



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	College of Vocational Studies
• Name of the Head of the institution	Professor Inderjeet Dagar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01129258544
• Mobile No:	9810753310
• Registered e-mail	cvs_1972@yahoo.com
• Alternate e-mail	du.cvs.principal@gmail.com
• Address	Sheikh Sarai, Phase-II, Triveni
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110017
2.Institutional status	
• Affiliated / Constitution Colleges	Constituent College
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of Delhi				
• Name of the IQAC Coordinator	Dr Anu Satyal				
• Phone No.	9810863662				
• Alternate phone No.	01129258544				
• Mobile	9810863662				
• IQAC e-mail address	iqaccvsdu@gmail.com				
• Alternate e-mail address	anusatyal@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.cvs.edu.in/aqar.php				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.cvs.edu.in/academic-calendar.php				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.05	2016	04/11/2016	04/11/2021
6. Date of Establishment of IQAC			20/07/2015		
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	
College of Vocational Studies, University of Delhi	University Grants Commission	University Grants Commission	2021, 365	230000000	
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	14
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1) The College website was updated to make it more user friendly and accessible	
2) The IQAC introduced quality initiatives for non-teaching staff	
3) Applications for the promotions of teaching faculty were processed	
4) Several important repair works were undertaken for upkeep of college infrastructure	
5)IQAC successfully submitted SSR for the second cycle of accreditation	
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
The APAR forms for promotion to the post of Professor of several faculty members were received	All the applications were screened so that interviews can be conducted
Data collection started for AQAR 2020-21, energising the alumni association, Putting up of academic calendar on the college website	The college Academic calendar was prepared and uploaded on college website. Student society annual reports were uploaded on college website. Initiatives regarding Alumni association were undertaken.
Preparation and submission of SSR report for the second cycle	SSR for the second cycle was prepared and submitted to the NAAC. DVV cleared.
Repair of college building and conduct green and energy audits	Repair work are underway, Demo were undertaken for the conduct of Green and energy audits.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	21/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15. Multidisciplinary / interdisciplinary

College of Vocational Studies is a unique institution as it offers a combination of job-oriented vocational courses and traditional Honors courses. The pattern of the CBCS and LOCF syllabi ensured that a multidisciplinary approach already existed in the academic structure. Therefore, the college has a vision of following the path of multi-disciplinary education by offering the students adequate options to study different courses during the implementation of the NEP structure from November 2022. The new framework will be

implemented shortly and will ensure that a student of B.Sc. (H) Computer Science can also study a DSC paper of English and vice versa. As far as following a holistic vision is concerned, the college has a thriving cultural and social environment because of the many student societies.

The Humanities graduates from English and History can opt for the Generic Elective in Maths. The Economics undergraduates in the college study Statistics and Maths as part of their core curriculum. They are also taught compulsory courses on Data Analysis and programming language in 2nd year. Similarly, students in the Computer Science department receive practical know-how in JAVA, C++ and Python as part of their syllabus in the computer lab.

Within the existing framework of Delhi University curriculum, there is a compulsory course in Environmental Science for all the students. Besides academic activities, the college provides various avenues to the students for community engagement and services, environmental education and attaining values, through college societies such as NSS, Green Brigade (environment society) and Aaghaaz (Women Development Cell). The innovative activities and events organized by these societies play an important role in facilitating a holistic and multidisciplinary education.

The NEP framework will ensure that the students, at each point in their degrees (diploma/certificate/hons), are well-prepared to enter the outside world. The multiple entry and exit option will prove to be especially beneficial for students who earlier had to drop out of the course due to financial constraints. Once the students exit after one, two or three years of study, they have the option to resume their studies at a later date as per their own convenience.

Aaghaaz, the Women's development cell undertakes research on women's issues and Enactus focuses on socially relevant research. Innovative community engagement is the aim of the Vocational projects.

Last but not the least, there is a healthy academic atmosphere in the college and a number of our faculty members are involved in their doctoral research.

The College of Vocational Studies has been following an interdisciplinary approach. The CBCS structure with the LOCF includes a Generic elective option which lets a student of Commerce study a subject like Women Empowerment offered by the department of English. This unique combination of a variety of subjects allows a healthy flow of information and academic plurality.

CVS is a constituent college of the University of Delhi and follows the guidelines prescribed by the University administration.

16.Academic bank of credits (ABC):

College of Vocational Studies aims to provide multidisciplinary and holistic development to its students through its range of both vocational and traditional honours courses. This presents the students with an opportunity to experience an integrated method of learning. The Academic Bank of Credits, proposed by NEP 2020, will further enhance this experience by making it more flexible, collaborative and effective. The students will have the options to choose from a variety of Discipline-centric courses, Generic Elective courses, Skill Enhancement courses, and Value-added courses. They will also be able to access their Academic bank accounts for credit accumulation, credit transfer and credit redemption. This will be extremely helpful to strengthen their sense of autonomy in choosing and learning their desired courses in the Higher Education Institutions of their choice. Being a constituent college of the University of Delhi, the college looks forward to receiving further guidelines so that the framework proposed by NEP 2022 regarding the Academic Bank of Credit can be implemented at the earliest. The College of Vocational Studies will get registered under ABC upon receiving the official notifications from the university.

The college plans to participate in student and faculty exchange programmes in order to expand its association with other teaching institutions. We also intend to broaden our resources and encourage collaborative research. In continuation of such efforts, the College of Vocational Studies has already signed MOUs with two foreign universities recently with the University of Macerata, Italy and the University of Uzbekistan. With CBCS and LOCF, the current curriculum of the college follows a multidisciplinary approach towards teaching-learning processes. The teachers are encouraged to develop fresh and interactive pedagogical methods to offer better conceptual clarity and practical experience to the students. The assessments are designed to gauge all-round development of the students as opposed to just limiting the evaluation process to the mechanical memorization of key concepts. The internal assessments also employ a wide range of assessment techniques which include assignments, tests, presentations, quizzes, group activities, projects, etc, which also indirectly lead to better in-class engagement. Many of the college faculty are also members of the syllabus revision committee at the university level.

ABC aims to enable a better integration of multiple disciplines and cultivate a culture of creativity, innovation and desired learning outcomes. College of Vocational Studies, by blending both traditional honours courses and job-based vocational courses, provides a conducive environment for the desired integration. At each step of their academic journey (certificate/diploma/degree), the students get various options from elective courses that contribute to broadening their horizons.

The NEP 2020 has been implemented by the college and the provisions regarding Academic Bank of Credits are being followed.

