Part B-Program Assessment Worksheet

Name of the Institution _____

Name of the Program _____

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

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
1.1.	Vision and Mission statements	5	A. Availability of statements (2)			Overall Marks for 1.1	
			B. Appropriateness/Relevance of the Statements (3)				
1.2.	State the Program Educational Objectives (PEOs)	5	Program Educational Objectives (3 to 5) (5) A. Availability & correctness			Overall Marks for 1.2	
1.3.	Dissemination among stakeholders	10	A. Adequacy in respect of publication & dissemination (2)			Overall Marks for 1.3	
			B. Process of dissemination among stakeholders (2)				
			C. Extent of awareness of Vision, Mission & PEOs among the stakeholder (6)				
1.4.	Formulation Process	15	A. Description of process for defining the Vision, Mission (5)			Overall Marks for 1.4	
			B. Description of process for defining the PEOs of the program (10)				
1.5.	Consistency of PEOs with Mission	15	A. Preparation of a matrix of mapping PEOs and elements of Mission statement (5)			Overall Marks for 1.5	
			B. Consistency/justification of co-relation parameters of the matrix (10)				
Total of Criterion 1:		**50**	**Overall Marks for Crietion 1:**				

Criterion 2: Program Curriculum and Teaching – Learning Processes (50)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.1.	**Program Curriculum**	**15**				Overall Marks for 2.1	
2.1.1.	State the process used to identify extent of compliance of the University/Regulatory Board curriculum 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)				
2.1.2.	Appropriateness of the gaps identifies and actions taken to bridge the gap	5	A. Steps taken to get identified gaps included in the curriculum.(letter to university/BOS) (1)				
			B. Delivery details of content beyond syllabus (2)				
			C. Mapping of content beyond syllabus with the POs (2)				
2.2.	**Teaching-Learning Processes**	**35**				Overall Marks for 2.2	
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, organisations, agencies and educational institutes which would help in enhancement of academics, infrastructure and research activities (5)				
2.2.2.	Initiatives related to industry internship/summer training	10	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)				
2.2.3.	Co-curricular & Extra Curricular	5	A. Availability of sports and cultural facilities (1)				
			B. Food Festivals, Exhibitions, Contests, culinary and other clubs (2)				
			C. Annual students activities (2)				
Total of Criterion 2:		**50**	**Overall Marks for Criterion 2:**				

Criterion 3: Course Outcomes and Program Outcomes (70)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded Marks	Marks Awarded Total	Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
3.1.	**Establish the correlation between the courses and the POs**	20				Overall Marks for 3.1	
3.1.1.	Course Outcomes	5	A. Evidence of COs being defined for every course (5)				
3.1.2.	CO-PO matrices of courses selected in 3.1.1 (Eight matrices)	5	A. Explanation of table to be ascertained (5)				
3.1.3.	Course-PO matrix of courses for all years of study (four years)	10	A. Explanation of tables to be ascertained (10)				
3.2.	**Attainment of Course Outcomes**	25				Overall Marks for 3.2	
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 tools/processes used (8)				
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)				
3.3.	**Attainment of Program Outcomes**	25				Overall Marks for 3.3	
3.3.1.	Describe assessment tools and processes used for assessing the attainment of eah of the POs	10	A. List of assessment tools & processes (5)				
			B. The quality /relevance of assessment processes & tools used (5)				
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)				
Total of Criterion 3:		**70**	**Overall Marks for Criterion 3:**				

Criterion 4: Students' Performance (100)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
4.1.	Enrolment Ratio (Admissions)	20	A. >= 90% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (20)			Overall Marks for 4.1	Mention Numbers
			B. >= 80% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (18)				
			C. >= 70% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (16)				
			D. >= 60% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (12)				
			E. >= 50% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (8)				
			F. Otherwise '0'.				
4.2.	Success Rate (Students graduating in minimum stipulated time)	20	S.I. = Number of students graduating in minimum stipulated time/ Number of students admitted **Average SI =** Mean of Success Index (SI) for past three batches **Success rate =** 20 × Average SI			Overall Marks for 4.2	Mention Numbers
4.3.	Academic Performance (Percentage marks scored)	20	**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.			Overall Marks for 4.3	Mention Numbers

						Overall Marks for 4.4	Mention Numbers
4.4.	**Placement, Higher studies and Entrepreneurship**	30	**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**			Overall Marks for 4.4	Mention Numbers
4.5.	**Students' participation in organising events**	10	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.			Overall Mark for 4.5	Mention Numbers
Total of Criterion 4:		**100**	**Overall Marks for Criterion 4:**				

