



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
1. Name of the Institution	APOLLO COLLEGE
Name of the head of the Institution	Dr. Siddharth Jain
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07882623444
Mobile no.	8770899605
Registered Email	education@apollocollegedurg.com
Alternate Email	sanjay@apollocollegedurg.com
Address	Opposite Veterinary College, Anjora Durg (C.G.)
City/Town	Durg
State/UT	Chhattisgarh
Pincode	491001

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Rakhi Sharma
Phone no/Alternate Phone no.	07882623444
Mobile no.	7000269585
Registered Email	education@apollocollegedurg.com
Alternate Email	sanjay@apollocollegedurg.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.apollocollegeofeducation.com/Site/common.php?cateid=192&amp;cid=192&amp;v=2">http://www.apollocollegeofeducation.com/Site/common.php?cateid=192&amp;cid=192&amp;v=2</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.apollocollegeofeducation.com">http://www.apollocollegeofeducation.com</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.15	2014	10-Dec-2014	09-Dec-2019

<b>6. Date of Establishment of IQAC</b>	01-Dec-2012
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Free Education	15-Nov-2019	75

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

APOLLO COLLEGE, ANJORA, DURG (C.G.) SIGNIFICANTE CONTRIBUTION OF IQAC DURING THE SESSION 201920 Significant contribution made by IQAC during the current year 1. IQAC initiatives the introduction of 1 more value added programme Health Hygiene in the session 201920. 2. Organized Blood Donation camp through Red Cross Society. 3. Dental Check up camp in collaboration with Maitri Dental College Research Centre, Anjora, Durg. 4. State level workshop on Yog collaboration with Devine India Youth Association C.G. 5. Continuous focus on improving teaching learning, infrastructure ICT equipment and their maintenance for quality enhancement.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
1. Academic calendar activity plan for the session 201920 was Prepared.	1. Academic calendar activity plan were successfully implemented. Academic calendar contribute to smooth functioning of college and support the academic success and well being of student teachers and faculties.
2. Publish College magazine journal	2. Every year college published Annual magazine at the beginning of session annual Journal at the mid of the session. In this session college has published it.
3. Teacher Orientation Programme.	3. The Teacher orientation catered to the introduction of new trends of teaching techniques and transaction of the curriculum.
4. Student teacher Induction Programme.	4. Student teachers Induction programme has been successfully organized. New student teachers to help them feel comfortable, draw their attention towards exploring their academic interest activities making them work for excellence promote bonding within them, build relation between teachers student teachers.
5. All round development of student teachers.	5. Successfully Conducted various activities during these period.
6. Value added courses - • MS. Word, Excel, PowerPoint PageMaker • Art Craft • Yoga Meditation • Health Hygiene	6. Continuety of Value Added courses along with the new Value Added course Health and Hygine has been successfully organized. Student Teachers able to converse in basic computer terminology posses the knowledge of basic hardware, peripherals, basic of programming. Enhance the creativity, physical fitness in student teachers Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases.
7. Sadbhavna Inter College competition for teacher education colleges.	7. Sadbhavna the Inter College competition develops the Cooperation, interaction friendship between the participants of teacher education colleges. In this event 295 student teachers were participated and 25 faculties were invited of 16 colleges .
8. Memorandum of Understanding with another college.	8. MoU is continued with Arihant College of Education, Pune Prism School of Education, Utai Sanskar City College of Education, Rajnandgaon Bhilai Maitri College, Bhilai.
9. Guest lecture	9. Guest lecture was organized on Utilization of related lecture for

	student teacher. It gives student teachers a better opportunity to learn about Utilization of Related lecture.
10. Annual Sports	10. In this session 10th Feb. to 17th Feb. Annual Sports has been organized. In which Kabddi , Vollyball, Cricket etc. were played. Organized annual sports not only promoted physical fitness and well being but also contributed to the holistic development of student teachers by fostering team work, leadership and community engagement.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	17-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Apollo College is run by Shrishti education and welfare society. Member of this society are successfully managing six colleges Apollo College is one among them. Chairmen and directors of governing body of Apollo college adopts a strong and effective management information system. The vision mission based concepts of management system of Apollo college are systematically communicated to principal and staff. Management follows the hierarchy of status dignity to execute the policies for the betterment of the institution. Effective management system is applied by involving administrator, inbetween management and staff. Most of the instructions and policy decisions communicated to staff through the administrator. As per the instructions

received from administration the college system works smoothly. Regular visits of directors keeps everyone awoken and active. Deep concern of directors regarding infrastructure, building, facilities, cleanliness of campus, proper execution of scheduled activities, quality of academics and futuristic vision. College management adopts a queasy strategy of management by adopting mix form of management i.e. management by objective and management by participation both. Sensing objectives leads staff to plan a systematic chase on one hand and choosing the target with self motivated act. Management always creates opportunity to interact within in an open group meeting. College management communicate a great message to all workers by rewarding sincere and hard working staff, specially ground staff. This type of humanistic approach is for practiced by the management. Apollo college management support needy students by giving subsidy and scholarship. Children with special need are also helped for their disabilities by developing infrastructural facilities to them i.e. ramp, comfortable toilets, wheel chairs, environment of sensitivity in class etc. Apollo college management has adopting a vision of social concern. Helping disadvantage persons, old persons, deaf dumb blinds, homeless, mentally retarded by giving them facilities. List of modules. 1. Queasy module of direct and indirect information flow. 2. Adopting bottom up and top down module. 3. Induction schedule to promote work culture among the staff. 4. Humanity for work ethics. 5. Dignity of hierarchy and labour. 6. Rewards to provide motivation.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Apollo College, Anjora, Durg is affiliated to Hemchand Yadav University Durg, Chhattisgarh and runs B.Ed & M.Ed courses as per university guidelines. For two year M.Ed course the college has intake of 50 students. The two year M.Ed course is divided in four semesters and semesters consist of theory and

practice works. For two year B.Ed course the college has intake of 100 students. The two year B.Ed course is divided in four semesters and semesters consist of theory and practice works. The session starts with induction programme focused on objective, purpose, various aspects and rationale of content and evaluation of the course. The formal class work starts with discussion on NCFTE 2010 it is a process of establishing relationship between content of teacher education in university syllabus and NCFTE 2010. Academic calendar of Hemchand Yadav University, Durg is followed Academic calendar of College is prepared in the beginning of the session. Accordingly Time Table is prepared by subject experts are assigned their respective classes. The entire syllabus is divided into Units. Teacher Educators plan their syllabus unit wise. They maintain their daily diary. The course delivery is focused to ensure the active participation of all students & teachers and consequently use of different teaching methodologies like group discussion, group task, assignment method, self study, reflection, ICT integrated teaching learning, project work.

