



## **YEARLY STATUS REPORT - 2023-2024**

Part A	
Data of the Institution	
1.Name of the Institution	College of Vocational Studies
• Name of the Head of the institution	Professor Shiv Kumar Sahdev
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01129258544
• Mobile No:	9999993000
• State/UT	Delhi
• Pin Code	110017

<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Constituent College</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>University of Delhi</b>
• Name of the IQAC Coordinator	<b>Professor Anu Satyal</b>
• Phone No.	<b>9810863662</b>
• Alternate phone No.	<b>01129258544</b>
• IQAC e-mail address	<b>iqaccvsdu@gmail.com</b>
• Alternate e-mail address	<b>anu.satyal@cvs.du.ac.in</b>
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<b><a href="https://www.cvs.edu.in/aqar.php">https://www.cvs.edu.in/aqar.php</a></b>
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>
• if yes, whether it is uploaded in the Institutional website Web link:	<b><a href="https://www.cvs.edu.in/academic-calendar.php">https://www.cvs.edu.in/academic-calendar.php</a></b>
<b>5.Accreditation Details</b>	

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.05	2016	04/11/2016	04/11/2021
Cycle 2	A	3.11	2023	17/10/2023	17/10/2028

6.Date of Establishment of IQAC	20/07/2015
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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 Delh	University Grants Commission	University Grants Commission	2023-24	476543000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>

9.No. of IQAC meetings held during the year	19
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Initiated the process for conducting a comprehensive green audit to promote environmental sustainability in alignment with the green vision of the college.	
2. Reviewed and ensured the functionality of existing fire extinguishers and oversaw installation of necessary signanges across the campus to enhance safety and navigation.	

3. Facilitated the process of promotions of faculty members of the college for faculty career advancement

4. Recommended and ensured the installation of smart interactive screen boards to enhance the teaching-learning process.

5. Conducted a workshop on 1st May, 2024 on stress management to foster healthy work environment.

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

Plan of Action	Achievements/Outcomes
To have a safe and green campus	The existing fire extinguishers were made functional. Green audit was conducted successfully.
To update the UTSAH portal	Required information on the UTSAH portal was uploaded.
To improve teaching-learning practices through integration of technology	Interactive smart boards were purchased and installed.
To take the promotion procedure further	The APAR and PBAS forms of faculty members were duly screened and processed.
To organise FDPs and Workshops	A workshop on "Stress Management for Healthy Work Culture" was organized on 01 May, 2024.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC</b>	<b>24/12/2024</b>

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	04/04/2024

### 15.Multidisciplinary / interdisciplinary

College of Vocational Studies, a constituent college under the University of Delhi, has fully embraced the vision of Viksit Bharat@2047 and the multidisciplinary approach outlined in NEP-2020. The college aims to achieve this goal through a diverse range of courses and programs. Students from any program can opt for various General Elective (GE) papers offered by other departments. For instance, a student from humanities discipline can choose GE papers like Communication in Management or Marketing for Beginners offered by the Commerce Department. Similarly, students from Vocational courses like BA (VS) in Human Resource Management and Modern Office Management can opt for humanities papers like Nationalism in India offered by the Department of Political Science. To enhance students' skill sets, the college offers a wide range of Skill Enhancement Courses (SEC) and Value-Added Courses (VAC). These courses are practical in nature and provide students with opportunities to engage with the hands-on aspects of education. For example, courses like Negotiation and Leadership and communication-related papers are part of this offering. Additionally, to promote awareness of India's traditional knowledge systems, the college includes several related papers under GE, SEC, VAC, and Discipline-Specific Elective (DSE) categories. Papers like Vedic Mathematics and Indian Writing in English Translation allow students to explore and connect with Indian knowledge systems. The college actively promotes a multidisciplinary and interdisciplinary approach through lectures and talks that exemplify this pedagogical philosophy. Students are also encouraged to participate in outreach activities organized by various student societies. For instance, to promote sustainable fashion, Green Brigade society organized a session on 25th September 2023 with Ms. Sangeeta Tayal, the founder of Eco Wings Trust, an organization committed to a pollution-free environment. In line with NEP-2020, the college fosters a dynamic learning environment. Through the NSS, students actively engage with pressing societal issues such as waste management, pollution, and voter awareness programs, thereby contributing to the strengthening of democracy. Looking ahead, the college remains committed to expanding its initiatives and resources to further advance this progressive approach to education.

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

College of Vocational Studies, as part of the University of Delhi, carefully adheres to the rules set forth by the university. Our college has implemented the Academic Bank of Credits (ABC) system in alignment with the University's adoption of the National Education Policy (NEP) 2020. This

system provides greater movement and flexibility to the students. To ensure that students can make full use of the ABC system, the college has shared a detailed, step-by-step guide on how to create ABC accounts on the college website, making the process easier to navigate. Additionally, for the various vocational courses offered, the faculty has put in considerable effort to design subject-oriented syllabi that are thoroughly aligned with the requirements of the University and approved at various levels. The element of continuous assessment and practicals has also allowed both teachers and students to explore how classroom knowledge can be applied in real-world scenarios. For example, the mandatory Ability Enhancement Courses (AEC) now include a practical component, enabling teachers to assign specific tasks to students, such as planting trees and exploring the biodiversity around them. To further educate our students about the ABC system and NEP 2020, the college plans to host lectures and seminars. These programs aim to equip students with the knowledge they need to fully benefit from these educational developments. The college is also committed to making infrastructural and administrative improvements to ensure the successful implementation of the ABC system, contributing to a more dynamic and responsive educational environment at the College of Vocational Studies.

#### 17.Skill development:

The component of skill development under the NEP instructs institutions to align their curriculum with the National Skills Qualifications Framework (NSQF). The NSQF primarily focuses on the dissemination of vocational education. The College of Vocational Studies takes pride in being one of the pioneering institutions that provide high-quality vocational education. The college offers seven specialised vocational courses: Tourism Management, Small and Medium Enterprises, Modern Office Management, Marketing Management and Retail Business, Human Resource Management, Insurance Management, and Materials Management. Providing unique and effective vocational education to students is deeply embedded in the foundational vision and mission of the institution. The college boasts of specially trained faculty members who teach these courses. The institution disseminates value-based education through VAC courses like 'Ethics and Culture' and 'Ethics and Values in Ancient Indian Traditions'. Societies like NSS and Green Brigade assist in inculcating humanistic values in our students. Additionally, the college organised multiple lectures and field trips during the academic session 2023-24 to enhance skills and expose students to the actual field of work. Some of these events included: On 16th October 2023, Team ComSoc successfully organised an industrial visit to the Bombay Stock Exchange (BSE) office in Rajendra Place, Delhi. 60 members along with two faculty members visited the premises. Enactus CVS is also actively involved in activities aimed at community wellbeing. On 20th January, 2024 a visit to the Ehtiyaat Tailor Community at Noida was organised. Project Ehtiyaat aims to tackle plastic pollution by

creating a system that upcycles plastic bags, reducing carbon emissions and giving them value. The project also supports underprivileged weavers by providing financial assistance for their traditional handloom weaving. To promote leadership skills among students, ASPIRE, the placement cell of CVS, organized a session called the Young Leadership Program (YLP) on September 26, 2023. The session was held on the college premises and was led by Mr. Ketan Tiwari, Regional Manager – North at ISB. He covered a range of topics, including navigating online presence, communication skills, essay writing, and interview preparation for job aspirants. The program was specifically designed for undergraduate students in their pre-final or final year, aiming to equip them with the knowledge and skills needed to lead an organization through exposure to multiple disciplines. In conclusion, College of Vocational Studies remains committed to providing outstanding vocational education and skill development opportunities for its students through a variety of enriching experiences and initiatives.

