

NORMS AND STANDARDS FOR INSTITUTES OFFERING B.Sc. DEGREE PROGRAM IN HOSPITALITY AND HOTEL ADMINISTRATION AND PG DIPLOMA/DIPLOMA/CRAFT PROGRAMS IN OPERATIONAL AREAS

Intake	:	150 in each year of the 3 year Degree program and intake of 30 each for any four of the following programs: <ul style="list-style-type: none">➤ PG Diploma in Accommodation Operations and Management➤ Diploma in Food Production➤ Diploma in Food & Beverage Service➤ Diploma in Front Office Operation➤ Diploma in House Keeping Operation➤ Diploma in Bakery & Confectionery➤ Craftsmanship Course in Food & Beverage Service➤ Craftsmanship Course in Food Production➤ Other innovative short-duration programs
Faculty to Student Ratio	:	From 1 : 15
Total land requirement	:	0.5 Acres in metro cities or 2.5 Acres in other urban areas or 5 Acres in rural areas.
Carpet area of the Institution excluding Hostels and Staff Residences	:	4808 Sq.Mtrs.
Plinth area of the Institution excluding Hostels and Staff Residences	:	6731 Sq.Mtrs.
Carpet area per student	:	8.44 Sq.Mtrs.
Space Norms	:	As per Annexure 'A'
Staff Norms	:	As per Annexure 'B'
Equipment & Laboratory Norms	:	As per Annexure 'C'

INTRODUCTION

Professional hospitality education and training today has assumed significance catering to the global hospitality industry and other service sectors. Hospitality business is poised to create many new jobs, requiring appropriate education and training at all levels in this specialized field of education. Teaching in this specialized area integrates both education and training to create and equip both supervisory level and entry level through a mix of education and training activities. The infrastructure thus required is of specific needs in terms of space, building, equipment and staffing. The facilities proposed through norms and standards shall cater to delivery of the education and training of long and short duration programs under one canopy. The demand of the trained personnel in Tourism and Hospitality on annual basis is huge and the objective is to provide training in right environment by competent faculty through standardized curriculum, not just for hotel and restaurant business but also for different spectrum of hospitality service sectors.

COURSE DURATION

B.Sc. Degree program is of three years duration and examinations are held on the annual basis except in case of M.Sc. and PG Diploma programs. Other programs such as PG Diploma/ Diploma and Certificate Course in Food Production are of one years duration whereas Certificate Course in Food & Beverage Course is of six months duration.

INTAKE TO THE PROGRAMS

The B.Sc. Program in Hospitality and Hotel Administration provides for an optimum intake of 150 students annually depending upon availability of suitable infrastructure. A mix of Post Graduate, Diploma and Certificate programs along side the Degree program caters to different opportunities of placement both within and outside country.

NORMS FOR SPACE

The challenge of allocating space for specific work areas will be to allow enough functional efficiency without excess space to be added on building resulting in higher operating and maintenance costs. Space allowance in relation to investment should be balanced in term of:

- a) Proposed permanence of the faculty
- b) Essentials for operating efficiency
- c) Desirable standards in terms of appearance, sanitation and quality training
- d) Immediate and future costs, depreciation, upkeep and maintenance.

The spaces have been booked according to functions that the facility is to perform and area calculated in terms of:

- No. of students undergoing training at one time in one lab / class
- Amount and size of equipment / furniture to be used
- Space needed for supplies (stores)
- No. of covers for food service at one time (food service area)
- Suitable traffic area (large in case of training Institute).

Norms for space have been determined based on the functional requirements. To effectively meet such requirements, institutions should comply with the norms prescribed. Provisions less than the stipulated norms would have adverse effects on instructional and administrative functions, services and other essential co-curricular activities.

CLASSIFICATION OF BUILDING AREAS

Keeping in mind the functional utility, the space requirements in a Hospitality Institute are classified into academic area, Administrative and Residential area.

Academic area comprises of class rooms; laboratories for Food Production, Bakery, Restaurant Service, Laundry, Accommodation Operations, Front Office Operations, Computer Lab, Language Lab, Maintenance Workshop, Library and Examination Halls, Dry Rations Store, Cold Stores Room, Students Activities Centre.

The Administrative area comprises of the Director's/Principal's office, PA's room, Administrative Officer's office, Administration and Accounts section, Record room etc.

The area for support services include students (boys & girls) lounge and locker room, facility lounge and locker rooms, indoor games hall (gymnasium room), Doctor's room besides sub-station, generator room, pump house, temperature controlled garbage disposal facilities, gas bank, water storage both underground and over head storage. The other campus facilities include Car / Scooter / Cycle parking areas, Open Air Theatre.

Residential areas includes staff quarters, students hostels along with Warden's residence (hostel and other residential areas may be located away from the main institute premises subject to condition that dedicated transport connectivity is ensured for the facility of staff and students).

ACADEMIC/TEACHING CARPET AREA AT A GLANCE :

S.No.	Area	Minimum Area
1.	Teaching Area	39660 Sq.Ft.
2.	Support Service Area	9190 Sq.Ft.
3.	Administrative Area	2880 Sq.Ft.
	Total Area	51730 Sq.Ft.
	Total Area in Sq.Mtrs.	4808 Sq.Mts.

Say 4800 Sq.Mts.

RESIDENTIAL CARPET AREA AT A GLANCE

S.No.	Area	Area
1.	Principal & Essential Staff Only	15500 Sq.Ft.
2.	Hostel for 50% (Boys & Girls)	51012 Sq.Ft.
	Total Area	66512 Sq.Ft.
	Total Area in Sq.Mtrs.	6181 Sq.Mts.

Say 6200 Sq.Mts.

ACADEMIC / TEACHING BLOCK

S.No.	Area	Area
A	TEACHING AREA:	
	Food Production including Bakery & Confectionery Labs	10300 Sq.Ft.
	Food & Beverage Service	7800 Sq.Ft.
	Accommodation Operation (House Keeping)	3750 Sq.Ft.
	Front Office Lab	900 Sq.Ft.
	Computer Lab	1500 Sq.Ft.
	Audio Visual Lab (Optional)	750 Sq.Ft.
	Library	1600 Sq.Ft.
	Language Lab (Optional)	900 Sq.Ft.
	Classrooms (eight)	8260 Sq.Ft.
	Examination / Multipurpose Hall	2700 Sq.Ft.
	Students Activities Center / Gymnasium (Girls - 300 Sq.Ft. + Boys - 600 Sq.Ft.)	900 Sq.Ft.
	Indoor Games	600 Sq.Ft.
	Total Teaching Area	39960 Sq.Ft.
B	SUPPORT SERVICES AREA	9190 Sq.Ft.
C	ADMINISTRATIVE AREA	2880 Sq.Ft.
D	RESIDENTIAL AREA:	
	Staff (Essential)	15500 Sq.Ft.
	Students (Boys & Girls)	51012 Sq.Ft.

A) **OVER VIEW OF AREA (CARPET AREA) – TEACHING AREA**
Teaching Area – Laboratories (For minimum 30 students in a Group)

A.I) **FOOD PRODUCTION**

Purpose: To demonstrate and conduct hands-on training in processing raw material into ready to serve finished dishes, evaluating pre-processing and testing finished dishes.

S.No.	Laboratory	Area Reqd. per Student	No. of Labs	Area (in Sq.Ft.)
1	Basic Training Kitchen	40 Sq.Ft.	01 No.	1200
2	Quantity Food Kitchen + Tandoor	40 Sq.Ft.	01 No.	1200
3.	Advance Training Kitchen	40 Sq.Ft.	01 No.	1200
4.	Bakery	40 Sq.Ft.	01 No.	1200
5.	Confectionery*	30 Sq.Ft.	01 No.	900
6.	Larder Kitchen*	30 Sq.Ft.	01 No.	900
7.	Demonstration Kitchen	25 Sq.Ft.	01 No.	750
8.	Cold and Dry Food Stores/ General Stores	-	01 No.	1000
9.	Craft Kitchen	40 Sq.Ft.	01 No.	1200
10.	R&D and Microbiology Lab	25 Sq.Ft.	01 No.	750
Total Area				10300

Note : HOD's office space and teachers lounge space has already been included in the administrative area.

A.II) **FOOD & BEVERAGE**

Purpose: To demonstrate and conduct hands-on training in Foods & Beverage Service skills.

S.No.	Laboratory	Area Reqd. per Cover	Minimum Covers	Area (in Sq.Ft.)
1	Basic Training Restaurant 30 students on waiting Rota	25 Sq.Ft.	60 Nos.	1500
2	Pantry (Attached)	-	-	500
3	*Advance Training Restaurant with Bar Area of 200 Sq.Ft.	25 Sq.Ft.	-	1700
4	* Area required for 60 covers and Pantry – 1/4 of Dining Area	-	-	500
5	Fast Food Restaurant-cum-Canteen (also operational at lunch time – 50 covers as extension of students dining area)	14 Sq.Ft.	50 Nos.	700
6	Dining	-	30 Nos.	500
7.	Students Dining Hall + Pantry	12 Sq.Ft.	200 Nos.	2400
Total Area				7800

A.III) ACCOMMODATION OPERATIONS (HOUSE KEEPING)

S.No.	Laboratory	Area (in Sq.Ft.)
1	Laundry (30 sq.ft. per student)	900
2.	Linen Room	450
3.	House Keeping Practical Lab	900
4.	Guesthouse/Mockup (3 Nos.)	1500
Total Area		3750

A.IV) FRONT OFFICE LAB : 1 No. 900 Sq.Ft.
 (Front Office classroom with desk for Reception, Information & Cashier, Reservations, PABX, Telefax)

A.V) COMPUTER LAB 1500 Sq.Ft.
 (Minimum 50 Sq.Ft./Student and batch of 30 students with computer terminal for each student)

A.VI) AUDIO VISUAL LAB 750 Sq.Ft.
 (Minimum 25 Sq.Ft./ Student)

A.VII) LIBRARY AND RESOURCE CENTRE 1600 Sq.Ft.
 (Minimum 1500 Sq.Ft. for 500 Students and for every additional student 0.21 Sq.Mtr.)

A.VIII) LANGUAGE LAB 900 Sq.Ft.
 (Minimum 30 Sq.Ft. per Student and Batch of 30 Students)

A.IX) CLASSROOMS
 (Each classroom should be fitted with white board/black board/teacher's table/students' chairs/curtains/venation blinds and install overhead projectors)

PURPOSE : To lecture, demonstrate, conduct tutorials and evaluations.
 STRENGTH : Minimum 60 students/theory class (desirable 40).

15-20 Students to a Room : Norm is 1.20 Sq.Mtrs./12.91 Sq.Ft. Say 13 Sq.Ft./ Student.

30-40 Students to a Room : Norm is 1.10 Sq.Mtrs./ Students 11.84 Sq.Ft. =480

50-60 Students to a Room : Norm 1 Sq.Mtr. / Student i.e. 660 Sq.Ft.

Optimum Size of the Class Room of 50-60 Students = 12 Sq.Ft. X 60 = 720 Sq.Ft.

Minimum Size of the Class Room for 40 Students = 480 Sq.Ft. Say 500 Sq.Ft.

		<u>Minimum</u>
a)	8 Classrooms of 720 Sq.Ft. each	5760 Sq.Ft.
b)	5 Classrooms of 500 Sq.Ft. each	2500 Sq.Ft.
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		<b>8260 Sq.Ft.</b>

A.XI) STUDENTS ACTIVITIES CENTER / GYMNASIUM = 900 Sq.Ft.

A.XII) INDOOR GAMES ROOM = 600 Sq.Ft.

**A.XIII) CONFERENCE / SEMINARS ROOM**

(Desirable only since Restaurants can be also be used for conferencing purposes)

Capacity : 50 Persons

Space Required Norms : 16 Sq.Ft. / Person = 800 Sq.Ft.

**A.XIV) EXAMINATION / MULTIPURPOSE HALL : 01 No.**

Requirement Norms : 2.5 Sq.Mt. / Student or 26.90 Sq.Ft./student

Capacity : 100 Students

Space Requirement : 2690 Sq.Ft Say 2700 Sq.Ft.  
(26.90 Sq.Ft. x 100 Students)

NOTE: Balance space for other students for exam shall be met by classroom space. Also that theory exam for all the courses shall not be held in one shift.

**A.XV) APPLIED TRAINING CENTER: (DESIRABLE)**

A 25 room ATC with conferencing facilities for 50 pax and banquet function area for 300 pax.

**A.XVI) AMPHITHEATRE - 300 CAPACITY**

**AUDITORIUM (Desirable only) 500 Pax = 5000 Sq.Ft.**

Note: Facilities which can be used on sharing basis shall be - Auditorium, Amphitheatre, Central Library, Examination Halls, Parking Area, Hostels and Sports fields only.

B) NORMS FOR SUPPORT SERVICES

PURPOSE: To provide health care, catering and other commercial services to staff and students.

AREA NORMS :

- Students locker room to be provided for a minimum of 50% total student strength at 10 Sq.Ft. per student optimum and 8 Sq.Ft. per student minimum.
- Practical staff locker room to be provided for all staff.

	<u>Minimum (Sq.Ft.)</u>
Locker Room – Girls (30% of 570 intake) 08 Sq.ft. per Student (08x171 Girls)	1368
Locker Room – Boys (70% of 570 intake) 08 Sq.ft. (08 x 399)	3192
Practical Staff Locker 08 Sq.ft. x 50	400
Doctor’s Room 80 Sq.ft.	100
Dressing Room	300
Sub-Station *	1000
Generator Room * (Generator load as per requirements of labs and essential lighting only)	700
Pump House	200
Engineering/Tool Room	900
TOTAL SUPPORT AREA	9190

Note-1 : The Institute dining hall shall be used for hostel catering services also wherever hostels are in the campus. Norms of 1.5 Sq.Mt. per student may be adhered to for providing the catering facilities for hostlers i.e. 3066.6 Sq.Ft. for 285 students i.e. 200 boy and 85 girls as per norms.

Note-2: Support services can be on sharing basis such as sub-station and captive generation of power, pump-house and water storage (underground and overhead).

C) ADMINISTRATIVE AREA NORMS

PURPOSE : To provide administrative support to the academic activities of the Institute.

- a) PRINCIPAL'S OFFICE = 30 Sq.Mtr. = 322.8 Sq.Ft. SAY 325 Sq.Ft.
- b) P.A. to PRINCIPAL = 14 Sq.Mtr. SAY 150 Sq.Ft.
- c) ADMN. OFFICER = 15 Sq.Mtr. / 161.40 Sq.Ft. SAY 150 Sq.Ft.
- d) COMMON LOUNGE FOR TEACHERS/ = 600 Sq.Ft.  
 Department wise (Partitioned)  
 (8.8 Sq.Ft. per Teacher)

Separate Cabin for each H.O.D. at a rate of 100 Sq.Ft. for each H.O.D.

	<u>Minimum (Sq.Ft.)</u>
PRINCIPAL'S OFFICE	400
P.A'S OFFICE	150
ADMINISTRATIVE OFFICER'S OFFICE	150
GUEST LOUNGE	200
SEPARATE CABIN FOR EACH HOD 4X150	600
ADMINISTRATIVE SECTION (HALL)	600
CASHIER'S CABIN	80
RECORDS ROOM	500
TELEPHONE OPERATOR ROOM *	100
SECURITY GUARD ROOM *	100
	~~~~~ 2880 ~~~~~

D) RESIDENTIAL AREA NORMS

STAFF RESIDENCES

Minimum accommodation that should exist in the Campus should provide for:

- Principal's residence
- Residences for all Heads of Department
- Residences for 3 essential staff (caretaker, electrician, driver, pump house operator)

DESIRABLE:

Acute problem of scarcity of teaching staff has necessitated many efforts. One such major effort stipulated in the Program of Action of National Policy is the provision of residential accommodation which would facilitate attracting and retaining of competent personnel. The norm is:

- a) Accommodation for 50% faculty.
- b) In highly urbanized and industrialized areas, where housing is an acute problem, accommodation could be provided for 100% of faculty and staff.

The provision of housing could be accomplished in the following ways:

- Constructing houses in the campus and/or
- Leasing houses in the vicinity and/or
- Providing liberal house building loans to enable faculty to construct their own houses.

<u>Area Norms :</u>					<u>Essential</u>
1500 Sq.ft. for Principal	x	1	=		1500 Sq.ft.
Visitors Lounge	x	1	=		500 Sq.ft.
1000 Sq.ft. for Head of Department or equivalent / Hostel Wardens		x	4	=	4000 Sq.ft.
800 Sq.ft. for Sr.Lecturer, Lecturer or equivalent		x	8	=	6400 Sq.ft.
800 Sq.ft. for non-teaching/technical supporting staff		x	2	=	1600 Sq.ft.
500 Sq.ft. for Security and Engineering staff		x	3	=	1500 Sq.ft.
TOTAL ESSENTIAL					~~~~~ 15500 Sq.ft. ~~~~~

Note: Staff Accommodation can also be outsourced, however, campus should provide accommodation for security and essential services staff.

E) STUDENTS RESIDENTIAL AREA

Under phase I, the hostel accommodation is being suggested for 50% of the intake of the 3 year Degree course and 20% of the intake of other courses. Accordingly 70% accommodation is being provided for the boys hostlers and 30% of the accommodation is being provided for the girls hostlers. Provision under Phase II should also kept in mind in case the ratio of boys and girls population changes radically or in case the specific location of the institute does not provide for local availability of the accommodation or transport. In such cases the hostel accommodation should be doubled.

Residential Area Norms

i)	100% of total students of 3 years (450 students)	=	450 students
ii)	50% from short duration courses (120 students)	=	60 students
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	Total Intake	:	510 students
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For Girls

20% of 510 students	=	100 students
Area for girls hostel	=	60% triple seater i.e. 60 girls = 20 rooms 40% single seater i.e. 40 girls = 40 rooms
		~~~~~
		60 rooms
		~~~~~

Carpet area for Girls hostel:

40 single seater rooms @ 97 Sq.Ft./student	=	3880 Sq.Ft.
25 triple seater rooms @ 215.20 Sq.Ft./student	=	5280 Sq.Ft.
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		9160 Sq.Ft.
		~~~~~

For Boys

Strength	=	Total - girl students	=	249.75	=	174 boys
Area for boys hostel	=	70% triple seater i.e. 300 boys	=	100 rooms		
		30% single seater i.e. 150 boys	=	150 rooms		
				~~~~~		
				250 rooms		
				~~~~~		

Carpet area for Boys hostel:

150 single seater rooms @ 97 Sq.Ft./student	=	14550 Sq.Ft.
100 triple seater rooms @ 215.20 Sq.Ft./student	=	21520 Sq.Ft.
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		36070 Sq.Ft.
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Common Rooms Area for both hostels @ 50% intake 510 seats = 255 hostlers

255 x 16.40 Sq.Ft. = 4182 Sq.Ft.

Hostel Wardens : 2 x 800 Sq.Ft. - = 1600 Sq.Ft.

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5782 Sq.Ft.  
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Gr. Total = 36070 + 5782 = 41852 Sq.Ft. i.e.

Girls Hostel 9160 Sq.Ft.

Boys Hostel 36070 Sq.Ft.

Common Rooms for both Hostels 4182 Sq.Ft.

Wardens Residence 1600 Sq.Ft.

Guest Rooms for parents - 2 Nos.

Sick Room - 2 Nos.

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51012 Sq.Ft.  
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Note: In case hostels are located away from the premises of the Institute, extra space will be required for creation of hostel kitchen, dining hall, stores and wash-up area. However, in case of hostels located in the main premises and that too particularly in case of hospitality institutes, it is desirable that students dining space and students dining hall catering to the requirements of lunch can be used for the purpose of hostel mess. This way, the space can be saved and so can be the investment.

Multi-utility Shop - 200 Sq.Ft.

Bank Extension Counter/ATM- 350 Sq.Ft.

Security - 300 Sq.Ft.

Gardening tool room - 150 Sq.Ft.

Note: Under the phase II, there should be a provision for extension of the hostel accommodation for both boys and girls at 100% occupancy.

F) NORMS FOR CAMPUS FACILITIES

The teaching, administrative, amenities and residential area are usable (carpet) areas. Provision is to be made for corridors, stairs, entrance, foyer, toilets, stores for cleaners, gardeners and sweepers. An average of 50% of carpet area is suggested for these. Such a provision is not necessary for staff quarters and guest house as the norms suggested for them are in terms of plinth area.

SCOOTER STAND	:	3 Sq.Mtrs./ Scooter	=	30 Sq.Ft. (Essential)
CAR PARKING	:	25 Sq.Mtrs./ Car	=	250 Sq.Ft. (Essential)
CYCLE STAND	:	1.1 Sq.Mtrs./ Cycle	=	11 Sq.Ft. (Essential)
OPEN AREA	:	15000 Sq.Mtrs.	=	150000 Sq.Ft.(Optional)
OPEN AIR THEATRE (Capacity - 300 students) - Desirable				

STAFF NORMS

The effective and efficient deployment of staff members will improve the quality of instruction and ensure better output, growth and development of the Institutions.

Depending on the nature of the work, the members of the staff are grouped as follows:

- Director and Teaching Staff
- Supporting Staff (skilled & non-skilled)
- Administrative and Ministerial Staff

NORMS FOR STAFF REQUIREMENTS

While developing the norms for staff requirements, the factors like students intake, programs offered, changes in curriculum and teaching methods, contact hours, the theoretical and practical besides personal development of the staff call for staff quality improvement programs on regular basis. The mid term evaluation at institute level, annual evaluation at central level, research project work have increased the work load of the teachers and this fact has also been taken into consideration while working out effective teaching hours for faculty at different levels.

ACADEMIC HIERARCHY

The faculty consists of the following categories:

<u>Existing</u>	<u>Proposed</u>
Principal	Director
HOD	Professor
Senior Lecturer	Asstt. Professor
Lecturer	Sr. Lecturer
Asstt. Lecturer	Lecturer

STRENGTH OF TEACHING STAFF

The strength of the teaching staff may be worked out on the following basis:

1.
 - i) The number of contact hours are taken as 35 clock hours per week.
 - ii) Strength of students is taken as 40 - 60 lecture/theory classes and 20 - 30 in tutorial/laboratory/workshop/seminar.
 - iii) The average teaching load of 16-22 Contact hours per week is used as basis for calculating the staff strength.
 - iv) The strength of the teaching staff so worked out would come to a staff students ratio of about 1:15.

2. WORKLOAD DISTRIBUTION :

Teachers will be required to spend 35 clock hours per week in Institutional activities. Total contact hours (teaching load) is worked out considering the curriculum requirements. The work load distribution for all Institutional activities approximately estimates is furnished below:

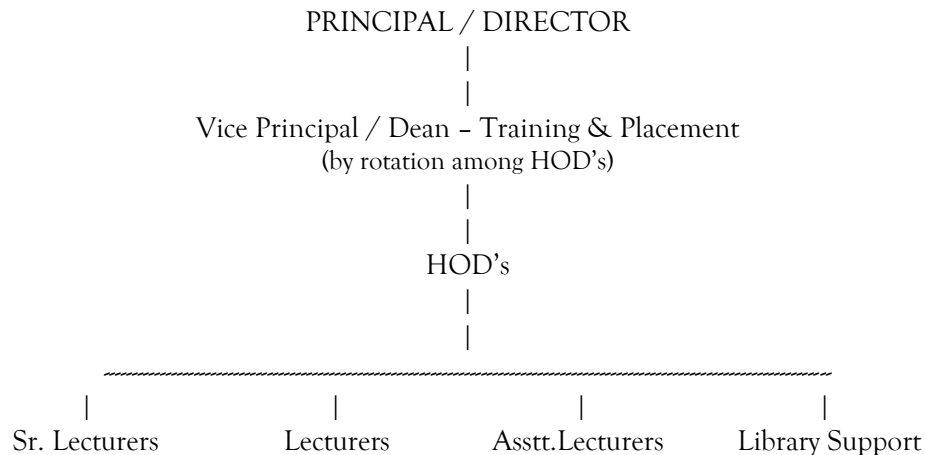
S.No.	Activity	(Hours per week)			
		HOD Professor	Sr.Lecturer Associate	Lecturer Sr. Lecturer	Asstt. Lecturer Lecturer
1.	Contact Hours (Teaching load)	16	20	22	26
2.	Preparation, Assessment and Evaluation work	05	05	08	06
3.	Administrative Work, Meetings, etc.	05	02	01	-
4.	Counselling and Guidance	04	02	02	-
5.	Development Activities and Community Services/Research & Development	05	02	02	03
6.	Monitoring & Tutorials	-	04	-	-
Total:		35	35	35	35

3. STAFF POSITION :

Sl.No.	Category of Staff	Exiting Pay Scale
1.	Principal Dean (by rotation among Professors) (2 Years)	Rs.14300-400-18300 + Allowance 10%
2.	HOD	Rs.10000-325-15200
3.	Sr. Lecturer	Rs.8000-275-13500
4.	Lecturers	Rs.6500-200-10500
5.	Asstt. Lecturers	Rs.5000-150-8000

Staff ratio from HOD to downwards - 1 : 2 : 4

ACADEMIC STAFF ORGANIZATIONAL STRUCTURE



However, wherever in any specialization, the teaching hours work out less than 16 teaching hours per week, no regular faculty should be employed and efforts should be made to utilise the services of part time faculty on hourly or contract basis except in the case of Hotel Engineering where concerned faculty could also be responsible for the maintenance work of the building and laboratory equipments.

Since staff is to be constantly exposed to the operational environment of the industry, 10% extra staff may be provided over and above the total strength so computed.

ACADEMIC SUPPORT STAFF

Librarian	-	01
Asstt. Librarian	-	01
Audio Visual Technician	-	01

ADMINISTRATIVE STAFF

Principal / Director	-	01
P.A. to Principal	-	01
Accounts & Administrative Officer	-	01
Accountant	-	01
Assistant	-	01
Cashier	-	01
Store Keeper	-	01
Other Office Staff/Clerks	-	As per work load

Lab Attendants (Skilled) :

i) Food Production	}	
ii) House Keeping	}	As per work load
iii) Food & Beverage Service	}	

Note : Lab Attendants, Security, Housekeeping, Horticulture, Engineering Maintenance staff including Drivers can be outsourced from registered specialist agencies to provide the services on contractual basis.

Performance Appraisal System

A Performance Appraisal System for teachers should be set up, well integrated with institutional functioning, and this should lead to the identification of individual training and developmental needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence should be well recognized and rewarded. All institutions should introduce a system for Performance Appraisal conforming with the guidelines formulated in this regard.

Training and Development

Teachers will be provided with opportunity to improve their qualifications, through Quality Improvement Programs. The opportunities will be provided for pedagogy and professional training. Under the Quality Improvement Program, a variety of short-term courses as M.Sc. Hospitality Administration Program, to meet training and restraining needs will be provided for all levels of teachers. In addition, managerial skills development programs for HOD's and Principals would be made available. Selected institutions would be offering short-term and long-term training programs. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects.

Staff for Placement & Training

The Placement and Training Officer should be of the cadre of Vice Principal and this post must be created as a non-vacation post. The Officer shall have a teaching workload of 6 contact hours per week. The Placement & Training Officer should maintain a good liaison with industry in an around the place of the campus. He/she should conduct an annual survey of job requirements in the industries, research and service organizations. He/she should arrange for campus recruitment, industry training, and also arrange to get industries sponsored projects for both staff and final year students. He/she should create data bank of personnel, who are experts in their respective field from industries/research/service organization and invite them to institutions to deliver lecture for the benefit of students and staff members. He/she should arrange for training to staff members in industries/research/service organizations. The Placement and Training Officer should create a data bank of the alumni who are placed in reputed industries/research/service organizations and ensure periodic tracer studies.