



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

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

| | | | | | |
|--|---|------------------------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | University of Delhi | | | | |
| • Name of the IQAC Coordinator | Dr. Anu Satyal | | | | |
| • Phone No. | 01129258544 | | | | |
| • Alternate phone No. | NA | | | | |
| • Mobile | 9810863662 | | | | |
| • IQAC e-mail address | iqaccvsdu@gmail.com | | | | |
| • Alternate e-mail address | anusatyal@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://www.cvs.edu.in/aqar.php | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.cvs.edu.in/academic-calendar.php | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | A | 3.05 | 2016 | 04/11/2016 | 04/11/2021 |
| 6.Date of Establishment of IQAC | | | 20/07/2015 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| College of Vocational Studies, University of Delhi | University Grants Commission | University Grants Commission | 2020, 365 | 275716000 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | |
|--|--|
| 9.No. of IQAC meetings held during the year | 13 |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| <ul style="list-style-type: none"> If yes, mention the amount | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | |
| Application towards promotions from Assistant Professor to Senior Assistant Professor, Senior Assistant Professor to Associate Professor and Associate Professor to Professor, were screened | |
| IQAC recommended TWO smart classrooms for Committee room and Conference room | |
| Several webinars and events were conducted under the aegis of IQAC | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | |
| Plan of Action | Achievements/Outcomes |
| Many webinars, online events and activities under the aegis of IQAC | The planned webinars, online events and activities were successfully conducted at regular intervals. |
| Orientations and FDPs to be conducted at the college and department level | One Orientation and one FDP was conducted successfully |
| 13.Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |

| | |
|---|--------------------|
| Name | Date of meeting(s) |
| IQAC | 28/02/2022 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-2021 | 24/02/2022 |
| 15. Multidisciplinary / interdisciplinary | |
| 16. Academic bank of credits (ABC): | |
| 17. Skill development: | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| 20. Distance education/online education: | |

Extended Profile

1. Programme

1.1 15

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

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

2. Student

2.1 3166

Number of students during the year

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

2.2 740

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

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

2.3 917

Number of outgoing/ final year students during the year

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

3.Academic

3.1 102

Number of full time teachers during the year

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

3.2 135

Number of Sanctioned posts during the year

| Extended Profile | |
|---|---------------------------|
| 1.Programme | |
| 1.1 Number of courses offered by the institution across all programs during the year | 15 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 3166 |
| File Description | Documents |
| Data Template | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 740 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 917 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 102 |
| File Description | Documents |
| Data Template | View File |

| | |
|--|-----|
| 3.2 | 135 |
| Number of Sanctioned posts during the year | |

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

| | |
|---|--------|
| 4.Institution | |
| 4.1 | 51 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 155.09 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 579 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

College of Vocational Studies is an affiliated college of University of Delhi. The curriculum for all honors courses is designed at the University level, and the same for vocational courses is framed by the college faculty members. The university designs the curriculum for all Honours courses offered by the college and the same is followed. The college offers vocational courses in Office Management and Secretarial Practice (OMSP), Tourism Management (TM), Human Resource Management (HRM), Marketing Management and Retail Business (MMRB), Management and Marketing of Insurance (MMI), Materials Management (MM) and Small and Medium enterprises (SME) programmes. The classes are scheduled as per course-wise online time table prepared by the Time Table committee. Assignments and class tests are conducted for internal assessment of the students, which is based on class participation and class test and assignments performance. Various teaching-learning tools like using PowerPoint presentations, tutorials, etc., and e-resources are used for online teaching-learning

activity during the pandemic. The college opted for MS Teams as the official online platform for conducting online teaching-learning activities. MS Teams user id of the students and of the faculty members were created and classes/teams were created timely for smooth conduct of classes in online mode.

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

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

Being an affiliated college, the college has to adhere 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. The college has an array of academic and non-academic societies which conduct regular events throughout the year. The syllabus defined by the University follows Learning Outcome-based Curriculum Framework (LOCF). Each subject has an internal assessment component of 25 marks, out of which 10 marks are for assignments, 10 marks are for internal test and 05 marks are for attendance. However, due to pandemic, the University allowed the assessment for students to be based on one component only, that is, assignment. The internal assessment marks were given on the basis of assignments submitted by the students. Topic wise home assignments were given to the students and evaluated. The students can also be evaluated using other methods such as PowerPoint presentations, projects, group discussions, role play, quiz, etc. The college opted for MS Teams as the official medium for classes in the online mode. The faculty members also created Whatsapp groups to disseminate subject-related notes and important communication.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate

B. Any 3 of the above

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

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

1.2 - Academic Flexibility

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

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

15

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

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

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

0

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

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

0

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

The curriculum for the colleges and university is passed in the academic council and executive council of University of Delhi. The college follows the same curriculum for its courses. The environment and sustainability is taught in the first year to all the students in each course as it is also mandated by Honorable Supreme Court of India. The syllabus covered under this includes introduction to environmental studies, Ecosystems, Natural Resources: Renewable and Non-renewable Resources, Biodiversity and Conservation, Environmental Pollution, Environmental Policies, Human Population and the Environment. The students also go for field work i.e. visit to an area to document environmental assets river/ forest/ grassland/ hill/ mountain; Visit to a local polluted site-Urban/Rural/Industrial/Agricultural; Study of common plants, insects, birds; Study of simple ecosystems-pond, river, hill slopes, etc. Professional ethics and human values are covered in our BMS, B. Com(H), BBE, B.A. (VS) HRM courses. Besides

curriculum, college also do extracurricular activities. College has 'Women Cell' that works for gender sensitization and equal opportunities for all.

