



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	APOLLO COLLEGE
Name of the head of the Institution	Dr. Angha Agashe
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	APOLLO COLLEGE
City/Town	DURG
State/UT	Chhattisgarh
Pincode	491001
2. Institutional Status	

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

3. Website Address

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

5. Accreditation Details

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

6. Date of Establishment of IQAC	01-Dec-2012
---	-------------

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 Eye checkup Camp	03-Dec-2016 1	125

L::asset('/', 'public') .'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}

[View Uploaded File](#)

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	2017 0	0
No Files Uploaded !!!				

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)

• Value added course on fundamental Computing was planned and scheduled. • Free eye check up camp was planned to be executed at Mahmara School and Blood Donation camp was planned and performed at Apollo College. • The process of obtaining permanent affiliation from Durg University and 2(f) status from UGC, initiated and monitored by IQAC, finally reached to its target with the help of collective efforts of all staff. • This year IQAC was focused on initiating the process of getting approval of new course D.El.Ed. from NCTE, SCERT and Chattisgarh Board of Secondary Education (CBSE). Dedicated efforts finally leads to success and this course will be start by next coming session (201718). • Director, Apollo College suggested to go for MOU with other institutions, MOU was made between Apollo College, Durg and Arihant College, Pune. Student and teacher exchange program was planned and Arihant College, Pune visited to Apollo College.

[View Uploaded File](#)

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. Value Added course on Fundamental Computing was scheduled.	1. The Participants were awarded with course completion certificate.
2. Guest lectures planned & organized for student teachers.	2. Trainees were benefitted from these lectures & get additional information apart from their syllabus.
3. IQAC was planned to publish college Magazine & Research Journals with an effort to maintain quality publication & research.	3. Both the publication is popular among student teachers & research scholars. Students teachers of the college got an opportunity of express.
4. Parent Teacher Association to organized meeting regularly.	4. Parent Teacher Association meeting to provide an opportunity to parents come & know about the progress & problems their wards.
5. IQAC guide Alumni Association members to organized literacy drive & various activities connecting special & weaker section of society to help them on as ambassador of Apollo College.	5. Apollo College is fortunate enough to have an active Alumni who create a bridge between society & the college.
6. IQAC believes & communicate to staff members about the uniqueness of the signature event "Sadbhavna" inter college competition & instructs to organize "Sadbhavna" with more attractive schedule.	6. "Sadbhavna develops cooperation, interaction & friendship between participants teacher education colleges of near by area.
7 . Workshop on Research Methodology is an important event organized by IQAC.	7. This workshop on Research Methodology was an useful event for M.Ed. Student Teachers & staff to increase their knowledge & skill in research area.
8. Student Faculty Exchange Programme between MoU Institute (Apollo College & Arihant College of Education, Pune) was planned. Arihant College scheduled visit of their student teachers & teachers at Apollo College. Various activities was planned like art of living, college campus & school visit etc.	8. This programme provide exposure to student teachers & teachers of Arihant College of Education about training strategy applied Apollo College, About Local art & culture about the world level Bhilai Steel Plant and about the schools environment were internship is organized. This programme also provides the feeling of mutual understanding & collaboration between in the two.
9. The following activity were planned & responsibilities were distributed to related cells & committees by IQAC such as Health Check-up camp, Garba, Hindi Diwas celebration, Voter Awarness Programme, Free Eye Check-up Camp, Blood Donation Camp, Women Awarness Programme, Cashless transaction training Art & Craft workshop, Personality developmetn programme, Faculty development programme, Annual Day, Free Plantation etc.	9. All these activities lead towards overall personality development of student teachers.
View Uploaded File	

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">07-Dec-2016</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	07-Dec-2016
Name of Statutory Body	Meeting Date				
Governing Body	07-Dec-2016				
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	2017				
Date of Submission	29-Apr-2017				
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)	<p>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</p>				

