



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	APEEJAY COLLEGE OF FINE ARTS
• Name of the Head of the institution	Dr. Neerja Dhingra
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01812458547
• Mobile no	9814828295
• Registered e-mail	acfa.jln@apj.edu
• Alternate e-mail	acfa.office@gmail.com
• Address	Mahavir Marg, New Jawahar Nagar
• City/Town	Jalandhar
• State/UT	Punjab
• Pin Code	144001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Coordinator	Dr. Roopali Sood				
• Phone No.	01812458547				
• Alternate phone No.	01812452181				
• Mobile	9888105542				
• IQAC e-mail address	iqac.acfa@gmail.com				
• Alternate Email address	roopalisood@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://acfa.apeejay.edu/docs/iqac/agar-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://acfa.apeejay.edu/docs/iqac/academic-and-activity-calendar-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	86	2003	21/03/2003	20/03/2008
Nil	A	3.45	2009	31/12/2009	30/12/2014
Cycle 3	A+	3.38	2018	26/09/2018	25/09/2023
6.Date of Establishment of IQAC	10/07/2004				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Faculty	Travel Grant	UGC	2020	214964	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of	View File				

IQAC		
9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
<ul style="list-style-type: none"> If yes, mention the amount 	35000	
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Strengthening of Online Learning management System(LMS)		
E-Content development		
Preparation for NAAC Sponsored Webinar		
Preparation and submission of AQAR 2019-20 and Submission of Data to NIRF		
Feedback Collected, Compiled and Analyzed for improvement and enhancements		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Preparation of Academic/Activity calendar for 2020-21 session	Detailed Academic and activity Calendar prepared. Department wise proposed activities discussed and approved for timely conduction of activities
Induction program for Parents and Students	Induction program for new entrants and interested parents conducted which was very helpful for students to be focused with the programs opted and its future prospects
Updation of website	Periodic website update helped students for latest information pertaining programs/ courses, various events and upcoming activities to be organized in the institution
Conduction of regular IQAC meetings	Six IQAC meetings were held in online/offline mode which helped in resolving major teaching learning issues during challenging pandemic period.
Conduction of FDPs	6 FDPs were conducted for faculty enrichment.
Participation of faculty in Seminar Conferences/Webinars	25 faculty members actively participate in various seminars/webinars conferences and contributed 20 publications in national/international journals.
Strengthening of Alumni network	Well placed Alumni were identified. Integrated Alumni page is designed for strengthening Alumni network and bridging the Gap between recruiters and recruitee
Provision for Feedback collection from Students, Parents and other stakeholders	Online Feedback forms are available on the Institution Website. The feedback collected

	was analyzed and discussed in IQAC meeting. Apt measures were taken as per the suggestions received and consent of members.
Online/offline admission counselling	Timely constitution of admission helpdesk helped the students for quick decision making and query handling regarding various programs offered by the institution. Leadsquared(Customer Relation management) facility helped in online query handling regarding admission to various programs Online query handling also helped in spreading awareness to students from other states as well
Proposal for new vocational programs(UG/PG)	Curriculum for new UG and PG Vocational programs submitted to UGC and sanction for the same was received from UGC
Strengthening of social media platform	Institutions Facebook page was efficiently used to deliver/publish all the recent activities in the college, also live streaming of various webinars helped maximum students to participate and gain from the vast experience and expertise of resource persons
Proposal for NAAC based seminar/webinar	Revised proposal for NAAC Sponsored Seminar submitted to NAAC
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Board of management	25/03/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	22/05/2021

15. Multidisciplinary / interdisciplinary

Ever since its inception in 1975 ACFA's vision has been in-sync with what NEP is promoting today. ACFA has been dedicated to disseminate quality education with prime focus on the holistic growth of the students through its multidisciplinary nature. The courses being run in the Institution range from the traditional Humanities, Commerce, Computer Science, Physiotherapy to Vocational Courses and professional courses of highly Technical nature viz Design, Multimedia etc. We have Performing Arts, Applied Arts, Visual Arts courses running successfully under one roof. In B.Voc courses students have flexible curriculum. 1 Year programme is a Diploma, 2 Year is Advanced Diploma and 3 Year is a Degree Programme. M.Voc for 1 Year fetches PG Diploma and 2 Years PG Degree. All these multidimensional courses compliment and supplement each other. The Institution allows a free flow of knowledge amongst the various disciplines to enable the students to have access to multiple programmes allied to their mainstream programme. The College is a pioneer in cultural field also. The interdisciplinary approach enhances and leverages the outcomes for any cultural event. Fashion Makeovers, Beauty & Wellness, Theatre, Dress Designing, Sound Technology, Health Care Management & Dance Departments all help in the final conceptualization of any Event with their expertise. Many special opportunities are generated for students to get groomed in any area of interest through hobby classes. A student pursuing any technical course can have recourse to training in art-forms of his choice in addition to regular course work. Apart from regular curriculum delivered through classroom teaching and seminars, certain value added courses are offered and are also taught to students. Students are sensitized towards vital issues of Society through environmental studies and drug abuse classes compulsory for all students in 2nd Year and 1st year respectively. The Institution is engaged in creating awareness in the students regarding the various challenging and pressing issues of society which are addressed through community service programmes, NCC & NSS wings of the college in collaboration with District Administration. The multidisciplinary approach is one of the best practices of ACFA

which it would keep leveraging and augmenting in future also.

16. Academic bank of credits (ABC):

Our college is affiliated to Guru Nanak Dev University, Amritsar and the University has a policy to sanction only non credit based programs. So our institution is not running any credit based course. But there are some courses with multiple exits which include:

- B Voc {E Commerce and Digital Marketing}
- B Voc {Health Care Management}
- B Voc {Sound Technology}
- B Voc {Theatre and Stage craft}
- B Voc {Data Science}
- B Voc {Product Design Management and Entrepreneurship}
- B Voc {Beauty culture and Cosmetology}
- B Voc {Contemporary forms of Dance}
- M Voc {Theatre and Television Production}
- M Voc {E Commerce}

These courses have four exit points i.e. after 1st semester, after 2nd semester after 4th semester and after 6th semester. Another initiative taken by our institution is collaboration with international universities.

The Institution also provides value added courses of varied duration which range from 3 months to 1 year in the following areas:

- Beauty and Wellness
- Tally ERP 9 Software with GST
- 3D Animation and VFX
- Fashion Styling and Personality Grooming
- Graphic Designing and Illustration
- Professional Photography
- Sculpture
- Sound Recording and Media Production

Our faculty members provide their valuable contributions in curriculum designing of various programs by participating in the meetings of Board of Studies held at University. They always try to give inputs regarding the updation of syllabus that facilitates industry academia coordination. The curriculums of various B. Voc courses, designed by our faculty are duly approved and successfully run by the University.

