Apeejay College of Fine Arts Jalandhar

Accredited A Grade by NAAC

College with Potential for Excellence

(Affiliated to Guru Nanak Dev University, Amritsar)

2012-13

Action Taken Report on

Feedback collected from

- *Students*
- *Alumni*
- *Teachers*
- *Parents*

Svrán Group

STUDENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2012-13

Feedback System:

Students hold a very high place for any educational institution in the modern era. It is they who are the ambassadors of the legacy of a College. Apeejay College of Fine Arts, Jalandhar conducted a student survey in the form of Student Feedback/Evaluation Form in order to know their views and perception about the overall evaluation of the College. Their well-worded opinions and feedback were analyzed from varied angles, suggestions implemented for ensuring compliance. The questions aiming at knowing their views were based on curriculum they studied, faculty that taught them, infrastructure provided to them and so on. The responses so obtained have been presented below, giving a clear picture of the working and growth of the College.

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.

Principal
Apeejay College of Fine Arts
Jalandhar

3. To make the students critical thinkers
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:

1. Collection of Student 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 Plan

Interpretation & Analysis of End Session Feedback for the Session 2012-13

Total Strength: 2137

Sample Size: 426 students selected from across the streams of Commerce, Arts and Science **(20 % 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. It was much up to date. Courses pertaining to tradition and modernity were being offered.

Action Plan: Still more modern courses are being introduced which could make students more techno-savvy.

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2. Is your curriculum relevant to IT Advancements?

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

Action Plan: focus on introducing more IT oriented courses.

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

Response: Yes, upto 80%. 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, Enhancement classes for very bright students and Diagnostic classes for the slow learners.

Action Plan: Time table has been made flexible enough to accommodate the students who are slow learners.

5. Are you satisfied with the internal evaluation process?

Response: yes, up to 75%. 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.

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

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

Action Plan: Academic and administrative grievances are being put to focus and 100% achievement of this parameter will be the main motto.

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

Response: yes. Both the said records are sent to the home of individual students.

Action Plan: Semester end PTM will be made a regular feature in this regard.

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

Response: moderate. MOODLE is not yet introduced.

Action Plan: introduction of MOODLE will be the top of the line priority.

9. Does your Institution promote Research Activities amongst students?

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

Action Plan: To ask the GNDU to introduce research based curriculum at UG level.

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

Response: yes, 78% 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 and Go Green Clubs.

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

Response: Yes, 88% 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 and more of them will be introduced.

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

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Response: yes, highly. Benches are comfortable, lights and fans are highly efficient.

Action Plan: All Rooms on C block will be made AC rooms.

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

Response: Enough. Books on varied subjects, journals related to most of the subjects are available.

Action Plan: facility for online reading is being focused to make students technically resourceful.

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

Response: Yes, 79% students participate in the extra-curricular activities being organized. Sports activities are bit on the lesser side.

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.

15. Do you avail ICT Facilities in the College?

Response: Moderately. MOODLE, Online learning should be introduced.

Action Plan: MOODLE and Online learning will be encouraged among the students.

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

Response: yes. On daily basis, a good number of students do visit Library to make notes, to find books related to subjects.

Action Plan: More and more students will be encouraged to visit library to develop study habits, to make them more academics oriented.

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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: Go Green Initiative is in the pipeline. Stress will be on in-campus plantation.

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.

Action Plan: Smart classes are in the pipeline and will soon be made available.

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 emphasis will be laid on giving the teachers exposure to research activities and use of A-V Aids.

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

Response: Yes, strongly. Teachers provide in-class notes and quality study material with a high skill of explanation.

Action Plan: Lectures and notes will be made available online. Focus will be on E-Interaction.

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

Response: Yes, frequently. Teachers of Commerce, IT and other professional classes have been offering career guidance and timely advice.

Action Plan: Career Guidance Cell will be made available in the coming times.

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

Response: Yes, highly. The non-teaching staff members guide about university form filling or about collecting DMCs as and when sought.

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

Response: Moderately. Not many 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.

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: Outdoors GO Green campaign will be initiated to clean the surroundings also.