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

The National Education Policy (NEP) emphasizes the effective integration of Indian knowledge systems into all aspects of education. At our college, we actively uphold this commitment by offering courses rooted in Indian knowledge systems and organizing various initiatives such as seminars, talks, and field visits. For instance, during the academic year 2023-24, the Department of Mathematics introduced Vedic Mathematics as a VAC option for students, aligning with our focus on Indian knowledge traditions. Several GE papers, such as Nationalism in India and others related to India's cultural aspects, provide students with an opportunity to explore the depth of Indian traditional knowledge. Similarly, the English Department offered a paper titled Culture and Communication that instills core values like Vasudhaiva Kutumbakam and Ek Bharat Shreshtha Bharat, drawing inspiration from texts such as the Bhagavad Gita and speeches by Sri Aurobindo. The course also includes readings from Indian folk cultures. In furtherance of these values, the college recently unveiled a statue of Swami Vivekananda, reinforcing his enduring influence on the college's ethical framework. Additionally, the History Department actively engages students in exploring India's rich cultural tapestry through visits to events like the Surajkund Mela, renowned for showcasing traditional handicrafts, food, and cultural performances from across the country. Educational walks to historical monuments, organized by societies like Time Travelers, as well as visits to landmarks such as Rashtrapati Bhawan, Qutub Minar, and museums like the Pradhan Mantri Sangrahalaya, are also arranged to foster a deep appreciation for India's diverse culture and heritage. Moreover, the college motivates the teachers to teach both in English and Hindi. All first-year students are required to study Hindi. The cultural society includes groups dedicated to celebrating Indian classical dance and Indian folk and street theatre forms. The Department of



Hindi celebrated International Matra Bhasha Divas on February 21, 2024, where teachers read poetry in their respective mother tongues. This celebration highlighted the importance of preserving regional languages. These wide-ranging initiatives showcase the college's dedication to preserving and promoting India's rich and diverse knowledge systems.

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

The National Education Policy (NEP) places a strong emphasis on Outcome-Based Education (OBE), and the university, fully recognizing the significance of this approach and has tailored its Undergraduate Curriculum Framework (UGCF) accordingly. One noteworthy feature of our academic setup is the transparency with which the learning outcomes of each course are readily available on the college website. This enables students to gain a clear understanding of what each paper aims to achieve, aligning perfectly with the principles of OBE. In addition to clearly defined learning outcomes, our curriculum, teaching methods, and internal evaluation processes have been meticulously designed to materialize aims of OBE. The college has gone a step further by institutionalizing a robust student feedback mechanism that critically assesses whether the desired educational outcomes are being met through our various practices. Faculty members of the institution conduct internal and continuous assessment throughout the semester with focus on expected outcomes of a course. At the beginning of each semester, the teachers also create a comprehensive lesson plan which provides a well delineated roadmap for achieving desired course outcomes. Furthermore, a vital component in the development of course outcomes is the practical exposure students gain through internships and placement opportunities. In the academic year 2023-24, College of Vocational Studies witnessed a remarkable achievement as the students secured positions across a diverse spectrum of sectors, including IT, media, finance, HR, and many others. Notably, many of our students also opted for further studies, and the OBE approach played a pivotal role in facilitating their pursuit of desired career paths. In essence, our commitment to Outcome-Based Education can be seen through our efforts that empower our students to succeed in an ever-evolving professional landscape.

#### 20.Distance education/online education:

The College of Vocational Studies is equipped with facilities that can facilitate online learning if needed. Most classrooms in the New Academic Block are enabled with projectors. The old building also has Wi-Fi access. The seminar and conference rooms are fitted with projectors and sound systems and are also equipped with smart interactive boards. They are utilised to conduct conferences, seminars, and workshops. Under the National Education Policy 2020 students can take courses on digital and technical literacy. For instance, the commerce department offers VAC



courses on 'Digital Empowerment' and the Tourism Department offers a specialised course on 'E-tourism'. Also, GE papers like E-commerce are also offered to the students. Such courses underscore the growing importance of digital platforms and exemplify the institution's efforts in seamlessly integrating them into the fabric of teaching and learning. Furthermore, our library and computer labs offer students the opportunity to practise on desktop computers, allowing them to refine their skills. Currently, students receive login IDs and passwords from the library to access academic papers and online resources through NLIST- INFLIBNET. Additionally, our college serves as a center for NCWEB (Non-Collegiate Women's Education Board) and conducts exams for SoL (School of Open Learning). These distance learning formats cater to students with diverse backgrounds and needs, offering flexible education modes. Furthermore, many of our faculty members actively contribute to the development of study materials for SoL, IGNOU, and ePathshala.

## Extended Profile

### 1.Programme

1.1

1062

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

File Description

Documents

Data Template

[View File](#)

### 2.Student

2.1

3667

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

<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3	<b>1268</b>
Number of outgoing/ final year students during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>134</b>
Number of full time teachers during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>135</b>
Number of Sanctioned posts during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>51</b>
Total number of Classrooms and Seminar halls	
4.2	<b>273.97</b>
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	
Total number of computers on campus for academic purposes	85

Part B
<b>CURRICULAR ASPECTS</b>
<b>1.1 - Curricular Planning and Implementation</b>
<b>1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process</b>
<p>The College of Vocational Studies is a constituent college of the University of Delhi, founded in 1972. CVS is distinct in its emphasis on skill-building, offering a variety of vocational courses to students. CVS follows a pre-determined syllabus set by the University for all courses, including B.Com (Hons.), B.A. (Hons.) History, B.A. (Hons.) Economics, B.Sc. (Hons.) Computer Science, B.A. (Hons.) Business Economics, B.A. (Hons.) English, B.A. (Hons.) Hindi, and Bachelor of Management Studies (BMS).</p> <p>The seven vocational courses offered are:</p> <ul style="list-style-type: none"> <li>• MMI: Management and Marketing of Insurance</li> <li>• MMRB: Marketing Management and Retail Business</li> <li>• Tourism Management</li> <li>• MOM: Modern Office Management</li> <li>• SME: Small and Medium Enterprises</li> <li>• HRM: Human Resource Management</li> <li>• MM: Material Management</li> </ul> <p>The syllabus for vocational courses is designed by the college and approved by the University. Additionally, CVS offers a Post-Graduate Diploma in Tourism.</p> <p>Classes, practicals, and tutorials are scheduled according to the course-specific timetable prepared by the College Time Table Committee, which is uploaded online on the CVS website (<a href="http://www.cvs.edu.in">www.cvs.edu.in</a>). This provides students with easy access to their timetables and ensures the smooth conduct of classes. Department-wise and faculty-wise timetables are also prepared at the beginning of the academic session.</p>

