



LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES

WOMEN COMMUNITY EXTENSION CELL



Co-ordinator

Prof. (Dr.) Manju Sharma (8076843266)

Members

Dr. Geeta Arora (9958276999)

Dr. Jyoti Dahiya (9871310707)

Dr. Shikha Gupta (7838092682)

Ms Rupal N. Asati (9958674306)

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI
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Lingaya's Lalita Devi Institute of Management & Sciences
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Mandi Road, Mandi, New Delhi-110047.

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Date ; 10TH july .2023

Mechanism system of WCEC

The Women Community Extension Cell at LLDIMS employs multiple modes of complaint submission to ensure accessibility. Complaints can be lodged through class counselors, student representatives, a suggestions box, telephone calls, and emails. This diverse approach aims to provide women within the community with various channels to express their concerns and seek assistance, promoting a supportive and inclusive environment.

Upon receiving a complaint through the Women Community Extension Cell at LLDIMS, the following action process is typically undertaken:

1. Documentation*: The complaint is documented, detailing the nature of the concern, date, and relevant details.
2. Review and Analysis*: The complaint undergoes a thorough review and analysis to understand its context and severity.
3. *Consultation with Parties*: Depending on the nature of the complaint, the cell may consult with involved parties, gather additional information, and assess the situation.
4. Conflict Resolution or Support*: The cell may initiate conflict resolution processes or provide necessary support services to address the issue, ensuring the well-being of the individuals involved.
5. Disciplinary Actions*: If required, appropriate disciplinary actions may be taken in accordance with the institution's policies and guidelines.
6. Follow-up and Monitoring*: The cell monitors the resolution process, conducting follow-ups to ensure that the issue has been effectively addressed and preventive measures are in place.
7. Feedback and Closure*: Feedback is sought from the complainant, and the case is closed after ensuring satisfactory resolution and preventive measures for future occurrences.

This structured process aims to handle complaints in a fair, confidential, and timely manner, fostering a safe and supportive environment within the community.

MSW
10/07/2023
Prof. Dr. Manju Sharma
Coordinator – WCEC LLDIMS


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Annual Report - Women Cell Activities - LLDIMS*

Year: 2023

Introduction:

The Women Cell at LLDIMS remained committed to its mission of promoting gender equality, women's empowerment, and holistic development throughout the year 2023. A wide range of activities and events were organized to address various aspects of women's issues and to foster an inclusive and supportive environment within the institution.

Overview of Activities:

1. *Orientation of WCEC: The year began with the orientation of the Women's Cell on July 22, aimed at introducing the objectives and upcoming activities to the committee members.
2. Yoga & Meditation Sessions:* Mr. Masroor Hassan initiated Yoga & Meditation sessions from September onwards, providing members with tools for holistic well-being and stress management.
3. Morning Assembly Theme - Empowerment:* In March, Ms. Neha Gupta led the theme on Empowerment during the morning assemblies, showcasing inspiring stories to motivate students and staff alike.
4. Discussion on Gender Equality and Women's Rights:* Dr. Jyoti Dahiya conducted a thought-provoking discussion session on February 10, 2023, raising awareness about gender equality issues and women's rights.
5. *Celebration of International Women's Day:* On March 6, 2023, special activities were organized by Dr. Manju Sharma and Mr. Masroor Hassan to commemorate International Women's Day, highlighting the achievements and challenges faced by women globally.
6. Active Participation Drive for Girls:- Dr. Geeta Arora organized a drive on April 10, 2023, encouraging girls' participation in various extracurricular activities, aiming to break stereotypes and promote inclusivity.
7. Independence Day Celebration:- Ms. Sharmishtha coordinated activities for Independence Day celebration, fostering a sense of patriotism and unity among the members.
8. General Knowledge Quiz Competition:* Dr. Manju Sharma hosted a quiz competition on November 20, 2023, enhancing general knowledge and fostering healthy competition among participants.
9. Coding and Program Competition:* Ms. Komal Sharma organized a coding competition on November 30, 2023, promoting technical skills and innovation among students.

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10. Financial Literacy Session:- Ms. Shilpi Kumari conducted a session on December 4, 2023, imparting essential financial literacy knowledge to empower members to make informed financial decisions.

11. Teaching Strategies and Classroom Workshop:* Dr. Manju Sharma led a workshop on December 11, 2023, focusing on enhancing teaching methodologies and classroom practices to create an engaging learning environment.

12. Peer Teaching Learning Exchange Event: Dr. Jyoti Dahiya organized an event on December 15, 2023, facilitating peer-to-peer learning and knowledge exchange among students and faculty members.

13. Journalism and Media Ethics Session: Dr. Sweta Gaur conducted a session on December 24, 2023, discussing journalism ethics and media responsibilities, emphasizing the importance of ethical reporting and media literacy.

Conclusion:

The year 2023 witnessed a diverse range of activities organized by the Women Cell, contributing to the holistic development and empowerment of members. Through these initiatives, the Women Cell remained dedicated to fostering a supportive and inclusive environment where everyone, regardless of gender, could thrive and contribute positively to the community.

CC. to director & all committee members

M.S.L.
30/12/23
Dr Manju Sharma Coordinator
Women Cell - LLDIMS


DIRECTOR
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Date . June ,10,2023

Minutes of Women Cell Meeting - LLDIMS

Venue:- Board Room

All Committee Members were present

Agenda:

- Orientation of WCEC
- Yoga & Meditation Sessions
- Morning Assembly Theme - Empowerment
- Discussion on Gender Equality and Women's Rights
- Celebration of International Women's Day
- Active Participation Drive for Girls
- Independence Day Celebration
- General Knowledge Quiz Competition
- Coding and Program Competition
- Financial Literacy Session
- Teaching Strategies and Classroom Workshop
- Peer Teaching Learning Exchange Event
- Journalism and Media Ethics Session

Minutes:

The meeting commenced at the scheduled time with all committee members present. The agenda items were discussed sequentially:

1. Orientation of WCEC:* The orientation of the Women's Cell (WCEC) is scheduled for July 22, where the committee will introduce its objectives and upcoming activities.
2. Yoga & Meditation Sessions: Mr. Masroor Hassan will initiate Yoga & Meditation sessions from September onwards to promote holistic well-being among members.
3. Morning Assembly Theme - Empowerment:* Ms. Neha Gupta will lead the theme on Empowerment during the month of March, focusing on showcasing inspiring stories to motivate students.
4. Discussion on Gender Equality and Women's Rights Dr. Jyoti Dahiya will lead a discussion session on February 10, 2023, to raise awareness about gender equality issues and women's rights.

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5. Celebration of International Women's Day: On March 6, 2023, Dr. Manju Sharma and Mr. Masroor Hassan will organize special activities to commemorate International Women's Day.
6. Active Participation Drive for Girls: Dr. Geeta Arora will organize a drive on April 10, 2023, to encourage girls' participation in various extracurricular activities.
7. Independence Day Celebration:- Ms. Sharmishtha will coordinate activities for Independence Day celebration.
8. General Knowledge Quiz Competition: Dr. Manju Sharma will host a quiz competition on November 20, 2023, to enhance general knowledge among participants.
9. Coding and Program Competition: Ms. Komal Sharma will organize a coding competition on November 30, 2023, to promote technical skills among students.
10. Financial Literacy Session: Ms. Shilpi Kumari will conduct a session on December 4, 2023, to impart financial literacy knowledge among members.
11. Teaching Strategies and Classroom Workshop:- Dr. Manju Sharma will lead a workshop on December 11, 2023, to enhance teaching methodologies and classroom practices.
12. Peer Teaching Learning Exchange Event: Dr. Jyoti Dahiya will organize an event on December 15, 2023, to facilitate peer-to-peer learning and knowledge exchange.
13. Journalism and Media Ethics Session:- Dr. Sweta Gaur will conduct a session on December 24, 2023, to discuss journalism ethics and media responsibilities.

Action Items:

- All committee members are requested to mark their calendars for the respective events and actively participate.
- Coordinators are tasked with preparing detailed schedules for each event and disseminating them well in advance.
- Necessary preparations and arrangements for each activity should be promptly executed to ensure successful implementation.

CC. to director & all committee members

Dr Manju Sharma ^{MS} 10/06/23
Coordinator WECE


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ACTIVITY LIST WOMEN COMMUNITY EXTENSION CELL
SESSION - 2022-23

ODD SEMISTER

S. No.	Activities	Tentative dates	Concern faculty
1.	Orientation of WCEC	July 22	All Committee Member
2.	Yoga & Meditation	September onwards	Mr Masroor Hassan
3.	Morning Assembly theme - Empowerment. Showcase inspiring stories.	Month of March	Ms Neha Gupta
4.	Discussion session on Gender Equality and Rights of Women.	10.02.2023	Dr Jyoti Dahiya
5.	Celebration of International Women's Day with special activities.	06.03.2023	Dr. Manju Sharma & Mr Masroor Hassan
6.	Active participation drive - Encourage girls to engage in various activities.	10.04.2023	Dr Geeta Arora
7.	Independence day celebration		Ms Sharmishtha
8.	General knowledge quiz completion	20.11.23	Dr. Manju Sharma
9.	Coding and program competition	30.11.23	Ms Komal Sharma
10.	Financial literacy	4.12.2023	Ms Shilpi Kumari
11.	Teaching strategies and classrooms workshop	11.12.2023	Dr. Manju Sharma
12.	Peer teaching learning exchange event	15.12.2023	Dr Jyoti Dahiya
13.	Journalism and Media Ethics	24.12.2023	Dr Sweta Gaur

MSh
10/06/23
Prof. Dr. Manju Sharma
Co-ordinator – WCEC LLDIMS

[Signature]
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Action Taken Report 25th August 2023

WEEC

1. Students' Representative Updation:

- Ms. Komal Sharma presented an update.
- Decision to conduct interviews for interested candidates.
- Representatives to be finalized by the next meeting.
- Action Item: Dr. Jyoti Dahiya to finalize students' representatives.

2. Activity Calendar - Annual Plans:

- Ms. Shilpi & Ms. Sharmishtha discussed the proposed calendar.
- Input and suggestions shared by members.
- Calendar to be refined and circulated for feedback.
- Action Item: Ms. Shilpi & Ms. Sharmishtha to refine the activity calendar and circulate it for feedback.

3. Introduction of Cell and Committee Policies to Newcomer Students:

- Dr. Jyoti Dahiya led the discussion.
- Proposal for an orientation session during the orientation week.
- Aim to acquaint newcomers with the Women Cell's objectives, functions, and guidelines.
- Action Item: Ms. Komal Sharma to plan and organize the orientation session for new students.

4. Next Meeting Scheduled:

- The next meeting scheduled for 23.09.2023.
- Members encouraged to contribute ideas and collaborate.

5. Additional Suggestions:

- All members urged to share any additional suggestions via email before the next meeting.

The Action Taken Report will be shared with all committee members for information and further coordination.

Warm Regards,

MSL
Prof. (Dr) Manju Sharma
Women Community Extension Cell
LLDIMS


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Date: 21ST August, 2023

Women Community Extension Cell, Committee Meeting Minutes

Date: 21/08/2023

Time: 12.30 PM

Venue: Room No 207

Members Present:

- Dr. Manju Sharma (Professor, Department of Education)
- Dr. Jyoti Dahiya (HoD Department of Education) *Jyoti*
- Ms Shilpi (Assistant Professor Department of Commerce.)
- Ms Sharmishtha (Assistant Professor Department of Management)
- Ms. Komal Sharma (Assistant Prof. Computer dept)

Agenda of the meeting

1. Students' Representative Updating
2. Activity Calendar - Annual Plans
3. Introduction of Cell and Committee
4. Policies to Newcomer Students

Meeting Summary:

The meeting of the Women Cell at LLDIMS was convened by Dr. Manju Sharma, the coordinator of the cell. The meeting began with the coordinator welcoming all the members and expressing gratitude for their participation.

Agenda 1: Students' Representative Updation

Ms. Komal Sharma presented an update on the selection of students' representatives for the Women Cell. She highlighted the importance of having enthusiastic and responsible students to serve as representatives and liaisons between the cell and the student body. The committee agreed to conduct interviews for interested candidates and finalize the representatives by the next meeting.

Agenda 2: Activity Calendar - Annual Plans

Ms. Shilpi & Ms Sharmishtha discussed the proposed activity calendar for the upcoming academic year. She suggested a mix of awareness campaigns, workshops, and interactive sessions on topics related to women's empowerment, health, safety, and gender equality. The members shared their inputs and suggestions to enhance the calendar's effectiveness. The finalized calendar will be shared with the entire committee via email for further input.

Agenda 3: Introduction of Cell and Committee Policies to Newcomer Students

Dr. Jyoti Dahiya led the discussion on introducing the Women Cell and its policies to new students. She suggested organizing an orientation session during the upcoming orientation week to acquaint newcomers with the cell's objectives, functions, and guidelines. The members agreed that this would create awareness among the students about the resources available to them and encourage their active participation.

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Dr. Manju Sharma wrapped up the meeting by summarizing the key points discussed and assigning action items to each member. The next meeting was scheduled for 23.09.2023. The members were encouraged to contribute their ideas and work collaboratively towards achieving the goals of the Women Cell.

Action Items:

1. Dr. Jyoti Dahiya: finalize students' representatives.
2. Ms. Shilpi & Ms Sharmishtha Refine the activity calendar and circulate it for feedback.
3. Ms. Komal Sharma: Plan and organize the orientation session for new students.
4. All Members: Share any additional suggestions via email before the next meeting.


Prof. Dr) Manju Sharma

Women Community Extension Cell,

LLDIMS


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Women community extension cell

MINUTES OF THE MEETING

Date: 04th Feb., 2023

Opening: The WCEC Committee meeting was held on 4th Feb 2023 at 10:30 am.

Attendees list :

1. Dr. Manju Sharma (Professor, DOE)
2. Dr Jyoti Dahiya (Head, BEd)
3. Dr Geeta Arora (Head, department of Mass communication)
4. Ms Rupal Ramawat (Assistant professor commerce dept.)
5. Ms. Ms Neha Gupta (Assistant professor department of management)

The entire plan for the coming session was prepared in the meeting.

Which is as follows, first the new members were introduced objectives of the committee, after that some welfare programs were drafted, which were prepared with the consent and suggestions of all the members.

1. Street Play Scheduled by Education Deptt on the occasion of international womens day after 14 March due to Holi festival.

2. Debate on ' situation of women in Present Era' organised by Dr jyoti Dahiya

3 workshop on life Skills as per WHO organized by Dr Manju Sharma .

4. Dr Geeta proposed a events for girls on topic 'women safety at Delhi, NCR: followed by survey method

5. Ms Rupal Ramawat proposed a events for girls on topic 'working women and 'Entrepreneurship .

6. Ms Neha Gupta proposed a guest lecture by psychologist on ' stress management' month of April .

7. It has been decided by all the committee members that keeping in mind the safety of the girl child, new representatives should be made to the students in all the courses and the welfare of the female students should be ensured regularly.

Next meeting -Our next meeting is going to hold on Wednesday 22 2023, at 10 a.m.

Meeting ended over with vote of thanks by committee coordinator

Will be sent to the Director and the Additional Director and the members of the committee for information and implementation.

Warm Regards

MSL
07/02/23
Prof. (Dr) Manju Sharma
Alumni Coordinator
LLDIMS

Rupal
Neha Gupta

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Date: 18 February.2022

Minutes of the meeting

A meeting of Women Extension Community cell was held on : 18 February 2022 , 2PM

Venue of the meeting –Board Room

. The following members were present in the meeting.

1. Dr Manju Sharma (Department) of Education) 
2. Dr Geeta Arora (Journalism and mass communication) 
3. Dr Shikha Gupta (Department of Management)
4. Ms Rupal N. Asati (Department) of Management)
5. Dr Jyoti Dahiya (Department) of Education) 
6. Mr Masoor Hassan (sports instructor) 


Some Students representatives were also present along with the committee members in the meeting.

- ❖ Discussed about the functional aspects of the committee. Such as notices, website display etc.
- ❖ . New members made aware of the committee structure and functional aspect of the cell.

- ❖ It was decided in the meeting that Women's Day would be celebrated on March 8. Street plays and various games will be organized for the students and faculty.
- ❖ Street play will be organised to make the students aware Dr Jyoti Dahiya .
- ❖ . Various games will be organised for the entire staff on the occasion of women's day by games instructor Mr Masoor Hassan in the sports room.

Next meeting decided in Month of March. 2022

Meeting ended with thanks.


Dr Manju Sharma
Associate Professor in Department of Education and
Co-ordinator of women Community Extension cell
LLDIMS


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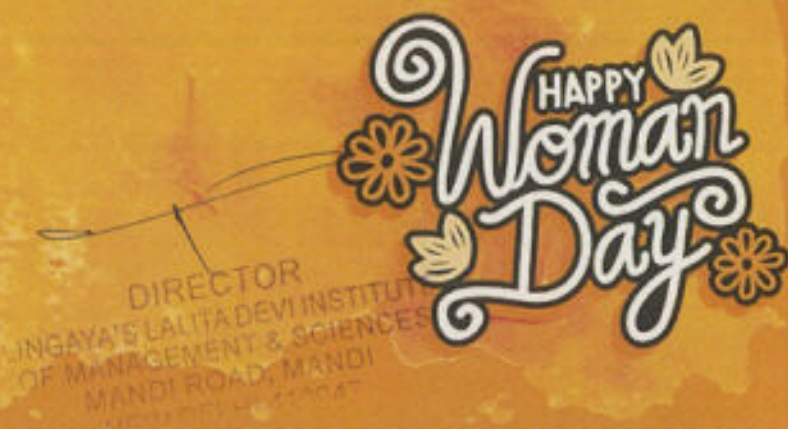


POSTER MAKING COMPETITION



Topic
Gender equality
& right of women

Coordinated by
**DR MANJU
SHARMA**
WCEC, LLDIMS



6 MAR

Monday, 2023

10:15

AM

211

Room #

Report on poster making competition on "Gender equality and women's rights"

Date:06/03/2023

Venue - Auditorium

On the occasion of International Women's Day celebration a poster making competition was organized by the Education Department, which was organized by Dr. Manju Sharma, coordinator of Women's Community Extension Cell, for the students of all courses. In which more than 50 students of the institute participated with great enthusiasm. The theme of the program was "Gender equality and women's rights."

Jury Ms. Sunita Gadde Secretary, LLDIMS Mam Mrs. Amita Kumar advisor, LLDIMS and Dr. Jyoti Dahiya Hod DOE selected the winners and appreciated their posters All the participants made very important and valuable theme.

Ms. Anushka Priya got the first position B.Ed II year student. Ms. Usha (B.Ed 1st year) and first runner up Ms. Sandhya (B.Ed 1st year) stood second.

At the end of the program certificates given by Director Dr K.K.Gargand Additional Director Dr Pranav Mishra to all the participants .

All the faculty members praised the program on this occasion.



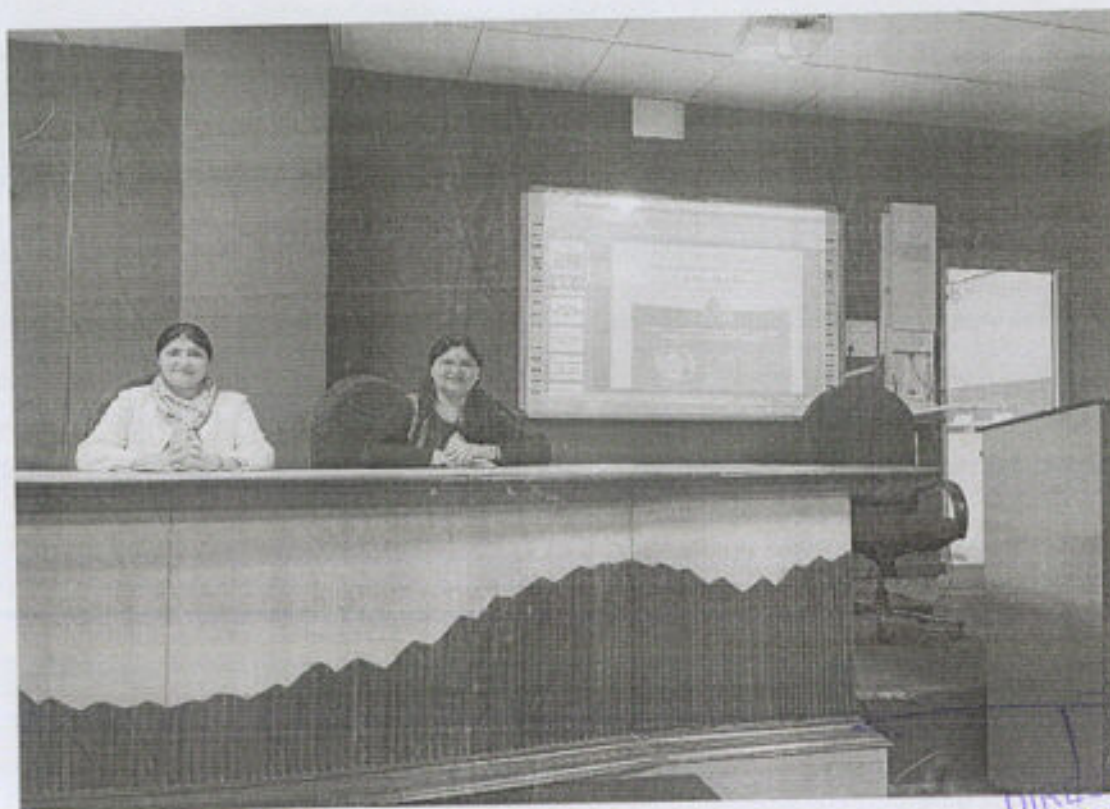
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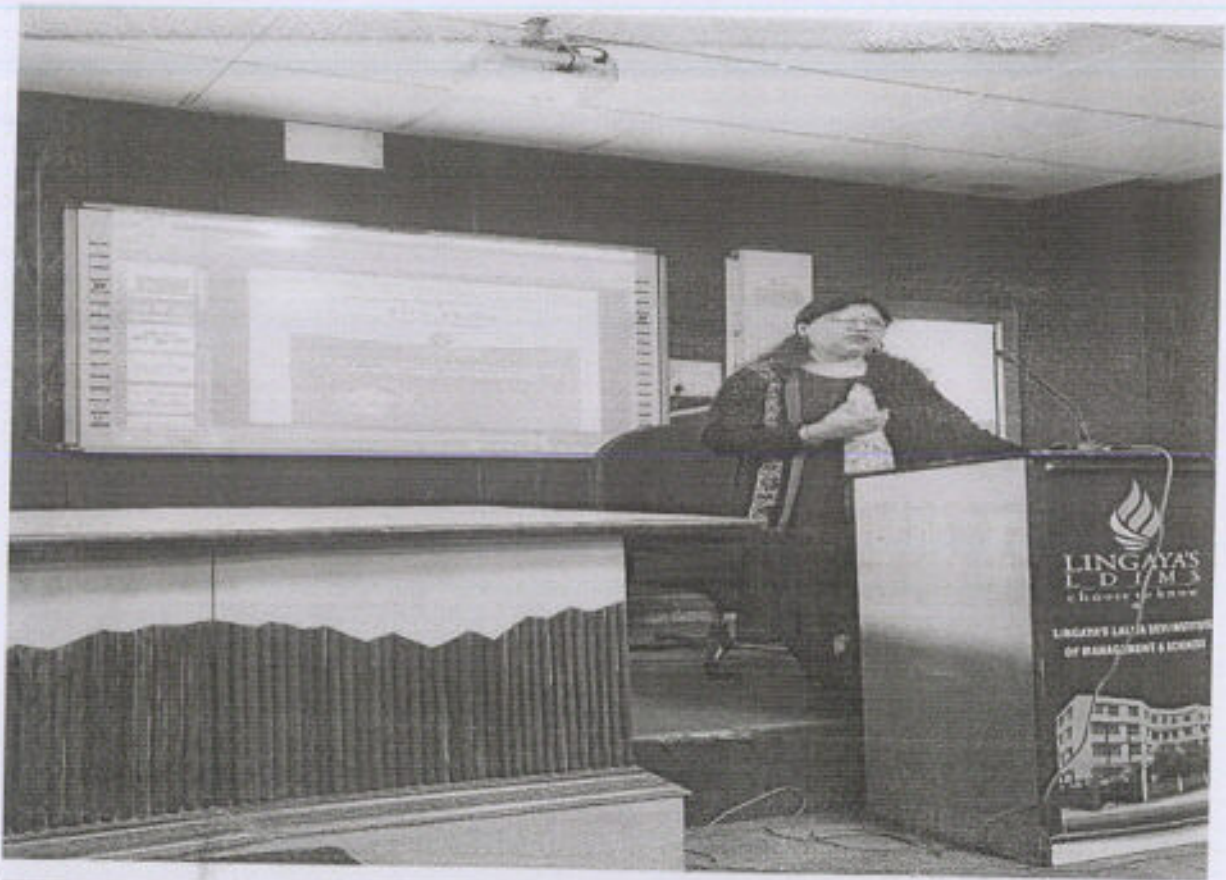
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Report on life skills workshop

A Workshop for D.P.S.E Students Life Skills (as per WHO) held on 17th February 2023 at on 11:00am in the Seminar Hall, LLDIMS Delhi by Dr. Manju Sharma The Life Skills Workshops to support Students Mental and Emotional Health and Well-Being Binder will help you cultivate optical life skills students need to succeed in and out of college. There are all DPSE Students... Ma'am and Student discussed the education is all life skills.

As Life skill education important for Adolescents. the life skills are Problem Solving critical Thinking Effective communication skills, Decision making Creative thinking, Interpersonal relationship skills, Self-Awareness building Skills Empathy, Coping with steers and coping within helps children to develop self-confidence and successfully deal life changes. With significant It will help student understand and analyze every situation right and come solution- up with It will help and personal growth. Student in professional. Life skills are not just one skill, but a combination of several skills that important to us for is overall development.






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Life Skills
(as per WHO)



LINGAYA'S
L D I M S

Friday, 17th February 2023 | 11:00 am
Seminar Hall, LLDIMS Delhi



Resource person:

Dr. Manju Sharma
Professor, DoE
& Coordinator,
WCEC, LLDIMS



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SPORTS FUN



ACTIVITIES



- BALLOON BALANCING WITH PARTNER
- BLAST THE BALOON
- PYRAMID OF GLASS
- BALLOON TRAIN
- TUG OF WAR

6 MARCH 2023, 1:30PM
SEMINAR HALL, LLDIMS



Coordinated by
MR MASROOR HASSAN
Sports instructor LLDIMS



INTERNATIONAL WOMEN'S WEEK CELEBRATIONS

6th to 11th March '23

By Women community Extension cell, LLDIMS

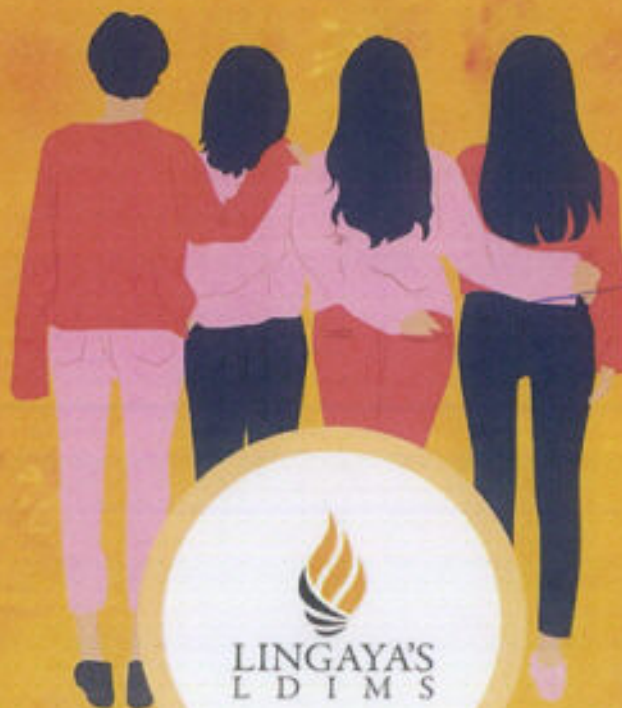
Poster making competitions

Fun Sports activities

Make-up and grooming competition

Debate and Awareness programs

Prof.(Dr) Manju Sharma
Co-ordinator WCEC ,LLDIMS



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REPORT ON WOMENS DAY CELEBRATION

The Women's Community Extension Cell at LLDIMS celebrated International Women's Day on 6th March 2023 in the college's auditorium. The event was organized to recognize the contribution of women to society and promote gender equality.

The event was attended by students, faculty members, and staff. Various fun activities were organized, including balloon balancing with a partner, glass pyramid, Balloon Train, Tug of War (Men), and Tug of War (Women). The employees participated with great enthusiasm and showcased their competitive spirit.

Apart from these activities, students made posters in the college premises with the theme of gender equality and women's rights. The posters highlighted the importance of empowering women and creating a society where women have equal opportunities to pursue their dreams. The committee also awarded the winning students for their creativity and efforts.

The event was a great success and helped raise awareness about the need for gender equality and women's empowerment. It provided a platform for the employees to come together and celebrate the achievements of women while also acknowledging the work that needs to be done to ensure a more equitable and inclusive society.

In conclusion, the International Women's Day celebration at LLDIMS was an excellent initiative by the Women's Community Extension Cell, and it was heartening to see the participation and enthusiasm of the employees. Such events go a long way in promoting gender equality and creating a more inclusive society.


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FACE POWDER



BLUSH

MAKEUP & GROOMING COMPETITION

10th March 2023 at 1:30pm
Auditorium , LLDIMS



CREAM



EYE SHADOW



LIP GLOSS

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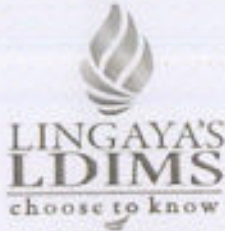
Activity Coordinators

MS. KOMAL

MS. MANSI

Assistant Professors, LLDIMS





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Action taken Report Women Community Extension Cell.

SESSION - 2022-23

Date:14.02.2023

1. Introduction of New Members:

- New members were introduced to the committee.
- Objectives of the committee were presented to familiarize them.

2. Welfare Programs Drafted:

- Welfare programs were drafted with consensus and suggestions from all members.

3. Street Play on International Women's Day:

- Scheduled by Education Dept. after 14 March due to Holi festival.

4. Debate on 'Situation of Women in Present Era':

- Organized by Dr. Jyoti Dahiya.

5. Workshop on Life Skills (WHO Guidelines):

- Organized by Dr. Manju Sharma.

6. Events Proposed:

- Dr. Geeta Arora proposed an event on 'Women Safety at Delhi, NCR' followed by a survey.
- Ms. Rupal Ramawat proposed an event on 'Working Women and Entrepreneurship.'
- Ms. Neha Gupta proposed a guest lecture on 'Stress Management' in April.

7. Student Representatives for Safety:

- Decided that new representatives will be appointed for all courses to ensure the welfare of female students regularly.

8. Next Meeting Scheduled:

- Wednesday, 22nd February 2023, at 10 a.m.

9. Meeting Closure:

- Ended with a vote of thanks by the committee coordinator.

10. Communication:

- Minutes to be sent to the Director, Additional Director, and all committee members for information and implementation.

Warm Regards,

Prof. (Dr) Manju Sharma
WCEC Coordinator LLDIMS.

MSL

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

Racial Diversity sensitization (25/03/2022)

Students of Department of Management(BBA II and III Yr) participated in the National seminar on Racial Diversity sensitization in North East Indians organised by National Commission for Women in collaboration with national Commission for minority . Students participated in the panel discussion where the panelist from. media, ministry , NGO have contributed in student learning in the field of Racial Diversity.





Lingaya's Lalita Devi Institute of Management & Sciences

(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)

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REPORT ON INTERANATIONAL WOMEN,S DAY

DATE 08/03/2022

VENUE LLDIMS, CAMPUS

Today, on the occasion of Women's international Day, Nukkad Natak was organized in the institute on the topic of 'Evolution of women's condition'. Following students participated in this skit,

Balram ,Minakshi, Merln, Parul, Muskan, Pinki Pooja ,Prerna Priyanka puri Priyanka shani Radha jha Sapna ,Tarunika Vishwas, Shakuntla, Aleena ,Rinki ,Vishal Rajni, Radhika Singh Riya jain, Muskan


Welcome speech given by Dr Jyoti Dahiya assistant professor in Department of Education

Programme ended over with vote of thank by Dr Manju Sharma Coordinator of Women Community Extension Cell , ,LLDIMS

Various games activities organised by games instructor Mr Masoor Hassan for students such as volley ball, basket ball chess, race etc.


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MSL
10/03/2022


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