

APPLICATION FORMAT

INFORMATION ABOUT THE INSTITUTION

(Involved in Hospitality Education & Training with proven record of success seeking affiliation with NCHMCT for starting B.Sc. Hospitality and Hotel Administration Program)

1.0 GENERAL

1.1 Name and Address :

- a) Name of the Institution :
- b) Postal address (with pin code) :
- c) Telegraphic address :
- b) Fax and Phone Nos. (with STD code in brackets) :
- c) E-mail address :

1.2 Name and designation of the Head of the Institution with residential and office telephone numbers with STD codes in brackets :

1.3 Type of the Institution : (Specify one of the following)

Private / State Govt. / Central Govt.

(Attach copies of Memorandum & Articles, Association and other documents relating to Constitution, Rules and Regulations of the Institute)

1.4 In case of institution, full postal address of each member of Society, Managing Trustee, etc., should be given along with telegraphic address, fax and phone nos. with STD code and e-mail address :

1.5 Date of establishment of the Institution :

1.6 Whether Institute is approved by any Central or State Statutory Body or affiliated with Central or State Board or University:

1.7 Whether the Institute is affiliated to any International University and whether the said University is approved by AIU (Association of Indian Universities).

1.8 Whether the Institute has been sponsored by a Hotel Chain/Group of Hotels/ Hotel Company.

2.0 **ACADEMIC INFORMATION**

2.1 Academic/Professional programs being conducted by the Institute:

Name of the current Program, if any	Year of starting	Duration of each Program	Award Degree/Diploma	Statutory Body awarding Degree/Diploma

2.2 Admissions:

Name of Program	Entry Qualifications	Method of Admission*	Seat Distribution (%)		
			State Govt.	Management	SC/ST/Others/ Payment seats in case of Pvt. Colleges

2.3 If admission is based on marks obtained in the qualifying examination such as 10+2 please give full details for all admissions regarding the minimum percent of aggregate marks for respective categories.

2.4 Actual admissions:

Programs	Actual Intake		
	2007	2008	2009

2.5 Proposed intake for the years 2010-11 and 2011-12:

Year	Courses	Proposed intake under NCHMCT
2010-11		
2011-12		

2.6 Details of first year student enrolment during the preceding three academic years:

Admissions (all courses)			Drop-outs		
Total	Boys (%)	Girls (%)	Total	Boys (%)	Girls (%)

* If the institution has been functioning for less than three years, state the number of years for which the data is available.

2.7 Date of the commencement and closure of last academic session.

2.8 Academic calendar followed in past three years (copies thereof) :

2.9 Details of examinations held during the preceding two academic years and results thereof (attach certified copies of all related question papers with name, address, qualification, etc. of each of the paper setters). Also state the Board, University, Authorities awarding the Degree/Diploma/Certificate.

Category of Students	Number of students Appeared	Total Passed	Passed with Distinction	Passed with Ist Class	Passed with IInd Class

2.10 Details of institutional working hours etc. during the preceding two academic years (average):

Number of expected working days per year	Number of actual working days per year	Number of expected instructional hours per year	Actual contact hours achieved per year	Number of days of vacation during the year	Number of days spent for exams

2.11 Details of placement of pass-outs during the preceding two academic years (applicable for functioning institutes only):

Name, Address & Phone No. of candidates	Year of Passing	Name of Establishment & City	Designation

(Attach additional sheet)

2.12 Enclose copy of students list with their permanent address and contact telephone numbers, who have passed in past two years. Also indicate level of their placement in hospitality industry and starting salary.

3.0 TEACHING FACULTY INFORMATION

3.1. Faculty strength for various levels of programs:

Type of Faculty	Total strength at optimum intake		Numbers in position		
	Diploma/Degree	Post Diploma	Diploma	Degree	Post Diploma
Full-time					
Part-time					
Visiting					

3.2 Give numbers of the teaching faculty in position by category:

Cadre	Position/Designation	Numbers in Position
Head of the Institute		
Level - I		
Level - II		
Level - III		
Level - IV		

3.3 Details of age, emoluments and service :

Particulars	Head of the Institute	Level - I	Level - II	Level - III	Level - IV
No. of Faculty					
Average age (Yrs.)					
Gross emoluments received per year					
Free/leased accommodation, if any (indicate market rent value)					
Subsidized accommodation, if any (indicate market rent value)					
Rate of staff turnover in past three years at all levels					

3.4 Number of other supporting and administrative staff by category :

Administrative & Supporting Staff	Numbers in position as on July 2009

3.5 Work-load per week (in percentage of total duty hours in a week):

Particulars	Head of the Institute	Level - I	Level - II	Level - III	Level - IV
Teaching					
Research					
Administration					
Institutional Development					
Guidance and Counselling					
Consultancy					
Training and Placement					
Any other					

3.6 Details of Faculty (name, qualifications and experience etc.): Attach CVs of Director/Principal & Faculty members (I, II, III & IV levels):

Name	Qualification	Total Experience	Total Teaching Experience	Date of Appointment	Level of Appointment	Present Pay Scale & date from which given	Basic pay as on date

3.7 Please give details of service benefits such as LTC, Medical reimbursement, housing, schooling for children, etc. given to faculty members.

