



YEARLY STATUS REPORT - 2022-2023

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	anu.satyal@cvs.du.ac.in				
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
Cycle 2	A	3.11	2023	17/10/2023	17/10/2028
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	2022-23	434074288	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
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 2022-23, 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 Committee	10/05/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	20/01/2023

15. Multidisciplinary / interdisciplinary

The New Education Policy 2020 has been crafted with an understanding of the intricacies of the modern world. It recognises the significance of multidisciplinary and interdisciplinary approach to higher studies for holistic development of students. The College of Vocational Studies has successfully translated this spirit through effective implementation of the UGCF curriculum across all courses. During the academic year 2022-23, the college offered Value Addition Courses like 'Culture and Communication' and 'Vedic Maths' alongside

Generic Elective courses like 'Business Organisation' and 'Nationalism in India'. These courses were enthusiastically chosen by students across various departments. Students of Humanities chose 'Vedic Maths' and 'Business Organisation' whereas students of Economics and Commerce chose 'Culture and Communication' and 'Nationalism in India'. These courses not only enriched students with skills and perspectives that might not have been accessible within their core departments but also elevated their efficacy and broadened their skill set. Introduction of VAC and SEC subjects has provided students with a wide array of choices, allowing them to tailor their academic experience to better meet their individual needs. Students also have an option to choose GE subjects from another discipline, allowing them to earn a minor degree in that field, thus making college education essentially multidisciplinary. The college actively promotes a multidisciplinary and interdisciplinary approach through its organisation of lectures and talks that serve as prime examples of this pedagogical philosophy. For instance, lectures like 'Fragrant Flavours and Forgotten Foods: Story of Delhi through Food' delivered by Padmashree Awardee Prof. Pushpesh Pant at Karvan the annual festival of the History Department exemplified profound significance of an interdisciplinary approach to academics, seamlessly blending elements of history, culture, and gastronomy to illuminate Delhi's culinary heritage. Students at the college actively contribute to society through participation in outreach activities with groups like Green Brigade, which organised seminars on sustainability and waste management, and NSS, which initiated programs like the Electoral Literacy Club on 22/02/2023 and conducted cleanliness drives. In alignment with NEP 2020, the college has created a dynamic learning environment. Looking ahead, the college is committed to expanding its initiatives and resources to further facilitate this progressive approach to education.

16.Academic bank of credits (ABC):

The College of Vocational Studies, a constituent of the University of Delhi, diligently adheres to the university's guidelines. In alignment with the University's adoption of the National Education Policy (NEP) 2020, our college has adopted the Academic Bank of Credits (ABC) system. This system provides greater choice to students and ensures that no course in which they have invested their time and effort would ever be in vain. It offers enhanced flexibility and mobility in education. To inform our students about the NEP 2020 and the ABC system, the college plans to organise workshops and lectures. These initiatives aim to empower students with knowledge to make most of these educational advancements. The

Academic Bank of Credits further strengthens the foundation for a multidisciplinary approach to higher education. The element of continuous assessment and practical has given teachers and students freedom to explore how classroom knowledge can be applied in the real world. For example, the mandatory Ability Enhancement Courses (AEC) in Environmental Studies now incorporates a practical component. This allowed teachers to assign specific tasks to students. Students were instructed by the faculty to visit different colleges within the Delhi University or nature parks and then create reports detailing the biodiversity they observed in these locations. Additionally, the college is dedicated to making infrastructural and administrative improvements to ensure the successful implementation of the ABC system. These efforts collectively contribute to a more dynamic and responsive educational environment at the College of Vocational Studies.

17.Skill development:

The component of skill development under the NEP instructs institutions to align their curriculum with the National Skills Qualifications Framework. The NSQR primarily focuses on the dissemination of vocational education. The College of Vocational Studies takes pride in being one of the pioneering institutions that provide high-quality vocational education. The college offers seven specialised vocational courses: Tourism, Small and Medium Enterprises, Office Management and Secretarial Practice, Marketing Management and Retail Business, Human Resource Management, Management and Marketing of Insurance, and Materials Management. Providing unique and effective vocational education to students is deeply embedded in the foundational vision and mission of the institution. The college boasts specially trained faculty members who teach these courses. The institution ensures students receive value-based education through VAC courses like 'Ethics and Culture' and 'Ethics and Values in Ancient Indian Traditions'. Societies like NSS and Green Brigade assist in inculcating humanistic values in our students. Additionally, the college organised multiple lectures and field trips during the academic session 2022-23 to enhance skills and expose students to the actual field of work. Some of these events included:

- On October 7, 2022, Team ComSoc successfully organised an industrial visit to the Coca-Cola Happiness Factory situated in Greater Noida, Uttar Pradesh. Thirty-two members, along with two faculty members, visited the factory to acquire knowledge about the company's basic operations, production, and management processes.

- Enactus CVS is also actively involved in establishing self-help groups in Najafgarh in collaboration with the Delhi government under the National Urban Livelihood Mission. The goal is to create self-sustaining, large-scale businesses and generate employment opportunities for women. The department's efforts in this area have gained recognition, including coverage in newspapers and appreciation from the current Revenue and Transport Minister of Delhi, Shri Kailash Gehlot.
- On October 20, 2022, Vociferous Vocationals, the Society of Vocational Courses, organised an enlightening seminar on "How to Ace Interviews" featuring Mr. Rajat Mathur, a working professional with over 20 years of corporate and interviewing experience.
- Aspire, the Placement Cell, took the initiative to train students through various offline sessions, including Career Counselling Sessions, Resume Building Workshops, Sessions for GD-PI, ISB YLP Sessions, and Meet the Alumni & A Day with Aspire. These activities helped our students incorporate new learnings and gain confidence during interviews, making a significant contribution to Aspire's growth.