Criterion 5: Faculty Information and Contributions (120)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
5.1.	Student-Faculty Ratio (SFR)	20	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: < = 15 - 20 Marks < = 17 - 18 Marks < = 19 - 16 Marks < = 21 - 14 Marks < = 23 - 12 Marks < = 25 - 10 Marks > 25 - 0 Marks **Note:** 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.			Overall Marks for 5.1	
5.2.	Faculty Cadre Proportion	20	Cadre Proportion Marks = $\{[AF1 / RF1] + [AF2/ RF2 \times 0.6] + [AF3/RF3 \times 0.4]\} \times 10$ • If AF1 = AF2= 0 then zero marks • Maximum marks to be limited if it exceeds 20 (Refer calculation in SAR)			Overall Marks for 5.2	Mention numbers
5.3.	Faculty Qualification	20	$FQ = 2.0 \times [\{10X +4Y\}/F]$ where X is no. of faculty with Ph.D., Y is no. of faculty with M.HMCT., F is no. of faculty required to comply 1:15 Faculty Student ratio (no. of faculty required to be calculated as per 5.1)			Overall Marks for 5.3	Mention numbers
5.4.	Faculty Retention	10	A. ≥ 90% of required Faculties retained during the period of assessment keeping CAYm3 as base year (10)			Overall Marks for 5.4	Mention numbers
			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)				

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks	Total	Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
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)			Overall Marks for 5.5	
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 Amount <= 4 Lacs – 0 Mark			Overall Marks for 5.6	Mention numbers
5.7.	Research Paper Publications	10	Number of quality publications in refereed/SCI Journals, Citations, Books/Book Chapters etc.			Overall Marks for 5.7	
5.8.	Visiting/Adjunct etc.	10	Provision of Visiting /Adjunct/Emeritus faculty etc.(2)			Overall Marks for 5.8	
			Minimum 50 hours per year interaction (per year to obtain two marks : 4 * 2 = 8)				
5.9.	Preparation of teaching Cases	10	The development and use of projects, cases and research in teaching and thus promoting learners critical thinking skills (10)			Overall Marks for 5.9	
Total of Criterion 5:		**120**	**Overall Marks for Criterion 5:**				

Criterion 6: Facilities and Technical Support (90)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide
				Marks	Total		Justifications/ Reasons)
6.1.	Classrooms & Learning facilities	20	A. Adequate well-equipped classrooms to meet the curriculum (10)			Overall Marks for 6.1	
			B. Availability of E-learning facilities, utilization; initiatives to ensure students learning (10)				
6.2.	Adequate and well equipped facilities & technical manpower available for conducting practical	50	A. Adequate well-equipped laboratories to run all the program-specific curriculum (30)			Overall Marks for 6.2	
			B. Availability of adequate technical supporting staff (10)				
			C. Availability of qualified technical supporting staff (10)				
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 ambience (20)			Overall Marks for 6.3	
Total of Criterion 6:		**90**	**Overall Marks for Criterion 6:**				

Criterion 7: Continuous Improvement (60)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
7.1.	Improvement in Placement, Higher Studies and Entrepreneurship	10	A. Improvement in Placements (5)			Overall Marks for 7.1	
			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)				
7.2.	Improvement in the quality of students admitted to the program	10	Assessment is based on improvement in terms of ranks/score in qualifying state level/national level entrances tests, percentage marks in 12th Standard and percentage marks of the lateral entry students.			Overall Marks for 7.2	
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)			Overall Marks for 7.3	
7.4.	Improvement in Student Faculty Ratio	10	Assessment shall be based on improvement trends in SFR. Marks are awarded accordingly.			Overall Marks for 7.4	
7.5.	Improvement in laboratories	20	Relevance of new Facility created in the program			Overall Marks for 7.5	
Total of Criterion 7:		60		Marks for Criterion 7:			

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

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
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)			Overall Marks for 8.1	
			B. The published service rules, policies and procedures with year of publication (3)				
			C. Minutes of the meetings and action-taken reports (3)				
8.1.2.	Decentralization in working and grievance redressal mechanism	5	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)				
8.1.3.	Delegation of financial powers	5	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)				
8.1.4.	Transparency and availability of correct/unambiguous information in public domain	5	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)				
8.2.	**Budget Allocation, Utilization and Public Accounting at Institute level**	**20**				Overall Marks for 8.2	
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)				
8.2.2.	Utilization of allocated funds	10	Budget utilization for three years (10)				

8.3.	Library and Internet	15				Overall Marks for 8.3	
8.3.1.	Quality of learning resources (hard/soft)	10	A. Availability of relevant learning resources including e-resources and Digital Library (7)				
			B. Accessibility to students (3)				
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)				
Total of Criterion 8:		**60**		**Marks for Criterion 8:**			