# YEARLY STATUS REPORT - 2023-2024

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | DR. APJ ABDUL KALAM GOVERNMENT COLLEGE, DADRA AND NAGAR HAVELI, UCCHHA SIKSHA SAMITI, SILVASSA(DOKMARDI) |
| • Name of the Head of the institution | Dr. Bhagwanjee Jha |
| • Designation | Principal (In-charge) |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 02602992032 |
| • Mobile No: | 7046610254 |
| • Registered e-mail | dnh.sihl2011@gmail.com |
| • Alternate e-mail | jha66b@gmail.com |
| • Address | Dokmardi |
| • City/Town | Silvassa, Dadra and Nagar Haveli |
| • State/UT | Dadra & Nagar Haveli and Daman & Diu |
| • Pin Code | 396230 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | Affiliated College |
| • Type of Institution | Co-education |
| • Location | Rural |

| | |
|---|---|
| • Financial Status | **UGC 2f and 12(B)** |
| • Name of the Affiliating University | **Gujarat University Ahmadabad** |
| • Name of the IQAC Coordinator | **Dr. Gaurang Barot** |
| • Phone No. | **02602992032** |
| • Alternate phone No. | |
| • Mobile | **9979539493** |
| • IQAC e-mail address | **apjakgc.naac@gmail.com** |
| • Alternate e-mail address | |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | chrome-extension://efaidnbmnnnibp cajpcglclefindmkaj/http://apjakgc .ac.in/Download/NAAC/AQAR2022_23. pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://apjakgc.ac.in/Download/Ac ademicCallander2021-22.pdf |

**5.Accreditation Details**

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

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

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

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| INSTITUTIONAL | NSS Activities | NSS UT OF DNH&DD | 2023-24 | 35998 |
| INSTITUTIONAL | GRANT IN AID | UT OF DNH&DD | 2023-24 | 700,00,000 |
| INSTITUTIONAL | UNNAT BHARAT ABHIYAN | I.I.T. Delhi | 2018-19 | 50000 |
| INSTITUTIONAL | RUSA 1.0 | GOVT. OF INDIA | 2019-20 | 1,24,80,000 |
| INSTITUTIONAL | OTHER GOVT GRANTS | STATE AID CONTROL SOCIETY | 2023-24 | 4000 |
| INSTITUTIONAL | OTHER GOVT GRANTS | JOINT SCIENCE EDUCATIONAL PANEL (IAS, INSA, NAS) | 2023-24 | 208125 |
| INSTITUTIONAL | OTHER GOVT GRANTS | GUJARAT SAHITYA ACADMY | 2023-24 | 3090 |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** | |
| • Upload latest notification of formation of IQAC | View File | |
| **9.No. of IQAC meetings held during the year** | **1** | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | **Yes** | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |

| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
|---|---|
| • If yes, mention the amount | |

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

| |
|---|
| Started CCC software training of students with cooperation of NEILIT Daman. |
| Many teachings faculty participated in conference, seminar at outside locations, and got financial travel support from college. |
| Many teaching staff got opportunity to work with Gujarat University Ahmadabad Board of studies on question paper preparation and external examinations. |
| Contributed for successful organization of career counselling of students, and campus interviews as per need of industries and educational institutions giving post-graduation degree. |
| Contributed for successful organization of career counselling of students, and campus interviews as per need of industries and educational institutions giving post-graduation degree. |

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

| |
|---|
| |

| Plan of Action | Achievements/Outcomes |
|---|---|
| to start computer training | Computer training program was run by starting a study center of NEILIT Daman in the college |
| to start skilling of students in extra curricular activities like dance, music, girls self defence by taekwondo | Skilling/Training of students were carried out in these areas by engaging related experts. |
| to carry out several career counselling session for post UG higher study | Students leant about various post graduation courses |
| to start several expert lectures, application based | Students learnt about latest developments |
| to carry ut campus placement through industry support | Several students of Science, commerce were placed through campus placement interviews. |
| to enhance academia industry interaction | Students of BSc were taken to industry for interaction with industry, and Botanical gardens |
| to carry out activities with other govt. department | College students and staff worked under Election Department, Social Welfare Dept., Education Dept., Higher & Technical Education Dept., Health Dept., Forest Dept., IT Dept., District Administration of UT of DNH&DD |
| to carry out students voter awareness session | Students were made voters under Election Dept. initiatives, and others were made aware about election dept. portal |
| to organize students' visits to industries | Many science students visited industry for on the floor training and learning in the industry |
| to organize IPR awareness session | Organised to make students aware about patenting, copy writing and Trademark |

| | |
|---|---|
| to start BIS Club of science students | BIS Club was established in the college |
| to start academics, ABC registration etc. as per NEP-2020 through Gujarat University Ahmedabad | Since 2023-24 students registered on ABC portal as per guidelines of Gujarat University Ahmadabad |
| to promote FDP activities | Faculty participated in the FDP by expert training of NEP-2020 by Professors from Gujarat University, Faculty also participated in SWAYAM programs and Madam Mohan Malviya Mission Programs online. |
| to promote R & D activities etc. | Students were made aware about IPR by expert lectures online, and presentation by students about Science related Development. |
| to promote students participation in sports, NCC, NSS activities | Students participated in University Games at Ahmadabad, Inter-university games, Local sports organised by Govt., and college level games. NCC cadets particpate in all programs of the Navsari Batalion, Students also organises and participatee in various social activities in the college and also outside, and also as per Bharat Portal. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| PRINCIPAL (In Charge) | 15/01/2025 |

**14.Whether institutional data submitted to AISHE**

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

### 15.Multidisciplinary / interdisciplinary

The college continues to align with University Guidelines for implementing NEP 2020. Under this framework, all students admitted to NEP-based courses are provided the flexibility to choose subjects from a multidisciplinary pool offered by the university. The college currently offers programs in Arts, Commerce, and Science disciplines. Students have the opportunity to select multidisciplinary subjects across these streams, subject to faculty availability and resource allocation. This approach fosters holistic education and interdisciplinary learning, as envisioned by NEP 2020.

### 16.Academic bank of credits (ABC):

The curriculum, admission procedures, and evaluation processes strictly adhere to the guidelines established by the government and the affiliating university, ensuring seamless student mobility across institutions both within the state and nationally. While the college is committed to implementing Academic Bank of Credits (ABC) under NEP 2020, any changes or updates are subject to approval from the affiliating university, Gujarat University, Ahmedabad. To support this initiative, the college has formed a dedicated committee to ensure 100% student enrollment on the ABC Portal from 2023-24. In the academic year 2024-25, 2106 students successfully registered on the ABC Portal with guidance from Gujarat University, Ahmedabad, enabling them to benefit from credit transfer and accumulation across academic institutions.

### 17.Skill development:

In our college, skill development is a core focus of our academic framework, extending across disciplines including arts, commerce, and science at the undergraduate level. Acknowledging the significance of imparting practical skills, we offer computer courses through the NIELIT Daman (study center started in the college), initiatives of local industries, enriching the academic journey of students with crucial technological expertise. We also organize regular workshops and seminars aimed at improving students' employability, ensuring they are thoroughly prepared for professional challenges after graduation. Celebrating national festivals like Independence Day and Republic Day fosters patriotism and unity among students, while observance of events such as World AIDS Day and Environment Day nurtures a sense of social responsibility and environmental awareness. Commemorating the Birth

and Death Anniversaries of our National leaders serves to inspire students, instilling values of leadership and integrity. Additionally, our Career Counselling Committee plays a vital role by organizing programs to guide students in exploring various career paths and equipping them with essential interview skills, enabling them to enter the job market with confidence and competence. Through these integrated efforts, we are dedicated to shaping well-rounded individuals, ready to excel in both personal and professional spheres.

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

In our college, students are given the flexibility to select their preferred medium of instruction, offering them the choice between Gujarati and English. This policy recognizes the diverse linguistic backgrounds of our students and ensures that they can engage with the academic curriculum in the language that best supports their learning. By providing this choice, we foster an inclusive environment that accommodates individual learning preferences and enhances accessibility. This flexibility not only improves students' comprehension and retention of course content but also contributes to a positive learning atmosphere where students feel supported and motivated. Additionally, we celebrate and promote linguistic diversity through our annual Bhasha Mahotsav program, which serves as a platform for students to express their linguistic talents, celebrate their cultural heritage, and take pride in their language and identity. The program features events, competitions, and cultural activities that encourage students to value the richness of language and culture, fostering unity and mutual respect within the college community. Through offering language options and organizing the Bhasha Mahotsav, we demonstrate our commitment to promoting linguistic diversity, inclusivity, and cultural awareness within the college.

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

Gujarat University has implemented Course Outcomes (COs) and Program Outcomes (POs) as key indicators to evaluate student learning and the effectiveness of academic programs. COs outline the specific knowledge, skills, and competencies students are expected to achieve within individual courses, while POs establish broader educational goals for entire academic programs. The college assesses student performance primarily through examinations to gauge their progress in meeting COs and POs. Examinations are a primary method of assessment, designed to measure students' understanding of course material, application of concepts, and achievement of intended

learning outcomes. To ensure the effectiveness of this evaluation, examination tasks must align with the predefined COs and POs, ensuring that they appropriately measure the desired learning outcomes. Assessment through examinations must be rigorous, fair, and comprehensive. Examination questions should be crafted to assess various cognitive skills, such as recall, comprehension, application, analysis, synthesis, and evaluation, in accordance with the intended learning outcomes. The format of examinations may include multiple-choice questions, short-answer questions, essays, case studies, and practical demonstrations, depending on the nature of the course and the outcomes targeted. Furthermore, it is essential for the college to provide students with clear guidelines and assessment criteria so they understand how their performance will be evaluated in relation to COs and POs. Transparent communication of expectations ensures that students grasp the relevance of the course content, motivating them to actively engage in their learning journey. In conclusion, the examination process plays a vital role in evaluating student progress towards COs and POs, offering valuable feedback for program enhancement, and maintaining the quality and integrity of the educational experience.

**20.Distance education/online education:**

In response to the challenges posed by the pandemic lockdown and to ensure student convenience, faculty members have integrated various technological tools to facilitate blended learning. These tools include platforms such as Google Classroom, Zoom, YouTube, and other Google services. Faculty members make extensive use of instructional videos as teaching aids, enriching the learning experience, promoting group collaboration and interaction, and supporting assignments and revision sessions. Assessments have also been conducted through these platforms, ensuring uninterrupted learning despite the lockdown's constraints. These efforts highlight the institution's commitment to adopting technology and adapting teaching methods to foster engaging and effective blended learning environments, ensuring continued academic progression for students.

# Extended Profile

## 1.Programme

1.1                                                                                                  **8**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

2.1                                                             **2106**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

2.2                                                             **352**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

2.3                                                             **415**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

3.1                                                             **47**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

3.2                                                             **40**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

| 1.1 | 8 |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

### 2.Student

| 2.1 | 2106 |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.2 | 352 |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 | 415 |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

### 3.Academic

| 3.1 | 47 |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

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

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | 31 |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 119.40390 |
| 4.3 Total number of computers on campus for academic purposes | 143 |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

Dr. APJ Abdul Kalam Govt. College, Silvassa, affiliated with Gujarat University since 2011, ensures effective implementation of the university-prescribed curriculum through meticulous planning and systematic execution.At the beginning of each academic year, the college prepares a detailed timetable for each department, allocating teaching hours and responsibilities to faculty members. Faculty members further develop individualized teaching plans aligned with the academic calendar, ensuring timely coverage of the syllabus.To facilitate effective learning, teachers employ diverse pedagogical approaches, including interactive lectures, audio-visual aids like documentaries, movies, and images, as well as case studies and real-world examples. These methods cater to varied learning needs and enhance student engagement.Regular assessments such as unit tests, quizzes, and assignments are conducted to monitor student progress. Faculty members also organize seminars, group discussions, and interactive activities to encourage student participation and deepen their understanding

of the subjects.Upon completing specific course modules, faculty evaluate student comprehension through tests or group activities. Constructive feedback is provided to help students improve their performance.The college continuously reviews and refines its curriculum delivery process through regular departmental meetings, ensuring alignment with institutional goals and academic excellence.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | NIL |

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

Dr. APJ Abdul Kalam Govt. College, affiliated with Gujarat University, Ahmedabad, strictly follows the university's academic calendar, which is communicated before the commencement of each academic year. The college aligns its internal schedule accordingly to ensure seamless academic operations.

The departments within the college are responsible for organizing and monitoring Continuous Internal Evaluation (CIE) activities throughout the semester. These activities include unit tests, assignments, presentations, and other evaluative methods aimed at comprehensive student assessment.

To familiarize students with the academic structure, the CIE system is explained in detail during the first-year orientation program. This ensures that all students are aware of the evaluation processes and timelines.

For effective communication, all students are added to program-specific WhatsApp groups. These groups, along with class announcements and notice boards, serve as primary channels to disseminate information about tests, assignments, and deadlines well in advance.

