



Internal Quality Assurance Cell

Link for required information- 5.1.4.

**1. Implementation of guidelines of statutory/ regulatory bodies:
Documentary and digital references**

i. Policy statement on 'Code of Conduct & Professional Ethics:

https://www.rncollegehajipur.in/facilities.php?page=rules_regulation

ii. Policy statement on 'Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace'; with Annexure-A – Form/ Application to submit grievances relating to sexual harassment:

https://www.rncollegehajipur.in/facilities.php?page=gender_sensitization

iii. Website link to formation of Statutory Committees / Cells in the College:

<https://www.rncollegehajipur.in/admin/production/committees/Statutory%20Committees%20in%20Raj%20Narain%20College.pdf>

(at S.No. 11- Gender Sensitization Cell; 12- Anti- Sexual Harassment Cell; 13- Anti- Ragging Cell; 14- Committee for SC, ST, OBC & Minorities; 15- Internal Complaint Committee.)

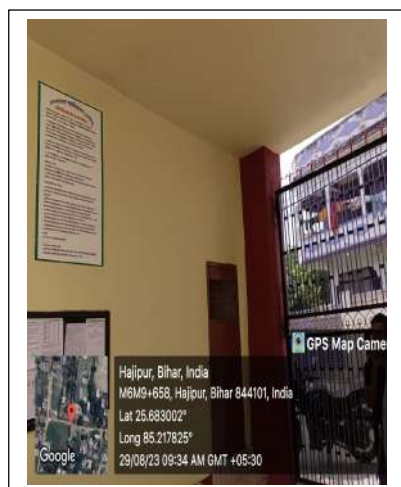
2. Organization wide awareness and undertakings on policies:

i. Website link to 'Report on Institutional Initiatives on Gender Equity' for awareness -

<https://www.rncollegehajipur.in/admin/production/images/Report%20on%20Institutional%20Initiatives%20for%20Gender%20Equity'.pdf>

ii. Display of "Duties & Responsibilities of Internal Complaint Committee" at three (03) important places on the Campus 1. Near the main Entrance Gate, 2. Near the Boys' Common Room, 3. At the Entrance to Girls Common Room:

1



2



3





Internal Quality Assurance Cell

3. **Mechanisms for submission of online/ offline students' grievances-**

i. Annexure-A – Form/ Application to submit grievances **offline** relating to sexual harassment

https://www.rncollegehajipur.in/facilities.php?page=gender_sensitization

ii. Website link to **ONLINE** Google Form to submit grievances relating to sexual harassment:

<https://forms.gle/qs8DZJ4JbLu3qace7>

iii. Website Link to Gender Sensitization: Feedback & Audit Form- to obtain feedback on regular basis in an objective way.

<https://docs.google.com/forms/d/e/1FAIpQLScNCtpVtsyCAHuhFRONH2qA577ExYGVDj4dYPpGQQ3SGedtdw/viewform?pli=1>

4. Report & Analysis of Feedback on Gender Sensitization Initiatives:

https://www.rncollegehajipur.in/facilities.php?page=Report_gender_sensitization

5. Timely redressal of grievances:

Link to Minutes of the meetings of Student Grievance Committee:

<https://www.rncollegehajipur.in/facilities.php?page=Gender%20Sensitization%20Club>

6. IIPA, Patna- Report on the Gender Audit of Raj Narain College, Hajipur.

<https://www.rncollegehajipur.in/admin/production/images/1017703Gender%20Audit%20Report.pdf>

(Dr. Ravi Kumar Sinha)
Principal & Chairperson, IQAC

Raj Narain College, Hajipur

Policy on

**Prevention, Prohibition and Redressal of Sexual
Harassment of Women at Workplace**



Raj Narain College, Hajipur, being a co-education institution, is sensitively committed to the duties and responsibilities of ensuring an academic environment free from any form/instance of gender discrimination and sexual harassment. The College recognizes the inherent worth and dignity of each and every person and, as such, follows a policy of zero tolerance of instances of sexual harassment of women at workplace.

The Policy under reference complies to the judgement of the Supreme Court of India, in August 1997 viz., Vishaka & others vs. the state of Rajasthan & others that every instance of sexual harassment is a violation of "Fundamental Rights" under articles 14, 15 and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under article 19 (1)(g). This also intends to meet the obligation as mandated by the UGC Gazette Notification dated 2nd May, 2016 of "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Girl students in Higher Institutions Regulation Act, 2015".

Policy Statement

1. Scope:

The Policy shall apply without any discrimination to all students, faculty, staff/employee of the Raj Narain College, Hajipur, or third parties whosoever has been found/ reported to have indulged on this College Campus in conduct/ behaviour perceived to be outrageous/ indecent/ inappropriate to the dignity of a female student/ female faculty/ female employee/ a female visitor (parent/ alumna, etc.)

2. Within the ambit of this Policy, the following terms are defined as follows:

"Sexual harassment" will mean any unwanted/ unsolicited conduct/ behaviour with perceived sexual undertones/ gestures/ intentions. It will include:

- i. physical/ verbal/ non-verbal (textual, electronic, visual or graphic) conduct of sexual nature.
- ii. sexually coloured remarks/ demands or requests for sexual favours.
- iii. physical contact/ advances/ showing indecent photographs or videos which are perceived to be humiliating, intimidating or embarrassing.
- iv. any single or repeated sexually coloured behaviour or conduct that appears intimidating or a hostile

'Complainant' shall mean any person reporting an incident of sexual harassment, or on whose behalf such complaint has been filed.

'Respondent' shall mean any person against whom a complaint of sexual harassment has been filed.

Staff or employee of Raj Narain College shall mean anyone employed by Raj Narain College, Hajipur (B. R. A. Bihar University, Muzaffarpur) in any of the Sections including full-time, part-time, casual temporary or contractual staff, researchers and trainees.

Third party shall refer to any person who is not part of the Raj Narain College community.

Raj Narain College community shall include students, faculties, and staff of the University.

Raj Narain College Campus shall include the premises of the encircled College premises.

Prohibition of Sexual Harassment- All instances of sexual harassment at workplace are prohibited and shall be dealt with as per the UGC Regulations and this Policy.

Internal Complaints Committee is the one constituted and notified by the Principal of the College in consultation with the IQAC to look into the incidents of sexual harassment on the Campus of Raj Narain College, Hajipur

3. Constitution of the Internal Complaints Committee (ICC): The Committee shall consist of the following members to be nominated by the Principal:

- i.) a Convener who shall be a senior level Female Faculty member-not below the rank of Professor;
- ii.) two members out of the faculty members who have legal knowledge or expertise in the subject;
- iii.) two members out of the staff/non-teaching employees who have knowledge or experience in the subject;
- iv.) one or two external member(s), preferably a lawyer, familiar with the issues of sexual harassment from governmental/semi-governmental or non-governmental organization;
- v.) two students' representatives (one male and the other female), preferably from postgraduate and research streams respectively;
- vi.) In case, a particular complaint relates to a faculty, representatives from non-teaching employees and students will not be the part of ICC during the resolution of complaint or during inquiry proceedings;
- vii.) In case a complaint relates to a non-teaching employee, representatives from students will not be the part of ICC during the resolution of complaint or during inquiry proceedings;
- viii.) At least half of the members of the ICC shall be women.

4. Who can file the complaint- Any female student, female faculty or female employee, either a member of Raj Narain College community or visitor to this College, may submit in writing (as per the Format given in Annexure-A) a complaint of sexual harassment at workplace to the ICC.

