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ORGANIC FERTILIZER PRODUCTION

Activity's Title- Organic Fertilizer Production

Date and Venue- 18/08/2021, Sandipani Academy Achhoti, Dist. – Durg (C.G.)

On 18/08/2021, online guest lecture was organized by Google Meet on the subject of "Organic Fertilizer Manufacturing" by the Education Department of Sandipani Academy. The guest of speaker Mrs. Priyanka Tiwari (Assistant Professor Vipra College Raipur) was welcomed by Dr. Nazia Ahmed mam principal of Sandipani Academy. She told us how the use of chemical fertilizers harms health and by using domestic waste materials, we can make organic fertilizers at low cost. Vermicompost increases organic matter in the soil and provides continuity to biological activities in the land. By using it, the land becomes fertile and friable and along with explaining the process of making organic manure, he also explained about its benefits and precautions & provided detailed information.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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HEALTH CHECK-UP PROGRAM

Activity's Title - Health Check-Up Program

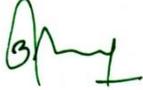
Date and Venue- 08/10/2021, Govt. Higher Secondary School Godhi, Dist. – Durg (C.G.)

Under the aegis of the Education Department of Sandipani Academy Achhoti, Health Check- up Program was organized for the students studying in High School on Friday date 08/10/2021 at 11:30 am in Govt. Higher Secondary School, in this program check-up of students Height, Weight, Pulse- rate, Blood pressure, etc. had done.

This work has done by the coordination of Ms. Minakshi Panchal assistant professor of our institution also there were commendable contribution of all the students of Education Department.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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TREE PLANTATION PROGRAM

Activity's Title - TreePlantation Program

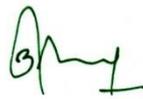
Date and Venue- 08/10/2021,Higher Secondary School, Godhi.

Under the aegis of Education Department of Sandipani Academy Achhoti "Tree Plantation" program was organized at Higher Secondary School, Godhi on date 08/10/2021, day Friday at time 11:00 am. In this program students of Godhi School were discussed about environmental protection, plantation, importance of trees, nature and human relation etc.& planted tree at the institution as well.

The work of coordination of the program has done by Ms. Minakshi Panchal (Assistant Professor),Mr. Vivek Gautam (Assistant Professor), Mrs. Mona mam (Assistant Professor) &Ms. Vidya Chandrakar (Assistant Professor). Also,the contribution of all the students of the education department was commendable.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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WORLD CANCER AWARENESSDAY PROGRAM

Activity's Title - WorldCancer Awareness Day Program

Date and Venue - 10/11/2022, Education Department of Sandipani Academy, Achhoti Murmunda

An awareness program was organized on the occasion of Cancer Day on 10/11/2022 in the Education Department of Sandipani Academy, Achhoti Murmunda. The guest of honour of the program were Dr. Kavita Pandey, "Consultant Obstetrics and Gynaecology Pahlajani Womens Hosptial Raipur & Dr. Divya Pandey Treasure cesco". The speaker Dr. Kavita Pandey told us that we should not pay attention to our personal health amidst busy lifestyle. Due to this, they go on battling with various physical problems. In such a situation, it is necessary to be aware of the dreaded disease like cancer, so that if it is identified on the basis of symptoms and treated at an early stage, then the fight against this disease can be won. Along with this, detailed information was also given about various cancer diseases related to women and the students of our college expressed their curiosity which was resolved by the satisfactory expert. Guest was welcomed by H.O.D. Dr. Sandhya Pujari mam & Mrs. Saroj Shukla mam. This program was coordinated by Ms. Neha Kumbhar (Assistant Professor). Also, a large number of students of the institution were present in the program.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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WORLD ENVIRONMENTAL HEALTH DAY

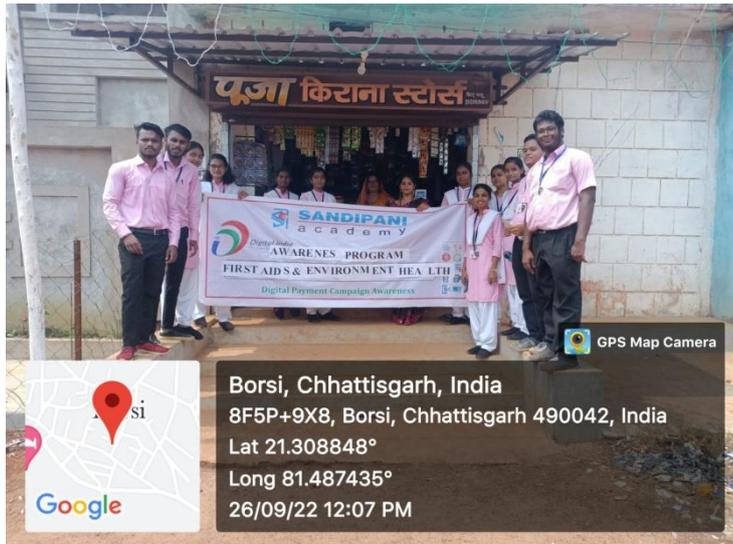
Activity's Title - World Environmental Health Day

Date and Venue- 26/09/2022, Village Borsi

Under the aegis of the Education Department of Sandipani Academy Achoti (Durg) has organized "World Environment Health Day" program by the help of our students they visited the houses of village Borsi and make people aware related to "First Aid". In this program students made people aware through drama & play and gave detailed information about "First Aid" that "First Aid" can play an important step to save someone's life, giving first aid immediately after an accident or injury can save the life of the injured person.

This program was coordinated by Ms. Kavita Patel (Assistant Professor).

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WOMEN AWARENESS PROGRAM

Activity's Title - Women Awareness

Date and Venue –13/08/2022, village Achhoti.

In Sandipani Academy Achhoti, Murmunda (Durg) the students of Education Department tried to generate public awareness under the "Women's Awareness" program by touring the village Achhoti. In this event an attempt was made to make people aware about the role and importance of women in the progress of the society.

This program was coordinated by Mr.Vinod Sahu & Ms. Mamta.

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WORLD NATURE CONSERVATION DAY

Activity's Title - World Nature Conservation Day

Date & Venue –27/07/2022, Sandipani Academy Achoti Murmunda (Durg).

Under the aegis of Sandipani Academy Achoti Murmunda (Durg), "World Nature Conservation Day" was organized by the Nature Club Committee of our institution by planted tree in the college premises in which students were planted many trees. The main purpose of celebrating World Nature Conservation Day is to make people aware to save our earth.

This program was coordinated by Ms. Vidya Chandrakar (Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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ENERGY CONSERVATION

Activity's Title - ENERGY CONSERVATION

Date and Venue –05/08/2022,Sandipani Academy Achoti Murmunda (Durg).

An awareness program on subject "Energy Conservation" was organized by "ECON CLUB" of our institution at Sandipani Academy Achhoti, in this program were Mr. Sanjay Kumar Mishra (Certified Energy Auditor Bhilai) was present as our chief guest& speaker. In this session speaker tried to create more awareness over students that how they can save energy by using natural resources as per their requirements.

The program was coordinated by Ms. Neha Kumbhar (Assistant Professor). And vote of thanks was given by Mr.VedprakashTripathi Assistant Professor of Sandiapni Academy.

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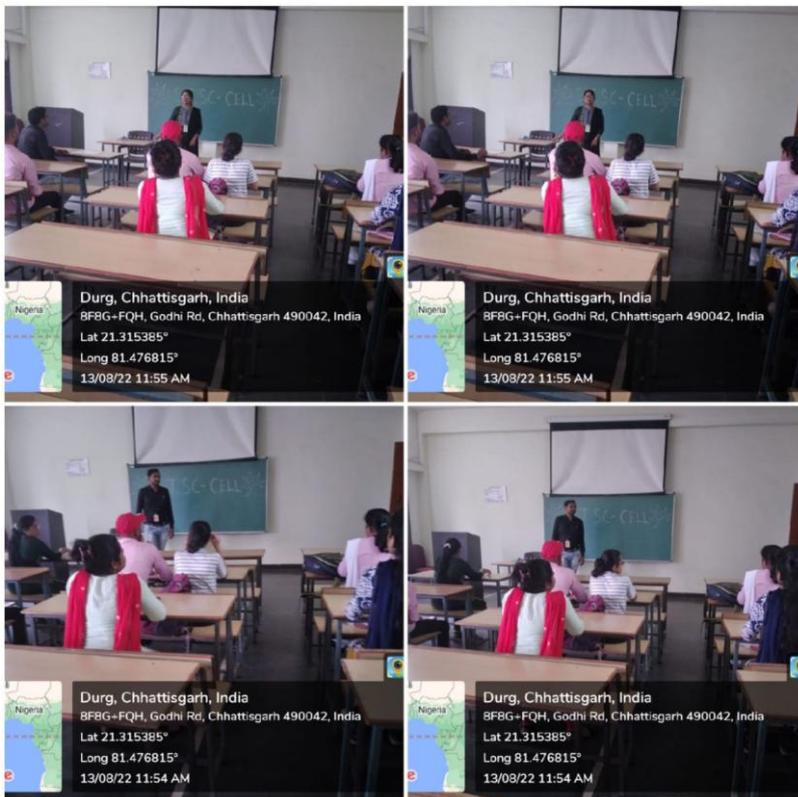
TRIBAL DAY

Activity's Title - Tribal Day

Date and Venue –13/08/2022,Sandipani Academy Achoti, Murmunda (Durg).

In Education Department of Sandipani Academy Achhoti the “World Tribal Day” (09/08/2022) was celebrated with students by expressed their views on tribal culture, the ancient traditions, history and culture of the tribal community etc. Also professors Ms. Ankita Barwa, Ms. Mamta & Mr. Vinod Sahu gave comprehensive and informative information on the existence and importance of tribal community, introducing their history to the current problems of tribal community and establishing harmony with modern society. This session was successfully done under the coordination of education department.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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HAR GHAR TIRANGA ABHIYAN

Activity's Title – Har Ghar Tiranga Abhiyan

Date and Venue –06/08/2022,Sandipani Academy Achoti, Murmunda (Durg).

Today on date 06/08/2022 in Education Department of "Sandipani Academy Achhoti, under the direction of Mr.VinodSahu (Assistant Professor) "Har Ghar Tiranga Abhiyan" was organized. In this event "Tiranga" distributed at Murmunda Chowk by the students. The main purpose of distributing the "Tiranga" is to tell the importance of the Tricolor. Also we hoist our flag as the pride of the country.

The contribution of all the students of the education department was commendable.

