Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078

ACADEMIC AUDIT PROFORMA

Academic Session: 2024-25

Institution Name: Banarsidas Chandiwala Institute of Hotel Management & catering Technology

Date of Audit:..

Members of the Academic Audit Committee:

(i) .... (ii) ....

(iii) .... (iv) ....

(iv) .... (v) ....

A. Institute Information

Name of the Institution	:	Banarsidas Chandiwala Institute of Hotel Management & catering Technology.
Name of the Director/Principal	:	R.K. Bhandari
Address	:	Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi – 110019

Mobile No. (Director/Principal)	:	9871200100
Telephone No. (Institution)	:	011-49020302
Email ID	:	director@bcihmct.ac.in
Institution website URL	:	www.bcihmct.ac.in

B. Details of Academic Programmes

(a) Academic Programmes

S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year			Total Students (for all years)
				1st Shift	2nd Shift	Total	
1.	BHMCT	1999	DTTE	120		120	371
2.			GGSIPU &				
3.			AICTE				
4.							
5.							
6.							
7.							
8.							
9.							

(b)   Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). done

(c)   Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). done

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1. Status of Accreditation

1(a)	**Applicability of Accreditation:**			
	NBA Only	:	☐ Yes	☐ No
	NAAC Only	:	☑ Yes	☐ No
	NBA and NAAC	:	☐ Yes	☐ No

1(b)	**Status of Accreditation**		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	A+ (valid till May 09, 2027)
	NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:	
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability

As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.

2(a)	**Total No. of Students**		
	In UG	:	371
	In PG	:	

2(b)	**Number of Regular* Teachers**		
	In UG	:	24
	In PG	:	
	In UG and PG	:	
	Total	:	24

Teachers' Ratio

S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
1.	BHMCT	480	24	17	06+1	1:24	20:1
2.		(120×4)					
3.							
4.							
5.							
6.							
7.							
	Total						
						Marks (Max. Marks: 115)	

*Teacher who stayed for 90% of the time in a year.
Marks be awarded proportionate to the status of the faculty, for Required vs. Available.
Visiting / Adjunct Faculty shall be counted as per the norms.
List of faculty should be uploaded on website under mandatory disclosures.
If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.
If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.

3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)	8		
3(b)	No. of publications only in WoS/SCOPUS/PuBMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1	2		
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	01		
	No. of publications only in any referred journal other than the above indexing (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	01		
3(c) (i)	No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
	• Indexed by WoS/SCOPUS	—		
	• With ISBN Number	—		
	• Any other	—		
(ii)	No of Patents Published/Granted			
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	9		
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	14 (6+8)		
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	23		
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	11		
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%		
			Marks (Maximum Marks: 100)	
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

4. Institutional Support for Faculty Development

		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	: Yes	
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: Yes	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose (Upload report with List)	: Yes	
4(d)	Individual computing facilities with Internet provided to teachers	: 150 Mbps	
		Marks (Maximum Marks: 40)	

5. Framework for Students' Grievance Redressal Mechanism

		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	: Yes	
5(b)	Whether the Grievance Redressal Committee has elected students representative?	: Yes	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	: Yes	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	
		Marks (Maximum Marks: 100)	

6. Institutional Support for University Examinations (during the Assessment Year)

		Details	Marks
6	Percentage of faculty participation in university examinations as evaluators / university representatives	: 100%.	
		Marks (Maximum Marks: 30	

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7. Status of Library

7(a) Books

Total Books Added During the year: **335**   Total Volumes Added During the Year: **335**

S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BHMCT	10733	3849			
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
		Total Score				

Marks (Maximum Marks: 70)

7(b) Journals

No of Journals Added or Discontinued during the year: Added....**3**   Discontinued...**2**

Does the Journals cover all the disciplines offered by the College: Yes/No

Upload the list of all Journals under mandatory disclosures.

S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
1.	Indian	a = 14	a/12 =		
2.	International	b = 7	b/3 =		

Marks (Max. Marks: 30)

Total Marks [7(a) + 7(b)] (Max. Marks: 100)

8. Status of Laboratories

			No.	Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)				
	(i)	Number of Labs	14		
	(ii)	Status of Instruments / Equipments	upgraded		
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	Yes	*(Upload the images of the labs with list under mandatory disclosures)*	

Marks (Max. Marks: 50)

8(b) Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)

	(i)	Total Number of computers available in labs	99		
	(ii)	Total number of available licensed software required	12		

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		as per course curriculum (as required by statutory body)			
	(iii)	Quality of Internet connectivity		150 Mbps	
				Marks (Max. Marks: 50)	
				Total Marks [8(a) + 8(b)] (Max. Marks: 100)	

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)

