



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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Celebration of various events



Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10 Metro Station, New
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Independence Day

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Republic Day

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Lohri Celebration



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Holi Celebration

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Yoga Day

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Excursion Trip - Jawan movie

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Woollen clothes distribution to Group D employees

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1. Leave Policy



LEAVE RULES /POLICY

1. GENERAL

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra ordinary conditions. Leave rules have been framed in conformity with the existing norms and practices and has the approval of the Governing Body/ Management Committee. These rules shall be applicable with effect from 01st January, 2020 to all employees of the Institute and supersedes all previous rules and notifications on the subject. The leave rules are subject to alteration/ modification/ review at the exclusive discretion of the Governing Body/ Management Committee either in part or whole, at any time hereafter.

2. APPLICABILITY

These leaves rule shall apply to all regular and contractual Faculty, Admin and Technical staff of the Institute as per the respective eligibility criteria specified under each category.

3. RIGHT TO LEAVE

Leave cannot be claimed as a matter of right by any employee whatsoever, and whenever academic or administrative exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced any type of leave can be preponed / postponed / curtailed / revoked / denied by the competent sanctioning Authority.

Applying/ availing leaves in excess of entitlement (even without pay) will be viewed adversely and could affect continuation/ confirmation/ appraisal/ renewal of contract whichever is applicable as LWP.





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4. SANCTIONING AUTHORITY

- a) Below mention are the sanctioning authority for the leave application of respective employees.

S. No.	Leave application by	Leave sanctioning authority
1.	Director General, Director, Director (Academics), OSD, Admin. Officer	Chairman
2.	More than two days leave on any level	Chairman
3.	HOD, Co-ordinator, Registrar	Director
4.	Faculty and Technical Staff	Director
5.	Administrative Staff	Director

- b) Special Casual Leave for Faculty Professional development shall be sanctioned by the chairman of the Institute. Due prior approval/ permission must be obtained for such leaves and in no case "post facto" approval/ sanction will be given.
- c) Study Leave/ Academic Leave shall be sanctioned by the Chairman on the recommendations of the Management Committee of the Institute. Before sanctioning study leave, guidelines/ standard operating procedures issued by the HR will be complied with.
- d) The leave year shall run from 1st January of every year to 31st December of that year.
- e) All leaves can be availed with prior approval of Director (for 2 days) and Hon' ble Chairman (for more than 2 days).
- f) The leave policy is subject to be revised as per the prevailing situation in future by the management of the institution.



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5. CATEGORIES OF LEAVE (FOR TEACHING STAFF)

The following categories of leave shall be admissible to members of the staff.

- A. CASUAL LEAVE (CL)
- B. MEDICAL LEAVE (ML)
- C. VACATION LEAVE (VL)
- D. SPECIAL CASUAL LEAVE (SCL)
- E. GGSIPU EXAM DUTY LEAVE
- F. COMPENSATORY LEAVE
- G. SHORT LEAVE
- H. STUDY LEAVE

A. CASUAL LEAVE

- (i) All regular and contractual employees are eligible for 08 days of casual leave per Academic year credited on 1st January of every year. Employees who are appointed during the course of the year shall be entitled to it on pro - rata basis.
- (ii) Casual leave can be combined with Medical leave and Special casual leave.
- (iii) Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.
- (iv) Unutilized casual leave in any academic year will lapse and can neither be carried forward to the next year nor en-cashed.

B. MEDICAL LEAVE

- (i) Medical Leave of 5 days shall be admissible to regular Full time Employees credited on 1st January of every year. Employees who are appointed during the course of the year shall be entitled to it on Pro- Rata basis. The medical leave/s shall be credited on monthly basis and one can avail the same as per the balance medical leave w.e.f. Oct. 2020.





Note: Medical leave can be granted on the production of medical certificate & prescription of the doctor, if it is availed for more than one day. In case of clubbing of medical leaves, prescription & medical certificate are required to be submitted.

