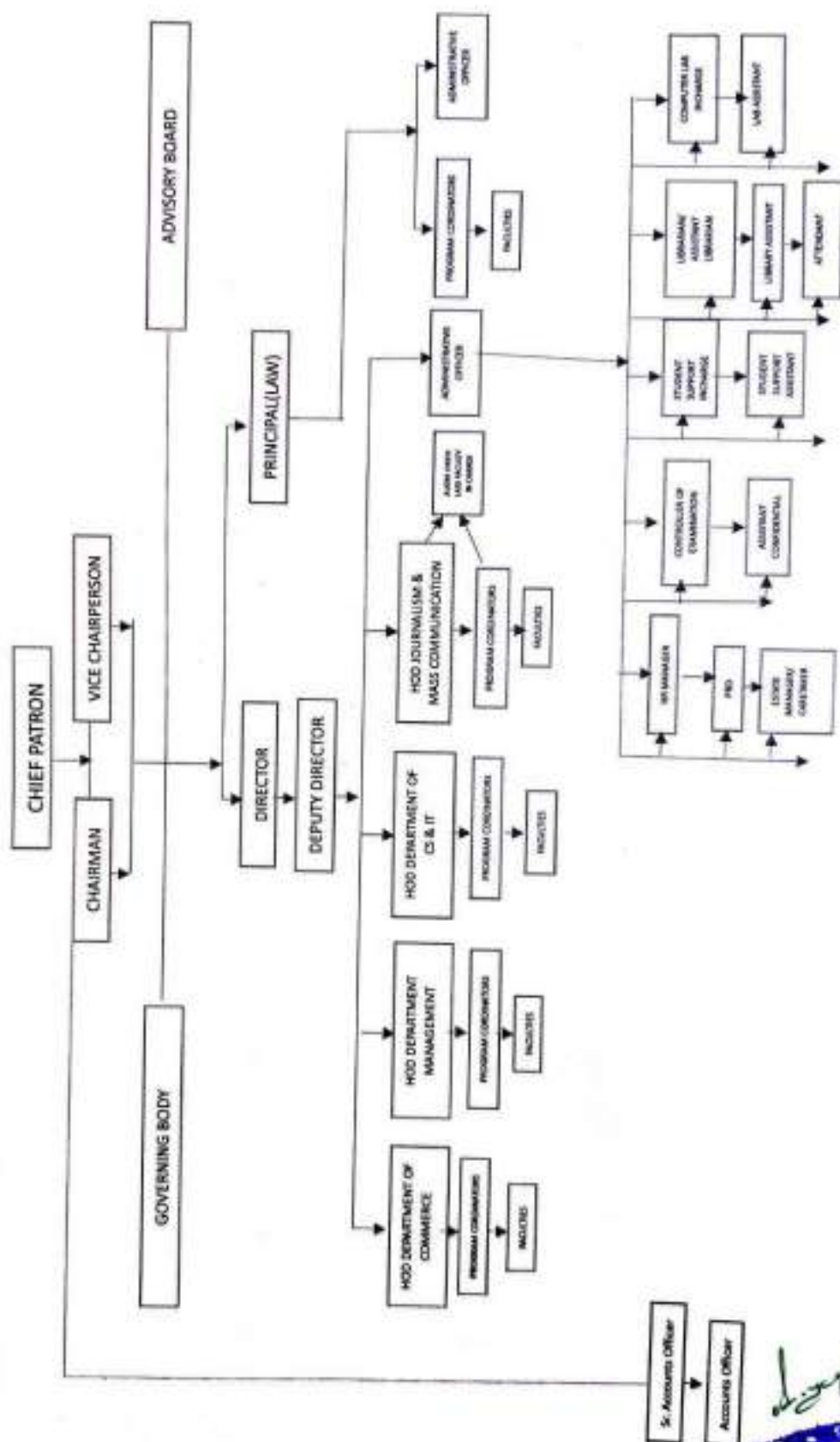




TRINITY INSTITUTE OF PROFESSIONAL STUDIES



ORGANOGRAM

Sr. Accounts Officer
Accounts Officer
[Signature]
Director
Trinity Institute of Professional Studies
(Adj), Metro Pillar No. 1103, Institutional Area
Sector-9, Dwarka, New Delhi-110075



DUTIES AND RESPONSIBILITIES OF SOCIAL MEDIA INCHARGE

1. To get the post made of relevant days.
2. To get the matter drafted for the SM post.
3. To get the post approved by the Director/Chairman of the institute.
4. To make a report on likes and reach of the posts.
5. To motivate peer group and students to like, comment & share the SM post
6. To design yearly calendar of SM posts on academic session basis.
7. To meet the chairman of the institution with the SM report once in a month
8. To get the best responsive person awarded once in a month for likes/share/comments.
9. Any other duty/aligned work as deemed fit by the SM Team.

DIRECTOR

Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

DIRECTOR

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

- Affiliated to GGSIP University, Delhi
- Approved by Bar Council of India, New Delhi
- NAAC Accredited Institution

ROLES AND RESPONSIBILITIES OF THE DIRECTOR

w.r.t. to the Top Management (Chairman / General Secretary/Secretary)

- Ensure the fulfillment of Vision, Mission and Operational Guidelines of the Institute
- Assist in the preparation of Prospective Plans of the Institute.
- Assist in the recruitment process of teaching and non-teaching staff members.
- Procure Books/Software/Hardware/any other Infrastructural Materials / Services for smooth functioning of the institute as per requirement and/or recommended by the faculty, staff and student after the necessary approval from the Top Management.
- Appraise regarding general functioning/feedback of the Institute on regular basis.
- Take prior necessary approvals.
- Any other task that may be assigned by the Top Management.

w.r.t. to the GGSIPU, Statutory Bodies etc.

- Represent the Institute at the University/Statutory Bodies in various meetings.
- Liaison the University/Statutory Bodies.
- Monitoring all routine operations of the University/DHE and other statutory bodies for Affiliation /Admission/Examination/Academic Audit/ JAC etc. and the related activities, of the institute as per the requirements.

w.r.t. to the Academics

- Before the commencement of the semester, finalize the Institute's Academic Calendar based on the University's Academic Calendar and take the necessary approval from the Competent Authority of the institute.
- The institute's academic calendar should include the details of activities as per requirements such as Academic, Internal Examination, Co-curricular Activities (FDP / Seminar/ Conference / Workshop/Guest Lectures, etc.), Extra-Curricular Activities (Events/Sports Activities / Social Activities, etc.), Industry Visits, Trips and other related activities of the Institute.
- Ensure the compliance of the approved Academic Calendar,
- Ensure the conduct of classes, examination and other academic activities / events as per the guidelines of the university/statutory bodies.
- Coordinate and meet with the Registrar/ Dean/Head of Departments (HODS) / Course Coordinators (CCs) about the status of the academic activities and take appropriate remedial action as deemed fit in consultation with Registrar/Dean/HODS/CCs, If required.
- Take regular feedback about the quality of teaching-learning and ensure that the teaching learning is accomplished in effective manner and as per plan. Take and initiate appropriate measure(s) to improve the teaching-learning at the institute.
- Monitor the attendance of the students on regular basis and take necessary measures, if required
- Promote the research culture among the faculty members and the students.
- Provide efficient and effective Academic and Administrative leadership among the faculty and staff members by coordination, motivation and conduct to build trust among them and boost the morale of the faculty and staff members.



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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- Monitoring all Committee functioning and related activities.

w.r.t. to HR

- Plan, assign and supervise the work of various teaching and non-teaching staff members as per their role, load and payments.
- To get filled up the Appraisal Forms from the teaching and non-teaching staff members.
- Ensure perfect discipline in the Institute among the students and faculty/staff members.
- Monitor the attendance of faculty and staff members and ensure that they need to get their leaves sanctioned in advance. Approve the leaves of the staff members of up to two days. The leaves of more than two days shall be forwarded to DG for approval.
- Calculation of Salary with the help of Accountant of the Institute.
- Take necessary disciplinary action(s) or to award incentive(s) to the staff members, if required.

