



Dr. APJ Abdul Kalam Govt. College

(A Government college of Arts, Commerce & Science)

Affiliated to the Gujarat University, Ahmedabad

Accredited by NAAC Grade-B (2.33 CGA)

PROSPECTUS ACADEMIC YEAR 2022-23

Managed by:-

Dadra & Nagar Haveli Uchhha Sikshya Samiti, Silvassa

UT of Dadra & Nagar Haveli & Daman & Diu

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From the Desk of the Principal

Happy Seasons Greeting to all.....

Dear students, many congratulations on your success in HSC examination 2022. On this occasion, we the family members of Dr. APJ Abdul Kalam Govt. College, Silvassa would like to invite you for new session 2022-23 in our college for under graduate courses (BA, B.Com & B. Sc.) of Gujarat University, Ahmedabad.

We assure you all that we have very good team of faculty, infrastructures and laboratories. We believe in effective education to needy student of our territory so that over a span of three years our student will be able to become a quality person required for the society and the Industries.

We are focused to impart subjective education, moral Education and Skills required for competing at various levels of examination at local, regional and national level.

We believe that education has no boundary and time limit, all are required to learn new things by doing, practicing and facing challenges of life. We must have high hopes, specific target to achieve success and compete with the rest of the world.

With these points in our mind, we are devoted to train our students and placed them in industries through campus placement. We are also intended to help our students by organising remedial classes and giving opportunities for preparation of competitive examinations.

Over the path of learning we all will move together and celebrate every moment of success. The prime focus of our united efforts will be achieving a high value addition to our college, our students, our alumni, our people living in villages and around Silvassa and above all a good name to Department of Education and all concerned who have directly and indirectly contributed for the higher education as a whole under guidelines of Gujarat University, Ahmedabad, Dadra and Nagar Haveli Ucchhaa Sikshya Samiti and Administration of D&NH.

With these few dreams of success for all we welcome you to the new academic session 2022-23 in first semester and join us in contributing for betterment of local youths and all their family members.

Thanks.

Regards

Dr. Bhagwanjee Jha

Principal (In-charge)

Dr. APJ Abdul Kalam Govt. College.

Dadra & Nagar Haveli Ucchhaa Sikshya Samiti, Silvassa

(Dokmardi), Silvassa, UT of Dadra & Nagar Haveli & Daman & Diu.

Dream → Explore → Learn → Practice → Excel in Life

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1. INTRODUCTION:

It is generally felt that quality education is the privilege of the elite class, which is further limited to the urban areas. Administration of Dadra and Nagar Haveli & Daman and Diu took serious cognizance to the situation and adopted a number of measures to enable the common-man to share quality education. Establishment of “Dr. APJ Abdul Kalam Govt. College” is one of the endeavours for providing an opportunity to the students of this Union Territory.

2. VISION

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

3. MISSION

- To provide innovative education environment, opportunities and experience.
- To enable individuals, communities and the region to grow, thrive and prosper.
- To demonstrate excellence in staffing, facilities, programmes and services.
- To endorse continuous improvement.
- To anticipate needs and respond accordingly.
- To promote creativity and innovation.
- To develop systems that promotes student's and employee's success.
- To exceed student and community's expectations.
- To encourage inter-departmental collaboration.

4. ACADEMIC PROGRAMME

UG PROGRAMMES OF GUJARAT UNIVERSITY, AHMEDABAD

4.1 Faculty of Arts:-

There are two (2) divisions of B.A. Semester-I with the sanctioned strength of 120 seats per division, total strength of 240 seats.

4.1.1 B.A. Semester-I	4.1.2 B.A. Semester-II
<p>❖ Compulsory Subjects:</p> <ol style="list-style-type: none"> 1. English 2. Sanskrit <p>❖ Core Subjects: <u>(Any One Subject-Two Papers)</u></p> <ol style="list-style-type: none"> 1. English 2. Gujarati 3. Economics <p>❖ Elective First: <u>(Any One Subject-Two Papers)</u></p> <ol style="list-style-type: none"> 1. Hindi 2. Sociology 3. History 4. Political Science 5. Geography 6. Sanskrit <p>❖ Elective Second: <u>(Any One Subject other than the subject selected in Elective First-One Paper)</u></p> <ol style="list-style-type: none"> 1. Hindi 2. Sociology 3. History 4. Political Science 5. Geography <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Soft Skill: (01 Subject)</p>	<p>❖ Compulsory Subjects:</p> <ol style="list-style-type: none"> 1. English 2. Sanskrit <p>❖ Core Subjects: <u>(Any One Subject-Two Papers)</u></p> <ol style="list-style-type: none"> 1. English 2. Gujarati 3. Economics <p>❖ Elective First: <u>(Any One Subject-Two Papers)</u></p> <ol style="list-style-type: none"> 1. Hindi 2. Sociology 3. History 4. Political Science 5. Geography 6. Sanskrit <p>❖ Elective Second: <u>(Any One Subject other than the subject selected in Elective First-One Paper)</u></p> <ol style="list-style-type: none"> 1. Hindi 2. Sociology 3. History 4. Political Science 5. Geography <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Soft Skill: (01 Subject)</p>

***Note: Subject Elective I & II would be allotted on the basis of merit and/or preference for B.A. faculty as per seat matrix mentioned below.**

Seat Matrix for BA					
Core Subject	Intake	Elective-I Subject	Intake	Elective-II Subject	Intake
Economics	96	Hindi	40	Hindi	48
Gujarati	72	History	40	History	48
English	72	Sociology	40	Sociology	48
		Political Science	40	Political Science	48
		Geography	40	Geography	48
		Sanskrit	40		

4.2 Faculty of Commerce:-

There is one (02) division of B.Com. Semester-I with the sanctioned strength of 120 seats per division, total strength of 240 seats.