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

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

509

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

509

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

1.4 - Feedback System

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

D. Any 1 of the above

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

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.cvs.edu.in/uploads/pdf/Feedback%20report.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1237

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

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

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

568

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

2.2 - Catering to Student Diversity

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

The college staff ensure that all the students are taken care of particularly with respect to the assessing the learning levels of individual students. Special attention is paid to students with slow learning abilities and advanced learners.

- Special or extra classes are conducted by the teachers of all students who are identified as slow learners.
- There is a separate students' advocacy cell - "MANAS" to deal with the academic and the physical challenges.
- There are Mentor-Mentee groups formed for all the students.
- Additional notes are also provided to the students so that they can use them to be at par with their classmates.
- The teachers also employ audio-visual medium and online material for better understanding of the students.
- In addition, even during the exams special assistance is provided to students who suffer from slow learning abilities, such as, assigning writers to such students who are not able to write their exam, etc.
- Advanced learners on the other hand are encouraged to engage in activities involving their advanced cerebral potential so that they can reach their desired potential. For this purpose, different activities like quiz and debates are

conducted both at intra and inter college level.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 3166 | 102 |

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

2.3 - Teaching- Learning Process

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

The faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. **Experiential Learning:** Experiential learning is an important methodology, where students are encouraged to take up learning other skills, like foreign languages and vocational course. Students are encouraged to participate in simulated events organized by different student societies
2. **Participatory Learning:** students participate in various activities such as seminar, group discussion, quizzes and projects. Students organize webinars which gives them an exposure to latest academic trends. Annual cultural fest 'Tatva' is organized every year to give a vent to students' creativity.
3. **Problem-solving methods:** Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to join different courses, participate in various inter-college and intra-college fests and other competitions such as:
 - Regular Assignments based on problems
 - Tutorials

- Lab classes
- Mini Project development
- Regular Quizzes
- Case studies Discussios
- Class presentations
- Debates
- Participation in Inter/intra college events

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

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

The college teachers have been using Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education together with traditional innovative practices like role play, educational tours, group discussions, quizzes etc. The classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. In this pandemic, teachers have successfully conducted online classes via Microsoft Team or Google Meet.

The following ICT tools are progressively used by the faculty members:

- PowerPoint presentations- Faculties are encouraged to use PowerPoint presentations in their teaching by using LCD's and projectors. In online classes, teachers have resorted to PowerPoint presentations that are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.
- To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams. Tools like Pen-tabs are also used by faculty members to reproduce the offline teaching experience.
- Online quizzes- Faculties prepare online quizzes for students after the completion of each unit to record the feedback of the students. Microsoft Teams is used to manage and post course related information- learning material, quizzes, assignments, lab submissions and evaluations.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.cvs.edu.in/uploads/pdf/2-3-2%20ICT%20Tools%20for%20effective%20teaching.pdf |

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

2.3.3.1 - Number of mentors

87

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

102

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

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

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

42

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

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

2.4.3.1 - Total experience of full-time teachers

1330

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

2.5 - Evaluation Process and Reforms

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

The internal evaluation is done in a consistent and continuous manner each semester. Each paper has an internal assessment of 25 marks, out of which 10 marks are for assignments and presentations, 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

1. Schedule of class tests and assignments is provided well in advance and is displayed on the departments' notice board. In case of online classes, the students are added to respective

classes/teams and classes scheduled on these teams are available on Calendar tab on the student's user id. Tests and assignments are shared and submitted on MS TEAMS/ Google classrooms/emails/Meet.2. Evaluation method comprises internal examinations held progressively during the semester. Also, if any student, by any chance has missed his class test, is given another chance to reappear and submit the same.3. 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.4. There is complete transparency in the internal assessment as the college also shares these marks with students.

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

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

The college strictly follows the guidelines and rules issued by the university while conducting internal examinations. Schedule for the class tests is prepared well in advance and communicated to the students through notice boards and uploaded on the college website. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on the college website/notice board at the end of semester. Attendance marks were waived off due to the pandemic in the current year.

- Any grievances related to question paper like out of syllabus, improper split of marks, lesser marks than expected, wrong question number during class test are addressed by the subject teacher.
- Any discrepancy reported by the student is addressed by the respective teacher-in-charge. If need be, the matter may be referred to the monitoring committee.
- The faculty is well connected to the students via personal whatsapp, whatsapp groups, emails, calls, chat feature on MS Teams and text messages in case of any issues faced by the students.
- If any student fails to give Internal Assessment on the preset date and time, he/she is given another chance to reappear and submit the same.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://www.cvs.edu.in/upload/121820200720_05_assessment.pdf |

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.

College follows the outcome-based education; hence the Program Educational Objectives (PEOs), Program specific outcomes (PSO) are defined by each department. The Course Outcomes (COs) for each subject is provided by the university.

