7.1.9 Activities to promote values, sight, 7:1.9 duties & ousponsibilities

Two day Feed animal Drive for stray cows

8/10/2020-9/10/2020

The Department of Commerce, Maharaja Surajmal Institute organized a two-day activity for feeding stray cows on 8th-9th September 2020. The initiative was taken by the class coordinator of B.Com (H) 1st shift Ms. Preeti Bedi as a part of imparting ethical values in students. The initiative was taken to create awareness among students regarding the wastage of food which is done regularly and how that waste food can be given to the stray cows who roam around in search of food, therefore, eating garbage. In the activity, the students had to feed stray animals with the vegetable waste accumulating in their homes which they would have thrown away otherwise. The information about the initiative was provided as a part of the online lecture and the task was assigned to the students. The students took part in the activity enthusiastically and also shared their pictures and won appreciation. The activity was concluded successfully and the message of care for animals was also delivered successfully.



Prof. (Dr.) Rachita Rana

Prof. (Dr.) Rachita Rana

Director

Dire

(7.1.8) Activity to promote values

7.1.9

No Money-Donation camp28! September,2020.(7.1.9)

E-cell, MSI organised clothes and stationary donation camp on 28. Sep.,2020. This "No money-only clothes and stationary camp" helped underprivileged people by raising these types of items from people who envisaged helping in COVID. It is a time when we can all come together to support the Institution, to which we owe a lot for what we are today, and make a huge and significant impact leaving a legacy to be cherished forever. Thus, no amount of contribution by you will be small and each "giving", when combined with thousands of others will go a long way in helping the Institute move towards its envisioned financial self-sustainability.



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

(7.1.9) Activity to promote values & duties 7.1.9

MSI Webinar Series: Webinar 7 Report

08- August 2020 (7.1.9)

Organisers: Prof (Dr.) Harish Singh (Professor, MSI) and Ms. Rhythm Choudhary (Assistant Professor, MSI)

On 08- August 2020 Maharaja Surajmal Institute organized 7- Webinar in the ongoing webinar series. The Key speaker of the webinar was Dr. Harbhajan Bansal (Registrar, Guru Jambheshwar University of Science and Technology, Hisar, Haryana).

The webinar started with welcome address by Dr. Neetu Narwal (Associate Professor, MSI) who highlighted the efforts and initiatives of Maharaja Surajmal Institute for providing a platform during pandemics for educational discussion and audience welfare. Along with this, she also requested the key speaker, Dr. Harbhajan Bansal to share his wisdom on 'Values-based Personality Development'.

'Values-based Personality Development' topic was deliberated upon by Dr. Harbhajan Bansal. He started with what values are and the topic of ethics as one of prime importance. The values needed to lead a decent and respectful life and having a good understand and impression in the society about the self. He explains the understanding about the personality and its traits and the differences. Importance of personality development and its measures of current and ongoing performance and growth analysis were very much explained thread-barely with the help of real life examples. He differentiated between value based personality development and individualistic personality development. How values in our life play an important and crucial and role was the major emphasis of the speaker. The speaker also provided some real life examples portraying about the personalities having value based personality development and its success measures. Social role in personality development and how it plays a crucial role in one's life was explained by the speaker. He even shared his own life examples displaying the characteristics that one should learn and understand from as to gain wisdom and definable changes. The Speaker also discussed about his hardship stories and how he succeeded to came to definable measured success

MAHARALA SURAJMAL INSTITUTE

WILLIAM SURAJMAL INSTITUTE

PATRON, HONOURABLE SHRI KAPTAN SINGH JI,
Pracedant, Surajmal Marterial Education, Bockey

WEBINAR 7 DRGANIZED BY MSI DN 88788/2829, 11:00 AM DEWARDS

KATIDRAL FERSION SCHAR: PRE AND POST COVER SCHARIS IN INDIA

KEYNOTE SPEAKERS

Dr. Harbhalan Barterian

Dr. Harbhalan Barterian

CERAHIZING COMMITTEE - MSI WEBINAR SERIES

PANK IDNA BACKETA ARAM

BARTERIAN

PANK IDNA BACKETA ARAM

BARTERIAN

PANK IDNA BACKETA ARAM

BACKETA ARAM

BACKETA ARAM

PANK IDNA BACKETA ARAM

B

During the session the speaker interacted with the audience in the form of questions and also took up doubts at all times as to provide more understandable and definable information to the audience as to benefit them to the utmost. The session ended with vote of thanks by Dr. Preeti Malik (Assistant

Prof. (Dr.) Rachita Rana
Prof. (Dr.) Rachita Rachita Rana
Prof. (Dr.) Rachita Rac

Essay Writing Competition on the Topic" Values are Taught or Caught" Dated: 4th February, 2017

Values regulate and guide human behaviour and action in our day to daily life. Values are embedded in every word we select and speak, what we wear, ways in which we interact, our perceptions and interpretation of others reactions in what we are say and so on.

The whole enterprise of education is extricably linked with the development of values. Devoid of the potential to nurture values, education losses its heart and soul. No one who attempts to depict the spirit of age in which we live can possibly overlook the importance of education for values. Peace and security are facing new challenges that could have negative implications if we do not address them positively.

The problem of declining values is multi-dimensional arising out of combination of major social forces such as globalization, materialism, consumerism, commercialization of education, threats to humanity due to climatic changes, environmental degradation, violence, and terrorism. These have led to insecurities, individualistic life styles, and acceleration of desires, misuse of science and technology, pessimisms, sense of alienation and other negative consequences.

To orient the budding teachers towards this sensitive issue, on **04/02/2017**, an Essay writing competition was held in Department of Education on the Topic: "Values are Caught or Taught". The First Year Students (Batch 2016-17) enthusiastically participated and pen down their thoughts meticulously. They were briefed about the rules for this competition by **Dr. Anviti Rawat (CCA Convener,B.Ed)**. Time limit was one hour (11:00 a.m. to 12:00 p.m.). Word limit was 1000 to 2000 words.

"Your beliefs become your thoughts, Your thoughts become your words, Your words become your actions, Your actions become your habits, Your habits become your values, Your values become your destiny."

— <u>Mahatma Gandhi</u>

Coordinated by: Dr.Anviti Rawat (CCA Convener, B.Ed)



Visit to Orphanage Home

Dated:1st October, 2016

'The world is full of nice people... ...If you can't find one, be one'

Students of BBA (IInd Shift) visited orphanage home on 1st October 2016, named 'Bal Vihar Children Home' in Delhi. It was a great experience. After consulting the members of Orphanage some items of their daily needs & requirements were given by students. After spending some time with them it came to notice that the Orphanage took all the efforts for the education of the children and for their overall growth and development.

Humanity club motivate and inspires the students to participate in such social activity as part of their regular activity. The members after visiting the place felt immense happiness as they got the opportunity to do something good just by putting a small effort.









ACCOUNTABILITY & RESPONSIBILITIES OF ADMINISTRATION STAFF

& PLACEMENT CELL

SURAJMAL MEMORIAL EDUCATION SOCIETY C-4, JANAKPURI, NEW DELHI

> FOR ITS INSTITUTES & SCHOOLS LOCATED WITHIN AND OUTSIDE THE CAMPUS

> > IN FORCE w.e.f. ___

Disclaimer: The contents of this Accountability & Responsibilities of Administrative Staff & Placement Cell are confidential and are intended solely for the smooth functioning of the Institutions / Schools (for internal use only) under SMES. The information contained may otherwise be protected by other legal rules.

Prof. (Dr.) A. K. Singh Director raja Surajmal Institute of Technolog

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

Janakpuri



INDEX

SL. NO.	<u>PART –A</u>	PAGE NO.
	'ADMINISTRATION'	<u>1-56</u>
Α.	Preface - Objective, Philosophy & General Instructions	1-3
Academic A	Administrative Staff	•
1.	Director / Principal	4-5
2.	General Layout Duties of Administration Department / Office	6-8
	Functions & Duties of Administrative Officer	8-12
3.	Sr. Stenographer	13
4.	General Layout Duties of Assistant / Office Assistant / General Assistant	14-15
	Functions & Duties of Office Assistant	15-19
Technical	Staff	
5.	Assistant System Administrator	20-22
6.	Instructor	23-24
7.	Technical Assistant (Office)	25 Qave
8.	Lab Technician / Technical Assistant	26-27 Rachita

Prof. (Dr.) A. K. Singh

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

C-4, Janakpuri, New Delhi-110058

C-4
Janakpuri
New Delhi



counts Staf	f	8
24	General Layout Duties of Sr. Accts. Officer Outies & Functions of Sr. Accounts Officer	28 28-29
10.	General Layout Duties of Accounts Asst.	30-31
J	Duties & Functions of Accts. Asst.	31-32 +
brary Staff	C Ne	
11.	General Layout Duties of Librarian	33-34
	Duties & Functions of Librarian	34-36
12.	Assistant Librarian	37
13.	Professional Assistant	38
14.	Library Assistant	39
Maintenan	ce Staff	
15.	1 Total Co. 2	40-41
16.	Caretaker / Assistant Caretaker	42-45
17.	- A Land	46-47
18	. Plumber Radite	Ray 48
19	. Electrician Prof. (Dr.	Director49 titute Suraimal Delhi-58

of single

Prof. (Dr.) A. K. Singh Director Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute

while Williams

Janekouri (1) 1979

Col. tanakani, New Beat u

TITITITITITITITITI



pport Sta	ff (Group' C' &' D')	
20.	Receptionist	50-51
21.	Central Storekeeper	52-53
22.	Driver	54
23.	MTS / Group 'D'	55-56
	The state of the s	- 0 189

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

Prof. (Dr.) A. K. Singh Director Maharaja Surajmal Institute of Technology C-4, Janakpuri, New Delhi-110058 Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakouri. New Delhi-110058

Cubin C-4

Janakpuri S

New Delhi Co

New Delhi Co