YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	DR. APJ ABDUL KALAM GOVERNMENT COLLEGE
• 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	
• Affiliated / Constitution Colleges	Affiliated College
• 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. Pawan Agrawal**
• Phone No.	
• Alternate phone No.	
• Mobile	**9376135580**
• IQAC e-mail address	**apjakgc.naac@gmail.com**
• Alternate e-mail address	**pawanagrawal4u4u@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://apjakgc.ac.in/Download/NAAC/AQAR2021_22.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://apjakgc.ac.in/Download/AcademicCallander2021-22.pdf

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
National Service Scheme	**NSS Activities**	**NSS**	**2022-23**	**5600**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**1**
• 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?	**No**
• If yes, mention the amount	

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

IQAC has taken initiative to start computer certificate courses with students with support of CSR.

IQAC, in collaboration with departments organised several seminars for students.

On IQAC initiative 32 Smart Boards are received from the Administration of Dadra and Nagar Haveli and Daman and Diu.

On initiative of IQAC, with several departments and placement cell of the college organized mock interview and campus interview for the students.

IQAC organised an FDP for faculties of the college for understanding the structure and implementing NEP in College.

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
To start Computer coursed for Domicile Students of College under CSR	Successfully executed the plan and several course were started during Academic year 2022-23 for college students. A total of 6 coursese were started.
To develop smart clasrooms in college.	College received the 32 smart board from Administration of Dadra and Nagar Haveli and Daman and Diu
To enhace employment awareness of the students	Several mock interviews and campus interviews organised to make students experience interview and expectations of the employers.
To inculcate spirit of Nationalism in students.	college organised all national days and Vibhajan Vibhishika divas to make them aware about the value of independence and the role of freedom fighters in that.
To make students aware about innovations and intellectual property.	The college organised seminar related to IPR and innovation for the students to make them aware about IP.

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

- Name of the statutory body

Name	Date of meeting(s)
PRINCIPAL (In Charge)	09/03/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	20/03/2024

15.Multidisciplinary / interdisciplinary

College is following University Guidelines to adopt NEP 2020 and therefore all students admitted under NEP course are eligible to choose any subject from a list of multidisciplinary subject offered by the univeristy in their curriculum. The college is running courses in Arts, Commerce and Science Discipline. Students can opt the multidisciplinary sujbect offered by the university subject to availability of faculty.

16.Academic bank of credits (ABC):

The curriculum, admission procedures, and evaluation processes adhere strictly to the rules and regulations set forth by both the government and the affiliating university. This ensures seamless mobility for students across different institutes and universities within the state and nationally. However, the college must await approval from the affiliating university, Gujarat University, Ahmedabad, before implementing any changes or updates. This adherence to established protocols ensures that students receive standardized education and evaluation methods while also facilitating their transition and recognition across various academic institutions. The college has created a committtee to ensure 100% enrollment of students under ABC Portal. 2106 students have registered on ABC portal through guidance of Gujarat University Ahmadabad in academic year 2023-24.

17.Skill development:

In our college, skill development is a pivotal aspect of our academic ethos, catering to students across arts, commerce, and science disciplines at the graduate level. Recognizing the importance of equipping students with practical skills, we offered computer courses through Corporate Social Responsibility (CSR) initiatives of local industry, augmenting their academic pursuits with valuable technological competencies. Additionally, we regularly host workshops and seminars aimed at enhancing students' employability, ensuring they are well-prepared for the professional world upon graduation. Celebrating national festivals such as Independence Day and Republic Day instills a sense of patriotism and unity among students, while observing events like World AIDS Day and Environment Day fosters social consciousness and environmental stewardship. Commemorating the Birth and Death Anniversaries of our National leaders serves as a source of inspiration, instilling admirable qualities in our student body. Moreover, our dedicated Career Counseling Committee organizes programs to enlighten students about diverse employment opportunities and equips them with essential interview skills, empowering them to navigate the job market with confidence and competence. Through these holistic

initiatives, we are committed to nurturing well-rounded individuals poised for success in both their personal and professional endeavors.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In our college, students are offered the flexibility to choose their medium of study, allowing them to opt for either Gujarati or English as their preferred language of instruction. This approach acknowledges and respects the diverse linguistic preferences and backgrounds of our student body, ensuring that all students can engage effectively with the academic curriculum in a language that they are most comfortable with.

By providing students with the option to study in either Gujarati or English medium, we promote inclusivity and accessibility, enabling every student to pursue their education in a manner that best suits their learning needs and preferences. This flexibility not only enhances students' understanding and retention of course materials but also fosters a conducive learning environment where students feel empowered and engaged.

Furthermore, to celebrate and promote linguistic diversity, we organize a Bhasha Mahotsav program, which serves as a platform for students to showcase their linguistic talents, celebrate their cultural heritage, and foster a sense of pride in their language and identity. Through events, competitions, and cultural activities, the Bhasha Mahotsav program encourages students to appreciate and embrace the richness of language and culture, thereby promoting unity and mutual respect within our college community.

Overall, the provision of language options and the organization of Bhasha Mahotsav exemplify our commitment to promoting linguistic diversity, inclusivity, and cultural appreciation within our college environment.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Gujarat University has deployed Course Outcomes (COs) and Program Outcomes (POs) serve as benchmarks to evaluate student learning and program effectiveness. COs delineate specific knowledge, skills, and competencies students are expected to attain within individual courses, while POs define broader educational objectives for entire programs.

The college assesses student performance in examinations to measure

their achievement of COs and POs. Examinations serve as one of the primary assessment methods to evaluate students' understanding of course material, application of concepts, and attainment of learning outcomes. The examination process should be aligned with the predetermined COs and POs, ensuring that assessment tasks adequately measure the desired learning outcomes.

Assessment of COs and POs through examinations should be rigorous, fair, and comprehensive. Examination questions should be designed to assess various cognitive levels, including knowledge recall, comprehension, application, analysis, synthesis, and evaluation, in alignment with the intended learning outcomes. Additionally, examination formats may include multiple-choice questions, short-answer questions, essays, case studies, and practical demonstrations, depending on the nature of the course and the targeted learning outcomes.

Moreover, it's essential for the college to provide students with clear guidelines and assessment criteria regarding how their performance in examinations will be evaluated against the COs and POs. Transparent communication of expectations helps students understand the relevance of course content and motivates them to engage actively in their learning process.

Overall, the examination process serves as a critical mechanism for assessing student attainment of COs and POs, providing valuable feedback for program improvement and ensuring the quality and integrity of the educational experience.

20.Distance education/online education:

In response to the pandemic lockdown and to accommodate student convenience, faculty members have adopted various technological tools for blended learning. These tools include Google Classroom, Zoom, Youtube and Other Google platforms. Faculty members utilize videos as teaching aids to enhance learning experiences, foster group collaboration and interaction, and facilitate assignments and revisions. Additionally, assessments have been conducted through these platforms, ensuring continuity in learning despite the challenges posed by the lockdown. These institutional efforts underscore a commitment to embracing technology and adapting instructional methods to create engaging and effective blended learning environments for students.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1	1958
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	352
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	349
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	47
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)	**267.73**
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 in Silvassa follows the schedule and study plan set by Gujarat University, its affiliated institution since 2011. The college helps put this plan into action by creating a detailed timetable for each department and teacher. Teachers stick to this schedule by making their own plans for what they'll teach and when. They make sure to cover all the topics on time by regularly testing students, organizing seminars, quizzes, and giving assignments. They often use tools like movies, documentaries, and pictures to help students learn better. After finishing a section of the course, teachers test the students or hold seminars to see how well they've understood. They also encourage students to participate in activities like quizzes and group discussions to improve their understanding of the subjects.