The College Principal regularly meets with faculty and student representatives to review and ensure the smooth execution of the academic calendar and CIE activities.

Assignments are distributed with clear timelines, and faculty

members closely monitor their timely submission. Continuous assessment is carried out systematically, with faculty providing constructive feedback to students.

To maintain transparency, internal grade sheets are prepared as per the academic calendar and displayed on the college notice board. This ensures that students are informed about their performance and encourages accountability in the evaluation process.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://apjakgc.ac.in/Download/academiccalendar23-24.pdf |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University**

B. Any 3 of the above

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

**1.2 - Academic Flexibility**

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

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

8

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

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

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

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

30

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

30

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

**1.3 - Curriculum Enrichment**

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

**The curriculum for B.A., B.Com, and B.Sc. programs, designed by**

Gujarat University, integrates critical themes such as Gender, Environment, Sustainability, Human Values, and Professional Ethics. Dr. APJ Abdul Kalam Govt. College ensures the effective implementation of this curriculum by fostering these values across disciplines, enabling students to develop a holistic and socially responsible outlook.

Core and elective courses are carefully structured to emphasize the importance of these crosscutting issues in creating a progressive and equitable society. Faculty members go beyond academic instruction by guiding students on personality development and instilling ethical and professional qualities necessary for their overall growth. Students are encouraged to reflect on the interconnection between societal well-being, environmental sustainability, and personal development.

In addition to academic delivery, the college organizes various co-curricular and extracurricular activities that reinforce these values, including:

- Tree plantation drives to promote environmental conservation.
- Cleanliness campaigns as part of the Swachh Bharat Abhiyan initiative, fostering civic responsibility.
- Blood donation camps in collaboration with the State NSS headquarters, encouraging compassion and community service.

These activities align with the curriculum's focus on social and ethical values, ensuring that students are well-equipped to become conscientious and socially aware individuals. By integrating professional ethics, gender equality, human values, and sustainability into the curriculum and related activities, the college prepares students to contribute meaningfully to society and address contemporary global challenges.

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

**1.3.2 - Number of courses that include experiential learning through project work/field**

**work/internship during the year**

30

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

1082

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

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

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

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | http://apjakgc.ac.in/Download/FeedbackReport2023-24.pdf |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

820

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

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

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

390

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

## 2.2 - Catering to Student Diversity

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

**Support for Slow Learners: As many students from the Dadra and Nagar Haveli region benefit from reservation in admissions, a significant portion comprises slow learners, as reflected in their performance during Semester I. To address this:**

- **Basic foundational concepts are revisited at the beginning of the semester to strengthen students' understanding.**
- **Before introducing new topics, teachers ensure students grasp the underlying school-level concepts (11th and 12th standard) for better comprehension.**
- **Regular assessments, including internal examinations, class tests, assignments, and seminars, help evaluate students' progress and identify learning gaps.**
- **Subject-specific doubts are addressed during tutorial or practical classes, ensuring personalized attention.**
- **For students facing language barriers, teachers explain topics in the students' mother tongue (e.g., Gujarati) or Hindi to facilitate better understanding.**

**Programs for Advanced Learners: Advanced learners are identified by subject teachers based on their performance in class tests, internal assessments, and examination results. To nurture their potential:**

- **Students are encouraged to excel in university examinations and maintain consistent performance.**
- **Expert and guest lectures are organized, providing opportunities for students to interact with subject experts from reputed institutions in Gujarat.**
- **Access to e-learning resources is provided to support independent, self-paced learning and encourage academic exploration.**
- **Advanced learners are motivated to participate in seminars, presentations, and science competitions at the college, university, and national levels, fostering academic**

**excellence and confidence.**

**Through these measures, the institution ensures that the diverse learning needs of students are met, promoting holistic development and academic growth for all learners.**

| File Description | Documents |
|---|---|
| Link for additional Information | NIL |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 2106 | 47 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Dr. APJ Abdul Kalam Govt. College implements student-centric teaching methods to ensure active engagement and effective learning. These include:**

- **Group discussions, question-answer sessions, and brainstorming to foster interaction and critical thinking.**
- **Case studies, role play, and presentations for practical understanding and confidence-building.**
- **Experimental, demonstration, and problem-solving methods to encourage analytical thinking.**
- **Fieldwork, educational tours, and project-based learning to connect theory with real-world applications.**
- **Interactive tools, such as quizzes (online and offline), games, and assignments, to enhance participation.**

**To further enrich learning, the college organizes guest lectures, workshops, seminars, and industrial visits. Students are encouraged to participate in community service, COVID-19 awareness programs, NSS activities, and Scouts & Guides initiatives,**

fostering a sense of responsibility and citizenship.

The language laboratory improves English communication skills, while soft skills training enhances presentation and interview preparedness. The computer lab with internet and projector facilities supports digital learning.

Students participate in inter-college sports, cultural competitions, NCC, and Scouts & Guides platforms, promoting holistic development. Assignments and participative activities like group discussions and problem-solving tasks ensure comprehensive learning.

These diverse methods ensure students develop academically, socially, and professionally, creating a well-rounded learning experience.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | NIL |

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

The college integrates ICT tools to enhance and optimize the teaching-learning process, making it dynamic and interactive.

ICT Tools Utilized:

- Smart Boards and Panels: Most classrooms are equipped with Smart TV panels for effective content delivery.
- Projectors: Installed in classrooms and labs for visual presentations.
- Desktops and Laptops: Available in the computer lab and faculty cabins across the campus.
- Printers, Photocopiers, and Scanners: Multifunction devices are accessible at prominent locations for faculty and administrative use.
- Online Platforms: Tools like Zoom, Google Meet, Microsoft Teams, and Google Classroom facilitate virtual learning.
- MOOC Platforms: Faculty and students access resources on platforms like NPTEL, Coursera, Udemy, and EdX.
- Digital Library: Supports e-resources for enhanced research

and learning.

**ICT Usage by Faculty:**

- **PowerPoint Presentations: Faculty employ presentations using projectors and LCDs, complemented by digital resources and online tools.**
- **Guest Lectures and Seminars: Digitally equipped seminar rooms host expert talks and industry interactions.**
- **Online Quizzes: Faculty design online quizzes to assess student understanding effectively.**

**ICT integration ensures an engaging, accessible, and modern educational experience.**

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

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

## 2.3.3.1 - Number of mentors

**00**

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

## 2.4 - Teacher Profile and Quality

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

**31**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

**26**

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

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

**2.4.3.1 - Total experience of full-time teachers**

**380**

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

## 2.5 - Evaluation Process and Reforms

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

The college adheres to the evaluation framework of Gujarat University, which emphasizes a balanced approach to assessment through Continuous Internal Evaluation (CIE) and Semester End Evaluation (SEE). This dual-component system ensures comprehensive monitoring of student performance, fostering academic growth and skill development.

The CIE framework integrates various tools such as assignments, MCQ-based tests, attendance, and practical examinations to provide a holistic evaluation. For example, theory courses involve a structured distribution of marks with 50% weightage each for internal and external assessments. Similarly, practical/project courses include components like viva voce, project reports, and attendance, ensuring thorough evaluation.

Assignments, quizzes, and interactive presentations encourage active participation and deepen students' understanding. Attendance criteria motivate regular engagement, while mid-term evaluations provide timely feedback. Re-tests and remedial exams are also organized for students who require additional support, emphasizing inclusivity.

This evaluation model benefits students by providing continuous feedback, enabling them to identify areas for improvement. Gains include enhanced academic performance, critical thinking, and problem-solving skills. Faculty members also use these evaluations to refine their teaching strategies, ensuring alignment with student needs.

The comprehensive CIE and SEE framework contribute to the overall outcomes of better learning experiences, improved performance, and preparedness for advanced academic pursuits or professional careers.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | NIL |

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

At the college level, a well-defined mechanism ensures transparent and timely resolution of internal examination grievances. Departments conduct continuous internal evaluations through unit

tests, assignments, and other assessments. Marks are communicated to students after evaluations, and consolidated internal marks (30% or50%weightage) are submitted to the examination department. These marks are displayed on the notice board for student review.

If students have grievances regarding their internal marks, they may approach the respective subject teacher or the examination committee. The committee forwards these grievances to the concerned departments for rechecking and reassessment. Answer scripts, assignments, or test papers are reevaluated, and any necessary corrections are made within a stipulated timeframe. For slow or absent learners, extra classes and remedial exams are arranged. Corrected results are submitted to the examination committee, ensuring accuracy before the final marks are uploaded to the university portal.

At the university level, students dissatisfied with their final internal marks may submit an onlineapplication to the varsity portal, which forwards it to the university for review. The university allows reevaluation of answer scripts upon payment of a requisite fee, ensuring fair and timely redressal of grievances.

This two-tier mechanism—college and university levels—ensures efficiency, fairness, and transparency in addressing student concerns, fostering trust and academic integrity.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | NIL |

## 2.6 - Student Performance and Learning Outcomes

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

The college, affiliated with Gujarat University, adheres to the university-prescribed syllabi. The Board of Studies at Gujarat University designs and updates the syllabus for each subject, making it available on the university's website for easy access.

At the start of the academic year, a timetable committee collaborates with subject professors to plan class schedules and allocate subjects to teachers as per the university's teaching scheme. This scheme includes lectures, practicals, and tutorials,

with a focus on achieving Programme Outcomes (POs), Programme-Specific Outcomes (PSOs), and Course Outcomes (COs).

To ensure awareness, faculty members share POs, PSOs, and COs with students during classes and display them on departmental notice boards and at the college entrance. Faculty design their teaching strategies to align with these objectives, ensuring that students understand the purpose and goals of their courses.

This structured approach helps students stay informed and motivated while aligning their academic efforts with clearly defined learning outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://apjakgc.ac.in/Arts.aspx |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

Dr. APJ Abdul Kalam Government College employs a structured mechanism to evaluate the attainment of Programme Outcomes (POs), Programme-Specific Outcomes (PSOs), and Course Outcomes (COs).

The evaluation process primarily considers student performance in university examinations. The attainment levels are assessed based on the following four-stage criteria:

Stage 1: Efficient Achievement POs/PSOs/COs are considered efficiently achieved when a student secures 60% or above (First Class) in the annual examination.

Stage 2: Satisfactory Achievement POs/PSOs/COs are achieved satisfactorily when a student secures marks between 50% and 59% (Second Class).

Stage 3: Not Satisfactorily Achieved POs/PSOs/COs are not satisfactorily achieved when a student secures marks between 36% and 49% (Pass Class).

Stage 4: Not Achieved POs/PSOs/COs are not achieved when a student secures marks below 36%.

**This evaluation is summarized for each student and subject, providing a clear analysis of outcomes at both individual and course levels.**

**Summary of Evaluation Stages:**

- **Stage 1 (Efficient): Marks ? 60%**
- **Stage 2 (Satisfactory): Marks 50-59%**
- **Stage 3 (Not Satisfactory): Marks 36-49%**
- **Stage 4 (Not Achieved): Marks < 36%**

**This straightforward and transparent evaluation method ensures a clear understanding of academic performance and the level of outcome attainment, guiding continuous improvement in teaching and learning processes.**

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

## 2.6.3 - Pass percentage of Students during the year

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

**524**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | NIL |

## 2.7 - Student Satisfaction Survey

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

http://apjakgc.ac.in/Download/FeedbackReport2023-24.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | NIL |

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

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

9

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Any additional information | [View File](#) |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

## 3.2 - Research Publications and Awards

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

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

**17**

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

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

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

**14**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.3 - Extension Activities

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

**Dr. APJ Abdul Kalam Government College actively engages students in various extension activities through its National Service Scheme (NSS), National Cadet Corps (NCC), and other wings. These**

initiatives aim to foster social responsibility, holistic development, and awareness among students regarding pressing societal issues.

Dr. APJ Abdul Kalam Government College, affiliated with Gujarat University and accredited by NAAC with a Grade B (CGA 2.33), has actively undertaken extension activities during 2023-24 to sensitize students to societal issues and promote their holistic development. Among the initiatives, a health checkup camp was organized on February 22, 2024, under the coordination of Dr. Shweta Sharma from the Department of English. This camp provided the local community with valuable health awareness and preventive care guidance, involving students in the process to foster their sense of social responsibility. Additionally, the college celebrated National Voters Day on January 25, 2024, at Kala Kendra, Silvassa, focusing on the theme "Nothing Like Voting." Students performed an impactful skit led by Dr. Ramchandra Joshi of the Electoral Literacy Club to emphasize the importance of active participation in democratic processes. These activities not only benefited the community but also nurtured essential values like empathy, teamwork, and leadership among students. Compared to the previous year's focus on environmental awareness through programs like Swachhata Awareness and Nukkad Natak, this year's initiatives broadened the scope by addressing health and democratic engagement, further strengthening the bond between the college and the community while fostering well-rounded personal growth for students.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Activities2023_24.aspx |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | *View File* |
| e-copy of the award letters | **No File Uploaded** |

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

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

**13**

| File Description | Documents |
|---|---|
| Reports of the event organized | *View File* |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | *View File* |

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

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

**435**

| File Description | Documents |
|---|---|
| Report of the event | *View File* |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | *View File* |

**3.4 - Collaboration**

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

**25**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

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

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

**3**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**Dr. APJ Abdul Kalam Government College, Silvassa (Dokmardi), spans a sprawling 8.57-acre campus with a well-structured Academic Block comprising three wings: Wing-A, Wing-B, and Wing-C.**

**Infrastructure highlights include:**

- **Classrooms: 34 classrooms equipped with smartboards, 9 with**

sound systems, comfortable furniture, natural and artificial lighting (LED), and proper ventilation.

