Annual Quality Assurance Report (AQAR) of the

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2006-07

Apeejay College of Fine Arts
Jalandhar
(Affiliated to Guru Nanak Dev University, Amritsar)
ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution: Apeejay College of Fine Arts, Jalandhar
Name of the Head of the Institution: Dr. Sucharita Sharma
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All accredited institutions shall submit the AQAR to the NAAC by the end of every academic year with emphasis on the following key result areas:

Year of Report: 2006-07

Part A

The Plan of action chalked out by IQAC in the beginning of the year towards Quality Enhancement and the outcome achieved by the end of the year.

1. Enhancement of Quality education
2. Orientation of Freshers regarding Introduction, Internal Assessment System, Rules and Regulations and Activities of the college
3. Improved methods of student assessment based on class tests, assignments and project works
4. Revision in teaching methodology with the help of OHP, Internet and Projectors
5. Motivation to the students to avail the services of the Placement Cell of the college
6. Career counselling starting at the time of admissions till the end of the session to help the students in selecting right streams and suitable careers
7. Identification of the weak as well as meritorious students to lay special focus on them
8. Provision of tutorials for the improvement of results
9. Assignments and project works related to the problems of local industry

10. Motivation to the students to share knowledge with each other

11. Preparing students for global competitions by conducting guest lectures, seminars, workshops and project works.

12. Free access to computer and internet

13. Adoption of village for social work with the help of the volunteers

14. Guidance at personal level with the help of a Psychology teacher

15. Industrial visits to reputed Business Houses

16. Invitation to reputed companies for campus placements

17. Announcement of the College Academic Calendar
Part B

1. Activities reflecting goals and objectives of the Institution:

- Institution attained 100% results in all the classes in session 2005-06. 95 students were placed in the university merit list.
- Apeejay celebrated its seventh consecutive victory at National Youth Festival.
- Students participated in International Cultural Exchange Programmes held at Singapore and Mumbai.
- Students got placed in reputed organizations such as Wipro, Infosys, 3D Animation Studio, Reliance, Tata Consultancy Services, Pringle Knitwear, Dell, HDFC Bank, Bajaj Allianz, etc.
- A live concert of the Indipop Rock Band ‘Euphoria’- the first of its kind was organized in our college on Dec 3, 2006.
- Many Artists of repute such as Vinod Sehgal, Ustad Danish Aslam, Pandit Vidya Sagar Vyas visited the college during this session.

2. New Academic Programmes initiated (UG and PG):

- Additional Units of BBA, BCA, B. COM. (Prof.)
- Psychology (Hons.)
- M. Sc. (Mathematics)
- Diploma in Counselling

3. Innovations in curricular design and transaction:

The teachers of different departments held meetings with their HODs. Revisions were proposed to the Board of Studies after keeping in mind the industrial demands and suggestions.
4. **Inter-disciplinary programmes started:**
   - Hobby classes of Dance, Music and Cooking were offered to students during their free lectures.
   - Net Surfing and Browsing facility for all interested students
   - Organization of Workshops, Seminars and Group Discussions on recent budget

5. **Examination reforms implemented:**
   - Introduction of Pre-university Examination on the basis of University pattern before the final examination.
   - Mock vivas were introduced in commerce classes.

6. **Candidates qualified: NET/ SLET/ GATE, etc.**
   - NET 2
   - SLET -
   - CAT 73
   - TOEFL/IELTS -
   - GRE -
   - GMAT -
   - CIVIL SERVICES 1
   - DEFENCE ENTRANCE 5
   - OTHER SERVICES 4
   - MCA 23
7. Initiative towards faculty development programme:

<table>
<thead>
<tr>
<th>FDP Activity</th>
<th>No. of Teachers who attended the FDPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Conference/ Workshop/ Seminar/Symposium</td>
<td>25</td>
</tr>
<tr>
<td>National Conference/ Workshop/ Seminar/Symposium</td>
<td>53</td>
</tr>
<tr>
<td>State level Conference/ Workshop/ Seminar/Symposium</td>
<td>13</td>
</tr>
<tr>
<td>Refresher</td>
<td>4</td>
</tr>
<tr>
<td>Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Research Management</td>
<td>3</td>
</tr>
<tr>
<td>Guest Lecturers</td>
<td>5</td>
</tr>
</tbody>
</table>