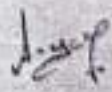
w.r.t. to the Communities

- Formation of various committees as per the norms of GGSIPU/Statutory Bodies.
- Formation of various institutional committees for the smooth functioning of the Institute.
- Chairman, General Secretary and Secretary shall be the Chief Patrons.
- Director General shall be the Patron.
- Director shall be the Head of all Committees.
- Look after the progress/work of the committees.

Miscellaneous

- Ensures that all grievances are addressed properly within the time-frame.
- To get compiled the requisitions of the library, labs, workshop etc. and prepare the budgets/estimates for the same. The requisitions and budgets/estimates will be forwarded to the Top Management for their perusal, valuable suggestions/comments and necessary approvals.
- Coordinate all the publications of the Institute.
- Create and maintain the linkages with the University and Industry.
- Look after the placements and industry visits of the students. I

Report to: Management


DIRECTOR

Trinity Institute of Professional Studies
(A/C) Metro Pillar No. 11075, Institutional Area,
Sector-9, Dwarka, New Delhi-110075


DIRECTOR

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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ROLES AND RESPONSIBILITIES OF THE ESTATE MANAGER

- Estate Manager/Officer shall be the custodian of all the fixed assets/equipment and other durable items of the Institute. His broad job profile would include the following main tasks:
- Report to the Competent Authorities of the Institute.
- Take necessary prior approvals from the Competent Authorities of the Institute.
- Look after all Civil, Electrical, Plumbing, Infrastructure etc. work of the Institute.
- Look after additions of infrastructure / Building etc.
- Maintain the photostate file of the land and buildings, approved maps, safety certificate, firefighting certificate, etc. and making these available for verification to the Universities/ Authorities Competent Authority on the orders of the Competent Authorities of the Institute.
- Maintain separate updated Stock Registers for
 - a. Computers and Software
 - b. Lab/Workshop Equipment
 - c. Air Conditioners, Fan, Electrical Fittings, Water Cooler, Aqua guards etc.
 - d. Power Generator and Fire Fighting Extinguishers, etc.,
 - e. Furniture and other furnishings (Chairs, Tables, Sofas, Stools etc.)
- Maintain photocopies of Agreements done by the Management for out sourcing the services for sanitation and housekeeping, security, drinking water, canteen etc.
- Ensure that all the outsourced services, namely-sanitation & housing, security, supply of drinking water, etc. are being performed as per agreement and effectively.
- Ensure the opening and closing and locking of all class rooms/Institute's offices as per pre-determined time schedule,
- Economically and efficiently managing the entire set of electrical/power equipment/Lab equipment such as Air Conditioners, fans, lights, generators, etc. of the institute
- Arrange AMC's and supervise the maintenance of the institute's all capital and immovable assets including computers, other lab equipment with help of available staff for the purpose.
- Ensure the timely payment of ground rent, electricity and water bills, telephone bill, etc. via Accountant of the institute.
- Coordinate with the Contactor as per the directions of the Competent Authorities and overseeing the institute's construction works including employment of temporary labour with the consent of the management
- Maintain record of temporary workers and prepare their wages for payment and hand over the same to the accountant;
- Maintain stocks of infrastructure, housekeeping items, stationary etc.
- Ensure that all rooms are opened and cleaned before opening time of the Institute;
- Ensure that all A/C, fans etc., are switched off and all rooms are locked after institute time is over.
- Ensure that Generator is ON at proper time as per requirement.
- Prepare bill for payment and hand over to Accounts department.
- Look after the Institute's infrastructure in all respects (furniture, gardening, house-keeping etc.)
- Arrange the repairs of distorted/broken infrastructure after discussing the proposed expenses with the Management.
- Any other tasks that may be assigned by the Competent Authorities.

Report to: Management
Director
Deputy Director

[Signature]
DIRECTOR
Trinity Institute of Professional Studies
(A-4) Metro Pillar No. 11/20, Institutional Area
Sector 9, Dwarka, New Delhi-110025

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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ROLES AND RESPONSIBILITIES OF THE ASSISTANT REGISTRAR

Assistant Registrar shall be the custodian of all the documented records the Institute/marksheets, certificates & degrees of the students. His broad job profile would include the following main tasks:

- **Administrative**
 - Assist the Competent Authorities of the Institute
 - Liaison with University/Statutory Bodies
 - Preparation and compilation of records for Academic Audit, JAC, AICTE, BCI, etc.
 - Monitor Mid, Examinations, Admission, Student Cell, Library and Labs, related activities/ work.
 - Monitor Filing of all Administrative Departments.
 - Maintain the record of all correspondences with the University/Statutory Bodies.
 - Regularly visit the Websites of the University/Statutory Bodies to collect the information and maintain the record with respect to the institute.
 - Regularly check the institute's email to collect the information and maintain the record with respect to the institute.
 - Prepare and submit the requisite information/documents to the University/Statutory Bodies in correct form on timely basis.
 - Liaison with the students regarding collection of documents/information and to provide information/documents.
 - Organize all the records/documents/information and keep in safe custody.
 - Liaison with the faculty and staff members
- **Placement and Internship Incharge**
 - Tie-Ups with Industries/Organizations
 - Facilitating placement at institute/outside institute
 - Inviting Reputed Companies for providing excellent placements with increased packages
- Any other task assigned by the Competent Authorities.

Report to: Director

Deputy Director

[Signature]
DIRECTOR

Trinity Institute of Professional Studies
(Regd.) Metro Piler No. 11501, Institutional Area
Sector-9, Dwarka, New Delhi-110075

[Signature]
DIRECTOR

Trinity Institute of Professional Studies
(Regd.) Metro Piler No. 11501, Institutional Area
Sector-9, Dwarka, New Delhi-110075



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ROLES AND RESPONSIBILITIES OF THE ADMISSION MANAGER / COUNSELLOR

Admission Manager/Counsellor shall be the main Incharge of the Admissions in the Institute. The broad job profile of the Admission Manager are as follows:

- Plan & prepare the admission related strategies and submit to the competent authorities for their perusal, valuable suggestions/comments and necessary approval.
- Liaison with the following with respect to the Admissions:
 - Admission Counsellors/Consultants
 - Coaching Centres
 - Schools/Polytechnics, etc.
- Make plan for promotion of the institute on digital platforms, etc. get it approved and ensure the compliance of the same.
- Design and preparation of publicity material.
- Counselling of the students with respect to Admission.
- Coordinate and supervise the tele-callers
- Coordinate the entire admission process.
- Help and counsel the students to choose courses after 10+2
- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- Support the students throughout the admission process by answering to the queries and helping them to complete the required documents
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals
- Review the student applications for the eligibility and academic qualification.
- Participate in the decision-making process for student admissions based on college policies and guidelines
- Prepares and present applicant reports for the competent authorities
- Participate in educational events, college fairs, Information sessions and recruitment activities as a representative of the college.
- Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
- Collaborate with the program coordinators to organise presentations, Information sessions, and recruitment related activities.
- Coordinate with other high schools for admission activities including student registration, testing and recruitment.
- Perform college administrative and clerical activities when needed.
- Build broad knowledge on college admission activities and guidelines.

