<u>YEARLY STATUS REPORT - 2020-2021</u>

Part A	
Data of the Institution	
1.Name of the Institution	**DR. APJ ABDUL KALAM GOVERNMENT COLLEGE, DADRA AND NAGAR HAVELI, UCCHHA SIKSHA SAMITI, SILVASSA(DOKMARDI)**
• Name of the Head of the institution	**Dr. Bhagwanjee Jha**
• Designation	**Principal (In-charge)**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**02602992032**
• Mobile No:	**7046610254**
• Registered e-mail	**dnh.sihl2011@gmail.com**
• Alternate e-mail	**jha66b@gmail.com**

• Address	**Dokmardi**
• City/Town	**Silvassa, Dadra and Nagar Haveli**
• State/UT	**Dadra & Nagar Haveli and Daman & Diu**
• Pin Code	**396230**

2.Institutional status

• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Gujarat University**
• Name of the IQAC Coordinator	**Dr. Dashrath Chowdhary**
• Phone No.	
• Alternate phone No.	
• Mobile	**8140128400**
• IQAC e-mail address	**bharatsarkard@rediffmail.com**
• Alternate e-mail address	

3.Website address (Web link of the AQAR (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.33**	**2021**	**01/03/2021**	**28/02/2026**

6.Date of Establishment of IQAC	**16/03/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dadra & Nagar Haveli Ucchha Shikshya Samiti	**Grant in Aid General**	**Department of Education, DNH**	**2020-21**	**30050000**
Dr. APJ Abdul Kalam Govt. College	**State Aids Control Organization**	**National Aid Control Organization**	**2020-21**	**9000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	**No File Uploaded**
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	**View File**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
• If yes, mention the amount	**2548264**

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

- **Mechanisms to identify poor learners based on their academic performance in the first year have been decided.**

- **Initiate online lectures and extracurricular activities during the pandemic.**

- **Encourage and conduct departmental online webinars / workshops with industry experts.**

- **Developed action plan to improve the quality of higher education by teachers.**

- **Planning to introduce certificate courses and skill training courses in coming session.**

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Encourage the use of online teaching	**Many departments conducted exams/assignments through Moodle Online quiz, notes, tutorial through Moodle. Online quiz, notes, tutorial video link also placed in Moodle.**
Take Student Satisfactory Survey (SSS) by each department for enrichment of quality education in a college	**Teaching learning conducted offline as well as online, distribute five textbooks from a library book bank for entire semester. Listen student problems by college authority and professor and make an effort to solve then or counselling them.**
Encourage departments to hold learning events, competitions, Seminars, etc. so as to encourage learning	**Quiz competitions organized online for internal examinations during COVID-19 situation, soft skill sessions also conducted online for student's personality development by inviting experts speakers from industry**
Planning to open NSS unit in college	**NSS unit has been started through permission of Regional Directorate NSS Ahmedabad & Directorate of Education DNH&DD.**
Student Exchange programme	**Conducted this programme with a few Gujarat College**

with other college	
Planning to open Distance learning courses of Gujarat University Ahmedabad	External center for MA & MCOM under communication with Gujarat University, Ahmedabad. However, for regular PG center, a proposal already submitted and under consideration of Affiliating University
Formation of mentors and mentees	Effort taken to resolve student problems and questions during the mentor and mentees meeting.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Chairman (Executive Committee)/Member Secretary, Dadra Nagar Haveli Ucchha Shikshya Samiti Silvassa	31/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	22/02/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	7

File Description	Documents
Data Template	View File

2.Student

| 2.1 | 1723 |
| Number of students during the year | |

File Description	Documents
Data Template	View File

| 2.2 | 1056 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

File Description	Documents
Data Template	View File

| 2.3 | 408 |
| Number of outgoing/ final year students during the year | |

File Description	Documents
Data Template	View File

3.Academic

| 3.1 | 38 |
| Number of full time teachers during the year | |

File Description	Documents
Data Template	View File

| 3.2 | 40 |
| Number of Sanctioned posts during the year | |

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	121.03
4.3 Total number of computers on campus for academic purposes	143

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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.**

The college also promotes and support students to participate in University level sports activities and youth festivals.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**http://apjakgc.ac.in/**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	**http://apjakgc.ac.in/**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	**View File**
Minutes of relevant Academic Council/ BOS meetings	**View File**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**View File**
Brochure or any other document relating to Add on /Certificate programs	**View File**
List of Add on /Certificate programs (Data Template)	**View File**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**View File**

Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

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

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. They used to participate in Blood donation camps organized by the State NSS head quarter. All such values are the result of the teaching them social and other values integrated in the curriculum. In order to support student for online teaching, deserving students were also given free laptop from college through support of Directorate of Higher Education, DNH. During Covid-19 situation, students tuition fee were waived off, no fee for any extra curricular activities. Fully online admission, online fee payment were facilitated. In case of offline classes, students were provided free sanitizers, masks in the college premises. Looking to their (STUDENTS AND STAFF) safety full college campus were sanitized every day. All students Covid-19 testing were ensured free with support of health department of DNH & DD.

File Description	Documents
Any additional information	**View File**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**View File**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the

year

2	

File Description	Documents
Any additional information	**View File**
Programme / Curriculum/ Syllabus of the courses	**View File**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**View File**
MoU's with relevant organizations for these courses, if any	**View File**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

65	

File Description	Documents
Any additional information	**View File**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	**View File**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**View File**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**View File**
URL for feedback report	**http://apjakgc.ac.in/**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

670

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

171

File Description	Documents
Any additional information	**View File**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow Learners:

As local students domicile of Dadra and Nagar Haveli get reservation in admission, many are weak and slow learners, which get visible from their merit position in semester - I. Hence

all students are taught Basic fundamentals at the beginning of the semester. Before starting any topic students are given background basic concepts of topics realted to their school level also. (11th and 12th standard). On regular interval, Student's learning level is assessed based their performance, marks obtained in internal examinations, class tests and assignments, seminars, and presentation etc.

For slow learner students extra classes are also organized. Each subject teacher mentor students for to clear student's doubts. Subject theory related doubts are also solved in tutorial/practical classes. Further, teachers also provides students e- books and videos lectures, made available on online through college Library website, and through google classroom, and mobile as well. If weak 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, in college through online teaching and offline, as per CoVID-19 guidelines of the Ditrict Administration.

Extra classes are also conducted to revise chapters and topics to support weak/slow learners, before external examination. Also, additional study materials are provided to build up basic understanding of the subject, which is continuously evaluated by giving practice assignment, even through google class.

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 are invited to deliver expert lecture for students' knowledge upgradation. In addition, several e-resources (Swayam, 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. through Gujarat University

Ahmedabad directives time to time.

File Description	Documents
Link for additional Information	**http://apjakgc.ac.in/**
Upload any additional information	**View File**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1723	38

File Description	Documents
Any additional information	**View File**

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

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**

To enhance student learning experience guest lectures, seminars, workshops, industrial visits, field visits, role play, volunteering and comunity services, CoVID-19 warrior in public wareness and guidance were organized. In addition:

- **Language laboratory is functional for improvement of English language communication skills of students**
- **Soft skills training programs are organized by experts to improve presentation and interview facing skills.**
- **Students are encouraged to participate inter-college sports competitions, cultural competitions organized by Gujarat University, and NCC and Scouts & Guide platforms in other states.**
- **Computer laboratory with internet connection and projectors 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	Documents
Upload any additional information	**View File**
Link for additional information	**http://apjakgc.ac.in/**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute

ICT Tools:

1. Projectors- projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers- They are installed at Labs, HOD and Professors Cabins and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute.
5. Scanners- Multifunction printers are available at all prominent places.
6. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
7. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc.)
8. Digital Library resources

Use of ICT by Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
2. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks are regularly organized for students.
3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
6. Online competitions- Various technical events and management events such as Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
7. Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

File Description	Documents
Upload any additional information	**[View File](#)**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**https://www.youtube.com/channel/UCqDH46D3rzZBbeCLhboSrnA**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**View File**
Circulars pertaining to assigning mentors to mentees	**View File**
mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**View File**
List of the faculty members authenticated by the Head of HEI	**View File**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