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)

Dr. APJ Abdul Kalam Govt. College affliliated with Gujarat University, Ahmedabad, following the university's academic schedule, which is shared ahead of each academic year. The college aligns its calendar accordingly.

The college departments oversee Continuous Internal Evaluation (CIE) activities throughout the semester, involving unit tests, assignments, and presentations.

During the first-year orientation program, students are briefed about the college's (university's) academic calendar and the Continuous Internal Evaluation (CIE) system.

All students are added to WhatsApp groups specific to their programs, ensuring they receive test notifications via class announcements, notice boards, and these groups, providing them with prior test information.

The College Principal regularly conducts meetings involving staff and students to ensure a seamless implementation of the academic calendar.

Assignments are issued in advance with clear deadlines. Faculty members oversee timely submission and continuous evaluation.

Internal grade sheets are prepared according to the academic calendar and publicly displayed on the college notice board, ensuring transparency in the Continuous Internal Evaluation (CIE) process.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://apjakgc.ac.in/Download/academiccalendar22-23pdf

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. B. Any 3 of the above

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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)

7

File Description	Documents
Any additional information	**No File Uploaded**
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

398

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

398

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

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 designed the syllabusfor B.A., B.Com, and B.Sc, intertwining crucial topics like Gender, Environment, Sustainability, Human Values, and Professional Ethics. The college effectively implements this syllabus, with teachers across subjects instilling these values in students. The college prioritizes nurturing social, ethical, environmental, and gender-related awareness through the curriculum and specific programs.

Both core and elective courses focus on imparting these values, emphasizing their role in shaping a progressive and harmonious society. Alongside academic teachings, students receive guidance on personality development, fostering qualities essential for being a good individual and professional. They learn about the importance of Society and Environment for their personal growth.

Furthermore, these values are reinforced through diverse activities such as tree planting, cleanliness drives, and participation in Blood donation camps organized by the State NSS headquarters. All these endeavors stem from the curriculum's integration of social and ethical values, molding students to be conscientious individuals aligned with societal and environmental concerns.

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

31

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
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

1255

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

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://apjakgc.ac.in/IQAC_Feedback.aspx

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

850

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

374

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 related 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.

Subject theory related doubts are also solved in tutorial/practical classes. If weak students have problems with language; teacher explains the topics in mother tongue (e.g. Gujarati) or in Hindi.

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. In addition, several e- are provided for independent self paced learning.

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

File Description	Documents
Link for additional Information	**Nil**
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
1958	**46**

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 community services, CoVID-19 warrior in public awareness and guidance were organized. In addition:

- **Language laboratory is functionalfor improvement of English language communication skills of students.**
- **Soft skills training programs are organized by experts to improve presentation and interview facingskills.**
- **Students are encouraged to participate in 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 in 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	**Nil**

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

Use of ICT has become must in modern IT society. No educational institution can avoid the use of ICT as it made teaching and learning easy and dynamic.

College uses ICT in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute

ICT Tools:

1. Smart Board: Most of the classrooms are equipped with Smart TV Panels.
2. Projectors- projectors are available in different classrooms/labs
3. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
4. Printers- They are installed at Labs, HOD and Professors Cabins and all prominent places.
5. Photocopier machines - Multifunction printers are available at all prominent places in the institute.
6. Scanners- Multifunction printers are available at all prominent places.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
8. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc.)
9. 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

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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

46

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	**No File Uploaded**

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

32

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

350

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.

The college follows the internal examination schedule of Gujarat University, Ahmedabad

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) through the concerned department.

Unit 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.

The Internal exam has weight of 30% Marks which includes their attendance, Assignments, Unit Tests and MCQ tests. The Marks of students at the end of the semester are collected by the Examination committee. The examination committee display the marks for the students. Examination committee gives them some time to see and if

there are any discrepancies they can get it resolved by consulting the concerned teacher. After that the marks of the students are uploaded in the university's portal which finally reflects in the mark sheets.

The students who failed in internal exams get another chance for remedial exams so that they can perform and pass the examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

At college level:

College follows continuous internal evaluation where all departments conduct continuous unit tests, give assignments etc. After all tests teachers show the marks to the students and after completion of the semester all marks are combined and the weight is of 30%. All teachers submit the marks to the examination department of the college. The examination department displays the marks on notice board for the student's references. 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.

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 internal marks displayed by university, students submit their request application to college, and the same is forwarded to university for correction for necessary action. The university provides students to revaluate the answer sheet after paying requisite fee.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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.

The college, affiliated with Gujarat University, strictly adheres to the university-designed syllabi for its courses. The Board of Study at Gujarat University formulates the syllabus for each subject, making the latest approved syllabi available on the university website for student access.

At the beginning of each academic year, the college establishes a timetable committee. This committee collaborates with the Professor-in-charge of each subject in every faculty to gather insights regarding class schedules. They distribute subjects among teachers according to the University's prescribed teaching scheme, encompassing lecture classes, practical sessions, and tutorials. The primary focus remains on achieving the set objectives, which include Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs).

To ensure students are well-informed, faculty members share these POs, PSOs, and COs with their students regularly. These objectives are prominently displayed within departmental walls and at the college entrance for widespread visibility. Teachers craft their courses with these objectives in mind, aligning their teaching strategies to meet these defined goals. This practice aims to keep students updated and committed to their studies by understanding the specific objectives associated with their courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://apjakgc.ac.in/Arts.aspx
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/Arts.aspx]()

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

435

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	Nil

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/IQAC/Feedbackstudents.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)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
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

20

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
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

14

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

3

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

Dr APJ Abdul Kalam Government College organises various activities through its various wings such as NSS, NCC etcin the neighbourhood to sasitize students towards socials issues. NSS unit last year organised swachchata awareness program in a village and organised Nukkad Natak to Aware people towards cleanliness.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in/PreviousActivities.aspx
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	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

1527

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

20

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	No File Uploaded

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The campus of Dr. APJ Abdul Kalam Government College Silvassa (Dokmardi) is spread out on a campus of 8.57 acres. The major structure is the Academic Block, which has three wings, namely Wing-A, Wing-B, and Wing-C.

Infrastructure facilities are:

- 34 classrooms with smartboard (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 15000 books, 57 subscribed magazines, elibrary, 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
- Frequently used outsourcing agency, well-kept, and guarded by 24x7 HD camera surveillance

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.

The sports field of Dr. APJ Abdul Kalam Govt. College is large enough to host NCC activities, football, cricket, and volleyball matches. In a college, there is an indoor sports activity center. The activity center had a gym, an indoor sports court, and a sports store. Activities like Table Tennis, Chess, Boxing, Carom, and Billiard are played in activity centers for indoor sports. A court for outdoor badminton is located in the center of the college building. The Silvassa Sports Department's Ground and Indoor Badminton Hall, both 1.5 kilometers away from the campus, are also utilized by the college. The upper level of the library has a Hall that is also used for yoga and other similar 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	**No File Uploaded**
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.

