


GRANT OF STUDY LEAVE TO TEACHERS


DIRECTOR
Trinity Institute of Professional Studies
(Aq) Metro Park No. 116C, Institutional Area
Sector 9, Dwarka, New Delhi-110075

**TRINITY INSTITUTE OF PROFESSIONAL STUDIES
SECTOR -9, DWARKA, NEW DELHI-110075**

Academic Leave Policy for Pursuing Higher Studies and Participating in Seminars/Workshops, Conferences & FDP's, Orientation Programmes etc.

1. The Institute will assist all faculty appointed on regular basis for pursuing higher studies and for participating in academic conferences/seminars/workshops, Orientation programmes etc.

Faculties who have served minimum two years in the institute are eligible to avail this policy, subject to the following conditions :

- a) A regular faculty members who have completed 2-4 years of service can avail leave upto 3 months, provided that they will serve the institute for 2 years after availing.
 - b) A regular faculty members who have completed 4-6 years of service, can avail leave maximum upto 12 months, provided that they will serve the institute for 3 years after availing
 - c) A regular faculty members who have completed more than 6 years of service, can avail leave upto 30 months, provided that they will serve the institute for 5 years after availing.
2. A regular faculty, whose paper has been accepted for presentation in a conference/seminar/workshop/symposium etc., is entitled to the grant of participation fee as per institute rules.
3. The participating faculty will be provided TA/DA as per rules of the Institution.
4. A duly filled in proforma along with the certificate from the organizers regarding presentation of paper and photocopy of receipt of Registration fee paid may be furnished to the Director of the Institute to obtain reimbursement of amount spent for attending seminar/conference/workshop/symposium, etc.
5. The yearly budget of all the departments will be fixed by Management. Allowing any faculty/staff for attending any seminar/Workshop/FDP, MDP or higher studies are at the sole discretion of the management.



DIRECTOR

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



HR TIPS <hr@tips.edu.in>

Regarding NOC for PHD admission

2 messages

shweta rana <er.shwetarana1992@gmail.com>
To: "hr@tips.edu.in" <hr@tips.edu.in>

Tue, Jun 11, 2024 at 1:32 PM

To
The Director
Trinity Institute of Institute Professional
Respected Sir,

With due respect, I would like to inform you that I got selected for admission in PHD in IGNOU. I need to submit an NOC for the admission as soon as possible. I would like to draw your attention towards this subject. Hopefully, you will be able to help me in this regard. I am attaching my offer letter for your reference.

Thank you
Your sincerely
Shweta Rana
Assistant Professor

 Shweta Rana OL.docx
100K

shweta rana <er.shwetarana1992@gmail.com>
To: hr@tips.edu.in

Tue, Jun 18, 2024 at 10:18 AM

To
The Director
Trinity Institute of Institute Professional
Respected Sir,

With due respect, I would like to inform you that I got selected for admission in PHD in IGNOU. I need to submit an NOC for the admission as soon as possible. I would like to draw your attention towards this subject.
During my course work I need to take my classes twice in a week for atleast 4 months. I need adjust my lecture plan accordingly. Hopefully, you will be able to help me in this regard. I am attaching my offer letter for your reference.
[Quoted text hidden]

 Shweta Rana OL.docx
100K

DIRECTOR

Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1100), Institutional Area
Sector-9, Dwarka, New Delhi-110075

11 July 2024

To
The Chairman
Trinity Institute of Professional Studies

Subject: Request for NOC for PhD Programme

Respected Sir,

I am pleased to inform you that, with God's grace and your best wishes, I have been selected for the PhD program at IGNOU. To complete my admission process, I need to submit a No Objection Certificate (NOC) as soon as possible. I seek your kind attention to this matter.

During my coursework, I will need to attend classes twice a week for at least four months. I am not inclined to take a semester break and am committed to fulfilling my teaching responsibilities. Therefore, I kindly request you allow me to attend my coursework classes twice a week. I assure you that I will manage my lecture load efficiently.

I would be grateful if you could provide the NOC at your earliest convenience so that I can proceed with my admission.

Thank you.

Yours faithfully,

Shweta Rana

Assistant Professor

CS/IT Department

She has
crossed restricted
period.
R. Kalra

Sir,
We can consider her as
she will be taking her full
lecture load and its a matter of
one semester.
Kindly consider
to issue stop

Mukhi
1/7/2024

Director

DIRECTOR
Trinity Institute of Professional Studies
(Ad. Metro Pillar No. 1160), Institutional Area
Sector 14, Dwarka, New Delhi-110075

Dr. Bijayalaxmi Mishra
Director, Research Unit

IG/RU/Offer of Prov. Admn./July 2023
Dated 10.5.2024

Ms. Shweta Rana,

(THROUGH E-MAIL)

Subject: Offer of Provisional Admission to Ph.D. Programme in the Discipline of **Computer Science**, School of Computer and Information Science (SOCIS).

Dear Shweta Rana,

With reference to your application for admission to Ph.D. Programme in **Computer Science**, we are pleased to inform you that you have been selected for admission to the Ph.D. Programme of IGNOU for the **session July 2023**.

In this context, you may please take note of the following:

1. The PhD programme involves compulsory coursework during the first six months of admission, which will be conducted in IGNOU Campus at New Delhi only. Accordingly, you have to attend the coursework on a regular basis. Eighty (80%) percent attendance in classes is compulsory. You are required to complete the Pre-PhD course work prescribed by the concerned discipline **during the initial one or two semesters**.
2. As of now, IGNOU does not have hostel facilities for students. You have to make your own arrangements for stay in New Delhi.
3. Please go through the enclosed **Annexure 1**. You are required to fill in the information pertaining to your Programme of study and Course work details. You have to opt for the courses available in the discipline in consultation with the concerned Programme Coordinator/ Discipline Coordinator and submit the same to the Research Unit along with other desired documents at the time of admission. Accordingly, you may contact the concerned Programme Co-ordinator/Discipline Co-ordinator as per the contact details given below:

Programme Co-ordinator/Discipline Co-ordinator: **Dr. Akshay Kumar**; Telephone No.- 011- 29572914, e-mail: akshay@ignou.ac.in

4. You will be required to pay fees prescribed as under:

Name of the Programme	Programme Fees	When to Pay
Ph.D	<ul style="list-style-type: none"> Rs. 16,800/- (1st year) Registration & coursework Fee (16 credits) Rs 1050/- Research and Publication Ethics (RPE 001) Fee (2 credits) 	<ul style="list-style-type: none"> At the time of admission.
	<ul style="list-style-type: none"> Rs. 8,400/- Re-Registration Fee each for every year till submission of thesis or maximum duration whichever is earlier. 	<ul style="list-style-type: none"> June of every year.

5. Fee once paid shall not be refunded under any circumstance.

6. The fees should be paid in the form of Demand Draft in favour of IGNOU payable at New Delhi or paid through online

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

mode to the following official Account of IGNOU :

Bank Name : IDBI Bank
Account No. : 010104000063425 (Saving Account)
IFSC Code : IBKL0000010

In Case of online payment, the candidate has to share the screen shot of the payment along with your name, discipline, form no. / control no. and send it to the Research Unit through e-mail to researchscholar.ru@ignou.ac.in

7. You are also required to produce the following documents in person detailed as under:
- 10th Class Certificate
 - Mark sheet of Master Degree
 - Mark sheet of M.Phil (if applicable)
 - JRF/NET/SLET Certificate (if applicable)
 - Caste Certificate (if applicable)/ EWS Certificate (if applicable)
 - Disability Certificate (if applicable)
 - One recent passport size colour photograph
 - Candidates who are employed in Govt departments, PSUs or Autonomous bodies either on full time or part time or contractual basis are required to produce No Objection Certificate (NOC) in the prescribed format (**Annexure-IV**).
 - Application form of PhD Entrance Test/Copy of Hall Ticket.
 - Notwithstanding the above, in case any candidate makes a specific request seeking some more time to submit the NOC by citing genuine reasons, the competent authority may admit the candidate provisionally by insisting on an undertaking in the prescribed format (**Annexure IIIA**) which has to be complied within the stipulated time failing which his/her provisional admission shall be cancelled.
 - In case of any private employment, the candidate will be required to give an undertaking in the prescribed format (**Annexure IIIB**) to the effect that she/he duly informed her/his employer and will be squarely and personally liable for violation of contractual obligations with her/his employer and the University shall not be a party in case of any legal dispute arising out of her/his admission into the course.
 - Prescribed fee as given at 4 above.
 - Course Registration form and undertaking (**Annexure-I& II**).

You are required to submit the above mentioned documents (Hard Copy) along with the fee in the form DD/Copy of NEFT latest by **20.5.2024** also send all the desired documents in person or by post to the Director, **Research Unit, Savitribai Phule Bhawan, Opposite Guest House, IGNOU, Maidan Garhi, New Delhi-110 068**. You may contact at 011-29571998/29571985/29571984 for admission related queries, if any.

Please note that in case of no response regarding your acceptance of the offer of admission for PhD programme in IGNOU by the stipulated date as mentioned above, it will be presumed that you are not interested in taking admission in the above mentioned programme and the offer of admission shall stand cancelled.

Wishing you all the best.

Sd/-
(Bijayalaxmi Mishra)

Copy to:

1. Director, SOCIS, IGNOU, Maidan Garhi, New Delhi -110068 for kind information.
2. The concerned Programme Co-ordinator
3. Office Copy.

DIRECTOR

Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1130), Institutional Area
Sector-9, Dwarka, New Delhi-110075



HR TIPS <hr@tips.edu.in>

Thanks for NOC and lecture adjustments

1 message

Shweta Sharma <shwetatips999@gmail.com>
To: hr@tips.edu.in

Tue, Oct 8, 2024 at 1:14 PM

Respected Madam

I am Sweta, Assistant Professor in the CS & IT department.
I am highly obliged to you to provide me with a No Objection Certificate for my PhD course work from Indira Gandhi Delhi Technical University, New Delhi.

I am thankful for the CS & IT department to do adjustments in my scheduled lectures and provide me 2 days weekly off for my course work.

For this I will remain obliged to the institution and will always do my best.

Thanks and Regards,
Sweta
Assistant Professor
CS & IT dept.
Trinity Institute of Professional Studies, Dwarka, New Delhi.

A handwritten signature in blue ink, appearing to read 'A. Singh'.

DIRECTOR

Trinity Institute of Professional Studies
(Plot. Metro Pillar No. 116, Professional Area
Sector-9, Dwarka, New Delhi - 110075)



HR TIPS <hr@tips.edu.in>

Regarding adjustment of two working days

2 messages

Shweta Sharma <shwetatips999@gmail.com>

To: "hr@tips.edu.in" <hr@tips.edu.in>

Cc: HOD BCA <hod.bca@tips.edu.in>

Thu, Aug 29, 2024 at 9:15 PM

Respected Madam

I am Shweta Sharma, Assistant professor from the BCA department. Thank you so much for all your best wishes. I got selected in Indira Gandhi Delhi Technical University for the PhD. Now because of my PhD coursework, I won't be able to attend the institution on Tuesday and Friday till November 2024.

All of my 21 lectures are duly scheduled on other weekdays.

Apart from academics I will take care of all my other duties such as the class coordinator of BCA 5(1), club incharge of the ALFA coding club, and the Alumni incharge of the BCA department.

Kindly consider my request, for that I will be highly obliged to you.

Thanks and regards

Shweta Sharma

BCA Department.

HOD BCA <hod.bca@tips.edu.in>

To: "hr@tips.edu.in" <hr@tips.edu.in>

Thu, Aug 29, 2024 at 9:56 PM

Dear Himanshi Ma'am,

I have asked Shweta Sharma Ma'am to send a thank-you email to the management for allowing her to pursue her higher education without taking a term break by granting her two days off and adjusting her lectures accordingly. This acknowledgment will be beneficial for us in the future, especially during the NAAC accreditation process.

However, I believe it would be best if she refrains from mentioning the lecture load and extra responsibilities in the email. Could we also request her to provide the same in hardcopy, duly signed, for record-keeping purposes in her file?

Thank you for your attention to this matter.

Regards,

Dr. Mukta Sharma

Also, we can ask the same to other faculty (Shweta Rana Mam) taking this benefit

[Quoted text hidden]

A handwritten signature in blue ink, appearing to read 'Mukta Sharma', positioned above the printed name and title.

DIRECTOR

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



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

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

July 22, 2024

TO WHOM IT MAY CONCERN

Ms. Sweta d/o Mr. Bhuwaneshwar Sharma, r/o 66A Vipin Garden, Dwarka Mor, New Delhi – 110059, has been working with the Trinity Institute of Professional Studies, Dwarka, New Delhi-110071 since 17th March 2023 as Assistant Professor in the Department of Computer Science & IT. The institute has no objection if she pursues her part-time Ph.D. program from Indira Gandhi Delhi Technical University for Women.

This certificate is issued on her request dated 22.07.2024

Prof. (Dr). Ashutosh Agarwal
Director

DIRECTOR

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

Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10 Metro Station, New Delhi - 110075

✉ tips@tips.edu.in ☎ 011-45836921/22/23 📠 9315911715, 9315911714 🌐 www.tips.edu.in



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

(Established by Govt. of Delhi vide Act 09 of 2012)

(An ISO 9001 : 2015 CERTIFIED UNIVERSITY)

Kashmere Gate, Delhi - 110006

Application Fee Slip:()

Applicant Name:	Sweta Sweta
Application No:	IGDTUW24\Ph.D\780
Father's Name:	BHUWANESHWAR SHARMA
D.O.B:	23-Mar-1977
Course:	Doctor of Philosophy
Mode Of Phd:	Regular Ph.D. Program
Session:	
Category:	GENERAL
Fee Deposited(Rs.):	40000.0
Reference No.:	CX8FAJ76H2
Dated:	03-Aug-2024 08:38
Bank Name:	SBIEPAY
Bank Branch:	SBIEPAY

Admission Officer
IGDTUW

Note: This is a computer generated slip hence no signature required.


DIRECTOR
Trinity Institute of Professional Studies
(Adj), Metro Pillar No. 7180, Institutional Area,
Sector-9, Dwarka, New Delhi-110075