



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
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

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/Site/			
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
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		

International Conference on Interdisciplinary Research on Advancement of Life, Research, Modern Education and Medicinal Life	09-Apr-2019 2	170
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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	2019 Nil	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

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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 201819 Significant contribution made by IQAC during the current year 1. Conducted International Conference and Initiate Value Added courses, conducted Personality Development Programme, Guest lecturers etc. 2. Induction programme for student teacher, orientation programme for Teacher and Remedial classes for slow learners weak trainees. 3. Conducted Blood Donation camp Seven days special camp through NSS. 4. Publish the annual issues of the college magazine. 5. MoU continuoued with Prism School of Education Sankar City College of Education, Rajnandgaon.

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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 201819 was designed.	1. Academic calendar activity plan for the session 201819 was successfully executed.
2. To Publish College magazine & journal	2. Every year college published Annual magazine at the beginning of academic year & every year college published annual Journal at the mid of the academic year.
3. Orientation Programme for Faculty.	3. The orientation of the faculty catered to the introduction of new teaching techniques and transaction of the curriculum. It is creating a pool of motivation to teachers.
4. Induction Programme for student teachers.	4. The student induction programme scheduled for the 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. Ensure all round development of student teachers.	5. Conducted various activities during these period completions.
6. Conducted three Value added courses - • MS. Word, Excel, Powerpoint & Pagemaker • Art & Craft • Yoga & Meditation	6. Student Teacher abled to converse in basic computer terminology posses the knowledge of basic hard ware peripherals, basic of programming. Enhance the creativity & physical fitness in student teachers.
7. "Sadbhavna" Inter College competition for teacher education colleges.	7. "Sadbhavna" the Inter College competition develops the Co-operation, interaction & friendship between the participants of teacher education colleges.
8. Memorandum of Understanding was signed with another college.	8. MoU continued with Prism School of Education & Sanskar City College of Education, Rajnandgaon.
9. Conduct Guest lecture	9. College student teachers get new perspectives & opinions that are often missed in a regular class. A guest lecture gives students a better opportunity to learn about an explicit topic in a way that gets them involved in the class.
10. Organized International Conference	10. It was a great achievement to

organize successful international conference. International and national resource persons, guest, dignitaries, research scholars. Young participants have joined the conference and gave valuable feedback. Many resource persons were invited for speech .

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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	2019
Date of Submission	10-Jan-2019
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)	10. It was a great achievement to organize successful international conference. International and national resource persons, guest, dignitaries, research scholars. Young participants have joined the conference and gave valuable feedback. Many resource persons were invited for speech .

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

The college follows the guidelines laid down by the Hemchand Yadav University, Durg. All faculty members given their inputs to prepare year plan to provide time schedule in an academic year. The college staff put an extra effort to conduct extra classes if it is needed to complete the syllabus. Teachers also give the guidelines about the nature of examination. The principal conduct staff council meeting with IQAC and other staff to prepares year plan of events for the entire academic year. Implimentation process take place by collective efforts of all staff. Initially a staff meeting was held and detailed discussion regarding the effective implementation of the curriculum and co-curricular activities. Various committees were formed to carry various responsibilities. Course in-charge teachers conduct the meeting of concerned

