

# KAMPUR COLLEGE

Kampur, Nagaon, Assam

PIN 782426

2021-22

## EMPLOYEES HANDBOOK: TEACHING AND NON TEACHING



KAMPUR COLLEGE

## **Content**

Introduction	3
Responsibility and Accountability	3
Professional Ethics	4
Teacher and Parents	5
Teacher and Students	5
Taking attendance	5
Course diary	5
Class adjustment before going on Leave	6
Instruction to invigilator	6
Norms of Conducting University practical Examination	6
Duties and Responsibilities of Head of the Department	7
Code of Conduct for non-teaching/ administrative staff	8
Convenors and In Charges of different Cells	8
Emergency Contact Numbers	8
Head of the Departments	9
Details of Teaching Staff	9-10
Additional Teaching Staff	10
Library Staff	10
Non Teaching Staff	11
Computer Assistant	11
Holiday List Published by Gauhati University w.e.f. Jan. 2021	12

## **INTRODUCTION**

The teachers of this college are subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his/her percepts and practice. The national ideas of education must be his/ her own ideals.

A definitive code for this institution encompasses the following:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information of colleagues at any cost.
- Speak out if the behavior of a colleague is seriously in breach of this code.

## **RESPONSIBILITY AND ACCOUNTABILITY**

- Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to impart education. This attitude should be directed towards the specific needs of each student.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Teachers must also acquaint themselves with recent methodologies and other applications in order to upgrade himself/herself and the student community.

- A teacher must alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. They should involve themselves in seminars, workshops where there is inter-change of academic topics. A career long professional development is therefore a necessity.
- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- The teacher will have to carry out the institution's educational responsibilities such as conducting admissions, various curriculum and extra curriculum activities. This will generate a holistic development which ultimately develops the students.

## **PROFESSIONAL ETHICS**

- Teacher must maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.
- Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- There should be no conflict between professional work and private practice. Private tuition should be avoided as they negatively impact upon the quality of college teaching.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with the colleagues and students unless legally or legitimately demanded.
- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- Teacher should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teacher should discharge their responsibility in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teacher should refrain from responding to unnecessary political motivations as they may ruin the sanctity and smooth progress of an educational institution.
- Teachers should deliver same treatment to non-teaching staff as they do to their fellow teacher.
- Despite the commuting distance the teacher should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- It is expected to avoid involving in personal matters during the working hours.

## **TEACHER AND PARENTS**

Teacher should try to maintain contact with the guardians and send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institutions.

Faculty should not summon parents to the institution under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

## **TEACHER AND STUDENTS**

- Teacher should respect the right and dignity of student in expressing their opinion.
- Should Deal equally with every student without any bias and partiality.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual need.
- Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Students should not be denied admission into the classrooms, Laboratories when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

## **TAKING ATTENDANCE**

- Staff members must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Trouble makers in the class rooms must be reported to the HOD/Principal / Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

## **COURSE DIARY**

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

#### **CLASS ADJUSTMENT BEFORE GOING ON LEAVE**

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

#### **INSTRUCTIONS TO INVIGILATORS**

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent / AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

#### **NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS**

- Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.

- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

### **DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required

- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counseling.

- Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

## **CODE OF CONDUCT FOR NON-TEACHING/ADMINISTRATIVE STAFF**

- The support staff should acquaint themselves with the college policies and adhere to them to their best ability.
- Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- The normal working period for those in the category of non-teaching staff shall be from 9.00 a.m. to 5.00 p.m. with one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
- They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.

### **Convenors and In-Charges of Different Cell**

1. Mr. Deep Kalita	Coordinator..... IQAC
2. Mr. Padum Kakati	Convenor and In-charge.....Anti Ragging Cell
3. Vacant	Convenor and In- Charge .....Student Welfare Cell
4. Mrs. Rupa Laskar	Convenor and In Charge, .....Student Grievance and Redrassal Committee
5. Mrs. Jyoti Rupa Deka	In Charge .....NCC
6. Mr. Prasanta Laskar	Programme Officer .....NSS
7. Mrs. Parul Bhuyan	Convenor and in Charge ..... Women Cell

### **Emergency Contact numbers**

1. Principal, Kampur College ..... 9957362770
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	Mrs. Plabika Neog	9435068156	
3	Education	Mrs. Parul Bhuyan	9435735475	
4	English	Mrs. 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 Borah	8111029910	
9	Political Science	Mrs. Rupa Laskar	8638782414	

## DETAILS OF TEACHING STAFF

Sl.	Name	Email	Gender	Designation	Contact Number
1	Rupa Laskar	<a href="mailto:rupalaskarbordoloi@gmail.com">rupalaskarbordoloi@gmail.com</a>		Assistant professor	8638782414
2	Mini Devi	<a href="mailto:minidevi@gmail.com">minidevi@gmail.com</a>	F	Associate Professor	9957362770
3	Padum Kakoti	<a href="mailto:pkakoti65@gmail.com">pkakoti65@gmail.com</a>	M	Assistant professor	8638926625
4	Dr. Plabika Neog	<a href="mailto:plabikaneog@gmail.com">plabikaneog@gmail.com</a>	F	Associate Professor	9435068156
5	Mr. Binod Borah	<a href="mailto:borahbinodchandra@gmail.com">borahbinodchandra@gmail.com</a>	M	Assistant professor	8111029910
6	Mrs. Riju Laskar	<a href="mailto:rijulaskar.kampur@gmail.com">rijulaskar.kampur@gmail.com</a>	F	Assistant professor	9435479598
7	Mr. Prasanta Laskar	<a href="mailto:prasantalaskar13@gmail.com">prasantalaskar13@gmail.com</a>	M	Assistant professor	9435319603
8	Dr. Nalini Borah	<a href="mailto:boranalini@gmail.com">boranalini@gmail.com</a>	F	Assistant professor	9401316677
9	Dr. Prasanta K. Das	<a href="mailto:prasantakumardas@gmail.com">prasantakumardas@gmail.com</a>	M	Assistant professor	9864115242