			No.	Details	Marks
9(a)	**Conferences Organized** *(Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)*			27th feb – 1st March 2025 .15th India International Hotel, Travel & Tourism Research Conference	
	International / National Conferences	:	01		
	Proceedings are indexed with WoS / SCOPUS	:	☑ Yes ☐ No		
	Proceedings with ISBN Only	:	☐ Yes ☐ No		
	Proceedings without ISBN	:	☐ Yes ☐ No		
9(b)	**Seminars Organized** (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures). *Guest Lectures not to be included.*				
	No. of One Day Seminar	:	01		
	No. of Half Day Seminar	:	—		
9(c)	**Faculty / Management Development Programme Organized** (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. *Guest Lectures not to be included*				
	FDP/MDP	:			
9(d)	**Workshops Organized** (Details to be provided with Brochures, Resource persons, etc. under disclosures. *Guest Lectures not to be included*)				
	No. of Workshop	:	07		
9(e)	**Short Term / Value Added Programmes Organised** (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:	04		
9(f)	**Webinars / Online Extension Lectures Organised** (Details to be provided under disclosures)				
	No. of Lectures	:	01		
				Marks (Max. Marks: 100)	

10. Publications of the Institutions

	Publication of Journal(s)		No.	Details	Marks
10(a)	International / National Journal	:	01	ISSN NO 0975-4954 indexed in UGC Care	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly ✓		
	Publisher	:	BCIHMCT		
	Indexed at WoS/SCOPUS	:	☐ Yes ☐ No		
	Indexed in UGC-CARE	:	☑ Yes ☐ No		

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Any other Indexing (please specify)	:	☐ Yes ☑ No		
No indexing	:	☐ Yes ☐ No		

10(b) | **Publication of Newsletters and Magazines** |

	Magazine	:	YUVA		
	Frequency	:	Monthly / Quarterly / ~~Half Yearly~~ / Yearly		
	Publication Type	:	☑ Print ☑ Online		
	Newsletter	:	YUVA		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	:	☑ Print ☑ Online		

			Marks (Max. Marks: 40)	

11. Students' Personality Development Activities

11(a) Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.

Activities		No.	Details	Marks
Mock Interview	:	01		
Role Play	:	02		
Group Discussion	:	01		
Workshop	:	14		
Competition	:	05		

11(b) Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors

Personality development labs	:	02		
Availability of trained faculty to conduct practical sessions	:	24		
Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes		

11(c) | **Sports facilities in the Institutions** |

Indoor facilities	:	Yes		
Outdoor facilities	:	Yes		
Sport Equipments	:	Yes		

			Marks (Max. Marks: 35)	

12. Status of Placement

			:	No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)		:	88		

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(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	89	
(iii)	Total No. of students going for Higher Education (b)	:	10	
(iv)	Total No. of Students having been placed (c)	:	79	
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	89	
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	:	100/.	
(vii)	No. of companies visited the campus	:	16 offlinet 7online	
(viii)	Average salary offered	:	586629.159	
(ix)	Existence of training and placement office with TP Officer	:	☐ Yes ☐ No	
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)		—	
			Marks (Max. Marks: 60)	

Note: Eligible and registered students shall be considered as total count of students to be placed

13. General Parameters about the Institution

	Upload pictures under mandatory disclosures on the website		Details	Marks
(i)	Individual seating arrangements for faculty with suitable furniture	☑ Yes ☐ No		
(ii)	Institution Website URL	☑ Yes ☐ No		
(iii)	Common rooms for girls (separate)	☑ Yes ☐ No		
(iv)	Cleanliness of toilets	☐ Good ☐ Bad		
(v)	Students' canteen and drinking water arrangements	☑ Yes ☐ No		
			Marks (Max. Marks: 30)	

14. Other Facilities Available in the Institute (Based on Feedback)

		Details	Marks
14(a)	Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment). *Details of Feedback analysis and action taken if any to be provided under disclosures.*	☑ Yes ☐ No ☑ Yes ☐ No ☑ Yes ☐ No	
14(b)	Feedback from the Students/Alumni Collected: Analysed:	☑ Yes ☐ No ☑ Yes ☐ No ☑ Yes ☐ No	

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Action taken:
(on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student's interaction with experts from industry and academia) *Details of Feedback analysis and action taken if any to be provided under disclosures.*

Marks
(Max. Marks: 50)

15. Removal / Completions of Identified Deficiencies

Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.

			No.	Details	Marks
(i)	No. of deficiencies identified in last report (a)	:	4		
(ii)	No of deficiencies removed / completed (b)	:	4		
				Marks (Max. Marks: 50)	

16. Summary of Marks

S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50		
2.	Status of Teachers' Availability	115		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	40		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	30		
7.	Status of Library	100		
8.	Status of Laboratories	100		
9.	Co-Curricular Activities Conducted by the Institution	100		
10.	Publications of the Institutions	40		
11.	Students' Personality Development Activities	35		
12.	Status of Placement	60		
13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		
15.	Removal / Completions of Identified Deficiencies	50		
	Total Marks	**1000**		
	Percentage (%age) Obtained			

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18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
1.	
2.	
3.	
4.	
5.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name and Signature of the Members of Academic Audit Committee

(i) ....

(ii) ....

(iii) ....

(iv) ....

(v) ....

(vi) ....