# 7.1.1 (B) FACILITIES PROVIDED FOR WOMEN

# (a) 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.

# (b) Counseling

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

### (d) Common rooms

The institute has facilities like common rooms for both boys and girls.

# 7.1.1 (B) SAFETY AND SECURITY



Prof. (Dr.) HARISH SINGH Director Maharaja Surajmal Institute C-4, Jankapuri, New Delhi-110058

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# FIRE SAFETY CERTIFICATE

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

No. F6/DFS/MS/Educational/2021/SZ/ | |

Dated: 16/8/2/

FIRE SAFETY CERTIFICATE

Certified that the Surajmal Memorial Education Society (Regd.), C-4, Janak Puri, New Delhi-110058 comprised of basement, ground floor plus six upper floors owned/occupied by Surajmal Memorial Education Society (Regd.) was issued FSC by this department vide letter no. F.6/DFS/MS/Educational/2018/SZ/1723 dated 24/07/2018. The building was re-inspected by the officer concerned of this department on 30/07/2021 in presence of Sh. Ajeet Singh Choudhary (Secretary) and found that the building have deemed 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.c.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 below.

6 | 8 | 2 1 at New Delhi.

Director Delhi Fire Service

Copy to: -

1. Sh. Ajit Chaudhary (Secretary), Surajmal Memorial Education Society (Regd.), C-4, Janak Puri, New Delhi-110058.

Following fire safety directives must be adhered to:-

- 1. All the fire safety arrangements provided therein shall be maintained in good working condition at all times.
- 2. The means of escape shall be kept unlocked and unobstructed for unhindered evacuation of occupants in case of emergency.
- 3. Internal road of 06 m should be kept free from obstructions
- 4. Any loss of life or property due to non-functional fire safety measures shall be at the risk and responsibility of the management.
- 5. The trained staff should be available round the clock. 6. Any deviations w.r.t. construction shall be verified by the concerned building sanctioning
- The certificate may not be treated in any case for the regularization of the unauthorized construction, if any.
- Basement shall be used as per the building bye laws.
- The owner/occupier shall submit a declaration every year in the form 'K' provided in the first schedule of Delhi Fire Service Rules 2010, form is available www.dfs.delhigovt.nic.in.
- 10. The owner/occupier shall apply for renewal of this Fire Safety Certificate to the Director in the Form 'J' [sub rule (1) of rule 37] along with a copy of this Certificate, six months prior to its expiry.

# **GIRLS HOSTEL**





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# 7.1.1 (C) COUNSELLING



# 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. ....

Date: Jan, 2023

### **Counseling Procedure**

### **Three Tier System**

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

#### 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 and on Tuesdays and Wednesdays.

Dr Preeti Sinha

Phone-9999838304

Director

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

# **GIRLS COMMON ROOM**





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# **BOYS COMMON ROOM**





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# **ACTIVITIES**

### 1. International Women's Day

### March 9,2023

International women dayis a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity. Significant activity is witnessed worldwide as groups come together to celebrate women's achievements or rally for women's equality. In the past few decades, we have witnessed an increase in the cases of violence against women and self- defense has become a necessity rather than a choice. Keeping this in mind, the **Women Development Cell** and **Girl Up Union** of **Maharaja Surajmal Institute** organized an event on "**Women safety and security**" in collaboration with the **Delhi Police** on 9<sup>th</sup> March 2023 at MSI Auditorium.

The event commenced with a felicitation ceremony. The occasion was graced by honorable chairperson of Surajmal Memorial Education Society-ShriKaptan Singh Ji, Delhi Police Personnel - special police unit for women and children of Nanakpura branch, respected Prof. Shyam Singh and Prof. Teotia representatives from executive committee of SMES and esteemed Director Prof. Harish Singh, Dr. PromilaDabas-convenor of WDC. They were invited on the stage to grace the occasion and to felicitate our guests with planters to show a token of respect. ShriKaptan Singh Ji addressed the gathering and encouraged all the girl students to fly high and chase their dreams.



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# MAHARAJA SURAJMAL INSTITUTE

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# 14<sup>TH</sup> April, 2023

# 2. Sanitary Pad Donation Drive

# PURPOSE OF DONATION DRIVE IS TO ORGANISE A SANITARY PAD DRIVE BY PROJECT VEERANGANA.

**Project Veerangana** under **NSS MSI** took the initiative to organize "Sanitary Pad Donation Drive" on 14th April, 2023 Friday. Volunteers of Veerangana donated female hygiene products in slum areas near the college with the aim to spread awareness about menstrual hygiene.



## "Menstruation is not a problem, poor menstrual hygiene is."

As the main aim of this donation drive was to spread awareness about menstrual hygiene. In order to accomplish the aim the team members of Veerangana had a verbal interaction with the people which consisted of basic questions related to menstrual hygiene in order know if they had decent knowledge about it or not. The economic crisis that has arisen due to COVID-19 has created challenges for girls in the slums



They are not able to afford a basic necessity like sanitary pads which has led to health and hygiene problems like UTI's and endometritis that not only cause daily discomfort but can also lead to cervical cancer, fibroids, and cysts that are often left unattended by the girls.

