



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		COLLEGE OF VOCATIONAL STUDIES, University of Delhi
Name of the head of the Institution		Professor Inder Jeet Dagar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01129258544
Mobile no.		9810753310
Registered Email		cvs_1972@yahoo.com
Alternate Email		du.cvs.principal@gmail.com
Address		Sheikh Sarai, Phase-II, Triveni
City/Town		New Delhi
State/UT		Delhi
Pincode		110017

<b>2. Institutional Status</b>					
Affiliated / Constituent		Constituent			
Type of Institution		Co-education			
Location		Urban			
Financial Status		central			
Name of the IQAC co-ordinator/Director		Dr Anu Satyal			
Phone no/Alternate Phone no.		01129258544			
Mobile no.		9810863662			
Registered Email		iqaccvsdu@gmail.com			
Alternate Email		du.cvs.principal@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://cvs.edu.in/aqar">http://cvs.edu.in/aqar</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://cvs.edu.in/acal">http://cvs.edu.in/acal</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.05	2016	04-Nov-2016	04-Nov-2021
<b>6. Date of Establishment of IQAC</b>			20-Jul-2015		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Sabbatical Leave provided for research to teachers	20-Dec-2018 365		1		

Special Lectures by various departments	21-Jul-2018 01	500
Field/Educational Trips by various departments	21-Jul-2018 01	524
Two-day Faculty Development Program on Presentation Skills	27-Sep-2018 02	21
Study leave granted for PhD	23-Jul-2018 365	2
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution (College of Vocational Studies, University of Delhi)	UnPlanned/Recurring	UGC	2018 01	246326064
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

A number of special lectures were organised on different themes by various departments and societies.

An MOU is signed between the college and the sponsoring body. A system has been put in place and an MOU has to be signed at least 10 days before the event takes

place

A new Academic Block is under construction to increase the space and other facilities including toilets, etc.

The office is instructing the final year students to fill a proforma of their future endeavors when they come to college to collect their provisional degree/certificate

An FDP was conducted by the college on 27th-28th September 2018. Many departments also undertook academic activities including field/educational trips, seminars, etc.

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
An MOU must be signed between the college and the sponsoring body	The system has been put in place and an MOU must be signed at least 10 days before the event takes place
The number of office bearers of various societies should be limited to president and vice-president	This streamlining was done for all the societies
Departments should take students for educational trips	Various departments undertook outstation trips and one-day field trips
The college should conduct FDPs	An FDP was conducted by the college on 27th-28th September 2018
Invite proposals from departments to hold seminars, special lectures and workshops	Most departments during the year conducted special lectures, workshops, etc
Collect data on the alumni	The office is instructing the final year students to fill a proforma of their future endeavours when they come to college to collect their provisional degree/certificate
Setting up of mentoring groups	A subcommittee was constituted and mentoring groups were made for all three years

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	07-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has partial Management Information System. The data is maintained and shared offline amongst the accounts department, administration, library and teaching faculty. Official communication with teaching and nonteaching staff is also done through emails. The college library is automated and the admission process was also conducted online. The college has adopted the online timetable module. The University of Delhi has also provided the comprehensive online module which covers attendance management, internal assessment and other administrative functions. The University of Delhi has provided the college with the Attendance Management System (ATM) that has module for online attendance management, leave management and to manage the internal assessment.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Syllabus revision for all programmes offered by the college is done by the University in which the college teachers also participate. During 2018-19, the University of Delhi formulated teams from various colleges to revise CBCS syllabi to CBCS-LOCF (Learning Outcome-based Framework). Our college faculty members were part of these teams. The revision of the curriculum of the seven BA (Vocational Studies) courses namely, office management and secretarial practice (OMSP), Tourism Management (TM), Human Resource Management (HRM), Marketing Management and Retail Business (MMRB), Management and Marketing of Insurance (MMI), Materials Management (MM) and Small and Medium enterprises (SME) as per CBCS as well as CBCS-LOCF was done under the headship of our

college principal and all the committees for CBCS LOCF curriculum revision was part of the college. College of Vocational studies imparts education in vocational courses in the fields of office management and secretarial practice (OMSP), Tourism Management (TM), Human Resource Management (HRM), Marketing Management and Retail Business (MMRB), Management and Marketing of Insurance (MMI), Materials Management (MM) and Small and Medium enterprises (SME) along with Honors courses in Commerce, Economics, History, English, Hindi and Computer Science. The curriculum is taught to the students with a well-planned Timetable keeping in mind the student strength, the course offered and the infrastructure. Lecture planning is done before topic presentation to make the lecture suitable for the students. Various teaching learning methods are adopted in the class to make the lecture student friendly. Notes prepared before lecture are maintained throughout the semester for reference. Presentations are delivered to the students and also sent by email for self-study and reference. The teaching method is varied during lecture delivery keeping in mind its reception by the students. A healthy environment is maintained in the class which is helpful in instilling good behaviour and learning. Students are motivated for self-study and improving their scores and results. Evaluation of the students is based on their class participation, their assignments and the Internal examination conducted in the college besides their Theory and Practical semester examinations. Since the curriculum for all the courses taught in the college in under CBCS LOCF, therefore, all the curriculum are learning outcome based.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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##### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics (Honors)	23/07/2018
BA	Business Economics (Honors)	21/07/2018
BA	Hindi (Honors)	23/07/2018
BA	English (Honors)	23/07/2018
BA	History (Honors)	23/07/2018
BCom	Commerce (Honors)	23/07/2018
BSc	Computer Science (Honors)	21/07/2018
BA	Human Resource Management (Voc. Studies)	23/07/2018

BA	Marketing Management Retail Business (Voc. Studies)	23/07/2018
BA	Management and Marketing of Insurance (Voc. Studies)	23/07/2018
BA	Materials Management (Voc. Studies)	23/07/2018
BA	Small and Medium Enterprises (Voc. Studies)	23/07/2018
BA	Office Management and Secretarial Practices (Voc. Studies)	23/07/2018
BA	Tourism (Voc. Studies)	23/07/2018
BMS	Management Studies (Honors)	23/07/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate courses - French	04/09/2018	49
Certificate courses - German	05/09/2018	54
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics (Honours)	50
BA	English (Honours)	50
BA	History (Honours)	373
BA	Human Resource Management (Voc. Studies)	103
BA	Marketing Management Retail Business (Voc. Studies)	83
BA	Management and Marketing of Insurance (Voc. Studies)	29
BA	Materials Management (Voc. Studies)	36
BA	Small and Medium Enterprises (Voc.	36

	Studies)	
BA	Office Management and Secretarial Practices (Voc. Studies)	63
BA	Tourism (Voc. Studies)	110
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback is collected through suggestion boxes placed at strategic places throughout the college. The suggestions thus collected are dealt on a need basis and is forwarded to the concerned department. A link has been provided on the college website for getting feedback. The feedback is also obtained through Internal Complaints Committee (ICC), Grievance Committee under UGC regulations and through different cells/societies such as Placement Cell, etc.

