SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

APEEJAY COLLEGE OF FINE ARTS

NEW JAWAHAR NAGAR, MAHAVIR MARG
144001
acfa.apeejay.edu

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The year 1970 was marked by an epical moment when in the City of Jalandhar, Punjab, the seed of a sapling named Rajeshwari Kala Sangam was sown by Dr. Stya Paul Ji, an honourable educationist and industrialist with a far sighted vision and a noble mission of equipping the youth of the region morally, socially, culturally, academically and professionally. Within a short span of time this sapling got transformed into a knowledge hub in 1975 and came to be known as Apeejay College of Fine Arts. Since then, the College has made rapid strides in all fields and has carved a distinct niche for itself not only in the City but also in the entire country. The incredible success journey of Apeejay has been illuminated by the sterling guidance and able stewardship of Dr. Stya Paul's vibrant and dynamic daughter Mrs. Sushma Paul Berlia, Co-Founder & Chancellor, Apeejay Stya University and President Apeejay Education Society, which is running as many as 29 Institutions of learning across the country including Apeejay Stya University of Liberal Arts at Sohna, Haryana.

Vision

Apeejay envisions to promote, proffer and propagate the rich cultural heritage of India, human values, value based and skill based education among the students so as to endow them with a holistic personality wishing to serve the society & the nation in the best possible way.

Mission

The institution aims at producing world class students with a technical edge and high confidence level, ready to be absorbed in the global market. Wedded to the mission of empowering the students, the institution strives to create a magical balance between tradition and modernity and between timeless values and innovative techniques, thereby sensitizing the younger generations regarding their role in Nation Building. Raring to reach the skies, the Institution envisages a better tomorrow for its students while keeping them grounded to their cultural moorings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Focus on culture, fine arts and performing arts
- Highly motivated faculty and Management
- Competitive, learner friendly and research oriented academic environment
- Vast range of undergraduate, post graduate and skill oriented courses offered to the learners
- Scholarships and facility of making payments in instalments to include the underprivileged and weaker sections of society in the network of higher education
- Ultra-modern and top-of-the line infrastructure
- Various associations and cells are established for the overall grooming of students

- Research centre is functioning effectively for research promotion
- Organisation of UGC sponsored international and national seminars, workshops and faculty development programmes from time to time
- International collaborations and exchange programmes is another distinguishing feature to provide global exposure
- Champion in youth Festivals at Zonaland Inter Zonal Levels from the last 18 years
- Represented India in the 9thSouthAsianUniversity Festival (SAUFEST)
- MOODLE- an online learning platform
- Well Placed Alumni. Some of whom are celebrities in T.V., Modelling and Film Industry
- Centrally located in the heart of the City and Easy Accessibility
- Sprawling Eco Friendly Campus with artistically designed building and serene environs to promote teaching learning

Institutional Weakness

- Lack of hostel facility
- Permission to start new courses rests with the University

Institutional Opportunity

- Skill Oriented Courses
- Inter disciplinary approach in teaching learning
- Only institution in North India providing opportunities in diverse Performing and Visual Arts
- Short Term Certificate Courses

Institutional Challenge

- Mushrooming of private Universities at city level
- Reduction and irregularity in grants issued by government
- Increasing trend among the youth to study abroad

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Ever since its inception in 1975, Apeejay has been striving to steer the youth of the region towards a promising future by empowering them with the rich Indian Arts and Culture as also the much needed professional impetus to ensure their befitting placements. With this well slated mission and vision, Apeejay has always been marching ahead of its times. After being the only Institution in the City dedicated to the promotion and propagation of Fine Arts, Apeejay pioneered to introduce the latest courses catering to the fast emerging sectors.

Apeejay has been working strenuously to achieve Industry-Academia interface to fortify its students with industry requirements. To meet this objective, suggestions for curriculum modification are regularly made and

sent to the affiliating University, by the concerned faculty who are members of the University Boards of Studies, after obtaining feedback from the industry, stakeholders and peers. UGC, GNDU and Punjab Govt. guidelines are followed for restructuring the curriculum. The College is planning to shortly introduce in-house Short-Term-Industry-Based-Certificate-Programmes with the help of the industry.

Fostering an Inter-Disciplinary approach is the prime thrust of the Institution. To this end, various departments have been integrated into a common umbrella by introducing a school system as per the NAAC recommendations. Presently we have seven schools covering the various departments of the College. There are many significant student bodies each complementing and supplementing the other for the smooth functioning of the College

Teaching-learning and Evaluation

Apeejay follows a transparent and systematic admission policy which is effectively publicised through the College Prospectus, College Website and other well devised mechanism formulated for the same. The admission process adheres to GNDU, UGC and State Govt. Norms. Admission Counselling Committee counsels the students seeking admission to the College and guides them for making the right choice as per their aptitude, potential and passion.

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 teachinglearning experience. International Collaborations, Link-Ups, Industrial Visits provide the much needed exposure and hands-on experience to our students.

Apeejay's teaching-learning and evaluation methodology incorporates the mechanism of systematic lesson plan along with class tests, assignments, formulation of academic calendar and the 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, to keep proper follow up and to communicate post academic evaluation updates to them.

The Internal Quality Assurance Cell (IQAC) of the College ensures the internal quality enhancement of the College through the proper and timely implementation of all policies related to teaching-learning and evaluation

Research, Innovations and Extension

Apeejay's journey over the last few years has been marked by an exemplary growth in the field of Research, Innovations and Extension activities. Post its re-accreditation, there has been a phenomenal rise in the number of faculty members who have received their Ph. D Degrees and also in the number of teachers pursuing the same. At present the faculty includes one D-Lit. and many Ph.Ds and M. Phils. 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

College has also undertaken several inter-disciplinary research projects under which documentaries on various issues have been made by the students. The research work being promoted by the College has gone a long way in contributing befittingly to the revival and preservation of fast fading crafts of India like Nakodar Darris, Punjabi Juttis, Kashmiri Carpets, Gujarat Bead Work Embroidery and Kullu Shawls etc. The College has an active UGC aided Buddhist Study Centre, which regularly organises seminars, competitions and workshops for the students, faculty as well as social community.

Post its re-accreditation, the College faculty and students 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.

Infrastructure and Learning Resources

Apeejay is well equipped with the most adequate infrastructure in consonance with its ever growing academic, research, cultural and extension activities. Keeping pace with the latest developments, the College infrastructure is regularly updated with the most modern and techno savvy gadgets, while retaining and maintaining its quintessential 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, stocked with rare and relevant Books, KINDLE and subscription to prominent and research based Journals, Magazines and Newspapers. The College library also has a rich collection of recordings of classical performers which is an asset for Performing Arts students. The main library houses a Cyber Zone with 12 Computers, Printer, Scanner and two Photocopier Machines where the students avail the services of OPAC, INFLIBNET, Book Bank Facility, Reprography, Printing, Photocopy etc.

The health, hygiene, safety and security of the students are the top most priority with the Institution. There are separate washrooms for boys and girls on all the floors of all the blocks. The College Canteen provides fresh and hygienic stuff to the faculty as well as students. Security Guards keep a check on all the entry and exit points of the College to ensure safety of the students and faculty.

Since its last accreditation, Apeejay has augmented its infrastructure and learning resources extensively and exhaustively, to realize its unique vision and noble mission.

Student Support and Progression

Apeejay College of Fine Arts is wedded to the objective of providing value based quality education to its students aiming at their sound professional and career advancement and ready absorption in the world job market. The rate of growth in terms of students support and progression has been satisfactorily encouraging over the last few years in terms of academic results, number of university distinctions, laurels achieved in cocurricular activities, good number of placements and the phenomenal rise in the profile of its artists alumni of the stature of Kapil Sharma, Sugandha Mishra, just to name a few. Numerous Apeejayites are leading professionals in prestigious companies, banks, design houses etc.

Student profile of the College represents all sections of society including economically weaker sections and International students. Facilities such as fee concession, scholarships and book bank are available to the

students. Scholarships are given both by the Govt. and the Institution to motivate the meritorious and needy students. Different Committees have been formed for the welfare of students like Discipline, Cultural, Alumni, Campus Beautification, Canteen, Library, Press and Publicity, Event Organization etc., which give a platform to students to harness their organizational skills. Placement Cell of the College is working actively both for pre-placement and placement activities. Entrepreneurial Development Cell chisels the entrepreneurial skills of the students. It invites resource persons from industry to interact with students. Exhibitions both in-house and outdoor are arranged where the creative work of these students is put up for display and sale to the public.

Governance, Leadership and Management

Apeejay aims at producing world class students with technical edge and high confidence level. Education at Apeejay is learner-centric, collaborative, technology rich, inter-disciplinary and research based. To meet this objective, power is decentralized and responsibility allocated to different organisational units working in perfect harmony within the College. Strategic and systematic governance and leadership is promoted through division of labour, meticulous planning, drafting policies and regularly interacting with stakeholders. Feedback is obtained from the internal and external stakeholders for proper governance and management.

The College Principal who is the virtual head of the Institution is vested with decision making power, which she exercises judiciously in consultation with the Management and Faculty Advisory Committee. The Management encourages and supports the fruitful involvement of the staff and students for improvement of the effectiveness and efficiency of the Institution. Mechanisms like e-governance, MIS, Grievance Redressal Cell, Suggestion Box, Complaint Box, Employees ACRs and Feedback Forms help in quality assurance of Apeejay. The Institution has an effective internal co-ordination and monitoring mechanism which operates through a number of student bodies.

Post re-accreditation, accounting software has been upgraded by the College Management from Tally.ERP9 to Tally Server, which is centralised at Head Office, Delhi and is accessed online at local administrative office and internal auditing at Delhi. An online Control Room has been set up at Head office, Delhi for CCTV cameras installed in the Institution for the smooth functioning of the Institution and for security reasons.

Institutional Values and Best Practices

Apeejay has always been a trend setter incorporating institutional values in every field. Be it academics, infrastructure, administration, extension activities, social networking or extracurricular activities, Apeejay has come to be recognised as a force to reckon with owing to its innovative perspective.

Apeejay is the only Institution in the City disseminating quality education to the students by offering them a rare blend of the traditional and most modern courses successfully under one roof. Every year innovative courses are introduced to enhance the opportunities for the students. Various Student Bodies, Placement Cell, Practical Training and Industrial Interactions enable the students to become industry ready. The highly placed Alumni of Apeejay in different sectors across the globe speaks for Apeejay's innovative and best practices.

One of the most striking differentia of Apeejay is its Earn while Learn Scheme, which equips the students to become self-reliant even while studying. Personal attention provided to each and every student by its efficient and well qualified faculty ensures wholesome development of the personality of the students.

Apeejay's strong Alumni Network, Social Communication and Extension Activities are the USP of Apeejay. The Art Gallery set up by Apeejay at Virsa Vihar, Jalandhar is in keeping with Apeejay's mission to promote and preserve Indian art and culture in its true forms and colours. Apeejay's contribution to the City by way of creating Public Art and enhancing the Beautification of the City complements its awareness of its responsibility towards the City.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	APEEJAY COLLEGE OF FINE ARTS
Address	New Jawahar Nagar, Mahavir Marg
City	Jalandhar
State	Punjab
Pin	144001
Website	acfa.apeejay.edu

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Sucharita Sharma	0181-2458547	8872020134	0181-2225204	acfa.jln@apj.edu
Associate Professor	Roopali Sood	0181-2452181	9888105542	0181-2222003	roopalisood@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-1975

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Punjab	Guru Nanak Dev University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	15-05-1982	[View Document](#)
12B of UGC	15-05-1982	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	18-03-2010
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	New Jawahar Nagar, Mahavir Marg	Urban	4	19530

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BFA,Applied Art	48	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	120	78
UG	BBA,Commerce	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	300	257
UG	BCom,Commerce	36	Senior Secondary from any recognized board and any stream with fifty percent marks	English	975	784
UG	BSc,Econom	36	Senior	English	60	33

	ics		Secondary from any recognized board and any stream with forty percent minimum marks			
UG	BDes,Design	48	Senior Secondary from any recognized board and any stream with forty five percent minimum marks	English	400	295
UG	BCA,Computer Science	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	150	107
UG	BSc,Computer Science	36	Senor Secondary from any recognized board and any stream with forty percent minimum marks	English	75	26
UG	BPT,Physiotherapy	54	Senior Secondary from any recognized board with physics	English	160	95

			chemistry biology and fifty percent minimum marks			
UG	BSc,Physics	36	Senior Secondary from any recognized board with physics chemistry mathematics with forty percent minimum marks	English	60	14
UG	BA (Journalism),Journalism And Mass Communication	36	Senior Secondary from any recognized board and any stream with fifty percent minimum marks	English	40	8
UG	BVoc,Vocational Studies	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	120	32
UG	BVoc,Vocational Studies	36	Senior Secondary from any recognized board and any stream with forty percent	English	120	67

			minimum marks			
UG	BVoc,Vocational Studies	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	120	32
UG	BVoc,Vocational Studies	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	40	10
UG	BA,Humanities	36	Senior Secondary from any recognized board and any stream with forty percent minimum marks	English	300	227
PG	MA,Fine Arts	24	Bachelors degree in any faculty with fifty percent marks in aggregate	English	40	26
PG	MA,Music Vocal	24	Bachelors degree in any faculty with fifty percent marks in	English	40	23

			aggregate			
PG	MA,Music Instrumental	24	Bachelors degree in any faculty with fifty percent marks in aggregate	English	40	4
PG	MA,Dance	24	Bachelors degree in any faculty with fifty percent marks in aggregate	English	40	10
PG	MFA,Applied Art	24	Bachelor of Fine Arts degree in Applied Art	English	30	5
PG	MCom,Commerce	24	B.Com. BBA B.com Professional B. Cam Bachelor of E Commerce with fifty percent minimum marks	English	120	86
PG	MSc,Computer Science	24	Graduate with computer science IT computer application computer maintenance with fifty percent marks in aggregate	English	40	6
PG	MSc,Mathematics	24	BA B.Sc. in Mathematics Statistics	English	40	4

