NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers Undergraduate Hotel Management & Catering Technology Programs

PARTA- Profile of the Institute

Name of the Program applied for:

A1. Name of the College:-   **Year of Establishment:-**

Location of the College:-

A2. Address:-   **City:-**

State:-   Pin Code:-

Website:-   E-mail:-

STD Code:-   Phone No:-

Fax STD Code:-   Fax:-

A3. Head of the Institution:-

Name:-   Designation:-

Status of Appointment:-

A4. Contact details of Head of the Institution:-

STD Code:-   Telephone No:-

Mobile:-   E-mail:-

Fax STD Code:-   Fax No:-

A5. Name of the Affiliating University:-

Address:-   City:-

State:-   Pin Code:-

Website:-   E-mail:-

STD Code:-   Phone No:-

Fax STD Code:-   Fax:-

A6. Type of the Institution:

University ☐   Deemed University ☐

Government Aided ☐   Autonomous ☐

Affiliated ☐

A7. Ownership Status:

Central Government ☐   State Government ☐

Government Aided ☐   Self financing ☐

Trust ☐   Society ☐

Section 25 Company ☐   Any Other (Please specify) ☐

Provide Details:

A8. Campus Information:-

Does the College have its own building:-

Sports Complex:-

Canteen and Hostel (If any):-

Medical Room:-

Computer Laboratories:-

Counselling and guidance:-

Placement:-

A9. Names of programs offered by the College:-
UG:-

PG:-

Note: - Please mention department wise.

A11. Programs to be considered for Accreditation vide this application.

S. No.	Program Name

Table A11

PART B- Program information as per point A11

(To be filled separately for all the programs applied for)

B1. Provide separate Information for each program applied for (including shifts if any):-

Name of the Department	Name of the programs running	Name of the program to be consider -ed	Year of Start	Initial Intake	Increase/ decrease in intake, if any (mention the no. of seats increased/de creased, also)	Year of increas e/decr ease	AICTE Approval Letter No.	Accreditation Status*

Table B1

Note: Please mention **all increase intake** starting from the first increase for all programs

*** Write applicable one:**

- Applying first time
- Granted provisional accreditation for three years for the period(specify period)
- Granted accreditation for 6 years for the period (specify period)
- Not accredited (specify visit dates, year)
- Withdrawn (specify visit dates, year)
- Not eligible for accreditation
- Eligible but not applied

B2. Student Admissions (Program specific):-

Item	CAY 2018-19	CAYm1 2017-18	CAYm2 2016-17	Total
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three assessment years (Total Admitted/Sanctioned Intake)				

Kindly note that the year mentioned here is exemplary, institute has to consider the academic years as per the definition given in the document and according to the prevailing year.

Table B2

CAY: Current Academic Year
CAYm1: Current Academic Year minus 1 = Current Assessment Year
CAYm2: Current Academic Year minus 2 = Current Assessment Year minus 1

B3. Information of Faculty

Please provide the list of faculty in the Department as per the below format separately (year wise) for each year under consideration

S. No.	Name	PAN No.	Quali ficati on	Area of Specia lizatio n	Desig nation	Date of Joini ng	Date on which Designate d as Professor/ Associate Professor	Currently Associat ed (Y/N)	Nature of Associatio n (Regular/ Contract/ Adjunct)	Date of Leaving (In case Currently Associated is "No")
1.										
..										
N.										

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Table B3

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B3.1. No. of the Available Faculty

S. No.	Designation/Numbers	Number of Faculty in the Department for both UG and PG	
		CAY	**CAYm1**
1.	**Professor**		
2.	**Associate Professor**		
3.	**Assistant Professor**		
4.	**Number of Ph. D** (as per the AICTE norms)		

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Table B3.1

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- **At least one Professor or Associate professor with PhD. degree on regular basis should be available exclusively for the department of the program under consideration**

B.3.2.Student Faculty Ratio (No of Faculty as per the sanctioned intake):-

(To be calculated at Department Level)

No. of UG Programs in the Department (n): _____

No. of PG Programs in the Department (m): _____

No. of Students in UG 1st Year= **u1**

No. of Students in UG 2nd Year= **u2**

No. of Students in UG 3rd Year= **u3**

No. of Students in UG 4th Year= **u4**

No. of Students in PG 1st Year= **p1**

No. of Students in PG 2nd Year= **p2**

If Diploma programs are also being run, mention number of students in Diploma Programs

No. of Students = Sanctioned Intake + Actual Admitted lateral entry students

(The above data to be provided considering all the UG and PG programs of the department)

S=Number of Students in the Department = UG1 + UG2 + UG3 + UG4 + PG1 + PG2

F = Total Number of Faculty Members in the Department

Student Teacher Ratio (STR) = S / F

Year	CAY	CAYm1	CAYm2
u1.1			
u1.2			
u1.3			
UG1	**u1.1+u1.2+u1.3**	**u1.1+u1.2+u1.3**	**u1.1+u1.2+u1.3**
…			
u_n.1			
u_n.2			
u_n.3			
UGn	**u_n.1+u_n.2+u_n.3**	**u_n.1+u_n.2+u_n.3**	**u_n.1+u_n.2+u_n.3**
p1.1			
p1.2			
PG1	**p1.1+p1.2**	**p1.1+p1.2**	**p1.1+p1.2**
…..			
pm.1			
pm.2			
PGm	**pm.1+pm.2**	**pm.1+pm.2**	**pm.1+pm.2**
Total No. of Students in the Department **(S)**	**UG1 + UG2 +.. +UGn + PG1 + …PGm**	**UG1 + UG2 + .. +UGn + PG1+… + PGm**	**UG1 + UG2 + .. +UGn + PG1+… + PGm**
No. of Faculty in the Department **(F)**	**F**	**F**	**F**
Student Faculty Ratio (SFR)	**SFR1=S1/F1**	**SFR2= S2/F2**	**SFR3= S3/F3**
Average SFR	**SFR=(SFR1+SFR2+SFR3)/3**		

Table B.3

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

Compliance Status to Pre-Visit Qualifiers

Sr. No.	Pre Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
1	Whether 2 batches have been graduated for the program under consideration		
2	Whether admissions in the undergraduate program at the institute level has been more than or equal to 50% of Sanctioned Intake average of the previous three academic years including the current academic year		
3	Whether at least one Professor or one Associate Professor on regular basis with Ph.D. degree is available in the respective Department during previous two academic years including current academic year.		
4	Whether student faculty ratio in the department under consideration is less than or equal to 1:25 averaged over the previous three academic years including current academic year		