C. VACATION LEAVE

- (i) Vacation leave shall represent the time when no formal teaching and /or internal or external examinations are being held at the Institute for any of the courses being run by it, either directly or indirectly.
- (ii) Vacation Leave (VL) is entitled to all regular Full Time Employees as per vacations declared by GGSIPU Academic calendar. As per the slots given to them, based on any official work of GGSIPU/ Institute as per the chart of TIPS declared on yearly basis.
- (iii) The Competent authority can also authorize the vacation leave to be taken in one or more instalments during the non - teaching period, if necessary, in case leave is denied / revoked for official reasons, the employee will be compensated with adjustments.

D. SPECIAL CASUAL LEAVE

- (i) SCL is introduced for the faculty to outreach academic activities/ extra ordinary situation. SCL shall be granted for academic, Ph.D research work and professional involvement with the outside world subject to satisfaction of the management committee that such leave will promote Institute interest / academic enrichment of the faculty concerned.
- (ii) Whenever the faculty is on SCL, the institute shall not be liable for any financial obligations whatsoever incurred by the faculty.
- (iii) In case of faculty, SCL shall only be applied when a faculty has no class or once the classes for that day have been taken in advance/ adjustment with prior.



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information to students through Student Notice Board. Also, Faculty trust
nality Programme so that this information can also be executed.

- (iv) In order to apply SCL, it is mandatory to append the invitation letter/
mail/acceptance letter etc. along with the leave application and have SCL
recommended from respective Chief Coordinator, HOD and Director.
- (v) Maximum permissible limit for special casual Leave that shall be granted in a
calendar year will be 4 i.e. not more than 2 days per semester. An SCL can be
taken in half also for ½ day subject to prior approval.
- (vi) Faculty must have completed 18 months at institute in order to avail Special
Casual Leave. Only in case of special recommendations by the Director and
prior approval of Chairman of the Institute, faculty with less than 18 months at
institute in order to avail Special casual Leave. Only in case of special
recommendation by the Director and prior approval of chairman of the institute,
Faculty with less than 18 months association with institute may be granted
Special Casual Leave. This will be done as an exception only.

E. GGSIPU EXAM DUTY LEAVE

Faculty members who have total teaching experience of three years will be
granted official leave up to 5 days in a semester (4 days Evaluation + 1
compulsory UR) for official work as University Representative exam duty,
evaluation of examinations (Theoretical and Practical) in planned way
considering institute work at the same time,

F. COMPENSATORY LEAVE

Faculty members will be granted compensatory leave for official work in the
Institute or outside the institute against any weekly off & official/ Gazetted
holidays, this type of leave will be granted only on non-academic days.

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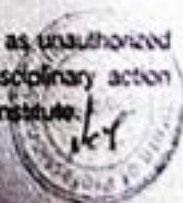
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- b) Out of the 8 CL only 50% of leaves will be granted to avail without prior approval, rest 50% has to be availed with prior approval only from the authority or double the amount for each day will be deducted. The same rule will be applicable for medical leaves.
- c) If any employee resigns, credit of further leave of any kind shall freeze from the date of resignation. However, Leave credited into his/ her account will be pro-rated as on the date of resignation and may be availed subject to the prior approval of the sanctioning authority.
- d) Leave of any kind whatsoever cannot be availed without prior approval once resignation has been submitted. In case leaves is availed without prior approval, it will tantamount to non-compliance with the service rules/Leave rules. Appropriate action including freezing of service benefits/ dismissal from the service can be initiated under such circumstances.
- e) During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.
- f) During the period of suspension, an employee may not be granted any kind of leave.
- g) Before proceeding on leave, an employee shall intimate to the sanctioning authority and the person /s responsible for looking after his/her duties during the absence his/her address including email address while he/she is on leave and shall keep the said authority informed of any changes in address.
- h) Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary action including suspension and /or termination from the services of the Institute.





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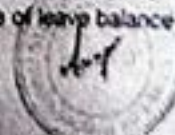
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- An employee on leave may be allowed to return to duty before the expiry of leave provided he/she should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
- Besides disciplinary action which could include suspension and or termination from the services of the Institute, three late arrivals to work (not exceeding 1/2 an hour each) and / or early departure from work before the scheduled time (before 1/2 an hour of the day end) in a month will be considered as 1/2 day CL.
- Salary of staff members will be withheld if he /she is absent without intimation for more than 3 days. Salary in such cases can be released only after specific approval by the Management of the Institute.
- LWP taken during academic days per semester will be calculated double leaves and the same will be deducted from vacation leaves.
- Any Faculty in a family way has to inform management in advance i.e. within 02 months.
- Any leave availed during the month with pending sanction on the working day of that month shall be treated as "Leave Without Pay" irrespective of leave balance / entitlement.



