with study at college; as per the instructions.
- Girls in the uniform, must at all times shall wear a covering garment over their shirt/blouse and tie. This could be either the suit jacket, corporate overcoat or waiters vest. Students cannot combine old and new uniform components.
- Adjustments to uniform during a class may be made at the discretion of individual lecturers due to physical/practical aspects of class activity and by the Principal due to climatic changes.
- Students shall be responsible for the care and maintenance of uniforms on a day-to-day basis. Students shall ensure that shoes are highly polished and socks are free of holes.
- Till the uniforms are delivered, boys should wear full sleeved formal shirt, formal trouser, plain black formal shoes with lace, black socks, necktie, and black belt with non-designer simple buckle.
- Till the uniforms are made available, the girls are required to wear formal churidar suit with duppatta, closed black shoes with one inch heel with black socks.
- Entering Institute with Jeans & T shirts is not allowed even if there is no class. The shirt should be tucked in. The sleeves of a full sleeve shirt should never be rolled up.
- Anything worn should be neat & tidy. No trendy dresses are allowed inside the premises. Any deviation will be seriously dealt with.
- Uniforms to be well pressed and clean; uniform trousers to be front creased; spotless, well ironed tie; no loose threads or broken buttons; cuffs and collars must be stain free and clean; belt should be plain black, not flashy buckle, not more than 1.5" wide.

Uniform for the Regular Theory Classes

	Male	Female
1	White Shirt	White Shirt with overcoat
2	Black Trouser	Black Trouser
3	Black Belt(Executive)	Black Belt(Executive)
4	Black Tie	Black Tie
5	Black socks (no "anklets")	Black socks(no "anklets")
6	Black Shoes (Oxford) with lace.	Black Shoes(Oxford)/ Black court shoes (no open or pointy toes or high heels)
7	-----	Black "scrunchie", head band or hair clip (optional).
8	MMCHM Name Badge	MMCHM Name Badge
9	MMCHM Identity Card	MMCHM Identity Card

Food and Beverage Service Uniform

	Male	Female
1.	White Shirt	White Shirt
2.	Black Trousers	Black Trousers
3.	Black Belt	Black Belt
4.	Bow-tie	Bow-tie
5.	Black Shoe	Black Shoe (no open or pointy toes or high heels)
6.	Black socks (with slacks, no "anklets")	Black socks(with slacks, no "anklets")
7.	-----	Black or navy blue "scrunchie", head band or hair clip (optional)
8.	Waiter's friend (corkscrew), scribbling pad, napkin, lighter, pen etc; ,	Waiter's friend (corkscrew) scribbling pad, napkin, lighter, pen etc;
9.	Waiter's vest	Waiter's vest
10.	MMCHM Name Badge	MMCHM Name Badge
11.	MMCHM Identity Card	MMCHM Identity Card

Food and Beverage Production Uniform:

	Male	Female
1.	Chef Coat	Chef Coat
2.	Chef Trousers	Chef Trousers
3.	Black Belt	Black Belt
4.		
5.	Black Shoe	Black Shoe (no open or pointy toes or high heels)
6.	Black socks(with slacks, no "anklets")	Black socks(with slacks, no "anklets") Black or navy blue "scrunchie", head band or hair clip (optional)
7.		
8.	Apron	Apron
9.	Scarf	Scarf
10.	Chef Cap	Chef Cap
11.	Kitchen duster	Kitchen duster
12.	Kitchen Tool Kit	Kitchen Tool Kit

House Keeping (Accommodation Operations)

	Male	Female
1.	Black Pant	Black Pant
2.	White Shirt, Tie & Lab coat	White Shirt, Tie & Lab coat
3.	Black shoe/black socks	Black shoe/black socks
4.	Housekeeping duster	Housekeeping duster
5.	Muslin cloth	Muslin cloth
6.	Scribbling pad/pen	Scribbling pad/pen
7.	Sponge	Sponge
8.	MMCHM Badge	MMCHM Badge
9.	Identity Card	Identity Card

Front Office

	Male	Female
·	Formal Black Pant, White Shirt, Tie, & Blazer	Formal Black Pant, White Shirt, Tie, & Blazer
·	Scribbling pad/Pen	Scribbling pad/Pen
·	Tie Pin	Tie Pin
·	MMCHM Badge	MMCHM Badge
·	Identity Card	Identity Card

KITCHEN HYGIENE POLICY AND PROCEDURES

The college follows the guidelines of the “Food Safety and Standard Act of 2006 by Food Safety & Standard Authority of India(FSSAI).

