Apeejay College of Fine Arts Jalandhar

Accredited A Grade by NAAC

College with Potential for Excellence

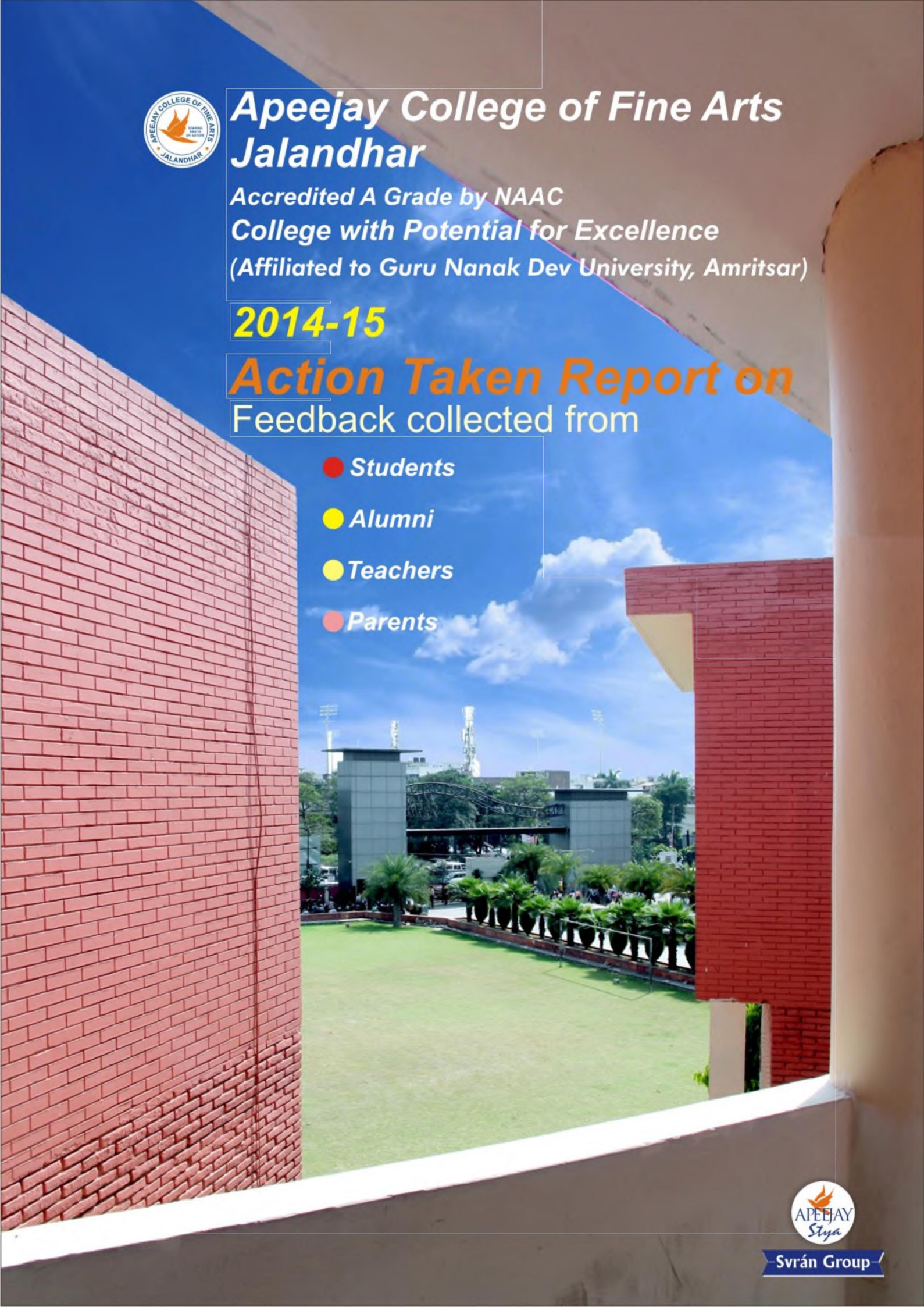
(Affiliated to Guru Nanak Dev University, Amritsar)