teachers who are involved in course teaching and distribute the portion of syllabus along with practical and activity work. Course incharge maintained the record of activities and practical work. Workshops & seminar organised by the college for the enrichment of the quality of course. Staff also prepare course material in the form of PPT and notes and share it with students. for additional learning. Subject teachers arrange book show for students to make them aware about offline resources available in library. All the academic activities are monitored under the headship of principal and IQAC coordinator. The IQAC conduct time to time meeting regarding the curriculum transection. Board of study member of university notify time to time regarding curriculum framing and suggest changes if any. Faculty giving contribution in curriculum planning in the form of preparation of curriculum, preparation of framework of syllabus, content development and writing, selection of elective subjects ,open courses, mode of transaction for curriculum implementation. Faculty are using various mode of transaction for curriculum implementation. such as 1. Lecture method, lecture cum demonstration method. 2. PPT-presentation. 3. Technology based teaching learning method. 4. Use of instructional material for content delivery. 5. Discussion method, 6. Models of teaching implementation for conceptual clarification 7 project based learning, 8, Practical discussion, activity orientation 9. assessment and evaluation Overall a step by step mechanism followed for the effective implementation of curriculum. 1-Reading of entire curriculum in staff meeting with Principal and IQAC members. 2 -Distribution of courses and appointed course in charge. 3- Identify the faculty for the course teaching as per their interest 4 division of work and allotted professor to course. 5 Course in charge execute the course with the help of other professor who are involved in course. 6 Weekly timetable was prepare by timetable in charge for effective implementation of curriculum. 7 Time table is flexible and revise as per the notification to keep alert of faculty.

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	1	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	01/12/2018	80
Yoga and Meditation	05/10/2018	100
Art Craft	01/08/2018	50
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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	100
MEd	Supervision	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>Feedback by stack holders: Students Feedback Analysis : The institute have designed structured feedback questionnaire for all the stake holders to obtains the feedback on regular interval. IQAC analyses the feedback on the following.</p> <p>1)Teachers preparedness 2)Effective teaching presentation 3)Course coverage satisfaction 4)Assignments relevance 5)Teachers punctuality 6) Learning environment in class 7) Helpful guidance Teachers Feedback: 1) Utility of competencies 2) Learner centric approach 3) Updating of domain knowledge 4) Logical sequence of units 5) Elements of interest in contents 6) Application in real life situations 7) Appropriateness of assessment strategies 8) Coherence between course objective curriculum 9) Coordination of syllabus allotted lectures 10) Availability of Text reference books Employers Feedback : 1) Technical Knowledge 2) Communication skill 3) Professional ethics 4) Ability to work in team 5) Leadership 6) Independent learning ability 7) Work sincerity.</p> <p>Alumni Feedback: 1) Additional/supplementary training after joining the organization? 2)To what extent the curriculum meets requirement of teachers training. 3) Whether efforts are taken to improve soft skills during the course? 4) The knowledge obtained from the curriculum is helpful in succeeding relevant competitive examinations 5) What needs to be done for overall development of personality of future teachers. The suggestions from alumni mainly focuses on to keep pace with the ever-changing technology. IQAC planned an initiative for value aided courses. Alumni interaction at department level across different events such as expert lectures. Parents Feedback Analysis Process: IQAC decided to sign more MoUs. Parents also suggested to include some</p>

programs about Universal human values to be imbibed in the students. Such programs are initiated under student development cell. OVER ALL FEEDBACK: The students are encouraged to ask in case of difficulty in subjects so that it can be rectify and improve the delivery of the subject's teacher. This feedback is used for overall improvement in all areas. In case of Teacher with lower feedback scores, he / she is being called by the Principal instructed to improve their performance and teaching parameters. If teacher is in need of any shortcoming of teaching aids (like instrument, e-library etc.) it is provided immediately so that knowledge transfer process should not get hampered. Parents meet is organized every semester and College works on their suggestion for overall development of dept or institute. The attendance, result and other related information of each student is shared with the parents each semester so that they should know the academic progress of their ward. Institute always remains in touch with the alumni so that suggestions can be gathered from them after completion of their course. These suggestions are analyzed shared with all the stake holders. IQAC has gathered the feedback from all the stake holders frequently and have analyzed it. The analysis was presented among the meetings, and suggestions were sought from all parties involved to improvise the existing system.

