



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	TRINITY INSTITUTE OF PROFESSIONAL STUDIES
Name of the head of the Institution	Dr. Barkha Bahl
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01145636921
Mobile no.	9811765551
Registered Email	tips@tips.edu.in
Alternate Email	tipsdwarkahrd@gmail.com
Address	Sector -9, Dwarka Institutional Area (Near Sec-10 Metro Station, Dwarka Court)
City/Town	New Delhi
State/UT	Delhi



IQAC		
IQAC Minutes of Meetings	17-Sep-2019 1	20
IQAC Minutes of Meetings	30-Oct-2019 2	20
IQAC Minutes of Meetings	28-Jan-2020 2	20
IQAC Minutes of Meetings	20-Mar-2020 2	20
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

3. PLACEMENT INITIATIVES & PERSONALITY DEVELOPMENT SESSIONS • Students have been encouraged to take up value added courses in collaboration with DUCAT and ICT Academy. • Students have attended numerous webinars for upskilling their knowledge on Personality Development, Resume Writing, Campus Ready, Creating LinkedIn Profile, Aptitude Development, Ability Development and many more. These webinars were conducted to groom the overall personality of the students. • The institute has signed MOUs with ICT Academy, DUCAT, IMS, T-Series.

2. RESEARCH INITIATIVES • Faculty members have been encouraged to write research papers and present the papers in conferences/seminars and also get their papers published in Journal of repute. • Faculty members have motivated & guided the students to write research papers with them to enlighten the students with the way to write a research paper and also to get acquainted with research. • Encourages students to contribute research ideas in form of papers for our online journals like Trinity Technical Review, Trinity Media Review and Trinity Management Review.

The following significant contributions made by IQAC during the current year:- 1. EFFECTIVE TEACHING & LEARNING • Infrastructural Support for Teaching aid: For effective use of Technology in teaching aid we have purchased online platform license, head phones, cameras for use in the blended mode of teaching • Mentoring and Remedial Class Sessions have been conducted in blended mode to improve the academic performance of the students and also to groom their overall personality. • Internal Exams were conducted online through ERP • Three Faculty Development Programmes were organized on 5th Dec on FDP on EBSCO, 18TH Nov to 23rd November on Research Methodology and Data Analysis using R-Studio and SPSS and FDP on NAAC Parameters on 28th Jan 2020 respectively. • The faculty members were groomed to impart classes in an online mode via ZOOM, Google Meet, Cisco Webex MS-Teams etc. by both in-house and by external resource persons. And usage of Google Classroom and ERP system for dismantling of notes. Besides this, online assessment for particular topic was also done using Google Forms etc. • Quality Improvement in Teaching: To enhance the quality in teaching faculties were motivated to include real time examples, case studies, and computer based assignments were assigned while imparting lectures through online mode so as to engage the students in virtual environment of learning. • Numerous Value added courses, PDP sessions were proposed and students were encouraged to take up value added courses through Swayam, NPTEL, Coursera, etc. • Collaborations for preparing CAT/GMAT for students to take up higher education.

4. EXTRA CURRICULAR ACTIVITIES BEING CONDUCTED BY VARIOUS COMMITTEES • Numerous guest lectures, webinars on various important topics have been organised by the committees in hybrid mode. • Various Social outreach programs by Eco Club, CSR/BV have been organized to instil social responsibilities and also to create green environment. Activities like Blood donation Camp, Visit to NGOs were planned. Our students have made a beautiful wall garden by planting trees in the (waste material) plastic bottles and also they have planted in old tyres making a small garden with full of fresh flowers • Many clubs and societies like coding club (IT), Legal aid society (Law) has been formulated to provide quality education and overall students growth. • NSS form has been submitted to GGSIPU • Excursion Tour has been organised for the students. • Numerous Yoga Sessions were conducted by external experts as well as in house resources for students, staff and faculty to sensitize about the Yoga & Meditation especially during these tough times. • UNMAD 2.0 was organised by BA (JMC) students to get hands on experience by conducting a real time event and inculcating event management skills. The students also got opportunity to showcase their skills and talent. • Various alumni interactions and guest lectures were conducted to bridge the gap between academia and corporate.

5. GROOMING FACULTIES, STAFF MEMBERS AND STUDETS FOR DIGITAL TRANSFORMATION DURING PANDEMIC • Faculty members and staff members encouraged for attending various online workshops/seminars/FDPs/SDPs/Conferences etc.to meet the changing needs of the society. • Faculty members were also encouraged to be resource person to conduct online workshops/seminars/FDPs/SDPs/Conferences etc. • Students were also encouraged to do various certification courses/value added courses to

make themselves market ready. • Various sessions were initiated to manage the mental health and to remain positive during lockdown period.

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

Plan of Action	Achievements/Outcomes
<p>Various skill enhancement sessions focusing on team work, Event Management, Communication skills and Overall Personality Development skills</p>	<ul style="list-style-type: none"> <li>• The students were encouraged and guided by faculty members to conduct/organize various events</li> <li>• Performed various events including planning of events &amp; anchoring in various events i.e. Alumni Meet, IT Fest, UNMAD etc.</li> <li>• The students under the guidance of faculties have organized Anugoonj Prelims, GGSIPU's Annual Cultural Fest in the institution at Intercollege level with the participation of around 2000 students and in turn all programs students learned event management, team building and coverage of event etc.</li> </ul>
<p>Innovations Initiatives taken by Institute</p>	<ul style="list-style-type: none"> <li>• Various Initiative like Coding Club, Trinity Legal Aid Society, Zorks(Dance Society) , Frames (Photography Society) and Elysian (Music Society) etc. are in place for the overall growth of the students</li> </ul>
<p>Environmental Consciousness</p>	<ul style="list-style-type: none"> <li>• Students had prepared the project using Waste Material such as Plastic Bottles, Used Tyres to beautify the Campus with planting shrubs and plants which itself had given a message towards environmental consciousness.</li> </ul>
<p>Academic Excellence</p>	<ul style="list-style-type: none"> <li>• Provision of Microphones, Headsets, and Web Camera to meet up with the changing needs of academics for blended (Online &amp; Offline) teaching learning</li> <li>• During Pandemic Period, the online teaching, Webinars, Various activities have been conducted successfully through various Online Platforms via Zoom, Google Meet, MS-Teams where the new technical equipment have been used.</li> <li>• Lecture Plans have been prepared with mapping of Program Outcome, Program Specific Outcome, Course Outcome and Learning Outcome using Bloom's Taxonomy</li> <li>• Question Banks and Notes have been provided to the students to improve their understanding of unit wise Topics, for achieving better academic</li> </ul>

results. • Mentoring & counselling sessions has been conducted to resolve. • Remedial classes resulted in improvement of student performance. • Internal Examination were conducted on ERP system and Evaluation of Internal Examination was done on the basis of Question papers which were designed as per Bloom's Taxonomy. • Project Based Learning for the students • Computer Based Assignments and Evaluation • Academic and Administrative Audit conducted towards improving quality of Education. • Quality Audit Conducted via giving presentations of different Committees wherein interdisciplinary aspects were covered. • Virtual Classes has been Conducted Online through ZOOM, Google Meet, MS-Team, Cisco Webex etc. • Demonstration through Online Mode for Research methodology using soft wares like SPSS, Jamovi, Advanced Excel, SQL Server, HTML, Oracle. • Students have been taken to Mother Diary, SEBI, and News Channels etc. for learning practical concepts and their implementation in theoretical approaches. • Various webinars, guest lectures and workshops are being conducted by the college virtually. Distinguished Guests talked on various important topics such as the Anti-Ragging Awareness, elimination of violence against women, cyber security, and software testing etc. to educate and groom our students. • Regular Conduct of Corporate talks, Eminent Lecture Series All departments have been conducting various events including webinars, guest lectures, virtual moot competition, debate and extempore competitions, quizzes, Online Games, etc. Alumni Interaction for Corporate Mentorship has been conducted. development of students has been observed as the students were provided with the platform to pursue Value Added Courses such as Digital Marketing, in addition they were also encouraged to complete Certification Courses, • For BALLB students, PLV Training was also conducted for the duration of 3 days. • More Number of students have qualified competitive examinations for higher Education.

Placement & Collaboration

• A better placement scenario with more number of companies offered jobs to the students. • Various MOU have been

	<p>signed. • ICT Academy wherein Oracle and AWS were being offered. • Linkages with T-Series, DUCAT, IMS • Many companies have visited the campus with handsome package offer. • Placements in Companies of Repute &amp; Campus Visit of Companies. • Students received hike in Average Package. • The Incubation Centre has been established at the institution to provide training to the budding entrepreneurs on various topics related to establishing their new ventures like Data Analytics, Digital Marketing etc. • Corporate Mentors have also mentored the interested students as per their needs related to Fund Management, taking business forward etc.</p>
<p>Branding of Institution</p>	<p>• Social Media Platform is immensely used for branding and marketing, dedicated social media officer is appointed for SEO and SEM and also for institute's website maintenance • Various newspapers coverage and social media coverage resulted in increased brand visibility • UNMAD- The Annual Fest was celebrated with well-known celebrities like Ashok Masti and many more. • Celebrity Talk Show with celebrities from Bollywood such as Ms. Flora Saini Ms. Laila Panda was organised. • Their presence and deliberation has popularised the institute.</p>
<p>Strong Alumni Network and Corporate Mentorship</p>	<p>• Alumni Interactive Seminars were carried by noted star alumni's. • Many of the BA (JMC) alumni have started their own venture some event Management company. So they are grooming our current batch students to develop entrepreneurial mindset</p>
<p>Research Culture</p>	<p>• Three FDP(s) have been organized to promote research culture and as a result faculty members were motivated to write research papers. • TTR, Trinity Media Review and TMR: Students have also contributed their articles in the mentioned publications. • Voice of Trinity: Students have designed and published content for voice of trinity. • For Research Projects mentors are being assigned. Also, students were encouraged to contribute research papers.</p>
<p>Motivation and Enhancement of Co-curricular activities</p>	<p>• Various Committees related to Cultural, Sports are in place in the</p>

institute. The students had been participating in various events and as a result students bagged various awards and accolades. • To conduct and manage various events the students were encouraged to host or to manage the show.

Social Outreach and Life Skill Development

• Various Social Outreach programs (Blood Donation Camp, Visit to NGOs, Education & stationary distribution to poor children, food & clothes distribution to poor's) were conducted through Social Responsibility activities. • Successfully submitted NSS form to GGSIPU during the year to initiate NSS units at the institution • Study cum Excursion Tour has also been organized during the year.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of Institution	12-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

19-Mar-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Yes, the institution has ERP system which is used as MIS to provide information and decision support to the institute effectively and efficiently. The ERP system is used for several parameters by teachers, students, parents and administrators. The ERP system having link <http://tips.sitslive.com> which is a proven and affordable solution for automation of several processes of our institute. SITSLIVE is integrated



multiuser software catering to all the functions of the institute with the following modules. ERP Module: Detailed Functions and Description

Administrator: login of admin, Student/faculty registration login, permission setting, circular and notices upload, Basic environment setting. The administrators like Director, Academic Heads, Examination heads, Technical heads etc. can be given permission to monitor and control the Front desk: Master setting related to students like degree, category, religious, personal information, course management, student registration PRO: Employee movement, stock inventory

Academics: Faculty can upload Lecture plan, attendance of student, Assignments, Generation of reports of Attendance (monthwise, subjectwise), Class Coordinator management, Student management (promotion to next class)

Timetable: Subject Teacher Mapping, Creation of Time Table Examination: Display of schedule for Internal Examination Datasheet, upload of internal Examination Results, Generation of reports of (marks, Not Promoted students, consolidated marks, backlogs status, External Examination Result (Copy of mark sheet), Conduct of Internal Examination on ERP Messaging: Communication to parents and students through bulk messaging about attendance, results, class performance etc.

HR: Allocation of Duties with Designation, Registration of employee, Leave management Fees: Collection of fees by students Feedback: Feedback by students Library: Issue and return of book and late fine, Addition Deletion of books, Departmental level issue return of books. Placement: Report of how many students selected in which company, how many selected in each round, joining letter

ERP system is used as Major parts which we cover through MIS are:

- Uploading of student data course wise, shift wise batch wise.
- Mapping of Teachers, Subjects Students.
- Conducting Internal Examination
- Managing Library resources digitally.
- Managing Modules Customization as per Institutional requirements.
- Data Security through server Management. We have done following activities:
- Profile

Creation of Faculty/Staff • Time Table Mapping • Conduct of Internal Examination • Created Profile of the Students Batch 202023 • Mock Test prior to Internal exam for Batch 2020 • Conducted Internal Examination of Batch 202023 • Student Feedback • Alumni Feedback

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Trinity Institute of Professional Studies (TIPS) is a Guru Gobind Singh Indraprastha University (GGSIPU) affiliated institution. The curriculum planning and designing for different courses is being done by GGSIPU. The university is updating its curriculum in collaboration with numerous faculty members from all affiliated institutions. Faculty members are an important part of the syllabus revision committee and they revise the syllabus as per the need and submit the same for final approval. The institution follows the academic calendar provided by GGSIPU. Planning for teaching and learning starts with the preparation of lecture plans and question banks, which in turn are kept in the library for ready reference by the students. The soft copy of the same lies with Academic Committee, Head of Department and Chief Co-ordinators of every department. Elective papers have often been offered to allow for continuity and adaptability to changing circumstances. Pedagogy, and technology have all been updated to keep up with evolving demands. The IQAC along with Academic Committee under the supervision of Chairman IQAC maintains a seamless and well-planned programme implementation. Faculty members plan the following materials to be distributed to students as part of the programme delivery which includes lecture plans, question banks, assignments, and response keys for internal question papers. Program wise hard copies of the above are kept in the library for ready reference. Faculty members have been using ICT, case studies, and real-life illustrations to help students understand concepts and develop interest in the topic. Teaching Learning Quality Development Initiatives : The college offers a variety of value-added workshops, guest speakers, workshops, expert presentations, alumni engagement, and short-term add-on opportunities which provides additional practical exposure. The Program wise learning outcomes are mapped according to Bloom Taxonomy. Slow learners and outstanding students are classified based on internal assessments and prior year grades, and remedial courses/extra classes are scheduled accordingly. To impart Online Teaching, the institute has used different online platforms like Zoom, Google Meet, Microsoft Team, Webex etc for seamless delivery of lectures. Computer Based Assignments and Project based Assignments are also circulated amongst students for better learning experience. Project Orientation for Practical Exposure Placement Opportunities & Collaborations: Students are encouraged to work on a real-world projects in order to understand the practical aspects covered in the curriculum in a better way to enhance their academic abilities. Students are also provided trainings for group meetings, personal interviews, debates, PowerPoint presentations, extempore, and other events to hone their placement skills under Non-University Examination Scheme (NUES). We have always engaged in a continuous process of obtaining feedback from different stakeholders in a formal-informal manner and has enriched the teaching-learning processes. In recent years, these have been standardized and regularized for

all courses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	00	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Digital Marketing	10/02/2020	71
Enforcement of Fundamental Rights -The Law Learner	01/06/2020	4
Intellectual property- Course era	10/05/2020	1
Crime scene investigation-College of Traffic management	18/05/2020	1
Criminal Law	26/05/2020	1
Hindu marriage -Law Learner	01/06/2020	2
Programming with Python at Internshala	01/06/2020	1
Web Development at TCSION	14/05/2020	1
Web Development at CLASSICNOCK98	01/06/2020	2
Complete SQL Bootcamp at UDEMY	15/07/2020	1
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA (Journalism)	Mass Communication	111
BA (Journalism)	Mass Communication	118
BCA	Computer Science	112
BBA	Management	111
BCom	Commerce	181
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

##### Feedback Obtained

The importance of receiving timely and meaningful feedback is a cornerstone of learning. IQAC of Trinity Institute of Professional Studies collects feedback from stakeholders, such as students, teachers, recruiters, alumni, and parents, in order to maintain high quality in all aspects of institutional functioning. The feedback is analysed and accordingly steps are initiated by the IQAC to meet the vision and mission of the institution. The feedback is collected and analysed from the below mentioned stakeholders: -

- Students:** Higher Education systems are designed to prioritise students as the most important stakeholders. Quality education is ensured through the enthusiasm and participation of students at all levels. IQAC has created a student feedback on ERP software questionnaire. The students are asked to give feedback on Infrastructure, faculty members and teaching, computer lab and ICT facilities, library and learning resources, exposure to activities, training and placement, student support services, career development, administration, and overall. A five-point scale with Excellent being 5, Good being 4, Satisfactory being 3, Poor being 2, and Unsatisfactory being 1. The Analysis Report of Student Feedback provides the scope of improvement in all the parameters to impart quality education to the students.
- Parent:** During the parent-teacher meeting, feedback is collected on the printed Performa/Google Forms. The feedback is obtained from the parents on quality teaching, infrastructural support, overall growth of their wards etc. The analysis of the same helps to focus on the areas ,which needs more attention and improved approach., if any. During the COVID 19 Pandemic, Online PTMS were being conducted.
- Teachers:** Teachers input reflects the teaching-learning facilities available on campus, and if there are any gaps, the teacher may recommend ways to fill them. Subject teachers also provide individual student's feedback on the basis of Attitude/Behaviour, learning capabilities/understanding of topics, weaknesses and strength of each students. It helps to provide mentoring to individual students to provide his overall academic and placement performance.
- Recruiters:** Developed a questionnaire for recruiters attending on-campus recruiting drives to fill out, in which they are requested to provide input on parameters such as student

competency, attire, resumes, confidence, institution infrastructure and support, faculty assistance and suggestions (if any) etc. It helps the institute to prepare the student's accordingly to meet the current challenges in placements and make them market ready. Employer feedback is taken to know the performance of the students in the organization based on his technical knowledge, confidence, communication skills, team building etc , this helps the faculties to focus on the gap areas . 5. Alumni: We also solicit comments from graduates, who contribute significantly to the institute through their social and professional networks. Once students reach the workforce, they make good judgements about the course they took, its quality, relevance, and applicability to real-life situations. Against this backdrop, we gather data and input from alumni. This way , we fill the gaps wherever required. The stakeholders feedback was analysed, and the IQAC took appropriate action to ensure quality education to meet the stakeholders expectations

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	BBA(G)- First Shift	120	0	110
BBA	BBA(G)- Second Shift	120	0	115
BCom	B.Com (H)- First Shift	40	0	36
BCom	B.Com(H)- Second Shift	40	0	38
BCA	BCA- First Shift	60	0	57
BCA	BCA- Second Shift	60	0	60
BA (Journalism)	BA(JMC)- First Shift	60	0	59
BA (Journalism)	BA(JMC)- Second Shift	60	0	56
BA LLB	BALLB	60	0	50

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	581	0	77	0	77

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
77	77	5	22	0	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

“A great mentor helps you to achieve what seems impossible.” –Mariela Dabbah “Inclusive and guided learning” is the mantra that governs the “Mentor-Mentee Mechanism” at TIPS. Students at the undergraduate level are enthusiastic, dynamic, and a powerhouse of untapped energy that requires proper attention and efficient handling for noteworthy outcomes. To manage the attention effectively, a feasible number of 12-15 students is assigned to each faculty, who works on an overall grooming and assessment of the mentees. The mentors are the guiding forces whom the mentees look up to, and consider the former as first points of contact to resolve queries of all kinds. They also address academics-related issues, such as, selection of electives or their studies, as well as extra-curricular participation. Furthermore, mentees are also advised on selecting the most suitable career path, the skillset and expertise required to achieve one’s aspirations, and also effectively cope with personal problems in order to help them overcome their weaknesses. Additionally, mentors are responsible for providing a roadmap to the mentees to compile summer training reports, major projects and act as their personal support system throughout the duration of the course. Internal Quality Assurance cell has also initiated corporate mentorships for the students wherein the group of students are associated with the alumni/corporate for getting guidance to excel personally and professionally The procedure followed by the Mentor for effective use of this system and the tasks for different persons are as under: MENTOR: The Mentor will 1. Meet the mentee (students) at least twice a month. 2. Identify the strengths and weak areas for each student under him/her. 3. Draft an approach which can be taken to work on the weak areas. 4. Continuously monitor, counsel, guide and motivate the students in their Personal and Professional growth. 5. Advise students regarding choice of electives, project, summer training etc. 6. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc. 7. Advise students in their career development/professional guidance. 8. Intimate CC and suggest if any administrative action is called for. 9. Maintain a detail progressive record of the student. During Pandemic, Faculties as Mentors also boosted the moral of the students and provided empathetic support by discussing their issues individually as and when it was required. .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1642	77	1 : 21

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
77	77	0	31	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Reema Tandon	Nil	Delhi Shree Award

[View File](#)

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	17	1st Semester	02/12/2019	01/07/2020
BBA	17	3rd Semester	04/12/2019	01/07/2020
BBA	17	5th semester	05/12/2019	01/07/2020
BBA	17	2nd semester	Nill	30/09/2020
BBA	17	4th semester	Nill	30/09/2020
BBA	17	6th semester	20/09/2021	20/11/2020
BCom	888	1st semester	02/12/2019	20/06/2020
BCom	888	3rd Semester	04/12/2019	16/06/2020
BCom	888	5th semester	05/12/2019	16/06/2020
BCom	888	2nd semester	Nill	29/09/2020

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

During this year, initially the internal evaluation was done on the basis of internal Examination, Assignments, Projects etc. and during the challenging global pandemic situation the Institution has taken various digital initiatives to enhance the quality of the continuous internal evaluation process. Computer based self-learning assignments were given to students and many digital platforms like Zoom, Google Classroom, Google meet etc. were brought into practice for Online teaching and for giving assignments, discussing case studies, sharing sample questions etc. Faculty members also prepare Answer Keys of the Model Question Papers to help students for better preparation for End Term Examination. They are also provided with internal question papers, answer keys to improve the continuous internal evaluation. The students were also mentored continuously to improve their academic performance digitally. Institute has also adopted ERP software which enables all the faculties to create question Banks and conducting internal examinations digitally. In ERP system, the examination Question paper included both Subjective and MCQ Based questions to examine the students learning. Students were also provided assignments/ Case Studies to know the learning outcome of each unit topic wise

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

s the Institute is affiliated to Guru Gobind Singh Indraprastha University, hence while formulating its own Academic Calendar the guidelines laid by the affiliating university are adhered to. The University prepares the Academic Calendar that includes Academic Schedule, along with annual Cultural fest and Sports meet. Keeping in mind the timelines framed by university the Institute prepares its own academic calendar for Odd and even Semester so as to ensure its Curriculum is enriched by incorporating Guest Lectures, Seminars/webinars, Industry Interactions and so on, apart from the events conducted by university. The Academic calendar is displayed on the website of the institute before beginning of every session. The same is also communicated to various departments so that it is properly executed. As per the norms of university the students are given preparatory leaves for 10-15 days and if in between this period student face any difficulty, doubt sessions or remedial classes are

conducted for such students.

## 2.6 – Student Performance and Learning Outcomes

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

<https://tips.edu.in/courses>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
59	BA (Journalism)	BA(JMC) (2017-2020)- Second Shift	53	52	98.11
59	BA (Journalism)	BA(JMC) (2017-2020)- First Shift	57	56	98.24
888	BCom	BCOM(H) (2017-2020)- Second Shift	59	59	100
888	BCom	BCOM(H) (2017-2020)- First Shift	92	89	96.73
17	BBA	BBA (2017-2020)- Second Shift	53	47	88.67
17	BBA	BBA (2017-2020)- First Shift	58	55	94.82
20	BCA	BCA (2017-2020)- Second Shift	60	56	93.33
20	BCA	BCA (2017-2020)- First Shift	51	47	92.16

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://tips.edu.in/images/StudentSatisfactionSurvey\\_2019\\_20.pdf](https://tips.edu.in/images/StudentSatisfactionSurvey_2019_20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0000	00	0	0



### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Learning ERP Software	All Dept. of TIPS	01/10/2019
Workshop on "Documentation, Record keeping and NAAC Criteria I, II, III, IV VI	All Dept. of TIPS	05/10/2019
Workshop on learning beyond the classroom through ICT technologies by Mr. Arpit Sharma, Assistant Professor, Nirma University	All Dept. of TIPS	31/10/2019
One day symposium on 'developing an entrepreneurial mindset-opportunities challenges'	All Dept. of TIPS	07/11/2019
Research Methodology and Data Analysis using SPSS R-Studio	All Dept. of TIPS	18/11/2019
FDP on EBSCO	All Dept. of TIPS	05/12/2019
Workshop on film Making By Amit Aggrawal	BAJMC II and III Year Student	10/01/2020
Session on basics of film making	All Dept. of TIPS	18/01/2020
FDP on NAAC parameters	All Dept. of TIPS	28/01/2020
Faculty colloquium	All Dept. of TIPS	29/01/2020
Webinar on use of IMPARTUS (An online teaching Tool)	All Dept. of TIPS	29/03/2020
India Foundaion Dialogue-54 on "The Indian Economy after Corona Pandameic	All Dept. of TIPS	07/04/2020
Bracing the future: India after COVID-19	All Dept. of TIPS	02/05/2020
Webinar on leadership and management lessons from Ramayana	All Dept. of TIPS	08/05/2020
Law and healthcare Issues During COVID19 covering IPR	All Dept. of TIPS	15/05/2020
Webinar on Geo-Politics "Role of India- Will Covid19 be a turning point"	All Dept. of TIPS	30/05/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Film Production Award "Brawl"	TIPS	Rave Production	22/05/2020	Appreciation Letter
Appreciation Award for Consultancy Services(Digital Media and IT incharge)	Mr Mushraff	Sai Fincorp Pvt Ltd	04/02/2020	Appreciation Letter
Appreciation Award for Consultancy Services(Digital Media and IT incharge)	Mr Mushraff	St. Peter's Convent	16/01/2020	Appreciation Letter
Appreciation Award for Consultancy Services(Social Media Platforms)	Ms Sagarika Uppal	Sai Fincorp Pvt Ltd	04/02/2020	Appreciation Letter
Appreciation Award for Consultancy Services (Social Media Platforms)	Ms Sagarika Uppal	St. Peter's Convent	16/01/2020	Appreciation Letter
Digital Video Creation Award	Mr Tapanshu Kul, Mr Ajay	Kamal Education Society	28/06/2020	Appreciation Award
Digital Marketing Award	Mr Musharaff	Kamal Education Society	28/06/2020	Appreciation Award
Social Media Creativity Award	Mr Sahil Dhall, Ms Sagarika Uppal	Kamal Education Society	28/06/2020	Appreciation Award
E learning Award	Dr Barkha Bahl, Dr Mukta Sharma, Dr Meenal	Kamal Education society	28/06/2020	Education System

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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
E-Cell	Udyami	TIPS Dwarka	Call your dhobi.com	Consumer services	16/07/2019
Nil	Nil	Nil	Hempstrol	Organic Therapeutic Hemp Plant	20/06/2019

[View File](#)**3.3 – Research Publications and Awards**

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
Management Commerce	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	BCA	2	6.2
International	BCA	3	5.87
National	BAJMC	0	0
National	Dept. of Management and Commerce	2	0

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## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BCA	4
BAJMC	2
Dept. of Management and Commerce	4
Dept. of LAW	0

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## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Minimized false Alarm predictive Threshold for Cloud service providers.	Dr. Barkha Bahl	Bentham Science Journal	2019	1	Delhi Institute of Advanced Studies, Guru Govind Singh Indraprastha University	0
Diverse Real Time	Dr. Barkha	Journal of	2019	4	Delhi Institute	4

Attack Traffic for recasting for cloud Platforms	Bahl	Discreate Mathematical Sciences and Cryptography, Taylor Francis ISSN 0972-0529		of Advanced Studies, Guru Govind Singh Indraprastha University
<a href="#">View File</a>				

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A Secure Communication Scheme for Cloud Environment. A Secure Communication Scheme for Cloud Environment	Mr.Santosh Kumar	International Journal of Computer Engineering and Applications, (IJCEA)	2020	1	1	TIPS/VBU
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	44	153	17	18
Presented papers	0	2	0	0
Resource persons	0	2	1	7
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp in association with Tarak Hospital Bank	BVP	3	85
Visit to NGO- Dwarka Hello Moms	BVP	3	25

Vishwa Hindi Diwas	BVP	5	45
Vigilance Awareness Week	Central Vigilance Commission	2	55
Health Talk on Drugs and Alcohol	BVP	5	100
Republic Day Celebration with children of Robinhood Army (NGO)	BVP	5	250
Session on Hygiene and Sanitation for Group D workers	BVP	2	25
Break the chain COVID19	BVP	2	20
Session on Immunity Enhancement through Yoga with Ms. Deepti Goyal	BVP	4	20
SAINATH TRUST (CLOTHES FOOD DISTRIBUTION)	BVP	5	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Certificate of appreciation to Dr. R.K. Tandon	Tarak Hospital Bank	85
Blood Donation Camp	Certificate of appreciation to Ms. Sonia Arora	Tarak Hospital Bank	85
Photography	Commendation Card by Mr. Ajay	Delhi Police	10
Social Responsibility activities	Certificate of Appreciation to Dr. Barkha Bahl	Bharat Vikas Parishad	640

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Fight against Coronavirus-	Alumni Cell of TIPS	Fight against Coronavirus-	3	0

Drive 1		Drive 1 (distribution of mask)		
Session on Hygiene and Sanitation for Group D workers	BVP	Republic Day Celebaration with children of Robinhood Army (NGO)	2	25
Republic Day Celebaration	BVP	Republic Day Celebaration with children of Robinhood Army (NGO)	5	250
Health Talk on Drugs and Alcohol	TIPS social society Sevarth under the Swami Vivekananda branch of BVP	Health Talk on Drugs and Alcohol by Dr. Rajender Kumar, Additional Director, Radiation Oncology at Fortis Hospital	5	70
Vishwa Hindi Diwas	BVP	Vishwa Hindi Diwas	5	45
Yoga Session	TIPS social society Sevarth under the Swami Vivekananda branch of BVP	Yoga Session for faculty	45	20
Legal Aid Awareness Campaign on rights of children	Legal Aid Society of TIPS	Legal Aid Awareness Campaign on Legal Aid Awareness Campaign on rights of children	4	50
Vigilance Awareness Week	TIPS	Swachh Bharat Abhiyan: Cleanliness And Hygiene Awareness Walk	2	110
Blood Donation Camp in association with Tarak Hospital Bank	TIPS social society Sevarth under the Swami Vivekananda branch of BVP	Blood Donation Camp	3	85
Visit to NGO- Dwarka Hello Moms	TIPS social society Sevarth under the Swami Vivekananda branch of BVP	Visit to NGO- Dwarka Hello Moms	3	25

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Anti-ragging workshop in collaboration with District Legal Services Authority (DLSA)	103	TIPS	1
Hadoop in collaboration with ICT Academy (Hortonworks)	1	TIPS	5
Workshop on Film Making in collaboration with Pop Corn Flicks.	220	TIPS	1
Session on Film Studies in Collaboration with Pop Con Flix by Mr Amit Aggarwal	24	TIPS	1
Life Skill Session by Satya Sai Trust By trainer Anindya (Fed Ex)	54	TIPS	1
Guest lecture for value added course -digital marketing Mr. Vishal Gupta, DUCAT, by Dept. of Mgt. Commerce	95	TIPS	1
Pop Corn Flicks in collaboration Celebrity Talk Series	400	TIPS	1
Digital Marketing in collaboration with ICT Academy (Online Live FDP)	1	TIPS	6
Mobile Application Development in collaboration with ICT Academy (Online Live FDP)	1	TIPS	7
Salesforce Business Administration Specialist in collaboration with	1	TIPS	7

ICT Academy (Online  
Live FDP)

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Educational Trip	Industrial Trip	Network Bulls	07/09/2019	07/09/2019	BCA
Educational Trip	Industrial Trip	Dwarka Family Court	20/09/2019	20/09/2019	BALLB
Industrial Co-operation	Internship /Placement Drive	IBM	20/09/2019	20/09/2019	Department of Mgt. Commerce, BCA
Educational Trip	Industrial Trip	ZEE NEWS	01/08/2019	01/08/2019	BAJMC
Educational Trip	Industrial Trip	ZEE NEWS	05/08/2019	05/08/2019	BAJMC
Educational Trip	Industrial Trip	ABP	13/08/2019	13/08/2019	BAJMC
Academic Co-operation	Industrial Visit	Radio City 91.1 FM	21/08/2019	21/08/2019	BAJMC
Industrial Co-operation	Internship /Placement Drive	British Telecom	28/08/2019	28/08/2019	Department of Mgt. Commerce, BCA
Academic Co-operation	Industrial Visit	District Legal Services Authority (DLSA)	28/08/2019	28/08/2019	Department of Law
Industrial Co-operation	Industrial Trip	SEBI	29/08/2019	29/08/2019	Department of Mgt. Commerce

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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SIEC Education	21/08/2019	Internship and overall development of students	3
Concept Research	20/08/2019	Internship and overall development of students	3
ICT Academy	03/03/2020	Internship and overall development of students	3
T-Series	02/03/2020	Trainings, Workshops, Value Added courses, Visits, Celebrity talks	3

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
32730000	32335208

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added

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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E GRANTHALYA	Fully	3.0V	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	18691	649358	925	408521	19616
Reference Books	1542	Nil	225	Nil	1767	Nil
e-Books	20	Nil	Nil	Nil	20	Nil
Journals	42	304130	45	219918	87	524048
e-Journals	7	Nil	Nil	Nil	7	Nil
Digital Database	4	32570	1	221982	5	254552
CD & Video	661	Nil	Nil	Nil	661	Nil
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	10	0	10	0
Others(s pecify)	2000	0	0	0	2000	0
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Surabhi Shanker	Normalization	Youtube <a href="https://youtu.be/Sb7j1AydKvQ">https://youtu.be/Sb7j1AydKvQ</a>	24/04/2020
Ms. Kanika Sharma	Matrices and Determinants - Introduction	Youtube <a href="https://youtu.be/PCDLIQCD4Vs">https://youtu.be/PCDLIQCD4Vs</a>	25/06/2020
Ms. Kanika Sharma	Types of Matrices and Matrix Multiplication	Youtube <a href="https://youtu.be/m8QSUhXZ7VI">https://youtu.be/m8QSUhXZ7VI</a>	30/06/2020
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	245	205	2	0	0	22	18	8	245
Added	43	0	20	0	0	0	0	20	0
Total	288	205	22	0	0	22	18	28	245

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

28 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Post Production Lab	<a href="http://www.tips.edu.in/post-production-lab">http://www.tips.edu.in/post-production-lab</a>
Video Lab	<a href="http://www.tips.edu.in/video-studio">http://www.tips.edu.in/video-studio</a>
Audio Lab	<a href="http://www.tips.edu.in/audio-studio">http://www.tips.edu.in/audio-studio</a>

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2060000	2017240.2	5945000	5755954

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

Institute has well defined procedure for maintenance of campus infrastructure. For that purpose institute has dedicated admin department which identify comply the requirements of different departments through respective department heads. The process is followed throughout the year. Caretaker of the institute along with its team member takes care of the cleaning and maintenance of institute's surroundings. The civil engineer takes care of the infrastructural maintenance which includes whitewash, construction work, leakage in water pipes, seepage, wall damp etc. Electrician is responsible for taking care of all the electrical work in the institution. The various committees being formed in the institution takes care of the requirements of the respective committees. For example Academic Committee is responsible for Academic related infrastructural requirements. Sports in-charge for sports facility Lab in-charge for Lab maintenance and usage, Librarian for library maintenance. The institution believes in timely maintenance of Infrastructure and fulfilling requirements as per the needs of each departments. For this, the institution follows centralised process- PHYSICAL FACILITIES The institution has in place the labs- Computer Labs, Video Studio, Audio studio Post Production Lab and Moot Court for BCA, BBA, B.COM,BAJMC BALLB programmes. Up gradation in these labs are being done year on year in tandem with the current syllabi requirement. For Infrastructural maintenance: - Public Relation Officer (PRO) of the institution maintains three specific registers as per needs and requirements of the institution. First register is for electricity related complaints, second is for construction related complaints and third one is for Maintenance of Infrastructure. Subsequently, Whatsapp group comprising Heads/Chief Coordinators of all the departments has also been created for reporting the issues related to Maintenance of Infrastructure. For requirement of additional Infrastructure/ Labs, a systematic process and hierarchy is followed wherein Head of department submits the requisition to Director and then the final approval is taken from Chairman of the institution. ACADEMIC FACILITIES The heads of the respective departments gets the book requisitions required for semester filled in by the faculties keeping in mind the latest up gradations and additions in syllabus. Faculties submit their requisitions in

library, the librarian gets it approved from Head of Department. The final approval is made by the head of the institution/Director. The budget of the same gets approved by Director and Chairman of the institution To meet the changing requirements of the syllabus, timely up gradations in software are also being made. SUPPORT FACILITIES The institution has support facilities like Medical room, Girls Common room, Boys Common room, Multi-Purpose Hall, Grievance Redressal Room, Legal Aid Room and Cafeteria to meet the respective requirements of the students, Faculties and Staff members. For sports, as per the requirement of Outdoor games, DDA park and Sports complex is taken on rent for games such as Cricket, Badminton, Kabbadi Basketball, Tug of war race, Badminton, Race , Shotput, and Football etc. Indoor games like Chess, Carrom, and Ludo etc. are being made available in the Boys Girls Common rooms separately. Institution also provides arrangements

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

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Grant of Financial Assistance under EWS Scheme (GGSIPU) for the year 2019-20 Grant of Financial Assistance under Merit-cum-Means Linked Financial Assistance Scheme of Govt. of NCT of Delhi for the year 2019-20	3	94860
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mastermind Competition	17/09/2019	36	In-House
Power Point Competition	16/09/2019	36	In-House
Visit to book fair by BAJMC Dept students as a part of their field assignment of Fox	12/09/2019	75	In-House

Pop and Piece to camera.			
Visit to JLN stadium by BAJMC Dept students for the event hosted by DDCA which was completely in the memory and contribution of late Arun Jaitley Ji, the former finance minister	12/09/2019	50	DDCA
Expert talk on Event Management	09/09/2019	54	Ms. Ena Sharma Jakhar, AGM at CoworkIn
Business Dumb Charades Competition	07/09/2019	45	In-House
Online test-c programming	07/09/2019	42	In-House
Online test to enhance interview skills on DBMS.	01/09/2019	40	In-House
Guest lecture on career in finance	01/09/2019	98	Mr. Rajesh Singh
Collage Making Competition	30/08/2019	42	In-House
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Guidance by Guidance Counselling Cell	247	450	247	195
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
16	16	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
IBM	67	6	Infosys	55	8
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	243	BBA(G)/B.com (H)/ BCA/ BA(JMC)	BBA(G)/B.com (H)/ BCA/ BA(JMC)	Various Institutes	Various Programmes
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	4
SET	0
SLET	1
GATE	4
GMAT	0
CAT	76
GRE	5
TOFEL	7
Civil Services	0
Any Other	44
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Independence day -2019	Intra College	350
Orientation day for academic session 2019-20	Intra College	600
Radio city super singing contest Auditions	Intra College	30
Teacher's day celebration 2019	Intra College	170
Fresher's Party at Vivanta by Taj 2019	Intra College	588
Unmad 2.0- A Cultural Fest	Intra College	1500
Virtual Fitness event	Intra College	110

-Khel Utsav		
Republic day celebration in association with children of Robin Hood Army, NGO	Intra College	250
Lohri Celebration 2020	Intra College	90
Vishva Hindi Diwas Competition	Intra College	17
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Most promising Talent at Transducti on20190 organised by bhartiya Vidya Bhavan's Usha and Lakshmi Mittal Institute of Management	National	Nil	1	008206024 19	Tarni Garg
2019	Inter Collegiate Tournament -Tug of war	National	1	Nil	001	Girls Tug of war
2019	Second at Inter Collegiate Sports meet -400 meter race	National	1	Nil	02424088 819	Nishant Pawar
2019	Second at Inter Collegiate Sports meet -Power Lifting(74 kg)	National	1	Nil	417240020 18	Krishna Sharma
2019	Third at Inter Collegiate	National	1	Nil	4112400 2418	Shubham

	Sports meet -body Building (55-60 kg)					
2019	Gold Medal at North cap University	National	1	Nill	002	Boys Tug of war Team
2019	Gold Medal at North cap University	National	1	Nill	003	Girls Tug of war Team
2019	Silver Medal at IBS Gurgaon	National	1	Nill	004	Mix Tug of war Team
2020	First position at Bhartiya Vidya Bhavan	National	Nill	1	005	Shaurya, Dramatic Society of TIPS for its HOLYSHEET Production
2020	Second position at RANGMANCH 20, fest of Shaheed Bhagat Singh College	National	Nill	1	006	Shaurya, Dramatic Society of TIPS for its HOLYSHEET Production

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

To provide quality education and holistic grooming, curricular, co-curricular and extra-curricular activities on regular basis are organised. For this, various Committees, clubs and societies have been formed for its smooth conduction. The composition of the committees includes faculties, staff and students. The Committee prepares the plan of action of the various activities to be conducted during the year. The institution has various committees in place viz., Academic Committee, Placement, Incubation, Entrepreneurial EDP committee, Research, Consultancy Publication Committee, NSS/NCC/BVP Rotract Committee, Cultural Committee, Eco-Club Committee, Sports Committee, Internal Audit Committee, NIRF-AISHE Committee, Excursion cum Study Tour Freshers/Farewell Committee, Finance Accounts Committee, IQAC Committee, Image Building Committee, Discipline Committee, Admission Committee, Value Added Courses Committee, Equal Opportunity Cell Examination Committee, Grievance Redressal Counselling Committee, Committee Against Sexual Harassment, Anti Ragging Committee, Alumni Committee, Minutes of Meetings of IQAC. The representation of the Students for the successful execution of various activities is in the form of providing innovative ideas for the various committee activities, scheduling the timings, managing the event, coordination among the students volunteers, event management, budget management, social



media marketing of event, bringing in sponsorship, feedback to improve the academic, placements and other Committee, clubs and society activities. Students have active representation in academics and Administrative activities of the institute

1. Academic Committee: - Students provide feedback on all aspects of the program which leads to improvements in teaching and learning departmental activities overcoming academic gaps etc.
2. Cultural and Sports Committee :- Students have formed various clubs and societies to individually manage various dance, drama, music, Fashion, Photography, Legal Aid Clubs/Societies to explore their hidden talents and participate in various inter/intra college competitions. Students have strong representation in sports and games committees. As a result students participate in numerous in-house and outside sports events and bring Loral's to the institution. Students also organise various cultural events inside and outside the institution. Students participate in organising various cultural events, guest lectures, and entrepreneurial development lectures/workshops, social service activities, blood donation camps and various fest etc. BAJMC students perform various activities . Moot Court Competitions and other events organised by Legal Aid Society These activities enhance the team building event management leadership skills time management resource management communication skills, confidence skills management skills in each student. These events also instil social belongingness. The Students have formed following comittees:- Cultural Committee - Divansha Tarni Zorks, Dance Society - Mrunali Karnewar, Kashish Elysian, Music Society - Alex Rinni Shaurya, Dramatic Society - Shashank Udyami, Entrepreneurship Society - Piyush Swami Vivekananda Sevarth Shakha - Divansha and Ansh Fashion Society - Divya , Albin Saloni Frames, Photography Society - Deepanshu, Ketul handa, Devishi Sports Committee -Aardhana and team

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

TIPS has formed an alumni association which is duly registered in the year May 2013. The aim of TIPS alumni association is to strengthen the ties among its alumni by addressing the concerns of members with a view to learn and adapt to changes that are necessary. Tips Alumni Association will provide a platform for sharing intellectual, cultural, career and professional experiences not just with the present students, but also with other alumni so as to promote a sustained sense of belonging among the Alumni. The objective of the association is to facilitate the association of the alumni with their alma mater by promoting interactions and networking among alumni of the institute. In this regard Alumni meets and interactions are held every year at institute premises that help alumni maintain connections to their educational institution and fellow graduates. With the view to encourage the alumni, the association also is involved in identifying the alumni and recognizing them with the award depending upon their achievement in their respective fields. Objectives of Alumni Association: - 1. To Strengthen Alumni network. 2. To encourage, foster and promote close relation among alumni's. 3. To maintain the alumni data. 4. To provide forum to alumni for exchange of ideas. 5. To guide and assist alumni who have recently completed their course of study. 6. To provide and disseminate information to alumni on matters related to the institute. Activities and Contributions: - 1. Alumni interactions. 2. Alumni Meet. 3. Inviting Alumni's as guest and judges in various events organized by the institute. 4. Inviting Alumni's to counsel and guide students of existing batches. 5. Corporate Mentorship

5.4.2 – No. of enrolled Alumni:

643

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

3150900

5.4.4 – Meetings/activities organized by Alumni Association :

01 Alumni Meet, 01 Coffee Meet and 08 Alumni interaction

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

To achieve the vision and mission of the institution, institute believes in decentralisation and participative management. Two practices of Decentralization and participative management are :- 1. Organisational Chart for Academic and Non Academic tasks: The organization follows the principle of division of work, decentralization and participative management. Organizational head is the apex body that is Kamal Educational Institutional (KEI) Society. Therefore, the Institution works under the KEI Society. The institution follows organisational chart to manage Academic, Non Academic and Administrative tasks at the institution to meet the vision and mission of the institution. The top management comprises of Chairman, Vice Chairperson, Director and Principal (BALLB). The Advisory Board members and Governing body members provides their valuable suggestions and inputs to meet the quality of education. The Director takes care of Academic and Administrative work. The Director is assisted by Heads Of Departments and Coordinators on academic matters and by Administrative officer on administrative matter. The Head of the Department of the college is followed by Chief Coordinators, Class Coordinators and teaching faculties whereas the Administrative officer takes care of administrative task supported by Student Support Cell, Examination Cell, HR Manager and other Admin staff. Thus the organizational setup for both academic and administrative departments has been in accordance with the statutes of GGSIPU/ Government of NCT of Delhi/Bar Council of India (for BALLB program). All the academic and administrative staff are involved in the growth of the institute by being participative by providing their inputs, suggestions and areas of improvement through feedbacks and as when meetings are scheduled to seek the same. Department wise Review Meetings are conducted regularly to ensure the implementation of suggestions. 2. Committees/Societies/Clubs For curricular, co-curricular and extra-curricular activities, various committees have been formed for the smooth functioning of these activities, Committees have been constituted for important areas for both academic and non-academic work like Publication Committee, Placement Committee, Grievance Redressal Committee, Research Committee, Sports Committee, etc. These Committees function independently under the Chairperson of the Committee and report to the Director of the institute. The Composition of the Committee of IQAC is the best example of participatory management. Further, all the departments have their own committees to handle the course specific work, like the Academic Committee, Publications and Research Committee. Law Department has the Environment Law Committee, Moot Court Committee, Legal Aid Committee, etc. The Composition of the Committees includes students, faculties and staff members Thus the college runs on the basis of the rules and regulations laid down by concerned regulatory bodies and authorities. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback and conduct review meetings from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The institute aims at fostering the quality education and healthy environment for the students to grow

holistically.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	The institute has Collaborated with various organisations to provide industry exposure training, personality development and interactions with experts from Industry. Various MOUs have been signed with the companies for all such activities. The experts from all sectors are invited on regular basis to hold value added courses, Personality development sessions(PDPs), preparing students for competitive examinations, Communications skills Enhancement Classes, Topic Specific guest lectures etc. In Addition, Corporate Mentorship Programmes have been initiated with the Alumni(s).
Admission of Students	Trinity Institute of Professional Studies is an affiliated college of Guru Gobind Singh Indraprastha University. The students are given admission through Common Entrance Test (CET) conducted by GGSIPU which is followed by online counselling to admit students in the course of their choice according to their eligibility and their CET rank. The college is allowed to admit ten percentage of seats in each course as Management Quota Seats following all the norms and rules of GGSIPU
Human Resource Management	The HR policies are formulated for sustainable growth, institutional effectiveness and employee satisfaction. We at the institution ensure a strong HR Management by following the HR policies being mentioned in the HR Manual to groom the faculty and staff members, create opportunities for career development, sharing personal and professional problems, group dynamics and team spirit, discipline and devotion. The policy stays committed to support overall development of its human resource. Human Resource Management at the institute is followed as per the following initiatives: - 1. Recruitment, Promotion, Increments as

per the rules and policies of HR Policy manual being in place in the institution. 2. Faculty grooming through FDPs, Conferences, seminars etc. 3. Incentive for faculty and staff members on the basis of research involvement, effective teaching and learning pedagogies adopted, innovations the incentives are provided to the faculty members. 4. Recreational activities, various cultural celebration, excursion trips picnics, celebration of various festivals etc. are being organised to provide the exciting, conducive and congenial working environment in the institution. 5. Several Welfare measures such as incentive to faculty staff members are being provided.

**Examination and Evaluation**

During the pandemic timings, online examinations were conducted through ERP and the Internal Question paper comprised of Multiple Choice questions and subjective questions. The Internal Examinations are conducting through ERP module by the institution, Mock Online Examinations for theory and practical subjects were also conducted to improve the academic performance of the students in internal and External Examinations. Continuous evaluation by the subject teachers has also been done regularly through Assignments based on topics being taught to the students. Students were given Computer based assignments in Google Classroom/Online Mode.

**Teaching and Learning**

To promote effective learning among students, the institution follows practical approach to create student centric environment. Recognising this fact, TIPS has chosen a pedagogy that is perfect blend of theory and practice. The pedagogy includes lectures, question banks, seminars, presentations, group discussions, real life projects, extensive lab experience, extensive on the job industrial training, field visits and industry tie-ups In addition to the traditional lecture style, a variety of alternative approaches are employed to break up the monotony in the classroom, including live case studies, role plays, extempore, and well-organized PowerPoint presentations backed by high-quality ICT equipment. Furthermore, LCD

projectors or Smart Interactive Boards are installed in classrooms to further improve the quality of teaching and learning. Case study-based learning is being used by certain departments. Student-centric learning environment through group discussions, question-answer sessions, audio/visuals, quizzes and project is implemented in almost all courses. The institution also provides remedial classes to the students on the basis of their capabilities. Students can participate in wide range of Cultural, Sports, NSS activities and are part of various clubs/Committee/Societies which inculcate in them team management, event management, personality development, communication skills etc. Frequent interactions and MoUs with various companies have proven to be valuable in enhancing teaching and research skills on-campus. To assess the Students knowledge towards the subject, Internal Examinations (through ERP module), Assignments for Continuous Evaluations of teachers and External Examinations (conducted via GGSIPU).

Curriculum Development

Trinity Institute of Professional Studies is affiliated to Guru Gobind Singh Indraprastha University, New Delhi. Being an affiliated institute, the college duly follows the syllabus issued by University for all the courses. To keep the students' knowledge upgraded and to meet with the changing Scenario and requirements, University revises the syllabus after every 4-5 years. The Faculty members of the institution also participates in Syllabus Revision meetings of GGSIPU as and when required. The faculty members prepares Lesson Plan and Weekly Reports, which are kept in library for ready reference of students.

Research and Development

The Research Committee has been formed in the institute by IQAC to promote research culture in the institution. The students are being assigned the faculty mentors for the Summer Training Reports (STR) and its associated Project Report which is required as per the course curriculum. The faculty mentors encourage the students to work on research projects in STR and to write research paper on the same topic get the same presented

and published in National and International Conference/Seminars/Journals. The Research Committee takes following initiatives: - 1. To acquaint the students and faculties with the upcoming areas, the research Committee and Academic Committee also conducts various Conferences/Seminars/Guest Lectures on the related/upcoming topics and get the paper published. 2. To groom the faculty members, Institution encourages the faculty members to attend Faculty Development Programme (FDP), be the resource person for various FDPs conducted inside and outside the institution. 3. The faculty members are encouraged to use research oriented pedagogy for teaching and learning purposes as per the requirement of the subject/topic. Our academic members, on the other hand, are deeply immersed in a variety of research programmes and initiatives on their own expeditions of the same experience are occasionally inculcated into the institutional endeavour.

Library, ICT and Physical Infrastructure / Instrumentation

The Institute has a cutting-edge infrastructure that includes smart classrooms, fully equipped labs, and a modern library. The institutes infrastructure meets all of the regulatory authorities and affiliating universitys unique standards. The institutes library has about 15 thousand volumes, over 20 offline periodicals, Encyclopaedias, and E-Resources for all the courses. For better augmentation of requirements with high speed internet facility, the Institute has more than 200 computers in various computer laboratories with high setup, more than 15 LCD projectors, and more than 05 Interactive classrooms. DELNET, SWAYAM and NEPTEL etc are available to access e-journals and digital books. Photo copying and printing services are provided to staff, students and outsiders. Latest books, journal subscriptions, technical magazines, competitive books and magazines, enrichment of departmental libraries, collection of audio/video educational CD/DVD

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

E-governance area

Details

Planning and Development

With respect to the planning of various duties and functions from time to time, the Institute has embraced several E- Governance approaches and procedures which includes: - 1. ERP System: - The ERP system being operational at the institute is used for maintaining students' database, conducting online exams, uploading of notes, computer based assignments, Library Management System, Accounts Management etc. 2. Institutional Website/Social Media Page for dispersal of information: - The website has been designed to disseminate institutions' information to all its stakeholders. Official Social Media Page of the institution on all the major platforms like Facebook, Instagram, Twitter, LinkedIn, Pinterest etc. are also active to provide the latest updates of various activities, initiatives, achievements of the Institution, Students, Alumni and Employees to build the brand image of the institution. 3. Emails and WhatsApp groups: - Information to the faculties and staff is provided through their official email ids and on official webpages. For Timely communication and action, official WhatsApp groups have been created. 4. Online governance of teaching activities: - The daily notes or other teaching material is Disseminated through Google Classroom and ERP system. The online quizzes, assignments, etc. were evaluated by the above mentioned tools only.

Administration

Academic, non-academic and administrative activities are administered as per the organizational chart being in place in the institute. Details of the same have been mentioned in Point 6.1.1. For E-governance of administrative activities following initiatives have been taken up by the IQAC: - 1. Official WhatsApp groups have been formed for the update of day to day activities which are being performed by each administrative staff and are monitored by the Chairman and the Director. 2. The activities of the Accounts Dept. like processing of fee is done using Tally and ERP Software. 3. The Examination Dept. also conducts Online Internal Examination using the ERP software. 4. For Library, OPAC is used for managing the return and issue

of books to students and teaching faculty. ERP Software is also used for managing the student's database. 5. The HR Department maintains online records of all the employees and their achievements. 6. Feedback from all the stakeholders are collected by HR Dept., Student support Cell, Alumni Team members, Placement team members and Class Co-ordinators in online mode. Further their analysis report is also being maintained online. 7. The PRO of the institution maintains the leave records in online mode. 8. The NAAC related data is being maintained in Google drives by the Data Management Administrative Assistant. The data is also updated on the official website as per the requirements of NAAC. 9. Quarterly reports of various activities being conducted at the institution are also being maintained by the Student Support Administrative Assistant. 10. Each Committee's Separate register and Files are being maintained by the Committee heads. To monitor and administer all the activities regular meetings, review and follow-ups are being done by the Chairman, Director, Head of Dept., and Co-ordinator etc. for the smooth efficient and effective working. Its Audit reports are also being maintained on the online platforms.

Finance and Accounts

Tally ERP 9 software (Gold Plus - accessible by multiple users at a time) is used to maintain the following records: - 1. Student fee which is received through Razorpay and NEFT (Fee Module of Tally ERP 9) 2. The Salary and incentives of the Faculties and staff members. 3. The Infrastructural: Building maintenance, Library, Lab, and day to day expenses. 4. The Student Activities expenses and Committee Activities 5. Maintenance of Books of accounts. (Crosschecked through Internal and External Audit).

Student Admission and Support

The entire admissions process is conducted online, from start to finish by GGSIPU. After allotment of seat to the student through GGSIPU counselling, the institute initiate further process of reporting, document verification, fee collection etc. .The notices and information to the students with all student support, including



	documentation, information, results, fee status, examination dates, functions, and activities, are being provided over the website of GGSIPU as well as institute's website. The admitted student's data is updated on ERP which is further used for online examinations, assignments, notes, feedback etc.
Examination	External examinations are administered by the affiliating institution. During Pandemic, internal examinations were administered online through ERP system, including paper preparation, award list preparation, result presentation, and student queries. Internally the results are maintained by the examination department on ERP. The End Term Results are being saved in Online mode by the Examination Department

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Barkha Bahl	Webinar on the future of skills-education, employment and entrepreneurship	ICT Academy	25000
2020	Dr. Pramod Kumar Nayak	Modern Research in Business Practices, Social Changes and Education system	Banarsidas Chandiwala Institute of Professional Studies.	800
2020	Dr. Gaurav Jindal	Modern Research in Business Practices, Social Changes and Education system	Banarsidas Chandiwala Institute of Professional Studies.	800
2020	All Faculty Members	FDP on EBSCO	TIPS	0
2020	All Faculty Members	One-week faculty development	TIPS	7200

		programme on research methodology and data analysis using SPSS R-studio		
2020	All Faculty Members	One-day symposium on 'developing an entrepreneurial mind set-opportunities challenges'	TIPS	5000
2020	All Faculty Members	Workshop on learning beyond the classroom through ICT technologies by Mr. Arpit Sharma, Assistant Professor, Nirma University	TIPS	5000
2020	Ms. Ritika Kapoor	FDP	BVICAM	1200
2020	Ms. Shikha Bhalla	FDP	BVICAM	1200
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One-week faculty development programme on research methodology and data analysis using SPSS R-studio	na	19/11/2019	23/11/2019	55	Nil
2019	Workshop on Learn beyond the classroom through	NA	31/10/2019	31/10/2019	40	Nil

	ICT Technologies					
2019	WORKSHOP ON 'Documentation, Record Keeping and NAAC Criteria I, II, III, IV and VI"	WORKSHOP ON 'Documentation, Record Keeping and NAAC Criteria I, II, III, IV and VI"	05/10/2019	05/10/2019	45	5
2019	FDP On Accounting through Tally.ERP 9:6.5.4	FDP On Accounting through Tally.ERP 9:6.5.4	18/09/2019	18/09/2019	30	5
2019	FDP On Enterprise Resource Planning(ERP)	FDP On Enterprise Resource Planning(ERP)	01/10/2019	01/10/2019	30	9
2019	One day symposium on 'developing an entrepreneurial mind set-opportunities challenges	NA	07/11/2019	07/11/2019	20	Nil
2020	Eminent lecture series -Roadmap for India's USD five trillion journey	NA	04/02/2020	04/02/2020	30	Nil
2019	FDP on EBSCO	FDP on EBSCO	05/12/2019	05/12/2019	10	3
2020	Faculty colloquium	na	29/01/2020	29/01/2020	45	Nil
2020	WEBINAR ON USE OF IMPARTUS (An online teaching tool)	na	29/03/2020	29/03/2020	40	Nil
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One-week faculty development programme on research methodology and data analysis using SPSS R-Studio	55	18/11/2019	23/11/2019	6
FDP on Moodle Learning	1	03/03/2020	06/06/2020	96
FDP on Outcome Based Education	1	25/05/2020	29/05/2020	5
FDP on Research Methodology	1	18/05/2020	22/05/2020	5
FDP on Qualitative Research	1	15/05/2020	17/05/2020	3
FDP on ML Basics	1	16/05/2020	16/05/2020	1
MET IIC FDP	1	15/05/2020	15/05/2020	1
FDP on Mobile Application Development	1	06/05/2020	12/05/2020	7
FDP- Outcome Based Education	1	05/05/2020	05/05/2020	1
Webinar on Transformational Role of Technology in HE	1	30/05/2020	30/05/2020	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
77	77	14	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Group Insurance. 2. Financial short term Loan. 3. Work Incentives 4. Financial Support System	1. Group Insurance. 2. Work Incentives	1.Group Insurance 2.Scholarships

## 6.4 – Financial Management and Resource Mobilization

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

Institute has a well-structured Accounts Department-its function include collection and dispersal of the finances under various heads. The department has officers who are responsible for maintaining the records, managing day to day expenses etc. In addition, Internal audit and External audits are conducted to cross check the books of accounts.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

46347880

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GGSIPIU	Yes	TIPS Audit Committee
Administrative	Yes	JAC (Department of Higher Education, Govt. of NCT of Delhi GGSIPU, Delhi) SFRC ((Department of Higher Education, Govt. of NCT of Delhi GGSIPU, Delhi)	Yes	TIPS Audit Committee

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

1. Parent Teacher Meetings (Quarterly/Semester wise) and Telephonic Conversations (as and when required) are conducted to discuss about the educational and overall progress of the students. 2. Feedbacks and suggestions on different parameters of institutional development, academic and administrative reforms are taken on a defined format. The same is being analysed and for the growth of the institution, suggested and necessary improvements are made for the overall benefit of the students 3. Being the stakeholders of the institute, parents are members of few committee(s). 4. Parents are also invited for orientation program and Appreciation ceremonies etc. 5. Parents were invited for various guest lectures/Workshops/counselling sessions during pandemic. 6. Parents are kept informed about the attendance of their wards.

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

The Institution works on collective efforts of all the support staff members which includes Technical, Administrative and Library staff etc. The technical staff works on software maintenance and WLAN requirements etc. The technical staff also participates in various workshops and seminars conducted inside and outside the institution for updating their technical knowledge like workshops on "requirements and standards to be maintained as per various regulatory bodies for maintaining and up gradation of technical equipment. For smooth conduct of Online Internal Examinations on ERP, technical staff is provided training for monitoring the ongoing exams. The Institution also provides trainings to administrative staff for File Management, Document Management, Management of ERP System and other administrative activities. The Library Staff is provided with various training sessions on Management of Books and usage of ERP system. Additionally, they are also encouraged to attend various sessions being conducted in online and offline mode on Library management system. Support staff of the institution also includes Group D workers. They are provided with Training on Safety Security issues. Training on using fire equipment(s), Training on Evacuation Mock Drill, Training on Personal Hygiene and Training on usage of digital devices etc. The institution also conducts various sessions/workshops/Seminars on Mental Health, General Awareness topics and Behavioural aspects etc. for all its staff members.

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

1. JAC and academic score has been improved. JAC being conducted by Department of Higher Education, Govt. of NCT of Delhi GGSIPU, Delhi and Academic Audit Conducted by GGSIPU. 2. Various Clubs/Societies/Committees have been formed to undertake curricular r, co-curricular and extra-curricular activities. 3. Online examination and Evaluation through ERP system during lockdown post March 2020 and afterwards. 4. Udyami Cell for development of Students Entrepreneurial Skill 5. Social outreach extension activity for underprivileged by adopting nearby village. 6. Motivating faculty to qualify with Ph.D. 7. Encouraging students to undertake projects/live projects/research projects. 8. Motivating students to pursue Value Added course to enhance their personal and professional skill sets. 9. Initiate collaborations with Corporates. 10. Increased focus on Staff Development Programmes (SDPs), Faculty Development Programmes (FDPs).

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshops with HOD's and coordinators for enhancing Leadership skills	02/09/2019	02/09/2019	06/09/2019	14
2019	Visit to book fair by	12/09/2019	12/09/2019	12/09/2019	75

	BAJMC Dept. students as a part of their field assignment of Vox Pop and Piece to camera.				
2019	SDP on Documentation Data Management	09/09/2019	09/09/2019	13/09/2019	10
2019	Visit to JLN stadium by BAJMC Dept students for the event hosted by DDCA which was completely in the memory and contribution of late Arun Jaitley Ji, the former finance minister	12/09/2019	12/09/2019	12/09/2019	50
2019	SDP/ Workshop on NAAC Criteria's	16/09/2019	16/09/2019	18/09/2019	78
2019	Session on Effective Teaching Learning by Dr. A.K. Saini	21/09/2019	21/09/2019	21/09/2019	68
2019	Enabling Legal Professionals: Emerging Issues Challenges in Legal Education Mr. Vikramjit Banerjee (Senior Advocate Additional Solicitor General,	21/09/2019	21/09/2019	21/09/2019	103

	Supreme Court of India)				
2019	Learning ERP Software	01/10/2019	01/10/2019	01/10/2019	60
2019	Workshop on "Documentation, Record keeping and NAAC Criteria I, II, III, IV VI	05/10/2019	05/10/2019	05/10/2019	10
2019	Excursion cum study tour-Kullu Manali for whole college students	19/10/2019	19/10/2019	24/10/2019	120

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	Nil	Nil	0	0

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

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

The Institute believes in consistent towards generating environmental consciousness and sustainability among students. In this direction, several initiatives have been taken by the Institute, the most prominent of which is the formation of Eco Club. This Club is managed by students under the guidance of faculties, which facilitates a platform for the students to contribute significantly and voluntarily towards the betterment of Environment. The initiatives taken include plantation drive, where the role of afforestation and elevated natural oxygen in the environment were emphasised upon, waste and recycled materials were used to perform class activities, students are encouraged to do class projects and presentations on environmental sustainability to inculcate the habit of energy saving, water saving, use of green products and environmental consciousness which also included the use of one-sided paper a second time to prevent wastage and to develop a sense of responsibility, followed by the installation of air purifying plants in every class to help better circulation of fresh air. Major initiative has been taken for power consumption by the college and a solar panel of 20 KW has been installed on the rooftop for alternate energy resource. LED lighting system is also used in the institution building. Rainwater Harvesting systems are in operation in the campus, water is harvested for various uses and recharging the groundwater.



## 7.1.3 – Differently abled (Divyangjan) friendliness

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

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	4	4	04/11/2019	1	Swachh Bharat Abhiyan Awareness Walk	To keep the environment and your locality clean. Distributed Sanitary Napkins and to make females aware about the basic hygiene	120
2020	2	2	18/05/2020	1	SESSION ON MENTAL HEALTH AND PRANAYAM	Tackle Mental health and anxiety concerns due to COVID	65
2019	1	1	23/11/2019	1	Awareness Program	To stay vigilant, to keep	45

					to remain vigilant for Safety, Security and Sanitization to 4th Class employees	the areas near the instituti on safe, secure and clean	
2020	2	2	21/05/2020	1	IMMUNITY ENHANCEMENT THROUGH YOGA	Addressing Immunity concerns through Pranic healing	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Rule Book and Standard operating procedures	01/08/2008	<p>The Institute has a standardized and well organized rule book covering the broad vision mission of the institute, for the purpose of all functions in all spheres. The Institute follows the rules laid in the rule book with regard to management of human resources which includes the recruitment, faculty development, promotion and rewards. The Institute also has a structured rule policy pertaining to the general specific rules designed for faculty, staff students respectively, which includes service rules, leave rules, working professional ethics other codes of conduct. The Institute has abided by the provisions laid down in the rule book. The authority of the institute implements the same for better systematic functioning. The institute has code of conduct for the students wherein the discipline</p>

		measures to be adopted by the students are specifically mentioned to maintain the overall disciplined environment in the institute.
Rule Book and Standard operating procedures Standard operating procedures	18/09/2019	Revised the rulebook and SOP

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp, Tarak Hospital Bank, Conducted by BVP	15/10/2019	15/10/2019	85
Life Skill Session, Session by Anindia, BALLB Students	15/10/2019	15/10/2019	100
Swachh Bharat Abhiyan, Awareness Walk	04/11/2019	04/11/2019	80
Yoga Session for Faculty	07/12/2019	07/12/2019	26
Viswa Hindi diwas, Swami Vivekananda Sevarth Branch of BVP	10/01/2020	10/01/2020	124
Life Skill Session, Session by Anindia and Atul, Satya Sai Trust, BALLB Students	23/01/2020	23/01/2020	45
Republic day Celebration, with children of Robin hood Army (NGO)	24/01/2020	24/01/2020	105
Session on Sanitation and Hospitality for Group D Employees, Conducted by Sevarth Society and Branch of BVP	01/02/2020	01/02/2020	20
Drug Use and Abuse	03/02/2020	03/02/2020	252
Poster Making and Slogan Writing, Spreading awareness of students regarding voting	05/03/2020	05/03/2020	80

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

1. Efforts towards non-smoking campus tobacco free campus. 2. Efforts towards making the campus free of plastics polythenes. 3. Increase the recycling and conservation of materials. 4. Recycled water used for gardening of plants. 5. A large no of trees planted to supplement green canopy of the campus.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

**BEST PRACTICES- I Title of the Practice: ACADEMIC Excellence and Professional Growth**  
**Goal:** Goal is to provide Quality education to the students to meet the Vision and Mission of the Institute. **Context:** Academic Excellence and professional growth can be achieved through focus on a combination of curricular and co-curricular activities. The academic activities focuses on bringing conceptual clarity of theoretical concepts and its practical implementation. The co-curricular activities aid in the Professional Growth of the students, which results in building excellent student profile, achieving academic distinction, good placements and professional growth. The curricular and co-curricular activities are undertaken by various committees in place for the smooth functioning to name a few, academic committee, placement committee, industry-academia committee, research and publications committee, etc. Various MOU's have also been signed for providing corporate exposure to the students.

**The Practice:** The Academic Inputs are provided through following curricular inputs/activities and co-curricular activities :

- **Lecture Plans:** are being formulated keeping in mind the Bloom's taxonomy, outcome of the subject and its topics with clarity of program outcome, program specific outcome, learning outcome, etc. Followed by all the text, reference, Online Resources, Journal, etc. It guides the students about the complete course coverage plan.
- **Weekly Reports:** subject wise Faculty members are required to submit weekly report comprising of the subject wise topics coverage report, teaching pedagogy, with the category of students based on their behaviour, class performance, results. The classified students are given remedial sessions to the weaker students and additional notes to all the students to score better grades.
- **Question Bank:** is provided to all the students consisting of all the topic wise important questions covering the practical, conceptual concepts.
- **Model Test Papers:** The students are provided with the model test paper along with Answer key to guide them to attempt the paper proficiently to improve the academic performance.
- **Examination Reports:** The internal question paper of the internal examination is discussed question wise and answer key for the same is being provided to guide them to score better.
- **Research Orientation:** Students are encouraged to contribute their ideas in the form of research papers
- **Train the trainers:** The faculty members are being encouraged to get themselves updated by attending various Faculty Development Programs, being the resource person in FDP's, attend and present papers in conference/seminars.
- **Academia- Industry Interface:** through guest lectures, workshops, seminars, conferences etc.
- **Industrial Visits:** The industrial visits are a regular part to acquaint our students with the industry practices.
- **Moot-Court Society:** to enhance the mooting skill of the students.
- **Para legal Volunteer (PLV) Training:** was conducted for the law students
- **Value Added Courses, online Courses etc.:** Students are encouraged to take up value added courses, online courses from SWAYAM, NPTEL, Coursera, Udemy and others to enhance and explore new technologies/management, commerce, journalism and law skills.
- **Trainings sessions:** Personality development sessions, technical and communication skills development sessions, preparing students for competitive examinations, counselling and guidance for higher education. These sessions are being taken

up by the corporates (with whom MOU's have been signed, visiting/senior faculty members associated with the institute) • Involvement in Live Projects/Projects and research Projects- Motivating the students to work on live projects to get hands on experience • Personality Assessment: Psychometric Tests were conducted to evaluate the student's personality and accordingly mentor them. • Mentoring sessions: The specific set of students are being assigned to specific faculty/corporate mentors to nurture the mentees assigned to them with an objective to overcome their weaknesses and to strengthen their strengths • Alumni Interactions: regular interactions helped the students to bridge the academia industry gap. • Entrepreneurial support: The udyami cell and the incubation center has been initiated to guide the budding entrepreneur • Co-curricular Activities are organized to help students inculcate various skills like event management, team building, confidence building, arranging sponsorships, interacting with guests and team dynamics. • Feedback System: the feedback system from all the stakeholders helps the institute to overcome the overall gaps if any. Outcome Students have excelled in their academic pursuance, placements, higher education, and students were honed to empower and acquire globally. BEST PRACTICES- II Title of the Practice: Overall Grooming Goal: To build the overall personality of the students. Context: To build their excellent profile, explore their hidden talent and making them good human being to serve the society in the best possible manner and in turn serving the nation. The Practice: Various Clubs, Societies and Committees have been constituted to provide 360 degree holistic grooming to the students. Few of them are listed below : Dance: Zorks Society, Drama: Shaurya Society, Music: Elysian Society, Fashion, Photography: Frames Society, Debate: The Debating Society of Tips, Legal aid society, coding club, sports committee, alumni committee, cultural committee. Societies and clubs are being managed by the students, under the supervision of faculty members to present their views, suggestions and inputs for the betterment of various activities under the same. Students are provided guidance by the faculties, the specific expert trainers/coaches and by the senior respective society students were also provided by the institute to make the students excel in all the extracurricular activities. In addition the institute also has incentive policies to motivate students who have brought laurels to the institute. Corporate Social Responsibility cell has been initiated to take care of the Outreach programmes to help the poor and the underprivileged. The Sevarth society, BVP and Sai Nath Trust are regularly involved to serve the society and inculcate human values and ethics in our students. Life Skills Session were organised to inculcate human and ethical values and to make our students better human beings. Outcome: The students have won various accolades in sports, dance, theater, and have managed various events like Unmad2.0, Anugoonj, Tech Samaroh, TIPS Kreedaa, Khel Mahautsav, etc.

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

[https://tips.edu.in/naac/best\\_practices\\_2019-20.pdf](https://tips.edu.in/naac/best_practices_2019-20.pdf)

### 7.3 – Institutional Distinctiveness

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

The Institute has Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It also promotes measures for building a quality culture in the institute through its best practices. I. State of the art infrastructure: College is located in prime location and connected with metro station which is easily reachable and feasible for all students from their locations. All essential facilities are provided in the college such as well-equipped computer

labs classes, Modern library, Wi-Fi enabled digital campus, Centrally All-weather AC Building, Well-equipped Classrooms, Smart Classes, Separate library for law, Fully furnished Placement cell, Moot Court with Adjacent Judges Retiring Room, Well- Equipped Post Production Lab with latest software, 3 Well-equipped Computer Labs, Multi-purpose Hall with Indoor sports facilities, 2 Cafeterias, Separate Common rooms for boys and girls

II. Educational Expertise:

a. Institute has distinguished faculty members to provide quality education to the students. b. Faculty members have embraced innovative teaching technique to provide quality education in a participatory learning environment in the classroom. The strategy for academic excellence has been always thrived upon by the institute by adopting effective teaching pedagogy (participative learning, case studies, role plays, management quizzes, and online assessment of the students) which has yielded good academic results. c. Top-Notch Knowledge partners - T-Series, IMS, ICT Academy (Oracle, AWS)

III. Outreach Programs: Trinity Institute of Professional Studies (TIPS) has traditionally prioritized social outreach programmes in order to instil in students a sense of social belonging. The institute has partnered with Bharat Vikas Parishad (BVP) to help students enhance their morale and ethical values while also contributing to nation building through involvement in various social development initiatives. Adoption of a nearby village to raise awareness of social well-being, health, and hygiene, as well as the delivery of sanitary supplies to the less fortunate. Nukkad Natak, a dramatic society of the state run by TIPS students, is used to raise awareness about social issues

IV. Environmental Consciousness: The institute has taken a proactive approach to raising environmental awareness among students, in line with the environmental studies topic curriculum. Students were urged to think outside the box in support of their natural environment and to participate in environmental activities with new ideas as part of the campaign. Students have made a substantial contribution to this initiative by planting air purifying plants in classrooms in a creative manner to reduce air pollution in a controlled environment. Furthermore, students made the most use of discarded materials and tyres by planting various plants in them to beautify and purify the Institute grounds.

V. Students' involvement and Participation in societies, clubs, committees as student coordinators, co-coordinators, members: The active participation of the students in providing inputs and suggestions for the curricular, co-curricular and extra-curricular activities improves the quality of the activities and also inculcate the sense of belongingness towards the institute and for all such activities.

VI. 3600 Holistic Grooming: students are groomed personally and professionally through our best practices.

Provide the weblink of the institution

[https://tips.edu.in/naac/institutional\\_distinctiveness](https://tips.edu.in/naac/institutional_distinctiveness)

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

Future Plans of action for next academic year: Excellence is a goal that is achieved with continued and persistent efforts. In order to achieve the Vision and Mission of our Institute, following has been planned for the next academic year:

1. Improving Academic:

a. To increase 10-15 corporate guest lectures

i. To focus on increasing the number of collaborations/ Knowledge Partners with prestigious industrial bodies.

b. To provide training to faculty members for effective and efficient teaching and learning process in online mode.

c. To conduct stress management, health and hygiene management sessions to the students to increase their focus on studies during tough covid times.

d. To encourage students to undertake value added courses, workshops, webinars, being provided by the institution and are available in online mode.

e. Engaging students in assignments, projects, etc. using ICT.

2. Placement Performance:

a. To increase 10-15 activities in collaborations with the organizations with whom MOU's have been signed with organizations.

i. Personality development sessions,

ii.

Technical (company specific) Trainings, iii. Involvement of students in industry oriented live projects, research projects. iv. Involvement of students in "on the job training." b. To strengthen the placement cell by appointing the Placement officer. c. To sign MOU's for internships/placements with the reputed organisations d. To increase placement opportunities for the students through offline and online campus drives. e. To provide placement opportunity with varied job profiles for each program. f. To conduct HR Conclave or Internship Fair in this year. 3. Alumni-Connect: To further strengthen the Alumni network a separate Alumni website has been designed with an objective to apprise the former students about their alma mater. 4. Enhance and contribute more in Research: a. Planning to conduct our 10th National conference on "Society 4.0: A Futuristic Perspective on Nature of Work, Jobs and Skills Post Covid-19". b. The institution plans to focus more on research and Development in the next Academic year by increasing the publications of faculty and also motivating student's community to write research papers. c. Trinity has a 10 year old peer reviewed journal with ISSN d. Research Orientation of Faculties: To encourage and motivate faculty members to contribute towards quality research orientation to students. Several initiatives like Incentive Policy, Research Contribution in Appraisal, organizing Faculty Development Program, Resource person in FDP, Conferences, etc. have been planned in the up-coming academic session. 5. 5. To make online teaching and learning and overall grooming during Pandemic more effective focusing on following : a) Academics, b) Stress Management , c) Enhanced Employability, d) Increased 10 to 15 percent participation of students in curricular, co-curricular and extra-curricular activities in all the committee/society/club activities wherever possible.