



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 OLV E IY Acdmc 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.

Prof. K.P. Chaudhary 20/7/20
(Director- MSIT)

Prof. (Dr.) Rachita Rana
Director

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal
G-6, Janakpuri, New Delhi-110065

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
Director
Maharaja Surajmal
C-4, Janak Puri, New Delhi

Rachita Rana
Prof. (Dr.) Rachita Rana
Cheque received
Rs. 35400/- at A 35400/-
21/7/20

5,00 Cr

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

Duplicate Copy

TAX INVOICE

PRASHAD COMPUTER WORLD

312-312A, SHAKUNTLA 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

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 :

Buyer Mobile No : +91 96540 96530
GSTIN / UIN :
Invoice Term :
Invoice No. :

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. 2 issued in lab-6 & 2 issued in lab-4 <i>Telindia</i></p> <p>Entered in Stock Register Page No. 271 (Assets) <i>27/8/20</i></p> <p>Request <i>26/8/20</i></p> <p>Entry made in Budget Register at Page No. 51 Sanctioned Budget <i>get to be finalized</i> Balance Budget Bill Pass for Rs. 27600/- <i>27/8/20</i></p>											
Grand Total										4 NO	27600.00

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

Rachita Rana
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 : *Telindia*
25-8-20
(JITENDRA Rn Thakur)
For PRASHAD COMPUTER WORLD
Amit Singh
AJIT SINGH CHAUDHARY
Secretary
Authorized Signatory

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

Rachita Rana

Rachita Rana
Director



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 charge	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

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-5

Received by

Rachita Rana

876639989
Prof. (Dr.) Rachita Rana

Maharaja Surajmal Institute

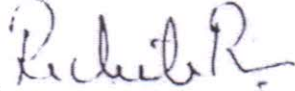
Mid Term Exam (June'2021) of BBA(Gen/ B&I) and B.Com- Shift-I & II

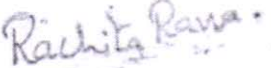
Instructions for the Faculty

Date: 22nd /June/2021

As you all are aware that the Mid Term Exam of 2nd Semester of BBA (Gen/ B&I) and B.Com will be starting from 28th June'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 1.5 hours (10:00AM to 11:30AM).
3. The Question Paper will be of 60 Marks (60 MCQ's each of 1 mark).
4. Syllabus for the Mid Term Exam will be minimum 3 units.
5. The Concerned subject teacher will be responsible for the smooth conduct of the exam.
6. Faculty will communicate the exam 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


Maharaja Surajmal Institute
C – 4, Janakpuri, New Delhi – 58

Date: 26 – 02 - 2021

Examination Notice

The Internal Examination of 1st year students of BBA, BCA, & B.Com (H) courses will be held from 8th March, 2021 to 13th March, 2021 & B.Ed. courses from 08th March, 2021 to 15th March, 2021. The timing of internal examination for both shifts will be 10:00AM to 12:00PM. Exams will be conducted in **online mode**. Question paper would be prepared for each subject by concern faculty covering all units of the syllabus.


Prof. (Dr.) Rachita Rana
Director, M.S.I


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

Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi-110058

Dated: 29th Sep'2021

Examination Notice

The Internal Examination of 2nd and 3rd year students of BBA, BCA & B.Com (H) courses will be held from 4th October'2021 to 8th October'2021 & for B.Ed. course from 7th October'2021 to 8th 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

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-110058

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

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

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

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)	-----	BCA201 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
Maharaja Suresh Chandra
G-4, Janakpuri, A.C.

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

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
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

Maharaja Surajmal Institute
C - 4, Janakpuri, New Delhi - 58

Date: 12 - 03 - 2021

Internal Practical Exam Notice

Faculty members are requested to take Internal Practical/NUES exam of 1st year students of BBA, BCA, B.Com (H) & B.Ed. courses from 15th to 19th March, 2021. Further the practical exams may be conducted in **online mode.**

Rachita Rana
Prof. (Dr.) Rachita Rana
Director, M.S.I

Dr. 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 : 2552667, 25528117
Fax : 91-11-25528116 E-mail : principalmsi@yahoo.co.in
Website : msi-ggsip.org

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

Date :

28th 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.

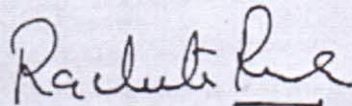
Sir,

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 Tem Theory Examinations July, 2021.

Please acknowledge the receipt.

Yours faithfully,



Prof. (Dr.) Rachita Rana
Director

Encl: As above.



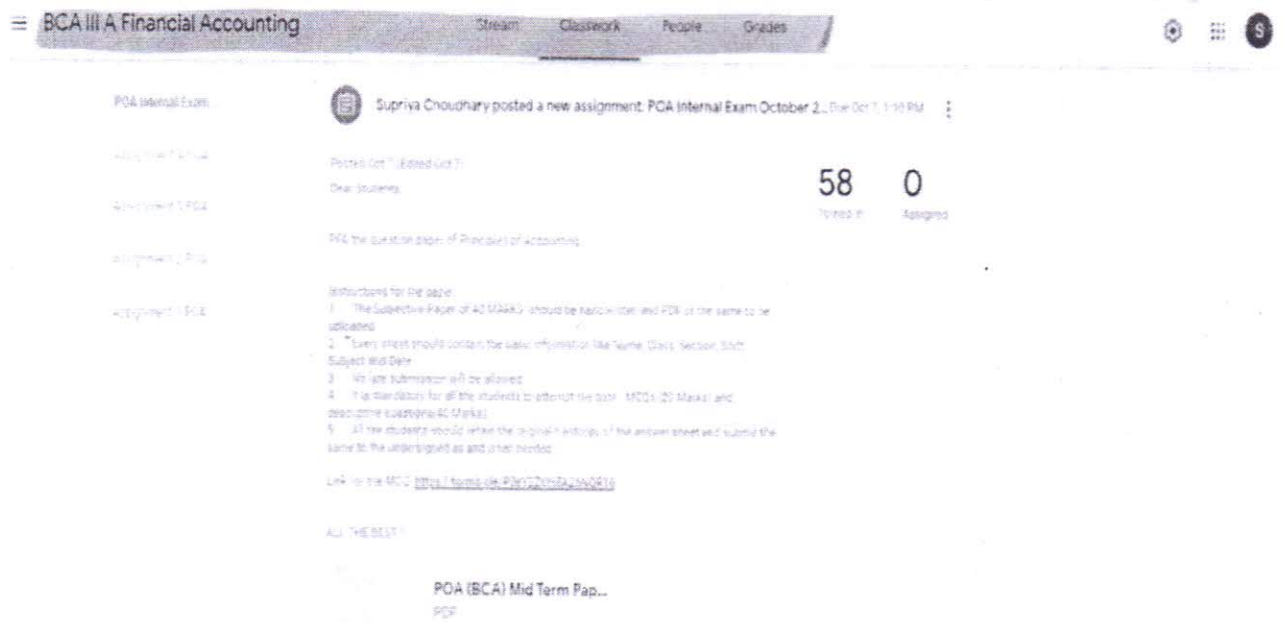
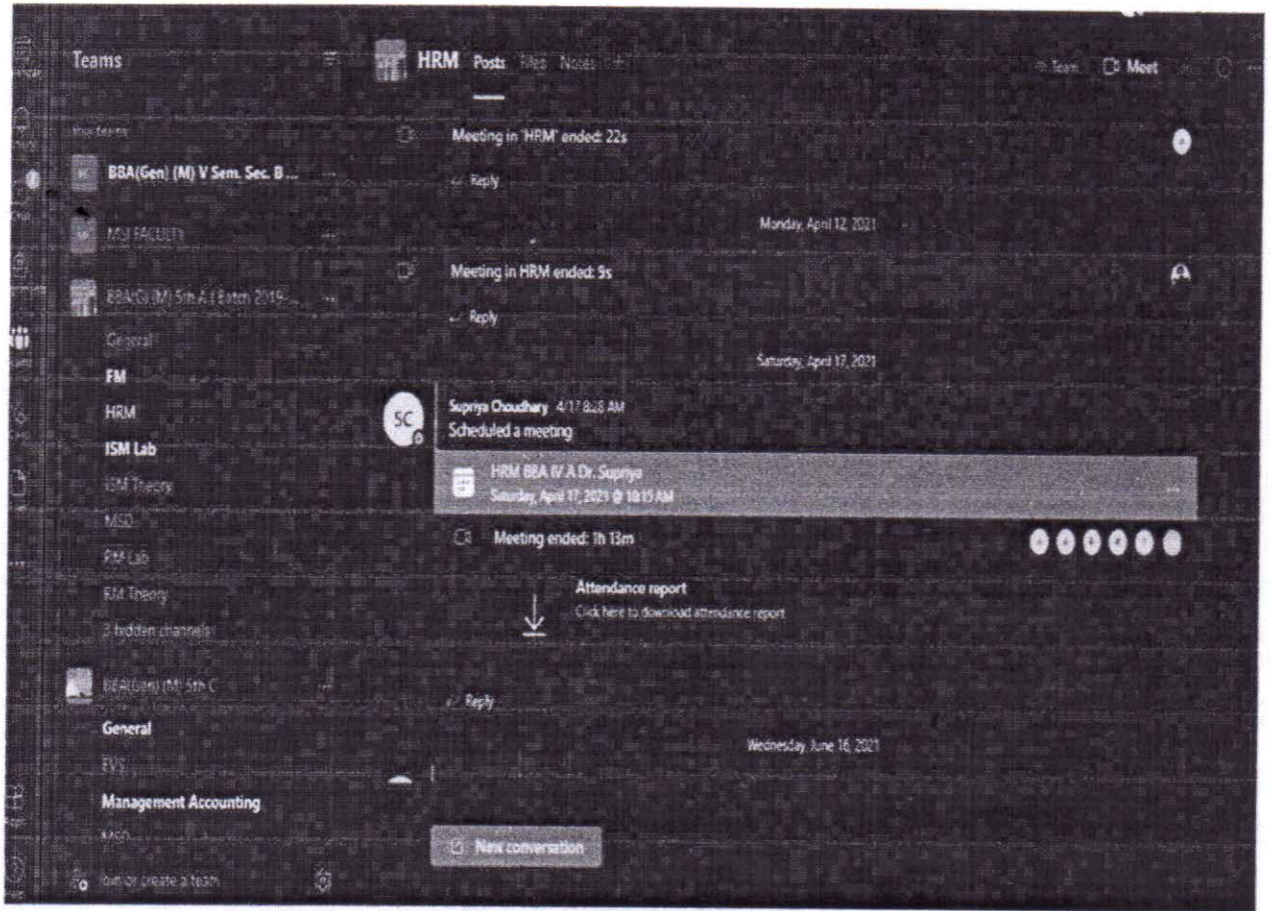
Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-110058

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@msjjanakpuri.com
2	Dr. Amit Choudhary	Maharaja Surajmal Institute	Associate Professor	9911335069	amitchoudhary@msjjanakpuri.com
3	Dr. Neetu Narwal	Maharaja Surajmal Institute	Associate Professor	9891859445	neetunarwal@msjjanakpuri.com
4	Mr. Hemendra Kumar	Maharaja Surajmal Institute	Assistant Professor	9350509228	hemendrakumar@msjjanakpuri.com
5	Mr. Manoj Kumar	Maharaja Surajmal Institute	Assistant Professor	9999283157	manojkumar@msjjanakpuri.com
6	Mr. Kumar Gaurav	Maharaja Surajmal Institute	Assistant Professor	9911108742	kumargaurav@msjjanakpuri.com
7	Mr. Sundeep Kumar	Maharaja Surajmal Institute	Assistant Professor	9971115028	sundeepkumar@msjjanakpuri.com
8	Mr. Ravinder Singh Kajal	Maharaja Surajmal Institute	Assistant Professor	9911543065	ravindersingh@msjjanakpuri.com
9	Ms. Rhythm Choudhary	Maharaja Surajmal Institute	Assistant Professor	9643104346	rhythmchoudhary@msjjanakpuri.com
10	Dr. Pooja Singh	Maharaja Surajmal Institute	Assistant Professor	9818832389	poojasingh@msjjanakpuri.com
11	Ms. Vinita Tomar	Maharaja Surajmal Institute	Assistant Professor	9899189964	vinitatomar@msjjanakpuri.com
12	Dr. Preeti Malik	Maharaja Surajmal Institute	Assistant Professor	9650290719	preetimalik@msjjanakpuri.com
13	Mr. Surajpal Chauhan	Maharaja Surajmal Institute	Assistant Professor	9350137481	spchauhan@msjjanakpuri.com
14	Dr. Menal Dahliya	Maharaja Surajmal Institute	Associate Professor	9810453506	menaldahliya@msjjanakpuri.com
15	Ms. Tarunim	Maharaja Surajmal Institute	Assistant Professor	9650215421	tarunimsharma@msjjanakpuri.com
16	Ms. Minal Dhankar	Maharaja Surajmal Institute	Assistant Professor	8750109109	minaldhankar@msjjanakpuri.com
17	Mr. Harjender Singh	Maharaja Surajmal Institute	Assistant Professor	9718933400	harjendersingh@msjjanakpuri.com
18	Ms. Kanika Kundu	Maharaja Surajmal Institute	Assistant Professor	9911119409	kanikakundu@msjjanakpuri.com
19	Ms. Nikita Malik	Maharaja Surajmal Institute	Assistant Professor	9971633991	nikitamalik@msjjanakpuri.com
20	Dr. Shailza Dutt	Maharaja Surajmal Institute	Assistant Professor	9810306616	shailzadutt@msjjanakpuri.com
21	Ms. Monika Sehrawat	Maharaja Surajmal Institute	Assistant Professor	7838338378	monika@msjjanakpuri.com

Rachita
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C-4 Janakpuri, New Delhi 110057

Use of Online Platforms -MS Teams



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



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 Institute
C-4, 38th Jan, New Delhi-110058



MAHARAJA SURAJMAL INSTITUTE

STUDENT WELFARE COMMITTEE

PRESENTS

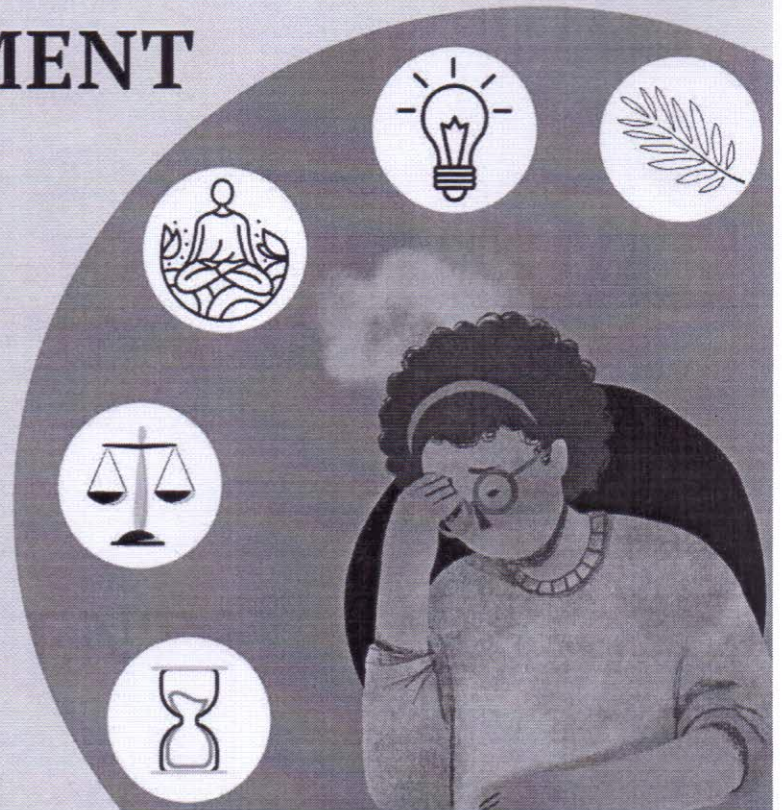
STRESS MANAGEMENT SESSION

Feb 5th, 2022

Saturday

11 am - 12 pm

Dr. Lovleen Malhotra
(Psychologist cum
medical counsellor)



Dr. 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

Dr. Rachita Rana

MSI
MSI
MSI

STRESS MANAGEMENT WEBINAR REPORT

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

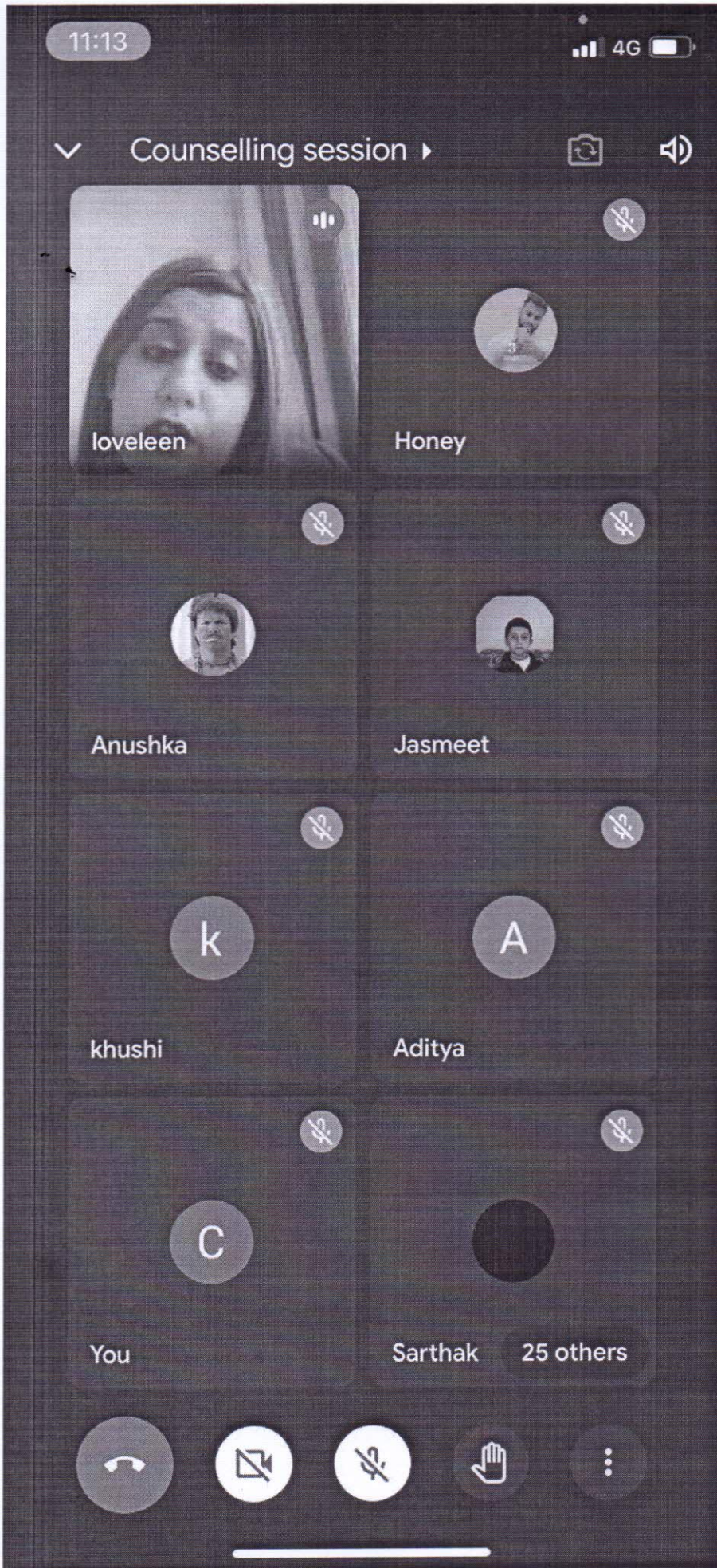
The COVID-19 pandemic is a crisis unlike any other country before. The constantly evolving situation may create significant stress and uncertainty. Many of us are dealing with constant stress due to this crisis in our country.

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
Ma. Surajmal Institute
C-4, 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

Arpita Srivastava

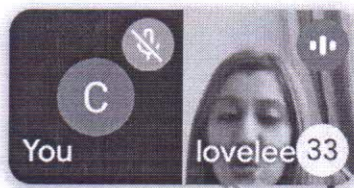
A Aryan Thakur

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-110058














































11:13

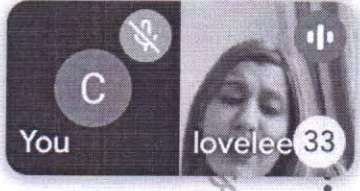
4G

About this call

People

Information

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



Call interface showing 'You' and 'lovelee 33' with mute and volume icons.

Rachita Rana

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














































11:13

4G

▼ About this call

People

Information

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

Call interface showing participants: You (C) and lovelee 33. Includes mute and video icons.

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  
-  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  

Video call interface showing a small circular icon with 'C' and a call icon, and a video feed of a person labeled 'lovelee 37'. Below the video feed is the text 'You'.

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










































11:15

4G

▼ 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

Call interface showing a video call with a participant named 'lovelee37' and a 'You' label with a mute icon.

Parvita Purohit

Prof. (Dr.) Rachita Purohit
Director
Maharaja Suraj Pratap Institute
C-4, Janspuri New Delhi-110058














































11:15

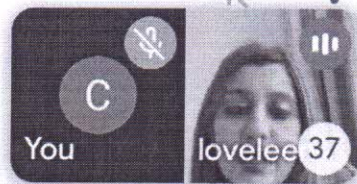
4G

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  



Call in progress overlay showing 'You' and 'lovelee 37' with call controls.

Rashmi Ray
Prof. (Dr.) Rashmi Ray
Director
Maharaja Agrasudha Institute
C-4, Janapuri, 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

Call interface showing 'You' and 'lovelee 37' with a mute icon.

Rachita Rana
Prof. Rachita Rana
Director
Maharaja Surajmal Institute
Civil Services, New Delhi-110068

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 26th 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

Mentor Report during Semester (14th Dec.2020 to March,2021) -Mentor: Dr. Suhasini Parashar

During the period of (14th Dec.2020 to March,2021),Teacher Meeting time to time helps the students to motivate and improve the performance academically. Students interest shows to participate in Social, Cultural, Academic Activities (Quiz, Debate etc) during the session.During the time of Stay Healthy and Stay Safe ,Students and Teacher interest prefer to perform well during examination and in other activities. Mentor counseling helps the student become successful in areas like Social ,Cultural, Academic Activities,Data record of Result show at the end of semester

Sr.No.	Month/2021	Total Student	Class Performance(Result)Sem.I	Remarks
1	07914901720	MEHAK RASTOGI	92.09	Performance of students Satisfactory
2	08014901720	MIHIR KUMAR	87.27	Students reach to 90% Marks
3	08114901720	MUSKAN	84.09	Students reach to 90% Marks
4	08214901720	NAMIT ARORA	86.27	Students reach to 90% Marks
5	08314901720	NANDINI AGGARWAL	91.09	Performance of students Satisfactory
6	08414901720	NIDHI	88.90	Students reach to 90% Marks
7	08514901720	NIDHI NEGI	85	Students reach to 90% Marks
8	08614901720	NIKHIL KHAJOTIA	84.36	Students reach to 90% Marks
9	08714901720	NIKUNJ KUMAR	88.54	Students reach to 90% Marks
10	08814901720	NIMISHA MISHRA	90.18	Performance of students Satisfactory
11	08914901720	NISHITA	91.45	Performance of students Satisfactory
12	09014901720	PARTH CHAWALA	93.36	Performance of students Satisfactory
13	09114901720	PRACHI	89	Students reach to 90% Marks
14	09214901720	PRAGYA KHERA	92.63	Performance of students Satisfactory
15	09314901720	PRATHAM VERMA	90.45	Performance of students Satisfactory
16	09414901720	PRITHI RAJ PARASHAR	78.45	Students reach to 90% Marks
17	09514901720	PRIYAL KUMAR	91.54	Performance of students Satisfactory
18	09614901720	PRIYANSHI SINGH	84.81	Students reach to 90% Marks
19	09714901720	QUINCY SINGH	90.63	Performance of students Satisfactory
20	09814901720	RAGHAV GUPTA	89.54	Students reach to 90% Marks
21	09914901720	RAJ KARAN RANA	90.18	Performance of students Satisfactory
22	35714901720	AYUSH K. RATHI	84.18	Students reach to 90% Marks
23	35814901720	GARV TANDON	89.09	Students reach to 90% Marks
24	35914901720	HARSH SOLANKI	87	Students reach to 90% Marks
25	36014901720	PRATIKESH RAJ	89.36	Students reach to 90% Marks
26	36114901720	RUTVI SODHI	90.54	Performance of students Satisfactory
27	36214901720	SAHIL SHOKEEN	83.81	Students reach to 90% Marks

Dr. SuhasiniParashar

Suhasini

MAHARAJA SURAJMAL INSTITUTE (DEPARTMENT OF BUSINESS ADMINISTRATION)

SESSION -Jan..-July.2021

FIRST SHIFT

BBA SEMESTER II (SECTION B)

Mentor Report during Semester (April.-July.2021) Mentor: Dr. SuhasiniParashar

During the period of (April.-July.2021),Teacher Meeting time to time helps the students to motivate and improve the performance academically. Students interest shows to participate in Social, Cultural, Academic Activities (Quiz, Debate etc) during the session.During the time of Stay Healthy and Stay Safe , Teacher interest prefer to perform well during examinationin other activitiesby Students . Mentor counseling ,helps the student become successful in areas like Social ,Cultural, Academic Activities Data record of Result show at the end of semester

Sr.No.	Month/2021	Total Student	Class Performance(Result)Sem.II	Remarks
1	07914901720	MEHAK RASTOGI	94.45	Performance of students Satisfactory.
2	08014901720	MIHIR KUMAR	93.25	Performance of students Satisfactory.
3	08114901720	MUSKAN	89.64	Students reach to 90% Marks
4	08214901720	NAMIT ARORA	91.45	Performance of students Satisfactory.
5	08314901720	NANDINI AGGARWAL	94.09	Performance of students Satisfactory.
6	08414901720	NIDHI	93.91	Performance of students Satisfactory.
7	08514901720	NIDHI NEGI	87.91	Students reach to 90% Marks
8	08614901720	NIKHIL KHAJOTIA	89.73	Students reach to 90% Marks
9	08714901720	NIKUNJ KUMAR	92.27	Performance of students Satisfactory.
10	08814901720	NIMISHA MISHRA	95.64	Performance of students Satisfactory.
11	08914901720	NISHITA	94.91	Performance of students Satisfactory.
12	09014901720	PARTH CHAWALA	96.18	Performance of students Satisfactory.
13	09114901720	PRACHI	94.09	Performance of students Satisfactory.
14	09214901720	PRAGYA KHERA	95.27	Performance of students Satisfactory.
15	09314901720	PRATHAM VERMA	93.00	Performance of students Satisfactory.
16	09414901720	PRITHI RAJ PARASHAR	85.73	Students reach to 90% Marks
17	09514901720	PRIYAL KUMAR	94.73	Performance of students Satisfactory.
18	09614901720	PRIYANSHI SINGH	91.55	Performance of students Satisfactory.
19	09714901720	QUINCY SINGH	95.64	Performance of students Satisfactory.
20	09814901720	RAGHAV GUPTA	93.82	Performance of students Satisfactory.
21	09914901720	RAJ KARAN RANA	95.00	Performance of students Satisfactory.
22	35714901720	AYUSH KUMAR RATHI	92.09	Performance of students Satisfactory.
23	35814901720	GARV TANDON	91.18	Performance of students Satisfactory.
24	35914901720	HARSH SOLANKI	94.00	Performance of students Satisfactory.
25	36014901720	PRATIKESH RAJ	92.91	Performance of students Satisfactory.
26	36114901720	RUTVI SODHI	95.00	Performance of students Satisfactory.
27	36214901720	SAHIL SHOKEEN	92.00	Performance of students Satisfactory.

Dr. SuhasiniParashar

Suhasini

Prof. (Dr.) Rachita Rana
Maharaja Surajmal Institute
Delhi-110028

Mentorship Report

Course: BBA(M) SEM:I

Session: Dec 2020- March 2021

A meeting was conducted with the students under my mentorship on 1 March 2020. The following points were covered in the meeting

- Students were counseled to maintain the proper discipline in the college.
- Students were informed regarding the grievance cell in the college.
- Students were informed regarding the rules and regulations of the college.
- Students were encouraged to discuss their college related and personal problems.
- They were also counseled about evaluation system of GGSIPU for the end semester exams.
- Students were motivated to participate in extracurricular activities to boost their self confidence.
- Since, COVID-19 is spreading, keeping in mind, students were also asked to take necessary precautions.
- Student's problems were discussed and appropriate solution was given.

The following students were present in the meeting:

S.No.	Roll No.	Name
1	00114901720	ABHINAV KUMAR
2	00214901720	ADITI
3	00314901720	ADITI PRITHVIVASI
5	00514901720	ADITYA GARG
6	00614901720	ADITYA RAJ NAYAK
7	00714901720	ADITYA SINGH
8	00814901720	AISHANI VERMA
9	00914901720	AKSHANSH CHAUHAN
10	01014901720	AKSHAT GUPTA
11	01114901720	AMAN ARYAN
12	01214901720	AMAN GAUTAM
13	01314901720	AMOGH GOEL
14	01414901720	ANANYA


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

15	01614901720	ANISHA GURUNG
16	01714901720	ANKIT KANOJIA
17	01914901720	ANNANTA GUPTA
18	02014901720	APOORVA GULATI
19	02214901720	ARYAN MALHOTRA
20	02314901720	ASHWIN K N
21	02414901720	ATUR KEVIN TERANG
22	02714901720	BHAVYA ARORA
23	02814901720	BHAVYA JAIN

Neha

Ms. Neha Mathur

Mentor-BBA I(A)

Rachita Rana

Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-110033

Mentor-Mentee Report

Session 2019-20

Sessions of Mentor-Mentees were held during the session. All nine students were in regular touch with the mentor. List of B.Ed students:

S. No	Enrollment No.	Name of the Students
1.	02414902119	VARUN
2.	02714902119	SAKSHI RANA
3.	04314902119	SHRUTI GIRHOTRA
4.	05914902119	SAKSHI GUPTA
5.	07214902119	MEENAKSHI KAPOOR
6.	07314902119	PINKISH MALIK
7.	08314902119	SHIVANI MALHOTRA
8.	08414902119	HIMANSHI SINGH
9.	35214902119	HARSHA CHIKKARA

In the Initial meeting, the students were oriented about the three tier counseling and psychological support system in MSI, wherein Mentors are the first contact point in case students have any personal/academic/emotional need. The problems of intimate and sensitive nature are forwarded to the Institute Counselor. In case a student needs further support, he/she may be forwarded to Institute's Psychologist on call.

Students were guided and mentored for-

- Academic needs
- Time management
- Stress management
- Anxiety during pandemic
- Future life/jobs/professional stability

The students shared their experience in Institute and their personal life time to time and how they are coping with the pressures of assignments, time management and self management. The session ended with students reporting to feel cared for and happy at this kind of support provided by college. 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 Promilla Dabas

Assistant Professor, MSI


Prof. (Dr.) Rakhi Rana
Maharaja Pratap Singh Institute
C-4, Janakpuri, New Delhi-110058

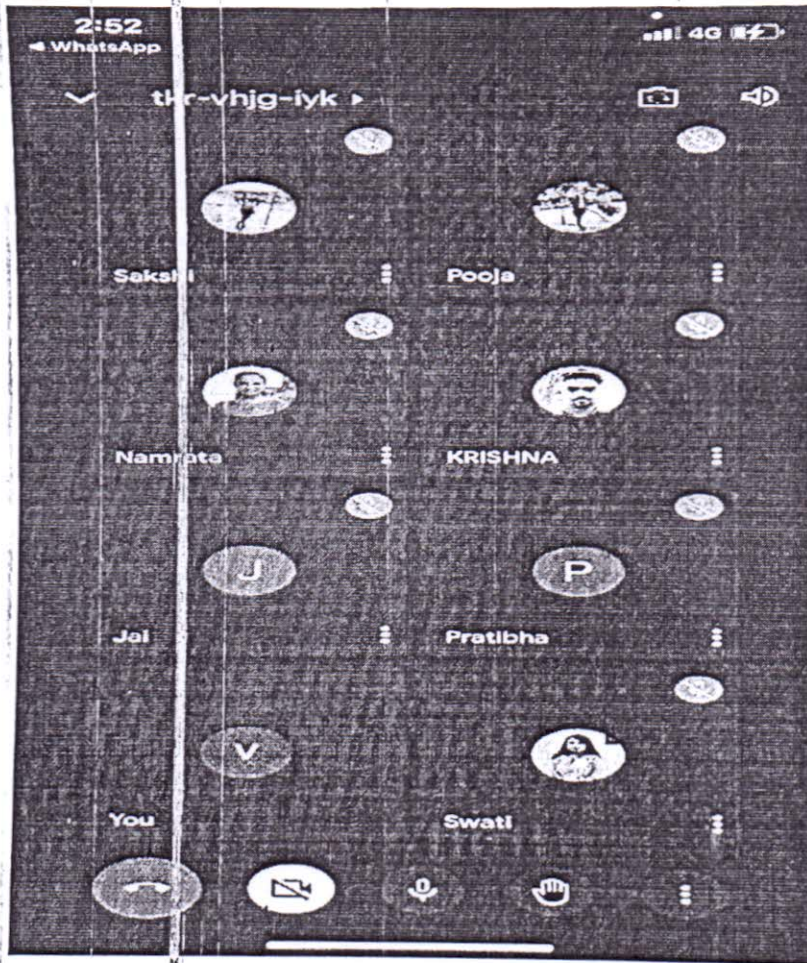
Mentor-Mentee Meet

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.



Vivek
CDR. vivek Salanki).

Rachita Rana

(Dr.) Rachita P.
Director
Kraja Suraj
Institute

**ONLINE MENTORSHIP FEEDBACK FORMS**

Supriya Choudhary <supriyachoudhary@msijanakpuri.com>

Regarding Mentorship Form Link

1 message

Anupama Sharma <anupamasharma@msijanakpuri.com>

Mon, Nov 1, 2021 at 9:56 AM

To: BBA First Shift Faculty <bamorning@msi-ggsip.org>, Neha Mathur <nehamathur@msijanakpuri.com>, Priyanka Dhaka <priyankadhaka@msijanakpuri.com>

Cc: "Dr. Supriya Choudhary" <hodbbam@msijanakpuri.com>, "Prof. Rachita Rana" <director@msijanakpuri.com>

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/rT7YABnaJwkviiish9>

Link for Mentorship form to be filled by Students /Mentees

<https://forms.gle/P5tjin6mijQStYz9>

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Jangpura, New Delhi-110003