Students must:

- ❖ Wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.
- ❖ Report any personal health issues, which are likely to cause a hygiene risk, to the lecturer or lecturer's assistant. This includes skin lesions or discharges from their ears, nose or eyes, Hepatitis A and illnesses caused by Giardia, salmonella and campylobacter. Students must also tell the lecturer or lecturer's assistant if they are suffering from diarrhoea, vomiting, a sore throat with fever, malaria or jaundice unless they know their symptoms do not relate to a food-borne illness. Students must do everything they can to make sure they do not contaminate food. Do not participate in food handling activities where there is a risk of food contamination as a result of a health issue.
- ❖ Maintain a clean MMCHM chef's uniform and only use college-approved bandages and dressings to prevent contamination to food. Ensure that no clothing or other items worn contaminate food.
- ❖ Avoid any practice that could cause food contamination. For example, the student must avoid cross contamination and must prevent unnecessary direct contact with ready to eat food. The students must not eat near or over unprotected food and they must clean and/or sanitise chopping boards, knives and utensils after each use. Students must not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting or smoking.
- ❖ Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs. Report all hygiene hazards or whether you have contaminated food, to the lecturer or lecturer's assistant.
- ❖ Store all food products correctly. Food must not be stored in the danger-zone (5° C and 60°) for more than 2 hours.
- ❖ Clean and sanitize all contact surfaces to keep microorganisms at safe levels.
- ❖ Ensure all kitchen fittings, work tables and equipments are clean and in good working order.
- ❖ Ensure all food items are cooked or processed as stated in the recipes and demonstrated by the lecturer to make them safe.

Grooming:

Grooming is an integral part of the hospitality industry. Students should always look well groomed. Proper grooming standards are to be followed. Without proper uniform students are not allowed to appear for practicals as well as regular classes. Students are expected to be in proper haircut, shave, nail -cut etc;

In preparation for their career in industry MMCHM students will dress and present themselves in uniforms appropriate to operations and management positions in the hospitality industry. To comply with industry expectations, students shall maintain a very high standard of personal appearance and shall adhere to the uniform regulations. Checking of grooming will be done at anytime, anywhere inside the college and any student found not properly groomed, will be asked to leave the college premises. In addition to wearing the specified uniforms, students shall comply with the following personal presentation standards:

Girls

- a. Hair: If long, tied or pinned up away from face and conservatively styled. (No multi-coloured or unnaturally coloured hair). No loose hair is permitted. If tied: hair tie must be of similar shade to hair colour, example: black hair, black hair tie.
- b. Ribbon can be tied into the hair. Only ribbon that meets the following specification can be worn: Colour:- Black. Width:- Max; 20mm. Length:- No longer than 50cm.
Note that students to purchase their own hair tie and/or ribbon.
- c. Hands: Clean, manicured nails and hands. Clear nail polish only.
- d. Face: Discreet make-up.
- e. Uniform: Neatly pressed; clean and well presented.
- f. Jewelry: Wedding and/or engagement rings only. Small earrings only (diameter no greater than 1cm)
- g. Scents: Avoid heavy perfumes or deodorants, light fragrance only.

Boys

- a. Hair : Neatly combed and conservatively styled. No fancy hair cut. (No multi-coloured or unnaturally coloured hair).
- b. Hands : Clean, well manicured nails. Clean hands.
- c. Face : Clean-shaven or well-trimmed moustache.
- d. Uniform : Neatly pressed; Clean and well presented.
- e. Jewelry : Wedding and/or engagement rings only.
- f. Earrings : Male students shall not wear earrings.
- g. Scents : Avoid highly perfumed after-shave lotions or deodorants.

Tattoos:

Tattoos that are visible on hands, face or neck, or if they depict words or images that are intimidating, violent or sexual in nature, or otherwise inappropriate- are not acceptable.

RAGGING

We take pride in informing all those desirous of seeking admission, which over all these years, our college has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and- faculty, our campus has been free from the menace of Ragging. Ragging is absolutely banned in the institute. Students indulging in ragging will be dealt strictly as per instructions and directions of honorable Supreme Court of India .

- a. Anti Ragging Committee is formed & details of the committee members displayed on Notice board. Student can report to the committee in case of any eventuality.
- b. Online Anti Ragging affidavit has to be filled & copy of the same duly signed by the student & Parent to be submitted to college immediately. This is compulsory as per the U. G. C. guidelines.

All concerned may note the following:

- Ragging is Unsocial, Illegal, and Punishable.
- Ragging in any form at any place in the campus or outside is strictly prohibited.
- Any student found indulging in an act of ragging will meet strict disciplinary action leading to expulsion from the college.
- The following will amount to the act of ragging:
 - To address seniors as 'Sir',
 - To perform mass drills.
 - To copy class notes for the seniors.
 - To serve various errands.
 - To do menial jobs for the seniors.
 - To ask/answer vulgar questions.
 - To look at pornographic pictures to 'Shock the freshers out of their innocence.
 - To force to drink alcohol, scalding tea etc.
 - To force to do acts which can lead to physical injury/mental torture or death.
 - To force to do acts with sexual overtones, including homosexual acts.
 - To strip, kiss etc.
 - To do other obscenities.
- All the senior students are advised to guide and treat junior students affectionately. Junior students may contact the Anti-Ragging cell of the college or any of the faculty members or other College functionaries for help and guidance.

Language for communication

As English is the universal language in the hospitality industry, the official language of communication inside the institute premises will be only English. Students are advised not to use their vernacular languages while they are at the institute. Student should try and converse in English even with their classmates. Only with regular practice of hearing and speaking one can master the language. This will be closely monitored by the faculty members.

