SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DR. APJ ABDUL KALAM GOVERNMENT COLLEGE, DADRA AND NAGAR HAVELI, UCCHHA SIKSHA SAMITI, SILVASSA(DOKMARDI)

DR. APJ ABDUL KALAM GOVERNMENT COLLEGE, DADRA AND NAGAR
HAVELI UCCHHA SHIKSHYA SAMITI, SILVASSA,DOKMARDI, 396230.
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It is generally felt that Quality Education in India, in general, and in Dadra and Nagar Haveli in particular is the privilege of the elite class, which is further limited to the urban areas of the province. Administration of Dadra and Nagar Haveli took serious cognizance to the situation and adopted a number of measures to enable the common man to share Quality Education. Establishment of Dr. APJ Abdul Kalam Government College is one of the endeavors for providing an opportunity to the talented students of the province.

Quality Education is not confined to the learning of Reading Writing and Speaking skills. The basic objective of education is balanced physical, mental and spiritual development of the students. An Indian student is supposed to be an intellectually of high caliber, imaginative and capable of responding to the needs of Modern Developing World. The Dr. APJ Abdul Kalam Government College is expected to produce the Graduates of desired quality.

The administration had started to its efforts since 2010 and obtained the permission from Gujarat University to start the college, however, physically it could start only in 2011 as Silvassa Institute of Higher Education. Initially it was started in a temporary building with programs 4 programs in Arts and Commerce and in 2012 it started Science stream too. In 2013 the name of the college was changed to "Silvassa College". In 2015 the college was handed over its own building in Dokmardi area of Silvassa. In the same year, after the death of former President Dr. APJ Abdul Kalam, the name of the college was again changed to "Dr. APJ Abdul Kalam Government College" after public demand. Since then it is running at Silvassa with the objectives, vision and mission set by the administration behind opening of these college.

Vision

1. Transforming lives and communities through learning.
2. To impart quality education through traditional and innovative learning practices.
3. To provide a dynamic and creative academic environment, to tap and nurture talent for the development of professional skills and an all round personality.
4. To inculcate good moral values and a sense of nationalism, in keeping with the glorious heritage of the Administration.

Mission

The mission of Dr. APJ Abdul Kalam Govt. College is to provide innovative educational environment, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper. Briefly stated, the College achieves its mission by way of adopting following measures:

1. Demonstrate excellence in staffing, facilities, programmes and services.
2. Endorse continuous improvement.
3. Anticipate needs and respond accordingly.
4. Promote creativity and innovation.

5. Develop systems that promote student's and employee's success.
6. Exceed student and community's expectations.
7. Encourage inter-departmental collaboration.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The strength of the college is fivefold. First, Dr. APJ Abdul Kalam Government College is just 8 year old college and has all the potential to create its story. It can build an ecosystem for higher education for the youth.
- Second, it has young and qualified faculty members having caliber to generate new dimensions in higher education.
- Third, this union territory is an industrial area where more than 2500 industries are situated. The population of this area is heterogeneous though it is an area with majority of tribal youths. The college has access to a large diversity of the students coming from different demography and culture.
- Fourth, the college is a Model Degree College established by UT administration of Dadra and Nagar Haveli under the management of Dadra & Nagar Haveli Ucchha Shiksha Samiti with 100% Government funding.
- Fifth, the College is RUSA beneficiary college since 2015 and getting financial support of RUSA MHRD New Delhi under Equity Initiatives and Model Degree College (MDC) funds.

Institutional Weakness

- Limitation of land area for expansion of the college as a separate unit as DNH is a small territory (491 sqkm)
- To plan curriculum as per market/industry needs as there is no university in DNH.

Institutional Opportunity

- The college has wide scope to impart higher education to the students passing from various schools of DNH.
- The college has wide scope of research on socio-cultural and socio-economic aspect as DNH is enriched culture of tribal population from generations.
- To devise new pedagogy suitable for effective teaching and learning of local youth.
- The college has a qualified team of teaching staff that can be useful for college to attract consultancy services of the local industries.
- Introducing the soft skills among the students by support of experts available in local industries to make the students employable.

Institutional Challenge

- Teaching to the students coming from different language background
- Inculcating better communication skills among the local students influenced by regional languages.

- To make them employable as per the market/industry needs.
- To inculcate moral values in students in the present technological age.
- To detracting student from excessive use of Social sites and divert their potential towards personality building.
- To promote gender sensitization issues among students.
- To promote nutritional values in students required to keep them healthy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Dr. APJ Abdul Kalam Government College is affiliated to Gujarat University, Ahmedabad which plays the sole role in development of the curriculum and the same is followed by the all affiliated colleges. The college implements the university curriculum keeping in the mind the students of the territory who mostly belong to tribal community. The goal of the college is to develop the students as a responsible citizen and promote them to present their skills to the nation.

The teachers play an important role in implementation of curriculum and discharging required academic work effectively. They adopt various methods to disseminate knowledge to students and inculcate the required skills to meet the market needs. To develop these skills the college also organizes skill development classes as expert lectures by inviting experts from industry.

The college encourages students to participate in various programs which are useful for their overall development of their personality to inculcate their values towards environment, their own personality and skill such as computer skills, awareness towards environment, learning about the local history, language and communication skills, and personal improvement. The college has a structured feedback system from the students that helps the students to improve the teaching learning process.

Teaching-learning and Evaluation

Teaching learning and evaluation is the core component in any academic institution which is justified by academic results.

IQAC plays a vital role to monitor continuous improvement of teaching learning process which facilitates various academic activities by teachers and students of the college.

Orientation program is organized at the beginning of the first semester of the academic programs.

Student-teacher ratio is optimally maintained for student centric approach in classroom teaching.

In addition to traditional lecture method, diverse student centric methods are applied in classroom teaching viz. group discussion method, demonstration method, problem based learning, brainstorming sessions etc. PPT method is used to revise concepts, to demonstrate 3D diagrams etc. Student seminar are also arranged.

The college measures the performance of the students by continuous internal evaluation (CIE) process. The college adopts the CIE process prescribed by the university from time to time. CIE enables to provide student counselling to increase learning capacity of students. Unitwise class test is conducted to regularly monitor the performance of the students. Multiple choice test is organized to give quick feedback to students. Verified internal evaluation marksheets are displayed on college notice board. CCTV surveillance is installed on whole college building to prevent use of unfair means by students in examination.

Research, Innovations and Extension

The college being just eight year old and started with only graduation degree programs in arts and commerce which have limited opportunities in research, as per Course curriculum of the university. However, the college is endeavoring to establish a state-of-the-art laboratory for the science faculty to facilitate research opportunities by the teachers and the students.

In present status, teachers either completed or undergoing Ph.D. courses have undergone research and published various research papers which are published in various national and international research journals. Many faculty have already authored their books too.

Presently, based on students demand the college has requested Gujarat University Ahmedabad for affiliation of PG programs in all three streams 9Arts, Commerce & science). Although the college is offering programs at graduation level, it has been striving hard to inculcate critical thinking in students by organizing special programs, poster competitions and various student workshops and seminars by inviting experts of various fields.

In addition, teachers of the college being expert in their specific area, do endeavor to participate in various outdoor conference, seminars and workshops as participants as well as subject experts, which are always supported by the college, to make all staff updated.

Innovative activities:

As new initiatives, the college has organized Industry meet 2018, mock interviews to make the student adapted to the market needs and become employable. Accordingy, the college organized campus placement fest 2019 for final year students.

Also, under CSR initiative of a local industry (M/S Jai Corps Ltd. Silvassa), the college is successfully helping student financially by refunding their whole tuition fees since 2016 onwards.

Extension activities:

The college is also engaged in various extension activities for community and environmental development. The NSS in few years, and Scouts and Guides Unit of the college since 2019 have carried out few extension activities. These activities covers blood donation camp, Student help for Kerela Flood, tree plantation, water and other services in religious and social functions, awareness programs towards nutrition, yoga & meditation, self defense for girls, red revolution for girls, drug trafficking, health etc., education for excluded classes, and many others.

Infrastructure and Learning Resources

Infrastructure:

The college is a novel initiative of the UT of Dadra and Nagar Haveli, hence it is very committed towards the development of infrastructure facility for the students. The college has a big academic building which accommodates around 38 rooms. It is equipped with state of the art library, computer center, language lab, and well equipped class rooms. The entrance to college is full of necessary information for the public. The campus is also having a nicely designed Student's activity center for a Gym, cafeteria, and indoor games. In addition, with support of Tourism dept. UT Administration of Dadra Nagar Haveli, the campus is having a big auditorium (2000 seats), Pavillion and basement parking space, which are available for use by the college students in case of need. Also, the campus is having available open space for play ground, hostel building and faculty housing to come up in future.

Further, to create smart class room facilities, many class rooms are equipped with wireless audio where projector-computer systems are also used for effective teaching to students. A project to develop the smart classroom is in pipeline and shortly the college will have several smart classes with all modern facilities. The college has received good amount of financial support from RUSA that will help the college in providing better facilities to the students.

The Library of the college is spread into two floors with more multiple facilities for the readers. It has over 11000 books and more that 40 periodicals. The college library is automated with New GenLib Library automation software since 2012. It has barcode facility, access to students through social media platforms and its website. The library has also developed an institutional repository using Dspace where several digital objects and kept for the students. The library has subscribed to NDL and various databases, e-books and e-journals though NLIST of INFLIBNET.

The college has sufficient IT facilities. The students and teachers can access to high speed internet through computer lab, and e-library. The college is also having language lab to teach student English language.

Student Support and Progression

Our college is very progressive as far as the student support and progression issues are concerned. Majority of backward and tribal students of Dadra and Nagar Haveli are getting benefitted by the government scholarships and reimpbursement of tuition fees under Corporate Social Responsibility (CSR) of Industry.

Furthermore, we endeavor for capability enhancement and development such as personal Guidance to interested students through teachers for competitive examinations and Career counseling, soft skill development, Language lab, Yoga and meditation, Personal Counseling, etc. Moreover, we are in a process of getting

approval for starting remedial classes and coaching classes for Competitive examinations for students specifically tribal and backward students of Dadra and Nagar Haveli.

It is also heartening to know that the Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. And it is also wonderful to know that in our college, the academic environment is such that there was not a single case/ complaint registered as far as sexual harassment and ragging is concerned.

It is also to be noted that we have started placement cell in our college. The preceeding year was very good as far as the placement of students was concerned. We have also vast number of students who have done or are doing further PG studies.

We have many students who have participated in sports and cultural events at University and Inter-university levels. And, they have indeed performed well in their endeavor.

Our college is also in process of establishing an Alumni association for engaging the past and present students of the institute for development and welfare of institute.