4.2.1 B.Com. Semester-I	4.2.2 B.Com. Semester-II
<p>❖ Compulsory Subjects:</p> <ol style="list-style-type: none"> 1. Accountancy-I 2. General English Text and Composition 3. Communication in Business 4. Human Resource Management 5. Fundamentals of Business Economics-I <p>❖ Core Elective:</p> <ol style="list-style-type: none"> 1. Financial Accounting-I <p>❖ Elective Subjects: <u>(Any One Subject-One Paper)</u></p> <ol style="list-style-type: none"> 1. Basics to Statistics-I 2. Secretarial Practice-I <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Soft Skill: (01 Subject)</p>	<p>❖ Compulsory Subjects:</p> <ol style="list-style-type: none"> 1. Accountancy-II 2. General English- Grammar and Composition 3. Business Correspondence 4. Fundamentals of Marketing Management 5. Fundamentals of Business Economics-II <p>❖ Core Elective:</p> <ol style="list-style-type: none"> 1. Financial Accounting-II <p>❖ Elective Subjects: <u>(Any One Subject-One Paper)</u></p> <ol style="list-style-type: none"> 1. Operational Research-II 2. Secretarial Practice-II <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Soft Skill: (01 Subject)</p>

4.3 Faculty of Science:-

There is one (1) division of B.Sc. Semester-I with the sanctioned strength of 130 seats.

4.3.1 B.Sc. Semester-I	4.3.2 B.Sc. Semester-II																
<p>❖ Core Subjects: Group – A (Mathematics)</p> <ol style="list-style-type: none"> 1. Physics 2. Mathematics 3. Chemistry <p>❖ Core Subjects: Group – B</p> <table border="1"> <thead> <tr> <th>Option-I</th><th>Option-II</th></tr> </thead> <tbody> <tr> <td>1. Physics</td><td>1. Chemistry</td></tr> <tr> <td>2. Chemistry</td><td>2. Microbiology</td></tr> <tr> <td>3. Microbiology</td><td>3. Botany</td></tr> </tbody> </table> <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Elective Course: (01 Subject)</p>	Option-I	Option-II	1. Physics	1. Chemistry	2. Chemistry	2. Microbiology	3. Microbiology	3. Botany	<p>❖ Core Subjects: Group – A (Mathematics)</p> <ol style="list-style-type: none"> 1. Physics 2. Mathematics 3. Chemistry <p>❖ Core Subjects: Group – B</p> <table border="1"> <thead> <tr> <th>Option-I</th><th>Option-II</th></tr> </thead> <tbody> <tr> <td>1. Physics</td><td>1. Chemistry</td></tr> <tr> <td>2. Chemistry</td><td>2. Microbiology</td></tr> <tr> <td>3. Microbiology</td><td>3. Botany</td></tr> </tbody> </table> <p>❖ Foundation Course: (01 Subject)</p> <p>❖ Elective Course: (01 Subject)</p>	Option-I	Option-II	1. Physics	1. Chemistry	2. Chemistry	2. Microbiology	3. Microbiology	3. Botany
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1. Physics	1. Chemistry																
2. Chemistry	2. Microbiology																
3. Microbiology	3. Botany																

Seat Matrix for B.Sc.

Sem- I & II		Sem- III & IV		Sem- V & VI	
GROUP	INTAKE	GROUP	INTAKE	SUBJECT	INTAKE
PHY-CHEM-MATH (Maths Group)	45	PHY-MATH	23	MATH	23
		PHY-CHEM	22	CHEM	22
PHY-CHEM-MIC (Biology Group)	35	PHY-CHEM	10	CHEM	10
		MIC-CHEM	25	MIC	15
				CHEM	10
BOT -CHEM-MIC (Biology Group)	50	MIC-CHEM	20	MIC	15
				CHEM	05
		BOT-CHEM	30	BOT	22
				CHEM	08

There are three science subjects in Sem -I (& 2). Out of these, two subjects are to be selected in Sem – 3 (& 4). And finally one core subject (Specialization) is to be selected in Sem – 5 (& 6) as shown in Seat matrix. One foundation course (General English) and one elective course are compulsory.

5 RESERVATION OF SEATS FOR ADMISSION:-

The college follows the reservation policies of the UT Administration of Dadra and Nagar Haveli & Daman and Diu as issued and amended from time to time. Seats in each Programme of Study for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC Non-creamy layer) and Physically Handicapped are as given below:

Category		Percentage
Scheduled Tribes (ST)		43%
Scheduled Cast (SC)		2%
Other Backward Classes (OBC Non-creamy layer)		5%
Physically Handicapped (from each category)		5%
General	Domicile	48%
	Kashmiri Migrants	1%
	Children of Ex-Defence Personnel	1%

***Note: Implementation of reservation Economically Weaker Sections (EWSs), will be granted as per notifications of UT Administration of Dadra and Nagar Haveli & Daman and Diu.**

BA SEAT BIFURCATION									
GROUP	INTAKE	SC(2%)	ST(43%)		OBC(5%)	GEN (50%)			
		SC	ST	PH	OBC	GEN	PH	KM	CDP
ECO	96	2	39	2	5	44	2	1	1
GUJ	72	1	29	2	4	32	2	1	1
ENG	72	1	29	2	4	32	2	1	1
TOTAL	240	4	97	6	13	108	6	3	3

BCOM SEAT BIFURCATION									
GROUP	INTAKE	SC(2%)	ST(43%)		OBC(5%)	GEN (50%)			
		SC	ST	PH	OBC	GEN	PH	KM	CDP
ENG MED.	150	3	62	3	7	69	4	1	1
GUJ MED.	150	3	62	3	7	69	4	1	1
TOTAL	300	6	124	6	14	138	8	2	2

BSC SEAT BIFURCATION									
GROUP	INTAKE	SC(2%)	ST(43%)		OBC(5%)	GEN (50%)			
		SC	ST	PH	OBC	GEN	PH	KM	CDP
A	45	1	18	1	2	22	1	0	0
B1	50	1	21	1	2	22	1	1	1
B2	35	1	14	1	2	16	1	0	0
TOTAL	130	3	53	3	6	60	3	1	1

6 FEE STRUCTURE FOR THE 1ST SEMESTER

Sr. No.	Particulars	Amount for Boys (Rs.)	Amount for Girls (Rs.)
1	Tuition Fees	600.00	Nil
2	Library fees	25.00	25.00
3	Examination and Stationery Fees	100.00	100.00
4	Gymkhana Fees	20.00	20.00
5	Student's Welfare Fees	20.00	20.00
*6	University Sports Fees	10.00	10.00
*7	Cultural Activities Fees	40.00	40.00
8	WDC	10.00	10.00
9	Medical Check Fee	25.00	25.00
10	Identity Card Fees (Only for 1st Semester)	50.00	50.00
*11	Enrolment Form Fee (Only for 1st Semester)	25.00	25.00
*12	Enrolment Fee (Only for 1st Semester)	100.00	100.00
	Total Fees	1025.00	425.00
*Note	1. Additional Laboratory Fees of Rs.100/- for students of Science Faculty.		
	2. Fees mentioned at Sr. 6 (Rs. 10/-), 7. (Rs. 10/-), 11. & 12. is deposited to Gujarat University, Ahmedabad.		

7 LIBRARY:-

The College Library is enriched with more than 13,000 books in line with syllabus of Arts, Commerce and Science faculties and is being constantly equipped with the more reference books required by the students and teachers for their reading and research work. Further more than 40 printed periodicals and magazines 14 newspapers in 04 languages and audio-video material are being subscribed by the College Library. The library has subscribed Inlibnet's NLIST database and National Digital Library of India (NDLI). All resources are accessible from the e-library section of library as well as from home. The objective of the library is to provide rich scholarly content and conducive environment for study.

The stream wise details of the books available in Library are as follows:

Sr.	Subjects	Title	Volume	Book bank books	Total
1	General books	627	799		799
2	Botany	66	235	316	551
3	Chemistry	96	472	283	755
4	Computer science	22	101		101
5	Economics	161	276		276
6	English	174	1031		1031
7	Geography	61	187	130	317
8	Gujarati	676	2190	661	2851
9	Hindi	657	1398	84	1482
10	History	93	204		204
11	Microbiology	45	189	100	289
12	Physical Education	33	37		37
13	Physics	102	318	565	883
14	Political science	44	153		153
15	Sanskrit	116	466		466
16	Sociology	82	265	198	463
17	Commerce	336	2362	2199	4561
18	Mathematics	89	313	165	478
	Total	3480	10996	4701	15697

- Library Website: <http://sclrcdnh.wordpress.com>

8 OTHER SCHEMES

8.1 NATIONAL SERVICE SCHEME (NSS)

A proposal for starting a NSS unit is under process.

8.2 NATIONAL CADET CORPS (NCC)

A unit of NCC has been started by college for 18 cadets every year by NCC, 20 battalion, Navsari since 2019.

8.3 SCOUT & GUIDE

A unit of Scout & Guide (Rovers & Rangers) under fellowship of DNH Scout & Guide is running in the college since 2019.

9 INSTRUCTIONS TO FILL UP THE APPLICATION FORM:-

The students should fill up the form online after reading the instructions.

