

**Administration of
Dadra & Nagar Haveli (U.T.)
(Department of Education)
Silvassa**

No:-EDN/ADE (T)/Reserved Seat/2015-16/795

Date:04/06/2014

**Criteria/Guidelines for Selection/ Nomination of Candidates against the
central pool reserved seats for Degree in Engineering, Architecture and
Pharmacy**

Criteria/Guidelines for Selection/Nomination of candidates against the reserved seats for degree in Engineering, Architecture and pharmacy as being allotted to this Union Territory by the Govt. of India shall come into force with immediate effect.

[1] MODE OF APPLICATION:

- i) The applicant desiring to avail the benefit of central pool central pool reserved seat shall **apply online as per the instructions of CSABNEUT published in the** advertisement for the Degree in Engineering, Architecture and Pharmacy seats by the Assistant Director (Tech. Education), U.T. Administration of Dadra & Nagar Haveli.
- ii) Wide publicity shall be given to the counseling process by CSABNEUT through Heads of Offices, District Panchayat, Silvassa Municipal Corporation, Education office and all Libraries of Dadra & Nagar Haveli as well as through Newspapers.
- iii) Information Brochure for Criteria / Guidelines shall be available on the website of CSABNEUT as well as the U.T. Administration criteria/guidelines also available on the website of www.dnh.nic.in.
- iv) The print copy of uploaded application along with the below listed documents / certificates should be submitted on or before prescribed date to the Assistant Director (Tech. Education), Directorate of Education, 1st Floor, Block No.5,PWD Complex, Silvassa for registration of counseling process.

[2] Documents / Certificates are to be attached as under:-

- i) Self Attested copy of Mark sheet of SSC Examination
- ii) Self Attested copy of Mark sheet of HSSC Examination.
- iii) Self Attested copy of Attempt Certificate of SSC/HSC Examination from

- school.
- iv) Self Attested copy of School Leaving Certificate.
 - v) Self Attested copy of Certificate showing last preceding 5 years of Schooling from qualifying Examination in the U.T. of Dadra & Nagar Haveli.
 - vi) Domicile/Permanent Residence Certificate of Parents/Guardians (Appendix 'B') as per clause No.3.1, 3.2 & 3.3.
 - vii) In case of the employees falling in the categories of 3.2 and 3.3 Service Certificate of Parents from the Head of the Office is necessary.
 - viii) Self Attested copy of Caste Certificate for SC/ST/OBC in prescribed format from the Mamlatdar Silvassa / Khanvel only.
 - ix) Self attested copy of JEE (Main) Competitive Examination Mark sheet.
 - x) Self Attested copy of Dependant Certificate from Mamlatdar Silvassa/Khanvel.
 - xi) Self Attested copy of Aadhar Card issued by the Competent Authority of India.

[3] ELIGIBILITY CRITERIA: The allotment of the Central Pool Reserved seats will be made in the following order of priority:

[3.1] First Priority:

Applicants whose parents/guardian (in case Father and/or Mother is not alive) have Domicile Certificate of U.T of Dadra and Nagar Haveli issued by Mamlatdar, Dadra & Nagar Haveli.

The applicant should have continuously studied from Class 8th to 12th in any of the recognized schools of U.T of Dadra and Nagar Haveli.

The applicants of domiciled parents/guardian who have studied Standard Xth in the Navodaya Vidyalaya in this U.T. and later passed Standard XIIth from the Navodaya Vidhyalaya outside this U.T., or have studied till Standard VIIIth in the Navodaya Vidyalaya of this U.T. and later on migrated to the Navodaya Vidyalaya outside the U.T. for studying upto Std XIIth, shall be exempted from the condition of having been educated continuously from class 8th to 12th in this U.T.

[3.2] **Second Priority:**

If the seats remain vacant after allotment to the first priority applicants, then the other applicants would be considered in the following categories:-

a) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of the Administration of U.T of Dadra and Nagar Haveli (Govt. servant) and the Govt. servant has continuously served the Administration for minimum 5 years at the time of application and the applicant should have continuously studied from Class 8th to 12th in any of the recognized Schools of U.T. of Dadra and Nagar Haveli.

OR

b) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of Central Govt./State Govt./other U.T. Administration and are on deputation or transfer to Dadra and Nagar Haveli and who are having the place of their duty in the U.T of Dadra & Nagar Haveli and have already worked in Dadra and Nagar Haveli at least for 2 years continuously and the applicant has studied standard XIth and XIIth in any of the recognized school of U.T of Dadra and Nagar Haveli.

OR

c) Applicants whose parents/guardian (in case Father and/or Mother is not alive) are employees of Central Govt./State Govt./other U.T. Administration/ Govt. Nationalized Banks/ Co-operative Banks, posted in and having the headquarter within Dadra & Nagar Haveli and the applicant has studied standard XIth and XIIth in any of the recognized school of U.T of Dadra and Nagar Haveli.

[3.3] Third Priority: Applicants whose parents/ guardians (in case Father and/or Mother is not alive) have Domicile Certificate of U.T. of Dadra and Nagar Haveli issued by Mamlatdar, Dadra and Nagar Haveli and have passed their qualifying examination from any other institution outside the Union Territory of Dadra & Nagar Haveli

NOTE: “ Domicile”/“Permanent Residents” mean those Parents (in case Father or Mother is not alive) and Guardian of the applicants who are staying continuously in this Union Territory of Dadra & Nagar Haveli for a period of 12

years. The Residents Certificate of Grand Father / Grand Mother / Uncle / Aunty is not considered as Parents' Certificate.

- a) The Mamlatdar, Silvassa/Khanvel will issue the necessary Domicile/Permanent Residence Certificate of Parents / Guardian to this effect based on Ration Card, Parliamentary Constituency Electoral Rolls, Election Photo Identity card and other such proof supported by Affidavit to the effect strictly.
- b) The Dependence Certificate issued by the Mamlatdar, Silvassa/Khanvel will have to be attached to the application in case of those who are claiming guardianship of the applicants, in that case 12 years or Residence Certificate of the said Guardian will also have to be produced. The dependence certificate will be issued in case of Father or Mother is not alive and applicant is fully dependent and living with Guardian.
- c) The Caste Certificate for SC/ST/OBC or any caste related certificate should be obtained from Mamlatdar Silvassa/Khanvel. Caste Certificate of the applicant will be issued on the basis of Notification issued by the U.T. Administration of Dadra & Nagar Haveli from time to time in prescribed Performa only (Appendix-2 for SC/ST and Appendix-3 for OBC).
- d) The benefits of reservation for SC/ST/OBC shall be given to only those applicants whose parents have Permanent residence in this U.T. of Dadra & Nagar Haveli. However, the above benefits shall not be given to the applicants whose parents have migrated from other States / U.T.'s.

[3.4] Benefit of selection/nomination against Central Pool Reserved seats under this order can be availed only once. Once a applicant has given acceptance to his/her nomination, he/she shall not be eligible for any other course in the same year or in subsequent years.

[3.5] If the seat allotted to the applicant in first round of the counseling is not as per their choice, they can opt for up gradation of the seat in the 2nd round/3rd round. The allotted/surrendered seat will be placed in the successive round of the counseling.

[4] RESERVATION POLICY:

- (a) The Reserved Category i.e. ST/SC/OBC as decided by the Union Territory of Dadra and Nagar Haveli shall be eligible for their claim on the Reserved seats for ST/SC/OBC as per 200 point Reservation Roster prepared by the Administration.
- (b) Those Reserved Category applicants who are migrants to this Union Territory of Dadra & Nagar Haveli shall not be eligible for their claim on the seats reserved for ST/SC/OBC as per 200 point Roster vide MHA letter No. U 13028/8/2001-ap dated 09/04/2001
- (c) A distinct reservation of Scheduled Castes, Scheduled Tribes & Other Backward Classes (Non Creamy layer) are as under:
 - (i) 2% of total seats shall be reserved for Scheduled Castes applicants.
 - (ii) 43% of total seats shall be reserved for Scheduled Tribes applicants.
 - (iii) 5% of total seats shall be reserved for Other Backward classes applicants (Non- Creamy layer applicants).
- (d) The pattern of the Reservation as mentioned in (c) above is as per the instructions issued by Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training, New Delhi vide O.M. No. 36012/2/96-Estt(Res.) dated 02/07/1997. The above reservation will be given as per the 200 point Reservation Roster prepared by the U.T. Administration of Dadra & Nagar Haveli, Department of Education for ENGINEERING /ARCHITECTURE /PHARMACY courses seats.
- (e) As per Government of India instructions, 45% of the total seats allotted by Govt. of India will be reserved for applicants belonging to Scheduled Castes / Scheduled Tribes (2% for SC and 43% for ST). If sufficient numbers of applicants are not available to fill up the seats reserved for SC, the same seats will be filled-up by ST applicants. Similarly, if the sufficient numbers of applicants are not available to fill-up the seats reserved for ST, the same seats will be filled-up by SC applicants. Thereafter, in case of non availability of suitable applicants of SC / ST, the same seats will be filled-up from merit list of General category.
Similarly, if sufficient applicants are not available to fill the 2%seats reserved for OBC, then said seats will be filled in by merit list of General Category.

