



A social project of
Aragami India

Admission Prospectus 2025 - 2026



THE BODHGAYA HOTEL SCHOOL

Katorava Rd behind 80 ft Lord, Buddha Statue, Bodhgaya 824231, Gaya, Bihar.
Phone no. +91 631 2200044, Mobile & WhatsApp: +91-7488047879, Email id: operations.tbhs@gmail.com,
Website: [www: thebodhgayahotelschool.com](http://www.thebodhgayahotelschool.com), [www: agragami.org.in](http://www.agragami.org.in)

Our Alumni – driving innovation, inspiring future students



Mukesh Kumar
DCDP Chef
Four Season Hotel
Bangalore



Aniket Aakash
Commis II Chef
Taj Usha Kiran Palace
Gwalior



Amardeep Kumar
Commis III Chef
Regenta Resort
Soma Vine Village, Nasik



Suman Verma
F&B Service Associate
Hotel Maurya, Patna



Priyanka Kumari
Housekeeping Supervisor
Hyatt Regency
Amritsar



Md. Akram Raza
Guest Service Associate
Hotel Patliputra
Patna



Himpawan Pandey
Intern at F&B Service
Hyatt Place
Hampi



Mohammad Shahbaz
Front Office Supervisor
Marasa Sarovar Premier
Bodhgaya



Gautam Verma
Commis III Chef
Hyatt Place
Hampi



Naveen Kumar
Commis III Chef
Hyatt Place
Hampi



Deepu Kumar
OJT Chef
Hyatt Place
Bodhgaya



Aakash Kumar
Bakery Chef
Hyatt Place
Bodhgaya



Dayashankar Kumar
Commis III Chef
Mayfair Hotel & Resort
Purnea



Sunil Kumar
Commis III Chef
Mayfair Hotel & Resort
Purnea



Shubham Kumar
Commis III Chef
Mayfair Hotel & Resort
Purnea

About Us

The Bodhgaya Hotel School (TBHS) was set up in 2017. It 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, The International Foundation for Population and Development (IFPD) and EHLSmile Association which is a non-profit organization of Ecole Hoteliere du Lausanne, which is one of the world's leading hospitality schools. TBHS provides youth with high-quality vocational training that prepares them for a career or entrepreneurial enterprise in the hospitality industry.

Concept of The Hotel School

What is unique about TBHS is that the school is embedded in a fully operating hotel. The focus of the TBHS program is on practical skill development of students through working in the hotel. Qualified instructors, with experience in excellent hospitality institutions, guide students to correctly execute hotel operating processes. Twenty-five percent of student time is devoted to theoretical class-room work, and 75% to skill development. From day one, 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. In the time spent at TBHS, students gradually master their work, becoming confident and independent. Upon graduation, students have a thorough understanding of various hotel departments, have learned to be hard-working, and are able to provide high-quality services. TBHS' on-the-job learning approach is highly valued by future employers.

Programs Offered

TBHS offers three programs for students to choose from:

- **Diploma in Food Production:** In this twelve-month program, students learn about cooking techniques, food preparation, and 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.
- **Diploma in Hotel Operations:** This is a twelve-month program. It imparts know-how of the two main operational departments - Front Office, and Food and Beverage Service. Students learn about the duties within rooms division, as well as how to provide a high-class service experience to guests of a food and beverage outlet.
- **Diploma in Housekeeping:** This is a nine-month program. Students gain a comprehensive understanding of the housekeeping department's vital role in maintaining cleanliness, comfort, and aesthetics in hospitality establishments. The course introduces the organizational structure of the department, standard operating procedures, and departmental coordination. From room cleaning techniques, bed-making, linen and laundry operations to public area upkeep and inventory control, students are trained in both theoretical knowledge and practical application. The course also emphasizes safety standards, hygiene practices, and professional

grooming essential for delivering quality guest experiences.

Schedule of Study:

Students have a six-day-week and enjoy a day off each week. They are divided into 2 groups. One group attends from 6.00 am to 3.00 pm, the other from 1.00 pm to 10.00 pm. Groups are rotated from one time slot to another on a regular basis.

Practical Skill Development

Students of the **food production program** 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 program** rotate within two sections of the hotel - Front Office, and Food and Beverage Service.

Students of the **hotel housekeeping program** rotate within the sections of the hotel housekeeping – Guest rooms, Guest floors, Housekeeping desk, Public area, Swimming pool area, Laundry, Linen & Uniform management.

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

Theory Classes

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* 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.

Common Courses

There are 5 common courses which all students must study.

