



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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WEEK WISE ACADEMIC CALENDAR: ODD SEMESTER: 2023-24

Week No.	Dates	No. of Days Available	Holidays	Event
	16 th Aug'23	Submission of Compiled Lecture Plan submitted to the library.		
	21 st Aug'23 – 22 nd Dec'23	Imparting of Instructions (1 st , 3 rd and 5 th Sem)		
	Weekly [Every Friday]	<u>Submission of Report on Progress of Syllabus:</u> To Program Coordinator (PC) by Class Coordinator (CC)		
	Fortnightly [2 nd & 4 th Fridays]	To HOD by PC		
	4 th Saturday	To DD by HODs		
	Monthly [Last day of Month]	To the Director by DD.		
1.	21 Aug – 26 Aug	5	1	21 st : Orientation 25 th : Display Presentation Schedule [3 rd -5 th Sem]
	1 st Sep'23 – 30 th Sep'2023	Webinar/ Seminar/ Guest Lecture/ Workshop/ Departmental Activity		
2.	28 Aug – 02 Sep	6	-	2 nd : Subject Presentations [3 rd -5 th Sem]
3.	04 Sep – 09 Sep	3	3	8 th : Display Presentation Schedule [3 rd -5 th Sem]
4.	11 Sep – 16 Sep	6	-	16 th : Subject Presentations [3 rd -5 th Sem]
5.	18 Sep – 23 Sep	6	-	
6.	25 Sep – 30 Sep	5	1	29 th : Display Presentation Schedule [3 rd -5 th Sem] 30 th : Fresher's Party
	1 st Oct'23 -31 st Oct'23	Webinar/ Seminar/ Guest Lecture/ Workshop/ Departmental Activity		
7.	02 Oct – 07 Oct	5	1	5 th : Submission of Attendance 7 th : Subject Presentations [3 rd -5 th Sem]
8.	09 Oct – 14 Oct	5	1	14 th : Student Feedback
9.	16 Oct – 21 Oct	6	-	16 th -18 th : Club Activities 19 th -21 st : University Sports Meet

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10.	23 Oct – 28 Oct	4	2	26 th -27 th : Unmad – 2023 [Cultural Event]
	1 st Nov'23 - 30 th Nov'23	Webinar/ Seminar/ Guest Lecture/ workshop/ Departmental Activity		
	2 nd Nov'23 - 10 th Nov'2023	Internal Exam/FDP		
11.	30 Oct – 04 Nov	6		
12.	06 Nov – 11 Nov	5	1	
13.	13 Nov – 18 Nov	6	-	18 th : PTM
14.	20 Nov – 25 Nov	6	-	20 th -23 rd : Re-Internal Exams 24 th : Display Presentation Schedule [3 rd -5 th Sem]
15.	27 Nov -02 Dec	5	1	2 nd : Subject Presentations [3 rd -5 th Sem]
16.	04 Dec-09 Dec	5	1	8 th : Display Presentation Schedule [3 rd -5 th Sem]
17.	11 Dec- 16 Dec	6	-	16 th : Subject Presentations [3 rd -5 th Sem]
18.	18 Dec- 23 Dec	6	-	
	30 th Dec'23 – 17 th Jan'24	End Term Examination		
19.	25 Dec- 30 Dec	5	1	27 th :- Submission of Attendance & Attendance Progress Report, -Continuous Assessment & Award List submission
20.	01 Jan'24 – 06 Jan'24	6	-	
21.	08 Jan – 13 Jan	5	1	
	18 th Jan'24 – 24 th Jan'24	Winter Vacation		
22.	15 Jan – 20 Jan	6	-	
23.	22 Jan – 27 Jan	6	1	

*Note: A separate presentation schedule shall be displayed for 1st Semester in due course.

CC:

- Chairman's Office
- IQAC

Sd/-

Director

[Signature]
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8. Subject File, CC File, PC File

Checklist for Subject File - to be prepared by

• Syllabus
• Lesson Plan
• Lecture Delivery Report
• Copy of Assignment - 2 Application based assignments to be given in each subject with deadline as following -
o 1st Assignment - 31st March
o 2nd Assignment - 30th April
• Monthly Attendance Sheet
• Weekly Report
• Best Assignment Copy
• Class Test Questions and Marksheet
• Model Test Paper and Answer Key
• Subject Related Teaching Assistance
• Previous Year Question Papers

Checklist for Class Coordinator File

• Student Database
• Assignment list
• External participation list
• Result of previous semesters
• Academic Progress Report Month Wise
• Compiled Attendance Month Wise
• List of Fee Defaulters
• List of students with short attendance
• List of Library Defaulters
• List of students with disciplinary actions
• Project titles list, if any

Checklist for Program Coordinator File

• Workload of Faculty
• Timetables
• List of class coordinators
• Syllabus of all subjects
• Student Database
• Compiled Attendance Month wise
• Academic Progress Report Month wise
• Project titles list, if any
• MOOC title list, if any
• Internship/Placement records
• Project titles list, if any

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Lesson Plan for**Semester:****Shift:****Faculty:****Date of Commencement of classes:****No. of Hours allotted to complete the syllabus:****Course Objectives:**

On completion of this course, the student should be able to: -

- 1.
- 2.
- 3.

Course Outcomes:

CO1:

CO2:

CO3:

CO4:

CO5:

Mapping of the Course Outcomes with the given Programme Outcomes

Course	Program Outcome								
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
CO									
CO									
CO									
CO									
CO									


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Suggested Readings & E-resources:

Text books

- 1.
- 2.
- 3.

Reference books:

- 1.
- 2.


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WEEKLY REPORT

Month – Month 20__

Name of the Faculty:
Subject:

Shift and Dept.:
Semester:

S.No.	Date	Topics Covered	Teaching Pedagogy adopted (experiential learning, participative learning and problem solving methodologies, PPT's etc).	Learning Outcome
1				
2				
3				
4				
5				
6				
7				
8				

Signature of Faculty

A. J. F.
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Activities* Conducted: Class activity was given to work on mobile camera manual modes.

1 Assignment given on the basis of theory units of the subject.

Innovations Adopted:

- Asked students to work on the mobile camera manual mode, the **Exposure triangle. (Experiential Learning).**

Activities undertaken* for weak students: Extra time given to students after class for better understanding of the topic. Motivated the students to find their skills and talent.

Remedial Class Details: -					Subject: -		Class: -		No of Students: -	
S.No	List of Students	Date	Time & Duration Of class	Topics Covered	Students Attendance					
1										
2										

Activities undertaken* for Top students:

Mentorship provided:

*Activities undertaken means academic inputs being provided to the students in the form of notes, assignments (along with evaluation), viva questions, discussions about last year questions and their solutions, model question papers etc. In addition it also includes academic activities related to teaching and learning.

L. S. S.

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HOD/Chief Co-ordinator

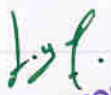
IQAC Co-ordinator

Signature of Faculty

IQAC Chairman

Academic Progress Report
YEAR 20__-20__ SEMESTER

S.NO	SUBJECT	CODE	TEACHER NAME	NO. OF LECTURE TAKEN	SYLLABUS COVERED			
					UNIT-1	UNIT-2	UNIT-3	UNIT-4
1	SEMESTER-I SHIFT-1 &2							
2								
3								
4								
5								
6								
	SEMESTER-I SHIFT-2							
1								
2								
3								
4								
5								
6								
	SEMESTER-III SHIFT-I							
1								
2								
3								
4								
5								
6								
	SEMESTER-III SHIFT-II							
1								
2								
3								
4								
5								
6								
	SEMESTER-V SHIFT-1							
1								
2								
3								
4								
5								
6								
	SEMESTER-V SHIFT-2							
1								
2								
3								
4								
5								
6								


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(Please write your Exam Roll No.)

Exam Roll No.

Trinity Institute of Professional Studies
INTERNAL EXAMINATION [OCTOBER 2024]
BA (J&MC) Shift 1 & Set B

BA (JMC) / SEMESTER

Paper code:

Time: 1½ Hrs.

Note: 1. Attempt all questions.

2. Each question carries equal marks

Shift:

Subject:

Maximum Marks: 40

SET A

Section A (Remembering & Understanding -type)

Ques.1 Short answer questions

(2*5) (10)

- a)
- b)
- c)
- d)
- e)
- f)
- g)

Section B (Applying-type)

Ques2

(10)

OR

Section C (Analyzing -type)

Ques3

(10)

OR

Section D (Evaluating & Creating type)

Ques.4

(10)

OR


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Table 1: Mapping between COs and Questions
(Number of COs may vary from course to course)

COs	Question Numbers	Total Marks (70) (40 to be Attempted)

Table 2: Mapping of Bloom's Taxonomy Levels and Questions

BLs	Question Numbers	Total Marks (54) (30 to be Attempted)
BL1 & BL2 (Understanding & Remembering)		
BL3 (Applying)		
BL4 (Analyzing)		
BL5 & BL6 (Evaluating & Creating)		