The PEOs, and PSOs and COs are available on college website as well and are also communicated to students by the concerned faculty. The COs are also disseminated to students through faculty announcements to the students during the orientation programme of the academic session and from time to time during the entire semester.

COs are available on college website at the link <https://www.cvs.edu.in/syllabus.php>

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.cvs.edu.in/syllabus.php |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The Programme specific outcomes and course outcomes are evaluated by the college and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. It has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Attainment of CO's may be evaluated by using university examination results. Besides, students' progression to the higher studies and the ratio of students'

placement has also improved. The College has undertaken the following steps. The college follows the Academic Calendar of our affiliated university and also frames its own academic calendar that is shared with the students for smooth functioning of the academic and the extra-curricular activities. Moderation/monitoring committee analyzes the internal assessment marks awarded by the college faculty. College takes feedback from the students and periodic college departmental meetings are conducted to review the progress of syllabus covered. Placement committee takes the review of the students' progression to higher studies and their placements. An Alumni group has been created on Telegram to connect all the teachers and students.

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

2.6.3 - Pass percentage of Students during the year

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

873

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://www.cvs.edu.in/uploads/pdf/Annual%20Report%202020-21.pdf |

2.7 - Student Satisfaction Survey

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

https://www.cvs.edu.in/uploads/pdf/1654858339_2_7_1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

| 3.1 - Resource Mobilization for Research | |
|---|---------------------------|
| 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs) | |
| 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs) | |
| 0 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |
| 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year | |
| 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year | |
| 0 | |
| File Description | Documents |
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |
| 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year | |
| 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year | |
| 41 | |

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

3.2 - Research Publications and Awards

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

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

14

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

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

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

13

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

3.3 - Extension Activities

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

Several extension activities were organised by NSS, NCC, Aaghaz (the Women Development Cell) and Green Brigade (Environment society) to create compassion, awareness and understanding among

students, to be a better citizen and thereby making significant contribution in promoting college-society network. The social outreach activities conducted by respective teams along with their convenors have significant impact in sensitizing the students towards various social issues and in finding solutions for the betterment and upliftment of all. The activities conducted by NCC in the current period has resulted in youth volunteering and increased awareness for patriotism and physical fitness. The NSS hosted events and activities centered on three major themes: health, patriotism, and social issues. They inspired youth to live a balanced lifestyle and bring awareness on issues such as Covid, breast cancer, our culture and tradition and cyber-crime-related security measures. Events like 'PAROPKARI VRIKSH' and 'WILDLIFE WEEK' organized by Green Brigade were successful in creating awareness about environmental consciousness and encouraging the audience to take steps for conserving the environment. Another workshop, 'Organic Cravings' conducted by Green Brigade was useful in explaining the merits of home gardening to the students and introduced them to pot filling techniques.

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

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

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

0

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

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

community and NGOs) during the year

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

56

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

1780

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

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

515

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Teaching-learning at the college is effectively carried out as a result of robust infrastructure and facilities set up for the same. Many of the classrooms are ICT enabled and are equipped with projectors and WIFI access. There are two computer labs fully equipped with computer hardware which is serviced from time to time and the software are duly updated. Software and tools like Java, Oracle, MATLAB and 'R' can be easily accessed in the lab.

There are 26 classrooms in old building along with 2 fully equipped computer labs with a total of 74 computers. The new building has 25 classrooms along with one Yoga room. The old building also houses one NSS and one NCC room.

The library present is well stocked with a huge collection of books pertaining to different subjects relevant to the courses taught at the college. There is a room available at the library with computers present which could be used by any student or faculty of the college. Around 500 laptops are available to be used by faculty members and students for academic purposes following the due process.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.cvs.edu.in/uploads/pdf/1637503870_CVS_BULLETIN_OF_INFORMATION_2021-22_new_compressed.pdf |

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

The college has a well-maintained sports ground complete with various sports equipment and open gym. The college celebrates its annual Sports Day where eminent sports personality is generally roped in as the chief guest for the day. Various sports events are organised and students and college staff is encouraged to participate in the same. Prizes, medals and certificates are distributed to the winners of various events. There is a fully dedicated Yoga hall along with an open gym present at the college. The Sports committee actively maintains facilities related to different sports and open gym and yoga room.

The college Cultural Committee comprises of faculty members and is responsible for conducting various cultural events throughout the year. It also actively oversees the college annual fest "Tatva", in which many eminent personalities are called in as chief guests. The committee is further divided into sub-committees representing different cultural activities. The college teams have been participating in various national and university level events and have bagged numerous positions and prizes. Orientation day, Fresher's welcome and Farewell is also organised for the students. Due to pandemic, these were held in the virtual mode.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.cvs.edu.in/ds.php |
| 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. | |
| 0 | |
| 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities | |
| 51 | |
| File Description | Documents |
| Upload any additional information | View File |
| Paste link for additional information | https://www.cvs.edu.in/college-tour.php |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |
| 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs) | |
| 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs) | |
| 123.61 | |
| File Description | Documents |
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |
| 4.2 - Library as a Learning Resource | |

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

The college has a very large library to itself, stocked up with a vast collection of books, magazines, journals, e-resources in the form of e-books, e-journals, e-resources such as desktops easily accessible to students and teachers all around the year. Latest books are regularly recommended by the faculty members and duly stocked. The library is equipped with a fully automated ILMS software-NETLIB version 3.0.3 which was installed in the library in the year 2001. Each faculty member of the college has a unique id and password to access e-resources on N-LIST(INFLIBNET) which has been widely used during the pandemic when teachers and students have been able to access reading resources from the convenience of their homes.

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

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

A. Any 4 or more of the above

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

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

493930

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

120

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

College has Wifi facility with 7 access point and it is updated by university as per the requirement. It has two computer labs and each of them has 36 and 38 computers, respectively, and 36 out of them in each lab are for student use and 5 computers are kept for students to use in the library. The college has more than 120 working computers. The college has around 500 laptops in working condition that are available to be used by the students and staff for academic purposes. All the computers are updated from time to time and to keep them virus free Kaspersky antivirus were installed. Multiple internet browsers e.g. Google Chrome, Mozilla Firefox, Internet Explorer are installed in the computers. In these computers to download and read the books Adobe reader is also installed. 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.

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

4.3.2 - Number of Computers

579

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

31.48

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The Staff Council of the college makes committees at the beginning of each session for maintenance of physical, academic and support facilities. These committees include Purchase Committee, Verification Committee, Staff Room Committee, Library Committee, Sports Committee, Canteen Committee, Garden Committee, and Girls Common Room Committee. Each committee conduct regular meetings and recommend optimum utilisation of physical and financial resources. An appropriate budget is transparently allocated every year for the maintenance of various facilities. For instance, the Library committee conduct meetings to allocate budget for each department. The books are recommended by the faculty members and approved by their respective departments' teacher in charge. There are 2 spacious computer labs equipped with computer systems, projectors and Internet facility. The college campus is Wi-Fi enabled. The college garden is nurtured by a group of gardeners adhering to the recommendations of the Garden Committee. The Sports Committee recommends and looks into the facilities related to sports including football, basketball, cricket, archery, boxing, badminton, etc and maintains an open gym and yoga room. The Purchase Committee meets regularly to analyse various e-tenders floated to maintain physical, academic and support facilities out of which the lowest bid is selected based on a specified criterion.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

14

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

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

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

93

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

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

A. All of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.cvs.edu.in/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

| 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
|---|----------------------------|
| 1399 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 1399 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
| File Description | Documents |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |
| 5.2 - Student Progression | |
| 5.2.1 - Number of placement of outgoing students during the year | |
| 5.2.1.1 - Number of outgoing students placed during the year | |

120

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

111

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

21

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

32

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

Due representation is given to students in various administration, co-curricular and extra-curricular activities. The students are involved in various academic societies, namely: COMSOC, MSOC, INSPIRIX, VOCIFEROUS-Vocational, ECONOX, CARVAN, FIC, MERCADEO, ENCRYPT, English Literary Society, The Time Travelers, SAMVAAD, Book Club. There are societies involved in social work which sensitize the students to their duty towards the society namely: Rotaract, Enactus, NSS, Connecting Dreams Foundation. Societies like ERIC, QUONSULT and TEB provides an avenue for students to go in for entrepreneurial activities. The college encourages participation of the students in the placement procedure through the placement cell ASPIRE, which is working under the guidance of the faculty members. There are a number of societies for cultural activities of the students like: Criador-creative, Zephyr-photography, Dramanomics-drama, Manthan-fashion, Shashtrarth-Debate, Zest-dance, Arpeggio-music, QUEST-quiz. Aaghaaz, Green Brigade, NCC, Manas, Magazine Committee also has active student participation.

Student union helps to organize the annual college cultural fest "TATVA" and acts as a connecting link between the students and the administration. Social media handle of the college, "SMC", is also handled by the college students under the guidance of faculty members. IQAC, Internal Complaints and Gender Sensitization committee also has student representation. The college provides funds to the students for outstation events in the offline mode. The students also get benefit of attendance as "representing the college".

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://cvs.edu.in/boi.php |
| Upload any additional information | View File |

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

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

61

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

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

There is a registered alumni association and all outgoing students are encouraged to become members of the association. 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 has. On the Annual day function old students are called as chief guests and they give a talk and motivate other students.

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

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

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college boasts of having trained teachers for quality teaching with well-equipped computer labs, an expansive library, classrooms with projectors, activity rooms and a well-maintained playground. Different seminars, talks, and motivational programs are routinely organised to expose the students to different ideas. The college has Governing Body (GB) comprising of Chairman, external members of the GB along with the teaching and non-teaching representative from the college. The Principal of the college is the secretary of GB. The GB discusses and approves various financial and non-financial decisions. The college has many committees comprising of faculty members and the recommendations of all committees are minuted and forwarded to principal for further action. Any internal decision of the college is put in front of the Staff Council that includes all the college teachers. There are around 20 committees like the IQAC, the Verification committee, Library

committee, Purchase committee, Admission committee, Sports committee etc., to manage different activities of the college and supervise the perspective plans. The convenors and members guide the functioning of different societies like the cultural society, the debate society and the students' union etc. to ensure that the students are able to hone their skills and interact with like-minded peers.