Governance, Leadership and Management

Dr. APJ Abdul Kalam Govt. College is established by U.T. Administration of Dadra and Nagar Haveli in 2011. The college is running under the umbrella of Dadra and Nagar Haveli Uchcha Shikshya Samiti (DNHUSS). The college is managed by Governing Body, Executive Committee and Management Committee of the DNHUSS society. Governing Body is the ultimate authority for this college under Chairmanship of Hon'ble Administrator (DD & DNH).

The College follows rules and regulations of teachers recruitment as per UGC, Examination and course curriculum of Gujarat University Ahmedabad, and conduct rule, other service matters as per CCS. The college adopted democratic practices in the Governance and management of the college by including teaching and non-teaching staff in various decision making purposes through constituted committees.

U. T. Administration of Dadra and Nagar Haveli through its Grant-in-Aid head of Directorate of Higher Education, allocate required funds to the college for smoothly functioning. The fund allotted under the budget is spent by the college on various academic, administrative and capital expenditures during the year.

College has adopted modern technology in various areas of administration like e-office. Our college implemented e-governance in various area of operation like planning and development, administration, finance, account, student admission and examinations. Biometric attendance system is also adopted by the college for all staff.

IQAC of the college plays an important role in the development of college by providing valuable suggestions

time to time. Majority assistant professors of this college have attended Orientation Programme, Refresher Course and faculty development courses. Teaching staff of our college are expert in their respective subjects and practices their expertise and knowledge for betterment of the students and their enhancement of skills and capacity, through better result and employability. Teaching staff gives more focus on academic research work by attending seminar, conferences and published their research papers in reputed journals, during their Ph.D. studies. Also, many carry out paper writing and publication during the semesters.

Institutional Values and Best Practices

The college is unique due to its presence as first government college in a tribal area established with an objective to provide higher education to the tribal population of the area. The college was started in a temporary building and was in it until it got its own building in Dokmardi, Silvassa. The college building is a green and eco-friendly structure which is a highlight of the campus. There is fullprovision of natural light and air throughout the building. The college has organized and participated in various swachchhata program, tree plantation programs with the help of NSS and scout and Guides students. The college has also developed a kitchen garden of its own. The value of the college has displayed through the seven distinct flags. The college has displayed the preamble of constitution on the entrance of the college that reminds the students and visitor our constitutional uniqueness. The college being in a tribal populated area celebrates World Day of Indigenous people and exhibition of Adivasi craft and tools to inculcate cultural value of the students.

The college uses LED tube lights to save electricity. The college has the rain water harvesting system that collects the water and charges the ground water level to help the college with sufficient water level even in the summer. The college has also system for recycling of used water to make the reuse of the water. The college has facility of lift, ramp and is disabled friendly.

The college organizes various programs to support gender equality, human values, national integrity, etc. The college maintains complete transparency in both academic and administrative and financial systems. The college follows the standard rules formed by government of India such as GFR, CCS in administrative matters and UGC and University in academic matters. The code of conduct for the students is mentioned in the admission brochure and they need to sign several adherences at the time of admission. The college promotes rules and guidelines of anti ragging as per UGC, and displayed necessary pamphlets in the college premises.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR. APJ ABDUL KALAM GOVERNMENT COLLEGE, DADRA AND NAGAR HAVELI, UCCHHA SIKSHA SAMITI, SILVASSA(DOKMARDI)
Address	Dr. APJ Abdul Kalam Government College, Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa,Dokmardi, 396230.
City	Silvassa
State	Dadra And Nagar Haveli
Pin	396230
Website	dnh.nic.in/APJGC/

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Bhagwanjee Jha	0260-2642006	8000722178	-	dnh.sihl2011@gmail.com
IQAC / CIQA coordinator	Chirantan Rawal	-	9376135580	-	chinturawal@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	29-07-2010

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Gujarat	Gujarat University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dr. APJ Abdul Kalam Government College, Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa,Dokmardi, 396230.	Rural	8.57	11043.33

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of Biology	36	HSC	English,Gujarati	50	46
UG	BA,Department Of Economics	36	HSC	English,Gujarati	95	95
UG	BSc,Department Of Gujarati	36	HSC	English,Gujarati	96	93
UG	BCom,Department Of Commerce	36	HSC	English,Gujarati	300	300
UG	BSc,Department Of Chemistry	36	HSC	English,Gujarati	35	35
UG	BSc,Department Of Mathematics	36	HSC	English,Gujarati	45	36
UG	BA,Department Of English	36	HSC	English,Gujarati	48	44

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				40
Recruited	0	0	0	0	0	0	0	0	22	7	0	29
Yet to Recruit				0				0				11

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	13	6	0	19
Yet to Recruit				3

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	1	0	0	1
Ph.D.	0	0	0	0	0	0	16	4	0	20
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	5	1	0	6

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	8	14	0	22

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	612	87	0	0	699
	Female	847	169	0	0	1016
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	26	17	20	22
	Female	53	45	32	33
	Others	0	0	0	0
ST	Male	443	365	341	342
	Female	410	372	350	393
	Others	0	0	13	18
OBC	Male	16	11	19	17
	Female	30	19	0	0
	Others	0	0	0	0
General	Male	230	260	343	317
	Female	407	528	567	573
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1615	1617	1685	1715

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3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 309

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	6	6	6

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1685	1617	1615	1661	1431

File Description	Document
Institutional Data in Prescribed Format	View Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1035	1035	1035	1035	1035

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
369	342	201	164	138

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
29	29	29	30	30

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	40	40	40	40

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3.4 Institution

Total number of classrooms and seminar halls

Response: 34

 Number of computers

Response: 143

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
162.01	627.10	140.88	1186.60	570.21

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Dr. APJ Abdul Kalam Govt. College, Silvassa is affiliated to Gujarat University, Ahmedabad since 2011. It follows the course curriculum of the University. Accordingly, various faculties (viz., Arts, Commerce & Science) implement the teaching scheme (lecture & practical classes). The college prepares a master time table for all the faculties which is separated into department level and teacher-wise time table. The teachers carry out academic work as per the syllabus and work load prescribed for each subject. In order to complete the syllabus on time, teachers prepare their lesson plan and follow the plan timely. The lesson plan also mentions required teaching methodology to be adopted for each topic & sub-topic. The teachers follow the continuous teaching learning and evaluation process through class tests, seminar, quiz and assignments. Most of the papers in each subject are divided into four units as per the syllabus. Most of the teachers use teaching aids and ICT by showing some movies, documentaries and photos etc. for effective teaching. Once a unit is over, the teachers conduct either class test or seminar for the students' assessment. Students are also engaged into interactive sessions like quiz and group discussion, critical analysis of the topic to assess and develop their understanding of the topic. Thus the syllabus is taught to the students and their continuous assessment is done by awarding marks. Few main points related to curriculum planning and development for development of students are as below:

1. The College displays all the notices and orders pertaining to academic calendar, Roll Nos, Internal Marks, Public Holidays, sports activities, cultural activities etc.
2. Also, expert lectures and orientation programs, soft skill lectures, workshops, career development sessions, campus placement fest, field visits to industry & market, gender sensitization sessions etc are organized by the college to upgrade students and feel happy during teaching learning process in the class rooms.
3. Providing rich library for both the teachers and students. The Library purchases new books as per the requirement of the syllabus every year. In addition, the college started Book Bank under RUSA Equity Initiative Fund for facilitating books to SC/ST/Minorities Girls students as well, for entire semester.
4. The college also provides computers and internet for the teachers and students for their study and preparation of their study material.
5. The college continuously does the assessment of the students through internal as per university.
6. The College promotes students to participate in extracurricular activities throughout the semester. Main activities are dance, music, drama, debate, elocution, cultural week & other celebrations.
7. College promotes creative work by the students through laboratories (computer, Language, Science) and community development work.
8. The college also promotes and support students to participate in University level sports activities and youth festivals.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document]
Details of the certificate/Diploma programs	[View Document]

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document]

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Gujarat University has framed the syllabus for B.A., B. Com and B.Sc in such a way that integrates cross-cutting issues related to Gender, Environment and Sustainability, Human values and Professional Ethics in Curriculum. The college implements the syllabus and the teachers of all subject, inculcate the above mentioned values among the students. The college has tried its best in inculcating the social, ethical, environmental, and gender related awareness to the students through the syllabus and other specific programs. The core and elective subjects like English, Hindi, Sanskrit, Gujarati, Economics, Political Science, Sociology and others caters the above mentioned values to the students and how they can help in creating a modern and harmonious society in all aspects. The students are also taught about their personality development which helps them to become a good human being and a good professional. The students are also taught about the significance of Society and Environment for their development. In addition to the teaching such values inculcated into students through various activities also. Such as tree plantation programs, various seminars etc. Students are also sympathetic to the problems faces by the various states of the country. They had collected and donated to Kerela State for fighting against the flood last year. They used to participate in Blood donation camps organized by the college. All such values are the result of the teaching them social and other values integrated in the curriculum.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	[View Document]

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
Any additional information	[View Document]
URL for feedback report	[View Document]

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 16.16

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
306	216	276	269	229

File Description	Document
List of students (other states and countries)	[View Document]()
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 79.69

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1685	1617	1615	1661	1431

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2010	2010	2010	2010	2010

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 86.26

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
774	813	937	997	943

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Basic fundamentals are taught at the beginning of the semester. Before starting any topic students are given outline about basic concepts of topics that they have learned in their 11th and 12th standard.

There is not proper method to identify slow learners and advanced learners in the college. However, slow learners are observed by respective subject teacher during teaching in class. Special attention is given to them and counseled by respective subject teacher, even after class. Each subject teacher acts as a mentor for his/her students to help them in case of any doubts. Subject theory related doubts are also solved in tutorial/practical classes. Further, teachers also suggest students available smart study materials (various e-books and videos available on online). If students have problems with language; teacher explains the topics in mother tongue (e.g. Gujarati) or in Hindi. Even books written by senior authors in Gujarati languages are available in Library for students' reference. Overall support is provided to students to make their learning process at ease.

Extra classes are conducted to revise chapters and topics to support slow learners. Also, additional study materials are provided to build up basic understanding of the subject, which is continuously evaluated by giving practice assignment.

Advanced learners:

Quick learners are observed by respective subject teachers on the performance of examination results, class test marks etc and motivate them for better performance in university examinations to score good grades and maintaining consistent performance.

For this purpose, Expert/Guest lectures are organized for interaction of students with reputed subject expert invited from reputed institutions from Gujarat. Also, reputed professor from BHU Varanasi were invited to deliver expert lecture for students' knowledge upgradation. In addition, several e-resources (NDL, INFLIBNET, e-Library etc.) are provided for independent self paced learning that enhances academic and personal growth of students.

Advanced learners are motivated to read beyond the syllabus and guide them to refer advanced standard books.

Advanced learners are motivated for participation in seminar presentations & science competition at college and university level, national level etc.

