SELF ASSESSMENT REPORT (SAR) FORMAT

BACHELORS OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(Applicable for 4 year Bachelors Degree Programs)

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(May, 2018)

Pre- Qualifiers for becoming eligible for Accreditation

1. Two batches should have passed out in the program under consideration.
2. 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. 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. The 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

SAR Contents

PART A: Institutional Information

1. **Name and Address of the Institution:**

2. **Name and Address of the Affiliating University:**

3. **Year of Establishment of the Institution:**

4. **Type of the Institution:**

University ☐
Deemed University ☐
Autonomous ☐
Affiliated ☐
Any Other (Please specify) ☐

5. **Ownership Status:**

Central Government ☐
State Government ☐
Grant-in-Aid ☐
Self financing ☐
Trust ☐
Society ☐
Section 25 Company ☐
Any Other (Please specify) ☐

Provide Details:

6. **Other Academic Institutions of the Trust/Society/etc., if any:**

Name of the Institution(s)	Year of Establishment	Programs of Study	Location

7. **Details of all the programs being offered by the Institution under consideration:**

S.No.	Program Name	Year of Start	Intake	Increase in intake, if any	Year of increase	AICTE Approval	Accreditation Status*
1.							
N.							

**** Write applicable one:***

- Applying first time
- Granted provisional accreditation for two years for the period(specify period)
- Granted accreditation for 5 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- Withdrawn (specify visit dates, year)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

Note: Add rows as needed.

8. Programs to be considered for Accreditation vide this application:

S. No.	Program Name
1.	
N.	

9. Total number of employees:

A. Regular* Employees (Faculty and Staff):

Items		CAY		CAY*m*1		CAY*m*2	
		Min	**Max**	**Min**	**Max**	**Min**	**Max**
Faculty in Hotel Management	**M**						
	F						
Faculty in Other Related Subjects	**M**						
	F						
Non-teaching staff	**M**						
	F						

*** Means –**

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.**

CAY – Current Academic Year

CAYm1- Current Academic Year minus1= Current Assessment Year

CAYm2 - Current Academic Year minus2=Current Assessment Year minus 1

B. Contractual Staff Employees (Faculty and Staff): (Not covered in Table A):

Items		CAY		CAY*m1*		CAY*m2*	
		Min	**Max**	**Min**	**Max**	**Min**	**Max**
Faculty in Hotel Management	**M**						
	F						
Faculty in Other Related Subjects	**M**						
	F						
Non-teaching staff	**M**						
	F						

10. Total number of Hotel Management Students:

Item	CAY	CAY*m1*	CAY*m2*
Total no. of boys			
Total no. of girls			
Total no. of students			

(Instruction: The data may be categorized in tabular form separately for undergraduate, postgraduate programs, other program, if applicable)

Note:

In case the institution is running programs other than HM programs, a separate table giving similar details is to be included.

11. Vision of the Institution:

12. Mission of the Institution:

13. Contact Information of the Head of the Institution and NBA coordinator, if designated:

i. Name:
Designation:
Mobile No:
Email id:

ii. NBA coordinator, if designated
Name:
Designation:
Mobile No:
Email id:

PART B: Criteria Summary

Name of the program _____

Criteria No.	Criteria	Mark/Weightage
1.	Vision, Mission and Program Educational Objectives	50
2.	Program Curriculum and Teaching –Learning Processes	50
3.	Course Outcomes and Program Outcomes	70
4.	Students' Performance	100
5.	Faculty Information and Contributions	120
6.	Facilities and Technical Support	90
7.	Continuous Improvement	60
8.	Governance, Institutional Support and Financial Resources	60
	Total	**600**

CRITERION 1	Vision, Mission & Program Educational Objectives	50

1.1. Vision and Mission statements (5)

(Vision statement typically indicates aspirations and Mission statement states the broad approach to achieve aspirations)

1.2. PEOs statements (5)

(*State the Program Educational Objectives (3 to 5) of the program seeking accreditation*)

1.3. Dissemination among stakeholders (10)

(Describe the process which ensures awareness among internal and external stakeholders with effective process implementation)

(Internal stakeholders may include Management, Governing Board Members, faculty, support staff, students etc. and external stakeholders may include employers, industry, alumni, funding agencies, etc.)