Behavior and Discipline

- ❖ Students are expected to maintain a perfect decorum inside the premises.
- ❖ Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
- ❖ On seeing faculty / staff member / someone in the corridor or any public place student should greet him / her according to the time of the day with a pleasant smile. The faculty and the other staff members will monitor closely on the behavior and discipline of the students.
- ❖ Student should restrict their noise level even when the faculty member is not in the class. Usage of foul language inside the institute will not be tolerated.
- ❖ Students are advised not to indulge in any activity like carrying or consuming intoxicants, chewing of gutkha, tobacco, consuming alcohol and smoking. Student found in an inebriated condition will be suspended with immediate effect, and the action may lead to termination from the institute.
- ❖ Students are advised to comply with submission of various practical journals, assignments, OJT report and projects/research, which will be given to them as part of their course. Failure to adhere will invite stringent disciplinary action.
- ❖ Keep your classroom clean by not throwing waste papers or other articles inside the classroom. Use the dust bins to throw any waste material. Do not litter the institute premises.
- ❖ Engage in fights or use of filthy language with anyone within the institute/hostel, indulging in inflammatory speeches instigating violence against anyone within the institute premises or hostel may attract the disciplinary action.
- ❖ Carrying anything which threatens the life and property of individual and the institute at large.
- ❖ Misusing or damaging or stealing institute's property.
- ❖ Coming to the institute or to the hostel in an inebriated condition.
- ❖ Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the College.
- ❖ The students shall be regular and punctual in attending classes and all activities connected with the College.
- ❖ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- ❖ No student is permitted to leave the classroom during class hours.
- ❖ Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- ❖ Students are expected to read notices/circulars displayed on the College Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- ❖ While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- ❖ Spitting, smoking and throwing bits of paper inside the college campus is prohibited.
- ❖ Students are forbidden from entering the college office and the staff rooms during unspecified hours.
- ❖ Students are prohibited from damaging the building or any other property of the College in any way. Damage done deliberately to institute or hostel property will be charged to the student responsible. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals. If the individual student cannot be found then all students will have to pay the equal part of the cost and the cost of such damages should be paid immediately.
- ❖ Representation of complaints and grievances may be made individually to the Principal through the Class Teacher concerned or respective cells.
- ❖ No meeting / function of any kind shall be held in the College premises without the written permission of the Principal.
- ❖ No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
- ❖ The students are expected to take up all assignments, tests and examinations of this College / University seriously and would try to perform the best.
- ❖ Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
- ❖ Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College.
- ❖ Students are not allowed inside the college office without prior permission. Students are advised not to bring expensive articles or excess cash to the institute, for the loss of which the institute will not be held responsible.

- ❖ Students are advised to use the online payment facility.
- ❖ Students are personally liable for any damage to their class rooms, public areas, and to their hostel rooms.
- ❖ Practical records, Project report, reference record must be maintained as day to day basis as per the instruction of the concerned Faculty.
- ❖ Students must take part in Swach Bharath Abhiyan, National. Service Scheme. & Red- Cross activities without fail.
- ❖ Students counseling centre is provided where the counseling of the students are done as per the report from the teachers.
- ❖ Students Grievance Redressal System: This cell is formed to take care of grievances if any.
- ❖ Training & placement facility to be used effectively. Students to check the notice board for any informations regarding the campus interviews & on-job training.
- ❖ Library facility to be used as per the college rules.
- ❖ The possession, solicitation, sale, distribution or use of any illegal drugs or Alcohol is the Violation of Code of Conduct.
- ❖ Attempted or actual theft of Institute property or property of a member of the service or unauthorized use of Institute property, equipment, facilities, or services is again the violation of code of conduct.
- ❖ Vandalism i.e., Standing outside in a group & blocking the Public area ,Hotel Parking area etc., & defacement, damage to, or careless use of any part of Institute premises or the personal property of any member of the college community.
- ❖ Tampering with or damaging any mechanism that is part of the fire suppression system (fire extinguisher) including willfully, or through negligence.
- ❖ Furnishing false information, wrong phone number of Parents as well as address, or making false statements or reports to Institute office & engaging in forgery, alteration, or improper use of any Institute record, key(s), identification card, or other document.
- ❖ Participation in a campus activity or demonstration which disrupts the normal operations of the MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT and infringes upon the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- ❖ Students as well as their parent need to submit an undertaking accepting that their ward will abide by all the rules and regulations of the hotel training.
- ❖ Possession or use of any type of firearms, knives (except knives specifically required by the Institute for laboratory classes) or any other weapon or instrument which could be used to inflict injury, or which might cause a person to believe he or she may be in danger of being harmed.
- ❖ Library facilities to be used by the students on regular basis.
- ❖ Please see that the college campus is free from usage of plastic.
- ❖ If any complaint, the same to be forwarded / submitted to Principal through the concerned class coordinator .
- ❖ Parents are requested to contact the class coordinator at least once in 15 days to enquire about the ward.
- ❖ Women Anti Harassment cell is formed to deal issues related to Women Harassment.
- ❖ Non hostilities students are not allowed to enter the Hostel premises without the permission from the Principal

Violations of the code include, but are not limited to, the behavior outlined below. The administration may, at its discretion, bring charges against any student who conducts himself or herself in violation of the Institute rules or regulations. Any student found to have committed the following misconduct is subject to the disciplinary actions. The authority of the institute might go to the extent of canceling one's candidature, if found guilty of the above mentioned misconducts.

