



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		APEEJAY COLLEGE OF FINE ARTS
Name of the head of the Institution		Sucharita Sharma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0181-2458547
Mobile no.		9814625556
Registered Email		acfa.jln@apj.edu
Alternate Email		acfa.office@gmail.com
Address		Mahavir Marg, new jawahar nagar
City/Town		Jalandhar
State/UT		Punjab
Pincode		144001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Roopali Sood
Phone no/Alternate Phone no.	01812458547
Mobile no.	9888105542
Registered Email	roopalisood@yahoo.com
Alternate Email	acfa.office@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://acfa.apeejay.edu/docs/AQAR-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://acfa.apeejay.edu/docs/academic-calendar-2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.45	2009	31-Dec-2009	30-Dec-2014
3	A+	3.38	2018	26-Sep-2018	25-Sep-2023

6. Date of Establishment of IQAC	10-Jul-2010
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of IIQA	27-Nov-2017 30	10

Interaction with HOD regarding activity and academic calander	23-Jul-2018 1	35
Interaction with HOD regarding lesson plans	23-Jul-2018 1	30
Establishment of Kaushal Kendra	16-Aug-2018 365	136
Increase in network band width	12-Aug-2018 365	2248
ncouraging student and faculty to take up MOOC courses	07-Jul-2018 365	40
Established Swayam NPTEL Local chapter	28-Aug-2018 365	87
More industrial tie-ups	07-Jul-2018 365	1026
Organization of student satisfaction survey	14-Aug-2018 14	500
Constitution of steering committee for NAAC	02-Feb-2019 240	30
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Apeejay College of Fine Arts	cpe	ugc	2018 365	2120000
Apeejay College of Fine Arts	Buddhist Study Centre	UGC	2018 365	1735802
Apeejay College of Fine Arts	Kaushal Kendra	UGC	2018 365	8519200
Apeejay College of Fine Arts	Centre for rural development and technology	IIT,Delhi	2018 365	50000
Apeejay College of Fine Arts	95% grant in Aid	DPI College, Chandigarh, Punjab	2018 365	15038846
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes																
Upload the minutes of meeting and action taken report	View File																
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No																
12. Significant contributions made by IQAC during the current year(maximum five bullets)																	
introduction of new courses																	
Value Added Courses initiated																	
Data submitted for All India Survey on Higher Education(AISHE)																	
Constitution of NAAC Steering Committee for NAAC Accreditation 3rd Cycle under revised Accreditation Framework																	
Submission of IIQA, SSR, Preparation for NAAC Peer Team Visit																	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year																	
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Preparation for NAAC peer team visit Third Cycle(RAF)</td> <td>Accredited with A Grade, NAAC rd cycle under RAF</td> </tr> <tr> <td>Applied for Kaushal Kendra</td> <td>Awarded Kaushal Kendra, Introduced B.Voc. and M.Voc. programme</td> </tr> <tr> <td>Updation of WiFi Infrastructure and Increase in Network Bandwidth</td> <td>well established Server room created with centralized WiFi Control and LAN setup, Enhanced Bandwidth</td> </tr> <tr> <td>Submission of data for AISHE</td> <td>Data for AISHE successfully submitted</td> </tr> <tr> <td>Compilation and Submission of AQAR for previous session to NAAC through email</td> <td>AQAR for previous session successfully submitted and uploaded on web site</td> </tr> <tr> <td>FDP Program based on book reviews scheduled</td> <td>All faculty members actively presented book reviews</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Preparation for NAAC peer team visit Third Cycle(RAF)	Accredited with A Grade, NAAC rd cycle under RAF	Applied for Kaushal Kendra	Awarded Kaushal Kendra, Introduced B.Voc. and M.Voc. programme	Updation of WiFi Infrastructure and Increase in Network Bandwidth	well established Server room created with centralized WiFi Control and LAN setup, Enhanced Bandwidth	Submission of data for AISHE	Data for AISHE successfully submitted	Compilation and Submission of AQAR for previous session to NAAC through email	AQAR for previous session successfully submitted and uploaded on web site	FDP Program based on book reviews scheduled	All faculty members actively presented book reviews	View File	
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View File																	
14. Whether AQAR was placed before statutory body ?	Yes																

Name of Statutory Body	Meeting Date
Board of Governer meeting	07-Mar-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	07-Sep-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	<p>The institution is successfully using Management Information System (MIS) from last 15 years approximately developed by Nimbus Software. MIS helped a lot in smooth functioning of the college. The MIS is capable of handling the following modules Student Admission and Support • Adoption of CRM (Custom relationship management) through Lead squared application helps in handling student queries efficiently. • Proper call logs help in tracking the unattended calls in timely manner. • Dedicated Facebook page helps in prompt query handling. • Website queries are linked with CRM tools to make the online query/process centralized. Finance and Audit The internal audit is an in house continuous process in addition to the external auditors to verify and certify the entire income, expenditure and the capital expenditure of the Institute each year with help of software installed. The MIS helps in tracking the progress of sanctioned budget and grants and its utilization (construction, infrastructure and academics etc.)Requirements of the various departments in terms of infrastructure can be assessed and arranged with the help of online finance management system. The automated system helps in enhanced</p>

transparency in terms of data storage and its timely retrieval. Examination • The attendance records and fee records of the students is being maintained by the software. • The student's attendance and fee details are also digitized for faster access and prompt delivery of information. • The result compilation is fully automated which results in timely delivery of report cards. • Parents are informed about the performance of the students through SMS and email. • The attendance records and fee records of the students is being maintained electronically In addition to the above mentioned MIS, the college has the following facilities based on ICT to manage finance and accounts, day to day planning and administering of the activities of the institution. • Online feedback system from students, parents, alumni and other stake holders • Centralized system of checking and Monitoring • Staff attendance with Biometric • Fund Utilization Computerized • Build efficient Information Delivery Mechanism • Facilitate electronic information flow/transactions between all the professional institutions and allied offices / departments • Use of ICT for efficient administration, cost reduction and timely decision making ? Facebook Page serving as Powerful tool for strong student and alumni network ? Website ? DSpace : Digital Repository System ? KOHA : Library Automation System

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- Preparation of Academic Calendar in the beginning of the session. • Regular Departmental Meetings to discuss teaching strategy, syllabi and important resources. • Programme Chart of departmental activities framed by every department at the session commencement. • Industrial Experts have been appointed to remove industry academia gap. • Open access to library books for all. • Industrial visits for hands-on industry experience. • Project based teaching has been enhanced. • Collaborations at National and International level. • Personal attention to each and every student ensured. • Use of MOODLE and updating it with latest information mandatory for all teachers. • Distribution of syllabi and academic calendar to the students. • List of recommended Books distributed to the students at the beginning of every

session. • A list of recommended books handed over to the HOD for library purchase by department faculty. • Students encouraged to refer to various national and international journals along with other relevant books. • Mid semester exams conducted to prepare the students for the forthcoming final examination. • Incentives and scholarships for encouraging the meritorious students. • Assignments, class tests and practical exposure form a part of the curriculum. • Interdisciplinary approach fostered by skill development classes and hobby classes which are open to every student. • Fostering an Inter-Disciplinary approach is the prime thrust of the Institution. To this end, in consonance with the NAAC recommendations, various departments have been integrated into a common umbrella by introducing a school system. • The curricular aspects of the Institution are leveraged by its high speed network and free access to Wi-Fi and Data sharing. • Functional Video Conferencing Unit for effective curriculum delivery. • Almost all the courses have ICT as a part of their curriculum and computer awareness programs and Tally awareness provided to almost all the courses. • Orientation sessions at departmental level also arranged for all newly appointed staff. • Add-on Courses and value added courses also offered to the students. Sr. No. Name of School 1. School of Languages Department of English Department of Punjabi Department of Hindi 2. School of Social Sciences Department of Home Sc. Department of Psychology Department of Philosophy Department of Physical Education Department of Pol. Sc. Department of History/PHC Department of Economics 3. School of Art & Design Department of Design (Interior, Fashion, Textile & Multimedia) Department of Fashion Makeovers Department of Fine Arts Department of Sculpture Department of Applied Art 4. School of Performing Arts Department of Music Vocal Department of Music Instrumental Department of Dance Department of Theatre 5. School of Applied Sciences Department of Mathematics Department of Computer Sc. & Applications Department of Physiotherapy Department of Physics 6. School of Commerce & Management Department of Commerce & Management 7. School of Vocational Studies B.Voc. (E-Commerce & Digital Marketing) B.Voc. (Contemporary Forms of Dance) B.Voc. (Theatre & Stage Craft) B.Voc. (Sound Technology) B.Voc (Health Care Management) B.Voc (Data Science) B.Voc (Beauty and Wellness) B.Voc (Product design management & Entrepreneurship) M.Voc (Theatre & Television Production)

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
IELTS / English Proficiency Course	IELTS / English Proficiency Course	02/04/2018	2	yes	yes
Professional Guidance to Learn French	Professional Guidance to Learn French	02/04/2018	2	yes	yes
3D Animation and VFX	3D Animation and VFX	02/04/2018	2	yes	yes
Cinematography Video Editing	Cinematography Video Editing	02/04/2018	2	yes	yes
Beauty and Wellness	Beauty and Wellness	02/04/2018	2	yes	yes
Fashion Styling	Fashion Styling	02/04/2018	2	yes	yes