			Operational Research with fifty percent marks in aggregate			
PG	MA,Languages	24	Graduate in any stream with fifty percent marks in aggregate	English	15	9
PG Diploma recognised by statutory authority including university	PG Diploma, Design	12	Graduate with forty five percent marks in aggregate	English	25	18
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduate with forty five percent marks or equivalent examination	English	30	10

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				8				4
Recruited	0	0	0	0	0	8	0	8	1	3	0	4
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				8				82
Recruited	0	0	0	0	2	6	0	8	23	59	0	82
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				46
Recruited	35	11	0	46
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	1	0	0	0	0	1
Ph.D.	0	0	0	2	8	0	4	13	0	27
M.Phil.	0	0	0	0	7	0	2	8	0	17
PG	0	0	0	2	16	0	8	18	0	44
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	4	0	5
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	0	0	0	16	42	0	58
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	7	0	0	7

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1122	63	0	0	1185
	Female	844	37	0	0	881
	Others	0	0	0	0	0
PG	Male	40	0	0	0	40
	Female	130	1	0	1	132
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	3	0	0	0	3
	Female	23	0	0	0	23
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	94	19	27	35
	Female	54	19	14	20
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	28	0	1	12
	Female	26	0	5	11
	Others	0	0	0	0
General	Male	741	858	880	705
	Female	675	786	820	777
	Others	0	0	0	0
Others	Male	444	381	308	424
	Female	349	332	290	265
	Others	0	0	0	0
Total		2411	2395	2345	2250

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 1063

1.2

Number of self-financed Programs offered by college

Response: 20

1.3

Number of new programmes introduced in the college during the last five years

Response: 10

2 Students

2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2411	2395	2345	2250	2137

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
995	751	645	768	697

2.3

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
663	706	692	627	622

2.4

Total number of outgoing / final year students

Response: 675

3 Teachers

3.1

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
115	116	115	124	123

3.2

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
115	116	115	124	123

3.3

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
115	116	115	124	123

3.4

Total experience of full-time teachers

Response: 1389.5

3.5

Number of teachers recognized as guides during the last five years

Response: 4

3.6

Number of full time teachers worked in the institution during the last 5 years

Response: 198

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 64

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
313.53	313.13	463.77	356.78	375.96

4.3

Number of computers

Response: 401

4.4

Unit cost of education including the salary component(INR in Lakhs)

Response: 0

4.5

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- Preparation of Academic Calendar by the HODs in the beginning of the session
- Regular Departmental Meetings to discuss teaching strategy, syllabi and important reference books and journals etc.
- Programme Chart of departmental activities framed by every department at the session commencement
- Use of Moodle and updating it with latest information mandatory for all teachers
- Distribution of syllabi and academic calendar to the students
- A list of recommended books handed over to the HOD for library purchase by department faculty
- List of recommended Books distributed to the students at the beginning of every session
- 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
- Open access to library books for faculty and students
- Incentives and scholarships for encouraging the meritorious students
- Industrial visits for hands-on industry experience
- Collaborations at National and International level
- Personal attention to each and every student ensured
- Assignments, class tests and relevant 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.

1.	**Name of School**	▪	
1.	School of Languages	Department of English Department of Punjabi Department of Hindi	
1.	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	
1.	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	
1.	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 Computer Sc. & Applications	
		Department of Mathematics	
		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)	

- 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 also offered to the students

- E-library equipped with internet server
- Access to previous years' university question papers
- Organizing seminars, conferences, workshops and guest lectures on topics related to curriculum

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 7

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	2	1	1

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 16.36

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	19	20	21	19

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 29.16

23-08-2022 11:30:37

1.2.1.1 How many new courses are introduced within the last five years

Response: 310

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 33.17

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
894	742	740	749	704

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

- Institution integrates cross cutting issues relevant to gender, environment and sustainability and human values and professional ethics into the curriculum.
- Sensitizing the students regarding the major issues is the prime concern of the Institution. These issues are incorporated in the curriculum to be imparted to the young minds as a part of class room teaching.
- Group discussions form a rich source in this direction.
- This apart, the student projects in Fine Arts, Applied Arts, Multimedia, Design etc. are mostly based on current issues requiring our attention and concern.
- Documentaries on social issues are prepared by concerned students as part of curriculum projects and are shown to the entire college students. List of some of the documentaries prepared by the students in the last 5 years is being produced below:

Title of Documentary	Student's Name	
The Struggler	GiriRaj Singh and Ramandeep Singh	
The Vicious Circle	Kunwar Raj Singh	
Why So Serious?	Kunwar Raj Singh	
Repent	Rahul Bhatti, Rahul Robert, Sanpreet, Saurav Bhagat	
The Revenge	Kunwar Raj Singh	
Judge Me	Kunwar Raj Singh	
The Last Night Out	Ashna, Rajat Saini, Mayanik, Surbhi Goel, Simranjeet Singh, R	
A Mile in their Shoes	Surbhi Goel, Rajbeer Singh, Manish, Simranjeet Singh, Rajat S	
Ruhaniyat De Rang	Amrish Anand, Divya, Ruchika Pathak, Ramaneep	
Bute Da Prasad	Kunwar Raj Singh	
Valley of Living Gods	Aman Sharma, Giriraj Singh, Gurkaranbir Singh & Rishab	
The Life and Tails of Demon Makers	Taranum Khanna, Karan Joshi, Jaskirat Singh & Divyanshu	
Beyond the Beats	Chandanjit Sahni, Punnil Sharma, Rajat Sharma & Nakul Maha	
Virse Diyan Tandan	Harman, Amrit, Mohit	
Ruhaniyat De Rang	Amrish Anand, Divya, Ruchika Pathak, Ramaneep	

- Various competitions are organized on the inter college and intra college level to focus on cross cutting issues with desirable results and overwhelming response.
- Guest Lectures are organized at Department levels as part of curriculum methodology based on sensitive issues.
- Motivational movies are shown to the students in tutorial periods specially designed for empowering the students professional and morally.
- A feeling of responsibility is instilled in the students in the class rooms. Certain courses are specially designed to sensitize the students on human values and professional ethics viz. EVS, B.D., Healthy Psychology, Corporate Governance and Business Ethics.
- The design projects especially furniture is also directed to ensure the sustainability of environment.
- The course in business ethics and corporate governance also creates an awareness in the students regarding professional ethics.
- The Institution is also dedicated to promoting the fast fading crafts of India like Nakodar Durries, Punjabi Jutti etc.
- It also works to rejuvenate the folk arts and instruments.
- We work towards ensuring a blend of the tradition with the modern where the latest techno savvy gadgets infuse fresh air into the conventional.
- The Institution is dedicated towards producing sensitive and sensible students through the curriculum itself, as awakened, aware, enlightened and energetic students can fully contribute towards a better India.

File Description	Document
Any Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 13

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 13

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 36.08

1.3.3.1 Number of students undertaking field projects or internships

Response: 870

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 5.25

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
122	117	131	125	110

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 72.92

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2411	2395	2345	2250	2137

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3520	3360	3105	2955	2920

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
995	751	645	768	697

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution identifies the advance and slow learners from their performance in classroom assignments, class tests, seminars and midterm exams. It responds to special educational / learning needs of advanced learners by facilitating them with the following:

Special Programs for Advance Learners

- The students are guided to refer to the College library which is a repertoire of rare books and journals to provide the most befitting learning resources like reference books to the advanced learners.
- The library has an access to INFLIBNET which has a vast collection of important electronic journals, articles and books for augmenting their studies.

- Advance Learners are encouraged to take up research projects and the college has a dedicated Research Centre for this purpose.
- Few simulators like MATLAB and statistical packages also help in securing high quality work.
- Students are encouraged for paper presentations, article writing, stage shows, performances on A.I.R, Doordarshan etc. also letters/articles to Editors in leading newspapers.
- Scholarships and awards are bestowed on meritorious students in mid-term and University exams.
- Special coaching is imparted to advanced learners to help them excel in University exams.
- Special sections of classes for advanced learners provide healthy inter-class competition, sharing and exchange of knowledge.
- Students are encouraged and motivated to participate in Inter-national level, national, state level and zonal competitions
- Skill development classes for advance learners to participate in technical competitions such as "Plasma", Synergy, Techfest, etc.
- Placement cell prepares the eligible students for company based Aptitude Test which includes

group discussions, interview and MCQ's.

- Students are encouraged to undertake research projects and get their research papers published in conferences and seminars.
- Students are motivated to take up online MOOC courses in relevant streams.
- Professional experts are arranged to train advance learners for various competitions in addition to the faculty.
- Special tutorial classes are given to advance learners for achieving merit in university.
- Competitive books and magazines are made available in the College Library.
- The college has various students' bodies at departmental levels to provide ample opportunities for skill enhancement and overall growth.
- Peer Teaching is encouraged where advanced learners are motivated to teach the juniors.
- Advanced learners are encouraged to participate in State, National and International level workshops, seminars and International Exchange Programmes etc.
- Special Incentives are given to talented Advanced Senior Learners who are provided the opportunity to groom the juniors in art fields like Music Vocal, Dance, Music Instrumental etc.

Special programs for slow learners

- Tutorial Lectures and remedial classes are conducted for such students.
- Individually students are mentored for performance enhancement.
- Mid semester exams are conducted to academically help students. Simplified notes are provided by the teachers.
- Assignments are given to them and checked on regular basis.
- Special counselling cell is established for the slow learners
- Peer learning is promoted by allocation of around ten students to each teacher.
- Motivation by teachers with special incentives to encourage slow learners.

2.2.2 Student - Full time teacher ratio

Response: 311:14

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.18

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

College emphasizes on skill based learning for it believes, where there is a skill, there is a way. Skills developed in a proper manner open sesame to a promising future. Experiential learning is a powerful way to address student's growth and potential.

To incur this, Apeejay adopts following methods:

- A teacher uses realistic scenarios relevant to the content which engages students and learners in the subject to make it interesting. For this, field trips, studio visits, industrial visit are arranged frequently which explains the real application of their subject.
- Students are engaged using visuals such as MOOC courses video lectures, SWAYAM and e-pathshala are initiated in classrooms.
- Students are encouraged to organize their content logically. Topic wise assignments and tutorials are discussed in classrooms. Teachers specially sit with students and discuss their assignments and help them to improve them.
- Classroom-based experiential learning is encouraged through simulations, presentations, and various types of group work. Students of various professional and technical courses are encouraged to take up research based projects and give PowerPoint presentations. Exposure to simulators is given to students which imitate real life scenarios.
- The hi-tech infrastructure of the College provides a perfect teaching-learning and evaluation environment. The College has well developed e-classrooms with Wi-Fi and internet support contributing to interesting ICT enabled approach to teaching.
- To inculcate practical exposure of accounts, use of accounting and statistical software is encouraged among students from relevant streams.
- Seminars, Workshops, Exhibitions, Guest Lectures, Demonstrations, Presentations and Live Performances augment a most appropriate teaching-learning experience.
- International and National Collaborations, Link-Ups, and cultural exchange Programmes provide the much-needed exposure and hands-on experience to our students.
- Free English-Speaking Classes and Communication Skills Enhancement Classes are regularly organized for the students. Hobby Classes for honing the skills of students in different fields of Performing Arts, Visual Arts, Multimedia, Design, Home Science etc. are the core strength of Apeejay, fostering its Inter-Disciplinary Approach
- For ensuring the overall development of personality of student, various bodies like SWA, Youth Club and NSS etc. play a pivotal role. These bodies help creating awareness about various issues of vital importance viz. gender equality, drug abuse, environmental concern etc.
- Physical games and other sports activity help to deal with the mental pressure. Indoor games such as chess are encouraged in the classrooms. Annual sports activity is done in which all the students are encouraged to participate. Competitions related to management games are conducted department wise frequently.
- Fee concession and scholarships to economically weaker students and incentives to meritorious students excelling in different fields, form an integral part of Apeejay's teaching-learning strategy.