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

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

The college works in decentralised manner and the college work is divided amongst the various college committees. Each committee has a convenor with members who regularly meet discussing the agenda and thereafter make recommendations. The college has many societies where member students participate along with teacher convenors in the society functioning. The Internal Quality Assurance Cell (IQAC) has composition which includes GB members, teachers, non-teaching staff and currently enrolled students and the college alumni. All non-financial matters related to the college are discussed and finalised in the Staff Council. Recommendations of all committees are minuted and forwarded to principal for further action. For example, the organisation of the Annual Cultural Fest. The Students' Union Advisory Committee, which is a duly elected student body, and the Cultural Committee, which comprise of teacher convenors and teacher members, together supervise and assist the Students' Union in the various decisions related to the Fest. 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.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college successfully implemented qualitative infrastructural improvements in the financial year 2020-21. Considering the increase in student intake due to introduction of new courses in the academic year 2017-18 and with the aim to improve physical working space for the students and the teaching and non-teaching staff, the college decided to enhance its current infrastructure. It was also decided that in order to address paucity of space in the college additional classrooms would be added to the infrastructure of the college. To accommodate these classrooms construction on a new building was also initiated. The college aspires to provide students and employees with a physical working space with all contemporary facilities to facilitate efficient teaching and learning and this infrastructural overhaul is a step in that direction.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

The structure followed by the Institution is standard in the sense that it is a hierarchical and horizontal matrix. The Principal acts as the head of both teaching and non-teaching staff. In the case of non-teaching staff, the administrative responsibilities are shared amongst the two Administrative officers who lead the administration and accounts department, respectively, along with the Senior Personal Assistant (SPA). They 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 admin office, and with the assistance of lab attendants. In the case of the teaching staff, the organizational structure is rather simple. The duties are met efficiently through the combined and hierarchical efforts of the Principal, Associate Professors and Assistant Professors.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.cvs.edu.in/about-the-college.php |
| Link to Organogram of the Institution webpage | https://www.cvs.edu.in/about-the-college.php |
| Upload any additional information | View File |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The Institution meticulously follows the welfare measures and schemes mandated by the Government of India, for both the teaching and non-teaching staff. These schemes ensure the well-being of the employees and their families. Welfare schemes, like reimbursement of tuition fee of the wards, maternity leave and paternity leave, LTC, HTC, admission under ward quota, and child care leave for both the teaching and non-teaching staff warrants security and stability extended by the institution towards the family members of its employees. Moreover, the physical well-being of the staff (both teaching and non-teaching) is assisted by the institution by providing medical reimbursements and leaves to the employees. In order to guarantee continual academic development and skill enhancement of its staff, the institution also provides study leave and sabbatical leave. Apart from this, the employees can also avail duty leave, and special casual leave for academic purposes. The implementation of these welfare measures has had a positive impact on the overall wellbeing of the institution's staff members.

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

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

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

1

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year**3**

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****68**

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**In order to ensure continual development of the teaching and non-**

teaching staff the institution encourages its employees to regularly fill Annual Performance Appraisal Report (APAR) which contains evaluation under 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 realize 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.

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

6.4 - Financial Management and Resource Mobilization

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

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. External audit is conducted by the Comptroller Auditor General of India (CAG) from time to time in accordance with the Statutory Audit Report (SAR). For the internal audit to be conducted by University of Delhi for the financial year 2020-21, the details have already been mailed to the university. Any objections raised regarding the audit are resolved with the help of a CA. The college rigorously follows the instructions and suggestions given by CAG and SAR and properly

evaluates, measures, and presents financial records at the end of each financial year.

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

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

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

0

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

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

The institution receives grants sanctioned by UGC and ensures optimal utilisation of the funds for providing the best physical and academic support for the students and the college staff. Apart from paying the salary of all the staff members, the college also uses the funds in maintaining and improving the physical infrastructure of the institution. The college has a well-equipped library and new books and journals are added every year to the existing archive for the benefit of the students and teachers. Similarly, the college also maintains computer labs for facilitating the learning process at the institution. Moreover, the college has several academic and non-academic (extracurricular) societies that receive financial support from the college whenever needed. Various departments of the institution organise several academic activities throughout the year which include talks, FDPs, and webinars which are funded by the college. The college also aids departments in organising educational trips for the students from time to time. On the

whole, the institution makes sure that the funds received by the college support overall well-being and development of all the stakeholders.

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

6.5 - Internal Quality Assurance System

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

One of the practices institutionalised by IQAC which is very important is that it has ensured that all the activities happening in the college are reported to IQAC so that proper documentation regarding them is maintained for future references as well as for the smooth conduct of administrative processes. Reports of all seminars and talks conducted by various departments as well as reports of activities like sabbatical leaves etc. are now routinely recorded and reported to IQAC. The other important initiative of the IQAC was to conduct a preliminary screening of all forms for promotions of teachers in the college. The screening process for promotion from stage 1 to stage 2, stage 2 to stage 3 and stage 3 to stage 4 began on November 2020 and was completed by the end of June 2021.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.cvs.edu.in/iqac.php |
| Upload any additional information | No File Uploaded |

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

Due to Pandemic, the conventional teaching learning process had to change. Firstly, the IQAC organised an ICT Academy workshop in August 2020 to enhance the digital learning skills of the teachers. They were introduced to Google classrooms, MS Teams, digital whiteboards and also use online assignments, feedbacks and compile attendance and internal assessments. Three workshops were

conducted on MS Teams for this. Even the students were provided with learning material to assist them on how to use MS Teams.