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)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	100	50	17	9	26

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	Numberof smart classrooms	E-resources and techniques used
26	26	37	13	3	37

[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	26	1:19

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
37	26	11	3	6

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
Nil	B.Ed.- 01	SEM- I/III	03/01/2019	27/04/2019

MEd	M.Ed.- 02	SEM- I/III	10/01/2019	27/04/2019
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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)

The Apollo College, Anjora, Durg ensures effective time management and timeliness. It receives the university given timeline and adheres to it. In the beginning of the academic year, academic calendar is published by the Apollo College, Anjora, Durg for each semester which gives a time plan for the curricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same. For the undergraduate program, the college conducts assessment of the students in three different components theory, practical and vivavoce. The pattern and the marks distribution of all the components is as per the university format. They are mapped with their respective course outcomes that are stated in the beginning of the course. Following the Apollo College, Anjora, Durg academic calendar, every department creates internal calendars to ensure timely delivery of syllabus. Every teacher follows agenda that is discussed and approved by the Head of their respective departments. The timeline created allows the students to complete the given syllabus in enough time. In any condition, the academic calendar is followed and respected by teachers of all departments. At the departmental level, heads of various departments conducts meeting with their faculty members for micro planning the upcoming session in line with the academic calendar of the Institute. Head of Department assigns the responsibility of each activity to the various faculty members. Various Club and sports Incharges also prepare their activity calendar for the current academic year.

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>

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	94	94

M.Ed.- 02	MEd	Teacher Education	50	35	70
D.El.Ed.- 03	MEd	D.El.Ed. Course	100	100	100
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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
Nill	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	Nill	0
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill
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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
0	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)
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International	EDUCATION	10	6
National	EDUCATION	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
0	0
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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	Null	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	Null	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	10	2	0	0
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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
WORLD ENVIRONMENT DAY GUEST OF HONOUR-SHRI TAMRADHWAJ SAHU	APOLLO COLLEGE	12	150
GUEST LECTURER ON RESEARCH METHODOLOGY BY SMT. NAMRATA BULDEO, SHRI RAM COLLEGE, RAJNANDGAON	IQAC APOLLO COLLEGE	5	60
GUEST LECTURER ON RESEARCH	IQAC APOLLO COLLEGE	5	55

METHODOLOGY BY DR. P.K. SHRIVASTAVA.FORMER PRINCIPAL OF HIGHER EDUCATION OF ARMY INSTITUTE, PATHANKOT.			
PLACEMENT CAMP FOR FOURTH SEM STUDENT TEACHER. PARTICIPENTS INVITED FROM VARIOUS TEACHERS TRAINEE COLLEGE.	PLACEMENT CELL, APOLLO COLLEGE	10	70
CLEANLINESS RALLY AND PLANTATION ORGANIZED UNDER CLEANLINESS CAMPAIGN AT ANJORA	APOLLO COLLEGE GRAM PANCHAYAT ANJORA	6	54
JAN SUNVAI JAGRUKTA KARYAKRAM INVITED SPEAKERS CSP BHOJRAM PATEL, GYNEACOLOGIST DR. MANSI GULATI, JUSTICE SMITA RATNAWALI MR. SANJAY MISHRA	JAN SUNVAI FOUNDATION	6	93
EYE CHECK-UP CAMP. INVITED SPECIALIST DR. AMIT JAGYASI	IQAC APOLLO COLLEGE	5	45
MY VOTE FOR ME ACTIVITIES CONDUCTED BY ELECTION COMMITTEE DURG	SWEEP ELECTION COMMITTEE DURG	4	36
INTER COLLEGE WRESTLING COMPETITION	HEMCHAND YADAV UNIVERSITY APOLLO COLLEGE	10	40
7 DAY NSS CAMP AT CHANGORI VILLAGE	HEMCHAND YADAV UNIVERSITY, APOLLO COLLEGE AND GRAM PANCHAYAT ANJORA	5	30
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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
INTERNATIONAL SEMINAR	AWARD FOR RESOURCE PERSON	SUSHMITA COLLEGE OF EDUCATION NADIA WEST BENGAL	100

GUEST LECTURER ON DATA COLLECTION	AWARD FOR GUEST LECTURER	APOLLO COLLEGE	100
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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	APOLLO COLLEGE GRAM PANCHAYAT ANJORA	CLEANLINESS RALLY AND PLANTATION ORGANIZED UNDER CLEANLINESS CAMPAIGN AT ANJORA	6	54
JAN SUNWAI	JAN SUNWAI FOUNDATION	JAN SUNVAI JAGRUKTA KARYAKRAM INVITED SPEAKERS CSP BHOJRAM PATEL, GYNEACOLOGIST DR. MANSI GULATI, JUSTICE SMITA RATNAWALI MR. SANJAY MISHRA	6	93
EYE CHECK-UP CAMP	IQAC APOLLO COLLEGE	EYE CHECK-UP CAMP. INVITED SPECIALIST DR. AMIT JAGYASI	5	45
SWEEP	SWEEP ELECTION COMMITTEE DURG	MY VOTE FOR ME ACTIVITIES CONDUCTED BY ELECTION COMMITTEE DURG	4	36
NSS	HEMCHAND YADAV UNIVERSITY, APOLLO COLLEGE AND GRAM PANCHAYAT ANJORA	7 DAY NSS CAMP AT CHANGORI VILLAGE	5	30
HAMAR DUAR HAMAR RAKHWAR	TRAFFIC THANA, DURG AND APOLLO COLLEGE	HAMAR DUAR HAMAR RAKHWAR, SAFTYTRAFFIC AWARENESS WEEK BY ASP PRAGYA MESHAM DURG	10	60
ART OF LIVING CLASSES	ART OF LIVING DURG UNIT AND APOLLO COLLEGE	ART OF LIVING CLASSES CONDUCTED BY MR ASHOK SHARMA AS	8	65

[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
GUEST LECTURER ON DATA COLLECTION	AWARD FOR GUEST LECTURER	APOLLO COLLEGE	1

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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/ industry /research lab with contact details	Duration From	Duration To	Participant
PERMANENT	INTERNSHIP PRAGRAMME	DEO OFFICE	01/08/2018	30/11/2018	150

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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	300
SANSKAR CITY COLLEGE OF EDUCATION RAJNANDGAON APOLLO COLLEGE, DURG	03/07/2018	MUTUAL ACTIVITIES	250

[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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Nil
Laboratories	Existing
Seminar Halls	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 SMIRITI INFOTECH SOLUTION	Fully	2014	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7120	1068000	352	47520	7472	1115520
Reference Books	2015	264000	70	7500	2085	271500
Journals	13	24000	0	0	13	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	35	1	1	1	1	3	1	100	0
Added	2	0	0	0	0	0	0	0	0
Total	37	1	1	1	1	3	1	100	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
NIL	Nil

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
0	Nil	0	Nil

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	99	866130

Financial Support from Other Sources			
a) National	Government of Chhattisgarh	98	641601
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 implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	05/10/2018	100	by kanchanlata and alok
Personal Counselling (Case study)	10/10/2018	1	Faculty of Apollo College
Personal Counselling (Case study)	24/04/2019	1	Faculty of Apollo College
Remedial Classes	05/05/2019	53	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
2018	Career Guidance counselling	0	2	2	1
2018	Open campus Placement drive	50	2	2	2
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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	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
Sanskar City International School College, Sun Public School Durg, Sun And Rise School, Yuganter Public School, Shri Ram College Apollo College	66	13	Nil	0	0
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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
Nil	15	D.El.Ed.	Apollo College	other college	UG Courses
Nil	13	B.Ed.	Apollo College	other college	PG Courses
Nil	13	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	3
Any Other	32
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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
Gedi Run (Chhattigarhi Cultural Game)	Institutional	150
Independence Day	Institutional	160
Garba Dance	Institutional	330
Culture Programme	Institutional	240
Welcome Ceremony	Institutional	290
diwali Milan	Institutional	161
Republic Day	Institutional	350
Sadbhavana Inter College Competition,	inter college	450

Annual Day	Institutional	420
farewell Ceremony	Institutional	320
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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
Nill	Nill	Nill	Nill	Nill	00	00
No file uploaded.						