17. Skill development:

Apeejay College of Fine Arts has always believed in empowering its students with the required skills for them to be placed in the competitive world. The college adopted 'Earn while Learn' pedagogy, especially for the students of performing & visual arts like Music Vocal, Music Instrumental, Dance, Fine Arts, Sculpture, Applied Art, Design and Multimedia.

The college has opted to have Deen Dayal Upadhaya (DDU) Kaushal Kendra from UGC and started 8 B. Vocation courses in accordance with the requirement of industries so that students are imparted capacity building skills to get absorb in various industries or can start up their own venture and become financially independent.

The college offers 9 different types of Value Based Skill Enhancement classes which students can opt for besides studying their regular courses. This not only improves their knowledge but also enhances their chance to get better placement.

The College envisions its students to be good human beings besides being successful in their respective careers. The students are encouraged to learn various life skills including sport activities so that they have a productive adulthood, learn how to manage stress, learn to deal with difficult emotions and improve their self-esteem. In this way they become sympathetic to those who are less privileged and also make them appreciate with what God has bestowed to them.

Dr. Stya Paul Award for Human Values' is such an initiative by the college. This award is bestowed upon that student who imbibes and practices human and moral values. This award comprises of a certificate and a cash prize of Rs. 10,000/-.

The college has an in-house Art Gallery and a *Seth Stya Paul Art Gallery at Virsa Vihar, Jalandhar*, to provide a platform to the budding artists and designers of the college to showcase their art and talent.

The college was pioneer in arranging industrial visits for the students of B.Com., B.B.A. and B.C.A., while these courses were expected to be taught only through lecture methodology.

ACFA fully realizes its Corporate Social Responsibility towards the society. Every year the college organizes free of cost Skill Enhancement Courses for school pass out students during summer vacation. The students are imparted transferable skills and also

undertake capacity building programme through which they identify their hidden potential and tread those paths which they were scared to go for. These courses are designed in a way to help the students identify their passion which they may convert into their profession.

Keeping in view the NEP, the college aims to encourage its faculty members to design their study material in bilingual framework to promote ease of learning amongst their students.

It also plans to foster cultural exchange programs with peer institutions and universities of repute in India and abroad.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- The Institution has always been committed to the promotion of languages and culture. It integrates Indian traditions in its dissemination of education. Guru Shishya parampara in Music, Dance, Fine Arts and Sculpture keeps the students grounded to their rich Cultural Heritage in addition to learning the latest knowledge and nuances of their academic programmes. Every year regular teaching is done and events are organized to promote English as well as regional languages amongst students which is compulsory for them. Seminars, Poster Making Competitions Group Discussions and Language promotion March etc. are organized on regular basis.
- As far as classroom teaching is concerned the language of instruction most of the times is bilingual. In addition to these, Organization of various cultural events showcasing the rich cultural heritage of our country are a regular feature of our annual calendar.
- Various Indian festivals and national festivals are celebrated with great fervor in the college campus. Keeping in view the communication skills of students English, Hindi and Punjabi are used in delivery of the lectures.
- The college is also committed towards the preservation of dying arts and crafts of Punjab.

Institution plans to promote languages and culture

- It also plans to foster cultural exchange programs with peer institutions and universities of repute in India and abroad.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

At Apeejay, the focus is on the overall personality development of the student. Efforts are made to plan the teaching - learning practices in such a way that students not only become core competent but also receive a platform to develop acumen for performance based innovation and other skills. For outcome based education, class tests, assignments, mid-term exams, tutorials, quiz, group discussions etc. are held at regular intervals to ensure that students perform excellently academically. The class tests and mid-term evaluations are planned in such a way that they map with course outcomes and the teachers can check and be sure of improved final outcome. This helps in enhancing the program outcome individually. The purpose is not only to generate toppers but also develop skills in students which help them in creating a better livelihood. Further, the institute plans the academic calendar and organizes workshops, guest lectures, industrial visits, seminars etc. in which students are encouraged to participate enthusiastically. Such practices give a boost to the personality of the student. To sum up, these academic and co-curricular activities have proven to be effective in enabling the students to build up new skills which train them to stand out with their counter parts. The college promotes self-reliance amongst students. They start earning while learning in many courses especially Performing Arts. The alumni shining brightly in many sectors of the stature of Kapil Sharma, Karan Kundra, Gurnam Bhullar and Nitin Chauhan etc are a testimony of ACFA's outcome based education. The Entrepreneurship Development Cell of the College looks after the grooming of students in multiple fields to help them emerge as successful Entrepreneurs. Training and guidance is provided for startups. The college imparts cutting edge to the students which helps them to shine as professionally equipped and career oriented youth.

20.Distance education/online education:

College has state-of-the-art Infrastructure which helps it to adopt practical approach for teaching and learning with its latest technological Aids/Gadgets used for imparting knowledge. College is Multidisciplinary and Multi-faculty where the students can get the benefit of well-equipped infrastructure and academic support from various departments. The college has its own online Learning Management System - MOODLE. During Covid period college faculty seamlessly switched to online mode of teaching through ZOOM interface. Various departments followed varied techniques as per their teaching methodology to impart quality education to the students. Dissemination of quality education along with online co-curricular activities is the priority with the college.

Though University does not offer any distance learning programme through affiliated colleges, still the college follows blended mode of teaching, conducts guest lectures/workshops/webinars/performances in online and the offline mode benefitting the students through experienced Industry professionals, Academicians, Scholars and Artists. Students are offered value added short term courses in both offline as well online mode encouraging the students from distant locations to avail the benefit of professional and skill based courses offered by the Institution. Various activities like Art exhibitions, workshops, competitions are conducted in online mode in collaboration with various national and international bodies in addition to offline ones. The E-content posted on MOODLE is widely used by the students. Various assignments and midterm exams are conducted through MOODLE making the process much more efficient leading to faster delivery of information, better monitoring and decision making.

Extended Profile

1.Programme

1.1 1240

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **1914**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **11**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **597**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **88**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **88**

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	1240
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1914
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

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File Description	Documents
Data Template	View File

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	88
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	88
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	82
Total number of Classrooms and Seminar halls	
4.2	327.34
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	420
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To meet the challenges posed by COVID-19, Online teaching methodology was adopted. Effective curriculum delivery was ensured through a well-planned and documented process.

- Departmental Meetings were conducted online and Programme-Charts were framed.
- Academic Calendar was prepared in the beginning of the session.
- Extensive use of MOODLE and updating it with latest information and E-content mandatory for all teachers. Other online platforms like ZOOM were also used.
- Online assignments, class tests and Mid-Semester-Exams were conducted to prepare the students for the forthcoming final examination.
- 100% Time-Table was followed online.
- Incentives and scholarships were provided to meritorious

students.