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INTERNATIONAL YOGA DAY

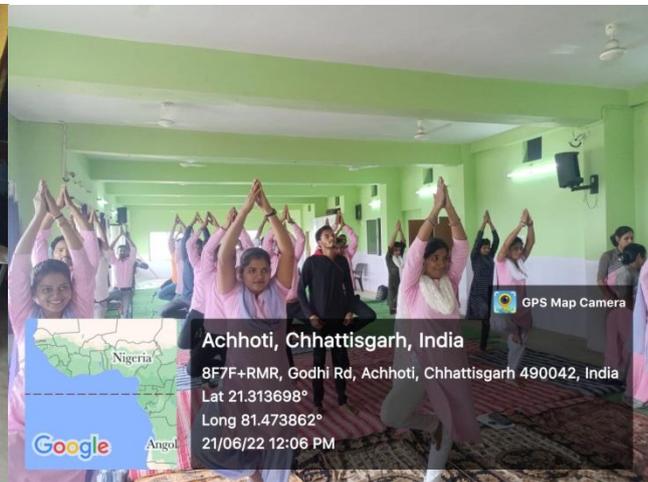
Activity's Title - International Yoga Day

Date and Venue –21/06/2022,Sandipani Academy Achoti, Murmunda (Durg).

On the occasion of "International Yoga Day" Sandipani Academy Achhoti organized one day yoga program in the college, in this session all the teachers and students of Education Department, Nursing Department, ITI Department were participated. Along with this, a three-day yoga camp program was organized from 20/06/2020 to 22/06/2022 in the former secondary school, Kanderka as well , in this session the students of Kanderka school did Dhyana/Meditation and chanting Om, method of doing yoga, Surya Namaskar, Shashak Asana, Tadasan, Padmasan, Vrikshasan, Ardhachakrasan, Bhramari, AnulomVilom, Yoga exercises like Titli Asana, TiryakTadasana, , Trikonasana etc.also they got explained about the benefits &importance.

This program was coordinated by Mrs. Meena Pandey (Assistant Professor), Mrs. P. Nagaratnam, Ms. Kavita Patel (Assistant Professor) and Vipin Tamboli.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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"ENVIRONMENT DAY"

Activity's Title - "Environment Day"

Date and Venue –20/05/2022, Village Kandarka.

On the occasion of "Environment Day" (June 5) under the aegis of Sandipani Academy Achhoti Murmunda (Durg), Nature Club Committee organized an "Awareness" program on topic "Only One Earth". In this program sarpanch of village Kandarka Mrs. Khileshwari Sahu, deputy sarpanch & villagers were present. Students of our college through Nukkad Natak, slogans & various ways to give messages to villagers about save the earth, also told children to plant a tree on their birthday and take care of it. Sarpanch also address the water level in the earth is decreasing with time, which can be stopped through tree plantation, so everyone must plant one tree at a time. The sarpanch, teachers & student teachers present in the program took an oath for the protection of the earth that everyone will plant a tree and save the earth.

This work has done under the coordination of Mr. Vivek Dewangan (Assistant Professor), Ms. Vidya Chandrakar (Assistant Professor) & Ms. Kavita Patel (Assistant Professor). The contribution of all the students of the education department was commendable.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.



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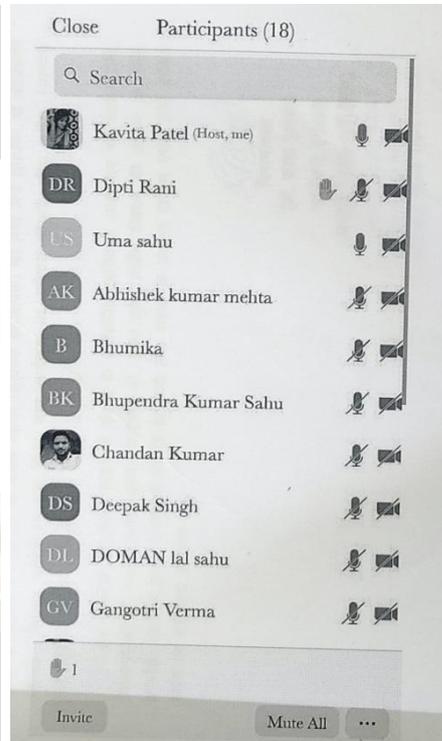
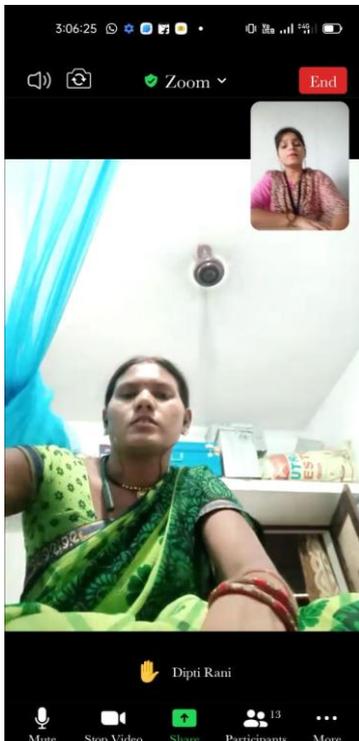
AIDS VACCINE AWARENESS

Activity's Title - AIDS vaccine awareness

Date and Venue –18/05/2022, Sandipani Academy Achoti Murmunda (Durg) .

Under the aegis of Sandipani Academy Achhoti Murmunda (Durg) an AIDS Vaccine Awareness Program was organized today on date 18/05/2022, on the occasion of World AIDS Vaccination Day. In this program students of education department participated enthusiastically. World AIDS Vaccine Day is organizing every year just to make people aware to avoid the side effects of AIDS, till now there is no vaccine for AIDS infected person. That's why it is very important for everyone to be aware to avoid AIDS. This event has done by Ms. Kavita Patel (Assistant Professor).

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FREE COACHING CLASSES

Activity's Title - Free Coaching Classes

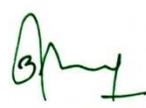
Date and Venue –13/05/2022,Sandipani Academy Achhoti Murmunda (Durg) . .

Under the aegis of Sandipani Academy Achhoti Free coaching classes are being organizing Sandipani Academy from Friday 13/05/2022onwards for the various entrance examinations such as Vyapam, Pre-B.ed, Pre-Nursing, PPT, PAT etc. The Chief Guest of this Program is Mr. Santosh Mishra (CEO of Leelash Foundation of Group).

The convenor of today's program was Mr. Vivek Gautam (Assistant Professor) and the stage operation was done by Mr. Vedprakash Tripathi (Assistant Professor), the program was introduced by Mrs. Meena Pandey (Assistant Professor).

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HEALTH AWARENESS CAMPAIGN

Activity's Title - Health Awareness Campaign

Date and Venue –05/05/2022,Sandipani Academy Achhoti Murmunda (Durg). .

Sandipani Academy Achhoti Murmunda (Durg) conducted a health awareness campaign on Date 05/05/2022 in the nearby villages. The villagers were advised to keep drinking water properly, also suggested to wake up early in the morning and do regular exercises, meditation, yoga, pranayama etc. so that health remains better and energy circulates in the body for the whole day.

This program was done by under the co-ordination of our staff Mr. Vinod Sahu (Assistant Professor), Ms. Hemlata Sahu (Assistant Professor), Ms. Mamta Dhruw and Mr. Vipin Tamboli (Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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AWARENESS CAMPAIGN

Activity's Title - Awareness Campaign

Date and Venue –20/04/2022,villages like Godhi, Achoti, Murmunda, Kandra, Borsi etc.

In Sandipani Academy, Achhoti Murmunda (Durg), a public awareness campaign was started from 20/04/2022 to 05/05/2022 in the nearby villages to save the wild animals from this scorching heat. This campaign is being run to provide drinking water to birds in villages like Godhi, Achoti, Murmunda, Kandarka, Borsi etc. The students tried to make the villagers aware that during the summer days; we should fill water and put a handful of grains in our terrace or courtyard and near the trees, so that the birds can survive in summer.

This program was done by under the co-ordination of our staff Mr. Vinod Sahu (Assistant Professor), Ms. Mamta Dhruw and Mr. Vipin Tamboli (Assistant Professor).

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AWARENESS PROGRAM –“NUKKAD NATAK”

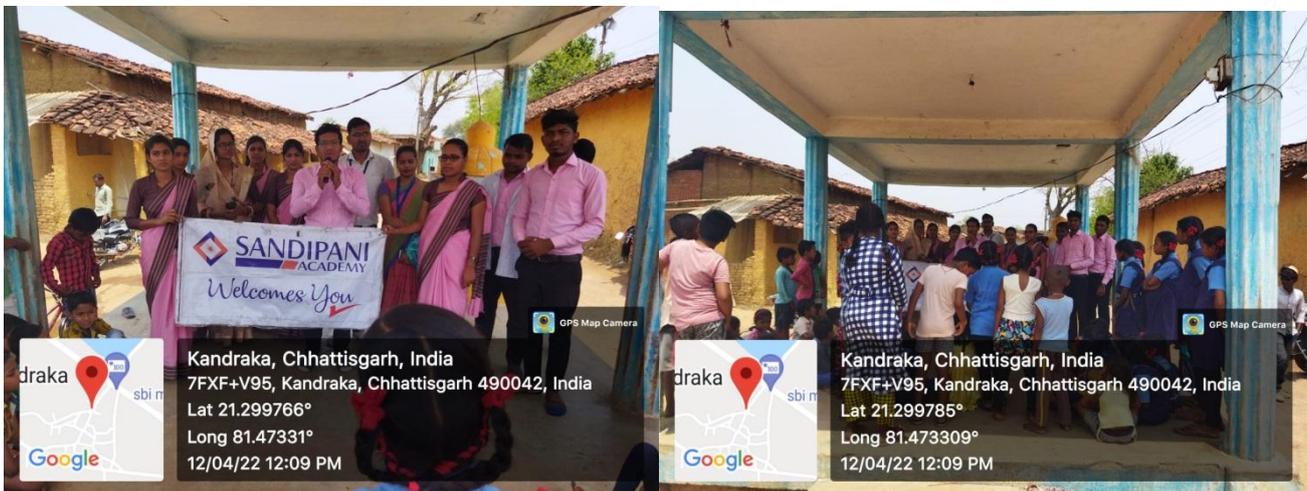
Activity's Title - Awareness Program - Street Play

Date and Venue –12/04/2022, Gram Panchayat Kandarka

Under the aegis of Sandipani Academy, Achhoti Murmunda (Durg), an awareness program in Gram Panchayat Kandarka, Nukkad Natak program was organized on the topic of **Political Corruption In Education**. This program was about to spread awareness in the society about how corruption is dominating the job. Sarpanch Mrs. Khileshwari Sahu also praised this program and said that there is a need to spread this type of street programs in our country so that we can play the role of best citizenship in every field by reducing corruption in the country. Villagers appreciated this awareness program, congratulations were sent to the Sandipani family.

This program was done by under the co-ordination of our staff Mr. Vinod Sahu (Assistant Professor) Ms. Mamta Dhruw (Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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HEALTH AWARENESS AND SCREENING PROGRAM

Activity's Title - Health Awareness and Screening Program

Date and Venue –11/04/2022,Sandipani Academy, Achhoti Murmunda (Durg).

On the occasion of "World Health Day" today 11/04/2022 in Sandipani Academy, Achhoti Murmunda (Durg), a special health event was organized in the college, in this event check-up, height, weight, and blood pressure of the college students, teachers and office staff etc had done also Necessary and appropriate advice was given to all on the basis of the results obtained after the investigation.

