



# **KAMPUR COLLEGE**

KAMPUR, NAGAON, ASSAM  
PIN 782426

**THE CODE OF CONDUCT:  
THE HEAD OF THE INSTITUTION  
KAMPUR COLLEGE  
2021-22**

## **Content**

The code of Conduct: Head of the Institution	3
Holiday List of Gauhati University	4
Convenor and In Charges of Different cell	5
Emergency Numbers	6
Head of the Departments	6
Additional Teaching Staff	7
Staff of Library	7
Non Teaching Staff Details	7
Computer Assistant	7

## **Code of Conduct: Head of the Institution**

As the head of institution, Principal plays a pivot role in taking all the major decisions in academics as well as extracurricular activities. The entire administrative procedure remains concentrated in the hands of Principal. Hence, he should be transparent, fair, honest, kind and objective in all his approaches.

### **Academic Monitoring**

1. Academic growth of the college should be the prime focus of a principal. The principal should ensure that the development plans of the college both long term and short term, with respect to the academic programmes.
2. The principal is expected to participate in teaching, research and training programs of the college.
3. The principal shall be assisted by the Head of the Departments and other faculty members to ensure that the conduct of examinations and procedure for the same is smooth, without any hindrance.
4. The principal should constitute an admission committee to oversee that admission process in the college is carried out smoothly. The admission committee should assist him properly in this respect.
5. The principal should keenly observe academic activities such as conference/seminars, cultural and literary fests, workshops etc. being carried out.
6. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.
7. The principal shall act as channel between the management and the college staff. He must therefore cultivate a healthy and positive relationship with his staff and management. He should be role model to his students.

### **General Administration**

- It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the university authorities, other regulatory bodies and management from time to time.
- The principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the college has to be under the purview of the principal.
- The principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the college.
- The principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.
- The principal will also take into account any other work related to the college relating to the administration of the institute as may be assigned to him/her by the management from time to time.
- The principal shall make proposal for appointment to all posts both teaching and non-teaching.

- The principal possesses the right to grant medical/casual/earned/duty leave to college staff, members subject it the rules enshrined for the same.
- The principal has the responsibility to deliver leadership, direction and co-ordination within the college.
- With regards to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. in this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
- Principal has to be managed college cum departmental libraries, laboratories, hostels etc.
- Another pertinent responsibility is to assess the performance of non- teaching staff, maintenance of their service books and looking after the general welfare of them.
- Safeguard the interests of teachers/ non- teaching staff members and the management.
- Timely submission of information to different authorities i.e. government, university, UGC etc.

### **Financial Administration**

- The principal should constitute a finance committee to assist him in matters related to finance.
- The principal has the supreme power in purchase of essential material related to classroom, labs, library, stationary etc.
- The principal possesses to the last right to sanction any scholarship for the students as the condition arise.
- The principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management.
- Receipts, expenditures and maintenance of accounts and submission of timely statement of accounts to the management and college managing committee.

### **Holiday List of Gauhati University w.e.f. 1<sup>st</sup> January, 2022**

14 <sup>th</sup> , 15 <sup>th</sup> and 16 <sup>th</sup> January	Tuesday, Wednesday and Thursday	Magh Bihu	3 Days
26 <sup>th</sup> January	Sunday	Republic Day	1 Day
30 <sup>th</sup> January	Thursday	Saraswati Puja	1 Day
21 <sup>st</sup> February	Friday	Sivaratri	1 Day
9 <sup>th</sup> and 10 <sup>th</sup> March	Monday and Tuesday	Dol Jatra	2 days
10 <sup>th</sup> April	Friday	Good Friday	1 day
13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> April	Monday to Wednesday	Bohag Bihu	3 days
1 May	Friday	May day	1 Day

25 <sup>th</sup> and 26 <sup>th</sup> May	Monday Tuesday	and	Id-ul-fitar	2 Days
1 <sup>st</sup> and 2 <sup>nd</sup> August	Saturday Sunday	and	Id-uz-Zuha	2 Days
15 <sup>th</sup> August	Saturday		Independent Day	1 Day
20 <sup>th</sup> August	Thursday		Tithi of Srimanta Sankardev	1 Day
7 <sup>th</sup> September	Monday		Tithi of Sri Sri Madhab Dev	1 Day
9 <sup>th</sup> September	Wednesday		Janmastomi	1 Day
26 <sup>th</sup> September	Saturday		Janmotsav of Srimanta Sankardev	1 Day
2 <sup>nd</sup> October	Friday		Birthday of Mahatma Gandhi	1 Day
17 <sup>th</sup> October	Saturday		Kati Bihu	1 day
22 <sup>nd</sup> to 31 <sup>st</sup> October	Thursday Saturday	to	Durga Puja and Bijoya Dasami, Lakshmi Puja	10 days
14 <sup>th</sup> and 15 <sup>th</sup> November	Saturday Sunday	and	Diwali & kali Puja	2 Days
24 <sup>th</sup> November	Tuesday		Lachit Diwas	1 Day
30 <sup>th</sup> November	Monday		Guru Nanak's birth Day	1 Day
2 <sup>nd</sup> December	Wednesday		Asom Diwas	1 Day
25 <sup>th</sup> December	Friday		Christmas Day	1 Day

### Convenors and In-Charges of Different Cell

1. President, Governing Body : Mr. Prabin Sharma

Sl. No	Different Committee/ Cell	Date of Effect	Convenor & In Charge
1	IQAC		Mr. Deep kalita
2	NCC		Dr. Jyotirupa Deka
3	NSS		Mr. Prasanta Laskar
4	Womens' Cell	10/02/2022	Dr. Plabika Neog
5	Student Grievance Redrassal Cell	10/02/2022	Mr. Padum Kakati
6	Research and Publication Cell	10/02/2022	Dr. Plabika Neog
7.	Anti Ragging Cell	10/02/2022	Mr. Debasish Saikia
8.	Budget Committee	10/02/2022	Mr. Padum Kakati
9.	Canteen Management Cell	10/02/2022	Binod Ch. Bora

10.	Gender Sensitization and Internal Complaint Cell	10/02/2022	Ms. Riju Laskar
11	Health Awareness and First Aid Cell	10/02/2022	Mr. Debashis Saikia
12	Student Welfare Cell	10/02/2022	Mrs. Deepamoni Das
13	Student Guidance and Counseling cell	10/02/2022	Dr. Kushal Taid
14	Language Club	10/02/2022	Dr. Nalini Borah
15	Campus Beautification and Cleanliness Cell	10/02/2022	Dr. Nurul Hassan
16	Disaster Management Cell	10/02/2022	Dr. Prasanta Kuamr Das

### Emergency Contact numbers

1. Principal, Kampur College ..... 9365955571
2. Nagaon Fire and Emergency Services ..... 03672235605
3. S. P. Office, Nagaon.....03672235624
4. Disaster Management .....1070 (Toll free)

### HEAD OF THE DEPARTMENTS

Sl. No	Department	Name	Phone Number	
1	Assamese	Mr. Padum Kakati	8638926625	
2	Economics	Dr. Plabika Neog	9435068156	
3	Education	Mrs. Parul Bhuyan	8486088834	
4	English	Dr. Nalini Borah	9401316677	
5	Folklore	Ms. Juri Devi	6000519163	
6	Geography	Mrs. Riju Laskar	9435479598	
7	Hindi	Mr. Prasanta Laskar	9435319603	
8	History	Mr. Binud Bora	8111029910	
9	Political Science	Dr. Nurul Hassan	9864391233	

## DETAILS OF TEACHING STAFF

Sl.	Name	Email	Gen	Designation	Contact Number
1	Mini Devi	<a href="mailto:minidevi@gmail.com">minidevi@gmail.com</a>	F	Associate Professor	9957362770
2	Padum Kakoti	<a href="mailto:pkakoti65@gmail.com">pkakoti65@gmail.com</a>	M	Assistant professor	8638926625
3	Dr. Plabika Neog	<a href="mailto:plabikaneog@gmail.com">plabikaneog@gmail.com</a>	F	Associate Professor	9435068156
4	Binod Borah	<a href="mailto:borahbinodchandra@gmail.com">borahbinodchandra@gmail.com</a>	M	Assistant professor	8111029910
5	Riju Laskar	<a href="mailto:rijulaskar.kampur@gmail.com">rijulaskar.kampur@gmail.com</a>	F	Assistant professor	9435479598
6	Prasanta Laskar	<a href="mailto:prasantalaskar13@gmail.com">prasantalaskar13@gmail.com</a>	M	Assistant professor	9435319603
7	Dr. Nalini Borah	<a href="mailto:boranalini@gmail.com">boranalini@gmail.com</a>	F	Assistant professor	9401316677
8	Dr. Prasanta K. Das	<a href="mailto:prasantakumardas@gmail.com">prasantakumardas@gmail.com</a>	M	Assistant professor	9864115242
09	Deep Kalita	<a href="mailto:kalitadeep1970@gmail.com">kalitadeep1970@gmail.com</a>	M	Assistant professor	7002643371
10	Parul Bhuyan	<a href="mailto:parulbhuyankampur@gmail.com">parulbhuyankampur@gmail.com</a>	F	Assistant professor	8486088834
11	Debashis Saikia	<a href="mailto:debashissaikiyakohama@gmail.com">debashissaikiyakohama@gmail.com</a>	M	Assistant professor	9101168548
12	Dr. Montu Chetia	<a href="mailto:montuchetia@gmail.com">montuchetia@gmail.com</a>	M	Assistant professor	9101093556
13	Dr. Jyotirupa Deka	<a href="mailto:jyotirupadeka@gmail.com">jyotirupadeka@gmail.com</a>	F	Assistant professor	8473976589
14	Dr. Kushal Taid	<a href="mailto:kushaltaid2@gmail.com">kushaltaid2@gmail.com</a>	M	Assistant professor	9508432246
15	Dr. Niranjana Thengal	<a href="mailto:thengal12niranjan@gmail.com">thengal12niranjan@gmail.com</a>	M	Associate Professor	8133072987
16	Elizabeth L. Thiek	<a href="mailto:elizabeththeik15799@gmail.com">elizabeththeik15799@gmail.com</a>	F	Assistant professor	6001040176
17	Rubi Dutta	<a href="mailto:rubidutta90@gmail.com">rubidutta90@gmail.com</a>	F	Assistant professor	8822725209
18	Dr. Nurul Hassan	<a href="mailto:nurul.hassan88@gmail.com">nurul.hassan88@gmail.com</a>	M	Assistant Professor	9864391233
19	Mr. Bhalinder Singh	<a href="mailto:singhbhalindar@gmail.com">singhbhalindar@gmail.com</a>	M	Assistant Professor	8638055672
20	Ms. Banashree Devi	<a href="mailto:banashree1515devi@gmail.com">banashree1515devi@gmail.com</a>	F	Assistant Professor	9101012164

## ADDITIONAL TEACHING STAFF

	Name	Position	Gen	Phone Number
1	Ms. Juri Devi	Assistant professor (Non Sanctioned)	F	6000519163
2	Ms. Chayanika Saikia	Assistant Professor (Non Sanctioned)	F	9954998453
3	Mr. Maheshwar Mazumdar	Assistant Professor (Non Sanctioned)	M	
4	Mr. Bhupen Sarma	Assistant Professor (Non Sanctioned)	M	9678540883
5.	Ms. Tonoya Bhardwaj	Assistant Professor (Non Sanctioned)	F	8822497874

6.	Ms. Pubali Rajkhowa	Assistant professor (Non Sanctioned)	F	9101271388
5	Mr. Jagjit Baruah	Instructor , IT Department	M	9954034181
6	Mrs. Lakhi Prava Deka	Instructor, Cutting and Embroidery	F	6001155806

#### **LIBRARY STAFF**

Sl. No.	Name	Position	Gender	Phone Number
1	Mrs. Deepamoni Das	Librarian	F	8876991458
2	Mr. Pradip laskar	Library Bearer	M	9957473602
3	Mr. Pulin Bora	Library Assistant (N)	M	8876241959

#### **NON TEACHING STAFF**

Sl. Number	Name	Position	Phone Number	Remarks
1	Mr. Atanu Borah	LDA	6000122919	Non Sanctioned
2	Mr. Nabin Borah	IV grade	9678810115	Non Sanctioned
3	Mr. Kashyap jyoti Borah	IV Grade	9101921960	Non Sanctioned
4	Mr. Khargeswar Borah	IV Grade	8876902454	Non Sanctioned
5	Mrs. Jyotika Bruah	IV Grade	NA	Non Sanctioned
6	Mrs. Pallabi Laskar Baruah	IV Grade	6000911719	Non Sanctioned

#### **COMPUTER ASSITANT**

Sl. No	Name	Position	Phone Number	Remarks
1	Mrs. Jyoti Rekha Kalita		8761849357	Non Sanctioned
2	Mr. Arupjyoti Bordoloi		8638669475	Non Sanctioned