Report to: Director

Deputy Director

[Signature]
DIRECTOR

Trinity Institute of Professional Studies
(Adj) Metro Pillar No. 11601, Institutional Area
Sector-9, Dwarka, New Delhi-110075



TRINITY INSTITUTE
OF PROFESSIONAL STUDIES



Student E-HANDBOOK

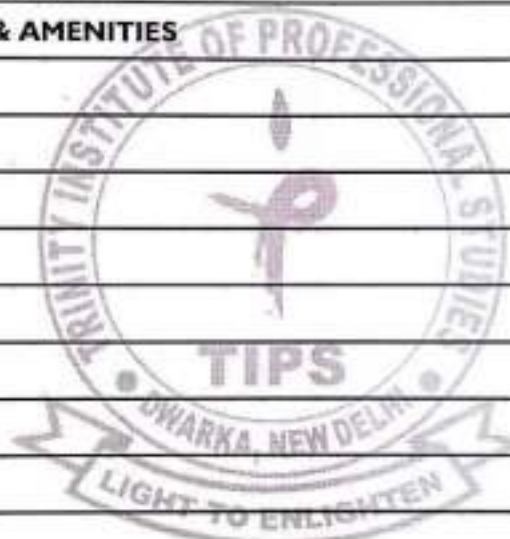
S. J. S.
DIRECTOR
Trinity Institute of Professional Studies
(Adj). Metro Pillar No.-11607, Institutional Area,
Sector-9, Dwarka, New Delhi-110075



A. S. P.
DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

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 DIRECTOR 17

 Trinity Institute of Professional Studies

 (Adj) Metro Pillar No. 1169, Institutional Area

 Sector-9, Dwarka, New Delhi-110075

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DIRECTOR
 Trinity Institute of Professional Studies
 (A/c No. 1180, Institutional Area)
 Sector-4, Dwarka, New Delhi-110076

From the Chairman's Desk



Dear Students,

Welcome to the Trinity Institute of Professional Studies!

Congratulations on embarking on this new chapter of your academic journey. I am delighted to extend a warm welcome to all our new students. As the Chairman, I take great pride in the legacy of excellence that our institution upholds in both education and holistic development.

At Trinity, we believe in nurturing not only minds but also characters. Our mission is to provide an environment where every student can flourish academically, socially, and personally. We are committed to fostering a culture of curiosity, critical thinking, and creativity that will prepare you for future challenges and opportunities.

On behalf of the institute, I assure you of our unwavering commitment to your success and well-being. Our dedicated faculty and staff are here to guide and support you throughout your academic journey. We embrace modern and innovative teaching methods to ensure a balanced development of knowledge, skills, attitudes, and values.

As you embark on this journey with us, make the most of every opportunity that comes your way. I encourage you to engage actively with your studies, participate in extracurricular activities, and make the most of the diverse opportunities available at Trinity. Embrace diversity, respect differences, and uphold the values of integrity, empathy, and responsibility. Together, let us create a vibrant community where everyone feels valued, supported, and empowered to achieve their full potential.

Once again, welcome to Trinity. I am confident that your time here will be enriching and transformative, laying the foundation for a bright and fulfilling future.

Best wishes,

Dr. R.K. Tandon

Chairman

Trinity Institute of Professional Studies

J. K. L.
DIRECTOR
Trinity Institute of Professional Studies
(Ad), Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075

From Vice Chairperson's Desk



Dear Students,

Welcome to the Trinity Institute of Professional Studies!

"Today is the beginning of anything that you want." (Arthur Ashe)

It is with great pleasure that I extend my warmest greetings to every one of you as you embark on this exciting journey with us. As the Vice Chairperson of Trinity, I am delighted to welcome you to our vibrant community of learners, innovators, and leaders.

At Trinity, we are committed to providing you with a nurturing and intellectually stimulating environment that fosters academic excellence, personal growth, and social responsibility. Our institution is not just a place of learning but a dynamic hub where ideas are explored, talents are cultivated, and dreams are realized. As you step through our doors, I encourage you to seize every opportunity that comes your way. Immerse yourself in the rich tapestry of academic programs, extracurricular activities, and community initiatives that our institution has to offer.

We recognize that each of you brings a unique set of talents, aspirations, and perspectives to our community, and we celebrate this diversity as one of our greatest strengths. Embrace the opportunity to learn from each other, to broaden your horizons, and to cultivate a spirit of inclusivity and respect.

As the Vice Chairperson, I assure you that your success and well-being are our top priorities. Our dedicated faculty, staff, and support services are here to guide and support you throughout your academic journey. Whether you need academic assistance, personal counseling, or career advice, we are here to help you thrive.

I encourage you to approach your time at Trinity with an open mind, a compassionate heart, and a thirst for knowledge. Together, let us strive to create an environment where every individual feels valued, empowered, and inspired to make a positive difference in the world.

I am confident that your time here will be inspiring, and transformative. We are excited to see all that you will accomplish and contribute to our community.

Warm regards,

Dr. Reema Tandon
Vice Chairperson
Trinity Institute of Professional Studies

Dr. Reema Tandon
DIRECTOR
Trinity Institute of Professional Studies
Plot No. 118, Industrial Area
Sector 9, Gurgaon, Haryana-122015

From the Director's Desk



Dear Students,

Welcome to the beginning of your journey at Trinity Institute of Professional Studies. Today marks the start of an exciting chapter filled with opportunities to learn, grow, and make lifelong memories. Embrace every moment, challenge yourself, and remember that the future belongs to those who believe in the beauty of their dreams.

At Trinity, we are dedicated to providing a holistic education that combines rigorous academic training with opportunities for personal and professional development. Our faculty, staff, and administration are committed to supporting you at every step of the way, ensuring that you have the resources and guidance needed to excel.

As you navigate your academic journey at Trinity Institute of Professional Studies, seize every opportunity that comes your way. Our college offers various academic clubs such as Alfa (Coding Club), Cyber-Knight (Networking & Security Club), HR & Marketing Club, Eco-Club, and Chameleon (Literary Club). We also have societies like Apex (Designing Society), Dabeet (Debate Society), Frames (Photography Society), Elysian (Music Society), and Zorks (Dance Society) to cater to diverse student interests. Additionally, we encourage community service through NSS, Bharat Vikas Parishad (Swami Vivekanand Shakha), and the Rotaract Club.

This student handbook is an essential guide that will help you navigate your time at Trinity. It contains important information about our policies, procedures, and the standards we uphold. Familiarizing yourself with this handbook is crucial, as it outlines the responsibilities and expectations that come with being part of our academic community. Don't hesitate to reach out to your class coordinator, Program coordinators, Head of the department, or myself with any questions you may have. We are all here to support you in your transition. Trinity fosters an environment where discipline and growth go hand-in-hand. We empower you to take individual and collective responsibility for your actions. By following the guidelines in the handbook, you'll contribute to a culture of excellence and integrity, which is the very foundation of Trinity.

Remember, your success is our success. We, the faculty, staff, and administration, are here to support you every step of the way. Utilize our resources, seek guidance, and make the most of your time at Trinity.

I am confident that with dedication and a commitment to excellence, you will graduate from Trinity prepared to make a significant impact in your chosen field. I wish you all the best for all future endeavors.

Warm regards,

Prof. (Dr.) Ashutosh Agarwal

Director

Trinity Institute of Professional Studies

A. A. DIRECTOR
Trinity Institute of Professional Studies
(Adj.) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075

PREAMBLE

This handbook outlines the standard practices and procedures of the Trinity Institute of Professional Studies (TIPS) for all students enrolled in various courses. All students must understand and adhere to the code of conduct, responsibilities, and regulations detailed herein.

The Institute's objective in enforcing this code is to foster an environment of discipline and growth, promoting both individual and collective responsibility among our students. Through this framework, we aim to guide and support our students in their academic and personal development, ensuring a harmonious and productive learning community.

By following the guidelines outlined in this handbook, students will contribute to the Institute's mission of excellence and integrity, paving the way for their success and that of their peers.

Welcome to TIPS, where your journey toward professional and personal excellence begins.

VISION

The Trinity Institute of Professional Studies shall endeavor to be a Globally known, utmost reliable, innovative, and cost-effective education provider in disciplines like Management and Commerce, Computer Applications, Journalism and Mass Communication, and Law and other emerging disciplines.

MISSION

- To conduct industry-driven undergraduate professional academic programs in the disciplines of Management and Commerce, Computer Applications, Journalism and Mass Communication, and Law & other emerging disciplines.
- Ensuring that the course material in all the essential subjects is always passed on to the students via a basket of pedagogies that are ultra-modern and innovative so that the teaching-learning process remains not only smoother but also engrosses real-life situations, cases, and problems.
- Supplementing classroom instructions by undertaking all such activities may aid in an all-round development of the personalities of the students enabling them to emerge out products with an appropriate mix of knowledge, skills, attitudes, and values.