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Answer sheet for Internal Examinations with Bloom's Taxonomy and CO mapping

TRINITY INSTITUTE OF PROFESSIONAL STUDIES		Bloom's taxonomy Levels		Marks Allotted	Marks Scored		Marks Allotted	Marks Scored
Student Enrollment No. :		BL1 & BL2 Section A Remembering & Understanding				CO1		
Program (Sem) :						CO2		
Section :		BL3 Section B Applying				CO3		
Course Code :						CO4		
Course Name :		BL4 Section C Analyzing				CO5		
Date of Exam :						CO6		
No. of additional sheets used :		BL5 & BL6 Section D Evaluating & Creating				CO7		
Student Sign. :		Total				Total		
Invigilator Sign. :		Evaluator Sign.				Evaluator Sign.		

Signature

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Program Coordinator



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Program Coordinator



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The CS & IT Department of TIPS Dwarka, under the aegis of IQAC cell, has organized a **Value-Added Course on “Women in Data”** for **30 hours** in collaboration with **Learning Links Foundation & Dell Technologies**.

The course commenced on **19th September 2023** with the Orientation Programme enlightened by the esteemed trainers Mr. Sonu Gupta Sir, Mr. Ranjeet Prajapati Sir, and Mr. Sushil Soni Sir along with our visionary HOD, Prof. (Dr.) Mukta Sharma Ma'am and the Programme Coordinators Ms. Shweta Rana Ma'am and Ms. Shruti Gaur Ma'am.

At the onset, HOD, Prof. Dr. Mukta Sharma ma'am underlined the significance of the course which would provide the students with a comprehensive education in the ever-growing field of STEM Programming and would ensure they are equipped with practical skills relevant to their fields. This was preceded by the address by Mr. Sonu Gupta Sir who underlined the objectives of the course to the students to inculcate in them problem-solving ability in using Power BI, Python, and other programming techniques. On this insightful note, the course began with a positive sense of enthusiasm and eagerness to embark on a new journey of learning and exploration.

Course Title: *Women in Data*

Resource Persons:

- 1. Mr. Sonu Gupta Sir**
- 2. Mr. Ranjeet Prajapati Sir**
- 3. Mr. Shushil Soni Sir**

Orientation and Basics of Microsoft Excel

Date: 19th September 2023

Instructor: Mr. Sonu Gupta Sir

In the inaugural class, Mr. Sonu Gupta Sir provided an informative orientation to the Power BI course. He introduced the course objectives and explained its relevance in the professional world. Additionally, Mr. Gupta covered the following topics:

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- Basic Excel functions
- Excel tabs and groups

Mr. Gupta's comprehensive overview laid the foundation for understanding data manipulation and analysis in Power BI.

Introduction to Python and Jupyter Notebook

Date: 20th September 2023

Instructor: Mr. Ranjeet Prajapati Sir & Mr. Sushil Soni Sir

In the second class, the esteemed trainers introduced the students to Python programming, emphasizing its importance in data analysis and visualization. The class covered the following key aspects:

- Introduction to Python programming language
- Use of Jupyter Notebook for coding
- In and out functions in Python

By introducing Python and Jupyter Notebook, the trainers prepared the students for utilizing Python as a powerful tool in conjunction with Power BI.

Advanced Python Concepts

Date: 21st September 2023

Instructor: Mr. Ranjeet Prajapati Sir & Mr. Sushil Soni Sir

In this session, the esteemed trainers delved deeper into Python programming, covering advanced concepts that are essential for data analysis. The class covered the following topics:

- Linear operations
- Union and differentiation
- Symmetric dictionaries
- Conditional statements (if, else, elseif)
- Decision-making in Python

This class provided students with a strong foundation in Python, enabling them to work with data effectively.

String Manipulation and Keyword Arguments

Date: 22nd September 2023

Instructor: Mr. Ranjeet Prajapati Sir & Mr. Sushil Soni Sir


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In the fourth class, the esteemed trainers continued to build on the Python programming skills introduced in the previous sessions. The focus was on practical aspects of data manipulation, including:

- String manipulation in Python
- Working with arbitrary keyword arguments

These topics helped the students to comprehend the importance of data preprocessing and transformation, which are integral to data analysis using Power BI.