- **Faculty Facilities:** 6 fully furnished faculty rooms with computers and 8 department cabins equipped with furniture and computer systems.
- **Library:** A spacious library housing 15,000 books, 57 subscribed magazines, e-library access, a reading hall, ICT-enabled resources, and INFLIBNET facilities.
- **Laboratories:** 4 science laboratories (Chemistry, Microbiology, Physics, and Botany) and a computer lab with 47 PCs and internet connectivity.
- **Language Lab:** Equipped with 31 PCs and internet access under the RUSA Equity Initiative.
- **Additional Amenities:**
  - Wi-Fi in key campus areas.
  - Separate drinking water and washroom facilities for staff and students (girls' washroom equipped with vending machines and incinerators via RUSA).
  - Internet access throughout the campus.
  - Water recycling unit/STP.
  - OHP, LCD projectors, and a portable PA system.
  - State-of-the-art laboratory equipment.
  - Spacious parking and playgrounds.

The campus is secured with 24x7 HD camera surveillance and managed by an efficient outsourcing agency, ensuring a clean, safe, and conducive learning environment for students and staff.

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

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

Dr. APJ Abdul Kalam Government College, Silvassa, provides comprehensive facilities for sports, games, and fitness, promoting students' physical and mental well-being.

Sports and Games Facilities:

- **Sports Ground (100 x 70 meters):** Accommodates football, cricket, volleyball, athletics, and NCC parade activities.

- **Indoor Sports Activity Center (25 x 16 meters):** Includes a gym, sports room, and facilities for indoor games like table tennis, chess, carrom, boxing, and billiards.
- **Outdoor Badminton Court (13.4 x 6.1 meters):** Centrally located within the college campus.

**Gymnasium Facilities (25 x 8 meters):**

- **Equipped with modern fitness equipment such as treadmills, multi-gym machines, recumbent bikes, and Smith machines,** catering to students and staff for physical fitness activities.

**Additional Facilities:**

- **Yoga and Wellness Hall:** Located on the upper level of the library, this hall is used for yoga and similar activities, fostering mental well-being.
- **Extended Sports Resources:** The college also utilizes the Silvassa Sports Department's ground and indoor badminton hall, located 1.5 kilometers from the campus, for additional sporting events and training sessions.

These facilities enable the college to host various indoor and outdoor sports activities, fitness sessions, and cultural programs, ensuring the holistic development of students.

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

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

24

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

24

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1NPEv_SEpD 9bKIC6qqxcQDmY8WngS93zM/view?usp=sharing |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**0.80**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

## 4.2 - Library as a Learning Resource

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

**The Learning Resource Centre (Library) of Dr. APJ Abdul Kalam Government College is fully automated with NewGenLib, an open-source Library Management System developed by Verus Solutions Pvt. Ltd. This software adheres to international standards, offering comprehensive modules for library management. It supports advanced features such as barcode integration, RFID compatibility, and Web 2.0 functionalities. Users receive automated email notifications for every transaction, such as book issues and returns.**

**The library automation system is maintained in-house, ensuring efficient and cost-effective management without external Annual Maintenance Contracts (AMC).**

Institutional Repository: The library has developed an institutional repository named "Gyanodaya" using the open-source dSpace software. This repository houses a diverse collection, including books, media reports, old newspapers, eBooks, and faculty publications, serving as a valuable digital resource for users.

Technical Infrastructure:

- Computers in the Library:

  - E-library: 5
  - Circulation: 1
  - OPAC (Online Public Access Catalogue): 1
  - Admin Work and Data Server: 3
  - Total Computers: 10

- Other Resources:

  - Library Automation Software: NewGenLib (Open Source)
  - Institutional Repository: dSpace (Open Source)
  - Library Website: Developed using WordPress
  - Barcode Scanner: 2
  - Barcode Printer: 1
  - General Printer: 1
  - Scanner: 1

Automation Details:

- Software: NewGenLib (Version 3.1.5)
- Nature of Automation: Fully Automated
- Year of Automation: 2012

The library's operations, including circulation, cataloguing, indexing, and searching, are entirely computerized, ensuring seamless and efficient service delivery to its users.

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

**4.2.2 - The institution has subscription for the** B. Any 3 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

**0.079**

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

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

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

**141**

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

## 4.3 - IT Infrastructure

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

**The institution ensures regular updates to its IT infrastructure**

to support academic and administrative activities. 38 faculty members have been provided with individual PCs or laptops, along with high-speed internet connectivity. For students, 88 computers are available across the computer center, language lab, and e-library. Internet bandwidth of 80 Mbps (via Bharat Fiber, leased lines, and RFP) ensures uninterrupted access.

To enhance e-governance, the institution uses eMLi (Integrated College Management System) for admissions, academics, exams, and fee management. The office employs e-Office software to promote paperless operations and manages procurement via the Government e-Marketplace (GeM). Scholarships are processed through the National Scholarship Portal (NSP).

ICT tools facilitate centralized online admissions through Gujarat University, with processes like merit list generation, seat matrix management, and online fee payments. Applicant data is collected via Google Forms.

The library's digital resources are managed through NewGenLib and Dspace, creating an institutional repository. Subscriptions to NLIST of INFLIBNET provide access to NDL, e-books, e-journals, and databases.

These continuous upgrades ensure state-of-the-art facilities for students and faculty, fostering academic excellence and operational efficiency.

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

## 4.3.2 - Number of Computers

143

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

## 4.3.3 - Bandwidth of internet connection in     A. ? 50MBPS

the Institution

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**118.6**

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The college, spread over 8.57 acres, has well-established systems for the maintenance and utilization of its physical, academic, and support facilities. Regular preventive maintenance is conducted for infrastructure, equipment, and utilities. Electrical equipment, water installations, sewage systems, and garbage disposal are inspected periodically. Skilled personnel, including electricians, carpenters, plumbers, and clerical staff, are readily available to ensure smooth functioning.**

**Campus workers, sweepers, and gardeners carry out daily tasks to maintain cleanliness, hygiene, and a healthy environment. Classrooms, common areas, and administrative offices are cleaned regularly. The college collaborates with local PWD, outsourced housekeeping agencies, a security agency, and a canteen agency for**

efficient campus management. Maintenance of computers and CCTV cameras is handled by a specialized service provider.

Garbage is collected daily by the local Municipality's garbage collection vehicle, ensuring proper waste management. Laboratories and computer centers maintain and annually verify their inventory, discarding damaged items as needed.

For medical emergencies, the college has established contact with Vinoba Bhave Civil Hospital, located within 2 km. The institution also provides various divyang-friendly equipment to support inclusivity and accessibility for all.These measures ensure the optimal utilization and upkeep of college facilities.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://drive.google.com/drive/folders/1_v TKKqwpGhmYJ6oNS-yqWD6JaMtu2Rdq?usp=drive_link](#) |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

34

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

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

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

**34**

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

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | http://apjakgc.ac.in/Home.aspx |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**200**

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

**200**

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

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

## 5.2.1 - Number of placement of outgoing students during the year

## 5.2.1.1 - Number of outgoing students placed during the year

**3**

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

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

**5.2.2.1 - Number of outgoing student progression to higher education**

46

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | <u>View File</u> |
| Details of student progression to higher education | <u>View File</u> |

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

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

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | <u>View File</u> |
| Any additional information | No File Uploaded |

**5.3 - Student Participation and Activities**

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

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

3

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

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

The institution ensures active student representation and participation in administrative, co-curricular, and extracurricular activities through structured processes and established norms.

A democratically elected student council functions as a key platform for students to engage in decision-making and institutional activities. This representative body is formed through an inclusive and transparent electoral process, enabling students from diverse backgrounds to contribute meaningfully to the institution's development.

Student representatives act as a vital link between the administration and the student body, voicing student concerns and providing feedback on academic and welfare-related matters. They are actively involved in various administrative committees, ensuring student perspectives are considered in institutional decisions.

In addition, students are encouraged to participate in a wide range of co-curricular and extracurricular activities, including cultural programs, clubs, societies, and sports events. Leadership opportunities are provided, enabling students to organize and manage events, fostering teamwork, creativity, and leadership skills.

The institution cultivates a supportive environment that values student empowerment, encouraging them to voice opinions, take initiatives, and contribute to campus life. These opportunities for representation and engagement not only enhance students'

**holistic development but also instill a sense of responsibility, ownership, and belonging.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

**20**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

### 5.4 - Alumni Engagement

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

**Currently, the institution does not have an officially registered Alumni Association. However, proactive steps are being taken to establish a formal alumni body. Over the years, the college has seen the successful graduation of eight batches in Arts and Commerce and seven batches in Science, creating a growing network of alumni.**

**Despite the absence of a formal association, the institution maintains regular contact with alumni through departmental initiatives. Alumni are tracked and engaged informally to strengthen their connection with the college. These interactions are utilized to gather feedback, encourage participation in**

institutional activities, and explore potential avenues for alumni contributions.

Efforts are underway to formalize these connections and leverage the alumni network for supporting the college's growth and development, both financially and through other collaborative endeavors.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The Dr. APJ Abdul Kalam Government College, established in 2011 by the Dadra Nagar Haveli Uchcha Shikshya Samiti, a registered organization under the UT Administration of Dadra Nagar Haveli, is dedicated to promoting high-quality higher education. The institution's vision is to provide a cutting-edge educational environment and opportunities that foster growth, development, and success for individuals, communities, and the region.

Governance at the institution aligns closely with this vision, ensuring effective leadership and participatory decision-making processes. Key highlights include:

1. Admission Process: A dedicated committee, chaired by the Director of Higher and Technical Education (DNH&DD), oversees admissions. During the pandemic, students received full support for online admissions, with updated admission brochures, reservation details, and policies made available on the college website (www.apjakgc.ac.in).

2. **Examinations: An examination committee is constituted annually to manage internal and external examinations in line with Gujarat University's academic calendar.**

3. **Committees for Governance:**

   - **The disciplinary committee ensures order on campus.**
   - **The campus development committee evaluates the necessity of development projects, monitors ongoing work, and ensures quality in campus services.**
   - **Several other committees oversee academic, administrative, and student activities, fostering a collaborative and organized approach to institutional governance.**

**This structured governance framework reflects the institution's commitment to achieving its vision and mission through participatory and inclusive leadership.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

**The leadership of Dr. APJ Abdul Kalam Government College embodies decentralization and participative management by actively involving stakeholders in decision-making processes through various committees. This approach ensures inclusive governance, efficient management, and transparency in institutional practices.**

**The college operates through well-defined committees that oversee key areas, including:**

- **IQAC (Internal Quality Assurance Cell)**
- **Academic Development Committee**
- **Admission and Enrollment Monitoring Committee**
- **Examination Committee**
- **Cultural and Extra-Curricular Activities Committee**
- **Discipline and Anti-Ragging Committee**
- **Women's Development Committee**
- **Career Counseling Committee**

- **College Magazine Committee**
- **Time Table Committee**
- **Student Welfare Committee**
- **SC/ST Minority Cell**
- **Campus Development Committee**
- **Youth Festival Committee**
- **OBC Cell**
- **Internal Complaint Committee/Internal Committee on Sexual Harassment**
- **College Sports Committee**
- **College Swachhta Committee**
- **Student Grievance and Redressal Committee**

**In line with Gujarat University's schedule, the college conducts internal examinations using a decentralized approach. Teachers submit question papers to the Examination Committee, which oversees paper compilation, marks verification, and timely uploading of results on the university portal.**

**A recent collaborative meeting between the Examination Committee and the Principal led to the adoption of a continuous evaluation system, demonstrating the institution's focus on improving assessment methods to enhance academic performance and learning outcomes.**

**This participative and decentralized governance structure reflects the institution's commitment to fostering academic excellence, student welfare, and stakeholder engagement.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Activities2023_24.aspx |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Dr. APJ Abdul Kalam Government College has effectively implemented its strategic plan for the academic year 2023-24, demonstrating its commitment to fostering academic excellence, skill development, and overall student growth. The institution successfully deployed various initiatives outlined in its perspective plan, emphasizing the integration of practical**

learning and extracurricular engagement. To enhance student skills and employability, the college facilitated hands-on activities through specialized clubs and encouraged participation in workshops and training programs. These clubs served as platforms for students to explore diverse interests, build leadership skills, and engage in creative and innovative pursuits.

Compared to the previous year, which emphasized laboratory development, intellectual property workshops, and self-defense programs, the 2023-24 initiatives focused on broadening student involvement through club activities while maintaining a strong commitment to personal and professional development. Youth-centric programs like NCC and NSS continued to thrive, promoting leadership and community engagement. These activities, combined with the institution's cultural and career-oriented programs, created an environment where students could excel academically while developing holistically. By aligning its strategic goals with actionable initiatives, the college has reinforced its role in shaping well-rounded individuals equipped to contribute meaningfully to society.

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

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

The governance structure of Dadra and Nagar Haveli Ucchha Shikshya Samiti (DNHUSS) ensures efficient oversight, accountability, and adherence to established norms:

- The Hon'ble Administrator (DD & DNH) serves as the Chairman of the Governing Body, while the Secretary Education (DD & DNH) acts as the Member Secretary of the Governing Body and Chairman of the Executive Committee of DNHUSS.
- The Principal of the college is the Member Secretary of the Executive Committee, responsible for implementing decisions and ensuring smooth operations.

The Governing Body has adopted the prevailing government norms,

including those outlined by CCS and UGC, to regulate all administrative and academic procedures. Recruitment for teaching staff adheres to UGC and Gujarat University guidelines, while non-teaching staff recruitment complies with the UT Administration of DNH & Government of India regulations.

Key institutional bodies include:

- A Purchase Committee ensuring transparency in procurement processes.
- Various student-centric committees, such as the Student Grievance Committee, Anti-Ragging Committee, Disciplinary Committee, and Internal Complaints Committee for Sexual Harassment, address student concerns effectively.
- Admission and Examination Committees oversee processes related to admissions and exams.

Students can lodge complaints through designated drop boxes or directly approach the Principal for unresolved issues.

The service rules for teaching and non-teaching staff strictly follow UGC and CCS norms, respectively. The Principal coordinates with committees to address academic, administrative, and student-related concerns, ensuring participative management.

This governance framework ensures efficiency, transparency, and accountability, fostering an environment conducive to learning and holistic development.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in |
| Link to Organogram of the Institution webpage | NIL |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

As a government institution, Dr. APJ Abdul Kalam Government College adheres to welfare measures as outlined by CCS Service Rules and decisions of the Executive Committee of DNHUSS. These initiatives aim to boost staff morale, enhance job satisfaction, and motivate employees to excel in their roles, thereby contributing to institutional and student development.

Key welfare measures include:

- Leave Benefits:

  - Study Leave: For pursuing higher education.
  - Duty Leave: For participating in seminars, conferences, workshops, and performing examination duties, such as NTA, UGC NET, and University exams.
  - Medical Leave, Maternity Leave, and Paternity Leave.


- Financial and Housing Benefits:

  - National Pension Scheme: As per Government of India rules.
  - Diwali Bonus: For Group B and C employees, as per GOI rules.
  - Residential Quarters: Staff can access General Pool quarters provided by the UT Administration.
  - Medical Reimbursement: For medical expenses as per applicable rules.
  - Leave Travel Concession (LTC): For home-town travel and all-India travel.

- ○ **Children Education Allowances: Reimbursement for educational expenses of staff children.**

- **Other Initiatives:**

    - ○ **Recognition of staff contributions through Appreciation Certificates, awarded during the college's Annual Day.**
    - ○ **Provision of uniforms and rainwear for Multi-Tasking Staff (MTS).**

**These welfare measures create a supportive work environment, ensuring professional satisfaction and fostering a culture of mutual respect and dedication among teaching and non-teaching staff.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

**1**

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

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

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

**0**

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

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

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

**22**

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

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

**Performance Appraisal System for Teaching and Non-Teaching Staff**

**Dr. APJ Abdul Kalam Govt. College has implemented a comprehensive performance appraisal system for both teaching and non-teaching**

staff.

For teaching staff, the college follows the Performance-Based Appraisal System (PBAS) as prescribed by the University Grants Commission (UGC). Faculty members complete the PBAS (API) forms at the end of each academic year, detailing their achievements and contributions under the following categories:

1. Category I: Teaching, Learning, and Evaluation-Related Activities
2. Category II: Professional Development, Co-curricular, and Extension Activities
3. Category III: Research and Academic Contributions

The PBAS forms are reviewed by the API Screening Committee constituted by the college. The performance appraisal is directly linked to promotions and career advancement, ensuring accountability and incentivizing excellence among faculty members.

For non-teaching staff, the college utilizes an Annual Confidential Report (ACR) system to evaluate performance. The ACR format covers various aspects of the non-teaching staff's roles and responsibilities. The Head of the Institution is empowered to assess and finalize the ACR forms, which are also linked to promotions and career progression.

This dual appraisal mechanism ensures transparency, motivates professional development, and contributes to the overall institutional effectiveness.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

Financial Audits Conducted and Mechanism for Resolving Audit Objections

Dr. APJ Abdul Kalam Govt. College conducts regular internal and

external financial audits to ensure transparency and accountability in financial matters.

An external Statutory Auditorappointed through a Request for Proposal (RFP) process, audits all financial records annually. The audit is conducted by a qualified Chartered Accountant, ensuring compliance with financial regulations and maintaining systematic records. For the academic year 2022-2023, the external audit was carried out by Vijay N Tewar & Co., Chartered Accountants, Vadodara.

The audit reports are submitted to key authorities, including the Executive Committee, Governing Body, and Registrar of the society. The institution ensures timely resolution of audit objections through consultation with relevant departments and stakeholders.

For financial aspects of significant value or complexity, the institution seeks concurrence from the Finance Department, UT Administration of Dadra & Nagar Haveli, based on the proposal type and delegation of powers.

This robust audit mechanism ensures that the institution adheres to financial best practices and addresses audit observations promptly, fostering trust and efficiency in resource mobilization.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Download/AuditReport2023-24.pdf |
| Upload any additional information | View File |

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

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

2.15

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

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

**Dr. APJ Abdul Kalam Govt. College operates under the aegis of the Dadra Nagar Haveli Uchcha Sikshya Samiti and is primarily funded through the Grant-in-Aid from the Department of Higher Education, Dadra & Nagar Haveli. To ensure effective and transparent utilization of funds, the institution adheres to the delegation of power (DoP) framework established by the Governing Body. All utilization proposals are initiated in accordance with the DoP and submitted to the competent authority for approval.**

**In addition to administrative grants, the college mobilizes financial resources through diverse sources, including:**

1. **Student Fees: Academic and other institutional fees collected from students.**
2. **Fines and University Fees: Revenues generated through fines and university-related fees.**
3. **Corporate Social Responsibility (CSR): Contributions from local industries under CSR initiatives.**
4. **Project-Based Grants: Funding from government schemes such as RUSA and initiatives by the Ministry of Education (formerly MHRD), New Delhi.**

**The funds are utilized effectively for infrastructure development, academic advancement, staff welfare, and enhancing student facilities. This strategic approach ensures the optimal use of resources, fostering institutional growth and creating a better learning environment for all stakeholders.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Contributions of IQAC to Institutionalize Quality Assurance Strategies and Processes**

The Internal Quality Assurance Cell (IQAC) at Dr. APJ Abdul Kalam Govt. College was reconstituted on 04-11-2022 to ensure sustained quality improvement. Since its inception, the IQAC has played a pivotal role in institutionalizing quality assurance strategies and processes.

**Key Contributions of IQAC:**

1. **UGC Certification:** Based on IQAC recommendations, the college applied for UGC 2(f) and 12B certification and successfully obtained the 2(f) certificate on 06th November 2019.

2. **Institutional Development:**

   - Departments were established, and faculty in-charges were appointed on a rotational basis, as per IQAC meeting decisions, to improve institutional functionality.
   - Dedicated rooms for NAAC, IQAC, and RUSA were allocated to streamline administrative and developmental activities.

3. **Infrastructure and Facilities:**

   - Computer and Language Labs were developed for skill enhancement.
   - The college library was modernized to support academic excellence.

4. **Skill Enhancement and Employability:**

   - Career Counseling Committee organized programs and campus interviews to prepare students for future career opportunities.

5. **Student Support:**

   ○ **Deliberations are ongoing to arrange a bus service for students commuting from the city to the college.**

6. **Knowledge Enrichment:**

   ○ **Seminars, workshops, and expert talks were organized by various departments to provide a platform for learning beyond the curriculum.**

**The IQAC continues to act as a catalyst for quality enhancement, ensuring the college remains committed to its vision of holistic development and academic excellence.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Review of Teaching-Learning Process, Structures, and Methodologies by IQAC**

**Dr. APJ Abdul Kalam Govt. College regularly reviews its teaching-learning processes, operational structures, and learning outcomes through the Internal Quality Assurance Cell (IQAC), ensuring adherence to quality standards and continuous improvement.**

**Key Review Mechanisms and Incremental Improvements:**

1. **Periodic Curriculum Review: The IQAC facilitates regular meetings with faculty to assess the effectiveness of teaching methodologies and identify areas for improvement. Feedback from students, alumni, and stakeholders is incorporated into the review process.**

2. **Teaching Innovations: To enhance learning outcomes, the college introduced ICT-enabled teaching methods, including the use of smart classrooms and online learning platforms.**

3. **Skill Development Initiatives:** Computer courses and skill-oriented programs were introduced to bridge the gap between academic learning and employability.

4. **Assessment of Learning Outcomes:** Continuous internal assessments and semester-end examinations are conducted to evaluate student progress. IQAC ensures that results are analyzed, and remedial measures, such as additional classes or mentorship programs, are implemented.

5. **Infrastructure for Enhanced Learning:** The development of computer and language labs, along with library modernization, has significantly contributed to the improvement of the teaching-learning environment.

6. **Faculty Development Programs:** Workshops and seminars are conducted periodically to equip faculty members with updated teaching strategies and subject knowledge.

The IQAC's systematic reviews and strategic interventions have led to incremental improvements in teaching methodologies, operational structures, and learning outcomes, fostering academic excellence and holistic student development.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | http://apjakgc.ac.in/Download/NIRF022024.pdf |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

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

**Measures for the Promotion of Gender Equity**

**Dr. APJ Abdul Kalam Govt. College is committed to fostering gender equity and creating a safe, inclusive environment for all students. During the year, the institution implemented the following measures to promote gender equity:**

1. **Safety and Security:**

   - **CCTV Surveillance: Strategically installed cameras monitor classrooms, laboratories, and common areas to ensure safety.**
   - **Security Personnel: Round-the-clock campus security is ensured by dedicated personnel, including female guards.**
   - **Campus Access Control: The campus is secured with a boundary wall and a single entry gate to regulate access effectively.**

2. **Facilities for Female Students:**

   - **Sanitary Facilities: Sanitary napkin vending machines and separate restrooms for female students ensure hygiene and comfort.**
   - **Common Room: A designated common room provides female students with a private space for relaxation and**

personal time.

3. **Infrastructure and Emergency Preparedness:**

   - **Fire Safety Measures:** Fire safety equipment is strategically placed across the campus to handle emergencies efficiently.
   - **First Aid Facilities:** Comprehensive first aid kits and medical assistance are readily available for students and staff.

4. **Supportive Campus Environment:**

   - **Canteen Services:** The on-campus canteen provides hygienic and nutritious food, ensuring accessibility for all students.
   - **Activity Center:** An activity center is under construction to further enhance campus life and promote engagement.

These initiatives reflect the college's dedication to gender equity by providing a secure, supportive, and inclusive environment for all, with a particular focus on addressing the needs and welfare of female students.

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

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

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File]() |
| Any other relevant information | No File Uploaded |

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

**Facilities for Waste Management**

Dr. APJ Abdul Kalam Govt. College has implemented various measures to manage degradable and non-degradable waste responsibly, ensuring compliance with environmental regulations:

1. **Solid Waste Management:** Solid waste generated on campus is collected by the Silvassa Municipal Council for recycling. The institution emphasizes waste segregation at the source to streamline recycling efforts.

2. **Liquid Waste Management:** Liquid waste is efficiently managed through a well-maintained sewer system that ensures proper disposal and treatment, minimizing environmental impact.

3. **Biomedical Waste Management:** Although no biomedical waste is generated directly on campus, the institution collaborates with authorized waste management services to adhere to biomedical waste management guidelines whenever required.

4. **E-Waste Management:** The college follows the e-waste management policy of the local administration, ensuring safe disposal and recycling of electronic waste. Outdated electronic equipment is disposed of responsibly through authorized channels.

5. **Waste Recycling System:** The institution encourages source segregation to facilitate recycling. Solid waste collected for recycling contributes to sustainability initiatives.

6. **Hazardous Chemicals and Radioactive Waste Management:** The college complies with regulatory guidelines for handling hazardous chemicals, ensuring safe storage and disposal. Since radioactive waste is not generated, no specific facilities are required.

**By integrating local municipal services, authorized agencies, and adherence to regulatory frameworks, the institution fosters environmentally sustainable waste management practices.**

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**    **A. Any 4 or all of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**    **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

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

D. Any 1 of the above

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

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

A. Any 4 or all of the above

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

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

Our institution actively fosters an inclusive environment by embracing cultural, regional, linguistic, and socioeconomic diversity. We celebrate International Mother Language Day to honor linguistic diversity and promote respect for all languages. National festivals are organized to instill unity and pride in our cultural heritage.

To raise awareness of civic responsibilities, students are educated about their voting rights through workshops and interactive sessions. Tree plantation drives and environmental awareness programs are conducted to promote sustainability and instill a sense of shared responsibility toward the planet.

Our institution also ensures equity through scholarships, mentorship programs, and support for underprivileged students. Sensitization workshops and anti-discrimination policies create a safe space for dialogue and understanding among individuals from diverse backgrounds.

These initiatives foster tolerance, mutual respect, and a sense of belonging, contributing to a harmonious and inclusive institutional environment.

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

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

Our institution prioritizes sensitizing students and employees to constitutional values, rights, duties, and responsibilities to nurture responsible and informed citizens. Key initiatives include:

1. Awareness Programs: Regular workshops and seminars highlight constitutional rights, duties, and fundamental values such as justice, liberty, equality, and fraternity.

2. **Observance of National Days:** Celebrations of Independence Day, Republic Day, and Constitution Day include speeches, quizzes, and debates to reinforce patriotic values and awareness of constitutional principles.

3. **Civic Engagement:** Activities like voter awareness drives educate participants on electoral rights and responsibilities, encouraging active participation in democracy.

4. **Moral and Ethical Education:** Incorporating discussions on social justice, gender equality, and human rights in the curriculum fosters ethical behavior and respect for diversity.

5. **Community Outreach:** Initiatives such as , environmental campaigns, and awareness drives on societal issues promote active citizenship and collective responsibility.

6. **Code of Conduct:** Clear institutional policies and sensitization sessions ensure adherence to constitutional values, including equality, non-discrimination, and secularism.

These efforts ensure that students and employees understand their roles in upholding constitutional ideals, contributing to a harmonious, progressive, and inclusive society.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

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

C. Any 2 of the above

**and other staff    4. Annual awareness programmes on Code of Conduct are organized**

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

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

**Our institution actively celebrates national and international commemorative days, events, and festivals to foster unity, cultural awareness, and global citizenship.**

1. **National Commemorations:**

   - **Independence Day and Republic Day are celebrated with flag hoisting, cultural programs, and speeches highlighting patriotism and constitutional values.**
   - **Gandhi Jayanti and Ambedkar Jayanti are observed to honor their contributions and educate students about their ideologies.**
   - **Events like National Science Day and Teachers' Day inspire innovation and acknowledge the role of educators.**


2. **International Observances:**

   - **International Mother Language Day celebrates linguistic diversity and promotes respect for all languages.**
   - **World Environment Day and Earth Day include tree plantation drives, clean-up campaigns, and awareness sessions on sustainability.**
   - **Observances like World Human Rights Day and International Women's Day emphasize global values of**

equality and justice.

3. Cultural Festivals:

   ○ Festivals such as Diwali, Eid, Christmas, and Pongal are celebrated to promote interfaith harmony and cultural inclusivity.

Through these celebrations, the institution instills cultural pride, awareness of global challenges, and a sense of shared responsibility, creating a vibrant and inclusive environment.

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

## 7.2 - Best Practices

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

Best Practice 1 Title of the Practice:

FREE BOOK BANK SCHEME FOR ALL THE STUDENTS OF THE COLLEGE

Objectives of the practice are:

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

The context:

Providing books to students for whole semester.

The Practice:

Book bank facility's started by the college from where students

can get maximum 5 books for whole semester

**Evidence of Success:**

**Students are getting benefits of Book Bank**

**Problems Encountered and Resources Required:**

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

**Best Practice 2: Title of the Practice**

**Computer training of students by starting A Study centre of NIELIT daman in college**

**Objective The center aimed to equip students with foundational computer knowledge for academic, personal, and professional growth.**

**Context Dr. APJ Abdul Kalam Government College established a NIELIT center to offer the Course on Computer Concepts (CCC), addressing the need for digital literacy and employability.**

**The Practice The CCC course followed NIELIT's standardized syllabus, with hands-on sessions on MS Office and internet usage. Awareness drives and trained faculty ensured strong engagement.**

**Challenges and Resources Challenges included diverse skill levels and limited infrastructure, addressed by equipping labs, training faculty, and offering additional support sessions.**

**Success Evidence The first cycle concluded with 8 students earning CCC certification, demonstrating improved digital proficiency.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

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

**Ensuring better safety and hygiene of Girls.**

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

## Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

Dr. APJ Abdul Kalam Govt. College, Silvassa, affiliated with Gujarat University since 2011, ensures effective implementation of the university-prescribed curriculum through meticulous planning and systematic execution.At the beginning of each academic year, the college prepares a detailed timetable for each department, allocating teaching hours and responsibilities to faculty members. Faculty members further develop individualized teaching plans aligned with the academic calendar, ensuring timely coverage of the syllabus.To facilitate effective learning, teachers employ diverse pedagogical approaches, including interactive lectures, audio-visual aids like documentaries, movies, and images, as well as case studies and real-world examples. These methods cater to varied learning needs and enhance student engagement.Regular assessments such as unit tests, quizzes, and assignments are conducted to monitor student progress. Faculty members also organize seminars, group discussions, and interactive activities to encourage student participation and deepen their understanding of the subjects.Upon completing specific course modules, faculty evaluate student comprehension through tests or group activities. Constructive feedback is provided to help students improve their performance.The college continuously reviews and refines its curriculum delivery process through regular departmental meetings, ensuring alignment with institutional goals and academic excellence.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [NIL](#) |

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

Dr. APJ Abdul Kalam Govt. College, affiliated with Gujarat University, Ahmedabad, strictly follows the university's

academic calendar, which is communicated before the commencement of each academic year. The college aligns its internal schedule accordingly to ensure seamless academic operations.

The departments within the college are responsible for organizing and monitoring Continuous Internal Evaluation (CIE) activities throughout the semester. These activities include unit tests, assignments, presentations, and other evaluative methods aimed at comprehensive student assessment.

To familiarize students with the academic structure, the CIE system is explained in detail during the first-year orientation program. This ensures that all students are aware of the evaluation processes and timelines.

For effective communication, all students are added to program-specific WhatsApp groups. These groups, along with class announcements and notice boards, serve as primary channels to disseminate information about tests, assignments, and deadlines well in advance.

The College Principal regularly meets with faculty and student representatives to review and ensure the smooth execution of the academic calendar and CIE activities.

Assignments are distributed with clear timelines, and faculty members closely monitor their timely submission. Continuous assessment is carried out systematically, with faculty providing constructive feedback to students.

To maintain transparency, internal grade sheets are prepared as per the academic calendar and displayed on the college notice board. This ensures that students are informed about their performance and encourages accountability in the evaluation process.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://apjakgc.ac.in/Download/academiccalendar23-24.pdf |

| 1.1.3 - Teachers of the Institution | B. Any 3 of the above |
|---|---|

**participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

## 1.2 - Academic Flexibility

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

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

8

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

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

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

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**30**

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

**30**

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

## 1.3 - Curriculum Enrichment

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

**The curriculum for B.A., B.Com, and B.Sc. programs, designed by Gujarat University, integrates critical themes such as Gender, Environment, Sustainability, Human Values, and Professional Ethics. Dr. APJ Abdul Kalam Govt. College ensures the effective implementation of this curriculum by fostering these values across disciplines, enabling students to develop a holistic and socially responsible outlook.**

**Core and elective courses are carefully structured to emphasize the importance of these crosscutting issues in creating a progressive and equitable society. Faculty members go beyond academic instruction by guiding students on personality development and instilling ethical and professional qualities necessary for their overall growth. Students are encouraged to reflect on the interconnection between societal well-being, environmental sustainability, and personal development.**

In addition to academic delivery, the college organizes various co-curricular and extracurricular activities that reinforce these values, including:

- Tree plantation drives to promote environmental conservation.
- Cleanliness campaigns as part of the Swachh Bharat Abhiyan initiative, fostering civic responsibility.
- Blood donation camps in collaboration with the State NSS headquarters, encouraging compassion and community service.

These activities align with the curriculum's focus on social and ethical values, ensuring that students are well-equipped to become conscientious and socially aware individuals. By integrating professional ethics, gender equality, human values, and sustainability into the curriculum and related activities, the college prepares students to contribute meaningfully to society and address contemporary global challenges.

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

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

30

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Programme / Curriculum/ Syllabus of the courses | [View File] |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | [View File] |

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

**1082**

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

## 1.4 - Feedback System

| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 of the above** |
|---|---|

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | http://apjakgc.ac.in/Download/FeedbackReport2023-24.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**820**

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

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

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

**390**

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

## 2.2 - Catering to Student Diversity

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

Support for Slow Learners: As many students from the Dadra and Nagar Haveli region benefit from reservation in admissions, a significant portion comprises slow learners, as reflected in their performance during Semester I. To address this:

- Basic foundational concepts are revisited at the beginning of the semester to strengthen students' understanding.
- Before introducing new topics, teachers ensure students grasp the underlying school-level concepts (11th and 12th standard) for better comprehension.
- Regular assessments, including internal examinations, class tests, assignments, and seminars, help evaluate students' progress and identify learning gaps.
- Subject-specific doubts are addressed during tutorial or practical classes, ensuring personalized attention.
- For students facing language barriers, teachers explain topics in the students' mother tongue (e.g., Gujarati) or Hindi to facilitate better understanding.

Programs for Advanced Learners: Advanced learners are identified by subject teachers based on their performance in class tests, internal assessments, and examination results. To nurture their potential:

- Students are encouraged to excel in university examinations and maintain consistent performance.
- Expert and guest lectures are organized, providing opportunities for students to interact with subject experts from reputed institutions in Gujarat.
- Access to e-learning resources is provided to support independent, self-paced learning and encourage academic exploration.
- Advanced learners are motivated to participate in seminars, presentations, and science competitions at the

college, university, and national levels, fostering academic excellence and confidence.

Through these measures, the institution ensures that the diverse learning needs of students are met, promoting holistic development and academic growth for all learners.

| File Description | Documents |
|---|---|
| Link for additional Information | NIL |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 2106 | 47 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Dr. APJ Abdul Kalam Govt. College implements student-centric teaching methods to ensure active engagement and effective learning. These include:

- Group discussions, question-answer sessions, and brainstorming to foster interaction and critical thinking.
- Case studies, role play, and presentations for practical understanding and confidence-building.
- Experimental, demonstration, and problem-solving methods to encourage analytical thinking.
- Fieldwork, educational tours, and project-based learning to connect theory with real-world applications.
- Interactive tools, such as quizzes (online and offline), games, and assignments, to enhance participation.

To further enrich learning, the college organizes guest lectures, workshops, seminars, and industrial visits. Students

are encouraged to participate in community service, COVID-19 awareness programs, NSS activities, and Scouts & Guides initiatives, fostering a sense of responsibility and citizenship.

The language laboratory improves English communication skills, while soft skills training enhances presentation and interview preparedness. The computer lab with internet and projector facilities supports digital learning.

Students participate in inter-college sports, cultural competitions, NCC, and Scouts & Guides platforms, promoting holistic development. Assignments and participative activities like group discussions and problem-solving tasks ensure comprehensive learning.

These diverse methods ensure students develop academically, socially, and professionally, creating a well-rounded learning experience.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | [NIL](#) |

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

The college integrates ICT tools to enhance and optimize the teaching-learning process, making it dynamic and interactive.

ICT Tools Utilized:

- Smart Boards and Panels: Most classrooms are equipped with Smart TV panels for effective content delivery.
- Projectors: Installed in classrooms and labs for visual presentations.
- Desktops and Laptops: Available in the computer lab and faculty cabins across the campus.
- Printers, Photocopiers, and Scanners: Multifunction devices are accessible at prominent locations for faculty and administrative use.
- Online Platforms: Tools like Zoom, Google Meet, Microsoft Teams, and Google Classroom facilitate virtual learning.

- **MOOC Platforms: Faculty and students access resources on platforms like NPTEL, Coursera, Udemy, and EdX.**
- **Digital Library: Supports e-resources for enhanced research and learning.**

**ICT Usage by Faculty:**

- **PowerPoint Presentations: Faculty employ presentations using projectors and LCDs, complemented by digital resources and online tools.**
- **Guest Lectures and Seminars: Digitally equipped seminar rooms host expert talks and industry interactions.**
- **Online Quizzes: Faculty design online quizzes to assess student understanding effectively.**

**ICT integration ensures an engaging, accessible, and modern educational experience.**

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

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

## 2.3.3.1 - Number of mentors

**00**

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

## 2.4 - Teacher Profile and Quality

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

**31**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

**26**

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

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

**2.4.3.1 - Total experience of full-time teachers**

**380**

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

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college adheres to the evaluation framework of Gujarat University, which emphasizes a balanced approach to assessment through Continuous Internal Evaluation (CIE) and Semester End Evaluation (SEE). This dual-component system ensures comprehensive monitoring of student performance, fostering academic growth and skill development.

The CIE framework integrates various tools such as assignments, MCQ-based tests, attendance, and practical examinations to provide a holistic evaluation. For example, theory courses involve a structured distribution of marks with 50% weightage each for internal and external assessments. Similarly, practical/project courses include components like viva voce, project reports, and attendance, ensuring thorough evaluation.

Assignments, quizzes, and interactive presentations encourage active participation and deepen students' understanding. Attendance criteria motivate regular engagement, while mid-term evaluations provide timely feedback. Re-tests and remedial exams are also organized for students who require additional support, emphasizing inclusivity.

This evaluation model benefits students by providing continuous feedback, enabling them to identify areas for improvement. Gains include enhanced academic performance, critical thinking, and problem-solving skills. Faculty members also use these evaluations to refine their teaching strategies, ensuring alignment with student needs.

The comprehensive CIE and SEE framework contribute to the overall outcomes of better learning experiences, improved performance, and preparedness for advanced academic pursuits or professional careers.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | NIL |

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

At the college level, a well-defined mechanism ensures

transparent and timely resolution of internal examination grievances. Departments conduct continuous internal evaluations through unit tests, assignments, and other assessments. Marks are communicated to students after evaluations, and consolidated internal marks (30% or50%weightage) are submitted to the examination department. These marks are displayed on the notice board for student review.

If students have grievances regarding their internal marks, they may approach the respective subject teacher or the examination committee. The committee forwards these grievances to the concerned departments for rechecking and reassessment. Answer scripts, assignments, or test papers are reevaluated, and any necessary corrections are made within a stipulated timeframe. For slow or absent learners, extra classes and remedial exams are arranged. Corrected results are submitted to the examination committee, ensuring accuracy before the final marks are uploaded to the university portal.

At the university level, students dissatisfied with their final internal marks may submit an onlineapplication to the varsity portal, which forwards it to the university for review. The university allows reevaluation of answer scripts upon payment of a requisite fee, ensuring fair and timely redressal of grievances.

This two-tier mechanism—college and university levels—ensures efficiency, fairness, and transparency in addressing student concerns, fostering trust and academic integrity.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | NIL |

## 2.6 - Student Performance and Learning Outcomes

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

The college, affiliated with Gujarat University, adheres to the university-prescribed syllabi. The Board of Studies at Gujarat University designs and updates the syllabus for each subject, making it available on the university's website for easy access.

At the start of the academic year, a timetable committee collaborates with subject professors to plan class schedules and allocate subjects to teachers as per the university's teaching scheme. This scheme includes lectures, practicals, and tutorials, with a focus on achieving Programme Outcomes (POs), Programme-Specific Outcomes (PSOs), and Course Outcomes (COs).

To ensure awareness, faculty members share POs, PSOs, and COs with students during classes and display them on departmental notice boards and at the college entrance. Faculty design their teaching strategies to align with these objectives, ensuring that students understand the purpose and goals of their courses.

This structured approach helps students stay informed and motivated while aligning their academic efforts with clearly defined learning outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://apjakgc.ac.in/Arts.aspx |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

Dr. APJ Abdul Kalam Government College employs a structured mechanism to evaluate the attainment of Programme Outcomes (POs), Programme-Specific Outcomes (PSOs), and Course Outcomes (COs).

The evaluation process primarily considers student performance in university examinations. The attainment levels are assessed based on the following four-stage criteria:

Stage 1: Efficient Achievement POs/PSOs/COs are considered efficiently achieved when a student secures 60% or above (First Class) in the annual examination.

Stage 2: Satisfactory Achievement POs/PSOs/COs are achieved satisfactorily when a student secures marks between 50% and 59% (Second Class).

**Stage 3: Not Satisfactorily Achieved** POs/PSOs/COs are not satisfactorily achieved when a student secures marks between 36% and 49% (Pass Class).

**Stage 4: Not Achieved** POs/PSOs/COs are not achieved when a student secures marks below 36%.

This evaluation is summarized for each student and subject, providing a clear analysis of outcomes at both individual and course levels.

Summary of Evaluation Stages:

- Stage 1 (Efficient): Marks ? 60%
- Stage 2 (Satisfactory): Marks 50-59%
- Stage 3 (Not Satisfactory): Marks 36-49%
- Stage 4 (Not Achieved): Marks < 36%

This straightforward and transparent evaluation method ensures a clear understanding of academic performance and the level of outcome attainment, guiding continuous improvement in teaching and learning processes.

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

**2.6.3 - Pass percentage of Students during the year**

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

524

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | NIL |

**2.7 - Student Satisfaction Survey**

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

http://apjakgc.ac.in/Download/FeedbackReport2023-24.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

0

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

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | NIL |

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

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

**9**

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

**3.2 - Research Publications and Awards**

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

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

**17**

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers**

| published in national/ international conference proceedings per teacher during the year |

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

`14`

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

## 3.3 - Extension Activities

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

Dr. APJ Abdul Kalam Government College actively engages students in various extension activities through its National Service Scheme (NSS), National Cadet Corps (NCC), and other wings. These initiatives aim to foster social responsibility, holistic development, and awareness among students regarding pressing societal issues.

Dr. APJ Abdul Kalam Government College, affiliated with Gujarat University and accredited by NAAC with a Grade B (CGA 2.33), has actively undertaken extension activities during 2023-24 to sensitize students to societal issues and promote their holistic development. Among the initiatives, a health checkup camp was organized on February 22, 2024, under the coordination of Dr. Shweta Sharma from the Department of English. This camp provided the local community with valuable health awareness and preventive care guidance, involving students in the process to foster their sense of social responsibility. Additionally, the college celebrated National Voters Day on January 25, 2024, at Kala Kendra, Silvassa, focusing on the theme "Nothing Like Voting." Students performed an impactful skit led by Dr. Ramchandra Joshi of the Electoral Literacy Club to emphasize the importance of active participation in democratic processes. These activities not only benefited the community but also nurtured essential values like empathy, teamwork, and leadership among students. Compared to the previous year's focus on environmental awareness through programs like Swachhata Awareness and Nukkad Natak, this year's initiatives broadened the scope by addressing health and democratic

`engagement, further strengthening the bond between the college and the community while fostering well-rounded personal growth for students.`

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Activities2023_24.aspx |
| Upload any additional information | View File |

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

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

`0`

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

`13`

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

**435**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

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

**25**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

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

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

**3**

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

Dr. APJ Abdul Kalam Government College, Silvassa (Dokmardi), spans a sprawling 8.57-acre campus with a well-structured Academic Block comprising three wings: Wing-A, Wing-B, and Wing-C.

Infrastructure highlights include:

- Classrooms: 34 classrooms equipped with smartboards, 9 with sound systems, comfortable furniture, natural and artificial lighting (LED), and proper ventilation.
- Faculty Facilities: 6 fully furnished faculty rooms with computers and 8 department cabins equipped with furniture and computer systems.
- Library: A spacious library housing 15,000 books, 57 subscribed magazines, e-library access, a reading hall, ICT-enabled resources, and INFLIBNET facilities.
- Laboratories: 4 science laboratories (Chemistry, Microbiology, Physics, and Botany) and a computer lab with 47 PCs and internet connectivity.
- Language Lab: Equipped with 31 PCs and internet access under the RUSA Equity Initiative.
- Additional Amenities:
    - Wi-Fi in key campus areas.
    - Separate drinking water and washroom facilities for

staff and students (girls' washroom equipped with vending machines and incinerators via RUSA).
- o Internet access throughout the campus.
- o Water recycling unit/STP.
- o OHP, LCD projectors, and a portable PA system.
- o State-of-the-art laboratory equipment.
- o Spacious parking and playgrounds.

The campus is secured with 24x7 HD camera surveillance and managed by an efficient outsourcing agency, ensuring a clean, safe, and conducive learning environment for students and staff.

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

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

Dr. APJ Abdul Kalam Government College, Silvassa, provides comprehensive facilities for sports, games, and fitness, promoting students' physical and mental well-being.

Sports and Games Facilities:

- Sports Ground (100 x 70 meters): Accommodates football, cricket, volleyball, athletics, and NCC parade activities.
- Indoor Sports Activity Center (25 x 16 meters): Includes a gym, sports room, and facilities for indoor games like table tennis, chess, carrom, boxing, and billiards.
- Outdoor Badminton Court (13.4 x 6.1 meters): Centrally located within the college campus.

Gymnasium Facilities (25 x 8 meters):

- Equipped with modern fitness equipment such as treadmills, multi-gym machines, recumbent bikes, and Smith machines, catering to students and staff for physical fitness activities.

Additional Facilities:

- **Yoga and Wellness Hall:** Located on the upper level of the library, this hall is used for yoga and similar activities, fostering mental well-being.
- **Extended Sports Resources:** The college also utilizes the Silvassa Sports Department's ground and indoor badminton hall, located 1.5 kilometers from the campus, for additional sporting events and training sessions.

These facilities enable the college to host various indoor and outdoor sports activities, fitness sessions, and cultural programs, ensuring the holistic development of students.

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

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

24

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

24

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://drive.google.com/file/d/1NPEv_SEpD9bKIC6qqxcQDmY8WngS93zM/view?usp=sharing |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

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

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

0.80

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**The Learning Resource Centre (Library) of Dr. APJ Abdul Kalam Government College is fully automated with NewGenLib, an open-source Library Management System developed by Verus Solutions Pvt. Ltd. This software adheres to international standards, offering comprehensive modules for library management. It supports advanced features such as barcode integration, RFID compatibility, and Web 2.0 functionalities. Users receive automated email notifications for every transaction, such as book issues and returns.**

**The library automation system is maintained in-house, ensuring efficient and cost-effective management without external Annual Maintenance Contracts (AMC).**

**Institutional Repository: The library has developed an institutional repository named "Gyanodaya" using the open-source dSpace software. This repository houses a diverse collection, including books, media reports, old newspapers, eBooks, and faculty publications, serving as a valuable digital resource for users.**

**Technical Infrastructure:**

- **Computers in the Library:**

  - **E-library: 5**
  - **Circulation: 1**
  - **OPAC (Online Public Access Catalogue): 1**
  - **Admin Work and Data Server: 3**
  - **Total Computers: 10**

- **Other Resources:**

  - **Library Automation Software: NewGenLib (Open Source)**
  - **Institutional Repository: dSpace (Open Source)**
  - **Library Website: Developed using WordPress**
  - **Barcode Scanner: 2**
  - **Barcode Printer: 1**
  - **General Printer: 1**
  - **Scanner: 1**

**Automation Details:**

- **Software: NewGenLib (Version 3.1.5)**
- **Nature of Automation: Fully Automated**
- **Year of Automation: 2012**

**The library's operations, including circulation, cataloguing, indexing, and searching, are entirely computerized, ensuring seamless and efficient service delivery to its users.**

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

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **B. Any 3 of the above** |
|---|---|

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

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

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

0.079

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

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

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

141

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

**4.3 - IT Infrastructure**

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

The institution ensures regular updates to its IT infrastructure to support academic and administrative activities. 38 faculty members have been provided with individual PCs or laptops, along with high-speed internet connectivity. For students, 88 computers are available across the computer center, language lab, and e-library. Internet bandwidth of 80 Mbps (via Bharat Fiber, leased lines, and RFP) ensures uninterrupted access.

To enhance e-governance, the institution uses eMLi (Integrated College Management System) for admissions, academics, exams, and fee management. The office employs e-Office software to promote paperless operations and manages procurement via the Government e-Marketplace (GeM). Scholarships are processed through the National Scholarship Portal (NSP).

ICT tools facilitate centralized online admissions through Gujarat University, with processes like merit list generation, seat matrix management, and online fee payments. Applicant data is collected via Google Forms.

The library's digital resources are managed through NewGenLib and Dspace, creating an institutional repository. Subscriptions to NLIST of INFLIBNET provide access to NDL, e-books, e-journals, and databases.

These continuous upgrades ensure state-of-the-art facilities for students and faculty, fostering academic excellence and operational efficiency.

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

## 4.3.2 - Number of Computers

143

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

| 4.3.3 - Bandwidth of internet connection in the Institution | A. ? 50MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

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

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

118.6

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college, spread over 8.57 acres, has well-established systems for the maintenance and utilization of its physical, academic, and support facilities. Regular preventive maintenance is conducted for infrastructure, equipment, and utilities. Electrical equipment, water installations, sewage systems, and garbage disposal are inspected periodically. Skilled personnel, including electricians, carpenters, plumbers, and clerical staff, are readily available to ensure smooth functioning.

Campus workers, sweepers, and gardeners carry out daily tasks to maintain cleanliness, hygiene, and a healthy environment. Classrooms, common areas, and administrative offices are cleaned regularly. The college collaborates with local PWD, outsourced housekeeping agencies, a security agency, and a canteen agency for efficient campus management. Maintenance of computers and CCTV cameras is handled by a specialized service provider.

Garbage is collected daily by the local Municipality's garbage collection vehicle, ensuring proper waste management. Laboratories and computer centers maintain and annually verify their inventory, discarding damaged items as needed.

For medical emergencies, the college has established contact with Vinoba Bhave Civil Hospital, located within 2 km. The

**institution also provides various divyang-friendly equipment to support inclusivity and accessibility for all.These measures ensure the optimal utilization and upkeep of college facilities.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/drive/folders/1_vTKKqwpGhmYJ6oNS-yqWD6JaMtu2Rdq?usp=drive_link |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**34**

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

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

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

**34**

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

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | http://apjakgc.ac.in/Home.aspx |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**200**

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

**200**

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**B. Any 3 of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
| --- | --- |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

3

| File Description | Documents |
| --- | --- |
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | [View File](#) |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

46

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | **No File Uploaded** |

## 5.3 - Student Participation and Activities

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

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

3

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

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

The institution ensures active student representation and participation in administrative, co-curricular, and extracurricular activities through structured processes and established norms.

A democratically elected student council functions as a key platform for students to engage in decision-making and institutional activities. This representative body is formed through an inclusive and transparent electoral process, enabling students from diverse backgrounds to contribute meaningfully to the institution's development.

Student representatives act as a vital link between the administration and the student body, voicing student concerns and providing feedback on academic and welfare-related matters. They are actively involved in various administrative committees, ensuring student perspectives are considered in institutional decisions.

In addition, students are encouraged to participate in a wide range of co-curricular and extracurricular activities, including cultural programs, clubs, societies, and sports events. Leadership opportunities are provided, enabling students to organize and manage events, fostering teamwork, creativity, and leadership skills.

The institution cultivates a supportive environment that values student empowerment, encouraging them to voice opinions, take initiatives, and contribute to campus life. These opportunities for representation and engagement not only enhance students' holistic development but also instill a sense of responsibility, ownership, and belonging.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

**20**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

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

**Currently, the institution does not have an officially registered Alumni Association. However, proactive steps are being taken to establish a formal alumni body. Over the years, the college has seen the successful graduation of eight batches in Arts and Commerce and seven batches in Science, creating a growing network of alumni.**

**Despite the absence of a formal association, the institution maintains regular contact with alumni through departmental initiatives. Alumni are tracked and engaged informally to strengthen their connection with the college. These interactions are utilized to gather feedback, encourage participation in institutional activities, and explore potential avenues for alumni contributions.**

**Efforts are underway to formalize these connections and leverage the alumni network for supporting the college's growth and development, both financially and through other collaborative endeavors.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The Dr. APJ Abdul Kalam Government College, established in 2011 by the Dadra Nagar Haveli Uchcha Shikshya Samiti, a registered organization under the UT Administration of Dadra Nagar Haveli, is dedicated to promoting high-quality higher education. The institution's vision is to provide a cutting-edge educational environment and opportunities that foster growth, development, and success for individuals, communities, and the region.

Governance at the institution aligns closely with this vision, ensuring effective leadership and participatory decision-making processes. Key highlights include:

1. Admission Process: A dedicated committee, chaired by the Director of Higher and Technical Education (DNH&DD), oversees admissions. During the pandemic, students received full support for online admissions, with updated admission brochures, reservation details, and policies made available on the college website (www.apjakgc.ac.in).

2. Examinations: An examination committee is constituted annually to manage internal and external examinations in line with Gujarat University's academic calendar.

3. Committees for Governance:

- o **The disciplinary committee ensures order on campus.**
- o **The campus development committee evaluates the necessity of development projects, monitors ongoing work, and ensures quality in campus services.**
- o **Several other committees oversee academic, administrative, and student activities, fostering a collaborative and organized approach to institutional governance.**

**This structured governance framework reflects the institution's commitment to achieving its vision and mission through participatory and inclusive leadership.**

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

**The leadership of Dr. APJ Abdul Kalam Government College embodies decentralization and participative management by actively involving stakeholders in decision-making processes through various committees. This approach ensures inclusive governance, efficient management, and transparency in institutional practices.**

**The college operates through well-defined committees that oversee key areas, including:**

- **IQAC (Internal Quality Assurance Cell)**
- **Academic Development Committee**
- **Admission and Enrollment Monitoring Committee**
- **Examination Committee**
- **Cultural and Extra-Curricular Activities Committee**
- **Discipline and Anti-Ragging Committee**
- **Women's Development Committee**
- **Career Counseling Committee**
- **College Magazine Committee**
- **Time Table Committee**
- **Student Welfare Committee**
- **SC/ST Minority Cell**
- **Campus Development Committee**

- **Youth Festival Committee**
- **OBC Cell**
- **Internal Complaint Committee/Internal Committee on Sexual Harassment**
- **College Sports Committee**
- **College Swachhta Committee**
- **Student Grievance and Redressal Committee**

**In line with Gujarat University's schedule, the college conducts internal examinations using a decentralized approach. Teachers submit question papers to the Examination Committee, which oversees paper compilation, marks verification, and timely uploading of results on the university portal.**

**A recent collaborative meeting between the Examination Committee and the Principal led to the adoption of a continuous evaluation system, demonstrating the institution's focus on improving assessment methods to enhance academic performance and learning outcomes.**

**This participative and decentralized governance structure reflects the institution's commitment to fostering academic excellence, student welfare, and stakeholder engagement.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Activities2023_24.aspx |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Dr. APJ Abdul Kalam Government College has effectively implemented its strategic plan for the academic year 2023-24, demonstrating its commitment to fostering academic excellence, skill development, and overall student growth. The institution successfully deployed various initiatives outlined in its perspective plan, emphasizing the integration of practical learning and extracurricular engagement. To enhance student skills and employability, the college facilitated hands-on activities through specialized clubs and encouraged participation in workshops and training programs. These clubs served as platforms for students to explore diverse interests,**

build leadership skills, and engage in creative and innovative pursuits.

Compared to the previous year, which emphasized laboratory development, intellectual property workshops, and self-defense programs, the 2023-24 initiatives focused on broadening student involvement through club activities while maintaining a strong commitment to personal and professional development. Youth-centric programs like NCC and NSS continued to thrive, promoting leadership and community engagement. These activities, combined with the institution's cultural and career-oriented programs, created an environment where students could excel academically while developing holistically. By aligning its strategic goals with actionable initiatives, the college has reinforced its role in shaping well-rounded individuals equipped to contribute meaningfully to society.

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

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

The governance structure of Dadra and Nagar Haveli Ucchha Shikshya Samiti (DNHUSS) ensures efficient oversight, accountability, and adherence to established norms:

- The Hon'ble Administrator (DD & DNH) serves as the Chairman of the Governing Body, while the Secretary Education (DD & DNH) acts as the Member Secretary of the Governing Body and Chairman of the Executive Committee of DNHUSS.
- The Principal of the college is the Member Secretary of the Executive Committee, responsible for implementing decisions and ensuring smooth operations.

The Governing Body has adopted the prevailing government norms, including those outlined by CCS and UGC, to regulate all administrative and academic procedures. Recruitment for teaching staff adheres to UGC and Gujarat University

guidelines, while non-teaching staff recruitment complies with the UT Administration of DNH & Government of India regulations.

Key institutional bodies include:

- A Purchase Committee ensuring transparency in procurement processes.
- Various student-centric committees, such as the Student Grievance Committee, Anti-Ragging Committee, Disciplinary Committee, and Internal Complaints Committee for Sexual Harassment, address student concerns effectively.
- Admission and Examination Committees oversee processes related to admissions and exams.

Students can lodge complaints through designated drop boxes or directly approach the Principal for unresolved issues.

The service rules for teaching and non-teaching staff strictly follow UGC and CCS norms, respectively. The Principal coordinates with committees to address academic, administrative, and student-related concerns, ensuring participative management.

This governance framework ensures efficiency, transparency, and accountability, fostering an environment conducive to learning and holistic development.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in |
| Link to Organogram of the Institution webpage | NIL |
| Upload any additional information | View File |

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

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

## 6.3 - Faculty Empowerment Strategies

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

As a government institution, Dr. APJ Abdul Kalam Government College adheres to welfare measures as outlined by CCS Service Rules and decisions of the Executive Committee of DNHUSS. These initiatives aim to boost staff morale, enhance job satisfaction, and motivate employees to excel in their roles, thereby contributing to institutional and student development.

Key welfare measures include:

- Leave Benefits:

    - Study Leave: For pursuing higher education.
    - Duty Leave: For participating in seminars, conferences, workshops, and performing examination duties, such as NTA, UGC NET, and University exams.
    - Medical Leave, Maternity Leave, and Paternity Leave.


- Financial and Housing Benefits:

    - National Pension Scheme: As per Government of India rules.
    - Diwali Bonus: For Group B and C employees, as per GOI rules.
    - Residential Quarters: Staff can access General Pool quarters provided by the UT Administration.
    - Medical Reimbursement: For medical expenses as per applicable rules.
    - Leave Travel Concession (LTC): For home-town travel

and all-India travel.
- Children Education Allowances: Reimbursement for educational expenses of staff children.


- Other Initiatives:

  - Recognition of staff contributions through Appreciation Certificates, awarded during the college's Annual Day.
  - Provision of uniforms and rainwear for Multi-Tasking Staff (MTS).


These welfare measures create a supportive work environment, ensuring professional satisfaction and fostering a culture of mutual respect and dedication among teaching and non-teaching staff.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

1

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

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

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

0

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

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

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

22

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

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

**Performance Appraisal System for Teaching and Non-Teaching Staff**

Dr. APJ Abdul Kalam Govt. College has implemented a comprehensive performance appraisal system for both teaching and non-teaching staff.

For teaching staff, the college follows the Performance-Based Appraisal System (PBAS) as prescribed by the University Grants Commission (UGC). Faculty members complete the PBAS (API) forms at the end of each academic year, detailing their achievements and contributions under the following categories:

1. Category I: Teaching, Learning, and Evaluation-Related Activities
2. Category II: Professional Development, Co-curricular, and Extension Activities
3. Category III: Research and Academic Contributions

The PBAS forms are reviewed by the API Screening Committee constituted by the college. The performance appraisal is directly linked to promotions and career advancement, ensuring accountability and incentivizing excellence among faculty members.

For non-teaching staff, the college utilizes an Annual Confidential Report (ACR) system to evaluate performance. The ACR format covers various aspects of the non-teaching staff's roles and responsibilities. The Head of the Institution is empowered to assess and finalize the ACR forms, which are also linked to promotions and career progression.

This dual appraisal mechanism ensures transparency, motivates professional development, and contributes to the overall institutional effectiveness.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

**6.4 - Financial Management and Resource Mobilization**

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

**Financial Audits Conducted and Mechanism for Resolving Audit Objections**

Dr. APJ Abdul Kalam Govt. College conducts regular internal and external financial audits to ensure transparency and accountability in financial matters.

An external Statutory Auditorappointed through a Request for Proposal (RFP) process, audits all financial records annually. The audit is conducted by a qualified Chartered Accountant, ensuring compliance with financial regulations and maintaining systematic records. For the academic year 2022-2023, the external audit was carried out by Vijay N Tewar & Co., Chartered Accountants, Vadodara.

The audit reports are submitted to key authorities, including the Executive Committee, Governing Body, and Registrar of the society. The institution ensures timely resolution of audit objections through consultation with relevant departments and stakeholders.

For financial aspects of significant value or complexity, the institution seeks concurrence from the Finance Department, UT Administration of Dadra & Nagar Haveli, based on the proposal type and delegation of powers.

This robust audit mechanism ensures that the institution adheres to financial best practices and addresses audit observations promptly, fostering trust and efficiency in resource mobilization.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://apjakgc.ac.in/Download/AuditReport 2023-24.pdf |
| Upload any additional information | View File |

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

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

**2.15**

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

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

Dr. APJ Abdul Kalam Govt. College operates under the aegis of the Dadra Nagar Haveli Uchcha Sikshya Samiti and is primarily funded through the Grant-in-Aid from the Department of Higher Education, Dadra & Nagar Haveli. To ensure effective and transparent utilization of funds, the institution adheres to the delegation of power (DoP) framework established by the Governing Body. All utilization proposals are initiated in accordance with the DoP and submitted to the competent authority for approval.

In addition to administrative grants, the college mobilizes financial resources through diverse sources, including:

1. Student Fees: Academic and other institutional fees collected from students.
2. Fines and University Fees: Revenues generated through fines and university-related fees.
3. Corporate Social Responsibility (CSR): Contributions from local industries under CSR initiatives.
4. Project-Based Grants: Funding from government schemes such as RUSA and initiatives by the Ministry of Education (formerly MHRD), New Delhi.

The funds are utilized effectively for infrastructure development, academic advancement, staff welfare, and enhancing student facilities. This strategic approach ensures the optimal use of resources, fostering institutional growth and creating a better learning environment for all stakeholders.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | NIL |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Contributions of IQAC to Institutionalize Quality Assurance Strategies and Processes**

The Internal Quality Assurance Cell (IQAC) at Dr. APJ Abdul Kalam Govt. College was reconstituted on 04-11-2022 to ensure sustained quality improvement. Since its inception, the IQAC has played a pivotal role in institutionalizing quality assurance strategies and processes.

**Key Contributions of IQAC:**

1. **UGC Certification:** Based on IQAC recommendations, the college applied for UGC 2(f) and 12B certification and successfully obtained the 2(f) certificate on 06th November 2019.

2. **Institutional Development:**

   - Departments were established, and faculty in-charges were appointed on a rotational basis, as per IQAC meeting decisions, to improve institutional functionality.
   - Dedicated rooms for NAAC, IQAC, and RUSA were allocated to streamline administrative and developmental activities.

3. **Infrastructure and Facilities:**

   - Computer and Language Labs were developed for skill enhancement.
   - The college library was modernized to support academic excellence.

4. **Skill Enhancement and Employability:**

   ○ Career Counseling Committee organized programs and campus interviews to prepare students for future career opportunities.

5. **Student Support:**

   ○ Deliberations are ongoing to arrange a bus service for students commuting from the city to the college.

6. **Knowledge Enrichment:**

   ○ Seminars, workshops, and expert talks were organized by various departments to provide a platform for learning beyond the curriculum.

The IQAC continues to act as a catalyst for quality enhancement, ensuring the college remains committed to its vision of holistic development and academic excellence.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Review of Teaching-Learning Process, Structures, and Methodologies by IQAC**

Dr. APJ Abdul Kalam Govt. College regularly reviews its teaching-learning processes, operational structures, and learning outcomes through the Internal Quality Assurance Cell (IQAC), ensuring adherence to quality standards and continuous improvement.

Key Review Mechanisms and Incremental Improvements:

1. **Periodic Curriculum Review:** The IQAC facilitates regular meetings with faculty to assess the effectiveness of teaching methodologies and identify areas for improvement. Feedback from students, alumni, and stakeholders is incorporated into the review process.

2. **Teaching Innovations:** To enhance learning outcomes, the college introduced ICT-enabled teaching methods, including the use of smart classrooms and online learning platforms.

3. **Skill Development Initiatives:** Computer courses and skill-oriented programs were introduced to bridge the gap between academic learning and employability.

4. **Assessment of Learning Outcomes:** Continuous internal assessments and semester-end examinations are conducted to evaluate student progress. IQAC ensures that results are analyzed, and remedial measures, such as additional classes or mentorship programs, are implemented.

5. **Infrastructure for Enhanced Learning:** The development of computer and language labs, along with library modernization, has significantly contributed to the improvement of the teaching-learning environment.

6. **Faculty Development Programs:** Workshops and seminars are conducted periodically to equip faculty members with updated teaching strategies and subject knowledge.

The IQAC's systematic reviews and strategic interventions have led to incremental improvements in teaching methodologies, operational structures, and learning outcomes, fostering academic excellence and holistic student development.

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

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);** | C. Any 2 of the above |
|---|---|

| Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | |

| File Description | Documents |
| --- | --- |
| Paste web link of Annual reports of Institution | http://apjakgc.ac.in/Download/NIRF022024.pdf |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

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

**Measures for the Promotion of Gender Equity**

**Dr. APJ Abdul Kalam Govt. College is committed to fostering gender equity and creating a safe, inclusive environment for all students. During the year, the institution implemented the following measures to promote gender equity:**

**1. Safety and Security:**

- **CCTV Surveillance: Strategically installed cameras monitor classrooms, laboratories, and common areas to ensure safety.**
- **Security Personnel: Round-the-clock campus security is ensured by dedicated personnel, including female guards.**
- **Campus Access Control: The campus is secured with a boundary wall and a single entry gate to regulate access effectively.**

2. Facilities for Female Students:

   - Sanitary Facilities: Sanitary napkin vending machines and separate restrooms for female students ensure hygiene and comfort.
   - Common Room: A designated common room provides female students with a private space for relaxation and personal time.

3. Infrastructure and Emergency Preparedness:

   - Fire Safety Measures: Fire safety equipment is strategically placed across the campus to handle emergencies efficiently.
   - First Aid Facilities: Comprehensive first aid kits and medical assistance are readily available for students and staff.

4. Supportive Campus Environment:

   - Canteen Services: The on-campus canteen provides hygienic and nutritious food, ensuring accessibility for all students.
   - Activity Center: An activity center is under construction to further enhance campus life and promote engagement.

These initiatives reflect the college's dedication to gender equity by providing a secure, supportive, and inclusive environment for all, with a particular focus on addressing the needs and welfare of female students.

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

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

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

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

**Facilities for Waste Management**

**Dr. APJ Abdul Kalam Govt. College has implemented various measures to manage degradable and non-degradable waste responsibly, ensuring compliance with environmental regulations:**

1. **Solid Waste Management: Solid waste generated on campus is collected by the Silvassa Municipal Council for recycling. The institution emphasizes waste segregation at the source to streamline recycling efforts.**

2. **Liquid Waste Management: Liquid waste is efficiently managed through a well-maintained sewer system that ensures proper disposal and treatment, minimizing environmental impact.**

3. **Biomedical Waste Management:** Although no biomedical waste is generated directly on campus, the institution collaborates with authorized waste management services to adhere to biomedical waste management guidelines whenever required.

4. **E-Waste Management:** The college follows the e-waste management policy of the local administration, ensuring safe disposal and recycling of electronic waste. Outdated electronic equipment is disposed of responsibly through authorized channels.

5. **Waste Recycling System:** The institution encourages source segregation to facilitate recycling. Solid waste collected for recycling contributes to sustainability initiatives.

6. **Hazardous Chemicals and Radioactive Waste Management:** The college complies with regulatory guidelines for handling hazardous chemicals, ensuring safe storage and disposal. Since radioactive waste is not generated, no specific facilities are required.

By integrating local municipal services, authorized agencies, and adherence to regulatory frameworks, the institution fosters environmentally sustainable waste management practices.

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

| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | A. Any 4 or all of the above |
|---|---|

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

**7.1.5 - Green campus initiatives include**

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

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

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

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

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

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

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

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

Our institution actively fosters an inclusive environment by embracing cultural, regional, linguistic, and socioeconomic diversity. We celebrate International Mother Language Day to honor linguistic diversity and promote respect for all languages. National festivals are organized to instill unity and pride in our cultural heritage.

To raise awareness of civic responsibilities, students are educated about their voting rights through workshops and interactive sessions. Tree plantation drives and environmental awareness programs are conducted to promote sustainability and instill a sense of shared responsibility toward the planet.

Our institution also ensures equity through scholarships, mentorship programs, and support for underprivileged students.

Sensitization workshops and anti-discrimination policies create a safe space for dialogue and understanding among individuals from diverse backgrounds.

These initiatives foster tolerance, mutual respect, and a sense of belonging, contributing to a harmonious and inclusive institutional environment.

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

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

Our institution prioritizes sensitizing students and employees to constitutional values, rights, duties, and responsibilities to nurture responsible and informed citizens. Key initiatives include:

1. Awareness Programs: Regular workshops and seminars highlight constitutional rights, duties, and fundamental values such as justice, liberty, equality, and fraternity.

2. Observance of National Days: Celebrations of Independence Day, Republic Day, and Constitution Day include speeches, quizzes, and debates to reinforce patriotic values and awareness of constitutional principles.

3. Civic Engagement: Activities like voter awareness drives educate participants on electoral rights and responsibilities, encouraging active participation in democracy.

4. Moral and Ethical Education: Incorporating discussions on social justice, gender equality, and human rights in the curriculum fosters ethical behavior and respect for diversity.

5. Community Outreach: Initiatives such as , environmental campaigns, and awareness drives on societal issues

promote active citizenship and collective responsibility.

6. Code of Conduct: Clear institutional policies and sensitization sessions ensure adherence to constitutional values, including equality, non-discrimination, and secularism.

These efforts ensure that students and employees understand their roles in upholding constitutional ideals, contributing to a harmonious, progressive, and inclusive society.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

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

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

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

Our institution actively celebrates national and international commemorative days, events, and festivals to foster unity, cultural awareness, and global citizenship.

1. National Commemorations:

   ○ Independence Day and Republic Day are celebrated with flag hoisting, cultural programs, and speeches highlighting patriotism and constitutional values.
   ○ Gandhi Jayanti and Ambedkar Jayanti are observed to honor their contributions and educate students about their ideologies.
   ○ Events like National Science Day and Teachers' Day inspire innovation and acknowledge the role of educators.

2. International Observances:

   ○ International Mother Language Day celebrates linguistic diversity and promotes respect for all languages.
   ○ World Environment Day and Earth Day include tree plantation drives, clean-up campaigns, and awareness sessions on sustainability.
   ○ Observances like World Human Rights Day and International Women's Day emphasize global values of equality and justice.

3. Cultural Festivals:

   ○ Festivals such as Diwali, Eid, Christmas, and Pongal are celebrated to promote interfaith harmony and cultural inclusivity.

Through these celebrations, the institution instills cultural pride, awareness of global challenges, and a sense of shared responsibility, creating a vibrant and inclusive environment.

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

## 7.2 - Best Practices

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

**Best Practice 1 Title of the Practice:**

**FREE BOOK BANK SCHEME FOR ALL THE STUDENTS OF THE COLLEGE**

**Objectives of the practice are:**

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

**The context:**

**Providing books to students for whole semester.**

**The Practice:**

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

**Evidence of Success:**

**Students are getting benefits of Book Bank**

**Problems Encountered and Resources Required:**

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

**Best Practice 2: Title of the Practice**

Computer training of students by starting A Study centre of NIELIT daman in college

Objective The center aimed to equip students with foundational computer knowledge for academic, personal, and professional growth.

Context Dr. APJ Abdul Kalam Government College established a NIELIT center to offer the Course on Computer Concepts (CCC), addressing the need for digital literacy and employability.

The Practice The CCC course followed NIELIT's standardized syllabus, with hands-on sessions on MS Office and internet usage. Awareness drives and trained faculty ensured strong engagement.

Challenges and Resources Challenges included diverse skill levels and limited infrastructure, addressed by equipping labs, training faculty, and offering additional support sessions.

Success Evidence The first cycle concluded with 8 students earning CCC certification, demonstrating improved digital proficiency.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](View File) |
| Any other relevant information | No File Uploaded |

## 7.3 - Institutional Distinctiveness

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

Ensuring better safety and hygiene of Girls.

The college is not only concerned about their education but also more vigilant towards their security, their better health and hygiene. The security of the girl students is also an aspect where the college is vigilant and ensuring the full security of girl students in the college campus. The college is equipped with 24X7 surveillance of the high resolution CCTV camera. In addition of the camera, college deployed the male and female security guards all together to help them in any situation. The college organized various programs for girl students like AIDS Day, Red Revolution programs for menstrual

related awareness, self-defence programs. The college also has a Women Development Committee, Sexual harassment committee, anti-ragging committee etc. to address the issue of girl students. In case of any issue, there is provision for complaint and grievance submission in complaint/ suggestion box. The college has also installed various sanitary napkin machines to address issues of female students. It is under equity initiative of RUSA. Also, through Government Health department, Iron tablets, First Aid, Screening of Sickle Cell Anaemia to ensure better nutrition and good health of the girl students.

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

7.3.2 - Plan of action for the next academic year

1. To participate in various outreach programs & visits to inculcate management skills in students
2. To celebrate all important days in the college through college units of NSS, Sports and NCC
3. To aware students for good health and all types of necessary safety aspects though college units
4. To arrange extra classes for weak students academic improvement
5. To arrange special session for Sanskar building by students training through experts.
6. To conduct special lectures to promote Indian Knowledge system as per NEP-2020
7. To organize gender sensitization programs for capacity building of students.
8. To promote anti ragging initiatives of UGC for students
9. To conduct various events based on student's performimg arts, fine arts etc.
10. To conduct expert lectures for update on advancements in science, arts and commerce fields.
11. To conduct admission, examinations and curriculum as per NEP-2020 through the Gujarat University Ahmadabad
12. To carry out required up-gradation of library, science laboratory, computer laboratory
13. To promote research, innovation and IPR initiatives through students and faculty participation in campus and off campus events.

14. To carry out activities to promote cleanliness drive, plantation, no-pollution, no-nasha, road safety and good health.
15. To carry out activities within available financial support under Unnat Bharat Abhiyan, RUSA/PM-USHA, Red Ribbon Club, NSS and other external bodies (if applicable)