Website Design and Development	Website Design and Development	02/04/2018	2	yes	yes
Social Media Marketing	Social Media Marketing	02/04/2018	2	yes	yes
Sound Recording and Media Production	Sound Recording and Media Production	02/04/2018	2	yes	yes
Business Communication Skills		15/04/2018	2	yes	yes
Sculpting Skills		15/04/2018	2	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Health Care Management	16/08/2018
BVoc	Data Science	16/08/2018
BVoc	Beauty and Wellness	16/08/2018
BVoc	Product design management & Entrepreneurship	16/08/2018
MVoc	Theatre & Television Production	16/08/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	389	30

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Event based makeup and hair styling	15/04/2018	42
Cooking	15/04/2018	28
Guitar	15/04/2018	19
Painting	15/04/2018	11
Photography	15/04/2018	29
Dance	15/04/2018	18

Singing Skills	15/04/2018	10
Sculpting Skills	02/04/2018	2
English Speaking / IELTS	02/04/2018	78
Fashion Styling	02/04/2018	10
French Class	02/04/2018	2
Cinematography Video Editing	02/04/2018	8
Beauty and Wellness	02/04/2018	18
Craft your own Blog	15/04/2018	26
Block / Screen Printing	15/04/2018	4
Anchoring	15/04/2018	7
Creative Design and Digital Printing	15/04/2019	15
Business Communication	02/04/2018	100
3D Animation	02/04/2018	7
Social Media Marketing	02/04/2018	4
Website Design	02/04/2018	4
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BPT	Paramedical	28
BCA	Programming	50
BDes	Interior and Fashions	48
BFA	Applied Arts	41
BDes	Graphics, 3D	44
BCom	Audit, HR, Finance	412
BBA	Marketing and HR	148
BSc	IMT	10
MA	Painting	28
MA	Singing	21
MA	Instrumental	5
MA	Dance	15
MCom	Finance and Marketing	36
BA (Journalism)	Journalism	29
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<ul style="list-style-type: none"> On the basis of feedback received from students, the institution aims at achieving 100 satisfaction. Maximum courses are compatible with industry and fit to fill the gap. Industry experts have been engaged and more collaborative programs are being initiated. Further they are registering themselves for MOOC courses and faculty is assisting them for the same. Suggestion boxes are supplementary source for acting upon the needs of students. Students are satisfied with the special programs organized for advance learners and slow learners in our College and also express satisfaction for internal evaluation process. Majority of the students are satisfied with the Redressal of evaluation related grievances. In addition to that, alumni feedback facilitates the updating of syllabus to cater to the needs of industry. Faculty members who are a part of Board of Studies try their level best to do the needful. The teacher's feedback assists in making internal evaluation process more transparent and unbiased. Latest facilities are always on the priority of Management. Parent's feedback provides a base for analyzing for strength and weaknesses. Mails and SMS facilities are used to inform them and keep them up to date with latest information.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1982	221	61	15	28

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
104	104	10	42	10	6

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system: Allocation of mentors to various college students is done at the beginning of the

session. The allocation is done logically so that mentors can guide the students in relevant manner. The prime objective of mentoring includes: 1. Encouraging the students to take up MOOC courses after a proper analysis based on their interest and ensuring timely completion of the course. 2. Helping the students to understand the LMS (Learning Management System) and to make use of it effectively for utilizing the resources, submitting assignment etc. 3. Discussing relevant industrial visit field trips, studio visits which can help students in internship and placements. 4. The students are guided about various competitions and hackathons they can participate in, rewards offered by college for student welfare etc. 5. Students are trained to make use of ICT tools. Making effective presentations attending relevant, online video tutorial offered by SWAYAMPRAKASH. Classrooms are equipped with latest gadgets and mentors encourage and help students to prepare their presentations and also guided for using smart boards. 6. Students are sensitized for human values. They are guided to organize camps and conduct activities for social cause, visit old age homes, orphanage etc. 7. Students not performing up to the mark are given special remedial classes. Schedule is prepared for weak students and their progress is monitored by the mentors. 8. Economically weaker students are helped to procure financial help either through college or through alumni association or any other relevant funding body like Student Welfare Association. 9. Students are helped to prepare for placements or entrance exams for higher education. College has provision for various capability enhancement schemes like career counseling guidance for competitive exam, yoga and meditation etc. for which schedule is framed at the beginning of the session and mentors help the students to identify the relevant scheme and adhere to the schedule framed. 10. Students are encouraged for publications generally Survey based, which inculcates research acumen in students and instills confidence in them. 11. They are encouraged for regular library visits which make them well aware about the recent trends and techniques. 12. Performers are encouraged to take up projects as freelancers so that they can earn while they are still learning. 13. They are encouraged to actively participate in various forums and student committees which serve to be significant measures to make them work in team and develop team spirit and good interpersonal skills. The IQAC monitors the strict adherence of the mentor mentee schedule. Problem if any, is timely sorted and feedback is collected from students for further improvement to carry out the process of mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2203	104	1 : 21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
104	104	0	61	28

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Gagan Gambhir	Assistant Professor	Appointed as Jury Member by Panjab University, Chandigarh in Panjab University Zonal Youth Heritage Festival, 2018.
2018	Dr. Gagan Gambhir	Assistant Professor	Appointed as Member, Board of Studies for Department of Fine Arts, Himachal Pradesh University, Shimla.

2019	Mr. Anil Gupta	Associate Professor	Recognised for creative work in 60th Exhibition of Art by Lalit Kala Akademi.
2019	Dr. Roopali Sood	Assistant Professor	Appointed as Jury Member in INNOTECH 2019, organised by Pushpa Gujral Science City, Kapurthala.
2019	Dr. Rimpi Parmar	Assistant Professor	Appointed as Member, Interview Committee in Departmental Promotion Committee (DPC) at Pushpa Gujral Science City, Kapurthala.
2019	Dr. Rimpi Parmar	Assistant Professor	Appointed as Jury Member at 4th Khalsa Colleges Youth Festival, Amritsar.
2019	Dr. Jeevan Kumari	Associate Professor	Appointed as Member, Interview Committee at Pushpa Gujral Science City, Kapurthala, for appointment of Technical Assistant.
2019	Mr. Basudeb Biswas	Assistant Professor	Recognised for creative work in 60th Exhibition of Art by Lalit Kala Akademi.
2019	Mr. Gurpreet Singh	Assistant Professor	Appointed as Member, Board of Studies (in Theatre studies) at Khalsa College, (Autonomous College), Patiala.
2019	Mr. Rajesh Kalsi	Assistant Professor	Recognised for creative work in 60th Exhibition of Art by Lalit Kala Akademi.
2018	Dr. Anjana Kumari	Assistant Professor	Appreciation award by Shri Ram Chandra Mission for her contribution in All India Essay writing

			Event 2018.
2018	Dr. Roopali Sood	Assistant Professor	Invited as Resource Person in IQAC Workshop organised by Trinity College ,Jalandhar
2018	Ms. Rajni Gupta	Associate Professor	Appointed as Member, Inspection Committee at Gujrawala Guru Nanak Institute of Management Technology, Ludhiana by I.K. Gujral PTU, Kapurthala.
2019	Dr. Rimpi Parmar	Assistant Professor	Appointed as Member, Interview Committee in Departmental Promotion Committee (DPC) at Pushpa Gujral Science City , Kapurthala.
2018	Dr. Gagan Gambhir	Assistant Professor	Appointed as Member, Board of Studies for Department of Fine Arts, Kanya Maha Vidyalaya (Autonomous) , Jalandhar.
2018	Dr. Gagan Gambhir	Assistant Professor	Appointed as Jury Member by IKGPTU, Kapurthala in InterZonal Youth Festival,2018.
2018	Dr. Jeevan Kumari	Associate Professor	Acted as Session Chair in International MultiStream Conference on Futuristic Approach towards Employability Entrepreneurship Industrial Summit organised by Gujranwala Guru Nanak Institute of Management Technology, Ludhiana.
2018	Dr. Jeevan Kumari	Associate Professor	Appointed as member for Interview

Committee At Pushpa
Gujral Science City
for Appointment of
Sr. Graphic
Designer.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BFA	108108	Semester	21/05/2019	01/07/2019
BDes	106008	Semester	25/05/2019	17/07/2019
BDes	112106	Semester	10/05/2019	05/07/2019
BDes	106508	Semester	13/05/2019	19/07/2019
BSc	108906	Semester	17/05/2019	29/06/2019
BSc	112008	Semester	30/05/2019	29/06/2019
BPT	106704	Year	17/05/2019	16/08/2019
BVoc	109906	Semester	30/05/2019	19/07/2019
BVoc	111106	Semester	30/05/2019	26/07/2019
BVoc	110406	Semester	28/05/2019	25/07/2019
BVoc	111306	Semester	28/05/2019	12/07/2019
MA	214904	Semester	25/05/2019	08/08/2019
MA	214804	Semester	25/05/2019	24/07/2019
MA	215905	Semester	25/05/2019	15/07/2019
MA	215304	Semester	25/05/2019	29/07/2019
MFA	218104	Semester	14/05/2019	10/07/2019
MSc	208604	Semester	21/05/2019	22/07/2019
MSc	211004	Semester	06/06/2019	31/07/2019
MCom	217604	Semester	24/05/2019	26/07/2019
PGDCA	303502	Semester	28/05/2019	24/07/2019
PG Diploma	303902	Semester	22/05/2019	03/09/2019
MA	216402	Semester	28/05/2019	31/07/2019
BCom	108506	Semester	22/05/2019	29/06/2019
BBA	105406	Semester	17/05/2019	27/06/2019
BA	103206	Semester	26/05/2019	08/07/2019
BCA	107206	Semester	11/05/2019	28/06/2019
BSc	103206	Semester	17/05/2019	08/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms in Continuous Internal Evaluation (CIE) system: • The Institute works on continuous evaluation of the students. • Internal evaluation of the students is transparent and continuous process. Regular tests, assignments, tutorials, group discussions, presentations etc help in grading the students. • Formation of dedicated Examination Committee which prepares the examination schedule at the beginning of the session and strictly adheres to it. • Question papers of the midterm exams are exactly inline with the pattern of the university exams.