8. Total number of Workshops/ Seminars conducted:

- A two-day National Seminar on “Role of Music in Multimedia – Perceptions, Possibilities and Challenges” was organized.
- A week long Workshop on “Graphics Printing Woodcut” was organized by the Department of Fine Arts.
- An Exhibition to commemorate “World Photography Day” was organized in collaboration with Punjab Lalit Kala Academy.
- A two-day Painting Workshop on the “Use of Colours” was organized in the college.
- Expressions-2007, an Annual Painting Exhibition by the Post Graduate students of Department of Fine Arts was organized to showcase the talent of the budding artists.
9. Research Projects
   
a). Newly Implemented: NIL
   
b). Completed: NIL

10. Patents generated, if any: NIL

11. New collaborative research programmes: NIL

12. Research grants received from various agencies: NIL

13. Details of Research scholars:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the teacher</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph. D or Pursuing Ph. D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Dr. Sucharita Sharma</td>
<td>Principal</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Amita Mishra</td>
<td>Music Vocal</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Manu</td>
<td>Music Vocal</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Geeta Dutt</td>
<td>Music Instrumental</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. Anita Oberoi</td>
<td>Music Instrumental</td>
</tr>
<tr>
<td>6.</td>
<td>Dr. Santosh Vyas</td>
<td>Dance</td>
</tr>
<tr>
<td>7.</td>
<td>Dr. Anjana Kumari</td>
<td>Hindi</td>
</tr>
<tr>
<td>8.</td>
<td>Dr. Sushma Shair</td>
<td>Punjabi</td>
</tr>
<tr>
<td>9.</td>
<td>Dr. Ruchi Trehan</td>
<td>Commerce</td>
</tr>
<tr>
<td>10.</td>
<td>Ms. Ranjana</td>
<td>Dance</td>
</tr>
<tr>
<td>11.</td>
<td>Mr. Manoj Kumar</td>
<td>Applied Arts</td>
</tr>
<tr>
<td>12.</td>
<td>Ms. Monika Mogla</td>
<td>Commerce</td>
</tr>
<tr>
<td>13.</td>
<td>Mr. Gagan Gambhir</td>
<td>Design</td>
</tr>
<tr>
<td>M. Phil/ Pursuing M. Phil.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Ms. Manisha Sharma</td>
<td>Commerce</td>
</tr>
<tr>
<td>15.</td>
<td>Ms. Payal Arora</td>
<td>Commerce</td>
</tr>
<tr>
<td>16.</td>
<td>Ms. Aarti Verma</td>
<td>Commerce</td>
</tr>
<tr>
<td>17.</td>
<td>Ms. Neeru Mahajan</td>
<td>Commerce</td>
</tr>
<tr>
<td>18.</td>
<td>Ms. Garima Arora</td>
<td>Commerce</td>
</tr>
<tr>
<td>19.</td>
<td>Ms. Meera Aggareal</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>
14. Citation index of faculty members and impact factor: NIL

15. Honours/Awards to the faculty:

- Mr. Basudeb Biswas, Head, Dept of Sculpture received national level AIFACS award for the entry ‘Expressions-2007’ (cash award of Rs. 15000/-)
- Mr. Rajesh Kalsi, Lecturer, Dept of Design received 7th North Regional Camel Art Foundation Award, Camlin Limited, Mumbai.
- Mr. Gagan Gambhir, Lecturer, Dept of Design received Commendation Certificate by Indian Academy of Fine Arts, Amritsar.
- Dr. Manu Arora, Head, Dept of Physiotherapy was nominated as treasurer of Punjab Branch IAP.
- Dr. Smriti Kapoor, Lecturer, Dept of Physiotherapy was elected as Official Sports Physiotherapist in 33rd National Games, Guwahati (Assam).
- Dr. Smriti Kapoor, Lecturer, Dept of Physiotherapy was elected as team member of Medical Anti-doping Committee in 33rd National Games in 2007.
- Dr. Smriti Kapoor, Lecturer, Dept of Physiotherapy was awarded for Best paper Presentation Award at 28th Indian Association of Sports Medicines International Conference, Symbiosis Vishav Bhawan, Pune 2007.
- Mr. Anil Gupta, Lecturer in Applied Art, was given Commendation Certificate in Photography 2007-08.