3.8 Retirement benefits available to faculty members.

3.10 Arrangements for Industrial Training with hotels (3-Star & above), student-wise details of Industrial Training (IT) for 2007 and for 2008.

4.0 DETAILS OF OPERATIONAL AND TEACHING AREA:

Name of Laboratory	Space allocated (Sq.Mtrs.)	Facility wise total investment on equipment and instruments in the last 5 years (with lists attached)
Food Production including Bakery		
Food & Beverage Service		
House Keeping		
Front Office		
Stores		
Computer Lab		
Library		
Language Lab		
Audio-Visual Lab		

Classrooms (Teaching area)		
Recreational Area		
Administrative Area		
Residential Area		
Boys/Girls Hostel Area		

5.0 LIBRARY FACILITIES:

5.1 Books:

Category	Total No. of titles acquired up to the year before last	Total No. of volumes acquired during the current year	Total No. of volumes in the Library on date
Text Books			
Reference Books			
Encyclopedia			
Others			

Please indicate whether internet up-linking facility is available and how many students can access it in one go.

5.2 Periodicals:

Particulars	No. of periodicals subscribed to presently
Technical	
Non-Technical	
Others	

6.0 PLINTH AREA (Sq.Mtrs.):

Type of Construction	Instructional Building	Administrative Building	Amenities	Hotel Attached (Yes/No)	Type of staff residences and hostels, if any	Total Area

Indicate year of years of construction for each wing.

7.0 LAND AVAILABILITY (Sq.Mtrs.):

Total Area	Institute Area	Hostel Area	Staff Accommodation Area

Proof of land and area in possession of Society/Trust/Institute - attach attested copy.

Proof of land in use from the appropriate authority - attach attested copy.

8.0 FACULTY DEVELOPMENT INITIATIVES (in past three years):

8.1 Number of faculty sponsored till date for improvement of academic qualifications, teaching skills etc.

Please give names of the faculty, designation, name of the qualifications added/type of skills improved etc.

8.2 Number of faculty sponsored to attend conferences and other professional meetings, within and outside the country and the total amount spent for this purpose by the Institute/Trust/Society.

Please give name of the faculty with designation, who have attended professional conferences/ meetings attended (indicating venue and duration).

9.0 FINANCIAL

9.1 Total expenditure during the last two academic years in category of recurring expenditure and non-recurring expenditure (attach Balance Sheet duly audited for year 2007-08 and 2008-09).

9.2 Sources of financial support:

Source	Recurring Expenditure	Non-Recurring Expenditure
Trust		
Donations		
Student Fees		
Other internal revenue generation		
Other (please specify)		
Total:		

9.3 State total no. of students on roll and the total annual fee (including tuition, library, laboratory, institutional fee, etc. but excluding hostel fee and food charges) being charged per student for 2009-2010 academic session:

9.3 Expenditure details:

Particulars	Amount (Rs. in lakh)
Recurring:	
Salaries of teaching staff	
Salaries of non-teaching staff	
Scholarships	
Expenditure for travel	
Training expenses	
Office expenses	
Electricity/water/gas charges	
Total (A):	

Non-Recurring	
Building	
Additional Building	
Equipment	
Additional Equipment	
Others	
Total (B):	
Grand Total (A+B):	

- 9.5 Please state whether the applicant is running and/or managing any other technical/professional institution which is approved/not approved in the premises on sharing basis. If so, please give the name of the program / courses being conducted.
- 9.6 Whether the applicant has any court case in respect of violation of provisions of State Govt./UGC or that of any other Statutory Body including AICTE.
- 9.7 Please describe briefly future plans for improvements in infrastructure/expansion in academic and other activities to fully meet the norms and standards.
- 9.8 Please indicate the details of the Demand Draft such as number, date of issue, amount, name of the bank and payable at.

**Name and Signature of the
Head of the Institution**

Counter signed by:

(Head of the Society/Trust/Board)

(Two Members on Society/Trust/Board)