

Evaluation Guidelines with indicative exhibits/context to be Observed/Assessed - SAR - BHMCT

Criterion 1: Vision, Mission and Program Educational Objectives (50)

Sub Criteria	Marks	Evaluation Guidelines
1.1. Vision and Mission statements	05	A. Availability of the Vision & Mission statements (2) B. Appropriateness/Relevance of the Statements (3)
<i>Exhibits/Context to be Observed/Assessed:</i> <i>A. Vision & Mission Statements B. Correctness from definition perspective</i>		
1.2. Program Educational Objectives (PEOs) statements	05	A. Listing of the Program Educational Objectives (3 to 5 PEOs) (5)
<i>Exhibits/Context to be Observed/Assessed:</i> <i>A. Availability & correctness of the PEOs statements</i>		
1.3. Dissemination among stakeholders	10	A. Adequacy in respect of publication & dissemination (2) B. Process of dissemination among stakeholders (2) C. Extent of awareness of Vision, Mission & PEOs among the stakeholder (6)
<i>Exhibits/Context to be Observed/Assessed:</i> <i>A. Adequacy Vision, Mission and PEOs: Availability on Institute website; Availability at Principal & In charges chambers, notice boards,; Availability in documents/course of study</i> <i>B. Process of dissemination: Documentary evidence to indicate the process which ensures awareness among internal and external stakeholders with effective process implementation</i> <i>C. Extent of Awareness: Based on interaction with internal and external stakeholders</i>		
1.4. Formulation Process	15	A. Description of process involved in defining the Vision and Mission (5) B. Description of process involved in defining the PEOs of the program (10)
<i>Exhibits/Context to be Observed/Assessed:</i> <i>Documentary evidence to indicate the process which ensures effective participation of internal and external department stakeholders with effective process implementation</i>		

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1.5. Consistency of PEOs with the Mission	15	A. Preparation of a matrix of PEOs and elements of Mission statement (5) B. Consistency/justification of co-relation parameters of the above matrix (10)
<p><i>Exhibits/Context to be Observed/Assessed:</i></p> <p><i>A. Availability of a matrix having PEOs and Mission elements B. Justification for each of the elements mapped in the matrix</i></p>		
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Criterion 2: Program Curriculum and Teaching–Learning Processes (120)

Sub Criteria	Marks	Evaluation Guidelines
2.1. Program Curriculum	15	
2.1.1. State the process used to identify extent of compliance of the University curriculum / Regulatory Board for attaining the Program Outcomes(POs)	10	A. Process used to identify extent of compliance of university/regulatory board curriculum for attaining POs (6) B. List the curricular gaps for the attainment of defined POs (4) <i>Note: In case all POs are being demonstrably met through University/regulatory board Curriculum then 2.1.2 will not be applicable and the weightage of 2.1.1 will be 15</i>
<i>Exhibits/Context to be Observed/Assessed:</i>		
A. <i>Documentary evidence to indicate the process which ensures mapping/compliance of Curriculum with the POs; Identification of gaps; if any. Effective participation of internal and external department stakeholders with effective process implementation</i> B. <i>Identified Curricular gaps and its Appropriateness</i>		
2.1.2. Appropriateness of Gaps identified and actions taken to bridge the gap	5	A. Steps taken to get identified gaps included in the curriculum.(e.g. letter to university/BOS) (1) B. Delivery details of content beyond syllabus (2) C. Mapping of content beyond syllabus with the POs (2)
<i>Exhibits/Context to be Observed/Assessed:</i>		
A. <i>Documentary evidence of steps taken at regular interval</i> B. <i>Delivered details – documentary evidence for at least one sample per assessment year to be verified</i> C. <i>Availability and appropriateness of Mapping table between contents delivered and Program outcomes (Course outcomes)</i>		
2.2. Teaching-Learning Processes	35	
2.2.1. Initiatives related to industry interaction /Collaborations	20	A. Industry supported laboratories (5) B. Industry involvement in the program design and partial delivery of any regular courses for students (5) C. Impact analysis of industry institute interaction and actions taken thereof (5) D. Collaborations, linkages, MoUs with hotels, organizations, agencies and educational institutes which would help in enhancement of academics, infrastructure and research activities. (5)

