

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Sector-9, Dwarka, New Delhi-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi &

Approved by Bar Council of India, New Delhi)

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

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

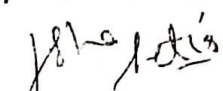
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DUTIES AND RESPONSIBILITIES OF SOCIAL MEDIA INCHARGE

1. To get the post made of relevant days.
2. To get the matter drafted for the SM post.
3. To get the post approved by the Director/Chairman of the institute.
4. To make a report on likes and reach of the posts.
5. To motivate peer group and students to like, comment & share the SM posts.
6. To design yearly calendar of SM posts on academic session basis.
7. To meet the chairman of the institution with the SM report once in a month.
8. To get the best responsive person awarded once in a month for maximum likes/share/comments.
9. Any other duty/aligned work as deemed fit by the SM Team.


Chairman


Director

Received Photocopy



Ms. Isha Setia

(Social Media In-Charge)



Roles and Responsibilities of the Director

w.r.t. to the Top Management (Chairman / General Secretary / Secretary)

- Ensure the fulfillment of Vision, Mission and Operational Guidelines of the Institute.
- Assist in the preparation of Prospective Plans of the Institute.
- Assist in the recruitment process of teaching and non-teaching staff members.
- Procure Books / Software / Hardware / any other Infrastructural Materials / Services for smooth functioning of the institute as per requirement and / or recommended by the faculty, staff and student after the necessary approval from the Top Management.
- Appraise regarding general functioning / feedback of the Institute on regular basis.
- Take prior necessary approvals.
- Any other task that may be assigned by the Top Management.

w.r.t. to the GGSIPU, Statutory Bodies etc.

- Represent the Institute at the University / Statutory Bodies in various meetings.
- Liaison the University / Statutory Bodies.
- Monitoring all routine operations of the University/DHE and other statutory bodies for Affiliation / Admission / Examination / Academic Audit / JAC etc. and the related activities, of the institute as per the requirements.

w.r.t. to the Academics

- Before the commencement of the semester, finalize the Institute's Academic Calendar based on the University's Academic Calendar and take the necessary approval from the Competent Authority of the Institute.
- The institute's academic calendar should include the details of activities as per requirements such as Academic, Internal Examination, Co-curricular Activities (FDP / Seminar / Conference / Workshop / Guest Lectures, etc.), Extra-Curricular Activities (Events / Sports Activities / Social Activities, etc.), Industry Visits, Trips and other related activities of the Institute.
- Ensure the compliance of the approved Academic Calendar.
- Ensure the conduct of classes, examination and other academic activities / events as per the guidelines of the university / statutory bodies.
- Coordinate and meet with the Registrar / Dean / Head of Departments (HODs) / Course Coordinators (CCs) about the status of the academic activities and take appropriate remedial action as deemed fit in consultation with Registrar / Dean / HODs / CCs, if required.
- Take regular feedback about the quality of teaching-learning and ensure that the teaching-learning is accomplished in effective manner and as per plan. Take and initiate appropriate measure(s) to improve the teaching-learning at the institute.
- Monitor the attendance of the students on regular basis and take necessary measures, if required.



- Promote the research culture among the faculty members and the students.
- Provide efficient and effective Academic and Administrative leadership among the faculty and staff members by coordination, motivation and conduct to build trust among them and boost the morale of the faculty and staff members.
- Monitoring all Committee functioning and related activities.

w.r.t. to HR

- Plan, assign and supervise the work of various teaching and non-teaching staff members as per their role, load and payments.
- To get filled up the Appraisal Forms from the teaching and non-teaching staff members.
- Ensure perfect discipline in the Institute among the students and faculty/staff members.
- Monitor the attendance of faculty and staff members and ensure that they need to get their leaves sanctioned in advance. Approve the leaves of the staff members of up to two days. The leaves of more than two days shall be forwarded to DG for approval.
- Calculation of Salary with the help of Accountant of the Institute.
- Take necessary disciplinary action(s) or to award incentive(s) to the staff members, if required.

w.r.t. to the Committees

- Formation of various committees as per the norms of GGSIPU / Statutory Bodies.
- Formation of various institutional committees for the smooth functioning of the institute.
- Chairman, General Secretary and Secretary shall be the Chief Patrons.
- Director General shall be the Patron.
- Director shall be the Head of all Committees.
- Look after the progress / work of the committees.