[5] HELP CENTER:

Help Center for CSABNEUT will be set-up at Directorate of Education, PWD Complex, Silvassa. The following officials will be In-charge of the help Centers as under:-

- 1) Assistant Director (Tech. Education), Dadra & Nagar Haveli.
- 2) Separate orders will be issued by Director of Education for additional staff at the Help Center

[6] REPORTING CENTER:

The reporting center for CSABNEUT will be set-up at Directorate of Education, Silvassa (for the applicants of the Dadra & Nagar Haveli). The following officials will be Center In-charge.

- 1) Assistant Director (Tech. Education), Dadra & Nagar Haveli ----- Center In-charge.
- 2) Separate orders will be issued by Director of Education for additional staff at the Reporting Center

[7] PREPARATION OF MERIT LIST FOR ENGINEERING/ARCHITECTURE/PHARMACY

- (7.1) CSABNEUT constituted by MHRD, New Delhi will prepare the merit list which shall be on the basis of 40% weightage for performance in class XII Board Examination marks (PCM) plus 60% weightage for the performance in Joint Entrance Examination (JEE) Main conducted by CBSE Board, New Delhi.
- (7.2) All India Rank/State Rank awarded to the applicant by CBSE will be the basis for Selection/Nomination of applicants for Engineering, Architecture and Pharmacy as follows:-
- (7.3) The applicant must have passed qualifying examination with Physics, Chemistry and Mathematics for admission in B.E. /B.Tech. /B. Architecture course with minimum 50% marks taken together
- (7.4) The applicant desiring B. Architecture seats should qualify at Paper – II of JEE (Main) conducted by CBSE Board, New Delhi.

(7.5) **The applicant desiring B. Pharmacy seats should qualify at Class XIIth Board examination with 50% marks in all subjects taken together.**

[8] COUNSELING COMMITTEE

(8.1) The Counseling Committee for **Spot Round**(if spot round is allowed by MHRD to fill up the vacant seats after completion of all rounds by CSABNEUT from time to time) comprises of :

- a) Director (Education), Dadra & Nagar Haveli-----Chairman.
- b) Principal, I.T.I,Silvassa ----- Member
- c) Shri. K B Patel, L.C.E., Dr B B A Govt Polytechnic-----Member
- e) Asstt. Director (Tech. Education),
Dadra & Nagar Haveli. ----- Member Secretary

(8.2) The committee will finalize the selection of applicants for nomination in **Spot Round** against the allotted seats for Engineering/Architecture/Pharmacy courses by counseling in the presence of the applicants.

(8.3) After selection of the applicant by Counseling Committee for the course as per his / her choice, the applicant shall have to accept or reject the same before the Committee and in case of acceptance, he / she will have to pay a fees of Rs.2000/- (**Non-Refundable**) immediately, thereafter the Agreement Bond and Surety Bond in prescribed Form (Appendix 'C' & 'D') are to be submitted the Assistant Director (Tech. Education) Government Polytechnic, Daman., who shall issue Nomination letter to the selected applicant in the prescribed Form (Appendix 'E').

[9] The Counseling Committee shall be empowered to take a decision regarding eligibility of applicants, allocation of seats etc, in any case of doubt / issue arise at the time of Spot round (if spot round is allowed by MHRD to fill up the vacant seats after completion of all rounds by CSABNEUT from time to time) Counseling and the decision of Counseling Committee will be final.

[10] The whole Criteria for selection will be on the basis of the qualifying merit prepared by CSABNEUT for the applicants subject to any special orders issued with the concurrence of Government of India, MHRD, New Delhi.

- [11] While observing Criteria mentioned above, it should be kept in view that the selected applicant should also fulfill the admission requirements of respective College / State to which they are nominated as far as eligibility, minimum/maximum age (wherever prescribed) and minimum percentage of marks (wherever prescribed) are concerned.
- [12] The U.T. Administration of Dadra & Nagar Haveli / Counseling Committee shall not be responsible, if the Selected / Nominated applicant is not admitted in the respective college due to Non-fulfillment of that College / State requirements for admission or any other reason. Thereafter the applicant will not be eligible for any other changes in Nomination / Selection of other seats.

[13] MODE OF SELECTION FOR DIPLOMA COURSES:

Selection/Nomination of applicants against central pool reserved seats for Diploma Courses for which the prescribed minimum qualification is SSCE, shall be made as per Rules and Regulation approved by the Administrator of Dadra & Nagar Haveli for Dr. B. B. A. Government Polytechnic, Karad (DP), Silvassa for admission to the Diploma Courses from time to time.