In conclusion, the College of Vocational Studies remains committed to providing outstanding vocational education and skill development opportunities for its students through a variety of enriching experiences and initiatives.

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

The National Education Policy (NEP) places significant emphasis on the effective integration of Indian knowledge systems into all aspects of education. At our college, we actively uphold this commitment by not only offering courses rooted in Indian knowledge systems but also through various initiatives such as seminars, talks, and field visits. For instance, during the academic year 2022-23, the Mathematics department introduced Vedic maths as a VAC option for students, aligning with our focus on Indian knowledge traditions. Similarly, the English department's 'Culture and Communication' paper delved into instilling core values like *Vasudhaiva Kutumbakam* and *Ek Bharat Shreshtha Bharat*, drawing inspiration from texts like the *Bhagavad Gita* and speeches by Sri Aurobindo. The course also included readings from Indian folk cultures. In furtherance of these values, the college recently unveiled a statue of Swami Vivekananda, reinforcing his enduring influence on the ethical framework of the college. Additionally, our History department actively engages students in exploring India's

rich cultural tapestry through visits to events like the Surajkund mela, renowned for showcasing traditional handicrafts, food, and cultural performances from across the country. Furthermore, students benefit from educational walks to historical monuments like Qutb Minar and museum visits to the Pradhan Mantri Sangrahalay, all aimed at fostering a deep appreciation for the diverse culture and heritage of India. In addition to this, the college promotes teaching in Indian languages. All first-year students are required to study Hindi. Furthermore, the college's cultural society includes groups dedicated to celebrating Indian classical dance and Indian folk and street theatre forms. The Department of Hindi celebrated International *Matra Bhasha Divas* on 21 February, 2023. On this occasion teachers read poetry in their respective mother tongues. The day was celebrated to highlight the importance of preserving regional languages. These wide arrays of initiatives showcase college's dedication towards preserving and promoting India's rich and diverse knowledge systems.

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

The National Education Policy (NEP) places a strong emphasis on Outcome-Based Education (OBE), and the university, fully recognizing the significance of this approach, has tailored its Undergraduate Curriculum Framework (UGCF) accordingly. One noteworthy feature of our academic setup is the transparency with which the learning outcomes of each course are readily available on the college website. This enables students to gain a clear understanding of what each paper aims to achieve, aligning perfectly with the principles of OBE. In addition to clearly defined learning outcomes, our curriculum, teaching methods, and internal evaluation processes have been meticulously designed to materialise aims of OBE. The college has gone a step further by institutionalising a robust student feedback mechanism that critically assesses whether the desired educational outcomes are being met through our various practices. Faculty members of the institution conduct internal and continuous assessment throughout the semester with focus on expected outcomes of a course. At the beginning of each semester, the teachers also create a comprehensive teaching and lesson plan which provides a well delineated roadmap for achieving desired course outcomes. Furthermore, a vital component in the development of course outcomes is the practical exposure students gain through internships and placement opportunities. In the academic year 2022-23, College of Vocational Studies witnessed a remarkable achievement as the students secured positions across a diverse spectrum of sectors, including IT, media, finance, HR, and many others. Notably, a significant number of our students also opted for further studies,

and the OBE approach played a pivotal role in facilitating their pursuit of desired career paths. In essence, our commitment to Outcome-Based Education can be seen through our efforts that empower our students to succeed in an ever-evolving professional landscape.

20.Distance education/online education:

The College of Vocational Studies is equipped with facilities that can facilitate online learning if needed. All classrooms are ICT enabled with projectors, and the old building has Wi-Fi access. The seminar and conference rooms are fitted with projector and sound systems. They are utilised to conduct conferences, seminars, and workshops. Under the National Education Policy 2020 students can take courses on digital and technical literacy. For instance, the commerce department offers VAC courses on 'Digital Empowerment' and the Tourism Department offers a specialised course on 'E-tourism'. Such courses underscore the growing importance of digital platforms and exemplify the institution's efforts in seamlessly integrating them into the fabric of teaching and learning. Furthermore, our library and computer labs offer students the opportunity to practise on desktop computers, allowing them to refine their skills. Currently, students receive login IDs and passwords from the library to access academic papers and online resources through NLIST-INFLIBNET. The NEP emphasises offering education through various methods like online, hybrid, and on-campus options. This is crucial in a diverse country like ours to ensure access to education and academic resources for all students, promoting inclusivity. Additionally, our college serves as a centre for IGNOU (Indira Gandhi National Open University), NCWEB (Non-Collegiate Women's Education Board), and SOL (School of Open Learning). These distance learning formats cater to students with diverse backgrounds and needs, offering flexible education modes. Furthermore, many of our faculty members actively contribute to the development of study materials for SOL, IGNOU, and ePathshala.

