



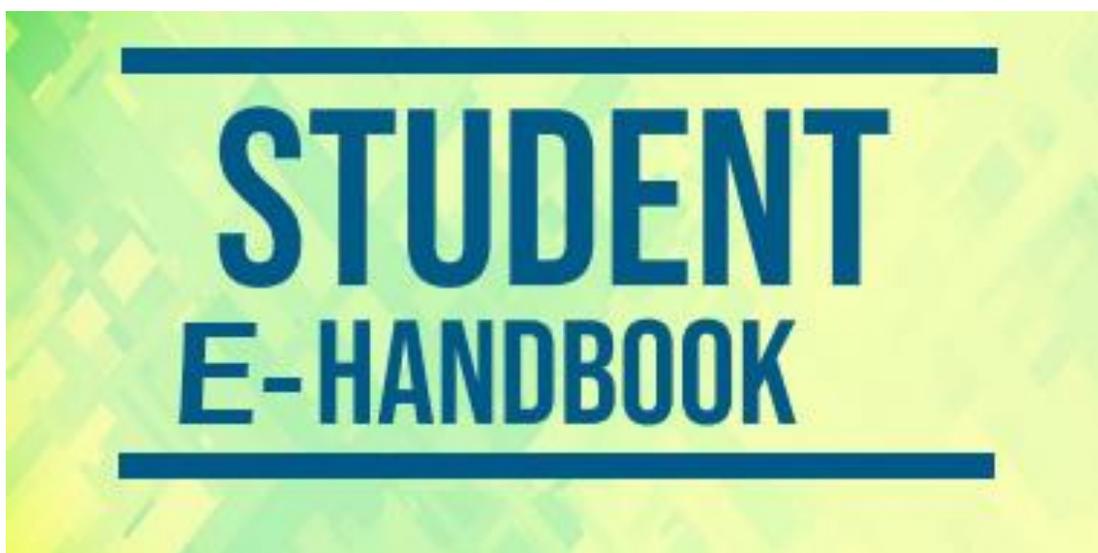
Trinity Institute of Professional Studies

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi) Recognized under section

2(f) of the UGC Act, 1956

NAAC Accredited "B++" Grade Institution

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



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CONTENTS

S. No.	Particulars	Page No.
1	Preamble	4
2	Our Vision and Mission	4
3	About the Society	5
4	About the institute	5
5	Infrastructure	6
6	Amenities	7
7	General Guidelines	8
7.1	Internal Evaluation	8
7.2	University Examination	10
7.3	Course Outlines	12
7.4	Assignment Guidelines	14
7.5	Project Guidelines	14
8	Academic Integrity	14
9	General Rules of Conduct	14
10	Dress Code at Institute	16
11	Attendance Norms	16
12	Code of Conduct on Campus	17
12.1	Discipline on Campus	18
12.2	Library Rules	19
12.3	Computer Lab rules	21
12.4	Media Lab Rules	22
13	Guidelines for Use of social media on Campus	22
14	Grievance Redressal Committee	23
15	Prevention of Sexual Harassment Committee	23

16	Anti Ragging Rules	24
17	Placements	25
18	Mentorship Program	25
19	Publications – TJMITM, TLR and Other Online Journals and Newsletter, Newspaper	26
20	Committees at TIPS	26
21	Cultural Committees	29

1. PREAMBLE

This handbook indicates the standard practices and procedures of the Trinity Institute of Professional Studies (TIPS) for all students enrolling with the Institute for the perusal of various courses. It is for all students to know that it is incumbent upon them to abide by the code, responsibilities and restrictions flowing from it.

The Institute's endeavor, by means of enforcing this code, is to pioneer and administer the process of discipline and growth among the students through individual and collective responsibility.

2. VISION

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

MISSION

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

3. ABOUT THE SOCIETY

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

4. ABOUT THE INSTITUTE

Trinity Institute of Professional Studies (TIPS), Dwarka is a premier educational institute located at a stone's throw distance from Sector 10 Metro Station, Dwarka. The Institute is NAAC accredited and has been ranked A+ Grade by SFRC, Government of Delhi. TIPS is one of the most well-known and top colleges, affiliated to Guru Gobind Singh Indraprastha University. It provides transformative learning experiences in a socially responsible, inclusive environment with an aim to promote academic excellence, innovation and entrepreneurship along with fostering an agile mindset. The institute is also preparing graduates to contribute to a global society that is increasingly focused on change. Due to sustained efforts in this direction, the institute has been one of the sought after colleges and quite popular amongst students. This has been witnessed by a number of accolades won by the students in curricular, co-curricular and extra-curricular activities. To provide academic excellence to students, the institute has experienced, dedicated and research oriented faculties. The faculty members are also trained through regular FDPs and workshops conducted in the institute. They provide academic inputs through latest teaching pedagogies.

Various Workshops, life skills sessions, counseling sessions, alumni interactions, eminent lecture series, value added courses, celebrity talk series, industry visits, Seminars and conferences etc. are being conducted on a regular basis to provide practical exposure to students and to reduce the industry- academia gap.

5. INFRASTRUCTURE

- Wi-Fi enabled digital campus
- Centrally All-weather AC Building
- 3 Well-equipped Computer Labs
- Separate Computer Laboratory for law
- Well-equipped Audio-Video and Production Lab with latest software for Journalism students
- Spacious Classrooms with ICT facility
- Smart Classrooms
- Tutorial Room
- Well-equipped Library
- Separate library for law
- Fully furnished Placement cell
- Moot Court with Adjacent Judges Retiring Room
- Multi-purpose Hall
- Separate Recreational Rooms for boys & girls with Indoor sports facilities
- 2 Cafeterias

6. AMENITIES

- Internet Access

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

- Medical Room

There is a medical room facility for students that they can access between the hours 9:00 AM and 5:00 pm.

- Conference Room

Conference room is spacious, wide, and well-lighted creating a perfect ambience for organizing academic meetings, seminars, events, guest lectures, and corporate recruitment procedures. Attending conferences, seminars, etc., conference hall helps students stay abreast with the evolving industry. The state-of-the-art conference hall creates a powerful learning ambience for students, professors, and guests to enthusiastically participate in the ongoing event.

- Photocopier Outlet

The College has also outsourced a photocopier outlet to provide photocopy, printing, compiling and binding facilities to its students and staff. The outlet opens on all working days during college hours.

- Parking

The College has a separate parking lot in the campus for students and staff.

- ATM Facility

TIPS has ATM facility inside the campus for convenience of students. It caters to the requirements of students and it helps them save time and effort.

7. GENERAL GUIDELINES

7.1 INTERNAL EVALUATION

- 1) The examination schedule is created using the University's or Institute's academic calendar.
- 2) Notice of the start of the internal examination is sent to all HODs, Chief Coordinators, Faculty, in-charge Library, in-charge Computer Lab, and Front Desk Officers. The same is made available at least 10 days prior to the start of the Examination on the Institute's website and notice boards.
- 3) The Estate Manager is told that certain rooms will be used for the examination, so they can make the required preparations. (Any repair of chairs, table, fans, lights etc.)
- 4) Receiving a list of students (grouped by batch) from all departments in order to create a seating arrangement. In order to prevent any other activity from taking place in such rooms during test time, a seating plan and seating arrangement (56 students per room) have been devised and shared with HODs.
- 5) Consolidated seating plans are posted on notice boards one day in advance, and room-by-room seating plans are put on the door.
- 6) Making the necessary preparations for answer sheets and other stationery by submitting a request to the Store Keeper.
- 7) Informing and requesting Faculty Members to submit the test questions in hard copy and electronic form in accordance with the format specified by the examination department.
- 8) Request all concerned faculty members to perform the invigilation task.

- 9) Request to estate manager for deputing class IV staff (peon, Safai Karamchari, Electrician, guard etc.) for the conduct of examination.
- 10) Preparation of question papers as per regulation, making the required number of copies and keeping them safely in a strong and secure place.
- 11) Creating the required exam forms, such as the UFM (unfair means) form, the attendance/absentee form, the grievance form, the undertaking form, etc.
- 12) In case a few students miss their exam due to some unavoidable circumstances, can appear for retest provided they meet the eligibility criteria to give retest. The students can be considered for retest only after consultation with Director.
- 13) Circulating guidelines/ instructions for students and invigilators and displaying on notice boards.
- 14) Sending of invigilation duty chart to all invigilators, along with the guidelines for invigilators.
- 15) Conduct of examination ensuring the proper arrangement of water, electricity, stationery, tags, extra sheet etc.
- 16) After the completion of examination, collection of answer sheets from all invigilators and keeping them at the safe place.
- 17) Handing over the answer sheets to the concerned after ensuring proper entry in the file.
- 18) Collection of answer sheets from the subject teacher and preparing Award List and Absentee statement and circulate the same to concerned HOD's.
- 19) Showing the answer sheets to the students and discussing the mistakes for further improvement. Result is displayed on Notice Board of each department for 4-5 days and also shared on respective WhatsApp group.
- 20) Award list along with answer sheet is submitted by subject faculty members to the examination department within a stipulated period of time.

- 21) OAT is filled by individual subject teachers under the supervision of Program coordinators a compiled result for each program (all semester) is prepared by the PC's.
- 22) OMR is filled by the subject teacher, cross checked by HOD and duly signed by Director is sent to the university or the result is uploaded on the online portal by the PC and HOD.

7.2 UNIVERSITY EXAMINATION

1. Examination Notification from University.

- a) University notifies the final date sheet at least a month before the commencement of examination.
- b) Display of Notice regarding final examination on Notice Boards and website of the Institute.

2. Consent of Faculty/ Administrative Staff Members for invigilation duty.

- a) Date wise consent form is prepared separately for faculty and staff members and circulated the same manually to all.
- b) E-mail is also sent to all to cooperate for invigilation duty.

3. Receiving students' data from the University for Conduct of exam.

- a) University sends course wise students' attendance sheets based on which seating plan is prepared.
- b) If any data is missing, then information is sent to the University for the Availability of the same.

4. Identification of Rooms

Rooms are identified for conduct of examination and information for the same is given to the Estate Manager for necessary arrangements (any repair of chairs, table, fans, lights etc.)

5. Preparation of Seating Plan

- a) Seating plan and seating arrangement is prepared as per guidelines of the University.
- b) Seating plan is circulated to HOD's so that no other activity can be conducted in those rooms at the time of examination.
- c) Seating arrangement is displayed on notice boards.

6. Arrangement of stationery

Requisition is to be sent to store in-charge for arrangement of stationery such as ream, pens, pencils, file covers etc.

7. Circulation of Invigilation Duty Chart

Invigilation duty chart is circulated to all faculty/ staff members who have consented for the duty.

8. Downloading and printing of Formats

Formats required for conduct of examination are downloaded from university website and kept ready for further use.

9. Guidelines for students & Invigilators

Circulating guideline/ instructions for students and invigilators and display on notice boards.

10. Grievance Committee

Convening Grievance Committee to solve any grievance related to examination.

11. Conduct of examination

- a) Checking of Admit Cards of students appearing for the exam.
- b) Arrangement of water, electricity, stationery, tags, extra sheet etc.
- c) Checking of rooms/ toilets / staircase to avoid any malpractice.
- d) Handling of grievance and malpractice cases.

- e) Coordinating with the university representative for any instruction or important information.

12. Collection of answer scripts

After the completion of examination, collection of answer sheets from all invigilators and packing of sheets for sending them to university.

13. Formats and answer sheets are sent to the University.

1. Remuneration Bills are signed by invigilators and other officials.
2. Necessary formats with proper signature of the COE/ CS are packed in an envelope for sending to the university along with sealed pack answer sheets.

7.3 COURSE OUTLINES

BBA (G) and B.COM(H)

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

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

Bachelor of Computer Applications (BCA)

The BCA programme is a three-year course divided into six-semesters. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. Bachelor's in computer application is one of the most popular courses among the students who want to make their career in the Information Technology

area. It is a three-year undergraduate program that enhances students' knowledge and skills to meet the needs of the Information Technology (IT) industry. BCA is a course designed to give an insight to the students regarding various CS & IT concepts and their practical applications as well.

BACHELOR OF ARTS (JOURNALISM&MASS COMMUNICATION)- BA (JMC)

Bachelor of Arts in Journalism and Mass Communication (BAJMC) is a three-year undergraduate course aimed to imbibe journalistic and communication skills within the students, enabling them to prove their mettle in the media industry. It is considered as one of the best BAJMC Institute in West Delhi (Dwarka). BA JMC is a comprehensive and dynamic course, designed to enlighten students about the media industry, make them well versed with all the aspects of the field and prepare them to serve as responsible professionals. The curriculum for BA JMC (2021 onwards) is based on Choice based Credit System.

BACHELOR OF ARTS – BACHELOR OF LAWS (INTEGRATED) - B.A.LL. B

The new curriculum of B.A.LL.B (2021 onwards) is having major focus on Employability/ Entrepreneurship /Skill Development with an intention is to upgrade legal education in the graduation courses for the students fresh out of school. Each student shall be required to appear for examination in all the papers of the course for the award of a degree.

7.4 ASSIGNMENT GUIDELINES

The students are required to do the assignment as per the directions of the individual subject teacher. Following guidelines are to be adhered to by the students:

1. The assignment must be submitted as per the given time allotted to the student.
2. It must be presented to the subject teacher with a cover page as per the format, which will be provided to you by the class coordinator.
3. Content of the answers should not be plagiarized. If plagiarism is found in any assignment, it shall be cancelled.

4. Write down each question before every answer.
5. All sheets of the assignment should be properly arranged and stapled. Using plastic files is prohibited in any circumstances.

7.5 PROJECT GUIDELINES

All the students will submit their Project Reports (in duplicate) within a period of one month in the concerned institute/school; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's project in the format prescribed by the university. Each student will be attached with one internal project guide, with whom they shall be in continuous touch during the training period. The internal project guide will be required to evaluate (out of 40 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student. The evaluation of the remaining 60 marks shall be made by external examiner appointed by the University who shall evaluate based on presentation and the assessment report received from the organization where student has undergone training.

8. ACADEMIC INTEGRITY

As a premier Institution for Higher education, TIPS values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offense.

9. GENERAL RULES OF CONDUCT

- I. This Code shall apply to all kinds of conduct of students that occur on the premises including in sponsored activities, functions hosted by other recognized student organizations, and any off campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- II. Each student must accept that He/she shall be regular and must complete his/her studies in the Institute.
- III. The Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- IV. All students must deter from indulging in all forms of misconduct including:
 - (i) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - (ii) Intentionally damaging or destroying the institute's property or property of other students and/or faculty members.
 - (iii) Any disruptive activity in a classroom or in an event sponsored by the Institute.
- V. All students must participate in the institute's activities of curricular, co-curricular, and extracurricular nature including those decided to be organized by the Institute, the various departments, or the clubs and societies functioning under the name of the Institution with due permission.

10. DRESS CODE

- I. Students are to dress up in a manner suitable and appropriate for college students.
- II. Wear smart casual clothes on all academic days.
- III. Wearing inappropriate clothes is not acceptable on the campus.
- IV. Wear formal clothing on the days when any professional Seminars, Workshops, Presentations, Discussions or any other co-curricular activity is planned.
- V. Be dressed in black trousers and white formal shirt on the days of Industrial Visits or any other student engagement programs when students participate as representatives of the Institute.

11. ATTENDANCE NORMS

- I. All the students are required to maintain 100% attendance in all courses, co-curricular and other activities organized by the institute.
- II. (In no case, are the students allowed to maintain aggregate attendance lower than 75%. Students will not be allowed to appear for internal as well as external semester examinations in case of failure to maintain 75% attendance.
- III. Participation of students in projects, and academic/extra-curricular activities within and outside TIPS will be suitably compensated for in attendance. However, prior approval from the appropriate authority shall be required.
- IV. Medical leave -Any approved medical leave from the concerned authority, upon proper verification and proof will be taken into consideration while calculating the attendance at the end of the semester.

- V. In the event of the absence of a student from the Institute for a period of more than two weeks, without any intimation to or permission from the HOD/ Director will amount to disciplinary action against the student.
- VI. Upon calculation of attendance at the end of every month, if the attendance of a student is found to be less than 30%, a warning is issued to the student to report to the institute with valid reason for the said absence.

12. CODE OF CONDUCT IN CLASSROOM & ON CAMPUS

- I. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
- II. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the classroom without permission of the lecturer
- III. Shall be regular and punctual in reporting to all academic and related duties on campus.
- IV. Students must wear and present their Identity cards at the time of entry to the college campus.
- V. Be attentive in class and maintain perfect order inside the classrooms, laboratories, library, clubs and the corridors.
- VI. Meet all deadlines of assignments, reports, projects and any other assigned work.
- VII. Maintain silence in the Library and utilize the books and reference material as per their needs without causing any damage.

- VIII. Not to be in the canteen during the hours of scheduled lectures and curricular and co-curricular activities.
- IX. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with fellow students will be viewed seriously.
- X. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

12.1. DISCIPLINE ON CAMPUS

All students are to abide by Ordinance 3 of the GGSIPU norms for the discipline of maintenance among students.

- I. All students ensure overall discipline in the institute.
- II. The campus is under CCTV surveillance for the safety and security of all the students of the institution.
- III. Any acts of misconduct and indiscipline are not allowed, including the following:
 - Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the Institute or against any student.
 - Remaining absent from the class, test or examination or any other curricular or co-curricular activity which students are expected to participate in.
 - Carrying of use of or threat to use, any weapon.
 - Misbehavior or cruelty towards any other student, teacher, or any other employee of the institution.
 - Use of drugs or other intoxicants except those prescribed by a qualified doctor.
 - Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - Indulging in or encouraging violence or any conduct which involves moral turpitude.

- Any form of gambling.
- Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background, or any of them.
- Practicing casteism and untouchability in any form or inciting any other person to do so.
- Drinking or smoking.
- Any attempt at bribing or corruption of any manner or description.
- Willful destruction of the property of the Institute.
- Behaving in a rowdy, intemperate or disorderly manner on the premises of the institution or encouraging others to do so.
- Creating discord, ill-will, or intolerance among the students on communal grounds.
- Truancy and unpunctuality.

12.2. LIBRARY RULES

DISCIPLINE

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

BORROWING PROCEDURE

- All students must present their college ID before borrowing any library materials.

- Students are allowed to borrow a maximum of four books for a period of 20 days.
- Book issue return and fine policy will be flexible during END TERM EXAM, so students have to check the notice board from time to time.

(Example-If exams dates are 23 Nov. to 5 Jan., then books will be issued 1 week prior to the exams and will be submitted 15 days after the exams or 1 week after the beginning of new semester. And fine of 3rd & 2nd years students is 5 /- per day / per book & for 1st year students is 2/-per day/ per book)

- All borrowed materials must be returned on or before the due date.
- Students with overdue books and overdue fines will not be allowed to issue another book.
- The borrowed documents must be returned by the member on or before the due date or earlier, if demanded by the library.
- Duplicate membership ID cards will be issued @ Rs.100 /- on production of FIR copy from the police station /online.
- Books will not be re-issued.

The following materials can only be used within the library.

- Reference books
- Newspapers
- Journals and magazines

DAMAGE/ LOSS OF LIBRARY MATERIALS

- All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing.
- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damage noted while returning the books.
- Lost books must be reported to the library staff immediately and replaced or paid for within a week.

- Lost library books that are recovered must be handed to the librarian as they remain the property of the college library.

OVERDUE CHARGES/ FINE

Category	No. of Books	Period	Fine Policy (per book per day)
Faculty Members	6	6 months/full sem.	No Fine
Students	4	20 Days**	Rs.2.00 /-**

** Book issue return and fine policy will flexible during END TERM EXAM

EXCLUSION FROM THE USE OF THE LIBRARY

- The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations.
- The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.

12.3. COMPUTER LAB RULES

- I. Carrying and consumption of food and beverages is not allowed within the labs.
- II. Activities such as disruptive talking, viewing images or websites that are offensive to others, or sending harassing messages are not permitted.
- III. Cell phones must be on “silent mode”. Taking calls inside the lab is not permitted.
- IV. Students are to close the files or projects that they worked on before exiting from the computer lab.
- V. No personal belongings to be carried into the computer labs.

- VI. Students are requested to respect fellow students and keep noise to a minimum.
- VII. Making any modifications or unplugging equipment is unacceptable.
- VIII. Users are strictly prohibited from modifying or deleting any important files and installing any software or settings on the computer.
- IX. Students are instructed to properly shut down the systems after usage.

12.4. MEDIA LAB RULES

1. Students must carry their ID Cards while entering the lab.
2. Students must be on time for the shoot/ recording.
3. Students must register their attendance in the register while entering and leaving the lab.
4. Students are not allowed to bring in their bags.
5. Use of Mobile phones in the lab is prohibited.
6. Food and drinks are prohibited in the lab.
7. Students must always behave well while using the Media Lab.
8. Students must try to develop the habit of finishing assigned tasks on time.
9. Equipment must be returned to the staff incharge immediately after using.
10. Students are prohibited to change computer settings.
11. Students must always handle the lab equipment carefully.
12. Any damage done to the equipment by any student will make them liable to pay for it.
13. Students must remember to switch off the computers and lights to avoid wasting energy and computer damage.
14. An environment of respect and humbleness must prevail during the shoots in the lab.
15. Students misbehaving with fellow students or teachers will be liable to punishment.

13. GUIDELINES FOR USE OF SOCIAL MEDIA ON CAMPUS

- I. Every bonafide student of TIPS should keep in mind that information shared on social media is public knowledge hence should not use it to compromise the reputation of the institution in any way.

- II. Any content maligning the institution, its policies or employees will be viewed as inviting disciplinary action.
- III. No student is allowed to claim to speak on behalf of or represent the institution on social media without prior permission.
- IV. Every student should respect individual privacy and have regard for the feelings of others. They must not disclose personal details like pictures or any other detail of others or any staff without their permission.

14. GRIEVANCE REDRESSAL COMMITTEE

- I. To redress the grievances, complaints and stress related issues of students, parents, faculty and staff of the Institute, a Grievance Redressal Policy is in place at TIPS. The following are the responsibilities of the Committee:
- II. To receive complaints and representation from the students and members of the Institution.
- III. To address the grievances by investigating the reasons and causes.
- IV. To suggest grievance redressal mechanisms and measures.
- V. Counseling sessions are provided to students, on a need-to-need basis, by a professional counselor of the Institution.

15. PREVENTION OF SEXUAL-HARASSMENT COMMITTEE

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

- I. Implementation of the policy in letter and spirit in making the campus safe through proper reporting of complaints and procedures of follow up.
- II. Provide a gender-based discrimination free environment.
- III. Ensure equal access and opportunities in all activities of college.

- IV. Create a secure physical and social environment which will deter all acts of sexual harassment.
- V. Promote a social and psychological environment that will raise awareness about acts of sexual harassment in its various forms.

16. ANTI-RAGGING COMMITTEE

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

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

Depending upon the nature and gravity of the offense as established by the Anti-Ragging Committee of the institution, the possible punishment for the students found guilty could be:

- 1. Suspension from attending classes and other academic privileges.
- 2. Withholding fellowship or scholarship.
- 3. Debarring from appearing in examinations.
- 4. Suspension from the institution.
- 5. Cancellation of admission.
- 6. Fine as deemed fit by the ordinance.

17. PLACEMENT COMMITTEE

The Placement Committee shall have faculty members and student coordinators. The Placement Committee shall operate under the overarching guideline that the role of Placement is to guarantee 100% Placement Assistance. The committee will ensure preparation of all the marketing collaterals with regard to Placement, like the Placement Brochure, Student Profile and other documents as may be required for the process.

- To guide students to choose the right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the industry.
- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- To assist students for industrial training at the end of the fourth and sixth semester.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community
- To assist students in obtaining placement in reputed companies

18. MENTORSHIP PROGRAM

Mentorship Program is an essential element of TIPS experience which plays an important role in enhancing employability of the graduating students. It is aimed at providing experiential inputs, macro-level insights and networking opportunities. Each student gets mentored by two mentors-- one academician, so that they get the benefit of two complementary perspectives about issues that are important for their development.

The Mentorship Program is designed as a series of interactions between the mentor and the mentee(s) in informal settings where a 2-way dialogue takes place. These interactive sessions

provide an exceptional opportunity for students to receive guidance and counsel from those with experience, insights and network which would otherwise not be available to them. Mentors are assigned to the students through a rigorous matching process during which the respective strengths, backgrounds, inclinations and developmental needs are taken into account. Mentoring becomes a process for transmission of knowledge, social capital, and the psychological support relevant to academics, career and professional development. Though the Mentorship program is useful for everyone in terms of academic and professional development, it is particularly considered as highly effective for those who come from smaller towns or from deprived backgrounds for whom this acts as a bridge to the corporate world.

19. PUBLICATIONS

TIPS trains managers for tomorrow in the context of rapidly changing canvas of globalization, liberalized economy, and Management revolution. At TIPS, emphasis is placed on the impact of technological change on both organizations & society in general. Keeping in view the above objective and mission, TIPS has the following Journals:

1. Annual National journal - Trinity Journal of Management, IT & Media (TJMITM)
2. Trinity management Review (Online)
3. Trinity Tech Review (Online)
4. Trinity Media Review (Online)
5. Trinity Law Review (Bi-annual peer reviewed journal)

20. COMMITTEES AT TIPS

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme is a Central Sector Program run by the Ministry of Youth Affairs & Sports of the Government of India. High school students on a wide scale, as well as students at technical institutions, graduate and postgraduate levels in India's colleges and universities, are invited to participate in a variety of government-led community service activities and programmes.

The sole purpose of NSS is to give young students practical practice of performing community service.

Every citizen of our nation must have experience and knowledge of the society in which they exist. One should be able to contribute for the betterment of the country and its future given the rapid growth in our populace. The National Service Scheme's motto is NOT ME BUT YOU. Since the National Service Scheme's founding in 1969, enrollment has grown from 40,000 to more than 3.8 million as of the end of March 2018. The NSS Cell at Trinity Institute of Professional Studies, Dwarka, which consists of four units (More than 400 volunteers), is doing excellent work. Over the past few years, the TIPS, Dwarka NSS Cell has expanded significantly. The NSS Unit of TIPS has been very successful owing to the hard work of its incredible and insightful ideas that have emerged from its people.

ECO CLUB

Eco-Clubs aim at raising a National Green Army in schools and colleges all over the country to spread environmental awareness in society and carry out action-based programs for protection, improvement, and sustenance of the environment.

The main objectives are:

- To make students understand about environment and environmental problems.
- To provide environmental education opportunities for students.
- To facilitate students' participation in decision making in the areas related to environment and development.
- To involve students in action-based programs related to environment in their surroundings.
- To bring students into direct contact with various environmental issues.

SPORTS COMMITTEE

“A Healthy body is a Healthy Mind.”

The vision of the sports committee is to organize sports so they can learn to keep themselves physically fit and aims at enhancing the interest of the participants in the field of sports. Sports committee has clear intention on that the level of commitment for sports from an extracurricular perspective should be increased.

Functions:

- i) To create zeal amongst students and faculty members towards sports.
- ii) To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- iii) To enhance the interest of participants in the field of sports.
- iv) To achieve the goals, we plan to organize various competitions in the following sports: Football, Cricket, Basketball, Volleyball, Carrom, Badminton etc.
- v) To promote every individual's health, physical well-being as well as the acquisition physical skills among the students.
- vi) The committee aspires to inculcate qualities such as Sportsmanship, Team spirit and Bonding

VALUE ADDED COURSES

Value added courses joint ventured with various organizations facilitates the students to keep pace with the latest technologies pertaining to their chosen field of studies. It is important to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their carriers. Working towards this objective, TIPS periodically conducts training's, lectures, and various other programs for the wellness of the students. Via value added course the institution offered such type of programme where in the students are getting trained well. From the expertise our students gain knowledge through the value-added programme, which will enable them to face the formidable challenges of the future. Many students have been benefited every year. Value added course provide the opportunity for training as well as guidance of the students on the various aspects of building a career and to assist them in exploring new opportunities. VACs cultivate an urge

amongst the students and position them to turn into flamboyant professional on the latest trends and rally their technical skills in advanced manner.

These courses offer our students an edge over others and have the following advantages:

- Augments aptitude skills, technical knowledge, ability to think and innovate.
- Exposure to recent trends in the core field, augmenting the employability of the graduates.
- Strives to inculcate fundamental problem-solving skills to encourage the students and make them understand the use of modern research tools.

ALUMNI COMMITTEE

Trinity Institutional of Professional Studies has instituted an Alumni Association, duly registered in the year 2013. The Alumni association of Trinity provides a platform to share Intellectual, cultural, and professional career-related experiences with the alumni, to cultivate a sense of belonging among them with the aim of fostering a mutually beneficial relationship between the Institution and its alumni. The Alumni Association conducts Alumni Meet, Coffee Meet, Alumni Talk Series, Corporate Mentorship Sessions, and Alumni Interactions to develop strong ties with others. An independent network with the name Alma Connect to strengthen Alumni Connection is in place.

Objectives of the Alumni Committee:

1. To develop and sustain a strong Alumni Network
2. To provide exclusive networking opportunities
3. To provide career path assistance
4. Recruitment & Internship opportunities for fresh graduates
5. To understand and actively promote a positive image
6. To maintain the Alumni Data.
7. To provide a platform for an intellectual exchange of idea.

21. CULTURAL COMMITTEES

ELYSIAN – THE MUSIC SOCIETY

Founded in 2015, Elysian- The music society of Trinity Institute of Professional Studies has participated in various events and competitions and has won many of them. One of the major wins being BITS PILANI, where the band secured the first position and Anugoonj- The annual cultural fest of GGSIPU, where we won the Western Group Singing Competition.

Every year our society aims to passionately participate in maximum competitions and perform for our college events as well. The main goal is not only to focus on participation but also help individual growth and skill enhancement.

FLAMBOYANCE – THE FASHION SOCIETY

The fashion society Flamboyance provides a platform to budding fashion designers and models to showcase their talents as well as provide a common ground to both the streams to function synchronously for participation and organization of inter-colleges fashion shows and events. The members have been participating and bringing laurels to the society in various in-house and intercollege/University competitions. Flamboyance performed a show on the theme Seven Sins at the annual college fest of TIPS Unmad.

SHAURYA – THE THEATRE SOCIETY

Shaurya is the official Dramatics Society of Trinity Institute of Professional Studies. It is a performing arts society that utilizes the power of art to spread awareness on various social issues and social crisis. It was formed back in 2010 by Arunansh Shokeen. Shaurya is proud to be facilitated with a number of awards, appreciations, recognitions and applauds throughout the Delhi Collegiate Theatre Circuit.

ZORKS – THE DANCE SOCIETY

This dance society - Zorks is to boost up the morale of students and to highlight the talent of dance and creativity. It provides opportunities for dance lovers to prove their talent and it is a good platform for them to have their artistic exploration. This society plays an important role in

maintaining a positive environment in the university. Through this Club, students get opportunities to represent TIPS in various reputed organizations.

UDYAMI – THE E-CELL

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

E-Cell TIPS is yet a growing society, but our vision is to expand and help other students to realize the importance of having professional skills and some amount of work experience during their college days. It is very important to learn practical skills besides knowledge. We want to build a society with enthusiastic, confident, and motivated team members. We believe we will gradually grow with constant support from our college to encourage students.

CHAMELEON – THE LITERARY CLUB

The Literary club has been founded to promote languages and literature. From time to time, the society organizes a rich and diverse array of literary activities such as debates, declamations, group discussions, poetry writing and recitation, short story writing, quiz contests, interactive/lecture sessions, etc. Through these activities, literary coordinators (student and teacher) reach out to language and literature lovers and try to create a space for sharing emotions and thoughts.

The club is instrumental in building a community of creative, imaginative, and thoughtful human beings. It has created deep awareness about several issues of local and global importance. It basically sensitizes students to react constructively to disparity and injustice in modern society, inculcate socially desirable values such as empathy and cooperation. At the individual level, the students have been greatly benefitted by their performance/participation in the events. They have also acquired some highly valued skills in professional field, such as effective communication, leadership skills, interpersonal communication skill

FRAMES

The mission of the Photography Club - Frames is to provide a supportive environment for interested photography students to share their creativity, knowledge and passion for photography. The club will hold regular meetings and discussions and organize events such as photo-walks, field trips, and lectures and workshops by visiting artists. Members explore the possible opportunities for photography projects in collaboration with other campus departments, organize peer to peer portfolio reviews and explore the possibilities of exhibitions on and off campus.

Aims and objectives:

- Coverage of various events within the institute & participation in external competitions.
- Create a repository of exclusive pictures shot by the members for Educational & Research purposes.
- Arrange outdoor sessions so students can directly implement a few skills or tips given.
- The club takes part in multimedia promotions of the Cultural Fest and Technical Fest every year.
- Photographs of maximum events in the college are captured and shared by the club.
- Conduct frequent inter/intra college photography contests.
- Make maximum members participate in photography contests conducted by other colleges.
- Share details of photography related newsletters, magazines, contests with the club members.