**M.Ed Program** The main focus of whole two year M.Ed programme is to prepare teacher educator, curriculum analyzer, researcher and content developer. In order to achieve the goal, the students are given various experiences and exposures. Since Research is a major component of the course, workshop on research methodology is organized for M.Ed students Another important activity is writing a paper on education related issues, students are expected to conceptualize a frame work, discussion with their mentors and peers, collect references and prepare a write up. The final paper is submitted in 4th semester.

**B.Ed Program** The main focus of whole two year B.Ed programme is to prepare reflective teacher and good pedagogy. In order to achieve the goal, students are given various learning experiences and exposures. School Observation Program/ School Internship Program:- Following programs are organized

1. Orientation of School Principals & Mentors on School Observation Program & School Internship Program.
2. Orientation of Student teachers on School Observation Program & School Internship Program.
3. Organization of Micro Teaching Seminars & Micro Teaching Lessons for student Teachers.
4. Organization of model lessons by subject Experts.
5. One month School Observation Programme is organized and student teachers observe all kind of school practices in assigned practicing schools (total 16 semester of B.Ed course. The student teachers observe classroom practices and teach 16 focused lessons as per their chosen subject pedagogy.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
nil	nil	Nil	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	36	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
MS word, Excel, PowerPoint Pagemaker	01/02/2020	110
Yoga and Meditation	01/04/2019	150
Art Craft	01/08/2019	110
Health Hygiene	04/02/2020	55
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	second semester four week school observation	100
BEd	Third semester Sixteen weeks School Teaching Practice	100
MEd	Supervision For B.Ed. Trainees	50
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1. Student Feedback Mechanisms: Implement various feedback mechanisms such as surveys, suggestion boxes, and focus groups to gather input from students regarding their experiences at Apollo College. Regular course evaluations, exit surveys, and student forums can provide valuable insights into academic programs, teaching quality, support services, and campus facilities. 2. Alumni and Employer Surveys: Conduct surveys or interviews with alumni to gauge the effectiveness of Apollo Colleges programs in preparing graduates for their careers. Additionally, solicit feedback from employers who hire Apollo College graduates to assess their satisfaction with the skills and competencies of the alumni. 3. Faculty and Staff Input: Encourage faculty and staff members to provide feedback on various aspects of the college, including teaching and learning practices, professional development opportunities, administrative</p>

processes, and campus culture. Regular staff meetings, faculty evaluations, and suggestion channels can facilitate open communication and idea sharing. 4. Data Analysis and Synthesis: Systematically analyze feedback data collected from students, alumni, employers, faculty, and staff to identify common themes, trends, and areas for improvement. Utilize both quantitative methods (e.g., statistical analysis of survey responses) and qualitative methods (e.g., thematic analysis of open-ended comments) to gain comprehensive insights. 5. Action Planning and Implementation: Develop action plans based on the analysis of feedback data, setting clear goals, strategies, and timelines for improvement initiatives. Assign responsibilities to relevant stakeholders and ensure accountability for the implementation of action plans. Prioritize initiatives that address critical areas identified through feedback analysis. 6. Curriculum Enhancement: Use feedback from students, alumni, and employers to inform the review and revision of Apollo Colleges academic programs and curriculum. Ensure that course offerings are aligned with industry needs, emerging trends, and best practices in the respective fields. Integrate experiential learning opportunities, practical skills development, and technology-enhanced instruction where applicable. 7. Professional Development Programs: Offer professional development programs and workshops for faculty and staff based on identified areas for improvement. Provide training in pedagogical techniques, instructional technology, assessment strategies, and student support services to enhance teaching effectiveness and student engagement. 8. Quality Assurance and Accreditation: Utilize feedback data to support continuous improvement efforts and demonstrate compliance with accreditation standards and regulatory requirements. Ensure that feedback mechanisms are integrated into quality assurance processes, program reviews, and institutional assessments conducted by external accrediting bodies. 9. Student Support Services: Enhance support services based on feedback from students to address their academic, personal, and career development needs. Invest in resources such as tutoring, counseling, career advising, and academic advising to promote student success and retention. 10. Communication and Transparency: Foster a culture of transparency and open communication by sharing feedback findings, action plans, and progress updates with the Apollo College community. Encourage constructive dialogue and collaboration among students, faculty, staff, administrators, and other stakeholders to collectively contribute to the colleges development. By effectively analyzing and utilizing feedback from various stakeholders, Apollo College can continuously improve its programs, services, and overall educational experience, ultimately fulfilling its mission of providing high-quality education and preparing students for success in their chosen fields.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	100	100	100
MEd	Teacher Education	50	50	50

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### **2.2 – Catering to Student Diversity**

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of				

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2019	100	50	15	9	24

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	25	3	5	4	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

200 Students of B.Ed, 100 Students of M.Ed and 200 students of D.El.Ed. are trained every year in Apollo College, Anjora, Durg. They have some personal, educational and psychological or other problem which they cannot share with everyone and due to these problems many times their training remains incomplete. Therefore, this practice has started to make direct communication to students and solve their problems at their level.

Objectives: Removing problems and difficulties by counselling the student teacher individually that they can complete their training without difficulty. Knowing the problems of the student teachers and trying then solve. Provide help to overcome the shortcoming of students. Knowing their talents in various fields of student teachers and helping them to refine them. Establish emotional connection with the student teachers so that they can communicate with their problem without any hesitation. Description: The Work of mentoring started at various following stages- (A) First the principal of the college encouraged them to work in this direction for the all round development of student teachers and direct contact with each student teachers. After this meeting with all the faculty members discussed various aspect of this mentoring process. (B) After discussion with the principal and faculty members, a workshop was organized to formulate effective mentoring in which teacher and principal of different college and schools were included. This process has done in 3 steps. Time limit was determined under the support resources for the implementation of mentoring. Determine the role of mentor and mentees. Suggestions of student teachers were also invited. (C) The faculty members of the college were also trained for mentoring objectives importance, planning, schedule, Role of mentor and mentees through audiovideo material. Their suggestions have also taken after discussion. (D) All the trainees of B.Ed, D.El.Ed. and M.Ed can be equally divided among faculty members for the implementation of this best practice, and each faculty member is direct form the training under his own. In addition to this 1 hour, student teachers can also contact the mentor either directly through mobile in special circumstances. Any barrier and strategies for overcome these barriers. Effect of Best Practice: Organizing the mentoring process seemed to be useful and interesting somewhere to the student teachers. Student teachers openly share their problems before their mentor and look forward to meeting their expectation. Effort has been made by mentees with the help of mentors to remove their vulnerabilities. Teacher student has started work on communication skills and fear of stage with the help of their mentors. Student teachers were seen expressing their thoughts independently without any fear, it seems to be the great effect of mentoring process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
500	35	1 : 14

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

40	35	5	1	0
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed.- 01	SEM - I/ III	27/04/2019	29/04/2019
MEd	M.Ed.- 02	SEM- I/III	27/04/2019	27/04/2019
<a href="#">View Uploaded File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has a system of comprehensive and continuous evaluation set for both the B.Ed. and M.Ed. student teachers. Every faculty has the independence and freedom to arrange the internal evaluation in accordance to the completion of each topic or unit. This cumulative internal assessment is reflected at the time of the final internal score of the respective student teachers. The faculty exercises different techniques and formats of assessment in accordance to the requirements of the students. weekly tests, assignments, project work, seminar presentations, oral test, outreach activities are some formats which are utilised for the continuous internal evaluation. Co-scholastic activities like literary events, cultural events, social activities, games and sports also are part of the activities evaluated and assess to reward internal marks of the institution.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Apollo College is affiliated to Hemchand Yadav University Durg, Academic calendar of Hemchand Yadav University Durg is adverted for conduction of exam evaluation. • B.Ed-II year course has semesters Semester I - There are 3 Theory papers of 80 marks Internal marks 20 each. External Marks - 240 marks Practicum - There are 2 practicum of 50 marks each. Internal marks - 80 marks Semester II - There are 4 theory papers of 80 marks each. External Marks - 320 marks Practicum - There is one practicum of 50 marks. Internal marks - 50 marks Semester III - There are 2 theory papers of 80 marks each External marks - 160 marks Practicum - There are 2 practicums Internship - 150 marks Reflective diary supervisors assessment - 50 marks. Internal marks - 150 marks Semester IV - There are 3 theory papers of 80 marks External marks - 260 marks Practicum - There are 3 practicums 1. Training in Yoga and sports games of 150 marks (Internal marks - 50) 2. Psychometric assessment of 50 marks (External marks - 50) 3. Viva voce on teaching experience of 100 marks (Externalmarks - 100) • M.Ed Two year course has semester Semester I There are 4 theory papers of 80 marks External marks - 240 marks Practicum - There are 1 practicum Internal marks - 50 marks Semester II - There are 3 theory papers of 80 marks External

marks - 240 marks Practicum - There are 2 practicum 1. Proposal of Dissertation (External marks - 100) 2. Internship, School based Activities (Internal marks - 50) Semester III - There are 4 theory papers of 80 marks External marks - 320 marks Practicum - There are 1 practicum Internal marks - 50 marks Semester IV - There are 2 theory paper of 80 marks External marks - 200 marks Practicum - There are 3 practicum 1. Academic (Internal marks - 50) 2. Dissertation (External marks - 100) 3. Viva Voce on Dissertation (External marks - 100)

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.apollocollegeofeducation.com/Site/common.php?cateid=175&cid=175&v=1>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Ed. - 01	BEd	Teacher Education	100	97	97
M.Ed.- 02	MEd	Teacher Education	50	46	92

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.apollocollegeofeducation.com>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
0	0	0	0	0	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
EDUCATION	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	0	0
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	1
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	0
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0
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#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	1	1	Nil
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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Doneting sound system to Govt Middle School, Mahmara	APOLLO COLLEGE	4	80
Awareness programm for prevention of dengua and medicin spray at mahamara	ApolloCollege	4	33
Cleanliness drive at Mahamara	NSS, APOLLO COLLEGE	6	40
Blood donaion camp	APOLLO COLLEGE wih Red Cross Society, Durg	4	32
Dental checkup camp at college campus	APOLLO COLLEGE MAITRI DENTAL COLLEGE ANJORA	3	35
State level Yoga Workshop on International yoga day at college	Devine India Youth Association and Apollo College	8	60
Honesty is life style event under Vigellence Awareness Week	APOLLO COLLEGE	4	45
youth Motivation programme , Resource Person Mr R.L. Dangi, DIG Rajnandgaon	APOLLO COLLEGE	8	72
Carrot Grass Eredication Campaign from Central School to Maharaja Chowk	NSS units of Durg University	3	31
Guest lecture on utilization of related literature by resource person Dr Lakhan Bohane	At Apollo College by Research Cell	8	155
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Cleanliness	NSS, APOLLO COLLEGE	Cleanliness drive at Mahamara	6	40
Blood donation camp	APOLLO COLLEGE with Red Cross Society, Durg	Blood donation camp	4	32
EYE CHECK-UP CAMP	APOLLO COLLEGE MAITRI DENTAL COLLEGE ANJORA	EYE CHECK-UP CAMP. INVITED SPECIALIST DR. AMIT JAGYASI	3	35
State level Yoga Workshop	Devine India Youth Association and Apollo College	State level Yoga Workshop on International yoga day at college	8	60
Honesty is life style	Bank of india and APOLLO COLLEGE	Honesty is life style event under Vigellence Awareness Week	4	45
Carrot Grass Eredication Campaign	NSS units of Durg University	Carrot Grass Eredication Campaign from Central School to Maharaja Chowk	3	31
Free Education Programme	Alumni of Apollo College	Free Education Programme By Alumni at Kabir Vidhyalaya, Khairagarh	4	50

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**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
PERMANENT	INTERNSHIP	GOVT MIDDLE SCHOOL THANOUD	05/08/2019	05/12/2019	100
PERMANENT	INTERNSHIP	GOVT H S SCHOOL THANOUD	05/08/2021	05/12/2021	100
PERMANENT	INTERNSHIP	GOVT MIDDLE PRONNAT SCHOOL THANOUD	05/08/2021	05/12/2021	100
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ARIHANT COLLEGE PUNE APOLLO COLLEGE	12/07/2016	MUTUAL ACTIVITIES	200
SANSKAR CITY COLLEGE OF EDUCATION RAJNANDGAON APOLLO COLLEGE, DURG	03/07/2018	MUTUAL ACTIVITIES	250
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Sai Smriti Infotech Solution	Fully	2014	2014