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 will be set up.

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

Response: 3.5

Action Plan: Cell will include Placement 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: Best out of waste Cell will be set up and the students will be encouraged to contribute to it.

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

Response: 4.

Action Plan: online Admission Cell will be set up for inviting admissions from far afar students.

29. What is your overall opinion about the Institution?

Response: Top of the Town.

Action Plan: To achieve the status of being the Top of the State will be the immediate next plan.

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

Response: Online teaching learning facility, more sports activities and more active Career Guidance Cell be set up.

Action Plan: Smart classes, Placement Cell will be set up.

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ALUMNI FEEDBACK ANALYSIS REPORT AND ACTION PLAN

(2012-13)

Alumni Feedback is the most powerful instrument of higher education system which helps in applying appropriate amendments to convert the delivery of education system in right spirit at right time by strengthening it in a customized manner. Apeejay College believes in quality education and provides a channel to the students to raise their voice and give suggestions regarding teaching-learning environment through the Feedback Form. Institute collects feedback from students twice in a session, once in September, second in the February. From the Session 2012-13, college started the practice of collecting online feedback. Feedback form is available online to the Students in their logins which can be filled any time and from anywhere. The online system helps the students to voice their opinions incognito. It also makes the data collection and analysis paperless and environment friendly.

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.

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3. To develop the skill of critical thinking and evaluation amongst students.

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 Plan

Interpretation & Analysis of Feedback for the Session 2012-13

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: 87% 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: Most of the students felt satisfied with the audio-visual methods used by the faculty.

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 programs 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: The College decided to establish research centre to enhance the analytical skills of the students.

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

Response: 70% 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 like Women's Day, Lavanya etc.

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.

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

Response: Excellent

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Action Plan: Though the college provides ICT facilities at large scale still the college would incorporate new equipments

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

Response: Majority of students to be agreed that adequate amount of books and other materials are available in the library.

Action Plan: Students should be guided and motivated to utilise library at regular basis.

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

Response: A large number of students are benefitted by the activities related to their courses. A small segment is left due to non participation in activities.

Action Plan: Though the college always puts an extra effort to organize various skill oriented activities like industrial visits, educational tours, guest lectures etc. still it would work in the direction of providing practical exposure related to their courses.

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.

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Action Plan: The institution planned to adopt effective measures to procure placement for each and every student seeking a job.

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

Response: 80% were positive.

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: The College has Women Grievance Cell and a team of security guards which always ensures the safety of its students.

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

Response: Excellent

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: The Alumni Association has always been working hard to keep in touch with its ex-students.

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

Response: Moderate

Action Plan: To initiate waste management system.

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

Response: 95% of the students feel that college is upgrading its systems at a greater pace.

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

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

Response: Many suggestions came but most wanted more communication through social networking

Action Plan: Though the college has a strong network of alumni association still it would implement the suggestions put by the alumni.

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TEACHER FEEDBACK ANALYSIS REPORT AND ACTION PLAN

(2012-13)

The active involvement of a teacher in general and technical teacher in particular is the need of the hour in transforming the status of the nation. Good teachers are essential for the effective functioning of education systems and for improving the quality of learning processes. **Hence** teachers are the chief stakeholder of any educational institution and play a crucial role in evaluation, development and enhancement of the quality of teaching -learning processes. **Teacher Feedback** is the most powerful tool of higher education system which when effectively used converts the delivery of education system in right spirit at appropriate time by strengthening it in a customized manner. Apeejay College of Fine Arts believes in quality education and provides a channel to its faculty to put forth their views and give suggestions regarding teaching-learning environment through the Feedback Form

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.

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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.

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 Plan

Interpretation & Analysis Teacher Feedback for the Session 2012-13

Total Strength: 123

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: 97% of the sample size is satisfied with course content

Action Plan: Although the College is delivering the requisite performance still the Course Modification Committee should consider the necessary changes.

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

Response: Moderate.

Action Plan: The college will give maximum opportunities to teachers to pursue their research work.