- The answer sheets of the students for midterm exams are cross checked by heads of the departments for fair evaluation. The HODs randomly select a few answer sheets for the purpose.
- Answer sheets are made available to the students and discussed with them.
- Mock viva and mock practical exams are conducted shortly before the commencement of the final exams.
- The result compilation is fully automated which results in timely delivery of report cards.
- Students' performance report is prepared and discussed with teachers during department meetings.
- The weak cases are discussed with the Principal. Remedies for improvement are initiated.
- Record of the student performance in the mid terms and class assignments is duly maintained for monitoring the growth of the student in classes and midterm exams.
- Parents are informed about the performance of the students.
- Students with outstanding performance are awarded in College Annual Function.
- The students who do not meet the necessary conditions are strictly dealt with.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

- The institution adheres to the schedule designed and planned in accordance with the Guru Nanak Dev University schedule.
- IQAC of the college ensures timely completion of syllabus by every department. Mid semester exams are held for the evaluation of the academic performance of the students.
- Results of these exams are discussed with students as well as parents and remedial classes are held for those students who have not performed well.
- Regular meeting with IQAC members and Principal are held so as to ensure the proper adherence to the schedule.
- Academic calendar is prepared at the beginning of every session by IQAC which incorporates the schedule of midsemester internal examinations and university exams.

Activities Dates Registration Admission: Without Late Fee 25.07.2018 With Late Fee of Rs.100(with approval of Principal) 26.07.2018 – 01.08.2018 With Late Fee of Rs.200(with approval of the Dean Academic Affairs, GNDU) 02.08.2018 – 16.08.2018 With Late Fee of Rs.1000(with approval of VC) 17.08.2018 – 23.08.2018 With Late Fee of Rs.5000(with approval of Syndicate, GNDU) 24.08.2018 – 31.08.2018 Classes Commence 12.07.2018 Induction Programme (For Under Graduate Classes) 14.07.2018 Induction Programme(For Post Graduate Classes) 16.07.2018 Teaching Class Test 12.07.2018 – 14.10.2018 Terminal Exams 15.10.2018 – 27.10.2018 Evaluation PTM 03.11.2018 Regular Teaching Remedial Classes 28.10.2018 – 30.11.2018 University Exams December 2018 on wards Winter Break 20.12.2018 – 06.01.2019 New Semester Commencement 07.01.2019 Teaching Department Level Semester Exams 07.01.2019 – 31.03.2019 University Exams April 2019 on wards Summer Vacations 01.06.2019 – 11.07.2019

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://acfa.apeejay.edu/docs/iqac/ProgramSpecificOutcomes\(2.6.1\).pdf](https://acfa.apeejay.edu/docs/iqac/ProgramSpecificOutcomes(2.6.1).pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
108506	BCom		216	216	100
105406	BBA		74	74	100
103206	BA		57	57	100
107206	BCA		32	32	100
103206	BSc	Computer Science & Economics	20	20	100
108108	BFA		16	16	100
106704	BPT		15	15	100
106008	BDes		52	52	100
112106	BDes	Multimedia	25	25	100
108906	BSc	Internet and Mobile Technologies	5	5	100
109906	BVoc	Theatre	7	7	100
111106	BVoc	Contemporary forms of Dance	4	4	100
110406	BVoc	Sound Technology	11	11	100
111306	BVoc	ECommerce	14	14	100
214904	MA	Music Vocal	6	6	100
214804	MA	Music Instrument	3	3	100
215905	MA	Fine Arts	14	14	100
215304	MA	Dance	7	7	100
218104	MFA		3	3	100
208604	MSc	Information Technology	3	3	100
211004	MSc	Mathematics	1	1	100
217604	MCom		30	30	100
303502	PGDCA		10	10	100
303902	PG Diploma	Fashion Makeover	3	3	100
106508	BDes	Multimedia (BMM)	21	21	100
112008	BSc	Internet and Mobile Technologies (BIMT)	6	6	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	ugc	500	85.19
Any Other (Specify)	365	various agencies	44.11	44.11

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Digital Marketing and Affiliate Marketing	Department of Commerce and IIM, Indore	10/09/2018
ELearning Resources	Entrepreneurship Development Cell	24/11/2018
International art Symposium	Design, Applied Art, Multimedia Dept.	01/02/2019
Seminar on Emerging Media Scene and TV Programmes	Department of Journalism	05/02/2019
Workshop on Design Development and Acceptance of Surface Enrichment Techniques	Department of Design	06/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Award for Innovations in Teaching Methodology	Apeejay College of Fine Arts	Berkshire Media LLC, USA	08/03/2018	India's Education Excellence Award
Dissemination of Human Rights Awareness	Dr. Sucharita Sharma	National Human Rights Commission	08/03/2018	International Women of Courage Award
Aate Di Chidi – A Short Film	Students of BMM SemV	Dada Sahib Phalke Association	30/04/2019	National Film Award in Student Category
The Tea Stall Story	Kunj Arora	Indian Academy of Fine Arts	03/03/2019	Photography award
Punjab Skills Competition 2018	Kunj Arora	Punjab Skill Development Mission, Chandigarh	21/03/2018	Certificate of merit

Punjab Skills Competition2018	Kunj Arora	Punjab Skill Development Mission, Chandigarh	02/05/2018	Certificate of winner
Experimentation in Scrap Metal	Basudeb Biswas	Punjab Lalit Kala Akademi	05/04/2019	Punjab Lalit Kala Akademi Sanmaan
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Guru Kirpa Enterprises, Jalandhar	Spiffers	Online Site for Shoes	14/08/2018
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Maqnit India	McNitt Shoes.com	Online Site for Shoes	07/08/2018
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	self financed	NVIU	Advertising and Designing	08/10/2018
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Leehday.com	Stuffed Wardrobe	Online Site for Watches	09/01/2019
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Punjabi Bites Restaurant and Caterers, Jalalandhar	Aayush Arora Photography	Photography	19/04/2019
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Guru Nanak Welfare Trust Aashiana Palace, Jalandhar	KGS Cottage	Cloud Restaurant	13/06/2018
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Self finance	Brain Box Design Company	Designing Company	11/09/2018
APJ Incubation Centre (APJIC)	APJ Incubation Centre (APJIC)	Self financed	Panda Crafts	Hand made gifts and packing	17/10/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Fine Arts	1	7.36
International	Fine Arts	2	5.2
International	Maths	3	0.1
International	Social Science(History)	1	5.1
International	Computer	1	5.64
International	Social Science(Hindi)	1	5.2

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Fine Arts	2
Computer Sc.	1
Music Vocal	1
Design	3
Maths	1
Social Science(English)	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Animals and Birds in Indian Art	Mr. Mohinder Mastana	International Journal of Social Sciences	2019	0	Apeejay College of Fine Arts, Jalandhar	0
Cloud Security analysis and its mitigation	Dr. Roopali Sood	International Journal for research in Engineering Appli	2019	0	Apeejay College of Fine Arts, Jalandhar	0

		cation and Management				
Comprehensive study of Cloud Computing	Ms. Rekha	International Journal for research in Engineering Application and Management	2019	0	Apeejay College of Fine Arts, Jalandhar	0
Studying Mobility Management Using Predictive Analytics	Ms. Ramandeep Kaur	International Journal for research in Engineering Application and Management	2019	0	Apeejay College of Fine Arts, Jalandhar	0
An Improvement Heuristic for Permutation Flow shop Scheduling Problem	Dr. Kewal Krishan Nailwal	International Journal of Process Management and Benchmarking	2019	0	Apeejay College of Fine Arts, Jalandhar	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	7	0	0
Presented papers	13	14	0	0
Resource persons	2	2	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
International Arts Symposium	250	self financed	3
Workshop on Contemporary paintings of India and Turkey by Dr. Orhan Cebailoglu, a renowned artists from Turkey	600	self financed	1
APJ Stya Model United Nations2018	475	self financed	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	180

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	16.05.11.00	2019
D-Space	Fully	5.5	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13184	4923046	322	108470	13506	5031516
Reference Books	893	897214	23	58740	916	955954
Library Automation	2	129800	0	245440	2	375240

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Annexure 1	ILMS	MOODLE	12/07/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	402	14	1	2	0	4	12	54	0
Added	15	1	0	0	0	0	0	30	1
Total	417	15	1	2	0	4	12	84	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

84 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Youtube Channel	https://www.youtube.com/channel/UCyY9V5SvA1U2k9BfJnKpS9w

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
151	151	43	43

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College ensures the availability of latest equipment and upto date infrastructure in the campus. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. This procedure is as follows:

- Submission of requirement in the form of a proposal
- Evaluation by the Purchase Committee and Maintenance Committee
- Approval by the Principal
- Call for quotations and verification of prices and availability of items.
- Approval from the Management.
- Stock verification at the end of the financial year is undertaken for various departments and a detailed report is compiled.
- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and maintenance.
- There are various committees in the college which are dedicated to the maintenance and upkeep of the institution. These include Cleanliness Committee, Campus Beautification Committee, Eco Club, etc.
- Incharges of various computer labs., multimedia labs., homescience lab., sculpture lab., textile workshop, carpentry workshop, fine arts studio, sound studio, music recording room, CAD lab., Chroma studio, etc. , maintain a stock register and conduct annual stock checking of their respective departments.
- There are two wings of library in the college Main Library and IT Library with separate incharges. They regularly monitor the condition of the library stock, maintain rare books collection, coordinate the timing of issue and collection of books, issuing of library cards and identity cards.
- The Sports Head regularly conducts trials for the freshers to

encourage them to participate, besides coordinating various sport activities in the college. • The interior design department of the college also facilitates the beautification of the campus. Expert advice and guidance of well known interior designers from outside is also sought as and when required. • Round the clock security of the college aids in keeping the college infrastructure secure. • Day to day maintenance is also ensured by the support staff specially outsourced for the purpose, apart from the regular support staff. • Tieups with service providers ensure infrastructural update. • The sensitive equipment like electricity, generators, water motors, submersible pumps, etc. have been installed in the outer vicinity of the college, out of reach of the students. • SERVO has been installed to check voltage fluctuation. • Fire extinguishers have been installed at identified locations. • Safe and clean drinking water is ensured through ROs and water coolers. • In order to ensure constant supply of water, two submersible pumps have been installed aligned with two motors. • Regular AMC are incurred for uninterrupted working of all equipment. • Efficient power backup system enables smooth working. • Recently installed Solar Plant of 245 KW has made the institution energy efficient.

<https://acfa.apeejay.edu/docs/4.2.2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare scheme	227	357862
Financial Support from Other Sources			
a) National	SC Students Scholarship, Guru Harikrishan Society, Dainik Sawera	37	508177
b) International	NA	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance for competitive examinations	29/08/2019	262	Mr.Rishabh,Center Head,Times Academy, Jalandhar, 9781331333 , Prof.R .S.Salaria,Director ,Computer Sc.,Rayat Bahra University,Mohali 9815670702
Career Counselling	09/08/2018	393	Prof.R.S.Salaria,,Director,Computer Sc.,Rayat Bahra University,Mohali 9815670702,

			Dr.Manisha Sharma,Assistant professor,Apeejay College of Fine Arts,jal 8699523596
Soft skill development	14/07/2018	705	Dr.Etinder Pal Singh,Apeejay School of Management,Dwarka, Dr.Sunit Kaur,Head Department of English,Apeejay College of Fine Arts,Jalandhar 8699468451
Remedial coaching	12/09/2018	95	Dr.Jagmohan Mago,Assistant Professor,Apeejay College of Fine Arts,Jal 8360065151, 8360065151, Dr.Manisha Sharma,Assistant professor,Apeejay College of Fine Arts,jal 8699523596
Language lab	16/07/2018	800	Mr.Ravinder Singh,Words Worth,English language Lab,Ahmedabadh,7837023001, 7837023001, Dr.Navjot Deol,Assistant Prof.,Apeejay College of Fine Arts,Jal 9815914766
Yoga and Meditation	20/08/2018	450	Mr.Davinder Arora,Yoga Guru,9814177728, Dr.Vinod Kumar,Yog Path Samsthan, 9814124849
Personal Counselling	23/07/2018	70	Ms.Monika Sekhon, Head,Dept. of Psychology,Apeejay College of Fine Arts, Jalandhar 9855282002, Dr.Monika Bahri,Assistant Prof.,Apeejay College of Fine Arts,Jalandhar,9780025078

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance for competitive exams and Career Counseling	262	393	131	201
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
InterDepartment Basketball Match	Departmental Level	100
Celebrated The Joy of giving week	College Level	75

MAC Forum conducted Business Quiz	Departmental Level	100
Guest Lecture on Gender Sensatisation	Departmental Level	50
Diwali Mala was organised at Virsa Vihar	College Level	300
Inter Zonal youth festival was organized in college campus	College Level	70
Nukkad Natak Waris (the successor) was staged in the college auditorium	College Level	400
Celebration of Guru Purnima	College Level	100
Organized Best of the Waste Contest	College Level	150
Annual Art Exhibition, in collaboration with Punjab Lalit Kala Academy	State Level	43
Independence day Celebration	College Level	500
Twoday workshop titled From Unconventional to Conventional by Dept. of Design	Departmental Level	250
Talent Hunt Carnival	College Level	220
Panel discussion on the subject of Brain drain	Departmental Level	100
Fun with history	College Level	50
One day workshop on Professional Makeup	Departmental Level	75
Teachers Day Celebration	College Level	500
A five day workshop on Digital marketing	Departmental Level	250
Hindi Diwas Celebration	College Level	450
Participated in two days Sports and Career Awareness Festival organized by District Administration, Jalandhar	College Level	30
Musical evening in collaboration with Harivallabh Sangeet Sabha in the honor of Mr. Sobhagayvardhan	College Level	300
Inter departmental football matches	College Level	70
A guest lecture on Script writing ,by Department of	Departmental Level	80

Performing Arts		
Lohri Celebration	College Level	400
4 day workshop on theatre on Techniques of acting, Production and casting	Departmental Level	80
70th Republic Day celebration	College Level	400
Voter Awareness Seminar was organized	College Level	400
One - day Workshop on Collage Making	Departmental Level	100
3 day Workshop and Symposium by 11 Turkish and 4 Indian Artists was organized by Fine Arts Department	College Level	250
Carried out a rally on Punjabi Ma Boli Divas in collaboration with Punjabi Jagriti Manch	College Level	150
One day guest lecture on Emerging Media Scene TV Production	Departmental Level	200
Cultural festival of Basant (onset of Spring) was celebrated	College Level	350
Inter Departmental Badminton tournament	College Level	80
One day workshop on high fashion makeup and Hairstyles.	Departmental Level	50
4 day Rajeshwari Kala Mahaotsav was celebrated in the college campus	State Level	400
A play titled Wo Kaagaz ki kashti wo baarish ka paani was staged in College Auditorium	College Level	350
Painters camp organized in campus, attended by noted artists and painters from across the country	College Level	300
Theatre Workshop on Differences between the acts of TV and Theater	Departmental Level	100
Three days Dance workshop on Kathak	Departmental Level	250
News Room Debate	College Level	40

Tech Fest2018 Inter School Competition	State Level	600
Guest lecture on Radio script and production	Departmental Level	50
Inter Departmental Conference on Relevance of Teachings of Guru Nanak in Contemporary Times	Departmental Level	70
Six day workshop on Yoga and aerobics	Departmental Level	100
Participated in two days Sports and Career Awareness Festival organized by District Administration, Jalandhar	College Level	30
Musical evening in collaboration with Harivallabh Sangeet Sabha in the honor of Mr. Sobhagayvardhan	College Level	300
Inter departmental football matches	College Level	70
A guest lecture on Script writing ,by Department of Performing Arts	Departmental Level	80
Lohri Celebration	College Level	400
4 day workshop on theatre on Techniques of acting,Production and casting	Departmental Level	80
70th Republic Day celebration	College Level	400
Voter Awareness Seminar was organized	College Level	400
One - day Workshop on Collage Making	Departmental Level	100
3 day Workshop and Symposium by 11 Turkish and 4 Indian Artists was organized by Fine Arts Department	College Level	250
Carried out a rally on Punjabi Ma Boli Divas in collaboration with Punjabi Jagriti Manch	College Level	150
One day guest lecture on Emerging Media Scene TV Production	Departmental Level	200
Cultural festival of Basant (onset of Spring)	College Level	350

was celebrated		
Inter Departmental Badminton tournament	College Level	80
One day workshop on high fashion makeup and Hairstyles.	Departmental Level	50
4 day Rajeshwari Kala Mahaotsav was celebrated in the college campus	StateLevel	400
A play titled Wo Kaagaz ki kashti wo baarish ka paani was staged in College Auditorium	College Level	350
Painters camp organized in campus,attended by noted artists and painters from across the country	College Level	300
Nukkad Natak Waris (the successor) was staged in the college auditorium	College Level	400
Dolly Guleria,renowned Punjabi Singer,performed on the eve of Lavanya,annual fashion show	College Level	700
Womens Day was celebrated, followed by felicitations of 10 Women of Substance	College Level	400
Lavanya,Annual Fashion show was organized	College Level	800
Performance by Kapil Sharma ,leading standup comedian	College Level	800
Performance by Renowned Kathak dancers Vidha Lal and Abhimanyu Lal	College Level	300
One day workshop on Stress management	Departmental Level	100
Organization of A street play "Sab Chalda Hai"	College Level	250
One day workshop on Aerial Cinematography	Departmental Level	150
Annual Athletic Meet	College Level	450
Contest on Business Plan	Departmental Level	150
One day workshop on Design Development and Acceptance of Surface Enrichment Techniques	Departmental Level	150

Inter Departmental volleyball match	College Level	100
One day guest lecture on Roles and Responsibilities of Media and Entertainment	Departmental Level	250
One day workshop by Home Science department on Culinary Exotica	Departmental Level	100
Celebrated World Heritage Day in association with Indian National Trust for Arts and Cultural Heritage (INTACH)	College Level	350
One day Cultural/Historical tour was organized	Departmental Level	100
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

STUDENT WELFARE ASSOCIATION Introduction SWA is the largest student body of the college with 150 members elected every year through rigorous procedure of personal interviews and analysis of student's contribution to the college. The Association is committed to provide high quality, convenient services and facilities that enhance the daily life of the students, faculty and social community. It seeks to provide a community centered gathering place with exceptional programs, services and facilities to encourage formal and informal student learning and leadership growth. VISION AND MISSION It aims at empowering the students with confidence and leadership qualities. It also ensures the welfare of every student and helps to create a smooth bridge between the administration and the students. The objectives of Association:

- SWA is core association which acts as a link between the administration and students.
- It identifies skills of students and helps to channelize their skills.
- It ensures the welfare of students.
- It provides opportunity for the expression of students' opinion.
- It grooms and inspires the students to become responsible civilians.
- It educates the students through a comprehensive array of distinguished academic programs.

TEAM 201819 POST: NAME: PRESIDENT Ria Sharma. Taranveer Singh VICEPRESIDENT Moksh Mehta, Gehna Kundra GENERAL SECRETARY Siddakpreet Singh, Paras Gupta, Neetika Verma, Alisha Kapoor JOINT SECRETARY Jayesh Nayyar, Urwashi Arora, Gurnoor Kaur, Ridhima Soni TREASURER Vishwas Nayyar, Shreya Gupta, Suvidha Sahni SIGNIFICANCE OF COMMITTEES

- Event Organization Committee helps in Organizing major events in the college and arranges student centric activities.
- Discipline Committee Performs discipline duties during working hours period wise and also ensures

discipline in the college functions. • Campus Beautification Committee Ensures the availability of clean water in various blocks etc. and suggests various measures from time to time regarding hygiene. • Alumni Committee helps in Organizing Alumni meets from time to time and Coordinates with Alumni for guest lectures, Workshops and Seminars. • Reception and Hospitality Committee Receives the guests, dignitaries during events and also helps in Stage handling during the functions. • Canteen Committee Reports in case of poor service and also periodically checks the cleanliness and hygiene of the canteen kitchen along with faculty member. • Press and Publicity Committee Prepares the reports for news paper during an event and also maintain college Face book page. Committee members also assist the press personnel during events. • Cultural Committee Helps in Organizing Cultural events .Celebration of Teachers day, Visiting old age home and pingla ghar , Lohri celebration are regular features of this committee. • Library and Academic Committee Arranges books for needy students and maintaining book bank. It also act as a liaison between students and management regarding the infrastructural requirement. • Human values committee Creates awareness about ethics and moral values and also provides support to financially weak students at times of need. • Placement and Counseling Committee Helps students in career counseling and Guide the students for higher education in various fields.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Session 1819 The College has an active alumni association, since many years, which conducts meetings from time to time and the members are invited as special guests for various college events and honoured. A meeting of the core committee members was conducted on 04/8/2018 with the members of the alumni committee to discuss the issues to be taken up during the session. Around 15 members of the association attended the meeting . A meeting was conducted on 01/12/2018 for the discussion of Alumni meet which was organized in the college on 27/12/2018. Mrs. Sushma Paul Berlia, CoPromoter President, Apeejay Styra Svrn Group, graced this momentous occasion as the Chief Guest. More than 200 alumni of the College marked their presence in the event . Guest lectures, interactive sessions and workshops . • The Iconic Indian Comedian Kapil Sharma shared laughter moments during Lavanya organized in march 2019. He along with his wife Ginni performed a modelling round and later mesmerized everyone with his talks and wits. • Mr Bannet Dosanjh winner of India's First Rising Star and our alumni visited the college. He was heartily welcomed. He shared his experiences of the mega show and thanked all for their support • A guest lecture was organized by the Multimedia Forum under Meet the Alumni programme. Mr. Kunwar Raj Singh, Assistant Director. He discussed in details the film making process and the various phases of development like preproduction, production and postproduction phase • Another seminar was organized by P.G. Department of Computer Science by Kanav Bahri, Software Engineer TCS. He shared his experiences guided the students about the career prospects after BCA and preparation for placements. • A talk was organized by P.G. Department of Computer Science by Akshay Bansal, Software Engineer TCS and guided students about preparation of placements and importance of Online courses for Skill Enhancement. He also emphasized the importance of research projects for placements and higher education. • The Dept of Design organized guest lecture by Alumni Ms Rashima Bakshi, an interior designer who specializes in décor of residential and commercial projects. • Another Alumni, fashion Designer Ms Puneet Kaur interacted with students and shared her experiences with students of Design Dept

5.4.2 – No. of enrolled Alumni:

655

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

3

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution practices decentralization and participative management through formation of various committees and associations which are free to formulate strategies and monitor action plans related to their respective committees independently. The principal is apprised of the same and her suggestions are incorporated. Perspective Plan for development All the departments conduct SWOT analysis annually and the weaknesses, if any, are critically looked into. HOD's discuss the future plans of actions with their department members at the inception of the session and a comparative analysis of targets outcome are made. Weaker areas, both academic and coacademic are identified and worked upon strengths are enhanced and potential is checked in the so far untapped domains. Perspective plans for development: 1. Faculty Development to cater to emerging trends and demands in education especially in applied areas. 2. More International Linkages and Collaborations 3. Infusing Professional Ethics amongst the students 4. More industrial exposure for commerce students to abridge the gulf between industry and academia. 5. Encouraging students and Faculty for more Research Projects participation of teachers in decision making bodies. The Managing Committee of our Institution, Apeejay Education Society, New Delhi manages a number of schools, colleges and Universities across the country and is meticulously vigilant and sensitive towards the role of quality education and its need in the current era. Progressively dynamic and farsighted in vision, Apeejay Education Society, New Delhi, arranges periodic meetings and discussions with Principal and Board Members regarding recent developments, framing of futuristic policies and short term plans and also their satisfactory implementation. The Principal further organizes meetings with the Heads of the various Departments of the college for putting across the plans and policies as discussed during the management meetings. The faculty can air its views, opinions and feedbacks on both the academic and the coacademic matters through the unanimously elected Staff Representatives and then the same are further discussed minutely. Sr. Chair person Member Agenda 1 Head department Members Dept. Department activities Proposals, Weak students classes, performance appraisal, Examination results, New initiatives, Infrastructural Reference books suggestions 2 Principal Heads To discuss above issues 3 Deans Committee Members Programme chart for suggestions, duty allotment, feedback 4 Principal Heads To discuss above issues 5 Staff Secretary Staff Members Suggestions, Recommendations, Information, Grievances, Feedbacks 6 Principal Heads To discuss above issues Admission Committee: Headed by the Principal and assisted by the senior teachers, the admission committee looks after the issues related to admission during every session. It frames the rules of admission, admission campaigns and ensures admission by following the rules framed by the affiliated university. Year 201819 Planning The Principal of the institute conducted meeting with respective HODs to decide about the plan of action to increase the admission in the college. Suggestions were taken from the staff. Admission Campaigns publicity of the college through website, hoardings, newspaper, pamphlets, face book and other social media Information- information of courses

available in the college, eligibility and duration of the courses is provided through Prospectus. Personal VisitsThe committee selected few staff members and developed various teams and these teams personally visited various institutes, schools, colleges to familiarize the students about the courses available in the college. Skill Enhancement Classes for the school students are organized in Summer Vacations • Cooking Baking • Multiple Styles of Dancing • Multiple Styles of Singing • Keyboard/Guitar • Creative Photography • Digital Drawing Editing • New Trends in Home Decor • Stylizing You and Your Environment • Event Based Makeups and Hair Styling • Mural Art/Terracotta Sculpture/ Oil Painting Free Workshops for the School Students Inter School Competitions are organized Personal CounselingPersonal Counseling is also provided to the students by the Committee to deal with any confusion related to career as well as personal problems. Free Career counseling TheAdmission Committee provides free career counseling to the students as well as provides detailed information related to courses and their fee structure to the parents for better selection of courses and streams.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • Curriculum of the college is as per university guidelines. • Several faculty members are involved in course restructuring as they are members of board of studies of various departments of Guru Nanak Dev University, Amritsar. • Dean Academics of the college looks into the overall academic growth and quality improvement. • Work load distribution as per specialization of faculty members. • Up gradation of the departmental infrastructure is an annual feature taken care by the heads of the departments. • Examination committee always ensures smooth conduction of examination. • Several faculty members are active members of university examination committee to frame question papers and evaluate examination scripts.
Teaching and Learning	<ul style="list-style-type: none"> • Highly qualified and dedicated faculty always ensures quality education to the young learners. • Students of various professional and technical courses are encouraged to take up research based projects. Use of accounting and statistical software is encouraged among students from relevant streams. • Exposure to simulators is given to students which imitate real life scenarios. • Seminars, workshops, exhibitions, guest lectures, demonstrations, live performances and

presentations augment a most appropriate teaching learning experience. • Apeejay's teaching learning and evaluation methodology incorporates the mechanisms of systematic lesson plan along with class tests, assignments, formulation of academic calendar and prospective plan for the session. • Monitoring is done through MOODLE, recently introduced online software which serves to be an efficient platform for being in regular touch with students and to keep proper follow up. • IQAC of the college ensures timely implementation of all policies related to teaching -learning.