24

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

24

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1Y2QGz5S_pCP0dEWm45HEJbFznvDMGorD?usp=sharing
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)

198.18

File Description	Documents
Upload any additional information	**No File Uploaded**
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. This software is adaptable with Barcoding facility, RFID and Web 2.0 The users receive the e-mail of every transition such as on issue of book and on return of the book. Library has not opted any AMC for maintaining it from outside but maintained in-house.

The library has developed "Gyanodaya" 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.

Computers in Library

Sr. No.

Details

No. of Computers

1

E-library

05

2

Circulation

1

3

OPAC

1

4

Admin Work and Data server

3

Total No. of Computers in Library

10

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

3.1.5

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)

0.87

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

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

105

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

A total of 38 teachers have received individual PCs or laptops with the necessary accessories and internet connectivity. The computer center, language lab, and e-library all have 88 computers available for students. The institution's internet bandwidth (Bharat fiber, leased line, and RFP) is about 80 MBPS.

The Gujarat University administers centralized online admission. For the management of students, academics, examinations, establishments, and academic fees, the college office uses the eMLi (Integrated College Management System) To encourage paperless offices, college offices employ e-Office software. College has registered for online procurement on GeM (Government e-Marketplace). All college scholarship operations are done through the National Scholarship Portal.

ICT has been used to complete the majority of the admission process tasks, including creating the merit list, maintaining the seat matrix and classifying applications. Online fee payments have been made. The applicant's information is entered into an online Google

Form.

NewGenLib and Dspace have been used to create an institutional repository where a number of digital resources are stored for the benefit of the students. Through NLIST of INFLIBNET, the library has a subscription to NDL as well as databases, e-books, and e-journals.

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

4.3.2 - Number of Computers

143

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	No File Uploaded
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)

76.68

File Description	Documents
Upload any additional information	**No File Uploaded**
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 outsourced housekeeping agency, security agency, Agency for daily maintenance of computers and CCTV cameras, canteen agency.**
- **Sewage collection is done by Garbage collector vehicle of the local Municipality, regularly on daily basis.**
- **Each laboratories and computer centre maintain their stock and verified annually and damaged items discarded.**
- **For any medical emergency the contacts are made with Vinoba Bhave Civil Hospital which is situated within 2 Km of the college. Various divyang friendly equipments are available in the college.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

83

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
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

528

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

862

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

862

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	**No File Uploaded**

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

5

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

44

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
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	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

3

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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)

The institution actively promotes students' representation and engagement in administrative, co-curricular, and extracurricular activities through established processes and norms.

A structured student council or representative body is in place, allowing students to participate in decision-making processes and contribute to the overall functioning of the institution. Students are encouraged to nominate and elect their representatives through democratic processes, ensuring inclusivity and transparency.

These student representatives serve as liaisons between the student body and the administration, advocating for student interests and concerns. They play pivotal roles in various administrative committees, providing valuable insights and perspectives on matters affecting student welfare and academic experience.

Moreover, students are encouraged to participate in co-curricular and extracurricular activities such as clubs, societies, cultural events, and sports competitions. They have opportunities to take leadership roles, organize events, and contribute to the vibrant campus life.

The institution fosters a culture of student empowerment, where students are encouraged to voice their opinions, express their creativity, and take initiative in shaping their educational journey. By facilitating students' representation and engagement, the institution nurtures leadership skills, civic responsibility, and a sense of belonging among its student community.

File Description	Documents
Paste link for additional information	Nil
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

35

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

As of right now, there isn't an officially recognised alumni association for the Dr. APJ Abdul Kalam Government College. However, similar steps are being taken. Graduate students have already graduated in seven batches in the arts and commerce, and six batches in the sciences. The college keeps in touch with alumni on a departmental level and keeps track of them.

File Description	Documents
Paste link for additional information	**Nil**
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	**No File Uploaded**

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

- **In 2011, the Dadra Nagar Haveli Uchcha Shikshya Samiti, a registered organisation of the UT Administration of Dadra Nagar Haveli, established the Dr. APJ Abdul Kalam Govt College with the goal of promoting high-quality higher education.**
- **The Dr. APJ Abdul Kalam Govt College's objective is to offer a cutting-edge educational environment, opportunities, and experiences that help people, communities, and the area to develop, flourish, and succeed.**
- **Admission: A committee was established to oversee the college's admission process, and it is chaired by the Director of Higher and Technical Education (DNH&DD).**
- **Students were given all support for online admission throughout this epidemic.**
- **On the college website, dnh.nic.in/APJGC, which has since been**

updated to www.apjakgc.ac.in, were the admission brochure, information on reservations, and admission policies as determined by the competent authorities. Examination: A properly formed examining committee is in charge of this.

- The examination committee is also established every year to work on internal and external exams, according to Gujarat University's timetable and its academic calendar.
- The disciplinarian committee is in charge of upholding order on college property.
- The purpose of the campus development committee is to debate the necessity for any campus development work, monitor and verify any such work carried out in the institution, and support the college administration in providing high-quality work and services.
- Similar to this, a number of additional committees are established to oversee and handle various academic and administrative tasks at the institution, including student activities.

File Description	Documents
Paste link for additional information	Nil
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 Government College adopts a decentralized approach by incorporating various stakeholder groups into diverse committees. These committees efficiently handle various issues within the college, ensuring comprehensive governance and effective management:

1. IQAC (Internal Quality Assurance Cell)
2. Academic Development Committee
3. Admission and Enrollment Monitoring Committee
4. Examination Committee
5. Cultural and Extra-Curricular Activities Committee
6. Discipline and Anti-Ragging Committee
7. Women's Development Committee
8. Career Counseling Committee
9. College Magazine Committee
10. Time Table Committee
11. Student Welfare Committee

12. SC/ST Minority Cell
13. Campus Development Committee
14. Youth Festival Committee
15. OBC Cell
16. Internal Complaint Committee/Internal Committee - Sexual Harassment of Women at Work
17. College Sports Committee
18. College Swachhta Committee
19. Student Grievance and Redressal Committee

Under the schedule of Gujarat University, internal examinations are organized by the college, where teachers prepare and submit question papers to the Examination Committee. The committee then compiles and verifies internal marks, uploading them onto the Gujarat University website within stipulated timelines. A meeting between the Exam Committee and the College Principal resulted in the adoption of a new continuous evaluation system, reflecting the institution's commitment to enhancing assessment methods and ensuring academic excellence.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has implemented a comprehensive set of initiatives to foster the holistic development of students. In addition to creating new labs to maximize the utilization of laboratory equipment for practical learning, the institution has taken steps to raise awareness about Intellectual Property Rights (IPR) through dedicated workshops. Moreover, soft skills training programs facilitated by industry experts have been conducted to enhance students' employability and capacity building. The college actively supports students in their career paths through workshops on career counseling and workshops on Women Empowerment and Employability, specifically tailored to instill confidence and provide guidance for female students.

Furthermore, the college prioritizes the safety and well-being of students by organizing self-defense workshops for girls. Initiatives for youth development include the National Cadet Corps (NCC) and the

National Service Scheme (NSS), providing platforms for students to cultivate leadership qualities and contribute to community service. Cultural programs are regularly organized to instill cultural values, and students are encouraged to participate in cultural and sports events at the college, state, and university levels. This approach ensures that students not only excel academically but also develop into well-rounded individuals capable of making positive contributions to society. Through a blend of academic, cultural, and developmental programs, the college remains committed to providing a nurturing environment that prepares students for success in various facets of life.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://apjakgc.ac.in
Upload any additional information	No File Uploaded

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.

The governance structure of Dadra and Nagar Haveli Ucchha Shikshya Samiti (DNHUSS) is designed to ensure effective oversight and adherence to established norms:

- The Hon'ble Administrator (DD & DNH) serves as the chairman of the Governing Body, while the Secretary Education (DD & DNH) acts as the Member Secretary of the Governing Body and Chairman of the Executive Committee of DD & DNH.
- The Principal of the college assumes the role of Member Secretary of the Executive Committee of DNHUSS.
- The Governing Body of the college has resolved to adopt prevailing government norms, including those of CCS and UGC, for all administrative and academic procedures.
- Teaching staff recruitment follows UGC and Gujarat University regulations, while non-teaching staff recruitment adheres to UT Administration of DNH & Govt. of India guidelines.
- A purchase committee oversees procurement processes within the college, ensuring transparency and compliance.
- The Principal, through various committees, manages the college, addressing a range of issues affecting students.
- Service rules for teaching and non-teaching staff adhere to UGC and CCS standards, respectively.

- **Student-centric committees such as the student grievance committee, anti-ragging committee, disciplinary committee, and sexual harassment committee are operational. Admission and examination committees address specific concerns related to admissions and exams.**
- **Students can lodge complaints through designated drop boxes or directly approach the Principal regarding unresolved issues.**

This comprehensive governance framework ensures accountability, transparency, and effective resolution of issues within the college community.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in
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.

File Description	Documents
Paste link for additional information	Nil
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

1

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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

8

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

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 nonteaching staff of the college. Head of the Institute has the powers to assess the ACR forms of non-teaching staff. Promotion of the nonteaching staff is linked with the ACR forms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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 submitsits 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 2021-2022Vijay N Tewar abd Co., Chartered Accountants, Vadodara

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/Download/AuditReport2022-23.pdf
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)

133.79

File Description	Documents
Annual statements of accounts	View File
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 UchchaSikshyaSamiti 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.

File Description	Documents
Paste link for additional information	**Nil**
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 04-11-2022. The cell has been constituted with following members:

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.

- As per the discussion in IQAC meeting conducted on 24th June 2022. Following actions were taken to achive the goals.
  - computer courses were started to provided students employability and skill enhancement.
  - Talks are going on to arrange a bus service for the students from city to college.
  - Several seminars, workshops etc were conducted through various departments.
  - Through Carrier counseling committee, many program to aware student about the future were conducted. Some campus interviews were held.

File Description	Documents
Paste link for additional information	Nil
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 under Dadra Nagar Haveli UchchaSikshyaSamiti 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.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in
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 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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://apjakgc.ac.in/Download/NIRF022023.pdf
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

The college has implemented various measures to ensure gender equality and create a safe environment for all students:

CCTV Surveillance: Strategically placed CCTV cameras monitor classrooms, labs, and other areas to ensure student safety.

Security Personnel: Dedicated security personnel, including female

guards, provide round-the-clock campus security.

Sanitary Facilities: Sanitary napkin vending machines and separate ladies' toilets promote menstrual hygiene.

Canteen Services: An on-campus canteen offers hygienic food options, ensuring convenient access for all students.

Common Room: A designated common room provides female students with a space to relax and utilize their free time effectively.

Fire Safety Measures: Various fire safety equipment is strategically placed to address emergencies promptly.

Campus Security: The college is enclosed by a boundary wall with a single entry gate, and an activity center is under construction to enhance campus life.

First Aid Facilities: Comprehensive first aid facilities are available on campus for students and staff.

These measures underscore the college's commitment to providing a supportive environment for all students, with particular emphasis on the welfare of its female student community.

File Description	Documents
Annual gender sensitization action plan	http://apjakgc.ac.in/Upload-temp/EnsuringGirls.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://apjakgc.ac.in/Upload-temp/EnsuringGirls.pdf

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

The institution has established various facilities for the management of different types of waste:

Solid Waste Management: Solid waste is collected by the Silvassa Municipal Council for recycling purposes.

Liquid Waste Management: Liquid waste is channeled through a sewer system for proper disposal and treatment.

Biomedical Waste Management: Although specific facilities are not available on campus, adherence to biomedical waste management guidelines is ensured by contracting with authorized waste management services.

E-Waste Management: The institution follows the e-waste management policy established by local administration, which likely includes guidelines for proper disposal and recycling of electronic waste.

Waste Recycling System: While solid waste is collected for recycling, the institution encourages waste segregation at the source to facilitate recycling efforts.

Hazardous Chemicals and Radioactive Waste Management: Given the absence of specific facilities, the institution likely follows regulatory guidelines for the safe handling, storage, and disposal of hazardous chemicals and radioactive waste.

By collaborating with municipal authorities and adhering to local regulations, the institution ensures responsible waste management practices while promoting environmental sustainability within its operational framework.

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

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   **A. Any 4 or all 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: **B. Any 3 of the above**

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

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

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

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 institution prioritizes creating an inclusive environment characterized by tolerance, harmony, and respect for diverse

backgrounds:

1. **Cultural Exchange Programs:** Regular events celebrate diversity, fostering understanding among students and staff.

2. **Language and Communication Support:** Services ensure effective participation for individuals of varied linguistic backgrounds.

3. **Community Engagement:** Collaboration with local communities promotes mutual support and involvement in educational activities.

4. **Socioeconomic Support:** Financial aid and mentorship programs offer equal opportunities to students from diverse backgrounds.

5. **Diversity Training:** Workshops raise awareness and build empathy among the community.

6. **Accessible Infrastructure:** Facilities accommodate individuals with disabilities, ensuring equitable access.

7. **Policy Development:** Robust policies address discrimination, harassment, and bias, fostering safety and acceptance.

8. **Student Support Services:** Counseling and mentoring initiatives offer emotional support and guidance.

These efforts cultivate a vibrant, inclusive community where all members feel valued, respected, and empowered to thrive, contributing to a culture of diversity and understanding within the institution.

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

The institution sensitizes students and employees to constitutional obligations through various means:

1. Educational Programs: Workshops, seminars, and courses are conducted to elucidate constitutional values, rights, duties, and responsibilities, fostering a deeper understanding among participants.

2. Curriculum Integration: Constitutional studies are incorporated into academic coursework, ensuring students gain insights into democratic principles and civic duties across disciplines.

3. Guest Lectures: Legal experts and scholars are invited to deliver talks, providing diverse perspectives on constitutional matters and encouraging critical analysis.

4. Awareness Campaigns: Regular initiatives, such as poster campaigns and competitions, raise awareness about constitutional rights and values, promoting active citizenship.

5. Institutional Policies: Policies aligned with constitutional principles are formulated to foster a culture of respect, tolerance, and equality within the institution, guiding behavior and interactions.

By engaging students and employees in discussions and activities centered on constitutional obligations, the institution empowers them to become informed and responsible citizens, capable of upholding democratic ideals and contributing positively to society.

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   C. Any 2 of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	*View File*
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

The institution actively celebrates and organizes national and international commemorative days, events, and festivals to foster a sense of cultural awareness, global citizenship, and community engagement among its students, staff, and stakeholders.

