

**KAMPUR COLLEGE**

KAMPUR, NAGAON, ASSAM  
PIN 782426



**THE STUDENTS' HANDBOOK**

**2021-22**

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## **A Brief Note**

Kampur College, one of the prominent institutions of Nagaon district established in the year 1968. It was a visionary initiative of the then university passed young educated men of Kampur and undoubtedly was essential for such agriculture based rural setting. Initially, there were facility for pre-university classes but in the course of history, student are facilitated with undergraduate courses perpetuating honours as well as regular subjects. At present, the college is following the Choice Based Credit System (CBCS) introduced by the parent university. It is essential to maintain academic excellence sustaining high morality and esteem of the college. Hence, this is a Handbook for students to maintain strict discipline in and out of the campus. The book contains what to do and what not to do, exam related information, different cells related with students and lastly but not least the academic calendar for each session. It is advised to all to read the book comprehensively for greater interest of Kampur College.

## **Message from Principal's Desk**

It gives me immense pleasure that the College is going to publish an important handbook for students and it would help in bringing discipline, punctuality and decency among the student fraternity. As we know, learning is a continuous process, but College and University level usually considered as the highest level of institution for formal learning. Student can impart knowledge from different sources and apparently apply in different capacities; but proper application is quite important. Therefore, to systematize one and all, in a given society, a handbook is essential and subsequently the initiation of Kampur College will help in bring discipline from the students end.

Apart from different rules and regulation, the book carries various information i.e. academic calendar, holiday list, different cells, and Student's Union body and so on.

Hope, different stakeholders will cooperate in the whole process for the greater interest of Kampur College.

**Principal**

**Kampur College, Kampur, Nagaon**

## **GENERAL RULES FOR THE STUDENTS**

In our college emphasis is laid on discipline and character building. Students are required to maintain high standard of discipline in and out of the college campus. They are also expected to obey rules and regulations of the college prescribed by the college authority. Violation of rules and regulation will lead to disciplinary action like expulsion temporarily or permanently from the college. In this regard the decision of principal is final.

### **Code of Conduct in Class room or College Premises**

- Students are expected to maintain the highest standard of discipline and dignified manner of behaviour inside as well as outside the campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- Every student must carry his/her identity card while being present in the college premises.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 4.30p.m.
- College uniform is compulsory for all students. Any dress code violation notice within the campus will attract a fine of Rs. 150 and could initiate further disciplinary action.
- Every student is expected to maintain the general cleanliness within the classroom, library, and the college in general. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the dustbin kept in different location. Any violation of this shall be fined of Rs. 50/-
- Every student will remain answerable to the college authority for his/her activity and conduct on the college premises.
- Any act which obstructs teaching learning process, administrative activity and other proceedings of college is strictly prohibited.
- Consumption of intoxicants/ psychotropic substances in any form or smoking or using chewing gum, paan masala, gutka or any tobacco product etc. are strictly prohibited. The College campus is declared as a NO SMOKING ZONE.
- Playing cards, spitting and loitering are strictly prohibited inside the college and shall initiate severe punishment/ disciplinary action.
- Use of cell phones is strictly prohibited during college hour.
- Attempted or actual theft and damaging property of College or property of a member of the college community, or other personal or public property on or off campus will be considered as a punishable offence.

- Gossiping and loitering either in the verandahs or in the class rooms are strictly prohibited when classes and examinations usually perform. During break, students are advised to use library as much as possible.
- The students should handle college properties with full care. Damage to the furniture, construction or any other materials may lead penalty or suspension from the college.
- Irregularities, misbehavior, violence of any kind and disobedience towards any teachers or authority by any students are punishable.
- Indulging in ragging, anti institutional, anti national, antisocial, communal, immoral or political expressions and activities within the campus are punishable as per existing law.
- Without the prior permission from the Principal, students are not allowed to circulate any printed materials within the campus.
- The students are requested to check Notice board, College Website, Telegram as well as Departmental Whatsapp group for important announcement.

### **Attendance**

- Students failing to attend a minimum of 75% classes in each subject will not be able eligible to appear in any final examination. Parents/guardians of the students should submit undertaking at the time of admission that their wards will attend a minimum of 75% classes in each subject in each semester.
- Continuous absence for 21 teaching days in class is enough to debar the concerned student from attending the class/from appearing the examination.

### **Examination**

1. Students need to appear two Sessional examinations conducted centrally from the college end. Each examination contains 20 marks and out of that 10% is calculated in preparing final grade sheet.
2. Question paper of final examinations usually carries 80 marks. But it is somewhat different for courses having practical paper.
3. For the final assessment, Home Assignment as well as Attendance are important.
4. Examination and Marks ratio is:

Final Examination: Sessional Exam: Home Assignment: Attendance = 80:10:6:4

1	Final Examination	80
2	Sessional Examination	10
3	Home Assignment	06
4	Attendance	04

### **Anti Ragging:**

Ragging is an unavoidable problem for higher educational institution. Being an institute of higher education, Kampur College has been facing the problem in different capacities. Therefore, the college has implemented a strict and effective anti ragging policy based on the UGC regulation, 2009 on curbing the menace of ragging in Higher Educational Institutions.

### **Anti Ragging Committee**

This Committee shall examine all complaints related with ragging and come out with adequate recommendations based on the nature of the act and proper investigation.

### **The Anti Ragging Cell of Kampur College:**

1. Principal (Ex-officio Chairperson)
2. Mr. Padum Kakati (Convener & In-Charge) .....8638926625
3. Mrs. Rupa Laskar (Member).....8638782414
4. Mr. Binud Bora (Member).....8011029910
5. Mrs. Plabika Neog (Member).....9435068156
6. Mrs. Parul Bhuyan (Member).....8486088834
7. Mrs. Nalini Borah (Member).....9401316677
8. President, KCSU
9. General Secretary, KCSU

### **Penalty Measures against the act of Ragging:**

A student or group of students found guilty by the anti ragging committee will attract one or more of the following disciplinary action by the college authority.

- a. Suspension from attending classes or expelled for the whole academic session.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarred from appearing in exams.
- d. Withholding result.
- e. As per recommendation of anti ragging committee, the college authority can lodge First Information Report (FIR) against the culprit. However, it depends on the intensity/ magnitude of the act of ragging.

**Anti Ragging Helpline Number: 18001805522**

**Email Id: [helpline@antiragging.in](mailto:helpline@antiragging.in)**

### **Student Grievance and Redrassal Cell**

1. Principal (Ex Officio Chairman)
2. Mrs. Rupa Laskar (Convener and In charge )
3. Mr. Padum Kakati (Member)

4. Mr. Prasanta Laskar (Member)
5. Mrs. Riju Laskar (Member)
6. President (KCSU)

**Holiday List of Gauhati University w.e.f. 1<sup>st</sup> January, 2021**

<b>Date (s) and month</b>	<b>Day (s) of the week</b>	<b>Occasion</b>	<b>Number of Days</b>
13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> January	Wednesday, Thursday and Friday	Magh Bihu	3 Days
26 <sup>th</sup> January	Tuesday	Republic Day	1 Day
16 <sup>th</sup> February	Tuesday	Saraswati Puja	1 Day
11 <sup>th</sup> March	Thursday	Sivaratri	1 Day
28 <sup>th</sup> and 29 <sup>th</sup> March	Sunday and Monday	Dol Jatra	2 days
2 <sup>nd</sup> April	Friday	Good Friday	1 day
14 <sup>th</sup> , 15 <sup>th</sup> and 16 <sup>th</sup> April	Wednesday, Thursday and Friday	Bohag Bihu	3 days
1 May	Saturday	May day	1 Day
14 <sup>th</sup> and 15 <sup>th</sup> May	Friday and Saturday	Id-ul-fitar	2 Days
26 <sup>th</sup> May	Wednesday	Budha Purnima	1 Day
21 <sup>st</sup> and 22 <sup>nd</sup> July	Wednesday and Thursday	Id-uz-Zuha	2 Days
15 <sup>th</sup> August	Sunday	Independent Day	1 Day
27 <sup>th</sup> August	Friday	Tithi of Sri Sri Madhab Dev	1 Day
30 <sup>th</sup> August	Wednesday	Janmastomi	1 Day

8 <sup>th</sup> September	Thursday	Tithi of Srimanta Sankardev	1 Day
2 <sup>nd</sup> October	Saturday	Birthday of Mahatma Gandhi	1 Day
11 <sup>th</sup> to 20 <sup>th</sup> October	Monday to Wednesday	Durga Puja and Bijoya Dasami, Janmotsab of Srimanta Sankardev Lakshmi Puja and Kati Bihu	11 days
4 <sup>th</sup> and 5 <sup>th</sup> November	Thursday and Friday	Diwali & kali Puja	2 Days
6 <sup>th</sup> November	Saturday	Bhai Doj	1 day
10 <sup>th</sup> November	Wednesday	Chhat Puja	1 day
19 <sup>th</sup> November	Friday	Guru Nanak's Birth Day	1 Day
24 <sup>th</sup> November	Wednesday	Lachit Diwas	1 Day
2 <sup>nd</sup> December	Thursday	Asom Diwas	1 Day
25 <sup>th</sup> December	Saturday	Christmas Day	1 Day

### **Details of Students Union**

Kampur College Student Union (henceforth KCSU) is a democratically elected body and which has substantial contribution to raise the voice of students. Every year, through proper process, the College authority conducted student election. The student's union election is conducted as per the recommendation of Lyngdoh.

Major provisions:

1. The upper age limit of candidates is 22.
2. The minimum permissible percentage of attendance for candidate is 75%.
3. Every bonafide student can participate in the election process.



4. Student with criminal records or subjected to any disciplinary action by the College authority would not be eligible for the election.
5. Candidature with party banner is totally banned and even students organization banner is also discouraged.
6. The College also banned poster, banner, procession and rally.
7. All the contesting candidates have to face the student gathering in a common platform organized by the College authority.
8. Monetary expenditure is totally discouraged from the college end.
9. The entire activities are regulated, observed and performed by a returning officer with the help of an extended Election Committee appointed by the college authority.

**The structure of portfolios is:**

1. President (Reserved for 5<sup>th</sup> Semester Student only)
2. General Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
3. Assistant general Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
4. Cultural Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
5. General Sports Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
6. Major Games Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
7. Minor Games secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
8. Magazine Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
9. Debating secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
10. Literary and fine Art Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
11. Boys common room Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)
12. Girls common Room Secretary (1<sup>st</sup> and 3<sup>rd</sup> Semester Students)