Library:

- ❖ The Library is open to all the Students, Faculty and Staff of MMCHM.
- ❖ The students entering the library have to make an entry to the register maintained in the library counter.
- ❖ Readers are not allowed to enter the library with their personal belongings.
- ❖ Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers and will result in severe disciplinary action.
- ❖ No reader shall write upon, damage or make marks on any library book.
- ❖ Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule. Library tickets are not transferable.
- ❖ Dictionaries and books which might be difficult to replace and such other books declared as Reference Books shall not be loaned.
- ❖ Readers shall be responsible for any damage done to the books or other property belonging to the Library of the College. If the replacement of the books or other properties is not possible, the value of the book/property may be collected from the student concerned along with fine of Rs. 50/-
- ❖ Each student will be provided with individual library card for taking books from the library. A student cannot transfer the usage of library facilities granted to him/her to anyone else. The student is responsible for the book taken on his/her library card.
- ❖ Book will be issued for maximum of seven days at a stretch on producing the library card. If a student wishes to retain the book for further seven days, he may do so by requesting the librarian to re-issue the same. But for this he/she will have to bring the book back to the library and get it re-issued.

- ❖ In case of failure to return the book on the due date, a fine of Rs.10/- (Rupees ten only) per day will be levied on the student. If the book is not returned even after seven days after the due date a consolidated sum as fine, as decided by the management will be charged.
- ❖ In case of library card being lost, student has to apply for the new card paying the Fee of Rs. 20/- . If the old card is being found later the same has to be deposited with the library immediately; fine collected once will not be refunded.
- ❖ If a student loses a book he / She will have to pay the total cost of the book with a fine of Rs.50/- or will have to replace with new one with a fine of Rs. 50/-. No books will be issued to the student till the issue is solved.
- ❖ In case of any damage to the book, either by mutilating pages, or by writing on the pages of the book, the student will either pay the total cost of the book or will have to replace with a fine of Rs. 50/-. No books will be issued to the student till the issue is solved.
- ❖ Any student failing to return the book or pay the prescribed amount in lieu, the institute may take any other action as decided by the management time to time.
- ❖ Issuing of the book will be stopped one week before the commencement of the examination.
- ❖ Books borrowed before the examination should be returned back to the library to facilitate the issue of admit card. No books will be issued during examination and during vacation.
- ❖ Working hours of the library are from Monday through Saturday from 9 a.m. to 5 p.m., or as specified by the college with lunch break between 1 p.m. and 2 p.m.
- ❖ Bags & baggage are prohibited inside the library.
- ❖ Silence should be observed in the Library.
- ❖ Food and beverage are not allowed in the library.

Attendance:

As per the examination guidelines of Mangalore University, a minimum of 75% attendance in aggregate and in individual subject is mandatory to appear in the examination. Passing marks, completion of training etc; will be intimated by respective faculty in class and through notice board.

- As this is a professional course and every class is of utmost importance, students are not expected to absent themselves from classroom sessions and practical classes. If they are to take leave, an intimation letter has to be sent to the class teacher, prior to taking leave, with proper reasons. When absence without prior permission in unavoidable situation the leave application must be submitted on the day of return to the College after the leave period.
- Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as absent for the whole session.
- Absence without leave for even a part of the day will be counted as absence for one day.
- Students without Identity Card & proper Uniform will be marked absent.
- A minimum attendance of 75% in each subject (both theory and practical) has to be maintained to appear for the final examinations, failing which student will not be allowed to take the examinations. The student may have to continue the semester again to compensate the loss of attendance.
- Any long absenteeism without any intimation to the institute will automatically make the student ineligible to continue the education. He/she may rejoin and continue the education in the same semester from the next intake only.

EC/CC Marks:

EC/CC Marks are awarded on the basis of the attendance, participation, involvement, & performance of the students in extra-curricular/co-curricular activities.

Internal Marks:

Internal Marks for each subjects(Theory and Practicals) will be awarded by the respective subject faculties based on the marks obtained in the internal examinations/model examinations/assignments/attendance and the overall behavior of the students. Internal marks are sent to the university prior to the commencement of university examinations.

SMS:

The parents will be receiving the SMS to their mobile phones regarding the absenteeism of their ward, college activities etc. All the parents are requested to check the SMS daily. Parents are requested to contact the respective class-coordinators for any clarifications. Parents are requested to update their contact numbers in case of any change in the mobile number provided to the college at the time of admission of their ward.