Examination and Evaluation

- Transparency in continuous evaluation is ensured at the institutional level.
- Internal evaluation of the students is a continuous process and performance of the students is judged continuously in classrooms through special tests, assignments, group discussions, paper presentations etc.
- Formulation of dedicated examination committee which prepares the examination academic calendar and strictly adheres for the seamless conduction of exams and smooth evaluation process of students.
- Multiple choice questions and objective questions are included in the assignments to prepare the students for competitive exams.
- Online tests are conducted at the departmental level through MOODLE at regular intervals.
- The result compilation is fully automated which results in timely delivery of report cards.
- Record of the student's performance in the mid terms and class assignments is duly maintained of the student in the college for monitoring the growth of the student in classes and midterm exams.
- Parents are informed about the performance of the students

Research and Development

- Apeejay's journey over the last few years has been marked by an exemplary growth in the field of research innovation and extension activities
- Post its reaccreditation there has been a phenomenal rise in the number of faculty members who have received their PhD degrees and also in the number of teachers pursuing the same.
- At present the faculty is one D lit and many PhDs and M Phil's. Five faculty

members have also guided research students. • Not only this, the students of the college have also received funds from UGC for their projects related to computer science, mathematics, BPT, and physics under Basic Scientific Research Scheme (BSRS). • The research work being promoted by the college has gone a long way in contributing befittingly to the revival and preservation of fast and fading crafts of India. • The college has an active UGC aided Buddhist study centre, which regularly organizes seminars, competitions and workshops for the students faculty as well as social community. • Post its reaccreditation, the college have been providing valuable consultancy in the fields of academics, physiotherapy, design, research, beautification of the city, smart city project, media, cultural programmes conducted by district administration etc., to name a few.

Library, ICT and Physical Infrastructure / Instrumentation

• Apeejay is well equipped with the most adequate infrastructure in consonance with its growing academics, research, cultural and extension activities. • Keeping pace with the latest developments, the college infrastructure is regularly updated with the most modern techno savvy gadgets, while retaining and maintaining its quaint essential aesthetic and artistic ambience. • Situated in the heart of the city, the college hosts its multidimensional programmes in four different blocks - main block, IT block, Design block and N block. • There are two fully air conditioned digital and fully automated libraries, stock with rare and relevant books, KINDLE and Subscription to prominent and research based Journals, Magazines and Newspapers. • KOHA and D Space automated software for library. • The college library also has a rich collection of recordings of classical performers which is an asset for performing art students. • The main library houses a cyber zone with 12 computers, printers, scanner and two photocopier machines where the students avail the services of OPAC, INFLIBNET, Book Bank Facility, Reprography, Printing, Photocopy, etc. • There are separate washrooms for boys and girls on all the floors of all the blocks. •

	<p>The college canteen is spacious and hygienic in items of cleanliness and food provided.</p>
Human Resource Management	<ul style="list-style-type: none"> • Faculty and Staff are encouraged to participate in selfdevelopment programs. • Various faculty development programs have been organized time to time for over all development of faculty and supports staff. • Administration supports faculty, staff and students with necessary and relevant support to optimize their work. • Administration office offers 247 supports for infrastructural requirements especially electricity, water supply and routine maintenance.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Department are encouraged to make their courses of study relevant to industry. • Industrial visits, lectures by industry experts and domain experts are regularly conducted. • Inspirational talks by successful entrepreneurs and expert lectures from industry were organized time to time for the students. • Skill development programs were conducted in association with industry to bridge the gap between academics and industry. • National and international collaborations leveraged over the years. • The institution has formal agreements on MOU's with Willem de Kooming Academy, cod Art Rotterdam Netherlands, Chengdu Textile College, National University of Singapore Research Institute, China (NUSRI) and St. Joost, Breda. • These collaborations have contributed to the growth of students, faculty and institution. • The collaboration gave practical as well as international exposure of designs to the students. • The institute regularly conducts workshops in association with Lalit Kala Academy, which promotes art and other crafts in the region. • The institution has linkages with several renowned hospitals for clinical training of the students.
Admission of Students	<ul style="list-style-type: none"> • Apeejay follows a transparent and systematic admission policy which is effectively published through college prospectus, college website and well devised mechanisms formulated for the same. • The admission process adheres to GNDU, UGC and State Govt. Norms. • Admission counseling committees counsels the students seeking admission

to the college and guides them for making the right choice as per their aptitude, potential and passion. • The admission committee selected few staff members and developed various teams and these teams personally visited various institutes, schools, colleges to familiarize the students about the courses available in the college. • To increase the admission free skill enhancement classes for the school students are organized in summer vacations. • To increase the admission online admission forms are provided on the college website. • All information related latest courses in the college is also provided on the facebook to reach the techno savvy youngsters.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Student Admission and Support</p>	<p>? To increase the admission online admission forms are provided on the college website. ? Well framed admission form available online registration purpose. ? Adoption of CRM (Custom relationship management) through Lead squared application helps in handling student queries efficiently. ? Updated website emphasizing the programme outcome, programme specific outcome and course outcome of various programmes being offered. ? Toll free number redirects student's call to relevant faculty helping the students to satisfy their query in specific stream of their interest. ? Proper call logs help in tracking the unattended calls in timely manner. ? Dedicated Facebook page helps in prompt query handling. ? Website queries are linked with CRM tools to make the online query/process centralized.</p>
<p>Examination</p>	<p>? The attendance records and fee records of the students is being maintained by the software. ? The student's attendance and fee details are also digitized for faster access and prompt delivery of information. ? Online tests are conducted at the departmental level through MOODLE at regular intervals. ? Record of the student's performance in the midterms and class assignments is duly maintained in the college for monitoring the growth of the student in</p>

classes and midterm exams. ? The result compilation is fully automated which results in timely delivery of report cards. ? Parents are informed about the performance of the students through SMS and email. ? The attendance records and fee records of the students is being maintained by the software.

Administration

? The e governance in the college has changed the way administration is being done now. ? The college e governance system is designed to make the system user friendly, time saving and cost saving also. ? It involves the use of ICT and e governance in order to improve administration processes and the internal working of various departments. ? E governance is helping in overriding administrative delays in the institute leading to efficacy in administration process. ? For centralized system of checking and monitoring, the college is equipped with CCTV cameras. ? The college has biometric attendance for teaching and nonteaching staff. ? Online feedback system from staff, students, alumni and parents. ? E governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in the institution.

Finance and Accounts

? The internal audit is an in house continuous process in addition to the external auditors to verify and certify the entire income, expenditure and the capital expenditure of the Institute each year with help of software installed. ? Qualified internal auditors are appointed by the Management and they assist the accounts staff by a thorough checking and verification of all the online accounting vouchers and payment transactions throughout the year. ? The software helps in tracking the progress of sanctioned budget and grants and its utilization (construction, infrastructure and academics etc.) ? Requirements of the various departments in terms of infrastructure can be assessed and arranged with the help of online finance management system. ? The automated system helps in enhanced transparency in terms of data storage and its timely retrieval.

Planning and Development

? Progressively dynamic and farsighted

in vision, Apeejay Education Society, New Delhi, arranges Skype(online) meetings and discussions with Principal and Board Members regarding recent developments, framing of futuristic policies and shortterm plans and also their satisfactory implementation. ?

The Principal further organizes meetings with the Heads of the various Departments of the college for putting across the plans and policies as discussed during the management meetings and Plan of action is posted on MOODLE'S (Learning Management System) staff notice for proper vertical and horizontal connectivity. ? The faculty can air its views, opinions and feedbacks on both the academic and the coacademic matters through online feedback forms.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Guest Lecture on 'Gateway to General Health and WellBeing'	Guest Lecture on 'Gateway to General Health and WellBeing'	23/08/2018	23/08/2018	60	15
2018	One Day Workshop on 'Button Masala' of Sustainable Clothing		28/08/2018	28/08/2018	70	0
2018	One Day Workshop on 'Fun		30/08/2018	30/08/2018	70	0

	with History'					
2018	One Day Workshop on Professional Makeup		02/09/2018	02/09/2018	60	0
2018	Five day workshop on Digital marketing and Affiliate Marketing		14/09/2018	18/09/2018	100	0
2018	Spiritual Lecture on Soothing Souls: how to be stress free	Spiritual Lecture on Soothing Souls: how to be stress free	26/09/2018	26/09/2018	100	20
2018	One Day Workshop on Theatre techniques		29/09/2018	29/09/2018	25	0
2018	Three days Dance Workshop on Kathak		01/10/2018	03/10/2018	6	0
2018	Guest lecture on Customer Relationship Management Strategy	Guest lecture on Customer Relationship Management Strategy	14/10/2018	14/10/2018	10	12
2018	One Day FDP on Elearning Resources		07/12/2018	07/12/2018	100	0
2018	One Day FDP on Teaching skills and Research grants		15/12/2018	15/12/2018	100	0
2018	One day workshop on 'Healthy mind in Healthy Body'	One day workshop on 'Healthy mind in Healthy Body'	05/05/2018	05/05/2018	70	20

2018	FDP on the quality of research and research journals	FDP on the quality of research and research journals	05/05/2018	05/05/2018	100	10
2018	Guest lecture on Green Building, a nascent concept in modern architecture		13/08/2018	13/08/2018	60	0
2018	Two Days workshop ' Unconventional to Conventional ' Dress designing using non biodegradable waste		16/08/2018	16/08/2018	50	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Participated in National workshop on Practice Research and Emerging Paradigms of Qualitative Research Fashion Designing held at KMV, Jalandhar.	1	26/03/2018	26/03/2018	1
Exhibition at Chitra Kala Parishadat Banglore.	1	23/07/2018	29/07/2018	7
Attended FDP on Advances in Computational Techniques at DAV College, Jalandhar	1	23/10/2018	28/10/2018	6