- Guru Shishya Parampara is being followed in departments like Music, Dance as a unique teaching methodology facilitated with latest audio-visual aids of global standards, not only affects a wonderful confluence of tradition and modernity but also promotes and enhances the artistic acumen in the students.
- The students from Performing Arts department have launched their audio / video CDs and bagged thousands of likes on social media.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 102

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 22.22

2.3.3.1 Number of mentors

Response: 102

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

INNOVATION

Post re-accreditation, the teaching methodology has been strengthened by the hi-tech infrastructural facilities and techno-savvy teaching aids.

- The Institution has given free access to internet and online resources, established various **e-class rooms** for interactive teaching and learning. It has improved student's communication skills

- making them more confident and professionally equipped.
- The teaching approach is participatory where students share their ideas and implement the work in collaborative manner.
- **Guest lectures and live demonstrations** provide hands on experience to the students.
- **Films based on curriculum** particularly on literature, performing arts and visual arts are shown to the students.
- Post its re-accreditation the College has also introduced **integrated computerized software** for the students' attendance, report cards and library strengthening its central computing facility.
- The students take up **research intensive projects** and come up with innovative ideas.
- **Incubation Idea Centre** where students put forward their innovative ideas on various projects and the best practical ideas are implemented from time to time.
- Book Review sessions are conducted to inculcate the habbit of reading.
- As per the NAAC recommendations Apeejay has significantly **strengthened its Academic Exchange Programmes, Collaborations, Linkages and tie-ups** with International and National Bodies, Institutes and Universities. These include:

International Academic Exchange Programmes and Collaborations	National Academic Exchange Programmes and Collaborations	National Cultural Exchange Programmes and MOUs	Linkages and Tie-
- Willem de Kooning Academy, Rotterdam, Netherlands - CodArts University of the Arts, Rotterdam - International Centre of Performing Arts, Netherlands - Chengdu Textile College, China - National University of Singapore Research Institute (NUSRI), Singapore - St. Joost University, Breda - Khalsa Associtaion, Singapore	- Indira Kala Sangeet University, Khairagarh - Apeejay Stya University, Sohna - Partnership with Lalit Kala Academy, New Delhi - Partnership with Punjab Lalit Kala Academy, Chandigarh - Yoga Path Sansthan, Jalandhar	- HiSpirits Technologies Jalandhar - T.I.M.E, Jalandhar - The Kites , Jalandhar - Selectmybook.com, Jalandhar - Sangeeta Dance Studio of Performing Arts, Ludhiana - Mishra Music Records, Jalandhar - Gaggun Bedi's Sparkling Pearlz Institute of Fine Dances, Grooming and Fitness, Jalandhar	- Various Hosp - Virsa Vihar, Jalandhar - Punjab Legal Service Autho Chandigarh - Doordarshan Jalandhar - Harivallabh Sangeet Mahasabha, Jalandhar - Punjab Art Council, Chandigarh - All India Radi Jalandhar - Municipal Corporation, Jalandhar

- The various departments dealing with research based projects include departments of Computer Science and I.T., Design (Interior / Fashion / textile), Applied Arts, Fashion Makeovers, Psychology and Multimedia.

Creativity in teaching-learning

- Apeejay is a nursery of creativity with many seasoned artists as members of its faculty. The students groomed to excellence by the mentor faculty turn out to be great stars of creativity. Apeejay has a long tally of performing artists who are now creating waves on International television and films.
- An Art Gallery in College and at Virsa Vihar is being maintained by the College, where artists and students exhibit their work as a mission of Apeejay to promote and propagate art and artists of India.
- Apeejay excels in creativity as is evident from its phenomenal record in youth festivals, SAUFEST, etc. at National and International level.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 19.35

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	24	23	20	17

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 13.62

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 9.27

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	4	3	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 10.48

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	13	12	12	12

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level include:

- Transparency in continuous evaluation is ensured at the institutional level.
- Internal evaluation of the students is a continuous process and the performance of the students is judged continuously in classrooms through special tests, assignments, group discussions, paper presentations etc.
- Formation of dedicated Examination Committee which prepares the examination academic calendar and strictly adheres to it for 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 department level through MOODLE at regular intervals.
- The examination committee trains the staff on invigilation duty for midterm exams through orientation programmes for the smooth conduct of internal exams.
- Question papers of the midterm exams are exactly inline with the pattern of the university exams.
- The answer sheets of the students for mid-term 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 to procure their improvement.
- Mock viva and mock practical exams are conducted shortly before the commencement of the final exams to prepare the students for the coming university practical.
- 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 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.
- Students with outstanding performance are awarded in College Annual Function.
- The students who do not meet the necessary conditions are strictly dealt with. A proper monitoring process is followed and their timely submission of assignments is ensured.
- Transparent and robust mechanism of internal assessment ensures proper continuous evaluation of students' performance.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

A well framed criterion is maintained to channelize internal assessment in professional courses which includes:

- **Regularity of the students in the class rooms – 20% Weightage:** It is mandatory for the students to attend 75% lectures.Attendence is uploaded on GNDU portal.Those students who do meet the eligibility conditions are required to attend extra classes.Students who have attendence 90% above are given extra credit in internal assessment and practical exams.
- **Originality and creativity of the assignment of the project work – 20% Weightage:** There are some courses in which project work is mandatory e.g. B.des(Multimedia, Fashion Textile and Interior), B.F.A., B.Sc(IMT), etc.Students whose project work is original and creative are given extra weightage in internal assessment and practical exams.
- **Presentation techniques – 20% Weightage:** Presentataion techniques are very essential for befitting placements.Students are given special training to learn the most appropriate techniques for presenatation.Students who excel in their presentations are amply awarded through extra weightage in internal assessment.
- **Timely submission of Project works, Class assignments and Performance in practical sessions – 35% Weightage:**Classroom teaching involves judging the ability , progress and growth of the students through class tests, assignments and projects.Students with satisfactory performance are given extra credit. Extra coaching is given to the slow learners to bring them to the level of advance learners.
- **Contribution to College activities and personal behaviour – 5% Weightage:** The college beleives in the wholesome development of personality of each and every student.Various activities are organised in the college to provide them ample opportunities to showcase and enhance their talent. Students are also involved in becoming the members of various bodies which not only contribute to smooth functioning of the college but also inculcate the feeling of belongingness to the institution.Stress is laid on moral and human values as also grooming the personal behaviour of the students.Students with good behaviour and active participation in college activities and youth festivals are given extra credit in internal assessment and practicals.

Other prime metrics for assessing student's achievement include:

1. Performance in midterm exams

2. Performance in Mock viva and mock practicals

3. Participation in Industrial Visits

4. Regular use of library by the students.

5. Student's participation in Book reviews

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

At College level:

- Mechanism for redressal of grievances with reference to evaluation at the College level includes specific committees framed for the purpose which involves:
    - **Examination Committee:** Composition of Examination Committee

        Ms. Roopali Sood *(Dean)*
        Ms. Amarjit Kaur
        Ms. Rekha
        Ms. Payal Arora
        Ms. Pallavi Mehta

    - **Grievance Redressal Committee :**Composition of Grievance Redressal Committee

        Dr. Sunit Kaur *(Convener)*
        Mr. Anil Gupta
        Ms. Supreet S.J. Talwar
        Ms. Meera Aggarwal
        Mr. Rajesh Kalsi

    - **Counselling Committee**: Composition of Counselling Committee
    - **Dr. Jagmohan Mago** *(Dean)*
    - **Dr. Munish Gupta**
    - **Dr. Manisha Sharma**
    - **Dr. Kewal Krishan**
    - **Dr. Neeraj Katyal**
    - **Dr. Pooja Dhand**
    - **Ms. Sabina Malika**
    - **Ms. Reetika Goel**
- The grievances are also redressed by the Principal.
- Parents are informed if their ward indulges in unfair means.
- Teachers are designated the flying squad duty to ensure smooth and fair conduct of college exams
- Students can also put in their grievances with reference to evaluation at the College level in the classroom discussion.
- In case of totalling error or unmarked cases, timely correction is done by teacher and also updated in the office as the report generation is automated and centralized.

At University Level:

- The rechecking and revaluation forms are available online, students can apply for it through college.
- University provides provision for re-evaluation within 15 days of declaration of results. If any lapse is found on the part of the evaluator the University takes action against the evaluator.
- University also provides a provision of re-appear if the student has more than 20% marks.
- Special chance to appear in the exams is also provided to the students in case of any emergency.
- Grievances at the University level are sent to the university after recommendation by the Principal.
- If the question paper is out of syllabus then corrective measures are taken by the university in the form of grace marks or re-conducting of exams.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- Apeejay adheres to a systematic strategy for completing the curriculum within the planned time frame and calendar which is in line with GNDU schedule.
- IQAC of the College ensures the proper and timely completion of syllabus by all departments.
- The students participating in national and international activities are provided with extra classes to help them cover the gap in curriculum completion.
- For the students who do not perform well in midterm exams or are slow learners, tutorials are planned and they are helped to get their syllabus completed.
- Regular meeting with IQAC members and Principal to ensure the proper adherence to schedule
- SWA Meetings convened with Principal & Adversary board for proper implementation.
- Academic calendar is prepared at the beginning of every session by IQAC which incorporates the schedule of house and university exams.For eample academic calendars for 2015-16 and 2014-15 are given as below:

Academic Calender

2015-2016

Activity	Annual till 06.07.2015	Semester till 06.07.2015
Registration and admission with Late fee Rs 50/- (With Principal's Approval)	07.07.2015 to 17.07.2015	07.07.2015 to 14.07.2015
Late fee Rs 100/- (Dean academic affairs GNDU approvals)	18.07.2015 to 31.07.2015	15.07.2015 to 30.07.2015
Late fee Rs 1000/- (the approval of VC, GNDU)	01.08.2015 to 01.09.2015	31.07.2015 to 06.08.2015
Late fee Rs 5000/- (approval of Syndicate)	02.09.2015 to 11.09.2015	07.08.2015 to 13.08.2015
Hawan ceremony and Staff meeting	06.07.2015	
Classes commence from	07.07.2015	
Orientation program and career Counselling	08.07.2015	
Regular teaching and class tests (3 months)	08.07.2015 to 07.10.2015	
Mid term Exams	08.10.2015 to 23.10.2015	
Result Evaluation and PTM	26.10.2015	
Remedial classes and Teaching	28.10.2015 to 30.11.2015	
Final Exam begins	December 2015 onwards	

Winter break	21.12.2015 to 07.01.2016
New semester begins	08.01.2016
Teaching and class tests	08.01.2016 to 31.03.2016
Final semester exams	April 2016 onwards
Summer Vacations	27.05.2016 to 09.07.2016

Academic Calender

2014-2015

Activities	Dates	
Registration & Admission	**Annual**	**Semester**
Without Late Fee	Till 07.07.2014	08.07.2014 - 14.07.2014
With Late Fee of Rs. 50 (With Principal's Approval)	08.07.2014 - 18.07.2014	08.07.2014 - 14.07.2014
With Late fee of Rs.100 (Dean academic affairs GNDU approvals)	19.07.2014 - 01.08.2014	15.07.2014 - 30.07.2014
With Late fee of Rs.1000 (the approval of VC, GNDU)	02.08.2014 – 02.09.2014	31.07.2014 - 06.08.2014
With Late fee of Rs.5000 (approval of Syndicate)	03.09.2014- 12.09.2014	07.08.2014 – 13.08.2014
Hawan Ceremony	04.07.2014	
Classes Commence	05.07.2014	
Induction Programme (U.G and P.G)	07.07.2014	
Teaching and class test(3months)	07.07.2014 – 27.09.2014	
Autumn Break	29.09.2014 – 05.10.2014	
Second Terminal Exams	07.10.2014 – 20.10.2014	
Evaluation & PTM	25.10.2014	
Regular Teaching & Remedial Classes	28.10.2014 – 30.11.2014	
Final Semester Exams	December onwards	
Winter Break	21.12.2014 – 05.01.2015	
New Semester Begins	06.01.2015	
Teaching and class tests (3 months)	06.01.2015- 31.03.2015	
Final Semester Exams begins	April,2015 onwards	
Summer Vacations	22.05.2015 – 04.07.2015	

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 on website and communicated to teachers and students

Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students through

1. The website of the college (http://acfa.apeejay.edu/) provides information about all the courses, their outcomes and program specific outcomes.
2. Programmes of different nature are offered by the Institution which have varied program specific outcomes depending on their individual profile. However the outcome of all programs being offered in the college involves the attainment and fostering of the following:

PO1 **Critical Thinking:** All programmes aim at widening the critical horizon of students by making them identify and analyze the content and solve the questions related problems as per the curriculum requirement and check their accuracy and validity.

PO2. **Effective Communication**: All programmes especially languages promote effective communication.