College/Hostel Fee:

- **One time admission fee:** Any student who would like to take admission has to pay Rs.20,000/- to register his/ her name for the course. This will take care of Registration, Prospectus, Uniform, Training & development, Caution deposit & I.D card.
- **Eligibility Fee:** The students other than Karnataka must obtain eligibility certificate from Mangalore University to take admission for BHM course. To submit the application, 10th & 12th marks card copy duly attested along with challan for requisite amount i.e., Rs.2200/- to be enclosed along with application to University, who in-turn will arrange to issue eligibility certificate.
- **Tuition fee:** Rs. 70000/- per year & same to be paid on or before July 31st without fail. In case of students who approached their Banker for education loan & if there is any delay in sanctioning the loan the total fee to be paid on or before 31st July. Once the loan is

sanctioned & remitted to the college, the concerned student must submit an application to college to refund the excess amount paid & within 15 days refund cheque will be issued in the name of the student. If anybody failed to clear the college fees etc., there will be a fine on day to day basis & also re registration fee of Rs.1500/- as stipulated by University.

- Generally in the last day of exam of April / May the letter will be issued to students about the fee to be paid for the next Academic year, if they failed to collect it from the Office the same will be sent by ordinary post to Parents to intimate them for remitting the college fee etc., on stipulated date.
- **Students & Teachers welfare fund, National Service Scheme & Red Cross** : It is decided to collect Rs.150/- per year from all the students & separate receipt will be issued for the same.
- **Exam fees:** University Examination Fee to be paid every semester as per the notification from Mangalore University. The fee collected from the students will be remitted to University A/c with Canara Bank, Balmatta Road, Mangalore,
- **Fine:** If any students failed to pay the exam fee within the stipulated date there will be a fine on day to day basis & same to be remitted to University A/c along with exam fee.
- **Payment** : All the fee (College/Hostel), University examination fee, fine/penalties, fee for the class records, etc; to be paid to the college office only.
No cash/cheque to handover to any staff members other than the accounts staff.
A receipt for the same to be collected & kept safe.
- Students are required to settle all other dues before the date of model examination-every semester. The hall-ticket will be issued to students only on producing the No-Due certificate from all the departments.

Roaster Training:

Roaster Training is compulsory and the training schedule will be displayed in the notice board. Un-authorized absenteeism from the roaster training will be dealt seriously. Students to maintain a log book & the same to be submitted to the concerned faculty member as per the instruction. Training certificate will be provided by the hotel at the end of the course.

Outdoor Catering Events:

Students will be given opportunity to attend outdoor caterings in the various reputed hotels and catering establishment only. This is a part of the practical training and students are expected to make full use of the opportunity. No unauthorized ODC's will be allowed.

On-Job Training (O.J.T):

- During the Sixth semester, student has to undergo training in a star hotel, is mandatory. The institute will arrange the training. However, if a student is willing to fix their own training, they can do so after obtaining permission.
- The institute's training and placement coordinator will be the sole person responsible for arranging O.J.T. in an appropriate organization. His/her decision will be binding on the student. No request from the student or the guardian for change in organization will be entertained.
- Once the institute assigns a hotel to a student, the student is expected to complete the training with the same hotel. No change of hotel would be entertained.
- If a student discontinues from the training midway, Moti Mahal College of Hotel Management will not arrange for any alternate training.
- 100 percent attendance is expected from every student during training. Student should strictly abide by the rules and regulations of the hotel in which they are training.
- Every student should compulsorily undergo minimum number of days as prescribed by Mangalore University norms to qualify for the sixth semester examination as the case may be.
- The institute will closely monitor training. Remember that you are there representative of the institute while training. Any irregularities will be seriously dealt with. Even a minor complaint from the Training or HR department may result in expulsion from the institute.
- Student is expected to maintain a daily log book during the training period to enter his daily activities in the department he/she is training. The student should obtain the signature of the supervisor of the department after completing the log.
- On successful completion of the training the student is required to submit a copy of the certificate, along with the completed log book to the institute's training coordinator.
- The student and parents have to execute a joint undertaking assuring to follow the rules and regulations to be followed during the training.
- Moti Mahal College of Hotel Management will not entertain any training certificate other than that issued by the organization with which the training has been arranged. In such a case, the student training will be treated as cancelled. Production of false training certificate, if attempted, will lead to immediate expulsion of the student from the institute.

Training report

- A report in duplicate, along with a power point presentation CD, based on the O. J. T. should be submitted to the concerned faculty on or before the date specified.
- Student is expected to submit a detailed report (as per the specifications by the University) & log book on his/her training and obtain the signature of Training In-charge and Principal.

- The signed report to be submitted; PPT to be done during the University Examination.
- The student has to present the project to the committee of faculty members.
- A viva voce will also be conducted based on the training by an external examiner.

Research Project

- During the commencement of the 8th semester, students are required to select a Topic & Faculty guide/ Project coordinator (list of guide/coordinator will be displayed on the notice board) and register the topic for the research project with the guide/project coordinator.
- Further guidelines on the research project can be obtained from Faculty guide/ Project coordinator.
- Project submission norms should be strictly adhered to by all students concerned.
- Students to obtain the signature on the project report of faculty guide & the Principal.
- Student has to present his/her research project by way of a power point presentation to the respective guide/coordinator.
- A viva voce will also be conducted by an external examiner.

Examinations:

Each student shall register for examinations in all the subjects of a semester when he/she appears for the examination of that semester for the first time.

A candidate shall not be admitted to the practical examination in the first appearance unless he/she produces the class record book duly certified by the Faculty & Principal of the college in the concerned subject.