APPLICATION FOR ADMISSION AND ENCLOSURES:-

The application for admission to the Course shall be made online on Gujarat University Website “<http://www.gujaratuniversity.ac.in/admission>” and college website <http://apjakgc.ac.in/> → Admission Menu → College Admission Form. The online application will not be submitted after the closing date. The online application form should be uploaded with following soft copies of certificates. The original certificates verification will be done during start of college:

- (1) Mark-sheet of the qualifying examination of all attempts (Mandatory).
- (2) SSC exam Marksheet of all attempts.
- (3) School/College Leaving Certificate, as the case may be (Mandatory).
- (4) Certificate as evidence of SC/ST/OBC (Non-creamy Layer)/EWS, if applying against reserved seats. (Issued by Mamlatdar, D&NH). (If applicable)
- (5) Attempt Certificate(s) from the School/College last attended. (If applicable)
- (6) Passing Certificate of the qualifying examination from the concerned Board/University. (If applicable)
- (7) Domicile Certificate of Candidate or Parents/Guardians. (Issued by Mamlatdar, D&NH). (If applicable)
- (8) A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Hospital. (If applicable)
- (9) Aadhaar Card.
- (10) Pass port size photograph.

Note: Candidates are directed to upload PDF of certificates as applicable

10 ADMISSION RULES

1. Candidate seeking admission in this college shall apply on-line, for the registration of his/ her candidature, on the university web-site “<http://www.gujaratuniversity.ac.in/admission>” and college website <http://apjakgc.ac.in/> → Admission Menu → College Admission Form, within the time limit specified by the Gujarat University, Ahmedabad.

Note: Without ONLINE REGISTRATION on university website and college website NO Admission forms will accepted by college for admission.

2. Candidates seeking admission in First Year Course (Semester-I) must have passed Higher Secondary School Examination or equivalent from any recognized board or University in the 10+2 pattern.
3. Those candidates, who have passed HSC Exam from any Board/University other than Gujarat Secondary and Higher Secondary Board, Gandhinagar shall be eligible for admission on

production of Provisional Eligibility Certificate (PEC) from the Gujarat University, Ahmadabad only.

Link for PEC: <https://www.gujaratuniversity.ac.in/views/migration-eligibility>

• **Important Note**

- 1 U. G. Programme (B.A., B.Com & B.Sc.) of Gujarat University in the college is a full time course.**
- 2 Those candidates who are working in any establishment/organization and who cannot devote fulltime for classes as per timetable are not eligible. However those candidates may apply as external candidates for B.A./B.Com and choose this college as examination Centre.**
- 3 Candidate has to submit an undertaking of attendance as per university requirement (50%) if he/she is selected for admission as per Annexure – 4, on first day of class.**
- 4 The admission shall be given strictly as per the Merit list prepared on the basis of following criteria.

B.A. & B.Com	B.Sc.
Aggregate theory marks obtained in HSC examination	Theory Marks in subject of Biology, Chemistry, Physics, Mathematics and English

Note:

The criteria for deciding merit order in case of candidates having equal merit marks shall be based on the following descending sequence, namely -

- ❖ Aggregate marks obtained in qualifying examination
 - ❖ Practical Marks
 - ❖ English subject marks in qualifying examination
 - ❖ Aggregate marks of SSC Examination or equivalent examination
 - ❖ Date of Birth (Age)
- 5 The merit list for admission to First Year Courses shall be notified on college website and Notice Board of the College. The candidates has to pay the admission fees online.
- ❖ All original certificates. (Any certificate missing at the time of scrutiny will be verified upto the last date of fee collection.)
 - ❖ One (1) recent passport size color photograph with name and signature on the back side shall be uploaded on the college admission form.
 - ❖ Provisional Eligibility Certificate (PEC) from the Gujarat University, Ahmadabad. (For the candidates who have passed qualifying examination from the Board/University other than Gujarat Secondary and Higher Secondary Board,

Gandhinagar) and will deposit fees etc. for admission within the specified date failing which he/she will forfeit his/her right for admission.

- ❖ It is compulsory to submit in office at the time of admission; Anti-Ragging Affidavit signed by Student and Parents, on the date of start of class.
- ❖ It is compulsory to submit in office at the time of admission; an undertaking for discipline maintenance, no damage to property & no dues from library, sports & department signed by Student and Parents, on the date of start of class.
- ❖ Admission priority shall be given as per following:

a) First priority: -

Applicants whose parents/guardians (in case Father and Mother are not alive) are Domicile of the UT of Dadra & Nagar Haveli and Daman and Diu as the case may be and the applicant has studied continuously from Class 8th to 12th in any of the recognized schools of that UT.

b) Second priority: -

If the seats remain vacant after allotment of seats to candidates belonging to the first priority, they will be offered to candidates whose parents/guardian (in case Father and Mother are not alive) are Domicile of UTs of Dadra & Nagar Haveli and Daman and Diu as the case may be and candidate has studied in any recognized educational institution anywhere in the country or abroad.

c) Third priority:

If seats remain vacant after allotment of seats to candidates falling in first and second priority, they will be offered to candidates whose parents/guardian (in case Father and Mother are not alive) are employees (regular/on deputation/on transfer) of the UT Administration/Central Government/UT PSUs/Central PSUs and are posted in Daman & Diu and Dadra & Nagar Haveli as the case may be continuously for the past 5 years as on last date of application for admission and the applicants have studied in a recognized school of Dadra & Nagar Haveli and Daman and Diu, as the case may be continuously from 10th to 12th standard.

d) Fourth priority

If the seats remain vacant after allotment of seats to candidates falling in the First, Second and Third priority, they will be offered to other eligible candidates from any State/UT.