PO3. **Social Interaction:** Students interact with peers, teachers, guest faculty and visitors developing a positive culture of social interaction.

PO4. **Effective Citizenship**: Our students develop a professional edge and become effective, efficient, enlightened and aware through classroom teaching and co-curricular activities.

PO5. **Ethical Enhancement:** They are taught to abide by ethics of the Institution, its code of conduct, the rules and regulations as also moral and human ethics and values. The students excelling in human values are awarded the annual prestigious cash award of **Dr. Stya Paul Award for human values.**

PO6. **Promotion of Sustainability of Environment:** Promotion of sustainability of environment is taught through specific courses like EVS and all other courses. The various Associations and Student Bodies also create awareness in students regarding sustainability of environment. The Green Club of the college is specially focused on preservation of environment. Guest lectures, nukkad nataks and competitions based on environmental concerns are frequently organized in the college. Certain research projects are also taken by specific courses based on the same. Department of design promotes the creation of furniture with the objective of sustainability. International Design Week was also marked with the theme of sustainability of environment.

PO7. **Self Reliance:** Earn while learn scheme is a major highlight of our objectives through which students become professionally equipped to earn their livelihood even while studying.

PO8. **Promotion of Indian Culture**: Special endeavours are made to promote and propagate the Indian culture through art courses and through enhancement of talent of students in art field and by providing them various opportunities to witness the performances of artists of renown.

PO9. **Presentation of Traditional Folk instruments**: Training in folk instruments which are on the

verge of extinction are provided to the students in the classrooms and hobby classes with noticeable success.

PO10. **Promotion of fast fading Indian Arts and Crafts** research projects, workshops and an interface with craftsmen on fading crafts like Nakodar Darries, Punjabi jutti, etc. are regularly organized in Design courses and are open to all.

PO11. **Development of Personality of each and every Student**.

PO12. **To impart a cutting edge to students in respective fields**

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The overall level of attainment of POs, PSOs and COs by our institution is 99%.
- The institution identifies the slow learners and grooms them to come to the level of other students so that the attainment level of POs, PSOs and COs is raised to the optimum level for each student. The level of attainment per class:

S.No.	Class	Level of Attainment per class as regard to P (in %)	
1.	B.A.	97.2	
1.	B.COM	100	
1.	B.B.A	100	
1.	B.C.A	100	
1.	B.COM (P)	100	
1.	B.SC (ECO)	100	
1.	B.SC (C.Sc)	100	
1.	B.F.A	100	
1.	B.P.T	100	
1.	B.Voc.(Sound Technology)	100	
1.	B.Voc.(Theatre)	100	
1.	B.Voc.(Ecommerce & DM)	99.3	

1.	B.Voc.(Dance)	99.1	
1.	B.D.(Interior, Fashion Textile & Multimedia)	100	
1.	B.Sc. (IMT)	100	
1.	M.F.A	100	
1.	M.A. (Eng.)	100	
1.	M.A. (Music Voc.)	100	
1.	M.A. (Music Inst	100	
1.	M.A. (Fine Arts)	100	
1.	M.A. (Dance)	100	
1.	M.Sc(IT)	100	
1.	M.Sc. (Math)	100	
1.	M.Com	100	
1.	P.G.D. in Computer Appl.	100	
1.	Diploma in Counselling	100	
1.	P.G.D. in Fashion Makeovers	100	
	Total	**99.842 %**	

- College follows a very systematic approach for evaluating the attainment of program outcomes, program specific outcomes and course outcomes which includes the following:

1.The teaching plan is monitored at fixed intervals to judge the efficacy of its implementation.

2.The HODs hold meetings to measure the attainment of program outcomes, program specific outcomes and course outcomes.

3.Class tests are conducted (minimum 1 in a month) and the reports are discussed to monitor the student's progress for identifying the advanced and slow learners. Measures are taken to help the slow learners cope-up with others and the advanced learners are also provided special coaching to enable them to excel in the exams.

4.Mock viva is conducted for practical classes in BCA, B.Sc(IMT), B.des(Multimedia, Fashion Textile and Interior), Photography, Physical Education,Sculpture,Performing Arts like dance, Music vocal, Music instrumental at P.G and U.G. lecvel

5.Regular assignments and project works are given and evaluated.

6.Online submission of assignments on Moodle is also encouraged.

7.The attainment level is evaluated through placements of students and their admission in higher education institutions at National and International level.

8.The attainment of POs is also evaluated by monitoring the participation level of students in seminars, workshops and research projects.

9.Program outcomes are also evaluated by analyzing the number of accolades and prizes the students win inside and outside the college.

10. Teachers, students and parents can communicate through online learning portal MOODLE.Students assignment details, class tests results and other student related notices on this portal.Even when students iare not physically present they can deposit their assignments through MOODLE for teacher evaluation.

2.6.3 Average pass percentage of Students

Response: 99.85

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 662

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 663

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.36

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document]()

3.1.2 Percentage of teachers recognised as research guides at present

Response: 3.92

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.25

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 10

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Institution has created an ecosystem for innovations for creation and transfer of knowledge which includes:

- **Establishment of EDC:** The institution has an Entrepreneurship Development cell. It was established so as to make the students aware about entrepreneurship and the incentive given by government agencies. Over the years many activities were organized under the aegis of EDC that led to development of lateral thinking amongst students on creation, development, evaluation and analysis of business ideas. The EDC schedules guest lecturers to infuse knowledge amongst the students. Industrial visits are also organized to give hand on training to students. Apart from this, seminars and workshop are regular features of the academic profile of EDC. The college by establishing EDC on its campus has paved the way for setting up an incubation centre in the years to come.

- **International Collaborations:** Apeejay has entered into collaborations in the field of Design and Performing Arts for **Academic and Cultural Exchange Programmes** with prestigious foreign Universities and Institutes viz.

    Willem de Kooning Academy, Rotterdam, Netherlands,

    Codarts Rotterdam (Netherlands)

    Chengdu Textile College, China

    National University of Singapore Research Institute, China

    Khalsa Association, Singapore

    St. Joost Academy, Breda

Delegates from these Institutes have visited Apeejay and our students have also visited these Institutes for Exchange Programmes. Such cross-cultural programmes go a long way in fostering a global culture which eventually leads to the formation of world class citizens. This is what Apeejay aims at creating--world class students rooted to their culture.

- **Revival of fast fading tradiions in Vocal and Instrumental Music**:. The college has played a decisive role in the revival of folk instrument like Vanjali, daria, algoze, bugchu etc. Students of

vocal music are keeping alive certain singing traditions like vaar singing, kavishri etc.

- **Revival of Classical traditions in Dance:** Students of dance give Classical dance performances and conduct workshops in educational institutions in and around Jalandhar.
- **Revival of Crafts:** Students from the department of Design and Fashion collaborate with local artisans to revive the dying crafts like duree making etc.
- **Contribution in the beautification of the city:** The department of Design is actively involved in beautification of some areas of the Jalandhar city like the Railway Station. It is also maintainng a roundabout in the city.
- **Instiiling values and awareness in students:** Students of multimedia make documentaries on numerous issues like Swachch Bharat, Drug deaddiction, and female feticide to name a few to raise awareness among youth. Students from department of theatre stage plays and also organize street plays to sensitize the society regarding social evils.
- **Leveraging the knowlegde of students through workshops and seminars:** The institution regularly organizes workshops, seminars and guest lecturers to impart knowledge to its students about the latest in various fields.
- Promoting students' creations through Behance network and facebook.
- **Outstanding accomplishments of our students in this session as an outcome of the ecosystem of innovations created by our institution are given in additional information below**

File Description	Document
Any additional information	[View Document]

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 59

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	9	22	9	8

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.75

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 3

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.37

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	6	4	16	9

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.09

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	10	9	8	8

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

- The Institution by organizing several social welfare programs promotes institution neighborhood and community network.
- It is a regular practice to encourage students to work for the welfare of the society thereby inculcating the humanitarian spirit in them.
- The students visit orphanages, old age homes during festivals and distribute sweets and gifts amongst the inmates.
- They also present cultural performance to entertain them. This sensitizes the students regarding their responsibilities towards the society and underprivileged.
- The college is also running free OPD on charity basis. Charity events to raise funds to support education of girl child are organized almost every year.
- The institution also conducts free education classes for the weaker sections of the society so as to achieve the goal of 'Education for All'. Sculpture Department regularly organizes clay modeling classes at Virsa Vihar. Dance department also conducts workshops for deaf and dumb students on regular basis.

- A donation of clothes, woolens and food grains amongst the poor is again a regular feature of the institution.
- The college has also come forward with generous donations of both cash and kind during periods of natural calamities like calamity in Uttarakhand a few years back.
- The college has also joined hands with Swachch Bharat Abhiyan to create a clean environment for the future generations.
- Students also regularly pay visits to the slums of the city to raise awareness about clean environment and surroundings.
- The students have participated in cleanliness drives in and around the campus also.
- The college is also actively involved in the tree plantation to enhance the green belt in the city. Moreover, the college is deeply committed to beautification of the cityscape and as a part of this endeavor the students of Design Department have undertaken beautification of the city railway station.
- The college has been actively collaborating with local and district administration for various events of state and national interest like elections, Republic Day and Independence Day celebrations.
- It also participates in the various programs of Radio and Doordarshan. The college also acts as a host for various exhibitions of Lalit Kala Akademi.
- In fact Apeejay has always been in the forefront for promoting community networking and sensitizing the students on social issues craving for attention. We believe that the youth energy channelized in a positive direction can help create a better aware and enlightened society.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 53

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	12	9	8	9

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 137

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
29	37	25	25	21

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 78.31

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2032	1924	1800	1800	1500

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 27

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	11	3	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	6	0	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- 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 64 spacious and well ventilated classrooms and lecture theatres laced with LED and LCD facility, including 7 smart classrooms.
- There are 4 top-of-the-line Computer and IT Labs, 2 professionally equipped Multimedia Labs, 2 Hi-Tech Applied Art Labs, ICT enabled Physics, Physiotherapy, Fashion Makeover, Photography and Design Labs and Music, Dance, Theatre and Fine Arts Studios, Language Lab and MATLAB.
- The Home Science Lab of the College is fully equipped with latest gadgets required for global cooking and catering.
- The one-of-its own kind Sculpture Lab has a fully functional furnace (for Terracotta baking) making Apeejay the only education Institution in the City facilitated with this unique infrastructure.
- The Department of Physiotherapy has the most advanced machines and equipment to run its OPD and to provide valuable service to society.
- The Interior Designing Department has also received a fillip with the recent introduction of the latest updated engraving machine to facilitate the students with 2D and 3D creations.
- Audio-Visual Studio and Chroma Studio provide the best technical facilities to the students of Performing Arts as well as Multimedia.
- State-of-the-Art Faculty Research Centre and Student's Study Room enable the readers to spend quality time in the campus.
- The Meditation Room and terrace garden is bliss for faculty members and students seeking peace and solace.
- The Seminar Room, the Conference Room and the Video Conference Room have optimum utilization through seminars, presentations and various interactive sessions.
- There are two fully air-conditioned libraries.
- IT infrastructure is continuously upgraded as almost all the courses are ICT enabled.