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7472	1046080	1354	90180	8826	1136260
Reference Books	2085	291900	65	6500	2150	298400
Journals	14	24000	0	0	14	24000
Library Automation	1	33708	0	0	1	33708
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	1	1	1	1	3	3	100	0
Added	2	2	0	0	0	0	0	100	0
Total	42	3	1	1	1	3	3	200	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Introduction of Research Methodology	<a href="https://youtu.be/M6PEJykWDDo">https://youtu.be/M6PEJykWDDo</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical

	facilities		facilities
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Apollo College has formed committees/cells for smooth functioning of all the activities. The committee/cell members are staff members with a convener. They are responsible to coordinate, manage and organize different activities. College has 31 Committee/cells. All the activities of the college are planned and distributed cell wise. Each cell incharge and members are responsible for their functions and optimal utilization of infrastructure. This is ultimately controlled by cell. College is located in the heart of the city Durg, Bus stand and railway station is easily accessible. College has spacious and airy classrooms, well equipped laboratories with latest equipments. Well stocked library with reference section. English language lab for the development of communication skills and pronunciation drills. NSS Room, Art Craft, Dharohar, Guidance Counselling , Performing Room, Washrooms for male and female student teacher for Staff Also. 35 computers equipped and internet facility in IT Lab. Psychology lab equipped with psychological testing equipments. The lab is well furnished. Parking facility is also available in the campus. There is facility for indoor game such as carrom, chess, table tennis and for outdoor games like volleyball, badminton, cricket, shot put, disc throw etc. CCTV systems are installed for monitoring. Maintenance of Infrastructure College receives budget every year. From this amount received maintenance of physical resources and equipments is done. It is also used for contingency, electricity, machine and tools purposes. College has a local fund which is also used per year for maintenance. The college has in place, a mechanism to systematically review the various library resources for adequate access, relevance, etc. and to make acquisition decision. Library : Our experienced faculty is incharge of library. There is 01 support staff to assist. Library Advisory committee advises how to upgrade the library and supervises the working of the library. The library of the college is located at the ground floor of the building. There is a reading room attached with seating capacity for thirty student teachers. We have Book bank facility in the library for student teachers. Student teachers are provided books from bank to use throughout the academic year without any terms and condition. Lab: The general and methods laboratories available in our institution are 1. Psychology lab 2. Science lab 3. Maths lab 4. Computer lab 5. Language lab 6. Art Craft room 7. T.L.M. room Institution enhances the facilities in laboratory in accordance to the requirement of the B.Ed and M.Ed curriculum. Institution holds meetings with the faculty to discuss about maintenance of the equipments and up gradation of the lab.

<http://www.apollocollegeofeducation.com>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	scholarship	81	1100160
Financial Support from Other Sources			
a) National	government of chhattisgarh	160	1058105

b)International	nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation	01/01/2020	180	By kanchanlata and Shiv kumar
personal counselling (case study)	10/10/2019	1	Faculty of Apollo College Faculty of Apollo College
Remedial Classes	22/11/2019	46	Faculty of Apollo College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance counselling	0	1	1	1
Nil	Open campus Placement drive	89	4	4	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Sanskar City International School College, Gandhi vidya mandir anjora, saras	89	4	nil	0	0

wati shisu mandir anjora , Shri Ram college KD public school durg, Apollo College durg etc.					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	7	D.El.Ed.	Apollo College	other college other college	UG courses
2020	16	B.Ed.	Apollo College	other college	PG courses
2020	11	M.Ed.	Apollo College	other college	PHD & Other courses

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	2
Any Other	29

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
New year celebration	Institutional	97
Kite Festival	Institutional	70
Sadbhavna Inter College Competition	Inter College	320
Annual Day	Institutional	320
Nukkad Natak	Institutional	150
Independence Day	Institutional	230
Garba Dance	Inter Department	165
Diwali Milan	Institutional	145
Freshers Party	Institutional	155
Singing Competition	Institutional	165

**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	00	00
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 - Activity of Student Council amp representation of students on academic amp administrative bodies/committees of the institution (maximum 500 words) The college every year elects student council members by students of current batch. The institute ensures student representation in various committees and bodies like: •Placement cell : Placement cell is elected to serve with placement team of the college where in cell members play an active role by coordinating with school colleges candidates and by managing campus placement processes. • Editorial Board of college Magazine: The board members are responsible for quality of the magazine . The Magazine Editor heads the board . • Anti -Ragging cell: Students representation in Anti -Ragging cell ensures transparency in decision making. • Cultural Committee: The student council of Apollo College has a Cultural Secretary and Joint Cultural Secretary who play an active role in organizing various cultural events like, nukkad natak ,Guru Purnima, independence day, teachers day, Garba dance, deepawali Milan, fresher's welcome, singing capitations, new year celebration ,kite competition, Republic Day, sadbhavana inter college Competitation , annual day holi Milan, farewell party etc. they take care cultural events, sponsoring and management. •Sports Committee: The sports committee organizes various sports events during annual sport day, volleyball, cricket, chess, carom, badminton, table tennis, kabaddi, etc. Alumni Association: The members of association with alumni's for mentoring, grooming, free education , placement, cultural activity they actively participate in arranging alumni meets. We maintain transparency in all activities by involvement of stakeholders like students, parents etc. By participating in various committees/cells students get exposure of social and corporate atmosphere. It helps to develop leadership skills, team building, decision making, time management, self-discipline among the students and create robust managers for college. It helps the college to generate fresh ideas which infuses dynamism in the college environment.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.1 Alumni Engagement Alumni association of Apollo College was registered on 5th June 2014. Alumni association registration number is 30003 .Every year Alumni Association takes lead to increase participation of alumni members. Registration fee for becoming alumni member is Rs. 200. Annual fee of Rs 50 is to be submitted by each alumni member. After formation of the Alumni Association of Apollo College, memorandum of the purpose of the society was decided and registration was done under the firms and society registrar under the section of 27 of 1973. Presently total 36 members enrolled in Alumni Association. The structure of Alumni association consists posts of president, vice president, secretary, joint secretary, treasurer and members .Our college

alumni is strong enough and asset of the college. We conduct yearly Alumni get together which witnesses a huge participation of Alumni's. Generally, Alumni Meet is organized once a year. Our current batch of Students and faculty come together to organize a huge welcome and interaction session for Alumni's. The alumni were invited for guest lectures. Alumni were also invited as the judges for the cultural day program. Many of the alumni support our internship activities by providing moral support and assistance to our novice pre-service teachers. After the Welcome Ceremony, College management interact with Alumni. Then some of the Alumni share their Success stories and discuss about the measures required to greater heights. All Faculty members participate in the gathering to appreciate the progress and Success of their students and feel proud of the various positions achieved by their students in reputed organizations.