26

File Description	Documents
Any additional information	**View File**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

270

File Description	Documents
Any additional information	**View File**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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	Documents
Any additional information	**View File**
Link for additional information	**http://apjakgc.ac.in/**

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

At college level:

Regarding internal examination at college level, mark list of all students are displayed on college notice board. if students are not satisfied with their internal marks, they submit their grievances to respective subject teachers/ 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. In case of need, students are given opportunity for extra classes, followed by re-test/ remedial internal examinations for absent/slow/weak learners. 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. In CoVID-19

pandemic situation, students were given online internal examination facility by resorting to Google form quizzes, online assignments, and students were informed online about their marks obtained.

Finally, marks list with all corrections (including all remedial internal examination results) 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 final enternal marks displayed by university, students submit their request application to college, and the same is forwarded to university for correction for necessary action.

File Description	Documents
Any additional information	**View File**
Link for additional information	**https://www.gujaratuniversity.ac.in/home/circular**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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	Documents
Upload any additional information	**View File**
Paste link for Additional information	**http://apjakgc.ac.in/**
Upload COs for all courses (exemplars from Glossary)	**View File**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

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	Documents
Upload any additional information	**View File**
Paste link for Additional information	**http://apjakgc.ac.in/**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

408

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**

| Upload any additional information | **View File** |
| Paste link for the annual report | **https://www1.gujaratuniversity.ac.in/custom/officeregister** |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://apjakgc.ac.in/Download/Feedback_Report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**View File**
e-copies of the grant award letters for sponsored research projects /endowments	**View File**
List of endowments / projects with details of grants(Data Template)	**View File**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**View File**
Any additional information	**View File**

Supporting document from Funding Agency	**View File**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**View File**
Any additional information	**View File**
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	**View File**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	**View File**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various Extension Activities :

1. Volunteering by students during CoVID-19 pandemic situation:

College student enrolled in our college unit of scout & guide (rovers/rangers) worked for guiding common people, and motivated all for following covid guidelines, at various locations banks, ATM booths, rods, colonies, societies, RTPCR testng centers. Their self less services were appreciated by the District Administration by awarding CORONA warrier certificates to the college students.

2. Controlling traffic:

College NCC cadets worked as traffic controlling person especially NCC girls along with police officers and police personnel in Silvassa municipal area to motivate girls and others to follow traffic rules.

3. College teaching staff worked for motivation of college students for taking CoVID-19 vaccination as per direction of the Health dept and district administration.

4. Teaching staff also contributed for ensuring adherence to COvid-19 Guidelines by industry working personnel, food distribution during lockdown period as per direction of district administration.

5. Teaching staff and non-teaching staff also contributed during local election as pr direction of district administration.

File Description	Documents

Paste link for additional information	**http://apjakgc.ac.in/**
Upload any additional information	**View File**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	**View File**
Number of awards for extension activities in last 5 year(Data Template)	**View File**
e-copy of the award letters	**View File**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

79

File Description	Documents
Reports of the event organized	**View File**
Any additional information	**View File**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**View File**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

79

File Description	Documents
Report of the event	**View File**
Any additional information	**View File**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**View File**
Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	**View File**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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, Electric LT connection with a stand by power generator (250 KVA to suffice campus electrical load, in case of power breakdown) are available in the college campus. Ground water recharging facility, is available in the campus.

 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, projectors, HD camera and collar mike. There are two greenery lawns within the building. Around the greenery lawn there is space available for student's activities. The academic block is having wide ramp, divyang toilets, a lift, a well equipped seminar hall, and Library. There is an state-of-the-art student activity center in the campus, which is equipped with a cafeteria, gym floor and indoor game floor, with a large spacious store area. In addition, with support of Tourism dept. there are other infrastructures available like 2000 (APPROX.) 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:

- 34 classrooms (09 classes are having sound system, comfortable furniture, sufficient natural light, artificial light system (LED Tubelight), good ventilation), separate store room and girls & boys common room.

- 6 faculty rooms (fully equipped with furniture and fixture, computer systems)
- 08 academic department cabins (equipped with furniture & computer systems)
- wi-fi in important, students use area in the campus
- 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
- Well cleanined and secured by 24x7 HD camera surveillance and engaged outsourcing agency time to time

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://apjakgc.ac.in/Infrastructure.aspx**

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

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 Para

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	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://apjakgc.ac.in/Infrastructure.aspx**

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://apjakgc.ac.in//Infrastructure.aspx**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

350.59

File Description	Documents
Upload any additional information	**View File**
Upload audited utilization statements	**View File**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**View File**

4.2 - Library as a Learning Resource

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

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 Source)

2

Institutional repository

dSpace (Open Source)

3

Library Website

Wordpress (Free source)

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

2010-21

NewGenLib

Fully

3.1.3

2012

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional Information	**https://sclrcdnh.wordpress.com/**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**View File**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**View File**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

9.93

File Description	Documents
Any additional information	**View File**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

70

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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 38 teachers have been provided separate PC/Laptops 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 (Bharat fibre/Leased line & RFP) is around 80 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	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://apjakgc.ac.in/Infrastructure.aspx**

4.3.2 - Number of Computers

88

File Description	Documents
Upload any additional information	**View File**
Student – computer ratio	**View File**

4.3.3 - Bandwidth of internet connection in the Institution

A. ≥ 50MBPS

File Description	Documents
Upload any additional Information	**View File**
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

390.67

File Description	Documents
Upload any additional information	**View File**
Audited statements of accounts.	**View File**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

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.

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. For maintenance, college has entrusted local PWD, and outsoursed housekeeping agency, security agency, canteen agency. Sewage collection is done by Garbage collector vehicle of the local Municipality, regularly on daily basis.

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 made available first aid kits, and 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 by immediately calling 108 ambulance, where ill students are provided with wheel chair available in the college. .

Parking Facilities:

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

Security:

The College security operation is outsourced and 04 security guards outsourced by L1 agency hired through tender process. The security operations are managed by the security Liaison officer of the agency. CCTV is installed in all the prime locations of the Campus both inside and out side building.

Students' Centre:

Large spaced canteen is present in a college premise at ground floor of the students activity center. The canteen exclusively uses kitchen area, dining area with proper steel table, and storage area. The large dining areas are used for student as well as staff seating.

The maintenance of infrastructure facilities and equipment are ensured through PWD, and related agency.

Various Committee

1. Admission committee
2. Local 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 as per rule, submitted after scrutiny by Local purchase committee. Through that, optimal fund is utilized which is allocated to the college by Department of Higher & Technical Education, through Grant-in-aid, and used based on requisition of various purposes, department in each academic year. The purchase committee looks all details as per quotes and technical quotations. Mostly, GeM has been 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 white washing, constructing/renovating buildings and other repair works.

The Admission Committee looks smooth functioning of the admission process, carried out 100% online. Examination committees conducts examination as per the Gujarat University schedule and others work such student marks summarization, etc., examination control room preparation and examination duty allocation. Students were guided for online exam of the university in the CoVID-19 pandemic situation as well. Cultural and extra-curricular activities committee organizes annual functions and other activities such as student farewell, student welcome party, etc. During pandemic situation, such activities got affected. 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, as entrusted work by the college management.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**http://apjakgc.ac.in/Infrastructure.aspx**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

361

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non-government agencies during the year

951

File Description	Documents
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**http://apjakgc.ac.in/Home.aspx**
Any additional information	**View File**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**View File**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**View File**
Upload any additional information	**View File**
Details of student grievances including sexual harassment and ragging cases	**View File**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**View File**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

37

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**View File**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/

national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	**View File**
Any additional information	**View File**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

LIST OF FUNCTIONAL COMMITTEES/CELLS

Sr. No.