- Case-Studies and project-based teaching was done online.
- Personal attention to each and every student ensured during online teaching.
- Add-on Courses and value added courses were also offered to the students.
- Series of webinars were conducted for imparting Information and expertise to the students.
- Online Skill Enhancement Classes were conducted for promoting life-skills along with the course curriculum.
- Live online demo-classes with artists of international repute to facilitate effective teaching-learning were conducted.
- Online workshops, competitions and interaction with renowned alumni for sharing their valuable experience were held.
- Online lectures of Industrial Experts were conducted to bridge Industry-Academia gap.
- Entrepreneurship Development Programs were also conducted online.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://acfa.apeejay.edu/short-term-courses , https://acfa.apeejay.edu/docs/igac/4-3-1-moodle-lms.pdf , https://www.facebook.com/A_CFAOfficial/videos/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution follows a strict and smooth pattern for continuous internal evaluation. Academic Calendar is prepared in the beginning of the session by conducting staff meetings and Academic Council Meetings. This calendar is circulated to the students in the orientation program. Due to the Pandemic, the entire session was conducted online so Academic Calendar was communicated through MOODLE: - Apeejay's Online Teaching-Learning platform. Faculty adhered to the academic calendar strictly. Class-Tests and Internal Mid-Sem exams were also conducted online through MOODLE and results were declared online. Slow and advanced learners were identified on the basis of Mid-terms and class performance. Remedial classes and merit-classes were conducted for slow and advanced learners respectively. Academic calendar facilitated the

smooth and systematic functioning of the College.

Academic Calendar

Activities

Dates

Semester (I/III/V/VII)

Session Commences

01.08.2020

Induction-Program with Parents

(UG)

(PG)

02.08.2020

04.08.2020

Teaching-Learning

01.08.2020-23.02.2021

Internal-Evaluation & Class-Tests

December' 2020

Workshop

Last week of September

Terminal Exams

15.12.2020 - 24.12.2020

Evaluation & PTM

10.01.2021

Regular Teaching & Remedial Classes

10.01.2021 onwards

University Exams

21.1.21 onwards

Winter Break

25.12.2020 - 08.01.2021

Semester (II/IV/VI/VIII)

New Semester Commences

24.03.2021

Teaching-Learning

24.03.2021-10.07.2021

Internal Evaluation & Class Tests

In the month of May

University Exams

17 July 2021 onwards

Summer Vacations

19.06.2021 - 12.07.2021

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://acfa.apeejay.edu/docs/igac/4-3-1-moodle-lms.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating

A. All of the above

University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

36

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1088

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The session being online, many webinars and online activities were integrated into classroom teaching to meet this end.

Gender equity

Literature courses address issues related to gender sensitivity and equity. Further guidance lectures for girl students and the establishment of Internal-Complaint Cell and Sexual-Harassment Committee are endeavors in this direction.

Environmental Sustainability

The Institution organized various environmental awareness programs. Students have Environmental-Studies as a subject in their second year of degree program. Various programs were conducted during this year to inculcate sustainable values:

- Poster-Making Competitions on World-Environment-Day

- Tree-Plantations
- Waste-Management-Projects
- Expressions Lockdown Diwali-Mela with eco-friendly products

Human Values

Human Rights have been offered as Add-on subjects for degree classes. Drug Abuse is also a subject compulsory for all First years. Socio-cultural activities to inculcate human values included:

- Voter's Awareness Day
- Distribution of masks and sanitizers to needy people
- Poster-Making Competition on social issues
- Release of Corona special songs by Dr. Anadi Mishra and Dr.Vivek Verma
- Lectures on relieving mental stress

Professional Ethics

Various professional courses are run by the College and subjects like corporate governance and ethics are part of courses in various classes.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

331

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	https://acfa.apeejay.edu/docs/igac/action-taken-report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://acfa.apeejay.edu/docs/igac/action-taken-report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1914

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

11

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning level of students is identified through class response, class tests and mid-term examinations. Special programmes

organized for advanced learners are:

- Students are encouraged to participate in Group Discussions and Technical Quizzes to build their confidence and to improve their technical and speaking skills.
- Students are motivated to get themselves enrolled in various online courses through online portals like SWAYAM, NPTEL.
- Students are acquainted with various competitive exams as per their interest.
- Regular Webinars/Seminars/Workshops are conducted to guide students for career planning.
- Advanced learners are motivated to study research papers and advanced learning material.

Special programmes for slow learners to make them competent and self-confident include:

- Regular communication of subject teachers with slow learners to know about their problems.
- Extra notes are provided to help them understand the topic in a better and an easy way.
- Regular class tests and extra classes are organized to help them in understanding and learning of various difficult questions and important concepts.
- Tutorials and remedial classes are arranged every week to clear their doubts.

All students whether advanced learners or slow learners are encouraged to become members of various student bodies and take part in extra-curricular activities to build their confidence and management skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1914	88

File Description	Documents
Any additional information	View File

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

Apeejay envisions to promote experiential and participative learning along-with problem solving practices.

- Student centric methods such as Industry visits, field trips, camps etc. are organized for imparting learning through experience. Exposure to relevant real-world field helps in bridging the gap between Industry and Academia.
- Seminars, workshops, Guest Lectures are conducted to enhance participative learning. Students are encouraged to reflect and analyze by eliciting responses to the subject under discussion.
- Exhibitions are organized by various departments like design, applied art, multimedia etc. for participative-learning.
- Tutorials are organized for slow learners to bring them at par with rest of the students.
- Case-Studies and Projects also help in Problem Solving, by developing logical and practical thinking.
- As the entire campus is Wi-Fi, online Internships and online course learning through MOOC portals like NPTEL, SWAYAM, Udemy, Coursera etc. helps in better understanding as these are learner friendly modes of teaching.
- This session being online due to Pandemic, ACFA embraced technology to disseminate education to the students. The Time-Table was online and teaching-learning was through online-platform MOODLE, already in place before the pandemic.
- Distances melted before technology and teachers could reach out to the students & experts online, through Webinars for facilitating experiential & participative-learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today's challenging times, it is vital for the students to learn and master the latest technologies in order to be corporate ready. Apeejay promotes Information and Communication Technology (ICT) in teaching-learning process to enhance, and optimize the delivery of education. Multiple ICT tools are available in the Institution and are being used by the faculty to enhance the quality of teaching-learning.