1.4. Formulation process (15)

(*Articulate the process for formulating the Vision, Mission and PEOs of the program)*

1.5. Consistency of PEOs with the mission (15)

(*Generate a "Mission of the Institute – PEOs matrix" with justification and rationale of the mapping*)

PEO Statements	M1	M2	….	Mn
PEO1:				
PEO2:				
…				
PEO5:				

Note: M1, M2, ..., Mn are distinct elements of Mission statement. Enter correlation levels 1, 2 or 3 as defined below:

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

It there is no correlation, put "-"

CRITERION 2	Program Curriculum & Teaching-Learning Process	50

2.1. Program Curriculum (15)

2.1.1. State the process used to identify extent of compliance of the University / Regulatory Body curriculum for attaining the Program Outcomes(10)

2.1.2. Appropriateness of the gaps identified and actions taken to bridge the gap (5)

In case program is able to demonstrate the compliance of curriculum in attaining the program outcomes, then the total 15 marks will be for 2.1.1 above

2.2. Teaching-Learning Processes (35)

2.2.1. Initiatives related to industry interaction/Collaborations (20)

(Give details of the industry involvement in the program such as industry-attached laboratories, partial delivery of appropriate courses by industry experts etc. Mention the initiatives, implementation details and impact analysis. Collaborations, linkages, MoUs with hotels, organizations, agencies and educational institutes which would help in enhancement of academics, infrastructure and research activities. (Linkages with hospitality organization provide opportunities to faculties and students for on job training, upgrading skills, sharing of resources and research inputs.)

2.2.2. Initiatives related to industry internship/summer training (10)

(Mention the initiatives, implementation details and impact analysis)

2.2.3. Co-curricular & Extra Curricular Activities (5)

(*The institution may specify the co-curricular and extra-curricular activities*)

CRITERION 3	Course Outcomes & Program Outcomes	70

3.1. Establish the correlation between the courses and the POs (20)

3.1.1. Course Outcomes (5)

SAR should include course outcomes of one course from each semester of study, however, should be prepared for all courses

Course Name: Ciii Year of Study: YYYY – YY; For ex. C202 Year of study 2013-14

C202.1	<Statement>
C202..	<Statement>
C202.N	<Statement>

Table: 3.1.1

C202 is the second course in second year and '.1 to .n' are the outcomes of this course.

3.1.2. CO-PO matrices of courses selected in 3.1. (Eight matrices to be mentioned; one per semester from 1st to 8th semester) (5)

Demonstrate the correlation level of courses selected in table 3.1.1 against the POs.

The correlation levels indicate the level to which Course outcomes have relevance to the POs.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C202.1							
C202.2							
…							
C202.N							
C202							

Table 3.2

Note: *Correlation levels 1, 2 or 3 as defined below:*

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

It there is no correlation, put '-'

3.1.3. Course-PO matrix of courses for all four years of study (10)

The following table should mention correlation level of courses with the POs. The correlation levels indicate the level to which Courses have relevance to the POs.

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C101							
C202							

C303							
….							
….							
C4…							

Table 3.3*

Note: *Correlation levels 1, 2 or 3, as defined below:*

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

It there is no correlation, put '-'

*It may be noted that contents of Table 3.3. must be consistent with information available in Table 3.2. for all the courses.

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)

(Examples of data collection processes may include, but are not limited to, specific exam/tutorial questions, assignments, laboratory tests, project evaluation, student portfolios (A portfolio is a collection of artifacts that demonstrate skills, personal characteristics, and accomplishments created by the student during study period), internally developed assessment exams, project presentations, oral exams, focus groups etc. It is expected that each theory subject taught should impart specific knowledge and make a foundation for a set of Basic Concepts related to it. Similarly the laboratory experiments should have some predetermined and predefined skills which can be developed during the study)

3.2.2. Record the attainment of Course Outcomes of all courses with respect to set attainment levels (15)

Program shall have set Course Outcome attainment levels for all courses.

(The attainment levels shall be set considering average performance levels in the university examination or any higher value set as target for the assessment years. Attainment level is to be measured in terms of student performance in internal assessments with respect the course outcomes of a course in addition to the performance in the University examination)

Measuring Course Outcomes attained through University Examinations

Target may be stated in terms of percentage of students getting more than the university average marks or more as selected by the Program in the final examination. For cases where the university does not provide useful indicators like average or median marks etc., the program may choose an attainment level on its own with justification.