2014-15

Action Taken Report on

Feedback collected from

- Students
- Alumni
- Teachers
- Parents



Apeejay Stya

Svrán Group

STUDENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2014-15

Feedback System:

Apeejay College is committed to the highest standards of educational and other provisions for its students. In encourages students to participate in online feedback questionnaire that was forwarded to 250 students randomly picked from the various streams in the College. Based upon the previous experience, 90% agreed they are highly satisfied with the sequence of courses they have studied. Maximum of the students about 85% rated high as per as units of courses are concerned. 80% of the students are satisfied that the course content is as per the IT needs and help them in their placements. The suggestions of those who were dissatisfied are also taken and suggestions for actions have also been forwarded.

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

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 Taken Report

Interpretation & Analysis of Feedback for the Session 2014-15

Total Strength:

Sample Size: 2345 students selected from across the streams of Commerce, Arts and Science (20 % of total Strength)

Student Selection Criterion: 500 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 is much up to date. More Courses pertaining to tradition and modernity are being offered.

Action Plan: the sequence will be made more relevant by focusing upon revamping the curricular pattern.

Principal
Apeejay College of Fine Arts
Jalandhar

2. Is your curriculum relevant to IT Advancements?

Response: certainly, upto 90% it is. The students get enough exposure to IT.
Action Plan: Suggestion for introducing more Computer Lab-oriented practical syllabus at UG level will be sent to the University.

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

Response: Yes, upto 92%. Most of the courses are already in accordance with real life industry and employers' demands.
Action Plan: Effort will be to suggest a creative and lively syllabus for the ignited minds .

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: Extra Capacity Building classes will be accommodated for the bright and deserving students and for the meritorious ones.

5. Are you satisfied with the internal evaluation process?

Response: yes, up to 83%. 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: More space will be availed for Year-end Teacher Evaluation by the Institution.

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.

Principal
Apeejay College of Fine Arts
Jalandhar

Action Plan: Semester End PTM and SMS information to University and Top Level Management 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. As MOODLE is quite technical.
Action Plan: MOODLE will be made more advanced yet simplified version will be made available for beginners.

8. 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: Short term Research courses to be introduced for interested students.

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

Response: yes, 75% students like to partake in NSS or other Eco-friendly drives.
Action Plan: More and more students will be encouraged to partake in the Swachh Bharat Mission.

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

Response: Yes, 92% students actively participate in Extension Activities and they find them relevant.
Action Plan: Unit for promoting Girl Education in the society will be set up soon.

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.
Action Plan: More ventilators in all rooms will be added to make the rooms more airy.

Principal
Apeejay College of Fine Arts
Jalandhar

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

Response: Enough. Foreign Authors' Books and Reference Books on varied subjects, Research journals related to most of the subjects are available.
Action Plan: Journals for promoting Sports Education will be introduced.

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

Response: Yes, 84% 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, foussing on inter-college sports competitions.

15. Do you avail ICT Facilities in the College?

Response: Moderately. MOODLE, Online learning should be introduced.
Action Plan: use of Blogs and Wordpress for study purposes to be promoted among 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.

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: Health & Hygiene Education to be promoted among the young brigade.

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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.
Action Plan: More labs for vocational courses to be added.

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 on enhancing the Research Acumen of the teachers, who are pursuing PhDs.

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: Focus on providing extra-textual/extra-syllabi theoretical framework for the students of UG classes.

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

Response: Yes, frequently. Teachers of Commerce, IT and Language classes have been offering career guidance and timely advice.
Action Plan: Career Guidance Cell will be linked with Placement Cell of the college.

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.

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Jalandhar

Action Plan: The feasibility of Placement Cell and External Matters Cell will be studied extensively.

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. Complaints are now proposed to be lodged directly to Principal.

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: College Unit will soon be integrated with local NGOs like Paryavaran Suraksha Kendra to do more to integrate students with the Eco-Friendly steps.

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: Feasibility for a separate Canteen/cafeteria for girls is being extensively studied

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

Response: 4.
Action Plan: Cell will include Counseling for the students of Life & Physical Sciences 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: Aims to go Paperless.

Principal
Apeejay College of Fine Arts
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28. How would you rate the transparency of the admission process on the scale of 1 to 5

Response: 4.4

Action Plan: Online Admission Cell and College Website will maintain the details of Admission process and step by step information will be displayed on it.

29. What is your overall opinion about the Institution?

Response: Top of the State.

Action Plan: Apeejay will always make great efforts to maintain its quality bench mark.

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: Many new innovative courses and short term programmes to be introduced as per students' demands.

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ALUMNI FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2014-15

Feedback System:

Alumni of any institution always work as beacon of inspiration for existing students. Their achievements and exposure as entrepreneurs, officials or employees can work as a source of information to upgrade the systems. Taking feedback from alumni is a unique feature of Apeejay as their suggestions can be applied to enhance the quality of teaching-learning processes. The college collects feedback from its alumni through online process through which alumni can post their suggestions and ideas for the betterment of the institution.

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. Alumni exposure to the outer world can be used for the betterment of the institution.
2. Alumni can share their views & experiences in relation to teaching-learning process and suggest improvement areas.
3. 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.
4. To develop the skill of critical thinking and evaluation amongst students.
5. To give alumni a sense of belongingness.

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6. 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 Concerned4
4. Communication of Results to Principal
5. Action Plan
6. Action Taken Report

Interpretation & Analysis of Feedback for the Session 2014-15

Sample Size: 400 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: 91% of alumni feel satisfied with the placement system of the college.
Action Plan: Placement cell of the college would increase tie-ups with renowned companies.

Feedback Q-2: Was your curriculum in-line with I.T. Advancements
Response: Excellent
Action Plan: Installation of upgraded IT systems in the college.

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

Response: Moderate
Action Plan: University has this aspect in its own hands, still college faculty would start up new industry oriented classes

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

Response: 92% of the alumni gave positive response.

Action Plan: English Speaking Classes would be started as a part of personality development courses.

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 research centre to be equipped with latest material.

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

Response: 72% of the alumni gave positive response.

Action Plan: College would enhance the communication with ex-students telephonically

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

Response: Excellent

Action Plan: New updated systems to be added in IT labs.

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

Response: Excellent

Action Plan: Number of ICT facilities to be increased at large scale.

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

Response: Moderate

Action Plan: Adding up of new research oriented journals and books material

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.

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Action Plan: Number of industrial visits and educational tours along with international exposure would be increased.

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

Response: Excellent

Action Plan: Having a proper check on grievances of the students.

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

Response: Excellent

Action Plan: Alumni would be invited telephonically.

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: The placement cell would widen up its sphere.

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

Response: Excellent

Action Plan: Distinguished Alumni would be invited as guests in various functions.

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: Women Grievance Cell and Discipline committee would ensure the safety of females.

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

Response: Excellent

Action Plan: Students would be invited to participate in all activities.

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:

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

Response: 93% of the students feel that college is upgrading its systems at a greater pace.

Action Plan: The institution has always been in the lead in all spheres. It would not rest on past laurels and continue to make efforts to etch its place on the world map.

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

Response: 70% were satisfied.

Action Plan: Though the college has a strong network of alumni association still it would work towards making the Alumni Association all the more active and vibrant.

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TEACHER FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2014-15

Apeejay is committed to provide the highest standards of Quality Education. Faculty strives for improving the standards of the Institution and gives suggestions and feedback on all aspects of the Institution through a formal feedback mechanism.

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

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Apeejay College of Fine Arts
Jalandhar

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 of Teacher Feedback for the Session 2014-15

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: 90% of the sample size is satisfied with course content
Action Plan: Teachers to put their suggestions in board meetings.

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

Response: Moderate.
Action Plan: The experts who have been bestowed with special honours will be called in the campus in order to encourage the teachers for research related activities.

Feedback Q-3:Are you satisfied with the Internal evaluation system at the institutional level?
Response: Excellent
Action Plan: The internal evaluation system will be modified according to which the evaluation will be done by the other teacher of same department rather than the assigned teacher who has taught that particular class.

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

Response: Excellent

Action Plan: More Faculty Development Programmes to be organized.