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<i>Exhibits/Context to be Observed/Assessed:</i>		
<p>A. <i>Type of Industries, Type of Labs, objectives, utilization and effectiveness</i> B. <i>Documentary evidence</i> C. <i>Analysis and actions taken thereof</i> D. <i>Documentary Evidence</i></p>		
2.2.2. Initiatives related to industry internship/summer training	10	<p>A. Industrial training/tours for students (2) B. Industrial /internship /summer training of more than two weeks and post training Assessment (2) C. Impact analysis of industrial training (2) D. Student feedback on initiative (4)</p>
<i>Exhibits/Context to be Observed/Assessed: (Documentary evidence from A to D)</i>		
<p>A. & B. <i>Type of Industries, planned or non-planned activity, objectives clearly defined, no. of students participated, relevant area of training, visit report documented</i> C.& D. <i>Impact analysis and feedback format, analysis and actions taken (also to be verified during interaction with students)</i></p>		
2.2.3. Co-curricular & Extra Curricular	5	<p>A. Availability of sports and cultural facilities (1) B. NCC, NSS, Food Festivals, Exhibitions, Contests, culinary and other clubs (2) C. Annual students activities (2)</p>
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>Availability, implementation, effectiveness (also to be verified during interaction with the students)</i>		
Total:	50	

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Criterion 3: Course Outcomes and Program Outcomes (70)

Sub Criteria	Marks	Evaluation Guidelines
3.1. Establish the correlation between the courses and the POs	20	
3.1.1. Course Outcomes	05	A. Evidence of COs being defined for every course (05)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>A. Appropriateness of the statements shall be seen for atleast one course each year of study</i>		
3.1.2. CO-PO matrices of courses selected in 3.1.1 (Eight matrices)	05	A. Explanation of table to be ascertained (05)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>A. Mapping to be verified for atleast two matrices</i>		
3.1.3. Course-PO matrix of courses for all years of study (four years)	10	A. Explanation of tables to be ascertained (10)
<i>Exhibits/Context to be Observed/Assessed:.</i>		
<i>A. Mapping to be verified for atleast one course per year of study; program outcomes getting mapped with the core courses are also to be verified</i>		

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3.2. Attainment of Course Outcomes	25	
3.2.1. Describe the assessment processes used to gather the data upon which the evaluation of Course Outcome is based	10	A. List of assessment processes (2) B. The quality /relevance of assessment processes & tools used (8)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>A. & B. Evidence for appropriate assessment processes including data collection, verification, analysis, decision making</i>		
3.2.2. Record the attainment of Course Outcomes of all courses with respect to set attainment levels	15	A. Verify the attainment levels as per the attainment levels set for all courses (15)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>A. Methodology to define set levels and its compliance; data collection, verification, analysis and decision making; details for one course per year of study to be verified</i>		
3.3. Attainment of Program Outcomes	25	
3.3.1. Describe assessment tools and processes used for assessing the attainment of each of the POs	10	A. List of assessment tools & processes (5) B. The quality/relevance of assessment tools/processes used (5)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>A. & B. Direct and indirect assessment tools & processes ; effective compliance; direct assessment methodology, indirect assessment formats- collection-analysis; decision making based on direct and indirect assessment</i>		

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3.3.2. Provide results of evaluation of each PO	15	A. Verification of documents, results and level of attainment of each PO (10) B. Overall levels of attainment (5)
<i>Exhibits/Context to be Observed/Assessed:</i> <i>A. & B. Appropriate attainment level and documentary evidences; details for POs attainment from core courses to be verified. Also atleast four POs attainment levels shall be verified</i>		
Total	70	

Criterion 4: Students' Performance (100)

Sub Criteria	Marks	Evaluation Guidelines
4.1. Enrolment Ratio (Admissions)	20	A. $\geq 90\%$ students enrolled at the First Year Level on average basis during the previous three years starting from current academic year (20) B. $\geq 80\%$ students enrolled at the First Year Level on average basis during the previous three years starting from current academic year (18) C. $\geq 70\%$ students enrolled at the First Year Level on average basis during the previous three years starting from current academic year (16) D. $\geq 60\%$ students enrolled at the First Year Level on average basis during the previous three years starting from current academic year (12) E. $\geq 50\%$ students enrolled at the First Year Level on average basis during the previous three years starting from current academic year (8) F. Otherwise '0'.
<i>Exhibits/Context to be Observed/Assessed:</i> <i>Data to be verified for each of the assessment years</i>		
4.2. Success Rate (Students graduating in minimum stipulated time)	20	S.I. = Number of students program in minimum stipulated time / Number of students admitted Average SI = Mean of Success Index (SI) for past three batches Success rate = $20 \times$ Average SI
<i>Exhibits/Context to be Observed/Assessed:</i> <i>Data to be verified for each of the assessment years</i>		