Facilities / Equipment for teaching and learning	Laboratories	
- Smart Boards - LCD & LED Projectors - Computers - Wi-Fi Campus - Visualizers - Xerox Machines - Internet Server - Dedicated Servers - Data Server - Software Development - Audio Player - LED Monitors	- Computer Labs with Wi-Fi Support - Physics Lab - Anatomy Lab - Gymnasium - Home Science Lab - Sculpture Workshop - Psychology Lab - Fashion Designing Lab - Textile Designing Lab - Interior Designing Lab - Multimedia Lab - Applied Art Lab	

• Carpentry Workshop	• Dark Room • Language Lab • Textile Workshop
Technology Enabled Learning Spaces	**Studios**
• SPSS Lab • Applied Art Studio • Makeover Studio • Video Conferencing Room • Audio Video Studio	• Fashion Makeover Studio • Photography Studio • Fine Arts Studio • Chroma Studio • Audio Video Production Studio • Sound Studio
Tutorial Spaces	**Co-curricular Activities**
• Virtual Library • Air Conditioned Well equipped Library • Reference Library • Reading Room • Air Conditioned Conference Rooms • Video Conference Rooms • Self Study Room	• Sound Proof Music and Dance Rooms • Open Air Theatre • State-of-the-Art: Art Gallery • Auditorium • Theatre Studio • Lush Green Lawns designed with flora and sculptures

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

- There is a fully air conditioned Auditorium with seating capacity of 600, an Open Air Theatre, Basketball Ground, Badminton Area, Football Ground, Tennis Court, Gymnasium and a College Guest House.
- The College Auditorium is not only utilized by the College for its various functions and programs, but is also one of the favourite venues of the local administration, society and social organizations for hosting their respective programs.
- The Open Air Theatre is used by the students of performing arts like Music Vocal, Music Instrumental, Dance and Theatre to showcase their skills, rehearsals as well as for practical lessons.
- The health, hygiene, safety and security of the students are the topmost priority with the Institution. The College Canteen provides fresh and hygienic stuff to the faculty as well as students.
- Outdoor and indoor games like Chess, Badminton, Air Pistol 10 Meters etc. are promoted.
- Blissful Meditation Room is utilized by faculty members and students seeking solace and meditation.
- The manicured terrace garden provides a serene ambience to the staff and students.
- The Herbal Garden infuses sense of purity and strength to the environment

Sr. No.	Facility	Area (Sq.Ft.)	Year of Establishment	User Rate
1.	Auditorium	6608	1986	100%
2.	Badminton Area	9546	1986	100%
3.	Open Air Theatre	330	1990	100%
4.	Basket Ball Ground	1056	1990	100%
5.	Sports Room	269	1992	100%
6.	Art Gallery	512	1995	100%

7.	Gymnasium	480	1997	100%
8.	Meditation Room	400	2010	100%
9.	Tennis Court	7564	2012	100%
10.	Football Ground	30652	2014	100%

- Apeejay is the only college which has created history by bagging the **Youth Festival Championship for the 18th time** beating around **75** Colleges affiliated to **Guru Nanak Dev University, Amritsar, this year**. Our college also represented esteemed GNDU in Inter Varsity Youth Festival in all the events and won **Championship** for the esteemed University. Even at the National Level our College has been a **Champion** for **nine years** at a stretch.
- This apart, our students had the privilege to be invited for performance in three cultural items at **International SAUFEST held in Indore from 28th February to 4th March 2017. The event was participated by 27 countries**.
- In recognition of the unique talent of Apeejay, **20 Members** of our College were invited by **Singapore Khalsa Association** to perform at Baisakhi Mela in Singapore held from **14th April to 16th April 2017,** which is a matter of great pride for our Institution.
- Even in Sports our students are bringing laurels. Gurpreet Singh of BA Semester VI and Harpreet Singh of B.Com. Semester II won Bronze Medal in the game of Roller in-line Hockey at All India Inter University Championship and Utkarsh of BBA Semester II won Bronze Medal in the game of Table Tennis at North Zone Inter University Championship.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 71.88

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 46

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 19.6

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
30.7	26.50	143.65	76.30	103.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Data Requirement for last five years: Upload a description of library with

Name of the ILMS Software	Dspace DRS	Koha LMS
Nature of Automation	Fully	Fully
Version	5.1	16.04

- **Introduction of Koha**

Koha is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha includes modules for acquisition, circulation, cataloging, serial management, authorities, flexible reporting, label printing, multi- format notices, office circulation; even when internet access is not available. This software works for consortia of all sizes, multi-branch and single branch libraries. It enables powerful searching and an enhanced catalogue display that can use content from GOOGLE, Amazon, Open Library, etc. This software is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP.

- **Introduction of DSpace**

DSpace is an open source repository software package typically used for creating open space access repositories for scholarly and/or published digital content. DSpace enables a library to have a digital archives system focussed on the long term storage, access and preservation pf digital content.

- **Library Advisory Committee to enhance ILMS**

There is a Library Advisory Committee in the College. The members of this committee take various decisions related to the matters of library. This committee is responsible for the optimum utilization of library facilities. The members of the committee are selected very judiciously by the Principal and the Advisory Council. At present there are six members. The following salient features of our library at present are the result of the continuous and dedicated efforts of this committee.

- **Dedicated Server for Library**

It provides centralised access to library. All the books in the library are stored in this server.

- **Introduction of Kindle Digital Books**

This is a newly introduced digital device to facilitate the techno-savvy young students.This would also inculcate in them an interest in digital reading. Kindle makes the accessibility to various books quite easy and also saves on money and paper. It is a step towards sustainable environment conservation.

- **Other support systems for ILMS**
- Fully air conditioned, automated and digital library
- Separate Reading Rooms for students and staff facilitated with computers and wifi
- Separate automated periodical section
- Establishment of computerised Book Bank
- LED panel for displaying the new arrivals
- Digital copies of question papers after examination are preserved in the library for future reference to the student

- Digital copies of syllabi of all the classes are available to all the students as well as faculty members
- **Other Library resources**

Total Books	15228
Book Bank	1102
Journals	35
E Journals	Through NLIST
Magazines	49
News Paper	18
CDs/DVDs	237
Audio Library	5000

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library restores some very rare books on fine arts and sculpture which had not been reprinted for many years and are worth a treasure for the lovers of fine arts.

Sr. No.	Name of the Book	Name of Publsiher	Author	No. of Copies	Year of Publishing
1	Turner	Oldbourne	Rothenstein	1	1960

		Books Co.: London			
2	Pelican History of art	Pengiun Books	Frankfort, Henri	1	1963
3	Collage	Pitman Publication: London	Brown, Francis	1	1963
4	Contemporary Indian Art	--	Royal Academy	1	1964
5	Art the Visual Experience	Pitman Pub.	Kriesberg, Irving	1	1964
6	Contemporary British Art	Pengiun Books	Read, Herbert	1	1964
7	Prehistoric art	Pitman Pub.	Myron, Robert	1	1964
8	Art of south Asia	Thames & Hudson: London	Rawson, Philip	1	1967
9	Thinking About Art	Calder & Bayers	Smith, E.L.	1	1968
10	Cities of Mughal India	Harpercollins Distribution	Hambly, Gavin	1	1968
11	Decorative Designs And Craftsman of India	Harpercollins Distribution	DB Taraorevala Sons & Co.: Bombay	1	1968
12	Europian Madhyakleen Kala	Europian Madhyakleen Kala	Vajbai, Rajender	1	1972
13	Discovering Water Colour	Pitman Pub.	Merriot Jack	1	1973
14	Le Protrait Romain	Aurora Art Pub.	Lermitage, Musee	1	1974
15	Concise History of Modern Painting	Thames & Hudson: London	Read, Herbert	1	1974
16	Abstract Expressionism	Thames & Hudson	Everitt, Anthony	1	1975
17	A Survey of Indian Sculpture	Munshi Ram Manohar Lal	Saraswati, S.K.	1	1975
18	Survey of Indian Sculpture	Munshi Ram Manohar Lal	Saraswati, S.K.	1	1975
19	India:	Cassell	Taddei,	1	1977

	Monuments of Civialization	Publisher: London	Maurizio		
20	Examples of Indian Sculpture	Cosmo Pub.	Binyon, Laurence	1	1978
21	Visvakarma	Munshiram Pub.	Coomaraswamy, ananda	1	1978
22	Chitrasutra of the Vishnudhar mottara	Kanak Pub.	Sivaramamurti, C.	1	1978
23	Chini Chitrakala	Sahitya Nkitan: Kanpur	Bartaria	1	1978
24	Aesthetic Theory And Art	Ajanta Prakashan	chosh Ranjan K.	1	1979
25	Art of India	Phaidon Publishers Inc: New York	kramrisch, Stella	1	1979
26	Arts of Bengal	whitechapal Art Gallery: London		1	1979
27	Approach to Nature in Indian Art and Thought	Kanak Pub.	Sivaramamurti, C.	1	1980
28	Indian Miniatures	Clarion Books	Brunel, Francis	1	1981
29	Japani Chitrakan	Japani Chitrakan		1	1981
30	In the Image of Man	Vikas Pub.		1	1982
31	Punjab Painting	Abhinav Pub.	Achaya K T	1	1983
32	Life in Sanchi Sculpture	Abhinav Pub.	Srivastava, A	1	1983
33	Rock Art of India	Modern Art gallery	Chakarwarti K K.	1	1984
34	Arts and Crafts of India and Ceyrom	Today & Tomorrow Pub.	Coomarswamy, A K	1	1984
35	Indian Art	Hamlyn London	Deneck, M M	1	1984
36	Indian Arts 48 Plates in full colour	Hamlyn: London	Deneck Margaret-Marie	1	1984
37	Letraset	Watson Guptill Pub.		1	1985
38	Painting Book			1	1986
39	Abstract Art	Art & Design		1	1987

40	Prachin Europian Kala	Rattan Parkashan Mandir, Agra	Kamboj, Bhagwati Parkash	1	1988
		Profile N York			

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.4

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
6.22	3.26	3.99	4.69	3.83

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	<u>View Document</u>
Any additional information	<u>View Document</u>

4.2.6 Percentage per day usage of library by teachers and students

Response: 10.01

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 237

File Description	Document
Details of library usage by teachers and students	<u>View Document</u>
Any additional information	<u>View Document</u>

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College facilitates its students in all possible ways to make them IT literate and techno savvy. All the departments which have Computer Science as a part of their curriculum have their own computer labs. Other departments access the computers and internet facility as per the arrangements made in the time-table. The students as well as the faculty have access to ultra modern computer and IT labs, professionally equipped Multimedia labs, ICT enabled Physics, Physiotherapy, Fashion Make-Over, Photography, Design labs and Music, Dance Theatre and Fine Arts Studios equipped with 326 computers. These labs stand out on account of their latest equipment. Besides, the college has laptops, printers, scanners, projectors, smart boards, visualizers and conference kit. The whole college is **wifi** enabled with 18 Mbps bandwidth.In addition, there are facilities like that of a printer, scanner and a photocopier. Students make use of these facilities for preparing their assignments, presentations as well as project works.Besides ultra modern computer labs and other departmental labs, there are 12 computers with internet connection in both the wings of the library to enable the students have free access to IT facility. The College has a variety of courses and computers, as a subject, have become part & parcel of all the areas of study. So, ever year new computers and accessories are purchased. There is a full time Network Administrator of the College.

College encourages the use of ICT resources for teaching and learning by the staff as well as the students. Various facilities have been provided to make the campus IT friendly

- MOODLE (Modular Object Oriented Dynamic Learning Environment): It has served to be a very significant in covering up the gap between teacher and the taught. Teachers upload their presentations, notes, related web links on daily basis which are accessed by the student. important college notices are also posted on moodle. The students performance result is also uploaded on the same. online assignments are given and collected on MOODLE.
- E- Library supported with Kindles
- Fully Automated Library
- Reference Library
- Audio – Visual Resources in Music studio: Music studio serves as the most befitting platform to groom te upcoming artists of the college in the field of music. It is laced with the rarest of audio-visual resources which include recordings of performances of great music maestros as also the exceptional performances of our own students in various cultural events.
- Chrome Studio : It plays a pivotal role in the video production undertaken by the students of multimedia.
- Recording Studio and Sound Studio
- Cyber-zone in Main Library
- Inflibnet subscription
- Photography Lab : Its a highly professional Lab. meeting global standards facilitated with Mac systems for editing and high Tech. Cameras.
- Multimedia Lab
- BFA Lab
- College Website(*acfa.apeejay.edu*)
- College facebook page (https://www.facebook.com/ACFAOfficial/)

The IT infrastructure and its associated facilities are upgraded every year by March 31.

4.3.2 Student - Computer ratio

Response: 5.65

File Description	Document
Student - Computer ratio	[View Document]

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document]
Any additional information	[View Document]

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 40.24

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
150.68	144.19	175.42	140.15	112.72

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The College ensures the availability of latest equipment and up-to-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 equipments which is as follows:

- Submission of requirement in the form of a proposal
- Evaluation by Purchase Committee and Maintenance Committee
- Approval by the Principal
- Call for quotations and verification of prices and availability of the items
- Approval from the Management
- At the end of financial year stock verification is undertaken for various departments and a detailed

report is compiled. Based on this policy the perspective plan for the maintenance, repair, writing off and purchase of relevant infrastructure facilities is formulated(refer web site)

- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure.
- 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.
- There are incharges of various computer labs, multimedia lab, home sc. lab, sculpture lab, textile workshop, carpentry workshop, fine arts studio, sound studio, music recording room, CAD Lab and Chroma studio who are wholly responsible for the maintenance and upkeep of inventories and stock. They 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 Librarian channelizes the requirement of books and journals submitted by various head of departments and their timely purchase to facilitate the smooth running of the academic sessions.
- The Sports Head regularly conducts trials for the freshers to encourage them to participate in sports activities, besides coordinating various sports activities in the college.
- The Interior Design Department of the College also facilitates in 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.
- Tie-ups with service providers ensure infrastructural updation.
- 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. In fact there has never been any problem of voltage fluctuation in the College campus.
- 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 water supply, two submersible pumps have been installed aligned with two motors. Even if one breaks down the other is available as a backup.

File Description	Document
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 1.57

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
82	19	45	28	10

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 11.24

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
278	277	274	256	215

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 28.65

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
662	705	691	626	621

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 30.1

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
199	212	207	190	188

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 20.81

5.2.2.1 Number of outgoing students progressing to higher education

Response: 138

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 63.7

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
175	188	179	151	143

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
278	289	276	238	230

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years.

Response: 196

5.3.1.1 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-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
57	27	22	38	52

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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 at College level. The Association is committed to provide high quality, convenient services and facilities that enhance the daily life of the students, faculty and social community.