[14] MODE, FEES&NOMINATION AFTER SELECTION BY COUNSELLING:

- (a) **The Centre-in Charge of the reporting centre of the Union territory of Dadra & Nagar Haveli will endorse the nomination/seat allocation letter as issued to the applicant in the online mode by CSABNEUT constituted by MHRD, New Delhi.**
Further instructions including fees and business rules as decided by CSABNEUT will have to be followed by the applicants from time to time.
- (b) **A surety Bond of Rs.50, 000/- will have to be executed by the nominated/selected applicant as per the laid down norms of the Administration of Dadra and Nagar Haveli. The same will be forfeited if the nominated/selected applicant does not report to the respective institute after the closing date for the admission in a particular round during the seat allocation period as decided by CSABNEUT/Administration of Dadra and Nagar Haveli**

[15] APPEAL:

The appeal against the decision of the Selection Committee as regards, the selection for Nomination of applicants shall lie before the Secretary (Technical Education). Further an appeal against the Order of the Secretary (Technical Education) shall be placed before the Administrator, Administration of Dadra & Nagar Haveli. The decision of the Administrator on the appeal applications shall be final.

[16] SAVINGS:

Save it or otherwise, the Administrator of UT Administration of Dadra & Nagar Haveli reserves all rights to modify/amend these Rules & Regulations i.e. the guidelines notified by the Administration of Dadra and Nagar Haveli whenever found necessary excluding the eligibility criteria/ rules and regulations notified by AICTE/ any other regulatory bodies of Government of India.

This is issued with approval of the Hon'ble Administrator of Dadra & Nagar Haveli vide Diary no.3829 dated 03/06/2015 at page N/29 in file no. DOE/ADE(T)/R.S./I/2015-16.

Asst Director Education (Tech)

APPENDIX 'A'

Administration of Dadra & Nagar Haveli (UT)

Directorate of Education

1st Floor, Block No.5, PWD Complex

Silvassa

No.DOE/ADE(T)/R.S./I/2015-16

Dated : / /2015

RECEIPT

The print copy of application from No. _____ received from Shri / Kum. _____ for selection/nomination of applicant for admission to the Degree/Diploma Course in Engineering/Architecture and Pharmacy the same is registered at Sr.No. _____ dated ____/____/ 2015.

Assistant Director (Tech. Education)

Directorate of Education

Silvassa

To,

Shri / Kum. _____,

PERMANENT RESIDENCE CERTIFICATE

Form of Certificate of Permanent Residence in respect of Father / Mother / Guardian of the Applicant.

Certified that Shri / Smt. _____

Father / Mother / Guardian of Shri / Smt. _____

Who is working as _____ is a permanent resident of _____ Dadra and Nagar Haveli and staying in this Union Territory for last 12 years.

Mamlatdar,
Silvassa/ Khanvel.

Date :

Certificate in respect of Guardian will be accepted only if applicant's Father / Mother is not alive and the applicant is solely dependent on the Guardian. The relationship of the applicant with the guardian should be stated. An affidavit to that effect may also be affirmed before the Mamlatdar, Dadra and Nagar Haveli (Silvassa/Khanvel)

Extract from Rule 2(i) :-

N.B. (i) Permanent residents mean those Parents and Guardians in case Father or Mother is not alive, of the applicants who are staying continuously in this Union Territory for last 12 years.

- (a) The Mamlatdar, Silvassa / Khanvel will issue the necessary Certificate to this effect based on Ration Card, Parliamentary Constituency Electoral Rolls, Election Photo Identity card and other such proof supported by an Affidavit to that effect, and
- (b) The dependence Certificate issued by the Mamlatdar, Silvassa / Khanvel will have to be attached to the application in case of those who are claiming guardianship of the applicants.

FORM OF AGREEMENT BOND

(To be executed on STAMP PAPER of Rs.50/-)

This agreement is made on _____ day of _____ 20__ between the President of India (hereinafter called the Government which expression shall include his successions in Office) of the _____ one _____ part _____ and Shri/Smt./Kum. _____ Son/Daughter of _____ resident of Union Territory of Dadra and Nagar Haveli in the _____ Village of _____ Patelad of the _____ district/Silvassa Municipal Council (hereinafter called the applicant, which expression shall where the context so admits include his/her Heirs, Executors, Administrators and Representatives) of the other part.

Whereas the applicant has on his/her application been selected for nomination against a seat reserved for the Government of India nominee to undergo study/training for the _____ Degree/Diploma Course at the _____ (hereinafter referred to as the said College).

And whereas the applicant has in consideration of his nomination agreed to complete this Training/Study for the said Course at the said College subject to the conditions hereinafter appearing.

Now therefore this Agreement witnesses and it is hereby agreed as follows:

1. The applicant shall diligently complete his/her training/study for the said Course at the said College; shall abide by the Rules of the said College for the time being in force regulating the conduct of students at the said College and pass all the Examinations

prescribed for the said Course by the University or the
_____ Institution concerned.