String Manipulation and Keyword Arguments

Date: 25th September 2023

Instructor: Mr. Ranjeet Prajapati Sir & Mr. Sushil Soni Sir

In the fifth class, the experts continued to build on the Python programming skills introduced in the previous sessions. The focus was on practical aspects of data manipulation, including:

- String manipulation in Python
- Working with arbitrary keyword arguments

These topics are vital for data preprocessing and transformation, which are integral to data analysis using Power BI.

Power BI Visualization

Date: 27th September 2023

Instructors: Mr. Ranjeet Prajapati Sir & Mr. Sushil Soni Sir

In the sixth class, the esteemed trainers focused on the crucial aspect of data visualization using Power BI. They covered the following key topics:

- Introduction to Power BI and its importance in data analysis.
- Creating visually appealing and informative dashboards using Power BI.
- Utilizing various chart types (bar charts, line charts, pie charts, etc.) for data representation.
- Connecting and importing data into Power BI.
- Applying filters, slicers, and interactive elements to enhance data exploration.

This class equipped students with the skills to transform data into insightful visualizations, a vital component of effective data analysis.


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Excel Advanced Topics

Date: 29th September 2023

Instructor: Mr. Ranjeet Prajapati Sir, Mr. Sonu Kumar Sir

In the final class of the Value-Added Course, the esteemed trainers covered advanced Excel topics that play a significant role in data manipulation and analysis. The class included the following topics:

- Advanced Excel functions, including VLOOKUP and SUMIF, for data retrieval and summarization.
- Sorting and filtering data to extract valuable insights.
- Data validation techniques to ensure data accuracy.
- Tips and tricks for efficient data handling in Excel.
- Practical exercises to reinforce Excel proficiency.

This class not only enhanced students' Excel skills but also complemented their learning from earlier sessions, as Excel is often used in conjunction with Power BI for data preparation.

Conclusion:

To conclude, the "Women in Data" course organized by the CS & IT Department of TIPS, Dwarka in collaboration with Learning Links Foundation & Dell Technologies culminated on **29th September, 2023**, and has been a transformative and empowering experience for the participants. This course has not only broaden their horizons in the field of STEM programming and data analytics but has also instilled in them the confidence and skills needed to excel in this rapidly evolving domain.

The dedicated and knowledgeable instructors, including Mr. Sonu Gupta Sir, Mr. Ranjeet Prajapati Sir, and Mr. Shushil Soni Sir, have played a pivotal role in imparting valuable insights and practical skills to the students. Their commitment to the course's success has been commendable. We must acknowledge the visionary leadership of Dr. R.K Tandon sir chairman TIPS for providing the platform. We are grateful to our respected Director Prof. Dr. Ashutosh Agarwal Sir for encouraging us. Also we would like to thank our illustrious Head of the Department, Prof. Dr. Mukta Sharma Ma'am, for her motivation and bringing this Value Added Course in possibility. We would also like to acknowledge the diligent efforts of the Programme Coordinators, Ms. Shweta Rana Ma'am and Ms. Shruti Gaur Ma'am, whose guidance and support have been instrumental in making this course a resounding success.

As we reflect on the journey of "Women in Data," we are reminded of the importance of promoting diversity and inclusion in the field of data analytics. We are confident that the skills acquired by the participants in "Women in Data" will not only open new career opportunities but also contribute to the growth and development of the data analytics field. We look forward

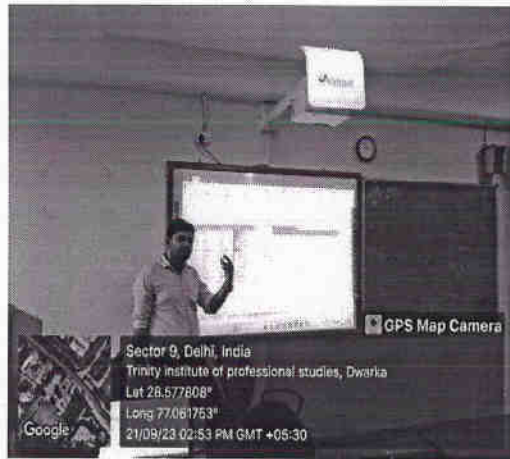
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to witnessing the achievements and contributions of these empowered individuals in the world of data. This course serves as a shining example of how education and skill-building can empower women to break barriers and thrive in traditionally male-dominated industries.

Attached below are some pictures capturing the moments of learning, collaboration, and empowerment during the course. These images reflect the enthusiasm and dedication of both the participants and the instructors. They serve as a testament to the valuable experience and knowledge gained by the students throughout the course.




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Dr. J. Singh
DIRECTOR
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Data Analytics Course Including Assignments and Projects (30 Hours):-

- Introduction to Data Analytics
 - Lesson 1- Course Introduction
 - Lesson 2- Data Analytics Overview
 - What is Data Analytics?
 - Process of Data Analytics
 - Lesson 3- Dealing with Different Types of Data
 - Lesson 4- Data Visualization for Decision-making
 - Lesson 5- Data Science, Data Analytics, and Machine Learning
 - Lesson 6- Data Analytics in Different Sectors
 - Lesson 7- Analytics Framework and Latest Trends
- Data Analytics with Excel
 - Lesson 1- Introduction to Excel
 - Lesson 2- Conditional Formatting and Important Functions
 - Use conditional formatting to highlight successful salespeople
 - Lesson 3- Analyzing Data with Pivot Tables
 - Use Pivot Tables to filter your sales data and generate statistics.
 - Lesson 4- Data Analysis using Statistical Functions
 - Lesson 5- VBA, Macros, Power Pivot
 - Use If statements in Excel VBA to validate a set of user inputs in a salesbook.
- Programming Basic and Data Analytics with Python
 - Lesson 1 Course Introduction
 - Lesson 2 Python Environment Setup and Essentials
 - Lesson 3 Python Programming Fundamentals
 - Lesson 4 Statistical Computing
 - Lesson 5 Mathematical Computing using NumPy
 - Lesson 6 Data Manipulation with Pandas
 - Lesson 7 Data Visualization with Python
 - Lesson 8 Intro to Model Building
- Power BI
 - Lesson 01 – Getting Started with Power BI
 - Introduction (What, Why, and How)
 - Download and Install
 - Upgrade features
 - Getting Data (Excel, DBMS, Web, SharePoint)
 - Direct Query Vs Import Data
 - Lesson 02 – Data Modelling
 - Introduction to modeling
 - Creating and managing relationships
 - Auto-Generated relationships
 - Cardinality
 - Creating hierarchy in the model

- Defaults summarization and sorting
- Creating calculated columns
- Creating measures and quick measures
- Lesson 03 – Data Visualizations
 - Creating Visuals
 - Charts: Columns, Stacked, Pie, Donut, Funnel, Ribbon Charts, Line, Drill Down, Area Chart, Scatter Plot, Waterfall, Tree Map, Gauge Charts
 - Maps: Basic Map, Filled Map, Map with Pie Chart
 - Tables and Matrix: Tables
 - Drill through, timelines Slicers, Text Slicers, Date Slicers, NumberSlicer
 - Cards: Number Card, Text Card, Date Card, Multi-Row Card
 - Aggregation and calculations
 - Conditional Formatting, Cross Filtering, highlighting, Relative Data Filter, Filter on visuals, Filter on all pages
 - Include and Exclude in Power BI
 - View Data and Export

○ Lesson 04 – Advance Charts

- Animated Bar Charts, Drill-Down Donut Charts, Column Charts, WorldCloud, Infographics, Play Axis Slicer, Scrollers, Sunburst, Histogram
- Insert: Text, Image, Shapes, Buttons, URL
- Publish Reports: Export
- Create Dashboard

○ Lesson 05: DAX Expressions

- DAX and Basic Functions in Power BI
- DAX Used in Power BI
- Create calculated columns and measures
- Scenarios with questions
- Creating date dimension using Calendar FunctionsCapstone

○ Lesson 06: Power BI Services

○ Lesson 07: Power Query

Communication Skill (5 Hours)

Know how to set up expectations of success not failure by having a positive attitude

- Benefits of a positive attitude, methods to develop a positive attitude
- Practicing positivity at the workplace and using positive language
- Time management:
- Purpose and benefits of time management, prioritize tasks and manage timewisely using a time management matrix
- Apply the time management techniques for a successful life and career
- Stress management: common stress triggers and signs, stress


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management techniques, causes of stress at work, and possible solutions

- Know all about Personality
- Know how to Communicate effectively
- Know about Leadership styles
- Develop Leadership skills
- Interview Skills

[Signature]

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DELL Technologies



CERTIFICATE

FOR PARTICIPATION

This is to certify that Ms. Kashish Gupta has successfully completed
30 hours training on elementary data and analytics, communication skill building and job
readiness as part of 'Women In Data' program. The program is supported by
Dell Technologies and implemented by Learning Links Foundation.

Anjee Prakash

Dr. Anjee Prakash
Chairperson
Learning Links Foundation

Anjee

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DR. R.K. TANDON
CHAIRMAN, TIPS

VALUE ADDED COURSE FOR BCA DATA ANALYTICS

30 HOURS PROGRAM

Starting from 19th September 2023

OFFLINE | 10:00AM - 5:00PM



SONU GUPTA
RESOURCE PERSON
B.TECH (DATA SCIENCE)



SUSHIL SONI
SENIOR CONSULTANT
B.TECH (ELECTRICAL AND
ELECTRONICS)



RANJEET PRAJAPATI
DATA SCIENTIST TRAINER
(MECHANICAL AUTOMATION AND
AUTOMATION ENGINEERING)

THE PROGRAM WILL BE:

DELL Technologies

- 30 hours training on Data Science and Analytics
- Skill training in Data Analytics using Python and Power BI
- Focusing on a high demanding, large skill gap area of data and analytics
- Engagement with experts for mentorship and guidance on projects

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FEEDBACK FROM FACULTY (2023-2024)

1. Faculty Q1: Is salary as per norms?

Mark only one oval.

☐ Yes

☐ No

2. Faculty Q2: Are leaves given as per norms?

Mark only one oval.

☐ Yes

☐ No

3. Faculty Q3: Does TIPS offer research facilities?

Mark only one oval.

☐ Yes

☐ No

4. Faculty Q4: Does TIPS recognize your research contributions?

Mark only one oval.

☐ Yes

☐ No


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5. Faculty Q5: Do you get promotion as per the policy?

Mark only one oval.

☐ Yes

☐ No

6. Faculty Q6: How do you rate the overall academic environment?

Mark only one oval.

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Poor

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FEEDBACK ANALYSIS FOR **STUDENTS (2023-2024)**

1. Student Q1: Teaching environment at TIPS

Mark only one oval.

- ☐ Below average
☐ Average
☐ Good
☐ Very Good
☐ Excellent

2. Student Q2: ARE THE FACULTY MEMBERS HELPFUL AND SUPPORTIVE?

Mark only one oval.

- ☐ Yes
☐ No

3. Student Q3: Do faculty members help and guide besides classroom?

Mark only one oval.

- ☐ Yes
☐ No

4. Student Q4: Does TIPS take care of extra-curricular activities?

Mark only one oval.

- ☐ Yes
☐ No


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5. Student Q5: Are industrial visits planned by TIPS?

Mark only one oval.

☐ Yes

☐ No

6. Student Q6: Does TIPS provide placement assistance?

Mark only one oval.

☐ Yes

☐ No

7. Student Q7: Does TIPS organize guest lectures by industry experts?

Mark only one oval.

☐ Yes

☐ No

8. Student Q8: Does TIPS conduct alumni interactions?

Mark only one oval.

☐ Yes

☐ No

9. Student Q9: Does TIPS have any clubs for holistic growth?

Mark only one oval.

☐ Yes

☐ No


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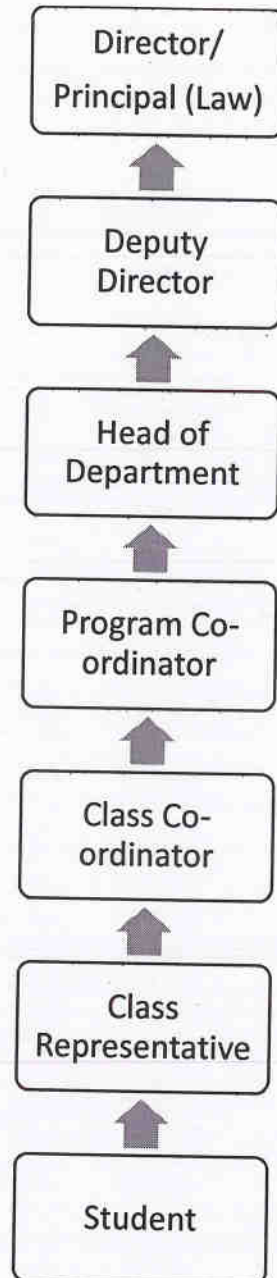
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Hierarchy for any issue/suggestion/ grievance resolution



DIRECTOR

Trinity Institute of Professional Studies
Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10 Metro Station, New Delhi-110075
Pillar No. 1160, Institutional Area, Dwarka Sector 9, New Delhi-110075



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Sector-9, Dwarka, New Delhi-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi &

Approved by Bar Council of India, New Delhi)

"A+" Ranked Institution by SFRC, Govt. of NCT of Delhi

Recognized under section 2(f) of the UGC Act, 1956

Accredited "B++" by NAAC

LEAVE CHART - JAN 2020 Onwards

S. NO	LEAVE TYPE	TOTAL
1	CASUAL LEAVE	8 Per year (4 Each sem)
2	MEDICAL LEAVE	5 Per year (2.5 Each sem)
3	SPECIAL CASUAL LEAVE	4 (2 Each sem)
4	GGSIU EXAM DUTY LEAVE	5 {4 OD + 1 Compulsory UR} Each sem
5	VACATION LEAVE (SUMMER BREAK)	As per GGSIU Academic calendar and specified chart of TIPS on yearly basis.
6	VACATION LEAVE (WINTER BREAK)	One week including 1st Jan as spl. Leave.
7	COMPENSATORY LEAVE	AS EARNED

Note: 1. Casual Leave, Medical leave, Special Casual Leave, GGSIU 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 clubbing of medical leaves, prescription & medical certificate are required to be submitted.

3. All leaves can be availed with prior approval of Director (for 2 days) and Hon' ble Chairman (for more than 2 days).

4. The leave policy is subject to be revised as per the prevailing situation in future by the management of the institution.

Handwritten signature
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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,

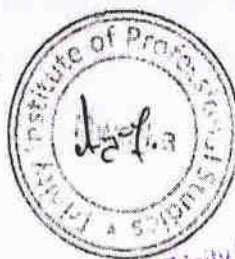
2. APPLICABILITY

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.



[Signature]
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4. SANCTIONING AUTHORITY

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

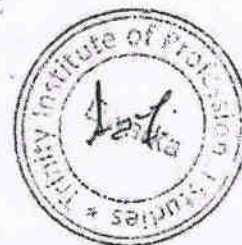
S. No.	Leave application by	Leave sanctioning authority
1.	Director General, Director, Director (Academics), OSD, Admn. Officer	Chairman
2.	More than two days leave on any level	Chairman
3.	HOD, Co-ordinator, Registrar	Director
4.	Faculty and Technical Staff	Director
5	Administrative Staff	Director

- 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.

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



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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.

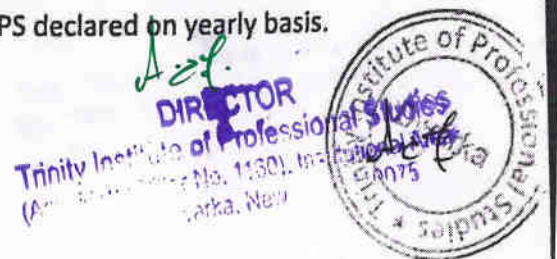
B. MEDICAL LEAVE

- (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 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 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.



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 information to students through Student Notice Board. Also, Faculty must notify Programmer 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.



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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.

G. BUFFER TIME SYSTEM

Buffer time of 45 min in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. In case, an employee exceeds late coming buffer time (45 min) in a month then thereafter one short leave will be deducted upto 90 minutes, after 90 minutes half day will be deducted. Further, calculation of after half day will be calculated as per 45 minutes. Please note that half day is considered upto 1:00 PM for 9:00 AM to 5:00 PM and upto 1.30 PM for 9.30 AM to 5.30 PM working hours.

H. MATERNITY LEAVE

- (i) Subject to the approval of management as per the eligibility of provision.

I. STUDY LEAVE

- (i) Subject to the approval of management as per the eligibility of provision.

M. K. Sharma
29/11/2022

det.

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6. CATEGORIES OF LEAVE (FOR NON- TEACHING STAFF)

A. CASUAL LEAVE (08 DAYS)

- (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.
- (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) It can be carried forward for 3 months. However, under special circumstances, it can be carried forward to 6 months with the approval of competent authority.

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.

Note: 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 clubbing of medical leaves, prescription & medical certificate are required to be submitted.

C. COMPENSATORY LEAVE

Staff 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 considering work adjustment of the Institute.

D. BUFFER TIME SYSTEM

Buffer time of 45 min in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. In case, an employee exceeds late coming buffer time (45 min) in a month then thereafter one short leave will be deducted upto 90 minutes, after 90 minutes half day will be deducted. Further, calculation of after half day will be calculated as per 45 minutes. Please note that half day is considered upto 1:00 PM for 9:00 AM to 5:00 PM and upto 1.30 PM for 9.30 AM to 5.30 PM working hours.

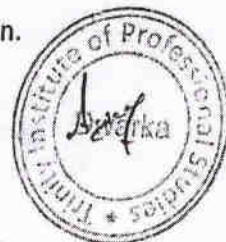
E. MATERNITY LEAVE

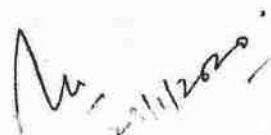
- (i) Subject to the approval of management as per the eligibility of provision.



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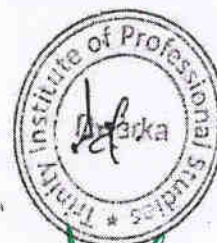




F. VACATION LEAVE

- (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 installments during the non – teaching period, if necessary, in case leave is denied / revoked for official reasons, the employee will be compensated with adjustments.

1/12/2020



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7. GENERAL RULES

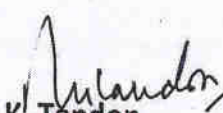
- a) Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absent without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.
- 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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- i) 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.
- j) Besides disciplinary action which could include suspension and or termination from the services of the Institute, three late arrivals to work (not exceeding $\frac{1}{2}$ an hour each) and / or early departure from work before the scheduled time (before $\frac{1}{2}$ an hour of the day end) in a month will be considered as $\frac{1}{2}$ day CL.
- k) 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.
- l) LWP taken during academic days per semester will be calculated double leaves and the same will be deducted from vacation leaves.
- m) Any Faculty in a family way has to inform management in advance i.e. within 02 months.
- n) 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.

Approved By


Dr. R. K. Tandon
Chairman




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TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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

Objectives of the Research Policy

The Principal objectives of the Research Policy are as follows:



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- To develop desired awareness regarding research in the faculty of trinity Inst. Of Professional Studies
- To establish a right kind of research culture through various research initiatives and programs.
- To establish Research Center in different disciplines with emphasis on socially relevant topics.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country.
- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Composition of Research Cell

Research Cell will have the following composition

- Principal – Chairperson
- Coordinator – Member Secretary
- Two teachers – Members
- Industry/Academia representative - Member
- Two student representatives - Members

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.



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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. (Snacks budget)
7. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
8. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
9. Facilitate Interdepartmental / interdisciplinary research projects.
10. Institute research awards.
11. 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.
12. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
13. Publicise the research expertise and consultancy capabilities available in the college.
14. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
15. Prepare Guidelines for design and evaluation of curriculum oriented research projects
16. Prepare a college research agenda with relative priorities.

Highlights of the policy:

- 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 TJMITM
- The research papers are reviewed by the sub editors of TJMITM and after screening it, the editorial members are pitched in for blind review to the quality research papers of TJMITM
- 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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- Approved by Bar Council of India, New Delhi
- NAAC Accredited Institution

 **TRINITY INSTITUTE OF PROFESSIONAL STUDIES**
LEAVE APPLICATION FORM

Name _____ Department _____

Leave applied for (i) From _____ to _____
(ii) No. Of Days _____

Nature of Leave _____
Reason for taking leave _____

Details of Teaching/Assignment during leave period and its arrangement:

DAY/DATE	TIME	CLASSES	LECTURES ARRANGEMENT		LECTURES SUBSTITUTION	
			FACULTY	SIGN	CLASS	TIME

Address and contact no. while on leave _____
Signature of HOD/CC: _____

For Administrative support staff Name & signature of the person who shall undertake the responsibility: _____

Date _____ Signature of the Applicant: _____

(FOR OFFICE USE ONLY)

Type of Leave	Leave Due	Leave Taken	Leave Balance
CL/MED/SC/L/Comp off			
LWP/Any Other O/D			

Applied as per Leave rules (YES/ NO)
A.I. _____

Before taking approval for leave, Faculty must fill the details in the substitution register for classes.
(Yes/ No) _____

(For leave beyond 2 days) (Leave T/C) (For leave upto 2 days)
Dr. R. K. Tandon Ms. Bharti Director
Chairman

Name _____ Department _____

Leave applied for (i) From _____ to _____
(ii) No. Of Days _____

Nature of Leave _____
Reason for taking leave _____

(FOR OFFICE USE ONLY)

Type of Leave	Leave Due	Leave Taken	Leave Balance
CL/MED/SC/L/Comp off			
LWP/Any Other O/D			

Applied as per Leave rules (YES/ NO)
A.I. _____

Before taking approval for leave, Faculty must fill the details in the substitution register for classes.
(Yes/ No) _____

(For leave beyond 2 days) (Leave T/C) (For leave upto 2 days)
Dr. R. K. Tandon Ms. Bharti Director
Chairman

Note: All the staff members must ensure to get prior approval before taking any leave except medical/emergency leave.

Signature

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