17.Skill development:

College of Vocational Studies (CVS) is one of the few educational institutions which offers vocational education and soft skills degree programmes. These courses are in line with the National Skills Qualifications Framework, wherein the courses have been designed to cater to the demands of current business professions. The vocational degrees are job and skill oriented, in which graduates can either pursue careers in their related vocation or other jobs in the government and private sector. CVS offers seven vocational degree programmes: 1) B.A. (VS) Human Resource Management, 2) B.A. (VS) Marketing Management and Retail Business, 3) B.A. (VS) Tourism Management, 4) B.A. (VS) Management and Marketing of Insurance 5) B.A. (VS) Office Management and Secretarial Practice, 6) B.A. (VS) Small and Medium Enterprises, and 7) B.A. (VS) Materials Management. These programs are designed to provide knowledge and skills in their respective vocation, along with basic business courses like accounting and communications. Apart from this, CVS also provides conventional Honours UG programmes in Economics, History, Computer Science, Commerce, English, Hindi, Business Economics and Bachelor of Management Studies.

The college also inculcates humanistic, ethical, Constitutional and human values through various societies such as the environment society, NSS and the women's development cell.

In the 1st two semesters, students are taught the fundamentals of their respective vocational program to ensure a strong foundation in their course discipline, through core disciplines and Ability Enhancement Compulsory Course (AECC). In the 3rd and 4th semester, along with the core discipline, students are taught Skill Enhancement Course (SEC) in which they learn computer and communication skills. In the 5th and 6th semester, elective core

courses are taught. CVS provides not only classroom-based education, it encourages its students to be part of extracurricular activities through participation in various societies, sports, competitions, national and international events, and internships. The entire course of a particular vocational education is related to a specific business profession. Students from other conventional programs can opt for a specific discipline through Discipline Specific Electives (DSE) in the last year of the program.

Industry experts are occasionally invited by the College to share their knowledge, experience, and provide career guidance to the students through workshops and seminars. Currently, vocational courses are offered on-campus only. The college is not associated with National Skill Development Corporation (NSDC). Skilling courses in soft skills, such as computers and communications, and stenography, are being offered only on-campus. From the year 2022 onwards, CVS is adopting the New Education Policy 2020 (NEP 2020) in all its courses including the vocational courses, to ensure a broader knowledge and skills development of students by offering a broad range of SEC and AECC from the 1st semester itself. With the implementation of NEP 2020's multiple exit scheme, the vocational courses aim to provide the students with adequate level of knowledge and skills in their respective vocations, to ensure higher chances for employment if the student chooses to exit before the completion of the four-year vocational degree program.

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

The College of Vocational studies has always been dedicated towards engaging its students and faculty members with Indian knowledge systems through academic and extracurricular activities. These engagements reflect institutional preparedness for NEP. The efforts are reflected in the long-standing collaboration between the cultural society of the college with SPICMACAY which focuses on promotion of Indian Classical Music and Culture amongst Youth. Apart from exposure to Indian performing arts, the college also provides space for organization of theatrical performances like *Dastangoi* based on Indian realities and history. Academically under the LOCF curriculum, the college offers SEC courses like 'Understanding Popular Culture' and 'Indian Art and Architecture' offered by the Department of History, and GE courses like 'Cultures in the Indian Subcontinent' offered by BA (VS) Tourism management. All these courses are taught bilingually. Moreover, GE courses like 'Readings in Indian Diversities and Literary Movements', 'Language, Literature, and Culture', and 'Text and Performance: Indian

Performance Theories and Practices' offered by the English Department focus on introducing students from various honours courses to Indian Literatures (both Classical and Vernacular) and the Indian aesthetic and performance theories. The institution offers B.A (H) Hindi which is taught in Hindi and courses like B.A (VS) Tourism and B.A (H) History are taught bilingually. To promote dialogue and discussion on topics pertaining to Indian culture The Department of English and the IQAC organized an online speaker session on 'University in Diversity: Catchphrase or Creed' on September 17, 2021. The guest Speaker Dr. Hina Nandrajog employed a multidisciplinary approach to investigate the ways in which diversity of the Indian subcontinent manifests itself through its architecture, folklore, stories, and other modes of cultural expressions. The lecture also emphasized the significance of translation in facilitating dialogue between various vernacular cultures of India which would empower unity among diversities. The national conference organized by the English Department and the IQAC on 'Revisiting Subcontinental Partitions' was also aimed at highlighting the need of a continuous critical engagement with Indian history and heterogeneous cultural responses to it. The institution organizes such events every year in order to encourage students and faculty members to expand the horizon of their knowledge and pedagogical strategies with regards to disciplines surrounding Indian languages and culture. The institution encourages its faculty members to participate in academic programmes and workshops in order to enhance and update their skill and knowledge repertoire of Indian knowledge systems. In the last year faculty members participated in lectures and workshops on topics ranging from Indian folklore, vernacular literature, and Indian tourism in the post-pandemic era. It can be said that the institution has already started building a foundation on which the NEP's aim to promote and integrate Indian knowledge systems can easily be assimilated.

Under the NEP, Twenty four Value Addition courses have been introduced and many of them are based on Indian Knowledge system, such as, Vedic Mathematics, Indian Fiction in English, Ayurveda, Yoga, Art of Living, etc.

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

The institution already follows the Learning Outcomes-based Curriculum Framework (LOCF) prescribed by University of Delhi. In this framework, the curriculum has been designed with primary focus on outcomes-based education which enables the teaching-learning process to be student centric. All departments of the institution

follow their syllabi in which desired learning outcomes of each paper in every course are clearly delineated along with a detailed teaching plan. Faculty members also create, in addition, their own teaching plans to supplement this for each academic year and in order to streamline lectures. Thereby the institution strives to more effectively meet the learning outcomes of a specific paper. At the very outset, students are informed of what a specific course or paper aims to achieve and what they can expect to learn from it. The objective is to provide clarity so that the students can choose wisely. This also emphasizes the student-centric nature of our classrooms and overall education. The institution also conducts regular internal assessment in the form of assignments and tests. Students receive detailed feedback on their performance keeping the specific learning outcomes of the programme in mind. The assessment is done in order to align learning objectives with performance objectives. In this academic year, the college has also conducted a student satisfaction survey wherein students were asked to record their inputs with regard to focus on expected competencies of faculty members and course outcomes. The college also focuses on enhancement of skills which would prepare the students for industries and professional spaces. For this, the college regularly organizes workshops, events, field visits, and industry trips. For instance, B.A. (VS) Tourism organized a heritage walk for its students on December 5, 2021. In addition, ASPIRE which is the student placement cell of the college works as a bridge between the institution and industry. The cell organizes alumni meets, training workshops, and interactive sessions with industry leaders to augment the students' learning experience as well as align classroom teaching with needs of the industry. On September 22, 2021, ASPIRE invited Dr. Arvind Shukla who is the Chairperson of Doctoral Programmes and Professor of Marketing at BIMTECH to interact with the students. All departments are encouraged by the institution to invite experts to speak on topics pertaining to their prescribed syllabi. This ensures that students are acquainted with multiple points-of-view on a given topic and attain an in-depth knowledge of the subject. To holistically meet all these requirements, the vision and mission statements of the college provide assurance of well-grounded theoretical knowledge of disciplines to the students and ensure that students are well equipped with skills that will prepare them to be successful for the current job market.

The courses/syllabus which have been revised under NEP 2020 are also based on Learning Outcome-based approach.

20.Distance education/online education:

The college has the capacity for online education and will follow University guidelines in offering programs in online/distance-learning mode. At present, all courses offered by the college are run in on-campus mode only. Also, the college can take the initiative of offering certificate programmes subject to the approval of the Governing Body. Currently, CVS is equipped with projectors in classrooms, which are used by teachers in presenting their lectures; computer labs for teaching computer skills, a conference and seminar room equipped with projector and sound system for conducting conferences, seminars and workshops. The University provided MS-teams online platform for online classes and also conducted Webinars during the pandemic. As learning shifted online, teachers adopted innovative strategies and digital resources to educate and assess students. Ordinarily, both the library and computer lab allow students to use Personal Computers and become technically literate and learn on their own. Students of courses such as Computer Science use the computers in the computer lab to apply and practice the training, they receive in programming languages. Students from other courses, too, are taught and encouraged to use digital resources to facilitate learning. The NEP will encourage universities to introduce online, distance and hybrid formats for imparting education. Thus, we can expect multidisciplinary and holistic education to be accessible to people across the nation. Students will no longer be bound by their location and can access educational resources as per their convenience no matter where they are. Thus, this model will improve both flexibility and accessibility of the educational programmes. The distance mode will prove beneficial for students who are unable to finance their education as they will be able to opt for the distance format which is already available in the University of Delhi via Non-Collegiate Women's Education Board and School of Open Learning. The distance format allows students to work while they study and considerably ameliorates the stress they experience.

The college is running School of Open Learning (SOL) courses in distance mode since SOL study centre is operational in the college.

Extended Profile

1.Programme

1.1

651

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

File Description	Documents
Data Template	View File

2.Student

2.1 **3446**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **740**

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 **995**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **101**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **135**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	651
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	3446
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	740
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	995
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	101
File Description	Documents
Data Template	View File

3.2	135
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	51
Total number of Classrooms and Seminar halls	
4.2	50
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	916
Total number of computers on campus for academic purposes	

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

College of Vocational Studies is a constituent college of University of Delhi. It was founded in 1972. CVS is distinct as it emphasises on skill-building by offering a variety of vocational courses to students.

CVS follows a pre-determined syllabus set by the University for all the traditional courses offered such as B. Com (Hons.), B.A. (Hons) History, B.A. (Hons) Economics, B.Sc (Hons) Computer Science, B.A.(Hons) Business Economics, B.A.(Hons) English, B.A. (hons) Hindi and Bachelor of Management Studies (BMS).

The seven vocational courses are MMI-Management and Marketing of Insurance, MMRB-Marketing Management and Retail Business, Tourism Management, OMSP-Office Management and Secretarial Practice, SME-Small and Medium Enterprises, HRM-Human Resource Management and MM-Material Management. The syllabus of Vocational courses is designed by the college and approved by the University.

Additionally, CVS also offers courses in French and German Language and Post-graduate diploma in Tourism and Book Publishing.

The classes, practicals and tutorials are scheduled as per course-wise time-table prepared by the college Time Table committee and the same is uploaded online on CVS website [www.cvs.edu.in]. This gives students easy access to their time-tables and helps in smooth conduct of classes. Department wise and teachers' time-table are also prepared in the beginning of the academic session. Attached herewith are the timetables (course/department wise or faculty wise) for the years 2021-22. The teaching-plans of the faculty members are uploaded on the college website for 2021-22.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.cvs.edu.in/time-table.php

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

Being an affiliated college, the college adheres to the academic calendar prepared by the University. This calendar provides the schedule to be followed for classes, conduct of practical examination, wherever applicable, and the conduct of theory examination towards the end of each semester.

For conducting Internal Evaluation, teachers conduct class tests and assignments. Each paper has an internal assessment of 25 marks, out of which 10 marks are for assignments, 10 marks are for internal test and 05 marks are for attendance. The students are also evaluated using other methods such as PowerPoint presentations, projects, group discussions, quiz, etc. The students are given deadlines for assignment submissions while dates for class tests and presentations are announced well in advance.

The college academic calendar also incorporates the conduct of various cultural and extra-curricular activities, conduct of seminars, special lectures, organising of annual day, sports day and celebration of other national festivals.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.cvs.edu.in/academic-calendar.php

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

A. All 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

15

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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
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**

Along with imparting education, the College believes in transforming students into sensitive, value-enriched, ethical and compassionate human beings.

The college has societies like the Woman Development Cell- Aghaaz and Internal Complaint Committee address and sensitize students on the aspects of gender equality. Green Brigade society with its tree plantation drive, zero waste campaigning, e-waste recycling runawareness programmes to educate students on environmental problems.

Academically, AECC courses, Discipline center elective courses and

Generic elective courses provide critical analysis on Gender, Human values, ethics and environmental -related issues.

Field visits are mandatory for AECC on Environmental Studies. The students have visited a number of ecologically sensitive, important places and documented environmental damage with the help of short movies and documentaries.

Commerce has core papers Business Laws, Corporate Laws, Human Right Management which addresses Professional Ethics.

Economics has courses Environmental Economics addressing environmental issues. Core papers like Development economics, Indian economy caters to issues of inequality and Human Capital formation.

English offers course on woman empowerment, women writing and applied gender studies.

History has courses History of India addressing the issues Human values

Labour and Development in India in BA (Vocational) course discusses the gender inequalities in labour market.

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

9

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	View File
MoU's with relevant organizations for these courses, if any	View File
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

696

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	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
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)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.cvs.edu.in/studentssurvey.php

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

1237

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

682

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

Teachers assess students' learning levels in the classrooms during lectures and through the execution of class quizzes, assignments, tutorials, and other activities, based on which slow and advanced learners are identified. Following that, specific teaching-learning strategies tailored to the needs of such students are discussed and put into practice. There is a separate students' advocacy cell - "MANAS" to deal with the academic and the physical challenges.

Our faculty members use an integrated approach in their classes. To make learning more engaging and relatable, traditional teaching methods are supplemented by new generation technological tools.