10	Mr. Deep Kalita	<a href="mailto:kalitadeep1970@gmail.com">kalitadeep1970@gmail.com</a>	M	Assistant professor	7002643371
11	Mrs. Parul Bhuyan	<a href="mailto:parulbhuyankampur@gmail.com">parulbhuyankampur@gmail.com</a>	F	Assistant professor	8486088834
12	Mr. Debashis Saikia	<a href="mailto:debashissaikiayakohama@gmail.com">debashissaikiayakohama@gmail.com</a>	M	Assistant professor	9101168548
13	Dr. Montu Chetia	<a href="mailto:montuchetia@gmail.com">montuchetia@gmail.com</a>	M	Assistant professor	9101093556
14	Dr. Jyotirupa Deka	<a href="mailto:jyotirupadeka@gmail.com">jyotirupadeka@gmail.com</a>	F	Assistant professor	8473976589
15	Dr. Kushal Taid	<a href="mailto:kushaltaid2@gmail.com">kushaltaid2@gmail.com</a>	M	Assistant professor	9508432246
16	Dr. Niranjana Thengal	<a href="mailto:thengal12niranjan@gmail.com">thengal12niranjan@gmail.com</a>	M	Associate Professor	8133072987
17	Elizabeth L. Thiek	<a href="mailto:elizabeththeik15799@gmail.com">elizabeththeik15799@gmail.com</a>	F	Assistant professor	6001040176
18	Rubi Dutta	<a href="mailto:rubidutta90@gmail.com">rubidutta90@gmail.com</a>	F	Assistant professor	8822725209
19	Dr. Nurul Hassan	<a href="mailto:nurul.hassan88@gmail.com">nurul.hassan88@gmail.com</a>	M	Assistant Professor	9864391233
20	Mr. Bhalinder Singh	<a href="mailto:singhbhalindar@gmail.com">singhbhalindar@gmail.com</a>	M	Assistant Professor	8638055672
21	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)		6000519163
2	Ms. Chayanika Saikia	Assistant Professor (Non Sanctioned)		9954998453
3	Mr. Maheshwar Mazumdar	Assistant Professor (Non Sanctioned)		
4	Mr. 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

#### 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. Ajit Kr. Borah	UDA	9435251612	Sanctioned
2	Mr. Pannalal Purkayastha	LDA cum Accountant	7002861236	Sanctioned
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 Baruah	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

### Holiday List of Gauhati University w.e.f. 1<sup>st</sup> January, 2020

14 <sup>th</sup> and 15 <sup>th</sup> January	Thursday and Friday	Magh Bihu & Tusu Puja	2 Days
23 <sup>rd</sup> January	Saturday	Netaji's Birthday	1 Day
26 <sup>th</sup> January	Tuesday	Republic Day	1 Day
31 <sup>st</sup> January	Sunday	Me dam Me Phi	1 Day

27 <sup>th</sup> February	Saturday	Bir Chilarai Diwas	1 Day
28 <sup>th</sup> March	Sunday	Dol Jatra	1 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 to Friday	Bohag Bihu	3 days
21 <sup>st</sup> April	Wednesday	Sati Sadini Diwas	1 Day
1 <sup>st</sup> May	Saturday	May Day	1 Day
12 <sup>th</sup> May	Wednesday	Tithi of Damodardev	1 Day
14 <sup>th</sup> May	Friday	Id ul Fitar	1Day
26 <sup>th</sup> May	Wednesday	Budha Purnima	1 Day
27 <sup>th</sup> May	Thursday	Janmotsav of Sri Sri Madhabdev	1 Day
21 <sup>st</sup> August	Wednesday	Eid uz Zuha	1 Day
15 <sup>th</sup> August	Sunday	Independence Day	1 Day
20 <sup>th</sup> August	Thursday	Tithi of Srimanta Sankardev	1 Day
27 <sup>th</sup> August	Friday	Tithi of Sri Sri Madhab Dev	1 Day
29 <sup>th</sup> August	Sunday	Karam Puja	1 Day
30 <sup>th</sup> August	Monday	Janmastomi	1 Day
8 <sup>th</sup> September	Wednesday	Janmotsav of Srimanta Sankardev	1 Day
2 <sup>nd</sup> October	Saturday	Birthday of Mahatma Gandhi	1 Day
17 <sup>th</sup> October	Saturday	Kati Bihu	1 day
12 <sup>th</sup> to 14 <sup>th</sup> October	Tuesday to Thursday	Durga Puja	3 days
15 <sup>th</sup> October	Friday	Bijoya Dashami and Janmotsav of Sankardev	1 Day
18 <sup>th</sup> October	Monday	Kati Bihu	1 Day
4 <sup>th</sup> November	Thursday	Kali Puja and Diwali	1 Day
6 <sup>th</sup> November	Saturday	Bhai Doj	1 Day
10 <sup>th</sup> November	Wednesday	Chat 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