Example related to attainment levels Vs. targets: (The examples indicated are for reference only. Program may appropriately define levels)

Attainment Level 1: ***60%*** *students scoring more than University average percentage marks or set attainment level in the final examination is considered to be attainment of "1"*

Attainment Level 2: ***70%*** *students scoring more than University average percentage marks or set attainment level in the final examination is considered to be attainment of "2"*

Attainment Level 3: ***80%*** *students scoring more than University average percentage marks or set attainment level in the final examination is considered to be attainment of "3"*

- *Attainment is measured in terms of actual percentage of students getting set percentage of marks.*
- *If targets are achieved then all the course outcomes are attained for that year. Program is expected to set higher targets for the following years as a part of continuous improvement.*
- *If targets are not achieved the program should put in place an action plan to attain the target in subsequent years.*

Measuring CO attainment through Internal Assessments: (The examples indicated are for reference only. Program may appropriately define levels)

Target may be stated in terms of percentage of students getting more than class average marks or set by the program in each of the associated COs in the assessment instruments (midterm tests, assignments, mini projects, reports and presentations etc. as mapped with the COs)

Example

Mid-term test 1 addresses C202.1 and C202.2. Out of the maximum 20 marks for this test 12 marks are associated with C202.1 and 8 marks are associated with C202.2.

Examples related to attainment levels Vs. targets:

Attainment Level 1: ***60%*** *students scoring more than 60% marks out of the relevant maximum marks is considered to be attainment of "1"*

Attainment Level 2: ***70%*** *students scoring more than 60% marks out of the relevant maximum marks is considered to be attainment of "2"*

Attainment Level 3: ***80%*** *students scoring more than 60% marks out of the relevant maximum marks is considered to be attainment of "3"*

- *Attainment is measured in terms of actual percentage of students getting set percentage of marks.*
- *If targets are achieved then the C202.1 and C202.2 are attained for that year. Program is expected to set higher targets for the following years as a part of continuous improvement.*

- *If targets are not achieved the program should put in place an action plan to attain the target in subsequent years.*

Similar targets and achievement are to be stated for the other mid term tests/internal assessment instruments

Course Outcome Attainment:

For example:

Attainment through University Examination: Substantial i.e. 3

Attainment through Internal Assessment: Moderate i.e. 2

Assuming 80% weightage to University examination and 20% weightage to Internal assessment, the attainment calculations will be (80% of University level) + (20% of Internal level) i.e. 80% of 3 + 20% of 2 = 2.4 + 0.4 = 2.8

Note: Weightage of 80% to University exams is only an example. Programs may decide weightages appropriately for University exams and internal assessment with due justification.

3.3. Attainment of Program Outcomes (25)

3.3.1. Describe assessment tools and processes used for assessing the attainment of each PO (10)

(Describe the assessment tools and processes used to gather the data upon which the evaluation of each the Program Outcome is based indicating the frequency with which these processes are carried out. Describe the assessment processes that demonstrate the degree to which the Program Outcomes are attained and document the attainment levels)

3.3.2. Provide results of evaluation of each PO (15)

Program shall set Program Outcome attainment levels for all POs.

(The attainment levels by direct (student performance) and indirect (surveys) are to be presented through Program level Course-PO matrix as indicated).

PO Attainment

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
C101											
C102											
…											
….											
….											

C309											
C409											
Direct Attainment											
Indirect Attainment											

C101, C102 are indicative courses in the first year. Similarly, C409 is final year course. First numeric digit indicates year of study and remaining two digits indicate course nos. in the respective year of study.

- Direct attainment level of a PO is determined by taking average across all courses addressing that PO. Fractional numbers may be used for example 1.55.
- Indirect attainment level of a PO is determined based on the student exit surveys, employer surveys, co-curricular activities, extracurricular activities etc.