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

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented Process Response: Apollo College is an affiliated college of Hemchand Yadav University so itself has no role in amending the curriculum. Measures are taken to discuss in the staff meeting to understand the subject or to remove the difficulties of the students. The activity of the learning process is determined according to the practical guidelines of NCF-2005. It is tried to meet the emerging needs of the society by turning the concept of computer learning on its head. The following objectives have been determined along with the objectives to be modified through B.Ed course in the institute: • To prepare the trainees to become competent teachers with proper teaching skills, familiarization with various innovative methods and approaches, making the subject matter accessible with due enthusiasm and interest. • To facilitate each semester to develop at its own pace. • To teach and train the trainees about the constitutional values to follow the fundamental rights and duties • To enable the trainees to face the challenges of Globalization, Liberalization and Privatization, inculcate in them

inquisitive creative innovative approach in their nature. • To prepare the trainees to become good social human beings by keeping health cooperation and self understanding with their peers. • To train the trainees on how to become responsible citizens by developing personality, balancing their own values with respect to socio-cultural economic and environmental aspects at local state and national level. • To teach and train the trainee about how to work as a nation manufacturer. • Provision of teaching skills and innovative methods with better academic ability to use methods for various topics • Providing special features to the child's deprived category trainees pursuing B.Ed, D.El.Ed and M.Ed. An academic calendar to optimize the learning process is created to ensure that neither academics nor co-curricular activities are compromised but overall education of the students is benefitted. Apart from traditional classroom teaching, the faculty members also use various ICT tools and other innovative teaching strategies including online teaching through student friendly platforms like WhatsApp groups, Zoom, Googlemeet etc. which became imperative during the pandemic. The college is also making efforts to develop an effective online learning management system to supplement offline teaching and make the learning process more effective. In an effort to make education more meaningful, and knowledge more comprehensive, the curriculum is extended by organizing special lectures, seminars, conferences and educational tours. Various types of social, cultural programs, service plans and sports events are also organized under National Service Scheme. Departmental report is collected at the end of each academic session. In each year, the academic and co-curricular work done by the department is documented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	01/01/1970	00	Nil	Nil

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
No file uploaded.		

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	01/01/1970

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

	Certificate	Diploma Course
Number of Students	0	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
Fundamental of Computing	01/09/2016	75
View Uploaded File		

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	Four week School Observation	94
MEd	Supervision for B.Ed. Teacher Tranees	15
View Uploaded File		

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>The institution has many modes of collecting feedback. Document as well as oral responses are equally considered. The college gets structural feedback from students, teachers, alumni and parents. The college takes feedback from the students on a well designed Performa. The institution has also suggestion boxes installed in the college regarding academic improvements, infrastructure needs etc. The teachers also gave feedback and suggestions in the meetings from time to time. The institution has an Alumni Association and its meetings are convened regularly. The feedback and valuable suggestions on the basis of experience of the old students come in the staff meetings for the all-round growth of the students. Parents are one of the best sources of feedback. Regular meetings are convened and on their feedback, various decisions are taken for improving academic environment and infrastructure development in the college. The feedback from all stockholders is analyzed by the Internal Quality Assurance Cell (IQAC) of the college and the decisions are referred to the concerned committees for proper improvement and implementation. The college adopts very transparent way to monitor and evaluate the quality of various enrichment programs initiated by it.</p>

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
View Uploaded File				

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
2016	100	50	9	5	14

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
14	14	2	2	2	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)

Apollo College, Durg, Chhattisgarh has been extending its service to all the student-teachers in both dimensions of scholastic and co-scholastic areas. Thus, role and duty of teachers in the college is multi fold. The classroom transaction as per the curriculum provided by the affiliating university is one area of concern in the course while personality development and guiding students for their professional growth is the other dimension. Thus, different teachers of the college are assigned classified duties related to both scholastic and nonscholastic areas.

It is worth to mention that college have five houses of M.Ed. student-teachers and 9 house of B.Ed. Student teachers, for their performance competition in co-scholastic areas. In this dimension every houses is lead by a teacher to give the direction of their duty, organisation, cooperation, discipline etc. Thus, the role of teacher here is to mentor the student teachers for their leadership quality and social participation. Like-wise in scholastic areas also every student teacher will be assigned for undergoing practice teaching in different cooperating schools of this College. At this time every group of student-teachers for every school will have a teacher-in-charge to supervise their teaching practice in the school for their subject area. During this period the teacher-supervisor will carefully look after the performance of all the student-teachers in all directions such as teaching, punctuality, regularity, cooperation to the school and participation to school management. When any sort of personality or teaching becomes inappropriate teacher-supervisor will have the provision to rectify their errors and improve at the same time. Thus, it is an imperative for all teachers of the college to take the role of mentor for all the trainees in the College. Further, the supervisor being a mentor of the assigned student-teacher group will provide opportunity threshold to all the trainees for consultation for any kind of problem, deficit of knowledge and preparation of examination. And in addition to the above active exercise of teachers as mentors, all teachers are involved to train teaching skills to all the trainees in a very conducive manner for a duration of three days before practice teaching. This session of teaching skills improvised the teaching performance of student-teachers. Indeed, it is a linkage between theory and practice for the whole session of B.Ed. student-teachers. In Post Graduate classes i.e. M.Ed., all the assigned teachers are heavily engaged as mentors in addition to normal classroom transaction. The academic writing, preparation of seminar and the presentation, process of data gathering tool making, and a large part of practical approach of research methodology are handled by all the teachers at their personal level best. At the end of the normal classes students will prepare a dissertation which is under a strict supervision of their supervisors. Thus, faculties engaged to M.Ed. classes has more and the above the duty of their normal classroom activity. To sum up, all the faculties who are assigned in B.Ed. and M.Ed. are all worthy of their duties pertinent to mentorship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
150	14	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
-------------------	-------------------------	------------------	-------------------------	---------------------

positions			the current year	Ph.D
14	0	13	14	1

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
2016	Rakhi Sharma	Assistant Professor	Dr. Anjana Sharma Memorial Award of Young Women Educationist 2016
View Uploaded File			

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	Fourth semester	30/05/2017	15/07/2017
MEd	M.Ed. 01	Fourth semester	30/05/2017	06/07/2018
View Uploaded File				

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

The Institution 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)

Our institute adheres to the academic calendar for the conduct of CIE. Academic calendar is prepared at the beginning of the academic year by IQAC. It is in accordance with the credits and hours offered in the syllabus for each course. The syllabus is reflected in the academic calendar. The academic calendar also contains plans for co-curricular and extracurricular activities based on the available working days as per NCTE norms. While designing the academic calendar of the institute it too includes the process of CIE. The preparation of academic calendar ensures that the student teachers get additional instructional hours and teachers get maximum hours to deliver their course effectively. After preparing the academic calendar by IQAC, is then made known

to all faculties. Afterwards the principal and IQAC coordinator organize the meeting with faculty to discuss the issues with respect to the smooth and effective implementation of academic calendar. The Academic calendar is published on the notice board and uploaded our college website for information to all student teachers. The academic calendar is strictly followed throughout the year. The university release the circular of the semester date of commencement and end of semester as well as examination at the begging of the academic year. The college examination department prepared the schedule of assignment, practical viva dates and internal examination time table and also dates of submission of assessment marks accordingly by the university circular. So that all these are over two weeks before the theory exam. The proposed schedule of internal examination is given in academic calendar so that the student teachers can prepared for them well in advance. A time line is suggested in the academic calendar to complete the syllabus and the schedule of the internal examinations is kept accordingly. The college may advance or postpone the exams only during unavoidable circumstances. But it happens rarely. The internal assessment marks are communicated to the students in the classroom and also the answer sheet of internal assessment are shown to the student. The evaluation of the students also done on a continuous basis. The co curricular and extracurricular activities / programmes are included in the academic calendar in such a way that CIE process is not interrupted. This makes sure smooth and timely completion of internal assessment.

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	94	94	94

[View Uploaded File](#)

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	Nil	0	0

No file uploaded.