16. Internal resources generated:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD</td>
<td>19,710</td>
</tr>
<tr>
<td>COACHING IN COMPETITIVE EXAMS</td>
<td>19,300</td>
</tr>
<tr>
<td>DONATIONS</td>
<td>5,000</td>
</tr>
</tbody>
</table>

17. Details of departments getting SAP, COSIST,(ASSIST)/ DST, FIST, etc. assistance/recognition: NIL

18. Community Services:
• Blood Donation Camp at Civil Hospital 2007
• Preparation of Anti-Ragging Documentary by Dept of Multimedia, 2007
• Preparation of a documentary paying tribute to Army Personnel at Army Public School, Beas, Dist. Amritsar by the Dept of Multimedia, 2007
• Organized a Poster Exhibition on Drug Abuse for District Administration, Jalandhar by the Dept of Applied Arts, 2007
• Organized a Poster Exhibition on Human Rights for the general public at Delhi by Dept of Applied Arts, 2007
• A workshop on Drug Awareness for students and parents was organized by the departments of commerce of Apeejay College of Fine Arts and Apeejay Institute of Management in collaboration with NGO Pehal, 2007.

19. **Teachers and officers newly recruited:**

   Teachers :5
   Officer :1

20. **Teaching- Non-teaching staff ratio:**  18:11

21. **Improvement of library Services:**

   • Installation of air-conditioner in both the libraries
   • Purchase of 549 books of Rs. 2, 73, 479.

22. **New Books /Journals subscribed and their cost:**
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type of Books</th>
<th>Count in Number</th>
<th>Amount in RS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Text Books</td>
<td>479</td>
<td>1,72,048</td>
</tr>
<tr>
<td>2</td>
<td>Reference Books</td>
<td>61</td>
<td>1,01,391</td>
</tr>
<tr>
<td>3</td>
<td>Other Books</td>
<td>9</td>
<td>1,422</td>
</tr>
<tr>
<td>4</td>
<td>Periodicals</td>
<td>25</td>
<td>1,16,357</td>
</tr>
</tbody>
</table>

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

- Teacher assessment was done through the Feedback Forms provided by the college.
- Departmental and Inter-departmental meetings took place to discuss the feedback obtained from the students. Suggestions were given to the concerned teachers for bringing improvements in their core areas.
- Suggestions of distinguished experts of the field were sought.

24. Unit cost of education: Rs. 25,926

25. Computerization of Administration and the process of admissions and examination results, issue of certificates:

Some of Administration services are partially have been computerized. To name a few:

- Records of the faculty
- Salary records
- Time Table
- Online Recruitment Services
26. Increase in the Infrastructural facilities:

- Computers 27
- CD Writers 3
- DVD Writers 1
- PCI Express 128 10
- Pinnacle Studio movie capture card 1
- Digital Broadcast System
- Eight White Boards
- Refrigerators for the Guest House and for the staff room
- Introduction of cushioned chairs in the Auditorium

27. Technology upgradation:

- Video presentation of prayer in the morning assemblies
- Preparation of documentaries for social causes- Child Labour, AIDS and Anti-Ragging
- Video editing for various classical dances
- Fillers for private channels
- Montage for Punjabi channel

28. Computer and Internet access and training to teachers and students:

Computers with internet facility were available to both the students and other faculty members. 100% Computer literacy was ensured. Training sessions were held for the students and teachers twice a session.

29. Financial Aid to students:

- Rs. 63,200 for the students who participated in Youth Festivals
- Rs. 84,000 for meritorious students

30. Support from Alumni Association and its activities:

- Annual Alumni Meet (Dec.2006)
- Guest lectures by Alumni in the Dept of Comp. Sc.
31. Support from the Parent –Teacher Association and its Activities:

Parents were informed about the performance of their wards. Report cards were posted at their residence twice after house examinations. Parents were called for PTM in the case of any discrepancy regarding their wards.

32. Health Services:

Health centre since 2003 has been providing services of the First Aid and Dressing. Health camps were also organized for the students. The Department of Physiotherapy has an electrotherapy unit, gymnasium, exercise therapy unit and cerebral palsy unit.

33. Performance in sports activities:

- Participated at University level in Swimming, Basket Ball and Cricket.
- Won Runners-up trophy in Cricket (Men)

34. Incentives to outstanding sports persons:

- Annual Athletic meet was held and a trophy was given to the best athlete of the year.