5.4.2 – No. of enrolled Alumni:

36

5.4.3 – Alumni contribution during the year (in Rupees) :

44037

5.4.4 – Meetings/activities organized by Alumni Association :

03

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The governance of the college is reflective of effective leadership and is in tune with the vision and mission of the institution. The principal is the head of the college who looks after all the academic and finance matters. The empowered team of the college involves Principal, convener of different committees/cells, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representative (C.R.), stakeholder alumni.

**Practice 1: Management and Administration** The college promotes a culture of decentralization and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralization and participative management. The management endeavors best substantial independence to the college in all area of decision making process. Administration is the backbone of the college. College firmly believes to provide quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

**Practice 2: Working of different Committees** The Top management gives generous freedom and flexibility to the Principal together with the staff council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and Governing body and other s Committees/cells continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all

the stakeholders of the college and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College develops action plans for effective implementation of the curriculum. The teachers are allocated subjects based on their specialization and experience. College is affiliated to the Hemchand yadav University, Durg. College follows the curriculum design and developed by HYU Durg. But for curriculum enrichment college conducts various academic programs such as workshop, certificate courses. Some additional input is given to advanced learners. The faculty activity involved for curriculum framing process of the university for B.Ed M.Ed Syllabus. The College tries to adopt implement a maximum number of contents from the curriculum for fulfilling the aims and objectives of the prescribed curriculum for the above-said courses. The college trying to implement and conduct various activates based on the syllabus.
Teaching and Learning	Teachers attend Orientation and refresher course for enriching their capabilities. Apart from traditional chalk and duster method, teachers' uses ICT blended techniques such as ppts, video lectures. For the continuous internal evaluation, unit test, assignments, quizzes, seminar competition are regularly arranged. For the slow learners remedial classes are arranged. The faculty members identify the advanced learners. Promising students are encouraged to participate in a wide range of academic events, organized by the College or other institutions. The details on the academic performance of the students are collected through attendance and class tests are analyzed.
Examination and Evaluation	The College conducts the continuous internal evaluation through internal assessment of unit test, seminar,

assignments External evaluation is done through University term exam. 20 of the marks are evaluated by the college as Internal assessment based on attendance, monthly test and assignment rest 80 is evaluated by the university through theory examination and Practical's. Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test. Assignment is given for evaluation of the students.

Research and Development

Faculties of our actively engage in research by publishing their research work through reputed Journals and magazine and conferences. The college has Centre for Innovation in Research and Development with the aim to motivate the faculty and maintain promote the research environment. The college also has a Research Committee of five members to monitor and assess the proposal of Research Projects. The project Proposals are evaluated by external. Students are encouraged to develop a research interest at the under graduate and post graduate level.

Library, ICT and Physical Infrastructure / Instrumentation

college encourages students to actively participate in indoor and outdoor sports activities. College has well equipped airy sufficient classrooms and laboratories. The college has its central partially automated library in which all books accession and issue return is done through software. College has ICT facilities to make the teaching learning more effective. Library is regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines news papers. A modern language laboratory and computer lab is established. Yoga training is provided as a regular activity to the interested staff members and students for enriching their physical, mental and social health.

Human Resource Management

Guest lectures are arranged on current topics every semester for the benefit of the students. Every department conducts seminars inviting eminent persons from other states. IQAC conducts international seminar. A staff development programme was conducted for all the teaching staff of the college.

Motivated the faculty to submit research proposals for research grants and to present research papers in seminars and conferences. Encouraging Faculty to Undertake Quality Improvement Programmes. Providing appreciation for good work and felicitating faculty for presenting papers in international conferences and Seminars. For staff recruitment advertisement is given interviews were conducted in the college.

**Admission of Students**

College has admission cell which counsels and guide the students for admission process of all Arts, Commerce and Science faculties which supervises the admission process. The college follows rules regulations of affiliating university for admissions. Admissions are done purely on merit basis and according to reservation policy of the state govt. The procedure for the admission is through the convener, SCERT, Raipur. Information from application forms for admission was used for the filling up of university registration and examination forms. The admission procedure was speeded up by involving a few staff member.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governace area	Details
<p><b>Planning and Development</b></p>	<p>Annual planning of both the teaching and learning process is carried out at the outset of each session and published through prospects. For the development of library, library department has its Lib software through which all books accession is done. Issue and return of books is carried out through software. All planning for improvement of the institution are organized and disseminated offline. The information of students' profile allotted for admissions are completed offline. The process of planning is initiated and the time-table for all the classes is planned well in advance. The implementation of new syllabus and the required planning for curricular aspects, practical activities, projects work, co-curricular activities, sports activities, celebrations and process of evaluation are planned ahead. After a preliminary research of the new developments and keeping in view the</p>

stakeholder's requirements the topics for forthcoming seminars and workshops planned are listed and presented before IQAC, and staff Council Meetings.

Administration

The office uses Computers for almost all of its functions. The Library has done its Automation and uses Software. Separate Mobile Phone is purchased for communication with the students. AISHE i.e. All India Survey of Higher Education Which in under the H.R.D Ministry New Delhi (Data of a student, Teachers, Academic progress, details of Teaching and Non- Teaching staff and accounts all this data is to be updated every year (URL-<http://aishe.nic.in>) . College profile uploaded on the NCTE Website. All administrative documentation is computerized. Educational Management system is tailored according to the requirement of the college. All Information is communicated through E-Mails. Profiles of faculties and students are documented and retrieved whenever required. Communication with students and faculty is through common E-mails.

Finance and Accounts

The College uses the Software for E-governance for transparent functioning of Finance and Accounts department of the College. This helps to increase the efficiency of staff towards the accuracy in financial transaction. The college conducts regular audit of annual books of accounts. The administrative office keeps all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.