1. **National Days: The institution commemorates significant national events such as Independence Day, Republic Day, and Gandhi Jayanti with flag hoisting ceremonies, cultural performances, and educational activities highlighting the importance of these occasions in the country's history and heritage.**

2. **International Days: Various international observances such as International Women's Day, Earth Day, Human Rights Day, and World Health Day are marked with seminars, panel discussions, workshops, and awareness campaigns addressing pertinent global issues and promoting cross-cultural understanding and solidarity.**

3. **Cultural Festivals: The institution organizes cultural festivals and events that showcase the rich diversity of traditions, languages, arts, and cuisines from different regions and countries. These festivals serve as platforms for cultural exchange, dialogue, and appreciation, fostering a vibrant and inclusive campus community.**

4. **Awareness Campaigns: Special events and campaigns are organized to raise awareness and promote action on pressing social, environmental, and humanitarian issues such as climate change, gender equality, mental health, and sustainable development.**

Through these initiatives, the institution creates opportunities for meaningful engagement, dialogue, and reflection, nurturing a spirit of inclusivity, empathy, and social responsibility among its members while contributing to the broader goals of global citizenship and sustainable development.

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	View File
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 Practice 1 Title of the Practice:

FREE BOOK BANK SCHEME FOR ALL THE STUDENTS OF THE COLLEGE

Objectives of the practice are:

1. **To make books available for majority of the students of Arts, Commerce and Science students without any differentiation.**
2. **To promote the 'equality' among all the students.**

The context:

Providing books to students for whole semester.

The Practice:

Book bank facility's started by the college from where students can get maximum 5 books for whole semester

Evidence of Success:

Students are getting benefits of Book Bank

Problems Encountered and Resources Required:

Finance and approval were the major requirement that was achieved following required procedure.

Best Practice 2Title of the Practice:

FREE COMPUTER COURSES FOR STUDENTS

Context: The institution aimed to boost students' employability and skills in response to industry demands.

Objective: Empower students with industry-relevant skills and certifications to enhance job prospects.

The Practice: In collaboration with Manaswin Edu-Con Pvt. Ltd and utilizing funds from Jai Corps Ltd's CSR initiative, the institution introduced six specialized certificate courses including Graphic Designing, CCC, Advance Excel, Digital Marketing, ADOIA, Java, and Python. These courses offered practical training for professional settings.

Challenges and Resources: Challenges included curriculum development, industry collaborations, and resource management.

Success Evidence: Over 350 students completed the courses, improving employability with real-world exposure, reflecting the institution's commitment to industry relevance.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	<u>View File</u>

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

Ensuring better safety and hygiene of Girls.

The college is not only concerned about their education but also

more vigilant towards their security, their better health and hygiene. The security of the girl students is also an aspect where the college is vigilant and ensuring the full security of girl students in the college campus. The college is equipped with 24X7 surveillance of the high resolution CCTV camera. In addition of the camera, college deployed the male and female security guards all together to help them in any situation. The college organized various programs for girl students like AIDS Day, Red Revolution programs for menstrual related awareness, self-defence programs. The college also has a Women Development Committee, 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 installed various sanitary napkin machines to address issues of female students. It is under equity initiative of RUSA. Also, through Government Health department, Iron tablets, First Aid, Screening of Sickle Cell Anaemia to ensure better nutrition and good health of the girl students.

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 in Silvassa follows the schedule and study plan set by Gujarat University, its affiliated institution since 2011. The college helps put this plan into action by creating a detailed timetable for each department and teacher. Teachers stick to this schedule by making their own plans for what they'll teach and when. They make sure to cover all the topics on time by regularly testing students, organizing seminars, quizzes, and giving assignments. They often use tools like movies, documentaries, and pictures to help students learn better. After finishing a section of the course, teachers test the students or hold seminars to see how well they've understood. They also encourage students to participate in activities like quizzes and group discussions to improve their understanding of the subjects.

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)

Dr. APJ Abdul Kalam Govt. College affliliated with Gujarat University, Ahmedabad, following the university's academic schedule, which is shared ahead of each academic year. The college aligns its calendar accordingly.

The college departments oversee Continuous Internal Evaluation (CIE) activities throughout the semester, involving unit tests, assignments, and presentations.

During the first-year orientation program, students are briefed about the college's (university's) academic calendar and the Continuous Internal Evaluation (CIE) system.

All students are added to WhatsApp groups specific to their programs, ensuring they receive test notifications via class announcements, notice boards, and these groups, providing them with prior test information.

The College Principal regularly conducts meetings involving staff and students to ensure a seamless implementation of the academic calendar.

Assignments are issued in advance with clear deadlines. Faculty members oversee timely submission and continuous evaluation.

Internal grade sheets are prepared according to the academic calendar and publicly displayed on the college notice board, ensuring transparency in the Continuous Internal Evaluation (CIE) process.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://apjakgc.ac.in/Download/academiccalendar22-23pdf

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	B. Any 3 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	[View File](#)

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)

7

File Description	Documents
Any additional information	No File Uploaded
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

398

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

398

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 designed the syllabusfor B.A., B.Com, and B.Sc, intertwining crucial topics like Gender, Environment, Sustainability, Human Values, and Professional Ethics. The college effectively implements this syllabus, with teachers across subjects instilling these values in students. The college prioritizes nurturing social, ethical, environmental, and gender-related awareness through the curriculum and specific programs.

Both core and elective courses focus on imparting these values, emphasizing their role in shaping a progressive and harmonious society. Alongside academic teachings, students receive guidance on personality development, fostering qualities essential for being a good individual and professional. They learn about the importance of Society and Environment for their personal growth.

Furthermore, these values are reinforced through diverse activities such as tree planting, cleanliness drives, and participation in Blood donation camps organized by the State NSS headquarters. All these endeavors stem from the curriculum's integration of social and ethical values, molding students to be conscientious individuals aligned with societal and environmental concerns.

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

31

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
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

1255

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	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://apjakgc.ac.in/IQAC_Feedback.aspx

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

850

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

374

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 related 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.

Subject theory related doubts are also solved in tutorial/practical classes. If weak students have problems with language; teacher explains the topics in mother tongue (e.g. Gujarati) or in Hindi.

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. In addition, several e- are provided for independent self paced learning.

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

File Description	Documents
Link for additional Information	**Nil**
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
1958	**46**

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 community services, CoVID-19 warrior in public awareness and guidance were organized. In addition:

- Language laboratory is functionalfor improvement of English language communication skills of students.
- Soft skills training programs are organized by experts to improve presentation and interview facingskills.
- Students are encouraged to participate in 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 in 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	Nil

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

Use of ICT has become must in modern IT society. No educational institution can avoid the use of ICT as it made teaching and learning easy and dynamic.

College uses ICT in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute

ICT Tools:

1. Smart Board: Most of the classrooms are equipped with Smart TV Panels.
2. Projectors- projectors are available in different classrooms/labs
3. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
4. Printers- They are installed at Labs, HOD and Professors Cabins and all prominent places.
5. Photocopier machines - Multifunction printers are available at all prominent places in the institute.
6. Scanners- Multifunction printers are available at all prominent places.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
8. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc.)
9. 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

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/UCqDH46D3rzBbeCLhboSrnA

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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

46

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	**No File Uploaded**

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

32

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

350

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.

The college follows the internal examination schedule of Gujarat University, Ahmedabad

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) through the concerned department.

Unit 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.

The Internal exam has weight of 30% Marks which includes their

attendance, Assignments, Unit Tests and MCQ tests. The Marks of students at the end of the semester are collected by the Examination committee. The examination committee display the marks for the students. Examination committee gives them some time to see and if there are any discrepancies they can get it resolved by consulting the concerned teacher. After that the marks of the students are uploaded in the university's portal which finally reflects in the mark sheets.

The students who failed in internal exams get another chance for remedial exams so that they can perform and pass the examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

At college level:

College follows continuous internal evaluation where all departments conduct continuous unit tests, give assignments etc. After all tests teachers show the marks to the students and after completion of the semester all marks are combined and the weight is of 30%. All teachers submit the marks to the examination department of the college. The examination department displays the marks on notice board for the student's references. 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.

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 internal marks displayed by university, students submit their request application to college, and the same is forwarded to university for correction for necessary action. The university provides students to revaluate the answer sheet after paying requisite fee.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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.

The college, affiliated with Gujarat University, strictly adheres to the university-designed syllabi for its courses. The Board of Study at Gujarat University formulates the syllabus for each subject, making the latest approved syllabi available on the university website for student access.

At the beginning of each academic year, the college establishes a timetable committee. This committee collaborates with the Professor-in-charge of each subject in every faculty to gather insights regarding class schedules. They distribute subjects among teachers according to the University's prescribed teaching scheme, encompassing lecture classes, practical sessions, and tutorials. The primary focus remains on achieving the set objectives, which include Program Outcomes (POs), Program-Specific Outcomes (PSOs), and Course Outcomes (COs).

To ensure students are well-informed, faculty members share these POs, PSOs, and COs with their students regularly. These objectives are prominently displayed within departmental walls and at the college entrance for widespread visibility. Teachers craft their courses with these objectives in mind, aligning their teaching strategies to meet these defined goals. This practice aims to keep students updated and committed to their studies by

understanding the specific objectives associated with their courses.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://apjakgc.ac.in/Arts.aspx
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/Arts.aspx

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

435

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	Nil

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/IQAC/Feedbackstudents.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)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
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

20

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
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

14

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

3

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

Dr APJ Abdul Kalam Government College organises various activities through its various wings such as NSS, NCC etcin the neighbourhood to sasitize students towards socials issues. NSS unit last year organised swachchata awareness program in a village and organised Nukkad Natak to Aware people towards cleanliness.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in/PreviousActivities.aspx
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	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

1527

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

20

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	**No File Uploaded**

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The campus of Dr. APJ Abdul Kalam Government College Silvassa (Dokmardi) is spread out on a campus of 8.57 acres. The major structure is the Academic Block, which has three wings, namely Wing-A, Wing-B, and Wing-C.

Infrastructure facilities are:

- **34 classrooms with smartboard (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 15000 books, 57 subscribed magazines, elibrary, 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
- Frequently used outsourcing agency, well-kept, and guarded by 24x7 HD camera surveillance

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.

The sports field of Dr. APJ Abdul Kalam Govt. College is large enough to host NCC activities, football, cricket, and volleyball matches. In a college, there is an indoor sports activity center. The activity center had a gym, an indoor sports court, and a sports store. Activities like Table Tennis, Chess, Boxing, Carom, and Billiard are played in activity centers for indoor sports. A court for outdoor badminton is located in the center of the college building. The Silvassa Sports Department's Ground and Indoor Badminton Hall, both 1.5 kilometers away from the campus, are also utilized by the college. The upper level of the library

has a Hall that is also used for yoga and other similar 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	No File Uploaded
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.

24

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

24

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1Y2QGz5S_pCP0dEWm45HEJbFznvDMGorD?usp=sharing
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)

198.18

File Description	Documents
Upload any additional information	**No File Uploaded**
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. This software is adaptable with Barcoding facility, RFID and Web 2.0 The users receive the e-mail of every transition such as on issue of book and on return of the book. Library has not opted any AMC for

maintaining it from outside but maintained in-house.

The library has developed "Gyanodaya" 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.

Computers in Library

Sr. No.

Details

No. of Computers

1

E-library

05

2

Circulation

1

3

OPAC

1

4

Admin Work and Data server

3

Total No. of Computers in Library

10

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

3.1.5

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)

0.87

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
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

105

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

A total of 38 teachers have received individual PCs or laptops with the necessary accessories and internet connectivity. The computer center, language lab, and e-library all have 88 computers available for students. The institution's internet bandwidth (Bharat fiber, leased line, and RFP) is about 80 MBPS.

The Gujarat University administers centralized online admission. For the management of students, academics, examinations, establishments, and academic fees, the college office uses the eMLi (Integrated College Management System) To encourage paperless offices, college offices employ e-Office software. College has registered for online procurement on GeM (Government e-Marketplace). All college scholarship operations are done through the National Scholarship Portal.

ICT has been used to complete the majority of the admission process tasks, including creating the merit list, maintaining the seat matrix and classifying applications. Online fee payments have been made. The applicant's information is entered into an online Google Form.

NewGenLib and Dspace have been used to create an institutional repository where a number of digital resources are stored for the benefit of the students. Through NLIST of INFLIBNET, the library has a subscription to NDL as well as databases, e-books, and e-journals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sclrcdnh.wordpress.com/

4.3.2 - Number of Computers

143

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	No File Uploaded
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)

76.68

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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 outsourced housekeeping agency, security agency, Agency for daily maintenance of computers and CCTV cameras, canteen agency.**
- **Sewage collection is done by Garbage collector vehicle of the local Municipality, regularly on daily basis.**
- **Each laboratories and computer centre maintain their stock and verified annually and damaged items discarded.**
- **For any medical emergency the contacts are made with Vinoba Bhave Civil Hospital which is situated within 2 Km of the college. Various divyang friendly equipments are available in the college.**

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

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

83

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
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

528

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

862

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

862

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	**No File Uploaded**

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

5

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

44

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
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	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

3

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
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)

The institution actively promotes students' representation and engagement in administrative, co-curricular, and extracurricular activities through established processes and norms.

A structured student council or representative body is in place, allowing students to participate in decision-making processes and contribute to the overall functioning of the institution. Students are encouraged to nominate and elect their representatives through democratic processes, ensuring inclusivity and transparency.

These student representatives serve as liaisons between the student body and the administration, advocating for student interests and concerns. They play pivotal roles in various administrative committees, providing valuable insights and perspectives on matters affecting student welfare and academic experience.

Moreover, students are encouraged to participate in co-curricular and extracurricular activities such as clubs, societies, cultural events, and sports competitions. They have opportunities to take leadership roles, organize events, and contribute to the vibrant campus life.

The institution fosters a culture of student empowerment, where students are encouraged to voice their opinions, express their creativity, and take initiative in shaping their educational journey. By facilitating students' representation and engagement, the institution nurtures leadership skills, civic responsibility, and a sense of belonging among its student community.

File Description	Documents
Paste link for additional information	Nil
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

35

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

As of right now, there isn't an officially recognised alumni association for the Dr. APJ Abdul Kalam Government College. However, similar steps are being taken. Graduate students have already graduated in seven batches in the arts and commerce, and six batches in the sciences. The college keeps in touch with alumni on a departmental level and keeps track of them.