2.2.2 Student - Full time teacher ratio

Response: 58.1

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 2.26

2.2.3.1 Number of differently abled students on rolls

Response: 38

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Dr. APJ Abdul Kalam Govt. College adopts student centric methods for teaching. Various approaches used by teaching staff members which include:

- Group discussion method
- Question-answer method
- Brainstorming method
- Case study
- Role play
- Presentations
- Experimental method
- Demonstration method
- Homework assignments
- Field work/ Field visit
- Inductive-deductive method
- Analytic-synthetic method
- Problem solving method
- Project method
- Questionnaire
- Game method
- Quiz
- Online quiz
- Workshop (academic related only)
- Seminar
- Educational tour
- Model method

Human value activities like blood donation camp, social responsibility-contribution for kerala relief fund etc.

To enhance student learning experience guest lectures, seminars, workshops, industrial visits, field visits are organized.

Language laboratory is established for improvement of language skills of students

Soft skills training programs are organized by experts to improve presentation and communication skills. This program was sponsored by **Jai Corps company.**

Students are encouraged to participate intercollege sports competitions, cultural competitions,

Computer laboratory with internet connection facilitates expand knowledge beyond the syllabus

College encouraged to participate NSS and Scouts and Guides activities and to be a responsible citizen of the country and this helps them to develop overall personality.

Students are engaged through problem solving based learning by giving assignments.

File Description	Document
Any additional information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 89.66

2.3.2.1 Number of teachers using ICT

Response: 26

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 58.1

2.3.3.1 Number of mentors

Response: 29

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

Teacher uses multimedia (projectors-computer, with audio –visual as per need of the topic) to effective delivery of the course content that enhances better understanding of students.

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There are four projectors available in a college that is used in teaching learning process.

Apart from traditional lecture method (chalk & talk), innovative approaches are being used by departmental faculties viz. e-content like videos, online study materials. Also, demonstration of processes and steps of experiments etc. is practiced.

Basic fundamental is explained by using models, charts, Film etc. Advanced techniques are used in theory as well as practical classes.

Guest lecturers from industry and academia are invited to deliver talks in college time for enhancement of practical skills.

Teachers are updated with content knowledge and current trend of pedagogy techniques by attending orientation programme, refresher program, seminar, conference, and workshop. Recently, faculty members also update their knowledge and teaching skills by registering online courses on Swayam portal initiated by Ministry of Human Resource Development, Government of India.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 73.5

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 58.62

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	18	17	16	14

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document]
Any additional information	[View Document]

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.21

2.4.3.1 Total experience of full-time teachers

Response: 267

File Description	Document
Any additional information	[View Document]

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of award letters (scanned or soft copy)	[View Document]

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 70

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	28	28	28	28

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Dr. APJ Abdul Kalam Govt. College is affiliated with Gujarat University, Ahmedabad, so internal evaluation system is strictly followed as per University guidelines

Gujarat University has introduced choice based credit system since 2011. The university has put in continuous internal evaluation as well as end semester evaluation system.

College adopts continuous internal evaluation system as per latest guidelines of university.

Students are communicated about Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE) through admission brochure & orientation program organized by the respective faculty before the commencement of academic program.

Class test is conducted to monitor performance of students of the college. After conducting unit class test, their answer sheets are shown in respective classroom after assessment.

Hence, students get feedback at appropriate times from the respective teaching faculty and they can have room for improvement for future academic performance. Further, this helps to teachers for discussion on common mistakes of students in the class.

Re-test examinations are conducted for absent students with genuine reasons or unforeseen events.

In order to implement Continuous Internal Evaluation, the college has examination committee to monitor Continuous Internal Evaluation (CIE) system. Examination committee executes examination work as per, university latest guidelines and timely notify to all students and teachers.

After implementing new Continuous internal Evaluation (CIE) system, improvement in students' performance is noticed in the classroom and other activities. This includes regularity of students in classroom, active participation in cultural activities, sports activities etc.

Oral and viva are conducted in practical papers. Practical is demonstrated as per Gujarat University curriculum.

For smooth conduction of university examination internal squad team of teachers is also deputed. Squad team comprising of male and female staff carry out strict vigilance on students to prevent cheating inside the examination hall.

All internal exam mark sheets are prepared in digital and hard form for examination cell for reference purpose.

After collecting internal mark sheet, master mark sheet is prepared. It is verified by respective subject teachers.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Dr. APJ Abdul Kalam Govt. College constituted separate examination committee to maintain transparency in internal assessment. As per university guidelines marks distribution is as under:

70% marks is of university exam and 30% marks is of continuous internal evaluation in each of the paper.

Internal evaluation mark sheets are prepared with care and are displayed on college notice board within stipulated time for verification by the students and resolving students' grievances, if any.

The marks of internal evaluation are verified again before sending to university that eliminates **scope** of mistake in university mark sheet. Final verified mark sheet is uploaded to university examination portal by factotum.

In a paper of 100 marks, internal marking distribution out of total 30 marks (as Continuous Internal Evaluation (CIE)) as per latest university guidelines is as below:

? Assignment (10 marks)

? Class test (10 marks)

? Attendance (5 marks)

? Multiple choice questions test (5 marks)

Practical external examination is conducted by university appointed examiners in respective subjects and marks will be submitted by examiners to university within stipulated time period.

Students are informed about instructions regarding practical exam and their doubts regarding practical exam are resolved by the teacher.

In order to ensure smooth work, College constitutes examination committee consisting of arts, commerce and science staff along with college office staff for smooth process of examination.

Strict actions are taken for doing malpractice in examination. The college has installed high resolution CCTV camera in entire campus to continuously monitor students' & staff activity.

Examination committee use to make proper arrangements for smooth conduction of examination in advanced. They also prepare invigilation duty chart as per requirement of respective examination sessions, duty allocation on the same day, maintains duty register year-wise/semester-wise till AY 2017-18. Later, on internal examinations are conducted as per university guidelines 2018-19 onwards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

At college level:

The university examination circular is placed on college notice board for wide publicity among students. Accordingly, students fill their examination forms and fees within given time limit. Once student completes all procedures for examination, students are provided with their examination hall tickets before actual date of exam. In addition, actual examination date-wise schedule is also notified for prior intimation to students for needful.

Regarding internal examination at college level, if students are not satisfied with their internal marks, they apply to college, which is forwarded to the examination committee for grievances settlement. Examination committee forwarded such applications to respective departments for rechecking/ reassessment of such students and resolves their grievances within stipulated time period. The respective department re-evaluates/re-assess such students answer sheets/test papers/assignments and re-submit results to examination committee for rectifying marks, if any.

This correction is ensured by examination committee in final mark sheet which is to be submitted to examination portal on university website.

At university level:

In case of dissatisfaction with their marks in university exam, student fills online rechecking/reassessment form within 15 days of result announcement on university examination portal. Subsequently, college

forwards such applications to university for necessary action.

Examiners assess such answer sheets as per appointment of examiners by university. After assessment process university declares results and this is reflected in the final mark sheet of students as well as in online office register for reference of college and students.

End semester examinations are conducted by the affiliating university and mark sheet, degree certificates are issued by the university. However, the college ensures the smoothness of examination process through the online mechanism of the university throughout year starting from filling examination form, paying fees to getting hall tickets by students.

College assigns office staff to collect mark sheet and degree certificates from university and communicates to university timely regarding such issues. If any grievances occur related to them, the examination committee takes care of it and submitted to university for kind attention of such matters as early as possible for the benefit of students.

Received mark sheets from university are distributed by concerned office person without any fee from students. Hence, the college is committed to provide effective and transparent mechanism regarding grievances of student related issues of exam.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Dr. APJ Abdul Kalam Govt. College is affiliated with Gujarat University, Ahmedabad and University plans the academic calendar before the start of the academic year.

The college directly follows this academic calendar of university for academic activities viz. Commencement of semester classes, Schedule of internal evaluation examinations and its assessment, arranging expert lectures, implementation of co-curricular and extracurricular activities etc. for overall development of students.

The college through various department intimates all for activities as per academic calendar, and also informed prior through activity-wise notice on college notice board for wide publicity to students to be aware of ongoing activities schedule in each semester.

During orientation program of students at the beginning of semester of program, they are informed about academic calendar of the college (university) and Continuous Internal Evaluation (CIE) system.

College Principal conducts regular meeting of staff members & students for smooth implementation of the academic calendar.

The deadline of internal evaluation is already maintained on the academic calendar.

Assignments are given to students in advance to submit within the time limit. The respective faculty ensures the timely submission of assignments and its continuous evaluation in time bound manner.

Internal mark sheets are prepared as per academic calendar and are displayed on college notice board to ensure transparency of Continuous Internal Evaluation (CIE) process.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Gujarat University, Board of Study prepares the syllabus of each course of the subject.

The latest approved syllabus of each of the courses is uploaded on university website for availability to

students and all concerned.

At the start of the academic year, college constitutes a time table committee for every academic year. The committee takes inputs about each subject class time from Professor-in-charge of each subject, in each faculty. At faculty/subject/department level subject distribution among teachers are done as per required teaching scheme of the University for Lecture Class & practical/tutorial class.

In all, major objectives set by all are required course outcomes. For this purpose, Program outcomes (POs), Program Specific Outcomes (PSOc) and Course Outcomes (CO) and shared to respective faculty of the department for spreading awareness to students. Respective subject teacher provides POs, PSOs and COs to their students time to time to keep them updated of their commitment to study.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Dr. APJ Abdul Kalam Govt. College has simple mechanism to attain program outcomes, program specific outcomes and course outcomes.

The college considers marks of university examination only while analyse PO, PSO and CO.

The method to measuring the outcomes is very easy and straight forward and is distributed into 4 stages.

Measurement of Program Outcome (PO/PSO/CO)

Stage 1: PO/PSO/CO achieved efficiently if student is getting more than 60% (First class) in annual exam.

Stage 2: PO/PSO/CO achieved satisfactorily if student is getting marks between 50-59% (Second class) in annual exam.

Stage 3: PO/PSO/CO not achieved satisfactorily if student is getting marks between 36- 49% (Pass) in annual exam.

Stage 4: PO/PSO/CO not achieved at all if student is getting marks less than 36% in annual exam.

Summary (Student-wise and paper wise)

Stage	Stage of Achievement	Marks Obtained	
Stage 1	Efficient	>=60%	
Stage 2	Satisfactory	50-59%	
Stage 3	Not Satisfactory	36-49%	
Stage 4	Not Achieved	<36%	

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 79.56

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 362

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 455

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.25

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 30

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Being a UG college, there is no research assignment in the curriculum of the Gujarat University, Ahmedabad. Hence there is no incubation centre in the college.