Marks awarded for the class record at the first appearance shall be considered for the subsequent appearances in the subject. The pass mark % is 35%. Notification regarding the university examination will be displayed in the college notice board.

College Events:

College conducts various activities/events-curricular, co-curricular like Conference, Food Festival, Workshops, etc; every semester. It is mandatory to participate in various college activities conducted by the college during the curriculum.

Career Guidance Programme:

The institute will organize various placement orientation programs for the final semester students, targeted towards grooming the student for placement interview. Attendance in these programs is compulsory for all students.

Campus Interviews/Placement Cell:

MMCHM has a very active placement-cell which organizes campus interviews for final year students every year. All the final year students are required to attend all the interviews organized by the college. All final year students will be subjected to a series of pre-campus assessments, on the basis of which they may be graded into categories to be allowed to participate for specific organizations for interviews. Decision of placement coordinator in this regard will be final.

Notice Board:

Students may check the notice board periodically for announcements regarding class time-table, internal examination, model examination, university notification, special classes and award of scholarships, etc.

Visitors/Phone calls

- Visitors with valid reason may visit students only during the break time. Students are discouraged from having friends/relatives visiting them when they are in the class room. Except for emergency, students are not allowed to receive any personal phone calls during the class hours. Should there be any need to make personal phone calls; student can do so only during the break time.

The Use of Social Media

Social media should not be used to damage the image of the college or any of the members. Mis-use of social media of any kind will be dealt seriously as per the law.

Use of Mobile Phones:

As per the University guidelines mobile phones are strictly prohibited inside the campus. Students are strictly not allowed to use the mobile phones inside the premises even during break times. Any student found violating the rule, his/her mobile will be confiscated. Faculty members and even administrative/office/security staff are authorized to confiscate.

Motor Vehicles:

Students are not permitted to bring Motor vehicles inside the campus.

The College believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system.

Locker Facility

All the students are provided locker facility in their class rooms. Students can keep their practical tool kits, books, journals & notes. Students should not keep uniforms, shoes, socks, cloth materials, etc; Students can lock the lockers and to be kept unlocked at the end of the semester before the commencement of model examinations.

**MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
MANGALURU.**

RULES FOR BOYS' & GIRL'S HOSTEL

- It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
- Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
- The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the fees will NOT be refunded.
- The hostel accommodation will be given to the students as per seats allocated by the Institute authority. The management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- Room shuffling will be done time to time; no permanent room or no permanent room-mate for any of the hostel students. The warden may shift inmates from one room to another without assigning any reason.
- Change/Inter-Change of Room: Students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of Hostel/College authority.
- The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students cannot change lock and key without the permission of Hostel Authority.
- Students are responsible for their possessions of all valuables and they should be kept in the cupboard. Students shall not leave mobile, ornaments and other valuables unguarded.
- Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room. Students to use the dust bins kept in the rooms & public area.
- Hostel identity Card will be provided; which to be produced when required.
- The students will have to continue in the hostel for full session.
- The institute will provide sharing accommodation and cot, chairs & tables to the hostlers. However, the bedding, linen, thermos, tumbler, bucket, mug etc; will be brought by the student. The student will be responsible for the upkeep of the Institute property and the articles issued for use in the hostel, any type of damage to the property/ articles the cost will be recovered from the students.
- The hostel students are not allowed to keep any valuable articles such as jewelry, heavy cash, expensive electrical/electronic gadgets etc. in the rooms. The institute under no circumstances will be responsible for any loss of any valuable articles.
- Bottles other than water bottles (No plastic Bottles) are not allowed to be kept in the room. Objectionable materials (magazine/CDs/Weapons etc.) are not allowed to be kept in the hostel room.
- Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
- Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay fine decided by the management in case of any item found missing from their room or damaged. Students are prohibited from interchanging any furniture/ fixture from one point/location in the hostel to another. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- Assets in Common Areas/Corridors : Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
- During free times the students are not permitted to wander in the other parts of the hostel building.
- Hostel students should not write anything on the walls, doors, or windows or cause any damage to the Hostel/institute Property. Shouting / demonstration is prohibited.
- Disciplinary action will be taken against if an inmate student fails to attend the college without proper reasons and its information to

the warden. In case of sickness student should inform the hostel warden and class coordinator the same before 9.00 am. Leave note to be submitted to the class coordinator through the other inmates of the hostel.

