



# रामकृष्ण द्वारिका महाविद्यालय

राममनोहर लोहियानगर, कंकड़बाग, पटना- 800020

( पाटलिपुत्र विश्वविद्यालय, पटना की अंगीभूत इकाई )

E-mail : principalrkdcollegepatna@gmail.com

Website : www.rkdcollegepatna.org

Tel. / Fax No. - 0612-2382712

Ref. ....

प्रधानाचार्य कार्यालय

Date .....

## Office Order

Shri. Subodh Choudhary, Proctor and HoD, Department of Sociology is appointed as Coordinator, Student Grievance Cell till further orders

The members of the aforementioned Cell are as follows

1. Dr. Shailaja Sinha, Nodal Officer and Associate Professor, Department of Sanskrit
2. Dr. Ashish Kumar, A.N.O. NCC and HoD, Department of Philosophy
3. Dr. Sarita Kumari, Dy. Proctor and Assistant Professor, Department of Sociology
4. Miss Smita Vaidehi, NSS Programme Officer and HoD, Faculty of Commerce

*[Handwritten Signature]*  
9.11.23  
Dr. Arbind Kumar  
Prof. in Charge  
R.K.D. Mahavidyalaya  
Ram. Krishna Dwarika College  
Lohia Nagar, Kankarbagh, Patna

*[Handwritten Signature]*



# Ram Krishna Dwarika College

Lohia Nagar, Patna-20

(A Constituent Unit of Patliputra University, Patna)

Email: principalrkdcollegepatna@gmail.com Website: <http://rkdcollegepatna.org> Tel./Fax No.: 0612-2382712

## STATUS REPORT

### Establishment of Students' Grievance Cell:

The Students' Grievance Cell in the college was established on 07.01.23 to promote and maintain a conducive and unprejudiced educational environment.

### **Coordinator:**

**Shri Subodh Choudhary, Proctor and HOD, Department of Sociology**

### Members:

Dr. Shailaja Sinha, HOD, Department of Sanskrit  
Dr. Aashish Kumar, HOD, Department of Philosophy  
Dr. Sarita Kumari, Assistant Professor, Sociology  
Miss Smita Vaidehi, HOD, Faculty of Commerce

### Activity Report

We are yet to receive any written complaint/grievance from the student other than exam related issues. These issues were taken care of by the examination department.

Student's grievances related to matters of – correction in admit card. Admit card not generated, correction in marks sheets and certificate/degree, pending results and memo related queries has been addressed by processing and forwarding grievances to respective authorities.

**Shri Subodh Choudhary**  
Coordinator  
Students' Grievance Cell



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## Office Order

The Internal Complaints Committee (ICC) has been constituted with the following members:

1. Coordinator: Dr. (Smt.) Shailaja Sinha, Associate Professor, Department of Sanskrit
2. Members:
  - (i) Dr. Jaya Dixit, Assistant Professor, Department of Political Science
  - (ii) Dr. Nidhi Sinha, Assistant Professor, Department of Geography
  - (iii) Sri Subodh Choudhary, Assistant Professor, Department of Sociology
  - (iv) Dr. Mukesh Kumar, Assistant Professor, Department of ~~Geography~~ *History*

*9.01.23*  
Principal Charge  
R.K.D. Mahavidyalaya  
Lohia Nagar, Kankarbagh, Patna-20  
*9/1/23*



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## Circular

### Internal Complaints Committee (ICC)

R.K.D. College respects the right to safe and healthy work environment and is committed to providing a place of work and study that is free of sexual harassment. Instances of sexual harassment will be taken seriously and dealt with promptly. Disciplinary action will be taken according to the nature and gravity of the behavior reported. The College will respect the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute has adopted the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

**Step I:** An aggrieved woman should give a written complaint either in person or through post or email within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

**Step II:** On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

**Step III:** If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

**Step IV:** Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

#### **What constitutes sexual harassment?**

According to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. Demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography; and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

*Shalje Surt*  
10/10/23

Convenor

Internal Complaints Committee



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## STATUS REPORT

### Establishment of Internal Complaints Committee:

The Internal Complaints Committee in the college was established on 07.01.22 to prevent sexual harassment of women at workplace.

1. Coordinator: Dr. (Smt.) Shailaja Sinha, Associate Professor, Department of Sanskrit
2. Members:
  - (i) Dr. Jaya Dixit, Assistant Professor, Department of Political Science
  - (ii) Dr. Nidhi Sinha, Assistant Professor, Department of Geography
  - (iii) Sri Subodh Choudhary, Assistant Professor, Department of Sociology ,
  - (iv) Dr. Mukesh Kumar, Assistant Professor, Department of ~~Geography~~ History

### Activity Report

We are yet to receive any written complaint/grievance.

Shailja Sinha  
10.10.23  
Co-ordinator  
Internal Complaint  
committee



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प्रधानाचार्य कार्यालय

Date .....

## Office Order

Shri Subodh Choudhary, Proctor and HoD, Department of Sociology is appointed as Coordinator Anti-Ragging Cell till further orders

The members of the aforementioned Cell are as follows

1. Dr Sarita Kumari, Deputy Proctor and Assistant Professor, Department of Sociology
2. Dr. Ashish Kumar, A.N.O. NCC and Assistant Professor, Department of Philosophy
3. Miss Smita Vaidehi, NSS Program Officer and HoD, Faculty of Commerce

*[Handwritten Signature]*  
9.1.23

Dr. Arbind Kumar  
Prof. in Charge

R.K.D. Mahavidyalaya  
Lohia Nagar, Kankarbagh, Patna-20

*[Handwritten Signature]*  
2/1/23



# Ram Krishna Dwarika College

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## Status Report

### Anti-Ragging Cell

#### Establishment of Anti-Ragging Cell

The Anti Ragging Cell in the college was established on 07.01.23 to prevent ragging of freshers with the following members:

#### **Coordinator:**

**Shri Subodh Choudhary, Proctor and HOD, Department of Sociology**

#### **Members:**

Dr. Aashish Kumar, HOD, Department of Philosophy  
Dr. Sarita Kumari, Assistant Professor, Sociology  
Miss Smita Vaidehi, HOD, Faculty of Commerce

#### **Activity Report**

We are yet to receive any written complaint/grievance.

**Shri Subodh Choudhary**  
**Coordinator**  
**Anti-Ragging Cell**



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Date .....

## Office Order

Dr. Ravi Ranjan Prasad, HoD, Department of Economics is appointed as Coordinator Minority Cell till further orders

The members of the aforementioned Cell are as follows

1. Dr. Ram Lagan Prasad, Associate Professor, Department of Geography
2. Dr. Arun Kumar Sharma, Assistant Professor, Faculty of Commerce
3. Mr. Rocky Azad, LDC

Dr. Arbind Kumar  
Prof. In Charge

R.K.D. Mahavidyalaya  
Ram Krishna Dwarika College  
Lohia Nagar, Kankarbagh, Patna-20  
Lohia Nagar, Patna

9.1.23  
21/1/23





# Ram Krishna Dwarika College

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## STATUS REPORT

### ESTABLISHMENT OF Minority CELL:

The Minority cell in the college was established on 07.01.23 with the purpose to empower the Minority students and to make them aware regarding various scholarship program of state and Central Government. Also it helps council and provide guidance regarding issues related to Minority students.

**Coordinator:** Shri Ravi Ranjan Prasad, HoD, Department of Economics

### **Members:**

1. Dr. Ram Lagan Prasad, Associate Professor, Department of Geography
2. Dr Arun Kumar Sharma, Assistant Professor, Faculty of Commerce
3. Shri Rocky Azad, LDC

### **Activity Report**

1. Sent information sheet of Scholarship scheme for college student to all the departments to be displayed on the departmental Notice Boards.
2. Sent information sheet about National Scholarship Portal (NSP) to all the departments to be displayed on the departmental Notice Boards.  
Please find the respective information sheet in the attachment of the Report.
3. Collected Information about the number of students availing scholarship through NSP from Nodal Officer of the college.

*Shri Ravi Ranjan Prasad*

10/10/2023

Shri Ravi Ranjan Prasad  
Coordinator  
Minority Cell



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Date .....


Ref. ....

## Office Order

Dr. Ashish Kumar, HoD, Department of Philosophy and A.N.O. NCC is appointed as Coordinator SC/ST Cell till further orders

The members of the aforementioned Cell are as follows

1. Dr. Umesh Prasad Singh, HoD, Department of English
2. Mr Subodh Choudhary, Proctor and HoD, Department of Sociology

  
9.1.23  
Dr. Arbind Kumar  
Prof. in Charge  
R. K. D. Mahavidyalaya  
Ram Krishna Dwarika College  
Lohia Nagar, Kankarbagh, Patna, Bihar

  
7/1/23



# Ram Krishna Dwarika College

Lohia Nagar, Patna-20

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## STATUS REPORT

### ESTABLISHMENT OF SC/ST CELL:

The SC/ST cell in the college was established on 07.01.23 with the purpose to empower the SC/ST students and to make them aware regarding various scholarship program of state and Central Government. Also it helps council and provide guidance regarding issues related to SC/ST students.


**Coordinator:** Dr. Ashish Kumar, HOD, Department of Philosophy

### **Members:**

1. Dr. Umesh Prasad Singh, HoD, Department of English
2. Mr Subodh Choudhary, Proctor and HoD, Department of Sociology

### **Activity Report**

1. Sent information sheet of Scholarship scheme for college student to all the departments to be displayed on the departmental Notice Boards.
2. Sent information sheet about National Scholarship Portal (NSP) to all the departments to be displayed on the departmental Notice Boards.  
Please find the respective information sheet in the attachment of the Report.
3. Collected Information about the number of students availing scholarship through NSP from Nodal Officer of the college.

  
10/10/2023  
**Dr Ashish Kumar**  
Coordinator  
SC/ST Cell



# रामकृष्ण द्वारिका महाविद्यालय

राजवनीहा लोडिचलण, कंकडुचलण, पलण- 800020  
( पलणललणुडु वलणवलणलण, पलण वडी अलणलणुडु इकलण )

E-mail : principal@collegepatna@gmail.com Website : www.rkdcollegepatna.org Tel. / Fax No. - 0812-2382712

Ref. \_\_\_\_\_

इलणलणलण कलणलण

Date \_\_\_\_\_

## Office Order

Dr. Brajesh Kumar Rai, HoD, A.I.& A.S is appointed as Coordinator OBC Cell till further orders

The members of the aforementioned Cell are as follows

1. Dr. Shekhar Kumar Jaiswal, Associate Professor, Department of Philosophy
2. Dr. Sarita Kumari, Assistant Professor, Department of Sociology
3. Miss Smita Vaidehi, HoD, Faculty of Commerce

*[Signature]*  
9.1.23

Dr. Arbind Kumar  
Prof. in Charge

Ram Krishna Dwarika College  
Lohia Nagar, Kankarbagh, Patna

*[Signature]*  
7/1/23



# Ram Krishna Dwarika College

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## STATUS REPORT

### ESTABLISHMENT OF OBC CELL:

The OBC cell in the college was established on 07.01.23 with the purpose to empower the OBC students and to make them aware regarding various scholarship program of state and Central Government. Also it helps council and provide guidance regarding issues related to OBC students.

**Coordinator:** Dr. Brajesh Kumar Rai, HoD, A.I.& A.S

### **Members:**

1. Dr. Shekhar Kumar Jaiswal, Associate Professor, Department of Philosophy
2. Dr. Sarita Kumari, Assistant Professor, Department of Sociology
3. Miss Smita Vaidehi, HoD, Faculty of Commerce

### **Activity Report**

1. Sent information sheet of Scholarship scheme for college student to all the departments to be displayed on the departmental Notice Boards.
2. Sent information sheet about National Scholarship Portal (NSP) to all the departments to be displayed on the departmental Notice Boards.  
Please find the respective information sheet in the attachment of the Report.
3. Collected Information about the number of students availing scholarship through NSP from Nodal Officer of the college.

*Brajesh Kumar Rai*  
10/10/23

Dr. Brajesh Kumar Rai  
Coordinator  
OBC Cell