Name of the committee/Cell

Students representation

01

OBC Cell

Yes

02

SC/ST cum Minority Cell

Yes

03

Internal Complaint Committee/Internal committee-sexual Harassment of women at work place

Yes

04

Admission and Enrolment Monitoring Committee

Yes

05

Examination Committee

yes

06

Cultural and Extra-Curricular Committee

Yes

07

Discipline & Anti-ragging Committee

Yes

09

Women Development Committee

Yes

10

Career Counselling Committee

Yes

11

College Magazines Committee

Yes

12

Time-Table Committee

yes

13

Student Welfare Committee

Yes

14

SC/ST Cell

yes

15

Campus Development Committee

Yes

16

Academic Development Committee

Yes

17

Youth Festival Committee

Yes

18

Canteen Monitoring Committee

Yes

19

Crisis Management Committee

Yes

File Description	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	**View File**
Upload any additional information	**View File**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Dr. APJ Abdul Kalam Government College does not have a registered Alumni Association at present. However, the same is under process. 6 batches of graduate students in Arts and Commerce and 5 batches in Science have already passed. The college at departmental level maintains the contact with alumni's and have records of them.

File Description	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**View File**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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. To demonstrate excellence in staffing, facilities, programmes and services
 2. To endorse continuous improvement
 3. To anticipate needs and respond accordingly
 4. To promote creativity and innovation
 5. To develop systems that promote students' and employees' success

6. **To exceed student and community's expectations**
7. **To encourage inter-departmental collaboration**

Vision:

1. **To Transform and better 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: There is an admission committee under chairmanship of the Director (Higher & Technical Education) DNH&DD, is formed to look after the admission work in the college. During this, students were provided full support for online admission, in pandemic situation. Admission brochure, details of reservation and rules for admission as per decision of the competent authority, were displayed on college website dnh.nic.in/APJGC, presently upgraded to www.apjakgc.ac.in.**
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.**

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	Documents

Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. Academic Development Committee
3. Admission & Enrolment Monitoring Committee
4. Examination Committee
5. Cultural and Extra Curricular Activities Committee
6. Discipline & Anti-Ragging Committee
7. Women Development Committee
8. Career Counselling Committee
9. College Magazine Committee
10. Time Table Committee
11. Student Welfare Committee
12. SC/ST cum Minorty Cell
13. Campus Development Committee
14. Youth Festival Committee
15. OBC Cell
16. Internal Complaint Committee/Internal Committee-sexual Harassment of women at work place.
17. College Sports Committee
18. College Swachhta Committee
19. 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	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 and 12 (B) as per UGC Act
2. college was awarded permanent affiliation of the Gujarat University Ahmedabad in 2021.

3. **College became NTA examination testing Center in collaboration of TCS Surat.**
4. **College started NCC unit for 18x3=54 CADET College unit with permission of 20 BN Navsari, Gujarat.**
5. **College started NSS college unit with permission of Regional Directorate, Ahmedabad and Education Dept., DNH.**
6. **College has become beneficiaty of CSR support of Industry M/S Jai Corps Ltd. Silvassa in continuity from past years, for reimbursement of Tuition fee of all domicile students of DNH.**
7. **College is a unit of Bharat scouts & Guide DNH state Unit, for promoting extension activities through student**
8. **College started book bank service through support of RUSA Fund eQUITY COMPONENT. volunteers.**
9. **College has 24x7 HD CCTV camera surveillance in entire campus**
10. **College has started functions of Students activity centre, gym and indoor games facility with cafeteria**
11. **College equipped 09 class rooms and 01 seminar hall with IT Infrastructures to promote online teaching, lecture recording and live class streaming**
12. **college has been given free RO plant unit by Industry/ M/S Jai corps Pvt Ltd Silvassa, free maintenance by the Industry**
13. **College implemented Order of Directorate of education for free ship of tuition fee during CoVID-19 pandemic period to all students.**
14. **College organised expert lectures by outside experts**
15.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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	Documents

Paste link for additional information	http://apjakgc.ac.in/Home.aspx
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Dr. APJ Abdul Kalam Government College being a government college follows all employee welfare measure as per Govt.. CCS service rules provided as per decision of Executive committee DNHUSS. 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 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 contribution/achievement of staff is appreciated in the form of Appreciation certificate in the annual day of the college.**
14. **Uniforms and rainwear to MTS Staff.**
15. **Work from home with full salary given to all staff in the CoVID-19 pandemic situation, as per govt. order.**
16. **All staff were fully facilitated and supported during containment period of CoVID-19**

File Description	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**View File**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**View File**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**View File**
Reports of Academic Staff College or similar centers	**View File**
Upload any additional information	**View File**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

17

File Description	Documents
IQAC report summary	**View File**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**View File**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 2020-2021 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	Documents

Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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.

