



# MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE & Affiliated to Guru Gobind Singh Indraprastha University)

C-4, JANAK PURI, NEW DELHI- 110 058

Phones : 25552667, 25528117 Telefax : 25528116

E-mail : director@msit.in

Website : www.msit.in

Ref. No. MSIT/G07/G48-20

Dated 20/07/20

To

M/S RAC Technologies,  
G-6, Kailash Plaza, 252-II,  
Sant Nagar, East of Kailash  
New Delhi-110065

Subject: Purchase Order for Microsoft Campus Renewal and Microsoft Teams.

Dear Sir

We are pleased to place an order for the renewal of Microsoft Campus Agreement and Virtual classes - Deployment and Training Propose An overview of Virtual Classroom through Microsoft Teams for Surajmal Memorial Education Society with the following terms and conditions.

S. No.	Product Description	Quantity	Unit Price for One Year (Rs)	Total amount (Rs)
1.	DsktpEdu ALNG LicSAPk OLVE IY Acdme Includes - Windows 10 Upgrade, Office Pro Plus Core CAL Suite includes • Windows Server® CAL, • Microsoft SharePoint® Server Standard CAL, • Microsoft Exchange Server Standard CAL, • Microsoft System Center Configuration Manager Client Management License, PART NO. 2UJ-00011  *Microsoft Imagine Complementary directly from Microsoft	135	3300/- +GST	4,45,500/- +GST
2.	Virtual Classes - Deployment and Training Propose An Overview of Virtual Classroom through Microsoft Teams	1.00	30,000+GST	30,000/- +GST

## Terms & Conditions:-

1. Full payment will be released after receiving the Paper License and Taxes will be as per GST.
2. Delivery within 5-6 weeks after receiving PO
3. TDS will not be deducted.
4. Advanced payment for Microsoft Teams will be done.

*[Signature]*  
Prof. K.P. Chaudhary 20/7/20  
(Director- MSIT)

*[Signature]*  
Prof. (Dr.) Rachita Rana  
Director

*[Signature]*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal  
Gurgaon, Haryana



# MAHARAJA SURAJMAL INSTITUTE

Recognised by UGC u/s 2 (f), NAAC 'A' Grade Accredited  
(Affiliated to Guru Gobind Singh Indraprastha University)

C-4, Janak Puri, New Delhi- 110058. Phones : 25552667, 25528117

Fax : 91-11-25528116 E-mail : principalmsi@yahoo.co.in

Website : msi-ggsip.org

Ref No. MSI/2020/303/42

Date 28/07/20

M/s RAC Technologies

G-6 Kailash Plaza, 252-H, Sant Nagar,  
East of Kailash, New Delhi -65

Subject: Purchase Order

Sir,

This is with reference to your quotation for Virtual Classes through MS-Teams - Deployment and Training Propose and final negotiations done in the meeting of Purchase Committee held on 17-07-2020 at 11:00 AM in MSIT Conference Room. The Competent Authority has approved your rates. Accordingly, we are giving the order for the following item:

Sr.No.	Item	Qty Reqd	Unit Price (as approved)	Total Price (Inclusive Tax)
1.	Virtual Classes MS-Teams - Deployment and Training Propose An Overview of Virtual Classroom through Microsoft Teams Archiving the online sessions recordings Best practices of organizing teams in Microsoft Teams Compliance Control and Security settings Create classroom announcements and posts Create learning activities for students with integrated Assignments How SharePoint Online and One Drive work with Microsoft Teams How to get Started with Microsoft Teams Leave feedback for students, grade, and track student progress in the Grades, Microsoft Whiteboard & Stream Monitoring Usage and Quality OneNote Class Notebook Schedule a meeting with your team or class Set up Calendars on Teams Setting up of digital classroom Setting up of digital classroom and class teams Sharing video, voice, or your screen during the online call User access on Microsoft Teams	01	Rs. 30,000 /- Plus 18 % GST	Rs. 35,400 /-
			Total Amount	Rs. 35400 /-

Rupees Thirty Five Thousand Four Hundred only

The bill should be in the name of "Maharaja Surajmal Institute", C-4 Janak Puri, New Delhi 110058.

A Cheque no. 316771 dated 21-07-2020 of Bank of India, Janak Puri Branch amounting to Rs. 35400/- is attached herewith as full payment in advance as approved in the Purchase Committee Meeting held on 17-07-2020.

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Rs. 35400/- A.A. 35400/-  
24/7/20





( This copy does not entitle the holder to claim Input Tax Credit )

Duplicate Copy

# TAX INVOICE

## PRASHAD COMPUTER WORLD

312-312A, SHAKUNTALA BUILDING, 59 NEHRU PLACE, NEW DELHI - 110019

GSTIN : 07AANPK6001G1ZX

Tel. : 26226458, 9250909774 email : parveen.jain@pcw.co.in

PCW

CISCO | LOGITECH | TVS | WACOM | BELKIN | QUICK HEAL

### Buyer Details :

MARAJA SURAJMAL INSTITUTE  
JANAK PURI,  
DELHI-110058

Mobile No : +91 96540 96530  
IN / UIN :  
MENT TERM :  
NO. :

Invoice No. : PCW/1851/20-21  
Dated : 22-08-2020  
Place of Supply : Delhi (07)  
Reverse Charge : N  
GR/RR No. :  
Transport : 0  
Vehicle No. :  
Station :  
E-Way Bill No. :  
SALES BY :

Description of Goods	HSN Code	Qty.	Unit	List Price	Amount Bef. Tax	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Amount(₹)
CTL672/K0-CX, 2ND GEM MEDIUM WACOM	8471	4	NO	6900.00	23389.84	9.00 %	2105.08	9.00 %	2105.08	27600.00
<p>Entered in Register Page No. 564.</p> <p>2 issued in lab-6 &amp;</p> <p>2 issued in lab-4</p> <p>Entered in Stock Register</p> <p>Page No. 271 (Assets)</p> <p>27/8/20</p> <p>27/8/20</p> <p>Grand Total 4 NO 27600.00</p> <p>Entry made in Budget Register at Page No. 51</p> <p>Sanctioned Budget</p> <p>Balance Budget</p> <p>Bill Pass for Rs. 27600/-</p> <p>27/8/20</p>										

Tax Rate	Taxable Amt.	CGST Amt.	SGST Amt.	Total Tax
18%	23389.84	2105.08	2105.08	4210.16

Rupees Twenty Seven Thousand Six Hundred Only  
Party - 27600.00

SURAJMAL INSTITUTE  
Dept. of Computer Science (II Shift)  
Maharaja Surajmal Institute  
Janakpuri, New Delhi-58

Prof. (Dr.) Rachita Rana  
Director

### Declaration

Income Tax Declaration TDS on Software Sales.

It is hereby confirmed that there is no modification on the software being supplied with this invoice & TDS has been deducted Under Sec 194J Against the material supplied under the Invoice.

Maharaja Surajmal Insti  
C-4, Janakpuri, New Delhi-11

Bank Details: citibank, N.A. A/C NO. 0001129237 IFSC : CITI0000029

### Terms & Conditions

#### E. & O. E.

1. Goods once sold will not be taken back.
2. Interest @ 24% p.a. will be charged if the payment is not made with in the stipulated time
3. Rs. 500 will be charged in case of bouncing of cheque
4. Subject to 'Delhi' Jurisdiction only.

Receiver's Signature :

25-8-20  
(JITENDRA R. Thakur)

For PRASHAD COMPUTER WORLD

AJIT SINGH CHAUDHARY  
Secretary

Authorized Signatory

Surajmal Memorial Education Society  
C-4, Janakpuri, New Delhi-110058

Rachita Rana

Rachita Rana





# MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE & Affiliated to Guru Gobind Singh Indraprastha University)

C-4, JANAK PURI, NEW DELHI-110058

Phone : 2552667, 25520117 Telex : 25528116

E-mail : director@msit.in

Website : www.msit.in

Ref. No.: MSIT/Sec/20/652

Dated: 22/7/20

To

Shyam Spectra Private Limited

Plot No. 258, Okhla Industrial Estate

Phase-III, New Delhi-110020

Subject: Purchase order for the renewal of 100 Mbps Internet services.

Sir,

Reference to your quotation and subsequent decision of Purchase Committee in its meeting held on July 17, 2020 at 11:00 A.M. in the Institute at MSIT conference room for renewal of 100 Mbps Internet services for Maharaja Surajmal Institute of Technology, C-4, Janakpuri, New Delhi-110058. We are pleased to confirm an order for the below stated services with term and conditions as specified herein.

S.No.	Item	Description	One time charges	Annual recurring charges
1	100 Mbps	100 mbps(1:1)	Nil	Rs 4,10,000/- + Taxes

Last mile will be fiber.

Terms and conditions:

- GST extra will be applicable
- Billing: Post payment quarterly (via cheque)
- SLA: 99% uptime yearly.
- Allocation of internet bandwidth as per Institute requirements.
- Contract term (1 year i.e. 1-5-2020 to 30-4-2021)
- Exit clause: One month notice period in case of service discontinuation.