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LEAVE CHART - JAN 2020 Onwards

S. NO	LEAVE TYPE	OLD POLICY	NEW POLICY
1	CASUAL LEAVE	8 per year (4 each sem)	8 Per year (4 Each sem)
2	MEDICAL LEAVE	NIL	5 Per year (2.5 Each sem)
3	SPECIAL CASUAL LEAVE	4 (2 Each sem)	4 (2 Each sem)
4	GGSIPU EXAM DUTY LEAVE	4 + 1 (Viva) Each sem	5 (4 00 + 1 Compulsory UR) Each sem
5	VACATION LEAVE (SUMMER BREAK)	(i) Faculty with less than one year/two semesters service = 8 weeks LWP; (ii) Faculty with more than one year service = Two weeks break with pay + 4 weeks LWP; (iii) Faculty with more than two years service = Two weeks break with pay, for rest period to serve in Institute. (iv) Faculty with more than three & four years service = Three weeks break with pay, for rest period to serve in Institute; (v) Faculty with more than five years service = Four weeks break with pay, for rest period to serve in Institute.	(i) Faculty with less than one year/two semesters service = 8 weeks LWP; (ii) Faculty with more than one year service = Two weeks break with pay + 4 weeks LWP; (iii) Faculty with more than two years service = Two weeks break with pay, for rest period to serve in Institute. (iv) Faculty with more than three & four years service = Three weeks break with pay, for rest period to serve in Institute. (v) Faculty with more than five years service = Four weeks break with pay, for rest period to serve in Institute.
6	VACATION LEAVE (WINTER BREAK)	8 Days, as per slots given to each faculty member	One week including 1st Jan as spl. Leave.
7	COMPENSATORY LEAVE	AS EARNED	AS EARNED

Note: 1. Casual Leave, Medical leave, Special Casual Leave, GGSIPU Exam Duty Leave will be credited from Jan to Dec every year and it cannot be carried forward.

2. Medical leaves can be granted on the production of medical certificate & prescription of the doctor, if it is availed for more than one day. In case of absence of medical leave, prescription & medical certificate are required to be submitted.

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**SH. O. P. TANDON MEMORIAL
BEST TEACHER SCHOLAR AWARD**

On the basis of year round evaluation, a committee evaluates each and every faculty who has put in two years of service in the Institute, based on the guidelines and norms provided to them. A self-appraisal form is filled in by each and every eligible faculty member within the cut-off date. The following award and rewards are conferred to the Best Teacher Scholar:

1. A certificate of the award
2. One Memento
3. A Cash Prize of Rs.21,000 (Rupees twenty-one thousand only)

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NORMS AND PROCESS OF EVALUATION

- Teachers with a minimum of two years experience as on 31 December of the year are eligible for competing for Shri O.P. Tandon Memorial Best Teacher-Scholar Award.
- Only one Faculty Member of TIPS will be chosen BEST TEACHER-SCHOLAR for each academic year.
- There will be 360 degree appraisal: (a) Self Appraisal, (b) Students' Appraisal, (c) Appraisal by peers; and (d) Appraisal by Administration. The maximum marks allocated to these four appraisals are as follows:

(a) Self Appraisal	168
(b) Students' Appraisal	070
(c) Appraisal by peers	030
(d) Appraisal by Administration	132

TOTAL MARKS 400

- The process of selection of Best Teacher-Scholar for the year will be as follows:

In the first step only those teachers will be shortlisted who have at least scored the following marks in each of the four appraisals:

Description	Cut-off %age
Self Appraisal	40%
Students' Appraisal	75%
Peers' Appraisal	70%
Admin Appraisal	35%

In step two, from among the teachers shortlisted in step 1, the teacher scoring highest marks totaling the entire four criteria shall be declared Best Teacher-Scholar of the year.

If in case there is not even a single teacher who qualifies according to the above mentioned criteria, then the teachers who qualify in at least three criteria will be shortlisted and the teacher scoring highest marks totaling the entire four criteria will be declared Best Teacher-Scholar of the year.

In case there is not even a single teacher who qualifies in at least three criteria, there will be NO award for Best Teacher-Scholar for the year.

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1. To be eligible for the Award, teachers will be awarded by University of Delhi for the coming year (2014-15) marks, marks will be awarded in Peer Feedback, Departmental, University, Faculty, and College level.
2. Teachers will not be considered for this award.
3. Students of the two previous years with minimum 70 per cent of attendance will be eligible for filling up of STUDENTS APPRAISAL FORMS.
4. Designated Chief Coordinators/ Teachers will get the Students Appraisal Forms filled up from various classes. They shall calculate the average marks scored by each teacher and submit the score sheet along with the appraisal form to the Director.
5. Filled in Peer Feed Back Forms will be submitted by the teachers directly to the Director.
6. Teachers competing for the Award will fill up Self Appraisal Forms and submit the same to the Director along with proofs and documents wherever necessary. In the absence of proof and documents, where necessary, ZERO marks will be awarded.
7. Director will verify the facts/ claims mentioned in the Self Appraisal Form from the Chief Coordinators/ Students' Support In-charge/ Records.
8. Self Appraisal Forms will be assessed as per "marking key" in a transparent manner, i.e., marks allotted for each attribute shall be mentioned in the appraisal form itself.
9. A Committee comprising COOE and maximum of two teachers who have been recipients of the award in the past will compute marks obtained by each teacher shall short list 03 names and submit the same to the Director for onward transmission to the Management for final selection of the winner.
10. Decision taken by the Management on the recommendations of the Committee will be final and no appeal against it will be entertained.

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2. RESEARCH POLICY



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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"A+" Ranked Institution by SFRC, Govt. of NCT of Delhi
Recognized under section 2(f) of the UGC Act, 1956
Accredited "B++" by NAAC

Research Policy

Aims of the Research Policy

The research policy of the institute aims to create and support a research culture among its faculty members, staff and students and leverage it for enriching and enhancing the professional competence of them; for developing and promoting scientific temper and research aptitudes of all learners; for realizing the vision and missions of the college and for contributing to national development by establishing a plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

Scope of the Research Policy

Scope This Research Policy forms the basics of the research ethics of the institute and is implemented in all the departments and it serve as the guidelines for the functioning of the Research cell of the college

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include;

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.



1. Creative activities involving the generation of new ideas, innovations, hypotheses, maps, performances or artifacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
2. Research projects of students undertaken as part of the curriculum or for enriching it
3. Publication, presentation and communication of the research outcomes and related activities

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

Research Policy Implementation Mechanism

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows:

1. Facilitate the faculty in undertaking research and will work with the college management
2. Provide research facilities in terms of research journals, software like statistical tools and plagiarism required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.
5. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.
6. Prepare budgets for supporting students' research projects. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
7. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
8. Facilitate Interdepartmental / interdisciplinary research projects.

Institute Research Awards

1. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
2. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
3. Publicise the research expertise and consultancy capabilities available in the college.
4. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
5. Prepare Guidelines for design and evaluation of curriculum oriented research projects
6. Prepare a college research agenda with relative priorities.

Highlights of the policy:





TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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

- The faculty members can avail on duty leaves/short leave for attending or presenting the papers in national/ international conferences.
- Leaves are granted to pursue higher studies to faculty members.
- We promote faculty members to write research papers and provides the platform of in-house journal TJMIMTM
- The research papers are reviewed by the sub editors of TJMIMTM and after screening it, the editorial members are pitched in for blind review to the quality research papers of TJMIMTM
- To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies and surveys
- To acquire projects, market surveys and other research activities to acquire assistance from other business houses, industries, NGOs, boards and forums
- E-Journals are available for research study
- Statistical software are available for data analysis
- For the originality and quality content Plagiarism checker software is also available with the cell

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