- ❖ Vacant seats: If sufficient number of candidates are not available to fill up seats reserved for Scheduled Tribes (ST), they may be filled up by eligible applicants from Scheduled Caste (SC) and vice versa. Thereafter, the

remaining seats will be filled up by candidates of unreserved category. If OBC seats remain vacant then the remaining seats will be filled up by unreserved category.

11 CANCELLATION OF ADMISSION:

1. The admission of a student shall be cancelled at any stage if the Gujarat University, Ahmadabad declares that the student is not eligible for admission.
2. The admission of a student shall be cancelled, without prejudice to any other action prescribed under rules, if at any stage it is detected that any information given by the student is found wrong and/or any document produced by him for securing admission is found forged or bogus.
3. The Principal will have right to cancel the admission of a student if he/she indulges in any sort of misconduct and indiscipline in the college.
4. If any students desire to cancel his/her admission than he/she shall apply through parents and obtains NO DUE CERTIFICATE from College Library & Laboratories.
5. Student once admitted in this college shall not be eligible to get refund of fees in any circumstances if he/she cancels his/her admission.

12 ATTENDANCE RULES:

1. The student shall be required to attend in each subject at least 75% of the periods (either online or offline) during each semester as allotted time table, failing which their names will not be sent up for the University Examination.
2. There will be periodical monitoring of the attendance of the students and the list of defaulter students will be placed on the college Notice Board & college website and informed to parents.
3. At the end of the First Semester the attendance of the students will be reviewed. The Principal will have right to cancel the admission of those students whose attendance of the First Semester is less than 50% (including both online and offline classes)
4. Similarly the attendance of the students in the last month of each semester will be reviewed and the Academic Committee will have right

to withdraw the university examination form of those students whose attendance falls short of required percentage.

5. The student shall be required to attend all periods (from 1st period to last period) on each working day in the college (either may be online/offline classes) to be eligible for university examination.

13 IDENTITY CARD:

1. The College will issue identity card to the Students. The students should keep Identity Card in their possession and should produce on demand by the College Authorities. If any student found without Identity Card, he/she will not be allowed to enter in the college premises and proper disciplinary action may also be taken.
2. Student will be charged a fine of Rs. 50/- for issue of Duplicate Identity card

14 EXAMINATION:

- 1 The evaluation of University examination will be divided into two parts:
 - I. Internal Evaluation: 30% of total marks in each paper.
 - II. External Evaluation: 70% of total marks in each paper.
 - Passing mark is 36% i.e. 11 out of 30 marks for Internal Exam and 25 out of 70 marks for University Exams

Internal Marks Evaluation will be done as per Order No: 542/424/2019/11908-12373 dtd. 24.05.2019 vide Department of Higher Education, Commissioner Office, Gandhinagar.

Sr. No.	Assessment Tools	Marks
1	At least one Mid-Sem Examination / Unit Based Examination should be taken per paper during the semester. The duration of these examinations will be one hour (may be online).	10
2	At least one MCQ test per paper during the semester OR online test (online test can be taken in Google form).	05
3	Assignments: at least four assignments per paper (may be online).	10
4	Student attendance throughout the semester (both online / offline)	05
	Total	30

Important Note:

No student will be awarded any marks for attendance / quiz / seminar / assignment, if he/she is regularly absent from class. Required attendance to be eligible for university exam & promoted to next semester is 50% (as per university rules). No canvassing will be entertained in academic & other matters. All need to attend online /offline classes compulsory as per timetable.

Other Activities:

1. Students will require taking part in NCC, Annual Day, Annual Sports, weekly activities, educational tours, remedial classes, campus placement fest etc. whenever notified in the college through consensus of all faculties, staff and students. **During COVID-19, by online means only.**
2. All students will encouraged by the college management whenever they come with innovative ideas for their development through academic and other activities.
3. The toppers (Top-3) in each course declared after University Examination will be appreciated by the college management.

15 AWARD OF DEGREE

Students will get university marksheets only after getting NOC from Discipline Committee, Library and Laboratories at the end of every semester and then promotion to next semester.

16 LABORATORIES

Chemistry, Physics, Microbiology, Botany and Language Lab. are well equipped with necessary equipments in the college.

17 COMPUTER CENTRE

College Computer Laboratory is well equipped with latest software and internet facility.

18 EXTRA CURRICULAR ACTIVITIES

In perspective of all round development of personality, all the activities like extra-curricular, literary, cultural, sports, NCC, S&G are promoted, through online / offline as per need.