Student Admission and Support

Student admission is done through customized software where all the database of students is maintained and monitored. College is under CCTV surveillance for student's safety and support its access is given to principal. The list of students allotted after counseling are shared by the university to the college online. The profiles are collected online and documented in the system. The academic calendar and syllabus are shared to the personal mail of the students. All study material required by students is shared through common mail and Google Classroom. Assignments, period plans

	and seminar presentations are submitted on Google drive. The Online feedback is collected through Google forms. All ongoing events are updated on the college website.
Examination	The College has the Separate Examination cell equipped with ICT tools necessary for examination purpose. As per the requirement of Examination cell all the necessary equipments are provided by the college such as separate Desktop and internet Facility for online procedure of paper downloading and further activities for exam purpose. The examination department has the separate Machine for printing the question papers downloaded from university portal.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Smt. Varsha Mishra	National Seminaar on Gandhiwadi vichardhara ki sarthakta, School of studies in history Pt. Ravishankar Shukla University, Raipur, C.G.	APOLLO COLLEGE DURG	0
2019	Rakhi Sharma	International seminar on Importance of life skills in present edcuational Scenario	APOLLO COLLEGE DURG	0
2019	Rakhi Sharma	State Level Conference on Education of Gandhi Ji	APOLLO COLLEGE DURG	0
2019	Dr. Siddhart Jain	International Conference on Importance of Life Skills in Present Scenario	APOLLO COLLEGE DURG	500

2020	Dr. Siddhart Jain	International seminar on Role of ICT in Higher Education and Its Challenges in Global Perspective	APOLLO COLLEGE DURG	0
2020	Dr. Siddhart Jain	International Webinar on Incredible India: A melting pot of diversity	APOLLO COLLEGE DURG	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Yoga and Meditation	Yoga and Meditation	01/04/2019	30/04/2019	17	5
2019	Art and Craft	Art and Craft	01/08/2019	30/08/2019	18	3
2020	MS. Word , Excel, Powerpoint Pagemaker	MS. Word , Excel, Powerpoint Pagemaker	01/02/2020	29/02/2020	20	4
2020	Health and Hygine	Health and Hygine	04/02/2020	09/03/2020	15	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
MS. Word , Excel, Powerpoint Pagemaker	20	01/02/2020	29/02/2020	29
Health and Hygine	15	04/02/2020	09/03/2020	30
Yoga and Meditation	17	01/04/2019	30/04/2019	30
Art and Craft	18	01/08/2019	30/08/2019	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Annual Increment, Study leave is granted for PG Course, Medical Leave with full pay, financial support for national and international conference.	Annual Increment, Festival advances promptly sanctioned, Duty leave for attending official work outside the college	Placement in reputed firms, Winners are awarded by movementos and certificate, scholarship facility from the collge.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Annual financial audit of the college is done by a qualified Chartered Accountant whose appointment is approved by the governing body. He conducts periodical visits to the college and examines all books of records and financial statements. The Auditor ensures that the Accounts branch of the college maintains the books in strict compliance. The whole process of auditing involves a careful scrutiny of the balance sheet of the college along with receipts and payments of the respective year. Any query, questions or objections raised by auditors are promptly dealt and addressed. Proper record of all expenses is maintained by the Accounts Department and is audited by the internal auditor on regular basis. The internal audit is the part of the institution and carried out on quarterly basis by the independent chartered accountant appointed by the management of the institution. The internal audit unit verifies the supporting documents involving examination of vouchers, bill payments, quotations and approval from the Management. We have well laid down rules and processes for sanctioning expenditure and submission of expense summary for all college activities. Permission is secured from the principal for all upcoming expenses which is submitted to the accounts branch for release of funds. Emphasis is placed upon e-payment wherever feasible. After the event documentary evidence in the form of invoice, vouchers or receipt duly compiled in the form of an expense statement is submitted. Committees/cells forward their yearly budget and activity proposal for approval to the Governing body of the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Agrawal Bafna and Associates	No	Agrawal Bafna and Associates
Administrative	Yes	Agrawal Bafna and Associates	No	Agrawal Bafna and Associates

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Annual Day 2. Sadbhavna 3. Garba

6.5.3 – Development programmes for support staff (at least three)

1. Teacher Orientation Program 2. Value added course Health Hygiene 3. Computer based Training

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Value Added course is introduced on Health and Hygiene
- Guest lecture will be organizes.
- ICT enabled class rooms and smart.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Teacher Orientation Programme was conducted	26/06/2019	26/06/2019	29/06/2019	24
2019	State level Yoga workshop was organized on the day of International Yoga Day Yog Guru Dr. P. L. Sao (Divine India Youth Association C.G.) was invited as a resource person.	21/06/2019	21/06/2019	21/06/2019	120
2019	Under National Service Scheme (N.S.S.) Carrot Grass	07/09/2019	07/09/2019	07/09/2019	31

	Eradication campaign was organized at Durg from Central School to Maharaja Chowk, Durg.				
2019	Personal counseling done by Career Guidance and Counseling Cell to a Student teacher of this college	10/10/2019	10/10/2019	10/10/2019	84
2019	Guest lecture was organized on Utilization of Related Literature by Mr. Lakhan Lal Bohane, Asst. Prof. of Bhilai Maitri College, Bhilai	11/10/2019	11/10/2019	11/10/2019	65
2019	Awareness programme was organized through Gender Sensitization Committee.	02/12/2019	02/12/2019	02/12/2019	45
2019	Free Education by student teachers Alumni. Deepika Verma, Lata, Vijay Kumar Gomati gave free education to Kabir Vidyalaya Mandir, Khairagarh	15/11/2019	15/11/2019	30/11/2019	75
2020	Annual	10/02/2020	10/02/2020	17/02/2020	363

	Sports was organized				
2020	Annual Day Blitz was organized Home Minister Mr. Tamradhwaj Sahu was invited as a Chief Guest.	07/03/2020	07/03/2020	07/03/2020	436
2020	Value added course on M.S Word, Excel, Power Point Page Maker was organized	01/02/2020	01/02/2020	29/02/2020	110
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International day of the Girls Child	24/01/2020	24/01/2020	46	12
International Women's Day	08/03/2020	08/03/2020	53	5
Essay competition for Gender Equality	04/12/2019	04/12/2019	75	26

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>College is willing to nurture a healthy environment, for which GCER installed solar panels for campus lights. College always preferred LED/ CFL lights in some parts of college campus so that consumption of electricity can be reduced. The institution makes effort for energy conservation by reducing the consumption of energy and using less of an energy service. Conservation of energy has been done by various methods. Planting trees all around the campus so that there is a less usage of air conditioners. Designing features of the building that maximizes the use of natural light. Adding blinds or other window fixtures in classrooms can allow teachers to reduce glare while trading electrical light for natural sunlight. Encouraging students to do their part by creating a point system for recyclers or assigning extra credit projects focused on recycling and environmental impact. Taking the time to power down the computers each afternoon can do a lot to reduce power usage. Imparting education about how to reduce electricity at Institutes many students will proudly contribute to the efforts to make their campus a little greener.</p>

Switching the lights off when the students leave the classrooms. Unplugging projectors, computers etc. after the use.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	21/06/2020	1	Online International Yaga Day	Apollo College	54
2019	1	1	21/06/2019	1	International Yaga Day	Apollo College	35
2019	1	1	07/09/2019	1	Carrot grass eradication campaign	Maharaja chowk Durg	31
2019	1	1	26/11/2019	1	Constitution Day	Apollo College	41
2020	1	1	12/01/2020	1	Swami Vivekanand Jayanti	Apollo College	39
2020	1	1	23/01/2020	1	Subhash chandrabose Jayanti	Apollo College	31
2020	1	1	24/01/2020	1	International day of	Apollo College	58

					the girls child		
2020	1	1	08/03/2020	1	International womens day	Apollo College	58
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR PRINCIPAL	Nil	<ul style="list-style-type: none"> <li>• To uphold the ethos of inclusiveness in terms of imparting education in the institution.</li> <li>• To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the betterment of the institution.</li> <li>• To give equal treatment to all the stakeholders in the College so that there is no discrimination in any of the practices undertaken on the campus.</li> <li>• To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.</li> <li>• To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.</li> <li>• To maintain required alertness among all the stakeholders of the College against the sexual harassment of the employee.</li> <li>• To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.</li> <li>• To create an environment</li> </ul>

		<p>conducive for research oriented academic gatherings so to promote research activities in the institution. • To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution. • To act as a bridge between the staff and the Management of the institute for the betterment of all the stakeholders. • To create healthy work environment in institution. • Should respect dignity of all staff. • Set goal for staff considering their unique capabilities, help them to achieve goals and give feedback.</p>
<p>CODE OF CONDUCT FOR THE MANAGEMENT 'SHRISHTI EDUCATION WELFARE SOCIETY', DURG</p>	<p>Null</p>	<ul style="list-style-type: none"> <li>• The code of conduct lays down values, principles and practices that establish standards for ethical conduct of members of the SHRISHTI EDUCATION WELFARE SOCIETY, DURG so as to uphold the society of all the stakeholders in a manner that does not compromise its mandate. • The members should be respect and honour their office as a public trust and strive to promote and maintain the highest standards of ethical and professional conduct enunciated in the values and principles of Impartiality, Integrity, Propriety and Equality. • Members shall take all steps necessary to ensure that any conflict of interested involving one or more members does not affect or reasonably appear to affect, any decision of the Trust. A conflict of interests may</li> </ul>

		<p>occur in situations where the personal relationship, professional affiliation or financial interests of a member may compromise, the independence of judgment which the Trust is expected to exercise.</p> <ul style="list-style-type: none"> <li>• A member shall disclose his or her interests which may conflict with his or her duties. In particular, if there is any item on the agenda of the Trust that involves a potential conflict of interests of a Member.</li> <li>• Any case or complaint of violation of these norms may be reported to the Chairman who shall bring it to the next meeting of the society for decision.</li> </ul>
<p>CODE OF CONDUCT FOR GOVERNING BODY</p>	<p>Null</p>	<ul style="list-style-type: none"> <li>• The Governing Body is responsible for determining the educational character and mission of the college and for oversight of its activities for the effective and efficient use of resources.</li> <li>• The approving of annual estimates of income and expenditure and for the appointment, discipline, pay, promotion and conditions of service of staff.</li> <li>• The Governing Body is responsible for the formation and reform of various committees.</li> <li>• The Governing Body will adopt procedures which ensure sound financial decision making, control and monitoring to meet the requirements of the funding body.</li> <li>• The Governing Body will ensure that information on its decisions is made widely available, having regard to confidentiality.</li> </ul>
<p>CODE OF CONDUCT FOR</p>	<p>Null</p>	<ul style="list-style-type: none"> <li>• Unskilled employees</li> </ul>

UNSKILLED EMPLOYEES

should give importance to cleanliness of the institution. • Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff. • Unskilled employees should develop co-operative and friendly relationship with faculty members. • Unskilled employees should not involve in unethical practices. • Unskilled employees should not remain absent from duties without prior permission. • Unskilled employees should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT AND ETHICS FOR TEACHERS/FACULTY

Nil

• Teachers should maintain apathetic attitude towards disability related limitations and must try to go for some curative approaches. • Teachers should maintain dignity and respect of self on one hand and show acceptance for other's self also. • Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process as effective and successful. Value based education must be their motto. • Faculty should maintain decorum both inside and outside the classroom and set a good example to the students. • All teachers must have to develop an open and reflective professional environment in campus by avoiding all types of negative thoughts. • Consider your job duty as noble one. Devote

		<p>yourself to your job. • Mission and vision of the institution should be followed by teachers. • Violating the code of ethics is punishable offence. • Have active approach to update yourself and seek to make professional growth through study and research. • Manage their private affairs in a manner consistent with the dignity of the professional and as expected by the society.</p>
<p>CODE OF CONDUCT FOR NON-TEACHING/ TECHNICAL GROUND STAFF</p>	<p>Nil</p>	<ul style="list-style-type: none"> <li>• Non-Teaching staff working in the College office or departments should remain on Duty during College hours. • Non teaching staff shall complete the office work related assignment given to them by principal faculty members to whom he/she is attached and complete specially out going assignments timely.</li> <li>• Keep office records updated. Including admission, outgoing information's, fee, exam, activity register etc. • All technical staff have to follow basic code of conduct stated by Apollo administration. • Technical staff ( Electrician, plumber, carpenter, computer maintenance) must take care of their field related duties timely. • They have to complete assignment and report to supervisor or admin. • They must assure smooth and proper functioning of equipments and tools.</li> </ul>
<p>CODE OF CONDUCT FOR STUDENT-TEACHERS (TRAINEES)</p>	<p>Nil</p>	<ul style="list-style-type: none"> <li>• Student-teachers are expected to complete internship sincerely. • Submit all prescribed formats properly filled. • Must follow the</li> </ul>

instructions of the mentors. • Student-Teachers are expected to maintain discipline at college campuses and in the classroom. • It is compulsory to wear a Uniform and ID card in the college campus. • Every Student-teacher must attend classes and training activities regularly and punctually and shall refrain from any action that may disturb the smooth working of the college. • When a teacher enters a classroom, the students shall rise and remain standing till they are directed to sit or the teacher takes his seat. • When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned. • Student should be punctual and should maintain discipline in the college. • Student should get at least 75 of attendance, if not he/she is not eligible to appear for the examination, as per the university rule. • Student is advised to utilize facilities available in our college properly. • Student should maintain cleanliness in the campus. • Student is advised to participate in all the programmes and activities conducted by the college. • Ragging is strictly prohibited and shall be treated as social a hence. • Student should not involve in any kind of illegal activities. • Student is not allowed to use mobiles in the classroom and library. They may use