Prof. (Dr.) K. P. Chaudhary

Director, MSIT

Rachita Rana

Prof. (Dr.) Rachita Rana  
Director

Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-5



# Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi-110058

Dated: 29<sup>th</sup> Sep'2021

## Examination Notice

The Internal Examination of 2<sup>nd</sup> and 3<sup>rd</sup> year students of BBA, BCA & B.Com (H) courses will be held from 4<sup>th</sup> October'2021 to 8<sup>th</sup> October'2021 & for B.Ed. course from 7<sup>th</sup> October'2021 to 8<sup>th</sup> October'2021. The timing of Internal Examination for both shifts will be 10:00 AM to 1:00 PM. Exam will be conducted in **Online Mode**. Question Paper would be prepared for each subject by concerned faculty covering **first 2 units** of the Syllabus.

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director, MSI



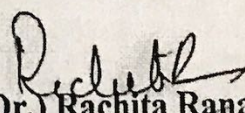
# Maharaja Surajmal Institute

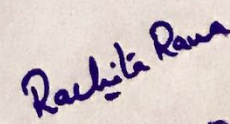
C-4, Janakpuri, New Delhi-110058

Dated: 14<sup>th</sup> July'2022

## Examination Notice

The Class Test of 2<sup>nd</sup> Semester students of BBA, BCA & B.Com (H) courses will be held from 25<sup>th</sup> July'2022 to 29<sup>th</sup> July'2022. The timing of Internal Examination for both shifts will be 10:00 AM to 12:00 PM. Exam will be conducted in **Online Mode**. Question Paper would be prepared for each subject by concerned faculty member covering all 4 units of the Syllabus consisting 60 MCQs (1 Mark each).

  
Prof. (Dr.) Rachita Rana  
Director, MSI

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



**Maharaja Surajmal Institute**

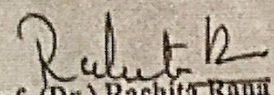
**Internal Exams (October'2021) of BBA(Gen/ B&I), BCA and B.Com(H)- Shift-I & II**

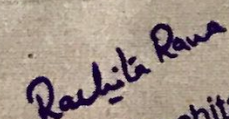
**Instructions for the Faculty**

Date: 29 /09/2021

As you all are aware that the Internal Exams of 2<sup>nd</sup> and 3<sup>rd</sup> Year Students of BBA (Gen/ B&I), BCA and B.Com(H) will be starting from 04<sup>th</sup> October'2021. Following are the Instructions for the same so please take care of the following points:

1. The mode of the examination will be online and compulsory for all students.
2. The duration of the Test will be of 3:00 hours (10:00AM to 1:00PM).
3. The Question Paper will be of 60 Marks (Subjective and Objective in nature Carries 20MCQs of 1 Marks each and 4 long answer question 10 marks each).
4. Syllabus for the Internal Exam will be first 2 units.
5. The Concerned subject teacher will be responsible for the smooth conduct of the exam.
6. Faculty will communicate the question paper on the following online platforms before 5 minutes at the start of the exam: Google Classroom/ WhatsApp / official e-mail/ MS Team.
7. It is mandatory for teachers to keep the Soft Copy of the Answer Sheets for record. In case of practical file/ project report etc. please inform the students that the Hard copy has to be kept for submission and the same will be submitted to the concerned subject teacher as and when asked or the institute opens.
8. It is advised that if the Students/ Faculty facing any technical issue in operating Google classroom please resolve it before the commencement of the exam as the exam will be taken through Google Classroom/ MS Team only.

  
Prof. (Dr.) Rachita Rana  
(Director, MSI)

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058,



# Maharaja Surajmal Institute

Internal Exams (October'2021) of BBA(Gen/ B&I), BCA and B.Com- Shift-I & II

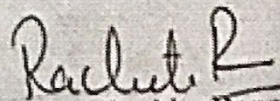
## Instructions for the Students

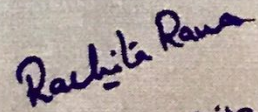
Date: 29/09/2021

Internal Exams of 2<sup>nd</sup> and 3<sup>rd</sup> year students will be starting from 4<sup>th</sup> October'2021. The

Instructions for the same are as follows:

1. The mode of the examination will be online and compulsory for all students.
2. The duration of the Exam will be of 3:00 hours (10:00AM to 1:00PM).
3. The Question Paper will be of 60 Marks (Subjective and Objective in nature, Carries 20 MCQs of 1 marks each and 4 long answer question 10 marks each).
4. Syllabus for the Internal Exam will be first 2 units.
5. Faculty will communicate the question paper on the following online platforms before 5 minutes at the start of the exam: Google Classroom/ WhatsApp / official e-mail/ MS Team.
6. It is advised that if the students facing any technical issue in operating Google classroom please resolve it before the commencement of the exam as the exam will be taken through Google Classroom only/ MS Team.

  
Prof. (Dr.) Rachita Rana  
(Director, MSI)

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



# Maharaja Surajmal Institute

Department of Commerce (First and Second Shift)

Date Sheet for Mid Term Examination, October'2021

Timing: 10:00 AM to 1:00 PM

Date	B.Com(H) V Semester	B.Com(H) III Semester
04.10.2021 Monday	Income Tax Law and Practice (B.Com 301)	Marketing Management (B.Com 201)
05.10.2021 Tuesday	Entrepreneurship Development (B.Com 303)	Management Accounting (B.Com 203)
06.10.2021 Wednesday	Information System Management (B.Com 305)	Human Resource Management (B.Com 205)
07.10.2021 Thursday	Investment Management (B.Com 311)	Business Ethics & Corporate Social Responsibility (B.Com 207)
08.10.2021 Friday		Business Statistics (B.Com 209)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110053

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
(Director, MSD)



# Maharaja Surajmal Institute

Department of Business Administration (First and Second Shift)

Date Sheet for Mid Term Examination, October'2021

Timing: 10:00 AM to 1:00 PM

Date	BBA V Semester	BBA(B&I) V Semester	BBA III Semester	BBA(B&I) III Semester
04.10.2021 Monday	Income Tax Law and Practice (BBA 301)	Income Tax Law and Practice (BBA B&I 301)	Business Laws (BBA 201)	Quantitative Techniques (BBA B&I 201)
05.10.2021 Tuesday	Production and Operations Management (BBA 303)	Practice of Life Insurance (BBA B&I 303)	Marketing Management (BBA 203)	Marketing Management (BBA B&I 203)
06.10.2021 Wednesday	Services Marketing (BBA 305)	Human Resource Management (BBA B&I 305)	Business Ethics & Corporate Social Responsibility (BBA 205)	Regulatory Framework of Insurance Sector (BBA B&I 205)
07.10.2021 Thursday	Entrepreneurship Development (BBA 307)	Marketing of Financial Products & Services (BBA B&I 307)	Management Accounting (BBA 207)	Management Accounting (BBA B&I 207)
08.10.2021 Friday	Goods & Services Tax (GST) (BBA 309)	E- Commerce (BBA B&I 309)	Indian Economy (BBA 209)	Business Environment (BBA B&I 209)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
(Director, MSI)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



Department of Computer Application (First and Second Shift)

Date Sheet for Mid Term Examination, October'2021

Timing: 10:00 AM to 1:00 PM

Date	BCA V Semester	BCA III Semester
04.10.2021 (Monday)	-----	BCA-201 Mathematics
05.10.2021 (Tuesday)	BCA-301 Operating System	BCA-203 Computer Architecture
06.10.2021 (Wednesday)	BCA-303 Computer Graphics	BCA-205 Front End Design Tools
07.10.2021 (Thursday)	BCA-305 E-Commerce	BCA-207 Principle of Accounting
08.10.2021 (Friday)	BCA-307/13/15 PHP/BE/ST	BCA-209 Object Oriented Programming using C++

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
(Director, MSI)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja G.D. Goindwal  
C-4, Janakpuri, New Delhi-110058



# Maharaja Surajmal Institute

Department of Education

BATCII-2020-22

**Date Sheet for Mid Term Practical Examination, October'2021**

Date	B.Ed III Semester
07.10.2021 Thursday	School Internship-I BED-251,253
08.10.2021 Friday	School Internship-II BED-257,255

Examination Committee

Dr. Vanita Anand  
Dr. Monika Singh

*Vanita Anand*  
*Monika Singh*

HOD, B.Ed  
*Dr. Poonam Beniwal*

Dr. Poonam Beniwal

*Rachita Rana*  
Director MSI

Prof. (Dr.) Rachita Rana

*Rachita Rana*

Prof. (Dr.) Rachita Rana  
Director

Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



Details of Proctors for Online Duties in End Term Examination

# MAHARAJA SURAJMAL INSTITUTE

Recognised by UGC u/s 2 (f), NAAC 'A' Grade Accredited  
(Affiliated to Guru Gobind Singh Indraprastha University)

C-4, Janak Puri, New Delhi- 110058. Phones : 25552667, 25528117

Fax : 91-11-25528116 E-mail : principalmsi@yahoo.co.in

Website : msi-ggsip.org

Ref No. ...MSI/2021/93/359

Date : .....

28<sup>th</sup> June, 2021

To

The Incharge Conduct  
Examination Division  
Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka,  
New Delhi-110078

Subject: Submission of Details faculty members for deputing proctors for performing the duties of online End Term Theory Examinations July, 2021.

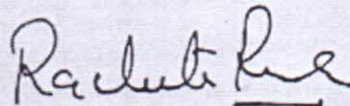
Sir,

Please refer to your email dated 23.06.2021, on the subject cited above.

As desired, we are sending herewith the requisite details of faculty members for deputing proctors for performing the duties of online End Term Theory Examinations July, 2021.

Please acknowledge the receipt.

Yours faithfully,



Prof. (Dr.) Rachita Rana  
Director

Encl: As above.



Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal  
C-4, Janakpuri, New Delhi-110058



**Maharaja Surajmal Institute**  
C-4 Janakpuri, New Delhi 110057  
**List of Proctors for performing the duties of online End Term Theory Exam. July, 2021**

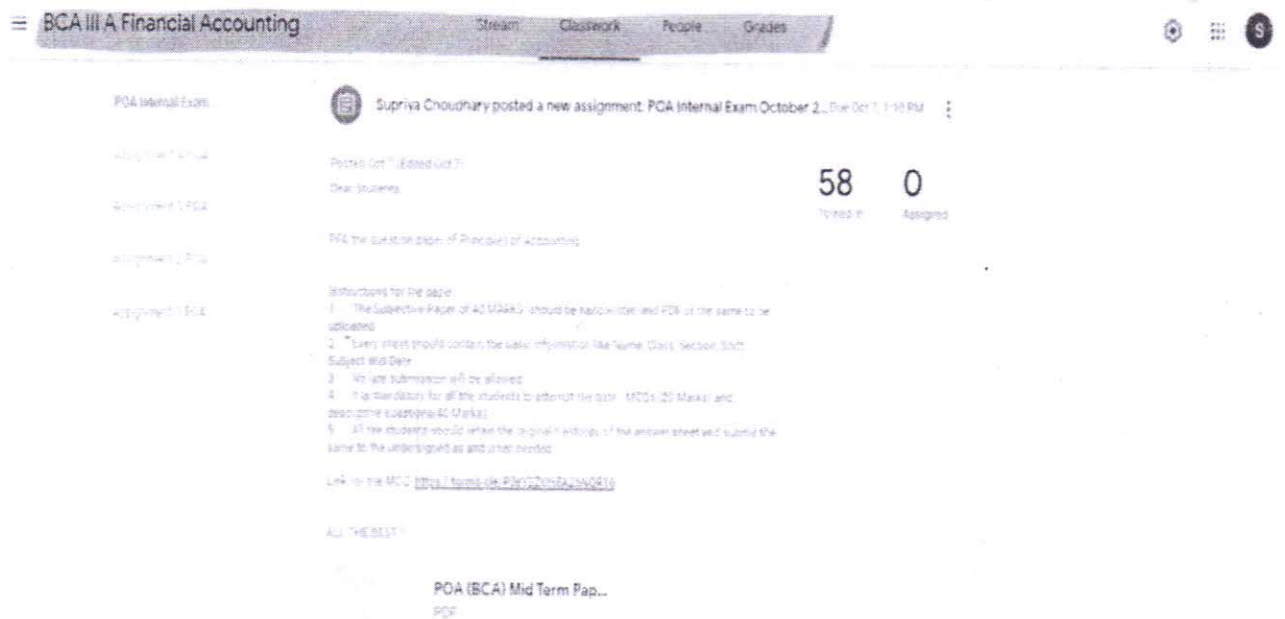
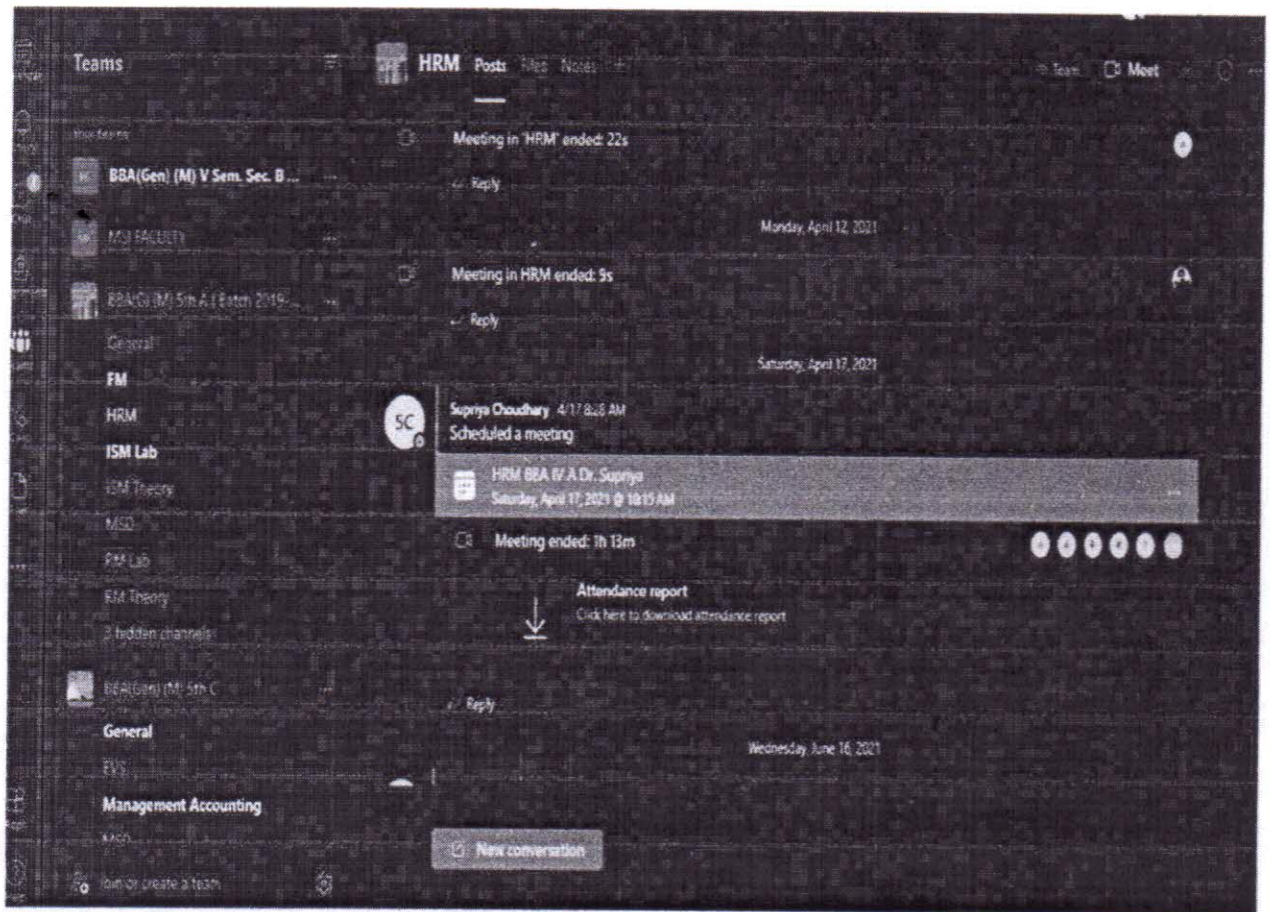
S. No.	Name of the Faculty	Name of the Institution	Designation	Mobile No.	Email Id
1	Dr. Kavita Pabreja	Maharaja Surajmal Institute	Associate Professor	9811594911	kavita.pabreja@msljanakpuri.com
2	Dr. Amit Choudhary	Maharaja Surajmal Institute	Associate Professor	9911335069	amitchoudhary@msljanakpuri.com
3	Dr. Neetu Narwal	Maharaja Surajmal Institute	Associate Professor	9891859445	neetunarwal@msljanakpuri.com
4	Mr. Hemendra Kumar	Maharaja Surajmal Institute	Assistant Professor	9350509228	hemendrakumar@msljanakpuri.com
5	Mr. Manoj Kumar	Maharaja Surajmal Institute	Assistant Professor	9999283157	manojkumar@msljanakpuri.com
6	Mr. Kumar Gaurav	Maharaja Surajmal Institute	Assistant Professor	9911108742	kumargaurav@msljanakpuri.com
7	Mr. Sundeep Kumar	Maharaja Surajmal Institute	Assistant Professor	9971115028	sundeepkumar@msljanakpuri.com
8	Mr. Ravinder Singh Kajal	Maharaja Surajmal Institute	Assistant Professor	9911543065	ravindersingh@msljanakpuri.com
9	Ms. Rhythm Choudhary	Maharaja Surajmal Institute	Assistant Professor	9643104346	rhythmchoudhary@msljanakpuri.com
10	Dr. Pooja Singh	Maharaja Surajmal Institute	Assistant Professor	9818832389	poojasingh@msljanakpuri.com
11	Ms. Vinita Tomar	Maharaja Surajmal Institute	Assistant Professor	9899189964	vinitatomar@msljanakpuri.com
12	Dr. Preeti Malik	Maharaja Surajmal Institute	Assistant Professor	9650290719	preetimalik@msljanakpuri.com
13	Mr. Surajpal Chauhan	Maharaja Surajmal Institute	Assistant Professor	9350137481	spchauhan@msljanakpuri.com
14	Dr. Menal Dahiya	Maharaja Surajmal Institute	Associate Professor	9810453506	menaldahiya@msljanakpuri.com
15	Ms. Tarunim	Maharaja Surajmal Institute	Assistant Professor	9650215421	tarunimsharma@msljanakpuri.com
16	Ms. Minal Dhankar	Maharaja Surajmal Institute	Assistant Professor	8750109109	minaldhankar@msljanakpuri.com
17	Mr. Harjender Singh	Maharaja Surajmal Institute	Assistant Professor	9718933400	harjendersingh@msljanakpuri.com
18	Ms. Kanika Kundu	Maharaja Surajmal Institute	Assistant Professor	9911119409	kanikakundu@msljanakpuri.com
19	Ms. Nikita Malik	Maharaja Surajmal Institute	Assistant Professor	9971633991	nikitamalik@msljanakpuri.com
20	Dr. Shailza Dutt	Maharaja Surajmal Institute	Assistant Professor	9810306616	shailzadutt@msljanakpuri.com
21	Ms. Monika Sehrawat	Maharaja Surajmal Institute	Assistant Professor	7838338378	monika@msljanakpuri.com

*Rachita*

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal  
C-4 Janakpuri, New Delhi 110057



## Use of Online Platforms -MS Teams



*Rachita Rana*  
**Prof. (Dr.) Rachita Rana**  
 Director  
 Surajima  
 New Delhi-58



## Assignment 1 POA

Assignments

Assignment 1 POA

Assignment 2 POA

Assignment 3 POA

Assignment 4 POA

Assignment 5 POA



Supriya Choudhary posted a new assignment: Assignment 1 POA

Due Date: 10/10/2020

Points: 50 (5000 Points)

Dear Students,

POA the assignment 1 of POA

Kindly submit the good and well written assignment before due date

Dr. Supriya Choudhary

50

8

Times

Assign

Assignment 1 FINANCIAL...  
Word

Students (27)	
1. Anshu Singh	100%
2. Anshu Singh	100%
3. Anshu Singh	100%
4. Anshu Singh	100%
5. Anshu Singh	100%
6. Anshu Singh	100%
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8. Anshu Singh	100%
9. Anshu Singh	100%
10. Anshu Singh	100%
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24. Anshu Singh	100%
25. Anshu Singh	100%
26. Anshu Singh	100%
27. Anshu Singh	100%

Rachita Rana.

Prof. (Dr.) Rachita Rana





# Subject E-Modules

Please find the below subject E-Modules by the concerned faculty. Please note that the content of these e-modules are not meant for any commercial purpose but for student's educational purpose only.

- [BBA \(Gen.\) & BBA \(B & I\) Subject E-Modules](#)
- [B.Com Subject E-Modules](#)
- [BCA Subject E-Modules](#)
- [B.Ed Subject E-Modules](#)

*Rachita Rana*

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Central Library  
C-4, J.B. Road, New Delhi-110058





MAHARAJA SURAJMAL INSTITUTE

## STUDENT WELFARE COMMITTEE

PRESENTS

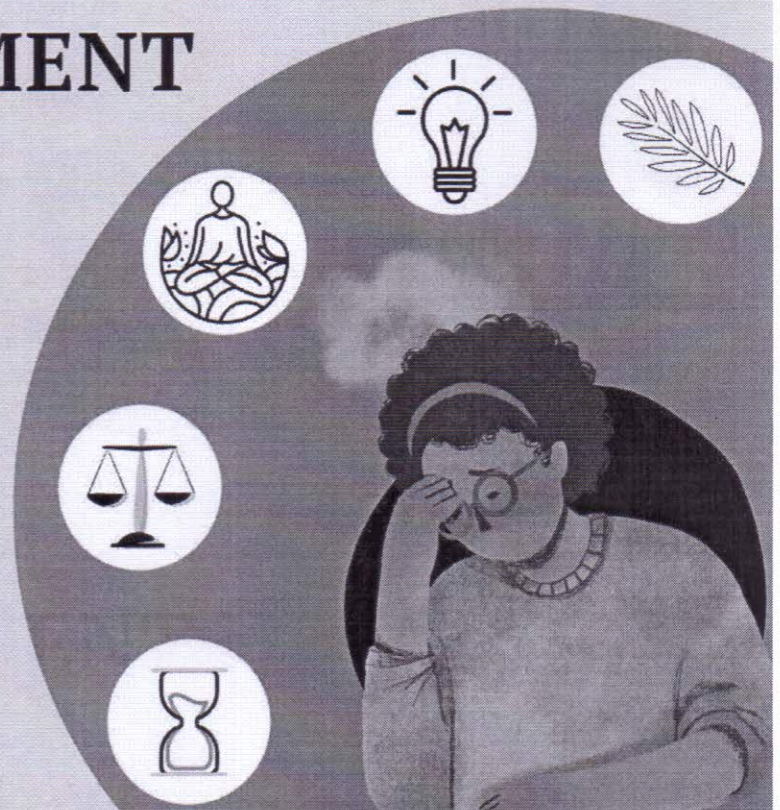
# STRESS MANAGEMENT SESSION

Feb 5th, 2022

Saturday

11 am - 12 pm

**Dr. Lovleen Malhotra**  
(Psychologist cum  
medical counsellor)



*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
Janakpuri, New Delhi-110058



## Counselling session

Chetna Grewal <chetnagrewal@msijanakupuri.com>

Fri, Feb 4,  
12:01 PM

to Dr.Anvitti, Priyanka, Vinita, Vanita, Preeti

Dear Colleagues,

This is to inform you that the Student Counselling Committee of MSI is organising a session on "Talk on Mental Health" by Dr. Loveleen Malhotra for first year students of the Department of Commerce.

Date: 05 February 2022, Saturday

Time: 11am-12noon

You are requested to kindly make sure that students attend this lecture.

Link for the meeting:

Counselling session

Saturday, February 5 · 11:00am – 12:00pm

Google Meet joining info

Video call link: <https://meet.google.com/ujm-bfze-ahf>

Or dial:

Class coordinators of BCom I Semester (both shifts) are requested to share the above link in their respective class groups.

Regards

Student Counselling Committee, MSI

*Rachita Rana*

xang

12:01 PM



## STRESS MANAGEMENT WEBINAR REPORT

In accordance with the institute's initiative to conduct interactive sessions with their students.

The COVID-19 pandemic is a crisis unlike any other country before. The constantly evolving situation may create significant stress and uncertainty. Many of us are dealing with constant stress due to this crisis in our country.

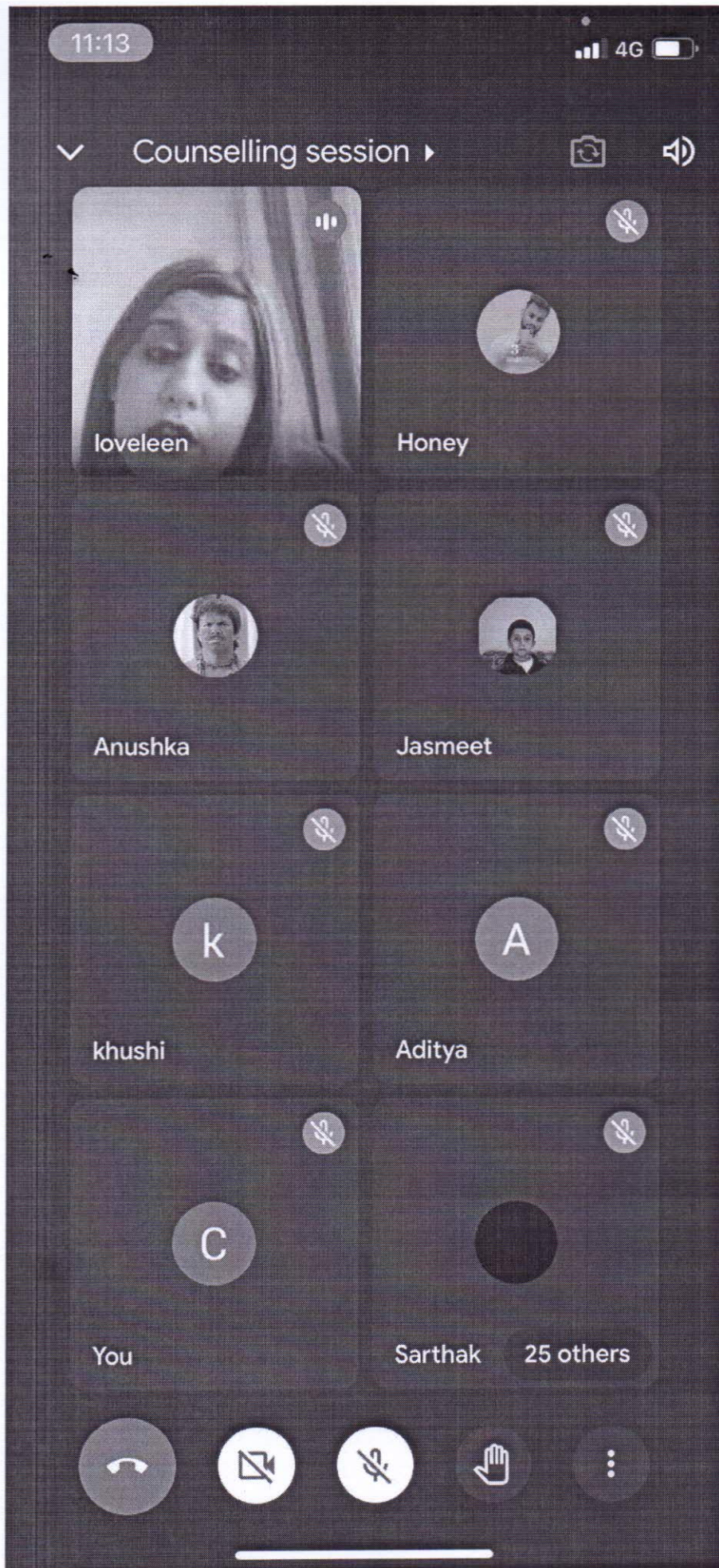
To overcome this stress and anxiety, an interactive session on stress management was organized by **STUDENT COUNSELING COMMITTEE, MAHARAJA SURAJMAL INSTITUTE, JANAKPURI** for the BCOM I Semester students (both shift) on Saturday, 5 feb 2022 from 11am-12noon on an online platform. We were joined by a distinguished guest, Dr Lovleen Malhotra ma'am, who was the eminent speaker of the session, a psychologist cum medical counsellor.

The session started out with an introduction and a welcome speech given to our guest, by teacher Ms.Chetna Grewal (BCOM Department), then Dr. Lovleen kickstarted the session by asking what sort of psychological issues or mental health problems, like anxiety or stress, were the students facing during this phase. To this they promptly replied, that they were facing obstacles such as long hours of online classes throughout the week, procrastination, being cooped up under the same roof due to lockdown, and suffering the loss of a close one due to Covid. She had a very optimistic approach while answering all the students' queries and emphasized on moving on from the past and prioritizing the present, living it to the fullest. She discussed that how Stress directly leads to anxiety which affect our daily life. Another question raised that how stress led to bad habits/addiction. To this ma'am replied that socializing, connecting with each other, playing games especially with friends, could prove to be a real stressbuster too but there are fair restrictions on the time limit. Overthinking, a common practice among individuals is more inclined to be personality trait than a side-effect of stress, according to ma'am. It can be avoided by incorporating mind-clearing habits in one's life, such as meditating, getting a fresh breath of air in a park or even a terrace, listening to good music and having a fun hobby to distract yourself with. These tips also help to expel negative thoughts from the mind and inculcate these good habits to promote positive thinking. She told many ways to relieve stress and the most important way she told is about how one can talk about their emotions in a better way. She ended the session by stressing on to the importance of loving yourself and keeping an optimistic mindset in the long run.

After concluding the session, Dr. Lovleen Malhotra was offered a vote of thanks from the teacher, on behalf of the whole institute. All the attendees greatly benefitted from the seminar and expressed their gratitude to the speaker. The session ended on a positive note and the main takeaway was to live in the present and not dwell on to the past.

*Rachita Rana*  
Prof. (Dr) Rachita Rana  
Director  
Ms. Surajmal Institute  
C-7, Janakpuri, New Delhi-110058





*Rachita Rana*

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



11:13

4G

▼ About this call

People

Information

ADD OTHERS



Share joining information

IN-CALL

C Chetna Grewal (You)

A Aditya Grewal



Ambika Sharma

A Anish singh Negi

A Anshika Goel



Anushka Sodhi

A Arpita Srivastava

A Aryan Thakur

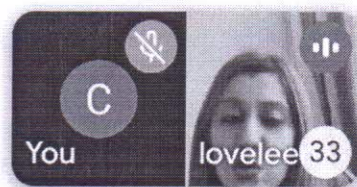
D Deewanshi Batra



Devagya Rajvansh

H Harsh

H Harshit Mittal



Rachita Rana

Prof. (Dr) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110053
















































11:13

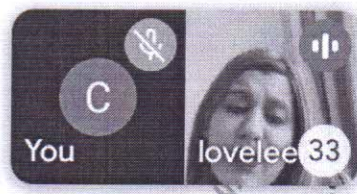
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▼ About this call

People

Information

	Harshit Mittal		
	Himanshu Gupta		
	Honey Sehrawat		
	Jasmeet Singh		
	Kailash patel		
	Kanishk gupta		
	khushi Wadhwa		
	Kshitij Aggarwal		
	loveleen malhotra		
	Mayank Chhabra		
	Muskan Sood		
	Prateek Lochav		
	Pratham Chawla		
	Rudransh Rajput		
	Rupanshi Bansal		
















































*Rachita Rana*  
Prof. (Dr) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110053



11:13

4G

▼ About this call

People	Information
 Kshitij Aggarwal	 
 loveleen malhotra	 
 Mayank Chhabra	 
 Muskan Sood	 
 Prateek Lochav	 
 Pratham Chawla	 
 Rudransh Rajput	 
 Rupanshi Bansal	 
 Sarthak Pathania	 
 Sekhar Modi	 
 Shirisha Reddy	 
 srashti singh	 
 Sushant Sharda	 
 Tushar Singh	 
 Umang Goel	 



Rachita Rana










































Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



11:15

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▼ About this call

People	Information
 Mayank Chhabra	 
 Muskan Sood	 
 Payal Dabas	 
 Prateek Lochav	 
 Pratham Chawla	 
 rishabh nayak	 
 Rudransh Rajput	 
 Rupanshi Bansal	 
 Sarthak Pathania	 
 Sekhar Modi	 
 Shirisha Reddy	 
 srashti singh	 
 Sushant Sharda	 
 Tushar Singh	
 Umang Goel	












































*Rachita Rana*  
Prof. (Dr) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi 110058



11:15

4G

▼ About this call

People	Information
 Mayank Chhabra	 
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 Rudransh Rajput	 
 Rupanshi Bansal	 
 Sarthak Pathania	 
 Sekhar Modi	 
 Shirisha Reddy	 
 srashti singh	 
 Sushant Sharda	 
 Tushar Singh	
 Umang Goel	



*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Suraj Pratap Institute  
C-4, Janakpuri, New Delhi-110058
















































11:15

4G

▼ About this call

People

Information

	Anushka Sodhi		
	Arpita Srivastava		
	Aryan Thakur		
	Ayush Sharma		
	Deewanshi Batra		
	Devagya Rajvansh		
	Harsh		
	Harshit Mittal		
	Himanshu Gupta		
	Honey Sehrawat		
	Jasmeet Singh		
	Kailash patel		
	Kanishk gupta		
	khushi Wadhwa		
	Kshitij Aggarwal		

  
You

  
lovelee 37

*Rashmi Rana*  
Prof. (Dr.) Rashmi Rana  
Director  
Maharaja Biraj Mohan College  
C-4, Jangpuri, New Delhi-110058



▼ About this call

People

Information

ADD OTHERS



Share joining information

IN-CALL

- C

Chetna Grewal (You)
- A

Aditya Grewal
- A

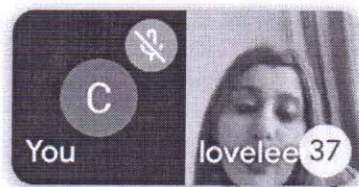
Aman Bansal
- Ambika Sharma
- A

Anish singh Negi
- A

Anshika Goel
- Anushka Sodhi
- Arpita Srivastava
- A

Aryan Thakur
- Ayush Sharma
- D

Deewanshi Batra
- Devagya Rajvansh



*Rachita Rana*

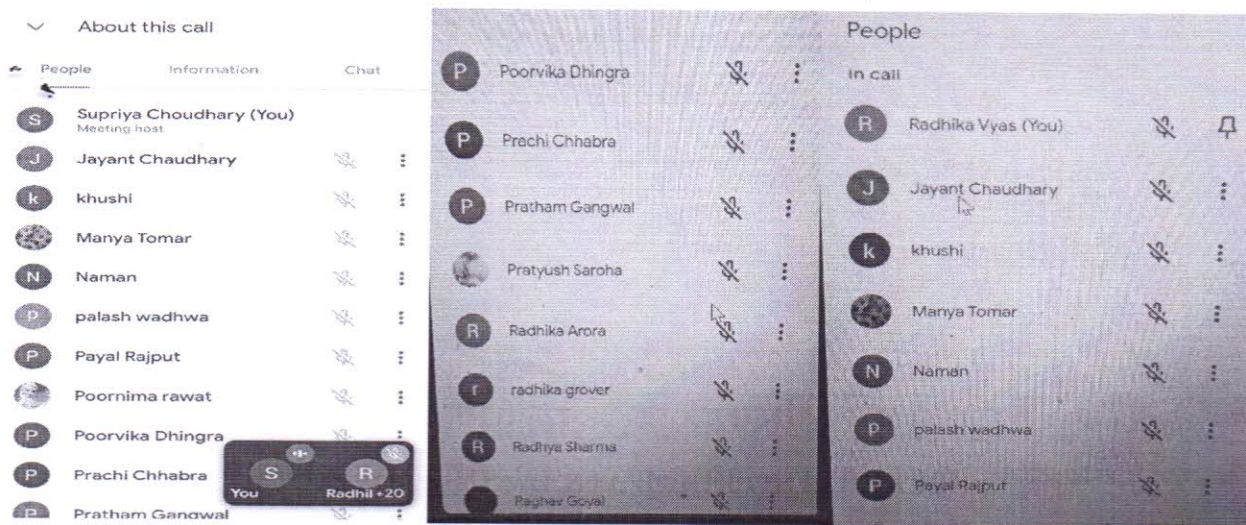
Prof. Dr. Rachita Rana  
Director  
Maharaja Surajmal Institute  
New Delhi-110058



## Mentor-Mentee Meeting Reports

### MAHARAJA SURAJMAL INSTITUTE DEPARTMENT OF BUSINESS ADMINISTRATION MENTORSHIP MEETING REPORT (BBA I B)

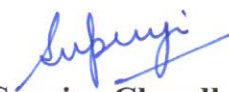
#### SHIFT I




A Mentorship meeting for the students of BBA (G), I Semester, Section B, Shift I was conducted in online mode on 26<sup>th</sup> February, 2022 (Saturday) to provide them the guidance related to the preparation of mid-term examinations and to discuss whether students are facing any problem while attending offline classes.

The main purpose of this mentorship meeting was to reduce the anxiety and stress among students related to the conduct of the mode of examination as the classes have been shifted from online to offline mode. The students were motivated to maintain their calm and not to stress themselves unnecessarily by the offline mode of examination. The students were mentored regarding the format of the question paper, how to attempt and select the questions to be done, and importance of time management during examinations.

All the queries of the students were handled and answered satisfactorily and the mentorship meeting ended on a good note.

  
**Dr. Supriya Choudhary**  
Mentor  
BBA(G) I Semester, Section B

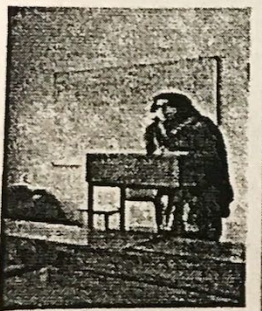
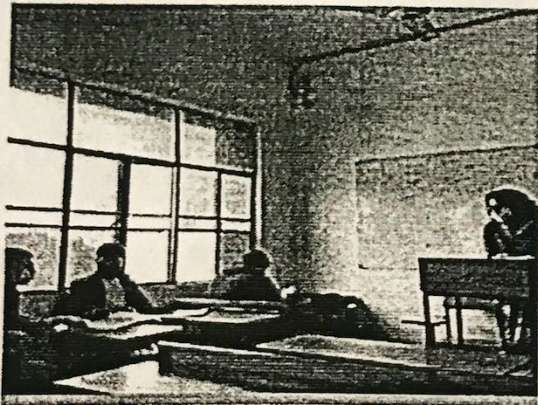
  
**Prof. (Dr.) Rachita Rana**  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



## Report on Mentorship

BBA(Gen) 4th Sec B Semester, I Shift

Mentorship Programme is an interaction between mentor and mentee for better interaction, counselling and career advancement. Due to Covid 19, various virtual mentorship meetings have been conducted for the same in the current semester. The recent meeting was held physically by Dr. Shailza Dutt (Mentor) on 04th March, 2022 on grooming of mentees. Eighteen students were present in the recent meeting in which they were counselled about their career advancement. Mentees asked about the upcoming avenues in higher education and also they were motivated for brushing up their analytical and overall personality development skills for cracking entrance exams for their upgradation. Mentees feel free to enquire anything about their career goals, interview dilemmas on whatsapp group as well. This programme is an effective one for overall grooming and personal interaction with the mentees.



Dr. Shailza Dutt

Mentor and Class Coordinator – BBA (Gen) IV Sec B

Rachita Rana

Prof. (Dr.) Rachita Rana  
Director  
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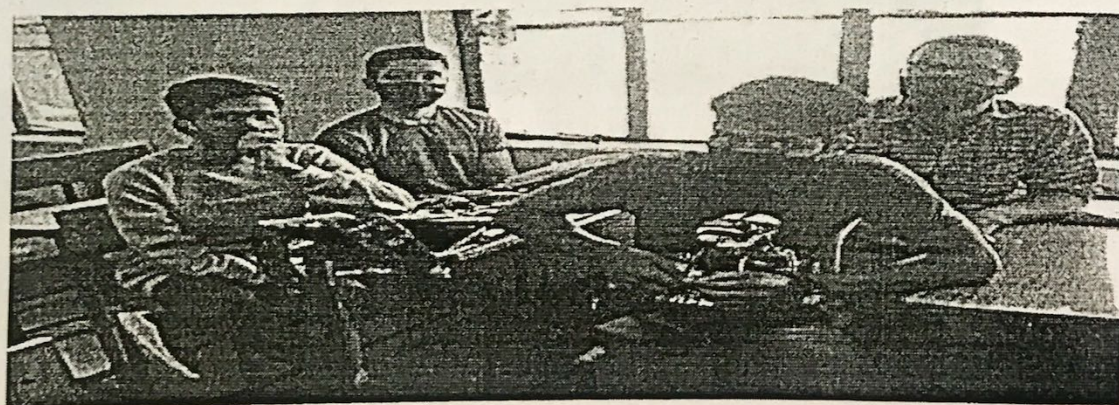
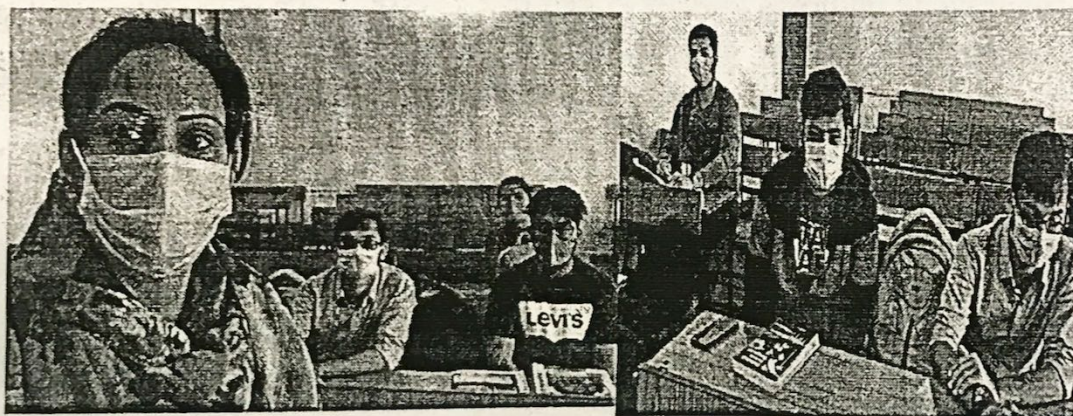


## Department of Business Administration

BBA(G) 4<sup>th</sup>-C Semester, I Shift

### Report on Mentorship

Mentorship Programme is an interaction between mentor and mentee for better interaction, counselling and career advancement. The recent meeting was held by Dr. Asha Chaudhary (Mentor) on 5<sup>th</sup> March, 2022 on grooming of mentees. Fifteen students were present in the recent meeting in which they were counselled about their career advancement. Mentees asked about the upcoming avenues in higher education and also they were motivated for brushing up their analytical and overall personality development skills for cracking entrance exams for their upgradation. Mentees feel free to enquire anything about their career goals, interview dilemmas on whatsapp group as well. This programme is an effective one for overall grooming and personal interaction with the mentees.



*Asha Chaudhary*  
Dr. Asha Chaudhary  
Mentor and Class Coordinator  
BBA (G) IV-C Sem

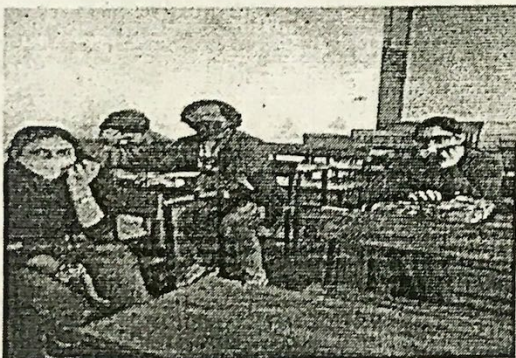
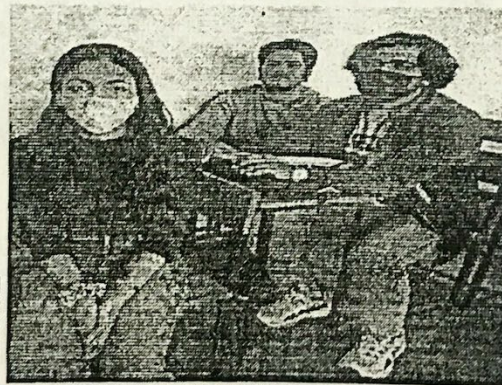
*Rachita Rana*  
Prof. (Dr.) Rachita  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



## Report on Mentorship

BBA(B&I) 4th Semester, I Shift

A mentor enables its mentees to meet personal and academic challenges with confidence and courage. An interaction between mentor and mentee is the better way for interacting, counseling, and motivating mentees towards their career advancement. Though mentees and all other students are mentored regularly during their classes. An offline meeting was held physically by Dr. Anupama Sharma (Mentor) on 22nd February 2022 on the grooming of mentees. Eleven students were present in the recent meeting in which they were counseled about their career advancement. Mentees asked about the upcoming avenues in higher education and also they were motivated for brushing up their analytical and overall personality development skills for cracking entrance exams for their upgradation. Mentees were motivated to get enrolled in some skill-oriented programs and courses to upgrade their knowledge. Mentees feel free to enquire anything about their career goals, interview dilemmas on WhatsApp group as well. This program is an effective one for overall grooming and personal interaction with the mentees.



Dr. Anupama Sharma

Mentor and Class Coordinator – BBA (B&I) IV

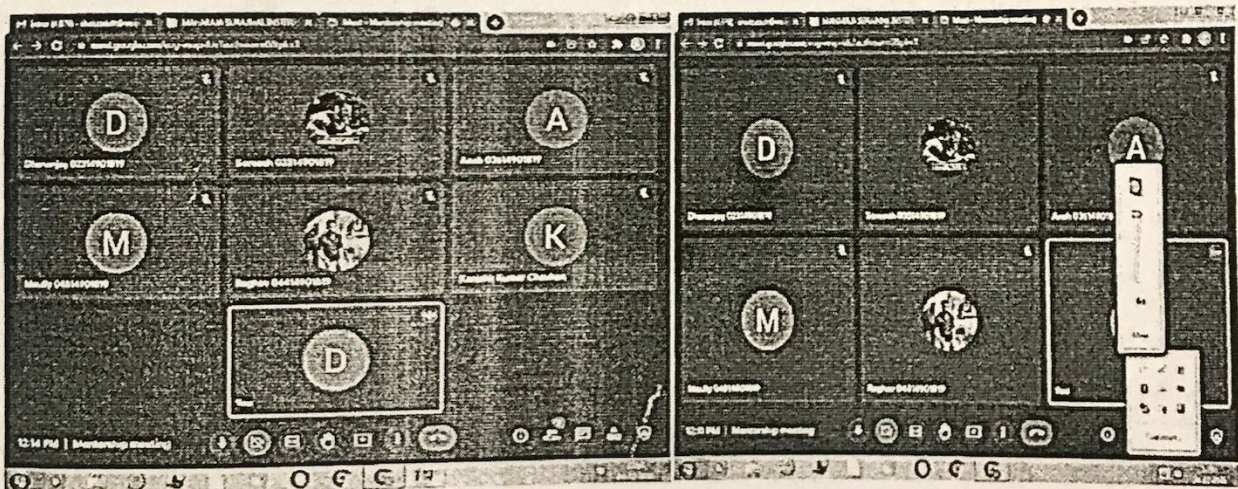
*Rachita Rana*  
Prof. (Dr.) Rachita R.  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



## Report on Mentorship

BBA(B&I) 5th Semester, I Shift

Mentorship Programme is an interaction between mentor and mentee for better interaction, counselling and career advancement. Due to Covid 19, various virtual mentorship meetings have been conducted for the same in the current semester. The recent meeting was held virtually by Dr. Shailza Dutt (Mentor) on 24<sup>th</sup> December, 2021 on grooming of mentees. Fifteen students were present in the recent meeting in which they were counselled about their career advancement. Mentees asked about the upcoming avenues in higher education and also they were motivated for brushing up their analytical and overall personality development skills for cracking entrance exams for their upgradation. Mentees feel free to enquire anything about their career goals, interview dilemmas on whatsapp group as well. This programme is an effective one for overall grooming and personal interaction with the mentees.



*Shailza Dutt*  
Dr. Shailza Dutt

Mentor and Class Coordinator

BBA (B&I) V Sem

*Rachita Rana*  
Prof. (Dr.) Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110054



# DEPARTMENT OF COMPUTER APPLICATION

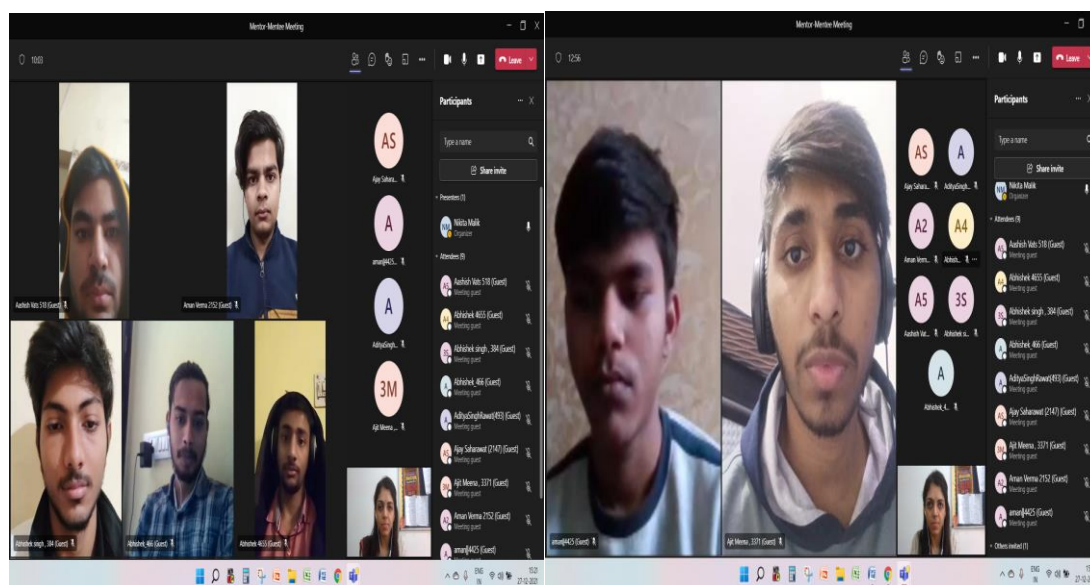
## MENTOR-MENTEE REPORT (FIRST SEMESTER)

DECEMBER 2021

**Mentor: Ms. Nikita Malik**

An online meeting was conducted for interacting with the students (mentees) by their mentor Ms. Nikita Malik on 27<sup>th</sup> December 2021 from 3.15-3.35pm on MS Teams platform. Nine out of the fifteen students were present.

The updated syllabus and marking scheme was discussed with the students. The students were asked whether the classes were being conducted smoothly as per timetable and if they were having any concerns or facing any issues which they would want to discuss or require support/guidance for. Students raised questions around how exams would be conducted online and about when classes will conduct in offline mode. They were suitably informed about the same.



*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmaji Institute  
C-4, Janakpuri, New Delhi-110058



**DECEMBER 2021**

**Mentor: Ms. Minal Dhankar**

An online meeting was conducted for interacting with the students by their mentor Ms. Minal Dhankar on 29<sup>th</sup> December 2021 from 3:00pm to 3:20pm on MS Teams platform. Nine out of the fifteen students were in attendance.

They were asked about any grievance related to their subjects, teachers, practical files, subject notes they were facing. They were asked whether the classes were being conducted smoothly as per time table. The main motive was to ensure that every student gets proper guidance and education. Students raised questions around how practical exams would be conducted online and about the commencement of physical classes. They were suitably informed about the same.



*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

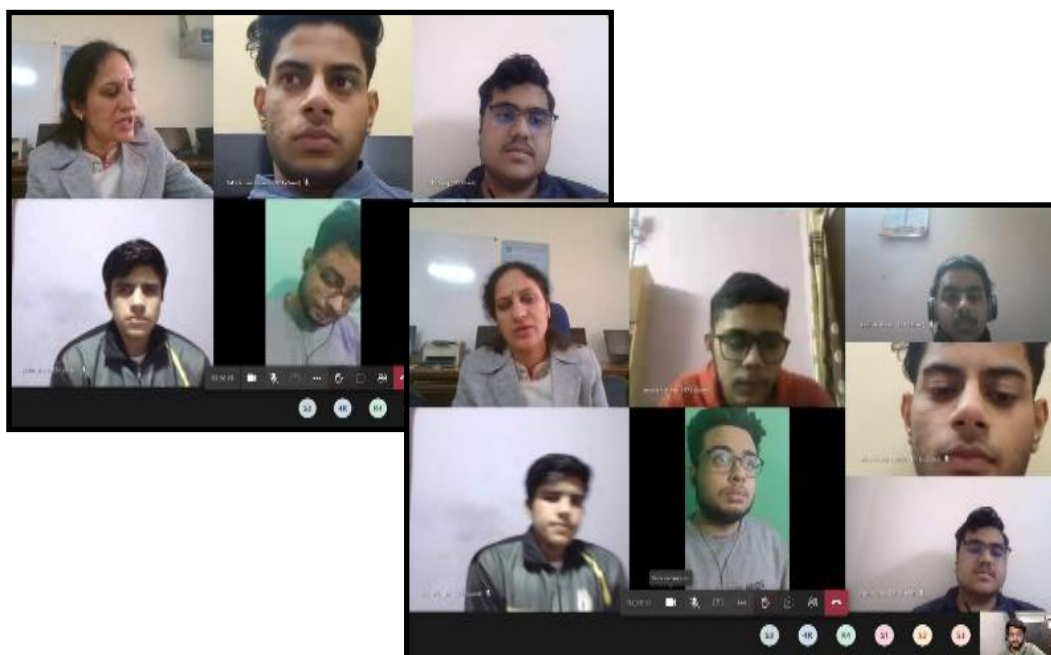


## JANUARY 2022

### Mentor: Dr. Menal Dahiya

**4th January 2022**, A Meeting was organized by Dr. Menal Dahiya on MS TEAMS at 3:00-3:30 p.m. The meeting was held in order to take mentees feedback about the teaching and their studies. In the meeting we discussed about the NEP that it was decided that every teacher will be mentoring a small group of students (mentees) to maximize class performance and help students and guide them through various challenges they might face in online classes amid pandemic. I enquired about the classes' routine, Teachers and functioning of online classes. The main concern was to ensure that every student gets proper guiding and education. Education is a child's right and it is duly being fulfilled here. Moreover, the students also came up with their own doubts regarding the updating of syllabus, the class time table as well as exam schedules.

The meeting was carried out gracefully, all doubts were hopefully answered and the teacher-student conversation was formal yet comfortable and no one felt excluded. This idea of mentor-mentee meeting is very useful for many students as it helps to provide a broader vision of things and clear their doubts easily.



*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



## Mentor-Mentee Monthly Meet Report

June 2022

The students of B.Ed students under my mentorship are as follows:

Chetranshi, Aditi Prasad, Ashish Jha, Sushima, Promit Kumar, Bhumika Yadav and Divya Nayyar.

The students were called to share their day to day experiences and other feelings they wish to share in one to one interaction. The students shared their experience of academic load of subjects and excitement to join internship in school and how they are preparing themselves for assignments, presentations and working in groups. Among the mentees, **Chetranshi** shared how she follows a stable college routine and a spiritual routine in her mother's guidance, having home cooked meals and learning to manage dynamics of life from parents. **Aditi** was having some issues in commutation so she was guided to come with peers residing in her locality together. **Bhumika yadav** is trying to cope up with the loss of her father during covid. She was asked to take her mother to campus for a casual meeting with me any day post lunch. I am, as a mentor, is also looking forward to meeting family members of my students for better adjustment. **Ashish Jha** is smart and is preparing for competitions like (SSC); he was guided to pursue his aspirations well in time. He needs to manage time with a regular degree of B.Ed.

Among mentees, one **Divya Nayyar** is also finding it difficult to manage studies because of family issues. Her sister is in medical condition and needs attention of parents. **Divya** being an elder daughter is providing support to her mother. She was also told to meet in person with mother. **Sushima** is studious and academically very sound and keeps herself engaged with assigned task in an appreciable manner. **Promit** is looking to enroll himself in post graduation along with B.Ed so he was guided to lookout for IGNOU schedule for the same.

These conversations were satisfying in nature and also resulted in building up of rapport of mentees with me. At the end I assured them that they can feel free to call up and discuss in person things that they cannot share in groups.

Dr Promila Dabas

Asst. Professor(B.Ed)

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



**MAHARAJA SURAJMAL INSTITUTE**

**DEPARTMENT OF EDUCATION**

**Mentor –Mentee meeting report for the month of June 22**

Mentor Mentee meeting was conducted offline in the month of June 2022 list of mentee is given below:

Dr. Poonam Beniwal (**Mentor**)

Gaurav Kumar

Pratap Upadhyay

Sagarika

Shivani Singh

Yeera Debnath

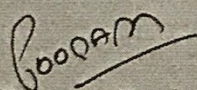
Bhavika

Tanisha

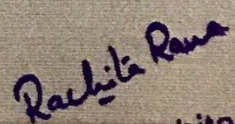
Sara Gandhi

Ruby

Mentees were once again welcomed to the mentor mentee meeting. They were oriented about PSE as School visit were proposed from 4/7/22. Their queries regarding School work etc. were solved. They were suggested to complete Files of second semester as session will be towards end once they come back from school. Learners were also informed about tentative internal Viva exams. Students were emphasized to be regular and punctual in school. Learners are happy and motivated for new upcoming PSE school visit.

  
Dr. Poonam Beniwal.

(Mentor)

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058.



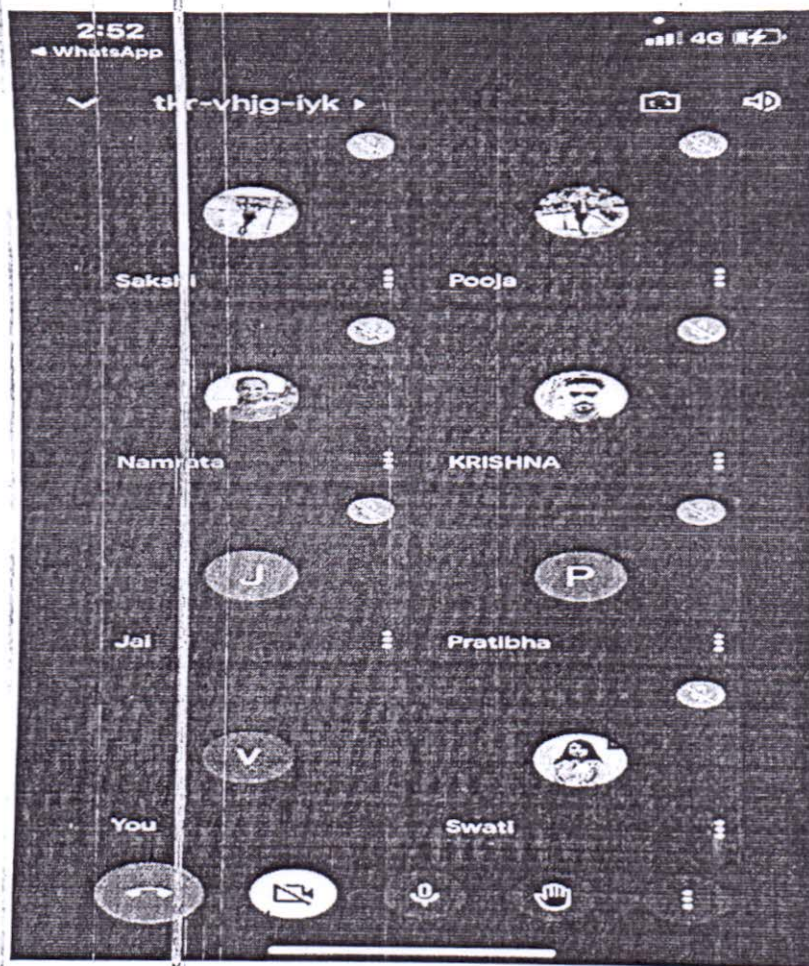
## Mentor-Mentee Meet

Dec 2021

### Report

A Meeting of Mentor-Mentees was held on Dec 31, 2021. Seven students attended the meet. The students were informed about the three tier counseling and psychological support system in MSI, where Mentors are the first step in case students need any personal/academic/emotional need. Further any serious cases are forwarded to the Institute Counselor. Furthermore if students need further support, he/she may be forwarded to Institute's Psychologist on call.

The students shared their experience of the first month in Institute and how they are coping with the pressures of online teaching and academic workload. As this group of Mentor-mentees are not in direct contact with the Institute Counselor, they were told that they can contact their Mentor if they require any support from Institute Counselor, any time irrespective of time and day. The meeting ended with students reporting to feel concerned and happy.



*Rachita Rana*

(Dr.) Rachita Rana

Director

Dr. Raja Suraj

Longhorn, New York

*Vivek*  
CDR. Vivek Salawki).



**ONLINE MENTORSHIP FEEDBACK FORMS**

Supriya Choudhary &lt;supriyachoudhary@msijanakpuri.com&gt;

**Regarding Mentorship Form Link**

1 message

Anupama Sharma &lt;anupamasharma@msijanakpuri.com&gt;

Mon, Nov 1, 2021 at 9:56 AM

To: BBA First Shift Faculty &lt;bamorning@msi-ggsip.org&gt;, Neha Mathur &lt;nehamathur@msijanakpuri.com&gt;, Priyanka Dhaka &lt;priyankadhaka@msijanakpuri.com&gt;

Cc: "Dr. Supriya Choudhary" &lt;hodbbam@msijanakpuri.com&gt;, "Prof. Rachita Rana" &lt;director@msijanakpuri.com&gt;

Dear Colleagues

All the mentors allocated for BBA & BBA(B&I) Second and Third year students are required to get filled the Mentorship form (to be filled by students) for their respective class groups and also all the faculties(mentors) are further requested to fill the Mentorship form for their mentees(Students) by 11 November 21, 12:00pm positively.

\* Below are the link-

Link for Mentorship form to be filled by Teachers/Mentors

<https://forms.gle/rT7YABnaJwkviish9>

Link for Mentorship form to be filled by Students /Mentees

<https://forms.gle/P5tjin6mijQStYz9>

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