Slow Learners:

Tutorials and remedial classes are organized for weak students to provide additional support. There are Mentor-Mentee groups formed for all the students. Other measures include providing additional reading material and books, e-links for better understanding of the subject, bilingual explanations and debates, counselling for personal, academic, and career issues, home assignments, additional tests, group discussions and presentations.

Advanced Learners:

Teachers measure the potential of the students and identify advanced learners during lectures, tutorials, class assessments, assignments, and outside-of-class engagement, combination of academic and co-curricular activities, intercollegiate tournaments, advanced readings recommended in relevant topics, group discussions and presentations, Cash awards, medals, appreciation certificates, and scholarships. The Inflight service and other e-resources connected to Delhi University are available at the College library to assist advanced learners in expanding their horizons.

File Description	Documents
Link for additional Information	https://www.cvs.edu.in/internal.php
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
3446	101

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

All Departments have adopted innovative student centric methods to enhance and enrich the learning process for the students. Some of the methods employed by the college in this process are:

Classroom lectures are held in interactive mode, allowing students to engage in meaningful discussions, thereby converting a typical classroom into a space for knowledge enhancement. Students are encouraged to engage in self-motivated, problem-solving approaches to sensitize them towards practical utility of their knowledge. Group discussions are held at the class level to foster the skills of spontaneous thinking and communicative ability in the students. Guest lectures and interactive sessions with eminent academicians and experts from diverse fields are held from time to time to develop the learning skills of the students.

In participative learning, the students are given certain topics which are of utmost importance both academically and practically, they are then divided into groups and asked to read various articles or write ups and then to analyse and draw conclusions. Students undertake group activities such as project assignments, case-study analysis which leads to participative learning. Faculty use ICT enabled classrooms and wi-fi facilities for student centric learning through power-point presentations, e-learning platforms and deployment of other innovative programme media.

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

ICT make education system more productive and interactive by providing them information -rich learning environment. To ensure that students play an active role in the learning process, faculty make use of Information and communication technologies (ICT) in teaching-learning process. The following tools are used by the college.

Projectors are installed in classrooms and are used by faculties to deliver lectures effectively. Out of the total lectures that are delivered for a course, at least thirty percent or depending upon the requirement lectures are delivered based on ICT enabled tools and resources. The college has two well equipped computer labs with latest technologies and facilities.

Similar to theory courses, the practical subjects are also delivered using ICT enabled tools and resources. The college campus is wifi enabled so that students and teachers can access the internet anywhere in the campus. The internet connectivity being provided through high-speed broadband cable.

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.cvs.edu.in/uploads/pdf/2-3-2%20ICT%20Tools%20for%20effective%20teaching.pdf

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

101

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

2.4 - Teacher Profile and Quality

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

101

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

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

48

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

1372

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 internal evaluation is done in a continuous manner as per university rules. Each paper has an internal assessment of 25 marks, out of which 10 marks are for assignments/presentations, 10 marks for class test and 05 marks for attendance. The evaluation of Internal Assessment is done through: Class Test, Assignments, Power Point Presentations, Project, Case Study, Group Discussions

Schedule of class tests and assignments is provided well in advance and is displayed on the departments' notice board. In case of online classes, a notification is sent to the mail ids of all the students on MS Teams. Tests and assignments are shared and submitted on MS TEAMS/ Google classrooms/ emails/ Meet.

Evaluation method comprises internal examinations held progressively during the semester and is designed to check and report the periodic performance of the students. Also, if any student by any chance has missed his class test is given another chance to reappear and submit the same.

All the records including attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

There is complete transparency in the internal assessment. After evaluation, marks are shared by faculty members.

In order to ensure transparency and to take care of internal assessment related grievances, there is a moderation committee and monitoring committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.cvs.edu.in/internal.php

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

The college strictly follows the guidelines and rules issued by the university while conducting internal examinations. If they come across any doubts, clarification is given by faculty to enables them to fare better in future. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on the college website/notice board at the end of semester. Attendance marks were waived off due to the pandemic in the current year.

Any grievances related to question paper like out of syllabus, improper split of marks, lesser marks than expected, wrong question number during class test are addressed by the subject teacher and monitored closely by the Teacher-In charge. In some cases, the matter may be referred to the monitoring committee.

The faculty is well connected to the students via personal whatsapp, whatsapp groups, emails, calls and text messages in case of any issues faced by the students.

If any student fails to give Internal Assessment on the preset date and time, he/she is given another chance to reappear and submit the same.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.cvs.edu.in/internal.php

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 Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "University of Delhi" guidelines. The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day

needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars. Students are made aware of the course specific outcomes through orientation programme, classroom discussion, lectures and practical. The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of syllabus sub committees. College alumni are also invited to interact at events and meetings where they share how their individual course shaped their career.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.cvs.edu.in/syllabus.php
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.

The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, internal and home assignments, unit tests, surprise tests, open book tests, etc. Throughout the year the faculty records the performance of each student on each programme outcome. Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. Annual and End Semester University Examination, Internal and External Assessment, Institutional Examination and Tests.

The Institution collects feedback from students, which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand

the impact of teaching learning process.

Students are encouraged to take up internships, projects, fieldwork, etc. One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.cvs.edu.in/internal.php

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

928

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	https://www.cvs.edu.in/annual.php

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)

<https://www.cvs.edu.in/studentssurvey.php>

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)

4

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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**

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

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**

34

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

18

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

5

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

The extension activities organized by college societies; NCC, NSS, Aaghaaz (the Women Development Cell), Green Brigade ((Environment society) ENACTUS, Connecting Dreams Foundation (CDF) and Rotoract

have contributed immensely in enlightening and sensitizing the students towards social concerns.

Green Brigade strives to preserve the environment by conducting plastic donation drive and wildlife conservation program. Aaghaaz organised events to spread awareness about the Rights of Women against domestic violence, eve-teasing, rape; Menstrual Hygiene; Breast Hygiene; Sex Education, and gender equality. NSS members actively participated in various events like webinar for cancer awareness and blood donation camp. Connecting Dreams Foundation through their projects provide rehabilitation and employment to the Acid Attack Survivors. Enactus CVS through their projects Raah aims at refurbishing discarded footwear with the expertise of road-side 'Mochi' to render a pair to the destitute at an affordable price, advancing maximum utilization of the scarce resources, transforming cobblers into self-sufficient entrepreneurs. Project Abyaas is an initiative to utilize the full potential of goat milk and used cooking oil. It is directed towards imparting entrepreneurial skills to the impoverished community for producing soaps and retailing them in rural and urban markets. MANAS strives for promoting mental health balance by conducting various counselling sessions.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/eo.php
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

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

32

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

3935

File Description	Documents
Report of the event	View File
Any additional information	View File
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

174

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College of Vocational Studies provides an ICT-enabled teaching and learning infrastructure which also supports differently-abled students. College has a well-designed architecture with information technology, as well as the high quality standards of upkeep, in order to disseminate excellent education and a complete teaching-learning exposure to its students and faculty. The College campus is spread in 40357.7 sq. m. of area including playground, pathways, parking and lawns. The classrooms, conference room, seminar room, committee room, and library are all spacious and well-equipped. The College has 2 air conditioned computer labs with a total of more than 78 LAN connected desktop computers. The College has allocated separate spaces for cultural

and Sports activities. The Institution has a well-stocked, fully computerized and air-conditioned library with separate reading areas for the students and teachers. The library has subscriptions to various e-resources. The College is linked to the National Knowledge Network (Government of India) through the University of Delhi.

In the aftermath of the Covid-19 lockdown, the College encouraged online platform for teaching learning. The college adopted MS-Teams as the official platform for online teaching, enabling enriched teacher-student interactive interface. The institution has a robust student-computer ratio of 5:1.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cvs.edu.in/infrastructure.php

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

The Institution has adequate facilities for cultural activities, sports, and games (both indoor and outdoor), an outdoor gymnasium, yoga room etc. College of Vocational Studies' campus is spread in 40357.7sq.m. of area including playground, pathways, parking and lawns.

The Department of Physical Education and Sports Sciences along with the Sports Committee look after the sports activities. The students engage in various sports activities like- Football, Volleyball, Cricket, Basketball, Archery, Yoga, and Kabaddi etc. For sports like Boxing, Badminton, the students avail facilities outside the college campus. For each academic year college follows annual sports calendar provided by University of Delhi. The Department organizes Yoga & Fitness Camps, which include activities like Yoga, Aerobics, Cross-fit, recreational games, and awareness campaigns about healthy living.

The cultural societies function under the Cultural Committee, which is responsible for the maintenance of instruments, equipment and costumes, and travel expenses etc. The cultural union, Reverie, which has a separate cultural building available for various student societies. The Annual Cultural Festival, Tatva, opens to all colleges/universities, witnesses a huge footfall, and

is organised in the Amphitheater. For the holistic development of its students, college also have The women development cell, Manas; Mental health cell etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cvs.edu.in/infrastructure.php

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

51

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cvs.edu.in/infrastructure.php
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)

30.4

File Description	Documents
Upload any additional information	View File
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)**

To cater to the educational needs of faculty members, students, and staff, the library is well-stocked with a collection of books from different disciplines. It houses more than 60000 books related to all the disciplines in humanities, science, commerce, and different vocational courses, and subscribes to various magazines and newspapers. The library is fully computerized and uses the library management software (LMS) switching from the earlier NETLIB software to KOHA this year. The library follows an open access system and maintains Online Public Access Catalogue (OPAC) to provide easy access to the bookshelves. The web OPAC is also remotely accessible. In addition, the CVS library has a rich collection of reference textbooks such as dictionaries, encyclopaedias, yearbooks, and competitive exams books. The library also provides access to a large number of e-resources through the N-LIST programme of INFLIBNET and DULS (Delhi University Library System). The faculty members and students are encouraged to take the membership of N-LIST. The reading rooms are air conditioned with the seating capacity of 100 students and Wi-Fi facility. The faculty members also have access to anti-plagiarism software URKUND.

Name of ILMS software: KOHA

Nature of automation (fully or partially): Fully

Version: 1.0

Year of Automation: 2001

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.cvs.edu.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

5.78

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

328

File Description	Documents
Any additional information	View File
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

College has Wifi facility with 8 access point and provides 100mpbs speed. In Computer-Lab-1, 37 computers and in Computer-Lab-2, 38 computers are for student use and 5 computers are kept in the library. College has total 992 computers and laptops out of them 916 are available for students. Students use these computers and

laptop for typing their assignment or making presentations. The computers have different installed software including internet browsers e.g. Google Chrome, Adobe reader, MS Word, MS Excel and PowerPoint. Every student is assigned with MS Team id for online classes. The college has 22 printers of brands e.g. HP, Samsung and Zebra. College installed 51 projectors in different class-rooms of brand e.g. Sony VPL-SW 630 and Hitachi. Teachers mostly use PowerPoint for making the classes more interactive and productive. Seminar and conference room also have the projectors facility.

The college also has a LAN internet connection. It is constantly used in the college office with 100 MBPS speed.

The desktops are running on windows 7, windows 7 pro, windows 10 and windows 10 pro operating systems and the laptops operate on Ubuntu. The College office computers have Office Pro Plus 2013, Win Pro 10.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cvs.edu.in/infrastructure.php

4.3.2 - Number of Computers

916

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	View File
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)**

19.6

File Description	Documents
Upload any additional information	View File
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 Staff Council of the college makes various committees like Purchase, Verification, Library, Sports, Cultural, Canteen etc. for proper maintenance of physical, academic and support facilities.

A Library Committee meets several times in a year to discuss improvement of facilities provided by the library. The Library is maintained by 07 staff members headed by the officiating Librarian.

A Canteen committee takes adequate steps to make the canteen hygienic and plastic free.

The college garden is nurtured by a group of gardeners of the college adhering to the recommendations of the Garden Committee. An Open Gym is also established in one of our lawns.

The college has an air-conditioned Girls' Common Room equipped with first aid medical kit and attached bathroom and is looked after by GCR Committee

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.cvs.edu.in/committee.php

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

58

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

01

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								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th> <th data-bbox="529 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 613">Link to institutional website</td> <td data-bbox="529 506 1436 613">https://www.cvs.edu.in/eo.php</td> </tr> <tr> <td data-bbox="86 613 529 678">Any additional information</td> <td data-bbox="529 613 1436 678">View File</td> </tr> <tr> <td data-bbox="86 678 529 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 678 1436 824">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	https://www.cvs.edu.in/eo.php	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	https://www.cvs.edu.in/eo.php								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
601									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
601									
<table border="1"> <thead> <tr> <th data-bbox="86 1207 529 1272">File Description</th> <th data-bbox="529 1207 1436 1272">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1272 529 1337">Any additional information</td> <td data-bbox="529 1272 1436 1337">View File</td> </tr> <tr> <td data-bbox="86 1337 529 1554">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1337 1436 1554">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted 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	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

121

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

19

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

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

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

government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

45

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

Students are given adequate representation in many administrative, co-curricular, and extra-curricular activities. Students are a part of a range of academic societies including COMSOC, MSOC, Vociferous-Vocationals, INSPIRIX, ECONOX, CARVAN, FIC, MERCADEO, ENCRYPT, English Literary Society, Time Travelers, SAMVAAD, Book Club. Rotaract, Enactus, NSS, and Connecting Dreams Foundation are social work organisations that educate students about their responsibilities to society. Students can engage in entrepreneurial activity through societies such as ERIC, QUONSULT, and TEB. The college supports student participation in the

placement system through the placement cell ASPIRE, which works under the supervision of faculty members.