This program was successfully done by Ms.Kavita Patel (Assistant Professor). Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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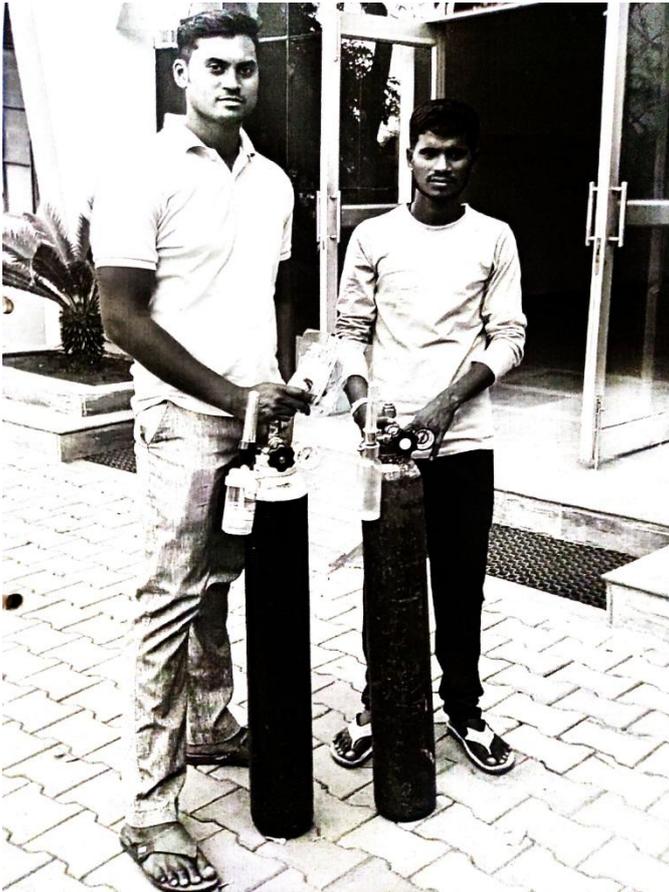
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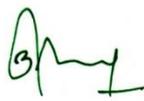
PARTICIPATION IN SOCIAL WORK

Activity's Title - Participation in social work

Date and Venue –04/03/2022,Sandipani Academy, Achhoti Murmunda (Durg).

Under the aegis of Sandipani Academy Achoti (Durg) Murmunda, Social Work was done by our students on 04-03-22, under which an oxygen cylinder was provided to Mr. Praveen Parghaniya resident at Pirda by Administrative Officer Mr. VineetChoubey sir.




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OPEN SCIENCE EXHIBITION

Activity's Title - Open Science Exhibition

Date and Venue –28/02/2022,Sandipani Academy, Achhoti Murmunda (Durg).

Under the aegis of Education Department of Sandipani Academy, Achoti Durg Open Science Exhibition (VigyanMela) competition was organized on the occasion of National Science Day on date 28/02/2022. In which students participated enthusiastically, apart from our college, students from other colleges were also present as participants. In this event, the students presented their models on the basis of the given topic, the topics of the programs - conservation of energy, chemistry project, zoology project, botany, etc., many models were presented likewise Smart City, Water absorbing road, plastic waste to bricks and files by Kuber Singh and group (B.Ed 4th Sem) of Sandipani Academy, Achoti Durg, Seismometerh by Muskan and group (B.Sc.B.Ed. 2nd year), Global warming by Babita and group (B.Sc. B.Ed. Nursing 1st year), Automatic street light by Dhananjay and group (B.Sc. B.Ed.3rd year), Kamini and group (B.Sc. Nursing 2nd year) water pollution, Purification, Management, Hydraulic Bridge by Niharika and Group (B.Sc. B Ed.4th year), Smoke absorption by Lumit and Group (B.Sc.B.Ed. 2nd year) & Narendra and group (B.Sc.BEd.4 th year) Geothermal heating and loading, Magnetic levitation by Arun and group (B.Sc. B.Ed.2 nd year), Electricity Model, Rupani& Group (ITI 1st year) Environment Model by AyushSoni& Group (B.Ed. 2nd year) from Prism school of Education, Potato battery System by Sonam & Group (B.Ed. 2/4th Sem) By Solar Powered Irrigation system, Gayatri and Group Many models of water harvesting system etc. were presented by the groups (B.Ed.2nd sem). Dr. P. K. Upadhyay (Assistant Professor Civil Welfare College Ahiwara) and S. K. Chaturvedi (Assistant Professor Civil Welfare College Ahiwara) were the chief guests in the programme. In the competition, Nivedita and group (B.Sc.B.Ed. 1st year Drip Irrigation) and Pappu and group (B.Sc. Nursing 1st year Rain Water Harvesting and water manegment) stood second. The program was started with Saraswati Vandana and welcome song in the presence of Mother Saraswati, the program was inaugurated and welcomed by Dr. Sandhya Pujari and the guests were introduced by Ms. Meenakshi Panchal (Assistant Professor). At the end of the program vote of thanks given by Mr.VivekGautam. The efficient operation of the program was done by Ms. MeenakshiPanchal mam, Mr.VivekDewangan sir and Mr.VivekGautam sir.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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"TREE PLANTATION"

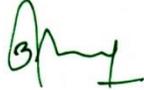
Activity's Title - Tree plantation

Date and Venue –08/01/2022, village Godhi.

Under the aegis of the Education Department Sandipani Academy, Achhoti Durg (Chhattisgarh), "Tree Plantation" work has done today in village Godhi. By keeping this thought "The level of pollution is increasing very much these days. The only way out of this is to plant more and more trees" in mind. Under this program our students of B.A.B.Ed. /B.Sc. B.Ed. Saplings plants of Mango, Jamun, Peepal, Neem, Kaner Guava and Banyan were planted by the second year and third year students in the Anganbadi and on the banks of the pond. And the message was given to the villagers to plant trees that if we really want to survive and live a good life, then more and more trees should be planted. "Life will be incomplete without trees, make nature perfect by planting trees." The efficient operation of the program was done by Mr. Vinod Sahu (Assistant Professor) and Mamta Dhruw (Assistant Professor).

Making this program successful, the participation and contribution of our Hon. Director Mr. Mahendra Choubey sir, administrator Mr. Vineet Choubey sir, principal Dr. Nazia Ahmed mam, and head of the department Dr. Sandhya Pujari mam, chief advisor Dr. Abha Dubey mam and all the staff of the organization was commendable.




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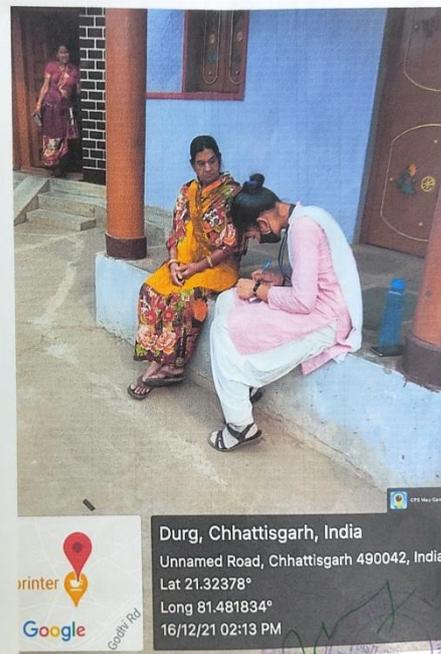
"SOCIAL AWARENESS"

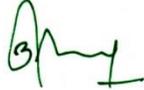
Activity's Title - "Social Awareness"

Date and Venue –08-01-2022, Sandipani Academy, Achhoti Durg (Chhattisgarh).

Under the aegis of the Education Department Sandipani Academy, Achhoti Durg (Chhattisgarh), today, the outbreak of Corona epidemic due to climate change, its preventive measures, drug addiction, unemployment, "social awareness" program was organized in village Godhi. Under the event B.A BED / BSC BED second year students of our college participated & went door-to-door and talked about the precautions to be taken to prevent corona epidemic also how crime is increasing due to intoxication and the disease caused by it in village Godhi. Information was given about Unemployment which is increasing continuously due to Corona epidemic, so that how it can be removed, we can increase our modes of income by doing cottage industry at home, in this way the people of the village were made aware. This program was successfully done by Ms.MamtaDhruw(Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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"A MESSAGE TO SOCIETY"

Activity's Title - "A Message to Society"

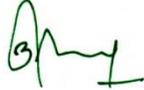
Date and Venue –15/12/2021, Sandipani Academy, Achhoti Durg (Chhattisgarh).

Today a short play was organized on subject (Sociology) topic - “EkSandeshSamajLiye”, for all the students of Education Department of Sandipani Academy Achhoti, in this play a short skit was presented by the students of B.Ed 2nd year on the topic 'Right to Property'. Through this play a message was given to prevent the evils being done on women & equal rights should be given to (son/daughter) under the Hindu Succession Amendment Act 1956.

Also on the topics of disintegration of families due to consumption of drugs, what is the effect on the health of a common man, increase in criminal processes in the society etc.was explained by the students of B.A bed 3rd year.

Coordinator - Ms. Ankita Barwa

Photography - Mr. Vivek Kumar Gautam.


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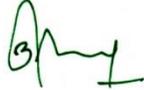
GUEST LECTURE

Activity's Title - Guest lecture

Date and Venue –11/12/2021, Sandipani Academy, Achhoti Durg (Chhattisgarh).

A guest lecture on "Prevention of Cancer" was organized on date 11/12/2021 by the Education Department of Sandipani Academy, Achoti. In this program the guest of speaker respected Dr.Manju Singh mam (Head of Department, Pt. JNM Medical College, Raipur) and Ms. ShiluLunia mam (Chairman, "Kahin Deer Na Ho Jaye" organization, Raipur) were welcomed by Dr. Sandhya Pujari mam Head of Department & advisor Dr. AbhaDubey mam. In this program, speaker explained, how cancer is formed in our body, what the cause of cancer is and how it can be prevented from spreading in our body & specifically about breast cancer. It may also create the risk of cancer due to over wait, taking alcohol excessively, vitamin D deficiency, taking junk food etc. Also, informed that the risk of getting cancer increases in body by 5-10% even if the cancer gene is genetic. A lot of information was also given about its prevention. In this program speaker told us how we can protect our body through cancer by doing regular Exercise, Balanced diet, reducing over wait, taking correct information from the doctor from time to time, Cancer Awareness, etc. This program was coordinated by Mrs.PreetiDewangan(Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.


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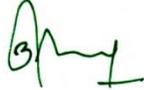
NATIONAL POLLUTION CONTROL DAY

Activity's Title - National Pollution Control Day

Date and Venue – 02/12/2021, Sandipani Academy, Achhoti Durg (Chhattisgarh).

