## Criteria 7.1.1:

### (a) Annual Gender sensitization plan.

Proof is attached.

### (b) Safety and security

For safety and security purpose the institute has restricted entry at the gates with guards installed to check the entry of people in the institute and allow only those students who are carrying ID cards.

### (c) Counselling

The institute also has a counsellor who carries regular counselling of girl students to discuss and counsel them specifically on women related issues.

7.1.1) Annual Gender sensitisation Plan

# MAHARAJA SURAJMAL INSTITUTE

7.1.1

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

Date : 10th Sept'2020

## ANNUAL GENDER SENSITISATION ACTION PLAN

## PERIOD : 1ST APRIL,2020 TO 31ST MARCH 2021

Following the guidelines on the prevention and deterrence of sexual harassment at the workplace laid down by Honorable Supreme Court of India in 2013, a Women development centre is constituted in the institute for the awareness and deterrence of any gender based misconduct. The institute is running a **Women Development Centre** for empowerment of women. The Centre for Women Development is constituted to ensure safety of women, both staff and students on the campus. The specific objectives are:

- To attend to all the grievances related to women safety and sit together with all members to resolve the issue with immediate action and remedial action, if any, will be taken after approval by the Competent Authority.
- The Members of the Committee will organize programmes to educate and sensitize both staff and students about women safety and gender issues.
- Programmes to be conducted in year 2020-21, celebration of international women's day, webinar on self care of women, promotion of Himmat plus app of Delhi Police, self defense training, promotional events for women entrepreneurs(localized), social outreach programmes.

Promila 10/9/20

**Dr.Promila Dabas**
Dr.Sumita Kukreja 10/9/20
Ms. Tarunim Sharma 10/9/20
**Women Development Centre,MSI**

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

Rachita R

**Prof. (Dr.) Rachita Rana**
**Director, MSI**
E-mail Id: director@msi-ggsip.org

# (a)Safety and security

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**
**HEAD QUARTERS: DELHI FIRE SERVICE: NEW DELHI-110001**

No. F6/DFS/MS/Educational/2018/SZ/ 1723 Dated: 24/7/18

## FIRE SAFETY CERTIFICATE

Certified that the **Surajmal Memorial Education Society (Regd.),** C-4, Janak Puri, New Delhi-110058 comprised of basement, ground floor plus five upper floors owned/occupied by Surajmal Memorial Education Society (Regd.) was issued NOC by this department vide letter no. F.6/DFS/MS/09/1536 dated 01.06.2009. The building was re-inspected by the officer concerned of this department on 07.07.2018 in presence of Sh. S.P. Singh (President) and found that now an additional block having basement, ground floor plus four upper floors namely MSI has been added and sixth floor have been added in the existing block i.e. MSIT block. Surajmal Memorial Education Society (Regd.) have complied with the fire prevention and fire safety requirements in accordance with rule 33 of the Delhi fire service Rules 2010 and that the building/premises is fit for occupancy class "Educational" w.e.f the date of issue of this certificate for a period of three years in accordance with rule 36 unless renewed under rule 37 or sooner cancelled under Rule 40 and subject to compliance of the conditions under rule 38 of the Delhi Fire Service Rules, 2010 printed overleaf.

Issued on 24/7/18 at New Delhi.

(VIPIN KENTAL)
CHIEF FIRE OFFICER

Copy to: -

1. The Dy. Director (SB), Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi
2. The Executive Engineer (Building), Headquarters, SDMC, Dr. Shyama Prasad Mukherjee Civic Centre, Minto Road, Delhi-110002
3. Secretary, Delhi Urban Art Commission Core-6A, UG & FF, India Habitat Centre, Lodhi Road, New Delhi-110003
4. Sh. Ajit Chaudhary (Secretary), Surajmal Memorial Education Society (Regd.), C-4, Janak Puri, New Delhi-110058

Recd 25/7/18

Received Original Copy 25/7/18

Student Counseling

# Maharaja Surajmal Institute

## Counseling Procedure

A three tier system is followed in Maharaja Surajmal Institute for the counseling needs of students.

### Level 1

Academic/personal problems of students are catered to by Mentor teachers of respective departments (BBA, BCA,B.Com) and School Incharges (B.Ed)

### Level 2

Students can take counseling from the Institute counselor.

Dr Vanita Anand

Phone -9871147280

### Level 3

Students can avail services of Psychologist on Call.

Dr Loveleen Malhotra

Phone-9990900442

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

Vanita Anand <vanitaanand@msijanakpuri.com>

# Counseling Procedure

**Vanita Anand** <vanitaanand@msijanakpuri.com>
To: MSI Faculty <MSIFaculty@msi-ggsip.org>

Wed, Mar 24, 2021 at 11:24 AM

Respected HODs and Class Coordinators

Greetings

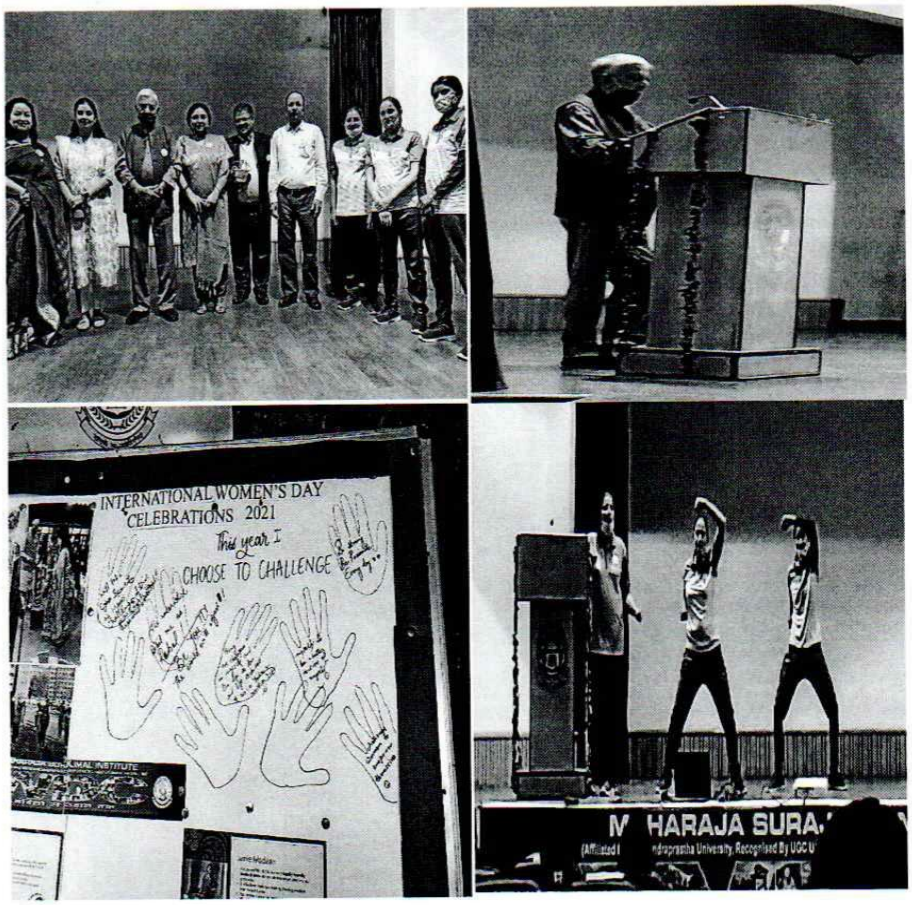
Kindly circulate the attached counseling procedure to all students of your respective departments and make sure that all of them are aware of the same.

Regards
Dr Vanita Anand

**Counseling Procedure.docx**
12K

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

(7.1.1) International Women's Day Celebration photos 7.1.1




Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

18/4/18

Special Police Unit for Women & Children
PTS, Malviya Nagar: Delhi.

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

7.1.1

(7.1.1) International women's Day celebrations

Yashkant Teotia <yashkantteotia@msijanakpuri.com>

## Fwd: Women's Day 2021

1 message

**PD** <promiladabas@msijanakpuri.com> Sat, Sep 4, 2021 at 3:03 PM
To: Yashkant Teotia <yashkantteotia@msijanakpuri.com>

---------- Forwarded message ---------
From: **PD** <promiladabas@msijanakpuri.com>
Date: Fri, Mar 5, 2021 at 2:33 PM
Subject: Women's Day 2021
To: MSI All Staff <msistaff@msi-ggsip.org>, MSI Non Teaching <msiadmin@msi-ggsip.org>, All Class IV Hostel <classiv.hostel@msi-ggsip.org>
Cc: Prof. Rachita Rana <director@msijanakpuri.com>, Y.,a.,h.,0.,0.,0., <principalmsi@yahoo.co.in>

"Where there is a woman, there is magic."

To all our fierce and empowered Girls of MSI
The Women's Development Centre, MSI is putting together an event for the celebration of International Women's Day 2021. As members of WDC, and as young educated women, the onus falls on us to encourage, nurture and engage with all women, like and unlike us, strengthen our voices and accommodate aspirations.

◯ Chief Guest- Saumya Mohan, Assistant Commandant, Indian Coast Guard, MSI Alumnus
◯ Talk by experts on the theme " Self Care for Women
◯ Cultural performances by student participants and attendees
◯ A special quiz on the Theme for International Women's Day 2021 Choose To Challenge
◯ Wings Of Magic - Recognising and encouraging inspirational efforts by women around us

No Registration fees

Kindly click on the link given below to register yourself for the webinar
Registration Link -
https://forms.gle/Gzub7UR2Q6XVMz9s6

Date :- Saturday, 6th March 2021
Time :- 1.00PM - 3.00PM
Platform :- Microsoft Teams

Teacher Coordinators:-
Dr. Promila Dabas
Dr. Sumita kukreja
Ms. Tarunim sharma

Student Coordinators:-
Mani Solanki - 9999693993
Janie Madaan - 9873495043

Teams Link -https://teams.microsoft.com/l/meetup-join/19%3ac19bd49ddc8f4bc6aab828f431e65bc4%40thread.tacv2/1614929549692?context=%7b%22Tid%22%3a%22bb42b609-7f4a-43d0-ba23-49a6ece5ce02%22%2c%22Oid%22%3a%22556c533f-d288-4516-8606-482a0936098b%22%7d

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Rachita Rana
Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

## FEEL THE PINK- BREAST CANCER AWARNESSWORKSHOP

*NSS-MSI'SCOLLABORATIONWITHCANFEM*

---

**October is recognized as the month of Breast Cancer Awareness. Tocelebrate this month, Canfem, in collaboration with NSS MSIorganized a webinar to spread awareness about the earlysymptoms of breast cancer, practicing breast self-examination andsharestoriesofbreastcancersurvivors.**

- **DATEANDTIME**

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

7.1.1

(7.1.1) International women's Day celebrations

Yashkant Teotia <yashkantteotia@msijanakpuri.com>

## Fwd: Women's Day 2021

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Cc: Prof. Rachita Rana <director@msijanakpuri.com>, Y.,a.,h.,0.,0.,0., <principalmsi@yahoo.co.in>

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Teacher Coordinators:-
Dr. Promila Dabas
Dr. Sumita kukreja
Ms. Tarunim sharma

Student Coordinators:-
Mani Solanki - 9999693993
Janie Madaan - 9873495043

Teams Link -https://teams.microsoft.com/l/meetup-join/19%3ac19bd49ddc8f4bc6aab828f431e65bc4%40thread.tacv2/1614929549692?context=%7b%22Tid%22%3a%22bb42b609-7f4a-43d0-ba23-49a6ece5ce02%22%2c%22Oid%22%3a%22556c533f-d288-4516-8606-482a0936098b%22%7d

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Rachita Rana
Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

MAHARAJA SURAJMAL INSTITUTE
WOMEN DEVELOPMENT CENTRE

PRESENTS

# International Women's Day 2021

## CELEBRATION

In physical mode with social distancing norms for female faculty and students.

**In the Presence of**

Dr. Rachita Rana
Director MSI

**Date : 08/03/2021 Time : 10:30 Venue: Auditorium**

**Organized By :**
Dr.Promila Dabas
Dr.Sumita Kukreja
Ms.Tarunim Sharma

**Student coordinator :**
Janie Madaan
Mani Solanki

**Contact No : 011 2552 8117**

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

(7.1.1) International Women's Day Celebration to promote womenhood

7.1.1

were awarded with the certificates of appreciation.

**30. Poster Making competition on "Women Empowerment"**

**Dated: 24th February, 2018**

The Department of Business Administration organized a poster making competition on the theme "Women Empowerment" on 24th February, 2018 Saturday at 11:00 am.

Rachita Rana

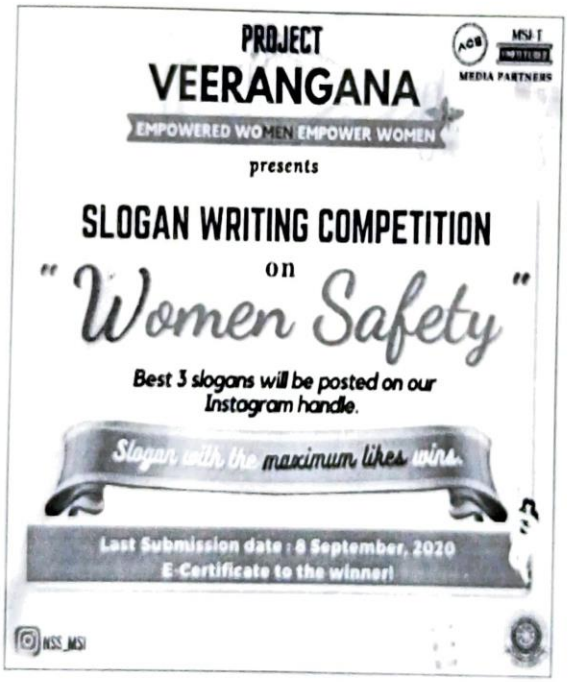
Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Inst
C-4, Janakpuri, New Delhi-1

# SLOGANWRITINGCOMPETITION

## ANINITIATIVE BY NSS MSI

- AIM/OBJECTIVE

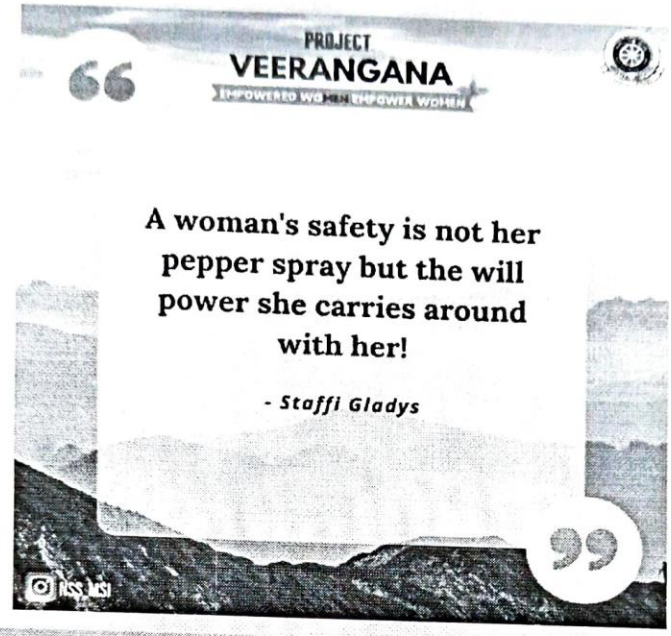
The aim of holding this competition was to promote the topic of Women Safety.Project Veerangana is all about empowering women and it seems like the bestway to empower women is by making the general public talk and discuss about it.One of the most important issues that we need to tackle nowadays is keepingwomen safe. Therefore, the best way to do this was to engage the public directly,andmakingthemwritesomethingin favorofWomen Safety.

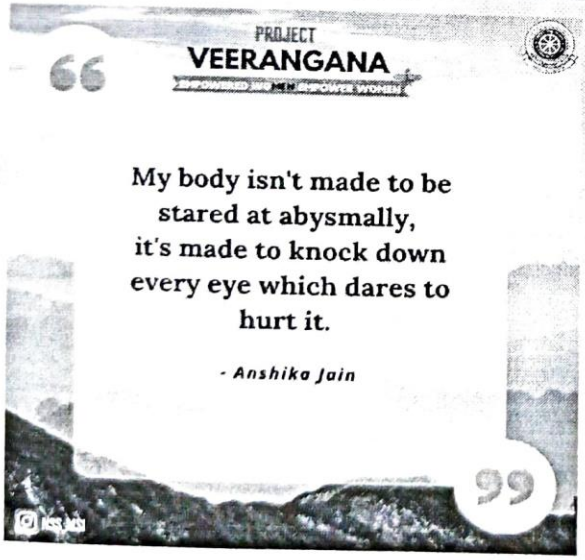


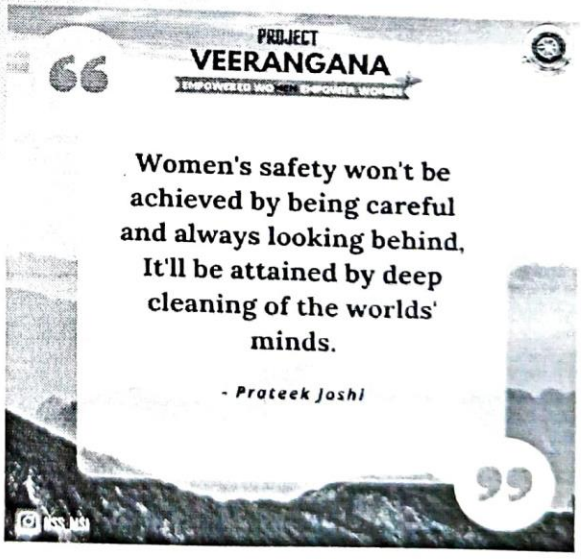

Prof. (Dr.) Ruchita Rana

- **ENTRIES**

The entries ranged from short and precise slogans, to heartfelt and inspiringpoems. The team then reviewed the countless entries unanimously and decidedon thetop 3.




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

# 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/2019/244/575 Date 17-Dec-19

**CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE**
**(AS AMENDED ON 5TH DECEMBER 2019)**

***OFFICE ORDER***

The Internal Complaint Committee (ICC) of Maharaja Surajmal Institute, as amended on 5th December 2019 is as follow :-

| | | | |
|---|---|---|---|
| 1. | Dr. Meena Tushir | Professor-EEE, MSIT | Presiding Officer |
| 2. | Sh. S.C. Dubedi | Co-Opted Member | Inquiry Officer |
| 3. | Ms Satyawati | Social Worker | NGO Representative |
| 4. | Dr. Promila Dabas | Asst. Professor-B.Ed, MSI | Member |
| 5. | Sh. Manoj Kumar | Asst. Professor-BCA, MSI | Member |
| 6. | Sh. Paramveer Singh | Asst. Professor-BBA, MSI | Member |
| 7. | Ms Sumita Kukreja | Asst. Professor-BBA, MSI | Member |
| 8. | Ms Tarunim Sharma | Asst. Professor-BBA, MSI | Member |
| 9. | Dr.S.S. Solanki | Chairman –D&LAC | Special Invitee to oversee |

Rachita Rana.
**(Prof. Rachita Rana)**
Director

Copy to :- All Concerned

Website Incharge – With the instruction to put the notice on the website.

CC : - Notice Board

Scanned by CamScanner

## Inauguration of Centre for women development
## Dated: 15th October, 2016

Maharaja Surajmal Institute organized Inaugural Ceremony of Centre for Women Development on 15th October, 2016. The chief guest of the function was Prof. R.P. Dahiya, Former Professor –IIT Delhi. Other dignitaries present on the occasion were Prof. (Dr.)R. K. Tyagi ,Director MSI; Prof K.P. Chaudhary, Director MSIT; Prof. Ashok Oberoi, Director Placement, MSIT.

Dr. Monika Tushir HOD BBA(M), formally welcomed all the dignitaries and they were felicitated by presenting the flower pots. She threw some light on the importance of such women empowerment centers.

The chief guest of the function Prof. R.P. Dahiya inaugurated **center for women development of MSI**. The main aim of the centre is for the upliftment and progress of the female students and faculty members of the institute, in the area of academics, co-curricular, self-defense and research.

In his address, Dr. R. P. Dahiya, emphasized the need to have Centre for Women Development in an Educational institute. The CWD is one of the most well known institutions committed to the theory and practice of women's studies and gender justice in the country. It consists of faculty and researchers from diverse academic areas and research interests, who are actively engaged in advocacy and policy interventions towards achieving constitutional goals of women's equality.

In the end, Dr. Kavita pabreja, HOD BCA(M) offered vote of thanks to all including management of the institute without their support this event wouldn't have been possible. She thanked all the invited guests for gracing the occasion by their solemn presence She also thanked Director MSI for providing all kind of facility to run this important centre.

Prof. Harish Singh, Dr. Kavita Pabreja, Dr. Monika Tushir and Ms. Neetu Anand coordinated the event.

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

## International Women's Day Celebrations - 2017

**Date: 8th March, 2017**

International Women's day,8th March is celebrated with a spirit to empower the women's of the college as well as society. The guest was welcomed by Dr. Harish with a brief overview of historic struggle of women's fight for their rights over the world. Followed by this the a small token of gratitude in form of flower pots was given to the self defence personnel Ms. Shashi , Ms. Kavita and Ms. Sushila by the Dr. Rajesh Kumar Tyagi, Director, MSI; Dr. Monica Tushir and Dr. Anviti Rawat on behalf of Maharaja Surajmal Institute.

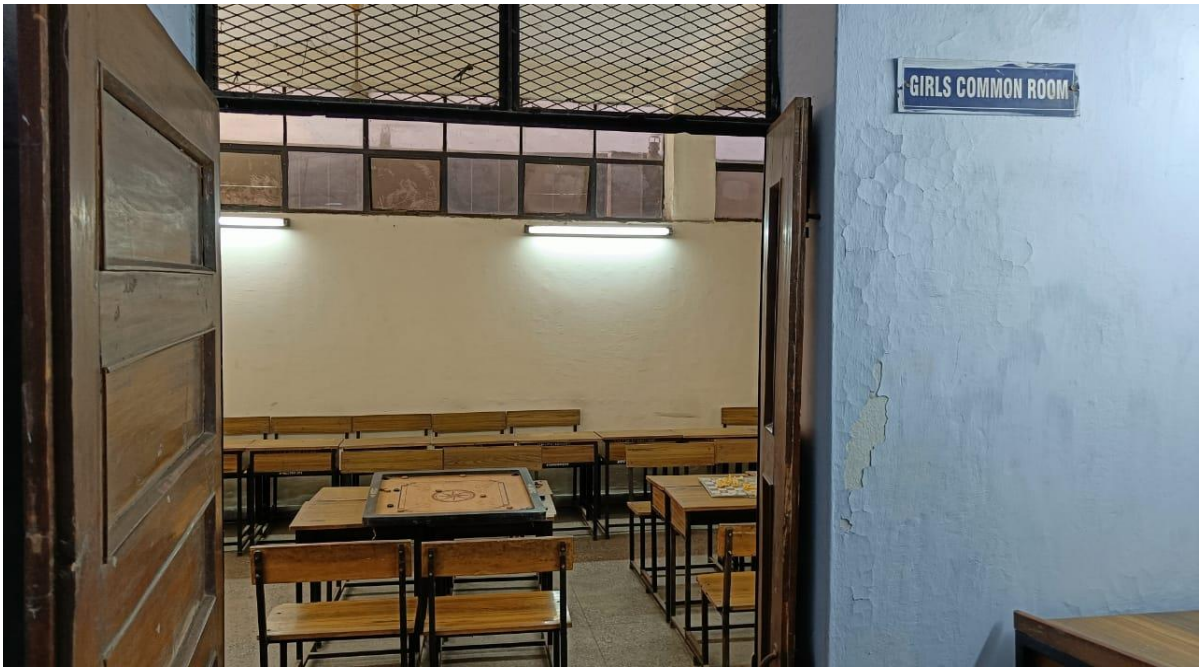
On the occasion of International Women's Day, an informative and eventful workshop was conducted. This event provided an opportunity to recognize the monumental contributions of females to our society. Keeping in my mind the safety of women, many defence mechanism techniques, which women can use when required were demonstrated by the Special Police Unit for Women and Children (SPUWAC) self defence personnel. They conducted the workshop to spread awareness regarding different moves which one can use while subjected to some uncomfortable situation from strangers, while travelling to college or workplace or any other place. The team demonstrated various punches, kicks, knock-out and moves we can use as the situation arises.

The Constitution of India guarantees equality of treatment, prohibition of discrimination on the basis of sex and equality of opportunities in matter of public appointments as Fundamental rights. Changes do not take place soon or easily, but if each one of us join hands in every possible way that we can and start to make little changes within the family from today, it would gradually get implemented and there would be a better society that respects and understands women. The workshop ended with a note of thanks by Dr. Promila Dabas with a message to join hands together to secure safe environment for women where she can lead her life with dignity.

PROUD TO BE A WOMAN!!!

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

# (c) Girls Common Room




Rachita Rana

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

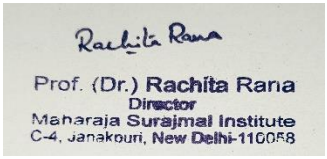
# Boys Common Room

Rachita Rana

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

## (e) Criteria 7.1.1- Any Other Relevant Information

- Problems of girls are addressed by the Women Development Cell.
- Industrial visit transportation is arranged by the institute accompanied by a female faculty.
- The institute have a common room dedicated for women having CCTV camera coverage, dedicated staff deputed for cleaning.



# Measures for safety and security
# Details of Monitoring Committee

**Maharaja Surajmal Institute**
**Discipline Duty Chart (Jan 2020-May 2020) w.e.f. 20/01/2020**

| Day | 9:00-10:00 | 10:00-11:00 | 11:00-12:00 | 12:30-1:30 | 1:30-2:30 | 2:30-3:30 | 3:30-4:30 |
|---|---|---|---|---|---|---|---|
| **Monday** | Dr. Vipasha Rana 9910072600<br>r. Promila Dabas 9910012984 | Ms.Ekta Kharbanda 9899686350<br>Dr. Kusum Gill 9911384092 | Ms.Sangeeta Malik 9818556721<br>Dr. Neetu Narwal 9891859445 | Dr. Rajeev Dahiya 9811504737<br>Dr. Shavita Deshwal 9654678762 | Mr. Manoj Kumar 9999283157<br>Ms. Pooja Singh 9818832389 | Ms. Nisha Tokas 9873543515<br>Ms. Chetna Grewal 9643587827 | Ms. Nikita Malik 9971683991<br>Dr. Alka 8527795002 |
| **Tuesday** | Dr. Sumita 9810224769<br>Dr. Arti Bahuguna 9811707235 | Dr. Arvind Gill 9911541586<br>Dr. Vivek Solanki 8447374129 | Ms. Rhythm 9643104346<br>Ms. Preeti Bedi 8860553949 | Dr. Anviti Rawat 9999709269<br>Dr. Punam Ahlawat 9718933700 | Dr. Seema Shokeen 9868208026<br>Ms. Shailza Dutt 9810306616 | Dr. Beena Devi 9810400699<br>Ms. Tarunim Sharma 9650215421 | Mr. Harjender 9718933400<br>Ms.Minal Dhankar 8750109109 |
| **Wednesday** | Mr. Ravinder Kajal 9911543065<br>Dr. Rajesh Gill 9818166838 | Ms.Priyanka Dhaka 9958160176<br>Ms. Neha Mathur 9899987570 | Dr. Ruchika Gahlot 8377060534<br>Ms. Neetu Anand 9811396950 | Dr. Anita Sharma 9871141470<br>Ms. Vinita Tomar 9899189964 | Ms. Meena Solanki 9968562815<br>Dr. Kavita Pabreja 9811594911 | Dr. Vijeta Banwari 9868228862<br>Ms. Harshita Gupta 8168083334 | Ms. Pooja Dabas 9650414243<br>Dr. Abhyender 9210120101 |
| **Thursday** | Dr. Jasbir Singh 9718933600<br>Dr. Usha Rani 9013165689 | Dr. Monika Singh 9650181118<br>Mr. Hemender Kr. 9350509228 | Dr. Suhasini 8447181051<br>Ms. Manju Dalal 8800443387 | Ms. Arti Malik 9717550200<br>Dr. Monika Davar 9899065934 | Dr. Asha Choudhary 9818312211<br>Dr. Supriya Choudhary 9899999303 | Dr. Vijay Dahiya 9911552416<br>Ms. Kanika Kundu 9911119409 | Dr. Menal Dahiya 9810453506<br>Mr. Ajay Phogat 9953142021 |
| **Friday** | Dr. Amit Choudhary 9911335069<br>Mr. Paramveer Singh 9971374002 | Ms. Sarita Rana 9810162744<br>Dr. Monika Tushir 9871498208 | Ms. Poonam Singh 7011202667<br>Dr.Preeti Malik 9650290719 | Dr. Anupama Sharma 9971328959<br>Mr. Surajpal 9350137481 | Mr. Kumar Gaurav 9911107742<br>Vanita Anand 9871147280 | Ms. Anshu Lochav 8447043889<br>Ms. Monika Shehrawat 7838338378 | Mr. Shashikant 8826185268<br>Ms. Shikha Shokeen 9999828308 |
| **Saturday** | Dr. Hermab Nayak 9818348600 | Dr. Parul Deshwal 9643996122 | Mr. Sundeep Kumar 9971115026 | | | | |

Note: One faculty will do their discipline duty in front of auditorium and other at back side of auditorium.

Rachita Rana

Prof.(Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

# Facilities for safety and security of girls
# Girls Hostel

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58

# Facilities for safety and security of girls

# CCTV camera surveillance of the whole campus

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-58