Example:

1. It is assumed that a particular PO has been mapped to four coursesC2O1, C3O2, C3O3, C401
2. The attainment level for each of the four courses will be as per the examples shown in 2.2.2
3. PO attainment level will be based on attainment levels of direct assessment and indirect assessment
4. It is assumed that while deciding on overall attainment level 80% weightage may be given to direct assessment and 20% weightage to indirect assessment through surveys from students(largely), employers (to some extent). Program may have different weightages with appropriate justification.
5. Assuming following actual attainment levels:

   Direct Assessment

   C201 –High (3)

   C302 – Medium (2)

   C303 – Low (1)

   C401 – High (3)

   Attainment level will be summation of levels divided by no. of courses 3+2+1+3/4= 9/4=2.25

   Indirect Assessment

   Surveys, Analysis, customized to an average value as per levels 1, 2 & 3.

Assumed level - 2

PO Attainment level will be 80% of direct assessment + 20% of indirect assessment i.e. 1.8 + 0.4 = 2.2.

CRITERION 4	Students' Performance	100

Item	CAY	CAY*m1*	CAY*m2*
Sanctioned intake of the program (*N*)			
Total number of students admitted in first year (*N*1)			
Number of lateral entry students admitted in 2nd or 3rd year, as the case may be (*N2)*			
Total number of students admitted in the Program (*N*1 + *N*2)			

Year of entry	Total number of students admitted in the Program (N1 + N2)	Number of students who have successfully graduated			
		I Year	II Year	III Year	IV Year
CAY					
CAY*m1*					
CAY*m2*					
CAY*m3*					
CAY*m4* (LYG)					
CAY*m5* (LYG*m1*)					
CAY*m6* (LYG*m2*)					

CAY: Current Academic Year
CAYm1: Current Academic Year minus 1
CAYm2: Current Academic Year minus 2 = Last Year Graduate (LYG)
CAYm3: Current Academic Year minus 3 = Last Year Graduate minus 1 (LYGm1)
CAYm4: Current Academic Year minus 4 = Last Year Graduate minus 2 (LYGm2)

For Example from data entry perspective:

Item	CAY (2017-18)	CAY*m*1 (2016-17)	CAY*m*2 (2015-16)
Sanctioned intake of the program (*N*)	120	120	120
Total number of students admitted in first year (*N*1)	100	90	100
Number of lateral entry students admitted in 2nd or 3rd year, as the case may be (*N2)*	Nil	10	10
Total number of students admitted in the Program (*N*1 + *N*2)	100	100	110

Table 4a

Year of entry	Total number of students admitted in the Program (N1 + N2)	Number of students who have successfully graduated			
		I Year	II Year	III Year	IV Year
CAY (2017-18)	100	-	-	-	-
CAY*m1* (2016-17)	100	80	-	-	-
CAY*m2* (2015-16)	110	70	60	-	-
CAY*m3* (2014-15)	120	60	60	50	-
CAY*m4* (LYG) (2013-14)	110	80	75	75	70
CAY*m5* (LYG*m*1) (2012-13)	120	90	90	85	80
CAY*m6* (LYG*m*2) (2011-12)	110	80	75	75	70

Table 4b

4.1. Enrollment Ratio (Admissions) (20)

Enrolment Ratio= Number of students admitted/ Sanctioned intake

Item (Students enrolled at the First Year Level on average basis during the period of assessment)	**Marks**
>=90% students enrolled	20
>=80% students enrolled	18
>=70% students enrolled	16
>=60% students enrolled	12
>=50% students enrolled	8
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

Item	Latest Year of Graduation, LYG	Latest Year of Graduation minus 1, LYG*m1*	Latest Year of Graduation minus 2, LYG*m*2
Number of first year students admitted in the year + Number of lateral entry students admitted in the respective batch			
Number of students graduating in minimum stipulated time			
Success Index (SI)			
Average SI			

Example: Data from Table 4b

Item	Latest Year of Graduation, LYG (2013-14)	Latest Year of Graduation minus 1, LYG*m1* (2012-13)	Latest Year of Graduation minus 2, LYG*m*2 (2011-12)
Number of first year students admitted in the year + Number of lateral entry students admitted in the respective batch	110	120	110
Number of students graduating in minimum stipulated time	70	80	70

Success Index (SI)	0.64	0.67	0.64
Average SI	0.65		
Success rate = 20 × Average SI	13		

Number of first year students admitted and number of students graduating in minimum stipulated time must be of the corresponding year.

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.

Academic Performance	**CAY*m*1**	**CAY*m*2**	**CAY*m*3**
Mean of CGPA or Mean Percentage of all successful students (X)			
Total no. of successful students (Y)			
Total no. of students appeared in the examination (Z)			
API = x* (Y/Z)	AP 1	AP 2	AP 3
Average API = (AP1 + AP2 + AP3)/3			

4.4. Placement, Higher Studies and Entrepreneurship (30)

Assessment Points = 30 × average placement

Item	**CAY*m1***	**CAY*m2***	**CAY*m3***
Total No. of Final Year Students (N)			
No. of students placed in hotels/companies (x)			
No. of students admitted to higher studies with valid qualifying scores (y)			
No. of students turned entrepreneur in Hotel Management and Catering sector (z)			
x + y + z =			
Placement Index : (x + y + z)/N	P1	P2	P3
Average placement= (P1 + P2 + P3)/3			

4.5. Students' participation in organizing events (10)

Provide details of 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.

CRITERION 5	Faculty Information & Contributions	120

Name of the Faculty Member	Qualification			Association with the Institution	Designation	Date of Joining the Institution	Date of Leaving the Institution	Association type	Whether drawing salary as prescribed by the concerned State Government in the respective cadre (Yes/No in case of contractual faculty)	Department	Specialization	Research Paper Publications
	Degree (highest degree)	University	Year of Graduation									

5.1. Student-Faculty Ratio (SFR) (20)

(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 = Sanctioned Intake

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 also.

(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+UG3+PG1+PG2*

F = *Total Number of Faculty Members in the Department*

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

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.

5.2. Faculty Cadre Proportion (20)

The reference Faculty cadre proportion is 1(F1):2(F2):6(F3)

F1: Number of Professors required = 1/9 x Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N) as per 5.1

F2: Number of Associate Professors required = 2/9 x Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N) as per 5.1

F3: Number of Assistant Professors required = 6/9 x Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N) as per 5.1

Year	Professors		Associate Professors		Assistant Professors	
	Required F1	Available	Required F2	Available	Required F3	Available
CAY						
CAY*m*1						
CAYm2						
Average Numbers	RF1=	AF1=	RF2=	AF2=	RF3=	AF3=

$$\text{Cadre Ratio Marks} = \left(\left[\frac{AF1}{RF1} \right] + \left[\frac{AF2 \times 0.6}{RF2} \right] + \left[\frac{AF3 \times 0.4}{RF3} \right] \right) \times 10$$

- If AF1 = AF2= 0 then zero marks
- Maximum marks to be limited if it exceeds 20

Example: Intake = 180; Required number of Faculty: 12; RF1= 1, RF2=2 and RF3=9

Case 1: AF1/RF1= 1; AF2/RF2 = 1; AF3/RF3 = 1; Cadre proportion marks = (1+0.6+0.4) x10 = 20

Case 2: AF1/RF1= 1; AF2/RF2 = 3/2; AF3/RF3 = 8/9; Cadre proportion marks = (1+0.9+0.3) x 10 = limited to 20

Case 3: AF1/RF1=0; AF2/RF2=1/2; AF3/RF3=11/9; Cadre proportion marks = (0+0.3+0.49) x 10 = 7.9

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 and no. of students required are to be calculated as per 5.1)

	X	**Y**	**F**	**FQ=2.0 x [(10X +4Y)/F)]**
CAY				
CAYm1				
CAYm2				
Average Assessment				

5.4. Faculty Retention (10)

No. of regular faculty members in CAYm3= CAYm2= CAYm1= CAY=

Item (% of faculty retained during the period of assessment keeping CAYm3 as base year)	**Marks**
>=90% of faculty	10
>=75% of faculty	08
>=60% of faculty	06
>=50% of faculty	04
<50% of faculty	0

5.5. Faculty as participants in Faculty development/training activities (10)

- A Faculty scores maximum five points for participation
- Participation in 2 to 5 days Faculty development program: 3 Points
- Participation>5 days Faculty development program: 5 points

Name of the Faculty	**Max. 5 per Faculty**		
	CAY	**CAY*m*1**	**CAYm2**
Sum			
***RF*= Number of Faculty required to comply with 20:1 Student-Faculty ratio as per 5.1**			
Assessment = 2 × (Sum/0.5RF) (Marks limited to 10)			
Average assessment over three years (Marks limited to 10) =			

5.6. Consultancy/Sponsored Research (10)

(Provide a list with Project Title, Funding Agency, Amount and Duration)

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

5.7. Research Paper Publications (10)

Number of quality publications in refereed/SCI Journals, citations, Books/Book Chapters etc.

5.8. Visiting/Adjunct etc. (10)

Adjunct faculty also includes Industry experts. Provide details of participation and contributions in teaching and learning and /or research by visiting/adjunct etc. for all the assessment years:

- Provision of visiting/adjunct faculty (1)
- Minimum 50 hours per year interaction with adjunct faculty from industry/retired professors etc.(9)

  (Minimum 50 hours interaction in a year will result in 3 marks for that year; 3marks x 3years= 9marks)

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)

CRITERION 6	Facilities & Technical Support	90

6.1. Classrooms & Learning facilities (20)

(Availability of adequate, well-equipped classrooms to meet the curriculum requirements)
(Availability of e-learning facilities, utilization; initiatives to ensure students learning)

6.2. Adequate and well equipped facilities & Technical Man power available for conducting practical (50)

Sr. No.	Name of the Laboratory	No. of students per setup(Batch Size)	Name of the Important equipment	Weekly utilization status (all the courses for which the lab is utilized)	Technical Manpower		
					Name	Designation	Qualification
1.	Kitchen training lab						
2.	Training restaurants						
3.	Front office lab						
4.	House keeping lab						
5.	Computer Lab						
N	Etc.						

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)

(Self-Explanatory)

CRITERION 7	Continuous Improvement	60

7.1. Improvement in Placement, Higher Studies & Entrepreneurship (10)

Assessment is based on improvement in:

- *Placement: number, quality placement, core industry, pay packages etc.*
- *Higher studies: performance in state/national level test and admissions in premier institutions*
- *Entrepreneurship: students turned entrepreneur in Hotel Management and Catering sector*

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

Item		CAY	CAYm1	CAYm2
National Level Entrance Examination (Name of the Entrance Examination)	**No. of Students admitted**			
	Opening Score/Rank			
	Closing Score/Rank			
State/Institute Level Entrance Examination/Others (Name of the Entrance Examination)	**No. of Students admitted**			
	Opening Score/Rank			
	Closing Score/Rank			
Name of the Entrance Examination for Lateral Entry or lateral entry details	**No. of Students admitted**			
	Opening Score/Rank			
	Closing Score/Rank			
Average CBSE/Any other Board Result of admitted students				

7.3. Improvement in Success Index of Students (10)

Items	LYG	LYG*m1*	LYG*m2*
Success Index from 4.3			

SI= (Number of students who graduated from the program)/(Number of students admitted in the first year of that batch)

Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.

7.4. Improvement in Student Faculty Ratio (10)

Items	CAY	CAYm1	CAYm2
SFR from 5.1			

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

CRITERION 8	Governance, Institutional Support and Financial Resources	60

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)

List the governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, participation of external members in a tabular form. A few sample minutes of the meetings and action-taken reports should be annexed.

The published rules, policies and procedures; year of publication and its implementation shall be listed. Also state the extent of awareness among the employees/students

8.1.2. Decentralization in working and grievance redressal mechanism (5)

List the names of the faculty members who are administrators/decision makers for various responsibilities. Specify the mechanism and composition of grievance redressal cell.

8.1.3. Delegation of financial powers (5)

Explicitly mention financial powers delegated to the Principal, Heads of Departments and relevant in-charges. Demonstrate the utilization of financial powers for each year of the assessment years.

8.1.4. Transparency and availability of correct/unambiguous information in public domain (5)

Information on the policies, rules, processes is to be made available on web site.

8.2. Budget Allocation, Utilization, and Public Accounting at Institute level (20)

Summary of current financial year's budget and actual expenditure incurred (for the institution exclusively) in the three previous financial years.

Total Income at Institute level: For CFY, CFYm1, CFYm2 & CFYm3

CFY: Current Financial Year, CFYm1 (Current Financial Year minus 1), CFYm2 (Current Financial Year minus 2) and CFYm3 (Current Financial Year minus 3)

For CFY

Total Income in CFY:				**Actual expenditure in CFY (till …):**			**Total No. of students in CFY**:
Fee	**Govt.**	**Grant(s)**	**Other Sources (specify)**	**Recurring including Salaries**	**Non-recurring**	**Special Projects/Any other, specify**	**Expenditure per student**

Note: Similar tables are to be prepared for CFYm1

Items	Budgeted in CFY	Actual expenses in CFY (till …)	Budgeted in CFY*m*1	Actual Expenses in CFY*m*1	Budgeted in CFY*m*2	Actual Expenses in CFY*m*2	Budgeted in CFY*m*3	Actual Expenses in CFY*m*3
Infrastructure Built-Up								
Library								
Laboratory equipment								
Laboratory consumables								
Teaching and non-teaching staff salary								
Maintenance								
Training and Travel								
Miscellaneous expenses *								
Others, specify								

Total								

*** Items to be mentioned.**

8.2.1. Adequacy of budget allocation (10)

Justify that the budget allocated over the years was adequate.

8.2.2. Utilization of allocated funds (10)

State how the budget was utilized during the last three years.

8.3. Library and Internet (15)

8.3.1. Quality of learning resources (hard/soft) (10)

- Relevance of available learning resources including e-resources
- Accessibility to students

8.3.2. Internet (5)

- Name of the Internet provider
- Available bandwidth
- Wi Fi availability
- Internet access in labs, classrooms, library and other offices
- Security arrangements

Declaration

The head of the institution needs to make a declaration as per the format given below:

I undertake that, the institution is well aware about the provisions in the NBA's accreditation manual concerned for this application, rules, regulations, notifications and NBA expert visit guidelines in force as on date and the institute shall fully abide by them.

It is submitted that information provided in this Self-Assessment Report is factually correct. I understand and agree that an appropriate disciplinary action against the Institute will be initiated by the NBA in case any false statement/information is observed during pre-visit, visit, post visit and subsequent to grant of accreditation.

Date: **Signature & Name**

Place: **Head of the Institution with seal**

ANNEXURE I

(A) PROGRAM OUTCOMES

1. Develop students with an in depth understanding of the operational aspects and knowledge of the underlying principles of the hotel industry.
2. Making students familiar with the practical aspects of the hospitality industry.
3. Develop professional skills of strategic management issues involved in operating hotels and train students for operational, supervisory and management positions.
4. Enhance the techniques of advanced technological uses in hotel industry.
5. *Business Knowledge* **-** Students will be able to master the key frameworks, models, and skills that reflect the body of knowledge in their major, and will apply discipline-based habits of analytical thinking to problems and opportunities. Be skilled in the analysis of both qualitative information and quantitative data.
6. *Communication Skills*- Students will be able to synthesize and summarize information and to professionally communicate their analyses, arguments, and recommendations to a variety of audiences. Be skilled in written, oral, and visual communication and will be able to effectively choose communication methods that are appropriate to the topic, objective, and setting.
7. *Quantitative Skills- S*tudents will be able to Understand, analyse and use quantitative data to make business decisions and report to stakeholders. Identify quantitative characteristics of a problem, to examine and interpret numerical data and to analyse numerical data to derive conclusions.
8. *Critical Thinking Skills* - Evaluate, analyse and interpret information to solve problems and make business decisions. Interpret and evaluate unstructured situations; to define the problem; to apply theories to ambiguous situations and to draw conclusions and implement solutions.
9. *Technology*- Demonstrate proficiency in the use of information technology. Students will use information systems to select, manipulate and process data in a meaningful way in order to make business decisions and use software tools to solve accounting, financial and quantitative problems.
10. *Ethics*- Understand and evaluate ethical issues and situations to make business decisions. Recognize ethical problems in both domestic and international business contexts identify alternatives and make appropriate ethical choices.
11. *Multicultural and Diversity*- Students, particularly those who pursue the degree in international business concentration, will develop an awareness and understanding of the cultural issues that impact business operations in a global society.
12. *Demonstrate Learning*- Enhancing skills in hospitality core areas at various position of specialization addressing customer satisfaction.