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 the core association which acts as a link between the administration and students.
- Identifies skills of students and helps to channelize their skills.
- Organizes various external and internal activities and charity shows.
- Ensures the welfare of students.
- Provides opportunity for the expression of students' opinion.

SIGNIFICANCE OF COMMITTEES

• Event Organization Committee	• Organizing major events in the college. • Arranging student centric activities. • Assisting the staff.

• Discipline Committee	• Performing discipline duties during working hours period wise. • Ensuring discipline in the college functions.
• Campus Beautification Committee	• Ensuring availability of clean water in various blocks etc. • Suggesting various measures from time to time regarding hygien • Ensuring usage of dustbins near canteen , lawns and sitting areas
• Alumni Committee	• Organizing Alumni meets from time to time. • Coordinating with Alumni for guest lectures , Workshops and Seminars.
• Reception and Hospitality Committee	• Receiving the guests, dignitaries during events. • Stage handling during the functions. • Arranging for stay and refreshment of guests.
• Canteen Committee	• Reporting in case of poor service. • Periodic checks along with faculty member regarding the cleanliness and hygiene of the canteen kitchen. • Ensuring good quality of eatables. • Ensuring regular supply of eatables in the canteen.
• Press and Publicity	• Preparation of reports for news paper during an event. • Maintaining college Face book page. • Assisting press personnel during events.
• Cultural Committee	• Organizing Cultural events. • Celebration of Teachers day. • Organization of Charity events. • Visiting old age home and pingla ghar . • Lohri celebration. • Organizing exhibitions, guest lectures, seminars, conferences. •
• Library and Academic Committee	• Arranging books for needy students and maintaining book bank. • Acting as a liaison between students and management regarding the infrastructural requirement i.e. Labs, library books, newspap magazines etc. • Guiding the new comers and make them realize the importance class tests and terminal exams.
• Human values committee	• Creating awareness about ethics and moral values. • Supporting financially weak students at times of need. • Creating environmental consciousness.
• Placement and Counseling	• Helping students in career counseling.

Committee	• Guiding the students for higher education in various fields. • Discussing career prospects with fresher's which would help the to identify their core areas.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 37.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
69	37	31	32	17

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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.

During last five years:

- The college organized a guest lecture on the topic E-learning and its applications under the 'Meet the Alumni' programme initiated by multimedia forum. Mr.Harjinder Singh, alumni of the college who works as a media designer, NIIT Ltd. Gurgaon, gave a thought provoking lecture with the students and advised them to follow their chosen path with dedication & sincerity to attain perfection.
- A guest lecture on the topic of 'Role of Motion Graphics in visual effects' was organized under the 'Meet the Alumni' programme initiated by the Multimedia Forum. Ms.Tanvi Sharma, an alumna of the college, who works as a compositor in Wizcraft International Mumbai presented her thought provoking lecture as she interacted with the students and advised them to follow their path with dedication and hard work to attain perfection.
- Alumni were invited as guests along with their families on the occasion of visit of Lord Swaraj Paul
- To mark the International Women's Day on 8th March 2014, the college organized a function in which 18 eminent women along with our alumni achievers who had made laudable contribution in different fields were honoured. This day was dedicated to the achievements of Mrs.Sushma Paul Berlia, an exemplary woman of substance. The theme of the function was 'Inspiring Change'.
- Mr. Rishi Verma, an alumni of the college and founder of NGO – HANS – Anti Hacking Foundation Society delivered a guest lecture.
- Our proud alumni invited as special guests during International Design and Performing Arts Week and celebration of 40 years of excellence, a mega event Rangeelo Rajasthan.
- Our alumni Mr.JasbirJassi, renowned singer visited the college during a Musical concert by Amaan Ali Khan and Ayaan Ali Khan, famous Sarod players.
- Seep Taneja a super model and a proud alumni was invited for a ramp walk during Lavanya 2015, a fashion show organized by Design department.
- Our well placed alumni were invited for guest lectures and workshop by the department of design and multimedia under 'Meet the Alumni Program'.
- Mr. Manoj Sabharwal famous script writer of 'Comedy nights with Kapil', visited the college campus for interactions with the students of Dramatics. He acquainted the students with the challenges of building a carrier in television and film industry.

Contribution of Alumni to the growth/development of the Institution

- The alumni of the College are roped in and they lend their professional expertise. Chartered Accountants have interactive sessions with the students. University teachers deliver lectures in their respective areas. Alumni who are now professional designers and artists hold workshops with the students.
- Alumni are involved in extension activities of the Institution. They are very generous in contributing to the cause of helping the disadvantaged.
- The alumni also give their valuable input regarding improvement in the infrastructure and administration

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 12

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	3	3	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

- **Vision:** Apeejay envisions promoting, proffering and propagating the rich cultural heritage of India, human values, value based and skill based education among the students so as to endow them with a holistic personality wishing to serve the society & the nation in the best possible way.
- **Mission:** The institution aims at producing world class students with a technical edge and high confidence level, ready to be absorbed in the global market. Wedded to the mission of empowering the students, the institution strives to create a magical balance between tradition and modernity and between timeless values and innovative techniques, thereby sensitizing the younger generations regarding their role in Nation Building. Raring to reach the skies, the Institution envisages a better tomorrow for its students while keeping them grounded to their cultural moorings.

Nature of Governance

Governance of the college follows a transparent and democratic setup with decentralization of power. E Governance in many areas is being undertaken.

Perspective Plan for development

- All the departments conduct SWOT analyses annually and the weaknesses, if any, are critically looked into.
- HODs 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 co-academic are identified and worked upon; strengths are enhanced and potential is checked in the so far un-tapped 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 co-academic matters through the unanimously-elected Staff Representatives and then the same are further discussed minutely.

Sr.	Chair Person	Member	Agenda	
1	Head	Dept. Members	Dept. activities Proposals, Weak students classes, performa appraisal, Examination results, New initiatives, Infrastru Reference books suggestions.	
2	Principal	Heads	To discuss above issues	
3	Deans	Committee Members	Programme chart for suggestions, duty allotment, feedback	
4	Principal	Deans	To discuss above issues	
5	Staff Secretary	Staff Members	Suggestions, Recommendations, Information, Grievances, F	
6	Principal	Staff Secretary	To discuss above issues	

6.1.2 The institution practices decentralization and participative management

Response:

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. Admission committee is one such prominent committee. Its case study is being produced as follows.

Case Study

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 2016-17

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 through Prospectus.
- **Personal Visits-**The 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

1. *Cooking & Baking*
2. *Multiple Styles of Dancing*
3. *Multiple Styles of Singing*
4. *Keyboard/Guitar*
5. *Creative Photography*
6. *Digital Drawing & Editing*
7. *New Trends in Home Decor*
8. *Stylizing You and Your Environment*
9. *Event Based Makeups and Hair Styling*
10. *Mural Art/Terracotta Sculpture/ Oil Painting*

- **Free Workshops** for the School Students
- **Inter School Competitions** are organized

Personal Counselling-Personal Counselling is also provided to the students by the Committee to deal with any confusion related to career as well as personal problems.

Free Career counselling- The Admission Committe provides free career counselling to the students as well as provide detailed information related to courses and their fee structure to the parents for better selection of courses and streams.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective/Strategic plan and Deployment documents are available in the institution. CAse study pertaining to this is produced as under.

Case Study of UGC Committee

STRATERGIC PLAN AND DEPLOYMENT

The college believes in excellence in all spheres so that the students and faculty of the college gets high class infrastructure and opportunity to learn new skills to deal with global challenges. To make this possible and effective the institute has divided the workloads into various committees so that proper stratetergies can be developed

UGC Committee: The committee plays very important role in the institution. A senior faculty member is the Dean, and there are four other faculty members to assist the Dean. It has familiarized the faculty about MOODLE (open source software for online learning for the students).

It provides valuable inputs to faculty about UGC in following areas:

- Online courses available for the faculty to enhance their subject related knowledge

- Always provide travel grants to attend various seminars, conferences and short term courses
- Various Departmental Grants for infrastructural upliftment of the departments
- Applying for major or minor research projects
- Applying for new vocational or skill based courses in various streams

In the last five years the committee has given following recommendations which have been accepted and pursued to develop research atmosphere in the college.

Sr. No.	Strategy	Deployment
1.	To generate awareness among faculty about various requirements of Major and Minor research projects from UGC.	Several Major and Minor research projects funded procured.
2.	To apply for funds for research proposal from UGC	Received funds from UGC, which were utilized fo
3.	To organize conferences, seminars, workshops, faculty development programs in the college	They were organized on regular basis in the colleg
4.	To invite eminent scholars from different fields	In the last five years many scholars of National ar repute have visited the institution.
5.	Introduction of new vocational/add on courses/innovative courses sponsored by UGC	Many new courses like MFA, B. Voc., BIMT, GTI Tax Management Health Psychology, Human R been introduced.
6.	To expand and improve infrastructure for research	Research centre was created.
7.	Publication of Research Journals	The college has four journals to its credit; Envisi of Commerce is approved by UGC), Apeej Computer Science and applications, Ambrosia (English), Discriptio (Department of Design)
8.	Awards to faculty for research work	Appreciation awards have been regularly giv members for research work.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Governing Body

The college is being run by Apeejay Education Society which was founded by Late Chairman Dr. Stya Paul. The present chairperson is Mrs. Sushma Paul Berlia. The society is runing ocver 29 school and colleges inclusing a University. The Head Office of governing body is at New Delhi.

Administrative setup

The college pincipal is the head of the indtittion. She form a strong nexus between the management and faculty. She has the power to take decisionss in condultation with te advisory committee of the college under the gudance of the management

Faculty and Staff Recruitment

The recruitment of teaching and non-teaching staff is done on the basis of UGC / University Guidelines. The vacancies are advertised and are determined by requirements as provided by DPI, UGC as well as the workload of individual departments. A panel constituted of experts from UGC and DPI, Members of Management and Subject Experts are framed for the recruitment of the faculty.

Promotional Policies

Promotions are done according to the University and UGC Guidelines

Procedure/Service Rules

As per University Guidelines

Staff Grievances Redressal Cell

The staff Grievances Redressal Cell of the college comprises of three senior faculty members who attend to the grievances of the staff members during staff meeting and even the staff member can personally come up and discuss their problems.

- **Functions**

The function of the Cell is to look into the complaints by any staff member and judge its credentials. It promptly attends grievances from the staff members and report to the authority about the cases received so that immediate action can be taken.

- **Mechanism**

The grievance of the individual is given fair reasonable opportunity to be heard in detail before the Dean of the cell and other members of the concerned committee in a peaceful and conciliatory environment. Depending upon the issue, if need to be, appropriate evidence in form of a material evidence or personal witness is introduced by the aggrieved person. Finally the Dean SGR Cell, in consultation with the members submits the report to the higher authority at the earliest possible time.

- **Action Taken**

The higher authority in turn depending upon nature, magnitude and jurisdiction of the issue, arranges for the appropriate and early measure of redressal of grievance under the Management and the same is communicated to the aggrieved person.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

    1. **Planning and Development**
    2. **Administration**
    3. **Finance and Accounts**
    4. **Student Admission and Support**
    5. **Examination**

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

  Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions as in the case of IQAC.

Minutes of IQAC meeting

2012-13   Date: 19.11.2012

Agenda for the meeting of IQAC to be held on 26.11.2012 at 3:00 p.m. in the Conference Hall of Apeejay College of Fine Arts, Jalandhar

1.   Welcome by the Chairperson

2.   To confirm the minutes of the last meeting of IQAC held on 23.7.2012

3.   Introductory Remark by the Chairperson and the Director / Co-ordinator of IQAC

4.   IQAC Agenda for Session 2012-13

- Progress review regarding infrastructure and academic requirement.
- Revival of Art and Craft of Punjab.
- Strengthening bonds between rural/folk artists and students.

5.   Review and Outcome of Last Meeting Agenda

The various points laid down in previous meeting were reviewed and progress in this regard was monitored.

- To encourage ICT enabled teaching learning creation of 8 e-class rooms in process.
- Creation of video conferencing in process
- Automatic screen printing machine installed in interior design workshop
- Enrichment of dyeing and printing lab in process
- Study centre is supported with e resources comprising of Internet connection and desktops.
- Guest lectures and interactive sessions with various eminent artists, academicians and industrialist initiated.
- Short term courses based on audio video editing, voice modulation, and conservation of traditional wall paintings initiated.

6.   Vote of Thanks

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The college has always provided an amicable and congenial efficient work culture to the staff members.

Welfare measures for Teaching Staff:

- 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 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 Ph.D is 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 are encouraged
- Staff is encouraged to attend workshops, seminars, conferences etc.
- Retention of permanent staff till retirement
- Appointment of efficient and eligible staff (in case of temporary) made on contractual basis.