If the complainant is unable to submit the complaint in writing by herself or himself, the ICC may allow any other person to file a complaint on her behalf if found reasonable and appropriate.

5. Filing of Complaint:

- i.) The complainant shall file a complaint in writing before ICC in the given format at the earliest but within 3 months from the date of the incident.
In exceptional cases, the ICC may extend the time limit not exceeding three months by recording the reason.
- ii.) The complaint may be submitted personally or by post to the Convener of ICC
- iii.) In case, the complaint has been submitted online, its hard copy must reach to the office of ICC within 7 working days.
- iv.) ICC shall extend all reasonable assistance to the complainant in drafting the complaint, if needed.

- v.) The complaint should be specific, including the list of witnesses, if any.
- vi.) Before initiating the inquiry, the ICC at the request of the complainant, may take steps to amicably settle the matter between the complainant and the respondent.

6. Inquiry into the complaint:

- i.) On receipt of the complaint, the ICC shall serve notice to the respondent within 7 working days enclosing a copy of the complaint.
- ii.) The respondent shall be required to reply to the notice in writing, along with a list of witnesses, if any, within 10 working days from the date of receiving the notice.
- iii.) During the process of the enquiry, the complainant may be called and heard by ICC and a record of statement may be prepared for future reference.
- iv.) On receipt of the reply of the respondent, the ICC shall provide a copy of the same to the complainant within 5 working days.
- v.) The ICC shall comply with the basic principles of natural justice with regard to the parties concerned during the inquiry.
- vi.) The ICC may try to settle the matter between the parties amicably, subject to the request made by the complainant.
 - i.) The complainant and the respondent shall not be made to face each other during the enquiry.
 - ii.) The ICC, if it so requires, may call upon any person to be a witness, and record his/ her statements on oath.
 - iii.) If the complainant or respondent wishes to cross-examine any witness(s), ICC shall facilitate the same and records the statement(s).
 - iv.) The ICC shall maintain utmost confidentiality of the proceedings in all possible ways.
 - v.) Only the members of the ICC shall be given the confidential documents for perusal during the inquiry meetings.
 - vi.) The proceedings and the statements of witnesses shall be endorsed and authenticated by the persons concerned as well as by the members of ICC present in that meeting.
 - vii.) However, neither the complainant nor the respondent shall be allowed to carry camera or mobile to record the proceedings.
 - viii.) Minutes of the proceedings shall be prepared and authenticated on the same day as far as possible.
- ix.) After the completion of the inquiry, the ICC shall submit a detailed report of its findings, along with reasons to the Principal, along with copy of the report to the complainant as well as respondent.
- x.) Complaints of sexual harassment must be addressed sensitively to avoid causing embarrassment and distress to the Complainants. Hence, proceedings must be held in a closed place.
- xi.) Utmost care must be taken to prevent any disadvantage to or victimization of either the complainant or to the respondent.
- xii.) The inquiry could be terminated or an ex-parte decision may be given, if complainant or respondent remains absent for 3 consecutive hearings, without reason.
- xiii.) 15 days written notice may be given to the party, before termination or ex-parte order.
- xiv.) The identity of complainant as well as respondent must be kept confidential.

7 Interim Relief:

- i.) During process of the inquiry, the committee may recommend to the employer to the Principal to transfer the complainant or the respondent to any other department or section, if feasible.

- ii.) Grant appropriate leave to the aggrieved, subject to rules of leave.
- iii.) Grant such other relief as may be appropriate

8 Appeals:

- i.) ICC shall have no jurisdiction to entertain any request for re-enquiry from any side, i.e. the Complainant, Respondent or any of the witnesses after the submission of the Report.
- ii.) The Appeal may be filed only in the office of the Principal within 90 days of the receipt of the decision of ICC.
- iii.) The Principal, the Convener of the IQAC, and two senior most Professors will form an Appellate, of which two must be female members.

9. Confidentiality of Proceedings:

- i.) The ICC as well as the College shall take utmost care to maintain confidentiality of the identity of both the parties.
- ii.) If any member of the ICC is a witness/related to either party, he/she shall not participate in the inquiry.
- iii.) The identity of the complainant, respondent, witnesses and proceedings of ICC and its decision shall not be published nor shall be released to the press or media, **and it will be outside the purview of the Right to Information Act, 2005.**
- iv.) Legal practitioner will not be allowed to represent either the complainant or the respondent in proceedings before the ICC.
- v.) No decision under this Policy, except the final decision in form of Report of the Inquiry Committee or the Appellate Committee shall be made public.

10. Obligations of College Authorities:

In order to ensure effective implementation of this Policy, the College Administration shall:

- i.) forward all complaints of sexual harassment to the ICC.
- ii.) provide all necessary facilities and other possible assistance to the ICC for smooth conduct of inquiry.
- iii.) provide assistance to the complainant in getting professional counselling and medical services, if required.
- iv.) pay appropriate reasonable amount as honorarium to the external member for attending the ICC meetings
- (5) monitor the timely submissions of the Report(s) by the ICC

11. Punishments, if held guilty of 'sexual harassment'

The ICC shall recommend any or a combination of the following penalties for sexual harassment, which shall be entered in the permanent Service Book of the respondent:

A. In case of students: Depending upon the severity of the violation of code of conduct, one or more than one punishment may be ordered for the erring student, out of the following:

- i.) Warning, reprimand or censure; oral or in writing.
- ii.) Withholding certain privileges from the students such as access to the library, scholarships, identity card.
- iii.) Debarring from the examination.
- iv.) Suspension from the College or restrict entry for a specified period.
- v.) Denial of readmission, in case of serious offence.

- vi.) Public Apology in writing.
- vii.) Withholding of degree.
- viii.) Mandatory counselling.
- ix.) Mandatory attendance in a gender-sensitization workshop.
- x.) Mandatory performance of community service.
- xi.) Debarment from holding any position of responsibility in the College.

B. In case of employee:

In case the offence is proved against the respondent or it is found that the complaint was either frivolous or vexatious, action may be taken against anyone of them under the service rules or other rules, regulations, guidelines of the University. Some of these are as follows:

- i.) May be censured or reprimanded or warned.
- ii.) May be asked to submit written apology.
- iii.) Salary increment be withheld or promotion deferred for specified period.
- iv.) Suspension.
- v.) Termination, in severe case.

C. Penalties for Third Parties:

Any or a combination of the following penalties could be imposed for sexual harassment:

- i.) Bar from entering the Raj Narain Campus.
- ii.) Withdrawal of certificate for successful completion of, or participation in, any conference, seminar, programme or competition organized by the College.
- iii.) Warning or Reprimand in writing.
- iv.) Any other appropriate action as per the applicable rules of Raj Narain College.

12. Annual Reports:

The ICC shall prepare an Annual Report containing details of the cases filed, if any and their disposal etc. and forward a copy thereof to the Principal of the College.

14) False, Frivolous or Vexatious Complaints

13. Strict disciplinary action shall be taken by the College Administration in case any complaint is proved to be false or found to be lacking seriousness or sound basis or intending to harass someone or filed to settle the score unrelated to complaint filed. to be taken in this matter.

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Professor (Dr.) Ravi Kumar Sinha
Principal
Raj Narain College, Hajipur



Raj Narain College, Hajipur
(Anti-sexual Harassment Cell)

1. Name of the Complainant:
2. Designation (student/ faculty/ employee):
3. Qualification/ details:
3. Contact Details
(complete postal address, mobile no., landline no., email id):
4. Name of the Employer / Name of the Department (for student):
5. Designation of the Employer:
6. Date & Time of Incident alleged:
7. Brief Details of the incident (s):
8. Name of the Respondent:
9. Power Relation with Respondent:
10. Designation/ class details of Respondent:
11. Employer of Respondent:
12. First reaction after/during the alleged Incident:
13. Representation/Complaint before any other fora/agency:
If yes, brief details and copies:
14. List of Witnesses, if any:
15. Witnesses' details, addresses, contact No.:
16. Relationship with the witnesses, if any:
17. Any previous grievance/incident caused by Respondent:
If yes, give details:
18. Whether complaining within 3 months of incident:
If not, give reasons:
Complaint: Hand-written _____ Typed _____ Handed-over _____
Mailed _____ Posted _____
Give details of mode of filing the complaint:

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Internal Quality Assurance Cell

Committees in the College

A. Statutory Committees (constituted as per the University/ Government rules)

1. College Development/ Building Committee

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|---|---|
| i. Principal as Chairperson | Dr. Ravi Kumar Sinha |
| ii. Two Senior most faculties of the College: | Dr. Rosline Soren, HoD Botany |
| iii. do : | Dr. Mona Tabassum, HoD Psychology |
| iv. One University Representative | Dr. Shivanand Singh, HoD, University Deptt. of Zoology, B. R.A. B.U. Muz. |
| v. Secretary of the BUTA Unit | Dr. J. P. Tripathi, Dept. of Maths. |
| vi. Local Assistant Engineer | Er. Lalitesh Kumar, Hajipur |

2. College Purchase/ Auction/ Sale Committee

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|---|---|
| i. Principal as Chairperson | Dr. Ravi Kumar Sinha |
| ii. Two Senior most faculties of the College: | Dr. P. K. Yadav, Deptt. of Pol. Science |
| iii. : | Dr. Vijay Kumar, HoD Chemistry |
| iv. One University Representative | Dr. S. P. Singh, R.D.S. College, Muz. |
| v. President of the BUTA Unit | Dr. Sunil Kumar Singh, HoD, Philosophy |

3. Accounts & Finance

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|-------------|---------------------------------|
| i. Bursar | Dr. Khalid Hussain Siddiqui |
| ii. Member | Sri Rajiv Kumar Singh (Sr. A/C) |
| iii. Member | Sri Arvind Kumar (A/C) |
| iv. Member | Sri Nawal Kishore Singh |

4. Admission Committee

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|-------------|--|
| i. Convenor | Dr. Khalid Hussain Siddiqui, Dept. of Pol. Sc. |
| ii. Member | Dr. Vijay Kumar, Deptt. of Zoology |
| iii. Member | Dr. Vijay Kumar, Deptt. of Chemistry |
| iv. Member | Dr. Rupa Jamuar, Dept. of Psychology |
| v. Member | Dr. J.P. Tripathi Dept. of Mathematics |

5. College Examination Department

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|---------------------------------------|-------------------------------------|
| i. Principal as Centre Superintendent | Dr. Ravi Kumar Sinha |
| ii. Deputy Centre Superintendent | Dr. Vijay Kumar, Dept. of Zoology |
| iii. Additional Centre Superintendent | Dr. Rupashree Jamuar, Dept. of Psy. |



Internal Quality Assurance Cell

6. Internal Quality Assurance Cell (IQAC)

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|-------|---------------------------|--|
| i. | Principal-cum-Chairperson | Dr. Ravi Kumar Sinha |
| ii. | Coordinator | Dr. Shashi Bhushan Kumar, Associate Professor of Political Science |
| iii. | Member | Dr. Khalid Hussain Siddiqui, Bursar |
| iv. | Member | Dr. Uma Pathak, HoD Sanskrit & Convener of Cultural Committee |
| v. | Member | Dr. P. K. Yadav, President, Athletics & Games |
| vi. | Member | Dr. Mona Tabassum, Convener of Counselling Cell |
| vii. | Member | Dr. Rosline Soren, Convener, Gender Sensitization Cell |
| viii. | Member | Dr. J. P. Tripathi, Teachers' Representative |
| ix. | Member | Dr. K. A. Narain, Prog. Officer, NSS |
| x. | Member | Ms. Khushbu Kumari (PG, UGC-NET) Representative from Guest faculties & Resource Persons in the College |
| xi. | Members | Sri Prem Shankar, H/A (Office) Representative from the Office Staff |
| xii. | Member | Advocate Sri Chandeshwar Prasad Other Stake holder/ Community |
| xiii. | Member | Dr. Satyendra Kumar, Faculty of S.N.S. College Alumni / Parents' Representative |
| xiv. | Member | Mr. Satayajit Kumar, Nominee from Industry |
| xv. | Member | Ms. Shikha Simran, Students' Representative (PG) |
| xvi. | Member | Mr. Nitesh Kumar, Students' Representative (PG) |

7. National Service Scheme

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|------|-------------------|---|
| i. | Programme Officer | Dr. Archana Kumari, Professor of Pol. Sc. |
| ii. | Member | Dr. Priyanka Chatterjee |
| iii. | Member | Dr. Adil Rashid |

8. Proctorial Board-cum- Enforcement & Discipline Committee

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|------|----------|------------------------------------|
| i. | Proctor | Dr. Dr. Anuradha Jaiswal (History) |
| ii. | Member-1 | Dr. Sunil Kumar Singh |
| iii. | Member-2 | Dr. Rosline Soren |
| iv. | Member-3 | Dr. Usha Chaudhary |
| v. | Member | Sri Prem Shankar (H/A) |



Internal Quality Assurance Cell

9. Library Committee

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|------------------------------|------------------------------|
| Professor-in-charge, Library | Dr. Sunil Kumar Singh |
| i. Member | Dr. Mona Tabassum |
| ii. Member | Dr. Adil Rashid |
| iii. Member | Sri Sandeep Kumar, Librarian |

10. Sports & Games Committee

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|--------------------------------------|------------------------------------|
| i. President-cum- Professor incharge | Dr. Pawan Kumar Yadav (Pol. Sc.) |
| ii. Member | Dr. Sunil Kumar Singh (Philosophy) |
| iii. Member | Dr. Rupashree Jamuar (Psy.) |
| iv. Member | Dr. Anjana (History) |

11. Gender Sensitization Cell

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|-------------|----------------------------------|
| i. Convenor | Dr. Roslin Soren (Botany) |
| ii. Member | Dr. Mona Tabassum (Psy.) |
| iii. Member | Dr. Priyanka Chatterjee (Botany) |
| iv. Member | Dr. Sushma Kumari (Zoology) |
| v. Member | Dr. Naiyar Perwez (Physics) |

12. Anti-Sexual Harassment Cell

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|-------------|-----------------------------|
| i. Convener | Dr. Sushma Kumar (Zoology) |
| ii. Member | Dr. Vijay Kumar (Chemistry) |
| iii. Member | Dr. Usha Chaudhary (Psy.) |
| iv. Member | Dr. Adil Rashid (Urdu) |

13. Anti-Ragging Cell

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|-------------|--|
| i. Convener | Dr. Khalid Hussain Siddiqui (Pol. Sc.) |
| ii. Member | Dr. Rupashree Jamuar (Psy) |
| iii. Member | Dr. Nitu Bharti (Botany) |
| iv. Member | Dr. Naiyar Perwez (Physics) |

14. Committee for SC, ST, OBC & Minority

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|---------------------------------|---------------------------------------|
| i. Convener | Dr. Khalid Hussain Siddiqui, HoD Pol. |
| ii. Science | |
| ii. Member | Dr. Rosline Soren, HoD Botany |
| iii. Member | Dr. Usha Chaudhary (Psychology) |
| iv. Member | Dr. Adil Rashid (Urdu) |
| v. Member | Dr. Shyam Kishore (Hindi) |
| vi. Member (from N.T. Employee) | Mr. Arvind Kumar (Accountant) |




Internal Quality Assurance Cell

15. Internal Complaint Committee

- i. Convener
- ii. Member
- iii. Member
- iv. Member

Dr. Khalid Hussain Siddiqui
Dr. Sushma Kumari (Zoology)
Dr. Archana Kumari (Pol. Sc.)
Ms. Nitu Bharti (Botany)

Approvals


PRINCIPAL
Raj Narain College, Hajipur

(Dr. Ravi Kumar Sinha)
Principal & Chairperson, IQAC





Internal Quality Assurance Cell

Report on 'Institutional Initiatives for Gender Equity'

A. Gender Equity in Curriculum:

Course Title: GE: 1. Human Rights

Course Objectives:

Students will be able to know Evolution of the Concept of Human Rights, diversity, and multiculturalism, theoretical and conceptual aspects of Human Rights.

Course Title: GE: 1. Family Management

Course Objectives:




Students will be able to learn housekeeping and understand the importance of communication and care in family.

AECC-II: Human Values & Professional Ethics (3 Credits)







Gender Sensitization (2 Credits)

B. Gender Equity in Co-curricular activities:

Details Seminars/ Webinars on Gender Issues organized during 2017- 2022

S. N o.	Name of the Event/ Program me	Date	Duration in days / No. of Participants	Number of Participants
	Seminar on 'Mental Health Awareness'	10 th Oct, 2017	01 56	
	Seminar on 'Reading as a Woman: Feminism in India'	12 th July, 2019	01 157	  <p style="text-align: center;">Female Students anchoring the Program.</p>



	International Women's Day-2022	08.03.2021		
	Webinar on 'Contextualizing Gender Issues'	28/06/2020	0167	 
	National Webinar on 'Managing Mental Well-being'	12/07/2020	0195 (+450 through Webcast)	
	Webinar on the topic Lok Sangeet.	12/06/2021	0196 (Online)	
	Rainbow-III Cultural Program	26.10.2021	0175	
	Webinar on 'Human Rights: Meaning & Significance in Modern Age' (Collaboration with IIPA, Bihar)	30/01/2022	01450	









International Women's Day-2022	08 March 2022	135	
Seminar on Gender Sensitization	20 Jan., 2023		
International Women's Day	08 March, 2023	65	
Installation of Sanitary Pads Vending Machine	2019	76	

C. Promotion of Gender Equity in extra-curricular activities:

'Creative Session-Rainbow' organized by the Deptt. of English	22nd Oct., 2018	01 190	
National Anthem Singing Competition	12 Aug., 2021	176	



	(Azadi Ka Amrit Mahotsav)			 <p>हजीपुर 13-08-2021</p> <p>आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा:</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p>
	Cultural Programme on Teachers' Day- 2021	05/09/2021	01 261	
	Cultural Program on the occasion of Hindi Diwas	14 Sept.' 2021		 <p>भारत हमेशा एकता में रखता है विश्वास</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p>
	'Rainbow-III:A Moment of Togetherness'- Annual Literary-cum-Cultural Programme by the Department of English	26/10/2021	01 175	 <p>हजीपुर 27-10-2021</p> <p>रेनबो कार्यक्रम को छात्रों ने गीत-संगीत की प्रस्तुति से बनाया यादगार</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p> <p>हजीपुर (राज नरैन) - आज का दिन हमारे देश के आजादी का अमृत महोत्सव का दिन है। इस दिन हमें अपने देश की आजादी का अमृत महोत्सव का राष्ट्रगान के साथ आगा।</p>
	The Republic Day-2022 Celebration: 1-Flag hoisting & National Anthem, & Vande Matram	26/01/2022	01 560	 

(NCC Cadets) Girls are always at the top !









	2-Parade by NCC Cadets 3-Judo Karate			
	Annual Sports Meet	6-8 April 2022	03 260	
	International Day for Yoga	21 June 2022	Drama on Yogic Aasana, by female students of PGDYS	
	Sawan Mahotsav- Mehandi	09/07/2 022	22	

D. Facilities for Women on the Campus include:

1.	A Separate Girls' Common Room with 3 Washrooms		
		Girls Common Room	Attached Washrooms



2.	1. Sanitary pad vending machine in Girls Common Room 2. Water Purifier in Girls Common Room	 
3.	Separate toilets for female students and female faculties on Campus and in Examination Hall.	  
		Science Block Exams. Hall Near BCA Office
5.	Separate Reading Room in the Library.	

E. Supporting documents for criterion 7.1.1. -

1. Weblink to 'Report on Gender Equity- 2020-22' (IIPA, BRB, Patna)

<https://www.rncollegehajipur.in/facilities.php?page=report>

2. Weblink to 'Policy on Redressal of Sexual Harassment' & Form to submit Grievances.

https://www.rncollegehajipur.in/facilities.php?page=gender_sensitization

Raj Narain College, Hajipur

(A Constituent Unit of B. R. A. Bihar University, Muzaffarpur)

NAAC Accredited with Grade “B” (2.57)

Website: <http://www.rncollegehajipur.in>

Report & Analysis of Feedback on Gender Sensitization Initiatives

“The function of Naye-Talim is not to teach an occupation, but through it to develop the whole man.”- M. K. Gandhi

Raj Narain College, Hajipur

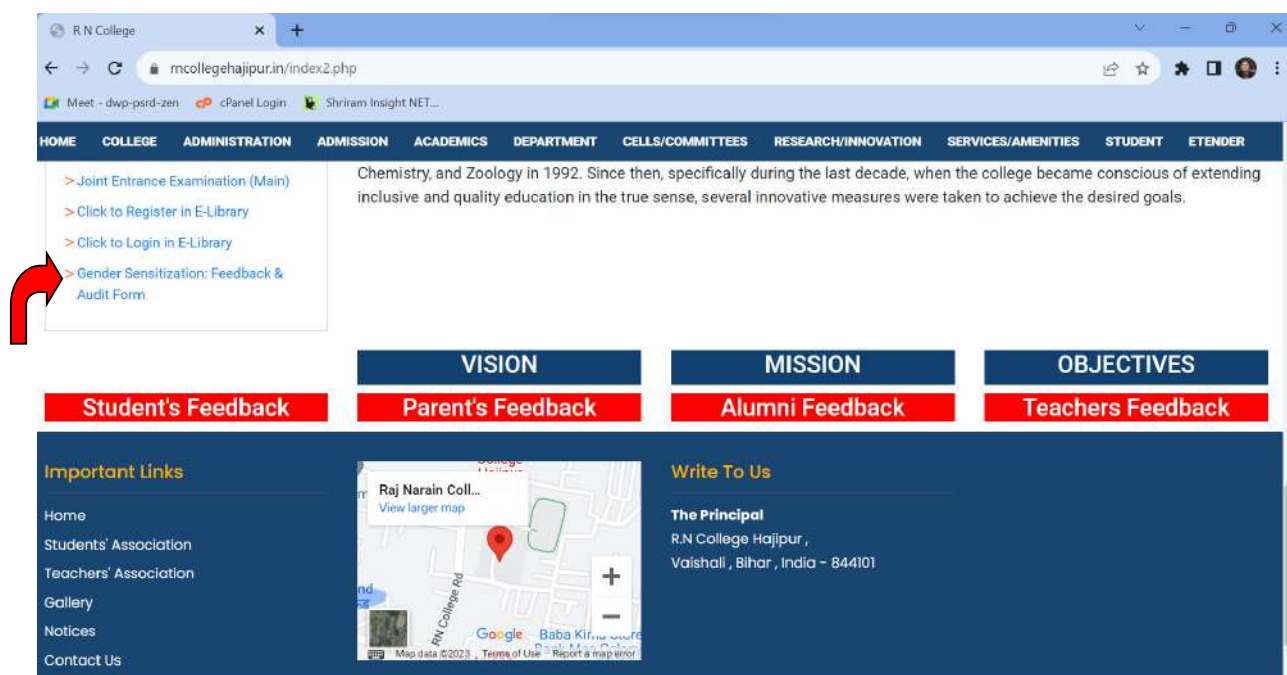
Feedback Committee Report 2020-21

Feedback Type : Online

Website address : <http://www.rncollegehajipur.in/index2.php>

Direct Link URL : <https://forms.gle/LWdm3YVKzNidEpd59>
<https://forms.gle/v5n38iymwQYQJYAg8>

Screen Shot of Online Gender Sensitization Feedback Panel:



Summary of Statistics of Feedback Received:

S. N.	Feedback Category	Total numbers of recordedfeedback	Average Opinions of Answer in Percentage
1	Students' Feedback	216	86.34%

Average Rating of All Stakeholders Feedback Response found to be 86.34 %Scale for Opinion of All Students found to be at Rank A (100-80).

Raj Narain College, Hajipur

Gender Sensitization Feedback Committee Report 2020-21

Category : Students' Feedback

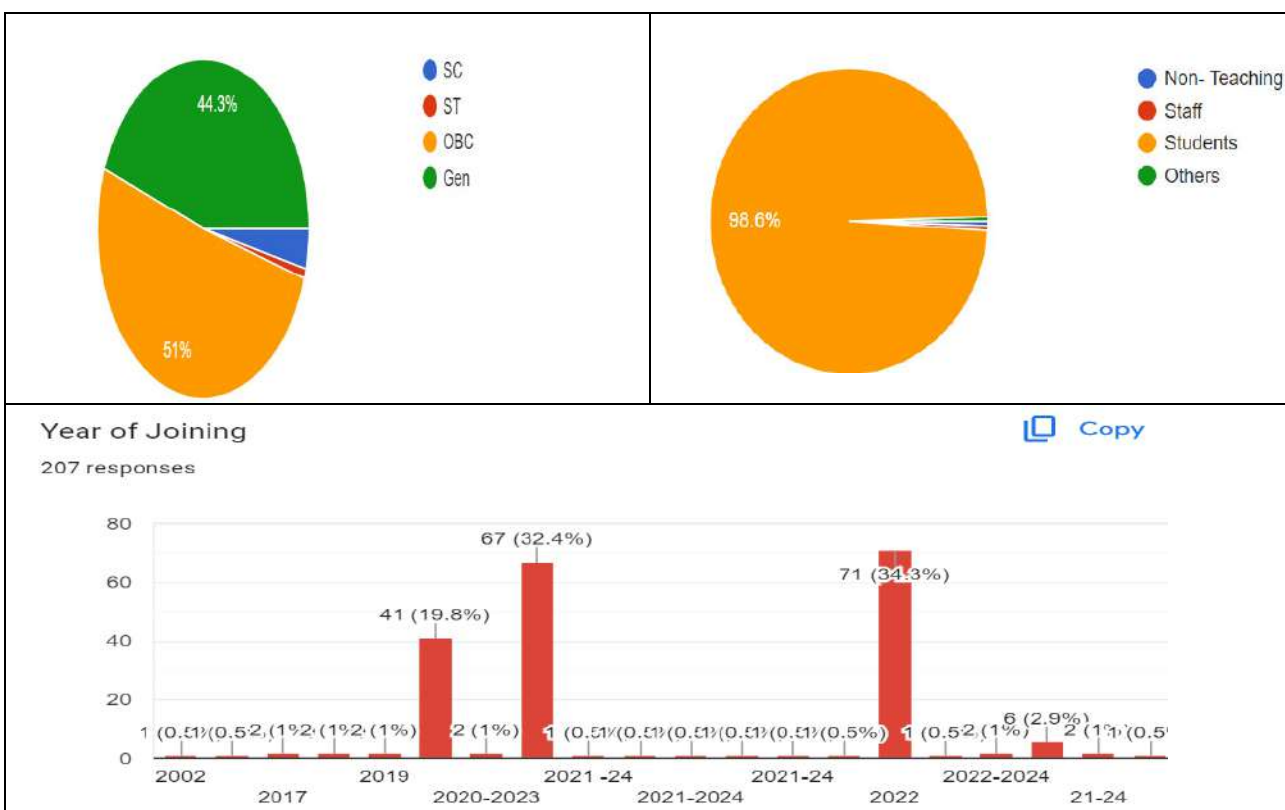
Total number of Students' recorded feedback : 216

Total number of questions attempted : 17

Feedback Type : Online

Website address : <http://www.rncollegehajipur.in/index2.php>

Direct Link : <https://forms.gle/v5n38iymwQYQJYAg8>

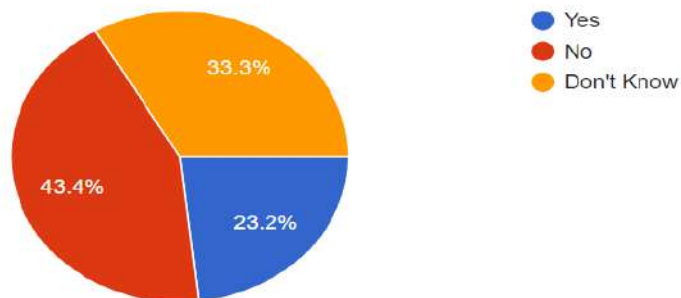


Gender Sensitization Feedback Analysis

Q.1

Whether there is a published policy to deal with sexual harassment complaints, if any ? :

198 responses

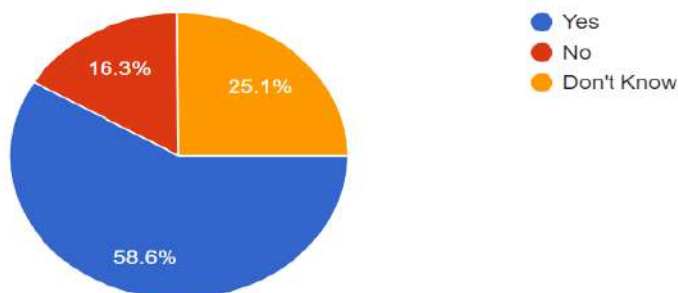


Q.2

Whether this policy is easily available to everyone in the College ?

 Copy

203 responses

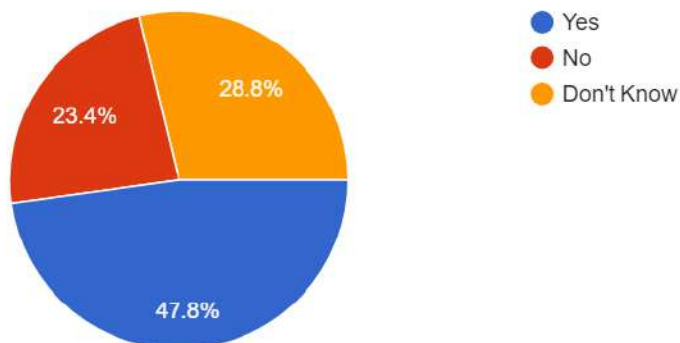


Q.3

Whether 'Internal Complaints Committee' is in place ?

 Copy

205 responses

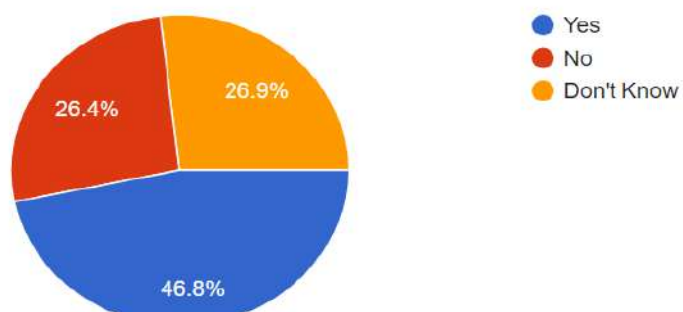


Q.4

Are you aware if there is a written procedure for handling such complaints ? :

 Copy

201 responses

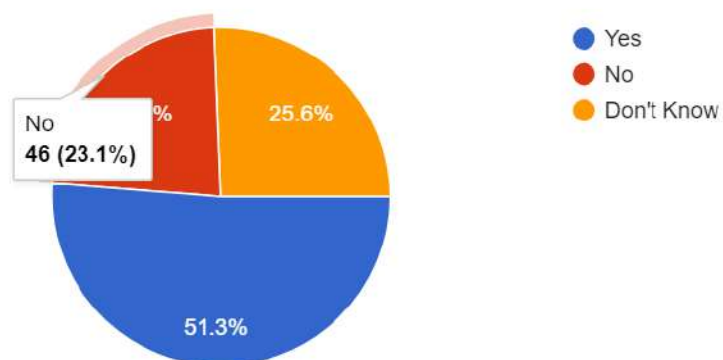


Q5.

Is it easy for everyone to approach the committee for complaint redressal ?

 Copy

199 responses

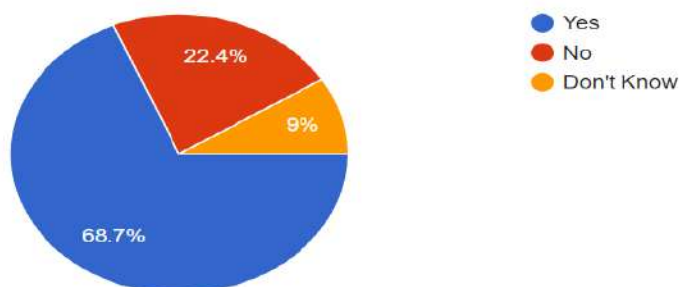


Q.6

Whether meetings/ Lectures /Workshops /Seminars / Webinars on Gender Sensitive issues were organized to explain the policy and methods ?

 Copy

201 responses

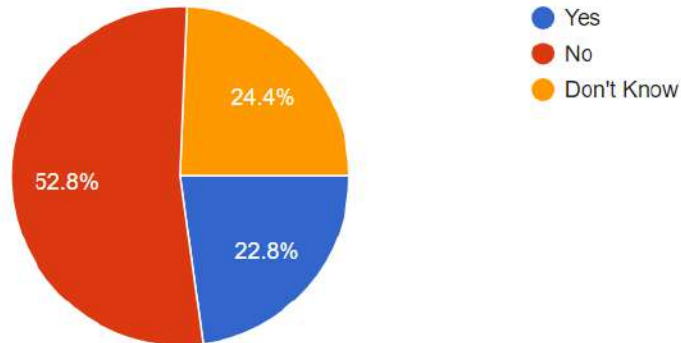


Q7.

Whether you , or anyone else you know, has made a complaint on related issues ?

 Copy

197 responses

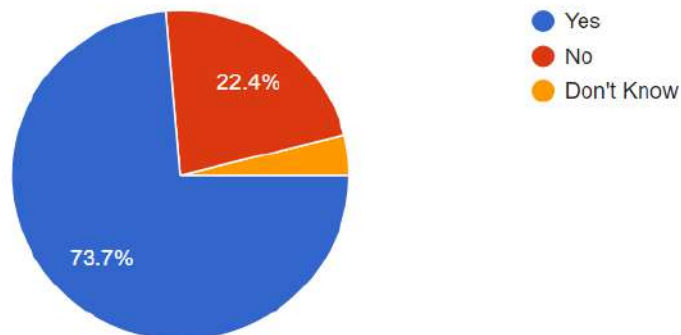


Q.8

Whether CCTV Cameras are available on the Campus ?

 Copy

205 responses

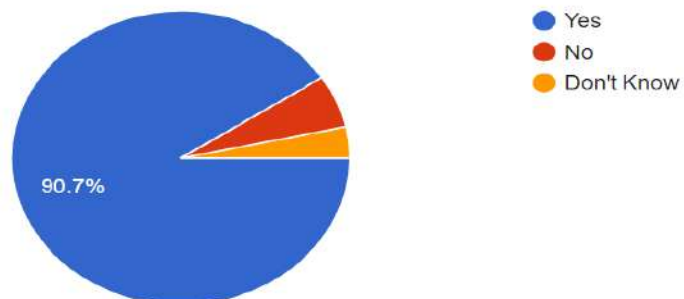


Q9.

Does the college have separate common rooms and separate toilets for male and female staff and students on the campus ?

 Copy

205 responses

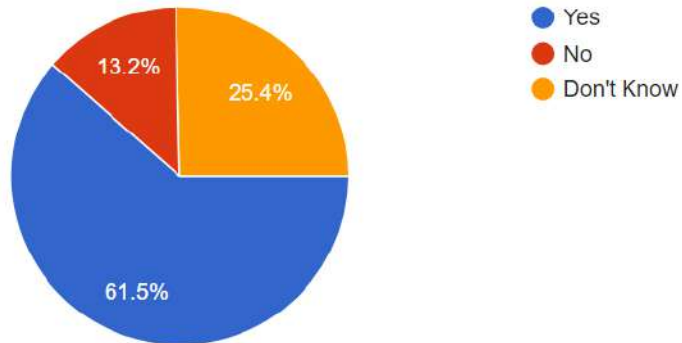


Q10

Does the Female Common room maintain hygiene ?

 Copy

205 responses

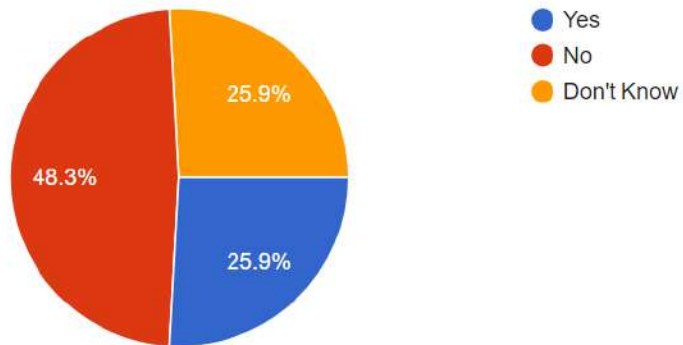


Q11.

Is 'Sanitary Napkins Vending Machine' installed in the campus?

 Copy

201 responses

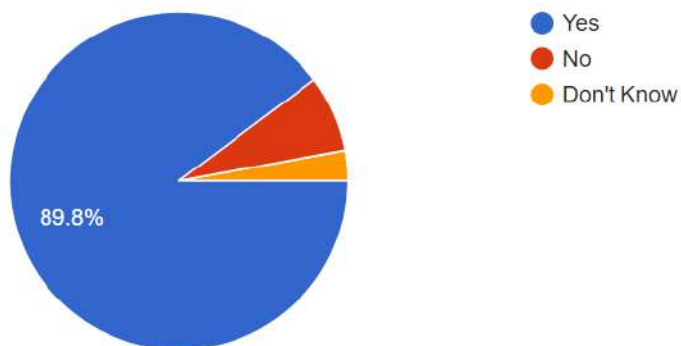


Q12

Whether female security guards are available on the Campus ?

 Copy

205 responses

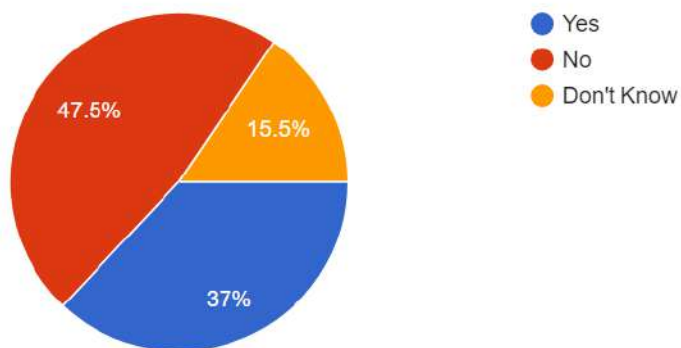


Q13

Whether helpline numbers are clearly displayed at various places on the Campus ?

 Copy

200 responses

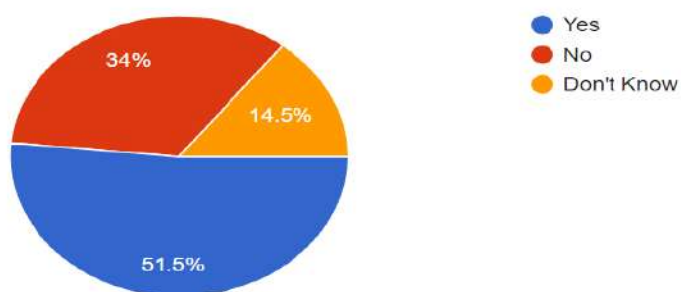


Q14

Whether there is a provision of a suggestion/ complaint box on the Campus ?

 Copy

200 responses

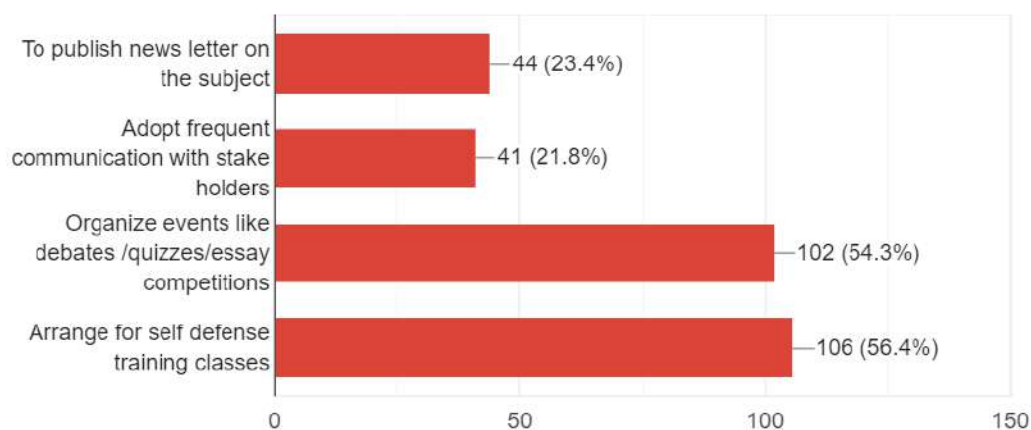


Q15

Do you have any suggestion for enhancing the awareness about Gender the sensitive issues among teaching faculty, non teaching staff, and students . You may select more than one option

 Copy

188 responses

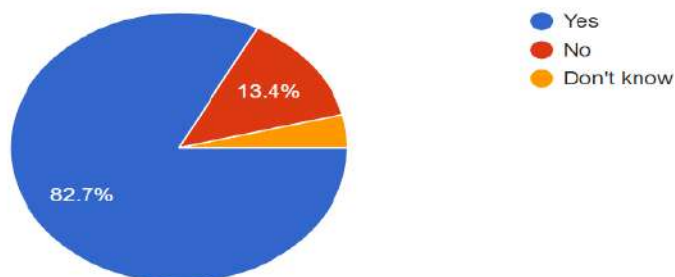


Q16

Do you feel both male and female students get equal treatment from the members of faculties and office staff ?

[Copy](#)

202 responses

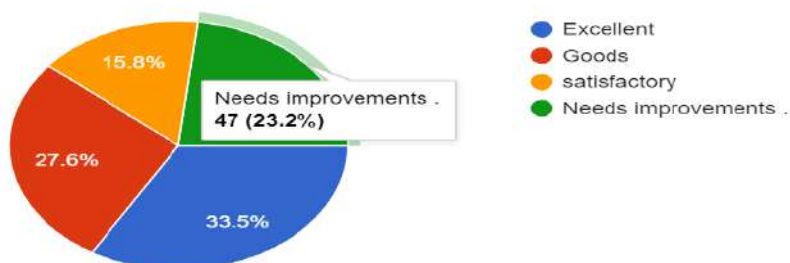


Q17

How would you rate your college on the basis of overall gender related policies , facilities and handling of issues ?

[Copy](#)

203 responses



This report has been prepared by following members:

SN	Name of Teachers	Designation
1.	Dr. Ravi Kumar Sinha	Chairperson, IQAC
2.	Dr. Sushma Kumari	Member
3.	Dr. Pawan Kumar	Member
4.	Dr. Mona Tabassum	Member
5.	Dr. Nitu Bharti	Member
6.	Dr. Usha Choudhary	Member
7.	Dr. Rakesh Ranjan	Faculty, BCA


PRINCIPAL
 Raj Narain College, Hajipur

Raj Narain College, Hajipur

Internal Complaints Committee

REPORT OF GRIEVANCES (2017- 2022)

1. Number of complaints reported to ICC:

- (i) One complaint was reported in 2016-2017 against a non teaching staff related to harassment.
- (ii). One complaint was reported in 2017-18 by a student against a teacher.
- (iii) No complaints was reported in 2018-19
- (iv) No complaint was reported in 19-20
- (v.) One complaint was reported by BCA Students regarding quarrel with outsider in 2020-2021
- (vi). One complaint was reported by Yoga Students against the non teaching staff member in 2021-22.

Measures taken by ICC with respect to grievances.

(i) 2016-17

For the complaint reported by the department ,a committee was constituted and after submitting an interim report to the principal the non teaching staff was suspended for two months.

(ii) 2017-18

For the complaint reported by the student an interim report was submitted to the principal. The case was closed because due to family pressure she withdrew the complaint . She did not pursue the matter.

(iii) 2018-19 : Not applicable.

(iv) 2019-2020: Not applicable

(v) 2020-21

For the complaint reported by the BCA students the principal took quick action and called police from nearby thana and the matter was handled without any complication.

(vi) 2021-22

For the complaint reported by the students the non teaching staff was suspended for one month and the case was closed because the student withdrew her complaint.

1Dr.Khalid Hussain Siddiquei

2 Dr.Sushma Kumari

3 Dr. Pawan Kumar

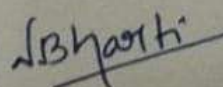
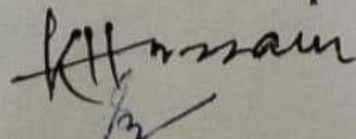
4 Mrs. Nitu Bharti

Convenor

Member

Member

Member



RAJ NARAIN COLLEGE, HAJIPUR
ANTI SEXUAL HARASSMENT CELL

Report of Sexual Harassment (2017-22)
Number of complaints reported:

1. One report of sexual Harassment was reported **against** a non teaching staff in 2017-18.
2. No complaint was reported in 2018-19
3. One complaint was reported by a student of BA 2nd year (Psy) against a senior in 2019-20.
4. No complaint was reported in 2020-21.
5. One complaint was reported by a **yoga student** against an outsider in 2021-22.

MEASURES TAKEN BY THE ANTI SEXUAL HARASSMENT CELL

2017-18

For the complaint reported by the ~~stu~~ student a meeting was held by Gender Sensitization Cell, and a report was submitted to the Principal and it was decided to suspend the non teaching staff for one month.

2018-19

Not Applicable

2019-20

The boy student was given warning and the case was closed because the girl withdrew the complaint.

2020-2021

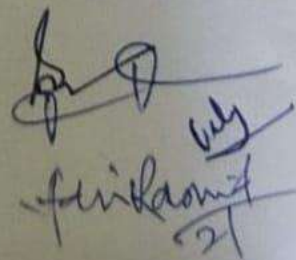
Not Applicable

2021-2022

The complaint was received from outside the campus so the complaint was reported to the near by Mahila thana.

1. Dr. Sushma kumari
2. Dr. Vijay Kumar (Chemistry)
3. Dr. Usha Chaudhary
4. Dr. Adil Rashid

Convener
Member
Member
Member



RAJ NARAYAN COLLEGE HAJIPUR
Counselling Cell

Report of Counselling Cell

A 'Counselling Cell' is running successfully in the department of Psychology. Students with Psychological and behavioural issues come to the cell and they are provided proper counselling to them. So many students and faculty members are benefitted.

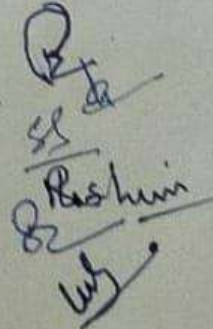
In 2017-18 we received five types of complaint like anxiety, Depression, Loneliness Relationship Problem and phobia.

In 2018-19 we received two cases of academic anxiety.

In 2019-20 we received four cases of relationship problem, Emotional anxiety, suicidal thought and academic anxiety.

Due to the pandemic Covid -19 college was closed and there was a lockdown . In this Period we received phone calls from the students . They were anxious , fearful, stressed, feeling of loneliness and uncertainty. Keeping in view the seriousness of the problem the Counselling Cell started an online Mental Health Awareness programme From the international platform "Yehi Hai Zindagi" . That was a very Successful programm.Lot of people benefited from those sessions. We organized a National level Webinar on the topic "Managing Mental Health and Well being during Covid-19. That was a very successful webinar. Dr. Waheeda Khan Ex- HOD of Jamia Millia Islamia and director of SGT University Gurugram was chief speaker.

- | | |
|-------------------------------------|----------|
| 1. Dr. Ravi Kumar Sinha (Principal) | Patron |
| 2. Dr. Mona Tabassum | Convenor |
| 3. Dr. Suman Sinha | Member |
| 4. Dr. Rupa Lakshmi | Member |
| 5. Dr. Rupashree Jamuar | Member |
| 6. Dr. Usha Choudhry | Member |





Indian Institute of Public Administration

Bihar Regional Branch

भारतीय लोक प्रशासन संस्थान, बिहार रिजनल ब्रांच

website <www.iipabiharbranch.org>

Contact - e-mail <iipabihar@gmail.com>

Verma's Shiva Path, New Purendrapur

Patna - 800 001

Mob: 70042665500, 7762882579, 9693781950

Ref. No. Act/2022-5

Date 22nd July '22

Report on the Gender Audit of R N College, Hajipur

A Team of Indian Institute of Public Administration, Bihar Regional Branch, Patna has conducted the gender audit of R. N. College, Hajipur for the years 2020, 2021 and 2022 as per request of the Principal and as the collaborating institution. The team members were Dr Henna Tabassum, Head, P G Department of Sociology, A N College, Patna (NAAC Grade A and CPE Status of UGC) and member EC of the Branch, Dr Rajesh Kumar, Joint Secretary of the Branch and Dr R K Verma (the undersigned), Hony Secretary of the Branch. The male-female ratio of the students enrolled, facilities provided to female students, male-female ratio of teachers and participation of girl students in the curricular and extracurricular activities of the College were taken into consideration. On the basis of the physical verification and records available, we have the following observations:

1. The share of female in enrolment ratio course-wise and year wise were as below
 - a. In UG courses, 43.3 percent female students were in the year 2020-2021 as compared to 47.9 percent in 2021-2022.
 - b. In PG courses 48.6 percent female students were in the session 2020-2022 as compared to 49.8 percent in the session 2021-2023
 - c. Besides the ratio of female students in vocational courses like BBA, BCA, Bio Tech and Psychology was greater than that of the conventional courses
2. Facilities provided to the Female Students:
 - a. The College has separate and well equipped Girls Common with toilet, water filter and cooling machine
 - b. Sanitary Pad Vending Machine inside the Girls Common room
 - c. The College has 13 toilets/washrooms for female students at several points on the campus
 - d. Provisions have been made for separated reading rooms for female students in both the **Central Library** and **e-Library**
 - e. Provisions of skill enhancement of the female students have been made like **Basic Computers** and **Free Tailoring** under **Learning and Earning Initiative**
3. Among the permanent teachers of the College the female teachers constitute almost the half of the entire teaching staff. In addition to the permanent teachers, the ratio of female Guest teachers was found equal to male Guest Teachers
4. There are large number of seminars/extra-mural lectures/talks held in the College during the period under assessment. We found that the female teachers took the lead role in

PTO
Ref



Indian Institute of Public Administration

Bihar Regional Branch

भारतीय लोक प्रशासन संस्थान, बिहार रिजनल ब्रांच

website <www.iipabiharbranch.org>

Contact - e-mail <iipabihar@gmail.com>

Verma's Shiva Path, New Purendrapur

Patna - 800 001

Mob: 70042665500, 7762882579, 9693781950

Ref. No.

Date

organizing the above events and girl students, as found in the records, were actively participating in these activities both as participants and organizing members. At most of the occasions, the girl students performed the job of anchoring, presenting Kul Geet of the College, Welcome Song, playing drama etc. There is a Cultural Team headed by female teachers accompanied by girls in majority in the Team who performed hand in hand with the boys.

5. A number of seminars and lectures were conducted on the gender issues in the College during the period under assessment like observing Women's Day, Feminism and Gender Bender, Women Empowerment etc. In addition to women resource persons, the women representatives of Urban Local Body attended such seminars.
6. The performances of the female teachers in the areas of conducting classes and research publications of high order were found better. In addition, the female teachers of the College have attended academic activities of other institutions of higher education as Resource Persons.

R.K. Verma
22/07/2022
(R. K. Verma)
Hony. Secretary