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

Response: Excellent

Action Plan: Though teachers are satisfied with Internal Evaluation system still college would like to adopt different strategies which will ensure the unbiased evaluation.

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

Response: Excellent

Action Plan: Most of the teachers attend refresher courses and the college will organise Faculty Development Programmes more frequently.

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

Response: Excellent

Action Plan: Though 90% of the faculty is satisfied with the number of students allocated but still the college will try to divide students more evenly under each mentor.

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

Response: Excellent

Action Plan: The college has always been very active to provide the adequate infrastructure for teaching and will continue to do so in future as well.

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

Response: Excellent

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Action Plan: Though the number of books and journals is enough in the library as per the number of students still the number of books, journals and magazines will be added as per the latest publications.

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

Response: 60% of teachers visit library on the daily basis and use the services to prepare their lectures .

Action Plan: By adding more number of research related books, the teachers will be encouraged to visit the library more often.

Feedback Q-9: Do you regularly submit the infrastructural requirements related to your department?

Response: 95% were positive.

Action Plan: It will be made compulsory for the departments to submit the requirements more regularly.

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

Response Excellent

Action Plan: College is very active regarding the updation of every latest facility to meet the demands of this era of technology and it will always top the priority list in future as well.

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

Response: Excellent

Action Plan: College pays special attention to ICT facilities as it is the base of the current technology era and will continue to do so in future as well.

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

Response: Excellent

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Action Plan: The college is very particular about the completion of syllabus and the tests and examinations are conducted regularly and the report of is sent at their homes and it will remain in the priority list in future as well.

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: Though the majority of the faculty is satisfied with the provided services but still the improvement will be made regarding the provided speed and and number of PCs.

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

Response: Excellent

Action Plan: Faculty related grievances / problems are always treated as urgent and it will always top the priority list of college in future as well.

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

Response: Majority of the people are satisfied.

Action Plan: Though nobody has ever complained but still college will introduce more Programmes and facilities regarding the empowerment strategies.

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

Response: Excellent

Action Plan: The teachers always try to make students comfortable and understand the basic psychology of their students which enable the students to share their worries with them and this will be continued in future as well.

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

Response: 70 % of the official work is done online but still to keep the record the paper is used.

Action Plan: All the official work will be designed in such a way that the percentage of paper used will be minimal.

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

Response: Excellent

Action Plan: Majority of teachers are involved in the beautification of campus and the city around. The students are also motivated for the same and will be continued in future as well.

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

Response: Majority of teachers contribute towards making the campus plastic free

Action Plan: NSS Wing of the college will be given the responsibility to take special care regarding this.

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

Response: Majority of students are satisfied with the teaching learning process.

Action Plan: Though the students are satisfied with the current services provided to them still in Faculty Development Programmes, introduction to various strategies which will make teaching process more effective will be stressed upon.

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PARENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

(2012-13)

Parents are pillars of an educational institution as they play a crucial role in evaluation, development and enhancement of the quality of teaching -learning processes. **Parents Feedback** is the most powerful tool of higher education system which when effectively used converts the delivery of education system in right spirit at appropriate time by strengthening it in a customized manner. Apeejay College of Fine Arts believes in quality education and providing a channel to the Parents to raise their voice and give suggestions regarding teaching-learning environment through the Feedback Form. Institute collects feedback from Parents once in a session. In 2012-13, college started the practice of collecting online feedback. It makes the data collection and analysis paperless and environment friendly. To know their level of satisfaction with the college and to gain their perspective, a feedback form was forwarded to around 250 Parents through the simple online process. The findings of the survey were very encouraging.

Focus Area:

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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 Plan

FEEDBACK FORM FOR PARENTS

Total Strength: 2137

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 innovative methods of teaching.

2. Does the College provide Value Based Education?

   Response: Yes

   Action Plan – 90% of the parents trust that college is providing Value Based Education. There is special award for student with good moral & humanitarian values.

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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- Parents feel that their wards are being given extra attention.

4. Does college organise events to directly interact with parents and handle their issues related to:

   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-College ensures humanitarian activities like visit to Andh Vidyalaya, NGO's Goonj etc.

