



Lingaya's Lalita Devi Institute of Management & Sciences
(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)
Mandi Road, Mandi, New Delhi-110047.
Ph : 011-26651112-3, Fax : 011-26651050
website : www.ldims.org.in, email : director.ldims@gmail.com

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, counseling 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 Nuked 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 Geeta soni , Department of BA(J&MC)	9958276999
• Dr Ankita Nagpal Department of Management	8800464400
• Mrs Roopal N Asati , Department of Management	9958674306
• Dr Jyoti Dahiya ,Department of Education	9871310707

Student Coordinator (Department of Education)

1) Radhika (second yr)	9958613475
2) Purni yadav (first year)	8800965606

Students representatives -(Department of Management)

1) Mini Shukla -	9560520562(second yr)
2) Prerna Rani	9971864200(first year)

Students representatives -Department of BA(J&MC)

1) Rupali 9310743788 (second yr)
2) Vanshika -9810000319(first year)

Mechanism Complaint Registration-

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

Chairperson of the Cell:

Prof. (Dr) K.K Garg

Coordinator

Dr Manju sharma

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
NEW DELHI-110047

MSL
07/07/2022

MOB No. 9560687688
E-mail Id-director@lids.org.in

Contact No., 8076843266
Manju.sharma@lids.org.in



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ACTIVITY LIST WOMEN COMMUNITY EXTENSION CELL
SESSION - 2021-22 JANUARY,5, 2021

S. No.	Activities	Tentative dates	Concern faculty
1.	Orientation of WCEC	WHEN SESSION STARTED	All Committee Members
2.	Yoga & Meditation	Special day assembly	Mr Masroor Hassan
3.	Morning Assembly theme - Empowerment. Showcase inspiring stories.	Month of March	Dr Shikha Gupta
4.	Celebration of International Women's Day With special activities.	08.03.2021	Ms Roopal Astati & Mr Masroor Hassan
5.	Mehendi celebration	16/8/2021	Ms Kamini
6.	Personality building & personality development program	15.12.2021	Dr Manju Sharma
7.	Professional career skills	21.12.2021	Mr Nishant jaiswal
8.	Digital literacy & effective use of social media	27.12.2021	Ms Ghazala khatoon

MSV
5/01/2021
Dr Manju Sharma
Coordinator women cell , LLDIMS

[Signature]
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Women Cell

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Members Women Cell:

- Dr Manju sharma, Department of Education
- Dr jyoti Dahiya ,Department of Education)
- Dr Geeta Arora , (Department of BA(J&MC
- Dr Shikha Gupta ,Department of Management
- Mrs Roopal N Asati Department of Management

Location of the office, Women Cell:

Top Floor (on the Right side near by auditorium

Contact : 8078843266

e-mail: Manju.sharma@lldims.org.in

Strictly as per norms & guidelines of UGC and The Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013, following the University's policy of zero tolerance on campus for gender based violence and harassment to prevent and redress the complaints, the Cell has a dedicated Internal Complaint Committee with the following constitution:

Mechanism Complaint Registration

Any student, staff or faculty member may lodge a complaint against gender harassment telephonically, through fax or through online/e-mail; the complaint can also be made in the 'Complaint Register' available in the office of H.R Head..

Chairperson of the Cell:
Prof. (Dr) K.K Garg

MSV
8/08/2021
Coordinator
Dr Manju sharma

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Date: 6th January 2021

A meeting of Women Extension Community cell was held on : 5 January 2021 , 10 AM in virtual mode . The following members were present in the meeting.

- (Dr Manju Sharma (Department of Education .)
- Dr Manisha Gupta(Department of Management
- Ms Roopal N sati(Department of Management)
- Ms Anshu Srivastava.(psychologist)
- Ms Anjali (Department of Education .)
- All students representatives

Following points were discussed in the meeting:-

Agenda:

1. Updating of Students Representatives:

- Discussed current representatives and their roles.
- Considered potential changes or additions.

2. Introduction of Women's Cell:

- Coordinator Dr. Manju Sharma presented the purpose and goals.
- Members discussed strategies for effective implementation.

3. Annual Planning of Activities:

- Outlined key events and milestones for the upcoming year.
- Assigned responsibilities and timelines.

4. Awareness Spread Regarding Committee Functioning:

- Discussed communication channels and methods.
- Emphasized the importance of transparency and engagement.

Coordinator: Dr. Manju Sharma led the discussions, ensuring all agenda points were addressed comprehensively.

MSJ
6/01/2021
Dr Manju Sharma
Co-ordinator WECE,LLDIMS

Director
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Date: 5 th March 2021

A meeting of Women Extension Community cell was held on 5 th March 2021 , 10 AM in virtual mode . The following members were present in the meeting.

- (Dr Manju Sharma (Department of Education.)
- Dr Manisha Gupta(Department of Management
- Ms Roopal N sati(Department of Management)
- Ms Anshu Srivastava.(psychologist)
- Ms Anjali (Department of Education.)
- All students representatives

Key Points were discussed:

1. International Women's Day Celebration:

- Agreed to host the celebration in the sports room of the basement.
- Assigned Program Coordinators: Mr. Masroor Hassan and Dr. Manju Sharma.

2. Online Yoga Competition for Students:

- Decided to organize an online yoga competition.
- Emphasized the importance of student participation and engagement.

3. Report Preparation by Dr. Manju Sharma:

- Dr. Manju Sharma, from the Department of Education, to prepare a comprehensive report on the event.

4. Geotag Photographic Design by Ms. Anjali Bhardwaj:

- Assigned Ms. Anjali Bhardwaj, also from the Department of Education, to handle Geotag photo graphic design.

The meeting concluded with a clear plan for International Women's Day celebrations, incorporating online activities for student engagement, and specific responsibilities assigned to key members for effective execution.

MSJ
5/03/2021
Dr Manju Sharma
Co-ordinator WECE,LLDI

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Date: 11 October 2021

A meeting of Women Extension Community cell was held on :11 October 2021, 10 AM in virtual mode . The following members were present in the meeting.

- (Dr Manju Sarma (Education .)
- Dr Manisha Gupta(Management
- Ms Roopal N sati(Management)
- Ms Anshu Srivastava Journalism)
- Ms Anjali (Education .)
- All students representatives

Following points were discussed in the meeting:-

Agenda:

1. Activities to Be Conducted:

- Brainstormed a variety of events and initiatives.
- Discussed their alignment with committee goals.

2. Board Decoration:

- Outlined plans for creative and thematic board displays.
- Assigned responsibilities for execution.

3. Rangoli Competition:

- Discussed logistics and participation guidelines.
- Established judging criteria and prizes.

4. Gender Sensitization:

- Planned workshops and awareness sessions.
- Emphasized the importance of fostering a gender-sensitive environment.

5. Community Work:

- Identified potential projects and collaborations.
- Discussed ways to engage members in community outreach.

Coordinator: Dr. Manju Sharma facilitated the discussions, ensuring active participation and clear action items for each agenda point.

MSL
11/11/2021
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Dr Manju Sharma
Co-ordinator WECE, LLDIMS

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Date: 12 December 2021

A meeting of Women Extension Community cell was held on : 12 December 2021 , 10 AM in virtual mode . The following members were present in the meeting.

- (Dr Manju Sarma (Education .)
- Dr Manisha Gupta(Management
- Ms Roopal N sati(Management)
- Ms Anshu Srivastava Journalism)
- Ms Anjali (Education .)
- All students representatives

Following points were discussed in the meeting:-

1. Digital Literacy by Ms. Ghazala Khatun:
 - Discussed the importance of digital literacy.
 - Outlined Ms. Ghazala Khatun's plan for workshops and resources.
2. Orientation of National Women Commission Guidelines by Dr. Manju Sharma:
 - Dr. Manju Sharma presented key guidelines and their relevance.
 - Opened the floor for questions and clarifications.
3. Professional Career Skills by Mr. Nishant Jaiswal:
 - Mr. Nishant Jaiswal shared insights on essential career skills.
 - Discussed potential workshops and training sessions.
4. Personality Building Capacity Building Lecture in Online Mode:
 - Explored strategies for effective online delivery.
 - Identified relevant topics and potential speakers.

The meeting, led by Ms. Ghazala Khatun, Dr. Manju Sharma, and Mr. Nishant Jaiswal, concluded with a clear plan for upcoming sessions and a commitment to fostering continuous learning and development

MCS
12/12/2021
Dr Manju Sharma

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NEW DELHI-110047

Co-ordinator WECE,LLDIMS


DIRECTOR
NGAYA'S LALITA DEVI INSTITUTE
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Circular

LLDIMS in collaboration with National Commission for Women, Delhi organises a workshop on Personal Capacity Building scheduled on 15-Dec, 12:00 Noon on the below meeting link:

<https://meet.google.com/frq-drdo-uuw>

All Female Students from 1st to final years across all courses are required to attend this mandatorily.

See you in the session

Thanks

MSL
14/12/2021


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August 8th 2021

Action Taken Report

1. Orientation of WCEC:- The orientation session was successfully conducted when the session started. All Committee Members actively participated, and the objectives and upcoming activities were discussed.
2. Yoga & Meditation Special Day- Assembly: Mr. Masoor Hassan led the Yoga & Meditation session during the special day assembly, focusing on promoting holistic well-being among participants.
3. Morning Assembly Theme - Empowerment:- Dr. Shikha Gupta organized the Morning Assembly theme on Empowerment during the month of March, showcasing inspiring stories to motivate and empower students.
4. Celebration of International Women's Day: - The International Women's Day celebration on March 8, 2021, was organized by Ms. Roopal Astati and Mr. Masroor Hassan, featuring special activities to honor and celebrate the achievements of women.
5. Mehendi Celebration:- Ms. Kamini coordinated the Mehendi celebration on August 16, 2021, providing an opportunity for members to engage in cultural festivities and bonding.
6. Personality Building & Personality Development Program:- Dr. Manju Sharma conducted a program on personality building and development on December 15, 2021, focusing on enhancing self-awareness and interpersonal skills among participants.
7. Professional Career Skills:-Mr. Nishant Jaiswal conducted a session on professional career skills on December 21, 2021, providing valuable insights and guidance to help members excel in their careers.
8. Digital Literacy & Effective Use of Social Media:-Ms. Ghazala Khatoon organized a session on digital literacy and effective use of social media on December 27, 2021, educating members on leveraging digital tools for communication and networking.

Conclusion:

All scheduled activities were successfully conducted, thanks to the dedicated efforts of the concerned faculty members. The participation and engagement of members contributed to the overall success of each event, fostering a positive and enriching experience for everyone involved.

MSW
08th Aug-21
Dr Manju Sharma
Coordinator women cell, LLDIMS

[Signature]
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National Commission for Women, Delhi
Organises
an E-Workshop on

Digital Literacy

Resource Persons:-

Prof. (Dr.) Mala Dixit
HoD- Dept of Education, LLDIMS

Ms. Ghazala Khatoon
Asst. Professor,
Department of Education
LLDIMS

 27- Dec (Monday)
09:00 AM
 Google Meet



Mala Dixit
10/12/2021

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National Commission for Women, Delhi
Organises
an E-Workshop on

Professional Career Skills

Resource Persons:-
Mr Nishant Jaiswaaal

HoD- Training & Placement, LLDIMS

 21-Dec (Tuesday)
12:00 PM
 Google Meet



MSL
21/10/2021

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15th December'21, Wednesday 2021

12:00 PM

Platform: Google Meet

(<https://meet.google.com/frq-drdo-uuw>)

Resource Persons: -

Dr. Manju Sharma

Dr. Sangeet Sharma

Associate Professors

Dept. of Education, LLDIMS

E-Workshop on Personal Capacity Building

-BY: The National Commission for Women, Delhi

Lingaya's Lalita Devi Institute of Management and Sciences (Approved and affiliated by GGSIPU and Govt. of NCT of Delhi) in collaboration with National Commission for Women, Delhi organized a workshop on Personal Capacity Building. The meeting was held for all female students from first to final years across all courses. The meeting had a strength of over 200+ female students and at the beginning itself, the students were briefed about the three aspects that were to be elaborately covered in the workshop.

The three aspects were as follows: -

1. Listening Skills and Brainstorming.
2. Time Management and Stress Management.
3. Internal Communication and Group Discussion.

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Out of these three aspects, Dr. Manju Sharma explicated upon "Listening Skills and Brainstorming", which was followed by Dr. Sangeet Sharma covering "Time Management and Stress Management." Additionally, there was a brief mention about the Women's Cell of LLDIMS, which was installed in 2010. Students were made familiar with the objective of the E-Workshop- the welfare of all females.

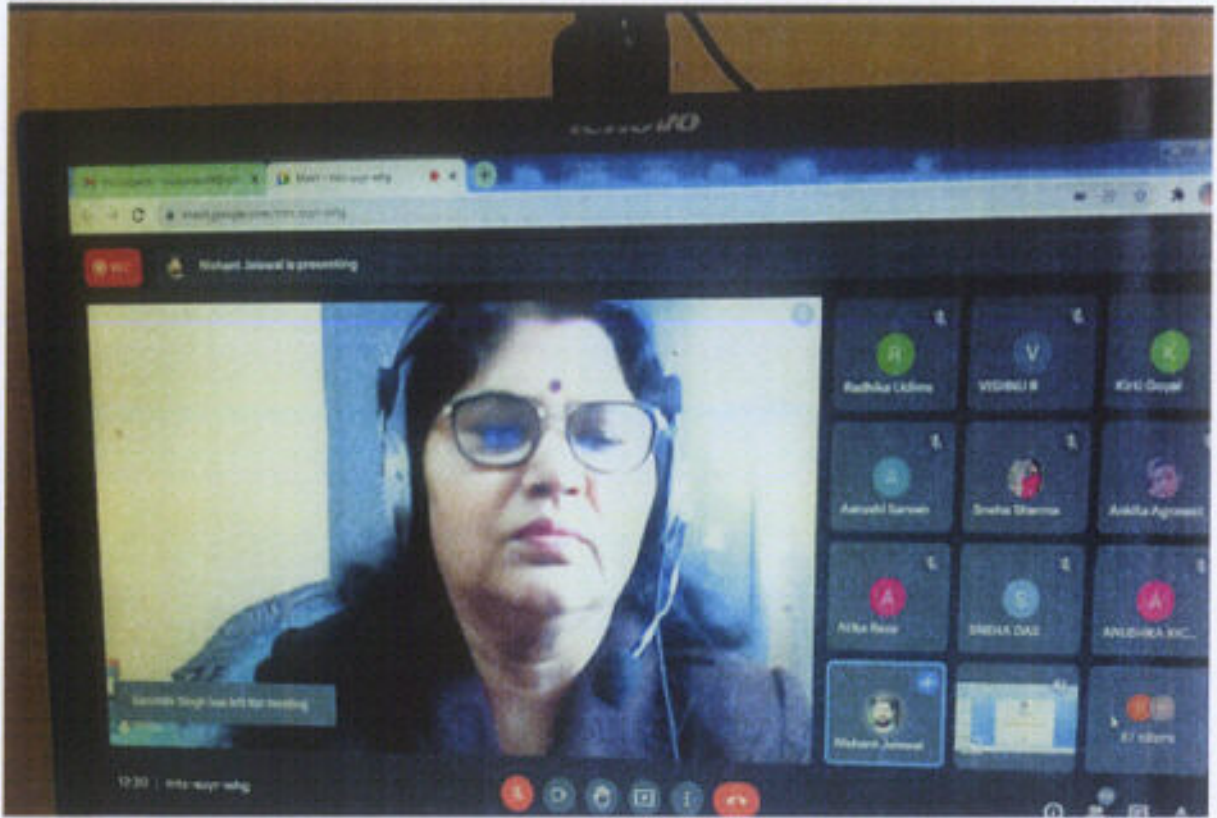
As the workshop marked its onset, Dr. Manju Sharma kickstarted the event by laying due emphasis upon the vitality of good communication skills that aid an individual in seeking employment, sitting for placement interviews, and in fostering good interpersonal relations with others. She validated how a person should eloquently express his or her viewpoints and ideas coherently and how one can strive to become an effective listener, in turn. With the help of an informative PowerPoint Presentation and pictorial representation in the form of diagrams, she figuratively linked the significance of a bulb and a brain (how due to the flowing of electric currents, the bulb remains lighted. Similarly, due to the free-flowing of ideas, pupils' brains get ignited with a spark, and their original and creative ideas help in shaping their cognitive capacities.) Dr. Manju Sharma further elaborated upon body language, speaking techniques, good organizational skills, mind mapping, and paraphrasing. She made her interaction interesting through various illustrations and by encouraging participation.

Next in line was Dr. Sangeet Sharma who initiated "stress management" by conducting a LIVE demonstrative exercise in which he asked the attendees to sit straight, lift their eyes a little, and give a big smile. The purpose of this exercise was to explain to the students the pattern in which stress adversely affects bodily postures, eating habits, mental abilities, etc. A lot of students took interest and asked him various questions, to which he promptly responded. He compared the journey of life to a Radio FM Station to describe that life is a journey and not an end process. He explained how certain concepts are closely intertwined: feeling-action-behavior-result. Then, he moved on to "time management", which is essentially self-management. Dr. Sangeet Sharma articulated the impediments that come in the way of self-management, like procrastination- one's biggest foe and not prioritizing important tasks. Overall, his session was quite interactive marked by the keen participation of students.



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All in all, the E-workshop commenced on a fruitful note and expanded the horizons of each student.




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VGAYA'S LALITA DEVI INSTITUTE
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Report



15th December'21, Wednesday

12:00 PM

Platform: Google Meet

(<https://meet.google.com/frq-drdo-uuw>)

Resource Persons: -

Dr. Manju Sharma

Dr. Sangeet Sharma

Associate Professors

Dept. of Education, LLDIMS

E-Workshop on Personal Capacity Building
-BY: The National Commission for Women, Delhi

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MS
15/12/2021