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
NIL.	Nil	

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
Dr. Anjana Sharma Memorial award of Young Women educationist 2016.	MS. RAKHI SHARMA	Psycholingua Association of India	12/08/2016	FEMALE
View Uploaded File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
NIL	0

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)
Nil	Nil	0	0
No file uploaded.			

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
Nil	0
No file uploaded.	

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
No file uploaded.						

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
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	0
View Uploaded File				

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
CLEANLINESS DRIVE	APOLLO COLLEGE GRAM PANCHAYAT ANJORA	8	60
BRIGHT SCHOOL SUPPORT	APOLLO ALUMNI BRIGHT SCHOOL	4	20
GIRLS SAFTY EMPOWERMENT	APOLLO WOMEN CELL MAHILA THANA DURG	10	80
FREE EYE CHECK-UP CAMP AT MAHMARA	APOLLO COLLEGE DISTRICT HOSPITAL DURG	4	16
VOTER AWARENESS RALLY	APOLLO COLLEGE	6	50
VALUE AIDED COURSE ON FUNDAMENTALS OF COMPUTING	APOLLO COLLEGE	1	75
View File			

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
Nil	Nil	Nil	0
No file uploaded.			

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
NSS	DURG	CLEANLINESS	8	60

UNIVERSITY CHHATTISGARH GOVT.	DRIVE
-------------------------------------	-------

[View File](#)

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
FACULTY STUDENT EXCHANGE PROGRAMME	ARIHANT COLLEGE OF EDUCATION PUNE & APOLLO COLLEGE	MANAGEMENT OF BOTH COLLEGES	7

[View File](#)

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/ industry /research lab with contact details	Duration From	Duration To	Participant
AS PER SEHEDULE	INTERNSHIP	GOVT HIGH HIGHER SECONDARY SCHOOLS APPROVED BY DEO OFFICE	01/08/2016	30/11/2016	100 (BED TRAINEES)

[View File](#)

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
APOLLO COLLEGE DURG ARIHANT COLLEGE PUNE	12/10/2016	TEACHER STUDENTS EXCHANGE PROGRAMME	190

[View File](#)

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
7500000	7603499

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
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

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	6030	904500	204	30600	6234	935100
Reference Books	1760	264000	50	7500	1810	271500
Journals	11	22000	0	0	11	22000
Library Automation	1	33708	0	0	1	33708
View File						

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
No file uploaded.			

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	25	1	1	1	1	1	3	1	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	1	1	1	1	3	1	0

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

100 MBPS/ GBPS

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
0	0

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 facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
408210	145275	7603499	500000

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 framed a policy and procedure for maintaining and utilizing physical, academic and support facilities for laboratories, multi-purpose hall, seminar hall, indoor hall, classrooms, Staff rooms, IQAC room, Girls Common room, Boys Common Room, visitors room, administrative office, library, guidance and counselling room, Boys Girls Hostel, Girls and staffs toilet, canteen mess, stationary shop and Greenery campus. The policy of the college is to fulfill and upgrade the infrastructure requirement as and when the need arises. Various committees of the college are constituted to plan and ensure that the available infrastructure is in line with the academic growth and is optimally utilized. Each committee consists of faculties of the college and they perform their duties efficiently. In order to maintain the infrastructure and procure maximum utilization of physical, academic and support facilities, routine operation have been outlined. procedure for maintenance of facilities

