

## **EXTENSIVE LECTURE SERIES**

It is an ambitious and innovative attempt to provide an exposure to our young think tanks on diverse issues of national and international importance. The aim is to invite experts in varied fields- law, Commerce, Nutrition, Cyber laws, Intellectual rights, inheritance rights to mention a few. These illustrious speakers ignite the fertile minds of our students, thereby enhancing their knowledge. A series of lectures are organized under the aegis of the committee often end up as interactive sessions followed by Question-Answers volley between speakers and participants.

### **“Efficacy of Laws pertaining to property and marital rights of women in Different religions in India” organized on 15-11-2017**

The extensive lecture series committee organized an interactive workshop on “*Efficacy of Laws pertaining to property and marital rights of women in Different religions in India*”. The session offered valuable insight to the students about the various laws related to women rights across different religions in India. The resource person Mrs Pragna Parande – Advocate, Supreme court talked at length about retaining of women’s rights to the property that has been earned, gifted or willed to her. The session offered a platform to the students to clarify their doubts and gave them a clearer understanding of the topic. The Principal Dr. Mamta Sharma shared valuable observations and engaged with the students at a personal level.





Dr. S. S. Khanna

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### ***“YOUNG ADULTHOOD: HANDLING RELATIONSHIPS IN SOCIETY”*** **organized on 9/8/2018**

The extensive lecture series committee organized an interactive workshop on “*YOUNG ADULTHOOD:HANDLING RELATIONSHIPS IN SOCIETY*” .The session offered valuable insight to the students about the day to day challenges faced by them with regard to their handling of relationships in society .



The resource person Dr.Vichitra Dargan Anand - an eminent psychologist talked at length about nurturing the art of building healthy relations not only with others but also with one’s own self. The session was made lively with role play and handouts that kept the audience engaged and interested. The session offered a platform to the students to share their anxieties and concerns faced in young adulthood and how to resolve conflicts situations generated by peer and parental pressure. The Principal Dr. Mamta Sharma shared valuable observations and engaged with the students at a personal level.



## **. GOODS AND SERVICES TAX**

This workshop was organized in association with commerce department on 13<sup>th</sup> February, 2019. GST, an indirect tax has been implemented in India since 1<sup>st</sup> July, 2017. It is levied on the supply of goods and services and replaced existing multiple flowing taxes such as central excise duty, services tax, additional customs duty, surcharges, octroi etc. levied by the central and state governments. It is imposed at variable rates on variable items.



The resource person- Mr. Ankur Jain, faculty of times education started session with the comparisons on pre and post GST era. He talked about the major advantage of implementing GST i.e., the positive impact it has on the nation and how it helped in abolishing corruption and black money problem. Also he told students about how to make first mover advantage and how GST can become an opportunity for future success.

The impact of GST professionally and personally was also discussed during the session. The lecture was interactive and students were highly satisfied. The Principal, Dr.Mamta Sharma, TIC of commerce department-Dr. Nitu Dabas and Convener of Extensive Lecture series committee-Dr. Rajeev Kaur graced the event with their presence and motivated the students.



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### ***“LAWS FOR PROTECTION OF CHILDREN’S INTEREST” and HANDLING INTERVIEWS” organized on 04/09/2019***

The department of Human Development and Family Empowerment in collaboration with department of English and Commerce participated in an Extensive Inter Disciplinary Lecture Series held on 4<sup>th</sup> September 2019.

A special lecture on “Laws for Protection of Children’s Interest” was conducted by Dr Anubha Rajesh, Chair Professor, Centre for Early Childhood development and Research (CECDR), JamiaMilliaIslamia.

The major thrust was analysis of situation of children in India. Developing a cognizance that children are not a homogenous group and their different needs need different responses, especially the multi-dimensional vulnerabilities experienced by children in different circumstances. Against this backdrop, the various policies and laws for children were understood as to whether they have been able to bring about a change? What are the challenges in creating an integrated, inclusive and sustainable approach for the overall and harmonious development and protection of children was dwelled upon.

The extensive lecture series committee in collaboration with Department of English and Department of Commerce organized an interactive session on “*HANDLING INTERVIEWS*”. The session offered valuable insight to the students about the challenges faced by them with regard to interviews. The resource person Dr. Tasneem Shahnaaz, Associate Professor, Department of English, Sri Auribindo College, University of Delhi talked at length about different types of interviews that students can come across in future. She also discussed about what preparations one should do while preparing for Interviews and shared some tips on it that can help students to be more confident while facing them. The session was made lively with role play and handouts that kept the audience engaged and interested. The session offered a platform to the students to share their anxieties and concerns about interviews. The Principal Dr. Mamta Sharma also shared her valuable inputs with the students.





**SPECIAL LECTURE SERIES organized on 17/09/2019**

The extensive lecture series committee in association with Department of Commerce and Department of English organized three interactive sessions on 17<sup>th</sup> September, 2019.



The first session on the topic “Out of Office: Too stressed to work” offered valuable insight to the students about the problems and stress they may face at work level. The resource person Dr. Vandana Gambhir Chopra, Assistant professor in Psychology in Keshav Mahavidyalya, University of Delhi and soft skill behavioral trainer, made session lively and interactive with a lot of group activities conducted during the session. It gave the students an opportunity to study latent stress in their life and ways of handling it. She also talks of effective techniques to manage work life balance.





The second session was about “Cyber crime and Social Media “. The resource person Dr. Rajanikant Verma, Associate Professor in department of Commerce, Zakhir Husain College, University of Delhi, talked at length about different types of cyber crimes-how individuals are affected by it. He talked about issues like cyber stalking, spoofing, phishing, bank frauds, email related crimes, hacking, viruses, Trojan attacks and many more. As social media platforms become more intrinsic to our daily lives, he also discussed how it has become crucial attack vector that individuals and even organizations can no longer ignore. He ended the session by sharing numerous tips on online safety against cyber crime by using strong passwords, keeping software updated, managing social media settings, strengthening private networks and a lot more.

The third session was about “Enhancing Communication skills” and speaker Dr. Archana Kaushik, Associate Professor, Department of Social work, University of Delhi discussed about assertive and unassertive aspects of communication. She also briefed students on the importance of communication skills not just in outside world but also in family, friends and relatives. Real life examples were given to discuss different styles of communication such as direct-indirect communication and mask communication and how they all are interrelated. To make communication effective, it must be clear and direct. She concluded the session by focusing on importance of listening skills which acts as meditation to a greater extent.

## ***“OPENING HORIZONS TO THE THIRD GENDER” organized on 24/09/2019***

An interactive session was organised, with a team of experts from SPACE on the topic **Opening Horizons to the Third Gender**. The Principal Inaugurated and welcomed the guests.

The session was attended by 42 B.A. (Hons) Social work students. Anjan Joshi led the team of four members from SPACE. The session began with understanding the concepts of Gender, Gender-identity, Gender Expression, Transgender, Sexual Orientation, LGBTIQ. The session further focused on the labeling, stigma and discrimination of the sexual minority persons. How because they are not understood and accepted, they are rejected by families, friends and the society. This sensitization session is a way forward so that the majority population is able to be aware of the existences and rights of the sexual minorities. We need to build a society friendly to the LGBTIQ, so that we are able to have an inclusive society.

The students questioned the many myths and misconceptions on gender identity and diversities. Students clarified their doubts and showed interest to work for a gender-neutral society.



## Alzheimers and Its Response

On 5<sup>th</sup> March, 2020

Speaker: **Mr. R. Narendhar, Executive Director from an NGO- Alzheimer's and Related Disorders Society of India**

An interactive session was organised, with an expert from Alzheimer's and Related Disorders Society of India. The Principal Inaugurated and welcomed the guest.

The session was attended by 43 B.A. (Hons) Social work students. The session was conducted in three sections. Firstly, the session began with understanding the concepts and nature of NGO, Civil society, Corporate Social Responsibility, Trust and so on. Secondly, the session further highlighted on concept, needs, problems, care and support for Alzheimer patients. Lastly, the session focused on personal experiences after the screening of a short documentary.

Students clarified their doubts and showed interest to work in this area.

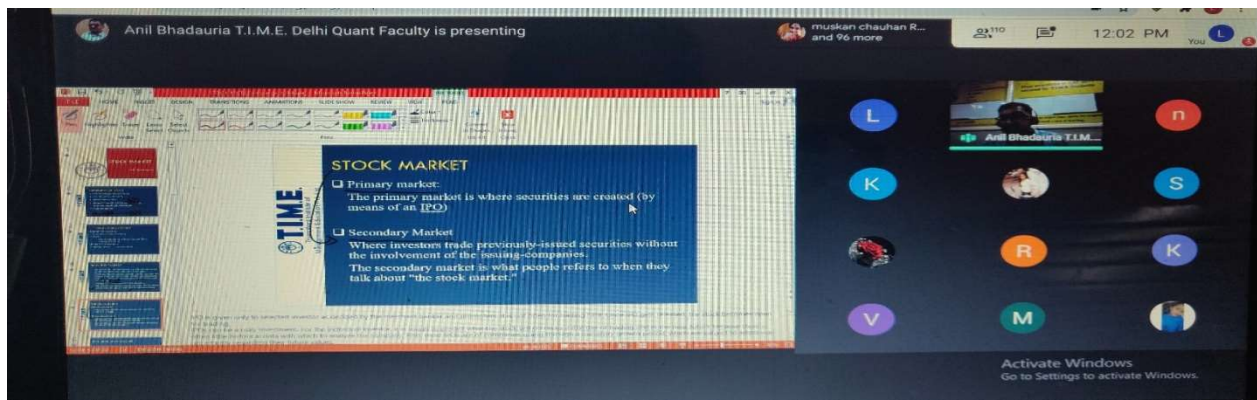
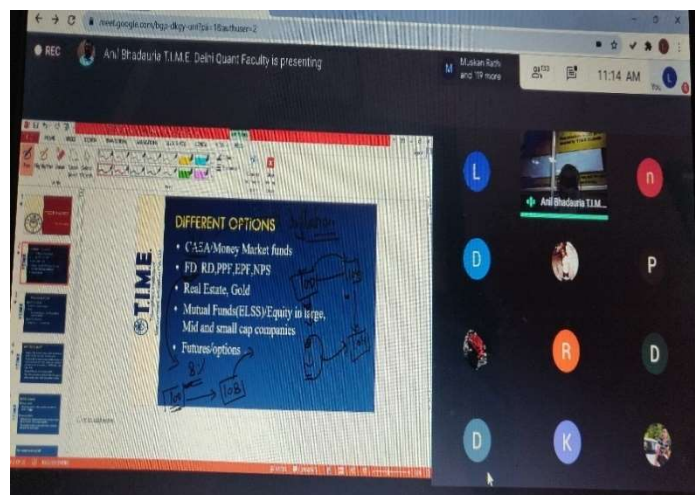
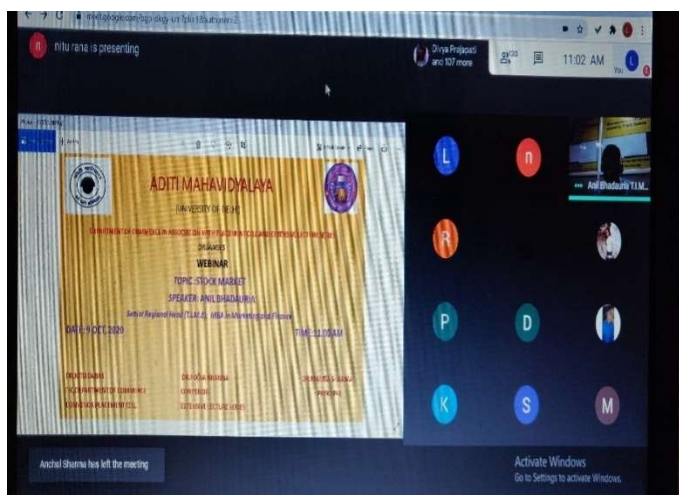




## EXTENSIVE LECTURE SERIES 2020-2021

### Webinar on “Stock Market “

Extensive lecture series Committee of Aditi Mahavidyalaya in association with Placement cell and Department of commerce organized a webinar on “Stock Market” on 09 October , 2020 via Google meet platform at 11 a.m. It was coordinated by Dr. Mamta Sharma (Principal) Aditi Mahavidyalaya, Dr. Nitu Rana Dabas (TIC - Department of commerce and Convenor , Placement Cell) and Dr. Pooja Khanna (Convenor , Extensive Lecture Series). Mr. Anil Bhadauria (Senior regional Head-T.I.M.E.), MBA in Marketing and Finance) was the resource person who also has experience of more than 12 years in mentoring students for aptitude. The webinar was an effort to guide the students to gain knowledge and expertise in the field of stock Market . The speaker explained about the terms like money markets, capital markets. He briefed about the procedures to invest in stock market, rise and fall in the prices of NIFTY and SENSEX, distribution of company's earnings through dividends to common stakeholders with the help of recent examples like merger of Vodafone and Idea . This session emphasized on benefits of investing in stock market over depositing money in bank. It was an interactive session with participation of more than 120 students of B.com and B.com Hons. A vote of thanks was extended by Dr. Nitu Rana at the end of session.





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## **WEBINAR ON MUTUAL FUND**

The Extensive Lecture Series Committee in association with Department of Commerce organised an online lecture on the topic "Mutual funds" on 11th October 2022 at 5 pm via zoom meeting. The online lecture was organised during the 'World Investor Week.' The resource person was Ms. Shailja Mishra (Trainer, BFSI Industry) from Ambition Learning Solutions, Borivali (W), Mumbai (under their Financial Literacy Program). The principal Prof. Mamta Sharma motivated and enriched students with her energizing words and gave a brief explanation about Mutual funds. The speaker explained about mutual funds and its various schemes which are beneficial to invest in. She also explained the recent developments in Indian mutual fund industry. She discussed the SIPs, SWPs, exchange traded funds etc. The session was very informative and interesting. There were around 100 participants including faculty members and students from various departments. All the students were very attentive and eagerly listened to the session and put up their queries for which the question-and-answer session was conducted.



**BSE** **CSI**

**ADITI MAHAVIDYALAYA**  
(University Of Delhi)  
**DEPARTMENT OF COMMERCE**  
&  
**EXTENSIVE LECTURE SERIES COMMITTEE**  
celebrates

## WORLD INVESTOR WEEK

Day-1 Introduction to Securities Markets

By: Shikha Gupta  
(Experienced as Security Market Trainer of SEBI, CSRS)  
Date: Monday, 10th October 2022 Time: 3:00 p.m. onwards  
[https://aditmha.ac.in/online/registration/22and10secTn&T02b000a\\_C3FO\\_101022](https://aditmha.ac.in/online/registration/22and10secTn&T02b000a_C3FO_101022)  
Registration Link

Day-2 Mutual Funds

By: Shalika Mishra  
(Trainer, BFSI Industry)  
Date: Tuesday, 11th October 2022 Time: 3:00 p.m. onwards  
[https://aditmha.ac.in/online/registration/22and10mfTn&T02b000a\\_C3FO\\_101022](https://aditmha.ac.in/online/registration/22and10mfTn&T02b000a_C3FO_101022)  
Registration Link

Day-3

By: Dr. Anil Kumar  
(Former Professor, IIT Roorkee, IIT  
Topic: F&E Planning)

By: Dr. Anil Kumar  
(Joint Secretary, SEBI  
Topic: LAR&S AS A COMPANY BENEFITARY)

Date: Wednesday, 12th October 2022 Time: 4:00 p.m. onwards  
[https://aditmha.ac.in/online/registration/22and10f&Tn&T02b000a\\_C3FO\\_101022](https://aditmha.ac.in/online/registration/22and10f&Tn&T02b000a_C3FO_101022)

**Prof. Shweta Rajput**  
(Teacher-in-Charge)  
(Department of Commerce)

**Prof. Manita Sharma**  
(Principal)

**Dr. Nitin Kishor Shinde**  
(Governor)

**Dr. Sarita Dahiya**  
(De-Governor)

**Ms. Laxmi**  
(Member)

**Faculty Members**

**Prof. Rajeev Kaur**

**Prof. Hema Gupta**

**Ms. Shashi Kumari**

**Ms. Rashmi Palwal**

**Prof. Anu Jain**

**Dr. Parul Ghose**

**Dr. Parul Ghose**

**Ms. Indu**

**Ms. Vanshika Goyal**  
(President)

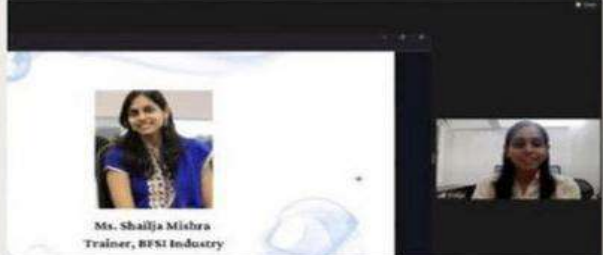
**Ms. Snehal Jain**  
(Vice President)

**Ms. Khushi Raju**  
(Asst. Vice President)

**Ms. Tanishka**

**Ms. Yanya**  
(Kaleen Trustee)

**Ms. Marvi**



## विश्व निवेशक सप्ताह 2022

### World Investor Week 2022

**10-16 अक्टूबर, 2022**  
October 10-16, 2022

समझदार निवेशक अपने निवेश करने से पूर्व निवेश करता है और अपनी सभी पूंजी एक ही जगह नहीं लगाता  
**Investor Resilience - A Smart Investor conducts research before investing and diversifies his portfolio**

संघीय प्रतिष्ठान और विनियम बोर्ड  
Securities and Exchange Board of India





To  
The Principal  
Aditi Mahavidyalaya  
Bawana

10<sup>th</sup> Nov, 2017

SO (Adm) / Dr. Santosh

Manda  
10/11/2017

Permissible  
15/11/17

Subject: Allocation of funds (Extension Lecture Series)  
Madam,

The Extension Lecture Series Committee proposes to organize about 6 sessions over the next few months. The tentative date for the first lecture in this series is scheduled for 15<sup>th</sup> Nov, 2017 and the approximate expenditure is for this session is as under:

- 1) Honorarium / TA to speaker : Rs 3000/-
  - 2) Standee + Banner : Rs 3250/- (with GST)
  - 3) Refreshments : Rs 1000/-
  - 4) Photographer : Rs 300/-
  - 5) Chairs / Tent / Sound system : Rs 5000/-
- Total : ₹10,550/-

Kindly permit direct payment for the above in all 6 sessions and mention source of funds.

Regards,  
Khanna  
(Pooja Khanna)  
Convenor

Neeja  
(Neeja Dewal)  
Co-convenor

Expenditure  
Dr. Santosh  
18/11/17

No.  
The Principal,  
Aditi Mahavidyalaya  
Bawana  
13 Nov 2017

AO  
Mauriti  
13.11.2017

Sub: Work Order for Extension lecture on 15 Nov'17

Dear Madam,

The Extension lecture Series Committee is organising its first lecture on 15<sup>th</sup> Nov'17. The same is being funded and approved by the Culture Council (letter attached)

Kindly permit work orders for the following:-

1. Vivek Art

a) Standee: 6' x 2.5'

b) Banner: 10' x 6'

(Direct Payment)

2. Refreshments from Rachael Hospitality Services

(Snacks for 8 persons @ Rs 100 + GST

Sandwich, Samosa, 8 Real Juices, 2 pkt chips, 2 pkt cookies, mineral water + crockery (Direct Payment)

3. Ravindar Light and Tent House

(Chairs: 80 Tables (2) white sheet (2) Table fall (Black curtain, Mike-cordless + Podium Mike)

Rs 2535/-

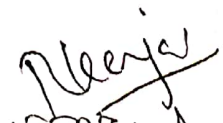
(Direct Payment)

Allowed

Mauriti  
13/11/2017

Regards  
Khanna

POOJA KHANNA

  
RIFERTA

ext + Mix  
PAKORA

claw/

allow.

Wm

13/11/17

Principal  
Aditi Mahavidyalaya  
Bawana

SO (Adm) | Dr Santosh

Maula

10.11.2017

Recommended  
Santosh  
10/11/17

10<sup>th</sup> Nov, 2017

Subject : Allocation of funds (Extension Lecture Series)

Madam,

Allowed  
Maula  
10/11/2017  
organize

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Regards,  
Khanna

(Pooja Khanna)

Neeja

(Neeja Deswal)

Funds may be  
granted of  
10550/-  
Santosh  
10/11/17

To,  
The Principal  
Aditi Mahavidyalaya  
Bawana

A0/S0 (A/C)

13 Nov 2017

Sub: Work Order for Extension Lecture Series

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Kindly permit work orders for the following:-

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b) Banner : 6' x 2.5' ↙

(direct payment)

2. Refreshments from Rachael Hospitality Services  
Snacks for 8 persons @ Rs 100 + GST

(Direct Payment)

3. Round table and Tent House Rs 2535/-

(Chairs (80) Tables (2) White Sheet (2), Table fall (1)  
Black curtain, Mic - cordless + Podium Mic)

(Direct Payment)

Regards,

khanna

POOJA KHANNA

Convenor

Neerja

NEERJA DESWAL

Co-Convenor

To,

The Principal,  
Aditi Mahavidyalaya  
Bawana

15 Nov 2017

Sub: Request for print out for Extension Lecture

Madam,

Kindly permit 10 copies for circulation amongst students of the material supplied by the Resource Person Ms. Pragna Parande on Property and Marital Rights of Women.

Warm regards,

Khanna

(POOJA KHANNA)

Convenor

(Extension Lecture Series)

AO/Mr. Zamil

Namta  
15/11/2017

Mr. Zamil  
P. do the needful  
only  
15/11/17

To,

The Principal,  
Aditi Mahavidyalaya  
Bawana

15 Nov 2017

sub: Settlement of Accounts for Extension Lecture  
Madam,

Attached is the account Settlement forms  
with original receipts and payment  
details of Resource Person.

Please allow,

Warm Regards.

Khanna

(POOJA KHANNA)

(Convenor)

S.O (A/Cs)

Am Bawana

AO

Mamta

15.11.2017

Neeraj

(Neeraj Deswal)

(Co-Convenor)

The Principal,  
Aditi Mahavidyalaya  
Bawana.  
10<sup>th</sup> NOV '17

AO/30(Adm)

Maunā  
10.11.2017

Recommended  
10/11/17

sub: Requisition for Extension Lecture Series.  
Madam,

Kindly permit the following to facilitate organisation of a special lecture on 15<sup>th</sup> NOV 2017 at 10. am.

1. Booking of Reading Hall (Library)
2. Instruction to Sh. Jamil for arrangement of Projector & Screen./laptop

Regards,  
khanna

POOJA KHANNA

Convenor

(Extension Lecture Series)

Neeraj

NEERJA DESWAL

Co-Convenor

(Extension Lecture Series)

**Aditi Mahavidyalaya**

(University of Delhi)  
BAWANA, DELHI-110039

Head of Exp. Extension Lecture Series Committee

Advance Drawn

AMOUNT SANCTIONED: Rs 10,550/-  
(letter Attached)

Name of the Applicant POOJA KHANNA

Amount Spent .....

Designation ASST. PROFESSOR

Over/Unspent Amount 916/- No Advance  
Deposited vide college Misc. Receipt Drawn  
No. \_\_\_\_\_ Dated \_\_\_\_\_

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
1.	Ravendar Tent & Light House (S.N. 14)	Rs 2490/- Direct Payment
2.	UVEK Fine Arts S.N (035)	Rs 3200/- "
3.	RHS (038)	Rs 944/-
4.	Payment to Resource Person	Rs 3000/- "
5.	(Honorarium + TA)	
6.	Details: PRAGNA PARANDE	
7.	BRANCH: HDFC Bank Ltd	
8.	19, South Patel Nagar ND	
9.	IFSC code: HDFC0001661	
10.	ACCOUNT. No: 50100073148781	
11.		
12.		
13.		
14.		
15.		

Grand Total Rs. 9634/-  
Less Advance (-) Rs. 916/-  
Balance amount to be paid/ deposit Rs. No Advance Drawn

If any discrepancy found in the above bill/s, the sole responsibility lies with me.

Khanna 15/11/17  
SIGNATURE OF THE APPLICANT

PRINCIPAL





जय दादा मालदेव

फोन:-9213589516

# रविन्द्र टेन्ट एण्ड लाईट हाऊस

दरियापुर कलाँ (नांगल रोड़) दिल्ली-39

Sr. No.


क्रेता..... प्रिंसेस 14 आदीन महाविद्यालय कॉलेज,  
खाना, दिल्ली - 110039

बिल संख्या.....

दिनांक..... 15/11/2017

क्रम संख्या	विवरण	दर	राशि	
			रुपये	पैसे
(1)	Chairs 2 80	15	1200	
(2)	Table 2 2	30	60	
(3)	white sheet 2 2	50	100	
(4)	Table Fall 2 1	30	30	
(5)	Black Curdein 2 1	100	100	
(6)	Mike - Coordless + Podium Mike 2 1+1	1000	1000	
		कुल राशि	2,490	

प्रये शब्दों में Two thousand Four Hundred  
Sixty Only

  
रविन्द्र टेन्ट एण्ड लाईट हाऊस

# Vivek Fine Arts

Shop No. 1193, Village Bawana, North West Delhi, Delhi-110039  
Mob. 9811076976

GSTIN: 07BQNPk2172F1ZT

S. No.: 035

Date: 15/11/2017

Ref No.:

Ref. No. Date:

State:

State Code:

Mode of Transportation:

Veh. No.:

Date & Time of Supply:

Place of Supply:

GR No:

Transporter Name:

Details of Receiver (Billed to)

Name: Principal Aditi Mahalidayala  
Address: Bawana Delhi - 110039  
State: Delhi  
State Code: 07  
GSTIN/Unique ID:

Details of Consignee (Shipped to)

Name:  
Address:  
State:  
State Code:  
GSTIN/Unique ID:

Qty.	Item Description	HSN Code	Size	Sq./Ft.	Rate	Total
1	Stanchee		6'x2.5'		1300	1300
1	Flex Banner		10'x6'	60'	20/-	1200

Total Amount before Tax 2500

Invoice Value (in words) Three Thousand  
Two Hundred only

Bank Details:

Bank:- CORPORATION BANK

A/c No:- 057001601010829

IFSC Code:-CORP0000570

Transport/Loading Charge

Freight

Insurance

Discount

Taxable Value

Add: CGST @ 14% 350

Add: SGST @ 14% 350

Add: IGST @ %

Total Amount 3200

GST Payable on Reversal Charge

TERMS & CONDITION OF SALE

1. Goods once sold will not be taken back or exchanged.
2. Seller is not responsible for any loss or damage of goods in transit.
3. Interest @ 18% P.A. will be charged if bill is not paid immediately on delivery.
4. Dispute if any - will be subject to Delhi Jurisdiction only.

White: Original for Buyer  
Red: Duplicate for Transporter  
Yellow: Triplicate for Supplier

For Vivek Fine Arts

Authorised Signatory

To,  
The Principal,  
Aditi Mahavidyalaya  
Bawana

15 Nov 2017

Sub: Request

Madam,

for print out for Extension lectures  
Kindly permit 10 copies for circulation  
amongst students of the material  
supplied by the Resource Person Ms.  
Pragna Parande on Property and  
Marital Rights of Women.

Warm regards,

Khanna

(POOJA KHANNA)

Convenor

(Extension Lecture Series)

AO / Mr. Zamil

Mamta

15/11/2017

Mr. Zamil  
P. do the needful  
only  
15/11/17

**ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)**

**-1 EXTENSIVE LECTURE SERIES :-**

The extensive lecture series committee invites you to attend  
an interactive session on

**"EFFICACY OF LAWS PERTAINING TO PROPERTY AND  
MARITAL RIGHTS OF WOMEN IN DIFFERENT RELIGIONS IN INDIA"**

<b>Venue</b>	?	<b>Reading Hall</b>
<b>Time</b>	?	<b>11 a.m.</b>
<b>Date</b>	?	<b>15<sup>th</sup> November, 2017</b>
<b>Speaker</b>	?	<b>Mrs. Pragya Parande (Advocate : Supreme Court)</b>

**DR. NEERA DESWAL  
CO. CONVENOR**

**DR. POOJA**

Municipal,  
Kirti Mahavidyalaya  
Bawana

13 Nov 2017

AO

Maurita  
13.11.2017

Sub: Work Order for Extension lecture on 15 Nov'17

Dear Madam,

The Extension lecture Series Committee is organising its first lecture on 15<sup>th</sup> Nov'17. The same is being funded and approved by the Culture Council (letter attached). Kindly permit work orders for the following:-

1. Vivek Art
  - a) Standee: 6' x 2.5'
  - b) Banner: 10' x 6'

(Direct Payment)

2. Refreshments from Rachael Hospitality Services (Snacks for 8 persons @ Rs 100 + GST)

Sandwich, Samosa, 8 Real Juices, 2 pkt chips, 2 pkt cookies, mineral water + crockery (Direct Payment)

3. Ravindar Light and Tent House

(Chairs: 80 Tables (2) white sheet (2) Table fall Black curtain, Mike-cordless + Podium Mike)

Allowed

Maurita  
13/11/2017

Rs 2535/-  
(Direct Payment)

Regards  
Khanna

POOJA KHANNA

Neerja  
NEERJA DESWA

Parrot + Mix  
Pakora

Maclau/

Pl. allow.

Amu

13/11/17

## PRAGNA PARANDE



[pragnaparande@gmail.com](mailto:pragnaparande@gmail.com)

+91-98-1160-2777 ☑ +91 11 4300 7650(Off)

Res- 3304, Ranjit Nagar, Opposite 9/9 South Patel Nagar, New Delhi-110008  
Off- 35/13, 2<sup>nd</sup> Floor, East Patel Nagar, New Delhi- 110008

### Personal Description

An enthusiastic and self-driven individual who is highly motivated to work for the upliftment of the underprivileged women and disadvantaged groups.

### Current Positions

1. Advocate, Supreme Court
2. Indian Council for Forestry Research and Education ICFRE, Ministry of Environment, Forests & Climate Change, Govt. of India -Member, Board of Governors- from 2015
3. Chetana-Conscience of Women ( NGO) – General Secretary
  - Handles Project and Policy matters
  - Over-all in charge of administration
  - Set up Family Counseling Centers. and counseled 100 + families
  - Safety Talks & Self Defense Training for 3000 + students
  - Free Legal Aid – 200+ Beneficiaries
  - Gender Sensitization Workshops- +1000
  - Life Skills Training – 2000 + Beneficiaries
4. **Bhartiya Stree Shakti (NGO)- Joint Secretary**
  - Offers Guidance on different projects running all over India
  - Helps in Organization Expansion
5. **Sewa International – Legal Advisor**
  - Advises on legal matters of the organization
  - Helps in Women Capacity Building projects
  - Uttarakhand women empowerment & health initiative – 500+ Beneficiaries
6. **Sewa Kala Srushti Pvt Ltd– Director**

18/3/18

To,

The Principal,  
Aditi Mahavidyalaya  
Bansara

AU  
Maurta

Date:

Sub: Settlement of Account

Madam,

Attached are the details of the Extension  
Lecture organised by the committee  
on

Allowed  
Maurta

Kindly process,

Regards,

Khanna

POOJA KHANNA

Convenor

Extension Lecture Series

Aditi Mahavidyalaya  
(University of Delhi)  
BAWANA, DELHI-110039

18/3/18

Name of the Applicant... Pooja Khanna  
 Designation... Asst. Prof.  
 Department... English  
 Head of Exp... Extension Lecture Series  
 (Payment through Cultural Council)  
 Amount Spent... 7870  
 Advance Drawn...  
 Over Unspent Amount  
 Deposited vide college Misc. Receipt  
 No. \_\_\_\_\_ Dated \_\_\_\_\_

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
1.	Bill Date 14/3/18	
2.	Bill No. 989	<del>1173</del> 800 = 00
3.	Vats Digital Studio	1257 = 00
4.	RHS Bill No. 078	500 = 00
5.	RTH Bill No. 46	993 = 00
6.	VFArts Bill No. 066	3140 = 00
7.		1180 = 00
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
	Grand Total	Rs. 7870 ✓
	Less Advance (-)	Rs. _____
	Balance amount to be paid/ deposit	Rs. _____

If any discrepancy found in the above bill/s, the sole responsibility lies with me.

PRINCIPAL

Khanna  
SIGNATURE OF THE APPLICANT





# INVOICE



**RACHAEL HOSPITALITY SERVICES**  
 G-6/23-24, Sector-11, Rohini, Delhi - 110085  
 Mob. : 9971397603,  
 E-mail : info@rachaelhospitality.in, Website : www.rachaelhospitality.in

GSTIN:- 07AFPPV3412D1ZF TIN:- 07477125198

Order No : ..... Tax Invoice Date: 14/3/18 Tax Invoice No. RHS/17-18/D- **078**  
 Name of Buyer : ADITI MAHAVIDYALAYA COMMERCE DEPT.

Date: ..... State Code : ..... GSTIN of Buyer : .....

No	Description of Goods	HSN Code	Qty / Unit	Rate	Total Value
	LUNCH		9	105	945
GOODS RECEIVED AS PER SPECIMENS & Bills verified for Rs. <u>993/-</u> SFB CA 56 [Signature]					✓

TAXABLE VALUE OF GOODS	945
Add : Freight / Packing Charges	—
TOTAL TAXABLE VALUE OF GOODS	945
SGST @ 2% Total	24
CGST @ 2% Total	24
IGST @ — Total	—
Grand Total	993 ✓

Amount In Word: NINE HUNDRED NINETY THREE ONLY

For RACHAEL HOSPITALITY SERVICE

Prices are subject to Delhi Jurisdiction.  
 @ 24% will be charged if payment is not made within due time.  
 Delivered in detailed above are not returnable.

[Signature]  
 14/3/18  
 Authorized Signator

# रविन्द्र टेन्ट एण्ड लाईट हाऊस

## दरियापुर कलाँ (नांगल रोड) दिल्ली-39

No. 16000  
 मद्रास, मद्रास मद्रास मद्रास

दिल्ली - 110039

दिल संख्या

दिनांक 16-9-18

क्र. संख्या	विवरण	द	राशि	
			रुपये	पैसे
(1)	कुर्सी ~ 120	15	11200	
(2)	बेचर ~ 120	10	1200	✓
(3)	काता परदा ~ 1	200	200	✓
(4)	भरपेट ~ 8	60	480	✓
			कुल राशि	3,140/-

3140/-  
 S.F.S.C.A.  
 56

Principal, O.I. Adm. / Cal

ये शब्दों में Three Thousand One Hundred  
 only

# Vivek Fine Arts

Shop No. 1193, Village Bawana, North West Delhi, Delhi-110039  
Mob. 9811076976

INVOICE NO: BPNPK2172F1ZT  
55

Date: 14/03/2018  
Ref. No. Date:  
State Code:

Mode of Transportation:  
Veh. No.:  
Date & Time of Supply:  
Place of Supply:  
GR No:  
Transporter Name:

Details of Receiver (Billed to)

Principal Aditi Mahavidyalaya  
Bawana Delhi-39  
Delhi  
State Code: 07  
GSTIN/Unique ID:

Name:  
Address:  
State:  
State Code:  
GSTIN/Unique ID:

Details of Consignor (Shipped to)

Qty	Item Description	HSN Code	Size	sq./ft.	Rate	Total
1	Elec Banner		10'x5'	50'	20/-	1000 = 00
<p>1180/- 5955/- 50/-</p> <p>Principal S.C. (K...)</p>						

Total Amount before Tax

1000 =

Value (in words) one thousand and eighty only

Transport/Loading Charge

Freight

Insurance

Discount

Taxable Value

Add: CGST @ 9% = 90 =

Add: SGST @ 9% = 90 =

Add: IGST @ % =

Total Amount

1180 =

GST Payable on Reversal Charge

### CONDITION OF SALE

Goods will not be taken back or exchanged.

Not responsible for any loss or damage of goods in transit.

P.A. will be charged if bill is not paid immediately on delivery.

Invoice will be subject to Delhi Jurisdiction only.

Art Bawana # 9811076976

White: Original for Buyer  
Red: Duplicate for Transporter  
Yellow: Triplicate for Supplier

For Vivek Fine Arts

*[Signature]*  
Authorised Signatory

2 Book 0

To,

The Principal,  
Aditi Mahavidyalaya  
Bawana

2<sup>nd</sup> Aug 2018

sub: Sanction of funds for I<sup>st</sup> Extensive Lecture

Madam,

The Extensive Lecture Series proposes to  
organise the I<sup>st</sup> lecture on Psychological  
Well being and Resolving Social Conflict  
by eminent psychologist Dr. Monika Rikhi/Vichit

on 9<sup>th</sup> August 2018 from 10 am - 12 pm.

Kindly allow funds from Cultural Committee

The details are as under:

1. Honorarium / TA & D. ...

AO / Dr. Kirti Sharma  
Mauria  
02.08.2018

To,  
The Principal  
Aditi Mahavidyalaya  
Bawana

AO  
Mewla  
03/08/18

2<sup>nd</sup> Aug 2018

sub: Work Order for Extensive Lecture

Madam,

The Extensive Lecture Series Committee is organising its first lecture in the academic session 2018-19 on 4<sup>th</sup> August 2018

Kindly permit work order for the following:-

1. Vivek Art
- |     |                  |            |
|-----|------------------|------------|
| (1) | 6 x 2.5 Standi   | 1300 + 234 |
| (2) | 10 x 6 Banner    | 1200 + 216 |
| (3) | 8 x 4 Flex Board | 1280 + 231 |
|     |                  | <hr/>      |
|     |                  | 3780       |
|     |                  | <hr/>      |
|     |                  | 681        |
|     |                  | <hr/>      |
|     |                  | 4461/-     |

2. Refreshments from Rachael Hospitality Services  
(Snacks for 10 persons @ Rs 100  
Panee + Mix Pakora, Sandwich, Samosa, 8 small Real Juice,  
2 PKT chips, 2 pkt Cookies, mineral water, Grocery)

3. Ravindar Tent House

C chairs 80, Tables-big 2, White Sheet (2) Table fall  
Black Curtain, Mike - 1 fixed, 1 cordless + Podium

4. Photographer Vats : ₹ 300/-

Please allow,

Regards,

Rajeev Kaur

Dr. Rajeev Kaur

Convenor

Extensive Lecture Series

Khanna

Dr. Pooja Khanna

(Co-Convenor)

# EXTENSIVE LECTURE SERIES

ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)

SILVER JUBILEE YEAR 2018-19

Organises Lecture/Workshop on

SOLVING THE REALITY PARADOX: VIRTUAL AND REAL WORLD

VENUE : READING HALL (ABOVE LIBRARY)

TIME : 9.30am - 11.30am

DATE : 9<sup>TH</sup> AUGUST 2018

SPEAKER : DR. MONICA RIKHI

(ASSOCIATE PROFESSOR)  
(SRI AURBINDO COLLEGE UNIVERSITY OF DELHI)

*Vichitra Dargam (Guiner)  
Psychologist*

DR. RAJEEV KAUR

TEAM: DR ROSHNI, MS.SNEH

DR. POOJA KHANNA

CONVENOR

MS. INDU, MS. LOVELY

CO-CONVENOR

**Aditi Mahavidyalaya**  
(University of Delhi)  
BAWANA, DELHI-110039

Head of Exp. CULTURAL FUND  
(Sanction letter attached)

Name of the Applicant DR. RAJEEV KAUR

Amount Spent 9706/-

Designation CONVENOR

Amount Sanctioned 11,761/-  
Advance Drawn Cultural Fund

Department EXTENSION LECTURE SERIES

Over/Unspent Amount \_\_\_\_\_  
Deposited vide college Misc. Receipt  
No. \_\_\_\_\_ Dated \_\_\_\_\_

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
1.	① TA + Talk to Resource Person	2000 + 1000 = 3000/-
2.	A/c No 025001012690	(Direct Payment)
3.	IFSC : ICIC0000250	
4.	Name : VICHITRA . D. ANAND	
5.	② VIVEK ARTS	3706/- (Direct Payment)
6.		
7.		
8.	③ Ravindra Tent & Light House	3000/- (Direct Payment)
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Grand Total Rs. 9706/-

Less Advance (-) Rs. \_\_\_\_\_

Balance amount to be paid/ deposit Rs. \_\_\_\_\_

If any discrepancy found in the above bill/s, the sole responsibility lies with me.

*Rajeev Kaur*

SIGNATURE OF THE APPLICANT

PRINCIPAL



Aditi Mahavidyalaya  
Bawana, Delhi - 110039

RECEIPT

Received with thanks from Aditi Mahavidyalaya a sum of Rs. ... 2000 + 1000 = 3000/-

(Rupees..... Three Thousand only.....)

On account of ..... TA + Talk.....

Signature of Recipient

Name ..... Vichitra D. Anand  
VICHITRA.D.ANAND

Bank A/c Holder's Name Vichitra D Anand

A/c No. 025001012690

IFSC Code No. ICIC0000250

Verified Rajendra  
convenor  
Extension Series

Aditi Mahavidyalaya



# रविन्द्र टेन्ट एण्ड लाईट हाऊस

दरियापुर कलाँ (नांगल रोड़), दिल्ली-39

Sr. No. 56

क्रैता..... प्रिन्सिपल, अशोक महाविद्यालय कॉलेज,  
खाना, दिल्ली - 110039

बिल संख्या.....

दिनांक..... 09/08/2018

क्रम संख्या	विवरण	दर	राशि	
			रूपये	पैसे
(1)	Chair = 80	15	1200	
(2)	Cover = 80	10	800	
(3)	Big Table = 2	30	60	
(4)	Black Curtain = 1	100	100	
(5)	White Sheet = 2	50	100	
(6)	Table Fall = 2	30	60	
(7)	Sound System (1 Mike Wireless + 1 Mike & Potium)	680	680	
Verified Rajendra Extension Return Series		कुल राशि	3,000/-	

रूपये शब्दों में Three thousand Only

रविन्द्र टेन्ट एण्ड लाईट हाऊस

Samuel Alex

Samuel Alex

अदिति महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
औचंदी रोड, बवाना, दिल्ली-110039  
टेलीफैक्स : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2018/2777

Dated 07/08/18

Ravinder tent & light house  
Nangal mode,  
Dariyapur Kalan  
New Delhi - 110039

Sub: - Work Order

Sir,

Please arrange and supply following items for the Extensive Lecture Series Programme in Aditi Mahavidyalaya on **Dated: -09.08.2018.**

S.No	Items	Quantity
1	Chair with cover	80
2	Big Table	02
3	Black Curtain	As per requirement
4	White Sheet	02
5	Table Fall	02
6	Sound System	1 Mike wireless+ 1 Mike & Podium

You can send the bill in the name of Principal, Aditi Mahavidyalaya Bawana, Delhi-110039 for necessary payment.

Thanking You,

Yours faithfully,

*Mamta Sharma*

DR. MAMTA SHARMA

*M* PRINCIPAL

Work Allocation :-

Banner: Rajeev / Pooja

Roshni + Sneha

Reading Room Management

Layout / Chairs with Covers / Mike /

Black Curtain / Laptop / Projector

Arranging Students (audience)

Indu + Lovely

REGISTRATION FORM OF EXTENSIVE LECTURE SERIES ON 9 AUG 2018

S.NO	NAME	ROLL NO	CLASS	PHONE NO	SIGNATURE
✓ 1	Khushboo	1606092	<sup>III yr</sup> B.Com(H)	8802137961	<u>Khushb</u>
✓ 2	Kavita	1606083	<sup>III yr</sup> B.Com(H)	8285085497	<u>Kavita</u>
3	Nikita	1606054	B.Com(H) <sub>3rd yr</sub>	8373951840	<u>Nikita</u>
4	Priyanka	1606085	B.Com(H) <sub>3rd yr</sub>	9050883843	<u>Priyanka</u>
5	Hema	1606071	B.Com(H) <sub>3rd yr</sub>	6205098074	<u>Hema</u>
6	Neha	1606079	B.Com(H) <sub>3rd yr</sub>	7042612559	<u>Neha</u>
7	Deepa	1606080	B.Com(H) <sub>3yr</sub>	9971440354	<u>Deepa</u>
8	Shweta	1602037	BA(Geo)Hons	8373922047	<u>Shweta</u>
9	Anjana	1602043	B.A(Geo)Hons	9873501278	<u>Anjana</u>
10	Houshita	1602035	BA(Geo)H.	9350966027	<u>Houshita</u>
11	Happy	1602020	B.A(Geo)H.		<u>Happy</u>

PHONE NO

SIGNATURE

8840621402

Saunya

9910798436

Chelu

7017306604

Deebanhi

8178610320

Sojia

9971897446

Komal

8743950770

Riju

REGISTRATION FORM OF EXTENSIVE LECTURE SERIES ON 9 AUG 2018

S NO	NAME	ROLL NO	CLASS	PHONE NO	SIGNATURE
✓1.	Rishu	16060024	B. Com (Hons.)	9205014212	<u>Rishu</u>
✓2.	Khushboo	1606081	B. Com(H)	9205155051	<u>Khushboo</u>
✓3.	HIMANI	1606010	B. Com(H)	8743921468	<u>Himani</u>
✓4.	Preeti	1606077	B. Com(H)	8447582024	<u>Preeti</u>
✓5.	Sushmita	1606075	B. Com(H)	8130915569	<u>Sushmita</u>
✓6.	Avantika	1606074	B. Com(H)	9599498922	<u>Avantika</u>
✓7.	Sneha	1606076	B. Com(H)	8287161120	<u>Sneha</u>
✓8.	Praveen	1606090	B. Com(H)	8587885779	<u>Praveen</u>
9.	Aastha	1606069	B. Com(H)	8168620546	<u>Aastha</u>
✓10	Sanjana	1606006	B. Com(H)	8059676192	<u>Sanjana</u>
✓11	Shivangi	1606078	B. Com(H)	7404756794	<u>Shivangi</u>
✓12	Manchal	1606091	B. Com(H)	7011899315	<u>Manchal</u>
✓13	Sonali	1606063	B. Com(H)	9210299937	<u>Sonali</u>
✓14	Vashvi	1602021	B. (Hons) Geo	8447454100	<u>Vashvi</u>
15.	Vannika	1602014	B. A (Hons) Geo	9811579292	<u>Vannika</u>
16.	Paul	1602009	B. A (Hons) Geo	7683024435	<u>Paul</u>
17.	Pratima	1602003	B. A (Hons) Geo	9083710655	<u>Pratima</u>
18.	Luhi	1605057	B. Com(P)	9650370503	<u>Luhi</u>
19.	Ankita	1605063	B. Com(P)	9891408218	<u>Ankita</u>
20.	Jyoti	1602042	B. Geo(H.)	8130058821	<u>Jyoti</u>
21.	Nikita	1602003	B. Geo(H.)	8527803560	<u>Nikita</u>



1605115	"	1013865669	<u>Vardha</u>
1605121	"	8750466866	<u>Bharg</u>
1606023	B. Com (H)	9711574705	<u>Vardha</u>
1602013	B. A. Geo (H)	8588084416	<u>Souf</u>
		9818713694	<u>Rajal</u>

Extensive Lecture Series  
2018 - 2019

Minutes of the meeting held  
on 2<sup>nd</sup> Aug 2018

AGENDA : Organisation of Lecture  
of 9<sup>th</sup> Aug 2018.

- \* It was proposed that a lecture be organised on 9<sup>th</sup> Aug 2018 by eminent psychologist Dr Vichitra Dargan
- \* The permissions to be sought for organising the lecture regarding booking of hall, printing of banner, refreshment etc were put in place.
- \* The team was delegated work for the smooth functioning of the program
- \* It was decided that the topic would deal with Psychological well-

being in young adulthood.

The work order for the same was placed to M/s. Vivek Art, M/s Rachael hospitality. M/s Vats Photo Studio

\* It was also decided that since direct payment would be made to all there would be no need to withdraw advances

Meeting Attended by :-  
RAJEEV KHANNA :-

POOJA KHANNA : Member

LOVELY CHAUHAN :

## EXTENSION LECTURE: 2018-19

Minutes of the meeting held on  
4<sup>th</sup> Feb 2019

AGENDA: Discussion of lecture  
to be organised on 13<sup>th</sup> Feb 2019

\* It was decided that a  
workshop / lecture will be organised  
on 13<sup>th</sup> Feb 2019 in collaboration  
with Dept of Commerce

\* Since the funds would be  
sourced from the commerce  
dept, no sanctions would be  
sought separately by ~~dept~~ <sup>committee</sup> of  
Extensive Lecture Series

\* The topic of the lecture was  
decided as GST

\* It was proposed that Mr  
Ankur Jain, faculty of Times  
Education would be invited  
to take a session

\* The target audience would be preferably students of Commerce

\* All formalities to be fulfilled for organising the lecture were finalised jointly with the Dept of Commerce

Meeting attended by: -

Dr. Rajeev Kumar

Ms. Lovely

Ms. Indu

Ms. Sneh

## ANNUAL REPORT

### EXTENSIVE LECTURE SERIES COMMITTEE

The Extensive lecture series committee of the college has organized two workshops in 2018-19. Students were highly satisfied with both workshops and were also asked about their experiences, inputs and suggestions through feedback forms in each workshop.

#### 1. ***YOUNG ADULTHOOD: HANDLING RELATIONSHIPS IN SOCIETY***

The workshop was organized on 09<sup>th</sup> August, 2018. The session offered valuable insight to the students about the day to day challenges faced by them with regard to their handling of relationships in society.



The resource person Dr. Vichitra Dargan Anand - an eminent psychologist talked at length about nurturing the art of building healthy relations not only with others but also with one's own self. The session was made lively with role play and handouts that kept the audience engaged and interested. The session offered a platform to the students to share their anxieties and concerns faced in young adulthood and how to resolve conflicts situations generated by peer and parental pressure. The



Principal Dr. Mamta Sharma shared valuable observations and engaged with the students at a personal level.

## 2. GOODS AND SERVICES TAX

This workshop was organized in association with commerce department on 13<sup>th</sup> February, 2019. GST, an indirect tax has been implemented in India since 1<sup>st</sup> July, 2017. It is levied on the supply of goods and services and replaced existing multiple flowing taxes such as central excise duty, services tax, additional customs duty, surcharges, octroi etc. levied by the central and state governments. It is imposed at variable rates on variable items.



The resource person- Mr. Ankur Jain, faculty of times education started session with the comparisons on pre and post GST era. He talked about the major advantage of implementing GST i.e., the positive impact it has on the nation and how it helped in abolishing corruption and black money problem. Also he told students about how to make first mover advantage and how GST can become an opportunity for future success.

The impact of GST professionally and personally was also discussed during the session. The lecture was interactive and students were highly satisfied. The Principal, Dr. Mamta Sharma, TIC of commerce



department-Dr. Nitu Dabas and Convener of Extensive Lecture series committee-Dr. Rajeev Kaur graced the event with their presence and motivated the students.

To,

The Principal  
Aditi Mahavidyalaya  
University of Delhi



08/02/2019

AO/SO (Adm)  
Mauriti  
08.2.19.

Subject: Request to permit conduct of lecture on  
'Goods & Service Tax' by Department of Commerce &  
'Intermittent series' committee for students.

Dear Madam,

The department of Commerce in collaboration  
with the Lecture Series Committee is planning to  
organize a 01-hour lecture on 'Goods & Service  
Tax' by inviting expert educator from 'The Times  
Foundation' on 13<sup>th</sup> Feb 19 at 10:00 a.m in  
room number 40.

We would kindly request you to grant us  
permission for the same, class class in room 40  
(at time of lecture) to be re-scheduled and  
make kind arrangement of a projector, screen,  
laptop, college podium & a mike for the event.

Thanking you,

Yours sincerely,

Dita

Dr. Nilesh Dabas ; Dr. Rajeev Kumar  
LT-16, (Commerce) (Law or Ex-lecturer series)

Principal Madam,  
Kindly may

Rajeev Kumar

AO/SO (Adm)  
Mauriti

Approved  
Kamini



To,

The Principal,  
Aditi Mahavidyalaya  
Bawana

2<sup>nd</sup> Aug 2018

sub: Sanction of funds for I<sup>st</sup> Extensive Lecture

Madam,

The Extensive Lecture Series proposes to organise the I<sup>st</sup> lecture on Psychological Well being and Resolving Social Conflict by eminent psychologist Dr. Monika Rikhi on 9<sup>th</sup> August 2018 from 10 am - 12 pm.

Kindly allow funds from Cultural Committee. The details are as under:

1. Honorarium / TA to Speaker Rs 3000/-
2. Standee / Banners (with GST) Rs. 4461/-
3. Refreshments Rs 1000/-
4. Photographer Rs 300/-
5. Chairs / Tent / Sound System : Rs 3000/-

Total : Rs 11,761/-

Kindly permit direct payment for all

Thanking You,  
Yours Sincerely,  
Rajeev Kaur.

(Dr. Rajeev Kaur)  
Convener

Sanctioned  
Mam  
03/08/18

Please allow from  
Cultural Committee  
Principal  
May kindly be  
2018/18

EXTENSIVE LECTURE SERIES COMMITTEE(2019-2020)Index of Documents Filed

S.No	Name of event	Documents	No. of Attachments
1.)	Lecture on 'Tackling Antivirus'	minutes dated 25/8/19.	08
2.)	Budget sanction for lecture series committee	sanction letter dated 27 <sup>th</sup> Aug, 19	02
3.)	Lecture on 'Cyber crime & social media'	minutes dated 28 <sup>th</sup> Aug, 19	04
4.)	"	Work Order(s)	04
5.)	"	Letter of Invite	02
6.)	"	Letter of Thanks	02
7.)	"	Bill copies	05
8.)	Lecture - I	Accounts settlement	13
9.)	Lecture on "Opening Hongkong for Third Order"	Minutes dated 9 <sup>th</sup> Sept, 19	03
10.)	"	Students Notice	01
11.)	"	<del>Letter of Invite</del> + p.l. Thanks letters + work orders)	03
12.)	Extensive Lectures	Letter of Invite + Thanks letter + 01 Bill	07
13.)	Lecture - II	accounts settlement.	08
14.)	Lecture - III	Accounts settlement.	07

5-nb:14



SO (Admin) / Sr. PA |  
Caeelaltee  
Nannur  
25/09/19.

To,  
The Principal,  
Aditi Mahavidyalaya  
Bavara

24 Sept 2019

Sub: Account Setling

Dear Madam,

Attached are the original documents  
for the event organized by the  
EXTENSIVE lecture series on 24<sup>th</sup> Sept 19  
kindly <sup>allow</sup> processing

Regards.

Khanna

PODJA KHANNA  
CONVENOR  
EXTENSIVE LECTURE SERIES

# Aditi Mahavidyalaya

(University of Delhi)  
BAHANA, DELHI-110039

Head of Exp.....

Name of the Applicant... Dr. Pooja Sharma Amount Spent ..... 4,416/-

Designation... Assistant Professor Advance Drawn

Department... Extension Lecture Over/Unspent Amount  
Sales Committee Deposited by NEFT Dated

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
1.	<u>Honorarium - Resource Person</u>	<u>10000 = 300/-</u>
2.	<u>Yrds Fine Arts</u>	<u>1416/-</u>
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Grand Total Rs. 4416/-

Less Advance (-) Rs. -

Balance amount to be paid/ deposit Rs. 4,416/-

If any discrepancy found in the above bills, the sole responsibility lies with me.

*Pooja*

SIGNATURE OF THE APPLICANT

PRINCIPAL

TAX INVOICE

# Vivek Fine Arts

Shop No. 1193, Village Bawana, North West Delhi, Delhi-110039  
 Mob. 9811076976

GSTIN: 07BGNPK2172E1Z1

S. No.: **058**

Date: 20/09/2019  
 Ref. No. Date:  
 State Code:

Made of Transportation:

Veh. No.:  
 Date & Time of Supply:  
 Place of Supply:  
 GR No.:

Details of Receiver (Billed to)

Transporter Name:  
 Details of Consignee (Shipped to)

Name: Rajendra Anil Madhukar Deyar  
 Address: Rajendra Deyar - 110039  
 State: Delhi  
 State Code: 07  
 GSTIN/Unique ID:

Name:  
 Address:  
 State:  
 State Code:  
 GSTIN/Unique ID:

Qty.	Item Description	HSN Code	Size	Sq./Ft.	Rate	Total
1	Elex Bawana		10x6'	60'	20/-	1200 = 20
<b>Total Amount before Tax</b>						1200 = 20

Transport/Loading Charge  
 Freight  
 Insurance  
 Discount  
 Taxable Value  
 Add: CGST @ 9%  
 Add: SGST @ 9%  
 Add: GST @ %

Total Amount 1416 = 20

GST Payable on Reversal Charge

For Vivek Fine Arts

Invoice Value (in words): One Thousand  
Eight Hundred and Sixty  
Two Rupees Only

Bank Details:

Bank: CORPORATION BANK  
 A/c No.: 510101004353128  
 IFSC Code: CORP0000570

**RMS & CONDITION OF SALE**

Goods once sold will not be taken back or exchanged.  
 Seller is not responsible for any loss or damage of goods in transit.  
 Interest @ 18% P.A. will be charged if bill is not paid immediately on delivery.  
 Whichever if any, will be subject to Delhi Jurisdiction only.

White: Original for Buyer  
 Red: Duplicate for Transporter  
 Yellow: Triplicate for Supplier

Authorized Signatory

## Extensive Lecture Series

### Work Order Permission



To

The Principal

Aditi Mahavidyalaya

Bawana

SO (Admin)  
Nanda  
09.09.2019

Date:

Subject: Work Order for lecture on 24<sup>th</sup> September 2019  
Dear Madam,

The Extensive Lecture Series committee in association with Department of Social Work is organising a series of special lecture on 24th September 2019. Kindly permit work order for the same. The details are as under:

1. Honorarium +TA to speaker 2000+1000 =Rs.3,000
2. One banner of 10"x6".

Please allow,

Regards,

*Nanda*

Convenor

Dr. Pooja Khanna

CoA Convenor  
*Nanda*  
Dr. Hema Gupta

Principal Madam,  
Kindly  
allow -  
11/9/19

*Nanda*

*Nanda*

The Principal  
Alta. Mahavidyalaya

Patna

3<sup>rd</sup> Aug 2019

Sub: Sanction of Funds

SO (Admin) Mahavidyalaya  
Patna

Memoranda

Sir,

The extensive lecture series proposed to organize a series of lectures in the academic year 2018-20. To facilitate organization of events please sanction a budget of Rs. 50,000/- The Budget allocation per session will be furnished separately.

Regards

Khanna

DESA KHANNA

CONVENER

EXTENSIVE LECTURE SERIES

Principals Memo  
MCG  
15/8/19  
18/8/19

The Cultural Committee has recommended Rs 50,000/- as expenses of fund. Necessary approval is given. (Convener Mahavidyalaya)

18/8/19  
19/8/19

Thanks  
lots  
(op-sec)

S.No: 12

अदिति विद्यालय  
(दिल्ली विश्वविद्यालय)  
ओम्बेरी रोड, बावणा, दिल्ली-110039  
टेलीफैक्स : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2019/2062

Dated 11/09/2019

To  
Dr. Rajnikant Verma,  
Zakhir Husain College,  
University of Delhi,  
Delhi

Subject: Invitation letter as a Resource Person for Cyber Crime and Social Media

Respected Sir,

The Extensive Lecture Series Committee of Aditi Mahavidyalaya is organizing a lecture on Cyber Crime and Social Media. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 17<sup>th</sup> September 2019 at 10:30 am in college. Your interaction with students would be a great learning experience for them that shall enrich them academically.

We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

*Mamta Sharma*  
DR. MAMTA SHARMA  
PRINCIPAL



अदिति महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
ओचंदी रोड, बाना, दिल्ली-110039  
टेलीफैक्स : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2019/2061

Dated: 11/09/2019

To  
Dr. Rajnikant Verma,  
Zakhir Husain College,  
University of Delhi,  
Delhi

Respected Sir,

We would like to thank you for gracing the lecture series on "Cyber Crime and Social Media" organized by our college, with your esteemed presence as a Resource Person. Your interaction with student has been an enriching experience for them. The useful insights shared by you on "Cyber Crime and Social Media" have equipped them with knowledge which shall benefit them in their future endeavors.

We are hopeful of a similar professional association in future as well.

Warm Regards

*Mamta Sharma*  
DR. MAMTA SHARMA  
PRINCIPAL

# अदिती महाविद्यालय

(दिल्ली विरयविद्यालय)

जवाहीर रोड, बावणा, दिल्ली-110039

टेलीफोन : 27751317



*Aarti Mahavidyalaya*

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telefax : 27751317

No. AM/2019/2060

Dated: 11/09/2019

To

Dr. Vandana Gambhir Chopra,

Institute of Secretariat Training & Management,

Govt. of India,

Delhi

Subject: Invitation letter as a Resource Person for "Out of Office: Too Stressed to Work"

Respected Madam,

The Extensive Lecture Series Committee of Aarti Mahavidyalaya is organizing a lecture on Out of Office: Too Stressed to Work. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 17<sup>th</sup> September 2019 at 09:30 am in college. Your interaction with students would be a great learning experience for them that shall enrich them academically.