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 wherein cell members play an active role by coordinating with school colleges candidates and by managing campus placement processes. • Editorial Board of collge 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

Apollo college has an active alumni Association registered under district office of registration of society , durg since 5.06.2014 with registration no. 30003. Apollo alumni association is formed by the ex -student of B.Ed M.Ed. course of formed by the ex- student of Apollo College, Durg. Most of the pass out student join Apollo Alumni Association formally by paying membership fee. So, right from 2005to till date institutions has a huge membership in Alumni to maintain active vibrant Alumni. The association follows a systematic procedure of restricting the committee by nominating active members as office behaviors for coming two years. Member of Alumni Association play an important role for the promotion and development of the their alumni matter institution Apollo

College Alumni members love a strong bond with faculty and staff, sincerely staff members also feel attachment with these pass out student teacher motivate them to be in teacher through their respective class groups and action actively join alumni activities. The alumni association has a separate has apply also interaction and fast communication. Alumni association members suggest plan various activities during meeting of association. Some of the significant. During the meeting of curriculum development committee effective and useful suggestions were taken from alumni on the basis of his experience during training, So that their experience can be effectively used in curriculum execution. Alumni association member actively engaged in motivating school students to opt teacher ship as career. They also suggest the name of Apollo college as one of the best institute for preparation such career. This Alumni member play the role of ambassador for the college. The engage free post time coaching of various subjects for academic and competitive exams. They also cooperative conduct awareness help activities for girls, old age people weaker section people and disabled children's. Alumni members also support present session students by providing them subject content/book and guiding them to perform well in the course. Some Alumni member together distribute study materials to needful children of their area. All these message of initiatives taken by alumni members and activities organized by them spreads in community as their contribution to society, naturally the name of Apollo College is attached with Apollo Alumni association thus indirectly college name become popular in the society. This is the greatest contribution of Alumni in development of College. Alumni member also join hands and support in organizing mega events by Apollo College like blood donation camp, health checkup, NSS camp, sadbhavana, Inter college competition, National International and Seminar Workshops.

5.4.2 – No. of enrolled Alumni:

36

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

36500

5.4.4 – Meetings/activities organized by Alumni Association :

2

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: Staff Council and IQAC The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. IQAC is a "participative" and "facilitative" unit that would closely work with the faculty members to plan out the best possible strategic plans. It comprises of - Head of the Educational Institution as Chairperson, representatives from the Faculty, senior administrative staff members, nominee from - Students, Local society, Alumni Senior teacher representing as the Coordinator of the IQAC. Staff Council is the main policy-making body of the college. Generally, all

policy recommendations that are made by the various committees are forwarded to College Council for discussion and eventual vote Practice 2: Working of different Committees There are many committees to support the vision and mission of the college. These are Examination cell, NSS, Women Development cell/ Gender sensitization, Guidance and Carrier counseling cell, Library and Sports committee, Cultural committee, Admission cell, Examination cell, Sexual and placement cell, anti-ragging committee, College-magazine committee, , Disciplinary committee, Purchase committee, Grievance redressal committee , etc. All of the teaching and non teaching faculties being the convener or member organize regular meetings and function according to accomplish the vision and mission of the college. The plans and activities are implemented successfully to fulfill the responsibilities of the academic session every year. The perspective plans are implemented by Principal with purchase committee. It addresses all the financial matters to manage the development and maintenance of the college.

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 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	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. For absentee make up test are arranged. Class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organized for making learning more effective as per

requirement.

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.

Library, ICT and Physical Infrastructure / Instrumentation

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.

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. Provided Opportunity for the faculty to complete refresher courses and short term

	<p>courses. Motivated the faculty to submit research proposals for research grants and to present research papers in seminars and conferences.</p> <p>Encouraging Faculty to Undertake Quality Improvement Programmes.</p> <p>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.</p>
Admission of Students	<p>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 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>

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

E-governance area	Details
Planning and Development	<p>Annual planning of both the teaching and learning process is carried out at the outset of each session and published through prospectus. 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 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.</p>

<p>Administration</p>	<p>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.</p>
<p>Finance and Accounts</p>	<p>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.</p>
<p>Student Admission and Support</p>	<p>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 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</p>