File Description	Documents
Paste link for additional information	**Nil**
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	**No File Uploaded**

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

- **In 2011, the Dadra Nagar Haveli Uchcha Shikshya Samiti, a registered organisation of the UT Administration of Dadra Nagar Haveli, established the Dr. APJ Abdul Kalam Govt College with the goal of promoting high-quality higher education.**
- **The Dr. APJ Abdul Kalam Govt College's objective is to offer a cutting-edge educational environment, opportunities, and experiences that help people, communities, and the area to develop, flourish, and succeed.**
- **Admission: A committee was established to oversee the college's admission process, and it is chaired by the Director of Higher and Technical Education (DNH&DD).**
- **Students were given all support for online admission**

- throughout this epidemic.
- On the college website, dnh.nic.in/APJGC, which has since been updated to www.apjakgc.ac.in, were the admission brochure, information on reservations, and admission policies as determined by the competent authorities. Examination: A properly formed examining committee is in charge of this.
- The examination committee is also established every year to work on internal and external exams, according to Gujarat University's timetable and its academic calendar.
- The disciplinarian committee is in charge of upholding order on college property.
- The purpose of the campus development committee is to debate the necessity for any campus development work, monitor and verify any such work carried out in the institution, and support the college administration in providing high-quality work and services.
- Similar to this, a number of additional committees are established to oversee and handle various academic and administrative tasks at the institution, including student activities.

File Description	Documents
Paste link for additional information	Nil
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 Government College adopts a decentralized approach by incorporating various stakeholder groups into diverse committees. These committees efficiently handle various issues within the college, ensuring comprehensive governance and effective management:

1. IQAC (Internal Quality Assurance Cell)
2. Academic Development Committee
3. Admission and Enrollment Monitoring Committee
4. Examination Committee
5. Cultural and Extra-Curricular Activities Committee
6. Discipline and Anti-Ragging Committee
7. Women's Development Committee
8. Career Counseling Committee

9. College Magazine Committee
10. Time Table Committee
11. Student Welfare Committee
12. SC/ST Minority Cell
13. Campus Development Committee
14. Youth Festival Committee
15. OBC Cell
16. Internal Complaint Committee/Internal Committee - Sexual Harassment of Women at Work
17. College Sports Committee
18. College Swachhta Committee
19. Student Grievance and Redressal Committee

Under the schedule of Gujarat University, internal examinations are organized by the college, where teachers prepare and submit question papers to the Examination Committee. The committee then compiles and verifies internal marks, uploading them onto the Gujarat University website within stipulated timelines. A meeting between the Exam Committee and the College Principal resulted in the adoption of a new continuous evaluation system, reflecting the institution's commitment to enhancing assessment methods and ensuring academic excellence.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has implemented a comprehensive set of initiatives to foster the holistic development of students. In addition to creating new labs to maximize the utilization of laboratory equipment for practical learning, the institution has taken steps to raise awareness about Intellectual Property Rights (IPR) through dedicated workshops. Moreover, soft skills training programs facilitated by industry experts have been conducted to enhance students' employability and capacity building. The college actively supports students in their career paths through workshops on career counseling and workshops on Women Empowerment and Employability, specifically tailored to instill confidence and provide guidance for female students.

Furthermore, the college prioritizes the safety and well-being of students by organizing self-defense workshops for girls. Initiatives for youth development include the National Cadet Corps (NCC) and the National Service Scheme (NSS), providing platforms for students to cultivate leadership qualities and contribute to community service. Cultural programs are regularly organized to instill cultural values, and students are encouraged to participate in cultural and sports events at the college, state, and university levels. This approach ensures that students not only excel academically but also develop into well-rounded individuals capable of making positive contributions to society. Through a blend of academic, cultural, and developmental programs, the college remains committed to providing a nurturing environment that prepares students for success in various facets of life.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://apjakgc.ac.in
Upload any additional information	No File Uploaded

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.

The governance structure of Dadra and Nagar Haveli Ucchha Shikshya Samiti (DNHUSS) is designed to ensure effective oversight and adherence to established norms:

- The Hon'ble Administrator (DD & DNH) serves as the chairman of the Governing Body, while the Secretary Education (DD & DNH) acts as the Member Secretary of the Governing Body and Chairman of the Executive Committee of DD & DNH.
- The Principal of the college assumes the role of Member Secretary of the Executive Committee of DNHUSS.
- The Governing Body of the college has resolved to adopt prevailing government norms, including those of CCS and UGC, for all administrative and academic procedures.
- Teaching staff recruitment follows UGC and Gujarat University regulations, while non-teaching staff recruitment adheres to UT Administration of DNH & Govt. of India guidelines.
- A purchase committee oversees procurement processes within

the college, ensuring transparency and compliance.
- The Principal, through various committees, manages the college, addressing a range of issues affecting students.
- Service rules for teaching and non-teaching staff adhere to UGC and CCS standards, respectively.
- Student-centric committees such as the student grievance committee, anti-ragging committee, disciplinary committee, and sexual harassment committee are operational. Admission and examination committees address specific concerns related to admissions and exams.
- Students can lodge complaints through designated drop boxes or directly approach the Principal regarding unresolved issues.

This comprehensive governance framework ensures accountability, transparency, and effective resolution of issues within the college community.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in
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.

File Description	Documents
Paste link for additional information	Nil
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

1

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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

8

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

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 nonteaching staff of the college. Head of the Institute has the powers to assess the ACR forms of non-teaching staff. Promotion of the nonteaching staff is linked with the ACR forms.

File Description	Documents
Paste link for additional information	**Nil**
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 submitsits 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 2021-2022Vijay N Tewar abd Co., Chartered Accountants, Vadodara

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/Download/AuditReport2022-23.pdf_
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)

133.79

File Description	Documents
Annual statements of accounts	View File
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 UchchaSikshyaSamiti 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.

File Description	Documents
Paste link for additional information	**Nil**
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 04-11-2022. The cell has been constituted with following members:

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.**
- **As per the discussion in IQAC meeting conducted on 24th June 2022. Following actions were taken to achive the goals.**
    - **computer courses were started to provided students employability and skill enhancement.**
    - **Talks are going on to arrange a bus service for the students from city to college.**
    - **Several seminars, workshops etc were conducted through various departments.**
    - **Through Carrier counseling committee, many program to aware student about the future were conducted. Some campus interviews were held.**

File Description	Documents
Paste link for additional information	**Nil**
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 under Dadra Nagar Haveli UchchaSikshyaSamiti 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.

File Description	Documents
Paste link for additional information	http://apjakgc.ac.in
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 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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://apjakgc.ac.in/Download/NIRF022023.pdf
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

The college has implemented various measures to ensure gender equality and create a safe environment for all students:

CCTV Surveillance: Strategically placed CCTV cameras monitor classrooms, labs, and other areas to ensure student safety.

Security Personnel: Dedicated security personnel, including female guards, provide round-the-clock campus security.

Sanitary Facilities: Sanitary napkin vending machines and separate ladies' toilets promote menstrual hygiene.

Canteen Services: An on-campus canteen offers hygienic food options, ensuring convenient access for all students.

Common Room: A designated common room provides female students with a space to relax and utilize their free time effectively.

Fire Safety Measures: Various fire safety equipment is strategically placed to address emergencies promptly.

Campus Security: The college is enclosed by a boundary wall with a single entry gate, and an activity center is under construction to enhance campus life.

First Aid Facilities: Comprehensive first aid facilities are available on campus for students and staff.

These measures underscore the college's commitment to providing a supportive environment for all students, with particular emphasis on the welfare of its female student community.

