



**KAMALA NEHRU COLLEGE**

**HANDBOOK FOR STUDENTS**

**CODE OF CONDUCT**

### **THE VISION OF KAMALA NEHRU COLLEGE**

Kamala Nehru College provides transformative education to young women, thereby leading to the growth and development of an egalitarian society.

It reflects the essence of a free nation and shapes young women into environment conscious, responsible and empowered individuals, ready to meet global challenges.

It enables students to become just, humane and visionary citizens, committed to the cause of women's education and community service.

We envision students who respect human rights, practice non-discrimination and non-violence, and work to achieve gender equality.

### **THE MISSION OF KAMALA NEHRU COLLEGE**

The mission of the college is to nurture the minds and souls of students offering them adequate opportunities, so that they develop into empowered and emancipated women equipped to face the challenges of life and be the pillars of strength of the community.

## MESSAGE FROM THE PRINCIPAL



Kamala Nehru College stands in the frontline of 'A' Grade colleges of Delhi University, as accredited by National Assessment and Accreditation Council (NAAC).

Kamala Nehru College nurtures the growth of fine human resources in their formative years, where they enter as girls and step out in the world of challenges as confident, able, young women- changed by their time in KNC. Slowly and surely, they are shaped by the mentorship of caring, competent and committed faculty

The academically stimulating environment of the college inspires the students to excel in their chosen courses. In the progressive setting of the college, they learn how to be winners, in multiple arenas- academic, dramatic, arts or sports. All this is further accentuated with a wide array of co-curricular and extra-curricular activities.

KNC is known for its excellent infrastructure which is counted amongst the best in the University. The faculty, non-faculty, library and other support staff, are like the load bearing pillars of this institution. The amphitheatre, state-of-art auditorium, lively cafeteria and gym- all lend a fuller experience of college life. Many other on-campus services help create a perfect comfort zone for our students.

This Students' Handbook is created with the hope that it will familiarise students with the academic calendar, and rules and regulations of the college, and help them navigate their journey, in matters both academic and extracurricular. The Handbook also contains important numbers and information which may be of use to them.

Dr. Kalpana Bhakuni

Principal

## **ZERO TOLERANCE FOR RAGGING IN KNC**

Kamala Nehru College is committed to root out ragging in all its forms.

Ragging is **TOTALLY BANNED** in the college, as per the 'UGC Draft Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'.

The Regulation, In Para 5.2 states: Ragging in all its forms shall be totally banned in the entire institution, including its department, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.

The Regulation, In para 3.4 defines Ragging : 'Ragging' means the following : Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

**The college will take the strongest possible action against those found guilty of ragging, as per para 5.3 of the Regulation, which states: The institution shall take strict action against those found guilty of ragging and / or of abetting ragging.**

**As per the Regulation, punishment(s) may range from suspension/rustication of the students involved, to a fine ranging between Rupees 25, 000/- and Rupees 1 Lakh.**

Students are requested to read the UGC Regulation which can be found on the UGC website:-

<http://www.ugc.ac.in/notice/minuterag2304U9.pdf>

### **KNC: A SMOKE FREE ZONE**

Delhi University is partnering with Delhi Police and World Lung Foundation in promoting a tobacco free environment.

As a step in that direction, smoking is banned in Kamala Nehru College.

### **COLLEGE HELPLINE NUMBERS**

The Students may contact the following in case of any complaints of ragging or harassment within the college.

#### **The Proctorial Team**

S.NO.	Name and Department of the Team Members	Contact No.
1.	Dr Shubhra Sinha- Proctor (2020-22) (Department of History)	9868674944
2.	Dr Bratati Barik- Convener (2020-22) Anti-Ragging Committee (Department of Geography)	9968370151

### **Internal Complaints Committee as per University Ordinance.**

Convener: Dr. Ranjana Gera- (Department of Geography)

9818022359

### **Foreign Student Advisor**

Dr Geetesh Nirban -(Department of Philosophy)

9811423241

### **Nodal Officer for North Eastern Students**

Ms. Elvina Amongla-(Department of English)

9582360434

### **Helpline Numbers (Delhi University)**

Tel No.

JCR- North Campus

011-27667291

(Joint Control Room)

011- 24119832

JCR- South Campus

011-24109832

### **Others**

1. Joint Commissioner of Police (Southern Range)

011-23490208

2. Jt. Commissioner of Police (Northern Range)

011-23490206

3. Jt. Commissioner of Police (New Delhi Range)

011-23490207

4. SHO Hauz Khas

011-26863842

5. Women's Helpline (All India)

1091

Women in Distress

6. National Commission for Women (NCW)

011-26942369

7. Delhi Commission for Women

011-23378044

8. Outer Delhi Helpline

011-27034873

9. Students/ Child Helpline

1098

10. National Human Rights Commission

011-23385368

## **COLLEGE RULES AND REGULATIONS**

All students are expected to abide by the rules and regulations of the college. Action will be taken against students not following the rules mentioned below:

### **Attendance**

- **PLEASE NOTE: As per the university rules students are expected to attend a minimum of 66.6% of the total number of lectures and tutorials delivered in the college.**
- Students falling short of attendance will be detained and not allowed to take the final examination as per the university rules.
- All applications for leave of absence should reach the Principal not later than a week after the student returns to the college.
- In case of sickness the application must be supported by a medical certificate to be submitted within ten days of joining back. No overwriting on the medical certificates is allowed. Certificates must have the doctor's registration number and area of specialisation for verification.
- **Students missing classes because of extra-curricular activities are required to fill up slips and submit to the administration on a monthly basis.**

### **Discipline**

- The use of crackers and Holi colours is not permitted within the college.
- Littering within the college premises is forbidden.
- Use of mobiles in classrooms, tutorial rooms, auditorium and corridors is strictly prohibited.

Any infringement of the above rules is liable to be fined.

### **Belongings**

The students are advised to be careful and look after their belongings. Books, purses, mobile phones or any other valuable item should not be left unattended in the library, classroom or canteen etc.

The college takes no responsibility for any such loss.

### **Identity Card**

Every student of the college is issued an identity card which she is expected to carry with her at all times.

She will have to produce the same, whenever required to do so.

Duplicate identity cards will be issued on the basis of FIR and payment of Rs 200.

### **Students' Union**

KNC has a vibrant and strong tradition of student participation in its institutional life, and the Students' Union is a key contributor.

Students are represented through duly elected Office bearers in the Students' Union. It is an integral part of the college.

The elections for the posts of the President, Vice-President, Secretary, Treasurer and Proctors are held every year in the month of September.

Advisors of the Students' Union: Dr Pragati Gautam, Dr Urna Sarkar Dutta, Dr Carmel Christy, Ms. Jayanti Bala

### **Co-curricular Activities**

The college takes great pride in having established NSO, NSS and NCC units in the college along with several other societies which help to enhance the personality of our students and empower them to emerge as more responsible citizens for tomorrow.

#### **National Sports Organisation (NSO)**

The department of Physical Education organises training classes for NSO students in activities like Yoga, Taekwondo and Aerobics. Intra Mural competitions are also organised in Carom, Badminton, Leg-Cricket and Athletics to encourage participation in a wide variety of physical activities. Students also showcase demonstrations in Aerobics, Taekwondo and Yoga on Annual Sports Day. NSO classes are scheduled to begin from 31<sup>st</sup> July 2018.

#### **National Service Scheme (NSS)**

NSS is a permanent youth programme under the ministry of Youth Affairs and Sports, Government of India. The basic motto that describes NSS is 'Not MeBut You.' The NSS-KNC has a volunteer strength of more than 200 students who devote 120 hours each every year towards social service. Our volunteers are engaged in various projects that deal with causes such as those of literacy, career awareness, education and cleanliness etc. NSS organises cleanliness drives, blood-donation camps, free medical check-ups and many other related activities as per the guidance of the HRD Ministry and the University of Delhi.

#### **National Cadet Corps (NCC)**

NCC helps the students improve their personalities and build leadership qualities. It helps them to deal with day to day life with confidence. Training is given in drill, home-nursing, map reading, signalling, handling of weapons, archery, rowing, civil defence, parasailing, mountaineering and water skiing. Summer camps are an annual feature during the vacation. The college also has a unit of the Air-Wing providing training in Flying, Gliding, and Parachuting etc. Students are required to contact the Teacher-in-Charge, NCC Room, for enrolment.

### **Extra-Curricular Activities**

Kamala Nehru College has many ECA societies, catering to a wide diversity of interests and activities, from debate to theatre, classical music to fashion. Students can join these societies, based on their own interests and tastes.

Extra-Curricular Activities are relevant for the holistic personality development of the students. These activities complement and enrich the study of the Academic courses that students are enrolled in. The ECA helps students discover and enhance their talents in diverse fields through regular participation in cultural events at both intra and inter college levels.

In order to maintain balance with the academics the students who are enrolled in various cultural activities need to keep in mind certain instructions mentioned below:

- Students enrolled through ECA Quota who sign an Undertaking /Bond must participate in the activities during their stay in the college (REFER UNIV ADMISSION BULLETIN]
- Practice schedule as approved by the competent authority, has to be strictly adhered to, by all the ECA students.
- No collection /contribution of money from ECA/Society students is allowed under any pretext. Violators will be prosecuted as per disciplinary norms of the College.
- The Pink slips should be duly signed by Teacher convener and Subject teachers and submitted in the last week of monthly cycle to claim ECA benefit.