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
2018	Rakhi Sharma	National Semianr on Emerging issues in Teaching: Present status and challeges	APOLLO COLLEGE DURG	100
2018	Rakhi Sharma	First State level Symposium on Bringing school community relationship into Classroom practices	APOLLO COLLEGE DURG	100
2018	Rakhi Sharma	International Conference on Globalization of Teacher Education	APOLLO COLLEGE DURG	200
2019	Rakhi Sharma	International conference on I nterdisciplinary Research on Advancement of life Research, Modern Education and medicinal Life	APOLLO COLLEGE DURG	200
2019	Dr. Siddhart Jain	International Conference on Teacher Education in 21 st Century in a	APOLLO COLLEGE DURG	500

		critical juncture		
2019	Dr. Siddhart Jain	International Conference on Interdisciplinary research on advancement life, Research, Modern Education and Medicinal Life	APOLLO COLLEGE DURG	300
2019	Dr. Rajat Jain	New trends in quality teaching , Rungta College of Science Technology, Durg	APOLLO COLLEGE DURG	500
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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)
2018	MS. Word , Excel, Powerpoint Page Maker	MS. Word , Excel, Powerpoint Page Maker	01/12/2018	30/12/2018	18	4
2018	Yoga and Meditation	Yoga and Meditation	05/10/2018	05/11/2018	15	5
2018	Art and Craft	Art and Craft	01/08/2018	30/08/2018	16	3
2018	Faculty Development Programme	Faculty Development Programme	23/07/2018	25/07/2018	25	4
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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 Page Maker	18	01/12/2018	30/12/2018	30
Yoga and Meditation	15	05/10/2018	05/11/2018	30

Art and Craft	16	01/08/2018	30/08/2018	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
5	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Annual Increment, Study leave is granted for PG Course, research work and for PhD.	Annual Increment, Child care Leave Flexibility in time adjustment.	College provided scholarship relaxation on fees of poor students.

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

00

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Agrawal Bafna Associate	Yes	Agrawal Bafna Associate
Administrative	Yes	Agrawal Bafna Associate	Yes	Agrawal Bafna Associate

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 Programme 2. Personality Development of Teacher 3. Computer Training

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

As per suggestion of NAAC peers team - • Value Added course is introduced on MS. Word, Excel, Powerpoint Pagemaker along with Art Craft , Yoga Meditation. • Guest lecture will be organized. • Awareness Programme will be conducted.

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
2018	World Environment Day was organized Mr. Tamradhwaj Sahu was invited as a Chief Guest.	05/06/2018	05/06/2018	05/06/2018	150
2018	Guest lecture was organized on Research Methodology by Mrs. Namrata Buldev, Asst. Prof., Shri Ram College of Education, Rajnandgaon.	28/05/2018	28/05/2018	28/05/2018	98
2018	Guest Lecture was organized on the topic of	19/06/2018	19/06/2018	19/06/2018	75

	Research Methodology by Dr. P.K. Shriwastava, Farmer Principal of Army Institute of Higher Education, Pathankot, Punjab.				
2018	Placement camp was organized at the college campus for M.Ed. and B.Ed. 4th Semester Student teachers Alumni	23/06/2018	23/06/2018	23/06/2018	350
2018	Eye Check up Camp was organized Dr. Amit Jagyasi (MBBS, DOMS) was invited as a Eye specialist.	21/07/2018	21/07/2018	21/07/2018	35
2019	Seven days special camp was organized in village Changori.	17/01/2019	17/01/2019	23/01/2019	25
2019	Sadbhavna inter college competition was organized	28/02/2019	28/02/2019	01/03/2019	405
2019	Parent Teacher Association (P.T.A.) meet was organized	03/03/2019	03/03/2019	03/03/2019	65
2019	The collaboration of Apollo College District Education	09/04/2019	09/04/2019	10/04/2019	115

training institute Durg was organized two days international conference on Interdisciplinary Research on Advancement of life Research Modern Education and Medicinal life. Musa Shuaibu from