2. On demand made by Govt. of India, within Six months of the date of passing the Degree/Diploma Course, the applicant shall serve for not less than Three years in any Department of Union Territories of Dadra & Nagar Haveli and Dadra & Nagar Haveli or the Central Government as may be directed by the Administration of Dadra & Nagar Haveli within Six months passing Degree/Diploma Course.
3. During the period of Service as an Officer under clause 2, the applicant shall faithfully, diligently and with skill and ability perform his/her duties and observe the Rules for the time being in force made by the Administration or the President as the case may be, for regulating conduct of Government Servant.
4. While in service under clause 2, the remuneration, pay and allowances and other conditions of service of the applicant shall be regulated by the Rules and Order of the Union Territory or the Central Government as the said case may be, for the time being in force for the post in which he/she is appointed.
5. If the applicant leaves the said College before passing the Final Examination without previous permission of the Government in writing for any reason whatsoever including illness or if he/she is discharged or dismissed for misconduct or refuse to serve in accordance with Clause 2 hereof or resign or is dismissed for misconduct from such service, before the completion of Three years of service, then in any such event he/she shall pay the President on demand and without a demur such sum not exceeding Rs. 50,000/- (Rupees Fifty Thousand only) in case of Engineering seat as the Administration under this clause as to this commission of a breach as also to the amount of compensation payable in respect thereof shall be final and binding on the applicant.
6. Any sum falling due from the applicant under this Agreement may be recovered from him/her as arrears of land revenue.
7. If any dispute shall arise between the parties hereto in respect of this Agreement or any of the provisions herein contained of anything arising hereto except in respect of matter on which the decision of the Administration under clause 5 is declared to be final and binding the same shall be referred for the arbitration to the Administrator, Daman & Diu and Dadra & Nagar Haveli, whose decision thereon shall be final and binding on the parties.

In witness whereof, the parties hereto have appended their signature on the dates respectively mentioned against their signature.

Signature and Name :

Assistant Director (Tech. Education)
Administration of Dadra & Nagar Haveli.
(on behalf of the President of India)

Dated:

[To be signed in the presence of Assistant. Director (Tech. Education), Dadra & Nagar Haveli

Applicant : _____
(Name) (Signature)

Address: _____,

Affix applicant
Passport size
photo self attested

Date: _____.

Witness:

(Name) (Signature)

Address: _____.

Before Me :

Assistant Director (Tech. Education)
Dadra & Nagar Haveli

FORM OF SURETY BOND

[To be executed on STAMP PAPER of Rs.50/-]

To,
The President of India

Whereas the President has, in order to secure the due performance of the above Agreement, demanded Security from the applicant.

Now therefore in consideration of the admission of the applicant Shri / Kum.
_____ son / daughter of
_____ to the
_____ College and his / her continuance
thereat for study as aforesaid and at the request of the applicant.

First surety

Shri	_____	Son of	_____
Resident of	_____	in the	_____
Taluka of	_____	District.	_____

Second surety

Shri	_____	Son of	_____
Resident of	_____	in the	_____
Taluka of	_____	District.	_____

(hereinafter referred to as the Sureties on behalf of the applicant) do hereby jointly and severally agree that in the event of applicant committing a breach of any term of the above Agreement to which breach the decision of the Government shall be final and binding on the Sureties. We shall pay to the President on demand and without demur the sum of Rs. 50,000/- (Rupees Fifty Thousand Only) for Engineering seat and we hereby bind ourselves and our respective Heirs, Executors, Administrators and Representatives for such payment. We further agree that any sum due hereunder may be recovered as an arrears of land revenue. We also agree that notwithstanding the provisions of Section 133 of 135 of the Contract Act, 1972 (IX of 1972), or forbearance shown by the Government to the applicant or any variance in the terms of the contract with the applicant whether with or without the consent of the Sureties or either of this shall not operate as a discharge of the Sureties obligations under this Bond.

Whereas, the Administration of Dadra and Nagar Haveli has decided that, nominated student of Engineering/Pharmacy/Architecture seat have to serve for two years in the Administration of U.T. of Dadra and Nagar Haveli as compulsory after completion of their study. Thereafter Surety bond will be released to the concerned applicant.

[To be signed in the presence of Asst. Director of Technical Education]

Signed by us this _____ day of _____ ' 20 .

1. _____ Signature _____
(Name of First Surety)

Full Address:

Affix First surety's
Passport size photo
here with self
attested.

2. _____ Signature _____
(Name of Second Surety)

Full Address:

Affix Second surety's
Passport size photo here
with self attested.

In Presence of the Witnesses:-

1. _____ Signature _____
(Name of First Surety)

Full Address:

Affix First witness's
Passport size photo
here with self
attested.

2. _____ Signature _____
(Name of Second Surety)

Full Address:

Affix Second
witness's Passport
size photo here
with self attested

Before Me :

**Assistant Director (Tech. Education)
Dadra & Nagar Haveli**

NOMINATION LETTER

**Administration of Dadra & Nagar Haveli (UT)
Directorate of Education
1st Floor, Block No.5, PWD Complex
Silvassa**

No.DOE/ADE(T)/R.S./I/2015-16

Dated : / /2015

To,

Affix applicant Passport size
photo here.

Sub: Nomination against central pool reserved seats.

Sir,

Vide letter No._____ dated _____ Government of India,
Ministry of _____ has allotted reserved seat(s) in your
Institution/College for the Course in _____.

Shri/Kum._____ of Dadra and Nagar Haveli has been
selected for the said Course in accordance with the Criteria prescribed by this
Administration.

Shri/Kum._____ is therefore, nominated against the
central pool reserved seat and directed to approach you for obtaining admission on or
before _____ kindly grant him/her admission and inform this office
accordingly.

Shri/Kum._____ is required to submit a Certificate as
to have been admitted in your College and have completed the First Term, which may be
issued to him/her after completion of First Term.

Kindly acknowledge the receipt.

(_____)

Assistant Director (Tech. Education)

Dadra & Nagar Haveli

Copy to Shri/Kum. _____ of Dadra and Nagar Haveli.
He/She is directed to approach the College authorities and get admission on or before
15/08/2015.

Department of Education,Dadra and Nagar Haveli Category -wise Distribution of the seats for the year 2015-16								
Course	Total Seats	State	Institute name	Seat Allocated	UR	OBC	ST	SC
Civil Engineering	5	Gujarat	BIRLA VISHWAKARMA MAHAVIDYALAYA, VALLABH VIDYANAGAR	3	2		1	
		Goa	GOVT. ENGG COLLEGE, PONDA	2	1		1	
Computer Engineering / Technology	5	Gujarat	BIRLA VISHWAKARMA MAHAVIDYALAYA, VALLABH VIDYANAGAR	1			1	
		Maharashtra	L.D COLLEGE OF ENGG, AHEMDABAD	2	2			
			SHRAMA SADHNA TRUST'S COLLEGE OF ENGG&TECH., BAMBHORI, JALGAON	1			1	
			VIVEKANAND EDU. SOCIETY'S INST OF TECHNOLOGY, CHEMBUR, MUMBAI	1		1		
Electircal Engineering	5	Gujarat	GOVT. ENGG COLLEGE, BHUJ	3	1		2	
		Maharashtra	MANDHAR EDU, SOC'S RAJARAM SHINDE INST OF ENGG & TECH.TAL CHIPLUN, DIST RATNAGIRI	1	1			
			MAHATAMA BHAWESHWAR EDU SOC M.S BIDVE COLLEGE OF ENGG, KONDIBA GALLI, LATUR	1	1			
Electrical & Electronics Engineering	4	Karnataka	BMS COLLEGE OF ENGG, BANGALORE	4	2		2	
Mechanical Engineering	6	Gujarat	GOVT. ENGG. COLLEGE, BHUJ	3	2		1	
		Goa	GOA COLLEGE OF ENGG, PONDA	2	1		1	
		Karnataka	PES COLLEGE OF ENGG., MANDYA	1			1	
Pharmacy	3	Goa	GOA COLLEGE OF PHARMACY	1			1	
		Maharashtra	POOJYA SANE GURUJI V.P MANDAL'S COLLEGE OF ENGG, DIST, DHULE	1	1			
			PARAMHANS RAMAMKRISHNA MAUNI BABA ED. ANURADHA COLLEGE OF PHARMACY, CHIKHLI, DIST. BULDANA	1	1			
Total				28	15	1	12	0

Subject : Proposal for Admissions for Academic Year 2021-22.**Submitted:**

Academic Year 2021-22 has commenced from June 2021. Admission process for the current session will commence shortly as result of Higher Secondary is declared.

[A] Seat Matrix.

May kindly peruse last year admission data (A.Y. 2020-21) as mentioned below:

B. A. (Total 240 Seats)			
Core Subject	Intake	Admitted	Remarks
Economics	96	95	
Gujarati	96	44	Less Application received
English	48	74	Increase in Choice
B. Com (Total 300 Seats)			
Medium	Intake	Admitted	
English Medium	150	148	
Gujarat Medium	150	139	
B.SC. (Total 130 Seats)			
Subject Group	Intake	Admitted	
Physics - Chemistry - Mathematics (Maths Group - A)	45	22	Less Application received
Botany - Chemistry - Microbiology (Biology Group - B1)	50	71	Increase in Choice
Physics - Chemistry - Microbiology (Biology Group - B2)	35	19	Less Application received

Looking to the last year admissions in BA, it is observed that student's demand for Core English is much more than Core Gujarati. Therefore, it is proposed increase the seats of Core English and accordingly new subject-wise seats matrix for BA may be as below:

Seat Matrix for B. A. (Total 240 Seats)	
Core Subject	Intake
Economics	96
English	72
Gujarati	72

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***Note: Students may be given subject as per choice, Subject to vacant seats.**

B.Com and B. Sc. Seat matrix remains unchanged.

Seat Matrix for B. Com (Total 300 Seats)			
Medium	Intake	Extra Seats allotted by Gujarat University every year	Total Intake
English Medium	120	30	150
Gujarat Medium	120	30	150

Seat Matrix for B.Sc. (Total 130 Seats)	
Group	Intake
Physics – Chemistry – Mathematics (Maths Group - A)	45
Botany - Chemistry – Microbiology (Biology Group – B1)	50
Physics – Chemistry – Microbiology (Biology Group – B2)	35

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Note: Depending upon the situation, if seats are vacant in any Group, then students will have the option to change the subject Group choice accordingly to fill total 130 seats intake.

[B] Reservation Policy

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, similar to other colleges of District like Dr. BBA Government Polytechnic, Karad (C/9) and NAMO Medical Education & Research Institute, Silvassa (C/3). Details of reservations 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%

C/31

***Note:** Implementation of reservation for Economically Weaker Sections (EWSs), for additional 10 % seats will be granted as per notifications of UT Administration of Dadra and Nagar Haveli & Daman and Diu.

[C] Vacant Reserved Seats:

After granting admission to all candidates of reserved categories on respective reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats in the last round of admission. Flowchart for the conversion of reserved seats is mentioned below:

Vacant Category Seat	Conversion	Category	Conversion	Category
ST	→	SC	→	General
SC	→	ST	→	General
OBC	→			General

***Note:** Similar guidelines is in the Prospectus of NAMO Medical Education & Research Institute, Silvassa (C/1).

[D] Fee Structure

Fee structure for this academic session are as follows: (C/31)

Sr. No.	Particulars	Amount for Boys (Rs.)	Amount for Girls (Rs.)	Remarks
1	Tuition Fees	600.00	Nil	
2	University Sports Fees	10.00	10.00	Deposited to University
3	Cultural Activities Fees	10.00	10.00	
4	Identity Card Fees (Only for 1 st Semester)	50.00	50.00	
5	Enrolment Form Fee (Only for 1 st Semester)	25.00	25.00	Deposited to University
6	Enrolment Fee (Only for 1 st Semester)	100.00	100.00	
	Total Fees	795.00	195.00	

[E] Admission Committee

Further, Admission Committee is to be constituted for this academic year i.e. 2021-22. Therefore, it is proposed to constitute Admission Committee with following members: -

Sr. No.	Names of Members	Designation	Status in Committee
1	Shri Nilesh Gurav	Director (Higher Education), DNH & DD	Chairman
2	Dr. Bhagwanjee Jha	Principal, Dr. APJ Abdul Kalam Govt. College	Convener
3	Dr. Rajender Rohit	Professor I/c./Asstt. Professor (Gujarati)	Member, Gujarati Dept.
4	Dr. Sureshkumar L. Chavda	Professor I/c./Asstt. Professor (Chemistry)	Member, Chemistry Dept.
5	Dr. Ramchandra R. Joshi	Professor I/c./Asstt. Professor (English)	Member, English Dept.
6	Dr. Himanshu V. Chapani	Professor I/c./Asstt. Professor (Mathematics)	Member, Mathematics Dept.
7	Smt. Aparna J. Tailor	Professor I/c./Asstt. Professor (Microbiology)	Member, Microbiology Dept.
8	Dr. Prakash R. Patel	Professor I/c./Asstt. Professor (Botany)	Member, Botany Dept.
9	Dr. Sunil Malkani	Professor I/c./Asstt. Professor (Economics)	Member, Economics Dept.
10	Dr. Manojkumar T. Rathod	Professor I/c./Asstt. Professor (Commerce)	Member, Commerce Dept.
11	Shri Hiren K. Patel	Admin-cum-Accounts Officer	Co-ordinator



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 2021-22

Managed by:-

Dadra & Nagar Haveli Ucchha Sikshya Samiti, Silvassa

UT of Dadra & Nagar Haveli & Daman & Diu

E.mail: dnh.sihl2011@gmail.com

Contact No: 9429427117

Website: <http://dnh.nic.in/APJGC/>



From the Desk of the Principal

Happy Seasons Greeting to all.....