- MOODLE is used for conducting not only online classes but also for uploading assignments, tests and for conducting internal examinations. Every teacher and student of the college uses MOODLE.
- Power point presentations, online classes through ZOOM, audio-video lectures, online quizzes etc are used for conducting lectures.
- All the labs, studios, and workshops are ICT enabled meeting global standards.
- For extra knowledge and for online certifications, students are advised to use MOOC Platforms like NPTEL, Coursera, Udemy, Edx etc.
- College library gives access to online resources like INFLIBNET.
- The institution has 39ICT enabled classrooms/rooms including 11 Smart Classrooms. Whole campus is Wi-Fi enabled with 85Mbps bandwidth and all the 93classrooms, labs and workshops have internet access.
- ICT enabled tools include 420 computers, 13 laptops, 32 projectors, 11 smart boards, 3 visualizers and a Video-Conferencing kit.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors	
88	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
88	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
27	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

987

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

ACFA has transparent & robust mechanism for internal assessment to ensure student progress. Students are regularly assessed and evaluated for their performance thereby enabling them to fare well in their University examination.

- Internal Examination Committee comprising senior faculty members is dedicated to the internal assessment process.
- Question Paper Setting is done on the pattern of final university exams with complete transparency.
- For session 2020-21, the Mid-Term exams were conducted online through MOODLE. Datesheet was uploaded on the MOODLE and question papers were uploaded. Students solved the question papers in stipulated time and uploaded their answer sheets on MODDLE.
- Practical exams were conducted through ZOOM and other online-platforms. Mock Viva was also conducted as per university pattern.
- Answer sheets were uploaded for students to check their grades & mistakes. Award lists were uploaded on MOODLE to ensure transparency. Student-queries were taken up online and addressed befittingly.
- Online PTM was conducted to appraise the parents of their wards' performance
- Internal assessment helped in identifying advanced & slow learners.
- Best answer sheets were circulated on MOODLE to ensure a transparent & robust mode of Internal Assessment & student

Centric Growth.

- Regular tests and Assignments on MOODLE formed an integrated part of Internal Assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

ACFA has a specific, transparent, time-bound and efficient mechanism for dealing with examination related grievances:

- The students can check their performance by seeing their answer sheets which are marked/checked by the subject teachers. Any corrections, if required are identified and sorted by the teacher.
- In case a student is not able to appear for in-house examination for genuine reasons, medical or family, the student has to put an application to Dean Examination with proper proofs. Such students are given another chance to appear for examinations.
- If there is any grievance regarding internal assessment, the student can talk to the subject teacher or class in-charge within stipulated time. In case there is any unresolved issue, the student is free to contact respective HOD or Dean Examination.
- During the said session, the internal examinations were held online and all the grievances of students were handled online through MOODLE and ZOOM meetings. Internet and connectivity issues at students end were resolved by teachers through phone calls and whatsapp groups.
- Since the Final Examination is conducted by GNDU and the answersheets are evaluated by external examiners, the college facilitates students to apply for re-evaluation and other examination related grievances redressal as per GNDU norms.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Course outcomes are framed by the respective departments after serious deliberations and consultation with the concerned faculty and the Stakeholders. After arriving at a consensus the same are propagated and publicized and displayed on the College website. The same are communicated to the teachers as well as the students through a specific mechanism which involves the following:

- The objectives and importance of these outcomes is discussed with teachers during department and IQAC meetings.
- These outcomes are discussed with students during their admission as well as during Student Induction programs.
- For students, these outcomes are displayed on college website as well as made available in printed-form in the library.
- Subject teachers introduce their subjects in line with the program specific outcome and discuss course outcome in detail during the lectures so as to make students aware of the POs, PSOs and COs.
- MOODLE is also used for the propagation of the POs, PSOs and COs.
- The Course Outcomes are designed in such a manner that they ultimately lead to employability and develop research acumen in students through critical thinking.
- The Outcome for all programmes is aimed at enhancing social awareness and sensitivity towards environment and sustainability through inclusion of general subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://acfa.apeejay.edu/graduate-programmes
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcome, Programme specific outcome and course outcome are evaluated by the Institution through a specific

mechanism using a variety of tools.

- Course-Outcome is measured through the performance of a student in mid-term exams, assignments, class-tests and University Examination. Slow-learners are identified and are given extra coaching in remedial-classes to enable them to come-up to the level of advanced-learners. Regular meetings are organized with the Principal and specific departments to devise strategy for increasing the level of expected course outcome. Parents are also informed and given orientation to motivate their wards to reach the desired outcome.
- Each course outcome is compared with the predefined criteria and Necessary steps are taken for the improvement.
- Attainment of POs & PSOs is assessed through Alumni Employment, Placement and progression towards higher studies.
- Every department maintains a record of alumni-placements, and in case of any deficit in the absorption level of the students, the Institution adopts significant strategies to attain the desired POs & PSOs.
- Apeejay Management has set up a specific portal for alumni placements to enhance and ensure the attainment of POs and PSOs.
- The Management regularly analyses and evaluates the program-outcomes in Board meetings and through student-surveys and feedback.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

597

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://acfa.apeejay.edu/docs/igac/6-5-3-annual-report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://acfa.apeejay.edu/docs/igac/action-taken-report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

02

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0.00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

ACFA has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge which include:

- Establishment of IQAC, EDC and various Student Bodies to meet this end.
- Graduate & Post graduate vocational courses are being offered in the College under DDU Kaushal Kendra to facilitate the students with the desired skills.
- Regular Workshops, Seminars, Guest Lectures, Exhibitions, Competitions, Cultural Programs etc. are organised for the most befitting creation and transfer of knowledge.
- These initiatives by the College have encouraged many students to start their own business-ventures and Start-Ups.
- MOUs and linkages with the industry groom and chisel the skills of students.
- Various courses started under the Skill-Development initiative by the College transfer latest know-how to the

students which keeps them updated about shifting trends.

- The College upgrades its courses regularly to meet the demands of the job-market.
- The College Eco-system for innovations has successfully produced experts in different fields of Academics, Administration, Media, Corporate sector, Design Industry, Performing-Arts etc.
- Initiatives with industrial visits and internships as part of curriculum provide practical exposure to students.
- Short-term Skill Enhancement courses are offered to College students and also to XII pass-outs during summer break to enhance their knowledge and creativity.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

09

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0.00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out at ACFA sensitize the students towards social issues and also facilitate their holistic development. NSS Wing is the hub of extension activities, most of

which are carried out in neighboring-community and nearby villages.

Name of the Activity

Impact

-

Celebrated events of National Interest

Sensitized the students regarding the redeeming features of democracy and social issues prevalent in India

-

Fit India under Govt. Fit India Movement

Generated awareness regarding a fit body & Mind

-

Road Safety Month in collaboration with Traffic Police Jalandhar

Sensitized students regarding Traffic rules and spread the same amongst public through them.

-

Medical Camps for Drivers

Brought students closer to the drivers & made them more humane and compassionate towards their problems.