There are several student cultural societies such as Criador-creative, Zephyr-photography, Dramanomics-drama, Manthan-fashion, Shashtrarth-Debate, and others. The students' union along with the cultural societies take an active part in the organising the annual college fest "TATVA". The students' union also serves as a connection between the students and the administration. The college's social media handle, "SMC," is likewise managed by students under the supervision of staff members. Student representatives are also present on the IQAC, Internal Complaints Committee. The students also get benefit of attendance for representing the college in various competitive events organised by other colleges and universities.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/ds.php
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

105

File Description	Documents
Report of the event	View File
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

The college has an established alumni association in the college and all graduating students are encouraged to join it. The College is extremely proud of its alumni. They have excelled in a variety of fields, including public services, entrepreneurship, television and film industry, civil services, the armed forces, social work and MNCs. The college Alumni are invited to the college to deliver lectures. They discuss their experiences and thoughts about the industry in which they are employed. They provide information about the prospects available to the students through their training in a particular course. At the Annual Day function, former students are invited as special guests to speak and motivate current students.

A Telegram group is there to make interactions easier between the alumni and the current students. The primary goal is to connect and collaborate with alumni. The Telegram group is a good platform since it removes the barrier of distance.

Annual reunion : The yearly reunion allows current students to interact and learn from their alumni. The alumni also feel proud in visiting and connecting with their alma mater. This could not be held this year due to Covid 19.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 college as per its vision and mission aims to provide good

education along with proper facilities for all-round development of the students. The college has well-qualified teachers and a good infrastructure to encourage and facilitate innovation, research, and extra-curricular activities. The vocational aspect of education is well emphasized by regularly exposing the students to talks, seminars and lectures by industry people and scholars and the college has a well-maintained playground, library, computer labs, classrooms with projectors and activity rooms to facilitate the teaching learning process holistically.

The Governing Body, consisting of the principal (as Secretary), the Chairman, the treasurer, university appointed members and two teacher representatives and one representative from the non-teaching staff, takes the major administrative decisions of the college and the Staff Council consisting of all the teachers, takes the other decisions. There are more than 20 committees headed by teacher conveners to look after the functioning and prospective plans of the college to ensure better facilities for the students. There are around 25 student societies to help students polish their skills and network with like-minded peers. Thus, the college works towards helping each student realize their full potential and excel in their respective fields.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/governing-body.php
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 institution run through a decentralized and participative management. All the major decisions are taken by the Governing Body, which has two teacher representatives, one non-teaching representative and two university appointed members along with the Principal and the Chairman. The Staff Council consisting of all the teachers (headed by Principal), takes the other academic and administrative decisions of the college. There are 20 Committees whose conveners are chosen as per seniority and by consent, to look after the various aspects of administration. The duly elected Students' Union and the other society members help the teachers in managing various academic and cultural events at the college. One example of such participate management in 2021-22 was the conduct of May-June 2022 exams. The Staff Council had chosen two Exam

Superintendents who were to be helped by the Librarian and the teaching as well as the non-teaching staff whose duties were well defined. While the teachers acted as invigilators, the librarian and other non-teaching staff took care of filling of examination forms and distribution of admit cards, room-wise seat allocation, paper distribution, paper collection and other such works and the Exam Superintendents made sure that the exams were held smoothly and fairly.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/committee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college was engaged infrastructural development as a part of deployment of strategic plan and its successful implementation. The purpose was to accommodate growing academic needs of the students. Viva Associates were selected for the construction of this new building . The plan comprises of construction of a double storey building in prefabricated insulated sandwiched skin in flat cement particle board sheet- asbestos free in W- profile for additional classrooms and toilets. The plan was approved in the building committee meeting held on September 10, 2018.

The two tenders that were received were from M/s Shweta Contractors and the other was from M/s Viva Associates. Since the amount quoted by Viva Associates was the lowest, the Building Committee decided to recommend to the Governing Body for its approval and award of the contract. A payment of 40,00000 /- was made to Viva Associates on 5th May 2022. Subsequent payments were also made from time to time as the work progressed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.cvs.edu.in/Mission_Vision.php
Upload any additional information	View File

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 institution follows service rules and organisational structure mandated by the university. The Principal acts as the head of both teaching and non-teaching staff. The Governing Body of the college is constituted by the University, making it the highest decision-making body of the institution. The duties of the administration are divided and decentralised amongst the two administrative officers who lead the administration and accounts department, respectively, along with the Senior Personal Assistant (SPA). The administrative officers are backed by their Assistants and the work is also delegated to the Caretaker as well as to the Gestetner Operator. Utility staff functions as the last line of service assistance in both these departments. The Principal is further assisted by the Librarian, Teachers-in-charge of the departments, and the Bursar. Further, the Librarian is backed by Assistants and Library Attendants. The functioning of the computer lab is overseen by the TIC of the department of Computer Science, along with the administrative office, and with the assistance of lab attendants. In the case of the teaching staff, the organisational structure is rather simple. The duties are met efficiently through the combined and hierarchical efforts of the Principal, Associate Professors and Assistant Professors.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/governing-body.php
Link to Organogram of the Institution webpage	https://www.cvs.edu.in/about-the-college.php
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution meticulously follows the welfare measures and schemes mandated by the Government of India and the University for both the teaching and non-teaching staff. The staff can avail casual leaves, earned leaves, and medical leaves. Additionally, the college also has a provision of maternity and paternity leaves according to the government rules. Teachers can also access child care leave to look after their wards. In order to encourage academic growth and enhancement of the faculty members the college also provides duty leaves to its employees to attend seminars, refresher courses, faculty development programmes etc. The teaching staff can also take study leave and sabbatical leave as per the rules. The college also provides its employees and their dependents a robust financial support system which is reflected in provisions of reimbursements of medical expenses, and partial tuition fees of the wards of the staff. The staff members also have access to LTC and HTC. Apart from this the college also provides financial support to its members for attending seminars, workshops, FDPs, etc. The college also extends its support to the children of its employees by providing admission under ward quota. The welfare measures also include retirement benefits for the employees.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/uploads/pdf/1659423578_6_3_1.pdf
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**

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

02

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	View File
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**

16

File Description	Documents
IQAC report summary	View File
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

The institution follows the university guidelines of maintaining a performance appraisal system and encourages its employees to regularly fill Annual Performance Appraisal Report (APAR) to ensure an objective evaluation of their academic growth and to ensure constant skill enhancement of the teaching and non-teaching staff. In the year 2021-22 the IQAC of the college emphasised that APAR is a vital tool to review and assess employees' academic and administrative performance during the year and encouraged teaching and non-teaching staff to fill it annually. The aim of the assessment is not only to take stock of annual performance but also to encourage the members of the teaching and non- teaching to realise their true potential. It takes into account the institutional vision and mission, and the ways in which individual members have participated in attaining institutional goals. APAR also acts as a self-evaluation tool in considering an individual's specific targets for an academic year and their fulfilment of them at the end of the year. This form of evaluation allows for both a subjective and objective reflection on performance of individual employees and helps them identify their strengths along with areas in which there is scope for skill upgradation and improvement.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/apar.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal and external audits annually. The college prepares the annual accounts at the end of each financial year. Audit is a systematic and independent examination and evaluation of accounts, documents, and financial books. Internal audit is conducted by the auditor appointed by the college with the approval of Delhi University. This is usually not done every year, but once in a couple of years. External audit is conducted by the Comptroller Auditor General of India (CAG) from time to time in accordance with the Statutory Audit Report (SAR). The internal audit for each financial year is submitted to the University of Delhi through mail. In case of any objections that are raised by the university with regard to any particular expense, the same is resolved with the help of a college appointed CA. The college also rigorously follows the instructions and suggestions given by CAG and SAR and properly evaluates, measures, and presents financial records at the end of each financial year.

File Description	Documents
Paste link for additional information	Nil
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)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
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

Several measures are planned for fund mobilization of funds. The funds are generated were through different activities like MoUs, seminars, and the deployment of funds for the same sanctioned by UGC, contracts and self-finance courses that are run by the college.

The college also permits its infrastructure to be utilized for SOL and NCWEB, which generate funds which are further streamlined for the college's academic needs. Each year the college organizes the annual festival 'Tatva'. Prior to the festival several MoUs are signed well in advance between different companies / individuals and the college for setting up of stalls for the students.

Like all the departments in college, the Commerce department too has several societies which conduct many academic and industry related events. For this the student organizers do get sponsorships which are also channeled through the MoU Committee and the Verification Committee and then the amount is used for the event.

The college also runs self-finance courses like Computer Science and BBE. There is a canteen and a contract/ rent agreement regarding the same is signed annually.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/upload/22112018_cvs_%20running%20canteen%20in%20the%20college.pdf
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

The Internal Quality Assurance Cell (IQAC) committee of the college meets on a regular basis and makes diligent efforts to enhance the quality assurance strategies and ensure their effective implementation at the institution. It has made some significant contribution to the attainment of institutional vision and mission through various initiatives. Two such noteworthy practices institutionalised by IQAC in 2021-22 are as follows:

1. Initiation of quality initiatives for the non-teaching staff
2. Website updation to make it more readable and accessible

A financial literacy workshop was conducted by the IQAC on 29 June, 2022 for the non-teaching staff. The workshop can be seen as the beginning of quality enhancement initiatives for the non-teaching staff. The IQAC plans to conduct more of such events in the future. The IQAC also formed a committee comprising Ms. Parul Chachra, Dhananjay Singh, and Deepak to improve the readability and accessibility of the college website. Under this initiative appropriate links for academic calendar, mentor-mentee page, syllabus, and societies were added to the college website.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/iqac.php
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

The Internal Quality Assurance Cell (IQAC) of the college proposed and successfully implemented two major reforms to enhance the teaching-learning process. The first major reform was putting forth the Feedback Form on the college website titled, 'Students Satisfaction Survey'. The questionnaire for the Students Satisfaction Survey was based on diverse criteria closely linked with overall satisfaction of the students. These included but were not limited to- enriching and challenging course content with clear objectives, apt pedagogy, inciting involvement in classroom discussions, the overall environment in the class, adequate availability of resources in the college library and participation in extra-curricular activities/societies. Another considerable reform was drawing up of lesson plans at the beginning of academic year. These lesson plans, followed by the teachers throughout the year, aided the teaching-learning process in multiple ways. These meticulously laid out lesson plans helped in bolstering the smooth structure of the classes. The easy accessibility of these plans also assists students to prepare for exams and also helps teachers with continuous evaluation of the students.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/studentssurvey.php
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	https://www.cvs.edu.in/annual.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

College of Vocational Studies is committed towards establishing and promoting gender equity, both in terms of material facilities on campus and public sensitization. Various facilities have been provided to female students, teachers, and staff to make the college campus a safe and productive space. We have a female security guard stationed at the main college entrance gate to safeguard the physical security of the students. The college has a Girls' Common Room which houses facilities like comfortable sofas, AC, hygienic washrooms and sanitary pad vending machine. The college also has Internal Complaints Committee and Discipline Committee set up to address gender related issues and concerns.

The Women Development Cell, Aaghaaz, aims to work for the upliftment of the female gender and LGBTQIA+ community. In the year 2021-2022, Aaghaaz organized a number of events including Sanyukt, Umeed ki Udaan 4.0, and Manasvini- the annual event of Aaghaaz. The team also ran a successful donation drive during the peak of the pandemic.

Aaghaaz, along with NSS, work relentlessly for the cause of gender equity and equality. We as a college understand our responsibility to sensitize our students and staff on gender relations and work sincerely to establish a culture of equity.

File Description	Documents
Annual gender sensitization action plan	https://cvs.edu.in/uploads/pdf/annual%20gender%20plan.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	https://cvs.edu.in/uploads/pdf/7.1.1%20Supporting%20Documents%20PDF%20.docx.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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Several college societies are spreading awareness through programs like Environmental awareness drives, Projects, Talks, Workshops, Nukkad Nataks and Outreach activities to develop ecofriendly behavior. Green Brigade, the environment society and NSS-CVS provides platform for enlightening students about environmental

issues. An MOU was signed with "Jaagruti waste paper recycling services" to recycle waste paper from the College.

Many activities were held and several initiatives undertaken up in the college to reduce waste production and its management. Composting the garden waste generates manure for the plants. Green Brigade started an initiative "Waste Management Project" to maintain a clean and green campus. NSS-CVS, took a step to make our campus cleaner and ensured that there should be proper disposal of plastic waste. Moreover, separate bins have been setup for different types of waste in the college.