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<p>4.3. Academic Performance (Percentage marks scored)</p>	<p align="center">20</p>	<p>Academic Performance = 2* Average API (Academic Performance Index) API = ((Mean of final Year Grade Point Average of all successful Students on a 10 point scale) or (Mean of the percentage of marks of all successful students in final year/10)) x (number of successful students/number of students appeared in the examination) Successful students are those who have passed in all final year courses.</p>
<p><i>Exhibits/Context to be Observed/Assessed:</i> <i>Data to be verified for atleast one of the assessment years</i></p>		
<p>4.4. Placement, Higher studies and Entrepreneurship</p>	<p align="center">30</p>	<p>Assessment Points = 30 × average placement Where, N is the total no. of final year students, X is No. of students placed in Hotels/companies, Y is No. of students admitted to Higher Studies with valid qualifying scores Z is No. of students turned entrepreneur in Hotel Management and catering sector Placement Index : (X+ Y + Z)/N</p>
<p><i>Exhibits/Context to be Observed/Assessed:</i> <i>Data to be verified for atleast one of the assessment years</i></p>		
<p>4.5. Students' participation in organizing events</p>	<p align="center">10</p>	<p>Assessment should be based on Students' participation in: i. Food Festival, ii. Theme Dinner/Lunch, iii. Inter/Intra College Competitions, iv. Demonstrations by Industry Experts, v. Outdoor Caterings, vi. Paper presentations, Culinary programs, vii. Student exchange programs, viii. Cake ,Salads, Mocktail, Petit Four, Vegetables & Fruit Carvings, Displays, ix. Food Fairs, x. Alumni Meet, xi. Publications & Articles, etc.</p>
<p><i>Exhibits/Context to be Observed/Assessed:</i> <i>Quality of events and documentary evidence</i></p>		
<p>Total:</p>	<p align="center">100</p>	

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Criterion 5: Faculty Information and Contributions (120)

Sub Criteria	Marks	Evaluation Guidelines
5.1. Student-Faculty Ratio	20	<p>Marks to be given proportionally from a maximum of 20 to a minimum of 10 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below:</p> <p><= 15 - 20 Marks <= 17 - 18 Marks <= 19 - 16 Marks <= 21 - 14 Marks <= 23 - 12 Marks <= 25 - 10 Marks > 25 - 0 Marks</p>
<p><i>Exhibits/Context to be Observed/Assessed:</i></p> <ul style="list-style-type: none"> <i>The SFR is to be calculated based on the faculty of the Department.</i> <i>No. of Regular faculty calculation considering Regular faculty definition*; Faculty appointment letters, time table, subject allocation file, salary statements.</i> <i>No. of students calculation as mentioned in the SAR (please refer table under criterion 5.1)</i> <i>Faculty Qualification as per AICTE guidelines shall only be counted</i> <p>* Minimum 75% should be Regular/ full time faculty and the remaining shall be Contractual Faculty as per AICTE norms and standards. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Student Faculty Ratio.</p>		
5.2. Faculty Cadre Proportion	20	<p>Cadre Proportion Marks =</p> $\left[\begin{array}{c} \text{AF1} \\ \text{RF1} \end{array} \right] + \left[\begin{array}{c} \text{AF2} \times 0.6 \\ \text{RF2} \end{array} \right] + \left[\begin{array}{c} \text{AF3} \times 0.4 \\ \text{RF3} \end{array} \right] \times 10$ <ul style="list-style-type: none"> • If AF1 = AF2 = 0 then zero marks • Maximum marks to be limited if it exceeds 20 (Refer calculation in SAR)

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Exhibits/Context to be Observed/Assessed: (Faculty Qualification and experience required for cadre posts shall only be considered as per AICTE norms/guidelines)		
<ul style="list-style-type: none"> ● Cadre wise No. of faculty available; Faculty qualification and experience and eligibility; Appointment/Promotion orders ● Cadre wise no. of faculty required as per AICTE guidelines (refer calculation in SAR) 		
5.3. Faculty Qualification	20	FQ = 2.0 x [(10X + 4Y)/F] where X is no. of regular faculty with Ph.D., Y is no. of regular faculty with M.HMCT., F is no. of regular faculty required to comply 1:20 Faculty Student ratio (No. of faculty required to be calculated as per 5.1)
Exhibits/Context to be Observed/Assessed:		
<ul style="list-style-type: none"> ● Documentary evidence – Faculty Qualification 		
5.4. Faculty Retention	10	A. ≥90% of required Faculties retained during the period of assessment keeping CAYm3 as base year (10) B. ≥75% of required Faculties retained during the period of assessment keeping CAYm3 as base year (8) C. ≥60% of required Faculties retained during the period of assessment keeping CAYm3 as base year (6) D. ≥50% of required Faculties retained during the period of assessment keeping CAYm3 as base year (4) E. Otherwise (0)
Exhibits/Context to be Observed/Assessed:		
<ul style="list-style-type: none"> ● Faculty date of joining; atleast three month (July-April-May) salary statement for each of the assessment years 		
5.5. Faculty as participants in faculty development/training activities	10	For each year: Assessment = 2 × (Sum/0.5RF) Average assessment over three years (Marks limited to 10)
Exhibits/Context to be Observed/Assessed:		
<ul style="list-style-type: none"> ● Relevance of the training/development programme ● No. of days; No. of faculty 		
5.6. Consultancy/Sponsored Research	10	Funding Amount (Cumulative during assessment years): Amount > 10 Lacs – 10 Marks Amount ≥ 8 Lacs and ≤ 10 Lacs – 8 Marks Amount ≥ 6 Lacs and < 8 Lacs – 6 Marks Amount ≥ 4 Lacs and < 6 Lacs – 4 Marks

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		Amount <= 4 Lacs – 0 Mark
<i>Exhibits/Context to be Observed/Assessed:</i>		
<ul style="list-style-type: none"> • <i>Documentary evidence; Funding agency, Amount, Duration, Research progress; Outcome, Actual money received</i> 		
5.7. Research Paper Publications	10	Number of quality publications in refereed/SCI Journals, Citations, Books/Book Chapters etc.
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>Quality of publications; publications copy</i>		
5.8. Visiting/Adjunct/Emeritus Faculty etc.	10	<ul style="list-style-type: none"> • Provision of Visiting /Adjunct/Emeritus faculty etc.(2) • Minimum 50 hours per year interaction (Minimum 50 hours interaction in a year will result in 2 marks for that year; 2 marks x 4 years= 8 marks)
<i>Exhibits/Context to be Observed/Assessed:</i>		
<ul style="list-style-type: none"> • <i>Documentary evidence</i> 		
5.9. Preparation of teaching Cases	10	The development and use of cases in teaching and thus promoting learners critical thinking skills
<i>Exhibits/Context to be Observed/Assessed:</i>		
<i>Justification for marks awarded to be given</i>		
Total:	120	

Criterion 6: Facilities and Technical Support (90)

Sub Criteria	Marks	Evaluation Guidelines
6.1. Classrooms & Learning facilities	20	A. Availability of adequate, well-equipped classrooms to meet the curriculum requirements (10) B. Availability of e-learning facilities, utilization; initiatives to ensure students learning (10)

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<i>Exhibits/Context to be Observed/Assessed:</i> A. & B. Adequacy; well-equipped classrooms; utilization		
6.2. Adequate and well equipped facilities, and technical manpower available for conducting practical	50	A. Adequate well-equipped laboratories to run all the program-specific curriculum (30) B. Availability of adequate technical supporting staff (10) C. Availability of qualified technical supporting staff (10)
<i>Exhibits/Context to be Observed/Assessed:</i> A. Adequacy; well-equipped laboratories; utilization B. & C. Self – explanatory		
6.3. Maintenance and overall ambiance of the facilities (like advanced kitchen, quantity kitchen, basic kitchen, housekeeping lab, training restaurants, laundry, line room, model guest rooms etc.)	20	Maintenance and overall ambiance (20)
<i>Exhibits/Context to be Observed/Assessed:</i> Self - explanatory		
Total:	90	

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Criterion 7: Continuous Improvement (60)