However, teachers are motivated, and supported to carry out higher education at Ph.D. level by joining other institutions, as per CCS norms and UGC norms. During such courses, teachers carry out research work as per their specialization and topic of study. The teachers attends various conference and workshop

so that the research apptitute develop in them. The college supports by providing them TA and DA for such participation.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.16

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

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2018-19	2017-18	2016-17	2015-16	2014-15
03	06	05	05	05

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.9

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	07	09	14	10

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college believes in the holistic development of the students and sensitizing them by encouraging them to participate in various community development programs to develop their multitalented personality.

To influence the students, their understanding of the problems in the rural and urban areas of the union territory of DNH, the various policies of the Government or the society and their impact on human life are brought to the perception of the students (given as below).

- National Voters Day 2019
- Voter Awareness Workshop under SVEEP

- Awareness Programme on Disaster Management"
- Awareness program on Nutrition Value"
- Traffic Awareness Programme
- Fire Safety Awareness Programme

Following activities are done in the college to enable the students to cultivate the much-needed traits like self confidence, leadership, self-discipline, commitment and devotion, hard work and teamwork which will help them to excel in academics as well:

- Participation activity during Hon'ble Prime Minister visit at Daman
- Volunteer activity during Hon'ble Prime Minister visit at Silvassa
- Seminar on "Life Insurance advisor as a carrier"
- Seminar (Orientation) on "what is Rotract"
- Soft Skill Training Programme
- Programme on Communication Skill

Since the college is located in tribal region, with support of Vinoba Bhave Civil Hospital, (Silvassa), every year the awareness lecture and screening/Test of Sickle cell Anemia done at college.

The students accumulate new knowledge, experience changes in their attitude and behaviour positively towards the socially backward by following awareness programmes are done at college:

- "Khushal parivar ka mantar, do bachcho mein teen saal ka antar" Programme
- Essay competition on Fundamental Duties
- Competitions on Awareness of breast feeding week
- Lecture/Seminar on "Drug Abuse and Illicit Tracking in Adolescent"
- Declamation Contest (Elocution Competition) on "Patriotism and Nation Building"

Nature Awareness Program:

- Different competitions under "Wildlife week"

- Essay competition on "How to keep our city clean"
- Swachhata app and citizen feedback awareness program under Swachh Survekshan 2018
- The study of environmental study as a paper in the curriculum helps the students to gain theoretical knowledge on the concepts that affect the society nowadays.

The students are also encouraged to participate in the following activities.

- Planting of trees inside the campus
- Blood donation camps
- Swacchh Bharat Abhiyan

Voting awareness Programmes:

- "National Voters Day"
- "Voter Awareness Workshop under SVEEP"

The celebration of the birth anniversaries of Mahatma Gandhi, Sardar Patel, Swami Vivekananda & Dr. APJ Abdul Kalam to kindle the patriotic spirit of the students, develop self-discipline and tend to follow ethics in their personal and professional life.

Celebration of Independence Day, Republic Day and Dadra & Nagar Haveli Liberation Day to spread patriotic awareness among the society.

All the significant days such as Science Day, International Yoga Day, Teacher's Day, etc., are celebrated periodically to familiarize students with the value of our ancestors and traditions.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 37

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	05	03	07	04

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 8.27

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
150	170	82	280	0

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File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 58

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	19	08	03	02

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document]()

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Dr. APJ Abdul Kalam Government College Silvassa (Dokmardi) is spread over a campus of **8.57** acres to accommodate various infrastructural components.

The main building is Academic block which consists of three wings viz., Wing-A, Wing-B, Wing-C. The campus also possesses a student's activity center which is facilitated with a Gym, Cafeteria and Indoor games equipments.

Also, large open area for sports activities, two borewell, LPG connection and power generator (250 KVA to suffice campus electrical load, in case of power breakdown) are available in the college campus. Sewage Treatment Plant/ Water recycling unit is available in the campus for treatment of used water before final disposal.

In order to reduce power consumption, conventional tube lights have been replaced by LED in most of the classrooms. The college has allocated a room, which is named as Resource center for IQAC, NAAC, and RUSA purpose. There are 09 large classrooms (150 seats) fitted with green board with audio system and collar mike. There are two greenery lawns within the building. Around the greenery lawn there is space available for student's activities. In addition, with support of Tourism dept. there are other infrastructures available like 2000 seat Auditorium, a large open area to be used for multi purposes, a big pavilion, and a large underground parking space.

The campus is well connected with other parts of Silvassa, Dadra Nagar Haveli by local bus services. Nearest railway station is Vapi around 30 Km from campus. Also nearest airport is at Surat 130 Km, and at Mumbai 150 Km distance.

Infrastructure facilities are:

· 32 classrooms (09 classes are having sound system, comfortable furniture, sufficient natural light, artificial light system (LED Tubelight), good ventilation)

· 6 faculty rooms (fully equipped with furniture and fixture, computer systems)

· 08 academic department cabins (equipped with furniture & computer systems)

· Spacious library (with 11000 books, 57 subscribed magazines, e-library, reading hall, ICT, INFLIBNET)

· 04 Science laboratories (Chemistry, Microbiology, Physics, Botany)

·   Computer lab (47 PCs with internet facility)

·   Language lab (31 PCs with internet facility) through RUSA Equity Initiative

·   Drinking water facility (separate for staff and students)

·   In house washroom facilities (Girls wash room provided with Vending Machine & Incinerator through RUSA)

·   Internet facility (throughout the campus)

·   Water Recycling Unit/ STP

·   OHP and LCD projector

·   Portable amplifier & PA system

·   State-of-the-art laboratory equipment

·   Spacious parking area

·   Spacious play grounds

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Dr. APJ Abdul Kalam Govt. College has a Sports Ground which is Spacious enough to hold Football, Cricket, and Volleyball, Athletics and NCC activities and parade. There is an Activity Centre for Indoor Sports in College. Activity Centre included GYM, Indoor Sports and Sports room/Store. In Indoor Sports activities like Table Tennis, Chess, Boxing, Carom and Billiard are carried out in activity centre. College also has outdoor Badminton court in the middle of college building. College also used Indoor Badminton Hall and the Ground of Sports Department of Silvassa which is 1.5 Km far from the college. There is a Hall at upper floor of Library which is also used for Yoga and related activities.

Facilities for Sports and Games:

Details of infrastructure for Sports	Area	Description of Activities

Sports Ground	100*70 meters	Football, Cricket, Volleyball, Athletics and NCC Parade.
Gym	25*8 meters	Treadmill, Multi Gym, Recumbent Bike, Home Gym, Smith Machine etc.
Indoor Sports	25*16 Meters	Table Tennis, Chess, Carom , Boxing , Sports room
Outdoor Badminton Court	13.4*6.1 Meters	Badminton

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 50.42

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
162.01	192.65	140.88	135.08	56.97

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Learning Resource Centre (Library) is automated with NewGenLib Library automation software. This software is developed by Verus Solution Pvt Ltd and is first open source software library management software developed in India. The software has all modules and follows every internationals standard that makes any software reliable and reputed software. NewGenLib Supports MARC 21, ISBD, Z39.50 and all other standards and protocols. This software is adaptable with Barcoding facility and RFID facility. This software is also Web 2.0 compatible software where users can tag books creates their own list of books and mails the list of books of their choice. The users receive the e-mail of every transition such as on issue of book and on return of the book. The library can manage all type of collection with this software. Library has not opt any AMC for maintaining it from outside but maintained in-house.

The library has developed "Gyanoday" an institutional repository of the college that has books, media reports of the college, old newspapers, eBooks, faculty publication etc. in it. dSpaces software is used to develop this institutional repository and again no AMC is given as it is also maintained by the librarian himself. All books of the library are indexed in the software and barcoded.

Computers in Library

Sr. No.	Details	No. of Computers
1	E-library	10
2	Circulation	1
3	OPAC	1
4	Admin Work and Data server	3
	Total No. of Computers in Library	**15**

All computers in the library are well connected with the Internet and institutional LAN. The all computers are having the facility of power backup with the help of UPS.

The e-library is installed with 10 computers with high speed internet connections. Through these computers students may access e-resources, listen to the videos and complete other literary work.

Other technical infrastructure

Sr. No	Particulars of resource of Software	Remarks
1	Library Automation Software	NewGenLIb (Open Sou
2	Institutional repository	dSpace (Open Source
3	Library Website	Wordpress (Free sourc
4	Barcode Scanner	2

5	Barcode Printer	1	
6	Printer	1	
7	Scanner	1	

The library circulation, cataloguing and book indexing, and search is completely automated and being done with the help of the computers only.

Year	Name of the software	Nature of automation	Version	Year of Automation
2019-20	NewGenLib	Fully	3.1.3	2012
2018-19	NewGenLib	Fully	3.1.3	2012
2017-18	NewGenLib	Fully	3.1.2	2012
2016-17	NewGenLib	Fully	3.1.1	2012
2015-16	NewGenLib	Fully	3.1.1	2012
2014-15	NewGenLib	Fully	3.0.4	2012

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library is an important segment of any educational institute. The richness of the library tells the story of the academics of the institute. The college was established in 2011 and in just small period of 8 years it has developed to provide almost all services required for an Undergraduate institute. The Learning Resource Centre (Library) of the college is fulfilling all information need of the students and the faculty.

The college has a collection of more than 11,000 books from Arts, Commerce and Science, 57 magazines and periodicals, 16 newspapers in 4 languages, special collection of books written by Dr. APJ Abdul Kalam, CDs and DVDs and access to e-resources through NLIST, Shodhganga, National Digital Library and other e-resources.

The collection of Books includes textbooks, reference books, general reading books, etc. The library has recently developed book bank for Arts students and is in process to develop the same for science students. The variety of books includes encyclopedias; complete works of various authors, dictionaries, reports etc. are available in the library. The library is spread in two floors. Upper floor of the library is used for reading as well as LibTalk, workshop etc. Total seating capacity of the library is of about 250 students.

Being just an 8 year old college, the library doesn't hold any rare collection of books. However some e-books are added to institutional repository of the college from where the students can have access of these books. In addition, the several websites providing access to the rare books are also linked to the college library website.

The library provides various services such as reference, circulation, print, old exam paper, newspaper, book bank, literature search, library orientation, Libtalk (invited lectures on various topics), workshops, competitions (library month/week), Book exhibition etc.

The library has access to vast e-resources through NLIST, NDL, Shodhganga, and many other e-resources such as Sandhan, DOAJ, DOAB etc.

Online dititised rare books provided through the website of the college library.

http://www.rarebooksocietyofindia.org/

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

  1. e-journals
  2. e-ShodhSindhu
  3. Shodhganga Membership
  4. e-books
  5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.2

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.16	6.56	4.63	1.01	1.63

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 0

4.2.6.1 Average number of teachers and students using library per day over last one year

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institution upgrades its IT infrastructure regularly to meet the current technical requirements. 89 computers

are available for the students at computer center, language lab and e-library. Total 29 teachers have been provided separate PC with all peripherals & internet access. The staff utilizes these facilities for enhancing the teaching-learning process. The college library has also Internet-enabled (local server) to access the required information instantly by all in the campus. The college offices (using e-office facility of the UT Administration of DNH) have adequate IT infrastructure and software (10 PCs with internet) to record and maintain the student and faculty database. Internet bandwidth in the Institution (Leased line & RFP) is 20 MBPS.

The finance and accounts of the college are maintained with the help of accounting software 'Tally' & PFMS (for RUSA). The operations of the administration and finances are completely computerized thus facilitating timely reporting and efficient resource allocation. Centralized online admission is carried out by the Gujarat University. College office use eMLi (Integrated College Management System) software for Student, Academic, Examination, Establishment, Academic fees management. College office use e-Office software to promote paperless office. College is registered on GeM (Government e-Marketplace) for online procurement. Through National Scholarship Portal all scholarship activities carried out by college.

Most of the admission process activities have been performed with the help of ICT such as preparation of merit list, maintain seat matrix, collection of records, categorize application, tabulation, and selection of an applicant. The details of the applicant fill by online Google Form. Payment of fees has been made online.

The college library is automated with NewGenLib Library automation software since 2012. It has a barcode facility, access to students through social media platforms and its website. The library has also developed an institutional repository using Dspace, where several digital objects and kept for the students. The library has subscribed to NDL and various databases, e-books, and e-journals through NLIST of INFLIBNET. The library provides ample opportunity to study various authors and subjects through the open access system.

The college has sufficient IT facilities. The students can access to high-speed internet through the computer lab and e-library. The Library has developed a Facebook page where all activities of the college are updated.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 11.78

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 43.75

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
133.29	140.32	131.13	147.45	48.05

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college campus spans around **8.57** acre with the vast infrastructure, installations, and equipments. Regular preventive maintenance is carried out as well as all electrical equipments are check on time to time. Others such as water installation, sewage, garbage disposal are check on time to time. The electricians carpenter, plumber, clerical assistants are always touch in college for smooth functioning of college works. The campus workers, sweepers and gardeners perform their assigned duty on regular basis to make campus clean, hygiene and healthy. Sweeper and campus workers clean classrooms, common areas, administrative office regularly.

Science Laboratories:

There are adequate laboratory assistants in the science department such as Physics, Chemistry, Botany, and Microbiology to maintain the equipments and laboratories. With that, computer learning center as well as language learning center have sufficient assistants to maintain the electronics equipments as well as others items. All computers related equipments are maintain and serviced by agencies/manufacturers as and when required. Each laboratories and computer center maintain their stock and verified annually and damaged items discarded. Regularly check electrical, electronic and mechanical items and maintain them.

Classrooms:

The classroom facilities such as blackboards, electrical fittings and furniture, etc. are regularly maintained and serviced by agencies.

Library:

The librarian and library supporting staff maintains the college library books and library items. College library is in fully automation process and most of work complete by computer software as well as hardware. Inventory management accomplish through software.

Sports:

In sports, play ground, indoor game rooms are regularly cleaned and well maintained by sweeper by instruction of Physical Instructor.

Power generation and energy conservation:

All buildings are connected through a generator to provide uninterrupted power supply. All power/electrical installations are under agencies for proper maintenance.

Water supply:

There are 8 water purifier placed in each floor of wing. The water purifier are cleaned and maintained on a regular basis. The 01 large overhead tank, are periodically maintained.

Sewage Treatment Plant:

The college has sewage water disposal facility and checked periodically.

Medical facilities:

College has a dynamic network with Vinoba Bhave Civil Hospital which provide ambulance facilities in case of emergency and if required the patients are admitted in that hospitals.

Parking Facilities:

Adequate parking facilities for bicycles motorized two wheelers and four-wheelers are available at specific location.

Security:

The College security operation is outsourced and 10 security guards supervised by 01 Assistant security officers provide security throughout the college campus round the clock. The security operations are managed by the security Liaison officer. CCTV is installed in all the prime locations of the Campus.

Students' Centre:

Large spaced canteen is present in a college premise. The canteen exclusively used the two rooms for kitchen and cold storage machine respectively. The large areas are used for student as well as staff seating.

Staff council have been constituted for maintenance of infrastructure facilities and equipment

1. Admission Committee
2. Purchase Committee
3. Examination Committee
4. Cultural and Extra-Curricular Activities Committee
5. Discipline & Anti-Ragging Committee
6. Women Development Committee
7. Career Counseling Committee
8. College Magazine Committee
9. Time Table Committee
10. Student Welfare Committee
11. SC/ST Cell
12. Campus Development Committee
13. Academic Development Committee
14. Youth Festival Committee
15. Canteen Monitoring Committee
16. Crisis Management Committee

- **Purchase Committee**

All laboratories equipment, instruments and items are purchased by approval and scrutiny by purchase committee. Through that, optimal utilized the fund which is allocated to the respective department on each academic year. The purchase committee looks all details as per quotes and technical quotations. Mostly, GeM has used for purchase equipment, instruments and other items.

- **Campus and Academic Development Committee**

This committee gives suggestions for academic as well as building development. In academic development suggests academic infrastructure. Building development varies out the required civil works in the college such as whitewashing, constructing/renovating buildings and other repair works.

The admission committee looks smooth functioning of the admission process. Examination committees perform examination as per the Gujarat University schedule and others work such student marks summarization, etc. Cultural and extra-curricular activities committee organizes annual functions and other activities such as student farewell, student welcome party, etc. Discipline and Anti-ragging committee monitor student illicit activities and actions on them if it is required. Throughout the whole academic year maintain discipline by this committee. Others committees work as per their allotted work to function college smoothly.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 25.29

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
475	463	607	432	86

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 46.23

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1031	648	1032	1096	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 2.12

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
75	58	15	18	8

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	00	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.89

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	5	1	4	1

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 39.84

5.2.2.1 Number of outgoing students progressing to higher education

Response: 147

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Dr. A P J Abdul Kalam Govt. College has its own mechanisms of student representation and participation at various levels and scales for overall development of various skills and capabilities of the students. In place of student council, Our College has a unique "Student Representative Council", which helps to

coordinate various activities of the college, and also acts as the coordinating agency between students of the college and the college management. In the beginning of each academic session, from each class, class topper students are designated as class representatives, selected on the basis of merit and as per Gujarat University norms. The Student Representatives act as the bridge between students and the College Management. They also help to communicate students' problems or grievances to the College Management. Thus, the active participation of students in the organization of various college level programs such as Annual day, Cultural events and competitions, Sports events and competitions, Youth Day celebration, etc. have been proven and their excellence in leadership and organizational abilities has been shown beyond doubt in organization of number of events inside as well as outside of the college. This has been visible at several occasions at the college level and off campus assignments to the college. The students have rendered best service in crowd & traffic management during VIP visits (Hon'ble PM & H.M Visits) in Silvassa and earned lots of appreciation from the organizing departments like Police dept., Road Transport Dept. & Education Dept. In addition, the students' participation in swachchhata programs, tree plantation etc. has been significant. Also, students' participation in NSS activities at various levels has been significant.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 35.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	37	37	34	32

File Description	Document
Report of the event	[View Document]
Number of sports and cultural activities / competitions organised per year	[View Document]

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Dr. APJ Abdul Kalam Government College does not have a registered Alunmi Association at present. However, the same is under process. As the college is new Alunmni association has to take place from the scretch. The college was established and it has generated 6 batches of graduate students in Arts and Commerce and 5 batches in Science. The college at departmental level maintains the contact with alumnies and have some records of them. Once the Alumni Association is registered it will function more smoothly and will get more exposure.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Dr. APJ Abdul Kalam Govt. College (established in 2011) is focused to promote quality higher education under Dadra Nagar Haveli Uchcha Shikshya Samiti, a registered society of UT Administration of Dadra Nagar Haveli. Under this, the Governing Body is having full power for all issues regarding development of the college like recruitment & service matters, creation of infrastructures, financial provisions etc. Issues having financial implications are addressed by competent authority.

The college management takes care for overall development of the students through due approval of the competent authority. All students, teaching and non-teaching staff members closely work in team spirit with the Principal & college office for timely achieving the mission and vision of the college.

Mission:

The mission of Dr. APJ Abdul Kalam Govt. College is to provide innovative educational environment, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper. Briefly stated, the College achieves its mission by way of adopting following measures:

1. Demonstrate excellence in staffing, facilities, programmes and services
2. Endorse continuous improvement
3. Anticipate needs and respond accordingly
4. Promote creativity and innovation
5. Develop systems that promote students' and employees' success
6. Exceed student and community's expectations
7. Encourage inter-departmental collaboration

Vision:

1. Transforming lives and communities through learning
2. To impart quality education through traditional and innovative learning practices
3. To provide a dynamic and creative academic environment, to tap and nurture talent for the development of professional skills and an all-round personality
4. To inculcate good moral values and a sense of nationalism, in keeping with the glorious heritage of the Administration

Various committees are formed every year by including teaching and non-teaching staff of the college. Staff members participate in meetings of various committees and gives positive suggestions regarding development of the college, improvement in teaching and learning process, and fulfillment of the need of students. Some examples are as below.

1. Admission: Every Academic year an admission committee is formed to look after the admission work in the college. During this, students are provided an admission brochure, details of reservation and rules for admission as per decision of the competent authority.

2. Examination: This is looked after by duly constituted examination committee. The examination committee is also formed annually to work in respect of internal and external examination, within the schedule of the Gujarat University & its academic calendar.

3. Disciplinary committee is responsible to maintain the discipline in the college premises. The committee monitors students behavioral aspects, their issues, endeavor to implement discipline rules. For this purpose, CCTV surveillance available in the college campus is also helpful in resolving any issues.

4. Campus development committee is created to discuss need of any campus development work, monitoring and verification of any such work done in the college, and assist the college management for quality work and services. Likewise several other committees are formed to manage and look after different work of academic and administrative activities of the college, including students' activities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The management of Dr. APJ Abdul Kalam Govt. College follows the policy of decentralization by including various stake holders in different committees. The Governing Body of the college has full powers for taking decision regarding the college. There is also an Executive Committee and Management Committee for smooth functioning of the college.

The college has different committees/cells for handling different issues of the college. The list is given as below:

1. IQAC
2. NAAC Steering Committee
3. Academic Development Committee
4. Admission & Enrolment Monitoring Committee
5. Examination Committee
6. Cultural and Extra Curricular Activities Committee
7. Discipline & Anti-Ragging Committee
8. Women Development Committee
9. Career Counselling Committee
10. College Magazine Committee

11. Time Table Committee
12. Student Welfare Committee
13. SC/ST cum Minorty Cell
14. Campus Development Committee
15. Youth Festival Committee
16. OBC Cell
17. Internal Complaint Committee/Internal Committee-sexual Harassment of women at work place.
18. College Sports Committee
19. College Swachhta Committee
20. A Committee for Student grievance and redressal

Case Study (Examination Committee):

Examination Committee is formed every year by the college having teachers as well. As per schedule of Gujarat University, Internal Examination is arranged by the college. The committee under chairmanship of the principal decides about the whole requirement. Teachers prepare the question paper and submit to the committee, which maintains transparency & confidentiality. Teaching staff of the college assesses and evaluate the answer sheets of internal exam and submit internal marks to the exam committee every year. Exam committee compiles all the internal marks, verify it and upload it on the website of the Gujarat University, Ahmedabad, within prescribed time.