To address these issues, Project Veerangana put in place a drive to not only donate sanitary pads to girls but also

- explain the importance of using them (sanitary pads)
- consequences of not maintaining menstrual hygiene.

Each packet consisted of 10 pieces of Whisper (locally produced hygienic sanitary napkins). The Volunteers distributed over 500 packets of sanitary napkins in slum areas. Each packet consisted of 10 pieces of Whisper (locally produced hygienic sanitary napkins). Each volunteer was provided 5 packets for the purpose of distribution. These packets were purchased from PradhaanMantriJanaushadhi Kendra keeping in mind that their should be no compromise on the quality of product.

### " Much like charity begins at home, sanitation and hygiene starts with you and me."



We hope to help these helpless girls in the best possible way we can. The drive not only helped the underprivileged with the donation but also raised awareness about menstruation and the urgency to uproot the hesitancy women and men feel in talking about it, considering it a taboo.

For the members of the Project Veerangana it was an opportunity to know about this side of these young girls' life, which has always been hidden under the veil of ignorance.

### **LIST OF MEMBERS PRESENT:**

Komal, Muskan , Radhika, Ishita, Aryan, Priyansh , Kartik , Vanshaj

# 3. Guest Lecture on "Prevention of Sexual Harassment of Women at Workplace" (26th April, 2023)

Event Name: Guest Lecture on "Prevention of Sexual Harassment of Women at Workplace"

**Date:** Wednesday,26<sup>th</sup> April, 2023 **Time:** 10:00 AM to 11:00 AM **Venue:** Auditorium, MSI

Resource Person: Dr. ManleenKaur, Advocate, POSH External Committee Member

Faculty Coordinator: Ms. Mahima Sharma, Assistant Professor, Department of Law, MSI

A Guest Lecture was conducted by Department of Law in collaboration with Department of MBA on Prevention of Sexual Harassment at Workplace (POSH) Act, 2013, Dr. ManleenKaur was the guest speaker and the information delivered by her was very relevant and enlightening for the audience.

Being an important milestone in India, POSH aimed to address workplace sexual harassment of women. This law has enabled Indian women to stand up for their rights and assert their autonomy in the workplace. Dr. ManleenKauremphasised how the Act has sought to provide women with a safe and secure working environment and has put in place mechanisms to prevent and redress complaints of sexual harassment. She also highlighted on "Vishaka Guidelines" that were stipulated by the Supreme Court of India, in *Vishaka and others v State of Rajasthan* case in 1997, regarding sexual harassment at workplace, a landmark case which helped with giving rise to the POSH Act, 2013. She also threw insights on welcomed and unwelcomed behaviour at work place.

The students found the session to be quite engaging and that it would help them in their everyday life. The event successfully created awareness on young minds on POSH ACT and its relevance in the workplace.





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# Prevention Against Sexual harassment at workplace 26thApril2023

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# **INTERNAL COMPLAINT COMMITTEE**



# 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 : 011- 45656183, 45037193 E-mail : principalmsi@yahoo.co.in, Website : msijanakpuri.com

Ref. No.: MSI 2023 264 133

Dated: 29-4-23

# CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE (AS AMENDED ON APRIL 28, 2023)

### OFFICE ORDER

The Internal Complaint Committee (ICC) of Maharaja Suraj Mal Institute, as amended on April 28, 2023 is as follows:

SI.No	Name	ICC Position	Designation	Department	Contact No
TEAC	HING MEMBERS				
1	Dr.Sarita	Presiding	Associate	MBA	9711225817
	Chaudhary	Officer	Professor		
2	Dr. Jasbir Singh	Internal	Associate	BBA	9718933600
		Member	Professor		
3	Dr. Parul Deswal	Member	Associate	BBA &B.Com	9643996122
			Professor		
4	Dr. Neetu Narwal	Member	Associate	BCA	9891859445
			Professor		
5	Dr. PromilaDabas	Member	Assistant	B.Ed	9910012984
			Professor		
6	Dr. Kirti Dahiya	Member	Assistant	Law	9540083833
			Professor		
EXTER	RNAL MEMBER				
7	Ms. Satyawati	External	Social worker	NGO	
		Member			
STUD	ENT REPRESENTATIVES				
8	Mr. Sudhir Kumar	Member	Student	MBA	8384061300
9	Ms Anjali Malik	Member	Student	MBA	9891012937
10	Mr. Kartik Sharma	Member	Student	BBA (B&I) 1st	8448068211
				Shift	
NON -	TEACHING MEMBERS	•	•		
17	Mr Vineet Singh	Member	Non -Teaching	Admin	9015261686
			staff		
12	Ms.Parmila Panwar	Member	Non -Teaching	Library	9971713253
			Staff	\$20000000000000	

Prof (Dr) Harish Single Director, MSI

Copy to :- All Concerned

Notice board

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