- SPORTS FACILITIES-** The sports equipments are kept in indoor hall and utilized only when required by the student teachers specially during the college week Games and Sports events. The sports officer of Games and Sports take the responsibility of looking after the sports equipments. Faculty-incharge of sports also monitors the activity.
- LIBRARY-** The student teachers can avail the library books only after displaying the library cards given to them. There is a set time for borrowing of any library books and fines are imposed in case of late return of books or any damage to the books.
- LABORATORIES-** There are six laboratories in the college namely- Computer lab, Language lab, Psychology, Physical Health, Curriculum lab and Art Craft. These labs are utilized only when required or when the student teachers apply for utilization of the laboratories. The lab incharge take up the responsibility of looking after the labs.
- CLASSROOMS-** The maintenance of the classroom and the ICT installed in it are solely the responsibility of the faculty and the student teachers. Precaution is maintained to utilize these facilities with utmost care. Classrooms are always locked after normal classes.
- GIRLS AND BOYS COMMON ROOM-** The Girsl and Boys common room are for the student teachers teacher to be used in their recreational time. The responsibility of these rooms are given to the Girsl and Boys Common room Secretaries and respective faculties who are assigned as mentors/ guides for these rooms.
- STAFF ROOMS-** The staff rooms of the faculty are maintained by the maintenance staff allotted the particular room. Renovations are done by the committee constituted for the tasks.
- CAMPUS GARDEN, HALLS, ADMINISTRATIVE OFFICE, MESS, CANTEEN, IQAC ROOM, VISITORS ROOM,-** These facilities are looked after by the concerned maintenance staff with support from the faculties and student teachers teachers.

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	89	770490
Financial Support from Other Sources			
a) National	Government of Chhattisgarh	197	218600
b) International	nill	0	0

[View File](#)

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
Remedial Classes	21/04/2016	5	Faculty of Apollo College

[View File](#)

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
2016	Career Guidance counselling	0	1	1	1
2017	Open campus Placement drive	39	39	5	5

[View File](#)

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
5	3	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
B.M. College, Khalsa college, San karacharya college, satyabhama college, kalyan college, shaildevi college	39	5	Nil	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	10	B.Ed	Apollo College	Apollo College	B.Ed.
2017	5	M.Ed.	Apollo College	Apollo College	M.Ed.
View File					

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
Any Other	15
NET	1
View File	

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

Activity	Level	Number of Participants
Lecture, Song, Dance, Prog	Institutional	25
Independence day	Institutional	45
Bhajan Competition	Institutional	35
Teachers day celebration	Institutional	55
Aadiwashi janjati nritya	Institutional	37
Dandiya competition	Inter department	186
Fresher welcome party	Institutional	250
Drama skit	Institutional	26
New year celebration	Institutional	160
Sadbhavna	Institutional	450

[View File](#)

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & 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 wherein 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, Guru Purinima, Youth Day, Independence Day, Republic Day, annual day 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, placement, 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

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 fees from alumni Rs. 200. We have formed the alumni association of Apollo College and we have signed the memorandum of the purpose of the society under the society's registration under the section of 27 of 1973. Presently total enrolled no. of alumni's 36. Alumni association is designated with various posts like president, vice president, secretary, joint secretary, treasurer and members .Our college alumni is strong and alumni are our assets. 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) :

4000

5.4.4 – Meetings/activities organized by Alumni Association :

5

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)

Decentralization The organizational structure of the College involves leadership at several levels. Decentralization has been highly effective in taking decisions and implementing them. Both the top down and the bottom up approach are used to initiate new plans / suggestions. The Institute promotes decentralization in academic and co-curricular activities involving staff members and students. Participatory management Participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight. This approach is particularly implemented to experience the benefit of participatory management. Participative Management involving staff and students The Governing council of the college has two faculty representatives with the Principal as ex-officio member. At the frequent meetings are conducted involving faculty members and office bearers of various committees, for effective implementation of policies and plans. Internal Assessment: Responsible for conducting the internal Assessment test in an efficient and effective manner. College Magazine: Committee is responsible for coming up with the annual magazine of the college. Discipline/Dress Code: The discipline committee ensures that the college discipline is followed by all the students in the college. Anti Ragging: The committee ensures that the campus is free from ragging. The flying squad of the committee visits the various locations of the college campus and hostels to ensure that the campus is ragging free. Web/Publicity: The committee takes the responsibility of giving news articles to newspapers for various programs conducted in the college. Placement support: placement camp was organized by the college for 4th sem B.Ed. M.Ed. student teacher for the employment. Sports Recreation: The committee organizes number of sports meets. The committee encourages and facilitates the students to take part in sports activities organized at the college, university, state and national levels. NSS: The college has an active NSS unit which aims at developing student personality through community service. Alumni Cell: The cell has built a network of alumni. It organizes guest lectures and invited talks from illustrious alumnae. Counseling Career Guidance: The objectives of the cell include improvement of teacher student relationship, counseling students for solving their personal problems and provide confidence to improve their quality of life. Internal Quality Assurance (IQAC): IQAC prepares annual plan regarding the efforts towards quality enhancement. Student Council: The council consists of class representatives as members from all the classes, both UG and PG.