Team Green Brigade organized a Plastic Collection Drive with the aim of reducing single use plastic waste on 3 March 2022. Participants brought various plastic products such as bottles, polythene bags, wrappers, containers etc. The collection resulted in 5 Kg of single use plastic. All the collection was passed over to Indian Pollution Control Association, a NGO working towards empowering people to live in a healthier environment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://cvs.edu.in/uploads/pdf/7_1_3_Geotagged_Photos.pdf
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 566 539 633">File Description</th> <th data-bbox="539 566 1445 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 633 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 633 1445 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td> <td data-bbox="539 734 1445 801" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	View File					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	View File										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>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</p>	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1171 539 1238">File Description</th> <th data-bbox="539 1171 1445 1238">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1238 539 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1238 1445 1384" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1384 539 1485">Certification by the auditing agency</td> <td data-bbox="539 1384 1445 1485" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1485 539 1585">Certificates of the awards received</td> <td data-bbox="539 1485 1445 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1585 539 1653">Any other relevant information</td> <td data-bbox="539 1585 1445 1653" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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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										
<p>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</p>	<p>B. Any 3 of the above</p>										

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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

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).

College of Vocational Studies has always strived to provide its students an inclusive and emotionally safe space to learn and thrive. There are measures in place to ensure all forms of inclusivity. Students are admitted from across regions and diverse backgrounds as per university rules and the institute makes sure there is no discrimination or misdemeanour at any level. The college has an anti-ragging committee as well as an Internal Complaints Committee (ICC) that address and promptly take action on all cases related to harassment or ragging. Committees like North Eastern Students Cell and Special Categories Admission Enabling Committee ascertain representation from students from diverse cultural and social backgrounds. The Women Development Cell and the Mental Health and Advocacy Cell ensure students get adequate and timely emotional and psychological support from the institution. The institution also follows the scholarship policy of PMSSS, NSP, and Merit Scholarship to SC/ST/OBC/Minority students mandated by Govt. of NCT to provide financial aid to students from diverse socioeconomic backgrounds. The various societies encourage students to celebrate their regional heritage through organisation of activities throughout the year. The institution continuously makes efforts to provide equal opportunity to all its students.

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	View File

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

The College of Vocational Studies comprises, within its structure, various societies to foster Constitutional values in both students and employees. A day prior to Republic Day, NSS organized a virtual event titled Voter's Pledge to affirm and celebrate the right to vote. First-time voters were encouraged to participate. On the occasion of Republic Day in 2022, the college invited UN Peacekeeper and Military Leader Major General Prabdeep Singh Behl for a speaker session(virtual). On the 11th of March 2022, in collaboration with Indian Red Cross Society, NSS organized a Blood Donation Drive where students from the college volunteered to make this activity a success. The drive evoked feelings of empathy and compassion for fellow citizens. A slogan writing competition was organized in January and the theme of the event was "Gandhian Philosophy in the 21st Century". On the occasion of Martyr's Day (30th January 2022), NSS invited author, activist and Gandhi historian Mr Tushar Arun Gandhi for a webinar to commemorate Mahatma Gandhi's struggle for Independence.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The shared remembrances of significant national and international occasions weave the humanity together. Believing in the same, the College of Vocational Studies organizes multiple events to commemorate the historical past, traditions and practices of India. The college celebrates Independence Day and Republic Day with immense joy and enthusiasm. There are cultural performances, quizzes, competitions, seminars and webinars organized by different college societies. Our NCC Cadets joined the Republic Day Camp'21. National Voters' Day was also celebrated as a part of Republic Day celebrations in 2021. On 30th January 2022 (Martyr's Day), NSS invited eminent author, historian and activist Tushar Gandhi for a webinar on Mahatma Gandhi's struggle for Independence. Aaghaaz conducted an online event titled 'Women and Independence' on 12th March 2022 to formally inaugurate 'Azaadi ka Amrit Mahotsav'. NSS celebrated International Women's Day on 8th March 2021 by visiting the Bal Sahyog NGO. On 5th June (World Environment Day), Green Brigade conducted a webinar "Virtual Earth Conference 2.0" which comprised of Interview session, Panel Discussion and Speaker Session. The college puts in sincere efforts to commemorate important dates and events and enlighten the students about our glorious past and hopeful future.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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-1ASPIRE:PLACEMENT CELL

Objectives:To provide placements to final-year students, internships, training sessions to improve employability.

Context:Aspire began in its present structure in 2013

Practice:The Cell functions as a facilitator between the students and the companies. Pitching/inviting companies,publishing jobs, conducting drive,pre-placement talks

Evidence:The number of companies visiting for placements increased from 68 to 340 from 2018-19 to 2020-22. The number of companies offering internships increased from 90 to 400 from 2018-19 to 2021-22.

Problems:Aspire doesn't have wifi in the New Block. Sound system and projector screen are required.

Notes:The cell would like a Portal for enabling students to register and apply.

Best-Practice-2 Dr Radhakrishnan Book Club

Objective:To inculcate the habit of reading and writing among the student community.

Context:Initiating a Book club with students;Dr Radhakrishnan Book club began a monthly event.

Practice:DSR promotes the culture of reading among the students.

It meets fortnightly to discuss a book(pre-assigned), and students required to write book-review in English/Hindi. A reputed author is invited to speak.

Evidence:DSR has helped the students to think beyond social media and engage with academics. The multilingual aspect of the club has enriched their minds.

Problems:The club faces the problems of infrastructure and Funds for buying books

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The College of Vocational Studies is an institution with emphasis on Vocational education. Finding a vocation and making a student suitable for a job is the distinctiveness of our courses. Our courses are Management based and relate to different sectors like marketing, Insurance, Human resources, Tourism and Entrepreneurship. The students gain expertise in these fields and get employment through our placements. Not only are these students equipped with the knowledge of their respective fields of study but they are also trained with the right amount of computer skills, have pursued internships and are good with their extra-curricular activities as well. Increasingly, the companies which hire them are looking for students who have had a holistic development and our college imparts these skills within the ambit of as many as 32 societies which are constantly organizing events, conducting workshops and training sessions, holding webinars and seminars, social and cultural programs to keep the students aware, confident and enterprising. We believe that education is not limited to hard skills but also extends to the gainful employment and practice of soft skills, communication skills, organizational skills and leadership skills. Our alumni are in the best organizations and make us proud.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The College has a vision of attaining a number of goals in terms of its infrastructure and academic as well as holistic development of the students and faculty. The newly built block of the college must be equipped with a well-built internet network, must have a conferencenroom with proper sound system and projector. The college must have smart class rooms and new computers in the labs. The college must get a quality and green audit done for its premises. Besides this, the college placement cell should aim for 100% placements for the students. The faculty must publish papers regularly and each department must organize at least one national seminar in theacademic year. The student societies must organize events related to culture, tradition and social harmony. Gender equity measures should be enhanced and steps should be taken for better safety of women in the campus. The environment cell must take new initiatives for natural conservation of resources and ban on plastic goods in the campus. Students should aim towards a holistic development, be able to pursue their studies as well as internships and projects to make themselves ready for their future.