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-College is still planning curricular activities to ensure better & holistic development of students

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

Response: Yes

Action Plan-College has well equipped labs and good facilities like language lab to enhance the knowledge of students. Wards of various streams have shown satisfied professional growth.

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

Response: No

Action Plan-We care for parents and their comfort special arrangements are made for them in auditorium during functions.

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

Response: Yes

Action Plan-Teachers work hard on students so that they fare well in their exams.

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

Response: Yes

Action Plan-There is a regular updation of student's report to parents

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

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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.

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

Response: Yes

Action Plan-The Sexual Harassment Cell of college is very vigilant and careful.

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

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.

Action Plan-85% were satisfied with standards of the institution. A few suggested that there should be more class tests and oral tests for students.

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ACTION TAKEN REPORT

on

FEEDBACK COLLECTED

2012-13

Feedback was received from Students, Alumni, Teachers and Parents in 2013 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:

- Introduction of Internal Assessment in Mid Term Examinations
- Perspective plan to introduce vocational & practical courses.
- Revision of syllabus was discussed in the meeting of Board of Studies.
- Personality development programmes and workshops were organized.
- ICT enabled teaching learning initiated
- Process of video conferencing initiated
- Short term courses based on video editing and voice modulation and conservation of traditional wall paintings started
- A proposal for more weightage to internal assessment to be forwarded in the meeting of Board of Studies.
- Introduction of Tally advancements initiated
- More competitive books were ordered to be added in the library.

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- Proposal to introduce the new professional courses related to mobile applications
- Introduction of Innovative and skill enhancement courses
- More e-journals were subscribed
- More practical oriented class room teaching was initiated.
- For the promotion of diminishing arts and craft of rural India, undertaken dari project was innovated with modern designing in traditional forms of Daris.
- Few national bodies with which the association was initiated includes Lalit Kala Akademi, New Delhi, Punjab Art Council, Chandigarh, Crafts centre of Chandigarh.
- To promote skill enhancement, few courses of one to six months duration are initiated which includes skill oriented course like Theatre and Script Writing.
- Short term skill enhancement course in video editing initiated
- Exhibition based on rural craft (Phulkari) and other crafts of Punjab was organized.
- More sensitive cameras and microphones were procured to enrich the video conferencing room.
- INFLIBNET (digital online library) support is made available to entire staff and students through college library

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

Session 2012-13

January 18, 2013

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

- Introduction of Internal Assessment in Mid Term Examinations
- Perspective plan to introduce vocational & practical courses.
- Revision of syllabus was discussed in the meeting of Board of Studies.
- Personality development programmes and workshops were organized.
- ICT enabled teaching learning initiated
- Process of video conferencing initiated
- Short term courses based on video editing and voice modulation and conservation of traditional wall paintings started
- A proposal for more weightage to internal assessment to be forwarded in the meeting of Board of Studies.
- Introduction of Tally advancements initiated
- More competitive books were ordered to be added in the library.
- Proposal to introduce the new professional courses related to mobile applications
- Introduction of Innovative and skill enhancement courses
- More e-journals were subscribed
- More practical oriented class room teaching was initiated.

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- For the promotion of diminishing arts and craft of rural India, undertaken dari project was innovated with modern designing in traditional forms of Daris.
- Few national bodies with which the association was initiated includes Lalit Kala Akademi, New Delhi, Punjab Art Council, Chandigarh, Crafts centre of Chandigarh.
- To promote skill enhancement, few courses of one to six months duration are initiated which includes skill oriented course like Theatre and Script Writing.
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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	Mrs. Monica Sekhon, Head, Department of Psychology	
Faculty Representatives	Dr. Sunit Ms. Supreet S.J. Talwar Ms. Roopali Sood Ms. Manisha Sharma Ms. Apra Ms. Monica Bahri	
Alumni	Mr. Ankur Mr. Puneet Kakkar Ms. Harleen Sandhu	
Industry Representative	Mr. M.J. Kalra	
Administrative Officer	Mr. Jasvinder Singh	
Stake Holders	Mr. Raman Arora Sh. Rajeev Mahajan	

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