Under the aegis of Education Department of Sandipani Academy, Achhoti Durg, a poster making competition was organized today on the occasion of “National Pollution Control Day”, in this program students organized NukkadNatak & gave messages to the society controlover environmental pollution was held on village Achhoti. The main purpose of this day was to make people aware about pollution and its harmful effects on health was done and environment. This program was successfully done by the coordination of Mr. Vinod Sahu sir (Assistant Professor) , Ms. Kavita Patel mam (Assistant Professor) & Hemulal Sahu (Sarpanch).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.


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WORLD AIDS DAY (RALLY)

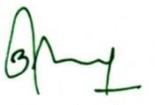
Activity's Title -World AIDS Day (Rally)

Date and Venue –01/12/2021, Government School Murmunda to Murmunda.

Under the aegis of Education Department and Nursing Department of Sandipani Academy Achhoti Durg, an AIDS awareness rally was taken out from Government School Murmunda to Murmunda Health Centre today on the occasion of World AIDS Day, also Rangoli and poster competition was held at college. In this rally students were tried to make the society aware through their art, as well as an exhibition of books and magazines was organized in the Granthayal. This program was done by the coordination of Ms. Meenakshi Panchal (Assistant Professor), Mr. Vivek Gautam (Assistant Professor) and Mr. Salik Rahman, Mr. Vivek Kumar and other Sandipani member. Also the judgement of this program was given by Mr. Ved Prakash Tripathi (Assistant professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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NCC & NSS Activities

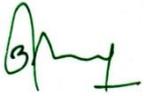
Activity's Title -Activities

Date and Venue –26/11/2021, Sandipani Academy, Achhoti Durg (Chhattisgarh).

NCC and NSS activity was done today on date 26/11/2021 by B.A.B.Ed.-IInd year students.

The work of cleaning the garden and watering the trees and plants in our academy premises was done. In which all the students participated with great enthusiasm and displayed excellent teamwork by working together.




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WOMEN HEALTH AWARENESS PROGRAM

Activity's Title -Women Health Awareness Program

Date and Venue –12/10/2021, Gram Panchayat Godhi,

Under the aegis of the Education Department of Sandipani Academy Achhoti Women's health awareness program was organized at Gram Panchayat Godhi by students. In these program students gave Information about various health-related issues such as infant stage, teenage stage, youth stage, old age stage in the last moments and prevention of their side effects was provided to the rural women present in this program by students of Sandipani Academy Achhoti. Also free face masks were distributed to protect against the effects of infections. The contribution of Upasana (B.Ed. 3rd sem.), Deepshikha Verma (B.Ed. 3rd sem.), yogita (B.Sc.B.Ed. 3rd year) for this event was commendable.

This program was done by Mrs. Saroj Shukla (Assistant Professor) & vote of thanks was given by Mrs. Mona Bikrol (Assistant Professor).

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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TREE PLANTATION PROGRAM

Activity's Title -Tree plantation program

Date and Venue –08/10/2021, Govt. Higher Secondary School, Godhi.

Under the aegis of Education Department of Sandipani Academy Achhoti "Tree Plantation" program was organized at Higher Secondary School, Godhi. On date 08/10/2021 day Friday, time 11:00 am, In this event the students of the school were discussed about environmental protection, plantation, importance of trees, nature and human related issues, diseases etc.

This program was successfully done by the coordination of the assistant professors of the institution, Ms. MinakshiPanchal, Mr. Vivek Gautam, Mrs. Mona Verma, Ms. VidyaChandrakar&the contribution of all the students of the education department was also commendable.

Also we would extend our special thanks to our Hon. Director Mr. Mahendra Choubey, administrative officer Mr. Vineet Choubey, Head of Department Dr. Sandhya Pujari, Chief Advisor Dr. Abha Dubey and all the staff members who equally contributed for making this program successful.




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SANDIPANI ACADEMY, ACHHOTI

NATIONAL WEBINAR SUMMARY SHEET

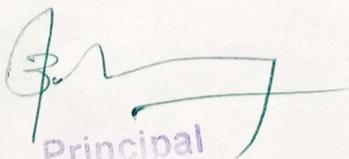
| S.NO. | PROGRAM NAME | MONTH | DATE |
|-------|--|----------|------------|
| 1. | Challenge & Opportunities Of Higher Education System | August | 29/08/2020 |
| 2. | Gender Sensitization | April | 24/04/2021 |
| 3. | My Role In Environment Conservation | June | 08/06/2021 |
| 4. | Yoga's Impact In <u>Our</u> Life | June | 25/06/2021 |
| 5. | The Impact <u>Of</u> New Education Policy(2020) On The Higher Education Sector | November | 30/11/2021 |

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(FACULTY DEVELOPMENT PROGRAM LIST)

| S.NO. | FDP NAME | DATE |
|-------|--|------------|
| 1. | Innovation In E-Learning And Learning Management System. | 08/07/2021 |
| 2. | Imbibing Integral Education In New Education Policy. | 16/08/2021 |
| 3. | Professional Ethics | 09/10/2021 |
| 4. | Research Methodology And IPR | 29/12/2021 |
| 5. | Managing Inner Harmony For Better Teaching Learning | 26/02/2022 |
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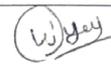
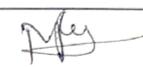
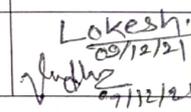
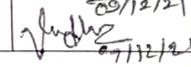

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SANDIPANI ACADEMY

ACHHOTI(MURMUNDA),DURG(C.G.)

B.ED. INDUCTION PROGRAM 13TH DECEMBER 2021

| S.NO. | TEACHERS NAME | WORK DISTRIBUTION | SIGNATURE |
|-------|--|---|---|
| 1 | Mr. Vinod Sahu | Room Arrange, Welcome Song, Tea+Biscuit, Arrange The Room at the end of The Program |  |
| 2 | Ms. Vidya Chandrakar | P.P.T Presentation |  |
| 3 | Mrs. Meena Pandey | Anchoring Full Time |  |
| 4 | Ms. Mamta Dhruw | Vote of Thanks |  |
| 5 | Mr. Lokesh Dewangan , Mr.Ved Prakash Tripathi | College Visit |  Lokesh 09/12/21  Ved 07/12/21 |


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Dr. Sandhya Pujari

सूचना

सांदीपनी एकेडमी, अछोटी, जिला-दुर्ग संस्थान के अंतर्गत अध्ययनरत सभी विद्यार्थियों को सूचित किया जाता है कि संस्थान द्वारा दिनांक 12.07.2021 दिन-सोमवार से कम्प्यूटर तथा स्पोकन इंग्लिश कोर्स का आरंभ किया जा रहा है, जिसमें आप अपनी रुचि के अनुसार कोर्स जॉइन कर सकते हैं। स्पोकन इंग्लिश और कम्प्यूटर शिक्षण की ऑनलाइन कक्षाएँ एवं रजिस्ट्रेशन निःशुल्क है। पंजीयन लिंक आपको ग्रुप में भेज दिया गया है उस लिंक के द्वारा आप अपना पंजीयन कर सकते हैं। कोर्स की समाप्ति के बाद सफल विद्यार्थियों को ई-सर्टिफिकेट प्रदान किया जायेगा। अधिक जानकारी हेतु नीचे दिये गये नंबर पर संपर्क कर सकते हैं।

स्पोकन इंग्लिश - विवेक कुमार गौतम (सहायक प्राध्यापक)
मो.नं. 6260641168

कम्प्यूटर शिक्षण - लोकेश देवांगन (सहायक प्राध्यापक)
मो.नं. 8871437141

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06/07/2021
प्राचार्य
(डॉ. नाज़िया अहमद)
शिक्षा विभाग
सांदीपनी एकेडमी
आछोटी, जिला-दुर्ग (उ.ग.)



Monthly Computer training program was organized from 29 Jan to 29 Feb. under faculty development program.

Syllabus for computer education for the session 2021 :-

- Using window operating system
- Basic computer
- Using MS office (MS Word, MS. Excel, MS. PPT)
- Using Internet
- Using G-mail and Google
- Typing (Hindi & English)
- Creating Pdf, documents, New folder as per requirement.
- Google form, Google classroom
- Online class- Zoom App, Google Meet
- Canva (Introduction)


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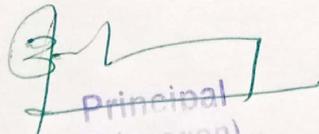

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SANDIPANI ACADEMY, ACHHOTI

Outreach Activity (Summary Sheet)

| S.No. | Name of Activity | Date | Remark |
|-------|---|------------|---|
| 1 | Health Check Up | 08-10-2021 | |
| 2 | Tree Plantation Program | 08-10-2021 | |
| 3 | Women Health Awareness Program | 12-10-2021 | |
| 4 | Education Observation | 28-11-2021 | Mahant Ghasidas Sangrahalay Visit |
| 4 | World Aids Day | 01-12-2021 | |
| 5 | Documentary Film Presentation | 01-12-2021 | Village Life Based |
| 6 | Poster Making Program (Save Earth) | 02-12-2021 | |
| 7 | Induction Program | 13-12-2021 | Tree Plantation |
| 8 | Mini Ph.D. | 16-12-2021 | Shiksha ke Prati Badhte Udasinta |
| 9 | Tree Plantation Program | 08-01-2022 | |
| 10 | Awareness Program - | 08-01-2022 | Drug Abuse And Unemployment |
| 11 | Mini Ph.D. | 14-03-2022 | Navin Krishi Paddhati Ka Krishi Utpadan |
| 12 | Inspire Visit | 29-03-2022 | Govt. HSS Nardha & Limtara |
| 13 | Awareness Program (Nukkad Natak) | 12-04-2022 | Siksha Me Rajnitik Bhrastachar |
| 14 | Inspire Visit | 18-04-2022 | Govt. HSS Godhi |
| 15 | Free Health Camp | 21-04-2022 | |
| 16 | Environment awareness (Mitti ka Sarora Vitaran) | 19-04-2022 | Save Birds Program |
| 17 | Public Health Awareness Program | 05-05-2022 | Summer Nutrition Based |


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| | | | |
|----|--------------------------------|-------------|----------------------------------|
| 18 | Environment Day (Nukkad Natak) | 05-06-2022 | |
| 19 | College Visit | 20-07-2022 | Carrier Counseling <i>career</i> |
| 20 | Health Awairness Program | 22-07-2022 | |
| 21 | Women Health Awarness Program | 13-08-23022 | |


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SANDIPANI ACADEMY
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Summery Sheet for Guest Lecture

| S.No. | Month | Date | Guest Teacher | Contact Number | Subject | Topic | Collage Name |
|-------|--------|----------|---------------------------|----------------|---------------|---|---|
| 1 | April | 03.04.21 | Dr. Sangeeta Devi Sharma | 8319974381 | Botany | Aerobic Respiration Reaction & Reaction mechanism in organic chemistry | |
| 2 | April | 19.04.21 | Dr. Naresh Deshmukh | 9977228772 | Chemistry | nano science | Research Scholar At Pt. R.S.U. Raipur |
| 3 | April | 30.04.21 | Mr. Yugbodh Patle | 7089430025 | Physics | Introduction of Chhattisgarh | |
| 4 | May | 03.05.21 | | | History | Chromosome & Recombination | HOD Of zoology Department Kalyan Collage Bhilai,Durg(C.G.) |
| 5 | May | 03.05.21 | Dr. Shipra Sinha | 6263533271 | Zoology | Changes in Indian Society | Dr. Shivshankar Jena Assistant Professor Of Sociology |
| 6 | May | 06.05.21 | Dr. Shivshankar Jena | 7987962208 | Sociology | Folk Instruments | Indira Kala Sangit University Khairagarh |
| 7 | July | 22.07.21 | Mr. Bhuneshwar Yadav | 8889791015 | Art Education | Vermi compost | Vipra College Raipur CG |
| 8 | August | 18.08.21 | Mrs. Priyanka Tiwari | 9977851082 | All Course | Drawing | Indira Kala Sangit University Khairagarh CG |
| 9 | August | 19.08.21 | Mr. Yugal Kishore Mandavi | 7389410234 | Art Education | Personality development program | Dr Anupama Bhonsle Kalyan Pg College Sector- 7, Bhilai Nagar,Durg |
| 10 | August | 23.08.21 | Dr. Anupama Bhonsle | 7805935410 | All Course | Molecular Concentration | HOD Shankaracharya College Junwani Bhilai |
| 11 | August | 27.08.21 | Mr. Vikas Chandra Sharma | 8251039033 | Chemistry | | |

Principal
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Achhoti, Dist. Durg (C.G.)