Cultural Committee of the college every year organizes various cultural activities in order to bring out hidden talent of the budding students of the college. Cultural activities include; Cultural week during which various days are celebrated. For creating cultural awareness, committee celebrates various

festivals like Navratri-Garba and Dahi Handi-Janmasthanmi,etc. Along with that, various National Festivals are also celebrated in order to inculcate patriotic spirit. **During COVID-19 no physical gathering will be allowed.**

To cater & enhance ample possibilities, cultural committee organizes various competitions like; Dance, Drama, Singing, Painting, Rangoli, Mahendi Making, slogan, elocution, essay writing etc. Further, the winners of the college level competitions are encouraged to participate in Gujarat University Youth Festival. Finally, at the end of the year, Committee also provides equal platform to the young talented students to participate in college Annual Day.

19 SPORTS

For sound mind it is important to have sound body. There is arrangement of sports in the college for mental and physical health of students.

Table Tennis	Badminton	Cricket	Football
Chess	Volleyball	Athletics	Hockey
Handball	Kabbadi	Cross Country	Yoga

During COVID-19 no physical gathering will be allowed.

20 MEDICAL COUNSELING CENTRE

It will be done with online/offline support of Medical Experts from Directorate of Medical & Health Service, D&NH

21 CODE OF CONDUCT FOR THE STUDENTS:

1. The students shall have to be bound by the rules and regulation laid down by the College Administration and Gujarat University, Ahmedabad regarding maintenance of discipline and conduct.
2. In case of offline classes (if any), students shall be regular, punctual and sincere in attending classes, tutorials, practice etc., they will not wander outside the classrooms. In case they do not have any class, they shall either make use of the vacant period for library consultation or relaxation in their common room or sports.
3. The students shall maintain strict discipline concurrent with their status and dignity and will not do anything which shall be unbecoming of college students (either offline / online classes).

4. In case of offline classes (if any), It shall be the collective responsibility of the students for the protection of the furniture & fixtures of their classrooms and in case of any damage, the Principal will have the right to take suitable punitive action as deems fit collectively against the entire class or against the individual student found guilty of the act, as the case may be.
5. The students will strictly adhere to the instructions of the Principal for parking their vehicles in the college premises. Any student or any person found riding scooter/car/motor-cycle/moped or any other kind of vehicle etc. within the prohibited area will attract stringent punitive action.
6. The decision of the Principal shall be final in all matters concerning students' indiscipline and no appeal will lay with any other authority.
7. All the rules and regulations etc. are subject to change from time to time as per the instructions/orders/circulars of the UT Administration of Dadra and Nagar Haveli & Daman and Diu and the Gujarat University, Ahmedabad.

22 ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

RAGGING IS STRICTLY PROHIBITED IN THIS INSTITUTION AND IT IS A PUNISHABLE OFFENCE.

If any student is found guilty of ragging, he/she shall be punished after the following procedure and in the manner prescribed herein under:

1. All the student enrolled will be required to register on Anti-ragging portal at given link. https://www.antiragging.in/site/affidavits_registration.aspx
 2. The Anti-ragging Committee of the institution shall take an appropriate decision in this regard to punish depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti-ragging Squad.
 3. The Anti-ragging Committee may panelize by one or more of the following punishments to those students who are found guilty of ragging depending upon the nature and gravity of the guilt established by the Anti-ragging Squad viz.:
- ❖ Suspension from attending classes and academic privileges.
 - ❖ Withholding / withdrawing scholarship / fellowship and other benefits.
 - ❖ Debarring from appearing in and tests or examinations or any other evaluation process.
 - ❖ Withholding results.
 - ❖ Debarring from representing the Institute in any regional, national or international meet, tournament, youth festival etc.
 - ❖ Cancellation of admission.
 - ❖ Rustication from the institution for the period ranging from one to four semesters.

- ❖ Expulsion from the institute and consequent debarring from admission to any other institution for a specific period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

4. The student may file an appeal against the order of punishment by the Anti-ragging Committee to the Vice Chancellor of the Gujarat University, Ahmadabad.
5. As per the directives of UGC each student has to fill up and sign an undertaking as Annexure-I that he/she will not indulge in the act of ragging. Similar an undertaking is to be signed by the Parents/Guardian as Annexure-II.

23 RULES OF DISCIPLINE:

1. Students must wear Identity card in the college during offline class work.
2. No students is allowed to display any Notice ,Circular, Poster, Banner etc. in the college premises without the prior permission of the principal.
3. Smoking and consuming any type of Tobacco-item is strictly prohibited in the college premises.
4. Use of mobile phones is strictly prohibited in the college except academic work.
5. Students must park their vehicles at the parking place properly as directed by security guards, as per COVID-19 guidelines.
6. No student should be found in the corridors while classes are going on.
7. Do not call your friends or relatives in college campus.
8. Any kind of damage to the college property is a punishable act.
9. Do not disturb other class rooms by making noise or in any form.
10. Do not use foul terms or abusive language.
11. During free time/lecture use online learning/e-resource etc.
12. Celebration of Birthdays and fireworks is not permissible in campus.
13. Abusive behaviour or improper dressing will not be tolerated.
14. Acts of misbehaviour, misconduct, ragging, indiscipline or violation of the rules of discipline mentioned above are liable for punishment and disciplinary action may be taken.
15. Do maintain the decorum of the college campus, academic environment.