mobile only when it is allowed by authority.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nukkad Natak	06/07/2019	06/07/2019	150
GURU PURNIMA (ESSAY COM.)	15/07/2019	15/07/2019	166
INDEPENDENC DAY	15/08/2019	15/08/2019	230
TEACHERS DAY	05/09/2019	05/09/2019	175
GARBA DANCE	05/10/2019	05/10/2019	165
DIWALI MILAN	23/10/2019	23/10/2019	145
FRESHER PARTY	09/11/2019	09/11/2019	155
SADBHAVNA INTERCOLLEGE COM.	05/02/2020	06/02/2020	320
BHAJAN COMPETITION	20/02/2020	20/02/2020	65
HOLI MILAN	07/03/2020	07/03/2020	175

[View File](#)

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation is done on the regular basis. • Our unit is continuously working for the Swachhatta activity and spreading awareness for Plastic free India. • Door to door awareness for the segregation of wet and dry waste and collection of the same in different containers. • Cycle rally named as Cyclothon 2020 was organised by our unit with the motto of Fit India and Eco Friendly environment. • Our unit has taken part in the swachh bharat Summer Internship for the past two consecutive years performing different kinds of awareness program including Nukkad, Wall aintings, cycle rally etc.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

APOLLO COLLEGE, DURG TWO BEST PRACTICES (2019-20) TWO BEST PRACTICES OF APOLLO COLLEGE DURING SESSION 2019-20 TITLE OF THE PRACTICE 1.FREE EDUCATION 2.VOCATIONAL PROGRAMME OBJECTIVES OF THE PRACTICE: 1. FREE EDUCATION: Free teaching is a concept practiced by the Apollo College apart from its regular teaching learning process. Normally people sent to their children to schools for their proper development through a formal and systematic schooling, but in society a large number of children are unable to become part of this formal system. They are either left behind or drop outs in this formal education system. Some children are inside the formal system but their need is different from the others. Apollo College practice FREE EDUCATION for such children. They feel unfit in comparison to others the student teacher and Alumni is giving free education as per the demand of schools, colleges society. The objective behind this practices are • To provide support and help regarding teaching-learning of such left behind children without any financial Burdon on them or on their family. • To full fill the special needs during learning by providing them opportunity of satisfactory learning. • Another major objective behind this best practice is to develop sense of community services among student teachers. They should learn to serve the weaker sections of the community as their moral responsibility. 2. Vocational Programme: A major aim of the formal education is to reach to a satisfactory goal of attaining a respectful job - •

Apollo College takes this aim as its objective and informal responsibility towards the student-teachers of the college. • A long term objective of this practice is to nurture some vocational skill. • Free training of vocational Courses to student teachers regarding some productive skill development that may provide some opportunity of self employment. THE PRACTICE 1. Free Education: Apollo College has adopted a good practice to provide free learning to needy and deprived children and to provide them good chance of coming into main stream. In IQAC meeting it was planned to prepare its student-teachers for community help. Student-teacher who passed out from the college will stay connected with college by becoming Alumni Member of Alumni association of Apollo College. During the training they were taught to serve to community while accomplishing there job responsibilities. Alumni member practice help based teaching in the society. IQAC plan free education for such children and communicate its schedule to Alumni members, interested alumni came to college and volunteers them self to participate in this activity of free education. In this session also free education activity was perform nicely. 2. Vocational Programme: Formal education system leads to ultimately to reach to a respectful and satisfactory job. To fulfill this dream Apollo College plan and organize some vocational training every year. This year as Vocational training 'Mango pickle making activity was organized. Complete training was supervised by the teacher educators of Apollo College. All student teacher were participated in this activity. OUT COMES: 3. Free Education: Free teaching programme inculcate feeling responsibility of community service and also develops a sense of moral responsibility towards the society. Respect and belongingness to its Alma meter institute is an extra-ordinary out of this activity. 4. Vocational Programme: It develops new skills among student teachers. They enjoying the process as well as product of this activity. They also develop self confidence that they have learnt a life skill that may be beneficial for them in future work life.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.apollocollegeofeducation.com>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Quality of Teacher Training: The primary focus of B.Ed. M.Ed. colleges is typically on the quality of teacher education. Performance in this area can be evaluated based on factors such as the curriculums alignment with current educational standards, the effectiveness of teaching methods and pedagogy, the integration of technology in teaching practices, and the opportunities provided for practical teaching experience through internships or teaching practicum. 2. Research and Innovation: Apollo College prioritize research and innovation in education. Performance in this area can be measured by the number and quality of research publications produced by faculty and students, the implementation of innovative teaching strategies or educational programs, and the institutions contributions to educational research and practice. 3. Community Engagement and Outreach: B.Ed.,M.Ed. D.El.Ed. of Apollo College emphasize community engagement and outreach activities as part of its vision. Performance in this area can be assessed by the colleges involvement in community service projects, partnerships with local schools or educational organizations, and initiatives aimed at addressing educational challenges in the broader community. 4. Graduate Outcomes and Alumni Success: Another important aspect is the success of graduates in their teaching careers. Performance can be evaluated by tracking alumni achievements, such as employment rates, career advancement, and contributions to the field of education. Surveys of alumni and employers can also provide valuable feedback on the effectiveness of the colleges programs in

preparing graduates for the teaching profession. 5. Inclusivity and Diversity: Apollo College will prioritize creating inclusive and diverse learning environment. Performance in this area can be measured by assessing the institutions efforts to promote diversity among students and faculty, provide support services for underrepresented groups, and integrate multicultural perspectives into the curriculum. Once we understand the specific priorities and vision of the B.Ed. M.Ed. college, we can delve deeper into the performance metrics relevant to that area.

Provide the weblink of the institution

<http://www.apollocollegeofeducation.com>

### **8.Future Plans of Actions for Next Academic Year**

Future Plans of action for Next Academic Year (2020-21) 1. To conduct online IQAC meeting. 2. To maintain continuity of Academia through online mode. 3. To conduct online evaluation and assessment. 4. To organize online activities for the development of online communication teaching skills among teachers. 5. To maintain continuity of regular periodic communication with students parents through online mode. 6. To continue teaching through online mode.