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
Teaching and Learning	<p>Teaching and Learning: Workshop, Seminar and FDP Conducted for college students to develop confidence in them. Regular use of ICT in classrooms contributed to enhancement of teaching learning. Extension lectures on relevant topics broadens the perspective of students. Language lab for the B.Ed. M.Ed. Students help in developing communication skills.</p>
Human Resource Management	<p>Human Resource Management: Human Resource Management- Stress is on personality development and development of communication skills. A specialist was invited to the college and a day long career counselling programme was conducted for the students. Mock interviews, resume writing, etc was taught. A staff development programme was conducted for all the teaching staff of the college. College annual day was celebrating in the month of January. An annual picnic was organised for students.</p>
Admission of Students	<p>Admission of Students: The procedure for the admission is through the convenor, 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.</p>
Examination and Evaluation	<p>Examination and Evaluation: Continuous evaluation is done for the students. All year round evaluation through unit test, Weekly test, Model test, tutorials, students seminar/presentations keeps the students in touch with their subject. It also enhance and helps students grow in confidence for university examinations. Results of internal examinations are displayed on the notice board soon after the tests. The names and photos of students who top in different papers are put up on Apollo College wall of fame. The students also receive a hard copy of the results</p>

	<p>which their parents have to sign. Parents teacher meetings are conducted for students who have low attendance and are those who have not performed well in college</p>
<p>Research and Development</p>	<p>Research and Development: The research cell holds regular meeting and programmes and presentations to broaden the academic perspectives through presentations of research done by students and faculty. A print Journal of AJER is brought out every year by the college, under the editorship of Dr. Bashir Hasan, Department of Psychology, Pt. Ravishankar Shukla University, Raipur. M.Ed. students take monograph work and submit a details report.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library, ICT and Physical Infrastructure/Instrumentation: Classrooms were renovated all the rooms are bright and airy classrooms that house the B.Ed and M.Ed. Courses. New computer were purchased to replace older version. Total numbers of 50 computer in ICT Lab. A conference room was created and furnished an air conditioner was installed their in.3 new water cooler were introduced for students, a beautiful specious students common room was furnished for B.Ed. M.Ed. students. A toilet for persons with disability was also constructed.</p>
<p>Curriculum Development</p>	<p>Curriculum development- A lot of extra activities are take up by the college students besides the ones in the curriculum, which is decided by the Hemchand Yadav University, Durg. The curriculum of the B.Ed. M.Ed. course of the university is very comprehensive and all inclusive. Still depending on the needs of the students in every batch . International level conference was organized by the college on the Interdisciplinary research on advancement of life, research, modern education and medicinal life.</p>

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

E-governace area	Details
<p>Planning and Development</p>	<p>Planning and Development 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</p>

initiated and the time-table for all the classes are 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. All the respective in-charges design and share their plan with the admin. The plan of action is developed based on the observations and gaps in the previous year. After a preliminary research of the new developments and keeping in view the stakeholder's requirements the topics for forthcoming seminars and workshops planned are listed and presented before IQAC, and Academic Counsel Meetings.

Administration

Administration All administrative documentation is computerized. Educational Management system is tailored according to the requirement of the institution. All Information are 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

Finance and Accounts All financial transactions are preferably online. The finance and accounts are computerized. The salary of staff is calculated using the Vijaya Dhali PC voice for Accounts. The quotation for lab equipment's and library books is transacted online. The fee collection is through digital banking system. Consolidated Day Book, General Day Book Daily Cash Collection report.

