



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

COLLEGE OF VOCATIONAL STUDIES

TRIVENI, SHEIKH SARAI, PHASE-II

110017

www.cvs.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The College of Vocational Studies is a constituent college of University of Delhi, which was set up on 14th August, 1972. The college is celebrating its Golden Jubilee in the current year. At the time of its inception, the college was given a specific mandate of imparting vocational education to students, so that they may develop the skill-sets relevant to the evolving job market in the country. The courses that were offered in the beginning included Book Publishing, Tourism, Insurance, Office Management, Store keeping and store accounting, Retailing and Trade. Over time, a host of conventional Honours undergraduate courses in Economics, History, Computer Science and B. Com (Hons) were introduced. B.A. (Hons) Business Economics was introduced in 1997. The college was one of the first two colleges to introduce this course. In 2017, three new Honours courses were introduced comprising English, Hindi and Bachelor of Management Studies. The college also offers a PG Diploma Course in Tourism Management and add-on Certificate Language Courses in German and French.

The College was accredited with an A grade in the first cycle on 6th October 2016 by the National Assessment and Accreditation Council (NAAC). The Internal Quality Assurance Cell (IQAC) was formed in July 2015 and has played a proactive role in improving teaching-learning process and creating an academic atmosphere in the college. The college has gained recognition because of its performance in academics, sports and other co-curricular activities. The college has a well-qualified faculty of 99 Associate and Assistant professors as well as 26 members of the non-teaching staff. The college imparts education to more than 3000 students each year. The students at the college come from different parts of the country which gives the college a unique character, rendering it a microcosm of the entire country.

The college infrastructure has been expanded over the last few years. A new classroom block is nearing completion. The college installed solar panels in 2019 to encourage the use of renewable energy. The college has a compost pit and a rain water harvesting plant.

Vision

College of Vocational Studies strives for excellence both in the academic as well as extra-curricular domains. The mission of the college is that the student should excel in his/her respective fields of Vocational, commerce and humanities. The college provides excellent facilities, which include computer labs, classrooms with projectors, well-equipped library, activity rooms, well maintained sports ground and above all a well-trained faculty. Students are constantly encouraged to think not just within the parameters of a set curriculum but to realize their true potential through continuous research and learning.

Mission

College of Vocational Studies aims to be an institution of excellence not only in management based Vocational courses but also in other professional and conventional courses. It aims to bring in focus the Vocational or practical aspect of higher education. Our aim is to create an environment where innovation is focused. The students pursue knowledge with passion and freedom and blossom into responsible citizens of the society in a

harmonious academic environment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The College of Vocational Studies is a co-educational institution and its uniqueness lies in the undergraduate degree in vocational studies. It strives for inclusiveness and broad-based, multi-disciplinary learning. The faculty is well-qualified and helps students achieve academic brilliance. Many of our students go to reputed higher education institutions for post-graduate studies. The teachers have a strong research potential which is reflected in the number of peer-reviewed publications. The IQAC has undertaken many initiatives to improve quality of teaching-learning process and research in the college.

The college has recently signed MoUs with the University of Uzbekistan and the University of Macerata, Italy. We are in the process of exploring several other avenues that encourage multi-country dialogue and learning. The college offers scholarships to students who need financial assistance. It has an active Placement Cell which provides promising career opportunities to students.

The college has adequate infrastructure including class rooms, tutorial rooms, computer labs and library. The college campus is ICT enabled.

The college has active and vibrant cultural societies which bring out the creativity of our students. The annual cultural festival of the college, Tatva, is a testimony to this. The community outreach activities are conducted by student societies including NSS, Green Brigade and Aaghaz. The Green Brigade works towards bringing environmental awareness, while Aaghaz works towards promoting awareness about gender equity and gender sensitisation.

Institutional Weakness

The process of recruitment of permanent teachers in our college has been long over-due which has affected the teaching-learning process. The Choice Based Credit System (CBCS) is designed to provide students with the opportunity to choose from various elective courses but the shortage of teachers limits the choices that the college can offer.

The college has a large number of students who come from other parts of the country but there are no hostel facilities available for them. These students live in paying-guest accommodation which is very expensive. A hostel will provide a safe environment for the students.

The college has a registered Alumni Association, and in order to establish strong links, the college plans to encourage more students to become members of the Alumni Association and get their feedback to improve the facilities and learning environment in the college.

Institutional Opportunity

The college has adequate infrastructure to offer new add-on courses based on skill-development. The college

boasts of well-placed alumni and an effective network with the alumni can help in providing job opportunities and internships for our college students. The college has a unique advantage in pioneering in vocational education and MoUs with other institutions, both in India and abroad which will help in collaborative interaction in teaching and research. The college has a Computer Science department which can offer few add-on courses like Data Science, coding and programming for students of the college. This may lead to skill development amongst the students.

Linkages with several Non-Governmental organizations and the corporate world would foster industry-academia interface and make available the opportunity of internships and placements.

The college has student societies, FIC, TEB, ENACTUS, ERIC and Quonsolt, which can be encouraged to increase the number of start-ups and collaborations with the industry.

Institutional Challenge

During the pandemic the biggest challenge faced by the students and the teachers was to get used to online teaching and provide access to digital technology. Therefore the college needs to continuously to therefore continuously upgrade the competencies and skills of its teaching and non-teaching staff.

It is imperative for college teachers to undertake research activities, present papers in conferences and publish research papers in international and national journals. The teachers have to motivate the students towards collaborative research.

Digitization of data and skill-development of college administrative staff is the need of the hour and poses challenge to the college.

With climate change posing a real threat, it is imperative to reduce our carbon footprint and evolve more sustainable and green practices.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

College of Vocational Studies is a constituent college of Delhi University. The College offers eight honours and seven vocational courses at the undergraduate level. All programmes follow the Choice Based Credit System (CBCS) with Generic Elective Courses. The college emphasises on skill-building by offering a variety of vocational courses. The syllabi of Vocational courses are designed by the college and approved by the University. The lectures and tutorials are scheduled and the time-table prepared by Time Table committee is uploaded on college website. Being a constituent college, the college adheres to the academic calendar of the University. For Internal assesment, teachers conduct class tests and give home assignments/quizzes/projects. Teachers of the Institution also participate in Academic council/BoS of DU, setting of question papers for UG/PG programs, design and development of curriculum of the courses taught, and evaluation of end-semester examination conducted by the University.

College addresses issues like environmental problems, sustainability, gender equality and regional diversity through academic and extra-curricular activities via many student societies. The AECC, DSE and core courses of all programmes also address these issues. College also offers courses which provide hands-on experience on various software packages. Environmental Sciences has field-work as part of its curriculum. The students pursuing vocational courses have to do a mandatory project work in their final year. Course curriculum of various departments are enriched and complimented with field work, internship and project work in which students actively participate.

The college solicits feedback and suggestions from a variety of stakeholders via suggestion boxes placed in key areas around the campus and through links (<https://www.cvs.edu.in/feedback.php> and <https://www.cvs.edu.in/studentfeedback.php>) provided on the college website. The outgoing class of 2020–21 was given a feedback form which covered parameters comprising course-content, classroom experiences and methods of instruction, educational resources and library tools, placement, college administration and infrastructure. The majority of students expressed their satisfaction with the accessibility of the library services and the way the curriculum was covered in class. Many students, however, expressed dissatisfaction with classroom amenities. Many teachers now bring laptops to class to use power-point presentations.

Teaching-learning and Evaluation

College admits more than thousand students every year from all categories as per the reservation policy of the University. The college serves a diverse set of students with varied learning abilities and talents. The institution organises special programmes for advanced and slow learners. Advanced learners are encouraged to upgrade their knowledge and skills through add-on courses and special lectures organized by college. The students are given cash awards, medals, appreciation certificates and scholarships for their achievements. For weaker students, special doubt clearing sessions are organized.

A good student-teacher ratio is maintained together with a good mentor-mentee ratio. Student-centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience. Use of ICT & e-resources by teachers and students is encouraged for effective teaching-learning process. During the pandemic, the college arranged workshops and training sessions in MS-teams to acquaint teachers with the use of ICT tools for on-line teaching. The teachers have gained expertise in the use of Zoom, google meet and google classrooms. Many teachers also use PowerPoint presentations for their lectures and ICT tools for making teaching plans and recording internal assessments.

The internal evaluation process is transparent. The breakup of internal assessment, as prescribed by the University is followed which is 10 percent through class tests and tutorials; 10 percent through assignments, projects and presentations; 5 percent through attendance. The students are given a feedback on their performance in the class tests. Internal assessment is displayed on the college website and also on the college notice boards and anomalies are addressed by the concerned teacher, the department-level moderation committee and the college-level monitoring committee.

Programme and course outcomes for all programmes offered by the institution are stated and displayed on website and communicated to teachers and students. The performance of students can be gauged by measuring their attainment of Program and Course Outcomes through examinations, internal assessment, feedback internships and placements.

Online student satisfaction survey is also conducted. Appropriate actions are taken in the direction to improvise

if required.

Research, Innovations and Extension

The college organized more than 190 talks, workshops and webinars over 2016-2021. The faculty completed two Innovation Projects and one UGC Research project. Thirty Nine papers were published in UGC-Care and Scopus-indexed journals. Sixty books and chapters in edited volumes/books. Many conference papers were published in national/international conference proceedings.

The extension activities organized by college societies help sensitizing students towards social concerns and sustainable development. NCC cadets have participated in various camps, Buddha statue cleaning, Yamuna cleaning campaign, anti-tobacco rally, etc. Green Brigade has strived for conserving the environment through cleaning drives, promoting the use of eco-friendly jute bags, sanitation awareness campaigns, etc. Green Brigade has received the certificate of excellence for adopting Zero-Plastic Model in 2019-20. Aaghaz, through events like Umeed Ki Udaan, and Manasvini spread awareness about gender issues. Rotaract club of CVS received the Rotary Citation with Platinum Distinction Award in 2019-20. Connecting Dreams Foundation (CDF-CVS) secured second prize for the award 'Dream Project of the Year' in the Dream awards 2020 for project Phulwari. It aims to provide employment to women. CDF-CVS won the award 'Dream Campaign for Social Awareness' in Dream Awards 2020 for Project Aashayein that worked for the upliftment of acid-attack victims. CDF-CVS secured third position for the award 'Dream Team of the Year' in the 'Dream Awards 2020' for an outstanding performance throughout the year. ENACTUS-CVS received KPMG Business Ethics Grant in the year 2019-20 and for Project Raah and Project Abyaan in 2020-21. ENACTUS-CVS was among the top 48 for Project Raah which aims at refurbishing discarded footwear and providing income opportunities to cobblers in 2019-2020. ENACTUS-CVS was among the top 48 for Project Ehtiyat which upcycles plastic waste into yarn.

The college organized several field-trips during the period 2016-21. The students were taken to the various industries and historical sites. It helps students to understand the practical aspects of their course. The college provides internships to most vocational students at the end of the fourth semester. Several MoUs are signed with corporate houses, institutions and NGOs, which help students in getting associated with them.

Infrastructure and Learning Resources

The College is spread over 10.15 acres. The College has two teaching blocks with 51 classrooms and tutorial rooms and two computer labs equipped with projectors, Wi-Fi and white boards. The college has a Conference Room, a Seminar Hall, a Committee Room, and a library. There are two faculty staff rooms, girls' and boys' common rooms, medical room and yoga room. There is an outdoor gymnasium and a large sports ground. There are six water coolers with RO, a rainwater harvesting system and a power generator.

The college campus is Wi-Fi enabled, with 8 access points with annual maintenance work which is outsourced. Each computer lab is equipped with 38 computers with 100 Mbps LAN and Wi-Fi facilities.

The college library has a collection of 59286 books. It provides access to over 6000 e-journals and 1,99,500 e-books through DULS and NLIST. The library employs the library management software (LMS) NETLIB. The library uses an open access system and an Online Public Access Catalogue. The old building and the library are monitored by CCTV. The library subscribes to anti-plagiarism software - URKUND.

The Staff Council of the college makes committees for maintenance of physical, academic and support facilities. The college follows transparent procedures to ensure appropriate utilisation of funds. It adheres to GFR rules and uses GeM for procurement of equipment .

The cultural societies function under the Cultural Committee. The college has various student societies which inculcate team-spirit and bring out their latent talents.

The Canteen Committee maintains a check on the quality of food and hygiene. Adequate steps are being taken to discourage single-use plastic in the canteen.

The college gardens are managed by the Garden Committee. Around 500-1000 kilograms of compost is produced yearly. We also produce organic vegetables.

The college has an air-conditioned Girls' Common Room (GCR) under the GCR committee. A vending machine for sanitary napkin is provided.

The Institution has ramps, rails, tactile paths, a special toilet and a parking space for differently-abled persons.

The College has set up an on-grid roof-top Solar Power Plant with a capacity of 122.945 KW. It is an important green initiative of the college.

Student Support and Progression

Any educational organisation derives its strength from its students. College of Vocational Studies has always been appreciative of student-centric approach. To achieve this objective the college strives for excellence in both, the academic and extra-curricular domains. Over the years, our students have brought laurels to the college in both academic and extra-curricular activities.

