



A social project of  
Aragami India

# Admission Prospectus for students

2024 - 2025



## Details of alumni placed in different hotels in India



**Amardeep**  
Commis - III  
Regenta Resort Soma Vine Village, Nasik



**Kumari Suman Verma**  
F & B Service Associate  
Hotel Maurya, Patna



**Aniket Akash**  
Commis - II  
Taj Usha Kiran Palace, Gwalior



**Mukesh Kumar**  
Commis - III  
Royel Retreat Resort & SPA, Udaypur



**Priyanka Kumari**  
Housekeeping Attendant,  
Hyatt Regency, Amritsar



**Md. Akram Raza**  
Guest Service Associate,  
Hotel Patliputra, Patna



**Himpawan Das Pandey**  
Intern Food & Beverage Service,  
Hyatt Place, Hampi



**Mohammad Shahbaz**  
Front Office Associate,  
Hyatt Andaaz, Delhi

## About Us

The Bodhgaya Hotel School is the result of collaboration between two countries that carry hospitality deep within their culture: India and Switzerland. Agragami India, together with two Swiss foundations, IFPD (International Foundation for Population and Development) and EHLSmile Association, a non-profit organization of one of the world's leading hospitality schools, set up The Bodhgaya Hotel School in 2017. The school's qualified and experienced instructors provide youth with high-quality vocational training that prepares them for a career or for entrepreneurial enterprise in the hospitality industry.

## Hotel School Concept

What is unique about TBHS is that the school is embedded in a fully operating hotel. The focus of the TBHS programme is on practical skill development of students through working in the hotel. Students are guided by instructors, with experience in excellent hospitality institutions, to correctly execute hotel operating processes. 25% of student time is devoted to theoretical class-room work, and 75% to skill development. From day one onwards, students are exposed to the guests of the hotel. They take ownership of hotel operations and are given the responsibility of helping to manage the business and ensure guest satisfaction. Over the course of twelve months, as they gradually master their work, students become confident and independent.

Upon graduation, students will have a thorough understanding of various hotel departments, have learned to be hard-working, and be able to provide high-quality services. Not only is TBHS' on-the-job learning approach highly valued by future employers, but it also gives students the knowledge and skill-set needed to become micro-entrepreneurs and eventually lead their own businesses.

## Programme structure

**Specialization:** The hotel school offers two programmes that students can choose from:

- **Food Production Programme:** Under the scope of this programme, students learn about cooking techniques, food preparation, and proper equipment handling. They acquire skills in national and international cuisine and gain knowledge in every aspect of the food production cycle from purchasing material and products, to planning the menu, and stewarding of equipment.
- **Hotel Operations Programme:** This programme is designed to give know-how in the two main operational departments, namely Front Office, and Food and Beverage Service. Students will learn about the duties within the rooms division, as well as how to provide a high-class service experience to guests of a food and beverage outlet.

## Schedule of Study:

Students have a six-day-week and enjoy a day off each week. Students are divided into 2 groups. One group attends from 6.00 am to 3.00 pm, and the other from 1 pm to 10.00 pm. Groups move from one time slot to another on a regular basis.

## Practical Skill Development

Students of the **food production programme** develop practical skills by rotating within four sections of the hotel kitchen: cold kitchen, hot kitchen, bakery and pastry, and stewarding.

Students of the **hotel operations programme** rotate within two sections of the hotel: Front Office, and Food and Beverage Service.

In both programmes, students work under guided expert supervision. As the student becomes more comfortable with the work, more and more responsibilities are given till he/she is able to work independently and to high standards.

## Theory Courses

The theory lessons are set out to put the practical skills into context and to give an understanding of the overall hotel industry. Additionally, subjects such as *Hospitality English*, *Professional and Life Skills*, and *Hygiene* are intended to promote professional behaviour and develop the mind-set expected of a professional. During self-study hours, students have time to review learning materials and prepare themselves for upcoming assessments.