Student Admission and Support

Student Admission and Support The list of students allotted after counselling 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	<p>Examination system It is maintained through customized software that is updated whenever required. The exam papers for internal exams are received by mail from the faculty. Filling up of forms and release of hall tickets are done online. The marks are received online and fed into the system. The results are compiled and the certificates are generated. An add-on formative Assessment certificate is also graded for all co-curricular activities and performance throughout the year in various activities.</p>
--------------------	--

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
2016	Ms. Rakhi Sharma	National Workshop on Research Methodology : Dasha Disha	Apollo College	300
2017	Ms. Rakhi Sharma	National Conference on : Bhartiya Sanskritik Dhara - Anadi se Aaj Tak	Apollo college	350

[View File](#)

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)
2016	Fundamental of Computing	Fundamental of Computing	01/09/2016	30/09/2016	14	5

[View File](#)

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

Nil	0	Nil	Nil	0
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	6	5	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial Support for Staff to attend seminars, Conference, workshops, short-term Course, Publication, etc. and annual increment	Annual increment, Payment of College fees, Loan Facilities	Relaxation of fees

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
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	MRCA Associats Chartered Accountants	Yes	MRCA Associats Chartered Accountants
Administrative	Yes	MRCA Associats Chartered Accountants	Yes	MRCA Associats Chartered Accountants

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 Training Program 2. Personality Development of Teacher 3. Computer Training

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

As per suggestion of NAAC peer team one Value Added course is introduced.

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
2016	Voter Awareness Rally	03/11/2016	03/11/2016	03/11/2016	Nil
2016	Girl child Women safety Awareness programme	03/12/2016	03/12/2016	03/12/2016	Nil
2017	Student Faculty Exchange Programme between MoU college (Apollo college Arihant College of Education)	15/02/2017	15/02/2017	21/02/2017	Nil
2016	Computer based Value	01/09/2016	01/09/2016	30/09/2016	Nil

	added course on Fundamental of Computing				
2016	Free Eye Checkup Camp	03/12/2016	03/12/2016	03/12/2016	Nil
View File					

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
0	Nil	Nil	0	0

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	2
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	1

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
No Data Entered/Not Applicable !!!							
No file uploaded.							

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 non-teaching staff	Nill	<ul style="list-style-type: none"> • 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. • 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 maintance) must take care of their field related duties timly. • They have to complete assignment and report to supervisor or admin. • They must assure smooth and proper functioning of equipments and tools.
Code of Conduct for Principal	Nill	The Principal of a college has different roles to play. He has to shoulder many responsibilities having characteristics of a patron, custodian, supervisor,

administrator, adjudicator, protector, inspirer etc. As the Academic and Administrative Head of the Institution the Principal is liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the Government resolutions made in this context by the State of Chhattisgarh. The Principal shall adopt and abide by the following code of conduct:

- To uphold the ethos of inclusiveness in terms of imparting education in the institution.
- 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.
- 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.
- 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.
- To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.
- To maintain required

alertness among all the stakeholders of the College against the sexual harassment of the employee. • To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College. • To create an environment 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.

Code of Conduct for Teaching Staff

Null

- Faculty should handle the subjects assigned by the Principal/ Head of the Department. • Maintain dignity of profession post. • Seek to make professional growth through studies and research. • Maintain active membership of professional organizations. • Perform their duties in the form of teaching, tutorial, practical, seminar and research with dedication.
- Faculty should complete the syllabus in time. Teachers shall produce good results in the

subjects handled by them and are accountable for the same. • Mentor system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them. • Teachers must maintain file/register/records of activities assigned to them. • Teachers must maintain equality regarding gender issues. • 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 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

		<p>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 Student teachers Trainees</p>	<p>Nill</p>	<ul style="list-style-type: none"> • Student-teachers are expected to complete internship sincerely. • Submit all prescribed formats properly filled. • Must follow the 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.