External Examinations are conducted in the college as per the schedule of Gujarat University every year. Exam committee prepares seating arrangement and duty chart for supervision in the external exam. Teaching and non-teaching staff performs duty as senior and junior supervisor in the external exam as per the duty chart circulated by the college. On each day of the examination, an observer from the university does come with packets of question papers, which is opened after the bell for starting the examination in the hall, for each block. A block of 30 students requires one junior supervisor.

Gujarat University offered Continuous Evaluation System to its affiliated colleges from 2018-19 as per the circular of Government of Gujarat. A meeting of Exam Committee was held with Principalof the college for discussion on the new method and it was decided to adopt the new system of Continuous Evaluation System. A notice was issued to all the teaching staff of the college regarding adoption of this system from 2018-19 and also instructions were given to prepare internal marks as per the new system. All the teaching staff uses the Continuous Evaluation System from academic year 2018-19 and prepared internal marks as per the newly adopted system and submit to the exam committee for uploading it on the website of the Gujarat University.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategic plans regarding the development of the college as approved by the competent authority are as below:

1. College has been granted recognition of the UGC under its 2(f) list as per UGC Act. Accordingly, for getting 12 (B) of the UGC, college is planned to take permanent affiliation of the Gujarat University Ahmedabad. For this, college has already applied to the university. It is expected to get the permanent affiliation in near future.

2. College has planned to start coaching facility for students for preparing them to appear for competitive examination for job conducted by UPSC/SSC/SSB/RRB etc. For this purpose college is under process of empanelment of a reputed coaching institution through open quotation notice. Final selection f the agency is expected in near future.

3. College has planned to sponsor all students' activities in the campus & off campus activities. This is fully implemented in the college for wide opportunity to all class of students without any financial barriers. This has motivated all students to participate and grow through activities and make them a smart graduate.

4. College has planned to start Post graduation courses as per demand of the students. For this college has applied to the Gujarat University Ahmedabad, which has started its procedures for a local inspection of the college in near future.

5. College has planned to organize subject based student centric expert lectures in various subjects by inviting reputed exerts from outside institutions.

6. College has planned to organize workshops & seminars for skill training of students to make them employable.

7. College has planned to facilitate a modern Auditorium and student's activity centre for all in the campus.

8 College has planned to promote training of students through sports in college & university games with full financial support.

9. Collele has planned to promote reading habits in students through Book Bank.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Hon'ble Administrator (DD & DNH) is the chairman of the Governing Body of Dadra and Nagar Haveli Ucchha Shikshya Samiti. The Governing Body of the Samiti is the supreme decision making authority regarding college.

Secretary Education (DD & DNH) is the Member Secretary of the Governing Body and Chairman of the Executive Committee of Dadra & Nagar Haveli Ucchha Shikshya Samiti.

Principal of the college is the Member Secretary of the Executive Committee of Dadra & Nagar Haveli Ucchha Shikshya Samiti. He is responsible for all routine arrangements of admission process, teaching work, examinations and other activities of the college with the help of various committees and teaching-non teaching staff of the college.

The Governing Body of the college had resolved to adopt the prevalent government norms like CCS, UGC etc. for all administrative and academic procedures.

Recruitment of all the teaching staff is done as per the rules and regulations of UGC and Gujarat University, Ahmedabad. Recruitment of non-teaching staff is done as per the rules and regulations of U.T. Administration of DNH & Govt. of India.

For financial transparency all rules of GFR are followed and a purchase committee is formed to look after the procurement process in the college.

The Principal of the college through various committees manages the college. There are set structure of various committees and procedures. The organizational structure is already set and all teaching and not teaching staff works under principal. These staff includes teachers, librarian, physical instructor, lab assistants, administrative staff etc.

Service rules: Service rules are as per UGC and CCS for teaching and not-teaching staff respectively.

Students Grievances and issues: There are several committees which are working to address the issues of students such as student grievance committee, anti-ragging committee, disciplinary committee, sexual

harassment committee etc. General committees like admission committees and examination committee already works to address the specific issues of admission and exam.

In addition to these committees the students can either put complaint in complaint drop box or directly access to the principal of the college regarding any unsolved problem.

This way the college is working smoothly with the help of a predefined and set structure of committees and authorities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and

implementation of their resolutions

Response:

Various committees are formed by the college management including teaching staff and non-teaching staff of the college every year. All committees arranged meetings at regular intervals with Principal of the college and works as per decisions taken in the meetings. Convener of all the committees submit reports to the college office at the end of the academic year. All the committees of the college workas per the requirement of the college and the committee that contribute to the overall development of the college and students.

These committees are constituted by college under chairmanship of the Principal in the beginning of academic session and the preference is given to the teachers expertise and interest. On the basis of willingness the committees are formed. In this way, the democracy is maintained in formation of the committees too that reflects in the work efficiency of the committees and their output.

Some of these committees are:

- Admission committee
- Examination committee
- Campus development committee
- Disciplinary committee
- Women Development Committee
- RUSA

Some initiatives of these committees are as follows.

1. Installation of CCTV Cameras in the college
2. Display of core values of the college through the flags
3. Development of the laboratories
4. Subscription of NLIST database of INFLIBNET
5. Starting of Book Bank in college

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Dr. APJ Abdul Kalam Government College being a government college follows all employee welfare

measure as per service rules provided by the Government of India, University Grants Commission, and UT Administration through decision of the Governing body of the college. These incentives and welfare measures play an important role in boosting the moral of employees. It also motivates the employees to give their best for the betterment of the students & the institution. The welfare measure followed by the institution are as following

1. **Study Leave**: For higher education
2. **Duty Leave**: For Participation in Seminars, Conferences, Workshops, perform examination duty as observer in NTA, UGC NET and University Exams etc.
3. **Medical Leave**
4. **Maternity Leave**
5. **Paternity Leave**
6. **National Pension Scheme as per GOI rules**
7. **Diwali Bonus as per GOI Rules to group B and C employees**
8. **Residential Quarters:** The College provides residential quarters for the teaching and the nonteaching staff in the General Pool quarters of the UT Administration Staff on the campus.
9. **Medical Reimbursement**: The faculty and staff members receive the medical expenses incurred as per the GOI rule.
10. **LTC Home Town**
11. **LTC Anywhere in India**
12. **Children Education Allowances**: college reimburse children education allowances to teaching and non-teaching staff as per the rules and regulation.
13. **Appreciation of staff -** Distinct achievement of staff is appreciated in the form of felicitation in the annual day of the college.
14. **Uniforms and rainwear to MTS Staff.**
    1. **Staff Tour:** College has organized a tour of Shirdi on 24 Feb. 2018 for teaching and non-teaching staff of the college.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.69

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	00

20-02-2020 03:55:06

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 41.33

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	04	20	20	12

20-02-2020 03:55:07

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Dr. APJ Abdul Kalam Govt. College uses performance appraisal system for both teaching and non-teaching staff of the college. College has adopted Performance Based Appraisal System (PBAS) of UGC for evaluation of performance of teaching staff. PBAS(API) forms are filled up by teaching staff at the end of every academic year and it was screened by the API Screening Committee of the college. Promotion of the teaching staff is linked with the PBAS forms.

The teacher's performance appraisal forms consist of:

- Category I: Teaching, Learning, and Evaluation Related Activities
- Category: II: Professional Development, Co-curricular and Extension activities
- Category: III: Research and Academic Contributions.

Annual Confidential Report (ACR) is used for Non-teaching staff of the college. The ACR format includes all the aspect of the non-teaching staff of the college. Head of the Institute has the powers to assess the ACR forms of non-teaching staff. Promotion of the non-teaching staff is linked with the ACR forms.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has appointed statutory auditor for audit of all financial aspects. Statutory Audit of the college is done regularly every year by the qualified chartered accountant appointed by the college through RFP process. Dr. APJ Abdul Kalam Govt. College maintains all financial records as per the rules and regulation. The college believes in transparency in all financial matters of the college. The college submits

its audit reports to various authorities regularly such as executive committee, Governing body and registrar of the society. The list of year wise auditor is given below:

Year	Name of Auditor
2014-15	Kakaria & Associates, Chartered Accountants, Vapi
2015-16	Kakaria & Associates, Chartered Accountants, Vapi
2016-17	Agarwal & Dhandhania, Chartered Accountants, Surat
2017-18	Agarwal & Dhandhania, Chartered Accountants, Surat
2018-19	Agarwal & Dhandhania, Chartered Accountants, Surat

In case of need, con-currence of Finance department, UT administration of Dadra & Nagar Haveli is also taken by the competent authority before taking up financial aspects of specific values, based on proposal type and delegation of powers of the authorities concerned.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 60.89

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
12.8	16.53	6.49	25.07	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Dr. APJ Abdul Kalam Govt. College under Dadra Nagar Haveli Uchcha Sikshya Samiti is fully funded by Grant-in Aid head of Department of Higher Education, DNH. In order to have proper utilization, there is an order of the governing body for delegation of power (DoP). Every type of utilization is initiated by the college as per DoP and submitted for approval of the competent authority. In addition to the funds provided through the administration other source of financial resources are students fees, fines, university fees, CSR initiatives of local industries, and other project based grants from various government departments such as RUSA, MHRD New Delhi. College uses its financial resources properly for the development of the college and for the betterment of the staff and the students. The year wise details of the various funds received is as below.

Sr. No	Description of Head	2018-19	2017-18	2016-17	2015-16	2014-
1	Grant in Aid (General)	60000000.00	60000000.00	60000000.00	60000000.00	3500
2	Grant in Aid (creation of capital	0.00	50000000.00	110000000.00	80000000.00	0.00
3	RUSA	0.00	4500000.00	0.00	0.00	0.00
4	Admission fees	2009730.00	1952050.00	1566163.00	1567271.00	1538
5	University	709330.00	495160.00	405960.00	394181.00	1684
6	Fines	28793.00	26739.00	24922.00	21992.00	3070
7	NEGD	0.00	0.00	94500.00	0.00	0.00
8	Private Agency	1280580.00	1653755.00	649615.00	2507795.00	0.00
9	MHRD(UBA)	50000.00	0.00	0.00	0.00	0.00
	Total	64078433.00	118627704.00	172741160.00	144491239.00	3673

Utilization of financial resource:

The use of resource depends on the college as per delegation of financial powers of society and GOI. Different officers are having executive power for the utilization of the funds such as principal, Director of Education, Secretary, Education and Honorable Administrator of the UT of Dadra and Nagar Haveli who is chairman of the uchcha shiksha samiti.