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BMS	Management Studies (Honors)	46	10000	49
BA	Tourism (Vocational Studies)	100	40617	104
BA	Office Management and Secretarial Practices (Vocational Studies)	89	34960	83
BA	Small and Medium Enterprises (Vocational Studies)	50	32607	48
BA	Materials Management (Vocational	50	32207	58



	Studies)			
BA	Management and Marketing of Insurance (Vocational Studies)	50	37008	47
BA	Marketing Management and Retail Business (Vocational Studies)	100	39065	103
BA	Human Resource Management (Vocational Studies)	100	44150	103
BSc	Computer Science (Honors)	46	48090	51
BCom	Commerce (Honors)	77	61336	49
BA	History (Honors)	62	74383	62
BA	English (Honors)	46	103380	38
BA	Hindi (Honors)	46	57168	44
BA	Business Economics (Honors)	62	10000	63
BA	Economics (Honors)	62	79329	55
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2768	0	106	0	0

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

106	106	149	50	0	9
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A mentor is responsible for guiding the students in all aspects of college life, both academic and non academic. In case a student has any personal problems, the mentors are always there to share and help the students cope with them. The college generally allots 24 students to each mentor, which is a healthy combination of students from all three years. The mentors are available during college working hours in college premises and can be contacted by their mentees on phone and email even after working hours. The list of mentors and mentees is also uploaded on the college website. The mentors counsel the first year students on their first day in the college through the Orientation Programme which is held on or before the session begins. They introduce them to the library and eresources and encourage them to participate in sports and cultural activities in the college. They also encourage them to join various academic societies of the college. The mentors also introduce the students to the placement cell and motivate them to participate in various placement drives held periodically. They help students get in touch with various grievances redressal committees in case required. In the final year, students are guided and mentored in the true sense of the word by their mentors to help them choose the future career options including applying for higher studies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2768	106	1 : 26

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
110	106	4	0	31

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Prof. Inder Jeet	Principal	Dewang Mehta National Education Award given by ETNow
2018	Dr Harjender Choudhary	Associate Professor	Hindi Academy Anuvaad Samman 2018-19 by Hindi Academy, Government of NCT of Delhi

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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	291	V/2018	16/05/2019	29/06/2019
BA	291	VI/2019	16/05/2019	29/06/2019
BA	292	V/2018	06/12/2018	24/01/2019
BA	292	VI/2019	16/05/2019	29/06/2019
BA	297	V/2018	06/12/2018	24/01/2019
BA	297	VI/2019	16/05/2019	29/06/2019
BA	296	V/2018	06/12/2018	24/01/2019
BA	296	VI/2019	16/05/2019	29/06/2019
BA	295	V/2018	06/12/2018	24/01/2019
BA	295	VI/2019	16/05/2019	29/06/2019
BA	294	V/2018	06/12/2018	24/01/2019
BA	294	VI/2019	16/05/2019	29/06/2019
BA	293	V/2018	06/12/2018	24/01/2019
BA	293	VI/2019	16/05/2019	29/06/2019
BSc	270	V/2018	12/12/2018	29/01/2019
BSc	270	VI/2019	21/05/2019	28/06/2019
BCom	204	V/2018	14/12/2018	28/01/2019
BCom	204	VI/2019	17/05/2019	28/06/2019
BA	218	V/2018	13/12/2018	22/01/2019
BA	218	VI/2019	21/05/2019	28/06/2019
BA	208	V/2018	15/12/2018	22/01/2018
BA	208	VI/2019	21/05/2019	28/06/2019
BA	210	V/2018	13/12/2018	15/01/2018
BA	210	VI/2019	21/05/2019	28/06/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The University follows Choice Based Credit Scheme for all its courses which has internal assessment component to assess the students. Each paper has an internal assessment of 25 marks, out of which 10 are for assignments, 10 for internal test and 05 for attendance. Topic wise home assignments are given to the students and evaluated through viva and discussions. The students can be evaluated via other methods such as PowerPoint presentations, subject specific projects, group discussions, role play, etc. The internal tests are usually conducted during the semester to evaluate the subject oriented learning curve of each student. The students also undertake projects in the industry.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The University of Delhi prepares an academic calendar before the start of the academic year which is followed by the college. The calendar specifies dates of the start and end of each session through the year, the mid semester break and the start of practical and theory examinations. The college adheres to this academic calendar and holds various extracurricular activities such as orientation, freshers welcome, the annual college fest, etc from time to time during the year. The college also has an array of active departmental societies

and extra curricular committees which hold their events within the time frame defined the University academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.cvs.edu.in/syll>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
291	BA	Tourism (Vocational Studies)	110	99	90
292	BA	OMSP (Vocational Studies)	74	55	74.32
297	BA	SME (Vocational Studies)	40	30	75
296	BA	MM (Vocational Studies)	44	36	81.82
295	BA	MMI (Vocational Studies)	32	26	81.25
294	BA	MMRB (Vocational Studies)	84	80	95.24
293	BA	HRM (Vocational Studies)	104	92	88.46
270	BSc	Computer Science (Honors)	60	45	75
204	BCom	Commerce (Honors)	72	68	94.44
218	BA	History (Hoonors)	67	45	67.16
208	BA	Business Economics (Honors)	58	48	82.76
210	BA	Economics (Honors)	65	61	93.85