There are 5 common courses which all students must study. Both Food Production students and Hotel Operations students' study four additional courses each related to their chosen specialization.

## Description of Common Courses

### Hospitality English:

The *Hospitality English* course enables students to improve their language knowledge and acquire professional skills to communicate with guests and team members. It covers basic English grammar and standard vocabulary used within the hotel industry.

### Professional and Life Skills:

This course is setup to teach students basic behavioral principles to be adapted to professional life. The primary objective of this course is to equip students with the professional life skills needed to interact with guests and teammates in the school and later in their workplace. It explains ethics and good behavior and their importance and influence on students' self-development and performance. Putting the concept of professional and life skills into a broader perspective, the course will look at the impact social behavior has on a country's economic development. Students will learn what it means to become citizens that contribute positively to progress of their environment.

### Hygiene in Hospitality:

The *Hygiene in Hospitality* course enables students to understand the importance of hygiene in all hotel operations. It shows standard hygiene rules to follow while operating in a hotel and elaborates on the industry common *Hazard Analysis Critical Control Point* (HACCP) principles. Moreover, the course explores the hazards of unhygienic workplaces. It details workplace hygiene and personal hygiene standards set in the industry.

### Menu Planning:

Students will be able to understand the principles according to which a coherent, profitable, and attractive menu is created.

### IT Communication Workshop:

Within the scope of this workshop, students are introduced to basic computer skills. It acquaints students with the use of the Microsoft office package and teaches job related IT procedures and communication methods.

## Food Production Course Description

### Food Knowledge

The main food groups such as meat, fish, vegetables and fruits, cereals, dairy products, herbs and spices, and oils and fats are explored in detail. It describes the features and benefits of each and elaborates on the proper treatment. At the end of the course, students will be able to understand the components of individual food groups and how to plan a balanced meal.



### **Kitchen Techniques**

Students get to know the techniques used in food production. The course elaborates on different cooking, cutting, and preservation methods, while transmitting the understanding of proper equipment handling and care. Students will discover a variety of national and international appetizers, main courses, and deserts.

### **Bakery and Pastry**

Students learn about the fundamentals of bakery and pastry. They examine components of various pastry and bread dough. Students gain insights in the basic techniques used, the mixing and production cycle, and design and decoration.

### **Food Cost**

The course acquaints students with principles of cost calculation needed in kitchen planning. Food costing is essential to the functioning of a modern kitchen, and students learn how to control costs, as well as to properly plan purchases. The course will furthermore cover adequate stock and waste management and introduce students to the concept of budgeting.

## **Hotel Operations Course Description**

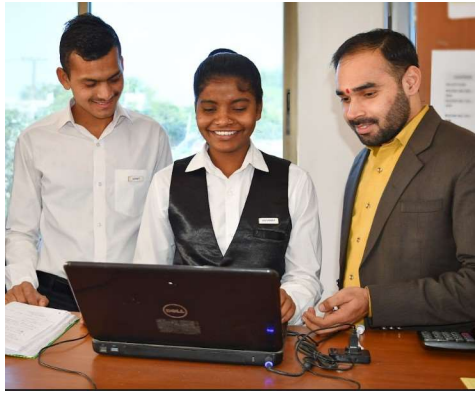
### **Front Office Operations**

After exploring the hotel's position in the tourism industry and getting an overview of the organizational structure of hotel operations, students will dive into the many responsibilities of the reception. From managing reservations, to the duties of concierge services, to customer service; is set out to provide the theoretical knowledge needed by the front office clerk.

### **Food and Beverage Service Techniques**

The Food and *Food and Beverage Service Techniques* class primarily focuses on the service sequence of a high-quality restaurant facility. It guides students from the proper greeting of the guest, all the way to the after-dining tea and coffee service and bill presentation.





The Students will discover the tasks related to room service and get introduced to banquet and catering services.

### **Wine, Bar and Beverage Knowledge**

Students will understand the procedure and techniques inherent to bartender operation and the serving of wine. Moreover, it explains to the student the different alcohols, liquors and a famous non-alcoholic drink used in high-class hotels and gives an understanding of the wine-making process.

### **Course Structure**

#### **FIRST 3 MONTHS**

ALL STUDENTS TAKE BASIC THEORY CLASSES IN BOTH PROGRAMMES. PRACTICAL EXPOSURE IN CHOSEN PROGRAM ONLY.

#### **6 MONTHS**

THEORETICAL AND PRACTICAL SPECIALIZATION IN CHOSEN PROGRAMME

#### **3 MONTHS**

INTERNSHIP IN GOOD HOTEL

### **Values**

At TBHS we nurture a culture of respect and togetherness. We are working in a family ambiance where each person contributes to individual and organisational development. Within the walls of TBHS we encourage young adults to take ownership of a running business and be responsible for every guest experience. As members of the TBHS family, we believe and follow the core values listed below.

**Ownership and Responsibility** – Just as it is our effort put into studies that contributes to personal development, we understand that we are the owners of the business and it is our hard work that makes the success of the hotel. We feel pride in being given responsibility and in representing TBHS to customers and to the outside world.

**Family-Approach and Togetherness** – “A team is only as strong as its weakest member”. We understand that by improving others, we move forward as a team. Sharing our acquired knowledge with peers, leads to individual learning progress. As a family, we are equal and when we perform in unity we help each other.

**Positivity and Professionalism** – Towards guests and team members we keep a positive work attitude while behaving in a professional manner and using appropriate and respectful language.

**Integrity and Transparency** – As a learning institution, TBHS is a place where we can safely learn from our mistakes. We own our mistakes as well as our corrective actions and share them with peers so that everybody can learn from them. We show integrity by openly communicating mistakes and taking the necessary corrective action.

### **Fees and Scholarships**

Our fee pays not only for tuition but also for uniforms, study materials, and one daily meal during school hours. There is no extra fee for examinations, except if a student has to take a retake-examination (see paragraphs on Student Assessment below). School fee for each semester must be paid before the semester begins.

TBHS can arrange shared lodging close to the school for students from outside Bodhgaya if required, though accommodation is not covered by the tuition fees. At a cost of approximately 1,000 per head per month for a 3-person shared accommodation. Please note that the lodging is not supervised. Students are responsible for cooperating with the rules of the house, and for behaving safely and responsibly at all times.

### **Fees Structure**

**Tuition Fee:** The annual tuition fee of Rs. 15.000 is payable in 3 instalments as follows:

<b>Descriptions</b>	<b>Total Amount (INR)</b>
At the time of admission – fee of first trimester	₹ 5,000
Last week of third month	₹ 5,000
Last week of sixth month	₹ 5,000

\* Tuition fee paid is non-refundable.

### **Admission: Criteria and process**

- Passion for the hospitality industry and serving people
- Successfully passed class 10
- Must be 17 years old or over on 1<sup>st</sup> August 2024



For a personal tour and to meet representatives of the hotel school, TBHS hosts an information session at 2 pm every Saturday in June at The Bodhgaya Hotel School. Please respect the busy schedule of our faculty and students and come by at the stated time only.

### **Job Outlook and Placement**

Upon completion of the one-year course, students would acquire the necessary foundation to enter the hospitality industry in entry-level jobs, traineeships or internships, from where they can develop and grow within the enterprise. Besides various opportunities within hotels, the graduates will be equipped with the skills needed to work for high-quality service providers, such as restaurateurs and caterers.

Students will be assisted in placement to ensure a successful start to their careers.

### **Student Assessment**

Student Assessment at TBHS is a continuing process and students can use the continuing feedback received for steady performance improvement.

### **Assessment of Skills:**

Assessment of skills mainly reflect the student's work attitude and his/her execution of procedures in the course of the 5 hours each day that he/she spends in practical work in the school's hotel. Skills will be assessed through a combination of monthly assessments and semester examinations. Semester examinations will test the student's technical performance of given procedures, whereas the monthly assessments reflect technical performance; students' attitude towards their work, guests and team members, grooming standards, and discipline.



## Theoretical Knowledge:

Assessment of theoretical knowledge will reflect how much the student has absorbed of the subject as taught in the 2 hours of classes that are attended each day. Assessments of theory will be done through a combination of quizzes and semester examinations. Quizzes as well as semester examinations will be in English and questions used will mostly be of the objective type.

The system of assessment is summarized in the table below:

	Assessment of Practical Skills		Assessment of Theoretical Knowledge	
	Type of Test	%	Type of Test	%
<b>Semester 1</b>	Monthly Assessments	20	Quizzes	20
	Mid Course Exam	40	Semester Test	40
	Final Course Exam	40	Final Test	40
	<b>Total</b>	<b>100</b>		<b>100</b>
	<b>Minimum passing grade</b>	<b>60</b>		<b>60</b>

Student performance in the 6 common courses will have only assessment of Theoretical Knowledge. All other courses will have assessment of both Practical Skills and of Theoretical Knowledge.

To pass in a course, students must score at least 60% in practical skills and 60% in theoretical knowledge. To pass with distinction, it is necessary to score an average of 75% in all courses taken together.

For each course in which the student receives a grade less than 60%, he/she will be permitted to take up to 2 re-take examinations, at a payment of Rs. 250 per examination. Each re-take will be held a month after the examination in which the student failed. The student will need to score 60% in the retake examination to pass the course.

Should the student fail the second re-take examination, he/she will not be awarded the Diploma and may re-apply to start the program again.

If a student is unable to take a semester test due to authorized absence (absence with permission), he/she will be administered a make-up examination free of cost.

## Award of Diploma:

To obtain the Diploma, the student must:

- pass in all subjects
- have 100% attendance (excluding the weekly off-days, 15 fixed vacation days, 3 national holidays, and 12 discretionary holidays that the student is entitled to- see article 3 of Rules and Regulations below).

## Rules and Regulations

The following section lists the rules and regulations to be followed by students. Upon their enrolment, the student and his/her guardian will be required to sign an agreement to conform to these regulations.

### 1. Respecting the TBHS values

TBHS does not tolerate any disrespectful behaviour towards team members, staff, or guests. Students are required to follow and live by the TBHS values at all times. Should a team member fail to do so, disciplinary actions such as grade deduction, suspension, or in serious cases expulsion from school. In the later case, no refund of already paid fees will be given.

### 2. Vacation, Holidays, Discretionary Days, Off-Days

Throughout the 12 months, students get one weekly off day as well as a total of 30 days off as follows:

- A. Weekly Off-days: The student is entitled to one off-day per week which will be allotted by the faculty in-charge of the department.
- B. Vacation: In the month of March, between the first and second semester, students receive 15 days of

vacation. The dates of these vacations will be announced by the management at the beginning of the course.

- C. **National Holidays:** Republic day, Independence Day and Mahatma Gandhi's birthday are mandatory national holidays. As the operations of the hotel are running year round, not everybody can be off on these special days. Therefore, the management tries to evenly grant students days off as close to these three days as possible- balancing the wishes of individual students with principles of fairness.
- D. **Discretionary days:** Besides the 3 national holidays and 15 days of vacation, the student has a total of 12 discretionary days of leave which can be taken for events such as illness, marriage, family visits, examinations, etc. Requests for leave must be submitted within a reasonable timeframe (for foreseeable events 3 weeks prior) and agreed to by the faculty in charge of the section through which the student is rotating. It is the student's responsibility to study on his own to catch up with classes that are missed during leave periods.

### 3. Attendance requirement

Apart from the days listed in 2, above, the student must be present on all other days. If the student is absent without the permission of his faculty member, the student's leave account will be debited 2 days for each day of such absence.