ABOUT THE SOCIETY

In pursuit of a vision and mission that cater to the multiple objectives of provision of futuristic, quality education along with a focus on space, technology, faculty and facility creation as well as technological upgradation via professional expertise, Kamal Education and Welfare Society - a non-profit registered organization, has been imparting the right mix of knowledge, skills, and attitudes since its very inception. True to its name, Trinity has persistently kept its commitment to society in terms of welfare by providing scholarships to meritorious students helping them translate their dreams into reality. The society has parented several high-quality Educational Institutions in Delhi including Trinity Institute of Professional Studies, Trinity Institute of Innovations in Professional Studies, Kamal Public Sr. Sec. School, Daisy Dales International, St. Peter's Convent and Divine Kamal Public School.

ABOUT THE INSTITUTE

Trinity Institute of Professional Studies (TIPS), Dwarka, A+ ranked institute of GGSIPU, Delhi. The institute has been accredited Grade "A" by NAAC and Ranked A+ by SFRC, Government of Delhi which is a true testament of its rich legacy in nurturing academic excellence. The college epitomizes value-based quality education in streams of management, IT, commerce, law, and media studies. The quality education along with its holistic approach makes it one of the top colleges of GGSIPU in West Delhi. The College is a premier educational institute located at a walking distance from Sector 10 Dwarka (opposite pillar no. 1160).

Trinity Institute of Professional Studies
Director, Professional Studies
Trinity Institute of Professional Studies
Sector 10, Dwarka, New Delhi-110075

It provides transformative learning experiences in a socially responsible, inclusive environment with an aim to promote academic excellence as per NEP 2020, innovation and entrepreneurship along with fostering an agile mindset. The institute is also preparing graduates to contribute to a global society that is increasingly focused on Personal and professional growth. Due to sustained efforts in this direction, the institute is quite popular amongst students. This has been witnessed by a number of accolades won by the students in curricular, co-curricular and extra-curricular activities.

INFRASTRUCTURE AND AMENITIES

A. LIBRARY RULES

Timings for Students

10:00 AM to 4:00PM

(Except lunch time-02:00 PM to 2:30 PM)

Discipline

- All users must observe total silence in the library and its environs at all times
- All users are required to show their college IDs to the Library staff upon entrance to the library
- Use of mobile phones is strictly prohibited in the library
- All bags, cases, folders etc. must be left in the luggage area outside the library on their own risk.
- All users are required to show all items to the library staff before leaving the library.
- No student is allowed to enter the circulation area without the consent of the library staff
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- Everyone has to make entry on visitor register while entering in library.

Borrowing Procedure

- All students must present their college ID before borrowing any library materials
- Students are allowed to borrow a maximum of four books for a period of 20 days.
- Book issue return and fine policy will flexible during END TERM EXAM so student have to check notice board time to time.



- (Example-If exams dates are 23 Nov. to 5 Jan. then books will be issued 1 week prior to the exams and will be submitted 15 days after the exams or 1 week after the beginning of new semester. And fine of 3rd & 2nd years students is 5 /- per day / per book & for 1st year students is 2/-per day/ per book)
- All borrowed materials must be returned on or before the due date.
- Students with overdue books and overdue fines will not be allowed to issue another book.
- The borrowed documents must be returned by the member on or before the due date or earlier, if demanded by the library.
- Duplicate membership ID cards will be issued @ Rs.100 /- on production of FIR copy from the police station /online.
- Books will not be re-issued.

B. COMPUTER LAB RULES:

- Students are expected to act in a professional manner in the computer labs.
- No food or beverages are allowed within the labs.
- Activities such as disruptive talking, viewing images or web sites that are offensive to others, or sending harassing messages are not permitted.
- Cell Phones must be on "Silent Mode". Not outgoing calls are permitted. Conversations must be taken out of the lab.
- Please operate the computer with respect and care and while leaving arrange your chair properly.
- Software may be installed by Computer Labs Incharge only. Do not install any software on your own.
- For any computer hardware, software or network issues, please contact an aide. Don't do it yourself.
- Changing backgrounds, altering computers and unplugging equipment is unacceptable.
- Please respect your fellow students and keep your noise to an absolute minimum.

C. MEDIA LAB RULES

- Students must carry their ID card while entering the lab.
- Students must be on time for the shoot/recording.
- Students must register his/her attendance in the file before entering and leaving the lab.
- Students are not allowed to bring in their bags.
- Use of mobile phones is prohibited in the lab.
- Food and drinks are prohibited in the lab.
- Students must behave well in the studio.
- Students must try to develop the habit of completing the task on time.
- Equipment must be returned to the staff in charge immediately after usage
- Students are prohibited to change computer settings (i.e., wallpaper, folder, system files, mouse pointer, and desktop settings including operating system)
- Students must always handle the lab equipment carefully.
- Any damage done to the equipment will make them liable to pay for it.

[Signature]
DIRECTOR
 Tatyasaheb Kore Institute of Professional Studies
 (Autonomous) - Sector 10, Vashi, Mumbai - 400705
 Phone: 276110075

- Students must switch off the computer and lights after each use to avoid energy wastage and equipment damage.
- An environment of respect and humbleness must prevail during the shoot.
- Students misbehaving with fellow Students or Teachers will be liable to punishment.

D. MOOT COURT ROOM

- Our Moot Court Room is meticulously designed to replicate the layout of a real courtroom, providing a comprehensive and immersive learning environment for students. The room features distinct areas for the judge, attorneys, witnesses, and spectators, ensuring an authentic experience. The judge's bench is prominently placed, offering a clear view of the entire court. Separate counsel tables for the prosecution and defense teams are strategically positioned, each equipped with microphones, ample document space, and laptops to facilitate seamless presentations and arguments. This well-thought-out arrangement helps students practice and hone their legal skills in a setting that closely mirrors real-world courtrooms.

E. WI FI

The students have Wi Fi inside the campus. Faculties use ICT based teaching pedagogies and it is convenient for students to stay up to date with the subject related resources.

F. MEDICAL ROOM

- The college gives ample attention to health & hygiene of students.
- The medical facilities provided by Trinity Institute of Professional Studies includes First Aid, Blood Pressure, Blood Sugar monitoring & Weighing Machine and basic medicines that one may need in case of minor illness. It houses a separate medical room equipped with a Stretcher, Wheelchair, and Bed. Staff Nurse is also available at the campus to cater to any health-related emergencies. We also have a tie up with Ayushman Hospital to promptly attend the students for further treatment if any.
- Mental well-being is equally important. A full-time psychologist is available to provide support and guidance. Don't hesitate to reach out if you need someone to talk to.

G. SPORTS

- We promote sports at our institute, offering a variety of indoor activities such as table tennis, chess, and carom. For outdoor sports, we have an adjacent playground where students can enjoy cricket, tug of war, football, and more. We have collaborated with Vandana International for outdoor sports. These activities help develop traits like leadership, teamwork, and competitiveness.
- Our institute has a dedicated sports coordinator who oversees regular practice sessions for students. We host TIPS-Kreeda, our annual Sports Day, and actively participate in university and national-level sports competitions. Additionally, we organize various yoga sessions for students, faculty, and staff.

H. HOSTEL FACILITY

- We have a hostel/paying guest facility available for students. The hostel is designed to cater to the wishes and preferences of budget-conscious students. Facilities include Food and Lodging with Wi-Fi Facilities, CCTV/Fire and other Safety/Security measures, Medical Facilities as First Aid with details of nearby Hospital/Health Centre, and security and safety maintained for the students. The hostel offers all students a comfortable stay and is located in Sector 9 Dwarka.

DRESS CODE

- Students are to dress up in a manner suitable and appropriate for college students.
- Wear smart casual clothes on all academic days.

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- Wearing inappropriate clothes is not acceptable on the campus.
- Wear formal clothing when any professional Seminars, Workshops, Presentations, discussions, or any other co-curricular activity is planned.
- Be dressed in black trousers and a white formal shirt on the days of Industrial Visits or any other student engagement programs when students participate as representatives of the Institute.

DRESS CODE (EXCLUSIVELY FOR LAW STUDENTS)

- Monday, Wednesday & Friday – White Formal Shirt/ White Kurti & Black Trouser/ Pant/ Salwar. (Law students must follow dress-code as a professional ethic)
- Tuesday, Thursday & Saturday – Decent casuals.

CODE OF CONDUCT

1. SGRC -STUDENTS GRIEVANCE REDRESSAL COMMITTEE

To redress the grievances, complaints and stress related issues of students, parents, faculty and staff of the Institute, a Grievance Redressal Policy is in place at TIPS. The following are the responsibilities of the Committee:

- To receive complaints and representation from the students and members of the Institution.
- To address the grievances by investigating the reasons and causes.
- To suggest grievance redressal mechanisms and measures.
- Counseling sessions are provided to students, on a need-to-need basis, by a professional counselor of the Institution.

2. PREVENTION OF SEXUAL-HARASSMENT COMMITTEE

As per the guidelines of UGC, Prevention of Sexual Harassment Committee is setup in the institution. The motive of the committee is to conduct awareness programs for the students with the aim to evolve a mechanism for the prevention and redressal of sexual harassment cases or any acts of gender-based discrimination in the institution premises. The Committee is to ensure:

- Implementation of the policy in letter and spirit in making the campus safe through proper reporting of complaints and procedures of follow up.
- Provide a gender-based discrimination free environment.
- Ensure equal access and opportunities in all activities of college.
- Create a secure physical and social environment which will deter all acts of sexual harassment.
- Promote a social and psychological environment that will raise awareness about acts of sexual harassment in its various forms.

3. ANTI-RAGGING COMMITTEE

Ragging is strictly prohibited on the college premises. If any student is found to be indulging in any acts or forms of ragging, strict action will be taken against them. Ragging includes:

- Any conduct by the students, written or oral, that, in any way, offends the freshers or students.
- Indulging in interdisciplinary activities by any student or students that causes or is likely to cause any hardship, annoyance, or harm of a physical or psychological nature.
- Asking any student to do any such act that they would not be comfortable doing otherwise and which results in causing or generating shame or embarrassment to the student.
- Any act by a senior student that disturbs, disrupts, or prevents the regular academic activities of fresher students.
- Exploiting the services of a fresher for any academic or nonacademic activity.
- Any act of physical abuse including gestures and comments of derogatory nature.

- Depending upon the nature and gravity of the offense as established by the Anti-Ragging Committee of the institution, the possible punishment for the students found guilty could be:
 - a. Suspension from attending classes and other academic privileges.
 - b. Withholding fellowship or scholarship.
 - c. Debarring from appearing in examinations.
 - d. Suspension from the institution.
 - e. Cancellation of admission.
 - f. Fine as deemed fit by the ordinance.

CLUBS / SOCIETIES & COMMITTEES @TIPS

1. DEPARTMENT WISE CLUBS

FOR BBA & B.COM(H) STUDENTS:

- **Chameleon - The Literary Club**

Chameleon, the literary club of the Department of Management was started with the idea to provide a platform to the students to express themselves through various forms of art, to improve their written and spoken communication, and enhance their personality. Under the guidance of the incharge. The club has organized various events like poster making, spoken poetry fest, word art, and essay writing competition amongst many others which has seen enthusiastic participation not only from club members but from all departments.

These events have not only given the students a unique platform for self-expression but have also been a dynamic way of ensuring overall development of students.

- **The Marketing & HR Club**

The Marketing & HR club aims to offer students an all-round experience of marketing through industry interactions and activities to help them become proficient Marketing leaders. The club helps to develop the student's skills set based on marketing and create the theoretical orientation of marketing from books to ground reality. The club activities are carefully designed to ignite the bright minds of students and to offer them a professional platform where they can share and participate in creativity and ideas. It organizes various activities like Brand awareness, Human centric Designs, Selection of the best, Role Plays etc.

- **The ETHOS Club**

Ethos club is dedicated to cultivate the strong management skills, enhancing students' business acumen, and providing in-depth knowledge of how businesses operate. Our aim is to prepare students to navigate the complexities of the business world with confidence and expertise. We strive to increase students' business acumen through hands-on experiences, workshops, simulation games, quiz activities, and b plans.

- **The Finance Club**

The objectives of the Finance Club in our college are to enhance students' understanding of finance, investment, and business concepts. Through events like "Stock Market Simulation Challenge," "Financial Literacy Workshops," "Guest Speaker Series on Investment Strategies," and "Budgeting and Saving Seminars," the club aims to educate members on practical financial skills, foster networking opportunities, and promote a culture of responsible financial management among students.

FOR BCA STUDENTS

- **APEX - The Designing Society**

The objective of APEX is to provide opportunities to discover hidden designers and help them to develop their skills, as well as give corporate exposure through real-life projects. We have a huge diversity with eight different departments: Graphic Design, Video Editing, 3D and many more.

AI, UI/UX, Photography & Cinematography, and Music Production. Here, we learn different software such as Adobe Photoshop, Illustrator, Premiere Pro, After Effects, DaVinci Resolve, Lightroom, FL Studio, Ableton, Blender, 3D's Max, Maya, Unreal Engine, Cinema 4D, and many more.

- **ALPHA- The Coding Club**

Alfa Coding Club is a community focused on enhancing coding skills and fostering a collaborative environment for learning and development. We aim to bring together individuals who are interested in coding and provide various resources and opportunities to help them grow. We like to discover the innovative solutions and coding prowess of Club members by encouraging them and showcasing their work on our social media handles.

- **CYBER KNIGHTS – The Networking & Security Club**

The Cyber and Network Security College Club is a student-led organization dedicated to promoting awareness and knowledge in cyber security. The club offers workshops, and guest lectures to help members develop skills in protecting networks and systems. It provides opportunities for students to engage in competitions and collaborate on projects, fostering a community of future cyber security professionals.

- **FACTSMITH- The Research Club**

The objective of Research Club is to cultivate a research culture by brainstorming new ideas, tackling real-world problems, and proposing solutions through research papers. In Factsmith, you'll find a community of curious minds eager to explore and innovate. Whether your passion lies in Cyber Security, Machine Learning, Blockchain, Cloud Computing, Artificial Intelligence, or any other technological field. This Club provides a supportive environment where you can pursue your interests, engage in meaningful research, and contribute to real-world solutions. We encourage creativity, foster collaboration, and aim to make a positive impact through our research endeavors.

- **ARCLIGHT- The Blogging Club**

Arclight, the pinnacle of technical blog writing, is dedicated to illuminating the intricate realms of technology and igniting the minds of digital enthusiasts. Our mission is to create a vibrant community that nurtures not only technical expertise but also a passion for effective communication in the rapidly evolving digital landscape.

FOR BALLB STUDENTS

- **Trinity Moot Court Society**

Established in 2018, the Moot Court Society empowers students to excel in national moot court competitions. This dynamic organization hosts engaging intra-college competitions focused on comprehensive moot court training. Through meticulously organized and interactive workshops, the society enhances students' learning experiences, fostering robust advocacy skills, eloquent public speaking, and incisive legal analysis. To date, the society has organized four intra-moot court competitions, two national moot court competitions, and several memorial-making competitions. These initiatives provide valuable opportunities for students to practice and perfect their legal skills, preparing them for future success in the field of law.

- **Trinity Legal Aid Society**

The Trinity Legal Aid Society is dedicated to upholding the principles of justice, equality, and human rights for all. Our mission is to empower individuals and communities through education, awareness, and direct legal assistance, fostering a culture of legal literacy and justice. In collaboration with the District Legal Services Authority, South West, Dwarka, we have organized various workshops, campaigns, value-added courses for non-law students, and paralegal volunteer training. Additionally, we operate a legal aid clinic to provide ongoing support and assistance, ensuring that legal resources are accessible to those in need.

- **NITISAAR -Trinity Debating Society**

Established in 2019, as Dabeet-the Debating Society of TIPS, now known as NITISAAR following its refurbishment in 2023, meticulously organizes Model United Nations Conferences, annual parliamentary debates, quiz competitions, and group discussions throughout the academic year. As a dynamic platform, it enables members to engage with diverse legal perspectives on pressing social issues.

- **Environment Law Center**

The Environment Law Centre was founded with the vision of sensitizing society to environmental degradation and promoting sustainable development. The center is dedicated to uniting students, lawyers, academicians, and activists on a common platform. By facilitating collaboration, the center aims to devise practical solutions to real problems faced by local communities, fostering global awareness and collective action on climate change and broader environmental goals.

- **Vidhi Pradeepika**

The Vidhi Pradeepika Research and Publication Society is dedicated to advancing legal scholarship and fostering intellectual discourse within the field of law. Established with a strong commitment to promoting rigorous research and meaningful publications, our society serves as a hub for legal professionals, scholars, and enthusiasts. We uphold the highest standards of academic excellence and integrity, aiming to contribute to the evolution of legal thought through insightful research articles, comprehensive case analyses, and thought-provoking commentaries. Emphasizing knowledge dissemination and collaborative learning, we welcome diverse perspectives and encourage interdisciplinary approaches to stimulate critical thinking and enrich legal literature. Whether you're an established academic or an emerging researcher, Vidhi Pradeepika provides a supportive platform to showcase your work and engage with peers who share a passion for legal studies. Together, we endeavor to illuminate pathways to understanding, innovation, and excellence in law.

- **Lex Theatram**

In the hallowed halls of legal academia, where words have the power to shape destinies, there exists a unique intersection of history, drama, and jurisprudence known as Lex Theatram. This extraordinary initiative brings to life the trial and pre-trial proceedings of landmark cases that have etched themselves into the annals of India's legal history. Lex Theatram offers a compelling narrative that goes beyond textbooks and case summaries. It delves into the human stories behind the legal doctrines, illuminating the personal struggles, societal conflicts, and moral quandaries that shaped these historic cases.

FOR BAJMC STUDENTS

- **FRAMES – The Photography Club**

Frames, the Photography Club at TIPS, fosters creativity and collaboration among photography enthusiasts. Through workshops, photo-walks, and exhibitions, Frames provides a platform for students to showcase their photographic talents. Capturing moments and memories across campus, Frames actively participates in multimedia promotions and photography contests, enriching campus life with visual storytelling.

2. CULTURAL SOCIETIES (HANDLED BY BAJMC FACULTY MEMBERS)

- **Elysian – The Music Society**

Established in 2015, Elysian is the vibrant music society of Trinity Institute of Professional Studies (TIPS). Committed to excellence, Elysian actively participates in various competitions and college events, consistently achieving accolades. Beyond competition, Elysian focuses on individual growth and skill enhancement, nurturing a passion for music among its members.

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- **Flamboyance – The Fashion Society**

Flamboyance, the fashion society of TIPS, serves as a platform for budding fashion designers and models to showcase their talents. Since its inception, Flamboyance has excelled in organizing and participating in inter-college fashion shows and events.

- **Shaurya – The Theatre Society**

Shaurya, the official Dramatics Society of TIPS, is a beacon of artistic expression and social awareness. Founded in 2010, Shaurya utilizes theatre to address pertinent social issues. Renowned across Delhi's Collegiate Theatre Circuit, Shaurya has earned numerous awards and accolades for its impactful performances and contributions to the arts.

- **Zorks – The Dance Society**

Zorks, the dynamic dance society of TIPS, celebrates creativity and talent in dance. It provides a stage for students to showcase their skills and artistic exploration, fostering a positive and energetic atmosphere on campus. Zorks actively represents TIPS in prestigious dance competitions and events, promoting a culture of expression through dance.

3. SOCIAL OUTREACH

- **NSS**

Trinity Institute of Professional Studies, Dwarka has an NSS Cell of its own, which is doing great work. The NSS Cell of TIPS, Dwarka has grown rapidly in the past few years. With the efforts and impactful ideas generated through the amazing team, the NSS Cell of TIPS has been doing great.

At present, we have a total of more than 500 volunteers which means 5 units serving the motto "Not me but you".

Here at NSS, TIPS we work on an all-encompassing approach when it comes to our projects and initiatives.

- **BVP**

The BVP at Trinity Institute of Professional Studies is a dynamic club designed to foster entrepreneurial spirit among students. It provides a platform for aspiring entrepreneurs to develop and showcase their business ideas, offering them practical experience in the world of startups and business management. Through workshops, seminars, and networking events, BVP connects students with industry experts and successful entrepreneurs, providing invaluable insights and mentorship. The club also organizes competitions, encouraging innovation and creativity, and helping students turn their ideas into viable business ventures. By joining BVP, students gain not only theoretical knowledge but also hands-on experience, preparing them to excel in the competitive business world.

- **ROTARACT**

Rotaract is a global service organization for young adults connected to Rotary International, a well-known service club for youth and business leaders.

Rotaract clubs focus on leadership, professional development, and community service.

They organize service projects, network with other young people, and hear from inspirational speakers.

It includes 4 avenues of service: -

1. Community services
2. Club services
3. Vocational services
4. International services


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4. ECO SOCIETY- PARITANTRA

Our Eco Society, where our dedicated volunteers are proudly called the "Green Corps," offers you an exciting opportunity to make a tangible difference in environmental conservation. Here, you'll engage in impactful projects under five key initiatives:

- **Pragnya** - Fire Conservation
- **Pravaah** - Water Conservation
- **Antariksha** - Sky Conservation
- **Vayuj** - Air Conservation
- **Samriddhi** - Earth Conservation

Our mission is to tackle the complex environmental challenges of today by involving students, the general public, and government entities in collaborative efforts. We are part of the National Green Corps (NGC) Programme, an initiative by the Ministry of Environment, Forests & Climate Change, Government of India, designed to spread environmental awareness and promote sustainable development through Eco-Society in schools and colleges nationwide.

5. UDYAMI E- CELL

Udyami is the Entrepreneurship Society registered by the Dean of Trinity Institute of Professional Studies. The team organizes the Entrepreneurship Pairs, Placement Drives, Workshops on Excel and Word, Quizzes and also many other events held in the college. Being a part of Udyami is a learning opportunity where students can learn skills like team work, management, organizational work, marketing, coordination and confidence. A good place to learn some skills right before graduation.

E-Cell of TIPS is yet a growing society but our vision is to expand and help other students to realize the importance of having professional skills and some amount of work experience during their college days. It is very important to learn practical skills besides knowledge.

6. INSTITUTIONS INNOVATION COUNCIL (IIC)

The Ministry of Education (MoE), Government of India, has established the MoE's Innovation Cell (MIC) to systematically foster a culture of innovation among Higher Education Institutions (HEIs). MIC's primary mandate is to encourage, inspire, and nurture young students by supporting them in developing new ideas and transforming these ideas into prototypes during their formative years.

To promote this culture of innovation, MIC has initiated the creation of Institution's Innovation Councils (IICs) within selected HEIs. These IICs form a network designed to advance innovation and entrepreneurship through various methods, thereby creating a thriving innovation ecosystem on campuses. TIPS IIC, approved by AICTE and MoE's Innovation Cell, organizes various talks in alignment with the IIC academic calendar to guide and motivate students to actively participate in the innovation and start-up initiatives led by MoE's Innovation Cell.

AIM of IIC:

- Create a vibrant local innovation ecosystem.
- Establish start-up/entrepreneurship support mechanisms in HEIs.
- Prepare institutions for the Atal Ranking of Institutions on Innovation Achievements (ARIIA) framework.
- Develop a functional ecosystem for scouting and pre-incubating ideas.
- Enhance cognitive abilities among technology students.

OBJECTIVE of IIC:

- Promote innovation within the institution through various methods, fostering an innovative ecosystem on campus.

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- Conduct innovation and entrepreneurship-related activities as prescribed by Central MIC within set timeframes.
- Identify and reward innovative ideas, and share success stories.
- Organize periodic workshops, seminars, and interactions with entrepreneurs, investors, and professionals, creating a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to showcase innovative projects by the institution's faculty and students.
- Organize hackathons, idea competitions, mini-challenges, etc., with industry involvement.

9. EXAMINATION

PROGRAMMES AND NO. OF CREDITS TO GET DEGREE

BBA

The Curriculum of BBA (G) underwent amendments to make it Industry ready. In addition, as per the New Education Policy 2020, the curriculum (2021 onwards) of BBA was modified to inculcate important features such as CBCS, Multi-exit, Academic Bank of Credits, etc. The current syllabus has been worked out for 3 and 4 years with flexible entry and exit.

The whole syllabus of BBA is divided into Core Papers, Ability Enhancement Papers, Skill Enhancement Papers, Discipline Specific Electives, Generic Electives, Skill Enhancement (NUES), Major and Minor Projects, MOOC courses and Summer Internship Projects.

Now the student opting for BBA(G) can take degree in the following domains

Degree/Certificate	Duration in Years	Specialization	Total Credits	Minimum Credits required
BBA Degree in Major Specialization	3	Single Major with Single Minor	145	137
BBA Degree in Double Specialization	3	Double Major	153	145
BBA (Honours)	4	Honours	BBA Degree Credits +70	177 (Single Major)
BBA (Honours with Research)	4	Honours with Research		185 (Double Major)

The student can go for specialization in the following domains:

- Human Resource Management
- Marketing
- Finance
- International Business
- Entrepreneurship Development.

BCA

The BCA program curriculum consists of core courses and interdisciplinary/multidisciplinary courses from other disciplines, ability enhancement courses (language courses), skill enhancement courses, and a set of value-added courses. Vocational courses are also added which will help the students to equip with job-oriented skills.

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DIRECTOR
 Director of Professional Studies
 (HOD, BBA, B.Com, B.A. Honours)
 Date: 11/07/2023
 Signature, Date, Stamp

No of years of completion	Credit Requirement	Entry Option	Remarks
Three Years (I to VI Semesters)	Students are required to complete Minimum 146 credits and also secure 4 credits in Summer Internship during the summer break time after 2nd year.	Students who exit with a BCA are permitted to re-enter within two years and complete the four year BCA, but the student is not entitled to re-enter for BCA (Honours).	Students who want to undertake 3-year BCA programme will be awarded BCA Degree upon securing 146 credits Students may be permitted to take a break from the study during the period of BCA programme but the total duration for completing the BCA programme from the date of admission year shall not exceed 7 years.
Four Years (I to VIII Semesters)	BCA Hons. degree shall only be awarded if the student acquires full credits in every semester with a total CGPA of above or equal to 7.5, and the degree is awarded after the immediate completion of the 4th year from the year of admission. No Hons. shall be conferred if the degree requirements are not completed in the minimum duration.		Students will be awarded BCA (Hons.) Degree

The students can go for specialization in the following domains:

- Data Science & Analytics
- Artificial Intelligence & Machine Learning
- Cyber Security
- Software Development

B.COM(H)

The new curriculum of the B. Com (H) program is designed to make its students industry ready. In addition, with National Education Policy 2020, the curriculum of B. Com (H) was required to incorporate the features such as: CBCS, Multi-entry and Multi-exit, Academic Bank of Credits, etc. The current syllabus and scheme have been worked out for 3 and 4 years with flexible entry and exit based on the UGC Framework for UG Programmes.

The whole syllabus of B. Com (H) is divided into Major Disciplinary Stream (Core courses), Minor Disciplinary Stream (Core Courses), Multidisciplinary Courses, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses, Summer Internship, Research Project / Dissertation and MOOC Courses.

Every course has been given with a few recommended projects. All students are to undertake at least One Project for every course and this Project carries at least 10% of the Internal Assessment evaluation. **This is to encourage experiential learning in students.** Projects is designed to allow students to conduct field studies and encounter real life situations and problems. Projects designed to understand the problems of under privileged sections of society is given preference and additional weightage in assessments.

MAXIMUM AND MINIMUM CREDITS OF THE PROGRAM

The total number of credits for B. Com Programme - 3 years is 132. The total number of credits for B. Com Programme - 4 years is 177. Each student shall be required to appear for examination in all the courses. However, for the award of the B. Com degree a student should secure at least 133 credits in

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B. Com Programme - 3 years. However, for the award of the B. Com Honours degree a student should secure at least 163 credits earned in 4 years. **Major Specialisation is Commerce with Minor in Management.**

BA JMC

The new NEP based course curriculum for BA(JMC) Programme is designed keeping in view fast paced and ever-changing landscape of media industry. The curriculum includes courses specific to media, interdisciplinary or multidisciplinary courses, language courses to enhance ability, skill enhancement courses, and a selection value added courses along with MOOCs based and vocational courses to prepare students for the media industry. Further, the programme has blend of Minor Projects, Major Projects, Summer Training and Dissertation.

No of years of completion	Duration	Name of Degree	Minimum Credit Requirement	Maximum Credit Requirement
After 3rd Year (I, II, III, IV, V, VI semesters)	03 Years	Under Graduate Degree Bachelor of Arts in Journalism and Mass Communication BA(JMC)	130	138
After 4th Year (I, II, III, IV, V, VI, VII, VIII semesters)	04 Years	Under Graduate Degree Bachelor of Arts with Honours in Journalism and Mass Communication BA(JMC)-Honours	170	178
		Under Graduate Degree Bachelor of Arts with Honours with Research in Journalism and Mass Communication BA(JMC)-Honours with Research	170	178

Note: Each student shall be required to appear for the examination in all the courses. However, for award of the degree, the minimum number of the Credit, as given in the above table, shall be followed.

Exit criteria after Third Year of BA(JMC) Programme

The student shall have an option to exit after 3rd year of BA(JMC) programme and will be awarded with the UG degree Bachelor of Arts in Journalism and Mass Communication.

Re-entry criteria into 4th year (7th semester)

The student who takes an exit after 3 years with an award of UG degree may be allowed to re-enter into 7th semester for completion of the BA(JMC) programme within a period of 3 years subject to the condition that the total term for completing the degree course should not exceed 7 years.

Eligibility for BA(JMC) (Honors with research)

Any student aspiring for BA(JMC) honours with research program will have to secure at least 75 percent aggregate marks up to the end of 6th semester

BA LLB (H)

The new syllabus of B.A.LLB (Hons) aligns with India's 2020 New Education Policy, emphasizing three main pillars of legal education: Employability, Entrepreneurship, and Skill Development. This 5-year integrated course is designed to embody the ethos of the legal profession in today's dynamics environment. It integrates B.A. subjects such as History, Political Science, Economics, and Sociology with core Law subjects like Constitutional Law, Family Law, IPC, CrPC, CPC, International Law, Human Rights, and numerous other elective subjects, enriching the curriculum and making it multidisciplinary.

Students can apply their theoretical knowledge in real-time through Professional Skill Development Activities. They are required to undertake compulsory summer internships in the 4th, 6th, and 8th years, each followed by a viva conducted by the board of examiners. The 10th semester is dedicated entirely to a 3-month internship and dissertation, with a viva conducted by the board of external examiners for each. Throughout their studies, students must maintain a compiled internship diary for all years, and an internship report must be submitted for evaluation each year. To qualify for the degree, students must earn 260 credits.

INTERNAL EVALUATION EXAMINATION (2023 ONWARDS)

BBA		
S. NO.	EVALUATION COMPONENTS	MAX MARKS
(1)	Internal Exam [IE]	30/2
(2)	Case Study [CS]	5
(3)	Assignment [ASSN]	5
(4)	Presentation [PR]	10
(5)	Attendance & Class Interaction [ATT&CI]	5
(6)	Total Marks = IE + CS + ASSN+ PR + ATT&CI	40

BCA		
S. NO.	EVALUATION COMPONENTS	MAX MARKS
(1)	Internal Exam [IE]	30/2
(2)	Case Study/ Practical [CS/P]	5
(3)	Assignment [ASSN]	5
(4)	Presentation [PR]	10
(5)	Attendance & Class Interaction [ATT&CI]	5
(6)	Total Marks = IE+ CS/P + ASSN+ PR + ATT&CI	40

B.COM(H)		
S. NO.	EVALUATION COMPONENTS	MAX MARKS
(1)	Internal Exam [IE]	30/2
(2)	Case Study [CS]	5
(3)	Assignment [ASSN]	5
(4)	Presentation [PR]	10
(5)	Attendance & Class Interaction [ATT&CI]	5
(6)	Total Marks = IE + CS + ASSN+ PR + ATT&CI	40

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BAJMC

Components of Assessment	Theory	Practical	Internship/ Summer Training Report	Mini Project	Major Project	Research Project/ Dissertation
Mid Semester Written Test	15	-	-	-	-	-
Programme Execution Test / Presentation / Group Discussion	05	20	10	10	10	10
Class Test	05	-	-	-	-	-
Assignment	10	-	-	-	-	-
Class Participation/ Attendance	05	-	-	-	-	-
Progress Report	-	-	10	10	10	10
Practical File/ Project Report	-	10	10	10	10	10
Viva Voce	-	10	10	10	10	10
Total	40	40	40	40	40	40

BA LLB(H) : EXAMINATION (2023 ONWARDS)

S. NO.	EVALUATION COMPONENTS	MAX MARKS
(1)	Internal Exam	30/2 = 15
(2)	Moot Court / Project / PSDA	15
(3)	Assignment & Presentation	5
(4)	Class Performance / Attendance	5
(5)	Total Marks	40

10. PLACEMENT CELL

The Placement Cell of Trinity Institute of Professional Studies (TIPS) Dwarka, New Delhi, NCR comprises a placement committee with a Placement Coordinator and faculty members from each discipline viz BA(JMC), BBA, BCA, B.COM(H), and LAW who counsel the students to make them industry ready professionals. The Training and Placement Cell has become more vibrant under the supervision of the Placement Coordinator to ensure that students secure placement in their dream company and acquire the skills and attributes to build a Global Career. Furthermore, at the end of every academic year, our students pursue internships to gain some practical, hands-on experience to keep pace with real-world company assignments, which extend the vast learning experience to make students work-ready. During their internship students get opportunities to interact with industry professionals from their field which helps them build contacts and learn about new industry trends. Many reputed media organizations and corporate and multi-national companies that visit TIPS have been recruiting students hugely for our students' all-round skills. On the other hand, many TIPS alumni continue to establish themselves as entrepreneurs which upholds the highest academic standards.

The Director, of TIPS guides the students continuously in various sessions for higher education, careers in the corporate sector to make them think on their feet and to train them to work as a team. These sessions, groom students to face the challenges of the corporate world and enhance their chances to get selected by top companies. TIPS has strong corporate alliances which gives students an advantage, through expert guest lectures, and industry visits to explore new avenues during their academic journey. TIPS students have constantly served reputed organizations like TCS, Indig Airlines, Wipro, Infosys, Capgemini, lenskart etc. TIPS Placement Coordinator also guides students in career planning, resume writing and preparation for their selection tests and final placement interviews.

Best GGSIPU College for Placement, NCR and especially in West Delhi for placement as around 150+ companies have visited in the year 2023-24.

- BBA, B.COM(H) students got placed in companies like Wipro, Zomato, Intellipaat, Bajaj Allianz
- BCA students got placed in companies like Wipro, QSpiders, AD Systems etc
- BA(JMC) students got placed in Times of India, Outlook Publishing, Anytime Investment, Shuraa Management

OBJECTIVES OF PLACEMENT CELL

- Screening students based on their potential and mapping their competencies.
- Preparing the student database as per the demographics and preparing their profile.
- Preparing corporate databases of potential and existing recruiters.
- Preparing corporate databases of potential and existing recruiters.
- Transforming the students according to the requirements of the corporate world.
- Conducting career counseling and personality development sessions for students.

11. PUBLICATIONS

(I) PEER REVIEWED JOURNALS

- **TRINITY JOURNAL OF MANAGEMENT, IT & MEDIA**

Trinity Journal of Management, IT & Media, is a peer reviewed Journal with an ISSN: 2320-6470. The aim of journal is to provide a platform for researchers, practitioners, academicians and professional from diverse domains of management to share innovative research achievements and practical experiences to stimulate scholarly debate in the diverse fields of management, commerce, information technology and media. Journal is dedicated to publish high quality research papers providing meaningful insights into the above mentioned subject area

Indexed/Abstracted with –Google Scholar, Cite Factor, Dimension, Mendley and Crossref, Academic Resource Index(ResearchBib), WorldCat, UlrichsWeb (Global Serials Directory), ICI, ASI, Base, Scopus-Applied For.

- **TRINITY LAW REVIEW**

The Trinity Law Review, a distinguished academic periodical dedicated to exploring a diverse array of legal topics through rigorous scholarship and intellectual inquiry. With its ISSN 2583-3588 and a commitment to biannual publication, the Trinity Law Review serves as a vital platform for legal scholars, practitioners, and enthusiasts to engage deeply with contemporary legal issues. Each issue of the review is meticulously curated to offer insightful analyses, groundbreaking research, and thought-provoking commentary on pivotal legal developments both nationally and globally. As a beacon of legal scholarship, the Trinity Law Review fosters critical discourse and enriches the legal community by providing a forum where innovative ideas and profound insights shape the discourse of law and justice.

(II) ONLINE JOURNALS

- **TRINITY TECH REVIEW**
- **TRINITY MEDIA REVIEW**
- **TRINITY MANAGEMENT REVIEW**

(III) TRINITY TIMES, NEWSLETTER

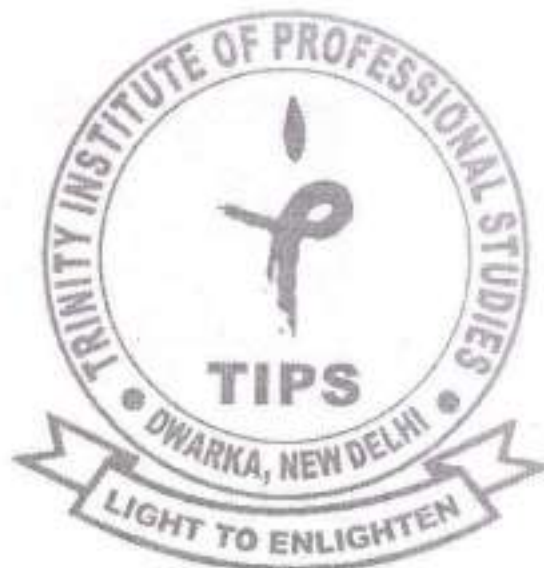
Trinity Institute of Professional Studies publishes an annual newsletter emphasizing frequent updates and engaging content that contributes to a lively campus life by keeping staff and students interested and motivated. Highlighting achievements and milestones boosts morale and inspires

Handwritten signature
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others, creating a culture of excellence and ambition. Consistent branding and messaging in newsletters help build and reinforce the college's identity and values, contributing to a strong institutional reputation.

(IV) VOICE OF TRINITY, MONTHLY NEWSLETTER

Trinity Institute of Professional Studies publishes monthly newsletter covering all important college events in that month. Also, it caters all significant matters globally.



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