Code of Conduct for Governing Body

Nil

• 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. • The approving of annual estimates of income and expenditure and for the appointment, discipline, pay, promotion and conditions of service of staff. • The Governing Body is responsible for the formation and reform of various committees. • The Governing Body will adopt procedures which ensure sound financial decision making, control and monitoring to meet the requirements of the funding body. • The Governing Body will ensure that information on its decisions is made widely available, having regard to confidentiality.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Research Methodology workshop	28/04/2016	Nil	115
Importance of Hindi Language for Hindi Diwash	20/09/2016	Nil	215

Cleanliness awareness programme	07/10/2016	Nil	180
Garba dance competition	09/10/2016	Nil	50
Educational kit was provided to illiterate villagers of Mahamara	14/12/2016	Nil	76
Sadbhavna Programme	12/02/2016	13/02/2016	205
View File			

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

1. Planting of various flowers and ornamental shrubs 2. Social service Programme for Campus clean-up 3. Policy document on Environment and Energy Conservation framed and adopted 4. Installation of energy efficient lighting ex. LED, Changing old electric wire 5. Installation of more dustbins for segregation of waste

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

TWO BEST PRACTICES OF APOLLO COLLEGE DURING SESSION 2016-17 Title of the Practice 1.FREE TEACHING 2.PLACEMENT OBJECTIVES OF THE PRACTICE: 1. FREE TEACHING: 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. they feel unfit in comparison to others. Apollo college practice FREE EDUCATION for such children. The objective behind this practice is a. To provide support and help regarding teaching-learning of such left behind children without any financial Burdon on them or on their family. b. To full fill the special needs during learning by providing them opportunity of financial burden free and satisfactory learning. c. 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 Training Activity: A major aim of the formal education is to reach to a satisfactory goal of attaining a respectful job. a. Apollo college takes this aim as its objective and informal responsibility towards the student-teachers of the college. b. A long term objective of this practice is to nurture some vocational skill. c. 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 TEACHING: 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 teaching 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 teaching. In this session also free teaching activity was perform nicely.

2. Vocational Training : 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 ware participated in this activity.

3. OUT COME: 4. Free Teaching: Free teaching program 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. S 5.

Vocational training: It develop new skills among student teachers. They enjoying the process as well as product of this activity. They also earn self confidence that they have learned 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

Apollo College, Anjora, Durg, being an ideal college has the ethics of partaking any added responsibility fully without complain. Since the retirement of its Librarian in May, 2019, the faculties of the college has been taking the responsibility of looking after the Library and the process of managing the Library so that it continues running without hindrance. The Library of Aplollo college Anjora, Durg has been suffering from lack of manpower as the State Government is unable to recruit Librarian and other supporting staff. A Committee to look after the needs and requirements, paper work, filing of data, organizing of books displayed, issue of library books to students, ordering books and journals from publishers is constituted. In spite of the difficulties and challenges faced, the faculties take turns to perform these extra duties willingly. The strategy of the college to operate the library with the support of the teachers and selected students is an exemplary activity. The class time table of both B.Ed. and M.Ed. have Library period in very week. During this period the Teacher-in-Charge along with volunteering students help in the arrangement of books, distributioin and reception. At present the College library is working without a Librarian and running smoothly by the Teachers and volunteering students.

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 (2017-18) IQAC has planned the broad objectives which the college should strive to achieve during this period following as :

1. To revise the vision and mission of the college were necessary to align with the foresaid objectives.
2. To facilitated continuous up gradation at the college.
3. To provide value based education to student teachers.
4. To encourage facilitate Research Culture.
5. To create an enabling environment for holistic development of students, faculty support staff.
6. To facilitate continuous up gradation knowledge use technology by faculty student teachers.
7. To organize extension activities for the benefit of the society create awareness on various social issues.
8. To foster and strengthen relationship of Alumni with the college.
9. To introduce skill based course such as value added course.
10. To indentify talent among students through sports and other activities.
11. To

initiate scholarship to reward the student teachers. 12. To foster and strengthen relationship through Faculty Student Exchange Programme. 13. To organize seminar, workshop guest lectures for student teachers. This perspective plan outlines the various initiatives and focus areas to achieve the foresaid.