Sub Criteria	Marks	Evaluation Guidelines
7.1. Improvement in Placement and Higher Studies	10	Assessment is based on improvement in: (Refer placement index 4.4) A. Improvement in Placements (5) B. Improvement in Higher Studies (3) C. Improvement in number of Entrepreneurs (2) (Marks to be given proportionately considering nos. in the base year CAYm3)
<i>Exhibits/Context to be Observed/Assessed:</i> A. B. & C. Nos. in each year of the assessment; improvement considering CAYm3 as a base year		
7.2. Improvement in the quality of students admitted to the program	10	Assessment is based on improvement in terms of ranks/scores in qualifying state level/national level entrances tests, percentage marks in 12th Standard and percentage marks of the lateral entry students.
<i>Exhibits/Context to be Observed/Assessed:</i> Documentary Evidence-list of students admitted; admission authority guidelines; ranks/scores; comparative status considering CAY m3 as a base year		
7.3. Improvement in Success Index of Students	10	SI= (Number of students who graduated from the program)/(Number of students admitted in the first year of that batch)
<i>Exhibits/Context to be Observed/Assessed:</i> Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.		
7.4. Improvement in Student Faculty Ratio	10	
<i>Exhibits/Context to be Observed/Assessed:</i> Assessment shall be based on improvement trends in SFR. Marks are awarded accordingly.		
7.5. Improvement in laboratories	20	New Facility created in the program
<i>Exhibits/Context to be Observed/Assessed:</i> Relevance		
Total:	60	

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Criterion 8: Governance, Institutional Support and Financial Resources (60)

Sub Criteria	Marks	Evaluation Guidelines
8.1. Organization, Governance and Transparency	25	
8.1.1. Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies.	10	A. List the Governing Body Composition, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; participation details of external members and attendance therein (4) B. The published service rules, policies and procedures with year of publication (3) C. Minutes of the meetings and action-taken reports (3)
<i>Exhibits/Context to be Observed/Assessed: Self - explanatory</i>		
8.1.2. Decentralization in working and grievance Redressal mechanism	05	A. List the names of the faculty members who have been delegated powers for taking administrative decisions (1) B. Specify the mechanism and composition of grievance redressal cell (2) C. Documentary evidence in aspect of actions taken as per 'A' & 'B' above (2)
<i>Exhibits/Context to be Observed/Assessed: A. B. & C. Documentary evidence</i>		
8.1.3. Delegation of financial powers	05	A. Financial powers delegated to the Principal, Heads of Departments and relevant in-charges (2) B. Demonstrate the utilization of financial powers for each of the assessment years(3)
<i>Exhibits/Context to be Observed/Assessed: A. Circulars notifying financial powers B. Documentary evidence to exhibit utilization at each levels during assessment years</i>		
8.1.4.. Transparency and availability of correct/unambiguous information in public domain	05	A. Information on the policies, rules, processes is to be made available on web site (2) B. Dissemination of the information about student, faculty and staff (3)

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<i>Exhibits/Context to be Observed/Assessed:</i> A. & B. Website and Documentary evidence		
8.2. Budget Allocation, Utilization, and Public Accounting at Institute level	20	
8.2.1. Adequacy of Budget allocation	10	A. Quantum of budget allocation for three years (5) B. Justification of budget allocated for three years (5)
<i>Exhibits/Context to be Observed/Assessed:</i> A. Budget formulation, finalization and approval process B. Requirement – allocation –adequacy – justification thereof		
8.2.2. Utilization of allocated funds	10	A. Budget utilization for three years (10)
<i>Exhibits/Context to be Observed/Assessed:</i> A. Balance sheet; effective utilization; random verification for atleast two of the three assessment years		
8.3. Library and Internet	15	
8.3.1. Quality of learning resources (hard/soft)	10	<ul style="list-style-type: none"> ● Availability of relevant learning resources including e-resources and Digital Library (7) ● Accessibility to students (3)
<i>Exhibits/Context to be Observed/Assessed:</i> Availability; Adequacy; Effectiveness (Also to be verified during interactions with the faculty and students)		
8.3.2. Internet	5	A. Available bandwidth (1) B. Wi Fi availability (1) C. Internet access in labs, classrooms, library and offices of all Departments (2) D. Security mechanism (1)
<i>Exhibits/Context to be Observed/Assessed:</i> Availability as per AICTE norms; Adequacy; Effectiveness (Also to be verified during interactions with the faculty and students)		
Total:	60	