Attended Workshop on NPTEL Awareness at IIT Kanpur.	1	19/01/2019	19/01/2019	1
Annual refresher programme in teaching (ARPIT) conducted by MHRD: Research methodology for Social Science teachers (online).	1	19/11/2018	19/02/2019	89
FDP on Enhancing Soft Skills and Personality by NPTELAICTE (Online).	1	01/02/2019	01/04/2019	56

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
43	61	14	34

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Teaching load as per University Rules, so that the faculty members get sufficient time for other activities like: Monitoring Committee Activities, Checking of Assessment, Mentoring the students under their guidance, preparing aids for teaching lectures using ICT, investing time in their own research and higher studies etc. • As a support the faculty is free to use the ICT infrastructure and take assistance of man powers as and when required. • Financial Support to faculty members pursuing higher education, they can use library facility, computers, printers and stationery. • Healthy and 	<ul style="list-style-type: none"> • As a support the staff is free to use the ICT Infrastructure • Staff members pursuing higher education can use library facility and computers • Annual and Special Increments are made as per policy • Casual Leaves are given as per policy 	<p>Student Welfare Association: Under the student welfare association of the college the following schemes and programs are implemented for the students: 1. AntiRagging Cell - the anti ragging cell has been functioning in the college which is aimed at preventing ragging in any form on the campus. 2. Earn and Learn Scheme - students of the substitution are given opportunities to work and earn so that they can support themselves and meet their academic expenses. They also learn the application form of their studies. 3. Personality Development Programs:</p>

Hygienic work environment. • Well maintained air conditioned staff rooms.

- Annual and Special Increments and one additional increment is given if the non permanent faculty members clears UGC NET or get Ph.D. awarded.
- Increments for PhD are also given to the permanent faculty members.
- Permission and leave is granted to the faculty for attending national and international seminars, workshops, orientation programmes as a part of faculty empowerment.
- Faculty members are allowed to preside over seminars and workshops as resource persons in outside Institutions.
- Many faculty members are members of Board of Studies of the affiliating University.
- The institution encourages its staff and students to participate in research work, seminars, Conferences, workshops etc. held at local, state, national and international level.
- Staff members are allowed to pursue their doctorates. Recently a senior faculty member has been conferred upon D.Litt. Degree.
- Sponsored UGC projects and industry sponsored projects are encouraged
- Retention of permanent staff till retirement
- Appointment of efficient and eligible staff (in case of temporary) made on contractual basis.

activities like softskill program, remedial English, group discussions, power point presentations, etc are organized to bring about all round development of the students. 4.

Scholarships: the economically backward students are awarded scholarships every year by the institution. 5.

Participation in youth festivals and other national as well as international competitions provides students platform to show their talent and helps the students to learn about their hidden potentials.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution believes in optimum utilization of resources in order to avoid misuse of financial resources, the college practices financial prudence through proper audits undertaken. The accounts are methodically audited on regular basis. The internal audit is conducted by accountants appointed by the Management who look into every minute detail. Then the audit report is forwarded to Management where the accounts are again subjected to a rigorous scrutiny. This is done by CAS of the Management and the DPI. MECHANISM FOR SETTLEMENT OF AUDIT OBJECTION The institution has a mechanism for internal and external audit. The internal audit is an in house continuous process in addition to the external auditors to verify and certify the entire income, expenditure and the capital expenditure of the Institute each year. Qualified internal auditors are appointed by the Management and they assist the accounts staff by a thorough checking and verification of all the accounting vouchers and payment transactions throughout the year. Likewise and elaborated an external audit is carried out on quarterly basis. The accounts are regularly audited by both internal and statutory auditors and there are no major findings or objections so far. Minor errors or omissions pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid reoccurrence of such errors in future.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Guru Nanak Dev University, Amritsar., Guru Harikrishan Society, DainikSavera	176467	For Inter zonal youth festival prize, For Inter University National Youth festival Prize, Amount received from youth welfare Department for remarkable performance in youth festival by the college, Prize money
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6.4.3 – Total corpus fund generated

176467

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	G.N.D.U, Amritsar	Yes	Management
Administrative	Yes		Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- During the period 2018-19 the parentteacher association actively involved in improving the infrastructure as well as teaching methodologies of the institution. Regular ParentTeacher meetings prove to be quite fruitful in terms of regular feedback from parents related to infrastructural facilities and improvement in the student's performance in the class.
- Class wise PTA and General PTA meetings were held regularly. The teachers meet parents individually and discuss the development of their ward.
- Through class wise

PTA, student counseling and problem solving is also provided by the teachers.

6.5.3 – Development programmes for support staff (at least three)

The institution regularly organizes the various development programs for support staff. • The entire institute is ICT enabled all the office works are computerized so the staff is always encouraged to learn computers. • Workshop conducted by the Guru Nanak Dev University, Amritsar related to online services of the university (results, syllabus, registration, admission and examination). • Availing the avenue for the career promotion for the support staff being encouraged. Welfare measures provided by the management and government are being introduced without any delay. • Yoga, health club/ classes and meditation sessions helped the staff to improve the mental and physical health.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Criterion: I CURRICULUM: Curriculum Changes and Introduction of New Courses: M.VOC(Master of vocation), Theatre, Television, Production, B.VOC(Bachelor of vocation -added new courses under this course), Data science, Health care management, Beauty and Wellness, Product design management and entrepreneurship, Value Added Courses, ILETS/English proficiency course , French, 3D Animation and VFX, Cinematography and Video Editing, Beauty and Wellness, Fashion Styling, Website Design and Development, Social Media Marketing, Sound Recording and Media Production Criterion: II TEACHING LEARNING EVALUATION: Strengthening of School System Fostering an InterDisciplinary approach is the prime thrust of the Institution. Various departments have been integrated into a common umbrella by introducing a school system. Strengthening of Online Learning Management System (MOODLE) It has made education easy for students and they can download their notes, syllabus, submit their assignments etc. Criterion: III RESEARCH, INNOVATION AND EXTENSION: 1. Research by the Teachers: The college has well qualified and research oriented faculty to its credit. At present it has one faculty member with DLit. Degree, 28 Ph.D. and 25 M. Phil. moreover 16 faculty members are presently pursuing their Ph.D. The faculty members of the institution have been doing research on various social and scientific phenomenon. 2. National and International Collaborations leveraged over the years The institution has formal agreements or MOU's with Willem de Kooning Academy, Cod Art Rotterdam Netherlands, Chengdu Textile College and National University of Singapore Research Institute, China (NUSRI), Singapore Khalsa Association, Singapore and St. Joost Academy, Breda 3. Research collaboration with industry strengthened through EDC. 4. Consultancy Cell: Substantial increase in consultancy by various departments. Various departments of the College promoting consultancy . 5. Entrepreneurship Development Cell (EDC) The college always endeavors to implement the suggestions given by the collaborative institutes e.g. Entrepreneurship Development Cell (EDC) was constituted in the college after the suggestion of Entrepreneurship Development Institute of India. These collaborations have played significant role in developing research aptitude among the students and the faculty. Criterion IV INFRASTRUCTURE LEARNING RESOURCES: 3D Engraving Machine Up gradations of Laboratories Multimedia Lab Applied ArtLab Dark Room Language Lab Up gradation of Studios Fashion Makeover Studio Photography Studio Chroma Studio Audio Video Production Studio Technology Enabled Learning Spaces SPSS Lab Applied ArtStudio Makeover Studio Video Conferencing Room Audio Video Studio Sound Studio E Library equipped with Kindle KOHA D Space Sports Activities and Infrastructure Basket ball court Tennis court Volley ball court Badminton court Football ground gym

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture on Gender Sensitization	18/10/2018	18/10/2018	100	100
Nukkad Naatak on Women Empowerment	07/03/2019	07/03/2019	150	150
International Women's Day	08/03/2019	08/03/2019	250	250

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
49

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Braille Software/facilities	Yes	1
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for differently abled students	Yes	4
Any other similar facility	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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		community					
2018	1	0	08/10/2018	7	Maintenance of green belt and beautification of flyover and nearby locality	Environment conservation and cleanliness	60
2018	1	0	01/11/2018	15	Tutorials to under privileged children	Educating the under privileged children of nearby locality	15
2018	1	0	18/12/2018	2	Participation in SPARK'18	Career guidance counselling to School students	10
2018	1	0	26/11/2018	1	Prayas A fund collection activity	Donation of uniform and stationary to differently abled students	150
2019	1	0	22/03/2019	1	Plantation drive at Salarpur village	Environment conservation	55
2018	0	1	13/08/2018	1	Guest Lecture on Green Buildings	Eco friendly architecture and environment conservation	160
2018	0	1	16/08/2018	1	Workshop titled 'From Unconventional to Conventional'	Management of biodegradable waste and environment conservation	110
2018	0	1	16/11/2018	7	Joy of giving week	Donation of clothes,	130

						shoes and food items	
2019	0	1	11/04/2019	1	Workshop on Solid	Creating environment	300