- Hospitality English
- Professional and Life Skills
- Hygiene in Hospitality
- Menu Planning and Basic Food Production and Service Techniques
- Basic Computer Training

Food Production Course Description

- Food Knowledge
- Kitchen Techniques
- Bakery and Pastry
- Food Costing



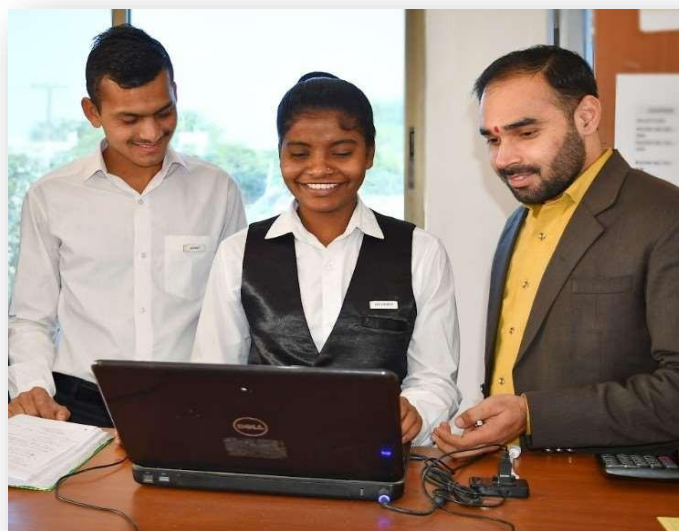
Hotel Operations Course Description

- Front Office Operations
- Food and Beverage Service Techniques
- Wine, Bar & Beverage Service
- Housekeeping Techniques

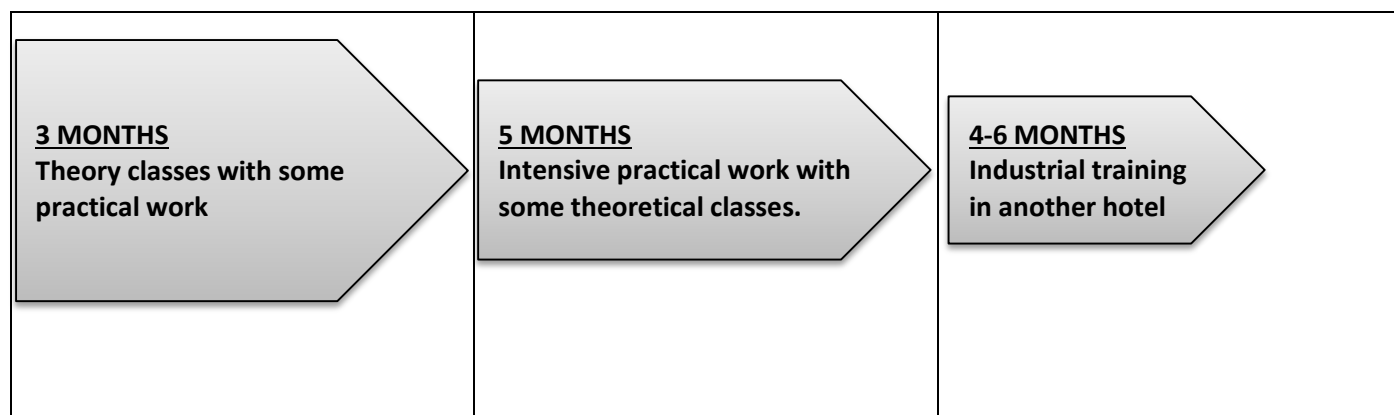


Housekeeping Techniques Course Description

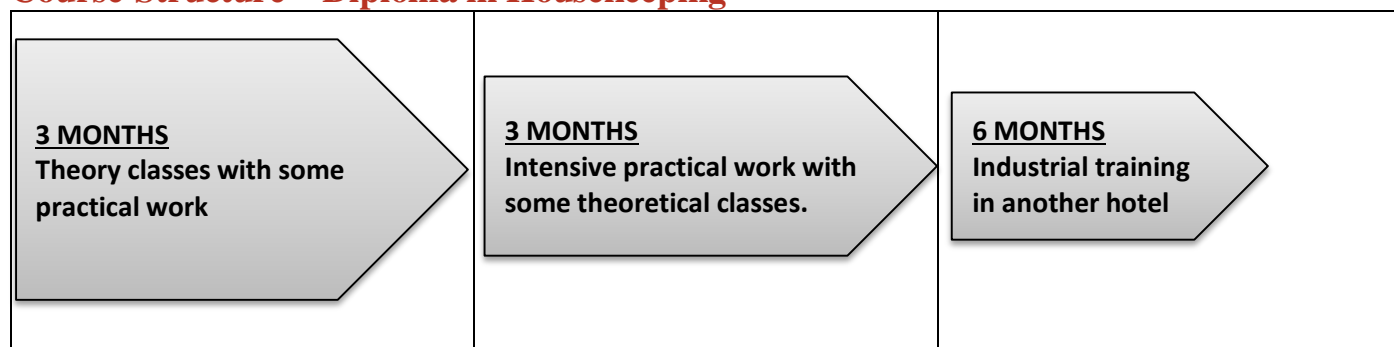
- Housekeeping Equipment's
- Knowledge & Use of Cleaning Agents
- Cleaning Principles & SOP
- Inventory Management
- Guest Room Types & Setup
- Linen Room Operations
- Laundry Techniques
- Minibar Management
- Lost & Found Procedures



