Apeejay College of Fine Arts
Jalandhar

Accredited A Grade by NAAC

College with Potential for Excellence

(Affiliated to Guru Nanak Dev University, Amritsar)

2016-17

Action Taken Report on
Feedback collected from

- Students
- Alumni
- Teachers
- Parents

Svrán Group

STUDENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2016-17

Feedback System:

Students are always an asset for any educational organization. Being central to conducive teaching-learning atmosphere, they are de-facto agents of growth, strength and continuous self-analysis of a College. Considering the high worth of their opinions and suggestions, Apeejay College of Fine Arts framed a well-structured questionnaire ranging from Curriculum, infrastructure, teaching-learning environment, opportunities for leadership and Innovation and generated a panoramic view of the true complexion of the working, achievements and Futuristic vision of the College. The responses obtained were critically analyzed and interpreted and their report is presented below.

Focus Area:

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Innovations and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Institutional Values and Best Practices

Objectives:

1. To provide students a platform to share their opinions & perceptions in relation to teaching-learning process and suggest improvement areas.
2. To provide the students a forum for healthy interaction with the administration regarding the weaker areas of learning environment.
3. To make the students critical thinkers

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4. To develop their evaluative and analytic faculty in a sound judgmental patterning,
5. To give students a sense of belongingness.
6. Continual improvement of the College Infrastructure, Staff and Supporting Services
7. To conduct overall SWOT Analysis of our College as per the best judgment of the Students

Phases of Student Feedback Mechanism:

- Collection of Student Feedback
- Interpretation & analysis of Results
- Communication of Results to Principal.
- Communication of Results to Person/In-charge/Department Concerned.
- Action Plan
- Action Taken Report

Interpretation & Analysis of Feedback for the Session 2016-17

Total Strength: 2411

Sample Size: 250 students selected from across the streams of Commerce, Arts and Science, Theatre (10% of total Strength)

Student Selection Criterion: Students are selected on the basis of Attendance and Academic record.

Q. 1. How do you rate the sequence of the courses you have studied in previous semesters?

Response: Excellent. Only College offering traditional and modern courses so effectively and efficiently.

Action Plan: More courses to be introduced.

2. Is your curriculum relevant to IT Advancements?

Response: Yes, upto 90% it is. The students get enough exposure to IT.

Action Plan: More industry oriented programmes to be introduced.

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3. Are you satisfied with the course content of your programme?

Response: Yes, upto 90%. Most of the courses are already in accordance with real life industry and employers' demands.

Action Plan: Effort is to achieve 100% course content satisfaction amongst the students.

4. Are you satisfied with the special programs organised for advance learners and slow learners in your College?

Response: Yes, 90% feels satisfy.

Action Plan: Time table to be made flexible enough to accommodate the students who are slow learners; the number of slow learners is already dipping, as a result.

5. Are you satisfied with the internal evaluation process?

Response: Yes, up to 90%. However it needs to be jazzed up a bit more.

Action Plan: Keeping in mind the students' responses, the internal evaluation method will be made more comprehensive, more inclusive, more employment oriented.

6. Are you satisfied with the redressal of evaluation related grievances?

Response: Yes, 90%. The grievances are redressed quickly and timely. It could be made more efficient.

Action Plan: Grievance Redressal Cell to be strengthened.

7. Were your attendance and result record Conveyed to you in time?

Response: Yes, very promptly. Both the said records are sent to the homes of individual students.

Action Plan: Semester End PTM and SMS information of Month-end Attendance to be made available on MOODLE.

8. Did you get proper information related to events, programs in college on notice board, MOODLE and website?

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Response: Excellent. With the introduction of MOODLE, the College maintains E-Notice on MOODLE also, where the information related to events, programs in college on notice board, MOODLE and website is updated regularly.

Action Plan: To make MOODLE more effective and practical.

9. Does your Institution promote Research Activities amongst students?

Response: Moderately. There is hardly much scope to introduce research at UG level as students lack research-maturity.

Action Plan: To introduce more Research oriented projects and courses like BMM.

10. Are you a Member of NSS or Green Club of the College?

Response: yes, 90% students like to partake in NSS or other Eco-friendly drives.

Action Plan: More and more students will be encouraged to partake in the NSS, NCC and Go Green Clubs and Plantation Drives.

11 Do you actively participate in Extension Activities and do you find them to be relevant?

Response: Yes, 97% students actively participate in Extension Activities and they find them relevant.

Action Plan: More and more students will be encouraged to partake in the Ext. Activities like visiting Apaahij Ashramas, and Charity & Donation Cell will be intensified.

12. Are you satisfied with the infrastructural facilities in your classrooms like benches, electric lights, fans etc.?

Response: Yes, highly. Benches are comfortable, lights and fans are highly efficient, Smart Boards really add quality to the academic excellence.

Action Plan: White Boards in most of the classes to be introduced. All Rooms on C block will be made AC rooms.

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13. Do you think there are enough books, journals, newspaper in the library concerning your subjects?

Response: Enough. Foreign Authors' Books and Reference Books, Magazines on varied subjects, Research journals related to most of the subjects are available.
Action Plan: facility for online reading of Journals and Magazines is being focused to make students technically resourceful.

14. Are you satisfied with the facilities for extracurricular activities and sports?

Response: Yes, 92% students participate in the extra-curricular activities being organized. Participation of students in Outdoor games be boosted.
Action Plan: More and more students will be encouraged to partake in the extra-curricular activities and more sports activities will be organized for full physical development of the students. Inter-College Sports Competitions to be introduced soon.

15. Do you avail ICT Facilities in the College?

Response: Yes, most of the students do so. Accessing the MOODLE is compulsory for all.
Action Plan: Mook Lessons, Kindle and E-Library facilities to be promoted.

16. Do you regularly visit College Library for Study purpose?

Response: Yes. On daily basis, almost 82% students do visit Library to make notes, to find books related to subjects and to access their MOODLE Accounts.
Action Plan: Library ambience to be jazzed up.

17. Does the College provide Safe drinking water and sanitation facility?

Response: Yes, highly. Water coolers at different places have been provided. There are dustbins and garbage pails all around. No dirt is ever noticed.
Action Plan: Safe Drinking Water and Sanitation Facility a top priority with college.

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18. Do you think the college updates its infrastructure at regular basis?

Response: Yes, very regularly. Classes are overhauled on annual basis. Labs are too upgraded. AC Labs are added to attain more comprehensive learning among students. Multimedia Labs have been added. Fine Art Labs have been added.

Action Plan: Many e facilities incorporated in Library and the College.

19. Do you find your teachers easy to understand?

Response: YES, highly. Teachers are dedicated and very efficient in their subjects. They use lecture methods and teach in an interactive way.

Action Plan: More Faculty Development Programmes and Orientation Programmes required.

20. Do your teachers provide you with additional study material / notes and other learning inputs for clarity and understanding of the subject?

Response: Yes, 90% students were positive. Teachers provide in-class notes and quality study material, using E-Learning, E-Books, with a high skill of explanation and one-to-one interaction. 88% students have full clarity and understanding of the subjects.

Action Plan: Lectures and notes will be made available online on Website. Focus will be on E-Interaction and MOODLE based resources and books, links and blogs.

21. Have you ever approached any of your teachers for Career Guidance and Assistance?

Response: Yes, frequently. Teachers of Commerce, IT classes, Applied Art, Fine Arts, Social Sciences & Language Departments and Vocational Classes have been offering career guidance and timely advice to the students, to navigate their career in the right direction.

Action Plan: Overseas Education Guidance Cell will be set up in the coming times.

22. Is the College Office Supportive in dealing with administrative matters?

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Response: Yes, highly satisfactory for most students. The non-teaching staff members guide about university form filling, admission form filling, Collecting University Roll Numbers or about collecting DMCs as and when sought.

Action Plan: To keep up the supportive attitude.

23. Do you make use of Suggestion Box provided in the College?

Response: Highly. Almost all the students are aware of it as of now.

Action Plan: More and more students will be encouraged to make use of Complaints or Suggestion Cell. E-Complaints in MOODLE to be introduced soon.

24. Is the campus Eco Friendly and Green?

Response: Highly. Our college has 2 lush green gardens, offering a calm, joyous and verdant ambience.

Action Plan: herbal Garden and Eco Club will be introduced soon.

25. What is your opinion regarding safety of girl students in the College?

Response: HIGH. Girl students are totally safe and secure. No case ever about molestation or ragging has been heard. The Principal does her best to ensure so.

Action Plan: Anti-Ragging Cell is already working. Anti-Sexual Harassment Cell is in the pipeline.

26. How would you rate the services provided by the counseling cell on the scale of 1 to 5

Response: 4.9

Action Plan: Cell will include Placement, Academic and personal guidance also.

27. What is your view regarding waste management measures in the College?

Response: Dustbins and garbage pails are provided; 'best out of waste' competition is held annually.

Action Plan: More emphasis on Herbal Garden and having maximum paperless work.

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28. How would you rate the transparency of the admission process on the scale of 1 to 5

Response: 4.9

Action Plan: E-Admission Cell and College Website will be set up for inviting admissions from far afar students.

29. What is your overall opinion about the Institution?

Response: Top in North India

Action Plan: To work towards achieving autonomy for the Institution.

30. Any change or improvement you would like to see in your Institution.

Response: Online teaching learning facility, more sports activities and more parking space should be set up. Provision of Hostel would facilitate out station students to study here.

Action Plan: To add more online learning resources.

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ALUMNI FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2016-17

Feedback System:

The College has a well flourished alumni having presence in every nook and corner of the world. They are always invited to visit the college during various functions and feedback is sought from them regarding various issues. Questionnaire are sent to them and even distributed to them during various college functions. Their valuable suggestions are also welcomed by the College as they explain the requirement and relevance of their knowledge in present working scenario.

Focus Area:

1. Curricular Aspects
2. Teaching Learning & Evaluation
3. Research Innovation & Extension
4. Infrastructure & Learning Resources
5. Student Support & Progression
6. Governance, Leadership & Management
7. Institutional Values and Best Practices

Objectives:

1. To provide alumni a platform to share their views & experiences in relation to teaching-learning process and suggest improvement areas.
2. To work on the precious suggestions by ex-students as their experience in the institution can be used for the development of the institution at all levels.
3. To develop the skill of critical thinking and evaluation amongst students.

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4. To give alumni a sense of belongingness.

5. Continual improvement of the College Infrastructure, Staff and Supporting Services.

Phases of Student Feedback Mechanism:

1. Collection of Student Feedback
2. Interpretation & analysis of Results
3. Communication of Results to Person/In-charge/Department Concerned
4. Communication of Results to Principal
5. Action Plan
6. Action Taken Report

Interpretation & Analysis of Feedback for the Session 2016-17

Sample Size: 150 alumni selected from across the streams of Commerce, Arts and Science.

Student Selection Criterion: Students are selected on the basis of Attendance and Academic record.

Feedback Q-1: Did your course facilitate your placement?

Response: 89% of alumni feel satisfied with the placement system of the college.
Action Plan: Although the College is facilitating the requisite performance still the priority would be given to achieve excellence.

Feedback Q-2: Was your curriculum in-line with I.T. Advancements
Response: Excellent
Action Plan: Teachers to be counselled to make effective and balanced blend of traditional and modern teaching tools.

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Feedback Q-3: Does the course curriculum meet the industry standards/requirements?

Response: Moderate

Action Plan: College curriculum designing teams pass on their suggestions to the university from time to time to inculcate industry oriented syllabus.

Feedback Q-4. How far did the Personality Development programmes organised during college help enhance your personality?

Response: 90% of the alumni gave positive response.

Action Plan: Although the college always works in the direction of improving the overall personality of its students still the faculty would be motivated to boost the confidence of the students.

Feedback Q-5. Do you think your stay in the College developed Research Aptitude in you which enhanced your placement prospects?

Response: Moderate

Action Plan: Internship practice to be intensified.

Feedback Q-6. Do you still participate in Extension Activities of the college as alumni?

Response: 78% of the alumni gave positive response.

Action Plan: College organizes alumni meets to keep in touch with its ex-students and also honours them while recognising their achievements in different events.

Feedback Q-7. How would you rate the infrastructural facilities during your stay in the College?

Response: Excellent

Action Plan: The College updates its infrastructure on regular basis to meet the demands of this era of technology.

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Feedback Q-8. Were you exposed to various ICT facilities in the College?

Response: Excellent

Action Plan: College makes no compromise when it comes to infrastructure facilities of a global standard. It can boast of the best of infrastructure for technical courses.

Feedback Q-9. Was the College Library adequately equipped for your academic support?

Response: Moderate

Action Plan: Workshop on Library to be organized.

Feedback Q-10. How do you rate the courses that you have learnt in relation to your current job?

Response: A greater section of students is benefitted by the activities related to their courses.

Action Plan: More job oriented coursers to be added. More programmes to have internship.

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Feedback Q-11. Were your grievances properly handled at the College?

Response: Majority of students consider grievance handling procedure to be good.

Action Plan: Grievances should be handled in hierarchy and must be incorporated in to the system itself.

Feedback Q-12. Being an Alumni are you satisfied with the Annual Alumni Meet in the College?

Response: Excellent

Action Plan: Alumni Association of the college organizes alumni meets at regular basis and keep in touch with the ex-students through facebook, whatsapp etc.

Feedback Q-13. Was the Placement Cell of the College effective in helping you procure a benefitting placement?

Response: A greater section of the alumni expressed its satisfaction with the placement procedures of the institution.

Action Plan: In house placements to be motivated.

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Feedback Q-14. How often do you visit the College as Alumni?

Response: Excellent

Action Plan: Though the visits of the alumni are quite considerable but the ex-students who are settled in abroad or far off cities are connected through the channel of social media.

Feedback Q-15. How would you rate the various safety measures taken by the College for Women safety on the scale of 1 to 5?

Response: Excellent

Action Plan: Safety Measures to be enhanced. Round the clock CCTV Surveillance.

Feedback Q-16. Were you given enough opportunity to showcase your talent in the College?

Response: 90% responded in the positive.

Action Plan: Various departments organize diversified activities for the students which help in exhibiting their talents.

Feedback Q-17. Do you wish to strengthen the Alumni unit of the College?

Response: The response was in positivity.

Action Plan: Strengthening the alumni is the main priority.

Feedback Q-18. Were you satisfied with the waste management system of the College?

Response: Moderate

Action Plan: Plan to go for green audit and to enhance waste management.

Feedback Q-19. Do you notice any reforms in the College since you passed?

Response: 96% of the students feel college has evolved tremendously infrastructure and in quality.

Action Plan: The institution always works in the direction of implementing new strategies and systems to meet the demands of modern era.

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Feedback Q-20. Any suggestions for strengthening the Alumni network of your college

Response: Moderate.

Action Plan: To involve alumni in more activities.

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TEACHER FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2016-17

Feedback System:

Teachers are the building blocks of an Institution. Their feedback on various aspects of the Institution is of tremendous importance. Faculty always tries for upgrading the standards of the Institution. Their suggestions and genuine feedback provides impetuous for the growth of the Institution. Every year, they are asked to fill a questionnaire which is a tool for obtaining their feedback. The questionnaire includes every aspect of the functioning of the Institution.

Focus Area:

1. Curricular Aspects
2. Teaching, Learning and Evaluation
3. Research, Innovation and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progressive
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

Objectives:

1. To provide teachers a platform to share their views & experiences in relation to teaching-learning process and suggest improvement areas.
2. To boost their morale and confidence by giving them a chance to freely interact with the administration regarding the improvement of teaching and learning environment.
3. To develop the skill of critical thinking and evaluation amongst teachers.
4. To give them the sufficient time to pursue their research work.

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5. Continual improvement of the College Infrastructure, Staff and Supporting Services.

Phases of Teacher Feedback Mechanism:

1. Collection of Teacher Feedback
2. Interpretation & analysis of Results
3. Communication of Results to Principal
4. Communication of Results to Person/In-charge/Department Concerned
5. Action Plan
6. Action Taken Report

Interpretation & Analysis Feedback for the Session 2016-17

Total Strength: 115

Sample Size: All the teachers of the college of various streams of Commerce, Arts and Science etc.

Feedback Q-1 Are you satisfied with the Course Content?

Response: Excellent

Action Plan: The College is delivering the requisite performance and the Course Modification Committee always take care of the syllabus prescribed by the university and will continue to do this in future.

Feedback Q-2 Is the college promoting research related activities for teachers?

Response: Majority of the people are keen in the work of research and college always encourage them.

Action Plan: Promotions will be offered to teachers who pursue the research work by management and which will encourage the teachers to pursue further.

Feedback Q-3 Are you satisfied with the Internal evaluation system at the institutional level?

Response: Excellent

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Action Plan: New strategies will be introduced which will make the evaluaton more quick and unbiased.

Feedback Q-4 Are you satisfied with the Faculty Development Programmes organized in the College?

Response: Excellent

Action Plan: More Faculty Development Programmes with the motto to encourage new teaching methodologies will be organised.

Feedback Q-5 Are you satisfied with the number of students allocated under each mentor?

Response: Excellent

Action Plan: The balance of student ratio is always taken into consideration and will be done in the future as well.

Feedback Q-6 Are you satisfied with the available infrastructure for teaching in the College?

Response: Excellent

Action Plan: Latest facilities according to the technology era will be introduced more.

Feedback Q-7 Are the books, journals in the Library sufficient for the cognitive development of the students?

Response: Excellent

Action Plan: More books for general reading which will be inspirational as well for the students which will enhance their personality will be added.

Feedback Q-8 Do you refer to Library books for preparing your lectures?

Response: 90 % of teachers visit library on the daily basis and give the reviews regarding the updation

Action Plan: The College will consider the reviews by teachers more regularly and the actions will be taken on the urgent basis.

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Feedback Q-: Do you regularly submit the infrastructural requirements related to your department?

Response: Majority of the people gives the feedback regarding the requirements.

Action Plan: A special committee formed for this purpose will take care of the of the requirements more efficiently.

Feedback Q-10 Does the College regularly update its infrastructure as per your suggestions?

Response. Excellent

Action Plan: Latest facilities of the high quality brand will always remain the priority of the management.

Feedback Q-11 Do you include ICT facilities in your teaching methodology?

Response: Excellent

Action Plan: ICT facilities are always upgraded in order to enhance the teaching methodology

Feedback Q-12 Are tests and examination conducted well in time with proper coverage of all units in the syllabus?

Response: Excellent

Action Plan: Monthly test system will be planned in order to facilitate the students and thus the students will be prevented from the last minute preparations.

Feedback Q-13 Are you satisfied with the Internet Facility and Research Related Sources in the Library?

Response: Majority of the teachers are satisfied with Internet Facility and Research Related Sources in the Library.

Action Plan: The practice will be continued

Feedback Q-14 Are faculty related grievances / problems solved well in time?

Response: Excellent

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Action Plan: The direct link between the faculty and management will be established.

Feedback Q-15 Are you satisfied with Faculty Empowerment Strategies of the College?

Response: Majority of the people are satisfied.

Action Plan: More programmes to be introduced.

Feedback Q-16 Are students confident enough to share their issues with you?

Response: Excellent

Action Plan: The personal and friendly realtion between the teachers and students will be encouraged.

Feedback Q-17 How much of the official work do you perform without the use of paper?

Response: 85 % of the official work is done online.

Action Plan: Minimal use of paper will be encouraged.

Feedback Q-18 Do you guide the students about the environment conservation?

Response: Excellent

Action Plan: concepts like 'green and clean city' are promoted and will be continued

Feedback Q-19 Do you contribute towards making the campus plastic free?

Response80% of teachers contribute towards making the campus plastic free

Action Plan: The students will be encouraged to avoid plastic.

Feedback Q- 20 How do you make teaching learning process effective?

Response Teaching methodologies will be encouraged which will involve more practical exposure rather than just the theoretical work.

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PARENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2016-17

Parent feedback is the most powerful tool to enhance the quality of an institution. Studies show that students whose parents take an active role in their education do better both academically and socially. One of the best ways to get parents involved with their wards education and future is through survey and feedback. This feedback not only helps parents contribute positively to their children's learning experience but it also can be an indicator of an institution's overall success. Apeejay is an institution where students learn to strive for excellence. It has always adhered to the logo 'Soaring High is my Nature'. Parents agree that college leaves no stone unturned in the direction of students' progress and growth. Parents provide online feedback which makes the data collection easier. This session also the feedback form was circulated online to over 250 parents and was analysed thoroughly for betterment of the institution.

Focus Area:

1. Curricular Aspects
2. Teaching Learning & Evaluation
3. Research, Innovation & Extension
4. Infrastructure and Learning Resources
5. Student support & Progression
6. Governance, Leadership & Management
7. Institutional Values and Best Practices

Objectives:

1. To provide Parents an opportunity to share their views & experiences in relation to teaching-learning process and suggest improvement areas.

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2. To give a chance to Parents to freely interact with the administration regarding the weaker areas of learning environment.
3. To give Parents a sense of belongingness.
4. Continual improvement of the College Infrastructure, Staff and Supporting Services.

Phases of Parents Feedback Mechanism:

1. Collection of Parents Feedback
2. Interpretation & analysis of Results
3. Communication of Results to Principal.
4. Communication of Results to Person/In-charge/Department Concerned.
5. Action Plan
6. Action Taken Report

Interpretation & Analysis Teacher Feedback for the Session 2016-17

Total Strength: 2861

Sample Size: 250 Parents selected from across the streams of Commerce, Arts and Science.**(15% of total Strength)**

1. How would you rate the teaching and learning environment in the College?

   Response: Excellent

   Action Plan- Though parents are satisfied with teaching and learning environment in the college yet the college endeavours to keep adding new innovating methods of teaching.

2. Does the College provide Value Based Education?

   Response: Yes

   Action Plan – More value based education programmes to be added.

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3. Are you satisfied with the special programs the college is organising for advance learners and slow learners?

   Response: Yes

   Action Plan- To keep up its policy for identifying and coaching advance learners and slow learners

4. Does college organise events to directly interact with parents and handle their issues related to A. Academics, B. Examination C. Stress::

   Response: Yes

   Action Plan- Parent Teacher Meet is a regular feature of the college.

5. Are you satisfied with the innovation and creativity incorporated in teaching learning methods of the college?

   Response: Yes

   Action Plan- Although there are innovative methods likes Moodle in teaching yet college is making efforts to introduce novel methods of teaching.

6. Do you think Extension Activities of the College have led to more humanitarian development of your Ward?

   Response: Yes

   Action Plan- To Strengthen its extension and other activities.

7. How have the Extension Activities organized in the College enhanced the personality and confidence level of your Ward? Please rate on the scale of 1 to 5

   Response: 4

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Action Plan- Apeejay is a reigning champion in Youth Festivals for the last 18 years. It would further strengthen its extension activities on a global platform.

8. Are you satisfied with the infrastructural facilities of the College?

Response: Yes

Action Plan- To introduce latest infrastructural facilities as for the course requirement

9. Do you find any problem or inconvenience when you visit the College?

Response: No

Action Plan- To have a front desk to specially cater to parents.

10. Are you satisfied with the performance of students' Grievance Redressal Cell?

Response: Yes

Action Plan- To keep up its performance in addressing grievances.

11. Do you receive SMS, Mails and Phone Calls related to your Ward's Progress in time?

Response: Yes

Action Plan- To enhance online nexus with stakeholders

12. Is the college office helpful in administrative matters?

Response: Yes

Action Plan-College is making an attempt to improve and help more in administrative matters

13. Do you regularly attend PTMs held in the College?

Response: Yes

Action Plan- Regular Phone calls are made to ensure that Parents come and check the growth of their ward.