2019	Guest lecture on Guidance Personality Development was organized Mr. Sushil Singh was as a resource person.	16/02/2019	16/02/2019	16/02/2019	84
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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 Women day	13/03/2019	13/03/2019	45	12
International conference of modernization life	09/04/2019	10/04/2019	220	180

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

Energy conservation The Institute is committed towards energy conservation. The common areas in the college are illuminated with LED lights which lead to an energy saving of 35 as compared to conventional lights. The old CRT monitors are being replaced with LCD monitors in a phased manner. Information stickers are displayed in all classrooms near the switch boards so as to sensitize students about energy conservation. All the faculty staff and students are made

aware of the importance of energy conservation so lights and fans are switched off when not required. Air-conditioners are used only at essential places. Use of renewable energy: Solar energy is also used in the campus for energy conservation. The main aim of the project is to utilize renewable energy so that non renewable energy can be saved. A 100 KW Solar Power Plant is working since November 2010 in the campus for 24x7 uninterrupted power supply in the administrative block, T P Office, Server room, labs and Science Block

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Rest Rooms	Yes	4
Braille Software/facilities	No	0
Scribes for examination	No	0
Special skill development for differently abled students	Yes	1
Any other similar facility	No	0

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
2018	1	1	11/08/2018	15	Cleanliness fort night	Village, Anjora	60
2019	1	1	30/01/2019	3	Gram Sampark Abhiyan	Anjora, Thanoud	45

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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 UNSKILLED EMPLOYEES	Null	<ul style="list-style-type: none"> Unskilled employees should give importance to cleanliness of the institution. Unskilled employees should behave politely and compassionately with students, teachers, parents and

		<p>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.</p>
CODE OF CONDUCT FOR GOVERNING BODY	Null	<p>• 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.</p>
CODE OF CONDUCT AND ETHICS FOR TEACHERS/FACULTY	Null	<p>• 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</p>

		<p>research with dedication.</p> <ul style="list-style-type: none"> • 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.
<p>CODE OF CONDUCT FOR NON-TEACHING/ TECHNICAL GROUND STAFF</p>	<p>Nill</p>	<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

		<p>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.</p>
<p>CODE OF CONDUCT FOR PRINCIPAL</p>	<p>Nill</p>	<ul style="list-style-type: none"> • 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2018	15/08/2018	160
Gedi Run	11/07/2018	11/07/2018	150
Teachers Day Celebration	05/09/2018	05/09/2018	175
Bhajan Competition	15/09/2018	15/09/2018	142
Republic Day	26/01/2019	26/01/2019	350
Basant Panchmi	10/02/2019	10/02/2019	140
Holi Milan	20/03/2019	20/03/2019	200
sadbhavana Inter college competition	28/02/2019	01/03/2019	450
Annual Sports	05/02/2019	06/02/2019	404
Diwali Milan	03/11/2018	03/11/2018	160

[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 bharaat 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

TWO BEST PRACTICES OF APOLLO COLLEGE DURING SESSION 2018-19 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 oppportunity 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 oppportunity 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. 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 (2019-20) 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 prepare academic calendar and plan activities. 8. To conduct various activities that will help student teachers and staff to developed the skills. 9. To foster and strengthen relationship of Alumni with the college. 10. To conduct one more value added course. 11. To indentify talent among students through sports and other activities. 12. To initiate scholarship to reward the student teachers. 13. To organize International conference. 14. To organize seminar, workshop guest lecturers for student teachers. 15. To take initiatives to strengthen Placement Cell. 16. Remedial Classes for slow learners. 17. Number of MoU with other colleges will be increased. 18. Mentor Mentee System will be flowed. 19. Welfare scheme for student will be enhanced. 20. Feedback will obtained from teachers, student teachers, Alumni and employers. 21. Career counseling activity will be done. 22. Placement activities will be arranged. 23. Vocational Programme Free Education will be planned as Best Practices. This perspective plan outlines the various initiatives and focus areas to achieve the foresaid.