Secondly, the IQAC using the new digital medium organised different seminars to enhance student's knowledge of their respective discipline and online lectures related to course. An online session on 'Understanding IQAC: Issues and Challenges' was organised on 21st November 2020 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. On 20th February 2021, an educational webinar on 'Stock Market' was organised by the Department of Commerce and other such seminars, motivational talks, 'Meet the Author' and 'Meet your Alumni' kind of programs were routinely organised under IQAC.

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

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

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://www.cvs.edu.in/uploads/pdf/Annual%20Report%202020-21.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has infrastructural facilities that create a comfortable and safe environment for the women staff and students within the college premises. Separate girls' washrooms are placed in different areas of the college campus. The college also has a Girl's Common Room (GCR) which has two washrooms, a vending machine for sanitary napkins, along with AC facility and proper seating arrangements. Further, a lady security guard is also present at the college gate at all times for any kind of assistance and there are CCTV cameras installed in the college campus.

The college also has a student's society, Aaghaaz- the Women Development Cell of College of Vocational Studies, working under a teacher coordinator to promote gender equality and bring awareness about women-centric topics and issues. Aaghaaz organized many online events - webinar on Post Traumatic Stress Disorder and Sexual Abuse, Panel Discussion (Queer Collective Of Aaghaaz) : Love, Learning, Liberation, webinar on Gender Equality and Stereotypes, etc, to highlight the topic of gender equality and its importance in the present-day scenario.

The college also has a student's counsellor who provides counselling to all students on one-to-one basis.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://drive.google.com/file/d/1WMA4SdXXCwNXEnpH3yG2dI9TPhHwEG2S/view?usp=sharing |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://drive.google.com/file/d/1KXtoJ9nxZAf5PZ6AxBW53jCFLXMX09LL/view?usp=sharing |

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

C. Any 2 of the above

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

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

The college is environment conscious and undertakes various activities to bring awareness of the same. The waste produced by the college is managed in the following manner:

Solid waste management

- Different colored dustbins are placed throughout the campus for waste-segregation into wet and dry waste.
- One-side used papers are used for internal communication.
- The college is a no-plastic zone.

Liquid waste management

- The sewage waste water is properly disposed off.

Biomedical waste management

- The college has no science laboratories (Physics, Chemistry or Biology) and hence biomedical waste is not generated.

E-waste management

- E-waste is kept in the college store room and is properly disposed of as per university rules and policies.

Waste recycling system

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

Hazardous chemicals and radioactive waste management

- The college does not generate any chemical or radioactive waste.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://drive.google.com/file/d/1v0qvTR53kOEel0ARwL_TPoUEV8xTH4v6/view?usp=sharing |
| Any other relevant information | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:

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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

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

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

D. Any 1 of the above

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

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

B. Any 3 of the above

| of reading material, screen | reading |
|--|---------------------------|
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |
| 7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words). | |
| <p>The college undertake initiatives to provide an inclusive environment to staff and students focusing on harmony towards cultural and communal diversities.</p> <p>Enactus CVS has many projects including Ehtiyaat, Abyaan, and Raah. These projects are undertaken to imbibe a sense of responsibility among studentstowards society. The Project Ehtiyaat isin collaboration with Enactus Khalsa. The society collaborated with Sugadh NGO for the supply of masks and with local retailers for the supply of sanitisers and soaps, and with Papoz, for the door to door delivery.</p> <p>NSS-CVS organized many events including an informational webinar on 'Cybercrime Awareness' organizedto educate about security measures on digital presence, Cyber Psychology- to bring an awareness among the youth to cope with emotional issues on cyber platforms,on social issues, a webinar on 'Gandhi in Our Creative Imagination. On International Yoga Day,a Yoga Meet on an online platform-Google Meet. NCC-CVS also oganised Yoga Awareness Campaign by Ministry of Ayush.</p> <p>The college also has a Nodal Officer for North-East students. The students can approach the Discipline committee for any concern regarding discrimination against caste, creed, etc. There is an Anti-Ragging committee in the college which ensures discipline and no-ragging environment is maintained at all times.</p> | |

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

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

NSS-CVS organised several events on 74th Independence day to ignite the sentiment of patriotism among young volunteers. The theme for this year's celebration was 'Vocal for Local.' With this view, several events including plantation drive, created informational videos on topics ranging from the contribution of freedom fighters to the significance of the National Anthem and Tricolor flag.

NSS-CVS organized a lecture on 'Fundamental Duties and Rights' in collaboration with 'Rajneeti ki Pathshala', which aimed at creating better understanding of Fundamental Duties. Various events such as Slogan Writing Competition on Vigilant India, prosperous India, Satark Bharat, samridhh Bharat, were organized to celebrate the Vigilance Awareness Week to ensure that every citizen should be vigilant and commit to highest standards of honesty and integrity

Many events were organized by NCC-CVS which includes Volunteers For Health Services by Government of India, 'EXERCISE NCC YOGDAN', organized by NCC where its cadets were committed towards national duty to fight COVID-19. As part of the Swachhta Hi Sewa campaign, Yamuna Cleanship, organized by Delhi Government /Dg Ncc on November 18, 2020 and March 25, 2020, for undertaking Yamuna cleaning drive, a total of 12 NCC cadets/students participated in this from College of Vocational Studies.

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

| | |
|--|-------------------------------------|
| <p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p> | <p>B. Any 3 of the above</p> |
|--|-------------------------------------|

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

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

NSS-CVS organised events on 74th Independence Day to ignite the sentiment of patriotism among the young volunteers. Several events including plantation drive, created informational videos on topics ranging from contribution of freedom fighters to significance of the National Anthem and Tricolor flag. The NSS Wing of CVS took pledge by reading the Preamble of India on the occasion of 71st Constitution Day. The NSS-CVS organised a webinar and quiz competition on the occasion of 72nd Republic Day. Gandhi study circle and NSS CVS in collaboration with IQAC organized a webinar on 30th January 2021 on the eve of Martyrs' Day to pay respect to the father of nation Mahatma Gandhi on his 74th death anniversary.

On International Yoga Day, NSS-CVS in collaboration with Department of Physical Education, CVS conducted a Yoga Meet on an online platform-Google Meet. NCC-CVS also organised Yoga Awareness Campaign by Ministry of Aayush.

On Kargil Vijay Diwas, DGNCC commemorated with a flag ceremony,

remembering India's fallen heroes who put nation first. An interactive session was also organized for all the cadets where everyone participated enthusiastically.

The college also organized various events and activities to celebrate Hindi Diwas.

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

7.2 - Best Practices

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

Title of the Practice 1

Extension and outreach activities/Community service

Objectives of the Practice

College of Vocational Studies as an institution has always been ready and forthcoming in community service. We have always taken stride in undertaking extension and outreach activities time and again to help the community around the college in all possible ways. The college has many active student societies that undertake various such activities. Keeping in line with this, the students are encouraged to join these societies and actively contribute towards the betterment of the community. This instils a sense of responsibility in the students and staff of the college.

The Context

The community around faces a lot of pressing issues while trying to live through the day-to-day grind. The pandemic unfortunately contributed towards this, making their survival difficult all the more. This brought all activities onto the digital platform and there was a need to embrace this sudden shift. Further, there was a medium needed for students and faculty to interact increasingly.

The college has undertaken various webinars/interactive sessions on social issues including vigilance and cybercrime, planting trees, and helping especially during these trying times. The college also conducted many donation drives and online plantation drives to integrate the students in such extension activities. The aim was to bring awareness and help them become responsible citizens when they leave the institution. Another challenge was to reach the targeted audience for community service due to Covid restrictions. The number of volunteers and participants in such activities in the digital mode was less due to various issues including network connectivity, device availability, and financial constraints, to name a few.

The Practice

The student societies in the college have been active during the pandemic as well and has been conducting various activities in this regard. NSS CVS and NCC CVS have been conducting numerous extension and outreach activities during the year. Webinars were organized on topics including motivational talks on social issues, fighting cybercrime, cyber psychology, and vigilance awareness. Many students volunteered for health services and other donation drives. Online plantation drive was also undertaken to keep in line with climatic changes by Green Brigade where the participants planted saplings in their area of residence and the videos for the same were posted on Instagram.

Enactus CVS had arranged various community service activities in collaboration with other wings of Enactus as well as NGOs. Masks, soap, sanitizers, covid kits, shoes, etc. were donated by Enactus CVS to the people in need under various projects including Ehtiyat and Raah. Project Abhyaan was about creating soaps and detergents from the waste products.

Evidence of Success

Webinar On Fighting Against Cyber Crime held on 28/08/2020

A webinar was organised on 'Cybercrime Awareness' to educate the students about security measures on how to prevent cybercrime.

Students participated: 71

Yamuna Cleanship (Delhi Government /Dg Ncc) held on November 18, 2020

Activity : Yamuna Cleaning organised by Delhi Government and DG NCC

Students participated: 12 from CVS

Buddha Statue Cleaning - Swachha Bharat Swastha Bharat held on August 13, 2021

Delhi Government along with DGNCC organised Buddha Statue Cleaning event at Mansarovar Park.

Paropkari Vriksh held from 01.07.2020 to 07.07.2020

An online plantation drive was organised by Green Brigade where the participants planted saplings in their area of residence and the videos for the same were posted on Instagram.

More than 50 new saplings were planted.

Enactus CVS has undertaken the following projects:

Project Ehtiyaat

This Project is in collaboration with Enactus Khalsa.

-Collaboration with Sugadh NGO for the supply of masks and with local retailers for the supply of sanitisers and soaps.

-Collaboration with Papoz for the door to door delivery of about 300+ Covid19 Kits to the unprivileged people.

Project Abyaan

-Collaboration with Samarpan NGO will undertake teaching soap production to the community

-Collaboration with more eateries for UCO wherein 6 more eateries embark this journey, providing used cooking oil.

Project Raah

-Increased the Cobbler number from 25 to 32.

-Updated the cobblers on google maps under the banner "Jooton ka Garage" where the number of views crossed 10,000 views.

-It also started making shoe plants.