-

Covid Vaccination Awareness Camp in Village Mokhe

Awareness drive to convince villagers for vaccination with fruitful outcome.

-

World No Tobacco Day

Commitment for sensitizing people about ill effects of narcotics and pledging never to consume them.

-

Visit to Unique Home under Govt. Program Poshan Pakhwada Abhiyan

Sensitized students and neighboring-community towards the social & gender issues.

-

Personality Grooming Initiatives through outreach programs

Chaitanya Suri participated in Republic-Day Parade at Raj Path New Delhi.

-

Covid Vaccination Camps in College

For General Public

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

31

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2846

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
59	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
04	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
ACFA offers adequate infrastructural and physical facilities for teaching-learning which include:	

- 4 blocks to host multidimensional programs: Main Block, IT Block, Design Block and N-Block.
- 78 Wifi enabled spacious and ventilated classrooms and lecture theatres. 39 classrooms are laced with ICT facilities including smart boards, projectors, computer systems, speakers; as per the requirement of the subject/ students and 4 ICT enabled Conference Rooms/Seminar Halls for academic support.
- Well-Equipped Labs: 4 Computer and IT labs, 3 Multimedia Labs, 2 Hi-Tech Labs for Applied Art, ICT enabled Language Lab, State -of-the-Art Home-Science Lab, Photography Lab, Sculpture Lab with Fully Functional furnace, MAC lab & MATLAB
- Fully furnished studios: Audio-Visual Studio, Dance Studio and Chroma studio, Fashion Makeover Studio, Sound Studio, Journalism and Mass Comm. Studio with Teleprompter and top-of-the-line infrastructure
- Other Infrastructural Facilities:
 - Fully Air-Conditioned Auditorium
 - Physiotherapy Department with advanced machines and equipment
 - Interior Design Department with 3D engraving machine
 - Research Centre and Students' Study Room to provide quality time inside the college
 - Meditation Room and Terrace Garden for Stress free meditation and Yoga
 - Seminar rooms, Conference Rooms and Video Conferencing Room fully utilized for conducting Seminars, Conferences, Presentations, workshops and other departmental activities
 - Main Library and IT Library located in different blocks for an easy access to the students and faculty

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://acfa.apeejay.edu/4-1-3

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

ACFA has created high-end infrastructural-facilities for Cultural, Sports, Games (indoor, outdoor), Gymnasium, Yoga-Center etc. with 100% user rate for each.

Auditorium: 6608 sq-feet, established 1996

Fully air-conditioned with seating capacity of 600 for cultural activities and academic activities viz; Talent-Hunt, Inter-College Competitions, MUN, Live Performances by renowned artists of National and International repute etc. It is also a venue for functions by various Societies and Organizations of the City and local administration.

Open Air Theatre: 330 sq-feet, established 1990

Used by the students and faculty of Performing Arts to showcase their skills, rehearsals and practical sessions for Youth Festivals and other functions.

Gymnasium: 480 sq-feet, established 1997

Maintained by the Physiotherapy Department and caters to all types of physio-requirements of the sportspersons, faculty and students.

Terrace Garden and Mediation Room: 400 sq-feet, established 2010

For conducting yoga classes and Meditation Sessions

Art Gallery: 400 sq-feet, established 1995

Used to display the creativity of the budding artists of the College as well as those of national /International repute.

Basketball Ground, Sports Room, Tennis Court, Football Ground: 1056/269/7564/30652 sq-feet, established 1990/1992/2012/2014

For preparation for various Inter-College and University level competitions. Students utilize their free time in sports room playing Carom, Chess etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://acfa.apeejay.edu/4-1-3

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**43**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://acfa.apeejay.edu/4-1-3
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****136.65**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Name of the ILMS Software****Dspace DRS****Koha LMS****Nature of Automation****Fully**

Fully

Version

5.1

18.11

Introduction of Koha Koha is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha includes modules for acquisition, circulation, cataloguing, 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 of 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

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.826

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

120

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

ACFA is fully committed to make its students IT literate and techno savvy. IT facilities are regularly updated to meet the latest versions.

- The Faculty and Students have access to ultra-modern computers and IT labs, multimedia labs, ICT enabled Language lab, Fashion-Makeover-Studio, Photography-lab, Design labs, Music, Dance and Theatre studios, Journalism and Mass comm. Studio and Recording room. The college has 420 computers, 13 laptops, 29 printers, 10 scanners, 32 projectors, 11 smart boards, 3 visualizers and video conference kit.
- The college campus is WI-Fi enabled and was updated with 85 MBPS bandwidth in 2018
- MOODLE (Modular Object- Oriented Dynamic Learning Environment) - an LMS facility- provides a platform to students and faculty to exchange e-lectures and other learning resources.
- Fully Automated College library facilitated by softwares like KOHA and D-Space. E-Library is supported with Kindle.
- Audio-Visual resources in the Music Studio, equipped with rarest of audio-visual recordings of music and dance maestros, serve as the most befitting platform to groom the up-coming artists of the college.
- The college is a regular subscriber of N-List which provides access to all types of e-journals and e-books.
- Highly Professional Photography lab updated with MAC systems meets global standards for editing and other technical processes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://acfa.apeejay.edu/docs/igac/4-3-1-I-T-facilities.pdf

4.3.2 - Number of Computers

420

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

185.10

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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

1. The Administrative Officer monitors and supervises the available infrastructure and ensures its upkeep, utilization and maintenance.
2. The college has in-house carpenter, electrician, plumber, housekeeping staff and gardeners for the upkeep of college infrastructure. Support staff is also out-sourced as per the requirements.
3. Regular Annual Maintenance Charges are incurred for the uninterrupted functioning of the college equipment.
4. Stock verification at the end of the financial year is undertaken for various departments and a detailed report is compiled.
5. Specific College Committees viz Cleanliness Committee, Campus Beautification Committee, Eco Club, etc. also participate in campus upkeep and updation.
6. Library staff looks after Library upkeep and upgradation.
7. The Sports Head ensures utilization and maintenance of sports equipment.
8. Interior-Design Department of the college also facilitates the beautification of the campus.
9. Round the clock security of the college aids in keeping the college infrastructure secure.
10. AMC's with service providers ensure infrastructural update of computers, lab equipment, solar panels and other electronic and electrical gadgets.
11. SERVO to check voltage fluctuation is regularly monitored for its efficient working.
12. The college green belt is maintained organically.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
11	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
81	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://acfa.apeejay.edu/acfa-events
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
125	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
125	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

125

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

96

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

54

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

48

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institution facilitates Student representation & engagement in various Administrative, Co-curricular and extracurricular activities through various student bodies. The most prominent

being SWA (Student Welfare Association) with many sub committees.