Dear students, many congratulations on your success in HSC examination 2021. On this occasion, we the family members of Dr. APJ Abdul Kalam Govt. College, Silvassa would like to invite you for new session 2021-22 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 2021-22 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>❖ 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>❖ 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 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>❖ 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>❖ Foundation Course: (01 Subject)</p>
<p>❖ Soft Skill: (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>❖ Soft Skill: (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>❖ Soft Skill: (01 Subject)</p>	Option-I	Option-II	1. Physics	1. Chemistry	2. Chemistry	2. Microbiology	3. Microbiology	3. Botany
Option-I	Option-II																
1. Physics	1. Chemistry																
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3. Microbiology	3. Botany																
Option-I	Option-II																
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
		BOT-CHEM	30	CHEM	05
				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	University Sports Fees	10.00	10.00
3	Cultural Activities Fees	10.00	10.00
4	Identity Card Fees (Only for 1 st Semester)	50.00	50.00
5	Enrolment Form Fee	25.00	25.00
6	Enrolment Fee	100.00	100.00
	Total Fees	795.00	195.00
*Note	Fees mentioned at Sr. 2, 3, 5 & 6 are 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 Inflightnet'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:

Subjects	Titles	Volume
General books	623	967
Botany	66	556
Chemistry	96	792
Computer science	22	101
Economics	156	272
English	168	999
Geography	61	316
Gujarati	675	2772
Hindi	657	1278
History	93	204
Microbiology	45	297
Physical Education	33	37
Physics	102	881
Political science	42	152

Sanskrit	116	465
Sociology	82	464
Commerce	290	2381
Mathematics	89	478
	3416	13412

- 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://dnh.nic.in/APJGC/> → 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), 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) Bank Passbook.
- (11) Pass port size photograph.

Note: Candidates are directed to upload single PDF of all 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://dnh.nic.in/APJGC/> → 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 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: 542/422/2019/11908-12373 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. **During COVID-19 all may be done online only.**

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	SMT. 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 MESHAM	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	SMT. 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	SHRI SUNIL MALKANI	ASSTT. PROF. IN ECONOMICS.
21	DR. NITIN G. RATHOD	ASSTT. PROF. IN GUJARATI
22	DR. ANU WARRIER	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
23	DR. MANOJ K. MAHYAVANSHI	ASSTT. PROF. IN GUJARATI
24	SMT. SANDHYA	ASSTT. PROF. IN GEOGRAPHY
25	DR. MANOJKUMAR T. RATHOD	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
26	DR. GAUTAM V. MISTRY	ASSTT. PROF. IN COMMERCE WITH ACCOUNTANCY
27	DR. MUKESH G. NAYAK	ASSTT. PROF. IN PHYSICS
28	DR. SONY AMRENDRA	ASSTT. PROF. IN CHEMISTRY
29	SMT. HIRALBAN D. DHODI	ASSTT. PROF. IN ECONOMICS (STC)
30	DR. MOHAMMADSAIEDBHAI A. KURESHI	ASSTT. PROF. IN ECONOMICS (STC)

31	SHRI JIGNESH I. BHOI	ASSTT. PROF. IN ENGLISH (STC)
32	MS. POONAM R. GARWAN	ASSTT. PROF. IN ENGLISH (STC)
33	MS. ARCHNA J. PATEL	ASSTT. PROF. IN MATHEMATICS (STC)
34	SHRI RUTVESH BORISAGAR	ASSTT. PROF. IN MICROBIOLOGY (STC)
35	SHRI FULESH KONKANI	ASSTT. PROF. IN BOTANY (STC)
36	SHRI UGESH MAHALA	ASSTT. PROF. IN BOTANY (STC)
37	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: <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 	Facilities Available: <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 	Upcoming facilities: <p>Student Activity Centre</p> <ul style="list-style-type: none"> • Gym • Cafeteria • Indoor Games <p>Auditorium & Parking</p>
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ADMISSION COMMITTEE FOR A.Y. 2021-22:

Sr. No.	Names of Members	Designation	Status in Committee
1	Shri Nilesh Gurav, DANICS	Director (Higher Education), DNH & DD	Chairman
2	Dr. Bhagwanjee Jha	Principal, Dr. APJ Abdul Kalam Govt. College	Convener
3	Dr. Rajender Rohit	Professor I/c./Asstt. Professor (Gujarati)	Member, Gujarati Dept.
4	Dr. Sureshkumar L. Chavda	Professor I/c./Asstt. Professor (Chemistry)	Member, Chemistry Dept.
5	Dr. Ramchandra R. Joshi	Professor I/c./Asstt. Professor (English)	Member, English Dept.
6	Dr. Himanshu V. Chapani	Professor I/c./Asstt. Professor (Mathematics)	Member, Mathematics Dept.
7	Smt. Aparna J. Tailor	Professor I/c./Asstt. Professor (Microbiology)	Member, Microbiology Dept.
8	Dr. Prakash R. Patel	Professor I/c./Asstt. Professor (Botany)	Member, Botany Dept.
9	Dr. Sunil Malkani	Professor I/c./Asstt. Professor (Economics)	Member, Economics Dept.
10	Dr. Manojkumar T. Rathod	Professor I/c./Asstt. Professor (Commerce)	Member, Commerce Dept.
11	Shri Hiren K. Patel	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 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 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 in 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 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: