



KAMPUR COLLEGE



**Kampur, Nagaon, Assam
PIN 782426**

2022-2023

**THE CODE OF CONDUCT
THE HEAD OF THE
INSTITUTION**

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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 to 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 arises.
- 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. 1st January, 2021

Date (s) and month	Day (s) of the week	Occasion	Number of Days
13 th , 14 th and 15 th January	Wednesday, Thursday and Friday	Magh Bihu	3 Days
26 th January	Tuesday	Republic Day	1 Day
16 th February	Tuesday	Saraswati Puja	1 Day
11 th March	Thursday	Sivaratri	1 Day
28 th and 29 th March	Sunday and Monday	Dol Jatra	2 days
2 nd April	Friday	Good Friday	1 day

14 th , 15 th and 16 th April	Wednesday, Thursday and Friday	Bohag Bihu	3 days
1 May	Saturday	May day	1 Day
14 th and 15 th May	Friday and Saturday	Id-ul-fitar	2 Days
26 th May	Wednesday	Budha Purnima	1 Day
21 st and 22 nd July	Wednesday and Thursday	Id-uz-Zuha	2 Days
15 th August	Sunday	Independent Day	1 Day
27 th August	Friday	Tithi of Sri Sri Madhab Dev	1 Day
30 th August	Wednesday	Janmastomi	1 Day
8 th September	Thursday	Tithi of Srimanta Sankardev	1 Day
2 nd October	Saturday	Birthday of Mahatma Gandhi	1 Day
11 th to 20 th October	Monday to Wednesday	Durga Puja and Bijoya Dasami, Janmotsab of Strimanta Sankardev Lakshmi Puja and Kati Bihu	11 days
4 th and 5 th November	Thursday and Friday	Diwali & kali Puja	2 Days
6 th November	Saturday	Bhai Doj	1 day
10 th November	Wednesday	Chhat Puja	1 day
19 th November	Friday	Guru Nanak's Birth Day	1 Day
24 th November	Wednesday	Lachit Diwas	1 Day
2 nd December	Thursday	Asom Diwas	1 Day
25 th December	Saturday	Christmas Day	1 Day

Convenor and In-Charges of Different Cell

1. Not appointed President, Governing Body
2. Mr. Deep Kalita Coordinator, IQAC
3. Mr. Padum Kakati Convenor and In-charge.....Anti Ragging Cell
4. Mrs. Plabika Neog Convenor and In- ChargeStudent Welfare Cell
5. Mrs. Rupa Laskar Convenor and In Charge,Student Grievance
and Redrassal Cell
6. Mrs. Jyoti Rupa Deka In ChargeNCC
7. Mr. Prasanta Laskar Programme OfficerNSS
8. Mrs. Parul Bhuyan Convenor and in Charge Women Cell

Emergency Contact numbers

1. Nagaon Fire and Emergency Services 03672235605
2. S. P. Office, Nagaon.....03672235624
3. Disaster Management1070 (Toll free)

Head of the Departments

Sl. No	Department	Name	Phone Number	
1	Assamese	Mr. Padum Kakati	8638926625	
2	Economics	Mrs. Plabika Neog	9435068156	
3	Education	Mrs. Parul Bhuyan	8486088834	
4	English	Mrs. Nalini Borah	9401316677	
5	Folklore	Ms. Juri Devi	-	
6	Geography	Mrs. Riju Laskar	9435479598	
7	Hindi	Mr. Prasanta Laskar	9435319603	
8	History	Mr. Binud Borah	8111029910	
9	Political Science	Mrs. Rupa Laskar	8638782414	

Detail of teaching Staff

Sl.	Name	Email	Gen	Designation	Contact Number
1	Rupa Laskar	rupalaskarbordoloi@gmail.com		Assistant professor	8638782414
2	Mini Devi	minidevi@gmail.com	F	Associate Professor	9957362770
3	Padum Kakoti	pkakoti65@gmail.com	M	Assistant professor	8638926625
4	Plabika Neog	plabikaneog@gmail.com	F	Associate Professor	9435068156
5	Binod Borah	borahbinodchandra@gmail.com	M	Assistant professor	8111029910
6	Riju Laskar	rijulaskar.kampur@gmail.com	F	Assistant professor	9435479598
7	Prasanta Laskar	prasantalaskar13@gmail.com	M	Assistant professor	9435319603

8	Nalini Borah	boranalini@gmail.com	F	Assistant professor	9401316677
9	Prasanta K. Das	prasantakumardas@gmail.com	M	Assistant professor	9864115242
10	Deep Kalita	kalitadeep1970@gmail.com	M	Assistant professor	7002643371
11	Parul Bhuyan	parulbhuyankampur@gmail.com	F	Assistant professor	8486088834
12	Debashis Saikia	debashissaikiyakohama@gmail.com	M	Assistant professor	9101168548
13	Montu Chetia	montuchetia@gmail.com	M	Assistant professor	9101093556
14	Dr. Jyotirupa Deka	jyotirupadeka@gmail.com	F	Assistant professor	8473976589
15	Dr. Kushal Taid	kushaltaid2@gmail.com	M	Assistant professor	9508432246
16	Niranjan Thengal	thengal12niranjan@gmail.com	M	Associate Professor	8133072987
17	Elizabeth L. Thiek	elizabeththeik15799@gmail.com	F	Assistant professor	6001040176
18	RUBI DUTTA	rubidutta90@gmail.com	F	Assistant professor	8822725209
19	Dr. Nurul Hassan	nurul.hassan88@gmail.com	M	Assistant professor	9864391233
20	Bhalindar Singh	singhbhalindar@gmail.com	M	Assistant Professor	8638055672

Additional Teaching Staff:

	Name	Position	Gender	Phone Number
1	Juri Devi	Assistant professor (Non Sanctioned)	F	-
2	Chayanika Saikia	Assistant Professor	F	
3	Maheswar Mazumder	Assistant Professor	M	
4	Bhupen Sarma	Assistant Professor (Non Sanctioned)	M	9678540883
5	Mr. Jagjit Baruah	Instructor , IT Department	M	9954034181
6	Mrs. Lakhi Prava Deka	Instructor, Cutting and Embroidery	F	6001155806

Staff of Library:

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
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1	Mr. Ajit Kr. Borah	UDA	9435251612	
2	Mr. Pannalal Purkayastha	LDA cum Accountant	7002861236	
3	Mr. Atanu Borah	LDA	6000122919	Non Sanctioned
4	Mr. Nabin Borah	IV grade	9678810115	Non Sanctioned
5	Mr. Kashyap jyoti Borah	IV Grade	9101921960	Non Sanctioned
6	Mr. Khargeswar Borah	IV Grade	8876902454	Non Sanctioned
7	Mrs. Jyotika Bruah	IV Grade	NA	Non Sanctioned
8	Mrs. Pallabi Laskar Baruah	IV Grade	6000911719	Non Sanctioned

Computer Assistant

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