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

[The college has not conducted student satisfaction survey in the current year. The IQAC proposes to conduct such surveys in future.](#)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Buddhist Tourism	Tourism	21/08/2018
Understanding Demonetization 2016 and the Black Economy	Economics	04/04/2019
Taxonomy and Practice in India	Economics	01/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Amir Chand Malhotra Award for University topper in BA (Vocational Studies)	Yukti Bhimra	University of Delhi	25/04/2019	Student
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
ERIC	Entrepreneurial Research and Incubation Centre	NA	NA	NA	27/07/2018
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#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
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**No Data Entered/Not Applicable !!!**

**3.3.3 – Research Publications in the Journals notified on UGC website during the year**

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	9	5.5
International	Environmental Studies	1	5.87
National	Tourism	9	5
National	Hindi	1	0
International	English	1	5.6
International	Economics	1	0
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**3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year**

Department	Number of Publication
Commerce	7
English	1
Tourism	3
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**3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index**

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
japan main bahrtiye sanskriti ki jhalak	harjender choudhary	gagnanchal	2018	0	ICCR (MEA) New Delhi	0
Representation of Women in Maithili Proverbs	Swati Chandra	LangLit	2019	0	University of Delhi	0
<a href="#">View Uploaded File</a>						

**3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)**

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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**3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :**

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	15	15	0	0
Presented papers	15	10	0	0
Resource persons	1	7	0	0
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Orientation Day	NSS	10	120
Independence Day	NSS	30	120
Blood Donation Camp	NSS	20	70
Teachers Day	NSS	20	80
I SAFE	NSS	10	25
World Clean Up	NSS	10	125
Cleanliness Rally	NSS	10	105
NSS Day	NSS	25	180
Gandhi Jayanti (Swacch Bharat)	NSS	30	120
National Youth Campaign	NSS	10	70
Panel Discussion	NSS	15	50
Unity Run Drive	NSS	10	180
Sustainable Development Goals	NSS	20	70
Street Play	NSS	1	35
Youth Day	NSS	20	35
Poster Making and Slogan Writing Competition	NSS	15	50
National Youth Parliament	NSS	10	105
National Voters Day	NSS	1	180
Republic Day	NSS	15	180
Marathon	NSS	10	120
NSS Fest	NSS	20	180
Seminar	NSS	25	70
NSS Integration Camp	NSS	1	20

Cleanliness Drive	NSS	15	70
Food Distribution	NSS	1	50
Jasola Village	NSS	1	120
Motivational Lecture by Major General (Rtd.) K K Sinha (Sena Medal, VSM)	NCC	20	65
Independence Day	NCC	25	72
Celebration of Surgical Strike Day Motivational Josh talk by Major General (Rtd.) S P Sinha	NCC	15	70
Republic Day Celebration	NCC	20	80
Annual fest of College NCC VARUNAM 2019	NCC	25	800
Republic Day Camp, 2019	NCC	1	1
All India Nau Sainik Camp, 2018	NCC	1	4
All India Sailing Comptetion, 2018	NCC	1	50
OTA Attachment Camp, 2018	NCC	1	1
Sea Training Camp	NCC	1	30
National Integration Camp	NCC	1	43
CATC	NCC	1	48
Para Sailing	NCC	1	4
PM Rally	NCC	1	4
CM Rally	NCC	1	2
Swimming Cadre	NCC	1	44
Annual Training Camp	NCC	1	55
Yachting Camp	NCC	1	1
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			



3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Khushi	Connecting Dreams Foundation, CVS	Cleaning of the surroundings of Boys Senior Secondary Government School in Khanpur, Saket in collaboration with Swayam Swachatta Initiative Limited	0	15
Haq	Connecting Dreams Foundation, CVS	Set up libraries for underprivileged school namely R K Public School, Khanpur	0	15
Project with Lakshya Jeevan Jagriti	Finance and Investment Cell, CVS	Revamping the NGO's website and formulating marketing strategies to maximize its reach to concerned people	1	20
Swachhata Hi Seva	Green Brigade in collaboration with Ministry of Sanitation and Drinking Water	Spread awareness regarding waste segregation, cleanliness and plastic pollution	1	35
Ewaste collection drives	Green Brigade in collaboration with Chintan Environmental Research and Action Group	spread awareness about the proper segregation and recycling of ewaste	1	55
Workshop on 'Composting'	Green Brigade in collaboration with Hara Jeevan NGO	Interactive discussion on the significance and methods of composting	1	45

Workshop titled, 'Green the Red'	Green Brigade in collaboration with Boondh	Highlight the significance and importance of 'Sustainable Living and Menstrual Hygiene'	1	38
Nestmaking workshop	Green Brigade in collaboration with Eco Roots Foundation	Guided the students on how to make ecofriendly nests for the birds and the nests thus made were hung on the trees	1	75
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	1. Marketing 2. Content Development 3. Graphic Designing 4. Video Editing	The Education Tree	01/07/2018	25/08/2019	18
Internship	1. content Writing 2. Technical Assistant 3. Marketing	My Study Buddy	01/08/2018	01/09/2018	9
Internship	Business Development	Floydwiz Technologies	01/09/2018	15/09/2018	6
Internship	Business Development	Smart Tree Super Prof	11/09/2018	30/10/2018	13
Internship	Campus Engagement	Eazy Dinner	13/09/2018	30/10/2018	5
Internship	Campus	Runway	22/09/2018	22/10/2018	2

	Ambassador (Media Marketing)	Fashion Management			
Internship	Marketing	Internshala	25/09/2018	26/10/2018	11
Internship	Human Resource	Zee Media Corp. Ltd.	25/10/2018	25/11/2018	19
Internship	Marketing	Josh Talks	15/11/2018	15/01/2019	16
Internship	Assurance	EY GDS	17/11/2018	30/12/2018	22
Internship	Sales and Marketing	US Freight Express Pvt. Ltd	08/12/2018	30/01/2019	13
Internship	Campus Ambassador	Triedge	11/01/2019	28/02/2019	1
Internship	Student Partner	Internshala	04/02/2019	04/03/2019	3
Internship	1. Finance 2. Strategy 3. Human Resource 4. Audit	Career Graph	05/02/2019	30/03/2019	16
Internship	Campus Ambassador	LimeRoad	09/02/2019	31/03/2019	6
Internship	Business Development	Skill Advisory	20/02/2019	20/03/2019	3
Internship	Business Development	Urban Clap	01/03/2019	01/04/2019	6
Internship	Primary Research/ Competitive Intelligence	Phronesis Partners	14/03/2019	30/04/2019	11
Internship	1. Knowledge Support Staff 2. Assistance Research Manager 3. Assistance Project Manager	McKinsey	25/03/2019	25/05/2019	17
Internship	Research	Connecting Dreams	31/03/2019	30/04/2019	9
Internship	Marketing	Nestle	01/04/2019	31/05/2019	13
Internship	Marketing	Britannia	01/04/2019	31/05/2019	21
Internship	1. Campus Ambassadors 2.Sales/Mark eting Expert 3.Graphic	Ramble Roster	04/04/2019	04/06/2019	27

	Designer 4.Social Media				
Internship	1. Content 2. Marketing 3. Customer Management	Planet Study	04/04/2019	01/06/2019	18
Internship	Account Specialist	Branding Pioneers	04/04/2019	10/06/2019	22
Internship	Human Resource	Alue India	15/04/2019	15/05/2019	12
Internship	Marketing and Sales	Red Carpet	19/04/2019	01/06/2019	8
Internship	Content Writing	EDtimes	19/04/2019	19/05/2019	8
Internship	Business Development (Sales)	Your shell	20/04/2019	10/06/2019	19
Internship	Digital Marketing	Career2Suc cess	26/04/2019	26/05/2019	6
Internship	Human Resource	EXL Services	26/04/2019	26/06/2019	21
Internship	Sales	Wanderon Travel	02/05/2019	02/06/2019	2
Internship	Marketing	IDisha Quick	06/05/2019	06/06/2019	6
Internship	Human Resource	Zansys Technologies	06/05/2019	26/06/2019	9
Internship	Graphic Design	Evogue Media	06/05/2019	06/06/2019	12
Internship	Business Development	Shaadi Saga	07/05/2019	10/06/2019	4
Internship	Blogging	Resumod	07/05/2019	07/06/2019	16
Internship	Business Development	Indian Wedding Squad	08/05/2019	08/06/2019	13
Internship	Content	Alt Space	12/05/2019	30/06/2019	17
Internship	Brand Marketing	VadhamTees	12/05/2019	30/06/2019	11
Internship	Business Development	Almora	12/05/2019	12/06/2019	7
Internship	Insurance Sales Repres entative	Prinfin Solutions	12/05/2019	15/06/2019	9
Internship	Sales Specialist	Infinux	13/05/2019	13/06/2019	4
Internship	Marketing	Verzeo	13/05/2019	13/06/2019	16
Internship	Marketing	TVF	14/05/2019	14/06/2019	8

Internship	Social Media Marketing	Edugate	14/05/2019	30/06/2019	1
Internship	Marketing	My Operator	21/05/2019	21/06/2019	23
Internship	Marketing	Stanza Living	23/05/2019	23/06/2019	11
Internship	Marketing	NM Manpower	27/05/2019	30/06/2019	2
Internship	1. Content writing 2. Business Research 3. Data Analyst	College Dunia	01/06/2019	01/07/2019	16
Internship	Graphic Designer (Social Media)	Trihund Solutions	03/06/2019	30/06/2019	1
Internship	Human Resource	Planet PCI Info Tech Ltd.	05/06/2019	05/07/2019	7
Internship	Market Research	INONE	06/06/2019	30/07/2019	19
Internship	Human Resource	RM Global Consulting	11/06/2019	30/07/2019	11
Internship	Business Development	Plunes Technologies	11/06/2019	11/07/2019	5
Internship	Marketing	Porcellia	14/06/2019	15/07/2019	7
Internship	Marketing	Top Cash Back	15/06/2019	25/08/2019	4
Internship	Marketing	Edventus	15/06/2019	15/07/2019	21
Internship	Business Development	1 MG	16/06/2019	18/07/2019	0
Internship	Business Development	Leespacio Events	16/06/2019	16/07/2019	1
Internship	Sales and Marketing	Inffinux	20/06/2019	27/07/2019	7
Internship	Research and Development	iDiscover	25/06/2019	25/07/2019	2
Internship	Marketing and Sales	Bring on Digital India Pvt. Ltd.	28/06/2019	27/07/2019	8
Internship	Marketing and Sales	Houseltt	30/06/2019	14/08/2019	6

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Indian School of Business and Finance	11/09/2018	Seminar on 4 Ps of Marketing	115
Miles Education	20/09/2018	Seminar on Career Counselling	107
Jamboree Education Pvt. Ltd	25/09/2018	Seminar on Career Counselling Seminar on Career Counselling	125
I.M.S	15/10/2018	Seminar on Career Counselling	102
IILM	25/10/2018	Social Media Promotion of IILM During College Annual Event	500
Student Inn	21/01/2019	Promotional Post of Student Inn on Finance and Investment Cell of College facebook page	95
Indian Institute of Architecture and Design	27/01/2019	Social Media Promotion of Indian Institute of Architecture and Design During College Fest	900
Canara bank	28/01/2019	Social Media Promotion of Canara Bank during College event	400
EDM Artist	21/02/2019	Promotion of Verma Food Stall During the College Event	600
Verma Food Stall	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Sugari Froset	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Hashtag Past	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Zafar Food Corporation	22/02/2019	Social Media Promotion of Canara	900

		Bank during College event	
Nour Foods	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Oye Hot Dogs	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Baba Kebab Corner	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Dastare Khan	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Nikke Tikke	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Tonys	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Something New Charitable Trust	22/02/2019	Social Media Promotion of Canara Bank during College event	900
Angeethi	22/02/2019	Social Media Promotion of Canara Bank during College event	900
The Social Bird Company	25/02/2019	Social and Print Media Promotion During the College Event	900
Resonance India Private Limited	25/02/2019	Professional Music Night Sponsorship of College Fest Tatva 2019	900
Clive Joseph Photography	25/02/2019	Video graphy and after movie college fest	900
Sum Drishti Education Society	29/03/2019	Promotion of Society during college event	900

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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15045673	15045673

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NETLIB	Partially	3.0.3	2001

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	55664	11766243	1837	847130	57501	12613373
Reference Books	2185	550000	40	35939	2225	585939
Journals	12	29080	7	60771	19	89851
Weeding (hard & soft)	4142	144165	0	0	4142	144165
e-Books	3135000	5900	0	0	3135000	5900



e- Journals	6000	5900	0	0	6000	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	123	2	500	1	0	30	0	100	16
Added	1	0	0	0	0	0	0	0	3
<b>Total</b>	<b>124</b>	<b>2</b>	<b>500</b>	<b>1</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>100</b>	<b>19</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
705088	705088	14340585	14340585

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Staff Council makes various committees at the start of the session including sports committee, purchase committee, library committee, etc. which undertake activities for for maintaining and utilizing physical, academic and support facilities. The Library Committee is constituted at the beginning of each academic year and they meet regularly to allocate budget for each department. The faculty members recommend academic and reference books duly approved by the Teacher Incharge of the parent department. Further, the library staff processes and procures the books. Sports committee undertake the activities related to recommendations and maintenance of sports ground and equipment. Purchase committee hold regular meetings to analyse the different

bidders for physical, academic and support facilities, tenders for which are floated online. The committee selects the lowest bidders for the same based on specified criterion. For procurement of physical and support facilities for sports, cultural, computers, housekeeping and security, tenders are floated and annual maintenance contracts are allocated to the duly selected vendor in accordance with University guidelines. Building committee is set up by the Governing Body of the college with teacher representatives. All decisions regarding building expansion is taken by the building committee.

<http://www.cvs.edu.in/ccte>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Teaching Staff Welfare Scholarship Scheme	29	145000
Financial Support from Other Sources			
a) National	NSP, PMSS (JK), EDistrict	15	145000
b) International	NA	0	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	23/07/2018	25	College of Vocational Studies
Student Mentoring	23/07/2018	2768	College of Vocational Studies
Special Lectures on career counselling	23/07/2018	1000	College of Vocational Studies

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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling offered by companies including Vision Tech Engineers,	0	81	0	81

Tresvista,  
Cvent,  
RedKite  
Consulting,  
Tommy  
Hilfiger CK,  
Ernst Young,  
Urbanclap,  
Genpact,  
Indigo, EXL  
Services

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Vision Tech Engineers, Tresvista, Cvent, Redkite Consulting, Tommy Hilfiger and CK, Ernst and Young, UrbanClap, Genpact, Asahi Glass, FIS Global Services, Edfora Info Tech, Nacre Outsourcing, Indigo, ISA Global, EXL Services	959	81	EigoPathshala, Mirus Solutions, Finedge, Deloitte, Decathlon, Libsys, Arvind Lifestyle, Triedge, Apeiron Securities, Maier Vidorno, financial Doctors, Dreamz Enterprises, Wipro, Kevin Incorporation, Gulshan Homz, Penguin International, Egon Zehnder	956	56

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2019	427	BA (Honors) Economics, BA (Honors) Business Economics, BA (Honors) Hindi, BA (Honors) English, BA (Honors) History, B.Com. (Honors), B.Sc. (Honors) Computer Science, BA (Voc. Studies) SME, BA (Voc. Studies) MMRB, BA (Voc. Studies) HRM, BA (Voc. Studi	Economics, Hindi, English, History, Commerce, Computer Science, Tourism, OMSP	Exact name-wise data not available	Exact name-wise data not available
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Finance and Investment Cell Project with Jeevan Jyoti	College	20
Inspirix Meet up workshop	College	70
Inspirix Bi annual Event	University	130
Inspirix Annual Event	College	100
Mercadio Book Donation Drive	College	100
Mercadio Find me if you can, Tinderella, Pseudo Ludo, Mercad Vartalaap	College	70

Mercadio oktoberfest, Adagascar, Game of Life	College	100
Mercadio Chocolate Making Workshop	College	40
Mercadio Incendo	College	60
The Entrepreneurial Board Egnite	College	150
The Entrepreneurial Board Youth Conclave	University	300
The Entrepreneurial Board Internship Fair	University	550
Time Travelers Intra departmental Competition	College	100
Time Travelers Book Club Meet	College	50
Vociferous Enthusia	College	70
Vociferous Verve	College	75
Time Travelers Seminar on Musings on Museology	College	50
Annual Sports Day	College	300
College Orientation Program	College	600
Independence Day Celebration	College	60
College Freshers	College	400
Republic Day Celebration	College	50
Tatva Cultural festival	University	1500
Aaghaaz Pride March	College	50
Aaghaaz International Day of the girl child	College	50
Aaghaaz 2 day legal workshop	College	30
Workshop on Social Surfing	College	40
Aaghaaz donation drive	College	70
Aaghaaz moot court, Pictogram, Spell Bee, Rangoli, Footbal	College	150
Comsoc Seminar on Higher Education	College	70
Comsoc Comqueer	College	120
Comsoc Industrial Visit to Tecumesh	College	50
Comsoc Arcanom	College	100

Comsoc Industrial Visit to Yakult	College	75
Connecting Dream Foundation Project Haq	College	15
Connecting Dream Foundation Project Khushi	College	15
Connecting Dream Foundation Project Udaan	College	30
Debating Society Bi Lingual Debate Competition	University	50
Econox Seminar on Digital Marketing	College	50
Econox CATECHISM	College	50
Econox Arthotsava	University	150
Enactus Soap Making Project	College	50
Enactus Project Madari	College	60
Enactus Enlove	College	30
Enactus National Shoe Day Campaign	College	60
Finance and Investment Cell FINESCO	University	250
Finance and Investment Cell Bizkreig	University	150
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	IIT Kanpur	National	Nil	7	Refer to the attached Excel File	Refer to the attached Excel File
2018	AIIMS	National	Nil	1	Refer to the attached Excel File	Refer to the attached Excel File
2018	IIT Delhi	National	Nil	4	Refer to the attached Excel File	Refer to the attached Excel File
2019	National Institute of Immunology	National	Nil	3	Refer to the attached Excel File	Refer to the attached Excel File

2019	IIMC	National	Null	1	Refer to the attached Excel File	Refer to the attached Excel File
2018	MDI, Gurgoan	National	Null	1	Refer to the attached Excel File	Refer to the attached Excel File
2018	IBS	National	Null	1	Refer to the attached Excel File	Refer to the attached Excel File
2019	MAMC	National	Null	1	Refer to the attached Excel File	Refer to the attached Excel File
2019	NSUT	National	Null	1	Refer to the attached Excel File	Refer to the attached Excel File

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student body elects the Students Union which organizes a fresher's day to welcome the freshers at the beginning of the year. The student union also contributes in the organization of annual college festival, TATVA, held every year. It also acts as a medium through which students can place the demands before the college administration. Two representatives of the students are also sent to the University as Student Councilors to represent the college student body at the University level. The students also form many student societies/committees which have office bearers, namely head and vice head, which undertake activities related to their respective academic and non academic activities. Following are the names of student societies: The cultural society, Manthan, Dramanomics, Zest, Criador, Shashtrarth, Zephyr, Encrypt, Econox, Green Brigade, Aspire, FIC, M.Soc., Mercadio, Magazine society, Time Travellers, and Carvan, to name a few. The students are also member of the ICC, IQAC, Grievances handling committee, Anti-Ragging Committee as well as in a number of other college societies and cells.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registered on on 14/3/16 with 12 members and now has around 100 members.

5.4.2 – No. of enrolled Alumni:

100

5.4.3 – Alumni contribution during the year (in Rupees) :

150000

5.4.4 – Meetings/activities organized by Alumni Association :

2

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) The college functions through various committees formed with the mandate of the Staff Council at the beginning of the academic year. The committees conduct meetings throughout the year and participate in decision making at various levels. The main committees are: sports committee for decisions regarding recommendations and maintenance of sports goods and the ground purchase committee for decisions regarding purchase of all support facilities and other supplies verification committee for verifying the purchase made through the recommendations of the purchase committee garden committee for the upkeep of the green and lush gardens in the college premises The recommendations/decisions are taken by the committees have the representation of teachers and others. 2) Teachers representatives are also there in the governing body of the college and in other committees such as building committee, leave advisory committee and academic supervisory committee. The teacher representative/non-teaching staff member are there in different committees set up by the Governing Body such as building committee, survey committee, leave advisory committee and other committees.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum development takes places at the University departmental level and teachers from the college participate in it. This year, the syllabus was revised and college faculty members were nominated for syllabus revision committees for different courses. The revision of the curriculum of the seven BA (Vocational Studies) courses namely, office management and secretarial practice (OMSP), Tourism Management (TM), Human Resource Management (HRM), Marketing Management and Retail Business (MMRB), Management and Marketing of Insurance (MMI), Materials Management (MM) and Small and Medium enterprises (SME) as per CBCS as well as CBCS LOCF was done under the headship of our college principal and all the committees for CBCS LOCF curriculum revision was part of the college.
Teaching and Learning	The college teachers have used ICT tools and innovative practices like role play, excursions, industry visits, etc. Special lectures by external subject experts are also organised



	periodically.
Examination and Evaluation	The examination is conducted in strict accordance with the Delhi University rules and the date sheet is formulated at the University level. The evaluation of the answer scripts is centralised and faculty members participate in the evaluation process. The faculty members of the college also undertake continuous internal evaluation. The internal assessment marks for each subject is 25, which comprises of 10 marks for internal test, 10 marks for the assignments, projects, etc and 5 marks are for the attendance through the semester.
Research and Development	Students undertake research projects as part of their internal assessment. Students are encouraged to question the concepts and research about those topics in the form of assignments and presentations.
Library, ICT and Physical Infrastructure / Instrumentation	New books and various journals were procured by the library during the year. The students are encouraged to work with open source software. The physical infrastructure is expanded from time to time. The library is fully automated and uses NETLIB software for the day to day services. The college also has 2 computer labs fitted with projectors and all classrooms have the provision of projectors in them.
Human Resource Management	The teaching and nonteaching staff is bound by the University rules. APAR are being maintained for the non teaching staff to evaluate their performance. All the benefits are provided to teaching and non teaching staff as per government rules. There is a well defined hierarchy in academic and administration. Proper records are being maintained related to the man power management.
Industry Interaction / Collaboration	The college provided opportunities for internships with industry to provide practical subject related exposure and personality development. The campus placement is also done through placement committee where a number of companies come for campus placement. The experts from the industry are also involved in curriculum framing under LOCF. The experts from the industry are also invited to give special lectures to

	students.
Admission of Students	An online admission process is followed in University of Delhi. The college has to follow the same admission process. The studentvolunteers provide guidance and counseling to parents and candidates. The admissions are done through admission committee set up by the staff council consisting of Principal, secretary staff council and all Teachers Incharge. The process of admission is very objective and transparent.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Examination	The University conducts centralized examinations and provides necessary support to the college for the same. The examination form and internal assessment marks are uploaded online. The result is also declared online and mark sheets are downloaded by the students.
Planning and Development	Building committee undertakes the activities related to infrastructure development. All financial activities involving third parties is done through etendering
Administration	All notices and other information is disseminated through emails and college website.
Finance and Accounts	Student fees are collected online. All bills, salaries and any other money transfer takes place via NEFT/RTGS. Accounting software Tally is being used.
Student Admission and Support	The University has an integrated online admission system which allows the college easy access to this data.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty Development Programme for Presentation Skills	NA	27/09/2018	28/09/2018	21	Nil
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Research Techniques	1	14/03/2019	15/03/2019	2
Research Methods for Business Management, Economics Social Sciences	1	02/11/2018	02/11/2018	1
Managing Research for Effective Outcome	1	04/08/2018	04/08/2018	1
Orientation Programme	1	18/02/2019	16/03/2019	30
Faculty Development Program on Presentation Skills Level 1	17	27/09/2018	28/09/2018	2
FDP NIESBUD	1	25/06/2018	29/06/2018	5
Entrepreneurship StartUps	1	06/04/2019	07/04/2019	2
FDP on "Advanced MS - Excel", organised by Dyal Singh College	1	29/09/2018	29/09/2018	1
FDP on "Asset Pricing: Theories and	1	09/02/2019	09/02/2019	1

their Testing				
FDP on Teaching and Learning in Digital Era	1	15/12/2018	27/12/2018	13
Research Methods and Business Analytics using SPSS RStudio.	1	04/06/2019	11/06/2019	5
Online Course on Fixing cables , connectors and WiFi from Udemey.com	1	23/11/2018	24/11/2018	2
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical, LTC, HTC, Admission under Ward quota, Children allowance, Maternity leave, Child care leave and other welfare schemes as per govt. rules	Medical, LTC, HTC, Admission under Ward quota, Children allowance, Maternity leave, Child care leave and other welfare schemes as per govt. rules	Meritcummeans scholarship, Rail travel concession by the Railways, Girls Common Room, Boys Common Room, Disabled friendly campus, full fee concession to PwD students

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes. Internal audit is done by Delhi University and external audit by AGCR.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Indian School Of Buisness Finance,Miles Education,Jamboree Education Pvt. Ltd,I.M.S,IILM,Student Inn,Indian Institue of Architecture and Design,Canara Bank,Edm Artist,Verma Food	225000	Refer to the attached Excel File

Stall, Sugari  
Froset, Hashtag  
Pasta, Zafar Food  
Corporation, Nour Foods

[View File](#)

6.4.3 – Total corpus fund generated

19065832

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	AGCR (CAG)	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is no provision for ParentTeacher Association, however, the college extends support to the students and their parents in terms of guidance. However, whenever required the interaction is made with the parents.

6.5.3 – Development programmes for support staff (at least three)

The college facilitates the support staff to undergo training activities conducted at the college/University. Permission is granted for higher education Participation in sports and cultural activities

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) A new Academic Block is under construction to increase the space and other facilities including toilets, etc. 2) A number of special lectures were organised on different themes by various departments and societies 3) Setting up of mentoring groups 4) Collect data on the alumni 5) Invite proposals from departments to hold seminars, special lectures and workshops 6) The college should conduct FDPs 7) Departments should take students for educational trips 8) The number of office bearers of various societies should be limited to Head and vicehead 9) An MOU must be signed between the college and the sponsoring body

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Setting up of mentoring groups	14/09/2018	21/07/2018	29/04/2019	2500
2018	Collect data on the alumni	14/09/2018	21/07/2018	29/04/2019	1000

2019	Invite proposals from departments to hold seminars, special lectures and workshops	30/01/2019	01/02/2019	29/04/2019	400
2019	Departments should take students for educational trips	30/01/2019	01/02/2019	29/04/2019	400
2019	The number of office bearers of various societies should be limited to president and vicepresident	16/04/2019	17/04/2019	30/06/2019	350
2019	An MOU must be signed between the college and the sponsoring body	16/04/2019	17/04/2019	30/06/2019	400

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
PRIDE MARCH	04/10/2018	04/10/2018	33	21
INTERNATIONAL DAY OF THE GIRL CHILD	11/10/2018	11/10/2018	28	15
LEGAL WORKSHOP about "legal Rights of Women and Children"	30/10/2018	31/10/2018	40	23

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Have been successful in removing plastic straws and stirrers from the canteen  
 An initiative was taken to distribute cloth bags to nonteaching and teaching staff, to facilitate and encourage the use of non plastic bags for their daily provisions, A new initiative taken by the Green Brigade is to give ecertificates to the society members, participants and winners of the various competitions, to reduce the usage of paper.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	23
Provision for lift	No	0
Ramp/Rails	Yes	23
Braille Software/facilities	No	0
Rest Rooms	Yes	23
Scribes for examination	Yes	10
Special skill development for differently abled students	No	0
Any other similar facility	Yes	23

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	03/12/2019	3	Project Haq	Setting up of library for under privileged students of R. K. Puram School, Khanpur	20
2018	1	1	02/12/2019	3	Project Khushi	Clean up of Govt boys school in Khanpur	20

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Professional Ethics	04/06/2018	It is displayed on the college website for information of the stakeholders. As per this, the code of conduct of a teacher is clearly stated with respect to colleagues, students, and non teaching staff.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	23/02/2019	23/02/2019	70
Unity Run Drive	01/11/2018	01/11/2018	180
Gandhi Jayanti (Swacch Bharat)	02/10/2018	02/10/2018	120
Republic Day	25/01/2019	25/01/2019	180
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college campus is declared as Single use plastic free campus. The students are encouraged to collect empty plastic bottles and recycle the same into points in a machine placed for this purpose outside college canteen. The college also makes vermi compost which is chemical free. The college maintains a herbal garden with 24 different herbs. Teaching staff, non teaching staff, support staff and students are encouraged to switch off all non essential lights.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE 1** Title of the Practice Green Practices Goal CVS is a clean and green campus with many trees, shrubs and herbs. The institution promotes green practice so that the students are aware of the importance of appropriate climatic conditions for the survival of humans on this earth. This is one of the most discussed topics in the today's scenario due to changing climatic conditions. Good practice begins at home hence the institution puts in sincere efforts in imparting knowledge through green practices. The context The college campus has many trees. A herbal garden is also maintained. A student society Green Brigade with teacher representation was formed to encourage students to associate with green practices. In today's fast paced life with the extensive presence of social media, it is a challenge to rope in enthusiastic participants. However, Green Brigade puts in conscious efforts to promote green practices in the college through different events organised from time to time. The practice

- The college promotes activities and events that bring awareness about the changing climatic conditions and keeping the surrounding clean.
- Green Brigade, the environment society of CVS is a platform through which students enlighten themselves and others about the importance of pressing environmental issues and sustainable development.
- Green Brigade has been active throughout the year and organised various events - Tree Plantation, Awareness Drives, Talks, Workshops, Quizzes, Nukkad Nataks and Nature Walk to explore the different ideas that students may embark upon.
- Another new initiative taken by the Green Brigade is to give e-certificates to the



society members, participants and winners of the various competitions, to reduce the usage of paper. Evidence of Success • Solar panels have been fitted on the college roof-top and the electric requirement of the entire college (123 KV) will be met by these solar panels. • Green Brigade has undertaken event to spread awareness regarding waste segregation, cleanliness and plastic pollution in association with Ministry of Sanitation and Drinking Water. • Green Brigade also organised event to spread awareness about the proper segregation and recycling of ewaste in collaboration with Chintan Environmental Research and Action Group. • An interactive discussion was held by Green Brigade on the significance and methods of composting in collaboration with Hara Jeevan NGO. • An event was undertaken by Green Brigade that guided the students on how to make eco friendly nests for the birds and the nests thus made were hung on the trees in collaboration with Eco Roots Foundation. • The campus is declared as "Single-use plastic free". The students are encouraged to bring water bottles from home in order to mitigate the use of plastic water bottles. • The campus is clean at all times. Students are encouraged to keep the surroundings clean and many conscious efforts are undertaken from time to time to bring about awareness about the importance of cleanliness. Problems encountered and Resources required • Paucity of time for organising various events, competitions and role-based activities along with the course completion deadlines. BEST PRACTICE 2 Title of the Practice Extension Activities and practices Goal Creating awareness on vital social, political, economic and cultural issues is a social responsibility of every adult citizen of the country and youth of India understands this responsibility quite well. It is imperative that the youth is part of such extension activities in order to educate students about their responsibility towards the society. CVS is always encouraging the students and faculty members in order to undertake such extension activities towards the betterment of the society. Street plays are directly related with the movements of bringing radical changes in Indian society. The context The college has many societies that undertake such extension activities. NSS, CVS is always forthcoming to organise activities serving the society and bringing awareness of the same amongst the youth of India. Connecting Dreams Foundation, India is a youth led social entrepreneurship initiative with aim of youth and women empowerment. Also, creating new employment and business opportunities for women in rural areas through a technology-enabled village enterprise and connecting villages and women groups with each other with use of usable and relevant technology. Enactus as an organisation strives towards advocating social entrepreneurship as a pathway towards a better lifestyle. Enactus CVS initiates action with purpose by building communities, establishing lines of communication between the haves and the have nots and creating a conducive environment for cooperation. DramaNomics society, The theatre Society of College of Vocational Studies is an active theatre group that strives to work with the motive of bringing a change in the general outlook of the public. Basic spirit of the organisation is to keep the humanitarian essence alive. The practice • CDF-Connecting Dreams Foundation is designed to help young people experience and develop skills to increase the scale and impact of their ideas by making them work on real challenges. Many colleges of Delhi University are working under CDF pan India with the aim of rectification of the social evils ruling the society today. CDF ensures diverse benefits like Networking, Entrepreneurship skills, Communicating, Meeting and Collaborative and direct opportunity to impact a community on multiple levels • Enactus as an organisation is aimed at building communities, establishing lines of communication between the haves and the have nots and creating a conducive environment for cooperation. Currently Enactus CVS is the proud parent of Project Raah. • Raah, the currently thriving project of Enactus CVS, launched in late 2017, has made strides in its field by collaborating with shoe manufacturing company like JUST sports additionally having signed memorandums regarding shoe donation drives with the likes of IIT

D. Working on gathering and building a solid database of cobblers in and around Delhi NCR and looking into other shoe centered companies for fixing a permanent source of raw material, Raah wishes to realise its dream of becoming a well-defined sustained business in the near future. • Enactus CVS has also, under its belt, an assortment of achievements which include bagging a huge grant at Walmart Women Empowerment Competition in 2015-16, second prize at BML Munjal University in a case study competition, first and third prize in a social budgeting convention at Thapar University, first in a Bplan competition at Swami Shradhanand College besides having participated in various Bplan competitions across colleges affiliated to the University of Delhi. The team also attended the Enactus National, 2019 held at IIT D. • The society works with the method of annual Street, stage and mime theatre productions. It is a channel of communication deeply rooted in the Indian tradition. It approaches the people directly by raising critical issues related with human rights, environment, health, hygiene, nature and culture. Last year DramaNomics presented 'Plastic Paradox' which was highly applauded in the DU circuit.

Evidence of Success • Inspired by the idea of CDF India, students from the college of vocational studies established it as a society in the college in the year 2018. Initiative by a team of 7 people who searched the projects for the year and built up a good team in a month in the month of september ,2018 and following the vision, mission timeline process of CDF India, the research development team if CDF'CVS came up with two major projects: PROJECT HAQ and PROJECT KHUSHI • Project Khushi involved cleaning of the surroundings of Boys Senior Secondary Government School in Khanpur, Saket in collaboration with Swayam Swachatta Initiative Limited and Project Haq was about Set up libraries for underprivileged school namely R K Public School, Khanpur. • NSS, CVS conducted extension activities such as Blood Donation Camp, Cleanliness Drive, Unity Run Drive, and Food distribution. • Enactus, CVS has Project Raah under its belt. It was initiated with an aim to utilize cobblers' inherent skills to renew old, discarded shoes and resell the refurbished footwear to slum dwellers at a reasonable price, thus making the maximum utilization of scarce resources. It is a powerful and sustainable way for poor cobblers to lift themselves. It was initiated with 4 cobblers in 2017. Today we have 12 cobblers on board with our Project Raah. Moreover, we have collaborated with 2 factories providing us defected outputs. • The cultural committee of CVS undertook various activities to highlight various social values such as play titled Meer Manas which disseminated information about Electra Complex, street play titled Plastic Paradox which highlighted the plastic hazard and creating awareness about sustainable development, and a mime act titled Experiment No. 21 which dealt with dispelling the supernatural superstitions related beliefs. Problems encountered and Resources required • Paucity of time for organising various events, competitions and role-based activities along with the course completion deadlines. • Streets plays are written jointly by the actors and writing continues as the play progresses. • Attendance shortage is a major problem faced by the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.cvs.edu.in/igac>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

College of Vocational Studies was started in 1972 and the prime focus was on the introduction of vocational education at the undergraduate level. This college is only one college offering full fledged Bachelor in Arts (Vocational Studies) degree courses. This course has been accepted very well in the high

cutoff percentage for admission, large number of applications and acceptability by the industry for employment. Even though the college has diversified now and included honors courses also. All seven vocational courses have delivered stellar results every year and the students have been placed successfully after the completion of these courses. The BA(VS) degree is a job oriented degree in the sense it an open ended degree in each vocational course. Each student can move on to different fields such as management, banking, corporate affairs, government affairs, etc. Our alumni are well placed in India and abroad, in private and public sectors. This experiment of having degree course at under graduate level in vocational studies have been very well appreciated and accepted by the government and the focus of Government of India on vocationalisation of education has been initiated in a big way under the scheme of National Vocational Qualification Framework (NVQF) whereby B. Voc and M. Voc. programs are being offered.

Provide the weblink of the institution

<http://www.cvs.edu.in>

### **8.Future Plans of Actions for Next Academic Year**

- 1) Expansion of physical infrastructure including building and sports facilities
- 2) Installation of WiFi and CCTV in the under construction academic block