35. Student achievements and awards:

- Varinder Pal has been selected as a role model by Swami Vivekananda Study Circle for his contribution in academics and cultural and social activities
- The designs of Megha, Kanika and Prerna of BFA-III have been selected for International workshop of Design, IIT Mumbai.
- Harsimrat of B. Com-I (Reg.) has won the “Ms. Beautiful Smile” Award during Ms. World Punjaban Contest, 2006.
• Photographs by seven students of BFA-III have been chosen for an exhibition organized by Punjab Lalit Kala Akademi, Chandigarh.
• Kamaljit Singh is emerged as a leading model.
• Gunjan is appeared in a popular Tele Serial.
• Namneet assisted designers like Abu Jani and Sandeep Khosla and has been working at Ravissant- a popular Design House of Delhi.
• Baljit Kaur has been assisting Mr. Manav Gangvani, an eminent Designer.
• Gaurav Bhalla, an active theatre artist and anchor of the college, has been selected as a Radio Jockey for 98.3 FM Radio Mirchi.
• Rakhi Mehta was a regular participant of National Textile Exhibitions and has also participated in an International exhibition “Fibre Art in India” organized by Dr. Samachat Sitti Chai, a famous textile designer from Thailand, held at Shanti Niketan in Dec. 2006.
• Sugandha Mishra has been bestowed with awards and honours for her wonderful contribution to music besides excelling in academics. She has the honour of participation in Harballabh Sangeet Sammelan. She was also nominated for Bismillah Khan National Award for her artistic flair.
• Pallavi Aggarwal and Ramit Jain of B. Com-II and Sukhpreet of BBA-II have been selected as Radio Jockeys for 94.3 MY FM DILSE.

36. Activities of the Guidance and Counselling cell:
• Guidance to students at the time of admission regarding career prospects of different courses and their suitability for the candidate
• Counselling at personal level with the help of a Psychology teacher
• Guidance for various competitive exams such as UGC, Bank P.O, CAT, MAT etc.
37. Placement services provided to students:

- Placement Cell groomed the students by group discussions, career counseling, mock interviews, confidence building programmes, proficiency in English speaking and Industrial interaction.
- This year three students of BCA- III have been placed in WIPRO, Bangalore and five have been placed in Infosys. Navdeep Chopra has been honoured the best student of the day by Wipro Technologies.
- Kumarjeev, BMM-VIII Semester has been placed in 3D Animation Studio, Noida.

38. Development Programmes for Non-teaching staff:

- Computer Orientation Programmes, Yoga and Mediation classes were specially arranged for Non-teaching staff.

39. Best Practices of the Institution:

- Strengthening of Interdisciplinary approach with different departments
- Streamlining of feedback mechanism from Alumni and students for curricular modification
- ICT enabled curriculum
- Modification of course curriculum to meet the requirements of globalization and interests of the students
- Submission of proposal for national and international seminars and conferences
- Promotion of research based projects
- Improvement in the infrastructure to meet the increasing demands of curriculum
- Enhancement of personality development programmes
- In-House placement opportunities to deserving and desirous students
- Free counseling by Counselling Cell
- Frequent Industrial visits and interaction with the industry
- 100% computer literacy amongst the staff and the students
- Evaluation of teachers through feedback
40. Linkages developed with National/ International academic/research bodies.

- The college has been involved in informal linkages with local colleges for various competitions on regular basis.
- Organization of National level Kathak Utsav in collaboration with Kathak Kendra, New Delhi.
- Students visited Indian Council for Cultural Relations under Cultural Exchange Programme.
- On-line access to British Library.
- Talk Show on “Female Foeticide” with Channel Punjab, UK.
- Students participation under Cultural Exchange Programmes for celebration of Anniversary of Singapore Khalsa Association.

41. Any other relevant information: NIL
Part C

FUTURE PLAN OF ACTION

• To introduce Add-on courses in GTM and Basic Cooking and Catering

• To review the curriculum and make it more market oriented through staff members who are also the members of Board of Studies

• To enhance ‘Inter-disciplinary’ approach

• To bring examination reforms

• To provide community services by organizing NSS camps, Blood Donation Camps, thought provoking plays, visits to orphanage etc

• To purchase new books and subscribe to new journals

• To computerize the administrative facilities

• To upgrade the infrastructure by
  o Stage flooring of the auditorium
  o Make digital broadcast system fully operative
  o Renovation of Art Gallery
  o Air-conditioning of General Office and Art Gallery

• Technology upgradation by the development of new softwares

• To make the staff and students fully computer literate

• To provide financial aid to the students who outperform in the University exams, House tests, Youth Festivals etc.

• To introduce PTA

• To provide more health services

• To conduct development programmes for non-teaching staff

• To encourage the staff to take minor/major Research Projects

• To promote interaction between students and Alumni

Coordinator, IQAC  Chairperson, IQAC
Ms. Sunit Kaur  Dr. Sucharita Sharma
Head, Dept. of English  Principal