Extended Profile

1.Programme

1.1 989

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

File Description	Documents
Data Template	View File

2.Student2.1 3626

Number of students during the year

File Description	Documents
Data Template	View File

2.2 740Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1173

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 97

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	989
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	3626
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	1173
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	97
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	201.76
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	913
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 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, MOM-Modern Office Management , 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 Post-graduate diploma in Tourism.

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 2022-23. The teaching-plans of the faculty members are uploaded on the college website for 2022-23.

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

In academic Year 2022-23, National Education Policy (NEP) was applicable to the first year students and LOCF to second and third year students. Under NEP, internal evaluation consists of class tests and assignments. Each paper has an internal assessment of 30 marks, out of which 12 marks are for assignments, 12 marks are for internal test and 06 marks are for attendance. Also, each paper has a continuous assessment of 40 marks where student is awarded a maximum of 35 marks on basis of class participation, quizzes, practicals etc and maximum of 5 marks for attending tutorials. Each paper under LOCF 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 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

C. Any 2 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**

The College believes in transforming students into sensitive, value-enriched and compassionate human beings. The introduction of the NEP enabled the introduction of value added courses (VAC) which addresses issues like Professional ethics, human values, environment and sustainability.

The college offers VAC including Ethics and culture, social and emotional learning etc. Courses like "Emotional intelligence" and 'working with people' create empathetic and wholesome individuals for the society.

The mandatory AECC course, Environmental science, address issues

like sustainability and environment. Apart from these, there are core courses, Discipline Specific elective and Generic elective courses which are offered by various Departments.

Department of Commerce included in its curriculum papers like Business Laws, Corporate Laws and Human Resource Management which addresses Professional Ethics. Department of Economics offers Discipline specific elective course on Environmental Economics which address environmental issues and Sustainability. Department also have core papers like Development economics also looks in to issues of inequality, environmental problems and Human Capital formation. Department of English offers course on woman and woman empowerment, women writing and applied gender studies. History Department has courses like History of India which address the issues like Human values and Discuss the role of the landscape and environmental variations in the making of India's history.

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

11

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

970

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

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

626

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

Assessing learners is an ongoing process that assists educators in recognizing both slow learners and advanced learners within the classroom. Teachers gauge students' progress through lectures and various activities such as quizzes, assignments, tutorials, and more. These assessments enable the identification of students with varying learning paces. Subsequently, tailored teaching strategies are developed and implemented to cater to the specific needs of these students.

Our faculty members adopt an integrated teaching approach:

Slow Learners:

- Tutorials and remedial classes are undertaken for students who may need extra support. Additionally, Mentor-Mentee groups are established for all students.
- To enhance the subject knowledge of slower learners, we offer supplementary reading materials, simplified books, including e-links.
- Home assignments are regularly assigned and graded to evaluate teaching effectiveness.
- Peer learning is fostered through group discussions and presentations.

Advanced Learners:

- Our teachers assess students' potential and identify advanced learners through lectures, tutorials, class assessments, assignments, and extracurricular engagement.
- We recommend advanced readings in relevant topics to enhance.
- The College library provides access to Inflibnet service and other e-resources affiliated with Delhi University.
- To recognize their achievements, we offer cash awards, medals, appreciation certificates, and scholarships to

students who excel at various forums.

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
3626	96

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 implemented creative approaches centered around students to improve their learning experience. The college uses various strategies in this endeavor, such as

- Classroom sessions are conducted interactively and group dialogues are conducted, enabling students to participate in insightful dialogues.
- Students are urged to adopt autonomous problem-solving methods, which helps them understand the practical application of their knowledge
- Occasionally, guest lectures and interactive meetings with distinguished scholars are organized to enhance the students' learning abilities.
- The college prioritizes small group interactions via tutorials, projects/presentations, and group assignments to maximize the effectiveness of interactive content.
- Instructors allocate case studies to students and schedule quizzes and question-answer sessions, periodically.
- Extra care is given to learners who are progressing at a slower pace and those who are ahead, according to their individual needs
- Arrangements are made for industrial visits, educational excursions, and field trips to provide a hands-on experience

to the learning journey.

- Students are urged to utilize the library facilities to broaden their knowledge base
- Assignments involving project work are given in all hands-on subjects to promote collaboration and active learning.
- Teachers utilize classrooms equipped with ICT, audio-visual systems, and Wi-Fi to facilitate student-focused learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.cvs.edu.in/time-table.php

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

Information and Communication Technologies (ICT) enhance the education system by making it more efficient, engaging, and providing robust instruction. It also expands educational opportunities to a broader audience, creating an information-dense learning environment. To ensure students' active participation in the learning process, faculty members incorporate ICT into their teaching methods. The college utilizes the following tools for this purpose:

- Classrooms are equipped with projectors, which faculty members utilize to deliver lectures in a more effective manner.
- For any given course, at least thirty percent of the total lectures are conducted using ICT-enabled tools and resources
- The institution boasts two state-of-the-art computer labs, outfitted with the latest technology and amenities.
- Just as with theoretical courses, practical subjects are also taught using ICT-enabled tools and resources.

The institution effectively utilizes social media applications, such as WhatsApp, for disseminating useful links and resources to students, and for efficient communication between the department and students. Links for online tests are also distributed via WhatsApp groups. The entire college campus is equipped with Wi-Fi, allowing students and teachers to access the internet from any location within the premises. This connectivity is facilitated through a high-speed broadband connection.