College has a purchase committee as per GFR and revised every year to observe the purchase process of the college. No purchase or service orders can be given to the vendor without recommendation of the purchase committee.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Internal Quality Assurance Cell was established in our college on 16-3-2016. The cell has been constituted with following members:

1. I/C. Principal,   Chairman
2. Dr. Shahabuddin. Asstt. Prof.   Member
3. Dr. DashrathChowdhary, Asstt. Prof.,   Member
4. Smt. ShrutiJha, Asstt. Prof.,   Member
5. Dr. Gaurangkumar C. Barot, Asstt. Prof., Member
6. Dr. Suresh Chavda, Asstt. Prof.,   Member
7. Dr. Himanshu Patel, Asstt. Prof.,   Member
8. Shri Hiren K. Patel, Admin-cum-Accounts Officer,   Member
9. Dr. Chirantan Rawal, Asstt. Prof.,   Co-ordinator

External Experts on Quality Management

1. Dr. Guruduttaa P. Japee, Director-Quality Assurance Department,KCG
2. Dr. Sandip K. Bhatt, Professor & Head, P.G. Dept. of Business Studies,

Co-ordinator IQAC, Sardar Patel University

1. Dr. H.A. Desai, Principal, Rofel Arts and Commerce College

Dr. APJ Abdul Kalam is a newly established college and it has been working on the recommendations of IQAC.

- College applied for 2f and 12B certificate on the basis of recommendations of IQAC and has been awarded 2f certificate by UGC vide its letter Dated: 06th November 2019. Various recommendation of the 1st IQAC has been implemented.
- It is decided in the meeting of IQAC to make improvement in the functioning of the institution by developing various faculties/Departments. On the basis of decision taken in the meeting, Departments were formed and respective professor in-charge has been designated on rotation basis.
- Many other works done in college on the basis of recommendations of IQAC. For example, separate room for NAAC, IQAC & RUSA is provided, development of computer lab & language lab, modernization of college library, experts talk on various subjects etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Dr. APJ Abdul Kalam Govt. College reviews teaching learning process and methodologies regularly in meeting of all teaching staff. College believes in providing quality education to the students and overall development of the students. College management provides necessary infrastructures for better experience of teaching and learning process. All the assistant professors of this college is highly qualified as per the rules and regulations of UGC and they are trying their best for the improvement of students. Teaching staff uses various methods according to the syllabus and topic for classroom teaching. Lecture Delivery method, Seminar, Unit test, Presentations, Group discussions, use of ICT, PPT presentations and other methods are used by faculty members of the college. For quality enhancement, the recommendation of the IQAC has been implanted. Also, regular initiatives are taken by the college for students training and capacity building by inviting experts.

Besides this IQAC has taken following initiative

- Organized National Seminar for NAAC Accreditation and Assessment.
- Recommended creation of departments and HoDs
    - Up-gradation of library and subscription of e-resources

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

- Dr. APJ Abdul Kalam Govt College provides personal computers with printers to non-teaching staff (UDC, LDC, Admin-cum-Accounts Officer) of the college from 2011-12.
- E-Library system was established in our college library from the year 2015.
- Kalam Reading Gallery was established in college library in year 2015.
- Implemented dSapce in Library in 2014-15
- College subscribed to NLIST in 2017-18
- College library implemented Barcoding system from the year 2016.
- College library gets membership of NDL in 2016.
- Dr. APJ Abdul Kalam Govt College provides personal computers with printer to all teaching staff of the college from 2016-17.
- Language Laboratory for English and Gujarati subjects are established in college and classes in language lab were started from the academic year 2018-19.
- There are 133 CCTV cameras installed in 2018-19 in our college for safety and other measures. Cameras are installed in all the classrooms, staffrooms, offices and lobbies of college building.
- Implementation of e-governance in Administration, Finance, Examination etc.
- Beginning of College Website in 18-19
- Development of Kitchen Garden in College
- Beginning of Bharat Scouts and Guides wing.
- Started intercom facility to connect all departments
- Installation of cable tray to protect and carry different wiring in the campus
- Installation of Fibre Optics 20MBps Internet and LAN System
- Conducted various soft skill programs for students
- Established Computer Laboratory with 47 computers.
- Started Canteen facility for students and staff.
- Appointed professor in-charges of various departments.
- Old Scanned Exam papers are available through library on LAN.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	00	00	2	1

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

There is women development committee in the college for the welfare of the girl students of the college. Sensitivity towards the girls is being exhibit in the college through several aspects

Infrastructure:

1. The College has installed CCTV cameras throughout the college for the security and protection of the campus and the students. The cameras are installed inside classrooms, labs, computer labs, library and at all other areas of the college.
2. The college has also deployed security agency to ensure security of the students and the campus day and night. For girls females security guards are also deployed.
3. The college has also installed Sanitary napkin vending machines in all washroom of the college to make the girls students free. Separate ladies toilets are available on each floor.
4. Canteen facility is also available so that the girls and other student are not forced to go out of the

campus for food.

5. A common room for girl is also available in the college for the pass their free time and relax.
6. Fire safety equipment are installed at various locations in the college for the safety of the students and the college.
7. The college is surrounded the wall compound and with the single entry gate. The work of activity center construction is in process.
8. First Aid facility available in the college for students and all other who require it.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 175

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.29

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: .5

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 175

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. **Solid waste management:** The College has installed various dustbins in different areas of the college. The garbage Wet and Dry is then collected by the SMC vehicle which is separated as Bio-degradable and dry waste. The SMC has compost creation mechanism or the same. The college is planning to develop its own Compost creation mechanism in coming days. The college has created an Eco-club to shape this mechanism and increase awareness about the waste management.

The college has its own paper shredder machine to make paper easily recyclable. This machine is use to shred the papers which are not of use and other confidential papers.

2. **Liquid waste management:** College has inbuilt 160 KLD STP developed in 2015. The STP is used to treat used water and make it reusable. The recycled water is used for various purpose in the campus.

3. **E-waste management:** Being Very new college, presently the college has no setup regarding e-waste management system. The college is planning to develop an e-waste system in coming days.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college building is new and still some parts of the campus are under construction. During the development of the campus the matter of **Rain water harvesting** was considered and a system of rain water harvesting was developed. The college campus has a scientifically well-equipped rainwater harvesting system. Through various routes the water accumulated from the rooftop and other areas gets collected to the underground tank. This water is used for the routing use of the college. The capacity of the tank is of 50,000 ltr.

In addition to the rain water harvesting, a **bore well charging** system is also developed during the construction of the building. There are two units in working condition. Some the roof top area water is collected with the pipes and send to the pits. The structure of the pits is scientific and it cleans the water before harvesting. There are three layers of the system

- 1 Bricks
- 2 Concrete stones
- 3 Sand.

College is proud that it uses its own water for the daily uses. These plants also increase the water level of the area.

Also the green and free area of the college campus helps the rain water to stay in the soil for longer period.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Our college building is with skylights for natural light and high roofs for cooling. The construction of the college allows for natural ventilation and lighting throughout the college. Long windows in library eliminates the need for artificial lighting and air.

College students used SARTHI Bus facility of the Silvassa City Transportation. There is a Bus Stop outside of the college. Most of the students use this Bus facility.

Our college is no smoking zone.

Office has paper shredder machine. College has been planted many trees and has 150 trees planted like Gulmohor, Mango, Neem Asoka etc. there is also vegetable garden in the college.

There is active and functional Eco-Club in the college. Through the NSS and Bharat Scouts and Guides unit of the college several activities like, Swacchhta Abhiyan, Tree Plantation program are organized time to time.

With the help of Hi speed Internet College is trying to achieve its 100 % Paperless goal. The administration

of the college has started to use e-offices system to reduce the uses of paper.

File Description	Document
Any additional information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.23

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.520	1.391	0.812	0.243	0.045

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 9

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 1

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

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File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 16

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	04	03	03	03

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates National festivals, Birth and Death anniversaries of great Indian personalities like Mahatma Gandhi, Dr. APJ Abdul Kalam, S. Radhakrishnan etc. college also celebrates 15 August Independence Day , 26 January Republic Day, 2 August Libration Day of Dadra & Nagar Haveli. Students

performs Patriotic songs on this occasion. In addition to these national festivals the college also celebrates National Yoga Day also.

Celebration of such days aware the students about the contributions of the great personalities in the independence of the nation and celebration of national festival encourage them to take care of nation and be responsible towards the fundamental duties. The college also celebrates the constitution day. The entrance of the college has displayed the preamble of the constitution of India.

On the occasion of Sardar Vallabhbhai Patel Jayanti on 31 October (Rashtriya Ekta Diwas) Students and staff of the college take part in the "Run for Unity".

On the occasion of Gandhi Jayanti Swacchhta Abhiyan Program has been organized. All students and staff clean the entire campus and roads etc. on 2nd October 2019 the Autobiography of Mahatma Gandhi "My Experience with Truth" was distributed to all students and staff members. Gandhian philosopher and Prof. Bharat Mehta was invited in the college to share the thoughts of Mahatma Gandhi.

The birthday of S. Radhakrishnan 5 September (Teacher's Day) is also celebrated by the students. During this celebration several cultural activities takes place.

On the death of former Prime Minister of India, Shri Atal Bihari Bajpeyee, the students took part in the tributary program where they were informed about the contribution of Shri Atal Bihari Bajpeyee in Indian politics.

The college is named after Dr. APJ Abdul Kalam and every year birth of Dr. Kalam is celebrated and tribute to Dr. Kalam is given to on his death anniversary. College also organizes blood donation camp on his death or birth anniversary.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains transparency at various levels such as financial, admission, exam, administration etc. The details of each aspect is as blow.

Financial

The college follows all Government rules in regards of financial dealing and expenditures. The GFR 2017 is fully applied to the functionality of the College. The financial powers are distributed at various level as per delegation of financial power rules. The college has constituted a purchase committee which looks after

the financial procedures. All purchase and done through the set procedures such as quotation notice, limited tender notice, e-tender notice and as per the latest guidelines of Government of India the goods are being purchased from GEM.

Internal and Statutory audit is also done by the external auditors. The auditors are also appointed following the established procedure.

Admission

At the beginning of the session, the admission committee is formed. This committee is responsible for the admission procedure of till next academic session. The press release of the admission in the college is released through noticeboard, Website and media to make aware the community about the opening of admission in the college. The committee follows the reservation criteria as mentioned in the rules. The college has its own admission prospectus that includes every details of the admission, subject, facilities of the college, their codes of conduct, and various affidavits. The students have to fill online admission forms and submit a physical copy too with required certificates. The admission committee checks eligibility of every student and prepares the merit list with waiting list students. The list is displayed on the notice board with their percentages to make it transparent.