Sub committees of SWA

Functions

Event Management Committee

Student representatives plan & help organize various College events

Discipline Committee

Helps maintain discipline amongst students

Alumni Committee

Plays a prominent role in Alumni Interaction

Canteen-Committee

Helps check and maintain quality & hygiene in canteen

Placement Committee

Fosters placements

Hospitality-Committee

Key role in extending hospitality to prominent Guests during College Functions

Press & Publicity Committee

Helps in writing press notes

Cultural-Committee

Helps to organize cultural events

Grievance-Committee

A link between students and Principal to forward student's problems & Grievances

Technical-Support Committee

Computer-Savvy representatives offer technical-support whenever required

Announcement-Committee

Active role as anchors for various College-functions

Campus-Beautification-Committee

Helps in enhancing the beauty of the Campus

Other prominent Student bodies include

Youth-Club

Organizes programs of social relevance and awareness

NSS

Organizes outreach programs with neighboring-community

IT-Forum

Conducts IT related activities

Economics-Forum

Organizes programs related to Economic issues of the country

Mac Forum

Platform for the commerce students to organize commerce related activities

English Literary Society

Creates an interest in English Language & Literature through literary-activities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

75

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association contributes effectively to the growth of the College through significant support activities and counselling programs.

- Regular meetings of Alumni Association & Principal to discuss the various aspects of College-functioning and the perspective-strategies to leverage college strengths and overcome mushrooming challenges.
- Guest Lectures, Workshops & Webinars are organized by inviting successful Alumni to share their knowledge and to counsel the present students.
- Interior Design Department organised a guest lecture with Jaspreet Kaur eminent Interior-Designer as Resource Person

(4.12.20).

- Computer Science Department organised a workshop with Mridu Thakur, Team-Manager, UK, Amazon (05.04.21).
- BJMC Department organised a Webinar on 4.05.21. with Nitin Sharma, Bureau-Chief (Sports) Indian Express, Chandigarh.
- Our alumna Amandeep organised a motivational session with upcoming college entrepreneurs in November, 2020 highlighting the challenges involved in start-ups.
- One-to-one interaction with well placed alumni through phone calls and zoom is facilitated by the Dean Alumni Association for Career-Counseling, Interview-skills, Sponsorships & fruitful Placements.
- Established alumni extend invitation to present students to visit their prestigious design-houses, Construction-sites, fashion-studios, photography-workshops etc. for hands-on experience.
- Our successful Alumni like Singer Anadi Mishra and Raymonds Model Nitin Chouhan etc. visit the College regularly to offer grooming tips & guidance to talented students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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.

The Managing Committee of our institution is vigilant towards the role of quality education and its need in the current era.

- Regular meetings with Management regarding recent developments, framing of futuristic policies and their implementation
- Weekly and fortnightly report is sent to Head-Office appraising the Management of various activities, achievements of staff & students etc.
- Principal organizes meetings with Department-Heads for putting across the plans and policies as discussed during the Management meetings.
- The faculty can air its views, opinions and feedback on the academic and the co-academic matters through the staff-representative or directly to the Principal.
- The opinion of the Advisory-Committee comprising senior-faculty is sought in important decision-making.

File Description	Documents
Paste link for additional information	https://acfa.apeejay.edu/about/vision-mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study of Admission Committee: Example of Decentralization and Participative-Management

The college has decentralized the authority with various Heads of the departments and sub-committees as well, to ensure operational autonomy at all levels. Senior most faculty members are designated as the Deans of various committees. Planning-The Principal conducted a meeting with Dean-Admissions to decide the action plan for boosting admissions. Suggestions were taken from deans of following committees:

I. Registrar (College Activities)

ii. Dean, Academic-Affairs

iii. Dean, Student-Welfare Committee

iv. Dean, UGC-Committee

v Dean, Counselling and Placement

vi. Dean, Alumni-Association

vii. Dean, NSS & Youth Club

viii. Dean, Examinations

ix. Dean, Entrepreneurship Development Cell

x. Dean, Staff Grievance Redressal Committee

xi Dean Youth Festival

Admission Campaigns-Publicity through website, hoardings, newspapers, pamphlets, Facebook and other social media

Information- Information about courses, eligibility and course-duration provided through Prospectus and queries are answered telephonically and through software Leads-Square.

Strategies Adopted:

- Personal Visits-The committee selected few staff members and developed teams which personally visited institutes, schools, colleges to familiarize the students about courses and infrastructure available in the college.
- Skill Enhancement Classes for +2 passouts organized in summer vacations.
- Free Workshops for the School Students
- Inter School Competitions organized
- Personal Counselling
- Free Career Counselling

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Activity: Effective teaching-learning during Pandemic

Objectives

- To create efficient online platform for teaching as well as administrative works
- Online documentation of the various programmes/activities leading to quality improvement
- To create e-content for effective online teaching
- To follow 100% time-table online during lockdown situation
- To facilitate seamless delivery of quality education to each and every student of the College

Strategies

- Meetings related to effective online teaching
1. College Principal, IQAC coordinator and department heads ensured formulation of mechanism and procedures for online teaching.
 2. Timely, efficient and progressive performance of academic, administrative and financial tasks ensured.
 3. Optimization and integration of modern methods of teaching-learning at par with global-standards

Deployment

- Facilitated the creation of a learner-centric environment conducive for quality education and faculty maturation
- Organized workshops, seminars on e-content related themes and promotion of online teaching-learning process.
- MOODLE played significant role in sharing e-content, marking online attendance of both staff and the students, assigning and checking of assignments and even conducting mid-term exams effectively.
- Developed and maintained Institutional database through MIS for the purpose of maintaining /enhancing the institution's functioning
- Daily report of teaching and student attendance on ZOOM Classes was mailed to the College for ensuring 100% effective teaching-learning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the Institutional bodies is effective and efficient as visible from the organogram of the college. Institution practices decentralization and participative-management through formation of various Committees and Associations.

Top-level management (Chairperson)

The Managing Committee of our Institution takes key decisions including the policies, recruitment, confirmation and promotion of the employees. Annual Board Meeting with Principal and Board members regarding recent developments, framing of future policies

and short-term plans and also their implementation is the first step towards progressive changes and development.

Principal

Principal executes proper implementation of the perspective-plan with the involvement of Registrar and Department Heads.

Internal Quality Assurance Cell

IQAC functions regularly to assess the quality in terms of infrastructure, teaching-methodology, research, program-outcomes etc.

Various Committees

Various academic and administrative committees dedicated to specific tasks help in smooth functioning of the institution. Grievance Redressal Cell, Suggestion Box, contribute to transparency and effective set-up in the college.

Student Bodies

Transparent and effective functioning of various student-bodies like NSS, SWA, IT-Forum MAC-Forum, Economics-Forum, Psychology-Forum, Literary-cell support academic and co-curricular growth of the College.

Office Superintendent

Office Superintendent, Non-Teaching and Support-Staff ensure that administration of various sections runs properly and efficiently as per the norms and instructions of Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://acfa.apeejay.edu/docs/iqac/6-2-2-organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-Teaching Staff include:

- Provision of Provident Fund for permanent teaching and non-teaching staff which is accumulated with EPF wherein one component serves as pension which is disbursed when the employee is 58 years old
- Dearness Allowance for permanent staff as and when announced by the Government
- Provision of Gratuity at the time of retirement for permanent staff
- Provision of Medical Allowance for permanent staff
- Provision of House Rent Allowance for permanent staff
- Provision of Group Insurance for the permanent teaching faculty members
- Ph.D. Increments for the permanent teaching faculty members
- Annual and Special Increments and one additional increment given to non-permanent faculty member who clears UGC NET or is awarded Ph.D
- Grade Promotion for eligible permanent teaching faculty
- Contractual teaching & non-teaching staff provided ESI facility with salary below Rs. 21000

- Healthy and Hygienic work environment with safety measures provided in the entire campus. Entire campus under CCTV Surveillance and 24 hour security

- Well maintained air conditioned, offices labs & studios, well lit class rooms, well equipped staff rooms, State-of-the-Art infrastructure and pollution free environment for professional growth and befitting stress-free work culture

Well laced air-conditioned non-teaching offices with ICT Infrastructure and proper storage spaces.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

5

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

14

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

College Management is highly dynamic and progressive with a far-sighted vision of providing world-class education to the students in a highly conducive Teaching-Learning ambience. For meeting the quality benchmark of Apeejay, the teaching & non-teaching staff is

expected to ensure regular updation of its quality-standards and academic and scholarly growth. Their performance is appraised and assessed on a regular basis. Performance appraisal enhances and strengthens the quality of faculty, both Teaching and Non-teaching and is done through a proper performance appraisal system. This helps to summarize and evaluate the individual's overall performance and his / her contribution to Institution's development.

- Performance Appraisals are annually evaluated by the Principal, sent to the Institution's Management regarding the job performance and general conduct of an employee.

The Management assesses these confidential reports for deciding on the matters regarding employees' promotion and raise in salary and bestowing of Awards and Incentives. Thus, confidential reports serve as a Management Information tool for its workforce.

- The General features of annual Confidential Report: Common features or parameters in a confidential report are as follows:
 1. Performance of the employee
 2. Outstanding achievements and academic-edification
 3. An account of teaching
 4. Research and Academic activities
 5. College Duties Performed

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 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

- Dedicated softwares and specific 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 entire income, expenditure and 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.
- An elaborated 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 rectified and precautionary steps are taken to avoid recurrence of such errors in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.85,504

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Resource Mobilization Policy involves:

1. Student-Fees
2. UGC- Grants

Strategies for Optimal Utilization of Resources involve:

- Institutional budget is prepared by Principal annually taking into consideration recurring and non-recurring expenditures.
- All the Administrative and Academic Heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different student-bodies are instructed to submit their budget to the Principal.
- Stock registers are maintained and a proper record of stock and its utilization and wear and tear serves as a ready reckoner to gauge the requirement of equipment for future and budget allocation is done accordingly. Optimal utilization of resources is ensured.
- Proper budget allocation meets the requirement for effective governance and administration, Infrastructure, co-curricular activities, academic activities, library, salaries etc.
- The Principal and Management constantly supervise the optimal use of financial resources. Softwares like Nimbus and Tally etc. are used for account keeping.
- The entire process of the procurement of the equipment is monitored by the Principal at Institution level and then the Finance-Department of the Management.
- Faculty members ensure that suitable equipment with correct specification is purchased.
- All the financial transactions comply legal formalities and are properly documented for internal and external auditing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

In session-2020-21 the focus of IQAC was to foster online teaching and strengthen the online internships & courses.

- Fostering online teaching: Online-Learning Management System (MOODLE)

Session-2020-21 was quite challenging in terms of providing quality-education through online classes on MOODLE and ZOOM. IQAC under the guidance of the Principal made significant upgradations in online teaching-modules through higher bandwidth and also procured unlimited sessions on ZOOM. Webinars, online-competitions and co-curricular activities ensured a holistic-development of student's personality.

- Strengthening online internships & courses
 - Single Point of Contact, National Program on Technology Enhanced Learning: Apeejay College, Jalandhar has established the Local Chapter of SWAYAM - NPTEL, funded by Ministry of Human Resource Development, New Delhi. NPTEL is a joint initiative of the IITs and IISC. IQAC of the college supports the process by encouraging the students to enroll themselves for the courses and provides sufficient infrastructure related to the online courses. The faculty members were also encouraged to enroll themselves as Mentors for courses.
 - Collaboration with Internshala: 145 students of the College were selected for internships listed in Internshala. All the selected students got a monthly salary of a minimum or maximum of Rs. 5,000/- and Rs. 10,000/- respectively according to their contribution to the company.

File Description	Documents
Paste link for additional information	https://acfa.apeejay.edu/item/327-internship-at-internshala
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

POST ACCREDITATION INITIATIVES IN TEACHING LEARNING & EVALUATION:

Strengthening of Online Learning Management System (MOODLE)

Apeejay College of Fine Arts has always been ahead of times as far as online teaching-learning is concerned. With its online domain MOODLE, students easily reached out to lessons, assignments, resources and reading-material.

- The college Management arranged various seminars, webinars and workshops to train the faculty members to conduct online classes.
- In the time of outbreak of pandemic, teachers posted E-content with specific course details on MOODLE which facilitated the students with clear understanding of the lectures. Mid-term examination were also conducted through MOODLE.
- wi-fi bandwidth, Zoom and other online-portals was upgraded to support webinars and high-end E-content preparation.

POST ACCREDITATION INITIATIVES TO LEVERAGE INTERNATIONAL EXCHANGE AND ACADEMIC PROGRAMS

The Institution has formal agreements and MOUs with Willem de Kooning Academy; Cod Art Rotterdam Netherlands; Chengdu Textile College China; National University of Singapore Research Institute, China (NUSRI)etc.for carrying out exchange and collaborative initiatives. In session 2020-21 ACFA pioneered to design twinning programs for the first time in North India i.e.

- 3+2 Graduate Program in computers in collaboration with Lakehead University,Canada:
- 1+1 MBA program in collaboration with Northern Kentucky University, USA

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above
File Description	Documents
Paste web link of Annual reports of Institution	https://acfa.apeejay.edu/docs/iqac/6-5-3-annual-report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<ul style="list-style-type: none"> • Promotion of Gender Equity & sensitization is woven into the fabric of curricular & co-curricular activities in the College. • Interactive sessions, Debates, Guest Lectures, Competitions pertaining to Gender Equity are regularly organised to sensitize the students regarding women empowerment & issues related to women. • Apart from co-curricular Activities classroom-teaching is impregnated with awareness discussions regarding 	

marginalisation of women. In Literary courses like MA (English), English (Hons.), Elective English & Hindi and Punjabi Literature, works related to the plight of women also help spread awareness regarding Women equity.

- The safety and security of College girl students is ensured through physical facilities like CCTV monitoring mechanism, separate fully air conditioned Common Room for girls and security mechanisms like entry with Identity Card, posting of female security guards at different venues within the College, allocation of discipline duties to teachers etc. 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. The Principal, Sexual Harassment Cell and Student Welfare Association (SWA) are directly concerned with the complaints and issues related to sexual harassment.

File Description	Documents
Annual gender sensitization action plan	https://acfa.apeejay.edu/docs/igac/7-1-1-annual-gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://acfa.apeejay.edu/docs/igac/7-1-1-B-specific-facilities-provided-for-women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

Solid Waste Management: Proper solid waste management practices are adopted in the college. The biodegradable waste is thrown in green dustbins and non-biodegradable in red dustbins. Awareness among students is created time to time about this practice through posters and lectures.

Liquid Waste Management: Entire liquid waste is discharged to drains which is further transferred to municipality' sewerage system. There is proper drainage 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.

Waste-Recycling System: The entire waste of the campus is monitored, collected, differentiated into organic and inorganic. Pits are dug to dump the organic 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.

Hazardous Chemicals and Radioactive Waste Management: No hazardous chemicals and radioactive chemicals found in the Institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

B. Any 3 of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

ACFA aims at creating awareness about cultural, regional, linguistic, communal and linguistic diversity and respecting different types of diversities & inclusiveness. The College has an inclusive environment which encourages acceptance and makes students empathetic. There is a well-structured & organized guidance & counseling system. Students from different states and even countries take admission in the College. They belong to different cultures, family backgrounds, communities and categories. They are different in terms of advanced and slow learners also. Teachers take special care of weak students and conduct extra classes for them with multilingual approach. Specially-abled children are provided facilities like separate washrooms, screen reading software, scribes etc. College functions showcase the diverse cultures of India as well as abroad. It helps in creating healthy environment in the Institution. Special classes for teaching foreign language like French are conducted. The inclusive classroom environment and curriculum are responsive to the increasing diversity of the society. It leads to better understanding of lessons and makes students more open-minded and confident and also encourages acceptance and prepares students to thrive in a global environment. The students are better prepared for a diverse workplace in this globalized world.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Different activities are organized from time to time by the Institution with a view to sensitize students and staff to the constitutional obligations: values, rights, duties and responsibilities of the citizens. Republic Day, Voters' Day, Constitution Day, Independence Day are celebrated every year. On 26th January, 2021, 72nd Republic Day was celebrated with great enthusiasm. The students were apprised of fundamental rights, duties, values and responsibilities of citizens as stated in Constitution of India. National Voters' Day was celebrated on 25th January, 2021, students took pledge to contribute in elections with utter fairness and honesty and to contribute in the growth of

nation. On 26th November 2020, Constitution Day was celebrated was celebrated with a view to enlighten the young brigade with the special facts of Constitution. The students were motivated to always respect the Constitutional Book and follow the contents written in it as it promotes equality, justice, liberty and fraternity. Besides these, activities like Photography Competition on World Environment Day, Poster Making & Oath taking on World No-Tobacco Day, Covid Vaccination Awareness Camp, Clean and Green City Campaign, and Road Safety Programme were also organised during the the year to sensitise the students towards their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://acfa.apeejay.edu/docs/igac/7-1-9-activities-to-inculcate-values.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution celebrates national and international commemorative days, events and festivals. These celebrations help in instilling the spirit of patriotism, incorporating human values, respect for teachers and elders, sense of responsibility, sympathy and empathy towards all sections of the society etc. Different activities are conducted like Paper Presentation, Poster Making, Debate, Poetical recitation, Declamation etc. to celebrate National Festivals like Independence Day, Republic Day and Gandhi Jayanti. PPTs and lectures on India's freedom struggle help students gain deep insight about the history of India's freedom movement and exemplary lives of great persons. Documentaries on the lives of great Indian personalities are produced by BMM students. Also, choreographies with relevant themes and concepts are staged on such important occasions highlighting the great lives of national heroes. Voters'-Day is celebrated in order to encourage more young voters to take part in the political process of the country. Quiz and Powerpoint Presentation competitions are organised on National Youth Day. Teacher's Day is celebrated every year to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan, National Unity-Day, Hindi-Diwas, Women's Day, World-Environment Day, Van-Mahotsav, World Anti-Tobacco Day, World Physiotherapy-Day, Constitution Day, World Architecture-Day, International Yoga-Day, Martyrs'-Day are organised in Institution to commemorate significant days and events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I

Title of the Practice**Earning while Learning****BEST PRACTICE II****Title of the Practice****Strong Industry-Academia Interface**

<https://acfa.apeejay.edu/docs/iqac/7-2-1-best-practices.pdf>

File Description	Documents
Best practices in the Institutional website	https://acfa.apeejay.edu/docs/iqac/7-2-1-best-practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Title of the Practice**Content Beyond Curriculum: Promotion, Preservation and Propagation of Indian Art & Culture**

ACFA was primarily set up with an objective and noble mission to promote Indian Art and Culture in its true forms and colours. It was the first Institution in the whole of Northern India where Fine Arts courses were taught as main subjects, where students could carry out higher studies and research work in the less explored fields of Arts.

Right from its inception in 1975, the College has stood apart in its distinctiveness of promoting and preserving the variegated art forms of India through a conducive ambience, creative environment and top-of-the-line infrastructure. College-faculty comprises seasoned artists with significant research work to disseminate quality education in the art fields. Rare workshops, National and International level Art-Fairs and cultural events are regularly organized within and outside the campus to provide ample opportunities to the students to know their culture through

performances of renowned artists and maestros of different art fields. The students are provided opportunities to show-case their talent in highest Art Bodies of India. Efforts also have been made to preserve the dying crafts of the Country. ACFA has made endeavours to promote and preserve even those rare musical instruments and folk lore which is on the verge of extinction.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Fostering Research

More Collaborative activities

Updation and upgardations in Infrastructure

Alignment of Courses/program with NEP

Completion of NAAC accreditation of colleges under "PARAMARSH" scheme

Organization of FDPs

Organization of Seminars/Webinars for Students and Faculty

Submuission of data to AISHE and NIRF

Initiation of NCC wing in the College