Problems Encountered and Resources Required

The extension and outreach activities require continuous involvement by the students all year long. This can come as a challenge as the students have to manage these activities along with their study schedule. Further, some activities involving community service requires funds and expert assistance. The procurement of funds and competent resources can delay the process. Another challenge faced during the pandemic was reaching out to participants as they were placed throughout the length and breadth of the country. Most of the community outreach activities requires physical participation and this was a major limitation due to Covid restrictions.

Title of the Practice 2

Engagement and support to students

Objectives of the Practice

The pandemic has brought the world to a standstill and confined each one to their homes. All activities were conducted in a virtual mode using the digital platforms such as Google Meet, Google Classroom Microsoft Teams, Zoom, WhatsApp, YouTube, etc. This essentially led to a cut off on the social front. There was a need to provide a platform or a medium where the students and faculty could interact with each other. The intended outcome of this practice was to make online teaching-learning activities more lively and engaging.

The Context

During the unfortunate onset of pandemic, the students and faculty were confined to their homes during the lockdown and restrictions. All teaching-learning activities were suddenly shifted to a digital platform. The students and teachers had to embrace this and many had to put in efforts to get accustomed to such platforms. The teachers had to make sure that teaching and assessment is not impacted despite this overnight shift. Another challenge faced was the non-availability of library resources. Further, there was an urgent need for students and teachers to communicate with each other in these stressful times.

The Practice

The college faculty was exceptionally sensitive to the emotional and academic needs of the students and undertook all-out efforts to include all students in teaching-learning activities by providing academic materials regularly including hand-written notes, e-books, PPTs, etc. extending beyond the stipulated teaching hours.

Many webinars/events were conducted on subjects involving academics, psychological and social issues. The annual events of student societies were conducted in a virtual mode and this also included numerous fun activities that encouraged student participation and to overcome the monotony and stress. All the official notifications from the college were posted regularly on the college website and through emails to the college staff. The college also has a Facebook page with the name SMC CVS, short for Social Media Champion CVS, which is an initiative of Ministry of Human Resource Development (MHRD). The event announcements and other information was posted regularly on this page. Several campaigns were organised by SMC CVS that aimed at encouraging students and faculty to participate.

Evidence of Success

Department of History gifted phones to few needy students to facilitate them in taking online classes.

The Scholarship Committee also provided financial assistance towards payment of Internet charge to students which was funded by voluntary contributions of the college teachers.

SMC CVS Corona Diaries, a competition organized by SMC CVS to encourage creativity amongst the college students and faculty members. The main aim of the event was to engage students and encourage their participation during the pandemic. Seventy-four entries were received including those from teachers, the student entries were judged by the college faculty and the results were posted on the Facebook page of SMC CVS. This was started to encourage the students to tap into their creative potential and share the same with all. The submitted entries were under different heads including painting and sketches, dance performance videos, self-composed poetry recitation, cooking recipe videos, photography, to name a few. Participation/merit certificates were awarded to the students.

SMC CVS NovaStar, a campaign/Facebook posts by SMC CVS regularly to encourage students and felicitate them for their achievements and merit during their three years in college. The students were selected from different courses and student society accomplishments based on the recommendations of the teachers. This gave a feeling of belongingness and encouraged them to perform better.

Another series run by SMC CVS was Paras: Meet your Faculty, which described a college faculty member including their academic qualifications, accomplishments and extra-curricular skills. This series provided a much needed connect between students and teachers in a virtual mode.

Due to restrictions and online mode, the farewell parties could not be held for the outgoing students. SMC CVS started a series Farewell Notes 2021 to bid farewell to each student individually with a writeup to celebrate their academic excellence and accomplishments along with their photographs.

Problems Encountered and Resources Required

The students were taking classes in a virtual mode and it required devices and Internet connection. In order to provide assistance to students, sufficient funds collection was a challenge. A limited number of students could participate due to various constraining factors. The challenge here was to involve all the students and to encourage inclusion of all students in such stressful times. The college attempted to bridge the gap between the students and faculty by posting series on SMC CVS and conducting webinars on varied topics.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

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

The college focusses on the holistic development of the students by providing them with opportunities to flourish and hone their skills, knowledge and competence in various facets of life. The college offers a mix of honors and vocational courses which lays

down an effective teaching-learning platform for students. The curriculum of vocational courses also includes project that teaches students the importance of team work under the mentorship of teachers. Further, these courses are employment oriented as they are accepted well in the job market and also paves a way for higher education in the chosen field of study. The college has a placement cell, Aspire, under a teacher mentor and boasts of successful placements to many outgoing students.

The college has student societies and departmental societies which conduct various events and activities regularly. The functioning of the society promotes interaction with student members and teacher coordinators which brings out their leadership qualities and encourages teamwork. It provides a learning platform for the students and prepare them for their future, be it higher education or employment.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

The college plans to create smart classrooms which has already been recommended by the IQAC. The construction of the new academic block is underway and completion of the same is in pipeline so that more rooms may be made available for undertaking teaching-learning. The college aims to undertaken proper implementation of the New Education Policy (NEP) for all courses. The college plans to undertake Green Audit and Energy Audit. For increased engagement with the students, the student societies may publish newsletters and magazines regularly.