

A.N. COLLEGE, PATNA

CURRICULUM VITAE

Name: Dr. KAVITA RAJ

Designation: ASSISTANT PROFESSOR

Department: PUBLIC ADMINISTRATION

E-Mail Id: kavikks_raj@yahoo.co.in

Research Profile:

- VIDWAN Id Link
- Google Scholar Link:
- ORCID ID Link:
- ResearchGate ID Link:



1. Personal Information

- Name: Dr. Kavita Raj
- Designation: Assistant Professor
- Department: Public Administration
- Date of Birth:18/01/1976
- Gender: Female
- Category: SC
- Address (Residential):**D/o Sri R.B.Das,A/391A.G.Colony,Near Shiv Temple,p.O.Ashiana Nagar ,Patna:-800025**
- Mobile Number:**9835077472**
- Email ID: **kavikks_raj@yahoo.co.in**
- Date of Joining:**15/06/2022**

2. Educational Qualifications

Exam Passed	School/College	Board/University	Year of Passing	Division	% of Marks
Matriculation	Bankipur Girls High, School Patna.	B.S.E.B., Patna	1991	1 st Class	62.5
I.Sc.	Bankipur (10+2) Girls High School, Patna.	B.I.E.C., Patna	1993	1 st Class	60.5
B.Sc.Zoology (Hons.)	J.D. Women's College, Patna	Magadh University	1998	2 nd Class	50.9
P.G. in Pub. Adm.	A.N. College, Patna	Magadh University	2004	1 st Class	62.7
P.G. Diploma in Radio Broadcasting	IGNOU	IGNOU	2005	Grade-A Medalist	Gold
Certificate course in Disaster Management	IGNOU	IGNOU	2012	1 st Class	69
M.A.in Journalism and Mass communication	Nalanda Open University	Nalanda Open University	2016	1 st Class	68.86

3. Teaching /Working Experience

DURATION (YEAR–YEAR)	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED
From June 2022	A.N.College,Pana	Assistant Professor & Head(From 25 August 2023)	Teaching and other assignment given by Principal
2018 to June 2022	A.N.College,Pana	Guest Faculty, P.G. Dept. of Public administration	Teaching
2018	Nalanda Open University, Patna	Counsellor ,Public Administration	Teaching
February 2019	Deep Narayan Singh Regional Cooperative Management Institute ,Patna	Visiting Training Faculty	Teaching
08-07-2011 to 06-07-2012	BIPARD,ATI,Bihar,Patna	Associate Consultant, Disaster Management	Co –ordinate Training Programme related to Disaster Management
30-09-2008 to 30-10-2009	Gyan Vani, FM Educational Radio of IGNOU, Shillong.	Assistant Station Manager	Arranged all work related to Radio Programme (Selection of Expert, Recording Editing & Scheduling of Broadcast)
19-12-2007 to 18-06-2008	Gyan Vani, FM Educational Radio of IGNOU, Indore.	Assistant Station Manager	Arranged all work related to Radio Programme (Selection of Expert, Recording ,Editing & Scheduling of Broadcast)
25-04-2007 to 15-12-2007	Gyan Vani, FM Educational Radio of IGNOU,Patna	Casual Announcer	Announcement of Programme
1 May 99 to 31-12-2001	“Voice of Budha” a fortnightly magazine	Special Correspondent	Reporting of News

4. Research Experience (if any)

- Area of Specialization: **Disaster Management**
- Research Experience (Years):

5. Publications

(a) Books / Chapters

- Chapter writing for Nalanda open University, Bihar : Four years Under Graduate Courses in Public Administration
- Editor, International Journal for social development Quarterly (English) ISSN 2320-9283 (Jan- Mar, 2023)
- Publication of department’s first magazine
- Wrote study materials for M.A.in Public administration Part II in different paper in Nalanda Open University, Bihar (details given below):-
 - 1.Disaster Management (Unit 1 to 7 & 11 to 13)**
 - 2.Administrative Law (unit 7 & 9 to 14)**
 - 3.Rural Development Administration (Unit 5 & 6)**
 - 4.Public Personnel Administration (Unit 5)**

NA

7. Conferences / Workshops / FDPs Attended

Orientation Course:

- 4-Week Faculty Induction/Orientation Programme for "Faculty in Universities/College/Institutes of Higher education" from 20 September -19 October,2022 Organised by Training Learning Centre, Ramanujan College, University of Delhi Under PMMMNMTT(Grade A)
- " Orientation Programme for Academic Counsellors " Organized by IGNOU 28 April 2023.

Refresher course:

- Refresher course in Research Methodology for Commerce and management 20th Dec 2025-3rd Jan 2026 under MMTTP of UGC organized by MH-MMTTC,Hansraj College,DU
- 2- Week Interdisciplinary Refresher course in " ADVANCE RESEARCH METHODOLOGY " From 17-31 December, 2023 Organised by Training Learning Centre, Ramanujan College, University of Delhi Under PMMMNMTT. (Grade A)
- Professional Development Programme on Implementation of NEP-2020 for University and College Teachers' from 9-17 September,2022 Organised by IGNOU (64%)

8. Conferences / Workshops /Seminar/ Departmental Seminar Organized

- Organised various departmental seminar and other activities of the Department.
- Organised various Training Program in BIPARD for Disaster Management.

9. Administrative Experience

- **Head of the Department, Public Administration**
- **Coordinator, Activity Report, A. N. College**
- **Committee Member, E-News Letter, NOU**
- **Member, Editorial Board, Journal ANALYSE**
- Worked as **Sr Research officer in Bihar State Disaster Management authority.**
- Worked as **Associate Consultant** in Centre for **Disaster Management in Bihar Institute of Public Administration & Rural Development (BIPARD)**, Patna.
- Worked as **Assistant Station Manager** in **Gyan Vani**, FM Educational Radio of IGNOU, Shillong.
- Worked as **Assistant Station Manager in Gyan Vani, FM Educational Radio of IGNOU**, Indore.

10. Awards / Recognitions

GOLD MEDALIST From IGNOU in PGD in Radio Prasaran

11. Membership of Professional Bodies

- a) **Life Member ISDR, Ranchi**
- b) **Life Member, RSVP**

12. E-Content / Lecture Videos (if any)

Details send soon

13. Research Profiles

- VIDWAN Id Link
- Google Scholar Link:
- ORCID ID Link:
- ResearchGate ID Link:

14. Skills

Teaching Methods / ICT Tools / Languages Known

15. Any Other Relevant Information**Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge.

Date: 15/04/2026

Place: PATNA

Signature

(Dr. KAVITA RAJ)