24. USE OF UNFAIR MEANS AT EXAMINATION:

The students found guilty of using unfair means during the College/University Examinations will be dealt with the rules framed in the matter by the College and University from time to time. The decision of the Principal or the University, as the case may be, shall be final and binding upon all.

25. ADVISORY TO STUDENTS:

No students will bring unauthorized person in the college campus who are not enrolled in college and Gujarat University. In case of anyone found of encouraging entry of unauthorized person in college campus. Disciplinary action will be initiated against them, leading to termination from college.

26. LEGAL ASPECTS:

The decision of Admission Committee, Dr. APJ Abdul Kalam Govt. College, DNHUSS will be final. In case of any disputes, matter should be limited within Jurisdiction of D&NH&DD only.

LIST OF TEACHING STAFF:

SR.NO.	NAME	DESIGNATION
1	DR. RAJENDRA ROHIT	ASSTT. PROF. IN GUJARATI
2	DR. SHAHABUDDIN	ASSTT. PROF. IN HINDI
3	DR. DASHRATH CHOUDHARY	ASSTT. PROF. IN SANSKRIT
4	SHRI VAIBHAV R. MAHAJAN	ASSTT. PROF. IN HISTORY
5	DR. SHRUTI JHA	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
6	DR. GEETA P. GAMIT	ASSTT. PROF. IN SOCIOLOGY
7	DR. SWETA SHARMA	ASSTT. PROF. IN ECONOMICS
8	DR. ANIL M. MAKWANA	PHYSICAL INSTRUCTOR
9	DR. PAWAN R. AGRAWAL	ASSTT. COLLEGE LIBRARIAN
10	DR. GAURANGKUMAR C. BAROT	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
11	SHRI SARJEET SINGH	ASSTT. PROF. IN ENGLISH
12	SHRI DHARMPAL MESHRAM	ASSTT. PROF. IN POLITICAL SCIENCE
13	DR. HIMANSHU D. PATEL	ASSTT. PROF. IN CHEMISTRY
14	DR. SURESHKUMAR L. CHAVDA	ASSTT. PROF. IN CHEMISTRY
15	DR. RAMCHANDRA R. JOSHI	ASSTT. PROF. IN ENGLISH
16	DR. HIMANSHU V. CHAPANI	ASSTT. PROF. IN MATHEMATICS
17	DR. APARNA J. TAILOR	ASSTT. PROF. IN MICROBIOLOGY
18	DR. SHYAM R. SIHARE	ASSTT. PROF. IN COMPUTER APPLICATION
19	DR. PRAKASH R. PATEL	ASSTT. PROF. IN BOTANY
20	DR. SUNIL MALKANI	ASSTT. PROF. IN ECONOMICS.
21	DR. NITIN G. RATHOD	ASSTT. PROF. IN GUJARATI
22	DR. MANOJ K. MAHYAVANSHI	ASSTT. PROF. IN GUJARATI
23	SMT. SANDHYA	ASSTT. PROF. IN GEOGRAPHY
24	DR. MANOJKUMAR T. RATHOD	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
25	DR. GAUTAM V. MISTRY	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
26	DR. MUKESH G. NAYAK	ASSTT. PROF. IN PHYSICS
27	DR. SONY AMRENDRA	ASSTT. PROF. IN CHEMISTRY
28	SMT. HIRALBAN D. DHODI	ASSTT. PROF. IN ECONOMICS (STC)
29	DR. MOHAMMADSAIEDBHAI A. KURESHI	ASSTT. PROF. IN ECONOMICS (STC)

30	SHRI JIGNESH I. BHOI	ASSTT. PROF. IN ENGLISH (STC)
31	SMT. ARCHNA J. PATEL	ASSTT. PROF. IN MATHEMATICS (STC)
32	SHRI RUTVESH BORISAGAR	ASSTT. PROF. IN MICROBIOLOGY (STC)
33	SHRI FULESH KONKANI	ASSTT. PROF. IN BOTANY (STC)
34	SHRI UGESH MAHALA	ASSTT. PROF. IN BOTANY (STC)
35	SHRI JAGDISH SURYAVANSHI	ASSTT. PROF. IN CHEMISTRY (STC)

LIST OF NON-TEACHING STAFF:

SR. NO.	NAME	DESIGNATION
1	SHRI HIRENKUMAR KIRANBHAI PATEL	ADMIN.CUM.ACCT. OFFICER
2	SHRI PRITESH MAGANBHAI MAHYAVANSHI	UPPER DIVISION CLERK
3	SMT. KINJALBEN RAJESHBHAI VORA	UPPER DIVISION CLERK
4	SHRI RAVINDRA KAMALBHAI PATEL	LOWER DIVISION CLERK
5	SHRI GEETABEN ASHOKBHAI PATEL	LOWER DIVISION CLERK
6	SHRI DILIPBHAI GANUBHAI MISHAL	LOWER DIVISION CLERK
7	KUM. VIMAL BHAGWANBHAI MARGE	LABORATORY ASSISTANT
8	SHRI SURENDRA SOMABHAI MAHALA	LABORATORY ASSISTANT
9	SMT. SANGITA NARENDRASINH PARMAR	LABORATORY ASSISTANT
10	SMT. MITAL DHANSHUKBHAI AHIR	LABORATORY ASSISTANT
11	SHRI BHARAT LAKHMA VARTHA	DRIVER
23	SHRI PRITESH KISHORBHAI KHERGAMKAR	MULTITASKING STAFF/PEON
13	SMT. TARABEN SHANKARBHAI ROHIT	MULTITASKING STAFF/PEON
14	SHRI SHAILESH CHITRABHAI	MULTITASKING STAFF/PEON
15	SHRI DHARMESHKUMAR MOHANBHAI AGRI	MULTITASKING STAFF/PEON
16	SHRI MANOJ CHIMANBHAI MAHAYAVANSHI	MULTITASKING STAFF/PEON
17	SHRI ISHWARBHAI ZINABHAI ANDHER	MULTITASKING STAFF/PEON

FACILITIES AVAILABLE IN COLLEGE:

Extra-Curricular Activities:	Facilities Available:	Upcoming facilities:
<ul style="list-style-type: none"> Youth Festival at University Inter-college sports at University Campus placement Soft Skill Training Cultural Week Annual Day Regular celebration on important dates. Fresher Welcome/Farewell functions Canteen facility Play ground 	<ul style="list-style-type: none"> Well equipped Classrooms Well equipped Computer Lab. Well equipped Language Lab. Well equipped Computer Lab. Well equipped Library 24 x 7 CCTV Surveillance Security Guards Housekeeping Persons 	<p>Student Activity Centre</p> <ul style="list-style-type: none"> Gym Cafeteria Indoor Games <p>Auditorium & Parking</p>

ADMISSION COMMITTEE FOR A.Y. 2022-23:

Sr. No.	Members	Status in Committee
1	Director (Higher & Technical Education), DNH & DD	Chairman
2	Principal, Dr. APJ Abdul Kalam Govt. College	Convener
3	Professor I/c./Asstt. Professor (Gujarati)	Member, Gujarati Dept.
4	Professor I/c./Asstt. Professor (Chemistry)	Member, Chemistry Dept.
5	Professor I/c./Asstt. Professor (English)	Member, English Dept.
6	Professor I/c./Asstt. Professor (Mathematics)	Member, Mathematics Dept.
7	Professor I/c./Asstt. Professor (Microbiology)	Member, Microbiology Dept.
8	Professor I/c./Asstt. Professor (Botany)	Member, Botany Dept.
9	Professor I/c./Asstt. Professor (Economics)	Member, Economics Dept.
10	Professor I/c./Asstt. Professor (Commerce)	Member, Commerce Dept.
11	Admin-cum-Accounts Officer	Co-ordinator

ANNEXURE-I

(Undertaking for Anti-Ragging by Student)

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with Institute Roll Number)
s/o d/o Mr./Mrs./Ms. _____, having
been admitted to _____ (name of the institution), have
received/downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the
provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the
penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting
ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the
Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be
constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or
any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country
on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm
that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

6) Along with the above mentioned points I do hereby declare that

a) I will obey the code of conduct of the institute and do not indulge in any kind of disciplined activity
while in and off the institution campus.

b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned
clause (6.a).

Declared this ____ day of _____ month of _____ year.

Signature of deponent
Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false
and nothing has been concealed or misstated therein.

Verified at------(place) on this the------(day) of -----(month), -----(year).

Signature of deponent
Solemnly affirmed and signed in my presence on this the------(day) of -----(month),
------(year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the
forthcoming academic session.*

ANNEXURE-II

(Undertaking for Anti-Ragging by Parents)

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to _____ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
 - a) My ward will obey the code of conduct of the institute and do not indulge in any kind-of in disciplined activity while in and off the institution campus.
 - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:
Address:
Telephone/ Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Annexure-III

(Undertaking for damage to property/no dues)

I hereby undertake to make good/pay for any loss/damage caused by me to any property of Dr. APJ Abdul Kalam Govt. College. I also undertake to pay outstanding dues to library, sports & other departments of the college on time.

Student's Name:

Parent's/Guardian's Name:

Student's Sign:

Parent's/Guardian's Sign:

Class:

Date:

Annexure-IV

(Undertaking for Attendance)

I am fully aware about the attendance rules of Gujarat University, Ahmedabad and the college. I undertake to complete compulsory 75% attendance in every semester. I will be regular and punctual to all classes, practical and other forms of formal teaching.

I undertake that falling short of 50 % attendance may debar me from the semester examination.

Student's Name:

Parent's/Guardian's Name:

Student's Sign:

Parent's/Guardian's Sign:

Class:

Date:

Annexure-V

UNDERTAKING

(Undertaking for missing original certificates/documents)

I hereby undertake to produce following missing original certificates/documents, on/before payment of fees, in office of Dr.

APJ Abdul Kalam Govt. College:

1. _____

2. _____

3. _____

4. _____

In case of failure, I forego my right to admission in the college.

Student's Name:

Parent's/Guardian's Name:

Student's Sign:

Parent's/Guardian's Sign:

Class:

Date: