

Date - 05-07-2019

INTERNAL COMPLAINT COMMITTEE

Handbook of Sexual Harassment in Workplace

Objective: to work for Gender- sensitive Campus

Gender is a major concern in the policies of government and UGC. Initially conceptualized as a platform for women harassment redressal cell in our educational institute (erstwhile LLDIMS s, Mandi), it grew into a Cell playing a catalyst for gender sensitization, knowledge sharing and women empowerment. Contributing to the visibility of gender issues, the Cell opens a genuine dialogue among scholars, activists, faculty, staff and students through talks, discussions, counselling and consultation. The Cell envisages playing a significant role in:

Mobilising on women's views and perspectives on important social issues

Questioning the existing biased and stereotypical notions, concepts those deny identity and respectable space to women

Assimilating gender consciousness into all systems of knowledge in order to progress towards a true gender sensitive society

Eliminating cultures of impunity, silence and complicity

Action Plan:

- By arranging talks/ lectures/discussions on gender related issues
- By playing Nukkad Natak, documentaries and socially relevant movies to gender sensitise students/ staff and faculty in the university
- By adopting colonies, villages to gender sensitise and make them aware of schemes, facilities of the government

Members Women Cell:

Contact No

- | | |
|---|------------|
| • Dr Manju Sharma, Co-ordinator Department of Education | 8076843266 |
| • Ms Anshu Srivastava, student counsellor | 9930386870 |
| • Ms Geeta soni , Department of BA(J&MC) | 9958276999 |
| • DR Manisha Gupta Department of Management | 7042078021 |
| • Mrs Roopal N Asati , Department of Management | 8058271746 |
| • Ms Anjali bhardwaj ,Department of Education | 8426851461 |

Mechanism Complaint Registration

Any student, staff or faculty member may lodge a complaint against gender harassment telephonically, through online/e-mail;

Prof. (Dr) *R. Garg*
Chairperson of the Cell

MOB No. 9560687688

E-Mail- ID: director.ldims@gmail.com

MSH
Dr Manju Sharma,
Co-ordinator WECC

Manjuvats69@yahoo.co.in

DIKECTOR
LINGAYA'S LALITA DEVI INSTITUT
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI



NAAC Accredited "A" Grade Institute & Approved by JCB of UGC Act 1986

Lingaya's Lalita Devi Institute of Management & Sciences

Approved & Affiliated to GGSIP University & Govt. of NCT of Delhi

18
Years

Student's Grievance Redressal Cell

The Lingaya's Lalita Devi Institute and management and seniors constituted a student's Grievance Redressal cell to co-ordinate students problems and ensure effective solution to the student grievance with an impartial and fair approach and to make teaching and supporting staff responsive, accountable courteous. In dealing with the students.

It will look up to its complaints lodge by any students and judge its merits. The Grievance Redressal committee is also empowered to look into the matters of harassment anyone with a genuine grievance may approach the director/coordinator for consultation.

He or she may send the complainant by E-mail in case student is unwilling to appear in cell grievance may be dropped in writing in complaints box.

Members Name	Contact No
• Dr. K. K. Garg, Director (LLDIMS)	9560687688
• Dr. Pranav Mishra, Addl. Director	9811434276
• Dr. Manju Sharma, Coordinator Of SGRC	8076843266
• Dr. Mala Dixit, HOD, Bed	8700780418
• Dr. Jyoti Dahiya (Psychologist)	9871318707
• Ms. Shabina Taspoor, Psychiatrist	9990185185
• Mr. Nishant Jainwal (Student's Counselor)	9990688333
• Ms. Geeta Arora, HoD (BA/JMC)	9938276999
• Mr. Vijaypal Singh, (Administrative Officer)	9650453938
• Dr. Ashish Doolbey, HoD BBA	9839141966
• Dr. Gaurav Yadav (coordinator discipline committee)	9810916999
• Mr. Manroop Hansan (physical instructor)	9555409995
• Muskan aur oshvi (B.Ed student's representatives)	7290930003
• Rishitakhowal (BA/BMC student's representatives)	9066733377
• Bhansu Pratap (B.COM student's representatives)	7791883131
• Mohit Gandhi (BBA Student's representatives)	8252776654

K.K. Garg
Dr. K. K. Garg
Director
MOB No 9560687688
E-Mail- ID : director.ldims@gmail.com

Manju Sharma
Dr. Manju Sharma
coordinator SGRC
8076843266
manju.sharma@ldims.org.in

Corporate: 047-040, Mandi Road, Mandi, Near Chatterpur Metro Station, New Delhi-110047. Ph: 011 26051112-5, 9811009903
Email: director.ldims@gmail.com | Website: www.ldims.org.in

Head Office: P-2, Kh. No. 33, Sachigraha, Near Saket Metro Station, N.D. Road, New Delhi-110002, Ph: 011-40119000

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NOTICE 17/08/2019

Women's cell LLDIMS was established in to ensure safe and secure working environment for all the women (Girls) in this institute. The women cell was inaugurated in prof. Kavita Joshi under the pattern ship of The Women's all function as a body that investigators and recommends action all acts of harassment against any individual (of either sex)

To lodge a complaint:-

You can send E.mail to- manjuvats69@yahoo.co.in

Be assured that

- All complaints and name of the victim will be kept confidential
- A baseless complains will be advisedly affecting the credibility of the complaint

Women community Extension Cell

S. No.	Faculty Name	Email ID	Phone No.	Department
1.	Dr. Manju Sharma	Manjuvats69yahoo.co.in	9868453333	Education .
2.	Ms. Kamini	Kamini.ar 13@gmail.com	9467814786	Education
3.	Ms.Rupal	Roopal.asati26@gmail.com	8058271746	Management
4.	Dr Manisha	Manisha23040@gmail.com	7042078021	Management
5.	Ms anamika srivastava	Anamika.sri20@gmail.com	9313908563	Journalism
6.	Ms Anshu srivastava	reachanshusrivastava@gmail.com	9953665141	Counsellor

MSL
Coordinator
22/08/2019

(Dr Manju Sharma)

Jenny Kessey
9926928875
Archana Rajesh 096

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NEW DELHI-110047

Date Aug-2019

Lingaya's Lalita Devi Institute of Management & Sciences

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WOMEN COMMUNITY EXTENSION CELL



Committee Coordinator

Dr. Manju Sharma

WSL
22/08/2019
8076843266

Student Counsellor
Department of Education

Ms. Anshu Srivastava
Department of Management

9930386870
Department of Management
Communication

Faculty Coordinator
Ms. Kamini
9467814786

Faculty Coordinator
Dr. Manisha Gupta
7042078021

Faculty Coordinator
Ms. Anamika Srivastava
9313908563

Student Coordinator
Ms. Jenny Massey
8826928875
Ms. Kritika
7503313276

Student Coordinator
Ms. Archana Rajesh
8076225886
Ms. Nikita Gupta
9651734745

DIRECTOR
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MANDI ROAD, MANDI, NEW DELHI-110047
Student Coordinator
Ms. Geetika Singh
8130194988
Ms. Prachi Vats
8810411117

**Lingaya's Lalita Devi Institute of Management
& Sciences Mandi Road, Mandi, New Delhi-110047**
(NAAC Accredited "A" Grade Institute)

Date: 21/01/2019

A meeting of Women Community Extension Cell was held on 21/01/2019 from 2.30 PM in Room No. 204. Following members were present in the meeting :

- Dr(MS.) Manju Sharma (Department of Education) *MSL*
- Dr(MS.) Manisha Gupta (Department of Management) *Manisha*
- MS. Roopal N Asati (Department of Management) *R*
- MS. Kamini (Department of Education) *Kamini*
- MS. Anshu Shrivastava (Department of Management) *Anshu*

Following points were discussed in the meeting:

- Present status of all departments was discussed.
- All members highlighted the need of health and hygiene awareness among girls.
- It is decided that a lecture would be organised in the first week of February for sensitization on this important issue.
- The next meeting is scheduled on Friday, 25/01/2019 and distribution of work would be done for the same.

MSL
22/01/2019
Dr(MS.) Manju Sharma

Coordinator (WECC)

[Signature]
DIRECTOR
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Date: 21.08.2019

A meeting of Women Extension Community cell was held on 21 th August 2019, 2 PM in the Board room. The following members were present in the meeting.

- Dr Manju Sarma (Education .)
- Dr Manisha Gupta(Management *Manisha*)
- Ms Roopal N sati(Management)
- Ms Anshu Srivastava (Journalism) *Anshu*
- Ms Kamini (Education .)

Following points were discussed in the meeting:-

- Volunteer from each department to be appointed by the designated coordinator of the department.
- For the new academic session 2019, the students should be aware Women Extension Community cell (WECC)
- To organize self defence training programme for all the female students of LLDIMS.
- To organise Health & Hygiene Awareness programme for the Girls.

MSL
22/08/2019
Coordinator
Dr Manju Sharma

[Signature]
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Date: 10/10/2020

A meeting of Women Extension Community cell was held on 10 October, 2020, 2 PM in virtual mode. The following members were present in the meeting.

- (Dr Manju Sharma (Education .))
- Dr Manisha Gupta(Management
- Ms Roopal N sati(Management)
- Ms Anshu Srivastava Journalism)
- Ms Anjali (Education .)

Following points were discussed in the meeting:-

- It is decided that session started 15 December onwards due to covid and social distancing committee will work virtual such as reconstruction of committee and students representative of all departments.
- Poster and other information related to women grievance redressal cell will be updated regarding this work duty assigned to Dr Manisha Gupta.
- Rules and regulations of institute and functioning of cell will be introduced by Dr Manju Sharma.
- *Online guest lecturer will be delivered by Ms Anshu Shrivastava
- Different cultural program organised by Dr Geeta Arora
- yoga and meditational activities organised by Mr Masroor Hassan
- if any students and faculty required help contact to Ms Arooshi at reception

- MSL*
10/10/2020
- Coordinator
 - Dr Manju Sharma


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MANDI ROAD, MANDI

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Date: 06/01 / 2020

A meeting of Women Community Extension Cell was held on 6/02/2020 from 2.30 PM in Room No. 204. Following members were present in the meeting :

- Dr(MS.) Manju Sharma (Department of Education) *MS ✓*
- Dr(MS.) Manisha Gupta (Department of Management)
- MS. Roopal N Asati (Department of Management)
- MS. Anjali (Department of Education)
- MS. Anshu Shrivastava (Department of Management)
- Kritika (B.Ed students)
- Geetika Singh (BA.J&MC students)
- Archana Rajesh (Management students)

Following points were discussed in the meeting :-

- Present status of all departments was discussed.
- All members highlighted the need of health & hygiene awareness among girls .
- It is decided that lecture would be organised in the second week of February for sensitization.
- The next meeting scheduled on last Saturday of February.

MS ✓
10/2/2020
Dr Manju Sharma

Coordinator (WECC)

[Signature]
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**Lingaya's Lalita Devi Institute of Management
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Date: 06/01/2020

A meeting of Women Community Extension Cell was held on 6/01/2020 from 2.30 PM in Room No. 204. Following members were present in the meeting :

- Dr(MS.) Manju Sharma (Department of Education) *MS*
- Dr(MS.) Manisha Gupta (Department of Management)
- MS. Roopal N Asati (Department of Management)
- MS. Anjali (Department of Education)
- MS. Anshu Shrivastava (Department of Management)
- Kritika (B.Ed students)
- Geetika Singh (BA.J&MC students)
- Archana Rajesh (Management students)

Following points were discussed in the meeting:

- Present status of all departments was discussed.
- All members highlighted the need of health and hygiene awareness among girls.
- It is decided that a lecture would be organised in the first week of February for sensitization on this important issue.
- The next meeting is scheduled on Friday, 26/02/2020 and distribution of work would be done for the same.

MS
Dr Manju Sharma

Coordinator (WECC)

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Women extension cell organised workshop on stress management and coping strategies for BBA&B.COM students by our counsellor Ms Anshu shrivastava on 27/03/2019 in seminar hall

In workshop students learned about A personal plan for management of stress and accompanied with practical learning of progressive muscle relaxation exercises



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MSL
29/03/2019

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NEW DELHI, INDIA

Women cell (LLdims) organized interactive session for girls by Dr Yukti wadhwan MBBS, MS(ObGY)FRM Delhi
Topic -"common gynaec disorders and importance of cervical cancer vaccination".

Women cell of LLDIMS had organized special programme for its first year girl students "Ask a Gynecologist! "Let's not be shy anymore, shall we? Because awkwardness is no excuse to stay in the dark about your lady parts" on September 18, 2019 in the Auditorium of the Institute.

Dr. Yukti Wadhawan (MBBS, MS, FRM) Consultant Infertility Specialist, had been invited as the Specialist. She was given a floral welcome before she chaired the programme.

Dr. Yukti addressed all the girl students and said that they must not ignore their intimate health issue mainly with periods, PCOD & breast issues.

In India alone, 77% of women health is under risk. Don't hesitate- Talk openly with your gynecologist. She had given valuable knowledge, facts and myths on Irregular / Missed Periods, and their complications, PCOD, Vaginal Discharge, Bleeding, Heavy Pain and Issues related to women & teens. She said that ignoring even a small issue can sometimes be dangerous!

She discussed with girls about common gynaecological diseases and their prevention. Dr Yukti's main focus was on creating awareness in girl students about personal hygiene and provided information about:

1. Menstrual Problems (Amenorrhea and Dysmenorrhea)
2. PCOD (Polycystic ovarian disease)
3. Abnormal White Discharge
4. Itching in private parts
5. Endometriosis
6. Information about Cervical Cancer and its Vaccination

And their preventions.

Some points of preventions Dr. Yukti discussed were:

1. Don't use tampons or cups. Use only cotton pad. No matter how heavy your flow is though, you should change your pad at least every 4 or 6 hours so you don't end up with an odor from bacteria that can grow in the blood. As often as you need to.
2. Please don't ignore anything which you feel abnormal during periods.
3. Do not use Soap/Dettol/Savlon or any other commercial vaginal washes/chemical washes in your private area.
4. Wash with plain water and use tissue to dry and that must be tap dry.
5. Focus yourself as primary person. If you are not healthy, you won't be able to make others happy.
6. Be proud of your femininity. Cherish it.
7. If you have a problem, seek a solution. Don't shy.

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8. There is always correct age to happen everything in life. So focus on your studies and career. Have a self-control.
9. Follow a healthy lifestyle.
10. Don't skip breakfast
11. Don't skip meals for weight loss.
12. Do brisk walking/do exercise daily

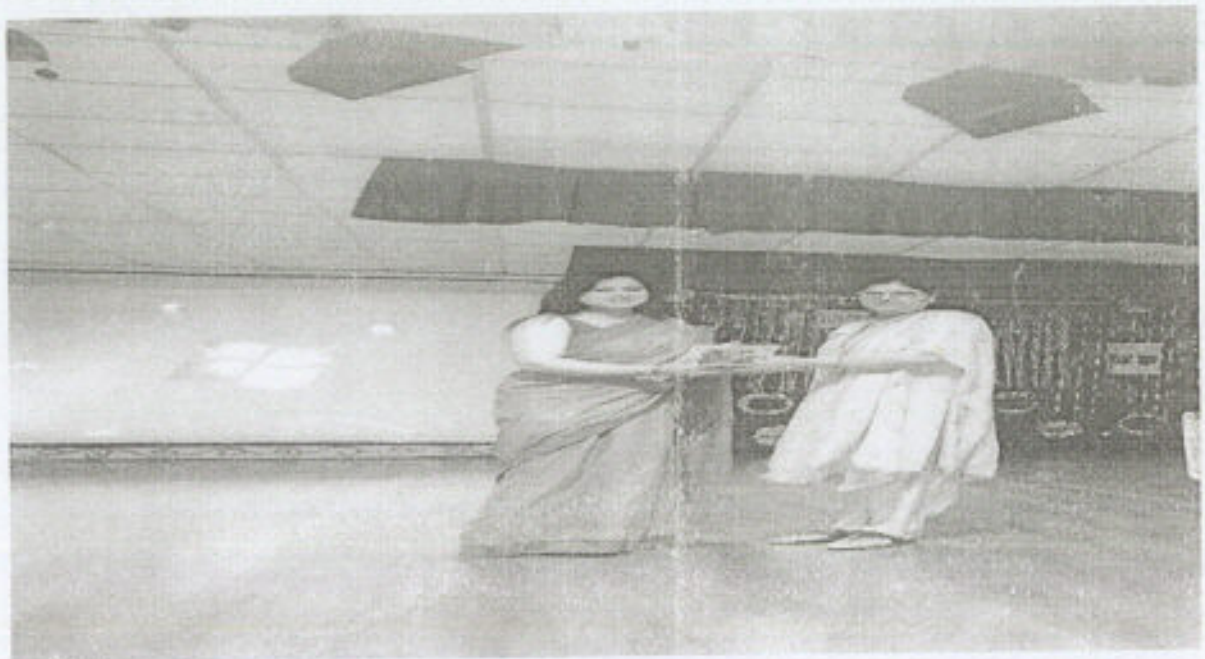
The audience were welcomed to put forward their queries, if any. The programme ended with question and answer session: There were an Incredible participation of students. Students came forward various queries about their problems i.e.,

1. When Should I Worry About Itching Down There?
2. How Much Daily Discharge Is Normal?
3. Is It Safe to Have Sex During My Period?
4. Medications during menstrual pain

The students were overwhelmed by getting answers of their queries by the Specialist Doctor. Dr. Yukti concluded when it comes to women health, it can be hard to know what's "Normal" and what may be a sign of a potential health problem. So be bold for change. You don't need to suffer in silence.

She quoted "I always say that you are best advocate for yourself, so you have to listen to your own internal voice. If you are not sure that something is right then it probably isn't"

See a Doctor and seek help before it's too late



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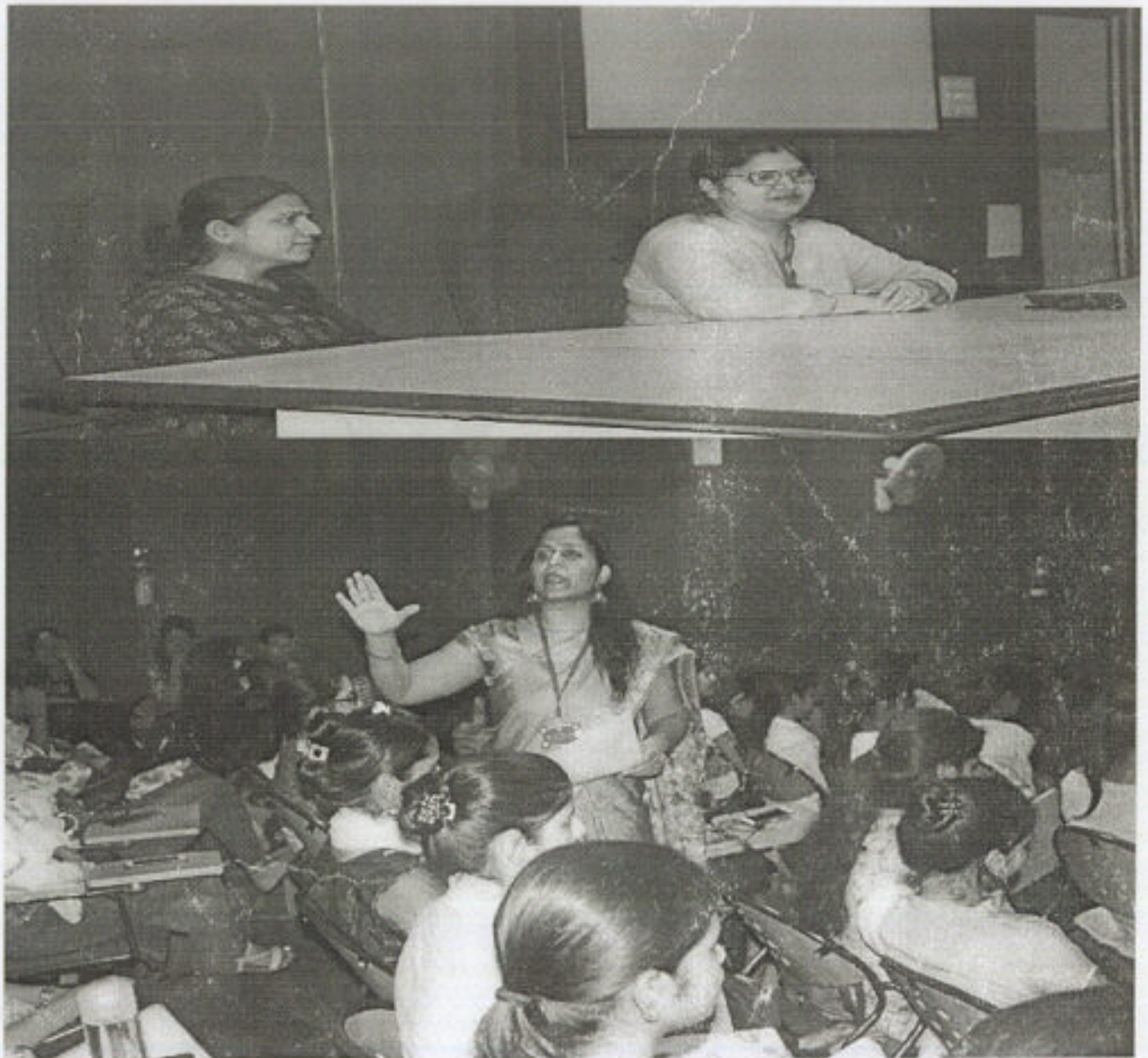
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Date 05/04/2019

MENTAL HEALTH AWARENESS PROGRAMME

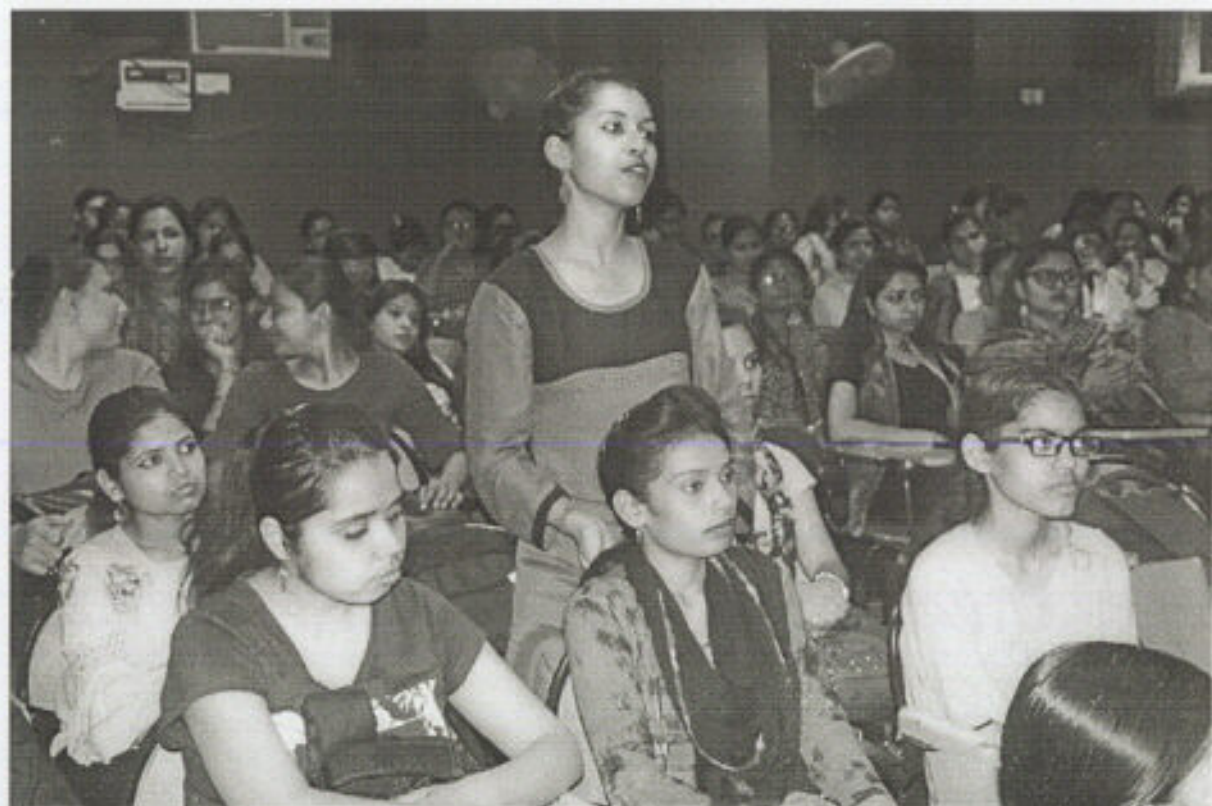
The concept of mental health may seem normal in our daily life but it is important for each and every ones well being in today's time ,we feel stressed in each and every point like exams ,preparation of assignments and presentation ,in today 's seminar we were given tips and did relaxation exercises to focus on ourselves .

Woman cell organised workshop for BEd trainees on dual role of woman ;balancing home and work place on 5/4/2019



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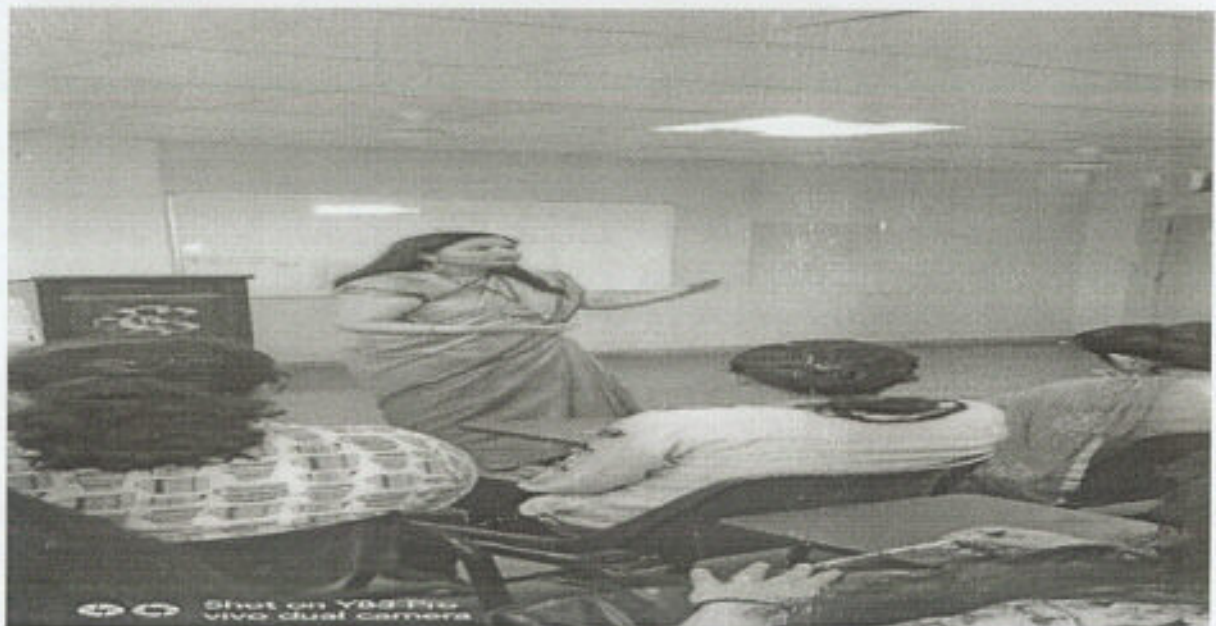


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Date - 25/03/2018

Women extension cell organised workshop on stress management and coping strategies for BBA&B.COM students by our counsellor Ms Anshu shrivastava on 27/03/2019 in seminar hall

In workshop students learned about A personal plan for management of stress and accompanied with practical learning of progressive muscle relaxation exercises




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8 March 20

Women's Day Celebration at LLDIMS



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