Course Structure – Diploma in Food Production; Diploma in Hotel Operations



Course Structure – Diploma in Housekeeping



Fee Structure

The total fee and payment installments for the three courses are as follows:

Name of Course	Total Fee	Payment of Installments*		
		On or before 31 July 2025	On or before 31 October 2025	On or before 31 January 2026
Food Production	₹ 30,000	₹ 12,000	₹ 12,000	₹ 6,000
Hotel Operations	₹ 30,000	₹ 12,000	₹ 12,000	₹ 6,000
House Keeping	₹ 15,000	₹ 7,500	₹ 7,500	-

* Fee paid is non-refundable.

The fee covers tuition, uniforms, study materials, and all meals. There is no extra fee for examinations, except if a student has to take a retake-examination (see paragraphs on Student Assessment below).

Accommodation: Fee does not cover accommodation. If students require accommodation, TBHS can arrange shared lodging close to the school. This costs approximately Rs. 1,250 per head per month for a room shared by three students. Please note that lodging is not supervised. Students are responsible for cooperating with the rules set by the landlord and for behaving safely and responsibly at all times.

Admission: Requirements and process

A student seeking admission to TBHS must:

- Have a passion for the hospitality industry and for serving people
- Be 17 years old or over on 1st August 2025
- Have passed class 10 – if applying for the Diploma in Food Production or Hotel Operations
- Have passed class 8 – if applying for the Diploma in Housekeeping

The time-line for admissions is as follows:

Step 1: Prepare application documents	<ul style="list-style-type: none"> • Evidence of having passed class 10 or 8 depending on the course applied for • Marks sheet • Proof of age • Completed application form (attached at the end of this document)
Step 2: Send application Documents	<ul style="list-style-type: none"> • Documents must reach TBHS before 15 July • Post the application to: The Bodhgaya Hotel School, Katorva Rd Behind 80 ft Lord Buddha Statue, Bodhgaya-824231, Gaya, Bihar • If submitting by email send to: operations.tbhs@gmail.com or by WhatsApp: +91-7488047879
Step 3: Pre-selection	<ul style="list-style-type: none"> • Applications are reviewed and if requirements are met, applicants will be invited to come to TBHS for an interview and assessment on 20 July.
Step 4: Assessment and interview	<ul style="list-style-type: none"> • The assessment tests basic numerical and English communication skills. Students will be interviewed on their motivation to work in the hospitality industry and their general attitude.
Step 5: Acceptance or Refusal	<ul style="list-style-type: none"> • If the results of the assessment and interview are satisfactory, the applicant will receive a confirmation call and letter by email. In order to secure their spot, students are required to pay the fee for the first semester and students and guardians are required to sign the admission consent form before 20th July. • If the results of the interview and assessment are not satisfactory, the applicant will be notified accordingly.

For a personal tour and to meet representatives of the hotel school, TBHS hosts an information session at 2 pm every Saturday till July 15th 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. Monthly assessments measure not just technical performance but also 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 theoretical 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	%
Semester 1	Monthly Assessments	20	Quizzes	20
	Mid-Course Exam	40	Semester Test	40
	Final Course Exam	40	Final Test	40
	Total	100		100
	Minimum passing grade	60		60

For the 5 common courses only the theoretical knowledge of the student will be measured. In all other courses, they will be assessed on 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%, she/he 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 re-take 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 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 will be taken. This could include grade deduction, suspension, or in serious cases expulsion from school. In the latter 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. National Holidays: Republic day, Independence Day and Mahatma Gandhi's birthday are mandatory national holidays. As the operations of the hotel are running all year round, not everybody can be given these off-days at the same time. The management will grant students days off as close to these three days as possible- balancing the wishes of individual students with principles of fairness.
- b. 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.

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.

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.

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:

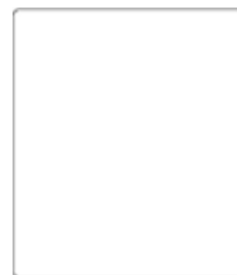
- a. Uniforms: freshly washed and ironed and all pieces worn properly.
- b. Hair: clean, trimmed and neatly combed or arranged.
- c. Facial hair (men only): freshly shaved, moustache or beard neatly trimmed.
- d. Fingernails: clean and trimmed, plain or natural colors only (for women)
- e. Body: freshly 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.
- h. 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.

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 ☐ Housekeeping ☐

2. Applicant details

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

2.2 Sex: Female Male

2.3 Date of birth: YearMonth.....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):.....

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

Please attach:

1. Evidence of having passed class 10 or 8 depending on the course that you are applying for.
2. Marks sheet
3. Proof of age

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

.....

Signature of guardian

.....

Date and place of signature

Please note that:

1. Your application should reach the address below by 15 July 2025.
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