Financial funds list received by Central Govt./State Govt./MHRD/fees (F.Y.2020-21)

Sr. No.

Fund receipt

Amount (in Rs)

Amount (in lakh)

01

Grant in Aid (General)

3,00,50,000/-

300.50

02

Grant in Aid (Creation of Capital Assets)

NIL

NIL

03

College Receipt (Admission Fee, Tender Fee, Other fees, canteen rent etc.)

19,86,116/-

19.86

04

RUSA(MHRD) & Other Govt. Agency

9000/-

0.09

05

Pvt. Agency

NIL

NIL

Total

3,20,45,116/-

320.45

UTILIZATION OF FUND (F.Y.2020-21)

Sr. No.

Fund Utilization

Amount (in Rs)

Amount (in lakh)

1

Salary and allowances paid to Staff & Visiting Faculties

44088879

440.89

2

Laboratory

1,00,121

1.00

3

Library

10,16,477

10.16

4

Office Expenses

2503347

25.03

5

Cultural & Sport exp.

388233

3.88

6

Contractual Services

29,05,568

29.06

7

Electrictiy exp.

13,48,922

13.49

8

Repair & Maintenance

652545

6.53

9

Fixed Assets

20,67,668

20.68

10

Infrastructure Development

28083864

280.84

Total

83155624

831.56

The list of funds by Central/State Government UGC/CSIR/DBT/CMR/Teqip/Word bank/CPE of UGC etc.

Institute

Scheme

Funding Agency

Year

Amount in Rs.

Dadra & Nagar Haveli Ucchha Sikshya samiti

Grant in Aid General

Department of Eduction, DNH

2020-21

3,00,50,000/-

 Dr. APJ Abdul Kalam Govt. College

State Aids Control Activities

National Aid Control Organization

2020-21

9000/-

Total

3,00,59,000/-

Expenditure incurred on maintenance of infrastructure (Physical and Academic support facilities) excluding salary component during the year (INR in Lakhs)

Year

Budget Allocated for infrastructure augmentation

Expenditure for infrastructure augmentation

Total expenditure excluding salary

Expenditure of maintenance of academic facilities excluding salary for human resources

Expenditure on maintenance of physical facility (excluding salary for human resources

2020-21 in Rs.

39066745

39066745

39066745

4008178

35058567

2020-21 in Lakhs

390.67

390.67

390.67

40.08

350.59

2020-21 year data on the expenditure on maintenance on physical and academic supports facilities and repair.

Year

expenditure on maintenance of academic facilities (excluding salary for human resources

expenditure on maintenance of physical facilities

Total expenditure

Lab+ CSR+ Library +office expenses

Water +Electricity +Building repairs & Construction +services

2020-21(in Rs.)

4008178

35058567

39066745

2020-21 (in Lakh)

40.08

350.59

390.67

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	Documents
Paste link for additional information	**http://apjakgc.ac.in/Home.aspx**
Upload any additional information	**View File**

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

New Internal Quality Assurance Cell was established in our college on 30-6-2021. The cell has been constituted with following members:

xternal 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	Documents
Paste link for additional information	**http://apjakgc.ac.in/IQACCommittees.aspx**
Upload any additional information	**View File**

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 and recorded the incremental improvement in various activities

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

- Recommended creation of departments and HoDs, which have been completed. IQAC recommended financial support to staff for attending conferences etc, which have been implemented. IQAC decided for promoting online teaching which were successfully conducted during the pandemic situation.