### 4. Punctuality

Students are graded on their punctuality. Tardiness results in grade deductions on their practical assessment as well as reduction of days of discretionary leave:

- I. If the student is late without justification for less than two hours, the time that he/she is late will be accumulated and deducted from student's discretionary leave days.
- II. A full day of discretionary leave will be deducted if the student is more than two hours late.

### 5. Grooming standards

To succeed in the hospitality industry, it is of great importance to comply with high personal grooming standards. If a student fails to follow grooming standards, the supervisor may send the student home and mark him/her as late or absent without permission. The grooming standards are listed below:

- a. Uniforms: freshly washed and ironed and all pieces worn properly.
- b. Hair: clean, trimmed and neatly combed or arranged.
- c. Facial hair (men only): freshly shaved, moustache or beard neatly trimmed.
- d. Fingernails: clean and trimmed, plain or natural colours only (for women)
- e. Body: freshly showered and a non-intrusive deodorant.
- f. Make-up (women only): use sparingly and be natural looking.
- g. Perfumes: use sparingly or none at all. Your scent should not linger after you leave.

### 6. Use of cell phone

The uses of cell phones are prohibited unless authorized by the instructor or manager. Family members may call the reception if a student needs to be reached

## THE BODHGAYA HOTEL SCHOOL

Katorava Rd behind 80 ft Lord, Buddha Statue,  
Bodhgaya 824231, Gaya, Bihar

Phone no. +91 631 2200044, +91- 7488047879

Email id: operations.tbhs@gmail.com

Website: [www: www: thebodhgayahotelschool.com](http://www.thebodhgayahotelschool.com)

[www: www: agragami.org.in](http://www.agragami.org.in)

# Application Form: The Bodhgaya Hotel School

Katorava Rd, behind 80 ft Lord Buddha statue, Bodhgaya - 824231, Bihar



**Last date for application submission: 30 June 2024**

Date.....

1. In which stream do you want admission? Write 1 for your first choice and 2 for your second choice.

Food Production Program  Hotel Operations Program

2. Applicant details

2.1 First name .....Surname:.....

2.2 Sex: Female Male

2.3 Date of birth: Year .....Month.....Day.....

2.4 Contact details for communication:

Mobile number:..... Email.....

2.5 Current address:

..... District

.....State.....Pin.....

2.6 Permanent address .....District

.....State.....Pin.....

2.7 Nationality: .....

2.8 Name of legal guardian:.....

Relationship of guardian with applicant:

Mother  Father  Other (specify):.....

Please attach a copy of your matriculation certificate as proof of date of birth/age

### 3. Education

Course of Study	Board/ University	Duration	Year of Passing	% Marks	Medium of Instruction

### 4. Work experience

Employer	Work Done	Place of Work	Duration of Employment	Monthly Earnings

Give brief details of your family in the table below:

Information about your father:			
Name	Age	Occupation	Number of days of paid work per annum
Information about your Mother:			
Name	Age	Occupation	Number of days of paid work per annum
Information about your brothers & sisters:			
Total number of brothers & sisters	Number of brothers & sisters studying	Number of brothers & sisters in paid work	

**5. Declaration**

I declare that I am responsible for the truth and accuracy of the information given in this form. If it is found that I have willfully given wrong information I may be dropped from this course.

I have read the prospectus and rules and regulations of The Bodhgaya Hotel School and accept to respect and follow them.

Signature of applicant

.....

.....

Date and place of signature

Signature of guardian

Please note that:

1. Your application should reach the address below by 1<sup>st</sup> July 2024.
2. Post your application to: Sanjay Kumar, Project Manager, The Bodhgaya Hotel School, Katorava Rd behind 80 ft Lord, Buddha Statue, Bodhgaya 824231, Gaya, Bihar
3. Or email your application to [operations.tbhs@gmail.com](mailto:operations.tbhs@gmail.com)