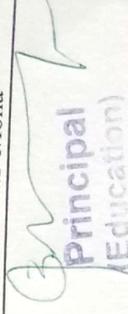
| | | | | | | | |
|----|-----------|----------|---------------------------|------------|-------------------------|---|---|
| 12 | August | 28.08.21 | Jubraj Khamari | 9827983437 | Teaching Of Value | Role And Characteristics of an effective teacher | Department Of Education Sambalpur University Odisha |
| 13 | August | 28.08.21 | Dr. Debasish Mahapatra | 8965082126 | Teaching Of Value | Knowledge | Education Department Sambalpur University Odisha |
| 14 | August | 31.08.21 | Dr Tukesh Kumar Verma | 9685062710 | Teaching Of Value | The values of value education in School Environment | Shriram Mahavidyalaya Rajnandgaon |
| 15 | August | 31.08.21 | Dr Shrikant Pradhan | 9074110151 | Political Science | Governor Functions & Powers | Dr Khubehand Baghel College Bhilai 3 |
| 16 | September | 23.09.21 | Mr Arjun Kashyap | | Botany | Bio Diversity | Govt Girls Hr. Secondary School Devkar |
| 17 | September | 27.09.21 | Dr Bharti Kuldeep | 9039215650 | Educational Technology | System Approach | Kamla Nehru College Korba CG |
| 18 | September | 29.09.21 | Ms. Anjulata Jangde | 7974706811 | Curriculum | Gandhiji's Basic Education Concept | Spectrum College of Education Raipur, CG |
| 19 | September | 30.09.21 | Dr. Abdul Sattar | 9826148086 | Personality development | Development of Students Teaching Skills | Commerce And Physical Education College ,Raipur, CG |
| 20 | October | 25.10.21 | Mrs. Archana Tripathi | 9770378896 | Assessment in Learning | Context Of Assessment | MJ College Bhilai Nagar Durg |
| 1 | October | 27.10.21 | Dr. Preeti Vishwakarma | | Language Proficiency | Language Skill | Vivekananda Institute of Education Kota, Raipur, CG |
| 22 | October | 29.10.21 | Dr. Divya Sharma | 9977703004 | Psychology | Cognitive Theory Of Jean Piaget | Commerce And Physical Education College ,Raipur, CG |
| 23 | November | 26.11.21 | Mr. Harendra Singh Bhuwal | 9827476929 | Mathematics | Let's Learn Mathematics | Govt. H S School Nardha |
| 24 | November | 29.11.21 | Dr. Vinay Pratap Singh | 9669344871 | Psychology | Buddhi | Syam Shiksha Mahavidyalaya Sakti, CG |
| 25 | December | 28.12.21 | Mr.Santosh Dubey | 9826274276 | Chemistry | Basic Concepts On Chemistry | Nakashatra Group of Institution |

| | | | | | | | |
|----|----------|----------|------------------------|-------------|-------------------------------------|--|---|
| | December | 28.12.21 | Mrs. Seema Dewangan | 8878670613 | English | Voice | |
| 27 | January | 31.01.22 | Mrs. Jyoti Hota | | Environmental Studies | Environmental Studies | CIT College Abhanpur Naya Raipur |
| 28 | January | 31.01.22 | Dr. Swati Tiwari | 9827896053 | Botany | Adaptation In Plants | Govt. Shivnath Science College Rajnandgaon |
| 29 | February | 07.02.22 | Mr. Satyam Dounde | 9340248755 | Zoology | Chromatography | Indira Gandhi Govt. College Pandariya Kabirdham |
| 30 | February | 21.02.22 | Mrs. Nomeswari | 8602966138 | Psychology | Cognitive Theory Of Gene Piaget | Adarsh College Datrenga Raipur |
| 31 | March | 31.03.22 | Mrs. Shalini Sahu | 7999980688 | Gender School And Society | Gender School And Society | Shriram Shiksha Mahavidyalaya Rajnandgaon |
| 32 | April | 05.04.22 | Ms. Renuka Sahu | 7987010657 | Motivational Speech For Examination | Motivational Speech For Examination | Govt. Nagarjun Pg College of Science Raipur, CG |
| 33 | May | 07.05.22 | Dr. Vinay Pratap Singh | 96692344871 | Hindi | Use Of Full Stop Sign In Hindi | Shyam Shiksha Mahavidyalaya Sakti |
| 34 | May | 09.05.22 | Dr. Amit Patel | 8349061390 | Hindi | Learning Methods Of Hindi Teaching | Shriram Mahavidyalaya Saragaon, Raipur |
| 35 | August | 16.08.22 | Dr. Rakesh Soni | 9755409575 | Zoology | Ecological and Environmental Biology | LSIT College Of Commerce And Science Bodri Bilaspur, CG |
| 36 | August | 27.08.22 | Mrs. Priyanka Tiwari | 9977851082 | All Course | Microteaching | Vipra College Raipur |
| 37 | August | 27.08.22 | Mr. Kamunlal Verma | | History | Historical Background Of Indian Constitution | Dr. Khubehand Baghel College Bhilai 3 |
| 38 | August | 31.08.22 | Ms. Lokanksha Suktel | 8770319012 | Physics | Semiconductor | Research Scholar At NIT Raipur Chhattisgarh |

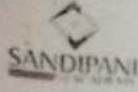
Principal
(Edu.H.O.D)
Sanghainipari Apanam
A.C.G

Life Skill Summery Sheet

| Capability building and skill enhancement initiatives | Nature of activities | Duration with dates | Number of students participated | Contact details of the teachers / agencies involved |
|--|---|---------------------|---------------------------------|---|
| 1. Career and Personal Counselling | Workshop | 24-08-2021 | 25 | Mr. Horilal Yadav, Key to success coaching centre |
| | Exam Preparation (Guidance) | 12-02-2022 | 70 | Ms. Kavita Patel |
| | Guidance Counseling | 18-02-2022 | 25 | Ankita Barwa / Saroj Shukla |
| 2. Skill enhancement in academic, technical and organizational aspects | Personality Development | 23-08-2021 | 50 | Dr. Anupama Bhonsle, Kalyan PG college bhilai |
| | Stress Management | 01-10-2021 | 34 | Ms. Minakshi Panchal |
| | Stage Fear | 08-10-2021 | 48 | Ms. Minakshi Panchal |
| | Online Learning - Swayamprabha, E resources | 09-10-2021 | 48 | Mrs. Preeti Dewangan |
| | Motivattional Skill | 23-10-2021 | 33 | Ms. Ankita Barwa |
| | Creative Thinking | 30-10-2021 | 44 | Mrs. Preeti Dewangan |
| | Communication Skill | 27-11-2021 | 34 | Ms. Neha Kumhar & Ms. Shweta Singh |
| | Creativity | 03-12-2021 | 27 | Ms. Vidya Chandrakar |
| | Building Positive Relationships with other | 11-12-2021 | 20 | Mr. Vivek Gautam |
| | Self Confidence | 17-12-2021 | 19 | Mr. Ved Prakash Tripathi |
| | Critical thinking | 22/12/2021 | 14 | Mr. Ved Prakash Tripathi |
| | Problem Solving | 01-01-2022 | 22 | Lokesh Dewangan |
| | Moral Development | 14-02-2022 | 33 | Renu Sahu |
| | Motivattional Skill Spritual | 29-01-2022 | 24 | Meena Pandey |
| | Online Assessment of Learning | 02-02-2022 | 90 | Vivek Dewangan |
| | E- Content Learning | 03-02-2022 | 94 | Sonam Shukla |
| | Preparation of Competition exams | 12-02-2022 | 60 | Kavita Patel |
| Adjustment | 16-02-2022 | 29 | Renu sahu / Mamta Dhruw | |
| Guidance and counseling | 18-02-2022 | 25 | Ankita Barwa / Saroj Shukla | |
| Exam Phobia | 05-03-2022 | 27 | Minakshi Panchal/ Mona | |


Principal
 (Education)

Sandipani Academy
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SANDIPANI ACADEMY

ACHHOTI(MURMUNDA),DURG(C.G.)

Agenda of the Program

Chief Guest - Dr. Santosh Mishra Sir
 Name of the Program - Opening Ceremony of free summer coaching
 Date - 13/05/2022
 Venue - Sandipani Academy Achhoti, Room No. 05 (first-floor)
 Topic -

| S.No | Mood & Events | Time Horizon | Responsibility center |
|------|--|----------------------|------------------------|
| 1. | Gathering of Students/Arrival of the Guest | 11:00 AM | Meena Mam |
| 2. | Arrival of the Guest | 11:00 AM to 11:05 AM | Meena Mam |
| 3. | Saraswati Poojan | 11:05 AM to 11:10 AM | Vinod Sir |
| 4. | Program Introduction | 11:10 AM to 11:30 AM | Vidya Mam / Vikas Sir |
| 5. | Welcome Speech | 11:30 AM to 11:40 AM | Abha Mam / Meena Mam |
| 6. | Welcome of the Guest with Bouquet (Senior to Junior) | 11:40 AM to 11:45 AM | Vikas Sir |
| 7. | Introduction of Guest | 11:45 AM to 11:50 AM | Abha Mam / Meena Mam |
| 8. | Welcome Programme | 11:50 AM to 12:00 PM | Vidya Mam / Vikas Sir |
| 9. | Speech by the Guest (Junior to Senior) | 12:00 PM to 12:20 PM | Dr. Santosh Mishra Sir |
| 10. | Experience Sharing by the participants | 12:20 PM to 12:25 PM | Meena Mam |
| 11. | Vote of Thanks | 12:25 PM to 12:30 PM | Ved Sir |
| 12. | Full Time Anchoring | - | Ved Sir |

Co-ordinators

S.Pajari
 Organising Secretary
 Dr. Sandhya Pajari

Abha
 Convener
 Dr. Abha Dubey

Am
 Principal
 (Education)
 Sandipani Academy
 Achhoti, Dist. Durg (C.G.)



SANDIPANI ACADEMY
ACHHOTI (MURMUNDA), DURG (C.G.)

CHECKLIST OF THE PROGRAMME

Name of The Programme: *Opening Ceremony of Sandipani Free Summer Coaching* Date: *19/05/2022*
Free Summer Coaching classes

| S.No. | Area of Work | Responsibilities |
|-------|---|--|
| 1. | Name and Date of Event/Programme | Opening Ceremony of Sandipani Free Summer Coaching |
| 2. | Invitation Letter of the Programme | Meena Mam |
| 3. | Standby Preparation | Lokesh Sir & Vivek Sir |
| 4. | Name Plate Preparation | Vikas Sir, Shashank Sir, Rajesh Sir, Vinod Sir, Lokesh Sir |
| 5. | Flex Preparation | Director Sir |
| 6. | PPT Presentation of Syllabus | Vidya Mam & Vikas Sir |
| 7. | Venue Preparation | Vidya Mam |
| 8. | Stage Preparation | Vinod Sir |
| 9. | Seating Arrangement | Vinod Sir |
| 10. | Escorting of Guest | Meena Mam |
| 11. | Tele calling to Guests, Authorities | Meena Mam |
| 12. | Message to Guest, Authorities, Media | Kavita Mam |
| 13. | Thanks Letter to Guest | Meena Mam |
| 14. | Press Release Preparation and Dispatch/ Mail to Different Press | Kavita Mam |
| 15. | Discipline | Vivek Sir |
| 16. | Gathering Students to the Venue | Vivek Sir |
| 17. | Notice Preparation and Display | Mamta Mam |
| 18. | Bouquet Arrangement and Presentation | Kavita Mam |
| 19. | Refreshment Procurement and Distribution | Kavita Mam |
| 20. | Agenda Preparation | Vivek Sir |
| 21. | Photography and proper upkeep of the photos (Geotag photos) | Vikas Sir |
| 22. | Visitors Diary | Meena Mam |
| 23. | Vote of Thanks | Ved Sir |
| 24. | Anchoring | Ved Sir |
| 25. | Website Upload | Lokesh Sir |

Co-ordinators

S. Pajari
Organising Secretary
Dr. Sandhya Pajari

[Signature]
Co-ordinators
Dr. Abha Dubey

[Signature]
Principal
(Education)
Sandipani Academy
Achhoti, Distt. Durg (C G)



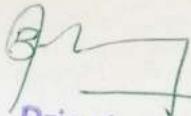
पेम् विज्ञप्ति

सांदीपनी एकेडमी में दिनांक 13/05/2022 दिन शुक्रवार से व्यापम द्वारा विभिन्न पाठ्यक्रमों के लिए आयोजित की जाने वाली प्रवेश परीक्षाओं हेतु निःशुल्क कोचिंग कक्षाओं का आयोजन किया जा रहा है जिसके उपलक्ष्य में आज दिनांक 13/05/2022 को फ्री समर कैंप का उद्घाटन समारोह का कार्यक्रम रखा गया जिसमें मुख्य अतिथि आदरणीय श्री संतोष मिश्रा (सी.इ.ओ ऑफ लीलाश फाउंडेशन ऑफ ग्रुप) थे। मुख्य अतिथि तथा संस्था प्रमुख आदरणीय श्री महेंद्र चौबे जी के द्वारा मां सरस्वती के छायाप्रति पर दीप प्रज्वलित कर कार्यक्रम का विधिवत शुभारंभ किया गया। मुख्य अतिथि के द्वारा संप्रेषण कौशल पर व्याख्यान दिया गया उन्होंने बताया कि व्यक्तित्व विकास के लिए प्रत्येक व्यक्ति में तीन चीजों का होना आवश्यक है -

- (1) - ज्ञान - जो व्यक्ति जिस चीज का विशेषज्ञ है उसे अपने विषय से संबंधित कौशलात्मक ज्ञान होना चाहिए जिसका जब भी जीवन में जरूरत पड़े हम उसका उपयोग कर सकें,
- (2) - भाषा - भाषा के संबंध में उन्होंने बताया कि की हमें किसी भी भाषा से डरना नहीं है खासकर अंग्रेजी भाषा से.
- (3) - हर स्थिति में सच बोलना।

आज के कार्यक्रम के संयोजक श्री विवेक गौतम (सहायक प्राध्यापक) थे । तथा मंच संचालन श्री वेदप्रकाश त्रिपाठी (सहायक प्राध्यापक) द्वारा किया गया, कार्यक्रम का परिचय श्रीमती मीना पांडेय (सहायक प्राध्यापिका) के द्वारा किया गया।

इस कार्यक्रम को सफल बनाने में संस्था के प्रशासनिक अधिकारी आदरणीय श्री विनीत चौबे, विभागाध्यक्ष डॉ. संध्या पुजारी, मुख्य सलाहकार डॉ. आभा दुबे , नर्सिंग विभाग की प्राचार्य प्रो. मिस आकांक्षा गोटलिब, उप - प्राचार्य प्रो.श्रीमति इंदु वर्मा, तथा संस्था के समस्त टीचिंग एवम नॉन टीचिंग स्टाफ का सराहनीय योगदान रहा।


Principal
(Education)
Sandipani Academy
Achhoti, Distt. Durg (C.G.)





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Durg, Chhattisgarh, India
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Principal
 (Education)
 Sandipani
 Achhoti, Dist: Bastar

SANDIPANI ACADEMY
 BASTAR DISTRICT
 CHHATTISGARH
 INDIA

SANDIPANI ACADEMY

ACHHOTI (MURMUNDA), KUMHARI
AFFILIATED TO HEMCHAND YADAV UNIVERSITY, DURG (C.G.)

CERTIFICATE OF EXCELLENCE

THIS IS TO CERTIFY THAT

MS. MADHU

From Sandipani Academy, Achhoti Durg (C.G.)

Participated in Online Poster Making Competition on
"AWARENESS ABOUT COVID-19 & VACCINATION" and Achieved
1st Position, held on 26 June 2021

PRINCIPAL
(DR. NAZIA AHMED)
SANDIPANI ACADEMY
ACHHOTI

PRINCIPAL
(DR. RITA SINGH)
SANDIPANI ACADEMY
MASTURI

ADVISOR
(DR. ABHA DUBEY)
SANDIPANI ACADEMY
ACHHOTI

PRINCIPAL
(DR. RIYA TIWARI)
GRACIOUS COLLEGE
OF EDUCATION

PRINCIPAL
(DR. ARUN KUMAR DUBEY)
COLUMBIA COLLEGE

CO-ORDINATOR
MRS. MONA VERMA
SANDIPANI ACADEMY
ACHHOTI



CERTIFICATE OF PARTICIPATION

This is to certify that, Ms./Mr.

Shreya Dewangan

has successfully completed the **Computer Learning** (Short Term Certificate Course) held
from 12.07.2021 to 12.10.2021 and has shown outstanding performance.

Sonam

Ms. Sonam Shukla

Trainer

Lokesh

Mr. Lokesh Dewangan

Co-Ordinator

Shreyani

Dr. Sandhya Pujari

H.O.D.

Dr. Abha Dubey

Dr. Abha Dubey

Advisor

Dr. Nazia Ahmed

Dr. Nazia Ahmed

Principal

[Signature]
Principal
(Education)

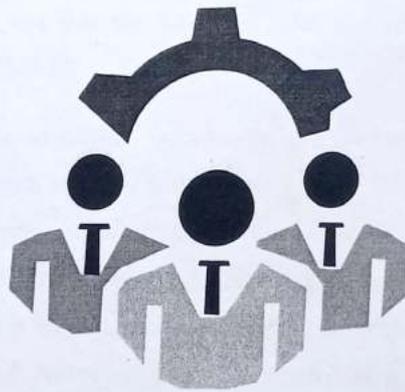
Sandipani Academy
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SANDIPANI ACADEMY

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HR Manual

Campus - I

Kumhari - Ahiwara Road, Achhoti (Murmunda)

Dist. - Durg 490 036 (C.G.)

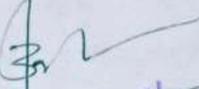
☎ 90090 77222, 93000 08230, 90093 77222

Campus - II

Bilaspur - Shivrinarayan Road, Pendri (Masturi)

Dist. - Bilaspur 495 551 (C.G.)

☎ 90091 66222, 97521 04140, 90094 66222


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Achhoti, Durg (C.G.)



Date of Publication
01.07.2020



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INTRODUCTION

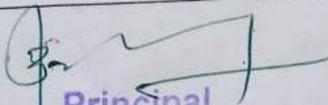
Sandipani Academy is an educational institution with its core values stands with heads high in this contemporary world has been working in the educational field since 2011 with the sole aim to provide the best opportunities to teachers and students for their fullest growth and development and to create an environment where every stakeholders of the institution flourish under the patronage of Sandipani Management. The Policy is developed and planned according to the values of the institution and reflects our belief on the Principle of win-win situation for employee and employer. To maintain the quality at every aspect, endeavor to adhere to and follows the core values and guidelines of Sandipani Academy (SA) and gives our efforts to imbibe these values in institutional values system.

- “Contributing to National Development”
- “Fostering Global Competencies among Students”
- “Inculcating a Value System among Students”
- “Promoting the Use of Technology”
- “Quest for Excellence”

This is to inform all the employees that the following rules and regulations will be followed regarding HR Policies w.e.f. **01.07.2020**.

This HR Manual has been written to provide information and guidance to SA employees. This handbook is designed to acquaint you with SA and provide you the information about the working environment, the benefits and the policies effecting the employment. You should read, understand and comply with the policies of SA. The handbook describes the responsibilities as an employee. The objective of SA is to provide a conducive environment for both personal and professional development of the employees and moreover given the reality of a complex, ever- evolving organization. The information in this handbook is subject to change at any time with or without notification. However all efforts will be made to keep employees informed of any changes to the handbook. This handbook was prepared as a resource for answers to questions you may have from time to time and to encourage understanding of the organization. It is not intended as a complete guide and should not be considered or relied on, as a contract of employment.

We recognize that new employees in particular are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific enquiries you may have to your HOD / Coordinator / In charge or to contact the personnel department of SA for additional information or assistance.



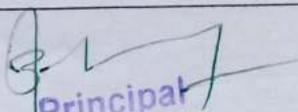
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Sandipani Academy

1. GUIDELINES FOR EMPLOYEES

- Updated Teachers Profile to be maintained with their academic qualifications, achievements etc.
- Notices and follow ups to be done.
- Working hours for every working day
 - ✓ Teaching faculty: 8 Hours.
 - ✓ Non-teaching & Supporting Staff: 8 Hours.
- This policy is not applicable on Guest Faculty and Visiting Faculty.
- If any employee move out of the College premises in scheduled working time, Permission is needed from Reporting Manager/ HoD. In absence of above it will be treated as Half day. If any employee found misusing outgoing facility, strict action will be taken by authorities.
- If found any late, either punishment or fine will be deducted from the salary.

2. LEAVE POLICY

- All applications of employee regarding concerned matters should be forwarded through their Principal/HOD /Administrator/Reporting Manager.
- Leave application will be considered only after the approval of Principal/HOD /Administrator/Reporting Manager.
- Leave application should be submitted before taking leave. Only in case of Emergency, employee must communicate through SMS/other sources. In this case employee needs to submit leave application to their authority within two days after reporting. If leave application is not submitted within timeline then it will be counted as leave without pay (LWP).
- No provision for Half Day Leave.
- Employee can avail 1 hour prior leave in a month.
- No Casual Leave will be provided to Visiting & Guest Faculty.
- Employee on probation period will be given facility of 12 CL in a year in pro data basis.
- Employee after probation period and other regular employee will get 12 CL per year. He/ She can avail CL between January to December. If any employee does not avail his/her CL in the present session then their leave will be lapsed.
- Suffix and prefix criteria (combined) will be followed with CL i.e. Holidays/Sunday will be counted if that will come between CL/LWP.


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- Leaves of employee for more than 15 days have to be approved by the Director. For more than 15 days leave, application must be submitted to Principal/HOD /Reporting Manager before 7 days of desired leave.
- Teaching faculty will get facility of 30 days Leave (with pay) in a calendar year (including summer vacation, Special Holidays, Club with Festival leaves etc.) which is extra from CL, Govt. Holiday and Weekly Off. These days will be declared by the Management.
- Maternity leave of 2 months with full payment will be given after approval of Principal/HoD. Payment will be credited after rejoining and two month working.
- Employees registered for Ph.D should submit their documents, Scholars after taking their period/ assigned work in the college can go for course work and research work.

3. POLICY ON ENHANCING CURRICULAR ASPECTS

- Faculties should update themselves academically and equip with technological advancement in educational fields.
- Faculties should devise and apply new and innovative methods in the classroom teaching.
- Faculties should create additional syllabus for helping students in their pursuit of knowledge.
- Faculties should organize co- curricular activities for students.
- Certificate course to be organized.
- Guest Lectures to be conducted.
- Organize webinar, seminar, group discussions, conference etc and it should reflect in time table.
- Holistic time table to be finalized.
- Timely completion of prescribed syllabus
- Question papers of other college and universities to be collected and given to the students.
- Unit test and Model exams to be conducted
- Result Analysis to be made.
- Continuous and comprehensive evaluation to be done for monitoring the progress of the entire process and proper up keeping of record.
- For conducting all these activities management will give its cent percent support in terms of finances and others needful.
- Any other ideas are always welcomed.

4. POLICY ON ENHANCING TEACHING-LEARNING AND EVALUATION

Teaching and learning is the foundation and plays a decisive role in the education system. It transforms all the policies and theories into practical way and directly affects the students and teachers performance.

- Teachers should make Programme outcomes and course outcomes.
- Academic Planner to be made.
- Academic calendar to be developed.
- Use of ICT in Teaching Learning Process.
- Feedback to be given about their experiences.
- Students' testimonials to be taken.
- After every activity feedback should be taken compulsorily.
- Conduct students' satisfactory survey/feedback.
- Display of success story of students.
- Daily Attendance of the students should be recorded.
- Test, assignment, project work, model exams should conduct to measure the outcomes.

DIAGNOSTIC TESTS:

- Communication Skills
- Decision Making
- Meeting the Deadlines
- Numerical Calculation Ability

IDENTIFY SLOW LEARNER AND REMEDIAL PROGRAMME

- Bridge Courses
- Induction Programme
- Remedial Coaching
- ICT enabled learning material
- Personal Counseling

ADVANCED LEARNER PROGRAMME

- Research Oriented Projects
- Industrial Training/ Internships
- Institutional Summer and winter
- Volunteer Opportunities in Event Organization
- Class Representatives
- Serving on Various Institutional Committees
- Peer Teacher
- To Form Subject Related Student Societies and Organize activities

LEARNING METHODS

Problem based learning is a method of instruction where students are positioned to Participative Learning.

- Community Activities
- Surveys
- Projects
- Field Visits
- Brain Storming Sessions
- Workshops
- Role Play

EXPERIMENTAL LEARNING

It contains following:

- Reflection, critical analysis and synthesis.
- Opportunities for students to take initiative, make decisions and are accountable for the results.
- Opportunities for students to engage intellectually, creatively, emotionally, socially or physically.
- A designed learning experience that includes the possibility to learn from consequences, mistakes and successes.

IT ENCOMPASSES:

- Laboratory Sessions with advanced experiments.
- Internship to expand the knowledge on market trend.
- Add-on Courses on latest technologies.
- Case Studies, Prototype Model Making, Visual Aids usage.
- Project development.

5. POLICY ON ENHANCING RESEARCH, CONSULTANCY AND EXTENSION

- Research cell and culture to be developed.
- Research cell informs teachers to the opportunities.
- Institution provides support to faculty for their research work. Annual Fund Allocation for Research and extension activities (provision of Seed Money).
- Teachers should be encouraged to do PhD, publish research papers, attending seminars, workshops, conferences etc..
- OD (Official Duty) to be provided to carry on research activities.
- Award, recognition to be given to teachers for their contribution in the field of research.

- Efforts to be made to take government research projects and carry out research projects with the help of NGOs.
- Conduct State/National/ International level Seminars, workshops and conferences etc.
- Conduct Research work along with the students.
- Linkages and collaboration with industries and other institution to be made. In case faculty members generate funds while extension and supporting activities to other institution in college hours, they need to submit the fund i.e. 20% of total revenue generated to the organization.
- Extension and outreach activities like environment awareness programme, water conservation, village adoption and various awareness programme to be conducted.
- NCC and NSS unit to be opened.
- Guest faculty to be invited.
- Display of information in notice boards.

6. POLICY ON ENHANCING INFRASTRUCTURE AND LEARNING RESOURCES

- Establish policies for Infrastructure and learning resources.
- Seed money for library to be allocated.
- Library updation and advancement with new licensed/Open software with proper functioning and optimal use with evidence and report.
- Library authority should get approval from the management for new purchase of library book.
- Library authority has to get the needed proposal library book list from the head of the department for new purchase.
- ICT based infrastructure need to be maintained and proper upkeep of Infrastructure with reports.
- All facilities to be updated.

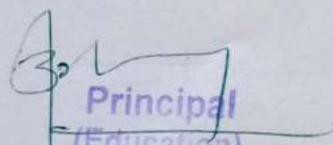
7. POLICY ON ENHANCING STUDENT SUPPORT AND PROGRESSION

- Scholarship and free ship to be given to students besides government scheme.
- Personality Development programme as Life skill, Communication skill, Leadership, Yoga, Physical fitness program to be conducted.
- Guidance for career counseling and competitive exam preparation.
- Formation of Anti Ragging Committee, Women Cell, SC/ST Cell etc. To Prepare and maintain the committee / Cell registers / records.
- Timely redressal for student's grievances including ragging and sexual harassment.

- Zero tolerance policies for such offences.
- Placement cell works to provide placement to the eligible candidates, invite schools and institutions for placement.
- Students should be made aware of different placement opportunities through proper display of advertisement and messages system.
- Committee's minutes register to be prepared.
- Student's progression from UG to PG and higher education to be monitored and keep record.
- Alumni to be registered and increase their participation.
- Sports and cultural activities to be organized and keep record.
- Students to be informed about the university level, state level and national level competitions in sports, cultural activities and other extra curricular activities.
- Students should be encouraged to participate in various activities at college and outside activities.
- Other Activities and ideas are welcomed.

8. **POLICIES AND GUIDELINES FOR GOVERNANCE, LEADERSHIP AND MANAGEMENT**

- Follow the Vision, Mission and Core Values of institution
- Updation of college website.
- Preparation of college magazine, prospectus etc.
- Conduct governing body meetings regularly.
- Prepare organogram and SoPs.
- Documented and approved policies and procedures for appointment, increment, grievance redressal mechanism.
- Planning for budget and resources.
- Planning for admission with the use ICT.
- Planning for student fees.
- Annual planning for library.
- Effective welfare measures for faculty and students work with the aim of safety first and work environment.
- Maintain welfare committees and develop policies welfare measures.
- Promoting employee's self development.
- Provident fund and ESIC facility.


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- Loan facilities through institutional bank.
- Health Checkups with tie up with nearby hospital.
- College uniform to non teaching staff.
- Transport facilities, Provide Tea, Snacks and Canteen Facilities on discount to all employees, RO drinking water, banking facility such as ATM etc. within the campus.
- Online teaching and non-teaching work are given to the employees.
- Management should be flexible being quality result orientation.

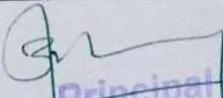
9. **POLICIES AND GUIDELINES FOR INNOVATIONS AND BEST PRACTICES**

- Gender Audit to be conducted.
- Energy and Green audit to be conducted.
- Gender sensitization program to be conducted.
- Women empowerment program to be organized.
- Save electricity and use natural resources by use of LED bulbs, solar energy, rain water harvesting etc..
- Proper waste management solid, liquid and biochemical program to be developed.
- Waste recycling to be initiated.
- E- Waste management to be properly done.
- MoUs to be made with Industries, NGOs, educational institutions.
- Create Disabled friendly environment.

DRESS CODE

The choice of attire is of personal discretion. But every employee of any organization bears the responsibility of representing it and therefore positive well done clothing and a professional look is needed at an Organization. A positive and professional look sheds heavy weight on the organization's image as well as the Colleagues. As a minimum standard, dress should be clean, neat and professionally appropriate. The followings are firmly prohibited.

- Ripped or torn clothing
- Flip-flops or sports sandals
- Sportswear or beachwear


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PERSONAL COMMUNICATIONS

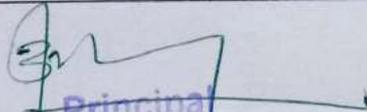
➤ Phone Calls/Whatsapp

- During Classes Phone calls / whatsapp are strictly prohibited.

➤ Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, Organization can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances. It is therefore important that email is used within the following guidelines:

- Email should mainly be used for formal official correspondence and care should be taken to maintain the confidentiality of sensitive information.
- Formal memos, documents and letters for which signatures are important, should be issued on institution letter head regardless of whether a physical or electronic delivery method is used.
- If electronic messages need to be preserved, they should be printed out and filed.
- Limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to determine whether employee usage or involvement is excessive or inappropriate.
- Non-essential email, including personal messages should be deleted regularly from sent items, inbox, deleted items, folders to avoid congestion.
- In order to protect organization from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users.
 - ✓ No material is to be sent as email that is defamatory, in breach of copyright confidentiality or prejudicial to the good standing of organization in the community or to its relationship with staff, stakeholders, suppliers and any other person or business.
 - ✓ Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
 - ✓ The email records of other persons are not to be accessed except by



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management (or persons authorized by management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum required to complete the task.