File Description	Documents
Annual gender sensitization action plan	http://apjakgc.ac.in/Upload-temp/EnsuringGirls.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://apjakgc.ac.in/Upload-temp/EnsuringGirls.pdf

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/	D. Any 1 of the above

power efficient equipment

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

The institution has established various facilities for the management of different types of waste:

Solid Waste Management: Solid waste is collected by the Silvassa Municipal Council for recycling purposes.

Liquid Waste Management: Liquid waste is channeled through a sewer system for proper disposal and treatment.

Biomedical Waste Management: Although specific facilities are not available on campus, adherence to biomedical waste management guidelines is ensured by contracting with authorized waste management services.

E-Waste Management: The institution follows the e-waste management policy established by local administration, which likely includes guidelines for proper disposal and recycling of electronic waste.

Waste Recycling System: While solid waste is collected for recycling, the institution encourages waste segregation at the source to facilitate recycling efforts.

Hazardous Chemicals and Radioactive Waste Management: Given the absence of specific facilities, the institution likely follows regulatory guidelines for the safe handling, storage, and disposal of hazardous chemicals and radioactive waste.

By collaborating with municipal authorities and adhering to local regulations, the institution ensures responsible waste management practices while promoting environmental sustainability within its operational framework.

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

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 — A. Any 4 or all 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: — B. Any 3 of the above

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

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

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

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 institution prioritizes creating an inclusive environment

characterized by tolerance, harmony, and respect for diverse backgrounds:

1. Cultural Exchange Programs: Regular events celebrate diversity, fostering understanding among students and staff.

2. Language and Communication Support: Services ensure effective participation for individuals of varied linguistic backgrounds.

3. Community Engagement: Collaboration with local communities promotes mutual support and involvement in educational activities.

4. Socioeconomic Support: Financial aid and mentorship programs offer equal opportunities to students from diverse backgrounds.

5. Diversity Training: Workshops raise awareness and build empathy among the community.

6. Accessible Infrastructure: Facilities accommodate individuals with disabilities, ensuring equitable access.

7. Policy Development: Robust policies address discrimination, harassment, and bias, fostering safety and acceptance.

8. Student Support Services: Counseling and mentoring initiatives offer emotional support and guidance.

These efforts cultivate a vibrant, inclusive community where all members feel valued, respected, and empowered to thrive, contributing to a culture of diversity and understanding within the institution.

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

The institution sensitizes students and employees to constitutional obligations through various means:

1. Educational Programs: Workshops, seminars, and courses are conducted to elucidate constitutional values, rights, duties, and responsibilities, fostering a deeper understanding among participants.

2. Curriculum Integration: Constitutional studies are incorporated into academic coursework, ensuring students gain insights into democratic principles and civic duties across disciplines.

3. Guest Lectures: Legal experts and scholars are invited to deliver talks, providing diverse perspectives on constitutional matters and encouraging critical analysis.

4. Awareness Campaigns: Regular initiatives, such as poster campaigns and competitions, raise awareness about constitutional rights and values, promoting active citizenship.

5. Institutional Policies: Policies aligned with constitutional principles are formulated to foster a culture of respect, tolerance, and equality within the institution, guiding behavior and interactions.

By engaging students and employees in discussions and activities centered on constitutional obligations, the institution empowers them to become informed and responsible citizens, capable of upholding democratic ideals and contributing positively to society.

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 | C. Any 2 of the above

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

File Description	Documents
Code of ethics policy document	View File
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

The institution actively celebrates and organizes national and international commemorative days, events, and festivals to foster a sense of cultural awareness, global citizenship, and community engagement among its students, staff, and stakeholders.

1. National Days: The institution commemorates significant national events such as Independence Day, Republic Day, and Gandhi Jayanti with flag hoisting ceremonies, cultural performances, and educational activities highlighting the importance of these occasions in the country's history and heritage.

2. International Days: Various international observances such as International Women's Day, Earth Day, Human Rights Day, and World Health Day are marked with seminars, panel discussions, workshops, and awareness campaigns addressing pertinent global issues and promoting cross-cultural understanding and solidarity.

3. **Cultural Festivals:** The institution organizes cultural festivals and events that showcase the rich diversity of traditions, languages, arts, and cuisines from different regions and countries. These festivals serve as platforms for cultural exchange, dialogue, and appreciation, fostering a vibrant and inclusive campus community.

4. **Awareness Campaigns:** Special events and campaigns are organized to raise awareness and promote action on pressing social, environmental, and humanitarian issues such as climate change, gender equality, mental health, and sustainable development.

Through these initiatives, the institution creates opportunities for meaningful engagement, dialogue, and reflection, nurturing a spirit of inclusivity, empathy, and social responsibility among its members while contributing to the broader goals of global citizenship and sustainable development.

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	View File
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 Practice 1 Title of the Practice:

FREE BOOK BANK SCHEME FOR ALL THE STUDENTS OF THE COLLEGE

Objectives of the practice are:

1. To make books available for majority of the students of Arts, Commerce and Science students without any differentiation.
2. To promote the 'equality' among all the students.

The context:

Providing books to students for whole semester.

The Practice:

Book bank facility's started by the college from where students can get maximum 5 books for whole semester

Evidence of Success:

Students are getting benefits of Book Bank

Problems Encountered and Resources Required:

Finance and approval were the major requirement that was achieved following required procedure.

Best Practice 2Title of the Practice:

FREE COMPUTER COURSES FOR STUDENTS

Context: The institution aimed to boost students' employability and skills in response to industry demands.

Objective: Empower students with industry-relevant skills and certifications to enhance job prospects.

The Practice: In collaboration with Manaswin Edu-Con Pvt. Ltd and utilizing funds from Jai Corps Ltd's CSR initiative, the institution introduced six specialized certificate courses including Graphic Designing, CCC, Advance Excel, Digital Marketing, ADOIA, Java, and Python. These courses offered practical training for professional settings.

Challenges and Resources: Challenges included curriculum development, industry collaborations, and resource management.

Success Evidence: Over 350 students completed the courses, improving employability with real-world exposure, reflecting the institution's commitment to industry relevance.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

Ensuring better safety and hygiene of Girls.

The college is not only concerned about their education but also more vigilant towards their security, their better health and hygiene. The security of the girl students is also an aspect where the college is vigilant and ensuring the full security of girl students in the college campus. The college is equipped with 24X7 surveillance of the high resolution CCTV camera. In addition of the camera, college deployed the male and female security guards all together to help them in any situation. The college organized various programs for girl students like AIDS Day, Red Revolution programs for menstrual related awareness, self-defence programs. The college also has a Women Development Committee, 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 installed various sanitary napkin machines to address issues of female students. It is under equity initiative of RUSA. Also, through Government Health department, Iron tablets, First Aid, Screening of Sickle Cell Anaemia to ensure better nutrition and good health of the girl students.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. to start computer training

2. to start skilling of students in extra curricularactivities like dance, music, girls self defence by taekwondo

3. to carry out several career counselling session for post UG higher study

4. to start several expert lectures, application based

5. to carry ut campus placement through industry support

6. to enhance academia industry interaction

7. to carry out activities with other govt. department

8. to carry out students voter awareness session

9. to organize students' visits to industries

10. to organize IPR awareness session

11. to start BIS Club of science students

12. to start academics, ABC registration etc. as per NEP-2020 through Gujarat University Ahmedabad

13. to promote FDP activities

14. to promote R & D activities etc.

15. to promote students participation in sports, NCC, NSS activities

16. Many more as per need based time to time....