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

95

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	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

46

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

1387

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 under LOCF 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. Whereas assessment pattern of Courses based on Under Graduate Curriculum Framework – 2022 implemented from the Academic Year 2022-2023 is different from previous evaluation process. The assessment pattern for courses of different credit distributions is provided by the University.

To make Internal Assessment and Continuous Assessment fair and reasonable, the college has Monitoring Committee for Internal Assessment that addresses any grievances regarding internal and continuous assessment.

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 committees 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. Notice is put up on college website informing students to apply for any grievances in the internal assessment marks.

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.

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. 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. Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses. 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. Many teachers are also the members of syllabus sub committees. Alumni students are also invited to interact with both students and teachers at specific 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 Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process: 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.

Average attainment in Evaluation Process: Students under

university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment.

The Methods of measuring attainment:

1. Annual and End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme.

2. Internal Assessment: Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject.

3. Institutional Tests: Students are assessed and evaluated throughout the year at institutional level through unit test.

4. Higher Studies: Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions.

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

1005

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)

0

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

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

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

0

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

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

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**36**

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****14**

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****18**

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

Several extension and outreach activities were organised by NSS, NCC, Aaghaaz (the Women Development Cell), and Green Brigade, ENACTUS to create compassion, awareness and understanding among students during the year making significant contribution in promoting college-society network. The social outreach activities conducted have significant impact in sensitizing the students towards various social issues, finding solutions for the betterment and upliftment of all. NSS hosted several events and activities centered on major themes like patriotism ("Selfie with Tiranga" and "Har Ghar Tiranga" campaign), and awareness towards social issues like harmful impacts of the use of single use plastics, free health check-up camp. Events like 'Prithvi'' organized by Green Brigade were successful in creating awareness about environmental consciousness and encouraging the audience to take steps for conserving the environment. Green Brigade was facilitated with the Certificate of Appreciation by "The Governing Council of the International Association of Educators for World Peace" (Affiliated to United Nations: ECOSOC, DPI), Indian Institute of Ecology and Environment and National Institute of Cleanliness Education and Research for contribution towards environmental education, training, and awareness. Self-defence workshops in association with Delhi Police for girl students conducted to create physical, psychological confidence in females in times of distress.

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

10

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

66

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

2931

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

360

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	View File

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

23

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 boasts a state-of-the-art ICT-enabled teaching and learning environment that caters to the needs of differently abled students. The college's infrastructure is thoughtfully designed, incorporating cutting-edge information technology and high standards of maintenance to ensure the delivery of top-notch education and a comprehensive learning experience for both students and faculty.

Situated across a sprawling 41075.593square meters of land, the college campus includes playgrounds, pathways, parking areas, and well-maintained lawns. The facilities, such as classrooms, conference rooms, seminar rooms, committee rooms, and the library, are generously spacious and equipped with modern amenities. There are two air-conditioned computer labs housing a total of over 80 LAN-connected desktop computers and 833 laptops. Additionally, designated areas are allocated for cultural and sports activities.

The institution has a well-stocked, fully computerized, and air-conditioned library, which offers separate reading spaces for students and teachers. The library also provides access to various electronic resources. Moreover, the College is connected to the National Knowledge Network, a Government of India initiative, through the University of Delhi.

In response to the challenges posed by the Covid-19 lockdown, the College enthusiastically embraced online teaching and learning. Microsoft Teams was adopted as the official platform for online education, facilitating an enhanced interactive experience between teachers and students. Notably, the institution maintains a robust student-to-computer ratio of 4:1.

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 boasts ample facilities for cultural activities, sports, and games, both indoors and outdoors. These include an outdoor gymnasium, a yoga room, and more. The College of Vocational Studies spans an expansive 41075.593 square meters, encompassing playgrounds, pathways, parking areas, and well-maintained lawns.

The Department of Physical Education and Sports Sciences, in collaboration with the Sports Committee, oversee sports-related activities. Students actively participate in a wide range of sports, including football, volleyball, cricket, basketball, archery, yoga, and kabaddi, among others. Facilities for sports like boxing and badminton are available outside the college

campus. Each academic year, the college adheres to the annual sports calendar provided by the University of Delhi. The Department also organizes Yoga & Fitness Camps, featuring activities such as yoga, aerobics, cross-fit, recreational games, and campaigns promoting healthy living and regular exercise.

Cultural societies operate under the purview of the Cultural Committee, responsible for maintaining instruments, equipment, costumes, and covering travel expenses, among other responsibilities. The cultural union, known as Reverie, has a dedicated cultural building for various student societies. The annual cultural festival, Tatva, is open to all colleges and universities and garners substantial attendance. It is held in the Amphitheater. Additionally, the college fosters holistic student development through initiatives like the Women Development Cell(Aaghaaz) and the Mental Health Cell (Manas).

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)

146

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 so that faculty, students, and staff. 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) KOHA. The library follows an open access system and maintains Online Public Access Catalogue (OPAC) to provide easy access to the bookshelves. This software is remotely accessible to teachers as well as students as it helps them track and check available books in the library online. 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 also have access to anti-plagiarism software URKUND to ensure the creditability of academic and research publications.

- 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)

4.379

File Description	Documents
Any additional information	View File
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

329

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 Wi-fi facility provided by University of Delhi with 8 access point. It is updated by university as per the requirement. All the computers are supported by a 100mpbs LAN and Wi-fi system. It has two computer labs. In Lab-1, 37 out of 38 computers and in Lab-2, 38 out of 39 computers are for student use and 5 computers are kept for students to use in the library. College has total 992 computers and laptops out of them 916 are available for students. Students frequently use the internet resources to access online resources. Installed in computers are, antivirus, Multiple internet browsers e.g. Google Chrome, Mozilla Firefox, Internet Explorer, free software to read the book e.g. Adobe Reader etc., MS Word, MS Excel and PowerPoint. College also has a separate wi-fi connection which is used by office and students. The college has 22 printers of brands e.g. HP, Samsung and Zebra. College installed 51 projectors in different rooms of brands in projectors e.g. Sony VPL-SW 630 and Hitachi. 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)

55.77

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, Staff Room, Library, Sports, Canteen, Garden and Girls Common Room Committee. Each committee conducts regular meetings and ensures optimum utilization of resources. The Institution has adequate facilities for Sports. The students

engage in more than 12 sports activities. The College has a Sports Store room and a Sports room. The Football Ground in college is maintained by two ground's men. The Cultural building is available for various student societies. The Annual Cultural Festival, Tatva is a major cultural platform for our students. The college has a Seminar Room and a Conference room equipped with projectors. The College has a hygienic and single use plastic free Canteen. The college has a Solar Power Plant and A rain harvesting system. The lawns and flora of the college are highly maintained. We produce organic vegetables and compost in a significant quantity. The college has an air-conditioned Girls' Common Room equipped with a vending machine for sanitary napkins, first aid medical kit and attached bathroom. The college has a medical room equipped with basic first-aid and medical facilities.

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 benefitted by scholarships and free ships provided by the Government during the year

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

49

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 benefitted 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://www.cvs.edu.in/ds.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

645

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

645

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

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

119

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	
29	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
08	
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.	
128	

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)

The institution prioritizes student involvement across diverse activities, fostering an inclusive campus culture. Through established processes, students engage in administrative, co-curricular, and extracurricular spheres, shaping a vibrant campus community. A robust student union and representation in societies amplify student voices and initiatives, enriching academic and extracurricular experiences. Such engagement cultivates leadership skills, responsibility, and community connection. Academic societies like COMSOC, MSOC, and others offer avenues for exploration, creating an intellectually stimulating environment. Additionally, students contribute to social work through societies like Rotaract and Enactus, promoting societal responsibility. Entrepreneurial endeavors are encouraged through societies like ERIC and QUONSULT, fostering innovation. The placement cell, ASPIRE, aids students in career preparation, ensuring industry readiness.

Student representatives are also included in the IQAC and Internal Complaints Committees to get 360 degree perspective. This inclusion promotes comprehensive evaluations and ensures fairness in decision-making processes. Students also have their representatives in Grievances redressal committee for SC/ST/OBC-NL/EWS and PwD, and Anti-Ragging Committee as per the guidelines of UGC. The College has North-East Students Cell for the students of North East. To support the students who are from economical weak background, the college has a scholarship committee.

Overall, the college is deeply committed to fostering students' representation and engagement across multiple platforms.

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

141

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 a very well organized Alumni association and all pass-out students are always encouraged to join this association. The College alumni have excelled in different areas including IT Sector, Public services, Entrepreneurship, Television and Film industry, Civil services, Armed forces, Social work and MNCs. The college has alumni all over the world. They are invited to the college to deliver special lectures, and seminars. They discuss their experiences and thoughts about the industry where they are employed. They provide information about the prospects available to the students through their training in a particular course. The college alumni are invited as special guests to speak and motivate current students at other college events such as College Annual Day. The motto of this association is to create a platform for the mutual growth of alumni and the institution.

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 vision and mission of the college is to be able to impart quality education to students and enable them to excel in academics as well as in extra-curricular aspects, and there is a special emphasis on the vocational aspect of education and encouraging innovation amongst them. There are well trained teachers to provide the right academic environment and in order to boost learning and research aptitude, the college procures a good number of books and magazines for the library every year where students can sit and study. There are Computer Labs, classrooms with projectors, activity rooms, well-maintained sports ground and yoga room for the students to facilitate the all-round development of the students.

All the major decisions of the college are taken by the Staff Council that comprises all the teachers and is headed by the principal. There are more than 20 active societies in the college which are looked after by the teachers and there are different committees headed by a convenor and member teachers that take care of the various areas related to the functioning of the college. For example, the student union committee ensures that there is a fair and smooth election to choose the student union members.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/Mission_Vision.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 college celebrated its Annual Day on 10th May, 2023 which was a good example of decentralization and participative management. The Convenor, Annual Day along with the Principal as the patron supervised a team of teachers and students who came together to prepare for the event. While the teachers prepared the list of the students who were to be awarded, the students from the Cultural Committee took care of the procurement of the trophies and printing of certificates. A small cultural program was also organised by the students and the Annual Report which was the outcome of the efforts of the different Department TICs and Society conveners and teachers who had compiled information for the report, was read out by the principal. The non-teaching staff took care of the arrangements of the sitting area. All financial transactions were signed by the Bursar and the Accounts department saw over the process. Ultimately the teachers, students and the non-teaching staff together made the event a success.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/boi.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 strategic plan of the college was to improve its infrastructure, and part of it was completing the work on the second new building. This new building is meant to help students learn better by adding more classrooms and activity rooms. The idea is to make it easier for teachers to give tutorials and lectures, and for students to do different activities. To get this building done, the college made payments to Viva Associates with clearance from the general body to make sure everything was done well and on time. This step is a big achievement in the college's

effort to improve its educational facilities. The new building is a sign of the college's commitment to giving students a good place to learn. This progress in infrastructure is a big step for the college as it keeps working towards making education more enriching for students.

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 adheres to the university-mandated service rules and organisational structure. The Principal serves as the head for both teaching and non-teaching staff, while the highest decision-making body is the Governing Body, constituted by the University. Administrative responsibilities are decentralized between two officers overseeing administration and accounts, along with support from the Senior Personal Assistant (SPA). These officers, assisted by their respective teams and additional support staff like the Caretaker and Gestetner Operator, manage duties. The Utility staff provides the final line of service assistance. The Principal receives support from the Librarian, department Teachers-in-charge, and the Bursar, each with their assistants. The computer lab is supervised by the Head of the Computer Science department, assisted by lab attendants and administrative office personnel. The teaching staff, including the Principal, Associate Professors, and Assistant Professors, efficiently fulfil their duties through combined efforts.

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										
<table border="1"> <thead> <tr> <th data-bbox="86 353 539 421">File Description</th> <th data-bbox="539 353 1445 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 539 524">ERP (Enterprise Resource Planning)Document</td> <td data-bbox="539 421 1445 524" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 524 539 591">Screen shots of user interfaces</td> <td data-bbox="539 524 1445 591" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 591 539 658">Any additional information</td> <td data-bbox="539 591 1445 658" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 658 539 837">Details of implementation of e-governance in areas of operation, Administration etc (Data Template)</td> <td data-bbox="539 658 1445 837" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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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											
<p>The institution diligently adheres to the welfare measures and schemes mandated by both the Government of India and the University, catering to both teaching and non-teaching staff. Staff members are entitled to casual leaves, earned leaves, and medical leaves. Maternity and paternity leaves are also available in accordance with government regulations, and teachers can opt for child care leave to attend to their children. To foster academic growth, the college offers duty leaves for participation in seminars, refresher courses, and faculty development programs. Teaching staff can also take advantage of study leave and sabbatical leave as per established rules. The institution supports its employees and their dependents through a robust financial assistance system, including reimbursements for medical expenses and partial tuition fee coverage for staff members' children. Additional benefits encompass LTC and HTC, financial aid for attending events like seminars, workshops, and FDPs, and admission under ward quota for employees' children. Retirement benefits are also provided as part of the comprehensive welfare.</p>											
<table border="1"> <thead> <tr> <th data-bbox="86 1778 539 1845">File Description</th> <th data-bbox="539 1778 1445 1845">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1845 539 1993">Paste link for additional information</td> <td data-bbox="539 1845 1445 1993" style="text-align: center;">http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-i.pdf</td> </tr> <tr> <td data-bbox="86 1993 539 2089">Upload any additional information</td> <td data-bbox="539 1993 1445 2089" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Paste link for additional information	http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-i.pdf	Upload any additional information	View File					
File Description	Documents										
Paste link for additional information	http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-i.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**

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

9

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 adheres to university guidelines by maintaining a performance appraisal system, urging employees to regularly complete their Annual Performance Appraisal Report (APAR). IQAC underscored the significance of APAR as a crucial tool for objectively evaluating the academic and administrative performance of teaching and non-teaching staff. Emphasizing its annual completion, the assessment aims not only to review yearly performance but also to inspire staff members to recognize their potential. Aligned with the institutional vision and mission, the APAR considers individual contributions toward achieving institutional goals. It serves as a self-evaluation tool, enabling individuals to set specific targets for the academic year and assess their fulfillment at the end of the period. This comprehensive evaluation provides both subjective and objective insights into individual performance, helping employees identify strengths and areas for skill enhancement 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 on an annual basis. At the conclusion of each financial year, the college prepares annual accounts. An audit is a methodical and independent examination and assessment of accounts, documents, and financial books. Internal audits are performed by an auditor appointed by the college with the approval of Delhi University, typically not annually but once every couple of years. External audits are conducted by the Comptroller Auditor General of India (CAG) periodically, following the guidelines of the Statutory Audit Report (SAR). The internal audit report for each financial year is submitted to the University of Delhi through email. If the university raises objections regarding any specific expense, the college resolves them with the assistance of a Chartered Accountant appointed by the college. The college diligently follows the instructions and suggestions provided by CAG and SAR, ensuring a thorough evaluation, measurement, and presentation of financial records at the end of each financial year.

File Description	Documents
Paste link for additional information	https://cvs.edu.in/uploads/pdf/13_03_2023.pdf
Upload any additional information	View File

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

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

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

The college ensures optimal utilization for student-centered initiatives, adhering to UGC and IQAC guidelines. Various successful activities focus on fund generation and strategic deployment, including self-financed courses like Computer Science and BBE, whose proceeds support financial needs and infrastructure development. Moreover, the college runs NCWEB centre. Each year the institute organises the annual festival 'Tattva'. Prior to the festival several MoU are signed well in advance between different companies / individuals for setting up of stalls for the students. The fund generated is further employed for the students. Our institution employs a multifaceted approach to resource mobilization, leveraging various strategies to sustain operations and promote growth. A key component involves utilizing college infrastructure for running Non Collegiate Women's Education Board (NCWEB) classes, generating funds. Formal partnerships with student societies, facilitated through Memorandums of Understanding (MoUs) with companies, significantly contribute to resource mobilization. The college also runs a canteen that runs on a contract/ rent agreement. In a meeting held by the canteen committee it was decided that canteen will be run as per previous terms and conditions tender for which was filed in 2018. These policies reflect our commitment to financial stability and growth while maintaining quality services.

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 IQAC meets from time to time to oversee the processes that aim to improve the internal quality in all important segments related to the smooth functioning of the college. In a meeting held on 29.08.2022, it was suggested that in view of the Golden Jubilee Celebration and the upcoming NAAC visit, the college should focus on infrastructure improvement and begin with the repair and renovation work and the work was assigned to specific committees and individuals. The Academic Supervisory Committee was to look

into the repair and replacement of electrical fittings in the classrooms and the TIC, Computer Science Department was to see to the requirement of computers and anti-virus, AMC, etc. Similarly different committees were tasked with looking into the requirement of amenities that their committees were taking care of.

The IQAC also designed the format of an Event Report which is to be submitted after every event and must include all necessary information; the poster, the bio-notes of the speakers, the attendance sheet of the participants followed by the event summary. The Event Report is to be mailed to the principal and to the IQAC on the IQAC email ID.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/uploads/pdf/1678953488_1678953440110_3_20230315_160843_0002.png
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 college's IQAC Committee initiated transformative reforms to enhance the teaching-learning process. The first reform focused on the establishment of mentor-mentee groups, designed to provide students with a platform to share academic challenges and discuss mental health issues. These groups aimed to foster a supportive environment, helping students maintain focus on academics while addressing their well-being. The second significant change involved the introduction of a comprehensive feedback system. The IQAC ensured that students filled the student satisfaction survey and provide their valuable feedback. Feedback system was also introduced for the teaching and non teaching staff members. By implementing these reforms, the IQAC Committee demonstrated a commitment to holistic improvement, not only in academic aspects but also in nurturing the overall well-being of the student community.

File Description	Documents
Paste link for additional information	https://www.cvs.edu.in/uploads/pdf/Feedback%20report.pdf
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 dedicated to building and advancing gender parity in terms of campus amenities and public awareness campaigns. To create a secure and effective learning environment, a range of amenities have been made available to female faculty members, staff, and students on campus. To ensure the students' physical safety, a female security guard is positioned at the main college entrance gate. The college has a Girls' Common Room with amenities including air conditioning, comfortable couches, clean restrooms, and a vending machine for sanitary pads. The college has established a Discipline Committee

and an Internal Complaints Committee to handle issues and concerns pertaining to gender.

Aaghaaz, the Women Development Cell, promotes the rights of women and the LGBTQIA+ community. Aaghaaz arranged several events in 2022-2023, such as Seminar on Legal Awareness on Women's Equality, Speaker session on psychological aspects of being transgender, Sanyukt 2.0, Umeed ki Udaan 5.0, and Manasvini 6.0.

Aaghaaz and NSS put in a lot of effort in promoting gender equality and equity. As a college, we are aware of our duty to educate both students and staff about gender relations and to genuinely endeavour to create an equitable culture.

File Description	Documents
Annual gender sensitization action plan	https://www.cvs.edu.in/uploads/pdf/1709543876_annual_gender_plan_2223.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://www.cvs.edu.in/uploads/pdf/7_1_1_supporting_documents.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

In an effort to promote eco-friendly behaviour, a number of college societies are raising awareness through events like outreach activities, talks, workshops, environmental awareness

campaigns, and Nukkad Nataks. Students can learn about environmental issues through the Green Brigade, the environment organisation, and NSS-CVS. To recycle waste paper from the College, an MOU was formed with "Jaagruti waste paper recycling services."

To promote awareness on single-use plastics, Green Brigade collaborated with NSS for a campaign to promote awareness regarding the ban on single-use plastic with the guidance of MCD South Zone on 11 and 12 of July 2022. On 11 July, the members went to J Block and PVR market, Saket. The MCD officials led us through the markets with a loudspeaker, informing the people and the shop owners about the single-use plastic ban implemented by government.

On 31st March 2023, Green Brigade Team visited a Waste Management Institute. Green Brigade was invited to join an important seminar with the motive to promote sustainability on 4th July 2022. It was organised by the Mahatma Gandhi National Council of Rural Education, Ministry of Education.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://cvs.edu.in/uploads/pdf/7_1_3_geo%20tagged.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="76 555 539 629">File Description</th> <th data-bbox="539 555 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 629 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 629 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>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1167 539 1240">File Description</th> <th data-bbox="539 1167 1445 1240">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1240 539 1379">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1240 1445 1379" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1379 539 1485">Certification by the auditing agency</td> <td data-bbox="539 1379 1445 1485" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1485 539 1588">Certificates of the awards received</td> <td data-bbox="539 1485 1445 1588" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1588 539 1653">Any other relevant information</td> <td data-bbox="539 1588 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	View File	Any other relevant information	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	View File										
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 misdemeanor 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. The NSS unit organised 'Selfie with Tiranga and Har Ghar Tiranga campaign' under Azadi ka amrit mohotsav from 5th - 15th August 2022. The All India Nau-Sainik Camp was conducted under NCC from 2nd - 12th October 2022. Annual Republic Day camp was held at Garrison Parade ground every year from 1st to 29th January, inaugurated by Vice-president of India during first week of January and culminates with the Prime minister's rally on 28th January. The 74th Republic Day celebration was held in the college premises which was a memorable event and highlighted the patriotic spirit of the college, the same day the auspicious event of University guard of honour is organised every year at vice-chancellor lawn. On 9th December 2022 NCC organised a fundraising even on the occasion of armed forces flag day. NSS organized an awareness drive for Ban on single use plastic with Municipal corporation of Delhi and participated in Indian Swachhta League where students from the college volunteered to make this activity a success. It evokes a sense of preservation of ecosystem ensuring natural beauty of our planet.

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

A. All of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

College of Vocational studies celebrates various national and international occasions every year. The sentiment of pride and patriotism reflects well during the Republic Day and Independence Day celebration. The festivities are adorned with cultural performances, competitions, quizzes, seminars, and webinars organised by different college societies. In addition, NCC arranged an outstanding Republic Day camp. Another marvellous event, "Har ghar Tiranga" was organised by the Braveheart's of NSS on the 75th anniversary of India's independence. NCC followed suite by holding a successful Blood Donation Camp on August 12, 2022. An online letter writing competition on the topic "What does freedom mean to you?" was put together by the History Society on August 29, 2022. On 17 September, 2022, a first-of-its-kind intercity competition was held to celebrate Sewa Diwas with the message of garbage-free cities. The Enactus CVS contributed to various celebrations, including Teacher's Day on September 5, 2022, World Kindness Day on November 13, 2022, Children's Day on November 14, 2022, International Men's Day on November 18, 2022, International Women's Day on March 3, 2023, and Happiness Day on March 20, 2023, through diverse campaigns. NSS celebrated Water conversation Day, starting March 21st, 2023. NSS also paid tribute to the ancient practice of Yoga through a mindful celebration of International Yoga Day on 22 June 2023. A plogging drive was organised on 31 October for National Unity day and January 25th celebrated

asNationalVoter'sday.

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 1-Extension and outreach activities/Community service

Objectives-Undertakes several initiatives and motivate the students for participating

Context-We aim to imbibe this thought-process in their students and staff.

Practice-The college has student societies working towards this.

Evidence-Several activities have been conducted, Aaghaaz organised a field visit to a school in Delhi-NCR, students participated in Puneet Sagar Abhiyan by NCC to clean water bodies, Enactus-CVS organised a campaign with Sewa Bharti community and also several projects including Project Abyaan, Rotaract club, CVS, organized many projects like Vanmeet, ANNAPURNA 2.0 Phase-1, PAWSITIVE LIVES, ORGAN DONATION AWARENESS, NAARITVA 3.0.

Best Practice 2-Imbibing Green Practices: bringing environmental awareness

Objectives-to bring awareness in students about the pressing issues related to environment.

Context-student society dedicated to working towards environmental awareness: The Green Brigade.

Practice-Garden committee comprising of faculty members undertakes

the maintenance of the greenery with a team of skilled gardeners.

Evidence-Several events were conducted by GREEN BRIGADE-Awareness drive for ban on Single-Use Plastic in collaboration with the MCD, South Zone, Seminar on issue of discard the use of plastic, Conducted a tree census in the college premises, Organised a speaker session on ' Losing Touch with Nature '.

Other students' societies:CDF, CVS organised a plantation drive a Plantation Drive in MCD Park in Chirag Delhi, Rotaract Club, CVS initiated Project BLUE PIN, and Project END THE LITTER TRIAL in Qutub Minar, in Sanjay Van park, NSS-CVS in collaboration with the MCD conducted Awareness drive for ban on single-use plastic; total number of volunteers:29 and the participating MCD Officials.

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 is a co-educational and university-maintained institution that emphasizes on vocational education. CVS seeks to bridge the gap between traditional university education and the changing socio-economic environment. CVS offers vocational courses in marketing, insurance, human resources, tourism, and office management. The college also offers traditional honors courses in Economics, History, Management Studies, Computer Science and Commerce. Students gain expertise in these fields and secure employment through the college's training and placement cell, Aspire. Aspire has been actively engaged in training and placement activities such as career counselling session, resume building workshop, meet the alumni session, and campus visit to Indian School of Business (ISB), for the benefit of students. The college focuses on academic knowledge as well as holistic development of the students. Students study computer skills, participate in internships, and engage in extracurricular activities. CVS alumni have gone on to work in some of the best organizations, reflecting the college's commitment to quality education and skill development.

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

1. Improve infrastructure especially an auditorium, smart classrooms, library expansion and girl's toilets.
2. Conduct seminars and conferences.
3. Aim for 100 percent placements.
4. Equip the new academic block with CCTV, wi fi, projectors, etc.
5. Conduct gender sensitisation programmes for teachers, non teaching staff and students.
6. Encourage students to do internships
7. Plant more trees and follow green practices especially ban single use plastic.
8. Offer add-on PG diploma courses in French and German.
9. Also encourage departments to conduct educational trips