Attached herewith are the timetables (department-wise, or faculty-wise) for the academic year 2023-24. The teaching plans of faculty members for 2023-24 have also been uploaded on the college website.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.cvs.edu.in/syllabus.php">https://www.cvs.edu.in/syllabus.php</a>

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

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

In academic Year 2023-24, National Education Policy (NEP) was applicable to all, that is, first, second and third year students. Under NEP, internal evaluation consists of class tests and assignments. Each paper has an internal assessment of 30 marks, out of which 12 marks are for assignments, 12 marks are for internal test and 06 marks are for attendance. Also, each paper has a continuous assessment of 40 marks where student is awarded a maximum of 35 marks on basis of class participation, quizzes, practical, etc and maximum of 5 marks for attending tutorials. Internal assessment monitoring committee addresses student grievances maintaining fairness and consistency across assessments.

The students are given deadlines for assignment submissions while dates for class tests and presentations are announced well in advance.

The college academic calendar also includes various cultural and extracurricular activities, seminars, special lectures, the organization of Annual Day and Sports Day, as well as the celebration of national festivals.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.cvs.edu.in/academic-calendar.php">https://www.cvs.edu.in/academic-calendar.php</a>

#### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of

C. Any 2 of the above

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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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 )	<a href="#">View File</a>

### 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	<a href="#">No File Uploaded</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The College believes in transforming students into sensitive, value-enriched and compassionate human beings. The introduction of the NEP enabled the inclusion of Value Added Courses (VAC), Skill Enhancement Courses (SEC), General Electives (GE) and Ability Enhancement Courses (AEC) which address issues like professional ethics, human values, environment and sustainability. Department of English offers General Elective (GE) course 'Culture and Theory' that allows students to analyse the intersections of gender and race within the context of global cultural flows. The department also offers courses like 'Literature and Disability' that focus on social justice and advocacy, intersectionality and empathy. Environmental Studies offers course 'Environmental Science: Theory into Practise' which focusses on ethical and moral responsibility of students and discusses importance of sustainable decisions and provides a bridge between theory and practice. VAC courses like 'Emotional Intelligence' train students in empathy and conflict resolution, fostering ethical and conscientious behaviour amongst students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

10

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

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

720

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>



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	<a href="#">View File</a>	
URL for feedback report	<a href="https://www.cvs.edu.in/studentssurvey.php">https://www.cvs.edu.in/studentssurvey.php</a>	
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	<a href="#">View File</a>	
Institutional data in prescribed format	<a href="#">View File</a>	
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		
742		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		

Teachers monitor student progress through a variety of activities, including lectures, quizzes, assignments, tutorials, and presentations. To further support students, we have established mentor mentee groups and a dedicated students' mental health advocacy cell 'MANAS' which addresses both academic and mental challenges faced by students. Following steps are taken to accomodate needs of slow and advance learner

#### Slow Learners:

Tutorials and remedial classes are organized to offer additional support for students who need it.

To enhance their subject knowledge, slow learners are provided with simplified reading materials and additional books. E-links are also shared to help them gain a deeper understanding.

Bilingual explanations and classroom debates are conducted regularly to help slow learners keep pace with their peers.

Regular counselling is offered through mentor-mentee sessions to address personal, academic, and career-related issues.

Home assignments are assigned and graded consistently and additional tests are also given.

Group discussions and presentations are encouraged to promote peer learning, fostering leadership, interpersonal skills, and a culture of teamwork.

#### Advanced Learners:

Teachers assess students' potential and identify advanced learners through lectures, tutorials, assessments, assignments, and engagement outside the classroom.

Departments support advanced learners in enhancing their skills through a mix of academic and co-curricular activities, including participation in intercollegiate tournaments.

Advanced readings are recommended to deepen their understanding of subjects and prepare them for future studies.

The college library provides access to the Inflibnet service and other e-resources connected to Delhi University, helping advanced learners expand their knowledge.

File Description	Documents
Link for additional Information	<a href="https://www.cvs.edu.in/internal.php">https://www.cvs.edu.in/internal.php</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
<b>3667</b>	<b>134</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

**All departments have implemented creative approaches to improve students' learning experiences. The college employs various strategies in this endeavor, as detailed below:**

- 1. Classroom sessions are conducted interactively, and group dialogues are held, enabling students to engage in insightful discussions.**
- 2. Students are encouraged to adopt problem-solving methods, which help them enhance the practical application of their knowledge.**
- 3. Occasionally, guest lectures and interactive meetings with distinguished scholars are organized to improve students' learning abilities.**
- 4. The college prioritizes small group interactions through tutorials, projects/presentations, and group assignments to maximize the effectiveness of interactive content.**
- 5. Instructors assign case studies to students and schedule quizzes and question-and-answer sessions periodically. Extra care is given to learners who progress at a slower pace as well as those who excel, catering to their individual needs.**

6. Arrangements are made for industrial visits, educational excursions, and field trips to provide hands-on experiences that enrich the learning journey.
7. Students are encouraged to utilize library facilities to broaden their knowledge base.
8. Assignments involving project work are given in all hands-on subjects to promote collaboration and active learning.
9. Teachers make use of classrooms equipped with ICT, audio-visual systems, and Wi-Fi to facilitate student-focused learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.cvs.edu.in/infrastructure.php">https://www.cvs.edu.in/infrastructure.php</a>

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

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

1. Classrooms are equipped with projectors, which faculty members utilize to deliver lectures in a more effective manner and to screen documentaries.
2. For any given course, at least thirty percent of the total lectures are conducted using ICT-enabled tools and resources

The institution boasts two state-of-the-art computer labs, outfitted with the latest technology and amenities. Just as with theoretical courses, practical subjects are also taught using ICT-enabled tools and resources. The entire college campus is equipped with Wi-Fi, allowing students and teachers to access the internet from any location within the premises. This connectivity is facilitated through a high-speed broadband connection.

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

### 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

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

80

File Description	Documents
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Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1323

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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

Internal evaluation is conducted in continuous assessment mode in accordance with university rules. The assessment pattern for courses based on the Undergraduate Curriculum Framework – 2022, implemented from the Academic Year 2022–2023, differs from the previous evaluation process. It requires theory examinations and internal assessments to be cumulatively evaluated through both theory and tutorial classes. The assessment patterns for courses with different credit distributions, as provided by the University, are available on the college website.

The Monitoring Committee for Internal Assessment is responsible for reviewing the entire process of internal assessment in the college, including addressing grievances, if any. This Committee also oversees the process of continuous assessment and resolves grievances, if they arise.

Complete transparency is maintained in the internal assessment process. After evaluation, marks are shared with students. To ensure fairness and address internal assessment-related grievances, moderation committees and monitoring committees are in place.

File Description	Documents
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Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.cvs.edu.in/internal.php">https://www.cvs.edu.in/internal.php</a>

#### 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 for conducting internal examinations. If students have any doubts, faculty members provide clarifications to help them perform better in the future. The final internal assessment marks are calculated based on attendance, class test scores, and assignment marks, and these are uploaded on the college website or notice board at the end of the semester.

Grievances related to internal evaluation—such as out-of-syllabus questions, improper distribution of marks, lower-than-expected scores, or incorrect question numbers during class tests—are addressed by the subject teacher and closely monitored by the Teacher-in-Charge. In some cases, the matter may be referred to the monitoring committee. Faculty members maintain effective communication with students through emails and other channels to resolve any issues that arise.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.cvs.edu.in/internal.php">https://www.cvs.edu.in/internal.php</a>

### 2.6 - Student Performance and Learning Outcomes

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

The program structure and course details for all courses are available on the college website. Each department holds an orientation session at the start of the academic year to provide a comprehensive overview of the program and course objectives.

Program-specific outcomes form the basis for developing extracurricular and co-curricular activities that are aligned with the disciplines. Course outlines, on the other hand, focus on the specific courses offered within each discipline. As our college is affiliated with the University of Delhi, the University sets the course outcomes, which can be accessed on its website. For students' convenience, we also make these outcomes available on our college website. Additionally, at the beginning of each academic year, the departments conduct orientation sessions where program and course outcomes are explained in detail. Teachers keep students updated throughout the session on any revisions to course



outcomes that result from departmental course review meetings. Faculty members actively foster initiatives that support the achievement of program and discipline-specific outcomes, as reflected in departmental society events, alumni interactions, guest lectures, and supplementary courses, among other activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.cvs.edu.in/syllabus.php">https://www.cvs.edu.in/syllabus.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The Institution consistently assesses student performance using a variety of methods to gauge the attainment of Program Specific Outcomes and Course Outcomes.

**Evaluation Process:** Program Specific Outcomes are measured through course outcomes of the relevant program via a direct evaluation process.

It includes:

**University Examination:** Theory and Practical exams are administered, with scores contributing to the final grade based on the specific credit distribution of the particular course.

**Internal Assessment:** Internal and continuous assessments are conducted, which include— assignments, quizzes, project work, and other evaluative activities, aligning with the NEP's emphasis on continuous evaluation.

**Practical Evaluation:** Practical skills are assessed through practical exams and viva, especially in courses with significant practical components, reflecting on NEP's focus on applied knowledge.

**Average Attainment in Evaluation Process:** Students appear in University examination and are evaluated for a substantial portion of the total marks (ranging from 120 to 160 points depending on the course structure), with internal assessment and practical evaluation making up the remainder of the assessment.

**Methods of Measuring Attainment:**

**End Semester University Examination:** Conducted as per the semester patterns to measure programme outcomes at fixed attainment levels.

**Internal Assessment & Continuous Assessment:** Evaluated through assignments, aligned with the Program Outcomes of the respective course.

**Internal Tests:** Frequent assessments are conducted by respective subject teacher, including surprise and open-book tests, ensure ongoing evaluation.

**Practical Components:** Significant for courses with practical elements, assessed through practical exams and viva.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.cvs.edu.in/internal.php">https://www.cvs.edu.in/internal.php</a>

### 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

**1031**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.cvs.edu.in/annual.php">https://www.cvs.edu.in/annual.php</a>

### 2.7 - Student Satisfaction Survey

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

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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)	<a href="#">View File</a>
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

55

File Description	Documents
Report of the event	<a href="#">View File</a>

Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

**NSS, NCC, Aaghaaz (the Women Development Cell), Green Brigade, and ENACTUS coordinated a number of outreach and extension initiatives to foster empathy, knowledge, and understanding among**

**Green Brigade-organized events like "Prithvi" that were effective in raising audience knowledge of environmental issues and motivating them to take action to conserve the environment.**

In order to address environmental issues, Project Abyaan by Enactus CVS, arranged a training session on the production of UCO soap with an emphasis on reusing used cooking oil. Through practical demonstrations and knowledgeable instruction, women in the neighbourhood learnt how to turn used oil into environmentally friendly soap bars. The workshop empowered communities with useful skills while highlighting the significance of sustainable waste management techniques. In addition to addressing the problem of spent cooking oil, Project Abyaan encourages participants to be environmentally conscious and entrepreneurial.

Enactus CVS is delighted to embrace the spirit of Daan Utsav, seeing it as a chance to positively influence our society and make a difference. They collaborated with DMRC staff quarters to provide necessities like food, clothing, toys, and other items as part of our active participation in the Daan Utsav festival on October 6 and 7, 2023.

On the occasion of Guru Nanak Jayanti, the College of Vocational Studies Rotaract Club participated in the Blood Donation Camp, which was organised by our parent club, the Delhi South West Rotary Club in which more than seventy citizens donated blood.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/eo.php">https://www.cvs.edu.in/eo.php</a>
Upload any additional information	<a href="#">View File</a>

**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**

**15**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

**2262**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

**408**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>

Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

**3**

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

## **INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 - Physical Facilities**

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

**The college's physical facilities and infrastructure are well-designed to support academic excellence and student well-being. These include well-equipped classrooms, computer labs for various disciplines, and a comprehensive library that provides resources for research and learning. A well-planned infrastructure creates an environment favorable for learning, collaboration, and personal development.**

**The college campus spans an extensive area of 41,075.593 square meters, featuring playgrounds, walkways, parking spaces, and meticulously maintained lawns. The facilities, including classrooms, a conference room, a seminar room, a committee room, and a library, are notably spacious and furnished with contemporary amenities.**

**The college also has a robust digital infrastructure, including high-speed internet and online learning platforms, which are increasingly crucial in modern education. The college has two computer labs with a total of 85 computers available for students. Additionally, the campus boasts performance**



venues for gatherings and meetings, sports areas, and leisure spots aimed at encouraging physical fitness and involvement in extracurricular activities. The library also offers access to a range of electronic resources. Furthermore, the college is connected to the National Knowledge Network, an initiative by the Government of India, through the University of Delhi.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.cvs.edu.in/infrastructure.php">https://www.cvs.edu.in/infrastructure.php</a>

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

The institution has ample space for games, sports, and cultural events. It also features an outdoor gym, a yoga room, and other amenities. The campus of the College of Vocational Studies includes lawns, parking areas, pathways, and a playground. Sports activities are overseen by the Sports Committee, the Department of Physical Education, and Sports Sciences. Numerous sports, including football, volleyball, cricket, basketball, archery, yoga, and kabaddi, are popular among the students. Additionally, the college provides access to off-campus facilities for sports like badminton and boxing. The college follows the University of Delhi's yearly sports calendar for each academic year. Yoga and Fitness Camps are organized by the Department that include activities such as yoga, aerobics, cross-fit, leisure games, and awareness programs.

The Cultural Committee oversees the operation of the cultural societies and is responsible for managing travel expenses and the maintenance of instruments, costumes, and other equipment. Various student societies have access to a separate cultural building for their practice. Various colleges and universities are invited to participate in 'Tatva' – the annual college cultural festival, which draws large crowds and is held in the amphitheatre.

For the holistic development of its students, the college also has the Women Development Cell, 'Manas' (Mental Health Cell), and other initiatives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.cvs.edu.in/infrastructure.php">https://www.cvs.edu.in/infrastructure.php</a>

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

3

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

51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.cvs.edu.in/infrastructure.php">https://www.cvs.edu.in/infrastructure.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

124.59

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library caters to the educational needs of faculty members, students, and staff by offering a comprehensive collection of books across various disciplines. With over 60,000 books on humanities, science, commerce, and vocational courses, the library also subscribes to multiple magazines and newspapers. It is fully computerized and operates using KOHA, a library management software (LMS). The library follows an open-access system and maintains an Online Public Access Catalogue (OPAC), enabling users to locate and access books easily. This software is remotely accessible, allowing teachers and students to track and check the availability of books online.

Additionally, the library boasts a rich collection of reference materials, including dictionaries, encyclopedias, yearbooks, and competitive exam guides. Through the N-LIST programme of INFLIBNET and the Delhi University Library System (DULS), the library provides access to an extensive range of e-resources. Faculty members are also equipped with access to URKUND, an anti-plagiarism software, to uphold the integrity of academic and research publications.

**ILMS Software: KOHA Nature of Automation: Fully Automated Version: 1.0 Year of Automation: 2001**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.cvs.edu.in/library.php">https://www.cvs.edu.in/library.php</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**8.90**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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

570

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college has a Wi-Fi facility with eight access points. All the computers are supported by a 100 Mbps LAN and Wi-Fi system. The college has two computer labs. In Lab-1, 40 computers, and in Lab-2, 40 computers are available for student use, while five computers are reserved for student use in the library. All the computers are updated regularly. Multiple internet browsers, such as Google Chrome, are installed on these computers. Additionally, MS Word, MS Excel, and PowerPoint are installed.

The college has 26 printers from prestigious brands such as HP, LaserJet, Samsung, and Zebra. It has also installed 51 projectors in different rooms, belonging to top projector brands, such as Sony VPL-SW 630 and Hitachi. Teachers frequently use PowerPoint presentations to make classes more interactive and productive. Assignments given to students are often followed by PowerPoint presentations. This helps in their overall personality development, allowing students to discuss and explore knowledge collaboratively. Learning combined with certain software like PowerPoint, Excel, and visual presentations makes the process more enjoyable, creative, and comprehensive for students. The seminar and conference rooms are also equipped with projectors and smart interactive boards.

The college also has an internet connection that is consistently used in its office, offering a speed of 100 Mbps.

The desktops in the college are running on Windows 7 and Windows 10 operating systems. The computers in the college office are equipped with Office Pro Plus 2013 and Win Pro 10.

File Description	Documents
Upload any additional information	<a href="#">View File</a>

Paste link for additional information	<a href="https://www.cvs.edu.in/infrastructure.php">https://www.cvs.edu.in/infrastructure.php</a>	
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### 4.3.2 - Number of Computers

**85**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student - computer ratio	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution

**A. ≥ 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

### 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)

**149.38**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college's Staff Council establishes committees for purchase, verification, staff room, library, sports, canteen, garden, and the girls' common room. Each committee meets regularly to ensure optimal use of resources. The committees are headed by a teacher convenor and comprise several faculty members.

The institution has adequate sports facilities, with students participating in around 12 athletic activities. The college has a sports storeroom and a sports room. Two men are employed to maintain the football ground on campus.

The Cultural Building is utilized by various student societies. 'Tatva', our annual cultural festival, provides a valuable platform for students.

The college's lawn and flora are well-maintained. It produces organic vegetables and compost in large quantities.

The college offers an air-conditioned girls' common room equipped with a vending machine for sanitary napkins, a first aid medical kit, and an adjoining bathroom. The medical room provides basic first-aid and medical facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.cvs.edu.in/committee.php">https://www.cvs.edu.in/committee.php</a>

## 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

47

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)		<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>		
<b>5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>		
0		
File Description		Documents
Upload any additional information		No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)		<a href="#">View File</a>
<b>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</b>		<b>A. All of the above</b>
File Description		Documents
Link to institutional website		<a href="https://www.cvs.edu.in/ds.php">https://www.cvs.edu.in/ds.php</a>
Any additional information		<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)		<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>		
186		
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>		
186		



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**79**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

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

29

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

216

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>

Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The institution emphasizes active student participation in a variety of activities, promoting an inclusive campus environment. Students engage in administrative, co-curricular, and extracurricular areas through established channels, helping to build a dynamic campus community. A strong students' union and representation in various societies amplify student voices and initiatives, enhancing both academic and extracurricular experiences. This involvement nurtures leadership, responsibility, and a sense of community. Academic societies such as COMSOC, MSOC, and others provide opportunities for intellectual growth, fostering a stimulating environment. Students also engage in social work through organizations like Rotaract and Enactus, encouraging social responsibility. Entrepreneurial skills are promoted through societies like ERIC and QUONSULT, which support innovation. The placement cell, ASPIRE, prepares students for their careers, ensuring they are industry-ready. Student representatives are included in the IQAC and Internal Complaints Committees, offering a comprehensive perspective that aids in fair decision-making. Additionally, student representatives sit on the Grievance Redressal Committee for SC/ST/OBC/EWS and PwD, as well as the Anti-Ragging Committee, following UGC guidelines. The college also has a North-East Students Cell to support students from the region and a scholarship committee for those from economically disadvantaged backgrounds. Overall, the institution is dedicated to ensuring student representation and engagement across various platforms.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/uploads/pdf/1695393783_2023-24_Election_results.pdf">https://www.cvs.edu.in/uploads/pdf/1695393783_2023-24_Election_results.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The college's Alumni Association is a well-organized network that encourages all graduating students to stay connected and contribute to the growth and success of the institution, as well as to support current students through mentorship, career guidance, and other forms of engagement. The alumni have made significant strides in various fields such as IT, public services, entrepreneurship, media, civil services, armed forces, social work, and multinational corporations. Their presence spans the globe, creating a diverse and influential community. To keep the bond strong, alumni are invited back to the college to deliver special lectures and seminars. These interactions provide current students with valuable insights into different industries, highlighting career prospects and real-world applications of their education. Alumni are also featured as guest speakers at major college events, where they motivate and guide the younger generation. The association's motto emphasizes mutual growth—fostering both the professional development of alumni and the continued success of the institution, creating a lasting, thriving connection across generations.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/uploads/pdf/1656405444_CVS_ALUMNI_REGISTRATION.pdf">https://www.cvs.edu.in/uploads/pdf/1656405444_CVS_ALUMNI_REGISTRATION.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
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Upload any additional information		<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>		
<b>6.1 - Institutional Vision and Leadership</b>		
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution		
<p>The vision and mission of an institution plays a pivotal role in ensuring its governance. The governance structure of the college is closely aligned with its goal to provide quality education that fosters both academic excellence and the holistic development of students with special emphasis on vocational training and innovation. The commitment is to provide an academic environment that fosters research and innovation by continuously investing in its library, computer labs, sports ground, activity rooms, etc. Additionally, laying emphasis on extracurricular development of its students catering to learning practices that are dynamic, interactive and in alignment with NEP 2020. Furthermore, the Staff Council ensures that decisions are taken democratically and reflect the collective expertise of the teaching staff. The college has over 40 active student societies each led by a team of faculty members, students are given ample opportunities to explore their interests beyond academics. In addition, the college ensures that students have a voice in decision-making processes through the Student Union Committee, which oversees the election of student union members. In conclusion, the governance structure of the college is in perfect harmony with its vision and mission.</p>		
File Description	Documents	
Paste link for additional information	<a href="https://cvs.edu.in/uploads/pdf/Perspective_Plans11.pdf">https://cvs.edu.in/uploads/pdf/Perspective_Plans11.pdf</a>	
Upload any additional information	<a href="#">View File</a>	
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.		
<p>During the NAAC visit to the College of Vocational Studies, decentralisation and participative management were evident in the seamless organisation of the event. Faculty members, students, and non-teaching staff actively participated, with students taking the lead in organising the visit under faculty supervision. This decentralised approach allowed various stakeholders to contribute meaningfully, ensuring a smooth and well-coordinated process. Non-teaching staff provided crucial support, highlighting the college's inclusive and collaborative management style. A plantation drive was also conducted during the visit, showcasing the institution's commitment to environmental sustainability. Additionally, an ExhibitionCommittee was formed specifically for the event, with</p>		

members from different departments contributing to the display of the college's achievements. This decentralised structure not only facilitated efficient management but also empowered students and staff at all levels, reflecting the leadership's commitment to shared responsibility and collective decision-making.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/committee.php">https://www.cvs.edu.in/committee.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In alignment with the National Education Policy (NEP) 2020, the College of Vocational Studies (CVS) has comprehensively redesigned its vocational courses to foster a more multidisciplinary, skill-based, and experiential learning environment. A key aspect of this redesign is the incorporation of Bloom's Taxonomy to systematically structure the learning outcomes, ensuring a progressive and measurable approach to student development. This pedagogical framework ensures that students move through various cognitive stages, from acquiring basic knowledge to applying complex problem-solving skills, fostering deeper intellectual engagement. The revised curriculum of seven vocational courses including Human Resource Management, Marketing Management and Retail Business, Office Management and Secretarial Practice, Small and Medium Enterprises, Management and Marketing of Insurance, Materials Management and Tourism Management not only integrates practical outcomes with course objectives but also places a significant emphasis on hands-on training, industry collaboration, and research-oriented projects. This ensures that students are consistently exposed to real-world scenarios and professional environments, better preparing them to tackle challenges in their chosen fields. Through partnerships with industry and a focus on research-driven projects, the curriculum bridges the gap between academic knowledge and practical application.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.du.ac.in/uploads/new-web/09092024_EC_1270_Final_BA-VS.pdf">https://www.du.ac.in/uploads/new-web/09092024_EC_1270_Final_BA-VS.pdf</a>

Upload any additional information	<a href="#">View File</a>
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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 functioning of the College of Vocational Studies is marked by efficiency and effectiveness, as reflected in its well-structured policies, administrative setup, appointments, and service rules. The college adheres to a transparent and methodical approach in all its procedures, ensuring compliance with the highest standards of governance. The college has made appointments for the post of Assistant Professor in various departments. These appointments were carried out through proper selection process, adhering to the guidelines set by the University Grants Commission (UGC) and the University of Delhi. The college ensured that the selection process was fair, inclusive, and followed policies mandated by the government. This demonstrates the institution's dedication to recruiting highly qualified and diverse faculty members, who contribute to the academic growth of the students. Alongside this, the college also initiated the recruitment process for non-teaching positions, ensuring comprehensive staffing in all areas. Additionally, the college has also been proactive in promoting its existing faculty members based on merit and eligibility criteria, in accordance with the service rules. The promotion process follows a structured framework, ensuring that faculty members' contributions to teaching, research, and other academic activities are duly recognized and rewarded.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/governing-body.php">https://www.cvs.edu.in/governing-body.php</a>
Link to Organogram of the Institution webpage	<a href="https://www.cvs.edu.in/about-the-college.php">https://www.cvs.edu.in/about-the-college.php</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
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### 6.3 - Faculty Empowerment Strategies

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

The institution is committed to implementing the welfare measures and schemes mandated by both the Government of India and the University, ensuring the well-being of its teaching and non-teaching staff. Employees are entitled to various leave benefits, including casual, earned, and medical leaves. Additionally, maternity and paternity leaves are granted in accordance with government regulations, and teaching staff have the option of child care leave for attending to their children. To promote academic and professional development, the college provides duty leaves for participation in seminars, refresher courses, and faculty development programs. Teachers may also avail study leave and sabbatical leave as per institutional guidelines. The institution extends support to its staff and their dependents through a comprehensive financial assistance system, covering medical expense reimbursements and partial tuition fee waivers for employees' children. Other benefits include Leave Travel Concession (LTC) and Home Town Concession (HTC), financial assistance for attending professional events such as seminars, workshops, and FDPs, as well as admissions under the ward quota for employees' children. A robust retirement benefits scheme is also in place, ensuring holistic support for employees throughout their careers.

File Description	Documents
Paste link for additional information	<a href="https://cvs.edu.in/uploads/pdf/6_3_1%20FINAL.pdf">https://cvs.edu.in/uploads/pdf/6_3_1%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>



Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>
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### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

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

### 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	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Performance Appraisal System for both teaching and non-teaching staff at College of Vocational Studies operates efficiently, ensuring transparency and accountability in evaluating staff performance. For teaching staff, including Assistant Professors and Associate Professors, in 2023-24, 129 Annual Performance Appraisal Reports were meticulously processed by the Internal Quality Assurance Cell. The IQAC ensures that the appraisal process adheres to institutional guidelines and is aligned with the overall mission of academic excellence. The appraisal system considers various performance indicators such as teaching effectiveness, research contributions, participation in academic development programs, and extracurricular involvement. The results of the APARs are crucial for career advancement, promotions, and identifying areas for professional development as a result of which four members of the teaching faculty were promoted to the position of Professor. For non-teaching staff, the system evaluates their efficiency, administrative skills, and contributions to the smooth functioning of the college. Regular assessments and feedback mechanisms ensure that staff are aligned with institutional goals and continuously motivated to improve their performance. Overall, the Performance Appraisal System at CVS functions seamlessly, contributing to the college's commitment to maintaining high standards of performance and fostering a culture of continuous improvement among its faculty and staff.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/apar.php">https://www.cvs.edu.in/apar.php</a>
Upload any additional information	<a href="#">View File</a>

## 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 carries out both internal and external audits on an annual basis, preparing its financial statements at the close of each fiscal year. Auditing is a thorough, objective review and assessment of financial accounts, documents, and ledgers. The internal audit is conducted by an auditor chosen by the college with Delhi University's approval. Unlike the external audit, this internal review typically occurs bi-annually. The external audit, meanwhile, is periodically conducted by the Comptroller and Auditor General of India (CAG) as per the Statutory Audit Report (SAR). Each year's internal audit report is sent to the University of Delhi via email. If the university raises concerns about any expense, these issues are addressed with assistance from a college-appointed Chartered

**Accountant. The college diligently adheres to CAG's and SAR's recommendations, ensuring accurate evaluation, documentation, and reporting of financial records at the end of every financial year.**

File Description	Documents
Paste link for additional information	<a href="https://cvs.edu.in/uploads/pdf/6_4_1%20link.pdf">https://cvs.edu.in/uploads/pdf/6_4_1%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### **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	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

**The College adopts a strategic approach to fund mobilisation and optimal resource utilisation, prioritising student-centred initiatives in line with UGC and IQAC guidelines. One key strategy involves offering self-financed courses like Computer Science and BBE, which generate funds that are reinvested in infrastructure development and meeting financial needs. The institution also hosts Non-Collegiate Women's Education Board (NCWEB) classes, effectively using college infrastructure to generate additional revenue.**

**In preparation for college festivals, the college signs several Memorandums of Understanding (MoUs) with companies and individuals, allowing them to set up stalls for students. The funds generated from these activities are strategically used to further benefit the student community. Additionally, the college operates a canteen on a contract/rental agreement. In a meeting of the Canteen Committee, it**

was decided that the canteen would continue to operate under the same terms and conditions as outlined in the 2018 tender.

These initiatives reflect the institution’s commitment to financial sustainability while ensuring that resources are optimally deployed to maintain quality services and foster institutional growth. By leveraging various strategies, the college ensures the efficient use of funds to support its operations and student-focused activities.

File Description	Documents
Paste link for additional information	<a href="https://cvs.edu.in/uploads/pdf/643%20A%20FINAL.pdf">https://cvs.edu.in/uploads/pdf/643%20A%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

College of Vocational Studies (CVS) successfully conducted Green Audit, Energy Audit, and Environment Audit, underlining its commitment to sustainability and eco-friendly practices. The audits were carried out by EHS Alliance Services, which awarded CVS certificates for all three audits on 6th October 2023. These audits were conducted based on the recommendations of the Internal Quality Assurance Cell (IQAC), reflecting the dedication of the college to maintain high standards in environmental responsibility. The audits examined various aspects of environmental impact, including energy consumption, waste management, and overall sustainability practices in the college. The outcomes of the audits were highly positive, with the initiatives undertaken by the college being deemed both satisfactory and noteworthy. CVS has introduced an online portal for managing student attendance, further streamlining academic processes. Through this portal, teachers mark student attendance monthly, ensuring a more efficient and transparent system. By the end of the semester, the portal automatically calculates attendance percentages, providing both students and faculty with easy access to accurate records. This digital solution not only reduces paperwork but also enhances the accuracy and accountability of attendance tracking, aligning with the college’s broader commitment to incorporating technology in its administrative and academic functions.

File Description	Documents
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Paste link for additional information	<a href="https://cvs.edu.in/uploads/pdf/Link%20for%20Additional%20Information%20651.docx.pdf">https://cvs.edu.in/uploads/pdf/Link%20for%20Additional%20Information%20651.docx.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The college's IQAC Committee initiated transformative reforms aimed at enhancing the teaching-learning process. The first reform involved the establishment of mentor-mentee groups, designed to provide students with a platform to share academic challenges and discuss mental health issues. These groups are intended to foster a supportive environment that helps students maintain their focus on academics while addressing their overall well-being. A second significant reform introduced a comprehensive feedback system, ensuring that students participated in a satisfaction survey to provide valuable input. This feedback mechanism was also extended to both teaching and non-teaching staff members. In addition to these reforms, the college has invested in a video conferencing system, smart interactive boards, laptops, and desktops to further enhance the teaching-learning experience. Through the implementation of these initiatives, the IQAC Committee has demonstrated its commitment to holistic improvement, focusing not only on academic excellence but also on nurturing the overall well-being of the student community.

File Description	Documents
Paste link for additional information	<a href="https://www.cvs.edu.in/uploads/pdf/1731573512_AQAR_Student_feedback.pdf">https://www.cvs.edu.in/uploads/pdf/1731573512_AQAR_Student_feedback.pdf</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://www.cvs.edu.in/annual.php">https://www.cvs.edu.in/annual.php</a>

Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

College of Vocational Studies is committed to fostering gender parity by enhancing campus facilities and raising public awareness. A variety of amenities have been provided to support female faculty, staff, and students, ensuring a safe and effective learning environment. To safeguard students' physical security, a female security guard is stationed at the main entrance. The college features a Girls' Common Room equipped with air conditioning, comfortable seating, clean restrooms, and a vending machine offering sanitary pads. Additionally, the college has established a Discipline Committee and an Internal Complaints Committee to address gender-related concerns and issues.

Aaghaaz, the Women Development Cell, actively advocates for the rights of women and the LGBTQIA+ community. In the 2023–2024 academic year, Aaghaaz organized several events, which are mentioned below. Both Aaghaaz and NSS work diligently to promote gender equality and equity. As a college, we recognize our responsibility to educate both students and staff on gender relations and strive to create a genuinely inclusive and equitable culture.

File Description	Documents
Annual gender sensitization action plan	<a href="https://cvs.edu.in/uploads/pdf/INSTITUTIONAL%20VALUES%20AND%20BEST%20PRACTICES%207.1.1.docx">https://cvs.edu.in/uploads/pdf/INSTITUTIONAL%20VALUES%20AND%20BEST%20PRACTICES%207.1.1.docx</a>
Specific facilities provided for women in terms of: a.	<a href="https://cvs.edu.in/uploads/pdf/INSTITUTIONAL%20VALUES%20AND%20BEST%20PRACTICES%207.1.1.docx">https://cvs.edu.in/uploads/pdf/INSTITUTIONAL%20VALUES%20AND%20BEST%20PRACTICES%207.1.1.docx</a>

Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures</b> Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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)</b> Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Waste management is essential to protect the environment from pollution and ensure the safety of all living beings. Understanding the harmful impact of improper plastic waste disposal, the Green Brigade, the Environment Society, and the NSS Unit of the College of Vocational Studies have been actively working to raise awareness among students, faculty, and non-teaching staff. Through environmental awareness drives and outreach activities, they aim to foster eco-friendly behavior. These organizations provide platforms for students to learn about and engage with critical environmental issues.</p> <p>To reduce waste production and ensure its safe disposal, the college has launched several initiatives. For example, the Green Brigade, in collaboration with the Municipal Corporation of Delhi, organized a</p>	

cleanliness drive at Malviya Nagar. The college also hosted a 7-day Eco-Action Challenge from 1st to 7th October 2023, themed 'Plastic vs Planet.' Other initiatives include composting garden waste to create organic manure for plants, segregating waste into blue and green bins, and conducting a comprehensive waste collection drive at the college entrance, targeting various types of waste such as plastic, fabric, chip packets, and e-waste. In addition, a plastic collection drive was organized to encourage responsible disposal practices.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://cvvs.edu.in/uploads/pdf/criteria%207.docx">https://cvvs.edu.in/uploads/pdf/criteria%207.docx</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for 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

**A. Any 4 or All of the above**



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 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**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>

Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

College of Vocational Studies is committed to provide its students an inclusive and emotionally safe environment to learn and thrive. Various measures are implemented to ensure all forms of inclusivity. Students are admitted from across regions and diverse backgrounds as per university rules and the institute is dedicated to prevent discrimination and misconduct at all levels. To address issues of harassment or ragging, the college has an Anti-ragging Committee and an Internal Complaints Committee (ICC) that respond swiftly to any reported cases. Additionally, the North Eastern Students Cell and Special Categories Admission Enabling Committee ensure representation of students from various cultural and social backgrounds. The Women Development Cell and the Mental Health and Advocacy Cell provide timely emotional and psychological support for students. The institution also follows the scholarship policy of PMSSS, NSP, and Merit Scholarship to SC/ST/OBC/Minority students mandated by Govt. of NCT to provide financial aid to students from diverse socioeconomic backgrounds. In addition to this, various societies encourage students to celebrate their regional heritage through activities organized throughout the year. The institution continuously makes efforts to provide equal opportunity to all its students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The College of Vocational Studies is committed to fostering constitutional values through various societies. The NSS, CVS participated in the Systematic Voters Education and Electoral Participation (SVEEP) Programme organized by the Election Commission of India. Additionally, the NSS conducted a cleanliness drive as part of the Prime Minister of India's "स्वच्छता पखवाडा" (Swacchta Pakhvada), with college students volunteering to ensure the success of the initiative. The Electoral Literacy Club

(ELC), under the NSS unit, organized a Mega Registration Drive for students. On August 14, 2023, as part of the Har Ghar Tiranga initiative, the NSS, CVS hoisted, displayed, and distributed the Tiranga across the college campus and its surroundings. Furthermore, the NSS unit organized a pledge-taking ceremony in the conference hall on November 26, 2023, in observance of National Constitution Day.

On January 1, 2024, Cadets of the NCC unit participated in the Republic Day Camp (RDC) 2024, held at Cariappa Parade Ground in Delhi. The 75th Republic Day celebration was also observed at the college premises, with the University Guard of Honour ceremony taking place at the Vice-Chancellor's Lawn, as it does every year. Additionally, the NCC unit participated in the All India Nau Sainik Camp 2023 (AINSC 2023) held at the iconic naval base, INS Shivaji, Lonavala. One of the NCC cadets represented the Delhi Directorate at the Special National Integration Camp in Kevadiya, Gujarat, on the occasion of National Unity Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

College of Vocational Studies celebrates various national and international occasions every year with great enthusiasm. Republic Day and Independence Day are marked by patriotic pride. The institution hosts cultural performances, competitions, quizzes, and other activities to foster the holistic development of students. NSS plays a pivotal role in this regard. On June 18, 2024, NSS volunteers organized a Nirjala Ekadashi Chhabeel at Navjeevan Vihar. Additionally, on June 21, 2024, NSS volunteers actively participated in International Yoga Day celebrations at the Multipurpose Hall, University Stadium.

Another remarkable event was the Panch Pran Pledge, inspired by our Prime Minister's vision for a developed India by 2047. The Republic Day Camp (RDC) 2024, which began at the Cariappa Parade Ground in Delhi Cantt, featured the proud participation of three NCC cadets from the college. The NCC also showcased its excellence at the All India Yachting Regatta 2023 held at INS Chilka, as well as in guarding the National War Memorial, highlighting their role as custodians of the sacrifices made by freedom fighters.

A proud moment for the institution occurred when NCC cadets representing the Delhi Directorate received the ADG Commendation at the NAU Sainik Camp 2023. In addition, the college participated in YAMISHTH'24 and NCC FEST VARUNAM'24, with the latter's extraordinary celebration held on April 6, 2024, adding to the institution's achievements. These events showcased the precision, grace, and dedication honed through countless hours of practice.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1: Extension and Outreach Activities/Community Service

**Objectives:** To motivate students to contribute to society by engaging in extension and outreach activities.

**Context:** The institution has several student societies, academic societies, NSS CVS, and NCC CVS, all of which undertake numerous extension and outreach activities.

**The Practice:** Student societies, including NSS CVS, NCC CVS, CDF CVS, and Enactus CVS, organize a range of outreach activities. These include donation events, Naaritva 4.0(a campaign for donating sanitary pads), visits to the Brave Soul Foundation, blood donation camps, and more.

**Evidence of Success:** Numerous activities have been conducted throughout the year, such as donation events organized by the Rotaract Club of CVS, Naaritva 4.0 for donating sanitary pads, visits to the Brave Soul Foundation, and blood donation camps organized by Rotaract and Enactus CVS, in partnership with DMRC staff.

#### **Best Practice 2: Imbibing Green Practices**

**Objectives:** To undertake events that promote environmental awareness.

**Context:** The institution has a dedicated student society, The Green Brigade, which focuses on raising environmental awareness.

**The Practice:** The institution regularly organizes plantation drives, planting numerous trees and bushes to promote environmental sustainability.

**Evidence of Success:** Several successful events have been conducted, including The Green Brigade's participation in the Environment Ambassadors Award function on July 31, 2023, organized by Delhi University and Let's Do It India Foundation. Other activities include a plantation drive, a cleanliness drive at Malviya Nagar market, and a nature walk with Mr. Samarth Khanna, among others.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **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

College of Vocational Studies is a co-educational institution maintained by the university, with a strong emphasis on vocational education. CVS aims to bridge the gap between traditional university learning and the evolving socio-economic landscape. It offers specialized vocational programs in fields like marketing, insurance, human resources, tourism, and office management, alongside traditional honors courses in Economics, History, Management Studies, Computer Science, and Commerce. Through its dedicated training and placement cell, Aspire, the college prepares students for successful careers. Aspire organizes various initiatives, including career counseling sessions, resume-building workshops, alumni networking events, and campus visits to the Indian School of Business (ISB), to enhance students' professional readiness. In addition to academic instruction, CVS focuses on the holistic development of students by encouraging computer skills, internships, and extracurricular involvement. CVS alumni have gone on to excel in top organizations, underscoring the college's commitment to quality education and skill development

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

1. Upgrade infrastructure, including the auditorium, smart classrooms, and expanded library facilities.
2. Organize regular seminars and conferences.
3. Strive to achieve better placement opportunities for students.
4. Organize gender sensitization programs for teachers, non-teaching staff, and students.
5. Introduce add-on postgraduate diploma courses in French and German.
6. Motivate departments to organize educational trips for students.