Examination

Examination is another aspect where transparency is maintained through the examination committee. All norms of the examination and marking are set and disclosed to all students. The examination committee through timely notices keep the students aware and the CIE by teachers are done as per the rules. The respective teachers submits the CIE marks to exam committee which make it public for students. Students can put their objection if any to the exam committee. After finalization the marks are forwarded to the university.

Academics:

Various committees are formed to look into different activities of the college. The committees meets regularly and takes various decisions. The consult with the principal for any proposal and activity. The activities are done following the academic calendar.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practices 1

Installation of Sanitary Napkin Vending Machine and incinerator

1. Objectives of the Practice

1. Making girls students aware about sanitary napkin
2. Making the life of female students easy during campus time
3. Availability of sanitary napkins for girl students any time at campus
4. Making the sanitary napkins available at nominal rates for girl students
5. Making the girl students use sanitary napkins and avoid use of unhygienic products

2. Context

The issue of Menstruation cycle is well known among all of us. The girls / females have to pass through this every month. They use cloths etc products during this period.

As this is a general routine but its time is uncertain. So, it becomes difficult for working female / college girls, to cope up with various related issues. One out of all is lack of required resources, which may create an embarrassing situation.

In order to resolve these issues, rural girls/ females from the poor family generally use unhygienic cloths from age old traditions, which are dangerous to their health most of the time. As remedial measures, sanitary napkins available in market are costly and due to that it becomes unaffordable for girl students and female staff. In addition, lack of awareness is also a reason that the girls/ females do not use it.

Those who are aware of it may escape the use of napkin due to non availability at proper time and working place.

In view of all above issues, the college decided to make the life of girl students and female staff easier during campus time.

3. Practices

The college installed vending machine (containing sanitary napkins) and incinerators in every girl washrooms. The sanitary napkins are available through these machines at nominal price of Rs. 1. The amount is just fixed to avoid misuse and wastage of the sanitary napkin. These machines were installed in year 2017 under equity initiative of RUSA. The machines are checked regularly for technical issues and availability for napkins. A register is maintained for refilling the sanitary napkins that also shows the use of it. Some programs are also held to make the girls aware about use of sanitary napkins and educate them about menstruation cycle, and promoting hygienic and safer practices for good health.

4. Evidence of Success

The machines were installed in year 2017 and it is working for more than 2 years. The testimonials of the girl students and uninterrupted use of the machines are encouraging.

The availability of this facility makes the girl students / female staff fearless and girl students even come to college without any fear. The fear which may distract them from the studies is not the issue now. The availability of the napkins at nominal price also motivates the girl students to use it and avoid unhygienic products that may harm them physically.

5. Problems Encountered and Resources Required

The maintenance of this resource required the taking care of service in two ways

1. maintenance of machine in respect of technical issues
2. refilling the machine napkin regularly

The vender, who supplied & installed the machine, is called for service and maintenance whenever necessary. In addition to this, availability of 08 machines in the campus facilitates continuous services to all females, even in time when any machine is out of order. To resolve need of napkin refilling, timely procurement is done by the college to have sufficient stock of napkin, all time.

Best Practices 2

College Funding to students' programs such as fresher's party, farewell party, annual day, sports activity etc.

1. Objectives of the Practice

a.   Motivating students to participate in all activities of college

b.   To avoid contribution culture among students for fresher's party, farewell party, annual day, sports activity etc

c.   To promote equality among students without any barrier

d.   To discourage the issue of financial backwardness of students at college platform

2. The Context

   The aim of education is to promote the equal opportunity to all students regardless their social, financial, regional background. Every educational institution should promote it. However there are several perspectives where students contribute to organize various programs in college such as fresher's party, farewell party, annual day, sports activity etc.

   In these programs the leadership is taken by the students who are financially strong and come from economically sound families. The students who are poor and cannot contribute financially are marginalized and do not participate in these programs.

   This practice demotivates the students who are talented but being financially weak they escape these programs. Such practice may de-motivate students and it can effect on their education too.

   The college took cognizance of these issues and decided to overcome this issue through approval of competent authority.

3. The Practice

On students demand, proposal to conduct such activities is initiated by the cultural committee and all financial decision is taken as per order for delegation of power.

Through perusal and consideration of competent authorities, the proposal was approved in 2018, and since then, all such programs are completely sponsored by the college under income head students "fee Receipt".

4. Evidence of Success

After this initiative the participation of the students in these programs enhanced significantly. It has also demotivated the elements that were responsible for non participation of students in these programs.

The students having talent but with financial weakness have been facilitated equal opportunity. Wide participation of specially girl students coming from poor background is the real benefit of such initiative by the college.

5. Problems Encountered and Resources Required

Earlier, such programs (like fresher party & farewell party) were organized by contribution of students only. Because of financially poor background of several students, there was less participation. Even, this was viewed as de-motivation among students in such activities by the cultural committee. Hence, to facilitate all, college management started organizing such activities for participation by all students which may help them for their overall development at college level.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Transforming lives and communities through Girls' education

Dr. APJ Abdul Kalam Govt. College itself is a distinct institution due to nature and culture of the area in which it is situated. The distinctiveness of the UT of Dadra and Nagar Haveli is well recognized through the nation due to its culture and art. However, the territory is one among the 374 backward districts as per MHRD, and hence this college was established as a Model Degree College, through financial support of UGC in 2011. Since then, local students are receiving UG level higher education in large number. The college always tries to inculcate the creativity of the students studying in it.

In addition, every year admission data reflects higher enrollment of girls in the college. Distinctive feature in this trend is that the majority of girls come from Tribal community of this territory.

This is as per approved admission policy of the college, according to which the local domicile students are having first priority in admission, irrespective of categories, and as per reservation policy. Being a Government college it is a centre of attraction for all students and youth who are not able to pay the higher fees of private colleges. Moreover, it is also a college of priority for the students with sound financial background as it has all modern facilities and qualified and experienced teachers in comparison of private college. At the same time being a government college most of the activities of the college are government funded.

The college gives special attention towards the all-round development of the all students, especially girls. The college is not only concerned about their education but also more vigilant towards their security, their health and mental development.

In respect of the girls' education, the tuition fees of the girl students are exempted so that it reduced burden on their parents and they send their daughters to the college. The college through the academic committee and other committee make sure that the girl students of the college participate in all events organized within and outside the college.

The security of the girl students is also an aspect where the college is vigilant and works towards the ensuring the full security of girl students. The timing of the college is kept in morning so that they can reach the home after the completion of the college in the day time only.

The college is equipped with 24X7 surveillance of the high resolution CCTV camera. They have the capability to capture image in the dark time, as well. The camera ensures safety of girl students on every corner of the campus inside and outside of the classrooms etc.

In addition of the camera, provision of morning college time, deployed the male and female security guards all together help them in any situation. In addition to that, the college also organized self defense workshops for them to counter untoward situation.

In respect to help, the college takes various measures such as organizing various programs for girl students to make them vigilant, organized AIDS Day, Red Revolution programs, self-defense programs and personal monitoring so on. The college also has established various committees such as Women DevelopmentCommittee, Sexual harassment committee, anti-ragging committee etc. to address the issue of

girl students. In case of any issue, there is provision for complaint and grievance submission in complaint/ suggestion box.

The college has also established and installed various sanitary napkin machines to address issues of female students. It is one of the best practices of the college, started under equity initiative of RUSA.

The college also implements the facilities provided by the Government Health department such as distribution of Iron tablets, First Aid, Screening of Sickle Cell Anemia and other similar measures adopted to ensure good health of the students.

The college has canteen facility where the girl and other students may have healthy and hygienic food at market rates to avoid going out of campus for food.

In these ways, the college pays special attention towards the girl students in respect of their safety, health and education. The college is just eight years old and it has long way to go. College is sure and committed to provide all best resources and services for the betterment of girl students, for betterment of related lives & communities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The college is just an undergraduate college with three streams, i.e. Arts, Commerce and Science. It has plans to start PG and other courses soon.

Concluding Remarks :

The establishment of the college is endeavor of the administration of Dadra and Nagar Haveli and being the only government college has all responsibility to to make the students of the territory highly educated, employable and a noble citizen. So far the college has proved itself on right track. The college has many plans for the future that has to be realize in coming time.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : C. Feedback collected and analysed Answer After DVV Verification: C. Feedback collected and analysed
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr><tr><td>13</td><td>9</td><td>3</td><td>2</td><td>7</td></tr></table> Answer After DVV Verification : <table><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years 3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification: <table><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr><tr><td>04</td><td>02</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr><tr><td>01</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

25	26	8	9	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

Remark : Only one award considered

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years 3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years Answer before DVV Verification: TABLE_1 Answer After DVV Verification : TABLE_2 Remark : Revised as per the students counts from the supporting attached document for the respective years

TABLE_1:

2018-19	2017-18	2016-17	2015-16	2014-15
13	6	5	4	0

TABLE_2:

2018-19	2017-18	2016-17	2015-16	2014-15
150	170	82	280	0

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: TABLE_3 Answer After DVV Verification : TABLE_4 Remark : Revised as per the statement of accounts attached considering fixed assets

TABLE_3:

2018-19	2017-18	2016-17	2015-16	2014-15
162	620	141	1187	570

TABLE_4:

2018-19	2017-18	2016-17	2015-16	2014-15
162.01	192.65	140.88	135.08	56.97

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)
	4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0.71	6.56	4.63	1.01	1.63

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.16	6.56	4.63	1.01	1.63

Remark : Revised as per supporting statement of accounts

4.2.5	Availability of remote access to e-resources of the library
	Answer before DVV Verification : Yes
	Answer After DVV Verification: No
4.2.6	Percentage per day usage of library by teachers and students
	4.2.6.1. Average number of teachers and students using library per day over last one year
	Answer before DVV Verification : 173
	Answer after DVV Verification: 0
	Remark : The supporting document does not have the required data from the last five years
4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)
	Answer before DVV Verification : Yes
	Answer After DVV Verification: No
	Remark : No supporting link nor document provided
7.1.1	Number of gender equity promotion programs organized by the institution during the last five years
	7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
07	02	01	05	03

Answer After DVV Verification :

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2018-19	2017-18	2016-17	2015-16	2014-15
2	00	00	2	1

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:
	1. Physical facilities
	2. Provision for lift
	3. Ramp / Rails
	4. Braille Software/facilities
	5. Rest Rooms
	6. Scribes for examination
	7. Special skill development for differently abled students
	8. Any other similar facility (Specify)
	Answer before DVV Verification : B. At least 6 of the above
	Answer After DVV Verification: C. At least 4 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.3	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
162	620	141	1187	570

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
162.01	627.10	140.88	1186.60	570.21