Miscellaneous

- Ensures that all grievances are addressed properly within the time-frame.
- To get compiled the requisitions of the library, labs, workshop etc. and prepare the budgets / estimates for the same. The requisitions and budgets / estimates will be forwarded to the Top Management for their perusal, valuable suggestions / comments and necessary approvals.
- Coordinate all the publications of the Institute.
- Create and maintain the linkages with the University and Industry.
- Look after the placements and industry visits of the students.

Report to: Management



Roles and Responsibilities of the Director General

w.r.t. to the Top Management (Chairman / General Secretary / Secretary)

- Ensure the fulfillment of Vision, Mission and Operational Guidelines of the Institute.
- Assist in the preparation of Prospective Plans of the Institute.
- Assist in the recruitment process of teaching and non-teaching staff members.
- Appraise regarding general functioning / feedback of the Institute on regular basis.
- Take prior necessary approvals.
- Any other task that may be assigned by the Top Management.

w.r.t to Administration

- Overall Supervision
- Maintain Cadre Ratio and Teacher-Student Ratio as per the norms of University / Statutory Bodies.
- Liaison with Greater Noida Authority, Jal Board, Electricity Department, Fire Department etc.
- Look after and approve all AMCs.
- Look after Security, CCTV, Housekeeping including disposal of their bills, etc.
- Upgradation & maintenance of infrastructure
- Recommendation for continuation & discontinuation of the course(s) after the recommendation of the Director
- Recommendation for introduction of new course(s) after the recommendation of the Director

w.r.t to Admission and Publicity

- Preparation, planning and execution of strategies for Admissions & Publicity etc.
- Printing of all Publicity Material

Report to: Management



Roles and Responsibilities of the Estate Manager

Estate Manager/Officer shall be the custodian of all the fixed assets/equipment and other durable items of the Institute. His broad job profile would include the following main tasks:

- Report to the Competent Authorities of the Institute.
- Take necessary prior approvals from the Competent Authorities of the Institute.
- Look after all Civil, Electrical, Plumbing, Infrastructure etc. work of the Institute.
- Look after additions of infrastructure / Building etc.
- Maintain the photostate file of the land and buildings, approved maps, safety certificate, firefighting certificate, etc. and making these available for verification to the Universities / Authorities Competent Authority on the orders of the Competent Authorities of the Institute.
- Maintain separate updated Stock Registers for
 - a. Computers and Software
 - b. Lab / Workshop Equipment
 - c. Air Conditioners, Fan, Electrical Fittings, Water Cooler, Aqua guards etc.
 - d. Power Generator and Fire Fighting Extinguishers, etc.,
 - e. Furniture and other furnishings (Chairs, Tables, Sofas, Stools etc.)
- Maintain photocopies of Agreements done by the Management for out sourcing the services for sanitation and housekeeping, security, drinking water, canteen etc.,
- Ensure that all the outsourced services, namely-sanitation & housing, security, supply of drinking water, etc. are being performed as per agreement and effectively.
- Ensure the opening and closing and locking of all class rooms/Institute's offices as per pre-determined time schedule.
- Economically and efficiently managing the entire set of electrical/power equipment /lab equipment such as Air Conditioners, fans, lights, generators, etc. of the Institute;
- Arrange AMCs and supervise the maintenance of the Institute's all capital and movable assets including computers, other lab equipment with help of available staff for the purpose.
- Ensure the timely payment of ground rent, electricity and water bills, telephone bills, etc. via Accountant of the Institute;
- Coordinate with the Contractor as per the directions of the Competent Authorities and overseeing the Institute's construction works including employment of temporary labour with the consent of the management;
- Maintain record of temporary workers and prepare their wages for payment and hand over the same to the accountant;
- Maintain stocks of infrastructure, housekeeping items, stationary etc.
- Ensure that all rooms are opened and cleaned before opening time of the Institute;
- Ensure that all A/C, fans etc. are switched off and all rooms are locked after Institute time is over.
- Ensure that Generator is ON at proper time as per requirement.



- Prepare bill for payment and hand over to Accounts department.
- Look after the Institute's infrastructure in all respects (furniture, gardening, house-keeping etc.)
- Arrange the repairs of distorted/broken infrastructure after discussing the proposed expenses with the Management.
- Any other tasks that may be assigned by the Competent Authorities.

Report to ① Management
② Director
② Director General



Roles and Responsibilities of the Assistant Registrar

Assistant Registrar shall be the custodian of all the documented records the Institute / marksheets, certificates & degrees of the students. His broad job profile would include the following main tasks:

- Administrative
 - Assist the Competent Authorities of the Institute
 - Liaison with University / Statutory Bodies
 - Preparation and compilation of records for Academic Audit, JAC, AICTE, BCI, etc.
 - Monitor HR, Examinations, Admission, Student Cell, Library and Labs, related activities / work.
 - Monitor Filing of all Administrative Departments.
 - Maintain the record of all correspondences with the University / Statutory Bodies.
 - Regularly visit the Websites of the University / Statutory Bodies to collect the information and maintain the record with respect to the institute.
 - Regularly check the institute's email to collect the information and maintain the record with respect to the institute.
 - Prepare and submit the requisite information / documents to the University / Statutory Bodies in correct form on timely basis.
 - Liaison with the students regarding collection of documents / information and to provide information / documents.
 - Organize all the records / documents / information and keep in safe custody.
 - Liaison with the faculty and staff members.
- Placement and Internship Incharge
 - Tie-Ups with Industries/Organizations
 - Facilitating placement at institute/outside institute
 - Inviting Reputed Companies for providing excellent placements with increased packages.
- Any other task assigned by the Competent Authorities.

Report to - Director & Director General



Roles and Responsibilities of the Admission Manager / Counsellor

Admission Manager / Counsellor shall be the main incharge of the Admissions in the Institute. The broad job profile of the Admission Manager are as follows:

- Plan & prepare the admission related strategies and submit to the competent authorities for their perusal, valuable suggestions / comments and necessary approval.
- Liaison with the following with respect to the Admissions:
 - Admission Counsellors / Consultants
 - Coaching Centres
 - Schools / Polytechnics, etc.
- Make plan for promotion of the institute on digital platforms, etc. get it approved and ensure the compliance of the same.
- Design and preparation of publicity material.
- Counselling of the students with respect to Admission.
- Coordinate and supervise the tele-callers.
- Coordinate the entire admission process.
- Help and counsel the students to choose courses after 10+2
- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification.
- Participate in the decision-making process for student admissions based on college policies and guidelines.
- Prepares and present applicant reports for the competent authorities.
- Participate in educational events, college fairs, information sessions and recruitment activities as a representative of the college.
- Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
- Collaborate with the program coordinators to organize presentations, information sessions, and recruitment related activities.
- Coordinate with other high schools for admission activities including student registration, testing and recruitment.
- Perform college administrative and clerical activities when needed.
- Build broad knowledge on college admission activities and guidelines.

First-reporting Report to - Director & Director General





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LEAVE CHART - JAN 2020 Onwards

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

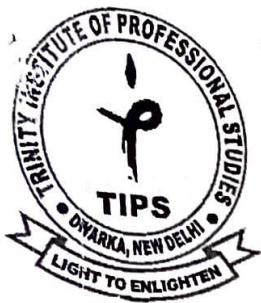
Note: 1. Casual Leave, Medical leave, Special Casual Leave, GGSIPU Exam Duty Leave will be credited from Jan to Dec every year and it cannot be carried forward.

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

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

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





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LEAVE RULES /POLICY

1. GENERAL

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

2. APPLICABILITY

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

3. RIGHT TO LEAVE

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

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



Signature
25/1/2020

4. SANCTIONING AUTHORITY

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

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

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

5. CATEGORIES OF LEAVE (FOR TEACHING STAFF)

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

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



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H. STUDY LEAVE

A. CASUAL LEAVE

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

B. MEDICAL LEAVE

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

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

C. VACATION LEAVE

- (i) Vacation leave shall represent the time when no formal teaching and /or internal or external examinations are being held at the Institute for any of the courses being run by it, either directly or indirectly.
- (ii) Vacation Leave (VL) is entitled to all regular Full Time Employees as per vacations declared by GGSIPU Academic calendar. As per the slots given to them, based on any official work of GGSIPU/ Institute as per the chart of TIPS declared on yearly basis.



D. SPECIAL CASUAL LEAVE

- (i) SCL is introduced for the faculty to outreach academic activities/ extra ordinary situation. SCL shall be granted for academic, Ph.D research work and professional involvement with the outside world subject to satisfaction of the management committee that such leave will promote Institute interest / academic enrichment of the faculty concerned.
- (ii) Whenever the faculty is on SCL, the institute shall not be liable for any financial obligations whatsoever incurred by the faculty.
- (iii) In case of faculty, SCL shall only be applied when a faculty has no class or once the classes for that day have been taken in advance/ adjustment with prior information to students through Student Notice Board. Also, Faculty must notify Programmer so that this information can also be executed.
- (iv) In order to apply SCL, it is mandatory to append the invitation letter/ mail/acceptance letter etc. along with the leave application and have SCL recommended from respective Chief Coordinator, HOD and Director.
- (v) Maximum permissible limit for special casual Leave that shall be granted in a calendar year will be 4 i.e. not more than 2 days per semester. An SCL can be taken in half also for ½ day subject to prior approval.
- (vi) Faculty must have completed 18 months at institute in order to avail Special Casual Leave. Only in case of special recommendations by the Director and prior approval of Chairman of the Institute, faculty with less than 18 months at institute in order to avail Special casual Leave. Only in case of special recommendation by the Director and prior approval of chairman of the Institute, Faculty with less than 18 months association with institute may be granted Special Casual Leave. This will be done as an exception only.

E. GGSIPU EXAM DUTY LEAVE

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



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21/12/20

F. COMPENSATORY LEAVE

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

G. BUFFER TIME SYSTEM

Buffer time of 45 min in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. In case, an employee exceeds late coming buffer time (45 min) in a month then thereafter one short leave will be deducted upto 90 minutes, after 90 minutes half day will be deducted. Further, calculation of after half day will be calculated as per 45 minutes. Please note that half day is considered upto 1:00 PM for 9:00 AM to 5:00 PM and upto 1:30 PM for 9:30 AM to 5:30 PM working hours.

H. MATERNITY LEAVE

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

I. STUDY LEAVE

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

M. L. S.
29/11/2022



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

A. CASUAL LEAVE (08 DAYS)

- (i) All regular and contractual employees are eligible for 08 days of casual leave per Academic year credited on 1st January of every year. Employees who are appointed during the course of the year shall be entitled to it on pro – rata basis.
- (ii) Casual leave can be combined with Medical leave.
- (iii) Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.
- (iv) It can be carried forward for 3 months. However, under special circumstances, it can be carried forward to 6 months with the approval of competent authority.

B. MEDICAL LEAVE

- (i) Medical Leave of 5 days shall be admissible to regular Full time Employees credited on 1st January of every year. Employees who are appointed during the course of the year shall be entitled to it on Pro- Rata basis.

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

C. COMPENSATORY LEAVE

Staff members will be granted compensatory leave for official work in the Institute or outside the Institute against any weekly off & official / Gazetted holidays, this type of leave will be granted considering work adjustment of the Institute.

D. BUFFER TIME SYSTEM

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

E. MATERNITY LEAVE

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



F. VACATION LEAVE

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

1/12/2020




7. GENERAL RULES

- a) Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absent without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.
- b) Out of the 8 CL only 50% of leaves will be granted to avail without prior approval, rest 50% has to be availed with prior approval only from the authority or double the amount for each day will be deducted. The same rule will be applicable for medical leaves.
- c) If any employee resigns, credit of further leave of any kind shall freeze from the date of resignation. However, Leave credited into his/ her account will be pro-rated as on the date of resignation and may be availed subject to the prior approval of the sanctioning authority.
- d) Leave of any kind whatsoever cannot be availed without prior approval once resignation has been submitted. In case leaves is availed without prior approval, it will tantamount to non-compliance with the service rules/Leave rules. Appropriate action including freezing of service benefits/ dismissal from the service can be initiated under such circumstances.
- e) During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.
- f) During the period of suspension, an employee may not be granted any kind of leave.
- g) Before proceeding on leave, an employee shall intimate to the sanctioning authority and the person /s responsible for looking after his/her duties during the absence his/her address including email address while he/she is on leave and shall keep the said authority informed of any changes in address.
- h) Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary action including suspension and /or termination from the services of the Institute.



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

Approved By


Dr. R. K. Tandon
Chairman





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Aims of the Research Policy

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

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

Scope of the Research Policy

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

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

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artifacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

Objectives of the Research Policy

The Principal objectives of the Research Policy are as follows:





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To develop desired awareness regarding research in the faculty of trinity Inst. Of Professional Studies

- To establish a right kind of research culture through various research initiatives and programs.

- To establish Research Center in different disciplines with emphasis on socially relevant topics.

- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.

- To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country.

- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Composition of Research Cell

Research Cell will have the following composition

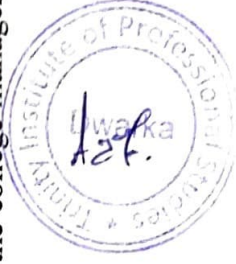
- Principal – Chairperson
- Coordinator – Member Secretary
- Two teachers – Members
- Industry/Academia representative - Member
- Two student representatives - Members

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

Research Policy Implementation Mechanism

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

1. Facilitate the faculty in undertaking research and will work with the college management
2. Provide research facilities in terms of research journals, software like statistical tools and plagiarism required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.





TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Sector-9, Dwarka, New Delhi-110075

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"A+" Ranked Institution by SFRC, Govt. of NCT
of Delhi Recognized under section 2(f) of the

5. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.
6. Prepare budgets for supporting students' research projects. (Snacks budget)
7. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
8. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
9. Facilitate Interdepartmental / interdisciplinary research projects.
10. Institute research awards.
11. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
12. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
13. Publicise the research expertise and consultancy capabilities available in the college.
14. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
15. Prepare Guidelines for design and evaluation of curriculum oriented research projects
16. Prepare a college research agenda with relative priorities.

Highlights of the policy:

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



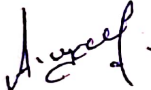


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Supporting Documents for 6.2.1

Annexure No.	Description	Page no./Links
6.2.1.1	Link for Plan of action	2
6.2.1.2	Link for Organogram	2
6.2.1.3	Link of Feedback Mechanism	2
6.2.1.4	Link for Grievance Redressal Feedback	2
6.2.1.5	Link for Various Committees	2


Prof. (Dr.) Ashutosh Agarwal
Director & IQAC Chairperson





Annexure 6.2.1.1

- Link for Plan of Action

<https://tips.edu.in/assets/images/ckeditor/files/plan.pdf>

Annexure 6.2.1.2

- Link for Organogram

<https://tips.edu.in/assets/images/ckeditor/files/organogram.pdf>

Annexure 6.2.1.3

- Link of Feedback Mechanism

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

Annexure 6.2.1.4

- Link for Grievance Redressal Feedback

<https://tips.edu.in/grievance-redressal>

Annexure 6.2.1.5

- Link for Various Committees

<https://tips.edu.in/committees-and-cells>