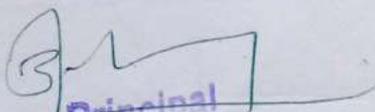
- ✓ When using email a person must not pretend to be another person or use another person's computer without permission.
- ✓ Excessive private use, including mass mailing, "reply to all" etc that are not part of the person/s duties and it is not permitted.
- Failure to comply with these instructions is an offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence or repetition of an offence may include dismissal.

➤ Internet

The internet facility provided by organization is for official use. Access is authorized by authorities on the basis of educational needs. Limited private use is permitted provided the private use does not interfere with or distract a person's work. Management has the right to access the system to determine whether private use is excessive or inappropriate. The following activities, using organization internet accesses are not permitted:

- Attending to personal activities of a official nature.
- Viewing, other than by accident, sites or emails displaying obscene, violent, defamatory and unlawful materials and materials that could cause organization name to be in breach of equal opportunity or anti-discrimination legislation, verbally or non- verbally.
- Downloading or printing material as described above.
- Showing others or allowing to be seen by others, items as described above.
- Repeated or prolonged use that is not directly relevant to the user's work.
- Introducing computer viruses by failing to follow organization's IT procedures.
- Downloading software from the internet or from unauthorized disks and CD ROMs on the internal network.

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.


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GIFTS & GRATUITIES

Organization is committed to ensure that all official relationships with stakeholders are legal and based on professional integrity. Managers should be notified when a gratuity has been received. If the gratuity has been received as a thank you for work performed then it should be noted in the employee's personal file to ensure that it is included in the employee's next appraisal.

No employee can give a gratuity to a client without prior approval from management. Such gratuities must always be part of an approved program of relationship with all stakeholders and specific gifts will be purchased centrally in appropriate quantities with management approval.

MEAL PERIOD

All employees and associated members are provided with one meal period of minimum 30 minutes in length on each work day.

Food and drinks consumption is not permitted in the following areas:

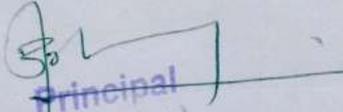
- Corridors
- Stairways
- Meeting Rooms
- Toilets
- Reception Areas
- Entrances
- Parking
- Other than lunch / canteen area.

WORK AREAS

Food consumption is not permitted in any work area. This applies to all offices and work areas whether occupied by one or shared.

Implementation and enforcement of the policy:

- Management and governing board will be responsible for the promotion and maintenance of the policy by their staff/faculty.
- Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- Visitors not adhering to the policy will be asked to comply or leave the premises.
- Breaches of this policy are subjected to the normal disciplinary procedures.


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VISITORS IN THE WORK PLACE

- In order to provide for the safety and security of employees and facilities at Organization, only authorized visitors are allowed in the work place.
- Restricting unapproved visitors keeps up well being benchmarks, guarantee security of gear, ensure private data, shield worker welfare, and maintain a strategic distance from potential diversions and unsettling influences.
- All visitors should limited to Organization at the reception area. Authorized visitors will receive directions or be escorted to respective department.

WORK PLACE MONITORING

- Work place monitoring is done by the organization to ensure quality control, employee's safety, security and customer satisfaction.
- Employees or associated members who regularly communicate with stakeholder may have their telephone conversation monitored or taped.
- Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our stakeholder image of organization as well as their satisfaction with our services.
- Computer furnished to employees are the property of organization name so computer usage and files may be monitored or accessed.

WORK PLACE VIOLENCE PREVENTION

- Organization is committed to preventing work place violence and to maintain safe work environment, given the increasing violence in society in general.
- All employees, associated members, and temporary employees should be treated with courtesy and respect at all times.
- Lead that debilitates threatens or forces another representative, related individuals, any stakeholder, or an individual from open whenever, including taking a break periods, won't go on without serious consequences.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting officer or any other member of management. Do not place yourself in peril.

- Association urges worker to bring their question or contrasts with different representatives to the consideration of their revealing officer or the HR Department before the circumstance grows into potential savagery.
- Organization is eager to assist in the resolution of employees disputes, and will not suppress employees from raising such concerns.

OCCUPATIONAL HEALTH, SAFETY AND WELL-BEING

- Observe activity like international yoga day, fitness week, annual sports days and others as specified by state government as well as by central government for all employees.

STAFF WELFARE POLICY

Tour / Picnic Policy

Sandipani Academy believes that, employees need to relax amidst their busy work schedule. In this regard, the employees are allowed to organize tour / picnic programme once in every year for which the organization will arrange vehicle and fuel. These programmes serve as a platform for the employees to develop a pleasant relationship among themselves.

Maternity Benefit:

All female employees are entitled for Maternity leave for two month.

HOUSING LOAN

Employees are helped to avail housing loan through Housing Development Finance Corporation Limited/ Bank. Recoveries are made from salaries of the employees and remitted to the Corporation/ Bank. The employees are also extended help to get loans from Banks and irrecoverable advance from Provident Fund.

COLLEGE BUS

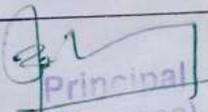
College Bus services are offered to all employees for convenient commuting between Residence and office and back. Bus Route will be declared by the management. This will be free of cost.

MARRIAGE GIFT:

Institute has in place a policy of offering monetary gift on the occasion of marriage of employees and their children.

10. RESEARCH ACTIVITIES ENHANCEMENT POLICY

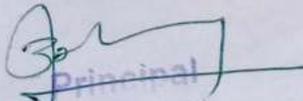
- Seed money of Rs. 2, 00, 000/- to be allocated for research activities.
- Rs. 20,000/- will be given to the library for purchasing books for research scholars. After getting proposal from the research scholar, books to be purchased accordingly for library so that research scholar can use the new books in the library.
- Library facilities to be extend to research scholars on request after college hours also.
- Ph.D Scholar can attend course work offline and online. NOC will be given to the faculty.
- Rs. 2000/- will be given to the teachers for research work publication in peer reviewed journal and Rs. 4000/- will be given for research work publication in UGC approved journals. Faculty can avail these facilities for maximum 2 papers in a year. They should submit the details of publication to the research committee
- After PhD award, an amount of Rs. 1000/- increment will be given to the employee irrespective of position (**teachers, librarians**) along with their regular salary.
- Research committee will be framed for monitoring the research work. Principal/ Head will be the officiating chairperson, administrator from management nominee and two working faculty (preferably PhD/Research Scholar) will be the members of this committee.
- Research scholar submit the application for loan to the committee after having discussion the recommendation will be given to the director of the institution.
- For PhD work, Rs 30,000/- advance will be given to research scholar on request. They pay back Rs. 2500/- on monthly basis from their salary.
- After disbursement of this loan amount; scholar can apply afresh request for another loan. The maximum amount will be 30K.
- At a time maximum 4 persons can avail loan facility.


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- HOD and principal take responsibility for their faculty pursuing PhD to give them one hour time in schedule for attending course work. This time will be compensated by the faculty by working one hour at college or at home to finish the work of the college.
- Institution will provide monetary assistance of Rs. 10,000 for project work. Per year 5 project work will be assisted and can be availed by teachers and student both.
- Maximum four candidates can attend refresher course and orientation program in a year.

11. NEW EMPLOYEE'S JOINING PROCESS AND WELCOME

- New employee joining intimation should be done by heads / principal at least one day in advance in the official whatsapp group and intimate to administrator also for necessary arrangements.
 - Whatsapp Number of new employee must be added in the morning on the day of joining with welcome message.
 - New employee will report to head / principal. Head will check supporting docs with resume. If found ok then joining formality should be completed. One set of all docs including appointments, joining, salary break-up etc need to be hand over to administrator for office record.
 - New member is welcomed with a Green Plant (A new initiative and best practice towards environment consciousness) in the presence of all member in the department. plant will be provided by the administrator.
 - Reporting manager must take maximum half an hour orientation about the institution on the very first day after welcome.
 - Department member (nominated by the Head / Principal) should take the new employees for the entire campus visit (every corner inside and outside) and introduce them to all the members of the institution.
 - Complete salary details to be explained to the new employee by heads/principal.
- Administrator will ensure the following –
- (i) Bank Account opening form.
 - (ii) PF & ESIC form.
 - (iii) ID Card formality.
 - (iv) Thumb Impression / Face scanning for attendance.
 - (v) Intimation regarding transport facility.


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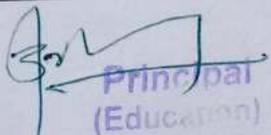
- Librarian will issue library card on the day of joining.
- Allotment of Class / other works will be done by the head / principal. So that new employee will start work from the next day. By the closure of the joining day heads/ principal will again seat with new employee to solve their queries, to check complete formality on the day of joining.
- OD for a day should be given for opening the bank account if bank is away more than 10 KM from the institute otherwise give permission for the formalities.

12. EMPLOYEE EXIT POLICY

The institution determines to have long run association with each employee and sustain everyone as the member of Sandipani Academy but in any case employee produces resignation letter then head/ principal will discuss with the employee and if required exit process will start with the intimation to director as well as exit committee for review.

Exit committee include-

- a. One Nominee from the each department
 - b. One Nominee by the director/management
- Exit committee reviews the reason of resignation through intense conversation with the employee. The Exit Committee calls the employee within a month after resignation and filled the exit form. The form must contain the reason of leaving and their willingness to rejoin the institution in future. The reasons should be kept confidential and should not disclose to anyone. It should be sealed in envelop and send to the director of the institution.
 - Employee should get the no dues from the concern department (academic and non academic) and it should be submitted to head/ principal / administrator after duly signed at least 03 working days before the relieving date.
 - The responsibility of the employee should be handed over to the other employee of the concern department as suggested by the head/ principal.
 - Institution makes this situation pleasurable to the employee. Principal / Head will be responsible to issue experience cum relieving letter on the last working day. Full & Final settlement should be also made on last working day and its responsibility of administrator. This full & final payment will be credited in next month salary.
 - Memento will be given to the departing member of the family for their valuable contribution to the journey of our institution. Memento will be arranged by the administrator.


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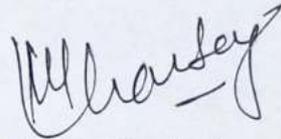
INCREMENT

- Employees who have completed 1 years uninterrupted service from their date of joining may be eligible for increment.
- Increments on performance based are highly motivating. Recognize and reward to good performers & counsels to low performers.
- Increment cycle based on institution profit/ revenue as well as the decision of management (i.e. approximately 1-2 years intervals).

References

- <http://www.naac.gov.in>
- <http://www.lmwglobal.com>

Date : 01/07/2020



(Mahendra Choubey)

Secretary
Sandipani Academy



Principal
(Education)
Sandipani Academy
Achhoti, Distt. Durg (C.G.)