Up-gradation of library and subscription of e-resources

File Description	Documents
Paste link for additional information	**http://apjakgc.ac.in/IQACCommittees.aspx**
Upload any additional information	**View File**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for	D. Any 1 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**http://apjakgc.ac.in/IQACCommittees.aspx**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**View File**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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	Documents
Annual gender sensitization action plan	There is a women development committee in the college for the welfare of the girl students of the college. Sensitivity towards the girls is being exhibited in the college through several aspects. Infrastructure 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. The college has also deployed a security agency to ensure security of the students and the campus day and night. For girl's female's security guards are also deployed. 3.Self -Defense classes were organized by WDC for girl students to their self-protection. The college has also installed Sanitary napkin vending machines in all washrooms of the college to make the girls students free. Separate lady's toilets are available on each floor. Canteen facility is also available so that the girls and other student are not forced to go out of the college for food A common room for girls is also available in the college to pass their free time and relax. Fire safety equipment is installed at various locations in the college for the safety of the students and the college. The college is surrounded by the wall compound and with a single entry gate. The work of activity center construction is in process. First Aid facility available in the college for students and all others who require it. The Red Revolution Programme for girl students is organized to make them learn about hygiene and self-care during menstruation.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling	Institution shows gender sensitivity in providing facilities such as: • Safety and Security • Counselling • Common Room

c. Common Rooms d. Day care center for young children e. Any other relevant information	

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

1. **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.**

2.   **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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**View File**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. For the promotion of unity in diversity, Scout & Guide unit of college/ NSS Cell organizes field awareness activities for safeguard against CoVID-19 contamination. A large number of teachers and students participated in it. Impacting the lives of the people in the community viz-a-viz including social and cultural values among the young students, industry working personnel laborers, were also guided by college staff during entire pandemic situation. The volunteers mainly undertake awareness generation activities with regard to the social/ pandemic issues.

The college cultural programs to celebrate the cultural diversity of India, UT Merger day on 26th January evry year and related UT level competition for all students, college organized UT level drawing competition. Students from various cultural backgrounds participate in such programs and present cultural folk songs and dances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**View File**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

College undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Similarly constitution day also would be celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**View File**

Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**View File**
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College celebrated "World Water Day" on 22 March, 2021.

College celebrated "World Tuberslosis Day" on 25 March, 2021.

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.

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

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	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices 1

Ensuring Girls free education with all needed facility for their enhanced trust with the college

1.   Objectives of the Practice

  1. Motivating girls for higher education even during pandemic situation
  2. Making girls students aware about use of hygienic practices/sanitary napkin
  3. Making the life of female students easy during campus time
  4. Availability of sanitary napkins for girl students any time at campus
  5. Regular maintenance of these facilities ensured time

2.   Context

Girls come from poor family and hence, free education is helpful to them for continuing higher education. Financial barrier, and girls women centric issues also restrict them to come out of their home. In view of this free education with all necessary facilities are expected to motivate them for higher education, and enhance the GER.

For girl students ease in the campus, freely use of napkin in female washroom will enhance their sense of safety and confidence level in the campus.

In view of all above issues, the college decided to make the life of girl students and female staff easier during campus time by well equipped gils wash room.

3.   Practices

The college provided free education facility to all girls, without any barrier. Also, 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. Also HD CCTV camera is available continuously functional 24x7 in the campus for girls safety and emergency monitoring for issue resolving. In CoVID-19 pandemic situation, these equippments are maintained regualrly by technical servce engineers.

4.   Evidence of Success

The enrollment of girls (majority from villages, may be first generation learner and from Adivasi family) is higher than boys in the college every year.

5.   Problems Encountered and Resources Required

Due to women centric issues of gilrs, they may not come out of their home for higher education through college. Hence, it was thought to proactively remove effect of fnacial barrier and women issues. Accordingly, freeship in tuition fees and upgradation of girls washroom, and HD CCTV camera were identified for rnhancing girls confidence and ease to join higher education.

Best Practices 2

College promoted online teaching/ offline teaching/ quality & safe education to all during CoVID-19 pandemic situation free for all

1. Objectives of the Practice

1. Reducing students stress due to CoVID-19/LOCKDOWN by connecting them online
2. To avoid loss of learning due to closure of college in the pandemic situation etc
3. To provide onlne teaching without any barrier
4. To keep continuous interaction with students and maintain their studentship during PANDEMIC SITUATION

2. The Context

Due to CoVID-19 outbreak college was closed, students were directed to stay at home, for safety and reduce contamination. To reduce effect of the pandemic on higher education, students were provided online teaching by teachers staying at home, by using mobile, laptop, sharing of e-content. Students were joined in google classroom, provided with all e-content, quizes, assignemt all online. These endeavors kept all students active in odd situation.

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

3. The Practice

Students hunger for learning through their teachers were ensured by continuous online teaching. Even online teaching time table was scheduled to avoid class overlapping, and any mis understanding about time of lecture by any teachers. Mobile used extensively to inform student whatsapp group about class schedule. Even poor deserving students were provided with laptop to join online lecture from home. After normalcy returned and CoVID cases reduced, 50% students were allowed for offline lecture class from college, so all teachers and 09 class room , 01 seminar room were equipped with IT infrastrures. Campys was provided with free wi-fi facility. Library website was provided with e-content for enhanced earning of students both from home and college.

Always when students was called in college for offline classes, entire campus was sanitied, students [rovided with face mask free, at all places sanitization with stand, thermal scanners were provided.

4. Evidence of Success

After this initiative the participation of the students in online teaching/offline teaching, ensured their continuous learning, their preparation for the university exam in both online/offline mode. Students coming in college helped them to get tested by free RTPCR, and 100% vaccination.

All students were maintained safe and no case of CoVID-19 positive could come.

5.   Problems Encountered and Resources Required

CoVID-19 outbreak and subsequest lockdown, containment because of which college remained closed, allstudents & staff at home. Even during offline, full safety as per COVID-19 protocal needed to be ensured on utmost priority level.

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	**View File**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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.

College has successfully managed online teaching, offline teaching during the CoVID-19 pandemic situation, by providing all students & staff free face mask, sanitizer, and safe classroom & campus environment. Free RTPCR testing facility for 100% staff & students. And ensure 100% vaccination of all students (above 18 years) & staff .

File Description	Documents
Appropriate web in the Institutional website	**View File**
Any other relevant information	**View File**

7.3.2 - Plan of action for the next academic year

1. College make planning to introduce certificate courses for skilling students.
2. Mentoring system will be introduced in the neighboring Govt. Middle School where the college students will act as mentors for the school students so as to guide them and help them prepare for the future.
3. To create awareness and initiate measures for Protecting and Promoting Environment/ plantation/swachhata/no single use of plastic.
4. To promote maximum use of lab equipments for research by students & faculty students and Faculty and Consultancy by Faculty.
5. To conduct IPR workshop for awareness about filing patent. The IPR should be for teacher as well as college students.
6. To conduct soft skills training program for students and building of their confidence by industry experts.
7. To conduct workshop for career counselling of students.
8. To upgrade college website domain name.
9. To conduct a workshop on "Women Empowerment and Employability"

10. To create awareness on hygiene/traffic rule as well as vaccination.
11. To follow up and work for a holistic Campus landscaping and beautification.
12. To work for upgradation of science laboratory
13. College has plans 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 of the agency is expected in near future.
14. 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.
15. College has planned to start Post graduation courses as per demand of the students, in future after approval of the BoG-DNHUSS society, college management and Gujarat University. For this college has applied to the Gujarat University Ahmedabad.
16. College has planned to organize subject based student centric expert lectures in various subjects by inviting reputed experts from outside institutions.
17. College has planned to organize workshops & seminars for skill training of students to make them employable through industry experts.
18. College has planned to facilitate students and all with upcoming group cultural events in the completed modern Auditorium in near future.
19. College has planned to promote training of students through sports in college & university games with full financial support.
20. College has provided ST/SC girls and students through Book Bank, and plans to enhance this facility to all.
21. College has plans to start job portal, presently under development, in near future.
22. College has plans to undergo MoU with industry and other institution, endeavors already started for this.
23. College has plans to start regular health checkup of all in the college through support of national health mission centre of the DNH.
24. College has plans to provide transportation facility to poor students to motivate them for higher educations
25. College has plans to start initiatives like knowledge on wheels for rural kids awareness and promote science educations
26. College has plans to start Earthquake data collection survey centre with govt. dept of geomagnetism, Mumbai.
27. College has plans to promote students for enhanced drive of swachhata and plantation in villages and surrounding area