Welfare Measures for Non Teaching Staff

- 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

Adequate training is given to both teaching and non-teaching staff through FDPs (table below):

Year	No. of Professional Development Programme Organized for Teaching Staff	No. of Professional Development Programme Organized for Non Teaching Staff
2012-13	13	1
2013-14	14	1
2014-15	14	1
2015-16	14	1
2016-17	16	1

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 14.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	16	14	14	14

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	[View Document](#)
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 48.76

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
37	31	47	102	76

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

ACR- stands for Annual Confidential Reports .Performance appraisal systems can have a great impact on enhancing the efficiency of faculty and the Institution. It leads to healthy competition spirit amongst peers as also allows them a self analysis of their input to the Institution. It also is a prerequisite for promotions and professional growth of the faculty. ACRs help to motivate the faculty for better performances. ACRs are evaluated by the Principal and Management.

Functions of ACR

- In educational institution teaching faculty is required to fill up these forms. It is mandatory for them.
- An ACR form has all the details related to teaching & learning, extracurricular activities & research work undertaken in the past one year.
- The points scored in each of these activities by the teaching faculty, makes them eligible for promotions.
- These ACR forms also help the educational institution to keep a track of the annual activities undertaken by its faculty.
- It is thus a bird's eye view of the growth and performance of the faculty.

The institute's ACR form consists of following subparts:-

1. **PART-A -General information and academic background- I**n this particular section, the teacher has to provide his or her academic information till date along with the documents and general information related to family, income, nationality, marital status etc.
2. **PART-B**- **Academic Performance Indicators**-In this section, the teacher has to provide information under following heads:

- **Teaching, Learning and Evaluation related activities**-In this section, the teacher provides information related to the teaching methodology or latest teaching aids used by the teacher for better understanding of subject matter to the students.
- **Co-curricular, Extension, Professional Development related Activities**-In this, the teacher provides detailed information related to seminars, workshops, refresher courses and short-term courses attended by the faculty.
- **Research, Publication and Academic Contribution**-In this, the teacher provides information related to publications of papers or articles in National as well as International Journals and

publications of books.

3. **Part-C-Other Relevant Information**-It includes any awards received by the teacher or any other remarkable achievement of the faculty.

File Description	Document
Any additional information	<u>View Document</u>

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 SETTLING 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 non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 2.37

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.41	1.61	0.15	0.1	0.1

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mechanism to monitor efficient use of available financial resources

1. Funds
2. Fees
3. Grants

- The Principal and Management constantly supervise the use of financial resources.
- The college follows a streamlined and centralized institutional mechanism to monitor effective and efficient use of the available financial resources.
- All the financial transactions comply legal formalities and are properly documented (hard copy and soft copy) for internal and external auditing.
- The payments are done through bank transactions and abide by the legal and stated guidelines.
- The college ensures optimum utilization of the available financial resources.
- Dedicated Accounts Office of the College looks into the financial matter.

File Description	Document
Link for Additional Information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Example I

- **Title of Practice**

Maintenance and upgradation of Hi Tech Infrastructure through regular suggestions by IQAC

- **Goal**

Since its last accreditation, Apeejay has augmented its infrastructure and learning resources extensively and exhaustively, to realize its unique vision and noble mission through the recommendations of IQAC. The College has an aesthetically designed building located in the heart of the city. IQAC offers a variety of programs to cater to the diverse needs of the different sections of the society. Accordingly infrastructure has been created, both in quantity as well as quality, and is being enhanced, year after year. The IQAC along with the college administration is committed to the optimal utilization of the available infrastructure.

- **The Context**

For facilitating effective teaching and learning, Apeejay is well equipped with the most adequate infrastructure in consonance with its ever growing academic, research, cultural and extension activities. Keeping pace with the latest developments, the College infrastructure is regularly updated with the most modern and techno savvy gadgets, while retaining and maintaining its quintessential aesthetic and artistic ambience.

- **The Practice**

- 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 spacious and well ventilated classrooms and lecture theatres laced with OHP facility, including smart classrooms.
- There are 4 top-of-the-line Computer and IT Labs, 2 professionally equipped Multimedia Labs, 2 Hi-Tech Applied Art Labs, ICT enabled Physics, Physiotherapy, Fashion Makeover, Photography and Design Labs and Music, Dance, Theatre and Fine Arts Studios. These Labs stand out on account of their latest equipment meeting world standards.
- The Language Lab and MATHS Lab are also furnished with most upgraded software and infrastructural assets.
- The Home Science Lab of the College is fully equipped with latest gadgets required for global cooking and catering.
- The one-of-its own kind Sculpture Lab has a fully functional furnace (for Terracotta baking) making Apeejay the only education Institution in the City facilitated with this unique infrastructure.
- The Department of Physiotherapy has the most advanced machines and equipment to run its OPD and to provide valuable service to society.
- Audio-Visual Studio and Chroma Studio provide the best technical facilities to the students of Performing Arts as well as Multimedia.
- State-of-the-art Faculty Research Centre and Student's Study Room enable the readers to spend quality time in the campus.
- The Meditation Room in the terrace garden is bliss for faculty members and students seeking peace and solace.
- The Seminar Room, the Conference Room and the Video Conference Room have optimum utilization through seminars, presentations and various interactive sessions.

- **Evidence of Success**

Our well placed alumni in different sectors across the globe, our excellent academic accomplishments and our unprecedented victory in Youth Festivals is evident of our success in providing the most adequate infrastructural facilities to the students.

- **Problems Encountered and Resource Required**

  - Paucity of Parking Space
  - Required resources are provided by the Management.

Example II is continued in any additional information column.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The Internal Quality Assurance Cell (IQAC) of the College ensures the internal quality enhancement of the College through the proper and timely implementation of all policies related to teaching-learning and evaluation. It serves to be a controlling hub for all the college activities which includes Academic, Administrative and Extracurricular activities. It consistently works for regular evaluation and assessment of teaching learning process. It develops metrics and provides benchmarks for various activities. Various innovative practices are initiated and implemented under IQAC. Few significant contributions of IQAC pertaining to teaching and learning include:

- Maintenance of Academic calendar
- Syllabus revision and updating
- Introduction of new courses
- Innovative practices in Teaching Learning
- Conduction, Assessment and evaluation of examination results
- Recommendation of introduction of innovative teaching-learning aids for enhancing the quality of education being imparted to the students
- Organisation of workshops, seminars, exhibitions etc.

- Facilitates in infrastructural uplift of various departments and studios to cater to global demands
- Facilitating regular Alumni meets
- IQAC also fosters international collaborations and link-ups and national and international academic exchange programmes.

Example I

- ○ **Introduction of new courses**

IQAC constantly work hard to introduce new courses. The world is changing in terms of technology and its use which requires professions in respective fields. Keeping this in mind, IQAC suggests new proposals with the help of Heads of various departments to introduce new courses based on social interest and their scope of employability.Recently introduced innovative and professional courses are as follows:

- MA (English)
- MFA (Applied Art)
- PG Diploma in Fashion Makeovers
- B.Voc. (E Commerce and Digital Marketing, Sound Technology, Theatre & Stage Craft and Contemporary Forms of Dance)

Example II

- ○ **IQAC facilitates in infrastructural uplift of various departments and studios to cater to global demands**

IQAC suggests and facilitates infrastructural uplift of various departments and overall beautification of college campus.Apeejay has introduced major developments in its infrastructure in past few years to impart valuable education and to provide hi tech infrastructure to the students. Along with the constant support of IQAC the college has also engaged world class architects to develop eminent changes in classrooms, outer campus, laboratories and libraries.

- Face Lifting of the College's entrance
- Establishment of Rain Harvesting Unit in the College
- A huge lawn tennis ground was established for the aspirants of sports activities
- Meditation room was constructed to sooth the souls in this hectic era of stress
- Research room was put up to enhance the research oriented works in the college
- A Video Conference room was also built
- To inculcate the proficiency skills, language lab was also established
- The college campus is highly secured being under 24 hour CCTV surveillance

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Post Accreditation Initiatives

2016

Apeejay College of Fine Arts, Jalandhar is a pioneer institution in the field of higher education and attracts students from all over the state, other parts of the country and even from overseas. The college completed 40 years of excellence in 2015 and has been offering quality education to its students through a wide range of value based and job oriented courses. The goal of the college is to provide students with an environment for all round development- mental, physical, social and spiritual. The students' enrolment has increased at a rapid scale over the last six years. Enrichment, enhancement, innovation and extension of academic frontiers were the focus of the post-accreditation period. The college is engaged in an on-going journey of continuous improvement championed by empowered faculty at all levels of the institution. The desire to soar high motivates every member of the college to give their best.

Long Term Perspective Plan (milestones to cover)

- Introduction of New Courses
- Introduction of Short Term Skill Based Courses
- Establishment of Kaushal Kendra
- Establishment of Centre for Ethnic Art and Craft
- More Nexus with Craftsmen
- Installation of Solar Unit for renewal Energy Source
- Procurement of Land for Hostel
- More International Linkages and Collaborations
- To encourage other Departments for Journal Publications
- Strengthening of Sports Activities and Infrastructure
- Strengthening of E Library
- Encouraging Students and Faculty for more Research Projects
- Establishment of Evening Wing for Competitive Exams

Apeejay College of Fine Arts, Jalandhar has come a long way since its last accreditation. It has shown phenomenal growth in all fields viz. Curricular, Research, Consultancy, Governance, Infrastructure and International Collaborations and is raring to reach the skies.

post accreditation quality enhancement initiatives have been succesfuly imlemented during the last five years. The details per criteria are provided in additional link:

http://acfa.apeejay.edu/docs/naac-downloads/Post_Accreditation_Initiatives.pdf

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 21

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	3	3

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

1. **Safety and Security**- The entire campus is under CCTV surveillance. There is a CCTV monotoring mechanism for which there is a dedicated monitoring room supported with a moderator. Accesss to CCTV coverage is available in principal office also. The Coverage is an added benefit facilitating the smooth functioning of the College in a number of ways ensuring strict discipline and decorum amongst students and faculty and the proper utilization of expensive college equipment and infrastructural facilities. The Coverage also enables the principal to effectively monitor the different accessible and inaccessible areas of the College and issue prompt directives whenever and wherever necessary. This is a major step in the direction of ensuring the safety of the girl students in the college. Students are issued identity cards in the begining of the session . Entry to campus is not permissible without Identity Card. No unauthorised person is allowed to enter the college. Outsiders are allowed only through entry pass for a specific period of time. For safety within the campus, discipline duties are allocated to teachers in every period who take rounds of the campus and different blocks. Security guards, both male and female are also posted on duty at different venues within the College.

2. **Counselling-** The SWA of the College has a Women's Cell. The teachers-members of SWA

sensitize the girls of the College about the common issues. They attend to the complaints of the girls, if any, and take appropriate measures and counsel them. As and when required, counselling is done by Counselling Cell of the Psychology Department to change the mental set up of the students. As such the Code of Conduct of College for the same has never led any matter pop-up till date. Sexual Harassment Cell has also been formed. The Principal, Dean, Sexual Harassment Cell and Dean, Student Welfare Association (SWA) are directly concerned with the complaints and issues related to sexual harassment. The college has a provision to counsel the girl students regarding girls related health issues. Learned doctors and concerened physicians, gynecolcogists, skin specialists, dieticians are invited from time to time to councel the girl students in special counselimg sessions arranged for the girls. They are also given tips in fashion styling, hair doing etc.Professional counselimg is also offered to the girl students for becoming self reliant and for pursuing a sound career.

3. **Common Room-** The college has a separate fully air conditioned Common Room for girls where they can relax during their free periods.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 49.01

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 217.6

7.1.3.2 Total annual power requirement (in KWH)

Response: 444

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 75.33

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 113

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 150

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](View%20Document)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

- **Solid waste management** - Proper solid waste management practices are adopted in the college. The biodegradable waste is thrown in green dustbins and non biodegradable waste is thrown in red dustbins. The college campus is well kempt with no garbage littered around. Even inside the labs, aesthetically designed dustbins have been placed. The college lawns are manicured and kept in proper shape by proper disposal of biodegradable waste. Pits are dug to dump the waste inside the selected spots in the ground. Biomass is created out of dumped waste and used as manure for fertilizing the plants growing in the college lawns. Awareness among students is created time to time about this practice throgh posters and lectures on environment conservation.The entire waste is monitored, collected, differentiated into organic and inorganic and transported to municipality garbage dumps in different lots from where it is processed further. This practice has contributed towards healthy and hygienic environment in the college.

- **Liquid waste management -** Entire liquid waste is discharged to drains which is further transferred to municipality's sewerage system. There is proper sewerage system in the washrooms which carry liquid waste to the main sewerage. Sewerages are cleaned at regular intervals to ensure a hygienic and clean campus with absolutely no stench.
- **E-Waste Management-** The computers and other ancillary equipment which are no longer in use, are returned to vendors under Buyback Schemes and new systems are purchased in exchange of the returned systems. Some computers are refurbished for reuse internally or for charitable purposes.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater Harvesting is an effective and eco friendly method of reducing water consumption. The institute has adopted rainwater harvesting system in the main ground of the campus. The rainwater is collected and redirected to a deep pit through drains and pipes and accumulated there. The accumulated rainwater is stored there in the tank and reused for watering the plants, ground and other pursuits. through sprinklers. It has helped to save water and led to reduced water bills. Overall this system has benefitted the institution.

The ground is of 150' x 70' size. The tank is of 10' x 10' x 10' capacity. Its a good initiative taken in the direction of sustainable environment for it can contribute in preserving underground water which is fast depleting due to the over consumption of water specially in punjab where much water is used for irrigational purposes.

7.1.7 Green Practices
* **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
* **Plastic-free campus**
* **Paperless office**
* **Green landscaping with trees and plants**

Response:

Environment consciousness is the major concern of the college. The objective is to maintain the immaculate artistic ambience and beauty of the college to provide a congenial atmosphere for the academic and non-academic pursuits. Students & Staff using

1. Bicycles is 2%
2. Public Transport is 25%-30%
3. Pedestrian Friendly Roads- Nil

* **Plastic free campus** - The students and staff members are not allowed to use polythene within the campus. Students are apprised in the beginning as well as periodically of the session about the hazards of the plastics.The entire campus is plastic free. Use of plastic bags is prohibited in Canteen and Book Shop. Paper plates, glasses and paper bags are used for serving food and delivering other items in the canteen and book shop.
* **Paperless office -** The communication with University, Head Office and other offices is made through emails. The information regarding admissions is communicated electronically. Admission notice is publicized through website and other electronic means rather than pamphlets. Prospectus can be downloaded from the website.The examination forms and details of students are uploaded on the portal of the university. Report cards are also not sent by printing, rather they are uploaded on MOODLE- Online learning portal of the college. Parents can also access it. Minimum proportion of work is done through papers. The payment of tax of staff members, payment of GST, deposit in Provident fund etc. are done through software and online portals. For Accounting and record keeping, accounting software like Tally are used. Use of paper is minimal.
* **Green landscaping with trees and plants-** The building is surrounded by lawns and beautiful trees. Tree plantation is conducted from time to time to create clean and green campus. NSS and SWA play a very important role in environment conservation. Various ornamental and shady trees have been planted in the campus. Terrace garden was developed in C Block of main building to maintain greenery on every floor and it is surrounded by beautiful plants. Saplings are planted by guests on functions to increase greenery. Also a green belt has been created on the main road to increase greenery and environment conservation. A herbal garden has also been developed. Time to time, exhibitions on rare plants are organised in the campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.02

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.54	3.13	5.74	2.79	3.52

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 9

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]
Any additional information	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 12

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	5	3

File Description	Document
Report of the event	[View Document]
Details of initiatives taken to engage with local community during the last five years	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document]

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 26

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes. The Institution celebrates national festivals and birth/death anniversaries of great Indian Personalities. Different activities are conducted like Paper Presentation, Poster Making, Debate, Poetical recitation, Declamation etc.to celebrate National Festivals like Independence Day & Republic Day. Powerpoint Presentation competitions on principles/teachings of great personalities are conducted from time to time. Teacher's day is celebrated every year to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan. National Unity Day is celebrated on birth anniversary of Sardar Vallabh Bhai Patel. Hindi Diwas is also celebrated for promotion of National language. Hence, it increases consciousness about national identities and symbols and other constitutional obligations among the students.

Documentaries on the lives of great Indian personalities are produced by the students of BMM and are shown to the students. Also, choreographies with relevant theme and concept are made and staged on such important occassion highlighting the great lives of national heroes. Exhibitions are organised to mark the national days. Students get deep insight about the history of India's freedom movement and exemplary lives of great persons. It evokes feeling of patriotism among students. Students of the college participate and perform during Independence Day and Republic Day functions. Movies based on the lives of great Indian personalities are shown to students.

Proceedings of the Republic Day Celebrations for Illustration:

Republic day was celebrated with full zeal and zest in the college lawns. The students performed group dance and presented a choreography on patriotism. To inculcate the patriotic feeling, students of the Department of Music ignited the feelings of patriotism in the audience by reciting melodious tunes. The youngsters were acquainted with the value of Indian Constitution and the rights of common man which they can avail in this democracy. A quiz based on the historical and political context of Republic Day was also organized which acquainted the students with the traits of an Independent nation.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Yes. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. Being democratic in nature, the organizational structure is decentralized.The fee is collected through cheques, drafts or online transactions. The details of fee and any other further charges to

be borne by the students are informed to them in advance at the time of admission.The accounts are audited. There is a team of internal auditors who bring a systematic and disciplined approach to record keeping. It helps to improve control and governance process. Admission process is transparent. The college website covers entire details regarding the various programmes being offered and number of available seats. Various percentage cut offs are laid down for different courses and accordingly the students are given admission. For certain professional courses interviews are conducted to judge students' aptitude for the course. The prospective candidates are judged on the basis of specific parameters which are brought to their notice prior to admission. List of selected students is displayed for admission. Report cards of students depicting their academic performance and attendance are sent through mail. Time to time Parent-teacher meetings are conducted to keep the parents updated about their wards' performance. Even, the parents can have access to MOODLE. For management and administration, different committees are formed. For different posts like head boy, head girl and the similar, elections are held after proper screening. Different prizes and awards are given to students by a panel of independent experts from different fields.All the staff members are member of different committees. All the work is decentralised. Decisions are taken by Principal in consultation with Deans of committees and committee members. Various posts to students are assigned through proper interviews and screening. This is how transparency is ensured in the various functions.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Practice 1

Title of the Practice

National &International Collaborations and Exchange Programmes

Goal of the practice

To provide favourable 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 Sangit Vishwavidyalaya, 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.

PRACTICE 2

Title of the Practice

Entrepreneurship Development Cell

Goal of the Practice

Making students industry-ready

The Context

In the present competitive world, the students need to be equipped with skills to face the challenges of the industry. For this purpose, the educational institutions have to be responsive to the requirements of industry and commercial establishments.

The Practice

EDC supports and creates an environment in which ideas and initiatives of students are shaped and encouraged to flourish. The cell works for generation of spirit of 'Self Employment' and 'Self Reliance' among the students. Activities like business planning & team building, inspirational talks by successful entrepreneurs and business competitions are regularly undertaken.

Evidence of Success

Three start-up ventures of students-Recycling of wastes, Multi Use Shoes, and Theme Restaurant were given much appreciation and attention. Inspirational talks by successful entrepreneurs and expert lectures from industry stalwarts were organized for the students. Skill development program was conducted in association with industry to bridge the gap between academia & industry. The Alumni of the Institution are well settled entrepreneurs.

Problems Encountered And Resources Required:

No Problems encountered.

Resources are managed by the Institution

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 part-time 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. organise exhibitions display and sell their products. It helps to inculcate in the students values of hard work and dignity of labour. It also helps to channelize the inexhaustive 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	Bannet Dosanjh	Stage Shows	
2	Sonia Tuli	Worked as Colour Manager in Asian Paints	
3	Neha Chopra	Online selling website 'buybae.com'	
4	Amandeep Kaur	Opened Her Own Block Printing Unit "Chappai"	
5	Satvir Kaur	Opened her own Boutique "Saree"	
6	Ridhima Chopra	IELTS Institute	
7	Navjeet Kaur	Opened her own Boutique "Navi"	
8	Jasmine Kaur	Made Designs for "Kalashree" A Design House	
9	Shubham Arora	Mobile App Developer	
10	PallviBehal	Made Designs for A Durries Unit at Nakodar	
11	SugamWalia	Designed Cotton Sarees for "Aar Kay Textiles"	
12	AkashAchreja	Website Developer	
13	JyotKhurana	Sold Thread Art Murals at Various Exhibitions	
14	Janmeet Singh	Audio Producer and Sound Designer	
15	Itika Gupta	Sold Thread Art Murals at Various Exhibitions	
16	Anurag Parteek Singh	Professional Photographer	
17	Harmeet Singh	Graphic Designer	
18	Naina	Opened her own Boutique	
19	Nimrat Pal Kaur	Opened her own Boutique	
20	Manpreet Kaur	Sold Tapestries and Thread Art Murals At Various Exhibitions	
21	Navdeep Kaur	Sold Tapestries And Stoles At Various Exhibitions	

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.

5. CONCLUSION

Additional Information :

Apeejay strives hard in transcending all cultural and geographical barriers for encompassing a global vision and imparting the same to its students in a congenial and conducive environment laced with the most modern and adequate infrastructure and an artistic ambience. The College has a rich prodigy in cultural field and it has remained the undisputed Youth Festival Champion of Guru Nanak Dev University for the last 18 years. It has also contributed significantly in winning the overall trophy for Guru Nanak Dev University at National Level for ten years.

Apart from the Co-Curricular aspect, the curricular aspects of the Institution are leveraged by its **high speed network** and free access to **Wi-Fi,** Data sharing, Video conferencing as also the **Orientation Sessions**, **Guest Lectures** on recent issues, **Awareness Programmes** etc., which are organised from time to time. **ICT based teaching-learning**, **ICT enabled library** and recently introduced **Moodle** are distinct features of the College. The vast range of courses offered to the students in a high tech and artistic environment provide wholesomeness to the Institution. Apeejay's efforts for strengthening a **global link up with its worldwide alumni and stakeholders**, not only serve to enrich the **curricular aspects** of the Institution but also go a long way in contributing to and enhancing the process of national development.

Concluding Remarks :

Not resting on past laurels, Apeejay wishes to undertake the exercise of third cycle of re-accreditation by NAAC in order to reassure its credentials. This process would enable Apeejay to set still higher targets thereby bracing the students for competently facing the challenges of the highly competitive global market and the pressing placement demands, with a cutting edge. In the entire exercise, the recommendations made by the NAAC peer team have been our propelling force and driving strength, and these have been meticulously and genuinely incorporated into the very fabric of this artistic Institution.

To conclude it can be said with reassurance and assertion that Apeejay is all set to cover greater milestones in all relevant fields with its dynamic Management, outstanding faculty, top-of-the-line infrastructure and rich pool of talent propelled by the ever inspiring and motivating motto of **Soaring High is My Nature**.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>19</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>19</td></tr></table>
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 10 Answer after DVV Verification: 310
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 910 Answer after DVV Verification: 870
1.4.1	Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise Answer before DVV Verification : A.Any 4 of the above Answer After DVV Verification: A.Any 4 of the above Remark : documents uploaded.
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website Remark : documents uploaded.

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years
	2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
25	21	15	19	20

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	4	3	2

Remark : only award to be consider here.

3.1.2	Percentage of teachers recognised as research guides at present
	3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 4 Answer after DVV Verification: 4 Remark : Documents uploaded.

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years
	3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
11	9	22	9	8

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
11	9	22	9	8

3.3.3	Number of Ph.D.s awarded per teacher during the last five years
	3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 5 Answer after DVV Verification: 3 Remark : Only Ph.Ds awarded within last five years is consider. Thesis submitted not consider.

3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
13	12	15	32	27

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
9	6	4	16	9

Remark : Given input according to provided documents.

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
15	12	9	6	7

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
15	12	9	8	9

3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
14	12	24	12	11

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	11	3	3

Remark : Input According to provided documents. some of provided documents not mentioned date/year. Only number of linkages should be counted and not the activity conducted under the linkage should be asked for or considered.

| 3.5.2 | Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered) |

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	8	2	2

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	6	0	2

| 5.1.5 | Average percentage of students benefited by Vocational Education and Training (VET) during the last five years |

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1194	1054	966	987	942

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : students list attending VET not provide. Provided documents not relevant according to metric.

| 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) during the last five years. |

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
87	54	20	28	48

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
57	27	22	38	52

6.2.3	Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : A. All 5 of the above
Answer After DVV Verification: A. All 5 of the above
Remark : Documents uploaded.

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
18	12	15	8	10

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

Remark : Required only quality initiatives by IQAC for promoting quality.

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

	Answer before DVV Verification : B. At least 6 of the above Answer After DVV Verification: C. At least 4 of the above Remark : Documents uploaded.
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification: 	2016-17	2015-16	2014-15	2013-14	2012-13
---	---	---	---	---
2	2	2	5	3 | Answer After DVV Verification : | 2016-17	2015-16	2014-15	2013-14	2012-13
---	---	---	---	---
1	1	2	5	3	
7.1.13	Display of core values in the institution and on its website Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Professional code prescribed by statutory body available in Web link of the HEI website
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years Answer before DVV Verification : 21 Answer After DVV Verification :26

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 26 Answer after DVV Verification : 1063
2.6	Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 593 Answer after DVV Verification : 198

3.4	Unit cost of education including the salary component(INR in Lakhs) Answer before DVV Verification : 0.51 Answer after DVV Verification : 0
3.5	Unit cost of education excluding the salary component(INR in Lakhs) Answer before DVV Verification : 0.12 Answer after DVV Verification : 0