



Dr. APJ Abdul Kalam Govt. College

Dadra & Nagar Haveli Ucchha Sikshya Samiti, Silvassa

(A Govt. Grant-in-Aid College of Arts, Commerce & Science)

Affiliated to the Gujarat University, Ahmedabad

Accredited by NAAC [Grade-B (2.33 CGA)]

PROSPECTUS ACADEMIC YEAR 2024-25

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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 2024. On this occasion, we the family members of Dr. APJ Abdul Kalam Govt. College, DNHUSS, Silvassa would like to invite you for new session 2024-25 in our college for under graduate courses (BA, B.Com & B. Sc.) of Gujarat University, Ahmedabad.

We assure you all that we have a dedicated team of faculty & staff, State-of-the-Art infrastructures and laboratories. We believe in effective education to needy student of our territory so that over a span of four 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 for their better career in different fields. We are also intended to help our students by organizing extra classes and hope students class presence regularly.

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 Higher & Technical 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 DNH&DD.

With these few dreams of success for all we welcome you to the new academic session 2024-25 in first semester and join us in contributing for betterment of local youths and all their family members together for next 04 years.

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. The 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, DNHUSS” is one of the endeavours for providing an opportunity to the students of this Union Territory.

2. VISION

- To 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 – B.A. (Hons.):-

There are two (2) divisions of B.A. Semester-I with the sanctioned strength of 120 seats per division, total strength of 240 seats. English Subject in HSC is compulsory for all candidates.

Course Duration: 04 years as per guidelines of Gujarat University, Ahmedabad & NEP-2020.

4.1.1 B.A. Semester-I & II

❖ **Major Subjects:** (Any One Subject-Two Papers)

1. English
2. Gujarati
3. Economics

❖ **Minor Subjects:** (Any One Subject-Two Papers)

1. Hindi
2. Sociology
3. History
4. Political Science
5. Geography
6. Sanskrit

❖ **Multidisciplinary Subjects:** (Any One Subject other than the subject selected in Minor Subject-One Paper)

1. Hindi
2. Sociology
3. History
4. Political Science
5. Geography

❖ **Ability Enhancement Course Subject:** (Any 01 Subject)

1. Hindi
2. Gujarati
3. Sanskrit

❖ **Skill Enhancement Course Subject:** (01 Subject)

1. English

❖ **Value Added Course Subject:** (01 Subject)

1. Indian Knowledge System

*Note: Minor & Multidisciplinary Subject 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 – B.Com (Hons.):-

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

Course Duration: 04 years as per guidelines of Gujarat University, Ahmedabad & NEP-2020.

4.2.1 B.Com. Semester-I

2. Major Subjects:

1. Advance Accountancy-I
2. Advance Accountancy-II

3. Minor Subject:

1. Marketing

4. Multidisciplinary Subject:

1. Economics

5. Ability Enhancement Course Subject:

1. Hindi

6. Skill Enhancement Course Subject:

1. Tally Computer

7. Value Added Course Subject:

1. Indian Knowledge System

4.3 Faculty of Science - B.Sc. (Hons.):-

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

Course Duration: 04 years as per guidelines of Gujarat University, Ahmedabad & NEP-2020.

❖ **Subject Choice: Group – A (Math)**

Group	Major Subject	Minor Subject	Multidisciplinary Subject
A1	MATH	PHYSICS	CHEMISTRY
A2	CHEMISTRY	PHYSICS	MATH

❖ **Subject Choice: Group – B (Biology)**

Group	Major Subject	Minor Subject	Multidisciplinary Subject
B1	BOTANY	CHEMISTRY	MICROBIOLOGY
B2	CHEMISTRY	BOTANY	MICROBIOLOGY
B3	CHEMISTRY	PHYSICS	MICROBIOLOGY
B4	CHEMISTRY	MICROBIOLOGY	PHYSICS
B5	MICROBIOLOGY	CHEMISTRY	BOTANY
B6	MICROBIOLOGY	CHEMISTRY	PHYSICS

8. Ability Enhancement Course Subject:

1. English

9. Skill Enhancement Course Subject: (Any 01 Subject)

1. Library and Information Literacy
2. Open Source Software

10. Value Added Course Subject:

1. Indian Knowledge System

Seat Matrix for B.Sc. (Hons.)

HSC GROUP	Sem- I & II		Sem- III & IV		Sem- V & VI		Sem- VII & VIII	
	GROUP	INTAKE	GROUP	INTAKE	CORE SUBJECT	INTAKE	CORE SUBJECT	INTAKE
MATH GROUP	MATH / PHYSICS / CHEMISTRY	20	MATH / PHYSICS	20	MATH	20	MATH	20
	CHEMISTRY / PHYSICS / MATH	22	CHEMISTRY / PHYSICS	22	CHEMISTRY	22	CHEMISTRY	22

BIOLOG Y GROUP	BOTANY / CHEMISTRY / MICROBIOLOG Y	23	BOTANY / CHEMISTRY	23	BOTANY	23	BOTANY	23
	CHEMISTRY / BOTANY / MICROBIOLOG Y	10	CHEMISTRY / BOTANY	10	CHEMISTRY	10	CHEMISTRY	10
	MICROBIOLOG Y / CHEMISTRY / BOTANY	20	MICROBIOLOG Y / CHEMISTRY	20	MICROBIOLOG Y	20	MICROBIOLOG Y	20
	CHEMISTRY / PHYSICS / MICROBIOLOG Y	10	CHEMISTRY / PHYSICS	10	CHEMISTRY	10	CHEMISTRY	10
	MICROBIOLOG Y / CHEMISTRY / PHYSICS	10	MICROBIOLOG Y / CHEMISTRY	10	MICROBIOLOG Y	10	MICROBIOLOG Y	10
	CHEMISTRY / MICROBIOLOG Y / PHYSICS	15	CHEMISTRY / MICROBIOLOG Y	15	CHEMISTRY	15	CHEMISTRY	15
TOTAL	130		130		130		130	

*** Note :** The group consist of 03 Science subjects in Sem -1 & 2. Out of these 03 subject, Core subject will be the subject in which you will get degree of B.Sc. (Hons.) after course completion of 04 years. Please refer seat matrix of B.Sc. for better understanding. There will be one foundation course (General English) and one elective course, which 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%
EWS (Supernumerary) (Additional to approved Intake)		10%

***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											
SUBJECT	INTAKE	SC(2%)	ST(43%)			OBC(5%)	GEN (50%)				EWS
		SC	ST	PH	OBC	GEN	PH	KM	CDP		
ECO	96	2	39	2	5	44	2	1	1	10	
GUJ	72	1	29	2	4	32	2	1	1	7	
ENG	72	1	29	2	4	32	2	1	1	7	
TOTAL	240	4	97	6	13	108	6	3	3	24	

BCOM SEAT BIFURCATION											
SUBJECT	INTAKE	SC(2%)	ST(43%)			OBC(5%)	GEN (50%)				EWS
		SC	ST	PH	OBC	GEN	PH	KM	CDP		
B.COM	300	6	124	6	14	138	8	2	2	30	
150 seats for English Medium & 150 seats for Gujarati Medium											

BSC SEAT BIFURCATION											
GROUP	INTAKE	SC(2%)	ST(43%)			OBC(5%)	GEN (50%)				EWS
		SC	ST	PH	OBC	GEN	PH	KM	CDP		
A	42	1	17	1	2	20	1	0	0	4	
B	88	2	36	2	4	40	2	1	1	9	
TOTAL	130	3	53	3	6	60	3	1	1	13	

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 15,000 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. Book Bank facility is also available in college.

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 unit of NSS has been started in the college with strength of 100 volunteers (i.e. 50 Volunteers in FY and 50 Volunteers in SY).

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) is registered with DNH Scout & Guide.

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 GCAS Website "<https://gcas.gujgov.edu.in>" 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 documents. The original certificates verification will be done during start of college:

- (1) HSC 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 certificates in PDF/JPG 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 GCAS web-site "https://gcas.gujgov.edu.in/" and college website <http://apjakgc.ac.in/> → Admission Menu → College Admission Form, within the time limit specified by the GCAS.

Note: Without ONLINE REGISTRATION on GCAS 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 with English Subject.
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 (75%) 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 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 etc. 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 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 75%.
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 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.	10
2	At least one MCQ test per paper during the semester.	05
3	Assignments: at least four assignments per paper.	10
4	Student attendance throughout the semester. *See Condonation Rules below.	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% to 75% (as per university rules). No canvassing will be entertained in academic & other matters. All need to attend classes compulsory as per timetable.

Condonation Rules for Attendance:

Attendance	Marks
More than 75 %	5
74 to 65 %	3 to 4
64 to 50 %	1 to 2
Less than 50 %	0

Other Activities:

Students should take part in NCC, NSS, Cultural activities, Sports activities, regular activities, local govt. events, extra classes, campus interview etc. whenever notified in the college.

15 AWARD OF DEGREE

Students will get university marksheets only after getting No Dues from Library at the end of degree course

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, NSS etc. are promoted as per need of college and instruction of Administration of DNH&DD.

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	Yoga
Handball	Kabbadi	Cross Country	Carrom

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. Students shall be regular, punctual and sincere in attending classes, internal exams etc., they will not move outside the classrooms. In case they do not have any class, they shall either make use of the vacant period for library consultation.
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.

4. 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 College authority 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 campus.
2. No student 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.
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 classrooms 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. Lighting fireworks in the college campus is a punishable act.
14. Abusive behaviour or improper dressing will not be tolerated.
15. Students involving any kind of fight or verbal spat will not be tolerated and strict action will be initiated against those students.
16. Students involving any kind of protest, in the college campus against college or the Government will be viewed seriously and strict action will be initiated against such students.
17. 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.
18. Do maintain the decorum of the college campus, academic environment.
19. If any student is facing any misbehaviour, racism, or any other kind of harassment from another student, those students can directly inform the college authority immediately or email us at dnh.sihl2011@gmail.com.

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	DR. 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	SHRI JIGNESH I. BHOI	ASSTT. PROF. IN ENGLISH (STC)
30	SMT. ARCHANA J. PATEL	ASSTT. PROF. IN MATHEMATICS (STC)
31	SHRI UGESH MAHALA	ASSTT. PROF. IN BOTANY (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:	Facilities:
<ul style="list-style-type: none"> Youth Festival at University Inter-college sports at University Campus Interview Soft Skill Training Cultural Activities Regular celebration on important dates. Canteen facility Play ground 	<ul style="list-style-type: none"> Well equipped Classrooms Well equipped Computer Lab. Well equipped Language 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>Parking</p>

ADMISSION COMMITTEE FOR A.Y. 2024-25:

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 BY STUDENTS AND THEIR PARENTS

a. Regarding college property/ Infrastructure/dues.

I will not damage any college property/infrastructure. In case, any damage to college property or infrastructure is caused by me, I hereby undertake to pay fine or replace for any loss / damage caused by me.

I also undertake to pay outstanding dues (if any) of library, sports, NCC, NSS & other departments of the college on time.

b. Attendance.

I am fully aware about the attendance rules of Gujarat University, Ahmedabad and the college. I undertake to complete compulsory attendance (50 % to 75%) 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 required attendance may debar me from examination, based on performance report of subject faculty.

c. College Activities.

I undertake that I will not demand or claim for anything, any activity which has no approval of the competent authority of the college.

I am also aware that, the Principal has a right to cancel any events/activities of the college without prior notice to the students, in the interest of the Academic Development of the students, and maintaining law & order situation in college.

I will attend all Govt. events whenever informed in addition to regular college events.

d. Code of conduct for the students:

8. I will be bound by the rules and regulation laid down by the College Administration and Gujarat University, Ahmedabad regarding maintenance of good discipline and conduct.
9. I will be regular, punctual and sincere in attending classes, internal exams etc., I will not move outside the classrooms. In case, I do not have any class, I shall either make use of the vacant period for library consultation or any notified event preparation in specified area only.
10. I will maintain strict discipline concurrent with my status and dignity and will not do anything which shall be unwanted act from college students.
11. I will be individually responsible for the protection of the furniture & fixtures of classrooms and in case of any damage, the college authority will have right to take suitable punitive action as deems fit against me, if found guilty of the act, as the case may be.
12. I will strictly adhere to the instructions of the College authority for parking my vehicle in the college premises, at specified parking area only. I am aware that, if I am found riding scooter / car / motor-cycle / moped or any other kind of vehicle etc. within the prohibited area will attract stringent punitive action.

e. Rules for good discipline:

20. I will wear Identity card in the college campus.
21. I will not be allowed to display any Notice, Circular, Poster, Banner etc. in the college premises without the prior permission of the Principal.
22. I will neither Smoke nor consume any type of Tobacco-item in the college campus, as it is strictly prohibited in the college premises.
23. I will not use of mobile phones in the college except academic work with prior permission of concern faculty, I am aware that use of mobile phones is strictly prohibited in lecture class room, laboratory and examination room.
24. I will park my vehicle at the parking place properly as directed by Security guards.
25. I will not roam around the corridors while classes are going on.
26. I will not call my friends or relatives in college campus, without any permission for the same of the college authorities.
27. I am aware that any kind of damage to the college property by me is a punishable act.
28. I will not disturb other classrooms by making noise or in any form.
29. I will not use foul terms or abusive language in college to any one.
30. During free time/lecture I will use online learning/e-resource/ library.

31. I am aware that celebration of Birthdays and fireworks is not permissible in college campus.
32. I am aware that lighting fireworks in the college campus is a punishable act.
33. I am aware that Abusive behaviour or improper dressing is not allowed in the college campus.
34. I am aware that involving in any kind of fight or verbal quarrel is not tolerated and strict action will be initiated against me if found guilty.
35. I will not be involved in any kind of unruly act (as a part of any group or single) in the college campus and I am aware that it will be viewed seriously, and strict action/police complain will be initiated against me.
36. I am aware that acts of misbehaviour, misconduct, ragging, indiscipline, or violation of the rules of discipline mentioned above are liable for punishment and disciplinary action (leading to rustication from college) may be taken.
37. I will fully contribute to maintain decorum of the college campus and academic environment.

Declaration:

I have read all above points, and signing this undertaking to the best of my knowledge and wisdom.

Student's Name:

Parent's/Guardian's Name:

Student's Sign:

Parent's/Guardian's Sign:

Faculty/Class: