



Supporting Documents for 6.3.1

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





Annexure 6.3.1

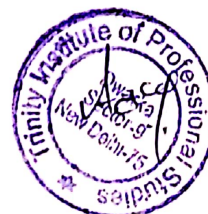
- Link for Performance-Based Appraisal System form for Teaching and Non-Teaching staff

<https://tips.edu.in/performance-based-appraisal-system>

Criteria for Performance-Based Appraisal System

Institutional Performance Scores & Grades

Marks	Letter Grade	Performance Categories
301 and Above	A+	Excellent
Score 251-300	A	V Good
Score 201-250	B+	Good
Score 151-200	B	Above Average
Score Less than 150	C	Average





Annexure 6.3.1.2

Best teacher Award Performa with Criteria For Best Teacher Award

Max. Marks: 168

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA SELF APPRAISAL FORM

Period under review: _____

Name of Teacher: _____ Designation _____

Programme/Discipline _____

Date of Joining TIPS _____

1. Academic Qualifications

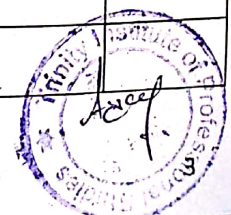
Highest Qualification	Year of passing	University	Division/ Merit/ Subject	Marks
PhD				12
NET/JRF				10
NET				8
M.Phil.				6
Post Graduation				4

Marks shall be awarded for P.G. + Highest Degree

2. Results of last two semesters: (Average of all Theory Papers taught by you during the period under review).

Quantitative:

Semester	Paper name and code	Pass Percent				
		90-100 %	75-90 %	60-75%	50-60 %	<50%





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90-100% pass: 10 marks, 75-90% pass: 8 marks, 60-75% pass: 5 marks,
50-60%pass: 2 marks, <50% pass: 0 marks

3. Results of last two semesters: Average of all Theory Papers taught by you during the period under review 10

Qualitative:

Paper name and code	75 percent marks of 75 percent & above students	75 percent Marks of 60 to 74.9 percent students	75 percent marks of 50 to 59.9 percent students	75 percent marks of 40 to 49.9 percent students	75 percent marks of less than 40 percent students

75 % marks of 75%& above students: 10, 75 % marks of 60 to

74.9%students: 8, 75 %marks of 50 to 59.9 %students: 5, 75% marks of 40 to 49.9 %students: 3,
75 % marks of less than 40 % students:0
Note: Please attach proof for point no (3) & (4).

4. Leave Record:

12

Casual Leaves		Compensatory Leaves	
Due	Used	Earned	Used

For each C.L. not consumed 2 Marks

08





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For each Compensatory Leave
not consumed

2 Marks

04

Note: Please attach Certificate of Director.

5. Research Papers Presented (Attach Proof): [Maximum upto TWO in each] 35
For each International Seminar / Conference: 20
For each National Seminar / Conference: 10
For each Attended Seminar/ Conference but no paper presented: 05
6. Research Paper published (Attach Proof): [Maximum upto TWO in each] 35
For each International Journal: 20
For each National Journal: 10
For each Paper published in any other Journal: 05
7. In the period under review, give details of the topics that you presented in Faculty Development Programmes (FDPs). 10 each 20
8. Contribution to the Institution (e.g. in the form of Coordinator -ship, Convener-ship of Committees, Editor of Publications of the Institute, Dy. Supdt/ Assistant Supdt of IPU Examinations/ Other Examinations taken at TIPS etc.- (Please mention your contribution Activity-Wise) 25
(1) Extracurricular Activities 05
(2) Sports/ Community Extension services 10
(3) Administrative Assignments 10
9. Give reasons why you should be given the Best Teacher Award (In not more than 100 words) 05

Name:

Faculty:

Date

Note: Attach Extra Sheet wherever necessary





Max. Marks: 135

APPRAISAL BY ADMINISTRATION

Period under Review: _____

Name of the Faculty _____ Discipline _____

- 1) Attendance Record Maintained Properly: YES / NO 05
- 2) Assignment given to students on routine requirement basis: YES / NO 05
- 3) Prepared students for paper presentation in any seminar/workshop: YES / NO 05
- 4) If any of your student published paper in any journal: YES / NO 05
- 5) If any student under your class coordinator-ship/ supervision/ guidance achieved any University level/ State level/ National level/ International level Award/ Recognition: YES / NO 10
- 6) If any student in your subject in the period under evaluation secured highest marks in University (University Topper): YES / NO 10
- 7) Have you accompanied out stationed excursion trip of the institute: YES/NO 10
- 8) Have you accompanied picnic/ outdoor shooting/ industrial visit within state: YES/NO 05
- 9) Have you made efforts to make your class Disciplined/ Regular in attendance: (if yes attach proof semester wise): (5+5) YES/NO 10
- 10) Have you taken special remedial class with the permission of Director and DG of back paper students of your subject (if yes attach proof semester wise): (10+10) YES/NO 20
- 11) Remedial/ extra class taken for slow learners of semester/s in progress under question (if yes attach proof semester wise): (10+10) YES/NO 20
- 12) Short Leaves taken:
 - No Short leave taken in both semesters: (5+5) 10
 - No Red Mark due to late coming in both semesters: (5+5) 10
 - No LWP in both semester (5+5)10

Signature



6

TRINITY INSTITUTE OF PROFESSIONAL STUDIES, DWARKA APPRAISAL BY STUDENTS PROFORMA

Name of Programme _____ Period of review _____ Semester _____

Dear Student,
You are requested to provide your opinion about the concerned teacher on the following parameters on a five point scale:

1. Excellent: (10) 2. Very Good: (8) 3. Good: (6) 4. Average: (4) 5. Poor: (2)

Please indicate your evaluation on each attribute by putting the number in appropriate box.

Sr. No.	Characteristics	Teacher 1		Teacher 2		Teacher 3		Teacher 4		Teacher 5	
		Paper Name: Code: Teacher' sName:		Paper Name: Code: Teacher' sName:		Paper Name: Code: Teacher' sName:		Paper Name: Code: Teacher' sName:		Paper Name: Code: Teacher' sName:	
1.	Accurate and current knowledge of the subject.										
2.	Giving clear and coherent explanation.										
3.	Holding attention of the class and Maintaining discipline.										
4.	Giving useful suggestions for Writing an excellent answer while returning the answer papers and assignments of the mid-term and end term examinations.										
5.	Duty conscious (punctual, meticulous and accessible).										
6.	Encourages the students for improving their knowledge and skill sets which may enhance their employability & personality,										





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7.	Use of modern teaching methodologies.								
TOTAL									

Signature
Name:
Enrl No:

Max. Marks: 30

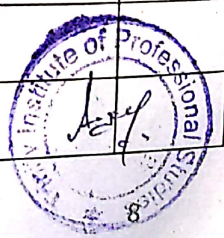
TRINITY INSTITUTE OF PROFESSIONAL STUDIES PEER EVALUATION (Faculty _____)

Period of review _____

- Please rate on a scale of 1 to 5 : on the following attributes of faculty:
 - 1. Poor 2. Average 3. Good 4. Very Good 5. Excellent

Note: Please enter in the columns numbers only. (For example: for Excellent enter in the column number 5.)

Sr. No.	Name of the Teacher	Courtesy & Politeness in interaction	Consciousness Towards executing duty	Willingness to take additional responsibility	Ability to work as team member	Openness towards new ideas	Interest in mutual development	Total (Out of 30)



Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10 Metro Station. New Delhi-110075
 tips@tips.edu.in 011- 45636921/22/23 9315911714, 9315911715 www.tips.edu.in



Cooperation of the teachers is solicited for objectively assessing the colleagues on the above parameters.

Date

Signature
Name
Faculty

Criteria For Best Teacher Award

SRI. O. P. TANDON MEMORIAL BEST TEACHER SCHOLAR AWARD

On the basis of year round evaluation, a quantitative evaluation and every faculty who has put in two years of service in the Institute, based on the guidelines and norms provided to them, self-appraisal form is filled in by each and every eligible faculty member within the cut-off date. The following award and prizes are conferred to the Best Teacher Scholar:

1. A certificate of the award
2. One Memento
3. A Cash Prize of Rs.21,000 (Rupees twenty-one thousand only)

Barky

KNOWLEDGE AND PROCESS OF EVALUATION

1. Teachers with a minimum of two years experience as on 31 December of the year are eligible for competing for Sri O.P. Tandon Memorial Best Teacher Scholar Award.
2. Only one Faculty Member of TIPS will be chosen BEST TEACHER SCHOLAR for an academic year.
3. There will be 200 degree appraisal: (a) Self Appraisal; (b) Students' Appraisal; (c) Appraisal by peers; and (d) Appraisal by Administration. The maximum marks allotted to these four appraisals are as follows:

(a) Self Appraisal	163
(b) Students' Appraisal	670
(c) Appraisal by peers	130
(d) Appraisal by Administration	135
TOTAL MARKS	1098

4. The process of selection of Best Teacher Scholar for the year will be as follows:

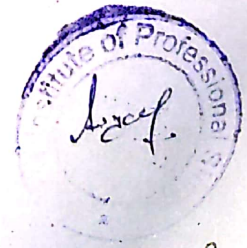
In the first step only those teachers will be shortlisted, who have secured the following marks in each of the four appraisals:

Description	Cut-off %age
Self Appraisal	49%
Students' Appraisal	75%
Peers' Appraisal	70%
Admin Appraisal	75%

In step two, such among the teachers shortlisted in step 1, the teacher securing highest marks totalling the entire four criteria shall be declared Best Teacher Scholar of the year.

If in case there is not even a single teacher who qualifies according to the above mentioned criteria, then the teachers who qualify in at least three criteria will be shortlisted and the teacher securing highest marks totalling the entire four criteria shall be declared Best Teacher Scholar of the year.

If in case there is not even a single teacher who qualifies in at least three criteria mentioned criteria, there will be NO award for Best Teacher Scholar for that year.





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- In case of a tie, best teacher will be decided by Seniority (1 mark to the holder, 2 marks in the elder) and Marks in Post Graduate Examination (1 mark to highest score in PG).
- Professors will not be contender for this award
 - Students of the two previous years with minimum 70 per cent of attendance are eligible for filling up of STUDENTS APPRAISAL FORMS.
 - Designated Chief Coordinators/ Teachers will get the Students Appraisal Forms filled up from various classes. They shall calculate the average marks scored by each teacher and submit the score sheet along with the appraisal forms to the Director.
 - Filled in Peer Feed Back Forms will be submitted by the teachers directly to the Director.
 - Teachers competing for the Award will fill up Self Appraisal Forms and submit the same to the Director along with proofs and documents wherever necessary. In the absence of proof and documents, where necessary, ZERO marks will be awarded.
 - Director will verify the facts/ claims mentioned in the Self Appraisal Form from the Chief Coordinators/ Students' Support In-charge/ Records.
 - Self Appraisal Forms will be assessed as per "marking key" in a transparent manner. Marks allotted for each attribute shall be mentioned in the appraisal form itself.
 - A Committee comprising CCOE and maximum of two teachers who have been recipients of the award in the past will compute marks obtained by each teacher shall short list 03 for final selection of the winner.
 - Decision taken by the Management on the recommendations of the Committee will be final and no appeal against it will be entertained.

Prakash
 Director



Trinity Institute of Professional Studies

(Ranked A+ Institute of Guru Gobind Singh Indraprastha University, Delhi)

Shri O.P. Tandon Memorial

Best Teacher - Scholar Award 2017-2018

This is to certify that
 Prof./Dr./Mr./Ms. PROMOD KUMAR NAVAK has been
 awarded Best Teacher - Scholar Award 2017 - 2018 on
 20th April 2019

Dr. P. K. Tandon
 (Chairman, TIPS)

G. D. Garg
 Prof. H. P. Garg
 (Director General, TIPS)





Supporting Documents for Staff Retreat Program

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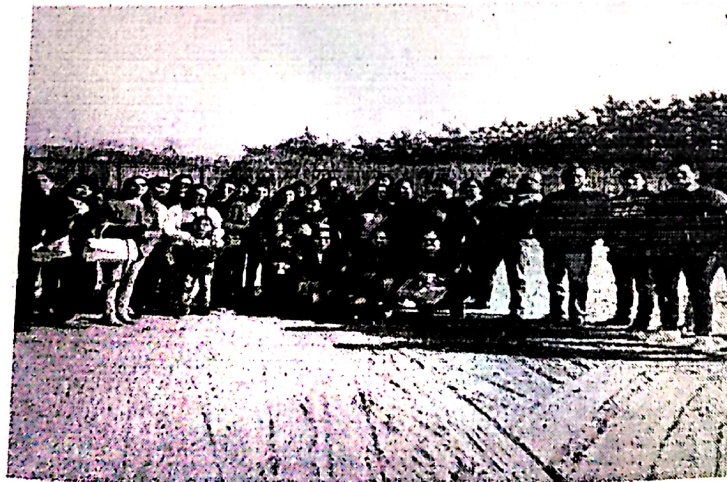
“A+” Ranked Institution by SFRC, Govt of NCT of Delhi

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

NAAC Accredited “B++” Grade Institution

Report on Faculty Retreat Programme 2017-2018 9 February 2018

Trinity Institute of Professional Studies had organized one-day Faculty Retreat Programme for all Faculty & Staff members under the aegis of IQAC. It was organized on 9 February 2018, and the venue was Pratapgarh Farm, Haryana. All the faculty & Staff members have assembled at TIPS at 08:00 am and boarded the bus to reach the venue. All reached at the venue and enjoyed a delicious breakfast. All members enjoyed various games, activities, and adventurous rides. Trip has given chance for all the members to interact with each other and created lots of sweet memories. Honorable Chairman sir also joined the TIPS family and participated in various activities which created a good bond among employee and employer which is positive for organizational environment.





2018-2019

Trinity Institute of Professional Studies

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NAAC Accredited “B++” Grade Institution

Report on Faculty Retreat Programme 2018-2019

7 February 2019

Trinity Institute of Professional Studies organized a one-day Faculty Retreat Programme for all Faculty & Staff members under the aegis of IQAC. It was organized on 7 February 2019, and the venue was Unlimited Lounge, Connaught Place. All the faculty & Staff members had reached the venue and enjoyed a delicious breakfast and lunch. The trip has given chance for all the members a to interact with each other and created lots of sweet memories. Honorable Chairman sir also joined the TIPS family and participated in various activities such as truth & dare, dance, etc., which created a good bond among employee and employer which is positive for organizational environment.





2019-2020

Trinity Institute of Professional Studies

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NAAC Accredited “B++” Grade Institution

Report on Faculty Retreat Programme 2019-2020

17 Feb 2020

Trinity Institute of Professional Studies organized a one-day Faculty Retreat Programme for all Faculty & Staff members under the aegis of IQAC. It was organized on 17 Feb 2020, and the venue was “I love Jazbaa”, Rajouri Graden. All the faculty & Staff members had reached the venue and enjoyed a delicious breakfast and lunch. The trip has given chance for all the members a to interact with each other and created lots of sweet memories. Honorable Chairman sir also joined the TIPS family and participated in various activities such as truth & dare, dance, etc., which created a good bond among employee and employer which is positive for organizational environment.





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Report on Faculty Religious Trip 2019-2020 25-26 Jan 2020

Trinity Institute of Professional Studies organized a one-day Faculty Retreat Programme for all Faculty & Staff members under the aegis of IQAC. It was organized on January 25-26, 2020, and the venue was Surajgarh Farm, Gurgaon. All the faculty & Staff members assembled at TIPS at 08:00 am and boarded the bus to reach the venue. Trip went to Sati Devi-Salasar Balaji & Khatu Shyam Ji. It gave us positive energy to work in a more holistic manner. The trip has given chance for all the members to interact with each other and created lots of sweet memories. It was great initiative of our Honorable Chairman sir to enhance the religious values in the life of all participants.





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Report on Faculty Retreat Programme 2021 February 27, 2021

Trinity Institute of Professional Studies had organized one-day Faculty Retreat Programme for all Faculty & Staff members under the aegis of IQAC. It was organized on February 27, 2021, and the venue was Surajgarh Farm, Gurgaon. All the faculty & Staff members have assembled at TIPS at 08:00 am and boarded the bus to reach the venue. All reached at the venue and enjoyed a delicious breakfast. All members enjoyed various games, activities, and adventurous rides. Trip has given chance for all the members to interact with each other and created lots of sweet memories. Honorable Chairman sir also joined the TIPS family and participated in various activities which created a good bond among employee and employer which is positive for organizational environment.

