



# KAMPUR COLLEGE

Kampur, Nagaon, Assam

PIN: 782426

**THE STUDENTS' HANDBOOK**

**KAMPUR COLLEGE**

**2022-23**

## Content

A brief note	1
General rules for students	2
Academic Calendar	6
Holiday list of Gauhati University	7-8
Portfolio holder's of Student Body	8-10

### **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.

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

1. Principal (Ex Officio Chairman)
2. Mrs. Rupa Laskar (Convener and In charge )
3. Mrs. Namita Barthakur (Member)
4. Mr. Prasanta Laskar (Member)
5. Mrs. Riju Laskar (Member)
6. President (KCSU)

**Academic Calendar: Gauhati University: 2022-23**

Vide GU notification GU/Acad/2022/2007-2017 dated 29 June, 2022

Dates(s)	Events/ Activity/ Target
1 <sup>st</sup> Week of August, 2022	Completion of admission process for all undergraduate (UG) programmes
After even semester examinations	Commencement of UG classes for odd semester/ year
8 <sup>th</sup> August, 2022	Commencement of UG classes for the fresh batch students (First semester/year)
Last week of November 2022	Conduct of examinations for UG classes
26 <sup>th</sup> December 2022 to 12 <sup>th</sup> January 2023 (18 days)	Winter Break
17 <sup>th</sup> January, 2023	Commencement of Classes of even semesters for UG courses
1 <sup>st</sup> Week of May, 2023	Conduct of examinations for UG courses
01-31 July, 2023 (31 Days)	Summer Vacation
01 August, 2023	Commencement of next Academic session

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

Date(s)	Day	Purpose	Nos.
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	Bohag Bihu	3 days

	Wednesday		
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

### 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**

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)

### **The Union Body for the Session 2021-22**

1. President .....Shohidul Islam
2. General Secretary ..... Muni Hanse
3. Assistant general Secretary ..... Bhaskar Jyoti Nath
4. Cultural Secretary ..... Bishal Laskar
5. General Sports Secretary ..... Partha Pratim Baruah
6. Major Games Secretary ..... Sunita Laskar
7. Minor Games secretary ..... Swarup Roy
8. Magazine Secretary ..... Richa Borah
9. Debating secretary ..... Joonmoni Rajkhowa
10. Literary and Fine Art Secretary ..... Gorishma Baruah
11. Boys' common room Secretary ..... Nipan Rajkhowa
12. Girls' common Room Secretary .....Sangita Debnath