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/01/2018	The Institute follows Professional code specified by the governing body. Code of conduct has been framed for Principal, Staff teaching as well as non teaching and Students. The code for staff is conveyed to them through meetings conducted from time to time. The Principal ensures that the teaching and Support staff follows the code properly. The code for students is displayed in the campus. Teachers also convey them in the classes. Teachers ensure that students follow the code. There is separate code of conduct for library also. Librarian ensures its compliance by the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inter department seminar on Guru Nanak Dev ji's teachings	20/11/2018	20/11/2018	100
Republic Day	25/01/2019	25/01/2019	300
Voter's Day	25/01/2019	25/01/2019	300
MaaBoliDiwas Rally	21/02/2019	21/02/2019	50
Youth Empowerment Day Street play on Drugs, corruption and social issues	25/03/2019	25/03/2019	100
Guru Purnima Celebration	02/08/2018	02/08/2018	50
Independence Day	14/08/2018	14/08/2018	300
Teacher's Day	05/09/2018	05/09/2018	300

Hindi Diwas	24/09/2018	24/09/2018	200
Spiritual Talk on Stress Free Life	26/09/2018	26/09/2018	250
Award for Human Values on Founder's Day	04/10/2018	04/10/2018	300

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Plastic Free Campus
• Solid Waste Management
• Solar Power Panels
• LED Lights
• Rain Water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: MOOC and NPTEL Courses Objectives of the Practice READ MORE

Joining a structured degree programme and getting a certificate on its completion is not the aim of education. Inter disciplinary approach to studies is most preferred these days as it enables the students to broaden their horizons. Some short term skill oriented courses are required by the students to make them employable. This philosophy is emphasized in the college assemblies and orientation sessions are held for the students. Students are made aware of the various online courses so that they can better serve the industry on completion of their degrees. So, the noble objectives of the practice are:

- To provide the best teaching learning resources to all, including the most disadvantaged.
- To enable the students to join the mainstream of the knowledge economy.
- To equip them with necessary skills and make them ready for job market.
- To provide a learning platform as per the comfort and flexibility of the students.
- To expand learning and brushing up on existing knowledge.
- To get to know more about the various specializations in field and to discover new potential vocations and interests.
- To promote the 'equality' among the students
- To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students

Justification The desire of the students to study from reputed academic institutes of international and national level is no more a dream. With digital learning platforms, world class institutions are providing access to their video lectures and online study material. The students are equally keen to join these online courses as they are available at very less cost and as per their convenience and flexibility. It offers the chance to have great results for lower costs and sometimes for no costs at all. Elearning is revolutionizing education as it provides new opportunities for traditional learning.

Innovation and Best Practices Apeejay College With an aim to provide holistic education to students, orientation sessions are conducted in the beginning of the session to make the students aware about online MOOC courses. As and when the schedule of MOOC courses is announced, students are informed about the same. Based on the interest and relevance of the course, the students get registered. Though they listen to the video lectures as per their convenience, the teacher keeps a track of their assignment submission. The doubts or queries pertaining to these courses are taken by the concerned teachers. Students are encouraged to stick to their examination schedule and get a certificate for the same. Evidence of Success Previous session students got enrolled in courses such as and were successfully certified for the same. The students were really satisfied on attaining good score and they believed that the certificate will add value to their job

profile. Few of them even got fruitful placement subsequently. Practice 2 Title of the Practice National International Collaborations and Exchange Programmes

Goal of the practice To provide favorable practical and global exposure to students

The Context In the present world, in order to be competitive, there is need of providing practical knowledge and global edge to students so that they can learn during the years of their education and become capable to face the challenges put forth by ever changing work business environment. The Practice

The Institute has national and international collaborations to facilitate educational and cultural exchange programmes in which students get opportunity to be taught and mentored by nationally and internationally acclaimed scholars and artists. During their visits to renowned Indian and foreign institutions, students learn a lot about contemporary issues in their respective cultures, business practices and other innovations in their respective fields of different countries. They also get platform national as well as international to showcase their creativity and talent on regular basis. Evidence of Success

National Collaborations • National Lalit Kala Akademi • Kathak Kendra, New Delhi • National School of Drama, New Delhi • Chandigarh Arts College • Punjab Lalit Kala Akademi • Indira Kala SangitVishwavidyalaya, Khairagarh Foreign Collaborations Exchange Programmes • Willem de Kooning Academy, Rotterdam, Netherlands • Chengdu Textile College, China, • Codarts, Rotterdam, Netherlands

• National University of Singapore Research Institute (NUSRI), China • Singapore Khalsa Association, Singapore • Institute of Professional Accountants, Australia • Lakehead University, Canada

Problems Encountered and Resources Required Visit to Foreign universities is an expensive affair for the students. Financial assistance from Government Or UGC in the form of scholarships is required for outstanding and needy students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://acfa.apeejay.edu/docs/igac/7.2.1-Best%20Practice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Title of the Practice Earn while Learn Scheme

Goal of the practice To provide opportunities to students to earn while learning and make them financially independent

The Context In the present world, there is need to introduce new and innovative skills that will arm the youth towards increasing country's economic growth and competitiveness as well as their economic independence. The Practice

The students of the institute are given entrepreneurial projects thus preparing them to shoulder professional assignments with relative ease. Some of them get independent projects and parttime job opportunities. The college provides its budding entrepreneurs with necessary guidance and resources to initiate and run their entrepreneurial ventures. Students of B.M.M. and B.F.A. undertake project on graphic designing, 2D 3D Animation, Cartooning and Digital Imaging, students of B.C.A. get projects on Software Development and Project Management. Students of Music and Dance perform in Stage Shows, TV and Radio Programmes. Students of B.Com B.B.A. go for audits under C.A.s and get remuneration. Students of B.D. organize exhibitions display and sell their products. It helps to inculcate in the students values of hard work and dignity of labor. It also helps to channelize the in exhaustive energy of the young students in positive activities making them self dependent. Evidence of Success

The students of the institution have given their valuable consultancy services under "Earn While Learn" Scheme

Sr. No. Student's Name Name of the Project

1. Amrit Pal Singh Private Media House
2. Anmol Bhatia Private Business House
3. Nikhil Singh Jamwal Private Media House
4. IshaBatla Assistant Architect at Space Rate Architects, Jalandhar
5. PalakSikka Assistant Architect at 23DC

Architects, Jalandhar 6. Navya Furniture Designer 7. Mitali (Furniture) Furniture Designer 8. Agam Stage Shows 9. Baljeet Freelancer Artist for Rangoli, Mehndi and Pot Painting 10. Gurpreet Freelancer in Photography and Film Making 11. Narinder Freelance Photographer 12. Harman Singh Viridi Portrait Maker 13. Harshit Portrait Maker 14. Vrinda Wall painting Artist 15. Kamal Freelancing Wall paint Artist 16. Chetan Freelance Artist 17. Simran Samra Freelance Illustrator 18. Jagneet Video Editor 19. Shrunya Freelancer Graphic Designer for hotels and commercial Sites 20. Kunj Freelancer Graphic Designer for factory and shops

Problems Encountered and Resources Required Extra classes have to be conducted for such students. More sophisticated and professional softwares and facilities are required for their skill development and upgradation. The college is successfully coping with such students and encouraging them to become self reliant and earn while they learn.

Provide the weblink of the institution

<https://acfa.apeejay.edu/docs/igac/7.3.1-Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

- Inclusion of Industry professionals for teaching process especially case study based teaching learning College plans to allocate few lectures especially for professional courses to industry professionals who would definitely enrich the students' knowledge and understanding. Students will be well versed with current industry trends, tools and techniques.
- NIRF ranking to be applied for College has been regularly submitting data under NIRF. The infrastructure and research activities have been further strengthened which will be helpful in scoring a better rank in NIRF.
- More extension activities like mega fashion show and cultural show to promote students' work, Organizing Art Exhibitions etc.
- More Industrial linkages and tieups College has been actively working for collaboration, linkages and tieups as college is offering many professional courses. With the introduction of more B.Voc. courses college plans to increase its linkages further in the field of product design, health care management, data science, theatre and Film production. Tieups are also proposed for internships, Industrial visits, projects etc. The students will be further encouraged to take up research based projects and the Labs and workshops are well equipped with high end infrastructure and software.
- Industry/research based projects to be encouraged Many students are already undertaking projects as per university curriculum. Apart from this, college encourages students to take up Industry based projects and Internships in the field of Design, Multimedia, Applied Arts and Computer Science.
- Internships programs for professional courses For active participation of students, college plans to make internship mandatory for professional courses. It will surely help in making the students industry ready and to identify their strength and weakness for which the mentors allocated by the college will help the students to overcome their deficiencies if any, and help them to timely and successfully complete their assignments.
- Registering of more students for MOOC certified courses College plans to apply for its local NPTEL chapter. Faculty and students are encouraged to take up relevant online course which will help the students to undertake assignments and its timely submission. Faculty will be encouraged to hold special session of Swayam Prabha video lecture series
- More focus on sports activities Students are encouraged to participate in various college level and intercollege sport activities, college plans to further strengthen its sport facility and infrastructure by hiring coaches and grounds for prevalent sport.
- International collaborations(cultural and academic) The college consistently works for the quality standards of the institution. College already has collaboration with renowned international universities but plans to further expand such collaborations thereby giving sufficient exposure at international level in academics and cultural activities.
- Online admission and fee submission process to be operational Currently college is giving facility for online registration but plans for complete automation of

this activity. • Up gradation of software licenses and other infrastructures • Strengthening of research activities Over the period, research activities have considerably improved in the institution. Further initiatives in this direction like establishment of research lab, relevant software will be initiated