- Students are not allowed to celebrate any parties (like birthday) inside the hostel. If found they will be subjected to a fine decided by the college authority.
- Students are not allowed to use the hostel terrace. If found they will be subjected to a fine decided by the college authority.
- Day-scholars and other relatives of the students are not permitted to stay in the hostel as guests.
- No Electrical appliances are permitted to be used in the rooms like electrical Kettle, Iron etc. In case of any default, the students will be liable for fine or disciplinary action as decided by the Institute Authority.
- The Hostel students should submit the form/undertaking in Duplicate duly filled in all respect along with Specimen signatures of the visitors who will be authorized to meet the hostlers by their parents or guardians. No person other than the authorized ones will be allowed to meet the hostellers.
- Non-Hostel students, visitors/ guests/outsideers are not allowed to visit/stay in the girl/boys hostel. In case any outsideers/ day scholars found visiting/ sitting in anyone's room will be liable for fine as or disciplinary action as decided by the Principal.
- The students are required to keep their rooms locked while going outside. The students are further required to be economical as far as possible in using the water and electricity and keep their rooms clean and tidy all the times. The hostel students are not allowed to use any type of heater/ stove/electrical gadget/ meddle with the fittings in their rooms.
- Ragging is not permitted; anyone found indulging in such activities will be liable for severe disciplinary action. Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/college. Any student, with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force or criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per law of Government. If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent punishment and to ensure collective pressure on the potential raggers.
- The hostel students are not allowed to keep any type of vehicle in the hostel/institute. In case anybody wants to keep / use the vehicle he will have to take prior permission from the principal for the same.
- The dining in the Mess is compulsory for all the students residing in the hostel and accommodation. The other rules of dining in the mess and timings will be intimated by the Mess In charge separately.
- The Hostellers must leave the Hostel at 8.45 AM on working days to attend the Classes.
- Any change in the rules and regulations will be intimated from time to time.
- Students seeking hostel facility must submit the latest and accurate residential address and phone numbers/ mobile numbers of the local guardian.
- The Hostel Committee is formed to take care of day to day operation of Hostel, Mess etc., Any complaints regarding the hostel to be reported to the Principal through the Hostel warden.
- Students to maintain the In-out register promptly. Students going out(also while coming back) of the hostel for any reason must make an entry in the IN & OUT register.
- Attendance to be given on daily basis. The hostel warden will visit each room to take the attendance.
- Students to report back to the hostel at 7.30 pm. Latecomers shall be subjected to a fine decided by the college authority for the first instance with doubled charges for the subsequent days of repetition. Eventually leading to disciplinary action. Students who have roaster training, approved -out-door catering, college events etc; to intimate the warden in advance by way of submitting the copy of letter signed by the college authority.
- Students are not permitted to operate the TV kept in the common room; the hostel warden to take care of the TV.
- The hostlers are allowed to go their home place/out of station through warden's consent. Students are supposed to submit application duly signed and approved by the college authorities to the warden before leaving the hostel. If they go without submitting hostel leave then a penalty decided by the college authority will be imposed on the candidate.
- Mess: Student shall pay full mess fee for one year in advance at the time of admission to the hostel. Outsideers are not allowed in the mess. Outside food/ dabbas are strictly not permitted in the hostel. Cooking inside the rooms is strictly not allowed. Anyone found doing so will be punished.
- Strict discipline should be maintained in the dining hall.
- Menu will be displayed on the notice board. Changes can be made based on decision of mess committee formed by the student's representatives and wardens.
- Students should not waste food. Wasting food is a crime. If any student is found wasting food he / she will be fined for the first time. If the same student is found repeating the same mistake he / she will be expelled from the hostel.
- Students are not permitted to enter the kitchen or store room of the mess on any account. Students are not permitted to cook any food on their own accord in the messes or in their rooms. Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- Notices put up on the notice boards should not be removed by the diners.

- Timings for Mess
 - Breakfast - 7.30 am to 8.30 am.
 - Lunch - 12.30 am to 1.15 pm.
 - Dinner – 8.00 pm to 9.00 pm

These timings shall be strictly followed by the B. H. M. hostel students.

- Students should not be seen in the rooms allotted to other students.
- All hostlers should carry their identity cards issued by the Institute, even while going out or to the mess.
- Students are required to instruct their friends and relatives not to call them on the office telephone during working hours unless in case of emergency.
- Students are required to study/prepare the assignments/journals etc; during the study time; study time starts from 6. 00 pm to 8.00 pm.& 9.00 pm to 10.00 pm.
- Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
- The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities.
- Dress Code: The students should be decently dressed when they are out of rooms.
- Silence: Strict silence shall be observed in hostel. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
- No gambling of any kind shall be allowed on the premises of the hostel. Students should not spit/paste/scribble anything on the walls. Students are not allowed to play in the rooms/corridors.
- The students should not screen pirated / unauthorized / unlicensed movies in their computers and common room. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
- No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
- A minimum of two months notice is necessary in case a student wishes to vacate the hostel. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility.

Visitors : Parents/Guardians can meet their ward in hostel with the permission of the hostel warden. All visitors to the hostel including the parents/ guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard. The visit of men students to the women's hostel and vice-versa is restricted.

- Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- All residents must take care of their ATM/ Debit cards.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- All the lights to be switched off at 11.00 pm except during examinations.
- Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms. This is necessary to avoid inadvertent fire. In case of fire, residents must inform the hostel warden immediately.
- In case of any complaint regarding repair works, upkeep and maintenance, the complaint should be forwarded to hostel warden.
- College/Hostel administration will not entertain any complaint regarding theft of Cell phones, Laptops, etc.
- No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
- The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the warden the reasons for staying in the hostel during working hours.
- Surprise check of hostel rooms may be carried out from time to time by the Wardens and Faculty members to ensure there is no unlawful activity like ragging, smoking, harassing roommates, Possession of weapons, etc. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials.
- Students involving in business, collection of funds, compelling others to join in some organization as a member, attending unauthorized Out Door Catering events (O. D. C.) etc; must not be made under any circumstances.
- Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine decide by the college authority.
- **Entry/Exit TO/FROM Hostel:** For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostel students except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.