The college channelizes financial assistance to students through government schemes. The students belonging to economically weaker section have benefited from merit-cum-means scholarships offered by the college from scholarship fund contributed by the faculty. To provide moral support to the students, teacher-mentor program is formulated. Various committees including Grievances Handling Committee, Special Categories Admission Enabling Committee for SC/ST/OBC and Internal Complaints Committee ensure a safe and secure college campus. Students' Union also works towards student welfare and development.

ASPIRE, the College Placement Cell set-up in 2013, brings the best companies and job profiles to the college. Various consultancy, investment banking, sales, marketing, audit and assurance, start-up ventures visit college campus to offer employment and internships to students.

The college departments and societies regularly organise capacity-building and upskilling programs. These include events for enhancing soft-skills, communication skills, life-skills and computing skills. After graduating from the college, the students either progress to higher educational institutions, or find employment with reputed companies.

The college has a very vibrant and active Cultural Society. Over the last few years the college has carved a niche for itself in the cultural calendar of the University. We hope to keep this going with the induction of fresh blood from among the new students.

The college is really proud of its alumni who have excelled in the journey of life. CVS Alumni Association can actively contribute towards the development of the alma-mater. Present students gain perspective through the shared inputs and experience of the alumni through alumni guest lectures. The alumni members advise about the opportunities and career options offered by various courses. They are also part of the IQAC and are invited on the Annual Day of the college.

Governance, Leadership and Management

The college aims to provide holistic education to the students and help them excel in all the disciplines, with special focus on vocational education. The Governing Body of the college consists of the Chairman, the Principal, Treasurer, university appointed members, two teacher representatives and a representative from the non-teaching staff as a special invitee.

The college had planned to construct a double story building in prefabricated insulated sandwiched skin in flat cement particle board sheet- asbestos free in W- profile for additional classrooms. It was approved on September 10, 2018, and Viva Associates were selected for the same.

For the display of the administrative set up, an organogram for the same has been prepared. Regarding implementation of e-governance in the areas of operation, the college takes the services from New Delhi Data Point Private Ltd for the preparation of Timetable and Bagwar Solutions Pvt. Ltd for designing of the college website.

Various welfare measures are provided by the college for teaching and non-teaching staff mainly in the form of study, sabbatical, maternity, childcare and duty leaves. Approximately fifteen employees have availed the same. Some teachers have been provided financial aid for academic purposes. Medical expenses, ward tuition fees and LTC/HTC bills of employees are also reimbursed.

The college has also conducted a few professional development/administrative training programs, which include three FDPs and two MS-teams orientation programs.

The college teachers are required to submit the Annual Performance Appraisal Report (APAR) forms with supporting documents to the office.

University of Delhi and CAG conduct the internal and external audits respectively. The college was granted an amount of Rs. 95,579/- by UGC for conducting a national level seminar on Gandhi in the year 2019.

The college has conducted roughly thirty IQAC meetings in the last five years to take cognizance and formulate different plans to implement the academic and administrative quality initiatives. Three MOUs have been signed with different organizations in this regard. The college was conferred the 73rd rank by NIRF in the year 2018 and was awarded A grade by NAAC on 5th November 2016.

Institutional Values and Best Practices

College of Vocational Studies is located in the heart of Delhi. The college has always strived to achieve a balance between urbanisation and community in general. We have contributed to our environment in all possible ways and motivated our students to do the same. The Green Brigade is a students' society dedicated to

working towards the cause of environment and its related concerns. Many activities including webinars/seminars, plantation drives, nature walks, etc. were conducted. Tree plantation drives conducted each year ensures that the green cover of our planet increases. A virtual plantation drive was conducted and students and even parents were encouraged to plant a sapling in their vicinity. We, at CVS, have imbibed this as a best practice in students and staff over the years.

To further the cause of environment, the college has installed rooftop solar panels and this has helped to cut down electricity bills. The use of solar panels has helped the college to opt for a clean and renewable source of energy in turn helping in cutting the emission of greenhouse gases. The college has signed an MoU with Navitas Solar for manufacture, supply, and installation of the rooftop solar panels in 2019. The rooftop solar system is on a rental basis. It has provided reduction in electricity bill by up to Rs. 35000 per month.

The second best practice we have integrated is extension and outreach. There are many students' societies including NCC-CVS, NSS-CVS, ENACTUS-CVS, Rotoract and Manas, which have actively undertaken various extension and outreach activities. This is our attempt to give back to the society we live in. The cadets of NCC-CVS participated in Yamuna cleaning drive. Rotoract-CVS had initiated speaker sessions to highlight the importance of discussions on mental health. NSS-CVS organised blood donation camps and cloth donation drives to give back to the community. ENACTUS-CVS has roped in many projects including Katran, Madari and Ehtiyat, to name a few. These projects have made a difference in the lives of many.

The college also has societies to boost the entrepreneurial spirit of the students including TEB, FIC, ERIC, ENACTUS and Quonsolt.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	COLLEGE OF VOCATIONAL STUDIES
Address	Triveni, Sheikh Sarai, Phase-II
City	New Delhi
State	Delhi
Pin	110017
Website	www.cvs.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ajay Jaiswal Officer On Special Duty	011-29258792	9911103504	-	cvs_1972@yahoo.com
IQAC / CIQA coordinator	Anu Satyal	011-29258544	9810863662	-	iqaccvsdu@gmail.com

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-08-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Delhi	University of Delhi	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	14-08-1972	View Document
12B of UGC	14-08-1972	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Triveni, Sheikh Sarai, Phase-II	Urban	10.15	10716.4

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Commerce	36	XII	English	62	55
UG	BMS,Commerce	36	XII	English	58	60
UG	BA,Commerce	36	XII	English	62	85
UG	BCom,Commerce	36	XII	English	96	111
UG	BA,Commerce	36	XII	English	126	123
UG	BA,Commerce	36	XII	English	126	115
UG	BA,Commerce	36	XII	English	111	98
UG	BA,Commerce	36	XII	English	62	58
UG	BSc,Computer Science	36	XII	English	58	114
UG	BA,English	36	XII	English	58	54
UG	BA,Hindi	36	XII	English	58	59
UG	BA,History	36	XII	English	78	77
UG	BA,Economics	36	XII	English	78	63
UG	BA,Economics	36	XII	English	78	81
UG	BA,Tourism	36	XII	English	126	124

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				135			
Recruited	1	0	0	1	0	0	0	0	37	62	0	99
Yet to Recruit	0				0				36			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				70
Recruited	22	4	0	26
Yet to Recruit				44
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	1	0	0	0	0	1
Ph.D.	2	0	0	11	8	0	0	0	0	21
M.Phil.	0	0	0	1	5	0	0	0	0	6
PG	0	0	0	1	4	0	0	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	10	15	0	25
M.Phil.	0	0	0	0	0	0	3	11	0	14
PG	0	0	0	0	0	0	9	19	0	28
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		16	20	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1154	1095	0	8	2257
	Female	673	515	0	1	1189
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	123	99	80	121
	Female	52	50	56	53
	Others	0	0	0	0
ST	Male	33	25	21	15
	Female	7	8	5	9
	Others	0	0	0	0
OBC	Male	202	187	212	262
	Female	60	63	51	59
	Others	0	0	0	0
General	Male	309	261	278	337
	Female	272	225	265	230
	Others	0	0	0	0
Others	Male	37	31	92	88
	Female	10	8	18	17
	Others	0	0	0	0
Total		1105	957	1078	1191

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The vision of the college is to be a global leader in vocational education and provide necessary skills in a multidisciplinary framework. The college already offers programs under CBCS-LOCF which are multidisciplinary in nature. The college also offers B.Sc.(H) Computer Science wherein the students have to study basic and advanced computer application subjects. The honors students have to study GE courses offered by programs other than their core subject. Environmental Studies (EVS) is a compulsory component of the curriculum. There is an NSS unit and an environment society in our college. The college is a constituent college of Delhi University. The rules and decisions taken by the</p>
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	<p>University applies to our college. There exists a research committee to facilitate research endeavours of students and teachers. The college will follow the university rules in implementing the NEP.</p>
2. Academic bank of credits (ABC):	<p>The college shall follow the decisions taken by the University on the Academic Bank of Credit (ABC). The College will get itself registered under the ABC. It is waiting for the notifications from University of Delhi. The college plans to participate in faculty and student exchange and encourage collaborative research. In this regard, recently a few MOUs have been signed between CVS and two foreign universities. The college follows the University prescribed syllabus. Many of the college faculty are members of syllabus revision committees at the University level. The college is yet to open and operate ABC and is awaiting guidelines from the university.</p>
3. Skill development:	<p>The college offers seven vocational degree programs at the undergraduate level with computer practical classes and projects. The college offers BA (VS) in Material Management, Marketing Management and Retail Business, Management and Marketing of Insurance, Tourism Management, Office Management and Secretarial Practice, Human Resource Management and Small and Medium Enterprises. These are job-oriented programs. The students can also pursue higher education. The college occasionally invites industry experts. The college offers only on-campus programs. Currently, the college is not associated with NSDC. The college will follow University guidelines in offering programs in online/distance-learning mode. The vocational courses have a compulsory computer skill-development component. The honours students study program-specific Skill Enhancement Course. All students study AECC, which helps develop soft skills.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The college follows the syllabus designed by the University of Delhi and will follow its guidelines for online courses as well. All teachers can teach in bilingual mode. The college offers BA(Hons) Hindi. BA (VS) programs are taught in both Hindi and English. Indian ancient traditional knowledge is taught in the SEC course (Understanding Popular Culture) of BA(Hons) History. Indian arts is taught in</p>

	the SEC course (Indian Art and Architecture) of BA(Hons) History. Indian culture and traditions is taught in the GE course (Cultures in Indian Sub-continent) of BA(VS) Tourism Management.
5. Focus on Outcome based education (OBE):	The college already follows Learning Outcome-based Curriculum framework (CBCS/LOCF). Once the class tests are over, their performance is discussed with the students and they are given a feedback about the same. Educational trips and industry visits are regularly organized.
6. Distance education/online education:	The college has the capacity for online education and will follow University guidelines in offering programs in online/distance-learning mode. At present, all courses offered by the college are run in on-campus mode only. Also the college can take the initiative of offering certificate programmes subject to the approval of the GB. The college has Over-Head Projectors in class rooms. Teachers use laptops and PowerPoint presentation while teaching. The University provided MS-teams online platform for online classes during the pandemic.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
640	598	530	472	413
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	15	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3166	3017	2768	2653	2524
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
740	589	488	497	428

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
872	902	659	661	730

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
104	111	115	128	106

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
136	136	136	136	136

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 51

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
658.77	510.99	483.68	29.62	92.61

4.3

Number of Computers

Response: 959

4.4

Total number of computers in the campus for academic purpose

Response: 955

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- College of Vocational Studies is a constituent college of University of Delhi. It was founded in 1972. CVS is distinct as it emphasises on skill-building by offering a variety of vocational courses to students.
- CVS follows a pre-determined syllabus set by the University for all the traditional courses offered such as B. Com (Hons.), B.A. (Hons.) History, B.A. (Hons.) Economics, B.Sc. (Hons.) Computer Science, B.A. (Hons.) Business Economics, B.A.(Hons.) English, B.A. (hons) Hindi and Bachelor of Management Studies (BMS).
- The seven vocational courses are MMI-Management and Marketing of Insurance, MMRB-Marketing Management and Retail Business, Tourism Management, OMSP-Office Management and Secretarial Practice, SME-Small and Medium Enterprises, HRM-Human Resource Management and MM-Material Management. The syllabus of Vocational courses is designed by the college and approved by the University.
- Additionally, CVS also offers courses in French and German Language and Post-graduate diploma in Tourism and Book Publishing.
- The classes, practicals and tutorials are scheduled as per course-wise time-table prepared by the college Time Table committee and the same is uploaded online on CVS website [www.cvs.edu.in]. This gives students easy access to their time-tables and helps in smooth conduct of classes. Department wise and teachers' time-table are also prepared in the beginning of the academic session. Attached herewith are the timetables (course/department wise or faculty wise) for the years 2016-17 to 2020-21. The lesson-plans of the faculty members are uploaded on the college website for five years- 2016-17 to 2020-21. These indicate what papers have been taught by the faculty members during the last five years.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Being an affiliated college, the college adheres to the academic calendar prepared by the University. This calendar provides the schedule to be followed for classes, conduct of practical examination, wherever

applicable, and the conduct of theory examination towards the end of each semester.

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

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 15

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 8

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	2	2

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 1.41

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	83	0	43	68

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

1.3 Curriculum Enrichment

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

Response:

Along with imparting education, College of vocational studies believes in transforming students in to sensitive, value enriched, ethical and Compassionate human beings. College addresses cross cutting issues like environmental problems, sustainability, Gender equality through three fronts, Academically, Institutionally and through diverse extra- curricular activities.

In the extracurricular front, Societies like Woman empowerment and Development Cell- Aghaaz and Internal Complaint Committee to address and sensitize students on the aspects of gender justice and equality. Green Brigade society with its tree plantation drive, zero waste campaigning, e waste recycling and seminars on compost fertilizer making etc. runs awareness campaign programmes to educate students on environmental problems and sustainability.

Academically, various AECC courses, Discipline centre elective course and Generic elective courses Provides critical analysis on Gender, Human values, ethics and environmental related issues.

Field visits are a mandatory part of the Ability Enhancement Compulsory Course on Environmental Studies for undergraduate students in the University. In collaboration with environmental Society 'Green Brigade' the students from our College have visited number of ecologically sensitive, important places and documented environmental damages with the help of short movies and documentaries.

Other than AECC Courses, there are core courses and Discipline Specific elective courses which are offered by various Departments which address Sustainable Development, ethics, Gender Issues and Human Rights

The Department of Commerce has included in its curriculum core papers like Business Laws, Corporate Laws and Human Right Management as a part of their curriculum which addresses Professional Ethics.

The Department of Economics offers Discipline specific elective course on Environmental Economics which address environmental issues and Sustainability for BA (Hons) Economics Students. Department also have core papers like Development economics, Indian economy which looks in to issues of inequality, environmental problems and Human Capital formation.

The issues of sustainable development and environmental policy forms part of the curriculum of Political Economy II as well.

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

Labour and Development in India which is a core course in BA (Vocational) course make students aware of the gender inequalities in labour market.

College of Vocational studies tried to instil sustainable measures in to its institutional structure by installing Solar Panels on the roof of the building under PPP to generate and supply electricity for lighting in the open area of the campus. College also manages its waste through compost pit and produce in-house organic manures. And use it for the sustainable farming in college garden area. college maintains rain water harvesting pits for the sustenance of ground water table. The College also has large open and green space including 5 acres' green sports ground which absorb carbon. College has an anti -sexual harassment committee to deal with internal complaints in serious and sensitive manner

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.75

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	22	22	22	20

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 20.15**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 638

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni****Response:** D. Any 1 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 98.38

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1191	1078	957	0986	842

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1237	1086	986	986	848

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 85.57

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
588	490	452	457	345

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

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

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

Slow Learners:

Tutorials and remedial classes are organized for weak students to provide additional support. There are Mentor-Mentee groups formed for all the students.

To improve their knowledge of the subject, additional reading material and books in simple form are made available to slow learners. Students are also given e-links to help them obtain a better understanding of the subject.

Bilingual explanations and debates are held on regular basis in the classroom with the goal of bringing slow learners up to the speed with rest of the class.

Counselling for personal, academic, and career issues is provided on a regular basis.

Home assignments are provided and graded on regular basis to assess the teaching effectiveness and learners understanding.

Additional tests are conducted to assess the learning ability of students.

Through group discussions and presentations, peer learning is promoted. This aids in the development of leadership and interpersonal skills as well as the creation of a culture of teamwork.

Advanced Learners:

Teachers measure the potentials of the students and identify advanced learners during lectures, tutorials, class assessments, assignments, and outside-of-class engagement.

Departments empower advanced learners to enhance their capabilities through a combination of academic and co-curricular activities. Intercollegiate tournaments are promoted for these learners.

The faculty members assist students in obtaining suitable research projects and publishing publications in their respective area.

Advanced readings in relevant topics are recommended to them in order to improve their comprehension of the subject and enable them to pursue study in the future.

By participating in group discussions and presentations, advance learners are encouraged to assist and support the weaker students.

They are given an opportunity for micro teaching in the class as well as making individual presentations.

They concentrate on unique projects such as book and movie reviews, as well as analyses of current events that are relevant to their expertise.

The Inlibnet service and other e-resources connected to Delhi University are available at the College library to assist advanced learners in expanding their horizons.

Advanced learners are encouraged to expand their knowledge and abilities by taking advantage of the add-on courses run by college and attending special lectures given by experts.

Cash awards, medals, appreciation certificates, and scholarships are offered to students for their accomplishments at various forums. They are also motivated to secure rank and distinction in university examination.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 30:1

File Description	Document
Any additional information	View Document

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

Response:

All Departments have adopted innovative student centric methods to enhance and enrich the learning

process for the students. Some of the methods employed by the college in this process are:

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

The college put emphasis on small group interactions through tutorials, projects/presentations and group based assignments in order to optimise interactive content. Teachers assign case studies to the students and organizes quizzes at regular intervals which are duly followed by question answer rounds at the end as a part of problem solving methodology. Special attention is paid to slow and advanced learners as per their requirement. Students are encouraged to develop paper presentations and PowerPoint presentations to foster a spirit of original thinking and composition.

Students are encouraged to attend workshops, seminars, cultural activities and festivals in and outside the college. Library is well-stocked with latest textbooks and reference material, and students have an easy access to journals and a plethora of e resources. Students are encouraged to use the library to enhance their knowledge. Project work is assigned in all subjects to encourage teamwork and participative learning. Industrial visits, educational tours and field trips are arranged to lend a practical component to the learning process.

In participative learning, the students are given certain topics which are of utmost importance both academically and practically, they are then divided into groups and asked to read various articles or write ups and then to analyse and draw conclusions. In this way they get an opportunity to conceptualize the theoretical aspects. It helps them in reflective thinking, problem solving and to logically question as to what is taught.

Students undertake group activities such as project assignments, case-study analysis which leads to participative learning. The learning outcomes of these activities are discussed and shared with the entire class. Faculty use ICT enabled classrooms and wi-fi facilities for student centric learning through power-point presentations, e-learning platforms and deployment of other innovative programme media.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT make education system more productive and interactive by providing them information –rich learning environment. To ensure that students play an active role in the learning process, faculty make use of

Information and communication technologies (ICT) in teaching-learning process. The following tools are used by the college.

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

Similar to theory courses, the practical subjects are also delivered using ICT enabled tools and resources. An unprecedented rise in the use of ICT based learning and evaluation during the lockdown due to global pandemic COVID-19 has been observed worldwide.

The college has also adopted this global change and conducted all the classes in online mode using ZOOM Platform, Google classroom, MS Teams etc. The college campus is wifi enabled so that students and teachers can access the internet anywhere in the campus. The internet connectivity being provided through high-speed broadband cable.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 30:1

2.3.3.1 Number of mentors ?????????????????? ????????

Response: 104

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 82.94

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 40.17

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
48	47	47	42	41

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 13.18

2.4.3.1 Total experience of full-time teachers

Response: 1371

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Response:

The college has a transparent and robust assessment process when it comes to evaluating the performance of its students. This evaluation is done in a consistent and continuous manner. Each paper has an internal assessment of 25 marks, out of which 10 marks are for assignments, 10 marks for class test and 05 marks for attendance.

The evaluation of Internal Assessment is done through:

1. Class Tests
2. Assignments
3. Power Point Presentations
4. Project
5. Case Study
6. Group Discussions

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria by discussing the same in detail to enhance transparency.

Schedule of class tests and assignments is provided well in advance. During pandemic, online classes were scheduled, tests and assignments were shared and submitted on MS Teams/ Google classrooms/ emails/ Meet.

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

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

There is complete transparency in the internal assessment. After evaluation, marks are shared by faculty members. Transparency in Internal Assessment is maintained by displaying the Internal Assessment on college website <https://www.cvs.edu.in/internal.php> and also on the college notice boards.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college strictly follows the guidelines and rules issued by the university while conducting internal examinations. Time table for internal examinations is prepared well in advance and communicated to the students through notice boards and on the college website. If they come across any doubts, clarification is given by faculty. The final internal assessment marks calculated on the basis of attendance, marks of internal examination and assignment marks, are uploaded on the college website/notice board at the end of the semester. Attendance marks were waived off during the pandemic in online classes as per the guidelines issued by the University of Delhi.

The faculty was well connected to the students during pandemic via personal whatsapp, whatsapp groups, emails, calls and text messages in case of any issues faced by the students. Otherwise, during offline classes, teachers are always willing to address student's grievances in person. Students' redressal committee is also there to look into the matter. Suggestion box is installed in the college campus. Online students' feedback form is also available on the college website.

If any student fails to give Internal Examination on the preset date and time, he/she is given another chance to reappear and submit the same after a proper explanation of the reason for absenteeism.

The final Internal Assessment marks are reviewed by the respective departments. There is a Moderation Committee at the college level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity.

Internal assessment is displayed on the college website at the link <https://www.cvs.edu.in/internal.php>

Any issues related to Internal Assessment can be reported as mentioned in the notice section on the college website at the link-

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

https://www.cvs.edu.in/uploads/pdf/1647858765_Internal_Assessment_Notice.pdf

The marks are sent to the university only after each student has been given ample opportunity and time to review and register her/his complaint, if any. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with “University of Delhi” guidelines. The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal’s address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars. 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. Teachers are also well communicated about the outcomes. The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning. Successful 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 thus helping existing students align better with the specified course outcomes.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

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. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.

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. It is a direct evaluation process.
2. Internal and External Assessment: Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject.
3. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at institutional level through unit test and surprise test and the performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes.
4. Feedback Evaluation: The Institution collects feedback from students, which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.
5. Internships: Students are motivated to take up internships, projects, fieldwork, etc. This helps them to obtain necessary skills, knowledge and practical experience in their chosen discipline.
6. Placements: One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.
7. Higher Studies: Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions in India such as IITs, IIMs, and for post-graduation in Indian and Foreign Universities.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 89.22

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
872	902	659	661	730

2.6.3.2 Total number of final year students who appeared for the university examination year-wise

during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
904	1007	757	749	861

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 2.62

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 35.03

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	35.03

File Description

Document

Institutional data in prescribed format

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

Any additional information

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 12.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	4

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	5

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 133

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
44	40	28	12	9

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.31

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
18	31	10	42	47

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.58

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	14	13	14	13

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

The extension activities organized by college societies; NCC, NSS, Aaghaaz (the Women Development Cell), Green Brigade ((Environment society) ENACTUS, Connecting Dreams Foundation (CDF) and Rotoract have contributed immensely in enlightening and sensitizing the students towards social concerns and Sustainable Development Goals (SDGs).

National Cadet Corps (NCC) has been spreading the message of Swachh Bharat Abhiyaan, Save Environment, plastic free India on various platforms. NCC cadets have participated in Buddha statue cleaning, Yamuna cleaning campaign, cancer disease control programs, anti-tobacco rally, etc. These campaigns encourage people to be responsible citizens.

Green Brigade strives to preserve the environment by disseminating awareness of the problems, Mother earth is facing and providing a platform to find and execute the solutions through various events involving clean-ups at public places, promoting the use of eco –friendly jute bags, tree plantation drives, sanitation awareness campaigns, celebrating Van Jeevotsav (Wildlife Week), organising workshops on up-cycling plastic, where participants created plastic bricks etc.

Aaghaaz, several events are organised to spread awareness about the Rights of Women against domestic violence, eve-teasing, rape; Menstrual Hygiene; Breast Hygiene; Sex Education, and many more. The two major events Umeed Ki Udaan, and Manasvini, play an important role to create an impact on mental health, the LGBTQ community, Gender Equality, Women Empowerment.

Rotaract club of CVS has been organising a number of initiatives and donation drives for the marginalised areas of the society by taking the initiatives like collecting collectibles and monetary support to empathise with the inhabitants and victims of states during floods, visiting the slum areas and creating awareness regarding the importance of education of their girl child, of keeping their surroundings clean to lead a healthy and disease free life, organising blood donation camps, organising free Thalassemia test camps etc.

Our **NSS** members actively participated in various events like awareness of cyber security, measures for a safe and healthy workout, Gandhi in our creative imagination, and virtual talk on breast cancer awareness.

Connecting Dreams Foundation:

Project Kilkari aimed to enlighten the lives of many underprivileged children under the age of 18 who are economical backward by delivering them the basic right of Education for free.

Project Phulwari helped unemployed women by teaching them the art of making handicrafts and extracting natural organic aroma directly from the flowers.

Project Aashayein with the aim of providing rehabilitation to the Acid Attack Survivors.

ENACTUS CVS:

Project Raah of aims at refurbishing discarded footwear with the expertise of road-side ‘Mochi’ to render a pair to the destitute at an affordable price, advancing maximum utilization of the scarce resources, transforming cobblers into self-sufficient entrepreneurs.

Project Abyaas is an initiative to utilize the full potential of goat milk and used cooking oil. It is directed towards imparting entrepreneurial skills to the impoverished community for producing soaps and retailing them in rural and urban markets.

Project Ehtiyaat recycles textile waste on a handloom by weaving it back into new pieces of fabric and reselling the fabric or stitching new products and thereby uplifting the underprivileged and unrecognized weavers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 12**3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	10	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 81**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
20	22	22	9	8

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 129.2

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3607	7133	3685	2715	1519

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

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

Response: 10

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	5	0	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	4	0	3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

The College of Vocational Studies believes that modern infrastructure and physical facilities are vital for excellent teaching and learning. CVS is committed to providing a world-class education and believes in the all-round growth of its students in order to produce conscious, responsible, and empowered citizens. College of Vocational Studies' campus is spread in 40357.78 sq. mts. of area including playground, pathways, parking and lawns. Additionally, the college's infrastructure is well-maintained and user-friendly, making it conducive to teaching-learning, and the overall development of its students.

The classrooms, conference room, seminar room, committee room, and library are all spacious and well-equipped. Classrooms are IT-enabled, all equipped with white boards and projectors. For comfortable seating quality furniture is provided by the college.

The College has 2 air conditioned computer labs with a total of more than 78 LAN connected desktop computers. The college has a bandwidth of 100 Mbps from Delhi University and another connection with bandwidth of 250 Mbps from ACT Fibre Net. These are used to provide internet and Wi-Fi connectivity within the campus.

The College has allocated separate spaces for cultural and Sports activities along with the Conference Room and Seminar Hall, also being leveraged for extracurriculars among students. The Conference Room is adequately furnished and well equipped for academic lectures and workshops, with a seating capacity of 100. The Seminar Hall, with seating capacity of 110 participants, is equipped with projector and adequate sound system for interactive sessions. The College has a well-stocked fully computerized and air-conditioned library with separate reading areas for the students and teachers. The library has subscriptions to various e-resources. The College is linked to the National Knowledge Network (Government of India) through the University of Delhi.

In the aftermath of the Covid-19 lockdown, the College encouraged online platform for teaching learning. On the recommendation of the IQAC separate email ids were issued to the respective departments to facilitate the teaching - learning process. The college adopted MS Teams as the official platform for online teaching, enabling enriched teacher-student interactive interface.

The institution has a robust student-computer ratio of 3:1. The licensed software used by the College are: Windows 10 Pro, Microsoft Office 2010, Open source soft ware like-Java, Oracle etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Institution has adequate facilities for cultural activities, sports, and games (both indoor and outdoor), an outdoor gymnasium, yoga room etc. College of Vocational Studies' campus is spread in 40357.78 sqm. of area including playground, pathways, parking and lawns.

The Department of Physical Education and Sports Sciences along with the Sports Committee are responsible for ensuring the provision of adequate sports facilities by timely purchasing and upgrading sports equipment and periodically maintaining the allocated areas. The students engage in sports activities like- Football, Volleyball, Cricket, Basketball, Athletics, Handball, Archery, Table-Tennis, Chess, Yoga, and Kabaddi. For sports like Boxing, Badminton, Judo, Wrestling, Taekwondo, Shooting the students avail facilities outside the college campus i.e. stadiums/academy. For each academic year college follows annual sports calendar provided by University of Delhi, which includes various inter-departmental tournaments, summer and winter practices and the Athletics Meet, open to all the students of the College. The Department organizes Yoga & Fitness Camps, which include activities like Yoga, Aerobics, Cross-fit, recreational games, and awareness campaigns about healthy living and regular exercise.

The cultural societies function under the Cultural Committee, which is responsible for the purchase and maintenance of instruments, equipment and costumes, and travel expenses within and outside Delhi. The cultural union is known as Reverie. Cultural building is available for various student societies like Dramanomics, the theatre society ; Zephyr, the film & photography society; Arpeggio, the music society; Zstreets, western & street dance society ; Quest, the quizzing society ; Manthan, the fashion society; Criador, Fine art, creative writing society ; Shashtrath, the bilingual debating society to conduct meetings, plan their programmes and carry out art, craft and decoration work. Professional trainers are appointed, wherever necessary. On an average a significant number of students use the facilities for cultural societies available in the College on any given day. The Annual Cultural Festival, Tatva, opens to all colleges/universities, witnesses a huge footfall, and is organised in the Amphitheater.

There are other student societies like Aaghaaz, The women development cell; Aspire, the placement cell; Manas, Mental health cell ; Dr. S. Radhakrishnan Book Club; Gandhi Study Circle; Green Brigade, the Environmental society. The Seminar Hall is a multipurpose air-conditioned facility, used for organizing various events. Equipped with adequate quality sound and screening system, the hall can accommodate 110 people at a time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 78.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 40

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.65

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
147.78	220.66	206.12	0	0

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The college library spreads over two floors with an area of 282.6 sq. mts in size. There are important sections and facilities on the ground floor, such as the Librarian's Room, the Reading Hall, the Faculty Reading section, the Circulation section, subject-wise books and the Faculty and Journal section and the first floor mainly comprises books, journals, and reading areas for students. The library is well ventilated with air-conditioned rooms that can accommodate upto 100 students. The students can connect to college

WiFi from the library. The library is well-stocked with a collection of books and other literature, and is segregated into various sections, each dedicated to different department, course, or discipline to cater to the educational needs of faculty members, students, and staff. It has 59286 books that cover all of the humanities, science, commerce, business, economics, and vocational courses. It also has 19 journals, 06 magazines, and 12 newspapers that it subscribes to.

The library staff is very proactive guides the students by providing the necessary resources that they require. The process of issuing a book or any other resource is very simple and student friendly.

The library employs the library management software (LMS) NETLIB and is fully computerised. The library was initially automated (partially) using software that was acquired in 2000 and subsequently fully automated using NETLIB Software in 2015. The library uses an open access system and an Online Public Access Catalogue (OPAC) to facilitate easy access to the bookshelves. The web based OPAC is also accessible remotely. Additionally, the library also includes a large selection of reference materials, including dictionaries, encyclopaedias, yearbooks, and books for competitive examinations.

The library has subscribed to N-LIST membership through INFLIBNET and DULS through which it has access to a significant variety of e-resources. Over 6000 journals and 1,99,500 e-books are accessible through N-LIST and enormous e-resources are available to students and faculties. The faculty members and students are invited to take N-LIST membership and encouraged to use it.

The entire library is monitored via CCTV. The circulation of the books is documented and managed by the library personnel using both the NETLIB software and physical registers. A daily entry register is used to record the number of students and faculty members who use the library.

The college provides its staff with hands-on training on managing in-house records, documenting information for library use, maintaining automated services and e-resources, and implementing IT technology in the library. The library staff is also trained to enhance existing knowledge related to latest library database software and LMS capabilities. The library has registered for use of anti-plagiarism software- URKUND for its faculty members.

The Library Committee reviews and continuously revises the procedures and policies for preserving and utilising the library's resources. For the procurement of new books, journals, etc., funds are allocated annually to the library committee and various departments of the institution. Outdated books are weeded out on a regular basis.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1.e-journals

2.e-ShodhSindhu

- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 7.09

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

2020-21	2019-20	2018-19	2017-18	2016-17
5.02	5.32	9.42	9.81	5.86

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 8.41

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

Response: 275

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has Wifi facility with 8 access point and it is updated by university as per the requirement. All the computers are supported by a 100 Mbps LAN and Wi-fi system. There are 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 a total of 992 computers and laptops out of them 916 are available for students. Students frequently use these computers and laptop for typing their assignment or making PowerPoint presentations and to use the internet resources. All the computers are updated from time to time and to keep them virus free antivirus are installed. Multiple internet browsers e.g. Google Chrome, Mozilla Firefox, Internet Explorer are installed in the computers. These computers also have Adobe reader to download and read the books. In these computers MS Word, MS Excel and PowerPoint are also installed to prepare presentation and assignments. Every student is assigned with MS Team id for online classes. They can download e content using college wifi on their own devices too. The college has 22 printers of prestigious brands e.g. HP, Samsung and Zebra. Students and teacher can get the essential printout from there. Institution promotes to innovative methods to make the learning process more effective and teachers use various methods with the latest technology. College installed 51 projectors in different rooms belonging to the best brands in projectors e.g. Sony VPL-SW 630 and Hitachi. Teachers mostly use PowerPoint for making the classes more interactive and productive. The assignments given to the students are followed by the power point presentations. It helps in developing their overall personality, students can discuss and explore their knowledge together. Learning combined with using certain software like PowerPoint, Excel, etc. and the visual presentations makes it more enjoyable, creative and comprehensive for the students. Seminar and conference room also have the projectors facility.

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	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 3.32

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 71.43

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

2020-21	2019-20	2018-19	2017-18	2016-17
283.01	290.33	277.56	29.62	92.61

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

The Staff Council of the college makes various dedicated committees at the beginning of each session for proper maintenance of physical, academic and support facilities. The various staff committees include

Purchase, Verification, Staff Room, Library, Sports, Canteen, Garden and Girls Common Room Committee. Each committee conducts regular meetings and ensures optimum utilization of physical and financial resources. A full time Care Taker supervises the maintenance work. Maintenance is outsourced to appropriate external agencies. An appropriate budget is allocated every year for the maintenance of various facilities. All the committees regularly monitor the available facilities and give suggestions to further enhance them.

Classrooms

The College has two Teaching Blocks having classrooms equipped with projectors, Wi-Fi, and other teaching facilities, as well as tutorial rooms. A Care Taker ensures the maintenance of the classrooms on a regular basis. Servicing of Class Projector's Lenses and Filters is done as and when required.

Computer Lab

There are two spacious computer labs equipped with computer systems having the latest configuration and the state-of-the-art software. All the computer systems are regularly protected against virus, have Netsim network simulator and are well connected with LAN Internet. All the computer hardware is serviced from time to time and the software are duly updated. Software and tools can be easily accessed in the lab. The college promotes the use of open-source software like Java, Oracle, Linux and 'R'. The college has also purchased MS Windows license. The Labs are maintained by a competent Lab Attendant.

Library

A Library Committee comprising the Principal, Librarian and TICs of all Departments meets several times in a year to discuss improvement/update of facilities provided by the library. The Library is maintained by seven staff members headed by the officiating Librarian. A team of faculty members and the entire Library staff conducts stock verification involving counting of books and matching the numbers with official records every five years. The college purchases around 2000 – 3000 books every year. The books are recommended by the faculty members and approved by their respective department's Teacher-in-Charge. Book binding is done as per requirement.

IT Infrastructure

The college campus is Wi-Fi enabled. All computers in the college have UPS facility with Windows monitored and Antivirus updated from time to time.

The College has appointed an IT Consultant (STA) to provide regular support services relating to computer hardware and software. The maintenance work for projectors and computers is outsourced and is done on a regular basis.

Sports

A Sports Committee comprising one faculty member from the Department of Physical Education and 3-4 faculty members from other Departments holds regular meetings for maintenance of sports infrastructure. The College has a Sports Store room with sports equipment for 12 sports. A sports room has also been established for conducting official work related to sports. Both the Sports room and Sports Store room are maintained by a Sports Attendant. He also ensures regular upkeep of Yoga room and Badminton Court.

The Football Ground in college is maintained by a team of dedicated gardeners and two ground's men. The college has a Staff Cricket Team too; the team plays match every weekend and participate in different tournaments organized by the other colleges of the University.

Canteen

A Canteen committee comprising 3-4 faculty members from different departments holds regular meetings and visit the canteen to check the quality of food and the hygiene. The food is prepared and served hygienically by 7-8 workers. The canteen is properly cleaned every day. Adequate steps like substitution of plastic plates with stainless steel plates, selling items packed in non-plastic materials, discouraging single-use plastic, etc. are being taken with the vision of making the Canteen plastic free.

College Lawns

The college garden is nurtured by a group of gardeners of the college adhering to the recommendations of the Garden Committee. The lawns and flora of the college are highly maintained and spectacular in springs. An Open Gym is also established in one of the college lawns.

Around 500-1000 kilograms of compost is produced yearly through pits located in college. We produce organic vegetables like spinach, fresh coriander, lettuce, cabbage, radish, broccoli, celery, bok choy etc. in a significant quantity.

Girls' Common Room

The college has an air-conditioned Girls' Common Room equipped with first aid medical kit and attached bathroom. A vending machine for sanitary napkin is provided.

A Girls' Common Room Committee comprising 3-4 faculty members from different departments holds regular meetings and visits the GCR to check the facilities provided to the girls.

Medical Room

The college has a medical room equipped with basic medical facilities like a medical bed, first aid kit and essential medicines. A medical attendant (Nurse) had been serving till 2018.

Facilities for Differently Abled Persons

Our Institution has created special facilities such as ramps, rails, tactile paths and a special toilet to suit the needs of differently abled persons. A parking space is earmarked within the college premises for differently abled.

Rooftop Solar Power Plant

The College has set up (under IPGCL RESCO) an on-grid Solar Plant. It is a 122.945 KWp Solar Rooftop Power Plant with a power generation capacity of 13000 units per month. It is one of the major green initiatives of the college to protect the environment by using renewable energy.

Other Information

Other services provided by the college include: a Cultural Building for rehearsals and preparations of different cultural activities, eight Staff quarters for the office staff members, six water coolers with RO (maintained by professionals on AMC basis), regular cleaning of overhead water tanks, rainwater harvesting system and a power generator for electricity backup. Housekeeping and security services are outsourced by the college. They are responsible for keeping the campus clean and safe.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0.64

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
20	18	18	12	22

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.23

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
93	33	32	13	12

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1.Soft skills**
- 2.Language and communication skills**
- 3.Life skills (Yoga, physical fitness, health and hygiene)**
- 4.ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 13.75

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
995	731	257	70	30

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 14.35

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
120	71	31	73	251

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 6.65

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 58

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 29.77

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	1	1	2	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
122	8	2	3	1

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 435

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
50	97	115	101	72

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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)

Response:

The College encourages all students to participate in various games, sports, cultural and extra-curricular activities. There is a reservation in admission for deserving sports persons and students having excellence in extra-curricular activities.

The college provides facilities for games and sports like basketball, football, volleyball, cricket, athletics, table-tennis and chess. The College also has a separate Yoga room for the Yoga Enthusiasts.

The College has a very vibrant and active Cultural Society. Over the last few years, the College has carved a niche for itself in the cultural calendar of the University. Our students actively take part in various cultural activities like music, street dance, western dance, fashion, debating and so on. The students help in organising the College Annual Festival, "Tatva". The cultural wing and its societies work incessantly to keep up the cultural spirit of the College.

Cultural Union - REVERIE.

The College has a number of student Societies and Projects in which the students are actively involved throughout the year in carrying out various social, cultural and academic programmes. All Departments also have their own societies. These societies lend vibrancy to academics in the college through the regularly organized seminars, talks, debates, paper-reading, competitions and festivals.

College Level Student Societies:

Aaghaaz (Women Development Cell), Aspire (Placement Cell), Dr. S. Radhakrishnan Book Club, Gandhi Study Circle (from 20-21), Green Brigade (environment Society), National service scheme, National cadet corps and the Official Social Media of College – SMCCVSDU.

Departmental Societies

- Economics Department: Biznomics, ECONOX
- Computer science Department: ENCRYPT
- English Department: Litoc
- Hindi Department: Samvaad

- History Department: Time Travellers
- Tourism Department: Carvan
- Commerce Department: COMSOC, FIC, Inspirix, Mercadeo, MSOC, Vociferous Vocationals
- Projects: Rotaract, Enactus, ERIC, TEB, Quonsult, CDF

Students' Union of CVS:

Each student of CVS is a member of the Students' Union. The Principal of the College is the patron of the Students' Union. The Students' Union is affiliated to the Delhi University Students' Union, (DUSU). Elections for the posts of President, Vice-President, Secretary, Joint Secretary and 2 Central Councillors are held as per the schedule declared by the University for the Elections to DUSU every year. The post of President is reserved for students of 3rd year, while the post of Joint Secretary is reserved for students of 1st year. In the Academic session 2019-20, for the first time in CVS, first division marks were taken as the basic eligibility criterion for the Student Union candidates. The highlight of the CVS Student Union's activities is Freshers welcome, celebration of festivals like Lohri and "Tatva" the annual festival of CVS which the student union and cultural unions organize together.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 19.6

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
25	11	20	14	28

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

There is an alumni association and all outgoing students can become members of the association against payment of membership fee as decided by the College. Many of the Alumni come to the college to give guest lectures. They share their experiences and views about the industry they are working in. They advise about the opportunities and career options that their course offers. On the Annual day function distinguished old students of the college are invited as chief guests. They share their experiences and motivate the students to put in their best.

Annual get together: The College is really proud of its alumni who have excelled in the journey of life. Be it public life, private and public sectors, television and films, civil services, armed forces, social work, entrepreneurship or any other field, they have made the college proud. Annual get together provides a space to the current students to interact and get inspired by their alma mater. This get together could not be held in the year 2020-2021 due to the pandemic.

A Telegram engagement group is also made to facilitate easy interaction with the alumni and current students. The basic purpose is to connect and collaborate with the alumni. We value learning through the experience of the experience holders. The Telegram group is a good platform as it eliminates the limitations of distance.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

The mission of the college is to provide holistic education to the students and cater to them all the facilities required to help them excel in all the disciplines, with special focus on vocational education or the practical aspect of education which can make them employable. An important part of education that the college emphasises on is innovation and research. Apart from having trained teachers for quality teaching who themselves routinely engage in research activities and publish research articles and present papers, the students too are encouraged to undertake research activities. To facilitate that, the college has well-equipped computer labs, an expansive library, classrooms with projectors and activity rooms. The vision of the college is to make sure all students whether of Vocational, Commerce or Humanities discipline, participate and excel in extra-curricular activities as well and get a chance to broaden their outlook. Different seminars, talks, and motivational programs are organised regularly to expose the students to different ideas. When the pandemic took over, the teaching staff and students were given MS Teams orientation for online classes. The college has a big playground and a teacher for Physical Education who keeps organising sports activities to make sure students are also physically active and play the sport of their choice.

The Governing Body of the college consists of the Chairman, the Principal (who is the secretary of the Governing Body), Treasurer, university appointed members, two teacher representatives and a representative from the non-teaching staff as a special invitee. The Governing Body reviews and approves of all the major decisions taken by the staff council and other college related issues. Any internal decision of the college is put in front of the staff council that includes all the college teachers headed by the principal. There are around 20 committees like the IQAC team, the Verification Committee, Library Committee, Purchase Committee, Admission Committee, Sports Committee, Internal Complaints Committee etc. to manage different activities of the college and supervise the prospective plans be it infrastructure development, expansion of the library or the purchase of equipment for providing better amenities to the students. Teachers understand the pulse of the students, and they work together with the students' union and members of different college societies to carry out various events in the college. The different student societies like the cultural society, the debate society, the NCC team, the Rotaract club, the Green Brigade etc. ensure that the students are able to engage with causes and activities of their choice, hone their skills, interact with like-minded peers, learn teamwork and develop a healthy competitive spirit and realize their potential which is the ultimate vision of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and

participative management**Response:**

The college functions through a participative management system where all teachers are a part of the decision-making process for both academic and administrative purposes. The Staff council headed by the principal consists of all the college teachers. Every year the staff council meets at the beginning of the academic year to form the various committees which have different conveners and also have teacher members. The convenorship and membership of the committee is decided democratically with consent and every two years the convenors are rotated and even members move to different committees. This staff council makes all the major and minor decisions related to college. Decisions taken by the staff council and other college related issues are taken to the Governing Body for review and approval. The Governing Body consists of the Chairman, the Principal, Treasurer, university appointed members, two teacher representatives and a representative from the non-teaching staff.

The biggest example of the participative management and decentralization of policymaking in the college is manifested in the organisation of the annual cultural fest. In the last five years, the college has organised its annual fest TATVA, in 2017-18, 2018-19 and 2021-22 except during the pandemic affected academic years of 2019-20 and 2020-21. The Students' Union Advisory Committee and the Cultural Committee which are headed by teacher convenors and have teacher members in the body together supervise and assist the Students' Union which is a duly elected student body in the various decisions related to the fest, be it the choice of performers to be invited or the kinds of activities and the itinerary of the different days of the fest. While the student body executes the decisions and talks to the sponsors, major decisions are taken with the consultation of the teachers. The principal along with the administration staff float the tender for the fest and the purchase committee opens the tender. The prize money is released by the accounts department of the college and all financial transactions are done under the supervision of the Bursar. The MoU committee verifies all the sponsorships. The discipline committee manages discipline and order during the fest, the debate committee along with the debating society organises debating events, different departments and societies too organise their individual programs during the three-day college fest. While the cultural union and the students' union take care of the programs at the student level, the teaching as well as the non-teaching staff come together to supervise the various events and manage the crowd and security situations.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment**6.2.1 The institutional Strategic / Perspective plan is effectively deployed****Response:**

The college employs various plans each year and then the course of action is planned to effectively deploy

means for its successful implementation. The college had planned to construct a new building within the premises to accommodate growing academic needs of the students. A plan for rainwater harvesting and automated sewage treatment plant in the new building was also proposed. Moreover, an MoU for installation of rooftop solar panel was also signed in 2019. The solar panel became operational in 2020. The tender for the same was passed and the Viva Associates were selected for the same. The plan was the construction of a double storey building in prefabricated insulated sandwiched skin in flat cement particle board sheet- asbestos free in W- profile for additional classrooms and toilets. The plan was approved in the building committee meeting held on September 10, 2018.

The two tenders that were received were from M/s Shweta Contractors and the other was from M/s Viva Associates. Since the amount quoted by Viva Associates was the lowest, the Building Committee decided to recommend to the Governing Body for its approval and award of the contract. The total amount that was sanctioned for the construction was Rs. 4,21,07,992 (Rupees four crores twenty-one lakh seven thousand nine hundred ninety-two only). The first set of bills submitted in this regard after the purchase of primary raw material for the construction was for Rs. 54,67,928.50. Subsequent payments were also made from time to time as the work progressed.

It was also decided that M/s DEARCH Engineers Pvt. Ltd. College Architect would design the Rainwater Harvesting and Automated Sewage Treatment Plant. The payment break-up for the same was

1. 10% payment on submission of concept drawing and basic designing.
2. 20% payment on submission and approval of final design and layout of Rainwater Harvesting and Automated Sewage Treatment plant.
3. 20% payment on submission of B.O.Q. Tender document and other documents.
4. 20% payment on completion of 50% work.
5. 30% payment on completion of work, testing and commissioning.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The institution is constituent college of University of Delhi and follows service rules and organisational structure mandated by the university. The Principal acts as the head of both teaching and non-teaching staff. The Governing Body of the college is constituted by the University, making it the highest decision-making body of the institution. It consists of the Chairman, the Principal (who is the secretary of the Governing Body), Treasurer, university appointed members, two teacher representatives and a representative from the non-teaching staff as a special invitee. It meets regularly to oversee and discuss

matters ranging from infrastructure of the college, recruitments, to financial matters ensuring constant growth and effective management of the college.

In the case of administrative responsibilities, the work is very demanding which is why delegation becomes essential. The duties of the administration are divided and decentralised amongst the two administrative officers who lead the administration and accounts department, respectively, along with the Senior Personal Assistant (SPA). Together they manage and organise the staff and ensure that students and teaching faculty are well supported in their academic endeavours. The administrative officers are backed by their Assistants and the work is also delegated to the Caretaker as well as to the Gestetner Operator. Utility staff functions as the last line of service assistance in both these departments. This ensures effective and efficient functioning of the institution.

The Principal is further assisted by the Librarian, Teachers-in-charge of the departments, and the Bursar. Their presence ensures a connection between the administrative and teaching staff ascertaining transparency within the institution. Further, the Librarian is backed by Assistants and Library Attendants. The functioning of the computer lab is overseen by the TIC of the department of Computer Science, along with the administrative office, and with the assistance of lab attendants.

In the case of the teaching staff, the organisational structure is rather simple. The duties are met efficiently through the combined and hierarchical efforts of the Principal, Associate Professors and Assistant Professors. The TICs of the departments manage and administer the smooth functioning of individual departments. TICs are appointed on a rotational basis and hold regular meetings with its faculty members to take decisions regarding the academic and extra-curricular activities to be conducted by the department with due approval from the principal. The staff council of the college is chaired by the Principal and a secretary is democratically elected. There are around 20 committees headed by different conveners and teacher members. The council and committees plan, prepare, and effectively implement the academic, non-academic, and administrative goals of an academic year.

The college also has an Internal Quality Assurance Cell (IQAC) that monitors and ensures that the institution realises its vision and mission while maintaining as well as upgrading the quality of its academic activities and administrative management.

The student council of the college voices the concerns of the students and its presence ascertains student representation in decision making and policy implementation of the college.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration

2. Finance and Accounts

3.Student Admission and Support**4.Examination**

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The institution meticulously follows the welfare measures and schemes mandated by the Government of India and the University for both the teaching and non-teaching staff. These schemes ensure the well-being of the employees and their families. Some of the welfare measures are listed below:

The institution ensures that the employees of the college can avail leaves depending on their needs. The leaves take into account both the academic and personal well-being of the employees. The staff can avail casual leaves, earned leaves, and medical leaves. Additionally, the college also has a provision of maternity and paternity leaves according to the government rules. Teachers can also access child care leave to look after their wards. These provisions warrant security and stability extended by the institution towards the family members of its employees. In order to encourage academic growth and enhancement of the faculty members the college also provides duty leaves to its employees to attend seminars, refresher courses, faculty development programmes etc. The teaching staff can also take study leave in an effort to focus on their research. They can also avail sabbatical leave as per the rules.

The college also provides its employees, their spouses and their dependents a robust financial support system which is reflected in provisions of reimbursements of medical expenses, and partial tuition fees of the wards of the staff. The staff members also have access to LTC and HTC. Apart from this the college also provides financial support to its members for attending seminars, workshops, FDPs, etc. The college also extends its support to the children of its employees by providing admission under ward quota. The welfare measures also include retirement benefits for the employees.

The college also organises workshops and seminars for its members in order to hone and upgrade their skills. In the view of the pandemic college organised training sessions to facilitate its staff members switch to digital learning. Presence of a well-equipped library, computer labs, and wi-fi also assures the staff members get an optimal environment to carry out academic activities. The physical surroundings are equally important in creating a conducive environment for fruitful productivity. Fully air-conditioned and well-furnished staff rooms along with a pantry, refrigerator, hot case, RO drinking water, and hygienic washrooms, and parking facilities make sure that the wellbeing and comfort of the staff members is taken into consideration by the institution. Well maintained grounds and gardens, access to sports activities

which is reflected in participation of teachers in the annual sports day events also ascertain their emotional and physical well-being. The institution also has an internal complaints committee and grievance redressal cell to provide support to the staff members so that they feel safe and taken care of at their workplace and do not face any kind of harassment. Effective implementation of these welfare measures has had a positive impact on the overall growth and wellbeing of the institution's staff members.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0.75

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	1	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 7.31

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	6	4	1	2

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

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

significance of ethical and intellectual integrity that must guide the overall growth of the employees and the institution.

The various departments of the college also collate data regarding the research and academic activities undertaken by the faculty members in form of an annual report which is then forwarded to the college administration. Moreover, an active engagement in research, academic, and administrative activities is also encouraged by its contribution to career advancement and promotions of the faculty members. University of Delhi notifies its faculty members of Career Advancement Scheme (CAS) wherein the assessment is carried out as per UGC regulations. The appraisal system reviews overall commitment of the employees to the job including their participation in the students' co-curricular activities and shouldering of administrative responsibilities apart from sincere and relevant innovations and contributions to the teaching-learning process within the classroom. The non-teaching staff is also motivated to fill APAR annually in order to maintain and review their performance.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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

File Description	Document
Upload any additional information	View Document

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

Response: 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The college makes every possible attempt to mobilise funds and post the procurement of these funds it is ensured that these are optimally utilised for student centric initiatives. These funds are acquired under the guidelines /policies of UGC and IQAC and all financial transactions are verified by the verification committee and the purchases are made through the purchase committee. Apart from paying the salary of the college staff, several productive academic measures are also planned, and the fund mobilisation is centred around the same. Of the multiple activities that have been initiated by the college, below mentioned are the ones that have been successful in generating funds.

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

The college boasts of a unique organisation within the University of Delhi to have vocational courses which generates enormous scope for students for having special skill sets to either get placed with reputed companies across India or to be able to start their entrepreneurship. In this endeavour, the teaching faculty always encourages and ensures that the students at the college get the best of opportunities. In this direction the Department of Tourism has in the past signed several MoUs with different universities across the globe to help students from the department to have access to these foreign universities. As a result of the MoU, students are given financial aid to help them know the continually growing tourism industry.

As per the decisions taken at IQAC meetings at the college, it was decided to encourage each department to continually strive for higher academic goals and hence organise seminars. In this direction the department of History organised a national level seminar on Gandhi on 25-26 September 2019. The UGC had sanctioned funds for the same and they were utilised for the logistical needs of the seminar.

Each year the college organises the annual festival 'Tatva'. Prior to the festival several MoUs are signed well in advance between different companies / individuals and the college for setting up of stalls for the students. The fund generated is further utilized for different activities conducted during the fest.

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

The college also runs self-finance courses like Computer Science and BBE. Certificate courses in French and German were offered till 2019-20 and funds were also generated through them.

There is a canteen and a contract/ rent agreement with regard to the same is signed annually.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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

1. Streamlining of documentation and reporting
2. Organising academic programs in collaboration with IQAC

IQAC of the institution realises the importance of effective documentation and reporting of all the academic and administrative activities undertaken by the college. Maintaining proper documentation not only facilitates administrative processes like filing of AQAR, it also helps in reviewing and assessing the overall performance of the institution during an academic year. Proper documentation both improves and controls the quality of all strategies employed by the institution in its effective management and growth. Therefore, reports of all seminars and talks conducted by various departments are submitted to IQAC. Reports of activities like sabbatical leaves availed by the faculty members etc. are now routinely recorded and reported to IQAC. This practice ensures that the institution effectively implements the welfare measures to support academic growth of its employees. Filling of APAR forms by the employees for career progression was also institutionalised by the IQAC.

In the last few years, several seminars, training sessions, FDPs and social awareness events have been conducted by various departments and societies in collaboration with IQAC in order to promote research and critical thinking aptitude in students and to enhance digital learning skills of the faculty members. For instance, IQAC organised an ICT workshop in August, 2020 to facilitate the switch from offline to online

teaching for its faculty members. A faculty development program on 'New Education Policy: The Future of Higher Education' was organised in collaboration with IQAC to increase awareness and discuss the opportunities and challenges surrounding the policy. A three day webinar on 'COVID-19, Crisis and Resurrection: Reflections' from 1st to 3rd May 2020 was also organised. In January 2020, the English Department conducted an FDP on 'Literature and Cinema' in collaboration with IQAC in order to better equip its faculty members with critical tools to teach the Discipline Specific Elective offered by the department. IQAC regularly organises such events to keep its faculty members updated on the current theoretical and methodological frameworks being employed in systematic study of their disciplines. This ensures that the classroom teaching-learning process is in sync with contemporary trends in their respective fields of knowledge. IQAC also encourages student participation in seminars and motivational talks organised in college to promote an overall development of their faculties. These talks and events are also aimed at inculcating sensitivity and awareness in students towards issues that construct their environmental, social, economic, and political realities and to provide them with practical tools and skills to navigate these realities more meaningfully and consciously. These initiatives by IQAC inculcate an attitude towards education that makes it more life-relevant and a tool through which students not only grow individually but also contribute significantly to the society in general.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC has facilitated the process of institutional review and implementation of the teaching learning reforms significantly.

The biggest contribution of IQAC in the teaching learning process is its collaboration with different departments and societies in organising seminars, lectures, talks and FDPs. From 25th to 26th September 2019, a UGC sponsored national seminar "Thought and Action: Perspectives on Gandhi " was organised by the History department in collaboration with IQAC. On January 2, 2020, an FDP on Literature and Cinema was conducted by the English Department and IQAC. But when the pandemic struck the nation, the traditional approach of teaching and learning had to change. To be able to meet this new challenge, the IQAC organised an ICT Academy workshop in August 2020 to introduce the teachers of the college to digital learning. They were introduced to Google classrooms, MS Teams, digital whiteboards and taught how to use PowerPoint presentations and use online mode to evaluate assignments, provide feedback and compile attendance and internal assessments online. Even the students were provided with an online workshop to teach them how to use MS Teams to adapt to their new virtual classrooms. The IQAC using

the new digital mediums organised different seminars to enhance student's knowledge of their respective discipline and online lectures related to the course. A three day webinar on 'COVID-19, Crisis and Resurrection: Reflections' from 1st to 3rd May 2020. Some webinars were also organised for the teachers. An online session on 'Understanding IQAC: Issues and Challenges' was organised on 21st November 2020 which was meant for the college teachers to understand the need of IQAC. A faculty development program on 'New Education Policy: The Future of Higher Education' was also organised in collaboration with IQAC on 8th February 2021 to introduce the teachers to the new policy and understand what it entails for the teaching learning community. On 20th February 2021, an educational webinar on 'Stock Market' was organised by the Department of Commerce in collaboration with IQAC. Other such seminars, motivational talks, 'Meet the Author' and 'Meet your Alumni' kind of programs were routinely organised under IQAC to provide an extra edge to students and improve the overall quality of education.

The second important initiative of the IQAC was to form an MoU committee. The committee was formed in July 2019. The MoU committee has issued guidelines for MoUs that the college societies and departments might undertake for organising various academic programs in collaboration with other organisations and partners. This was done to ensure smoother transaction and transparency of deals and make sure no other third-party benefits by any college events. The teachers-in-charge and conveners of the department/societies were given the responsibility to oversee the events and thus any cash transaction was avoided to ensure a smooth and fair process.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

Our college has provided many facilities to female students and staff in order to provide a conducive and secure environment. The college has a Girls' Common Room having adequate facilities including washroom, AC, comfortable sofa and a sanitary pad vending machine. There is a female security guard stationed at the entrance gate of the college for ensuring adequate physical security of the students, especially female students. We have a Boys' Common Room which houses comfortable seating and few indoor games such as carrom board, chess, etc. There are college committees as well such as Girls' Common Room committee, Internal Complaints committee and Discipline committee.

The women development cell of CVS, Aaghaaz aims to work for the upliftment, protection and development of women in the society and tries to bring sensitization towards the female gender and the LGBTQ community.

On 26th Sept 2016, Aaghaaz organized a Poster Making, Pot Painting and Article Writing Competition on topics including women Empowerment, Role of Women from Ancient to Modern Times, etc. The society successfully conducted a Gender Equality Drive on 18th January 2017.

Aaghaaz organized many events during 2017-18, including a talk show for promoting the ideology that people are recognized by their talent and not by prevalent stereotypes. The event had speakers ranging from an acid- attack survivor, Miss India Wheel-Chair to a famous Indian male Belly dancer.

During 2018-19, Aaghaaz organised a Pride March on October 4, 2018. Every year, 11th October is observed as the International day of the girl child and Aaghaaz celebrated the same. The event highlighted the issues faced by little girls such inept access to education, nutrition, legal rights and medical care.

Aaghaaz organised a PRIDE MARCH on 20th September, 2019 in an effort to address the prejudice against LGBTQ community. On 7th October, 2019, they organised an Online Speak-up Campaign on Homosexuality which was attended by around 150 people. Umeed ki Udaan, the semi-annual Fest of Aaghaaz was held on the 6th November. The main purpose of the event was to promote gender equality. NOOR- EK NAYA DAUR was organised on 19th February, 2020 and the guest speaker proceeded with an interactive session about the rape culture.

A webinar on equality and gender stereotype was organized by Aaghaaz society on 28th February 2021. A webinar on POST TRAUMATIC STRESS DISORDER AND SEXUAL ABUSE was organised on 27 June 2020.

NSS-CVS undertakes events to bring awareness about gender equity. A workshop on Women healthcare, hygiene, gender sensitivity and women empowerment was organized on 30th September, 2019 in collaboration with the CSR RESEARCH FOUNDATION. The workshop was followed by the installation of the sanitary pad vending machine and an incinerator in the Girls' Common Room.

An awareness campaign and workshop on "Child Sexual Abuse and Prevention of Children from Sexual Offences" (POCSO) was organized by NSS-CVS on 14th November, 2019.

NSS CVS organized their annual cultural fest on 17th February, 2020 and the highlight of the fest was the panel discussion on the theme: Breaking Stereotypes.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste management is a burning issue in the modern world and the college undertakes the following measures to bring awareness of the same.

Solid waste management

The college has strategically placed different colored dustbins to promote waste-segregation into wet and dry waste. This practice is propagated by the government as well and it helps in effective waste disposal by civic agencies. There is a compost pit located within college premises and organic waste is converted into manure. The college is a no-plastic zone and continuous efforts are undertaken to keep single-use plastic at bay. One-side used paper is used for internal communication so as to reduce wastage of paper.

Waste recycling system

The college has a pit for rain water harvesting and this is used to water the plants and trees.

In addition, the college is involved in spreading awareness among students, faculty members and non-teaching staff through different programs like environmental awareness drives, talks, workshops, Nukkad Nataks and outreach activities to develop ecofriendly behavior among students. Green Brigade, the environment society and NSS unit of CVS provides platform through which students learn and enlighten themselves about burning environmental issues.

A number of **activities** have been held and several **initiatives** have been taken up in the college to reduce waste production and its management.

Composting for managing the garden waste generates a good amount of manure for the plants.

Green Brigade started a new initiative - "Waste Management Project" to maintain the campus clean and green. An MOU was signed with "Jaagruti waste paper recycling services" to recycle waste paper from the college. They have recycled the waste paper to make answer-scripts to be used for assignments and house examinations.

Refillable white board markers for the teaching staff of the college have been introduced to reduce plastic wastage.

Single-use plastic cutlery and straws, stirrers, etc. have been removed from the College canteen to curb plastic waste.

The students, teaching and non-teaching staff of the college joined the worldwide campaign to "Beat Plastic Pollution" and took a pledge to adopt "Green good behaviour" as well as "Green Social Responsibility."

The college participated in the "Swachhata Hi Seva? programme of the Ministry of Sanitation and Drinking Water to spread awareness regarding waste segregation, cleanliness and plastic pollution.

E-waste collection drives were organised from 24 October 2018-1 November 2018 and from 11- 15 March 2019 in the college in association with Chintan Environmental Research and Action Group to spread awareness about the proper segregation and recycling of e-waste.

Shramdaan and Swachhata Pledge were taken on 2nd October 2019. Following this, a Plog Run was organized, wherein plastic waste was collected from the streets of Sheikh Sarai-II and lastly, a Swachhata Pledge was conducted to give up single-use plastic and to make the campus as well as the surroundings

clean and plastic-free. In Swatchta Pakvada organized by NSS CVS which included campus cleaning, door to door cleaning, slum cleanliness drives and rally related to waste management.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: E. None of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

The college has made continuous efforts that aimed to promote inclusive environment. Constant efforts have been made to embrace the linguistic, cultural, regional and socio-economic differences through the co-curricular activities organized by the college departments and societies.

1. Cultural Inclusion

The College has a very vibrant and active Cultural Society. Over the last few years, the college has carved a niche for itself in the cultural calendar of the University. The students are encouraged to take part in various cultural activities like music, street dance, western dance, fashion, debating and so on. The Cultural Society of CVS houses many societies under its wing and together, they hold the college annual festival –

Tatva.

2. Gender Inclusion

Setting up a gender-inclusive campus is key to foster sustainability and a civilised society. Aaghaaz, Women Development Cell (WDC) of the College has been functioning since 2012 and became a full-fledged Women Development cell. It aims to bring awareness on gender equality and bring about sensitisation towards gender related issues. The cell has conducted various programmes on issues like sexual harassment, female foeticide, etc.

3. Creative Inclusion

The college boasts of several students' societies that work the year round to conduct many events which entails the development and showcase of creative and administrative skill set. Dr. S. Radhakrishnan Book Club of CVS works to promote a reading culture and critical thinking among students by bridging the gap between students and teachers on a literary and creative theme. Enactus CVS and the CVS chapter of The Connecting Dreams Foundation (CDF) motivates the students to contribute towards the community.

4. Total Prohibition of Ragging

Ragging is completely prohibited in College of Vocational Studies. The college Anti-Ragging Committee ensures that the college campus is ragging-free at all times. The Bulletin of Information of CVS states the rules regarding campus being completely ragging-free.

5. Foreign Students

The Foreign Students are always given a hand-holding with a view to help them acclimatize with the local college environment. The college strives to provide an inclusive environment to its international students so they feel comfortable during their stay in the college campus.

6. North East Students Cell

North Eastern Students Cell is a college committee to promote the involvement of the students from north-eastern India and give them a conducive environment to nurture and develop themselves as great learners in their respective fields of interest.

7. Special Categories Admission Enabling Committee

Special Categories Admission Enabling Committee - Due reservation are offered by the college to the students belonging SC/ST/OBC/EWS/CW/KM category to ensure inclusion of students from all the parts of the society. The reservation is given as per the University of Delhi guidelines.

8. Internal Complaint Committee (ICC)

The Internal Complaint Committee works towards providing a secured campus environment and strengthen students' confidence in an organisation's administrative processes. The Internal Complaint Committee is prompt in taking up any cases of sexual harassment reported to them.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Understanding the 'new normal' the college has successfully adopted various online platforms for smooth conduct of our society events and other extra-curricular activities.

At CVS the National Cadet Corps (NCC) unit is dedicated to creating a 'sense of patriotic commitment' for national development. Over past 5 years NCC have actively participated in the Republic Day Camp, Annual chief minister Rally, Amar Jawan Jyoti at the National War Memorial, Annual Training Camp, and All India Nau Sainik Camp Our proud NCC ctd. has also been felicitated by Lt. Governor of Delhi for putting in tremendous number of efforts in various national camp.

CVS has an active National Service Scheme (NSS) unit where students engage in community service programmes such as donation drives. Every year CVS celebrates the Republic Day by organising several competitions and seminar to sensitize the students to history of our nation.

Every year CVS observes a Vigilance Awareness Week by organizing activities to foster honesty and orient students towards fighting corruption. This week is scheduled with several quizzes, campaigns, slogan writing competitions, etc. Every year National Unity Day is observed with a pledge to celebrate our glorious history of national integration.

To sensitize the students to the constitutional rights, our college has made a continuous effort by organising several seminars, webinars, live sessions and lectures on topics related to democracy and our Constitution, role of the Constitution in maintaining unity and integrity in India, fundamental duties and rights, our democracy and our Constitution. Moreover, CVS organises webinar/seminar on National Constitution Day or Samvidhan Divas, on 26th November every year to commemorate the adoption of the Constitution of India. To educate about the fundamental consumer rights, National Consumer Rights Day is observed on 24th December to spread awareness about consumer importance, their rights, and responsibilities.

Youth Parliament competition by Ministry of Youth Affairs was organised in college under NSS. The competition was a debate on the topics- India sets global narratives on terrorism, India sets global narratives on Economic Offenders, India sets global narratives on climate change and Khelo India: a gateway for binding sportspersons to make a mark.

CVS observes the Gandhi Jayanti annually through conducting lectures and seminar/webinar on role of Gandhi's principles in everyday life. Every year CVS celebrates the democracy of our nation by observing National Voters Day. On this occasion several district and Sessions Judges address the gathering of students and faculty.

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

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Commemorating days, events and festivals of national importance honours the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, likewise, inspires the youth. The college observes several nationally and internationally significant occasions to educate our students on the history, traditions and practices of India in engaging and participatory ways.

The college celebrates Independence Day with much enthusiasm. Students, teachers and administrative staff join in the celebrations, which commence with the singing of the National Anthem, and include cultural performances carefully curated by our cultural society. The Republic Day is marked in college with various programmes organized by NSS and NCC, other college societies also conduct quizzes, competition, seminar and webinar on this occasion.

As a tribute to the father of our nation, on 2nd October, the birth anniversary of Mahatma Gandhi, several

programmes, lectures and webinar are organised by the college societies and NSS.

Since its launch on 2nd October 2014, as part of the Swachh Bharat Abhiyan, CVS undertakes several measures to enlighten students about the importance of hygiene and sanitation, such installation of sanitary pad vending machine, installation of dustbins, conducting cleanliness drive. CVS observed World Clean Up Day which is world's biggest civic movement that includes over 150 countries.

The college regularly organises several activities on commemorative days including Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th September, Sardar Vallabhai Patel's birthday on 31st October or National Unity and birthday of Swami Vivekananda on 12th January or National Youth Day. National integration activities like Run for Unity and Unity Pledge are organized to honour the 'Iron Man of India'.

In December 2014, the United Nations General Assembly Resolution adopted 21st June as International Yoga Day. Every year CVS celebrates this day, acknowledging the transnational role of Yoga, an ancient Indian knowledge system, in promoting physico-mental health.

On occasion of World Environment Day, NSS, CVS conducted a poster making Competition on the theme of "Environment".

On 25th January, National Voter's Day, NSS-CVS strives to spread awareness about the importance of elections and the role of citizens as voters. Voters ID registration Camp for Christ College Students was initiated by NSS volunteers at the College Campus on 25 January 2018.

NSS Conducted an online event on the occasion of National Constitution Day on 26th November 2020 on Google Meet platform.

29th September which is celebrated as Surgical Strike Diwas. Our cadets celebrate this day by showcasing patriotism in the form of dance, song and skits. Every year NSS CVS organises a Blood Donation camp on the occasion of World Blood Donor Day

Further, On the occasion of National Sports Day to track the fitness level of today's youth, a 12 minutes run and walk test was conducted on a 200 metres track in the college field.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:**Title of the Practice 1**

Extension and outreach activities/Community service

Objectives of the Practice

College of Vocational Studies is situated in the urban part of New Delhi surrounded by residential area. We aim to contribute to the community at large and, as an institution, we encourage our staff and students to contribute towards the community by undertaking extension and outreach activities. The college aims to achieve a harmonious co-existence with its surrounding areas and with the community at large. Keeping in tune with this, students are motivated to take part in community service during their stay in our college. This not only contributes towards their holistic development, albeit makes them a responsible citizen when they leave the college on graduating.

The Context

A human is a social animal who has to co-exist with other humans in its universe. This would be incomplete if an individual is not giving back to the society from where it is receiving in some form or the other. The college tries to imbibe this thought process amongst the students at the very onset of their academic journey with us. The college has many student societies, academic societies, NSS CVS and NCC CVS which are active throughout the year and undertake many extension and outreach activities. The students and faculty of the college participate in these activities, thereby contributing towards the community. It is a challenging scenario to keep-up with the community service in day-to-day hectic life.

The Practice

Our college has around forty student societies covering vast areas functioning throughout the year. These societies encompass different subject areas and fields giving the students an opportunity to choose the one most pertinent for them. Many outreach events are undertaken by these societies from time-to-time. The college also has NSS CVS and NCC CVS that are actively engaged in extension activities throughout the year. The student societies, NSS and NCC are mentored by a faculty convenor with student members proactively participating in the functioning of these units. The faculty has always encouraged the students to join these units and to participate in extra-curricular activities. The ideology behind this practice is to integrate the importance of social values and community service in the everyday existence of the students.

NSS CVS

The NSS wing of CVS has been proactively organising extension activities keeping community service in mind. The students are encouraged to participate in large numbers to make these events a success. Over a span of last five years, NSS has organised many such activities including blood donation drives, donation drives, awareness campaigns and webinars/talks on various social issues, to name a few.

NCC CVS

The NCC wing of CVS instils in the students a sense of responsibility and belongingness to our nation. To further this cause, NCC also organises events that serves a social cause and motivates the students to

contribute their bit to the community at large. Some of these events have addressed the pressing issues faced by the society.

Enactus CVS

Enactus CVS is a student society that aims to bring a change in the social and economic framework of the society. The society undertakes such projects that enables it to establish lines of communication between the groups belonging to different social strata. It promotes social entrepreneurship. This, in turn, creates an environment conducive to cooperation and inclusion.

CDF CVS

CVS chapter of the Connecting Dreams Foundation (CDF) is a students' social entrepreneurship initiative that promote them to use their entrepreneurial skills to increase its impact in society. CDF provides a platform for networking, entrepreneurship skills, communication and collaborative opportunities.

Evidence of Success

Several activities have been conducted each year:

2020-21

- Yamuna Cleaning on 18/11/20 and 25/03/21 by NCC
- Gautam Buddha Statue Cleaning on 26/03/21 by NCC
- Talk on Social Issues on 24/09/20 by NSS
- Project Raah by Enactus CVS
- Shoe Donation Drive by Enactus CVS
- Project Abhyan by Enactus CVS
- Project Ehtiyat by Enactus CVS
- Gifting masks on 10/07/20 by Enactus CVS
- Mental Health Awareness talk on 29/07/20 by Rotoract CVS
- Suicide Prevention Awareness talk on 10/09/20 by Rotoract CVS
- Webinar on Mental Health on 03/04/21 by Manas CVS

2019-20

- Dream Awards on 03/11/19 by CDF India-CVS
- Cloth Collection Drive on 13/09/19 by Green Brigade
- Shramdaan and Swachhata Pledge on 02/10/19 by Green Brigade
- Donation Drive and fundraising on 06/11/19 by NSS
- Dustbin installation and blanket distribution on 08/11/19 by NSS
- Jooton ka Garage by Enactus CVS
- Blood Donation Camp on 21/09/19 by Rotoract

2018-19

- Donation Drive from 04/02/19 to 08/02/19 by Aaghaz
- National Shoe Donation Drive from 14/03/19 to 15/03/19 by Enactus

- Project Tarey on 14/04/19 by Enactus
- Event on Social Equality in Government school, Shahdara on 18/08/18 by Enactus
- Cloth Collection Drive on 21/08/18 by Rotoract

2017-18

- Old Age Home Workshop on 15/09/17 by NSS
- Project Madari by Enactus
- Collection Drive on 12/10/17 by Enactus

2016-17

- Project Katran by Enactus
- Blood Donation Camp on 03/11/16 by NSS with AIIMS

Problems Encountered and Resources Required

The society we live in faces many social issues and one important challenge faced in implementing this practice was to zero in on the prospective problems to be highlighted. The primary focus is to bring awareness of such issues among the students so they can do their bit towards the society. Another pressing issue was to identify the NGOs, third-party agencies and beneficiaries willing to collaborate with us for addressing a specific social cause. Finally, organising a successful event requires the students to perform many functions such as coordinating, communicating and promoting these events among the target audience. The students face a challenge to strike a balance between co-curricular activities of this nature and academic activities including the class attendance.

Title of the Practice 2

Imbibing Green Practices: bringing environmental awareness

Objectives of the Practice

College of Vocational Studies is located in the heart of Delhi amidst urbanisation and have inculcated various green practices within campus in an attempt to address the issues related to global warming. The college puts in a conscious effort to contribute towards bring environmental awareness. Keeping up with this, many events such as seminars/webinars, talks, workshop, to name a few, are conducted regularly.

The college has a green area cover of around 70% of the total college campus. The college has planted several trees, shrubs and herbs and this lends a green and luscious aura to the college campus.

The Context

Environment consciousness is a sensitive topic that requires a discussion platform of its own. It is the need of the hour to address this issue; all plausible solutions may be discussed and implemented, whenever possible. We, at CVS, have been conducting events from time-to-time to make the target audience aware of most pressing issues and motivating them to contribute in this regard. The college also has a student society dedicated to working towards environmental awareness: The Green Brigade. The students along with faculty convenor organises various events.

The Practice

Several trees and bushes are planted in the college and we have green cover area including green lawns and gardens. We also have a herbal garden wherein several seasonal vegetables are planted and nurtured. The green cover area is maintained by a team of skilled gardeners who are being managed by the Garden committee. The garden committee comprises of several faculty members and meetings are held regularly to manage the greens of the college, assess different issues in this regard and suitable recommendations are made to augment the variety of greens that the college has.

The Green Brigade, the environment society of our college, comprises students and faculty convenor. The society has been active throughout its lifetime to undertake several activities to bring awareness about issues related to environment. The society has organised different events that motivate the target audience to contribute to the environment. Several events were also conducted which involved the students, teachers and even their family members to participate.

Evidence of Success

Several events were conducted:

2020-21

- Tree plantation drive from 01/08/20 to 07/08/20 by NSS
- Wildlife Week from 02/10/20 to 05/10/20 by Green Brigade
- Home Gardening Workshop on 09/02/21 by Green Brigade
- Virtual Earth Conference 2.0 on 05/06/21 by Green Brigade
- Online plantation campaign from 01/07/20 to 07/07/20 by Green Brigade

2019-20

- Tree plantation drive on 14/08/19 by Green Brigade
- E-waste collection drive on 04/11/19 to 05/11/19 by Green Brigade
- Nature Walk to Sunder Nursery on 09/11/19 by Green Brigade
- Talk on Humanity and Environment on 28/01/20 by Green Brigade
- Talk on Animal Rights by PETA on 03/03/20 by Green Brigade
- Virtual Earth Conference 1.0 on 05/06/20 by Green Brigade
- A Walk of Concern on Amazon fire on 26/09/20 by NSS

2018-19

- Tree plantation drive on 20/08/18 by Green Brigade
- Cloth bag donation drive on 05/09/18 to 07/09/18 by Green Brigade
- E-waste collection drive on 25/10/18 to 01/11/18 by Green Brigade
- Clean-up Drive on 15/09/18 by Enactus

2017-18

- Conversation on Conservation on 20/09/17 by Green Brigade
- Rally for Rivers on 26/10/17 by Green Brigade

2016-17

- Tree plantation drive on 12/08/16 by Green Brigade
- Cleanliness Drive on 02/10/16 by NSS

Problems Encountered and Resources Required

The college has made a conscious effort to inculcate green practices amongst the students and faculty members by undertaking events of environment concerns thereby motivating them to put forward their contributions in this regard.

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

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The college endeavours to bring about the holistic development of the students during their stay.

College of Vocational Studies offers vocational degree programs that is BA (Vocational Studies) in seven different streams. These streams are MMI-Management and Marketing of Insurance, MMRB-Marketing Management and Retail Business, Tourism Management, OMSP-Office Management and Secretarial Practice, SME-Small and Medium Enterprises, HRM-Human Resource Management and MM-Material Management. The syllabi of these vocational programs are designed by the college faculty members and approved by the University. The curriculum of these programs is designed in a way to make the students job-ready as these vocational programs are job-oriented. CVS was a pioneer to offer vocational programs in University of Delhi and it has lived up to its name by offering a conducive teaching-learning environment to the students. The students can opt for higher education as well after completing the vocational degree programs.

The college also has a placement cell, Aspire, under the leadership of Dr Gauri Mishra. It has been actively organised placement drives in the college thereby providing ample job opportunities and internships to the students. Aspire aims to offer a common platform to the students and the companies to interact and benefit. Several events and seminars were also organised to provide career counselling and consultancy to the students in fields ranging from investment banking, sales, marketing, audit and assurance.

Another aspect that the college has worked upon is the holistic development of students in terms of curricular and co-curricular skills. The college aims to provide an learning environment by delivering lectures through conventional teaching methods along with the use of ICT tools. The students are

encouraged to take up experiential learning methods whenever possible by giving presentations, case-studies and projects.

There are several active students' societies in the college addressing a broad spectrum of fields ranging from cultural, photography, marketing, literature and book club, to name a few. These societies have various internal departments and department heads and an executive council. The students are encouraged to become members of these societies and learn soft skills, which in turn leads to their overall development. This also contributes towards their personality development which may help in securing a job in future.

Enterprise development and start-up culture is the talk of the town these days. This is in vogue as it promotes new ideas and generates new opportunities for the individuals. Moreover, the founder of a start-up is job creator rather than job seeker and this attracts many individuals towards itself. CVS also believes in making the students self-reliant and explore such opportunities. The college has certain societies working towards this including The Entrepreneurial Board (TEB) and Finance and Investment Cell (FIC). The students are benefitted by these societies. FIC organised an interactive webinar on finance on 28th April, 2020. The resource person, Prof. Max Dolinsky, is currently working as an Assistant Professor of Finance at Central Michigan University. The webinar focussed on finance and its role in developing soft skills needed to climb up the corporate ladder.

TEB organised a session on "Start-Up Culture and the Problems Start-Ups are facing during Pandemic". The session speaker was Mr. Sivesh Kumar, founder of StartUP Monk who has been a prestigious incubation and investor pitches jury member. The session aimed to help the budding entrepreneurs to understand the intricacies of the start-up culture with an added focus on the aftermath of these trying times. TEB has invited many speakers to share their insights into the world of start-ups including Mr. Daniel Ramamoorthy, an entrepreneur, speaker and executive coach, Mr. Divyanshu K, the Vice President-Strategy of boat, Mr. Sarvesh Kakkeri, co-founder at Xubba, to name a few.

Quonsult, The Consulting Society of College of Vocational Studies, is created with the aim of providing consultancy to NGOs to achieve their targets and actualize their aspirations. Quonsult along with ERIC (The Entrepreneurship, Research and Incubation Centre, CVS) organized a session on 5th September, 2020, in association with Cases over Coffee. The session focused on Consultancy in a broader perspective. The significance of consultancy primarily revolves around solving various business problems/situations that arises in a particular organization. The speakers guided the students on how to pursue Consultancy as a career option. There were 237 participants who benefitted from this webinar.

ERIC is the incubation centre of CVS and it encourages the students to nurture their entrepreneurial spirit and provides them with a platform to transform their ideas into fruition. ERIC provides guidance, mentorship, marketing, legal and funding solutions with the intention to establish a link between academia, financial institutions, and industries. A workshop on "Start-up Funding" was organised by ERIC on January 24. The guest speaker for the session was Mr. Rajan Luthra, Co-founder at Metvy and an NSE Certified Capital Market professional. He has been a part of the mentor board at ERIC since 2020 and in this session, Mr Rajan talked about the various sources of raising funds available to start-ups and the pros and cons different sources that were discussed.

College of Vocational Studies provides a comprehensive platform to the students for their holistic development. We provide them with ample opportunities so they can acquire a whole range of soft skills along with subject-specific knowledge. Our aim is to make the student job-ready when he completes his

degree program at CVS.

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



5. CONCLUSION

Additional Information :

- The College of Vocational Studies was set-up with an important mandate of promoting vocational education to make youth employable. Well-qualified teachers guide students to appreciate the role of ethics in life, present as exemplar mentors, encourage gender sensitization and promote green practices.
- Many teachers publish research papers in UGC-Care and other reputed and peer-reviewed journals. A Research Committee has been constituted to encourage teachers to undertake research projects involving students. Many college teachers were promoted to Associate Professor in 2021.
- Some teachers have also completed multidisciplinary Innovation Projects. Dr. Anu Satyal received UGC Research Award in 2016-18. Dr. Anurag Agnihotri won the best paper award in NDIM conference in 2019-20. Dr. Pradip Biswas recently received the best paper award for publication in *Artha Vijnana*. Dr. Inderjeet Dagar received the Eminent Educationist Award in 2019.
- The college completed its fifty years in 2022. We have a registered Alumni Association and efforts are being made to strengthen linkages with the alumni. They are invited for the Annual Day celebrations and participate in interactive sessions with students to inspire and guide them for future. They are also forthcoming in offering internships and employment.
- The college has recently signed MoUs with the University of Uzbekistan and the University of Macerata, Italy to cooperate in the field of education and research. In future, we plan to sign MoUs with other institutions, in India and abroad.
- For skill development and training, the college plans to sign MoUs with NSDC and other reputed companies for internships which will assist in their placements. The college also proposes to introduce add-on courses to develop work-related and soft-skills.
- Student societies provide a platform for extra-curricular activities with the aim of holistic development of students. College societies like TEB, ERIC, FIC, ENACTUS and Quonsolt undertake entrepreneurial/consultancy ventures and set up incubation centres.
- Green initiatives include use of solar energy, ban on single-use plastic and rain-water harvesting. The Academic Supervisory Committee also plans to take feedback from companies, alumni and teachers.
- A new Building Block will be operational soon. The IQAC has proposed construction of smart classrooms and conduct of energy/green audit.

Concluding Remarks :

The College of Vocational Studies was established in 1972 with a crucial mandate of imparting vocational education at the undergraduate level. Its aim has been to create skills, make students employable and cater to industry needs. It also offers many traditional Honours courses with immense employment and academic potential. The college has a well-qualified faculty and is actively involved in research. The establishment of mentor-mentee groups, creation of Manas - the mental well-being cell and Aaghaz - the women's development cell, have been important steps, among others, in the institution's commitment to gender issues and build an inclusive, accessible and a sensitive environment for students and staff.

One of the most crucial objectives has been to ensure a holistic, all-round development of students by promoting academic and extra-curricular activities. Student societies provide a platform for students to display their talents and inculcate a spirit of leadership and team-work. Over the years, it has established a well-functioning Placement cell, Aspire. The students' progression to higher education and employment has been impressive.

Over the past five years, the college has taken many significant steps to improve the infrastructure. A new building block is nearing completion. It has undertaken many noteworthy green initiatives including the shift to the use of solar energy, set up rain-water harvesting system and recycling organic waste to manufacture its own compost for gardens. Its extension and outreach activities demonstrate the institution's commitment to social causes and the needs of the community. The college has an effective IQAC which has made efforts to improve the teaching, learning and evaluation process and promote research activities. It further plans to rejuvenate links with the alumni and streamline many other processes. The COVID-19 pandemic posed many challenges especially to the teaching-learning process which the college managed to overcome by an effective on-line teaching strategy. The various societies remained active through on-line webinars and events. For the future, the college has plans of starting new add-on courses, expedite the process of appointments of faculty and continue to live up to its vision.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>88</td> <td>104</td> <td>95</td> <td>68</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>83</td> <td>0</td> <td>43</td> <td>68</td> </tr> </tbody> </table> <p>Remark : Input edited as per the documents provided for clarification.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	0	88	104	95	68	2020-21	2019-20	2018-19	2017-18	2016-17	0	83	0	43	68
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	88	104	95	68																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	83	0	43	68																	
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p>1) Students</p> <p>2) Teachers</p> <p>3) Employers</p> <p>4) Alumni</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above Remark : As HEI provided only sample fill feedback form of students, So input edited accordingly.</p>																				
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1191</td> <td>1078</td> <td>957</td> <td>986</td> <td>842</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1191	1078	957	986	842	2020-21	2019-20	2018-19	2017-18	2016-17					
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1191	1078	957	986	842																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

2020-21	2019-20	2018-19	2017-18	2016-17
1191	1078	957	0986	842

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1237	1086	986	986	848

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1237	1086	986	986	848

Remark : Students admitted shall be less than or equal to sanctioned seats. Hence input edited accordingly.

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
588	480	452	482	345

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
588	490	452	457	345

Remark : Admitted students cannot be greater than sanctioned seats. Greater than sanctioned seats will not considered. Hence input input edited accordingly.

2.6.3 Average pass percentage of Students during last five years

2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
872	903	660	661	730

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
872	902	659	661	730

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
904	1007	757	749	861

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
904	1007	757	749	861

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
54	84	55	24	20

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	22	22	9	8

Remark : Input edited as per the NSS/NCC, Government and Government recognized bodies during the last five years.

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	6	0	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

0	1	4	0	3
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4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 47

Answer after DVV Verification: 40

Remark : Input edited as per HEI provided geotagged photos for Number of classrooms and seminar halls with ICT facilities.

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
123.61	162.15	92.91	73.60	48.59

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
147.78	220.66	206.12	0	0

Remark : Input edited as per expenditure for infrastructure augmentation.

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31.48	39.15	30.09	49.64	63.67

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
283.01	290.33	277.56	29.62	92.61

Remark : Input edited as per the Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities).

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1095	931	307	70	30

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
995	731	257	70	30

Remark : As HEI provided the documents for clarification it not contains the list of students. Input edited from data template.

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	1	1	2	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
24	1	1	2	0

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
122	8	2	3	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
122	8	2	3	1

Remark : As HEI provided qualifying certificates for clarification input edited accordingly.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
69	67	63	48	122

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
25	11	20	14	28

Remark : As HEI provided the details of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years for clarification. Hence input edited accordingly.

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As HEI have only finance and accounts , student admission and support among the e-governance in areas of operation. So edited accordingly.

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

41	5	7	7	11
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
26	6	4	1	2

Remark : Input edited as per data provided for clarification.

7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

7.1.4 **Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As HEI provided documents for clarification input edited accordingly.

7.1.6 **Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Answer before DVV Verification : D.1 of the above

Answer After DVV Verification: E. None of the above

Remark : As HEI doesn't have any Quality audits of both Energy and Environment. So input edited accordingly.

7.1.7 **The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

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.**

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As HEI having data for 2,3,4 options. So input edited accordingly.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>640</td> <td>598</td> <td>530</td> <td>472</td> <td>413</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>640</td> <td>598</td> <td>530</td> <td>472</td> <td>413</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	640	598	530	472	413	2020-21	2019-20	2018-19	2017-18	2016-17	640	598	530	472	413
2020-21	2019-20	2018-19	2017-18	2016-17																	
640	598	530	472	413																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
640	598	530	472	413																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>872</td> <td>902</td> <td>659</td> <td>662</td> <td>729</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>872</td> <td>902</td> <td>659</td> <td>661</td> <td>730</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	872	902	659	662	729	2020-21	2019-20	2018-19	2017-18	2016-17	872	902	659	661	730
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872	902	659	662	729																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
872	902	659	661	730																	

3.2	Total Expenditure excluding salary year-wise during last five years (INR in Lakhs) Answer before DVV Verification: <table border="1" data-bbox="197 309 986 421"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>155.09</td> <td>234.73</td> <td>300.91</td> <td>123.24</td> <td>112.26</td> </tr> </tbody> </table> Answer After DVV Verification: <table border="1" data-bbox="197 504 986 616"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>658.77</td> <td>510.99</td> <td>483.68</td> <td>29.62</td> <td>92.61</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	155.09	234.73	300.91	123.24	112.26	2020-21	2019-20	2018-19	2017-18	2016-17	658.77	510.99	483.68	29.62	92.61
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2020-21	2019-20	2018-19	2017-18	2016-17																	
658.77	510.99	483.68	29.62	92.61																	
3.3	Number of Computers Answer before DVV Verification : 992 Answer after DVV Verification : 959																				
3.4	Total number of computers in the campus for academic purpose Answer before DVV Verification : 943 Answer after DVV Verification : 955																				