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14. Are you satisfied with the functioning of Sexual Harassment Cell?

Response: Yes

Action Plan-To have regular meetings of the Cell.

15. How would you rate the hygienic environment of the College on the scale of 1 to 5?

Response: 4

Action Plan- Dustbins are placed everywhere and Swatchtaa App is promoted among students

16. Are you satisfied with the details provided on the College website?

Response: Yes

Action Plan- College has a website which provides complete information about the courses and new vocational courses. The college plans to update its website with latest software.

17. Do you get information in advance regarding fee or any other charges?

Response: Yes

Action Plan- The information about fee structure and others charges as provided well in advance.

18. Any suggestion you would like to share for enhancing the quality standards of the Institution.

Response & Action Plan- 95% was satisfied with standards of the institution. They shared that the institution has instilled tremendous confidence and capability in their wards and we ensure to keep the process going.

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ACTION TAKEN REPORT

on

FEEDBACK COLLECTED

2016-17

Feedback was received from Students, Alumni, Teachers and Parents in 2017 on an Annual Basis. It was analyzed as presented in the Analysis Reports. Based on the action plan mentioned in the analysis report pertaining to students, alumni, teachers and parents a committee was formed to execute the desired action plan at the earliest. The committee comprised of the Principal as the Chairperson and five senior faculty members. Based on the action plan, an agenda was framed and forwarded to the management. Prompt action was taken to implement the suggestions on the basis of priority. The action taken was then discussed in the board meeting comprising a Governing Council, Board Members, Principal, IQAC Convenor and two Staff Representatives.

Following action was taken:

- More courses were introduced in the new session.
- E- library has been strengthened.
- Research centre has been upgraded.
- More plantation was done in the form of ' Podhaaropan divas''
- Prospectus to be made available online for the convenience of students.
- Increase in the number of extension activities and guest lectures.
- PTMs and Alumni meets have become a regular feature.
- Skill Development Courses were arranged for students so as to enhance their creativity.
- Provision of air conditioning in all the labs.
- Sexual Harassment cell has become more active in the college.

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- More effective use of MOODLE has been incorporated in teaching learning and co curricular activities.
- Concept of Green and Clean city is promoted in the college.
- Under privileged students were taught free of cost in the month of May 2016.
- Donation of grains, pulses etc under the mission 'DONATE GRAINS' was initiated by the college.
- Solar System to be set up in the College.
- Herbal Garden has been Set up
- Upgradation of Conference Room
- Starting of More Skill Development Classes
- Proposal for starting classes for competitive exams

Minutes of the Meeting of Governing Council, Board of Management for Action Plan and Action Taken on Feedback Collection from Stakeholders

Session 2016-17

January 25, 2017

1. Welcome by the Chairperson
2. Discussion on feedback received and Analysis Report
3. Introductory Remark by the Chairperson
4. Discussion of Action Plan Analysis
5. Discussion on Action Taken
6. Following Actions were taken:

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- Herbal Garden has been Set up
- Upgradation of Conference Room
- Starting of More Skill Development Classes
- Proposal for starting classes for competitive exams

7. Vote of Thanks by Principal

Management Representative	Ms. Neena Sondhi Member, Apeejay Education Society	
Chairperson	Dr. Sucharita, Principal Apeejay College of Fine Arts, Jalandhar	
IQAC Director/Coordinator	Dr. Jagmohan Mago Department of Computer Science	
Faculty Representative	Ms. Roopali Sood Dr. Munish Gupta Dr. Monika Arora Ms. Manisha Sharma Ms. Rekha Ms. Simkee Dev	
Alumni	Mr. Ankur Anand Ms. Harleen Sandhu Ms. Nidhi Sharda	
Industry Representative	Mr. M.J. Kalra	
Administrative Officer	Mr. Jasvinder Singh	
Stake Holder	Mr. Vikram Sood S. Sarabjit Singh	

Principal
Apeejay College of Fine Arts
Jalandhar

Apeejay Education Society
Jalandhar