- Students must pay all fines/penalties directly to the college office only; receipts for the same to be collected.
- Students having any Chronic/Communicable disease are not allowed to stay in hostel. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital.
- Discussion on politics and religion is completely forbidden in the hostel & mess.
- No notice will be displayed by hostel inmates in the institute/hostel notice board.
- Taking part directly/indirectly in any movement or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion.
- All instructions/ notices displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.
- Non-compliance to any of the hostel rules and regulations shall be treated as misconduct and appropriate action shall be taken against the student.

**MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
MANGALURU.**

UNDERTAKING BY THE STUDENT

I.....Daughter/Son of Mr./Mrs.....
studying in Moti Mahal College of Hotel Management as Day scholar / staying in Hostel.....
Room No. have read the above Rules and Regulations and I undertake that I will abide by the rules and
regulations of the College / Hostel failing of which I shall be liable for fine/disciplinary action.

Name of the Student:

Name of the Institute: **Moti Mahal College of Hotel Management**

Programme : **Bachelor of Hotel Management**

Address & Contact details:

.....

.....

Signature of the Student

Date

**MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
MANGALURU.**

UNDERTAKING BY THE PARENT

I Father /Mother / Guardian of

Ms./Mr..... who is studying in Moti Mahal College of Hotel Management as Day Scholar / residing in hostel in Room No....., have read and understood the above Rules and Regulations and I undertaken that I will cooperate with the College / Hostel Authorities and I will also provide all the medical information, if any, of my ward to the College / Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are :

.....
.....
.....
.....

Contact no. :

.....

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Moti Mahal College of Hotel Management code of conduct while he/she is inside or outside the College/ hostel.

Name of the Parent:

Contact details of local guardian if any :

Signature.....

Date :



LAXMI MEMORIAL EDUCATION TRUST (R.)

INSTITUTIONS MANAGED

A.J. Hospital & Research Centre (NABH Accredited Hospital)		Ph: 08242225533
A.J. Institute of Medical Sciences		Ph: 08242225533
(Recognized by Medical Council of India and affiliated to RGUHS, Bengaluru)		
MBBS	5 ½ years	
PG Courses in all discipline	3 years	
A.J. Institute of Dental Sciences		Ph: 0824-2221466
(Recognized by Dental Council of India and affiliated to RGUHS, Bengaluru)		
BDS	5 years	
MDS	3 years	
Laxmi Memorial College of Physiotherapy		Ph: 0824-2213936
(Recognized by IAP and Affiliated to RGUHS, Bengaluru)		
BPT	4½ years	
MPT	2 years	
Laxmi Memorial College of Nursing		Ph: 0824-2218626
(Recognized by INC & KNC and Affiliated to RGUHS, Bengaluru)		
B.Sc Nursing (Basic)	4 years	
B.Sc Nursing (Post Basic)	2 years	
M.Sc Nursing (All Specializations)	2 years	
Laxmi Memorial Institute of Nursing		Ph: 0824-2218626
(Recognized by INC & KNC and Affiliated to Karnataka State Diploma in Nursing Examination Board, Bengaluru)		
General Nursing and Midwifery	3 ½ years	
Moti Mahal College of Hotel Management		Ph: 0824-2428493
(Recognized by AICTE and Affiliated to Mangalore University)		
B.H.M (Bachelor Degree in Hotel Management)	4 years	
Laxmi Memorial College of Hotel Management		Ph: 0824-2493882
(Affiliated to Mangalore University)		
B.Sc (Hospitality Sciences)	3 years	
A.J Institute of Management		Ph: 0824-2455340
(Recognized by AICTE and Affiliated to Mangalore University)		
MBA (Master of Business Administration)	2 years	
Laxmi Institute of Paramedical Sciences		Ph: 0824-2225533
(Recognized by Paramedical Board and Govt. of Karnataka, Bengaluru)		
Diploma in Dialysis Technology	2 years	
Diploma in Operation Theatre Technology	2 years	
Diploma in Medical Record Technology	2 years	
Diploma in Medical Laboratory Technology	2 years	
Diploma in Health Inspector Course	2 years	
Diploma in Ophthalmic Technology	2 years	
A.J Institute of Hospital Management		Ph: 0824-2225533
(Recognized by RGUHS, Bengaluru)		
UG and PG in Hospital Administration	2 years	
A.J Institute of Paramedical Sciences		Ph: 0824-2225533
(Affiliated to RGUHS, Bengaluru)		
B.Sc in Medical Laboratory Technology (MLT)	3 ½ years	
B.Sc in Perfusion Technology	3 ½ years	
B.Sc in Renal Dialysis Technology	3 ½ years	
B.Sc in Respiratory care Technology	3 ½ years	
B.Sc in Operation Theater Technology	3 ½ years	
B.Sc in Imaging Technology	3 ½ years	
B.Sc in Optometry	4 years	
M.Sc Medical Lab Technology (MLT)	2 years	