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

Response: Excellent

Action Plan: Teacher Student ration will always be planned considering the factor that each and every student can get the personal attention from teacher.

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

Response: Excellent

Action Plan: Upgrading of infrastructure.

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

Response: Excellent

Action Plan: E- Books and other software which will be helpful for students and teachers will be introduced.

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: More technology related facilities will be introduced which will attract more number of teachers to use library services for preparing their lectures.

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

Response: Moderate.

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Academy College of Fine Arts
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Action Plan: The committee formed for this purpose will be pushed further to take care of the requirements more efficiently.

Feedback Q-10: Does the College regularly update its infrastructure as per your suggestions?
Response. Excellent
Action Plan: Infrastructural Updation tops the priority list of management.

Feedback Q-11:Do you include ICT facilities in your teaching methodology?
Response: Excellent
Action Plan: The latest technology of the most efficient brands will be suggested to management.

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

Response: Excellent
Action Plan: The lesson plans will be prepared in the beginning of the session in order to keep in check the completion of syllabus within time.

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: More PCs to be added.

Feedback Q-14: Are faculty related grievances / problems solved well in time?
Response: Excellent
Action Plan: A specific cell will be made in order to reduce the gap between the faculty and management.

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

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Response: 90% of the people are satisfied.

Action Plan: The staff is and will always be encouraged to make themselves more empowered.

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

Response: Excellent

Action Plan: Personal touch in teaching ensures handling of students issues.

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.

Action Plan: Websites which will save the maximum of the record is on pipeline.

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

Response: Excellent

Action Plan: Special Programmes regarding awareness of the environmental conservation will be introduced in future also.

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: Youth Club 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: Making it more practical oriented with elaborate field work and internships.

Principal
Apeejay College of Fine Arts
Jalandhar

PARENT FEEDBACK ANALYSIS REPORT AND ACTION PLAN

Session 2014-15

Parents are given importance and their crucial roles in evaluation, development and feed back is very essential for our institution. We make an endeavour to give quality education and ensure holistic development of students. Parents appreciate the efforts on the part of our institution in their feedback forms. Their suggestions are taken into consideration and 95% of parents agree that their feedback is given priority by making desired changes and implementing novel ideas for quality enhancement in education and other fields.

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.
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.

Principal
Apeejay College of Fine Arts
Jalandhar

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

Interpretation & Analysis of Feedback for the Session 2014-15

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- College ensures that adequate facilities are provided to students and teachers employed are highly qualified.

2. Does the College provide Value Based Education?

   Response: Yes

   Action Plan – Parents are happy with the ethics and moral values Apeejay instils in their wards.

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

   Response: Yes

   Action Plan- Idea of zero periods for them has been incorporated.

Principal
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Jalandhar

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- Psychology departments is there to help students for stress issues and telecommunications is a regular feature in our college.

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

   Response: Yes

   Action Plan- ILT is present in college.

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

   Response: Yes

   Action Plan- Extension activities are organised at departmental level to ensure greater participation of students.

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

   Action Plan- Students are given classes in personality development.

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

   Response: Yes

   Action Plan- Video conferencing room is a special feature.

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

Response: No

Action Plan- Special care is taken to attend the parents who pay a visit to college.

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

Response: Yes

Action Plan- Our Grievance Redressal Cell aims to solve problems of all students.

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

Response: Yes

Action Plan- 85% parents get the message immediately through SMSs and e-mails.

12. Is the college office helpful in administrative matters?

Response: Yes

Action Plan- All administrative matters and information are provided by college office.

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

Response: Yes, 85% of parents ensure their presence at PTMs.

Action Plan: To reach out to more parents through SMS and phone calls

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

Response: Yes

Action Plan- The Sexual Harassment Cell of college is always available for any kind of help.

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

Response: 4

Action Plan- Toilets are cleaned regularly and so are the class rooms.

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

Response: Yes

Action Plan- New vocational courses are explained in detail

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

Response: Yes

Action Plan- College provide information through tele-calling.

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

Action Plan- College is providing a threshold for our wards and it should aim at over all development of students.