We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

*Nandini Sharma*

DR. MAMITA SHARMA  
PRINCIPAL

**अदिति महाविद्यालय**  
(दिल्ली विश्वविद्यालय)

आर्यवी रोड, बयाना, दिल्ली-110039  
टेलीफोनस : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Auchandl Road, Bawana, Delhi-110039

Telefax : 27751317

Ref. No.....AM2019/8059

Dated.....11/09/2019

To  
Dr. Vandana Gambhir Chopra,  
Institute of Secretariat Training & Management,  
Govt. of India,  
Delhi

Respected Madam,

We would like to thank you for gracing the lecture series on 'Out of Office: Too Stressed to Work' organized by our college, with your esteemed presence as a Resource Person. Your interaction with student has been an enriching experience for them. The useful insights shared by you on 'Out of Office: Too Stressed to Work' have equipped them with knowledge which shall benefit them in their future endeavors.

We are hopeful of a similar professional association in future as well.

Warm Regards

*Mamta Sharma*  
DR. MAMTA SHARMA  
PRINCIPAL

**महिली महलवलधलतल**  
(वललुतुतुी वलसुतुवलधलतलतु)

ओरुतुतुी सुतुड, सुतुतुतुल, वललुतुतुी-110039  
टुलुीकुतुतुस : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telefax : 27751317

Ref No. H M/2 019 / 2058

Dated... 11/09/2019

To  
D. Archana Kaushik,  
Associate Professor,  
Department of Social Work,  
University of Delhi,  
Delhi

**Subject: Invitation letter as a Resource Person for "Enhancing Communication Skills"**  
Respected Madam,

The Extensive Lecture Series Committee of Aditi Mahavidyalaya is organizing a lecture on Enhancing Communication Skills. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 17<sup>th</sup> September 2019 at 11:30 am in college. Your interaction to students would be a great learning experience for them that shall enrich them academically. We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

*Manita Sharm*  
DR. MANITA SHARMA  
PRINCIPAL

# महाविद्यालय

दिल्ली विश्वविद्यालय

रोड, बंगला, दिल्ली-110039

फ़ोन नं. : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telefax : 27757317

AM/2019/3054

Dated 11/09/2019

Dr. Archana Kaushik,

Associate Professor,

Department of Social Work,

University of Delhi,

Delhi.

Respected Madam

We would like to thank you for gracing the lecture series on "Enhancing Communication Skills" organized by our college, with your esteemed presence as a Resource Person. Your interaction with student has been an enriching experience for them. The useful insights shared by you on "Enhancing Communication Skills" have equipped them with knowledge which shall benefit them in their future endeavors.

We are hopeful of a similar professional association in future as well.

Warm Regards

*Manish Sharma*

DR. MAYITA SHARMA  
PRINCIPAL

अ  
राष्ट्रीय  
विश्वविद्यालय  
(दिल्ली विश्वविद्यालय)  
औद्योगिक रोड, बावना, दिल्ली-110039  
टेलीफैक्स : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2019/2055

Dated: 11/09/2019

To  
Mr. Anjan Joshi  
SPACE NGO,  
Delhi

Respected Sir,

We would like to thank you for gracing the lecture series on "Opening Horizons to the Third Gender" organized by our college. With your esteemed presence as a Resource Person. Your interaction with student has been an enriching experience for them. The useful insights shared by you on "Opening Horizons to the Third Gender" have equipped them with knowledge which shall benefit them in their future endeavors.

We are hopeful of a similar professional association in future as well.

Warm Regards

*Mamta Sharma*  
DR. MAMTA SHARMA  
PRINCIPAL

# अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औद्योगिक परिसर, बावणा, दिल्ली-110039  
टेलीफोन नं. : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Auchand Road, Bawana, Delhi-110039

Telefax : 27751317

Ref. No. AM/2019/3064

Dated: 11/09/2019.

To,  
M. S. Vishal Hospitalities,  
Addr: Mahavishalaya,  
Bawana,  
Delhi-110039

Subject: Purchase Order of Refreshment for Extensive Lecture Series

Sir,  
You are informed to supply the refreshment for Extensive Lecture Series Programme on dated 17-09-2019 to the faculty & guest. The detail of the refreshment is given below.

S.No.	Items	Rate (Rs)	Quantity	Specification
1.	Refreshment	100/-	10	Sandwiches, Samosa, Mixed Pakora, Chips, Cookies, Juice/Tea, Coffee & Burfi

Kindly make the supply of refreshment on time.

Thanking you.

Yours faithfully,

*Manita Sharma*  
DR. MANITA SHARMA  
PRINCIPAL

Copy to: S.O. Accounts  
Caretaker

Ref. No. AM/2019/2063

Date: 11/09/2019

M/s Lambak& Sons,  
RZ-54B, Geetanjali Park,  
West Sagarpur,  
New Delhi-110046  
7280029456  
lambaksons2013@gmail.com

Subject: Work order

Sir,


Please arrange and supply following items for Extensive Lecture Series in Aditi Mahavidyalaya  
on dated: 17.09.2019.

S. No.	Items	Quantity
1	White Sheet	2
2	Sound System	As per requirement

You can send the bill in the name of the Principal, AditiMahavidyalaya, Bawana, Delhi-39 for  
necessary payment.

Thanking you.

Yours faithfully,

  
DR. MAMTA SHARMA  
PRINCIPAL.

to S.O. Accounts  
Caretaker



**ADITI MAHAVIDYALAYA**  
(UNIVERSITY OF DELHI)  
THE EXTENSIVE LECTURE SERIES 2019-20

In association with the Department of Social Work  
invites you to attend an interactive session on

“Opening Horizons to the Third Gender”

VENUE	:	Room No. 17
TIME	:	11 am onwards
DATE	:	24 <sup>th</sup> September 2019
SPEAKER	:	Anjan Joshi from SPACE, NGO

**Dr. Beena Reji**

**Lecture Coordinator**

**Department of Social Work**

**Dr. Mamta Sharma**

**Principal**

**Dr. Pooja Khanna(Convenor)**

**Dr. Hema Gupta(Co-Convenor)**

Minutes  
of  
Meeting  
on  
9<sup>th</sup> Sept, 19

[S.No: 8]

Extensive Lecture Series [S.No: 19]

tes

Venue: Staff Room of the Meeting held on 9<sup>th</sup> Sept 19

Time: 11:45 am

Agenda: Organization of Extensive Lecture in association with Dept of Social Work.

\* As a lecture on "Opening Horizons to The Third Gender" by Anjan Joshi (Space, NGO) is scheduled for 24<sup>th</sup> Sept 2019.

\* The lecture would be interdisciplinary in nature and Dr. Beena Raji would be the lecture Coordinator (in association with Extensive Lecture Series)

\* It was decided that a payment of Rs 2000 (Honarium) + Rs 1000 (TA) and a banner '10 X 6' would be funded from the Extensive Lecture Series Committee. Also, a memento (already procured in earlier budget) would be provided to the keynote Speaker

\* The Registration / Feedback forms / Report + photographs of the event will be shared by the lecture coordinator for record of the committee.

Meeting attended by:

Dr. Pooja Khanna Convenor

Dr. Hema Gupta Co-Convenor

Dr. Beena Reji Lecture-Co-ordinator

Dr. Parul Goel Panel

Dr. Parul Chopra PGRMS

Ms. Lovely

Ms. Indu gaur

## Extensive Lecture Series

Minutes

of the Meeting

held on 9<sup>th</sup> Sept 19

Venue: Staff-Room

Time: 11:45 am

Agenda: Organization of Extensive Lecture  
in association with Dept of Social Work

\* A lecture on "Opening Horizons to the Third Gender" by Anjan Joshi (Space, NGo) is scheduled for 24<sup>th</sup> Sept 2019.

\* The lecture would be interdisciplinary in nature and Dr. Bero Reji would be the lecture coordinator (in association with Extensive Lecture Series)

\* It was decided that a payment of Rs 2000 (Honourarium) + Rs 1000 (TA) and a banner 10' x 6' would be funded from

the Extensive Lecture Series Committee. Also,

a memento (already procured in earlier budget) would be provided to the keynote

Speaker

The Registration / Feedback forms / Report + photographs of the event will be shared by the lecture coordinator for record of the committee.

No,

The Principal

Aditi Mahavidyalaya

Bawano

9/9/19

Sub: Account Settling

Madam,

Attached is the account settling form along with all original bills for the event organised on 4/9/2019 under Extensive Lecture Series.

Kindly process,

Khanna

POOJA KHANNA

Convener

(Extensive Lecture Series)

2573  
21/9/19

PA | S.B. Aditi Mahavidyalaya  
Bawano, Bawano

**Aditi Mahavidyalaya**

(University of Delhi)  
BAHANA, DELHI-110039

Head of Exp. Extensive Lecture Series

Name of the Applicant Dr. Gooja Khanna Amount Spent ₹ 12147

Designation Assistant Professor Advance Drawn Nil

Department English Over/Unspent Amount Deposited by NEFT Dated \_\_\_\_\_

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
1.	Honorarium to Speaker (Ms. Tasneem Shahmar)	₹ 3000/-
2.	Honorarium to speaker (Ms. Anybha Rajesh)	₹ 3000/-
3.	Vivek Fine Arts	₹ 1416/-
4.	Zambe & Sons	₹ 3681/-
5.	Vishal Hospitalities	₹ 1050/-
6.	Gem (Government e market place) Indore	₹ 2985/-
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Direct  
Payment

Grand Total Rs. ₹ 12147 + 2985  
Less Advance (-) Rs. Nil  
Balance amount to be paid/ deposit Rs. Nil

If any discrepancy found in the above bill/s, the sole responsibility lies with me.

*[Signature]*

SIGNATURE OF THE APPLICANT

PRINCIPAL

To,  
The Principal,  
Ardi Mahavidyalaya  
Bawana

26<sup>th</sup> August 2019

Sub: Request to arrange Mementoes

Madam,

Under Extensive Lecture Series we require  
10 Mementoes to be given to the Key-note  
Speakers over the academic year 2019-20.  
Kindly arrange from GEM portal @3000/- per memento  
Will be obliged.

Regards

Khanna

Dr. Pooja Khanna  
Convener  
Extensive Lecture Series.

Khanna

Dr. Hense Gupta  
Co-Convener

Respected Madam,  
Kindly reply asap.

Dr. Pooja Khanna  
26/8/19

Approved

Prescribed

Dr. P. S. Mahalingam  
for

27th Aug 2019

Subject: Sanction of Funds  
Medium:

SO (Admin) (General)  
Cultural  
Commission

Name:

The Extensive Lecture Series program

1. Organise a series of lectures in the academic year 2019-20

Faculty's participation of students ✓

Please sanction a budget of Rs 50,000/-  
The Budget allocation per session will be furnished separately.

Regards

Khan

P. S. MAHalingam

Extensive

LECTURE SERIES

EXTENSIVE

Dr. P. S. Mahalingam  
for  
SO (Admin) (General)  
Cultural  
Commission

Dr. P. S. Mahalingam  
for  
SO (Admin) (General)  
Cultural  
Commission

Dr. P. S. Mahalingam  
for  
SO (Admin) (General)  
Cultural  
Commission

Dr. P. S. Mahalingam  
for  
SO (Admin) (General)  
Cultural  
Commission



असि  
असि  
असि

S. No. : 6

विद्यालय  
(आलय)  
दिल्ली-110039  
751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. A.M.V. 12.519/1986

Dated: 25.04.2019

To  
Dr. Tasneem Shahnaaz  
Associate Professor  
Sri Aurobindo College (Evening)  
University of Delhi  
Delhi

Respected Madam,

We would like to thank you for gracing the lecture series on 'Handling Interviews' organized by our college, with your esteemed presence as a Resource Person. Your interaction with student has been an enriching experience for them. The useful insights shared by you on "Handling Interviews" have equipped them with knowledge which shall benefit them in their future endeavors.

We are hopeful of a similar professional association in future as well.

Warm Regards

Mamta  
DR. MAMTA SHARMA  
PRINCIPAL

31  
विद्यया विद्यते  
विद्यया  
श्री आरुंधि कॉलेज, बहवना, दिल्ली-110039  
द्वारा प्रेषित : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2019/194

Dated: 02/09/2019

To  
Dr. Tasneem Shahnaaz  
Associate Professor  
Sri Aurobindo College (Evening)  
University of Delhi  
Delhi

**Subject: Invitation letter as a Resource Person for Interactive Session on Handling Interviews**

Respected Madam,

The Extensive Lecture Series Committee of Aditi Mahavidyalaya is organizing a Interactive Session on Handling Interviews. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 04<sup>th</sup> September 2019 at 9:30 am in college. Your interaction with students would be a great learning experience for them that shall enrich them academically.

We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

DR. MAMTA SHARMA  
PRINCIPAL

Invite  
Copy

5 MB 5

अडिति महाविद्यालय  
(विद्यालय)  
औचान्दी रोड, बवणा, दिल्ली-110039  
टेलीफैक्स : 27751317



Aditi Mahavidyalaya  
(University of Delhi)  
Auchandi Road, Bawana, Delhi-110039  
Telefax : 27751317

Ref. No. AM/2019/1941

Dated 02/09/2019

To  
Dr. Tasneem Shahnaaz  
Associate Professor  
Sri Aurobindo College (Evening)  
University of Delhi  
Delhi

**Subject: Invitation letter as a Resource Person for Interactive Session on Handling Interviews**

Respected Madam,

The Extensive Lecture Series Committee of Aditi Mahavidyalaya is organizing a Interactive Session on Handling Interviews. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 04<sup>th</sup> September 2019 at 9:30 am in college. Your interaction with students would be a great learning experience for them that shall enrich them academically.

We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

DR. MAMTA SHARMA  
PRINCIPAL

No. AM/2019/1940

Dated 02/09/2019

To  
Dr. Anubha Rajesh  
Professor  
Centre for Early Development and Research  
Alamia Milia Islamia  
Delhi

**Subject: Invitation letter as a Resource Person for Interactive Session on Laws for Protection of Children's Interest**

Respected Madam,

The Extensive Lecture Series Committee of Aditi Mahavidyalaya is organizing a Interactive session on Laws for Protection of Children's Interest. It gives us immense pleasure to invite you as a resource person to conduct the interactive session on 04<sup>th</sup> September 2019 at 10:30 am in college. Your interaction with students would be a great learning experience for them that shall enrich them academically.

We would be highly obliged to receive your kind acceptance for the same.

Warm Regards

DR. MAMTA SHARMA  
PRINCIPAL



S. NO. 3

Minutes of the Meeting held jointly by the  
Dept of Commerce and English under the  
flagship of Extensive Lecture Series

Date: 28 August 2019

Time: 11:45 am

Venue: Staff Room

Members Present:

Dr. Hema Gupta

Dr. Anu Jain

Dr. Pooja Khanna

Ms. Indu ~~Indu~~

Ms. Lovely ~~Lovely~~

Ms. Parul ~~Goel~~ Parul

Ms. Parul ~~Chopra~~

Anu  
Anu Jain  
Khanna

Parul  
Chopra

\* The members deliberated upon maximizing resources by organising a series of lectures in collaboration amongst departments so that the gains for the students can be maximised and interdisciplinary in nature.

★ It was decided that one lecture would focus on Handling Stress - a major lifestyle disorder amongst students. Dr Vandana Gambhir Chopra - Soft skills and behavioural trainer would be invited for the same. The Interactive Session will be slated for 17<sup>th</sup> Sept 2019 (9.30 am)

★ The second lecture under the series would be on "Cyber Crime and Social Media". The subject is specially of relevance for commerce students who have the above topic prescribed in their syllabus. Associate Prof. Rajnikant Verma from Zakir Husain College would be invited for the same on 17 Sept 2019 (11 am)

★ The final lecture would focus on "Enhancing Communication Skills" ~~was~~ by Dr Vani Narula from Jamia Millia Islamia. ~~was~~ It would greatly benefit in sharpening the communication skills of the students (12.30 pm) 17<sup>th</sup> Sept '19

★ Budget allocation for the event was done

★ Funds to be sourced from the Commerce Dept for payment of TA + Honorarium for three speakers

$$\text{① } 2000 + 1000 = 3000 \times 3 = 9000 /$$

★ All other bills to be taken from the Extensive Lectures

3  
Minutes of the Meeting held jointly by the  
Dept of Commerce and English under the  
flagship of Extensive Lecture Series

Date: 28 August 2019

Time: 11.45 am.

Venue: Staff Room

Members Present:

Dr. Hema Gupta Anu  
Dr. Anu Jain Anu Jain.  
Dr. Pooja Khanna Khanna  
Ms Indu Indu  
Ms Lovely Lovely  
Ms Parul Goel Parul  
Ms Parul Chopra Chopra

\* The members deliberated upon maximizing resources by organising a series of lectures in collaboration amongst departments so that the gains for the students can be maximised and interdisciplinary in nature.

It was decided that one lecture would focus on Handling Stress - a major lifestyle disorder amongst students. Dr Vandana Mishra Chopra - Soft skills and behavioural trainer would be invited for the same. The Interactive Session will be slated for

17<sup>th</sup> Sept 2019 (9-30 am)

The Second lecture under the series would be on "Cyber Crime and Social Media". The subject is a specialty of relevance for commerce students who have the above topic prescribed in their Syllabus. Associate Prof. Rajnikant Verma, former Lecturer, Husain College would be invited for the same on 17 Sept 2019 (11 am).

The final lecture would focus on Enhancing Communication Skills ~~is~~ by Dr Vani Navid from Jamia Milia Islamia. ~~is~~ It would greatly benefit & sharpening the communication skills of the students (12:30 pm) 17<sup>th</sup> Sept 19.

\* Budget allocation for the event is done

\* Funds to be sourced from the Commerce Dept for payment of

TA + Honorarium for three speakers

$$\text{@ } 2000 + 1000 = 3000 \times 3 = 9000/-$$

\* All other bills to be L. t.



The Principal  
Able Mahalingam,  
Bannur

SO (Admin) / Bannur  
Bannur

27<sup>th</sup> Aug 2019  
Sub: Selection of funds  
Madam,

The Extensive lecture series program  
to organize a series of lectures  
in the academic year 2019-20  
The Institute's formation of committee  
to assess sanction of budget of Rs. 10000/-  
The Budget allocation per session  
will be furnished separately.

Regards

Khanna

ROJIA KHANNA

CONVENOR

EXTENSIVE LECTURE SERIES

Principal Madam,  
Bannur

Respectfully,  
Dr. P. S. 50

Dr. P. S. 50  
Bannur

ie Cultural Committee  
Recommendations that may  
be submitted to the  
Committee  
27/8/19

Minutes of the Meeting of the Dept of  
Commerce & English held under the  
auspices of Extension Lecture Series.

Date: 25/8/19

Time: 11:45 AM

Venue: Staff Room

Agenda: Organization of Series of Lectures

Members Present:

Dr. Anu Jain TIC Dept. of Commerce Present

Dr. Hema Gupta Co-Convenor Extension Lecture Present

Dr. Pooja Khanna Convenor "

Ms. Indu <sup>gms</sup> Present

Ms. Lovely Present

Ms. Pooja Present

Ms. Pooja Chopra Present

\* The Committee / Departments of Commerce / English  
continued to collaborate in its endeavor to  
reap maximum gains for the students through  
a series of lectures

\* The focus and main target group  
would be students of Commerce who  
comprehend weakly English.

The team decided to organise the first series of lectures on 4<sup>th</sup> Sept 2019

\* The first speaker would be Dr Anubha Rajesh Jania, Media Institute who would address the students of HDE Dept on the laws for protection of Children's Interest. Dr Reema Kamba volunteered to co-ordinate the lecture.

\* The second speaker was confirmed - Dr Tejaswini Shanmug, Associate Professor, Sri Anubhude College who would deliver an interactive lecture session on "Tackling Interviews". The topic would be the students of Commerce and English.

\* The delegation of work amongst all members was done with mutual consent.

The Convener Extensive lecture Series also proposed the purchase of 10 mentimeter Quiz books max from GEM portal which can be given to the keynote speakers. The above would be used for felicitation over the academic year 2019-20. The team approval of the initiative. It was decided a sanction on the same would be taken.

The team agreed that the entire event would be funded by the Extension lectures for the ease of settling accounts. The next event may be funded by the Dept of Commerce for maximizing the Resources.

Work order for Refreshments / Banners / Sound System / Tent / Photographer were finalized as per funds sanctioned.

Minutes of the Meeting of the Dept of  
Commerce & English held under the  
flagship of Extensive lecture Series

Date: 25/8/19

Time: 11:45 AM

Venue: Staff Room

Agenda: Organisation of Series of lectures

Members Present:

Dr. Anu Jain TIC Dept of Commerce <sup>Amritsar</sup> 25/8/19

Dr. Hema Gupta Co-Convenor Extensive lecture <sup>25/8/19</sup>

Dr. Pooja Khanna Convenor "

Ms Indu <sup>Agarwal</sup>

Ms Lovely <sup>Israni</sup>

Ms. Parul Goel <sup>Rand</sup>

Ms Parul Chopra <sup>(GMS)</sup>

\* The Committee / Departments of Commerce / English  
continued to collaborate in its endeavours to  
reap maximum gains for the students through  
a series of lectures

\* The focus and main target group  
would be students of Commerce who  
compulsorily study English.

\* The team decided to organise the first series of lectures on 4th Sept 2019

\* The first speaker would be Dr Anubha Rajeek, Tanva Mulla Islamia who would address the students of HDFE Dept on the laws for protection of Children's Interest in  
Reema Kamba volunteered to co-ordinate the lecture

\* The second speaker was confirmed - Dr Tanvir Shannaz, Associate Professor, Sri Archande College who would deliver an interactive lecture session on "Tackling Interviews". The booklet would be the students of Commerce and English.

\* The delegation of work amongst all members was done with mutual consent

\* The Convener Extensive lecture Series also proposed the purchase of 10 minutes (30:30) approx from GEM portal which can be given to the keynote speakers. The above would be used for felicitation once the academic year 2019-20. The team approved of the initiative. It was decided a sanction for the same would be taken

The team agreed that the entire event would be funded by the Extension Lecture Series for the ease of settling accounts. The next event may be funded by the Dept of Commerce for maximizing the Resources.

\* Work order for Refreshments / Banner Sound System / Tent / Photographer were finalized as per funds sanctioned.

The Principal

Adibi Mahomedally

Bawant

Date - 27<sup>th</sup> Sep 2019

Sub - Work order for lectures on 6<sup>th</sup> Sep 2019

Dear Madam,

The extensive committee is organising its academic session 2019-20.

Kindly permit work order for the same. The details are as under:

one banner of 10x6 size

Refreshment from canteen (sandwiches for 10 persons include sandwiches, samosa, mixed Pakora, chips, cookies, juice) tea, coffees

Breakf. @ 100/- per person

tables - 2, white sheet - 2, sound systems

Photographer for 30 photographs (Vats)

Kindly allow principal madam's office. Allowed by ~~Principal~~ Madam

Yours

(Dr. K. Mahomedally)

(Dr. K. Mahomedally)

SOC Admin.

Mawla

27-08-2019.



Y.

The Principal

Dr. P. K. Mishra, Durgam  
Banswari

27<sup>th</sup> Aug 2019

Sub: Sanction of funds

Madam,

The Extensive lecture series program

to organize a series of lectures (interdisciplinary) in the academic year 2019-20

To facilitate organization of events please sanction a budget of Rs. 50,000/- ✓

The Budget allocation per session will be furnished separately.

Regards

Khanna

POOJA KHANNA

CONVENOR

EXTENSIVE LECTURE SERIES

Use Unallocated amount that was forwarded by Dr. P. K. Mishra on 27/8/19. Extension of period. No fund. No sanction. No authority. (Convenor)

(S. P. Khanna) Convenor  
Cultural Committee

Manita

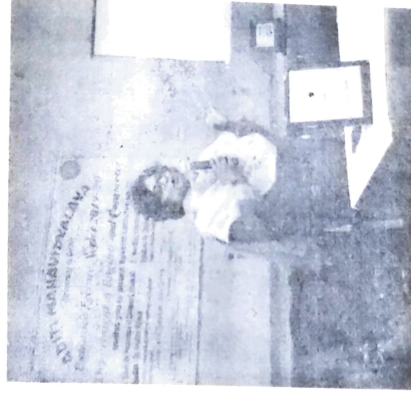
Principled Madam  
11/09/19

Principled  
Dr. P. K. Mishra

Manita

### **Report on Extensive Lecture Series organized on 04/09/2019**

The extensive lecture series committee in collaboration with Department of English and Department of Commerce organized an interactive session on *"HANDLING INTERVIEWS"*. The session offered valuable insight to the students about the challenges faced by them with regard to interviews. The resource person Dr. Jasneem Shahmaaz, Associate Professor, Department of English, Sri Aaribindo College, University of Delhi talked at length about different types of interviews that students can come across in future. She also discussed about what preparations one should do while preparing for Interviews and shared some tips on it that can help students to be more confident while facing them. The session was made lively with role play and handouts that kept the audience engaged and interested. The session offered a platform to the students to share their anxieties and concerns about interviews. The Principal Dr. Mamta Sharma also shared her valuable inputs with the students.



Report of HDFE@ 4.09.19

The department of Human Development and Family Empowerment in collaboration with department of English and Commerce participated in an Extensive Inter Disciplinary Lecture Series held on 4<sup>th</sup> September 2019. A special lecture on “Laws for Protection of Children’s Interest” was conducted by Dr Anubha Rajesh, Chair Professor, Centre for Early Childhood development and Research (CECDR), Jamia Millia Islamia.

The major thrust was analysis of situation of children in India. Developing a cognizance that children are not a homogenous group and their different needs need different responses, especially the multi-dimensional vulnerabilities experienced by children in different circumstances. Against this backdrop, the various policies and laws for children were understood as to whether they have been able to bring about a change? What are the challenges in creating an integrated, inclusive and sustainable approach for the overall and harmonious development and protection of children was dwelled upon.

### **Report on Extensive Lecture series- Special Lectures on 17/09/2019**

The extensive lecture series committee in association with Department of Commerce and Department of English organized three interactive sessions on 17-September, 2019

The first session on the topic "Out of Office Too stressed to work" offered valuable insight to the students about the problems and stress they may face at work level. The resource person Dr. Vandana Gambhir (Chopra, soft skill behavioral trainer, made session lively and interacting with an activity conducted during session. 8-9 groups were made for group activity with 8 students in each group. An activity sheet was provided to all students to discuss the activity among their team members and rate 9 tasks unanimously as marketing manager. The activity was done with purpose of teaching students the art of planning and organizing at work level.

The second session was about "Cyber crime and Social Media ". The resource person Dr. Rajanikant Verma, Associate Professor in department of Commerce, Zakhir Husain college, University of Delhi, talked at length about different types of cyber crimes how individuals are affected by it like cyber stalking, spoofing, phishing, bank frauds, email related crimes, hacking, viruses, Trojan attacks and many more. As social media platforms become more intrinsic to our daily lives, he also discussed how it has become crucial attack vector that individuals and even organizations can no longer ignore. He ended the session by sharing numerous tips on online safety against cyber crime by using strong passwords, keeping software updated, managing social media settings, strengthening private networks and a lot more.

The third session was about "Enhancing Communication skills" and speaker Dr. Archana Kaushik, Associate Professor, Department of Social work, University of Delhi discussed about assertive and unassertive aspects of communication. She also briefed students on the importance of communication skills not just in outside world but also in family, friends and relatives. Real life examples were given to discuss different styles of communication such as direct-indirect communication and mask communication and how they all are interrelated. To make communication effective, it must be clear and direct. She concluded the session by

focusing on importance of listening skills which acts as meditation to a greater extent.

ADITI MAHAVIDYALAYA, UNIVERSITY OF DELHI  
THE EXTENSIVE LECTURE SERIES 2019-20  
IN ASSOCIATION WITH SOCIAL WORK DEPARTMENT

Organised a Session -**Opening Horizons to The Third Gender**  
On 24<sup>th</sup> Sept. 2019

Speaker: **Anjan Joshi from an NGO- SPACE**

An interactive session was organised, with a team of experts from SPACE, on the topic **Opening Horizons to The Third Gender**. The Principal Inaugurated and welcomed the guests.

The session was attended by 42 B.A. (Hons) Social work students. Anjan Joshi led the team of four members from SPACE. The session began with understanding the concepts of Gender, Gender-identity, Gender Expression, Transgender, Sexual Orientation, LGBTQIA. The session further focused on the labelling, stigma and discrimination of the sexual minority persons. How because they are not understood and accepted, they are rejected by families, friends and the society. This sensitisation session is a way forward so that the majority population is able to be aware of the existences and rights of the sexual minorities. We need to build a society friendly to the LGBTQIA, so that we are able to have an inclusive society.

The students questioned the many myths and misconceptions on gender identity and diversities. Students clarified their doubts and showed interest to work for a gender-neutral society.



**EXTENSIVE LECTURE SERIES 2019-20**

***“LAWS FOR PROTECTION OF CHILDREN'S INTEREST” and HANDLING INTERVIEWS” organized on 04/09/2019***

The Department of Human Development and Family Empowerment in collaboration with Department of English and Commerce participated in an Extensive Inter Disciplinary Lecture Series held on 4<sup>th</sup> September 2019.

A special lecture on “Laws for Protection of Children's Interest” was conducted by Dr Anubha Rajesh, Professor, Centre for Early Childhood development and Research (CECDR), Jamia Millia Islamia.

The major thrust was on the analysis of situation of children in India. The purpose was to study the fact that children are not a homogenous group and their different needs need different responses, especially the multi-dimensional vulnerabilities experienced by children in different circumstances. Against this backdrop, the various policies and laws for children were understood as to whether they have been able to bring about a change. What are the challenges in creating an integrated, inclusive and sustainable approach for the overall and harmonious development and protection of children was dwelled upon.

The extensive lecture series committee in collaboration with Department of English and Department of Commerce organized an interactive session on "HANDLING INTERVIEWS". The session offered valuable insight to the students about the challenges faced by them with regard to interviews. The resource person Dr. Tasneem Shahnaaz, Associate Professor, Department of English, Sri Aurobindo College, University of Delhi talked at length about different types of interviews that students can come across in future. She also discussed about what preparations one should do while preparing for Interviews and shared some tips on it that can help students to be more confident while facing them. The session was made lively with role play and handouts that she had prepared for them.



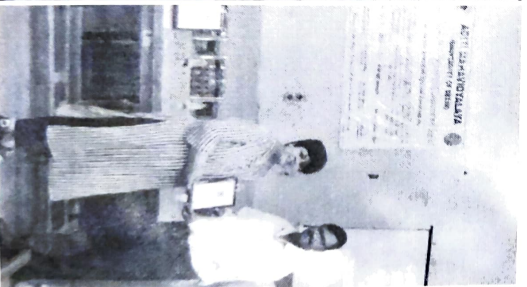
### SPECIAL LECTURE SERIES organized on 17/09/2019

extensive lecture series committee in association with Department of Commerce and Department of English organized three interactive sessions on 17<sup>th</sup> September, 2019.





The first session on the topic "Out of Office: Too stressed to work" offered valuable insight to the students about the problems and stress they may face at work level. The resource person Dr Vandana Gambhir Chopra, Assistant professor in Psychology in Keshav Mahavidyalya, University of Delhi and soft skill behavioral trainer, made session lively and interactive with a lot of group activities conducted during the session. It gave the students an opportunity to study latent stress in their life and ways of handling it. She also talked of effective techniques to manage work life balance.



The second session was about "Cyber crime and Social Media ". The resource person Dr. Rajanikant Verma, Associate Professor in department of Commerce, Zakhir Husain college,

University of Delhi, talked at length about different types of cyber crimes-how individuals are affected by it. He talked about issues like cyber stalking, spoofing, phishing, bank frauds, email related crimes, hacking, viruses, Trojan attacks and many more. As social media platforms become more intrinsic to our daily lives, he also discussed how it has become crucial attack vector that individuals and even organizations can no longer ignore. He ended the session by sharing numerous tips on online safety against cyber crime by using strong passwords, keeping software updated, managing social media settings, strengthening private networks and a lot more.

The third session was about "Enhancing Communication skills" and speaker Dr. Archana Kaushik, Associate Professor, Department of Social work, University of Delhi discussed about assertive and unassertive aspects of communication. She also briefed students on the importance of communication skills not just in outside world but also in family, friends and relatives. Real life examples were given to discuss different styles of communication such as direct-indirect communication and mask communication and how they all are interrelated. To make communication effective, it must be clear and direct. She concluded the session by focusing on importance of listening skills which acts as meditation to a greater extent.

### ***"OPENING HORIZONS TO THE THIRD GENDER" organized on 24/09/2019***

An interactive session was organised, with a team of experts from SPACE on the topic **Opening Horizons to the Third Gender**. The Principal Inaugurated the session and welcomed the guests.

**Horizons to the Third Gender.** Anjan Joshi led the team of Social work students. Anjan Joshi led the team of 42 B.A. (Hons) Social work students. The session began with understanding the concepts of Gender. The session was attended by four members from SPACE. The session began with understanding the concepts of Gender. Gender-identity, Gender Expression, Transgender, Sexual Orientation, LGBTIQA. The session further focused on the labelling, stigma and discrimination of the sexual minority persons. How because they are not understood and accepted, they are rejected by families, friends and the society. This sensitisation session is a way forward so that the majority population is able to be aware of the existences and rights of the sexual minorities. We need to build a society friendly to the LGBTIQA, so that we are able to have an inclusive society.

The students questioned the many myths and misconceptions on gender identity and diversities. Students clarified their doubts and showed interest to work for a gender-neutral society.

**ADITI MAHAVIDYALAYA, UNIVERSITY OF DELHI**  
**THE EXTENSIVE LECTURE SERIES 2019-20**  
**IN ASSOCIATION WITH SOCIAL WORK DEPARTMENT**

Organised a Session -Alzheimers and Its Response  
**On 5<sup>th</sup> March, 2020**

**Speaker: Mr. R. Narendhar, Executive Director from an NGO-  
Alzheimer's and Related Disorders Society of India**

An interactive session was organised, with an expert from Alzheimer's and Related Disorders Society of India. The Principal Inaugurated and welcomed the guest.

The session was attended by 43B.A. (Hons) Social work students. The session was conducted in three sections. Firstly, the session began with understanding the concepts and nature of NGO. Civil society, Corporate Social Responsibility, Trust and so on. Secondly, the session further highlighted on concept, needs, problems, care and support for Alzheimer patients. Lastly, the session focused on personal experiences after the screening of a short documentary.

Students clarified their doubts and showed interest to work in this area.

# Minutes of the Meeting

Date : 26 September, 2022

Time : 10.30 am

Venue : Staff Room

A meeting of the Extensive lecture Series was held on 26 September, 2022 at 10.30 am in the staff room to discuss the budget to be submitted.

The following members were present:

Dr. Nitu Rana Dabas (Convener) *Nitu*

Dr. Sunita Dahiya (Co-Convener) *Sud*

Ms. Lovely Chauhan *Lovely*

The following decisions were taken:

1.) The committee decided that special lectures/webinars/workshops will be planned in the academic year 2022-23. The tentative number decided was six.

2.) The members present in the meeting also decided the following proposed budget:

Proposed Budget per Special lecture / Webinar / Workshop:		Rs.
a.) Honorarium to the Speaker / Resource Person	=>	3,000/-
b.) Mementoes	=>	2,000/-
c.) Banner etc.	=>	1,000/-
d.) Refreshments	=>	500/-
e.) Stationery etc.	=>	500/-
<u>Total</u>		<u>Rs 7,000/-</u>

Total Proposed Budget (6 x 7,000) = Rs 42,000/-.

3.) It was also decided that the proposed budget will be mailed to the college for further necessary action.

Pith ✓  
Lonely

# Minutes of the Meeting

Date: 30 September, 2022.

Time: 11 am

Venue: Staff Room

A meeting of the Extensive Lecture Series Committee was held on 30 September, 2022 at 11 am in the Staff Room. The following members attended the meeting:

Dr. Nitu Rana Dabas (Convener) Nitu

Dr. ~~A~~ Sunita Dahiya (Co-Convener) SD

Ms. Lovely Chauhan (Member) Lovely

The following decisions were taken:

- 1.) It was decided in the meeting that an online lecture will be organised in association with Department of Commerce on 11<sup>th</sup> October, 2022 at 5 pm. The resource person will be from 'Ambition Learning Solutions, Borivali (W) Mumbai'. The topic will be on 'Mutual Funds' under the Financial Literacy Program of 'Ambition Learning Solutions'.
- 2.) It was also decided that the permission for the aforesaid online lecture will be taken from the principal Madam.

Nitu SD Lovely