Principal
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ACTION TAKEN REPORT

on

FEEDBACK COLLECTED

2014-15

Feedback was received from Students, Alumni, Teachers and Parents in 2015 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:

- A proposal for vocational courses with professional skills was forwarded in the meeting of Board of Studies.
- This session their suggestion of initiating Mass Journalism was forwarded. Currently, it is being offered in session 2017-18.
- Many new subjects have been introduced in the courses and they have been implemented with a vision to impart practical knowledge and preparing the students for placement industry.
- On the basis of recommendations made by the alumni the college has started with short-term industry-based courses and hobby classes to inculcate the skills which will help the students to improve their professional and personal skills.
- Journals were made online
- Language lab upgraded

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- Updation of the conference room
- College Library is further strengthened with e-books for various departments and graphic novels for few Art based departments.
- Faculty members from Design, Music, Dance and Commerce department along with students visited various foreign universities to conduct workshops and exhibitions.
- Placement activity is strengthened through dedicated placement and training cell. Various placement drives are organized and students are guided for the pre-placement preparation and other competitive activities.
- Foreign language (French) training programme is initiated to encourage students in learning additional languages other than proposed in curriculum.
- Competitive exam wing is introduced for preparation of entrance exams related to UGC/Banks etc.
- Online placement brochure is published highlighting the practical work of design and arts students. It serves to be an effective tool to showcase the research based projects of students and the original indigenous art work by the students.
- Documentation centre is strengthened with digital aids for storage, reprography, scanning and relevant software for college administration.
- Department of computer Sc. , design and commerce have published research journals and are in the process to make them online and indexed.
- Faculty members have been encouraged to attend various conference, seminars, workshops etc. by providing seed money and duty leaves.
- Faculty members are encouraged to take up minor and major research projects. Various proposals for national and international conferences are proposed and sanctioned.
- Research centre is strengthened with additional books, subscriptions to journals, computer interface, Wi-Fi support and provision of other aids like printer, scanner etc.

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- Constant efforts are made in the direction of procuring membership of research bodies for various departments, faculty are encouraged to take up membership of research bodies.

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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 2014-15

January 22, 2015

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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- Updation of the conference room
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- Faculty members from Design, Music, Dance and Commerce department along with students visited various foreign universities to conduct workshops and exhibitions.
- Placement activity is strengthened through dedicated placement and training cell. Various placement drives are organized and students are guided for the pre-placement preparation and other competitive activities.
- Foreign language (French) training programme is initiated to encourage students in learning additional languages other than proposed in curriculum.
- Competitive exam wing is introduced for preparation of entrance exams related to UGC/Banks etc.
- Online placement brochure is published highlighting the practical work of design and arts students. It serves to be an effective tool to showcase the research based projects of students and the original indigenous art work by the students.
- Documentation centre is strengthened with digital aids for storage, reprography, scanning and relevant software for college administration.
- Department of computer Sc. , design and commerce have published research journals and are in the process to make them online and indexed.
- Faculty members have been encouraged to attend various conference, seminars, workshops etc. by providing seed money and duty leaves.
- Faculty members are encouraged to take up minor and major research projects. Various proposals for national and international conferences are proposed and sanctioned.
- Research centre is strengthened with additional books, subscriptions to journals, computer interface, Wi-Fi support and provision of other aids like printer, scanner etc.

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- Constant efforts are made in the direction of procuring membership of research bodies for various departments, faculty are encouraged to take up membership of research bodies.

7. Vote of Thanks by Principal

Management Representative	Mr. Nirmal Mahajan Member, Apeejay Education Society	
Chairperson	Dr. Sucharita Principal, Apeejay College of Fine Arts, Jalandhar	
IQAC Director/Coordinator	Dr. Sunit Head, Department of English	
Faculty Representatives	Ms. Monica Sekhon Ms. Supreet S.J. Talwar Ms. Roopali Sood Ms. Ramandeep Kaur Ms. Payal Arora Ms. Apra	
Alumni	Mr. Raveesh Sharma Mr. Varun Chopra Mr. Aakash Sharma	
Industry Representatives	Mr. Sudhir Gera	
Administrative Officer	Mr. Jasvinder Singh	
Stake Holders	S. Sarabjit Singh Mr. Vikram Sood	

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